

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

## Deputy Secretary of Agriculture

---

---

### Definition

At the secondary policy-making level, provides professional management program services for a major organizational entity with direct impact on total agency or government services; manages diversified support programs in administrative areas subject to significant change regarding primary goals and objectives through direct report managers; 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 division heads on operational problems that influence management and the organization and serves as key resource to evaluate and recommend solutions to problems relating to financial and administrative program aspects.

Develops procedures and policies to improve coordination among direct report managers; establishes operational control measures to obtain information and financial data typically required to make decisions.

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

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

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

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

Provides input on proposals for new or revised legislation, regulations, and related changes with direct impact on program(s) directed.

---

---

## Competencies Required

### Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- 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.

### Abilities:

- 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.
- Problem Sensitivity — Tell when something is wrong or is likely to go wrong. It does not involve solving problems, only recognizing there is a problem.
- Deductive Reasoning — Apply general rules to specific problems to produce answers that make sense.
- Oral Expression — Communicate information and ideas in speaking so others will understand.

### Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Speaking — Talking to others to convey information effectively.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Coordination — Adjusting actions in relation to others' actions.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

## 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, regulation, 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 twenty-four semester hours of accredited college or university graduate-level course work in management (e.g., public or business administration) equal one year of full-time experience (maximum substitution of two years).
- 4) 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 or comparable management-level position.

*Effective date: 10/19 KF*