

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

CIP PLANNER III, EO-08

DUTIES SUMMARY:

Has program responsibility for providing statewide technical services in developing the Department's Capital Improvement Program, preparing and presenting the annual CIP and Repair and Maintenance Program budgets, and implementing expenditure plans for authorized projects, including supervision of a staff of professional and clerical personnel; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

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

This class differs from the Facilities Director in that 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; whereas the Facilities Director directs, through intermediate supervisors, the activities of a major organizational unit of the office responsible for statewide facilities current and advance planning, development, and implementation of the Department's Capital Improvement Program and the custodial and grounds maintenance program under the general administrative and technical direction of the Assistant Superintendent, Office of School Facilities and Support Services.

Positions in this class are afforded independence in supervising ongoing and established programs and activities. Controls imposed are generally in the form of general directions as to activities, policies, and deadlines. In accomplishing special projects or in solving major problems, greater controls are typically imposed in the form of prescribed scope of project, results desired, and time limitations for project completion.

EXAMPLES OF DUTIES:

1. Provides administrative and technical supervision over the section.
2. Confers with school, district, county, state, and federal agency personnel to facilitate the accomplishment of program requirements.
3. Prepares the operating budget and expenditure plan for the section.
4. Advises school, district, and state personnel on CIP projects.

5. Assists, or represents, the Director or Assistant Superintendent in presenting information to the Assistant Superintendent, the Superintendent, the Board of Education, the Legislature, the general public, and other public agencies and private organizations.
6. Serves on special task forces or other committees as requested by the Director or Assistant Superintendent.
7. Conducts special studies, makes recommendations, and prepares and submits reports to the Director as required.
8. 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 master's degree in public administration, educational administration, business administration, economics, or related fields or a bachelor's degree plus 30 semester credits in public administration, educational administration, business administration, economics, or related fields and seven (7) years of progressively responsible job-related professional experience in the specialized area of responsibility or closely related fields, including two (2) years of experience directly related to the specialized area of responsibility.

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: Provides technical direction and guidance to other budget analysts in a specialized field of budgeting; gather and analyze data and develop sound recommendations based on findings and conclusions; prepare clear, concise, and comprehensive reports; 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.