

New Jobs Proposal



**SCS COMPENSATION DIVISION
HR DIRECTOR'S MEETING
MARCH 4, 2015**

Existing Titles



- **Executive Management Officer 3 – AS622**
- **Executive Management Officer 2 – AS620**
- **Executive Management Officer 1 – AS618**
- **Executive Staff Officer – AS616**
- **Management Analyst 1-2 – AS614**
- **Policy Planner 1-5 – AS619**
- **DHH, DOTD, Social Services Program Series**

Proposed Titles



- **Executive Management Advisor – AS623**
- **Executive Management Officer – AS618**
- **Executive Staff Officer – AS616**
- **Statewide Program Administrator – AS624**
- **Statewide Program Manager – AS622**
- **Business Analytics Specialist – AS620**

Executive Management Advisor AS 623



- Serves as a special assistant and advisor to a Secretary, Deputy Secretary, Undersecretary, or Assistant Secretary
- Functional supervision as required by specific assignments
- Filled by detail or job appointment only
- One per agency

Executive Management Officer

AS618



- Assists Department heads with high-level special projects
- Functional supervision as required by specific assignments
- Performs work on special projects such as policy writing, serves as legislative liaison, accreditation, etc.
- Can be permanent

Executive Staff Officer

AS616



- To provide high level administrative and project support to an agency Administrator
- Functional supervision as needed

Statewide Program Administrator

AS624



- Develops and administers a large/complex program that has multiple components associated with the program on a statewide level
- Direct over program managers and other professional staff
- Responsible for program administration, implementation, compliance, etc. through subordinate staff

Statewide Program Manager

AS622



- **Develops and manages a large/complex program that has multiple components associated with the program on a statewide level**
- **Functional or Direct as required**

Business Analytics Specialist

AS620



- To assess or monitor the effectiveness of programs to develop recommendations to improve or resolve substantive problems and efficiency of program services
- Functional or Direct as required