

**CLASSIFICATIONS**

<i>TITLE</i>	<i>DESCRIPTION</i>
<b>ADMINISTRATIVE COORDINATOR</b>	<p>Experience providing complex administrative support for projects or programs;</p> <p>Intermediate-to-advanced working knowledge of specified computer applications such as: MS Word, Excel, Access, PowerPoint, Email, Internet, etc.;</p> <p>Ability to effectively research, compile, and summarize data and information;</p> <p>Ability to prepare clear, concise reports, correspondence, and other written materials;</p> <p>Ability to organize and coordinate multiple work activities;</p> <p>Knowledge of office and administrative practices and procedures; and</p> <p>Ability to communicate effectively in English, orally and in writing.</p>
<b>ADMINISTRATIVE COORDINATOR II</b>	<p>Knowledge &amp; skills of Administrative Coordinator, plus:</p> <p>Competence to independently perform the full range of administrative support duties;</p> <p>Exercises significant independence in performing a broad variety of administrative support duties within general guidelines; and</p> <p>Requires less supervision than Administrative Coordinator.</p>
<b>SECRETARY</b>	<p>One-to-two years of standard secretarial and office practice and procedures experience (including filing &amp; business letter writing);</p> <p>Intermediate working knowledge of specified computer applications such as: MS Word, Excel, PowerPoint, Email, Internet, Calendar software;</p> <p>Experience with safely operating standard office equipment;</p> <p>Ability to compose correspondence independently or from brief instructions;</p> <p>Ability to type 55 wpm;</p> <p>Good phone skills;</p> <p>Good organizational and interpersonal skills;</p> <p>Experience taking meeting minutes; and</p> <p>Ability to communicate effectively in English, orally and in writing.</p>
<b>SECRETARY II</b>	<p>Knowledge &amp; skills of Secretary, plus:</p> <p>Competence to independently perform the full range of secretarial duties and demonstrate an increasing knowledge of organizational structure and protocol.</p>

Request for Proposal Number HR 05-01  
Attachment C  
Classifications

<i>TITLE</i>	<i>DESCRIPTION</i>
<b>FILE CLERK</b>	Knowledge of alphabetic and numeric filing sequences; Good attention to detail; and Good organizational skills.
<b>MAIL ROOM CLERK</b>	Experience with safely operating a variety of office, mail, and copy equipment; Knowledge of basic office practices and procedures; Ability to understand and follow oral and written directions; Ability to sort, deliver, and process mail accurately & efficiently; Ability to transport materials weighing up to 50 lbs.; Attention to detail; and Good customer service skills.
<b>RECEPTIONIST</b>	Ability to handle a multi-line telephone and/or paging system; Ability to communicate effectively in English; Knowledge of basic office practices and procedures; Ability to determine the nature of a call or visit quickly and to appropriately and professionally direct the call or visitor; Ability to handle multiple tasks simultaneously, while maintaining a good attitude; Basic working knowledge of specified computer applications such as: MS Word, Excel, Email, Internet, etc.; and Ability to understand and follow oral and written directions.
<b>OFFICE TECHNICIAN</b>	Knowledge of basic office practices and procedures; Ability to understand and follow oral and written directions; Ability to safely operate a variety of office support equipment, such as electric paper cutter, binding machine, and mail/envelope insertion equipment; Ability to maintain accurate records of work performed; Ability to transport materials weighing up to 60 pounds; Attention to detail; and Ability to comply with health and safety codes.
<b>OFFICE ASSISTANT</b>	Basic working knowledge of specified computer applications such as: MS Word, Excel, Access, PowerPoint, Email, Internet, etc.; Knowledge of office and administrative practices and procedures; Experience with safely operating standard office equipment; Ability to organize and maintain accurate files and records; Good attention to detail and accuracy; Ability to understand and follow oral and written directions; and Ability to communicate effectively in English, orally and in writing.

