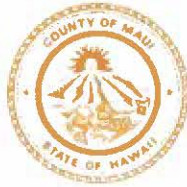


RICHARD T. BISSEN, JR.
Mayor

KEKUHAUPIO R. AKANA
Managing Director

JOSIAH K. NISHITA
Deputy Managing Director




DEPARTMENT OF MANAGEMENT
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

December 12, 2023

Honorable Richard T. Bissen
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

 12-12-23

Mayor Date

For Transmittal to:

Honorable Yuki Lei K. Sugimura, Chair
Budget, Finance, and Economic Development Committee
Maui County Council
County of Maui
Wailuku, Hawaii 96793

**SUBJECT: BILL 121 (2023), AMENDING FISCAL YEAR 2024 BUDGET:
DEPARTMENT OF MANAGEMENT, OFFICE OF RECOVERY;
AND APPENDIX A, PART I, DEPARTMENT OF
MANAGEMENT (BFED-51)**

Dear Chair Sugimura:

The Department of Management is in receipt of your letter dated November 29, 2023. The organizational chart for the 8.0 equivalent personnel and the job description for each position proposed for the Office of Recovery are attached. Please note that the job descriptions for each position are still being reviewed by the Department of Personnel Services and could be subject to change.

We appreciate your attention and review of this matter. Should you have any further questions, please do not hesitate to contact my office at ext. 7205.

Sincerely,

A blue ink signature of Josiah K. Nishita.

JOSIAH K. NISHITA
Deputy Managing Director

Attachment

Council Chair
Alice L. Lee

Vice-Chair
Yuki Lei K. Sugimura

Presiding Officer Pro Tempore
Tasha Kama

Councilmembers
Tom Cook
Gabe Johnson
Tamara Paltin
Keani N.W. Rawlins-Fernandez
Shane M. Sinenci
Nohelani U'u-Hodgins



COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

November 29, 2023

Director of Council Services
David M. Raatz, Jr., Esq.

Deputy Director of Council Services
Richelle K. Kawasaki, Esq.

Mr. Kekuhaupio Akana, Managing Director
Department of Management
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Akana:

**SUBJECT: BILL 121 (2023), AMENDING FISCAL YEAR 2024
BUDGET: DEPARTMENT OF MANAGEMENT, OFFICE OF
RECOVERY; AND APPENDIX A, PART I, DEPARTMENT OF
MANAGEMENT (BFED-51)**

At its meeting of November 28, 2023, the Budget, Finance, and Economic Development Committee requested that you provide an approved organizational chart for the 8.0 equivalent personnel proposed for the Office of Recovery. Also, please provide the job description for each position.

May I please request you transmit your response to bfed.committee@mauicounty.us by **Tuesday, December 12, 2023**. To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

Should you have any questions, please contact me or the Committee staff (James Krueger at ext. 7761, or Yvette Bouthillier at ext. 7758).

Sincerely,

Yuki Lei Sugimura

YUKI LEI K. SUGIMURA, Chair
Budget, Finance, and Economic
Development Committee

bfed:ltr:051amd02:jgk

cc: Mayor Richard T. Bissen, Jr.

DEPARTMENT OF MANAGEMENT
COUNTY OF MAUI
Proposed Functional Chart
Office of Recovery Reorganization
December 1, 2023

MAYOR

OFFICE OF THE MANAGING DIRECTOR

Serve as principal management aid to Mayor. Provide countywide strategic planning and direction; Lead and direct departments in fulfillment of mission/goals/objectives; Oversee administrative functions and prescribe standards of administrative practices for departments/agencies; Provide administrative oversight of resources (personnel, property and equipment) utilization, loss control and security; Evaluate the management, organizational fieldwork and performance of departments/agencies; Develop Performance Measurements and monitor implementation/enforcement; Provide annual budget and 6-year Capital Improvement Program budget development oversight; Oversee Civil Rights, Equal Employment and other employment laws compliance; Provide specialized support regarding Hawaiian language translation and communications for County matters. [County Charter 8-1.1, 8-1.2, 8-1.3, 13-17]

Administrative Support Services
Personnel, Payroll, Procurement, Clerical
and Secretarial.

Management Program

Countywide executive support and technical guidance: Departments' organizational and functional evaluation, and reorganization reviews; Countywide policy development and implementation; County Capital Improvement Program and budget development and implementation, and projects' expenditures management, development and enforcement guidance; County vehicles utilization evaluation and Vehicle Policy enforcement; Energy sustainability programs oversight, direction and guidance; Change management and implementation assistance with Countywide Information systems and applications; Affirmative Action Plan, Equal Employment Opportunity, Civil Rights and other employment laws interpretation, compliance and technical guidance; Education/training and coordinate investigations on EEO, Affirmative Action and Civil Rights matters, Workplace violence and other non-Title VII complaints; Multi-departmental/complex capital improvement projects coordination, planning, acquisition, design, development, construction, facilities and asset/project budget management, and inspection; Audit and internal/operational controls guidance; Archaeological review, investigations and technical support; Grants management of Veteran's and other Management department grants; County employees parking assignment and policy management/enforcement; Loss control and security activities management; Hawaiian language translation and communications for County matters; and provide other departmental/operational support as needed.

Information Technology Services

Countywide IT Services: Acquisition and inventory control and management of computer hardware/software; User software application support; System maintenance and updates; Information security; Email retention policy management and enforcement; Major systems implementation (i.e. KIVA, Workday)

OFFICE OF RECOVERY (1)

In response to the Maui wildfires, the Office of Recovery plays a pivotal role as the epicenter of all recovery operations. From overarching strategy formulation by the Recovery Manager to sector-specific initiatives through the Recovery Support Functions (RSF). Community Planning, Economic Recovery, Health & Social Services, Housing, Infrastructure and Natural & Cultural Resources. The OOR is dedicated to reconstructing infrastructure, restoring community vitality, revitalizing the economy and ensuring the well-being of its residents.

(1) New Office of Recovery Division created to in response to the Maui wildfires.

Prepared by

Department Approval
By

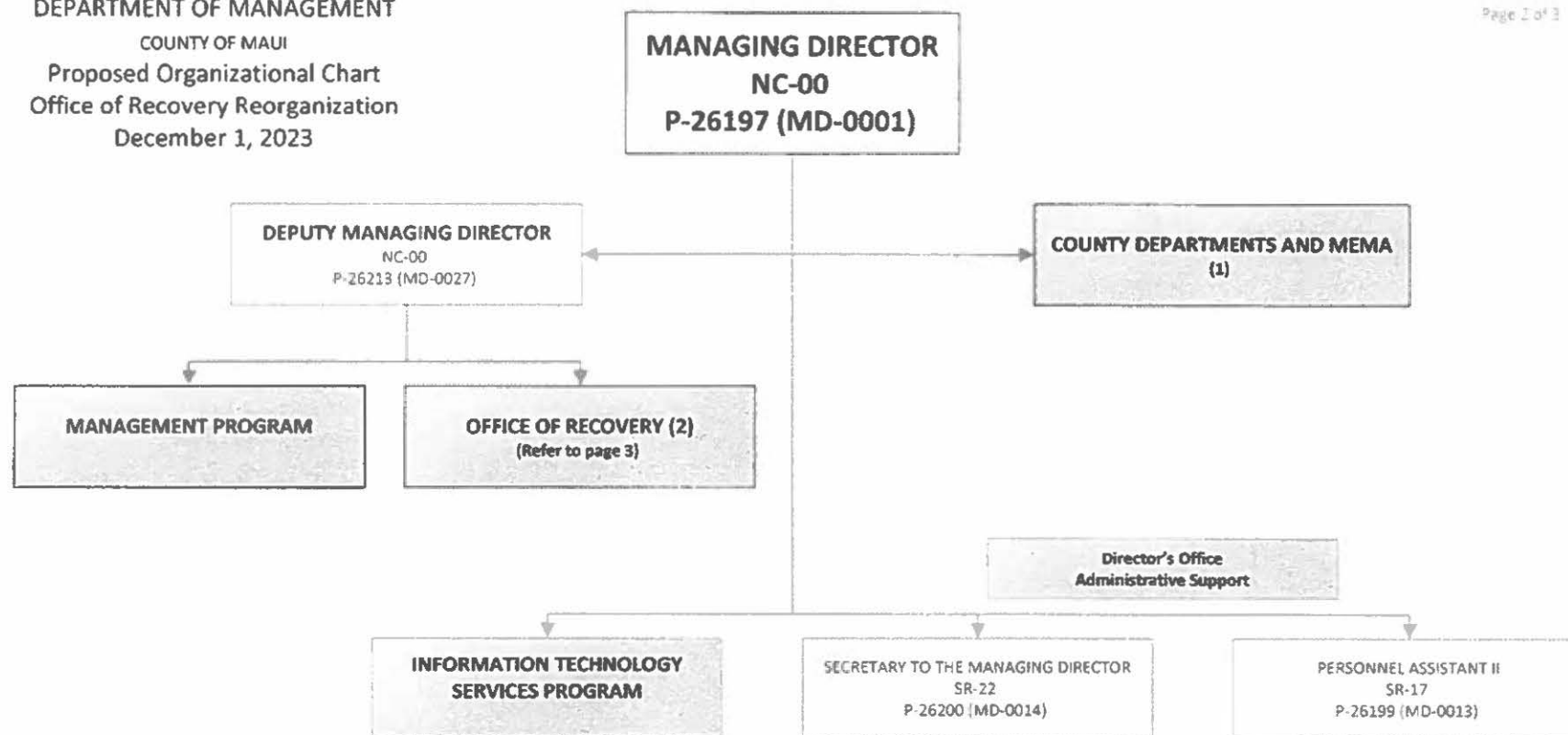
Approved by

Louise Batson, Secretary Date

Josiah K. Nishita, Deputy Managing Director Date

Kekuhapio R. Akana, Managing Director Date

DEPARTMENT OF MANAGEMENT
COUNTY OF MAUI
Proposed Organizational Chart
Office of Recovery Reorganization
December 1, 2023



(1) Includes departments enumerated in Article 8, County of Maui Charter: Corporation Counsel, Environmental Management, Finance, Fire and Public Safety, Housing and Human Concerns, Liquor Control, Parks and Recreation, Personnel Services, Planning, Police, Prosecuting Attorney, Public Works, Transportation, Water Supply, Agriculture and Maui County Emergency Management Agency.

(2) Office of Recovery Division created in response to the Maui wildfires as a epicenter of all recovery operations.

Prepared By:

Department Approval
By:

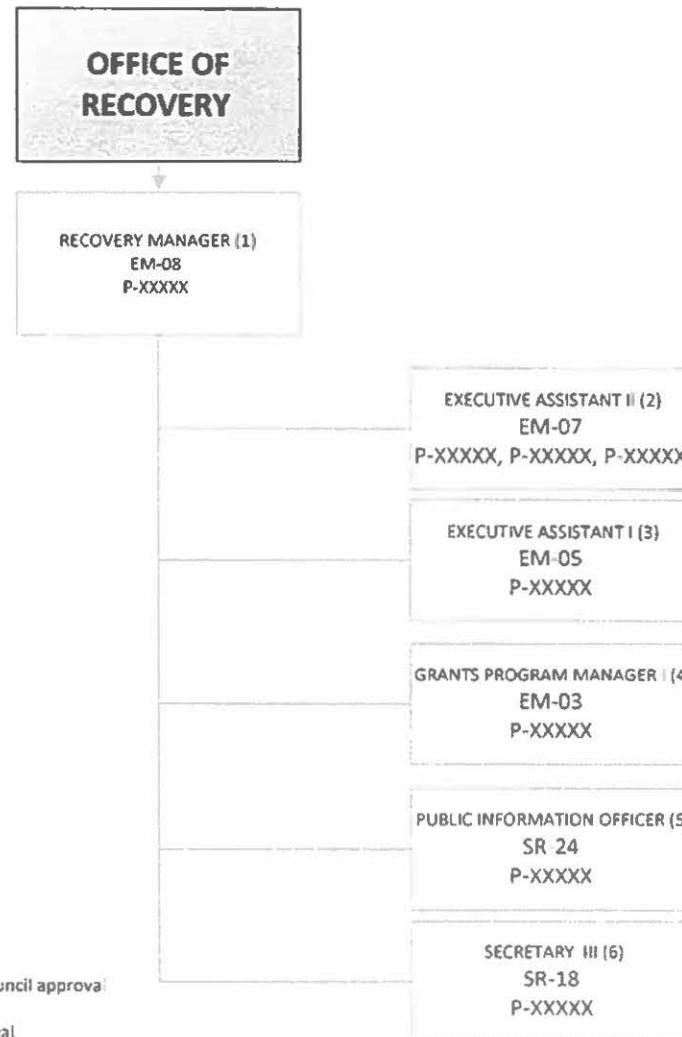
Approved by:

Louise Batton, Secretary Date

Josiah K. Nishita, Deputy Managing Director Date

Kekuaupio R. Akana, Managing Director Date

DEPARTMENT OF MANAGEMENT
COUNTY OF MAUI
Proposed Organizational Chart
Office of Recovery Reorganization
December 1, 2023



- (1) P-XXXXX - Recovery Manager (EM-08) FY24 expansion position pending Council approval
 (2) P-XXXX, P-XXXXX, P-XXXXX, Executive Assistant II (EM-07) FY24 expansion position pending Council approval
 (3) P-XXXXX, Executive Assistant I (EM-05) FY24 expansion position pending Council approval
 (4) P-XXXXX, Grants Program Manager I (EM-03), FY24 expansion position pending Council approval
 (5) P-XXXXX, Public Information Officer (SR-24) FY24 expansion position pending Council approval
 (6) P-XXXXX, Secretary III (SR-18) FY24 expansion position pending Council approval

Prepared By:

Department Approval By:

Approved By:

Louise Batton, Secretary III

Date


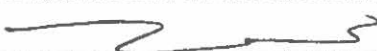
Josiah K. Nishita, Deputy Managing Director

Date

Kekunapio R. Akana, Managing Director

Date

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION		Dept: <u>Management</u>	
		Div: <u>Office of Recovery</u>	
		Section: _____	Physical Location: <u>Trask Bldg</u>
1. Pos. No. <u>P-XXXXX</u>	2. PRESENT CLASS _____ SR: _____		
Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____			
3. Incumbent's Name: _____			
4. Action Requested: Initial Allocation (<input checked="" type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>)			
Recommended Allocation: CLASS: <u>Recovery Manager</u> SR: <u>EM-08</u>			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See attached			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc () Realloc () No Change () Other: _____			
CLASS: _____		SR: _____	
See Audit Rpt No _____ Study By _____		Alloc Notice No _____	
Non-Comp Exam Req: Date Admn: _____		Pass () Fail () Score: _____	
EFFECTIVE DATE: _____		APPROVED: _____ DATE: _____	

7. Supervision Received (Give name and title of immediate supervisor): Name: <u>Josiah Nishita/P-26213</u>	Title: <u>Deputy Managing Director</u>															
8. Responsibilities of the Position: a. Supervisory Responsibilities (List names, titles and nature of supervision given): <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;"><u>Name</u></th> <th style="text-align: left; width: 30%;"><u>Title</u></th> <th style="text-align: left; width: 40%;"><u>Nature of Supervision</u></th> </tr> </thead> <tbody> <tr> <td>Vacant/Executive Assistant II (3)</td> <td></td> <td>Direct</td> </tr> <tr> <td>Vacant/Executive Assistant (1)</td> <td></td> <td></td> </tr> <tr> <td>Vacant/Grants Program Manager I</td> <td></td> <td></td> </tr> <tr> <td>Vacant/Public Information Officer Secretary III</td> <td></td> <td></td> </tr> </tbody> </table> b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a): c. Tools and Equipment (List tools and equipment used or operated): d. Hazards, Hardship, etc (List and describe any unusual working conditions): e. List Licenses or Certificates Held: <u>Valid drivers license type 3</u>		<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>	Vacant/Executive Assistant II (3)		Direct	Vacant/Executive Assistant (1)			Vacant/Grants Program Manager I			Vacant/Public Information Officer Secretary III		
<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>														
Vacant/Executive Assistant II (3)		Direct														
Vacant/Executive Assistant (1)																
Vacant/Grants Program Manager I																
Vacant/Public Information Officer Secretary III																
9. CERTIFICATE OF EMPLOYEE: I certify that the statements above are accurate and complete. Signature of Employee: _____ Date: _____																
10. Statement of Immediate Supervisor a. Comment on the statements made by employee (Indicate exceptions or additions): b. Describe the nature and extent of supervision you exercise over this position: c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements): d. License and/or Certificates Required:																
11. CERTIFICATE OF IMMEDIATE SUPERVISOR: I certify that the statements above are accurate and complete. Signature of Immediate Supervisor: _____ Date: _____																
12. CERTIFICATE OF DIVISION HEAD: I certify that I have reviewed the statements above and that they are accurate and complete. Signature of Division Head:  Date: NOV 28 2023																
13. Statement of Department Head: a. Indicate and comment on any inaccuracies or disagreements: b. Comment on qualifications indicated by Immediate Supervisor in 10-c above																
14. CERTIFICATE OF DEPARTMENT HEAD: I certify that the statements above are accurate and complete. Signature of Department Head:  Date: NOV 28 2023																

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT RECOVERY MANAGER, EM-08 P-XXXXX

Duties of the Position

Under the general supervision of the Deputy Managing Director, the Recovery Manager is an executive level position within the Office of Recovery in the Department of Management, responsible for coordinating and managing the disaster recovery efforts in Maui County. In addition to being the lead of recovery strategy execution and oversight, this position also serves as the primary point of contact for the county council and mayor's office, facilitating communication and alignment of recovery initiatives with local government leadership. Working closely with a diverse range of stakeholders, including government agencies, nonprofit organizations, and community leaders, the Recovery Manager ensures the deliberate and strategic integration of recovery and resilience actions and the development of inclusive, comprehensive recovery plans.

1. The Recovery Manager is responsible for establishing the Office of Recovery and spearheading the implementation of the Maui County Recovery Framework. This includes ensuring alignment with county, state, and national best practices and guidelines. Furthermore, the position entails providing vital leadership and guidance throughout the development and execution of a comprehensive recovery plan. This plan covers all aspects of recovery, encompassing infrastructure, community planning, housing, public health, social services, natural and cultural resources, and economic revitalization. **35% (a)(b)(c)**
 - a. Oversee the Office of Recovery's organizational structure, staffing, and operations, to effectively manage and coordinate disaster recovery efforts in Maui County.
 - b. Create and enforce recovery guidelines in accordance with federal and state regulations, tailored to meet the specific needs of the community.
 - c. Integrate resilience-building measures into the recovery plan to enhance Maui County's preparedness for future disasters.
2. This position will actively engage with various governmental agencies, non-profit organizations, community leaders, and the private sector to ensure effective coordination of resources and efforts in disaster recovery. Building strong, cooperative relationships with these stakeholders is essential for the successful execution of recovery plans and the long-term resilience of Maui County. **30% (a)(b)(c)(d)**
 - a. Foster strong working relationships with federal, state, and local government agencies, as well as community organizations and nonprofits, to coordinate resources, funding, and expertise for the recovery efforts.
 - b. Act as the primary liaison between Maui County and external recovery partners, ensuring a cohesive and coordinated approach.

- c. Facilitates and supports effective decision-making and coordination across management and coordination levels for recovery objectives and activities, including Leadership and Administration, Policy and Oversight, Funding and Financial Management, Community Planning, Housing Recovery, Infrastructure Recovery, Natural and Cultural Resources, and Economic Development.
 - d. Collaborate with emergency management teams to ensure that disaster recovery planning is integrated with emergency response and preparedness efforts.
- 3. Responsible for overseeing the financial aspects of the Office of Recovery, including budget management, grant administration, and fundraising through grant-seeking and partnerships. **10% (a)(b)(c)**
 - a. Oversee the financial aspects of recovery, including budgeting, resource allocation, grant management, and financial reporting.
 - b. Supports the pursuit of funding opportunities, including grants and public-private partnerships, to support recovery initiatives.
 - c. Ensures a well-administered financial acquisition and grants management process.
- 4. Responsible for overseeing the preparation of grant applications, fostering information sharing, and actively managing community engagement, public participation, and public awareness efforts for recovery functions. **10% (a)(b)(c)**
 - a. Promote community engagement in the recovery process, ensuring that the voice of residents and local stakeholders is heard and integrated into the recovery plan.
 - b. Oversee public awareness campaigns, public meetings, and communication strategies.
 - c. Oversee the preparation of notices of interest and grant applications for member communities for recovery funding.
 - d. Fosters information sharing and manages proactive community engagement, public participation, and public awareness.
 - e. Serves as primary point of contact (POC) for disaster recovery preparedness with all Maui County members, city and county representatives, state/federal officials, contractors, and the public.
- 5. Lead, mentor, and develop a team of recovery professionals. **10% (a)(b)(c)**
 - a. Collaborate with the Deputy Managing Director to lead, mentor, and develop a team of recovery professionals.
 - b. Provide guidance, support, and training to team members to ensure the successful execution of recovery projects.
 - c. Foster professional growth and development with the team.
- 6. Performs other related duties as assigned by the Managing and/or Deputy Managing Director. **5% (a)(b)**

- Key:
- (a) The performance of this function is the reason that the job exists
 - (b) The number of other employees available to perform this function is limited.
 - (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION		Dept: <u>Management</u> Div: <u>Office of Recovery</u> Section: _____ Physical Location: <u>Trask Bldg</u>	
1 Pos. No. <u>P-XXXXX</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS _____ SR: _____ 3. Incumbent's Name: _____	
4. Action Requested: Initial Allocation (<input checked="" type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>) Recommended Allocation: CLASS: <u>Executive Assistant II</u> SR: <u>EM-07</u>			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See attached			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc (<input type="checkbox"/>) Realloc (<input type="checkbox"/>) No Change (<input type="checkbox"/>) Other: _____			
CLASS: _____		SR: _____	
See Audit Rpt No. _____		Study By: _____ Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass (<input type="checkbox"/>) Fail (<input type="checkbox"/>) Score: _____	
EFFECTIVE DATE: _____		APPROVED: _____ DATE: _____	

7.	Supervision Received	<small>(Give name and title of immediate supervisor)</small>
	Name: <u>Vacant</u>	Title: <u>Recovery Manager</u>

8.	Responsibilities of the Position: <p>a. Supervisory Responsibilities (List names, titles and nature of supervision given):</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;"><u>Name</u></th> <th style="width: 33%; text-align: center;"><u>Title</u></th> <th style="width: 33%; text-align: center;"><u>Nature of Supervision</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):</p> <p>c. Tools and Equipment (List tools and equipment used or operated):</p> <p>d. Hazards, Hardship, etc (List and describe any unusual working conditions):</p> <p>e. List Licenses or Certificates Held:</p> <p style="font-size: 1.2em;">Valid drivers license type 3</p>	<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>									
<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>											

