

## PERSONNEL RECORDS SUPERVISOR (Class Code 1129)

### Task List - 2022

1. Supervises clerical employees in the preparation, processing, and maintenance of personnel documents relating to appointments, leaves of absence, transfers, suspensions, terminations, retirements, payrolls, change of status, civil service eligible lists, request for certification, layoffs, resignations and salary changes.
2. Under general supervision plans, directs, coordinates, and assigns and follows-up on work given to subordinate clerical staff to assure proper completion of personnel clerical support activities.
3. Reviews completed personnel documents and reports for accuracy, correct English usage and format and for compliance with City rules, policies, and procedures.
4. Determines work methods to be used by and establishes work standards for subordinates to ensure the effectiveness and efficiency of staff.
5. Under general supervision develops and updates office procedures, policies, and manuals to assure appropriateness and uniformity of action.
6. Under general supervision investigates, researches, and composes routine general correspondence and personnel related reports.
7. Fulfills equal employment opportunity supervisory responsibilities.
8. Arranges work schedules, vacations and time off for subordinates to assure proper work flow.
9. Evaluates, counsels, and assists subordinate employees regarding their work performance and takes appropriate corrective action.
10. Makes unit budget recommendations of equipment and personnel needs to assure proper personnel and equipment to complete duties.
11. Conducts preliminary employment interviews and assists in the selection of candidates for clerical positions for the department, as needed.
12. Conducts interviews and selects candidates for clerical positions in their section.
13. Acts for Chief Clerk in his/her absence, if applicable.
14. Handles the more difficult personnel transactions and questions or routes to the proper individual or department.
15. Reviews and makes recommendations on the retention or disposal of personnel records and documents pursuant to Division 12 of the Administrative Code.
16. Supervises or personally performs the training of employees to assist them in meeting the standards of the position.
17. Supervises the requisitioning, maintenance, and control of office supplies and equipment.
18. Supervises the filing, routing, maintenance and control of records, correspondence, documents and personnel folders.

19. Supervises or personally performs the answering of questions of City employees and the public over the telephone or at a public counter regarding Memorandum of Understanding provisions, personnel procedures, policies and rules, examinations, assignment rights, placement, seniority, classification and benefits.
20. Supervises or performs the search of files or records to comply with personnel related court subpoenas addressed to the City. (edited 2022)
21. Confers or supervises employees who confer with staff of the Personnel Department, City Administrative Officer, and Controllers, on personnel matters.
22. Supervises preparation of timekeeping documents and records for their section.
23. Serves as civil service examination interview rater for clerical positions.
24. Supervises the scheduling and recording of the results of medical examinations.
25. Ensures their operating department and/or bureau conforms to certification procedures.
26. Prepares or supervises the preparation of layoff lists in conformance with Civil Service Commission Rules and Regulations.
27. Maintains records of filled and vacant positions.
28. Advises operating departments/bureaus in the preparation, processing and maintenance of personnel documents and transactions.
29. Supervises the review of applications to verify eligibility in compliance with examination bulletin education and experience requirements and other personal background history, such as DMV checks, conviction records, and confidential employment references.
30. Ensures the proper release of personnel records and verification of employment information in compliance with applicable City, State, and Federal regulations.