

STATE PROGRAM ADMINISTRATOR TECHNICAL SPECIALIST

KIND OF WORK

Administrative and technical work in support of advanced level scientific and technical professionals.

NATURE AND PURPOSE

Under general supervision, maintains administrative and scientific information databases and records, collects data and organizes reports based on data gathered, coordinates schedules and time sensitive activities or functions; performs related duties as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Administer and maintain scientific or technical data bases for use by advanced technical professionals by developing data collection forms, constructing and administering data bases, reviewing data for accuracy, precision and compliance with quality standards, documenting changes and revisions to records.

Prepare reports from databases by extracting requested data, formatting data for use and interpretation by others; may train others to access or extract data.

Maintain information systems software to meet department information management requirements by preparing automation plans, performing a variety of system and network administration duties such as backups, security, configuration, contracting for program modification or redesign services, establishing and coordinating record retention schedules and participating in other information systems operations as assigned.

Schedule and assign workloads for unit operations so that customer needs are met by receiving customer requests, scheduling work and ensuring that deadlines are met, arranging for equipment testing, responding to complaints and taking action to resolve specific complaints and problems.

All unlimited classified positions in this class must have options. Options currently used with this class include: Forensic Evidence (FRSCEV 1852) and Security/Telecommunications (SECTEL 1681).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

A particular body of science such as environmental sciences, chemistry, mathematics and statistics, or metrology with related laboratory operations, standards and document control procedures sufficient to support professional needs, perform work independently and respond to non-technical or other interested parties inquiries and requests.

State Program Administrator Technical Specialist

Class Specification

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Administrative operations or fiscal record systems sufficient to interact with others internally and externally in coordinating complete record systems, adhere to documentation requirements and timelines and maintain and update records.

Computer software programs and applications that support the scientific or technical work functions sufficient to use them to maintain and administer work, to train others in accessing or extracting information, to make corrections to data and to work with information systems technical professionals on program or applications upgrades or installations.

Business culture, organization and relevant operations for the department and or program sufficient to maintain internal and external relationships particular to the work unit.

Skill in:

Effective oral and written communications, sufficient to present ideas, explain procedures, and achieve cooperation to meet deadlines.

Ability to:

Resolve problems within program guidelines and know when to refer problems or issues to supervisor for resolution.

Schedule and coordinate work for others sufficient to maintain production standards and meet customer needs.

Organize, plan, monitor and coordinate multiple and complex activities while operating within the constraints of business administrative requirements and or scientific regulations.

Est.: 1/27/2000

Rev.: 7/07

T.C.: 7/07

Former Title(s): State Programs
Administrator Technical
Specialist