



**OHIO**  
UNIVERSITY

**Classification and Qualification  
Standards  
Human Resources Records  
Specialist**

*ADMINISTRATIVE/TECHNICAL ROLE*

<b>Career Series:</b> Human Resources	<b>Job Code:</b> 14134 <b>Grade:</b> D	<b>Date Established:</b> 7/01/2001	<b>FLSA Category:</b> NON-EXEMPT
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**JOB SUMMARY**

Under administrative direction, the classification has broad decision making authority and independence, and interprets policies and procedures. This classification requires extensive knowledge of records management and Human Resources Information Systems (HRIS) in order to perform complex duties in overseeing personnel records.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Enters, processes, verifies and maintains data in Human Resources Information System for new hires, employment actions and enrollments.
2. Interprets and applies University policies and procedures regarding all types of employment actions.
3. Performs data entry, maintenance, and verification for new hires and enrollments.
4. Prioritizes data changes with pay calendars and schedules.
5. Provides advice and guidance regarding application of University policies and procedures for leaves (e.g., leaves of absence, Family Medical Leave).
6. Monitors and maintains leave data, and verifies, and audits results of leave processing.
7. Runs reports in HRIS and distributes to departments and planning units.
8. Monitors quality and accuracy of data.
9. Provides customer service on records issues.
10. Coordinates special data requests, and assists in file maintenance.
11. Provides work direction and training to student employees.
12. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of records management; Human Resources Information Systems (HRIS); University policies and procedures\*; oral and written communication; employee training and development\*; and; medical leaves\*. Skill in operation of computer. Ability to oversee HRIS; interpret and apply University policies and procedures; and provide advice and guidance on leaves.

(\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

18 mos. training or 18 mos. experience in records management and Human Resources Information Systems (HRIS). 1 course or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*