

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ADMINISTRATIVE AIDE II - 1107**

**DEFINITION:**

Under general supervision, to perform subprofessional budgetary and administrative studies; to prepare, analyze, and administer operating and capital improvement budgets for a small department or division of a large department; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Studies administrative, organizational, and procedural problems and recommends solutions;
- Analyzes, prepares, and administers the operating and capital improvements budgets of a small department or division of a large department;
- Analyzes line item detail and program input and output measures;
- Determines priorities of budget requests and recommends inclusion into final budget;
- Assists department director or division superintendent in presentation of final budget request to the Chief Operating Officer, Mayor, and City Council;
- Maintains financial records and keeps supervisor aware of the status of expenditures and encumbrances;
- Conducts evaluations of work flow and procedures;
- Performs special studies as assigned;
- Prepares reports and correspondence;
- May supervise or coordinate a small clerical unit essential to the accomplishment of the assigned function;
- Acts as liaison with other governmental agencies and City departments.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Equivalent to the minimum qualifications for the City of San Diego's classification of Administrative Aide I; **AND** one year of full-time experience as an Administrative Aide I with the City of San Diego, **OR** equal to one year of full-time experience equivalent to that of Administrative Aide I performing a variety of subprofessional administrative, budgetary, or personnel work, **OR** equal to a combination of the above experience.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**