### THE OREGON SECRETARY OF STATE ARCHIVES DIVISION IS RECRUITING FOR A

**RECORDS ANALYST 1**

## $4,650 - $7,137

Month/Non-PERS\*

## $4,929 - $7,565

Month/PERS


# ABOUT THE AGENCY

The Oregon Secretary of State is one of three constitutional offices created at statehood. As an independent constitutional officer, the Secretary of State answers directly and solely to the people of Oregon.

### OUR MISSION

Build trust between the people of Oregon and our state government so that public services can make a positive impact in peoples’ lives.

### OUR VISION

We envision an Oregon without barriers, where we lead with our values and believe every voice should be heard. We do so by:

* Building equitable access to our democracy.
* Making tools easily available to achieve economic success.
* Ensuring state resources are used sustainably, efficiently and accountable to the public.
* Honestly acknowledging Oregon’s history.

### OUR VALUES

Access For All

We elevate equity through identifying and actively eliminating barriers.

Authenticity

We have integrity and are honest and true to ourselves and others.

Clarity

We share stories, using plain language to increase understanding and impact.

Respect

We are committed to serving the people of Oregon and strive to understand all viewpoints.

Service

We are responsive and prioritize the needs of current and future Oregonians we

serve.

The Secretary of State employs approximately 200 full-time, part-time, and temporary employees. The Secretary oversees the functions of seven program divisions: Archives, Audits, Corporation, Elections, Business Services, Information Systems, and Human Resources.

*For more information about the Oregon Office of Secretary of State, please visit:* [*State of Oregon: Oregon Secretary of State - Home*](https://sos.oregon.gov/Pages/index.aspx)

*Remote working arrangement available upon manager approval*

# POSITION DESCRIPTION

### In the role of Records Management Analyst, you will advise and assist state and local government agencies in records management. Your typical duties will include, but are not limited to:

* Act as implementation lead for agencies joining the Oregon Records Management Solution (ORMS), including implementation planning, design and build of agency file structure, application of retention and security rules, and training of users in Micro Focus Content Manager (CM)
* Provide ongoing technical support and records expertise to ORMS client agencies
* Advise and assist state and local agencies in the maintenance, retrieval, protection, retention, storage, and disposition of public records in accordance with State Policy and legal, financial, governmental, tribal cultural and historical requirements.
* Provide virtual and in-person training to state and local government agencies regarding effective records management practices and application of records law
* Contribute to the creation of new and revision of existing records retention schedules
* Stay abreast of current trends in technology and identify how public records management may be affected by them
* Demonstrate continuous effort to improve operations, work cooperatively with internal and external customers and provide quality, seamless customer service.

***For explicit duties, please request a copy of the position description from***

*sarah.manring@sos.oregon.go**v*

**CLASSIFICATION:** Records Management Analyst 1

**WORKING TITLE:** Records Analyst 1

**CLASS NUMBER:** C2202

**ANNOUNCEMENT NUMBER:** REQ-115874

*AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER*

*\*The salary listed is the non-PERS qualifying salary range. If the successful candidate is a member of the Public Employees Retirement System (PERS), the salary range is increased by 6% to pay the 6% employee PERS contribution.*


# TO QUALIFY

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed.

Your application must demonstrate education and/or experience in the following:

A **Bachelor’s degree** or higher in history, public administration, archives and records administration, library science or a related degree that demonstrates the capacity for the knowledge and skills **AND**

* + **Two years** of professional experience

#### OR

* + Designation as a Certified Records Manager (CRM)

**Note:** Preference may be given to applicants who are a Certified Records Manager or possess a Master’s Degree in history, archives and records administration or related degree.

All applicants must submit a copy of all transcripts with their application to receive credit for college degrees or coursework. Credits must be from an accredited college or university. Transcripts must include name, coursework and indicate that a degree was obtained. On-line transcripts are acceptable.

As the most competitive candidate, your application will demonstrate

the following skills and experience:

* + Experience with Electronic Records Management Systems
	+ Strong communication and analytical skills
	+ Ability to quickly absorb new information and adjust work accordingly
	+ Ability to organize and prioritize work tasks with minimal direct oversight
	+ Possess an innovative, problem-solving mindset
	+ Approaches duties with and equitable and inclusive lens

***If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application.***

# HOW TO APPLY

#### This recruitment will close on Thursday, December 29th, 2022 at 11:59 pm.

Current state of Oregon employees must apply in Workday under the Career worklet here:

[**APPLY HERE**](https://wd5.myworkday.com/oregon/d/inst/15%24392530/9925%24133462.htmld)

Non-state of Oregon employees must apply here:

[**APPLY HERE**](https://oregon.wd5.myworkdayjobs.com/SOR_External_Career_Site/job/Salem--SOS--Archives/Records-Analyst-1--Records-Management-Analyst-1-_REQ-115874)

# ADDITIONAL INFORMATION

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found on the Oregon job opportunities page for non-state of Oregon employees.

