

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 2048

RECORDS ANALYST II

Abolished Effective February 10, 2006

BASIC FUNCTION

Consult with department personnel regarding the solution of the institution's records management problems.

DISTINGUISHING CHARACTERISTICS

Perform journey-level records analyst work, such as analyzing records management problems and requirements of academic and administrative units; develop and implement, on a project basis, plans for rectifying records system deficiencies. Is a specialist in one or more system areas; i.e., financial records, student records, patient records, etc.

TYPICAL WORK

Consult with department management personnel; identify and analyze records systems problems; propose solutions to meet program and system requirements;

Design filing systems to meet specialized office filing requirements; schedule and coordinate the implementation of plans for both standard and specialized systems;

Develop records retention schedule and essential records schedule drafts;

Analyze the feasibility/benefits of potential micrographics applications; identify potential applications of data processing technology;

Provide advice regarding the availability and appropriate use of both standard and specialized filing, indexing and other information storage and retrieval supplies and equipment;

Direct and coordinate the transfer, storage and disposal of inactive administrative records;

May serve as lead on project work;

Perform any of the duties of the Records Analyst I;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree and two years of records analysis experience. Additional qualifying experience may be substituted, year-for-year, for required education.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class: 1-17-80

Revise MQ: 7-2-90