Records Analyst

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
RECORDS ANALYST I	7480	B15	$38,976 - $58,045
RECORDS ANALYST II	7481	B17	$42,976 - $64,469
RECORDS ANALYST III	7482	B19	$48,244 - $76,028

GENERAL DESCRIPTION

Performs records and information management work designing, evaluating, reviewing, recommending, implementing, updating, and maintaining a records and information management program.

EXAMPLES OF WORK PERFORMED

Classifies, stores, accesses, and retrieves agency records and information.

Provides assistance to employees on a variety of matters related to records and information management.

Scans, stores, indexes, and classifies records.

Gathers information to help with the identification of records to ensure that they are correctly categorized for records retention.

Receives open records requests and coordinates with legal counsel and other employees to gather appropriate records and/or respond in accordance with the Public Information Act.

Identifies and transfers inactive records including preparing records for storage or destruction.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between journey and senior levels include the scope of responsibility, the complexity of the work performed, the scope and nature of the project, the sensitivity and complexity of the records, and the employee's related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

RECORDS ANALYST I: Performs routine (journey-level) records and information management work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may occasionally receive instruction or assistance as new, unusual or unique situations arise and may assist others in performing work of greater complexity.

RECORDS ANALYST II: Performs complex (journey-level) records and information management work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level, may routinely assist others in performing work of greater complexity, and may:

- Maintain agency records disposition log(s).
- Advise agency employees and work with legal counsel regarding the transfer of agency records to storage and the destruction of records in accordance with all applicable laws, policies, and procedures.
- Participate in the design and implementation of filing systems and filing procedures.
- Ensure that records are released to external customers in conformance with the approved retention schedule.

RECORDS ANALYST III: Performs advanced (senior-level) records and information management work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may oversee or coordinate the work of others and may:

- Coordinate, develop, and conduct records management training for agency staff.
- Develop, maintain, and implement the agency's records retention schedule.
- Participate in the development and implementation of goals, objectives, policies, and priorities for the management of records.
- Review the effectiveness of the agency's record-keeping practices and records management systems, and propose recommendations for improvement.
- Identify vital records, and create and maintain the agency's vital records protection and disaster recovery plans.
- Prepare administrative reports, studies, and specialized research projects.
- Provide assistance with developing and conducting surveys, inspections, or reviews to determine compliance with records management requirements, laws, regulations, policies, and procedures.
- Oversee the completion and ongoing maintenance of records inventory.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of foundational records management theory and practice; records management laws, regulations, rules, policies and procedures; and principles and concepts of information governance and various phases of records and information management.

- Skill in the use of a computer and applicable software.

- Ability to research, analyze, and evaluate data and information to formulate conclusions and communicate guidance orally or in writing; to apply standardized information management strategies and procedures to unusual and/or critical situations; and to communicate effectively.

Additional for Records Analyst III level

- Knowledge of the design, implementation, and management of a records management program.

- Ability to oversee and/or supervise the work of others.