

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

METHODS AND PROCEDURES CAREER ASSOCIATE SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>	<u>EFFECTIVE</u>
METHODS AND PROCEDURES CAREER ASSOCIATE TRAINEE	27137	8-1-82
METHODS AND PROCEDURES CAREER ASSOCIATE I	27135	9-1-71
METHODS AND PROCEDURES CAREER ASSOCIATE II	27136	9-1-71

SERIES DISCUSSION:

The purpose of Methods and Procedures Career Associate Trainee class is to provide an avenue for reaching and recruiting prospective individuals who exhibit professional career interest and talent in the development and revision of methods and procedures utilized in the operations of a state agency. This class exists exclusively as a medium through which individuals with two years of college level coursework can gain skills and knowledges related to work of a systems development nature.

The purpose of the Methods and Procedures Career Associate I and II classes is to provide those individuals who have satisfactorily completed the training program of the Methods and Procedures Career Associate Trainee, or equivalent college training with work assignments that will eventually qualify them for the entry level of the Methods and Procedures Advisor class series or other related class series.

METHODS AND PROCEDURES CAREER ASSOCIATE TRAINEE POSITION CODE: 27137

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of six to twelve months, participates in a training program designed to develop knowledge and skills in the methods and procedures study occupational career field; receives intensive formal training in all phases of methods and procedures development and analysis work; receives informal and on-the-job training through controlled work assignments of limited difficulty and responsibility with emphasis upon developing proficiency in the methods, concepts and techniques utilized in methods and procedures studies.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in a formal training program designed to give familiarity and knowledge of methods and procedures work and related agency operations.
2. Receives formal training in the methods and procedures study occupational career field and develops professional knowledges and skills in systems analysis methods and techniques, principles of administration and organization and office procedures and practices.
3. Receives controlled work assignments in various specialized methods and procedures functions that will develop the achievement level in both areas of quality and quantity.
4. Assists professional staff in technical methods and procedures studies and in study processes and learns to apply fundamentals gained through the formal training program.
5. Participates in agency conducted training seminars and studies available texts and other training materials related to the development and revision of methods and procedures.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires an associate of art's degree or the completion of two years college.
Requires no previous experience.

Knowledges, Skills and Abilities

Requires ability to understand and follow oral and written instructions.
Requires ability to profit from training received in methods and procedures techniques and processes.
Requires ability to establish and maintain harmonious working relationships with other employees and agency representatives.

METHODS AND PROCEDURES CAREER ASSOCIATE I

POSITION CODE: 27135

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, receives close guidance and direction in the performance of duties assigned to develop professional competence and skill in the methods and procedures study occupational career field; receives and completes work assignments that are reviewed in progress for adherence to established standards and instructions; assists professional staff in the performance of a variety of methods and procedures studies.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develops professional competence and skill in the methods and procedures study occupational career field by successful completion of assigned tasks in all areas of operations.
2. Assists in and carries out selective assignments in studies of agency operations and methods including organizational reviews, forms development and coordination of work flow.
3. Assists professional staff in the collection, analysis and evaluation of data related to the development and revision of an agency's methods and procedures.
4. Assists and carries out special field assignments and projects for management personnel with respect to securing and identifying current and impending agency operational problems.
5. Attends and participates in staff meetings, conferences, workshops, institutes, and other activities.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires an associate of art's degree or the completion of two years college.

Requires the completion of an approved training program conducted for this class supplemented by six months on-the-job training in specific assignments.

Knowledges, Skills and Abilities

Requires ability to maintain a genuine interest in the methods and procedures study field as a profession.

Requires maturity and stability to make personal adjustments as necessitated by work assignments, job pressures and demands.

Requires ability to secure and analyze facts and to exercise sound judgment in arriving at conclusions.

METHODS AND PROCEDURES CAREER ASSOCIATE II

POSITION CODE: 27136

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs routine technical studies and research functions relative to the development, analysis and revision of methods of operation, and techniques and procedures utilized in specific phases of the operation of a state agency; assists in the larger and more complex methods and procedures studies; provides technical assistance to lower level career associates.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in or performs routine studies of specific phases of agency operations and methods, including organizational structure, staffing pattern, work flow, forms, functions and coordination of activities; assists in preparing recommendations to substantiate proposed changes.
2. Assists in reviewing drafts of new or revised forms submitted by organizational units.
3. Assists professional personnel in the development and installation of new and revised programs, standards, methods, techniques and procedures utilized within the organizational unit; composes and revises agency instructional and interpretive material.
4. Searches bulletins, digests, legislation, administrative regulations, court decisions, precedents and other references which may affect specific agency functions.
5. Independently conducts routine methods and procedures studies and work assignments which are designed to further develop professional competence and skills.
6. Attends and participates in staff meetings, conferences, workshops, institutes and other activities.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires an associate of art's degree or the completion of two years college and two years of experience in the methods and procedures study field or other related experience in a public administration field.

OR

Requires a combination of training and experience equivalent to completion of four years of college with coursework in public administration, industrial relations, or personnel management.

METHODS AND PROCEDURES CAREER ASSOCIATE II (Continued)

Knowledges, Skills and Abilities

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 judgement in appraising and evaluating problems of an operational and procedural natures.

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