



**Orange County Department of Education
Human Resources Department
Supervisory Class Specification**

Class Code: 3112

**FLSA Status: Nonexempt
Union Representation: Unrepresented**

HUMAN RESOURCES RECORDS SUPERVISOR

GENERAL PURPOSE

Under direction, organizes and supervises the employee records staff in the Human Resources (HR) Department; oversees the new-hire processing and personnel recordkeeping for certificated and classified employees; hires, trains, and evaluates the performance of assigned personnel; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Records Supervisor is a single-incumbent supervisory class responsible for overseeing the pre-employment and employment processing of Orange County Department of Education (OCDE) employees and the administration of employee record maintenance. The class requires extensive subject matter knowledge regarding OCDE application systems and employment recordkeeping procedures/requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Interview, select, organize, supervise, coach, and evaluate the performance and work of assigned staff; with staff, develop, establish, implement, and monitor work plans to achieve assigned goals and objectives; provide coaching for performance growth and improvement; and subject to management concurrence, take disciplinary action, up to and including termination.
2. Participate in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to achieve department/program and OCDE goals, objectives, and performance measures consistent with OCDE's quality and service expectations.
3. Plan, direct, oversee, and participate in the processing of newly hired employees into OCDE; plan and conduct new employee orientations, explaining OCDE personnel policies and procedures; and direct staff in entering new employee data into the HR database.
4. Oversee and participate in the updating and maintenance of all personnel employment records for OCDE staff.
5. Establish and maintain close communication and liaison with other OCDE organizational units including retirement, payroll, benefits, risk management, recruitment, and credentialing; provide technical and procedural information/input to these other units regarding the employee records unit's data entry; and provide reporting and statistical information to OCDE management.

6. Develop new recordkeeping procedures or modify systems to effect changes needed due to new legislation or changes in employee recordkeeping requirements.
7. Develop and maintain necessary reports and informational/resource materials; and analyze audit reports for database accuracy.
8. Review and approve transcript evaluations performed by staff for certificated salary placement.
9. Gather and analyze past payroll earnings data for potential employee service credit purchase or to identify discrepancies; and enter findings into retirement system website.
10. Respond to auditors or district personnel regarding the internal processes of HR and provide documentation that demonstrates those processes.

QUALIFICATIONS

Knowledge of:

1. Principles and general practices of human resources and the maintenance of confidential employment records.
2. Principles and practices of sound business communication.
3. Research methods and analysis techniques.
4. Principles and practices of effective supervision.
5. Provisions of the California Education Code and other laws, regulations, and guidelines applicable to assigned responsibilities.
6. OCDE human resources policies, procedures, and of bargaining unit and employee guidelines provisions.
7. HRIS data usage and impact of integrated system on other OCDE systems.
8. Customer service practices and techniques.

Ability and Skill to:

1. Plan, organize, coordinate, supervise, coach, and oversee the operations and activities of assigned employee records staff.
2. Understand, interpret, explain, and apply laws, rules, and regulations pertaining to OCDE employment and recordkeeping requirements.
3. Review recordkeeping data for accuracy/completeness.
4. Understand and utilize multiple systems such as HRIS, Payroll, Time and Attendance System, reporting software, substitute maintenance system, and document imaging.
5. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations.
6. Organize, set priorities, and exercise sound, independent judgment within areas of responsibility.
7. Communicate clearly and effectively, both orally and in writing.
8. Prepare clear, concise, and comprehensive correspondence, reports and other written materials.
9. Ensure confidentiality of employee records data.

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10. Establish and maintain effective working relationships with OCDE management, administrators, staff, and others encountered in the course of work.
 11. Demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in human resources, business, public administration, or a related field and five (5) years of responsible experience in human resources, at least two (2) of which were in a position similar to OCDE's Employee Records Specialist; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.

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