

Classification & Recruitment Form

Instructions for Submitting via Applicant Tracking System (ATS)

The Classification and Recruitment form (CARF) is submitted to initiate the recruitment and/or classification process for all staff position requests at the university. **Please attach the completed form with the current and previous organization charts as indicated in ATS.**

To fill a vacant COLT/888 position that does not need to be classified (the key duties of the job have not changed), complete:

COLT/888

Vacancy Simply enter the job class code of the vacancy when you submit your request. You do NOT need to complete the CARF.

To classify, reclassify or fill a position (whether it is new, vacant, or encumbered), complete:

- Section 1 Job description and requirements section. Please attach a current organization chart.
- Section 2 Position supervisory responsibilities section. Must be completed for administrative (URA-AFT), and managerial, professional, supervisory and confidential (MPSC) positions. **Please contact your Human Resources Representative for job class code and/or title information.**
- Section 3 Position detail section. The questions cover many different types of positions across the university. If a particular question is not relevant to the position under review, please indicate N/A (not applicable). **The certification at the end of section 3 must be completed.**
- Section 4 Business/Accounting addendum. (ONLY FOR BUSINESS, ACCOUNTING AND FINANCIAL POSITIONS).
- Section 5 Information Technology addendum. (ONLY FOR INFORMATION TECHNOLOGY POSITIONS).

Classification & Recruitment Form

Current Title & Grade: N/A

Proposed Title & Grade: Administrative Assistant, Grade 3

SECTION 1 - JOB DESCRIPTION AND REQUIREMENTS

1. Position Summary

Provide a brief summary that expresses the primary role or reason the job exists.

Reporting to the Program Associate I/Project Supervisor of XXXXX County's Expanded Food and Nutrition Education Program (EFNEP) project, this position will provide administrative support for EFNEP, and provide some staff oversight functions. Administrative duties include the set-up, maintenance, monitoring, and coordination for all of the XXXXX County's EFNEP administrative operations; and, the daily administrative management for XXXXX County EFNEP, e.g., preparing program documentation; managing payroll, personnel files and schedules which includes contacting site directors as necessary, compiling and submitting all necessary administrative paperwork as directed by supervisor; updating and the reconciliation of staff absence records; ensuring the timely entry of program data into NEERS 5 (our federal impact data processing computer program); and, drafting/assembling monthly and annual program impact reports. The position will be responsible for creating, maintaining, updating and managing database files, office and educational material files, listservs, and for assisting with other EFNEP activities, as needed, including making logistical arrangements for meetings. The position is also responsible for assisting the Program Associate I/Project Supervisor in the hiring process and/or posting positions for staff searches and hiring. Notably, the position will provide oversight and leadership for all paraprofessional staff, i.e., Community Assistants and Community Coordinators, and other nutrition educators, e.g., dietetic interns, in the absence of the Program Associate I/Project Supervisor.

2. Job Description

Briefly list and describe in order of importance, the key duties for this position. For each key duty state in a few words:

- *What are the expected outcomes*
- *How are the key duties performed*

Please identify the percent of time spent on each.

40 % 1. Provides daily administrative support for the EFNEP Project at XXXXX County including, but not limited to: compiling and submitting all necessary administrative paperwork and documentation (including electronic data entry) documentation and statistical data for the Program Associate I's/Project Supervisor's review. Prepares various correspondences, some of which are self-initiated, including: narrative reports, and monthly and annual statistical reports. Monitor staff time record logs, reviews and up-dates staffs' available paid time off and updates office staff absence records weekly. Advises Program Associate I/Project Supervisor of discrepancies Photocopies and faxes educational and marketing materials and writes/prepares reports, as instructed. Collects program participant surveys from all nutrition education staff i.e., diet recalls and nutrition data; reviews the survey data; follows up with the paraprofessionals to ensure the collection of complete and accurate data; then enters the survey data into the Nutrition Education Evaluation Reporting System (NEERS) for Federal reporting accurately and in a timely fashion. Prepares and submits monthly NEERS data reports to State Administrative Office by the 10th of each month. Also performs routine administrative/clerical support including: typing letters and other correspondence, meeting minutes (sometimes through transcriptions), filing, data entry, ordering routine supplies and special orders, informing/reminding staff served of upcoming deadlines, processing Travel and Business Expense Reports (TABERS), reviewing all TABERS for accuracy prior to supervisor's authorization and submission by the 10th of the month to the

