

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) N/A
4. Civil Service Position Code Description Departmental Specialist 13	10. Division Information Management
5. Working Title (What the agency calls the position) Records Management Officer	11. Section N/A
6. Name and Position Code Description of Direct Supervisor EDLIN, KAREN K; STATE ADMINISTRATIVE MANAGER-1	12. Unit N/A
7. Name and Position Code Description of Second Level Supervisor PAGRATIS, BRAD E; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Hybrid – at minimum 2 days / week Constitution Hall, 525 W. Allegan, Lansing, MI 48909 / Mon - Fri, 80 hours per pay period

14. General Summary of Function/Purpose of Position

This position functions as the Department of Environment, Great Lakes, and Energy (EGLE) Records Management Officer (RMO) and involves developing and maintaining recordkeeping systems, ensuring appropriate management of department records and maintaining compliance with legal and regulatory requirements. The RMO works to ensure all EGLE records are properly maintained throughout their lifecycle.

This position is the statewide specialist, responsible for developing and implementing department-wide record management policies and procedures, managing both electronic and paper records, ensuring proper classification, storage, disposal, and integrity of EGLE records.

This position coordinates closely with division record management liaisons, electronic data management liaisons, and other data system owners to ensure appropriate oversight and consistency across record management activities of the various divisions, as pertains to the adherence to record retention requirements.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 55

Serve as the EGLE Records Management Officer. Ensure records are properly maintained throughout their lifecycle and the department's documentation about its records is properly updated and accurate.

The EGLE RMO serves as the statewide specialist responsible for all official department records management activities (per Admin Guide Policy 0910.11).

Individual tasks related to the duty:

- Ensure that EGLE complies with statutory records retention requirements for paper and electronic / digital records
- Advise EGLE employees and division record liaisons on record retention requirements and best practices
- Serves as a liaison and/or technical advisor to staff, other governmental agencies, public, organizations, etc. regarding assigned specialty responsibilities.
- Ensure department or agency-specific schedules are updated in a timely manner
- Develop project plan, lead kickoff and execute arrangements of the record retention and disposal schedule agency review project for all EGLE retention schedules tracking the status of each step
- Facilitate alignment on agency-specific schedules where similar record sets exist in multiple divisions or areas
- Interpret existing state laws and policies and procedures relative to department records retention
- Recommend adjustments or new items to be included in EGLE records retention schedules
- Serve as the department's liaison with DTMB's Record Management Services
- Represent EGLE at quarterly Records Management Officer meetings and offer input on discussions
- Work closely with divisional records management liaisons to fulfill this duty
- Provide training, mentorship and guidance to records management liaisons on department and statewide policy / procedures and best practices
- Maintain an overall understanding of the department's records and its record management processes
- Coordinate review of Records Disposal and Archives Transfer notices for the State Records Center and the various enterprise Electronic Document Management Systems
- Oversee process of transferring records to State Archives or authorized disposal
- Maintain familiarity with the inventory and records associated with EGLE's confidential information
- Ensure awareness of and proper record management processes are in place for confidential and other sensitive information
- Consult regularly with external agencies (e.g. peer departments, DTMB RMS, etc.) regarding strategies for record lifecycle management, and policy and system improvements.
- Consult regularly with state agencies, including State Archives, State Library, and DTMB Records Management Services to interpret and apply retention schedules, approve records disposition requests, stay current on records management laws and standards, and attend training programs.
- Consult regularly with federal entities (EPA) to ensure federal program (grants, etc.) requirements regarding documentation and reporting are met.
- Participate in ARMA (Association of Records Managers and Administrators) and RMO peer groups within the state.

Duty 2

General Summary:

Percentage: 20

As EGLE Records Management Officer, conduct training and compliance reviews to support staff's implementation of record management procedures.

Individual tasks related to the duty:

- Develop policies and procedures to support EGLE's record management processes
- Train EGLE staff as needed regarding statutory requirements, policies, and procedures, or implementation of retention schedules for both paper and electronic documents
- Provide support and assistance to division record management liaisons
- Exercise review and oversight of divisions' record retention practices
- Conduct periodic audits on records sets to ensure processes and procedures are resulting in the intended output
- Develop and conduct trainings for new employees about record management responsibilities

Duty 3

General Summary:

Percentage: 20

Provide assistance, support and guidance on implementation of records management processes for handling electronic records in email, info systems, electronic document management systems, and other electronic storage areas.

Individual tasks related to the duty:

- Ensure statutory records retention requirements are adhered to and incorporated into electronic document management protocols
- Provide guidance to EGLE staff and records management liaisons on use of electronic document systems
- Participate in EGLE workgroups pertaining to electronic document management.
- Assess records management needs and assist with determining efficient storage options
- Manage Content Manager system users and grant access for new system use
- Provide consultation to IT System Owners to implement retention into data systems
- Provide expertise and guidance to staff relating to sharing and protection of data and information

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Assist with the appropriate management and retention of records for the Information Management Division
- Participate as part of the cross-functional team ensuring effective management of records as it relates to litigation, privacy, confidentiality, and information security
- Provide consultation as needed or application on department scanning activities
- Perform other duties as assigned

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position makes independent decisions on a daily basis. The nature of this position's responsibilities means that all department employees and their daily work are affected by the decisions made by the employee in this position, as well as members of the public. The ability to effectively communicate internally and externally is affected by these decisions.

17. Describe the types of decisions that require the supervisor's review.

Decisions which may cause controversy, involve disputes, or involve ambiguous areas will require supervisory review. This position may require supervisory review of workload and priorities as well.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The work is performed in a typical office setting requiring some sitting, standing, bending and the extended use of a computer.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position functions as the Records Management Officer within the Michigan Department of Environment, Great Lakes, and Energy. This position ensures the systematic control, organization, and management of EGLE records. This role ensures records are accurate, secure, compliant with legal requirements.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New Position

25. What is the function of the work area and how does this position fit into that function?

The Information Management Division is responsible for evaluating internal processes, developing and implementing processes to support business needs, and assuring information is maintained effectively to support transparency and effective internal processes. This includes managing processes associated with data management, website content, FOIA requests, GIS, and policy/administrative rule making.

This position functions as the Records Management Officer within the Michigan Department of Environment, Great Lakes, and Energy.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service..

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to listen and understand the other person's point of view and to communicate clearly and tactfully, both orally and in writing.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

Ability to analyze and assess operations from the standpoint of management controls, systems, and processes and procedures.

Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.

Ability to organize, establish, and present information effectively.

Ability to understand and interpret laws, rules, and regulations relative to the work.

Ability to formulate plans, procedures, and controls in a program or service area.

Ability to learn and utilize computer processes.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date