

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

MANAGEMENT TRAINEE – 1108

DEFINITION:

Under immediate supervision, to participate in an entry-level professional training program in administrative analysis, budgetary, community development, crime analysis and research, economics, information systems management, organizational development, personnel/human resources, or procurement and real estate; and to perform related duties as assigned.

*** EXAMPLES OF DUTIES:**

In administrative analysis work:

- Studies organizational problems and administrative procedures and makes recommendations;
- Assists in preparing and analyzing budget requests;
- Designs and revises forms;
- Compiles and interprets statistics;
- Assists in conducting budgetary, fiscal, and organizational studies of average difficulty.

In community development specialist work:

- Obtains and assists in evaluating information affecting community development programs;
- Assists in and develops surveys and collects data;
- Assists in developing projects of limited size for implementation.

In crime analysis work:

- Conducts research;
- Presents law enforcement data in both oral and written forms;
- Acts as a liaison between staff and the community on community development programs.

In information systems management work:

- Assists in the development, testing, implementation, and modification of department information systems;
- Provides hardware/software technical support to end users in the day-to-day operation of systems.

In organizational development work:

- Assists in planning and conducting City-wide programs in organizational effectiveness, supervision and management, and human and labor relations.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

In personnel analysis work:

- Prepares examination announcements and test items;
- Assists in conducting classification and salary studies;
- Reviews and evaluates applications;
- Interviews and rates candidates.

In real estate work:

- Assists in the appraisal, valuation, acquisition, management, marketing, or sales of real property.

In all positions:

- Prepares reports and correspondence, analyzes operating manuals, and performs more difficult work as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units). Additional qualifying experience may be substituted for education lacked on a year-for-year basis. One year of full-time experience = 30 semester/45 quarter college-level units.