Deputy Director

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
DEPUTY DIRECTOR I	1630	B33	$149,134 - $252,224
DEPUTY DIRECTOR II	1631	B34	$164,048 - $277,446
DEPUTY DIRECTOR III	1632	B35	$180,453 - $305,191
DEPUTY DIRECTOR IV	1633	B36	$198,499 - $335,710

GENERAL DESCRIPTION

Performs highly advanced (senior-level) policy administration and managerial work, involving strategic planning, state agency administration, and working closely with the executive director on the day-to-day operations of the agency and/or departments and/or divisions. Supervises the work of others, including staff at the executive level and/or management level. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

The Deputy Director job classification series typically embodies greater scope and complexity than the Director job classification series; however, it is possible for a high-level Director (such as Director VI, VII, or VIII) in a large organization to have a greater level of responsibility, scope of function, and impact than a Deputy Director for a smaller organization.

The Deputy Director series is intended for positions that usually work directly with the executive director overseeing the operations of the agency or are responsible for oversight of major, complex, and functionally related areas organized into multiple departments and/or divisions. Employees in these roles would typically direct other executive, managerial, and professional staff and act with full authority of the executive director.

EXAMPLES OF WORK PERFORMED

Directs the day-to-day operations of the agency, including the agency’s financial, budgetary, operational, and programmatic activities; or oversees major, complex, and functionally related areas organized into multiple departments and/or divisions.

Directs and approves the preparation of the budget; determines long-range budgetary plans agency wide or for several departments and/or divisions.

Oversees and/or prepares agency policies, procedures, reports, and studies.

Oversees and implements appropriate resources to ensure that the operations of the agency are appropriate.

Provides information, advice, and counsel to the executive director and other executives and management in the planning, development, and operation of agency services; and keeps the executive director informed on the status and progress of operations in major departments or divisions and/or across the agency.

Provides strategic direction and approves operational and staff resources for departments and/or divisions.

Provides information and advice to state agencies and the general public regarding agency activities and responsibilities.

Participates in the planning of strategic initiatives and development of policies; and manages and/or oversees projects and special initiatives.

Participates in activities related to the legislative process, including conferring with the executive director to determine policy and legislative priorities; and oversees the implementation of legislative changes.

Represents the agency at meetings with legislators, legislative staff, and other legislative liaisons; and may provide testimony before legislative committees.

Reviews and analyzes agency operations to evaluate the performance of the agency and to identify areas of potential program modifications and improvements.

Ensures that the agency adheres to agency goals, objectives, and strategies.

Provides professional oversight and guidance to other occupations or support staff, including executive and/or management-level staff, to ensure compliance with and adherence to regulatory standards and established procedures.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Note: *Distinctions between levels may be based on factors including the size and structure of the supervised division/office; risk, complexity, impact, and scope of the supervised work; scope of responsibility, oversight, and authority; hierarchy, reporting relationships, and placement within the organization; size or functions of the agency; and scope of the agency's financial allocation.*

Differences in duties and authority between levels may also be influenced by the employing agency, specific job requirements, and whether the employee holds additional credentials, such as specialized certifications. Additionally, external labor market factors for certain occupations may also impact the appropriate level within the series.

DEPUTY DIRECTOR I: Employees at this level may:

- Identify and manage strategic risks.

- Confer with board members, organization officials, and staff members to discuss and resolve issues, coordinate activities, and enhance agency effectiveness.
- Act as executive director in the absence of the executive director.

DEPUTY DIRECTOR II: Employees at this level may:

- Oversee preparation, negotiation, and implementation of consultant and interagency contracts, agreements, memoranda of understanding, and related documents.

DEPUTY DIRECTOR III: Employees at this level may:

- Provide policy and strategic direction and approve operational and staff resources for departments and/or divisions.

DEPUTY DIRECTOR IV: Employees at this level may:

- Oversee the strategic planning process and implementation of strategic plans.
- Oversee funding and operating agreements between agency and service providers.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of local, state, and federal laws and regulations; business and management principles involved in strategic planning, resource allocation, and leadership techniques; accounting, budgeting and financial principles; and the principles and practices of public administration and management.

- Skill in establishing plans and setting objectives and goals for operations of a large and/or complex state government organization; decision-making at an executive level, including assessing risk and using good judgment to inform decisions and recommendations to leadership; and conflict resolution and working quickly and collaboratively to solve problems.

- Ability to plan, organize, and direct program activities and/or business functions; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and implement agency policies and procedures; to prepare concise reports; to make presentations and testify at hearings; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.