

City & County of Honolulu

Position Description

- For specific information on preparing position descriptions, please review the Department of Human Resources (DHR) Personnel Manual Chapter IV-2, Preparing and Processing Position Descriptions.
- [General Instructions](#) on completing this form are located on the City's intranet website (cityfyi).
- This form is a basic Word Table. To navigate around the form, use the TAB key to move forward, and SHIFT-TAB to move backward, or use your mouse to move to a specific field.
- Complete every item; if not applicable, so indicate. Press F1 for Help with each item.
- Be accurate. This is an official document upon which classification determinations will be based. In addition, it may be utilized for other personnel related processes, including performance evaluations.
- To complete processing, submit the completed position description via eforms through appropriate channels. Incomplete forms may be returned for completion.
- By submitting this position description, the Appointing Authority certifies that the information provided herein is accurately described and the duties and responsibilities are consistent with the approved organization chart.
- This position description is not considered official until action is taken by the Director of Human Resources.***

Department of Human Resources Use Only	Allocation:
	Title Code:
	Pay Grade:
	Effective:
	BU:
	FLSA:
	Other:
	Org Code:
	PPD:
	Reference:
Appointing Authority:	
Classification	
Approved:	
Date:	

Present Title	Community Services Specialist III	Department	Community Services
Present Pay Grade	SR-20	Division	WorkHawaii
Present Title Code	030204	Branch	Operations
Position Status	Temporary F/T <input checked="" type="checkbox"/> P/T <input type="checkbox"/> # Hrs	Section/Unit	Housing Assistance Programs/Rent To Work
		Work Location	680 Iwilei Road, Suite 700
Immediate Supervisor	Position No. HR-344	Title and Pay Grade Community Services Specialist IV SR-22	
Subordinates	Position No. N/A	Title and Pay Grade N/A	
Licenses or Certificates required to perform the essential functions of this position			
Equipment or tools regularly operated or used. (For trucks, provide GVW, TARE weight & license number.)	general office equipment		
Special Work Requirements			

DESCRIPTION OF THE MAJOR DUTIES AND RESPONSIBILITIES ASSIGNED OR DELEGATED TO THIS POSITION.

List only those duties that are part of the regular work of this position throughout the year. List the duties in order of importance or frequency and combine related details. Environmental and physical demands, hazards, and/or unusual isolation involved in the performance of the work must be identified for each duty or group of duties. Opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work. Percentages of time for all duties and responsibilities must total 100%. Enter in the last column, the appropriate ADA indicator(s) as shown below:

- (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) This function is highly specialized, and employee is hired for special expertise or ability to perform this function.

#	Description of Duties and Responsibilities	% of Time	ADA Indicator (s)
<p>General Summary: (Describe the overall purpose and objective of this position) Under the general supervision of HR-344, CSS IV (Rent To Work Program Coordinator) the CSS III is responsible for carrying out program services and activities to benefit the program participants and community.</p>			
1	Provides a full range of case management services including conducting in-depth assessments and interviews; determining program eligibility, preparing training plans, counseling and guidance and monitoring of participant progress. Also, keeps supervisor informed of all situations that need further advisement and action such as unpaid rent, damages and allegations of fraud.	40%	[1] [2]
2	Provides program information to applicants, participants and the community through interviews, presentations, meetings and outreach services.	20%	[1] [2]
3	Establishes and maintains participant case files and notes to ensure performance and progress is recorded and current and all program records are completed and stored in compliance with the program's standard operational procedures and policies.	15%	[1] [2]
4	Follows up with participants to ensure compliance with program procedures and policies. Provides counseling to customers to plan for career advancement and self-sufficiency.	15%	[1] [2]
5	Completes required correspondence and reports.	5%	
6	Other duties as assigned.	5%	