

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

Occ. Code 2807902

Administrative Officer, NS

Grade 23, M-2, M-5

2807902

Brief Description of Class

Administrative Officers oversee administrative activities for an agency, commission, board, or authority.

Distinguishing Characteristics

Administrative Officer

Factors that determine the level of Administrative Officer include the scope of the agency, commission, board, or authority; entity size; geographic distribution of staff; frequency of legal and regulatory changes affecting agency programs; and the number and level of professional staff supervised.

Grade 23: oversees the administrative functions of a small size agency, commission, board, or authority characterized by a narrow mission; limited geographic dispersion of staff; and few legal and regulatory changes affecting agency programs; and supervises a small professional staff.

M-2: oversees the administrative functions of a medium size agency, commission, board, or authority characterized by a narrow mission; some geographic dispersion of staff; and few legal and regulatory changes affecting agency programs; and supervises a small professional staff.

M-5: oversees the administrative functions of a large size agency, commission, board, or authority characterized by a broad mission with multiple stakeholders; wide geographic dispersion of staff; and frequent legal and regulatory changes affecting agency programs; and supervises a high number and level of professional staff.

The four categories of agencies are based on agency size and are as follows: largest (over 8,000 employees), large (1,501-8,000 employees), medium (500-1,500 employees), and small (fewer than 500 employees).

Illustrative Duties

Administrative Officer

- Direct and coordinate all administrative activities for entity, including financial administration and human resources management.
- Coordinate the management analysis function, including organizational planning, resource allocation, workforce plans, and program priorities.
- Provide advice to the agency head on the development of budgetary and fiscal policy, cost effectiveness of programs, and budget priorities.
- Monitor workforce, financial, and other metrics to ensure proper allocation and management of resources; and promote accountability.
- Direct and coordinate business administration activities such as payroll, purchasing, and space planning.
- Coordinate and implement human resources functions such as recruitment and training; and promote entity's employment opportunities.
- Oversee the drafting and editing of reports.
- Represent the agency head at meetings, conferences, and public events.
- Supervise managers over various functional areas.

Minimum Qualifications

Grade 23: bachelor's degree and three years of relevant experience.*

M-2: bachelor's degree and five years of relevant experience.*

M-5: bachelor's degree and eight years of relevant experience.*

*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Note: Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

09/2021