POSITION DESCRIPTION APPROVAL FORM

DEPARTMENT OF EDUCATION
Office of Human Resources
Classification & Compensation Section
P.O. Box 2360 Honolulu, HI 96804

Please reference the Position Description Approval Form - Instructions (DOE OHR 200-001Ins) for additional information.

I. GENERAL INFORMATION

Job Code # 01151

Position Number: 21803 Title: Secretary IV Salary Range: 18

State Office/Complex Area: Office of the Superintendent (OOS) Branch: Civil Rights Compliance Office (CRCO)

Section/Unit: Location/School:

FOR OHR USE ONLY - Classification & Compensation Section

Class Title: Secretary IV Salary Range: 18 BU Code: 63

Approval Authority Name: Teri Sakanashi Title: Personnel Specialist

Approval Authority Signature: Teri Sakanashi Effective Date: MAY 11 2018
MM/DD/YYYY

II. INTRODUCTION

Function of Organization (Describe the focus and function of your organizational unit):

The Civil Rights Compliance Office (CRCO) is responsible for the overall Department of Education (Department) compliance of federal and state equal opportunity and anti-discrimination laws as it relates to students, employees, and members of the public who access our services, programs, and activities.

The CRCO is also responsible for overseeing select administrative appeals at the Superintendent's level.

The CRCO is responsible for overseeing compliance pursuant to audits that are conducted by the U.S. Department of Education, Office for Civil Rights; the U.S. Department of Justice; and the Office of the State Director for Career and Technical Education.

Purpose of Position (Brief description of the job; Describe the purpose of the position, including how the position's function fits into the function of the larger organizational unit):

The secretary serves the Director of the CRCO; assists other support personnel (e.g., Equity Specialists) in responding to numerous inquiries, concerns, and complaints regarding Departmental programs and activities; assists Director and other support staff in achieving program objectives; and performs other related duties as required.

III. MAJOR DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS (Attach separate sheet if necessary)

Describe duties, responsibilities and essential functions as indicated on page 2 of the PD Guide instructions.	% of time	* E
1. ADMINISTRATIVE AND MANAGERIAL Performs administrative support for Director and staff in compliance with Departmental procedures, policies, rules and regulations; maintains a smooth running office by serving as a liaison in all clerical matters; sets up and maintains a complete filing system, exercising own initiative in establishing or revising files to meet current needs for the convenience of the Director and the smooth, efficient operation of the office; serves as a liaison between the Director and the staff in following up on the day-to-day needs of the staff in conformance with the Director's views and policies; serves as a liaison between the Director and the building management for maintenance security and other facility needs; and may supervise clerical staff hired to assist with clerical responsibilities; maintains a system of orderly distribution and tracking of	30	E
2. assignments from the Superintendent, BOE, Legislature, Deputy Superintendent, and Chief of Staff so that assignments are completed and submitted on time and in acceptable form to the Director; keeps abreast of activities affecting the office, new programs, Board actions, legislative decisions, and concerns; assists Director in making necessary arrangements for workshops and conferences including location, time, participants, agenda, compiling pertinent materials and disseminating them; explains and implements Director's instructions concerning procedures and report requirements; keeps aware of urgent and pressing matters and deadlines, and informs Director of these deadlines; obtains materials and background information from various Departmental sources for the Director on the basis of general understanding or specific instructions; and follows up on pending matters with other Departmental offices.		
3. SECRETARIAL Performs secretarial duties for Director and staff to ensure accuracy, completeness, and compliance with all Departmental procedures, policies, rules and regulations for all outgoing communications and materials; manages Director's calendar and schedule of appointments; prepares, compiles, and disseminates appropriate materials, reminders, and agenda for Board meetings, staff meetings, special events, etc.; notifies participants of meetings, and confirms attendance; possesses knowledge of all Director's plans, projects, priorities, project status, deadlines, etc.; keeps Director aware of deadlines imposed by Superintendent, Deputy Superintendent, etc.; receives and screens telephone calls, inquiries, and complaints directed to the Superintendent's office, the CRCO, and/or other state offices; provides appropriate responses promptly, accurately, and tactfully; escalates complaints forwarded by the Superintendent's Office or BOE to appropriate offices/personnel for follow-up; attends to timely submission of payroll every pay period; inputs all staff leaves into the Time and	40	E
4. Attendance system, and informs staff when leave balances are getting low or need to use excess vacation leave before the end of the calendar year;reviews and screens all incoming correspondence, reports, action documents, etc., and takes appropriate action to ensure timely replies; brings to Director's attention correspondence that requires immediate action; responds to inquiries for information by composing appropriate reply, and follows up on those requests for information and materials not provided by the Department by contacting, either in writing or by phone, the appropriate office or agency; formats and types letters, reports, documents, etc., for the office, and ensures inclusion of all attachments/enclosures for outgoing correspondence; reviews all outgoing correspondence, reports, legal notices, and other reports; checks for procedural, grammatical accuracy, and conformity to Departmental policies, procedures, and regulations; makes all necessary travel arrangements for Director and staff (i.e. air transportation, hotel accommodations, and car rental arrangements); maintains records of itineraries; and types and submits travel requests, claims for per diem, and completed travel reports.		
5. FINANCIAL Consults with Director in developing the operational budget, and ensures fiscal responsibility for the office by preparing budget details and coordinating and compiling budget information; maintains p-card account, transactions, and reports; settles all discrepancies with respective vendors and maintains control of all fund flow related to the office; completes the office's operational budget; inputs and adjusts office expenditure plan into the Budget system, keeps an up-to-date account of expenditures and balances available for the operation of the office, and keeps Director informed of accounting of funds; prepares Treasury Deposit Receipts for deposits into the general funds; renews maintenance contracts for office equipment; works with vendors; and processes purchase orders, payment of invoices, and reimbursements to staff through the Financial Management System.	20	
6. AUXILIARY Ordering of office supplies; obtaining price quotes from vendors; maintaining inventory; manages and oversees the proper and timely completion of internal personnel related actions (i.e. renewing of EO Sub positions and annual projected school list for certificated staff, obtaining new lotus notes accounts and ID badges for new hires, Workmen's Compensation, and typing mileage allowance claims and compensation forms); and keeps current of Department codes, and brings to the attention of the Director and staff any addition or revision to Department policies and procedures.	5	
Performs other related duties as assigned.	5%	

