

Class Code: K53
City of Anaheim
Class Specification

CLASSIFICATION:
PERSONNEL RECORDS TECHNICIAN

DEFINITION: Under minimal supervision, to perform difficult and specialized work related to payroll/personnel record keeping activities.

EXAMPLES OF DUTIES - Depending upon areas of assignment, responsibilities and duties may include, but are not limited to, the following:

Maintains employee HRIS data base for the regular, event and retired payrolls, entering new employees, processing status changes and deleting terminated employees from the system.

Reviews and verifies all personnel action forms for completeness, accuracy and compliance with labor agreements, rules and precedent and brings discrepancies to appropriate staff for reconciliation.

Prepares, reviews, distributes for signature, monitors return and processes personnel action forms for City employees.

Audits regular and event payroll registers to verify employee payroll and status changes have been accurately posted to the HRIS.

Researches personnel records, rules, labor agreements and precedents upon request and to resolve questions regarding employee status.

Initiates personnel status changes resulting from the application of new labor agreements or existing personnel practices.

Communicates extensively with employees regarding personnel status and transactions.

Applies and inputs changes and other data to HRIS system through use of a computer terminal.

Completes all written employment verifications.

Compiles information requested for subpoenas.

Develops and produces periodic statistical and summary reports.

Composes correspondence requiring use of judgment based upon a knowledge of the functions and procedures of personnel record keeping and benefits.

Conducts training for Human Resources professional and clerical staff on the use, completion and processing of personnel action forms.

Generates labels and simple reports using the report generator sub-systems.

Performs complex data entry and verification of payroll system.

Maintains FLSA work schedules; inputs alternate work schedules and monitors for changes to work schedule.

Monitors and maintains on-line position control system; verifies requests for personnel vacancy replacements against position control system.

Monitors and verifies employee status changes such as performance review dates, probationary review/permanent appointment, promotions and reclassifications.

Establishes and inputs performance review dates for new hires, promotions and other status changes.

Writes, inputs and maintains new payroll/personnel procedures.

Operates a variety of office equipment, such as a typewriter, calculator, CRT, microcomputer and photocopier.

Files materials into established filing systems and develops filing systems for record storage and retrieval.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing responsible, journey-level clerical personnel or payroll record keeping involving the use of a computer terminal.

Knowledge of: Personnel/payroll system procedures; modern office equipment and procedures; computer terminal operating methods; English usage; business math; advanced record keeping methods; rules and regulations related to personnel or employee benefits; and aspects of the personnel rules and labor agreements which affect the personnel/payroll system processes.

Ability to: Operate a calculator accurately; read, understand and apply difficult materials; maintain detailed filing systems; meet recurring deadlines; operate a computer terminal; operate a typewriter with accuracy; speak clearly and distinctly; maintain complex records, requiring analysis of data, interpretation of personnel rules and labor agreements, consistency, a high degree of attention to detail and confidentiality; train employees on changes affecting the personnel/payroll system; identify discrepancies and take corrective action; keep abreast of changes in federal and state laws and regulations as well as personnel rules and labor agreements related to personnel/payroll activities; understand pertinent procedures and functions quickly and applying them without immediate supervision; establish and maintain effective relationships with those contacted in the course of work.

Supervision Received: Works under technical supervision of the Human Resources Information Systems Analyst who gives instructions and periodically reviews work in progress and completed work.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Revised 9/86 - W. Jerz
Revised 7/91 - V. Kilmurray
(Former Job Class - Personnel Records Specialist)
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