9.	CERTIFICATE OF EMPLOYEE: I certify that the statements above are accurate and complete.
	Signature of Employee: _____ Date: _____

10.	Statement of Immediate Supervisor <p>a. Comment on the statements made by employee (Indicate exceptions or additions):</p> <p>b. Describe the nature and extent of supervision you exercise over this position:</p> <p>c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):</p> <p>d. License and/or Certificates Required:</p>
------------	---

11.	CERTIFICATE OF IMMEDIATE SUPERVISOR: I certify that the statements above are accurate and complete.
	Signature of Immediate Supervisor: _____ Date: _____

12.	CERTIFICATE OF DIVISION HEAD: I certify that I have reviewed the statements above and that they are accurate and complete.
	Signature of Division Head: _____ Date: NOV 28 2021

13.	Statement of Department Head: <p>a. Indicate and comment on any inaccuracies or disagreements:</p> <p>b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.</p>
------------	--

14.	CERTIFICATE OF DEPARTMENT HEAD: I certify that the statements above are accurate and complete.
	Signature of Department Head: _____ Date: NOV 28 2021

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT EXECUTIVE ASSISTANT II, EM-07 P-XXXXX

Duties of the Position

Reporting to the Maui County Recovery Manager, this position performs in a leadership capacity within the Recovery Support Function, providing high-level executive assistance and management expertise. The position provides administrative support, counsel, and recommendations on matters with a broad influence on County government. Assignments to this position are complex and have impacts on policies and operational procedures. The role requires a deep understanding of government finance, recovery missions, budgeting, and operations, allowing the individual to independently conduct comprehensive research, critical analysis, and assessment of pertinent information to shape recommendations and management reports.

1. Coordinates the implementation of the Maui County Recovery Framework including overseeing the coordination of Recovery Support Function activities to tackle complex and cross-cutting issues. Supports Recovery Support Function areas such as community planning, natural and cultural resources, infrastructure, housing, economic development, and health and social services, as assigned. Coordinates with supporting departments and agencies, finance, and budgeting staff to develop project requirements and propose requests for additional funding, staff, contract, or technical support. Oversees cross-cutting working groups, technical support, and contract supported provided by federal, state, or contracted partners. **50% (a)(b)(c)**
2. Reviews reports, data, and information, and oversee studies relating to County recovery operations. Manages operational performance and effectiveness, policies and procedures, personnel issues and financial matters submitted to the Recovery Manager for resolution. Provides recommendations for disposition to the Recovery Manager and/or Mayor based upon the results of the research, investigations, and studies conducted. **20% (a)(b)(c)**
 - a. Assists in the oversight of Countywide projects and programs, support of departments, and implementation/enforcement of Office of Recovery goals and objectives, which may include evaluation of services and programs implemented by Departments, and cross departmental coordination and communication.
 - b. Formulates, drafts and/or updates administrative policies, guidance and procedures based on the Recovery Manager's directives, Department's objectives, and independent research, information gathering, analysis and evaluation. Coordinates appropriate consultations, provides guidance to departments on policy matters and interpretation, and monitors implementation and enforcement.
 - c. Provides guidance, coordination, and support with Countywide recovery issues, including legislation and communications.

3. Provides administrative support to the Recovery Manager for Strategic Recovery Planning purposes, and forecasting/budgeting for the Office of Recovery. Assists with the development and formulation of long-term goals and objectives in support of community needs, Mayor's vision, Council directives and/or legal/regulatory mandates (federal, state and county). Independently performs research and analysis to conclude on initial feasibility and formulate recommendations to the Recovery Manager. **5% (a)(b)(c)**
 - a. Prepares feasibility assessments, forecasts, and studies in the preliminary evaluation of new programs, acquisitions, systems etc. that may significantly impact County operations; develops strategies for operational integration and implementation; advises and makes recommendations based on assessment performed.
 - b. Serves as point of contact for department with Budget Office. Responsible for the annual Mayor Proposed Budget requirements for Office of Recovery, disseminates/coordinates information, prepares budget details and ensures budget requirements are met timely and according to Budget instructions. Prepares draft responses to questions raised during review of proposed budget as directed by Recovery Manager.
4. Performs independent research, planning, inter-departmental coordination and application for Federal funding assistance and grant opportunities to meet general and specific program objectives and requirements of the County of Maui. **15% (a)(b)(c)**
5. Serves on various committees and community advisory groups as assigned on behalf of the Office of Recovery. Serves as a liaison between the County of Maui and other governmental jurisdictions and agencies or branches of government. Performs other related duties as assigned by the Recovery Manager. **10% (a)(b)(c)**

Key:

(a)	The performance of this function is the reason that the job exists
(b)	The number of other employees available to perform this function is limited.
(c)	This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION		Dept: <u>Management</u> Div: <u>Office of Recovery</u> Section: _____ Physical Location: <u>Trask Bldg</u>	
1. Pos. No. <u>P-XXXXX</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS _____ SR: _____ 3. Incumbent's Name: _____	
4. Action Requested: Initial Allocation (<input checked="" type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>)			
Recommended Allocation: CLASS: <u>Executive Assistant II</u>		SR: <u>EM-07</u>	
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See attached			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc () Realloc () No Change () Other:			
CLASS: _____		SR: _____	
See Audit Rpt No. _____		Study By: _____ Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass () Fail () Score: _____	
EFFECTIVE DATE: _____	APPROVED: _____	DATE: _____	

7. Supervision Received	(Give name and title of immediate supervisor) : Name: <u>Vacant</u> Title: <u>Recovery Manager</u>	
8. Responsibilities of the Position:		
a. Supervisory Responsibilities (List names, titles and nature of supervision given):		
<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):		
c. Tools and Equipment (List tools and equipment used or operated):		
d. Hazards, Hardship, etc (List and describe any unusual working conditions):		
e. List Licenses or Certificates Held: <u>Valid drivers license type 3</u>		
9. CERTIFICATE OF EMPLOYEE:		I certify that the statements above are accurate and complete.
Signature of Employee: _____		Date: _____
10. Statement of Immediate Supervisor		
a. Comment on the statements made by employee (Indicate exceptions or additions):		
b. Describe the nature and extent of supervision you exercise over this position:		
c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):		
d. License and/or Certificates Required:		
11. CERTIFICATE OF IMMEDIATE SUPERVISOR:		I certify that the statements above are accurate and complete.
Signature of Immediate Supervisor: _____		Date: _____
12. CERTIFICATE OF DIVISION HEAD:		I certify that I have reviewed the statements above and that they are accurate and complete.
Signature of Division Head: <u>[Signature]</u>		Date: NOV 28 2023
13. Statement of Department Head:		
a. Indicate and comment on any inaccuracies or disagreements:		
b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.		
14. CERTIFICATE OF DEPARTMENT HEAD:		I certify that the statements above are accurate and complete.
Signature of Department Head: <u>[Signature]</u>		Date: NOV 28 2023

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT EXECUTIVE ASSISTANT II, EM-07 P-XXXXX

Duties of the Position



Reporting to the Maui County Recovery Manager, this position performs in a leadership capacity within the Recovery Support Function, providing high-level executive assistance and management expertise. The position provides administrative support, counsel, and recommendations on matters with a broad influence on County government. Assignments to this position are complex and have impacts on policies and operational procedures. The role requires a deep understanding of government finance, recovery missions, budgeting, and operations, allowing the individual to independently conduct comprehensive research, critical analysis, and assessment of pertinent information to shape recommendations and management reports.

