

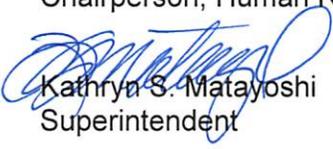


STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

February 16, 2016

TO: The Honorable Brian De Lima
Chairperson, Human Resources Committee

FROM: 
Kathryn S. Matayoshi
Superintendent

SUBJECT: **Briefing on Classes of Work with Greatest Number of Vacancies and Strategies and Incentives to Address Vacancies**

1. DESCRIPTION

The Office of Human Resources (OHR) is responsible for the recruitment of employees to fill the Department's positions. The Human Resources Committee has requested a presentation from OHR identifying the classes of work with the greatest number of vacancies as well as strategies and incentives to address those vacancies.

2. PRESENTATION

The materials for this presentation include a spreadsheet identifying the classes of work in the Civil Service and Support Services Personnel systems with more than ten vacancies, ranked in order of highest percentage vacancy rates. OHR will provide a detailed briefing on the requested subject, highlighting the following classes of work: Occupational Therapist, School Psychologist, Educational Assistant, Data Processing User Support Technician and Speech Pathologist.

KSM:BAK:je
Attachment

c: Office of Human Resources

Briefing on Classes of Work With Greatest Number of Vacancies and Strategies and Incentives to Address Vacancies

Board of Education
Human Resources Committee

February 16, 2016



Highlighted Vacancies*

	Position Total	%Filled	Total Vacant	% Vacant
Educational Assistant III	3022	84%	484	16%
Speech Pathologist IV	231	77%	53	23%
School Psychologist	84	62%	32	38%
DP User Support Tech. II	128	77%	30	23%
Occupational Therapist IV	27	56%	12	44%

- * Refer to the separate handout for a complete list of classes of work with more than 10 vacant positions. Note: Special Education teacher vacancies were addressed in a previous presentation.



Hiring Process

- Structured Classification System
- On-line Applications
- Centralized Screening Process for Minimum Qualifications
- Negotiated Salary Ranges
- Lists of “eligibles” to School/Program
- School/Program Interviews and Selects



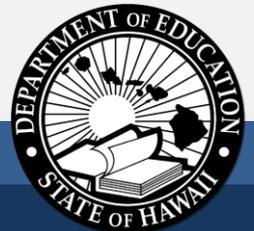
Vacancy Factors

- Permanent/Temporary
- Full Time/Part Time
- Market Conditions
 - Supply/Demand
 - Competitive Compensation
- Geographic Location
- Retention Challenges
- Process Barriers
- Availability of Skills in Local Labor Market



Recruitment Strategies

- Postings on DOE Website
- Social Media Ads (e.g. Facebook, LinkedIn)
- Media Advertising
- Attendance at Local Job Fairs (including Military job fairs)
- Streamlined Applicant Lists for Schools
- Remove Process Barriers (i.e. Revised Interview and Selection Guidelines)
- Recruitment Above the Minimum (RAM)
- Hire Above the Minimum (HAM)
- Targeted Outreach
- Compensation reviews (Repricing/Differentials)
- Recruitment at Entry Level of Class Series



Educational Assistant III

SR 12: \$31,236 - \$42,684 (12-month)

\$26,030 - \$41,640 (10-month)

Position Total	% Filled	Total Vacant	% Vacant
3022	84%	484	16%

- Alternative Minimum Qualifications
- Continuous Recruitment
- School Outreach
- Media Advertising
- Job Fair
- Professional Development Opportunities
- Compensation Review in Process [Repriced in 2008]

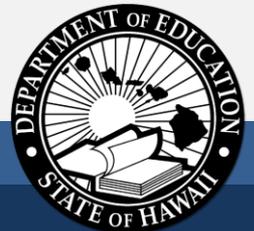


Speech Pathologist IV

SR 22: \$49,056 - \$72,684

Position Total	%Filled	Total Vacant	% Vacant
231	77%	53	23%

- Shortage Differential
 - \$5,964 -\$0 (Annual)
 - (Honolulu, Central, Windward, Kauai)
 - \$8,280 - \$0 (Annual)
 - (Leeward, Hawaii, Maui)
- Continuous Recruitment
- Media Advertising
- Job Fairs



