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Class Specifications
for the Class:

CIP ASSISTANT

Duties Summary:

Drafts allotment and advertising memos for the implementation and construction of a department's capital improvement projects; reviews CIP project, status reports and other related documents; performs a variety of clerical tasks in support of a major Capital Improvements Program; and performs other duties as required.

Distinguishing Characteristics:

A position in this class is located in a central office of a large department involving major construction and maintenance programs. The office is responsible for determining the departmental CIP needs, seeking CIP appropriations commensurate with such needs, and implementing the Capital Improvements Programs so authorized. The work includes the performance of subprofessional technical work where the complexity is conditioned by such factors as the definiteness of appropriation titles, readily determined sources of funding, etc., as well as the provision of specialized clerical services in support of a professional staff engaged in capital improvements programming activities. Technical duties include reviewing CIP allotment and advertising requests (including the evaluation of individual project costs) submitted by the divisions for accuracy of data, adequacy of justification and for conformance with legislative authorization and administrative procedures; drafting formal memoranda to the Governor for the release of funds or for permission to advertise in accordance with procedures and standards prescribed by Executive Order; and reviewing project status comments for completeness and adequacy before submittal to higher authority. Other activities include assisting the program engineers by gathering data for project studies, consultant studies, transfer of fund requests, etc.; reviewing and compiling status reports; maintaining records of appropriations, projects, allotments, etc.; answering inquiries and providing information on program functions, procedures, and project status; and overseeing and performing clerical work for the programs unit.

A position in this class functions under the general supervision of a departmental staff officer, and maintains effective working relationships with divisional and other governmental personnel involved with capital improvements programming.

Examples of Duties:

Reviews allotment and advertising requests submitted by divisions for accuracy of data, adequacy of justification, and for conformance with legislative authorization and administrative procedures, evaluates project costs, and drafts allotment and advertising memos according to procedures and standards prescribed by Executive Directives; reviews project proposals for arithmetical accuracy, conformance with instructions, consistency of data, conformance with past CIP reports and legislative appropriations, and adequacy of project descriptions; verifies and consolidates data for project status reports; reviews project status comments for adequacy and completeness; assists program engineers by searching for and gathering information on requests for allotment, advertising, transfers of funds, etc.; answers inquiries concerning program functions, project status and CIP procedures and regulations; gathers information and prepares factual reports; conducts and participates in the maintenance of appropriation, allotment and project records; resolves discrepancies in record keeping of CIP funds, coordinates the preparation of the CIP documents; may participate in administrative housekeeping duties for the Programs and Contracts Office including budget preparation, personnel, purchasing, files maintenance, equipment and inventory maintenance, etc.

Knowledge and Abilities Required:

Knowledge of: State laws, rules and regulations and procedures relating to Capital Improvements programming; PPB and contract forms and procedures related to CIP; office practices and procedures; grammar, spelling and word usage.

Ability to: Review and evaluate capital improvements program allotment and advertising requests, individual project proposals, project status comments for adequacy of justification, draft allotment and advertising memos in conformance with administrative procedures and requirements; assist program engineers in a variety of functions by gathering data and preparing factual reports; conduct the clerical work of the unit;

speak and write effectively; work effectively with others; learn engineering and other terminology common to the work.

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This is the first specification for the new class CIP ASSISTANT.

DATE APPROVED: 7/17/74

for JAMES H. TAKUSHI
Director of Personnel Services