Application materials must be received by the close date and must be complete and legible. The Secretary of State’s office is not responsible for materials that are late, misdirected, illegible or missing as a result of transmitting through the State of Oregon, Workday system.

No exceptions will be made.

Please pay special attention to the application instructions in the announcement to ensure your application materials are submitted correctly.

VETERAN’S PREFERENCE:

Eligible veterans who meet the qualifications will be given veterans’ preference. To receive preference, you MUST attach appropriate documentation when Workday prompts you to in a follow- up action.

If you are a veteran or disabled veteran, please include a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran’s Affairs indicating receipt of a non-service-connected pension. Disabled Veteran’s must also submit a copy of their Veteran’s disability preference

letter from the Dept. of Veteran Affairs unless the information in included in the DD Form 214 or 215. Do not include veteran documents in your initial application.

The Secretary of State’s Office does not have procedures or policies in place for VISA sponsorships. Within three-days of hire, you will be required to complete the US Department of Homeland Security’s I-9 form confirming authorization to work in the United States.

The selection process consists of a review of your application materials and an evaluation of your education, experience, and training. Please note that your response will also be evaluated for grammar, spelling, and punctuation.

Qualified applicants whose background most closely matches the needs of the position will be invited to interview. Final candidates may be asked to participate in additional interviews.

*The Oregon Secretary of State is an equal opportunity, affirmative action employer committed to a diverse, inclusive and welcoming workplace.*

We are not looking for people who are looking for a job, we are looking for people who want to serve the State of Oregon and make a difference in others’ lives.

*PLEASE NOTE, YOUR RESPONSE WILL BE EVALUATED FOR GRAMMAR, SPELLING, AND PUNCTUATION.*

# THE WILLAMETTE VALLEY

The Willamette Valley and surrounding area is rich in recreational activities with many parks, rivers, lakes, and mountains to enjoy. Hiking, fishing, hunting, biking, boating, equestrian, kayaking and whitewater rafting, and organized children’s sports and activities abound.

Salem is also home to many artisan markets, theatres, museums, art and music festivals, and the Oregon State Fair. A short drive to the east of Salem is world- class skiing in the Cascade Mountains. To the west are many beautiful public beaches

on the Pacific Ocean. An hour’s drive north of Salem is Portland, Oregon’s cultural hub and largest city. To the south, are the breathtaking rivers and canyons of the beautiful Rogue Valley. The south also hosts many cultural events such as the world- renowned Oregon Shakespeare Festival, held every summer in the quaint college town of Ashland.

#### Explore what the Willamette Valley has to offer:

[**THE WILLAMETTE VALLEY**](https://traveloregon.com/places-to-go/regions/willamette-valley/)[**SALEM**](https://www.youtube.com/watch?v=GHTWUBLT-tQ)

[**WILSONVILLE**](https://traveloregon.com/places-to-go/wilsonville/)[**PORTLAND**](https://traveloregon.com/places-to-go/portland/)

**COMPENSATION AND BENEFITS**

WHAT’S IN IT FOR YOU

* Family Friendly Work Life Balance (paid time off: 12 holidays, 3 personal days, short and long term disability benefits, generous vacation accrual, and sick leave).
* Take Care of Yourself and Your Family (comprehensive employee benefits, choice of medical plans, vision plan, life insurance, child care flexible spending account, employee assistance program).
* Celebrate Uniqueness: Diversity and **inclusion** are cornerstones of our values. We recognize that diversity and inclusion are critical to developing a talented, high-performing workforce and are

committed to providing a supportive work environment in which all of our employees can thrive and reach their full potential. We strive to maintain a culture that attracts, develops and retains a diverse workforce that closely mirrors the residents of our community. We learn from and

respect the cultures in which we operate and value the uniqueness of individual talents, experiences and ideas.

* Invest in Your Future: (Pension plan, deferred comp, short and long term disability plan, flexible spending accounts for healthcare and dependent care).
* Be Appreciated (employee recognition events, agency unique employee recognition program allowing for additional leave options such as vacation buy-out and sick leave roll-over, dynamic employees doing impactful work).
* ADA: At the Secretary of State, we value community and foster a sense of belonging for our employees.

*See our current job listings and internship opportunities, compensation, and benefits here:* [Careers with the Secretary of State](https://sos.oregon.gov/Pages/employmentopportunities.aspx)