

| | | | |
|---|---|----------------------------------|-----------------------------------|
|  <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p> | Class Title: Records Analyst 4 | | Class Code: 2KD4 |
| | FLSA Status: Non-Exempt | Salary Schedule: PAT 4 | Effective Date: 7-19-13 |
| | Summary: Incumbent performs records management and related forms design and analysis within a state agency. Incumbent reports to the division head or Program Director. | | |

Duties:

- Assists agency personnel with responsible records management, develops record making and record keeping procedures and guidelines and assists agencies to resolve records management problems per senior analyst's instructions;
- Performs necessary research required for drafting legally acceptable records retention schedules and monitors Archives Accession Registers to determine agency compliance with retention schedules;
- Implements forms and other special records research and analysis projects: accessions, inventories and prepares records for microfilm storage, prepares finding aids, puts special collections in order and identifies and corrects inventory errors and searches Archives for lost or misfiled materials;
- Answers patrons' requests in person, by phone and/or by correspondence to identify and locate references;
- Retrieves material from Archives per patrons' requests and assists co-workers or staff of other agencies to facilitate answers to reference questions;
- Requests information from agencies for forms use, accuracy of specifications, consolidations, retention and deletions schedules; directs agencies to submit information according to forms regulations and printing requirements; writes specifications for forms, records and other documents; determines whether incoming records are sent to design or analysis sections for processing and checks returned proofs of forms for accuracy;
- Develops generic printing specifications to be submitted so that maximum number of vendors may bid on work;
- Advises subordinates on procedures for correcting erroneous or problem forms;
- Designs and revises forms to meet needs of agencies;
- Performs related duties as required.

Job Requirements:

- Specialized knowledge of agency policies, procedures and objectives needed to perform operations involved in records management;
- Specialized knowledge of structure of state government and specific agency functions needed to assist agencies with proper records management;
- Specialized knowledge of Archives records and limitations required in answering reference and research requests;
- Specialized knowledge of forms design and construction to develop cost effective and practical forms;
- Specialized knowledge of information management process: from forms development, through agency use and retention to final disposition to Records Center or Archives;
- Working knowledge of printing and bindery techniques used in records retention and storage procedures;
- Working knowledge of, and ability to use, modern office equipment such as personal computers, microfilm readers, typewriters, copiers and other machines;
- Ability to process information methodically and prioritize multiple projects;
- Ability to respond to requests with tactfulness and diplomacy.

Difficulty of Work:

Incumbent relies on practical application of laws and agency policy governing records management. Information management also requires theoretical knowledge of methods of forms design and analysis and includes evaluating agency records management needs. Incumbent also applies methods of Library Science to properly catalog, inventory and store records for reference purposes. Duties are broad in scope and are constantly changing depending on logistics involved in assigned special projects. Evaluating records management needs, special projects and corresponding forms analysis and design requires adaptation of methods and procedures to fit each different situation.

Responsibility:

A substantial contribution is made to agency objective of proper records management as incumbent performs duties of a non-routine nature in completing special information management projects: retention, accessioning, reference and forms analysis and design. Incumbent decides to seek additional information, as needed, either from supervisor or another source of expertise. Incumbent completes duties independently after receiving assignments from supervisor. Written work is reviewed for soundness of judgment and conclusions, general technical accuracy and conformance with agency policy and practice. Supervisor is informed of status of projects and other work not subject to review. Improper cataloging and storing of records results in inconvenience to patrons requesting records for references and may negatively impact agency credibility. Errors in forms design and analysis requires expenditure of agency funds and time to correct as inadequate forms cannot be used for recording significant data.

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 to expedite proper handling and processing of forms and/or other records.

Physical Effort:

May involve lifting and moving boxes up to 40 lbs.

Working Conditions:

Works in a typical warehouse and/or office environment.