

JOB DESCRIPTION

JOB TITLE: Disclosure Analyst Lead
DEPARTMENT: South Sound 911 Information Services
CLASSIFICATION: Disclosure Analyst
REPORTS TO: Records Manager
Represented position, EEO cat 6

SUMMARY:

As part of South Sound 911 Support Services Division, within the Records Department, the Disclosure Analyst Lead position analyzes, processes, formulates and completes South Sound 911's response to requests for information in accordance with disclosure obligations contained in federal law, the Federal Rules of Civil Procedure ("FRCP"), the Washington State Public Records Act, agency public disclosure codes and policies and all other applicable mandates.

Like the Disclosure Analyst position, the Disclosure Analyst Lead researches and produces responsive CAD and police report records, audio (phone and radio), and Text-to-911 records.

In addition to performing the duties of the Disclosure Analyst, the Disclosure Analyst Lead monitors the Disclosure Unit's level of backlog for requests and alerts management of significant backlog or sensitive requests; assists in development of training material and procedures; provides training to other employees; facilitates meetings for employees of the Disclosure Unit and/or with stakeholders as needed; coordinates with the manager as needed in responding to large and/or complex records requests; and prepares reports concerning unit activities as required.

This position does not have supervisory responsibility.

ESSENTIAL FUNCTIONS

Conducts research, applies independent analysis and judgement and utilizes technology to discover, gather, review, and produce responsive records.

Enters all relevant disclosure data into the agency's disclosure tracking system.

Coordinates with the Public Records Officer and General Counsel to ensure public disclosure process is conducted in compliance with applicable requirements.

Corresponds with requestors to acknowledge requests, clarify unclear requests, provide responsive records to include estimating processing time and installment frequency for voluminous requests; when applicable, requestors will be directed to agency information or external resources.

Monitors response due dates to ensure that mandated response deadlines are met.

Performs clerical duties, including scanning records, making copies, assembling request responses, drafting communications, answering phones, data entry and filing.

Testifies in court regarding responsive records.

In coordination with General Counsel, evaluates whether record or part of record is exempt.

Redacts records and prepares appropriate redaction/exemption logs.

Provide training to employees; work in a team environment.

Assist in development, review, updating and implementing training materials, manuals, and Standard Operating Procedures for Disclosure Unit functions.

Compile information and prepare reports concerning division activities as required.

REQUIRED ABILITY, KNOWLEDGE AND EXPECTATIONS:

Fluent use of the English language.

Understand and follow written and verbal instructions.

Understand and interpret complex rules and procedures.

Read, interpret, explain, apply and follow applicable laws, ordinances, codes, regulations, policies and procedures.

Work appropriately with confidential material and information.

Work with speed and accuracy.

Follow safety rules and regulations.

Proficiency with standard suite of Microsoft Office software and database applications, fax machine and phone system.

Exercise a high degree of independent judgment in problem solving and decision making related to the duties and responsibilities of the job.

Communicate efficiently and effectively, both orally and in writing, using tact, patience and courtesy.

Maintain cooperative and effective working relationships with others.

Analyze situations quickly and adopt an effective course of action.

Organize work with many interruptions and multiple tasks to meet schedules and timelines.

Be reliable, dependable and report for work on a consistent basis.

Perform limited clerical duties such as filing, duplications and typing.

Perform record keeping, document retention, report preparation and basic research methods and techniques.

QUALIFICATIONS:

Graduation from high school or equivalent including or supplemented by clerical courses and two years in performing general clerical involving record-keeping and public contact. Experience in call taking or dispatching and understanding of communications center procedures is highly desired.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Possession of a valid Washington State driver's license at time of appointment with Maintenance thereafter.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT:

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis. Work overtime on a voluntary or assigned and mandatory to cover staffing needs. There is more overtime during vacation and/or illness periods and during seasonal workload peaks. May include extended shift or work on scheduled day(s) off. Range of overtime per payroll period could be 0 to 8 hours.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS: EDIT ONLY AS NEEDED

Personal computer, logging recorder, copy machines, telephone, fax machine, E-mail, calculators, and printers.

POTENTIAL HAZARDS:

The hazards are consistent within an office environment.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION:

Activity	Percentage of time	Activity	Pounds
Standing	10% of time	Pulling & Pushing	35 lbs.
Walking	10% of time	Lifting	35 lbs.
Sitting	80% of time	Carrying	35 lbs.

The following abilities are required to perform the essential job functions:

Hearing	YES
Seeing	YES
Depth Perception	NO
Color Vision	NO

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling.

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties

and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Laura Lakowske, Recruiting Coordinator

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APPROVED BY: Scott Hamel, Deputy Director