

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS105750

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005623

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
State Records Management Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073296 Administrative Officer 1

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30AM TO: 4:30 PM

Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Continuously evaluates agency information management practices: provides analysis & training in areas of file management, scheduling, machine readable records, storage, destruction/retention & administration; prepares reports & recommends improvements; calculates cost savings derived from implementation of sound record-keeping techniques & storage solutions; responds to inquiries regarding record retention; establishes & maintains database of current scheduling information; communicates & works closely with Agency Records personnel to exchange information & assist in management of state records administration; reviews & approves/disapproves retention schedule based on established standards.	Knowledge of (1) mathematics; (2) sections of Ohio Revised Code & procedures governing information management, retention & destruction*; (3) information management; (4) public relations; (5) training & development. Skill in (6) operation of personal computer & associated hardware/software. Ability to (7) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (8) research, analyze & evaluate information management practices of division & recommend improvements; (9) gather, collate & classify information about data, people or things; (10) prepare meaningful, concise & accurate reports; (11) handle routine & sensitive inquiries from & contacts with officials & State Records personnel.
40	Researches & analyzes systems & procedures involving State Printing Avanti software & other printing operations in order to determine where necessary improvements are needed: provides various procurement reports; prepares monthly billing & production reports & performs analysis of data to insure accuracy; develops & prepares other reports as needed (e.g., agency volume reports, contract volume reports for bid evaluation purposes, other reports for projecting annual budgets); conducts quality control studies on operations involving Avanti software; performs on-going audits on data that is being input by copy center & buyers; serves as main contact person for all staff regarding Avanti software issues; tracks reported issues; prepares reports on findings; makes recommendations to administrator; determines production spoilage requirements.	Knowledge of (12) Avanti software program*; (13) business administration; (14) operations research techniques; (15) State Printing policies & procedures* Skill in 6 Ability to 7, 9, 10 *develop after employment

JOB TITLE
State Records Management Analyst

JOB CODE
63291

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

Paul J. Howard

DATE

3-16-11

apd 3-16-11 cel

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Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

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30	Provides administrative & technical support to State Printing: resolves all operational issues with functional operation of Avanti software; serves as liaison for IT staff relating to Avanti issues; maintains coordination with Avanti contractor for all software issues; maintains technical support for on line bidding system; composes & initiates various letters (e.g., Affirmative Action, disqualifications, addendums); contacts vendors for contract extensions; maintains files.	Knowledge of 4, 13, 15*, Skill in 6 Ability to 7, 9, (16) maintain accurate records.
10	Assist state agencies in establishing internal forms management capabilities: designs economical forms; trains & instructs state agencies & their form management representatives in forms management techniques; provides direct forms management assistance to new state agencies as they are created.	Knowledge of 2*, 3, 4, 5 Skill in 6 Ability to 7

*develop after employment

JOB TITLE
State Records Management Analyst

JOB CODE
63291

apd 3-16-11 al

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

Paul J. Rowan

DATE

3/16/11