Systems Consultant

Class Concept

This is professional level consulting work in the analysis, modification, and design of agency administrative, records management, or other systems, of broad scope and complexity. Work is limited to projects and studies which do not require computer systems design. Position is assigned to analyze broad and/or integrated administrative functions within large organizational units, or which cross multiple organizational lines, and is responsible for problem definition, recommendation of solutions, and either supervising directly or coordinating the implementation of study recommendations. Work involves application of basic quantitative analytical techniques and cost benefit analysis to reach problem solutions. Position also prepares specific proposals for modifications of operational procedures, or changes in personnel or equipment utilization. Work is evaluated by the feasibility of recommendations presented, and the effectiveness with which they are implemented.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of office procedures, physical layout, records management techniques, and personnel utilization in office settings and administrative systems.
- Thorough knowledge of the cost and benefits of major office equipment, including photocopy and duplicating equipment.
- Thorough knowledge of the techniques of forms design, records management, and the writing of procedures manuals.
- Skill in the use of business statistics and quantitative work measuring techniques.
- Skill in the general techniques of conducting studies of internal administrative systems, and in writing technical reports.
- Skill in the techniques of interviewing, in interpersonal communications, and in making oral presentations.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and three years of experience in the design and modification of office administrative systems; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.