

The California State University  
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**Date:** July 9, 2001

**Code:** HR 2001-18

**To:** CSU Presidents

**From:** Jackie R. McClain  
Vice Chancellor  
Human Resources



**Subject:** Revised Special Consultant Classification and Qualification Standard

The classification standard for the Special Consultant classification (class code 4660) has been updated to clarify terms of employment and intended use. The revised version is attached. Official classification information is as follows:

Class Title: Special Consultant  
Class Code: 4660  
CBID: E99  
FLSA: Exempt  
Daily Rate: Refer to the CSU Salary Schedule

If you have questions or concerns, please call Human Resources Administration at (562) 951-4411. This HR Letter is also available on Human Resources Administration's web page at: <http://www.calstate.edu/tier3/HR-Adm/memos.html>

JRMcc:gc

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# Classification and Qualification



# STANDARDS

The California State University System

## Special Consultant

*Class Code 4660*

*Date Established: 03-24-43*

*Date Revised: July 9, 2001*

*Occupation Index Reference Q-1*

### DEFINITION:

Under general direction, the Special Consultant performs special assignments of a temporary nature, based on a particular knowledge, ability or expertise. This classification should be used for work that meets the "exempt" criteria of the Fair Labor Standards Act (FLSA) and is not to be used for non-exempt work. Incumbents in this classification are paid with a daily rate.

### Examples of Typical Activities:

Incumbents of positions in this classification perform administrative studies, make appropriate recommendations, conduct oral briefing of study results, and prepare written reports. May also work with the personnel of an organization to implement a desired plan of change, providing the necessary coordination, guidance and training.

In a specialty such as radiation safety, they conduct investigation of existing facilities, policies and procedures and recommend plans, programs, and/or alternative courses of action.

### MINIMUM QUALIFICATIONS:

#### Experience:

Extensive experience in the particular area or specialty for which the consultant's services are required, and which demonstrates that the incumbent has successfully applied a wide variety of knowledges and skills in achieving similar objectives.

#### Education:

Job-related educational preparation appropriate to the assignment or the appropriate CSU standard.

**FLSA:** Exempt  
**Shift Differential:** No  
**Employee Category:** Miscellaneous