

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## State Treasurer Deputy

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### Definition

Provides at the secondary policy-making level, professional management program services for a major organizational entity which has a direct impact on total agency/government services; directs through subordinate managers diversified support programs in administrative areas that are subject to significant change in regard to primary goals and objectives; performs related work as required.

*The work examples and competencies listed below 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 subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Collaborates with department heads and division heads on operational problems that influence management and the organization and serves as a key resource to evaluate and recommend solutions to problems relating to financial and administrative program aspects.

Develops procedures and policies for improving coordination among direct report managers; establishes operational control measures to obtain information and financial data needed to make decisions.

Reviews, modifies, or rejects changes in functions, structure, position design, staffing levels, and other actions proposed by direct report managers; establishes functional work activities and organizational relationships to meet specific goals and objectives.

Develops internal programs, plans, and procedures to ensure that direct report managers follow through with the provisions of department-wide programs including equal employment opportunity, merit promotion plans, career development, performance appraisals, counseling, and other services to achieve equitable treatment of employees.

Develops and maintains effective working relationships with a broad spectrum of key officials outside the immediate organization to develop executive, legislative, and related support for management decisions on program priorities and goals.

Resolves a broad spectrum of general administration problems not covered by precedents or established policies.

Provides input on new or revised legislation, regulations, and other changes that have a direct impact on programs.

### Competencies Required

Knowledge:

- Economics and Accounting — Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

- Administration and Management — Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordinating people and resources.
- Mathematics — Arithmetic, algebra, geometry, calculus, statistics, and applications.
- Law and Government — Laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.

**Abilities:**

- Deductive Reasoning — Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Comprehension — Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Skills:**

- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.

**Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a bachelor's degree and experience equal to six years of progressively responsible, management-oriented, full-time work in a recognized administrative support area including finance, personnel, human resource management, data processing, or program research or evaluation.
- 2) A total of ten years of education and/or full-time experience (as described in number one), where one year of full-time experience equals 30 semester hours of education (maximum substitution of four years).
- 3) A total of ten years of education and/or full-time experience (as described in number one), where 18 semester hours of accredited college or university graduate-level course work in a

management-oriented curriculum (e.g., public or business administration) equal one year of full-time experience (maximum substitution of two years).

- 4) A total of ten years of education and/or full-time experience (as described in number one), where 24 semester hours of accredited college or university graduate-level course work in a special program curriculum (e.g., finance or accounting) equal one year of full-time experience (maximum substitution of two years).
- 5) Current, continuous experience in the state executive branch that includes experience equal to one year of full-time work as a Public Service Manager 1.

### **Notes**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Treasurer of State.

*Effective date: 07/17 KF*