

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV73142
Job Class Code:	010	Salary Schedule:	AREG
EEO Category:	01	Grade:	23
Workers Comp Code:	7720		

Job Code Established:	06/06/77	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Management Group Administrative Management Series

JOB CODE TITLE: ECONOMIC SECURITY BUREAU CHIEF II

HRIS TITLE: ECON SECRTY BUR CHF II

CHARACTERISTICS OF THE CLASS: Under administrative direction, is responsible for high-level managerial work or unusual difficulty in planning, organizing, directing, coordinating and evaluating the department's service program bureaus; and performs related work as required.

Typical assignments at the Bureau Chief II level include the Employment and Training Bureau consisting of employer and applicant services programs, manpower training programs and veteran service programs; the Assistance Programs Bureau consisting of public assistance programs including Food Stamps, Assistance Payments, Medicaid and related programs; and the Unemployment Insurance Bureau consisting of Unemployment Insurance Contributions and Benefit Payment programs.

EXAMPLES OF DUTIES: Plans, organizes, directs, coordinates and evaluates staff operations of a combination of staff and field operations of the department's service program bureaus; develops, implements and evaluates statewide programs through subordinate program managers; develops program goals and objectives and operation and evaluating procedures; insure program conformance with state and federal laws, rules and regulations; effects program changes as necessary to insure effective delivery of services to clients; interprets state and federal rules and regulations governing programs appropriate to area of assignment; directs the preparation of funding proposals and grant applications; develops the bureau budget and monitors expenditures; coordinates program activities between staff and field specialist and with other program bureaus; ascertains staff and field training needs and assists or supervises the development of training programs; prepares or directs the preparation of a variety of administrative reports; confers with federal, state and local officials, as well as with community grouped, with respect to program standards, policies, requirements and plans of service; represents the bureaus and the director before legislative committees, service; represents the bureaus and the director before legislative committees, community organizations and interested groups; represents the director and services as departmental spokesperson regarding program matters at seminars, conferences and committee meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: departmental rules, regulations, policies and procedures and the principles and practices of public administration; considerable knowledge of state and federal laws, rules, and regulations governing the programs in the area of assignment; considerable knowledge of social and economic conditions as they affect their areas of assignment.

Skill in: community and public relations, administration and in the supervision of a multi-disciplined, widely dispersed staff.

Ability to: plan, organize, direct, coordinate and evaluate complex service programs in the area of assignment; ability to manage and direct the activities of complex service programs through subordinate managers.

Prefer: Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted. Typical ways to obtain the KSAs would be:

- Two years of recent managerial experience in programs appropriate to the area of assignment
- Graduate education of course work in a field appropriate to the area of assignment
- May be substituted for up to one year of the required experience on a month for month basis