

**EMPLOYMENT PROGRAMS EXECUTIVE**

**Nature of Work:** Under administrative direction, performs highly complex administrative work in assisting the Bureau Commissioner in planning, organizing, and directing the programs, functions and activities of the bureau. The work is considerably dynamic due to the mission of the bureau and the extensive inter-relationship with other departments and agencies, legislature, and other elected officials. Multi-disciplinary skills are required in planning, coordinating, and directing the various divisions within the bureau and their interface with state government in general.

**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 recommends modifications to improve efficiency and effectiveness of program operations.
- Advises the Bureau Commissioner on administrative functions and mission programs.
- Assists in the development of the bureau budget; assists with the presentation of the budget; oversees the execution of the 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 within the bureau.
- Advises the Bureau Commissioner on major initiatives in the 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.
- 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.

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**Knowledge, Skills and Abilities (cont'd)**

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.

**Minimum Qualifications**

**Training:** Graduation from an 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 paid professional administrative experience in public or business administration, budgeting, planning, or data processing.

Established: 03/21/02  
Effective: 05/01/02