

## H6Q – RECORDS ADMINISTRATOR

Title/Class Code	Education and Experience	Substitutions
<p><b>RECORDS ADMINISTRATOR I</b></p> <p><b>H6Q1XX</b></p>	<p>Graduation from an accredited college or university with a bachelor's degree in a field of study related to the work assignment and three years of experience in records management appropriate to the work assignment.</p> <p>NOTE: Specific education, experience and/or license, certificate and registration requirements are unique to the position being filled and will be developed as openings occur.</p>	<p>Experience in records management may be substituted on a year-for-year basis for the education requirement.</p> <p>A master's degree from an accredited college or university, in a field appropriate to the position, may be substituted for one year of experience.</p>
<p><b>RECORDS ADMINISTRATOR II</b></p> <p><b>H6Q2XX</b></p>	<p>Graduation from an accredited college or university with a bachelor's degree in a field of study related to the work assignment and five years of experience in records management appropriate to the work assignment.</p> <p>NOTE: Specific education, experience and/or license, certificate and registration requirements are unique to the position being filled and will be developed as openings occur.</p>	<p>Experience in records management may be substituted on a year-for-year basis for the education requirement.</p> <p>A master's degree from an accredited college or university, in a field appropriate to the position, may be substituted for one year of experience.</p>