

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

Classification & Salary Guidelines

**Occ. Code 2875850**

**Executive Deputy Director, NS**

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

**2875850**

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 Executive 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-5: oversees a medium size agency, commission, board, or authority with staff in few locations and less frequent program changes; and oversees a moderate number and level of professional staff.

M-6: oversees a large and active agency, commission, board, or authority with geographically dispersed staff and constant program changes; and oversees a large number and high level of professional staff.

M-7: oversees the largest and most active agency, commission, board, or authority 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

- Provide financial and administrative leadership to the agency, commission, board, or authority.
- Implement strategic direction as identified by the Executive Director or agency head.

- Develop policies and financial reporting and accountability mechanisms and advise the Executive Director or agency head on all issues regarding financial administration, budgeting, and workforce matters.
- Monitor workforce, fiscal, and budget performance metrics to ensure proper allocation and management of resources, promote accountability, and provide transparency in the use of resources.
- Oversee the financial, budgetary, human resources, facilities management, administrative support, and data integrity and reporting functions within the entity; and ensure compliance with strategic plan and State and federal requirements.
- Supervise managers who oversee functional areas.
- Disseminate information and communicate ideas and policies on behalf of the Executive Director or agency head.
- Advise the Executive Director or agency head on matters concerning fiscal policy, finance, human resources, labor relations, and operations.
- Respond on behalf of the Executive Director or agency head to issues that arise, both internal and external.
- Work with the Executive Director or agency head to oversee the writing and editing of reports, including annual reports.
- Represent the Executive Director or agency head at meetings, conferences, and public events.

### Minimum Qualifications

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.

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