

**DEPARTMENT OF EDUCATION
STATE OF HAWAII
PERSONNEL DIRECTOR, EO-10**

DUTIES SUMMARY:

Leads and directs the activities of a major organizational program responsible for the overall direction, preparation, coordination, explanation, execution and administration of statewide human resources services in a broad functional area encompassing several related specialized program areas; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Personnel Specialist III in that the Personnel Director directs, through intermediate supervisors, the activities of a major organizational program of the office responsible for providing statewide services in a broad functional area encompassing several related specialized human resources program areas under the general direction of the Assistant Superintendent, Office of Human Resources; whereas the Personnel Specialist III has program responsibility in a specialized human resources program area including supervision of a staff of professional and clerical staff under the general administrative/technical direction of a Personnel Director.

Positions in this class are given wide latitude in planning, scheduling, and coordinating the day-to-day activities of the program. They carry out ongoing programs through intermediate supervisory staff with delegated, responsibility for specialized human resources program areas. Controls are generally in the form of prescribed objectives with time limitations on special project assignments.

EXAMPLES OF DUTIES:

1. Provides administrative and technical leadership, strategic vision, and direction over the branch.
2. Organizes the staff into functional sections and makes staffing assignments.
3. Reviews and approves staff work through meetings, conferences, and progress and status reports and establishes internal operating policies and procedures.
4. Ensures compliance with laws, policies, procedures and codes.
5. Leads, supports, develops, researches, and implements innovative and creative human resources programs that improve the management and administration of the Department.
6. Develops new and/or recommends revisions to existing program policies, regulations, and procedures for approval by an Assistant Superintendent.
7. Confers with high level administrative and technical personnel in the Department and in county, state, and federal agencies to facilitate the accomplishment of program requirements.

8. Reviews and approves reports and correspondence for submission to the Assistant Superintendent.
9. Interviews and recommends persons to be hired; recommends human resources actions such as promotions, transfers, disciplinary actions, and leaves for approval by the Assistant Superintendent.
10. Encourages and supports participation by the staff in self-improvement and in-service training activities.
11. Evaluates the performance of subordinate supervisors and reviews their ratings of the staff.
12. Reviews and approves the operating budget and expenditure plan for the program and monitors the expenditure plan.
13. Advises school, complex area, and state staff on issues and concerns relating to the broad functional human resources program area.
14. Develops and implements training programs for management, supervisors and staff.
15. Assists or represents the Assistant Superintendent in presenting information to the Superintendent, the Board of Education, the Legislature, the general public, and other public agencies and private organizations.
16. Serves on special task forces or other committees as requested by the Assistant Superintendent.
17. Conducts special studies, makes recommendations, and prepares and submits reports to the Assistant Superintendent as required.
18. Participates in the collective bargaining process by reviewing and approving prepared data and reports, reviewing employee proposals, and acting as the consultant in the broad functional area for the administration of all negotiated contracts; serves as the Superintendent's designated representative as requested.
19. 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: Nine (9) years of responsible professional work experience in one or more specialized areas of personnel management of which five (5) years shall have been in an education program, agency or system; including two (2) years supervision of professional personnel; **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 one or more areas of assignment, such as compensation, the staffing process, collective bargaining, recruitment, classification and compensation, dispute resolution/settlement, discipline, employee benefits, laws, rules, administrative procedures pertinent to one or more areas of assignment; supervision and management principles and practices.
2. **Ability to:** Plan, direct, coordinate and evaluate central staff services in personnel management; deal effectively with federal, state, county and departmental officials to accomplish departmental goals and objectives; 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 Complex Area Personnel Specialist I or II classes; meets four (4) of the required nine (9) years of experience; **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; meets four (4) of the required nine (9) years of experience; **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 meets four (4) of the required nine (9) years of experience; **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 meets four (4) of the required nine (9) years of experience