

State of Utah

Department of Human Resource Management

Job Description		
TITLE: DIRECTOR OPERATIONAL EXCELLENCE, APPOINTED		
JOB ID: 01006	STATUS: Active	
AGENCY: 060 - Governor's Office		EFFECTIVE DATE: 01/08/2013
BENCHMARKED TO: EXEMPT		
HIGHLY SENSITIVE: [None]		
WORKING LEVEL: N/A		CLASSIFIED: No
SUPERVISORY LEVEL: Administrator		FLSA EXEMPT: Yes
PAY RANGE: \$41.25 - \$67.74		
EEO ID & PROBATIONARY PERIOD: Officials & Administrators - 24 months		
WORKING CONDITIONS: Everyday Risks		PHYSICAL REQUIREMENTS: Sedentary

Purpose and Distinguishing Characteristics
(Description of the job which distinguishes it from other job(s) in a series or family)
This is a career service exempt job. Incumbents placed in this title are appointed, non-classified, exempt from 67-19-12, and are required to be placed in a position schedule of AC (Employees in Offices of Elected Officials). Incumbents report directly to the Executive Director, Office of Management and Budget. Incumbents are responsible for leading state-wide enterprise projects that focus on operational excellence. Make strategic alignment recommendations to meet Governor's objectives. Lead ongoing business analysis regarding effectiveness of quality and process improvement programs.

Examples Of Tasks
(More specific information about the job can be found in the Purpose and Distinguishing Characteristics. This list contains tasks that are typically associated with the job. It is not all-inclusive and may vary from position to position. Hiring agencies may, depending on the specific nature of the position, modify these tasks and/or identify additional tasks, based on a current position analysis.)
1.) Monitors and evaluates operations, programs, processes and/or practices for quality and effectiveness; makes recommendations for improvement.
2.) Plans and manages projects and/or programs. Writes (or discusses) project/program plan(s), recommendation(s) and/or finding(s).
3.) Sets goals, establishes priorities, manages resources, develops concepts, and approaches, review projects progress and results; make management decisions.
4.) Meets and confers with management to resolve problems and coordinate services.
5.) Develops, directs, and/or evaluates programs.
6.) Provides leadership on the use and practices of continuous improvement.
7.) Partners with management to assess current processes and encourage process improvement opportunities.

Knowledge, Skills, And Abilities
(This list contains KSAs that are typically associated with the job. It is not all-inclusive and may vary from position to position. Hiring agencies may, depending on the specific nature of the position, modify these KSAs and/or identify additional KSAs, based on a current position analysis.)
1.) excellent interpersonal skills
2.) demonstrated leadership skills
3.) strong planning/organization & time management skills
4.) strong analytical skills and process focus
5.) use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions, and control or direct the operation of a program or function
6.) negotiation techniques and methods
7.) control or direct the operation of a program or function to include the assessment of organizational needs
8.) make decisions or solve problems by using logic to identify key facts, explore alternatives, and propose solutions
9.) speak clearly, concisely and effectively; listen to and understand information and ideas as presented verbally

10.) communicate information and ideas clearly and concisely in writing, read and understand information presented in writing

Other Requirements	
Description	Comments
Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g. safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.	
Typically, the employee may sit comfortably to perform the work; however there may be some walking, standing, bending, carrying light items, driving an automobile, etc. Special physical demands are not required to perform the work.	

Categories
ADMINISTRATION / MANAGEMENT
GOVERNORS OFFICE

Created By: Wendy Peterson	Created On: 01/16/2013
Approved By: Billie King	Approved On: 01/16/2013
	End Date: