

DEPARTMENT OF HUMAN RESOURCES

I. MISSION STATEMENT

The Department of Human Resources (DHR) shall service all County departments and agencies with the full range of human resources functions based upon merit principles and devoid of any bias or prejudice including recruitment and exam, classification and pay, labor relations, payroll and benefits coordination, employee development and training, employee relations, and health and safety for the successful achievement of Countywide goals.

II. DEPARTMENT GOALS

To support all County departments, employees and the general public with the full range of human resource functions

Attract, value, support, and retain a fully-staffed, qualified and diversified workforce

Continually improve and support the effectiveness of individual employees and encourage career and professional development

Foster a diverse, productive and safe work environment

Enhance the quality and delivery of services through technology

III. PROGRAM DESCRIPTION

a. Objectives

Administrative Services and Benefits

-Successfully transition the payroll functions from the Finance-Accounting Division by October 2014

-Expand DPS's centralized repository to include all circulars, memos, and training opportunities along with County-wide forms, policies and procedures

-Update DPS's website to include frequently asked questions and other common issues to enhance customer service

-Prepare accurate and timely transactions and submit to departments at least one (1) week before the effective date

-Convert the recording of employee transactions and benefits to an automated system that interfaces with source documents with full completion by FY2016

-Convert paper-based personnel files to electronic format with full completion by FY2017

Recruitment and Exam

- Provide responsive, fair, and consistent recruitment and examination services to departments, employees and job applicants by certifying eligible applicants within sixty (60) days of closing date

Classification and Labor

- Allocate positions to proper existing or new classes within forty-five (45) days
- Reduce the backlog of classification requests by fifty percent (50%)
- Standardize minimum education requirement language for all job classifications to alleviate misinterpretations
- Provide ongoing support to department's succession efforts through development of appropriate classification series and training programs

Employee Health and Safety

- Develop and offer training programs in support of employee development
- Develop and provide training and orientation for new supervisors on general duties and responsibilities
- Provide guidance, training and recommendations in the investigation of complaints, managing employee performance and conduct issues and collective bargaining contract interpretations
- Promote a diverse and productive work environment free of discrimination and harassment
- Reduce the number of workplace injuries and illnesses through on-going safety training efforts

Reduce the number of loss days through participation in the County's Return to Work Program

b. Highlights

In the November 2014 election, the electorate voted to amend the County Charter creating a Department of Human Resources for the County of Kaua'i. Although it appears to be a simple name change from the former "Department of Personnel Services", the amendment also expanded the functions of the department to include the full range of human resources management.

Last fiscal year, a County Customer Service Mission Statement was created by a committee of employees. This year, the committee continued its efforts with the creation of a Countywide Values Statement. "PRIDE", an acronym for Pride, Responsibility, Integrity and Respect, Diligence, and Empathy, Gratitude, and Humility was introduced to employees in the County's September newsletter. By adopting these shared values, the goal is to have these values guide our decisions to have meaning and impact on our behaviors. Tent cards were distributed to all employees and posters were hung in our various conference rooms with both the

Values Statement and Customer Service Mission Statement to constantly remind our employees of their responsibilities as public servants.

The DHR took the lead in providing all departments with updated employment labor law posters. A total of eighty (80) posters were distributed for all facility locations ensuring compliance with federal and state notification requirements. The updated posters were needed due to changes in various federal/state laws such as the minimum wage increases effective January 1, 2015.

A new benefit, the Qualified Pre-Tax Transportation Benefit became available to employees in July. Eleven (11) employees currently participate in the program by purchasing annual bus passes on a pre-tax basis through payroll deductions. This benefit helps to reduce the amount of taxable earnings for employees, which decreases the amount of FICA (Social Security and Medicare) and income tax withholdings for the County.

Finally, central payroll functions were successfully transferred from the Department of Finance to the DHR at the beginning of the fiscal year. Three (3) positions were relocated to the DHR and all functions and accounts were transferred. This change has created a centralized management structure that oversees heavily interdependent personnel functions and further serves to increase efficiencies through the development of common goals.

Following are highlights from the various divisions:

Administrative Services and Benefits

One hundred twenty seven (127) new hires attended the full day on-Boarding orientation program this past fiscal year. Additionally, one hundred sixty (160) seasonal employees for the Parks and Recreation Enrichment Program as well as the Mayor's and Department of Water's summer internship program were processed in as new hires this past year.

Conversely, exit interviews for fifty eight (58) employees that left County employment were completed this fiscal year. Assistance with deferred compensation rollover forms and retiree medical enrollment forms were provided to separating employees. The department continues to provide assistance to retirees for as long as needed.

Eighty three (83) open enrollment forms for employee healthcare benefits with the Employer-Union Health Benefits Trust Fund (EUTF) were processed during this year's EUTF open enrollment. Open enrollment informational sessions were held in April at the Kaua'i War Memorial Convention Hall. EUTF representatives and healthcare providers such as HMSA, Kaiser, Hawaii Dental Service, CVS Caremark, Vision Service Plan, Royal State Insurance, and new life insurance provider, US Able Life were on hand to provide brochures and information regarding any changes to the health plans. With US Able life, the life

insurance benefit for active employees under age 65 was increased to \$41,116 up from the previous benefit amount of \$38,361 with Royal State National. In addition, throughout the fiscal year, five hundred thirty-nine (539) healthcare forms were processed for employees who made changes to add/delete dependents and/or plans, address changes, and bargaining unit and/or department changes.

During the same period, the DHR coordinated the open enrollment for the All State Flexible Spending Plan. This year, online enrollment was offered to our employees as well as in-person enrollment. In addition, if there were no changes, it was not necessary to re-select the pre-taxing of healthcare premiums and various insurance policies to improve efficiency in the enrollment process. Of the one thousand one hundred forty-four (1,144) employees that are currently enrolled in healthcare benefits, one thousand forty-six (1,046) or ninety-one percent (91%) have elected to have their healthcare premiums pre-taxed. Two hundred (200) employees enrolled in pre-tax medical expenses and twenty-two (22) employees enrolled in pre-tax dependent care expenses. In addition, five hundred fifty-nine (559) employees enrolled in various pre-taxed supplemental insurance policies with All State, and two hundred twenty-five (225) employees enrolled in various pre-taxed supplemental insurance policies with Aflac.

The Temporary Disability Insurance (TDI) Program assisted seven (7) employees during the fiscal year for a total amount of \$28,631 paid out in benefits. Ten (10) TDI claims were denied due to ineligibility. However some of these employees were assisted by the County's Leave Sharing Program which provides donated leave time to assist employees or their family member suffering from a serious personal illness or injury. Seven (7) employees were recipients of one thousand five hundred thirty-six (1,536) donated vacation hours from generous County employees this year.

Worklife Hawaii, the County's Employee Assistance Provider (EAP), provided a total of one hundred thirty seven (137) hours of counseling to our employees during this past fiscal year, up from ninety-three (93) hours last year. Work related issues dropped from seventeen (17) issues last year to ten (10) issues this past year. Remaining counseling sessions were for marital/relationship issues, depression/anxiety, anger management, family, parenting, and individual adjustment.

Recruitment and Exam

For the first time, recruitment for the various youth summer employment programs (Parks and Recreation Summer Enrichment Program, Mayor's Office Internship Program and the Water Department Internship Program) was consolidated to allow applicants to complete one (1) application form for any one (1) or all of the three (3) employment opportunities. The DHR coordinated this effort including the development of the job posting, accepting and reviewing applications, referring applicants to the respective departments, and coordinating pre-employment requirements once selections were made.

The Recruitment and Exam Division continued to be proactive in recruitment efforts assisting departments with their needs. To assist the Police Department, Police Services Officer exams are being held on a monthly basis (versus quarterly) since February to increase the number of qualified candidates. In addition, the DHR has worked with Kaua'i Community College's Office of Continuing Education and Training (KCC-OCET) with coordination of test preparation classes and the administration of entry level testing.

Likewise, increasing the number of performance tests being administered for the Fire Department's Ocean Safety Bureau has allowed for the expedited filling of Water Safety personnel.

This fiscal year there were one hundred ninety-five (195) recruitment requests received, of which thirty-four (34) were cancelled for various reasons. Of the remaining requests, except for the few that were requested to be postponed, all were posted within twenty (20) days of the request. When names were available, departments were provided with a certified list of eligible applicants within sixty (60) days of the closing date. Finally, one hundred percent (100%) of eligible applicants for internal departmental promotions were certified within ten (10) days.

