

Kanuikapono Public Charter School • Job Description

Job Title:	Business/Personnel Specialist		
Employment Type:	12-month	Division / Department:	Business/HR Department
JOG code:	2032	Reports to:	Executive Director
Collective Bargaining Unit:	13	FLSA Status:	Exempt
Pay Group / Salary Range:	Based on Qualifications	State Comparable:	Administrative Services Assistant

Mākaukau:

Required Skills, Qualifications, Experience & Education

- High school graduate or equivalent, or higher
- Quickbooks Certification
- Verbal Communication Skills
- Written Communication Skills
- Technology Skills
- Organizational Skills
- Time-Management Skills
- Problem-Solving Skills
- Planning Skills
- Resourcefulness
- Detail-Oriented
- Friendliness

Preferred Required Skills, Qualifications, Experience & Education

- Associates Degree or Higher
- Accounting Certification
- Human Resources Certification
- Osha Certification

Kuleana: Role and Responsibilities

- Provides administrative support services to the administrator of a statewide program; participates in and coordinates program planning and evaluation; conducts special studies of operational and administrative problems; and performs other duties as assigned.
- Creates, Edits, Stores, Retrieves, and Sends documents using a computer.
- Sorts, Arrange and files in accordance with established procedures.
- Oversees budget preparation and expenditure control, fiscal recordkeeping and reporting, and personnel services.
- Drafting proposals, policies and procedures, rules and/or regulations for approval by the Executive Director and Board of Directors.
- Conduct special studies/investigations of operational and/or administrative problems or needs and the development of alternative solutions and courses of action, which requires presenting recommendations orally and in writing to the Executive Director.
- Coordinates the preparation of budget and program plans and prepares appropriate justification; maintains records of appropriations, expenditures, income and cost allocations..
- Develops, implements, and maintains internal fiscal policies and procedures.
- Coordinates and oversees the completion of reports and grant application requests; conducts cost analysis and allocations studies.
- Accepts cash payment for standard fees and issues recipes for payments.
- Any other duties/responsibilities needed

Examples of Activities, Duties and Responsibilities:

Coordinates the preparation of budget and program plans and prepares appropriate justification; maintains records of appropriations, expenditures, income and cost allocations; develops, implements and maintains internal fiscal policies and procedures; oversees the preparation of billing and maintenance of payment schedule; coordinates personnel services and develops contracts for services; serves as EEO officer; conducts special studies including defining the problem, conducting background research and other fact finding, analyzing the information, preparing alternatives and making recommendations; coordinates and oversees the completion of reports and grant application requests; conducts cost analysis and allocation studies; drafts proposed legislation, policies, procedures, rules, and regulations; serves as liaison between administrator and staff; serves as liaison with other agencies and public and represents the administrator at meetings, conferences or negotiations; may provide staff services to an advisory or policy making board; may supervise clerical staff.

- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to the office
- Answering phone calls

- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees

‘Ano: Characteristics, Traits & Capabilities

- ‘Ike: Knowledge, awareness
- ‘Imi Na‘auao: Seek knowledge
- ‘Imi Ola: Seek the best life
- Mālama i nā Mea Li‘ili‘i: Attention to detail
- Wehewehe ‘Ano: Ability to analyze and compare

‘Imi Na‘auao: Philosophy

The purpose of Kanuikapono Public Charter School is to manage and operate a culturally-based Hawaiian-focused charter school that is grounded in Hawaiian pedagogy and innovation with a commitment to Native education and community renewal for Anahola and its families. The mission of Kanuikapono PCS is to nurture lifelong learners able to embrace the world of our ancestors, 21st century skilled with aloha and respect for self, family, community and the environment. We envision a vibrant learning community grounded in Native education, academic rigor and community renewal. The traditions of aloha, kuleana and mālama ‘āina are central to the philosophy of the school.

Kuana‘ike: Perspective

The five most important Hawaiian concepts to incorporate into this job are:

- Aloha i ke Kula: Demonstrate a love for education
- Aloha Kekahi i Kekahi: Engage in care for one another
- Kūlia i ka Nu‘u: Pursue achievement and excellence; strive to reach the summit
- ‘Ohana: The school is a family and models respect and care in all we do with one another
- Po‘okela: Strive for excellence

Uku ‘Oihana: Compensation (Wages & Benefits)

- Annualized Salary
- Sick and/or Vacation Leave
- Medical, Dental, Vision coverage available through EUTF
- Retirement available through ERS

Ho‘ākaaka: Clarification

Possession of the required number of years of experience will not in itself be the accepted proof of qualification for the job. The applicant’s overall experience must have been of such scope and level or responsibility as to conclusively demonstrate that applicant has the ability to perform the duties or the job for which applicant is being considered.

All requirements, responsibilities and compensation in this job description are within the confines of and in accordance with the appropriate collective bargaining agreement. Nothing in this document shall supersede the collective bargaining agreement or any supplemental agreements.

The roles and responsibilities, and any optional duties, in this job description may or may not be part of the given job. Job may not be assigned all of the duties listed, nor do the examples herein necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the job.

Kanuikapono PCS is an equal opportunity employer as provided for by state and federal law.

*This position is a non-union position as the position requires staff member to supervise HR/Personnel.