



Special Consultant

Class Code: 4660

Date Established: 03-24-43

Date Revised: 03-28-03

OVERVIEW:

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 on a daily rate.

TYPICAL ACTIVITIES:

Incumbents in this classification perform administrative studies, make appropriate recommendations, conduct oral briefing of study results and prepare written reports. Incumbents also may 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, incumbents 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 applied successfully a wide variety of knowledge and skills in achieving similar objectives.

Education:

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