

GENERAL DESCRIPTION OF CLASS

The ADMINISTRATIVE SPECIALIST 2 assists a program coordinator, program manager, or other administrative superior in the ongoing direction of an agency program or operation or performs administrative research, analysis, and/or evaluation in support of an agency program or operation. The work performed requires a comprehensive knowledge of the program or operational area to which assigned.

DISTINGUISHING FEATURES

This is the second level of a two-level series. This class is distinguished from the lower level by the responsibility for interpreting laws, rules, policies and procedures, and for applying those interpretations to specific situations some of which may be nonroutine. At this level there is responsibility for assisting a manager who is responsible for one or more programs or operations with monitoring and/or auditing a program or operation, and administrative research, analysis, evaluation, interpretation for projects or studies related to a program area. Problems are resolved and compliance gained through negotiation.

DUTIES AND RESPONSIBILITIES

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

1. **Program Assignments.** Typical tasks: establishes and maintains procedures and other controls necessary in carrying out assigned program activities; coordinates projects or other activities with Federal, local and State agencies to accomplish identified goals and objectives; monitors program activities for compliance with Federal and/or State laws, provider eligibility, client needs, subcontractor, vendor, or client abuse or fraud; audits expenditures, identifies and projects trends; conducts studies related to assigned program area, evaluates information and prepares a report which includes a thorough analysis of subject and recommendations on a course of action or solution to problem; implements recommendations approved by management; assists administrative superior in developing long and short range operational or program goals; researches information and responds to inquiries from investigators, hearings officers, law enforcement personnel, attorneys, State, and Federal legislators, staff from public and private agencies, the media, or the general public; analyzes and evaluates financial and statistical data and other information on requests for agency services or other situations requiring agency action and interprets and applies laws, rules and regulations in determining and implementing or authorizing an appropriate course of action; negotiates with involved parties to resolve problems, gain compliance, reach a settlement or determine provision of services; acts as a liaison between agency and other State and/or Federal agencies or the public in communicating program goals and objectives; interprets rules and regulations and provides information, advice and direction to agency staff, the public or other State, local, or Federal agencies to assist them in carrying out assigned activities, achieve compliance, resolve problems or determine an appropriate course of action; prepares and coordinates interagency agreements, contracts, leases, requests for proposals, or other agreements with State, Federal, or local agencies or other jurisdictions; assesses needs and problems of assigned program area and prepares recommendations regarding training needs or changes to policies and procedures; may travel throughout the state to monitor and evaluate program operations, provide training to agency staff, vendors, or subcontractors.

RELATIONSHIPS WITH OTHERS

Employees in this class communicate on a regular basis in person, by telephone, and in writing with all levels of agency staff, with all levels of staff in other State and local government agencies, private agencies, and/or the general public for the purpose of providing or requesting information, responding to questions and complaints, resolving and/or negotiating solutions to problems, and interpreting State and Federal laws, rules and regulations and agency policies and procedures.

Employees in this class will occasionally make formal presentations at workshops, to other State and local government agencies, to private agencies, to schools, and community groups.

Employees meet regularly with agency management to make presentations and participate in discussions to develop goals, plans, and solutions to problems within the scope of designated responsibility.

Employees may occasionally represent the agency by attending courts and hearings to present testimony.

SUPERVISION RECEIVED

Employees in this class work with a high degree of independence and receive general supervision from a program coordinator, program manager or other administrative superior who assigns the work and reviews the work periodically through informal conferences or as problems occur. Completed work is reviewed as needed for accuracy, adherence to deadlines, and conformance to State and Federal laws, Administrative Rules, and agency policies and procedures.

Employees in this class use Federal laws, Oregon Revised Statutes, and agency policies and procedures as guidelines in developing recommendations for revisions in agency programs or operations, monitoring a specific program, or operation for compliance, effectiveness, and user needs, and in the interpretation of laws, rules, policies and procedures, and resolution of problems.

GENERAL INFORMATION

Positions are found in central and remote locations throughout State government (e.g., general government agencies, human or natural resource agencies, correctional, mental health, or higher education institutions, hospitals, etc.). They require the willingness to work within the environment associated with the position's location.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

- General knowledge of the principles of work organization and simplification.
- General knowledge of processes used to develop short and long range goals and objectives.
- Basic knowledge of research techniques sufficient to collect, analyze, interpret and report data in both a narrative and statistical format.
- Skill in interpreting laws, rules, policies and procedures and applying interpretations to specific situations.
- Skill in performing technical or administrative support functions requiring independent judgment, decision making and problem resolution.
- Skill in communicating orally to explain decisions, services, or programs or resolve problems through negotiation.
- Skill in making independent judgments and decisions in the application and explanation of laws and rules or policies and procedures.
- Skill in composing written communications such as responses to inquiries, narrative reports, instructional materials, etc.
- Skill in coordinating diverse activities to ensure completion of projects, tasks, and assignments.
- Ability to learn and work within specific agency programs or operations, policies and procedures affecting assigned work.
- Ability to analyze, evaluate and solve procedural problems.
- Ability to collect, analyze, interpret, and report data in both a narrative and statistical format.
- Ability to assist management in the development of short and long range goals and objectives.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.