

**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 improvement 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 improvement projects.
4. Assists in the development of the six-year capital improvement 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 improvement budgetary requirements to the proper State departments for executive action.
8. Assists in preparing and providing legislative testimonies regarding the CIP 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 business administration which included coursework in accounting, management and decision sciences and four (4) years of responsible professional work experience in capital improvement program planning of which one (1) year shall have been in an education program, agency or system.

Knowledge of: Management accounting; government accounting; business statistics; computer-based information systems; laws, rules, regulations and administrative procedures pertinent to CIP planning.

Ability to: Perform a variety of CIP planning functions; communicate effectively with others both orally and in writing; operate computer and other business machines.