

## DIRECTOR OF APA SERVICES, OAH

This is supervisory, consultative, and administrative work in directing the compilation, production and publication of the *North Carolina Register* and the North Carolina Administrative Code. At the discretion and appointment of the Chief Administrative Law Judge employee may serve as the Codifier of Rules. Employee establishes goals and objectives for the division. Employee develops internal policies and procedures consistent with established legislation and complies with the Administrative Procedure Act. Employee is responsible for both immediate and long-range planning concerning staffing and budgetary needs; the representation of the division before the legislature, public and/or professional groups; and the supervision of division staff. Work is performed independently under the administrative direction of the Agency Deputy Director and the Chief Administrative Law Judge.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning – Employee sets goals and initiatives for the Rules Division on an annual and multi-year basis. Employee determines resources needed such as staffing, equipment, services, and contractors to support initiatives and determines how to procure resources and services to meet those needs.

Organizing and Directing – Employee organizes and directs all activities with the division, generally through the Publications Coordinator. Employee serves as technical advisor to staff, and monitors work and projects. Due to the varying areas of responsibilities, employee makes changes to staff assignments as needed.

Budgeting – Employee recommends to the Agency Deputy Director the continuation and expansion budget needs of the division. Employee justifies and presents the division's budget needs to legislative budget groups. Employee ensures that the division operates within established fiscal policies.

Training – Employee directs and monitors the training and development of staff. Employee identifies sources of outside training and ensures that on-the-job training and guidance are provided for employees.

Setting Work Standards – Employee sets the quality control standards and operating procedures and guidelines for the activities of the division.

Reviewing Work – Employee reviews reports and other documents for adherence to the mission of the division, use of appropriate administrative procedures, and compliance with established policy. Staff work is reviewed through formal and informal work evaluation procedures.

Counseling and Disciplining – Employee administers grievance and appeal procedures, resolves grievance internally when possible and counsels employees regarding problems. Dismissals are discussed with the Deputy Director of the Office of Administrative Hearings.

Performing Other Personnel Functions – Employee selects staff, recommends salary adjustments and promotions, and conducts performance appraisals.

### II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised – Work is relatively stable but may face periodic change, occasionally of major significance, due to changes in legislation affecting the rulemaking process.

Variety of Work Supervised –Employee provides overall administrative and technical supervision for the administrative rule publications and office support staff to the legal staff of the Rules Review Commission.

Number of Employees Responsible For – Employee is responsible for approximately five employees.

III. EXTENT OF SUPERVISION RECEIVED: Employee works with considerable independence. Work is reviewed through formal and informal conferences and discussions to ensure compliance with established policies and adherence to agency priorities.

Scope of Decisions – Contacts are with state agencies, the legislature, and the general public. Contacts outside of state agencies are primarily attorneys, legal publishers, trade associations and interest groups. Employee provides technical assistance to agencies and licensing boards in adopting administrative rules. Employee provides assistance to others in regards to the rulemaking process or access to notices and rules. Employee has the authority to approve or disapprove any actions or submissions statutorily authorized to the Codifier of Rules.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities – Thorough knowledge of the State of North Carolina rule-making process and related laws. Knowledge of the State's Administrative Procedure Act. Thorough knowledge of the functions and operations of the Office of Administrative Hearings (OAH). Thorough knowledge of all aspects of publication production, it's composition and style including complete understanding of the usage of format and style as it relates to publications of the North Carolina Register and the North Carolina Administrative Code. Knowledge of the NC General Statutes and the NC Administrative Code. Knowledge of all state agencies, boards, and commissions. Knowledge of journalistic skills both written and oral. Ability to establish and maintain effective working relationships with governmental officials, attorneys, members of the Attorney General's staff, legislative staff and members of the General Assembly and the general public. Excellent oral, written and negotiation skills. Ability to plan, coordinate, and direct a statewide program. Ability to analyze situations accurately and to adopt an effective course of action. Ability to note details, understand and explain the complicated rule-making process. Ability to conduct legal and other research. Ability to communicate with the public and State agencies. Ability to make presentations before groups.

Minimum Training, and Experience Requirements – Graduation from a four-year college or university and four years experience in the rule-making process at the management level or graduation from an accredited school of law and two years of experience in administrative law; or an equivalent combination of training and experience.

Degrees must be received from appropriately accredited institutions.

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.