

Richard Jose
Chair

Jeffrey Iida
Vice Chair

Members:
Fely Faulkner
Elizabeth Hahn
Vonnell Ramos
Beth Tokioka

REVISED
COUNTY OF KAUA'I CIVIL SERVICE COMMISSION
NOTICE OF MEETING AND AGENDA

Tuesday, June 4, 2019
3:00 p.m. Hawai'i Standard Time or shortly thereafter
Mo'ikeha Building, Liquor Conference Room 3
4444 Rice Street, Līhu'e, HI 96766

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- a. Open Session Minutes of May 7, 2019

ACTING DIRECTOR'S REPORT

- CSC 2019-09** Acting Director's Reports, Announcements and Pertinent Updates for the May 2019 period.
- a. Labor contracts and negotiations
 - b. Administrative Services and Benefits
 - c. Classification and Pay and Labor Relations
 - d. Recruitment and Exam
 - e. Payroll
 - f. Employee Development and Health Services

COMMUNICATIONS

- CSC 2019-10** Communication dated May 7, 2019 from Mayor Derek S.K. Kawakami to Chair Richard Jose and Members of the Civil Service Commission regarding Salary Resolution No. 2019-1.

BUSINESS
CSC 2019-11

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, 5/7/19]

- a. Review and possible approval of the second draft advertisement from Human Resources Department for the Director of Human Resources.
- b. Discussion on the schedule of July meeting dates for the Permitted Interaction Group (PIG).
- c. 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. Screen and review applications to eliminate the applicants that do not meet the minimum criteria.
 - ii. Interview finalist and complete scoring package.

EXECUTIVE SESSION

Pursuant to Hawai'i Revised Statutes §92-4 and 92-5 (a) (2) (4) the purpose of this executive session is for the Commission to discuss the hiring of a new Director of Human Resources and other related matters where consideration of matters affecting privacy will be involved, and to consult with the Commission's legal counsel on questions and issues pertaining to the Commission's and the County's powers, duties, privileges, immunities, and/or liabilities as they may relate to this agenda item.

ES-006

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

- a. Review and possible approval of the Criteria Scoring Worksheets.
- b. Develop the oral interview scoring package for applicants.

ANNOUNCEMENTS

Next Meeting: Tuesday, July 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).

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:	May 7, 2019
Location	Mo'ikeha Building, Liquor Control Conference Room 3	Start of Meeting:	3:00 p.m.
		End of Meeting:	4:35 p.m.
Present	Chair Richard Jose. Vice Chair Jeffrey Iida. Members: Fely Faulkner, Elizabeth Hahn, Beth Tokioka (<i>via teleconference</i>). Also: Deputy County Attorney Nicholas Courson and Legal Clerk Todd Jenson. Acting Director of Human Resources Janine Rapozo (<i>left at 3:14 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Commissioner Vonnell Ramos.		
Absent			
SUBJECT			
DISCUSSION		ACTION	
Call To Order/Roll Call			Chair Jose called the meeting to order at 3:00 p.m. with five members constituting a quorum.
Approval of Minutes	a. <u>Open Session Minutes of April 2, 2019</u> b. <u>Executive Session Minutes of April 2, 2019</u>		Mr. Iida moved to approve the Open Session minutes of April 2, 2019, as circulated. Ms. Hahn seconded the motion. Motion carried 5:0. Mr. Iida moved to approve the Executive Session minutes of April 2, 2019, as circulated. Ms. Faulkner seconded the motion. Motion carried 5:0.
Acting Director's Report	<u>CSC 2019-07</u> <u>2019 April</u> Acting Director of Human Resources Janine Rapozo reviewed the April report with the Commission (on file). Ms. Rapozo shared that the labor contracts for the Hawai'i Fire Fighters Association and United Public Workers (UPW) was forwarded to the County		

