

Summary			
JOB DESCRIPTION NO: 101894	VERSION: 1	PREVIOUS JD NO: 101894	POSITION CONTROL NO: 11897
DEPARTMENT: ADMIN RECORDS OFFICE		UNIT CODE: 000102	VC AREA: RSRC MGMT & PLN
INCUMBENT NAME: Paula J. Johnson	PHONE: 534-2552	INCUMBENT EMAIL: @ucsd.edu	WORK LOCATION: Main Campus
PAYROLL TITLE: DIRECTOR (FUNCTIONAL AREA)	TITLE CODE: 0245	SALARY GRADE:	HEERA: Manager, Confidential
BACKGROUND CHECK REQD? No		C.O.I. DISCLOSURE REQD? No	PHYSICAL REQD? No
SUPERVISOR NAME: Jeffrey Steindorf	PHONE: 534-3059	SUPERVISOR EMAIL: jsteindorf@ucsd.edu	SUPERVISOR TITLE: AVC-Campus Planning

Overview

WORKING TITLE

Director (100%)

DEPARTMENT OVERVIEW

POSITION OVERVIEW

Reporting to the Assistant Vice Chancellor - Campus Planning, the Director will develop and direct complex Records Information Management (RIM) initiatives for the campus and manage and develop the role of Administrative Records in supporting the University's mission and goals.

Provide vision and strategic leadership in establishing University records information management policies. Advise senior management on substantive issues related to Records Information Management, Freedom of Information Act, California Public Records Act, Information Practices Act and Health Insurance Portability and Accountability Act.

Advance the University by serving on system-wide records management and information communications committees in the development of overall strategy for University records management systems. Provide leadership in the strategic development of system-wide and campus-wide RIM programs.

Assist in the development of current and future administrative/business process models and/or procedures. Formulate needs assessment reports, requirements analysis documents and technical/functional specifications for new and enhanced RIM systems.

Responsible for long-range planning, development and implementation of goals and objectives for Administrative Records processes that affect the entire campus. Provide vision and direction for achieving high level goals and objectives for the unit and the programs administered through the unit.

Manage and direct Administrative Record's assigned functions. Provide leadership and delegation of a diverse range of functions assigned to Administrative Records that require collaboration and independent judgement, diplomacy, discretion and flexibility. Provide technical leadership in developing and implementing complex software and hardware system solutions for Administrative Records systems. Analyze and evaluate program effectiveness consistent with campus and systemwide mission.

Responsibilities require collaboration with senior campus leaders, campus counsel, government officials and UC Office of the President.

Responsible for overseeing all aspects of the budget/personnel/payroll/inventory and purchasing functions.

SPECIAL CONDITIONS

Position designated as confidential within the meaning of HEERA.

Travel on behalf of the University is required.

EMPLOYEES DIRECTLY SUPERVISED

Linda Maczko, Principal Administrative Analyst I, Career, 100%
 Shirley Roybal-Quintana, Administrative Specialist, Career, 100%
 Deirdre Vernon, Administrative Specialist, Career, 100%
 Vacant, Administrative Assistant II, Career, 100%
 Vacant, Administrative Assistant II, Career, 100%
 Student(s), Assistant IV, Student, -49%
 Chuang-Chuan Fu, Assistant IV, Student, -49%

