

Richard Jose
Chair

Jeffrey Iida
Vice Chair

Members:
Fely Faulkner
Elizabeth Hahn
Vonnell Ramos
Beth Tokioka

COUNTY OF KAUAI CIVIL SERVICE COMMISSION
NOTICE OF MEETING AND AGENDA

Tuesday, May 7, 2019

3:00 p.m. Hawai'i Standard Time or shortly thereafter
Mo'ikeha Building, Liquor Conference Room 3
4444 Rice Street, Lihu'e, HI 96766
Marriott Marquis Houston
1777 Walker Street, Houston, TX 77010

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- a. Open Session Minutes of April 2, 2019
- b. Executive Session Minutes of April 2, 2019

ACTING DIRECTOR'S REPORT

CSC 2019-07 2019 April

BUSINESS

CSC 2019-08

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, 3/19/19, 4/2/19]

- a. Possible formation of a permitted interaction group (PIG) pursuant to Hawai'i Revised Statutes Section 92-2.5(b)(1-2) which scope of duties may include:
 - i. Select and determine the number of criteria.
 - ii. Review applications.
 - iii. Selection of semi-finalists.
 - iv. Follow-up and control to ensure time frames are met.

- v. Framing and vetting written and oral questions for the candidates and critically review all aspects of the process.
- b. Review draft advertisement from Human Resources Department for the Director of Human Resources. Determine length of time to post the job opening and advertisement venues.

ANNOUNCEMENTS

Next Meeting: Tuesday, June 4, 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 Todd Jenson

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.

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	April 2, 2019
Location	Mo'ikeha Building, Liquor Control Conference Room 3	Start of Meeting:	3:04 p.m.
		End of Meeting:	3:46 p.m.
Present	Chair Pro Tem Jeffrey Iida. Members: Fely Faulkner, Elizabeth Hahn and Vonnell Ramos. Also: Deputy County Attorney Nicholas Courson. Acting Director of Human Resources Janine Rapozo (<i>left at 3:26 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Chair Richard Jose and Commissioner Beth Tokioka.		
Absent			
SUBJECT	DISCUSSION	ACTION	
Call To Order/Roll Call		Chair Pro Tem Iida called the meeting to order at 3:04 p.m. with four members present constituting a quorum.	
Approval of Minutes	<u>Open Session Minutes of March 19, 2019</u>	Ms. Faulkner moved to approve the Open Session minutes of March 19, 2019, as circulated. Ms. Hahn seconded the motion. Motion carried 4:0.	
Business	<p><u>CSC-2019-06</u> Discussion and implementation of the hiring process to begin selection of a <u>Director of Human Resources</u>. [12/11/18, 1/22/19, 2/26/19, 3/19/19]</p> <ul style="list-style-type: none"> 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. Review draft advertisement from Human Resources Department for the Director of Human Resources. <p>Ms. Hahn reported that she attended last week's County Council meeting to show support for the Salary Commission's proposal to upgrade the salary caps for the Director of Human</p>		

SUBJECT	DISCUSSION	ACTION
	<p>Resources (DHR) and other Department Heads. She said the DHR was in a category that the County Council would likely not approve even though the salary is well below market range. Ms. Hahn said there were some interesting discussion on the inversion salary and how a lower level position made more pay than a higher salaried position. Based on her experience, Ms. Hahn suggested they do not hire anyone until they can offer a salary worthy of the position. Chair Pro Tem Iida questioned the legality and impact it would have on the Acting Director. Deputy County Attorney Nicholas Courson said he wasn't aware of any specific rule and hiring timeline but the Commission should have a good faith effort to move the process forward and find a replacement for the benefit of the county.</p> <p>Acting Director of Human Resources Janine Rapozo commented that filling the position would be in the Departments best interest and she would continue as an Acting Director until the Commission found a permanent DHR. Ms. Rapozo said they would operate as best they could and work with the current resources that they have.</p> <p>Ms. Hahn shared that the Police took a long time to find a replacement and the Fire Commission was still going through a lengthy process. She stated the County Council needs to put the County before their own personal agenda and was hopeful that this would not diminish the Commissions duty to hire and provide support to the new DHR. Ms. Faulkner remarked that they may find an applicant who is willing to take on the position at the current salary and she advocated moving forward with the hiring process.</p> <p>Administrator Ellen Ching shared insight on her years of service as an Executive Director for a non-profit organization. She said the Commission should not lose hope and continue to move forward in the best way that they can because she is hopeful that the Salary Resolution will pass. Ms. Ching said the Charter mandates that the Commission appoint a DHR.</p>	<p>Ms. Faulkner moved to proceed with the hiring process of selecting a Director of Human Resources using the Option #2 timeline. Mr. Ramos seconded</p>

