



CLASSIFICATION TITLE: Public Records Analyst	JOB NUMBER: 7253	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: City Attorney	PAY GRADE: 17	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs administrative support work in support of the programmatic efforts of the Public Records Officer (public records disclosure) and the City Clerk (municipal records management, preservation and disposition), and related work as apparent or assigned. Work is performed independently and as part of a team. Tasks are completed with general guidelines and require some independent judgment. Work is performed under the moderate supervision of the City Attorney (“supervisor”).

CORE VALUES

All employees are expected to model and foster the City of Richland’s core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. Reasonable accommodations will be made to enable a qualified individual with disabilities to perform the essential functions.

- Works collaboratively with the Public Records Officer and City Attorney to evaluate, interpret, coordinate and respond to public records requests in accordance with state/federal law and under guidance and direction established by the City Attorney.
- Communicates with requestors to clarify and define the scope of requests as necessary; keeps requestors informed of the status of requests; provides timely responses to inquiries; and accurately documents response efforts.
- Provides third-party notification to affected parties as required or appropriate to maintain the balance between meeting public disclosure obligations and safeguarding privacy and confidential information.
- Coordinates and monitors the timely and comprehensive collection of responsive records from city staff, and conducts thorough and diligent global searches of electronic records (email/text/social media, etc.) when necessary or as directed.

- Performs analytical review of collected records to verify responsiveness and completeness. Some records may contain graphic images and/or potentially disturbing information.
- Performs complex review of collected records to determine application of legal exemptions and/or redactions, and prepares corresponding exemption/redaction logs following established directives, guidance and advice from the City Attorney's Office.
- Works collaboratively with the City Clerk and City Attorney to properly preserve, destroy, and archive agency records in accordance with Ch. 40.14 RCW and established retention schedules.
- Supports the City Clerk's efforts to provide technical assistance and specialized training and consultation to departments and staff city-wide for the management of all active, inactive, and historical digital and paper records in accordance with Washington State Archives (WSA) policies and procedures.
- Assists with city-wide implementation of the City's adopted records classification system by working with staff to identify record types created and maintained by each department and determine proper classification.
- Assists with development, implementation, and maintenance of training materials, policies, and procedures related to public records management and disclosure.
- Participates in the development, implementation, and management of current and future software solutions related to public records management and disclosure; assists with identifying requirements, system configuration, integration, testing, and system management.
- In the absence of the City Clerk, and when so designated, assumes the title/authority of Deputy City Clerk solely for the purposes of accepting service of claims, lawsuits, garnishments, petitions, complaints and subpoenas, attesting municipal documents, and clerking regular and/or special meetings of the Richland City Council.
- In the absence of the Public Records Officer, and when so designated, serves as the point-of-contact for public records requests and ensures timely and lawful processing of the same.
- Responds to questions and concerns from the public; provides information as appropriate.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- A demonstrated ability to master records management concepts and apply them to the management of information in all formats in a public service/government environment.
- Applicable federal, state and local laws, rules, codes and regulations related to management and disclosure of public records, including the Washington State

Public Records Act (Ch.42.56.RCW) and Preservation and Destruction of Public Records (Ch. 40.14 RCW).

- Modern office practices, procedures, methods and equipment.
- Recordkeeping principles, procedures and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Techniques for providing a high level of customer service to the public, other agencies, and city staff.
- Principles and practices of leadership and conflict resolution.
- Public administration principles and practices.

Skills and abilities to:

- Work as an independent self-starter and collaboratively with others.
- Properly identify and apply state and federal laws, policies, procedures and work methods associated with assigned duties, including but not limited to the Washington State Public Records Act (Ch. 42.56 RCW) and Preservation and Destruction of Public Records (Ch.40.14 RCW) as directed by the City Attorney.
- Effectively explain codes, rules, regulations, policies and procedures to city staff and the public as necessary.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate considerable organizational and analytical skills with the ability to handle simultaneous coordination of a variety of essential and high priority tasks.
- Demonstrate exceptional attention to detail, good judgment, ability to prioritize, and strict adherence to deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines, and maintain strict confidentiality.
- Operate modern office equipment, including personal computer equipment, using standard or customized software application programs appropriate to assigned tasks.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Establish, maintain and foster positive and effective working relationships with staff, other city employees and departments, city officials, and the public.

SPECIAL REQUIREMENTS

- Valid driver's license.
- Obtain CJIS Certification upon hire date and maintain throughout employment.
- Obtain Washington Association of Public Records Officers (WAPRO) certification within one (1) year of hire and maintain throughout employment.
- Pass a pre-employment background investigation.

EDUCATION AND EXPERIENCE

Associate's degree or equivalent with a focus on public records, records management, business administration, public administration, or related fields and three (3) years of progressively responsible clerical experience, including one (1) year of records management or records disclosure experience for a public agency, or equivalent combination of education and experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



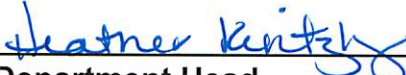



This work requires regular and punctual attendance at the office or other assigned locations; occasional exertion of up to 25 pounds of force; work frequently requires sitting,

speaking, or hearing, using hands to finger, handle or feel, and repetitive motions, occasionally requires walking, pushing or pulling, and standing, climbing or balancing and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date