

MICHAEL P. VICTORINO
Mayor



RECEIVED
DAVID J. UNDERWOOD
Director
CYNTHIA M. RAZO-PORTER
Deputy Director

2019 APR 22 PM 12:52

COUNTY OF MAUI

DEPARTMENT OF PERSONNEL SERVICES OFFICE OF THE
200 S. HIGH STREET * WAILUKU, MAUI, HAWAII 96793-2155 COUNTY COUNCIL
PHONE (808) 270-7850 * FAX (808) 270-7969

Website: www.mauicounty.gov/departments/Personnel • Email: personnel.services@mauicounty.gov

April 22, 2019

Ms. Michele M. Yoshimura *my*
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

[Signature] 4/22/19
Acting Mayor Date

For Transmittal to:

Honorable Keani Rawlins-Fernandez
Chair, Economic Development & Budget Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 11, 2019 MEETING (PS-11) (EDB-1)

We are in receipt of your communication (PS-11) (EDB-1), which requests responses to the following questions relating to Councilmember Sinenci's attached proposal to add one or two County archeologist positions to the FY 2020 budget:

1. *In reviewing the attached proposed position description and minimum qualifications, please provide information on how this new senior position might be classified for personnel services purposes.*
 - a. *Please provide the appropriate SR level for this position.*
 - b. *Please provide the appropriate pay range for this position.*

Response: The salary range assigned will depend on the duties and responsibilities actually assigned when the position is created. Positions are classified based on the primary duties and responsibilities, the level of work reflective in the position (i.e., level

of difficulty and responsibility of the work), and the required knowledge, skills and abilities. In general, professional/scientific classes follow the pricing pattern as outlined below.

SR-16	Professional level class trainee
SR-18	Advanced trainee
SR-20	Performs moderately complex professional work under general supervision
SR-22	Journey Worker - Independently performs complex professional level work, may supervise and provide guidance to lower level employees
SR-24	Super-Journey Worker - Independently performs highly complex professional level work, may supervise professional staff at SR-22
SR-26	Plans, supervises, and coordinates a staff of professional staff

The BU 13 salary schedule is attached for your information.

2. *During deliberations, Committee members recommended the position be broadened to a professional position with duties to include those outside the regular scope of archeology. Under the State of Hawaii Human Resources Development classification plan, the position could be classified as General Professional rather than Principle Archeologist.*
 - a. *Would providing the position as a general management position provide a higher salary range for the position?*

Response: No, it would not. The professional series pricing pattern outlined in our response to question 1 would also apply to the General Management classification series.

3. *Given that an additional position may be added in the future, and thus the higher level position could become supervisory, would there be any difference in future job classifications and pay scales between the two job classifications (General Professional vs. Principle Archeologist)?*

Response: Position descriptions are updated when there are changes in the duties and responsibilities. In the event there are significant changes (increase/decrease in duties) in the primary duties and responsibilities, a position may be reallocated to another classification that recognizes the newly assigned duties and responsibilities. This would be the same in either the Archeologist or General Professional series.

4. *Would it be possible to offer the position as a three-quarter time position to recruit additional qualified candidates?*

Ms. Keani Rawlins-Fernandez

April 22, 2019

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Response: Yes, the position may be created at less than 1.0 EP. Positions may be created/maintained at any EP up to 1.0, as long as the total EP does not exceed the amount authorized by the budget ordinance.

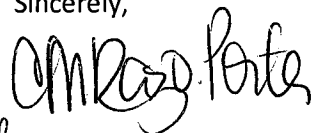
5. *Please provide any additional helpful information in classifying this position.*

Response: The State of Hawaii has a Historic Resources Specialist, SR-22 class which may be adopted into the Maui County's compensation plan, if it is comparable to the Council's vision for the new position. A copy of the class specification is attached.

We would advise against requesting a General Professional classification. If the objective is to fill the position with an incumbent with expertise in archeology, a General Professional classification would hamper that objective. The General Professional series is very broad and does not have specific education and training requirements in a specific or specialized occupational area. The State of Hawaii uses the series to expeditiously facilitate the classification of positions in cases where an appropriate class of work does not exist and the establishment of a new class is not immediately feasible.

I hope this addresses your request. Please feel free to contact me at extension 7850, if you have any further questions.

