

INFORMATION MANAGEMENT TECHNICIAN II (GS 28)**DEFINITION OF WORK:**

This is technical and administrative support for records and information management initiatives within a department.

Work involves participating in the operation and maintenance of the Records Centre/Information Service Centre including processing incoming information for system integration, storage and/or distribution; gathering and compiling requested and specialized information in various formats for users; maintaining and gathering statistical data on Records Centre/Information Service Centre operations; participating in the maintenance of Records Centre/ISC policies and procedures; and providing process and technology training and orientation as required. Position may also provide work flow coordination, guidance and/or direction to lower level information management technicians and other subordinate staff, and oversee the operations of Records Centre/Information Service Centre equipment. Work is performed with considerable independence and initiative and is reviewed by a higher level information management official through discussions and observation of overall effectiveness.

ILLUSTRATIVE EXAMPLES OF WORK:

Informs management of issues that have an impact on information management program operations and compliance with government's information management legislation.

Participates in maintaining policies and procedures relating to storage, security, management and disposition of records.

Sorts, classifies and codes material for integration into systems using an existing classification plan.

Responds to specific departmental advanced requests by searching locating, retrieving, compiling and delivering information or media files through established procedures and delivery systems, using appropriate reference and research tools.

Maintains and gathers statistical data for Records Centre/Information Services Centre operational reporting purposes to support management requests and projects.

Controls physical and electronic inventory by identifying and correcting discrepancies to ensure the availability, security and accuracy of data through data normalization, cleanup and reconciliation activities.

Performs physical file maintenance tasks including interfiling and applying tracking, bar codes or identifying labels to maintain the records and information repository integrity.

Migrates data and/or media by following approved procedures that address the elements of data accessibility and authenticity and disposes of records in accordance with

ILLUSTRATIVE EXAMPLES OF WORK...CONT'D

information management and protection policy and procedures such as retention schedules, privacy requirements, archival policies and disposal procedures.

Collects and provides transactional data (expenses, expenditures) as requested related to procurement initiatives and decisions, to support the management of budget and expenditures.

Oversees the operation of photocopiers, facsimile equipment, scanners, bar code readers and microfilm systems by ensuring training is provided as required, equipment is kept in good working order and maintenance is scheduled when necessary.

Orders equipment and supplies for the Records Centre/Information Service Centre.

Provides information management and privacy knowledge and work flow guidance to subordinate staff on a daily basis, as needed, in accordance with departmental Record Centre/Information Service Centre policies and procedures.

Provides new employee orientation as well as program, process and/or technology training to new technicians and subordinate employees within the Records Centre/Information Service Centre.

May provide document management and information protection guidance to staff within the department.

Provides guidance and support in ensuring the accurate application of departmental filing and classification standards, retention schedules and disposal procedures.

Participates in processing requests for information under the Access to Information Protection of Privacy Act (ATIPP).

Adheres to legal requirements which affect the information of the Department including access to information by departmental staff. Ensures confidentiality and security is maintained at all times regarding sensitive data, correspondence, reports and information.

Performs other related duties as required.

EXPERIENCE AND TRAINING:

Considerable experience in the area of information technology and/or information management; completion of a two year post-secondary education with course work in business administration, information technology and/or records and information management.