

# Vacancy Announcement

EDUCATIONAL OFFICERS,  
TEACHERS and OTHER  
QUALIFIED APPLICANTS

OFFICE OF HUMAN RESOURCES • DEPARTMENT OF EDUCATION • P.O. BOX 2360 • HONOLULU, HAWAII 96804

FEBRUARY 1, 2019

## APPLICATION PERIOD:

FEBRUARY 1 - FEBRUARY 20,

### Personnel Specialist III - Labor Relations, POSITION NO. 60073

#### APPLICANTS MAY BE EDUCATIONAL OFFICERS, TEACHERS AND OTHER QUALIFIED INDIVIDUALS

**TYPE OF APPOINTMENT ISSUED:** This position is excluded from the Educational Officers' Bargaining Unit and will be filled as a clear line appointment.

#### MINIMUM QUALIFICATION REQUIREMENTS: PERSONNEL SPECIALIST III

**Training:** 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 course work in personnel administration and industrial relations.

**Experience:** Seven (7) years of responsible professional work experience in one or more specialized areas of human resource management of which three (3) years shall have been in an education program, agency or system.

**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 of:** Personnel administration; leadership and group dynamics; organizational change and effectiveness; labor problems; business statistics; principles and practices pertinent to area or areas of assignment such as personnel compensation, the staffing process, collective bargaining and dispute settlement, or employee benefits; laws, rules, regulations and administrative procedures pertinent to area or areas of assignment; principles and practices of supervision and management.

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

#### A WRITTEN EXAMINATION/ASSIGNMENT MAY BE ADMINISTERED TO HELP DETERMINE POSSESSION OF THE KNOWLEDGE AND ABILITIES PORTIONS OF THE MINIMUM QUALIFICATION REQUIREMENTS.

**Duties and Responsibilities:** Under the general supervision of the Assistant Superintendent of the Office of Talent Management, the Personnel Specialist III:

1. Administers and oversees a total state-wide contract administration program for the following negotiated contracts: Blue-Collar Non-Supervisory (Unit 1), Blue-Collar Supervisory (Unit 2), White-Collar Non-Supervisory (Unit 3), White-Collar Supervisory (Unit 4), Teachers (Unit 5), Educational Officers (Unit 6), Registered Professional Nurses (Unit 9), Non-Professional Hospital and Institutional Workers (Unit 10), and Professional-Scientific Employees (Unit 13).
2. Develops and maintains a state-wide grievance/arbitration program for included Department employees and a program of technical assistance for Department managers in the imposition of disciplinary action involving included employees.
3. Provides technical direction and guidance to subordinates; reviews and approves staff work in progress and upon completion through conferences, staff meetings, progress and status reports, and submits reports and recommendations to superior for approval and decision.
4. Provides technical labor relations and contract administration assistance to Department personnel by reviewing Department programs for possible contractual implications; recommending alternative actions to conform to negotiated contracts, if necessary; and providing research.

5. Develops and submits the operating budget for the section; reviews and approves expenditures; provides administrative supervision over section; recommends approval of leaves; initiates requests for promotion, transfers, disciplinary and other personnel actions; evaluates and rates performance of subordinates; participates in interviewing and selection of personnel for section vacancies; and processes other personnel actions as needed.

6. Serves as a resource person and liaison to assist the Assistant Superintendent, Office of Talent Management, in communication with other state agencies as requested; performs legislative related duties; drafts memos and correspondences to statewide staff; and participates in work groups as requested.

7. Performs other related duties as required or assigned.

**SALARY RANGE:** EOSR-8, \$99,546 to \$140,917. Department of Education certificated employees will be placed on the salary range in accordance with Department regulations. All others will be placed on the first step of \$99,546.

**NOTE:** Department of Education employees will be placed on the salary range in accordance with Department regulations. All new external applicants will be placed on the initial step of the salary range. However, placement above the initial step of the salary range will be based on special characteristics and critical needs of the position, an applicant's exceptional qualifications, the availability of funds, and other relevant factors. Such appointments require prior approval.

**WORK YEAR AND BENEFITS:** This appointment will be on a 12-month basis with vacation and sick leave provided according to applicable regulations.

**POSTING CYCLE:** Vacant or unfilled positions may be internally and/or externally advertised on the 1st and/or 15th of any calendar month.

**HOW TO APPLY:** *All materials submitted become the property of the Hawaii Department of Education and will not be returned to applicant.*

1. Visit the Hawaii Department of Education website and submit the online application prior to the deadline. Be sure to include a "Personal Statement" of what you can contribute to this specific position.

<http://www.hawaiipublicschools.org>

2. Official transcripts (if not on file) must be submitted at the time of an official offer of employment. Transcripts may be sent by U.S. mail to the Office of Talent Management/EO Recruitment, P.O. Box 2360, Honolulu, HI 96804.

3. After you submit your online application, you will receive a system generated email acknowledging receipt of your application.

**APPROVED:**

Cynthia A. Covell  
Assistant Superintendent