

RECEIVED

Jeffrey Iida  
Chair

20 MAY 26 09:45

Members:  
Fely Faulkner  
Richard Jose  
Beth Tokioka  
Ricky Watanabe

Vonnell Ramos  
Vice Chair

OFFICE OF  
THE COUNTY CLERK  
COUNTY OF KAUAI

**COUNTY OF KAUAI CIVIL SERVICE COMMISSION**  
**NOTICE OF TELECONFERENCE MEETING AND AGENDA**

Tuesday, June 2, 2020  
3:00 p.m. or shortly thereafter

Microsoft Teams Phone Number: 1-469-848-0234  
Conference ID: 675 519 163#

**This meeting will be held via Microsoft Teams teleconference only. Members of the public are invited to join the open session meeting by calling the phone number above and when prompted enter the conference ID information. You may testify during the teleconference or submit written testimony in advance of the meeting via e-mail, fax, or mail. To avoid excessive noise/feedback, please mute your phone and unmute to testify.**

**CALL TO ORDER IN EXECUTIVE SESSION (Closed to the Public)**

**ROLL CALL**

**EXECUTIVE SESSION (Closed to the Public)**

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-010 – RFA 2020-01** Appeal to the Civil Service Commission/Merit Appeals Board, filed April 9, 2020, regarding employment application submitted for the Planning Inspector II position.

- A. Email communication dated Wednesday, May 20, 2020 from appellant to Boards and Commissions Administrator Ellen Ching regarding a notification to withdraw the appeal and cancel the June 2, 2020 hearing.

**ES-011** Director of Human Resources Performance Evaluation (on-going).  
A. Review and approve draft performance evaluation.  
B. Document status updates. Identify any benchmarks achieved.

*An Equal Opportunity Employer*

- C. Prepare a progress feedback report, if needed.
- D. Discussion on other related matters.

**ES-012**

Executive Session Minutes of May 5, 2020

**RETURN TO OPEN SESSION (Open to the Public)**

**CALL TO ORDER IN OPEN SESSION**

**ROLL CALL**

**RATIFY ACTIONS**

Ratify the actions taken by the Civil Service Commission in executive session for agenda items: ES-010, ES-011 and ES-012.

**PUBLIC COMMENTS AND TESTIMONY**

Individuals may orally testify on any agenda item at this time.

Anyone interested in providing oral or written testimony shall provide a request to the Office of Boards and Commissions prior to the day of the meeting to [smuragin@kauai.gov](mailto:smuragin@kauai.gov) or by fax (808) 241-5127, or mailed to: Civil Service Commission, 4444 Rice Street, Suite 150, Lihue, 96766. This request shall include your name, telephone number, E-mail address, and the specific agenda item(s) that you will be testifying on or provided comments on. Any testimony received after this time will be incorporated into the record as appropriate.

**APPROVAL OF MINUTES**

- A. Open Session Minutes of May 5, 2020

**DIRECTOR'S REPORT**

**CSC 2020-14**

Director's Report for the April/May 2020 period.

- A. COVID-19
- B. Collective Bargaining
- C. HRMS Project
- D. Administrative Services and Benefits
- E. Classification and Pay and Labor Relations
- F. Recruitment and Exam
- G. Payroll
- H. Employee Development and Health Services
- I. EEO/ADA

**ANNOUNCEMENTS**

Next Meeting: Tuesday, July 7, 2020 – 3:00 p.m., Remote call into Microsoft Teams

**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**

**ORAL TESTIMONY**

Prior to the day of the meeting: Anyone interested in providing oral testimony shall register with the Office of Boards and Commissions prior to the day of the meeting to [smuragin@kauai.gov](mailto:smuragin@kauai.gov) or by fax (808) 241-5127, or mailed to: Civil Service Commission, 4444 Rice Street, Suite 150, Lihue, 96766. This request shall include your name, telephone number, E-mail address, and the specific agenda item(s) that you will be testifying on.

On the day of the meeting: Anyone who did NOT register to orally testify by the time the meeting begins will be given the opportunity to testify during the Public Testimony period following those that registered.

Each speaker shall be limited to a three-minute presentation on each item.

