

## CHIEF DEPUTY IV

This is executive level work managing the total operation of a Cabinet, Council of State, or other agency functioning with similar status. Employees direct other executive, managerial, professional, and support staff in the delivery of all agency services and act with the fully delegated authority of the appointed or elected official to whom they report. Work involves; providing leadership in setting agency goals and objectives; resolving internal resource allocation and program integration issues; representing the agency with other government and legislative officials; and, performing related tasks. Employees serve at the pleasure of the official to whom they report and normally carry a working title such as Chief Deputy Secretary, Chief Deputy Commissioner, or similar title.

Employees manage the operations of a large agency (more than 3000 staff) with many diverse and technical programs with service delivery mechanisms that require a substantial degree of integration internally and impact significantly on the structure and operation of other State and local agency programs. Program goals, objectives, and processes must incorporate consideration of a wide variety of operational environments, many of which are outside the direct administrative control of the agency. Funding includes a combination of appropriated monies, federal block grants, other contracts/grants, and operational revenues. Many programs are staffed with concentrations of technical specialists.

The four levels of this series are distinguished by the degree of program/organizational diversity, the degree of impact on external agencies including local governments, and the complexity of the supporting administrative structure. Positions that require professional training in a specialized occupational field to technically supervise work within the agency will not be included in this series.

### RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of management principles, techniques, and practices. Knowledge of: the agency's organization, operation, and objectives; and, applicable federal and State laws, rules, and regulations. Ability to: exercise sound judgment in analyzing situations and making decisions; direct employees and programs in the various areas of responsibility; and, develop and maintain effective working relationships with the general public, and with federal, State, and local officials.

Minimum Training and Experience - Graduation from a four-year college or university with a degree in business or public administration, or a field related to the agency's programs, and five years of managerial experience in the public or private sectors involving significant decision-making authority in the planning, organizing, and directing of operations, preferably in an area related to the agencies programs; or, an equivalent combination of training and experience.