

# CLASSIFICATION ADDENDUM

## **Job Title:** Program Specialist

Classification Specification: Administrative Specialist

Barg Unit: OPE

Pay Grade: B21-B23

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### **Essential Characteristics and Duties Addendum**

The Program Specialist performs administrative and technical program support/coordination activities; gathers, processes, files and retrieves various data; schedules and participates in activities; organizes and coordinates projects; prepares documents, records, letters, memoranda; reconciles and processes payments; records and distributes minutes; prepares reports. Performs related duties as assigned.

### **Qualifications Addendum**

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### **Training & Experience:**

- In the area of business or public administration providing administrative and/or program support.

#### **Licensing Requirements:**

- N/A

#### **Knowledge:**

- Principles and practices of area of assignment and pertinent rules and regulations;
- Programmatic responsibilities as they relate to the duties of the position;

#### **Skills:** *(Demonstrated skill in performing the following)*

- Making presentations and/or providing information about various aspects of one or more programs, as assigned;
- Learning the unique characteristics of department programs and operations.

**Qualification For Grade Progression:** N/A

### **Physical Requirements Addendum**

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

## **Addendum History**

Created: 2012.01

2018.08 – Revisions by HR