

Jeffrey Iida
Chair

Vonnell Ramos
Vice Chair

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

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

Tuesday, March 3, 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 Minutes of February 4, 2020

ACTING DIRECTOR'S REPORT

CSC 2020-08 Acting Director's Report for the February 2020 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

BUSINESS

CSC 2020-09 Discussion on the plans and actions regarding audits performed for the following (on-going):
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 2020-10 Discussion and possible outline of job expectations for the Human Resources Director (on-going).
A. Review sample evaluation.
B. Discussion on other related matters.

An Equal Opportunity Employer

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 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 item, deliberate and take such action as appropriate.

ES-008

Executive Session Minutes of February 4, 2020

RETURN TO OPEN SESSION

Ratify the actions taken by the Civil Service Commission in executive session for the agenda item: ES-008.

ANNOUNCEMENTS

Next Meeting: Tuesday, April 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.

SUBJECT	DISCUSSION	ACTION
	<p>Commission (on file). She shared that all labor contracts were completed and because the contracts expired June 2019, there would be lump sum or retro payments to settle. Unit 4 and Unit 14 are pending arbitration awards and all units need final approval from the Legislature for funding. There is a bill in the Legislature to split Unit 14 Ocean Safety Officers and State Law Enforcement Sheriffs Division. If the bill passes Unit 15 would be the Ocean Safety Officers and Unit 14 would be for the State Law Enforcement Sheriffs Division. There is also another bill in the legislature to extend the required electronic Employee Retirement System (ERS) to the state for another five years.</p> <p>Ms. Rapozo said they secured and have a signed contract with BerryDunn who would prepare an Request For Proposal (RFP) before the end of June.</p> <p>Ms. Tokioka asked if the 26 short term under transactions were 89-day contracts and if that number included new contracts or a carryover from last month. Ms. Rapozo explained there were approximately 12-15, 89-day contracts included in that count. The count included 89-day contract hires and 89-day contract terminations.</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>Ms. Tokioka moved to enter into Executive Session. Ms. Hahn seconded the motion. Motion carried 7:0.</p> <p>At 3:08 p.m. the Commission entered into Executive Session.</p>

SUBJECT	DISCUSSION	ACTION
Return to Open Session	At 3:21 p.m. the Commissioners reconvened in Open Session.	Ms. Hahn ratified the actions taken in Executive Session for agenda items: ES-005, ES-006, and ES-007. Ms. Faulkner seconded the motion. Motion carried 7:0.
Business	<p><u>CSC 2020-05</u> Update on the hiring process of the Director of Human Resources (ongoing):</p> <ul style="list-style-type: none"> A. Coordination of protocol announcement procedures. B. Discussion and decision making on the notification to all applicants. C. Discussion on other related matters. <p>CSC 2020-05 was discussed in executive session and no further comments were required.</p>	
	<p><u>CSC 2020-06</u> Discussion on the plans and actions regarding audits performed for the following (on-going):</p> <ul style="list-style-type: none"> 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>Ms. Tokioka moved to defer CSC 2020-06 Discussion on the plans and actions regarding audits performed for the following (ongoing):</p> <ul style="list-style-type: none"> C. Fiscal Year 2015-2016 Audit of County Hiring Practices (Report no. 15-01) D. Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report no. 18-01) <p>Ms. Hahn seconded the motion. Motion carried 7:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p><u>CSC 2020-07</u> <u>Discussion and possible outline of job expectations for the Director of Human Resources (on-going).</u></p> <p>A. Review samples of evaluation tools.</p> <ol style="list-style-type: none"> a. Department of Water Goals and Objectives b. Evaluation Factors: Appointees/Managers c. Self-Evaluation Letter d. Position description and Charter <p>Ms. Ching proposed several options and advised a clear outline of job expectations for the new HRD. She suggested they formulate a six month evaluation with a list of preliminary expectations and guidelines that would evolve into an in-depth assessment. Ms. Ching also suggested they consider developing a digital survey for the HR staff to complete that would compile interaction and the internal function of the department. They should also plan to address the HRMS (human resources management system) system and set June 30, 2020 to encumber the CIP (capital improvement program) funds.</p> <p>Ms. Tokioka advised the first responsibility should be to review the audit and develop an action plan. There should also be an area that would look at the office structure, how things are assigned and come up with a preliminary report on her findings for the commission to review.</p> <p>With no further discussion, Chair Iida asked the question.</p>	<p>Ms. Tokioka moved to defer CSC 2020-07 Discussion and possible outline of job expectations for the Director of Human Resources. Ms. Faulkner seconded the motion. Motion carried 7:0.</p>
Announcements	Next Meeting: Tuesday, March 3, 2020 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.	
Adjournment		With no objections, Chair Iida adjourned the meeting at 3:31 p.m.

