



CIVIL SERVICE COMMISSION

BEVERLY GOTELLI, CHAIR
LAUREN O'LEARY, VICE CHAIR

JEFFREY IIDA, COMMISSIONER
SHELLEY KONISHI, COMMISSIONER
AIMEE LORENZO, COMMISSIONER

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COUNTY OF KAUAI

Meetings of the Civil Service Commission will be conducted as follows until further notice:

- Meetings will be publicly noticed pursuant to HRS Chapter 92.
- Minutes of the meeting will be completed pursuant to HRS Chapter 92 and posted to the Commission's website upon completion and approval.

Public Comments and Testimony:

- **Written testimony** will be accepted for any agenda item herein.
 - Written testimony indicating your 1) name, and if applicable, your position/title and organization you are representing, 2) the agenda item that you are providing comment on, and 3) contact information (telephone number and email address), may be submitted to smuragin@kauai.gov or mailed to the Civil Service Commission, c/o Office of Boards and Commission, 4444 Rice Street, Suite 300, Lihue, Hawaii 96766.
 - Written testimony received by the Civil Service Commission at least 24 hours prior to the meeting will be distributed to all Civil Service Commissioners prior to the meeting.
 - Any testimony received after this time and up to the start of the meeting will be summarized by the Clerk of the Board during the meeting and added to the record thereafter.
 - Any late testimony received will be distributed to the to the commissioners after the meeting is concluded.
- **Oral testimony** will be taken during the public testimony portion of the meeting in-person at the public meeting.
 - It is recommended that anyone interested in providing oral testimony register at least 24 hours prior to the meeting by emailing smuragin@kauai.gov or calling (808) 241-4919. Any request to register shall include your 1) name, and if applicable, your position/title and organization you are representing, and 2) the agenda item that you are providing comment on, and 3) contact information (telephone number and email address).
 - Per the Civil Service Commission and Chairs practice, there is a three-minute time limit per testifier per agenda item.
 - Individuals who have not registered to provide testimony will be given an opportunity to speak on an agenda item following the registered speaker.

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 ADAVIS@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 ALTERNATIVE FORMATS SUCH
AS LARGE PRINT, BRAILLE, OR ELECTRONIC COPY.

COUNTY OF KAUAI CIVIL SERVICE COMMISSION

MEETING NOTICE AND AGENDA

Tuesday, December 5, 2023

3:00 p.m. or shortly thereafter

Piikoi Building, Boards and Commissions Conference Room

4444 Rice Street, Suite 300, Lihu'e, HI 96766

CALL TO ORDER IN OPEN SESSION (Open to the Public)

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENTS AND TESTIMONY

Individuals may orally testify on any agenda item at this time or wait for the agenda item.

APPROVAL OF MEETING MINUTES

a) Open Session Minutes of September 5, 2023

DIRECTOR OF HUMAN RESOURCES REPORT

CSC 2023-41 August/September 2023 period, October 3, 2023 Meeting

- Mahalo
- Signs Reflecting the Location of the Department of Human Resources (DHR)
- Quarterly Reports
 - Goal 1—Policies-New or Revised
 - Goal 3—Training Priorities
 - Goal 4—Employee Complaints
 - Goal 5—Recruitment and Retention
- Workday and HRMS Project
- Monthly Report from HR Divisions/Sections
 - a. Administrative Services and Benefits
 - b. Employee Development and Health Services
 - c. HR Manager, Classification and Pay and Labor Relations
 - d. Recruitment and Examination
 - e. Payroll
 - f. EEO/ADA

CSC 2023-42 September/October 2023 period, November 7, 2023 Meeting

- Goal 2-Workday and HRMS Project
- Goal 3-Training Priorities
- Goal 4-Employee Complaints
 - Grievances and Grievance Arbitration Hearings

- Employee or Applicant Complaints
- Goal 5-Recruitment and Retention
- December 5, 2023 Civil Service Commission Meeting-Human Resources Hosted Reception
- Monthly Report from HR Divisions/Sections
 - a. Administrative Services and Benefits
 - b. Employee Development and Health Services
 - c. HR Manager, Classification and Pay and Labor Relations
 - d. Recruitment and Examination
 - e. Payroll
 - f. EEO/ADA

CSC 2023-43 October/November 2023 period, December 5, 2023 Meeting

- Goal 1-Policies
- Goal 2-Workday and HRMS Project
- “Bi-Annual Presentation”
- Goal 3-Training Priorities
- Goal 4-Employee Complaints
 - Grievances and Grievance Arbitration Hearings
- Goal 5-Recruitment and Retention
- December 5, 2023 Civil Service Commission Meeting-Human Resources Hosted Reception
- Monthly Report from HR Divisions/Sections
 - a. Administrative Services and Benefits
 - b. Employee Development and Health Services
 - c. HR Manager, Classification and Pay and Labor Relations
 - d. Recruitment and Examination
 - e. Payroll
 - f. EEO/ADA

BUSINESS

CSC 2023-44 Director of Human Resources Goals and Objectives for period July 1, 2023 to June 30, 2024. (on-going)

- a) Review updated report with 9/5/23, 10/3/23 and 11/7/23 status information.
- b) Discussion and possible decision-making on other related matters.

CSC 2023-45 Annual selection of officers for calendar year 2024.

- a) Nominate a commissioner to serve as chair.
- b) Nominate a commissioner to serve as vice chair.
- c) Discussion and possible decision-making on other related matters.

CSC 2023-46 Review and approve 2024 meeting schedule.

EXECUTIVE SESSION.

Pursuant to Hawaii Revised Statutes §92-4, the commission may hold executive meetings closed to the public upon an affirmative vote, taken at an open meeting, of two-thirds of the members present; provided the affirmative vote constitutes a majority of the members to which the board is entitled. Any meeting closed to the public shall be limited to matters exempted by section 92-5. The reason for holding such a meeting shall be publicly announced and the vote of each member on the question of holding a meeting closed to the public shall be recorded and entered into the minutes of the meeting. Pursuant to Hawaii Revised Statutes §92-7(d), after posting of the commission meeting agenda the commission may add an item to the agenda, including an executive meeting closed to the public, by an affirmative two-thirds recorded vote of all members to which the board is entitled; provided that no item shall be added to the agenda if it is of reasonably major importance and action thereon by the board will affect a significant number of persons. Items of reasonably major importance not decided at a scheduled meeting shall be considered only at a meeting continued to a reasonable day and time.

ENTER INTO EXECUTIVE SESSION (Closed to the Public)

CALL TO ORDER IN EXECUTIVE SESSION

BUSINESS

ES-24 Executive Session Minutes of September 5, 2023
Pursuant to Hawai'i Revised Statutes §92-4, §92-5(a)(4), and §92-9(a)(1-4) and (b), the commission requests an Executive Session to approve or amend the executive session minutes of September 5, 2023, where consideration of matters affecting privacy will be involved and consult with the Deputy County Attorney on issues pertaining to the Commission's powers, duties, privileges, immunities, and/or liabilities as they relate to this agenda item.

ENTER OPEN SESSION (Open to the Public)

CALL TO ORDER IN OPEN SESSION

RATIFY ACTIONS

Ratify actions taken by the Civil Service Commission in executive session for ES-24.

ANNOUNCEMENTS:

Next Scheduled Meeting: Tuesday, January 2, 2024 – 3:00 p.m.

Following the conclusion of this meeting the commissioners will take a tour of the Human Resources Department offices and staff.

ADJOURNMENT

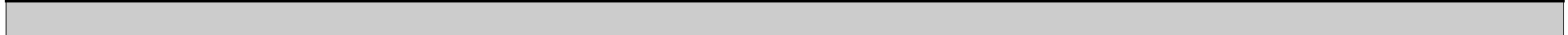
cc: Deputy County Attorney Mark Ishmael
cc: Director of Human Resources Annette Anderson

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

DRAFT To Be Approved

a)

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	September 5, 2023	
Location	Boards and Commissions Conference Room	Start of Meeting:	3:00 p.m.	End of Meeting: 4:11 p.m.
Present	Chair Beverly Gotelli. Vice Chair Lauren O’Leary. Commissioners: Shelley Konishi and Aimee Lorenzo. Deputy County Attorney Mark Ishmael (<i>Microsoft Teams</i>). Director Human Resources Annette Anderson (<i>left at 3:15 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin			
Excused	Commissioner Jeffrey Iida			
Absent				



SUBJECT	DISCUSSION	ACTION
Call To Order Roll Call	Chair Gotelli called the Open Session meeting to order at 3:00 p.m. and requested a roll call. Commission Support Clerk Sandra Muragin verified attendance; Commissioner Iida was excused. Commissioner Konishi replied here. Commissioner Lorenzo replied here. Vice Chair O’Leary replied here. Chair Gotelli replied here. Deputy County Attorney Ishmael replied here. Director Human Resources Anderson replied present. Administrator Ching replied here. Support Clerk Muragin replied here.	Quorum was established with four commissioners present.
Approval of Agenda		Vice Chair O’Leary moved to approve the September 5, 2023, agenda. Ms. Konishi seconded the motion. Motion carried 4:0.
Public Comments and Testimony	Ms. Muragin reported for the record there was no one from the public in the audience and she did not receive any written testimony.	
Approval of Meeting Minutes	a) Open Session Minutes of August 1, 2023	Vice Chair O’Leary moved to approve the Open Session

SUBJECT	DISCUSSION	ACTION
		minutes of August 1, 2023, as circulated. Ms. Konishi seconded the motion. Motion carried 4:0.
<p>Director of Human Resources Report</p>	<p><u>CSC 2023-31</u> July/August 2023 period, September 5, 2023, meeting.</p> <ul style="list-style-type: none"> a) Report Covers Revised Goals and Objectives for 2023-2024 b) Grievances and Grievance Arbitration Hearings c) Workday and HRMS Project d) Recruitment and Retention e) Policies – New or Revised f) HR Trainings g) Monthly Report from HR Divisions/Sections <ul style="list-style-type: none"> a. Administrative Services and Benefits b. Employee Development and Health Services c. HR Manager, Classification and Pay and Labor Relations d. Recruitment and Examination e. Payroll f. EEO/ADA <p>Director of Human Resources Annette Anderson briefed the commission on the July/August 2023 period, September 5, 2023, report. (<i>Report on file</i>)</p> <p>Ms. Anderson shared updated information that the two grievances should be resolved and not go into arbitration.</p> <p>Chair Gotelli inquired how long it took from start to finish to hire someone. Ms. Anderson said the City and County of Honolulu took public backlash on the lengthy hiring process and said the County of Kaua‘i was nowhere near their timeline. She said in the past the County of Kaua‘i had a longer process but under Janine Rapozo’s leadership the hiring process was streamlined which resulted in a quicker hiring of an individual from start to finish. Ms. Anderson said in the best-case scenario it could take one month to complete the hiring process.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>With no further questions from the commission Ms. Anderson left the meeting at 3:15 p.m. and Chair Gotelli moved on to the next agenda item.</p>	
<p>Business</p>	<p><u>CSC 2023-32 Letter from Charter Review Commission Chair Bronson Bautista dated July 10, 2023, requesting proposals to amend the Charter. (8/1/23)</u></p> <ul style="list-style-type: none"> a) Commissioners to present any proposals. b) Discussion and possible decision-making on other related matters. <p>With no proposals from the commission, Chair Gotelli moved on to the next agenda item.</p>	
	<p><u>CSC 2023-33 Director of Human Resources Goals and Objectives for period July 1, 2023 to June 30, 2024. (on-going)</u></p> <p>With no questions or comments on the 8/1/23 status information updated on the report, Chair Gotelli moved on to the next agenda item.</p>	
	<p><u>CSC 2023-34 Correction of acts and minutes for meeting held April 4, 2023, regarding items ES-14 and ES-15.</u></p> <p>Deputy County Attorney Mark Ishmael read the following statement “For the record the commission is correcting the acts that took place on April 4, 2023, regarding ES-14 and ES-15. The commission entered into executive session number two without Deputy Attorney General Henry Kim present as stated on the agenda. The discussions held in the meeting regarding those agenda items should have properly occurred in the open session and were limited to providing notice to the commission that the appeal filed on February 8, 2023, against the Director Parks was dismissed, that’s item ES-14. And that the appeal filed on February 23, 2023, against the Mayor, County Engineer, Deputy County Engineer, and the HR Manager was also dismissed, that’s item ES-15.”</p> <p>No further action from the commission was required.</p>	
<p>Executive Session</p>	<p>Ms. Ching read the Hawai‘i Revised Statutes to move the meeting into Executive Session. Pursuant to Hawaii Revised Statutes §92-4, the commission may hold executive meetings closed to the public upon an affirmative vote, taken at an open meeting, of two-thirds of the</p>	

SUBJECT	DISCUSSION	ACTION
	<p>members present; provided the affirmative vote constitutes a majority of the members to which the board is entitled. Any meeting closed to the public shall be limited to matters exempted by section 92-5. The reason for holding such a meeting shall be publicly announced and the vote of each member on the question of holding a meeting closed to the public shall be recorded and entered into the minutes of the meeting. Pursuant to Hawaii Revised Statutes §92-7(d), after posting of the commission meeting agenda the commission may add an item to the agenda, including an executive meeting closed to the public, by an affirmative two-thirds recorded vote of all members to which the board is entitled; provided that no item shall be added to the agenda if it is of reasonably major importance and action thereon by the board will affect a significant number of persons. Items of reasonably major importance not decided at a scheduled meeting shall be considered only at a meeting continued to a reasonable day and time.</p> <p>Chair Gotelli asked for a motion to enter executive session.</p>	<p>Ms. Konishi moved to enter Executive Session. Vice Chair O’Leary seconded the motion. Motion carried 4:0.</p> <p>Open session ended at 3:24 p.m.</p>
Call To Order In Open Session	<p>Chair Gotelli called the Open Session meeting back to order at 3:41p.m.</p>	<p>Quorum was established with four commissioners present.</p>
Ratify Actions	<p>Ratify actions taken in executive session for ES-20 and ES-21.</p> <p>Chair Gotelli announced that for ES-20 the commission approved the August 1, 2023, executive session minutes and ES-21 was the adoption of the Evaluation of the Director of Human Resources for Fiscal Year period July 1, 2022 to June 30, 2023.</p> <p>Chair Gotelli called for the vote.</p>	<p>Vice Chair O’Leary moved to ratify the actions taken in executive session for ES-20 and ES-21. Ms. Konishi seconded the motion.</p> <p>Motion carried 4:0.</p>

SUBJECT	DISCUSSION	ACTION
<p>Business (continued)</p>	<p><u>CSC 2023-35</u> Discussion and decision-making regarding salary adjustments related to the Fiscal Year Evaluation period July 1, 2022, to June 30, 2023.</p> <p>Chair Gotelli announced that the commission could approve another salary increase and retroactively increase the salary previously approved.</p> <p>Ms. Konishi and Vice Chair O’Leary stated their approval of a 5% salary increase retroactively from January 1, 2023. Previously the commission approved a 4% increase.</p> <p>Vice Chair O’Leary explained the last evaluation used number ratings that the commission totaled and averaged. Once it was averaged the commission had to make sense of where the ratings related to a salary increase. Chair Gotelli replied they should not have tied the evaluation to the salary increase but treated it as separate entities.</p> <p>Ms. Ching explained that the Salary Commission decides when to prepare a salary resolution, it was not done yearly. She said this salary resolution was a multi-year that ended 2025; normally it’s for one year. It contained three different increments of 5% salary increases; the first was January 1, 2023, the second effective July 1, 2023 and the third would be July 1, 2024.</p> <p>Ms. Ching said the commission approved the first salary increase of 4% in April and they could now approve a second salary increase effective July 1, 2023.</p> <p>Vice Chair O’Leary asked if there was a change in the DHR would the salary follow the new DHR. Ms. Ching explained should this happen, the commission would be responsible for hiring the new DHR and advertisements announcing the opening position would state the highest salary; however, the commission would also decide the salary.</p> <p>Ms. Ching shared that two commissions gave their director all three salary increases in one</p>	<p>Vice Chair O’Leary moved to open the discussion and decision-making regarding salary adjustment from January 1, 2023. Ms. Konishi seconded the motion. Motion carried 4:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p>vote. The other commissions completed an evaluation and then determined if a salary increase was justified. Human Resources cautioned that allowing all three salary increases in one vote may not reflect the will of the current commissioners on hand, since there normally was a constant change in who sat on the commission.</p> <p>Chair Gotelli stated the commission just completed an evaluation July 1, 2022 to June 30, 2023, which could decide the second salary increase effective July 1, 2023. And once they complete the evaluation July 1, 2023 to June 30, 2024, they could at that point decide the third salary increase effective July 1, 2024.</p> <p>Ms. Konishi felt comfortable retroactively changing the first salary adjustment to 5% and approving the second salary increase of 5%. She expressed that she would hold off on the third salary increase after completing the evaluation. Vice Chair O’Leary concurred with Ms. Konishi.</p> <p>Chair Gotelli stated that Commissioner Iida shared that the evaluation was a tool that the commission used to rate the DHR job performance. None of the rules stated that the DHR evaluation should be tied to a salary increase.</p>	<p>Ms. Konishi moved to retroactively adjust the salary increase for the Director of Human Resources effective January 1, 2023, to 5% instead of 4%, with a salary of \$129,504. Vice Chair O’Leary seconded the motion. Motion carried 4:0.</p> <p>Ms. Konishi moved to increase the salary for the Director of Human Resources effective July 1, 2023, to 5%, with a salary of \$135,960. Vice Chair O’Leary</p>

SUBJECT	DISCUSSION	ACTION
	Chair Gotelli approved Ms. Ching’s request to submit the salary increase before the evaluation review meeting.	seconded the motion. Motion carried 4:0.
Announcements	Next Meeting: Tuesday, October 3, 2023 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766 Chair Gotelli announced she would not be here for the October 3, 2023, meeting and Vice Chair O’Leary would conduct the meeting.	
Adjournment		With no objections from the commission Chair Gotelli adjourned the meeting at 4:11 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Beverly Gotelli, Chair

- () Approved as circulated.
- () Approved with amendments.

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

**October 3, 2023 Meeting
Report Covering August/September 2023**

Mahalo

As I shared with Chair Gotelli and Vice Chair O'Leary during our meeting on September 14, 2023, a big Mahalo to the Commissioners for the ratings and comments provided in my 2022-2023 performance evaluation. Also, a big Mahalo for the salary adjustments.

Signs Reflecting the Location of the Department of Human Resources (DHR)

For future visitors to the DHR offices, it will be easier to locate because the mayor's office is working on updating the signs and directories in the Civic Center to change from the old name of Department of Personnel Services to the Department of Human Resources, as well as other changes for other departments. This will include the interior sign next to my office as well.

Quarterly Reports

Goal 1--Policies—New or Revised

- Recruitment staff are drafting an Oral Exam Policy while implementing a pilot program to administer oral (versus written) exams for a variety of positions.
- Recruitment, Classification and Labor Division staff are reviewing the respective sections in 1) the Rules of the Director and 2) Civil Service Commission rules to determine if amendments are necessary.
- Payroll division explored the option/need for a policy pertaining to compensatory cash out upon transfer between departments.
- The Employee Development and Health Services unit is reviewing the Health and Safety Policy for potential revisions, which includes multiple areas pertaining to safety (e.g., Respirator Protection, Bloodborne Pathogens, Hearing Conservation, Hazard Communication, etc.).

[Goal 1, Objectives G1A., G1B., & G1.D, Success Measurements 1 & 3.]

Goal 3--Training Priorities

- DHR staff are committed to coordinating and/or presenting trainings based on a four-pronged training plan concept: Supervisory, Leadership, Safety, and General Staff Development trainings.
 - ✓ Supervisory: The primary goal this year is to develop and implement a new supervisory orientation. This training will be mandatory once implemented. The orientation will go over the essentials of supervision including but not limited to understanding pertinent employment laws, collective bargaining agreements, and county policies, performance evaluations process, discipline process, employee engagement, transitioning from co-worker to supervisor, and other supervisory-related topics.

- ✓ Leadership: DHR staff are working to schedule leadership workshops with various trainers. Additional details on content will be provided later as trainings are planned and confirmed.
- ✓ Safety: While it is the individual departments' responsibility to ensure safety trainings are provided to individuals with specific job duties and/or are required to perform or may be exposed to potentially hazardous substances, training was implemented for bloodborne pathogens (as required by OSHA) as part of new hire orientation. Also scheduled is first aid/CPR trainings for October, and Driver Improvement training is scheduled for late September.
- ✓ Staff Development: Customer Service trainings continue, including refresher trainings for specific individuals as requested by departments. Another DiSC training is being scheduled as well.
- DHR staff have access to hundreds of on-line webinars to further their skills and desires within human resources.
- Equipment/Driver Training Provided: CDL Theory Training (6 employees)
 - Flatbed Truck (2 Public Works employees)
 - Automatic Dump Truck (1 Public Works employee)
 - Tandem Dump Truck (1 Public Works employee)
 - Water Truck (11 Public Works employees)
 - Mini Excavator (6 Water employees)
 - Excavator (6 Water employees)
 - Backhoe (5 Water employees)
 - Skid Steer (5 Water employees)

[Goal 3, Objectives G3A., G3B., Success Measurements 1, 2, 3, & 4.]

Goal 4--Employee Complaints

- **Grievances and Grievance Arbitration Hearings**
 Successfully resolved a grievance regarding low-level disciplinary action, which will prevent the matter from going to arbitration. There is no indication that grievance training is needed for the department that issued the discipline.
- **Employee Complaints**
 - ✓ Dual complaints by two co-workers against each other for violations of the Policy Against Discrimination, Harassment and Retaliation were investigated by DHR staff. Investigator found that there was insufficient evidence to sustain the allegations.
 - ✓ A complaint of age discrimination and safety related concerns was submitted and is currently being investigated.

[Goal 4, Objective G4A., Success Measurement 5.]

Goal 5--Recruitment and Retention

- Finalized and implemented a negotiated Supplemental Agreement with the union to provide a retention differential to employees within a certain department and division, which is crucial for addressing public safety communications, and to prevent the constant turnover of employees that has occurred over the past year.

[Goal 5, Objectives G5A. & G5B., Success Measurements 1, 2.]

- Recruitment Plan for the current fiscal year:
Increase recruitment strategies by researching alternative methods of posting job announcements and revising job postings to emphasize unique government benefits.
 - ✓ Job announcement for licensed Civil Engineers now includes information about the additional shortage differential pay and the availability of travel/transportation relocation costs/benefits and/or retention/hiring incentives up to an additional 20% of the posted pay.
 - ✓ Kauai Community Career center website provides a link to County job postings.
 - ✓ To address difficulty in recruiting heavy vehicle and construction equipment mechanics at the Auto Shop, alternative lower-level entry level trainee classes are being researched to assist with filling these vacancies.
 - ✓ Meet with all departments annually to discuss recruitment needs and vacant positions.
 - ✓ Reduce the total number of vacancies by ten percent (10%) by the end of the fiscal year.
 - ✓ Participate in all local job fairs.

[Goal 5, Objectives G5A. & G5B., Success Measurements 1, 2.]

Workday and HRMS Project:

- Provided updates to all employees when using Workday, via informational reports Wiki #019-Timesheet Submission Process (clarifies that employees must review and re-submit their time entry when changes are made) and Wiki #020-Absence Balance (reminds employees about their various leave balances to ensure that they are aware of the maximum vacation hours allowed at the end of the year to avoid forfeiture).
- The Workday system has provided greater reporting capabilities for HR staff who can now generate audit reports, which can identify potential discrepancies in employee records, which provides for a greater check-and-balance auditing functionality for our Administrative and Payroll staff.

[Goal 2, Objectives G2A, G2B., Success Measurement 2.]

Monthly Report from HR Divisions/Sections

Administrative Services and Benefits:

- Provided guidance to departments on various personnel issues, including internal investigations, disciplinary actions, performance reviews and improvement plans, employee assistance program (EAP), conflict/complaints, attendance/leave, benefits, drug/alcohol testing, ADA accommodations, personnel transactions, etc.
- New Hires:
 - 1 Accountant Trainee
 - 1 Accounting Administrator
 - 1 Fire Fighter Trainee
 - 1 Heavy Automotive & Construction Equipment Welder
 - 1 Heavy Vehicle & Construction Equipment Mechanic II
 - 1 Human Resources Clerk I
 - 1 Investigator (exempt)
 - 1 Laborer I
 - 1 Park Caretaker I
 - 1 Parks & Recreation Administrative Aide (exempt)
 - 1 Police Officer
 - 2 Senior Clerk
- Exit Interviews (Retirees): 1 of 1
- TDI Applications 1 approved, 1 denied
- Family Leave: 9 approved
- Leave Sharing: None
- Reference Checks: 10
- Employment Verifications: 9

Employee Development and Health Services:

- Provided guidance to department supervisors and employees on various safety-related issues and concerns including drug/alcohol testing.
- Four (4) new workers' compensation claims were filed this month: two (2) medical-only claims and two (2) controverted claims.
- Safety inspections were held at the Waimea and 'Ele'ele Wastewater Treatment Plants on August 22, 2023. Inspection reports from Atlas Insurance have been sent to the Public Works Department for review and follow-up.
- Bloodborne Pathogens Training provided to new hires (7 employees).
- Equipment/Driver Training: See page 2 of this report.

HR Manager, Classification and Pay and Labor Relations:

- Joint Labor Management meeting held with Public Works-Solid Waste on the current Solid Waste Memorandum of Understanding.
- Reallocations Processed: Accountant II to Accountant III (2)
 - Accountant III to Accountant Trainee
 - Accounting Assistant to Accountant Trainee
 - Civil Engineer I to Civil Engineer II

Civil Engineer VI to Civil Engineer III
 Civil Engineer VI to Civil Engineer VI Manager
 Economic Dev. Specialist III to Economic Dev. Spec. IV
 Electrician-Electronic Equipment Repairer to Electronics
 Tradesperson (2)
 Emergency Mgmt. Staff Officer to Emergency Mgmt. Staff
 Specialist IV
 Groundskeeper to Electronics Tradesperson
 Human Resources Clerk II to Human Resources Clerk I
 KEMA Program Support Technician to Program Support
 Assistant II
 Lead Electrician-Electronic Equipment Repairer to Lead
 Electronics Tradesperson
 Ocean Safety Officer I to Ocean Safety Officer II
 Civil Engineer II to Civil Engineer III

- Desk Audits:
- New Classes Adopted: None
- Administrative Reviews: None
- Class Amendments: Solid Waste Worker II
 Waterworks Inspector II

Recruitment and Examination

- Recruitment: Accounting Assistant (Exempt)
 Administrative Support Assistant
 Bus Driver (Substitute) (Exempt)
 Central Accounting Analyst
 Deputy Director of Finance
 Director of Finance (Exempt)
 Disaster Assistance Principal Project Manager (Exempt)
 Economic Development Specialist IV (Exempt)
 Electrician (Exempt)
 Electronics Tradesperson
 Intern III (Exempt)
 Investigator (Exempt)
 Lead Mechanical Repair Worker
 Parks and Recreation Administrative Aide (Exempt)
 Planner I
 Planner II
 Planner III
 Planner IV
 Police Officer I (2)
 Principal Project Manager
 Public Information Specialist I
 Real Property Appraiser I
 Repair Shop Utility Worker
 Senior Project Manager
 Solid Waste Worker II

Transit Cleaning Worker (Exempt)
TVR Specialist (Exempt)
Utility Worker (Exempt)
Van Driver (Substitute) (Exempt)
Waterworks Inspector I
Waterworks Inspector II
Waterworks Inspector III

- Lists Referred to Departments:

Accountant III
Accountant Trainee
Accounting Assistant (Exempt)
Administrative Support Assistant
Automotive Storekeeper (Exempt)
Building Plans Examiner I
Bus Driver (Substitute) (Exempt)
Clerk Dispatcher I (Exempt)
Contracts Officer
Deputy County Attorney (Exempt)
Deputy Director of Finance (Exempt)
Derelict/Abandoned Vehicle Coordinator
Director of Finance (Exempt)
Disaster Assistance Principal Project Manager (Exempt)
DMV Customer Service Assistant (Exempt)
Economic Development Specialist IV (Exempt)
Electrician (Exempt)
Emergency Management Staff Specialist IV
Human Resources Clerk II
Intern III (Exempt)
Investigator (Exempt)
Laborer I
Lead Veteran's Cemetery Caretaker
Liquor Licensing Clerk (Exempt)
Managing Director (Exempt)
Ocean Safety Officer I
Parks and Recreation Administrative Aide (Exempt)
Police Officer I (2)
Police Services Officer
Program Specialist I (Exempt)
Program Support Assistant II
Senior Account Clerk
TVR Specialist (Exempt)
Van Driver (Substitute) (Exempt)
Wastewater Plant Maintenance Mechanic I
Waterworks Inspector III

- Written Exams Administered:

Emergency Services Dispatcher I (2)

Heavy Vehicle & Construction Equipment Mechanic II
 Plant Electrician Helper (2)
 Police Services Officer
 Public Safety Worker I
 Scale Attendant I (2)
 Solid Waste Working Supervisor

- Oral Exams Administered:
 Janitor Working Supervisor
 Lead Electronic Tradesperson
- Performance Exams Administered:
 Ocean Safety Officer I
- Administrative Reviews: None

Payroll:

- Working on security role access for timekeepers and payroll partners (view only).
- Continued work on “Laundry List” to improve end user access.
- Working on Accrual report issues.
- August Gross Payroll:

15th	\$	4,219,873	
EOM	\$	4,681,073	
EUTF ACTIVE	\$	841,987	
EUTF ACTIVE - DOW	\$	52,408	
EUTF OPEB	\$	564,071	
EUTF RETIREE	\$	898,679	
ERS (RETIREMENT)	\$	2,293,093	
SOC. SEC./MEDICARE	\$	467,393	
PTS SS SAVINGS	\$	13,092	

EEO/ADA

- In process of updating the EEO/ADA Coordinator position for recruitment following retirement of incumbent.

