

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, December 17, 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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- A. Open Session Special Minutes of October 30, 2019
- B. Open Session Minutes of November 5, 2019

ACTING DIRECTOR'S REPORT

CSC 2019-35

Acting Director's Report for the November 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. EEO/ADA

EXECUTIVE SESSION

Pursuant to Hawai'i Revised Statutes §§92-4, 92-5 (a) (2) (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 and to discuss the hiring of a new Director of Human Resources, 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-029

Executive Session Special Minutes of October 30, 2019

An Equal Opportunity Employer

ES-030

Executive Session Minutes of November 5, 2019

ES-031

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

- A. Discussion and possible selection of the top candidates.
- B. Discussion and possible approval to conduct and formulate questions for a telephone conference call with the top candidates.
- C. Discussion and decision on conditional offers.
- D. Discussion and decision on the process and possible implementation for reference checks, criminal background checks and drug tests.
- E. Discussion on other related matters.

ES-032

Discussion and possible decision making on the annual job performance review for the Acting Director of Human Resources.

ES-033

RFA 2019-02

Appeal form received October 16, 2019, by an individual appealing the Human Resources Departments' decision regarding classification.

- A. Communication dated December 2, 2019 from appellant to Chair Richard Jose regarding a request to withdraw the appeal and cancel the January 7, 2020 hearing.

ES-034

Discussion regarding audits performed for the following:

- A. Fiscal Year 2015-2016 Audit of County Hiring Practices (Report No. 15-01)
- B. Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report No. 18-01)

RETURN TO OPEN SESSION

BUSINESS

CSC 2019-36

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, 9/3/19, 9/10/19, 10/1/19, 10/30/19, 11/5/19]

- A. Discussion and possible selection of the top candidates.
- B. Discussion and possible approval to conduct and formulate questions for a telephone conference call with the top candidates.
- C. Discussion and decision on conditional offers.

- D. Discussion and decision on the process and possible implementation for reference checks, criminal background checks and drug tests.
- E. Discussion on other related matters.

CSC 2019-37 Discussion and possible decision making on the annual job performance review for the Acting Director of Human Resources.

CSC 2019-38 Review and approval of the 2020 meeting schedule.

CSC 2019-39 Election of Chair and Vice Chair for calendar year 2020.

ANNOUNCEMENTS

Next Meeting: Tuesday, January 7, 2020 – 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.

COUNTY OF KAUAI
Minutes of Special Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	October 30, 2019	
Location	Mo'ikeha Building, Liquor Conference Room 3	Start of Meeting:	3:00 p.m.	End of Meeting: 4:00 p.m.
Present	Chair Richard Jose. Vice Chair Jeffrey Iida. Commissioner: Fely Faulkner, Elizabeth Hahn, and Beth Tokioka (<i>arrived at 3:02 p.m.</i>). Deputy County Attorney Todd Jenson. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.			
Excused	Commissioner Vonnell Ramos and Commissioner Ricky Watanabe.			
Absent				
SUBJECT	DISCUSSION			ACTION
Call To Order/Roll Call				Chair Jose called the meeting to order at 3:00 p.m. with four members constituting a quorum.
	<i>Beth Tokioka arrived.</i> Pursuant to Hawai'i Revised Statutes §§92-4, 92-5 (a) (2) (4), the purpose of this Executive Session is 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)			Administrator Ellen Ching read the Hawai'i Revised Statutes to move the meeting into Executive Session. Vice Chair Iida moved to enter into Executive Session. Ms. Hahn seconded the motion. Motion carried 5:0. At 3:03 p.m. the Commission entered into Executive Session.
Return to Open Session	At 3:57 p.m. the Commissioners reconvened in Open Session.			

A.

