

PART I	DEPARTMENT OF PERSONNEL SERVICES	2.034
	STATE OF HAWAII	2.035
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Class Specifications
for the

REGULATORY BOARDS/COMMISSIONS ADMINISTRATIVE ASSISTANT SERIES

Series Definition:

This series includes all classes of positions the duties and responsibilities of which involve servicing several regulatory boards and commissions in the maintenance and coordination of ongoing activities, the conduct of hearings, and the development of statutory and operational improvements. Moreover, positions in this series are concerned with assuring the safeguard of the general public interest relative to the regulation of assorted businesses and occupations.

A position in this series is located in a program of administrative and technical services to various boards and commissions in the licensing and regulation of various businesses and occupations. A position in this series may also be concerned with administrative and technical services relative to regulatory programs unassigned to any board or commission. Assignment may be altered from time to time due to legislative creation of new boards and commissions, workload and other factors.

A position in this series reports to an overall administrator of various technical and administrative services such as investigatory, inspectional, budgeting and fiscal, examinations and clerical services. It operates within a framework of laws, rules, regulations, program plans, and general policies and procedures. A position in this series also reports to the assigned boards and commissions relative to the conduct of board and commission business and the carrying out of directives. A range of services is provided, including the analysis and preparation of matters with recommendations for review by a board or commission, the conduct of surveys and other studies, the conduct or review of investigations and inspections, the development of specialized standards, the preparation of publications, serving as hearings officer, etc.

Classes in this series are distinguished on the basis of the scope and variety of services provided, nature of supervision received, and the knowledge and abilities required.

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for JAMES H. TAKUSHI
Director of Personnel Services

This is the first specification for the new REGULATORY AGENCIES EXECUTIVE SECRETARY SERIES. (Note: title changed to REGULATORY BOARDS/COMMISSIONS ADMINISTRATIVE ASSISTANT, effective 11/20/90.)

REGULATORY BOARDS/COMMISSIONS ADMINISTRATIVE ASSISTANT I
(REGLTRY BDS/COMMS ADM ASST I) 2.034

Duties Summary:

Assists and advises assigned boards and commissions, and the director in particular instances, in the preparation and conduct of hearings and meetings, and initiates or carries out investigational, inspectional, examination, license issuance and other functions; assists the public in regulatory matters; and performs other duties as required.

Distinguishing Characteristics:

A position in this class provides a variety of services of a general nature to each of several assigned boards and commissions, and the director where a board or commission is not involved. These involve assisting in programming activities, serving as liaison with departmental administration, receiving inquiries and assisting the public in regulatory matters by providing basic information and referral, making initial inquiry and referring complaints, arranging for hearings, and preparing correspondence and other materials for the boards and commissions and the director. The foregoing work is performed in accordance with general supervision but close supervision is received in the event of highly controversial or complex issues. Further, work of a developmental nature in the amendment of laws, rules and regulations, or with regard to specialized standards for certain businesses and occupations, is subject to close supervision. A position in this class does not normally serve as a hearings officer except in simple and routine cases.

Examples of Duties:

Receives, reviews and organizes materials for the review of boards and commissions; initiates and conducts investigations, and reports on findings; prepares subpoenas for attendance of witnesses; arranges for hearings and prepares agenda; compiles statistics and estimates projections; coordinates with the examinations staff on test items and procedures, and appraises the boards and commissions; monitors and scores licensing examinations; prepares correspondence and other reports as required; speaks to groups and individuals.

Knowledge and Abilities Required:

Knowledge of: Basic functions of regulatory boards and commissions; principles and practices of public administration; principles and practices of public relations; report writing; inspectional and investigational techniques and procedures.

Ability to: Organize and carry out various support services for several assigned boards and commissions, and coordinate with others; learn applicable laws, rules, regulations and precedent rulings; speak and write effectively; deal effectively with board and commission members, the general public and others.

REGULATORY BOARDS/COMMISSIONS ADMINISTRATIVE ASSISTANT II
(REGLTRY BDS/COMMS ADM ASST II) 2.035

Duties Summary:

Assists and advises assigned boards and commissions, and the director in particular instances, in the carrying out of their responsibilities; assists the public in regulatory matters; reviews and develops statutory and operational changes; and performs other duties as required.

Distinguishing Characteristics:

A position in this class not only provides a variety of services of a general nature to each of the several assigned boards and commissions, and the director as necessary, as these relate to standard as well as highly controversial or complex issues, but is concerned with the formulation of improvements in regulatory administration relative to those boards and commissions. General supervision is normally received on assignments.