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

**November 7, 2023 Meeting
Report Covering September/October 2023**

Goal 2--Workday and HRMS Project:

- Human Resources Payroll Systems Manager and Assistant Payroll Systems Manager attended new hire orientation on 9/1/23 to train on the Workday System. Training was also provided for new timekeepers in the Department of Water and Transportation Agency on 10/4/23.
- Provided all employees with Workday updates, via informational reports Wiki #021--Retroactive Changes, which limits employees from making pay and absence changes to one month after the fact; changes that are required beyond one month will require the completion of a change form completed by the employee's manager.
- Amended contract with implementation vendor, Accenture, to assist with further end-user enhancements to Workday.

[Goal 2, Objectives G2A, G2B, G2D, Success Measurement 2.]

Goal 3--Training Priorities

- Payroll began Ocean Safety Bureau training for new full-time workers.
- Bloodborne Pathogens Training provided to new hires.
- Annual Driver Improvement Training completed in September.
- Refresher Training on Discrimination, Harassment, and Retaliation held with employee from KPD (part of disciplinary/follow-up action).
- First Aid/CPR Trainings provided on October 2, 2023 and October 3, 2023.
- Equipment/Driver Training: CDL Behind-the-wheel Training
Forklift
Mower
- Ergonomics analysis/training provided to Human Resources staff.

[Goal 3, Objectives G3A., G3B., Success Measurements 1, 2, 3, & 4.]

Goal 4--Employee Complaints

- **Grievances and Grievance Arbitration Hearings**
 - ✓ Informal meeting followed by class grievance for one bargaining unit related to when continuous duty and double pay occurs.
 - ✓ Partial arbitration award issued regarding temporary hazard pay for COVID-19 exposure at work. Phase two to determine additional issues if not mutually resolved by the parties.
- **Employee or Applicant Complaints**
 - ✓ Complaint regarding promotional recruitment and whether minimum qualifications were met. Meeting to occur to further discuss.

[Goal 4, Objective G4A., Success Measurement 1.]

Goal 5--Recruitment and Retention

- Changed Labor Registration posting to be on a “continuous” recruitment to expedite hiring of desired candidates by allowing applications to come in continuously versus just twice a year.
- Recruitment Division meeting held with Department of Water, Public Works, Parks & Recreation and Transportation Agency to review all equipment operator positions including Commercial Driver’s License requirements, U.S. Department of Transportation physical requirements, performance testing requirements, scheduled performance test locations, training versus evaluation by County Trainer, and assigned equipment, etc.

[Goal 5, Objectives G5A. & G5B., Success Measurements 1.]

December 5, 2023 Civil Service Commission Meeting – Human Resources Hosted Reception

Following the conclusion of the December 5, 2023 Civil Service Commission meeting, the Human Resources Department invites the Commissioners and Boards & Commission to a reception to tour our offices, meet some of the staff, and enjoy some light refreshments.

Monthly Report from HR Divisions/Sections

Administrative Services and Benefits:

- Provided guidance to departments on various personnel issues, including internal investigations, disciplinary actions, performance reviews and improvement plans, employee assistance program (EAP), conflict/complaints, attendance/leave, benefits, drug/alcohol testing, ADA accommodations, personnel transactions, etc.
- New Hires:
 - 1 Accountant I
 - 1 Assistant Director of Housing (exempt)
 - 1 Building Plans Examiner I
 - 3 Clerk Dispatcher I (exempt)
 - 1 Investigator (exempt)
 - 1 Laborer I
 - 2 Ocean Safety Officer I
 - 1 OSB Administrative Coordinator (exempt)
 - 1 Scale Attendant
 - 1 Wildfire Mitigation Program Manager (exempt)
- Exit Interviews (Retirees): 7 of 7
- TDI Applications 3 denied
- Family Leave: 9 approved
- Leave Sharing: 1 approved
- Reference Checks: 8
- Employment Verifications: 11

Employee Development and Health Services:

- Six (6) new workers' compensation claims were filed this month: two (2) medical-only claims and four (4) indemnity claims.
- Annual Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse Limited Queries process was completed in September. This is a requirement of the FMCSA to run these queries and it is done to determine if an employee's FMCSA record has any unresolved drug/alcohol program violations.
- Bloodborne Pathogens Training provided to new hires.
- Annual Driver Improvement Training completed in September with additional training scheduled for October.
- Refresher Training on Discrimination, Harassment, and Retaliation held with employee from KPD.
- First Aid/CPR Trainings provided on October 2, 2023 and October 3, 2023.
- Equipment/Driver Training: CDL Behind-the-wheel, Forklift, and Mower Trainings.

HR Manager, Classification and Pay and Labor Relations:

- Appeared before the Cost Control Commission to review five (5) years worth of Vacancy Reports; the Commission was reviewing the reports to determine if there was a correlation between overtime costs and position vacancies.

- Reallocations Processed:
 - Account Clerk to Accounting Assistant
 - Civil Engineer III to Civil Engineer V
 - EEO Officer/ADA Coordinator to EEO/ADA/Investigator
 - Fire Fighter Trainee to Wildfire Mitigation Program Mgr
 - Information Technology Specialist I to Computer Systems Support Technician I
 - Information Technology Specialist I to Information Technology Specialist II
 - Ocean Safety Officer I to Program Administrative Coordinator
 - Planner III to Planner IV
 - Program Support Assistant II to Public Safety Services Secretary
 - Real Property Appraiser Assistant to Real Property Appraiser I
 - Utility Worker to Water Meter Mechanic
- Desk Audits
- New Classes Adopted:
 - Civil Engineer III to Civil Engineer V
 - EEO/ADA/Investigator
- Administrative Reviews:
 - None
- Class Amendments Completed:
 - Building Permit Clerk I
 - Building Permit Clerk II
 - Fire Fighter II
 - Fire Fighter III

Recruitment and Exam

- Appeared before the Police Commission to explain that the changes made to the recent posting for both Police Captain and Assistant Chief of Police were part of a larger project which now entails including substitutions for all job postings. Regardless of the change, the class specifications itself were not changed and the posting of the substitutions would have been considered for all applicants.
- Recruitment:
 - Assistant Wastewater Plant Operator
 - Background Investigator (Exempt)
 - Building Permit Clerk I
 - Bus Driver (Substitute) (Exempt)
 - CIP Coordinator (Exempt)
 - Computer Systems Support Technician
 - Contracts Specialist
 - Departmental Staff Assistant I
 - Departmental Staff Assistant II
 - Detention Facility Worker (Exempt)
 - DMV Service Representative II
 - Electronic Tradesperson
 - Emergency Services Dispatcher I
 - Equipment Operator I
 - Equipment Operator III
 - Evidence Custodian Assistant (Exempt)

Executive Operations Manager (Exempt)
Fire Captain
Fire Fighter II (Hazmat)
Fire Fighter II (Rescue)
Fire Fighter III
Fire Fighter Trainee
Golf Course Groundskeeper
Groundskeeper
Human Resources Specialist I
Human Resources Specialist II
Investigator (Exempt)
Janitor II
Laborer I
Laborer Working Supervisor
Landfill Laborer I
Lead Electronics Tradesperson
Ocean Safety Officer III
Ocean Safety Officer IV
OSB Administrative Coordinator (Exempt)
Park Caretaker
Park Security Officer I
Pool Guard
Pool Guard Trainee
Real Property Appraiser II
Real Property Appraiser III
Sexual Assault Forensic Nurse Examiner (SAFNE) (Exempt)
Van Driver (Substitute) (Exempt)
Wildlife Mitigation Program Manager (Exempt)

- Lists Referred to Departments:

Accountant III
Accountant Trainee
Automotive Storekeeper I (Exempt)
Background Investigator (Exempt)
Boards and Commissions Clerical Assistant (Exempt)
Building Permit Clerk
Bus Driver (Substitute) (Exempt)
Central Accounting Analyst
CIP Coordinator (Exempt)
Civil Engineer I
Civil Engineer II
Clerk Dispatcher I (Exempt)
Crime Scene Specialist I
Detention Facility Worker (Exempt)
DMV Service Representative I
Electronic Tradesperson
Emergency Services Dispatcher I

Equipment Operator III
 Evidence Custodian Assistant (Exempt)
 Executive Operations Manager (Exempt)
 Fire Fighter Trainee
 Fiscal Assistant (Exempt)
 Investigator (Exempt)
 Lead Electronics Tradesperson
 Lead Mechanical Repair Worker
 Ocean Safety Officer I
 OSB Administrative Coordinator (Exempt)
 Planner I
 Planner III
 Plant Electrician Helper
 Plumber II
 Police Services Officer
 Public Information Specialist I
 Real Property Appraiser I
 Repair Shop Utility Worker
 Senior Clerk
 Sexual Assault Forensic Nurse Examiner (SAFNE) (Exempt)
 Solid Waste Working Supervisor
 Transit Cleaning Worker (Exempt)
 Utility Worker (Exempt)
 Van Driver (Substitute) (Exempt)
 Water Meter Mechanic
 Wildfire Mitigation Program Manager (Exempt)

- Written Exams Administered:

Emergency Services Dispatcher I
 Lead Mechanical Repair Worker (2)
 Lead Veteran's Cemetery Caretaker
 Pipefitter Helper (2)
 Plant Electrician Helper (2)
 Plumber II
 Police Services Officer
 Repair Shop Utility Worker
 Scale Attendant I (2)
 Solid Waste Working Supervisor

- Oral Exams Administered:

Lead Electronic Tradesperson

- Performance Exams Administered:

Equipment Operator III
 Ocean Safety Officer I

- Administrative Reviews:

None

Payroll:

- Created nine Workday reports for use by departments.
- Continued work on "Laundry List" to improve end user access.

