



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

**Class Code: 3112  
Date Adopted: July 1, 2008**

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

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## **HUMAN RESOURCES RECORDS SUPERVISOR**

### **GENERAL PURPOSE**

Under direction, organizes and supervises the employee records staff in the Human Resources 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 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**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Interviews, selects, organizes, supervises, coaches, and evaluates the performance and work of assigned staff; with staff, develop, establish, implement, and monitor work plans to achieve assigned goals and objectives; provides coaching for performance growth and improvement; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with OCDE's human resources policies and labor contract provisions.
2. Participates 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. Plans, directs, and oversees the processing of newly hired employees into OCDE; plans and conducts new employee orientations, explaining OCDE personnel policies and procedures; directs staff in entering new employee data into the HR database.
4. Oversees the update and maintenance of all personnel employment records for OCDE staff.
5. Establishes and maintains close communication and liaison with other OCDE organizational units including retirement, payroll, benefits, risk management, recruitment, and credentialing; provides technical and procedural information/input to these other units regarding the employee records unit's data entry; provides reporting and statistical information to OCDE management.
6. Develops new recordkeeping procedures or modifies systems to effect changes needed due to new legislation or changes in employee recordkeeping requirements.
7. Reviews and approves transcript evaluations performed by staff for certificated salary placement.
8. Develops and maintains necessary reports and informational/resource materials; analyzes audit reports for database accuracy.

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## **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 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/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.
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 graduation from a four-year college or university with a major in human resources, business or public administration, or a related field; and five years of responsible experience in human resources, at least two of which were in a position closely similar to OCDE's Employee Records Specialist; or an equivalent combination of training and experience.

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## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret detailed and complicated data, information, and documents; analyze and solve problems; use math and mathematical reasoning; perform highly detailed work on multiple, concurrent tasks with constant interruptions under intensive deadlines; and interact with managers, employees and others 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.