

JOB POSTING

POSITION:	Records Analyst (Temp FT to March 31, 2029) – 2 Positions Available
COMPETITION #:	U2622
DESCRIPTION:	The Records Analyst is responsible for identifying unique person records in legacy systems and CPIN and for managing the confirmation of persons in CPIN, including the establishment of linkages to historical and current service records. The work is carried out in CPIN through Registration of Person Records and Merging of Duplicate Records, in coordination with other records management specialists in other CPIN agencies in Ontario. This critical process of identifying and confirming records is essential for ensuring the safety of service recipients and staff by providing a reliable history of service recipient involvement with child protection and child well-being services in Ontario, as well as supporting the appropriate disclosure of a service recipient's historical service involvement
COMMENCING:	ASAP
SALARY:	\$63,864 - \$73,498
QUALIFICATIONS:	EDUCATION AND EXPERIENCE - Minimum of a 2-year accredited community college diploma related to Information/Business Management or Library/Information Sciences. KNOWLEDGE & SKILLS EXPERIENCE - Minimum of 2 years Records Management experience - Experience working with CPIN considered an asset - Demonstrated understanding of records life cycle - Demonstrated understanding of records and information technologies eg Electronic Document and Records Management applications, scanning/OCR technologies - Demonstrated knowledge of standardized classification systems and technologies - Experience working with various forms of storage media including paper digitally scanned images, disk, tape, CD ROM, microfilm - Working knowledge of archiving and publishing tools, including Adobe products - Hands on experience with content storage servers and a range of database platforms - Understanding of project management principles - Excellent knowledge of legislation and regulations governing information security and access such as FIPPA – Freedom of Information and Protection of Privacy Act - Excellent written, oral, and interpersonal communication skills - Ability to conduct research into emerging e-record technologies and archiving best practices and methodologies - Highly self-motivated and directed with keen attention to detail - Good analytical and problem solving abilities

	• Advanced skills in the use of Microsoft Office software including Excel (spreadsheets), Word and Adobe Acrobat Pro • Excellent oral and written communication skills • The Employer reserves the right to waive the required qualifications in the event of other exceptional qualifications or experience.
APPLICATION:	Applications <u>quoting competition number U2622</u> may be submitted <u>no later than the closing date noted below</u>, using one of the following methods: E-mail: khcas.hr@khcas.on.ca Mail: Kawartha Haliburton Children's Aid Society 1100 Chemong Rd. Peterborough, ON K9H 7S2 ATT: HUMAN RESOURCES Fax: 705.745.6641
POSTED:	Friday August 28, 2026
CLOSES:	Thursday September 3, 2026
ACCOMMODATION:	Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources department at 705-743-9751 x1260. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable the candidate to be assessed in a fair and equitable manner.
KHCAS is committed to building a diverse workforce representative of the communities we serve. We welcome applications from all qualified candidates, and encourage applicants from Black, Indigenous, racialized and 2SLGBTBQ+ communities. We are committed to a selection process and work environment that is inclusive and barrier free.	