Title	Administrative Executive I	Administrative Executive II	Administrative Executive III
Def	*Specific to Level* Administrative Executive I, as an associate director in a line division, manages all administrative functions required to support the division's operations. This is a supervisory job class with substantial responsibility for the exercise of independent judgement in employing, disciplining, or adjudicating grievances of subordinates.	*Specific to Level* Administrative Executive II, as an assistant director in a department's central administrative support organization, manages one or more administrative functions required to support the agency's operations. This is a supervisory job class with substantial responsibility for the exercise of independent judgement in employing, disciplining, or adjudicating grievances of subordinates.	*Specific to Level* Administrative Executive III, as deputy director in a department's central administrative support organization, manages all administrative line functions required to support the agency's operations. This is a supervisory job class with substantial responsibility for the exercise of independent judgement in employing, disciplining, or adjudicating grievances of subordinates.
DCs	*Same for all levels in Series* Administrative Executives manage administrative functions to support the operations of an agency or a major subdivision thereof. Management is the process of orchestrating the effective and efficient accomplishment of critical activities through others' performance. It includes supervision of employees performing work in the activities managed, and authority for the following functions: planning, organizing, directing, coordinating, and controlling. The work regularly requires applying knowledge of: the objectives of the organization served; how the organization is structured to carry out these objectives; the kinds of operating programs, projects and/or	*Same for all levels in Series* Administrative Executives manage administrative functions to support the operations of an agency or a major subdivision thereof. Management is the process of orchestrating the effective and efficient accomplishment of critical activities through others' performance. It includes supervision of employees performing work in the activities managed, and authority for the following functions: planning, organizing, directing, coordinating, and controlling. The work regularly requires applying knowledge of: the objectives of the organization served; how the organization is structured to carry out these objectives; the kinds of operating programs, projects and/or	*Same for all levels in Series* Administrative Executives manage administrative functions to support the operations of an agency or a major subdivision thereof. Management is the process of orchestrating the effective and efficient accomplishment of critical activities through others' performance. It includes supervision of employees performing work in the activities managed, and authority for the following functions: planning, organizing, directing, coordinating, and controlling. The work regularly requires applying knowledge of: the objectives of the organization served; how the organization is structured to carry out these objectives; the kinds of operating programs, projects and/or

	tasks that are involved; the means for, and the problems involved in, obtaining and controlling resources necessary for operations; the types of positions required; the kind of training, experience, and ability required by employees; the kind of equipment and material generally used; lines and extent of authority within the organization; the kinds of practical problems employees encounter in their work; and the environmental conditions under which the organization's line employees work. Administrative functional areas typical to this series include, but are not limited to, Legislative Interaction, Business Process Management, Policy and Procedure Development, Budget Development, and Accounting and Financial Management. Levels within the series are distinguished by organizational scope of control and the complexity of agency administrative functions. *Specific to Level* Administrative Executive I is the first level of the series. At this level an incumbent manages the administrative support functions for a line division. The complexity of administrative functions is characterized by 1) a division with substantial differences in operations and a	tasks that are involved; the means for, and the problems involved in, obtaining and controlling resources necessary for operations; the types of positions required; the kind of training, experience, and ability required by employees; the kind of equipment and material generally used; lines and extent of authority within the organization; the kinds of practical problems employees encounter in their work; and the environmental conditions under which the organization's line employees work. Administrative functional areas typical to this series include, but are not limited to, Legislative Interaction, Business Process Management, Policy and Procedure Development, Budget Development, and Accounting and Financial Management. Levels within the series are distinguished by organizational scope of control and the complexity of agency administrative functions. *Specific to Level* Administrative Executive II is the second level of the series. At this level an incumbent, as assistant director in a department's central administrative support organization, manages one or more administrative functions to support the operations of an agency. The complexity of	tasks that are involved; the means for, and the problems involved in, obtaining and controlling resources necessary for operations; the types of positions required; the kind of training, experience, and ability required by employees; the kind of equipment and material generally used; lines and extent of authority within the organization; the kinds of practical problems employees encounter in their work; and the environmental conditions under which the organization's line employees work. Administrative functional areas typical to this series include, but are not limited to, Legislative Interaction, Business Process Management, Policy and Procedure Development, Budget Development, and Accounting and Financial Management. Levels within the series are distinguished by organizational scope of control and the complexity of agency administrative functions. *Specific to Level* Administrative Executive III is the third level of the series. At this level an incumbent, as the deputy director in a department's central administrative support organization, manages all line administrative functions to support the operations of an agency. The complexity of administrative

	variety of occupations; and 2) supervision of subordinate supervisors, typically at the professional level. At this level incumbents normally report to the Division Director or similar executive and work with substantial independence to plan, organize, direct, coordinate, and control administrative support activities within state and departmental guidelines. *Comparison of level with other classes* Administrative Executives I are distinguished from Administrative Associates II by the Administrative Executive I's authority, as an associate director, for managing administrative functions in a line division. Administrative Associates II coordinate and perform administrative work for an organization that has substantial differences in operations, a variety of occupations, and, typically, subordinate professional level administrative staff. Administrative Executives I are distinguished from Administrative Executives II by the Administrative Executive I's authority, as an associate director, for managing administrative functions in a line division. Administrative Executives II serve as assistant directors managing one or more functional areas in a	administrative functions is characterized by the department-wide scope and supervision of subordinate supervisors, normally at the professional level. At this level incumbents normally report to the Division Director or similar executive of the department's central administrative services organization and work with substantial independence to plan, organize, direct, coordinate, and control support activities in designated administrative functional areas within state guidelines. *Comparison of level with other classes* Administrative Executives II are distinguished from Administrative Executives I by the Administrative Executive II's serving as assistant directors managing one or more functional areas in a department's central administrative services organization. Administrative Executives I serve as an associate director managing administrative functions in a line division Administrative Executives II are distinguished from Administrative Executives III by the Administrative Executive II's serving as assistant directors managing one or more functional areas in a department's central administrative services organization. Administrative Executives III serve as deputy directors in a department's	functions is characterized by the department-wide scope and supervision of subordinate supervisors, normally at the professional level. At this level incumbents normally report to the Division Director or similar executive of the department's central administrative services organization and work with substantial independence to plan, organize, direct, coordinate, and control administrative support activities within state guidelines. *Comparison of level with other classes* Administrative Executives III are distinguished from Administrative Executives II by the Administrative Executive III's serving as deputy director in a department's central administrative services organization. Administrative Executives II serve as assistant directors managing one or more functional areas in a department's central administrative services organization. Positions whose primary duty and preponderance of work is in a single administrative functional area, whose work in other administrative functional areas is a marginal duty, or whose recruitment and selection requires the qualifications of a specific functional area shall be allocated to the job class specific to the appropriate

	department's central administrative services organization. Positions whose primary duty and preponderance of work is in a single administrative functional area, whose work in other administrative functional areas is a marginal duty, or whose recruitment and selection requires the qualifications of a specific functional area shall be allocated to the job class specific to the appropriate functional area. Positions predominantly responsible for program management in a line division, whose administrative duties are an inherent part of managing the program, shall be allocated to the job class appropriate to the program area.	central administrative services organization. Positions whose primary duty and preponderance of work is in a single administrative functional area, whose work in other administrative functional areas is a marginal duty, or whose recruitment and selection requires the qualifications of a specific functional area shall be allocated to the job class specific to the functional area when an appropriate level exists. Positions predominantly responsible for program management in a line division, whose administrative duties are an inherent part of managing the program, shall be allocated to the job class appropriate to the program area.	functional area. Positions predominantly responsible for program management in a line division, whose administrative duties are an inherent part of managing the program, shall be allocated to the job class appropriate to the program area.