EMPLOYEES SUPERVISED THROUGH OTHERS

Functions and Tasks

I	FUNCTION NAME Records Management	% TIME 70%	ESSENTIAL Yes
	<p>RELATED TASKS</p> <ul style="list-style-type: none"> ▪ a. Develop overall Records Information Management (RIM) Policy providing direction and guidance necessary to define and develop effective RIM programs, policies and standards. Direct committees and management teams in developing RIM vision for the organization. Provide leadership role in the establishment of a campus-wide RIM program. ▪ b. Ensure RIM program is in compliance with overall University policies and direction. Work with Campus leadership to create and sustain an action plan for implementation of vision. Provide direction and guidance necessary to develop effective programs, policies and standards. Determine scope of statutory, regulatory, and business requirements and boundaries for support systems and record-keeping systems. ▪ c. Prepare intra-organizational materials in support of RIM program objectives, providing information and presentations to senior staff to disseminate vision and action plans. ▪ d. Develop compliance objectives including overall risk assessment strategy. Ensure programs have adequate scope of controls to meet statutory, regulatory and business requirements. ▪ e. Advise senior management on overall RIM program performance and compliance. Develop projects to serve as solutions to complex RIM problems on a campus and systemwide basis. ▪ f. Maintain expertise in all substantive subjects related to RIM including developments in technical systems, records management principles and federal and state regulations as they pertain to University programs. Communicate with campus staff all current issues related to RIM programs. ▪ g. Establish campus educational and training solutions to various topics concerning records management and maintenance of official campus record systems. ▪ h. Serve on systemwide and campus records management advisory committees as advisor, contact and authority on records information management issues. 		
II	FUNCTION NAME Administrative Records	% TIME 30%	ESSENTIAL Yes
	<p>RELATED TASKS</p> <ul style="list-style-type: none"> ▪ a. Manage, supervise and direct functions assigned to Administrative Records which include the chancellor's central records system, campus regent's agenda coordination and review, presidential items, delegations of authority, the UCSD policy and procedure manual, campus California Public Records Act/Information Practices Act, coordination of campus communications pertaining to official campus notices and flyers and related delivery systems, campus administrative organization charts, and campus notary program. 		

- b. Provide vision and direction for achieving high level goals and functions for Administrative Records and the programs administered through the department. Analyze and evaluate the effectiveness of the administration of various programs and functions as consistent with campus and Systemwide mission. Plan, design and develop methods to solve complex problems with a campus wide impact.
- c. Define funding priorities, plans and budgeting for the unit to achieve department mission and initiatives. Analyze and prepare budget forecasts and insure that the budget is managed through sound fiscal management practices. Develop forecasts and projections for future spending and program development. Analyze software and equipment options. Prepare short and long range plans relating to each on-going program. Responsible for all aspects of the budget/payroll/inventory and purchasing functions. Authorize and monitor expenditure of allocated funds. Assess labor usage and allocation of resources for best practices and support of University mission.
- d. Responsible for all aspects of personnel acquisition and retention. Provide fair and objective working environments and develop working relationships incorporating University Principles of Community into all functions and processes. Establish goals and metrics for staff development and growth. Provide guidance on performance standards and University personnel policy. Provide hiring, training, supervision, discipline, coaching and termination of 5 FTE and 1 to 2 student employees.
- e. Serve as primary contact on campus for the Office of the President, Office of the Regents, Regents Coordination and Review for matters falling within the purview of Administrative Records. Serve on University committees as required including Health Insurance Portability and Accountability Act compliance and workgroups such as subpoena policy development.
- f. Manage and direct the functions of the Chancellor's central record system. Ensure the highest quality level of service provided to the Vice Chancellors and the Chancellor's staff on behalf of the Chancellor. Direct the dissemination and action of incoming correspondence, coordination and review items for the Chancellors signature, and the overall data stewardship and custodial care of the Chancellor's Central Record System. Evaluate, design and implement upgraded systems and technologies to provide efficient operations in the area of the Chancellor's Central Record System.
- g. Responsible for all aspects of campus Delegations of Authority. Direct and define appropriate procedures for the dissemination of all presidential delegations and activities impacting the campus and the development and review of campus re-delegations from the Chancellor to Vice Chancellors and senior staff. Interpret complex Delegations of Authority from the President to the Chancellors delegating authority to act, commit, or execute documents legally binding to the University.
- h. Define objectives and goals for effective direction and management of Campus Communications - Official Notices and Campus Flyers; Regents' Agenda Items - Presidential Items; Policy and Procedure Manual; Campus Notary Program; Organizational Charts; AR Internet presence and web site development. Manage and direct the design and implementation of future enhancements, both procedural and technical. Audit systems for compliance and function, providing improvements to existing operations ensuring the highest quality of work performed. Provide appropriate staffing and resources to realize objectives including technical administration and support.

