

UPWARD MOBILITY PROGRAM
Annotated Guide

Target Title: **Office Administrative Specialist**

Position Title Code: 29990

Salary Grade: RC-028-12 and SG-12

Credential or Certificate: Certificate

Options: Option 1 - General

Option 2 - Typing

Option 3 - Dictation

Option 4 - Computer Systems

There are a limited number of these positions located in a variety of agencies. Work role options include: lead worker over lower level staff; specialist in PC's and microcomputers; and program areas of agencies. The position includes leadership duties as well.

1/93 Content Revisions

6/08 Salary Revised