



Example of Records Analyst Job Description

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Our company is looking to fill the role of records analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for records analyst

- Design business processes and workflows for the creation, classification, access, maintenance, compliance management and destruction of electronic information
- Assist in planning, coordinating and scheduling future needs of the Company's electronic records management systems and repositories
- Supports implementation of process improvements
- Establishes and maintains cross-functional working relationships within the line of business and with key business partners throughout PG&E
- Directing the work of student employee(s)
- Scheduling of employee's assigned work
- Approving hours worked
- Responsible for the coordination with HIM operations and staff for the execution and delivery of all Services per Customer processes and including, but not limited to, record pick up and processing, hardcopy retrieval of medical records, records destruction, and schedule of records eligible, or nearing eligibility for destruction
- Serves as a point of contact and coordination for any services Customer may desire to inquire or initiate
- Performs activities, including departmental director/manager query follow up, and collaboration with department leaders

Qualifications for records analyst

Information Systems Auditor, Project

- Experience with document management and content management applications
- Demonstrated knowledge of retention guidelines and relevant records and information governance technology applications for records retention
- Experience working with Legal department to manage litigation holds
- Experience in developing and conducting RIG training
- Demonstrated excellent verbal and written communications, with the ability to communicate with a variety of individuals and personalities at all levels, internally and externally