

TEST PLAN

RECORDS MANAGEMENT ANALYST 2 - #2203

1. Minimum Qualifications Screening
2. Test questions and criteria will be decided at time of recruitment by the hiring agency.
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

- A Master's degree in history, public administration, archives and records administration or a related degree that demonstrates the capacity for the knowledge and skills **AND**
- Designation as a Certified Records Manager (CRM) **AND**
- Two years of relevant professional experience

OR

- A Bachelor's degree in history, public administration, archives and records administration or a related degree that demonstrates the capacity for the knowledge and skills **AND**
- Designation as a Certified Records Manager (CRM) **AND**
- Three years of relevant professional experience