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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**RECORDS/FORMS MANAGEMENT SPECIALIST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions which manage records/forms. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses positions which, for a majority of the time, oversee the records program and/or the records/forms program for an agency or campus. Positions are primarily involved in the development, management and technical review for all records and forms/publications management activities. Positions allocated to this classification must meet the definition of professional employee, as defined in s. 111.81 (15), Wis. Stats.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Positions that do not, for a majority of the time (more than 50%) function as the Records/Forms Management Specialist for an agency or campus.
3. Positions that perform administrative support related to the records management program and are more appropriately classified as Records Program Associate.
4. Positions that manage the campus records management program at the UW-Madison and are more appropriately classified as Records Officer-UW-Madison.
5. Positions that perform forms design work for a majority of the time and are more appropriately classified as Forms Technicians.
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competition. Movement to the Advanced level is by reclassification.

II. DEFINITIONS

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Positions at this level work under close progressing to limited or general supervision. Positions are able to apply knowledge of records/forms management principles and practices upon entrance into this series. Positions are responsible for the development, management and technical reviews for all records and forms/publications management activities. Positions perform research and analysis of records management systems to oversee records retention and disposal; consult with business unit management and staff in the development and modification of records and forms; and provide direction and/or advice to management and staff on the application of statutes and/or policies related to records/forms within their agency, division, or institution.

Positions work collaboratively with management and staff in implementing and monitoring records/forms and/or publications and, in some cases, managing and implementing the Department's open records program. Positions are responsible for ensuring the proper retention of both paper and electronic records according to the established Records Disposal Authorization (RDA); participate in developing and/or updating and implementing records/forms procedures and policies; consult with business management and staff to assign or assist in creating appropriate RDA designations for new and/or updated business records/forms and consulting with legal counsel as necessary. Positions will assist more experienced staff or supervisors on complex initiatives (e.g., involves multiple divisions, management and/or legal counsel, etc.) and/or controversial issues (e.g., records requests, legal precedents, etc.), but this would not comprise a majority of time spent. These positions provide training and/or consultation to staff on the agency's records/forms management programs and/or policies.

Examples of duties that may be performed at this level include:

- Provide technical reviews and consultation to management and staff to strengthen their understanding of records, forms and/or publications.
- Initiate and develop records/forms management policy/procedure materials.
- Develop and oversee training; develop resource materials.
- Analyze records, forms, and image or workflow program changes in order to identify impacts, recommend changes, and ensure customer needs are met.
- Conduct research and analysis to determine viability of records based on business needs.
- Participate in committees or workgroups on records/forms programs.

Representative Positions:

DOC Public Records Compliance Officer-This position is responsible for administering the department-wide public records management program; providing consultation to ensure compliance with policy, procedures, laws and administrative rules regarding records management to all legal department custodians (currently over 150); representing DOC on public records issues with the Department of Justice (DOJ), department IT staff, other state agency legal custodians; consulting with DOC General Counsel and DOJ on public records law, and privacy law to ensure provision of access and appropriate management; and developing policies procedures for the public records program.

DCF BMCW Records Specialist-This position conducts professional work related to the Department of Children and Families (DCF), Bureau of Milwaukee Child Welfare (BMCW) records management system. The position provides coordination of technical assistance and direction for all records management activities within the BMCW, including incorporating the management of electronic records (including bar coding) into the BMCW records system. This position develops and manages the system of reports and data related to all these records. This position represents the BMCW on all records-related issues and provides direction and technical support to all BMCW staff related to records management, retention and processing.

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Positions at this classification level work under general supervision. In addition to the work at the Record/Forms Management Specialist level, positions serve as the technical records/forms program resource/expert, serve as a liaison between their Department and the State Records Center, Public Records Board, Department of Administration, and/or the State Historical Society and may function as the Records Management Officer. Positions require extensive knowledge of the Wisconsin Statutes pertaining to records management; work extensively with the Department's records/forms management oversight program to ensure department compliance with the state and federal regulations; and develop and implement records/forms policies and regulations governing records management for the department. Positions are responsible for creating, modifying and presenting general records schedules and RDAs to the State Records Board and serve as a member of the various records committees and councils.