SUBJECT	DISCUSSION	ACTION
	<p>Chair Pro Tem Iida announced that the motion did not pass. Four votes were required.</p> <p>Chair Pro Tem Iida called for a recess at 3:36 p.m. Chair Pro Tem Iida called the meeting back to order at 3:38 p.m.</p> <p>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.</p> <p>Chair Pro Tem Iida called for the question.</p>	<p>the motion. Roll Call Vote 3:1 (Nay – Hahn)</p> <p>Ms. Faulkner moved to go into Executive Session. Ms. Hahn seconded the motion.</p> <p>Mr. Courson read the Hawai'i Revised Statutes to move the meeting into Executive Session at 3:39 p.m.</p> <p>Motion carried 4:0.</p>
<p>Return to Open Session</p>		<p>The meeting resumed in Open Session at 3:41 p.m.</p>
<p>Business</p>	<p><u>CSC-2019-06</u> Discussion and implementation of the hiring process to begin selection of a <u>Director of Human Resources.</u> [12/11/18, 1/22/19, 2/26/19, 3/19/19]</p> <p>c. 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.</p> <p>d. Review draft advertisement from Human Resources Department for the Director of Human Resources.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Hahn inquired if a testimony from the Chair or Vice Chair at the next County Council meeting would help. Ms. Ching stated that it would definitely make a statement and show the Council that the Boards and Commissions are unified in agreement with the Salary Resolution. Ms. Ching mentioned that the new County Council members and public were not aware that the Mayor controlled only 13 salaries from the list of Department heads and many of that fell under the management of the Boards and Commission volunteers who control the hiring, evaluation and setting salary.</p>	<p>Ms. Faulkner moved to defer CSC 2019-06 Discussion and implementation of the hiring process to begin selection of a Director of Human Resources to the next meeting. Ms. Hahn seconded the motion. Motion carried 4:0.</p>
<p>Announcements</p>	<p>Next Meeting: Tuesday, May 7, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.</p>	
<p>Adjournment</p>		<p>With no objections, Chair Pro Tem Iida adjourned the meeting at 3:46 p.m.</p>

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Jeffrey Iida, Chair Pro Tem

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

COUNTY OF KAUAI
Minutes of Meeting

EXECUTIVE SESSION

CONFIDENTIAL

Board/Commission	CIVIL SERVICE COMMISSION	Meeting Date	April 2, 2019
Location	Mo'ikeha Building, Liquor Control Conference Room 3	Start of Meeting: 3:40 p.m.	End of Meeting: 3:41 p.m.
Present	Chair Pro Tem Jeffrey Iida. Members: Fely Faulkner, Elizabeth Hahn and Vonnell Ramos. Also: Deputy County Attorney Nicholas Courson. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Chair Richard Jose and Commissioner Beth Tokioka.		
Absent			
SUBJECT	DISCUSSION	ACTION	
Executive Session		The meeting resumed in Executive Session at 3:40p.m.	
	<u>ES-007</u> Executive Session Minutes of March 19, 2019.	Ms. Hahn moved to approve the Executive Session minutes of March 19, 2019, as circulated. Ms. Faulkner seconded the motion. Motion carried 4:0.	
Return to Open Session		With no objections, Chair Iida moved to Open Session at 3:41 p.m.	

Submitted by: _____
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
Jeffrey Iida, Chair Pro Tem

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

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

APRIL 2019

The Hawaii Fire Fighters Association (HFFA) Unit 11 award was received from the arbitrator. A two (2) year contract from July 1, 2019 to June 30, 2021 was awarded to HFFA as follows:

7/1/2019: 2% across the board increase and continuation of step movement plan

Lump sum payment for unit 11 employees on salary ranges from SR-17 to SR-27 as follows:

Step E:	\$1,800	Step L-1:	\$1,900
Step F:	\$1,825	Step L-2:	\$1,925
Step G:	\$1,850	Step L-3:	\$1,950
Step H:	\$1,875	Step L-4:	\$1,975
		Step L-5:	\$2,000

7/1/2020: 2% across the board increase and continuation of step movement plan

Lump sum payment for unit 11 employees on salary ranges from SR-17 to SR-27 as follows:

Step E:	\$1,800	Step L-1:	\$1,900
Step F:	\$1,825	Step L-2:	\$1,925
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Step H:	\$1,875	Step L-4:	\$1,975
		Step L-5:	\$2,000

Unit 11 employees on Step L-5 with twenty-eight (28) or more years of service credit accrued on or before July 1, 2020 shall receive a lump sum bonus of \$500.

6/30/2021: Addition of new step L-6 for employees with twenty-eight (28) or more years of service credit in accordance with the current step movement plan

Funding for the multi-year proposal has been sent to the County Council for approval.

The Employer group continues to work with the various unions to agree on the cost share amounts between the Employer and employee for health care premiums. Thus far, agreements have been reached with the United Public Workers (UPW)-Unit 1, HFFA-Unit 11 and the State of Hawaii Organization of Police Officers (SHOPO)-Unit 12. The five (5) Hawaii Government Employees Association (HGEA) units have still not reached an agreement. The agreement uses a dollar figure based on a sixty percent (60%) Employer amount to a forty percent (40%) employee amount for the most prevalent health plan.

CGC 2019-07

Administrative Services and Benefits

- Open enrollment for health insurance started this month with information emailed to employees and attached to their paychecks.
- Open enrollment for the County’s Flexible Spending Plan will begin on May 1st; information will again be emailed to employees and attached to their paychecks.

- New Hires:
 - Civil Engineer I
 - Clerk-Dispatcher I (exempt) (2)
 - Deputy County Attorney (exempt)
 - Emergency Services Dispatcher II (exempt)
 - Fire Fighter Trainee (7)
 - Mayor’s Administrative Aide (exempt)
 - Ocean Safety Officer (exempt) (5)
 - Senior Clerk

- Exit Interviews Conducted: 5 of 9
- TDI Applications 1 (approved)
- Leave Sharing: 0
- Reference Checks: 4
- Employment Verifications: 12

- Transactions:

New Hires	19
Separations	11
Reallocations	32
Promotions	3
Demotions	1
Transfers	12
Pay Increase	11
Suspension	6
Leave Without Pay	0
Other	81
Seasonal	10

Classification and Pay and Labor Relations

- An Employer caucus was held in March to finalize Employer Union Trust Fund (EUTF) health care rates for the various bargaining units in preparation for the upcoming open enrollment.
- Reallocations Processed:
 - Assistant Central Payroll Accountant to Accountant II
 - Driver License Clerk II to Senior Clerk
 - Emergency Services Dispatcher II to Emergency Services Dispatcher I

Laborer I to Laborer II
 Payroll Specialist I to Accountant II
 Police Fleet Services Coordinator to Police Equipment
 Maintenance Coordinator
 Ocean Safety Officer I to Ocean Safety Officer II
 Police Officer I to Police Services Officer (3)
 Police Services Officer to Police Officer I
 Program Support Technician I to Program Support Technician
 II
 Project Assistant to Project Manager
 Public Safety Worker I to Derelict/Abandoned Vehicle
 Coordinator
 Real Property Appraiser II to Real Property Appraiser III
 Real Property Tax Clerk to Senior Clerk
 Records Management Analyst V to Records Management
 Analyst III
 Recreation Worker I to Recreation Worker II
 School Crossing Guard to Grants Specialist II
 School Crossing Guard to Police Apprentice (4)
 Senior Clerk to Driver License Clerk I (3)
 Special Assistant to the Housing Director to Public Housing
 & Development Program Manager

- Desk Audits: Project Assistant to Project Manager
Senior Clerk to Driver License Clerk I (3)
- New Classes Adopted: Emergency Management Staff Specialist I, II, II and IV
Vehicle Titles & Registration Technician II

Recruitment and Exam

- Joy Inoue with the State of Hawaii, Department of Human Resources and Development (DHRD), Labor Relations Division provided shortage differential training for seven (7) staff members.
- Recruitments:
 - Accountant I
 - Accountant II
 - Background Investigator (exempt)
 - Building Inspector
 - Bus Driver (substitute) (exempt)
 - Clerk (off-duty) (exempt)
 - Derelict/Abandoned Vehicle Coordinator
 - Detention Facility Worker (exempt)
 - Economic Development Specialist IV (exempt)
 - Evidence Custodian Assistant (exempt)
 - Fleet Coordinator Trainer (exempt)

Golf Course Groundskeeper
 Groundskeeper
 Grants Specialist I
 Grants Specialist II
 Housing Self-Sufficiency Specialist I (exempt)
 Information Technology Program Coordinator
 Janitor II
 Janitor Working Supervisor
 Laborer I
 Landfill Laborer I
 Park Caretaker I
 Park Maintenance Administrator
 Police Lieutenant
 Police Sergeant
 Police Services Officer
 Project Assistant
 Public Housing & Development Program Manager
 (exempt)
 Records Management Analyst III
 Recreation Worker I
 Senior Clerk
 Senior Pool Guard
 Supervising Construction Inspector
 West Kauai Community Plan Assistant (exempt)
 Youth Summer Programs (exempt)

- Lists Referred to Departments:

Background Investigator (exempt)
 Bus Driver (substitute) (exempt)
 Civil Engineer II
 Clerk (off-duty) (exempt)
 Detention Facility Worker (exempt)
 Economic Development Specialist IV (exempt)
 Emergency Services Dispatcher I
 Equipment Operator II
 Evidence Custodian (exempt)
 Fleet Coordinator Trainer (exempt)
 Information Technology Project Coordinator
 Ocean Safety Officer I
 Park Security Officer I
 Pipefitter Helper
 Police Equipment Maintenance Coordinator
 Police Services Officer
 Pool Guard
 Public Housing & Development Program Manager
 (exempt)
 Public Housing & Development Program Specialist III

(exempt)
 Records Management Analyst III
 Senior Clerk
 Solid Waste Worker I
 Spring Fun Program (exempt)
 Traffic Signs & Markings Crew Leader
 West Kauai Community Plan Assistant (exempt)

- Written Exams Administered: Account Clerk
 Bridge Maintenance Worker I
 Emergency Services Dispatcher I (2)
 Park Security Officer I
 Police Services Officer
 Traffic Signs & Markings Crew Leader
- Performance Exams Administered: Pool Guard
- Administrative Reviews: Program Support Technician II (sustained)
 Tax Clerk (sustained)

Payroll

- Expanding pilot program for PDF fillable timesheets for Ocean Safety Officers to all towers by May 15, 2019.
- Accountant II position posted intra-departmental from April 8th to April 18th for the vacant position in Payroll.
- Gross Payroll:

3/15/2019	\$3,789,427
3/31/2019	\$3,712,132
EUTF (Health Fund)	\$2,064,015
ERS (Retirement)	\$1,626,670
Social Security	\$573,077
Medicare	\$206,122
PTS SS Savings	\$4,960

Employee Development and Health Services

- Five (5) new workers' compensation claims were filed this month; four (4) medical-only claims, and one (1) indemnity claim.
- Customer service training held on April 2nd and 3rd (3-hour training) for twenty-one (21) Planning Department employees.

