



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Delta Protection Commission	Staff Services Analyst	539-101-5157-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Delta Protection Commission	Records Coordinator	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
	West Sacramento, CA	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		Staff Services Manager II
POSITION DESCRIPTION		
Under the supervision of the Staff Services Manager II, the limited term, part time Staff Services Analyst will serve as the records coordinator for the Delta Protection Commission. The incumbent will act as the primary point of contact for agency-wide records management organization, issues and communication for internal and external stakeholders.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Independently plans, schedules, and administers the Commission’s Records Management and disposition schedules, activities, data management and analysis. Research and coordinates with State archivists to identify and transfer records. Facilitate the transfer of all approved records to the State Records Center. Implements and evaluates the records retention schedule. Conducts descriptive, diagnostic and qualitative analysis of records, coordinates with staff and management to monitors and maintains compliance with regulations governing the management of departmental records. ensure compliance with Records Retention Policy. Oversees record preparation processes to ensure quality and accuracy, and reviews retention schedules to determine destruction dates. Ensures and confirms records destruction occurs according to schedule. Provide recommendations and develops records management policies, procedures and strategies. Reviews and analyzes records management legislation and advise management in impact.	
30%	Conducts research, classifies and indexes records, establish filing systems for both paper and electronic records. Ensures electronic records are stored securely for the correct amount of time, accessible to the correct people and disposed of in line with legal requirements. Develops and maintains electronic log for tracking records retention program transactions and documents and maintains physical and digital filing of all pending and approved schedules, transfer lists, and destruction notices. Reviews, audits and oversees quality control procedures to assure integrity of the records index.	
15%	Writes progress, informational, explanatory and analytical reports. Collaborates with Information Officer I (Specialist) to draft historical and informational articles for newsletters. Collaborates with Information Officer I (Specialist) to provide staff analytical support that will help develop creative solutions to display Commission history in various formats, including but not limited to graphics, narrative and video.	
10%	Oversees special records projects; using independent judgement, prepares special and recurring reports and proposals for projects, including queries from organizational leaders needing data to make large-scale decisions. Plans, implements and conducts formal and informal trainings on Records Management topics.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Provides administrative support for the Delta Leadership Program, including but not limited to generating and printing all name tags, name tents and other program materials. Other job-related duties as assigned	



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and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

The duties of this position are primarily performed inside. This position requires prolonged sitting, and use of the telephone, personal computer, and copier. May be required to push, pull, or lift equipment and supplies weighing up to 25 lbs. or supervise their transport. This position is eligible for telework, subject to State law and guidelines. Must maintain regular, consistent, and predictable attendance.

TELEWORK DESIGNATION:

This position is designated as telework eligible-office centered and may be allowed to work from home 1-2 days per week.

SPECIAL REQUIREMENTS:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE