

Roy Morita  
Chair

John Low  
Vice-Chair

Members:  
Nancy Golden  
Elizabeth Hahn  
Jeffrey Iida  
Richard Jose  
Karen Matsumoto

**COUNTY OF KAUAI CIVIL SERVICE COMMISSION**  
**NOTICE OF MEETING AND AGENDA**

Tuesday, January 26, 2016  
3:00 p.m. or shortly thereafter  
Mo'ikeha Building, Liquor Conference Room 3  
4444 Rice Street, Lihu'e, HI 96766

*Oath of Office for reappointed member Karen S. Matsumoto*

**CALL TO ORDER**

**ROLL CALL**

**ELECTION OF CHAIR AND VICE CHAIR FOR CALENDAR YEAR 2016**

**APPROVAL OF MINUTES**

Open Session Minutes of November 24, 2015 (December meeting was cancelled)

**BUSINESS**

CSC 2016-01

Discussion on adopting Guidelines for Implementing Civil Service Commission Procedures for the Selection, Evaluation and Dismissal of the Director of Human Resources and possible decision-making to schedule a Public Hearing on adding such Rule Changes as Subchapter 7 (On-going)

- a. CSC Guidelines for Selection, Evaluation, and Dismissal of HR Director
- b. Proposed changes to the Civil Service Commission Rules and discussion of the required Public Hearing
- c. Planning Department Task Force/Select Committee Report from 2013

CSC 2016-02

Update of Director's Goals and Objectives for 2015 as part of ES-002 annual job performance review

CSC 2016-03

Schedule of Meetings for 2016

**DIRECTOR'S REPORT TO INCLUDE ANY UPDATES ON THE TRANSITION PLAN**  
CSC 2016-04 December 2015 and January 2016 Director's Report

**EXECUTIVE SESSION**

Pursuant to Hawai'i Revised Statutes §§92-4 and 92-5 (a) (2) (4), 92-9 (a) (1-4) and (b), the purpose of this executive session is to receive and approve Executive Session minutes, to consider the evaluation of an employee or officer of the County where consideration of matters affecting privacy will be involved, provided that if the individual concerned requests an open meeting, an open meeting shall be held; and to consult with the Commission's legal counsel on issues pertaining to the Commission's and the County's powers, duties, privileges, immunities, and/or liabilities as they may relate to this item, deliberate and take such action as appropriate.

**ES-001** Executive Session Minutes of November 24, 2015

**ES-002:** Discussion and decision-making for annual job performance review for the Director of Human Resources due 12/31/15 (On-going)

**RETURN TO OPEN SESSION**

Ratify Commission actions taken in Executive Session for items: **ES-001 and ES-002**

**ANNOUNCEMENTS**

Next Meeting: Tuesday, February 23, 2016 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.

**ADJOURNMENT**

**NOTICE OF EXECUTIVE SESSION**

Pursuant to Hawaii Revised Statutes §92-7 (a), the Commission may, when deemed necessary, hold an executive session on any agenda item without written public notice if the executive session was not anticipated in advance. Any such executive session shall be held pursuant to H.R.S. §92-4 and shall be limited to those items described in H.R.S. §92-5(a).

c: Deputy County Attorney Teresa Tumbaga

**PUBLIC COMMENTS and TESTIMONY**

Persons wishing to offer comments are encouraged to submit written testimony at least 24-hours prior to the meeting indicating:

1. Your name and if applicable, your position/title and organization you are representing;
2. The agenda item that you are providing comments on; and
3. Whether you will be testifying in person or submitting written comments only.

4. If you are unable to submit your testimony at least 24 hours prior to the meeting, please provide 10 copies of your written testimony at the meeting clearly indicating the name of the testifier; and

While every effort will be made to copy, organize and collate all testimony received, materials received on the day of the meeting or improperly identified may be distributed to the members after the meeting is concluded.

The length of time allocated to persons wishing to present verbal testimony may be limited at the discretion of the chairperson or presiding member.

Send written testimony to:

Civil Service Commission  
Attn: Barbara Davis  
Office of Boards & Commissions  
4444 Rice Street, Suite 150  
Līhu'e, HI 96766  
Email: [bdavis@kauai.gov](mailto:bdavis@kauai.gov)  
Fax: 241-5127 Phone: 241-4919

SPECIAL ASSISTANCE

If you need an alternate format or an auxiliary aid to participate, please contact the Boards & Commissions Support Clerk at 241-4919 at least five (5) working days prior to the meeting.

# DRAFT TO BE APPROVED

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Committee:	CIVIL SERVICE COMMISSION		Meeting Date	November 24, 2015
Location	Mo'ikeha Building, Liquor Control Commission, Meeting Room 3		Start of Meeting: 3:00 p.m.	End of Meeting: 3:47 p.m.
Present	Chair Roy Morita; Vice Chair John Low. Members: Elizabeth Hahn (3:17 p.m.); Richard Jose; Karen Matsumoto Also: Deputy Attorney Teresa Tumbaga; Boards & Commissions Office Staff: Support Clerk Barbara Davis; Director of HR Janine Rapozo			
Excused	Members: Nancy Golden; Jeffrey Iida			
Absent				
<b>SUBJECT</b>				
Call To Order/Roll Call	DISCUSSION			
Approval of Minutes	<p><u>Open Session Minutes of September 22, 2015</u></p> <p>CSC 2015-06 Discussion on adopting Guidelines for Implementing Civil Service Commission Procedures for the Selection, Evaluation and Dismissal of the Director of Human Resources and possible decision-making to schedule a Public Hearing on adding such Rule Changes as Subchapter 7 (On-going)</p> <p>Deputy Attorney Tumbaga asked what the Commission wanted to do in terms of adopting guidelines and rule changes. Chair Morita said he recalled they did make some amendments, but were waiting because Attorney Courson said there were some issues he had to clarify. Attorney Tumbaga asked if they still wanted to amend the guidelines or implement the guidelines. Chair Morita thought they wanted to implement the guidelines, but Attorney Courson said there were some issues. Attorney Tumbaga said at one point there was a question as to whether the Hawai'i Revised Statutes (HRS) addressed the Human Resources Director and there is a statute that does, but it is very brief</p>			
Business	<p style="text-align: center;">ACTION</p> <p>Chair Morita called the meeting to order at 3:00 p.m. with 4 members present.</p> <p>Mr. Low moved to approve the minutes as circulated. Mr. Jose seconded the motion. Motion carried 4:0</p>			

