

Job Description/Specification

Identification	J0213	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Records Analyst	FORMER TITLE/DEPARTMENT: Records Management Analyst B
DIVISION/DEPARTMENT:	R/T/Information Services	PAY GRADE: 5
SUPERVISOR'S TITLE:	Archivist/Records Manager	DATE APPROVED: July 28, 2015

Function and purpose (a)

Under the direction of the Archivist/Records Manager participates in the planning, development and maintenance of the organization-wide records and electronic document management program; reviews and classifies Federation records; administers the Federation's integrated records and electronic document management technologies; implements the semi-active records procedures for the Federation; monitors adherence to records retention schedules; prepares material for microfilming and vault storage as historical and archival material; provides user training and support for the records and electronic document management technologies; assists in the planning, implementation, systems maintenance and user training of the electronic document management technology; participates in the development and revision of records policy and procedures; conducts research for records information, including historical research; participates in planning departmental file conversion and records management software projects.

Principal duties and responsibilities (a)

1. Receives, reviews, acquires, and classifies records according to the Records Classification and Retention Schedule (RCRS). Records include files containing confidential information. During the records destruction process reviewing records that may contain BCTF member and BCTF staff personal information is required. Provides advice and support to staff including file naming standards. Tracks BCTF print job materials to ensure records are received and classified.
2. Assists in the development of and implements procedures for departments to prepare semi-active records for offsite storage; processes semi-active records received by the Records Centre; assists staff in retrieving records from offsite storage; maintains an ongoing supply of storage boxes.
3. Monitors adherence to BCTF records retention schedules for the Federation's records; produces computer reports on upcoming retention periods; ensures that all files are brought up systematically for retention and disposal review; co-ordinates the final disposition of records in accordance with BCTF retention schedules and in consultation with the appropriate legal, financial, and departmental staff. Updates and maintains the retention schedule in the records management system.

4. Assists in the planning and implementation of the Federation's organization-wide records and electronic document management technologies; provides technical and administrative support for the records management technologies by ensuring data quality and security, analyzing system problems to determine appropriate action, and communicating effectively with IT staff, vendors, and users to describe and understand problems; analyzes departmental document workflow to determine requirements and solutions; provides user training and support and documents customized procedures for departments.
5. With the Archivist/Records Manager provides training and support to BCTF staff on electronic document management including assisting with the design of folder structures for organizing departmental electronic documents. Conducts training sessions for new staff on using the electronic documents management technology; prepares user guides for electronic document management system.
6. Prepares files and publications for microfilming and/or for vault storage of historical and archival materials. Implements procedures to assist departments in preparing their specialized records for microfilming.
7. Under the direction of the Archivist/Records Manager, provides input to records management policy and procedures for the Records Centre, and to guidelines for departments and locals. Maintains the policy and procedures documentation.
8. Responds to requests for information from user departments and individuals by analysing and evaluating the information/records requirements; accessing print, microfilmed or electronic records to retrieve and disseminate information on Federation policies, activities or history. Refers archival requests to the Archivist/Records Manager for Executive Director approval, and conducts historical research as directed.
9. Files classified material in official BCTF files; creates new file folders; photocopies records material to create cross-reference copies; files PSA material in transfer cases.
10. Maintains a thorough and current knowledge of records and electronic document management systems, procedures, and technologies; maintains a thorough knowledge of Federation responsibilities, organization and structure to ensure the maximum use of the records information.
11. In conjunction with the Archivist/Records Manager develops and implements a communications strategy for the records management program, which includes departmental presentations, progress reports, user survey, and guidelines for staff.
12. Performs other related duties as assigned by the Archivist/Records Manager.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Minimum of four years experience in records management or related discipline, preferably in an active records environment; sound knowledge of records management theory and practice; knowledge of records classification systems and semi-active records management. Proven track record and experience in communicating well orally and in writing, and in working as part of a collaborative team in an information management environment. Experience in information management process analysis. Proficient and up-to-date computing skills.

Experience with records management and/or information management technologies required. Knowledge of and experience with electronic document management systems and electronic records management theory and practice is required. System and user administration experience with records and electronic document management software is preferred.

Education and training (c)

Undergraduate degree, formal training and/or course work in records management and/or electronic records management required.

Licences and certificates (c)

None required.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office work such as communication skills, equipment operating dexterity, and scheduling pressures.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff are required to transmit or exchange information and data to explain or clarify information, and to provide staff training on records management and electronic document management policies and procedures.

Contacts and relationships with persons external to the Federation office involve local presidents, PSA officers, researchers, teacher-members, university students and representatives and staff members of associations and organizations that require information and materials from the Information Services Department. Some contact with electronic document management/records management software suppliers when troubleshooting technical issues. These contacts involve the transmission or exchange of information and the explanation or clarification of information provided.

Poor handling could have a marked effect on good relations, good will, and BCTF reputation and prestige.

Handling of personal and confidential information is required.

Machines, equipment and work aids used

Personal computer, microfiche reader-printer, bar code reader, label printer, photocopier, laser printer, fax machine, complex relational databases.

Positions supervised (e)

None.

Physical and/or mental effort (f)

Physical effort required to lift 20-35 lbs. Mental effort required is consistent with that in any demanding information management service environment.

Working conditions (g)

No excessively disagreeable or undesirable elements are present with the work. Some contact with dust and potential eyestrain associated with heavy computer use.

Date

Incumbent

Supervisor

J0213
July 28, 2015