Sincerely,



FOR DAVID J. UNDERWOOD
Director of Personnel Services

crp
Attachments

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2018

Bargaining Unit: 13 Professional and Scientific Employees

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR12	ANN	35,772	37,260	38,760	40,272	41,856	43,536	45,288				
	MON	2,981	3,105	3,230	3,356	3,488	3,628	3,774				
	8HR	137.60	143.28	149.04	154.88	160.96	167.44	174.16				
	HRLY	17.20	17.91	18.63	19.36	20.12	20.93	21.77				
SR13	ANN	37,260	38,760	40,272	41,856	43,536	45,288	47,100				
	MON	3,105	3,230	3,356	3,488	3,628	3,774	3,925				
	8HR	143.28	149.04	154.88	160.96	167.44	174.16	181.12				
	HRLY	17.91	18.63	19.36	20.12	20.93	21.77	22.64				
SR14	ANN	38,760	40,272	41,856	43,536	45,288	47,100	48,948				
	MON	3,230	3,356	3,488	3,628	3,774	3,925	4,079				
	8HR	149.04	154.88	160.96	167.44	174.16	181.12	188.24				
	HRLY	18.63	19.36	20.12	20.93	21.77	22.64	23.53				
SR15	ANN	40,272	41,856	43,536	45,288	47,100	48,948	50,916	52,956			
	MON	3,356	3,488	3,628	3,774	3,925	4,079	4,243	4,413			
	8HR	154.88	160.96	167.44	174.16	181.12	188.24	195.84	203.68			
	HRLY	19.36	20.12	20.93	21.77	22.64	23.53	24.48	25.46			
SR16	ANN	41,856	43,536	45,288	47,100	48,948	50,916	52,956	55,092	57,324	59,616	62,004
	MON	3,488	3,628	3,774	3,925	4,079	4,243	4,413	4,591	4,777	4,968	5,167
	8HR	160.96	167.44	174.16	181.12	188.24	195.84	203.68	211.92	220.48	229.28	238.48
	HRLY	20.12	20.93	21.77	22.64	23.53	24.48	25.46	26.49	27.56	28.66	29.81
SR17	ANN	43,536	45,288	47,100	48,948	50,916	52,956	55,092	57,324	59,616	62,004	64,476
	MON	3,628	3,774	3,925	4,079	4,243	4,413	4,591	4,777	4,968	5,167	5,373
	8HR	167.44	174.16	181.12	188.24	195.84	203.68	211.92	220.48	229.28	238.48	248.00
	HRLY	20.93	21.77	22.64	23.53	24.48	25.46	26.49	27.56	28.66	29.81	31.00
SR18	ANN	45,288	47,100	48,948	50,916	52,956	55,092	57,324	59,616	62,004	64,476	67,044
	MON	3,774	3,925	4,079	4,243	4,413	4,591	4,777	4,968	5,167	5,373	5,587
	8HR	174.16	181.12	188.24	195.84	203.68	211.92	220.48	229.28	238.48	248.00	257.84
	HRLY	21.77	22.64	23.53	24.48	25.46	26.49	27.56	28.66	29.81	31.00	32.23
SR19	ANN	47,100	48,948	50,916	52,956	55,092	57,324	59,616	62,004	64,476	67,044	69,732
	MON	3,925	4,079	4,243	4,413	4,591	4,777	4,968	5,167	5,373	5,587	5,811
	8HR	181.12	188.24	195.84	203.68	211.92	220.48	229.28	238.48	248.00	257.84	268.24
	HRLY	22.64	23.53	24.48	25.46	26.49	27.56	28.66	29.81	31.00	32.23	33.53

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2018

Bargaining Unit: 13 Professional and Scientific Employees

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR20	ANN	48,948	50,916	52,956	55,092	57,324	59,616	62,004	64,476	67,044	69,732	72,528
	MON	4,079	4,243	4,413	4,591	4,777	4,968	5,167	5,373	5,587	5,811	6,044
	8HR	188.24	195.84	203.68	211.92	220.48	229.28	238.48	248.00	257.84	268.24	278.96
	HRLY	23.53	24.48	25.46	26.49	27.56	28.66	29.81	31.00	32.23	33.53	34.87
SR21	ANN	50,916	52,956	55,092	57,324	59,616	62,004	64,476	67,044	69,732	72,528	75,432
	MON	4,243	4,413	4,591	4,777	4,968	5,167	5,373	5,587	5,811	6,044	6,286
	8HR	195.84	203.68	211.92	220.48	229.28	238.48	248.00	257.84	268.24	278.96	290.16
	HRLY	24.48	25.46	26.49	27.56	28.66	29.81	31.00	32.23	33.53	34.87	36.27
SR22	ANN	52,956	55,092	57,324	59,616	62,004	64,476	67,044	69,732	72,528	75,432	78,420
	MON	4,413	4,591	4,777	4,968	5,167	5,373	5,587	5,811	6,044	6,286	6,535
	8HR	203.68	211.92	220.48	229.28	238.48	248.00	257.84	268.24	278.96	290.16	301.60
	HRLY	25.46	26.49	27.56	28.66	29.81	31.00	32.23	33.53	34.87	36.27	37.70
SR23	ANN	55,092	57,324	59,616	62,004	64,476	67,044	69,732	72,528	75,432	78,420	81,588
	MON	4,591	4,777	4,968	5,167	5,373	5,587	5,811	6,044	6,286	6,535	6,799
	8HR	211.92	220.48	229.28	238.48	248.00	257.84	268.24	278.96	290.16	301.60	313.84
	HRLY	26.49	27.56	28.66	29.81	31.00	32.23	33.53	34.87	36.27	37.70	39.23
SR24	ANN	59,616	62,004	64,476	67,044	69,732	72,528	75,432	78,420	81,588	84,876	88,248
	MON	4,968	5,167	5,373	5,587	5,811	6,044	6,286	6,535	6,799	7,073	7,354
	8HR	229.28	238.48	248.00	257.84	268.24	278.96	290.16	301.60	313.84	326.48	339.44
	HRLY	28.66	29.81	31.00	32.23	33.53	34.87	36.27	37.70	39.23	40.81	42.43
SR25	ANN	62,004	64,476	67,044	69,732	72,528	75,432	78,420	81,588	84,876	88,248	91,776
	MON	5,167	5,373	5,587	5,811	6,044	6,286	6,535	6,799	7,073	7,354	7,648
	8HR	238.48	248.00	257.84	268.24	278.96	290.16	301.60	313.84	326.48	339.44	352.96
	HRLY	29.81	31.00	32.23	33.53	34.87	36.27	37.70	39.23	40.81	42.43	44.12
SR26	ANN	64,476	67,044	69,732	72,528	75,432	78,420	81,588	84,876	88,248	91,776	95,436
	MON	5,373	5,587	5,811	6,044	6,286	6,535	6,799	7,073	7,354	7,648	7,953
	8HR	248.00	257.84	268.24	278.96	290.16	301.60	313.84	326.48	339.44	352.96	367.04
	HRLY	31.00	32.23	33.53	34.87	36.27	37.70	39.23	40.81	42.43	44.12	45.88
SR27	ANN	67,044	69,732	72,528	75,432	78,420	81,588	84,876	88,248	91,776	95,436	99,264
	MON	5,587	5,811	6,044	6,286	6,535	6,799	7,073	7,354	7,648	7,953	8,272
	8HR	257.84	268.24	278.96	290.16	301.60	313.84	326.48	339.44	352.96	367.04	381.76
	HRLY	32.23	33.53	34.87	36.27	37.70	39.23	40.81	42.43	44.12	45.88	47.72