- Attended Fire Department software vendor call on 9/28/23 to explain requirements of system and integration into Workday.
- Boards & Commissions - 5 Year Overtime Reports meeting held on 9/7/23 for Cost Control Commission.
- Continuous training with new/transferred staff re Workday processes and reports on 10/4/23.
- Attended new hire orientation on 9/1/23.
- Working on Accrual report issues.
- September Gross Payroll:

15th	\$ 4,545,057
EOM	\$ 4,719,886
EUTF ACTIVE	\$ 833,335
EUTF ACTIVE - DOW	\$ 56,542
EUTF OPEB	\$ 553,334
EUTF RETIREE	\$ 909,416
ERS (RETIREMENT)	\$ 2,341,246
SOC. SEC./MEDICARE	\$ 487,763
PTS SS SAVINGS	\$ 5,121

EEO/ADA

- Recruiting for EEO/ADA/Investigator position following retirement of incumbent.

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

**December 5, 2023 Meeting
Report Covering October/November 2023**

Goal 1—Policies

- Updated job application forms to ensure applicants know to only provide day and month of birth; will avoid applicants inadvertently adding their birth year. Lessens the risk of age discrimination claims.
- Job postings have been updated to clarify that credit will be given for the last full month of service before posting ends, which avoids complaints about not giving credit for purposes of meeting the minimum requirements.
- Revising all division documents including policies to ensure gender neutral terms (on-going).

[Goal 1, Objectives G1A, G1B, G1D, Success Measurements 1, 2, 3, 4.]

Goal 2--Workday and HRMS Project:

- Started configuration and planning efforts for a new Workday release called My Tasks, which users will be required to use as part of Workday in March 2024.
- Continued meetings with the Fire and Police Departments to determine if there are software applications that will assist them with their complicated scheduling, and that will work with the Workday system.
- Actively working with the EUTF and the IT Division to create an integration within Workday where employees' data changes can be imported directly to the EUTF via a secured portal. This will eliminate the need for manual forms to be prepared and submitted to the EUTF when employees change their contact information, terminate employment, and other personnel-related actions. This will save time and see greater accuracy in the information being submitted and later processed by the EUTF.

“Bi-Annual Presentation”

As required by Goal 2, the following information summarizes the Workday timelines, implementation activities, challenges, solutions, benefits, and cost savings:

Cost Savings

- The Payroll Systems Manager and the HRMS Administrator are working collaboratively to create ad hoc reports so that managers do not need to prepare the reports; as such, there are cost savings to the County in that the outside vendor no longer needs to assist with these reports.
- Paper reduction savings from not using paper timesheets and leaves of absence forms.

Timesheets

- Electronic timesheets result in less wait time for submittal/revision/approval (*paper timesheets could get lost/misplaced in transit between departments/desks; waiting for wet signatures, etc.*).

- Electronic timesheets have cut down on time previously spent formatting Adobe timesheets [printing to PDF, inserting supporting docs, etc.].
 - Used to spend at least half a day formatting individual adobe timesheet files prior to auditing.
- Alerts will show if an employee takes more leave hours, then what is available.
- Premiums auto-generate with overtime per union agreements.
- Employee can choose to use Cash/Comp Time Earned or be paid for meal or not.
- Projects/Work Orders can be attached to a specific type of work the employee is performing.
- Able to use Workday Time Block report to mass check timesheet/approval status.
- Employees able to attach documents to personal profile “after the fact” of a leave request for record keeping (*doctor note, blood donation, etc.*).
- Manager(s)/Timekeepers able to spot check timesheets at any time to catch errors for correction before submittal.
- Employees/Payroll able to correct past timesheets and Workday will adjust retro accordingly (*within the 30 days for Employees*).
- Various allowances are automatically applied to appropriate pay periods, there’s no need for manual entries (*auto/cell, uniform*).
- Not needing to scan every timesheet and leaves of absence.
 - Leave of absence forms were difficult to scan due to size so now there is no need to spend extra time to double check if all papers were scanned correctly.
- Since Workday does not allow submissions with errors, fewer errors pass through and can be dealt with quicker.
- HR/Payroll may create new schedules based on department needs.
- Managers can change/adjust subordinates schedules when needed.
- Supervisors/Managers can enter time and/or absence for an employee who may be out on leave avoiding any delays for payroll.
- When an employee is “on leave”, in the “Absence” section, Workday shows start/end timeline.
- Updated/corrections are instant.

Transactional Work

- Elimination of manual Payroll Certification (PC) form that previously took about 5-10 minutes to prepare, then another 10 minutes (cumulative) to route for signature and track, plus another 5-10 minutes to input into the system.
- Routing of transactions based on supervisor organization structure in Workday – no longer must track and follow-up on emails.
- Business processes allow for individual tasks to be configured in Workday, which makes for a more efficient and accurate process as staff will not “forget” to complete a task associated with a particular process because the system will notify staff of the current as well as upcoming tasks.
- Rules from union agreements are configured in Workday.
- Implementation of EUTF personnel/personal data file; Eliminates the need to manually process approximately 50 forms per month.
- Error and warning messages are clear and intuitive enough for employees and managers to troubleshoot issues on their own.

Accessibility

- Can be accessed anywhere with a county connection if using county equipment.
- Workday App can be downloaded to personal devices to access.
- Corrections/updates are done instantly.
- Payroll reports are very helpful and new ones can be made if needed.
- Schedules can be changed as needed and new schedules can be made.
- Managers/Supervisors have reports they can pull themselves if wanted.
- Since all information is on Workday, saves time looking for information.
- Changes and updates are dated and shows who initiated.
- All reports can be downloaded to Excel for pivot tables or PDF if needed.
- Announcements tell when things are due.
- Fiscal year information in an easier format.
- Absence requests have a calendar to see which days to request time off.
 - Workday also calculates accruals and Employees know how many hours they have.
 - Will not let Employees request more hours than they have in bank.
- Can easily check for Employees who have over the 720 max hours for vacation.
- Everything related to the County can be found on Workday and related websites can be found in the benefits menu.
- Can customize Workday with shortcuts to how you operate.
- Employees have access to their own leave balances, reducing inquiries.
- Employees can update their own personal information, e.g., direct deposit, address change, emergency contact.
- Employees have access to their compensation information and service dates.
- Web based accessibility from anywhere (teleworking, off island or out of state conferences, etc.)
- Time Period Review & Approval & Calendar/Fiscal Year End Reports from Workday can be exported to excel which makes it easier to filter & sort for auditing and reconciliation.
- Employee Profiles: One-Stop shop - All employee information in one place.
- All pay slips & future W2 are easy to view/print.
- Having the testing environment, Sandbox, available (to Timekeepers) is very helpful to test scenarios that are unsure of the outcome.

Payroll

- Payroll reports for each pay period located in the same place.
- Managers/Supervisors also able to help struggling Employees with their timesheets.
- No longer need to enter manually through AS400
- Adjustments are done by Workday for corrections to old pay periods so no need to do it manually.
- Workday calculates accruals itself and can be seen by Employees themselves, plus Managers/Supervisors if needed.
- Workday auto generates some premiums (missed rest, meals, night differential) so no need to input.
- Comp Time Off is instantly added if Employee decides to accrue Comp Time for OTs so no need to calculate yourself.

- No need to submit accrual adjustments for employees on workers' compensation.
- Overall the process for reporting is more efficient.
 - Can start time block audit prior to deadlines.
 - Reports for payroll recon and deductions are received earlier on processing day.
 - It is very helpful having a save filter feature on reports [especially for deduction reporting].
- Elimination of a lot of manual calculation sheets.
 - Used to manually calculate leave without pay to check against AS400.
 - Workday can calculate salary correctly when an employee terminates mid pay period.
- Elimination of entering 'sign in sheets'.
 - Employee enters directly in Workday.
- No longer having to save/pull distribution reports for other departments that have their own access.
- Accountants have access to department payroll information.
 - Used to have to drop timesheets or report copies in other drives for Fire.

[Goal 2, Objectives G2A, G2B, G2C, G2D, Success Measurements 1, 2, 3.]

Goal 3--Training Priorities

- County-wide reasonable Suspicion drug & alcohol training scheduled.
- County-wide leadership training—*The Undelegatable Roles & Responsibilities of a Leader*--scheduled.
- Ergonomics analysis/training provided to Office of Economic Development staff.

[Goal 3, Objectives G3A., G3B., Success Measurements 1, 2, 3, & 4.]

Goal 4--Employee Complaints

Grievances and Grievance Arbitration Hearings

- Step 2 grievance meeting occurred regarding continuous duty and double pay.
- Informal meeting with union concerning promotional exams when on workers' compensation or sick leave.
- Participated in a confidential EEOC mediation to resolve a claim.
- HR Staff investigated of complaint of sexual harassment—unable to substantiate the claims.
- Internal complaint was submitted regarding non-selection for promotion. The complainant was informed it was the wrong forum and that it would be subject to the grievance process in the collective bargaining agreement.

[Goal 4, Objective G4A., Success Measurement 1.]

Goal 5--Recruitment and Retention

- Working with Finance-DMV and Safety Division to assure that requirements to pass a CDL test are consistent.
- Staff attended two of three Freshman Academy Career Fairs at Kapaa High School and Waimea High School; recruitment staff will be promoting the County as a workplace via a "Wheel of Fortune" theme with free swag from the various departments of the County.

- Hired back two summer Interns during their winter breaks to promote County employment.
- Will begin advertising for HR vacancies in SHRM publication.’
- Working on extending a negotiated agreement with the union that involved a pilot program to the pay for employees within a certain department and division that serves the public in person, and continuously each day during opening hours. The employees work through their meal period, which extends their workday, and thereby gives them premium pay plus overtime pay. There was overwhelming positive feedback from employees and therefore the agreement will be extended to the end of the contract period (6/2025).
- Meet with all departments annually to discuss recruitment needs and vacant positions.
- Presented a summary of the Stay Survey responses from various departments at the Mayor’s full cabinet meeting.
- Established and informed HR Staff of the new digital Suggestion Box to engage our HR employees and obtain their feedback.

[Goal 5, Objectives G5A. & G5B., Success Measurements 1 and 2.]

December 5, 2023 Civil Service Commission Meeting – Human Resources Hosted Reception

Following the conclusion of the December 5, 2023 Civil Service Commission meeting, the Human Resources Department invites the Commissioners and Boards & Commission to a reception to tour our offices, meet some of the staff, and enjoy some light refreshments.

