

CLASS TITLE:

**DEPUTY DIRECTOR,
DEPARTMENT OF HUMAN SERVICES**

Class Code: 02571900

Pay Grade: 48A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Human Services to perform responsible administrative/executive duties in the planning, coordinating, directing and controlling the function of the various divisions; to serve as director of the Department of Human Services in case of the absence or inability of the Director to discharge the powers and duties of the office; to represent the Director at various meetings with community groups, state and federal officials, and provide executive leadership in the development of departmental policies and objectives; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and submitted reports for compliance with policy, provision of state and federal laws, rules, and regulations.

SUPERVISION EXERCISED: Plans, supervises, directs, coordinates and reviews the work of departmental personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible administrative/executive duties in the planning, coordinating, directing and controlling the function of the various divisions.

To serve as Director of the Department of Human services in case of the absence or in ability to the Director to discharge the powers and duties of the office.

To represent the Director at various meetings with community groups, state and federal officials, and to provide executive leadership in the development of departmental policies and objectives.

To be responsible for the overall supervision of the Department Budget process.

To inform agency officials of the Director's decisions and recommendations on programs and policies and to ascertain the actions taken to implement those decisions and recommendations.

To perform liaison work with health advocacy groups, parents state departments, federal agencies, local governments and private providers of service to coordinate various services and maximize resources in developing programs.

As assigned, to advise, guide and cooperate with various commissions and agencies of state and local governments on matters affecting the programs and regulations administered by the agency.

As assigned, to conduct public hearings on such matters as may be under the agency's jurisdiction.

Within the Department of Human Services, to be responsible for the development and implementation of management support systems to ensure the effective and efficient achievement

of departmental policies, goals and objectives; to ensure that departmental resources are utilized in conformance with state federal laws, rules, and regulations.

To be responsible for the evaluation of management and methods procedures within the department as to their effectiveness and efficiency, and to recommend future plans and budget allocation based on this evaluation.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of governmental management as applied to budget execution, and control; the ability to plan and direct the execution of fiscal and management and methods studies and the composition of reports thereon; a thorough knowledge of federal and state public welfare legislation; a thorough knowledge of office methods and procedures analysis and the ability to apply such knowledge; a thorough knowledge of the principles and practices of business administration; the ability to plan, develop, coordinate, and supervise the work of staff engaged in performing departmental fiscal and administrative tasks; the ability to establish and maintain an effective working relationship with subordinates and superiors; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of Master's Degree in Social Work or Public Administration or Business Administration; and

Experience: Such as may have been gained through: employment in an administrative position responsible for planning, developing and coordinating the overall management and fiscal services of a state department or large agency.

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

Class Created: December 19, 1999

Editorial Review: 3/15/03