

Jeffrey Iida
Chair

Vonnell Ramos
Vice Chair

Members:
Fely Faulkner
Elizabeth Hahn
Richard Jose
Beth Tokioka
Ricky Watanabe

COUNTY OF KAUAI CIVIL SERVICE COMMISSION
NOTICE OF MEETING AND AGENDA

Tuesday, January 7, 2020

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 December 14, 2019
- B. Open Session Special Minutes of December 15, 2019
- C. Open Session Minutes of December 17, 2019

ACTING DIRECTOR'S REPORT

- CSC 2020-01** Acting Director's Report for the December 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)

An Equal Opportunity Employer

- ES-001** Executive Session Minutes of December 14, 2019
- ES-002** Executive Session Minutes of December 15, 2019
- ES-003** Executive Session Minutes of December 17, 2019
- ES-004** Update on the hiring process of the Director of Human Resources. (Ongoing)
- A. Update on the top candidates acceptance of the conditional job offer and progress of the reference check, background check and drug test.
 - B. Discussion on other related matters.

RETURN TO OPEN SESSION

Ratify the actions taken by the Civil Service Commission in executive session for the following agenda items: ES-001, ES-002, ES-003 and ES-004.

BUSINESS

- CSC 2020-02** Discussion on the plans and actions regarding audits performed for the following (ongoing):
- 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)
- CSC 2020-03** Discussion and possible outline of job expectations for the Director of Human Resources.

ANNOUNCEMENTS

Next Meeting: Tuesday, February 4, 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:	December 14, 2019
Location	Mo'ikeha Building, Liquor Conference Room 3	Start of Meeting:	7:30 a.m. End of Meeting: 12:43 p.m.
Present	Chair Richard Jose. Vice Chair Jeffrey Iida. Commissioner: Fely Faulkner, Elizabeth Hahn, Vonnell Ramos, Beth Tokioka and Ricky Watanabe (<i>arrived 7:55 a.m.</i>). Deputy County Attorney Todd Jenson. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused			
Absent			

SUBJECT	DISCUSSION	ACTION
Call To Order/Roll Call		Chair Jose called the meeting to order at 7:30 a.m. with six members present constituting a quorum.
Business	<p><u>CSC 2019-29</u> Discussion and decision on the possible addition to the list of interview questions.</p> <p>Before the start of the meeting the Commission received a copy of the December 14, 2019 Agenda, list of approved questions that included two additional questions to possibly use during the interview, a list of the interview process, a copy of the County of Kaua'i job bulletin for the Director of Human Resources dated 06/16/19 and interview scoring packet for candidate one.</p> <p>Administrator Ellen Ching disclosed that in a recent conversation with Acting Director of Human Resources Janine Rapozo she recommended the commission ask the candidates their timeline on when they would be able to start and expected salary. Ms. Ching proposed the addition of the two new questions to the interview list.</p>	Ms. Hahn moved to approve adding the two new questions to the interview list. Vice Chair

A.

SUBJECT	DISCUSSION	ACTION
		Iida seconded the motion. Motion carried 6:0.
	<p><u>CSC 2019-30</u> <u>Discussion and decision on the process and possible implementation for reference checks, criminal background checks and drug tests.</u></p> <p>Ms. Ching stated she consulted with the County Attorney's Office and was advised that a conditional job offer would need to be secured before proceeding with any of the reference, criminal or drug tests. She asked the Commission to approve this process so that once a decision is made she would be able to continue with the hiring process.</p>	<p>Ms. Hahn moved to implement a reference check, criminal background check and drug test once a conditional job offer was made to a candidate. Vice Chair Iida seconded the motion. Motion carried 6:0.</p>
	<p><u>CSC 2019-31</u> <u>Discussion and review of the interview process.</u></p> <p>Vice Chair Iida reviewed the interview process with the commission. Ms. Ching thanked Deputy County Attorney Todd Jenson for his guidance in ensuring that follow-up questions were within legal guidelines and forewarned the Commission that he would interject if questions were outside of those perimeters. Attorney Jenson said the commission previously previewed a packet of guidelines and that all questions should be job related.</p> <p>Chair Jose called for a recess at 7:36 a.m. Chair Jose reconvened the meeting at 7:38 a.m.</p> <p>Commission Support Clerk Sandra Muragin reviewed what was included and the set-up of the interview packets.</p> <p>Chair Jose called for a recess at 7:44 a.m. <i>Commissioner Ricky Watanabe arrived at 7:55 a.m.</i></p>	

