

**STATE OF HAWAII  
POSITION DESCRIPTION**

**I. IDENTIFYING INFORMATION**

Class Title: Human Resources Technician IV  
Position Number 124851  
Department: Law Enforcement  
Division: Administration Division  
Branch: Administrative Services  
Section: Human Resources Staff  
Unit:  
Geographic Location: Downtown

**II. INTRODUCTION**

*Function of this organizational unit:*

The Human Resources Office provides human resources management services to the department. Recruitment, position classification, employee training and development, employee relations, human resources development and services, human resources transactions and records maintenance are among its services.

*Purpose of the position:*

The purpose of this position is to provide technical and specialized clerical human resources support including but not limited to recruitment, position classification, employee training and development, employee relations, human resources development and services, human resources transactions, and records management.

**III. MAJOR DUTIES AND RESPONSIBILITIES**

Factors in Determining Essential Functions

1. The performance of this function is the reason that the job exists.
2. The number of other employees available to perform this function is limited.
3. The function is highly specialized, and the employees is hired for special expertise or ability to perform the function.

**A. Employee Development and Learning**

**50%**

1. Assists in designing, developing and delivering formal competency-based training courses and materials including, but not limited to, leadership, management, and employee professional development, known leadership models, sound instructional design methodology, and effective evaluation to fulfill employee's specific needs to maintain and improve job skills. [1] [2]

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

2. Assists in evaluating course content and training methods. [1] [2]
3. Assists in researching and coordinating training sessions to mitigate operational skills gaps, as directed. [1] [2]
4. Maintains records of training and development activities, attendance, results of tests and assessments, and retraining requirements. [1] [2]
5. Compiles training reports via HRMS or ALM. [1][2]
6. Reviews and transmits appropriate training announcements in and outside of the department. [1] [2]
7. Screen training requests to determine the need and benefit of the training against the employee's position duties and responsibilities and to ensure that eligibility requirements are met for the selected training. Maintains the department training records and roster. [1] [2]
8. Makes appropriate distribution of in-service and out-service training requests/approvals and keeps informed of the status of pending items. [1] [2]

**B. Employee Safety**

**30%**

1. Assists the HRS with OASHA and HIOSH compliance as it relates to HR functions.[1][2]
2. Reviews WC and TDB claim forms for completeness. [1][2]
3. Assists the HRS in the alcohol and controlled substance testing program for the Department. [1][2]
4. Assists HRS with reasonable accommodations requests. [1][2]

**C. Recruitment**

**10%**

1. Assists with Internal Vacancy Announcements (IVA) or requests to DHRD for Certificate of Eligible (List) for inter-departmental and/or open competitive recruitment. Distributes job announcements from DHRD & other departments to division managers. [1] [2]
2. Prepares all required human resources forms for recruitment, selections, and onboarding actions. [1] [2]

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3. Assists the HRS in job recruitment conducted with employment services companies, universities, etc. for applicant referrals to vacant exempt and/or internship opportunities. [1] [2]
4. Assist the HRS in preparing interview standards and selection criteria for evaluation of applicants for possible appointments to positions. [1] [2]
5. Assists the HRS with activities regarding onboarding document reviews. [1] [2]
6. Assists the HRS with reduction-in-force (RIF) activities that involve Department employees, etc. [1] [2]

**D. Other Duties as Assigned**

**10%**

**IV. CONTROLS EXERCISED OVER THE WORK**

**A. Supervisor:**

Position No. 124844

Class Title: Human Resources Spec V

**B. Nature of Supervisory Control Exercised Over the Work:**

Instructions Provided

Instructions are limited to general guidance and direction to specification of priorities and the results expected. The employee is required to plan and carry out the necessary work activities independently.

Assistance Provided

The employee works independently with minimal supervision and may seek assistance from the supervisor with issues or problems that are beyond the employee's control.

Review of Work

The supervisor ensures that deadlines are met, the rate of production acceptable, and that tasks are complete.

**C. Nature of Available Guidelines Controlling the Work:**

**1. Policy and Procedural guides Available**

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

Personnel laws, rules, regulations, policies, and procedures; Collective Bargaining Contracts; other State and Federal laws, rules, regulations and Executive and departmental policies and procedures.

## 2. Use of Guidelines

Procedural guidelines, just above, cover technical aspects of the work. The employee is expected to know and apply such guidelines that are pertinent to the personnel field.

## V. MINIMUM QUALIFICATIONS

### A. Knowledge:

The employee must have thorough and comprehensive knowledge of pertinent Federal, State, and/or departmental policies, procedures, and regulations, Collective Bargaining Unit Contracts, etc.

### B. Skills/Abilities:

The employee must be able to research rules, regulations, policies, Collective Bargaining Unit Contracts, precedent cases, etc. and exercise judgment in selecting the more appropriate guideline(s) as the basis of the action.

### C. Education:

Graduation from high school is preferred.

### D. Experience:

General Experience: One (1) year of progressively responsible general office clerical experience.

Specialized Experience: Four (4) years of experience in an office where the work required the knowledge and application of pertinent human resources rules, regulations, procedures, and program requirements.

### E. Required Licenses, Certificates, etc.:

N/A

## VI. TOOLS, EQUIPMENT & MACHINES

Personal Computer and peripheral equipment/software, calculator, copying machine, fax machine, and other office machines, equipment, and tools.

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