

CLASS TITLE:

**DEPUTY DIRECTOR,
DEPARTMENT OF
BUSINESS REGULATION**

Class Code: 02592700

Pay Grade: 44A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible administrative and supervisory work assisting the Director of the Department of Business Regulation in planning, coordinating, implementing and controlling the functions of the various agencies of the Department of Business Regulation; to serve as the Director in case of absence or inability of the Director to discharge the powers and duties of his/her office; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for conformance with policy, provisions of law, rules and regulations.

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 and supervisory work assisting the Director of the Department of Business Regulation in planning, coordinating, implementing and controlling the functions of the various agencies of the Department of Business Regulation.

To assist the Director by relieving him/her of administrative details involving contact with division heads, state officials or the public.

To confer with division heads for guidance and assistance in the preparation of reports on the application and interpretation of policies, standards and laws.

To keep officials within the Department of Business Regulation informed of the Director's decisions and recommendations on programs and policies, to contact these officials at frequent intervals to ascertain the actions taken by them relative to such decisions and recommendations and to make reports thereon.

To confer with division heads for guidance and assistance in the preparation of reports on the application and interpretation of policies, standards and laws, and to assume general responsibility for departmental budget and personnel matters.

When assigned, to cooperate with, advise, and guide various commissions and agencies of the state, and local governments on matters affecting the programs, and laws administered by the department.

As assigned, to conduct public hearings on such matters as may be under new jurisdiction of the department.

To act as Director in the absence or incapacity of the Director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of business administration; a working knowledge of the laws administered by the Department of Business Regulation; a working knowledge of administrative planning, direction and evaluation, and the ability to apply such knowledge; the ability to plan, organize, coordinate and supervise the work of a staff of subordinates; the ability to conduct public hearings, conduct investigations and prepare reports, recommendations and decisions on facts developed therein; the ability to meet and work effectively with officials of other state and local governmental agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business administration; and

Experience: Such as may have been gained through: five years employment in a responsible supervisory and administrative position in a public agency or in private industry, which has involved the application of modern business principles and techniques.

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

Class Created: March 28, 1976

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