

Job Class Profile: Information Management Analyst**Pay Level: CG-36 Point Band: 790-813**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	2	4	5	5	5	1	2	
Points	280	83	13	19	150	108	103	21	21	798

JOB SUMMARY

The Information Management Analyst is responsible for the professional advisory and analytical work focusing on the implementation of a departmental information management and information protection program.

Key and Periodic Activities:

- Provides advice and decision-making support to various aspects of governments' information management (IM) system for financial records.
- Conducts research and analysis in developing, implementing, and monitoring information management protection policies, procedures, and practices. Research includes identifying quality assurance processes and standards for ensuring quality scanned images.
- Performs risk assessments to address potential liabilities and identifies and prioritizes risks related to financial records.
- Develops statistical sampling processes based upon the output of risk assessments to determine appropriate sample size for quality audits of financial records.
- Creates and maintains a secure financial supporting documentation in governments IM system (TRIM).
- Ensures confidentiality and security is maintained regarding sensitive data, correspondence, reports and information.
- Provides compliance reports on quality issues to management and auditors as requested and provide feedback to departments on quality issues.
- Designs materials and provides training to support initiatives to enhance or expand the capture of financial records.
- Provides advice and consultative services to staff and management within the department on various aspects of records management, electronic documents management, record deposition and information protection.
- Monitors and ensures the appropriate usage of a records classification plan and retention schedule within the department.
- Oversees the destruction of records process for the Office of the Comptroller General when records become available for destruction as per retention schedules.
- Audits the quality of imports on a daily basis through the records management area to ensure no issues occur (i.e. ensures all data is captured).

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Knowledge of information technology and information management <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Undergraduate degree in Business Administration, Information Technology or related — Additionally: TRIM Administrator Course Diploma and course work in information management <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 2 – 3 years <p>Competencies:</p> <ul style="list-style-type: none"> — Designs and develops new programs for the organization. — Conducts regular routine audits with financial records and conducts quality assurance assessments. — Writes simple letters, memos and other documentation. — Proof reads, edits and formats a variety of documents. — Strong research and analytical skills. — Uses various computer software programs such as spreadsheets, word processors, presentation, and databases.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used to perform activities such as listening, asking questions, providing information and direction, and communicating complex information to others. — Communication occurs with employees within the immediate work area, department/group, in other departments, supervisors, managers, and executive. — Most significant contacts are Office of the Chief Information Officer (OCIO), Manager, and the Office of Information and Protection. — Interactions include: listening to information from other people to determine how to support the department with the quality assurance with sensitive records, gathering information to conduct analysis, providing information and direction to others regarding IM, and facilitating meetings regarding IM issues.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands do not result in considerable fatigue requiring periods of rest. — Work provides the opportunity to occasionally stand and walk within the office environment. — Physical effort includes fine finger/precision work and sitting while scanning documents. — Occasionally required to lift files, supplies, etc. weighing less than 10 lbs (i.e. usually occurs when conducting a records retention schedule).
Concentration

- **Visual** concentration is required while exporting reports from TRIM to excel, entering metadata into a database, conducting information audits to ensure information is accurate, and ensuring the quality assurance of all scanned images.
- **Auditory** concentration is required when providing a verbal report on the quality assurance of scanned images to the Director.
- Impacted by **interruptions and multiple time pressures/deadlines with a lack of control over work pace** as a result of requests from management and auditors regarding quality reports.
- **Exact results and precision** are required when entering information pertaining to financial records in the database and running reports based upon the information entered (i.e. entering active and inactive data and running a report on active data only).

Complexity

- Work typically involves a series of tasks and activities that are quite different but allow the use of similar skills and knowledge. Involved in conducting research and analysis, as well as performing risk assessments, designing materials and providing training.
- Problems regularly tend to be simple, well – defined, involve standard work processes with obvious solutions. On occasion they may be more complex and have policy significance.
- The most typical challenge or problem is receiving quality assurance on electronic financial records (i.e. records may contain personal information with the recap forwarded to the financial division).
- Policies, procedures, and guidelines exist to assist and address issues and challenges. Several references are available: Financial Management Circulars, Business Rules, Configuration Reports, etc.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled.
- Decisions can be made when developing and implementing a financial management applications system and monitoring the quality assurance of electronic financial records.
- Requires supervisor's approval for retention schedule for all financial records, travel, and the creation of a live production and development dataset regarding new initiatives within the department.
- Work tasks involving the security of financial records and the confidential information contained within them are completed within discretion and independent judgment. Policies and guidelines exist for all day-to-day operations.

Impact

- Impacts generally affect immediate work area, within the department, and outside the department but within the organization.
- Work activities impact processes, systems and information.
- Inaccurate quality assurance on financial records can result in a poorly scanned image which is not legible. This would be unusable and have a direct impact on the department's ability to use this information. Errors can occur if a records classification plan is implemented without clear

concise business rules.

- Conducting quality assurance checks always has the potential for risks since only a percentage of the scanned records are reviewed. Errors can be detected after a record has been scanned and will only be detected later if a request is submitted for a quality assurance check.

Development and Leadership of Others

- There is no supervision of staff.
- May provide formal training to others.

WORKING CONDITIONS

Environmental Working Conditions

- There is no requirement for any special precautions or safety equipment.
- Limited likelihood for injury or illness.
- Exposed to unusual/distracting noise (i.e. large scanners), dirt, dust, filth (i.e. scanners have to be cleaned regularly), garbage, and glare from computer screens. Lack of privacy while working in a cubicle is constant when dealing with sensitive information.