

.....

Class Specifications
for the Class:

PERSONNEL PROGRAM OFFICER

Duties Summary:

Within a framework of established department policy and under general administrative direction, represents the jurisdiction or department in substantive deliberations on personnel matters of statewide concern and performs other duties as assigned.

Distinguishing Characteristics:

A position in this class, within the central personnel agency, has a major role in the development and overseeing proper administration of personnel laws, rules and regulations, collective bargaining agreements, executive orders, and other policies and directives, and meets and confers with employer officials, union representatives or departmental representatives prior to the effecting of changes in any major policy affecting employee relations. The work requires a good working knowledge of concepts, methods and objectives relevant to most major functional personnel management areas and requires a consideration of various alternatives and their respective consequences.

Work is performed under general administrative direction based upon current objectives. Results reviewed for compliance with objectives and decisions are not usually questioned on a technical basis. Decisions, estimates and recommendations are often made under conditions of urgency and pressure, and completed work and reports are reviewed principally to evaluate overall results.

Personal contacts are for the purpose of promoting agency and jurisdictional objectives through meetings and conferences with employer officials, union representatives and departmental representatives.

Examples of Duties:

Develops work plans and timetables; directs and conducts research by developing background, reviewing pertinent sources and files, and gathering necessary data; analyzes assigned subject matter, develops alternatives and makes recommendations; engages in meetings and conferences to present issues, disseminate information and discuss feasibility of various alternatives; assists

management and participates in determining data needs, coordinating work activities, developing contingency plans and developing employer proposals and positions; responds to requests for interpretation and provides advice and assistance to departmental representatives on personnel matters; conducts informational and other sessions for departmental and other management representatives; prepares various reports, interpretive manuals, correspondence and other materials.

Knowledge and Abilities Required:

Knowledge of: The functions and organization of State government; personnel management and/or labor relations concepts, methods and procedures, including organizational and functional relationships within the public sector; pertinent laws, rules and regulations, policies and directives; reference sources; public and private sector trends and practices in personnel management and labor relations.

Ability to: Analyze various complex personnel management and labor relation issues, problems and proposals, develop alternatives, and make sound recommendations; deal effectively with union groups, management representatives and others; speak and write clearly and concisely.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes PERSONNEL PROGRAM OFFICER by the Department of Education Civil Service system.

DATE APPROVED: OCT 24 2006

EFFECTIVE DATE: JUL 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources

.....
Class Specifications
for the Class:PERSONNEL PROGRAM MANAGERDuties Summary:

Manages a major personnel services functional area involving the planning, development, controlling, and coordination of operations and integration with all other functional areas; and performs other duties as assigned.

Distinguishing Characteristics:

A position in this class, within the central personnel agency, is responsible for the management of a major personnel services functional area both as to basic objectives and long-range program plans, as well as the conduct of operations and activities. The basic character and broad scope of the area with its inherent impact and consequences relative to all other personnel management functions of the State and the independence of management of that area are of crucial consideration in the allocation of positions to this class. Work is performed under general administrative direction and in accordance with broad objectives and personnel management philosophy.

Extensive contacts are for the purpose of developing and maintaining a clear understanding of the principles, concepts, policies and practices underlying a major functional area of personnel management services. In personal contacts, a strong leadership role is evident.

Examples of Duties:

Plans, programs, directs and controls a major functional area of statewide personnel management; participates in overall divisional planning and integration of programs; develops and maintains operating and administrative procedures within the broad framework of legal and agency standards and requirements; formulates and recommends broad policy; clarifies, interprets, applies, and secures compliance with laws, rules and regulations, policies, and procedures; confers and consults with other technical staffs of the department; develops work programs and projects and improvements in activities and operations; controls and assures the effective implementation and conduct of activities; develops a comprehensive program plan and formulates budget requirements; plans and conducts staff meetings; prepares operational and other reports; recommends changes in organization structure; takes leadership in dealing with appellate and employee groups and representatives;

prepares and issues special instructions for non-routine and complex assignments; sets performance standards and reviews performance evaluations; recommends personnel needs, changes, actions, and directs and participates in staff training; may serve as relief in the absence of a division chief.

