

## OCPS Recruiting

Posting for: 72218587

### Job Posting Title

District Records Management Specialist

### Reference Code

e7163ebf-1c5e-1ef1-827f-d8d385bbf8c8

### Job Title

District Records Management Specialist

For full details of the Job Description, copy and paste this link into another internet browser address window:  
<https://www2.ocps.net/cms/One.aspx?portalId=54703&pageId=90956>

For salary information, copy and paste this link into another internet browser address window:  
[https://www2.ocps.net/departments/human\\_resources/compensation/salary\\_schedules/](https://www2.ocps.net/departments/human_resources/compensation/salary_schedules/)

For Veterans' Preference information, copy and paste this link into another internet browser address window:  
[https://www2.ocps.net/UserFiles/Servers/Server\\_54619/File/Departments/Human%20Resources/Employment%20Services/GBAC%20Veterans%20Preference%20Policy%20%20\(9-27-16\).pdf](https://www2.ocps.net/UserFiles/Servers/Server_54619/File/Departments/Human%20Resources/Employment%20Services/GBAC%20Veterans%20Preference%20Policy%20%20(9-27-16).pdf)

This posting will close 04/12/2017

### Requirements

Preferred skills and abilities:

Controls and coordinates the district records center operations for proper records storage as prescribed by the Florida Public Records Storage Guidelines. To include, but not limited to:

- Forklift operations experience, working in a non-climate controlled warehouse environment
- Experience overseeing and performing a warehouse operation including logistics, organization, tracking, and disposition
- Leading a records archival process for physical records and image conversion while ensuring compliance with Florida Administrative Code 1B-26 and ANSI standards for image capture and storage both electronic and micrographic, by providing training to district staff
- Develops and implements testing procedures to ensure quality standards are met and exceeded for document capture and archival
- Experience with developing, compiling, and analyzing KPIs and operational metrics

Comfortable with speaking and leading training with school based and district administration.

**ORANGE COUNTY SCHOOL DISTRICT  
CLASS DESCRIPTION**

**POSITION TITLE: DISTRICT RECORDS MANAGEMENT SPECIALIST**

**GENERAL DESCRIPTION OF DUTIES**

Under the general supervision of the assistant director, document management the purpose of this position is to assist the department head in the development and implementation of the district records center management to ensure compliance with federal, state, and district rules and regulations, and to maintain accurate inventory of records and paper trail auditing records. Work objectives are to process records requests from various work locations and entities. Employees in this classification are responsible for the accurate maintenance of hard copy and electronic records received, processed and stored at the district records center. Position is responsible for identifying, retrieving and transferring documents for secured destruction as prescribed by Florida state retention schedules. Position is responsible for providing training and leadership to district staff with the archiving, retrieval, and handling of district documents and forms.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.

Serves as lead in the district records center providing leadership to staff, liaison to internal and external attorneys, principals, district administrators, area superintendents, and other executive management individuals for compliance to public records requests, and subpoenas, and as assistant records custodian for court depositions and appearances.

Controls and coordinates the district records center operations for proper records storage as prescribed by the Florida Public Records Storage Guidelines.

Drafts/review and maintains responsibility for district records procedures for physical records archival and court disposition.

Investigates, acquires, and evaluate/reviews documents for compliance with F.S.119.07 ensuring all exemptions are redacted prior to the releasing of records in response to requests.

Acts as lead in ensuring compliance with Florida Administrative Code 1B-26 and ANSI standards for image capture and storage both electronic and micrographic, by providing training to district staff.

Develops and implements testing procedures to ensure quality standards are met and exceeded for document capture and archival and prepares compliance forms with the department of state.

Maintains various records databases to ensure accuracy, consistency and functionality, to include districtwide document management applications; analyzes, compiles and interprets data presented in applications.

Operates a computer to enter, retrieve or modify data; utilizes word processing, related departmental software, database, spreadsheet, and email software programs.

Receives requests from school and other area locations for a wide variety of warehouse/record items; i.e. cum folders, check backings, archived documents, payroll, personnel and insurance materials.

