

Richard Jose
Chair

Jeffrey Iida
Vice Chair

Members:
Fely Faulkner
Elizabeth Hahn
Vonnell Ramos
Beth Tokioka
Ricky Watanabe

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

Tuesday, September 3, 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

Open Session Minutes of August 6, 2019

ACTING DIRECTOR'S REPORT

CSC 2019-18

Acting Director's Reports for the August 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
- G. ADA/EEO

COMMUNICATIONS

CSC 2019-19

Communication dated July 3, 2019 from Charter Review Commission Vice Chair Jan TenBruggencate to Chair Richard Jose and the Civil Service Commission regarding a Request for any proposals to amend the Charter. [8/6/19]

- A. The Commission to decide a possible submission of a proposal to amend the Charter and to designate a representative to the Charter Review Commission meeting.

EXECUTIVE SESSION

Pursuant to Hawai'i Revised Statutes §§92-4, 92-5 (a) (2) (4), 92-9 (a) (1-4) and (b) the purpose of this Executive Session is to receive and approve Executive Session minutes, and 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 County's powers, duties, privileges, immunities, and/or liabilities as they may relate to this agenda item. (On-going)

ES-014 Executive Session Minutes of August 6, 2019

ES-015 Discussion and implementation of the hiring process to begin selection of a Director of Human Resources. (On-going)

- A. Discussion and possible approval of the recommendations from the Permitted Interaction Group (PIG) on the applicants that met the minimum criteria and approved to move forward to the next phase of the interview process.
- B. Report from the Permitted Interaction Group 2 (PIG) on the written essay questions.

BUSINESS

CSC 2019-20

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, 6/4/19, 7/2/19, 8/6/19]

- A. Discussion and possible approval of the recommendations from the Permitted Interaction Group (PIG) on the applicants that met the minimum criteria and approved to move forward to the next phase of the interview process.
- B. Discussion and possible approval on the written essay question process.
- C. Discussion on formulating the process for the oral interview step in the hiring process.
 - 1. Discuss the oral interview process
 - 2. Select a Commissioner to work with the Administrator on formulating the list of oral interview questions.
 - 3. 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:
 - a. Formulate a list of questions to use during the oral interview.
 - b. Create a scoring tool to rate applicants during oral interview.

- D. Discussion and possible approval of obtaining the following additional information from applicants; personal or professional references, certificates or diplomas and letters of recommendation.
 1. Decide which documents to request.
 2. Discuss timeline and process to request and receive these documents.

ANNOUNCEMENTS

Next Meeting: Tuesday, October 1, 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 auxiliary aid/service, other accommodation due to a disability, or an interpreter for non-English speaking persons, please contact the Office of Boards and Commissions at (808) 241-4917 or asegreti@kauai.gov as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.

SUBJECT	DISCUSSION	ACTION
	<p>F. Employee Development and Health Services G. Investigations – Decision-Making & Progressive Discipline Flowchart H. Attachment 1 – Discipline Guidelines, Revised 06/19</p> <ol style="list-style-type: none"> 1. Attachment A – Level of Severity/Category of Offenses, Revised 06/19 2. Attachment B – County of Kaua‘i Parks & Recreation Notice of Disciplinary Action From HR-432 (5/16) <p>Acting Director of Human Resources Janine Rapozo reviewed the July report with the Commission (on file). A Request for Qualifications was submitted on July 26 to hire a consultant to write a Request for Proposal for acquisition of a Human Resources Management System (HRMS). Ms. Rapozo said they were granted \$2million in Capital Improvements Program (CIP) funds from this administration to seek a new payroll and Human Resource (HR) system. She explained that the complicated Employee Retirement System (ERS) contained old contributory plans, non-contributory plans, hybrid plans, police plans and fire plans. All of these plans required different codes and processes, which the current county system could not automatically update to the ERS; changes were manually processed. Several years ago a Legislative Act passed that required all jurisdictions comply with the ERS; however at this point no one was compliant.</p> <p>In July, Ms. Linda Nuland-Ames, Equal Employment Opportunity (EEO) Officer/Americans with Disabilities Act (ADA) Coordinator was transferred to the HR department. Ms. Nuland-Ames was now assisting with EEO/ADA discussions and working to standardized county ADA forms.</p> <p>A correction from July 1, 2010 to July 1, 2019, was made on the end of the last sentence that was located on the second paragraph of the first page.</p> <p>Ms. Faulkner complimented Ms. Rapozo and the HR staff for preparing a well informed and outstanding report of the flowchart and discipline guidelines. Ms. Tokioka said that information technology (IT) systems changed rapidly and advised they move quickly with</p>	

