

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title: Management Analyst V
Position Number 124879
Department: Law Enforcement
Division: Administration Division
Branch: Administrative Services
Section: Accounting/Budgeting Staff
Geographic Location: Downtown

II. INTRODUCTION

Function of this organizational unit:

The Accounting/Budgeting Staff plans, directs, and coordinates comprehensive program, services, and functions which include departmental administrative services, management and procedures, programs of policy development/management, statewide collective bargaining research/support and strategic research. The Fiscal section oversees the accounting, budgeting, payroll, and vouchering duties for the department.

Purpose of the position:

This position is responsible for conducting organizational analyses, work measurements and evaluation surveys to find ways of improving the Department's efficiency. The duties include identifying problem areas for improving effectiveness through the collection of analyzing data, evaluating, and developing recommendations on the Department's organizational structures and manpower utilization. Other duties involve developing program performance measures used for planning and budgeting; reviewing and providing recommendations on policies and procedures; monitors compliance by the Department records management and forms management; serves as the risk management coordinator relevant to the Department's coverage for general liability and motor vehicles; and consults with subject matter experts and administrators to identify areas of concern where improvement is needed.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Planning and Research

30%

1. Develop overall plans, directions and conducts organizational studies for efficient utilization of staffing, time, and space, which interrelates with Department programs and objectives. [1][2][3]
2. Review major organizational changes to functional statements and organizational charts to determine compliance with Department 's established

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.

requirements and makes sound recommendations to increase effectiveness. [1][2][3]

3. Conducts special management studies through analysis to better manage operation, increase staff capabilities and improve specific objectives for desired administrative practices. [1][2][3]
4. Directs and advises Division and Branch Administrators on the process of submitting functional statements, and organization structures for review and approval. [1][2][3]
5. Prepares documents for submission to the Department of Budget and Finance for their review and approval. Upon approval, distributes, and posts updated Departmental Organization Information for Departmental staff. [1][2][3]

B. Management Analysis 20%

1. Determines, plans, and guides departmental activities in establishing program goals and objectives, measure of effectiveness, target groups, and resource requirements. [1][2][3]
2. Coordinates, prepares, and submits program plans under the statewide electronic variance system. [1][2][3]
3. Recommends organizational structure, methods, procedures, and similar matters based on studies made and application of management practices, principles, theories, techniques, methodology, and precedents. [1][2][3]
4. Management advisory service furnished is based upon management practices, principles, theories, techniques, methodology and precedents for branch administrators, managers, sections, and other employees. [1][2][3]

C. Update Policies and Procedures (P&P) 20%

1. Develops and prepares P&P's relevant to management practices, organization and operations for the Department. [1][2][3]
2. Reviews and coordinates P&Ps with division administrators and high-level subject matter experts. Prior to submission to the Director and/or Deputy Directors for approval, formulates the P&Ps in accordance with the Department P&P Manual. [1][2][3]
3. Keep abreast of new developments and revisions to the State and Federal laws to ensure P&Ps are current and up-to-date. [1][2][3]

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.

D. Records and Forms Management

15%

1. Monitors and coordinates departmental compliance with directives and legal requirements regarding records management and forms management. [1][2][3]
2. Works with Hawaii State Archives Center to ensure department requirements are being adhered to for records management. [1][2][3]
3. Serves as Departmental records Officer who assists the records custodians within the Department in maintaining and reporting an inventory of their records; establish retention periods and complying with requirements related to dispositions, transfer, and disposal of any record. [1][2][3]

E. Risk Management

10%

1. Serves as the liaison between the Department and Department of Accounting and General Services (DAGS) – Risk Management Office relating to the self-insurance program of departmental vehicles, and insurance coverage of the department’s real property and business property. [1]
2. Maintains records of vehicle insurance inventory. Complies information for insurance coverage of vehicles, real property, and business property when departmental are involved in an accident or property is damaged. [1]

F. Other Duties as Assigned

5%

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.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No. 124854

Class Title: Fiscal Officer I

B. Nature of Supervisory Control Exercised Over the Work:

Instructions Provided

Receives general instructions and instructions for unusual or new assignments are given on a task basis.

