



SPB-Administrator

CHARACTERISTICS OF WORK

This is professional administrative work involving the planning and direction of a division program of broad scope encompassing one of the specialized areas within the State Personnel Board's overall mission. Within general departmental or board policy, the work performed will involve formulating operation policy, defining program objectives, and directing and controlling the operation of a division, with statewide impact, through subordinate personnel. The incumbent also provides technical support and line or functional supervision to SPB-Consultants and represents the agency in matters both within the agency and with other entities. The incumbent will exercise final authority in establishing objectives, standards, and control measures for various programs. A close working relationship is maintained with other divisions within the agency to coordinate activities and provide assistance and guidance. Work is subject to review through conferences and reports to the State Personnel Director or to his/her Deputy.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in business administration, personnel management or a related field;

AND

Experience

Four (4) years professional experience, three (3) years of which must have been directly related to the special experience below;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in business administration, personnel management or a related field;

AND

Experience:

Five (5) years of experience in work related to the described duties, four (4) years of which must have been directly related to the special experience defined below.

Special Experience:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the subsystem in which the position exists. In those subsystems where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the subsystem, the incumbent must also be registered and experienced in that profession. 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:

Formulates policies, rules and regulations as necessary.

Administers rules, regulations, and all other operational aspects of the state personnel system to ensure compliance therewith in all the departments, agencies and institutions covered by the state personnel system.

Assists state agencies, departments and institutions in complying with all applicable state and federal laws relating to personnel administration.

Ensures the coordination of activities within the division.

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

Recommends procedures for position management including the establishment, abolishment, and classification of employment positions within those departments, agencies and institutions under the jurisdiction of the state personnel system.

Establishes standard recruiting and placement practices and procedures. Reviews variances to schedules. May conduct or arrange for skills or psychological testing of applicants.

Develops and conducts training programs for employees of departments, agencies, and institutions. Formulates teaching outline and determines instructional methods, utilizing knowledge of specific training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops.

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 departments.

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.