JOB DESCRIPTION
Records Analyst
Code Number: 18036

GENERAL PURPOSE

Under general direction, actively participates in the analysis, planning, development, delivery and administration of the District's centralized records management program; provides training and technical assistance to departmental and organizational staff with multiple electronic document management systems (EDMS). Handles difficult, complex and sensitive public records requests; ensures the proper management, retention, and disposal of District records and documents.

DISTINGUISHING CHARACTERISTICS

The Records Analyst supports all aspects of the District’s centralized records management program. The incumbent is expected to perform routine to complex work and this position exercises considerable independent judgment in carrying out assigned tasks and responsibilities.

Additionally, the position provides a variety of difficult and responsible services to District EDMS users, assisting them in making the most effective use of the District's software to accomplish department and District goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Assists in developing, implementing, evaluating, and communicating Records Management policies, processes, systems, and procedures to ensure compliance with all legal requirements and departmental objectives.

Assists in implementing quality control procedures to ensure integrity of documents, electronic Images, and/or records metadata.

Coordinates the District-wide destruction of records in accordance with retention schedules and prepares Resolutions of Destruction; works with all departments in the purging of electronic and paper-based files and coordination of the timely destruction of records.
Handles standard public records requests and subpoenas; confers and coordinates with legal counsel as needed. Coordinates with departments of record and manages District response to public records requests, subpoenas and summons within established guidelines.

Applies and maintains classification schemes and retention schedules to ensure proper retention, retrieval, and accessibility.

Assists in maintaining electronic and hard-copy document storage and retrieval strategies; participates in the monitoring of offsite records storage and periodic audits to ensure the integrity of the District’s records management practices.

Partners with end users, provides assistance and encourages adoption within the District’s multiple EDMS platforms. Provides instruction and training to the user community (management, staff, internal customers, etc.) on District policies and best practice usage of the electronic document management system(s) to more effectively create, exchange, manage, and share information. Develop end user skills, knowledge, and ability to enhance the EDMS experience.

Supports architecture, configuration, and implementation (site collection setup, roles, and permissions) including of sites/sub sites.

Coordinates Quality Assurance and user testing in the EDMS.

Continually updates District processes and procedures in accordance with trends and developments in the content management industry as directed by Records Management Supervisor/Contracts Specialist.

Conducts studies and analyzes data to provide recommendations on the effectiveness of existing methods and procedures.

Compare data and information discovered in the District’s various electronic document management systems (EDMS) and make necessary edits.

Serves as primary point of contact in the absence of the Records Supervisor/Contracts Specialist I/II.

Performs related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

Principles, practices, methods and techniques of records management; local, state and federal laws relating to the California Public Records Act and requirements for a variety of public records and documents; principles, practices and methods in the design, systems administration and maintenance of Records Management software including Microsoft SharePoint technologies; systems troubleshooting principles and practices; modern office methods, practices, and equipment; computer applications
and best practices for use in records management programs; safety practices and procedures.

**Ability to:**

Analyze complex situations, evaluate alternatives and recommend or adopt effective course of action; make sound independent judgments within areas of assigned responsibility; develop, explain and apply rules, policies and procedures applicable to unit operations; prepare clear and concise records, reports and other written materials; understand and carry out written and oral instructions; work independently; train others on work practices and procedures; establish and maintain effective working relationships with all levels of District management and staff; organize work, set priorities, and provide support to meet unit operation needs; maintain information and generate reports utilizing computer equipment (EDMS Systems); code, file, and retrieve a wide variety of materials under a complex, comprehensive records management system; communicate effectively, orally and in writing.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a degree in archives and records management, information management, business or public administration or related (Bachelor’s degree desired); and two years of increasingly responsible administrative experience involving the development and maintenance of detailed and complex centralized records, legal documents and EDMS (Microsoft SharePoint highly desired); or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

Participation in job-related professional organizations such as ARMA or AIIM are preferred. Professional certification such as Certified Records Manager (CRM) or Information Governance Certification is desired.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk, stoop, bend and sit. An employee is regularly required to talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is occasionally required to lift up to 50 pounds. Specific vision abilities required by this job include close vision; the use of both eyes; the ability to adjust focus; the ability to distinguish basic colors and shades; depth perception and peripheral vision.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve problems; observe and interpret situations; perform highly detailed work on multiple, concurrent tasks; and interact with other District staff members.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and noise level is usually quiet. Occasionally, the employee must work in confined spaces with exposure to dust, mold and stale air.

FLSA DETERMINATION: Meets administrative exemption from overtime.