



## PERS-DEPUTY DIRECTOR

### **CHARACTERISTICS OF WORK:**

This is administrative work which involves planning and directing the activities of a large Bureau within the Public Employees' Retirement System. The incumbent initiates programs and procedures in accordance with the Executive Director's and/or Deputy Administrator's directives and state and federal laws governing the Public Employees' Retirement System of Mississippi. Other responsibilities may include negotiating contracts with state and local agencies, providers, or third party administrators; developing policies, procedures, legislative programs; and oversight of the annual budget for the Bureau. General supervision may be exercised over subordinate personnel and is received through conferences with the Executive Director and/or Deputy Administrator.

### **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 Public or Business Administration, Personnel Management, Finance, Economics, Accounting, Law, or related field;

**AND**

#### **Experience:**

Eight (8) years of experience related to the functional responsibilities of the agency, four (4) years of which must have included line supervision.

**OR**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university in Public or Business Administration, Personnel Management, Finance, Economics, Accounting, Law, or related field;

**AND**

**Experience:**

Nine (9) years of experience related to the functional responsibilities of the agency, four (4) years of which must have included line supervision.

**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.

**Sedentary Work:** May occasionally walk or stand and/or occasionally move light objects, materials, etc.

**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.

**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 occasionally required to stand; walk; 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 in dealing with 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 and written 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:** Plans, coordinates, and directs business functions, resource allocation, and production.

Plans and directs the activities of a large Bureau within the Public Employees' Retirement System. Provides oversight of the annual budget for Bureau.

**Planning and Evaluating:** Determines short and/or long term goals and strategies to achieve them; monitors progress and evaluates outcomes.

Prepares annual budget in order to facilitate short and long range planning. Coordinates with others to achieve goals.

**Contracting/Procurement of Services:** Possesses knowledge of various types of contracts, contract negotiation, and administration.

Negotiates and monitors adherence to contracts with state and local agencies, providers, or third party administrators. Works with others towards an agreement.

**Organizational Awareness:** Possesses knowledge of the agency's mission and functions, including its programs, policies, procedures, rules, and regulations.

Develops, interprets, and initiates implementation of policies and procedures of various programs administered by the System. Stays abreast of proposed changes. Understands how the agency's social, political, and technological systems work and operates effectively within them.

**Establishing and Maintaining Interpersonal Relationships:** Develops constructive and cooperative working relationships with others and maintains them over time.

Possesses effective communication skills. Serves as liaison between PERS and federal agencies, the legislature, retiree organizations, vendors, professional organizations, and employers in order to ensure accurate communication of issues regarding the administration of employees' retirement programs.

#### **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. Takes risk appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

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

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency.

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

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. 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

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure.

**Resource Management:** Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

### **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. Plans and directs the activities of a large Bureau within the Public Employees' Retirement System.
2. Maintains effective relations with personnel, other agencies, and interested parties for the purpose of working on various projects and interpreting agency policy.

### **EXAMPLES OF WORK:**

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

Develops, interprets, and initiates implementation of policies and procedures of various programs administered by the System.

Prepares annual budget in order to facilitate short and long range planning.

Plans and coordinates activities in order to ensure timely completion of projects.

Negotiates and monitors adherence to contracts with state and local agencies, providers, or third party administrators.

Interprets agency policies and activities for other state agencies and other interested parties.

Serves as liaison between state and federal agencies in order to ensure accurate communication to state administrators regarding federal guidelines of employees' retirement programs.

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.