

Summary			
JOB DESCRIPTION NO: <b>124836</b>	VERSION: <b>1</b>	PREVIOUS JD NO:	POSITION CONTROL NO: <b>11897</b>
DEPARTMENT: <b>ADMIN RECORDS OFFICE</b>		UNIT CODE: <b>000102</b>	VC AREA: <b>RSRC MGMT &amp; PLN</b>
INCUMBENT NAME: <b>Paula J. Johnson</b>	PHONE: <b>534-2552</b>	INCUMBENT EMAIL: <b>@ucsd.edu</b>	WORK LOCATION: <b>Main Campus</b>
PAYROLL TITLE: <b>DIRECTOR (FUNC AREA)</b>	TITLE CODE: <b>0245</b>	SALARY GRADE: <b>MSP B</b>	HEERA: <b>Manager, Confidential</b>
BACKGROUND CHECK REQD? <b>Yes</b>		C.O.I. DISCLOSURE REQD? <b>No</b>	PHYSICAL REQD? <b>No</b>
SUPERVISOR NAME: <b>Gary Matthews</b>	PHONE: <b>534-6820</b>	SUPERVISOR EMAIL: <b>gcmatthews@ucsd.edu</b>	SUPERVISOR TITLE: <b>VC-Resource Mgmt &amp; Planning</b>

### Overview

#### WORKING TITLE

**Director, Policy and Administrative Records (100%)**

#### DEPARTMENT OVERVIEW

#### POSITION OVERVIEW

Under the general direction of the Associate Vice Chancellor – Campus Planning, the Director is responsible for the overall management of the office of Administrative Records, including the strategic development of compliance and public records' initiatives for the campus in support of the University's mission and goals. Acts as a consultant and advisor to the Chancellor and other University officials on matters pertaining to university policy and delegations of authority; public information policy and privacy; records information asset management; and federal and state statutes involving compliance and openness as a public institution. Responsibilities include designing and implementing new programs to provide exemplary customer service to the Chancellor, Vice Chancellors, campus community and the general public; establishing and implementing campus and system-wide directives in university policy and delegations, records management and public information access; building an organization providing a quality of service that meets or exceeds the expectations of senior management, Office of the President and The Board of Regents of the University of California. Act as the campus official for Policy and Delegations, Information Practices, Records Information Management, Regents' Contact and Notary Public. Responsible for building an organization structure that provides appropriate staff expertise for all functions under the purview of Administrative Records.

#### 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%  
 Vacant, Senior Analyst, Career, 100%  
 Shirley Roybal-Quintana, Administrative Specialist, Career, 100%  
 Deirdre Vernon, Administrative Specialist, Career, 100%  
 Carolyn Kuttner, Administrative Assistant III, Career, 100%  
 Dragana Radulovic, Administrative Assistant III, Career, 100%  
 TBD, Administrative Assistant III, Career, 100%