Examples of duties that may be performed at this level include:

- Provide leadership in the review, analysis and implementation of RDAs and retention policies for the agency.
- Provide leadership in the final review and analysis of all forms and publications for the department.
- Provide consultation on the management of the department records/forms and publications

database and repositories.

- Review work of lower level Records/Forms Management staff and others, and ensure their work meets records management standards.
- Represent the department at the Public Records Board/Records Management Committee to provide clarification on RDAs submitted on behalf of the department.
- Actively participate in the Records Officer Council.
- Serve as Primary Expert for the Records Management Program.

Representative Positions:

DCF Records and Forms Officer-This position is responsible for the management of all Department of Children and Families (DCF) records and forms/publications activities including providing leadership, technical assistance and direction to department staff. This position provides direction to the division records and forms/publications coordinators in implementing and monitoring the records and forms/publications for their division. The position is responsible for ensuring electronic records are managed in accordance with Records Disposition Authorization and Public Records Board guidance. This includes developing new methods of records management that utilize current technologies. The DCF Records and Forms Officer represents the department in both areas at the Public Records Board/Records Management Committee, on enterprise level workgroups/teams, and at Records Officer Council meetings, to ensure department priorities are considered when these groups are developing policies, procedures and/or general records schedules for all agencies.

DHS/DES Records and Forms Manager-This position provides independent leadership, technical assistance and direction to all records and forms/publications management activities in the assigned Division(s), including incorporating the management of electronic records and forms into the program scope; develops and manages a system for management reports and data collection necessary to facilitate program review and reporting process for records and forms; represents the assigned Division(s) on all department-wide and statewide records and forms/publications related issues; provides direction to all assigned Division records and forms coordinators in implementing and monitoring the records and forms/publications management program for that assigned Division(s).

DOC Records Management Compliance Officer-This position ensures the Department meets all state, federal and departmental requirements and regulations regarding records management. This position conducts records analysis and develops Retention/Disposition Authorizations (RDAs) and retention policies for the department. The Records Compliance Officer represents the Department at State Public Records Board Meetings. This position manages retention, storage and destruction of all DOC records and assists in the coordination and management of all State Records Center related activities for off-site storage of inactive Department records.

DOT Records Officer-This position ensures the department's compliance with all records and information management (RIM) laws and rules. This position develops, manages, maintains and communicates all department records management policies, procedures and guidance; oversees all records management functions and serves as an advisor to agency staff and management; represents the department to the Public Records Board and conducts research pertaining to emerging records management issues. The position has close working partnerships with internal and external staff, including records coordinators in all divisions; the WisDOT Forms Technician, WisDOT managers and other staff in the Bureau of Information Technology Services; the Public Records Board, the Department of Administration (including the State Records Center) and the Wisconsin Historical Society. This position consults with General Counsel Staff and the Department of Justice on records management

topics to ensure that WisDOT provides access to and appropriate management of the records program.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study. This classification specification was modified effective October 5, 2003, and announced in Bulletin OSER-0003-MRS-SC to reflect the addition of two positions allocated to the Records/Forms Management Specialist - Senior classification at the DHFS.

This classification series was revised effective December 12, 2004 and announced in Bulletin OSER-0057-MRS-SC to reflect the removal of the DNR allocation as a represented position.

This classification was revised effective November 13, 2005 and announced in Bulletin OSER-0082-MRS/SC to reflect the movement of the DOC allocation to the Senior level, reflect the Records/Forms Management Specialist–Senior position at the DOT, and to reflect modifications to the agency position allocation descriptions.

This classification was revised effective June 11, 2006 and announced in Bulletin OSER-0103-MRS/SC to add an allocation at the Senior level for a new position at the DOA and remove the allocation for the DOA from the Records/Forms Management Specialist level.

The specification was modified effective April 8, 2012 and announced in bulletin OSER-0302-MRS/SC to make changes to the definition language to allow inclusion of other agency positions with similar level work as the listed allocations.

The specification was modified effective December 15, 2013, and announced in Bulletin OSER-0348-MRS/SC as a result of the Records/Forms Management Specialist Personnel Management Survey to reflect the change in the class title of the Records/Forms Management Specialist-Senior to Records/Forms Management Specialist-Advanced and realign the duties and responsibilities of the positions in this classification.

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CSM/CD
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