



RISK MANAGEMENT CONSULTANT CAREER PATH

Job Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Education	AA Degree	AA Degree	AA Degree	AA Degree	AA Degree	AA Degree
Certifications or Licenses	None	Prefer one of the “Special Qualifications” (Refer to job description)	Prefer one of the “Special Qualifications” (Refer to job description)	Required to have one of the “Special Qualifications” (Refer to job description)	Required to have one of the “Special Qualifications” (Refer to job description)	Required to have one of the “Special Qualifications” (Refer to job description)
Industry Years of Experience	1-2 years’ experience	3-4 years’ experience	5-6 years’ experience	7-8 years’ experience	9-10 years’ experience	More than 10 years’ experience
CIS Years of Experience as a Risk Management Consultant	None	1-2 years	3-4 years	4-5 years	5-6 years	More than 6 years
Risk Complexity	Low risk complexity; consult Risk Management Supervisor on medium – high complexity issues, and/or issues that involve an agent Not a subject matter expert	Low-medium risk complexity; consult Risk Management Supervisor, on high complexity issues, and/or issues that involve an agent Not a subject matter expert	Medium risk complexity; consult Risk Management Supervisor, on high complexity issues, and/or issue that involve an agent Co-subject matter expert	Medium-high risk complexity; consult Risk Management Supervisor on new, unusual, or highly complex issues Co-subject matter expert Co-write articles for CIS publications	High risk complexity; consult Risk Management Supervisor on new or unusual issues Subject matter expert Write articles for CIS publications	Highest level of risk; consult Risk Management Supervisor on new or unusual issues Subject matter expert Write articles for CIS publications, and external publications

Job Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	<p>Weekly check-in meetings</p> <p>Cc Supervisor on all emails</p>	<p>Weekly check-in meetings</p> <p>Cc Supervisor on all emails</p>	<p>Monthly check-in meetings</p> <p>Cc Supervisor on all emails</p>	<p>Co-present a session at CIS' Annual Conference</p> <p>Co-present a member training (not elected officials)</p> <p>Monthly check-in meetings</p> <p>Cc Supervisor on all emails</p>	<p>Present a session at CIS' Annual Conference</p> <p>Present a member training (not elected officials)</p> <p>Present a session for an external organization</p> <p>Quarterly check-in meetings</p> <p>Cc Supervisor and Supervisor's Manager, if related to an elected official, and/or it is a new or unusual issue</p>	<p>Present a session at CIS' Annual Conference</p> <p>Present a member training which could include elected officials</p> <p>Present a session for an external organization</p> <p>Quarterly check-in meetings</p> <p>Cc Supervisor and Supervisor's Manager, if related to an elected official, and/or it is a new or unusual issue</p>

Job Profile Factors The factors in the sections below, are copyrighted property of a CIS Vendor, so should not be use or reproduced without vendor permission	Level One	Level Two	Level Three	Level Four	Level Five	Level Six
Job Profile Factor: Communication Factor	JP Level 4: Regular communication inside and outside the organization to exchange ideas and gather information.	JP Level 5: Regular communication inside and outside the organization to exchange ideas and gather information.	JP Level 5: Regular communication inside and outside the organization to exchange ideas and gather information.	JP Level 5: Regular communication inside and outside the organization to exchange ideas and gather information.	JP Level 5: Regular communication inside and outside the organization to exchange ideas and gather information.	JP Level 5: Regular communication inside and outside the organization to exchange ideas and gather information.
Job Profile Factor: Creativity and Problem-Solving Factor	JP Level 2: Minimal need for the redesign of single focus process or procedure is needed.	JP Level 2: Minimal need for the redesign of single focus process or procedure is needed.	JP Level 3: Regular need for redesign of a single focus process or procedure is needed.	JP Level 3: Regular need for redesign of a single focus process or procedure is needed.	JP Level 3: Regular need for redesign of a single focus process or procedure is needed.	JP Level 4: Regular need for the development of new processes and procedures or the redesign of interrelated processes and procedures is needed.
Job Profile Factor: Mental Factor	JP Level 4: There is an occasional need to assess risk as well as to make determinations about tasks and deadlines.	JP Level 4: There is an occasional need to assess risk as well as to make determinations about tasks and deadlines.	JP Level 5: There is a regular need for assessment of risk, analysis of options and decisions without complete information.	JP Level 5: There is a regular need for assessment of risk, analysis of options and decisions without complete information.	JP Level 5: There is a regular need for assessment of risk, analysis of options and decisions without complete information.	JP Level 5: There is a regular need for assessment of risk, analysis of options and decisions without complete information.
Job Profile Factor: Physical Factor	JP Level 3: Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level.	JP Level 3: Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level.	JP Level 3: Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level.	JP Level 3: Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level.	JP Level 3: Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level.	JP Level 3: Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level.
Job Profile Factor: Impact and Influence	JP Level 2: Positions at this level have a regular need or ability to	JP Level 2: Positions at this level have a regular need or ability to	JP Level 3: Positions at this level have regular need or ability to	JP Level 3: Positions at this level have regular need or ability to	JP Level 3: Positions at this level have regular need or ability to	JP Level 3: Positions at this level have regular need or ability to