Knowledge, Skills and Abilities

	DESCRIPTION	IMPORTANCE
A	Ability to create complex correspondence and contract language and review and edit documents including contractual conditions.	Required
B	Skill and ability in the preparation of budgetary forecasts. Ability to develop budgets with multiple funding sources and provide analysis related to project development.	Required
C	Skill and ability in the preparation of performance evaluations and documents associated with personnel actions including employment forms and payroll documents.	Required
D	Knowledge of business and legal terminology and application of terminology in business correspondence.	Required
E	Ability to write clear and concise English with proper use of grammar and punctuation.	Required
F	Knowledge of a variety of computer systems and applications. Understanding of technological advances in personal computing systems. Knowledge of University network information systems. Knowledge of electronic and physical storage media including optical imaging, microfilm, microfiche, paper documents sourcing and electronic forms and data generation.	Required
G	Knowledge of federal and state law and statutes relating to the Freedom of Information Act, Patriot Act, Health Insurance Patient Portability Act, California Public Records Act and California Information Practices Act. Ability to analyze changes in law and regulations, and their effect on RIM programs.	Required
H	Proven management ability with demonstrated knowledge of conflict resolution and management. Strong interpersonal skills including tact, diplomacy, flexibility and effective communications.	Required
I	Strong analytical ability to perform a wide variety of complex management functions. Ability to gather, reduce, extrapolate and analyze information.	Required

J	Ability to work independently and the ability to coordinate and coach teams.	Required
K	Skill and ability to perform management personnel functions, including demonstrated ability to recruit, interview, select and hire personnel.	Required
L	Expert Knowledge of Records Information Management. Vision and direction to provide high level understanding and scope of regulatory, statutory and best practices issues in the field of records management. Knowledge of current RIM issues, trends, technical advancements and principles.	Required
M	Complete familiarity and knowledge of UCSD organization structure.	Preferred
N	Knowledge of and ability to use a variety of software applications including Corel Professional Office Suite, MS Office Suite, MS Access 2000, MS Visio 5.0, Visual Basic 6.0, C++ 5.0, Kofax Ascent Capture 5.0, VRS Re-scanning Software, and various email and calendaring systems. Knowledge of electronic systems, network structure, windows applications and relational database management systems.	Preferred
O	Knowledge of Internet protocols, web based publishing software and hardware specifications, editing software applications, and XML and HTML programming languages.	Preferred
P	Knowledge of Campus software applications including IFIS, PPS and Zylmage	Acquired
Q	Ability to implement provisions of policies and procedures within a variety of situations: ie. accounting, personnel, purchasing activities.	Acquired
R	Complete familiarity with systemwide and campus policies and procedures including: 1) Policy and Procedure Manual; 2) Academic Personnel Manual; 3) Systemwide Business and Finance Bulletins; 4) Accounting Manual; 5) Notices (green sheets).	Acquired

Environment

PHYSICAL ACTIVITIES

Standing: Occasionally	Crawling: Never	Bending: Occasionally	Walking: Occasionally
Climbing: Never	Kneeling: Never	Sitting: Frequently	Reaching: Occasionally
Balancing: Never	Seeing: Constantly	Keying: Frequently	Feeling: Never
Talking: Frequently	Hearing: Frequently	Handling: Never	Lifting 0-20 lb: Occasionally
Lifting 20-50 lb: Occasionally	Lifting 50+ lb: Never	Carrying 0-20 lb: Never	Carrying 20-50 lb: Never
Carrying 50+ lb: Never	Pushing 0-20 lb: Never	Pushing 20-50 lb: Never	Pushing 50+ lb: Never

MENTAL ACTIVITIES

Reading: Occasionally	Writing: Constantly	Calculating: Constantly
Communicating Orally: Constantly	Reasoning: Constantly	Analyzing: Constantly

ENVIRONMENTAL CONDITIONS

Confined Areas: Never	Exposed to Weather: Never	Noise Exposure: Occasionally
Vibrations: Never	Extreme Temperatures: Never	Potential Hazards: Never
Fumes/Odors/Mists/Dusts: Never	Potential Allergens: Never	Work Inside: Constantly
Work Outside: Never	Other:	

Signatures for Printed Copy

A. SAFETY

Based on Labor Code Section 6401.7 it is expected that all employees know and practice all appropriate safety methods and procedures.

B. PAYMENT OF OVERTIME

If this position is designated as eligible for premium overtime and is not subject to any collective bargaining agreement, overtime may be paid by either compensatory time off or cash at the option of the department, unless agreement to this effect is not reached, in which case pay shall be provided.

EMPLOYEE'S SIGNATURE

I certify that the above description is correct, complete and describes my job as I understand it.
I have read both the Safety and Overtime Payment statements.

Employee's Signature: _____ Date: _____

SUPERVISOR'S / DEPARTMENT HEAD'S SIGNATURES

I have reviewed the job description and the above statements and certify to their accuracy.

Supervisor's Signature: _____ Date: _____

Dept. Head's Signature: _____ Date: _____

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