## Human Resources Systems Specialist - Records

#### Position | Qualifications

#### **OVERVIEW**

Reporting to the Human Resources Systems Supervisor, the Human Resources Systems Specialist - Records provides procedural guidance to and maintains accurate employment information for all District employees. The incumbent will process a variety of forms, reports, and correspondence and will access, input and revise data in the computerized Human Resources system (PRM). Working with confidential matters, the incumbent provides guidance on a range of administrative Human Resources issues to the assigned client group.

# POSITION DESCRIPTION HUMAN RESOURCES SYSTEMS SPECIALIST- RECORDS

#### HRS-R 1

Reviews and completes all processing requirements for new hire documentation and employee information including entering data into the computerized Human Resources system to maintain confidential Human Resources records and support the payroll function

HRS-R 2

#### HRS-R 5

Calculates and prepares payroll forms for retroactive pay, medical leaves, contract adjustments, pay adjustments, upgrading and annual increments

#### HRS-R 6

Generates and distributes forms and correspondence relating to contract entitlements, Human Resources transactions, changes to employment status and employment verifications

#### HRS-R 7

Maintains accuracy of Human Resources electronic and hard copy files by entering information, verifying data input from the department, Financial Services and the schools; and makes corrections as needed

#### HRS-R 8

Creates new files, scans and prepares employee information for offsite storage

#### HRS-R 9

Provides relief within the department including providing backup for the Human Resources System Specialist - Dispatch/Absences, as required

#### HRS-R 10

Generates and provides basic interpretation of reports from computerized Human Resources systems as required for staffing processes and as requested

#### HRS-R 11

Assists with special projects within the Department

#### HRS-R 12

Assists with all aspects of the annual Staffing Process

#### HRS-R 13

Lifts and moves office supplies and file boxes up to 18 kg (40 lbs) on an occasional basis

#### HRS-R 14

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by the job description

# Qualifications Human Resources System Specialist Records

## SKILLS AND

Ability to develop and apply appropriate work methods, procedures and policies

Ability to give advice, guidance, instructions and directions

Ability to document and summarize information

Analytical ability Creativity/Innovative

### WORKING CONDITIONS

#### OCCUPATIONAL REQUIREMENTS

Sufficient vision, hearing and dexterity to perform related job duties

Able to perform related physical and mental activities

Able to lift up to 18 kg (40 lbs) on an occasional basis and operate related equipment  $\,$ 

Reviewed December 2021