

## CHIEF DEPUTY I

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.

At this level, employees manage the operations of an agency with a limited variety of programs with similar service delivery mechanisms that require little integration with each other or with programs housed in other agencies. Principle funding source is appropriated monies with other funds generated through operational revenues such as processing fees. Staffing is less than 500 with a normal representation of occupational groups.

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.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.