1. Coordinates the implementation of the Maui County Recovery Framework including overseeing the coordination of Recovery Support Function activities to tackle complex and cross-cutting issues. Supports Recovery Support Function areas such as community planning, natural and cultural resources, infrastructure, housing, economic development, and health and social services, as assigned. Coordinates with supporting departments and agencies, finance, and budgeting staff to develop project requirements and propose requests for additional funding, staff, contract, or technical support. Oversees cross-cutting working groups, technical support, and contract supported provided by federal, state, or contracted partners. **50% (a)(b)(c)**
2. Reviews reports, data, and information, and oversee studies relating to County recovery operations. Manages operational performance and effectiveness, policies and procedures, personnel issues and financial matters submitted to the Recovery Manager for resolution. Provides recommendations for disposition to the Recovery Manager and/or Mayor based upon the results of the research, investigations, and studies conducted. **20% (a)(b)(c)**
 - a. Assists in the oversight of Countywide projects and programs, support of departments, and implementation/enforcement of Office of Recovery goals and objectives, which may include evaluation of services and programs implemented by Departments, and cross departmental coordination and communication.
 - b. Formulates, drafts and/or updates administrative policies, guidance and procedures based on the Recovery Manager's directives, Department's objectives, and independent research, information gathering, analysis and evaluation. Coordinates appropriate consultations, provides guidance to departments on policy matters and interpretation, and monitors implementation and enforcement.
 - c. Provides guidance, coordination, and support with Countywide recovery issues, including legislation and communications.

3. Provides administrative support to the Recovery Manager for Strategic Recovery Planning purposes, and forecasting/budgeting for the Office of Recovery. Assists with the development and formulation of long-term goals and objectives in support of community needs, Mayor's vision, Council directives and/or legal/regulatory mandates (federal, state and county). Independently performs research and analysis to conclude on initial feasibility and formulate recommendations to the Recovery Manager. **5% (a)(b)(c)**
 - a. Prepares feasibility assessments, forecasts, and studies in the preliminary evaluation of new programs, acquisitions, systems etc. that may significantly impact County operations; develops strategies for operational integration and implementation; advises and makes recommendations based on assessment performed.
 - b. Serves as point of contact for department with Budget Office. Responsible for the annual Mayor Proposed Budget requirements for Office of Recovery, disseminates/coordinates information, prepares budget details and ensures budget requirements are met timely and according to Budget instructions. Prepares draft responses to questions raised during review of proposed budget as directed by Recovery Manager.
4. Performs independent research, planning, inter-departmental coordination and application for Federal funding assistance and grant opportunities to meet general and specific program objectives and requirements of the County of Maui. **15% (a)(b)(c)**
5. Serves on various committees and community advisory groups as assigned on behalf of the Office of Recovery. Serves as a liaison between the County of Maui and other governmental jurisdictions and agencies or branches of government. Performs other related duties as assigned by the Recovery Manager. **10% (a)(b)(c)**

Key:

(a)	The performance of this function is the reason that the job exists
(b)	The number of other employees available to perform this function is limited.
(c)	This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

7. Supervision Received	(Give name and title of immediate supervisor) Name: <u>Vacant</u> Title: <u>Recovery Manager</u>						
8. Responsibilities of the Position:	<p>a. Supervisory Responsibilities (List names, titles and nature of supervision given):</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;"><u>Name</u></th> <th style="width: 33%; text-align: center;"><u>Title</u></th> <th style="width: 33%; text-align: center;"><u>Nature of Supervision</u></th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table> <p>b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):</p> <p>c. Tools and Equipment (List tools and equipment used or operated):</p> <p>d. Hazards, Hardship, etc (List and describe any unusual working conditions):</p> <p>e. List Licenses or Certificates Held:</p> <p style="font-size: 1.2em;">Valid drivers license type 3</p>	<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>			
<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>					
9. CERTIFICATE OF EMPLOYEE:	I certify that the statements above are accurate and complete. Signature of Employee: _____ Date: _____						
10. Statement of Immediate Supervisor	<p>a. Comment on the statements made by employee (Indicate exceptions or additions):</p> <p>b. Describe the nature and extent of supervision you exercise over this position:</p> <p>c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):</p> <p>d. License and/or Certificates Required:</p>						
11. CERTIFICATE OF IMMEDIATE SUPERVISOR:	I certify that the statements above are accurate and complete. Signature of Immediate Supervisor: _____ Date: _____						
12. CERTIFICATE OF DIVISION HEAD:	I certify that I have reviewed the statements above and that they are accurate and complete. Signature of Division Head:  Date: NOV 28 2023						
13. Statement of Department Head:	<p>a. Indicate and comment on any inaccuracies or disagreements:</p> <p>b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.</p>						
14. CERTIFICATE OF DEPARTMENT HEAD:	I certify that the statements above are accurate and complete. Signature of Department Head:  Date: NOV 28 2023						

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT EXECUTIVE ASSISTANT II, EM-07 P-XXXXX

Duties of the Position

Reporting to the Maui County Recovery Manager, this position performs in a leadership capacity within the Recovery Support Function, providing high-level executive assistance and management expertise. The position provides administrative support, counsel, and recommendations on matters with a broad influence on County government. Assignments to this position are complex and have impacts on policies and operational procedures. The role requires a deep understanding of government finance, recovery missions, budgeting, and operations, allowing the individual to independently conduct comprehensive research, critical analysis, and assessment of pertinent information to shape recommendations and management reports.



1. Coordinates the implementation of the Maui County Recovery Framework including overseeing the coordination of Recovery Support Function activities to tackle complex and cross-cutting issues. Supports Recovery Support Function areas such as community planning, natural and cultural resources, infrastructure, housing, economic development, and health and social services, as assigned. Coordinates with supporting departments and agencies, finance, and budgeting staff to develop project requirements and propose requests for additional funding, staff, contract, or technical support. Oversees cross-cutting working groups, technical support, and contract supported provided by federal, state, or contracted partners. **50% (a)(b)(c)**
2. Reviews reports, data, and information, and oversee studies relating to County recovery operations. Manages operational performance and effectiveness, policies and procedures, personnel issues and financial matters submitted to the Recovery Manager for resolution. Provides recommendations for disposition to the Recovery Manager and/or Mayor based upon the results of the research, investigations, and studies conducted. **20% (a)(b)(c)**
 - a. Assists in the oversight of Countywide projects and programs, support of departments, and implementation/enforcement of Office of Recovery goals and objectives, which may include evaluation of services and programs implemented by Departments, and cross departmental coordination and communication.
 - b. Formulates, drafts and/or updates administrative policies, guidance and procedures based on the Recovery Manager's directives, Department's objectives, and independent research, information gathering, analysis and evaluation. Coordinates appropriate consultations, provides guidance to departments on policy matters and interpretation, and monitors implementation and enforcement.
 - c. Provides guidance, coordination, and support with Countywide recovery issues, including legislation and communications.

