

# Programs Specialist: Programs Specialist II

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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**

Full knowledge of the job. Substantial acquaintance with and understanding of general aspects of the job with a broad understanding of the detailed aspects of the job.

## **Supervision Received**

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

## **Consequence of Error**

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

## **Contacts**

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.

## **Minimum Education and Experience**

2+ years directly related experience with Bachelor's Degree in Business or related field. Intermediate MS Word, Powerpoint and Excel skills.