

City of San José

STAFF TECHNICIAN (C) (FT/PT) (1623/1660)CLASS PURPOSE

Under general supervision, is responsible for entry level professional administrative work of routine difficulty in various areas of public administration. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Makes 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.
- 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.
- Participates in budget preparation and review by assembling and analyzing data of operating departments, such as staffing and equipment requests.
- Participates in administering personnel functions such as position control, interviewing, benefits, handling routine grievances, disciplinary actions, classification matters, claims, employee relations, and interpretation of personnel rules and procedures.
- Procures supplies and equipment for assigned organizational unit; conducts unit inventory and control; conducts study of space needs and utilization.
- Participates in communicating policy instructions to employees; suggests changes in procedure or formulation of new procedures as they relate to departmental needs; works with a variety of agencies.
- Participates in preparation of a variety of written materials relative to employee and public information; as assigned, may act for superior at meetings and conferences.
- Reviews records, identifies discrepancies, and researches information.
- Supervises the maintenance of files; develops filing systems and procedures for file use; and ensures retrievability of filed information.
- Supervises clerical or technical personnel in administrative support functions as assigned.
- Maintains automated files on computer terminals.

DISTINGUISHING CHARACTERISTICS

An employee in this class learns to apply general principles of professional public administration by performing a variety of administrative assignments related to the execution of administrative detail, and assisting in departmental administrative service areas. The Staff Technician class differs from those in general clerical, secretarial and all clerical series in that work is primarily of an administrative nature.

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The duties of this class are generally duties in support of a division or section's operations, not usually including supervision of others. This class differs from the next higher class of Staff Analyst I in that incumbents of the latter class perform under general supervision as executor for an assistant department head, deputy, or other administrator or professional in affecting departmental operations.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of grammar and the principles of editing.
- Ability to present clear and concise reports verbally and in writing, and to edit written material.
- Ability to collect, compile, analyze, and interpret data.
- Ability to assist other employees in technical and procedural activities.
- Ability to establish and maintain effective working relationships.
- Ability to understand, interpret, and apply instructions, rules, and regulations.

Competency Knowledge, Skills, and Abilities

- 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.
- Ability to interpret and apply office rules, policies, and procedures to solve problems independently.

Education

Two (2) years of undergraduate course work from an accredited college or university. This is equivalent to at least 60 semester units or 90 quarter units.

Experience

One (1) year experience at the level of Senior Office Specialist or Senior Stenographer Clerk or higher.

Acceptable Substitutions

Additional experience at the level of Senior Office Specialist or Senior Stenographer Clerk or higher can substitute for the education requirements on a year-for-year basis. There will be no substitute for the required one (1) year experience at the senior clerical level.