

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

Classification Standard

Occ. Code 2828100

Administrative Specialist 1, Grade 18	2828100
Administrative Specialist 2, Grade 23	2828200

Brief Description of Class Series

Administrative Specialists provide professional administrative and staff support to executives, program managers and staff, boards, or commissions by overseeing budget, human resources, and business services activities for an organization or program.

Distinguishing Characteristics

Levels in this series are distinguished from each other by an overall evaluation of the following factors:

1. The scope of the agency or program and the involvement of the position in overseeing program activities and operations.
2. The complexity of both the program and the activities assigned.
3. The variety of the activities performed, and the initiative required to perform them.
4. The independence with which work is performed, including the responsibility for the quality and consequences of completed work.
5. The extent of responsibility for advising about policy issues and interpreting policy for staff on behalf of executive management.

Administrative Specialist 1: full performance level; performs the full range of professional administrative activities; and may supervise clerical, paraprofessional secretarial, and lower-level professional staff assigned to the office.

Administrative Specialist 2: highest level in series; performs a wide variety of administrative and program activities; and may supervise clerical, paraprofessional secretarial, and lower-level professional staff assigned to the office.

Related Classes

Administrative Officers direct and coordinate all staff administrative activities in assigned agencies and facilities, including financial administration, human resources management, administrative analysis, and management planning.

Other administrative positions, such as Human Resources Specialists, Administrative Analysts, and Budgeting Analysts, are characterized by the full-time performance of professional activities in an administrative specialty, as indicated by their titles.

Budgeting Analysts prepare budget estimates, program justifications, workload forecasts, and expenditure reports and monitor agency expenditures.

Human Resources Specialists perform a variety of human resources activities, including position classification, examinations, recruitment and placement, benefits administration, and employee counseling.

Administrative Analysts conduct studies, analyze and evaluate organizations and their work, evaluate and prepare procedures and work methods, and develop recommendations for organizational and work improvements.

Office Services Managers oversee centralized office services for an agency and supervise staff performing these functions. Incumbents may oversee space utilization; office equipment selection and maintenance; property management; building health and safety; building security; warehouse and supply room operations; telecommunications; mailroom operations; fleet management; parking; records retention; and printing.

Illustrative Duties

Assists in preparing and administering the annual budget and financial plan and may prepare and manage the plan for a program.

- Assesses annual financial needs and proposals.
- Discusses and clarifies proposals with program managers.
- Obtains and develops information to plan, prepare, and justify proposed and projected expenditures.
- Prepares recommendations, summaries, and justifications for submission to agency Finance Office.
- Answers questions and provides information to financial administrators, the Division of the Budget, and the Legislature.

- Prepares an expenditure plan and modifies the plan as program needs change.
- Maintains financial records to monitor and control expenditures.
- Prepares and evaluates expenditures and other financial reports.
- Prepares grant applications and administers approved grants.

Manages the purchase of goods and services.

- Locates sources for goods and services.
- Prepares cost/benefit analyses of goods and services and meets with vendors and contractors to discuss potential purchases.
- Coordinates the purchase and installation of equipment and systems and arranges maintenance contract.
- Approves purchases and requisitions, assigns approved expenditures to programs, and maintains records of purchases.
- Resolves problems with vendors.

Oversees human resources activities for an assigned program area.

- Initiates and prepares requests to fill vacancies.
- Reviews requests to fill vacancies to determine if they are in accordance with approved staffing plans and prepares justifications to fill vacancies.
- Arranges and assists in conducting interviews and making hiring decisions.
- Obtains and reviews credentials, references, and other documentation to support transactions and decisions about hiring and promotion.
- Prepares job descriptions and justifications to support classification requests.
- Answers questions from program managers and staff about human resources laws, policies, and practices.
- Provides information about employee benefits and obtains assistance in resolving problems.
- Maintains employee training records and reviews and approves training nominations for staff.

- Arranges for special training in response to management, program, and staff needs.
- Administers the performance evaluation program for staff.

May oversee office support activities for an assigned program area. In contrast to the Office Services Manager title series, incumbents in these positions do not supervise or oversee centralized office support activities for an agency.