Open Minutes  
11/24/15

SUBJECT	DISCUSSION	ACTION
	<p>and previously read into the record. Attorney Tumbaga was not sure if that was the only question noting the HRS also addresses a Deputy Director. Attorney Tumbaga asked what the Commission wanted to do in terms of guidelines and rules so she can assist in drafting what is needed. Attorney Tumbaga said in discussions with Attorney Courson he also was not sure where the Commission was on this item so she went through the older minutes. In the minutes from June 23, 2015, the Commission discussed guidelines versus rules and a decision had not been made as to whether the guidelines should be rolled into the rules or just remain as guidelines, and she asked if that was a decision the Commission still needs to make. Attorney Tumbaga said it was not so much of changing the current rules, but adding a section to the rules as there is nothing in place for this particular area of the HR Director.</p> <p>Ms. Rapozo said she sat on the committee that worked on these rules for the Planning Commission, and they came up with rules they wanted to incorporate as part of their Commission rules. They came up with guidelines that any Commission coming in would understand as rules are sometimes vague, and another Commission might think that is not what was meant. The guidelines they came up with could be used, but were not necessarily rules that have to go through the public hearing process. Ms. Rapozo thought at some meeting they approved the rule change to add in the selection process, but the guidelines were still up in the air whether to adopt them or not; she did not recall if and when the rules were approved.</p> <p>Chair Morita asked if they only made changes to the guidelines would they need a public hearing. Attorney Tumbaga said from the minutes of June 23<sup>rd</sup> Ms. Rapozo explained that the guidelines did not need to go public hearing whereas the rules would need to be approved through public hearing. Further in those minutes Mr. Low recalled the Commission had discussed the option before and did not want to tie the guidelines to the rules. Mr. Low recalled that</p>	

SUBJECT	DISCUSSION	ACTION
	<p>saying they did not want the guidelines to be in the rules because they did not know if they would want to change some of the guidelines as things progressed since it was a new department; he still feels that way in that the rules should be separate. Asked if they had approved the guidelines, Staff thought they adopted them only for the placement of the current position they were hiring for. Mr. Low said his recollection was that Attorney Courson was going to go through the guidelines and make sure they were acceptable and there were no problems. Chair Morita said there was one change in the event Ms. Rapozo was to retire the applications would not go through HR, but rather directly to the Civil Service Commission. Ms. Rapozo was not sure if the current rules have a discussion on how to select a director to which the Chair noted it does not. Ms. Rapozo thought they were working off the Planning Commission's rule change and modified their rules wanting to incorporate into the Commission's rules. Because this was on hold, there was no public hearing.</p> <p>Attorney Tumbaga said she was not sure whether one of those things had to do with the Deputy Director. Staff said because there was nothing in the Charter about a deputy position that might be one of the things Attorney Courson was going to check out. Attorney Tumbaga said there is a section in the HRS (§76-76) dealing with a Deputy. If a public hearing is not needed the Commission can just approve the guidelines.</p> <p>Mr. Low said he had a fairly clear memory that one of the issues the Commission was grappling with was we did not want to make guidelines into rules forcing future Commissions into them, but rather they should be able to adopt the ones they thought was right, and not have to go through a rule change.</p>	
	<p><u>CSC 2015-15 Memo dated 8/27/15 from the Charter Review Commission requesting input from the Civil Service Commission on Article XV of the Kaula'i County Charter (Deferred from 9/22/15 meeting)</u></p>	

SUBJECT	DISCUSSION	ACTION
	<p>Staff pointed out this Article was changed in the Charter in 2014 making note there is still one sentence that refers to the director of personnel services, which will be discussed with the Attorney's Office as to any impact it may present without having to go back to the ballot.</p>	<p>Ms. Hahn moved to receive the communication.          Ms. Matsumoto seconded the motion. Motion carried 5:0</p>
	<p><u>CSC 2015-16 Request from Chair Morita for discussion and possible decision-making on the method to raise the step level for the Director of Human Resources position (On-going)</u>            a. <u>Verbal Report from Vice Chair Low who appeared before the Salary Commission at its 10/5/15 meeting</u></p> <p>Mr. Low did appear before the Salary Commission and they seemed pretty positive in terms of our recommendation to them regarding the step level for the Director of HR, but he does not know what happened after that. Mr. Furfaro spoke about waiting to hear about how things were going to go in terms of whether there would be a recommendation on salary raises, and the Civil Service Commission's opinion was they weren't asking for a salary raise but rather a change in tier level. Staff stated the Salary Commission is working diligently on this because it has to be at Council by March 15<sup>th</sup>, so it is an on-going process for them and input is important to them.</p>	
<p><b>Director's Reports</b></p>	<p><u>CSC 2015-19</u>      <u>October, November 2015 Director's Report</u></p> <p>Ms. Rapozo said she just returned from a week of arbitration on O'ahu for Unit 14. The arbitrator wants them to continue with mediation; there are 3 issues left on the table which is compensation, uniform allowance, and differentials. If there is no settlement the arbitrator has to render a decision by February 15<sup>th</sup>. This is a dual unit comprised of water safety personnel on the Counties' side and from the State it is the sheriffs. HR is gearing up for County-wide training</p>	

SUBJECT	DISCUSSION	ACTION
	<p>for the new revised policy on discrimination, harassment, and retaliation as part of the EEOC conciliation agreement and the settlement agreement in a lawsuit. We were told to beef up our policy as well as retrain all of our managers and everyone in the department that had the conciliation. Asked about adequate funding for all of the trainings HR is undertaking, Ms. Rapozo said they did get an increase last budget because they are doing some supervisory training as well. Travel has been a budget problem because of all of the negotiations they have had to attend this year. Mr. Low asked if the assistance being given to various departments in conducting investigations was technical assistance or is HR doing the investigation. Ms. Rapozo said HR is doing the investigations and had been moving towards that by design by having an objective body doing the actual investigation. HR basically does the findings and it is up to the department to issue discipline if necessary.</p>	<p>Ms. Matsumoto moved to receive the Director's reports. Mr. Jose seconded the motion. Motion carried 5:0</p>
<p><b>Executive Session</b></p>		<p>Mr. Jose moved to go into Executive Session at 3:34 p.m. Mr. Low seconded the motion. Motion carried 5:0</p> <p>Deputy Attorney Tumbaga read the Hawai'i Revised Statutes provision as detailed on the agenda to take the Commission into Executive Session for ES-017 to approve Executive Minutes of 9/22/15 and ES-018 for discussion and decision-making on initiating the annual job performance review for the Director of Human Resources.</p>
<p><b>Return to Open Session</b></p>	<p><u>Ratify Commission actions taken in Executive Session for items: ES-017 and ES-018</u></p>	<p>The meeting resumed in Open Session at 3:46 p.m.</p>

SUBJECT	DISCUSSION	ACTION
<b>Announcements</b>	Next Meeting: Tuesday, December 22, 2015 – 3:00 p.m.	Mr. Jose moved to ratify the Commission’s actions. Ms. Hahn seconded the motion. Motion carried 5:0
<b>Adjournment</b>		Mr. Jose moved to adjourn the meeting at 3:47 p.m. Mr. Low seconded the motion. Motion carried 5:0

Submitted by: \_\_\_\_\_ Reviewed and Approved by: \_\_\_\_\_  
 Barbara Davis, Staff Support Clerk Roy Morita, Chair

- ( ) Approved as circulated.
- ( ) Approved with amendments. See minutes of \_\_\_\_\_ meeting.

