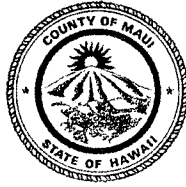


MICHAEL P. VICTORINO
Mayor

SANDY K. BAZ
Managing Director



OFFICE OF THE MAYOR
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

April 1, 2019

Honorable Michael J. Molina, Chair
Government, Ethics, and Transparency Committee
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Molina:

**SUBJECT: DIRECTOR APPOINTMENT FOR THE DEPARTMENT OF
PUBLIC WORKS (GET-1)**

For your review, enclosed please find:

1. County of Maui Job Description for the Director of Public Works
2. Ordinance No. 4840, Bill No. 36 (2018) of the Maui County Code
3. Resume for Rowena M. Dagdag-Andaya

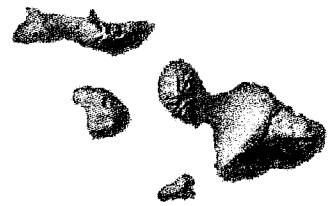
Thank you for your consideration of this applicant. Should you have any questions or concerns, please do not hesitate to call me at ext. 5535.

Sincerely,

A handwritten signature in black ink that reads "Michael P. Victorino".

MICHAEL P. VICTORINO
Mayor, County of Maui

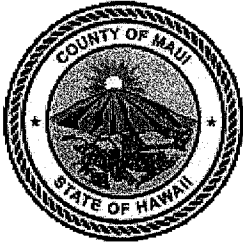
Enclosures



OFFICE OF THE
COUNTY COUNCIL

2019 APR -4 AM 11:24

RECEIVED



DIRECTOR OF PUBLIC WORKS

Class Code:
0C.045

Bargaining Unit: N/A

COUNTY OF MAUI
Established Date: Dec 12, 2018
Revision Date: Dec 14, 2018

DUTIES SUMMARY:

- Administer the building, housing, and subdivision ordinances and rules adopted thereunder.
- Approve proposed subdivision plans, which are in conformity with the subdivision ordinance.
- Plan, design, build, and maintain the county's highways, and drainage and flood control systems.
- Perform such other duties and functions as shall be assigned by the mayor. (Amended 2006, 2002, 1996, 1992)

MINIMUM QUALIFICATION REQUIREMENTS:

- Be a citizen of the United States.
- Be a resident of the State for at least one year immediately preceding the appointment.
- Have a minimum of five years of experience in an administrative capacity, either in public service or private business, or both. (Amended 2016, 2006, 2002, 1992)
- As a part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.
- As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions as described in sections 8-5.3(1), (2), or (3) of the charter: administering building, housing, and subdivision ordinances and rules; approving proposed subdivision plans; and planning, designing, building, or maintaining highways, drainage, and flood control systems.
- Have a bachelor's degree from an accredited college or university in engineering, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree.

ORDINANCE NO. 4840

BILL NO. 36 (2018)

A BILL FOR AN ORDINANCE AMENDING THE ADDITIONAL QUALIFICATIONS
FOR THE DIRECTOR OF PUBLIC WORKS AND THE DIRECTOR OF
ENVIRONMENTAL MANAGEMENT, AND ESTABLISHING ADDITIONAL
QUALIFICATIONS FOR THE DIRECTOR OF PARKS AND RECREATION AND
THE DIRECTOR OF TRANSPORTATION

BE IT ORDAINED BY THE PEOPLE OF THE COUNTY OF MAUI:

SECTION 1. Purpose. The purpose of this ordinance is to amend the additional qualifications for the Director of Public Works and the Director of Environmental Management established by Ordinance 4803 (2017), and to establish additional qualifications for the Director of Parks and Recreation and the Director of Transportation, pursuant to Section 6-4, Revised Charter of the County of Maui (1983), as amended ("Charter"). Section 6-4 of the Charter authorizes the Council to establish specific qualifications for administrative heads appointed by the Mayor in addition to any set forth in the Charter. More specific qualifications will help identify skilled, experienced individuals to lead the County's departments, strengthen operations, and better serve the public.

SECTION 2. Section 2.14.020, Maui County Code, is amended to read as follows:

"2.14.020 Director of public works. The director of public works shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in an administrative capacity, either in public service or private business, or both.

2. As a part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions [described in sections 8-5.3(1), (2), or (3) of the charter.]:

a. Administering building, housing, and subdivision ordinances and rules.

b. Approving proposed subdivision plans.

c. Planning, designing, building, or maintaining highways, drainage, and flood control systems.

4. A bachelor's degree from an accredited college or university in engineering, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 3. Section 2.14.030, Maui County Code, is amended to read as

follows:

"2.14.030 Director of environmental management. The director of environmental management shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in an administrative capacity, either in public service or private business, or both.

2. As a part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions [described in sections 8-15.3(1), (2), (3), or (4) of the charter.]:

a. Supervising waste management, pollution control, recycling, or litter control in the protection of the environment.

b. Planning, designing, building, operating, or maintaining solid waste collection, processing, and disposal systems, including recycling programs.

c. Planning, designing, building, operating, or maintaining sewer treatment plants, pump stations, sewer lines, reclaimed water distribution systems, and related programs.

d. Guiding efforts to optimize opportunities for environmental and natural resource protection, sustainability, conservation, or restoration.

