Admin Mgmt Study Panel Presentation

Purpose:

Provide the Classification study team information on duties and responsibilities in the Administrative functions.

Panel Members:

Dave Blaisdell, Administrative Svcs Manager, DOA
Jerry Burnett, acting Administrative Svcs Director, Rev
Mark Lewis, Administrative Svcs Manager, EED
Bill Endicott, Administrative Svcs Manager, DLWD
Joe Ver, Administrative Manager, DCCED
Ray Sawyer, Administrative Manager, DMVA
Roberta Fisher, Administrative Manager, DF&G
Lisa Emerson, Administrative Manager, DPS
Laura Beason, Administrative Svcs Manager, DEC
April Hayes, Program Budget Analyst, DOC
Kristi Peel, Administrative Manager, DOT

Audience:

Amanda Holland, HR Specialist, Personnel
Sarah Brinkley, HR Specialist, Personnel
Aimee Olejasz, HR Specialist, Personnel
Keith Murry, HR Specialist, Personnel

Classification Factors:

Nature, variety, and complexity of work
Nature of supervision received
Nature of available guidelines
Initiative and originality required
Purpose and nature of person-to-person work relationships
Nature and scope of recommendations, decisions, or commitments, and consequence of error
Nature and extent of supervision exercised over other employees
Qualifications required

Functional Areas:

Legislative Involvement
Business Process Analysis/Planning/Coordination
Policy and procedure writing/development
Budget (develop/compile/submit annual operating and/or capital budget)
Accounting/Financial Management
Revenue Management (restricted revenues – fund sources other than GF; actively collected)
Auditing
Personnel Management

Procurement/Purchasing
Information Technology
Grants, Contracts, and RSAs
Public Relations
Facility Management
Property Management
Safety/Health/Security
Records Management
Program functions
Training (development, research, evaluation, tracking)
Aide to Executive/Staff
Special projects
Supervision of others (administrative/technical, direct/indirect)
Other Functional Areas

Topics/Questions:
Keeping in mind the classification factors, what characteristics should this study examine most closely in the above functional areas?

What other functions are part of the administrative work in your agency?

How does your agency's organization and hierarchy impact the work?
- Staff or line role
- Supervision/Reporting Relationships
- Scope of administrative authority

How does your agency handle career development for staff in these functions?

What work do you believe should most influence the personnel administration decisions of setting qualifications for appointment, pay, or employee transfer between positions?