



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

Job title	Records Analyst
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GENERAL PURPOSE

Under direction, actively participates in the analysis, planning, development, delivery, and administration of the District's centralized records management program; provides training and technical assistance to departmental and organizational staff with multiple electronic document management systems (EDMS); handles difficult, complex, and sensitive public records requests; ensures the proper management, retention, and disposal of District records and documents; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for regularly performing tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to provide professional support for the District's records management program. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Assists in developing, implementing, evaluating, and communicating records management policies, processes, systems, and procedures to ensure compliance with all legal requirements and departmental objectives.
- Assists in implementing quality control procedures to ensure integrity of documents, electronic images, and/or records metadata.

- Coordinates the District-wide destruction of records in accordance with retention schedules and prepares Resolutions of Destruction; works with all departments in the purging of electronic and paper-based files and coordination of the timely destruction of records.
- Handles standard public records requests and subpoenas; confers and coordinates with legal counsel as needed; coordinates with departments of record and manages District response to public records requests, subpoenas, and summons within established guidelines.
- Applies and maintains classification schemes and retention schedules to ensure proper retention, retrieval, and accessibility.
- Assists in maintaining electronic and hard-copy document storage and retrieval strategies; participates in the monitoring of offsite records storage and periodic audits to ensure the integrity of the District's records management practices.
- Partners with end users, provides assistance, and encourages adoption within the District's multiple EDMS platforms; provides instruction and training to the user community (management, staff, internal customers, etc.) on District policies and best practice usage of the electronic document management system(s) to more effectively create, exchange, manage, and share information; develops end-user skills, knowledge, and ability to enhance the EDMS experience.
- Supports architecture, configuration, and implementation (site collection setup, roles, and permissions) including of sites/sub sites.
- Coordinates Quality Assurance and user testing in the EDMS.
- Continually updates District processes and procedures in accordance with trends and developments in the content management industry as directed by supervisor.
- Conducts studies and analyzes data to provide recommendations on the effectiveness of existing methods and procedures.
- Compares data and information discovered in the District's various electronic document management systems (EDMS) and makes necessary edits.
- Serves as primary point of contact in the absence of the supervisor.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of records management including retention criteria.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Principles, practices, and methods in the design, systems administration, and maintenance of Records Management Software (RMS).
- Principles and practices of quality control.
- Systems troubleshooting principles and practices.
- Modern office methods, practices, and equipment.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in the development and administration of a comprehensive records management system.
- Maintain information and generate reports utilizing computer equipment (EDMS Systems).
- Code, file, and retrieve a wide variety of materials under a complex, comprehensive records management system.
- Work collaboratively with departments to ensure effective use of the records management system.
- Analyze complex situations, evaluate alternatives and recommend or adopt effective course of action.
- Develop, explain, and apply rules, policies, and procedures applicable to unit operations.
- Prepare clear and concise records, reports, and other written materials.
- Train others on work practices and procedures.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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- Understand and carry out written and oral instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Two (2) years of progressively responsible administrative experience involving the development and maintenance of detailed and complex centralized records and legal documents within a records management system.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in archives and records management, information management, business or public administration, or a related field.

Licenses/Certifications:

- Certification as Certified Records Manager (CRM) or Information Governance Certification is desired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds,

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and occasionally up to 50 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Records Analyst. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____