

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

CIP PLANNER II, EO-07

DUTIES SUMMARY:

Has immediate responsibility for providing staff services in developing the Department's Capital Improvement Program; preparing and presenting the annual CIP and Repair and Maintenance Program budgets; implementing expenditure plans for authorized projects; evaluating ongoing and completed capital improvement projects; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This class differs from the CIP Planner I in that the CIP Planner II performs the full range of responsibilities including the most difficult and complex assignments under the general administrative and technical supervision of the CIP Planner III; whereas the CIP Planner I performs simple to complex assignments with data collection instruments and evaluation procedures aimed at design and execution of the Department's capital improvement projects usually under the immediate technical supervision of a CIP Planner II.

This class differs from the CIP Planner III in that the CIP Planner II provides technical advice and assistance in the development, design, and execution of the Department's CIP projects under the general administrative and technical supervision of a CIP Planner III; whereas the CIP Planner III has program responsibility in the development, design, and execution of the Department's Capital Improvement Program and projects including supervision of a staff of professional and clerical personnel under the general administrative and technical direction of the Facilities Director.

Positions in this class are afforded some independence in carrying out ongoing programs and may supervise lower level professional and clerical personnel. Special assignments at this level are usually given with a statement of the objectives, limits of the assignment, suggested overall plan of work, and nature of results expected, with some independence in determining criteria and techniques to be applied. Completed work is reviewed for overall technical adequacy and conformance with the objectives of the assignment.

EXAMPLES OF DUTIES:

1. Prepares the period capital improvements management report for the Department.
2. Prepares the operating budget and implementation plan of the Facilities and Support Services Branch.
3. Consults with and advises school district and State Department of Education personnel regarding requests for capital improvements projects.
4. Assists in the development of the six-year capital improvements program by analyzing anticipated needs, funding resources and economic trends.
5. Assists in the preparation and presentation of the annual CIP budget by compiling estimates on project costs, evaluating justifications offered for projects, making

recommendations as to project scope, and actions in a resource capacity to explain or clarify the CIP budgets.

6. Assists in reviewing bids and recommending transfer of funds between projects as required.
7. Assists in preparing and providing the capital improvements budgetary requirements to the proper State departments for Executive action.
8. Assists in preparing and providing legislative testimonies regarding the capital improvements program to legislative staff personnel, legislators, and legislative committees.
9. Assists in the preparation of legislative acts regarding capital improvements.
10. Coordinates with other Department personnel and other State Department staff personnel in developing and executing the implementation plan for projects authorized by the State Legislature.
11. Participates in management studies of the Educational Specifications for revisions and cost implications.
12. Participates in the collective bargaining process by researching, collecting, and preparing necessary data and reports.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in public administration, educational administration, business administration, economics, or related fields and six (6) years of progressively responsible job-related professional experience in the specialized area of responsibility or closely related fields.

Knowledge of: Principles and practices of business administration and research techniques and analytical methods; principles and practices of public relations and budget preparation.

Ability to: Provide technical assistance in the field of specialty; gather and analyze data and assist in developing sound recommendations based on findings and conclusions; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.