**WRITTEN TESTIMONY**

Prior to the day of the meeting: Written testimony may be submitted on any agenda item prior to the day of the meeting to [smuragin@kauai.gov](mailto:smuragin@kauai.gov) , faxed: 808-241-5127, or mailed to: Civil Service Commission, 4444 Rice Street, Suite 150, Lihue, HI 96766. Please include your name, telephone number, E-mail address, and the specific agenda item(s) that you are providing comments on. Any testimony received after this time will be incorporated into the record as appropriate.

While every effort will be made to copy, organize and collate all testimony received, materials improperly identified may be distributed to the members after the meeting is concluded.

**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](mailto: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 Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>May 5, 2020</b>
Location	Teleconference via Microsoft Teams	Start of Meeting:	1:00 p.m.
		End of Meeting:	1:53 p.m.
Present	Chair Jeffrey Iida. Vice Chair Vonnell Ramos. Commissioners: Fely Faulkner, Richard Jose, Beth Tokioka and Ricky Watanabe. Deputy County Attorney Todd Jenson. Human Resources Director Annette Anderson ( <i>disconnected at 1:30 p.m.</i> ). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused			
Absent			
SUBJECT	DISCUSSION	ACTION	
	Chair Iida, Vice Chair Ramos, Commissioner Jose, Commissioner Tokioka, Deputy Attorney Todd Jenson, Human Resources Director Annette Anderson and Commission Support Clerk Sandra Muragin were logged onto Microsoft Teams by video. Commissioner Faulkner, Commissioner Watanabe and Administrator Ellen Ching called into Microsoft Teams and entered the meeting by audio.		
<b>Call To Order/Roll Call</b>		Chair Iida called the meeting to order at 1:00 p.m. Attendance by Roll Call: Commissioner Faulkner-Present, Commissioner Jose-Present, Commissioner Tokioka-Present, Commissioner Watanabe-Present, Vice Chair Ramos-Present, Chair Iida-Here, County Attorney Todd Jenson-Present, Human Resources Director Annette Anderson-Present, Administrator Ellen Ching-Present and Support Clerk Sandra Muragin-Present.	

SUBJECT	DISCUSSION	ACTION
	At the request of Chair Iida, Administrator Ellen Ching reviewed the General Meeting Guidelines for Open Session with the Commissioners (on file).	Quorum established with six members present.
<b>Approval of Minutes</b>	A. Open Session Minutes of March 3, 2020	Mr. Watanabe moved to approve the Open Session minutes of March 3, 2020, as circulated. Ms. Tokioka seconded the motion. Roll Call Vote: 6-Ayes, 0-Nays. Motion carried 6:0.
<b>Director's Report</b>	<p><b><u>CSC 2020-11</u></b> Director's Reports for the February/March 2020 period.</p> <ul style="list-style-type: none"> <li>A. COVID-19</li> <li>B. Collective Bargaining</li> <li>C. HRMS Project</li> <li>D. Administrative Services and Benefits</li> <li>E. Classification and Pay and Labor Relations</li> <li>F. Recruitment and Exam</li> <li>G. Payroll</li> <li>H. Employee Development and Health Services</li> <li>I. EEO/ADA</li> </ul> <p><b><u>CSC 2020-12</u></b> Director's Reports for the March/April 2020 period.</p> <ul style="list-style-type: none"> <li>A. COVID-19</li> <li>B. Collective Bargaining</li> <li>C. HRMS Project</li> <li>D. Administrative Services and Benefits</li> <li>E. Classification and Pay and Labor Relations</li> <li>F. Recruitment and Exam</li> <li>G. Payroll</li> <li>H. Employee Development and Health Services</li> </ul>	