	analyze problem or concepts or make decisions on the information. Positions at this level have minimal impact and influence on organization operations, programs expense or budgetary outcomes. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities.	analyze problem or concepts or make decisions on the information. Positions at this level have minimal impact and influence on organization operations, programs expense or budgetary outcomes. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities.	analyze problem or concepts or make decisions on the information. Positions at this level have some impact to and influence on organization operations, programs, expense or budgetary outcomes.	analyze problem or concepts or make decisions on the information. Positions at this level have some impact to and influence on organization operations, programs, expense or budgetary outcomes.	analyze problem or concepts or make decisions on the information. Positions at this level have some impact to and influence on organization operations, programs, expense or budgetary outcomes.	analyze problem or concepts or make decisions on the information. Positions at this level have some impact to and influence on organization operations, programs, expense or budgetary outcomes.
Job Profile Factor: Work Independence	JP Level 2: Positions at this level perform recurring routine work with regular supervision and generally functions from a set of instructions or written procedures. Positions occasionally encounter some variations from norm and are encouraged to suggest ways for handling these but are not granted the latitude to take final action.	JP Level 2: Positions at this level perform recurring routine work with regular supervision and generally functions from a set of instructions or written procedures. Positions occasionally encounter some variations from norm and are encouraged to suggest ways for handling these but are not granted the latitude to take final action.	JP Level 3: Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review.	JP Level 3: Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review.	JP Level 3: Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review.	JP Level 3: Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a limited degree of supervision, assistance, and review.
Job Profile Factor: Planning Factor	JP Level 2: Positions at this level must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities.	JP Level 2: Positions at this level must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities.	JP Level 3: Positions at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future (six to twelve months) is required of positions at this level. Planning responsibility may also include identification of activities/solutions in concert with others.	JP Level 3: Positions at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future (six to twelve months) is required of positions at this level. Planning responsibility may also include identification of activities/solutions in concert with others.	JP Level 4: Positions at this level require refined planning and goal-setting skills. Plans must consider options and contingencies and must include methods for handling any difficulties encountered. Positions at this level typically plan as part of a group activity and focus on the impact of the plan on others.	JP Level 4: Positions at this level require refined planning and goal-setting skills. Plans must consider options and contingencies and must include methods for handling any difficulties encountered. Positions at this level typically plan as part of a group activity and focus on the impact of the plan on others.
Job Profile Factor:	JP Level 1:	JP Level 1:	JP Level 1:	JP Level 1:	JP Level 1:	JP Level 1:

Supervision	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.
Job Profile Factor: Environment	<p>JP Level 4:</p> <p>This level has a work environment of moderate hazards or obstacles. There is some personal risk or hazard. Job conditions are somewhat uncomfortable due to varying work environments; outside job tasks; inclement weather, exposure to chemicals; machinery; electricity; or individuals of unpredictable, possibly harmful intent, etc. Work that is somewhat physically demanding which creates a possible risk, should also be placed on this level.</p>	<p>JP Level 4:</p> <p>This level has a work environment of moderate hazards or obstacles. There is some personal risk or hazard. Job conditions are somewhat uncomfortable due to varying work environments; outside job tasks; inclement weather, exposure to chemicals; machinery; electricity; or individuals of unpredictable, possibly harmful intent, etc. Work that is somewhat physically demanding which creates a possible risk, should also be placed on this level.</p>	<p>JP Level 4:</p> <p>This level has a work environment of moderate hazards or obstacles. There is some personal risk or hazard. Job conditions are somewhat uncomfortable due to varying work environments; outside job tasks; inclement weather, exposure to chemicals; machinery; electricity; or individuals of unpredictable, possibly harmful intent, etc. Work that is somewhat physically demanding which creates a possible risk, should also be placed on this level.</p>	<p>JP Level 4:</p> <p>This level has a work environment of moderate hazards or obstacles. There is some personal risk or hazard. Job conditions are somewhat uncomfortable due to varying work environments; outside job tasks; inclement weather, exposure to chemicals; machinery; electricity; or individuals of unpredictable, possibly harmful intent, etc. Work that is somewhat physically demanding which creates a possible risk, should also be placed on this level.</p>	<p>JP Level 4:</p> <p>This level has a work environment of moderate hazards or obstacles. There is some personal risk or hazard. Job conditions are somewhat uncomfortable due to varying work environments; outside job tasks; inclement weather, exposure to chemicals; machinery; electricity; or individuals of unpredictable, possibly harmful intent, etc. Work that is somewhat physically demanding which creates a possible risk, should also be placed on this level.</p>	<p>JP Level 4:</p> <p>This level has a work environment of moderate hazards or obstacles. There is some personal risk or hazard. Job conditions are somewhat uncomfortable due to varying work environments; outside job tasks; inclement weather, exposure to chemicals; machinery; electricity; or individuals of unpredictable, possibly harmful intent, etc. Work that is somewhat physically demanding which creates a possible risk, should also be placed on this level.</p>
Job Profile Factor: Schedule	<p>JP Level 3:</p> <p>The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice.</p>	<p>JP Level 3:</p> <p>The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice.</p>	<p>JP Level 3:</p> <p>The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice.</p>	<p>JP Level 3:</p> <p>The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice.</p>	<p>JP Level 4:</p> <p>The work schedule is not regular and fluctuates to meet the needs of the organization or customers.</p>	<p>JP Level 4:</p> <p>The work schedule is not regular and fluctuates to meet the needs of the organization or customers.</p>