

STATE OF OREGON

MANAGEMENT CLASS SPECIFICATION

SERIES: Principal Executive/Manager

CLASS TITLE AND NUMBER: Principal Executive/Manager B, 7002

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 B being the second 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 B POSITIONS

Manages a program(s), section(s) or unit(s) by assigning work, developing work procedures consistent with agency policy, establishing work schedules, and monitoring work performed by subordinates in order to meet agreed-upon 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 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 supervision (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 supervisory employees 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 sufficiency of understanding and application of a specialized body of theory and principles of supervision and basic management to demonstrate the knowledge and skills of the class, typically acquired through related work experiences and/or formal study at the undergraduate level. Some positions may require a high level of specialized technical expertise.

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

Basic knowledge of the principles and practices of management, including planning, organizing, directing, motivating, controlling, and decision making.

Basic knowledge of the principles and practices of employee relations.

Skill in communicating effectively in writing and in oral expression.

Skill in writing general, statistical, and technical reports.

Skill in analyzing program data, drawing conclusions, and making appropriate recommendations.

Skill in supervising, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.