**Guidelines for Implementing the  
Civil Service Commission Procedures for the  
Selection, Evaluation, and Dismissal of the Human Resources Director**

**I. Implementing **Section 1-14-4**: Selection of the Human Resources Director**

**For Steps 1, 2, 2(a), 2(b), 2(c) the Commission should do the following regarding the Human Resources Director Position Description:**

1. Commission to post agenda item for the review of the position description.
2. Commission to determine if changes are to be made to the position description.
3. Commission to vote on a motion to accept amended position description if changes are made.
4. Commission to develop interview questions. All candidates shall be asked the same questions.

**Step 1: Nominated Candidates by the Commission**

1. Commission to Post executive session agenda item for nomination process.
2. Commission members, including ex-officio members, who are interested in recommending nominees, shall obtain the resumes of the potential candidates.

**In Executive Session:**

3. Commission members, including ex-officio members, to nominate candidates for consideration.
4. Each Commission member shall be allowed to nominate no more than one candidate.
5. Resumes of nominated candidates shall be forwarded by the Commission in a confidential memorandum to the Commission Select Committee, in care of the Office of Boards and Commissions, for review to ensure that

minimum qualifications set forth by the County Charter are met.

6. Commission to request that the Office of Boards and Commissions schedule interview(s) with the qualified nominees.
7. Commission to post agenda item for the selection of the Human Resources Director.
8. Commission to take action on a motion to select the Human Resources Director from the list of qualified nominees.
9. Commission to inform the Mayor of its selection.

**Step 2:** If no selection is made in Step 1, then the Commission will move to Step 2 and utilize option available under Step 2.

**Step 2(a): Recommendation of Candidates by a Select Committee**

1. Commission to post item on the agenda to appoint Select Committee members and identify the scope for a three-member permitted interaction group.  
(The Chairperson appoints the Select Committee members and the Commission defines the scope of the tasks for the Select Committee at a noticed meeting).
2. The Select Committee will establish all advertisements and chose the publications for any such advertisements.
3. The Select Committee will review all applications/resumes.
4. Resumes of applicants shall be forwarded by the Select Committee in a confidential memorandum to the Commission for review to ensure that minimum qualifications set forth in the County Charter are met.
5. The Select Committee may interview the candidates deemed qualified by the Commission.
6. The Select Committee may select up to five finalists for the Commission's review and prepare a report on the finalists.

7. Commission to post executive session agenda for acceptance of the Select Committee's report and recommended finalists.
8. Commission will review the report, may accept the report, and if necessary conduct additional interviews with the finalists.
9. Commission to take action on a motion to select one of the recommended finalists at a noticed meeting.
10. Commission to inform the Mayor of its selection.

**Step 2(b): Recommendation of Candidates by Consultant**

1. Commission to post agenda item to take action on selecting a consultant to provide a list of candidates.
2. Commission will delegate the procurement obligations to the Office of Boards and Commissions.
3. Office of Boards and Commissions will define the scope of work for the consultant and prepare the procurement documentation.
4. Office of Boards and Commissions will determine who will sit on the review and selection committee to select the consultant and advertise for resumes through the Department of Finance/Purchasing Division.
5. Office of Boards and Commissions to draft the consultant contract.
6. Legal review by Office of the County Attorney.
7. Review and Selection Committee meets to review resumes and rate the consultants.
8. Consultant is selected and executes contract with the County.
9. Consultant will establish all advertisements and choose the publications for any such advertisements.
10. Consultant will review all applications/resumes.

11. Consultant shall forward resumes in a confidential memorandum to the Commission for review to ensure that minimum qualifications set forth in the County Charter are met.
12. The Commission shall submit in a confidential memorandum a certified list of the qualified candidates to the consultant.
13. Commission to post agenda for acceptance of the consultant's report and identification of qualified candidates.
14. Commission will review the report, may accept the report, and, if necessary, conduct interviews of the qualified candidates.
15. Commission to take action on a motion for appointment of any of the qualified candidates at a noticed meeting.
16. Commission to inform the Mayor of its selection.

**Step 2(c): Commission Developed Selection Process**

1. Commission to post agenda item to discuss and develop its own process to select the Human Resources Director.
2. Commission to take action on identified selection process and follow procedural requirements designed in the process to select the Human Resources Director.
3. Commission to take action on a motion for appointment at close of the selection process at a noticed meeting.
4. Commission to inform Mayor of its selection.

**II. Implementing RPPC Rule 1-14-5, Provisions for the Evaluation of the Human Resources Director**

**Evaluation Procedures:**

1. Commission to post agenda item to discuss the evaluation procedures to fulfill annual evaluation requirement of the

Human Resources Director's performance as required by the RPPPC Rule 1-14-5.

2. Commission to distribute evaluations as provided in the Administrative Policies and Procedures of Human Resources.
3. Commission to post executive session agenda item to discuss the performance of the Human Resources Director to conclude the evaluation.
4. Commission to administer evaluation with the Director of Human Resources and create a memo to personnel file attaching the evaluation.

### **III. Implementing RPPC Rule 1-14-6, Provisions for the Dismissal of the Human Resources Director**

#### Dismissal Procedures:

1. Commission to post executive session agenda item to discuss dismissal of the Human Resources Director.
2. Following discussion in executive session, unless waived by the Human Resources Director to hold an open session, Commission may take action to dismiss the Human Resources Director by majority vote of the Commission without an adjudicatory hearing.

#### **IV. Authority for the Director of Human Resources to Appoint a Deputy:**

The Director of Human Resources may appoint a Deputy Director of Human Resources to assist with his or her duties. The Director of Human Resources shall develop and periodically review the position description for the Deputy of Human Resources position. A copy of the position description shall be kept on file with the Department of Human Resources.

CIVIL SERVICE COMMISSION  
**Subchapter 7**

**Policies and Procedures for Rules on the  
Selection, Evaluation, and Dismissal of the Director  
of Personnel Services**

**1-42 Authority for Rule-making:**

Pursuant to Article XV Section 15.03A of the Kauai County Charter (“Charter”), the Civil Service Commission of the County of Kaua’i (“Commission”) adopts the following administrative rules pertaining to the selection, evaluation, and dismissal of the Director of Personnel Services.

**1-43 Authority to Appoint Director of Personnel Services:**

Pursuant to Article XV Section 15.04 of the Charter, the Director of Personnel Services shall be appointed by the Civil Service Commission. Prior to the appointment of a Director of Personnel Services the Commission shall obtain certification from the Department of Personnel Services that each applicant meets the minimum qualifications set forth in Article XV Section 15.04 of the Charter. The Commission shall develop and periodically review the position description for the Director of Personnel Services position. The Commission shall transmit a copy of the position description to the Department of Personnel Services.

**1-44 Authority for the Director of Personnel Services to Appoint a Deputy:**

The Director of Personnel Services may appoint a Deputy Director of Personnel Services to assist with his or her duties as provided in Article XV Section 15.04 of the Charter. The

Director of Personnel Services shall develop and periodically review the position description for the Deputy Director of Personnel Services position. The Director shall transmit a copy of the position description to the Department of Personnel Services.

**1-45 Selection of the Director of Personnel Services:**

The Director shall be selected in the following order:

1. First, by nomination of candidates to the Commission by any of the Civil Service Commissioners;
2. Second, if no candidates are nominated by any Civil Service Commissioner or the Commission fails to take action on any of the nominated candidates, the Commission may:
  - a. Form a select committee to compile a list of candidates for recommendation to the Commission;  
or
  - b. Contract with a consultant, specializing in the recruitment of employees, to compile a list of candidates for recommendation to the Commission;  
or
  - c. Agree, by majority of the Commission, to develop its own process to select the Director.

**1-46 Provisions for the Evaluation of the Director of Personnel Services and Deputy Director of Personnel Services:**

1. The Commission shall annually evaluate the performance of the Director.
2. The Director shall annually evaluate the performance of the Deputy Director.
3. The performance evaluations shall be conducted in accordance with the "Administrative Policies and

Procedures” established by the Department of Personnel Services.

1-47 Dismissal of the Director of Personnel Services

The Director serves at the pleasure of the Commission and can be dismissed at any time without cause or hearing on the matter.

# REPORT TO THE PLANNING COMMISSION

## Regarding the Proposed Chapter 14 Policies and Procedures for Rules on the Selection, Evaluation, and Dismissal of the Planning Director

### I. Introduction

The proposed Chapter 14 to the Rules of Practice and Procedure of the Planning Commission (RPPPC) provides a process to select, evaluate, and dismiss the Planning Director appointed by the Planning Commission (Commission).

The proposed administrative rules outline procedures and protocols for the selection, evaluation, and dismissal of the Planning Director as well as create avenues for interface between the Commission and other County agencies with expertise in the selection and evaluation of appointed officials.

On July 23, 2013, the Commission authorized the creation of a select committee on Employment Policies and Practices consisting of three Commission members. The scope of the select committee served to evaluate and review current policies and practices relative to the selection, evaluation and dismissal of the Planning Director. The select committee met on eleven separate occasions.<sup>1</sup> After lengthy discussions, it now submits this report and the attached proposed Chapter 14 to the RPPPC as well as implementing policies for the Commission's consideration. A draft position description for the Planning Director is also attached.

### II. Purpose of the Select Committee

Although the central objective of the select committee sought to create policies and practices for the selection of the Planning Director, the select committee also discussed other aspects relative to post appointment issues, such as an evaluation process as well as possible dismissal of the Planning Director.

The select committee recognized that the position of Planning Director carries many responsibilities and as such requires an individual to possess multiple skills. In reviewing relevant resources, the select committee zeroed in on three core elements that define what constitutes a viable candidate for the Planning Director position.

The first being typical functions, such as:

- Oversees the recruitment, employment, evaluation, and release of staff and contract personnel.
- Supervises all Planning Department staff, either directly or indirectly through senior staff.
- Develops organization-wide or department-wide goals, objectives, policies and procedures.
- Prepares division/department/organization operations budget.

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<sup>1</sup> The select committee met on: July 30, 2013, Aug. 6, 2013, Aug. 20, 2013, Oct. 1, 2013, Oct. 22, 2013, Oct. 29, 2013, Nov. 5, 2013, Nov. 17, 2013, Dec. 17, 2013, Jan. 7, 2014, and Jan. 21, 2013.

- Ensures that the Commission is kept fully informed on the condition of the agency and about any trends, events, or emerging issues of significance to the agency's success.
- Report events and activities to senior management and elected and appointed officials.
- Implements the General Plan, development plans and other planning projects.
- Reviews all departmental reports and presentations.
- Evaluates planning-related legislation and applicability to Department projects.

The second being typical knowledge, such as:

- Considerable knowledge of the theory, principles and techniques of the planning profession and development process.
- Considerable knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning and land use topics.
- Considerable knowledge of principles of personnel management, including supervision, training and performance evaluation.
- Considerable knowledge of the methods and techniques of research, writing and analysis.
- Considerable knowledge of the principles of budgeting and finance.
- Knowledge of real estate terminology, laws, practices, principles, and regulations.
- Knowledge of computer applications including Microsoft Office, Internet applications, and GIS.

The third being typical skills, such as:

- Effective and persuasive leadership comfortable with all levels of staff, public and others.
- Proven management skills and ability to manage day-to-day operations.
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees.
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers.
- Strong organizational skills.
- Ability to understand and manage high-profile, sensitive or controversial political situations.
- Strong problem-solving and negotiation skills.
- Ability to exercise sound and independent judgment within general policy guidelines.

With the three core elements in mind, the select committee found it necessary to develop a process for the selection and appointment for the Planning Director position. Although the County Charter outlines the minimum qualifications, the select committee found it necessary to start its review with the position description. With the assistance of the Department of Personnel Services (DPS), the select committee began tailoring the position description, which is attached as Exhibit "3" and will be further explained below.

Prior to drafting the proposed Chapter 14 discussed below the select committee spent significant time discussing the following policy issues:

- Review of other agencies administrative rules for commission-appointed directors and policies relative to the selection of an official.
- Incorporating the Mayor’s vision and involvement as an ex-officio member of the Commission to the decision-making process when selecting a Planning Director.
- Acknowledging the need for the Planning Director to establish a vision for the Department and County.
- Reconciling the evaluation procedures among all boards and commissions for appointed directors.
- Understanding that the Salary Commission approves salary caps; however, what remains uncertain is the level of authority the Commission has when compensating the Planning Director. The select committee recommends that the Office of Boards and Commission seeks advice from the Office of the County Attorney regarding the parameters of the Commission’s authority to compensate the Planning Director

The policy discussions eventually led to the development of a proposed rule set. The proposed Chapter 14 of the RPPPC serves to develop new procedures and clarify requirements necessary when selecting, evaluating, and dismissing the Planning Director. The proposed rules are explained below.

**III. Commentary on the Proposed Chapter 14 to the RPPPC:**

The following is sectional description of the various provisions to the proposed Chapter 14 of the RPPC:

*1-14-1 Authority for Rule-making:*

*Pursuant to Article XIV Section 14.03.E of the Kauai County Charter (“Charter”), the Planning Commission of the County of Kaua’i (“Commission”) adopts the following administrative rules pertaining to the selection, evaluation, and dismissal of the Planning Director.*

The authority to develop the proposed Chapter 14 to the RPPPC is derived from the County Charter. There are procedural requirements to adopt these rules pursuant to rulemaking procedures under Chapter 91, Hawai’i Revised Statutes. Should the Commission accept this report and move forward with adopting the proposed Chapter 14 to the RPPPC, the next step would be scheduling a public hearing before the Commission for action on the proposal.

*1-14-2 Authority to Appoint Planning Director:*

*Pursuant to Article XIV Section 14.04 of the Charter, the Planning Director shall be appointed by the Planning Commission. Prior to the appointment of a Planning Director the Commission shall obtain certification from the Department of Personnel Services that each applicant meets the minimum qualifications set forth in Article XIV Section 14.04 of the Charter. The Commission shall develop and periodically review the position description for the Planning Director position. The Commission shall transmit a copy of the position description to the Department of Personnel Services.*

The select committee believes that this provision speaks for itself given the minimum qualification requirements set forth in the County Charter. However, from a procedural standpoint, the select committee believes it should be DPS that certifies compliance of minimum qualifications given the expertise of the DPS relative to personnel issues. This provision also provides the Commission with authority to develop and periodically review the position description for the Planning Director. The rationale behind such authority is to ensure the Planning Director is knowledgeable about new rules and regulations that may have been adopted subsequent to the prior selection of the Planning Director.

*1-14-3 Authority for the Planning Director to Appoint a Deputy:*

*The Planning Director may appoint a Deputy Planning Director to assist with its duties as provided in Article XIV Section 14.05 of the Charter. The Planning Director shall develop and periodically review the position description for the Deputy Planning Director position. The Planning Director shall transmit a copy of the position description to the Department of Personnel Services.*

This provision gives the Planning Director the authority to appoint a deputy. Neither the Charter nor Comprehensive Zoning Ordinance makes reference to a deputy; however, the select committee finds that the historical practice of appointing a deputy should be preserved and codified into these proposed administrative rules.

*1-14-4 Selection of the Planning Director:*

*The Planning Director shall be selected in the following order:*

- 1. First, by nomination of candidates to the Commission by any of the Planning Commissioners;*
- 2. Second, if no candidates are nominated by any Planning Commissioner or the Commission fails to take action on any of the nominated candidates, the Commission may:*
  - a. Form a select committee to compile a list of candidates for recommendation to the Commission; or*
  - b. Contract with a consultant, specializing in the recruitment of employees, to compile a list of candidates for recommendation to the Commission; or*
  - c. Agree, by majority of the Commission, to develop its own process to select the Planning Director.*

The select committee devoted a substantial portion of its discussions on this provision. The intent of this provision is to establish an order of actions by the Commission when selecting the Planning Director. The provision is essentially a two-step process with the second step creating options for the Commission. The first step requires the Commission to engage in a nomination process, where candidates would be nominated by any Commission member. Should there be no nominations or no action on any of the nominees, then the Commission would move to step-two. The second step allows the Commission to either 1) form a select committee to compile a list of candidates; 2) hire a head-hunting firm to compile a list of candidates for the Commission's selection; or 3) the Commission could develop its own process. The process

elements are set forth in the guidelines for implementing the policies and procedures that accompany the proposed Chapter 14, which is attached as Exhibit “2”.

*1-14-5 Provisions for the Evaluation of the Planning Director and Deputy Planning Director:*

- 1. The Commission shall annually evaluate the performance of the Planning Director.*
- 2. The Planning Director shall annually evaluate the performance of the Deputy Planning Director.*
- 3. The performance evaluations shall be conducted in accordance with the “Administrative Policies and Procedures” established by the Department of Personnel Services.*

The select committee finds that it is important for the Commission to recognize the efforts of DPS and the Civil Service Commission to provide consistency for appointed positions relative to performance evaluations. This provision requires annual evaluations for as set forth in the recently revised Administrative Policies and Procedure established by DPS. Should these rules be adopted the Commission, the evaluation process will adhere to the protocols for completing performance evaluations as required by DPS.

*1-14-6 Dismissal of the Planning Director*

*The Planning Director serves at the pleasure of the Commission and can be dismissed at any time without cause or hearing on the matter.*

This provision codifies general common law principles relative to the dismissal of an at-will appointed employee. This provision also does not require any formal adjudicatory hearing when the Planning Director is dismissed from duty.

**IV. Commentary on the Implementing Rules:**

Attached as Exhibit “2” are the Guidelines for Implementing the Planning Commission Procedures for the Selection, Evaluation, and Dismissal of the Planning Director. The select committee found it necessary to identify steps when undertaking any of the three actions to select, evaluate, or dismiss the Planning Director.

The implementing guidelines are detailed to specific actions and are descriptive to outline necessary steps depending on the action before the Commission. The implementing guidelines are broken up into three sections relative to actions taken when selecting, evaluating, or dismissing the Planning Director.

Please see the attached Exhibit “2” for the proposed guidelines.

**V. Commentary on the Position Description:**

Attached, as Exhibit “3”, is the Position Description for the Planning Director. DPS was essential in creating the position description. The select committee found the position

description adequate and added a reference to require a candidate to have historical and cultural knowledge of the island of Kaua'i.

Please see the attached Exhibit "3" for the proposed position description.

**VI. Conclusion:**

The select committee finds the proposed Chapter 14 necessary to assist the Commission when faced with selecting, evaluating, or dismissing the Planning Director. The vision of the select committee is to provide future Commissions with a process to address any of the three actions in an effective manner and to create consistency when employing such actions.

The select committee welcomes suggestions and any amendments from the Commission members to ensure a good working rule set when taking action on selecting, evaluating, or dismissing the Planning Director.

