

**CLASS TITLE: DOCUMENT MANAGEMENT SPECIALIST**

**Class Code: 02428601**  
**Pay Grade: 27A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform responsible work in a department-wide document management program involving both hard-copy and digital records and documents; to assist with the implementation of or wholesale updates to the department's electronic document management system (EDMS); to maintain the inventory, retention and disposal of the department's non-digitized records in conjunction with all applicable State Archives policies and procedures; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of a superior from whom work assignments are received; work is reviewed usually upon completion for conformance to directions and instructions.

**SUPERVISION EXERCISED:** On occasion, may supervise and direct the work of others assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform responsible work in a department-wide document management program involving both hard-copy and digital records and documents.

To assist with the implementation of or wholesale updates to the department's electronic document management system (EDMS).

To maintain the inventory, retention and disposal of the department's non-digitized records in conjunction with all applicable State Archives policies and procedures.

To oversee the processing of requests for record retrieval from off-site storage centers.

In making records available, to observe any rights, limitations, or restrictions imposed by law or policy to the use of records and to take the necessary precautionary measures to assure their return and preservation.

To make recommendations for the more adequate protection of records from the hazards of fire or deterioration at the department's facilities.

To operate equipment, including data capture technology, to import digitized documents into the department's EDMS.

To engage in regular communication with other department staff and the State Archives Division, Public Records Administration staff and State records center vendors.

To prepare Certificates of Records Destruction for disposal of records per Rhode Island General Laws and other relevant rules, regulations and provisions.

To support superiors in the implementation of the electronic document management strategy for the department.

To assist in developing and drafting document management policies to facilitate efficient, legal, and secure access to electronic content.

To ensure strict controls are maintained for the retention of both hard-copy and electronic records.

To assist in the development of document or content classification taxonomies to facilitate information capture, search, and retrieval, and to ensure proper template usage and formatting occurs department-wide.

To identify and classify documents or other electronic content according to characteristics such as security level, function, and metadata which adhere to established record retention schedules.

To assist in the implementation of and to routinely utilize electronic document processing, retrieval, and distribution systems in collaboration with information technology specialists and staff.

To conduct periodic quality reviews and records management audits of document storage and archives to ensure documents are easily retrievable, readable and recommend corrective measures as necessary.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS, AND CAPACITIES:** Knowledge of the methods and techniques used in maintaining a department-wide document management program involving the identification, classification and appraisal of official hard-copy and digital records for the purpose of recommending their retention, destruction, or transfer to a records center; the ability to operate a variety of equipment, including data capture technology, to import and maintain digitized documents in the EDMS; the ability to analyze and classify documents or other electronic content according to characteristics such as security level, function, and metadata; the ability to make recommendations for improved methods of indexing and filing of records; the ability to make examinations and evaluations of records and to prepare written report thereon; the ability to make recommendations for the adequate protection of records from fire or other hazards; the ability to evaluate the condition of records and to arrange for their repair, rehabilitation, duplication and reproduction; the ability to maintain confidentiality; the ability to maintain physical archive information locations through filing, scanning and documenting movement to and from archives and maintain controlled access to archive storage; 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 two (2) years of employment in a responsible position involving the performance of technical work in the control of the retention, maintenance, preservation and disposition of documents and records and /or with an entity's content management system, imaging processes, and metadata searches.

**SPECIAL REQUIREMENT:** At the time of appointment and continually thereafter, must be physically qualified to perform the duties of this position as evidenced by a physician's certificate.

Class Created: May 29, 2016

Class Revised: August 18, 2019