CALWORKS STAFF ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of complex and responsible administrative activities in support of the CalWORKs program; to prepare a variety of administrative and analytical reports on program activities; to provide information and assistance to faculty and students; and to serve as liaison between CalWORKs and students.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other Staff Assistant positions due to its special funding through CalWORKS.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Supervisor, Extended Opportunity Programs and Services (EOP&S).

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Perform a variety of complex and responsible administrative activities in support of the CalWORKs program.
2. Participate in the administration of the CalWORKs program; organize and administer support services as appropriate.
3. Assist in the preparation, development and maintenance of the budget; analyze and summarize budget expenditures.
4. Research, compile and analyze a variety of information and data related to CalWORKs; prepare comprehensive analytical reports; recommend and implement plans for expanding or improving the CalWORKs program.
5. Attend and participate in a variety of professional meetings; stay abreast of new trends within the appropriate field.
6. Serve as liaison between the CalWORKs program and faculty, students, other academic departments and various community organizations; provide orientation and ongoing information as appropriate.
7. Respond to requests and inquiries from students regarding the CalWORKs program and academic policies and procedures; explain program admission, certificate and graduation requirements; assist students in completing various forms and applications.
8. Coordinate and participate in outreach activities for the CalWORKs program; develop outreach and promotional materials; conduct group presentations to provide information on assigned program services.

9. Initiate marketing strategies and develop advertising materials to promote the CalWORKs program.

10. Conduct studies and evaluations of other college programs; incorporate appropriate changes into the CalWORKs program for improved efficiency.

11. Prepare a variety of correspondence, course outlines, handouts, letters, memos and surveys for the CalWORKs program.

12. Participate in the development and implementation of operational, administrative, program and various other policies and procedures.

13. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of the CalWORKs program.
Methods of data collection, research and analysis.
Modern office procedures, methods, computer equipment and related software
English usage, spelling, grammar and punctuation.
Basic principles and practices of budget development and administration.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Participate in the administration of the CalWORKs program.
Interpret and explain assigned program policies, procedures and regulations.
Research, compile, analyze, interpret and prepare a variety of complex administrative and analytical reports.
Participate in budget development and administration.
Participate in the development and implementation of policies and procedures.
Respond to difficult requests and inquiries from students, faculty, staff and the general public.
Coordinate and conduct group presentations to provide information on assigned program services.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**
Four years of increasingly responsible administrative support experience including complex programmatic responsibilities.

**Training:**
Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or a related field.

WORKING CONDITIONS

**Environmental Conditions:**
Office environment; extensive contact with students and/or faculty.

**Physical Conditions:**
Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

TERMS OF EMPLOYMENT

All positions in this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.