DEPARTMENT OF HUMAN RESOURCES  
FISCAL YEAR 2015-2016  
GOALS

- 1) To support all County departments, employees and the general public with the full range of human resource functions while recognizing the current budgetary challenges of the County
  - a) Restructure the department through the reorganization and reclassification of positions to increase capacities and decrease costs-**DONE**
  - b) Dedicate one (1) fulltime position to focus exclusively on the initiatives of the HRIS Task Force including On-Boarding, Employee Self-Service, Time/Attendance and Performance Evaluations-**DONE**
  - c) Manage collective bargaining agreements and labor relation issues through well-balanced, timely and fiscally responsible negotiations-**ON-GOING**

**UPDATE**

**In light of the financial constraints of the fiscal year 2015-2016 budget, the HR Department eliminated one (1) HR Manager II position and dollar (\$1) funded another HR Manager II position. Leaving only one (1) filled HR Manager II position, the Department was reorganized to ensure adequate capacity in the various divisions through the reallocation and reclassification of various positions as follows:**

<b>HR Specialist II to HR Specialist III</b>	<b>(Recruitment)</b>	<b>7/1/2015</b>
<b>HR Specialist II to HR Specialist III</b>	<b>(Recruitment)</b>	<b>7/1/2015</b>
<b>HR Specialist II to HR Specialist III</b>	<b>(Class/Labor)</b>	<b>7/1/2015</b>

**Gerald Basquez was hired in October as an HR Specialist I to focus exclusively on the initiatives of the HRIS Task Force. Thus far, the On-Boarding initiative has been implemented whereby new hires can complete paperwork online before starting work.**

**Collective bargaining agreements for all of our employees do not expire until June 2017 except for Unit 14 (Water Safety). The Employer group was able to reach tentative agreements on most articles of the contract but it was still necessary to go to interest arbitration in November.**

1. To continue to standardize and centralize various human resource functions that will lead to greater efficiencies
  - a) Centralize the County Drug and Alcohol Testing Program to the DHR-**ON-GOING**

*CSC 2016-02*

- b) Revamp the payroll certification process through the development of an online Personnel Action/Transaction Form to be processed electronically-  
**ON-GOING**
- c) Implement a standardized evaluation process and evaluation tool for Executive Appointees-**ON-GOING**
- d) Conduct quarterly payroll audits at the various departments to verify the accuracy and standardization of leave records and timesheet processing-  
**ON-GOING**
- e) Complete the reconciliation of HRIS leave accrual balances for all employees-**ON-GOING**

### **UPDATE**

**The HR Department has centralized the Department of Public Works' drug and alcohol testing program and will continue to work with the other departments to streamline this program. Recently, the Department has coordinated with both the Water Department and Parks and Recreation Department regarding their drug and alcohol testing programs.**

**The development of an online Personnel Action/Transaction Form has been assigned to our new HR Specialist I. A preliminary sample has been developed and will be used as a guide in the development of the new form.**

**The implementation of a standardized evaluation process and evaluation tool for Executive Appointees has been delayed. In consultation with the County Attorney's office, discussions have focused on reviewing whether the evaluation process should be better placed with the entity that has authority over the Executive Appointee for day to day operations. Given that a decision from the Intermediate Court of Appeals (ICA) is pending in determining the Mayor's authority over day to day operations for departments with commissions, it would seem prudent to await this decision in determining who should be doing these evaluations for these department heads.**

**The central payroll accounting staff have begun to audit payroll input at the various departments. In October, the Department of Public Works, the Police Department and the Fire Department were audited to ensure that leave accruals were in balance by verifying that paper timesheets and leave applications were consistent with data entry inputs. The auditing is being done in conjunction with reconciling employees' leave accrual balances in the HRIS system.**

2. To attract, support, and retain a qualified and diversified workforce by fostering employee development and providing a safe environment

- a) Develop an on-going supervisor training program that institutionalizes and reinforces leadership qualities and survival skills for new and current supervisors-**ON-GOING**
- b) Provide responsive, fair and consistent recruitment and examination and classification and pay services to departments, employees and job applicants-**ON-GOING**
- c) Research, develop and implement a deferred compensation retirement program for part-time, temporary and seasonal employees-**ON-GOING**
- d) Provide guidance, resources and recommendations to departments on employee related challenges including employee conflicts, management of performance issues, workplace violence, harassment and discrimination, reasonable accommodation assessments, and investigation of complaints-**ON-GOING**

### **UPDATE**

**Earlier this year, a variety of workshops and trainings were provided to support our efforts in developing an on-going supervisory training program. A one-day supervisory module was created and focuses on Supervisory Responsibilities, Job Performance Evaluations, Discipline/Discharge Processes, Conducting Investigations, Ethics, EEO/Civil Rights, ADA, Workers' Compensation and Workplace Violence. Newly promoted supervisors from the Kaua'i Police Department, and supervisors of the Fire and Water Safety divisions have been provided with this training.**

**In addition to this in-house training covering the basics, other trainings that were held include "A Day in the Life of an Effective Supervisor", "Creating a Respectful Workplace", and "Behavioral Styles and Communication".**

**Thus far this year, there have been one hundred thirty-five (135) classification actions taken and one hundred seven (107) recruitment that have been posted.**

**A draft Memorandum of Agreement (MOU) with the State of Hawai'i to join their Deferred Compensation Plan for part-time, temporary, and seasonal/casual employees has been reviewed and approved by the County Attorney's office. Policies and procedures are being developed before the program can be implemented.**

**Guidance, resources and recommendations to departments have been on-going and increasing. The HR Department has assisted with coordinating and providing mediation services as needed, assisted in developing performance improvement plans for employees that are not meeting job standards, assisted departments in evaluating and providing the necessary processes in providing for reasonable accommodations or modified duties, and investigating various types of complaints including workplace violence,**

**harassment, discrimination and retaliation and violation of administrative rules.**

**COUNTY OF KAUA'I CIVIL SERVICE COMMISSION**

**Meeting Schedule for 2016**

**Meetings are scheduled for the 4th Tuesday at 3:00 p.m.**

January 26

February 23

March 22

April 26

May 24

June 28

July 26

August 23

September 27

October 25

November 22

December 27

*CSC 2016-03*

DEPARTMENT OF HUMAN RESOURCES  
DIRECTOR'S REPORT  
TO THE  
CIVIL SERVICE COMMISSION

DECEMBER 2015

Interest arbitration was held for six (6) days in November from Monday, November 16, 2015 to Saturday, November 21, 2015. After submitting a pre-hearing statement, the Employer's witnesses included Wes Machida, State Director of Finance, Deanna Sako, Big Island's Director of Finance, and the heads of the various Water Safety Departments from the various Counties, including Kauai's Fire Chief Robert Westerman. In addition, the State of Hawaii provided expert testimony from Patrick Kilbourne, President and CEO of the Berkeley Research Group, a consulting group specializing in the provision of economic, financial and analytical advice. Although the Arbitrator requested that both sides continue to try and mediate a settlement, a final arbitrated decision will be rendered by February 15, 2016 at the latest.

The joint Labor Management Meeting with the Hawaii Firefighter's Association (HFFA) (union for firefighters) scheduled for later in December in Kona was cancelled due to the dengue fever outbreak. Instead, an Employer caucus with all jurisdictions will be held on Oahu to discuss possible topics for the next round of negotiations with HFFA. Proposals for consideration for the next round of negotiations will be due at the end of January.

