

Effective Date: July 1, 2015

**PROGRAM ASSISTANT SUPERVISOR-ADVANCED
PROGRAM ASSISTANT SUPERVISOR/CONFIDENTIAL-ADVANCED**

I. DEFINITION

**PROGRAM ASSISTANT SUPERVISOR-ADVANCED
PROGRAM ASSISTANT SUPERVISOR/CONFIDENTIAL-ADVANCED**

This is supervisory or supervisory/confidential work of considerable difficulty providing program support assistance to the head of a major program function or organizational activity which involves the supervision of subordinate staff who exercise considerable latitude in making major program-related decisions. Positions allocated to this classification perform work comparable to that of an Operations Program Associate or a Program Assistant-Advanced-Confidential, in addition to supervisory or supervisory/confidential responsibilities. Work is performed under general supervision.

Examples of work performed include, but are not limited to:

- Perform the duties of an Operations Program Associate or a Program Assistant-Advanced-Confidential, in addition to supervising the activities of employees performing program support assistance
- Coordinate office management activities, recommending policies, procedures, guidelines, and instructions to improve administrative or operating effectiveness, and communicate revisions to subordinates
- Attend staff meetings and maintain communications with professional staff and/or divisional supervisors
- Compile data for annual budget preparation and perform budget control functions
- Provide information regarding units functions, policies, and procedures to the general public, professional staff, and subordinate employees
- Assist professionals with special assignments
- Prepare various reports

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITIONS

Program Assistant Supervisor
Program Assistant Supervisor/Confidential.