



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

**Class Code: 3102
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt
Union Representation: Represented**

Human Resources Records Specialist

GENERAL PURPOSE

Under general supervision, performs a variety of duties related to employee recordkeeping, including new hire processing, employee records maintenance and reports, HRIS data entry, and related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Records Specialist is a paraprofessional class in Orange County Department of Education's (OCDE) human resources job family. Incumbent assignments require attention to detail and accuracy. Incumbents are expected to perform job assignments without close supervision using knowledge of multiple OCDE automated systems and databases, policies, practices, and procedures learned through experience.

Human Resources Records Specialist is distinguished from Human Resources Technician in that incumbents in the former class perform independent paraprofessional assignments requiring the use of human resources principles and practices gained through greater experience and formal education and training.

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. Contact newly hired employees and schedule employment processing for fingerprinting, TB tests and physicals, and new employee orientation meetings to provide general information on OCDE employment and payroll policies and procedures and information specific to employee.
2. Verify education, experience, and credentials for employees in response to verification requests or to determine starting salary placement this process can involve multiple formats including email, letters, forms, and phone calls; and enter new employee data into the HR database.
3. Perform accurate recordkeeping for OCDE employees, including personal data, contract days, locations, transfers, budget changes, performance evaluations, promotions, salary changes, pay stipends, leaves, credential updates, retirement elections, and other employee changes; determine and/or confirm a variety of designations; and compile related resource materials for employees and supervisors.

4. Record leaves of absence; review and track leaves of absence including personal, medical, and parenthood leaves; determine eligibility for the Family Medical Leave Act/California Family Rights Act (FMLA/CFRA); identify start and end dates and notify the employee, supervisor, payroll, and benefits staff regarding leave status; and process all related documents and input information into databases.
5. Respond to employee and supervisor inquiries regarding available leave entitlements, credentialing requirements and/or applications, bargaining unit and/or employee guidelines provisions, salary changes, payroll deductions and/or procedures, retirement, and other issues; and explain and interpret human resources rules, policies, and processes to OCDE staff.
6. Provide liaison on database management and data input with other organizational units such as payroll, risk management, budget and finance, retirement services, recruitment, and credentialing.
7. Compile data and prepare standard or ad hoc reports as requested.

QUALIFICATIONS

Knowledge of:

1. Language and provisions of the California Education Code and other federal and state laws and regulations such as FMLA/CFRA and Commission on Teacher Credentialing requirements applicable to assigned position responsibilities.
2. OCDE human resources policies and bargaining unit/employee guidelines; the HRIS system; and data input procedures.
3. Multiple HRIS systems database usage and impact on other integrated OCDE systems.
4. Customer service practices and techniques.
5. Data research and analysis techniques.
6. Modern office practices, procedures, and equipment.

Ability and Skill to:

1. Understand, interpret, explain, and apply laws, rules, and regulations pertaining to OCDE employment and recordkeeping requirements.
2. Review recordkeeping data for accuracy and completeness.
3. Understand and utilize multiple systems such as HRIS, time/attendance system, substitute maintenance system, reporting software, and document imaging.
4. Interpret the provisions of the OCDE bargaining unit/employee guidelines and the California credential system.
5. Accurately input high-volume employee data into the HRIS system.
6. Organize, set priorities, and exercise sound, independent judgment within areas of responsibility.
7. Communicate clearly and effectively, both orally and in writing; prepare clear, concise, and comprehensive correspondence, reports, and other written materials.
8. Ensure confidentiality of employee record data.
9. Establish and maintain effective working relationships with OCDE management, administrators, staff, and others encountered in the course of work.

10. Must 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 graduation from high school or a high school equivalency test and at least three (3) years of human resources experience; one (1) of which was in a position equivalent to OCDE's Human Resources Technician; 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 administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under 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 essential functions. The employee works under typical office conditions, and the noise level is usually quiet.