SUBJECT	DISCUSSION	ACTION
	<p>Council for funding approval and that a public hearing would be held May 29th. However, all jurisdictions would need to approve the award before these are finalized. Also effective July 1st all Hawai'i Government Employee Association (HGEA) would be without a contract and only five units would continue with the current contract past July 1st, as well as the new rates, for the Employer Union Trust Fund (EUTF).</p> <p>Ms. Rapozo stated that six HR employees would attend a City and County of Honolulu classification training on O'ahu this Thursday. She shared that there were over 300 in attendance at the recent employee banquet that honored employees of the year, as well as those with years of service. She credited her staff for organizing this successful event.</p> <p>Ms. Tokioka asked Ms. Rapozo to explain "Other – 81" located under "Transactions" in the Administrative Services and Benefits section of her report. Ms. Rapozo explained that it included amended payroll certifications, errors, reallocations that were retroactively done and completed transactions that needed to amend old ones. Ms. Tokioka also asked if it was normal to have 32 reallocations. Ms. Rapozo admitted it was higher than usual but there were numerous positions that required multiple reallocations.</p> <p>Ms. Hahn stated that her recent attendance to the County Council meeting revealed the numerous additional task Human Resources were expected to provide, in order for the Council to make a decision. She was shocked at the volume of reports provided by HR and the magnitude of importance those reports provided. It reaffirmed her belief on how important and crucial HR is to the well-being of the County. Ms. Rapozo agreed that this particular instance there was a lot requested and these type of request varied depending on the subject matter. She agreed with Ms. Hahn to add a new line item into the monthly report that would include in-house requests.</p>	
Business	<p><u>CSC-2019-08</u> 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]</p> <p>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.</p>	

SUBJECT	DISCUSSION	ACTION
	<ul style="list-style-type: none"> 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 <p>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.</p> <p>Ms. Hahn probed for the status of the salary resolution, to which Deputy County Attorney Nicholas Courson replied that the County Council deferred the resolution past the decision point, essentially allowing it to automatically pass. With that update, Ms. Hahn queried on whether it was necessary to form a PIG. The Commission made a decision before the outcome of the salary resolution and with the new salary cap she was now able to nominate an individual so the validity of a PIG was not needed. The Commission was reminded by Administrator Ellen Ching that they voted for Option #2 which was to form a permitted interaction group at a previous meeting, not nominate individuals. Ms. Hahn asked if they could revisit their options again, now that the salary resolution passed. Mr. Courson suggested she make a motion and that would reveal if the Commission was in agreement with her. After some discussion, it became clear to Ms. Hahn that the Commission wanted to continue with Option #2.</p> <p>Mr. Courson redirected the Commission back to the discussion on the scope of duties for the PIG. Ms. Tokioka asked for definition on what criteria meant. Ms. Ching explained that a criteria sheet would be used to review and rate all applicants that basically passed the initial required qualifications as outlined in the position description for the Director of Human Resources (DHR). Having gone through the hiring process for the Chief of Police, she said the Police Commission used a criteria sheet. The criteria sheet could list the preferred qualifications with each section having a point system or weighted score. The applicants</p>	<p>Ms. Faulkner moved to form a permitted interaction group (PIG). Mr. Iida seconded the motion.</p>

SUBJECT	DISCUSSION	ACTION
	<p>with more preferred qualifications would score higher and the PIG could then recommend to interview applicants that score X number of points. This way not all of the applications received would be reviewed by the full Commission. Ms. Ching shared that once the PIG presents their findings to the Commission, the Commission would need to wait for another meeting to adopt or amend the findings and suggested they consider scheduling a meeting the very next day or soon after to vote or they could wait for their next scheduled meeting.</p> <p>Looking at the scope of duties for the PIG, Mr. Courson shared his doubts that one PIG could accomplish the list and stated that multiple PIG's would be required. He explained that three minimum meetings was required for the PIG to work and once they reported their findings the PIG dissolved. He would not recommend allowing the PIG to determine the criteria, review applications and select semi-finalist because the Commission may not agree on the PIG's criteria and that would delay the timeline. To jump start the process and save time, Mr. Courson suggested the Commission "select and determine the number of criteria" today. With that complete, the PIG's scope of duties could then include "review applications" and "selection of semi-finalists."</p> <p>The Commission shared their thoughts and agreed to use the preferred qualifications as the criteria and assigned a percentage value to each paragraph.</p> <p>Chair Jose called for the question.</p>	<p>Motion carried 4:1 (Nay – Hahn)</p> <p>Ms. Hahn moved to select the three paragraphs listed under preferred qualifications as written in the position description of the Director of Human Resources as the criteria and assigned 25% to the first</p>

