

RECORDS MANAGEMENT ANALYST

Code No: 3-01-089

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for examining and evaluating record management systems for the efficient handling, protection, storage and disposition of business records. The employee plans and develops records retention, preservation and retrieval systems in accordance with departmental goals and state laws. General supervision may be exercised over a subordinate staff. The employee reports directly to and works under the general supervision of a senior staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Implements disposition and retention of records according to State, Federal and local retention schedules and guidelines;

Confers with clerical and supervisory personnel to gather suggestions for improvements and detect records-management problems;

Reviews records retention schedules and governmental recordkeeping requirements and determines timetables for transferring active records to inactive or archival storage, for reducing hard copy records to micrographic form, or for destroying obsolete records;

Implements reorganization and consolidation projects for existing records series, under the direction of an administrator;

Assists in implementing micrographics program;

Researches and forecasts future microfilming needs;

Makes recommendations as to records series to be filmed;

Prepares specifications for records management-related purchasing, according to industry and technical standards;

Compiles data on space usage in office and storage areas;

Forecasts future space needs, identifies space efficiency measures;

Drafts office and storage area layout to plot locations of equipment and to compute office space available.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of New York State rules and regulations regarding records retention; good knowledge of the techniques involved in record storage and disposition; good knowledge of records management techniques; good knowledge of equipment available for reproduction and storage of documents; good knowledge of office procedures and practices; ability to plan, organize, and implement a records storage and retrieval system; ability to maintain record of inventory of documents stored; ability to lead others in records storage and reproduction work; ability to communicate effectively with staff, support departments, vendors, and contractors; ability to move material weighing between thirty to fifty pounds; organizational ability; general business aptitude; willingness to work in an attic, basement, or other storage areas; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) Four (4) years paid full time or its part time equivalent experience involving records management and examining and evaluating business records to determine efficient handling, protection, storage, and disposition; OR,
- (B) Graduation from a regionally accredited or New York State registered or regionally accredited college or university with an Associate's degree, plus two (2) years experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year of experience as described in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

ADOPTED: October 27, 1988
REVISED: June 8, 2006