## **DISTRICT RECORDS MANAGEMENT SPECIALIST**

Operates a variety of machinery, equipment and tools associated with department activities, to include but not limited to document scanner, microfilm scanner, microfilm camera, copy machine or fax, electric and propane powered forklifts, hand trucks, and pallet jacks.

Prepares records for distribution according to established modes of transportation; i.e., pulling, staging, and loading trucks/vans and image capture into document management applications.

Pulls and prepares records that have been identified for destruction, i.e. scanning, wrapping and loading pallets on a semi-trailer.

Performs restocking duties for those items accessed and pulled; monitors accuracy of inventory as such relates to records and identification numbers and location.

Identifies and removes damaged materials; informs supervisor accordingly.

Performs receiving duties, to include verification of items received, accurate quantities and proper storage according to warehouse/storage procedures and standards.

Performs general warehouse/store cleaning and maintenance duties to ensure cleanliness, order and safety in all receipt, storage and distribution areas.

Provides general information for district staff concerning records warehousing and storage processes and procedures.

Responsible for keeping up to date on current technology, as job appropriate, being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.

Responsible for timely and accurate information they maintain as part of their job responsibilities.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's degree with area of concentration in business, technology, legal studies or similar and a minimum of three (3) years previous experience dealing with document imaging, public records and governmental operations, including an in depth knowledge of electronic image capturing, electronic records archival and Florida Statutes as related to records management; progressive knowledge in store keeping or warehousing experience in an automated inventory systems environment, with demonstrated warehouse organization and inventory tracking skills (i.e., maintaining accurate electronic and hard copy auditing trails); or an equivalent combination of education, training, and experience. Forklift experience desired; successful completion of forklift training required within first three (3) months of employment.

### **PERFORMANCE APTITUDES**

## **DISTRICT RECORDS MANAGEMENT SPECIALIST**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to provide leadership, guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions, and to safely and effectively operate, maneuver and/or control the actions of storage and stocking devices such as forklifts, pallet jacks and hand trucks.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory, and design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

### **ADA COMPLIANCE**

**Physical Ability:** Some tasks in some positions involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over).

**Sensory Requirements:** Most tasks require the ability to perceive and discriminate sounds. Most tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed with potential exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, temperature and noise extremes, machinery, and toxic/poisonous agents.

The Orange County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

Job Grade	Job Title	Grade Range Minimum (Less than 1 full year of related exp)	Grade Range Minimum (1 full yr but less than 2 full yrs of related exp)	Grade Range Minimum (2 full yrs but less than 3 full yrs of related exp)	Grade Range Minimum (3 full yrs but less than 4 full yrs of related exp)	Grade Range Minimum (4 full yrs but less than 5 full yrs of related exp)	Grade Range Minimum (5 full yrs of related exp)*	Grade Range Maximum	Range
17	Braille & Tactile Materials Specialist I	\$17.09	\$17.26	\$17.43	\$17.60	\$17.77	\$17.94	\$28.34	\$11.25
	Certification Specialist								
	District Records Management Specialist								
	Draftsperson Master								
	Educational Captionist & Sign Language Interpreter Level 2								
	Fleet Services Coordinator								
	Senior Budget Specialist								
	Senior Executive Assistant								
	Senior Finance/Payroll Specialist								
	Senior Payroll Practitioner								
	Trades Tech II (Maintenance)								
	Training Representative (Food Service)								
	Training Representative (Transportation)								
	Video Producer/Director								
18	Braille & Tactile Materials Specialist II	\$18.25	\$18.43	\$18.62	\$18.80	\$18.98	\$19.16	\$30.26	\$12.01
	Communication Specialist, Senior (Safety and Security)								
	Data Specialist, Sr. State Reporting								
	Educational Captionist & Sign Language Interpreter Level 3								
	Environmental Tech, Senior								
	Events Coordinator (Community Resources )								
	Events Coordinator (Food Service/Culinary)								
	Facilities Controls Specialist								
	Fleet Technician IV								
	Graphic Arts Coordinator								
	Help Desk Support Representative, Senior								
	Network Operator								
	Paralegal								
	Technology Support Representative, Senior								
	Webmaster								

\*Newly hired employees w/related (job family) experience will not be hired above this rate.