

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

State Records Management Analyst

SERIES NO.:

6329

MAJOR AGENCIES:

Administrative Services Only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the state records management analyst occupation is to provide training to state agencies in information management, to conduct continuing audits of assigned state agencies to evaluate their information management practices & provide recommendations for improvement.

Incumbents conduct audits & prepare report of findings & recommendations to improve information management practices of assigned state agencies.

CLASS TITLE:

State Records Management Analyst

CLASS NUMBER:

63291

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of information management & records retention in order to conduct continuing audits of information management practices of assigned state agencies & make recommendations for improvement, review & approve/ disapprove records retention schedules & train agency personnel in information management.

CLASS TITLE: State Records Management Analyst	CLASS NUMBER: 63291	BARGAINING UNIT: 14
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EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts continuing audits to evaluate information management practices of assigned state agencies (e.g., provides analysis in areas of files management, forms management, machine-readable records, micrographics, storage, scheduling, destruction & administration), prepares reports & makes recommendations for improvement to include calculating cost savings to be realized by transferring inactive records to storage areas.

Advises &/or trains agencies' records personnel in inventoring & scheduling & promotes policies, procedures & objectives of state records administration.

Reviews & approves/disapproves retention schedules, prior to submission to scheduling manager, based upon established standards; carries out special projects (e.g., interpreting & entering vital data from retention schedules into computer for on-line access by all state agencies).

MAJOR WORKER CHARACTERISTICS:

Knowledge of mathematics; Sections of Ohio Revised Code & procedures governing information management, retention & destruction*; information management; public relations*. Skill in use of video display terminal*. Ability to research, analyze & evaluate information management practices of state agencies & recommend improvement; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with officials/records personnel of state agencies.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes fractions, decimals & percentages; 2 yrs. trg. or 2 yrs. exp. in records management to include files management, storage, scheduling, destruction, administration & report writing.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.