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Class Specifications for the Class:

PRIVATE SECRETARY II

Duties Summary:

Serves as personal and confidential assistant to a deputy of a State department, and performs other related duties as assigned.

Distinguishing Characteristics:

A position in this class services an appointed State official designated as a deputy to the director (or chief executive officer) of a State department. The administrative and managerial functions of a deputy are extremely complex by virtue of his or her substantial policy making and leadership role in the department. A deputy is defined, in this class specification, as an appointed official filling a statutorily identified deputy director's position.

A position in this class actively participates in the management of the deputy's office by generally assuming full responsibility for the administrative and clerical details of the office. In such capacity, the incumbent will invariably have access to and knowledge of confidential information relative to policy matters, employee-employer relations, program plans, etc. Considerable tact and judgment are required in dealing with such matters and in handling callers, visitors, other employees and officials, members of the Legislature, the press and members of the general public.

As provided by law, the incumbent of a position in this class is not subject to civil service provisions on recruitment and tenure even though the position is covered by the civil service classification plan.

Examples of Duties:

Receives and screens visitors and telephone calls, and determines which calls and callers must be directed to the deputy, can be referred elsewhere or can be handled personally; arranges for and attends conferences to take notes and prepare summaries, informs staff members of developments and arranges for implementation of the deputy's commitments, and keeps informed of current status of required work in the organization for periodic report to the deputy as deemed necessary; receives incoming mail, determines those which must go to the deputy or can be handled personally, and refers others with appropriate notations as to who is to prepare response, how reply is to be

addressed, for whose signature, etc., and doing follow up to assure timely response; reviews outgoing correspondence and action documents before forwarding to the deputy to assure that review has been made by all appropriate persons and material is in conformance with established policy and the views of the deputy, and resolves problems and conflicts or calls them to the attention of the deputy; keeps the calendar of the deputy, establishing priorities at own discretion, and sets up, shifts or refuses appointments; accepts or declines invitations to meetings on own initiative and arranges for representation by other staff as necessary; serves as liaison between the deputy and other staff on own initiative to inform them of his/her views on current problems, scheduling briefings by other staff and so forth; serves in a liaison capacity between the deputy and other offices and agencies to relate factual data and arrange procedural matters; may supervise other lower-level secretaries to coordinate support services in special projects; assembles background information for the use of the deputy in public speaking engagements, including obtaining biographical data on persons to be introduced, and may outline tentative speech draft; provides information to the deputy on long-term continuity of policy and procedures, internal problems and personalities, etc.; may operate a typewriter, word processor or personal computer to type correspondence, reports and other materials; may take and transcribe by shorthand, speedwriting or stenotype dictation of correspondence, reports and other materials.

Knowledge and Abilities Required:

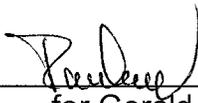
Knowledge of: Secretarial principles and practices; general administrative principles and practices applicable to large organizations; basic organization of State government; report writing; office practices and procedures; the operation and operational maintenance of various office machines and equipment.

Ability to: Plan, organize, and carry out a broad range of secretarial functions; organize, assign, direct and review the work of others; develop a working knowledge of the organization and the programs under an appointed deputy department head; understand and interpret the views and policies of the official served, including any special interest and official social obligations; work effectively under frequent interruptions and changing requirements, and handle office emergencies; write varied and complex business letters, summaries and reports requiring judgment as to appropriate format and conforming to all the rules of grammar and style; speak simply and directly to individuals and groups in conveying information about various technical and administrative aspects of programs; direct the maintenance of confidential files and records including those relating to employee-employer relations; deal tactfully with others within and outside the organization in carrying out the instructions and policies of the supervisor; for some positions, type accurately at an acceptable rate of speed or type and take and transcribe dictation at acceptable rates of speed; for some positions, operate an automobile.

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 PRIVATE SECRETARY II by the Department of Education Civil Service system.

DATE APPROVED: NOV 29 2006

EFFECTIVE DATE: MAR 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources