

STATE OF OREGON

MANAGEMENT CLASS SPECIFICATION

SERIES: Principal Executive/Manager

CLASS TITLE AND NUMBER: Principal Executive/Manager A, 7000

SUMMARY OF PRINCIPAL EXECUTIVE/MANAGER SERIES

Incumbents of positions in the Principal Executive/Manager series manage or direct a department, agency, division, institution, or one or more programs or administrative functions, including related supporting programs, where the paramount qualifications require management knowledge and executive ability; and perform related work as required.

The basic purpose of this work is to carry out the objectives and goals of the agency.

This series consists of ten levels with Principal Executive/Manager A being the first level of appointive management in Oregon State service.

Levels in this series are distinguished by varying degrees of know-how, problem solving and accountability determined by the nature of the work, working relationships and position dimensions including number of employees, size of budget, geographic or other impact, etc.

Levels in this management series contain examples of responsibilities and principal accountabilities common to management positions included in the series. These examples are neither all inclusive nor restrictive. All positions may not include all responsibilities and principal accountabilities while some positions may have incidental assignments not specifically reflected in the examples. Knowledge, skill and ability statements included in the class specifications refer to the field of management and do not include any references to technical knowledge and abilities that may be required for some positions.

Duties which must be mentioned at time of recruitment as well as the knowledge, skills and abilities required to perform those duties and which may not be included in the class specification will be explained in detail on the recruitment announcement.

EXAMPLES OF RESPONSIBILITIES AND PRINCIPAL ACCOUNTABILITIES COMMON TO PRINCIPAL EXECUTIVE/MANAGER A POSITIONS

Manages a small program, section or unit by assigning work, developing work procedures consistent with agency policy, establishing work schedules, and monitoring work performed by subordinates in order to meet established goals, objectives and target dates.

Prepares budget requests for the assigned program, section or unit by projecting resource needs and preparing required documentation for incorporation in the agency's budget request.

Evaluates the quality of services provided by reviewing reports and/or statistical data; by conferring with reporting staff; and by reviewing information from users of program, section or unit services in order to determine what improvements are needed.

Performs supervisory functions for the assigned program, section or unit by interviewing and recommending the hiring of new staff members; providing or arranging for training for subordinates; evaluating subordinates' performance; and recommending personnel actions such as promotions, transfers, or disciplinary action to ensure adequate and competent staffing.

Maintains an inventory of equipment and supplies by monitoring supply levels and condition, ordering supplies and recommending the repair or purchase of equipment to ensure the availability of required resources.

Performs related duties such as conducting staff meetings, preparing written instructions for work assignments, resolving disputes and preparing narrative and statistical reports.

WORKING RELATIONSHIPS

Major work contacts are with agency staff; individuals and/or groups affected by program services; representatives of various Federal, State and/or municipal agencies; vendors; the news media; and the general public.

Incumbents of positions at this level receive general supervision from a program or administrative manager or supervisor or manager who provides policies and procedures, assigns work and reviews performance through conferences and reports for effectiveness and compliance with laws, rules, regulations and policy.

Incumbents of positions at this level exercise direct control (i.e., not through an intermediate level supervisor) and/or indirect control (i.e., through an intermediate-level supervisor) over, assign work to and review the performance of subordinate supervisor(s) and/or other employees performing similar or diverse activities.

GENERAL INFORMATION

Some positions may require the willingness to work irregular hours (i.e., weekends, holidays, nights, and to travel for job-related purposes.

RELEVANT PREREQUISITES

Incumbents must possess proficiency, generally nontheoretical in nature, in the principles and techniques of supervision to demonstrate the knowledge and skills of the class, typically acquired through specialized supervisory course work in a formal curriculum and/or on-the-job experience. Some positions may require a high level of specialized technical expertise.

Basic knowledge of the principles, practices, and techniques of supervision, including employee performance appraisal.

Basic knowledge of the principles and practices of budgeting as it relates to program management.

Skill in communicating effectively in writing and in oral expression.

7000

Skill in writing general, statistical and technical reports.