4. A bachelor's degree from an accredited college or university in engineering, environmental science, water resources, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 4. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

"2.14.040 Director of parks and recreation. The director of parks and recreation shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in an administrative capacity, either in public service or private business, or both.

2. As a part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions:

a. Planning, design, construction, maintenance, or operation of parks and recreational facilities.

b. Developing and implementing programs for cultural, recreational, or other leisure activities.

4. A bachelor's degree from an accredited college or university in urban planning, environmental planning, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 5. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

"2.14.050 Director of transportation. The director of transportation shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in an administrative capacity, either in public service or private business, or both.

2. As a part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions:

a. Planning and implementation of one or more modes of transportation, including those in the air, water, and land.

b. Planning and developing an efficient program to facilitate the rapid, safe, and economical movement of people and goods.

c. Coordination of transportation programs by and between private, county, state or federal agencies.

4. A bachelor's degree from an accredited college or university in urban planning, environmental planning, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 6. Material to be repealed is bracketed. New material is underscored. In printing this bill, the County Clerk need not include the brackets, the bracketed material, or the underscoring.

SECTION 7. This ordinance shall take effect on January 2, 2019.

APPROVED AS TO FORM AND LEGALITY:



EDWARD S. KUSHI, JR.

Department of the Corporation Counsel
County of Maui

2017-0098

PEA-27 2018-02-21 Proposed Ordinance
Additional Qualifications (PW, EM, Parks, Trans)

WE HEREBY CERTIFY that the foregoing BILL NO. 36 (2018)

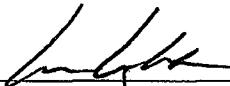
1. Passed FINAL READING at the meeting of the Council of the County of Maui, State of Hawaii, held on the 6th day of April, 2018, by the following vote:

Michael B. WHITE Chair	Robert CARROLL Vice-Chair	Alika ATAY	Eleanora COCHRAN	S. Stacy CRIVELLO	Donald S. GUZMAN	G. Riki HOKAMA	Kelly T. KING	Yuki Lei K. SUGIMURA
Aye	Aye	Aye	Aye	Aye	Excused	Aye	Excused	Aye

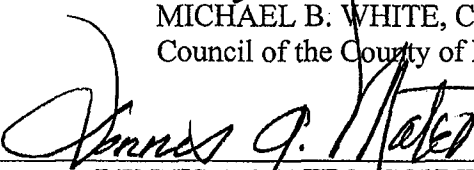
2. Was transmitted to the Mayor of the County of Maui, State of Hawaii, on the 10th day of April, 2018.

DATED AT WAILUKU, MAUI, HAWAII, this 10th day of April, 2018.

RECEIVED
2018 APR 10 PM 3:11
OFFICE OF THE MAYOR




 MICHAEL B. WHITE, CHAIR
 Council of the County of Maui




 DENNIS A. MATEO, COUNTY CLERK
 County of Maui

THE FOREGOING BILL IS HEREBY APPROVED THIS 13 DAY OF April, 2018.



 ALAN M. ARAKAWA, MAYOR
 County of Maui

I HEREBY CERTIFY that upon approval of the foregoing BILL by the Mayor of the County of Maui, the said BILL was designated as ORDINANCE NO. 4840 of the County of Maui, State of Hawaii.



 DENNIS A. MATEO, COUNTY CLERK
 County of Maui

Passed First Reading on March 23, 2018
Effective date of Ordinance January 2, 2019

RECEIVED
2018 APR 13 PM 2:34
OFFICE OF THE COUNTY CLERK

I HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No. 4840, the original of which is on file in the Office of the County Clerk, County of Maui, State of Hawaii.

Dated at Wailuku, Hawaii, on

County Clerk, County of Maui

Rowena M. Dagdag-Andaya

EDUCATION

Gonzaga University, Spokane, Washington May 1999
BACHELOR OF EDUCATION – Special Education
Concentration in Early Childhood Special Education

WORK EXPERIENCE

Deputy Director of Public Works 2011 - Present
County of Maui, Department of Public Works