SUBJECT	DISCUSSION	ACTION
	<p>I. EEO/ADA</p> <p>Human Resources Director Annette Anderson reviewed the March and April reports with the Commission (on file). Ms. Anderson reported that after a week on the job COVID19 consumed approximately 90% of her time with meetings, phone calls and resolving issues. She stated that Human Resources Department worked closely with the Mayor's Office and was challenged to quickly and efficiently create and disseminate important COVID19 communications out to County employees and the public. They were also tasked with the Federal Government's new law called the Family First Coronavirus Response Act that provided additional paid sick leave and expanded family medical leave for related COVID matters. They needed to identify employees that qualified and, also, identify emergency workers exempted from this law.</p> <p>Human Resources Department assisted the Mayor with details and communication on telework and stay at home-work orders with affected County employees. At the request of the Mayor's Office they recently polled employees to inquire how they felt and adjusted to telework. From the responses received the employees adjusted to telework and were able to accomplish work assignments. Department heads were tasked with scheduling daily Teams meetings with their telework employees and the employees were assigned to submit daily work logs that list assigned tasks. These are compiled by the department head and forwarded to the Mayor's office daily.</p> <p>Effective Monday, May 4, the Mayor implemented a 4-10 work schedule for certain employees. There was push back from HGEA, which required consultation with union members first. From this, HR and the Mayor's Office was able to allow employees to seek exemption for personal issues. The new 4-10 work schedule is only in effect until the emergency rule is rescinded or school starts.</p> <p>On a good note, due to COVID19, HR converted all county employees to enroll in direct payroll deposit. This means 100% of county employees will now receive their paychecks</p>	

SUBJECT	DISCUSSION	ACTION
	<p>through direct deposit.</p> <p>In regard to collective bargaining, they were unsure when the Legislature would resume back in session to approve or not approve all HGEA bargaining units that are in limbo. This includes Units 2, 3, 4, 13 and 14.</p> <p>A Teams meeting was held on April 29 and 30, with BerryDunn consultants who confirmed that they are on schedule. BerryDunn submitted a draft request for proposal (RFP) and it was forwarded to the county attorney's office and procurement for review. The final RFP would be ready before the June 30 deadline and they are on track to select a vendor by September 2020.</p> <p>Mr. Jose asked about the HGEA complaint. Ms. Anderson said HGEA filed a complaint with the Labor Board and due to change in work hours it required a formal consult and confer or mutual agreement. Through negotiations with HGEA they created the exemption process and frequently asked questions (FAQ) sheet.</p> <p>Ms. Tokioka inquired about the extended work period from eight to ten hours and if they were required to pay overtime. Ms. Anderson said they are waiting for a decision from the Labor Board. The worst-case scenario would be that members could claim two hours overtime.</p> <p>Ms. Tokioka asked if there was any flexibility to defer raises due to the current budget conditions from COVID19. Ms. Anderson shared that all jurisdictions would be meeting and proposing to the unions to postpone negotiations on bargaining contracts. She said UPW, Unit 1 and 10 and SHOPO raises were approved earlier and are set to begin July 1 with another raise on January 2021.</p> <p>Ms. Anderson also mentioned that the reduced County budgets would be discussed on May 8 with the County Council.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>With no further questions, Chair Iida thanked Ms. Anderson and asked her to disconnect.</p> <p><i>Ms. Annette Anderson disconnected from the Teams meeting.</i></p>	
<p><b>Business</b></p>	<p><b><u>CSC 2020-13</u></b> Discussion and possible outline of job expectations for the Human Resources Director (on-going):</p> <ul style="list-style-type: none"> <li>A. Review sample evaluation.</li> <li>B. Discussion on other related matters.</li> </ul> <p>Ms. Tokioka shared that she appreciated the response back from Ms. Anderson and after reviewing the samples submitted by Ms. Faulkner, Ms. Anderson and herself the content was similar. She suggested they use the sample sent in by Ms. Anderson and suggested they request that she complete objectives for Goals #6 and #7 and set timelines for progress reporting back to the commission. Ms. Faulkner agreed and stated that the timelines were critical for the commission to accurately assess Ms. Anderson's progress.</p>	<p>Ms. Tokioka moved to adopt Annette Anderson's job expectation draft and request that she complete the objectives for goals #6 and #7 and include timeframes for each goal on reporting back to commission. Ms. Faulkner seconded the motion. Roll Call Vote: 6-ayes 0-nays. Motion carried 6:0.</p>
	<p>Chair Iida requested Administrator Ellen Ching review the General Meeting Guidelines for Executive Session (on file).</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 consult</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. Mr.</p>

