

ALAN M. ARAKAWA
Mayor



DAVID J. UNDERWOOD
Director

CYNTHIA M. RAZO-PORTER
Deputy Director

COUNTY OF MAUI
DEPARTMENT OF PERSONNEL SERVICES

200 S. HIGH STREET * WAILUKU, MAUI, HAWAII 96793-2155
PHONE (808) 270-7850 * FAX (808) 270-7969

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

April 18, 2018

Mr. Sananda K. Baz 
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Honorable Alan M. Arakawa
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

A handwritten signature in black ink, followed by the date "4/18/18".

OFFICE OF THE
COUNTY CLERK

2018 APR 19 AM 7:52

RECEIVED

For Transmittal to:

Honorable Riki Hokama
Chair, Budget and Finance Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Hokama:

SUBJECT: FISCAL YEAR ("FY") 2019 BUDGET (PS-7)(BF-1)

We are in receipt of your communication (PS-7) (BF-1), which requests responses to questions regarding the Department of Finance's request for funding for training fees/seminars for annual certification of countywide cashiers and supervisor training (page 6-41 of the Budget Details). Please find our responses below.

Request: "What type of training is your Department responsible for providing to County employees?"

The Department of Personnel Services administers a County-wide training program that provides employees with a variety of job-related development and training opportunities. As it is a general County-wide program, it focuses on general business skills or compliance-related training with broad applicability. Typical subjects include Equal Employment/Discrimination laws, the Drug-Free Workplace Policy, New Employee Orientation, Violence in the Workplace, a number of supervisory training classes, various computer training classes, and other general business and compliance subjects. We have provided a list of training courses provided to employees in FY 2017 for your reference.

Request: "How does this compare to the type of training each specific department is responsible for providing to their employees?"

Honorable Riki Hokama
April 18, 2018
Page 2

Generally, we provide training that is applicable to employees County-wide, or where there is demand across multiple departments. If a department needs or desires additional training applicable to its area of responsibility, that department is responsible for the training. For example, the police and fire departments provide highly specialized training to their employees, departments that have unique regulatory requirements or use specialized software train their employees in these areas, etc.

Request: "Even if your Department does not provide the training, are you responsible for maintaining certifications and licensing, if applicable, or does that responsibility fall within the employee's department? Explain."

The employing departments are responsible for ensuring that their employees possess and maintain all required certifications and licenses.

Request: "If the same training is needed for employees from different departments, is training provided countywide? Who is responsible for providing the training? How are training costs distributed among departments? Explain."

We provide training where there is demand across multiple departments, within the limits of the existing budget and availability of resources (instructors, suitable training facilities, etc.) Each year, we survey the various departments to identify training needs across the County. We use the results of the survey to determine and prioritize our training offerings, to achieve the greatest benefit to the largest number of employees.

To provide the training, we utilize a broad array of internal and external resources. Many classes are taught by County staff with expertise in particular subject matter (e.g., staff from our department for human resource topics, staff from Corporation Counsel for legal compliance, safety, and risk management, staff from the Department of Finance for payroll, purchasing and other fiscal subjects, etc.) Other classes are taught by specialist instructors retained for that purpose (e.g., workplace investigations, defensive driving, computer classes, etc.)

The training provided by our department as part of the County-wide program is provided to all departments and employees at no cost to them. If departments arrange additional training for their employees, the cost for that training would be borne by the employing department.

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

Sincerely,



DAVID UNDERWOOD
Director of Personnel Services

cmrp
Attachments

ATTACHMENT "C"**EMPLOYEE DEVELOPMENT AND TRAINING**

<u>Training Course</u>	<u>No. of Sessions Held</u>	<u>No. of Employees Trained</u>
<u>LEADERSHIP/SUPERVISORY</u>		
Alcohol/Drug/Reasonable Suspicion/ Supervisory Training Academy (STA)	2	55
EAP 101/STA	1	22
Ethics & Open Records Law for Supervisors	1	18
HR Concepts 101/STA	2	26
Labor Relations/STA	2	44
Managing Multi-Generations in Workplace/STA	3	62
Performance Evaluation Policy	4	53
Purchasing Essentials	1	12
Risk Mgmt/Safety & Workers' Compensation/STA	1	28
Supervisory Training/Introduction/STA	2	48
Total	19	368
<u>MANDATORY</u>		
Discrimination	12	947
Drug-Free Workplace Policy	7	862
New Employee Orientation	11	199
Violence in the Work Place Policy	12	947
Total	42	2955
<u>COMPUTER CLASSES</u>		
Access 1	1	3
Access 2	1	4
Access 3	1	3
Adobe Acrobat 1	2	15
Adobe Acrobat 2	2	10
Creating Forms Using Microsoft Word	2	4
Essential Computer Skills	2	9
Excel Charting	1	7
Excel Level 1	4	40
Excel Level 2	4	28
Excel Topics: Fantastic Formulas	3	16
Excel Topics: Lists of Information	4	16
Internet Basics	2	8
Managing Your Computer, Its Files & Folders	2	15
Powerpoint 1	1	2
Powerpoint 2	1	1
Publisher	1	8
Shortel Phone System	3	14
Visio Gantt Charts	1	3
Visio/Organizational Charts	2	8

ATTACHMENT "C" (cont'd)**EMPLOYEE DEVELOPMENT AND TRAINING**

<u>Training Course</u>	<u>No. of Sessions Held</u>	<u>No. of Employees Trained</u>
<u>COMPUTER CLASSES (cont'd)</u>		
Word 1	2	19
Word 2	2	12
Word Topic: Document Collaboration	1	6
Word Topic: Mail Merge	1	2
Word Topic: Indispensable Table	1	4
Total	47	257
<u>SAFETY & HEALTH</u>		
Blood Pressure Screening	2	27
Defensive Driving	4	58
Safety Training	10	82
Standard for Electrical Safety in the Workplace	1	28
Total	17	195
<u>OTHER</u>		
Annual Pre-Retirement	1	20
DPO Academy, Introduction	1	14
DPO Academy, Recruiting & Filing Positions	1	16
Counterfeit Recognition	2	42
ePersonality Basics	3	11
Hawaii Family Leave Law	1	35
NEOGOV for DPO's	8	52
Prudential/Island Savings Plan	6	34
Prudential/Individual Consultations	11	72
Understanding Federal FMLA (Family Medical Leave Act)	1	42
Total	35	338
GRAND TOTAL	160	4,113