

PART I

DEPARTMENT OF EDUCATION
STATE OF HAWAII

8C.372
8C.373
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Class Specifications for the Classes:

PROGRAM SPECIALISTS III, IV, V and VI SERIES

Series Definition:

Positions in this series perform and/or supervise professional work in planning, developing, coordinating, monitoring and evaluating programs, operations and activities in support of an agency's program.

The work of positions in this series involves conducting studies, research and analyses to identify needs or recommend solutions to problems; developing program plans, policies and procedures, rules and regulations, for the monitoring and maintenance of current programs or establishment of new programs and services; or providing advisory services, training, serving as liaison or resource to community organizations or others concerned with the agency's programs and activities for the implementation of new or revised programs or functions. Positions may also perform other related administrative or staff support duties, such as managing grants, developing contracts, writing legislative testimony, as required, in support of the agency's program.

Positions in this series are required to have knowledge of program planning and evaluation; effective work organization and staff utilization; and research and report writing methods and techniques. Positions are also required to have knowledge and understanding of agency-specific programs and activities, operations and processes, mission statement, goals and objectives, issues and concerns, policies and procedures, rules and regulations; and related State and federal programs, community organizations and services.

Excluded from this series are positions which involve professional work identified with other occupations by the nature of the paramount qualification requirements and/or in which the primary emphasis of the work requires knowledge in a specific or specialized occupational field such as engineering, social work, budget evaluation and analysis, management and organizational analysis, etc. Such positions should be classified in the appropriate specialized series.

Level Distinctions:

Classes in this series are distinguished from each other by differences in:

1. The complexity of work in terms of the nature, variety and difficulty of work assignments; scope and level of responsibility; and the impact of the work on others or on program operations;
2. The breadth of knowledge and abilities required to plan, develop, implement and evaluate programs, operations, plans and/or services;
3. The nature and extent of supervisory control exercised over the work performed which affect the scope of work, the nature and finality of recommendations and/or decisions; and
4. The nature and degree of supervision exercised over subordinate positions, the scope of supervisory actions performed which is conditioned by the organizational setting, by delegation of authority from above, and the difficulty of work, variety of functions, and complexity and size of the organization supervised.

PROGRAM SPECIALIST III

8C.372

Class Distinguishers:

Complexity: Positions in this class assist a higher level specialist(s) by performing assignments of limited scope and complexity. Such assignments include, but are not limited to, conducting studies and analyses of projects of limited scope, or segments of larger studies or projects; participating in the monitoring or review of program operations for the purposes of assisting in program evaluation or quality assurance activities; or participating in technical consultation activities by explaining State and federal laws, agency rules and regulations to line personnel.

Positions may also participate in one or more administrative and staff support activities such as budget formulation, grants or contracts management, staff development, development of legislation, provision of advisory services to line staff and others on new or revised techniques, processes and procedures, policy interpretation, etc.

Work is performed independently, under general supervision of a higher level specialist or program supervisor. Completed work is in the form of recommendations and is reviewed for consistency with State and federal requirements. Difficult, unprecedented and controversial issues are referred to the supervisor for discussion and guidance. Positions may also perform work of the next higher level under closer supervision and direction.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Research and evaluation methods and techniques; report writing; effective work organization and staff utilization; agency programs and activities, operations and processes, mission statement, goals and objectives, issues and concerns, policies and procedures, rules and regulations; State and federal laws, rules and regulations pertinent to the agency's program; related State and federal agencies, community organizations and agencies, resources and services that interact with and have an impact on the agency's programs and activities.

Ability to: Participate in planning, organizing, coordinating and implementing activities for the development of new or revised programs, policies and procedures; research, analyze, evaluate, and interpret data, reports and other materials, and draft reports of findings and recommendations for action; utilize problem-solving techniques in addressing problems, issues, and concerns, and recommend alternative solutions; interpret and explain pertinent federal and State policies and procedures, rules and regulations, etc., to a variety of audiences; communicate clearly and effectively, both orally and in writing; prepare clear and concise reports; develop and maintain effective working relationships with others; speak effectively before groups.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Assists a higher level specialist in conducting segments of major studies or special projects;
2. Conducts analyses of programs, their operations and activities and makes recommendations of findings to a higher level specialist or program supervisor;
3. Conducts research into changes in State and federal laws, rules and regulations, community concerns, etc.;

4. Interprets and explains new or existing program policies and procedures, rules and regulations, program standards, etc.;
5. Provides information to, and communicates with various committees, other agencies and community groups and organizations concerned with the agency's program;
6. Assists in the development of contracts and grants;
7. Monitors and evaluates program operations and activities to insure program objectives meet State and federal requirements;
8. Develops and implements corrective action plans to address program deficiencies;
9. Develops training programs to implement new or revised program policies, procedures, activities, functions, etc.;
10. Assists a higher level specialist in the preparation of the agency's State plan;
11. Participates in developing legislative proposals and testimonies;
12. May speak before groups to promote or provide information or coordinate program activities and objectives;
13. Assists in the development of budget requests;
14. Provides technical assistance, consultation and interpretation of the program rules and procedures to agency staff, other public, private and community agencies;
15. Develops, recommends and coordinates implementation plans for specific program areas; and
16. Advises and explains program requirements to data processing personnel.

PROGRAM SPECIALIST IV

8C.373

Class Distinguishers:

Complexity: Positions at this level perform the full range of program planning and development activities, in support of an agency's program. The work of positions in

this class range from assignments of moderate complexity, such as the routine review of program operations to insure that program objectives are being met, to the highly complex assignments of the next higher level. However, the primary work of positions in this class regularly involves complex assignments such as the development of new policies or standards that impact the agency and the interrelationships of its programs, and the development of comprehensive reports of findings and conclusions.

Positions may also participate in one or more administrative and staff support activities such as budget formulation, grants or contracts management, staff development, development of legislation, provision of advisory services to line staff and others on new or revised techniques, processes and procedures, policy interpretation, etc.

Work is performed independently, under general supervision of a higher level specialist or program supervisor. Completed work products that may serve as precedents are given closer supervisory review. The specialist is responsible for seeking supervisory guidance as needed.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Program planning and evaluation; research and evaluation methods and techniques; report writing; effective work organization and staff utilization; public relations; agency programs and activities, operations and processes, mission statement, goals and objectives, issues and concerns, policies and procedures, rules and regulations; State and federal laws, rules and regulations, pertinent to the agency's program; related State and federal agencies, community organizations and agencies, resources and services that interact with and have an impact on the agency's programs and activities.

Ability to: Plan, organize, coordinate and implement activities for the development of new or revised programs, policies and procedures; research, analyze, evaluate and interpret data, reports and other complex materials, and draft comprehensive reports of findings and conclusions; utilize problem-solving techniques in addressing problems, issues and concerns, and recommend alternative solutions; interpret and explain pertinent federal and State policies and procedures, rules and regulations, etc., to a variety of audiences; communicate clearly and effectively, both orally and in writing; prepare clear and concise reports; develop and maintain effective working relationships with others; and speak effectively before groups.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Conducts studies and analyses of programs, their operations and activities.
2. Conducts research into changes in State and federal laws, rules and regulations, community concerns, etc.
3. Develops and interprets new or revises existing program policies and procedures, rules and regulations, program standards, etc.
4. Serves as liaison and provides consultation to various committees, other agencies and community groups and organizations concerned with the agency's program.
5. Assists in locating funds and other resources available from State, federal, County and private agencies which can be used to support program activities and functions.
6. Develops and monitors contracts and grants.
7. Monitors and evaluates program operations and activities to insure program objectives meet State and federal requirements are being met.
8. Develops and implements corrective action plans to address program deficiencies.
9. Develops training programs to implement new or revised program policies, procedures, activities, functions, etc.
10. Assists in the preparation of the agency's State plan.
11. Develops legislative proposals and testimonies.
12. May speak before groups to promote or provide information or coordinate program activities and objectives.
13. Assists in the development and justification of budget requests.
14. Provides technical assistance, consultation and interpretation of the program rules and procedures to agency staff, other public, private and community agencies.

15. Develops and coordinates implementation plans for specific program areas.
16. Advises and explains program requirements to data processing personnel.