3. Provides administrative support to the Recovery Manager for Strategic Recovery Planning purposes, and forecasting/budgeting for the Office of Recovery. Assists with the development and formulation of long-term goals and objectives in support of community needs, Mayor's vision, Council directives and/or legal/regulatory mandates (federal, state and county). Independently performs research and analysis to conclude on initial feasibility and formulate recommendations to the Recovery Manager. **5% (a)(b)(c)**
 - a. Prepares feasibility assessments, forecasts, and studies in the preliminary evaluation of new programs, acquisitions, systems etc. that may significantly impact County operations; develops strategies for operational integration and implementation; advises and makes recommendations based on assessment performed.
 - b. Serves as point of contact for department with Budget Office. Responsible for the annual Mayor Proposed Budget requirements for Office of Recovery, disseminates/coordinates information, prepares budget details and ensures budget requirements are met timely and according to Budget instructions. Prepares draft responses to questions raised during review of proposed budget as directed by Recovery Manager.
4. Performs independent research, planning, inter-departmental coordination and application for Federal funding assistance and grant opportunities to meet general and specific program objectives and requirements of the County of Maui. **15% (a)(b)(c)**
5. Serves on various committees and community advisory groups as assigned on behalf of the Office of Recovery. Serves as a liaison between the County of Maui and other governmental jurisdictions and agencies or branches of government. Performs other related duties as assigned by the Recovery Manager. **10% (a)(b)(c)**

Key:

(a)	The performance of this function is the reason that the job exists
(b)	The number of other employees available to perform this function is limited.
(c)	This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION		Dept: <u>Management</u> Div: <u>Office of Recovery</u> Section: _____ Physical Location: <u>Trask Bldg</u>	
1 Pos. No. <u>P-XXXXX</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS _____ SR: _____ 3. Incumbent's Name: _____	
4. Action Requested: Initial Allocation (<input checked="" type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>)			
Recommended Allocation:		CLASS: <u>Executive Assistant I</u>	
5. Authorized by:		(Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):	
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form. <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
See attached			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc () Realloc () No Change () Other: _____			
CLASS: _____		SR: _____	
See Audit Rpt No. _____		Study By: _____ Alloc Notice No. _____	
Non-Comp Exam Req: Date Admin: _____		Pass () Fail () Score: _____	
EFFECTIVE DATE: _____	APPROVED: _____		DATE: _____

7. Supervision Received	(Give name and title of immediate supervisor) Name: <u>Vacant</u> Title: <u>Recovery Manager</u>												
8. Responsibilities of the Position:	<p>a. Supervisory Responsibilities (List names, titles and nature of supervision given):</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;"><u>Name</u></th> <th style="width: 33%; text-align: center;"><u>Title</u></th> <th style="width: 33%; text-align: center;"><u>Nature of Supervision</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):</p> <p>c. Tools and Equipment (List tools and equipment used or operated):</p> <p>d. Hazards, Hardship, etc (List and describe any unusual working conditions):</p> <p>e. List Licenses or Certificates Held:</p> <p style="margin-left: 40px;">Valid drivers license type 3</p>	<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>									
<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>											
9. CERTIFICATE OF EMPLOYEE:	I certify that the statements above are accurate and complete. Signature of Employee: _____ Date: _____												
10. Statement of Immediate Supervisor	<p>a. Comment on the statements made by employee (Indicate exceptions or additions):</p> <p>b. Describe the nature and extent of supervision you exercise over this position:</p> <p>c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):</p> <p>d. License and/or Certificates Required:</p>												
11. CERTIFICATE OF IMMEDIATE SUPERVISOR:	I certify that the statements above are accurate and complete. Signature of Immediate Supervisor: _____ Date: _____												
12. CERTIFICATE OF DIVISION HEAD:	I certify that I have reviewed the statements above and that they are accurate and complete. Signature of Division Head:  Date: NOV 28 2023												
13. Statement of Department Head:	<p>a. Indicate and comment on any inaccuracies or disagreements.</p> <p>b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.</p>												
14. CERTIFICATE OF DEPARTMENT HEAD:	I certify that the statements above are accurate and complete. Signature of Department Head:  Date: NOV 28 2023												

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT EXECUTIVE ASSISTANT I, EM-05 P-XXXXX

Duties of the Position

Under the general supervision of the Recovery Manager, the position of Executive Assistant I within the Office of Recovery entails delivering advanced administrative support and expert guidance in matters associated with legislative and planning activities of the County. Responsibilities assigned to this role are frequently complex and possess the potential to influence the County's policies and operational protocols. A strong comprehension of government finance, budgeting, and operations is essential for conducting independent research, critical analysis, and the development of recommendations and management reports.

1. Assists with the implementation of legislative and planning frameworks within Maui County. Collaborate closely with the Recovery Support Function (RSF) Leads, finance, and budgeting teams to help develop project requirements and legislative proposals. Support cross-cutting working groups, provide technical assistance, and manage contracts supported by federal, state, or contracted partners. **50% (a)(b)(c)**
2. Responsible for maintaining reporting and documentation processes for the Office of Recovery. Provides support to RSF leads and department level staff in understanding and following through on reporting requirements. Prepares regular reports for internal reviews and public consumption. **20% (a)(b)(c)**
 - a. Works with RSF leads to ensure that all RSF activities and outcomes are documented in relevant systems.
 - b. Coordinates the documentation of the outcomes of community engagement processes, including workshops, town halls, focus groups, and surveys.
 - c. Assists with compiling the annual Mayor's Proposed Budget requirements for the Office of Recovery, disseminates/coordinates information, prepares budget details and ensures budget requirements are met timely and according to Budget instructions. Prepares draft responses to Council on questions raised during review of proposed budget as directed by Recovery Manager.
 - d. Assists in drafting responses to Council on questions sent to the Office of Recovery and prepares any necessary materials for presentation to the County Council.
3. Reviews reports, data, legislation, and studies relating to County recovery operations. Support the tracking of recovery related legislation, recovery operational performance and effectiveness, policies and procedures, personnel issues and financial matters. Provides recommendations for disposition and policy recommendations to the Recovery Manager based upon the results of the research, investigation and studies conducted. **15% (a)(b)(c)**

- a. Supports the implementation of Countywide recovery projects and programs, which may include evaluation of services and programs implemented by Departments, and cross departmental coordination and communication.
 - b. Formulates, drafts and/or updates administrative policies, guidance and procedures based on the Recovery Manager's directives, Department's objectives, and independent research, information gathering, analysis and evaluation. Provides support to departments on policy matters and interpretation and monitors implementation and enforcement.
 - c. Formulates, drafts, and facilitates review and transmittal of legislative proposals relating to recovery on both the state and County level. Serves as a liaison with legislative bodies for recovery efforts and proposals.
 - d. Provides support to County Recovery Support Functions with recovery issues, including legislation and communications.
4. Provides administrative support to the Recovery Manager for Strategic Recovery Planning purposes, and forecasting/budgeting for the Office of Recovery. Assists with the development and formulation of long-term goals and objectives in support of community needs, Mayor's vision, Council directives and/or legal/regulatory mandates (federal, state and county). **10% (a)(b)(c)**
- a. Prepares feasibility assessments, forecasts, and studies in the preliminary evaluation of new policies, legislative matters, programs, acquisitions, systems etc. that may significantly impact County operations; develops strategies for operational integration and implementation in departments; advises and makes recommendations based on assessment performed.
5. May serve as a liaison between the County of Maui and other governmental jurisdictions and agencies or branches of government. Performs other related duties as assigned by the Recovery Manager **5% (a)(b)(c)**

Key:

- (a) The performance of this function is the reason that the job exists
- (b) The number of other employees available to perform this function is limited.
- (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.


