

City of San Jose

GRADUATE STUDENT INTERN (PT) (U) (7661)

CLASS PURPOSE

Under general supervision, performs a variety of professional administrative work of moderate difficulty in assisting in various functions such as work management and generalized staff analysis, budget preparations, review and analysis, and organizational development, systems or personnel analysis. 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.)

Participates in analysing the organization, administration, operations and functions of City departments.

Participates in the preparation, review, and administration of operating or capital budgets by doing such work as assembling and analyzing data, structure, functions, practices and program activities as they relate to financial operations.

Performs research and data collection used in work flow studies and other departmental functions.

Conducts studies and assists in the preparation of proposed resolution of problems in budget and personnel as they relate to organizational development, operations and methods.

Performs records compilation, form revisions, filing systems and procedures and assists in other studies and reports preparation.

Performs other research and analysis and prepares reports and recommendations.

DISTINGUISHING CHARACTERISTICS

This class consists of persons temporarily employed to make or conduct a special inquiry, investigation, examination or installation, or to render professional, scientific or technical services of an occasional or exceptional character. The class is an adjunct class to the Analyst series and other professional administrative classifications. The class is designed for students who are enrolled in a recognized college or university for completion of a Masters degree. This class differs from the Student Intern class in that the latter requires more direct supervision and performs work of routine difficulty.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities:

Knowledge of the general principles of public or business administration, including budget, finance, business statistics, management and administrative methods, personnel administration, procurement and general staff work and reporting.

Knowledge of modern principles of organization, administration, and management.

Knowledge of report writing techniques and the principles of editing.

Knowledge of basic statistical methods.

Knowledge of basic general research techniques and their application.

Knowledge of city government functions and problems.

Knowledge of computer usage and its applications.

Ability to collect, compile, analyze and interpret data.

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Competency Knowledges, Skills and Abilities:

Ability to apply principles of public or business administration to problems in work and develop workable solutions.

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relations with others.

Ability to understand, interpret and apply instructions, rules and regulations.

Ability to assist other employees in technical and procedural activities.

Ability to understand, interpret and apply instructions, rules and regulations.

Ability to use automated data processing applications to compile and analyze data and present information.

Training and Experience:

Any combination of training and experience equivalent to completion of a Bachelor's Degree and current enrollment in a Masters degree program from an accredited college or university in business or public administration or closely related field.

Licenses and Certificates

Possession of a valid driver's license authorizing operation of a motor vehicle in the state of California may be required in performing job duties.