#### EMPLOYEES SUPERVISED THROUGH OTHERS

Functions and Tasks			
I	FUNCTION NAME	% TIME	ESSENTIAL
	<b>Overall responsibility for Policy, Procedural and Regulatory Compliance Guidance</b>	<b>25%</b>	<b>Yes</b>
	RELATED TASKS <ul style="list-style-type: none"> <li>▪ a) Serve as the Chief Campus Policy Coordinator liaison with UC General Counsel and UC University Policy Officer in Oakland on all policy and compliance matters within the administration, management and operation of the campus.</li> <li>▪ b) Exhibit leadership in directing appropriate analyses in all public records policy matters within the administration, management and operation of the campus and provide guidance to the Chancellor, Vice Chancellors, Academic Senate, Campus Counsel and/or campus administrators.</li> <li>▪ c) Provide exemplary customer services to the Academic Senate, faculty and campus wide senior administrators. Conduct research and analysis and provide guidance with regard to various policy and compliance related matters.</li> <li>▪ d) Monitor compliance by administrative units with federal and state laws and regulations relating to public records access and privacy such as, but not limited to, Freedom of Information Act (FOIA 5 U.S.C. 552), California Constitution Article I (b) Rights of Access, California Public Records Act, Health Insurance Portability and Accountability Act, Family Educational Rights Privacy Act and applicable laws of the State of California. Serve on system-wide taskforces and workgroups, including HIPAA and CPRA. Related to same shall also prepare notification of non compliance for VC'S Deans and the Chancellor when required.</li> <li>▪ e) Provide oversight and leadership in the administration of the Campus Public Records and Information Practices Act requirements for the UC Campus. Ensure efficient and appropriate responses to public requests are conducted and evaluate performance of the IPA coordinators for optimal resource utilization.</li> <li>▪ e) Shall be the campus representative and designated spokesperson for the University on the "UC Policy Coordinator Committee" and campus policy workgroups.</li> </ul>		
II	<b>Leadership, Direction and Administration of the Campus Administrative Policy Manual</b>	<b>15%</b>	<b>Yes</b>
	RELATED TASKS <ul style="list-style-type: none"> <li>▪ a) Responsible for the timely renewal and development, implementation, and oversight of campus administrative policy manuals. Provides leadership and review, assessment, and direct action for all UCSD administrative policies and guidelines to ensure compliance with UC policies and applicable state and federal laws and regulations. Independently drafts and implements appropriate revisions, in consultation with senior campus officials, chief campus counsel, system-wide policy coordinators and UC Office of the President departments.</li> <li>▪ b) Serve as liaison to the system-wide policy coordinator on behalf of the UCSD Campus on the UC Policy Council. Actively represent the campus on UC policy workgroups. Direct and provide vision and leadership to the system-wide council charged with promoting sound effective policy administration throughout the UC system.</li> <li>▪ c) Collaborate with University and Colleges Policy Administrators in developing strategic vision for university policy and procedure standards.</li> <li>▪ d) Supervision of Staff:               <ul style="list-style-type: none"> <li>▪ Screen applications, interview candidates and either make selection decisions or recommend individuals for hire.</li> <li>▪ Train and assign work to new and continuing employees. Provide guidance on performance standards and University procedures.</li> <li>▪ Independently conduct performance evaluations, including communication with subordinates.</li> <li>▪ Make recommendations for employee incentive awards and salary increases including merits and reclassifications.</li> <li>▪ Determine what discipline should be imposed for subordinates, with authority to apply such, and/or submits/recommends same to higher level management.</li> </ul> </li> </ul>		
III	<b>Records Management</b>	<b>15%</b>	<b>Yes</b>
	RELATED TASKS		

- a) 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 Records Information Management programs.
- b) Serve as the Chair, Campus Records Information Management Oversight Steering Committee and convene its meetings and facilitate discussion directing the oversight of the Campus Records Management Program. Establish overall Records Information Management (RIM) Policy providing direction and guidance necessary to define and develop effective RIM programs, policies and standards. Direct sub-committees and management teams in developing RIM vision for the campus.
- c) Ensure RIM program complies with Federal and State regulations and statutes and University policies. Determine scope of statutory, regulatory, and business requirements and boundaries for support systems and record-keeping systems. Develop compliance objectives including overall risk assessment strategy. Ensure programs have adequate scope of controls to meet statutory, regulatory and business requirements.
- e) Develop projects to serve as solutions to complex RIM problems on a campus and system-wide 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.

<b>IV</b>	FUNCTION NAME <b>Outreach and Training</b>	% TIME <b>15%</b>	ESSENTIAL <b>Yes</b>
	RELATED TASKS <ul style="list-style-type: none"> <li>■ a) Foster collaboration with Universities, UC campuses and federal and state agencies in promoting education and training initiatives. Work with national and international groups to promote public information access, privacy standards and professional growth.</li> <li>■ b) Advise senior management on overall RIM program performance and compliance policy and procedure directives and ensure senior management is fully briefed on matters under the purview of P &amp; RA. Assist the Vice Chancellor Council by recommending actions pertinent to corporate governance for their approval.</li> <li>■ c) Establish campus educational and training solutions on various topics. Create new generation technology solutions to interface compliance and policy requirements with conventional training and staff development courses.</li> <li>■ e) Provide professional outreach to the local community, serving on association boards and developing educational models for information asset management.</li> </ul>		
<b>V</b>	FUNCTION NAME <b>Chancellor's Correspondence Communications System</b>	% TIME <b>10%</b>	ESSENTIAL <b>Yes</b>
	RELATED TASKS <ul style="list-style-type: none"> <li>■ a) Independently manage and direct the functions of the Chancellors Correspondence Communications and the chancellor's central record system on behalf of the UCSD Chancellor.</li> <li>■ b) Ensure the highest quality level of service provided to the Vice Chancellors and the Chancellor's staff.</li> <li>■ c) 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.</li> <li>■ d) Independently evaluate, design and implement upgraded systems and technologies to provide efficient operations in the area of the Chancellor's Central Record System. Provide leadership and vision in developing next generation technology initiatives, to promote compliance requirements.</li> </ul>		
<b>VI</b>	FUNCTION NAME <b>Oversight/Administration of Campus Delegations of Authority</b>	% TIME <b>10%</b>	ESSENTIAL <b>Yes</b>
	RELATED TASKS <ul style="list-style-type: none"> <li>■ a) Responsible for all aspects of campus Delegations of Authority. Directs and defines appropriate procedures for the dissemination of all presidential delegations and activities affecting 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 Chancellor delegating authority to act, commit, or execute documents legally binding to the University.</li> <li>■ b) Advise the Chancellor on re-delegations of authority and act as liaison with UC Coordination to comply with UC Regent By-Laws and Standing Orders and Presidential Policy and Delegations.</li> </ul>		

- c) Ensure the appropriate reporting and dissemination of information related to authorizations granted by the Chancellor and UC President.
- d) Ensure promulgation and publishing of official records and communicate to the campus all matters related to Delegations of Authority.

<b>VII</b>	FUNCTION NAME <b>Department Administration</b>	% TIME <b>10%</b>	ESSENTIAL <b>Yes</b>
	RELATED TASKS		
	<ul style="list-style-type: none"> <li>▪ a) Provides Leadership , management oversight and supervision for functions assigned to Policy &amp; Records Administration including the chancellors central records system coordination of The Regent's submissions and materials and official office of record for Regents' activities on campus coordination of campus communications pertaining to official campus notices and flyers and related delivery systems, campus administrative organization charts, and campus notary program.</li> <li>▪ b) Provide vision and direction for achieving high-level goals and functions for P &amp; RA in support of the campus. Analyze and evaluate the effectiveness of the administration of various programs as consistent with campus and system-wide mission. Plan, design and develop methods to solve complex problems and provide solutions to the campus.</li> <li>▪ d) Define funding priorities, plans and budgeting 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. Authorize and monitor expenditure of allocated funds. Assess labor usage and allocation of resources for best practices and support of University mission.</li> <li>▪ e) 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 7 FTE and 1 to 2 student staff.</li> <li>▪ g) Independently define objectives and goals for effective direction and management of Campus Communications - Official Notices and Campus Flyers Regents' Agenda Items - Presidential Items Campus Notary Program P &amp; RA Internet presence and web site development. Manage and direct the design and implementation of future enhancements, both procedural and technical. Ensure appropriate audits are conducted for compliance and function, providing improvements to existing operations ensuring the highest quality of work performed. Schedule appropriate staffing and resources to realize objectives including technical administration and support.</li> </ul>		

