

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 2049

RECORDS ANALYST III

Abolished Effective February 10, 2006

BASIC FUNCTION

Lead records analysts in the delivery of records management services and assist in the development and implementation of an institution's records management program.

DISTINGUISHING CHARACTERISTICS

Lead Records Analysts, and is a specialist in two or more system areas; i.e., financial records, student records, patient records, etc.

TYPICAL WORK

Schedule and coordinate records management services (files consulting, records retention scheduling, essential records scheduling and similar services) in one or a group of organizational units; negotiate service agreements with department personnel and assign subordinate personnel;

Review draft records retention and essential records schedules to ensure conformance with legal requirements and state and institution standards; perform research and recommend standards based on investigations;

Coordinate the development of an institutional uniform filing system;

Organize records management workshops and similar instructional sessions; assist in the development of instructional materials;

Coordinate the training of subordinate staff; assist in the development of staff training programs;

Review the work of subordinates and assist in the evaluation of their performance;

Gather and review information required for program reporting purposes;

May perform specialized records or related information systems studies;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree and three years records analysis experience, including one year of experience as a Records Analyst II or the equivalent. Additional qualifying experience may be substituted, year-for-year, for required education.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class: 1-17-80

Revise MQ: 7-2-90