7. Supervision Received	(Give name and title of immediate supervisor):		
Name: <u>Vacant</u>	Title: <u>Recovery Manager</u>		

8. Responsibilities of the Position:	<p>a. Supervisory Responsibilities (List names, titles and nature of supervision given):</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;"><u>Name</u></th> <th style="width: 33%; text-align: center;"><u>Title</u></th> <th style="width: 34%; text-align: center;"><u>Nature of Supervision</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):</p> <p>c. Tools and Equipment (List tools and equipment used or operated):</p> <p>d. Hazards, Hardship, etc (List and describe any unusual working conditions):</p> <p>e. List Licenses or Certificates Held:</p> <p style="font-size: 1.2em;">Valid drivers license type 3</p>			<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>															
<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>																			

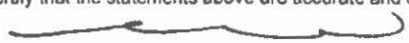
9. CERTIFICATE OF EMPLOYEE:	I certify that the statements above are accurate and complete.		
Signature of Employee: _____	Date: _____		

10. Statement of Immediate Supervisor	<p>a. Comment on the statements made by employee (Indicate exceptions or additions):</p> <p>b. Describe the nature and extent of supervision you exercise over this position:</p> <p>c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):</p> <p>d. License and/or Certificates Required:</p>		
--	--	--	--

11. CERTIFICATE OF IMMEDIATE SUPERVISOR:	I certify that the statements above are accurate and complete.		
Signature of Immediate Supervisor: _____	Date: _____		

12. CERTIFICATE OF DIVISION HEAD:	I certify that I have reviewed the statements above and that they are accurate and complete.		
Signature of Division Head: 	Date: NOV 28 2023		

13. Statement of Department Head:	<p>a. Indicate and comment on any inaccuracies or disagreements:</p> <p>b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.</p>		
--	---	--	--

14. CERTIFICATE OF DEPARTMENT HEAD:	I certify that the statements above are accurate and complete.		
Signature of Department Head: 	Date: NOV 28 2023		

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT GRANTS PROGRAM MANAGER I, EM-03 P-XXXXX

Duties of the Position

Under the general supervision of the Recovery Manager, the Grants Manager for the Office of Recovery in Maui County is responsible for efficiently coordinating and managing disaster recovery efforts, particularly in securing and administering grants to support the community's rehabilitation. While overseeing the financial aspects of recovery, this position works closely with government agencies, non-profit organizations, and community leaders to ensure a well-coordinated approach and facilitate the development of inclusive recovery plans.

1. Responsible for orchestrating the complete lifecycle of federal grants, beginning with the meticulous management of grant applications, ensuring strict compliance with guidelines, and serving as a primary point of contact. Position oversees the process through to closeout, maintaining records, monitoring program effectiveness, and delivering critical grant-related presentations to support the efficient allocation of resources and adherence to regulatory requirements. **35% (a)(b)(c)**
 - a. Ensures strict compliance with grant guidelines and regulations.
 - b. Manages records pertinent to grant activities, financial, and performance reporting.
 - c. Assists in the preparation of grant proposals, budgets, and progress reports, while serving as a central point of contact and facilitating communication among departments, agencies, and grantors. Additionally, monitor and evaluate the impact and effectiveness of grant programs.
2. Organizes and coordinates disaster recovery programs that involve diverse stakeholders, including local, state, and federal agencies, volunteer groups, and the general public. **20% (a)(b)(c)**
 - a. Facilitates the planning, organization, and coordination of comprehensive disaster recovery programs involving local, state, and federal agencies, volunteer groups, and the public.
 - b. Acts as a liaison to various stakeholders, including staff, government agencies, community organizations, and the general public, providing clarity on program specifics and requirements.
 - c. Proactively promotes program engagement by marketing to both community and professional groups, while monitoring and ensuring compliance with relevant requirements, laws, regulations, policies, and procedures, and assisting in addressing emerging trends and technical challenges.
3. Assesses and identifies appropriate measures to aid local officials and access state and federal assistance programs for disaster-affected areas. **20% (a)(b)(c)**
 - a. Represents the County in facilitating recovery assistance identification and coordination.

- b. Assists in processing applications for recovery projects, ensuring compliance with applicable regulations.
 - c. Provides critical information, technical assistance, guidance, and training, internally and externally, regarding grant programs, financial record retention, and state and federal disaster assistance programs.
- 4. Manages requests for grant project payments, performs necessary financial reviews, and maintains project data in spreadsheets and databases as part of federal grant administration responsibilities. **20% (a)(b)(c)**
 - a. Conducts comprehensive financial reviews to ensure payment accuracy and compliance with grant guidelines.
 - b. Maintains detailed and organized project data within spreadsheets and databases to facilitate accurate record-keeping and reporting.
 - c. Collaborates with relevant teams to address any financial discrepancies or issues that may arise during payment processing.
 - d. Monitors payment schedules to ensure funds are disbursed as stipulated in grant agreements.
 - e. Ensures compliance with grant reporting requirements.
- 5. Performs other duties as assigned by the Recovery Manager. **5% (a)(b)(c)**

Key: (a) The performance of this function is the reason that the job exists
(b) The number of other employees available to perform this function is limited.
(c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.


7.	Supervision Received	(Give name and title of immediate supervisor)
	Name: <u>Vacant</u>	Title: <u>Recovery Manager</u>

8.	Responsibilities of the Position:																		
	<p>a. Supervisory Responsibilities (List names, titles and nature of supervision given):</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;"><u>Name</u></th> <th style="width: 33%; text-align: center;"><u>Title</u></th> <th style="width: 33%; text-align: center;"><u>Nature of Supervision</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):</p> <p>c. Tools and Equipment (List tools and equipment used or operated):</p> <p>d. Hazards, Hardship, etc (List and describe any unusual working conditions):</p> <p>e. List Licenses or Certificates Held:</p> <p style="margin-left: 40px;">Valid drivers license type 3</p>	<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>															
<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>																	


9.	CERTIFICATE OF EMPLOYEE:	I certify that the statements above are accurate and complete.
	Signature of Employee: _____	Date: _____

10.	Statement of Immediate Supervisor
	<p>a. Comment on the statements made by employee (Indicate exceptions or additions):</p> <p>b. Describe the nature and extent of supervision you exercise over this position:</p> <p>c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):</p> <p>d. License and/or Certificates Required:</p>

11.	CERTIFICATE OF IMMEDIATE SUPERVISOR:	I certify that the statements above are accurate and complete.
	Signature of Immediate Supervisor: _____	Date: _____

12.	CERTIFICATE OF DIVISION HEAD:	I certify that I have reviewed the statements above and that they are accurate and complete.
	Signature of Division Head: 	Date: NOV 28 2023

13.	Statement of Department Head:
	<p>a. Indicate and comment on any inaccuracies or disagreements:</p> <p>b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.</p>

14.	CERTIFICATE OF DEPARTMENT HEAD:	I certify that the statements above are accurate and complete.
	Signature of Department Head: 	Date: NOV 28 2023

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT PUBLIC INFORMATION OFFICER, SR-24 P-XXXXX

Duties of the Position

Under the general supervision of the Recovery Manager, the Public Information Officer (PIO) at the Maui County Office of Recovery is responsible for shaping and delivering critical information to the community regarding recovery efforts and initiatives. The PIO is responsible for drafting messages, press releases, and public communications that inform and educate the public about recovery programs, policies, and resources. They serve as a bridge between the Office of Recovery and the community, ensuring that the public is well-informed and engaged in the recovery process.

1. Develops and implements a communication strategy for the Office of Recovery to ensure clear, consistent, and strategic communication with the community and stakeholders. **25% (a)(b)(c)**
 - a. Ensures the transparent, timely, and effective dissemination of crucial information to the community regarding recovery efforts, programs, and policies.
 - b. Provides training and guidance to staff and partners to ensure consistency in messaging and communication practices.
 - c. Collaborates with stakeholders, including government agencies, non-profit organizations, and community leaders, to align communication efforts.
2. Acts as a primary point of contact for the community, addressing inquiries and providing guidance to residents and stakeholders. **35% (a)(b)(c)**
 - a. Organizes and facilitates community engagement through public meetings, forums, and other outreach efforts.
 - b. Interprets and explains the Office of Recovery's policies, programs, and operations; clarifies policy decisions; provides information on Office of Recovery operations and publicizes the Office of Recovery's activities and accomplishments to improve the public's understanding and support of the goals and objectives of the office.
 - c. Arranges for printing of informational material; arranges for photographs and other illustrative material; assists with demonstrations and exhibits for public display.
 - d. Develops and executes public awareness campaigns to keep the community informed and engaged in the recovery process.
 - e. Maintains records related to public information and communication activities.
3. Establishes and maintains positive, constructive relationships between the Office of Recovery and media outlets. Fosters strong media relations to effectively convey messages, maintains reputation, and collaborates both in crisis situations and during regular communication efforts. **35% (a)(b)(c)**
 - a. Coordinates interviews and press conferences to ensure accurate and timely reporting of recovery efforts.
 - b. Develops and implements crisis communication plans, ensuring that the public is informed in case of emergencies, disasters, or unexpected events affecting the recovery process.