SUBJECT	DISCUSSION	ACTION
<p>Business</p>	<p><u>CSC 2019-24</u> Discussion regarding audits performed for the following: A. Fiscal Year 2015-2016 Audit of County Hiring Practices (Report No. 15-01). B. Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report No. 18-01).</p> <p>Ms. Ching stated that the audit was placed in both executive and open session as a precaution, it was discussed in executive session and she asked the commission to defer.</p>	<p>Vice Chair Iida moved to defer Discussion regarding audits performed for the following; A. Fiscal Year 2015-2016 Audit of County Hiring Practices (Report No. 15-01). B. Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report No. 18-01) to the next meeting. Ms. Hahn seconded the motion. Motion carried 5:0.</p>
	<p><u>CSC 2019-25</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, 4/2/19, 5/7/19, 6/4/19, 7/2/19, 8/6/19, 9/3/19, 9/10/19, 10/01/19] A. Vice Chair Iida to report the Permitted Interaction Group 3 (PIG) findings on the questions and scoring tool to rate applicants during the oral interview. 1. Review list of interview questions. 2. Review scoring tool. B. Report from the County Attorney's Office on the certification and audit of the six applicants. C. Discussion and possible approval on the interview schedule and timeline. 1. Confirm oral interview date(s). 2. Confirm timeline of appointments.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>3. Confirm interview particulars. D. Review draft "Not Selected" letter.</p> <p>Vice Chair Iida stated that A. was reported on in executive session and Ms. Ching requested to defer B., C. and D. to the next meeting.</p>	<p><u>Motion No. 1</u> Ms. Hahn moved to receive item CSC 2019-25 A. Vice Chair Iida to report the Permitted Interaction Group 3 (PIG) findings on the questions and scoring tool to rate applicants during the oral interview; 1. Review list of interview questions. 2. Review scoring tool. Ms. Tokioka seconded the motion. Motion carried 5:0</p> <p><u>Motion No. 2</u> Vice Chair Iida moved to defer CSC 2019-25: B. Report from the County Attorney's Office on the certification of the six applicants. C. Discussion and possible approval on the written essay question process. D. Review draft "Not Selected" letter. to the next meeting. Ms. Hahn seconded the motion. Motion carried 5:0.</p>

SUBJECT	DISCUSSION	ACTION
Announcements	Next Meeting: Tuesday, November 5, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.	
Adjournment		With no objections, Chair Jose adjourned the meeting at 4:00 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.

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	November 5, 2019	
Location	Mo'ikeha Building, Liquor Conference Room 3	Start of Meeting:	3:01 p.m.	End of Meeting: 4:20 p.m.
Present	Chair Richard Jose. Vice Chair Jeffrey Iida. Commissioner: Fely Faulkner, Elizabeth Hahn, Vonnell Ramos and Ricky Watanabe. Mayor Derek S.K. Kawakami (<i>arrived at 4:01 p.m. and left at 4:12 p.m.</i>). Deputy County Attorney Todd Jenson. Acting Director of Human Resources Janine Rapozo (<i>left at 3:15 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.			
Excused	Commissioner Beth Tokioka.			
Absent				
SUBJECT	DISCUSSION			ACTION
Call To Order/Roll Call				Chair Jose called the meeting to order at 3:01 p.m. with six members constituting a quorum.
Approval of Minutes	Open Session Minutes of October 1, 2019			Ms. Hahn moved to approve the Open Session minutes of October 1, 2019, as circulated. Ms. Faulkner seconded the motion. Motion carried 6:0.
Acting Director's Report	<p><u>CSC 2019-26</u> Acting Director's Reports for the October 2019 period.</p> <ul style="list-style-type: none"> 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. EEO/ADA <p>Acting Director Janine Rapozo reviewed the October report with the Commission (on file). She said all five HGEA (Hawai'i Government Employee Association) contracts for Unit 2-</p>			

B.