SUBJECT	DISCUSSION	ACTION
	<p>Based on Mayor Kawakami's commitment to the County Council that salary raises would only be considered after department heads serve a year in their position and perform at a favorable job evaluation, Ms. Ching asked the Commission to consider keeping the current annual salary on the advertisement. Ms. Hahn disagreed and reminded the Commission that they controlled the DHR and made the final decision. She said it was important for the Commission to maintain authority over the selection process of the DHR and advocated for listing the new maximum annual salary.</p>	<p>paragraph, 50% to the second paragraph and 25% to the third paragraph. Ms. Faulkner seconded the motion. Motion carried 5:0.</p> <p>Ms. Tokioka moved that the scope of duties for the PIG encompass; review of applications and arrange applications in ranking order based on its criteria score. Ms. Hahn seconded the motion. Motion carried 5:0.</p> <p>Ms. Hahn moved that the Permitted Interaction Group be comprised of the following members; Vice Chair Jeffrey Iida, Commissioner Fely Faulkner and Commissioner Beth Tokioka. Mr. Iida seconded the motion. Motion carried 5:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p>Chair Jose called for a recess at 4:20 p.m. Chair Jose called the meeting back to order at 4:24 p.m.</p> <p>To assist the Commission with the hiring process, Ms. Ching shared recommendations from the Police Commission who recently completed the hiring process for the Chief of Police. After a lengthy discussion the Commission endorsed the following changes to the advertisement;</p> <ul style="list-style-type: none"> • Annual Salary Up to \$123,318 effective July 1, 2019 • Limit applicant resume to a maximum of 5 pages total and must include the following; <ul style="list-style-type: none"> ○ 1-page cover letter required ○ Maximum 1-page of training or classes ○ No personal or professional references ○ No certificates or diplomas ○ No letters of recommendation ○ No photographs • Limit advertisement to 30 days from date of first posting. 	<p>Ms. Hahn moved to approve the draft DHR advertisement with the following changes; *Annual Salary Up to \$123,318 effective July 1, 2019 *Limit applicant resume to a maximum of 5 pages and must include the following; -1-page cover letter required -Maximum 1-page of training or classes -No personal or professional references</p>

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Ching read the Police Commission recommendations on where and where not to advertise. The Commission discussed avoiding job websites that automatically send resumes that match up to the job description.</p> <p>The Commission discussed the following for the June 4th meeting;</p> <ul style="list-style-type: none"> • Assess response from advertisement. • Schedule PIG meetings in June to review applications. • PIG to report findings in the July 2 meeting. • Schedule double meetings in July for the Commission to receive the PIG findings and then act on the findings soon after. 	<p>-No certificates or diplomas -No letters of recommendation -No photographs *Limit advertisement to 30 days from date of first posting. Ms. Faulkner seconded the motion. Motion carried 5:0.</p> <p>Ms. Hahn moved to approve advertising in Government (county, other counties, state), professional HR websites- Society of Human Resources (SHRM), Garden Island Newspaper, Star Advertiser Newspaper and other professional organizations. Ms. Faulkner seconded the motion. Motion carried 5:0.</p>
Announcements	Next Meeting: Tuesday, June 4, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.	
Adjournment		With no objections, Chair Jose adjourned the meeting at 4:35 p.m.

