

# Central Region Office Records Manager (Forms and Records Analyst 3)

**APPLY**

**Salary**

\$45,852.00 - \$60,156.00 Annually

**Location**

Yakima County - Union Gap, WA

**Job Type**

Full Time - Permanent

**Remote Employment**

Flexible/Hybrid

**Department**

Dept. of Ecology

**Job Number**

2022-CRO4263-15882

**Closing**

Continuous

- DESCRIPTION
- BENEFITS
- QUESTIONS

**Description**





Per Governor Inslee's [Directive 22-13.1](#), state employees must be fully vaccinated effective November 4, 2022. Providing proof of being fully vaccinated is a condition of employment and your vaccine status will be verified prior to starting work. Being fully vaccinated means two weeks after you have received the second dose in a two-dose series of a COVID-19 vaccine or a single-dose COVID-19 vaccine authorized for emergency use, licensed or otherwise authorized or approved by the U.S. Food and Drug Administration or listed for emergency use or otherwise approved by the World Health Organization. If you have questions, please contact [Careers@ecy.wa.gov](mailto:Careers@ecy.wa.gov) with "**COVID-19 vaccination**" in the subject line.

### **Keeping Washington Clean and Evergreen**

The **Central Region Director's Office** within the Department of Ecology is looking to fill a **Records Manager (Forms and Records Analyst 3)** position. This position is located in our **Central Region Office (CRO)** in [Union Gap, WA](#). Upon hire, you must live within a commutable distance from the duty station.

This position is required to work in the office 5 days a week. There will be opportunities for a flex schedule after the first six months of employment.

In this position, you will support the agency's mission by assisting Ecology staff in managing and retrieving documents while ensuring they have the tools and resources available to carry out Ecology's mission and goals. You will support the agency's legal obligation to preserve and manage its records by coordinating and implementing Ecology's regional records and information management in support of the Agency's Records Officer and the Central Region Office (CRO).

As the CRO Records Manager, you will use independent judgement to coordinate complex, multi-program records and information management. This includes researching, analyzing, and making recommendations regarding ongoing development and changes to records and information management functions within the CRO office.

You will work with regional section managers to continually research, analyze, and improve regional processes and systems related to records and information management including enterprise content management implementation, ensuring that recorded information in all formats is managed systematically for efficiency during its entire lifecycle, through creation, maintenance, use, and disposal.

The Central Regional Director's team is a group of hardworking individuals that take pride in their work and being a "team." It's a supportive environment where members of the team are encouraged to find new and improved ways of doing things.

Your excellent people skills and ability to stay grounded and positive in a very dynamic fast-paced environment will make you successful in this role. Additional attributes for success in the position include a great sense of humor, the ability to solve problems, willingness to work alongside your team, and the ability to go with the flow. We are a very close knit office and looking for a person that will enhance our culture.

**Application Timeline:** The positions will remain open until filled, with an initial screening date of **November 16, 2022**. In order to be considered for initial screening, please submit an application on or before of **November 15, 2022**. The agency reserves the right to make an appointment any time after the initial screening date.

### **About the Department of Ecology**

Protecting Washington State's environment for current and future generations is what we do every day at Ecology. We are a culture that is invested in making a difference. Join a team that is highly effective and collaborative, with leadership that embraces the value of people. To learn more, check out our [Strategic Plan](#).

Ecology cares deeply about employee wellness; we go beyond traditional benefits, proudly offering:

- A healthy life/work balance by offering flexible schedules and telework options for most positions.
- An Infants at Work Program that is based on the long-term health values of infant-parent bonding and breastfeeding newborns.
- Continuous growth and development opportunities.
- A wellness program that offers education, fitness classes, and an agency-wide fondness for outdoor meetings.
- Opportunities to serve your community and make an impact through meaningful work.

