

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PUBLIC SERVICE EXECUTIVE

POSITION CODE: 37016

Effective: 09-01-14

DISTINGUISHING FEATURES OF WORK:

Public Service Executives perform high level administrative functions in agencies, boards, and commissions subject to the Personnel Code and supervise either one or more working supervisors or one or more professional positions in classes requiring certification, licensure or registration. Positions allocated to this class serve as policy implementing managers.

Key management functions of Public Service Executives require the exercise of discretion in controlling or directing the organization's supportive program and determining the judicious use of means to accomplish an end. Such positions are charged with responsibility to direct the effectuation of management policies. Decisions made may significantly affect the agency's policies or its fundamental methods.

The Public Service Executive class encompasses supervisory positions where the scope of the operation and associated administrative and managerial duties is not as great as that of the Senior Public Service Administrator but where either the work performed or the subordinate staff is higher than for lower level management positions. To determine whether allocation to this class is appropriate, a comparative analysis with related positions should be conducted. Excluded from this class are senior management positions serving either as policy makers or administrators of major agency programs, positions encompassed by other existing classes within the Classification Plan, nonsupervisory positions, and positions not represented by collective bargaining.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs policy implementing functions and supervises a staff composed of at least one working supervisor or at least one professional in a class requiring certification, licensure or registration. Assigns and reviews work, provides guidance and training to assigned staff, counsels staff regarding work performance, reassigns staff to meet day-to-day operating needs, establishes annual goals and objectives, approves time off, prepares and signs performance evaluations, and provides notice of disciplinary actions after consultation and direction from non-bargaining unit staff and takes other administrative actions in order to make recommendations to upper level management.

PUBLIC SERVICE EXECUTIVE (Continued)

2. As a policy implementing manager, organizes and directs the state-wide Automated Fingerprint Identification System (AFIS) and, through subordinate Fingerprint Technician Supervisors and a Data Processing Supervisor, directs the AFIS computer operations and fingerprint identification processes; monitors operational directives in order to enhance methods, procedures and policies; notes operational deficiencies and implements corrective action; serves as speaker on behalf of the Bureau of Identification before civic groups, professional and scientific law enforcement organizations and at various seminars.
3. Manages the professional nursing services at Illinois Youth Center – Harrisburg through subordinate Corrections Nurses; performs regular personal inspection of patient care areas to ensure effective treatment and adherence to treatment protocols; develops all Health Care procedures for the approval of the Superintendent and Medical Director; attends and participates in state-wide Health Care Administrators' meetings and Health Care contract bid meetings; verifies all health care contractual provisions are adhered to and effectively recommends termination or renewal of contracts.
4. As an Assistant Local Office Administrator, manages the office's Income Maintenance, Intake and/or professional operations through subordinate Human Services Casework Managers; plans for the effective and efficient utilization of program resources and organizes the goals and objectives of the program; recommends implementation of policy and procedural changes; reviews production reports and prepares operational reports; develops administrative memoranda; plans and implements special management assignment projects.
5. As the Curriculum Director at the Illinois School for the Deaf (ISD), plans, organizes and directs the comprehensive instructional Curriculum Department and Media/Technology Program; supervises a staff - including Educators and an Educational Media Program Specialist – in providing pre-service and in-service education of faculty and staff for deaf/hard of hearing students; designs media catalogs, storage and retrieval systems, accounting for special language and learning problems for children who are deaf; develops goals and objective for the media/curriculum center; plans and develops project or grants on students' special needs.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

PUBLIC SERVICE EXECUTIVE (Continued)

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; 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.

Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization; specific requirements vary by position, according to the position's duties and functions assigned; the base level of the combined years of education and experience stated in position records shall not be less than that defined for this class, and may be increased in no less than one year increments to provide a logical progression above the base of occupationally related work performed at lower classification levels, as assigned by the agency and approved by the Director of the Department of Central Management Services or his/her designee.

Knowledges, Skills and Abilities

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

Requires extensive knowledge of agency programs and service objectives, activities and operational systems.

Requires extensive knowledge of agency policies and procedures.

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 English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

May require possession of an appropriate valid driver's license or an ability to travel.