

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV32248
Job Class Code:	180	Salary Schedule:	ASRRMGMT
EEO Category:	02	Grade:	21
Workers Comp Code:	8810		

Job Code Established:	10/14/88	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Management Series

JOB CODE TITLE: MANAGEMENT CONSULTANT TEAM LEADER

HRIS TITLE: MGT CONS TM LDR

ORGANIZATION/WORK SETTINGS: Various agencies

WORK DESCRIPTION: Under general direction of Manager, leads team of consultants in analysis of data relating to workload and staffing requirement. Evaluates policies and management practices of an agency, and recommends results of studies. Designs, develops and implements major systems and programs.

WORK ACTIVITIES: Meets with study area managers, supervisors and employees to discuss with them study objectives, duration of study and input requirements.

Assists consultants with detail work in data analysis, forecasting and calculations.

Develops questionnaires for employees and supervisors and analyzes completed questionnaires.

Writes/coordinates, reviews final reports. Familiarizes team members with work accomplishment of work center as well as work methods and procedures.

Reviews and evaluates method improvement (cost/benefit analysis).

Presents work improvement recommendation to work center management.

Supervises review work measurement statistics of consultants.

Trains new consultants in policies and procedures of agency.

Reviews workload forecast and manpower staffing plans developed by consultants.

Monitors work measurement and data collection.

Conducts and analyzes interviews, performs special interest projects and assignments as requested.

Reviews activity element list and work flow charts.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: Reports to manager of Director's Level Consulting Team for the agency.

WORK RESULTS/PRODUCTS: Study schedule, methodology, method improvements, workload forecasts, staffing requirements, and management updates. Review work of task element lists, improvement recommendations, work measurement results, quality of work and draft reports.

RESPONSIBILITY: Directing daily study activities of team consultants and reporting to supervisor, study objectives, duration and input requirements.

AUTHORITY: Set up schedules of area studies, request historical volume data, employee manuals; to recommend study methodology, method improvement, workload forecast and staffing requirements.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: management and organization principles, concepts, techniques and their practical applications to government; work simplification methods; work method improvements, work simplification methods, work measurement techniques and organizational analysis; forecasting, work sampling, timing, organizational analysis and operational audit measurement methods; research techniques; advanced math and statistical analysis; forecasting methods; accounting systems and budgetary control principles.

Ability to: communicate verbally and in writing; edit and proofread; gather, organize and analyze data to reach logical conclusions for study; run computer operation systems; establish and maintain work relationships.