Request for Proposal Number HR 05-01  
 Attachment C  
 Classifications

<i>TITLE</i>	<i>DESCRIPTION</i>
<b>DATA ENTRY CLERK</b>	<p>Basic working knowledge of specified computer applications such as: MS Word, Excel, Access, etc.;</p> <p>Good transcription skills;</p> <p>Excellent 10-key and/or keyboard skills;</p> <p>Ability to organize and maintain accurate files and records;</p> <p>Good attention to detail and accuracy; and</p> <p>Ability to understand and follow oral and written directions.</p>
<b>ACCOUNTING CLERK</b>	<p>Knowledge of office and administrative practices and procedures;</p> <p>Basic working knowledge of specified computer applications such as: MS Word, Excel, Access, etc.;</p> <p>Knowledge of correct business English, including spelling, grammar, and punctuation;</p> <p>Knowledge of business arithmetic;</p> <p>Knowledge of accounting terminology and practices, and account coding methodology;</p> <p>Experience reviewing financial documents for completeness and accuracy;</p> <p>Experience with accounting internal control practices; and</p> <p>Ability to make accurate arithmetic calculations.</p>
<b>ACCOUNTING TECHNICIAN</b>	<p>Equivalent to an Associate degree, preferably with major course work in accounting, and two years of experience performing accounting operations work.</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>Principles and practices of financial record keeping;</li> <li>The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and financial systems;</li> <li>Business arithmetic;</li> <li>Basic office practices and procedures; and</li> <li>Basic practices of reviewing financial documents for completeness and accuracy.</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>Learn and apply governmental accounting rules and regulations;</li> <li>Perform detailed financial office support work;</li> <li>Review source documents for completeness and accuracy;</li> <li>Review, post, balance, and reconcile financial records; and</li> <li>Communicate effectively in English, orally and in writing.</li> </ul>

Request for Proposal Number HR 05-01  
 Attachment C  
 Classifications

<i>TITLE</i>	<i>DESCRIPTION</i>
<b>ACCOUNTANT</b>	<p>Equivalent to possession of a Bachelor’s degree, preferably with major course work in accounting, and three years of professional accounting experience.</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>Generally accepted accounting principles, practices, and procedures;</li> <li>Principles, practices, and applications of general, fund, and governmental accounting;</li> <li>Principles and practices of auditing and reviewing financial documents;</li> <li>Principles and practices of budget administration;</li> <li>Principles of financial data collection and control; and</li> <li>Principles and practices of grant preparation, administration, and auditing.</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>Interpret, explain, and apply principles and practices of general, fund, and governmental accounting;</li> <li>Interpret, explain, and apply requirements, rules and regulations related to various funding sources;</li> <li>Review and audit financial documents for completeness and accuracy;</li> <li>Review, post, and balance financial data;</li> <li>Generate and reconcile financial reports using an automated financial system; and</li> <li>Communicate effectively in English, orally and in writing.</li> </ul>
<b>PARALEGAL</b>	<ul style="list-style-type: none"> <li>Ability to analyze information;</li> <li>Good research skills;</li> <li>Experience drafting legal documents;</li> <li>Ability to do legal research on Nexis/Lexis library databases;</li> <li>Possess summarization, discovery, and indexing skills;</li> <li>Paralegal certificate desirable;</li> <li>Intermediate working knowledge of specified computer applications such as: MS Word, Excel, PowerPoint, Email, Internet, Calendar software;</li> <li>Good organizational and interpersonal skills; and</li> <li>Ability to communicate effectively in English, orally and in writing.</li> </ul>

Request for Proposal Number HR 05-01  
 Attachment C  
 Classifications

<i>TITLE</i>	<i>DESCRIPTION</i>
<b>ATTORNEY</b>	Admission to the State Bar of California and four years of relevant post-bar experience in a legal setting, such as a private law practice, corporation, government agency, law school, court, or legal publishing company; or performing a broad range of legal duties relating to the courts, such as: -analysis and drafting of legal and policy memoranda; -involvement in legal publishing, legislation, or contracts, -providing legal or judicial education; or -staffing committees.
<b>STAFF ANALYST</b>	Minimum two years of specialized experience; Strong analytical skill; Strong written and oral communication skills; Experience communicating with executive-level managers; Intermediate-to-advanced working knowledge of specified computer applications such as: MS Word, Excel, Access, PowerPoint, Email, Internet, etc.; and Knowledge of business theory and practices.
<b>EDITOR</b>	Knowledge of the basic principles of effective communication & language mechanics in English; Knowledge of established editorial conventions & procedures; Knowledge of legal terminology, legal citation style, and principles of basic legal research; Knowledge of basic publishing methodology, including typesetting and design software, etc.; Knowledge of desktop publishing software; Principles and techniques of preparing effective oral presentations and effective written materials; Ability to write clear, concise copy; and Ability to communicate effectively in English, orally and in writing.
<b>GRAPHIC DESIGNER</b>	Knowledge of: Advanced principles and practices of graphics and book design, including typefaces, type design and history, illustration techniques, and design styles; PC and Macintosh platforms, including Windows and Macintosh operating systems and utilities software; Advanced proficiency with a variety of design and graphics software, including page layout, illustration, slide presentation, and image manipulation applications; Peripheral equipment, including graphic tablet, scanner, removable storage devices; and output devices, including printers and high-resolution imagesetters;

<i>TITLE</i>	<i>DESCRIPTION</i>
	<p>Prepress and printing terms, materials, processes, and procedures; Principles and processes of electronic publishing; Language, grammar, AOC and/or other editorial style guides, and proofreading marks; Printing terms and processes; and Basic principles of Internet and Web structure.</p> <p>Ability to: Skillfully apply an advanced sense of design aesthetics that accurately conveys and reinforces an underlying textual message; Create original illustrations with minimal reliance on pre-existing visuals such as clip art or stock photographs; Use initiative and independent judgment within established procedural guidelines; Organize, prioritize, and coordinate multiple work activities and meet critical deadlines with minimal supervision; Install and operate at an advanced level, design and graphics software, including page layout, illustration, slide presentation, and image manipulation applications; Without supervision, configure, troubleshoot, and maintain computers and all peripheral equipment; Prepare final artwork for press as well as electronic media; Convert documents among systems; Work effectively as part of a project team; Communicate effectively in English, orally and in writing; and Establish and maintain effective working relationships with those contacted in the course of the work.</p>
<b>CONTRACT SPECIALIST</b>	<p>Knowledge of: Principles and practices of acquisition planning, development, and implementation; Contract administration and termination techniques; Price/cost analysis techniques; Contract types, methods, and techniques including cost and incentive contracting, award fee, cost-sharing arrangements, processing of unsolicited proposals, and multiple awards; Contract negotiation techniques; Laws, regulations, and rules associated with contract development, administration, and termination; and The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.</p> <p>Ability to: Conduct price/cost analyses;</p>

Request for Proposal Number HR 05-01  
 Attachment C  
 Classifications

<i>TITLE</i>	<i>DESCRIPTION</i>
	<p>Prepare a variety of contracts for equipment, goods, and services;            Negotiate contracts;            Manage, administer, monitor, and terminate contracts; and            Communicate effectively in English, orally and in writing.</p>
<b>HELP DESK ASSISTANT</b>	<p>Excellent verbal and written communication skills;            Excellent interpersonal skills and ability to interact with a diverse end user community;            Minimum of one year experience providing Customer Service/Helpdesk phone technical customer support;            Strong analytical abilities including the demonstrated ability to comprehend new information technologies (IT) and solve problems;            Possess general knowledge of computer hardware, software, and networks and understanding of IT tools;            Fluent in MS Excel, Access, Powerpoint, Word, and Outlook; and            Good organizational skills.</p>
<b>LIBRARY TECHNICIAN</b>	<p>Knowledge of a research library's practices and procedures and the use of standard library resources;            Understanding of the basic principles and techniques of library classification, cataloging, research, and reference work;            Good recordkeeping principles and practices;            Working knowledge of specified computer applications such as: MS Word, Excel, PowerPoint, Email, Internet, etc.;            Ability to perform a full range of paraprofessional library duties accurately;            Ability to safely operate a variety of standard office equipment;            Ability to transport library materials weighing up to 40 lbs.;            Ability to organize own work, set priorities, and meet deadlines; and            Ability to communicate effectively in English, orally and in writing.</p>
<b>RESEARCH TECHNICIAN</b>	<p>Knowledge of substantive and procedural legal principles and applications;            Knowledge of legal research methods and principles of administrative and constitutional law;            Ability to perform legal research, including computerized legal research, and apply legal principles and precedents to particular set of facts;            Good analytical skills;            Working knowledge of specified computer applications such as: MS Word, Excel, PowerPoint, Email, Internet, etc.; and            Ability to communicate effectively in English, orally and in writing.</p>

Request for Proposal Number HR 05-01  
 Attachment C  
 Classifications

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<b>HUMAN RESOURCES ANALYST</b>	<p>Minimum two years of Human Resources (HR) experience;            Strong analytical skill;            Strong written and oral communication skills;            Experience communicating with executive-level managers;            Intermediate-to-advanced working knowledge of specified computer applications such as: MS Word, Excel, Access, PowerPoint, Email, Internet, etc.;</p> <p>Experience with an HR system, preferably PeopleSoft; and            Knowledge of business theory and practices.</p>
<b>SYSTEMS TECHNICIAN</b>	<p>Equivalent to graduation from high school and a total of two years of any combination of formal education in information systems, automated office technology, or a closely related field and/or experience in operating and maintaining automated office systems, including user support.</p> <p>Ability to:            Analyze systems performance and maximize efficiency;            Install, maintain, operate, troubleshoot, and repair personal computers, servers, and related equipment; and            Operate, monitor, and optimize the performance of local area networks.</p>
<b>NETWORK ANALYST</b>	<p>Two years plus hands-on experience with Cisco networking technologies (routers, switches, etc) and implementing network/data communications best practices in a large environment; and            Formal class training in Cisco LAN Switch Configuration and/or Cisco Internetworking configuration desirable.</p>

*END OF ATTACHMENT*