

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

PERSONNEL SPECIALIST III, EO-08

DUTIES SUMMARY:

Has program responsibility for providing statewide technical services in a specialized human resources program area, including supervision of a staff of professional and clerical personnel; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Personnel Specialist II in that 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; whereas the Personnel Specialist II performs the full range of the most difficult and complex assignments in a specialized human resources program area usually under the general administrative/technical supervision of a Personnel Specialist III.

This class differs from the Personnel Director in that 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 DOE Personnel Director; whereas the Personnel Director directs, through intermediate supervisors, the activities of a major organizational branch of the State office responsible for providing statewide services in a broad functional area encompassing several related specialized human resources programs under the general administrative and technical direction of the Assistant Superintendent, Office of Human Resources.

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

EXAMPLES OF DUTIES:

1. Provides administrative and technical supervision over programs.
2. Reviews and approves staff work through meetings, conferences, and progress and status reports.
3. Develops new and recommends revisions to existing programs, policies, regulations, and procedures for approval by the Director.
4. Confers with school, complex area, county, state, and federal agency personnel to facilitate the accomplishment of program requirements.
5. Prepares the operating budget and expenditure plan for the program.

6. Advises school, complex area, and state personnel on the specialized personnel program area; assists or represents the Director or Assistant Superintendent in presenting information to the Assistant Superintendent, the Superintendent, the Board of Education, the Legislature, the general public, and other public agencies and private organizations.
7. Serves on special task forces or other committees as requested by the Director or Assistant Superintendent; conducts special studies, makes recommendations, and prepares and submits reports to the Director as required.
8. Develops and implements training programs for staff and supervisory personnel at all levels.
9. Participates in the collective bargaining process by researching, collecting, and preparing necessary data and reports, and acting as the consultant in the specialized human resources program area for the administration of all negotiated contracts.
10. Serves as the Superintendent's designated representative and as liaison between Department and union on employer-employee matters as requested.
11. Serves as Department liaison to the Board of Education and other public agencies on collective bargaining and negotiations matters as requested.
12. Participates as an operational member in the functional activities of the section.
13. 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: Seven (7) years of responsible professional work experience in one or more specialized areas of personnel management of which three (3) years 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, employee benefits, classification and compensation, etc.; laws, rules, regulations and administrative procedures pertinent to the area or areas of assignment; principles and practices of supervision.
2. **Ability to:** Plan, organize and direct functions and activities in the area or areas of assignment including complex analysis and report preparation, coordination and

consultative services, and development of department-wide guidelines and procedures; deal effectively with federal, state, 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 Complex Area Personnel Specialist I or II classes meets four(4) of the required seven (7) 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 DOE Personnel Specialist I class, or Complex Area Personnel Specialist I or II classes; meets four (4) of the required seven (7) 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 DOE Personnel Specialist I class or Complex Area Personnel Specialist I or II classes meets four (4) of the required seven (7) 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 DOE Personnel Specialist I class, or Complex Area Personnel Specialist I or II classes; meets four (4) of the required seven (7) years of experience.