100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS105750

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20005623

JOB TITLE State Records Management Analyst

JOB CODE 63291

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
State Records Management Analyst	20075547 State Printing Standards Supervisor

☒ 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

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Jeffrey Westhoven/ca	4/15/09

opd 4-15-09 ad

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS105750

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20005623

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF
State Records Management Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20075547 State Printing Standards Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30AM TO: 4:30 PM Report in location subject to change

JOB TITLE
State Records Management Analyst

JOB CODE
63291

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/a

DATE: 4/15/09

Appl 4-15-09 a