

Florida State Courts System Class Specification

Class Title: Systems Project Consultant

Class Code: 4060

[Pay Grade: 105](#)

General Description

The essential function of the position within the organization is to provide technical support for systems projects. The position is responsible for assisting in development of contractual documentation; coordinating and assisting with information systems program application projects and studies; providing organizational, systems, statistical and graphic analyses; compiling/documenting information required for reports; coordinating project management activities with vendors; assisting in activities related to management of the Information Technology budget; and providing staff support for IT-related committees and subcommittees. The position works under general supervision independently developing work methods and sequences.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Develops and prepares contractual documentation, such as Invitation to Negotiate, Request for Proposal, Professional Services Agreement, or Memorandum of Understanding, for information technology program application projects and associated correspondence.

Coordinates and assists with information systems program application projects and studies; coordinates project management activities with vendors, such as financial issues, contracts or deliverables.

Prepares the annual Enterprise Resource Planning and Management Report on information technology resources for the judicial branch; provides information on infrastructure, major projects, expenditures, priorities and initiatives.

Performs information technology-related organizational, systems, problem-solving, statistical and graphical analyses as required to provide operational support.

Conducts training on various technology systems, creates training documentation, course materials, etc.

SYSTEMS PROJECT CONSULTANT

Provides assistance with departmental budget management, such as preparing legislative budget requests, performing budget analysis or preparing cost proposals.

Assists in the coordination of activities related to the judicial branch's on-line legal research facilities.

Provides staff support for information technology-related committees and subcommittees.

Attends staff and other professional meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Persuades or influences others in favor of a service, course of action, or point of view.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, supplies, or small amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

SYSTEMS PROJECT CONSULTANT

Communications Requirements:

Involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of damage is likely.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing, spreadsheets or custom applications.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in business administration, finance, information technology or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the

SYSTEMS PROJECT CONSULTANT

recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of related experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None