



CLASS SPECIFICATION

MANAGEMENT AIDE, 1508

04-15-83

Summary of Duties: Performs paraprofessional duties in assisting professional administrative or personnel staff in the preparation of correspondence, reports, studies, and surveys on a wide variety of administrative, fiscal, budgetary, personnel, and management problems; and does related work.

Distinguishing Features: A Management Aide performs a variety of paraprofessional duties in assisting professional staff. This class is distinguished from classes in the various professional series by the fact that Management Aides do not normally exercise independent judgment and the fact that they normally assist professional staff by performing the more routine duties such as collecting and verifying data, performing field and file investigations, and preparing routine correspondence or reports. The main purpose of this class is to provide an opportunity for clerical and non-professional employees with considerable experience in the non-professional aspects of administrative or personnel work to promote to a class in which they may receive on-the-job training and experience of the type which enable them to develop the skills, knowledge, and abilities necessary to qualify for promotion to professional classes.

An employee of this class does not normally supervise, but may act in a lead capacity over others in the same class. Employment as a Management Aide is limited to five years during which time the incumbent is expected to qualify for promotion.

Examples of Duties: Under the direction of a professional staff, conducts research and assists in the preparation of reports and source documents; collects and assembles data from reports, public documents, and field investigations; prepares routine administrative reports and correspondence; answers routine questions regarding standard City procedures and policies; assists in the development and installation of new procedures and forms; assists in the preparation of operating manuals and work activity reports; assists in budget preparation; determines costs for City projects or private use of property belonging to or under the control of the City; may secure clearances for use of property belonging to or under the control of the City; may collect monies for City services or equipment use; may make recommendations in the installation and use of department equipment; may conduct training classes related to proper operating procedures; may supervise clerical personnel.

Conducts interviews for entry-level classes; prepares routine written tests; analyzes, researches and makes recommendations on the less complex examination appeals; reviews, updates and modifies the more routine bulletin announcements and class specifications; serves as a liaison to community organizations and publicizes job opportunities in the recruitment of applicants; coordinates with and serves as a liaison to operating departments and employee groups in classification activities, grant administration and affirmative action programs; conducts small-group vocational and remedial skills training programs; conducts field interview and analyzes data in test research projects; performs group and individual counseling; assists in the preparation of

departmental personnel budget request; analyzes staffing needs and coordinates the filling of vacant positions; gathers information for contract negotiation, grievance and disciplinary matters; prepares a variety of written reports and documentation; may assist in the development and installation of new procedures, policies or standards; may act in a lead capacity over others performing the same duties; and occasionally may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A general knowledge of the basic principles, practices, methods and techniques of public administration, personnel administration, and organization and management; a general knowledge of the techniques for gathering, compiling, analyzing and presenting data; a general knowledge of the functions, services, and organization of City departments; a general knowledge of correct English usage for administrative report writing; a general knowledge of City personnel rules, policies, practices, and procedures; the ability to gather factual information and conduct research; and the ability to communicate with and deal effectively with other persons.

Minimum Requirements: One year of full-time paid office clerical experience as a Principal Clerk or in a class at least at that level; or three years of full-time paid office clerical experience as a Senior Clerk or in a class at least at that level.

License: A valid California driver's license may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.