SUBJECT	DISCUSSION	ACTION
	<p>blue collar supervisors, Unit 3-clerical workers, Unit 4-clerical workers supervisors, Unit 13-scientific and professional and Unit 14-ocean safety and sheriff's department are still outstanding. Unit 13 and Unit 2 have settled and were passed statewide. These units now need to seek funding approval from their Legislative bodies. Unit 13 Bill for an Ordinance is scheduled for first reading, tomorrow, at the County Council meeting and Unit 2 will be scheduled at a later date. They completed arbitration for Unit 4, but will withhold its decision until Unit 3 completes its arbitration along with Unit 14 in January 2020.</p> <p>Last month they conducted testing for fire fighter promotion and training and are in the process of completing the promotion list for the department to select. They have also started working on next year's budget.</p> <p>Ms. Hahn requested for an update on the new software. Ms. Rapozo said the HR department fixed some of their payroll problems on the old system and after the November 15 payroll would see if these fixes produced better results. The committee received approval from purchasing department to negotiate a price and scope for the new system from two consultants. The chosen consultant would produce the Request for Proposal (RFP) specifications and scope of work and they hope this could be completed before the end of the fiscal year.</p> <p>Ms. Faulkner couldn't comprehend the high separation number separated from the exit interviews. Ms. Rapozo attributed that to the possibility that the transaction followed the actual separation and it could also include short term hires that do not get an exit interview. Ms. Faulkner stated that the county continued to miss opportunities to collect valuable information on what the county or department lacked and that it could be used to control vacancies and recruitment cost. She emphasized that exit interviews are an important and valuable tool and all employees leaving should be mandated to take part in it.</p> <p>Mr. Ramos asked if HR conducted stay interviews. He suggested they find out what their strengths are by asking existing employees what keeps them working for the county and</p>	

SUBJECT	DISCUSSION	ACTION
	<p>highlight that in recruitment. Ms. Rapozo admitted that had not been done before, but really liked the idea.</p> <p><i>Ms. Janine Rapozo left the meeting room.</i></p>	
	<p>Pursuant to Hawai'i Revised Statutes §§92-4 and 92-5 (a) (2) (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 and to discuss the hiring of a new Director of Human Resources, 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. (On-going)</p>	<p>Administrator Ellen Ching read the Hawai'i Revised Statutes to move the meeting into Executive Session.</p> <p>Vice Chair Iida moved to enter into Executive Session. Ms. Hahn seconded the motion. Motion carried 6:0.</p> <p>At 3:17 p.m. the Commission entered into Executive Session.</p>
Return to Open Session	<p>At 3:49 p.m. the Commissioners reconvened in Open Session.</p>	
Business	<p><u>CSC 2019-27 Possible interviews with the Honorable Mayor Derek S.K. Kawakami, Managing Director Michael A. Dahilig and Union Representatives regarding sharing of important attributes and leadership traits that a Director of Human Resources should possess.</u></p> <p>Ms. Ching said this was placed on the agenda once she was informed that the Police Commission did this as part of their hiring process. She asked the commission if they would want to consider this. Vice Chair Iida and Ms. Hahn felt it was late in the hiring process and it would have been more beneficial if it was done at the beginning stages. Ms. Faulkner disagreed and saw the value in hearing prospective views, she realized the importance of gaining advice from the Mayor and Managing Director. After some discussion the commission agreed but it would need to happen now. Ms. Ching apologized</p>	

SUBJECT	DISCUSSION	ACTION
	<p>for the late information and requested for a recess to see if either was available.</p> <p>Chair Jose called for a recess at 3:55 p.m. Chair Jose reconvened the meeting at 4:01 p.m.</p> <p><i>Mayor Derek S.K. Kawakami entered the meeting room.</i></p> <p>The Honorable Mayor Derek S.K. Kawakami thanked the commission for their service. Chair Jose thanked the Mayor for taking the time to share his thoughts on important attributes and leadership traits that a Director of Human Resources should possess. Mayor Kawakami talked about his family's philosophy that was passed down from his great grandfather. His father, the late Chief Executive Officer of Big Save Charles Kawakami considered three positions that were vital to running a successful business; operations manager, chief financial officer and human resources director. These were personally hand-picked and hired by Mr. Charles Kawakami.</p> <p>Moving forward, Mayor Kawakami expressed qualities that he deemed necessary in order for the new DHR to understand his direction and be a contributor to propel his course of action. The new DHR should be a forward thinker, visionary, thinks beyond day to day responsibilities, trustworthy, hard-worker and most importantly proactive in developing human capital. He identified County employees as the most valuable and important resource and expected the DHR to proactively formulate a strategic plan to continuously</p>	<p>Ms. Hahn moved to invite the Honorable Mayor Derek S.K. Kawakami and Managing Director Michael A. Dahilig to share their thoughts on important attributes and leadership traits for a Director of Human Resources. Ms. Faulkner seconded the motion. Motion carried 4:2. (Nay – Iida and Watanabe)</p>

