

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

**EXECUTIVE SECRETARY of the MERIT COMMISSION      Position Code: K3630**

**DISTINGUISHING FEATURES OF THE CLASS**

Subject to management approval of the Merit Commission, as chief administrative officer, performs highly responsible administrative work in all administrative and technical phases of Commission staff activities relative to the final determination of appeals, review and approval of the Rules of the Department of Personnel, exemption of principal policy positions specifications and other areas requiring Merit Commission action; establishes, revises and installs programs, policies and procedures in accordance with the broad basic guidelines set forth by the Merit Commission.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Formulates and recommends to the Merit Commission for approval, major policies, rules and regulations; advises the Commission on hearings, technical personnel questions and other matters before it for consideration and makes recommendations for their proper disposition; enforces decisions of the Commission.
2. Determines items to be included in the agenda for Commission meetings and reviews and approves proposed items before typing, including recommendations for Commission action; writes or reviews and approves minute items before submittal to the Commission for formal approval.
3. Plans, directs and evaluates the activities of technical and clerical staff; makes final decisions on administrative matters including securing of office space, organization and staffing, approval of personnel actions or requests, development and submission of the budget request, approval of expenditures of appropriated funds, and matters concerning operating policy not requiring Commission approval in respect to review and hearing activities; ensures proper maintenance and disposition of all Merit Commission records including the official minutes of the Commission; assumes accountability for State property, requisitions and needed equipment and supplies.
4. Coordinates the program of the Merit Commission with that of the various operational entities of the Office of the Secretary of State; meets with the Directors of Personnel, the Merit Advisory Board, operating management and other state or non-state persons or organizational representatives to discuss and resolve questions relating to the operation of the Secretary of State Merit Employment Code and Rules or compliance therewith, improvement of personnel operations or other matters of concern to the Commission.
5. Recommends to the Director of Personnel, the Merit Advisory Board, or other interested persons those amendments in the Secretary of State Merit Employment Code or related acts

## **EXECUTIVE SECRETARY of the MERIT COMMISSION (Continued)**

6. which are considered desirable, and advises them of the affect of legislation proposed or introduced from other sources; attends hearings on the budget requests of the Commission and on other matters in which the Commission has an interest or is involved.
6. Interprets for State officials, employees and members of the public, either in person or through correspondence the intent of the Secretary of State Merit Employment Code, rules and regulations, and Merit commission rules, regulations and programs; directs and participates in the investigation of alleged violations of the Secretary of State Merit Employment Code or rules.
7. Represents the Commission at meetings, conferences and other events; serves as chief hearings officer in matters brought before the Commission; conducts hearings and prepares reports on findings and recommends appropriate action to the Commission.
8. Performs other duties as required or assigned.

### **REQUIREMENTS:**

#### **Education and Experience**

Requires knowledge, skill and mental development equivalent to a Bachelor of Law degree or Juris Doctorate degree of Law with possession of a license to practice law in Illinois and three years of professional experience in administrative personnel practices or law practice.

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

Requires thorough knowledge of the principles of public personnel administration and the application of scientific personnel principles or of judicial and quasi-judicial procedures at all levels to a varied work force.

Requires thorough knowledge of the Secretary of State Merit Employment Code, administrative personnel regulations and related State laws and regulations.

Requires extensive knowledge of the organization of the Office of the Secretary of State, functions, administrative principles and applicable legal methods, practices and procedures.

Requires ability to plan, assign and coordinate the activities of a technical and clerical staff.

Requires ability to integrate and coordinate the functions of the Secretary of State Merit Commission with other governmental policy making bodies.

Requires ability to enforce merit principles according to the intent of laws, rules and regulations for the administration and management of State employees under the jurisdiction of the Office of the Secretary of State.

Requires ability to maintain satisfactory working relationships with governmental officials, employees and the general public.

Effective - October 16, 1977

**EXAMINATION INFORMATION**

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year