

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE:  NEW POSITION  EXISTING POSITION

Agency  
Number

**Part 1 - Items 1 through 12 to be completed by department head or personnel office.**

1. Agency Name Kansas State Historical Society		9. Position No. K0048377	10. Budget Program Number 01351	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Policy & Program Analyst	
3. Division State Archives			12. Proposed Class Title	
4. Section State Archives & Records Management	For	13. Allocation		
5. Unit		Use	14. Effective Date	
6. Location (address where employee works)  City: Topeka County: Shawnee		By	15. By	Approved
7. (circle appropriate time) Full time xxxx Perm. xxx Inter. Part time Temp. %			Personnel	16. Audit Date: By: Date: By:
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 a.m. – 5:00 p.m. Monday thru Friday, occasional Saturday		Office		17. Audit Date: By: Date: By:

Position  
Number

**PART II - To be completed by department head, personnel office or supervisor of the position.**

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Matthew B. Veatch	State Archivist	K0050583

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Matthew B. Veatch	State Archivist	K0050583

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position plans and carries out assignments with little or no supervision. Assignments are broad in scope and require a multidimensional knowledge of Kansas government agencies, in depth knowledge of records retention and disposition schedules, and familiarity with the diversity of information technology applications in Kansas government. The employee reports to the State Archivist by means of occasional discussions and written communications to discuss work progress or new problems. In most cases the employee will be provided with expected outcomes and will be given significant autonomy to determine and implement appropriate methods for achieving them. Many of the tasks will be related to collaborating with state agencies on the ingest of electronic records into the Kansas Enterprise Electronic Preservation (KEEP) system, a trusted digital repository that serves as the electronic State Archives. Since this is a new endeavor, regular interaction

between the employee and the State Archivist will be required to insure a consistent approach in dealing with state agencies.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); **to whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
25%	E	<p>This is specialized, professional work in recordkeeping systems analysis and electronic records management and preservation policy analysis, with statewide scope and application. The Kansas State Historical Society is making a critical transition from a paper-based records management and archival program to a program that manages and preserves digital government records in a trusted digital repository. This position requires an individual with a thorough understanding of traditional records management and archival practices as well as knowledge of the complex issues involved in electronic records management and preservation. The work is of a highly diverse and/or complex nature characterized by a broad range of activities and frequently changing conditions, situations, problems, and standards/best practices. The work requires considerable analytical thought applied to the origination of ideas, techniques and programs for solving technical problems, complicated situations, and resource reductions. The employee must exhibit independent judgment and participate in major program changes or policy decisions.</p> <p><b>Information Technology Project Plan Review</b> In accordance with the provisions of Information Technology Executive Council Guideline 2400A, the electronic records archivist:</p> <ul style="list-style-type: none"> <li>• collaborates with Kansas government agencies preparing high level and detailed information technology project plans for submission to the appropriate branch Chief Information Technology Officer (CITO) to analyze the government records impacted by the proposed IT project;</li> <li>• determines whether proposed CITO-reportable IT projects impact records with long-term (10+ year retention) value;</li> <li>• ensures that the proposed CITO-reportable IT project plan includes appropriate provisions for managing and preserving long-term records, including the transfer of permanent records to the Kansas Enterprise Electronic Preservation (KEEP) trusted digital repository;</li> <li>• estimates the tasks, level of effort, and costs required to ingest, preserve, and provide access to permanent records transferred to the KEEP trusted digital repository;</li> <li>• works, as needed, with Kansas government agency staff to incorporate KEEP ingest costs into proposed CITO-reportable IT project budgets;</li> <li>• prepares electronic recordkeeping analysis reports and approval letters on proposed CITO-reportable IT projects for the State Archivist, whose approval is required for all CITO-reportable project plans;</li> <li>• participates, as needed, in CITO-reportable IT project execution to assist with records analysis, KEEP ingest planning, and other records-related tasks.</li> </ul>
25 %	E	<p><b>Electronic Recordkeeping Systems Analysis and KEEP Ingest Coordination</b> The electronic records archivist works with Kansas government agencies to promote use of the KEEP System trusted digital repository and to coordinate the transfer of permanent records into the KEEP digital archives. The employee:</p> <ul style="list-style-type: none"> <li>• identifies Kansas government agencies that have permanent electronic records eligible for transfer to the KEEP digital archives;</li> <li>• contacts and presents the value of the KEEP trusted digital repository to Kansas government agencies that have permanent electronic records;</li> <li>• prepares recommendations for the State Archivist concerning the feasibility, level of effort, and costs associated with transferring, preserving, and providing access to specific permanent Kansas government records in the KEEP digital archives;</li> <li>• negotiates and administers submission agreements with Kansas government entities to specify the requirements for the transfer of permanent electronic records to the KEEP trusted digital repository;</li> <li>• communicates custom records transfer, ingest, preservation, and access requirements to KEEP system technical staff;</li> <li>• performs quality assurance on permanent records transferred to the KEEP digital archives to ensure compliance with submission agreements and KEEP policies and operating procedures.</li> </ul>
25 %	E	<p><b>Records Management Consulting (Analog and Digital Records)</b></p> <ul style="list-style-type: none"> <li>• Promotes the adoption of records management methods and best practices for records in electronic, paper, and other formats in compliance with applicable records laws.</li> <li>• Analyzes business processes to determine agency functions and the resulting records series and information systems to develop records retention and disposition schedules.</li> <li>• Works with state agencies to develop and then participates in the review of Electronic Recordkeeping Plans detailing strategies for ensuring that long-term electronic records (10+ year retention) are managed and preserved for approved retention periods.</li> </ul>

15%	E	<ul style="list-style-type: none"> <li>• Prepares and revises retention and disposition schedules and drafts appraisal reports for presentation to the State Records Board. This activity requires analytical thought to determine which government records have enduring value either for legal, administrative, or historical value. Incorrect choices could mean that records with enduring value are not preserved or that resources are invested in preserving records with that lack enduring value. The impact of such choices may not be immediately obvious.</li> <li>• Evaluates, inspects, and proposes new or revised agency recordkeeping practices.</li> <li>• Provides information on laws and policies related to records retention and disposition.</li> <li>• Works with others to develop enterprise guidelines and best practices, generally for the management of electronic records.</li> <li>• Produces and presents written and multimedia training materials on records and information management, including electronic records management and preservation.</li> <li>• Develops and maintains good working relationships with state agency staff.</li> </ul> <p><b>Electronic Records and Information Policy Planning and Development</b></p> <ul style="list-style-type: none"> <li>• Participates in policy planning and development of the KEEP digital archives through: <ul style="list-style-type: none"> <li>○ development and maintenance of the KEEP Policy Framework and KEEP operating procedures;</li> <li>○ preservation planning to ensure long term access to records maintained in the KEEP digital archives;</li> <li>○ promotion of expanded use of the KEEP system among state agencies and other levels of Kansas government.</li> </ul> </li> <li>• Participates in digital information policy planning and development at the enterprise level for state government through: <ul style="list-style-type: none"> <li>○ staff support for the Electronic Records Committee, an advisory group to the Information Technology Advisory Board and the State Records Board;</li> <li>○ participation on special task forces dealing with specific electronic records and information management issues.</li> </ul> </li> <li>• Works with state agency program managers, information technology staff, and records officers to develop, implement, and periodically evaluate policies, guidelines, and best practices to promote effective electronic records and information management and preservation in Kansas government</li> </ul>
5 %	E	<p><b>Standards and Best Practices</b></p> <ul style="list-style-type: none"> <li>• Studies best practices from electronic records management and digital preservation initiatives around the world and assesses their applicability to Kansas state government.</li> <li>• Serves as a knowledge source on rapidly changing national and international standards and best practices related to electronic records management and digital preservation and recommends agency action to anticipate developing needs.</li> </ul>
5 %	M	<p><b>Miscellaneous Related Duties</b></p> <p>Other related duties may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• serving on intra- and inter-divisional committees, task forces, and teams;</li> <li>• delivering presentations to a variety of groups;</li> <li>• enhancing professional knowledge and skills by <ul style="list-style-type: none"> <li>○ studying professional literature in the fields of records management, information technology, digital preservation, archives, government, and history;</li> <li>○ participating in regional and national archives and records management professional organizations;</li> <li>○ attending in in-person and remote professional development training opportunities;</li> </ul> </li> <li>• providing reference assistance as needed to fill in for "core" reference; this may include working an occasional Saturday.</li> <li>• performing other tasks assigned by the State Archivist or by other Kansas Historical Society administrators in order to help carry out the general mission of the agency.</li> </ul> <p>The supervisor reviews all of the above these responsibilities during periodic feedback sessions and the annual evaluation, and whenever problems arise with regard to quality of results.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
- ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to properly administer the records management program could result in the destruction or inaccessibility of analog and digital records with long-term or enduring value and/or unnecessary costs for state agencies. Premature destruction of records or inability to find documents needed for court proceedings could affect the outcome of important and potentially costly litigation. Inadequate public relations skills could alienate other state employees, researchers, and external partners. Consequences of actions or decisions at this level are significant as the work may be rarely, if ever, reviewed, making errors difficult to detect. Errors may cause major program failure or a high degree of confusion. Costs due to errors are substantial.

