

**CLASS TITLE: SUPERVISING DOCUMENT MANAGEMENT
SPECIALIST**

Class Code: 02428602
Pay Grade: 31A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To implement and administer a totally integrated, enterprise-wide document management program that allows a department to capture, store, retrieve, share, and destroy electronic records and documents; to administer oversight of the non-digitized records management and archival activities of a department; to conduct needs assessments to identify document management requirements of the department's end users; to manage the acquisition, or deployment of a department's electronic document management system (EDMS); and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior 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 subordinate technical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To implement and administer a totally integrated, enterprise-wide document management program that allows departments to capture, store, retrieve, share, and destroy electronic records and documents; to administer oversight of the non-digitized records management and archival activities of a department; to conduct needs assessments to identify document management requirements of the department's end users; and to manage the acquisition, or deployment of a department's electronic document management system (EDMS).

To develop or configure the EDMS features, such as user interfaces, access profiles, and document workflow procedures. To coordinate related file conversion projects.

To administer the EDMS including system configuration, assignment of access rights and revision control to ensure security of system and integrity of master documents.

To manage the identification and classification of documents or other electronic content according to characteristics such as security level, function, and metadata which adhere to established legal, regulatory and state policies and approved record retention schedules.

To oversee the development of document content classification taxonomies to facilitate information capture, search, and retrieval.

To manage the development of electronic document management program policies, procedures and user documentation to facilitate efficient, legal, and secure access to electronic documents.

To oversee the implementation of electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists.

To analyze, interpret, or disseminate system performance data.

To ensure the inventory, retention and disposition of the department's non-digitized records is maintained in accordance with all applicable 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 and techniques used in maintaining a department-wide document management program involving the identification, classification and appraisal of official records for the purpose of recommending their retention or destruction, or transfer to a records center and the ability to engineer, develop and administer a department's electronic document management infrastructure; a working knowledge and understanding of industry third party document management administration tools; a familiarity with IT infrastructure, networks and operations; the ability to conceptualize, communicate, engineer, and manage, current and future document management technologies, and ensure that all components are properly engineered and sufficiently documented; the ability to perform workflow management of document changes in the electronic documentation system and reviews documents for accuracy and completeness; the ability to supervise and review the work of technical staff; the ability to monitor system performance to ensure system integrity, availability and functionality, construct ad-hoc queries and stored procedures and produce custom reports upon request; the ability to maintain confidentiality; an ability to interact diplomatically with colleagues from other functional areas; the ability to communicate effectively; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's degree in computer science, and supplemented with graduate level studies in archives/records management/library and information science; and

Experience: Such as may have been gained through: considerable responsible experience with 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.

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

Class Created: May 29, 2016