

RECORDS ANALYST 3

Req #: 38716

Department: RECORDS MANAGEMENT SERVICES

Job Location: Sand Point

Posting Date: 10/31/2007

Closing Info: Open Until Filled 12/02/2007

Salary: \$3,560 to \$4,792/month

Union Position: Yes

This classification is governed by a negotiated labor contract and is subject to union shop provisions. For more information about union shop provisions, visit [Union Information](#)

The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service. Our staff not only enjoy outstanding benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty.

Required by RCW 40.14, Records Management Services manages and oversees University compliance with state and federal laws and regulations relating to the preservation and destruction of electronic and paper information. The program is the legal authority, designated by the University and by the State of Washington, to determine how long electronic and paper records and information must be retained. The office is responsible for developing Records Retention Schedules that identify records created or received by the University and specify how long those records must be retained. It is responsible for establishing standards, relating to University business requirements and needs, which ensure the legal legitimacy of University record-keeping systems. The program counsels and advises the University administration on the implementation of policy and procedure which promotes adherence to these standards and minimizes risk. It provides a wide range of services which are designed to help ensure the University is meeting its record-keeping responsibilities.

We have an outstanding opportunity for a Records Analyst 3. Under the general direction of the Director, the Records Analyst will perform a variety of complex administrative, supervisory and compliance-related tasks designed to ensure the development, growth, and success of the University records management program.

Responsibilities include:

- . Schedule, coordinate, and consult with University offices, departments and programs regarding their records management compliance issues (litigation, public records requests, audits, records retention scheduling, essential records scheduling and similar services);
- . Develop and assist in the creation and implementation of records retention schedules;

- . Review records retention and essential records schedules to ensure conformance with legal requirements and state and institution standards, perform research and recommend standards based on investigations;
- . Organize records management workshops and similar instructional sessions; assist in the development and presentation of instructional materials;
- . Advise and assist University personnel in identifying and analyzing records system problems, propose solutions to meet program and system requirements;
- . Assist in the review and approval process for the disposal of records stored at the University Records Center;
- . Perform specialized records or related information systems studies;
- . Coordinate the daily activities and training of subordinate staff, including organizing, assigning and maintaining work schedules, prioritizing projects and duties, completing and entering hourly employee timesheets into the time reporting system;
- . Assist in the development of staff training programs;
- . Review the work of subordinates and assist in the evaluation of their performance;
- . Reconcile budget reports, prepare specialized reports, analyze fiscal impact;
- . Purchase supplies, perform other related fiscal duties and provide generalized fiscal support to the Director as required;
- . Utilize HTML programming to create and maintain professional quality web pages;
- . Act as lead liaison to database vendor and for operating system. Provide technical support for departmental database including system upgrades. Resolve hardware/software problems with vendor and with Computing & Communications. Keep abreast of best practices and advances in the industry;
- . Recommend policy and procedural changes for effective administration;
- . Collect, review, and compile statistical data for program reporting purposes;
- . Participate and contribute to departmental and/or Financial Management Quality Improvement and Process Improvement teams when assigned or recruited;
- . Possess a commitment to ongoing personal training and development;
- . Perform related duties as required.

Requirements:

- . Bachelor's Degree and three years records analysis experience, including one year of experience as a Records Analyst II or the equivalent. Additional qualifying experience may be substituted, year-for-year, for required education.

Additional requirements:

- . Ability to communicate effectively with co-workers, process partners and clients;
- . Ability to troubleshoot complex problems;
- . Ability to perform multiple tasks, prioritize, organize, analyze and complete incoming projects utilizing available resources;
- . Ability to work in a customer focused, quality improvement environment.

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

Desired:

- . Masters Degree or certificate in one of the following areas: Archives and Records Management, History, Library Science
- . Demonstrated problem solving abilities

Condition of Employment:

A satisfactory outcome from a criminal background verification will be required prior to hire.

As a UW employee, you will enjoy generous benefits and work/life programs. For a complete description of our benefits for this position, please visit our website.

Application Process:

Part of the application process for this position includes completing the Employment Eligibility Assessment to obtain additional information that will be used in the evaluation process. The assessment will appear on your screen for you to complete as soon as you select "Apply to this Position" on this job announcement. Once you begin the assessment, it must be completed at that time. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. Please note that your application will not be reviewed, and you will not be considered for this position until the assessment is complete.

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (tty) or dso@u.washington.edu.