Job Details

Working Title: Records Management Officer
Job Class: Management Analyst Staff Specialist
Agency: Health Department

- **Job ID**: 78675
- **Location**: St. Paul
- **Telework Eligible**: Yes
- **Full/Part Time**: Full Time
- **Regular/Temporary**: Regular
- **Who May Apply**: This vacancy is open for bids and for all qualified job seekers simultaneously. Bidders will be considered through 7/29/2024.
- **Date Posted**: 07/23/2024
- **Closing Date**: 08/12/2024
- **Hiring Agency**: Minnesota Department of Health (MDH)
- **Division/Unit**: Executive Office / General Counsel's Office
- **Work Shift/Work Hours**: Day Shift / 8:00 a.m. - 4:30 p.m.
- **Salary Range**: $29.78 - $43.82 / hourly; $62,181 - $91,496 / annually
- **Classified Status**: Classified
- **Bargaining Unit**: 214 - MN Association of Professional Employees (MAPE)
- **Work Area**: Executive Office / General Counsel's Office
- **FLSA Status**: Nonexempt
- **Designated in Connect 700 Program for Applicants with Disabilities**: Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

Join the General Counsel team, part of the Executive Office at the Minnesota Department of Health (MDH), where your expertise in records management can help meet our mission to protect, maintain, and improve the health of all Minnesotans! This position will assist the Records Manager in administering a department-wide Records Management Program. The MDH Records Management Program covers all aspects of information and records management to ensure compliance with statutory and regulatory requirements; protect and preserve institutional memory and records of essential and historical value; and promote efficient agency operation and use of agency resources through disposal of records that no longer have retention requirements or ongoing value. This position will also provide support to other General Counsel Office operations, as assigned.

Working as a Records Management Officer you will:

- Assist the MDH Records Manager with all aspects of MDH’s department-wide Records Management program to support compliance with applicable government records laws and efficient agency operation.
- Have responsibility for the day-to-day coordination of agency-wide records management services, including off-site records storage and records retrieval services, destruction of records, and transfer of archival records to the State Archives.
- Assist the Records Manager with developing training materials that are specific to records and information management in a variety of formats. Once the training materials are developed, instruct, plan, and deliver approved training in the use of the records management system and introduce new Division Records Coordinators to MDH recordkeeping policies, procedures, and processes to ensure that staff obtain maximum benefit from the records management services and system.
- Complete special projects as assigned by the General Counsel or Deputy General Counsel.

This is a hybrid telework position that requires in-office work approximately one day per week, in the downtown St. Paul location. Telework will be based on the business needs of the unit and is at supervisory discretion.

Qualifications

Minimum Qualifications

To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

Two (2) years of experience in records and information management. Experience must include the following to be considered:

- Practical experience of government records management that includes understanding the nature and rules associated with their lifecycles (records retention).
- Experience with electronic records management and understanding of information management practices and principles.
- Practical understanding of managing records and data in both electronic and paper formats to comply with applicable laws and regulations.
- Use of software such as Microsoft Windows and Microsoft Office, including Word, PowerPoint, Excel, Outlook, SharePoint, and Teams.

Minimum qualifications to be assessed during the interview process:

- Ability to use recordkeeping and information management methodology, techniques, and practices to develop tools and strategies.
- Ability to use record management systems and software.
- Ability to develop, interpret, apply, and communicate records management practices, including functional analysis, the preparation of retention schedules, and guidance to agency staff on records retention requirements.
- Ability to identify and interpret program requirements, policies, and guidelines.

Preferred Qualifications

- Variety of experiences working effectively with others from different backgrounds and cultures.
- Strong human relations skills and ability to communicate clearly and professionally both verbally and in writing.
- Sufficient technical expertise to provide recommendations and guidance to ensure records retention requirements are considered and addressed as information systems are added, updated, or connected in new ways.
Physical Requirements

This position requires ability to move heavy record boxes and shred bins.

Additional Requirements

This position requires successful completion of a background check and employment reference check.

Application Details

How to Apply

Select “Apply for Job” at the top of this page. If you have questions about applying for jobs, contact the job information line at 651-259-3637 or email careers@state.mn.us. For additional information about the application process, go to http://www.mn.gov/careers.

Contact

If you have questions about this position, contact Debra Biever at deb.biever@state.mn.us or 651-201-5453.

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Debra Biever at deb.biever@state.mn.us.

If you are an individual with a disability and need an accommodation for an interview, you may contact the Department of Health ADA Coordinator at health.hr.ada@state.mn.us.

About Health Department

Come and work for one of the best public health systems in the nation and you will contribute to our mission to protect, maintain, and improve the health of all Minnesotans. We are working hard to achieve our vision for health equity in Minnesota, where all communities are thriving, and all people have what they need to be healthy. Our collaborative, mission-driven work environment is a major factor in promoting a high level of employee health awareness, employee longevity and job satisfaction.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
  - Fertility care, including IVF
  - Diabetes care
  - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
• Tax-free expense accounts for health, dental, and dependent care
• Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:
• Training, classes, and professional development
• Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:
• A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
• Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
• Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the job information line at 651-259-3637 or email careers@state.mn.us and let us know the support you need.