

## Non-IT Sample Duties and Responsibilities Statements

### BAND B – POSITION CONCEPT: JOURNEYWORKER/WORKING SUPERVISOR/LEAD WORKER

- Mandatory field: Provides staff support in the following field of assignment or subject matter areas: \_\_\_\_\_.
- Monitors \_\_\_\_\_ from onset to completion; coordinates and initiates expediting actions.
- Develops and/or prepares and/or presents to management and/or other personnel and/or public written and/or oral reports, e.g., \_\_\_\_\_ and/or recommendations related to \_\_\_\_\_.
- Develops or improves procedures, e.g., \_\_\_\_\_, makes recommendations, e.g., \_\_\_\_\_, conducts inspections, e.g., \_\_\_\_\_ or audits, e.g., \_\_\_\_\_, or performs in support of \_\_\_\_\_.
- Develops complex or special nonrecurring reports, e.g. \_\_\_\_\_.
- Responsible for specific segments of \_\_\_\_\_.
- Advises supervisor of the progress of projects. e.g. \_\_\_\_\_, anticipated problems, e.g., \_\_\_\_\_, major policy changes, e.g., \_\_\_\_\_ expected affecting specialized area of \_\_\_\_\_.
- Independently or as a team member, resolves operational and administrative matters, e.g., \_\_\_\_\_ in accordance with current policies, procedures, and directives by investigating, preparing reports and justification for action to be taken, e.g. \_\_\_\_\_.
- Provides advice and staff support services to colleges and/or program offices and/or higher level personnel in the area of \_\_\_\_\_.
- Recommends changes, e.g., \_\_\_\_\_ to program policies and standard operating procedures to improve operations to achieve the most efficient and economical service as it relates to \_\_\_\_\_.
- Receives training relative to \_\_\_\_\_.
- Conceives, plans, and directs tasks to produce or to support \_\_\_\_\_.
- Develops and/or directs and/or coordinates and/or participates in the administration of programs and associated activities in specialized area of responsibility, i.e., \_\_\_\_\_.
- Conducts inspections and/or monitoring activities, e.g., \_\_\_\_\_ and/or accident investigations of campus operations and facilities for compliance with Hawaii Occupational Safety and Health Law (HOSHL) Standards and fire safety codes and safety standards.
- Prepares written reports, e.g., \_\_\_\_\_ summarizing the results and observations of inspections and makes recommendations based on observations and application of standards, codes and regulations.
- Insures that all equipment, e.g., \_\_\_\_\_ issued is in a safe and operable condition.
- Develops and conducts relevant training sessions in the area of \_\_\_\_\_.
- Directs and/or supervises and/or schedules personnel in operations and/or assignments in \_\_\_\_\_.
- Sets operating performance standards and monitors for compliance in \_\_\_\_\_.
- Plans, develops, implements and coordinates a promotional, public relations and fund-raising program, e.g., \_\_\_\_\_ in association with \_\_\_\_\_.
- Leads a revenue generating or break even entrepreneurial and commercial retail and enterprise operation, e.g., \_\_\_\_\_ associated with the sales of merchandise and/or provision of ancillary services to faculty, staff, students and the public.
- Prepares speeches, annual reports and other public statements, e.g., \_\_\_\_\_ for University officials; advises program managers and executives on media and public relations.
- Edits manuscripts, journals, or reports, e.g., \_\_\_\_\_ for technical errors, correction of grammar and stylistic inconsistencies.
- Executes a production cycle for publication of printed materials, e.g. design, cost analyses, copyrighting and/or registration of publications, creating and maintaining financial records, e.g., \_\_\_\_\_.
- Develops bases for recommending or implementing changes in product mix, vendors, changes in negotiable terms, method of shipping, pricing, stocking levels, retails sales and operations and/or cost control procedures, e.g. \_\_\_\_\_.