Monthly Report from HR Divisions/Sections

Administrative Services and Benefits:

- Provided guidance to departments on various personnel issues, including internal investigations, disciplinary actions, performance reviews and improvement plans, employee assistance program (EAP), conflict/complaints, attendance/leave, benefits, drug/alcohol testing, ADA accommodations, personnel transactions, etc.
- New Hires:
 - 1 Accountant III
 - 1 Building Permit Clerk I
 - 1 Civil Engineer I
 - 1 Computer Systems Support Technician I
 - 3 Constituent Relations Coordinator (exempt)
 - 1 Deputy County Attorney (exempt)
 - 1 Deputy Prosecuting Attorney (exempt)
 - 1 Elections Clerk II (exempt)
 - 1 Plant Electrician Helper
 - 1 Public Information Specialist I
- Exit Interviews (Retirees): 1 of 1
- TDI Applications None
- Family Leave: 10 approved; 1 denied
- Leave Sharing: 1 approved
- Reference Checks: 7
- Employment Verifications: 7

Employee Development and Health Services:

- Provided guidance to department supervisors and employees on various safety-related issues and concerns including drug/alcohol testing.
- Eleven (11) new workers' compensation claims were filed this month: Two (2) controverted claims, three (3) medical-only claims, and six (6) indemnity claims.
- HIOSH Complaint: Assisted the Agency on Elderly Affairs and the Housing Agency in responding to HIOSH complaint regarding mold presence at the Piikoi Building. Remediation completed – coordinated by Parks and Recreation. Response was provided to HIOSH and we are awaiting updates from them on next steps, if any.
- Ergonomic Assessments completed for Human Resources Department staff (9 employees). Additional assessments planned for the Office of Economic Development.
- Bloodborne Pathogens Training provided to new hires (6 employees).
- Annual Driver Improvement Training – Additional training completed in October – 15 employees attended (previous training conducted in September – 50 employees).
- Refresher Training on Discrimination, Harassment, and Retaliation held with employee from KPD (part of disciplinary/follow-up action).
- Fire Extinguisher training conducted by KFD (HR coordinated) – Total 53 employees trained.
- Equipment/Driver Training:
 - CDL Behind-the-wheel Training (2 employees)
 - Excavator (2 Public Works employees)
 - Backhoe (1 Parks and Recreation employee)
 - Bucket Truck (1 Public Works & 3 Parks & Recreation)

Stump Grinder (3 Parks employees)

HR Manager, Classification and Pay and Labor Relations:

- Attended SHOPO Labor Management meeting with KPD senior staff and SHOPO union.
- A field audit was conducted for the Public Works, Roads Division, Traffic Signs and Markings Section with recommendations sent back to have the entire crew report to one (1) working supervisor for efficiency and better communication among crew members.
- Reallocations Processed: Accountant Trainee to Accountant I
DMV Service Rep. I to DMV Service Rep. II
Lead Plant Electrical/Electronic Equipment Repairer to Lead Electronics Tradesperson
Plant Electrical/Electronic Equipment Repairer to Electronics Tradesperson
Planner II to Planner I
Planner III to Planner V
Van Driver (Substitute) to Bus Driver (Substitute) (3)
- Desk Audits: None
- New Classes Adopted: None
- Administrative Reviews: None
- Class Amendments: Executive on Recreation

Recruitment and Exam

- Two (2) additional oral examinations were held for intra-recruitment applicants for blue collar supervisory positions. The oral examination is proving to be a good alternative for these types of positions; information continues to be gathered to draft policy.
- First fiscal year 2025 budget meeting held with the budget team.
- Recruitment: Administrative Assistant II
All Hazards IMT Leader (Exempt)
Bus Driver (Exempt) (2)
Bus Driver (Substitute) (Exempt) (2)
Civil Engineer VI (Manager)
Computer System Support Technician II
Constituent Relations Coordinator (Exempt)
Deputy Prosecuting Attorney (Exempt)
EEO/ADA Compliance Officer/Investigator
Election Clerk II (Exempt)
Electronics Tradesperson
Golf Course Groundskeeper
Groundskeeper
Investigator (Exempt)
Janitor II
Laborer I
Landfill Laborer I
Mechanical Repair Worker
Park Caretaker
Program Specialist (Safety) (Exempt)

- Public Housing and Dev. Program Specialist I(Exempt)
- Public Information Officer
- Public Safety Services Secretary
- Special Executive Officer of Emergency Mgmt. (Exempt)
- TVR Specialist (Exempt)
- Van Driver (Substitute) (Exempt) (2)
- Winter Program (Exempt)
- Lists Referred to Departments: All Hazards IMT Leader (Exempt)
 - Automotive Mechanic
 - Automotive Storekeeper (Exempt)
 - Bus Driver (Exempt)
 - Bus Driver (Substitute) (Exempt)
 - Central Accounting Analyst
 - Civil Engineer VI Manager
 - Clerk Dispatcher I (Exempt)
 - Computer System Support Technician I
 - Constituent Relations Coordinator (Exempt)
 - Contracts Officer
 - Contracts Specialist
 - Departmental Staff Assistant I
 - Departmental Staff Assistant II
 - Deputy County Attorney (Exempt)
 - Derelict/Abandoned Vehicle Coordinator
 - Elections Clerk (Exempt)
 - Electronics Tradesperson
 - Emergency Services Dispatcher I
 - Equipment Operator III
 - Fire Captain
 - Golf Course Groundskeeper
 - Groundskeeper
 - Investigator (Exempt)
 - Janitor II
 - Laborer Working Supervisor
 - Lead Electronics Tradesperson
 - Mechanical Repair Worker
 - Ocean Safety Officer I
 - Process Server
 - Program Specialist I (Exempt)
 - Public Information Officer (Exempt)
 - Real Property Appraiser III
 - Senior Project Manager
 - Special Executive Officer of Emergency Management (Exempt)
 - TVR Specialist (Exempt)
 - Van Driver (Substitute)
 - Winter Fun Program (Exempt)
- Written Exams Administered:Emergency Services Dispatcher I

- Fire Captain
 - Fire Fighter II (Hazmat)
 - Fire Fighter II (Rescue)
 - Fire Fighter III
 - Ocean Safety Officer III
 - Park Caretaker II
 - Plant Electrician Helper
 - Police Services Officer
- Oral Exams Administered: Laborer Working Supervisor
Lead Electronic Tradesperson
- Performance Exams Administered:
 - Equipment Operator III
 - Fire Fighter II (Rescue)
 - Ocean Safety Officer I
- Administrative Reviews: Ocean Safety Officer IV (to be scheduled)

Payroll:

- Continued work on “Laundry List” to improve end user access.
- Reached out to Payroll Support Staff to find out what kinds of reports Managers desire.
- Created:
 - COK Payroll Register Summary with Subtotals – KFD
 - COK Payroll Register Summary with Subtotals – KPD (IN PROGRESS)
 - COK Payroll Register Summary with Subtotals – Non KFD/KPD
 - COK Time Block Review – With Prompts – CTA and OT Cash
- Updated
 - Team Absence Audit
 - Manager Team Absence Audit
- Managers requesting various Ad hoc reports
 - YTD Fund – Gross/ER Benefits
 - CTA Report
 - Absence Occurrences
 - Project Expenses
 - Overtime
 - Overtime Reasons Summary
 - Hours Proof Comparison
 - FYTD Rank for Rank Hours

- October Gross Payroll:

15th	\$ 4,479,211
EOM	\$ 4,478,725
EUTF ACTIVE	\$ 841,288
EUTF ACTIVE - DOW	\$ 56,613
EUTF OPEB	\$ 583,303
EUTF RETIREE	\$ 879,446
ERS (RETIREMENT)	\$ 2,448,079
SOC. SEC./MEDICARE	\$ 480,438
PTS SS SAVINGS	\$ 3,599

EEO/ADA

- Recruiting for EEO/ADA/Investigator position following retirement of incumbent.
- Various ADA inquiries being addressed/answered by HRD.

Goal #1 – Conduct review of Human Resources policies to determine if policies should be revised and/or new policies created. Develop communications action plan for staff, including any future updates on policies.

Objectives	Success Measurements	Desired Outcome	Status
<p>G1A. Identify any Human Resources policies that should be revised and any gaps in existing policies.</p> <p>G1B. Draft and implement revised and/or new policies as deemed necessary.</p> <p>G1C. Draft and implement a communication plan in conjunction with any policy changes.</p> <p>G1D. Schedule systemic review of policies as technology and systems are implemented.</p>	<ol style="list-style-type: none"> 1. Revised and/or new policies as implemented as needed. 2. Revised and/or new policies are successfully communicated to County personnel. 3. Quarterly reports are provided to the CSC to include a list of policies to be revised and/or created. 4. Assess effectiveness of communication plan in conjunction with policy changes. 	<p>Policies reflect best industry practices and meet the legal/operational needs of the County of Kauai. Policies are continually reviewed and amended to meet evolving circumstances and are successfully communicated to County personnel. Gaps in existing policies are closed and smooth system of Human Resources effected.</p>	<p>08/01/23-G1B&G2C-2&3: The human resources directors of the four counties met with all mayors during the Hawaii County of Mayors virtual meeting to discuss ideas to improve recruitment and retention. Many ideas were exchanged, and the directors will continue to meet in the future, including those from the State, the Department of Education, University of Hawaii, Judiciary, and Hawaii Health Systems Corporation. Civil Beat (civilbeat.org) annually requests and publishes the salaries of all public sector employees in the State of Hawaii. The Human Resources Department compiles the information for County of Kauai employees. For regular employees, the name, department, position title and salary range for each individual is provided and published. For appointed and elected employees, the name, department, position title and actual salary for each individual is provided and published. The salary ranges and actual salary amounts are as of July 1, 2023. The published information may, although not always, assist with recruitment and retention issues.</p> <p>09/05/23-G1A-1: DHR staff is in the process of reviewing the following policies to determine if revisions or updates should occur:</p> <ul style="list-style-type: none"> • Recruitment & Examinations • Interview and Selection • Rules of the Director of Personnel Services <p>10/03/23-G1A,G1B&G1D-1&3:</p> <p>Goal 1--Policies—New or Revised</p> <ul style="list-style-type: none"> • Recruitment staff are drafting an Oral Exam Policy while implementing a pilot program to administer oral (versus written) exams for a variety of positions. • Recruitment, Classification and Labor Division staff are reviewing the respective sections in 1) the Rules of the Director and 2) Civil Service Commission rules to determine if amendments are necessary. • Payroll division explored the option/need for a policy pertaining to compensatory cash out upon transfer between departments. • The Employee Development and Health Services unit is reviewing the Health and Safety Policy for potential revisions, which includes multiple areas pertaining to safety (e.g., Respirator Protection, Bloodborne Pathogens, Hearing Conservation, Hazard Communication, etc.).

