

CHIEF OF CUSTOMS AND QUARANTINE (DEPUTY DIRECTOR)

NATURE OF WORK IN THIS CLASS

This is highly responsible management work in assisting the Director of the Customs and Quarantine Agency in the planning, directing, and implementing Agency programs and activities.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Coordinates and maintains liaison with various state, federal and regional law enforcement entities and various civil organizations regarding customs and quarantine enforcement.

Directs the administration and enforcement of the various customs and quarantine laws, regulations, policies, and other program requirements.

Directs and coordinates the formulation of budget proposals to provide funding for new or continuing operations to maximize efficiency and productivity.

Directs and administers overall personnel resources, equipment, supplies and facilities of the organization.

Represents the Director of Customs and Quarantine in meetings, conferences or other related activities.

Reviews activity reports to determine progress and status in attaining objectives and revises short-term objectives and programs in accordance with current conditions.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques used in the enforcement of customs and quarantine laws, rules, regulations and other program requirements.

Knowledge of the principles, practices and techniques of modern public administration.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to administer a comprehensive customs and quarantine enforcement program.

Ability to interpret, apply and enforce pertinent laws, rules, regulations and other program guidelines.

Ability to interpret and make decisions in accordance with appropriate program guidelines.

Ability to evaluate program effectiveness and initiate/recommend changes to enhance existing methods.

Ability to work effectively with employees and the public.

Ability to communicate effectively, both orally and in writing.

Ability to maintain and analyze reports and to prepare technical and administrative reports.

Ability to prepare, justify and administer annual operational budgets.

MINIMUM EXPERIENCE AND TRAINING

- A. Four (4) years of experience as an Assistant Chief Customs and Quarantine Officer and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral sciences or related field; or**
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.**

ESTABLISHED: JULY 1980
AMENDED: NOVEMBER 1994
AMENDED: AUGUST 1995

PAY GRADE: Q

HAY EVALUATION:

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|------------------------|------------|------------|
| KNOW HOW: | EI3 | 304 |
| PROBLEM SOLVING: | E4 (43%) | 132 |
| <u>ACCOUNTABILITY:</u> | <u>E2P</u> | <u>152</u> |
| TOTAL POINTS: | | 588 |



ELOY P. HARA
Executive Director
Civil Service Commission