

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECORDS MANAGEMENT ANALYST - 1247

DEFINITION:

Under direction, at the journey-level, to perform professional records management for a department or division; to plan, organize, and implement document control procedures for a records control system; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Analyzes paper and document flow patterns and recommends changes and improvements to work processes to control and optimize document processing;
- Oversees and coordinates the collection, indexing, imaging, storage, and traceability of documents;
- Prepares flow charts and procedure manuals depicting the steps for document control and storage;
- Studies and develops records retention schedules based on legal, historical, departmental, and other requirements;
- Ensures the access and availability of documents to appropriate parties while maintaining the security of documents and the records management system;
- Ensures records requirements are in compliance with state and federal rules, regulations, policies, and procedures regarding records retention;
- Assists with creating, developing, and maintaining the department Retention File Plan;
- Studies administrative problems with the records management unit;
- Makes appropriate recommendations and alterations to unit configuration and procedures;
- Provides technical expertise in the identification and development of vital records listing;
- Compiles and maintains records system documentation;
- Develops and maintains division or department technical libraries;
- Acts as a liaison between the division or department and others on records matters;
- Responds to subpoenas and other official requests for records;
- Serves as the records expert in litigation processes and establishes protocols to handle attorney/client and other proprietary documents;
- Reviews, evaluates, and selects various records management program software and hardware;
- Coordinates data systems analysis and hardware purchases with consultants and department data systems staff;
- Prepares cost benefit and other analyses for system development, upgrade, and process improvement;
- Manages the records management unit budget;
- Analyzes document needs, establishes retention schedules, and ensures vital

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- records are retained properly;
- Assists with transferring documents to the City Clerk's Records Center for storage and the destruction of records in accordance with all applicable laws, policies, and procedures;
 - Supervises records management and technical staff;
 - Serves as expert on records management and vital and historical records preservation.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** two years of full-time professional records management experience in at least one of the following: management of a Records Management program; records creation and use; active records systems; inactive records systems; records appraisal, retention, and disposal; records protection; and records and information management technology, **OR** a valid certification as a Certified Records Manager (C.R.M.) from the Institute of Certified Records Managers (I.C.R.M.).