

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000130
Grade 16**

PUBLIC ADMINISTRATION ASSOCIATE

DEFINITION OF CLASS:

This is beginning level professional work in an occupational field which is dependent upon the department/agency to which the position is assigned. Contacts include County Government employees, representatives of other public and private agencies and the general public to coordinate work, obtain and provide information and resolve problems. Assistance to the public is normally provided on a limited basis.

This is a developmental class intended to be used to train an employee in the basic principles, methodologies and concepts of a professional field which may qualify an employee for promotion to an entry-level professional position. Work is performed under general supervision of a higher level professional employee. An employee performs assignments with which they are familiar independently, but requests assistance and guidance for new or different situations. An employee's work is reviewed in progress and upon completion for technical accuracy and adherence to instructions and established procedures.

An employee in this class performs assignments of an introductory nature which require analysis and selection of an appropriate course of action in accordance with established procedures. The work involves the execution of specific procedures and typically comprises a complete segment of an assignment of broader scope. Work is primarily sedentary, presents no significant hazards, and is normally performed in an office environment.

EXAMPLES OF DUTIES: (Illustrative Only)

- Serves as an assistant to professional staff members by performing basic tasks within a professional or administrative field in order to learn the duties and responsibilities of professional staff members.
- Conducts studies and research assignments normally under the supervision of a professional staff member.
- Researches statistical and narrative reports utilizing available data collection and analysis techniques.
- Uses word and/or automated data processing techniques such as Word Perfect, SAS or Multiplan to analyze data and prepare reports.
- Prepares reports to be submitted to supervisors for their evaluation and decision-making.
- Reviews and comments on memoranda, professional literature and other sources of information for application to specific programs/projects.
- Provides assessments of and recommendations concerning program goals, needs and achievements.
- Attends meetings and conferences to gain knowledge of the professional field to which assigned.
- May be given cross-training in other programs of the same department or in other departments and agencies in order to have working knowledge of multiple County agencies.

- Performs related duties as required.

KNOWLEDG, SKILLS AND ABILITIES:

- Knowledge of statistical and other research techniques when required.
- Ability to plan and organize work.
- Ability to learn and/or use computer applications (i.e., Word Perfect, Lotus) when required for job-related duties.
- Ability to communicate effectively in English, both orally and in writing.
- Ability to deal tactfully and effectively with people.
- Ability to attend meetings or perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: None.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Note: Some occupational fields for which the PAA class is used for training and specialized experience require a specific professional Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Note:

- 1) Employees assigned to the Montgomery County Fire and Rescue Service to underfill as Interns in "Fire Protection Engineer" positions require a Core Exam with Drug/Alcohol Screen. Call OMS for clarification when assignment known.
- 2) An employee assigned as an Associate (PAA) to under-fill an occupational class that requires a Medical Protocol other than Medical History Review must follow the Medical Protocol of the class to which assigned.

Class Established: June 1964

Revised: August 1976

April 1986

Classification Study: October 1994 (M)

March 2008

November 2011

August 2013

September 2014

February 2015