RECORDS MANAGEMENT ANALYST-241316
Federal Reserve Bank of Dallas

Primary Location:  TX-Dallas

Full-time / Part-time:  Full-time

Employee Status:  Regular

Overtime Status:  Exempt

Travel:  Yes, 5% of the Time

Work Hours:  8-5, M-F, with flexibility

As part of the nation’s central bank, the Federal Reserve Bank of Dallas is committed to strengthening the economy and our communities. It’s a big job, and that’s why we need talented, results-driven professionals who care about making a difference.

Currently we have an opening in our Facilities Department for a Records Analyst. The incumbent in this role under minimal supervision works with business units to coordinate records management activities; provides analytical support, manages projects, and makes recommendations in developing, implementing, and maintaining policies and procedures for the handling of records and non-records in all media type; collaborates with business lines by providing direction and advice based on best practices and regulatory requirements.

 Provides direction and oversight to business units to insure effective business unit or branch office management of records responsibilities including monitoring compliance with the District Records Management Policy, the System Records Retention Schedule (SRRM) and applicable procedures.
 Consults and works collaboratively with all Bank departments to ensure awareness and alignment with retention of records in accordance with SRRM along with identifying and documenting any local exceptions to the SRRM.
 Leads the Dallas Records Management Liaison Program: develops and maintains relationships with business lines, promotes awareness of records handling, informs management of key items surfaced from the group.
 Participates in electronic records management initiatives being conducted by the Enterprise Content Management Support Office.
 Collaborates with the Legal Department and Information Technology Leadership on matters involving records lifecycle management, retention and disposition when needed.
 Provides complex and routine analytical support for the records function. Analytical assignments may include developing metrics to track performance, preparing reports, budget monitoring and analysis, and other department analytical needs.
 Leads projects by planning and executing internal consulting engagements; project scope may be complex and sensitive in nature; manages scope, schedule and resources to meet project deliverables; interacts with cross-functional business area teams, including technology staff, in
completing project deliverables.

✧ Participates in or leads District and System-level records work group activities. This position would be a participant in the System Records Management Forum.

✧ Other duties as specified by management.

✧ Maintains a high level of working knowledge regarding RIM industry practices, information technology concepts, risk management and project management disciplines; understands and promotes strong risk management, project management, and process-improvement practices.

✧ May provide work direction to others and performance feedback as requested.

**Specific Knowledge/Skills Required:**

**Knowledge Areas:**
Records and Information Management; demonstrated ability to work professionally with personnel at all levels of the organization and handle sensitive information with the highest degree of integrity; strong understanding of business functions and responsibilities

**Technical Skills:**
Knowledge of e-records management systems; project and transition management; knowledge and use of SharePoint; strong computer skills

**Certifications/Licenses:**
Certified Records Manager (CRM); Information Governance Professional (IGP) or other records-related professional certification preferred

**Education and Experience:**

✧ Bachelor's Degree preferred in Information Systems, Information Governance, Computer Science, or Business or Library Science

✧ Three to five years corporate or government records management experience

✧ Requires strong interpersonal and communications skills, excellent organizational skills and attention to detail; patience, ability to listen, understand and adapt solutions acceptable to information users

✧ Equivalent education and/or experience may be substituted

**Work Hours and Conditions:**

8:00 a.m. to 5:00 p.m., Monday through Friday. Overtime as required by project schedules or management.

**Notes:**

This position may be filled at the Records Analyst or Senior Records Analyst levels depending on the candidate's qualifications.