

MICHAEL P. VICTORINO
Mayor



DAVID J. UNDERWOOD
Director

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Deputy Director

COUNTY OF MAUI
DEPARTMENT OF PERSONNEL SERVICES

2019 APR 22 PM 12: 53

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OFFICE OF THE
COUNTY COUNCIL

April 22, 2019

Ms. Michele M. Yoshimura *mf*
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

Scotty
Acting Mayor
4/22/19
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 9, 2019 MEETING (PS-8) (EDB-1)

We are in receipt of your communication (PS-8) (EDB-1), which requests responses to the following:

1. *If the County were to develop an Archaeologist position in the Department of Management, would we be able to model the attached position description used by the State?*

a. *Would the position be a civil service or non-civil service position?*

The position would be included in the civil service.

b. *What would the pay grade for the position be?*

The salary range (pay grade) is determined by the duties and responsibilities assigned to a position, so it will depend on the actual duties assigned when we received the position description for classification. That said, positions with duties and responsibilities of similar scope and level of complexity must be

priced equally, so the pricing would be similar to other professional/scientific classes. For example, the State of Hawaii has a Principal Archeologist class, price at SR-24. If the duties assigned to our position are similar, our class would also be priced at SR-24.

c. *What are the steps involved in setting up the position and approximately how long would it take?*

A variety of factors may affect the length of time required to establish positions, i.e., time spent creating the position description, consultation with the union if a reorganization is required, researching and identifying similar classes of work in the various jurisdictions, classifying the position, etc. In general, the steps involved are:

- County council authorizes the EP (equivalent personnel) and funding to the appropriate department to manage the subject position.
- The department creates a position description and assigns duties and responsibilities to the new position. The department then submits the position description to the Department of Personnel Services for audit.
- The Department of Personnel Services performs an audit of the duties and responsibilities, and conducts research on any existing classes in the various jurisdictions.
- If necessary, a new class of work would be established and the position allocated thereto.

2. *Please comment on the 10.0 Ocean Safety Officer II positions (5.0 full-time, 10 half-time) being proposed for the Ocean Safety Program. Provide a breakdown of personnel costs related to these positions. Other than increasing labor and fringe benefit costs, are there concerns with adding this many positions to a department at one time?*

Based on the current BU 14 salary schedule, the annual salary for an entry level Ocean Safety Officer II, SR -17 is \$46,296. The Department of Finance calculated the total fringe benefit rate effective July 1, 2019 as 80.89%. We would also anticipate increased costs of equipment, uniforms, etc., but those are borne by the Department of Fire and Public Safety so we have no specific information regarding those costs.

With regard to other concerns, we would anticipate some difficulty in filling that number of positions in a short time frame. While we usually experience some candidate interest in Ocean Safety Officer (OSO) positions, with the unemployment rate at historically low levels, the interest may not be sufficient to meet the demand. A recent OSO recruitment attracted 41 applicants, but resulted in only eight (8) certified eligibles. In addition, we would anticipate interest being lower for half-time positions.

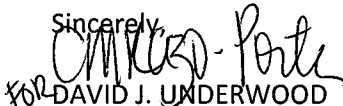
The Department of Fire and Public Safety may be better able to respond to other issues that may impact their operations in hiring and training 10.0 additional OSO positions.

Ms. Keani Rawlins-Fernandez

April 22, 2019

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

Sincerely,

for DAVID J. UNDERWOOD
Director of Personnel Services

crp