- Assists in the management of over 270 employees with an operating budget of approximately \$48 Million, and ensure that all programs are within budget and meeting all performance metrics.
- Assists and advises the Director of Public Works in the development, presentation and implementation of the department's budget, and the administration of departmental performance objectives, policies, processes, capital improvement projects, and priorities.
- Work with the Director of Public Works and three division chiefs in the development, interpretation, and application of departmental policies.
- Instrumental in developing "Complete Streets" guidelines and policies, and coordinating complete streets policy training for staff.
- Coordinate customer service and leadership training specifically for department staff and supervisors.
- Provides staff assistance to the Public Works Director by preparing and presenting reports, presentations, and other correspondence.
- Analyze departmental performance data and assists Public Works Director in identifying and implementing opportunities for improving service delivery methods and procedures.
- Oversee activities involving community relations, community education, and public information.
- Establish working relationships with other County government leaders, the Maui County Council, consultants, community leaders, Native Hawaiian Organizations, neighborhood groups, and individuals in the community.
- Provides extensive contact with the public including attendance of evening meetings and the need to be available "on-call" for emergencies.
- Serves as the Department's emergency management response representative during an emergency response. Confers with the Maui Emergency Management staff on emergency management related issues. Serves as Infrastructure Branch Director when the Emergency Operations Center is at Partial (2) or Full (3) activation.
- Federal Emergency Management Agency (FEMA) Trained in the following: (1) National Incident Management System (NIMS) (IS-700); (2) Incident Command System for Public Works (IS-100); (3) Crisis Leadership and Decision Making (MGT-340); (4) US Fire Administration Type 3 All-Hazards Incident Management Team Training (National Fire Academy).
- Participate in human resource functions which involve performance evaluations, selection of staff, professional development, labor relations, and corrective action.
- Assists in the supervision of division heads and administrative office staff.
- Supervises and assigns work or areas of work to principal subordinates.
- Reviews the accomplishments of individuals and assigned departments; identify and make recommendations for areas of improvement.
- Acts as the Department Director in his/her absence.

Regular Education Teacher – Second Grade 2009 – 2010
Kahului School, Kahului, Hawaii

- Provide classroom instruction in general education curriculum using the Hawaii Content Standards and assess student performance in all academic areas.
- Complete and maintain reports and forms for administrative purposes.
- Analyze student data with grade level to address student learning needs and create curriculum for school wide improvement.

Senior Planner
Munekiyo & Hiraga, Inc. 2006 – 2009

- Participated in coordination efforts with Federal, State, and County agencies, clients and sub consultants on specific projects requiring regulatory permitting.
- Prepared regulatory permitting and environmental review documents which include Special Management Area Use Permits, Environmental Assessments, Federal Environmental Assessments, Environmental Impact Statements, Section 201H-38 HRS Applications, Change in Zoning and Community Plan Amendment applications, Compliance Reports, and special studies.
- Provided technical compliance services to ensure that land use regulatory applications and procedural requirements followed applicable laws, rules and policies.
- Represented clients before County and State Boards and Commissions, and the Maui County Council and created multimedia presentations for meetings.
- Analyzed proposed State and County policies and/or legislation.
- Organized and facilitated meetings with community members, organizations, stakeholder groups, and individuals that had a direct interest in a proposed action involving County policy and/or legislation.
- Created maps and figures and utilized geographic data using ARC GIS (Geographical Information System) software.

Regular Education Teacher – Third Grade 2003-2006
Wailuku Elementary School, Wailuku, Hawaii

- Provided classroom instruction in general education curriculum using the Hawaii Content Standards and assess student performance in all academic areas.
- Analyzed student data with school leadership team on school wide academic performance to create programs and curriculum for school wide improvement.
- Worked collaboratively with grade level teachers to prepare curriculum maps in language arts and math content areas; prepare unit and lesson plans with grade level teachers in other content areas
- Articulated with other teachers to ensure a continuum of learning across grade levels
- Completed reports and forms for administrative purposes.
- Created multimedia presentations for professional development workshops.
- Supervised one educational assistant
- Served as Grade Level Chairperson and served on Wailuku Elementary School's Leadership Team and maintained the budget for the grade level.

Special Education Teacher – Third Grade 2000-2003
Wailuku Elementary School, Wailuku, Hawaii

- Provided resource classroom instruction in reading, writing, and math for third grade students.
- Prepared and implemented Individualized Education Plans for students and provided case management for students requiring services.
- Supervised three educational assistants.
- Led team meetings and collaborated with regular education teachers, parents, counselors, school psychologists, and service providers in providing exceptional students with access to the general curriculum.

Special Education Teacher 1999-2000
Workplace Readiness Program
King Kekaulike High School, Pukalani, Hawaii

- Taught academic, social, behavioral, and vocational skills to high school students with disabilities.
- Implemented and wrote Individualized Education Plans for students on variance list.
- Provided case management for students requiring services.
- Counseled students when adjustment and academic problems arose, and met with parents to create solutions in addressing these problems.
- Conducted jobsite observations and coordinated work experiences and vocational services for students.

COMMUNITY SERVICE

Boy Scouts of America, Maui Council, Cub Scout Den Leader (Pack 49)
St. Anthony Church Youth Ministry and Religious Education Team

ACTIVITIES AND MEMBERSHIP

Halau O Ka Hanu Lehua
Maui Swim Club
Cub Scouts, Pack 49, St. Anthony Church
Blue Zones, Central Maui Team, Steering Committee Member and Built Environment Committee Co-Chairperson

DISTINCTION

Maui Filipino Chamber of Commerce Gintong Pamana Award, 2011
Recognized as one of *Hawaii's Ten Outstanding Young Filipino Women of 2004*, from the Filipino Women's Civic Club of Oahu.
Miss Maui Filipina 2000

References Available Upon Request