State Administrative Office, making phone calls, processing daily mail, photocopying, making meeting arrangements, and contacting facilities or appropriate department for office/building issues. Submitting all personnel (including hiring) paperwork to the State Administrative Office in a timely fashion and other clerical duties including month-end review of inventory supply list and prepares and fax supply order request to State Administrative Office at the end of each month to ensure proper supplies needed in the daily operations of the EFNEP XXXXX Project; follow-up with Purchase Orders and Requisition Forms in a timely manner. Classifies and arranges records and correspondences in a systematic order, in a manner that ensures their security and ease of availability. Keeps all files up to date, and monitor records of program materials and equipment borrowed from the office by the staff. Answers phone and fulfills request or routes calls to supervisor and other EFNEP appropriate Rutgers Cooperative Extension personnel; sends/receives messages via fax, e-mail and voicemail. Performs monthly follow-ups to ensure expense report reimbursements have been received and advises the Program Associate I/Project Supervisor of their status immediately if they have not. Prepares project and meeting outlines; takes minutes at project staff meetings; submits the minutes to the supervisor for any needed corrections; and distributes to the staff within three days of the meeting. Assist with the preparation of Certificates of Accomplishment and Achievement that are distributed to class participants upon class completion; and, prepares other reports and/or correspondence, as requested, in a timely manner.

25 % 2. Provides oversight to the paraprofessional staff and other nutrition educators working for EFNEP in the absence of the Program Associate I/Project Supervisor. Will ensure they are spending time-on-task on the duties they have been assigned by their supervisor, and will manage any immediate needs that come up if the supervisor is unavailable or cannot be reached.

20 % 3. Monitors accuracy of project budget records and reconciles all accounts. Creates and maintains spreadsheets in Excel to effectively monitor expenditure activities, this includes all purchases and all requisitions. Responsible for working with the state EFNEP Accounting Office to quickly resolve problems as they arise and to communicate such problem resolutions to the Program Associate I/Project Supervisor. Monitors and submits all orders pertaining to equipment. Develops and maintains manual of all office administrative policies and procedures under the direction of the Program Associate I/Project Supervisor.

10 % 4. Prepares packets of educational materials for marketing EFNEP to County decision-makers, participating agencies, general public and other interested partners as needed. Prepares all educational materials used for staff training and for distribution in weekly nutrition classes in a timely fashion, coordinates the TEFAP food pantry, orders/schedules monthly allocations from the Food Bank and submits the required paperwork, adhering to specified deadlines.

5 % 5. Other duties as assigned.

% 6.

% 7.

100%

3. Education, Experience, Skills, and Special Conditions:

Please state the minimum level of education, experience, licenses, certifications, specialized training, additional skills, abilities, physical, environmental, or special conditions required to successfully perform the key duties for the position.

- Bachelor's degree from an accredited institution in a related field, or an equivalent combination of education and/or experience that demonstrates knowledge and understanding of office administration, management, organization, coordination, facilitation, financial and/or report writing;
- Experience with written business-level communication;
- Excellent oral and written communication skills;
- Exceptional organizational skills;
- Supervisory experience and demonstrated ability to oversee work in order to ensure the successful completion of assigned duties;

- Evidence of extensive computer literacy, and strong working knowledge of: Windows, Word, Excel, Power Point, Outlook and Internet;
- Evidence of having utilized proper chain of command to communicate unit successes and challenges;
- Outstanding problem-solving and time management skills;
- Ability and willingness to work in a consistently high-energy, high-pressure atmosphere while maintaining a pleasant and professional demeanor;
- Ability to adhere to operational policies and procedures;
- Strong leadership skills;
- Ability to work with individuals of all levels of management;
- Ability to manage multiple priorities simultaneously and adhere to tight deadlines;
- Evidence of self-reliance, and of being an independent worker and thinker, with a high degree of motivation;
- In possession of a valid NJ Driver's Licenses;
- Strong attention to detail;
- Accurate, excellent budgeting and financial management skills;
- Ability to quickly assess situations, think broadly and logically, make appropriate decisions that account for broad consequences, and act swiftly; and,
- Ability to maintain confidentiality, as instructed.

If this position requires advanced knowledge in a particular field or an advanced degree in a specific field of study in order to perform the functions, please describe in detail the requirements and why it is required.

- N/A

4. Education, Experience, Skills, and Special Conditions:

Please state any education, experience, certification, licenses, knowledge, skills, or abilities that are not essential to the position but are preferred.

- Shorthand, and/or machine transcription skills;
- Knowledge of Travel and Business Expense Reports preferred;
- Familiarity with grants, and municipal and county governments and agencies;
- Knowledge of the Expanded Food and Nutrition Education Program (EFNEP);
- Ability and willingness to work periodic evenings, weekends, and overtime at the request of the immediate supervisor;
- Experience working with Microsoft Access and Publishing;
- Bilingual (Spanish language) communication and written skills.

