

## **Draft Position Classification Flysheet for Records Management Series, 0308**

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## INTRODUCTION

This position classification flysheet establishes the **Records Management Series, 0308** and provides the series definition and titling instructions. In the General Schedule position classification system established under chapter 51 of title 5, United States Code, the positions addressed here are two-grade interval positions at the grade GS-09 and above.

The term “General Schedule” or “GS” denotes the major position classification system and pay structure for white collar work in the Federal Government. Agencies that are no longer subject to chapter 51 have replaced the GS pay plan indicator with agency-unique pay plan indicators. For that reason, reference to General Schedule or GS has been omitted from this flysheet.

### Coverage

This position classification flysheet covers the following occupational series: **Records Management, 0308**.

### Establishing the Occupational Series and Standard

Issuance of this flysheet establishes this occupational series and provides grading instructions for work covered by this series. The table also indicates how to classify work covered by this series.

New Series	Action Taken/How to Classify Work Previously Covered
<b>Records Management, 0308</b>	Refer to the <a href="#">Administrative Analysis Grade Evaluation Guide</a> and <a href="#">Additional Occupational Considerations</a> for grading criteria for positions within this series.

## GENERAL SERIES DETERMINATION GUIDELINES

Determining the correct series for a position is usually apparent by reviewing its assigned duties and responsibilities and then comparing them to the series definitions and general occupational information the classification flysheet or standard provides. Generally, the classifier decides on the series for a position based on the primary work of the position, the highest level of work performed, and the paramount knowledge required to do the work of the position. In some situations, however, following this guidance may present difficulties.

When the work of a position matches more than one occupation, then use the following guidelines to determine the appropriate series for classification purposes.

- **Paramount knowledge required.** Although there may be several different kinds of work in the position, most positions will have a paramount knowledge requirement. The paramount knowledge is the most important type of subject matter knowledge or experience required to do the work.
- **Reason for the position's existence.** The primary purpose of the position or management's intent in establishing the position is a positive indicator for determining the appropriate series.
- **Organizational mission and/or function.** Positions generally align with the mission and function of the organization to which they are assigned. The organization's function is often mirrored in the organizational title and may influence the appropriate series.
- **Recruitment source.** Supervisors and managers can help by identifying the occupational series that provides the best qualified applicants to do the work. This is closely related to the paramount knowledge required.

The [Additional Occupational Considerations](#) section of this flysheet provides examples where the work may involve applying related knowledge and skills, but not to the extent that it warrants classification to this occupation.

For further guidance, refer to [The Classifier's Handbook](#).

## Official Titling Provisions

Title 5, United States Code, requires the U.S. Office of Personnel Management (OPM) to establish authorized official position titles, including basic titles (e.g., Records Management Specialist) that may be appended with one or more prefixes and/or suffixes. Agencies must use the official position titles for human resources management, budget, and fiscal purposes. Instructions for assigning official position titles are provided in this section.

### Supervisors and Leaders

Add the prefix “Supervisory” to the basic title when the agency classifies the position as supervisory. If the position is covered by the General Schedule, refer to the [General Schedule Supervisory Guide](#) for additional titling information.

Add the prefix “Lead” to the basic title when the agency classifies the position as leader. If the position is covered by the General Schedule, refer to the [General Schedule Leader Grade Evaluation Guide](#) for additional titling information.

### Specialty or Parenthetical Titles

Specialty titles are typically displayed in parentheses and referred to as parenthetical titles. Agencies may supplement the authorized title of Records Management Specialist with agency established parenthetical titles if necessary for recruitment or other human resources needs.

Use the basic title without a parenthetical or specialty title for positions where there is no established specialty.

### Organizational Titles

Organizational and functional titles do not replace, but rather complement, official position titles. Agencies may establish organizational and functional titles for internal administration, public convenience, program management, or similar purposes. Examples of organizational titles are Branch Chief or Division Chief. An example of a functional title is Chief of Records Management or Records Management Chief.

<b>RECORDS MANAGEMENT, 0308</b>		<u><a href="#">Qualification Standards</a></u>
<b>Series Definition</b>	<p>This series includes positions which manage, supervise, administer, lead, advise on, or perform records management work in a systematic, organized, planned and controlled manner in order to process or track agency records.</p> <p>The work requires knowledge of:</p> <ul style="list-style-type: none"> <li>· records management laws, regulations, rules, policies and procedures, and the principles and concepts of various phases of records management.</li> </ul>	
<b>Titling</b>	<p>The basic title specified for this series is <i><b>Records Management Specialist</b></i>.</p>	
<b>Occupational Information</b>	<p><b>General Occupational Information</b></p> <p>Records management work involves the collection, analysis, protection and retention of Government records. Records Management Specialists disseminate, transfer, establish, research, store and/or dispose of records. Records Management Specialists ensures compliance with Federal laws and statutes and advise management on any issues in this area. They formulate policy, conduct program outreach, develop metrics and ensure that sound information governance and accountability measures are in place.</p> <p>Agency records may be permanent or non-permanent. Agency records are a collection or group of information collected and maintained by an agency. Agency records include, but are not limited to, educational, financial, medical, criminal and personnel transactions history and other types of official agency documents. Agency records include different types of documents, both formal and informal, such as, internal office documents (e.g. personnel, payroll, emails) and other types of electronic information pertinent to the organization.</p> <p>The records management series does not cover positions with limited responsibilities for performing records management work. This series is intended to cover records management positions primarily responsible for the overall management of the organization’s records management program.</p> <p>Information on Federal Records Management laws and regulations must be followed when managing Government records. Records management work addresses the life cycle of records, which is the process for organizing, storing, disposing and using records. This type of work may also include developing and implementing policies and procedures and providing information related assistance and customer service to the general public. The work requires interpreting and applying laws, regulations, policies, and guidance on how to access, manage and store Government records.</p>	

**(continued)**

	<b>RECORDS MANAGEMENT, 0308 (continued)</b>	<u><a href="#">Qualification Standards</a></u>
Occupational Information (Continued)	<p>Typical duties includes:</p> <ul style="list-style-type: none"> <li>· Administering the organization’s records management program;</li> <li>· Coordinating with and/or advising on matters relating to records management with Freedom of Information Act (FOIA)/Privacy Act (PA) staff;</li> <li>· Providing advice and guidance to management and staff on the creation, maintenance and use of records, electronic recordkeeping and electronic mail systems;</li> <li>· Coordinating with and providing guidance to records liaisons and records custodians on records management life cycle requirements;</li> <li>· Ensuring the proper disposition of records consistent with Governmentwide policies and procedures;</li> <li>· Implementing agency or organization specific records and information management processes;</li> <li>· Developing plans and procedures for implementing records management policies, regulations, retention schedules and other policy formulated by policy setting agencies such as the National Archives and Records Administration (NARA) and General Services Administration (GSA);</li> <li>· Conducting periodic records management quality control reviews, compliance audits, risk assessments and surveys to measure the effectiveness of electronic systems and for general program improvement purposes;</li> <li>· Organizing records and information based on agency lines of business, and developing plans for logical filing structures, information access and training;</li> <li>· Analyzing business processes to improve or make use of automated tools, systems and technology to provide accurate and timely responses to records inquiries and requests; and/or</li> <li>· Assessing records and information practices to ensure they support the principles of transparency and information sharing throughout the organization, agency and Government.</li> </ul>	
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### **Impact of Automation**

Automation, computers, information technology (IT), and their widely varied applications are valuable tools for records management work. Automation increases the ability of Records Management Specialists to perform a wide variety of tasks. Employees access files, initiate and track projects, analyze data, and generate reports. They input, store, and retrieve data in multiple formats. They also use the Internet to search for information pertaining to assignments. Automation is also instrumental in the digital and electronic management functions within the records management series.

Although the incumbents use computers to perform basic work processes, knowledge of the rules and processes to perform the work remains the paramount subject-matter knowledge required. The kind of automation tools involved, and the skill required to use them, generally replace or supplement work methods and techniques previously performed through manual or machine-enhanced processes.

Although computers are used to facilitate work within this series, the use of automation does not change the primary purpose of the work. Proper classification of positions is based on the relevant knowledge and skills required to perform the primary duties of the position.

### Additional Occupational Considerations

Some positions may include work requiring knowledge and skills typically associated with the Records Management Series. However, a closer look at the work may reveal classification to this series may not be appropriate. The [General Series Determination Guidelines](#) section of this flysheet offers guidance on selecting the most appropriate series.

The following table provides examples of work similar to that performed in the Records Management Series, 0308, but not to the extent the paramount knowledge required, the reason for the position's existence, the mission and/or function of the organization, and the recruitment sources for the best qualified candidates warrant classification to this series. For further guidance, refer to OPM's publication [The Classifier's Handbook](#).

If Work Involves...	See This Standard or Series Definition:
The development and implementation of policies, procedures, standards, training, and methods for identifying and protecting information, personnel, property, facilities, operations, or material from unauthorized disclosure, misuse, theft, assault, vandalism, espionage, sabotage, or loss.	<a href="#">Security and Administration Series, 0080</a>
Maintaining personnel records in connection with Human Resources (HR) assistance work that requires knowledge of civilian and/or military HR terminology, requirements, procedures, operations, functions, and regulatory policy and procedural requirements applicable to HR transactions.	<a href="#">Human Resources Assistance Series, 0203</a>
The work requires knowledge of the procedures and technique involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines. Work for which no other series is appropriate.	<a href="#">Miscellaneous Clerk and Assistant Series, 0303</a>
Interpreting and applying FOIA/PA laws, regulations, policies, and guidance to provide access to Federal agency records and information, while ensuring protected information is appropriately disclosed.	<a href="#">Government Information Series, 0306</a>
Providing or obtaining a variety of management services essential to the direction and operation of an organization.	<a href="#">Administrative Officer Series, 0341</a>
Supervising, directing, or planning and coordinating a variety of services functions that are principally work-supporting. Work include (but are not limited to) communications, procurement of administrative supplies and equipment, printing, reproduction, property management, space management, records management, mail service, facilities and equipment maintenance, and transportation.	<a href="#">Support Services Administration Series, 0342</a>

Applying substantive knowledge of agency programs and activities; agency mission, policies, and objectives; management principles and processes; and analytical and evaluative methods as they relate to the evaluation of Government programs and operations.	<a href="#"><u>Management and Program Analysis Series, 0343</u></a>
Performing clerical and technical work in support of management analysis and program analysis, the purposes of which are to evaluate and improve the efficiency, effectiveness, and productivity of organizations and programs.	<a href="#"><u>Management and Program Clerical and Assistance Series, 0344</u></a>
Managing, advising on, preserving, analyzing, and supervising the use of diagnostic and therapeutic medical records.	<a href="#"><u>Medical Records Administration Series, 0669</u></a>
Supervising, leading, or performing support work in connection with processing and maintaining medical records for compliance with regulatory requirements.	<a href="#"><u>Medical Records Technician Series, 0675</u></a>
Performing assistance work requiring extensive searches of legal records, reference, or historical material that requires knowledge of comprehensive legal regulations; evaluating records in relation to legal requirements, establishing, maintaining, and closing case files or systems of legal records, and similar one-grade interval legal and kindred work.	<a href="#"><u>Assistance Work in the Legal and Kindred Group, 0900</u></a>
Performing professional knowledge of the theories, objectives, principles, and techniques of librarianship, to select, organize, preserve, access, and disseminate information.	<a href="#"><u>Librarian Series, 1410</u></a>
Applying professional knowledge of archival work in appraising, accessioning, arranging, describing, preserving, publishing or providing reference service from public records and historic documents.	<a href="#"><u>Archivist Series, 1420</u></a>
Performing non-professional, technical work in accessioning, arranging, describing, preserving, using, and disposing of archives, non-current records, and related material kept in record and manuscript depositories, requiring a practical knowledge of archival methods, procedures, and techniques.	<a href="#"><u>Archives Technician Series, 1421</u></a>
Developing, delivering, and supporting information technology (IT) systems and services, and requires practical knowledge of IT principles, concepts, and methods.	<a href="#"><u>Information Technology Management Series, 2210</u></a>

