

Summary of Duties: Assigns, reviews, and evaluates the work of a group of clerical employees engaged in the preparation, processing, and maintenance of a wide-variety of personnel forms, documents, and records; independently performs the more responsible and difficult clerical work; develops and interprets personnel procedures; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Personnel Records Supervisor is responsible for the centralized clerical personnel operation in a department or a specialized clerical personnel function in the Personnel Department. An employee in this class supervises a group of clerical employees and, in addition, may perform the more difficult and responsible work in the processing of personnel records. An administrative or technical employee may supervise the work of a Personnel Records Supervisor, but such supervision does not involve detailed review of work. Assignments normally are given verbally and in writing and results are evaluated as needed.

A Personnel Records Supervisor differs from a Principal Clerk in that incumbents of the latter class supervise employees engaged in general office clerical work. A Personnel Records Supervisor deals primarily with clerical personnel matters and, as such, requires more in-depth knowledge of the personnel rules, policies, and procedures which govern those matters.

As bona fide supervisors, incumbents in the class of Personnel Records Supervisor are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, evaluation of performance, and approval of requests for time off.

Examples of Duties: A Personnel Records Supervisor:

Assigns, reviews, and evaluates the work of a group of clerical employees engaged in the preparation, processing, and maintenance of personnel records, documents, and files which may include:

The filing, routing, control, and maintenance of records, correspondence, documents, and personnel folders;

Providing information to City employees and the public regarding personnel policies, rules, procedures, and memoranda of understanding;

Arranging for the release of personnel information in response to subpoenas duces tecum and requests for verification of employment in accordance with

applicable City, State, and Federal regulations;
Preparing, maintaining, and monitoring personnel related documents and forms such as IOD reports, sick leave reports, leaves of absences, suspensions, terminations, and personnel turnover reports;
Preparing timekeeping documents and records;
Processing Civil Service applications, eligible lists, confidential examination materials, requests for certification, or layoff lists;
Conferring with staff of the Personnel Department, City Administrative Officer, City Attorney, Controller's Office, Pension Department, or Retirement System on various personnel and payroll matters;

Coordinating appointments, transfers, and reassignments of employees within and between departments;

Conducting comprehensive background investigations on candidates for City employment including evaluating employment and criminal records, recommending disqualifications in accordance with CSC Policy, and holding appeals hearings for candidates recommended for disqualifications.

Personally performs the more difficult and responsible clerical work.

Maintains position control records.

Develops, updates, and recommends changes in departmental personnel procedures and manuals.

Reviews agendas and minutes published by Council, Council committees, and the Civil Service Commission as well as outside publications for information relevant to personnel actions.

Trains employees in proper timekeeping methods and in personnel document and payroll procedures.

Reviews and makes recommendations on the retention or disposal of personnel records pursuant to Division 12 of the Administrative Code.

Provides advice and information to supervisors and others regarding payroll problems and procedures.

Communicates equal employment/affirmative action information to employees.

Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates.

Assists employees in preparing for promotion described in the City's Affirmative Action Program.

Advises managers, supervisors, and employees on City Charter provisions, Mayor's Directives, Civil Service Rules, and Personnel Department Procedures involved in compliance with candidate certification and selection procedures.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

City and departmental personnel rules, policies, procedures, and practices as contained in, but not limited to, such documents as:

The Rules of the Board of Civil Service Commissioners;

Division 4 of the Administrative Code;

The Personnel Department's Personnel Procedures Manual;

Memoranda of Understanding;

Distinguished Features (Cont.):

Departmental Rules and Policies;

Payroll and timekeeping procedures as established by the City Controller.

Principles, practices, and procedures of clerical office administration and personnel record keeping, including the City's Records Retention Program.

Laws relating to "right to privacy" and "confidentiality of information" as they affect the appropriate release of personnel records and information.

Correct form and proper English usage for business communications.

Basic mathematics including addition, subtraction, multiplication, division, fractions, and percentages.

Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates.

Techniques of training, instructing, and evaluating subordinate's work performance.

Techniques for counseling, disciplining, and motivating subordinate personnel.

Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program.

A working knowledge of:

Commonly used office machines and equipment including their operation, maintenance, and applications.

The City's organization and functions.

A general knowledge of:

Principles and practices of public personnel administration.

City safety policies and practices.

Data processing methods and terminology relating to processing personnel and payroll documents.

The ability to:

Assign, review, and evaluate the work of a group of clerical employees.

Communicate orally both on an individual and group basis.

Compose routine correspondence and memos.

Read and interpret complex written material.

Deal tactfully and effectively with other department managers, employees, and the public.

Establish and maintain a work environment to enhance both employee morale and productivity.

Apply sound supervisory principles and techniques.

Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Minimum Requirements:

Two years of full-time paid office clerical experience in a class at least at the level of Senior Clerk.

License: A valid California driver's license may be required prior to appointment.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

Fair Labor Standards Act Status:

All of the positions in this class qualify for an administrative exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

Distinguished Features (Cont.):

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.