

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV73213</b>
<b>Job Class Code:</b>	<b>001</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>17</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>04/09/76</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Budget and Management Analysis Series

**JOB CODE TITLE:** FORMS AND PROCEDURES ANALYST III

**HRIS TITLE:** FORMS & PROCDRS ANALYST III

**CHARACTERISTICS OF THE CLASS:** Under general supervision, is responsible for difficult and complex forms development and/or procedures work; and performs related work as required. (This is the senior journeyman level classification which is distinguished from the Forms and Procedures Analyst II by the performance of forms development or procedures analysis work having the following typical characteristics:

- a) development of complicated multiple copy forms serving several users of agency programs.
- b) development of forms for agency programs having direct interface with data processing operations.
- c) development of a variety of forms for use by persons from a variety of socio-economic or educational backgrounds.
- d) development of forms having heavy usage and requiring special printing procedures.
- e) development of complicated procedures for agencies with multiple programming.
- f) development of procedures for agencies with programs receiving Federal level direction or regulation.)

**EXAMPLES OF DUTIES:** Designs, consolidates and revises forms for agency problems and reporting requirements; prepares copy and specifications for complex printed forms, and verifies correctness of completed forms; may establish and modify the form numbering system, assign numbers and maintain control of forms; writes new procedures and analyzes existing procedures, developing revisions as needed; consults with staff and line personnel to develop and coordinate forms and procedures between and within organizational segments of an agency; maintains a master file of federal and local policies, procedures, regulations and law changes; writes, rewrites and/or edits new or amended operating instructions, procedures, manuals, and other releases from material supplied by agency divisions; may assist in drafting or editing law changes; may supervise or participate in the training of entry level forms and procedures personnel.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** the organization, operating regulations and law of the agency to which assigned; the methods, practices and techniques of forms and procedures development; papers, inks, printing machinery, printing techniques and available printing facilities; forms design as it applies to EDP applications.

**Skill/Ability to:** analyze requirements and design forms and procedures to meet these requirements; think analytically; write and/or edit effectively; work effectively with all levels of personnel within the agency.

**SPECIAL SELECTION FACTORS:**

Three years of experience in forms development and/or procedures analysis; OR two years of experience in forms development and/or procedures analysis and one year of experience providing familiarity with the rules, regulations, policies and procedures of a majority of the divisions of the employing agency; OR a Bachelor's degree from an accredited college or university in a discipline which provided extensive training with the forms, records, policies and procedures, and two years of this experience.