SUBJECT	DISCUSSION	ACTION
	<p>the HRMS to avoid it from becoming obsolete. Ms. Tokioka commented that the “Other” section located in the transactions bullet under administrative services and benefits on page 2, was and continued to be higher than normal, and asked if it included a category that took up most of that amount. Ms. Rapozo explained that it included 89-day appointments, and after some discussion decided it best to pull that out of the “Other” category.</p> <p>Ms. Tokioka remarked on the long list under recruitments and asked for a progress report on filling vacancies. Ms. Rapozo explained that many of these vacancies required a certain skill set that the previous individual gained from starting at an entry level and through years of experience reallocated to a higher level. To avoid training, departments request to fill at that higher level. She said police continued to lag in new recruitments. To help fill the gap they have hired retirees to work in certain specific areas, provided training classes so potential recruits could pass the written test and looked into developing an apprenticeship program.</p> <p>Ms. Faulkner expressed concern that no exit interviews were conducted when five individuals left. She said its been a trend and wondered if it was not a high priority. Ms. Rapozo responded that it was a very important process for HR; however, it was an option and after some discussion decided to separate retirees from that category.</p> <p>Chair Jose was alarmed that employee rights to request for union representation once a written warning was given was not mentioned anywhere in the flow chart or discipline guidelines. Ms. Rapozo apologized and thought it was included but then mentioned it could have only been on a PowerPoint slide.</p>	
<p>Communications</p>	<p>CSC-2019-16 Communication dated July 3, 2019 from Charter Review Commission Vice Chair Jan TenBruggencate to Chair Richard Jose and the Civil Service Commission regarding a Request for any proposals to amend the Charter.</p>	<p>Vice Chair Iida moved to receive the communication dated July 3, 2019 from Charter Review Commission Vice Chair Jan TenBruggencate regarding a Request for any proposals to</p>

SUBJECT	DISCUSSION	ACTION
	<p>Commission Support Clerk Sandra Muragin passed out copies of pages 26-27 of the Kaua'i Charter that explained the Civil Service Commission organization and powers and duties.</p> <p>Chair Jose called a recess at 3:27 p.m. Chair Jose called the meeting back to order at 3:29 p.m.</p> <p>The Commission agreed to decide at the next meeting how they want to proceed with this communication.</p>	<p>amend the Charter. Ms. Tokioka seconded the motion. Motion carried 6:0.</p>
	<p>Pursuant to Hawai'i Revised Statutes §§92-4 and 92-5 (a) (2) (4), 92-9 (a) (1-4) and (b) the purpose of this Executive Session is to receive and approve Executive Session minutes, and 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.</p>	<p>Ms. Ching read the Hawai'i Revised Statutes to move the meeting into Executive Session.</p> <p>Ms. Tokioka moved to enter into Executive Session. Vice Chair Iida seconded the motion. Motion carried 6:0.</p> <p>At 3:31 p.m. the Commission entered into Executive Session.</p>
<p>Return to Open Session</p>		<p>The meeting resumed in Open Session at 3:48 p.m.</p>
<p>Business</p>	<p><u>CSC-2019-17 Discussion and implementation of the hiring process to begin selection of a Director of Human Resources.</u> [12/11/18, 1/22/19, 2/26/19, 3/19/19, 4/2/19, 5/7/19, 6/4/19, 7/2/19]</p> <p>A. Discussion on formulating the process for requiring a written essay as a next step in the hiring process;</p> <p>1. Select a Commissioner to work with the Administrator on formulating the</p>	

SUBJECT	DISCUSSION	ACTION
	<p>essay questions and rating criteria.</p> <ol style="list-style-type: none"> 2. 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; <ol style="list-style-type: none"> a. Formulate essay questions that would be sent to the list of applicants that met the minimum criteria. b. Screen and review essay responses to eliminate the applicants that do not meet the minimum criteria. B. Discussion on formulating the process for the oral interview step in the hiring process. <ol style="list-style-type: none"> 1. Select a commissioner to work with the administrator on formulating the list of interview questions. C. Next steps in the hiring process: personal or professional references, certificates or diplomas and letters of recommendation. <p>Ms. Ching proceeded to explain that the process the Commission had followed up to this point was the police commissions hiring steps and that the next step that the police commission took was to ask their applicants to respond to a written essay. She suggested they review the sample essay questions and rating tool that was included in their packet. The police commission determined the questions by first deciding the kind of response they would want to have, allowed five days for the applicants to complete the essay and outlined guidance to the reviewers on how to score the essays.</p> <p>Ms. Tokioka inquired if it was possible to keep the essay questions and rating tool confidential. Ms. Ching explained that the Commission could form another PIG. The findings and reporting of the PIG work would be subject to open session or they could nominate one commissioner to work with her to formulate the essay questions, finalize it and send it out directly to the applicants. Ms. Tokioka suggested they develop the rating tool the same time the essays are reviewed, to keep it confidential. Vice Chair Iida asked about the timeline. He wanted to know who would determine when the essays would be</p>	

