

Richard Jose
Chair

Jeffrey Iida
Vice Chair

Members:
Fely Faulkner
Elizabeth Hahn
Karen Matsumoto
Vonnell Ramos
Beth Tokioka

COUNTY OF KAUAI CIVIL SERVICE COMMISSION
NOTICE OF MEETING AND AGENDA

Tuesday, March 19, 2019
3:00 p.m. or shortly thereafter
Mo'ikeha Building, Liquor Conference Room 3
4444 Rice Street, Lihu'e, HI 96766

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Open Session Minutes of February 26, 2019

ACTING DIRECTOR'S REPORT

CSC 2019-04 2019 March

BUSINESS

CSC 2019-05

Discussion and possible action to change the content on future monthly reports from the Director of Human Resources.

EXECUTIVE SESSION

Pursuant to Hawai'i Revised Statutes §§92-4, 92-5 (a) (4), 92-9 (a) (1-4) and (b), 76-47 (e) the purpose of this executive session is to receive and approve Executive Session minutes, 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-006

Discussion and implementation of the hiring process to begin selection of a Director of Human Resources. [12/11/18, 1/22/19, 2/26/19]

- a. Possible formation of a permitted interaction group (PIG) pursuant to Hawai'i Revised Statutes Section 92-2.5(b)(1-2) to review and discuss applications and resumes received by the Human Resources Department for the Director of Human Resources position.
- b. Acting Human Resources Director to review details, timelines and responsibilities for the Option #2 timeline.

ES-007

Executive Session Minutes of February 26, 2019

RETURN TO OPEN SESSION

ANNOUNCEMENTS

Start of revised schedule, first Tuesday of each month.

Next Meeting: Tuesday, April 2, 2019 – 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 HRS §92-4 and shall be limited to those items described in HRS §92-5(a).

cc: Deputy County Attorney Peter Morimoto

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: Sandra Muragin
Office of Boards & Commissions
4444 Rice Street, Suite 150
Līhu‘e, HI 96766
Email: smuragin@kauai.gov
Fax: 241-5127 Phone: 241-4919

SPECIAL ASSISTANCE

If you need an ASL Interpreter, materials in an alternate format, or other auxiliary aid support, or an interpreter for a language other than English, please contact Anela Segreti at (808) 241-4910 or asegreti@kauai.gov at least seven calendar days prior to the meeting.

The Civil Service Commission
Open Session Minutes of
February 26, 2019
will be completed,
and distributed at the meeting.

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

MARCH 2019

In preparation for the Employer-Union Trust Fund (EUTF) open enrollment in April, the Employer group is working with all unions to come to an agreement on the cost share amounts between the Employer and employee for health care premiums. EUTF premiums are non-negotiable and therefore, if an agreement cannot be reached, the State legislature is tasked with setting the cost share amounts based on recommendations received by both the Employer group and the unions.

Due to the lack of qualified journey level applicants for trade positions, the Department held an initial meeting with the Department of Public Works, the Department of Parks and Recreation and the Water Department to discuss the possibility of starting an apprenticeship program for the County of Kaua'i. While there definitely was interest, many are concerned about retention of employees once trained. The next steps will be to review current apprenticeship programs in other jurisdictions and form a committee to develop a program acceptable for Kaua'i County.

While the Department continues to work with the Fire Commission to select a new Fire Chief, the Police Commission selected Todd Raybuck as their next Police Chief. Mr. Raybuck will be starting in mid-April and as such, the Department is working with him to complete all necessary new hire paperwork prior to his first day.

Plans are underway for the 2018 Employee Recognition Banquet to be held at the Veteran's Center on April 26, 2019. Twenty-four (24) employees were selected as "Employee of the Year" for their respective departments and will be recognized at the banquet. Erin Takekuma, HR Specialist III was selected from the HR Department. In addition, Doris Agbulos, Payroll Specialist II (25 years), Steven Carvalho, Safety and Driver Improvement Coordinator (30 years), and Ken Villabrille, Central Payroll Accountant (retiree and 40 years) will also be honored from HR.

CSC 2019-04

Administrative Services and Benefits

- Currently working on renewing contract for Employee Assistance Program (EAP) services with WorkLife Hawaii as well as extending contract for Flexible Spending Third Party Administrator (TPA) services with Total Administrative Services Corporation (TASC).
- New Hires:
 - Accountant III
 - Council Services Assistant I (2) (exempt)
 - Deputy Prosecuting Attorney (exempt)
 - Emergency Services Dispatcher I
 - Personnel Management Specialist II
 - Senior Clerk
 - Solid Waste Worker II
 - Wastewater Plant Operator Assistant
- Exit Interviews Conducted: 1 of 1
- TDI Applications 1 (approved)
- Leave Sharing: 0
- Reference Checks: 11
- Employment Verifications: 8

- Transactions:

New Hires	10
Separations	3
Reallocations	8
Promotions	3
Demotions	1
Transfers	3
Pay Increase	40
Suspension	1
Leave Without Pay	0
Other	84
Seasonal	0

Classification and Pay and Labor Relations

- In preparation for the upcoming arbitrations for the various Hawaii Government Employees Association (HGEA) units (2, 3, 4, 13, and 14), an Employer caucus was held in February to discuss various strategies, EUTF rates, arbitrators selected and available dates, etc.
- Reallocations Processed:
 - Accountant II to Accountant III
 - Administrative Specialist II to Program Specialist III
 - Departmental Personnel Assistant I to Departmental Personnel Assistant II