Administrative and Classification staff attended a Kauai Police Department sponsored "Use of Force" training. The objective of the training was to bring awareness to those attending about the physical and psychological demands placed on Police Officers as well as to develop an appreciation and understanding for the level of training and responsibilities placed on these employees. The training provided a hands-on look at the day in the life of a Police Officer that will be useful to staff when looking at the classification and pricing of positions as well as analyzing workers' compensation injuries that occur.

Administrative staff conducted a site visit to the Kekaha Landfill and Hanapepe Transfer Station as part of an overall goal of understanding the working conditions at all of our County facilities, ensure OSHA compliance and other safety issues, and meet our County employees to discuss any concerns or answer questions that they may have.

For the last couple of years, payroll staff have been working with all departments as well as our auditors to compile vacation and sick leave records properly. Although progress has been made, this will unfortunately still be reported as a significant deficiency in the next single audit report. Aside from obtaining verification from departments that accruals are in balance, central payroll staff have begun to audit departments' paper timesheets and leave applications to ensure compliance, departments must now submit supporting documentation for all payroll transactions, and a policy and procedures manual is being created for all departments to move towards a standardized process and schedule to track employees' leave accruals.

*CSC 2016-04 December*

Following are highlights and statistics from the various divisions:

**Administrative Services and Benefits**

- Peter Eddy from Island Savings/Prudential Retirement is scheduled to be available for individual employee appointments on December 16, 2015 to discuss deferred compensation options with interested employees.
- Staff met with the Department of Parks and Recreation to coordinate random drug and alcohol testing for employees with and without Commercial Driver’s Licenses (CDL).

- New Hires:

Janitor (Part time)  
 Land Use Permit Technician  
 Ocean Safety Officer I (2)  
 Program Specialist II  
 Real Property Appraiser I  
 Senior Account Clerk (transfer)  
 Wastewater Plant Operator Assistant

- Exit Interviews Conducted: 11 of 14
- TDI Applications 2 (denied)
- Leave Sharing: 1 (approved)
- Reference Checks: 0
- Employment Verifications: 18

- Transactions:

New Hires	7
Separations	11
Reallocations	4
Promotions	3
Demotions	0
Transfers	4
Pay Increase	22
Suspension	2
Leave Without Pay	14
Other	26
Seasonal	0

**Classification and Pay and Labor Relations**

- Two (2) UPW Step II hearings were heard this month; the grievances filed were to request workers’ compensation coverage and for reinstatement of a terminated employee. The department’s actions in both grievances were sustained and the grievances were denied.
- Interest arbitration for HGEA Unit 14 was held on O’ahu during the week of November 16<sup>th</sup>-November 21<sup>st</sup>.

- Reallocations Processed: Clerk Dispatcher I to Clerk Dispatcher II  
Ocean Safety Officer I to Ocean Safety Officer II  
Recycling Specialist III to Recycling Specialist II  
Solid Waste Worker I to Solid Waste Worker II  
Wastewater Treatment Plant Operator III to Sewer  
Maintenance Repairer I
- New Classes Adopted: Payroll Specialist II

### **Recruitment and Exam**

- In response to a request from the Hawai'i Labor Relations Board, staff completed a survey of data regarding past arbitration awards.
- Staff assisted the Parks and Recreation Department in preparing interview questions and sat on the interview panel for the Tree Trimmer position.
- Recruitments:
  - Bus Driver (exempt)
  - Bus Driver (substitute) (exempt)
  - Emergency Management Administrator
  - Emergency Services Dispatcher I (reposted)
  - Geographic Information Systems Analyst II (reposted)
  - Golf Course Groundskeeper
  - Heavy Vehicle & Construction Equipment Mechanic
  - Landfill Operations Assistant
  - Liquor Control Investigator I
  - Ocean Safety Officer I
  - Park Caretaker II (reposted)
  - Parks Project Manager
  - Planner III (reposted)
  - Planner II
  - Planner I
  - Plumber (reposted)
  - Police Services Officer
  - Process Server (exempt)
  - Project Manager (reposted at a range)
  - Scale Attendant
  - Solid Waste Worker II
  - Tax Clerk
  - Utility Worker
  - Wastewater Plant Working Supervisor
  - Youth Winter Enrichment Program (exempt)
- Lists Referred to Departments:
  - Bus Driver (exempt)
  - Cashier I

- County Auditor (exempt)
  - Landfill Laborer I
  - Pool Guard
  - Process Server (exempt)
  - Solid Waste Worker II
  - Waterworks Inspector I
  - Youth Winter Enrichment Program (exempt)
- Written Exams Administered:
  - Cashier I
  - Community Service Worker
  - Liquor Control Investigator Trainee
  - Plumber II
  - Police Services Officer
  - Supervising Building Plans Examiner
- Performance Exams:
  - Ocean Safety Officer I
  - Pool Guard
  - Tree Trimming Heavy Truck & Aerial Platform Operator
- Administrative Reviews:
  - Liquor Control Investigator Trainee (accepted)
  - Plumber I (sustained)

**Payroll**

- Reviewing changes to the Department of Labor’s Fair Labor Standards Act regarding overtime regulations to see if any County job classifications will be affected; the changes will be effective July 2016.
- Continue to work with the County Attorney’s office and the State EUTF office to have an agreement in place in order to receive employee health fund information to reconcile billing.
- Administrative and payroll staff attended a Uniform Information Practices Act (UIPA) training on the types of records that are public and to ensure timely and accurate response these requests.

**Employee Development and Health Services**

- Fifty-one (51) workers’ compensation claims from Public Works, Parks and Recreation, Water, Transportation, Finance, Fire, Police and the Mayor’s Office were reviewed with FIRMS (First Insurance Risk Management Services) and Atlas Insurance on November 10, 2015 to monitor progress and determine course of action for long standing cases.
- An investigation was completed for a workplace violence complaint between two (2) employees in the same department.
- Continued to work with Public Works to provide additional responses for the HIOSH investigation for the fatality that occurred at the Kekaha landfill earlier this year. The exit conference is scheduled for December 15, 2015.

- Participated in HIOSH Advisory Board meeting (via teleconference) on November 19, 2015.
- Equipment/Driver Training: CAT Excavator (1 Public Works' employee)  
Automated Refuse Truck (1 Public Works' employee)  
Lenco Bearcat Armored Vehicle (5 KPD employees)  
Massey Ferguson Front End Loader (1 Parks' employee)
- Other Training: Hazard Communication Training (11/16/2015) (113 employees)  
Policy Against Discrimination, Harassment and Retaliation (Sarah Wang) (over 350 employees for the first 2 days)

DEPARTMENT OF HUMAN RESOURCES  
DIRECTOR'S REPORT  
TO THE  
CIVIL SERVICE COMMISSION

JANUARY 2016

In preparation for departmental budget inputs, for the second year now, the Human Resources Department has provided estimated budget numbers for each employee for the upcoming fiscal year 2016-2017 budget cycle. Estimates are done by looking at all future collective bargaining approved increases, step increases, and across the board increases to estimate each employee's budget amount.

