

**DEPARTMENT OF EDUCATION  
STATE OF HAWAII**

**INSTITUTIONAL ANALYST II**

**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 in program planning and analysis; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This class differs from the Institutional Analyst III in that the Institutional Analyst II performs the full range of the most difficult and complex assignments in specialized institutional analysis areas under the general administrative/technical supervision of a Institutional Analyst III; whereas the Institutional Analyst III has program responsibility in a specialized area including supervision of a staff of professional and clerical personnel under the administrative/technical direction of a Planning and Evaluation or other Director.

Positions in this class are afforded some independence in planning, organizing, and carrying out assignments 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. Plans, organizes, and conducts work assignments or projects in program planning and analysis. Performs analysis relating to the development and implementation of accountability measures and requirements, which may involve adapting research methodologies from other disciplines to derive practicable solutions to deal with and/or solve emerging issues and problems.
2. Provides related consultation to state, district, and school officials.
3. Prepares comprehensive analytical or consultative reports, including pertinent data, findings, conclusions, and recommendations.
4. Develops procedures and guidelines to be applied statewide in the Department for program planning or policy recommendations for action.
5. Assists in compiling and presenting information to the Director, the Superintendent, the Board of Education, the Legislature, the general public, and private organizations on matters relating to program planning.
6. Participates as a working member or resource person in a variety of ad hoc committees, task forces, and investigatory teams dealing with major management problems, issues, or concerns. Develops and recommends alternative approaches accompanied by cost-benefit analysis or cost-effectiveness studies.
7. Monitors bills as assigned, and prepares and presents, on occasion, testimony to the Hawaii State Legislature.

8. Performs other related activities, as required or assigned by the Section Administrator, Director, and/or Superintendent.

**MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

**Education:** Graduation from an accredited college or university with a bachelor's degree in political science or business administration with coursework in public administration, management accounting, and research and statistics.

**Experience:** Four (4) years of responsible professional work experience in program planning and analysis, budgeting, and/or public administration of which one (1) year shall have been in an education program, agency or system.

**Combined Education and Experience:** An equivalent combination of education and experience may be acceptable, as determined by the Department. Substitutions can be considered for the requirement of experience in an education program, agency or system.

**Knowledge of:** Public administration and organization theory; management accounting; business statistics; computer-based information systems; laws, rules, regulations and administrative procedures pertinent to the area(s) of assignment.

**Ability to:** Conduct studies in program planning and analysis; communicate effectively with others both orally and in writing; operate computer and other business machines.