Electronic Records Analytics Analyst
Occidental Petroleum Corporation
Houston TX

Occidental Petroleum Corporation (NYSE: OXY) is an international oil and gas exploration and production company, and its OxyChem subsidiary is a major North American chemical manufacturer. We are one of the largest U.S. oil and gas companies, based on equity market capitalization, with more than 40,000 employees and contractors worldwide.

Our greatest asset has been and will continue to be our people. We are looking for an experienced and motivated individual to fill the position of Electronic Records Consultant and lead the Training and Communication effort within our Records Management group based in Houston, TX.

Duties include assisting with the following:

- Partners with internal stakeholders to ensure program success; collaborate on Corporate Records strategies with functional groups including, but not limited to, Data management, Information Technology, Legal Department and Records Coordinators.
- Provide support for routine Records Management functionality in unstructured data to support policy and procedures through software and processes.
- Evaluates efficiency of information flow and documentation within and between specified organizations; evaluate findings and recommend changes or modifications in procedures, utilizing knowledge of functions within operating units.
- Identify training and development needs within the organization through analysis of policies and procedures and consultation with Business Units and Records Coordinators.
- Design and expand training and development programs based on the needs of the organization and the individual.
- Identify and understand the e-learning techniques, and where relevant, being involved in the creation and/or delivery of e-learning packages.
- Conduct training for Records Coordinators and training for all employees and contractors.
- Provide an analysis of who has received training and develop a reporting method to track Provide interpretation of reports and output of unstructured data to support policy and procedures through software and processes.
- Develop outreach to Records Coordinators and Business Units through newsletters, landing page and continue to enrich and refresh content.
• Provides project management, documentation, and coordination with Business Units and Records Coordinators for addressing records management issues.

• Contributes content to and/or manage the records management website.

• Developing periodic and otherwise requested reports and metrics on progress.

• Some travel required.

Qualifications

• Bachelor’s degree required and higher degree (i.e., MLIS) a plus.

• Certification in Records Management (CRM) or Electronic Records Management (ERM) Certificate equivalent preferred.

• At least 5 years specifically in records management and preferred experience in the Energy industry.

• Technology background through education and/or work experience required.

• Experience with StoredIQ or other classification / content analysis software is required.

• Ability to analyze complex processes and technology and produce recommendations for solutions.

• Strong and proven verbal and written communication and diplomatic skills.

• Strong experience in managing and working in a team environment, as well as being an independent strong self-starter.

• Strong organization and planning skills: demonstrated project management expertise required.