AS

The Program and Administrative Services Group consists of jobs mainly focused on organizing, developing, implementing, or overseeing administrative tasks and government initiatives for the public or public service. These include:

2) Planning, developing, implementing, or managing government policies and services for the public or public service.

3) Overseeing policies and services in multiple administrative areas like finance, HR, or purchasing for public service.

6) Conducting thorough internal audits of public service departments and agencies.

8) Researching and advising on employee compensation issues.

9) Providing guidance, support, and training for electronic office equipment.

10) Overseeing the management of property, facilities, information systems, and security services for public service.

15) Leading any of the aforementioned activities.