SUBJECT	DISCUSSION	ACTION
	Chair Jose reconvened the meeting at 7:55 a.m.	
	<p>Pursuant to Hawai'i Revised Statutes §§92-4 and 92-5 (a) (2) (4), the purpose of this Executive Session is to interview candidates for the position of 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>Chair Jose called for the question.</p>	<p>Ms. Tokioka moved to enter into Executive Session. Ms. Hahn seconded the motion.</p> <p>Administrator Ellen Ching read the Hawai'i Revised Statutes to move the meeting into Executive Session.</p> <p>Motion carried 7:0.</p> <p>At 7:56 a.m. the Commission entered into Executive Session.</p>
Return to Open Session	At 12:42 p.m. the Commissioners reconvened in Open Session.	
Business	<p><u>CSC 2019-32 Discuss candidates qualifications and assess interviews.</u></p> <p>A. <u>Discussion and possible selection of the top candidates.</u></p> <p>B. <u>Discussion on other related matters.</u></p> <p>CSC 2019-32 was discussed in executive session and no further comments were required.</p>	
Announcements	Next Meeting: Sunday, December 15, 2019 – 9:00 a.m., Mo'ikeha Building, Liquor Conference Room 3.	
Adjournment		With no objections, Chair Jose adjourned the meeting at 12:43 p.m.

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

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

COUNTY OF KAUAI
Minutes of Special Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	December 15, 2019
Location	Mo'ikeha Building, Liquor Conference Room 3	Start of Meeting:	9:15 a.m.
		End of Meeting:	2:27 p.m.
Present	Chair Richard Jose. Vice Chair Jeffrey Iida. Commissioner: Fely Faulkner (<i>arrived 9:15 a.m.</i>), Elizabeth Hahn, Vonnell Ramos, Beth Tokioka and Ricky Watanabe. Deputy County Attorney Todd Jenson. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused			
Absent			

SUBJECT	DISCUSSION	ACTION
Call To Order/Roll Call		Chair Jose called the meeting to order at 9:15 a.m. with seven members present constituting a quorum.
Business	<p><u>CSC 2019-33</u> <u>Discussion and review of the interview process.</u></p> <p>Before the start of the meeting the Commission received a copy of the December 15, 2019 Agenda and interview scoring packet for candidate three.</p> <p>Vice Chair Iida stated they would follow the same process as yesterday. The commissioners had no additional questions regarding the interview process.</p>	
	<p>Pursuant to Hawai'i Revised Statutes §§92-4 and 92-5 (a) (2) (4), the purpose of this Executive Session is to interview candidates for the position of 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. Tokioka moved to enter into Executive Session. Vice Chair Iida seconded the motion.</p> <p>Administrator Ellen Ching read the Hawai'i Revised Statutes to move the meeting into Executive Session.</p>

B.

SUBJECT	DISCUSSION	ACTION
	Chair Jose called for the question.	Motion carried 7:0. At 9:17 p.m. the Commission entered into Executive Session.
Return to Open Session	At 2:25 p.m. the Commissioners reconvened in Open Session.	Ms. Tokioka moved to ratify the actions taken in Executive Session. Vice Chair Iida seconded the motion. Motion carried 7:0.
Business	<p><u>CSC 2019-34</u> <u>Discuss candidates qualifications and assess interviews.</u></p> <p>A. <u>Discussion and possible selection of the top candidates.</u></p> <p>B. <u>Discussion and decision on conditional offers.</u></p> <p>C. <u>Discussion on other related matters.</u></p> <p>CSC 2019-34 was discussed in executive session and no further comments were required.</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 2:27 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.

DRAFT To Be Approved

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	December 17, 2019	
Location	Mo'ikeha Building, Liquor Conference Room 3	Start of Meeting:	3:00 p.m.	End of Meeting: 3:54 p.m.
Present	Chair Pro Tem Jeffrey Iida. Commissioner: Fely Faulkner, Elizabeth Hahn (<i>arrived at 3:04 p.m.</i>), Vonnell Ramos, Beth Tokioka and Ricky Watanabe. Deputy County Attorney Todd Jenson. Acting Director of Human Resources Janine Rapozo (<i>left at 3:12 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.			
Excused	Chair Richard Jose.			
Absent				
SUBJECT	DISCUSSION			ACTION
Call To Order/Roll Call				Chair Pro Tem Iida called the meeting to order at 3:00 p.m. with five members present constituting a quorum.
Approval of Minutes	A. Open Session Special Minutes of October 30, 2019 B. Open Session Minutes of November 5, 2019			Mr. Watanabe moved to approve the Open Session Special minutes of October 30, 2019, as circulated. Ms. Tokioka seconded the motion. Motion carried 5:0. Mr. Watanabe moved to approve the Open Session minutes of November 5, 2019, as circulated. Ms. Tokioka seconded the motion. Motion carried 5:0.
Acting Director's	<u>CSC 2019-35</u> <u>Acting Director's Reports for the November 2019 period.</u> A. Labor contracts and negotiations			