Emergency Management Staff Officer to Program Support Technician II
 Executive Assistant to the Mayor to Program Administrative Officer II
 Fire Fighter I to Fire Fighter Trainee (5)
 Fire Fighter Trainee to Fire Fighter I (17)
 Laborer II to Laborer I
 Legal Clerk II to Legal Clerk III
 Liquor Control Investigator I to Liquor Control Investigator II
 Liquor Control Investigator II to Liquor Control Investigator III
 Liquor Control Investigator Trainee to Liquor Control Investigator I
 MVR Assistant Clerk to Deputy County Attorney
 MVR Assistant Clerk to Senior Clerk
 MVR Assistant Clerk to Vehicle Titles & Registration Technician
 Ocean Safety Officer I to Ocean Safety Officer II
 Ocean Safety Officer II to Ocean Safety Officer I (3)
 Planner III to Planner IV
 Planner V to Public Housing & Development Program Specialist III
 Planner VI to Planner II
 Pool Guard to Senior Pool Guard (2)
 Program Specialist III to Assistant Executive on Transportation
 Real Property Appraiser III to Real Property Appraiser IV (2)
 Recreation Worker II to Recreation Worker I
 Senior Pool Guard to Recreation Leader III
 Tax Clerk to MVR Assistant Clerk
 Van Driver (Sub) to Bus Driver (Sub)

- Desk Audits: Departmental Personnel Assistant I to Departmental Personnel Assistant II
 Legal Clerk II to Legal Clerk III
 Liquor Control Investigator Trainee to Liquor Control Investigator I
- New Classes Adopted: Assistant Executive on Transportation

Recruitment and Exam

- A training has been scheduled with the State of Hawaii, Labor Relations Division to discuss “shortage differentials” for hard to fill positions including the steps involved and the approvals required.

- Recruitments:
 - Accountant I
 - Accountant III (exempt)
 - Assistant Executive on Transportation (exempt)
 - CZM Subdivision Management Specialist (exempt)
 - Deputy Prosecuting Attorney (exempt)
 - Electrician (temporary) (exempt)
 - Emergency Services Dispatcher II (exempt)
 - Executive Assistant to the Mayor (exempt)
 - Heavy Vehicle & Construction Equipment Mechanic I
 - Investigator (exempt)
 - Janitor Working Supervisor
 - Land Use Permit Technician
 - Mayor's Administrative Aide (exempt)
 - MVR Assistant Clerk (exempt)
 - Pool Guard
 - Program Administrative Officer II (exempt)
 - Program Specialist III (exempt)
 - Program Support Technician II
 - Real Property Tax Clerk (exempt)
 - Recreation Worker I
 - Refuse Collection Equipment Operator
 - Senior Pool Guard
 - Site Manager (exempt)
 - Solid Waste Worker I
 - Spring Fun Program (exempt)
 - Tax Collections Supervisor
 - TVR Permit Enforcement Research Specialist (exempt)

- Lists Referred to Departments:
 - Accountant I (2)
 - Accountant III (exempt)
 - Assistant Executive on Transportation (exempt)
 - Assistant Water Plant Operator
 - Body and Fender Repairer
 - Building Inspector
 - Bus Driver (substitute) (exempt)
 - Civil Engineer VI
 - CZM Shoreline/Subdivision Management Specialist (exempt)
 - Departmental Contracts Officer
 - Deputy County Attorney (exempt)
 - Deputy Prosecuting Attorney (exempt)
 - Electrician (temporary) (exempt)
 - Emergency Services Dispatcher I
 - Emergency Services Dispatcher II (exempt)

Executive Assistant to the Mayor (exempt)
Investigator (exempt)
Janitor II
Laborer Working Supervisor
Mayor's Administrative Aide (exempt)
MVR Assistant Clerk (exempt)
Pipefitter
Planner II
Police Services Officer
Procurement Clerk II
Program Administrative Officer II (exempt)
Program Specialist II (exempt)
Program Support Technician II
Public Housing & Development Program Specialist
(exempt)
Real Property Tax Clerk (exempt)
Senior Clerk
Site Manager (exempt)
Spring Fun Program (exempt)
TVR Permit Enforcement Research Specialist
(exempt)
Van Driver (substitute) (exempt)
Vehicle Titles and Registration Technician

- Written Exams Administered: Account Clerk
Bridge Maintenance Worker I
Emergency Services Dispatcher I
Laborer Working Supervisor
Park Security Officer I (2)
Police Services Officer
Traffic Signs & Markings Crew Leader
- Performance Exams Administered: None
- Administrative Reviews: Maintenance Worker II (sustained)
Senior Clerk (accepted)
Vehicle Titles & Registration Technician (accepted)

Payroll

- Pilot program for PDF fillable timesheets implemented for Ocean Safety Officers at the Kealia Tower at the end of February. Goal of the pilot was for timesheets to be submitted quicker due to the short window for payroll processing.
- Central Payroll Accountant continues to analyze the needed duties of the division before posting for the vacant Assistant Central Payroll Accountant position.

- Gross Payroll:

2/15/2019	\$3,834,520
2/28/2019	\$3,739,271
EUTF (Health Fund)	\$2,061,349
ERS (Retirement)	\$1,629,710
Social Security	\$580,493
Medicare	\$213,914
PTS SS Savings	\$5,635

Employee Development and Health Services

- Six (6) new workers' compensation claims were filed this month; two (2) medical-only claims, three (3) indemnity claims and one (1) controverted claim.
- Bi-monthly reviews for twenty (20) workers' compensation claims from Public Works, Parks and Recreation, Police, Fire, Transportation, and Water were held with FIRMS (First Insurance Risk Management Services) and Atlas Insurance to monitor progress and determine course of action for high costing, problematic and long standing cases and strategies for new cases on problems that can be foreseen.