

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

HUMAN RESOURCES OFFICER SERIES

DUTIES SUMMARY:

The Human Resources Officer series has the 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.; including supervision of a staff of professional and clerical personnel; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

HUMAN RESOURCES OFFICER I, EO-06

56715

This trainee class works in a specialized human resources program area(s) of a more limited range under the immediate technical supervision of a Human Resources Officer III. Positions in this class may supervise lower-level professional and clerical staff.

HUMAN RESOURCES OFFICER II, EO-07

56716

This class 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 Human Resources Officer III.

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 personnel 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 personnel 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 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.

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 ensures 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 human resource programs to determine if new or amended collective bargaining articles should be negotiated to ensure the effective operations of the Department.

HUMAN RESOURCES OFFICER III, EO-08**56717****DISTINGUISHING CHARACTERISTICS:**

This class 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 Human Resources Director.

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 human resources 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 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 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 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.

Human Resources Officer III: Seven (7) years of responsible professional work experience in one or more areas of human resource management of which three (3) years 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 (1) 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 Officer I: Human resource 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 compensation, the staffing process, collective bargaining, and dispute settlement or employee benefits.

Human Resources Officer II: Human resource 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 compensation, the staffing process, collective bargaining, and dispute settlement or employee benefits, etc.; laws, rules, regulations, and administrative procedures pertinent to the area(s) of assignment.

Human Resources Officer III: Human resource 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 compensation, the staffing process, collective bargaining, and dispute settlement or employee benefits, etc.; laws, rules, regulations, and administrative procedures pertinent to the area or areas of assignment; principles and practices of supervision and management.

Skills/Abilities:

Human Resources Officer I: Perform studies and recommend actions based on findings in the area(s) of assignment; communicate effectively with others both orally and in writing; operate computer and other business machines; learn laws, rules, regulations, and administrative procedures pertinent to the area(s) of assignment.

Human Resources Officer II: Provide analytical and technical services in human resources management in the area(s) of assignment; communicate effectively with others both orally and in writing; operate computer and other business machines.

Human Resources Officer III: 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, county and departmental officials to accomplish goals and objectives; communicate effectively with others both orally and in writing; operate computer and other business machines.