

City of San José
CLASS SPECIFICATION

TITLE: Staff Specialist (1622)
Staff Specialist (Part time) (1624)

CLASS CODE: See Above		
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt

CLASS SUMMARY:

Performs paraprofessional administrative work of considerable complexity in various areas of public administration. May act as a lead to Office Specialist I and II, Sr. Office Specialist, Principal Office Specialist and other lower level clerical classifications. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: The class of Staff Specialist and Administrative Supervisor are equivalent level jobs that are fifth level in the six level Office Administration series, offering a dual career ladder for those employed in this series. This class differs from Principal Office Specialist in that the latter class performs duties of lesser scope and responsibility, works less independently, and acts as lead for clerical staff of a lower level that performs duties more routine in nature. The Staff Specialist may perform as a lead, but is primarily an individual contributor with a high level of expertise in generalized office administration. The Administrative Supervisor classification is used by organizations with a need for more supervisory responsibility, and the Principal Office Specialist classification is used by organizations with a need for a position that is primarily a lead. The Staff Specialist is considered a “bridge” class to the Analyst job family; experience as a Staff Specialist may be substituted for the Analyst I education requirement on a year-for-year basis. The Staff Specialist differs from the Analyst I classification in that the latter works at a professional level on specialized assignments requiring application of technical methods in the specific field.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Education and Experience:

Two (2) years of undergraduate course work from an accredited college or university (equivalent to at least 60 semester units or 90 quarter units) and three years of experience in varied office clerical work . The three years of experience must include one year of experience at the level of Senior Office Specialist or above. Additional experience at the Sr. Office Specialist level or above may be substituted for the education requirement on a year-for-year basis.

Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):

- Knowledge of grammar, and the principles of editing.
- Ability to present clear and concise reports verbally and in writing.
- Ability to collect, compile, analyze, and interpret data.
- Ability to lead and train other employees.
- Ability to establish and maintain effective working relationships.
- Ability to interpret and apply specific laws, ordinances and regulations, instructions, rules and procedures.
- Ability to operate computers and other modern office equipment, including online computer systems and related equipment (as required by assignment).
- Ability to learn computer applications and systems as needed.

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Desirable Qualifications (likely to contribute to more successful job performance; can often be learned on the job):

- Knowledge of basic statistical methods.
- Knowledge of the general principles of public administration, including budget and finance, business statistics, management and administrative methods, personnel administration, procurement and general staff work, and reporting.
- Knowledge of City departments and operating procedures.
- Knowledge of the effective uses of computer equipment, databases, and various software programs.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY
1.	Conducts surveys and compiles data for general or departmental use; makes, analyzes, and prepares reports; prepares and presents a variety of materials; abstracts written materials; performs statistical and clerical work.	Daily
2.	Participates in the analyzing of the organization, administration, and functions in a department or large program; performs workflow studies, and revises/develops forms, records, filing systems and procedures.	Daily
3.	Participates in budget preparation and review by assembling and analyzing data of operating departments, such as staffing and equipment requests.	Daily
4.	Participates in administering personnel functions such as position control, interviewing, benefits, employee relations issues, classification matters, claims, etc. by interpreting personnel rules and procedures, filling out forms, and communicating with other departments and employees to resolve administrative personnel issues. May also participate in interview and selection of employees.	As Required
5.	Procures supplies and equipment for assigned organizational unit; conducts unit inventory and control; conducts study of space needs and utilization.	As Required
6.	Participates in interpreting and communicating policy instructions to employees; suggests changes in procedure or formulation of new procedures as they relate to departmental needs.	Daily
7.	Works with a variety of agencies, other departments and the public to research and communicate information, and resolve administrative issues. Acts for supervisor at meetings and conferences as requested.	Daily

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8.	Participates in preparation of a variety of written materials relative to employee and public information; performs independent research and report preparation.	Daily
9.	Supervises the maintenance of files and records, including automated recordkeeping systems; develops filing systems and procedures for file use; and ensures retrievability of filed information.	As Required
10.	Utilizes a wide variety of computer applications and equipment including, but not limited to, some or all of the following: online computer systems, word processing software, database systems, automated recordkeeping systems automated tracking programs, spreadsheets, presentation and graphics software.	As Required
11.	May act as a lead to clerical personnel in administrative support functions, assigning, scheduling and checking work, providing technical direction, determining priorities, and training staff. As a lead, may sign timecards and may give input to the supervisor regarding hiring, promotion, termination and discipline of employees.	As Required
12.	Performs other duties of a similar nature or level.	As Required

PHYSICAL REQUIREMENTS (Check all that apply to performance of the essential duties of the job)

	Climbing		Kneeling		Crawling
	Balancing		Lifting	X	Reaching
X	Stooping	X	Fingering	X	Standing
X	Talking		Grasping	X	Walking
X	Hearing		Feeling	X	Pushing
	Crouching				

Depending on assignment, this classification may be sedentary or Light.

 X Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

 X Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

 Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

 Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

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_____ *Very Heavy Work:* Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

CLASSIFICATION HISTORY

Revised 9/01; s003

Formerly titled Staff Technician