



SPB-ASSISTANT DEPUTY STATE PERSONNEL DIRECTOR

CHARACTERISTICS OF WORK:

This is professional administrative work in which the incumbent serves as an Assistant Deputy State Personnel Director within a major office of the State Personnel Board. Work involves formulating and directing the operations of an office through subordinate personnel. Incumbent establishes objectives, standards and control measures for programs which are broad in scope and in impact. The incumbent in this position functions as a member of the agency's leadership team and has extensive involvement in the areas of strategic planning, budgeting, and policy review and development. The incumbent controls and monitors the administration of activities and policies, advises management and employees on issues or problems relating to functional areas, counsels employees on employment related matters, provides line or functional supervision of subordinate staff, and represents the agency in matters both within the agency and with other entities. Internal and external contacts are made to provide and exchange information, coordinate activities, and provide assistance and guidance. Work is subject to infrequent review through conferences and reports. Supervision is received from the Deputy State Personnel Director.

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;

AND

Experience:

Five (5) years in the special experience defined below.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Six (6) years in the special experience defined below, one (1) year of which must have included line or functional administrative or advanced technical supervision.

AND

Special Experience:

Employment must have been in an administrative, professional capacity in multiple areas of work related to the functional responsibilities of the office in which the position exists. Work experience must have included supervising and coordinating a variety of related functions.

EXAMPLES OF WORK:

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

Establishes objectives, standards and control measures for assigned functional programs which are broad in scope and in impact.

Coordinates and directs the activities of a major office of the State Personnel Board through section heads and other subordinate personnel.

Administers rules, regulations, and all other operational aspects of assigned functional areas of the state personnel systems.

Establishes program objectives, goals and priorities, and determines operating policies and implementation methods within the context of State Personnel Board policies and guidelines.

Cooperates with appointing authorities in promoting public service and establishing conditions of service which will attract and retain employees of character and capacity in governmental agencies.

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.