

RESOLUTION NO. 2022 -34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH  
AMENDING THE CITY'S CLASSIFICATION PLAN  
BY ADDING THE CLASSIFICATION OF  
RECORDS SPECIALIST

WHEREAS, the City Council of Huntington Beach wishes to amend the City's Classification Plan;

NOW, THEREFORE, the City Council of the City of Huntington Beach does hereby resolve that the Classification Plan be amended as follows:

A. Add the new classification of RECORDS SPECIALIST and establish compensation at \$66,462.86 - \$89,066.58 as set forth in Exhibit A which is attached hereto and incorporated by this reference.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

REVIEWED AND APPROVED:

APPROVED AS TO FORM:

\_\_\_\_\_  
Sean Joyce, Interim City Manager

\_\_\_\_\_  
City Attorney *W*

INITIATED AND APPROVED:

*f.m.*  *Human Resources Manager*  
\_\_\_\_\_  
Brittany Mello,  
Director of Administrative Services

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: RECORDS SPECIALIST**

|                               |                               |
|-------------------------------|-------------------------------|
| <b>CITY COUNCIL APPROVAL:</b> |                               |
| <b>JOB CODE:</b>              | <b>0635</b>                   |
| <b>EMPLOYMENT STATUS:</b>     | <b>REGULAR FULL-TIME</b>      |
| <b>UNIT REPRESENTATION:</b>   | <b>HBMT</b>                   |
| <b>FLSA STATUS:</b>           | <b>NON-EXEMPT</b>             |
| <b>EEOC CODE:</b>             | <b>ADMINISTRATIVE SUPPORT</b> |

**JOB SUMMARY**

Under general supervision, provides administrative support in the organization and maintenance of electronic and manual records; and coordinates processes between various City departments responsible for Citywide Records Retention Schedule compliance and timely response to requests for public records.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: City Clerk  
Supervises: May supervise part-time clerical staff

**DISTINGUISHING CHARACTERISTICS**

Differs from the Deputy City Clerk and Senior Deputy City Clerk in that the Records Specialist specializes in the organization, maintenance and/or coordination of citywide records while the Deputy City Clerk and Senior Deputy City Clerk perform broader clerical and administrative support duties directly tasked to the City Clerk's Office.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Maintains City records in a computerized system; creates files and indexes in database for newly scanned records, and applies retention standards
- Assists and guides City departments with indexing and maintenance of records pursuant to the City's established Records Retention Schedule; conducts records management training to ensure accurate and efficient processing of departmental records
- Interfaces with Records Consultant to facilitate the annual legal review process and implements recommended updates to the City's established Records Retention Schedule; assists departments in coordinating destruction of obsolete records
- Coordinates, trains, and supervises the work of part-time and temporary clerical personnel

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: RECORDS SPECIALIST

- Prepares, revises, and disseminates a variety of written correspondence, memorandum, reports, and forms
- Assists in developing and implementing manual and computerized systems and procedures for centrally classifying, indexing, filing, retrieving and controlling plans, specifications, maps, drawings, reports, contracts and various other documents
- Assists in coordinating scanning activities and on-site/off-site records storage
- Interfaces with Information Services to integrate records processes with Citywide systems, resolving problems, developing enhancements, and initiating changes
- Receives and processes requests for information including public record requests within the legal response period; ensures release of records comply with State laws; copy, redact and collate responsive records
- Interprets and applies knowledge of Federal, State and local laws, codes and regulations relevant to municipal record keeping, retention, destruction and rules impacting departmental records
- Reviews, certifies and secures confidential documents; ensures access is limited to appropriate personnel
- Coordinates with attorneys and paralegals to ensure delivery of qualified and appropriate responses to inquiries and public records requests
- Researches, gathers and compiles data on various legal issues, statutes, rules, codes, public records, contracts, ordinances and resolutions for the preparation of legal citation references to assist attorneys
- Attends meetings and seminars relating to records management
- Operates standard office equipment, including job-related hardware and software applications, record keeping applications
- Reports to work as scheduled; works a variety of schedules including evenings, weekends, and holidays as required
- Performs other related duties as assigned.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: RECORDS SPECIALIST

##### **Knowledge of:**

- Municipal records and record keeping practices and procedures
- Computerized data storage systems such as Laserfiche, ACCELA, GovQA
- Principles and procedures of modern Records Management
- Applicable laws, rules, regulations, codes and ordinances
- Modern office practices, procedures and equipment
- Related standard office software including Microsoft Office applications
- English usage, grammar, spelling, vocabulary, and punctuation
- Exceptional customer service techniques

##### **Ability to:**

- Enter data into a computer at a speed necessary for successful job performance, net corrected speed of 45 word per minute preferred
- Read, interpret and apply pertinent codes, laws, and procedures
- Plan, organize, and prioritize tasks in order to meet deadlines
- Communicate clearly and concisely, both orally and in writing
- Understand and follow posted work policies, rules and procedures
- Research issues, compile data and prepare a report of findings
- Establish and maintain effective working relationships with staff, City officials, representatives of other governmental agencies and the general public
- Maintain moderately-complex department records, files and data
- Understand and follow oral and written instructions
- Perform assignments rapidly and accurately with considerable independence

**Education:** High school diploma or equivalent certificate supplemented by education or specialized training in records management, electronic records management or business administration. Associate's degree from an accredited college or university in Business, Public Administration, or other related field is desirable.

**Experience:** Four (4) years of progressive and responsible clerical and customer service experience including two (2) years of records management and data base software, computerized records, or data filing storage and retrieval systems.

**License/Certificates:** A valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

Designation as a Certified Records Manager is highly desirable.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: RECORDS SPECIALIST**

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or twists to move chair or body from desk. Reaches to place or retrieve files or open file drawers or cabinets. Light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires vision to read correspondence, view various media and other information. Requires hearing and speech to communicate in person, before groups, and over the telephone. When work is performed outdoors or at events, there is full exposure to various weather conditions.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. May, 2022