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Class Specifications
for the Class:

OCEAN RESOURCES DEVELOPMENT MANAGER
(OCEAN RESOURCES DEV MANAGER)

Duties Summary:

Manages the State's Ocean Resources Development Program and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves responsibility for planning, organizing, coordinating and directing a statewide program which is concerned with the development of plans for the assessment and utilization of Hawaii's ocean resources; the development of new ocean-related industries; and the coordination of multi-agency marine activities; the funding of ocean-related research with economic potential; the promotion of Hawaii as a place to conduct ocean-related economic development activities; and the dissemination of information to the public.

This position serves as the manager in charge of the Ocean Resources Branch and the work is performed under general direction, subject to review, to assure program objectives are met and program policies are carried out. Guidelines include State and federal laws, rules and regulations, and general administrative guidelines, policies, directives, rules and regulations. Public contacts with other State agencies and federal and private agencies concerned with marine research and development are extensive.

Examples of Duties: *(The position may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Develops plans, including objectives, criteria to measure accomplishment of objectives, and financial requirements for ocean resources development and marine programs, based upon the State's needs and goals; promotes the establishment of marine-related jobs in the community; directs the formulation of specific programs, such as economic development of ocean-related industries, and project proposals; solicits and negotiates increased investment by the federal government and other sources to develop Hawaii's marine resources; develops a program to continuously encourage

private and public marine exploration and research projects in the development of improved technological capabilities in Hawaii; coordinates the dissemination of information about Hawaii's potential for ocean resource development and development of ocean industries to the federal government, other State governments, governments of nations with interests in the Pacific Basin, private and public organizations involved in marine science and technology, and commercial enterprises; coordinates program and work activities with other State and private organizations; directs the formulation of legislative proposals dealing with marine affairs and economic development of ocean resources; directs the preparation of testimony for the Legislature and testifies at public hearings; directs the preparation of annual and special reports on programs, projects, activities, and accomplishments; directs the publication of reports and studies which provide information on marine affairs to the public; directs the development of workshops, seminars and conferences on marine affairs; participates with other organizations in sponsoring workshops and meetings; speaks on marine affairs before public and private groups; directs the development and administration of contracts; solicits, reviews and approves/disapproves proposals for programs and projects; recommends funding and construction for approved program and projects; directs the review of program reports submitted by contractors; recommends approval of payment for work completed satisfactorily and the continuation of program and projects showing satisfactory progress; provides supervision to program staff including temporary staff financed by State and federal project funds; identifies financial sources, including the use of State matching funds for federal funds and other non-State funding sources for projects which meet program objectives; directs the preparation of program and financial plans, variance reports, and other planning and budgeting documents and prepares and justifies the program's budget; directs the preparation of reports and testimony on budget matters; directs the purchase of supplies, services, equipment, and other needs; directs the development of internal work procedures, forms and processes; serves as a member of various marine-related advisory groups, committees and/or councils.

Knowledge and Abilities Required:

Knowledge of: Marine resources in Hawaii and their potential for economic or industrial development; programs concerned with ocean resources development; sources of information regarding ocean resources; sources of federal, State and other funds available regarding Hawaii's marine resources, research and economic development; public relations; principles and practices of supervision and management; management, economics and marketing pertaining to ocean resources development or marine business/industries; scientific research methods.

Ability to: Plan, organize, coordinate and direct a marine resources economic development program; effectively analyze development and trends in marine research

and exploration for their applicability to Hawaii; establish and maintain effective joint working relationships with federal, State and private agencies; prepare and justify an operating budget; prepare clear and concise reports; speak effectively before groups; communicate effectively both verbally and in writing; and recognize and encourage economic development opportunities for the State.

This is the first class specification for the new class OCEAN RESOURCES DEVELOPMENT MANAGER (OCEAN RESOURCES DEV MANAGER), 17.164, as a result of the 1994 BU Reassessment Project, which included the class Ocean Resources Development Manager, 2.830, in the Excluded Managerial Compensation Plan (EMCP), effective January 16, 1995.

DATE APPROVED: 1/4/96

/s/ Ann K. Kon

JAMES H. TAKUSHI

Director of Human Resources Development