Public Records (PRA) Specialist

Closing Date: Open Until Filled
Department: Administration
Reports To: Deputy Executive Director
Classification: Non-Exempt
Salary Range: $23.2585 - $28.9776 hourly (DOE)

Purpose:

Under the direction of the Executive Director and the Deputy Executive Director, the Public Records (PRA) Specialist will perform highly responsible, complex, and varied administrative and analytical work in the development, implementation and administration of a range of practices and procedures aimed at ensuring the regional center's compliance with their California Public Records Act ("CPRA") obligations under the Disability Equity, Transparency, and Accountability Act of 2024 (Assembly Bill 1147).

This position will be responsible for overseeing, coordinating, analyzing, processing, evaluating, and responding to public records requests for Westside Regional Center (WRC). This position will also be responsible for developing, implementing, and updating policies and procedures related to records management. The ideal candidate will possess strong analytical skills, excellent communication abilities, and attention to detail. The position will frequently deal with complex, confidential, and sensitive information and must be able to do so with tact and discretion.

Nature of Work:

Essential Job Functions:

- Act as the main point of contact for public records requests received by the center and manage voluminous and time-critical requests.
- Responsible for overseeing, coordinating, analyzing, processing, evaluating, and responding to public records requests for the Center.
- Manage public records requests effectively by using technology, software applications relevant to work performed, and modern business equipment.
- Track and respond to all public records requests in compliance with the CPRA, and any other legal requirements or departmental policies.
- Communicate effectively with requestors and collaborate legal consultation and other necessary parties to coordinate timely and appropriate responses.
- Coordinate with all agency departments as necessary to gather and compile records that are responsive to requests and ensure requests meet all legal protection and redaction requirements (i.e., compliance with federal, state, local, and funding agency requirements).

- Train and agency staff in the CPRA and records management best practices.
- Develop and deliver staff training sessions on new and existing policies, procedures, and compliance-related topics.
- Oversight of standardized procedures and methods to improve and continuously monitor the effectiveness of assigned programs; identify opportunities for improvement.
- Conduct a variety of complex analytical and operational analysis regarding departmental and programmatic activities related to assigned programs; evaluate alternatives, make recommendations regarding organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications.
- Assist with the implementation of procedural, administrative, or operational changes after approval; prepare comprehensive technical records and reports for a wide variety of audiences.
- Conduct internal audits or testing procedures to assess compliance with established policies.
- Develop and deliver staff training sessions on new and existing policies, procedures, and compliance-related topics.
- Collaborate with department leads to identify policy gaps and provide practical solutions to ensure compliance.
- Maintain a centralized, accessible, and organized documentation system for all policies and procedures.

Requirements:

Knowledge of:

- Regional Center
- California Public Records Act (CPRA) is highly desired
- Applicable federal, state, and local laws, regulatory codes, and procedures
- Organization and management practices of non-profits
- Principles, practices, and procedures related to public agency record keeping.
- English including spelling, grammar, punctuation, and vocabulary.
- Methods and techniques of research, analysis, report preparation, and presentation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Ability to:

- Lead and direct CPRA compliance within the regional center.
- Effectively lead other staff and demonstrate excellent interpersonal skills both internally and externally.
- Coordinate and oversee programmatic and administrative functions
- Supervise and coordinate maintenance of the center’s official records.

- Prepare, organize, and present reports, articles, and related informational material.
- Handle sensitive and confidential information.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education:

Sufficient education, training, and experience to successfully perform duties. A typical way of obtaining the required qualifications is:

- Possession of a bachelor's degree with major coursework in business or public administration or related field.
- Bachelor's degree in Public Business Administration, Legal Studies, or Policy Development. Strong understanding of regulatory compliance and documentation standards. Detail-oriented with strong organizational and analytical abilities.

License Or Certificate:

- Possession of, or ability to obtain, a California driver's license.
- Records Manager Certification is highly desired.

This position is based in the office/onsite daily; however, remote work may also be available. This a full time, exempt role and hours may varies based on the needs of the Westside Regional Center.

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Apply at Jobs-WRC@WestsideRC.org and reference the Job Title in your email.