

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Deputy Director Policy	<u>CLASS NUMBER:</u> 90003	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> 100300
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, CLC (100600)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Management Analyst 2, Policy (100304) (100305)		

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director classification is to assist the director with defining departmental goals and objectives. Develop policies and procedures. Assist in the preparing department budget. Supervise assigned staff in one or more major department sections or divisions.

JOB DUTIES:

Act as chief of the agency policy division responsible for overseeing, maintaining and improving the agency’s policy information network. Conduct ongoing assessments of policy division structure and agency policy analysis and communication practices. Recommend and oversees the implementation of continuous improvements to these practices. Coordinate the development of policy and procedures with respect to programs administered in whole or in part by the agency including OWF, Food Assistance, Child Care Certification, Child Care Eligibility, Medicaid and other public assistance, employment and training programs. Attend meetings, trainings, and conferences to maintain current knowledge of key issues and governances that impacts the agency’s internal infrastructure and programs. Serve on committees and workgroups. Serve as liaison with staff, community, agency, and other entities. Deliver presentations to community partners and agency staff.

Prepare, develop, and submit specialized reports to Commissioners, Director, Agency Executives, Supervisory and agency staff, and the community ensuring agency consistency and integrity of policy interpretation, development, and implementation related to areas of responsibility. Design and develop methods, including spreadsheets, to track statistical information, monitor progress, and issues reports to necessary staff. Maintain current and accurate manuals. Coordinate the availability and use of program data with partnering agencies and contract service providers. Provide information and response requests from within the agency and from outside groups on agency programs, services, and results. Make public presentations of research findings and other analytic and evaluative studies.

Direct the maintenance of policy and procedures to be followed by agency staff in administration of programs. Work with policy unit and agency staff to develop and submit reports as required by state and federal law. Facilitate the development and submission of continuous improvement and corrective action plans, as well as the implementation of these plans.

Supervise the review of legislation, administrative rules and policies proposed at the federal, state and local level and prepare comments for submission as part of the legislative and/or rules promulgation process. Act as liaison with governmental agencies, community organizations, courts, federal, state and local government, with respect to analyzing proposed policy changes. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; management; work force planning; supervision; public relations; human relations; agency policy and procedures; government structure and process; counseling; interviewing; business. Skill in word-processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; comprehend and record figures accurately; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use statistical analysis; complete routine forms; maintain accurate records; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in business management, public administration or related field with five (5) years of progressively responsible management experience in public administration, business, government or related field; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date