

## RECORDS MANAGEMENT ANALYST

Job Code	Pay Grade
18494	CL13

### Nature of Work

This is professional and moderately complex technical work analyzing and developing improved policies, practices, methods and procedures, and maintenance, and installation of information processing equipment, software, applications and procedures, relating to efficient public records management and retention. An employee in this class is responsible for conducting complex surveys and studies as well as providing professional and technical advice to develop and implement records management programs and systems. Work involves performing independent assignments, including research for development of recommendations to department directors. Duties require the understanding and application of office automation systems for establishing and maintaining records management. Duties also require support of departmental automation efforts for management of public records.

### Minimum Qualification Requirements

- 4 years in records analysis, records administration support, and/or records management programs that includes 2 years technical records management and retention experience; or
- Associate's degree in finance, business, accounting or related field and 2 years technical records management and retention experience; or
- Bachelor's degree in finance, business, accounting or related field; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts in-house system studies to include staffing, space, equipment and processes, procedures and products.
- User contact point for reporting records management systems problems; analyzes issues and makes determinations regarding network related problems, applications or software problems, and guides users through corrective action steps.
- Reviews existing and potential office information systems; designs and develops plan for manual or automated records management; and prepares change recommendations.
- Advises staff on the best format for archival retention, i.e., microfilm, fiche, optical scanners, etc.
- Advises management on applications to assist record management operations.
- Prepares written procedures for users of the Records Retention Center.
- Prepares records retention and destruction schedules and notices.
- Operates a personal computer utilizing statistical or packaged software programs, performs data entry and retrieval, and routine computer terminal operations, or programming/reprogramming.
- Performs related work as assigned or required.

## RECORDS MANAGEMENT ANALYST (continued)

Job Code	Pay Grade
18494	CL13

### Knowledge, Skills, and Abilities

- Knowledge of Florida laws, rules and regulations concerning records retention.
- Knowledge of records management systems.
- Knowledge of principles and procedures of office automation systems, and skill in application.
- Knowledge of current Internet browsers and ability to conduct online searches.
- Skill in use of personal computer for spreadsheet, word processing, database, and presentation software applications, and ability to communicate information in reports.
- Skill in effective written and verbal communications, including preparing complex reports, policies and procedures.
- Ability to do legal research and understand basic concepts of law.
- Ability to understand and interpret the interdisciplinary nature of research about records and record keeping systems.
- Ability to communicate technical information in a manner understandable to superiors, clients, and subordinates, both orally and in writing.
- Ability to establish and maintain effective working relationships with agency staff, employees, and external contacts.

For official use only

Revised	EEOC Code	Overtime Code
11/07	Professionals	Classified