



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

June 18, 2020

TO: The Honorable Dwight Takeno  
Chairperson, Human Resources Committee

FROM: Dr. Christina M. Kishimoto   
Superintendent

SUBJECT: **Committee Action on Recommendation Concerning Appointment of  
Assistant Superintendent of the Office of Fiscal Services**

I am recommending the following appointment effective June 19, 2020.

Mr. Brian Hallett  
Assistant Superintendent (AS)  
Office of Fiscal Services (OFS)  
Position No. 76185  
Annual Salary: In accordance with the AS salary range  
approved by the Board of Education (Board) on  
September 19, 2019

Additional information to support this recommendation:

The position of the Assistant Superintendent for the OFS requires that the candidate have exceptional leadership and project management skills with a track record of developing and implementing new or improved systems and processes.

Under the executive direction of the Superintendent of Education, the AS for the OFS is fully responsible for professionally managing the Department of Education's (Department) budget, accounting, procurement, and financial control systems to serve the needs of the schools, complexes, state offices, and department employees.

Additionally, the AS for the OFS serves as the Chief Financial Officer (CFO) and as such, plans, directs, develops, implements, administers, and evaluates the department's budgeting, accounting, procurement, and financial control programs, policies, procedures, and activities through subordinate branch directors.

Mr. Brian Hallett has worked for the Department for over 15 years, and his previous positions make him uniquely qualified to step into this position. For his initial seven (7) years with the Department, he served as the Budget Execution Administrator and was later promoted to Budget Director. For the past year (since August 1, 2019), Brian has served admirably as the Interim AS for the OFS and the CFO. During the past year, Brian has proven to be an extremely capable and effective leader. His leadership and oversight of all areas within the OFS, including the budget, procurement, and accounting offices, as well as the child nutrition program office, have been outstanding.

Given Brian's experience with the Department's financial systems, system users, and reporting requirements, I selected him to co-sponsor the Department's efforts to modernize the outdated and complex Financial Management System (FMS). Brian has proven his ability to work across multiple offices and with other departments in the State government to keep the FMS project moving forward and on schedule. In addition, he has continued to co-lead this critical work and keep the project on track in the midst of the ever-changing conditions of the COVID-19 health pandemic, which forced the Department to engage in work via telework conditions. Also, the FMS modernization work follows on the heels of the State's Payroll modernization work, which the Department participated in under his leadership.

As the COVID-19 pandemic impacted the state, Brian quickly adapted to the changing environment, and as a key member of my leadership team, creatively planned and problem-solved in a collaborative and open leadership style to continue to operate and support schools in their ability to continue to provide distance learning. Brian has been instrumental in developing the budget and in coordinating the efforts for the use of the federal CARES act funds.

Over the last 26 years, Brian gained significant experience working for and closely with members and staff of the Hawaii State Legislature. His experience serving as Chief of Staff to the Speaker of the House of Representatives from September 2017 to June 2018 and as a committee coordinator on the Senate Ways and Means Committee during two legislative cycles from 2008 to 2010 provided him a broad and unique understanding of the legislative processes, timelines, and operations. As the AS for the OFS, this position requires continuous communication and coordination with legislators and their staff members, and Brian has proven to be a strong asset to the Department in this capacity.

Brian possesses high moral and ethical standards, demonstrates excellent financial skills, along with strong verbal and written communication skills. He has shown excellent judgment in the midst of much change and is well-networked and able to build strong business and community relationships. He recognizes the challenges of the Department being a large governmental agency along with its constraints, union rules, and framework. He has been able to achieve success under pressure while considering the needs of various key stakeholders.

He is collaborative and works well with my Leadership Team and is comfortable with offering critical analyses and recommendations. Brian has provided invaluable consult, and, as needed, differing viewpoints to consider in my deliberations to halt or proceed with a project.

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Mr. Hallett is ready to lead the OFS team and the Department in implementation of Board priorities, Superintendent priorities, and the 2030 Promise Plan. He is committed to the power and promise of public education and ready to support the Department in its critical role of shaping future generations for success.

