

Job Family Description

Jobs that are responsible for administering all or part of an organizational or programmatic unit, including management of staff. Supervisors of professional employees are most often included here, while supervisors of nonprofessional employees (technical, clerical, and service/maintenance force) are generally categorized within the specific categories of the personnel they supervise.

SC9001	Manager I	Grade 106
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Level Definition:

Work at this level involves managing professional assignments related to the coordination of programs, facilities, or systems. Most positions will involve providing supervision to others.

Jobs at this level include:

Coordinator EduTech Training Program, State Chief Archeologist, Regional State Historic Sites Mgr, State Records Mgmt System Admin, Communications Mgr G&F, Director - Secretary of State Office

Knowledge Skills & Abilities

Ability to plan, assign, and/or supervise the work of others. Skill in mediation and dispute resolution. Ability to handle difficult situations with composure. Skill in the use of analytical tools and data analysis methods. Ability to work effectively within a complex work environment. Ability to devise solutions to administrative or operational problems. Ability to make sense of, combine, and organize information into meaningful patterns. Skill in assessing the performance of others. Ability to communicate effectively in writing. Ability to interact effectively with others. Skill in collecting, analyzing and organizing data. Ability to use tools necessary for assigned work.

Minimum Education & Experience

Bachelor's degree plus agency specified experience.

Hiring agency may specify additional education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC9002	Manager II	Grade 107
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Level Definition:

Work at this level involves managing higher level professional assignments related to the coordination of programs, facilities, or systems. Most positions will involve providing supervision to others.

Jobs at this level include:

Director Of Prof Development-NDSH, Director Of Communication & Education NDSHS, Human Rights Director - Labor, Civil Rights Division Director, Customer Center Mgr, HR Dir I, Associate Dir Tax Admin Division, Decision Review Office Mgr-WSI, Director Seed Diagnostic Lab, DOT Admin Division Dir, Potato Prog Director, Director Of Field Seed Program, Communications Division Dir - DOT, Asst State Fair Mgr, Class & Comp Mgr, Insurance Dept Division Dir, Housing Program Director, Mgr Employment Stats Prog, Human Capital Application Mgr - OMB, Mgr Employment Statistics Program, Mgr Minerals Mgmt Division - Land Trust, Mgr Surface Management Division - Land Trust, Meat Inspection Program Director, Penitentiary Industries Director, Seed Quality Lab Mgr, Administrative Division Director (DOT), Agriculture Division Director, Mgr Decision Review Office WSI, Deputy Director Division Of Juvenile Svs, Deputy Warden, Administrator – Forensic Examiner’s Office, Director Of Resident Care-YCC, Director Of Treatment Svc – DJS, Chief Risk Officer (SIB), Director of Education – Ctr for Distance Ed.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels –Skilled in assessing the performance of others and to take corrective actions as necessary. Ability to interpret and apply regulations, policies, and procedures. Ability to implement new systems and procedures and evaluate their effectiveness. Skill in understand the implications of new information for current and future problem-solving and decision making. Skill in negotiation and facilitation.

Minimum Education & Experience

Bachelor’s degree plus agency specified experience.

Hiring agency may specify additional education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC9003	Manager III	Grade108
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Level Definition:

Work at this level involves independently performing managerial and professional assignments related to programs, facilities, or systems. Work is multi-disciplinary, and assignments address complex issues, problems, and/or systems. Work will involve the review and evaluation of existing data and research. Supervises others work.

Jobs at this level include:

Director for Distance Education, Director Child Nutrition & Food Distribution, Director Primary/Secondary Education Programs, Division Director NDSHS, State Librarian, , Customer Svc Area Mgr, HR Director II, Land Dept Investment Director, CFO DOH, Business & Applicant Svc Mgr, Network business consulting mgr, State Toxicologist, Chief Insurance Company Examiner, Mgr Business Applicant Svs, Mgr Network Business Consulting, Chief Health Resources Section, Director of Health Svs Admin, Director Mental Health Abuse , CFO - DOH, Director - Central Svs Division, Director - Facilities Mgmt, Mgr of Workforce Programs, Public Utility Division Director, State Fire Marshal, Warden - Transitional Facilities, Director of Parole & Probation, Director of Transitional Planning, Director of Education - DOCR, Asst Director NDSHS, Benefit Prog Division Mgr – PERS, County Social Svs Director IV-V, Director of Economic Asst-DHS, Director of Aging Svs, Director of Child Support Enforcement, Director of Child & Family Svs-DHS, Director of Developmental Disabilities, Director of Mental Health/Substance Abuse, Human Svc Center Director, HHSPA VI, Chief Administrative Services Division (G&F), Chief Game Warden, Director – Voc Rehab Division

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Expert level skill in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Advanced knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Advanced ability to develop, interpret, and evaluate policies and procedures. Extensive ability to implement new and ongoing program initiatives.

Minimum Education & Experience

Bachelor’s degree plus agency specified experience. Hiring agency may specify additional education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC9004	Manager IV	Grade 109
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Level Definition:

Work at this level involves performing highly complex managerial, leadership, and professional assignments in the assigned agency or department. Work is multi-disciplinary and regularly involves the review and evaluation of existing data and research. May involve participation in determination of project objectives and outcomes. Often has end-to-end responsibility for projects. Provides technical guidance to others. Supervises others work.

Jobs at this level:

Hwy Patrol Chief (major), Hwy Patrol Field Operations Commander, Director of Correct Facility Operations, Warden JRCC, Income-Sales-Spec Taxes Director, Director of Reclamation & Abandoned mine lands, Hydrologist Mgr II, Dir Financial Mgmt Division, Director State Financial Svs, Investment & Financial planning mgr - Housing Finance Agency, Statewide Community Clinic Dir -DHS, Area Director - Job Service, Chief Examiner (Banks), COO DOH, Dir State Audit Division, Director State Financial Svs, Director of Psychiatry -NDSH, Statewide Community Clinic Director -DHS, Superintendent Life Skills Trans CTR, Treatment Unit Director-NDSH, Director - BCI, Director Juvenile Svs Division, Chief Section Officer (ITD), COO - PERS, Director of State Financial Svs, Warden State Pen, Deputy Director Administration-NDDOT

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to champion employee, customer, and stakeholder driven ideas. Highly developed ability to provide leadership on best practices to address a wide range of complex and interrelated programs and issues. Advanced ability to work intra-agency to create efficiencies. Skilled at improving organizational efficiency by developing, planning, and implementing multi-tiered solutions to complex or unprecedented problems.

Minimum Education & Experience

Bachelor’s degree plus agency specified experience.

Hiring agency may specify additional education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC9005	Manager V	Grade 110
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Level Definition:

Work at this level involves performing the most highly complex professional and leadership assignments in the assigned field. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Regularly has end-to-end responsibility for major projects or programs. Manages the work of others either directly or indirectly.

Jobs at this level include:

Director of Medical Assistance, Deputy Chief Information Officer & Director – ITD, Chief-Environmental Health Section, Chief Trans Engineer, Director of Administrative Svs/CFO-DHS, Director of Administrative Svs DOCR

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to adapt proactively. Ability to focus on the vision and communicate that vision to stakeholders. Skilled at staying on top of trends. Ability to focus on the big picture and delegate major work to others.

Minimum Education & Experience

Bachelor's degree plus agency specified experience.

Hiring agency may specify additional education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.