John Low
Chair

Richard Jose
Vice-Chair

Members:
Fely Faulkner
Elizabeth Hahn
Jeffrey Iida
Karen Matsumoto

COUNTY OF KAUA'I CIVIL SERVICE COMMISSION
NOTICE OF MEETING AND AGENDA
Tuesday, September 27, 2016
2:00 p.m. or shortly thereafter
Mo'ikeha Building, Liquor Conference Room 3
4444 Rice Street, Līhu'e, HI 96766

CALL TO ORDER

ROLL CALL

EXECUTIVE SESSION

Pursuant to Hawai'i Revised Statutes §§92-4 and 92-5 (a) (2) (4), the purpose of this executive session is to consider the hire, evaluation, dismissal or discipline 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-008 – RFA 2016-01 Communication filed 7/26/16 appealing the Recruitment & Examination and the Classification or Reclassification of a particular position by the Director of Human Resources

RETURN TO OPEN SESSION

Ratify Commission actions taken in Executive Session for item: **ES-008**

APPROVAL OF MINUTES

Open Session Minutes of July 26, 2016

DIRECTOR'S REPORT

CRC 2016-09
a. August 2016 and September 2016 Director's Reports
b. Annual Report to the Mayor

ANNOUNCEMENTS

Next Meeting: Tuesday, October 25, 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
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	July 26, 2016
Location	Mo'ikeha Building, Liquor Control Commission, Meeting Room 3	Start of Meeting: 3:03 p.m.	End of Meeting: 3:20 p.m.
Present	Vice Chair Richard Jose. Members: Fely Faulkner; Elizabeth Hahn; Jeffrey Iida; Karen Matsumoto (3:07 p.m.) Also: Deputy Attorney Teresa Tumbaga; Boards & Commissions Office Staff Support Clerk Barbara Davis; HR Manager Jill Niitani		
Excused	Chair John Low		
Absent			

SUBJECT	DISCUSSION	ACTION
Call To Order/Roll Call		Vice Chair Jose called the meeting to order at 3:03 p.m. with 4 members present.
Approval of Minutes	Open Session Minutes of May 24, 2016	Mr. Iida moved to approve the minutes as circulated. Ms. Faulkner seconded the motion. Motion carried 4:0
Director's Reports	CRC 2016-08 June 2016 and July 2016 Director's Reports Ms. Niitani noted that HR Director Rapozo and another staff member was on O'ahu for the firefighter negotiations. A lot of the Department's focus was getting the summer hires processed. A lot of time was also given to the July 1 pay increases for SHOPO, Fire, lump sums for units 3 and 4 as well as the creation of the new bargaining unit 14 for Ocean Safety. Also flexible spending and open enrollment concluded in June with effective dates for July 1, 2016. UPW repricing concluded with our island this month on July 13 and 14. Completing the organizational charts was a big success for all of the departments to be able to post and maintain those charts and make it easier to identify positions that may be changing. That was a big thing with the County Council this year in making sure that positions were accounted for so we have that posted on SharePoint for departments to be able to use and submit with any type of reallocation. The other project we are working on is the PTS program for the part-time, temporary, and seasonal employees. We are	Ms. Matsumoto entered the meeting at 3:07 p.m. Mr. Iida moved to receive the Director's Reports. Ms. Hahn seconded the motion. Motion carried 5:0

Open Minutes 7/26/16

SUBJECT	DISCUSSION	ACTION
	working with the State and looking at probably January 1 with the rollout (of the PTS deferred compensation retirement plan). We are focusing a lot on the training efforts as this year one of our goals was supervisory training so we are trying to break that down to skills and different competencies to train our supervisory staff and employees. This was a really big push from Council as well as the Administration. Ms. Hahn said the mediation sessions held with the Kaua'i Fire Department staff as a follow up to workplace violence complaints was a red flag to her and asked if there was anything that could be shared. Ms. Niitani said they are training more of their staff to do internal investigations for the different departments and one of our recommendations at the end of the investigation is to do mediation. With workplace violence, just based off the language in the policy of what a threat is, we felt mediation was something that would be helpful for the people involved and both parties were in agreement with that. It went well and we would like to be able to do more of that mediation/conflict resolution for a lot of the issues like workplace violence or problems with employees who do not get along which stems from people not communicating. Mediation allows for that in a non-threatening forum of being able to vent all of your concerns without someone interrupting you. Part of the employee development is having those types of services available for our departments so we can resolve these issues before they blow up into bigger problems which would eventually come back to our office through a grievance or the Attorney's Office as a lawsuit. Ms. Faulkner asked if the mediators were on staff or outsourced. Ms. Niitani said we try not to use County funds; we try to look for free services and for Federal mediators. Mediation does not necessarily stop disciplinary action from taking place, but we want to focus on how they are going to be interacting going forward.	Mr. Iida moved to accept the Director's reports for June and July. Ms. Hahn seconded the

SUBJECT	DISCUSSION	ACTION
		motion. Motion carried 5:0
Executive Session	ES-07 Executive Session Minutes of May 24, 2016	With no questions or discussion forthcoming on the Executive Minutes, the Commission did not convene in Executive Session. Ms. Hahn moved to approve the executive session minutes as circulated. Mr. Iida seconded the motion. Motion carried 5:0
Announcements	Next Meeting: Tuesday, August 23, 2016 – 3:00 p.m.	
Adjournment		Ms. Hahn moved to adjourn at 3:20 p.m. Ms. Faulkner seconded the motion. Motion carried 5:0

Submitted by: _____
Barbara Davis, Staff Support Clerk

Reviewed and Approved by: _____
Richard Jose, Vice Chair

( ) Approved as circulated.
( ) Approved with amendments. See minutes of _____ meeting.

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

AUGUST 2016

The final UPW repricing requests were heard over four (4) days on O'ahu. A total of seventy (70) requests were heard over a three (3) month period covering ten (10) days on four (4) different islands. Final reports and decisions are tentatively scheduled to be completed by early September. The Employer group is still in discussions regarding the amount of follow up with individual departments for those requests that had re-classification implications. The City and County of Honolulu and the Judiciary are taking the lead to develop the report format for all jurisdictions to prepare their final reports and decisions.

Negotiations with the various unions are heating up with all bargaining units' contracts expiring on June 30, 2017. As such, staff have been busy with verifying our payroll figures and looking at other items with budget implications to provide to the State for costing analysis.

The summer employment programs are winding down with a few interns and Summer Enrichment Program staff remaining on board for an additional month. Given that this was the first year that the Summer Internship Program was coordinated by our office, things were relatively smooth. We will be meeting with the Parks and Recreation Department to assess and obtain feedback regarding the Summer Enrichment Program to look for ways to improve next year. In addition, summer interns' comments will be forwarded to their respective work sites and supervisor comments will be reviewed to make changes as needed.

Recently, the department obtained approval from the County Council to dispose of departmental records that are no longer required by law. Therefore, an 89-day contract hire started this past month primarily to work on records disposal, reorganizing our storage area and scanning documents that will allow for the disposal of paper records.

August 2016

Following are highlights and statistics from the various divisions:

Administrative Services and Benefits

- Departments were notified of the annual pre-retirement workshop which is scheduled for September 8, 2016. Invitations were extended to state agencies as well including the DOE, HHSC, KCC and the Judiciary.
- The County of Kauai's Compensation Plan 2016 was distributed to all jurisdictions and County departments and will also be available on the County's website.

- New Hires: Civil Engineer IV
  Deputy County Attorney (exempt)
  Deputy Prosecuting Attorney (exempt)
  Election Clerk I (8) (exempt)
  Geographic Information Systems Analyst II
  Personnel Support Clerk (exempt)
  Plant Electrician Helper
  Program Specialist I (exempt)
  Senior Account Clerk

- Exit Interviews Conducted: 4 of 7
- TDI Applications 0
- Leave Sharing: 0
- Reference Checks: 15
- Employment Verifications: 18

- Transactions:

New Hires	19
Separations	6
Reallocations	4
Promotions	6
Demotions	1
Transfers	7
Pay Increase	611
Suspension	2
Leave Without Pay	26
Other	244
Seasonal	20

Classification and Pay and Labor Relations

- UPW repricing hearings concluded this month with the last hearings held on O'ahu.
- A SHOPO Labor-Management meeting was held on O'ahu with all jurisdictions and SHOPO board members.

- Reallocations Processed: Building Manager to Facilities Improvement Manager
  Ocean Safety Officer I to Ocean Safety Officer II
  Procurement & Specifications Specialist III to Procurement & Specifications Specialist IV
  Transit Equipment Maintenance Coordinator to Transit Safety Specialist

- Desk Audits: None

- New Classes Adopted: Process Server
  Transit Safety Specialist

Recruitment and Exam

- In an effort to maximize work efficiencies, the New Hire Orientation/On-Boarding Program will be moved to the Recruitment and Exam Division; staff audited last month's orientation and is working on revising/revamping the program.

- Recruitments:
  Community Service Worker
  Deputy County Attorney (exempt)
  Deputy Prosecuting Attorney (exempt)
  Election Clerk II (exempt)
  Equipment Operator II
  Heavy Vehicle & Construction Equipment Mechanic II
  Land Surveyor II
  Maintenance Worker I
  Ocean Safety Officer I
  Park Caretaker II
  Planner IV (repost)
  Plumber II
  Public Housing & Development Specialist II (exempt)
  Recreation Worker I
  Scale Attendant
  Senior Account Clerk
  Senior Clerk
  Tax Collection Assistant
  Traffic Safety Specialist
  Traffic Signs & Marker Supervisor (repost)
  Wastewater Plant Operator Assistant
  Waterworks Inspector I
  Waterworks Inspector II

- Lists Referred to Departments: Customer Service Representative

Deputy County Attorney (exempt)
Deputy Prosecuting Attorney (exempt)
District Road Overseer I
Election Clerk (exempt)
Heavy Vehicle & Construction Equipment Mechanic II
Janitor II
Scale Attendant
Senior Clerk
Utility Worker

- Written Exams Administered: Customer Service Representative
  Heavy Vehicle & Construction Equipment Mechanic II
  Liquor Control Investigator Trainee
  Police Services Officer
  Traffic Signs & Marking Supervisor
  Utility Worker

- Performance Exams Administered: None

- Administrative Reviews: Planner I (sustained)
  Vehicle Registration & Licensing Manager (accepted)

Payroll

- In preparation for the County's Comprehensive Annual Financial Report (CAFR), payroll staff have begun to gather necessary documents and reports and have updated information for the outside Auditors.

- Gross Payroll:

07/15/2016	$3,571,608
07/29/2016	$4,108,444
EUTF (Health Fund)	$1,272,569
ERS (Retirement)	$1,324,812
Social Security	$299,015
Medicare	$103,138

Employee Development and Health Services

- Ten (10) new workers' compensation claims were filed this month; staff has followed up with departments to mitigate hazards, make operational changes and issue discipline as needed to prevent subsequent injuries.
- Guidance continues to be provided to different departments on various personnel issues including pre-grievance issues, terminations, disciplinary/performance issues, safety, attendance/leave issues, investigations, and drug and alcohol testing procedures.

- Customer service training conducted by HR staff continued for another forty-five (45) attendees of the Kaua'i Police Department and Public Works Department.
- Reasonable Suspicion Training was provided by Worklife Hawai'i and HR staff to sixty-two (62) supervisors in the various departments.
- Two staff recently completed DiSC (Dominance, Influence, Steadiness, and Conscientiousness) Facilitator Certification training. This interpersonal skills and communications training module can now be done in-house.
- Equipment/Driver Training: Pumper Truck (1 Public Works' employee)
  Vac Con #131 (1 Public Works' employee)
  Hooklift Truck #156 (1 Public Works' employee)

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

SEPTEMBER 2016

With the fiscal year ending in June, payroll staff are gearing up to work with our outside auditors working on the County's annual Comprehensive Annual Financial Report (CAFR). In addition, the end of the fiscal year requires each department to submit an annual report for inclusion in the overall County annual report document. The Department of Human Resources section of the annual report is attached.

Shredding of outdated documents has started this past month. Moving forward, staff have been instructed to consolidate their records through scanning and through laser fiche to eliminate the need to store paper documents. When this project is completed, it is anticipated that over five hundred (500) storage boxes, primarily very old payroll paper documents will have been disposed of.

Negotiations have started with all eight (8) bargaining units with proposals now received from the Hawai'i Government Employees Association (HGEA) and the United Public Workers (UPW). Proposals will be exchanged with the State of Hawai'i Organization of Police Officers (SHOPO) in October. As negotiations with the Hawai'i Firefighters Association (HFFA) has reached impasse, interest arbitration has been scheduled to begin in late November.

September 2016

Following are highlights and statistics from the various divisions:

Administrative Services and Benefits

- The County's annual pre-retirement workshop was held on September 8, 2016. A total of six (6) speakers presented information on social security, wills, trusts, financial planning, and employee retirement system (ERS) benefits to twenty-six (26) County and seventy-one (71) State employees.
- Peter Eddy from Island Savings/Prudential Retirement is scheduled to be available for individual employee appointments on September 16, 2016 to discuss deferred compensation options with interested employees.

- New Hires: Civil Defense Plans & Operations Officer
  Customer Service Representative I
  Deputy County Attorney (exempt)
  Deputy Prosecuting Attorney (exempt)
  Groundskeeper
  Payroll Clerk

- Exit Interviews Conducted: 2 of 8
- TDI Applications 2 (2 approved)
- Leave Sharing: 0
- Reference Checks: 14
- Employment Verifications: 13

- Transactions:

New Hires	5
Separations	16
Reallocations	4
Promotions	1
Demotions	0
Transfers	0
Pay Increase	27
Suspension	1
Leave Without Pay	42
Other	36
Seasonal	18

Classification and Pay and Labor Relations

- Negotiations have been on-going throughout the month with employer proposals being discussed among the Employer group; final votes have been taken to decide which proposals would be passed across to the respective union.

- Reallocations Processed: E-Plan Review/Record Management Specialist to Planner V
  Fire Fighter Trainee to Fire Fighter I (5)
  Laborer II to Laborer I
  Police Investigations Support Clerk to Police Investigative Operations Assistant (2)
  Process Server (unclassified) to Process Server (classified)

- Desk Audits: None

- New Classes Adopted: Abstracting and Tax Mapping Supervisor I
  Police Investigative Operations Assistant

Recruitment and Exam

- Promotional examinations for the Kaua'i Police Department's Sergeant and Lieutenant positions were prepared and administered this past month. Preparations are underway for promotional examinations for the Fire Department in October.

- Recruitments:
  Bus Driver (exempt)
  Construction Inspector
  Election Clerk (exempt)
  Fire Fighter Trainee
  Heavy Vehicle & Construction Equipment Mechanic II
  Plumber II
  Police Lieutenant
  Police Sergeant
  Police Services Officer
  Process Server
  Scale Attendant
  Special Investigator (exempt)
  Summer Clerk (exempt)
  Summer Inclusion Specialist (exempt)
  Traffic Signs & Marker Supervisor (repost)
  TVR Permit Enforcement Research Specialist (exempt)

- Lists Referred to Departments:
  Bus Driver (exempt)
  Civil Engineer III
  Deputy Fire Chief (exempt)
  Election Clerk II (exempt)
  Emergency Services Dispatcher I
  Equipment Operator II
  Grant Fiscal Specialist (exempt)

Heavy Vehicle & Construction Equipment Mechanic I
Janitor II
Liquor Control Investigator Trainee
Maintenance Worker I
Ocean Safety Officer I (exempt)
Planning Inspector III
Police Evidence Utility Clerk
Police Services Officer
Process Server
Project Assistant
Public Housing & Development Specialist III (exempt)
Recreation Worker I
Scale Attendant
Senior Account Clerk
Solid Waste Worker II
Special Investigator (exempt)
Summer Clerk (exempt)
Summer Inclusion Specialist (exempt)
Transit Safety Specialist (exempt)
TVR Permit Enforcement Research Specialist (exempt)
Wastewater Plant Operator Assistant

- Written Exams Administered:

  Emergency Services Dispatcher I
  Liquor Control Investigator Trainee
  Maintenance Worker I
  Park Caretaker II
  Police Lieutenant
  Police Sergeant
  Police Services Officer
  Recreation Worker I
  Traffic Signs & Marking Supervisor
  Wastewater Plant Operator Assistant

- Performance Exams Administered:

  Equipment Operator II
  Ocean Safety Officer
  Solid Waste Worker II

- Administrative Reviews:

  Police Services Officer (sustained)
  Program Specialist I (sustained)

Payroll

- Payroll staff continue to work with the County's outside Auditors working on the Comprehensive Annual Financial Report (CAFR).

- Gross Payroll:

08/15/2016	$3,674,101
08/31/2016	$3,537,118
EUTF (Health Fund)	$1,278,389
ERS (Retirement)	$1,393,529
Social Security	$272,135
Medicare	$96,441

Employee Development and Health Services

- Quarterly reviews for thirty-seven (37) workers' compensation claims from Public Works, Parks and Recreation, Fire, and Police were held with FIRMS (First Insurance Risk Management Services) and Atlas Insurance to monitor progress and determine course of action for long standing cases.
- Eight (8) new workers' compensation claims were filed this month; staff has followed up with departments to mitigate hazards, make operational changes and issue discipline as needed to prevent subsequent injuries.
- Site visits were conducted to ensure posting of "No-Smoking" posters that were recently distributed; unfortunately, both sites visited were not in compliance (posters not up); additional follow up will be on-going.
- Guidance continues to be provided to different departments on various personnel issues including pre-grievance issues, interpersonal issues with departmental staff, terminations, disciplinary/performance issues, attendance/leave issues, investigations, and light duty/ADA issues.
- Customer service training conducted by HR staff continued for another twenty-seven (27) attendees of the Public Works Department.
- Equipment/Driver Training: 8 & 10 Cubic Yard Dump Truck (2 Public Works' employees)

DEPARTMENT OF HUMAN RESOURCES

I. MISSION STATEMENT

The Department of Human Resources (DHR) shall service all County departments and agencies with the full range of human resources functions based upon merit principles and devoid of any bias or prejudice including recruitment and exam, classification and pay, labor relations, payroll and benefits coordination, employee development and training, employee relations, and health and safety for the successful achievement of Countywide goals.

II. DEPARTMENT GOALS

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.

To continue to standardize and centralize various human resource functions that will lead to greater efficiencies.

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

III. PROGRAM DESCRIPTION

a. Objectives

<u>Administrative Services and Benefits</u>

-Restructure the department through the reorganization and reclassification of positions to increase capacities and decrease costs.
-Dedicate one (1) fulltime position to focus exclusively on the initiatives of the Human Resources Information Systems (HRIS) Task Force including On-Boarding, Employee Self-Service, Time and Attendance and Performance Evaluations.
-Revamp the payroll certification process through the development of an online Personnel Action/Transaction Form to be processed electronically.
-Implement a standardized evaluation process and evaluation tool for Executive Appointees.

<u>Recruitment and Exam</u>

-Provide responsive, fair and consistent recruitment and examination to departments, employees and job applicants.

Annual Report

Classification and Labor

- Manage collective bargaining agreements and labor relation issues through well-balanced, timely and fiscally responsible negotiations.
-Provide responsive, fair and consistent classification and pay services to departments, employees and job applicants.

Employee Development and Health Services

-Centralize the County Drug and Alcohol Testing Program to the DHR.
-Develop an on-going supervisor training program that institutionalizes and reinforces leadership qualities and survival skills for new and current supervisors.
-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.

Payroll

- Conduct quarterly payroll audits at the various departments to verify the accuracy and standardization of leave records and timesheet processing.
-Complete the reconciliation of HRIS leave accrual balances for all employees.
-Research, develop and implement a deferred compensation retirement program for part-time, temporary and seasonal employees.

b. Highlights

In light of the financial constraints this fiscal year, the DHR 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 DHR was reorganized to ensure adequate capacity in the various divisions through the reallocation and reclassification of various positions to increase capacities and decrease costs.

The HRIS Task Force continues to see progress on initiatives to provide the County with an integrated payroll and personnel information system by leveraging our existing system with new modules and software customizations. Since hiring a Human Resources Specialist I, on-going efforts have been accelerated and continues to move forward with one employee now dedicated exclusively to working on the initiatives of the HRIS Task Force.

One of the first HRIS initiatives to be implemented this past year was the NeoGov On-Boarding Program. The On-Boarding Program provides new hires with an opportunity to complete all necessary forms and to review Countywide policies online prior to their first day of work. This program has saved considerable time at the new hire orientation and paper as most forms are now stored electronically. Other HRIS initiatives that are being worked on include Employee Self-Service, Performance Evaluations and Time and Attendance.

This year, the DHR continued to streamline and centralize human resource functions as well as move towards increasing paperless initiatives. After returning from a NeoGov user conference, and training, DHR staff revised the department's NeoGov recruitment policy to include new features and programs of the system. In November, training was provided for all departments to discuss new requirements to process applicants for hire. First, all departments must now use the interview scheduling module and include the results of all interviews onto the online NeoGov system. All necessary forms including the Exemption Request Form that allows for an exemption from civil service recruitment must also be part of the online record. These changes were implemented as part of the recommendations of the Hiring Audit conducted last year. It also streamlines the hiring process ensuring proper procedures are followed in recruitment and hiring and that all necessary forms are centralized and paperless on the NeoGov system.

Another paperless initiative implemented this past year has been the use of the NeoGov system for departments to process classification requests. Rather than having a paper forms process, classification requests are now processed through the NeoGov system. Necessary information and documents are attached to the request and approvals are processed electronically from the Department Head to the Mayor, then to the Human Resources Director. In addition to eliminating the paper documents, the process allows for the tracking of the request preventing lost documents, eliminating unnecessary delays, and shortening the processing time.

During this year, the DHR worked with various departments to oversee their random drug and alcohol testing program. The DHR staff coordinated random selections, prepared employee notifications and trained supervisors to ensure the necessary protocols are followed when notifying and accompanying employees to the testing site. In the coming fiscal year, funding for this program has been centralized to the DHR for better fiscal management and efficiency. Additional training including reasonable suspicion training is being developed to better prepare our supervisors in implementing this program

An on-going supervisory training program was established this year. The program provides for in depth workshops and trainings that focus on not only critical laws, regulations, and rules (e.g., Safety and Health Policy, Disciplinary Process, Union contracts, etc.), but more importantly, the development/enhancement of the core competencies (e.g., effective communication, interpersonal skills/conflict management, etc.) that an effective supervisor/leader must have. Much effort has been dedicated to supervisory training, with the expectation that in providing these trainings, County supervisors will be able to properly handle situations as they arise, if not (proactively) before problems occur, strengthening our position in protecting the County.

No longer being seen as just a personnel office, the DHR has provided departments with guidance in many areas of employment, including, but not

limited to employee relations (e.g., conflict resolution, mediation, etc.), performance issues (e.g., progressive disciplinary process, performance improvement plans, etc.), reasonable accommodations (e.g., review of restrictions, interactive process, etc.), and investigation of complaints (e.g., serves as a resource for handling investigations, conducting investigations for departments, etc.). Staff have been dedicated to assist departments/agencies in handling various issues in hopes of preventing grievances, etc. The objective is to work with departments/agencies as well as employees to avoid unnecessary time and effort in responding to complaints and grievances by properly and proactively handling employee issues.

Two (2) DHR staff members attended a three (3) day Basic Mediation training in February adding to the department's pool of resources. Skills gained at the training now allows for in-house expertise in handling disputes among employees in an attempt to address problems early on before formal complaints are filed or litigation pursued. In addition, various staff members are now part of the pool of investigators at the DHR to ensure timely and efficient response to departments' needs.

During the last negotiation session, the Employer (all jurisdictions) and the United Public Workers (UPW) union agreed to conduct a pilot repricing project for Bargaining Unit 1 employees. Employees and the UPW were allowed to submit proposals to the Employer to "reprice" classes of positions that the union or its members believe are not appropriately priced in relation to other classes of work within the bargaining unit. A Conference of Personnel Directors (CPD) began in Maui in June and will continue to be held on the various islands throughout the summer to decide on the various proposals submitted to determine if a repricing is warranted.

Following are highlights from the various divisions:

Administrative Services and Benefits

One hundred five (105) new hires attended the full day on-Boarding orientation program this past fiscal year. Additionally, one hundred eighty-seven (187) seasonal employees for the Parks and Recreation Enrichment Program as well as the Mayor's and Department of Water's summer internship program were processed in as new hires this past year.

Conversely, exit interviews for fifty-three (53) employees that left County employment were completed this fiscal year. Assistance with deferred compensation rollover forms and retiree medical enrollment forms were provided to separating employees. The department continues to provide assistance to retirees for as long as needed.

Ninety-five (95) open enrollment forms for employee healthcare benefits with the Employer-Union Health Benefits Trust Fund (EUTF) were processed during this

year's EUTF open enrollment, up eighty-three (83) from the prior year. Open enrollment informational sessions were held in April at the Kauai Community College. EUTF representatives and healthcare providers such as HMSA, Kaiser, Hawaii Dental Service, CVS Caremark, Vision Service Plan, Royal State Insurance, and USAble Life were on hand to provide brochures and information regarding any changes to the health plans. In addition, throughout the fiscal year, five hundred ninety (590) healthcare forms were processed for employees who made changes to add/delete dependents and/or plans, address changes, and bargaining unit and/or department changes.

In May, the DHR coordinated open enrollment for the All State Flexible Spending Plan. Similar to last year, online enrollment was offered to our employees as well as in-person enrollment. In addition, if there were no changes, it was not necessary to re-select the pre-taxing of healthcare premiums and various insurance policies to improve efficiency in the enrollment process. Of the one thousand ninety-three (1,093) employees that are currently enrolled in healthcare benefits (i.e., medical, dental, drug, and/or vision), one thousand sixty-six (1,066) or ninety-eight percent (98%) have elected to have their healthcare premiums pre-taxed. This is an increase from last year, where only ninety-one percent (91%) of employees with healthcare benefit plans enrolled in pre-tax premiums. One-hundred thirty-nine (139) employees enrolled in the flexible spending, pre-tax medical expenses and seventeen (17) employees enrolled in pre-tax dependent care expenses. In addition, five hundred forty-six (546) employees enrolled in various pre-taxed supplemental insurance policies with All State, and two hundred thirty-six (236) employees enrolled in various pre-taxed supplemental insurance policies with Aflac.

The Temporary Disability Insurance (TDI) Program assisted two (2) employees during the fiscal year for a total amount of $3,434.40 paid out in benefits. Six (6) TDI claims were denied due to ineligibility. However, some of these employees were assisted by the County's Leave Sharing Program which provides donated leave time to assist employees or their family member suffering from a serious personal illness or injury. Seven (7) employees were recipients of one thousand six hundred ninety-nine (1,699) donated vacation hours from generous County employees this year.

Worklife Hawaii, the County's Employee Assistance Provider (EAP), provided a total of seventy-one and a half (71.5) hours of counseling to our employees during this past fiscal year, down from one hundred thirty-seven (137) hours last year. Work related issues dropped from ten (10) issues last year to four (4) issues this past year. Remaining counseling sessions were for marital/relationship issues, depression/anxiety, critical incident/trauma, grief/loss, anger management, family, parenting, legal, and individual adjustment.

Recruitment and Exam

The Recruitment and Exam Division continued to assist departments in their efforts to fill their vacancies whether positions were civil service, appointed or exempt from civil service. These includes full-time and part-time, seasonal, short-term and temporary positions.

Reviewing and revising recruitment processing policies and procedures continued this past year. In November, training was provided to our departments to introduce and revisit areas of our on-line hiring system. This included requisition approval processing for recruitment and appropriate forms required as well as the hiring approval process to include appropriate forms required.

Continuing the role in the coordination in the recruitment for the various youth summer employment programs, this division has taken on the task of overseeing the Mayor's Internship Program to include budget review, department requests review and placement of interns. In addition, assistance was provided to the Office of Economic Development (OED) with their contract with the Department of Human Services, Division of Vocational Rehabilitation (DVR) to provide a Summer Youth Employment Program (SYEP) for students at least sixteen (16) years old and not older than twenty-four (24) years of age with a disability and/or other vocational rehabilitation consumers. This was a pilot program with the County to place those individuals referred by the DVR at various worksites within the County.

This fiscal year there were two hundred thirty-seven (237) recruitment requests received, forty-three (43) of which were cancelled for various reasons. Of the remaining requests, except for the few that were requested to be postponed, all were posted within twenty (20) days of the request. When names were available, the DHR referred lists of eligible candidates to departments within sixty (60) days of the closing date. Finally, one hundred percent (100%) of eligible applicants for internal departmental promotions were certified within ten (10) days.

The Recruitment and Exam Division administered eighty-eight (88) written exams, scheduling one thousand and three (1,003) candidates. In addition throughout this fiscal year, various performance tests were administered. These included testing for Ocean Safety Officer I, Pool Guard, Fire Fighter II, Solid Waste Worker II as well as various Equipment Operators.

Police Services Officer exams continued to be held on a regular basis throughout the fiscal year in an effort to increase the number of qualified candidates. To assist in filling the Police Department's Emergency Services Dispatcher positions, recruitment was placed on a continuous basis with testing more frequently.

The Recruitment and Exam Division received thirty-seven (37) Administrative Review requests during this fiscal year in comparison to the seventeen (17) received the prior fiscal year. Administrative Reviews are afforded to applicants

that do not agree with the decision made regarding their job application. Of the thirty-seven (37) reviews, nineteen (19) were accepted, sixteen (16) were sustained as not accepted, one (1) cancelled) and one (1) did not appear.

During this fiscal year, the division participated again in two (2) job fairs; one at the War Memorial Convention Hall and the other at Kaua'i Community College. Over fifty (50) business organizations/agencies participated in both fairs with approximately four hundred (400) job seekers attending each event.

Classification & Pay and Labor Relations

This fiscal year, the Classification and Pay Division processed three hundred thirty-four (334) classification actions. During this same period, the division was able to decrease the backlog of classification requests from seventeen (17) to nine (9).

Additionally, proposed pricing of thirty-two (32) classes for establishment from the various jurisdictions including the State of Hawai'i, the Department of Education, Hawai'i Health Systems Corporation (HHSC), the Judiciary, the City and County of Honolulu and the counties of Maui and Hawai'i were received and reviewed.

The department continued to provide assistance and guidance to the various County departments and agencies in contract administration activities. In the current fiscal year, fifteen (15) employer level grievances were filed.

Negotiations proceeded for the newly establish HGEA Unit 14. The Employers and Union reached tentative agreements on fifty-one (51) articles. Unable to resolve the other issues through the negotiation process, final and binding arbitration was declared. The arbitration hearing was held from November 16-21, 2015 in O'ahu. The arbitration award was signed by the Arbitrator on February 22, 2016 (see below for award).

Memorandum of Agreements were reached with the Hawai'i Government Employees' Association (HGEA-Units 2, 3, 4) as their contracts ended on June 30, 2015 (see below). All other labor contracts: United Public Workers (UPW) Unit 1, Hawai'i Government Employees Association (HGEA) Unit 13, Hawai'i Fire Fighters Association (HFFA) Unit 11, and the State of Hawai'i Organization of Police Officers (SHOPO) Unit 12 were in effect until June 30, 2017.

A summary of the contract settlements/awards are as follows:

HGEA-Unit 2 (07/01/15 to 06/30/17) (2 year contract)

07/01/15: 0.3% across the board increase; continue step movement plan; 2% lump sum to those not assigned to the salary schedule or do not move to a new step in the fiscal year

10/01/15:	2% across the board increase; continue step movement plan
04/01/16:	2% across the board increase; continue step movement plan
10/01/16:	2% across the board increase; continue step movement plan
04/01/17:	2% across the board increase; continue step movement plan

HGEA-Unit 3 and 4 (07/01/15 to 06/30/17) (2 year contract)

07/01/15:	Move to appropriate step without retroactive payments; $1,500 lump sum to those not assigned to the salary schedule or do not move to a new step in the fiscal year
07/01/16:	$1,200 lump sum payment; continue step movement plan
01/01/17:	1.6% across the board increase; continue step movement plan

HGEA-Unit 14 (07/01/15 to 06/30/17) (2 year contract)

07/01/15:	Move to appropriate step without retroactive payments; $1,500 lump sum to those not assigned to the salary schedule or do not move to a new step in the fiscal year (maintains Unit 3 & 4 award)
07/01/16:	Delete the first 3 steps of the current Unit 3 and 4 salary scale and add 2 steps after the maximum step of the current Unit 3 & 4 salary scale; 4% across the board increase; continue step movement plan; Pay differentials of $5.00 per hour when certified and assigned by the Employer as an aerial observer; $3.50 per hour when certified and assigned by the Employer as a rescue craft operator; Uniform maintenance allowance of: -$25/month for a full uniform; -$15/month for button shirt, trousers, or jacket; and -$10/month for T-shirt and/or shorts

Employee Development and Health Services

During the fiscal year, one-hundred, sixteen (116) trainings were done under the Vehicle and Equipment Operator's Training Program. Employees were trained on one (1) or more of twenty (20) different types of vehicles or heavy equipment. In addition, annual driver improvement program classes were held in December. Attendance for this class is required for all Commercial Driver's License (CDL) holders. Fifty-seven (57) employees completed the training.

Additional safety-related DVDs were purchased by the DHR. Supervisors continue to use this low-cost alternative in their efforts to provide refresher training for their employees on safety issues. All new hires are shown the General Safety Orientation video at New Hire Orientation with other DVDs shown as needed based on the duties of the individuals hired. DVDs added this year include Hazard Communication, Ladder Safety, Driving Safety, and Drug and Alcohol Abuse. DVDs were also purchased for specialized trainings that include: Crane Safety, Excavation/Trenching, Forklift Operator Safety, and Hand and Power Tool Safety.

New First Aid and CPR/AED instructor training guidelines were released in 2015. The two (2) certified trainers in the DHR, obtained re-certification to continue to teach the course. The new training booklets with the 2015 guidelines will be available next year and refresher trainings will be scheduled, along with full trainings for new attendees.

In November 2015, one-hundred thirteen (113) employees attended Hazard Communication Training. Mr. David Ching, Risk/Safety Consultant from Atlas Insurance Agency explained the Hazardous Communication (HAZCOM) Standard and Globally Harmonized System (GHS), as well as the new OSHA requirements for Safety Data Sheets (SDSs) and labeling of chemicals. With recent changes in SDSs, labeling, and training requirements, and as one of the top five (5) most frequently cited OSHA standards, attendance for this Hazard Communication training was required for supervisors/employees who are responsible for handling and/or storing chemicals in the workplace.

A huge accomplishment this year was coordinating mandatory training for all County employees on our revised Discrimination, Harassment, and Retaliation policy in December 2015 – January 2016. Through a cooperative effort between the Office of the County Attorney and the DHR, the existing Discrimination and Harassment policy was successfully modified to the new Policy Against Discrimination, Harassment, and Retaliation, which provided clarity to key definitions and also now devotes an entire section on retaliation. The revised policy also prohibits unwelcome behavior that unreasonably interferes with work performance or is intimidating, hostile, or offensive regardless of if the behavior is unlawful or not. One-thousand, two-hundred fifty-four (1,254) employees attended one (1) of the fifteen (15) live training sessions or a video-taped session. All fifteen (15) live training sessions were conducted by Attorney Sarah Wang, Esq. from the Law Firm Marr Jones, and Wang. Supervisors were required to attend a four (4) hour long training and non-supervisors were required to attend a one-and-a-half (1 ½) hour long training session.

Customer service training was conducted on November 4, 2015 and June 30, 2016 for the Department of Parks and Recreation and the Police Department, respectively. The training was developed and conducted by DHR staff and targeted customer-facing employees. A total of thirty-one (31) employees attended. The training incorporated the County's Customer Service Mission Statement and Values Statement, along with strategies and techniques to handle different situations (e.g., handling difficult internal and external customers, etc.). Positive feedback was received and the suggestions and recommendations received from the participants will be used to improve the training.

By popular demand, Mr. Glenn Furuya of Leadership Works returned to the County to conduct an all-day workshop, "Leadership Works Essentials". This workshop was a follow-up to the prior workshop that Mr. Furuya provided to new supervisors. In an effort to build on the basic supervisory skills presented at the

previous workshop, participants learned essential skills needed to be successful leaders. This included timely addressing problematic employees, building trust with staff, empowering people, etc. Thirty-eight (38) employees attended this workshop on January 29, 2016.

Training efforts continued in the area of supervisory training by focusing on strengthening the skills and competencies of supervisors. Mr. Mason Chock and Ms. Shyla Ayau of Kupu A'e facilitated two (2), six (6)-hour workshops on the Everything DiSC Work of Leaders Program in April/May 2016. The main objective of this workshop was to encourage leaders to understand their own leadership behaviors and how these behaviors impact their effectiveness. Each participant was required to take a DiSC assessment survey prior to the workshop. The assessment later generated a profile which detailed the individual's leadership style, strengths/tips for improvement, framework for a leadership development action plan, and the vision, alignment, and execution as it relates to effective leadership. Seventy-three (73) supervisors attended one (1) of the two (2) training sessions.

The need for exploring and understanding behavioral styles is evident. Many investigations that have been conducted have stemmed from the underlying issue of employees being unable to effectively communicate with others. Previously, the focus was to provide this type of training to supervisors utilizing the Everything DiSC Workplace program; however, after reevaluating our business needs, it was evident that all County employees should attend a behavioral styles training. As it was not cost-efficient to bring in outside vendors to conduct training of this magnitude, we have invested in the training of two (2) DHR staff members in facilitating the DiSC behavioral styles training. The instructor training should be completed next year and training sessions will begin thereafter. Ultimately, the goal is for employees to understand one another and work better together, which is accomplished by improving communication and helping employees understand each other's styles and preferences.

On May 23, 2016, Sarah Wang, Esq. of the law firm Marr Jones & Wang, conducted a supervisory training on Conducting Proper Workplace Investigations. Ninety-three (93) employees attended the all-day training workshop. Understandably, conducting a workplace investigation is one of the most challenging duties of a supervisor, but being able to conduct an effective internal investigation that will withstand legal scrutiny is a core competency for all supervisors. This training provided the necessary tools and information for supervisors to conduct these investigations.

The fiscal year ended with Ms. Mary Norman, Clinical Supervisor and Program Manager from our Employee Assistance Program (EAP) provider, WorkLife Hawaii, conducting two (2), two (2)-hour training sessions on Supervisor Orientation to EAP and Managing Stress in the Workplace. In this workshop, supervisors learned about the EAP services for employees, including Formal Supervisor Referrals that could proactively be used to curb the escalation of

performance problems. The second part of the training, Managing Stress in the Workplace, focused on understanding stress and its effects on an individual and the County. The supervisors learned to identify how stress impacts them and the strategies to help manage stress. Thirty-six (36) employees attended one (1) of the two (2) training sessions, which was held on June 27, 2016.

Two hundred nineteen (219) workers' compensation claims were processed this year by our third-party administrator (TPA). There were eighty-one (81) new reportable claims, a twenty-four percent (24%) decrease from last year. Of the total claims, one hundred thirty-three (133) claims remained open and eighty-six (86) claims were closed.

Worker's Compensation benefits paid this fiscal year was $2,153,335.82, up $243,553.89 or thirteen percent (13%) from last fiscal year. Reserve amounts also increased by $292,244.24 from $2,539,052.82 to $2,831,297.06 or twelve percent (12%) during this same time period.

The County's Return to Work Program continued to provide opportunities for employees who were injured at work to safely return to work as soon as authorized by a health care provider. During this past year, the Return to Work Program was able to successfully return seventeen (17) employees to modified or light duty while awaiting release to full duty. One (1) employee was terminated from County employment due to work restrictions that could not be accommodated. Through this program, another employee was able to return to work in an alternate vacant position within the same department.

There were one thousand, four hundred, fifty-seven (1,457) lost days attributed to work injuries this fiscal year. This was a decrease of thirteen percent (13%) from one thousand six hundred seventy-one (1,671) lost days experienced last fiscal year.

Payroll

For the first time this year, aside from the annual IRS W-2 forms that must be provided to all employees each year, IRS form 1095-Cs were distributed to all employees who worked in 2015. The 1095-C form is a new requirement of the federal Affordable Care Act ("Obamacare") whereby employers must now provide information to employees to verify if health insurance was provided to them by their Employer. The new regulations lacked clarity and with the varying types of County employees that are hired (full time, part time, short-term, seasonal hires, etc.) there were some challenges in preparing the 1095-C Forms. Updates were made to our current HRIS but a lot of information still needed to be handled manually in order for the distribution of forms to be completed by the required deadline.

A Memorandum of Agreement (MOU) with the State of Hawai'i to join their Deferred Compensation Plan for part-time, temporary, and seasonal or casual (PTS) employees was approved this past year. The State PTS Program provides an alternative retirement plan for qualified employees who are not eligible to participate in the State Employees' Retirement System (ERS). The plan allows employees to opt out of contributing to social security and instead, contribute seven and one-half percent (7.5%) of their pre-taxed gross wages to this deferred compensation plan. The County benefits from this program by saving on its portion of the Social Security tax. Kaua'i County is the first County to participate with the State in this program.

The DHR payroll staff have started to audit payroll input at various departments. In October, several departments 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. This will be important as we move towards a Time and Attendance electronic system in the coming year.

c. Program Activities

1. Civil Service Commission

The Civil Service Commission consists of seven members, appointed by the Mayor and confirmed by the County Council, who shall be in sympathy with and who shall believe in the principles of the merit system in public employment. Of the members appointed, one shall be selected from among persons employed in private industry in either skilled or unskilled laboring positions as distinguished from executive or professional positions.

Members	Term of Appointment
John Low, Chair	01/01/14 to 12/31/16
*Richard Jose, Vice-Chair	01/01/15 to 12/31/17
Fely Faulkner	01/01/16 to 12/31/18
Nancy Golden	01/01/14 to 12/31/16
Elizabeth Hahn	01/01/14 to 12/31/16
Jeffrey Iida	01/01/15 to 12/31/17
Karen Matsumoto	01/01/16 to 12/31/18

*skilled/unskilled labor member

Regular Sessions	7
Executive Sessions	6
Special Sessions	0
Appeals Filed	1 (withdrawn)

2. Employee Awards Recognition Ceremony

This year, a precedence-setting two hundred, ninety-seven (297) tickets were distributed for the County's Annual Employee Awards Recognition Ceremony that was held on March 11, 2016. Employee of the Year awards were presented to those employees in each department who exhibited superior work performance, work efficiency, community service, and special acts beyond the scope of their duties, thereby sustaining pride in work performance and fostering excellence in public service. This year, all honorees were presented special half-shell kukui nut lei that was hand-picked and sewn by the DHR and Mr. Kaleo Carvalho of the Mayor's Office. Awards were also presented to those employees who completed 15, 20, 25, 30, and 35 years of dedicated government service and employees who retired in 2015.

3. Pre-Retirement Workshop

The County of Kaua'i's Annual Pre-Retirement Workshop was held on September 8, 2015 at the Kaua'i War Memorial Convention Hall. Ninety (90) County of Kaua'i and twenty-nine (29) State of Hawai'i employees attended the workshop. Some of the presenters included Sherman Shiraishi who offered information on estate planning, Jane Burigsay from the Social Security Administration, Sheri Kunioka-Volz from the Employee's Retirement System (ERS), Lani Tak from the Hawai'i Employer-Union Health Benefits Trust Fund (EUTF), and Peter Eddy from Island Savings/Prudential Retirement.

IV. BUDGET

	FY 2016-Budgeted	FY 2016-Actual
Equivalent Personnel	*21	18
Salaries	$1,229,447	$ 1,063,792
Employee Benefits	$ 589,218	$ 594,650
Operations	$ 446,921	$ 256,151
Total	**$2,265,586**	**$1,914,593**

*Includes two (2) 89-day contract positions (1 FTE) and one (1) $1 funded position.

V. STATISTICS

Recruitment and Exam

Recruitment Announcement Resource	Number of Applicants	Percent
County of Kaua'i website	2,055	49.76%
Hawai'i Tribune-Herald	598	14.48%
Word of Mouth (County of Kaua'i Employee)	428	10.36%
Other	400	9.69%
Internet Search Engines (MSN, Google, etc.)	316	7.65%
Job Announcement Posting (Visit to the State Recruiting Office or Workforce Development Office)	168	4.07%
The Garden Island Newspaper	73	1.77%
Department of Human Resources	85	2.06%
Job Fair	2	.05%
The Honolulu Star Advertiser	4	.10%
The Maui News	0	.00%
Unknown	1	.02%

Recruitment	FY 2015	FY 2016
Classes Recruited	202	268
Applications Received	4,427	4,130
Applications Accepted	3,225	3,005
Applications Rejected	1,202	1,125
Types of Examinations Held		
Open Competitive	104	140
Promotional	106	123
Non Competitive	10	9
Registration	12	12
Eligible Placed on List		
Open Competitive	1,124	977
Promotional	123	35
Registration	1,176	1,069
Return-to-Work	4	2
Re-Employment	4	2
Certification		
Request from Departments	195	237
Job Opportunities filled by Certification	354	254
Eligibles Certified	2,209	4,760

Classification and Pay

Classification and Pay	FY 2015	FY 2016
Initial Allocation	12	15
Reallocation	130	71
Reallocation of Vacant Position	102	75
Temporary Reallocation	19	12
End of Temporary Reallocation	17	7
Redescription Review	63	96
No Change	1	0
Withdrawal	10	6
Class Retitled	0	37
Backlog of Classification Requests	17	9
Classification Requests	371	334
Classification Appeals	1	0
Number of Classes Established	13	13
Number of Classes Retitled	0	3
Number of Classes Abolished	7	1
Number of Classes Amended	8	17
Number of Classes Reactivated	1	1

Transactions

Transactions	FY 2015	FY 2016
Promotions	41	26
Demotions	2	5
Transfers	55	48
Pay Increase	1,901	1,705
Reallocations	80	120
Suspensions	34	10
Other	1,352	1,108
Leave Without Pay	377	319
Seasonal	106	187
New Hires	98	109
Separations	121	88
Total Personnel Transactions Audited	4,167	3,620

Payroll

Payroll	FY 2015	FY 2016
Gross Payroll	$80.4 million	$82.9 million
Employer Union Trust Fund (EUTF)	$14.2 million	$14.6 million
Employee Retirement System (ERS)	$14.4 million	$15.5 million
Social Security	$ 3.5 million	$ 3.1 million
Medicare	$ 1.1 million	$ 1.1 million

Workers' Compensation Claims and Costs By Department

Department/ Agency	Open	Closed	Total Claims FY 2016	Total Claims FY 2015	Department/ Agency	Cost FY2016	Cost FY2015
Public Works	43	24	67	80	Public Works	$ 602,642.46	$ 567,283.72
Police	35	28	63	69	Police	$ 726,290.41	$ 467,336.30
Parks & Rec	19	13	32	35	Parks & Rec	$ 347,191.44	$ 466,947.88
Fire	14	9	23	23	Fire	$ 255,011.78	$ 153,873.10
Transportation	8	3	11	13	Transportation	$ 173,811.13	$ 76,078.52
Water	5	4	9	7	Water	$ 16,759.50	$ 23,306.70
Finance	5	2	7	7	Finance	$ 18,934.95	$ 133,782.10
Housing	1	1	2	1	Housing	$ 250.00	$ 2,218.48
Mayor's Office	2	0	2	1	Mayor's Office	$ 10,566.45	$ 4,505.94
Pros Attorney	1	1	2	3	Pros Attorney	$ 1,500.00	$ 9,535.22
Elderly	0	1	1	1	Elderly	$ 377.70	$ 1,772.61
Cty Attorney	0	0	0	0	Cty Attorney	$ -	$ -
Civil Defense	0	0	0	0	Civil Defense	$ -	$ -
Council Service	0	0	0	1	Council Service	$ -	$ 3,141.36
OED	0	0	0	0	OED	$ -	$ -
Human Resources	0	0	0	0	Human Resources	$ -	$ -
Liquor	0	0	0	0	Liquor	$ -	$ -
Planning	0	0	0	0	Planning	$ -	$ -
Total	**133**	**86**	**219**	**241**	**Total**	$ 2,153,335.82	$ 1,909,781.93

