

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title: Retirement Savings Executive Director
Position No.: 124589
Department: Labor and Industrial Relations
Division: Office of the Director
Branch:
Section:
Unit
Geographic Location: *Downtown Honolulu, Oahu Island*

II. INTRODUCTION

The Office of the Director advises the Governor on matters relating to the economic security, physical and economic well-being, productivity of workers, and the achievement of good labor-management relations; prepares and submits legislative proposals to the Governor in support of the administration's labor policies; directs the planning, coordination and implementation of programs in the areas of employment services, Workforce Innovation and Opportunity Act of 2014 (WIOA), apprenticeship, unemployment insurance, occupational safety and health, workers' compensation, temporary disability insurance, prepaid health care, wage and hour, payment of wages, child labor, fair employment practices, and employment security appeals; establishes an organizational structure that is appropriate and effective for the achievement of departmental aims, goals and objectives; assures the availability of departmental services to persons in each county through a structure of district, branch and local offices; promotes equal employment opportunity practices in departmental services to the public through training, technical assistance and periodic on-site evaluations; affirms equal employment opportunity within the Department through the development and implementation of an Affirmative Action Plan; compiles, analyzes and disseminates information on employment, unemployment, employee safety and health, and general labor market conditions; conducts a public information program to inform the general public on labor programs and significant activities of the agency; promotes and coordinates cross-divisional and cross-functional initiatives to increase the number of jobs and employment and training opportunities in the State, strengthen rural community economic development efforts, and enhance the receipt of federal grants and monies for workforce assistance and related programs; provides administrative and budgetary support to Department's programs of five divisions and seven attached agencies.

The primary purpose of this position is to provide executive leadership and technical guidance and assistance to the Hawaii Retirement Savings Program within the approved budget and in a manner consistent with the Hawaii Retirement Savings law.

DO, 01/17/2023

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.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Administrative Activities and Division Support 80%

1. Serves as the department's executive director and liaison to the Hawaii Retirement Savings Board and keeps the Director abreast of all activities related to the Hawaii Retirement Savings Program [1][3].
2. Plans, organizes, directs, and coordinates day-to-day operational activities of the program by providing general direction and guidance in handling issues [1][2].
3. Provides leadership in planning, developing, and implementing both short-term and long-term goals through strategic planning, information sessions, and meetings. Develops and articulates a vision and mission and identifies strategic responses to the retirement savings program issues [1][3].
4. Oversees the requests for proposals (RFP) process for vendor selection for the board by drafting, analyzing, and procuring contracts for program activities, such as the comprehensive actuarial study that will analyze, evaluate, and make recommendations on aspects of the program with the approval of the Director [1][3].
5. Serves as the first point of contact for vendors and negotiates to provide services as the board determines necessary. Obtains services and/or conducts studies of organization; management methods and procedures; manpower and space requirements; and other administrative matters [1][3].
6. Oversees vendor performance to ensure compliance with federal and state law and regulations. Works with the Director and board to establish performance standards and measurements [1][3].
7. Evaluates vendor recommendations relative to the department goals and objectives and recommends alternatives for higher integrated returns [1][3].
8. Convenes board meetings and information sessions. Presents information, including proposed goals and activities. Facilitates decision-making regarding critical aspects of the retirement

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savings program, including the development of the request for proposals for the comprehensive actuarial study [1][3].

9. Provides guidance to board members on their responsibilities and legal obligations under both federal and state law. Ensures that board members are provided with training and information related to their responsibilities and obligations [1][3].
10. Ensures that meeting notices and minutes are recorded, drafted, and posted in accordance with the relevant laws and regulations [1][2].
11. Collaborates the Director's Office to develop operational plans, policies, procedures, processes, guidance, and training required for the efficient and transparent management of the board and associated activities as related to the goals and objectives of the department [1][2].
12. Collaborates with the Director's Office to research and draft legislative proposals, testimonies, and other requests for submittal and approval [1][3].
13. Coordinates with the Director's Office to engage in program planning, budgeting, reporting, and other management functions, such as addressing and resolving issues, in a timely and efficient manner [1][2].
14. Develops and maintains extensive contacts with personnel outside of the department, including in other departments, private organizations, and stakeholders to establish working agreements and build cooperative relationships [1][3].
15. Establishes and coordinates the development of materials and public education efforts to educate and inform employers, employees, and the public about the program [1][3].
16. Strives for the promotion and establishment of good public relations with respect to the functions and objectives of the board and program by developing and maintaining a positive public image through outreach and partnerships [1][2].
17. Represents the department at meetings, conferences, and seminars to share technical expertise and to receive knowledge.

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As directed, participates as a speaker, resource person, and/or discussion leader before governmental and private groups [1][3].

