

Jurisdiction: BOCES  
Jurisdictional Class: Competitive  
Revised: 8/28/92

## **RECORDS MANAGEMENT RESEARCH ANALYST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in a BOCES and involves responsibility to conduct research and analysis to provide for future planning related to centralized management and maintenance of a wide variety of complex records for the Records Management Program for member school districts & BOCES. The incumbent assists the Records Coordinator to complete the program. There is no responsibility for systems analysis or computer programming. The incumbent reports to the Records Retention Coordinator of BOCES. Indirect supervision is exercised over the work of clerical assistants. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Prepares a Needs Assessment for each school district involving prioritizing problems identified in the records inventory, choosing goals for the records management program, and identifying possible means to solve those problems and reach those goals;
- Prepares written documents based on analysis of the records inventory including future needs revealed by the records assessment;
- Prepares a basic records management plan for each of the school districts and the BOCES resulting from the needs assessment which examines the current situation and focuses on where the local government should be in the short and long term;
- Conducts an appraisal of records which is influenced by several factors unique to each participating school district, and should be evaluated in the context of the district's needs and requirements to determine: 1) Function & purpose; 2) Use; 3) Information Content; 4) Uniqueness of Records Based on Completed Inventory Worksheets;
- Assists the Records Coordinator in educating staff and administration district-wide, in the establishment of sound records management practices by providing workshops, and advice and assistance in records management techniques;
- Assists with the implementation of a New York State generated inventory worksheet analysis and computerized database programs;
- Participates and assists in providing direction and training in the in-depth records inventory process;
- Prepares a variety of records and reports related to the work.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of research and analysis related to records management; good knowledge of office terminology, procedures and equipment; ability to plan and supervise the work of Records Inventory Clerks; ability to maintain comprehensive records management information; ability to follow oral and written directions; ability to research and organize and file a large volume of records efficiently and accurately.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate Degree in Records Management Technology, Library Science Technology, History, Government, English, Business Management or Business Administration; **OR**
- (B) Graduation from high school and four (4) years of experience which involved researching, acquiring, referencing, maintaining, organizing and disposing of records; **OR**
- (C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.