

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73105
Job Class Code:	430	Salary Schedule:	AREG
EEO Category:	05	Grade:	13
Workers Comp Code:	8810		

Job Code Established:	02/10/71	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Administrative Management Series

JOB CODE TITLE: ADMINISTRATIVE INTERN

HRIS TITLE: ADMV INTERN

CHARACTERISTICS OF THE CLASS: Under immediate supervision is responsible for work of average difficulty participating in a training program for the college graduate leading to one of the career series of jobs in state service; applies various research and managerial techniques in programs in state agencies designed to give the employee a broad view of agency policy and practices; and performs related work as required. This is an entry level class. These internships include a combination of practical job experience and general training, on an in-service and/or an out-service basis. Assignments are designed to provide positive learning experience, to expose the employee to a new field of work and to enable agency management to determine the capabilities and potentials for advancement of the employee. Areas of assignment may include personnel management, training, budget analysis, management analysis, purchasing and other administrative specialties. This class is not appropriate for positions of a temporary, seasonal or summer work program nature.

EXAMPLES OF DUTIES: Assists in conducting surveys and collecting information to be used in administrative and procedural analysis; makes interpretation and recommendations for improvement of administrative planning, organization and operation; assists in the preparation of manuals; gives staff assistance to departments and divisions within the administrative branch of state government; rotates from division to division; attends seminars; works with experienced employees on more difficult assignments; completes assignments designed to acquaint the employee with the basic goals and objectives, organization, programs, functions, procedures and work process of the agency to which assigned.

KNOWLEDGE, ABILITY AND SKILLS:

Skill/Ability to: analyze, interpret and give oral and written reports on research findings; learn to work in any assigned area of administration; planning; establish and maintain effective working relationships with employees, state officials and the public; progress in positions involving higher level responsibilities is essential.

SPECIAL SELECTION FACTORS: Bachelor's degree in a field related to the assignment.