The permanent appointment of Mr. Hallett to Assistant Superintendent for the Office of Fiscal Services will create a vacancy in the Director of Budget position, which will be immediately posted.

Attached is Mr. Hallett's resume describing his background and work experience, along with the position description for the Assistant Superintendent of the Office of Fiscal Services.

CMK:sb  
Attachments (2)

**Brian Hallett****Education:**

1994-1996	University of Hawaii - Candidate for Masters in Urban Planning – all but thesis for MURP; all coursework for a Certificate in Natural Resource Management completed
1989-1993	University of Washington - Bachelors of Arts in Political Science and Environmental Studies (double major)

**Professional Experience:**

<b>Position Title and Description</b>	<b>Start</b>	<b>End</b>
<b>Interim Assistant Superintendent for Fiscal Services and Chief Financial Officer – Department of Education</b> <ul style="list-style-type: none"> <li>Provide leadership and oversight for the work of the Budget, Procurement, Accounting Branches, and the Office of Child Nutrition while incumbent CFO was temporarily deployed to the Office of Human Resources (2014) and later (2017) as Deputy Superintendent; and again, following the departure of incumbent (2019)</li> <li>Provide direction and guidance for all levels of the organization in support of sound fiscal management practices</li> </ul>	8/19 7/17 4/14	6/20 appt term 9/17 11/14
<b>Budget Director – Department of Education</b> <ul style="list-style-type: none"> <li>Oversaw work of the Budget Execution and Budget Preparation Sections</li> <li>Support Department leadership with communicating budget details to the general public as well as the Board of Education, Executive Branch, and Legislative Branch staff</li> </ul>	12/12	7/19
<b>Chief of Staff - Hawaii House of Representatives</b> <ul style="list-style-type: none"> <li>Provided oversight &amp; administrative support for all staff and member offices in the House of Representatives from the Speaker’s Office, in the first year of a new Speaker</li> <li>Worked at the direction of the Speaker of the House on projects &amp; processes to ensure the smooth operation of administrative and legislative functions</li> </ul>	9/17	6/18
<b>Committee Coordinator (lead staff) - Senate Ways and Means Committee</b> <ul style="list-style-type: none"> <li>Oversaw and coordinated the work of the Budget and Bill sections of the Committee amidst the Great Recession</li> <li>Facilitated communication on fiscal matters between the Ways and Means Committee, Executive Branch agencies, and other Senate standing committees</li> </ul>	12/09 12/08	5/10 5/09

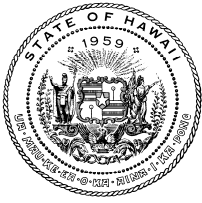
<ul style="list-style-type: none"> <li>Maintained a financial plan to track revenues by source and expenditures by purpose for the State general fund and briefed the Committee Chair, Committee Members, and Majority Caucus as needed</li> </ul>		
<p><b>Budget Execution Administrator – Department of Education</b></p> <ul style="list-style-type: none"> <li>Oversaw the work of the Budget Execution Section, which is primarily responsible for the allocation of positions and funds to schools and offices statewide</li> <li>Lead staff support for the Committee on Weights</li> <li>Lead fiscal staff support for federal Impact Aid program</li> </ul>	6/07 10/05	12/12 10/06
<p><b>Budget Chief – House Committee on Finance</b></p> <ul style="list-style-type: none"> <li>Oversaw the Committee’s budget section staff activities to review, analyze, and recommend budget adjustments for the State budget</li> <li>Facilitated communication on budget matters between the Finance Committee, Executive Branch agencies, and other House standing committees</li> <li>Briefed the Committee Chair, Committee Members, and Minority and Majority Caucuses as needed</li> </ul>	10/99	10/05
<p><b>Corrections Program Specialist – Department of Public Safety</b></p> <ul style="list-style-type: none"> <li>Lead for Y2K, ADA Compliance, and assisted Deputy Director with development of Request for Proposal for a new 2000 bed prison, returned to Finance Committee when fiscal constraints caused new prison project to be shelved</li> </ul>	8/98	12/98
<p><b>Capital Improvements Program (CIP) Specialist – House Finance Committee</b></p> <ul style="list-style-type: none"> <li>Analyzed and assisted in programming of the CIP projection for the Finance Committee Chair, Sub-Committee Chair on CIP, and the Finance Committee</li> <li>Presented recommendations on all CIP projects as needed to all House and Committee members</li> </ul>	10/96	10/99

