

CLASS TITLE: CHIEF OF STAFF (DCYF)

Class Code: 02599900
Pay Grade: 42A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible administrative work assisting the Director of the Department of Children, Youth and Families and the Executive Directors in planning, coordinating, implementing and controlling the administrative functions of the various agencies within the Department; to oversee the departmental hearing process to ensure compliance with State and Federal Laws as well as labor contracts; to oversee the operation of all public, community and legislative relations functions; and oversee operation of the office of the Director to represent the Director at various meetings and conferences; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of the Department of Children, Youth and Families with wide latitude for the exercise of independent judgement and initiative; work is subject to review through conferences and submitted reports for conformance to laws, policies, rules, regulations and Departmental objectives.

SUPERVISION EXERCISED: Assists the Director in planning, organizing, directing and reviewing the work of departmental personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible administrative work assisting the Director of the Department of Children, Youth and Families and the executive Directors of Operations in planning, coordinating, implementing and controlling the functions of the various agencies within the Department.

To coordinate, plan, implement and review special projects related to juvenile correctional, children's mental health child protective or other Departmental activities including the development of special reports and studies as appropriate.

To oversee the operation of all public, community and legislative relations.

To oversee operation of the Office of the Director.

To coordinate reorganization of major services to ensure a smooth and efficient transition.

To assist in establishing policy and program priorities in relation to short and long range goals and objectives.

To assist in a program of studies in order to develop comprehensive approaches towards the effective utilization of economic and human resources.

To cooperate with, advise and guide various commissions and agencies, of state and local governments as well as involved advocacy and provider groups on matters affecting the programs and laws administered by the Department.

To be responsible for keeping officials within the Department of Children, Youth and Families informed of the Director's decisions and recommendations on programs and policies; to contact such officials at frequent intervals to ascertain the actions taken relative to such decisions.

As required, to represent the Director at Various meetings and conferences.

To relieve the Director of the Department of Children, Youth and Families of important administrative responsibilities involving contact with division heads, state officials or the general public.

To prepare written reports as required regarding the results of various policies and programs instituted.

To establish and maintain effective working relations with all departmental officials.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge Department's principles, practices and procedures and the ability to apply such principles and practices in the direction and supervision of various administrative and supportive services; a working knowledge of the laws and regulations administered by the Department and regulating the Department; a working knowledge of administrative planning, direction and evaluation and the ability to apply such knowledge; the ability to meet and work effectively with Federal, local and other State officials as well as the representatives of the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Master's Degree in Public Administration or a Juris Doctor Degree; and

Experience: Such as may have been gained through: employment in a responsible, high level managerial position in a public agency concerned with the delivery of human services.

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

Class Revised: August 25, 1991

Editorial Review: 3/15/03