Along with the annual end of the year payroll processing, the department processed collective bargaining increases scheduled for January 1, 2016 for Firefighters (Unit 11), Police Officers (Unit 12), Professional Employees (Unit 13) and Excluded Managerial Employees, (EM), including the preparation of necessary payroll certifications and mass rate changes in the HRIS payroll system for all affected employees.

Although the joint Labor Management Meeting in Kona was cancelled in December, all jurisdictions met on O'ahu to discuss possible proposals for the upcoming labor negotiations with the Hawai'i Firefighters Association (HFFA). Unlike the other unions whose proposals for consideration for the upcoming contract beginning July 1, 2017 are not due until June 2016, HFFA proposals are due at the end of January.

The County Attorney's office continues to work with the other counties to finalize our closing arguments for the Unit 14 interest arbitration. The arbitrated decision is expected by February 15, 2016.

Beginning in December and concluding in the middle of January, five (5) days of trainings were held for all County employees on the revised Policy Against Discrimination, Harassment and Retaliation. Approximately twelve hundred (1,200) employees attended either a four (4) hour managerial training or one and one-half (1 ½) hour non-managerial training conducted by Sarah Wang. The training was also recorded for the remaining staff that were not able to make it due to extended leaves.

CSC 2016-04 January

Following are highlights and statistics from the various divisions:

**Administrative Services and Benefits**

- Peter Eddy from Island Savings/Prudential Retirement is scheduled to be available for individual employee appointments on January 18, 2016 to discuss deferred compensation options with interested employees.
- Several changes were made to On-Boarding forms including the beneficiary form, direct deposit form and personal data form due to various problems/corrections that were realized as new hires completed forms.
- All HR forms have been revised, updated, numbered and saved on the departmental shared drive; forms will also be uploaded to the County shared drive for easy access by all departments.

- New Hires:
  - Bus Driver (2) (exempt)
  - Civil Engineer III
  - Liquor Control Investigator I
  - Planning Program Manager
  - Process Server (exempt)
  - Scale Attendant (exempt)

- Exit Interviews Conducted: 9 of 15
- TDI Applications 0
- Leave Sharing: 0
- Reference Checks: 8
- Employment Verifications: 11

- Transactions:

New Hires	8
Separations	16
Reallocations	4
Promotions	0
Demotions	0
Transfers	0
Pay Increase	26
Suspension	1
Leave Without Pay	37
Other	47
Seasonal	3

**Classification and Pay and Labor Relations**

- Department started developing standardized organizational charts for all departments; currently, each department is tasked with creating their own organizational charts.

- Reallocations Processed:

Automotive Mechanic I to Heavy Vehicle and Construction Equipment Mechanic II  
Bus Driver (Substitute) to Bus Driver (Fulltime) (exempt)  
Highway Construction and Maintenance Supervisor II to District Road Overseer I  
Housing Assistant Specialist III to Housing Assistant Specialist I (exempt)  
Laborer II to Laborer I  
Laborer I to Laborer II (2)  
Lubrication Worker to Repair Shop Utility Worker  
Ocean Safety Officer II to Ocean Safety Officer I  
Recycling Specialist II to Recycling Specialist Trainee  
Solid Waste Worker I to Solid Waste Worker II  
Solid Waste Worker I to Scale Attendant

### **Recruitment and Exam**

- Staff attended the Police Department's Physical Readiness Standards Testing to observe and gain knowledge about the testing procedure.

- Recruitments:

Accounting Assistant (exempt)  
Clerk Dispatcher II  
Construction Manager (exempt)  
Derelict/Abandoned Vehicle Coordinator  
Election Clerk II (exempt)  
Emergency Services Dispatcher I (repost)  
Equipment Operator I  
Heavy Vehicle & Construction Equipment Mechanic II  
Janitor II (parttime) (exempt)  
Liquor Control Investigator I (repost)  
Liquor Control Investigator Trainee  
Long Range Division Project Assistant (exempt)  
Materials Recovery Facility Project Manager (exempt)  
Ocean Safety Officer I (repost)  
Parks Project Manager  
Police Services Officer (repost)  
Program Compliance Specialist (exempt)  
Real Property Appraiser III  
Recreation Worker I  
SCADA Project Manager/Inspector (exempt)  
Scale Attendant  
Special Investigator

Water Plants Superintendent

- Lists Referred to Departments:
  - Accounting Assistant (exempt)
  - Bus Driver (substitute) (exempt)
  - Civil Engineer III
  - Construction Manager (exempt)
  - Election Clerk (exempt)
  - Emergency Management Administrator
  - Emergency Services Dispatcher I
  - Golf Course Groundskeeper
  - Groundskeeper
  - Janitor II (exempt)
  - Landfill Operations Assistant
  - Liquor Control Investigator I
  - Long Range Division Project Assistant (exempt)
  - Materials Recovery Facility Project Manager (exempt)
  - Ocean Safety Officer I
  - Park Caretaker I
  - Park Caretaker II
  - Program Compliance Specialist (exempt)
  - Recreation Worker I (exempt)
  - SCADA Project Manager/Inspector (exempt)
  - Scale Attendant
  - Sewer Maintenance Helper
  - Solid Waste Worker II
  - Special Investigator
  - Tax Clerk
  - Youth Winter Enrichment Program (exempt)
- Written Exams Administered:
  - Community Service Worker
  - Emergency Services Dispatcher I
  - Landfill Operations Assistant
  - Park Caretaker II
  - Plumber II
  - Police Services Officer
  - Scale Attendant
  - Sewer Maintenance Helper
  - Tax Clerk
- Administrative Reviews:
  - Geographic Information System Analyst II (sustained)
  - Geographic Information System Analyst II (accepted)
  - Liquor Control Investigator Trainee (accepted)

## **Payroll**

- Working with EUTF on assisting health insurance plans with payroll taxes when offering employee wellness rewards programs.

## **Employee Development and Health Services**

- Staff participated in STOP (Safety Training Observation Program) webinar train the trainer program in exploring options for safety program development.
- HIOSH closing conference held on December 15, 2015 for the investigation into the fatality that occurred at the Kekaha landfill in 2015. The final decision will be forthcoming within the next four (4) months.
- Equipment/Driver Training: Boom Truck Operation #204 & Chipper Machine #603 (6 Parks' employees)  
Takeuchi Excavator #1140 (1 Public Works' employee)  
Levee Bushwacker #458 (1 Public Works' employee)  
Driver Improvement Training (49 Public Works' employees and 8 Parks' employees)
- Other Training: Policy Against Discrimination, Harassment and Retaliation (Sarah Wang) (another 650 employees for the final 3 days)