

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Senior Records Management Technician**

**DEFINITION**

Under general supervision performs a variety of technical and responsible duties associated with the maintenance of District records and documents; collects, logs, and files District documents and records; searches for documents from a variety of sources in response to requests from other departments, the public and outside agencies; and participates in special projects that involves coordination with outside agencies in the collection of documents and records; performs duties requiring specialized knowledge; and provides administrative support to assigned manager or supervisor.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Records Management Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the amount of time spent performing the duties. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned supervisor or manager. May exercise technical and functional supervision over assigned personnel.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to the class and are not intended to be an inclusive list.*

Trains and monitors records management staff on scanning procedures; monitors information scanned to ensure accuracy.

Recommend and assist with the development of records program tools including department interviews, inventory of documents, retention schedule, classification and taxonomy schemes, physical and electronic repositories, search and retrieval technologies, monitoring and reporting, training, and communication.

Assists with the planning and completion of special projects through evaluation, recommendations, and implementation of solutions for records management issues, which may include traveling to other agencies to collect documents and records; coordinates the transport of such documents; receives and inventories documents.

Participates in evaluating operations and activities of the section; analyzes, identifies and recommends improvements and modifications to the existing system; prepares various reports on operations and activities; collaborate with District staff to ensure the accurate set up,

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configuration, operation and maintenance of the Document Locator system, establish training needs; troubleshoot records management system issues.

Participates in developing, implementing, and oversight of the District's records management program, including the development and implementation of procedures and policies related to records retention and destruction; recommend improvements and processes for integrating the records management program appropriately within the District's work units; ensures that District records are not lost, damaged, or destroyed and can be retrieved in a timely manner.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

English usage, spelling, grammar and punctuation. Principles of customer service. Modern office procedures, methods, and computer equipment. Principles and practices of records management. Modern technological systems and applications used in records management. Elements, services, and activities of a District-wide records management program. California Public Records Act. Advanced computer applications, including software and document management applications. Digitization and content management equipment. Filing taxonomies and naming conventions used in the maintenance of records and documents. Board retention schedules and State and Federal retention schedules for document destruction. Utility industry practices and records professional standards related to management of District documents and records retention schedule. Procedures for legal discovery requests.

#### Skill/Ability to:

Organize, implement, and oversee a complex records management system. Interpret and explain pertinent State, District, and department laws, regulations, policies and procedures. Learn and understand business processes of each District department; apply records management principles to identify and address issues and opportunities. Remain educated about current trends of document locator systems and applications that support records management. Assist in the development and monitoring of an assigned program budget. Research and locate documents from a variety of sources. Assist in the development and recommendation of policies and procedures related to records retention. Ability to maintain reliable attendance is a condition of employment, subject to applicable medical and disability leave laws. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; participate in problem solving of operational and technical policy and procedures.

#### Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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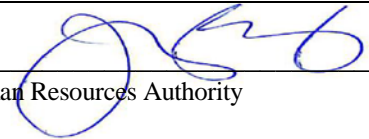
Experience: Two years of responsible journey level experience similar to the Records Management Technician II classification with the El Dorado Irrigation District.

Education: Equivalent to an Associate's degree with major course work in business administration or a related field.

**SPECIAL QUALIFICATIONS**

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

 _____ Human Resources Authority	<u>04/15/2017</u> Date
Established: 06/12/2014 Revised: 04/15/2017 FLSA: Non-Exempt Unit: Non-Safety	