

TITLE: RECORDS ANALYST

CLASSIFICATION: ADMINISTRATIVE OFFICER 15

MINISTRY: MUNICIPAL AFFAIRS

BRANCH: CORPORATE PLANNING AND PRIORITIES

DIVISION: MANAGEMENT SERVICES DIVISION

BRANCH OVERVIEW

This position works with the Information Management and Strategic Initiatives work unit which is part of the Management Services Division and a shared resource for the Economy Sector. This position supports records management for the Economy Sector: Ministry of Municipal Affairs; Ministry of Jobs, Economic Development and Innovation; Ministry of Labour; and Ministry of Tourism, Arts, Culture and Sport. The Records Analyst reports to the Manager, Information Management and Strategic Initiatives.

POSITION OVERVIEW

Provide recorded information management support and advice to a large and diverse client base, ensuring that information assets are managed effectively in accordance with their value and as required by legislation, policy, standards, and procedures.

ACCOUNTABILITIES

Required:

- Reduces or eliminates inventory of unclassified and/or unscheduled records by determining classification, applying approved retention schedules, and completing schedule or destruction forms.
- Identifies gaps during classification of unscheduled records and analyzes information and records to determine retention scheduling requirements and proposes the creation of new primary and secondary classifications.
- Conducts compliance and technical reviews regarding classification and security of records and recommends changes to manager and clients regarding physical and procedural security.
- Provides advice to clients on the application of retention and disposition schedules and records management policy and procedures.
- Analyzes accession files and provides recommendations to the Records Officer as required and drafts transfer agreements, ensuring compliance with legislation and policy.
- Determines ownership of records when programs are eliminated, changed, or moved to different organizations; drafts transfer agreements with new custodial agency and ensures transfer of legal custody and transfer of records in compliance with legislation and policy and recommends that ownership of information is updated in corporate systems.

- Provides information management advice for systems projects; analyzes information systems and drafts ISOs (Information Systems Overviews) to ensure electronic documents meet the requirements of related records management legislation and standards.
- Participates and/or assists in the development and delivery of records management training.
- Provides advice and assistance to clients to support the successful implementation or enhancement of Enterprise Document and Records management systems (e.g., EDRMS CM) in client organizations.

JOB REQUIREMENTS

EDUCATION & EXPERIENCE

- Grade 12 graduation or equivalent (GED) and one (1) year of *related experience.
- Successful completion of courses in records management or equivalent.

***Related experience must include all the following:**

- Experience working in a client services environment.
- Experience working with standard office software, email and calendar systems.
- Experience working in information management, such as: records management, archives, library, or other information management fields.
- Experience using information management applications, for example: electronic document management system, library system, digital asset management system, or database and library tool.

Preference may be given to applicants with:

- Three (3) years of *related experience.
- Experience working with EDRMS CM with an “Information Worker” role.
- One (1) year experience providing training.
- One (1) year experience providing presentations.

PROVISOS

- Ability to lift boxes weighing up to 25 pounds and carry them for short distances.

SKILLS, KNOWLEDGE, AND ABILITIES

- Knowledge of legislation, policies and procedures related to the collection, use and disclosure of information.
- Knowledge applying records management principles, methodologies, operations, and procedures.
- Working knowledge of information systems and databases.
- Proficient skills and abilities to use Microsoft Word, Excel, and Outlook.
- Abilities and skills to communicate in a clear and professional manner.

SECURITY SCREENING

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

BEHAVIOURAL COMPETENCIES

- **Continuous Development** involves proactively taking actions to improve personal capability to meet organizational goals. It involves being willing to assess one's level of development, expertise and performance relative to one's current job, or as part of focused career planning.
- **Decisive Insight** combines the ability to draw on one's own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.
- **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Self-discovery and Awareness** means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.