

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

METHODS AND PROCEDURES ADVISOR III

POSITION CODE: 27133

Effective: 7-1-70

DISTINGUISHING FEATURES OF WORK:

Under general direction, plans, supervises and reviews the activities of a technical unit engaged in performing research and advisory functions relative to the development, analysis, evaluation, revision and installation of new and improved standards, and operational methods, procedures and techniques in one or more phases of the operation of a state agency or private business; plans and develops original techniques for gathering and interpreting data.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, assigns, supervises and reviews the functions of staff technicians engaged in performing evaluation studies of specific phases of field and office activities and performance; coordinates gathering, accumulation and presentation of factual data.
2. Determines priority of assignments and completion date for projects; determines area, scope and extent of study; reviews, edits and approves reports and forms upon completion; recommends improving courses of action.
3. Conducts large scale, complex studies involving extensive technical research and administrative analysis of agency functions; coordinates activities of technical and clerical staff.
4. Plans and directs, on a statewide basis, the inauguration, adaptation, installation and operation of administrative and technical programs; devises necessary methods, procedures and techniques to implement programs.
5. Conducts and supervises program of training and retraining of central and local office staff at all levels; participates in determining training needs; develops training programs.
6. Conducts conferences with administrative officials and operating supervisors; provides technical assistance relative to the improvement and strengthening of line operations and activities.
7. Confers with local office managers relative to operating problems at the request of field supervisors or upon own initiative; assists in planning and implementing new programs; explains and interprets procedural changes; presents results of studies and makes recommendations.

METHODS AND PROCEDURES ADVISOR III (Continued)

8. Supervises and participates in budget planning functions for agency; directs the preparation of budget justifications for the initiation of new programs and new offices including such factors as rental costs, materials, staffing, equipment, etc.
9. Establishes and maintains working relationships with labor organizations, trade associations, colleges and universities, personnel groups, and business organizations; contacts responsible representatives to explain and interpret services available; promotes publication of information in trade magazines; develops cooperative agreements and arranges for necessary services.
10. Supervises and participates in the performance of management consultative functions relative to private business organizations and governmental agencies; performs studies in the areas of selection, testing, placement, job classification and salary administration; assists in putting recommendation into effect.
11. 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 college with courses in public or personnel administration, prelegal, accounting or industrial relations.

Requires three years professional experience in public administration, business management or accounting.

Knowledges, Skills and Abilities

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

Requires thorough knowledge of the types and application of a variety of office machines including electronic accounting equipment.

Requires extensive knowledge of agency programs, policies, objectives and methods, procedures and rules and regulations.

Requires ability to plan, assign and supervise the functions of a technical staff, and to review and approve reports of studies.

Requires ability to exercise sound judgment in analyzing, appraising and evaluating reports and formulating decisions.

Requires ability to establish and maintain sound public contacts and good working relationships with agency officials and outside organizational representatives.