

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

INFORMATION SPECIALIST II, EO-07

DUTIES SUMMARY:

Has immediate responsibility for providing staff services to plan, organize, and conduct, either individually or as a member of a team, the full range of work assignments relating to a statewide student information system; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Information Specialist I in that the Information Specialist II performs the full range of the most difficult and complex assignments in student information systems program development, implementation and management, under the general administrative/technical supervision of a Director; whereas the Information Specialist I performs the simple to complex assignments in student information system program development, usually under the immediate technical supervision of an Information Specialist II.

Positions in this class are afforded some independence in carrying out on-going 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. Develops and implements a statewide Student Information Program encompassing the development and improvement of program goals and objectives, policies, procedures, methods, and standards for collecting, recording, maintaining, statistically analyzing, reporting, and utilizing all forms of student data, whether processed manually or electronically.
2. Develops and administers the statewide student records management and forms control program.
3. Develops and updates appropriate manuals for the administration of student records management and forms control program.
4. Provides technical direction and consultative services regarding the student information system to schools, districts, and other state offices.
5. Participates in forms design and computer program design required to collect and process student data.
6. Conducts workshops and in-service training of personnel responsible for collecting and reporting student data.

7. Annually prepares and publishes 6-year enrollment projections for all schools, districts, and the State, based upon statistical analysis of statewide population, housing, birth, and economic trends.
8. Develops and maintains appropriate records and files of demographic data.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in educational administration, business administration, mathematics, economics, information sciences, or related fields; and six years of progressively responsible job-related professional experience.

Knowledge of: Principles, theories and practices of information sciences, statistics and statistical research, educational administration, qualitative and quantitative analytical methods, project management techniques, supervision, department organization and functions, acquaintance with computer capabilities, public relations and budget preparation.

Ability to: Develop and evaluate plans, programs and procedures; coordinate project development and implementation; prepare clear, concise and comprehensive reports; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; and present and explain budgets to public officials and others.