

## Administrative Schedule (AS) (Administrative and Office Jobs)

| JOB CODE | JOB TITLE                                   | FLSA | AS LEVEL (SER) | TEST SERIES  | SELECT PROC | CERT SCORE | CAREER FIELD | MANDATORY TRAINING | DRUG TESTING CONTACT HRM | LICENSE CONTACT HRM | OCCUPANCY CODE | EEO CODE |
|----------|---|------|----------------|--------------|-------------|------------|--------------|--------------------|--------------------------|---------------------|----------------|----------|
| 160180   | ACCOUNTANT 1                                | E    | 612            | 8888         | E           | -          | 2101         |                    |                          |                     | B1             | PR       |
| 139350   | ACCOUNTANT 2                                | E    | 613            | 8888         | E           | -          | 2101         |                    |                          |                     | B1             | PR       |
| 139370   | ACCOUNTANT 3                                | E    | 615            | 8888         | E           | -          | 2101         |                    |                          |                     | B1             | PR       |
| 171400   | ACCOUNTANT 4                                | E    | 617            | 8888         | E           | -          | 2101         |                    |                          |                     | B1             | PR       |
| 159710   | ACCOUNTANT MANAGER 1                        | E    | 618            | 8890         | E           | -          | 2101         | GROUP 1            |                          |                     | B1             | OA       |
| 159720   | ACCOUNTANT MANAGER 2                        | E    | 619            | 8890         | E           | -          | 2101         | GROUP 2            |                          |                     | B1             | OA       |
| 159600   | ACCOUNTANT SUPERVISOR 1                     | E    | 615            | 8889         | E           | -          | 2101         | GROUP 1            |                          |                     | B1             | PR       |
| 159610   | ACCOUNTANT SUPERVISOR 2                     | E    | 617            | 8888         | E           | -          | 2101         | GROUP 1            |                          |                     | B1             | PR       |
| 136950   | ACCOUNTING SPECIALIST 1                     | N    | 608            | 4242         | W           | 70         | 1101         |                    |                          |                     | B1             | PA       |
| 140470   | ACCOUNTING SPECIALIST 2                     | N    | 610            | 4242         | W           | 70         | 1101         |                    |                          |                     | B1             | PA       |
| 159590   | ACCOUNTING SPECIALIST SUPV                  | E    | 613            | 4242         | W           | 90         | 1101         | GROUP 1            |                          |                     | B1             | PA       |
| 139340   | ACCOUNTING TECHNICIAN                       | N    | 611            | 4242         | W           | 70         | 1101         |                    |                          |                     | B1             | PA       |
| 168000   | ADMINISTRATIVE ASSISTANT 1<br>(Contact HRM) | N    | 605            | 9000<br>9001 | W           | 1          | 1102         |                    |                          |                     | A1             | OC       |
| 168010   | ADMINISTRATIVE ASSISTANT 2                  | N    | 607            | 9000<br>9001 | W           | 1          | 1102         |                    |                          |                     | A1             | OC       |

