

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

INSTITUTIONAL ANALYST III

DUTIES SUMMARY:

Has program responsibility for providing statewide technical services in program planning and analysis, including supervision of a staff of professional and clerical personnel; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

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

This class differs from the Planning and Evaluation Director in that the Institutional Analyst III conducts analysis and consultative work which regularly involves the most difficult and complex assignments which affect the highest levels of management policies and decisions, under the general administrative/technical direction of a Planning and Evaluation Services Director; whereas the Planning and Evaluation Services Director, under the executive direction of the Superintendent and through intermediate supervisors, directs the activities of a major organizational unit of the State office responsible for providing statewide services.

Positions in this class are afforded extensive independence in supervising ongoing activities. Controls imposed are generally in the form of goals and objectives as related to activities, policies, and deadlines. In accomplishing special projects or in solving major problems, controls are typically expressed in the form of scope of project, results desired, and time limitations for project completion.

EXAMPLES OF DUTIES:

1. Provides administrative and technical supervision over the section, including reviewing and approving staff work through staff meetings, conferences, and progress and status reports.
2. Provides related consultation to state, district, and, school officials.
3. Maintains liaison with school, district, county, state and federal agency personnel to facilitate the accomplishment of project requirements, assists or represents the Director in presenting information to the Superintendent, assists the Director or Superintendent in presenting information to the Board of Education, the Legislature, the general public, and other public agencies and private organizations.
4. Participates as a working member or resource person in a variety of ad hoc committees, task forces, and investigatory teams dealing with major planning problems, issues, or concerns.
5. Conducts special studies, makes recommendations, and prepares and submits reports to the Director as required; participates in the collective bargaining process by researching, collecting,

and preparing necessary data and reports.

6. Coordinates the work of community and/or stakeholder task forces created to provide varied input to projects and resolves sometimes conflicting input from task force members.
7. Adapts research methodologies (statistical, technical, procedural, etc.) from other disciplines to develop and recommend solutions to problems.
8. Performs analysis to derive practicable solutions to deal with and/or solve emerging educational issues and problems.
9. Develops and recommends alternatives accompanied by cost-benefit or cost-effectiveness studies.
10. Formulates state plans that set directions, present strategies, obtain objectives, provide time frames for accomplishment, and array associated costs.
11. Prepares and presents, on occasion, testimony to the Hawaii State Legislature and monitors bills, as assigned.
12. Performs other related duties as required or assigned.

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: Seven (7) years of responsible professional work experience in program planning and analysis, budgeting, and/or public administration of which three (3) years 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; principles and practices of supervision.

Ability to: Plan, organize and direct program planning and analysis functions including scheduling, assignment and consultation; communicate effectively with others both orally and in writing; deal effectively with federal, state and departmental officials to accomplish program goals and objectives; operate computer and other business machines.