



STATE OF COLORADO

CLASS SERIES DESCRIPTION

September 1, 1998

ARCHIVIST

H6H1TX TO H6H2XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses two levels in the Professional Services Occupational Group and describes collecting, evaluating, systemizing, preserving, and making available for reference public records and documents of historical significance. Positions in these classes apply archival principles, preservation methods and techniques, and the principles and practices of records management in arranging, describing, and storing materials; developing reference aides; appraising the value of documents; developing records retention and disposition schedules; preserving records from deterioration, damage, loss, or destruction; and, providing reference, research, and advisory services.

INDEX: Archivist I begins on this page and Archivist II begins on page 3.

ARCHIVIST I

H6H1TX

CONCEPT OF CLASS

This class describes the first-level archivist. The work at this level is designed to train positions to apply archival, records preservation, and research techniques, records management principles, and agency rules, regulations, and standards in preserving and storing public records and historical documents. The work includes organizing, arranging, and describing records according to agency standards and guidelines; locating information and documents using finding aides and guides; and helping customers with research activities by explaining available resources and methods for locating information. Once positions have mastered preservation, research, and records management techniques and are assigned duties that meet the factors in the next higher class, they progress to the Archivist II level.

FACTORS

Allocation must be based on meeting all of the four factors described below.

CLASS SERIES DESCRIPTION (Cont'd.)

ARCHIVIST

September 1, 1998

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. For example, positions determine how to organize and describe bodies of records so that information is accessible. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. For example, positions evaluate the nature of records and their enduring value in determining how to preserve, maintain, and describe records. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, when organizing a body of records, positions choose the best method for arranging and describing the material for future reference and use.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study records information and retention guidelines to determine what it means and how it fits together in order to get practical solutions in the form of organized, accessible, and secure historical records. Guidelines in the form of archival principles, professional standards and journals, internal finding aids, procedure manuals, and written or verbal instructions exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. For example, positions arrange records within functional or organizational categories and develop guides and finding aids that are in a format consistent with similar or related records. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions select the research methods and source materials used for locating information requested by a customer.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of either of the following:

Exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. For example, positions explain research policies and procedures, demonstrate research methods, explain the use of reference materials and equipment, and explain corresponding fees to customers.

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time. For example, positions interview research customers to determine the type, scope, and use of the information in order to determine the resources available for researching the topic.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may serve as a member of a collaborative problem-solving team.

CLASS SERIES DESCRIPTION (Cont'd.)

ARCHIVIST

September 1, 1998

ARCHIVIST II

H6H2XX

CONCEPT OF CLASS

This class describes the fully-operational archivist. Work at this level involves the application of archival, records preservation and research techniques and records management principles in evaluating, classifying, and determining the logical organization of records; developing listings, indices, and guides; assessing preservation and storage requirements and advising agencies and local governments on storage and preservation methods; providing research and/or reference services to the public and government agencies by identifying and locating requested material or advising clients on available resources and methods for locating information; inventorying records and appraising their legal, historical, or administrative significance and value; developing record retention and disposition schedules, and, consulting with government agencies on record conservation issues.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations used to preserve and manage assigned records. For example, the resources, standards, and legal requirements are set and positions in this class evaluate the nature of the records to determine the enduring value or historical significance and then develop the records management schedules for government agencies to follow. The general pattern, program, or system exists but must be individualized. Positions in this class apply legal requirements in assessing the value or significance of historical records and establishing the processes for their retention and preservation. This individualization requires analysis of data that is complicated. For example, positions analyze records for their current value and predict the need for, and use of, those records in the future. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. For example, positions apply legal requirements in determining what records are permanent and the processes for preserving, maintaining, cataloging, evaluating, storing, securing, and accessing those records. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of archival theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. For example, positions apply archival theories and collection principles in evaluating a body of records and determining the relevance to a collection where no formal or written collection guidelines exist. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. For example, positions appraise an agency's records based on records management practices, determine the retention period for each record series, and make

CLASS SERIES DESCRIPTION (Cont'd.)

ARCHIVIST

September 1, 1998

recommendations as to systems or methods for preserving records of enduring value. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies. For example, positions use judgment in tailoring retention guidelines and preservation practices to multiple government agencies and various types of records.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of both of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time. For example, positions interview research customers to determine the type, scope, and use of the information in order to determine the resources available for researching the topic.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. Positions advise government agencies on records management, retention and disposition schedules, disaster recovery, and preservation issues to insure that agencies comply with records retention laws.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Revised 9/1/98 (CVC). Changed class codes due to PS Consolidation study.

Effective 9/1/93 (LLB). Job Evaluation System Revision Project. Published as proposed 5/10/93.

Revised 7/1/84. Changed education and experience substitution.

Created 1/1/75.

CLASS SERIES DESCRIPTION (Cont'd.)

ARCHIVIST

September 1, 1998

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Archivist I	Operational	Patterned	Exchange or Detect	Indiv. Contributor
Archivist II	Process	Formulative	Detect & Advise	Indiv. Contributor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services