

# CALIFORNIA STATE UNIVERSITY, FRESNO

## Position Description Form

Employee Name:	<u>Vacant</u>	Fresno State ID #	<u></u>
Classification:	<u>Administrative Analyst/Specialist</u>	Working Title:	<u>Administrative Specialist</u>
Prepared By (MPP/Chair):	<u>Diana Ralls</u>	Department:	<u>Office of the President</u>
Bargaining Unit: <u>R09</u>	FLSA Status: <u>Non-Exempt</u>	Date Prepared:	<u>July 2024</u>

### POSITION DESCRIPTION

#### Overview:

The Administrative Specialist supports the strategic initiatives and provides administrative and budgetary support to the Office of the President (and back up administrative support for Tribal Relations). This position is responsible for providing excellent customer service. Work is performed under the general direction and supervision of the Chief of Staff. Due to the nature of issues/activities handled in the Office of the President, the incumbent must use considerable judgment and discretion in handling complex and confidential issues.

#### Major duties of the job include:

The duties and responsibilities of this position include full range of work that is complex and related to analysis, development and effective communication to a diverse group of individuals. Projects involve a wide range of problems requiring use of reason, discretion and independent judgment, interpretation of policies, contact with individuals at all levels of the University and individuals on and off-campus with full accountability for work flow and completion for the work assigned. This position is unique to other positions included in the classification given the relationship with external board members and major University donors.

- Provides administrative support to the office by serving as the primary contact for all calls, emails and visitors to the Office of the President. Interactions are at the highest levels within and outside the university and often involve sensitive interpersonal situations and/or conversations. Requires researching, analyzing and evaluating information to appropriately triage or respond to all contacts.
- Works with a variety of on and off campus entities to schedule meetings with members of the Office of the President, screens calendars and uses appropriate judgment in responding to invitations directed to the office.
- Performs a full range of high-level, confidential administrative support for the Office of the President including financial management, reviewing incoming communications, resolving issues, and managing calendars and appointment requests.
- Creates and maintains standard and complex electronic records and files for the Office of the President.
- Prepares, composes, and organizes a variety of documents including reports, general and detailed correspondence, memoranda and sensitive information utilizing word processing or other computer software.
- Maintains department office supplies and equipment to ensure the office is stocked with appropriate supplies for employees and guests. Orders supplies or schedules repairs on office equipment when needed.
- Maintains, gathers and analyzes data and information for various purposes including tracking, monitoring and coordinating department activities, programs and events.
- Trouble-shoots issues related to logistics, technical, financial and administrative needs.
- Develops and updates guides relative to processes and procedures.
- Responsible for forecasting, preparing, tracking, and providing budget reports for the Office of the President throughout its budget life-cycle. Analyzes, summarizes and interprets information and recommends action to be taken.
- Monitors expenditures to ensure they are appropriate, within category and do not exceed budget.
- Analyzes budget allocations and expenditures for consistency and accuracy.
- Processes departmental accounting transactions ensuring transactions are properly recorded, documented, and monitored throughout their life-cycle.
- Monitors non-state accounts for appropriate revenue and expenditure transactions.
- Reconciles budget at year end to make sure all entries are correct and appropriate.

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- Tracks and monitors reserves so that allocated reserves have the appropriate sources and uses and are preserved into the subsequent fiscal year.
- Provides recommendations on student hires; trains and directs the work of Student Assistants.
- Monitors accounts for the Maddy Institute, Staff Assembly and other entities under the oversight of the Office of the President.
- Maintains various complex spreadsheets including comparatives on budget, expenditures, reimbursements and Presidential commitments.
- Documents and maintains business processes, standards and procedures.
- Serves as lead financial point person for budget accounting year-end activities.
- Assists with maintaining and updating department website.
- Assists with coordinating events, tracking auction items and general support for hospitality related to the Office of the President.
- Serves as the Emergency Management Designee for the Office of the President.

**Secondary Duties of the job include:**

- Makes travel and accommodation arrangements, prepares travel itineraries, and processes travel reimbursements for the Office of the President staff.

**Supervisory Responsibility:**

Who supervises this position:	Chief of Staff
Who is responsible for completing the performance appraisal:	Chief of Staff
What other classifications does this position lead:	None

**Minimum Requirements: Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Knowledge and skill in methods and procedures for research and statistical analysis and the ability to apply them.
- Knowledge of budget and purchasing practices, policies and procedures.
- Knowledge of generally accepted accounting principles, practices and governmental accounting methods.
- Knowledge of standard office equipment and software packages (i.e. Microsoft Office Suite, Google email and calendar, etc.)

**Skill/Ability to:**

- Mastery of English grammar, spelling and punctuation, and demonstrated competence in presenting standard information in writing.
- Demonstrated ability to clearly communicate orally with strong interpersonal and problem-solving skills to serve as the front-line for a variety of high-level campus and community individuals.
- Ability to review documents for accuracy, completeness, validity and adherence to standards.
- Ability to interpret and apply policies and procedures independently and use judgment and discretion to act when precedents do not exist.
- Ability to understand and troubleshoot most office administration problems and be responsive to inquiries and requests.
- Ability to create, organize and maintain accurate technical, complex, sensitive and/or confidential records and files.
- Ability to perform business math, analyze data, and make accurate projections requiring some inference.
- Establish and maintain cooperative working relationships and promote a positive, service oriented collegial work environment with people of diverse backgrounds.
- Ability to create and maintain program records and provide data for review in developing and implementing strategies to support programmatic goals and enhance processes.
- Ability to work in a flexible, collaborative manner; establish and maintain effective working relationships.

This position description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. Notification of changes will be provided to the employee consistent with the applicable bargaining agreement.

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- Ability to work in a fast-paced environment with frequent interruptions, shifting priorities, critical deadlines and consistently provide quality customer service.
- Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough, and creative solutions.
- Ability to provide students, faculty, staff, and the public with positive assistance and service.
- A history of regular attendance and positive performance evaluations.
- Ability to work with culturally diverse internal and external audiences.
- Demonstrated understanding of and commitment to the core values and mission of Fresno State

**Education and Experience:**

- Bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.
- Two years' experience providing high-level administrative support and/or budget support.

**Preferred Skills:**

- Knowledge of University infrastructure, policies and procedures
- Experience with PeopleSoft Financial programs or comparable applications
- Bilingual or multi-lingual skills

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

- The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.
- This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU Executive Order 1095](#).

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Employee Name: \_\_\_\_\_ Position: Administrative Specialist  
 Department: Office of the President Date Prepared: July 2024

### WORKING ENVIRONMENT

**Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.**

#### PHYSICAL EFFORT

	Number of hours/day						Number of hours/day				
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Lifting or carrying					
2. Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. 10 lbs. or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. 11 to 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bending Over	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. 26 to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. 51 to 75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. 76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Repetitive use of hands/arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Repetitive use of legs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Eye/hand coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pushing or pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
						Yes	No				
16. Driving cars, trucks, forklifts and other equipment						<input type="checkbox"/>	<input checked="" type="checkbox"/>				
17. Being around scientific equipment and machinery						<input type="checkbox"/>	<input checked="" type="checkbox"/>				
18. Walking on uneven ground						<input type="checkbox"/>	<input checked="" type="checkbox"/>				

#### MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing Others	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Using math/calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Working at various tempos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Concentrating amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Remembering names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Remembering details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Working rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Examining/observing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Discriminating colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Humid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. High places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Wet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Change of temp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Dirty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Dusty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Noisy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Working with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Working around others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Working alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>