



## SPB-CHIEF OF STAFF

### **CHARACTERISTICS OF WORK:**

This is executive level administrative work in which the incumbent serves as chief advisor to the State Personnel Director regarding all administrative functions. Work involves establishing broad general parameters for administrative policy and procedures, working closely with Office Directors in assessing administrative needs, and overseeing major administrative programs and projects, as needed. The incumbent plays a major role in formulating and interpreting policy. The work also includes serving as liaison between the State Personnel Board and the Governor's Office, state and federal regulators, agencies of the local, state, and federal government, state employees, and members of the public. Frequent internal and external contracts are made to provide information and to coordinate activities. The work is reviewed periodically through conferences and reports to the 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 Law Degree from an ABA accredited law school;

**AND**

#### **Experience:**

Four (4) years of experience in work related to the duties described below, three (3) years of which must have included line or functional administrative or advanced technical supervision.

### **EXAMPLES OF WORK:**

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

Works closely with the State Personnel Director, the Deputy State Personnel Director, and other key management staff in all areas of program development and implementation in order to ensure the agency accomplishes its legislatively mandated mission.

Advises the State Personnel Director regarding the promulgation and implementation of policy, plans, and procedures.

Serves as the agency's liaison with the Governor's Office, state and federal legislators, agencies of the local, state, and federal government, state employees, and members of the public.

Provides technical assistance to the State Personnel Director and staff.

Conducts special projects and investigations for the State Personnel Director.

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.