

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

COMPLEX AREA PERSONNEL SPECIALIST, EO-07

DUTIES SUMMARY:

Advises the Complex Area Superintendent regarding both certificated and classified human resources matters and performs a variety of human resources administrative functions at the complex area level; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Complex Area Personnel Specialist under the general administrative direction of the Complex Area Superintendent administers ongoing programs for the complex area certificated and classified personnel. Work involves the administration of human resources policies, procedures, codes and collective bargaining agreements. Positions in this class exercise discretion and judgment in managing difficult to highly complex matters with operational independence. With regards to matters of major significance or high sensitivity, such as in managing serious cases of workplace violence or highly complex and policy impacting grievance cases or in establishing far-reaching personnel policies, assistance and guidance from the appropriate Personnel Director is provided. A position in this class may supervise clerical personnel.

Positions in this class are afforded independence in carrying out assignments.

EXAMPLES OF DUTIES:

1. Develops and effectively implements complex area guidelines on both certificated and classified personnel management practices in conformance with departmental standards.
2. Interprets and advises school and complex area managers, supervisors, and employees concerning departmental policies and procedures and State rules and regulations concerning both certificated and classified personnel administration.
3. Works with school, complex area and state personnel to determine school staffing requirements and implements and administers the position accounting system in use at the complex area to insure accurate and efficient accounting of all positions allocated to the complex area.
4. Evaluates and recommends for selection and placement persons to fill administrative, teaching, and support service positions.
5. Recommends complex area orientation and training programs to upgrade the professional competencies of administrative and instructional personnel in conformance with departmental standards/guidelines.
6. Promotes employee morale and well-being by providing for proper consideration and expeditious administration and analysis of adjustments, grievances, benefits, and other personnel matters.

7. Confers with representatives of other public agencies and private organizations to coordinate in-service or pre-service training programs and placement of student teachers, to discuss rules and regulations relating to classified positions, and to promote better understanding of departmental positions on various personnel matters.
8. Develops and implements an employee substitute program for the complex area.
9. Serves as the responsible professional to coordinate activities and recommendations on other related matters, such as the discipline or removal of personnel, and the acceptance of students for school district exceptions.
10. Evaluates all personnel programs within the complex area and makes recommendations for improving the effectiveness of the programs.
11. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Education: Graduation from an accredited college or university with a bachelor's degree in business administration with specialization in human resource management or with specialization in management which included coursework in personnel administration and industrial relations; **AND**

Experience: Four (4) years of responsible professional work experience in one or more specialized areas of personnel management of which one (1) year shall have been in an education program, agency or system; **OR**

Any equivalent combination of education and experience which provides the following knowledge, abilities and skills:

1. **Knowledge of:** Personnel administration, leadership and group dynamics; organizational change and effectiveness; labor relations issues and concerns; business statistics; principles and practices pertinent to the area or areas of assignment such as compensation, the staffing process, collective bargaining and dispute settlement/resolution; employee benefits, classification and compensation, etc.; laws, rules, regulations and administrative procedures pertinent to the area or areas of assignment.
2. **Ability to:** Provide analytical and technical services in personnel management in the area or areas of assignment; communicate effectively with others both orally and in writing; operate computer and other business machines.

RECOMMENDED EQUIVALENCIES FOR EDUCATION:

1. Bachelor's degree in any field from an accredited college or university PLUS two (2) years of professional work experience which involved responsibility for personnel administration, or cumulative equivalent experience; **OR**
2. Completion of the Cohort Program (or earlier versions of the Department of Education's school administration training program); **OR**

3. Bachelor's degree from an accredited college or university PLUS five (5) years of experience in any of the Institutional Analyst classes or any of the Management Analysis & Compliance Specialist classes.

RECOMMENDED EQUIVALENCIES FOR EXPERIENCE:

1. Two (2) years of professional work experience which involved responsibility for personnel administration, or cumulative equivalent experience, PLUS two (2) years of experience in the Personnel Specialist I class or Personnel Specialist I or II classes; **OR**
2. A master's degree in business administration from an accredited college or university, PLUS two (2) years of experience in the Personnel Specialist I class, or Complex Area Personnel Specialist I or II classes; **OR**
3. Five (5) years of experience as a 12-month educational officer with the Department of Education, PLUS two (2) years of experience in the Personnel Specialist I class, or Complex Area Personnel Specialist I or II classes; **OR**
4. Five (5) years of experience as a school principal or vice principal PLUS two (2) years of experience in the Personnel Specialist I class, or Complex Area Personnel Specialist I or II classes.