SUBJECT	DISCUSSION	ACTION
	<p>sent and the time frame the applicants would have to respond. Deputy County Attorney Todd Jenson responded that the Commission could empower the PIG with the scope of duties or designate one commissioner to work with the administrator to come up with the particulars on the timeline.</p> <p>Ms. Ching said the Commission had three options.</p> <ol style="list-style-type: none"> 1. PIG 1 recommended 6-applicants be moved to the next phase. She suggested that they also consider moving the 9-maybe applicants to the next phase. 2. Decide if they want to go directly to the oral interview or do the essay questions first. 3. If they decided to do the essay questions, they need to choose if they want to form another PIG or elect one commissioner to work with the administrator. <p>Ms. Faulkner asked for details on the PIG's scope of work. Ms. Ching replied that the PIG would meet to formulate the essay questions and once that was done it would be vetted through the County Attorney's office. The Commission discussed the procedures and ramifications of using a PIG or the other option of nominating a Commissioner to formulate the questions. They agreed that the whole body should have the opportunity to review and rate the applicants completed essays. Ms. Ching advised the Commission include the nine maybe's due to previous experience with the fire commission. Ms. Tokioka advised that they should place perimeters on the essay and request for a limited word count or page</p>	<p><u>Motion No. 1</u> Ms. Tokioka moved to take only the top 6-applicants and move to the essay phase. Ms. Faulkner seconded the motion. Motion carried 6:0.</p> <p><u>Motion No. 2</u> Vice Chair Iida moved to form a Permitted Interaction Group 2 to work with the Administrator on the essay questions. Ms. Faulkner seconded the motion.</p>

SUBJECT	DISCUSSION	ACTION
	count.	<p><u>Motion No. 3</u> Ms. Tokioka moved to include the 9-maybe applicants to the essay phase. Vice Chair Iida seconded the motion. Motion carried 6:0.</p> <p><u>Motion No. 2</u> Motion carried 6:0.</p> <p><u>Motion No. 4</u> Ms. Faulkner moved that the Permitted Interaction Group 2 be comprised of the following members; Chair Richard Jose, Vice Chair Jeffrey Iida and Commissioner Beth Tokioka. Mr. Watanabe seconded the motion. Motion carried 6:0.</p> <p><u>Motion No. 5</u> Ms. Tokioka moved that the Permitted Interaction Group 2 work with the Administrator to formulate the list of essay questions, plan out any related essay procedures and report findings to the Commission for approval. Vice Chair Iida seconded the motion. Motion</p>

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Ching said after the essay, the next step would be the oral interview, which would involve formulating the list of questions and rating tool. The Commission could form another PIG or select a commissioner to work with the administrator. At some point the commission needed to also decide and consider requesting personal or professional references, certificates or diplomas and letters of recommendations at the interview process.</p> <p>Ms. Ching reminded the Commission that at the conditional offer stage they may want to consider a background check and/or psychological exam. Ms. Faulkner asked if it was necessary for the DHR to go through the same rigor as the police or fire. Ms. Ching replied that it would be important to have a criminal and financial background check. She advised that they also consider asking the same question that the police and fire commission asked during the oral interview; “is there anything in your background that would prohibit you from accepting this position.”</p> <p>With no further discussion, Chair Jose called for the question.</p>	<p>carried 6:0.</p> <p><u>Motion No. 6</u> Ms. Tokioka moved to defer B. Discussion on formulating the process for the oral interview step in the hiring process and C. Next steps in hiring process: personal or professional references, certificates or diplomas and letters of recommendation. Vice Chair Iida seconded the motion.</p> <p>Motion carried 6:0.</p>
<p>Announcements</p>	<p>Next Meeting: Tuesday, September 3, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.</p> <p>Ms. Ching said everything was handled by Boards and Commissions without bias and complimented Sandra Muragin for the great job in providing the necessary documents for the PIG to review the resumes. The PIG members complimented the organization and presentation of the resumes. Ms. Ching stated that Boards and Commissions was</p>	

SUBJECT	DISCUSSION	ACTION
	committed to continue at a high level so that the Commission could hire a qualified DHR.	
Adjournment		With no objections, Chair Jose adjourned the meeting at 4:21 p.m.

