



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 Records Management Division Manager was requested by the Clerk of the Board.

Discussion:

Previously this division was led by an Administrative Services Manager - Senior. It is appropriate to accurately name the position classification to Records Management Division Manager.

Conclusion:

This new classification accurately defines the duties and responsibilities of the division manager at the Document and Micrographics Management Facility.

Recommendation:

It is recommended that Class Code 7188, Class Title Records Management Division Manager, Salary Grade U2, Salary Range \$40,580 - \$100,693 EEO Code 1 (managers), FLSA Code Exempt (not-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

Telephone: 520-724-4811

Department Director Signature/Date: _____

M. Egan 8/6/15

Deputy County Administrator Signature/Date: _____

Deputy Admin 8-6-15

County Administrator Signature/Date: _____

C. Dunkelbaun 8/6/15

Code: 7188

Title: RECORDS MANAGEMENT DIVISION MANAGER-UNCLASSIFIED

SUMMARY: This classification is responsible for the management of all administrative services and support functions of the Document and Micrographics Management Division of the Clerk of the Board having oversight of the Pima County Records Management Program and the operation of the Records Center Facility. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

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

Develops program goals, objectives, policies, and procedures and establishes short- and long-range program performance plans subject to management review;
Manages the activities of professional staff, provides supervision, and evaluates their performance;
Develops and maintains effective working relationships and coordinates program activities with other County departments, and agencies to promote the program and its goals;
Analyzes local, state and federal legislation and ensures program compliance with applicable regulations and policies;
Oversees the identification of the records created by Pima County;
Develops countywide records training materials and conducts training sessions;
Ensures that Department Managers/Coordinators are knowledgeable and kept current about records management principles and requirements;
Mitigates record-related litigation risks and implements controls for safeguarding records;
Modernizes records management functions by advising on the transition of paper records to electronic records;
Collaborates with Information Technology on electronic recordkeeping requirements, records management applications as well as technology challenges of accessing and maintaining records over time;
Maintains the integrity of the Records Inventory database;
Promotes micrographic services to regional jurisdictions;
Directs organizational and management studies for the purpose of identifying problems and alternative solutions to the problems;
Develops, writes and administers the program's annual budget, prepares program-related financial forecasts, and identifies funding sources to support program activities;
Reviews and analyzes routine and special reports detailing the status and/or success of the program, prepares recommendations, and/or initiates corrective action;
Evaluates management problems and makes decisions regarding the proper course of action;
Develops, negotiates, monitors, and administers contracts, intergovernmental agreements, and/or financial and service agreements;
Establishes and manages staff performance plans and conducts performance reviews;
Provides professional development opportunities for staff;
Participates in state, local, and national professional records management organizations;
May direct the preparation and submission of proposals and grant applications.

KNOWLEDGE & SKILLS:

Knowledge of:

- federal and state laws, and records management best practices;

- records storage technology, equipment, methods, and trends;
- micrographic processes;
- principles/practices of budgeting, accounting, purchasing, contracting, and financial management;
- principles/practices of public administration, management, planning, development, and evaluation;
- principles/techniques of effective communication both written composition and public speaking;
- principles/techniques for developing and evaluating employees;
- basic facilities management.

Skill in:

- identifying and classifying records;
- supervising, training, and evaluating employees;
- writing policy and procedures;
- creating documents/spreadsheets/reports, analyzing data, and developing visual presentations.

DESIRED QUALIFICATIONS:

EITHER:

(1) A Bachelor's Degree from an accredited college or university with a major in public or business administration or a related field, as determined by the Appointing Authority at the time of recruitment, and five years of related professional experience in records management, which included at least two years of direct supervisory experience. (Additional relevant experience and/or education from an accredited college or university may be substituted.)

OR:

(2) Nine years of professional experience in records management, which included at least two years of direct supervisory experience.

OTHER REQUIREMENTS:

Licenses and Certificates: This position requires a valid Arizona Class D driver license at the time of application. Failure to obtain/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