

EXECUTIVE ASSISTANT TO THE AGENCY HEAD**Nature of Work**

Under administrative direction of the agency head, performs complex administrative/technical work in developing and implementing new initiatives or resolving administrative conflicts for a state agency. Issues addressed stem from agency regulatory responsibilities such as denial of contracts or developing other provider sources. Researches cases, reviews physical and financial information, and drafts proposed resolutions and policies for agency head or key agency executive. May supervise a staff of professional, technical, and some paraprofessional or office support staff. Makes recommendations based on admissible evidence. Performs related work as required.

Examples of Work

Plans, organizes, evaluates and may direct the activities of a major agency program.

Develops policies and procedures for effective program operation. Develops long range program objectives and recommends fiscal policies for program funding.

Maintains contacts with state and federal officials, legislators, program leaders, and applicant vendors on developments and issues in the assignment area.

Coordinates program activities with other agency units.

Conducts special studies of a confidential nature.

Develops budget estimates and expenditure schedules for agency programs.

Directs the gathering of additional facts and data to objectively evaluate cases.

Develops legislative recommendations on agency programs.

May plan and supervise the work of paraprofessional, technical and/or clerical employees.

Knowledge, Skills and Abilities

Knowledge of the function, organization and regulations of the area of assignment.

Knowledge of the principles of administrative management and program planning.

Knowledge of terminology and standards related to the area of assignment, medical or psychological, fiscal and economic implications, vocational information, or legal terminology.

Knowledge of applicable federal and state laws, rules and regulations in the program area.

EXECUTIVE ASSISTANT TO THE AGENCY HEAD CONT'D.

Knowledge, Skills and Abilities Cont'd.

- Ability to assign and direct the work of professional, technical and clerical employees.
- Ability to develop procedures, standards and guidelines for application to agency programs.
- Ability to analyze program needs and develop staffing patterns and budget recommendations.
- Ability to evaluate program performance.
- Ability to communicate ideas effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with federal and state officials, program leaders and the public.
- Ability to make decisions based on the relative weight of available evidence.
- Ability to set forth findings of facts and decisions clearly and concisely in oral and written form.
- Ability to work successfully with state administrative officials, local government officials, company executives, physicians, claimants, and the general public.

Minimum Qualifications

- TRAINING: Bachelors' degree from an accredited four-year college or university.
- SUBSTITUTION: Experience as described below may substitute for the required training on a year-for-year basis.
- EXPERIENCE: Six years of full-time or part-time equivalent paid administrative, professional or technical experience in the area of assignment.
- SUBSTITUTION: Graduate study in an appropriate field may be substituted on a year-for-year basis for the required experience.

Established: 11/16/93
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