



Code: 1307
Family: Human Resources
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Personnel

CLASS TITLE: SUPERVISING HUMAN RESOURCES RECORDS SPECIALIST

CHARACTERISTICS OF THE CLASS

Under supervision, Supervises staff engaged in ensuring HR actions are accurately recorded and documented, and performs varied HR administration tasks for the Department of Human Resources, and performs related duties as required

ESSENTIAL DUTIES

- Functions as a working supervisor prioritizes work assignments overseeing the work of staff responsible for providing technical assistance to city departments electronically tracking and approving HR actions, scanning and storing support documentations for archival purposes and providing assistance in the navigation of the City's HRIS computer system
- Troubleshoots problems, monitors work progress and resolves issues and concerns effecting work progress
- Advises on processing protocols and initiates and reviews HR actions (e.g., appointments, promotions, separations, leaves of absence, incidents and other personnel transactions) ensuring they are accurate and documented properly
- Interprets personnel policies and procedures pertaining to the application of HR laws, union regulations and city HR rules for employment actions effecting separations, hires, terminations and reinstatements of "At Will" and "Shakman Covered" employees
- Interprets and applies resolutions for Court ordered and Personnel Board settlement agreement orders and for Union arbitrations to individual employment records
- Ensures HR actions comply with the Family Medical Leave Act (FMLA), Victims Economic Security and Safety Act (VESSA) and Health Insurance Portability and Accountability Act (HIPPA)
- Advises on the application of civil service practices under the City's system of HR administration that is based on merit principles, personnel rules and the use of job codes and employment status's
- Coordinates work efforts with city departments on matters relating to employment records for classifications, employee selection, transfers and documentation for other areas of personnel administration
- Performs varied HR administration tasks including the auditing of city-wide payroll reports to ensure accuracy for management review
- Maintains databases to track HR hiring transactions, monitors control logs and disseminates HR notifications to city departments
- Maintains statistics on the status of work assignments and prepares progress reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, or a directly related field, plus one year of

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work experience in the field of human resources/ personnel administration; or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *personnel administration principles and practices
- city's collective bargaining units and agreements
- city's human resources records information processes

Some knowledge of:

- applicable computer software packages and applications
- supervisory methods, practices and procedures
- good customer service techniques

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly

Other Work Requirements

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
Date: January , 2011