

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

Classification & Salary Guidelines

**Occ. Code 2864950**

**Deputy Director, NS**

**M-4, M-5, M-6, M-7**

**2864950**

Brief Description of Class

Incumbents serve as the second-in-command of a large agency, commission, board, or authority under the general direction of an Executive Director or agency head.

Distinguishing Characteristics

Factors that determine the level of Deputy Directors include the scope of the agency, commission, board, or authority; agency size; geographic distribution of staff; frequency of legal and regulatory changes affecting agency programs; and the number and level of professional staff supervised.

M-4: serves as second-in-command in a small to medium size entity with staff in few locations and less frequent program changes, and oversees a moderate number and level of professional staff; or oversees a major unit or functional area with multiple supervisory professional positions in a large agency.

M-5: serves as second-in-command in a medium to large entity with geographically dispersed staff and constant program changes, and oversees a large number and high level of professional staff; or oversees a major unit or functional area with multiple supervisory professional positions in the largest agency.

M-6: serves as second-in-command in a large entity with geographically dispersed staff and constant program changes; and oversees a moderate number and level of professional staff.

M-7: serves as second-in-command in the largest entities with the most geographically dispersed staff and constant program changes; and oversees the largest number and highest level of professional 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

### *Deputy Director*

- Provide administrative leadership to the agency, commission, board, or authority.
- Implement strategic direction as identified by the agency head.
- Develop and implement policies to ensure proper functioning of agency operations.
- Monitor workforce, financial, and other metrics to ensure proper allocation and management of resources; and promote accountability.
- Advise the agency head on various matters related to agency operations.
- Disseminate information to constituents on behalf of the agency head; and respond to issues that arise both internally and externally.
- Oversee the drafting and editing of reports, including annual reports.
- Represent the agency head at meetings, conferences, and public events.
- Supervise managers over various functional areas.

## 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 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.

07/2022