Workers' Compensation Costs and Reserves by Benefit Type

Benefit	Costs FY 2016	Costs FY 2015	Change	Reserves FY 2016	Reserves FY 2015	Change
Medical	$ 726,512.85	$ 622,906.48	$ 103,606.37	$ 841,329.48	$ 825,437.04	$ 15,892.44
Temporary Total Disability	$ 647,982.61	$ 642,745.00	$ 5,237.61	$ 434,637.62	$ 271,962.04	$ 162,675.58
Permanent Partial Disability	$ 520,532.06	$ 335,179.10	$ 185,352.96	$1,333,869.28	$1,148,207.29	$ 185,661.99
Vocational Rehabilitation	$ 20,387.31	$ 39,912.01	($ 19,524.70)	$ 31,328.08	$ 47,634.65	($ 16,306.57)
Other Allocated Expenses	$ 146,628.03	$ 190,379.68	($ 43,751.65)	$ 187,300.14	$ 243,241.12	($ 55,941.98)
Administrative Expenses	$ 91,292.96	$ 78,659.66	$ 12,633.30	$ 2,832.46	$ 2,570.68	$ 261.78
Total Costs	**$2,153,335.82**	**$1,909,781.93**	**$243,553.89**	**$2,831,297.06**	**$2,539,052.82**	**$292,244.24**

Vehicle and Equipment Training

Type/Purpose of Training	# of Employees Trained By Department				Total *(By Type of Training)*
	Public Works	Parks & Recreation	Water	Police	
Promotional	-	-	-	-	-
Temp Assign	-	-	-	-	-
Refresher	40	-	3	-	43
Re-certification *(Forklift only)*	-	-	-	-	-
Retraining	-	-	-	-	-
New Equip / New Vehicle	40	13	-	20	73
Evaluation (Qualifications/Skills)	-	-	-	-	-
TOTAL	80	13	3	20	116

HEAVY EQUIPMENT / VEHICLE TRAINING (TYPE)	PURPOSE OF TRAINING	# OF TRAININGS BY DEPARTMENT			
		PUBLIC WORKS	PARKS & RECREATION	WATER	POLICE
Armored Recuse Vehicle	New Equip / Vehicle	-	-	-	5
Automated Refuse Truck	New Equip / Vehicle	1	-	-	-
Boom Truck	New Equip / Vehicle	13	4	-	-
Bushwacker	New Equip / Vehicle	4	-	-	-
Chipper	New Equip / Vehicle	1	5	-	-
Command Vehicle	New Equip / Vehicle	-	-	-	8
Dozer	Refresher	8	-	-	-
Dump Truck	Refresher	8	-	-	-
Excavator	Refresher	8	-	-	-
	New Equip / Vehicle	2	-	-	-
Forklift	New Equip / Vehicle	-	-	-	7
Front End Loader	New Equip / Vehicle	-	4	-	-
Pay Loader	Refresher	8	-	-	-
	New Equip / Vehicle	1	-	-	-
Peterbilt Roll-Off Truck	New Equip / Vehicle	3	-	-	-
Refuse Truck	New Equip / Vehicle	3	-	-	-
Riding Mower	New Equip / Vehicle	4	-	-	-
Tractor Mower	New Equip / Vehicle	1	-	-	-
Truck / Auto	Refresher	-	-	3	-
Truck Tractor	New Equip / Vehicle	4	-	-	-
WM Water Truck	New Equip / Vehicle	2	-	-	-
Water Tank Truck	New Equip / Vehicle	1	-	-	-
Wheel Compacter	Refresher	8	-	-	-
TOTAL # OF EMPLOYEES TRAINED (BY DEPARTMENT)		**PUBLIC WORKS**	**PARKS & RECREATION**	**WATER**	**POLICE**
		80	**13**	**3**	**20**

Other General Training

TYPE OF GENERAL TRAINING	TOTAL
Driver Improvement Program	57
Hazard Communication	113
Discrimination, Harassment, and Retaliation Supervisor and Employee Training	1,254
Customer Service Training	31
Everything DiSC Training (Behavioral Styles)	73
Leadership Works Essentials	38
Orientation to EAP and Managing Stress	36
Conducting Workplace Investigations	93
Total # of Employees Trained	1,695

Number of County Employees as of June 30, 2016

Department	Permanent	Temporary	Exempt	Contract	Total
Auditor's Office	0	0	2	0	2
Civil Defense	4	0	0	0	4
County Attorney	5	0	10	0	15
County Clerk	7	0	24	0	31
Economic Development	0	0	9	0	9
Elderly Affairs	12	5	1	0	18
Finance	77	0	4	1	82
Fire	193	6	2	0	201
Housing	0	0	2	26	28
Human Resources	16	0	2	0	18
Liquor	5	0	2	0	7
Mayors' Office	0	0	16	1	17
Parks & Recreation	128	0	4	0	132
Planning	21	1	2	1	25
Police	196	3	1	0	200
Prosecuting Attorney	22	1	19	1	43
Public Works	275	4	2	0	281
Transportation	2	0	93	0	95
Water	81	0	3	0	84
Total	**1,044**	**20**	**198**	**30**	**1,292**

Note: Permanent - Probationary and permanent employees
Temporary - Provisional and limited term employees
Exempt - Elected and appointed employees (excluding boards and commissions)
Contract - Employees under personal services contract

DEPARTMENT OF HUMAN RESOURCES
Staff as of June 30, 2016

Director of Human Resources.....Janine M.Z. Rapozo
Private Secretary.....Pualani R. Belmonte
HR Manager II.....Jill Niitani
HR Specialist III.....Joyce Schuierer
HR Specialist III.....Erin Takekuma
HR Specialist III.....Kathy Tanita
HR Specialist II.....Kris Nakamura
HR Specialist II.....Debbie Ponce
HR Specialist I.....Telissa Agbulos
HR Specialist I.....Gerald Basquez
HR Technician.....Michelle Hinazumi
HR Assistant.....Leimomi Spencer-Gacusan
HR Assistant.....Kari Villabrille
HR Clerk.....Corinne Rosa
Central Payroll Accountant.....Ken Villabrille
Accountant IV.....Carolyn Carveiro
Payroll Specialist II.....Doris Agbulos
Equipment Operator Trainer.....Steven Carvalho