



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0960

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**INFORMATION MANAGEMENT OFFICER**

GRADE L

**SCOPE OF WORK:**

Work involves managing the design, development, implementation, and maintenance of the agency information management program and systems. This includes the integration of electronic content management system technologies with computerized and traditional methods of records management and data capture.

**DUTIES PERFORMED:**

- Conduct research and cost/benefit analyses of implementing technologies for data capture (key from image, OCR/ICR, mark sense), imaging (scanning, image enhancement), e-forms, electronic content management, mass storage, and automated workflow.
- Collaborate and coordinate with information technology staff, agency management, division and section leaders, vendors, and others as required to design, develop, implement, and maintain a system or systems to capture and manage the agency's information.
- Conduct information and business process analyses to determine the most efficient and economical methods to capture, process, and store information of the agency; prepare recommendations for automating information in office operations.
- Direct the implementation of electronic content management systems.
- Audit the agency's information management program to ensure compliance with state and federal requirements.
- Conduct research to determine state and federal legal retention and security requirements for documents.
- Develop criteria for integrating electronic forms into existing business applications; collaborate with other staff to ensure forms are designed for effective and efficient forms processing and electronic recognition tool sets or key-from-image.
- Provide guidelines and assistance in the design of paper and electronic forms; ensure that forms are designed in compliance with state and federal requirements.
- Develop, implement, and maintain agency information and records management policies and procedures in accordance with state and federal requirements.
- Supervise employees engaged in activities associated with information management; participate in the recruitment and selection of employees; assign and monitor work activities of staff; manage work performance.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in information or records management, business administration, management, or other field relevant to job the duties and four years of work experience in developing or managing all or a significant portion of a complex records or information system within a large organization.

Eff. Date: 3/02

Rev: 4/02 – Added business administration and management to the minimum qualification statement

Rev: 01/12 – Revised minimum qualifications to broaden bachelors' degrees relevant to job duties.

Rev: 7/12 – Conversion to Hay System