

Class Specifications
for the Class:HUMAN RESOURCES MANAGER
EM-05; BU:35Duties Summary:

Manages a major human resources functional area, for Hawaii Health Systems Corporation (HHSC), with system-wide impact, involving the planning, development, controlling, and coordination of operations and integration with all other functional areas; and performs other duties as assigned.

Distinguishing Characteristics:

A position in this class, is responsible for the management of a major human resources functional area both as to basic objectives and long-range program plans, as well as the conduct of operations and activities. The basic character and broad scope of the area with its inherent impact and consequences relative to all other human resources functions of HHSC and the independence of management of that area are of crucial consideration in the allocation of positions to this class. Work is performed under general administrative direction and in accordance with broad objectives and personnel management philosophy.

Extensive contacts are for the purpose of developing and maintaining a clear understanding of the principles, concepts, policies, and practices underlying a major functional area of human resources services. In personal contacts, a strong leadership role is evident.

Examples of Duties:

Plans programs, directs, and controls a major functional area of human resources management, with system-wide impact; participates in overall planning and integration of programs; develops and maintains operating and administrative procedures within the broad framework of legal, State and HHSC standards and requirements; formulates and recommends broad policy; clarifies, interprets, applies, and secures compliance with laws, rules and regulations, policies, and procedures; confers and consults with other technical staffs of the department; develops work programs and projects and improvements in activities and operations; controls and assures the effective implementation and conduct of activities; develops a comprehensive program plan and formulates budget requirements; plans and conducts staff meetings; prepares

operational and other reports; recommends changes in organization structure; takes leadership in dealing with appellate and employee groups and representatives; prepares and issues special instructions for non-routine and complex assignments; sets performance standards and reviews performance evaluations; recommends personnel needs, changes, and actions and directs and participates in staff training; may serve as relief in the absence of the Human Resources Administrator.

Knowledge and Abilities Required:

Knowledge of: The functions and organizations of State government; human resources management and labor relations concepts, methods and procedures, including organizational and functional relationships within the public sector; pertinent laws, rules and regulations, policies, and directives; public and private sector trends and practices in human resources management and labor relations; principles and practices of public administration; principles and practices of supervision and management.

Ability to: Manage a major human resources functional area; develop an operating budget and plan and organize program work activities; deal effectively with others in informational, appellate, and other situations; speak and write clearly and concisely; direct and oversee the work of others.

This is an amendment to the specification for the class PERSONNEL PROGRAM MANAGER to re-title the class to HUMAN RESOURCES MANAGER, effective, April 18, 2012.

This is an amendment to the specification for the class Personnel Management Specialist VII approved on January 17, 1973, due to incorporation of managerial level in EMCP in accordance with Act 254, SLH 1980, and a change in title to PERSONNEL PROGRAM MANAGER effective October 1, 1982.

The code number for the class Personnel Management Specialist VII was changed from 2.872 to 17.074 and the class was incorporated in the Excluded Managerial Compensation Plan effective July 1, 1981 in accordance with Act 254, SLH 1980.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: April 18, 2012

PAUL TSUKIYAMA
Director of Human Resources