

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Records Analyst 3		<b>Class Code:</b> 002KD3
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> PAT 3	<b>Effective Date:</b> 7-19-13
	<b>Summary:</b> Incumbent performs records management and advanced forms analysis and design for a State agency. Incumbent also coordinates and instructs lower-level analysts in records management and forms control. Supervision is provided by agency Program Director.		

**Duties:**

- Determines significance of records and drafts retention schedule;
- Develops system to organize records according to appropriate record retention schedules;
- Designates records for disposal and verifies legality of disposal and records information on database;
- Designs database to utilize records as a cross reference or for reference use by more than one agency;
- Answers questions concerning matching of records series with corresponding retention schedule;
- Performs advanced forms analysis and specification writing;
- Resolves forms problems in regard to specification or other specific agency requirements;
- Completes reports stating number of forms designed, deleted, revised or reprinted;
- Directs and coordinates the work of lower-level analysts and trains subordinates in methods and procedures of records management and forms design and analysis;
- Coordinates information systems collection and retrieval;
- Coordinates preparation of printed materials and/or retention and deletion of state forms;
- Performs related duties as required.

**Job Requirements:**

- Specialized knowledge of specific agency functions needed to assist agencies with records management and to develop appropriate forms;
- Specialized knowledge of information systems organization principles, including systems analysis techniques and information management process: from forms development, through agency use and retention to final disposition of records;
- Specialized knowledge of principles and techniques of retention scheduling;
- Specialized knowledge of forms analysis and design, printing methods, techniques and practices used to develop cost effective and practical forms applicable to retention and storage;
- Specialized knowledge of research methods and laws governing use, storage and retrieval of public records and ability to compile history of agency records management responsibilities and actions;
- Ability to communicate effectively, both orally and in writing, especially in drafting accurate, complete and concise descriptions for retention schedules;
- Ability to analyze flow of records-purpose and length of required retention to determine most efficient and cost effective system of information management;
- Ability to apply random information to principles of systems organization and records retention;
- Ability to train and coordinate work of lower-level analysts.

**Difficulty of Work:**

Incumbent is often required to develop procedures and methods of records management based on random information adapting principles of information management to meet needs of various agencies and their corresponding functions. Significant judgment is required in extensively adapting methods of records management and forms design and analysis to particular agency needs. Duties are broad in scope and of great intricacy requiring extensive knowledge of records retention practices and methods, regulations for appropriate disposal of records, ability to enter records on database for cross referencing and corresponding knowledge of forms analysis and design to develop a practical medium for properly recording and storing data. Incumbent performs complex duties of developing information management systems, implementing retention/deletion schedules and trains and coordinates work of lower-level analysts.

**Responsibility:**

Records and forms management significantly contributes to general agency goal of simplifying and organizing agency paperwork into an organized system of information collection and retrieval. Instructing and coordinating work of lower-level analysts requires a general understanding of agency objectives and parameters of work. Exceptional problems or exceptionally difficult projects are assigned to incumbent with technical instruction neither sought nor needed. Emphasis is on goals and attainment of objectives in compliance with agency policy rather than quantity or quality of work. Errors in judgment negatively impact efficiency and cost effectiveness of records management.

**Personal Work Relationships:**

Incumbent's contacts include co-workers and personnel in other local, state and federal agencies and the general public for the purpose of expediting records management projects and to resolve forms design and/or records retention, preservation and access issues. Incumbent also works with analysts, consultants and administrators within the agency. May consult with agency representatives to cooperatively develop and maintain records retention schedules.

**Physical Effort:**

May involve lifting and moving boxes up to 40 lbs.

**Working Conditions:**

Works in a typical warehouse and/or office environment.