

Job Class Profile: Records Analyst**Pay Level: CG-33 Point Band: 718-741**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	2	3	4	5	4	3	2	
Points	233	67	13	14	120	108	83	64	21	723

JOB SUMMARY

The Records Analyst performs professional and administrative work in administering a records management program. Work involves responsibility for developing, implementing and directing the overall records creation, maintenance and disposition system for the control of all records. Counsels all departments, crown corporations and government agencies in the development of uniform file practices; develops and implements record scheduling systems for the automatic review of all dormant government records and exercises administrative and technical supervision over staff engaged in program maintenance activities.

Key and Periodic Activities

- Advises management on all records management policies of the organization and assists specialists in the relevant fields, including: the theory and practice of records systems; the economic value of an effective records management program; the application of automated techniques to records systems; and the implication of pertinent passages in existing and proposed legislation which involves the creation and retention of records by the organization and the public.
- Develops, implements, and co-ordinates organizational records practices and procedures.
- Plans and directs technical improvements in such practices and procedures, and develops and issues procedural/operating manuals for administration and coordinated classification systems.
- Organizes and operates the records maintenance systems.
- Administers records inventories and organizes and administers retention and disposal schedules.
- Participates in the development of new records systems and programs where these will affect records management. Participates in the drafting of legislation.
- Interprets and implements the policies on records management.
- Collaborates with the manager in the review of the use of completed forms as records.
- Makes recommendations on equipment and supplies necessary to conduct the operations of the records management program.
- Prepares and monitors the budget for the records management section.
- Trains or directs the training of records management personnel, develops orientation courses, and conducts records appreciation workshops.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Thorough knowledge of information/records management practices and procedures. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Graduation from a recognized college or university with major coursework in a related discipline, supplemented by completion of a Records Management Training Program. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 5 years <p>Competencies:</p> <ul style="list-style-type: none"> — Uses various computer software programs such as specialized records management software. — Development of record management systems and the maintenance of records retention schedules. — Confidentiality of records and information.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used to perform activities such as listening to understand the needs of employees, asking questions, communicating complex information, providing information, advice and direction to others regarding records management, instructing/training others to use records management software, gaining the cooperation of others to work effectively with other departments and advises management on all records management policies of the organization and assists specialists in the relevant fields. — Communication occurs with staff within the immediate work area, department, outside the department including supervisors and managers. — Most significant contacts are supervisors, executive, and departmental staff on issues that have an impact on operations.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands do not result in fatigue requiring periods of rest. — Occasionally required to lift/move objects, such as files and records up to 10 lbs. (i.e. retrieve and return files, stretching to reach file boxes). May be required to lift boxes of files in excess of 10 lbs. — Work provides the opportunity to occasionally stand and walk within the office environment. — Constantly required to perform fine finger/precision work while sitting using a keyboard and mouse.
Concentration
<ul style="list-style-type: none"> — Visual concentration is constant in reviewing data on a computer monitor, scanning documents, and performing records management functions. — Auditory concentration is regular when clarifying information requests and providing accurate verbal information to clients.

- Regularly impacted by **interruptions and multiple time pressures/deadlines with a lack of control over work pace.**
- **Exact results and precision** are required when establishing a computer filing system, migrating data, etc.

Complexity

- Work typically involves tasks that are similar/related and require similar knowledge and skills.
- Problems are generally addressed by following procedures or guidelines.
- The most typical challenges or problems are matching correspondence to establish numeric guides, improper titling of information, and the inability to identify a proper classification. Work involves developing, implementing, and coordinating organizational records practices and procedures.
- Policies, procedures, guidelines and management supervisor exist to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making

- Expected to handle day-to-day issues independently.
- Work responsibility includes developing, implementing, and directing the overall records creation, maintenance, and disposition system for the control of all records. Work is performed with considerable independence and initiative and is reviewed by a supervisor through discussions and observations of the overall effectiveness and efficiency of the records management program.
- Supervisory approval would be required for changes in policies and procedures.
- Discretion and judgment is exercised in the development and implementation of a records creation, maintenance and disposition system for the control of records as well as to apply and follow records management policies and guidelines in the administration of a records management program.

Impact

- Impacts generally affect the immediate work area, departments, and the organization.
- Work activities impact information, the operations of divisions/departments, financial resources, human resources, material resources and government image.
- Mistakes or errors result in inaccurate records management practices and could result in the disposition of records which should have been maintained.
- Impacts of errors could impact departments, crown corporations and government agencies in terms of file practices and record scheduling systems since work involves advising these organizations about records management practices and procedures.
- Legislation, policies, and procedures are in place to mitigate the impact of errors.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May be involved in the development and leadership of others (i.e. provides on the job training/guidance/advice for new and existing staff, provides technical direction and expertise

- regarding records management, trains or directs the training of records management personnel).
- Plans and directs technical improvements in records management practices and procedures, and develops and issues procedural/operating manuals for administration and coordinated classification systems.

WORKING CONDITIONS

Environmental Working Conditions

- Does not require any special precautions or safety equipment.
- Limited likelihood of minor cuts, bruises, abrasions or minor illnesses. Likelihood of injury or illness resulting in partial or total disability typically does not apply.
- Exposed to dirt/dust/filth, glare from computer screens and awkward or confining spaces (i.e. retrieving files from storage facility). Some travel may be required.