Submitted by: _____
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
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

AUGUST 2019

After many years of trying to upgrade our current Human Resources Management System (HRMS) with various system and module upgrades, \$2 million has been budgeted in the current fiscal year's Capital Improvement Program (CIP) budget to acquire a new HRMS system. A Request for Qualifications (RFQ) has been posted from July 26th to August 26th for resumes to be submitted to hire a consultant to assist the County with developing the RFP for this project.

Unfortunately, this project will not be completed for at least another two (2) years and therefore, the current system needs to be fixed in order to meet Employee Retirement System (ERS) statutory reporting requirements as well as to eliminate current manual processes. On-site consultation for software development, conversions, program modifications, maintenance and training of the existing human resources and payroll management system has been scheduled for two (2) weeks in September and one (1) week in November with high level staff from Superior (current HRMS vendor) traveling to Kaua'i.

Arbitration hearings for all five (5) Hawaii Government Employees Association (HGEA) bargaining units have been tentatively scheduled as follows:

BU 4:	Week of September 30 th
BU 13:	Week of October 14 th
BU 2:	Week of November 18 th
BU 3:	Week of January 13 th
BU14:	Week of January 20 th

Our County Attorney's office is working with the State's Attorney General's office to prepare exhibits and witnesses for the various hearings.

CSC 2019-18

Administrative Services and Benefits

- There were “No Findings” from the recent audit conducted by the Criminal Justice Information System (CJIS), the website used to do criminal background checks.

- New Hires:
 - Account Clerk
 - Emergency Services Dispatcher I
 - Field Operations Clerk (2) (exempt)
 - Janitor II
 - Legal Clerical Assistant (exempt)
 - Maintenance Worker I
 - Payroll Specialist I
 - Police Services Officer (6)
 - Project Assistant
 - Solid Waste Worker II

- Exit Interviews (Retirees): 0 of 0
- Exit Interview (Voluntary Separations/Terminations) 2 of 7
- TDI Applications 1 (denied)
- Leave Sharing: 2 (2 approved)
- Reference Checks: 6
- Employment Verifications: 10

- Transactions:

New Hires	16
Separations	14
Reallocations	5
Promotions	1
Demotions	0
Transfers	17
Pay Increase	710
Suspension	0
Leave Without Pay	0
Short Term	21
*Miscellaneous Changes	6
**Other	60
Seasonal	11

*Miscellaneous changes include expense distribution changes, schedule changes, personal data changes, etc.

**Other includes end of/extension of temporary reallocations, add/delete pay codes, amended payroll certifications, extension of initial probation, rescinded payroll certifications, etc.

Classification and Pay and Labor Relations

- Grievance hearing was held with UPW alleging a contract violation for failing to promote the senior qualified employee. The DHR has not finalized a decision as of yet.
- Reallocations Processed:
 - Accountant II to Accountant Trainee
 - Civil Engineer III to Civil Engineer IV
 - Driver License Clerk to Senior Clerk
 - Driver License Examiner I to Driver License Examiner II
 - Heavy Vehicle Mechanic I to Transit Fleet Mechanic (2)
 - Ocean Safety Officer I to Ocean Safety Officer II
 - Payroll Technician to Payroll Specialist I
 - Procurement Technician to Procurement & Specifications Specialist II
 - Seasonal Employee Aide Trainee to Student Intern II
 - Seasonal Student Intern to Student Intern II
 - Seasonal Student Intern to Student Intern I (35)
- Desk Audits: None
- New Classes Adopted: None

Recruitment and Exam

- Staff assisted KPD with administering the Performance Readiness Standards Test (PRST) as it is now part of the promotional process. Due to weather, the Firearms Proficiency Test which was also added to the promotional process needed to be rescheduled.
- Recruitments:
 - Abstractor I
 - Abstractor II
 - Accountant IV (2)
 - Accountant Trainee
 - Account Clerk
 - Bus Driver (substitute) (exempt)
 - Civil Engineer I
 - Civil Engineer II
 - Civil Engineer III
 - Civil Engineer IV
 - Civil Engineer V
 - Civil Engineer VI
 - Computer Systems Support Technician II
 - Construction Inspector I
 - Deputy County Attorney (exempt)
 - Deputy Prosecuting Attorney (exempt)
 - Economic Development Specialist IV (exempt)
 - Electrician-Electronic Equipment Repairer

