



Records Management Analyst

Category: Classified
Pay Grade: C20
Job Code: 18494

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs professional and moderately complex technical work analyzing and developing improved policies, practices, methods, and procedures, and maintenance and installation of information processing equipment, software, applications, and procedures relating to efficient public records management and retention; conducts complex surveys and studies, provides professional and technical advice to develop, and implements records management programs and systems; performs independent assignments, including research for development of recommendations to department directors.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Conducts in-house system studies to include staffing, space, equipment, and processes, procedures, and products;
- Acts as user contact point for reporting records management systems problems, analyzing issues, making determinations regarding network related problems, applications, or software problems, and guiding users through corrective action steps;
- Analyzes customer needs for initial imaging of records and recommends process improvements;
- Reviews existing and potential office information systems, designs and develops plan for manual or automated records management, and prepares change recommendations;
- Advises staff on the best format for archival retention, i.e., microfilm, fiche, optical scanners, etc.
- Advises management on applications to assist record management operations;
- Prepares written procedures for users of the Records Retention Center;
- Prepares records retention and destruction schedules and notices;
- Maintains overdue files and boxes on hold reports;
- Evaluates inventory for records stored in the system for accuracy and retention requirements;
- Operates a personal computer utilizing statistical or packaged software programs, performs data entry and retrieval, and routine computer terminal operations, or programming or reprogramming;
- Acts as point of contact for system errors;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years in records analysis, records administration support, and/or records management programs that includes two (2) years of technical records management and retention experience; or an Associate's degree in finance, business, accounting, or related field and two (2) years technical records management and retention experience; or a Bachelor's degree in finance, business, accounting, or related field; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of Florida laws, rules, and regulations concerning records retention;
- Knowledge of records management systems;
- Knowledge of principles and procedures of office automation systems and skill in application;
- Knowledge of current Internet browsers and ability to conduct online searches.
- Skill in use of personal computer for spreadsheet, word processing, database, and presentation software applications, and ability to communicate information in reports;
- Skill in effective written and verbal communications, including preparing complex reports, policies, and procedures.
- Ability to do legal research and understand basic concepts of law;
- Ability to understand and interpret the interdisciplinary nature of research about records and record keeping systems;
- Ability to communicate technical information in a manner understandable to superiors, clients, and subordinates, both orally and in writing;
- Ability to establish and maintain effective working relationships with agency staff, employees, and external contacts.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs.