

DEPUTY STATE CONTROLLER

Schematic Code 10734 (31000248)

I. DESCRIPTION OF WORK

Positions in this banded class manage a major division of the Office of the State Controller. Employees oversee a major component of the Office, assist top management with budget and strategic planning, organizing business functions, and quality assurance. Employees in this class report to the Chief Deputy State Controller of the Office of the State Controller, and represent the Office external to the organization as needed.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Not applicable.

III. COMPETENCIES

Competency	Definition
Planning and Organizing Work	Ability to develop plans to accomplish work operations and short-range goals and objectives. Ability to participate in planning strategies to meet long-range goals and objectives. Ability to arrange and assign work to use resources efficiently. Ability to coordinate all administrative and technical services provided. Ability to participate in planning and implement changes in operations. Ability to establish work unit operating standards and procedures to comply with state and federal rules and regulations and agency practices, procedures and principles governing the fiscal program.
Program Management	Ability to technically oversee all services supervised. Ability to recommend changes to standards of practice for fiscal and/or business systems work performed. Ability to focus on appropriate issues, consult with others, and deal with potential impact of a decision. Ability to think independently.
Human Resources Management	Ability to oversee the recruitment, selection, development, coaching, counseling, disciplining and evaluation of employees in the assigned work area. Ability to retain a diverse workforce. Ability to observe and assess work, provide feedback, provide technical supervision, and plan and support employees in career development opportunities. Considerable knowledge of human resources policies and procedures.
Career and/or Talent Development	Ability to plan and support the development of others using a competency based system. Ability to ensure that staff is properly trained.
Strategic Planning	Ability to establish and commit to a course of action in order to accomplish short and long range goals, in coordination with the vision of the Office of the State Controller.
Business Administration	Ability to evaluate and allocate resources, plan procurement and oversee budget and contracts to ensure fiscal stability of the Office of the State Controller
Knowledge - Professional	Thorough 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 assigned programs. 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 in accounting, finance, business administration or management, information systems, or a related discipline, with 9 credit hours of accounting coursework and five 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.