



## Labor Descriptions and Qualifications

### Statesman/Captain of Industry

Is the leader at the highest level, and is responsible for providing expert consulting services to top executives/managers/leaders in both public and private sectors. Has doctoral degree in the field, extensive consulting experience on the topic and has served in expert and/or leadership roles; such as published researcher, contributor in the field to professional committees or expert witness in legal proceedings. Has knowledge of and behaves consistently with the ethical principles of the American Psychological Association and Minnesota Board of Psychology regulations.

#### Qualifications

Minimum Education: PhD/PsyD

Minimum Experience: 15 years with at least 10 years of experience in executive leadership roles.

Hourly Rate: \$450 - \$500

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### Principal

Provides Direct provision of services to highest organization levels. Oversees assignments, including those involving complex management problems. Initiates procedure evaluations and advises on methods and techniques to improve organizational work processes, procedures, resources, management controls, information systems, documentation, and similar management functions. Responsible for formulating strategic financial plans, preparing cost estimates and correlation of financial requirements into executable budgets. Supervises consultants and managers responsible for delivery of tasks and ensures compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Oversees consultants and managers completion of work within the time frame specified by the project and ensures that all requirements are met. The principal also acts as a client liaison and responsible for opportunity identification.

#### Qualifications

Minimum Education: PhD/PsyD

Minimum Experience: 15 years or more

Hourly Rate: \$350 - \$400

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### Sr. Project Manager

Responsible for business and financial, programmatic and administrative aspects of project performance. Manages and supervises personnel involved in relevant areas of project activity. Supports the program/project organization and metrics gathering and analysis. Shares responsibility for program financial and business management with principal executive. Establishes and maintains technical and financial reports in order to show progress to clients or government program authorities. Maintains client contact information to ensure conformity to all contractual obligations. Supports the development, maintenance, and implementation of work order management plans; a document that guides the performance of all functional activities performed on the individual work orders. Monitors and reports on program progress relative to program plans, (i.e., planned vs. actual), with respect to programmatic and financial baselines.



### **Qualifications**

Minimum Education: Master's degree or meets demonstrated minimum experience

Minimum Experience: minimum of 5 years of successful program/business management experience.

Hourly Rate: \$325 - \$375

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### **Sr. Consultant**

Work with Principal and clients on opportunity definition, overall direction, and quality control of DRI Consulting project work for individual, team, and organizational clients. Define, develop, and deliver consulting, facilitation, survey, and training services and methodologies. In collaboration with client, conceptualize strategic project goal, alignment of project with organization vision and mission. Administer and interpret personality and cognitive ability measures. Present results to client; develop and present recommendations.

### **Qualifications**

Minimum Education: PhD/PsyD

Minimum Experience: 5-10 years experience

Hourly Rate: \$250 - \$300

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### **Consultant**

Work with Sr. Consultant and clients on opportunity definition, overall direction, and quality control of DRI Consulting project work for individual, team, and organizational clients. Define, develop, and deliver consulting, facilitation, survey, and training services and methodologies. In collaboration with client, conceptualize strategic project goal, alignment of project with organization vision and mission.. Administer and interpret personality and cognitive ability measures. Present results to client; develop and present recommendations.

### **Qualifications**

Minimum Education: Master's degree/Prefer PhD or PsyD

Minimum Experience: 1-2 years

Hourly Rate: \$225 - \$275

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### **Sr. Technical Support Specialist**

Assesses the needs of a client for new technology and efficiency needs. Designs a method of implementing a new solution for client based on a cost/benefit basis and feasibility. Trains client in on using new solution and taking advantage of the new benefits.

### **Qualifications**

Minimum Education: HS Diploma - Bachelor's Preferred, or meets minimum required experience.

Minimum Experience: 2-5 years of demonstrated experience or knowledge of computer science and information systems.

Hourly Rate: \$175 - \$225

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## **Project Manager**

Acts as overall manager and administrator for one or more delivery orders; serves as the primary interface and point of contact with clients and consultants on technical program/project issues. Supervises program/project operations by management procedures, planning and execution of the technical effort. Responsible for monitoring and reporting progress of the program/project resources management and control of financial and administrative aspects of the program/project with respect to delivery order requirements. Must demonstrate the ability to make sound recommendations relevant to computing, quality control, analysis, and testing systems.

### **Qualifications**

Minimum Education: A Bachelor's degree

Minimum Experience: 3-5 years; at least 1 year of the total experience spent as a team leader working with complex problems.

Hourly Rate: \$150 - \$200

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## **Technical Support Specialist**

Heads up authoring, publishing, and administering of web based surveys for clients. This includes email and phone support, along with report building and emailing. Scores and binds reports of personality and mental ability testing for clients. Designs and modifies web pages for client projects and document hosting online.

### **Qualifications**

Minimum Education: HS Diploma or meets minimum required experience

Minimum Experience: 1-2 years direct experience with information systems and demonstrated knowledge of computer science.

Hourly Rate: \$125 - \$175

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## **Executive Administrative Assistant**

Provides general support to the principal leaders and other team members. Prepares and enters of financial data, maintains contract documentation, assists in data collection and reporting for market surveys, research and editing of materials for newsletters, WEB sites, and other publications and documentation, analyzes invoices and maintains of spreadsheets relating to budget and resource use and allocation.

### **Qualifications**

Minimum Education: Bachelor's degree or meets minimum required experience

Minimum Experience: 5 years direct experience providing administrative support.

Hourly Rate: \$125 - \$175

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## **Administrative Assistant**

Performs clerical duties such as answering telephone, referring callers or furnishing information, maintaining files, operating copying machine and distributing or preparing documents to be mailed.

### **Qualifications**

Minimum Education: HS Diploma or meets minimum required experience

Minimum Experience: 1-2 years of demonstrated experience/knowledge of administrative skill sets.

Hourly Rate: \$75 - \$125

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Rate range within a labor category - Fees are based on the following factors.

- Public sector (government) or private sector
- Size organization
- Dollar impact of the work to the organization or sponsoring manager
- Amount of work purchased