

# Programs Specialist: Programs Specialist I

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Performs variety of activities in support of functional areas such as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance work flow. Provides data and information to others on functional unit processes and procedures.

## **Knowledge**

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

## **Supervision Received**

Close supervision involving detailed instructions and constant checking on work performance.

## **Consequence of Error**

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

## **Contacts**

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

## **Minimum Education and Experience**

Entry Level. 0+ years directly related experience with Bachelor's Degree in Business or related field. Basic MS Word, Powerpoint and Excel skills.