

JOB DESCRIPTION

Benchmark Job #258

Ministry: Social Services and Housing
Branch: Administrative Services
Location: Victoria

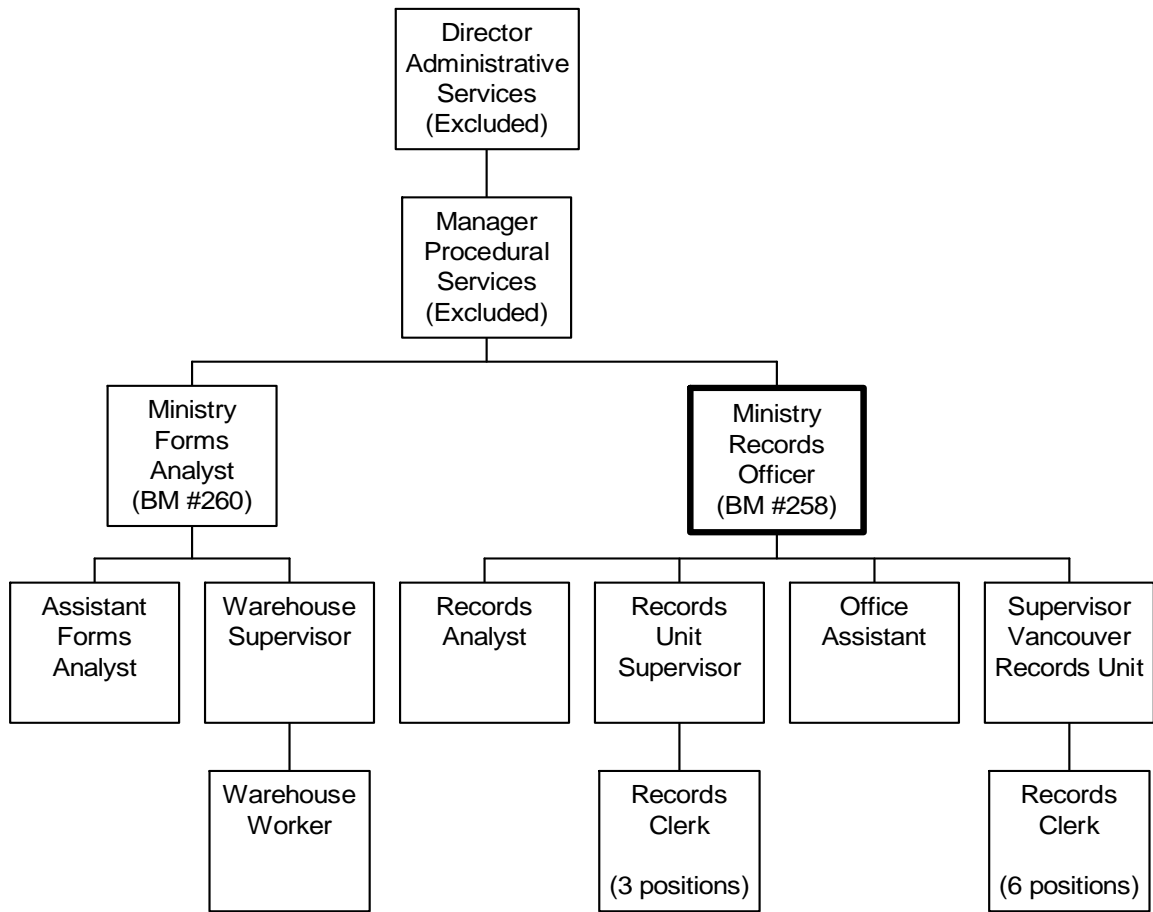
Working Title: **Ministry Records Officer**
Level: Range 24
Classification: Administrative Officer

PRIMARY FUNCTION

To administer the Ministry's multi-media records and information management program including their classification, storage, security, inventory, retrieval and destruction.

JOB DUTIES AND TASKS

1. Develops, implements and monitors a ministry-wide records management program
 - a. conducts ongoing reviews and periodic technical audits of records management program activities in 16 branches and 350 district offices to ensure compliance with policy and to formulate remedial measures as required
 - b. provides technical direction to ministry staff on the application of records retention and disposal schedules to meet statutory requirements
 - c. ensures the infrastructure of the Ministry's records management program allows for the ready extraction of information required under the Freedom of Information guidelines
 - d. directs the Ministry's conversion, implementation and maintenance of government wide Administrative Record Classification System (ARCS) and the Operational Records Classification Systems (ORCS)
 - e. ensures the establishment and maintenance of ministry records inventory including arrangement of off-site storage for semi-active records
 - f. directs the development of and provides training programs, materials, and standards for ministry ORCS, ARCS, and records and information management systems
 - g. represents the Ministry on the Ministry Records Officer Council and other cross-government committees on records and information management
 - h. provides advice and assistance on the application and selection of new technologies (microforms, optical imaging, etc.) in records and information management
 - i. establishes records management policies and procedures to ensure the effective administration of the Ministry's record management program in compliance with statutory requirements and government policy
2. Analyzes cost effectiveness of the records management program
 - a. advises ministry executive, managers, and staff on the purpose, objectives, and benefits of efficient and effective records management
 - b. develops short and long term program forecasts for equipment, systems, and resource requirements (i.e. FTEs) to support budget preparation
 - c. prepares and monitors budget expenditures for records management program
 - d. assesses cost implications of new technologies, off-site storage security, etc.
3. Supervises records staff (13 FTEs)
 - a. supervises staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. appraises work performance, and takes disciplinary action, if required
4. Performs other related duties
 - a. coordinates purchasing of related technology and peripherals
 - b. administers and monitors projects and project staff used in ministry-wide initiatives
 - c. coordinates the development and maintenance of policy and procedures manual
 - d. provides advice to ministry executive on the implications of new programs or services



REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understanding of the theory of information management and systems for a ministry to establish records management policies and procedures, ensure records management programs for multiple regions and branches comply with statutory requirements, provide advice on the application, selection and implementation of technology and develop short and long term program forecasts and costs for equipment, systems, and resource requirements.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify records management techniques and approaches to plan, implement and administer the operation of records management program, direct conversion, implementation and maintenance of ARCS and ORCS, resolve records management conflicts and assess program needs, develop records management policies and procedures, ensure records management program support Freedom of Information program.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counseling 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 records management information and data on computer with a minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry policies, confidentiality requirements, and government regulatory framework, plan ministry-wide records management services and program requirements to ensure effective and efficient storage, security, inventory, retrieval and retention of all records; develop policies and processes that satisfy the needs of program areas, consider legislative requirements, and protect clients confidentiality.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to develop cost-benefit analysis for new equipment, systems and resources to support program-area budgets.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major responsibility to develop and manage the ministry records management program.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff and the Vancouver records unit, appraise employee performance and take disciplinary action (13 FTEs).	DG	23
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety/safe work practice of others in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually focus to scrutinize records audit reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention on records, documents and files.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Minimal exposure to hazards from occasionally keyboarding.	A	2

Total Points: 827

Level: Range 24