



# POSITION DESCRIPTION APPROVAL FORM

DOE OHR 200-001

Last Revised: 01/01/2011

Former DOE Form(s): DOE PD-1

DEPARTMENT OF EDUCATION

Office of Human Resources

Classification & Compensation Section

P.O. Box 2360 Honolulu, HI 96804

Please reference the Position Description Approval Form - Instructions (DOE OHR 200-001Ins) for additional information.

## I. GENERAL INFORMATION

Position Number: \_\_\_\_\_ Title: Institutional Analyst II Salary Range: EO-07  
 State Office/Complex Area: Early Learning Board Branch: \_\_\_\_\_  
 Section/Unit: \_\_\_\_\_ Location/School: \_\_\_\_\_

## FOR OHR USE ONLY - Classification & Compensation Section

Class Title: \_\_\_\_\_ Salary Range: \_\_\_\_\_ BU Code: \_\_\_\_\_  
 Approval Authority Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Approval Authority Signature: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
 MM/DD/YYYY

## II. INTRODUCTION

Function of Organization (Describe the focus and function of your organizational unit):

The Early Learning Board (ELB), formerly the Early Learning Advisory Board, was established as a governing board through Act 202, Regular Session of 2017. ELB is tasked with formulating statewide policy relating to early learning, and is responsible for:

1. Directing the Executive Office on Early Learning (EOEL) on how best to meet the developmental and educational needs of children, from prenatal care to entry into kindergarten;
2. Providing recommendations to EOEL on improving the quality, availability, and coordination of early learning programs;
3. Promoting collaboration across agencies and stakeholders serving young children; and
4. Appointing the EOEL director and evaluating the director on an annual basis

Purpose of Position (Brief description of the job; Describe the purpose of the position, including how the position's function fits into the function of the larger organizational unit):

Under the general supervision of the Early Learning Board (ELB), the Act 210 Coordinator will facilitate and coordinate the implementation of Act 210 to achieve the "Benchmarks" and their effective, mandated dates. The Coordinator will ensure that safe, healthy, quality, and affordable child care and school readiness opportunities are available to children and families that offer equitable access to quality care and learning opportunities aligned with family values and needs and that are sufficiently accessible so that families do not need to choose between employment and child care, especially for those in financial need and in lesser-served areas of the State. The Coordinator will work across public and private agencies affected by Act 210 and align its efforts with the Early Childhood State Plan.

**III. MAJOR DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS (Attach separate sheet if necessary)**

| Describe duties, responsibilities and essential functions as indicated on page 2 of the PD Guide instructions.   | % of time | * E |
|--|-----------|-----|
| 1. Convene government agencies and stakeholders for the coordination and monitoring of implementation plans. Conduct fact finding and analysis of data collected by the Hawaii State Department of Education (DOE), Hawaii State Charter School Commission (HSCSC), Executive Office on Education Learning (EOEL), and the Hawaii State Department of Human Services (DHS), as appropriate. Coordinate input from individuals and agencies affected by the planning process. Correlate findings and develop plans to expand access to quality early learning opportunities to meet the "Benchmark" goals set in Act 210.   | 35        | E   |
| 2. Support the development of agency implementation plans as outlined in Act 210. Develop a build-out plan in coordination with EOEL and DHS to define the types and nature of educational and child care opportunities needed to meet the "Benchmarks" across the State. Identify the greatest needs of communities and where they are located across the State. Determine the type of expansion to meet those needs which will respect family choice, support cultural values and guarantee best results for children. Recommend public facilities (schools, libraries, UH) to serve as sites appropriate for the types of programs needed. Prepare summary reports, both written and for oral presentations, detailing fact-finding and data analysis results, recommended actions or policies needed with accompanying rationales, and plans for on-going implementation progress for EOEL, DHS and ELB. In support of EOEL and DHS collaboration, facilitate satisfying Legislative reporting requirements. | 35        | E   |
| 3. Monitor, and report about the implementation progress of the early care and education sector programs to EOEL, DHS, ELB, DOE and HSCSC, and other affected agencies/stakeholders.   | 15        | E   |
| 4. Provide updates to the ELB and its stakeholders on Act 210 implementation progress. Bring concerns and issues to the ELB for discussion and decision-making as necessary. Make policy recommendations to achieve the expansion, including funding and capacity-building such as infrastructure and workforce requirements/plans. Identify and advise the ELB on implementation barriers, challenges and resources that could be addressed through legislation.  | 10        | E   |
| 5.   |           |     |
| 6.   |           |     |
| Performs other related duties as assigned.   | 5%        |     |

 Check here if separate sheet attached.

\* E = Essential Function

**IV. QUALIFICATIONS (Education, experience, licenses, or certificates required to perform the essential functions of the position, as well as those that may be preferred)**

Education:

Graduated from an accredited college or university with a bachelor's degree in public policy and planning, public administration, business, family services or a related field.

Experience:

Four (4) years of responsible professional work experience in program planning and analysis, budget and/or public administration of which one (1) year shall have been in an education program, agency or system.

Desired Experience:

Minimum of two (2) years of project management, research and analysis, policy development, coordination and conducting planning studies, inter-agency and cross sector (public and private) collaboration, public communication.

License/Certificate:

**V. COMPETENCIES (Knowledge, skills and abilities to perform the essential functions of the position)**

Knowledge:

Public administration and organization theory; management accounting; business statistics; computer-based information systems; laws, rules, regulations and administrative procedures pertinent to the area(s) of assignment.

Knowledge desired:

Public planning practices and principles; general research strategies and sources, particularly related to socio-economic/demographic information; statistical methods and techniques; report writing; Hawaii State governmental organization; diversity of Hawaii's Islands; public relations and communication.

Skills/Abilities:

Conduct studies in program planning and analysis; communicate effectively with others both orally and in writing; operate computer and other business machines.

Skills/Abilities Desired:

Plan, organize and conduct comprehensive planning projects; understand and apply research and statistical analysis concepts and practices; read and comprehend a broad range of subjects; collect, correlate, evaluate and analyze facts and develop sound conclusions; problem solve and utilize generative thinking; speak and write effectively; develop and maintain collaborative relations with others in public agencies and in the private sector; assign, direct and coordinate the work of others as needed.

**VI. PHYSICAL REQUIREMENTS**

Describe any physical requirements for this position:

**VII. ENVIRONMENTAL CONDITIONS**

Describe any adverse conditions (e.g. hazards, heat, light, cold, noise, fumes, dust, etc.):

**VIII. SUPERVISION RECEIVED AND EXERCISED (Attach separate sheet if necessary)**

Supervisor Title: ELB Chair Section: Early Learning Board

Supervises the following unit or positions (position numbers and titles):

none

**IX. EMPLOYEE CERTIFICATION**

I have reviewed the duties and responsibilities assigned to this position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YYYY

**X. SUPERVISOR CERTIFICATION**

I certify that the above is a complete and accurate description of the duties and responsibilities of this position.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YYYY

Complex Area Superintendent/  
Assistant Superintendent/  
Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YYYY

**XI. ORGANIZATION CHART (Attach the most recent official organization chart that shows this position. This does not apply to school level positions.)**