



## IT RECORDS ANALYST

**Department:** Finance  
**Job Class #:** 164500  
**Pay Range:** Executive 02

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is highly responsible, complex administrative and coordination of records work for the Information Technology Division of the Finance Department (IT). Employees in this class are responsible for records project and policy coordination and/or analysis and public relations. Duties of the position include coordination of programs and projects and serving as a liaison between County departments and Information Technology.

### **ESSENTIAL FUNCTIONS:**

- Serve as the enterprise functional administrator for the Public Records Center system.
- Serve as the enterprise functional administrator for the email auto-classification system.
- Assist with tracking, testing, and troubleshooting records management issues and enhancement requests.
- Test changes and enhancements to record systems (including creating documents and test scripts, manually updating document status and tables, and testing functionality).
- Train users on new and updated records software applications or processes.
- Provide guidance and technical assistance to County Public Records Officers.
- Act as department liaison for records information and service needs requiring specialized or technical services.
- Assist in the administration of ongoing programs or projects.
- Coordinate project timelines.
- Oversee data collection; performs research analysis and prepares reports and other applicable documentation.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

### **SUPERVISION RECEIVED AND EXERCISED:**

The work in this classification involves considerable use of independent judgement in analyzing issues, project planning, testing, making recommendations, developing reports, and training. Work is reviewed periodically by the Information Technology Manager of Applications and Project Management through reports, conferences, and overall evaluation of results achieved.

## **IT RECORDS ANALYST**

### **Classification Description - Pierce County**

#### **Page 2**

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment with exposure to general office noise and frequent interruptions. Occasional travel is required to attend meetings at other county sites and locations or participate in work-related assignments.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Moving throughout an office environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting-up to 20 lbs. is required. Driving to meetings may be required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Principles of public administration.
- Principles and practices of public records administration,
- Computer applications, especially word processing and spreadsheet applications.
- County, State and Federal regulations regarding public records requests and records management systems

#### **Skill in:**

- Project management.
- Electronic records management administration
- Goal and objective setting.
- Written and verbal communications and presentations.

#### **Ability to:**

- Coordinate, analyze and administer a wide variety of tasks, including studies, programs, projects, policies and procedures.
- Communicate effectively, both orally and in writing.
- Effectively plan, coordinate and monitor the work of subordinates.
- Analyze administrative problems and to make sound policy and procedural recommendations.
- Establish and maintain effective working relationships with a wide variety of individuals and groups, County officials, employees and the general public.
- Manage multiple diverse projects.
- Handle stressful situations and work under pressure.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential job functions.

## **IT RECORDS ANALYST**

### **Classification Description - Pierce County**

#### **Page 3**

- Meet the travel requirements of the position.

#### **RECRUITING REQUIREMENTS**

Bachelor's degree in public or business administration or a related field and two years of administrative experience directly related to the duties of the position is required. Any equivalent combination of education or experience which would clearly indicate the ability to perform the essential functions of the position may substitute for the recruiting requirements on a year for year basis.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** . Ability to successfully complete all required background investigations prior to employment. Must pass and maintain compliance with a background check that meets U.S. Department of Justice CJIS security policy including submission of fingerprints. A valid Washington State driver's license or the ability to otherwise meet the travel requirements of the position is required.