

CLASS TITLE: CHIEF IMPLEMENTATION AIDE

Class Code: 02504400

Pay Grade: 28A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a high level state official by performing the most complex administrative and supportive tasks involved in the implementation and administration of major projects and programs whose effects encompass all departments and agencies of state government; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a high level state official from whom work assignments are received; work is reviewed usually upon completion for performance of assignments as directed.

SUPERVISION EXERCISED: Supervises clerical and other supportive staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a high level state official by performing the most complex administrative and supportive tasks involved in the implementation and administration of major projects and programs whose effects encompass all departments and agencies of state government.

To oversee the official agency files and records and to insure their accuracy and are kept current.

To study and analyze operational procedures and prepare detailed and comprehensive reports of findings and recommendations.

To perform as required, varied public relations related duties such as preparing news releases and writing and delivering speeches.

To assist a superior by performing administrative tasks and research in the overall agency operation.

To coordinate the flow of work among the various units within the agency.

To respond to inquiries and to direct them to proper location for response when necessary.

To attend conferences and meetings on behalf of superior and prepare reports thereon.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of public administration; a thorough knowledge of the principles and practices of modern office management, and the ability to apply such principles and practices; the ability to establish and maintain effective working relations with personnel; a thorough knowledge of the principles and practices of effective implementation procedures for policies and procedures; the ability to prepare accurate and concise written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and

Experience: Such as may have been gained through: considerable employment in a supervisory position in state government assisting a high level state official performing complex administrative and supportive tasks involved in the implementation and administration of major projects and programs that had effect on all departments or agencies.

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

Class Created: April 15, 1984

Editorial Review: 3/15/03