

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

Classification & Salary Guidelines

Occ. Code 0313800

Deputy Superintendent, NS M-7

0313800

Brief Description of Class

Under the general direction of the Superintendent and First Deputy Superintendent, incumbents assist in planning, managing, and coordinating a major program in the Department of Financial Services.

Distinguishing Characteristics

Deputy Superintendent

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Illustrative Duties

Deputy Superintendent

- Serve as a key member of the agency's management team by providing analysis and advice on a wide array of policy and program issues and participating in executive level discussions and decision making.
- Prepare reports and make recommendations regarding the need for new or modified regulations.
- Analyze and review the activities of the area overseen to ensure proper implementation of programs and policies.
- Work across the agency to support consistent application of policy with other areas.
- Provide periodic status reports to executive management.
- Oversee the administrative needs of the program including evaluating performance and maintaining the needed staffing levels to ensure effectiveness.
- Propose short- and long-term budget and monitor expenditures.
- Work closely with direct reports in the development and accomplishment of short- and long-term goals and objectives.

- Coordinate responses to various interest groups and represent the Superintendent on various committees, task forces, and work groups.
- Oversee the development of policy, procedure, and technical guidance manuals and documents.
- Manage the workflow and day-to-day operation of a major program.
- Perform the full range of supervisory duties.

Minimum Qualifications

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

*Substitutions: four years of specialized experience or an 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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