



Records Analyst I

Salary Group: B15

Class Code: 7480

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
RECORDS ANALYST I	7480	B15	\$32,976 - \$52,045
RECORDS ANALYST II	7481	B17	\$36,976 - \$58,399
RECORDS ANALYST III	7482	B19	\$42,244 - \$68,960

GENERAL DESCRIPTION

Performs routine (journey-level) records and information management work. Work involves assisting in designing, evaluating, reviewing, recommending, implementing, updating, and maintaining a records and information management program. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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 they are correctly categorized for records retention.

Assists with gathering records to respond to open records requests in accordance with the Public Information Act.

Assists with setting up and utilizing records management systems and formulating filing systems.

Assists with the identification and transfer of inactive records including preparing records for storage or destruction.

May assist with the identification of the agency's vital records and the creation and maintenance of the agency's vital records protection and disaster recovery plans.

May assist with developing and conducting records management training for agency staff.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in records management work. Graduation from an accredited four-year college or university. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of foundational records management theory and practice; of records management laws, regulations, rules, policies and procedures; and of principles and concepts of information governance of 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 verbally or in writing; to apply standardized information management strategies and procedures to unusual and/or critical situations; and to communicate effectively.