

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: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> EXISTING POSITION				Agency Number
Part I - Items 1 through 12 to be completed by department head or personnel office.				
1. Agency Name Kansas State Historical Society		9. Position No. K0040766	10. Budget Program Number 49601	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Program Consultant I	
3. Division State Archives Division			12. Proposed Class Title	
4. Section Public Records Program		For Use By Personnel Office	13. Allocation	
5. Unit			14. Effective Date	
6. Location (address where employee works) City Topeka County Shawnee			15. By	Approved
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %			16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8 AM/PM To: 5 AM/PM			17. Audit Date: By: Date: By:	
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:

Due to reorganization of the agency and consolidation of duties a shift in skillset was needed to work with other agencies in the review, analysis and development of individual agency plans that would adhere to current state records guidelines and program requirements. This position will continue to require a strong understanding of the theories and practices surrounding records and the ability to present that information clearly to other agencies.

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

Policy & Program Analyst

K0048377

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Policy & Program Analyst

K0048377

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 multi-dimensional knowledge of Kansas government agencies, in depth knowledge of records retention and disposition schedules, Kansas history, and current archival arrangement and description best practices. The employee reports to the Policy & Program Analyst by means of occasional discussions and written communications to discuss work progress or new challenges. 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.

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	<p>This is specialized, professional archival and records management work with statewide scope and application. The employee assists in developing the strategic direction for the State Archives Division's public records program. The employee provides advice and assistance on records management and preservation practices; develops records retention and disposition schedules for state and county government agencies; provides technical assistance in planning, coordinating, and evaluating public records program activities; identifies, appraises, acquires, arranges, describes, and preserves Kansas government records (analog and digital) deemed to possess enduring value; assists with workshops and other training activities; utilizes a variety of computer databases; prepares statistics; assists in preparing grant applications; assists in evaluating received grant applications; and participates in strategic planning.</p> <p>The work is of a highly diverse and complex nature characterized by a broad range of activities and frequently changing conditions, situations, problems, and standards/best practices. The employee must exhibit independent judgment and participate in major program changes or policy decisions. The employee must possess the ability to explain, clarify, and interpret the program's policies, procedures, and practices to a diverse audience.</p>
45%	E	<p>Records Management Consulting (Analog and Digital Records)</p> <ul style="list-style-type: none"> Promotes the adoption of records management methods and best practices for state and local government records in all formats in compliance with applicable records laws. Analyzes business processes and workflows to determine state and local government agency functions and the resulting records series and information systems to develop records retention and disposition schedules. Prepares and revises state and local government retention and disposition schedules and drafts appraisal reports for presentation to the State Records Board. Appraisal assessments require the employee to apply analytical thought and sound judgment to: <ul style="list-style-type: none"> recommend appropriate retention periods and final dispositions for Kansas public records to meet the legal, fiscal, or administrative requirements of Kansas government agencies; identify public records that possess enduring legal, fiscal, or administrative value to the State of Kansas or its citizens; determine the potential historical value of public records by evaluating gaps in existing State Archives holdings, uniqueness of the information contained in the records, preservation issues and concerns, research trends, and anticipated future use. Assists state government agencies to develop Electronic Recordkeeping Plans detailing strategies for ensuring that long-term electronic records (10+ year retention) are managed and preserved for approved retention periods. Evaluates, monitors, and proposes new or revised state and local government agency recordkeeping practices. Provides assistance to state and local government agencies in interpreting and applying retention and disposition schedules. Coordinates with others to develop enterprise guidelines and best practices for the management of state and local government records in analog and digital form. Produces and presents written, oral, and multimedia training materials and workshops on records and information management policies, procedures, and legal mandates Develops and maintains positive working relationships with state and local government agency staff. <p>Public Records Preservation (Analog and Digital Records)</p> <ul style="list-style-type: none"> Develops and implements plans to proactively identify and acquire state government records with enduring value.

