

### Class Concept

This is executive level work managing the total operation of a Cabinet, Council of State, or other agency functioning with similar status. Employees direct other executive, managerial, professional, and support staff in the delivery of all agency services and act with the fully delegated authority of the appointed or elected official to whom they report. Work involves providing leadership in setting agency goals and objectives; resolving internal resource allocation and program integration issues; representing the agency with other government and legislative officials; and, performing related tasks. Employees serve at the pleasure of the official to whom they report and normally carry a working title such as Chief Deputy Secretary, Chief Deputy Commissioner, or similar title.

The three levels of this series are distinguished by the degree of program/organizational diversity, the degree of impact on external agencies including local governments, and the complexity of the supporting administrative structure. Positions that require professional training in a specialized occupational field to technically supervise work within the agency will not be included in this series.

Positions at the Chief Deputy I level typically work either in a medium size agency with moderate program variety, with service delivery mechanisms that require some integration with each other and with programs housed in other agencies. r in a small agency with programs that require integration of service delivery with other agencies and whose programs include concentrations of technical specialists.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of management principles, techniques, and practices.
- Thorough knowledge of: the agency's organization, operation, and objectives.
- Working knowledge of applicable federal and State laws, rules, and regulations that impact the agency.
- Ability to: exercise sound judgment in analyzing situations and making decisions.
- Ability to direct employees and programs in the various areas of responsibility.
- Ability to develop and maintain effective working relationships with the general public, and with federal, State, and local officials.

### Minimum Education and Experience

Bachelor's degree from an accredited institution in business or public administration, or a field related to the agency's programs, and five (5) years of managerial experience in the public or private sectors involving significant decision-making authority in the planning, organizing, and directing of operations, preferably in an area related to the agency's programs; or an equivalent combination of training and experience.

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Positions at the Chief Deputy II level typically manage the operations of a large agency with a variety of programs with service delivery mechanisms that require some integration with each other and with programs housed in other agencies.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of management principles, techniques, and practices.
- Thorough knowledge of: the agency's organization, operation, and objectives.
- Working knowledge of applicable federal and State laws, rules, and regulations that impact the agency.
- Ability to: exercise sound judgment in analyzing situations and making decisions.
- Ability to direct employees and programs in the various areas of responsibility.
- Ability to develop and maintain effective working relationships with the general public, and with federal, State, and local officials.

### Minimum Education and Experience

Graduation from a four-year college or university with a degree in business or public administration, or a field related to the agency's programs, and five years of managerial experience in the public or private sectors involving significant decision-making authority in the planning, organizing, and directing of operations, preferably in an area related to the agency's programs; or, an equivalent combination of training and experience.

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Positions at the Chief Deputy III level manage the operations of the largest agencies (over 3000 staff) with the greatest variety of complex related programs with service delivery mechanisms which require integration internally and with programs housed in other agencies.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of management principles, techniques, and practices.
- Thorough knowledge of: the agency's organization, operation, and objectives.
- Working knowledge of applicable federal and State laws, rules, and regulations that impact the agency.
- Ability to: exercise sound judgment in analyzing situations and making decisions.
- Ability to direct employees and programs in the various areas of responsibility.
- Ability to develop and maintain effective working relationships with the general public, and with federal, State, and local officials.

### Minimum Education and Experience

Bachelor's degree from an accredited institution in business or public administration, or a field related to the agency's programs, and five (5) years of managerial experience in the public or private sectors involving significant decision-making authority in the planning, organizing, and directing of operations, preferably in an area related to the agency's programs; or an equivalent combination of training and experience.