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- Responsible for fiscal accountability and documentation of procurement/acquisition, receipt, and issue records, e.g., \_\_\_\_\_ as directed by pertinent University policies and procedures and state and federal rules and regulations.
- Prepares, analyzes, and interprets the department's financial condition involving \_\_\_\_\_; monitors financial reports, e.g., \_\_\_\_\_ and records, e.g., \_\_\_\_\_ and reports significant changes, e.g., \_\_\_\_\_ to supervisor in compliance with University policies and procedures and state and federal rules and regulations.
- Designs and conducts or supervises the conduct of routine and special confidential financial and compliance studies and audits of program with funds from various sources or with highly complex accounting features, such as \_\_\_\_\_.
- Organizes, coordinates and/or manages student residence programs including responsibility for \_\_\_\_\_.
- Evaluates and makes recommendations, e.g., \_\_\_\_\_ on internal accounting controls, procedures and adherence to generally accepted accounting principles and management practices; administers, directs and coordinates a financial and compliance audit program.
- Reviews, analyzes, evaluates, develops and maintains short and long-range budget (operating and/or capital improvements) proposals, budget (operating and/or capital improvements) requests and proposed expenditure plans.
- Directs and manages project financial operations with respect to \_\_\_\_\_.
- Directs, manages and oversees a tax compliance including the development of institutional tax policy and procedures, e.g., \_\_\_\_\_, recommendation of options, e.g., \_\_\_\_\_, solutions to tax issues, policies, procedures and operating practices, e.g., \_\_\_\_\_.
- Reviews, analyzes, evaluates and develops short and long-range staffing requests/ requirements, e.g., \_\_\_\_\_, program justifications, e.g., \_\_\_\_\_ and evaluations in the context of legislative decisions, State and University policies, guidelines or instructions and program needs.
- Provides advice and interpretations, e.g., \_\_\_\_\_ to colleges and programs related to human resource statutes, policies, procedures collective bargaining agreements, instructions and practices.
- Conducts investigations, analyses, audits and studies (specific, special or large scale) for the purpose of \_\_\_\_\_.
- Classifies positions, executes authorized personnel actions, e.g., \_\_\_\_\_, conducts employee training, e.g., \_\_\_\_\_, completes recruitment and selection requirements, investigates and/or recommends, e.g., \_\_\_\_\_ actions regarding labor relations issues, e.g., \_\_\_\_\_.
- Provides advice, e.g., \_\_\_\_\_ and explanation, e.g., \_\_\_\_\_ of legal decisions, opinions, rules or other legal materials to University officials.
- Researches, prepares and files complaints, briefs, motions and pleadings before Small Claims, District and Circuit Courts on matters relating to student loans and such actions associated thereto to include bankruptcy and collection.
- Participates in pre-trial conferences and proceedings in the courtroom or before quasi-judicial hearings officers, arbitrators or other administrative judges and prepares drafts of court documents such as \_\_\_\_\_.
- Prepares discovery pleadings and other pleadings such as \_\_\_\_\_.
- Plans, schedules, budgets, and coordinates major phases of facilities and space management programs, e.g., \_\_\_\_\_.
- Administers procurement policies, procedures and requirements by providing advice, e.g., \_\_\_\_\_ and assistance, e.g., \_\_\_\_\_ to University personnel and public while ensuring compliance with applicable federal and state laws, University policies, procedures, rules, regulations, and practices.
- Provides staff support, e.g., \_\_\_\_\_, in developing policies and procedures for operational support, e.g., \_\_\_\_\_, maintenance support, e.g., \_\_\_\_\_, test support, e.g., \_\_\_\_\_, equipment support, e.g., \_\_\_\_\_, change control, deficiency investigation,

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and provisioning support for developmental and operational systems, e.g.,

\_\_\_\_\_.

- Participates in the design, development, analysis of plans, e.g., \_\_\_\_\_, and specifications for construction, alteration, major repairs or capital improvement projects, e.g., \_\_\_\_\_, including those from consultants and/or contract architects or engineers.
- In collaboration with faculty members and research assistants, coordinates, designs, develops, fabricates, modifies, rebuilds, calibrates, operates, overhauls and/or repairs a variety of equipment such as \_\_\_\_\_.
- Creates, designs and produces scientific drawings, charts, graphs, blueprints, diagrams, computer animation, sketches, video tape and audio visual products utilizing traditional techniques or with computer based desktop publishing or other software.
- Designs and constructs sets, theater stages, scenery and properties, sets up sound and staging requirements.
- Designs, constructs and produces displays, exhibits, and interior layouts, e.g., \_\_\_\_\_.
- Plans and conducts laboratory and field tests for/or related to \_\_\_\_\_.
- Conceives, plans, and designs devices/components of moderate scope and complexity such as \_\_\_\_\_.
- Trains student assistants, faculty and research staff in correct and specialty procedures in the use of \_\_\_\_\_.
- Develops agriculture seed inventories involving administering contracts, e.g., \_\_\_\_\_, with external product developers.
- Collects data and/or samples, classifies, catalogs, maintains collection information, processes specimens and charts/graphs data collected.
- Performs highly skilled commercial photography and/or microphotography of still and/or motion pictures, drawings, scientific specimens and other materials.
- Supervising subordinate staff and/or student assistants in \_\_\_\_\_.