Administrative Assistant/Administrative Officer/Administrative Operations Manager

Examples of Variables

Listed below are some of the variable factors that may have an impact on the complexity of administrative activities (but may not). Judgment should be used to determine how much of an influence any factor should have on the allocation. It is not the presence of any particular variable, but rather the degree to which that variable impacts the complexity of administrative work, that should influence position allocation. Remember to evaluate the whole position, how it fits into the unit (both administrative and line), and how it fits into the statewide administrative functions. Focus on the work, not the aptitude of the incumbent. Determining what influences should be given weight will typically require talking to the incumbent and examining the available facts and evidence.

1) Number and types of funding sources
2) Periods of funding, e.g., multiple-year grants, federal fiscal years, State fiscal year
3) Comparative difficulty in purchasing types of equipment - Lab, correctional facility, fish camp, M-F office, airplanes, heavy equipment
4) Complexity of grants, RSAs, and contracts
5) Variation in occupations of people served
6) Number of office locations
7) Cross-agency interactions, person-to-person contacts
8) Degree of legislative involvement - routine short-funding, extreme budget measures, routine supplemental requests, high volume of new legislation/fiscal notes
9) Control over final actions - relative degree of independence in administrative decision making
10) Conflicts between goals, rules and regulations - federal vs. State
11) Number and composition of subordinate staff (high level professionals vs. clerical vs. technical, supervision of supervisory staff, non-admin staff supervised)
12) Number of functional areas assigned
13) Complexities involved in facility management: 24/7 institutions, food facilities, medical facilities, State-managed rental units (for troopers when they move to a remote location)
14) Requirement for systems thinking: how broad a picture needs to be considered, what types of other people need to be involved, potential ramifications (how is my decision going to affect the next 7 generations)
15) Requirement for future thinking: manage resources to react to the fire today, or to anticipate what is coming up and accurately plan for it