

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Records Management

SERIES NO.:

6327

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the records management occupation is to systematically retain & dispose of agency records (i.e., hard copy & electronic).

At the lower level, incumbents independently manage system of data collection & records maintenance or act as lead worker over assigned clerical personnel.

At the higher level, incumbents develop & administer data collection & records maintenance program & supervise assigned staff.

CLASS TITLE:

Records Management Officer

CLASS NUMBER:

63271

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge in records management in order to manage system for records retention & disposal &/or act as lead worker over clerical employees involved in records maintenance activities.

CLASS TITLE:

Records Management Supervisor

CLASS NUMBER:

63275

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of records management in order to design & administer system of data collection & records maintenance in central office location of agency having decentralized functions or manage data collection & maintenance program for statewide program area & in each case, supervise assigned staff.

CLASS TITLE: Records Management Officer	CLASS NUMBER: 63271	BARGAINING UNIT: 14
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently manages system of data collection & records maintenance (i.e., hard copy & electronic records) for office, division, bureau or district, or manages system of data collection & records maintenance for bureau, section or board & acts as lead worker over clerical staff assigned (e.g., establishes procedures for maintenance & storage of records; maintains inventory of records; establishes retention periods based upon their administrative, legal & fiscal value & presents retention schedule to Records Management Section of Department of Administrative Services for approval; controls distribution of records).

Responds to inquiries & requests for information either by telephone or mail; maintains communication with various departments &/or institutions &/or other governmental sectors (e.g., courts, law enforcement) for purpose of obtaining & distributing information & carrying out records maintenance responsibilities; advises department administrators & personnel concerning data collection & records maintenance.

Performs related administrative & clerical duties (e.g., prepares reports & correspondence; maintains inventory of supplies; sorts & distributes mail; orders supplies; works on special projects as requested).

MAJOR WORKER CHARACTERISTICS:

Knowledge of records management; computer entry*; electronic records storage systems*; laws, rules & procedures for retention, destruction & distribution of records*; supervisory principles/techniques*; employee training & development*; public relations; fractions, decimals & percentages. Ability to apply principles to solve practical, everyday problems; gather, collate & classify information about data, people or things; write routine business letters reflecting standard procedures; prepare meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading & writing common vocabulary & fractions, decimals & percentages; 1 course or 3 mos. exp. in records management; 1 course or 3 mos. exp. in public relations or business communications with emphasis on writing letters & oral communication.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Records Management Supervisor	CLASS NUMBER: 63275	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Develops & administers extensive data collection & records maintenance program for all records (i.e., hard copy & electronic), in central office location, of agency having decentralized functions (i.e., data collection & records maintenance are also done at subsidiary locations such as local &/or district offices, institutions) & directly supervises clerical support personnel, or manages system of data collection & maintenance for particular statewide program of agency (e.g., vital statistics, titling of marinas, outboard motors & boats, oil & gas permit records, personnel records) & directly supervises clerical support staff (e.g., establishes procedures for maintenance & storage of records; establishes retention schedule of records based upon their administrative, legal & fiscal value & obtains approval from appropriate source; coordinates storage of records with State Records Center; controls distribution of records).

Provides advice & consultation on records management to department administrators, local government officials or private agencies & other department personnel; coordinates work with other divisions, departments &/or other governmental jurisdiction.

Performs related administrative duties (e.g., prepares special reports; orders supplies & equipment; controls expenditures; monitors requests for filing space & determines if requests are cost-effective & efficient; receives, sorts & distributes mail).

MAJOR WORKER CHARACTERISTICS:

Knowledge of records management; computer entry*; electronic records storage systems*; laws, rules & procedures for retention, destruction & distribution of records*; office management*; supervisory principles/techniques; employee training & development; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; write &/or edit policies & procedures concerning records maintenance & data collection; prepare forms & reports; handle sensitive inquiries from governmental officials & public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in records management; 1 course or 3 mos. exp. in supervisory principles/ techniques; 1 course or 3 mos. exp. in employee training & development; 1 course or 3 mos. exp. in public relations or business communications.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.