SUBJECT	DISCUSSION	ACTION
	<p>develop all employees and provide them the tools to excel to their fullest potential. He said the new DHR must be a firm but compassionate leader and trustworthy, because the HR department are often in the position to say “no” and he would have to back-up their decisions. He considered experience in dealing with labor unions a low priority; however, they must be well versed with current statutes and ordinances.</p> <p>Mayor Kawakami said his hope is to develop people to their fullest potential, to the point where they become noticeable by the private sector; when that happens he has done his job. He thanked the commission for allowing him this time. In closing, he said HR must be accountable to mitigate risk in the workplace, handle investigations and flexible in their relation to the diverse culture that the county employs. HR is often the most under-appreciated department, extremely important and he would depend on them for critical decisions. He thanked the commission for their hard-work and trusted their judgement and process to select the best candidate. The Commission thanked Mayor Kawakami for his input.</p> <p><i>Mayor Derek S.K. Kawakami left the meeting room.</i></p> <p>The commission decided to decline contacting union representatives due to the late timeframe.</p>	<p>Mr. Watanabe moved to receive the advice from the Honorable Mayor Derek S.K. Kawakami. Vice Chair Iida seconded the motion. Motion carried 6:0.</p>
	<p><u>CSC 2019-28</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, 5/7/19, 6/4/19, 7/2/19, 8/6/19, 9/3/19, 9/10/19, 10/1/19, 10/30/19]</p> <p>A. Discussion and possible approval of the recommendations from the Permitted Interaction Group 3 (PIG) on the questions and scoring tool to rate applicants during the oral interview.</p> <p>B. Discussion and possible approval on the interview schedule and timeline.</p>	

SUBJECT	DISCUSSION	ACTION
	<ol style="list-style-type: none"> 1. Confirm oral interview date(s). 2. Confirm timeline of appointments. 3. Confirm interview particulars. <p>Ms. Ching said these were discussed in executive session and reiterated what the commission decided. They also agreed to have a working lunch.</p> <p>County Attorney Jenson advised the commission to adopt the PIG's recommendations.</p>	<p>Vice Chair Iida moved to adopt all the recommendations for the interview process made in executive session. Mr. Watanabe seconded the motion. Motion carried 6:0.</p>
Announcements	Next Meeting: Tuesday, December 17, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.	
Adjournment		With no objections, Chair Jose adjourned the meeting at 4:20 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

NOVEMBER 2019

HGEA's Unit 2 (blue collar supervisors) negotiating committee accepted a settlement offer from the Employer group and therefore went out for a ratification vote during the week of October 21st. HGEA notified the Employer group that the contract was ratified. The terms of the settlement include the following:

- July 1, 2019: \$2,000 lump sum payment
Step movement plan deleted
- July 1, 2020: 1.2% across the board increase
Employees on step A1 will move to step C1 and step A1 and step B1 will be deleted
Employees on step B1 and C1 as of June 30, 2020 will receive a 5.29% pay increase
Employees on former L5 step will receive a 5.29% pay increase
Increase monthly uniform allowance (\$20 to \$25; \$10 to \$15; \$6 to \$10 depending on what uniform consists of)
Increase meal allowance (\$2.00 more per meal to \$8/\$10/\$12)
Include advanced practical registered nurse as a form of an acceptable certificate of absences of five (5) or more consecutive days
- January 1, 2021: 1.2% across the board (ATB) increase
1.2% across the board (ATB) increase for employees on former step L5, and former steps B1 and C1 as of June 30, 2020

A bill to fund this two (2) year negotiated settlement has been sent to the County Council for approval.

As our efforts at offering exit interviews has not been entirely successful, research is being done on various tools to provide an opportunity at honest and constructive feedback to better our departments. While an employee separating from the County should be provided with the necessary benefits information (medical, retirement, deferred compensation, etc.), prior to leaving, post-exit interviews AFTER an employee leaves may provide more honest feedback for the fear of negative consequences would be eliminated. "Stay" Surveys are also being researched as another tool to engage employees in providing constructive feedback to our departments while still employed.

Jason Koga was welcomed to the HR Ohana on November 18th as our new Equipment Operator Trainer. Jason was previously with the Department of Finance as a Driver License Examiner I for the past seven (7) years.

