



JOB DESCRIPTION

POSITION TITLE: Human Resources Records Analyst #2496
Human Resources
Business Services

SALARY PLACEMENT: Classified/Confidential Supervisory Salary Schedule
Range 4

SUMMARY OF POSITION:

Under the direction of the Chief Human Resources Officer or administrative designee, performs a variety of human resources duties, responsible for managing and maintaining accurate and confidential employee personnel files in compliance with organizational policies, legal requirements, and applicable regulations. This role includes processing employee records, ensuring proper documentation, and responding to inquiries related to personnel files and records. This position is responsible for overseeing and guiding all file room employees, including permanent and temporary staff. Key duties include providing training, assigning tasks, and ensuring the accuracy of records and files. The role involves identifying and correcting errors, as well as collaborating with other HR staff to prevent future mistakes.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess a high school diploma or equivalent of the completion of the twelfth grade, plus three years of advanced personnel training or business/computer courses obtained through a college or vocational school. Experience of a closely related nature may be substituted. Three years of varied and progressively responsible clerical experience at an administrative level. Experience working in a school district or county office of education.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess a Bachelor's Degree in Human Resources, Business Administration, or a related field. Advanced computer skills, including knowledge of Microsoft Suite, Google Suite, Escape Systems, electronic email and calendars, Quick fields, Laserfiche and FileMaker Pro.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- SJCOE policies and procedures governing employment and personnel practices
- principles, methods, and practices related to personnel procedures and HR functions
- operation of standard office equipment, including computers and HR-relevant software for recruitment and retention processes
- strong English communication and writing skills, including proper spelling, grammar, and punctuation for clear and effective written communication
- assigned software

Ability to:

- accurately organize, maintain, and update personnel files in both physical and electronic formats
- interpret and apply policies, laws, and regulations related to personnel records management
- communicate effectively with staff, administrators, and external stakeholders
- perform duties with a clear understanding of SJCOE priorities and initiatives to support organizational goals
- oversee confidential and sensitive information with discretion and professionalism

- perform data entry and generate reports with a high degree of accuracy
- prioritize tasks and manage time effectively to meet deadlines
- work collaboratively with other HR team members and departments
- stay updated on legal and procedural changes affecting personnel records
- organize daily incoming file room documents
- ensure the security and proper location of all personnel files through proactive identification and tracking
- operate a computer

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Organize, maintain, and safeguard employee personnel files, ensuring compliance with legal and organizational requirements.
2. Process new hire documentation, ensuring all required forms are accurately completed and filed.
3. Audit personnel files periodically to ensure compliance with retention schedules and organizational standards.
4. Respond to employee, administrator, and external agency requests for records or verification of employment while adhering to confidentiality protocols.
5. Update personnel records on employee status such as promotions, terminations, and resignations.
6. Generate reports and summaries of personnel data as requested by management.
7. Assist in the implementation and maintenance of electronic records systems and the transition from paper-based to digital records.
8. May supervise and train administrative support staff.
9. Organize daily incoming file room documents.
10. Attend work related conferences and seminars.
11. Take steps to identify, track, and secure all personnel files, ensuring none are misplaced.
12. Assist in coordinating HR events.
13. Establish and maintain cooperative and effective working relationships with employees and the general public.
14. Establish and maintain a variety of human resources files and records with discretion according to established procedures, policies, rules, and regulations.
15. Provide clerical, technical, and administrative support to the Human Resources department, including answering inquiries and assisting with audits.
16. Operate a variety of standard office equipment, such as a personal computer and applicable human resources and payroll software, telephone, fax machine and copier.
17. Retrieve personnel files for employment reactivation, subpoena responses, and/or filing of documents, etc. in the records room or at an offsite records storage facility.
18. Stay informed about changes in legal requirements and best practices related to personnel file management.
19. Establish and maintain confidentiality in performing job duties and secure confidential information.
20. Establish and maintain cooperative and effective working relationships with employees and the general public.
21. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed materials with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak clearly for effective communication at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull, and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and an offsite records storage facility, and come in direct contact with SJCOE staff, district staff, and the public.

7/8/2025 final sc