# Administrative Services (AS) Group Definition

The Program and Administrative Services Group includes jobs that are mainly about organizing, developing, implementing, or managing administrative tasks and government projects for the public or for public service workers. This includes:

1. Creating, implementing, managing, or planning government policies and services for the public or for public service workers.
2. Managing various administrative areas like finance, human resources, or purchasing in the public service.
3. Conducting detailed internal audits in public service departments and agencies.
4. Researching and providing advice on issues related to how much employees are paid.
5. Giving help, support, and training for using electronic office equipment.
6. Taking care of the management of properties, facilities, information systems, and security services in the public service.
7. Leading any of the tasks mentioned above.