

**STATE OF IOWA
invites applications for the position of:**



Executive Officer 1 (Temporary)

SALARY:	\$26.61 - \$40.50 Hourly
LOCATION:	Des Moines - 50319 - Polk County
JOB TYPE:	Temporary
AGENCY:	588 Iowa Department of Public Health
OPENING DATE:	09/01/21
CLOSING DATE:	09/16/21 11:59 PM
LINKEDIN TAG:	#LI-DNP
POINT OF CONTACT:	Sarah Reisetter at sarah.reisetter@idph.iowa.gov

JOB DESCRIPTION:

This is a TEMPORARY non-merit position with the Iowa Department of Public Health .

Position will assist the department’s public information officer (PIO) in the processing of requests for open records.

Duties will include reviewing and updating the current system for tracking requests under the direction of the PIO.

Attention to detail is required when comparing information, identifying and monitoring the processing of current and outstanding requests.

Assist the PIO and other involved staff with implementing a system to streamline the receiving, processing, and tracking open records requests.

Work with requesters and OCIO to refine records searches, provide cost estimates and work with OCIO to finalize record retrieval.

Review emails or other records for confidentiality purposes.

Communicates effectively with the requestor on the status of their request.

Is able to track due dates/deadlines for information.

Is skilled in using Google and Microsoft Office applications (i.e. Excel).

Hours worked in this position shall not exceed 780 hours in the fiscal year

SELECTIVES:

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in any field, and experience equal to three years of full-time professional-level work in program administration, program development, program research/evaluation, or management.
- 2) A total of seven years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience.
- 3) All of the following (a, b, and c):
 - a. One year of full-time professional-level work experience in program administration, program development, program research/evaluation, or management; and
 - b. A total of four years of education and full-time experience (as described in part a), where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience; and
 - c. A total of two years of graduate-level education and full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university course work in a public-service-related area (e.g., public or business administration, social work, public health, law, education, engineering) equals one year of full-time experience. Graduation from the Iowa Certified Public Manager Program is also equivalent to one year of full-time experience or education.
- 4) Current, continuous experience in the state executive branch that includes thirty months of fulltime work as a Program Planner (any level), Management Analyst (any level), or Administrative Assistant (any level).

For additional information, please click on this [link to view the job description](#).

ADDITIONAL QUALIFICATION REQUIREMENTS:

TO CONTACT THE HIRING AGENCY:

Lucas State Office Building
321 E 12th St
Des Moines, IA 50319

<https://idph.iowa.gov/>

Position #22-00676
EXECUTIVE OFFICER 1 (TEMPORARY)
KC

To Contact DAS HRE: dashre.info@iowa.gov

Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

The State of Iowa is an Equal Opportunity/Affirmative Action Employer.

Executive Officer 1 (Temporary) Supplemental Questionnaire

- * 1. Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability?
Please read all questions and answers thoroughly and make sure you understand them completely. **Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question.** Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection process will result in your disqualification from this application and future employment with the state of Iowa.
- Yes - I understand and agree.
 No
- * 2. **PLEASE READ CAREFULLY**
Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?
- No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
 Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
- * 3. Have you graduated from an accredited four year college or university? IF YES - How many years do you have of full-time professional level experience such as program administration, program development, program research/evaluation, or management?
- I have not graduated from an accredited four year college or university
 Less than three years of professional level experience such as program administration, development, management or operations
 Three years or more of professional level experience such as program administration, development, management or operations
- * 4. How many years do you have of COMBINED post high school education AND/OR experience in program administration, program development, program research/evaluation, or management? Thirty semester hours of post high school education equals one year of experience.
- I do not have any of the education and/or experience
 Less than seven years of the education and/or experience
 Seven years or more of the education and/or experience
- * 5. Have you graduated from the Iowa Certified Public Manager Program? IF YES - How many years do you have of COMBINED post high school education AND/OR experience

(as described in number one)? Thirty semester hours of post high school education equals one year of experience.

- I have not graduated from the Iowa Certified Public Manager Program
- Less than six years of the education and/or experience
- Six years or more of the education and/or experience

- * 6. How many years do you have of combined GRADUATE level (post bachelor's degree) course work in a public-service-related area (e.g., public or business administration, social work, public health, law, education, engineering) AND/OR experience (as described in number one)? 24 semester hours of graduate level course work equals one year of work experience. Applicants cannot substitute any more than 48 graduate level semester hours (2 years) and must have at least one year of experience (as described in number one).

- I do not have of the education and/or experience
- Less than three years of the combined education and/or experience
- Three years or more of the combined education and/or experience

- * 7. Are you a current State of Iowa employee - executive branch? If yes - How many months of experience do you have in one or a combination of the following classifications: Program Planner (any level), Management Analyst (any level), or Administrative Assistant (any level)?

- I am not a current State of Iowa employee
- I am a current State of Iowa employee but do not have any experience in the classifications identified
- I am a current State of Iowa employee and have less than thirty months of experience in the identified classifications
- I am a current State of Iowa employee and have thirty months or more of experience in the identified classifications

- * Required Question