Goal #2 – Review and monitor the Human Resources Management System (HRMS) Project.

Objectives	Success Measurements	Desired Outcome	Status
<p>G2A. Complete the process of implementing the HRMS which would include the orientation and training of new hires.</p> <p>G2B. Continue to “tweak” the HRMS for full implementation throughout the County workforce.</p> <p>G2C. Continue to integrate the additional features of the HRMS through exploration and/or further implementation.</p> <p>G2D. Continue to address individuals and/or departments experiencing problems with the HRMS via in a responsive and systematic approach.</p>	<ol style="list-style-type: none"> 1. Timelines and benchmarks are established and met for the completion of the work. 2. Monthly progress updates are provided to the CSC including challenges, solutions, benefits, and any cost savings. 3. Bi-annual presentation in June and in November or December to the CSC on the HRMS system, including timelines, implementation activities, challenges, solutions, benefits, and any cost savings 	<p>Complete the implementation of the HRMS to realize the full benefits of the system.</p>	<p>08/01/23-G2A-1&2: The Workday core team is in discussion to determine if the Workday recruitment and onboarding components should be purchased. Comparisons with the current system as well as costs are being analyzed.</p> <p>09/05/23-G2A&G2B-1&2: After consulting with other Workday public sector clients who have purchased and implemented the Workday recruitment module, as well as Accenture our implementation contractor, the Workday core team agreed to execute an amended contract with Workday for this service, which was previously contemplated in the original contract. One of the primary benefits is to have recruitment/onboarding/payroll/time and attendance all be under one system as opposed to multiple systems. It is expected to take nine months to one year to complete the integration, testing, and training process.</p> <p>09/05/23-G2B&G2C-2: DHR has done an extensive review of the <i>What's New in Workday</i> report, which comes out twice-a-year from Workday listing numerous new features. DHR staff reviewed the original list of 549 items and trimmed it down to 120 that are relevant to our usage of Workday. Additional review by our functional leads will occur to determine impacts, and to plan accordingly for testing, rollout, etc. prior to the production delivery date of September 9, 2023.</p> <p>09/05/23-G2A -2: During new hire orientation, which encompasses a full day of training and information for newly hired employees on their first day of employment, DHR staff shows them how to log onto Workday to access paycheck stubs, personal information, and time and attendance information. Additional information can later be reviewed through Job Aids in the County’s PowerDMS system.</p> <p>10/03/23-G2A&G2B-2: Workday and HRMS Project:</p> <ul style="list-style-type: none"> • Provided updates to all employees when using Workday, via informational reports Wiki #019-Timesheet Submission Process (clarifies that employees must review and re-submit their time entry when changes are made) and Wiki #020-Absence Balance (reminds employees about their various leave balances to ensure that they are aware of the maximum vacation hours allowed at the end of the year to avoid forfeiture). • The Workday system has provided greater reporting capabilities for HR staff who can now generate audit reports, which can identify potential discrepancies in employee records, which provides for a greater check-and-balance auditing functionality for our Administrative and Payroll staff. <p>11/07/23-G2A,G2B&G2D-2: Workday and HRMS Project:</p> <ul style="list-style-type: none"> • Human Resources Payroll Systems Manager and Assistant Payroll Systems Manager attended new hire orientation on 9/1/23 to train on the Workday System. Training was also provided for new timekeepers in the Department of Water and Transportation Agency on 10/4/23. • Provided all employees with Workday updates, via informational reports Wiki #021--Retroactive Changes, which limits employees from making pay and absence changes to one month after the fact; changes that are required beyond one month will require the completion of a change form completed by the employee’s manager. • Amended contract with implementation vendor, Accenture, to assist with further end-user enhancements to Workday.

Goal #3 – Identify training priorities for Department of Human Resources staff and/or staff from other departments including developing plan for delivery of the training.

Objectives	Success Measurements	Desired Outcome	Status
<p>G3A. Work with HR Department staff and/or other departments to assess data to determine where training is needed to address gaps in knowledge/skills. i.e. grievances, retention etc.</p> <p>G3B. Based on assessment, develop a training program with instructional strategies for HR Department staff and/or other departments to address improvements in knowledge/skills.</p>	<ol style="list-style-type: none"> 1. For HR staff training, each HR staff member is surveyed to determine needs. 2. For staff in other departments, work with department/division heads to identify training needs for the Department. 3. A training program is developed to address the priority training needs. 4. Quarterly progress reports are provided to the CSC. 	<p>County Staff are better equipped to meet the needs of the County of Kauai.</p>	<p>08/01/23-G3A&G3B-1,2&3: Trainings Attended: Two staff members attended an Employment and Labor Law seminar on Oahu regarding recent developments concerning the following employment laws: Americans with Disabilities Act interactive process, Hawaii Occupational Safety and Health, National Labor Relations Board updates, Family Medical and Leave Act and Pregnancy Discrimination Act.</p> <p>Trainings Provided:</p> <ul style="list-style-type: none"> • Stress Management Training presented by WorkLife Hawai‘i per request of a department. • Bloodborne Pathogens Training provided to new hires. • Equipment/Driver Training: Forklift, Excavator, Hooklift, and Skidsteer. <p>09/05/23-G3A-4: Since last month’s report there have been two, Step 2 Grievances submitted. They are both involving the same employee, and the union is seeking an appeal to DHR because they were unsuccessful with the Step 1 Grievance filed with a department head. The underlying grievance pertains to a department’s issuance of low-level disciplinary action and the related grievance pertains to what if any information was produced in response to the Union’s request. To date, there is no indication that grievance training is needed for the department that issued the discipline.</p> <p>09/05/23-G3A&G3B-2&3: Working with both the police department and the fire department to formulate specific trainings for their needs.</p> <p>Trainings Provided:</p> <ul style="list-style-type: none"> • Bloodborne Pathogens Training provided to new hires and select individuals in the police department. • Equipment/Driver Training: Forklift (3 Public Works Employees) Loader (4 Public Works Employees) Excavator (10 Public Works Employees) Hooklift Truck (2 Public Works Employees) Backhoe (3 Public Works Employees) Lowboy Trailer (10 Public Works Employees) CDL Theory Training (13 Employees) <p>10/03/23-G3A&G3B-1,2,3&4:</p> <p>Goal 3--Training Priorities</p> <ul style="list-style-type: none"> • DHR staff are committed to coordinating and/or presenting trainings based on a four-pronged training plan concept: Supervisory, Leadership, Safety, and General Staff Development trainings. • Supervisory: The primary goal this year is to develop and implement a new supervisory orientation. This training will be mandatory once implemented. The orientation will go over the essentials of supervision including but not limited to understanding pertinent employment laws, collective bargaining agreements, and county policies, performance evaluations process, discipline process, employee engagement, transitioning from co-worker to supervisor, and other supervisory-related topics. • Leadership: DHR staff are working to schedule leadership workshops with various trainers. Additional details on content will be provided later as trainings are planned and confirmed. • Safety: While it is the individual departments’ responsibility to ensure safety trainings are provided to individuals with specific job duties and/or are required to perform or may be exposed to potentially hazardous substances, training was implemented for bloodborne

			<p>pathogens (as required by OSHA) as part of new hire orientation. Also scheduled is first aid/CPR trainings for October, and Driver Improvement training is scheduled for late September.</p> <ul style="list-style-type: none"> • Staff Development: Customer Service trainings continue, including refresher trainings for specific individuals as requested by departments. Another DiSC training is being scheduled as well. • DHR staff have access to hundreds of on-line webinars to further their skills and desires within human resources. • Equipment/Driver Training Provided: CDL Theory Training (6 employees) Flatbed Truck (2 Public Works employees) Automatic Dump Truck (1 Public Works employee) Tandem Dump Truck (1 Public Works employee) Water Truck (11 Public Works employees) Mini Excavator (6 Water employees) Excavator (6 Water employees) Backhoe (5 Water employees) Skid Steer (5 Water employees) <p>11/07/23-G3A&G3B-1,2,3&4:</p> <p>Goal 3--Training Priorities</p> <ul style="list-style-type: none"> • Payroll began Ocean Safety Bureau training for new full-time workers. • Bloodborne Pathogens Training provided to new hires. • Annual Driver Improvement Training completed in September. • Refresher Training on Discrimination, Harassment, and Retaliation held with employee from KPD (part of disciplinary/follow-up action). • First Aid/CPR Trainings provided on October 2, 2023 and October 3, 2023. • Equipment/Driver Training: CDL Behind-the-wheel Training Forklift Mower • Ergonomics analysis/training provided to Human Resources staff.
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Goal #4 – Review employee complaints in an effort to identify common root causes and implement appropriate training programs designed to address the most frequent root causes.

