

JOB DESCRIPTION

Benchmark Job #262

Ministry: Transportation and Highways
Branch: Freedom of Information
Location: Victoria

Working Title: **Project Records Analyst**
Level: Range 14
Classification: Administrative Officer

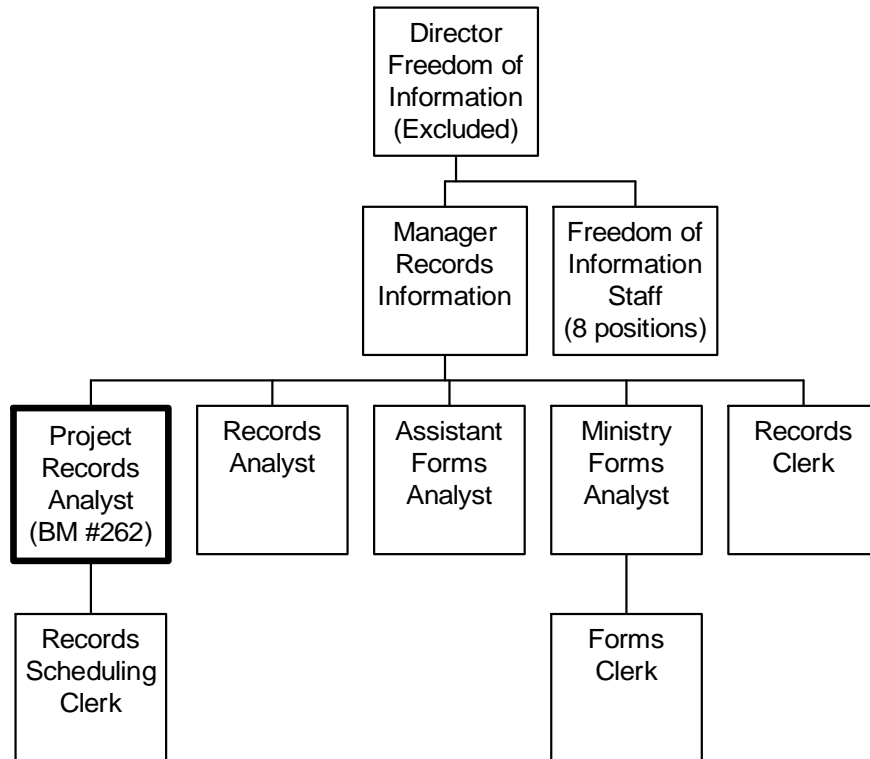
PRIMARY FUNCTION

To examine all unscheduled ministry records stored in Government Records Services (GRS) offsite storage facilities and apply approved retention schedules or propose the development of new retention schedules.

JOB DUTIES AND TASKS

1. Creates work plans in order to examine unscheduled ministry records (i.e. records prior to 1993) maintained in off-site storage to identify, classify, and schedule records for final disposition
 - a. determines work priorities in consultation with the Ministry Records Officer (MRO) and develops supporting procedures
 - b. creates work plans, including schedules, timelines and resources required to examine, identify and classify records
2. Identifies ministry retention and disposition requirements to the MRO
 - a. examines information and records to determine retention scheduling requirements and requirements for new primary and secondary classifications
 - b. examines legal retention requirements to ensure validity of classifications and retention periods
 - c. develops draft retention schedules in accordance with government policy and standards
 - d. develops and maintains Office of Primary Responsibility (OPR)/non-OPR designations for administrative records in accordance with ARCS/ORCS standards
 - e. recommends and implements amendments to operational procedures in order to facilitate the efficient scheduling and disposition of records
 - f. determines ministry operational needs in relation to statutory and regulatory retention and disposition requirements for operational records (ORCS)
 - g. examines operational records for primary and residual values such as fiscal, audit, legal, evidential and informational values
 - h. meets with program staff to assess classification and retention schedules
 - i. examines records to determine content and context
 - j. determines final disposition requirements
 - k. discusses application of approved retention schedules with GRS analysts and archivists and proposes the development of new schedules for approval by GRS
3. Supervises records management support staff (1 FTE)
 - a. supervises a records scheduling clerk
 - b. appraises performance and takes disciplinary action if required
4. Performs other related duties
 - a. communicates with clients and GRS to answer enquiries related to records storage and disposition
 - b. provides training and advice to staff regarding records classifications, retention requirements, and final dispositions for records maintained in offsite storage

ORGANIZATION CHART
Benchmark Job #262



REASON FOR CLASSIFICATION

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Job Title: Project Records Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of records management to examine ministry records stored in offsite storage facilities, develop operational procedures to facilitate scheduling and disposition of records, and determine primary and residual values for operational records.</p>	F	190
2	<p>MENTAL DEMANDS Judgment to apply structured study, analysis, and interpretation of records and choose an approach using accepted procedures to identify retention scheduling requirements, examine legal retention requirements to ensure validity of classification and retention periods and examine operational records for primary and residual values.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to input information on computer with a minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general ministry and records management procedures or instructions, selects alternative course of action to determine operational and statutory retention requirements, primary and residual values, and final disposition requirements of unscheduled ministry records in offsite storage; and recommend solutions to retention and disposal of records issues.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES No financial responsibility.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to examine a variety of unscheduled ministry records (i.e., all records prior to Oct 1993) currently in off-site storage facilities and apply approved, or develop new, retention schedules.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Records Scheduling Clerk, appraise employee performance and take disciplinary action (1 FTE).	DD	19
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for safe work practices of staff in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on documents to scrutinize records.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to examine records for content and context.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Minimal exposure to hazards from occasionally pushing, pulling, lifting, and carrying of moderate weight file boxes.	A	2

Total Points: 560

Level: Range 14