

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

DEFINITION

Directs one or more divisions 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 subordinates; 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 accomplishment to the highest level of management within the organization and justifies critical and far-reaching program changes; provides authoritative advice to the director on matters of key importance to agency goals, programs and missions.

Directs program operations through subordinate managers and selects subordinate managers and key program employees; represents management in dealing with employee grievances, complaints and other matters pertaining 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/regulation that has a direct impact over program(s) managed and informs Commissioner or Executive Officer on information concerning activities of the division.

COMPETENCIES REQUIRED

Knowledge of the principles and practices of modern supervisory methods including: selecting, conducting employee performance evaluations, 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 applications of collective bargaining agreements.

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

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.

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 efficiently 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 six 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.

NOTE:

All applicants, if not currently certified as a Department of Public Safety peace officers, must be eligible for enrollment in the Department of Public Safety Academy training program. (See Department of Public Safety peace officer minimum qualifications for eligibility).

NOTE:

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

Effective Date: 05/12 BR