

Specification for Class of

L&I STAFF CONSULTANT

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Serves as a consultant reporting to executive staff or the Office of Human Resources of the Department of Labor and Industries. Plans, organizes, and leads process improvement teams comprised of staff assigned from throughout the agency in a comprehensive analysis, review, and continuous improvement of L&I programs. Teams will be charged with the resolution of multidimensional problems which cross internal agency lines, such as: agency reorganization, legislative implementation, development of policies and procedures, development and implementation of systems, long-range strategic planning, development of goals and objectives, resolution of customer complaints, and meeting of customer requirements.

Typical Work

Directs the conduct of studies pertaining to department operations including identification of problems and appraisal of operating deficiencies or difficulties and provides management with alternatives and recommended courses of action;

Receives broad guidance and direction on program definitions and parameters; develops scope, methodology and timetables for project completion;

Develops policies for the continuing program of productivity improvement; acts as internal management consultant to the Director;

Participates with senior management staff in developing strategies for the use of available resources, defining departmental needs and priorities and in planning long-range plans, goals and objectives;

Develops standards and techniques for evaluating the performance of department programs;

Selects agency staff to participate on teams to study agency problems;

Monitors and evaluates action plans and presents feasibility studies to the director for implementation;

Departmental liaison with other State agencies to facilitate streamlining of activities;

Performs other related work as required.

#### Knowledge and Abilities

Knowledge of: principles and functions of management; work distribution charting and work simplification methodology, work method review and improvement, computer technology and the application to system design and development, research and statistical methodology, problem solving skills, technical report writing, policy and procedure preparation and techniques of project management.

Ability to: define organizational and operational problems, prepare and evaluate computer based systems requirements and project work schedules; negotiate with management personnel for the necessary resources to complete projects, summarize findings and present written reports and oral briefings, identify and evaluate risks and the impact of changes, supervise and motivate others.

#### Minimum Qualifications

A Bachelor's degree involving major study in public administration, business administration, industrial psychology, industrial sociology, industrial engineering or closely allied field.

#### AND

Five years of administrative, supervisory or consultative experience in government or private industry, including or supplemented by three years of technical experience in management or administrative analysis.

Management or administrative analysis experience is interpreted to mean performance in a position which has been specifically and regularly assigned responsibility for planning and conducting intensive organization, administrative, systems, methods, personnel or budget and finance studies and surveys leading to program evaluation and improvement.

Note: A Master's degree in one of the above fields may substitute for one year of administrative, supervisory, or consultative experience, but not for the management or administrative analysis experience.

New class: 4-11-86

Revised definition: 8-15-86

Revised definition: 9-18-96