

Water Authority Position Description

HR RECORDS SPECIALIST

Status	Position Code	Level	Date
APPROVED	HRRS	P25	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

ADMINISTER AND MAINTAIN THE WATER UTILITY AUTHORITY EMPLOYEE PERSONNEL FILES ENSURING COMPLIANCE, CONFIDENTIALITY, ACCURACY AND INTEGRITY OF THE FILES. RESPOND TO EXTERNAL AND INTERNAL INFORMATION REQUESTS TO ENSURE COMPLIANCE WITH AUTHORITY RULES AND REGULATION AND ALL FEDERAL AND STATE LAWS AND REGULATIONS.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATES DEGREE WITH MAJOR COURSE WORK IN PUBLIC ADMINISTRATION, RECORDS MANAGEMENT OR A RELATED FIELD, PLUS FOUR (4) YEARS EXPERIENCE IN FILE MANAGEMENT, AUDITING AND RECORDS COMPLIANCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM ASSIGNED SUPERVISORY OR MANAGEMENT STAFF.
MAY EXERCISE SUPERVISION OVER SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. ADMINISTER AND MAINTAIN COMPUTERIZED WATER AUTHORITY EMPLOYEE PERSONNEL FILE SYSTEM AND ALL EMPLOYEE RELATED DOCUMENTATION. ENSURE CONFIDENTIALITY OF FILES, APPROPRIATE ACCESS, TIMELY AND ACCURATE FILLING OF DOCUMENTATION AND COMPLIANCE WITH ALL AUTHORITY RULES AND REGULATIONS AS WELL AS FEDERAL AND STATE LAWS AND REGULATIONS.
2. RECEIVE, REVIEW AND RECONCILE HUMAN RESOURCES EMPLOYEE PAPERWORK. VERIFY RECEIPT OF ALL REQUIRED PAPERWORK. REVIEW PAPERWORK FOR COMPLETENESS, VERIFY THAT APPROPRIATE DOCUMENTS ARE RECEIVED, FOLLOW UP ON INCOMPLETE OR MISSING PAPERWORK, CONSULT WITH APPROPRIATE PARTIES TO ENSURE COMPLETION AND RECEIPT. ENSURE ACCURATE AND TIMELY FILING OF PAPERWORK WITHIN THE WATER UTILITY AUTHORITY'S EMPLOYEE FILE SYSTEM.
3. RESPOND TO REQUESTS FOR INFORMATION, BOTH PUBLIC AND INTERNAL CUSTOMERS. PROVIDE REQUESTED INFORMATION FOR VERIFICATIONS OF EMPLOYMENT, VERIFICATIONS OF INCOME, ETC. ENSURING COMPLIANCE WITH ALL WATER UTILITY AUTHORITY RULES AND REGULATIONS AS WELL AS ALL FEDERAL AND STATE LAWS AND REGULATIONS.
4. PREPARE ALL TERMINATION EMPLOYEE FILES AND PAPERWORK FOR SCANNING INTO AN ELECTRONIC RECORDS DATABASE.
5. MAINTAIN AND MONITOR I-9 TRACKING/FILING SYSTEMS TO ENSURE COMPLIANCE WITH FEDERAL LAWS.
6. ASSIST IN NEW EMPLOYEE ORIENTATION (NEO) PROCEDURES. COMMUNICATE WITH EMPLOYEES ON NEO LOCATIONS AND DATES. ASSIST EMPLOYEES WITH QUESTIONS, COMPLETION OF PAPERWORK AND MAKE PRESENTATIONS.
7. PREPARE REPORTS AS NEEDED.

SUPPLEMENTAL FUNCTIONS

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF HUMAN RESOURCES RECORDS MANAGEMENT.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF A RECORDS MANAGEMENT SYSTEM AND DATA ENTRY PROGRAM
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF RECORDS MANAGEMENT
PRINCIPLES AND PROCEDURES OF RECORD KEEPING
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

MAINTAIN THE AUTHORITY EMPLOYEE PERSONNEL RECORDS MANAGEMENT SYSTEM
PARTICIPATE IN NEW EMPLOYEE ORIENTATION PROCEDURES; MAKE PRESENTATION REGARDING NEW HIRE PROCESSING
ENSURE ACCURACY, QUALITY AND TIMELINESS OF PUBLIC RECORDS REQUESTS
ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW TRENDS IN RECORDS ADMINISTRATION
INTERPRET AND EXPLAIN THE WATER AUTHORITY POLICIES AND PROCEDURES REGARDING EMPLOYEE FILES AND FILE MAINTENANCE
ENSURE ACCURACY, QUALITY AND TIMELINESS OF INFORMATION ENTERED IN EMPLOYEE FILES
PREPARE CLEAR AND CONCISE REPORTS
RESPOND TO REQUESTS AND INQUIRES FROM THE GENERAL PUBLIC
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE IN CONTACT WITH IN THE COURSE OF WORK INCLUDING CITY OFFICIALS AND THE GENERAL PUBLIC
MAINTAIN MENTAL CAPACITY, WHICH ALLOWS THE CAPABILITY OF MAKING SOUND DECISION AND DEMONSTRATING INTELLECTUAL CAPABILITIES

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES

WORKING CONDITIONS

OFFICE ENVIRONMENT, WORKING CLOSELY WITH OTHERS, EXPOSURE TO COMPUTER SCREENS.

PHYSICAL REQUIREMENTS

ESSENTIAL AND MARGINAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL CONDITION NECESSARY FOR WALKING, STANDING AND SITTING FOR PROLONGED PERIODS OF TIME. MAY INCLUDE LIGHT LIFTING, CARRYING AND REPEATED BENDING.