District COUNTER PROPOSAL 03/09/17

ASSISTANT STAFF SPECIALIST I/II

DEFINITION

Under general supervision, performs a variety of administrative work limited to the areas of incentives, contracts, business services, finance, budget, facility management programs, and other programs as needed; performs related work as assigned.

# DISTINGUISHING CHARACTERISTICS

**Assistant Staff Specialist I** is the entry level in this classification. Initially under close supervision, incumbents learn District procedures and policies while performing the more routine duties. As experience is gained, assignments become more diversified and are performed with less supervision. This class is alternately staffed with Assistant Staff Specialist II and incumbents may advance to the higher level classification after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

**Assistant Staff Specialist II** is the journey level in this classification, fully proficient to perform higher-level program work than the Assistant Staff Specialist I. Incumbents perform a variety of administrative support functions in the programs listed in the definition above, and perform other related work as required. This class is distinguished from administrative support positions in that the latter provide general and routine office administrative support. This class is further distinguished from Staff Specialist in that the latter performs specialized functions in assigned programs at a professional level.

# EXAMPLES OF DUTIES: The Assistant Staff Specialist duties will vary by Division, and will include a subset of the example duties listed below for the specific position.

* Assists in the administration and coordination of a variety of District programs and projects; performs administrative tasks.
* Assists in the development and implementation of new or improved systems to increase program effectiveness and reduce operational cost; assists in the preparation of cost analyses
* Researches and compiles a variety of data and informational materials related to District programs; analyzes and summarizes such information as directed; Assist in preparing verbal and written reports.
* Receives and screens visitors and telephone calls, providing factual information which requires the interpretation of policies and procedures.
* Responds orally and in writing to inquiries regarding District programs to District staff, industry, public, and other agencies.
* Maintains and updates computer databases and systems.
* Receives, logs, reviews, processes documents, reports, and applications in accordance with established procedures and in compliance with regulations.
* Schedules, attends, and participates in workshops, meetings, and trainings; prepares materials and follows up as required.
* Assists in drafting new and revised policies and procedures for various programs.
* Confers with industry representatives, District staff, the public and other agencies to obtain and disseminate technical and operational information regarding District programs.

* Assists with internal and external program audits.

# QUALIFICATIONS

**Knowledge of:** The Assistant Staff Specialist duties will vary by Division, and will require knowledge of a subset of the items listed below for the specific position.

* Basic principles of program administration and management including principles, practices and methods of administrative, organization, financial analysis.
* Public financing, budgeting and accounting.
* Business organizational functions, operations and objectives.
* Basic principles and practices of public personnel administration.
* Basic principles, methods, and techniques of research, data analysis and statistics.
* Principles of work scheduling and coordination.
* Report writing methods and techniques.
* Applicable District, local, state and federal rules and regulations.
* Correct English usage, including spelling, grammar and punctuation.
* Basic theories, principles and practices of air quality and emissions sources.

**Skill in:** The Assistant Staff Specialist duties will vary by Division, and will require a subset of the skills listed below for the specific position.

* Assisting in research studies and reports including the collection, organization, analysis and development of administrative, financial, and organization recommendations.
* Preparing basic written analysis and reports.
* Understanding budget, financial and account analysis work.
* Understanding rules, regulations and guidelines; Be able to assist in explaining requirements to both technical and non-technical audiences.
* Communicating effectively with industry representatives, District staff, members of the public and other agencies, orally and in writing.
* Maintaining required confidentiality in carrying out assignments, studies and projects.
* Using initiative and sound independent judgment; follow established guidelines.
* Establishing and maintaining effective working relationship with those contacted in the course of the work.

**Education and Experience:**

A typical way to obtain the knowledge and skills is:

**Assistant Staff Specialist I:** Equivalent to an Associate degree and one year of experience in office, program, or administrative support.

**Assistant Staff Specialist II:** In addition to the above, two years of experience providing administrative support services, preferably in an environmental program.

**Other Requirements:**

Specified positions may require the possession of a valid California driver's license.