<b>Crosswalk to the Standard Occupational Classification</b>					
<p>The Office of Management and Budget (OMB) requires all Federal agencies that collect occupational data use the Standard Occupational Classification (SOC) system for statistical data reporting purposes. The Bureau of Labor Statistics uses SOC codes for the National Compensation Survey and other statistical reporting. OPM and other Federal agencies maintain a “crosswalk” between OPM authorized occupational series and the SOC codes to serve this need. This requirement and these SOC codes have no effect on the administration of any Federal human resources management system. The information in this table is for information only and has no direct impact on classifying positions covered by this series. The SOC codes shown here generally apply only to non-supervisory positions in this occupation. As changes occur to the SOC codes, OPM will update this table. More information about SOC is available at <a href="http://stats.bls.gov/soc">http://stats.bls.gov/soc</a>.</p>					
<b>Federal Occupational Series and Position Title and the Related Standard Occupational Classification System Code</b>					
<b>Federal Occupational Series</b>	<b>Standard Occupational Classification Code Based on Occupational Series</b>		<b>Position Title</b>	<b>Standard Occupational Classification Code Based on Position Title</b>	
Records Management, 0308	11-3011	Administrative Services Managers, All Others	Records Management Specialist	11-3011	Administrative Services Managers, All Others

## **GRADING INSTRUCTIONS**

This flysheet does not provide occupation-specific grading criteria.

Use the [Administrative Analysis Grade Evaluation Guide](#) grading criteria to evaluate General Schedule positions in this series for positions at the GS-09 or above.

Evaluate leader positions using the [General Schedule Leader Grade Evaluation Guide](#).

Evaluate supervisory positions using the criteria in the [General Schedule Supervisory Guide](#).

## **APPENDIX A - HISTORICAL RECORD AND EXPLANATORY MATERIAL**

*This appendix describes the development of this Position Classification Flysheet for the Records Management Series. This section will highlight some key dates and milestones and provide information about the results of the focus groups.*

### **KEY DATES AND MILESTONES**

On November 28, 2011, President Obama signed the Presidential Memorandum – Managing Government Records (<http://www.whitehouse.gov/the-press-office/2011/11/28/presidential-memorandum-managing-government-records>). This memorandum marked the beginning of an Executive Branch-wide effort to reform records management policies and practices and to develop a 21<sup>st</sup>-century framework for the management of Government records. The goal of this initiative is to improve records management and promote openness and accountability by better documenting agency actions and decisions.

On August 24, 2012, Office of Management and Budget along with the National Archives and Records Administration issued a governmentwide directive (<http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-18.pdf>) identifying specific actions that should be completed to satisfy the requirements of the Presidential Memorandum.

By December 31, 2013, U.S. Office of Personnel Management (OPM) was directed to establish a formal Records Management occupational series to elevate Records Management roles, responsibilities and skill sets for agency records officers and other Records Management specialists.

In 2013, OPM notified agencies of a project to develop an occupational series for administrative records management work. Multiple agency subject matter experts were invited to participate in OPM's Classification and Assessment Policy focus groups to discuss records management work. The purpose of the focus groups was to discuss agencies' current experiences classifying this type of work.

July 30, 2013 marked the beginning of OPM's multiple focus groups held with participants from various Federal agencies. Subsequent focus groups were held on August 1, 2013 and August 8, 2013. These focus groups were an important step in the information gathering process. In consultation with the Federal agency focus group participants, OPM established the draft Records Management Flysheet for classifying records management work.