CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>**SENIOR RECORDS MANAGEMENT ANALYST – 1248**</u>

<u>**DEFINITION**</u>**:**

Under direction, to develop, oversee, and facilitate a Citywide records management program and schedule for document retention in the Office of the City Clerk; to lead records management and technical staff; to coordinate the City's vital records retention and form control programs; and to perform related work.

* <u>EXAMPLES OF DUTIES</u>:

- Develops a Citywide records management program and schedule for document retention and applies all applicable rules, regulations, standards, and legal codes concerning City records;
- Ensures compliance with local, state, and federal laws and regulations relating to the retention and disposition of public records;
- Analyzes paper and document flow patterns and records produced and maintained by City departments 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 and best practices;
- Ensures the access and availability of documents to appropriate parties while maintaining the security of documents and the records management system;
- Recommends policies regarding electronic document retention and record retention;
- Studies administrative problems with the records management program and updates and identifies changes needed;
- Makes appropriate recommendations and alterations to program configuration and procedures;
- Provides technical expertise in the identification and development of vital records listings;
- Compiles and maintains records system documentation;
- Develops and maintains Citywide technical libraries, trainings, and manuals;
- Acts as a liaison between departments and others on records matters, establishes vital records, and develops records schedules;
- Responds to subpoenas and other official requests for records;
- Transfers documents to the City Clerk's Records Center for storage and the destruction of records in accordance with all applicable laws, policies, and procedures;
- Serves as the records expert in litigation processes and establishes protocols to handle attorney/client and other proprietary documents;

* 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.

- Reviews, evaluates, and selects various records management program software and hardware;
- Coordinates data systems analysis and hardware purchases;
- Prepares cost benefit and other analyses for system development, upgrade, and process improvement;
- Leads records management and technical staff;
- Trains City staff and managers on how to use the Citywide records management program;
- Manages the Citywide records management budget;
- Analyzes legal and Citywide department operational needs for retaining records.

<u>MINIMUM QUALIFICATIONS</u>:

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); **<u>AND</u>** three 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, **<u>OR</u>** a valid certification as a Certified Records Manager (C.R.M.) from the Institute of Certified Records Managers (I.C.R.M.) or other recognized Records and Information Management credential program.