**Other Professional Work:**

- 1995-96 – Student Intern for Office of State Planning Coastal Zone Management Program
- Summer 1994 – Student Intern Hawaii Community Development Authority property management section
- Session 1994 and 1995 - Budget Analyst for the House Committee on Finance (Government Wide Support and Higher Education state budget program areas)

**Recent Volunteer Work:**

- 2012- 3/20 - Served as Member, Secretary, & Vice Chair, HIUSA FCU Supervisory Committee
- 2014- 3/20 - Treasurer, Hawaii House Leadership Political Action Committee
- 2016- 3/20 - Hawaii Kai Precinct President and District 17 Treasurer, HI Democratic Party
- 2018 & 2019 seasons - Football game ticket booth worker, Kaiser High School Athletics Dept.
- 2017-2018 - Education Incubator (non-profit) Board Member



# 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: 76185 Title: Assistant Superintendent/Chief Financial Officer, Office of Fiscal Services Salary Range: NA  
 State Office/Complex Area: Office of Fiscal Services Branch: \_\_\_\_\_  
 Section/Unit: \_\_\_\_\_ Location/School: Honolulu

## FOR OHR USE ONLY - Classification & Compensation Section

Class Title: Asst Supt, Fiscal Svcs Salary Range: NA BU Code: 96  
 Approval Authority Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Approval Authority Signature: \_\_\_\_\_ Effective Date: 08/01/2019  
 MM/DD/YYYY

## II. INTRODUCTION

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

Pursuant to the State Strategic Plan, the DOE is committed to ensuring that all students have the academic and personal skills required to succeed in life. As the ninth largest school district in the country, the DOE has a workforce of over 22,000 full-time employees, 20,000 substitutes and other casual employees, and a \$2.1 billion budget. The system consists of 256 public schools and 36 charter schools spanning seven islands that collectively serve nearly 180,000 students, of whom nearly 53 percent qualify for free or reduced price lunch. The DOE is committed to building robust central office functions that meet the needs of students, parents, employees, educators, community stakeholders, and schools to focus on improving instruction that leads to strong student outcomes.

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):

The Assistant Superintendent/CFO oversees the DOE's accounting, budget, and procurement activities and systems as well as the Hawaii Child Nutrition Program to serve the needs of the schools, school complexes, complex areas, and the state central offices.

Under the direction of the Assistant Superintendent/CFO, the office is responsible for the following:

1. Developing and implementing long-term and short-term financial activities;
2. Leading the DOE's accounting, budgeting, and procurement operations; and
3. Providing timely, accurate, and user-friendly information and reports that are aligned with the DOE's goals and objectives in each of the respective areas.
4. Oversight of Hawaii Child Nutrition Program to provide compliance oversight of School Food Authorities (SFA).

