

ADMINISTRATIVE SPECIALIST

Job Classification

Adopted: November 28, 2004

Revised: July 1, 2009

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LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, the scope, complexity, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level.

Additional education or experience may be desirable for some positions. Additional education relevant to the program or project may be required.

Level 1

PCLS: 01221

*****Alternate PCLS: 09020**

Grade 77

Non-Exempt

Descriptors

Work is performed under intermittent supervision. Coordinate and plan for projects and/or programs more narrow in focus, with limited degree of authority and responsibility. Projects are generally limited and non-continuous in nature or are for ongoing programs of narrow scope*, as assigned by supervisor.

Knowledge, Skills, and Abilities

Knowledge of methods of organization, research, and analysis. Knowledge of applicable federal, state, and institutional laws, rules and regulations relating to administration of program. Working knowledge of computer information systems and applicable software and databases. Ability to comprehend written material and interpret and apply policies, rules, and regulations. Ability to establish and maintain effective working relationships with individuals and groups and to work successfully as a member of a team. Ability to communicate effectively, both orally and in writing, and to organize and present facts and opinions. Ability to exercise good judgment in analyzing situations and making decisions.

Education and Experience

Some college coursework and one year experience related to program specialty, or an equivalent combination of training and experience; OR three years of progressively responsible office/administrative experience.

Level 2

PCLS: 01222

*****Alternate PCLS: 09030**

Grade 78

Non-Exempt

Descriptors

Work is performed under administrative supervision. Coordinate and plan for reoccurring projects and/or programs. This level usually does not have program or fiscal management or policy development responsibilities, although particular assignments may involve assisting with or making recommendations in these areas. May lead** or supervise** incidental to the position. Work is typically reviewed for fulfillment of program objectives and conformance with policy and practice.

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