



ES-ASSISTANT DEPARTMENT CHIEF

CHARACTERISTICS OF WORK:

This is administrative work providing assistance in directing, planning, organizing and supervising staff engaged in the operation of a major department in the Employment Security Agency. Supervision is received from a Department Chief.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Business Administration, Economics, Public Administration, Counseling, or a related field;

AND

Experience:

One (1) year of professional level administrative experience, which must have included line or project supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Business Administration, Economics, Public Administration, Counseling, or a related field;

AND

Experience:

Two (2) years of professional level administrative experience, one (1) year of which must have included line or project supervision.

Required Documentation:

Applicant must attach a valid copy of his/her transcript or other evidence to verify completion of required education.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Administration and Management: Assists in the plans, coordinating, and directing of business functions and production.

Assists in planning and directing the work of staff engaged in employment security programs. Assists in recommending adoption of new or revised methods to improve functional programmatic operation.

Planning and Evaluating: Assists in organizing work and setting priorities; coordinates with others to accomplish goals; monitors progress and evaluates outcomes.

Assists in evaluating programs and preparing regular and special reports with interpretation for administrative use. Assists in coordinating work with other agency department chiefs.

Managing Human Resources: Assists in planning, distributing, and supervising work assignments of others.

Assists in planning and supervising training needs of staff. Assists in determining staff needs and making personnel assignments to achieve programmatic goals.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Assists in directing and coordinating the activities of a major department in the Mississippi Department of Employment Security.
2. Assists in developing and supervising the staff of a major department in the Mississippi Department of Employment Security.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Assists in planning and directing the work of staff engaged in employment security programs.

Assists in evaluating and analyzing programs and preparing regular and special reports with interpretation for administrative use.

Assists in recommending adoption of new or revised methods to improve functional and programmatic operation.

Assists in coordinating work with other agency department chiefs.

Assists in determining staff needs and making personnel assignments to achieve programmatic goals.

Assists in planning and supervising training needs of staff.

Assists in developing procedures, instructional materials and supervising units within the department.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.