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.

Assistance Provided

Assignments of a routine nature are performed independently however, for difficult assignments the incumbent seeks assistance from the supervisor when difficult events or circumstances occur.

Review of Work

The work is performed independently, and the supervisor may review new, unusual, or difficult assignments.

C. Nature of Available Guidelines Controlling the Work:

1. Policy and Procedural Guidelines

Hawaii Revised Statutes
Hawaii Administrative Rules
Department of Law Enforcement Policies and Procedures
DAGs Policy and Procedures
B&F Policy and Procedures
Applicable State and Federal Laws

2. Use of Guidelines

All duties, responsibilities, and activities are performed in accordance with applicable State and Federal laws and departmental rules and policies.

V. MINIMUM QUALIFICATIONS

A. Knowledge:

Practices, principles, theories, techniques, and methodology of management; precedents applicable to the kinds assignments received; basic trends and current developments in general management methods and procedures; substantive nature of department's operating program and interrelationship among the programs; statutes of the State of Hawaii governing administration, management, programs, and Administrative rules; electronic variance system; Departmental policies and procedures including those issued by the Governor; principles and methodologies used in conducting management and operational audits; report writing techniques; prevailing professional or technical standards employed by governmental agencies; trends and current data; trends and current data/information systems related to the development, design, and implementation of management information and reporting systems; research and statistical methods and techniques, and knowledge of form design and forms control including working knowledge of the elements of forms, specifications, construction, and printing.

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.

B. Skills/Abilities:

Apply practices, principles, theories techniques, and methodologies of management to problems of the level of difficulty described above; acquire quickly and apply knowledge of organizations, functions, procedures, legislation of the management entities served to the problems assigned and subject matters encounters; select the practices, principles, theories techniques, methodology and precedents of management entities served to the problems assigned; gather, correlate, analyze, and draw conclusions from facts with devised solutions to the problems of the complexity described above; collect, interpret, analyze facts, draw conclusions, and propose course of actions or recommend solutions in final form; understand and follow directions; exercise ingenuity and inventiveness in designing management systems, and in devising solutions or alternatives to problems of a complex and unique nature; make oral and written reports and presentations and prepare graphs and charts, clearly, concisely, and effectively; plan, organize, and supervise the conduct of a management or operation audit; gain cooperation of, conduct interviews and establish and maintain effective relationships with administrative officers, operational staff, and supervisory personnel; observe, recognize and distinguish pertinent details, deficiencies in operational practices, and problem areas in the work environment.

C. Education:

Graduation from an accredited four (4) years college or university with a bachelor's degree.

D. Experience:

General Experience: Six (6) months of professional work involving the analysis and evaluation of managerial policies, systems, methods, and practices in the development and/or improvement of same.

Specialized Experience: Three (3) years of professional management experience; viz., experience in conducting organizational analyses, work measurements/methods studies, management information system design and evaluation, and management surveys in order to identify problems areas and develop recommendations for improving the economy, efficiency and effectiveness of a given operation through the proper application of sound methods, principles and practices of management.

For the Management Analyst V, at least one (1) year must be comparable to the Management Analyst IV in the State service.

Supervisory Aptitude: Applicants for this class must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or

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.

special assignments which involve some supervisory responsibilities or aspects by serving as a group or team leader , or in a similar work in which opportunities for demonstrating supervisory capabilities exist by completion of training course in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

E. Required Licenses, Certificates, etc.:

Valid State of Hawaii Driver's License

VI. TOOLS, EQUIPMENT & MACHINES

Computer and computer Software Applications (Word, Excel, PowerPoint, etc), printer, copier, scanner, calculator

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.