

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV73301
Job Class Code:	180	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	9410		

Job Code Established:	04/21/81	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Executive Consultant Series

JOB CODE TITLE: EXECUTIVE CONSULTANT I

HRIS TITLE: EXEC CONS I

CHARACTERISTICS OF THE CLASS: Under general supervision, performs work of considerable difficulty in participating in the design, development, installation or implementation of major systems and programs including or requiring new approaches, directions or dimensions in any of several aspects of administration, policy or program development, management or operation; and performs related work as required. Assignments in this class are limited to employees working under the direction of an agency director, deputy director or associate director. Appointment is ordinarily made on a project assignment basis in response to a specific need.

This class is distinguished from Executive Consultant II mainly by their respective levels of responsibility; at this level the employee is a participating member of a design, development, installation or implementation team, making a unique and creative contribution, but without overall responsibility for a project and without responsibility for a major or significant aspect, phase or segment of a project. The Executive Consultant II may have, and most frequently does have the overall responsibility, and in every instance carries responsibility for a significant aspect, phase or segment of a project. The Executive Consultant I ordinarily has benefit of technical supervision (from an Executive Consultant III) whereas the Executive Consultant II frequently serves without technical supervision.

EXAMPLES OF DUTIES: Performs assigned tasks and conducts specified project work in the design, development, installation, revision, or implementation of a new State purchasing system, personnel classification, selection or compensation systems, electronic data processing systems, financial control and budgeting systems, facilities management, space utilization, management organization or methods programs, training programs or other systems or programs in State government administration, policy, program or operations development, or in program management or operation, representing significant improvements, changes of direction or departures from established norms; participates in such undertakings as an expert or unique contributor, serving in a creative and innovative role; as member of design or development team contributes own thinking and concepts to the total effort of the group; takes responsibility for completion of various factors, objectives or targets in the project timetable; confers with various State officials and agency managers; attends project staff meetings; conducts intensive and extensive research in connection with projects; develops specified facets of project as assigned by supervisor; writes periodic reports and develops and writes various project documents.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: policies, systems, programs and practices in the area of assignment, and of their purposes and variations in form, structure and content; the principles, concepts and current practices of government management; processes of State government, including legislative and administrative processes, and the guiding principles and concepts underlying such processes; State laws, rules and regulations relating to the area of assignment.

Skill/Ability to: conceptualization, design, planning and development of various aspects of systems and programs, as assigned; written and oral communication; interviewing, and eliciting information in support of project objectives; testing and troubleshooting of project elements, as assigned; conducting research, and in extracting, compiling, analyzing, evaluating, synthesizing and presenting information in support of project objectives; interpersonal relations, as applied to contacts with officials, managers and representatives of various agencies and organizations.