

# STATE OF OREGON

## MANAGEMENT CLASS SPECIFICATION

**SERIES: Principal Executive/Manager**

**CLASS TITLE AND NUMBER: Principal Executive/Manager E, 7008**

### 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 E being the fifth 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, skills 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 E POSITIONS

Directs a state agency division or major program(s) by developing and implementing policies, procedures and program priorities consistent with policy established by higher-level officials and by determining the most effective utilization of resources in order to carry out agency goals and objectives for providing services to target populations.

Develops policy of division or program(s) by analyzing all pertinent issues and information regarding the impact of proposed policy on the provision of services to target populations and determining the resources

necessary to implement such policy in order to ensure the efficient and effective provision of services.

Determines division or program(s) priorities by evaluating the needs of target populations and assessing the availability of human, fiscal and equipment resources needed to implement policy effectively.

Prepares or directs the preparation of biennial and interim budget requests for the division or program(s) by determining priorities among requests from reporting staff and by explaining the need for additional resources to higher-level officials in order to obtain the resources necessary to implement programs.

Directs the administration of department, agency, division or institution programs and/or evaluates the quality of services provided through review of reports and/or statistical data and conferences with reporting staff; may authorize redistribution of available resources to meet changing program needs; identifies and/or resolves conflicts between reporting staff on areas of shared responsibility; may establish reporting relationships and administrative controls over program or support operations; coordinates activities with other agencies or divisions thereof in areas of mutual concern in order to ensure compliance with established policies, objectives, program priorities and applicable laws, rules and regulations; reviews information from users of agency services and interested community and/or professional groups in order to determine what improvements are needed.

Performs supervisory functions by interviewing, selecting and providing training for new staff; by approving or disapproving recommendations from subordinate staff on personnel actions; by evaluating subordinates' performance; by hearing and resolving employee grievances; and by determining the need for and initiating disciplinary action in order to ensure adequate and competent staffing for the agency, program, division or institution.

Performs related duties such as addressing community and professional organizations on agency programs and policies; resolving disputes; preparing reports and correspondence; and maintaining liaison with representatives of other agencies and/or the public.

Assists a department, agency or division head in the performance of some or all of the above responsibilities and principal accountabilities as a full-authority deputy with direct program and/or administrative responsibilities.

## **WORKING RELATIONSHIPS**

Major work contacts are with legislators, legislative or other public bodies with policy making authority; other high-level officials; department, agency, division or institution staff; representatives of professional organizations, citizens and citizen groups, the news media, other states; other State, Federal and municipal agencies.

Incumbents of positions at this level receive general supervision from a department, agency, division or institution head or high-level manager with academic rank who provides policy guidance and budget review and reviews performance through conference and reports for effectiveness and compliance with policy and law.

Incumbents of positions at this level may exercise direct control (i.e., not through an intermediate-level manager) over, assign work to, and review the performance of subordinate managerial/supervisory employees; and indirect control (i.e., through an intermediate-level manager) over large numbers of employees performing diverse activities; or, in a deputy capacity, share reporting control with a director of a department, agency or institution.

**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 highly specialized expertise of an expanded body of theory and principles of and seasoning in the field of management to demonstrate the knowledge and skills of the class, typically acquired through significant related work experiences and/or formal study at the graduate level. Some positions may require a high level of specialized technical expertise.

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

Extensive knowledge of the principles and practices of employee relations.

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

General knowledge of the principles and practices of organizational behavior.

General knowledge of public speaking techniques.

Basic knowledge of principles and practices of financial management.

Skill in communicating effectively in writing and in oral expression.

Skill in writing and analyzing general, statistical and technical reports.

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.

Skill in organizing work by establishing operating and/or reporting relationships and by assigning the work accordingly.

Skill in selecting and developing staff by utilizing participatory management, personnel assessment and performance review.

Skill in controlling the use of human, equipment and budgetary resources to achieve department, agency, division, institution or program goals and objectives.