

CLASS TITLE: IMPLEMENTATION AIDE

Class Code: 02504300
Pay Grade: 22A
EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a high level state official by performing moderately complex administrative and supportive tasks involved in the implementation and administration of major projects and programs whose effects encompass all departments and agencies of state government; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a high level state official from whom work assignments are received; work is reviewed usually upon completion for performance of assignments as directed.

SUPERVISION EXERCISED: Supervises clerical and other supportive staff assigned to assist in completion of duties.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a high level state official by performing moderately complex administrative and supportive tasks involved in the implementation and administration of major projects and programs whose effects encompass all departments and agencies of state government.

To initiate, prepare, and distribute correspondence, and official forms, and documents to officially implement the decisions and actions as rendered by a superior.

To oversee the official agency files and records and to insure their accuracy and are kept current.

To gather information required for use as a basis for important administrative decisions.

To relieve a superior of administrative details relating to the functions and activities of the organization including the contacting of officials and personnel for the purpose of obtaining information and recommendations relating to specific problems, activities, or policies.

To requisition office supplies and equipment.

To screen inquiries regarding agency policies and programs and to respond on behalf of superior whenever possible.

To attend conferences and meetings on behalf of superior and prepare reports thereon.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of public administration; a working knowledge of the principles and practices of modern office management, and the ability to apply such principles and practices; the ability to establish and maintain effective working relations with personnel; a working knowledge of the principles and practices of effective implementation procedures for policies and procedures; the ability to prepare accurate and concise written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and

Experience: Such as may have been gained through: considerable employment in a position of state government assisting a high level state official by performing, at minimum, moderately complex

administrative and supportive tasks involved in the implementation and administration of major projects and programs that had effect on all departments or agencies.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 15, 1984

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