Civil Service Commission
Open Session
May 7, 2019

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Submitted by: _____ Reviewed and Approved by: _____
Sandra Muragin, Commission Support Clerk Richard Jose, Chair

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

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

MAY 2019

The United Public Workers (UPW) union have a current four (4) year contract (July 1, 2017 to June 30, 2021) that allows for additional bargaining for the equivalent value of a step movement for the last two (2) years of the contract. Since the Employer group has not come to an agreement with all unions, a new step movement calculation could not be determined and therefore, the Employer group offered the UPW the current step movement equivalency of 1.2% across the board on January 1, 2020 and January 1, 2021. The UPW negotiating committee accepted the Employer's offer and the entire membership ratified this increase in mid-April. Funding for this increase has been sent to the County Council for approval.

Agreements with all bargaining units have been finalized for the cost share amounts between the Employer and employee for health care premiums effective July 1, 2019. 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.

Arrangements were made to work with various jurisdictions to provide training/share resources in the various divisions of the department. In May, staff members attended a Classification training put on by the City and County of Honolulu. In addition, a trainer from the Big Island assisted our office with performance testing for various open positions while our employee is out on an extended leave.

Over three hundred (300) individuals attended the County's annual Employee Recognition Banquet held at the Kauai Veteran's Center on April 26, 2019. Outstanding employees from the various departments and employees with varying years of service were honored at this event.

CSC 2019-09

Administrative Services and Benefits

- One hundred eight (108) changes were received and processed during open enrollment for health insurance throughout the month of April.
- Open enrollment for the County’s Flexible Spending Plan continued throughout the month of May with two (2) presentations held for interested employees.
- New Hires:
 - Accountant I
 - Chief of Police (exempt)
 - Deputy Prosecuting Attorney (exempt)
 - Economic Development Specialist IV (exempt)
 - Emergency Services Dispatcher I
 - Law Clerk (exempt)
 - Repair Shop Utility Worker
- Exit Interviews Conducted: 1 of 4
- TDI Applications 3 (2 approved/1 denied)
- Leave Sharing: 0
- Reference Checks: 6
- Employment Verifications: 10

- Transactions:

New Hires	7
Separations	4
Reallocations	2
Promotions	6
Demotions	1
Transfers	3
Pay Increase	8
Suspension	2
Leave Without Pay	0
*Other	82
Seasonal	0

*Other includes miscellaneous change forms (expense distribution changes, schedule changes, personal data changes, etc.), end of/extension of temporary reallocations, add/delete pay codes, termination/rehire 89-day appointments and exempt appointments, amended payroll certifications, extension of initial probation, rescinded payroll certifications, etc.

Classification and Pay and Labor Relations

- The Employer group held a joint labor-management meeting with the Hawaii Fire Fighters Association (HFFA) to discuss drug and alcohol testing, temporary assignment and vehicle accidents.

- Reallocations Processed: Construction Inspector III to Supervising Construction Inspector
MVR Assistant Clerk to Departmental Accounting Technician
Ocean Safety Officer V to Ocean Safety Bureau Chief
Recycling Specialist III to Recycling Program Coordinator
Principal Project Manager to Project Assistant
Program Coordinator to Program Specialist I
Public Safety Worker I to Public Information Officer
Senior Clerk to Departmental Accounting Technician
Supervising Construction Inspector to Construction Inspector III
- Desk Audits: Ocean Safety Officer V to Ocean Safety Bureau Chief
- New Classes Adopted: Ocean Safety Bureau Chief

Recruitment and Exam

- Staff members attended the Kauai Police Department's (KPD) Physical Readiness Standards Test (PRST) certification training. The training provided staff with knowledge and skills to administer a PRST for new Police Officer applicants and for those officers being considered for promotion.
- Recruitments: Account Clerk
Accountant II
Accounting Assistant (exempt)
Bus Driver (substitute) (exempt)
Clerk Dispatcher I (exempt)
Cold Case Investigator (exempt)
Departmental Accounting Technician
Electrician (temporary) (exempt)
Emergency Management Staff Specialist I
Emergency Management Staff Specialist II
Emergency Management Staff Specialist III
Emergency Management Staff Specialist IV
Emergency Services Dispatcher II (exempt)
Equipment Operator II
Field Operations Clerk (exempt)
Fiscal Officer II
Janitor Working Supervisor
KEMA Administrative Support Clerk (exempt)
Law Clerk (exempt)
Maintenance Worker I
Program Compliance Specialist (exempt)
Project Manager

