**Class Summary**

The responsibilities of this classification include providing expert records management consultation, education and support to all King County agencies for the implementation and continued performance of records management best practices. Incumbents design records programs by relating agency business processes and legal and operational issues to records management requirements; creating, updating, and maintaining all county records retention schedules; evaluating and identifying records/information considered vital to support the County’s Continuity of Operations Plan.

**Distinguishing Characteristics**

This is a single level classification. The County Records Analyst is distinguished from the Records Management Specialist in that the incumbent serves as an expert level countywide records management consultant. Incumbents in this classification manage complex records management projects, train and support agency staff on records management best practices and the use of the KC ERMS. Work is performed under limited supervision, requiring independent judgment to evaluate agency records management practices and systems to select the most effective methods, procedures and course of action from several possible alternatives to achieve records management best practices effectively. Incumbents in this classification are located in the Records and Licenses Services Division.

**Examples of Duties**

1. Develop county agency records management programs by relating business processes and legal and operational issues to records management requirements.
2. Collaborate on the identification and development of countywide records management policies.
3. Conduct research to identify emerging trends in records and information management which may affect the County.
4. Develop compliant records retention schedules and file organization plans for all county records by conducting records appraisal surveys and inventories in all county agencies to identify and develop records series that accurately reflect the functional responsibilities of the agency.
5. Conduct legal research to ensure records retention periods meet federal, state, and local requirements, as well as industry standards.
6. Conduct periodic audits of county retention schedules, KC ERMS rules and categories and county agency recordkeeping practices.
7. Respond to help desk queries and requests regarding records management practices and system applications and programs in a timely and professional manner.
8. Manage the countywide implementation of the KC ERMS by working with users to identify record categories and determining best practices for file structure and naming conventions.
9. Diagnose and solve common technological questions or issues related to the KC ERMS.
10. Facilitate the identification of agency vital records and the development of a countywide vital records inventory and protection program in support of the County’s Continuity of Operations Plan.
11. Interpret records management policy and provide assistance in following records management best practices involving the full lifecycle management of records and information in all formats for county employees.
12. Verify disposition eligibility of records against current retention schedules and recommend appropriate action.
13. Develop countywide records management training program and lead training sessions on a variety of records management topics and issues, identify and develop instructor and participant training materials.
14. Assist Archives staff with the identification of archival records for accession into the King County Archives.
15. Promote records management awareness throughout the county by developing outreach strategies and programs.
16. Manage records created or received that are needed to document assigned work and ensure that those records are properly captured, organized, secured, kept accessible, retained, and disposed of according to records management requirements set out in county records retention schedules, policies and procedures and applicable public records laws.
17. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of current records management theories, principles, and best practices

Knowledge of records management requirements specific to government records

Knowledge of applicable state laws and regulations governing records management

Knowledge of information management lifecycle concepts

Knowledge of organization policies and procedures including requirements regarding record security, classification and access

Knowledge of record destruction methods and procedures appropriate for various types of records

Knowledge of filing practices and rules including alpha/numeric/geographic filing conventions

Knowledge of vital records protection requirements and business resumption processes

Knowledge of imaging compliance requirements and process procedures including source document preparation requirements, quality control for image validation and indexing

Knowledge of software applications relative to the position assignment

Knowledge of project management tools and techniques

Knowledge of records survey and interview techniques and processes

Knowledge of current and evolving technologies and their application(s)

Knowledge of training methodologies and techniques, learning styles and strategies

Knowledge of change management methodologies

Knowledge of auditing principles and techniques

Knowledge of risk management principles

Knowledge of disaster recovery techniques

Ability to be self-directed and able to manage multiple on-going projects at a time

Analytical and problem solving skills

Organizational skills

Customer service skills

Skill in attention to detail and meeting deadlines

Skill in diagnosing and solving common technology problems

Skill in following through on assignments as directed

Skill in conducting research and searching records and information management systems to identify and locate records

Skill in using computer applications and databases for controlling and facilitating records access

Skill in interpreting standards, case law, regulations and statutes

Skill in developing and delivering presentations

Ability to communicate effectively, in person and in writing

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Master’s degree in Archives and Records Management, Library and Information Science, or related field and minimum three years of progressively responsible record keeping experience

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the classification

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | County Records Analyst |
| **Class History** | Created 07/2016 |