

Specification for Class of

FORMS AND RECORDS ANALYST 2

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: As an individual or team member, provides consultation to managers in the solution of forms and records management problems.

Typical Work

Analyzes forms and records problems, presents solutions to management using flow charts, layouts, and narrative write-ups;

Analyzes paperwork flow to improve forms systems design;

Analyzes forms usage to determine direct and indirect costs;

Makes recommendations for cost reductions and estimates net dollar savings;

Assigns work to subordinates;

Implements and maintains or assists with implementation and maintenance of agency record management system to ensure compliance with State records management statutes and to include the following activities;

Performs files and records surveys; exercises control over the acquisition of filing equipment;

Inventories, or manages the inventory of all public records of the agency, in accord with procedures established by the State Records Committee;

Approves all records inventory and destruction requests which are submitted to the State Records Committee;

Reviews established agency records retention schedules at least annually and manages agency records retention, disposition, transfer and microfilming systems and programs;

Coordinates and manages agency essential records protection program;

Makes recommendations for cost reductions and systems improvements;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: agency policies and procedures; systems analysis; concepts of form design; forms requirements for data processing and other automated equipment; recurring data method of forms analysis; numerical/functional file system; forms manufacturers and their capabilities; industrial engineering concepts; printing and related costs; State records management system procedures; laws related to records retention and protection; use and application of microforms; files management techniques.

Ability to: construct flow charts; deal effectively with all levels of management; analyze paperwork processes; present recommendations concerning forms systems and records control, processing, retention and destruction.

#### Minimum Qualifications

A Bachelor's degree involving major study in business administration, accounting, industrial engineering or a closely allied field.

#### AND

Two years of experience in forms and records management.

Experience in forms and records management may be substituted, year for year, for required education.

New class: 7-26-73

Revised minimum qualifications: 6-13-86