Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Engineering Office Assistant Series

Classes in the Series

Class Code	Class Title
04380	Engineering Office Assistant 1
04381	Engineering Office Assistant 2

Series Concept

Positions in this series function as an assistant to a manager/administrator engaged in engineering activities for the Department of Transportation. They perform technical administrative support work.

Exclusions

The following are excluded from classification within this series:

1. Positions assigned duties found in one of the established professional/administrative classes (e.g., Budget Analyst, Management Analyst, Information Specialist, Purchasing Agent, etc.).
2. Positions assigned full supervisory functions.

Class Distinctions

Engineering Office Assistant 1

This is the trainee level for the series. Position incumbents spend a minimum of 18 months at this level learning and preparing to be eligible for advancement.

Duties include entry-level work of limited technical scope such as maintaining work schedules and equipment inventories, coordinating training information, applying for permits and preparing forms. Employees in this class updates and keep records of various types. They assists with timesheets and requesting federal wage rate determinations. They may assist with budget proposals and auditing construction reports.

Engineering Office Assistant 2

Employees at this level are considered to be functioning at the journey level. Position incumbents have been promoted to this level from Engineering Office Assistant 1 or have had qualifying experience elsewhere that has prepared them for work as an Engineering Office Assistant 2.

Position incumbents are responsible for auditing budgets, contract estimates, and vouchers to ensure accuracy. They audit field books and other records and advise engineers on preparation and submission of required documentation to adhere to requirements. They perform recordkeeping and auditing of entrance permits and central access control files. They maintain progress reports for district construction and right-of-way.

Effective date: 09/23 KMJ