B. Supervisory Duties

15%

1. Supervise subordinates to accomplish established goals and objectives of their respective unit [1][2].
2. Plans, assigns, and reviews the work of the staff [1][2].
3. Discusses with staff potential impact on the operations of their work units in the implementation of new laws, rules, regulations, policies, and procedures [1][2].
4. Makes the appropriate changes on work assignments and procedures to meet the new and changing requirements [1][2].
5. Establishes job performance standards for positions under immediate supervision [1][2].
6. Evaluates job performance and discuss assessment with employees in order to meet and to improve their job performances [1][2].
7. Recommends appropriate personnel actions, such as selection, promotions, transfers, leaves of absences and disciplinary measures [1][2].
8. Monitors activities and takes appropriate actions to deter adverse impact on employee morale and/or productivity [1] [2].
9. Reviews, investigates, and resolves labor related concerns, such as informal and formal grievances, in accordance with applicable collective bargaining agreements, and guidelines [1][2].
10. Formulates and conducts investigation interviews and prepares findings on complaints such as those relating to equal employment opportunity, and workplace violence [1] [2].
11. Recommends and/or administers disciplinary actions as appropriate [1] [2].
12. Prepares or supervises the preparation of position descriptions for

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all subordinate positions in [1] [2].

- 13. Initiates requests for personnel actions such as recruitment, appointments and reallocations [1] [2].
- 14. Develops or reviews selection criteria and interview questions for filling of vacant positions in the work unit [1] [2].
- 15. Chairs or participates in the interview panels for the selection and appointment of the most qualified applicant [1] [2].
- 16. Supports and encourages a safe work environment by getting to know employees and practicing courtesy, respect, and kindness at all times [1] [2].

C. Miscellaneous 5%

- 1. Responds to inquiries and requests from a variety of sources, including the Hawaii State Legislature and the public, that requires knowledge and expertise that pertain to the board and program [1][2].
- 2. Serves on special projects and assignments as assigned [1][2].
- 3. Performs other duties as assigned.

Supervises Position(s) No.	Title
94922L	Program Specialist V
94923L	Secretary III

Essential Functions

Reasons:

- [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 employee is hired for special expertise or ability to perform this function.

Evidence Use in Determining Essentials Functions Considered:

The amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

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IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 100187 **Class Title:** Director

B. Nature of Supervisory Control Exercised Over the Work.

Incumbent receives general supervision from the Director and recommendations from the Hawaii Retirement Savings Board. The incumbent is expected to use judgment and discretion in making sound decision and/or recommendations; utilize specialized knowledge while working under broad guidelines in meeting the goals and objectives of the work unit. Incumbent is required to plan and perform the necessary work activities independently; and to inform the supervisor when unforeseen events or circumstances require changes in priorities or the need for assistance from others.

C. Nature of Available Guidelines Controlling the Work.

The Hawaii Retirement Savings law; administrative rules; federal retirement law; related federal and state guidance and technical guidance/memoranda and regulations; financial and investing laws, rules, and policies/procedures; procurement laws, administrative rules, and guidance; Chapter 91, HRS, and associated administrative rules, opinions, and guidance; and DLIR procedures/policies provide the basis on how the work activities are administered. The employee is expected to use these laws and guidelines to complete their assignments.

V. MINIMUM QUALIFICATIONS REQUIREMENTS

A. Knowledge

Knowledge of principles and practices of financial management; fiscal operations and financial requirements of retirement savings plans; generally accepted principles of practices, practices and standards of accounting and/or auditing, including the preparation and analysis of financial statements and exhibits; budget and expenditure planning and execution; investment and financing strategies; principles and practices of program administration; report writing; general principles of management, communication, and government relations; and the workings of the Hawaii State government.

B. Skills

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Skills/abilities to proficiently operate standard office machines and equipment as well as personal computers and web applications; understand and interpret complex written material, including laws, rules, regulations, and policies; understand and follow oral and written instructions; interpret rules and regulations to others; meet and deal with people; compare requirements and reports rapidly and accurately; organize and complete assigned tasks; analyze problems and derive a sound conclusion; learn, understand, and apply a variety of processes, procedures, practices, and guidelines relative to sub-professional and/or substantive clerical tasks within the Director's Office; work under general supervision and independently and as a part of a team; plan, organize, and monitors programs within the required timeframes; maintain professional demeanor and maintain regular attendance.

C. Ability

Ability to maintain professional appearance and demeanor; maintain regular attendance; read and interpret written materials; follow written and oral instructions; comprehend and apply pertinent laws, rules, regulations and instructional memorandums; identify issues; apply and interpret computer claims information; and data output.

D. Education

Graduation from a four-year college or university with a bachelor's degree.

E. Experience

Specialized Experience: 3 years of professional experience which demonstrated the ability to perform administrative assignments in two or more staff service functions such as fiscal management; budget formulation; budget justification; and organizational/operational research and analysis. Such experience must demonstrate the ability to effectively analyze, evaluate, and discuss financial principles and strategies with top-level management personnel, and to make sound recommendations and decisions on operations and finance alternates and strategies.

F. Required licenses and certificates

Driver's license.

VI. DESIRABLE QUALIFICATIONS

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None.

VII. TOOLS, EQUIPMENT AND MACHINES

Computing devices, such as desktop, laptop and mobile, with peripherals, networking devices and software. Commonly-used office machines and equipment such as copier, fax machines, scanners, calculators, and paper shredders.

VIII. WORKING CONDITIONS-SEE SUPPLEMENT TO POSITION DESCRIPTION

May be required to work beyond normal business hours as needed and travel to different worksites.

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