

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

Classification & Salary Guidelines

Occ. Code 0005700

Executive Deputy Commissioner, NS

M-7

0005700

Brief Description of Class

Incumbents function as the second-in-command of a State agency under the general direction of the Commissioner; and administratively supervise multiple program directors.

Illustrative Duties

- Advise the Commissioner on policies, procedures, and legislative proposals to improve agency operations, and participate in executive decision making in all areas of the agency's operations.
- Meet with Executive Chamber and Division of the Budget on broad budgetary and policy matters, and represent the agency with other State agencies, officials and members of the Legislature.
- Direct senior staff in implementing short- and long-term agency and executive priorities.
- Monitor programs for alignment with the agency's strategic plan, mission, and performance goals.
- Direct the preparation of reports on agency operations.

Minimum Qualifications

Bachelor's degree and ten years of relevant experience.*

*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Note: Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

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