

Specification for Class of

DOL STAFF CONSULTANT

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Serves as staff consultant to an Assistant Director who has management responsibility for a division within the Department of Licensing. Monitors, studies, provides advice and improves the efficiency of processes in the areas of business planning, budgeting and operations.

Distinguishing Characteristics: Incumbents in these positions report directly to an Assistant Director. Projects are typically multidimensional and cut across organizational lines with significant impacts on other agencies, local governments, businesses and/or private citizens. Incumbents typically lead, train and/or advise multiple study teams engaged in various aspects of improving organizational efficiency, service and work flow. Projects frequently have high dollar impact with concomitant impact on budget and/or general fund revenue collections. Only one position in this class is found within each division.

Typical Work

Provides professional and technical advice concerning operations, processes and systems to the division director, subordinate managers, staff and the management team; serves as a member of the division management team;

Participates in devising, coordinating, implementing and overseeing the division business plan and budget; formulates division policies and procedures;

Continuously evaluates operations, processes and systems; develops and briefs management on plans for resolving problems;

Organizes, trains and leads teams for the purpose of studying and improving organizational efficiency, service and/or work flow;

Supervises, facilitates and/or oversees implementation of new or revised procedures, processes and systems; monitors corrective actions to see if further adjustments or corrective action is necessary; facilitates the acceptance of change;

DOL STAFF CONSULTANT

11400

Acts as liaison between the division director, internal staff, government and outside interest groups and entities;

Prepares, monitors and critiques legislation; testifies at legislative hearings;

Performs other work as required.

Knowledge and Abilities

Knowledge of: principles of management and organizational theory; principles of administration; problem-solving techniques; project management; legislative and budget process; motivation and coaching.

Ability to: negotiate with staff to resolve problems which cross organizational lines; explain ideas and concepts and facilitate the acceptance of change; analyze legislative and budget proposals; plan and conduct oral presentations to diverse groups; serve as liaison between technical specialists, other agencies, local governments and user groups; write clearly for a variety of audiences.

Minimum Qualifications

A Bachelor's degree involving major study in business administration, public administration, social science, or closely allied field.

AND

Four years of professional management, consultative or administrative experience, one year of which involved responsibility for recommending and implementing program improvements under an administrative superior.

Additional qualifying experience will substitute, year for year, for education.

A Master's degree in business or public administration will substitute for one year of experience.

New class: 11-13-92