CSC 2019-35

Administrative Services and Benefits

- The Selection Committee tasked with selecting a consultant to develop a Request for Proposal (RFP) for a new Human Resources Management System (HRMS) has finalized their selection and negotiations have started to develop the scope of work for the project.
- Compiled information from all departments in response to the County Council’s request for a listing of all County employees who have been involved in more than one (1) motor vehicle accident while operating a County vehicle within the past twenty (20) years.

- New Hires:
 - Accounting Assistant (exempt)
 - Deputy County Attorney (exempt)
 - Police Officer I
 - Program Specialist I (exempt)
 - Senior Clerk (2)

- Exit Interviews (Retirees): 0 of 0
- Exit Interview (Voluntary Separations/Terminations) 2 of 8
- TDI Applications 1 (denied)
- Leave Sharing: 3 (approved)
- Reference Checks: 7
- Employment Verifications: 13

- Transactions:

New Hires	6
Separations	7
Reallocations	4
Promotions	2
Demotions	0
Transfers	11
Pay Increase	3
Suspension	2
Leave Without Pay	0
Short Term	21
*Miscellaneous Changes	12
**Other	34
Seasonal	0

*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

- A joint Employer and Union Drug and Alcohol Subcommittee was formed with the Hawaii Firefighters Association (HFFA) to discuss various issues including accidental exposure related to cannabidiol (CBD) products, reasonable suspicion procedures, dilute specimens, Chief's discretion in discharges and drugs tested.
- Reallocations Processed:
 - Construction Inspector I to Construction Inspector II
 - Departmental Accounting Technician to Program Support Technician II
 - Fire Fighter I to Fire Fighter Trainee
 - Fire Fighter Trainee to Fire Fighter I (2)
 - Laborer I to Laborer II (2)
 - Human Resources Specialist III to Equipment Operator Trainer
 - Senior Account Clerk to Administrative Specialist II
 - Tax Clerk to Program Support Technician II (2)
 - Wastewater Plant Operator IV to Wastewater Plant Operator Assistant
- Desk Audits: None
- New Classes Adopted: Lead Water Meter Mechanic
- Administrative Reviews: None

Recruitment and Exam

- Due to a scoring error on the written test, an additional twenty-four (24) Fire Fighter Trainee applicants were invited to complete the four (4) phases of the performance testing. An additional eight (8) applicants passed the performance test resulting in a new total of forty (40) eligible Fire Fighter Trainees.
- Interviews were held on October 30th for the Equipment Operator Trainer position. An applicant was selected and started on November 16th.
- Sixty-seven (67) Fire Chief resumes were received by the posting deadline of October 11th. Binders were created for the Fire Commission for their review.
- Recruitments:
 - Abstracting Assistant I
 - Abstracting Assistant II
 - Abstracting Assistant III
 - Abstractor I
 - Abstractor II
 - Accountant II
 - Accountant III
 - Automotive Mechanic I
 - Bus Driver (substitute) (exempt) (2)

Customer Service Representative I
 Disaster Assistance Project Manager (exempt)
 Disaster Assistance Recovery, Mitigation and GIS
 Officer (exempt)
 Electrician (temporary) (exempt)
 Equipment Operator II
 Equipment Operator III
 Equipment Operator Trainer
 Field Operations Clerk (exempt)
 Fire Assistant Chief
 Fiscal Officer II
 Information Technology Specialist III
 Investigator (exempt) (2)
 Lead Water Meter Mechanic
 Liquor Clerical Assistant (exempt)
 Mechanic Helper (exempt)
 Ocean Safety Officer I
 Personnel Support Clerk (exempt)
 Pipefitter Helper
 Process Server
 Program Specialist I (exempt) (2)
 Program Support Technician II
 Recycling Specialist II
 Sexual Assault Forensic Nurse Examiner (SANE)
 (exempt)
 Site Manager (exempt)
 Solid Waste Program Engineer (exempt)
 Solid Waste Worker I
 Transit Fleet Mechanic (exempt)
 TVR Permit Enforcement Research Specialist
 (exempt)
 Van Driver (substitute) (exempt)
 Wastewater Plant Operator Assistant
 Winter Fun Program (exempt)

- Lists Referred to Departments:

