

DEPUTY SECRETARY/COMMISSIONER III

This is executive work managing the operations of a major grouping of organization units* each typically with division status, in a Cabinet, Council of State or other agency functioning with similar-status. Positions are found in agencies where the numbers diversity, and scope of programs require an intermediate level of executive management, usually a maximum of three positions, between the Agency Head/Chief Deputy and the Division Directors to achieve a manageable span of control and effective program coordination. Employees direct other executive, managerial professional and support staff in the delivery of services in the assigned units and program areas and act with the fully delegated authority of the appointed or elected head of the agency or a Chief Deputy to whom they report. Work involves; providing leadership in setting agency goals and objectives for the programs assigned; working with other agency executives in resolving internal resource allocation and program integration issues; representing the agency with other government and legislative officials; and performing related tasks. While employees may rely on staff specialists for the analysis of technical issues they provide administrative and policy direction to subordinate managers that affect program structures and operations. Employees serve at the pleasure of the agency head and normally carry a working title such as Deputy Secretary Deputy Commissioner Assistant Secretary. Assistant Commissioner, or similar title.

As program services executives, employees at this level are responsible for two or more Divisions with differing program goals and objectives and service delivery mechanisms where program components require integration with each other in terms of budget development and administration, resource allocation, and operations. Typically, programs must interface with and impact on other programs in the agency, and with programs housed in other agencies, and have significant impact on programs operated by local governments.

As deputies for administration employees are responsible for the provision of administrative support services including fiscal, personnel, procurement and related activities impacting on all programs and services in an agency with diverse operations, multiple funding sources and a minimum of 2000 staff, or a smaller agency, with a minimum of 500 staff, where administrative decisions directly impact on programs housed in other agencies and local governments.

Positions are assigned to the four levels of this series based on the degree of program/organizational diversity, the degree of impact on external agencies including local governments, the complexity of the supporting administrative structure including the level of the program/administrative managers supervised, and the reporting relationship to the agency head. Positions that require professional training in a highly specialized occupational field and are subject to unusual labor market demands will not be included in this series.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities - Thorough knowledge of management principles, techniques and practices. Knowledge of: the agency's organization, operations and objectives; the assigned divisions' organization operation, and objectives; and applicable federal and State law, 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.

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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 in an area related to the assigned 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.