Electrician Helper
Equipment Operator Trainer
Emergency Services Dispatcher
Fire Prevention Inspector II
Fiscal Officer II
Grant Specialist I
Grant Specialist II
Housing Self-Sufficiency Specialist II (exempt)
Investigator (exempt)
Janitor Working Supervisor
Land Use Permit Technician
Land Use Plans Checker I
Lead Pipefitter
Legal Clerk I
Legal Clerk II
Legal Clerk III
Legal Clerk IV
Maintenance Worker II (2)
Motor Vehicle Financial Responsibility Clerk
Park Security Officer
Personnel Support Clerk (exempt)
Planning Inspector I
Planning Inspector II
Planning Inspector III
Plant Electrician Helper
Plumber I
Police Services Officer
Program Compliance Specialist (exempt)
Records Management Analyst (exempt)
Recreation Worker I
Safety and Driver Improvement Coordinator
Senior Clerk
Senior Pool Guard
Sexual Assault Forensic Nurse Examiner (SANE)
(exempt)
Solid Waste Worker II (2)
Solid Waste Worksite Supervisor
Special Investigator
Traffic Signs and Markings Helper
Transit Fleet Mechanic (exempt)
Utility Worker (2)
Waterworks Inspector I
Waterworks Program Technician (2)

- Lists Referred to Departments:

Account Clerk
Accountant IV

Computer System Support Technician II
 Customer Service Representative I
 Deputy Prosecuting Attorney (exempt)
 Economic Development Specialist IV (2) (exempt)
 Land Use Permit Technician
 Maintenance Worker I
 Motor Vehicle Financial Responsibility Clerk
 Park Security Officer I
 Pipefitter
 Records Management Analyst I (exempt)
 Senior Clerk

- Written Exams Administered:
 - Account Clerk (2)
 - Emergency Services Dispatcher I (3)
 - Janitor Working Supervisor
 - Maintenance Worker I
 - Park Security Officer I (2)
 - Police Services Officer (2)
 - Senior Motor Vehicle Financial Responsibility Clerk

- Performance Exams Administered:
 - Equipment Operator II (2)
 - Police Service Officer (Performance Readiness Standards Test)

- Administrative Reviews:
 - Account Clerk (accepted)
 - Administrative Support Assistant (accepted)
 - Meter Reader I (3) (accepted)
 - Park Security Officer (accepted)
 - Senior Clerk (accepted)

Payroll

- Michaëlle Fujioka joined the Payroll team on July 16th as a Payroll Specialist I, giving her one (1) week to train with Candice Tada before she went on maternity leave.

- Gross Payroll:

7/15/2019	\$3,931,347
End of Month	\$4,579,997
EUTF (Health Fund)	\$2,199,648
Active	\$ 720,427
Retiree	\$ 795,928
OPEB	\$ 683,293
ERS (Retirement)	\$1,675,157
Social Security	\$299,160
Medicare	\$117,342
PTS SS Savings	\$12,823

Employee Development and Health Services

- Eight (8) new workers' compensation claims were filed this month; six (6) medical-only claims and two (2) indemnity claims.
- The drug and alcohol testing program continues with random pulls being done for the Department of Water, Public Works, Parks and Recreation, Transportation and Fire. In addition, HR schedules the necessary follow up testing for those employees who have returned to work following a positive alcohol or drug test. Currently, there are eight (8) employees subject to follow up testing.
- In an effort to minimize time away from work, HR is coordinating with Diagnostic Laboratories to coordinate on-site drug and alcohol testing in lieu of transporting employees from remote work sites to the testing sites.
- After six (6) months on medical leave, our Safety and Driver Improvement Coordinator returned to work in the middle of July. In anticipation of a retirement, recruitment for this very unique position has been on-going with no applicants thus far.
- Equipment/Driver Training: Excavator (1 Public Works' employee)

ADA/EEO

- Issued circular to all departments as a reminder of the ADA requirements for County departments when holding or sponsoring a public event including provisions of the auxiliary aid notice, accessible routes and accessible communication.
- Participating in accessible digital content training to ensure that the County's website meets all necessary ADA requirements.
- Completing investigation on a complaint from a Parks and Recreation employee of harassment and discrimination.
- One (1) formal complaint received this month regarding paratransit services; interviews and meetings have been scheduled to try and resolve the complaint.



