

Salary Range: Min: \$66,900 - Max: \$129,800

Title: Records Retention Schedules Project Lead

Job Description:

The Information Technology Services (ITS) Department at the University of California Office of the President (UCOP) seeks a Records Retention Schedules Project Lead to develop and implement a major project to update the University of California records retention and disposition schedules. The position will work closely with campus records managers to develop and conduct the project and to ensure that University records retention requirements are aligned with current laws and best practices in records management. This is a challenging opportunity for a records management or project management professional to significantly advance records management practices across the University. The ability to work in a decentralized environment and develop consensus will be key to achieving success.

Requirements:

Bachelor's degree in a relevant field, five or more years experience in an Information and Records Management environment, or an equivalent combination of education and experience.

Demonstrated experience in the development of comprehensive records retention and disposition schedules based on legal requirements and records management industry standards. Demonstrated experience leading and managing enterprisewide projects from inception to completion.

Demonstrated knowledge of and/or experience utilizing records and information life cycle management principles, concepts, and issues, including trends in electronic media.

Demonstrated experience with federal and state laws and regulations related to records management. Demonstrated experience in Information and Records Management in a multimedia environment (i.e., electronic, physical, audio and video). Demonstrated experience using Microsoft Office products.

Ability to work in a complex distributed and decentralized environment.

Excellent written and oral communication skills. Excellent interpersonal skills and demonstrated ability to work with all staff levels and to build consensus.

Preferred

Master's degree in Library Science or Information Management Sciences, or a J.D. Ten or more years of demonstrated experience in an Information and Records Management environment. Three or more years of demonstrated project management experience

Certified Records Manager (CRM)

Experience in a public institution, such as higher education or government.
Experience using the Skupsky Retention Method or equivalent. Experience with

HIPAA, FOIA, CIPA, CPRA, GLB, GAAP, GARP and FERPA. Experience or familiarity with eDiscovery

This position requires a successful background check.

To apply and view the full job description, including all requirements, please visit <https://jobs.ucop.edu> and refer to requisition number 20110567. Information about the department is at <http://www.ucop.edu/irc/>.

The University of California offers excellent benefits, including

- * Retirement and savings plans
- * Medical, dental, and vision plans
- * Tax-savings plans
- * Professional development opportunities
- * Paid vacation - 3 weeks per year
- * Paid sick leave - 12 days per year with unlimited accrual
- * Paid holidays - 13 per year
- * Life, disability, and accident insurance
- * Legal services plan
- * Auto and homeowner/renter insurance

The University of California is an Equal Opportunity Employer.

If interested please visit the University of California website to apply at: www.universityofcalifornia.edu

If you are interested and want to chat about the position, please feel free to give me a call.

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