#### Knowledge, Skills and Abilities

	DESCRIPTION	IMPORTANCE
<b>A</b>	Strong public relations skills that promote prompt helpful and courteous service. Proven ability to focus on building customer relationships.	Required
<b>B</b>	Flexibility and adaptability to work collaboratively and constructively in a changing environment.	Required
<b>C</b>	Extensive knowledge of database management and structured and unstructured electronic information. Knowledge of privacy and public information designations and best practices for collection, data migration and usability of data held in electronic systems.	Required
<b>D</b>	Knowledge of financial applications and generally accepted accounting principles, including forecasting, project modeling and estimating, and managing budgets.	Required
<b>E</b>	Knowledge of business and legal terminology and application of terminology in business correspondence. Ability to create complex correspondence and contract language and review contractual terms and conditions.	Required
<b>F</b>	Proven ability to establish and maintain effective and cooperative working relationships with a wide variety of individuals. A high level of political acumen, diplomacy, and insight regarding the complex relationships and inter-dependencies of campus and systemwide entities. Effective negotiating skills.	Required
<b>G</b>	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. Knowledge comparable to professional certification by the Institute of Certified Records Managers evaluation to qualify to sit for the exams.	Required
<b>H</b>	Excellent proven mentorship skills and the ability to identify leadership and management qualities in staff. Proven ability to evaluate staff personnel performance, promote professional growth, and conflict resolution. Demonstrated skill and knowledge to effectively supervise staff including delegation and	Required

	reassignment of tasks, monitoring production and quality of work, setting performance standards, assessing individual capabilities and workloads, conducting performance evaluations and corrective action and mediation.	
<b>I</b>	Strong demonstrated ability to manage staff and operations in a complex organization which provides services to a diverse clientele. Excellent leadership, management, communication, interpersonal, verbal, written, public speaking and presentation, and team-building skills. Demonstrated skills in assessing organizational structure and optimizing effectiveness.	Required
<b>J</b>	Demonstrated leadership ability in complex, highly diversified and decentralized situations. Ability to operate effectively within a large public research university and amongst the public in representing the University.	Required
<b>K</b>	Demonstrated ability to work independently and make independent judgments, as well as ability to work as a team member, both within RM&P, P & RA and the University as a whole. Demonstrated experience working in collaboration with teams composed of faculty and staff.	Required
<b>L</b>	Extensive 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. Ability to convey legal requirements.	Required
<b>M</b>	Demonstrated critical thinking and interpretive skills to analyze situations, define problems, interpret policies, identify concerns, develop and implement solutions. Demonstrated excellence in judgment and decision-making skills.	Required
<b>N</b>	Knowledge of and ability to use a variety of software applications including Corel Professional Office Suite, MS Office Suite 2003, various scanning capture technologies, document and content management software advancements and various email and calendaring systems. Knowledge of electronic systems, network structure, windows applications and relational database management systems.	Preferred
<b>O</b>	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.	Preferred
<b>P</b>	Complete familiarity with systemwide and campus policies and procedures including: 1) Regents By-Laws and Standing Orders of the President/Counsel/Auditor 2) UC Policy and Procedure Manual and local implementing policies 3) Academic Senate Policies and Governance 4) Academic Personnel Manual 5) Systemwide Business and Finance Bulletins 6) Accounting Manual.	Preferred
<b>Q</b>	Complete familiarity and knowledge of UCSD organization structure.	Acquired

**Environment****PHYSICAL ACTIVITIES**

Standing: Never	Crawling: Never	Bending: Never	Walking: Never
Climbing: Never	Kneeling: Never	Sitting: Never	Reaching: Never
Balancing: Never	Seeing: Never	Keying: Never	Feeling: Never
Talking: Never	Hearing: Never	Handling: Never	Lifting 0-20 lb: Never
Lifting 20-50 lb: Never	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: Never	Writing: Never	Calculating: Never
Communicating Orally: Never	Reasoning: Never	Analyzing: Never

**ENVIRONMENTAL CONDITIONS**

Confined Areas: Never	Exposed to Weather: Never	Noise Exposure: Never
Vibrations: Never	Extreme Temperatures: Never	Potential Hazards: Never
Fumes/Odors/Mists/Dusts: Never	Potential Allogenics: Never	Work Inside: Never
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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