

**BEFORE THE METRO COUNCIL**

**FOR THE PURPOSE OF CREATING A ) RESOLUTION NO. 01-3116  
NEW CLASSIFICATION OF RECORDS ) INTRODUCED BY  
AND INFORMATION ANALYST ) MIKE BURTON  
) EXECUTIVE OFFICER**

WHEREAS, Metro Code Section 2.02.340 requires that any new job classification added to the classification plan requires Council approval; and

WHEREAS, Metro's classification plan does not contain a classification with the job duties encompassed in the Records and Information Analyst classification; and

WHEREAS, Metro requires the addition of the Records and Information Analyst classification to enable Metro to have staff capable of performing complex records management and archiving duties; and

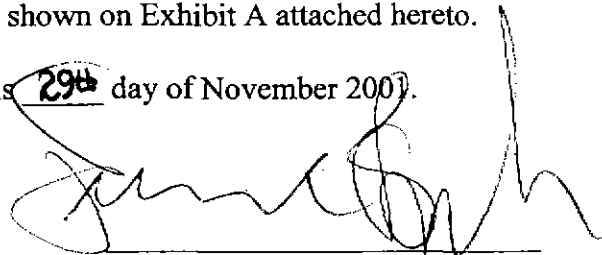
WHEREAS, Human Resources has appropriately classified the job at an annual salary range of \$31,871 - \$44,619; and

WHEREAS, the current Office of General Counsel budget is sufficient to encompass the pay range for the Records and Information Analyst; now, therefore,

BE IT RESOLVED,

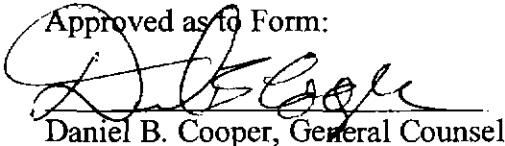
1. That the classification of Records and Information Analyst is added to Metro's classification plan as shown on Exhibit A attached hereto.

ADOPTED by the Metro Council this 29<sup>th</sup> day of November 2007.

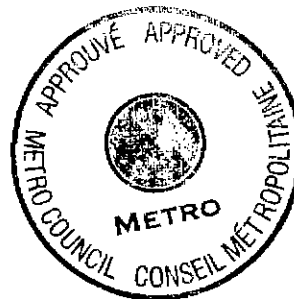


David Bragdon, Presiding Officer

Approved as to Form:



Daniel B. Cooper, General Counsel



## Exhibit A

### **METRO Classification Description**

Class No:		Established: 11/01
Title:	Records & Information Analyst	Revised:
Range:	109	EEO:
FLSA:	Exempt	

#### **GENERAL STATEMENT OF DUTIES:**

Designs, implements and maintains a comprehensive records and information management program for the Metro Council Office and manages Metro's agency-wide archives Program under the auspices of the Office of General Counsel.

#### **DISTINGUISHING FEATURES OF THE CLASSIFICATION:**

Not applicable.

#### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

- Develops, implements and maintains an efficient records and information management system.
- Administers record system organization and evaluation and establishes standards for their creation, filing, custody, reproduction, duplication and maintenance.
- Processes Metro legislation and distributes information on ordinances and resolutions to staff and constituents.
- Establishes and maintains documentation relative to records retention, including record inventories, storage information and disposition schedules.
- Maintains and revises records retention schedules. Implements procedures to ensure compliance with state and federal statutes.
- Directs preparation of litigation records and respond to public record requests for agency information.
- Responds to public information requests, retrieving information for users and addressing questions or problems as necessary. Oversees the enforcement of policies and standards for public inspection of records and monitors access activities, accumulating data for reporting purposes.
- Maintains and updates TRIM information management system, record plan and indexing features, classification structures, security access, retention schedules and table relationships. Manages data directories and creates and updates records.
- Provides records processing, retrieval, archival and research services for agency staff and the public.
- Prepares budget projections pertaining to storage and disposition of records for the archive program.
- Performs research and analysis on a variety of records-related issues. Provides summary reports or information as requested.

- Manages on-site record storage areas and evaluates ongoing record storage requirements. Implement processes associated with ensuring appropriate off-site storage of inactive hard copy records as well as permanent records.
- Prepares vendor contracts and monitors service levels.
- Reviews legislation and regulatory policy to ensure record keeping requirements are current.
- Provides direction and oversees the work of students and interns.

### **INTERPERSONAL CONTACTS**

Inside the organization, works with staff, management and elected officials on all aspects of record management. Outside the organization interacts with the general public, public agencies and members of the media regarding their document needs. Works with vendors regarding contracts and service levels.

### **WORKING CONDITIONS**

Duties are performed primarily in an office setting. Employees in this classification may be exposed to toxic materials and chemicals normally found in an office environment.

