

DEPARTMENT OF EDUCATION
STATE OF HAWAII

COMPLEX AREA HUMAN RESOURCES OFFICER SERIES

DUTIES SUMMARY:

Advises the Complex Area Superintendent regarding both certificated and classified human resources matters and performs various human resources administrative functions at the complex area level; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

COMPLEX AREA HUMAN RESOURCES OFFICER I, EO-06 **56813**

This trainee class performs a more limited range of assignments, under the immediate technical supervision of the Complex Area Superintendent with assistance and guidance from the appropriate Human Resources Director.

COMPLEX AREA HUMAN RESOURCES OFFICER II, EO-07 **56814**

The Complex Area Human Resources Officer, under the general administrative direction of the Complex Area Superintendent, administers ongoing programs for the complex area certificated and classified personnel. Work involves the administration of human resources policies, procedures, codes, and collective bargaining agreements. Positions in this class exercise discretion and judgment in managing difficult to highly complex matters with operational independence. With regards to matters of major significance or high sensitivity, such as in managing serious cases of workplace violence or highly complex and policy-impacting grievance cases or in establishing far-reaching human resources policies, assistance and guidance from the appropriate Human Resources Director is provided. Positions in this class are afforded independence in carrying out assignments and may supervise clerical personnel.

EXAMPLES OF DUTIES:

1. Develops and effectively implements complex area guidelines on both certificated and classified human resources management practices in conformance with departmental standards.
2. Interprets and advises school and complex area managers, supervisors, and employees concerning departmental policies and procedures and state rules and regulations concerning certificated and classified personnel administration.
3. Works with school, complex area, and state personnel to determine school staffing requirements and implements and administers the position accounting system in use at the complex area to ensure accurate and efficient accounting of all positions allocated to the complex area.
4. Evaluates and recommends for selection and placement persons to fill administrative, teaching, and support service positions.

5. Recommends complex area orientation and training programs to upgrade the professional competencies of administrative and instructional personnel in conformance with departmental standards/guidelines.
6. Promotes employee morale and well-being by providing for proper consideration and expeditious administration and analysis of adjustments, grievances, benefits, and other human resources matters.
7. Confers with representatives of other public agencies and private organizations to coordinate in-service or pre-service training programs and placement of student teachers, to discuss rules and regulations relating to classified positions, and to promote a better understanding of departmental positions on various human resources matters.
8. Develops and implements an employee substitute program for the complex area.
9. Serves as the responsible professional to coordinate activities and recommendations on other related matters, such as the discipline or removal of personnel, and the acceptance of students for school district exceptions.
10. Evaluates all personnel programs within the complex area and makes recommendations for improving the effectiveness of the programs.
11. 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 resources management, or with specialization in management which included coursework in human resources administration and industrial relations.

Substitution for Education: Bachelor's degree in any field from an accredited college or university PLUS two (2) years of excess professional work experience which involved responsibility for human resources administration, or cumulative equivalent experience.

Experience:

Complex Area Human Resources Officer I: Two (2) years of responsible professional work experience in one or more areas of human resource management of which one (1) year shall have been in an education program, agency or system.

Complex Area Human Resources Officer II: Four (4) years of responsible professional work experience in one or more areas of human resource management of which one (1) year shall have been in an education program, agency, or system.

Substitution for Experience: A master's degree in business administration from an accredited college or university can substitute for one year of professional work experience.

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: Human resources administration, leadership, and group dynamics; organizational change and effectiveness; labor problems; business statistics; principles and practices pertinent to the area(s) of assignment such as collective bargaining and dispute settlement; laws, rules, regulations, and administrative procedures pertinent to the area(s) of assignment.

Skills/Abilities: Provide analytical and technical services in human resource management in the area(s) of assignment; communicate effectively with others both orally and in writing; operate computer and other business machines.