

**CLASS TITLE:**

**CHIEF OF STAFF  
(DEM)**

**Class Code: 02704800  
Pay Grade: 38A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To oversee operations of the Office of the Director; to assist the Director of the Department of Environmental Management (DEM) in planning, coordinating, implementing and controlling the functions of the various programs within the department; to oversee the operation of all public, community and legislative relations functions; to be the department's point of contact for the Governor's Office and heads of other government agencies; to represent the director at meetings and conferences; to advise the director on executive, legislative and policy decisions; and to do related work as required by the Director.

**SUPERVISION RECEIVED:** Works under the general direction of the Director, Department of Environmental Management with wide latitude to exercise independent judgement and initiative; subject to applicable laws, regulations and department policies.

**SUPERVISION EXERCISED:** Coordinates the senior management team on behalf of the director, i.e. ensures individual and group performance is consistent with the department's objectives, priorities and work plans, and with the director's directions and assignments. Directly oversees senior staff with respect to public, community and legislative relations. Oversees administrative operations in the Office of the Director. Assumes team or project leadership as directed by the director and supervises supervisory and line staff accordingly.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Director of the Department of Environmental Management and, at the discretion of the Director, the Associate and Assistant Directors in planning, coordinating, implementing and controlling the functions of the various program within the Department.

To oversee operations of the Office of the Director.

To respond to inquiries from the Governor's Office and other agency heads.

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

To communicate and track compliance with the director's directives.

To perform strategic assessment and system analysis for the department operations and coordination with other government entities.

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

To plan, coordinate, implement and review special projects related statewide provision of environmental services.

To plan, coordinate, implement and review department-wide initiatives.

To represent the director at meetings and conferences.

To advise the director on executive, legislative and policy.

To coordinate reorganization of existing and development of new programs and initiatives.

To be responsible for keeping officials within the Department of Environmental Management 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.

To establish and maintain effective working relations and among departmental officials.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of state government as well as departmental 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 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; outstanding communications skills; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Master's Degree in the area of Public Administration, Public Policy or Community Planning; and

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

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

Class Revised: November 19, 2000

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