

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV73302</b>
<b>Job Class Code:</b>	<b>180</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>04/21/81</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Executive Consultant Series

**JOB CODE TITLE:** EXECUTIVE CONSULTANT II

**HRIS TITLE:** EXEC CONS II

**CHARACTERISTICS OF THE CLASS:** Under general direction of an agency director, deputy director or associate director, performs work of unusual difficulty in conducting the design, installation or implementation of major systems and programs including or requiring new approaches, direction or dimensions in any of several aspects of administration, program development, management or operation; and performs related work as required. Appointment is ordinarily made on a project assignment basis in response to a specific need.

This class is distinguished from Executive Consultant I by its higher level of responsibility in project assignments. At the Executive consultant I level, the employee is a participating member of a consultant team, but without overall responsibility for a project and without responsibility for development of a major or significant aspect, phase or segment of a project. At the Executive Consultant II level, responsibility for a project is carried by the employee acting alone, or responsibility is carried for a major or significant aspect, phase or segment of a large project, and usually without technical supervision.

This class is distinguished from Executive Consultant III by differences in size, scope, difficulty, complexity or impact of projects carried out by employees in the two classes, and by the frequent responsibility taken by the Executive Consultant III for supervision of other management consultants. The Executive Consultant II may supervise other employees, but does not ordinarily supervise other executive consultants. Executive Consultants I and II are typically supervised by Executive Consultants III in large projects, although in projects of more moderate size the Executive consultant II may be totally and independently responsible, and often works in the absence of technical supervision.

**EXAMPLES OF DUTIES:** Designs and develops a new system for State purchasing; designs and develops a revised personnel classification system; designs and installs a new system for personnel test validation and control; designs and develops a new management information system to serve specific programs or administrative goals; designs and develops revised systems for State accounting and financial controls; designs an organization and staffing structure for a new State agency, maximizing cost-effective utilization of human and material resources; redesigns space utilization system for a major State agency; designs and develops an improved system of vehicle fleet management for a major State agency; designs and installs an improved system of position control for all State agencies; reviews the utilization of work processors in all State agencies, designs formula for improving cost-effectiveness of total utilizations; designs and develops procedures for uniform computer center cost allocation and cost accounting system; develops policies and criteria for the acquisition of EDP services and equipment; develops policies and criteria for State-local government relations in a specific program or programs; designs and develops an improved system for specification preparation in a centralized purchasing system; evaluates an array of alternative teleprocessing methods including networking techniques; attends meetings with agency managers and officials; conducts extensive and intensive research in

support of project objectives; writes detailed reports and documents; supervises other State personnel in carrying out project activities.

**KNOWLEDGE, ABILITIES AND SKILLS:**

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

**Skill/Ability to:** facility in conceptualization, design, planning and development of various aspects of systems and programs in the area of assignment; work management and work leadership; written and oral communication; interviewing and eliciting information in support of project objectives; testing and troubleshooting of project elements in area of assignment; 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.