

HHR DEPUTY COMMISSIONER

NATURE OF WORK

Under administrative direction, performs highly complex administrative work in assisting a Bureau Commissioner in planning, organizing, and directing activities in program, operational and financial areas of a bureau. The work is considerably dynamic due to the extensive inter-relationship with other bureaus, departments, agencies and the Legislature. Multi-disciplinary skills are required in planning, coordinating, and directing the various divisions within the bureau and their interface with state government in general. Performs related work as required.

EXAMPLES OF WORK:

Oversees the development of administrative policies and procedures for the missions and functions in the area of assignment; assures the effective and efficient integration of these policies throughout the bureau.

Monitors and evaluates policies, programs, and procedures throughout the bureau and recommends modifications to improve efficiency and effectiveness of program operations.

Advises the Bureau Commissioner on administrative functions and program mission.

Assists in the development of the bureau budget; assists with the presentation of the budget; oversees the execution of the budget throughout the fiscal year.

Assists in the development and evaluation of legislative proposals, assists in maintaining effective liaison with legislative officials.

Coordinates the development and implementation of new programs, policies and procedures.

Advises the Bureau Commissioner on major initiatives in program and mission areas of the bureau.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws, and regulations relating to the programs, missions and policies of the bureau or department.

Knowledge of current developments and initiatives in the program and mission fields of the bureau.

Knowledge of the organization and operation of state government, with particular emphasis in the area of executive budget preparation and execution.

Skill in oral and written communications.

Ability to evaluate the efficiency and effectiveness of administrative programs; to oversee the development and implementation of program improvements.

Ability to analyze complex fiscal and operational data in the area of assignment.

Ability to interact and effectively negotiate with other state officials, legislative officials, and advocacy groups.

Ability to establish and maintain effective working relationships with others.

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HHR DEPUTY COMMISSIONER (CONT'D)

MINIMUM QUALIFICATIONS:

TRAINING: Graduation from a regionally accredited college or university.

SUBSTITUTION: Experience as described below may substitute for the training on a year-for-year basis.

EXPERIENCE: Ten years of full-time or equivalent part-time professional administrative experience in public or business administration, budgeting, or program planning.

**SPECIAL REQUIREMENTS FOR THE BUREAU OF CHILD SUPPORT
ENFORCEMENT, DEPUTY COMMISSIONER OF PROGRAMS:**

TRAINING: Admission to practice law in the State of West Virginia.

EXPERIENCE: Eight years of full-time or equivalent part-time paid employment in the practice of law, including one year of trial work, two years of which must have been in a supervisory or lead worker capacity.

SUBSTITUTION: One year of full-time paid employment as an attorney with the Bureau shall be considered the equivalent of two years experience, excluding the supervisory or lead worker requirement.

ESTABLISHED: 05/17/07

REVISED: 1/18/11

EFFECTIVE: 1/18/11