Option #2: Select Committee – Permitted Interaction Group

- Month #1: **Agenda Item:** Appoint Select Committee-Permitted Interaction Group (PIG)
Inform HR to advertise for position
- Month #2: HR to advertise for position
- Month #3: PIG to review applications/resumes
Send applications/resumes to HR for review of qualifications
- Month #4: HR review of candidates
Eligible list of qualified candidates to PIG; if necessary, narrow list to selected finalists.
PIG select finalists for interview.
- Month #5: **Agenda Item:** PIG Interview Finalists
PIG Discuss and prepare report/recommendation to Civil Service Commission
- Month #6: **Agenda Item:** PIG presents report/recommendations;
Commission can accept the report/recommendations or if necessary, choose to interview finalist (entire Commission)
- Month #7: **Agenda Item:** Full Commission to interview finalists (if needed)
- Month #8: **Agenda Item:** Full Commission to Vote on selection of new HR Director.
HR to make offer.
- Month #9: New HR Director starts.

CSC 2019-08 2.

COUNTY OF KAUA'I

POSITION DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

I. Job Purpose

This position is responsible to the Civil Service Commission for the strategic human resources planning to provide the County with a human resources management program conducive to the County's overall goals and objectives and in accordance with the County Charter.

This position works with the Mayor and other members of the Mayor's cabinet to ensure the County's compliance with laws, rules, and administrative rulings of governmental organizations and other regulatory and advisory authorities relative to human resources management and equal opportunities.

As a cabinet level position, this position may be called upon by the Mayor or Managing Director to serve in various capacities outside the realm of human resources management. As an example, this position may be assigned to County or state-wide ad hoc committees or other entities.

II. Essential Duties and Responsibilities

Plans, directs and implements all aspects of the County's human resources management program including but not limited to recruitment, placement, classification and compensation, training and employee relations, labor relations/collective bargaining, maintenance of personnel records and reports, incentive and service awards, health and safety, organizations and staffing, and Equal Employment Opportunity/Affirmative Action Programs. Receives advice from and reports to the Civil Service Commission on issues and problems relating to personnel and human resources administration.

Responsible for the County's recruitment program which includes establishing a new hire orientation program, identifying the needs of the various departments, develop and implement strategies to meet those needs, evaluating outcomes and filling positions with qualified and competent individuals. Ensures the timely and appropriate filling of vacancies that conform to applicable laws, rules, and collective bargaining agreements. Coordinates compensation and benefits program that will attract and retain qualified individuals.

Oversees the position classification, compensation and benefits program for the County; ensures accurate and current description and classification of positions in accordance with established specifications; initiate new and revised class specifications to meet the needs of new and revised functions and responsibilities, the analysis of job requirements, staffing patterns, class specifications, and organization charts in the review of positions within the County of Kaua'i. Reviews proposed organization changes and the preparation of

justifications for reorganization as required. Provides department heads with the necessary support and guidance to achieve desired organizational effectiveness.

Responsible for the employee development and training programs; analyzes training needs with department managers; establishes organizational and personnel development programs which effectively identify and meet the needs of the County organization and individuals within the organization; ensures any required training is implemented and completed by the appropriate personnel.

Provides direction, interpretation, training, general guidance and counsel to managers, staff and employees regarding collective bargaining agreements. Develops and coordinates a comprehensive labor relations program to ensure prompt, fair and consistent administration of the bargaining unit contracts and resolution of grievances, appeals and/or complaints. Investigates, conducts hearings and prepares responses for grievances, appeals and/or complaints in a timely manner. Identifies alternatives and recommends action to be taken.

Serves as the mayor's representative and spokesperson at the bargaining table with public sector unions. Receives, reviews, assesses probabilities, and evaluates the impact of proposed contract changes. Formulates and recommends strategies, goals, and objectives for negotiations with representatives of other jurisdictions.

Responsible for the safety and worker's compensation program which involves the handling of worker's compensation claims and cases, monitoring ongoing cases, investigating and reviewing questionable claims, collecting and analyzing accident information, settling claims and coordinating job placement efforts. Establishes and maintains a safety program that seeks ways to continue injured employees productivity and self-esteem through effective return to work programs and strives to reduce occurrence of accidents. Serves as a liaison between the injured employee and third party administrator.

Plans, develops and updates, organizes, implements and monitors policies and procedures to ensure the County's compliance with applicable laws and rules on fair employment, the Americans with Disabilities Act, and other similar laws, including ensuring that County facilities, programs, and other activities are equally available to all individuals.

Responsible for the maintenance of personnel records and files; manages leaves of absence programs and the department's drug and alcohol testing program; ensures the timely and accurate processing of payroll; develops and implements the annual budget for the Human Resources department; ensures department is operated within approved budget.

Continually evaluate the County's human resources management structure and employees and plans for continual improvement of the efficiency and effectiveness of these employees as well as providing them with professional and personal growth opportunities.

May perform other duties as appropriate.

III. Qualifications

a. Required

Minimum five (5) years of training and experience in personnel administration either in public service or private business, or both, at least three (3) years of which shall have been in a responsible administrative capacity; knowledge of the principles and methods of personnel administration and belief in applying merit principles and scientific administrative methods to public personnel administration.

b. Preferred

Bachelor's degree in human resources management, business administration or public personnel administration, industrial relations, or a related field desired; human resources management experience may be substituted on a year for year basis.

General knowledge of Hawai'i employment laws, strategic management, public personnel, administration policies, practices and techniques, recruitment and placement, position classification, workforce planning, employee and labor relations, occupational health and safety, and compensation and benefits.

Excellent verbal and written communication skills; strong program and organizational skills; ability to develop and maintain strong interpersonal relationships with county leaders, department managers and staff; supervise and train staff; computer literate; proficient with Microsoft office (outlook, word, excel, power point) and human resources information systems preferred.

IV. Physical Demands and Work Environment

On a regular basis position requires sitting, use of hands to finger, handle, and feel, bend, stoop, climb, reach with hands and arms and lifting and/or moving up to 10 pounds. Occasionally requires standing and walking and lifting and/or moving up to 25 pounds.

**County of Kaua'i
Department of Human Resources**

DIRECTOR OF HUMAN RESOURCES

Annual Salary Up to: \$114,582

This position provides health benefits, retirement, vacation and sick leave

The Kaua'i County Civil Service Commission invites highly qualified, service-oriented, and motivated individuals of the highest integrity and ethics to submit a comprehensive resume of their educational and professional qualifications for the position of Director of Human Resources for the County of Kaua'i Department of Human Resources.

Candidates must possess a minimum of five (5) years of training and experience in personnel administration either in public service or private business, or both, at least three (3) years of which shall have been in a responsible administrative capacity; possess knowledge of the principles and methods of personnel administration and belief in applying merit principles and scientific administrative methods to public personnel administration.

Additionally, general knowledge of Hawai'i employment laws, strategic management, public personnel, administration policies, practices and techniques, recruitment and placement, position classification, workforce planning, employee and labor relations/collective bargaining, occupational health and safety, and compensation and benefits is desired. Possession of a Bachelor's degree in human resources management, business administration or public personnel administration, industrial relations or a related field is desirable.

The Director of Human Resources shall administer, supervise, direct and manage all daily operations of the Department of Human Resources, shall have excellent verbal and written communication skills to be able communicate effectively with county leaders, department managers and staff, union leaders, and the public, demonstrate skills in leadership and goal achievement, have strong program and organizational skills, possess the ability to develop and maintain strong interpersonal relationships, supervise and train staff, be computer literate with proficiency with Microsoft office and human resources information systems.

In addition to managing the day-to-day operations, the Director of Human Resources will be expected to work with the Civil Service Commission and assist the Commission in the execution of its duties as prescribed by the Charter of the County of Kaua'i.

The Director of Human Resources must be a citizen of the United States and possess a valid motor vehicle operator's license.

To be considered for this exceptional career opportunity, submit a resume with proof of a motor vehicle operator's license no later than, Wednesday, May 1, 2019 to:

**County of Kaua'i
Department of Human Resources
4444 Rice Street, Suite 140
Lihu'e, HI 96766
808-241-4956**

or at
hrrecruitment@kauai.gov

An Equal Opportunity Employer

CSC 2019-08 6.