Errors in assessment of value and retention of records series and the cost to include appropriate records in KEEP when evaluating newly proposed electronic records systems can have serious consequences for both the KSHS and the specific agency. These errors can, again, result in the loss or lack of accessibility of necessary records and/or costly changes as systems are designed and built.

While not a primary part of the position, errors in reference work can be significant. They may cause researchers to miss important sources for their specific inquiries. Because many of our patrons travel long distances to use the Society's collections, improper reference service may cause them to waste valuable time searching through unhelpful materials. Researchers can be sources of donations of historical materials to the Society and poor service could cause ill will and the loss of these potential donations. Failure to identify and locate state archives documents needed for legal purposes could have a major impact on important court or administrative proceedings involving rights of individuals, responsibilities or government agencies or large sums of money and could be viewed as violations of the Kansas Open Records Act. Likewise, improper disclosure of information in restricted state archives records could damage the privacy rights of individuals and possibly lead to lawsuits against the historical society.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

The employee has daily contact with internal KSHS staff, other state employees, the public, and external partners in the performance of the duties of the position. The employee frequently makes formal presentations and interacts /collaborates with internal and external partners to achieve common understanding or solutions to problems. Excellent communication techniques and well developed communication skills are important in this position.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The duties of this position occasionally require working in unheated or unairconditioned storage areas in very hot or cold weather, climbing tall ladders to examine or retrieve records stored on high shelves, and lifting or carrying heavy boxes weighing as much as 60 pounds. Such work also involves exposure to dust, mold, insects, and the droppings of birds and rodents.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal computer and other standard office equipment used daily.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Four years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

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Education or Training - special or professional

Master's degree in public or business administration, library or information science with an archival administration concentration, or a related field is preferred.

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Licenses, certificates and registrations

Valid Kansas driver's license.

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Special knowledge, skills and abilities

Knowledge of

- records and information management methods and best practices;
- standards and best practices related to trusted digital repositories including, but not limited to, the following:
  - Open Archival Information System (OAIS): ISO 14721:2012
  - Audit and Certification of Trustworthy Digital Repositories: ISO 16363: 2012
  - Producer-Archive Interface - Methodology Abstract Standard (PAIMAS): ISO 20652:2006
- electronic information systems;
- digital preservation methods and best practices;
- archival methods and best practices;
- business process analysis methods and best practices;
- project management methods and best practices;
- metadata standards for archives, records management, and digital preservation including, but not limited to, the following:
  - Metadata Encoding Transmission Standard (METS)
  - Dublin Core
  - PREMIS (preservation metadata)
  - Encoded Archival Description (EAD)
- American history with special emphasis on western and Kansas history;
- archives and special collections reference techniques and best practices;
- historical research methods.

Ability to

- manage projects;
- negotiate and administer contracts;
- work with a variety of people and in a team environment;
- balance multiple projects;
- meet deadlines;
- express ideas clearly, orally and in writing, to groups with varying expertise in the relevant subject matter.

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Experience - length in years and kind

Four years of experience in (education may be substituted for experience as determined by the agency):

- electronic records and information management;
- digital preservation;
- application of automated information management systems to records management, archives, or business environments.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job,

a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the

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education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Physical requirements of the position include climbing tall ladders to examine or move records stored on high shelves; lifting or carrying boxes or volumes weighing as much as 60 pounds which often must be placed on high shelves and/or loading docks; and loading, unloading, and driving a large van.

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Signature of Employee                      Date

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Signature of Personnel Official                      Date

**Approved:**

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Signature of Supervisor                      Date

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Signature of Agency Head or  
Appointing Authority                      Date