



# Human Resources Systems Specialist- Records

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## OVERVIEW

Reporting to the Human Resources Systems Supervisor, the Human Resources Systems Specialist - Records provides procedural guidance to and maintains accurate employment information for all District employees. The incumbent will process a variety of forms, reports, and correspondence and will access, input and revise data in the computerized Human Resources system (PRM). Working with confidential matters, the incumbent provides guidance on a range of administrative Human Resources issues to the assigned client group.

## POSITION DESCRIPTION

### HUMAN RESOURCES SYSTEMS SPECIALIST- RECORDS

#### **HRS-R – 1**

Reviews and completes all processing requirements for new hire documentation and employee information including entering data into the computerized Human Resources system to maintain confidential Human Resources records and support the payroll function

#### **HRS-R – 2**

Answers a variety of (internal and external) inquiries regarding routine Human Resources matters, providing guidance on human resources processes and procedures, basic collective agreement interpretation and other Human Resources information

#### **HRS-R – 3**

Provides support to users on all electronic Human Resource Records systems

#### **HRS-R – 4**

Calculates, inputs, updates and tracks Human Resources information such as leaves, leave replacements, seniority, secondary seniority, increments, probation periods, benefit entitlements, absences, sick bank balances etc. to ensure accuracy and meet established department and payroll deadlines

**HRS-R – 5**

Calculates and prepares payroll forms for retroactive pay, medical leaves, contract adjustments, pay adjustments, upgrading and annual increments

**HRS-R – 6**

Generates and distributes forms and correspondence relating to contract entitlements, Human Resources transactions, changes to employment status and employment verifications

**HRS-R – 7**

Maintains accuracy of Human Resources electronic and hard copy files by entering information, verifying data input from the department, Financial Services and the schools; and makes corrections as needed

**HRS-R – 8**

Creates new files, scans and prepares employee information for offsite storage

**HRS-R – 9**

Provides relief within the department including providing backup for the Human Resources System Specialist - Dispatch/Absences, as required

**HRS-R – 10**

Generates and provides basic interpretation of reports from computerized Human Resources systems as required for staffing processes and as requested

**HRS-R – 11**

Assists with special projects within the Department

**HRS-R – 12**

Assists with all aspects of the annual Staffing Process

**HRS-R – 13**

Lifts and moves office supplies and file boxes up to 18 kg (40 lbs) on an occasional basis

**HRS-R – 14**

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by the job description

**Qualifications**  
**Human Resources System Specialist – Records**

<b>EDUCATION</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Grade 12 or equivalent and,</p> <p>Completion of a two (2) year post-secondary Human Resources Program or combination of Human Resources, Payroll or Accounting</p>
<b>EXPERIENCE</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Two (2) years specific experience in Human Resources, payroll administration or benefit administration;</p> <p>Extensive experience word processing, using spreadsheets, and database management systems; and</p> <p>Experience in records management.</p>
<b>KNOWLEDGE</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Knowledge of human resources practices and procedures</p> <p>Knowledge of office procedures</p> <p>Knowledge of related District policies, procedures and regulations</p> <p><b>JOB SPECIFIC REQUIREMENTS (when required)</b></p> <p>Broad knowledge of the school system and its staffing needs</p> <p>Broad knowledge of PRM, AMS and ADS</p>

**SKILLS AND ABILITIES****TECHNICAL REQUIREMENTS**

Keyboarding skills at 50 W.P.M. or data entry equivalency

Ability to interpret and apply policy, procedures and collective agreement clauses

Ability to perform job related math calculations

**INTERPERSONAL REQUIREMENTS**

Ability to maintain a high level of confidentiality of information seen or heard

Demonstrated excellence in a customer service role as maintaining excellent relations with staff and the public is a key requirement of the position

Effective written and oral communication skills and the ability to request and convey information in an appropriate manner

Ability to organize one's own workload effectively, efficiently and independently

Ability to work well as a member of a team

Ability to respond to changing priorities and circumstances

Patience Flexibility Persuasive diplomacy

**PROBLEM SOLVING REQUIREMENTS**

Ability to organize and prioritize high volumes of work, often under the pressure of multiple demands, deadlines and interruptions while maintaining close attention to detail and accuracy

Ability to deal with requests, complaints or clarification of information

Ability to apply appropriate methods, procedures and policies

Ability to ensure accuracy and reliability of data and/or quality of assignments

Ability to problem solve when either recommending or clarifying information with others

	<p>Ability to develop and apply appropriate work methods, procedures and policies</p> <p>Ability to give advice, guidance, instructions and directions</p> <p>Ability to document and summarize information</p> <p>Analytical ability Creativity/Innovative</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient vision, hearing and dexterity to perform related job duties</p> <p>Able to perform related physical and mental activities</p> <p>Able to lift up to 18 kg (40 lbs) on an occasional basis and operate related equipment</p>

Reviewed December 2021