

Class Title: Staff Technician II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Work involves activities including data collection and entry, report preparation, some analysis, assistance in budget and payroll preparation, complex financial or personnel record keeping and public contact. Assists in the preparation and compilation of the operating and capital improvement budgets. Serves as the systems administrator for an automated business system or departmental program and coordinates computer data needs with Information Systems and other City departments.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Serves as Systems Administrator by coordinating security and sign-on authorization for personnel with Information Systems and all City departments.
2	S	Assists the preparation and compilation of budgets or projects by collecting data, analyzing information for trends in expenditures in revenues, preparing budget justifications, performing calculations, and assembling the final documents.
3	S	Monitors and provides financial information by developing and maintaining spreadsheets and other financial reporting systems, processing operational, financial and inventory files, and preparing reports and salary surveys as needed.
4	S	Administers document quality control systems by developing forms and ensuring that documents are completed and processed according to city and state guidelines.
5	S	Performs other duties by assisting with the preparation of performance and competitive assessment reports, screening and monitoring documents, coordinating the record of requests for response, composing correspondence, gathering and analyzing data, ordering office equipment, providing information to various parties and responding to telephone and written inquiries.
6	S	Performs financial and research duties by performing calculations for payroll, vouchers, requisitions, purchase orders, audits, billings and other fiscal documents or surveys.
7	S	Oversees prescribed programs or testing processes. Completes research projects and may run various background checks
8	S	Tracks and schedules grievances, tracks disciplinary actions, and assists with departmental recruitment process. Maintains professional departmental reference libraries.
9	S	Assists professional members; composes correspondence; gathers and analyzes data; prepares reports on unit operations; assists in the preparation of multi-media presentations.

CSC Adopted: October 2001, CSC Revised: October 2019

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with an associate degree, diploma or equivalent. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One year experience as support staff.
Certifications and Other Requirements	Valid Driver’s License may be required depending on assignment.
Reading	Work requires the ability to read federal, state and local regulations, legal documents, financial reports and studies, letters, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analyses.
Writing	Work requires the ability to write reports, presentations, letters, memorandum, research and technical analyses and general correspondence.
Managerial	Managerial responsibilities include assisting with the development and implementation of strategic plans, benchmarks, and performance measures.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision-making authority for purchases or projects. Works with individuals inside/outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, analysts, citizens and sales representatives.

CSC Adopted: October 2001, CSC Revised: October 2019

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing
Sitting	C	Computer, desk work, meetings, answering telephone
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	O	General office supplies, reports, documents, files
Carrying	O	General office supplies, reports, documents, files
Pushing/Pulling	R	Filing cabinet drawers
Reaching	O	Filing cabinet drawers
Handling	O	General office supplies, reports, documents, files
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	O	Filing
Crouching	O	Filing
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, reading, writing
Hearing	C	Telephone, co-workers, City staff and department personnel, meetings
Talking	C	Telephone, co-workers, City staff and department personnel, meetings
Foot Controls	O	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator or adding machine, Standard Microsoft Windows or Office software, Advantage Financial System software (AFIN), Departmental budget request system

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	R
Noisy/Distracting Environment	N
Other (see 3 below)	N

- (3)