Knowledge and Abilities Required:

Knowledge of: The functions and organizations of State government; personnel management and labor relations concepts, methods and procedures, including organizational and functional relationships within the public sector; pertinent laws, rules and regulations, policies and directives; public and private sector trends and practices in personnel management and labor relations; principles and practices of public administration; principles and practices of supervision and management.

Ability to: Manage a major personnel services functional area; develop an operating budget and plan and organize program work activities; deal effectively with others in informational, appellate and other situations; speak and write clearly and concisely; direct and oversee the work of others.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes PERSONNEL PROGRAM MANAGER by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources

.....

Class Specifications
for the Class:

PERSONNEL PROGRAM ADMINISTRATOR

Duties Summary:

Administers, in accordance with agency standards and requirements, a group of complex personnel management services programs; serves as a principal staff specialist, furnishing advice, assistance and support to the Director of Personnel Services in all matters affecting State personnel; and performs other duties as assigned.

Distinguishing Characteristics:

This class plans, directs and coordinates within a central personnel agency, a group of complex personnel management programs which requires extensive organization and staffing patterns involving the control and coordination of services through more than one level of subordinate supervisors, complex procedures, and organizational management techniques. Receives general directions from the department head. Supervision over positions at this level is nominal and consultative in nature. Administrative supervision is generally limited to approval of staffing, funds and facilities and establishment of broad department policies.

Positions in this class involve extensive contacts with personnel outside the agency. Contacts are made with representative of other agencies to establish working agreements and other procedures. Incumbents are called upon to meet with legislative committees, inter-jurisdictional and inter-agency committees, private business organizations, employee organizations, and other groups to give presentations on the various aspects of program activities and operations. A leadership role is evident in inter-jurisdictional and inter-agency relationships.

Examples of Duties:

Plans, organizes, directs and coordinates division activities and operations as they pertain to public personnel administrative work programs; develops and maintains operating and administrative control procedures within the broad framework of legal and agency standards and requirements; clarifies, interprets, applies and secures compliance with laws, rules, regulations, policies and procedures; confers and consults with the other technical staffs of the department; develops programs and improvements

in activities and operations; controls and assures the effective implementation and conduct of the division's activities and operations through the assistance of subordinate supervisory personnel; assumes responsibility for the effective and efficient handling and disposal of personnel and fiscal problems and needs of the division and its functions; prepares, presents and justifies a budget; plans and conducts staff meetings with subordinate supervisors and others; reviews and analyzes operational reports and other documents, makes changes within the division in the structure of the organization and the assignment of functions, when such changes will not materially increase operating costs or jeopardize the status or tenure of employees, limit services rendered or affect work of outside organizations, and recommends and justifies to higher authorities changes which may have such effects; establishes program objectives and general work plans; conducts program evaluation; deals with appellate, legislative employee organizations and other groups; prepares and issues special instructions for non-routine and complex assignments; sets performance standards and reviews formal evaluations of employee performance as prepared by subordinate supervisors; makes decisions on employee performance ratings recommended by subordinate supervisors; reviews, accepts, amends or rejects work of the division; informs subordinate supervisors of changes affecting the policies, procedures, and goals of the department as they relate to the work of the division; initiates formal requests for additional personnel to meet work requirements; recommends promotions, reassignments, other changes in status, and recognition of outstanding performance of assigned personnel to the Superintendent of Education

Knowledge and Abilities Required:

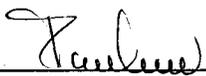
Knowledge of: The functions and organization of State government; personnel management and labor relations concepts, methods and procedures, including organizational and functional relationships within the public sector; pertinent laws, rules and regulations, policies and directives; public and private sector trends in personnel management and labor relations; principles and practices of public administration; principles and practices of supervision and management.

Ability to: Administer complex personnel management services programs; formulate overall objectives, strategies, programs, and resource requirements; deal effectively with administrative, legislative and other groups and individuals; present program plans orally and in writing and promote acceptance and support; exercise leadership in program areas.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes PERSONNEL PROGRAM ADMINISTRATOR by the Department of Education Civil Service system.

DATE APPROVED: OCT 24 2006

EFFECTIVE DATE: JUL 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources