

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**EXECUTIVE I**

**Position Code: K3601**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direction, performs supervisory work in planning, organizing, directing and coordinating a minor or small program of limited scope and responsibility or an equivalent supportive program; exercises responsibility for personnel management requiring use of discretion and independent judgment relative to subordinate personnel.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. As a line supervisor, plans, organizes, supervises and evaluates the activities of a minor or small program of limited scope and responsibility.
2. Supervises staff activities within established policies; determines, establishes and implements operational procedures and work flow; exercises responsibility for assignment of daily work tasks; recommends personnel actions affecting subordinate staff; establishes work standards and evaluates employee performance.
3. Supervises or participates in research studies of the organization and existing procedures; prepares reports and recommendations for improved efficiency; participates in budgetary planning.
4. Confers with other supervisory, management and administrative staff to coordinate program or staff functions with affected operational areas and to resolve administrative problems.
5. May operate and utilize office automation equipment.
6. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in business or public administration and one year of managerial experience in a public or business organization.

## **EXECUTIVE I (Continued)**

### **Knowledge, Skills and Abilities**

- Requires extensive knowledge of the principles and practices of public and business administration.
- Requires working knowledge of the functions and organization of State government.
- Requires working knowledge of the principles of business accounting, program budgeting, personnel management and statistics.
- Requires elementary knowledge of data processing business applications.
- Requires ability to supervise and coordinate a minor or small program.
- Requires ability to analyze operational problems and determine appropriate course of action.
- Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.
- Requires ability to effectively implement operating policies and procedures.
- Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - July 19, 2006

Effective - July 19, 2006

### **EXAMINATION INFORMATION**

Tests and Weights:                      Education and Experience, 100%

Length of Eligibility:                    1 year