### **SPECIFIC JOB SKILLS**

Knowledge of records and information management principles for both paper and electronic records keeping systems. Knowledge of local, state and federal laws and regulations related to public availability and records retention. Ability to design, implement and maintain comprehensive records systems. Knowledge of hardware and software used for electronic imaging systems, document management systems, and personal computers. Ability to establish and maintain effective working relationships with other staff, the public and public officials. Ability to communicate effectively both orally and in writing.

### **MENTAL AND PHYSICAL REQUIREMENTS**

Mental activities required by this classification include frequent decision making, interpersonal skills, teamwork, customer service, problem solving skills, use of discretion, independent judgment and ability to read, write speak and understand English. Physical activities required include frequent sitting, standing, talking, hearing, fingering and handling. Position may require frequent or continuous fingering, talking, reaching, repetitive motions of the hands/wrists, sitting, bending, grasping, handling, good general hearing and the ability to lift and/or carry up to 25 pounds and push and/or pull up to 25 pounds. May also require occasional standing, walking, stooping, feeling, and repetitive motions of the feed and kneeling.

### **EDUCATION AND/OR EXPERIENCE**

Bachelor degree plus advanced course work in information management, archive or library science and two years of relevant experience or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

### **NECESSARY SPECIAL QUALIFICATIONS**

None

## **REGIONAL FACILITIES AND METRO OPERATIONS COMMITTEE REPORT**

### **CONSIDERATION OF RESOLUTION NO. 01-3116, FOR THE PURPOSE OF CREATING A NEW CLASSIFICATION OF RECORDS AND INFORMATION ANALYST**

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Date: November 20, 2001

Presented by: Councilor Burkholder

**Committee Recommendation:** At its November 15 meeting, the Committee considered Resolution No. 01-3116 and voted unanimously to send the resolution to the Council for adoption. Voting in favor: Councilors Hosticka, Park and Chair Burkholder.

**Background:** Metro Code Chapter 2.02.340 requires that the Council must approve the creation of any new job classification.

**Committee Discussion:** Pam Harpster, Human Resources Classification/Compensation Manager, presented the staff report. She explained that, at the request of the employee currently filling the position entitled Archive Technician, the human resources staff reviewed the duties and responsibilities of the position. The review found that the scope of work for the position had significantly expanded. The position now oversees Metro's record management and archival system and is responsible for administering the TRIM system. Harpster indicated that based on this review, staff is recommending the establishment of a new job classification entitled "Records and Information Analyst." The incumbent Archive Technician would be reclassified into this new classification.

Councilor Park asked why this difference between the existing job classification and the actual was not identified and acted on until the affected employee raised the issue. Harpster responded that many changes in job duties do not result in a need to create a new job classification. She noted that the job duties of the current and new classification do not readily fit into any of the generic job classifications within the existing Metro job classification system.

Councilor Park expressed concern about the need to "catch" such differences early. Harpster indicated that the Human Resources Director has expressed interest in establishing procedures to address Councilor Park's concern. She also noted that class/compensation studies such as the study just being completed catch these types of differences between duties and classification. But, she noted that such studies are completed every three to five years. It has been nearly five years since the last study of the Metro system.

## **Staff Report**

### **FOR THE PURPOSE OF CREATING A NEW CLASSIFICATION OF RECORDS AND INFORMATION ANALYST**

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Date: November \_\_\_\_, 2001

Presented by: Lilly Aguilar

#### **Proposed Action**

Resolution No. 01-3116 creates a new classification of Records and Information Analyst.

#### **Existing Law**

Under Metro Code 2.02.340 any new job classification added to Metro's classification plan requires Council approval.

#### **Background and Analysis**

This resolution is required to correct/address inconsistencies in classification of Archive Technician with duties required; to better reflect expansion of duties and skills required to perform the job.

Metro currently has a classification titled Archive Technician. This classification was created to perform record management and archival system duties for all permanent and limited duration records of the Council. It is therefore important to have a classification that encompasses the appropriate level of knowledge skills and abilities to enable an employee to perform Metro wide archiving duties and record management duties as they pertain to the Council records. The employee in the classification of Records and Information Analyst will perform complex professional record management duties for the Council Office and archiving duties for the agency including training agency staff.

The salary would be established at Salary Range 109 (\$31,871 - \$44,619) in the current Metro Non-Represented Employee Pay-Schedule. This new classification and the defined job duties have been reviewed and approved by the General Counsel and by Human Resources. The classification description is attached to Resolution No. 01-3116 as Exhibit A.

**Findings**

Creating this classification serves the following objective:

- Enables Metro to more efficiently and successfully manage and administer its records management and archiving activities.

**Budget Impact**

There is no budget impact. The subject wages are budgeted in the current Metro budget.

**Executive Officer Recommendation**

The Executive Officer recommends passage of Resolution No. 01-3116.