**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. Executive Leadership: Under the direction of the Superintendent and the Deputy Superintendent, the Assistant Superintendent/CFO for the Office of Fiscal Services (OFS) is responsible to professionally manage the DOE's budget, accounting, procurement, and financial control systems to serve the needs of the schools, complexes, central offices, and employees; advise the Superintendent on critical matters relating to budgetary and fiscal issues; represent the Superintendent or Deputy Superintendent before the Board of Education (BOE), legislative committees, the Governor, and other state governmental departments; and represent the DOE in dealing with public or private agencies or groups on all matters related to budget or fiscal issues.	40	E
2. Executive Leadership (continued): Provide staff analysis and recommendations to the Superintendent on matters pertaining to State economic policies, rules, and regulations or other matters having potential impact on the DOE's fiscal management policies; advise the Budget Branch Director on a variety of activities, conditions, and legal developments; develop DOE policies of administrative control over program adjustments, interpret and monitor for compliance with laws, regulations, policies, and procedures related to accounting, budgeting, and fiscal management; and perform duties and responsibilities in accordance with federal and state laws, executive directives, and BOE and DOE policies, regulations, and procedures.		
3. Administrative Duties: Plan, direct, develop, implement, and evaluate the DOE's budgeting, accounting, procurement, financial control programs, policies, procedures, and activities through subordinate branch directors; plan and develop operating policies and procedures; develop and prepare short- and long-range planning policies; develop and defend OFS budgetary requirements; recommend changes in organizational and functional structure and staffing to ensure maximum efficiency in the use of allotted funds, manpower, and equipment; direct the analysis and evaluation of departmental programs and the formulation of program plans; direct program planning and evaluation activities; and review and evaluate activities and operations; participate in both National Association of Federally Impacted Schools (NAFIS) and Military Impacted Schools Association (MISA), including as Board member if selected.	30	E
4. Administrative Duties (continued): Advise and assist staff on policies, guidelines, procedures, and laws; direct and monitor the administration of DOE budget execution policies and budget preparation instructions; direct the development and conduct of various administrative staff services; prepare or direct the preparation of relevant administrative reports, correspondence, and other materials; maintain appropriate liaison with state, county, and federal agencies; review and analyze applicable proposed statutes and legislation to ascertain economic and fiscal impact on the DOE; draft legislation pertaining to budgetary policies and fiscal management; and provide testimony for legislative hearings on matters pertaining to the DOE's fiscal, budgetary, program, and risk management policies.		
5. Administrative Duties (continued): Establish and maintain effective working relationships with top-level administrative officials in government and private entities or organizations; prepare special reports for collective bargaining negotiations; provide testimony and press releases for the Superintendent on financial conditions of the DOE, budget recommendations, etc.; plan and direct the development of work measurement standards, statistical procedures, and other means for budget justification; direct the design and revision of the accounting system; direct activities related to procurement and contract programs; and monitor procurement practices to review for compliance with procurement laws, rules, and regulations.		
6. Staff Development: Coach, train, and develop directors and managers to achieve the Department's goals; supervise and evaluate the performance of assigned staff; establish annual goals, objectives, and indicators of job attainment; and ensure that OFS staff are providing the highest quality of service to the field and are accountable for achieving goals and demonstrating results.	25	E
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:

## Education Desired:

Graduation from an accredited college or university with a Bachelor's or Master's degree in accounting or financial management, which included coursework in communication, management, business law or with specialization management which included at least twelve (12) semester hours of credit in accounting courses and coursework in communication.

## Experience:

## Experience Desired:

Minimum of 12 years of progressively responsible job-related experience in business management in a large or complex organization including accounting, auditing and/or budgeting, of which seven (7) years shall have been in an executive or managerial capacity, or any equivalent combination of training and experience, including five (5) years of supervision of professional staff.

## License/Certificate:

A valid Hawaii driver's license as well as current insurance and vehicle with valid registration.

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

## Knowledge:

Knowledge of financial and management accounting; government accounting; business statistics; business process management, computer-based information system; management and organizational behavior; productivity management; communication principles; organizational communication; laws, rules, regulations, and administrative procedures pertinent to business services; principles and practices of supervision and management; and BOE policies.

## Skills/Abilities:

Administer a variety of business services; deal effectively with federal, state, county and departmental officials to accomplish program goals and objectives; provide team leadership and strong interpersonal skills to facilitate decision making; possess a collaborative and open leadership style and lead a team to achieve measurable results; possess the highest moral and ethical standards; communicate effectively with others both orally and in writing; plan, organize, and implement programs to address the system's goals and direction in line with the strategic plan.



**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: Superintendent Section: \_\_\_\_\_

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

59864, Private Secretary; 600107, OFS Executive Assistant;  
 60005, Accounting Director; 60062, Procurement and Contracts Director;  
 69281, Budget Director; 800354, Child Nutrition Program Director.

**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.)**