The department continued to assist with scheduling interviews and notifying applicants of non-selection after the acceptance of the position by the candidate, and participated on various interview boards when requested.

Seventeen (17) Administrative Reviews were conducted this year as compared to eight (8) held last year. Administrative Reviews are afforded to applicants that do not agree with the decision made regarding their job application. Of the seventeen (17) reviews, eight (8) were accepted and nine (9) were sustained as not accepted.

Finally, the department participated in two (2) job fairs this past year. Over fifty business organizations/agencies participated in both fairs with approximately four hundred (400) job seekers attending each event.

Classification & Pay and Labor Relations

This fiscal year, the Classification and Pay Division processed three hundred seventy-one (371) classification actions. During this same period, the division was able to decrease the backlog of classification requests from twenty (20) to seventeen (17).

Additionally, proposed pricing of thirty-one (31) classes for establishment from the various jurisdictions including the State of Hawai'i, the Department of Education, Hawai'i Health Systems Corporation (HHSC), the Judiciary, the City

and County of Honolulu and the counties of Maui and Hawai'i were received and reviewed.

Although a new bargaining unit was created for our Water Safety Officers (HGEA, Unit 14), a settlement agreement could not be reached and therefore, will proceed to arbitration. On the other hand, settlement agreements were reached for HGEA Units 2, 3 and 4 as follows:

HGEA-Unit 2 (07/01/15 to 06/30/17) (2 year contract)

07/01/15: 0.3% across the board increase; continue step movement plan; compressed salary schedule to 3 steps; 2% lump sum payment
10/01/15: 2% across the board increase
04/01/16: 2% across the board increase
10/01/16: 2% across the board increase
04/01/17: 2% across the board increase

HGEA-Units 3 & 4 (07/01/15 to 06/30/17) (2 year contract)

07/01/15: Continue step movement plan including catch up step movement(s) to appropriate step; \$1,500 lump sum for employees on maximum step, hired prior to 07/01/15 but not scheduled to receive a step movement, or not assigned to the salary schedule
07/01/16: \$1,200 lump sum; continue step movement plan
01/01/17: 1.6% across the board increase; continue step movement plan

The department continues to provide assistance and guidance to the various County departments and agencies in contract administration activities. In the current fiscal year, seven (7) employer level grievances were filed. Grievances dealt with discipline, transfers, promotions, terminations and differences in the interpretation of the contractual provisions.

Employee Development and Health Services

During this past year, the department continued with the centralization of duties from the various departments. Countywide coordination of Occupational Safety and Health Administration's (OSHA) required Hepatitis B vaccination program was achieved ensuring compliance of the regulatory requirements. Since July 2014, a total of seventy-seven (77) employees completed the Hepatitis B series (three shots) and over one hundred twelve (112) additional employees have received at least their first and/or second shot of the three-shot series. In addition to providing for the safety of our employees, a big success in centralizing this function was the realization of financial savings of over \$27,000 due to leveraging the basic principle of economies of scale.

During the fiscal year, one hundred thirty-seven (137) trainings were done under the Vehicle and Equipment Operator's Training Program. Employees were

trained on one (1) or more of nineteen (19) different types of vehicles or heavy equipment. This included ten (10) refresher trainings, twenty-four (24) forklift re-certifications, and one hundred three (103) trainings on new equipment or new vehicles. In addition, annual driver improvement program classes were held in December. Attendance for this class is required for all Commercial Driver's License (CDL) holders. Sixty-two (62) employees completed the training.

Safety-related DVDs are now available at the DHR. The intent was to provide a low-cost tool for supervisors to use in their efforts to train their employees (including refresher training) on safety issues. Thus far, several departments have borrowed the videos to use in their monthly safety meetings. Additionally, during New Hire Orientation, all new hires view the General Safety video. Other DVDs may be shown, as needed, based on the duties of the individuals hired. DVDs include General Safety Orientation, Slips, Trips, and Falls, Bloodborne Pathogens, Back Safety, and Personal Protective Equipment. These DVDs are in addition to the Discrimination/Sexual Harassment training all new hires view and the Workplace Violence and Run, Hide, Fight videos that are available on the County's SharePoint site.

With two (2) certified trainers in the DHR, First Aid and CPR/AED training continued to be provided for employees. In addition to meeting OSHA standards, which requires employers to have employees with first aid training under specific conditions, it also provides important first aid skills and life-saving information for our employees. Five (5) training sessions were completed throughout the year with ninety-nine (99) employees now First Aid and CPR/AED certified.

Forty-nine (49) supervisors attended an OSHA Compliance workshop conducted by Dr. James Decker from Fred Pryor Seminars. The all-day workshop was held in August and covered the newest OSHA standards, rules and regulations. Attendees learned what OSHA inspectors looked for during onsite inspections, as well as, how to identify and correct job hazards. Among other topics, Dr. Decker also reviewed record-keeping requirements and most importantly, the responsibilities of supervisors in regards to safety standards.

In October, Ms. Elyn Gorman from KCC-OCET conducted workshops on "Dealing with Difficult People". Fifty-one (51) employees attended one (1) of the three (3) sessions offered. The workshop covered defining, conversing with, and handling difficult people/customers in an effort to reach positive outcomes.

Training efforts were heavily concentrated in strengthening supervisory skills and competencies. In October, Ms. Colleen Kaiminaauao from KCC-OCET conducted an all-day workshop on two (2) key areas of leadership development: Exploring and Understanding Behavioral Styles and Interpersonal Communication. The workshop was designed to help managers and supervisors increase their leadership abilities through effective communication and by understanding their employees' and their own behavior/personality styles. Due to the importance of the content covered, the workshop was repeated in June. A

total of sixty-six (66) employees attended one (1) of the two (2) workshops offered.

Mr. Glenn Furuya of Leadership Works conducted all-day workshops on “A Day in the Life of an Effective Supervisor” in January and again in June. Sixty-two (62) supervisors attended this workshop, which targeted employees who were new to supervisory duties and responsibilities. The basics on managing and developing employees, delegating work, listening and handling complaints, conducting briefings, etc. were covered in this training.

Ladder safety training was held in March. KCC-OCET Lead Safety Instructor, Mr. Daniel Erickson, reviewed the safety requirements for proper ladder use and maintenance. A total of forty-three (43) employees attended this training.

A great accomplishment this year was the development of an in-house supervisory training. In collaboration with the County Attorney’s office, the training focused on the responsibilities/role of a supervisor, the transition from a peer to a supervisor, conducting job performance reviews, creating performance improvement plans, handling discipline, discharging employees, and conducting internal investigations. A good portion of the training, however, was focused on reviewing County policies and corresponding laws/regulations (e.g., EEO/Sexual Harassment, Workplace Violence, Ethics Policy, etc.). Case scenarios were incorporated in the training to ensure that employees were able to understand how the various concepts could be applied and how the policies and regulations should be enforced. A training was provided to the eight (8) newly promoted Fire Department-Ocean Safety supervisors in February and another training was done in June for the fourteen (14) Police Department sergeants and lieutenants.

The fiscal year ended with two (2) training sessions on “Creating a Respectful Workplace”. Working with KCC-OCET, a workshop was developed that addressed a very sensitive topic of “Bullying in the Workplace”. The expectation of this training was to have attendees leave with an appreciation for the differences amongst all employees and the ability and willingness to see the value that each person brings to the overall team effort. A total of forty-two (42) employees attended one (1) of the two (2) sessions offered.

Two hundred forty-one (241) workers’ compensation claims were processed this year by our third-party administrator (TPA). There were one hundred seven (107) new reportable claims, an eleven (11) percent increase from last year. Of the total claims, one hundred forty-two (142) claims remained open and ninety-nine (99) claims were closed.

Worker’s Compensation benefits paid this fiscal year was \$1,909,782, up \$134,777 or eight (8%) from last fiscal year. Reserve amounts also increased by \$323,391 from \$2,215,662 to \$2,539,053 or fifteen percent (15%) during this same time period.

The County’s Return to Work Program continued to provide opportunities for employees who were injured at work to safely return to work as soon as authorized by a health care provider. During this past year, the Return to Work Program was able to successfully return twenty-two (22) employees to modified or light duty while awaiting release to full duty. One (1) employee was terminated from County employment due to work restrictions that could not be accommodated. Another employee declined to participate in the Return to Work Program, opting to retire instead.

