



Deputy Executive Commissioner

Salary Group: B35

Class Code: 1645

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
DEPUTY EXECUTIVE COMMISSIONER	1645	B35	\$163,676 - \$276,817

GENERAL DESCRIPTION

Performs highly advanced (senior-level) policy administration and managerial work for the Health and Human Services Commission (HHSC). Work involves serving as the principal advisor and assistant to the Executive Commissioner on health policy and health-related activities of the health and human services system. Supervises the work of others including staff at the executive level. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees public health services within the health and human services system.

Develops and maintains an appropriate organizational structure that supports the needs of the health and human services system.

Provides information, advice, and counsel to the Executive Commissioner and to other health and human services executives and management in the planning, development, and operation of the health and human services system; keeps the Executive Commissioner informed on the status and progress of operations across the health and human services system.

Provides information and advice to state agencies and the general public regarding agency activities and responsibilities.

Establishes goals and develops or enhances the standards for attaining agency and program goals.

Participates in the planning of strategic initiatives and development of policies; manages and/or oversees projects and special initiatives.

Participates in activities related to the legislative process including conferring with the Executive Commissioner to determine HHSC policy and legislative priorities.

Represents the agency at meetings with legislators, legislative staff, and other legislative liaisons; may provide testimony before legislative committees.

Represents the agency at business meetings, trials, conferences, and seminars or on boards, panels, and committees.

Supervises the work of others including staff at the executive level.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in business, health services, policy administration, managerial, and medical work. Graduation from an accredited four-year college or university with major coursework in business, health, public administration, law, medicine, social work, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of state and federal guidelines, rules, and regulations related to health services; of principles and practices of public administration; and of state government.

Ability to direct and organize program activities; to establish program goals and objectives; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.