

Washington General Service (WGS) Position Description

For assistance completing this form, contact your Human Resource Office or see the [WGS Position Description Guide](#).

Position Information		
Action: Establish Date: 7/30/21 Proposed Class Title: Forms & Records Analyst 3	HR Approved Class Title:	Effective Date:
Current Class Title: Public Records Coordinator Forms and Records Analyst 3 (FRA3)	HR Approved Overtime Eligible: Yes ☒ No ☐	Seasonal/Cyclic: Yes ☐ No ☐
Work Schedule: Full Time Part Time X	Position Number/Object Abbreviation:	47
Position Included in a Bargaining Unit: Yes X No If yes, indicate union: WFSE	Assignment Pay: Dual Language ☐ Other ☐	
Incumbent's Name (If filled position): Vacant	Address Where Position Is Located: Olympia, WA 98504	
Agency/Division/Unit:	Supervisor's Name and Title: Public Records Officer	
Supervisor's Position Number:	Supervisor's Phone:	
Position Objective		
Briefly explain the purpose of the position and how it supports the organization's mission (attach an organizational chart).		
This position reports to the Public Records Officer in the Public Records Unit within ITS. This position works under the direction of the Public Records Officer (PRO) to facilitate program wide compliance with the Public Records Act (PRA). This position is a program level subject matter expert on XXX records, electronic search and retrieval solutions and public records exemptions. This position contributes to XXX's mission by fostering public confidence through transparency and ensuring that the public has timely access to relevant information. This position works with program and regional staff to formulate and implement optimal search methods to mitigate legal risk and improve compliance efficiency for complex public records requests and discovery. This position models and facilitates compliance with the Public Records Act (RCW 42.56), Records Act (RCW 40.14) discovery rules, confidentiality requirements, attorney-client privilege/work-product, agency policies, the Ethics in Public Service Act, and other applicable authorities governing the access to and use of information. This position has time sensitive duties and activities that require constant attention to deadlines and details.		
Assigned Work Activities (Duties and Tasks)		
Describe the duties and tasks and underline the essential functions. Assign a percentage of time to each duty. Task statements should describe the action performed; to whom or what ; using what tools, equipment, methods, and/or processes ; and the final product or outcome .		
For more guidance, see Essential Functions Guide and Examples of Work Statements .		
% of time (Must total 100%)	List the assigned work in order of importance, with essential functions underlined.	
95%	Duty: Program Wide Analysis, Search, and Compliance for Public Records Requests.	
	Tasks include: Serve as program level expert for public records request.	

	- Implement agency standardized, best practices for public records requests. - Receive and interpret public records requests made by the public and private citizens. - Identify risk when reviewing public records request and prepare accordingly to mitigate those risks for the program and by extension, the agency. - Assign public records requests to program staff. Independently prioritize work to meet deadlines and designate time to each request appropriately to ensure that consistent progress is being made on all public records requests. - Track and monitor the ongoing status and details of public records requests to ensure that staff are responsive in order to complete public records requests within the legally required timeframe. - Review records provided from program staff for relevancy to each item of a request, sensitive information, consistency, and evaluate the quality of search conducted by staff. - Prepare records productions by sorting records by relevance and sensitivity and converting records to formats that are accessible by the public. - Analyze and interpret case law, statutes, and administrative rules for the act of marking potential sensitive information with exemptions for redaction. - Serve as a conduit between Public Records Unit and program staff to best serve the public and staff in response to public records requests. - At the direction of the Public Records Officer provide analysis on records requests procedure and the Public Records Act (RCW 42.56) requirement. Analysis on case law, RCWs, WACs, and agency policies is provided to program staff members with interpretation on specific public records requests. - Consult with the Public Records Officer, Agency Public Records Analysts, management, and program staff in management of public records requests. Helps build and improve searches and custodian lists to mitigate legal risk. - Work with the Public Records Officer to analyze and design appropriate workflow for complex or high-risk public records requests within the program. - Provide individual training to program staff on agency process, procedure, and systems. - Interpret language of public records requests and collaborates with program staff to determine search terms for agency-wide or program wide email and electronic records search. - Review, export and prepare emails from a search for records productions, including converting to accessible formats and marking sensitive information for redaction. - Monitor Agency litigation holds in relation to public records requests.		
5%	Duty: Perform other duties as assigned by supervisor.		
Lead Work/Supervisory Responsibilities			
Lead Position: Yes No ☒ Supervisory Position: Yes ☐ No ☒ If yes , list each direct report below.		☐ Assigns Work ☐ Instructs Work ☒ Checks Others' Work ☐ Plans work ☐ Evaluates Performance ☐ *Takes Corrective Action ☐ *Hires ☐ *Terminates (*Has the authority to effectively recommend these actions.)	
Class Title of Direct Report(s)		No. of Positions	Work Schedule

