



INFORMATION MANAGEMENT ANALYST

SCOPE OF WORK:

Individuals assigned to positions in this class series provide comprehensive guidance to executive branch state agencies in developing records management systems that provide for the creation, utilization, maintenance, retention, and final disposition of state records. Duties are performed under the direction of the State Records Administrator and within the guidelines established by chapter 54-46, NDCC. These individuals also establish, implement, and administer records management programs for city, county, and park district offices. Upon request, may assist and advise the legislative and judicial branches of state government in the establishment of records management programs. Scope of work includes dealing with records and information traditionally managed in paper format and those converted to or managed by using electronic technologies.

DUTIES PERFORMED AT ALL LEVELS:

- Assist agencies in developing, implementing, and maintaining records management programs and systems consistent with legal guidelines and with standards and guidelines published by the State Records Administrator.
- Analyze current document processes and record-keeping methods; ascertain agency needs and prepare recommendations for automating information and records in office operations.
- Inventory agency records, develop/verify agency records retention schedules, appraise record value, classify record series, and assign records control numbers.
- Conduct research to determine legal retention requirements for series of records.
- Provide guidelines and assistance with initial records review and annual records disposals; review and approve Requests for Records Disposal from state agencies.
- Provide guidelines and assistance in the design of paper and electronic forms and verification of the forms inventory list; appraise, approve and classify forms.
- Conduct information and business process analysis to determine the most efficient and economical methods to capture, process, and store the records and information of state agencies.
- Develop business justification for implementing alternative technologies for data capture (key from image, OCR/ICR/MSR/OBR), imaging (scanning, image enhancement), e-forms, electronic document management, mass storage, and automated workflow (rules based, document concentric, and Ad Hoc).
- Determine the need for universal state forms and coordinate the creation, distribution, and availability of universal forms; determine distribution formats (paper, electronic, web based); develop criteria for integrating electronic forms into existing

business applications; develop internal and external validations to improve data quality.

- Respond to requests for assistance concerning filing systems and supplies, micrographics and/or Electronic Document Management Systems, and related technologies.
- Prepare statistical reports identifying cost and space savings.
- Prepare microform feasibility studies to determine if microforms are a suitable alternative storage media and determine proper micrographic formats.
- Assess records equipment and space needs with agencies and make recommendations for improvements.
- Develop file classification systems for agency records and assist with the system implementation.
- Conduct audits of existing records management programs to verify that annual records disposals have been completed and records have been disposed in accordance with the Records Retention Schedule; verify that forms are designed in compliance with North Dakota Administrative Code; prepare audit reports with recommendations for agency heads.
- Develop and provide training for state, city, county and park district employees.
- Visit state agencies and provide individual or group instruction if requested.
- Assist in the preparation and maintenance of a state records and forms management program manual that outlines policies, procedures, and standards for state records.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>

INFORMATION MANAGEMENT ANALYST I

0025

GRADE J

LEVEL DEFINITION:

Work at the first level of this series involves guiding agencies in the management of comprehensive records management systems and determining compliance with established guidelines. Individuals review and assist agencies in establishing a records management system and provide guidelines in planning system changes, which may include electronic or computer-generated records. Individuals generally work with systems predominately maintained by traditional methods and assist in developing or upgrading complex systems in conjunction with higher level consultants and/or contracted vendors.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with major study in information or records management and two years work experience in developing or maintaining all or a significant portion of a complex records system within a large organization. Requires detailed knowledge of business functions, information flow within an organization and the legal, business and evidentiary requirements for records.

INFORMATION MANAGEMENT ANALYST II

0026

GRADE K

LEVEL DEFINITION:

Work at this level of this series involves guiding agencies in the development and management of comprehensive document and records systems and determining compliance with established guidelines and industry standards. Individuals review existing systems and assist agencies in integrating Electronic Document Management System technologies. Individuals work with systems requiring integration of electronic and computerized methods of records creation, capture, storage, and retrieval. Individuals are involved in system design and development, business process review, and provide significant coordination to agency system planning and implementing systems.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide education and recommendations to agencies considering implementation of electronic document and records management systems.
- Provide technical and business expertise to agencies and external organizations engaged in economic development and technology planning.
- Conduct analysis in planning the modernization of the overall state information and records management system infrastructure by researching information relating to appropriate software, hardware and configuration options.
- Review technical publications and literature to identify and research alternative technologies, services and processes that may be used successfully within state government to improve access and use of information resources.
- Develop migration strategies to ensure access and protection of information and records over the entire life cycle by investigating technologies and processes for transitioning materials from one format (paper, microform, electronic) to another.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with major study in information or records management and four years of work experience in developing or maintaining all or a significant portion of a complex records system within a large organization. Experience must

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ND Class Description
Information Management Analyst

include a minimum of two years evaluating, installing, and managing information and records management systems.

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