OFFICE OF BOARDS & COMMISSIONS
THE COUNTY OF KAUA'I

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

ELLEN CHING
ADMINISTRATOR

July 3, 2019

RECEIVED

Chair Richard Jose
Civil Service Commission
c/o Boards and Commissions
4444 Rice St., Ste. 150
Lihue, Hawaii 96766

JUL 3 2019

BOARDS & COMMISSIONS

RE: Requesting any proposals to amend the Charter

Dear Chair Jose and Members of the Civil Service Commission:

You are invited to present any proposals you may have on any Charter amendments you would like the Charter Commission to consider.

Should you want to propose any amendments, please provide a brief background on the issue and how the amendment will address or solve the issue.

Should you have any questions, please feel free to contact, Ellen Ching at eching@kauai.gov or at 241-4922.

Sincerely,

Jan TenBruggencate, Vice Chair
Charter Review Commission

www.kauai.gov

4444 Rice Street Suite A150 • Lihue, Hawai'i 96766 • (808) 241-4922 (b) • (808) 241-5127 (f)

An Equal Opportunity Employer

CSC 2019-19

Section 14.13. Duties and Functions of the Zoning Board of Appeals. In accordance with such principles, conditions, and procedures prescribed by ordinance or administrative rule, the zoning board of appeals shall:

- A. Conduct hearings in accordance with chapter 91, Hawai'i Revised Statutes regarding the violation of the zoning and subdivision ordinance and the regulations adopted thereunder;
- B. Hear and determine appeals alleging error from any person aggrieved by a decision or order of the director regarding the application, interpretation, or enforcement of zoning and subdivision ordinances as prescribed by ordinance;
- C. Conduct hearings for land-use-related appeals which the board may be required to pass on pursuant to the charter or ordinance; and
- D. Adopt rules of procedure for the conduct of the board's business.

The zoning board of appeals shall be part of the department for administrative purposes and the county shall provide necessary training, administrative, and legal assistance to the board. (Amended 2016)

Section 14.14. Appeals. Appeals from any decision of the planning commission or the zoning board of appeals shall be instituted in the circuit court within thirty days after service of a certified copy of the decision of the commission or the board. All commission and board proceedings and appeals shall be in conformity with the Hawai'i Administrative Procedure Act. (Amended 2016)

ARTICLE XV DEPARTMENT OF HUMAN RESOURCES

Section 15.01. Organization. There shall be a department of human resources consisting of a civil service commission, a director, and the necessary staff for the purpose of establishing a system of personnel administration based upon merit principles, devoid of any bias or prejudice, and generally accepted methods governing classification of positions and the employment, conduct, movement, and separation of public officers and employees. (Amended 2014)

Section 15.02. Civil Service Commission Organization. The civil service commission shall consist of seven members 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. (Amended 2006)

Section 15.03. Powers and Duties. The civil service commission shall:

A. Adopt rules and regulations to carry out the civil service and compensation laws of the state and county. Such rules and regulations shall distinguish between matters of policy left for the determination of the commission, and matters of technique and administration to be left for execution by the director.

B. Hear and determine appeals made by any officer or employee aggrieved by any action of the director or by any appointing authority. Appeal from the decision of the commission shall be as provided by law.

C. Advise the mayor and director of human resources on problems concerning personnel and classification administration.

D. Execute such powers and duties as may be provided by law.

Section 15.04. Director of Human Resources. The director of human resources shall have had a minimum of five years of training and experience in personnel administration either in public service or private business, or both, at least three years of which shall have been in a responsible administrative capacity and shall be in sympathy with the principles of the merit system. The director shall be appointed and may be removed by the commission. The director shall be the head of the department of human resources and shall be responsible for the proper conduct of all administrative affairs of the department, and for the execution of the human resources management program prescribed in this charter and in the ordinances and regulations authorized by this charter. (Amended 2014)

Section 15.05. Human Resources Management Program. The director of human resources shall be responsible for the execution of the human resources management program, which shall include:

A. Classification, recruitment, selection, employment, deployment, promotion, evaluation, discipline, and separation of employees.

B. Labor relations and negotiations.

C. Administration of employment policies and trainings related to employee benefits, conduct, development, and safety and injury prevention.

D. Workers' compensation.

E. Equal employment opportunities.

F. Workforce coordination and planning.

G. Administration of the civil service system as prescribed by statute.

H. Other related duties as may be determined by the mayor. (Amended 2014)