



Records Analyst II

Salary Group: B17

Class Code: 7481

<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 complex (journey-level) records and information management work. Work involves designing, evaluating, reviewing, recommending, implementing, updating, and maintaining a records and information management program. Works under general supervision, with moderate 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.

Maintains the agency records disposition log(s).

Receives open records requests and works with legal counsel and other employees to gather appropriate records in accordance with the Public Information Act, ensures appropriate redactions have been made, and determines cost estimates.

Advises agency employees and works 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.

Assists with developing, maintaining, and implementing the agency's records retention schedule.

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

Assists 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.

Assists with developing and conducting records management training for agency staff.

Assists in evaluating and analyzing records management business processes and provides recommendations for improvement.

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 the design, implementation, and management of a records management program; 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.