

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS101100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006656 JOB CODE TITLE Deputy Director 6 JOB CODE 61316 <i>ADS 12-12-12 dr</i>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Chief Policy Advisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 46 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
60	On behalf of the Director of Department of Administrative Services (DAS), serves as Chief Policy Advisory between the DAS Director, the Governor's Office and DAS leadership on current and emerging & statewide initiatives. Plans, directs, researches & responds to inquiries & furnishes information regarding policies & projects for DAS; explains DAS programs and projects to representatives, senators, the Governor's Office & legislative staff; independently responds to concerns & inquiries posed by constituents, state employees, general public & special interest groups; maintains constant contract with legislators & staff and continually monitors legislation with possible impact on DAS. Serves as the DAS Director's designee on statutorily assigned boards and commissions (e.g., Public Employee Retirement System, Public Employee Deferred Compensation Program, School Facilities Commission, etc.). Represents department's position with legislators, other agency Directors and the Governor's Office.	Knowledge of (1) federal & state legislative processes; (2) federal, state & agency laws, rules & regulations relating to DAS*; (3) public relations concepts & practices; (4) public administration; (5) resources available to research inquiries*. Skill in (6) operation of personal computer, peripherals & associated software (e.g., word processing, spreadsheet, Internet); (7) dealing with high-level government officials. Ability to (8) read & comprehend legal documents; (9) understand government funding processes; (10) analyze, write & edit legislation, position papers & other materials for publication; (11) define problems, collect data, establish facts & draw valid conclusions.		
40	Works closely with divisions to develop/coordinate agency projects; examines current operations & applicable procedures to ensure efficiency & improve service delivery; keeps current on legislative & Chapter 119 administrative rule & process changes; works cooperatively with all DAS senior managers to identify future projects; represents DAS on committees, task forces & at meetings.	Knowledge of 1, 2*, 3, 4, 5* Skill in 6*, 7 Ability to 8, 9, 10, 11, 12 *Developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/5/12	