



JOB FAMILY CONCEPT

This family consists of four levels of administrative specialist work. Levels are distinguished based on type and complexity of work, degree of supervision received, and the level of autonomy. Positions in this family are responsible for planning, direction and/or administration of project/program centered activities in a staff capacity. This job family is distinguished from the Administrative Generalist job family by the performance of project and/or program coordination functions requiring knowledge/experience in a non-clerical program or specialty area specific to the position. It is distinguished from the Administrative Professional job family by the lack of specialized education and experience to perform the essential functions of the job. This family is distinguished from the Administrative Management job family by the primary responsibility for program/project oversight rather than unit management.

Administrative Specialist positions provide specialist support of a variety of areas such as:

- Student services
- Research
- Academic programs
- Educational/community outreach
- University business/administrative operations

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

- Duties listed in the Administrative Generalist Family may be performed, but not as the primary focus of the job
- Identify, research, and analyze problems and issues associated with the project; develop methods for isolating, evaluating, and ranking a sequence of needs and assessing potential for meeting the needs; recommend methods and procedures for measuring, analyzing costs, benefits, and goal achievements
- Contact representatives of the community, university, state, and/or federal government agencies for the purpose of research and identifying problems, analyzing needs, obtaining and coordinating delivery of services. May conduct research interviews, surveys, or focus groups
- Participate in implementation and supervision of daily and long term administrative and service operations related to the project and/or program. Evaluate and monitor projects according to program policy and stated objectives
- Review and recommend revisions in grant applications and budgets; may obligate funds and authorize field purchases of equipment
- Serve as key resource on program/project activities; represent program/project on organizational or advisory committees; establish and maintain a public information program relative to the project; speak before interested agencies and groups to disseminate information



about the project; make promotional contact with news media and civic organizations; represent the organization at meetings, seminars, and conferences

- Serve as principle coordinator for comprehensive educational outreach efforts; plan, develop, and conduct training, seminars, meetings or clinics; author and/or oversee generation of educational outreach curriculum models; develop and maintain web based educational manuals, resources, and presentations; prepare and deliver public presentations related to program or project activities
- Encourage and assist communities in establishing local programs; provide ongoing consultation to management of local level projects to ensure compliance with state or federal project guidelines; provide assistance in reporting procedures, overall project management, and fiscal control
- Evaluate and monitor projects and/or programs according to policy and stated objectives; establish methods of measuring and analyzing costs, benefits, and goal achievements; review and recommend revision as necessary; direct or assist in directing the distribution of project funds
- Coordinate and collect project and/or program management statistics and compile them into reports on the program; prepare and submit narrative and statistical reports as requested by program manager
- Provide consultation on the specialized services of the project and/or program
- Provide technical assistance in implementation of changes; redesign systems and administrative procedures as required and train staff in new systems and procedures
- Provide logistical support for project and research staff as needed; assist in the safe execution of fieldwork for researchers; coordinate field site preparation
- Request, collect, organize, and edit materials for publication including newsletters, workshop proceedings, grant proposals, and annual reports; use desktop publishing software, design and format publications; work closely with faculty, researchers, graphic artists, print shops, and others to complete publications by established deadlines
- Provide support to Principal Investigators for all facets of pre-award development, including complex federal, state, and private research; proposal preparation and submission; advise on policies, procedures, and regulations that pertain to research; provide research faculty with information on sources of grant funding through federal, state, and private sector organizations/agencies and obtain correct application materials
- Supervise, direct, or lead employees in support of specialized project
- Oversee and manage fiscal responsibilities associated with project



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.



Knowledge, Skills, and Abilities

Same as level one, plus: Ability to interpret and apply complex* polices, rules, and regulations. Ability to lead** or supervise**.

Education and Experience

Associate's degree and two years progressively responsible experience related to the program specialty, or an equivalent combination of training and experience.

Level 3

PCLS: 01223

*****Alternate PCLS: 09040**

Grade 79

Exempt

Descriptors

Work is performed under general direction. Perform all aspects of the coordination of the program, with incumbent defining the objectives, priorities, and deadlines based on program objectives. May include fiscal management within well-defined guidelines. May lead** or supervise** staff or work teams.

Knowledge, Skills, and Abilities

Same as level two, plus: Ability to lead** or supervise** staff or work teams, including planning and organizing work, and scheduling, training and directing and reviewing work of others. Ability to analyze complex* situations and make responsible decisions.

Education and Experience

Three years college coursework and three years progressively responsible experience related to the program specialty, or an equivalent combination of training and experience.

Level 4

PCLS: 01224

Grade 80

Exempt

Descriptors

Work is performed under general direction. Assignments are made in terms of broad program objectives. Plan and perform the administration of program activities with responsibility for defining objectives, priorities, strategic plans, and deadlines. Positions in this level have full authority for fiscal management and policy development responsibilities. May supervise** employees assisting in administration of the project or program. Positions in this level are given large latitude in decision making, and make decisions that have a large impact and require significant discretion in decision making.

Knowledge, Skills, and Abilities

Same as level three, plus: Knowledge of fiscal management. Ability to develop and implement policy.



Education and Experience

Bachelor's degree and four years progressively responsible experience relevant to the program specialty, or an equivalent combination of training and experience.

- * **Complexity:** Refers to the higher level interpretation of and diversity of rules and regulations (e.g. Federal, state and University policies and regulations, state statutes and laws, and funding sources). Complexity increases as the application, interpretation, and frequency of working with these rules and regulations increases. Complex positions typically work with more unique and innovative projects and programs. Complexity also increases as positions work more frequently with diverse external constituencies, multiple departments, faculty members and campuses. Complexity increases as positions have sole responsibility for the project's or program's outcome.

- * **Scope:** Refers to the impact a project or program has on the unit/department, school, campus or University.

- ** **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Fluent in assigned area of responsibility.

- ** **Supervise:** Hire, train, evaluate performance, and initiate corrective action.

- *** Exemption status determined on a case-by-case basis. Essential functions of each job will be reviewed and evaluated in accordance with Fair Labor Standards Act regulations.

[July 2009 revisions included formatting document for consistency, and adding alternate PCLS information.]