

Class Concept

This is senior coordinative and supervisory work in the application of management engineering techniques to the management and administrative systems within State Government. Position is responsible for coordinating system studies with top level management and for directing large and/or complex system studies by providing technical and administrative supervision to subordinate management engineers. Work requires heavy involvement in the problem definition stages and in the analysis of problem-solving proposals. Most details of data gathering, detailed analysis and preparation of documents are delegated. Position is responsible for feasibility and acceptability of final systems proposals. Work is usually performed in large and complex organizations under a division director or the top-level management of an agency or institution.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and techniques of industrial engineering, management engineering, or management operations and ability to apply them successfully in the systems studies.
- Considerable knowledge of statistical methods, cost control techniques, inventory control, production control, manpower control, work control, and employee scheduling, quality control and value analysis.
- Considerable knowledge of equipment and space utilization and design.
- Ability to meet with high level management, to assess their needs and present problem solutions which will win their positive acceptance.
- Ability for both long and short range planning.

Minimum Education and Experience

Master's degree in industrial engineering, operations research, or management systems, and three years' progressive practical experience, two years of which must have been in a work field of related nature to the function of the agency in which work will be performed; or

Bachelor's degree in industrial engineering, operations research, or a closely related field and five years' progressive practical experience, two years of which must have been in a work field of related nature to the function of the agency in which work will be performed; or

Bachelor's degree in business administration or personnel management including at least two courses in statistics and two courses relating to the management of capital or personnel resources and five years' progressive practical experience, two years of which must have been in a work field of related nature to the function of the agency in which work will be performed; or an equivalent combination of training and experience.