

# CHIEF DEPUTY STATE CONTROLLER

Schematic Code 10738 (31000249)

## I. DESCRIPTION OF WORK

Positions in this banded class manage and direct the daily operations of the Office of the State Controller. Positions in this class oversee all services provided by staff in the Office of the State Controller and assist the State Controller with planning and organizing agency operations, program management and quality assurance, human resources management, budget, strategic planning, and defending the agency budget and plans before the General Assembly. Positions in this class must be able to move the agency forward by persuading other decision-makers and represent the Agency before national bodies and state government groups. The consequence of error in decisions made by this position can be catastrophic in terms of financial and service delivery on an enterprise wide basis. Positions must be able to perform the major duties of the State Controller in the absence of the State Controller.

## II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Not applicable.

**III. COMPETENCIES**

<b>Competency</b>	<b>Definition</b>
<b>Planning and Organizing Work</b>	Ability to develop plans to accomplish work operations and long-range goals and objectives for the Agency. Ability to develop strategies to meet long-range objectives of work. Ability to design and implement new programs. Ability to arrange and assign work agency-wide to use resources efficiently. Ability to coordinate all administrative and technical services provided. Ability to make changes in operations. Ability to establish internal operating standards and procedures to comply with state and federal rules and regulations and agency practices, procedures and principles.
<b>Program Management</b>	Ability to technically oversee agency services. Ability to develop, implement and modify standards of practice. Ability to focus on appropriate issues, consult with others, and deal with potential impact of a decision. Ability to think independently.
<b>Human Resources Management</b>	Ability to oversee the recruitment, selection, development, coaching, counseling, disciplining and evaluation of employees. Ability to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to oversee work through subordinate supervisors.
<b>Career and/or Talent Development:</b>	Ability to plan and support the development of all staff using a competency based system. Ability to ensure that staff is properly trained.
<b>Strategic Planning</b>	Ability to establish and commit to a course of action in order to accomplish long-range goals and vision of the agency.
<b>Business Administration</b>	Ability to evaluate and allocate resources, plan and oversee budget and contracts to ensure fiscal stability of the agency.
<b>Organizational Awareness</b>	Knowledge of enterprise-wide operations. Knowledge of organizational dynamics and the dynamics of state politics. Knowledge of available information and resources used to understand customer needs and to manage the organization appropriately.
<b>Professional Knowledge</b>	Knowledge of professional fiscal theory, techniques, practices and procedures in the area of assignment. Thorough knowledge of state and federal rules and regulations governing the agency. Thorough knowledge of agency practices, procedures and principles.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

#### **IV. COMPETENCY STATEMENTS BY LEVEL**

Not applicable.

#### **V. MINIMUM TRAINING & EXPERIENCE**

Bachelor's degree accounting, finance, business administration, information systems, or a related discipline with nine credit hours of accounting coursework and six years of professional accounting or business systems experience; or an equivalent combination of training and experience. Some positions may require 24 credit hours of accounting coursework. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.