

PART I

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

17.001
17.002

Class Specifications
for the Class:

ADMINISTRATIVE SERVICES OFFICER I & II
EM-01; EM-03
BU:35

Duties Summary:

Responsible for assisting top level management in providing a variety of administrative services essential to the direction and operation of the organization served and with some delegated authority to act for top level management in administrative matters; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its involvement in the total management process in providing, securing and negotiating for the services, materials and other resources necessary to the effective, efficient and economical accomplishment of the organization's mission and goals. Services include program analysis and evaluation; budget formulation, presentation and control; review and processing of all expenditures, maintenance of a system of accounts; budget management, budget administration, organization and management, public relations and property management, regulatory and procedural requirements regarding administrative matters, property and space management, organization and methods analysis; reports, records development, grant writing; and administrative personnel services.

Performs high-level administrative duties under the general supervision of a Chief Executive Officer or Assistant Administrator who assigns duties and responsibilities and delegates authority.

Level Standards:

Level I: This class is characterized by its responsibility to serve a facility and/or region which administers a limited to moderate variety of major programs requiring a work force engaged in a limited variety of occupations and organized into a relatively simple to moderately complex structure.

Level II: This class is characterized by its responsibility to serve a facility and/or region which administers a substantial variety of major programs requiring a work force engaged in a wide variety of occupations and organized into a relatively complex structure.

Examples of Duties:

Directs and coordinates a variety of administrative services primarily relating to, budget management, budget administration, organization and management, public relations and property management; identifies management needs and problems, analyzes and seeks solutions to such problems and recommends or takes authorized action to resolve same; advises management on regulatory and procedural requirements regarding administrative matters; counsels management in developing and maintaining sound organizational structures and improving managerial policies, practices, methods and procedures including distribution and assignment of functions and responsibilities, work methods and procedures and management control systems for more effective and efficient operation; promotes an effective interchange of information and coordination of activity between the department served; serves as a representative of management in dealing with employees and employee organizations; participates in top management planning and programming activities; participates in public relations and education programs of the facility; participates in the development of budget estimates and justifications; insures that funds are used in accordance with operating budget or prepares justifications for deviations in expenditures; conducts administrative and operational studies as required; may supervise office staff; keeps abreast of legislation which affects the facility/region; and prepares reports and makes recommendations.

Knowledges and Abilities Required:

Knowledge of: Principles and practices of public administration including program planning and evaluation techniques; personnel management, budget administration, organization and management analysis and public relations; pertinent rules and regulations, policies and procedures relating to administrative functions; research methods and techniques; report writing; principles and practices of supervision.

Ability to: Plan, organize and coordinate various administrative staff services; obtain, analyze and evaluate facts; analyze facility needs and provide service to fulfill those needs; interpret pertinent laws, rules and regulations; prepare clear and concise correspondence and reports; draft policies and procedures; maintain cooperative and effective relationship with public officers, departmental personnel and members of the general public; and make sound administrative policy decisions.

This is the first class specifications for the class, ADMINISTRATIVE SERVICES OFFICER I & II.

Date Approved: 11/10/03

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