SECTION 2 – POSITION SUPERVISORY RESPONSIBILITIES

5. Define this position's supervisory responsibilities:

- Have supervisory responsibilities for permanent employees. Makes and/or recommends final hiring and firing decisions and takes disciplinary actions.

For reclassifications of a position where the incumbent is supervising a URA-AFT member, has the incumbent ever exercised his/her authority to hire, fire, or discipline one of the subordinates listed below?

- Yes. If yes, please provide supporting documentation to Human Resources that demonstrates the exercise of this authority.
- No

Please provide the following information for all employees directly reporting into this position.

<u>Payroll Title of Employee(s) Supervised</u>	<u>Job Class Code</u>	<u>No. of Employees</u>
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- Leads and/or provides work direction, training and/or technical assistance to lower level permanent employees, and/or temporary, student and/or consultant employees.
- Does not have supervisory or management responsibility.

SECTION 3 – POSITION DETAIL

- 6. If the position manages or directs one or more function(s), please describe the scope of operations, the number of people, and the annual operating budget.**

In the absence of the Program Associate I/Project Supervisor, (daily occurrence due to the nature of the Program Associate I/Project Supervisor's work) provides leadership to paraprofessional staff, volunteers and other nutrition educators, e.g., dietetic interns, part time educators.

- 7. How will this position exercise discretion or independent judgment when making decisions? Please explain what authority and accountability will be required in performing the key duties of this position.**

In the Program Associate I/Project Supervisor's absence this position is fully authorized to be responsible for addressing the needs of project staff, and for exercising independent judgment in making leadership decisions, if necessary. During these periods, the position must also discern if a situation occurs which is clearly beyond the position's knowledge base or ability to deal with, and must determine who, among the various State level staff, can assist. This being primarily an administrative position, higher level accountability will occur within this realm, with full accountability for the set-up, maintenance, monitoring, and coordination for all of the XXXXX County's EFNEP administrative operations. Difficult decisions will need to be made daily regarding the prioritization of duties and the means of getting them accomplished in the most efficient manner. Decisions made will be in the realm of application, not procedural or policy matters, outside of office administrative operations. Examples of duties that can be implemented without prior approval would be administrative functions such as scheduling appointments, preparing documents, communication with staff, and other related duties. Advice and guidance from the supervisor and other State Office staff members are usually readily available, but the Administrative Assistant will need to be resourceful and independent within the scope of the aforementioned Key Duties.

- 8. Does this position develop and/or implement new procedures or controls? Please explain and list specific examples of the processes that this position develops/implements and identify whether the procedures govern the immediate work unit, department, center, school, campus, or university?**

N/A

- 9. What is this position's accountability for organizational and/or strategic planning? Please explain and list specific examples.**

Although this position is not independently accountable for the project or its strategic planning, it is expected that the individual in this position will make suggestions for the Program Associate I's/Project Supervisor's consideration, and assist the Program Associate I/Project Supervisor, as requested, in the development and implementation of strategic plans.

- 10. Is this position responsible for analyzing information and data and/or preparing reports? Describe the type of information or data analyses performed and the purpose, use, and recipients of reports.**

This position is responsible for the following analyses and reports: the analysis of staff absence records and making needed modifications for review by the Program Associate I/Project Supervisor; monitoring of employees' available paid time off (PTO) and evaluation of remaining time; the updating of statistical data on a regular (daily or weekly) basis for local, university, state, and federal reporting; the preparation of monthly reports based on the interpretation of updated impact data for submission to county and state stakeholders; the quarterly tabulation and preparation of

documentation for supervisor review and submission to the State office for federal documentation; the processing and review of the accuracy of all travel documents for the University; the processing of all purchases needed for the smooth operation of the EFNEP project; and, assistance in the computation and completion of the annual EFNEP budget plans for the supervisor for federal submission through the State office. This position will also prepare NEERS5 Reports, other analyses and reports, as requested by the immediate supervisor.

- 11. List and describe the most complex issues or problems this position is accountable for delivering expected results. Include situations that are a constant challenge and which require judgment and time to consider alternatives before decisions or resolution can be rendered. Following each situation, indicate whether this position makes the final decision (D) or makes recommendations (R).**

This position is constantly challenged to ensure timely processing of personnel documents to the State Administrative Office to maintain project needs, while adhering to University and departmental policies and procedures (D). The most difficult decisions to be made include activities such as: ensuring preparation and delivery of all personnel documents including payroll to ensure satisfaction to the project supervisor and the State Administrative Office; and, making decisions about, and communicating to the Program Associate I/Project Supervisor and the State Administrative Office regarding problems with processing personnel documents (D). Other examples of duties that can be implemented without prior approval would be administrative functions outlined in the position's Key Duties, e.g., working with the State Office AA in updating and submitting project staff absence records (SAR) and completing grant documentation forms, obtaining appropriate signatures in time constrained situations, advising Program Associate I/Project Supervisor of discrepancies and over usage of employees' available paid time off (PTO) as they are communicated from the State Administrative Assistant, and working with State Office staff, County RCE staff to resolve problems with employees' payroll, and processing project office orders (D). This individual will be faced with building strong, reciprocal working relationships with the EFNEP Program administration, project staff and agency representatives; working within the EFNEP XXXXX project budget resources and managing multiple project tasks simultaneously with good management skills and superior prioritizing of project needs (D). An exceptional challenge will be ensuring office operations and interactions proceed in an appropriate fashion in the supervisor's absence, and consistently making informed decisions to move the XXXXX project operations forward in an efficient and expedient manner (R). In the case where the Administrative Assistant's decision relating to unallowable expenses, particularly personnel, is challenged, the Administrative Assistant will direct the problem, making recommendations for its resolution, to his or her immediate supervisor (R). Finally, the position will experience an ongoing challenge with regard to completing documentation and obtaining appropriate signatures under time constrained situations (R).

- 12. Please identify, quantify, and describe the equipment, software, and specialized materials the position regularly uses or supports in the performance of its functions. IT positions: please complete section 5- IT addendum.**

The position regularly uses Microsoft Word, Excel, Access and some PowerPoint and program databases.

- 13. Please provide any other critical job information that has not been covered on this form.**

NA

The individual identified below is the supervisor or manager of the person whose position is described above. The individual below has approved submission of this form and certifies that the information in this document is accurate and complete.

Name Paulina Beristain Title Program Associate I

Date March 6, 2012

SECTION 4 – BUSINESS/ACCOUNTING ADDENDUM

For Business/Accounting/Financial Positions Only

14. Please complete the following:

Please list the percent of time incumbent is performing job duties or delivering results identified in the following categories:

Budget Development and/or budget management (includes tracking, analysis, auditing, reallocation)	%
Grant Administration (funds monitoring for appropriateness of expenditures & fiscal compliance)	%
Accounting (e.g. A/R, A/P, J.E.s, charge backs, allocations and account distributions, bookkeeping, cash handling, banking, transfers, reconciliations)	%
Other (Banking, Investing, etc.) Please list:	%
Supervision	%
Personnel /Payroll Administration (e.g., payroll and personnel forms for faculty & staff, tenure/promotion packets, FCP, P4P, SCP, etc.)	%
Other (e.g. space, inventories, purchasing, computers, event coordination, maintenance, renovations, operations, training, public relations, etc.)	%
100%	

Please provide the information requested below for which the position has primary responsibility:

	State/Federal Appropriations	Contracts & Grants	Self-support/Auxiliary	Gifts & Endowments	Capital	Total
Annual Budget:						
Type 1/ Weighted salaries	\$	\$	\$	\$	\$	\$
Non-salaried (and other salary types) costs	\$	\$	\$	\$	\$	\$
Number of: Faculty						
Staff (Type 1)						
Approximate # of Accounts:						

Financial Transactions	Frequency (daily, weekly, etc.)	Prepare	Approve
Budget adjustments		<input type="checkbox"/>	<input type="checkbox"/>
Journal entries		<input type="checkbox"/>	<input type="checkbox"/>
Travel reimbursements		<input type="checkbox"/>	<input type="checkbox"/>
New account forms		<input type="checkbox"/>	<input type="checkbox"/>
Consulting contracts		<input type="checkbox"/>	<input type="checkbox"/>
Cost sharing spreadsheets		<input type="checkbox"/>	<input type="checkbox"/>
Purchase Orders	(enter approval amount level)	<input type="checkbox"/>	<input type="checkbox"/>
Other (List)		<input type="checkbox"/>	<input type="checkbox"/>

Cash Operation Responsibilities	Frequency (daily, weekly, etc.)	Dollar Amount
Cash /Checks/Other		\$

SECTION 5 – INFORMATION TECHNOLOGY ADDENDUM

For Information Technology Positions Only

14. Please list and describe the systems for which this position is responsible, both hardware and software. Include relevant numeric measures, e.g. the number and types of systems, the number of users, the size of databases and servers, and the size and complexity of applications.

15. Please explain the position's most complex tasks including details about technology and approach involved, such as, tools that are used for enterprise management, development, and systems configuration.

16. Please describe the type of formal technical planning and project management responsibilities of this position.