



PUBLIC ADMINISTRATIVE TRAINEE

1178

GENERAL DESCRIPTION OF CLASS

The PUBLIC ADMINISTRATIVE TRAINEE participates in a formal two-year public administration training program in the Department of Administrative Services with emphasis on Oregon State government budget preparation and administration.

DISTINGUISHING FEATURES

This is a single classification and not part of a series. Although no commitment can be made for specific assignments following completion of the training program, placement opportunities may be available at the Department of Administrative Services or other State agencies.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

First Year

Receives a general orientation on Oregon State government. On a rotating basis, is assigned to various Divisions of the Department of Administrative Services to become familiar with division operations and complete staff assignments. Prepares fiscal impact statements on proposed legislation. Assists senior analysts in analyzing portions of major State agency budgets.

Second Year

Functions as an Assistant budget analyst. Helps senior analysts in analyzing portions of major State agency budgets. Analyzes agency budget requests and develops Governor's recommendations for several smaller State agencies. Presents the Governor's budget recommendations for assigned agencies to the Legislature. Participates in various projects as assigned. Analyzes proposed legislation for fiscal and organizational impact. Identifies administrative problems and develops recommendations to correct the problems. Approves or disapproves quarterly allotment of agency funds for assigned agencies.

RELATIONSHIPS WITH OTHERS

The Public Administrative Trainee has frequent telephone, in-person, and written contact with agency management to gather information and provide advise. There is also regular contact with the Governor, Legislators, and staff to receive assignments and represent the position of the Governor or the Department of Administrative Services.

SUPERVISION RECEIVED

The Public Administrative Trainee receives close supervision from supervisors and senior analysts during the first year of the training program and general supervision from supervisors and senior analysts during the second year of the training program.

The Public Administrative Trainee applies Federal and State laws, policies and administrative rules related to budget preparation and administration.

KNOWLEDGE AND SKILLS (KS)

Knowledge:

Basic knowledge of the principles and practices of public administration.

Skills:

Skill analyzing facts to arrive at sound conclusions.
Skill communicating effectively orally and in writing.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division