

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

PUBLIC SERVICE EXECUTIVE 1

DEFINITION

Performs supervisory management work directing a program or an organizational segment thereof that represents a limited part of an agency's total operations; 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 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.

Provides financial and program/operational data for higher-level management decisions.

Establishes/adjusts schedules, priorities and deadlines for regular and special work assignments; collaborates with higher levels of management in making decisions relating to major changes in work plans or operations.

Coordinates work activities with others in matters that directly impact assigned program operations.

Determines staff resources, equipment, facilities and other resources needed to accomplish work assignments and makes minor adjustments as deemed appropriate.

Keeps supervisors/employees informed about management policies, procedures and practices and provides written/verbal instructions on work activities that do not fall within current operating guidelines.

Implements agency personnel management programs/procedures (e.g., equal employment opportunity, training, overtime policies, grievance and safety practices).

Attempts to resolve formal grievances that cannot be settled by first line supervisors and proposes specific disciplinary action (suspension, demotion, dismissal, etc.) that is consistent with the problem and facts to higher-level management; participates in the selection and discipline of program/organizational employees.

Advises higher-level management on work problems/relationships with other programs and their impact on those programs.

COMPETENCIES REQUIRED

Knowledge of the basic principles, techniques and methods utilized in a specific occupational field, e.g., finance, personnel, economics, business regulation, service delivery systems, etc., and how these program activities relate to the overall mission of the agency.

Knowledge of general management principles, techniques and methods as they relate to investigating and resolving problems and issues which impact on program operation.

Knowledge of the organization served and its mission.

Knowledge of the purpose of the work directed, its relative importance and how it fits within the total operational structure.

Ability to communicate with others effectively both orally and in writing.

Ability to understand and further management goals as they affect short and long-range work operations.

Ability to analyze organizational and operational problems and develop timely and economical solutions toward their resolution.

Ability to represent the program activity within and outside the organization and gain support for goals and objectives.

Ability to integrate and coordinate specific program operations into a cohesive, responsive organization.

Ability to utilize effective public administration principles, techniques and concepts in meeting the organizational and operating needs of management.

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 and commitment by completing assignments efficiently with minimal supervision.

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

Fosters and facilitates cooperation, pride, trust 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 four year college or university and three years of full-time professional level experience in program administration, development, management or operations;

OR

an equivalent combination of education and experience substituting thirty semester hours for each year of the required experience to a maximum substitution of four years;

OR

graduation from the Iowa Certified Public Manager Program may substitute for one year of education or one year of experience;

OR

an equivalent combination of education and experience substituting twenty-four semester hours of graduate level course work in a curriculum such as social work, law, education, engineering, or public or business administration for each year of the required work experience to a maximum substitution of two years;

OR

employees with current continuous experience in the state executive branch will qualify with six years of the required education and experience.

NECESSARY SPECIAL REQUIREMENTS

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 5/12 BR