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

April 11, 2019

Mr. David Underwood, Director
Department of Personnel Services
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Underwood:

**SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 9, 2019
MEETING (PS-8) (EDB-1)**

At its meeting of April 9, 2019, the Economic Development and Budget Committee requested your response 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?
 - b. What would the pay grade for the position be?
 - c. What are the steps involved in setting up the position and approximately how long would it take?
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?

May I further request that you transmit your written response **no later than April 18, 2019**, to enable the Committee to comprehensively review the FY 2020 Budget.

Mr. David Underwood
April 11, 2019
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To ensure efficient processing, please duplicate the coding in the subject line above for easy reference.

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Leslee Matthews at ext. 7662, Shelly Espeleta at ext. 7134, Christy Chung at ext. 7137, or Yvette Bouthillier at ext. 7758).

Sincerely,



KEANI RAWLINS-FERNANDEZ, Chair
Economic Development and Budget
Committee

edb:2020bgt:190410aps01:ske

Attachment

cc: Mayor Michael P. Victorino
Budget Director



Menu

CIVIL SERVICE JOBS

Sign In

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Historic Preservation Archaeologist III

(http://agency.governmentjobs.com/hawaii/job_1jobID=404110&sharedWindow=0)



Salary ⓘ	Depends on Qualifications	Location ⓘ	State of Hawaii Executive Branch
Job Type	Non-Civil Service	Department	(NCS) LAND & NATURAL RESOURCES
Job Number	EX102393		
Closing	Continuous		

DESCRIPTION	BENEFITS
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Recruitment Information

This posting is for the State of Hawaii, Department of Land and Natural Resources, State Historic Preservation Division.

The position is located on the Island of Maui.

Salary: Commensurate with training and experience.

If you have any questions regarding this non-civil service exempt position, please contact Ms. Alexis Caramonte at (808) 692-8036 Monday - Friday, 7:45 a.m. - 4:30 p.m. (HST).

The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Land and Natural Resources.

Duties Summary

This position is located within the Archaeology Branch and reports to the Island Lead Archaeologist or, in the absence of a Lead Archaeologist, to the Archaeology Branch Chief. The Archaeologist III provides guidance and supervision to Archaeologist I and II, takes lead roles on complex projects, represents the department at public meetings, and coordinates

and completes reviews under 6E and NHPA Section 106. This position is also responsible for properly documenting in writing all decisions, recommendations, and investigations and to maintain files on SHPD cases on a timely basis. Performs other duties as assigned.

Minimum Qualification Requirements

Citizenship Requirement: Applicants must be citizens, permanent resident aliens, or nationals of the United States. Non-citizens with unrestricted employment authorization from the U.S. Immigration and Naturalization Service may also apply.

Knowledge: Must be familiar with State and Federal burial and historic preservation laws, rules and regulations. Must have knowledge of archaeological field standards and the ability to independently identify adherence to these standards. Must also be familiar with MicroSoft Office, GIS and ArcView.

Skills/Abilities: Must be able to interpret and apply laws and regulations and participate fully in rough terrain work which includes working in dusty, hot and confined areas. Must also have the ability to determine appropriate archaeological methods and procedures and implement them; prepare correspondence and reports; identify and evaluate Hawaiian archaeological resources; coordinate work with other professionals on staff and other government agencies; and deal effectively with government entities and the general public.

Recommended Education: Master's degree from an accredited college or university in Archaeology or Anthropology.

Recommended Specialized Experience: Two (2) years of work experience in reviewing various archaeological reports for compliance with State and Federal laws and/or conducting archaeological field work.

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.

License Requirements: Applicants must possess a valid State of Hawaii driver's license.

Physical/Mental Requirements: Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation. Applicants must be physically able to participate in rough terrain field work. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable

accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

Other Information

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

HOW TO APPLY:

Please submit a completed Non-Civil Service Application (HRD 278) to:

Department of Land and Natural Resources
Human Resources Office
Attention: Ms. Marissa Odo
1151 Punchbowl Street Room 231
Honolulu, HI 96813

Click here

(<https://hawaiiomt.sharepoint.com/sites/dlnr/hr/Documents/Documents/Recruitment/HRD-278.pdf>) (Download PDF reader) (<https://get.adobe.com/reader/>) for the Non-Civil Service Application (HRD 278). Recruitment number is EX102393.

Direct all inquiries regarding this position to:

Ms. Alexis Caramonte, (Historic Preservation Administrative Specialist)
Phone: (808) 692-8036
Monday – Friday 7:45 am – 4:30 pm (HST)

NOTE: The State Recruiting Office will refer you to the Department of Land and Natural Resources regarding this exempt position.

Agency	Address	Phone	Website
State of Hawai'i	DHRD - Employee Staffing Division 235 S. Beretania Street, 11th Floor,	808-587-0936 or 1-877-447-5990 (TTY) *****	http://dhrd.hawaii.gov/job-seekers (http://dhrd.hawaii.gov/job-seekers)

Honolulu, Hawaii,
96813-2437

CIVIL SERVICE JOBS
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ACCOUNT
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