



OHIO
UNIVERSITY

**Classification and Qualification
Standards
Records Management
Coordinator**

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Records	Job Code: 14215 Grade: D	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under administrative direction, the highest level classification in the records series has broad decision making authority and independence, and originates new policies and procedures, concepts or approaches, and directs their implementation. This classification requires extensive knowledge of records management, complex records database systems, data analysis, government regulations and/or compliance issues in order to administer a records management program.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Oversees, plans and directs processing, maintenance, and daily operations of a records system.
2. Assures security and confidentiality, and makes decisions pertinent to records according to University policy, government regulations and/or compliance issues.
3. Develops and administers a complex system of data and records.
4. Handles requests and coordinates collection of all types of information.
5. Abstracts pertinent information from records, and assigns, codes and edits for accuracy.
6. Ensures compliance of governmental regulations and University policies, procedures, and guidelines.
7. Interprets federal, state, and local laws.
8. Develops and implements policies and procedures related to records management.
9. Prepares and distributes special reports and impact studies for administration having direct or major impact on University (e.g., subsidy; accreditation).
10. Acts as liaison between University, community, and outside federal and private agencies to provide advice, consultation and respond to numerous requests for all types of records, information, and data.
11. Supervises and trains staff and student employees.
12. Processes requests for release of confidential data to third party (e.g., insurance company; attorney; medical facility).
13. Performs administrative functions (e.g., coordinates work with other departments; administers budget and control expenditures; maintains major code file; conducts research; codes medical records; assists with microfilming records).
14. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of records management; complex records database systems; data analysis; University requirements, policies and procedures, government regulations, and federal, state, and local laws, compliance issues; employee training and development; budget analysis; medical record coding*; oral and written communications; public relations*. Skill in the operation of computer; and calculator. Ability to oversee, direct processing, maintain, and audit records and reports; develop and administer a system of data and records; act as liaison and provide advice to customers, departments and staff on record related issues.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

Completion of undergraduate core program in business or related field or 2 yrs. experience in records management, complex records database systems, data and budget analysis, and records policies and procedures, government regulations, and federal, state, and local laws. 1 course or 3 mos. experience in operation of computer and calculator.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.