MANAGER OF EMPLOYEE RECORDS

Function of Job:

Under general direction of designated administrator, provide leadership and direction for processes, data analysis, data maintenance and integrity, communications, and user support in human resources information system and related areas.

Characteristic Duties/Responsibilities:

1. Provide support and communicate information to users in human resources information system.
2. Oversee and evaluate campus Banner processes and make recommendations for changes and efficiencies.
3. Oversee the review and evaluation of requests for all new Banner HR accounts and changes to security for all UNH users. Communicate changes to USNH HR.
4. Effect salary increase transactions, both mass salary increases and individual increases processed throughout the year, which includes determination of applicability and timing of increases and knowledge of salary guidelines and USNH policies relating to salary increases.
5. Collect and maintain documentation related to salary increases, ensure data integrity, and make corrections as needed.
6. Review salary increases for compliance with USNH policy and guidelines, determine appropriate compensation category and type for electronic processing, and complete and approve all compensation documents in the human resource information system.
7. Oversee the processes for review and evaluation of requests for new positions, assigning position number, establishing positions in the human resource information system and update positions for work schedule changes.
8. Serve as departmental human resource representative on various committees associated with the human resource information system.
9. Assist with various implementation processes, testing, and reviewing functionality in the human resource information system.
10. Hire, supervise, evaluate and train staff as assigned.
11. Ensure data integrity, including alternate IDs and collecting information for directories.
12. Assist with the identification, development and execution of training modules and associated training for the human resources information system as assigned.
13. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:
1. Bachelor's degree in business or related field and one year of applicable experience.
2. Supervisory ability and computer skills as required by department.
3. Written and oral communication skills.

Additional Desirable Qualifications:
1. Work experience in higher education.
2. Experience working with a human resources information system.

9/11/04
System Approval

9/11/04
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.