

Specification for Class of

FORMS AND RECORDS ANALYST 1

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Participates in all phases of forms control and procurement. Advises on established files and records management procedures.

Typical Work

Screens forms orders through the numerical/functional file system to avoid duplication;

Designs and revises forms;

Develops production printing specifications for forms;

Assigns form numbers;

Assists in the analysis of forms and records problems and the presentation of proposed solutions to management using flow charts, layouts, and narrative write-ups;

Implements and manages or assists in implementation and management of agency records management system to ensure compliance with State records management statutes;

Reviews and approves requests for records disposition; coordinates transmittal and disposition of agency records;

Assists in the establishment of file systems;

Performs other work as required.

Knowledge and Abilities

Knowledge of: systems analysis; forms requirements for data processing and other automated equipment; printing processes; composition techniques; policies and procedures related to records management applications and use of microforms; filing systems and equipment.

Ability to: analyze data for standardization; determine common form characteristics; make flow charts; use numerical/functional

file system; design multiple-part forms; present recommendations concerning forms design and records control, processing, retention and destruction.

Minimum Qualifications

A Bachelor's degree involving major study in business administration, accounting, industrial engineering or a closely related field.

AND

One year of experience in forms and records management.

Experience in forms and records management may be substituted, year for year, for required education.

New class: 7-26-73

Revised minimum qualifications: 6-13-86