### **Our commitment to DEIR**

**Diversity, equity, inclusion, and respect (DEIR)** are core values central to Ecology's work. We strive to be a workplace where we are esteemed for sharing our authentic identities, while advancing our individual professional goals and collaborating to protect, preserve, and enhance the environment for current and future generations.

**Diversity:** We celebrate and appreciate diversity; our unique perspectives and abilities enrich us all and lead to innovative approaches and solutions.

**Equity:** We champion equity, recognizing that each of us need different things to thrive.

**Inclusion:** We intentionally create and hold space so that we all have meaningful opportunities to participate and contribute to Ecology's work.

**Respect:** We treat each other with respect and dignity, acknowledging the inherent worth of our diverse perspectives and lived experiences, even in times of uncertainty and disagreement.

We believe that DEIR is both a goal and an action. We are on a journey, honoring our shared humanity and taking steps to demonstrate our commitment to a vision where each of us is heard, seen, and valued.

## Duties



### What makes this role unique?

Communication is key in this unique and challenging role. In this position, you will interact with Ecology's Information Governance Manager, Ecology's Public Records Officer, Ecology's Records Manager, program and regional Public Disclosure Coordinators, program and regional Records Managers, Regional Management, Ecology staff, the Attorney General's Office (AGO), and the public.

You will act as a key point of contact for the Central Region Office's (CRO) 10

programs within the region and frequently communicate both verbally and in writing with section managers and staff regarding records and new technologies as they are implemented.

### **What you will do:**

In this position, you will embody the One-Ecology philosophy and provide high-quality customer service to the public and Ecology staff. To do this, you will:

- Evaluate and ensure records are protected, organized and accessible to provide systematic control of records for their whole lifecycle so Ecology can reduce the resources needed to manage information and better utilize environmental staff for environmental work.
- Evaluate and ensure CRO essential records are preserved, accurate, and authentic and will serve as evidence in a court of law so Ecology can withstand a challenge and enforce our actions.
- Consult with 10 environmental managers/programs within the CRO on maintenance and retention of paper and/or electronic records.
- Manage hard and electronic copies for the 10 environmental programs within the CRO.
- Conduct an onboarding meeting with all new staff for training on email and file management techniques, monitoring of a resource mailbox, CRO's record file system, and state records management system procedures (RIM).
- Work with staff, supervisor, and IT to conduct off-boarding/transferring data process indicated by the Information Governance Manger (IGM).
- Explain and train staff on the retention schedules and agency records' series to manage hard copy and electronic records.
- Provide comprehensive training to staff when new technology or processes are deployed.

### **Qualifications**

#### **Required Qualifications:**

Experience for both required and desired qualifications can be gained through various combinations of formal professional employment, educational and volunteer experience. See below for how you may qualify.

**Option 1:** A Bachelor's degree in business administration, accounting, industrial engineering, or a related field **AND** two years of experience in forms and/or records management.

**Option 2:** Additional qualifying experience in forms and/or records management will substitute, year for year, for education.

Additional experience and education combinations that meet the requirements for this position:

<b>Possible Combinations</b>	<b>College credit hours or degree as listed above</b>	<b>Years of required experience as listed above.</b>
Combination 1	High School Diploma or GED.	6 years of experience
Combination 2	I have 30-59 semester or 45-89 quarter credits.	5 years of experience
Combination 3	I have 60-89 semester or 90-134 quarter credits (AA degree).	4 years of experience
Combination 4	90-119 semester or 135-179 quarter credits.	3 years of experience
Combination 5	A Bachelor's Degree or higher.	2 years of experience.

### Supplemental Information

Ecology seeks diverse applicants: We view diversity, equity, inclusion, and respect through a broad lens including race, ethnicity, class, age, religion, sexual orientation, gender identity, immigration status, military background, language, education, life experience, physical disability, neurodiversity, and intersectional identities. Qualified candidates from all backgrounds are encouraged to apply.

Need an Accommodation in the application and/or screening process or this job announcement in an alternative format?