Submitted by: _____
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
Jeffrey Iida, Chair

Approved as circulated.

Approved with amendments. See minutes of _____ meeting.

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

FEBRUARY 2020

The Hawaii Government Employees Association's (HGEA) Unit 3 (clerical employees) funding bill has gone through 1st reading and public hearing at the County Council. Final reading is scheduled for March 4, 2020.

A tentative settlement has been reached with HGEA's Unit 4 (clerical supervisors). Ratification voting will be held from February 27, 2020 to March 3, 2020.

Two weeks of arbitration hearings were held for HGEA's Unit 14 (Ocean Safety Officers and Law Enforcement Officers). Because of the two (2) distinct groups of employees, the hearings were lengthy as issues for both groups were presented. In addition, it was very difficult to arrive at any type of settlement that both groups could agree on. As a result, there is currently a bill at the Legislature proposing to split the bargaining unit-Unit 14 as Law Enforcement Officers (State) and Unit 15-Ocean Safety Officers (County).

BerryDunn, consultant for the HRMS project will be on site from March 3-5, 2020. Meetings have been scheduled with various departmental users to discuss business processes that are currently being used for payroll and personnel transactions.

CSC 2020-08

Administrative Services and Benefits

- Meeting was held with Allstate Insurance Company as they will once again assist with open enrollment for our flexible spending plan.

- New Hires:
 - Accountant III
 - Administrative Specialist II (exempt)
 - Administrative Support Assistant
 - Bridge Maintenance Worker I
 - Bus Driver (exempt)
 - Bus Driver (substitute) (exempt)
 - Clerk Dispatcher I (exempt)
 - Deputy County Attorney (exempt)
 - Disaster Assistance Recovery, Mitigation & GIS Officer (exempt)
 - Emergency Services Dispatcher
 - Field Operations Clerk (exempt)
 - Fiscal Officer II
 - Housing Assistance Specialist (exempt)
 - Mechanic Helper
 - Police Services Officer (8)
 - Program Compliance Specialist (exempt)
 - Program Specialist I (exempt)
 - Program Support Technician (2)
 - Public Housing & Development Program Specialist III (exempt)
 - Senior Clerk
 - Solid Waste Worker I (2)
 - Solid Waste Worker II
 - Van Driver (substitute) (4) (exempt)

- Exit Interviews (Retirees): 0 of 0
- Exit Interview (Voluntary Separations/Terminations) 3 of 3
- TDI Applications 4 (1 approved, 3 denied)
- Leave Sharing: 1 (approved)
- Reference Checks: 13
- Employment Verifications: 9

- Transactions:

New Hires	35
Separations	9
Reallocations	10
Promotions	6
Demotions	0
Transfers	14
Pay Increase	388

Suspension	0
Leave Without Pay	0
Short Term	11
*Miscellaneous Changes	8
**Other	24
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

- One (1) United Public Worker grievance was heard regarding the application and compensation of holiday pay.
- Reallocations Processed:
 - Accountant III to Accountant Trainee
 - Civil Engineer I to Civil Engineer IV
 - Civil Engineer VII to Advisor to the Board of Water Supply
 - Ocean Safety Officer I to Ocean Safety Officer II
 - Ocean Safety Officer II to Ocean Safety Officer I
 - Personnel Management Specialist II to HR Specialist I
 - Planner II to Planner III
 - Procurement & Specifications Specialist I to Treasurer
 - School Crossing Guard to Legislative Liaison
 - Treasury Support Clerk to Senior Clerk
- Desk Audits: None
- New Classes Adopted: None
- Administrative Reviews: None

Recruitment and Exam

- Continued to assist the Fire Commission with hiring a new Fire Chief with scheduling interviews for fourteen (14) applicants. Interviews will be held on March 1st, 2nd and 3rd.
- Recruitments:
 - Bridge Maintenance Worker I (2)
 - Bus Driver (substitute) (exempt)
 - Clerk-Dispatcher I (exempt)
 - Criminalist I
 - Deputy Prosecuting Attorney (exempt)
 - Disaster Assistance Project Manager (exempt)
 - Electrician (temporary) (exempt)

Environmental Services Management Engineer
Equipment Logistics Crew Leader
Equipment Operator II
Equipment Operator III
Evidence Custodian Assistant (exempt)
Investigator (exempt)
Liquor Clerical Assistant (exempt)
Personnel Management Specialist I
Personnel Support Clerk (exempt)
Site Manager (exempt)
Solid Waste Program Engineer (exempt)
Treasurer
Tree Trimming Heavy Truck and Aerial Platform
Operator
TVR Permit Enforcement Research Specialist
(exempt)

- Lists Referred to Departments:

Assistant Waterworks Controller
Bus Driver (substitute) (exempt)
Civil Engineer II
Civil Engineer VI
Clerk-Dispatcher I (exempt)
Criminalist I
Deputy Prosecuting Attorney (exempt)
Disaster Assistance Project Manager (exempt)
Electrician (temporary) (exempt)
Emergency Services Dispatcher I
Environmental Services Management Engineer
Equipment Operator I
Evidence Custodian Assistant (exempt)
Fire Fighter II (Rescue)
Grant Specialist II
Information Specialist II
Investigator (exempt)
Liquor Clerical Assistant (exempt)
Ocean Safety Officer I
Park Security Officer I
Personnel Management Specialist I
Personnel Support Clerk (exempt)
Police Lieutenant
Police Sergeant
Police Services Officer
Public Housing & Development Program Specialist III
(exempt)
Senior Clerk
Sewer Maintenance Helper

Site Manager (exempt)
 Solid Waste Program Engineer (exempt)
 Transit Fleet Mechanic (exempt)
 Treasurer
 TVR Permit Enforcement Research Specialist (exempt)
 Utility Worker
 Vehicle Registration and Licensing Manager
 Wastewater Plant Operator Assistant
 Water Service Investigator III

- Written Exams Administered:
 - Emergency Services Dispatcher I (2)
 - Equipment Logistics Crew Leader
 - Lead Water Meter Mechanic
 - Janitor Working Supervisor (2)
 - Park Security Officer I (2)
 - Police Services Officer (2)
 - Sewer Maintenance Helper
 - Utility Worker
 - Water Service Investigator III

- Performance Exams Administered:
 - Equipment Operator I

- Administrative Reviews:
 - Assistant Waterworks Controller (2) (sustained)
 - Fire Prevention Inspector II (sustained)
 - Janitor Working Supervisor (accepted)
 - Vehicle Registration and Licensing Manager (accepted)

Payroll

- End of the year processing including preparation of tax forms (W-2s and 1095Cs) as well as union due increases were completed.
- Payroll system updated with new 2020 federal tax codes.
- Gross Payroll:

12/15/2019	\$4,096,834
End of Month	\$3,130,512
EUTF (Health Fund)	\$2,112,387
Active	\$ 723,097
Retiree	\$ 785,148
OPEB	\$ 604,142
ERS (Retirement)	\$1,977,693
Social Security	\$306,652
Medicare	\$113,423
PTS SS Savings	\$6,154

