



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT**

**Requested Board Meeting Date:** September 1, 2015

**Title:** Classification and Compensation Matters - New Classification

### **Introduction/Background:**

The new classification of Document Imaging Specialist was requested by the Recorder's Office

### **Discussion:**

Pursuant to Personnel Policy 8-120B, the Pima County Recorder's Office requested an official position audit for two employees working in the 0052/Records Archiving Specialist classification. Upon conclusion of the audit process, it was determined that the current classification did not fully describe the functions and responsibilities assigned to the two employees. Upon further review of other classifications it was determined that a new classification should be created to better align the required job duties, responsibilities, knowledge, skills and minimum qualifications with the actual work being performed.

### **Conclusion:**

After conducting the position audits and a thorough review of other related or similar classifications, it was determined a new classification would best fit the needs of the Recorder's Office. A compensation survey of other like agencies in Arizona and similar classifications in the County's classification system identified the appropriate salary grade/range for the new classification. This new classification better represents the nature of the duties and responsibilities of the position. The County Recorder's Office has reviewed and concurred with the proposed new classification and proposed salary grade/range. Note - the proposed grade/salary range for the new classification is the same grade/salary range assigned to the 0052/Records Archiving Specialist classification.

### **Recommendation:**

It is recommended that Class Code 0054, Class Title Document Imaging Specialist-Recorder's Office, Salary Grade 32, Salary Range \$31,657 - \$46,551, EEO Code 5 (administrative support/clerks), FLSA Code Non-Exempt (paid overtime), be approved, effective September 1, 2015.

### **Fiscal Impact:**

The creation of this new classification has no immediate cost impact to the County as any additional costs incurred in hiring positions allocated to this classification will be borne by the department from within its current budget. Cost impacts in future budget years will be planned for by the department through the County's normal budget process.

### **Board of Supervisor District:**

☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5      ☐ All

Department: Human Resources *[Signature]* Telephone: 724-8111

Department Director Signature/Date: \_\_\_\_\_

Deputy County Administrator Signature/Date: *[Signature]* 8-13-15

County Administrator Signature/Date: *[Signature]* 8/13/15



*Code: 0054*

*Title: DOCUMENT IMAGING SPECIALIST- RECORDER'S OFFICE*

**SUMMARY:** Converts manual records and other materials into electronic and microfilm images by use of computers, scanners and microfilming equipment, and performs operator-level maintenance, servicing and repairs of associated equipment. This classification is used exclusively by the Recorder's Office.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Prepares and processes documents, records and materials for electronic imaging and microfilming;  
Microfilms documents and other media, according to standards, and maintains required records of microfilming and related activities;  
Preserves permanent documents using high tech digitizing processes;  
Performs image quality control tests and modifies image files and replacing missing or corrupted images as needed;  
Performs redaction of confidential information within recorded documents in accordance with applicable Arizona Revised Statutes;  
Troubleshoots and perform corrections of electronically recorded documents using automated information systems and applications;  
Trains staff in the preparation of records for scanning, digitizing, cleaning and microfilming;  
Researches documents to verify accuracy of information before indexing to corresponding documents within database for future reproduction;  
Performs operator-level servicing and scheduling of maintenance of equipment used for digitizing, scanning, microfilming and other peripheral equipment;  
Prepares, verifies, scans and indexes mylar maps using an industrial sized map scanner;  
Prepares, verifies and archives voting materials, and retrieves archived records for disposal, in accordance with records retention schedules and other applicable guidance;  
Enters file/file box location/disposition information into manual and automated systems to assure accurate tracking;  
Prepares and submits routine and special activity, inventory and disposition reports;  
Performs data entry as required.

**KNOWLEDGE & SKILLS:**

**Knowledge of:**

- principles and techniques of scanning, digitizing, microfilming and associated operator-level servicing and maintenance of assigned equipment;
- alphabetic, alpha-numeric and numeric manual and automated filing systems;
- County, state and federal records retention guidelines, requirements and documentation;
- procedures for data entry and retrieval from an automated inventory system;
- County, state and federal rules and regulations regarding microfilm as a Legal Record and for preservation of microfilm.

**Skill in:**

- scanning, digitizing, selecting, cleaning and microfilming of records and other media;
- performing operator-level servicing and maintenance of assigned scanning, digitizing, microfilming and peripheral equipment;
- inventorying of files/boxes to determine or verify contents, and creating or maintaining records;

- documenting contents, locations and disposition of materials received, stored, issued or destroyed in manual and automated records systems;
- maintaining security and confidentiality of all materials encountered in performance of duties;
- interpreting and applying records retention guidelines.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Two years of experience with Pima County as an Office Support III or other clerical or paraprofessional administrative support classification which included at least six months of experience in either (a) preparing County-specific documentation for imaging of records and/or archiving of records, or (b) researching imaged or archived materials for specific records.

OR:

(2) One year of work experience as an Administrative Support Specialist or other administrative paraprofessional level class with at least six months experience in either (a) preparing County-specific documentation for imaging of records and/or archiving of records, or (b) researching imaged or archived materials for specific records.

OR:

(3) Two years of work experience preparing and processing documents, records and/or other materials for electronic imaging and microfilming.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D driver license at the time of application or prior to completion of initial/promotional probation. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County