

**CLASS TITLE: CHIEF DOCUMENT MANAGEMENT SPECIALIST**

**Class Code: 02428603**

**Pay Grade: 35A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To serve as a department's Chief Records Officer and assume responsibility for directing, planning, coordinating, implementing, updating and managing the department's integrated, enterprise-wide electronic document management system (EDMS); to ensure and sustain the EDMS' capability to capture, store, retrieve, share, and destroy electronic records and documents in conformance with all applicable federal and state laws, regulations and policies; to administer and oversee the non-digitized records management and archival activities of the department; to oversee and conduct needs assessments to identify changing document management requirements of the department's end users; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement in EDMS development functions; work is subject to review upon completion for results obtained and conformance with the agency policies and objectives.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises, and reviews the work of professional and/or technical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To serve as a department's Chief Records Officer and assume responsibility for directing, planning, coordinating, implementing, updating and managing the department's integrated, enterprise-wide electronic document management system (EDMS).

To ensure and sustain the EDMS' capability to capture, store, retrieve, share, and destroy electronic records and documents in conformance with all applicable federal and state laws, regulations and policies.

To administer and oversee the non-digitized records management and archival activities of the department.

To oversee and conduct needs assessments to identify changing document management requirements of the department's end users.

To be responsible for the full lifecycle activities of all department-wide electronic data, records and documents information requirements including civil engineering documentation, roadway and bridge design, plans and contracts, real estate records documents, legal documents, planning information, financial information, administrative information and other data.

To assist project managers and the department to track and retain pertinent asset management records from conception to finalized record.

To be responsible for the implementation and management of the EDMS software, including such software applications as Administrator, DocMan, Indexer, Deliver and Web.

To develop or configure EDMS features such as user interfaces, access profiles, and document workflow procedures.

To coordinate related file conversion projects.

To manage the identification and classification of documents or other electronic content per characteristics such as security level, function, and metadata while conforming to established legal, regulatory, state laws, regulations, policies and approved record retention schedules.

To provide training and technical assistance involving EDMS document management procedures, record retention schedules, the use of data capture technology, importing digitized documents into the document management system, and using software to archive and retrieve documents.

To develop or amend the department's records retention policies and schedules as needed.

To authorize certificates of records destruction for disposal of records according to Rhode Island General Laws.

To manage the development of electronic document management program policies, procedures and user

documents to facilitate efficient, legal, and secure access to electronic documents.

To analyze, interpret, or disseminate system performance data and compose reports.

To ensure the inventory information sharing, retention and disposition of the department's non-digitized records are maintained in accordance with all applicable federal and state laws, regulations, state archives policies and procedures.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS, AND CAPACITIES:** A thorough knowledge of the methods, techniques and industry technology used in directing, planning, coordinating, implementing and sustaining a department-wide, integrated electronic document management system (EDMS); a thorough knowledge of the methods and techniques needed to develop and sustain the full lifecycle activities of a department-wide electronic information sharing, records and document information management function; a thorough knowledge of the identification and evaluation of official records and documents security classification levels, function and mega-data for the purpose of recommending sharing, retention, destruction, or transfer to a records center; a thorough knowledge of all applicable federal and state laws, regulations and polices relating to document management retention schedules, security, storage and disposition; a thorough knowledge of the fundamentals and techniques used in overseeing the non-digitized records management and archival activities of the department; a thorough knowledge of the department's information technology infrastructure, networks and operations; the ability to oversee and conduct needs assessments to identify changing information work-flows and document management requirements of the department's end users; the ability to anticipate, plan, engineer and manage the implementation of future document management technologies to ensure the confidentiality and security of all documents and records; the ability to plan, supervise and review the work of professional and technical staff; the ability to monitor system performance to ensure efficient, secure system operation; the ability to construct ad-hoc queries, access stored procedures and compose reports; the ability to interact diplomatically with colleagues from other functional areas; the ability to communicate effectively, verbally and in writing; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Possession of a bachelor's degree from a college of recognized standing in Computer Science, Information Technology, Library and Information Science, Archival Management, Operational Research or a closely related field; and

**Experience:** A minimum of five (5) years of progressive experience in a senior-level position involving database design, document or content management systems, imaging processes, metadata searches and oversight of administration tasks for users, groups, document security management, and all related processes and procedures.

Class Created: August 18, 2019