

Class Concept

This is professional advanced and technically specialized work in the application of management engineering techniques and principles to management and administrative systems within State Government. Position is responsible for performing systems analysis on specific assignments including in-depth probing studies of current use of manpower materials, space, equipment, scheduling of personnel and equipment, and evaluation of methods, policies, and procedures for the purpose of improving the quality of the output and/or the efficiency with respect to cost. Position may be required to propose modifications or redesign work methods and flow, establish time standards, define critical paths, and quantitatively evaluate the proposed or accomplished changes. Work also includes providing assistance in program implementation, developing of controls and follow-up review of the new procedures or system. Position must use interpersonal skills in seeking ideas from line workers and professionals, utilizing their input, and selling the proposed change to them for their positive acceptance. Work is usually performed in large and complex organizations under the general supervision of a higher-level management engineer. In less complex or smaller organizations position may work under the general direction of either an agency director or director of a systems management division. Work at a higher level in this class deals with administrative systems that are characterized by very complex functional interrelationships, scientific or technical detail, or in which the analysis process requires application of advanced statistical or operations research techniques. Work is usually performed in large and complex organizations under the supervision of a higher-level management engineer or division director.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the principles and techniques of industrial engineering, management engineering or management operations, and the ability to apply them effectively.
- Working knowledge of statistical methods and control techniques for cost, inventory, production, quality, etc.
- Working knowledge of principles of equipment and space utilization and design.
- Working knowledge of applications of electronic computer processing.
- Ability to plan, understand new tools and apply them for practical uses.
- Ability to work effectively with agency personnel at all levels.
- Ability for both long and short range planning.
- Ability to work with a wide variety of people, to extract ideas and translate these ideas into problem solutions, and assist people in implementation of new or modified administrative systems.
- Ability to clearly express technical ideas in both written and oral form.

Minimum Education and Experience

Master's degree in industrial engineering, operations research, or a closely related field from an appropriately accredited institution and one year of practical experience; or

Bachelor's degree in industrial engineering, operations research, or a closely related field from an appropriately accredited institution and two years of practical experience; or

Bachelor's degree in business administration or personnel management from an appropriately accredited institution including at least two courses in statistics and two courses relating to the management of capital or personnel resources and two years of practical experience; or an equivalent combination of education and experience.