

Occupational Information

Business Occupations

Positions in this occupational group are assigned to manage, supervise, advise, and complete work pertaining to the following job families:

- Business Operations
- Diversity, Equity, and Inclusion
- Internal Audits
- Risk Management and Analysis
- Training and Development
- Claims Examiners and Investigations
- Energy Analysis and Programs
- Management Analysis
- Security Operations

Job Family Information

Business Operations

Positions in this job family are equally involved in work crossing over two or more of the following occupational categories:

- Legal Occupations
- Business Occupations
- Computer and Technology Occupations
- Warehouse and Distribution Occupations
- Financial Occupations
- Trades Occupations
- Human Resource Occupations
- Business Development and Marketing Occupations
- Regulatory Occupations
- Mathematical Science Occupations
- Office and Administration Occupations

The information provided below is characteristic of the type and level of work associated with this job family. Individual positions may be assigned some or all of the accountabilities and responsibilities identified below as well as other related duties.

Typical Responsibilities and Accountabilities

Formulate, consult, advise and implement strategic change, both within and outside the organization. Balance organizational goals, policies, customer expectations, legislative priorities, legal considerations and financing. Participate with executive leadership to establish goals. Provide consultation and advice to support, persuade and influence the establishment of organizational goals. Facilitate comprehensive planning to define needs for human, financial and systems resources. Oversee strategic initiatives and ensure progress or redirection of plans. Take or effectively recommend actions that control or implement organizational policies. Provide an inclusive workplace fostering the development of others, facilitating cooperation and teamwork, and supporting constructive resolution of conflicts. Make decisions affecting the long range plans of the organization's legislative, funding and human resource needs.

Supervision Received

Positions in these classes receive general supervision from an Agency Head, Deputy Agency Head or higher level Administrator who reviews work through meetings and by reading status reports. Work is reviewed for conformance to law, rule, policy, and adherence to the operational budgets. Positions are also responsible for providing consultation or advice conforming with the collective bargaining agreements, where applicable.

Distinguishing Features Between Classification Levels

Consultant/Advisor of Business Operations

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Consultant/Advisor of Business Operations

Scope and Impact of Decisions: Consultation and advice are based on a balanced assessment of internal and external interest; including financial, legal, and legislative impacts. Provide expert design and completion of complex and high profile projects within an agency or on multi-discipline cross-agency projects. Make decisions that impact and influence the strategic plan of medium or higher level agency or divisions of comparable scope.

Qualification Standards

The standards outlined provide candidates who have achieved a suitable knowledge and skill consideration for entrance into the defined job through education, experience or equivalent combination.

Consultant/Advisor of Business Operations

- Bachelor degree in Business Administration or Public Administration and 6-8 years of progressive, related experience; **or**
- an equivalent combination of education (higher-level degree) and related experience; **or**
- equivalent related experience.

NOTE: Agencies may identify additional qualifying degree types and special qualifications specific to the position. Related experience must provide the necessary knowledge, skills, and abilities to perform the functions of the position and its classification proficiently.

BPO68 Adopted/Revised: