

**2016 STANDARD TITLES FOR PROFESSIONAL SERVICES
CAPITAL CONTRACTING OFFICE**

COA Standard Title	Minimum Qualifications
Administrative Assistant - Work in conjunction with other administrative personnel to perform a wide variety of administrative support tasks. Associate degree in Applied Science or a related technical discipline may substitute for 2 years of the required work experience.	
Administrative Assistant I (1-5)	Graduation from High School or equivalent, plus more than 1-5 years of related work experience.
Administrative Assistant II (5-10)	Graduation from High School or equivalent, plus more than 5-10 years of related work experience.
Administrative Assistant III (10-15)	Graduation from High School or equivalent, plus more than 10-15 years of related work experience.
Administrative Assistant IV (15-20)	Graduation from High School or equivalent, plus more than 15-20 years of related work experience.
Administrative Assistant V (20-25)	Graduation from High School or equivalent, plus more than 20-25 years of related work experience.
Administrative Assistant VI (25+)	Graduation from High School or equivalent, plus more than 25+ years of related work experience.
COA Standard Title	Minimum Qualifications
Administrative Specialist - Under limited supervision, using independent discretion and judgment, works within a specialized function or a specific area of administrative and staff support. May provide leadership, work assignments, evaluation, training and guidance to others. Also includes Contract Administrator that acts independently to perform contract administration for highly complex or high dollar contracts.	
Administrative Specialist I (4-8)	Graduation from an accredited four-year college or university with major course work in Business or Public Administration or related field, plus more than 4-8 years in a professional/administrative capacity.
Administrative Specialist II (8-12)	Graduation from an accredited four-year college or university with major course work in Business or Public Administration or related field, plus more than 8-12 years in a professional/administrative capacity.
Administrative Specialist III (12-15)	Graduation from an accredited four-year college or university with major course work in Business or Public Administration or related field, plus more than 12-15 years in a professional/administrative capacity.
Administrative Specialist IV (15-20)	Graduation from an accredited four-year college or university with major course work in Business or Public Administration or related field, plus more than 15-20 years in a professional/administrative capacity.
Administrative Specialist V (20-25)	Graduation from an accredited four-year college or university with major course work in Business or Public Administration or related field, plus more than 20-25 years in a professional/administrative capacity.
Administrative Specialist VI (25+)	Graduation from an accredited four-year college or university with major course work in Business or Public Administration or related field, plus more than 25+ years in a professional/administrative capacity.

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Administrative Manager - Responsible for supervising and managing the daily activities, operations, and personnel of a division in clerical and administrative support functions. A general managerial function that may include risk management, fiscal and materials management, management and program evaluation and provide technical and managerial support to functional divisions in the department.	
Administrative Supervisor I (4-8)	Graduation from an accredited four-year college or university with major course work in Business, Public Administration or in a field related to the job, plus more than 4-8 years of professional experience in staff support functions such as personnel, purchasing, or finance, 2 years of which were in a lead or supervisory capacity.
Administrative Supervisor II (8-12)	Graduation from an accredited four-year college or university with major course work in Business, Public Administration or in a field related to the job, plus more than 8-12 years of professional experience in staff support functions such as personnel, purchasing, or finance, 2 years of which were in a lead or supervisory capacity.
Administrative Supervisor III (12-15)	Graduation from an accredited four-year college or university with major course work in Business, Public Administration or in a field related to the job, plus more than 12-15 years of professional experience in staff support functions such as personnel, purchasing, or finance, 2 years of which were in a lead or supervisory capacity.
Administrative Supervisor IV (15-20)	Graduation from an accredited four-year college or university with major course work in Business, Public Administration or in a field related to the job, plus more than 15-20 years of professional experience in staff support functions such as personnel, purchasing, or finance, 2 years of which were in a lead or supervisory capacity.
Administrative Supervisor V (20-25)	Graduation from an accredited four-year college or university with major course work in Business, Public Administration or in a field related to the job, plus more than 20-25 years of professional experience in staff support functions such as personnel, purchasing, or finance, 2 years of which were in a lead or supervisory capacity.
Administrative Supervisor VI (25+)	Graduation from an accredited four-year college or university with major course work in Business, Public Administration or in a field related to the job, plus more than 25+ years of professional experience in staff support functions such as personnel, purchasing, or finance, 2 years of which were in a lead or supervisory capacity.