SUBJECT	DISCUSSION	ACTION
	<p>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>Jose seconded the motion. Roll Call Vote: 6-Ayes, 0-Nays. Motion carried 6:0.</p> <p>The commission and staff disconnected from open session at 1:39 p.m. and connected into executive session.</p>
<p><b>Return to Open Session</b></p>	<p>Ratify the actions taken by the Civil Service Commission in executive session for agenda item: ES-009.</p>	<p>Chair Iida called the open session meeting back to order. Attendance by Roll Call: Commissioner Faulkner-Here, Commissioner Jose-Here, Commissioner Tokioka-Here, Commissioner Watanabe-Present, Vice Chair Ramos-Here, Chair Iida-Here, County Attorney Todd Jenson-Present, Administrator Ellen Ching-Present and Support Clerk Sandra Muragin-Present. Quorum established with six members remotely present.</p> <p>The meeting resumed in open session at 1:46 p.m.</p> <p>Mr. Watanabe ratified the actions taken in Executive Session for agenda item ES-</p>

SUBJECT	DISCUSSION	ACTION
		009. Vice Chair Ramos seconded the motion. Roll Call Vote: 6-Ayes and 0-Nays. Motion carried 6:0.
<b>Announcements</b>	Next Meeting: Tuesday, June 2, 2020 – 1:00 p.m., Teleconference by Microsoft Teams	
<b>Adjournment</b>		Mr. Watanabe moved to adjourn the meeting. Mr. Jose seconded the motion. Roll Call Vote: 6-Ayes and 0-Nays. Motion carried 6:0  Meeting adjourned at 1:53 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  
DIRECTOR'S REPORT  
TO THE  
CIVIL SERVICE COMMISSION

June 2, 2020 MEETING

Report Covering April/May2020

**HRMS Project:**

BerryDunn, consultant for the HRMS project, continued to hold multiple meetings to review the provisions of the draft Request for Proposal (RFP). Participants included staff from Human Resources, Information Technology, Procurement, and First Deputy County Attorney.

After an initial review of the draft RFP document, it was determined that a Request for Exemption from Chapter 103D, HRS related to negotiations was needed in order to allow the County to negotiate with the vendors regarding the terms of the proposal. Pursuant to procurement laws, an Exemption Notice was posted for 7 days from May 6 through 13, 2020, which allows for protests to be filed. No protests were received.

The RFP (technically called "XRFP") was posted on May 14, 2020.

The next steps will be for the Selection Committee (comprised of HR Managers, Central Payroll Accountant, and IT Manager) to review questions from interested vendors, review submitted proposals, seek clarification, and pose questions to the potential vendors, among other things.

The deadline for submission of proposals by vendors is July 9, 2020. Thereafter, the Selection Committee will review and score proposals. Details of the preliminary schedule as provided by BerryDunn is listed below.

**The following is a preliminary schedule of significant dates that the County has projected. All times are Hawai'i Standard Time (HST).**

Issue XRFP (Legal Notice) .....	May 14, 2020
Pre-Proposal Teleconference.....	9:00 a.m. HST, May 28, 2020
Deadline for Written Inquiries .....	June 19, 2020
<b>PROPOSAL DUE DATE</b> .....	<b>July 9, 2020</b>
Priority-List Vendor Notification.....	Week of July 27, 2020
Vendor Demonstrations.....	Week of August 31, 2020
Tentative Award Date.....	October 2020

After purchase of the system in the fall of 2020, implementation is anticipated to commence either in the 4<sup>th</sup> quarter of 2020 or the first quarter of 2021. Per BerryDunn, systems of this scope and size generally take 12 to 18 months to fully implement and train employees on all aspects of the multi-faceted system.

**COVID-19 and Stay at Home Order:**

- The temporary 4-10 work schedules (four ten-hour days, with three days off) continue and HR has not received many complaints or issues. There have been a few additional exemption requests due to personal hardships, all of which have been granted.
- Most HR staff are teleworking from home. Daily meetings with supervisors occur. All functions of HR are being met.

**Collective Bargaining:**

- HGEA BU 4 (clerical supervisors) funding bill is moving through the Council and Committee concluding on May 20, 2020.
- HGEA BU 14 (Ocean Safety Officers and Law Enforcement Officers) arbitration award funding bill is moving through the Council and Committee beginning with the first reading on May 20, 2020.
- Status of Legislative approval of funding of HGEA BUs 2, 3, 4, 13, and 14:
  - The Legislature returned to session on May 11, 2020. It deferred all pending funding bills until “the 44th Day of the Regular Session of 2020,” which we believe (but are not certain) will be in June.