There were one thousand six hundred seventy-one (1,671) lost days attributed to work injuries this fiscal year. This was a slight increase from one thousand five hundred seventy-five (1,575) lost days experienced last fiscal year. Despite the slight increase, this is still 18.6% lower than the prior 2013 fiscal year.

c. Program Activities

1. Civil Service Commission

The Civil Service Commission consists of seven members, appointed by the Mayor and confirmed by the County Council, 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.

Members	Term of Appointment
Roy Morita, Chair.....	01/01/13 to 12/31/15
John Low, Vice Chair.....	01/01/13 to 12/31/16
Jeffrey Iida.....	01/01/15 to 12/31/17
Nancy Golden.....	01/01/14 to 12/31/16
Elizabeth Hahn.....	01/01/14 to 12/31/16
Richard Jose.....	01/01/15 to 12/31/17
Karen Matsumoto.....	01/01/13 to 12/31/15
 Regular Sessions.....	 11
Executive Sessions.....	10
Special Sessions.....	1
Appeals Filed	4

2. Employee Awards Recognition Ceremony

Approximately two hundred (200) employees and their guests attended the County’s Annual Employee Awards Recognition Ceremony on May 7, 2015. Employee of the Year awards were presented to those employees in each

department who exhibited superior work performance, work efficiency, community service, and special acts beyond the scope of their duties, thereby sustaining pride in work performance and fostering excellence in public service. Awards were also presented to those employees who completed 15, 20, 25, 30, 35 and 40 years of dedicated government service and employees who retired.

3. Pre-Retirement Workshop

The County of Kaua‘i’s Annual Pre-Retirement Workshop was held on September 9, 2014 at the Kaua‘i War Memorial Convention Hall. One hundred thirty-one (131) (seventy-two (72) County of Kaua‘i and fifty-nine (59) State of Hawai‘i) employees attended the workshop. Some of the presenters included Sherman Shiraishi who offered information on wills and estate planning, Jane Burigay from the Social Security Administration, John McDermott from the State Long-Term Care Ombudsman Program, Sheri Kunioka-Volz from the Employee’s Retirement System (ERS), Kali Puuohau from the Hawai‘i Employer-Union Health Benefits Trust Fund (EUTF), Peter Eddy from Island Savings/Prudential Retirement and Ed Shitabata from the Hawai‘i Pension Group.

IV. BUDGET

	FY 2015-Budgeted	FY 2015-Actual
Equivalent Personnel	*22	20
Salaries	\$1,449,089	\$ 1,013,569
Employee Benefits	\$ 625,668	\$ 458,493
Operations	\$ 355,708	\$ 216,476
Total	\$2,430,465	\$1,688,593

*Includes three (3) positions that were transferred from Finance, two (2) 89-day contract positions (1 FTE) and one (1) \$1 funded position.

V. STATISTICS

Recruitment and Exam

Recruitment Announcement Resource	Number of Applicants	Percent
County of Kaua'i website	2,106	47.57%
Hawai'i Tribune-Herald	660	14.91%
Word of Mouth (County of Kaua'i Employee)	424	9.58%
Other	392	8.85%
Internet Search Engines (MSN, Google, etc.)	468	10.57%
Job Announcement Posting (Visit to the State Recruiting Office or Workforce Development Office)	186	4.20%
The Garden Island Newspaper	87	1.97%
Department of Human Resources	92	2.08%
Job Fair	8	.18%
The Honolulu Star Advertiser	1	.02%
The Maui News	2	.05%
Unknown	1	.02%

Recruitment	FY 2014	FY 2015
Classes Recruited	210	202
Applications Received	5,211	4,427
Applications Accepted	3,438	3,225
Applications Rejected	1,773	1,202
Types of Examinations Held		
Open Competitive	161	104
Promotional	113	106
Non Competitive	14	10
Registration	12	12
Eligible Placed on List		
Open Competitive	1,075	1,124
Promotional	68	123
Registration	1,470	1,176
Return-to-Work	0	4
Re-Employment	3	4
Certification		
Request from Departments	178	195
Job Opportunities filled by Certification	323	354
Eligibles Certified	2,212	2,209

