

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

Classification & Salary Guidelines

Occ. Code 2454500

Assistant Deputy Commissioner, NS	M-4, M-5	2454500
First Deputy Commissioner, NS	M-6, M-7	2454600
Deputy Commissioner, NS	M-6, M-7	2829810
Assistant Commissioner, NS	M-4, M-5, M-6, M-7	2829880

Brief Description of Class

Incumbents plan and direct agency programs under the general direction of a Commissioner or Executive Deputy Commissioner; and oversee a portfolio of programs.

Distinguishing Characteristics

The level, number, and mix of positions are based upon the size of the agency (small, medium, large, largest); size, complexity, and variety of programs overseen; frequency of legal and regulatory changes; and reporting relationship. First Deputy, Deputy or Associate Commissioner may supervise Assistant Commissioner in medium, large, and largest agencies. Assistant Deputy Commissioner reports to Deputy Commissioner in medium, large, and largest agencies.

M-4: found at small to medium size agencies over programs having wide impact and moderate number of changes in the legal and regulatory environment; and supervises a moderate size and level of staff.

M-5: found at medium to large size agencies over programs having wide impact and moderate number of changes in the legal and regulatory environment; and supervises a moderate size and level of staff.

M-6: found at the largest agencies over programs having wide impact and moderate number of changes in the legal and regulatory environment; and supervises a moderate size and level of staff.

M-7: found at the largest agencies over programs having wide impact and frequent changes in the legal and regulatory environment; and supervises a large and high level staff.

The four categories of agencies are based on agency size and are as follows: largest (over 8,000 employees), large (1,501-8,000 employees), medium (500-1,500 employees), and small (fewer than 500 employees).

Illustrative Duties

- Plan and monitor agency programs; identify trends; and prepare short- and long-term plans, policies, and procedures to improve operations.
- Direct analysis and make recommendations to align staffing and program goals with agency strategic plan, vision, and legislative mandates.
- Conduct research and summarize findings in memos, reports, and correspondence.
- Direct the study and evaluation of program effectiveness through surveys, reports, audits, and discussion with program managers and stakeholders.
- Direct special projects from the Commissioner or Executive Deputy Commissioner and make recommendations to resolve agency challenges.
- Advise the Commissioner or Executive Deputy Commissioner on legal, policy, and legislative matters affecting agency operations.
- Represent the Commissioner and executive team in meetings with members of the legislature, and federal, State, and local leaders on programs and initiatives overseen.

Minimum Qualifications

M-4: Bachelor's degree and seven years of relevant experience.*

M-5: Bachelor's degree and eight years of relevant experience.*

M-6: Bachelor's degree and nine years of relevant experience.*

M-7: Bachelor's degree and ten years of relevant experience.*

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