RECORDS MANAGEMENT ANALYST 1 2202

GENERAL DESCRIPTION OF CLASS

The RECORDS MANAGEMENT ANALYST 1 advises and assists state and local government agencies in records management (including information recorded electronically, and on paper, film, tape or other media). The Records Management Analyst 1 conducts record and information inventories, prepares special and general retention schedules, produces publication and instructional materials, provides records management training, and advises on records media and storage, retrieval technology standards and technical developments in the field.

DISTINGUISHING FEATURES

This is the first level of a two level series. At this level, employees do the full range of records management work, applying public records laws, rules, and professional practices to project or program assignments. The absence of responsibility to act as the Archives Division's lead consultant on records management with state and local government agencies and as the coordinator for improving records management program practices distinguish this class from the higher level.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Records Management

Research and write administrative overviews and program descriptions of state and local government agencies for use during records inventory, project scheduling, and for use by Archivists and the public as finding aids. Update and revise overviews and descriptions as necessary throughout the inventory process. Serve on appraisal teams to evaluate existing records.

In conjunction with agency staff, plan and identify scope of the project. Prepare retention schedule by interviewing agency staff and inventorying agency records, including records created and maintained in an electronic format. Identify records subject to public records laws. Evaluate the scope, functions and uses of records, appraise administrative, legal, fiscal and research value of records and consider whether duplicate or related records may be located in other agencies. Identify essential electronic records.

Coordinate the process with work units involved in the project. Present proposed retention schedules to Records Manager along with a draft written report describing any records or information management issues, concerns or special needs associated with the proposed retention schedule or the agency records management program. Verify that all legal, administrative, fiscal and historical requirements are complete, accurate and comply with Archives Division guidelines. Keep clients informed of schedule status and train agency staff to implement the record retention schedule.

Convert the final, approved copies of the retention schedule and administrative overview to an html format for posting on the Archives Division Web Site.

2. Technical Assistance

Advise agencies about systems for managing and maintaining agency records, including information that is maintained on paper, electronically, microform, audio and videotape, photographs, digital images, maps, plats, drawings, or e-mail. Advise agencies on implementing and using retention schedules, storing and retrieving records, disaster planning, filing systems, and forms design and control. Inform agency staff about new or changed policies and procedures relating to records keeping practices and technology.

3. Miscellaneous

Read and evaluate professional literature. Rewrite complex or technical information into a format that provides clear direction on best records management practices for distribution to state and local government agencies. Recommend incorporating new records management developments into section policies and procedures and suggest related organizational changes to state and local government agencies. Give presentations and workshops about records management best practices to state and local government agencies.

RELATIONSHIPS WITH OTHERS

The Records Management Analyst 1 has daily in-person, telephone, and written contact with government agency employees to answer questions about records media, storage and retrieval technology standards. There is daily in-person, telephone, and written contact with state and local government agency heads, managers and records officers about projects or inventorying assignments to prepare record schedules and to answer technical questions about archival practices and records management.

SUPERVISION RECEIVED

The Records Management Analyst 1 works under general supervision from the Records Manager and may receive technical assistance and general oversight on selected projects from the Records Management Analyst 2. Work assignments are verbal or written. Work is reviewed through periodic discussions and upon completion of an assignment for results, accuracy and appropriateness of recommendations.

Archives Division's Descriptive Standards Manual, Archives Division policies and Unit procedures, Oregon Revised Statutes, Oregon Laws, Oregon Administrative Rules, Code of Federal Regulations and Federal Government's OMB Circular guide the employee in completing assignments.

KNOWLEDGE AND SKILLS (KS)

Knowledge:

General knowledge of the theory, principles and methodology for records schedules and retention.
General knowledge of national, state and local history**.**
Basic knowledge of State and Federal laws, rules and standards relating to records schedules and retention.
Basic knowledge of scheduling projects, conducting interviews and inventorying records.
Basic knowledge of use and application of technical recordkeeping systems and computer systems and applicable software.
Basic knowledge of archival practice.

Skills:

Skill interpreting or applying laws, regulations, or standards.
Skill converting word-processed text to html.
Skill analyzing records and information management systems and proposing improvements.
Skill training others.
Skill keeping accurate records and complete forms.
Skill managing multiple, concurrent projects.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/00

Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division