

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PUBLIC SERVICE EXECUTIVE 2

DEFINITION

Performs supervisory management work directing a program or an organizational segment thereof that represents a moderate 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.

Analyzes records and reports of work production, expenses, equipment and staff utilization for effectiveness and cost control.

Assigns/explains work assignments to supervisors for new or changed programs, functions, goals and processes; establishes operating guidelines to implement changes.

Informs supervisors/employees about management policies, procedures and goals and answers questions or obtains information from specialists when technical knowledge (e.g., personnel rules, bargaining agreements and payroll policies) is required; attempts to resolve formal grievances that cannot be settled by first line supervisors.

Approves, modifies or rejects requests by supervisors/managers for promotions, reassignments, status changes, special awards, etc.; reviews/approves performance evaluations prepared by subordinate supervisors and participates in the selection/discipline of key program employees.

Ensures government-wide personnel management programs (e.g., equal employment opportunity, career development and performance evaluations) are carried out effectively.

COMPETENCIES REQUIRED

Knowledge of the organizational structure, functions, procedures and applicable regulatory requirements for the organization served.

Knowledge of the principles, theories, techniques and trends of public administration including financial management, labor relations, and related governmental programs.

Knowledge of source materials and guidelines which can be used to resolve problems encountered not covered by precedent action.

Ability to deal effectively with persons representing wide backgrounds, interests and points of view.

Ability to establish program objectives or performance goals and to assess progress toward their achievement.

Ability to coordinate and integrate the work activities of diverse unit managers.

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

Ability to represent the program activity within and outside the organization and to gain support for the agency's program goals.

Ability to consider new ideas or divergent points of view.

Ability to adjust to change, work pressures or difficult situations without undue stress.

Ability to objectively evaluate facts, situations and circumstances.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university and experience equal to four years of full-time professional level work in program administration, development, management or operations;

OR

an equivalent combination of education and experience substituting experience equal to one year of full-time required work for one year (thirty semester or equivalent hours) of the required undergraduate coursework 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

substitution of twenty-four (semester or equivalent) hours of graduate level course work in a special program curriculum such as Social Work, Law, Education, Engineering, or Public or Business Administration for each year of the required full-time experience to a maximum substitution of two years;

OR

employees with current continuous experience in the state executive branch that includes experience equal to one year of full-time work as a Public Service Executive 1 or a comparable management level position.

NECESSARY SPECIAL REQUIREMENTS

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

NOTE:

Designated positions in this job class at the Department of Public Defense will require that applicants be eligible for, and obtain, a Secret or above government security clearance. Successful applicants must acquire a government vehicle operators license within thirty days of employment.

Effective Date: 2/06 JN