☐ Check here if separate sheet attached.

*** E = Essential Function**

IV. QUALIFICATIONS (Education, experience, licenses, or certificates required to perform the essential functions of the position, as well as those that may be preferred)

Education:

Graduation from an accredited business/commercial school or community college, preferred

Experience:

One-half (1/2) year of general clerical experience and four (4) years of specialized clerical experience, per class specifications

License/Certificate:

None

V. COMPETENCIES (Knowledge, skills and abilities to perform the essential functions of the position)

Knowledge:

Office practices and procedures; office management; operation of standard office machines, grammar punctuation, spelling, and word usage.

Skills/Abilities:

Deals effectively with people, keep matters confidential, types accurately from plain or corrected copy at the rate of 40 wpm; composes standard memo and correspondence. Operation of computer is required. Ability to get along with all personnel of the Department, community, and business representatives.

VI. PHYSICAL REQUIREMENTS

Describe any physical requirements for this position:

VII. ENVIRONMENTAL CONDITIONS

Describe any adverse conditions (e.g. hazards, heat, light, cold, noise, fumes, dust, etc.):

VIII. SUPERVISION RECEIVED AND EXERCISED (Attach separate sheet if necessary)

Supervisor Title: Director, #69700 Section: Civil Rights Compliance Office

Supervises the following unit or positions (position numbers and titles):

Office Assistant III - NP 304062

IX. EMPLOYEE CERTIFICATION

I have reviewed the duties and responsibilities assigned to this position.

Employee Signature: _____ Date: _____
MM/DD/YYYY

X. SUPERVISOR CERTIFICATION

I certify that the above is a complete and accurate description of the duties and responsibilities of this position.

Supervisor Signature: _____ Date: 05/01/2018
MM/DD/YYYY

Complex Area Superintendent/
Assistant Superintendent/
Superintendent Signature: _____ Date: 05/02/2018
MM/DD/YYYY

XI. ORGANIZATION CHART (Attach the most recent official organization chart that shows this position. This does not apply to school level positions.)