

**Job Class Profile: Registrar III****Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	2	3	4	4	3	4	3	
Points	187	67	13	14	120	87	62	86	32	668

**JOB SUMMARY**

The Registrar III is responsible for the records information management program within a department. Work involves planning, developing, implementing, and monitoring of the full range of records and information management policies, procedures, and practices.

**Key and Periodic Activities**

- Supervises and provides functional direction, training and guidance to Registry, departmental staff, and others in matters relating to records and information management. Monitors and records information management developments at the provincial, national and international levels.
- Keeps regular attendance for the Registry staff and provides reports to the manager.
- Assesses the impacts of legislation and record keeping processes (i.e. Access to Information and Protection of Policy Act, Management of Information Act, etc.) to ensure complete, reliable and authentic record of actions are kept to support legal, fiscal and other mandates.
- Processes all ATIPP requests for the department. Liaises with the Office of the ATIPP Coordinator and may offer guidance to staff to ensure compliance with all acts.
- Plans, develops and maintains a vital records program, disaster/contingency plan, record keeping system, classifications, retention schedules, disposition plans, and access and security protocols for all records.
- Provides functional/process training as well as ongoing support to departmental staff in the utilization of the electronic management system such as TRIM. Works with information technology staff on the electronic system including designing databases, reporting functions, and maintenance and upgrades on the system.
- Responsible for records/forms of all types for the Department. Controls all correspondence such as records from cabinet papers, briefing notes, management reports, any other material on a Ministerial or Executive level as well as any other highly confidential documents from senior government officials and cabinet.
- Performs the control of all records on-site in the records centre, as well as off site storage at different locations across the province. Liaises with the Provincial Archives of Newfoundland and Labrador (PANL) on general records management and archival issues, including the identification and transfer of archival records.
- Works with other departmental employees when establishing any new developments in records

### Key and Periodic Activities

- and information management such as new Acts, Legislation, retention schedules, and computer systems for managing electronic data.
- Leads the implementation of electronic content management and core configuration to accurately reflect the Departments' structure, function and records management policies. This includes set-up, design, configuration, maintenance of the application, management of user profiles, permissions, testing of enhancements, and modifications, etc.
- Orders and maintains supplies for the records centre and staff. Deals with purchase orders, funds and returns. Liaises with financial staff when performing these duties.
- Performs risk assessments to address potential liabilities and identify and prioritize risks related to records and information.
- Performs annual audits on electronic records and information systems. Conducts a manual annual audit on inventory of paper records within the registry, archives and off-site storage.
- Represents the department on government wide and external records and information management associations and at various forums, meetings and seminars.
- Liaises with Manager and Director on management of electronic information as it relates to records and information management.
- Performs TRIM support for the entire Department.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Records and Information Management

#### Formal Education and/or Certification(s):

- Minimum: 2-Year Post Secondary Diploma (Business or Office Administration)
- Additionally: TRIM Administration Certificate, formal training in Records and Information Management

#### Years of Experience:

- Minimum: 1-2 years

#### Competencies:

- Coordinates a range of related work or project activities.
- Provides advice to others on how to solve a problem or address an issue.
- 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

- A range of interpersonal skills are used to perform activities such as listening; providing routine information and direction; giving advice and guidance regarding records and information management; and gaining the cooperation of others to complete work assignments.

Skills are used to communicate correct information to employees within the registry or department and to liaise with others (i.e. ATIPP Coordinator, Provincial Archives staff) regarding information management issues.

- Communication occurs with employees within immediate work area, employees within the organization including supervisors or managers.
- Most significant contacts are employees within immediate work area, Departmental Executive, and employees/peers in other Departments.

## EFFORT

### Physical Effort

- Work demands do not result in considerable fatigue requiring periods of rest.
- May be required to lift boxes of files, supplies, etc. weighing up to 25 lbs.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Required to perform fine finger/precision work while sitting at the computer performing job functions.
- Required to bend and stretch while performing general office procedures (i.e. retrieve and return files, stretching to reach file boxes).

### Concentration

- **Visual concentration** is regularly required when running reports, entering data, database creation, records maintenance, etc.
- **Auditory concentration** is regularly required when listening to concerns about departmental records or employees within the registry or department.
- **Repetition requiring alertness** is required during data entry and database creation.
- Regularly impacted by **interruptions and multiple time pressures/deadlines** with a **lack of control over work pace**. A typical example of a daily deadline is the delivery of mail within the Department twice a day.
- **Exact results and precision** are needed when determining the retention/disposal schedule of records, or the generation of reports in TRIM.

### Complexity

- Work typically involves tasks and activities that are quite different and unrelated. Performs information management and supervisory/administrative functions that allow for the use of different skills and knowledge.
- Challenges can often be addressed by following guidelines and/or procedures while working within defined work processes. Problems may involve creative problem definition and analysis.
- The most typical challenges or problems are to maintain records and information management for regional offices which may not have TRIM and the lack of physical space in the registry which could prolong the amount of time needed to process a request for information.
- Policies, procedures and guidelines exist to assist and address issues and challenges. Various acts and regulations govern the work performed, such as: Access to Information Privacy and Policy (ATIPP), Corporate Records Information Management Standard (C-RIMS),

Management of Information, and the Rooms Act.
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## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are moderately prescribed and controlled. Work is carried out with a degree of independence.
- Decisions can be made on the following: maintaining registry attendance and overtime; changing, implementing and following through on policies, processes and procedures pertaining to Records and Information Management; assigning/delegating tasks to staff within the registry; and ordering of office supplies within delegated authority.
- Requires supervisor's approval for issues and concerns with attendance, overtime or human resources associated with employees within the Registry, large expenditures, or travel approval.
- Work tasks involving the releasing of confidential information are completed using discretion and independent judgment. Other situations that require a high degree of independence are leading the implementation of electronic content management, core configuration for the Department, testing of enhancements and modifications, creation and management of users, statistical reports, and the preparation and maintenance of system documentation.

### Impact

- Impacts generally affect immediate work area, within the Department, and the outside the Department but within the organization.
- Work activities impact equipment, processes, systems, information, finances, material and human resources.
- The consequences of a mistake or error can have impact in the immediate workplace as well as the department. The work performed is highly confidential but procedures need to ensure that all information is accessible for easy retrieval and is filed correctly, either manually and/or electronically. If an error occurs, the incorrectly filed information could have a significant impact on the availability of information and cause delays for those requesting the information. For example, records may get disposed of that should not have been.
- Consequences of mistakes or errors are typically identified and resolved within 24 hours.
- Legislation, policies, and procedures are in place to mitigate mistakes or errors.

### Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).
- Performs role as team leader (technical or functional) on a regular basis (i.e. designing, implementing and quality control of the TRIM-E (or TRIM executive) database).

## WORKING CONDITIONS

### Environmental Working Conditions

- Does not require any special precautions or safety equipment.
- Moderate likelihood of minor cuts, bruises, abrasions, fractures, minor illnesses or injury resulting in partial or total disability.

- Regularly exposed to dirt, dust, filth and garbage, glare from computer screens, awkward or confining workspaces, sharp objects and heights to retrieve files stored overhead.