Add information that clarifies this position's lead or supervisory responsibilities: Assigns and reviews work at a program level to staff for legal compliance and accuracy in response to public records requests, records management and litigation. Provides individual training on policy, procedure, process and legal requirements. Leads program response, analysis and designs appropriate workflow for search and collection in response to public records requests.		
Working Relationships		
Level of Supervision received (check one): For more guidance see: Glossary of Classification Terms.		
☐ Direct/Close Supervision: Most work is reviewed in progress and upon completion. ☒ General Supervision: Completed work is spot checked. ☐ General Direction: Completed work is reviewed for effectiveness and expected results. ☐ Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.		
Add information that clarifies this position's interactions with others to accomplish work: This position interacts with the Agency's Public Records Officer, Agency Records Officer, Agency Litigation and Discovery Coordinator, Agency Public Record's Analysts, Agency Electronic Search Specialist, Program Management, Program Staff.		
Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery		
For more information see: COOP and Critical Positions.		
Is this position critical based on agency COOP? Yes ☐ No ☒ If yes, describe how the position supports the agency COOP Critical Functions:		
Working Conditions		
Work Setting, including hazards:	Working environment is a busy office setting. Varying degrees of activity occur in the common areas during working hours. Tasks will involve standing or sitting for long periods of time and working on a computer. Incumbent must be able to work amid distraction.	
Schedule (i.e., hours and days):	This position normally works 8-5, Monday-Friday but may be required to work occasional weekends and evenings, depending on workload. Some overtime may be required on short notice.	
Travel Requirements:	Will require statewide travel.	
Tools and Equipment:	Computer hardware and software; general office equipment.	
Customer Interactions:	Quality customer service is integral to success in this position; frequent interaction with members of the public and with WXXX staff.	
Other:	This position is exposed to graphic photographs of wildlife and other field activities.	
Qualifications		
List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).		
Required Qualifications: - Associate's degree and one year of experience with public records requests or discovery, OR a high school diploma and two years of experience managing public records requests for a governmental agency OR equivalent education/experience. - Proven understanding of the Washington State Public Records Act (RCW 42.56) and Washington State Preservation and Destruction of Public Records (RCW 40.14). - Highly organized and has the ability to make quick decisions and provide guidance to staff statewide using expertise in the interpretation of statutes and regulations. - Proven attention to detail, with the ability to review high volumes of documents for possible redactions and records retention without errors using Adobe Pro or equivalent redaction software tools. - Minimum of two years' experience providing excellent written and oral communication skills including clear and professional memorandums, emails, letters, and other correspondence to the public, stakeholders, staff, and legal		

counsel.

- Minimum of two years' experience maintaining confidentiality working with sensitive and personal information.
- Adaptability and flexibility to solve complex issues/problems, consider different perspectives, analyze the productivity of current process and procedures, and find new, creative ways to accomplish work and achieve successful solutions and results.
- Minimum of three years' experience with search and collection of records within Microsoft software programs, including Word, Excel, PowerPoint, SharePoint, Access, Outlook.
- Demonstrated strong interpersonal skills in order to work effectively with staff, stakeholders, team members, and the public and maintain positive working relationships.
- Minimum two years of proven ability to multi-task in a busy work setting to ensure daily job duties are completed and strict deadlines are met.
- Ability to obtain CJIS Level 2 certification per policy.

Preferred/Desired Qualifications:

- Associate's degree and two years of experience with public records requests or discovery, OR a high school diploma and three years of experience managing public records requests for a governmental agency OR equivalent education/experience.
- Proven ability to conduct defensible electronic record searches using Boolean search parameters.
- Experience conducting search and collection of records within Microsoft O365

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

A valid Driver's License.

In-Training Plan, If Applicable

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	Supervisor's Signature (required):	
Date:	Appointing Authority's Name and Title: Matthew Oram, CIO	Signature (required):

As the incumbent in this position, I have received a copy of this position description.

Date:	Employee's Signature:
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Position details and related action have been taken by Human Resources as reflected below.

For Human Resource/Payroll Office Use Only						
Approved Class Title:		Class Code:		Salary Range:		Effective Date:
Pay Scale Type:		Job Analysis On File? Yes ☐ No ☐		Position Type (Employee Group):		EEO Category:
Employee Sub-Group:		Position Retirement Eligible: Yes ☐ No ☐		Position is: Funded ☐ Non-Funded ☐		Workers Comp. Code:
County Code:		Business Area:		Personnel Area (FEIN):		
Position Eligible for Telework Yes ☐ No ☐				Position Eligible for Flextime Yes ☐ No ☐		
Position Eligible for Compressed Workweek Yes ☐ No ☐				Unique Facility Identifier (UFI) For more information see: UFI Search Feature		
Cost Center Codes						
COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date:		HR Designee's Name:		HR Designee's Title:		HR Designee's Signature:
Date:		Budget Designee's Name:		Budget Designee's Title:		Budget Designee's Signature: