

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PUBLIC SERVICE EXECUTIVE 5

DEFINITION

Performs supervisory management work directing programs that organizationally constitute a division, represent a major part of an agency's total operations and involve regular participation in policy decisions that cross all agency programs and services; 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 and the department director 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.

Serves on special committees where decisions, commitments and conclusions have considerable impact on the operation of critical agency/government programs.

Defines financial requirements, tentative schedules and level of management support required for programs; convinces top agency management of the need to modify, start or abandon major projects involving the expenditure of significant resources.

Provides input on new or revised legislation/regulation that have a direct impact over program(s) directed.

Evaluates the effect of unforeseen developments on plans and programs and presents to top management suggested changes in program direction or redirection.

Establishes long-range program requirements/objectives and continuously evaluates organizational performance in meeting those objectives; identifies/structures the direction programs should take to provide necessary product or service.

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.).

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, data processing 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 widely divergent 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 multi-function 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. 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. Follow 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 seven years of progressively responsible full-time management oriented work in a recognized administrative support area, e.g., finance, personnel, engineering, law, regulation, human resource management, data processing, program research or evaluation;

OR

substitution of experience of the caliber and scope indicated above for the required undergraduate college education on the basis one year of qualifying experience is equivalent to one year of undergraduate education;

OR

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

OR

substitution of eighteen hours of graduate level coursework in a management oriented curriculum, e.g., Public or Business Administration for each year of the required experience to a maximum substitution of two years;

OR

substitution of twenty-four hours of graduate level coursework in a special program curriculum such as Social Work, Law, Education, Engineering, or Public or Business Administration for each year of the required 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 4 or comparable management level position or two years of experience as a Public Service Executive 3 or comparable management level in the state executive branch.