



California ISO  
Your Link to Power

**DIVISION:** General Counsel

**TITLE:** Corporate Records Lead

**LOCATION:** Folsom, CA

**DEPARTMENT:** General Counsel

**PRIMARY PURPOSE:**

Under the general direction of the Manager, Mandatory Standards and Compliance, responsible for leading the implementation and corporate compliance with the ISO's record retention policy, including the development and implementation of records and information management policies and procedures, the development and maintenance of record retention schedules, and working with departments and managers company-wide to ensure compliance with all records information management policies, procedures and retention schedules.

**ESSENTIAL JOB FUNCTIONS:**

- Leads enterprise-wide records and information management program applying applicable legal and regulatory requirements, designing, implementing and communicating the program across the company.
- Responsible for developing and improving records and information management practices, and related operational efficiencies, across a diverse organization, implementing best practices. Ensures compliance with records and information management policies, procedures, and retention schedules.
- Functions as a subject matter expert by providing consultation to ISO business units to ensure complex inter-departmental records management objectives are met.
- Identifies issues and works in collaboration with ISO business units to resolve issues and develop mitigation strategies.
- Presents written and oral status reports and other analysis to senior management on records and information management initiatives as required.
- Collaborates with corporate training department to design and lead training programs for records and information management.
- Leads the legal department response in complying with discovery and other legal obligations, including responding to discovery requests and implementing retention holds.
- Attends business meetings and collaborates with colleagues to develop "best practices," policies and procedures, contributing to a more flexible and efficient organization.
- Adheres to and supports the Core Values of the ISO.
- Performs related duties and activities as appropriate.

**TYPICAL PHYSICAL REQUIREMENTS:**

Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. Occasionally there may be a requirement to stoop or lift, or handle material or equipment weighing up to 25 pounds. Requires normal manual dexterity and eye-hand coordination, and corrected vision and hearing to normal range.

**WORKING CONDITIONS:**

Located in a comfortable indoor area. Any unpleasant conditions would be infrequent and not objectionable. Most of the time is spent in general office or equivalent conditions which result in little or no exposure to injury or accident.

**MINIMUM QUALIFICATIONS:**

- **Level of Education**

Bachelor's degree, (BA/BS) or equivalent education, training and experience.

- **Discipline**

Information Science, Library Science, Knowledge Management, or related field.

- **Amount of Experience**

Seven or more years of related work experience.

- **Type of Experience**

Demonstrated skills in the development, implementation and governance of an effective records and information management program, preferably in a regulated environment at a public utility, law firm, corporation or public agency. Experience in the development and implementation of processes and procedures. Project management experience desired.

- **Special Certifications of Technical Skills**

Certified Records Manager designation or ability to obtain designation within 3 years of hire.

- **Other**

Independent analytical and problem solving abilities required. Excellent organizational skills, with strict attention to detail. Strong interpersonal skills. Excellent oral and written communication skills. Ability to multi-task in a fast-paced, dynamic environment. Must be able to work effectively and efficiently with deadlines. Must be able to lead effectively in a cross-functional team environment. Must be proficient with Microsoft Word, Outlook, PowerPoint and Excel. Knowledge of Documentum and SharePoint helpful.

### **SALARY CLASSIFICATION:**

- FLSA:

- Date Created: 11.09.2009

- Last Date Revised: 12.01.09