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SUBJECT	DISCUSSION	ACTION
<p>Report</p>	<ul style="list-style-type: none"> 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 of Human Resources Janine Rapozo reviewed the November report with the Commission (on file). She said they were continuing labor negotiations for five outstanding Hawai'i Government Employees Association (HGEA) contracts. Unit 13 was scheduled for a final reading at tomorrow's County Council meeting and Unit 2 had its first reading at the last County Council meeting. Unit 3 and Unit 14 are scheduled for arbitration in January 2020. Ms. Rapozo stated that Safety & Driver Improvement Coordinator Steven Carvalho rescinded his retirement and agreed to assist in training newly hired Equipment Trainer Jason Koga who started in mid-November.</p> <p>Ms. Rapozo said the holiday party was partially set and would begin once this meeting ends.</p> <p>Mr. Watanabe asked about where they obtained a position for Jason Koga. Ms. Rapozo said they were able to overlap using a vacant specialist position.</p> <p>Ms. Hahn asked for an explanation about social security taxes for retirants returning to work on the first bullet page six. Ms. Rapozo said the tax law does not mandate deduction of social security taxes for retirants. They mistakenly deducted social security taxes from thirteen retirants and refunded those affected in 2019.</p> <p>Ms. Tokioka asked about the remote captioning service under EEO/ADA on page six. Ms. Rapozo said Sprint/Relay Hawai'i approached the County's ADA Coordinator and offered a free remote captioning service and training.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Administrator Ellen Ching, acknowledged and thanked Ms. Rapozo's effort and support with the hiring process. Ms. Rapozo thanked the commission for their support during her tenure and expressed her commitment to continue to move HR forward.</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>Chair Pro Tem Iida called for the question.</p>	<p>Ms. Faulkner moved to enter into Executive Session. Ms. Tokioka seconded the motion.</p> <p>Administrator Ellen Ching read the Hawai'i Revised Statutes to move the meeting into Executive Session.</p> <p>Motion carried 6:0.</p> <p>At 3:16 p.m. the Commission entered into Executive Session.</p>
<p>Return to Open Session</p>	<p>At 3:48 p.m. the Commissioners reconvened in Open Session.</p>	<p>Ms. Tokioka ratified all the actions taken in Executive Session. Ms. Faulkner seconded the motion. Motion carried 6:0.</p>
<p>Business</p>	<p><u>CSC 2019-36</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, 10/1/19, 10/30/19, 11/5/19]</p> <p>A. Discussion and possible selection of the top candidates.</p> <p>B. Discussion and possible approval to conduct and formulate questions for a telephone conference call with the top candidates.</p> <p>C. Discussion and decision on conditional offers.</p>	<p>Mr. Watanabe moved to receive CSC 2019-36 Discussion and implementation of the hiring process to being selection of a</p>

SUBJECT	DISCUSSION	ACTION
	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.	Director of Human Resources, which was discussed and finalized in Executive Session. Ms. Hahn seconded the motion. Motion carried 6:0.
	<u>CSC 2019-37 Discussion and possible decision making on the annual job performance review for the Acting Director of Human Resources.</u>	Mr. Watanabe moved to receive CSC 2019-37 Discussion and possible decision making on the annual job performance review for the Acting Director of Human Resources, which was discussed and finalized in Executive Session. Ms. Hahn seconded the motion. Motion carried 7:0.
	<u>CSC 2019-38 Review and approval of the 2020 meeting schedule.</u> Vice Chair Iida asked to amend the December meeting date from December 1st to December 15th.	Ms. Tokioka moved to approve the amended 2020 meeting schedule. Ms. Faulkner seconded the motion. Motion carried 6:0.
	<u>CSC 2019-39 Election of Chair and Vice Chair for calendar year 2020.</u>	Ms. Faulkner nominated Jeffrey Iida for Chair. Ms. Hahn seconded the motion. Motion carried 6:0. Ms. Hahn nominated Vonnell Ramos for Vice Chair. Ms. Tokioka seconded the motion. Motion carried 6:0.
Announcements	Next Meeting: Tuesday, January 7, 2020 – 3:00 p.m., Mo'ikeha Building, Liquor	

SUBJECT	DISCUSSION	ACTION
	Conference Room 3.	
Adjournment		With no objections, Chair Pro Tem Iida adjourned the meeting at 3:54 p.m.

