

INFORMATION MANAGEMENT ANALYST (GS 38)**DEFINITION OF WORK:**

This is professional advisory and analytical work focusing on the implementation of a departmental information management and information protection program.

Work involves functioning as an information management and information protection subject matter expert in the area of records and information management, specifically as it relates to the creation, maintenance, security, retention and disposal of records. The incumbent provides advice and decision-making support as it relates to various aspects of information management and protection within the Department. Position is also involved in research and analysis in developing, implementing and monitoring information management and protection policies, procedures and practices; designing materials and training to support project initiatives; conducting risk assessments; and liaising with staff, management and industry experts to ensure the integration of information management and protection best practices. Work is performed with considerable independence and initiative and is reviewed by a Senior Information Management Analyst, Manager or Director through discussions and overall effectiveness and efficiency of the information management and protection program.

ILLUSTRATIVE EXAMPLES OF WORK:

Provides advisory and consultative services to staff and management within the department on various aspects of records management, electronic documents management, inventory management, records deposition and information protection.

Plans, recommends, implements, monitors and ensures the appropriate usage of records classification plan and retention schedule within the department.

Develops, implements, updates, administers and monitors information management and protection policies and procedures within the department which ensure the creation, maintenance, integrity, retention, security and preservation of records.

Participates in planning, designing and coordinating the documentation, education, awareness and administration of information management and protection programs including developing informational, education or procedural documentation/manuals; planning and developing web content; organizing and delivering seminars, workshops and training sessions; and developing and delivering training for departmental staff.

Participates in planning and coordinating the selection, design, modification and maintenance of departmental information management systems (i.e. identifying and accessing departmental needs, defining requirements for new information management systems, designing and modifying the system to meet departmental needs, implementing new systems, conducting usage and quality assurance audits and providing operational and process support to departmental system users).

ILLUSTRATIVE EXAMPLES OF WORK...CONT'D

Conducts research and analysis and provides recommendations to management on information management and protection policies, procedures and processes, including development of draft policies.

Creates and provides support for highly confidential departmental management reports, discussion papers, process guides and other formal documentation in various information management and protection subject areas for management and executive review.

Liaises with staff and management throughout the department and with industry experts to ensure the integration of information management and protection best practices into office operations and work flow.

Liaises with information technology personnel in database design, system maintenance, report design and system enhancements.

May be responsible for supervising the department's Record Centre/Information Service Centre staff and overseeing its operations in accordance with established policies, standards and best practices.

May be responsible for preparing and monitoring a budget within the department's information management and protection program.

Performs risk assessments to address potential liabilities and identifying and prioritizing risks related to records and information. Develops audit and assessment reports on the department's Records Centre/Information Service Centre and conducts statistical analysis on the usage, retention and disposition of records within the department.

Participates in processing requests for information under the Access to Information Protection of Privacy Act (ATIP). Interprets and applies the ATIP to the department. Develops and maintains ATIP policies and procedures as they apply to the Legislature.

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 especially with experience in planning, organizing, monitoring and controlling project activities supplemented with a Bachelor's Degree with course work in business administration, information technology and/or records and information management.