Objectives	Success Measurements	Desired Outcome	Status
<p>G4A. Review complaints filed over the past five years, if possible, to identify most frequent root causes.</p> <p>G4B. Work with Department Heads and key management personnel to review most frequent root causes and assess related training needs.</p> <p>G4C. Based on assessment, develop a training program for County of Kauai departments to address highest priority root causes.</p>	<ol style="list-style-type: none"> 1. Five year, if possible, review is completed and frequent root causes identified. 2. Department Heads and key management personnel participate in the development of the training plan. 3. A training plan/schedule is developed and implemented. 4. Claims are reduced over time. 5. Quarterly progress reports are provided to the CSC including statistics on the number of HR related litigation/lawsuits and settlements or awards that they are aware of. Report shall also include statistics by category on separation, termination, retirements, etc. to identify trends. 	<p>Employee complaints are reduced for the County of Kauai, saving money, time, resources and creating a more positive work environment for all employees.</p>	<p>08/01/23-G4A-1: No new grievances have been submitted since last month's report. The three-week grievance arbitration hearing resumed for three days but was postponed due to two COVID-19 positive cases among the presenters. New hearing dates have not yet been scheduled.</p> <p>09/05/23-G4A-1: Since last month's report there have been two, Step 2 Grievances submitted. They are both involving the same employee, and the union is seeking an appeal to DHR because they were unsuccessful with the Step 1 Grievance filed with a department head. The underlying grievance pertains to a department's issuance of low-level disciplinary action and the related grievance pertains to what if any information was produced in response to the Union's request. To date, there is no indication that grievance training is needed for the department that issued the discipline.</p> <p>10/03/23-G4A-5:</p> <p>Goal 4--Employee Complaints</p> <ul style="list-style-type: none"> • Grievances and Grievance Arbitration Hearings Successfully resolved a grievance regarding low-level disciplinary action, which will prevent the matter from going to arbitration. There is no indication that grievance training is needed for the department that issued the discipline. • Employee Complaints <ul style="list-style-type: none"> • Dual complaints by two co-workers against each other for violations of the Policy Against Discrimination, Harassment and Retaliation were investigated by DHR staff. Investigator found that there was insufficient evidence to sustain the allegations. • A complaint of age discrimination and safety related concerns was submitted and is currently being investigated. <p>11/07/23-G4A-1:</p> <p>Goal 4--Employee Complaints</p> <ul style="list-style-type: none"> • Grievances and Grievance Arbitration Hearings <ul style="list-style-type: none"> ✓ Informal meeting followed by class grievance for one bargaining unit related to when continuous duty and double pay occurs. ✓ Partial arbitration award issued regarding temporary hazard pay for COVID-19 exposure at work. Phase two to determine additional issues if not mutually resolved by the parties. • Employee or Applicant Complaints <ul style="list-style-type: none"> ✓ Complaint regarding promotional recruitment and whether minimum qualifications were met. Meeting to occur to further discuss.

Goal #5 – Refine and optimize recruitment and retention.

Objectives	Success Measurements	Desired Outcome	Status
<p>G5A. Identify best practices to optimize recruitment and retention functions.</p> <p>G5B. Prioritize and implement necessary changes.</p>	<ol style="list-style-type: none"> 1. Develop a plan for implementation with timelines and benchmarks. 2. Quarterly progress reports are provided to the CSC. 	<p>The County of Kauai has a strategy in place to recruit and retain a robust workforce with the right individuals in the right positions that minimizes vacancies.</p>	<p>09/05/23-G5A-1: The human resources directors and staff from the State, the four counties, the Department of Education, University of Hawaii, Judiciary, and Hawaii Health Systems Corporation met on Oahu to discuss a multitude of issues, which included recruitment and retention.</p> <p>DHR has assisted four departments with their recruitment and retention challenges.</p> <ul style="list-style-type: none"> • The first involved negotiating an agreement with the union to increase the pay for employees within a certain department and division that serves the public in person, and continuously each day during opening hours. The employees work through their meal period, which extends their workday, and thereby gives them premium pay plus overtime pay. It is a pilot program that will be reviewed at the end of year to determine if it should be continued. • The second involves currently negotiating an agreement with the union to provide a retention differential to employees within a certain department and division, which is crucial for addressing public safety communications, and to prevent the constant turnover of employees that has occurred over the past year. • The third and fourth involve focusing on attracting licensed civil engineers to work for the County (levels CE IV and higher). DHR is now adding verbiage to the continuous recruitment postings for these positions to inform applicants that there is the possibility of receiving a hiring bonus up to 20% of the annual base salary up to a maximum of \$20,000, with payment divided into four yearly payments, on condition that the employee stays employed with the County for four years. Early separation of employment requires prorated pay back by the employee. <p>10/03/23-G5A&G5B-1&2: Goal 5-Recruitment and Retention</p> <ul style="list-style-type: none"> • Finalized and implemented a negotiated Supplemental Agreement with the union to provide a retention differential to employees within a certain department and division, which is crucial for addressing public safety communications, and to prevent the constant turnover of employees that has occurred over the past year. • Recruitment Plan for the current fiscal year. <p>Increase recruitment strategies by researching alternative methods of posting job announcements and revising job postings to emphasize unique government benefits.</p> <ul style="list-style-type: none"> ✓ Job announcement for licensed Civil Engineers now includes information about the additional shortage differential pay and the availability of travel/transportation relocation costs/benefits and/or retention/hiring incentives up to an additional 20% of the posted pay. ✓ Kauai Community Career center website provides a link to County job postings. ✓ To address difficulty in recruiting heavy vehicle and construction equipment mechanics at the Auto Shop, alternative lower-level entry level trainee classes are being researched to assist with filling these vacancies. ✓ Meet with all departments annually to discuss recruitment needs and vacant positions. ✓ Reduce the total number of vacancies by ten percent (10%) by the end of the fiscal year. ✓ Participate in all local job fairs. <p>11/07/23-G5A&G5B-1: Goal 5-Recruitment and Retention</p> <ul style="list-style-type: none"> • Changed Labor Registration posting to be on a “continuous” recruitment to expedite hiring of desired candidates by allowing applications to come in continuously versus just twice a year. • Recruitment Division meeting held with Department of Water, Public Works, Parks & Recreation and Transportation Agency to review all equipment operator positions including

			Commercial Driver's License requirements, U.S. Department of Transportation physical requirements, performance testing requirements, scheduled performance test locations, training versus evaluation by County Trainer, and assigned equipment, etc.
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- (4) Any other information that any member of the commission requests be included or reflected in the minutes. The minutes shall be available within forty (40) days after the meeting except where such disclosure would be inconsistent with section 92-4, HRS.
- (f) Administrative.
 - (1) The chairperson of the commission shall be responsible for the administration functions of the commission.
 - (2) Authentication of commission action. All decisions, orders and other actions of the commission shall be signed by the chairperson or the presiding officer acting in such proceeding. Official copies of decisions, orders and other commission actions may be promulgated under the signature of the chairperson of the commission or the chairperson's delegate.
- (g) Submittals and requests. All documents required to be filed with the commission shall be filed in the office of the commission within such time limits as prescribed by law, rules of the commission or order of the commission. Requests for public information, copies of official documents or opportunity to inspect public records may be made in writing to the commission's office or in person at said office.

(Auth: HRS §§ 76-14, 76-47, 92-1, 92-3, 92-4, 92-5, 92-7, 92-8, 92-9, 92-15)

§1-8 Delegation of administrative duties. (a) The commission may delegate to any competent and qualified individual such power or authority vested in the commission it deems reasonable and proper for the effective administration of chapter 76, HRS, and these rules except the power to make, amend or repeal rules and regulations.

(b) Hearing officer. The commission may, by written resolution adopted by a majority of the members to which it is entitled, appoint a competent and qualified disinterested person to act as its hearing officer. The hearing officer shall hear the matter in the same manner as if it were before the commission and, upon the conclusion of the hearing, shall transmit to the commission a record of the hearing, including a recording or transcript and a summary of evidence taken at said hearing. After review of the testimony and evidence, a majority of the members to which the commission is entitled shall render a decision in accordance with section 91-11, HRS.

(Auth: HRS §§ 76-14, 76-47, 91-2, 92-16)

§1-9 Government records. (a) Files of the commission. The term "government records" as used in this part is defined as in section 92F-3, HRS, and shall include all rules, regulations, written statements of policy or interpretations formulated, adopted or used by the commission, all petitions of appeal, opinions and orders, written testimony, minutes of meetings of the commission and any other material on file in the office of the commission unless accorded confidential treatment pursuant to law or the rules of the commission.

(b) Inspection of government records. All government records which are

F. Any vacancy occurring on any board or commission shall be filled for the unexpired term.

G. Each board or commission shall elect its chair or other officers. The term of office of the chair of any board or commission shall be one year, and no member of any such board or commission shall serve two consecutive terms as chair.

H. No member of any board or commission shall be eligible for more than two consecutive terms on the same board or commission or on two different boards or commissions of the county. After the expiration of two consecutive terms, no person shall be eligible for appointment to any county board or commission until one year has elapsed after such service. Any partial term of more than two years shall be considered a term as used herein. (Amended 1976)

I. Employees and officers of the state or county may be eligible to serve on boards or commissions, provided that such service does not result in a conflict of interest or is expressly prohibited by law.

J. A majority of all the members to which a board or commission is entitled shall constitute a quorum to do business, and the concurrence of a majority of all the members to which such board or commission is entitled shall be necessary to make any action of such board or commission valid.

K. All boards and commissions shall have the power to subpoena witnesses and administer oaths to witnesses as to all matters within the scope of such boards or commissions.

L. The members of boards and commissions shall receive no compensation but shall be entitled to be paid for necessary expenses incurred by them in the performance of their duties.

M. Except for purposes of inquiry, no board or commission, nor its members, shall interfere in any way with the routine administrative affairs of its department normally administered by the department head.

N. Each board or commission shall have power to establish its own rules of procedures necessary for the conduct of its business, except as otherwise provided in this charter.

Section 23.03. Title to Property. Except as otherwise provided by law, title to all property acquired by any agency of the county shall be vested in the county.

Section 23.04. Facsimile Signatures. Whenever any person is required to sign negotiable instruments or multiple bonds, the signature may be a facsimile.

COUNTY OF KAUA‘I
CIVIL SERVICE COMMISSION
2024 MEETING DATES

1st Tuesday each Month at 3:00 p.m.
Boards and Commissions Conference Room

January 2, 2024

February 6, 2024

March 5, 2024

April 2, 2024

May 7, 2024

June 4, 2024

July 2, 2024

August 6, 2024

September 3, 2024

October 1, 2024

November 12, 2024

December 3, 2024