

CLASS TITLE: LIAISON OFFICER (DHS)

Class Code: 02504600
Pay Grade: 28A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform administrative functions in a responsible professional capacity in the Office of the Director of the Department of Human Services by maintaining a continuous liaison with other state agencies as well as assisting the Assistant Directors of four divisions with special assignments as required by the Department of Human Services; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Director of the Department of Human Services from whom specific work assignments are received; work is subject to review for conformity with policies and instructions.

SUPERVISION EXERCISED: Supervises and reviews the work of other staff positions assigned to assist in the performance and execution of the specific tasks as delegated by the Director or Assistant Director.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for maintaining a continuous liaison with other state agencies and divisions with the Department of Human Services.

To be responsible for the preparation and coordination of special assignments and projects for the Director.

To prepare agendas for conferences and arrange corresponding meetings with officials involved in the conference coordination.

To represent the Director and/or Assistant Director at conferences and meetings as requested.

To prepare reports and analyses for the Director's use relative to the planning of certain programs, policies and events.

To keep officials within the Department of Administration informed as to the Director's recommendations on policy and program matters.

To serve in a responsible capacity to the Director by relieving him or her of administrative details relative to the planning and assessment of department needs for current and new programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of public administration; a familiarity with departmental functions, operations, policies and programs; the ability to exercise judgement in presenting pertinent information and reports to the Director of designated superior; the ability to deal effectively with public officials and subordinates and the ability to speak effectively in public; the ability to prepare detailed reports and recommendations for the Director as assigned; the ability to work in a liaison capacity between the Director and departmental officials and other state 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, public administration or social services; and

Experience: Such as may have been gained through: considerable employment in an administrative and supervisory capacity performing work relating to public administration or social service programs.

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

Class Created: April 26, 1987

Editorial Review: 3/15/03