Employee Development and Health Services

- Three (3) new workers' compensation claims were filed this month; one (1) medical-only claims and two (2) controverted claims.
- Bi-monthly reviews for fifteen (15) workers' compensation claims from Public Works, Parks and Recreation, Police, Fire, 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.
- Annual OSHA Logs and Summaries were completed and posted at all County facilities as required.
- Training was provided for new supervisors of the Kaua'i Fire Department (KFD) on Performance Evaluations and Drug/Alcohol Testing procedures.
- Equipment/Driver Training: 6 Cubic Yard Dump Truck (1 Public Works' employee)
Hooklift Truck/Roll-Off Truck (1 Public Works' employee)
Roller (1 Public Works' employee)
Tractor Mower (1 Public Works' employee)
Tractor Truck & Trailer (1 Public Works' employee)
Bushwhacker (2 Public Works' employees)
Excavator (1 Public Works' employee)

EEO/ADA

- Approximately forty (40) individuals from the County and State and private contractors, engineers and architects attended the State Disability and Communications Access Board's (DCAB) training on ADA construction and modifications.
- As part of an EEO settlement agreement, training continued and has now been completed for all employees at the Office of the Prosecuting Attorney on EEO and ADA issues.

Civil Service Commission - Human Resources Director Goals:

Goal #1 – Audit Findings and Recommendations performed for Fiscal Year 2015-2016 Audit of County Hiring Practices (Report No. 15-01) and Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report No. 18-01)

Processes has improved but has not completed comprehensive recruitment policies.

Objectives	Success Measurements	Desired Outcome	Status
Reassess current procedures and controls to ensure compliance with HRS and County policy to establish fair and consistent hiring, promotions, transfers, and reallocations.			Partially Implemented.
Internal policies should be reviewed for best practices, clearly written, regularly communicated to DHR staff, and held to the same standard of authority as HRS.			Not Implemented

Goal #2 – Audit Findings and Recommendations performed for Fiscal Year 2015-2016 Audit of County Hiring Practices (Report No. 15-01) and Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report No. 18-01)

Documentation of personnel actions has improved but opportunities for improvement still exist.

Objectives	Success Measurements	Desired Outcome	Status
Maintain an audit trail of sufficient documentation to support all personnel activity during an employee’s career with the County.			Partially Implemented.
Consult with the County Attorney to implement a comprehensive policy that ensures compliance with document retention and maintenance requirements at the federal, state, and county levels.			Partially Implemented.

CSC 2020-10 A.

Goal #3 – Audit Findings and Recommendations performed for Fiscal Year 2015-2016 Audit of County Hiring Practices (Report No. 15-01) and Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report No. 18-01)

Lack of adequate documentation proving policies and legal requirements have been followed regarding excluded managerial positions creates risk for the County.

Objectives	Success Measurements	Desired Outcome	Status
Ensure sufficient controls and procedures are in place for all types of personnel actions, in particular for those that allow civil service requirements to be bypassed as these subject the county to the greatest amount of risk.			Not Implemented

Goal #4 – Human Resources Management System (HRMS) Project

Consultant BerryDunn to develop and complete a Request For Proposal (RFP) to solicit proposals for a new HRMS that focuses on employee records and payroll and select new vendor.

Objectives	Success Measurements	Desired Outcome	Status
Develop and complete a Request For Proposal for a new HRMS.			

Goal #5 – Human Resources Management System (HRMS) Project

Consultant BerryDunn to secure a vendor contract for a new HRMS before the June 30, 2019 fiscal year deadline.

Objectives	Success Measurements	Desired Outcome	Status
Secure a vendor contract for a new HRMS by June 30, 2019.			

Goal #6 – Human Resources Department

Assess office structure and productivity of staff assignments.

Objectives	Success Measurements	Desired Outcome	Status

Goal #7 – Human Resources Department

Develop plans and actions for team building.

Objectives	Success Measurements	Desired Outcome	Status

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)

COUNTY OF KAUA'I

POSITION DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

I. Job Purpose

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

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

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

II. Essential Duties and Responsibilities

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

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

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

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

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

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

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

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

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

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

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

May perform other duties as appropriate.

III. Qualifications

a. Required

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

b. Preferred

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

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

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

IV. Physical Demands and Work Environment

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