

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PUBLIC SERVICE EXECUTIVE 3

DEFINITION

Performs supervisory management work directing a program or an organizational segment thereof that constitutes a bureau and 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 the work of subordinates; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Directs/coordinates program operations through subordinate managers and supervisors and with much influence participates in the selection of subordinate managers and key program employees; represents management in dealing with employee grievances/complaints and other matters pertaining to employment relations.

Collaborates with other managers on organizational/financial management matters and serves as a member of a management team in evaluating/resolving operational problems and making decisions.

Prepares supporting data justifying major expenditures (e.g., equipment, facilities, budget and staffing); participates in management planning/policy-making meetings and provides advise in financial matters.

Develops internal policies/procedures for improving coordination among managers and supervisors and keeps staff informed of management goals/objectives, revised procedures, methods and work changes.

Analyzes records/reports of work accomplishment and assesses progress towards meeting goals/objectives; takes corrective action when necessary to resolve problems and achieve goals/objectives.

Develops internal plans/procedures to assist managers and supervisors in implementing various government-wide personnel management programs/procedures (e.g., equal employment opportunity, career development, performance evaluation).

Resolves work-related problems in areas that are not covered by precedent or established policies.

COMPETENCIES REQUIRED

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

Knowledge of the principles, theories, techniques and trends of public administration including financial management, labor relations, and related programs with universal controlling impact.

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

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

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

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

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

Willingness to consider new ideas or divergent points of view.

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

Objectivity in evaluating facts, situations and circumstances.

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 attention to detail 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 five years of full time professional level experience such as program administration, development, management or operations;

OR

an equivalent combination of the required education and experience, substituting one year of full-time experience for thirty semester hours of education;

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 the required education and experience, substituting thirty semester hours of graduate coursework in Social Work, Law, Education, Engineering, or Public or Business Administration for one year of experience to a maximum of two years;

OR

employees with current continuous experience in the state executive branch that includes one year as a Public Service Executive 2, or two years as a Public Service Executive 1 or comparable management level positions.

NOTE:

For use by the Department of Public Safety, State Fire Marshal's Office, Electrical Inspection Program, applicants must obtain one of the following types of certification within one (1) year of hiring:

Certification by the International Code Council (ICC) as both a Residential Electrical Inspector and Commercial Electrical Inspector, or Certification by the International Association of Electrical Inspectors (IAEI) as both a Certified Electrical Inspector - Residential and a Certified Electrical Inspector - Master.

Applicants must be able to successfully pass a background investigation as a condition of accepting this position.

Effective Date: JD 04/14