



**Code: 1306**  
Family: Human Resources  
Service: Administrative  
Group: Statistical, Technical, and Analytical  
Series: Personnel

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## **CLASS TITLE: HUMAN RESOURCES RECORDS SPECIALIST**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, ensures 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**

- Works as a liaison with City departments electronically tracking and accepting HR transactions, scanning and storing supporting documentation for archival purposes and provides assistance in the navigation of the City's HRIS computer system
- Maintains, appraises, revises and issues work histories for current and former City employees' in response to requests from HR liaisons, City employees, Labor Relations, Union(s), Pension Board, and Freedom of Information Act requests by deducting time for break in service, deducting time from employees' continuous service and time in title
- Initiates and conducts final and extensive audit of HR actions (e.g., appointments, promotions, separations, leaves of absence, incidents and other personnel transactions) ensuring they are accurate and documented properly
- Utilizes a document management system to retrieve, store and save secured documents and records
- Reviews personnel policies and procedures pertaining to the application of HR laws, union regulations and City HR rules for employment actions affecting 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 (HIPAA)
- Instructs 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 statuses
- Converts microfiche or microfilm records to a digitized format for archival purposes
- 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
- Gathers and provides documents and records in response to requests from the City's auditing team, as required

**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**

- Three years of paraprofessional work experience in the field of human resources/personnel administration; or an equivalent combination of 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, scanner)

## **PHYSICAL REQUIREMENTS**

- No specific requirements

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

### **Knowledge**

Some knowledge of:

- \*personnel administration principles and practices
- city's collective bargaining units and agreements
- city's human resource records information processes
- applicable computer software packages and applications
- 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

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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.

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City of Chicago  
Department of Human Resources  
April, 2016