

Administrative Specialist

University of California, Los Angeles
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Series Description - F.35
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A&PS Personnel Manual
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This class is intended for positions which are assigned administrative responsibilities within a department, board of study, school or college. Incumbents perform and/or supervise a wide variety of duties which may include program administration, organizational analysis, special assignments, budgets, contracts, facilities, systems, and personnel. Incumbents typically perform work that requires interpretation of policy; participates in short- and long-range planning and policy or program development; and provide recommendations based on significant knowledge of the organization's professional objectives and activities.

A&PS Benchmark Description

The benchmark class is Administrative Specialist. Incumbents typically perform a variety of professional and administrative duties in support of the day-to-day operations of a function, program, and/or department; assist in program planning and development; interpret, monitor and analyze information regarding operating policies and procedures; administer budgets; and coordinate academic and/or staff personnel matters. Incumbents resolve problems which have a significant impact on the overall goals of the department.

Journey or Fully Operational Class. The fully operational class is Administrative Specialist.

Certification or License Requirements: None