

Class Specification for the Class:

PRIVATE SECRETARY IIIDuties Summary:

Serves as personal and confidential assistant to the director (or chief executive officer) of a State department, and performs other related duties as assigned.

Distinguishing Characteristics:

A position in this class services the appointed director (or chief executive officer) of a State department whose appointment is normally subject to legislative confirmation. The administrative and management functions of the appointed executive officer are most complex due to the varied nature and very broad scope of subordinate multiple statewide programs and his or her administrative policy making and leadership role in the government and throughout the State. Direction is given to multiple programs which are complex and divided into various echelons and possibly district operations so that the span of control and coordination is of exceptional scope and complexity. Broad programming, policy determination, program coordination for the entire department, and interagency coordination and negotiation in the name of the agency with officials of other levels and branches of government and others are included in the work of the executive officer. The executive officer also represents the Governor as required.

A position in this class actively participates in the management of the executive officer's office by generally assuming full responsibility for the administrative and clerical details of the office. The incumbent of a position in this class must exercise considerable tact and judgment in handling callers, visitors, other employees and officials, members of the Legislature, the press, and members of the general public. Such incumbent will invariably have access to and knowledge of confidential information relative to policy matters, employee-employer relations, program plans, etc.

As provided in the law, the incumbent of a position in this class is not subject to civil service provisions on recruitment and tenure even though the position is covered by the civil service classification plan.

Examples of Duties:

Receives telephone calls and personal callers and determines the identity of the caller and nature of the call; determines which calls and callers must be directed to the

executive officer due to the volume and requirement to divert as many as possible to others or handle personally and provides adequate background to the executive officer; arranges for and attends conferences to take notes and prepare summaries, informs staff members of developments and arranges for implementation of the executive officer's commitments, and keeps informed of the current status of required work in the organization for periodic report to the executive officer as deemed necessary; receives incoming mail, determines those which must go to the executive officer or can be handled personally, and refers others with appropriate notations as to who is to prepare response, how reply is to be addressed, for whose signature, etc., and doing follow up to assure timely response; reviews outgoing correspondence and action documents before forwarding to the executive officer to assure that review has been made by all appropriate persons and material is in conformance with established policy and the executive officer's views and resolves problems and conflicts or calls them to the attention of the executive officer; supervises any and all departmental secretaries as needed to coordinate support services for urgent special projects; keeps the calendar of the executive officer, establishes priorities at own discretion, and sets up, shifts or refuses appointments; accepts or declines invitations to meetings on own initiative, and arranges for representation by other staff as necessary; serves as liaison between the executive officer and other staff on own initiative to inform them of the views of the executive officer on current problems, scheduling briefings by other staff, and so forth; serves in a liaison capacity between the executive officer and other offices and agencies to relate factual data and arrange procedural matters; assembles background information for use of the executive officer in public speaking engagements, including obtaining biographical data on persons to be introduced, and may outline tentative speech draft; provides information to the executive officer on long-term continuity of policy and procedures, internal problems and personalities, etc.; may operate a typewriter, word processor or personal computer to type correspondence, reports and other materials; may take and transcribe dictation by shorthand, speedwriting and stenotype of correspondence, reports and other materials.

Knowledges and Abilities Required:

Knowledge of: Secretarial principles and practices; general administrative principles and practices applicable to large organizations; basic organization of State government, the interaction of departments and branches of government, and the legislative process; office practices and procedures; the operation and operational maintenance of various office machines and equipment; principles and practices of supervision.

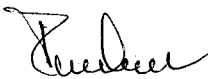
Ability to: Plan, organize and carry out a very broad and complex range of secretarial functions; organize, assign, direct and review the work of others; develop and skillfully apply a working knowledge of the organization and its programs under an appointed executive officer; understand and interpret the views and policies of an executive officer, including any special interests and official social obligations; work effectively under frequent interruptions and changing requirements, and handle continual

office emergencies; write varied and complex business letters, summaries and reports requiring judgment as to appropriate format and conforming to all the rules of grammar and style; speak simply and directly to individuals and groups in conveying information about various technical and administrative aspects of programs; direct the maintenance of confidential files and records including those relating to employee-employer relations; deal tactfully with others within and outside the organization in carrying out the instructions and policies of the supervisor; for some positions, type accurately at an acceptable rate of speed or type and take and transcribe dictation at acceptable rates of speed; for some positions, operate an automobile.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes PRIVATE SECRETARY III by the Department of Education Civil Service system.

DATE APPROVED: NOV 29 2006

EFFECTIVE DATE: JUL 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources