

CLASS TITLE: RECORDS ANALYST

Class Code: 02703200
Pay Grade: 24A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible technical work in a statewide records management program; and to do related work as required.

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

SUPERVISION EXERCISED: Supervises and reviews the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible technical work in a statewide records management program including the making of recommendations for improved methods of indexing and filing of records.

To take periodic inventories of records, identifying and classifying them and to make appraisals of such records for the purpose of recommending their retention, destruction or transfer to a records center.

To make studies and recommendations for the use of microfilming or other photographic equipment for the protection of vital records, or to reduce the floor space and equipment required to store such records.

To make studies and recommendations for the more adequate protection of records from the hazards from the hazards of fire or deterioration from atmospheric conditions.

To operate and maintain a centralized records storage center and reference service and to evaluate the condition of records received, and as required to arrange for their repair, rehabilitation, duplication and reproduction.

In making records available, to observe any rights, limitations, or restrictions imposed by law to the use of records; to make records available that are by law defined as records open to public inspection; in making records available to take the necessary precautionary measures to assure their return and preservation.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the methods and techniques used in establishing and maintaining a records management program involving the identification, classification and appraisal of records for the purpose of recommending their retention or destruction, microfilming or transfer to a records center; the ability to apply such methods and techniques; 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 supervise and review the work assistants engaged in maintaining a centralized records storage center and reference service; the ability to lift and pack boxes of records weighing approximately forty pounds; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and
Experience: Such as may have been gained through: employment involving the performance of technical work in the control of the retention, maintenance, preservation and disposition of records.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be certified by a licensed physician as physically qualified to perform the duties of this position and to meet the above stated physical abilities requirements.

Class Revised: June 20, 1965

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