



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

**Class Code: 3102  
Date Adopted: July 1, 2008  
Date Revised: May 4, 2016**

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

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## **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, and HRIS data entry; and related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Human Resources Records Specialist is a paraprofessional class in OCDE's 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/databases, policies, practices, and procedures learned through experience.

Employee 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/training.

### **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. Contacts newly hired employees and schedules employment processing for fingerprinting, TB tests/physicals, and new employee orientation meetings to provide general information on OCDE employment and payroll policies/procedures and information specific to employee; verifies education/experience/credentials for certificated employees to determine starting salary placement; enters new employee data into HR database.
2. Performs accurate recordkeeping for all 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.
3. Records leaves of absence; reviews and tracks leaves of absence including personal, medical, and parenthood leaves; determines eligibility for Family Medical Leave Act/California Family Rights Act (FMRA/CFRA); identifies start and end dates and notifies the employee, supervisor, payroll, and benefits staff regarding leave status; processes all related documents and inputs information into databases.
4. Responds to employee inquiries regarding available leave entitlements, credentialing requirements/applications, bargaining unit/employee guidelines provisions, salary changes, payroll deductions/procedures, retirement, and other issues; explains and interprets human resources rules, policies, and processes to OCDE staff.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

5. Provides liaison on database management and data input with other organizational units such as payroll, risk management, budget/finance, retirement services, recruitment, and credentialing.
6. As directed, compiles data and prepares standard or ad hoc reports.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Language and provisions of the California Education Code and other federal and state laws/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.

### **Ability to:**

1. Understand, interpret, explain, and apply laws, rules, and regulations pertaining to OCDE employment and recordkeeping requirements.
2. Review recordkeeping data for accuracy/completeness.
3. Understand and utilize multiple systems such as HRIS, Time/Attendance System, reporting software, and document imaging.
4. Interpret the provisions of 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.
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. 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 high school equivalency test, and at least three years of responsible human resources experience in a school district or governmental agency, at least one of which was in a position equivalent to OCDE's Human Resources Technician; 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 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 data, information, and documents; analyze and solve administrative problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information and skills; perform detailed work on multiple, concurrent tasks often with interruptions under intensive deadlines; and interact with administrators, managers, employees, applicants, the public, 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.