The California State University  
Office of the Chancellor  
401 Golden Shore  
Long Beach, CA 90802-4210  
(562) 951-4411  

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  

Distribution:  

Vice Presidents, Administration  
Vice Presidents, Academic Affairs  
Vice Presidents, Student Affairs  
Vice Presidents, University Advancement  

Associate Vice Presidents/Deans of Faculty Affairs  
Human Resources Directors  
Benefits Officers  
Payroll Managers  
SOSS Director
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