

DEPARTMENT OF EDUCATION  
STATE OF HAWAII

HUMAN RESOURCES REGIONAL OFFICER SERIES

**DUTIES SUMMARY:**

Advises the Complex Area Superintendent regarding certificated and classified human resource matters and performs a variety of human resource administrative functions at the complex/district level and performs a wide range of related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

**HUMAN RESOURCES REGIONAL OFFICER I, EO-06**

**56724**

This trainee class serves as the on-site human resources representative for the respective District performing a more limited range of assignments under the immediate technical supervision of the Human Resources Director and supervises the human resources staff on location.

**HUMAN RESOURCES REGIONAL OFFICER II, EO-07**

**56725**

This class serves as the on-site human resources representative for the respective District performing the full range of the most difficult and complex assignments under the general administrative and technical supervision of the Human Resources Director and supervises the human resources staff on location.

**EXAMPLES OF DUTIES:**

1. Assists in the processing and investigation of union grievances and civil rights complaints.
2. Provides advisory services and coordination of grievance hearings at the school and district level; serves as a hearing officer and conducts workshops of the first-line supervisors and middle management personnel on the processing of grievances and contract administration.
3. Serves as the district liaison to the Multi-track Year Round School Committee on personnel issues.
4. Serves in a troubleshooting capacity on human resources administration problems related to pay, classification, salary, conditions of work, benefits, interpretation of Department policies and procedures, etc.
5. Assists the Complex Area Superintendent and Principals in finding solutions to personnel problems that inhibit school improvement/renewal efforts.
6. Assists schools in the resolution of special personnel administration problems that arise.
7. Conducts teacher interviews.

8. Processes the district's substitute teacher registration and employees for fingerprinting.
9. Coordinates the interviews of educational officers within the district.
10. Implements an employee New Hire orientation program.
11. Coordinates the district's safety program for employees and the distribution of personnel forms and computer input.
12. Administers and coordinates specific personnel activities and functions that cut across all districts, as determined and assigned by the Assistant Superintendent of the Office of Talent Management.
13. Performs other related responsibilities as required or 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:**

Human Resources Regional 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.

Human Resources Regional 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 issues; business statistics; principles and practices pertinent to the area(s) of assignment such as personnel compensation, the staffing process, collective

bargaining, and dispute settlement, or employee benefits; laws, rules, regulations, and administrative procedures.

**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 computers and other business machines.