JOB DESCRIPTION
HR Data and Records Manager

DIVISION: Human Resources
GRADE: 133
DEPARTMENT: Human Resources Services
WORK DAYS: Annual
REPORTS TO: Executive Director of HR Services
FLSA STATUS: Exempt

POSITION SUMMARY
The HR Data and Records Manager manages and supports all functions related to Human Resources (HR) records administration for an organization of 7,000+ active employees. The incumbent will be responsible for maintaining paper and electronic records across diverse platforms and formats; managing projects and records integration activities; managing electronic records system operations; developing policies and processes; and managing a support team. This position encompasses a combination of daily records administration; long-term, large-scale project management; and personnel records management and data reporting. It also requires collaboration with Information Technology (IT) professionals to ensure that record-keeping and database systems operate effectively, and to identify and implement IT solutions for records storage and access.

MINIMUM REQUIREMENTS

EDUCATION:
• Bachelor’s degree in human resources or related field required

CERTIFICATION/LICENSE:
• Human Resources Certification (PHR, SPHR, SHRM-CP or SHRM-SCP) preferred

WORK EXPERIENCE:
• 5 years of related data and/or records management experience, including supervisory experience, required
• Experience with large-scale Human Resources Information Systems (HRIS), Enterprise Resource Planning (ERP), document management and Applicant Tracking systems (ATS) is required
• Experience in K-12 education or public sector preferred

KNOWLEDGE, SKILLS & ABILITIES
• Strong written and verbal communication, collaboration and customer service skills
• Ability to exercise independent judgment to execute duties and responsibilities
• Ability to troubleshoot problems, apply analytical skills and recommend viable solutions
• Confidentiality and discretion regarding sensitive Human Resources data and information
• Advanced spreadsheet skills to include pivot table, v-lookup and some linking skills, Microsoft Office Suite, Google suite collaboration and productivity apps for business
• Strong understanding of core HR processes and data flows
• Ability to perform detail-oriented work with a high level of accuracy and timeliness
• Knowledge of human resources and legal requirements related to record retention
• Ability to lead people, get results through others and inspire a team to reach new goals and to embrace change
• Ability to independently manage projects from initiation to completion

ESSENTIAL DUTIES
• Responsible for management, inventory, maintenance and retention of personnel records of active employees, as well as, retention of personnel files of former employees
• Coordinates all facets of the day-to-day services and operations of the Records Management team, ensuring compliance with all policies, procedures and regulations, and successful performance of duties according to established timelines and service level agreements
• Manages Human Resources records retention program and all associated policy and process components, including privacy of employee information
• Oversees and administers electronic records management solutions and related systems; manages vendor relationships and associated contracts; works with IT partners to manage systems and address any technical performance issues
• Manages HR records compliance-related functions, such as employment verifications, internal and external audit responses, state and federal data collection mandates, legal requests and open records requests
• Prepares accurate personnel information to be transmitted to Georgia Department of Education (GA DOE) via the Certified/Classified Personnel Information (CPI) data collection procedure; coordinates CPI submission process across divisions including all stakeholders
• Instills a climate of continuous process improvement and customer focus; improves efficiency and effectiveness of administrative processes; updates internal process documents and workflows
• Applies standards to verify accuracy of data entry into HR systems (e.g. use standard processes, procedures, quality control, workflow, checklists, and time frames)
• Regularly audits data systems and personnel files, reviews dashboards and error reports and, based on quality control standards, troubleshoots and resolves errors to support the integrity of data and records
• Uses report writing tools to create ad hoc reports for team members and generates standard reports already created
• Participates in the development of user procedures, guidelines and documentation, and supports the HR Training & Communications Manager to train colleagues on new processes/functionality
• Performs other duties as assigned by appropriate administrator
• Required to attend scheduled shift during regular business hours as mandated

PHYSICAL ABILITIES AND WORKING CONDITIONS

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of positions in this class. Atlanta Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Strength: to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.
Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process
information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Additional Work Conditions & Physical Abilities:  • N/A

Atlanta Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.