Classification and Pay

Classification and Pay	FY 2014	FY 2015
Initial Allocation	27	12
Reallocation	76	130
Reallocation of Vacant Position	60	102
Temporary Reallocation	30	19
End of Temporary Reallocation	19	17
Redescription Review	240	63
No Change	3	1
Withdrawal	6	10
Class Retitled	2	0
Backlog of Classification Requests	20	17
Classification Requests	483	371
Classification Appeals	1	1
Number of Classes Established	10	13
Number of Classes Retitled	0	0
Number of Classes Abolished	2	7
Number of Classes Amended	109	8
Number of Classes Reactivated	2	1

Transactions

Transactions	FY 2014	FY 2015
Promotions	55	41
Demotions	3	2
Transfers	79	55
Pay Increase	1,854	1,901
Reallocations	82	80
Suspensions	19	34
Other	1,108	1,352
Leave Without Pay	305	377
Seasonal	46	106
New Hires	131	98
Separations	156	121
Total Personnel Transactions Audited	3,838	4,167

Workers' Compensation Claims and Costs By Department

Department/ Agency	Open	Closed	Total Claims FY 2015	Total Claims FY 2014	Department/ Agency	Cost FY2015	Cost FY2014
Public Works	49	31	80	94	Public Works	\$ 567,284	\$ 580,604
Police	42	27	69	69	Police	\$ 467,336	\$ 609,848
Parks & Rec	25	10	35	31	Parks & Rec	\$ 466,948	\$ 149,711
Fire	12	11	23	18	Fire	\$ 153,873	\$ 131,972
Transportation	4	9	13	13	Finance	\$ 133,782	\$ 98,867
Water	3	4	7	14	Transportation	\$ 76,079	\$ 84,239
Finance	4	3	7	10	Water	\$ 23,307	\$ 112,583
Pros Attorney	0	3	3	3	Pros Attorney	\$ 9,535	\$ 3,238
County Clerk	0	1	1	3	Mayor's Office	\$ 4,506	\$ 0
Housing	1	0	1	2	Council Service	\$ 3,141	\$ 1,488
Elderly	1	0	1	0	Housing	\$ 2,218	\$ 2,050
Mayor's Office	1	0	1	0	Elderly	\$ 1,773	\$ 0
Civil Defense	0	0	0	0	Civil Defense	\$ 0	\$ 0
Cty Attorney	0	0	0	0	Cty Attorney	\$ 0	\$ 0
Human Resources	0	0	0	1	Human Resources	\$ 0	\$ 405
Liquor	0	0	0	0	Liquor	\$ 0	\$ 0
OED	0	0	0	0	OED	\$ 0	\$ 0
Planning	0	0	0	0	Planning	\$ 0	\$ 0
Total	142	99	241	258	Total	\$1,909,782	\$1,775,005

Workers' Compensation Costs and Reserves by Benefit Type

Benefit	Costs FY 2015	Costs FY 2014	Change	Reserves FY 2015	Reserves FY 2014	Change
Medical	\$ 622,906	\$ 543,965	\$ 78,941	\$ 825,437	\$ 605,136	\$220,301
Temporary Total Disability	\$ 642,745	\$ 581,446	\$ 61,299	\$ 271,962	\$ 225,514	\$ 46,448
Permanent Partial Disability	\$ 335,179	\$ 367,505	(\$ 32,326)	\$1,148,207	\$1,115,161	\$ 33,046
Vocational Rehabilitation	\$ 39,912	\$ 12,406	\$ 27,506	\$ 47,635	\$ 42,174	\$ 5,461
Other Allocated Expenses	\$ 190,380	\$ 172,255	\$ 18,125	\$ 243,241	\$ 227,677	\$ 15,564
Administrative Expenses	\$ 78,660	\$ 97,428	(\$ 18,768)	\$ 2,571	\$ 0	\$ 2,571
Total Costs	\$1,909,782	\$1,775,005	\$134,777	\$2,539,053	\$2,215,662	\$323,391

Vehicle and Equipment Training

Type/Purpose of Training	# of Employees Trained By Department		Total (By Type of Training)
	Public Works	Parks & Recreation	
Promotional	-	-	-
Temp Assign	-	-	-
Refresher	10	-	10
Re-certification (Forklift only)	24	-	24
Retraining	-	-	-
New Equip / New Vehicle	49	54	103
Evaluation (Qualifications/Skills)	-	-	-
TOTAL	83	54	137

