

Coordinator, HR Records

FLSA Status: Non-Exempt

Pay Grade: 17

Job Title ID: 130511

Job Series/Job Family: Human Resources Series / HR Family

Reports To

Manager, HR Records

Job Purpose

To maintain Southern Association of Colleges and School (SACS) faculty credential compliance process; to facilitate implementation of new processes for effectiveness and to coordinate development of electronic systems; to process employee records and data; and to prepare reports.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates, develops, implements, and maintains appropriate processes and electronic systems to support SACS faculty credential program.
2. Coordinates and maintains electronic faculty credential compliance processes. Identifies system issues, implements corrective action plan, collaborates with academic deans for evaluation and resolution.
3. Serves as SACS credential liaison for academic departments and deans. Updates SACS roster ensuring compliance with SACS guidelines. Maintains new SACS roster requirements. Conducts training. Maintains faculty credential files.
4. Evaluates, analyzes, facilitates the design of electronic systems. Maintains HR Records electronic systems.
5. Coordinates, maintains, and develops training for Fortis electronic document retrieval system, and for HR Records electronic systems. Develops training guides and manuals.
6. Conducts formal and informal training sessions regarding HR Records procedures, processes, and policies. Develops training and documentation of system use for users.
7. Coordinates HR Records processes. Oversees the workflow and monitors the work of the HR Records staff and hourly employees to ensure accurate payroll processing in compliance with college policies and procedures.
8. Updates and maintains full-time faculty records-related electronic processes, including online contracts and pay out options, new hires, terminations, and prorated salaries.
9. Serves as backup to the HR Records Manager.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Administrative procedures, principles, and practices.
- SACS faculty credentialing requirements.
- General Human Resources practices and principles.
- Electronic files, records and data management systems.
- Training and presentation methods, styles, and techniques.
- Federal and state wage and salary laws and regulations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule. Peak periods may require evening and weekends.
- Management of electronic systems.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with exacting attention to detail and follow through.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Preparing and reviewing narrative documents, reports, and records.
- Analyzing complex data and making recommendations.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Effective on-on-one and group presentation and training skills and techniques.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, including advanced levels of Excel and Word. Proficiency creating customized reports using a report writing system.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience

Required

- Two years related work experience including work with data management systems.

Preferred

- More than two years Human Resources experience. Work experience with SACS faculty credentialing compliance requirements.

Education

Required

- Bachelor's degree.

Other

Preferred

- Knowledge of ACC Administrative Rules, Human Resources Employee Handbook, Human Resources Reference Guide, Employment and Compensation Information Guide, Personnel Authorization System, and/or eHire and Datatel software applications.
- Reliable transportation for occasional local area travel.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