PROGRAM SPECIALIST V

8C.374

Class Distinguishers:

Complexity: Positions at this level are typically reflective of three general types:

- 1) A program specialist that supervises a staff of program specialists performing program planning and development work and, in addition, may participate in the performance of various program planning and development activities in support of an agency's program;
- 2) A program specialist located at the departmental or division level with responsibility for all of the program planning, development and implementation activities for one or more major components of the agency's overall program. Such responsibility has a major impact on the program's operations and services and includes, but is not limited to, being cognizant of changes to State and federal laws, legislation, policies, etc.; evaluating their impact on program goals and priorities, and resolving any issues or problems; anticipating and determining the need and making recommendations for review and development of new or revised plans, goals and objectives; ensuring that the coordination and implementation of new or revised program plans, policies, functions, work processes, etc., are properly and efficiently executed; and providing advice and consultation to managers, supervisors and others. Technical determinations are not normally questioned and the specialist is given considerable authority to coordinate work activities with federal and other State and private agencies in the planning and development of new or improved plans, policies, standards, operations, etc.;
- 3) A program specialist located at the departmental or division level performing the most complex, extensive and intensive program development, implementation and evaluation assignments. The intensity of the agency's program is such that it requires the constant development of new or revised programs and plans, policies and standards, etc., to meet constantly changing federal requirements, legislative mandates or consumer needs. The assignments are highly developmental, and involve solving unprecedented issues or controversial

problems, or developing new concepts or methodologies that impact the entire agency's operations, goals and objectives, or provision of services. Considerable resourcefulness and creativity are required in the development of new programs and services, and recommendations carry considerable weight.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: In addition to the knowledge required at the IV level, some positions must have knowledge of principles and practices of effective supervision; and effective work organization and staff utilization.

Ability to: In addition to the abilities required at the IV level, some positions must have the ability to plan, assign, review and evaluate the work of others; and organize, and coordinate operational activities.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Supervises a professional staff and participates in program planning and development activities.
2. Implements policies and procedures to assure efficient and effective staff work.
3. Makes assignments of projects and special studies to staff.
4. Evaluates subordinate's work productivity in relation to the agency's standards of performance.
5. Provides consultation, direction and advice to subordinates on program planning and development methods, non-routine or complex assignments or to clarify established guidelines.
6. Conducts studies and analyses of major, unprecedented or controversial issues regarding the agency services and operations.
7. Formulates and recommends major new policies, program goals or objectives.
8. Determines goals and objectives and establishes priorities for the program in accordance with federal and State requirements.

9. Develops new program plans to meet constantly changing federal requirements and legislative mandates.
10. Evaluates consumer needs and concerns and makes recommendations for development of new programs and/or functions for the agency.
11. Researches advancements in the field and develops new methodologies and interprets new concepts to enhance agency programs and services.

PROGRAM SPECIALIST VI

8C.375

Class Distinguishers:

Complexity: Positions at this level are supervisors of program development and/or evaluation services of such size and scope as to require a staff of program specialists with at least one specialist performing work comparable to the Program Specialist V level and which may include subordinate supervisors.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: In addition to the knowledge required at the V level, must have comprehensive and thorough knowledge of the organization, policies and practices of the agency's program, principles and practices of effective supervision, and effective work organization and staff utilization.

Ability to: In addition to the knowledge required at the V level, must have marked ability to supervise program development and evaluation activities.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Supervises and coordinates the work of subordinate program specialists, through subordinate supervisors, performing program planning and evaluation work.
2. Reviews and evaluates work and participates in evaluating agency operations and making recommendations for improvement.

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3. Provides and arranges for orientation of new employees.
4. Determines need, conducts and/or provides opportunities for staff training and development.
5. Discusses with and/or counsels employees on their work performance.
6. Directs and assists subordinate supervisors in assigning work to staff in consideration of specific job requests, areas of expertise, workload and other conditions to ensure timely completion of projects and fulfillment of agency objectives.
7. Takes appropriate action on personnel matters, such as promotions, transfers, leaves, disciplinary actions and grievances.

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 PROGRAM SPECIALISTS III, IV, V and VI by the Department of Education Civil Service system.

DATE APPROVED: MAR 21 2006

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