

Summary			
JOB DESCRIPTION NO: <b>207131</b>	VERSION: <b>1</b>	PREVIOUS JD NO: <b>114656</b>	POSITION CONTROL NO: <b>207131</b>
DEPARTMENT: <b>POLICY AND RECORDS ADMIN</b>		UNIT CODE: <b>000102</b>	VC AREA: <b>RSRC MGMT &amp; PLN</b>
INCUMBENT NAME:	PHONE:	INCUMBENT EMAIL:	WORK LOCATION: <b>Main Campus</b>
PAYROLL TITLE: <b>ANALYST, ADMINISTRATIVE, PRIN I</b>	TITLE CODE: <b>7241</b>	SALARY GRADE: <b>PSS 7</b>	HEERA: <b>All Others, Confidential</b>
BACKGROUND CHECK REQD? <b>Yes</b>		C.O.I. DISCLOSURE REQD? <b>No</b>	PHYSICAL REQD? <b>No</b>
SUPERVISOR NAME: <b>JOHNSON, PAULA JEANNE</b>	PHONE: <b>858-534-2552</b>	SUPERVISOR EMAIL: <b>pjjohnson@ucsd.edu</b>	SUPERVISOR TITLE: <b>DIRECTOR (FUNCTIONAL AREA)</b>

### Overview

#### WORKING TITLE

## Information Practices Act Coordinator (100%)

#### DEPARTMENT OVERVIEW

Policy & Records Administration (P&RA) provides management and advisory services to the campus for public access and privacy compliance and administrative services for records and information management and chancellor's correspondence communications. P&RA's vision is to be the leader in public records and document management practices and technology in support of the University's mission of teaching, research, patient care, and public service. Routinely the University is faced with new unfunded mandates required by State law, Federal law and Regents policy. P&RA is one of the first areas that must respond to the changing environment without additional funds and or supplements. Our staff is highly cross trained and able to provide multi-tasks in this ever changing environment.

#### POSITION OVERVIEW

This position acts as the campus Information Practices Act Coordinator to facilitate compliance with governmental requirements under the domain of the California Public Records Act and Information Practices Act. Under the oversight of the Chief Campus Public Access Officer, this position ensures the campus response to public record act requests conforms with state laws, regulations and university policy. The IPA coordinator regularly consults with Campus and General Counsel to ensure that all requests are managed under the purview of present case law as determined by legal counsel. The IPA coordinator responds to all levels of requests and will analyze and review all documents requested to ensure appropriate responses and protection through redaction or remanding records from disclosure under law. The IPA coordinator will consult and confer with both internal and external agencies in the scope of responding to requests for public records. This position provides consultation to department management and evaluates records and information systems for security and information management issues related to privacy. The IPA coordinator assists in developing University policy language and serves on system-wide committees, campus committees and workgroups as assigned.

The IPA coordinator assists in the development of system-wide and campus-wide information records management/planning programs including related policies and operational objectives, developing and evaluating management practices and providing expert advice on issues related to records and information management.

Develop and conduct training classes for campus personnel regarding public records and privacy issues.

Provide assistance to the Director, Policy & Records Administration in support of P&RA's department functions.

#### SPECIAL CONDITIONS

Position designated as confidential within the meaning of HEERA

Travel is required.

EMPLOYEES DIRECTLY SUPERVISED

EMPLOYEES SUPERVISED THROUGH OTHERS

### Functions and Tasks

I	FUNCTION NAME <b>Public Records and Privacy</b>	% TIME <b>70%</b>	ESSENTIAL <b>Yes</b>
	<p>RELATED TASKS</p> <ul style="list-style-type: none"> <li>■ a. Define and develop strategic processes in the administration of CPRA and IPA governance mandates. Implement CPRA strategy and perform functional analysis of CPRA guidelines and procedures. Assist in the development of specific policy language or standards projects to ensure conformance with federal and state laws, regulations and statutes. Act as the primary California Public Records/Information Practices Act coordinator for the campus. Accept and process requests for public records in accordance with applicable laws. Interpret and apply applicable statutes in the release of records.</li> <li>■ b. Execute or direct statutory, regulatory, and business requirements research. Ensure that campus responses to CPRA requests are managed and reviewed for relevancy, privacy and legal disclosure.</li> <li>■ c. Evaluate information that must be identified and gathered. Develop procedures to identify and organize responses including responding to requests for sensitive and confidential information. Ensure coordination with records proprietors and management that during discovery and disclosure activities to preserve information including establishing legal hold for records.</li> <li>■ d. Disseminate information related to requests to Chancellor, VC's and consult with the Office of the General Counsel, Campus Counsel and campus offices to coordinate appropriate replies.</li> <li>■ e. Incorporate and disseminate educational materials to campus staff through staff education opportunities including formal training courses, seminars and conferences. Develop course materials and coordinate programs with campus officials charged with privacy and information governance in various departments to ensure continuity of training materials. Conduct training courses and consult with departments to provide specialized topics in information practices and privacy requirements.</li> <li>■ f. Review responses with the Director of Administrative Records and maintain official campus records of all records requests and materials distributed.</li> <li>■ e. Serve on system-wide and campus committees and provide consultation to campus committees on all aspects of information practices, public information policy, and privacy.</li> </ul>		
II	FUNCTION NAME <b>Campus Records Management Program</b>	% TIME <b>30%</b>	ESSENTIAL <b>Yes</b>
	<p>RELATED TASKS</p> <ul style="list-style-type: none"> <li>■ a. Serve as a campus Records Management Coordinator responsible for the development and coordination of a comprehensive administrative records information management program for UCSD.</li> <li>■ b. Implement overall RM strategy and perform functional analysis of RM systems. Develop specific RM policy or standards projects.</li> <li>■ c. Execute or direct statutory, regulatory, and business requirements research.</li> <li>■ d. Determine strategy to evaluate information critical, necessary, or useful (vital records, historical records) to campus that must be identified and gathered. Develop procedures to identify and organize records series, retention and disposition. Work with campus staff to determine strategy for evaluation of records, maintenance and preservation of records series, and final disposition of official records.</li> <li>■ e. Assist in determining training requirements and develop training courses covering all aspects of campus records information management including statutory, legal and best business practices for both paper based and electronic records systems. Conduct training courses on appropriate topics to campus personnel.</li> <li>■ f. Advise campus staff on substantive records management issues and current trends in records management.</li> </ul>		

- h. Provide consultation and analysis to inventory and maintain records series information on a departmental or unit basis.
- i. Advise the Director of Administrative Records on matters pertaining to implementation and execution of policy and procedures for RIM systems.

### Knowledge, Skills and Abilities

	DESCRIPTION	IMPORTANCE
<b>A</b>	Bachelor's degree or equivalent combination of education and work experience in public administration, records information management, paralegal, business or related field preferred.	Required
<b>B</b>	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
<b>C</b>	Comprehensive understanding of records and information management principles and theory, including privacy and public access. Ability to apply records management and privacy concepts, standards and methods. Demonstrated technical skills and ability to interpret and apply these principles to organizational and operational functions.	Required
<b>D</b>	Demonstrated ability to develop, implement and disseminate technical training materials with broad understanding and scope of regulatory, statutory and best practices in the field of records management; as they apply to higher education preferred.	Required
<b>E</b>	Demonstrated skills and techniques to recognize problem issues and situations and apply resourcefulness in finding appropriate solutions. Ability to implement problem solving situations to mitigate potential negative effects and follow-through to ensure effective resolution. Ability to provide leadership in addressing complex and sensitive problems/matters.	Required
<b>F</b>	Ability to work independently and the ability to coordinate and coach teams.	Required
<b>G</b>	Excellent communication skills; ability to write and prepare clear and concise reports, presentations, and correspondence; ability to interact effectively with diverse levels of personnel over the telephone, computer and in person. Ability to write clear and concise English with proper use of grammar and punctuation.	Required
<b>H</b>	Ability to create complex correspondence and contract language and review and edit documents including contractual conditions. Knowledge of legal terminology as used in business correspondence.	Preferred
<b>I</b>	Demonstrated background in information analysis, business process modeling, operational flow diagrams, information accession and organizational behavior theory. Demonstrated skill in problem solving, negotiation, decision making, research and analysis.	Preferred
<b>J</b>	Intermediate expertise using computer software packages such as MS Word, MS Excel, MS Presentations, etc.	Preferred
<b>K</b>	Knowledge of a variety of computer systems and applications used in data and document generation and management. Knowledge of electronic and physical storage media including optical imaging, microfilm, microfiche, paper documents sourcing and electronic forms and data generation. Knowledge of Enterprise Content, Document or Records Management programs.	Preferred
<b>L</b>	Knowledge of Internet protocols, web based publishing software and hardware specifications, editing software applications, and XML and HTML programming languages.	Preferred
<b>M</b>	Knowledge of UCSD Organization structure. Knowledge of UC and UCSD policies and procedures	Acquired
<b>N</b>	Certified Records Manager (Institute of Certified Records Managers).	Acquired

### Environment

#### PHYSICAL ACTIVITIES

Standing: Occasionally	Crawling: Never	Bending: Occasionally	Walking: Occasionally
Climbing: Never	Kneeling: Occasionally	Sitting: Constantly	Reaching: Never
Balancing: Occasionally	Seeing: Constantly	Keying: Never	Feeling: Never
Talking: Frequently	Hearing: Frequently	Handling: Occasionally	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: Frequently	Reasoning: Constantly	Analyzing: Constantly

#### ENVIRONMENTAL CONDITIONS

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