



# Records Analyst III

Salary Group: B19

Class Code: 7482

<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
<b>RECORDS ANALYST III</b>	<b>7482</b>	<b>B19</b>	<b>\$42,244 - \$68,960</b>

## GENERAL DESCRIPTION

Performs advanced (senior-level) records and information management work. Work involves overseeing and designing, evaluating, reviewing, recommending, implementing, updating, and maintaining a records and information management program. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Oversees the classification, storage, access, and retrieval of agency records and information.

Oversees the design and implementation of filing systems and filing procedures.

Coordinates open records requests with legal counsel and other employees, gathers appropriate records in accordance with the Public Information Act, ensures appropriate redactions, and determines cost estimates.

Coordinates the transfer of agency records to storage and the destruction of records that have met retention requirements.

Coordinates, develops, and conducts records management training for agency staff.

Develops, maintains, and implements an agency's records retention schedule and oversees records disposition log(s).

Advises and assists agency staff on a variety of matters related to records and information management including the most complex and sensitive records.

Participates in the development and implementation of goals, objectives, policies, and priorities for the management of records.

Reviews the effectiveness of the agency's record-keeping practices and records management systems and proposes recommendations for improvement.

Identifies vital records and creates and maintains the agency's vital records protection and disaster recovery plans.

May prepare administrative reports, studies, and specialized research projects.

May assist in developing and conducting surveys, inspections, or reviews to determine compliance with records management requirements, laws, regulations, policies, and procedures.

May supervise the work of others.

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 records management theory and practice; 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; to communicate effectively; and to supervise the work of others.