- Reviews equipment and space needs and prepares space utilization plans.
- Manages telecommunications programs by arranging for installation, maintenance, and modification of telephone and telecommunications systems.
- Assists in analyzing, developing, and implementing computer systems to meet office and program needs by conducting assessments and meeting with systems analysts to assist in defining, selecting, and installing hardware and software.

Prepares and revises work methods and procedures.

- Conducts studies to determine the efficiency and effectiveness of staffing patterns, work methods, and procedures, and recommends revisions.
- Prepares procedures to describe, revise, and control work activities.
- Compiles data and prepares reports and recommendations about work problems.
- Develops and implements record-keeping systems and controls.

Performs staff services for executive staff and program managers.

- Conducts special studies and research about issues and programs and prepares reports and recommendations.
- Evaluates proposed policies, legislation, position papers, and management proposals, and prepares written analysis and recommendations describing impact, potential benefits and problems.
- Administers communications by preparing and keeping track of correspondence and answering questions from staff, the public, and elected and appointed officials.
- Represents executive and management staff at meetings, hearings, and conferences, and on committees.

- Prepares reports about program activities.
- Prepares speeches and supporting material for executive staff.
- Prepares written materials, including brochures, reports, and other material, about programs.
- Administers the Freedom of Information Act by reviewing requests for information, locating material requested and determining if it is available to the public in accordance with the law, and forwarding the material to the requestor.
- Clarifies and interprets policies and procedures and assures policies and procedures are available for and sent to affected individuals and programs.

May be assigned to supervise and administer small programs or parts of programs.

Supervises professional and support staff assigned to the office by performing the full range of supervisory activities.

Independence of Operation

Administrative Specialists 1 and 2 work under the general direction of program managers and executive staff who establish work priorities and make assignments. Incumbents work with considerable independence within the scope of their assignments and are expected to produce completed work. Although work assignments are performed with only limited review and technical direction, written program and administrative procedures, policies, and guidelines are usually available and followed. In addition, general direction and supervision is provided for the more complex and difficult assignments. Incumbents are expected to advise their supervisors about problems and difficulties encountered and discuss solutions and alternate approaches to problems with them.

Complexity

Administrative Specialists 1 and 2 apply a good understanding of the organization and work environment, personalities, programs, policies, and procedures of the agency or program to which the positions are assigned to perform their work activities. The work may be complicated by changes in the organization, legislation, program requirements, budget, and work environment. Frequently, work plans and activities are altered or disrupted in response to priorities and needs of the executive and management staff.

While many work activities are covered by established procedures and guidelines, other activities require understanding of a variety of factors to complete or

accomplish objectives. Work objectives may be presented or described in a very general manner, with incumbents expected to determine the best methods and procedures to do it and to produce a completed product with limited guidance.

Communication

Administrative Specialists 1 and 2 have frequent written and oral communications with a wide variety of people, including executive and management staff, co-workers, program and administrative staff, representatives of businesses and organizations, elected and appointed officials and their staff, and the general public. They answer questions, exchange information, provide assistance and advice, clarify policies and procedures, and represent the program and its officials and staff. Effective working relationships must be established and maintained to foster assistance and cooperation and to represent the executive and management staff and the program.

Written communications include the preparation of narrative and tabular reports, letters, forms, policies, work plans, and procedures of varying complexity and length and require a strong understanding of policies, procedures, and work activities.

Oral communications may be by telephone or in person, including face-to-face dialogue and participation in and presentations at meetings, seminars, and conferences.

Supervision Exercised

Although supervision of other staff is not required for classification of these positions, Administrative Specialists 1 and 2 generally directly supervise clerical, paraprofessional and secretarial staff. Incumbents may supervise professional staff assigned to the office. In addition, they may provide functional supervision over certain work activities and programs.

Minimum Qualifications

Administrative Specialist 1

Open Competitive: bachelor's degree and completion of a two-year traineeship.

Administrative Specialist 2

Promotion: one year of permanent service as an Administrative Specialist 1.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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