HEAVY EQUIPMENT TRAINING (TYPE)	PURPOSE OF TRAINING	# OF TRAININGS BY DEPARTMENT	
		PUBLIC WORKS	PARKS & RECREATION
Aerial Platform Bucket Truck	New Equip / New Vehicle	4	2
Automated Refuse Truck	Refresher	7	
	New Equip / New Vehicle	6	
Backhoe	New Equip / New Vehicle	2	
Boom Truck	New Equip / New Vehicle	2	
Bushwacker	New Equip / New Vehicle		8
Case Uni-Loader	New Equip / New Vehicle	2	1
Chipper	New Equip / New Vehicle	9	40
Compacter Backhoe	New Equip / New Vehicle	2	
Dozer	New Equip / New Vehicle	1	
Dump Truck	New Equip / New Vehicle	1	3
Excavator	New Equip / New Vehicle	4	
Forklift	Recertification	24	
	New Equip / New Vehicle	3	
Hook Lift Dump Truck	New Equip / New Vehicle	1	
Pay Loader	Refresher	1	
	New Equip / New Vehicle	2	
Refuse Truck	Refresher	2	
Riding Mower	New Equip / New Vehicle	2	
Roller	New Equip / New Vehicle	5	
Septic Tank Truck	New Equip / New Vehicle	2	
Utility Trailer	New Equip / New Vehicle	1	
TOTAL # OF EMPLOYEES TRAINED (BY DEPARTMENT)		PUBLIC WORKS	PARKS & RECREATION
		83	54

Other General Training

TYPE OF GENERAL TRAINING	TOTAL
Driver Improvement Program	62
First Aid/CPR/AED	99
OSHA Compliance	49
Behavioral Styles & Interpersonal Communication	66
Dealing with Difficult People	51
A Day in the Life of an Effective Supervisor	62
New Supervisor Training: Basics on HR-Related Topics	22
Creating a Respectful Workplace	42
Ladder Safety Training	43
Total # of Employees Trained	496

Number of County Employees as of June 30, 2015

Department	Permanent	Temporary	Exempt	Contract	Total
Auditor's Office	0	0	3	0	3
Civil Defense	3	0	0	1	4
County Attorney	5	0	9	0	14
County Clerk	7	0	25	0	32
Economic Development	0	1	9	0	10
Elderly Affairs	9	5	2	0	16
Finance	70	1	4	1	76
Fire	188	5	3	0	196
Housing	0	0	2	23	25
Human Resources	14	1	2	0	17
Liquor	5	0	2	0	7
Mayors' Office	0	0	16	1	17
Parks & Recreation	124	1	4	0	130
Planning	21	3	2	1	27
Police	198	10	1	1	210
Prosecuting Attorney	20	3	14	4	41
Public Works	278	5	3	0	286
Transportation	1	0	97	0	98
Water	79	0	4	0	83
Total	1,022	35	202	32	1,292

Note: Permanent - Probationary and permanent employees
 Temporary - Provisional and limited term employees
 Exempt - Elected and appointed employees (excluding boards and commissions)
 Contract - Employees under personal services contract

DEPARTMENT OF HUMAN RESOURCES
Staff as of June 30, 2015

Director of Human Resources.....	Janine M.Z. Rapozo
Private Secretary.....	Pualani R. Belmonte
HR Manager II.....	Jill Niitani
HR Specialist III.....	Joyce Schuierer
HR Specialist III.....	Erin Takekuma
HR Specialist III.....	Kathy Tanita
HR Specialist II.....	Kris Nakamura
Personnel Management Specialist II.....	Telissa Agbulos
Personnel Management Specialist II.....	Debbie Ponce
HR Assistant.....	Michelle Hinazumi
HR Assistant.....	Leimomi Spencer-Gacusan
HR Assistant.....	Kari Villabrille
Central Payroll Accountant.....	Ken Villabrille
Accountant III.....	Carolyn Carveiro
Payroll Specialist.....	Doris Agbulos
Equipment Operator Trainer.....	Steven Carvalho