

Job Class Profile: Senior Information Management Analyst**Pay Level: CG-41 Point Band: 950-993**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	5	2	4	7	5	5	4	2	
Points	327	83	13	19	210	108	103	86	21	970

JOB SUMMARY

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

Key and Periodic Activities

- Functions as an information management and information protection advanced subject matter expert for the analysis, development, implementation, coordination and monitoring of information management and protection policies, procedures and practices.
- Leads and coordinates the development and implementation of new information management and protection policies, procedures and/or systems.
- Develops standards for department.
- Provides strategic recommendations to management in the area of information management and protection advancements.
- Conducts specialized research.
- Conducts risk assessments for the department.
- Creates various reports and papers for management and Executive review (i.e. briefing notes, discussion papers, management reports).
- Researches and analyzes departmental business plans and processes with respect to the flow of information and identifying user requirements and needs.
- Modifies and maintains the Records and Information Management system (TRIM).
- Conducts meetings with various IM groups.
- Supervises and provides support to TRIM administration staff within the department.
- Develops an IM Awareness Program for the department.
- Develops the departments IM policies, procedures, guidelines and standards.
- Coordinates access to information requests (i.e. ATIPP).
- Conducts TRIM training and other related activities.
- Provides monthly red tape reduction reports.
- Reviews IM policies and procedures.
- Maintains business continuity plan.
- Attends meetings, conferences, and IM sessions on behalf of the Department.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Specialized knowledge of Information Management and Information Protection <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Masters Degree (Business Administration, Information Technology or Records and Information Management) — Additional: Records and Information Management Certificate <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 4-5 years <p>Competencies:</p> <ul style="list-style-type: none"> — 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, databases, and records management software programs. — Coordinate a range of related work or project activities — Project management — Develop solutions — Provide advice
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used such as listening to information from other people, asking questions to get information, providing information and direction, communicating complex information, and gaining the cooperation of others to complete work assignments. — Communication occurs with employees within immediate work area, department, supervisors, managers, and clients. — Most significant contacts are Director of Planning Services, ATIPP Office, and OCIO. Interactions include listening to others to gather information, asking the right questions, and networking with colleagues. Leads and coordinates the development and implementation of new information management and protection policies, procedures and/or systems and functions as an information management and information protection advanced subject matter expert.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands do not result in considerable fatigue requiring periods of rest. — Occasionally required to lift objects, supplies, etc. weighing less than 10 lbs. May be required to lift heavy boxes in the registry or off-site storage facility. — Work provides the opportunity to occasionally stand and walk within the office environment. — Constantly required to perform fine finger/precision work while sitting and performing work on a computer.

— Occasionally required to bend and/or stretch while retrieving and returning files.
Concentration
<ul style="list-style-type: none"> — Visual concentration is constant while performing information management functions on the computer including specialized research, analyzing departmental business plans and to create reports and papers. — Auditory concentration is constant while determining information management requirements from departmental end users and to listen attentively during IM committee meetings and conferences. — Repetition requiring alertness may be evident when conducting risk assessments and analyzing business plans. — Higher than normal levels of attentiveness may be required when implementing new systems, conducting specialized research and when creating briefing notes, discussion papers, etc. for management review. — Regularly impacted by interruptions and multiple time pressures/deadlines with a lack of control over work pace (i.e. Executive requesting immediate information, ATIPP requests). — Exact results and precision are required when severing data or information from files; when conducting specialized research and when developing new policies and procedures, etc.
Complexity
<ul style="list-style-type: none"> — Work typically involves a series of activities that are quite different but allow for the use of similar skills and knowledge. — Problems tend to have limited opportunity for standardized solutions and regularly have strategic or policy significance. Leads and coordinates the development and implementation of information management and protection policies and procedures to ensure the maintenance, security, retention, integrity and preservation of records. Researches and analyzes departmental business plans and processes with respect to the flow of information and identifying user requirements and needs. — The most typical challenges or problems are ATIPP requests and TRIM troubleshooting issues. — Policies, procedures and guidelines exist to assist and address issues and challenges (i.e. ATIPP legislation, TRIM user manuals, colleagues, etc.).

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks and activities are moderately prescribed and controlled. — Decisions can be made when modifying the TRIM departmental set up, disposal of administrative records, and conducting a records inventory. — Requires supervisor's approval for leave, journey authorizations, office purchases, etc. — Work tasks involving giving advice or guidance on record retention or disposal or the releasing of confidential information are completed using discretion and independent judgment.
Impact
— Impacts generally affect the immediate work area, department or group, outside the department/ organization, and clients.

- Work activities impact equipment, processes, systems, information, finances, facilities, material, human resources, and corporate image.
- Inaccurate reporting can impact the TRIM system and result in reliability issues when retrieving information.
- In the event of a mistake or error the consequence is directly felt on departmental end users.
- Legislation, policies, and procedures are in place (i.e. Information Management processes, ATIPP internal processes) to mitigate errors or impacts.

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 and offers technical advice and guidance for the Information Management Action Plan.

WORKING CONDITIONS

Environmental Working Conditions

- Does not require any special precautions or safety equipment.
- Limited likelihood of minor cuts, bruises, abrasions or minor illnesses.
- Occasionally exposed to awkward or confining spaces, computer glare.