

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

PERSONNEL SPECIALIST II, E0-07

DUTIES SUMMARY:

Has immediate responsibility for providing the full range of technical services on a statewide level in one or more specialized human resources program areas such as recruitment, employment, training, certification, human resources development, contract administration, classification and compensation, employee benefits, collective bargaining and negotiations, etc.; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Personnel Specialist III in that the Personnel Specialist II performs the full range of the most difficult and complex assignments in a specialized human resources program area(s) under the general administrative and technical supervision of a Personnel Specialist III; whereas the Personnel Specialist III has program responsibility in a specialized human resources program area including supervision of a staff of professional and clerical personnel under the general administrative and technical direction of a Personnel Director.

Positions in this class are afforded independence in planning, organizing, and carrying out ongoing programs and may supervise lower level professional and clerical staff. Special assignments at this level are usually given with a statement of objectives and limitations, if any, of the assignments. A suggested overall plan of work and the nature of results expected are identified. Positions work with independence in determining overall work methods, criteria and techniques to be applied. Completed work is reviewed for overall technical adequacy and conformance with the objectives of the assignments.

EXAMPLES OF DUTIES:

Recruitment

1. Gathers and analyzes data to forecast future professional staffing requirements.
2. Conducts studies to determine the availability of qualified human resources and explores new sources of potential applicants.
3. Evaluates data and recommends methods of improving the recruitment process in innovative and creative procedures and methods.
4. Conducts public relations and promotional activities to attract qualified human resources for vacancies.
5. Plans, schedules, and participates in recruitment trips locally and on the mainland and conducts orientation programs for recruiters; interviews, evaluates, and recommends candidates for employment.
6. Develops evaluative methods and techniques and selection criteria and standards.

7. Provides training and in-depth assessments to assist hiring managers in conducting reference checks, resume evaluations, equal opportunity implications, proper interview techniques, etc.
8. Contacts and administers selection procedures for selected applicants.
9. Coordinates a transfer program for employees of the Department.

Employment

1. Administers a transaction, auditing, and processing program for employees of the Department.
2. Analyzes operations and makes recommendations for improvements.
3. Administers leave, probation-tenure status of certificated employees, human resources contracts and compensation.
4. Evaluates systems to ensure the most up-to-date approaches to ensure responsiveness to employees of the Department.
5. Maintains a computerized master file and a position accounting program for certificated and classified employees of the Department.
6. Ensures accurate and timely review for data management and operational needs.

Certification

1. Certifies teachers and educational officers in accordance with the certification standards of the Department.
2. Classifies and reclassifies teachers for compensation purposes based on credits earned and training accomplished.
3. Interprets departmental policies and regulations relating to the certification of teachers and educational officers.
4. Develops new standards and procedures in facilitating the certification of teachers and educational officers.
5. Maintains an interstate teacher certification program; recommends approval of teacher education programs in the state.

Human Resources Development

1. Coordinates in-service education and training projects for teachers, educational officers, and/or classified personnel.
2. Assists in designing and developing university courses to meet specific educational needs of teachers and educational officers.

3. Develops guidelines to determine eligibility of continuing education activities for Department "B" credits.
4. Selects and processes applicants for sabbatical and professional improvement leaves.
5. Promotes and encourages personnel exchanges to benefit the Departmental cross training.
6. Develops and provides management training and development services, through the identification of needs assessments and coordination with other State offices as subject matter experts.
7. Identifies and selects human resources for management training.
8. Coordinates the development and implementation of the Administrative Intern Program.
9. Coordinates and administers a program for the evaluation of teachers and educational officers.

Contract Administration

1. Administers the employee grievance/arbitration program; maintains a system of grievance recordkeeping and accountability.
2. Conducts workshops for first-line supervisors and middle management on the interpretations and effective management of employee grievances and contract administration.
3. Advises, trains, and supports managers/supervisors on grievance analysis and best practices on the adjudication and management of grievances.
4. Provides support, analysis and input to supervisors/managers on managing employee misconduct, appropriate employee disciplinary actions, non-renewal of employee contracts, and terminations of employment.
5. Maintains, recommends revisions to, and provides interpretations of the School Code.
6. Maintains a communication program to provide employees, supervisors/managers with information on human resources policies, practices, and programs.
7. Serves as the Superintendent's designated representative in employee grievance and arbitration cases and as liaison between the Department and unions on employer-employee matters as requested.

Classification and Compensation

1. Maintains a classification and compensation program for various classification systems, including but not limited to civil service and educational officers.

2. Prepares and maintains position descriptions for each position and class of positions.
3. Evaluates and conducts desk audits, as appropriate, to take official and appropriate classification and reclassification actions.
4. Allocates new positions to existing or new classes; reallocates existing positions to appropriate classes.
5. Establishes new classes and develops class specifications.
6. Assigns new classes to salary ranges; conducts or participates in classification and pay studies.
7. Participates and represents the Department in administrative reviews and appeal hearings on classification and pay matters.

Employee Benefits

1. Administers a comprehensive employee benefits program.
2. Reviews, manages and ensure appropriate claims and benefits administration.
3. Informs and counsels employees on benefits such as health, dental, and life insurance, tax-sheltered annuity, additional sick leave, and temporary disability insurance.
4. Plans and administers the Workmen's Compensation Act for the Department and represents the Department at hearings.
5. Develops and administers an incentive service awards program for employees of the Department.
6. Provides a personal counseling program for employees on pre-retirement and post-retirement plans and for employees and family members in the event of a death of an employee or immediate family member.

Collective Bargaining and Negotiations

1. Coordinates the collective bargaining and negotiations functions of the Department, including consult and confer activities.
2. Provides research and technical information to the Board's negotiations team.
3. Provides contract interpretations to management and provides training and interpretations to middle management and supervisory staff.
4. Maintains the Department's records and files on collective bargaining and negotiations.

5. Serves as Department liaison to the Board of Education and other public agencies on collective bargaining and negotiations matters.
6. Coordinates with labor relations and other personnel programs to determine if new or amended collective bargaining articles should be negotiated to ensure the effective operations of the Department.

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 DOE Personnel Specialist I class or DOE 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 DOE Personnel Specialist I class, or DOE 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 DOE Personnel Specialist I class, or DOE 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 DOE Personnel Specialist I class, or DOE Complex Area Personnel Specialist I or II classes.