

**CLASS TITLE:**

**ASSISTANT DIRECTOR  
FOR SPECIAL PROJECTS**

**Class Code: 02707100**

**Pay Grade: 41A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for assisting the Associate Director of Administration for Planning in the integration and application of a wide range of scientific and engineering technologies into government policies, programs and procedures, and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Associate Director for Planning with wide latitude for the exercise of initiative and independent professional judgement; work is reviewed through consultations and written reports for conformance to established policies and provisions of law and regulation.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and reviews the work of professional, technical and clerical workers.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To carry out short-term projects leading to policy formulation or execution or compliance with laws or regulations, including highly technical scientific or engineering requirements, new or emerging technologies, or complex computer simulations.

To design and initiate information systems, management procedures, or other applications utilizing advanced techniques or equipment.

To plan and carry out environmental assessments involving multi-disciplinary participation.

To review existing laws, proposed legislation, and rules and regulations, and to report thereon to a superior.

To plan and schedule surveys and studies of a financial and accounting nature, and to prescribe (design) and install financial accounting, and data collection systems within agencies of state government.

To analyze, evaluate, and design and recommend improvements to individual programs and functions in state government relating to facilities development, environmental and public safety regulation, or provision of necessary services to improve their effectiveness, efficiency and progress in meeting stated goals and objectives.

To provide professional and technical assistance to officials in the execution of their responsibilities.

To participate in the formulation or draft and final policy statements.

To attend meetings and conferences involving federal, state and local officials, professionals and the public as required, to represent the Director or Associate Director at such meetings and conferences.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of government analysis and the application of new and emerging technologies to problems involving land and facilities development, environmental protection, public safety and the provision of needed services; a thorough knowledge of the principles, practices, and techniques of engineering economics, business management and accounting, and government practices and finances; an ability to conduct highly technical analyses of new and emerging technologies based on a firm knowledge and understanding of the physical sciences, social sciences, and statistical methodologies, engineering

analysis, and the engineering design process, and their application to environmental assessment, computer modeling and simulation, application of fourth generation computer languages to cost-effective solutions, information systems, finances and management procedures, and cost-effective automation; the ability to review and analyze existing laws, proposed legislation and rules and regulations, and to report to a superior on the substantive and procedural effects of such; the ability to plan and schedule surveys and studies of a financial and accounting and data collection systems within agencies of state government; the ability to prepare, analyze and present departmental budgets and estimates of anticipated expenditures and receipts; and to utilize or coordinate investigatory, engineering, scientific method and planning process, organization and communication, environmental, and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Bachelor of Science degree from a college of recognized standing with a specialization in Civil Engineering, and course work in Environmental Science, Statistics, Computer Modeling, Business Management/Management Information Systems, Planning, Finance, or Accounting; and

Experience: Such as may have been gained through: considerable employment in a responsible capacity in the field of managing large and technically complex state and federal programs involving the organization, design administration, scientific investigations, regulation, operation and maintenance of wide range of governmental programs and facilities; or considerable employment in the public or private sector in a recognized branch of engineering which work included engineering analysis for a regulatory program and the development and application of computer models to engineering problems.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 12, 1991

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