

**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES**

POSITION DESCRIPTION

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Senior Management Consultant (Business Organization & Methods)				
Level I	983710	8/14/06		?/?/?/09
Level II	983720			

Purpose of Position:

Under varying degrees of direction, with broad latitude for the exercise of independent judgment, acts as an expert consultant and advisor on complex and important management problems, with particular reference to business organization and methods. There are two (2) Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under direction, performs the following typical tasks:

Examples of Typical Tasks:

1. Provides expert consultant services for the use of executives, department heads, other departmental personnel, and to inter-corporate facilities or City-wide committees on business organization and methods, and the establishment and implementation of programs for the evaluation, improvement and regularization of normal business operations.
2. Engages in research on business organization and methods to assist in the development and installation of methods and techniques of general application in wide areas of departmental determination and execution or achievement of management policies, objectives and goals.
3. Prepares or supervises the preparation of reports on departmental organization and administration of normal business operations in the light of study and analysis of surveys designed to secure optimum efficiency, economy and adequacy of public service and convenience.
4. Conducts or supervises the conduct of special studies of assigned complex and important management problems.
5. Participates in the establishment and maintenance of effective cooperation and liaison with executive personnel in City departments and agencies, other government agencies and private agencies concerning problems and activities in the area of business organization and methods or the conduct of special studies of management problems.

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Assignment Level II

Under general direction, performs the typical tasks of Assignment Level I at a more difficult level.

Qualification Requirements:

1. A Master's degree in public administration or business administration, or in an equivalent or equally acceptable program, and four (4) years of satisfactory, full-time paid experience in a major governmental agency or large corporation or foundation in management analysis or in operational direction, planning, coordination or control of which two (2) years must have been in a supervisory, administrative or consultative capacity; or
2. A Baccalaureate degree from an accredited college or university and five (5) years of experience as stated in #1 above of which three (3) years must have been in a supervisory, administrative or consultative capacity; or
3. A satisfactory equivalent, however, all candidates must possess not less than the two (2) years of supervisory, administrative or consultative experience required.

Four (4) years of appropriate general experience may be substituted for a Baccalaureate degree requirement. Appropriate full-time teaching experience in an accredited college or university may be substituted on a year-for-year basis for the required general experience and appropriate full-time teaching experience in a position of professional rank may be substituted on a year-for-year basis for the required supervisory, administrative or consultative experience.

Direct Line of Promotion:

None. This is in the non-competitive class of positions.