Submitted by: _____
Sandra Muragin, Commission Support Clerk

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

Approved as circulated.

Approved with amendments. See minutes of _____ meeting.

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

DECEMBER 2019

The County Council approved the Hawaii Government Employees Association (HGEA) Unit 13 (professional and scientific employees) bill to fund a two (2) year contract from July 1, 2019 to June 30, 2021. Once the State legislature opens their 2020 session, final approval will be needed for raises to be processed.

First reading for HGEA's Unit 2 (blue collar supervisors) bill to fund a two (2) year contract from July 1, 2019 to June 30, 2021 was heard at the County Council. A public hearing on the bill is scheduled for January 16, 2020. Final reading is anticipated to be on January 29, 2020.

HGEA's Unit 3 (white collar employees) and Unit 14 (Ocean Safety Officers and Law Enforcement Officers) are scheduled for arbitration from January 13, 2020 to January 31, 2020. Since the same arbitrator was selected for both units, the financials and ability to pay portion of the hearings have been combined for both units and will be scheduled on the first week. Non-cost items specific to each unit will be heard on the following weeks. Talks are still on-going with HGEA with the hope of reaching settlement.

Negotiations are on-going with BerryDunn, the selected consultant for the department's Human Resources Management System (HRMS) project. The scope of work includes the development of a Request for Proposal (RFP) for a new HRMS that focuses on employee records and payroll, assisting with the selection of a new vendor and implementation of the new system.

Effective January 1, 2020, new employees will be required to use a new W-4 form which no longer allows employees to claim "exempt" or indicate a number for deductions. Instead, a calculation must be completed based on an employee's dependents, second job, anticipated extra/less compensation, etc.

CMC 2020-01

Administrative Services and Benefits

- A contract extension is being executed with Diagnostics Laboratories for the continued provision of drug and alcohol testing for our various departments.

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

- Exit Interviews (Retirees): 2 of 2
- Exit Interview (Voluntary Separations/Terminations) 0 of 1
- TDI Applications 2 (2 denied)
- Leave Sharing: None
- Reference Checks: 13
- Employment Verifications: 15

- Transactions:

New Hires	14
Separations	12
Reallocations	0
Promotions	4
Demotions	1
Transfers	2
Pay Increase	12
Suspension	1
Leave Without Pay	0
Short Term	32
*Miscellaneous Changes	32
**Other	28
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

- Two (2) United Public Worker grievances were heard regarding disciplinary action and overtime.
- Reallocations Processed: Bus Driver (substitute) to Van Driver (substitute)
County Real Property Technical Officer to Senior County

Real Property Technical Officer
 Wastewater Treatment Plant Operator I to Wastewater Plant
 Operator IV
 Waterworks Information Technology Officer to Waterworks
 Information Technology Manager
 West Kauai Community Plan Assistant to Planning Inspector
 III

- Desk Audits: None
- New Classes Adopted: Assistant Waterworks Controller
 Senior County Real Property Technical Officer
 Water Service Investigator III
 Waterworks Information Technology Manager
- Administrative Reviews: None

Recruitment and Exam

- Continued to assist the Fire Commission with the on-going recruitment for Fire Chief. Seventeen (17) candidates were selected for the second phase (essay questions) of the selection process.
- With the current Manager and Chief Engineer returning to his civil service position, staff have been working with the Board of Water to advertise for a new department head and with hiring an interim/acting Manager.
- Recruitments: Accountant III
 Accounting Assistant (exempt)
 Administrative Specialist II (exempt)
 Bus Driver (substitute) (exempt) (2)
 Customer Service Representative I (2)
 Driver's License Examiner I
 Equipment Logistics Crew Operator
 Field Operations Clerk (exempt)
 Fiscal Officer II
 Information Technology Specialist III
 Investigator (exempt)
 Machinist
 Ocean Safety Officer I
 Pipefitter Helper
 Planner III
 Process Server
 Program Specialist I (exempt)
 Program Support Technician II
 Public Housing & Development Specialist III
 (exempt)

Real Property Titles Examiner & Recorder
Secretarial Assistant (exempt)
Student Intern II (exempt)
Utility Worker
Van Driver (substitute) (exempt)
Wastewater Plant Operator Assistant
West Kauai Community Plan Assistant (exempt)