Accountant Trainee
 Automotive Mechanic I
 Bus Driver (exempt)
 Bus Driver (substitute) (exempt)
 Clerk-Dispatcher I (exempt)
 Departmental Accounting Technician
 Disaster Assistance Project Manager (exempt)
 Disaster Assistance Recovery, Mitigation and GIS
 Officer (exempt)
 Electrician (temporary) (exempt)
 Equipment Operator Trainer

Grants Specialist II
 Investigator (exempt)
 Lead Pipefitter
 Liquor Clerical Assistant (exempt)
 Mechanic Helper
 Park Security Officer
 Police Services Officer
 Program Compliance Specialist (exempt)
 Program Specialist I (exempt) (3)
 Recycling Specialist II
 Senior Account Clerk
 Sexual Assault Forensic Nurse Examiner (SANE)
 (exempt)
 Site Manager (exempt)
 Solid Waste Program Engineer (exempt)
 Transit Fleet Mechanic (exempt)
 TVR Permit Enforcement Research Specialist
 (exempt)
 Van Driver (substitute) (exempt)

- Written Exams Administered:
 - Abstractor II
 - Account Clerk (2)
 - Emergency Services Dispatcher I (2)
 - Fire Captain
 - Firefighter II (Hazmat)
 - Firefighter II (Rescue)
 - Firefighter III
 - Firefighter Trainee
 - Lead Pipefitter
 - Park Security Officer I
 - Police Services Officer (2)
 - Utility Worker

- Performance Exams Administered:
 - Firefighter Trainee
 - Solid Waste Worker II

- Administrative Reviews:
 - Account Clerk (accepted)
 - Customer Service Representative (accepted)
 - Equipment Operator Trainer (sustained)
 - Fire Fighter Trainee (sustained) (3)

Payroll

- Dependent information is now being tracked in our Human Resources Information System (HRIS) to assist with flagging individuals who age out of health coverage.

- Social security taxes for retirants returning to work for the County of Kaua'i was mistakenly being deducted; refunds for thirteen (13) employees were processed for their 2019 social security taxes.
- Gross Payroll:

10/15/2019	\$3,919,135
End of Month	\$3,883,429
EUTF (Health Fund)	\$2,162,866
Active	\$ 726,366
Retiree	\$ 752,619
OPEB	\$ 683,881
ERS (Retirement)	\$1,984,666
Social Security	\$283,792
Medicare	\$107,782
PTS SS Savings	\$3,041

Employee Development and Health Services

- Six (6) new workers' compensation claims were filed this month; four (4) medical-only claims and two (2) indemnity claims.
- Coordinated with federal Mediator Carol Catanzariti to provide mediation services to our Public Works department to deal with an employee-employee conflict.
- David Ching with Atlas Insurance provided safety training (Fall Protection, Respiratory Protection, Confined Space and Ladder Safety) on October 22nd. Sixty-nine (69) employees attended.
- Worklife Hawaii provided a Drug and Alcohol Reasonable Suspicion Training on October 29th; fifty-nine (59) supervisors attended.
- Glenn Furuya provided a training on "Effective Leadership-Essential Patterns"; thirty-three (33) supervisors attended.
- Equipment/Driver Training: Truck Tractor with End Dump (1 Public Works' employee)
Clipper (1 Public Works' employee)
Tractor Mower (1 Public Works' employee)
Hitachi Excavator (8 Public Works' employees)
Incident Command Center Vehicle (4 Police employees)
Trailer Pinto Hook-Up (11 Police employees)

EEO/ADA

- Monitoring of construction at the County Civic Center and on Rice Street has been on-going to ensure ADA compliance.
- Coordinated with Sprint/Relay Hawaii to provide training in December for County departments/agencies on remote captioning services.
- Investigating a workplace violence complaint for the Department of Parks and Recreation.

COUNTY OF KAUA'I
CIVIL SERVICE COMMISSION
2020 MEETING DATES

1st Tuesday each Month at 3:00 p.m.
Liquor Conference Room 3

January 7, 2020

February 4, 2020

March 3, 2020

April 7, 2020

May 5, 2020

June 2, 2020

July 7, 2020

August 4, 2020

September 1, 2020

October 6, 2020

November 10, 2020*

December 1, 2020

* Changed to 2nd Tuesday due to Nov. 3rd General Election Day

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