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| 168020   | ADMINISTRATIVE ASSISTANT 3                           | N    | 609            | 9000<br>9001 | W           | 1          | 1102         |                    |                          |                     | A1             | OC       |
| 168030   | ADMINISTRATIVE ASSISTANT 4                           | N    | 611            | 9000<br>9001 | W           | 1          | 1102         |                    |                          |                     | A1             | OC       |
| 168080   | ADMINISTRATIVE ASSISTANT 5                           | N    | 613            | 9000<br>9001 | W           | 1          | 1102         |                    |                          |                     | A1             | OC       |
| 171200   | ADMINISTRATIVE ASSISTANT 6<br>(Contact HRM)          | N    | 614            | 9000<br>9001 | W           | 1          | 1102         |                    |                          |                     | A1             | OC       |
| 168040   | ADMINISTRATIVE COORDINATOR 1                         | N    | 605            | 9000<br>9001 | W           | 1          | 1101         |                    |                          |                     | A1             | OC       |
| 168050   | ADMINISTRATIVE COORDINATOR 2                         | N    | 607            | 9000<br>9001 | W           | 1          | 1101         |                    | Y (Property Management)  | Y                   | A1             | OC       |
| 168060   | ADMINISTRATIVE COORDINATOR 3                         | N    | 609            | 9000<br>9001 | W           | 1          | 1101         |                    |                          |                     | A1             | OC       |
| 168070   | ADMINISTRATIVE COORDINATOR 4                         | N    | 611            | 9000<br>9001 | W           | 1          | 1101         |                    |                          |                     | A1             | OC       |
| 170680   | ADMINISTRATIVE PROGRAM<br>MANAGER 1 (Contact HRM)    | E    | 614            | 9333         | W           | 40         | 9999         | GROUP 1            |                          |                     | C2             | PR       |
| 170690   | ADMINISTRATIVE PROGRAM<br>MANAGER 2 (Contact HRM)    | E    | 615            | 9700         | W           | 40         | 9999         | GROUP 1            |                          |                     | C2             | OA       |
| 170700   | ADMINISTRATIVE PROGRAM<br>MANAGER 3 (Contact HRM)    | E    | 617            | 9700         | W           | 90         | 9999         | GROUP 1            |                          |                     | C2             | OA       |
| 170710   | ADMINISTRATIVE PROGRAM<br>MANAGER 4 (Contact HRM)    | E    | 619            | 8891         | W           | 90         | 9999         | GROUP 2            |                          |                     | C2             | OA       |
| 168090   | ADMINISTRATIVE PROGRAM<br>SPECIALIST A (Contact HRM) | N    | 613            | 9333         | W           | 40         | 9999         |                    |                          |                     | C2             | PR       |
| 168100   | ADMINISTRATIVE PROGRAM<br>SPECIALIST B (Contact HRM) | N    | 614            | 9333         | W           | 40         | 9999         |                    |                          |                     | C2             | PR       |

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| 168110   | ADMINISTRATIVE PROGRAM SPECIALIST C (Contact HRM) | N    | 615               | 9333         | W           | 40         | 9999         |                    |                          |                     | C2             | PR       |
| 167340   | ADMINISTRATIVE SUPERVISOR 1 (Contact HRM)         | N    | 609               | 9000<br>9001 | W           | 1          | 1101         | GROUP 1            |                          |                     | A1             | OC       |
| 167350   | ADMINISTRATIVE SUPERVISOR 2 (Contact HRM)         | N    | 611               | 9000<br>9001 | W           | 1          | 1101         | GROUP 1            |                          |                     | A1             | OC       |
| 170800   | HUMAN RESOURCES ANALYST A (Contact HRM)           | E    | 612               | 9333         | W           | 40         | 3401         |                    |                          |                     | C4             | PR       |
| 170810   | HUMAN RESOURCES ANALYST B (Contact HRM)           | E    | 613               | 9333         | W           | 40         | 3401         |                    |                          |                     | C4             | PR       |
| 170820   | HUMAN RESOURCES ANALYST C (Contact HRM)           | E    | 615               | 9333         | W           | 40         | 3401         |                    |                          |                     | C4             | PR       |
| 170940   | HUMAN RESOURCES MANAGER A (Contact HRM)           | E    | 619               | No Test      | E           | -          | 3401         | GROUP 2            |                          |                     | C4             | OA       |
| 170950   | HUMAN RESOURCES MANAGER B (Contact HRM)           | E    | 620               | No Test      | E           | -          | 3401         | GROUP 2            |                          |                     | C4             | OA       |
| 170960   | HUMAN RESOURCES SPECIALIST (Contact HRM)          | E    | 617               | 9333         | W           | 40         | 3401         |                    |                          |                     | C4             | PR       |
| 170970   | HUMAN RESOURCES SUPERVISOR (Contact HRM)          | E    | 618               | 9700         | W           | 40         | 3401         | GROUP 1            |                          |                     | C4             | PR       |
| 156280   | MANAGEMENT INTERN (Contact HRM)                   | E    | 611<br>(12.51/hr) |              | E           | -          | 4103         |                    |                          |                     | D1             | PR       |
| 165070   | PROCUREMENT SPECIALIST 1                          | E    | 611               | 9333         | W           | 40         | 1201         |                    |                          |                     | A2             | PR       |
| 165080   | PROCUREMENT SPECIALIST 2                          | E    | 612               | 9333         | W           | 40         | 1201         |                    |                          |                     | A2             | PR       |
| 165090   | PROCUREMENT SPECIALIST 3                          | E    | 613               | 9333         | W           | 40         | 1201         |                    |                          |                     | A2             | PR       |