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2018

Bargaining Unit: 13 Professional and Scientific Employees

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR28	ANN	72,528	75,432	78,420	81,588	84,876	88,248	91,776	95,436	99,264	103,236	107,364
	MON	6,044	6,286	6,535	6,799	7,073	7,354	7,648	7,953	8,272	8,603	8,947
	8HR	278.96	290.16	301.60	313.84	326.48	339.44	352.96	367.04	381.76	397.04	412.96
	HRLY	34.87	36.27	37.70	39.23	40.81	42.43	44.12	45.88	47.72	49.63	51.62
SR29	ANN	75,432	78,420	81,588	84,876	88,248	91,776	95,436	99,264	103,236	107,364	111,672
	MON	6,286	6,535	6,799	7,073	7,354	7,648	7,953	8,272	8,603	8,947	9,306
	8HR	290.16	301.60	313.84	326.48	339.44	352.96	367.04	381.76	397.04	412.96	429.52
	HRLY	36.27	37.70	39.23	40.81	42.43	44.12	45.88	47.72	49.63	51.62	53.69
SR30	ANN	78,420	81,588	84,876	88,248	91,776	95,436	99,264	103,236	107,364	111,672	116,112
	MON	6,535	6,799	7,073	7,354	7,648	7,953	8,272	8,603	8,947	9,306	9,676
	8HR	301.60	313.84	326.48	339.44	352.96	367.04	381.76	397.04	412.96	429.52	446.56
	HRLY	37.70	39.23	40.81	42.43	44.12	45.88	47.72	49.63	51.62	53.69	55.82
SR31	ANN	81,588	84,876	88,248	91,776	95,436	99,264	103,236	107,364	111,672	116,112	120,756
	MON	6,799	7,073	7,354	7,648	7,953	8,272	8,603	8,947	9,306	9,676	10,063
	8HR	313.84	326.48	339.44	352.96	367.04	381.76	397.04	412.96	429.52	446.56	464.48
	HRLY	39.23	40.81	42.43	44.12	45.88	47.72	49.63	51.62	53.69	55.82	58.06
SC01	ANN	84,876	88,248	91,776	95,436	99,264	103,236	107,364	111,672	116,112	120,756	125,592
	MON	7,073	7,354	7,648	7,953	8,272	8,603	8,947	9,306	9,676	10,063	10,466
	8HR	326.48	339.44	352.96	367.04	381.76	397.04	412.96	429.52	446.56	464.48	483.04
	HRLY	40.81	42.43	44.12	45.88	47.72	49.63	51.62	53.69	55.82	58.06	60.38
SC02	ANN	88,248	91,776	95,436	99,264	103,236	107,364	111,672	116,112	120,756	125,592	130,620
	MON	7,354	7,648	7,953	8,272	8,603	8,947	9,306	9,676	10,063	10,466	10,885
	8HR	339.44	352.96	367.04	381.76	397.04	412.96	429.52	446.56	464.48	483.04	502.40
	HRLY	42.43	44.12	45.88	47.72	49.63	51.62	53.69	55.82	58.06	60.38	62.80
SC03	ANN	91,776	95,436	99,264	103,236	107,364	111,672	116,112	120,756	125,592	130,620	135,840
	MON	7,648	7,953	8,272	8,603	8,947	9,306	9,676	10,063	10,466	10,885	11,320
	8HR	352.96	367.04	381.76	397.04	412.96	429.52	446.56	464.48	483.04	502.40	522.48
	HRLY	44.12	45.88	47.72	49.63	51.62	53.69	55.82	58.06	60.38	62.80	65.31

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Specification for the Class:

HISTORIC RESOURCES SPECIALIST
(Archaeology/Architectural History)

SR-22

DISTINGUISHING CHARACTERISTICS

This class reflects responsibility for coordinating and facilitating the preparation of applications, required by the National Historic Preservation Act (NHPA), Section 106, and Chapter 6E, Hawaii Revised Statutes (HRS), for approval by the lead federal agency (e.g., U.S. Department of Transportation Highways Administration) and the State's Historic Preservation Office (SHPO). Agencies that receive funding from federal agencies to carry out projects, e.g., repair a bridge, or build a highway, are required to successfully address NHPA, Section 106, and its implementing regulations 36 CFR Part 800,¹ and Chapter 6E, HRS, and its implementing regulations HAR 13-275.² This may require that they conduct reviews to identify historic properties and cultural artifacts in the project area; assess the effect of the project on identified historic properties and cultural artifacts, and resolve adverse effects by identifying alternatives to avoid, minimize or mitigate adverse effects of the project.

The work primarily involves reviewing, preparing and/or monitoring the completion of studies and the preparation of reports required, for accuracy, completeness and compliance with the requirements of the federal and State review processes; monitoring the progress of the department's applications and reports as they proceed through the historic preservation review process; and monitoring departmental projects to ensure compliance with approved archaeological, monitoring and preservation plans.

Positions allocated to this class are focused on either archaeological or architectural historical aspects of the historic preservation review process. The area of focus shall be designated for each position, e.g., Historic Resources Specialist (Archaeology). Such designation shall determine the minimum qualification requirements that will be applied.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in each class.)*

¹ Code of Federal Regulations Title 36, Part 800

² Hawaii Administrative Rules Title 13, Chapter 275

1. Prepares or monitors the preparation of documents necessary to submit for approval by the lead federal agency and the State Historic Preservation office, (e.g., acceptable assessments, inventory survey reports, monitoring plans and data recovery and preservation plans) as required by federal and State laws and regulations.
2. Ensures that all historic properties affected by the department's projects are properly identified so as to enable their inclusion in the SHPO database of historic places.
3. Contributes to relevant historic preservation portions of conservation district use applications, environmental impact statements, county permit requests and other government requests that are required for department projects.
4. Participates in the negotiation and development of agreements with federal agencies and SHPO, while representing the interests of the department.
5. Monitors construction projects to ensure compliance with approved archaeological monitoring and preservation plans. When non-compliance is identified, assists in determining mitigative corrective action, and informs supervisor of action taken.
6. Reports to SHPO inadvertent burial discoveries within timeframes set forth in State laws. Works as a liaison between the department, project contractors and SHPO to ensure thorough and prompt resolution of the discovery.
7. Prepares reports to respond to public and governmental inquiries made to the department.
8. Develops historic preservation review training modules for departmental staff and contractors.
9. Participates in meetings, conferences and other venues for the purpose of disseminating or exchanging information.
10. Monitors the progress of the department's archaeological applications and reports as they proceed through the historic preservation processes. Reports the progress of approvals on a regular basis to supervisors and project managers.
11. Documents and maintains a record of the results of the department's applications and reports, and all pertinent decisions, recommendations, and investigations.

COMPETENCIES REQUIRED: *(The competencies required to effectively perform the key duties of these classes are indicated in the following table. The degree of each competency required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.)*

"P" indicates a prerequisite competency, which must be brought to the job.

"A" indicates a competency that is required for full performance that may be acquired on the job, within the probationary period.

COMPETENCIES	PREREQUISITE/ ACQUIRED
READING: Understand and interpret complex written material, including laws, rules, regulations and policies.	P
WRITING: Prepare reports and other written material that is appropriate for the intended audience; use correct English grammar, punctuation and spelling; communicate information in a succinct and organized manner.	P
ORAL COMMUNICATION: Express information to individuals and groups effectively, taking into account the audience and nature of the information.	P
DECISION MAKING: Make sound, well-informed and objective decisions; perceive the impact and implications of decisions.	P
PROBLEM SOLVING: Identify problems; analyze problems logically and systematically; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives and to make recommendations.	P
REASONING: Identify rules, principles or relationships that explain facts, data or other information; analyze information, make correct inferences and draw accurate conclusions.	P
INFORMATION MANAGEMENT: Identify a need for and gather information from appropriate sources; organize information to facilitate analysis and decision making.	P
INTERPERSONAL SKILLS: Deal effectively with others; establish and maintain effective working relationships with others; treat others with courtesy and tact.	P
TECHNICAL COMPETENCE: Understand and apply archaeological or architectural history principles, practices, methods and techniques.	P

COMPETENCIES	PREREQUISITE/ ACQUIRED
ORGANIZATIONAL AWARENESS: Understand and apply laws, rules, policies and procedures regarding historic preservation review requirements, including Section 106 of the National Historic Preservation Act.	A

MINIMUM QUALIFICATION REQUIREMENTS

In accordance with 36 CFR Part 800, applicants must meet the Secretary of the Interior's Professional Qualification Standards for one of the following areas.

ARCHAEOLOGY - Applicants for positions designated Historic Resources Specialist (Archaeology) must possess a graduate degree in archaeology, anthropology, or closely related field; and

1. At least one (1) year of full-time professional experience or equivalent specialized training in archaeological research, administration or management; and
2. At least four (4) months of supervised field and analytic experience in general North American archaeology; and
3. Demonstrated ability to carry research to completion.

ARCHITECTURAL HISTORY - Applicants for positions designated Historic Resources Specialist (Architectural History) must possess:

1. A graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or
2. A bachelor's degree in architectural history, art history, historic preservation or closely related field, and one of the following:
 - a) At least two (2) years of full-time experience in research, writing or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum or other professional institution; or
 - b) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

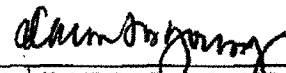
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is the first specification for the new class HISTORIC RESOURCES SPECIALIST.

DATE APPROVED: 5/17/2012



BARBARA A. KRIEG, Director
Department of Human Resources Development