

Manager, Records, Human Resources

FLSA Status: Exempt

Pay Grade: 26

Job Title ID: 13056

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

Reports To

Vice President, Human Resources

Job Purpose

To manage the human resources records section, ensuring that all College employee information is accurately maintained and updated and that effective reports can be generated.

Description of Duties and Tasks

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

Required

1. Hires, supervises, trains, and evaluates human resources records office staff; ensures accuracy and timeliness of work flow.
2. Develops specifications and procedures for electronic systems; tests and implements systems for HR and College-wide use.
3. Compiles and analyzes data for state, federal, and customized reports processed through custom queries from Datatel system and using Excel formulas to analyze and format data for reports.
4. Develops and implements procedures for tracking employees and assuring accuracy of data in the Datatel system; develops customized queries for staff to use to verify payroll information before each payroll.
5. Manages all systems that process payment information into Datatel for all employees.
6. Manages the process that ensures accuracy and compliance with Southern Association of Colleges and Schools criteria; develops faculty compliance information reports.
7. Conducts training for College personnel regarding HR procedures, processes, and policies.

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

- Principles, best practices, and trends in human resources and records management.
- Human resources electronic recordkeeping systems.
- Supervisory principles, practices, and methods.

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.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Supervising and coordinating the activities of subordinate personnel.
- Time management, prioritizing, and multi-tasking.
- Maintaining confidentiality of work related information and materials.

- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and query languages.

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 one year supervisory experience.

Preferred

- Three years related work experience including one year supervisory experience.

Education

Required

- Bachelor's degree in related field.

Other

Preferred

- Knowledge of ACC Administrative Policies, Employment and Compensation Information manual, Human Resources Employee Handbook, and/or guidelines for various state and federal reports. Datatel software skills.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.