- c. Creates clear and concise messages, press releases, and communication materials.
 - d. Disseminates critical information and updates related to recovery initiatives to the public via various channels, such as social media, websites, press releases, and community events.
4. Perform other duties and responsibilities assigned by the Recovery Manager or Mayor's Office, especially during post-disaster operations or unforeseen circumstances that require immediate communication and engagement efforts. 5% (b)(c)

Key:

- (a) The performance of this function is the reason that the job exists
- (b) The number of other employees available to perform this function is limited.
- (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION		Dept: <u>Management</u> Div: <u>Office of Recovery</u> Section: _____ Physical Location: <u>Trask Bldg</u>	
1. Pos. No. <u>P-XXXXX</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS _____ SR: _____ 3. Incumbent's Name: _____	
4. Action Requested: Initial Allocation (<input checked="" type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>)			
Recommended Allocation: CLASS: <u>Secretary III</u>		SR: <u>SR-18</u>	
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved).			
6. Duties of the Position: List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
Sec attached			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc () Realloc () No Change () Other:			
CLASS: _____		SR: _____	
See Audit Rpt No. _____		Study By: _____ Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass () Fail () Score: _____	
EFFECTIVE DATE: _____	APPROVED: _____	DATE: _____	

7.	Supervision Received	<small>(Give name and title of immediate supervisor)</small>
	Name: Vacant	Title: Recovery Manager

8.	Responsibilities of the Position: <p>a. Supervisory Responsibilities (List names, titles and nature of supervision given):</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;"><u>Name</u></th> <th style="width: 33%; text-align: center;"><u>Title</u></th> <th style="width: 33%; text-align: center;"><u>Nature of Supervision</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):</p> <p>c. Tools and Equipment (List tools and equipment used or operated):</p> <p>d. Hazards, Hardship, etc (List and describe any unusual working conditions):</p> <p>e. List Licenses or Certificates Held:</p> <p style="font-size: 1.2em;">Valid drivers license type 3</p>	<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>									
<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>											

9.	CERTIFICATE OF EMPLOYEE: I certify that the statements above are accurate and complete.
	Signature of Employee: _____ Date: _____

10.	Statement of Immediate Supervisor <p>a. Comment on the statements made by employee (Indicate exceptions or additions):</p> <p>b. Describe the nature and extent of supervision you exercise over this position:</p> <p>c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION. (The Educational level, kind and length of work experience, physical requirements):</p> <p>d. License and/or Certificates Required</p>
------------	--

11.	CERTIFICATE OF IMMEDIATE SUPERVISOR: I certify that the statements above are accurate and complete.
	Signature of Immediate Supervisor: _____ Date: _____

12.	CERTIFICATE OF DIVISION HEAD: I certify that I have reviewed the statements above and that they are accurate and complete.
	Signature of Division Head: Date: NOV 28 2023

13.	Statement of Department Head: <p>a. Indicate and comment on any inaccuracies or disagreements:</p> <p>b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.</p>
------------	--

14.	CERTIFICATE OF DEPARTMENT HEAD: I certify that the statements above are accurate and complete.
	Signature of Department Head: Date: NOV 28 2023

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT SECRETARY III, (SR-18) P-XXXXX

Duties of the Position

Under the general supervision of the Recovery Manager, subject position performs a wide range of clerical, secretarial and routine administrative support for the Office of Recovery program of the Department of Management.

1. Provides secretarial support to the Recovery Manager and the Office of Recovery. 40%
(a)(b)
 - a. Reviews various reports or correspondence submitted to or by the Office of Recovery to determine proper form and content, and adequacy of data and information provided.
 - b. Monitors to ensure required reports are submitted in a timely manner.
 - c. Tracks internal correspondence and follow ups, such as requests for legal services, grant applications and reporting requirements, budget amendments, or memorandum requiring execution.
 - d. Arrange appointments and coordinate meetings.
 - e. Arranges site and field visits to various departments or work sites to ensure that services are effectively and efficiently being delivered to the public.
 - f. Makes all necessary travel arrangements for the Office of Recovery.
 - g. Reads incoming correspondence and other material and routes those which require attention or are of special interest for consideration.
 - h. Answers routine correspondence independently.
 - i. Assists the Office of Recovery in disseminating pertinent and timely information to community groups or stakeholders to ensure they are kept up to date and responsive follow ups are provided.
2. Provides routine administrative support to the Recovery Manager and the Office of Recovery. 35% **(a)(b)**
 - a. Assists in ensuring that the objectives, policies, procedures, initiatives, and instructions established by the Office of Recovery are implemented and enforced.
 - b. Assists with acquiring feedback to determine the effectiveness of various County programs and services, and to obtain recommendations from line staff for improvements. Creates surveys on operating methods and procedures of various departments and programs.
 - c. Organizes and coordinates matters that require attention.

- d. Maintains correspondence and project files; searches files and summarizes materials accordingly.
 - e. Prepares reports, and assembles background information and materials, by consulting various books, manuals, regulations, statutes, ordinances, catalogs, etc., in order to obtain information needed by the Office of Recovery.
 - f. Keeps abreast of current community issues and needs, including discussions at Council and Committee hearings.
- 3. Provides clerical support to the Recovery Manager and the Office of Recovery. 20% (a)(b)
 - a. Drafts directives, presentations, memoranda, guidelines, correspondence and other instructions.
 - b. Reviews documentation produced for grammatical and formatting errors.
 - c. Assists the Grants Manager in the preparation and submittal of grant applications to secure funding.
 - d. Utilizes the computer and other office equipment necessary to deal with letters, memoranda reports, recurring legal documents, reports and similar materials.
- 4. Performs other related duties as assigned. 5% (a)(b)

Key:

- (a) The performance of this function is the reason that the job exists.
- (b) The number of other employees available to perform this function is limited.
- (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

BFED Committee

From: Michelle Santos <Michelle.Santos@co.maui.hi.us>
Sent: Tuesday, December 12, 2023 12:32 PM
To: BFED Committee
Cc: Cynthia Sasada; Josiah Nishita; Kekuhaupio Akana; Kristina Cabbat; Leo Caires; Lesley Milner; Louise Batoon; Maria Zielinski; Pili Nahooikaika
Subject: MT#10424 Bill 121, Amending Fiscal Year 2024 Budget, Dept. of Management, Office of Recovery and Appendix A, Part I, Department of Management
Attachments: MT#10424-BFED Committee.pdf

NOTE: PLEASE DO NOT FORWARD MY EMAIL TO ANYONE OUTSIDE OF THE COUNTY OF MAUI. YOU MAY CLICK ON THE ATTACHMENT ITSELF AND CREATE YOUR OWN EMAIL TO FORWARD THE DOCUMENT TO ANOTHER PERSON OUTSIDE OF THE COUNTY.

Michelle L. Santos

Office Operations Assistant

Office of the Mayor
County of Maui
200 S. High Street 9th Floor
Wailuku, HI 96793
phone: (808) 270-7855
fax: (808) 270-7870