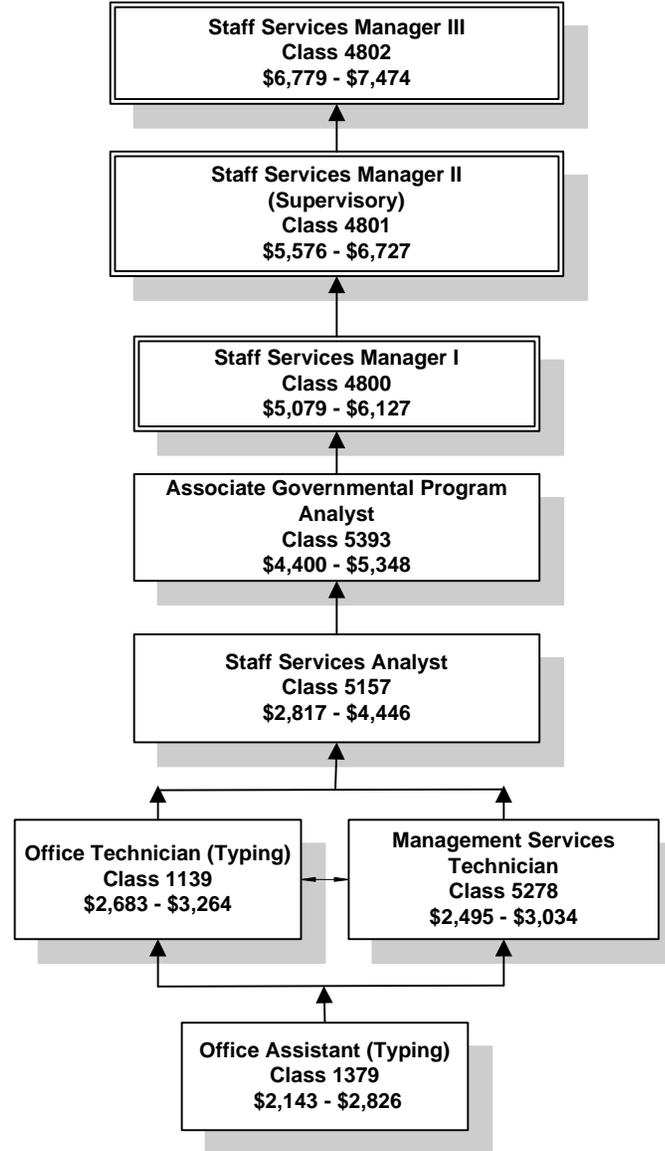


PROMOTIONAL PATH

OFFICE OF PUBLIC SCHOOL CONSTRUCTION

ADMINISTRATIVE & PROGRAM SUPPORT FUNCTIONS

Function Classifications



Administrative Functions:

- ▶ Regulations/Agenda Scheduling
- ▶ Multi-Media Communications
- ▶ Internal Operational Support
 - > Budget Support
 - > Business Services
 - > Personnel/Payroll
 - > Special Projects

Executive Level Support

Executive Assistant
Class 1728
\$3,288 - \$3,996



Program Functions:

- ▶ Provides staff resources to the State Allocation Board (SAB)
- ▶ Prepares recommendations for the SAB's review and approval
- ▶ Prepares regulations, policies and procedures which carry out SAB mandates
- ▶ Supports funding operations:
 - > Verifies applicant school districts meet funding criteria
 - > Ensures funds are disbursed properly and in accordance with SAB decisions
- ▶ Implements and administers the School Facility Program
- ▶ Works with School districts to assist them throughout the application process

Promotional paths are for informational purposes only and may vary depending on the level of education, experience and/or relevant eligibility criteria.