



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>DEPUTY ADMINISTRATOR, DETR</b>	<b>43</b>	<b>A</b>	<b>12.103</b>

Under administrative direction of the Division Administrator, incumbents are responsible and accountable for planning, organizing, coordinating and managing program support of a major organizational component of the Employment Security or Rehabilitation Divisions within the Department of Employment, Training and Rehabilitation (DETR), and oversee the management of programs to ensure the timely, accurate, consistent, and effective delivery of services to clients through local offices and regional centers.

Direct, through subordinate managers, the administrative and technical activities of assigned programs; develop, implement, monitor and adjust State and federal program goals and performance measures, budgets, and revenue and expenditure plans; monitor, adjust and approve the statewide distribution and use of resources; analyze staffing and budget reports; and approve requests for staff positions, travel, training, equipment, supplies and service.

Evaluate the effectiveness of programs in meeting established goals, performance measures, and requirements through quality control programs, performance appraisal process and fiscal analysis; develop corrective action plans and implement changes; and evaluate and approve the development, redesign and maintenance of automated systems which support program activities.

Ensure the timely, accurate, consistent, and effective delivery of services to clients through local offices and regional centers; analyze a variety of labor market and other demographic information provided by the department research section as well as past program performance, State and national trends, discussion with labor and management groups/leaders, legislators, and others; administer intensive client assessment, training and employment programs.

Represent the department and division as a spokesperson at meetings, legislative hearings, boards, councils and committees such as the State and Local Workforce Investment Boards, the National Association of State Workforce Agencies, and the Governors Council on Rehabilitation and Education of People with Disabilities; and participate in the operation of the Workforce Investment Act one-stop system.

Direct the coordination and delivery of statewide program support units which provide interpretation of regulations, quality assurance, report validation, policy and procedure development, computer support, and staff development programs.

Draft agency-proposed legislation and prepare fiscal notes; research and analyze legislative proposals from outside entities and prepare responses; draft regulatory text and position statements and provide testimony to the legislature; and review relevant statutes, regulations, policies and operational procedures for current and potential impact on services.

Supervise subordinate managers, professionals and support staff as assigned; interview and select new employees; delegate authority and responsibility to appropriate personnel; develop work performance standards; complete performance appraisals; provide appropriate counseling, guidance, staff development and motivation; and initiate, recommend or approve disciplinary action.

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

### SPECIAL NOTES AND REQUIREMENTS:

- \* In order to meet agency needs, some positions may require specialized experience which will be identified at the time of recruitment.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business or public administration, education, human services or other relevant field and five years of experience supervising and managing comprehensive, complex programs and budgets, and professional personnel.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** principles and methods of administration and management including budget and personnel administration and staff development, coordination and supervision, principles and techniques used in planning, organizing, developing and administering comprehensive programs which are subject to unprecedented circumstances; strategic and program planning principles and practices. **General knowledge of:** State and federal legislation regarding employment, training and rehabilitation services and programs; State and federal laws, regulations and administrative processes including budgeting, internal control procedures, policy development, and personnel administration and planning; State legislative processes to include drafting bills and position statements. **Ability to:** plan, organize and manage personnel including delegating responsibility, evaluating performance, and staff development; read and interpret complex legal and technical documents such as federal and State laws and regulations, legal opinions, and contracts; read and interpret management reports including fiscal, statistical, and performance indicators; plan, schedule and coordinate the activities of staff and multiple organizational units to ensure program directives and timeframes are met; negotiate and exchange ideas, information, and opinions with others to formulate policies for programs and/or arrive jointly at decisions, conclusions, or solutions; establish and adjust priorities for programs and staff. **Skill in:** speaking before large groups and committees to present detailed information and respond to questions; organizational analysis sufficient to analyze staffing patterns, budget reports and program effectiveness and develop appropriate process improvements; mediating between claimants, employers, special interest groups, other organizations, and staff with opposing points of view; using a personal computer to prepare correspondence, develop spreadsheets, research information on the Internet, and send messages; writing extensive and detailed proposals, reports, corrective action plans, and policies and procedures.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** State legislative processes to include drafting legislative bills and position statements; State and federal laws, regulations and administrative processes including budgeting, internal control procedures, policy development, planning, problem resolution, management analysis, and personnel administration. **Ability to:** evaluate the impact of legislative proposals affecting programs and/or budgets to identify critical issues; coordinate and work effectively with administrators of various agencies and political entities; establish and maintain effective, cooperative working relationships with the public and State, federal and local legislators and officials; write technical reports to explain implication of changes and the impact on programs; support department goals and objectives and recognize the interrelationship between functions and projects.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.103

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REVISED: 7/18/72  
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REVISED: 7/1/87-12P  
4/14/87PC  
REVISED: 8/3/89R  
7/6/90PC  
REVISED: 7/1/93LG  
REVISED: 7/1/94UC  
REVISED: 7/1/03P  
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