

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

EXECUTIVE SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
EXECUTIVE I	13851
EXECUTIVE II	13852

Effective: 9-19-02

INTRODUCTION:

The Executive series is designed to accommodate the need of providing generalist managers to organize, plan, execute, control and evaluate agency programs at various levels of the organizational hierarchy. Which of the five previously stated objectives is of preponderant emphasis, is dependent upon the function of the organization whether it be research, development, processing or service.

The Executive is a generalist whose managerial skills ensure that there are the proper inputs, processing and outputs of the agency program that the Executive impacts. The technical expertise that is requisite for the aligned functioning of the agency program organization emanates from the staff; however, at the lower levels of Executives there may be the need for a more equal mix between managerial skills and technical expertise.

Traditionally, the parameters of the scope of an Executive were determined by the amount of authority delegated from top management and the total available organizational resources allocated. Nevertheless, it cannot be totally obscured that the Executive needs also to be effective, i.e., to be results oriented. Having a management level in an organization, in and of itself, does nothing to produce program efficacy.

EXECUTIVE I

POSITION CODE: 13851

DISTINGUISHING FEATURES OF WORK:

Under direction, as a function administrator, organizes, plans, executes, controls and evaluates the operation of a small supportive program function.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Implements policy for the total administrative process of a small supportive program function.
2. Organizes the goals and objectives of the small supportive program function, directs management or research studies of the organization and administrative procedures.

EXECUTIVE I (continued)

3. Plans for the efficacious utilization of a small supportive program function, i.e., fiscal management, personnel management, budget analysis and preparation, program development, and public relations.
4. Confers with management on the integration of program function activities to resolve administrative problems and program function improvements.
5. Performs the major controlling impact on the outputs of the program activities.
6. Implements management studies of program evaluation; reviews performance standards with subordinates.
7. Aligns program operations on an intra-agency basis.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration.

Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program.

Specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee.

Knowledges, Skills and Abilities

Requires extensive knowledge of the principles and practices of public and business administration.

Requires working knowledge of the functions of state government and of the character of relationships between the executive branch with the other branches, and between the State and higher and lower levels of government.

Requires working knowledge of the principles of governmental accounting, program budgeting, personnel, statistics, and procurement.

Requires ability to develop and manage a small agency function program.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Requires ability to develop and maintain cooperative working relationships.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

EXECUTIVE II

POSITION CODE: 13852

DISTINGUISHING FEATURES OF WORK:

Under general direction, as a function administrator, organizes, plans, executes, controls and evaluates the operation of a supportive program function.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Implements policy for the total administrative process of a supportive program function.
2. Organizes the goals and objectives of the supportive program function; directs management or research studies of the organization and administrative procedures.
3. Plans for the efficacious utilization of supportive program function, i.e., fiscal management, personnel management, budget analysis and preparation, program development, and public relations.
4. Confers with management on the integration of program function activities to resolve administrative problems and program function improvements.
5. Performs the major controlling impact on the outputs of the program activities.
6. Implements management studies of program evaluation; reviews performance standards with subordinates.
7. Aligns program operations on an intra-agency basis.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration.

Requires two years of responsible administrative experience in a public or business organization.

Specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee.

Knowledges, Skills and Abilities

Requires extensive knowledge of the principles and practices of public and business administration.

Requires working knowledge of the functions of state government and of the character of relationships between the executive branch with the other branches, and between the State and higher and lower levels of government.

EXECUTIVE II (Continued)

Requires working knowledge of the principles of governmental accounting, program budgeting, personnel, statistics, and procurement.

Requires ability to develop and manage a supportive agency program.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Requires ability to develop and maintain cooperative working relationships.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.