School Psychologist

SR 24: \$55,236 - \$81,756

Position Total	%Filled	Total Vacant	% Vacant
84	62%	32	38%

- Shortage Differential
 - \$5,532 - \$0 (Annual)
- Continuous Recruitment
- Media Advertising
- Job Fair



Data Processing User Support Tech. II

SR 15: \$35,112 - \$56-172

Position Total	%Filled	Total Vacant	% Vacant
128	77%	30	23%

- Continuous Recruitment
- Media Advertising
- Job Fair
- Working with OITS to Update Class Series and Restructure Delivery of IT Support



Occupational Therapist IV

SR 22: \$49,056 - \$72,648

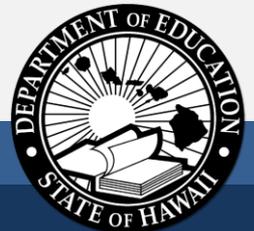
Position Total	%Filled	Total Vacant	% Vacant
27	56%	12	44%

- Shortage Differential
 - \$5,580 - \$0 (Annual)
- Settlement Differential
 - \$3,972 (Annual)
- Continuous Recruitment
- Media Advertising
- Job Fair

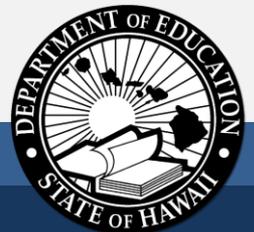


Future Direction

- Continue to Proactively Identify Strategies
- Enhance Outreach Through Local Institutions of Higher Education
- Identify Targeted Outreach Opportunities
- Partner with Program Contacts to Identify Effective Solutions
- Monitor Effectiveness / Adjust Direction of Resources



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DOE Classes of Work with 10 or More Vacancies as of 2-1-16

Position	Position Total*	% Filled	Total Vacant	% Vacant	Filled Perm	Filled Temp	Vacant Perm	% Vacant Perm	Vacant Temp	% Vacant Temp
Tractor Operator	22	45%	12	55%	10		11	50%	1	5%
Occ Therapist IV	27	56%	12	44%	15		12	44%		0%
Clinical Psychologist VI	29	59%	12	41%	11	6	7	24%	5	17%
School Psychologist	84	62%	32	38%	47	5	23	27%	9	11%
Cafeteria Helper (less than 1.0 FTE)	469	73%	127	27%	162	180	46	10%	81	17%
Educ Asst III (less than 1.0 FTE)	989	75%	249	25%	497	243	79	8%	170	17%
DP User Support Tech II	128	77%	30	23%	26	72	6	5%	24	19%
School Custodian II (less than 1.0 FTE)	419	77%	97	23%	275	47	79	19%	18	4%
Speech Pathologist IV	231	77%	53	23%	178		52	23%	1	0%
Office Assistant III (less than 1.0 FTE)	238	78%	52	22%	101	85	22	9%	30	13%
School Baker	191	84%	30	16%	161		30	16%		0%
Behavioral Hlth Spclt IV	312	85%	47	15%	210	55	20	6%	27	9%
School Security Attendant	262	85%	38	15%	177	47	15	6%	23	9%
Educ Asst III	2033	88%	235	12%	1323	475	87	4%	148	7%
Office Assistant III	808	90%	82	10%	568	158	42	5%	40	5%
School Custodian III	192	92%	15	8%	177		15	8%		0%
School Custodian II	680	93%	49	7%	605	26	44	6%	5	1%
School Health Aide	252	94%	14	6%	238		14	6%		0%
School Cook II	198	94%	11	6%	187		11	6%		0%

* Position totals reflect the number of authorized positions. However, not all positions are subject to recruitment, at the discretion of the school/office.