

Code N. General Administrative

General Administrative Activities in Support of the Local Agency. This Code Includes All Related Paperwork, Clerical Activities, or Staff Travel Required to Perform These Activities.

Examples:

- ▣ Taking Paid Lunch, Breaks or Leave (Vacation/ PTO/ Holidays);
- ▣ Reviewing Technical Literature and Research Articles;
- ▣ Attending or Facilitating General Agency Meetings;
- ▣ Developing Budgets and Maintaining Records;
- ▣ Processing Payroll or Other Personnel Related Documents;
- ▣ Maintaining Inventories and Ordering Supplies;
- ▣ Participating in Human Resource Training; and
- ▣ Performing Other Administrative or Clerical Activities Related to General Building or Agency Functions/ Operations.