

MANAGEMENT ENGINEER III

DESCRIPTION OF WORK

This is senior coordinative and supervisory work in the application of management engineering techniques to the management and administrative systems within State Government. Employee is responsible for coordinating system studies with top level management and for directing large and/or complex system studies by providing technical and administrative supervision to subordinate management engineers. Work requires heavy involvement in the problem definition stages and in the analysis of problem-solving proposals. Most details of data gathering, detailed analysis and preparation of documents are delegated. Employee is responsible for feasibility and acceptability of final systems proposals. Work is usually performed in large and complex organizations under a division director or the top-level management of an agency or institution.

EXAMPLES OF DUTIES PERFORMED

Direct agency management engineering program or supervises major system studies within a large department.
Generates technical information for the development of long range strategy regarding future demands and improvements.
Establishes and/or applies work standards to determine staffing patterns, personnel utilization and costs.
Performs continuing evaluation of administrative systems with respect to quality, efficiency and labor performance compared to practical goals.
Develops, plans, conducts studies and makes recommendations relative to the agencies' organization, policies, programs, methods and procedures.
Incorporates management analysis and control techniques in the various organization segments for reporting, analyzing and controlling specific aspects of management, including such approaches as critical path scheduling, quality control analysis, inventory control theory, operations research techniques such as the development of mathematical models simulating complex operations, and the use of computers where applicable.

RECRUITMENT STANDARDSKnowledges, Skills and Abilities

Thorough knowledge of the principles and techniques of industrial engineering, management engineering, or management operations and ability to apply them successfully in the systems studies. Considerable knowledge of statistical methods, cost control techniques, inventory control, production control, manpower control, work control, and employee scheduling, quality control and value analysis. Considerable knowledge of equipment and space utilization and design.
Ability to meet with high level management, to assess their needs and present problem solutions which will win their positive acceptance.
Ability for both long and short range planning.

Minimum Training and Experience

Graduation from a four-year college or university with a bachelor of science degree in industrial engineering, operations research, or a closely related field and five years' progressive practical experience, two years of which must have been in a work field of related nature to the function of the agency in which work will be performed; or a master's degree in industrial engineering, operations research, or management systems, and three years' progressive practical experience, two years of which must have been in a work field of related nature to the function of the agency in which work will be performed;

or graduation from a four-year college or university with a bachelor of science degree in business administration or personnel management including at least two courses in statistics and two courses relating to the management of capital or personnel resources and five years' progressive practical experience, two years of which must have been in a work field of related nature to the function of the agency in which work will be performed; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.