**CIS RISK MANAGEMENT CONSULTANT CAREER PATH**

| Job Description | Level 1  Grade K | Level 2  Grade L | Level 3  Grade M | Level 4  Grade N | Level 5  Grade O | Level 6  Grade P |
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|  |  |  |  |  |  |  |
| Education  Recommend changing education from bachelor’s degree to AA Degree | 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  Weekly check-in meetings  Cc Supervisor on all emails | Low-medium risk complexity: consult Risk Management Supervisor, on high complexity issues, and/or issues that involve an agent  Not a subject matter expert  Weekly check-in meetings  Cc Supervisor on all emails | Medium risk complexity: consult Risk Management Supervisor, on high complexity issues, and/or issue that involve an agent  Co-subject matter expert  Monthly check-in meetings  Cc Supervisor on all emails | 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  Co-present a session at CIS’ Annual Conference    Co-present a member training (not elected officials)  Monthly check-in meetings  Cc Supervisor on all emails | High risk complexity: consult Risk Management Supervisor on new or unusual issues  Subject matter expert  Write articles for CIS publications  Present a session at CIS’ Annual Conference  Present a member training (not elected officials)  Present a session for an external organization  Quarterly check-in meetings  Cc Supervisor and Supervisor’s Manager, if related to an elected official, and/or it is a new or unusual issue | Highest level of risk: consult Risk Management Supervisor on new or unusual issues  Subject matter expert  Write articles for CIS publications, and external publications  Present a session at CIS’ Annual Conference  Present a member training which could include elected officials  Present a session for an external organization  Quarterly check-in meetings  Cc Supervisor and Supervisor’s Manager, if related to an elected official, and/or it is a new or unusual issue |

| Job Profile Factors  The factors in the sections below, are copyrighted property of a CIS Vendor and should not be used or reproduced without vendor permission | Level One  Grade K | Level Two  Grade L | Level Three  Grade M | Level Four  Grade N | Level Five  Grade O | Level Six  Grade P |
| --- | --- | --- | --- | --- | --- | --- |
| 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 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. | JP Level 2:  Positions at this level have a 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. | 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 some impact to and influence on organization operations, programs, expense or budgetary outcomes. | 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 some impact to and influence on organization operations, programs, expense or budgetary outcomes. | 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 some impact to and influence on organization operations, programs, expense or budgetary outcomes. | 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 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:  Supervision | JP Level 1:  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. | JP Level 1:  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. | JP Level 1:  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. | JP Level 1:  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. | JP Level 1:  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. | JP Level 1:  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 | JP Level 4:  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. | JP Level 4:  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. | JP Level 4:  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. | JP Level 4:  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. | JP Level 4:  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. | JP Level 4:  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. |
| Job Profile Factor:  Schedule | JP Level 3:  The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. | JP Level 3:  The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. | JP Level 3:  The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. | JP Level 3:  The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. | JP Level 4:  The work schedule is not regular and fluctuates to meet the needs of the organization or customers. | JP Level 4:  The work schedule is not regular and fluctuates to meet the needs of the organization or customers. |