- Please call: (360) 407-6186 or email: [careers@ecy.wa.gov](mailto:careers@ecy.wa.gov) and we will be happy to assist.
- If you are deaf or hard of hearing you can reach the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.
- If you need assistance applying for this job, please e-mail [careers@ecy.wa.gov](mailto:careers@ecy.wa.gov). Please do not send an email to this address to follow-up on the status of your application. You can view the latest status of your application on your profile's main page.
- If you are reading this announcement in print format, please enter the following URL to your search engine to apply: <https://ecology.wa.gov/About-us/Get-to-know-us/Jobs-at-Ecology>.

### Application Instructions:

It's in the applicant's best interest to submit all of the documents listed below. Applications without these documents may be declined.

- A cover letter describing why you are interested in this position.
- A resume outlining your experience and education (if applicable) as it relates to the minimum qualifications of this position.
- Three professional references.

Please do NOT include your salary history. Wage/salary depends on qualifications or rules of promotion, if applicable.

For Your Privacy:

When attaching documents to your application (such as Resume, Cover Letter, Transcripts, DD-214, etc.):

- Please be sure to remove private information such as your social security number, date of birth, etc.
- Do not attach documents that are password-protected, as these documents may not be reviewed and may cause errors within your application when downloaded.

Additional Application Instructions for Current Ecology Employees:

Please make sure to answer the agency-wide questions regarding permanent status as a classified employee within the Washington General Service or Washington Management Service. Do not forget to select Department of Ecology as a response to question 2, and type your personnel ID number for question 3. If you are not sure of your status or do not know your personnel ID number, please contact Human Resources.

Application Attestation:

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful. The state may verify this information and any untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Other Information:

If you have specific questions about the position, please email **Terra Petropoulos** at [Terra.Petropoulos@ecy.wa.gov](mailto:Terra.Petropoulos@ecy.wa.gov). Please do not contact **Terra** to inquire about the status of your application.

To request the full position description: email [careers@ecy.wa.gov](mailto:careers@ecy.wa.gov)

**Why work for Ecology?**

As an agency, our mission is to protect, preserve and enhance Washington's

environment for current and future generations. We invest in our employees to create and sustain a working environment that encourages creative leadership, effective resource management, teamwork, professionalism, and accountability.

Joining Ecology means becoming a part of a team committed to protecting and restoring Washington State's environment. A career in public service allows you to help solve some of the most challenging problems facing our state, while keeping your health and financial security a priority. We combine one of the most competitive benefits packages in the nation with a strong commitment to life/work balance.

Ecology employees may be eligible for the following:

Medical/Dental/Vision for employee & dependent(s), Public Employees Retirement System (PERS), Vacation, Sick, and other Leave\*, 11 Paid Holidays per year\*, Public Service Loan Forgiveness, Tuition Waiver, Long Term Disability & Life Insurance, Deferred Compensation Programs, Dependent Care Assistance Program (DCAP), Flexible Spending Arrangement (FSA), Employee Assistance Program, Commute Trip Reduction Incentives (Download PDF reader), Combined Fund Drive, SmartHealth \*See the Benefits tab in this announcement for more information

Student debt: how working for Ecology can help

The Department of Ecology is a qualifying employer for the Public Service Forgiveness Program (PSLF). See <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more details.

To learn more about The Department of Ecology, please visit our website at [www.ecology.wa.gov](http://www.ecology.wa.gov) and follow, like or visit us on [LinkedIn](#), [Twitter](#), [Facebook](#), [Instagram](#) or our [blog](#).

Collective Bargaining: This is a position covered by a bargaining unit for which the Washington Federation of State Employees (WFSE) is the exclusive representative.

Equal Opportunity Employer: The Washington State Department of Ecology is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 407-6186. Applicants who are deaf or hard of hearing may call the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

**Note:** This recruitment may be used to fill other positions of the same job classification across the agency. Once all the position(s) from the recruitment announcement are filled, the recruitment may only be used to fill additional open positions for the next sixty (60) days.