- Lists Referred to Departments:

Accountant I
Accountant Assistant (exempt)
Administrative Specialist II (exempt)
Automotive Mechanic I
Bus Driver (exempt)
Clerk-Dispatcher I (exempt)
Emergency Services Dispatcher I
Equipment Operator III
Field Operations Clerk (exempt)
Fire Captain
Fire Fighter III
Fiscal Officer II
Information Technology Project Coordinator
Mechanic Helper
Ocean Safety Officer I
Park Caretaker I
Personnel Support Clerk (exempt)
Planning Inspector III
Police Services Officer
Process Server
Program Specialist I (exempt) (2)
Public Housing & Development Program Specialist III
(exempt)
Real Property Titles Examiner & Recorder
Secretarial Assistant (exempt)
Senior Clerk
Solid Waste Worker I
Solid Waste Worker II
Student Intern II (exempt)
Utility Worker (2)
Van Driver (substitute) (exempt)
Wastewater Plant Operator Assistant
West Kauai Community Plan Assistant (exempt)
Winter Fun Program (exempt)

- Written Exams Administered:

Account Clerk
Electrician Helper (2)
Emergency Services Dispatcher I (2)

Janitorial Working Supervisor
 Lead Water Meter Mechanic
 Park Security Officer I (2)
 Pipefitter Helper (2)
 Planning Inspector III
 Plant Electrician Helper (2)
 Police Services Officer (2)
 Senior Pool Guard
 Solid Waste Worker I
 Wastewater Plant Operator Assistant (2)

- Performance Exams Administered: Equipment Operator III
 Fire Fighter Trainee
 Fire Fighter II
 Ocean Safety Officer I
 Solid Waste Worker II
- Administrative Reviews: Fire Fighter III (sustained)
 Fiscal Officer II (accepted)
 Process Server (accepted)
 Senior Pool Guard (sustained)

Payroll

- Payroll staff met with Fire-Ocean Safety Division to train and discuss timesheets, leave of absence forms, types of leave, timelines, mileage, and differentials in an attempt to have accurate timesheets submitted on time.
- Automated dues calculations for Hawaii Government Employees Association (HGEA) members by using the current Human Resources Information System (HRIS). In the process, it was discovered that incorrect dues had been manually calculated and corrections needed to be made.
- Gross Payroll:

11/15/2019	\$3,948,723
End of Month	\$3,964,631
EUTF (Health Fund)	\$2,157,333
Active	\$ 720,833
Retiree	\$ 754,288
OPEB	\$ 682,212
ERS (Retirement)	\$1,951,512
Social Security	\$294,634
Medicare	\$109,233
PTS SS Savings	\$4,054

Employee Development and Health Services

- Six (6) new workers' compensation claims were filed this month; four (4) medical-only claims, one (1) indemnity claim and one (1) controverted claim.
- Bi-monthly reviews for sixteen (16) workers' compensation claims from Public Works, Parks and Recreation, Police, Fire, Finance, Water, 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. Cases for review have been decreasing over the last years showing good signs of lessening injuries in the County.
- Staff conducted a DiSC workshop for the Finance-Information Technology Division; twenty (20) employees attended.
- Glenn Furuya provided a training on "Effective Leadership-Essential Tools"; forty-eight (48) employees attended.
- As part of an EEO settlement agreement, discrimination and harassment training was provided to the Office of the Prosecuting Attorney on December 13th and 16th; thirty-nine (39) employees attended.
- Equipment/Driver Training: Compactor Backhoe (1 Public Works' employee)
Excavator (2 Public Works' employees)
Pay Loader (2 Public Works' employees)
Tractor Mower (1 Public Works/ employee)
Bush Whacker (3 Public Works' employees)
10 Cubic Yard Dump Truck w/Pinto Hookup Trailer (1 Department of Water employee)
Skid Steer Loader (1 Public Works' employee)
Lee Boy Grader (1 Public Works' employee)
Backhoe (1 Public Works' employee)
Case Loader (1 Public Works' employee)

EEO/ADA

- Completed workplace violence complaint investigation resulting in no findings.
- ADA complaint received regarding a vicious dog attack resulting in a service dog being severely injured at a County facility. While there was no ADA violation, will be assisting the Kauai Police Department if the service dog's owner needs to be interviewed.
- As part of an EEO settlement agreement, ADA training was provided to the Office of the Prosecuting Attorney on December 13th and 16th; thirty-nine (39) employees attended.