

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Deputy Director

SERIES NO.:

6131

MAJOR AGENCIES:

All Agencies, Boards & Commissions

EFFECTIVE DATE:

04/26/2009

SERIES PURPOSE:

The purpose of the deputy director occupation is to assist in development of agency goals & objectives, direct operations in one major division & supervise staff.

The differentiation between levels is based upon the size of the agency & complexity of operations. The level to be assigned is at the discretion of the agency director.

Note: Due to the inherent fiduciary nature of positions within this classification series, positions are in the unclassified service & serve at the pleasure of the appointing authority. Positions assigned to this classification series are exempt from FLSA overtime rules.

JOB TITLE

Deputy Director 1

JOB CODE

61311

PAY GRADE

41

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The first managerial level class works under administrative direction from agency director, assistant director, higher level deputy director or other comparable executive level position & requires thorough knowledge of management in order to assist director in defining agency goals & objectives, direct operations in one major division, supervise at least two full-time civil service employees & act on behalf of & represent director.

JOB TITLE

Deputy Director 2

JOB CODE

61312

PAY GRADE

42

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The second managerial level class works under administrative direction from agency director, assistant director, higher level deputy director or other comparable executive level position & requires thorough knowledge of management in order to assist director in defining agency goals & objectives, direct operations in one major division, supervise at least two full-time civil service employees & act on behalf of & represent director.

JOB TITLE

Deputy Director 3

JOB CODE

61313

PAY GRADE

43

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The third managerial level class works under administrative direction from agency director, assistant director, higher level deputy director or other comparable executive level position & requires thorough knowledge of management in order to assist director in defining agency goals & objectives, direct operations in one major division, supervise at least two full-time civil service employees & act on behalf of & represent director.

JOB TITLE

Deputy Director 4

JOB CODE

61314

PAY GRADE

44

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The fourth managerial level class works under administrative direction from agency director, assistant director, higher level deputy director or other comparable executive level position & requires thorough knowledge of management in order to assist director in defining agency goals & objectives, direct operations in one major division, supervise at least two full-time civil service employees & act on behalf of & represent director.

JOB TITLE

Deputy Director 5

JOB CODE

61315

PAY GRADE

45

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The fifth managerial level class works under administrative direction from agency director, assistant director, higher level deputy director or other comparable executive level position & requires thorough knowledge of management in order to

assist director in defining agency goals & objectives, direct operations in one major division, supervise at least two full-time civil service employees & act on behalf of & represent director.

JOB TITLE

Deputy Director 6

JOB CODE

61316

PAY GRADE

46

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The sixth managerial level class works under administrative direction from agency director, assistant director or other comparable executive level position & requires thorough knowledge of management in order to assist director in defining agency goals & objectives, direct operations in one major division, supervise at least two full-time civil service employees & act on behalf of & represent director.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Deputy Director 1	61311	EX	04/26/2009	41

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, directs operations in one major division, supervises at least two full-time permanent civil service employees & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

MAJOR WORKER CHARACTERISTICS:

N.A.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

N.A.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Deputy Director 2	61312	EX	04/26/2009	42

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, directs operations in one major division, supervises at least two full-time permanent civil service employees & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

MAJOR WORKER CHARACTERISTICS:

N.A.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

N.A.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Deputy Director 3	61313	EX	04/26/2009	43

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, directs operations in one major division, supervises at least two full-time permanent civil service employees & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

MAJOR WORKER CHARACTERISTICS:

N.A.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

N.A.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Deputy Director 4	61314	EX	04/26/2009	44

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, directs operations in one major division, supervises at least two full-time permanent civil service employees & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

MAJOR WORKER CHARACTERISTICS:

N.A.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

N.A.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Deputy Director 5	61315	EX	04/26/2009	45

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, directs operations in one major division, supervises at least two full-time permanent civil service employees & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

MAJOR WORKER CHARACTERISTICS:

N.A.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

N.A.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Deputy Director 6	61316	EX	04/26/2009	46

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, directs operations in one major division, supervises at least two full-time permanent civil service employees & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

MAJOR WORKER CHARACTERISTICS:

N.A.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

N.A.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.