

Classification and Qualification STANDARDS

Special Consultant

Classification Title	Class Code	Date Established	Exemption Status
<i>Special Consultant</i>	4660	03-24-1943	<i>Exempt</i>
<i>Special Consultant - Hourly</i>	4662	04-01-2023	<i>Non-Exempt</i>
<i>Special Consultant - NE</i>	8379	12-01-2016	<i>Non-Exempt</i>

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 only be used for work that meets the duties test for exempt-level work under the Fair Labor Standards Act (FLSA).

Incumbents in the Special Consultant classification may be paid a daily rate (class code 4660) or an hourly rate (class code 4662). The Special Consultant - NE (8379) classification is to be used for incumbents paid a daily rate who perform exempt work but do not meet the salary level test for overtime exemption.

All rehired annuitants performing the duties of a Special Consultant must be classified in the Special Consultant - Hourly (class code 4662) classification to comply with CalPERS hours worked reporting requirements.

Special Consultants are not represented by a collective bargaining agreement. The work performed is non-bargaining unit work.

TYPICAL ACTIVITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Incumbents in this classification perform activities such as, providing subject matter expertise by way of conducting research and/or analysis, organizing and/or synthesizing findings, presenting information and/or facilitating discussions, performing administrative functions, making appropriate recommendations on plans, programs and/or alternative courses of action, conducting oral briefings of study results, preparing written reports, conducting investigations, participating in plan implementation, facilitating necessary coordination of activities, and providing guidance and trainings.

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 to the scope of the assigned project.

Education:

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