

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 2809775**

<b>Assistant Director Division Corporate &amp; State Records, M-1</b>	<b>2809775</b>
<b>Director Division Corporations &amp; State Records, M-4</b>	<b>6598900</b>

Brief Description Of Class Series

Positions in this series direct the examination, filing, and maintenance of numerous documents vital to business and State government including State and local laws, oaths of office, trademarks, certificates of incorporation, and Uniform Commercial Code Article 9 financing statements.

These positions are classified only at the Department of State.

Distinguishing Characteristics

*Assistant Director Division Corporations & State Records:* one position class; under the general direction of the Director Division Corporations & State Records, functions as overall assistant by directing the daily operations of the Division of Corporations, State Records and Uniform Commercial Code including the administrative supervision of a Business Document Specialist 5 and higher level clerical supervisors.

*Director Division Corporations & State Records:* one position class; under the general direction of executive staff, directs all programs, activities, and staff of the Division of Corporations, State Records and Uniform Commercial Code; establishes Division policies and procedures; and administratively supervises the Assistant Director Division Corporations & State Records.

Illustrative Duties

*Assistant Director Division Corporations & State Records*

Manages the operating activities of the Division.

- Sets operating policy, as well as unit goals and priorities.

- Evaluates the efficiency and effectiveness of units through direct observation, surveys, and input from Division staff and customers.
- Determines resource allocation within the Division, including the assignment and reassignment of staff to address workload or programmatic needs.
- Answers questions and resolves problems, especially those involving policy matters.

Directs program evaluation and improvement activities.

- Tests and evaluates existing systems to ensure that they are operating efficiently and meeting customer requirements.
- Obtains input from users to determine desired system improvements.
- Oversees the development, testing, and implementation of new systems and procedures to increase program efficiency and streamline operations.
- Reviews and provides input on proposed legislative and procedural changes affecting Corporations and Uniform Commercial Code systems.

Determines staffing needs for the Division and ensures that sufficient personnel and non-personnel resources are available.

- Drafts the annual budget request for the Division.
- Works with Fiscal Management and Human Resources to justify hiring needs and obtains necessary approvals.
- Evaluates training and development needs of staff and arranges for necessary training.
- Prepares requests for purchases of equipment, travel, and training.
- Performs the full range of administrative supervisory responsibilities.

*Director Division Corporations & State Records*

Directs all programs, activities, and staff of the Division.

- Establishes or modifies program policies and practices that are consistent with Department goals.

- Interprets and clarifies policy for Department staff, other State agencies, businesses, interest groups, and customers.
- Develops program work plans for various on-going functions, such as searching, filing, and collection functions.
- Directs the development, implementation, and evaluation of program activities and procedures.
- Develops concepts for communication tools designed to inform customers.
- Establishes and revises program priorities, and monitors progress.
- Evaluates and recommends internal, external, and consultative resources for improving business processes and functions.
- Oversees the Division's administrative and reporting functions, including fiscal, human resources, program statistical reports, and other support services.
- Establishes program performance standards and productivity goals, and ensures their application.

Develops the legislative program and establishes legislative priorities for the Division.

- Reviews proposed or pending legislation for program impact and makes recommendations to executive staff.
- Initiates, reviews and analyzes laws, rules and regulations governing the Corporations, State Records and Uniform Commercial Code programs, as well as related laws and regulations that may impact these programs.
- Works with members of the legislature, legislative committees, and bar associations on legislation and issues impacting the Division and its goals.
- Meets with government officials, business organizations, legal and financial groups, and others to explain the functions of the Division's programs and services and changes that may impact their organizations.
- Serves as the official officer of the State Seal.
- Accepts summons on behalf of executive staff.
- Performs the full range of administrative supervisory responsibilities.

- May perform all of the duties and responsibilities of Assistant Director Division Corporations & State Records.

Minimum Qualifications

*Assistant Director Division Corporations & State Records*

Promotion: one year of permanent service as a Business Document Specialist 5.

*Director Division Corporations & State Records*

Promotion: one year of permanent competitive service as an Assistant Director Division Corporations & State Records.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.