

CSC Adopted: **May 2006**, CSC Revised: _____

Class Title: Genealogy Information Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

This is technical and administrative work involving management of cemetery databases containing historical information on lot ownership and interment records and assisting patrons with genealogical research.

The work involves managing and maintaining cemetery databases, including training and overseeing staff in entering and updating information. The work also involves assisting customers or other users with accessing the system and conducting genealogical research.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages the cemetery database that contains all of the historical lot owner and interment information for the eight (8) cemeteries by supervising the entry of lot sales, interments and updates of map data by staff.
2	S	Supervise and train individuals in proper techniques used to enter, maintain, update and correct burial records, while verifying the lot owner records.
3	S	Assist the public in accessing genealogy information from the cemeteries data base.
4	S	Works with the Information Technology department in establishing and maintaining a City of Norfolk- Cemetery genealogy information web site.
5	S	Works with the City of Norfolk Public Libraries by training employees in the use of the cemetery database to assist the public in obtaining information for their genealogy records.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to at least two years of college or Associate Degree or equivalent experience.
Experience	Three years of experience; including some experience in working with computerized databases and training others in their use; experience in genealogical record-keeping or research preferred.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read various reports, print and electronic resources, brochures, and publications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write articles, various reports, and presentations.
Managerial	Managerial responsibilities include planning projects and allocating resources.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires knowledge necessary to understand basic operational, technical and supervisory processes, including training of staff in systems and procedures.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical, research and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, presentations, filing
Sitting	F	Computer, desk work, microfilm readers, answering telephone, meetings
Walking	F	To/from meetings, to/from office equipment, to research materials, in and out of building
Lifting	O	Boxes, documents, photos, files
Carrying	O	Boxes, documents, photos, files
Pushing/Pulling	O	Book carts
Reaching	F	On shelves, file cabinets
Handling	F	Books, documents, photos, files
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	O	Filing
Crouching	O	Filing
Crawling	N	
Bending	F	Retrieving files and items from shelves
Twisting	N	
Climbing	O	Step stools
Balancing	O	Step stools
Vision	C	Computer, desk work, microfilm readers, reading
Hearing	C	Staff, patrons, meetings, telephone, presentations
Talking	F	Staff, patrons, meetings, telephone, presentations
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, computer, laser or inkjet printer, microfilm machine, Photo Shop, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)