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Class Specifications for the Class:

WORK PROGRAM SPECIALIST IV

Duties Summary:

Reviews and evaluates operational programs and recommends improvements; assists in implementing and coordinating the various programs; conducts special studies as directed; and performs other duties as required.

Distinguishing Characteristics:

A position in this class is responsible for providing technical staff assistance by evaluating program operations, formulating recommendations for improvements and assisting in the implementation of improvements; developing and recommending work measurement standards and expenditure plans; scheduling and expediting programs; conducting studies on budgetary requirements; and recommending and participating in staff development activities. It is located in a statewide program involving the repair and maintenance of public buildings and schools; school bus transportation services; grounds maintenance and beautification; and custodian security, telephone and messenger services.

An incumbent of a position in this class works under the general supervision of a higher-level specialist or other manager.

Examples of Duties:

Evaluates through observation, analysis of records and reports and through staff consultation, needs for operational improvements and recommends plans for implementations; conducts studies of policies, procedures and standards relative to divisional programs; recommends and assists in the determination of policies and the development of standards and procedures for program activities; develops schedules and coordinates various work programs; assists in the compilation and preparation of budget requests; supervises employees engaged in school furniture and equipment acquisition control and issuance programs; confers with departmental representatives and school officials to discuss program direction and problems; assists in the establishment of school furniture standards; identifies training needs and recommends appropriate training; prepares reports and correspondence on divisional activities and programs; and performs other duties as required.

Knowledge and Abilities Required:

Knowledge of: General knowledge of management principles and practices, including the budgetary process; research and statistical methods; report writing.

Ability to: Develop and organize information and materials and formulate policies, standards and operating procedures; assess and evaluate program deficiencies and recommend improvements; effectively express ideas orally and in written form; prepare comprehensive reports; establish and maintain effective working relationship with others.

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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 class WORK PROGRAM SPECIALIST IV by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005

  
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for Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources