

CITY OF LOS ANGELES CIVIL SERVICE COMMISSION

DUTIES STATEMENT

ADMINISTRATIVE INTERN, CODE 1535

DUTIES:

Performs routine work of limited scope and difficulty in collecting and analyzing data and preparing reports on administrative, fiscal, budgetary, organizational, personnel, and planning matters; receives experience leading to advancement in the fields of administrative analysis, personnel or planning; and does related work.

This class is intended as a recruitment holding class for the Management Assistant examination.

REQUIREMENTS:

Graduation from a recognized 4-year college or university.

PAY GRADE DESCRIPTION

UNIT: 00
CODE: 1535
CLASS: ADMINISTRATIVE INTERN

ADMINISTRATIVE INTERN I

Performs routine work of limited scope and difficulty in collecting and analyzing data and preparing reports on administrative, fiscal, budgetary, organizational, personnel, and planning matters; receives experience leading to advancement in the fields of administrative analysis, personnel or planning; and does related work.

Completion of three years of education in a recognized four-year college or university is required for this pay grade level.

ADMINISTRATIVE INTERN II

Performs routine work of limited scope and difficulty in collecting and analyzing data and preparing reports on administrative, fiscal, budgetary, organizational, personnel, and planning matters; receives experience leading to advancement in the fields of administrative analysis, personnel or planning; and does related work.

Completion of four years of education in a recognized four-year college or university is required for this pay grade level.

Approved by ERD: M. Higgins

Established: January 24, 1990

Revised: December 2004