

PART I DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT 17.050
STATE OF HAWAII

Class Specifications
for the class:

DEPARTMENTAL PROGRAM OFFICER
(DEPARTMENTAL PRGM OFFCR)

Duties Summary

Manages or directs a program office in a department under the general direction of the department director and is responsible for the development of departmental policies and procedures pertaining to program planning, development, monitoring and evaluation activities. Provides leadership, increases program effectiveness, ensures compliance with State and Federal program laws, rules and regulations, monitors legislation and prepares testimonies, trains and develops subordinate staff, and performs other duties as required.

Distinguishing Characteristics

A position in this class serves as a chief staff advisor to the Director of the Department regarding the management of a department-wide program. The position plans, organizes, implements and coordinates a comprehensive program management system of administration and operations. It formulates policies and procedures, develops standards and ensures compliance, directs and provides overall program guidance, supervises and coordinates the work of subordinates, and recommends legislative and programmatic considerations.

A position in this class has extensive personal contacts due to the responsibilities of internal program coordination; establishing and maintaining effective working relationships with a variety of individuals and State agencies; and serving as liaison to public and private federal, county and local agencies and organizations. Contacts require thorough program knowledge and considerable skill in activities such as cooperative problem-solving of complex or controversial issues; obtaining concurrence or cooperation in the face of diverse or discordant viewpoints; providing authoritative advice and interpretation; and negotiating program changes and resolving problem situations.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Plans, organizes, directs, coordinates, implements and manages the development of departmental policies and procedures pertaining to program planning, development, monitoring and evaluation activities; serves as technical advisor to the department director

on critical matters as well as matters of specific interest; advises, assists and provides training to department administrators, managers and staff regarding the program and its impact on department goals and objectives; conducts in-depth research, analyzing data and recommending program improvements; develops, monitors and maintains program budget and expenditures; interprets, monitors and ensures compliance with applicable laws, rules, regulations, policies and procedures; interprets and recommends program solutions for unprecedented issues and/or problems that may arise; monitors legislation and provides departmental testimony for hearing on pertinent and relevant issues; plans, assigns and reviews work of subordinates; develops, plans and coordinates orientation, training and development of staff; and performs other duties as necessary within the broad framework of changing legal, administrative and departmental requirements and standards.

Knowledge and Abilities Required

Knowledge of: Principles and practices of management and supervision, including strategic planning, program development, resource allocation, human resources, research methods and techniques, organization, methods of analysis; applicable Federal and State laws, rules, regulations, policies and procedures; and legislative processes.

Ability to: Establish effective working relationships; read and comprehend a broad range of subject matter; motivate, develop, and direct people; communicate information in a clear and organized manner orally and in writing; produce written information, which may include technical material, that is appropriate for the intended audience; solve complex problems logically and systematically; and make sound decisions and recommendations while performing under pressure.

This is the first specification for the new class DEPARTMENTAL PROGRAM OFFICER (DEPARTMENTAL PRGM OFFCR).

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