Examples of Duties:

Analyzes such matters as complaints, alleged violations, findings of inspections and investigations, and licensing examinations and the results thereof, and directs or carries out further inquiry and fact-finding as well as prepares recommendations for disposal; receives, reviews and organizes materials for the review of boards and commissions, and initiates processing; conducts informal hearings as directed, and prepares reports of findings and conclusions; arranges for hearings, prepares agenda, prepares subpoenas for witnesses, prepares citations or letters of reprimand as directed, prepares summary of proceedings and drafts findings, conclusions and orders of the boards and commissions; reviews operational problems, procedures and forms, and recommends improvements with regard to applications, examinations, complaints,

violations, etc.; confers with other specialized staff on operational problems and clarifies pertinent statutes, rules, regulations, and board and commission policies and directives; initiates and/or participates in drafting examinations, and the monitoring and scoring of examinations; discusses test results with the respective applicants; maintains operational statistics, prepares reports and makes projections for program planning and budgeting; maintains and reviews pertinent literature; corresponds with other jurisdictions, reports findings and recommends improvements; reviews statutes, rules and regulations, and drafts proposed amendments; attends legislative hearings as resource person; provides information to groups and individuals on licensing statutes, rules, regulations and practices by means of correspondence, publications and public speaking; deals with persons engaged in the regulated businesses and occupations, consultants, the general public and all other interested persons in explaining requirements, securing compliance or other purposes.

Knowledge and Abilities Required:

Knowledge of: Basic functions of regulatory boards and commissions; pertinent laws, rules and regulations; principles and practices of public administration; principles and practices of public relations; report writing; inspectional and investigational techniques and procedures; general practices in the relevant occupations and businesses.

Ability to: Organize and carry out various support services for several assigned boards and commissions, and coordinate with others; speak and write effectively; deal effectively with board and commission members, the general public and others.

REGULATORY BOARDS/COMMISSIONS ADMINISTRATIVE ASSISTANT III

(REGLTRY BDS/COMMS ADM ASST III)

2.036

Duties Summary:

Assists and advises assigned boards and commissions, and the director in particular instances, in the carrying out of their responsibilities; assists the public in regulatory matters; reviews and develops statutory and operational changes; formulates specialized standards applicable to given businesses and occupations; and performs other duties as required.

Distinguishing Characteristics:

A position in this class independently provides and coordinates the full range of services necessary to the operations of boards and commissions and the conduct of regulatory functions, as well as the formulation of improvements in regulatory administration. In

addition, a position in this class formulates specialized standards of conduct and performance applicable to given businesses and occupations. The incumbent of such a position is deemed fully knowledgeable in all aspects of regulatory and other specialized functions, and applicable laws, rules, regulations and standards.

Supervision received is general and guidance is provided only as requested.

Examples of Duties:

Analyzes such matters as complaints, alleged violations, applications, findings of inspections and investigations, and licensing examinations and the results thereof, and directs or carries out further inquiry and fact-finding as well as prepares recommendations for disposal; receives and reviews correspondence to the boards and commissions, and initiates processing; conducts informal hearings as directed, and prepares reports of findings and conclusions; reviews records and publications of regulated businesses for compliance; arranges for hearings, prepares agenda, prepares subpoenas for witnesses, prepares citations or letters of reprimand as directed, prepares summary of proceedings and drafts findings, conclusions and orders of the boards and commissions; reviews operational problems, procedures and forms, and recommends improvements with regard to applications, examinations, complaints, violations, etc.; confers with other specialized staff on operational problems, and clarifies pertinent statutes, rules, regulations, and board and commission policies and directives; initiates and/or participates in drafting examinations, and the monitoring and scoring of examinations; discusses test results with the respective applicants; maintains operational statistics, prepares reports, and makes projections for program planning and budgeting; maintains and reviews pertinent literature, corresponds with other jurisdictions, reports findings and recommends improvements; develops detailed standards governing business and occupational efforts relative to advertising and promotion, adequacy of safeguards, training and other practices; promotes and promulgates standards as approved, and assures compliance by those affected; reviews laws, rules and regulations, and drafts proposed amendments; attends legislative hearings as resource person; provides information to groups and individuals on licensing statutes, rules, regulations and practices by means of correspondence, publications and public speaking; deals with persons engaged in the regulated occupations and businesses, consultants, the general public, and all other interested persons in explaining requirements, securing compliance or other purposes.

Knowledge and Abilities Required:

Knowledge of: Basic functions of regulatory boards and commissions; pertinent laws, rules and regulations; principles and practices of public administration; principles and practices of public relations; report writing; inspectional and investigational techniques and practices; general and specialized practices in the relevant occupations

and businesses; trends in the field of occupational and business regulation, particularly with regard to the assigned boards and commissions.

Ability to: Organize and carry out various support services for several assigned boards and commissions; coordinate requirements with other support services; conduct pertinent research and develop specialized standards; speak and write effectively; deal effectively with board and commission members, the general public and others.