Public Housing & Development Program Specialist I
(exempt)
Real Property Appraiser VI
Senior Pool Guard
Sexual Assault Forensic Nurse Examiner (SANE)
(exempt)
Site Manager (exempt)
Utility Worker
Vehicle Titles and Registration Technician

- Lists Referred to Departments:

Accountant II
Accounting Assistant (exempt)
Building Inspector
Bus Driver (substitute) (exempt)
Cold Case Investigator (exempt)
Deputy County Attorney (exempt)
Derelict/Abandoned Vehicle Coordinator
Detention Facility Worker (exempt)
Electrician (temporary) (exempt)
Emergency Services Dispatcher I
Emergency Services Dispatcher II
Grants Specialist II
Housing Self Sufficiency Specialist I (exempt)
Janitor II
KEMA Administrative Support Clerk (exempt)
Law Clerk (exempt)
Maintenance Worker I
Park Caretaker II
Park Security Officer I
Police Services Officer
Project Assistant
Public Housing & Development Program Specialist I
(exempt)
Real Property Appraiser VI
Senior Clerk
Senior Pool Guard
Sexual Assault Forensic Nurse Examiner (SANE)
(exempt)
Site Manager (exempt)
Summer Youth Program (exempt)
Vehicle Titles and Registration Technician

- Written Exams Administered:

Account Clerk (2)
Emergency Services Dispatcher I (2)
Park Caretaker II
Park Security Officer I (3)

Police Lieutenant
 Police Services Officer
 Senior Pool Guard

- Performance Exams Administered: None
- Administrative Reviews:
 - Accountant I (accepted)
 - Building Inspector (sustained)
 - Derelict/Abandoned Vehicle Coordinator (accepted)
 - Grants Specialist (accepted)
 - Land Use Permit Technician (accepted)
 - Park Security Officer (2 sustained)
 - Police Equipment and Maintenance Coordinator (accepted)
 - Recreation Worker (sustained)

Payroll

- Letters were sent to current and past employees with uncashed checks of \$25 or more and older than ninety (90) days in an attempt to reconcile bank statements.
- Payroll Specialist I position posted for Open recruitment beginning on May 8th to May 15th to replace Candice Tada who was promoted to Accountant II in the Payroll Division.
- Gross Payroll:

4/15/2019	\$3,895,774
4/30/2019	\$3,708,801
EUTF (Health Fund)	\$2,058,399
ERS (Retirement)	\$1,632,410
Social Security	\$574,471
Medicare	\$208,057
PTS SS Savings	\$4,445

Employee Development and Health Services

- Seven (7) new workers' compensation claims were filed this month; four (4) medical-only claims and three (3) indemnity claim.
- Bi-monthly reviews for nineteen (190) workers' compensation claims from Public Works, Parks and Recreation, Police, Fire and Transportation 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.
- Coordinating with Diagnostic Laboratory Services (DLS) to conduct drug and alcohol testing on-site particularly for employees in remote locations.



OFFICE OF BOARDS & COMMISSIONS
OFFICE OF THE MAYOR
THE COUNTY OF KAUA'I

ELLEN CHING
ADMINISTRATOR

DEREK S. K. KAWAKAMI, MAYOR
MICHAEL A. DAHILIG, MANAGING DIRECTOR

May 7, 2019

Chair Richard Jose
Civil Service Commission
Office of Boards & Commissions
Mo`ikeha Building
4444 Rice Street, Suite 150
Līhu`e, Hawai`i 96766

Dear Chair Jose and Members of the Civil Service Commission:

I would like to recognize the members of the Salary Commission for crafting a thoughtful and responsible Resolution and fulfilling their duty as determined by the County Charter.

This Resolution will enable us to provide an incentive for department heads to remain in the County, to recognize good work, as well as, stabilize our workforce and leadership positions.

At the same time, I stand firm in my commitment to the Council, I will not authorize ANY salary increases until: 1) an executive has completed one year of work; and 2) has received a favorable evaluation for their performance.

One of the many concerns voiced by members of the Council was the timing of this Resolution given the fact that this is a new Administration and there are new department heads, deputies and personnel. Although, some personnel have retained their positions, they must now work in a new context, within this new Administration.

Compensation must be based on performance and merit, and all salaries must be earned. As a measure of good faith and fiscal responsibility, I urge the Boards and Commissions to adopt a similar approach.

Sincerely,

Derek S. K. Kawakami
Mayor

Enclosures: Salary Resolution and Mayor's Letter to the Garden Island

CC: Chair Arryl Kaneshiro, Kauai County Council
Janine Rapozo, Acting Director of Human Resources

CSC 2019-10

SALARY COMMISSION

COUNTY OF KAUA'I

Resolution

No. 2019-1

RESOLUTION RELATING TO THE SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE COUNTY OF KAUA'I

WHEREAS, pursuant to Section 29.01 of the Kaua'i County Charter, the Salary Commission establishes the maximum salaries of all elected and appointed officers as defined in Section 23.01 D of the Charter,

BE IT RESOLVED by the Salary Commission of the County of Kaua'i, State of Hawai'i, that the maximum salaries of certain officers of the County of Kaua'i are established as follows:

Article I. Salaries of Certain Officers and Employees

Part 1. Effective as of July 1, 2019, the maximum salaries, payable semi-monthly, of certain officers and employees shall be as follows:

Position	Maximum Annual Salary
Mayor	\$142,062
Director of Finance	\$128,460
Deputy Director of Finance	\$123,318
Director of Human Resources	\$123,318
Planning Director	\$128,460
Deputy Planning Director	\$117,912
Director of Economic Development	\$117,912
Director of Liquor Control	\$117,912
Director of Parks & Recreation	\$128,460
Deputy Director of Parks & Recreation	\$123,318
Director of Housing/Human Concerns	\$123,318
Boards and Commissions Administrator	\$117,912
County Clerk	\$128,460
Deputy County Clerk	\$123,318
County Auditor	\$128,460

Part 2. Effective as of July 1, 2019, the maximum salaries, payable semi-monthly, of the following officers and employees shall be as follows:

Position	Maximum Annual Salary
Managing Director	\$137,022
County Engineer	\$137,022
Deputy County Engineer	\$123,318
County Attorney	\$137,022
First Deputy County Attorney	\$123,318
Deputy County Attorney	\$117,912
Prosecuting Attorney	\$137,022
First Deputy Prosecuting Attorney	\$123,318
Deputy Prosecuting Attorney	\$117,912
Manager and Chief Engineer, Department of Water	\$137,022
Deputy Manager-Engineer, Department of Water	\$123,318
Fire Chief	\$137,022
Deputy Fire Chief	\$123,318
Chief of Police	\$137,022
Deputy Chief of Police	\$123,318

Part 3. Effective at twelve o'clock meridian on December 1, 2020, as required by Kaua'i County Charter Section 29.05, the annual salaries, payable semi-monthly, of the Kaua'i County Council shall be as follows:

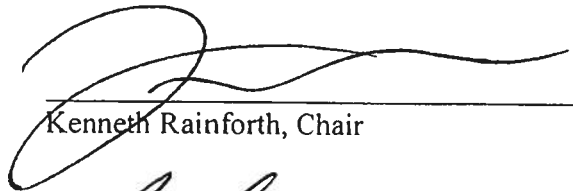
Position	Maximum Annual Salary
Council Chair	\$76,452
Councilmembers	\$67,956

Article II. Maximum Salaries. The respective appointing authority may set the salary of any new or existing non-elected appointee at a figure lower than the figure established for the position in this Resolution. Elected officers may voluntarily accept a salary lower than the maximum salary established by this Resolution for their position or may voluntarily forego accepting a salary.

