

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

Deputy Director

SERIES NO.:

6131

MAJOR AGENCIES:

All Agencies, Boards & Commissions

EFFECTIVE DATE:

8/06/2017

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. This series should not be used to classify positions in operational areas identified in the Deputy Director (Parenthetical) series, 6132.

JOB TITLE

Deputy Director 1

JOB CODE

61311

PAY GRADE

41

EFFECTIVE

08/06/2017

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

08/06/2017

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

08/06/2017

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

08/06/2017

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

08/06/2017

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

08/06/2017

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	08/06/2017	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	08/06/2017	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	08/06/2017	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	08/06/2017	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	08/06/2017	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	08/06/2017	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.