**Administrative Services and Benefits:**

- New Hires:
  - Janitor Working Supervisor
  - Administrative Support Assistant (exempt)
  - Community Response Coordinator (exempt)
  - Grant Fiscal Specialist (exempt)
  - Program Support Technician II (exempt)
- Exit Interviews (Retirees): 3 of 3
- Exit Interview (Voluntary Separations/Terminations) 2 of 2
- TDI Applications 1 (approved)
- Family Leave: 2 (approved)
- Leave Sharing: None
- Reference Checks: 27
- Employment Verifications: 17
- Transactions:

New Hires	5
Separations	15
Reallocations	2
Promotions	4
Demotions	0
Transfers	1
Pay Increase	38
Suspension	3
Leave Without Pay	0
*Misc. Change	11
Forms	
**Other	12
89-Day	42
Seasonal	0

- \*Miscellaneous Change Forms include expense distribution changes, schedule changes, personal data changes, etc.
- \*\*Other includes end of/extension of TR, add/delete add pay codes, amended PCs, extension of initial probation, rescinded PCs, term of contract/contract appointment PCs, etc.

**Employee Development and Health Services:**

- Six (6) new workers' compensation claims were filed this month; Three (3) medical-only claims, three (3) indemnity claims, and zero (0) controverted claims.
  - Bi-monthly reviews of selected workers' compensation claims is scheduled for May 14, 2020.
  - Independent Medical Evaluations (IMEs) scheduled for mid-March through all of April have been postponed due to COVID-19.

**Classification and Pay and Labor Relations:**

- Grievance from the Hawaii Firefighter Association (HFFA) for termination of a Fire Recruit was heard and decision issued.
- Kaua'i County and the other jurisdictions are discussing upcoming negotiations for all bargaining units. Most unions have agreed to push back the deadlines on a month to month basis.
- Request for contract proposals was sent out to all departments in anticipation of negotiations to begin for contracts beginning July 1, 2021 to June 30, 2023.
- Reallocations Processed:
  - Administrative Specialist II to Economic Development Specialist III
  - Bus Driver (Substitute) to Van Driver (Substitute) (2)
  - Economic Development Specialist II to Economic Development Specialist III
  - Economic Development Specialist III to Economic Development Specialist IV
  - Law Clerk to Deputy County Attorney
  - Ocean Safety Officer I to Ocean Safety Officer II (4)
  - Payroll Specialist II to Payroll Specialist I
  - Police Officer I to Police Services Officer (2)
  - Program Administrative Officer I to Community Response Coordinator
  - Recycling Specialist I to Recycling Specialist II
  - Senior Account Clerk to Account Clerk
  - Senior Clerk to Tax Clerk
- Desk Audits: None
- New Classes Adopted: None
- Administrative Reviews: None

## **Recruitment and Exam:**

- Reviewing and revising recruitment process-in fairness to all applicants, only documents/information that are submitted at the time of the application deadline will be considered. HR Specialists will work with the applicant to ensure that all clarifying (not new) information is considered before rejecting an applicant for consideration. If the applicant requests an Administrative Review, the Director will review the same information that was available to the Specialist to see if an error was made. If the Director sustains the action, the applicant will then have the opportunity to file an appeal with the Civil Service Commission.
- With the travel quarantine still in place, more testing may need to be done remotely. In order to preserve the integrity of the written tests, SeamlessDocs, a free application will be used to upload tests with applicants receiving an email link to access the test which will include an expiration time to the link.
- Staff have begun to work with the Fire Department in preparation for Fire promotional and trainee testing which are scheduled for October.
- Working with UPW to correct the minimum qualification requirements for the Highway Construction and Maintenance Supervisor I positions (Commercial Drivers' License (CDL) requirement) with current incumbents.
- Recruitments:
  - Account Clerk
  - Accounting Assistant (exempt)
  - Administrative Support Assistant (exempt) (2)
  - Assistant Chief of Police
  - Assistant Water Plant Operator
  - Bus Driver (exempt)
  - Bus Driver (Substitute) (exempt)
  - CIP Coordinator (exempt)
  - Clerk Dispatcher I (exempt)
  - Community Response Coordinator (exempt)
  - Deputy Prosecuting Attorney (exempt)
  - Disaster Assistance Project Manager (exempt)
  - Economic Development Specialist IV (exempt)
  - Electrician (Temporary) (exempt)
  - Electronics/Plant Electrical Tradesperson I (2)
  - Emergency Management Staff Specialist I (exempt)
  - EOC PIO (exempt)
  - Grant Fiscal Specialist (exempt)
  - Heavy Vehicle Mechanic I (exempt) (2)
  - Heavy Vehicle Mechanic II (exempt)
  - Investigator (exempt)
  - Mechanic Helper (exempt) (2)
  - Payroll Specialist I
  - Payroll Technician
  - Police Clerical Assistant (exempt)
  - Program Specialist II (Homeless Coordinator) (exempt)
  - Program Specialist III (Paratransit Manager) (exempt)
  - Program Support Technician II (exempt)

