

Code: 1556

Title: HUMAN RESOURCES RECORDS SUPERVISOR

SUMMARY: This classification performs specialized duties in the centralized Human Resources Department involving the supervision and maintenance of all Official Personnel Files (OPFs) and related employee documents, and the County's Position Control System (PCON).

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

In conjunction with management, plans, organizes and coordinates the activities of the assigned functional area;

Supervises paraprofessional and support staff in the assigned functional area;

Maintains documents within the County's Central Human Resources Records section in a manner consistent with Arizona Revised Statutes (ARS), County and Human Resources' Policies and Procedures;

Maintains the County's position control system (PCON) and creates related reports as required or requested;

Reviews, processes and enters into the PCON system information from Personnel Action Forms (PAFs) and related OPF/PCON information;

Receives and screens mail, telephone and on-site visitor records requests to insure information and confidential files are released only to authorized persons;

Upon direction of the Human Resources Director, coordinates responses to Subpoenas Duces Tecum and the creation of affidavits and other associated documents;

Memorializes requests to County departments for copies of documents necessary to respond to subpoenas;

Oversees the preparation of written monthly reports and related correspondence for bus pass accounts and consigned tickets;

Supervises staff charged with performing the daily cash drawer reconciliation;

Creates and maintains Excel spreadsheets to reflect daily, monthly and Fiscal Year sales;

Maintains currency on Merit System Rules, Personnel Policies/Procedures and like administrative and management policies, to include new/revised Federal and State rules, regulations and standards applicable to assigned area;

Maintains required security and confidentiality of all information encountered or created in the course of assigned duties;

Creates/maintains comprehensive documentation of activities, using computer-based systems;

May supervise professional staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- County Merit System Rules, Personnel Policies/Procedures and like administrative and management policies and procedures, to include new/revised Federal and State rules, regulations and standards;
- functions and organization of County departments and agencies;
- processes, procedures and required standards for area of assignment;
- principles and techniques of employee supervision and evaluation;
- location and content of County personnel-related records (including computer-based resources, archived materials, etc.);
- principles and techniques of records management, data gathering and analysis;
- maintaining and administering a complex position tracking system.

Skill in:

- conducting and documenting comprehensive records reviews;
- analyzing audit results and developing recommendations for presentation to Human Resources management;
- assessing work-unit processes and procedures, and developing/implementing more effective procedures;
- resolving area-specific issues not requiring senior management intervention;
- conducting objective evaluations involving sensitive situations;
- organizing information and preparing written reports which meet procedural guidelines;
- interpreting and applying applicable legal, procedural and program-specific guidance, direction and mandated requirements.
- maintaining comprehensive documentation of activities;
- maintaining required security and confidentiality of materials and information encountered or developed in course of assigned duties;
- communicating effectively, both orally and in writing;
- use of computer-based resources for research and documenting /reporting audit findings.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in human resources/personnel management, business/public administration, management or other closely related field as defined by the Appointing Authority at the time of recruitment.

OR:

(2) Three years of professional experience in an exempt, professional Human Resources classification or exempt professional administrative classification within Pima County or any combination of experience in two or more exempt, professional Human Resources or administrative classifications totaling three years of professional experience.

OR:

(3) Six years of paraprofessional administrative experience with Pima County in any combination of Human Resources or administrative classifications which includes at least two years of supervisory experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.