

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

METHODS AND PROCEDURES ADVISOR I

POSITION CODE: 27131  
Effective: 7-1-70

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs technical, research and advisory functions relative to the development, analysis, evaluation, revision and installation of new and improved standards, methods of operation, techniques and procedures utilized in specific phases of the operation of a state agency or private business; carries out assignments of a limited scope and assists in the large and more complex projects.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs studies of specific phases of agency operations and methods, including organizational structure, staffing pattern, work flow, forms, functions and coordination of activities; prepares recommendations to substantiate proposed changes.
2. Reviews and edits drafts of new or revised forms submitted by organizational units; determines application, uniformity and consistency; makes suggestions for their use, revision or rejection.
3. Confers with section heads, administrative officials and other operating personnel; explains and interprets procedural changes; discusses problems involved in operations and alternative methods of correction.
4. Participates in maintaining working relationships with labor organizations, trade associations, colleges and universities, personnel groups, and business organizations; contacts representatives of organizations to explain, interpret and promote services available.
5. Assists in the development and installation of new and revised programs, standards, methods, techniques and procedures utilized within the organizational unit or by outside agencies; composes and revises agency instructional and interpretive material.
6. Assists in the development and installation of test programs, training programs and experimental projects; performs evaluation studies of results; prepares reports and recommendations.

## METHODS AND PROCEDURES ADVISOR I (Continued)

7. Participates in various budget planning functions for agency; complies and completes program data in rental costs, materials, staffing, equipment, etc.
8. Searches bulletins, digests, legislation, administrative regulations, court decisions, precedents and other references which may effect specific agency functions; prepares interpretive memoranda.
9. May supervise clerical help assigned to the work.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, with courses in public administration, accounting, industrial relations, prelegal or personnel management.

Requires one year professional experience in public administration, business management, or accounting.

### Knowledges, Skills and Abilities

Requires working knowledge of management principles and techniques, including organizational structures, staffing patterns and administrative controls.

Requires working knowledge of the types and application of a variety of modern office equipment and machines.

Requires elementary knowledge of agency methods and procedures and of administrative programs, policies and objectives.

Requires elementary knowledge of pertinent state and federal laws, rules and regulations.

Requires ability to maintain sound public contacts and working relationships with agency officials.

Requires ability to exercise initiative and resourcefulness in the development and completion of work projects.

Requires ability to exercise sound judgment in appraising and evaluating problems of an operational and procedural nature.

Requires ability to organize and present material effectively either orally or in writing.