Repair Shop Supervisor (exempt)  
TVR Permit Enforcement Research Specialist  
(exempt)  
Scale Attendant (exempt)  
Solid Waste Program Engineer (exempt)  
Solid Waste Worksite Supervisor  
Van Driver (Substitute) (exempt)  
Water Meter Mechanic

- Lists Referred to Departments:

Accountant II  
Accountant Assistant (exempt)  
Administrative Clerical Assistant (exempt)  
Administrative Support Assistant (2)  
Bridge Maintenance Worker I  
Bus Driver (exempt)  
Bus Driver (Substitute) (exempt)  
CIP Coordinator (exempt)  
Civil Engineer I  
Clerk Dispatcher I (exempt)  
Customer Service Representative I  
Deputy Prosecuting Attorney (exempt)  
Disaster Assistance Project Manager (exempt)  
Economic Development Specialist IV (Agri-Business  
Specialist) (exempt)  
Election Clerk II (exempt)  
Electrician (Temporary) (exempt)  
Emergency Management Staff Specialist I (exempt)  
Environmental Services Management Engineer  
EOC PIO (exempt)  
Equipment Logistics Crew Leader  
Field Operations Clerk (exempt)  
Grant Fiscal Specialist (exempt)  
Heavy Vehicle Mechanic I (exempt)  
Heavy Vehicle Mechanic II (exempt)  
Investigator (exempt)  
Lead Water Meter Mechanic  
Legal Clerk III  
Mechanic Helper (exempt)  
Park Caretaker II  
Park Maintenance Operations Superintendent  
Park Security Officer I  
Payroll Specialist I  
Police Clerical Assistant (exempt)  
Police Records Technician  
Procurement Clerk II  
Program Specialist II (Homeless Coordinator)  
(exempt)  
Program Specialist III (Paratransit Manager)  
(exempt)  
Program Support Technician II (exempt)  
Public Housing and Development Program Specialist

I (exempt)  
 Repair Shop Supervisor (exempt)  
 Scale Attendant I (exempt)  
 Senior Clerk  
 Solid Waste Program Engineer (exempt)  
 Solid Waste Worksite Supervisor (exempt)  
 Transit Fleet Mechanic (exempt)  
 TVR Permit Enforcement Research Specialist (exempt)  
 Van Driver (Substitute) (exempt)

- Written Exams Administered: Park Caretaker II  
 Park Security Officer I  
 Solid Waste Worker I  
 Solid Waste Worksite Supervisor
- Performance Exams Administered: None
- Administrative Reviews: Customer Service Representative I (accepted)  
 Park Caretaker II (2) (sustained both)  
 Procurement Technician (accepted)  
 Solid Waste Worker I (2) (sustained both)

**Payroll:**

- A new Payroll Specialist-I was hired and began work on May 1, 2020. To continue with a centralized payroll division, HR payroll will assume the payroll functions for Parks effective July 1, 2020.
- Gross Payroll for April:

15th	\$	<b>4,098,563</b>
EOM	\$	<b>4,076,508</b>
EUTF ACTIVE	\$	<b>723,503</b>
EUTF OPEB	\$	<b>600,772</b>
EUTF RETIREE	\$	<b>848,506</b>
ERS (RETIREMENT)	\$	<b>1,968,901</b>
SOCIAL SECURITY	\$	<b>309,342</b>
MEDICARE	\$	<b>621,883</b>
PTS SS SAVINGS	\$	<b>5,444</b>

**EEO/ADA**

- Continuous ADA training for new hires.
- On-going ADA technical guidance provided to County employees and the public as requested, with recent emphasis on COVID-19 emergency orders.
- Language Access Advisory Council: working goals are increasing the availability of Google Translate on government websites and recreating annual language access training for a webinar format.