



PG&E Talent Connect

Job Posting Title

Record Analyst, RIM Network

Job Posting Date: 10/18/2016

Requisition #: 53807350-E01

Job Category: Engineering / Science

Job Level: 2. Individual Contributor

Company

Based in San Francisco, Pacific Gas and Electric Company, a subsidiary of PG&E Corporation (NYSE:PCG), is one of the largest combined natural gas and electric utilities in the United States. And we deliver some of the nation's cleanest energy to our customers in Northern and Central California. For PG&E, "Together, Building a Better California" is not just a slogan. It's the very core of our mission and the scale by which we measure our success. We know that the nearly 16 million people who do business with our company count on our more than 24,000 employees for far more than the delivery of utility services. They, along with every citizen of the state we call home, also expect PG&E to help improve their quality of life, the economic vitality of their communities, and the prospect for a better future fueled by clean, safe, reliable and affordable energy.

Pacific Gas and Electric Company is an Affirmative Action and Equal Employment Opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability status, medical condition, protected veteran status, marital status, pregnancy, sexual orientation, gender, gender identity, gender expression, genetic information or any other factor that is not related to the job.

Department Overview

The Enterprise Records and Information Management (ERIM) organization is a newly created organization that will transform PG&E's records and information assets management practices to ensure compliance with laws, regulations, and promote safe and effective business operations. PG&E will lead the Utility Industry by achieving best in class.

The ERIM organization is responsible for policy, strategy and guidance for records and information assets, monitoring compliance and supporting the development of consistent and integrated processes that promote the responsible management of the information lifecycle to further PG&E's immediate and future regulatory, legal and operational requirements.

Enterprise Records and Information Management (ERIM) is an enterprise-wide program driving the Lines of Business(LOB) to become compliant, efficient, and have systemic control of the creation, receipt, maintenance, use, and disposition of records; including the processes for capturing and maintaining evidence of information about business activities and transactions. The incumbents



ensure traceable, verifiable, complete, accurate and reliable asset information is available to support business decisions for an assigned line of business (LOB). Incumbents develop implementation plans to ensure compliance with corporate RIM strategy and records governance.

The ERIM team coordinates and works with the Legal Department, Internal Audit, Regulatory Relations, Information Technology and other LOB's to manage risk and drive continuous improvement in our operations.

Position Summary

The Records and Information Management (RIM) Coordinator supports the implementation of procedures for quality assurance and compliance, and provides guidance and training for workgroups and offices in assigned area. The RIM Coordinator is the liaison between Enterprise Records and Information Management (ERIM) and department records and information system users and technology staff to ensure the business units' records management needs are met. The RIM Coordinator will support various lines of business within assigned geographical area or assigned office locations. The successful candidate must be an advocate for safety and will help PG&E attain its vision of being the leading utility by leveraging the skills and experience of a diverse team to focus on the successful delivery and maintenance of a RIM program.

This position requires 70% travel. Location headquarters may be flexible.

Qualifications

Minimum:

- 2 years related experience in records management, customer service, operations, training, or applicable experience
- Proficient with Microsoft Office

Desired:

- Bachelor's degree in Engineering, Business, Finance, Economics, Accounting, Public Policy, Legal Studies, or related discipline; or equivalent experience
- Gas Utility, and/or construction company experience
- Involvement in ARMA (Associate of Records Management and Administrators), AIIM or other related data organizations
- Understanding of ARMA International's Generally Accepted Recordkeeping Principles (GARP), US DOD 5015.02, ISO 15489, and other relevant RIM industry guidelines
- Knowledge of systems and tools for paper and electronic records, such as Documentum, SharePoint, etc.
- Project and process management skills
- Excellent verbal and written communication, interpersonal and influence skills
- Presentation skills; ability to deliver technical training
- Excellent analytical skills, problem-solving skills
- Advanced proficiency in Microsoft Office

Responsibilities

The role of RIM Coordinator is:

- Provide change leadership support throughout assigned territory



- Assist the implementation of electronic and paper records assessments and clean up within all territory offices
- Develop strong working relationships with LOB leaders in assigned areas/offices
- Work collaboratively with the ERIM Operations Teams and LOB embedded RIM Teams
- Play a key role in collaborating across ERIM with peer Supervisors, team members, and leadership
- Collaborate across the company to facilitate and support adoption of consistent records management practices and procedures
- Provide full time support to assigned area or office(s)
- Coordinate with ERIM to ensure local sustainability and effectiveness of PG&E's ERIM program.
- Responsible for ensuring compliance with PG&E RIM policies and procedures
- Support work groups for records related audits
- Monitor performance to identify gaps in processes and training
- Deliver training

Responsibilities

- Maintain Vital Records inventories for departments
- Ensure proper handling and protection of Vital Records
- Serve as the point of contact for off-site storage vendor (new boxes sent, retrievals, re-files)
- Monitor status of records retrieved from off-site storage to ensure proper protection and timely return to storage
- Manage on-site legal hold and shred bin process
- Understand ERRS and how to apply it across all lines of business
- Support maintenance of records inventories
- Understand and monitors controls for on-site physical and electronic records
- Understand systems of records used by assigned work groups and/or locations
- Foster cross-functional RIM support through ongoing communication and participation in RIM activities
- Recognize and escalate identified RIM related issues when appropriate
- Continue development of RIM education by seeking out additional training
- Facilitate on-site training as needed
- Understand ERIM processes, forms usage, and initiatives
- Serve as an on-site subject matter expert for RIM best practices
- Participate in / serve as RIM support during audits to ensure records continuity
- Serves as a local area expert for the Technical Information Library (TIL)
- Attend ERIM Coordinator Training Sessions
- Attend ERIM all hands quarterly meetings

Employment Type: Management

Schedule: Full-time

Work Location: Concord Gateway Office

City: Concord

Zip Code: 94520