Article III. Severability. If 5 or more councilmembers vote to reject any part of this Resolution, the other parts of this Resolution not so rejected shall not be affected thereby. If the application of this Resolution or any of its provisions to any persons or circumstance is held invalid by a court of law, the application of this Resolution and its provisions to other persons or circumstances shall not be affected thereby.

Article IV. Transmittal of Salary Resolution. The County Clerk shall transmit to the Salary Commission, Mayor, Finance Director, and Human Resources Director a final approved copy of the resolution and note any rejected portions thereto within thirty (30) days after the effective date of this resolution.

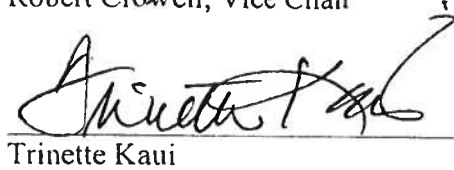
Adopted by the Salary Commission at its meeting on March 7, 2019.



Kenneth Rainforth, Chair



Robert Crowell, Vice Chair



Trinette Kauai



Jo Ann Shimamoto

Guest

Mayor offers overview of salary proposal

By Mayor Derek S.K. Kawakami Other Voices | Wednesday, April 10, 2019, 12:05 a.m.

Share this story   



▶ Mahalo to the many citizens who have expressed their valued opinions on the maximum administrative salaries proposed by the independent, volunteer-based Salary Commission.

I would encourage those interested in the Commission's reasoning and rationale to view the webcast of the March 27 County Council meeting, which can be found online at www.kauai.gov/webcast-meetings.

Having served on the council, I understand the difficulty of weighing an appropriate increase for department heads and leaders throughout our county government.

I am also acutely aware of the skepticism expressed by some that this Salary Resolution comes only four months into our term, and we still have to prove our worth. I get that, and I agree.

But I also think it's important that we clear up a few details on what this resolution means.

First, the mayor of the County of Kauai can only authorize raises for 13 of the 30 listed positions. The remaining position salaries are set by the respective board or commission. The Fire Commission designates the fire chief's salary, the Police Commission designates the police chief's salary, and so on.

Accessed by Google

Second, the proposed resolution simply sets the maximum-allowable salary. Passing the resolution does not result in an automatic salary increase.

Lastly, regarding the 13 positions of which I have the authority to designate salaries, I have already committed to — and again reaffirm — that I will not authorize ANY salary increases until: 1) an executive has one year of work; and 2) has received favorable evaluation for their performance. Coming from the private sector, I firmly believe that compensation is based on performance and merit, and all salaries must be earned.

As for the other 17 position types where commissions, boards, or council set the salaries, we will recommend they do the same, but it is their choice. Also keep in mind that per County Charter, many executives do not turn over with a change in administration as they are not appointed by the mayor.

Our administration remains committed to recruiting and retaining the leadership and talent necessary to lead this county. In a market where unemployment is under 3 percent, ensuring a competitive compensation package is critical to this goal.

...

Derek S.K. Kawakami is mayor of Kauai.

County of Kaua'i
Department of Human Resources
DIRECTOR OF HUMAN RESOURCES

Annual Salary Up to: \$123,318
Effective July 1, 2019

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.

Resumes should be no longer than 5 pages including a 1-page cover letter. A listing of trainings or classes no longer than 1 page may be provided; personal or professional references, certificates or diplomas, letters of recommendation or photographs will not be considered. To apply for this exceptional career opportunity, submit proof of a motor vehicle operator's license and resume no later than **Friday July 19, 2019** to:

County of Kaua'i
Office of Boards and Commissions
4444 Rice Street, Suite 150
Lihu'e, HI 96766
808-241-4917
or at
eching@kauai.gov

An Equal Opportunity Employer

C9C 2019-11 2.

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 CSC Mtg	3	4 Independence Day Holiday	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 CSC Mtg	7	8	9	10
11	12	13	14	15	16 Statehood Day Holiday	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31