

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PUBLIC SAFETY ASSISTANT CHIEF

DEFINITION

Performs administrative/supervisory duties as an assistant to a division director in the Department of Public Safety; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of a technical/professional staff; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Collaborates with division administrators, Executive Officer and the Commissioner on operational problems that influence agency management/organizational structure; serves as a key resource person in evaluating/recommending solutions to financial and administrative problems.

Reports on program accomplishments to the highest level of management within the organization and justifies critical and far-reaching program changes; provides authoritative advice to the Commissioner on matters of key importance to agency goals, programs and missions.

Directs program operations through subordinate managers and selects managers and key program employees; represents management in dealing with employee grievances, complaints and other matters relating to employment relations.

Develops plans/procedures to ensure that subordinate managers follow through with various government wide personnel management programs (e.g., equal employment opportunity, career development, performance appraisals, etc.).

Provides input on new or revised legislation/regulations that have a direct impact on programs directed and the Commissioner or Executive Officer concerning activities of the division as necessary.

COMPETENCIES REQUIRED

Knowledge of the principles and practices of modern supervisory methods including: selecting, conducting employee performance evaluation, and other duties of a supervisor.

Knowledge of criminal and motor vehicle laws.

Knowledge of department and division rules and regulations.

Knowledge of the interpretation and application of collective bargaining agreements.

Ability to understand and problem solve.

Ability to provide direct supervision to subordinates in routine or extraordinary situations.

Ability to express ideas and thoughts clearly and effectively in order to relate policy and instructions.

Ability to determine work priorities, assign work, and ensure proper completion of assignments.

Ability to establish and maintain effective working relationships with others.

Ability to understand and problem solve on global, national, statewide, departmental and divisional level.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments with minimal supervision.

Follows policy and cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree and four years of supervisory experience;

OR

an equivalent combination of experience and education substituting one year of additional experience as described above for one year (30 semester hours or one year) of the required education to a maximum substitution of four years.

NOTES:

Positions in this job class are only available by promotion within the Department of Public Safety. (See Department of Public Safety Promotional Policy.)

These positions are exempt from merit system provisions and are exempt from the screening/referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Public Safety.

Any position assigned to a detached assignment to the Commissioner's Office will remain in its current classification for the period of the detached assignment unless reclassification or other personnel action is taken. When the detachment ends, the duties of the position may be adjusted based on the needs of the State Patrol at the time the detachment ends.

Effective Date: 10/15 KE