40%	E	<ul style="list-style-type: none"> Coordinates the legal and physical transfer of state government records with enduring value to the State Archives. Arranges State Archives holdings in accordance with professional archival practices. Provides suitable housing and storage for State Archives holdings to ensure preservation. Reappraises records in the State Archives holdings for possible deaccessioning. Describes the content of State Archives holdings to aid researchers in identifying materials appropriate to their area of inquiry through narrative finding aids and cataloging records that are EAD- (Encoded Archival Description), DACS- (Describing Archives: A Content Standard), MARC- (Machine Readable Cataloging), and Dublin Core-compliant. This is done through the use of the agency's collections management software, digital archives system, and other tools. Processes content for the State Archives Kansas Enterprise Electronic Preservation (KEEP) trusted digital repository in accordance with established workflows and metadata standards including: <ul style="list-style-type: none"> Open Archival Information System (OAIS); Audit and Certification of Trustworthy Digital Repositories; Producer-Archive Interface - Methodology Abstract Standard (PAIMAS) Ensures that new finding aids and other access tools are added to the KSHS website and databases in a timely manner.
10%	M	<p>Miscellaneous Related Duties</p> <ul style="list-style-type: none"> Serves on intra- and inter-divisional committees, task forces, and teams. Provides staff support to various boards, including the State Records Board and the Electronic Records Committee. Trains, plans and oversees the work of volunteers and interns. Enhances professional knowledge and skills by: <ul style="list-style-type: none"> studying professional literature in the fields of records management, archives, government, history, information technology, and digital preservation; participating in regional and national archives and records management professional organizations; attending in in-person and remote professional development training opportunities; Develops and presents new or revised content for the State Archives Division web pages. Performs other tasks assigned by the supervisor, the State Archives Division director, or by other Kansas Historical Society administrators in order to help carry out the general mission of the agency. Provides administrative and logistical support to the Kansas State Historical Records Advisory Board (KSHRAB) by: <ul style="list-style-type: none"> contributing to the preparation of National Historical Publications and Records Commission (NHPRC) grant proposals requesting funding for KSHRAB activities; participating in KSHRAB meetings and strategic planning activities.
5%	M	<p>Reference</p> <ul style="list-style-type: none"> Provides reference and research assistance to staff and patrons who visit the Research Room or who send inquiries remotely using collections management system, narrative finding aids, other published and unpublished resources, and personal knowledge of the holdings of the agency according to established guidelines. This may include working the occasional Saturday. Performs specialized reference work involving the locations of specific materials in large collections of government records, personal papers, business records, etc. that does not have detailed descriptions. This involves applying knowledge of similar collections to determine where relevant materials might be in these large collections. Provides specialized reference and research assistance to staff from other government agencies requiring access to agency records that have been transferred to the State Archives. Occasionally serves as liaison between agency staff and reference staff at the Kansas Historical Society. <p>The supervisor reviews all of the above responsibilities during periodic feedback sessions and the annual evaluation, and whenever problems arise with regard to quality of results.</p>

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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

Supervises the work of volunteers and interns.

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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.
- (xx) 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 coordinate and implement aspects of the public records 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.

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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 collaborates with internal and external partners to ensure consistent understanding of and compliance with program requirements as well as identifying and implementing solutions to problems as they arise. 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 sometimes requires working in unheated or un-air conditioned 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.

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

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

Six months of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

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

Licenses, certificates and registrations

Valid Kansas driver's license.
Certified Archivist credential preferred but not required.
Digital Archives Specialist certificate preferred but not required.

Special knowledge, skills and abilities

Knowledge of

- archival theories, methods, and best practices;
- electronic information systems including document and/or content management systems, imaging systems, and database management systems;
- digital preservation 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)
 - Machine-Readable Cataloging Record (MARC)
- American history with special emphasis on western and Kansas history;
- records and information management methods and best practices;
- international 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
- archives and special collections reference techniques and best practices;
- historical research methods;
- Special Library and archives reference techniques and best practices.

Ability to

- 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.

Experience - length in years and kind

Minimum: Six months of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined relevant by the agency.

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 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.

Approved:

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date

