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Director of Council Services
Traci N. T. Fujita, Esq.

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

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

April 4, 2022

Ms. Traci N. T. Fujita, Director
Office of Council Services
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Fujita:

SUBJECT: FISCAL YEAR (“FY”) 2023 BUDGET (OCS-1) (BFED-1)

May I please request you be prepared to answer the following questions at the BFED Committee meeting held via BlueJeans on **April 5, 2022**.^{*} This will enable the Committee to comprehensively review the FY 2023 Budget. Please also submit your answers to bfed.committee@mauicounty.us by the end of the day on **April 7, 2022**. **Date subject to change without notice.*

Salaries and Wages (Category “A”)

1. Please provide the anticipated Position Description, Minimum Qualifications, and Summary of Duties for the proposed Procurement Specialist position. (Page 133, Program Budget) (TP)

Operations and Equipment (Categories “B” and “C”)

1. Does the \$840,030 in Professional Services include transitioning to the Zoom video conference platform? (Page 4-8, Budget Details, Index Code 901041B, Sub-Object Code 6132) (MM)
2. How firm is the \$302,717 expansion request to cover the cost of Legislative Branch renovations? (Page 133, Program Budget, 901041B-6132) (TK)

Ms. Traci N. T. Fujita
April 4, 2022
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Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Lesley Milner at ext. 7886, Jerry Paredes at ext. 7140, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink, appearing to read 'Keani N.W. Rawlins-Fernandez', with a long horizontal flourish extending to the right.

KEANI N.W. RAWLINS-FERNANDEZ, Chair
Budget, Finance, and Economic
Development Committee

bfed:2023bgt:220402aocs01:gap

cc: Budget Director

April 7, 2022

MEMO TO: Keani N.W. Rawlins-Fernandez, Chair
Budget, Finance, and Economic Development Committee

F R O M: Traci N. T. Fujita, Director ^{tntf}
Office of Council Services

SUBJECT: **FISCAL YEAR ("FY") 2023 BUDGET** (OCS-1) (BFED-1)

The following are responses to the questions posed in the April 4, 2022 memorandum from the Chair of the Budget, Finance, and Economic Development Committee:

Salaries and Wages (Category "A")

1. Please provide the anticipated Position Description, Minimum Qualifications, and Summary of Duties for the proposed Procurement Specialist position. (Page 133, Program Budget) (TP)

Please see attachment.

Operations and Equipment (Categories "B" and "C")

1. Does the \$840,030 in Professional Services include transitioning to the Zoom video conference platform? (Page 4-8, Budget Details, Index Code 901041B, Sub-Object Code 6132) (MM)

No, the cost for Zoom is not included in our budget proposal.

2. How firm is the \$302,717 expansion request to cover the cost of Legislative Branch renovations? (Page 133, Program Budget, 901041B-6132) (TK)

An additional \$300,000 is being requested to cover the cost of Legislative Branch renovations. The remaining \$2,717 is for the annual Granicus contract increase. The \$300,000 is not firm, it is an estimate to cover unanticipated costs. The project estimate has increased \$11,702 in four months. The project costs are uncertain due to the short supply of materials, increased shipping costs, and labor shortage. Also, funds are needed for furniture for meeting rooms, break room, and shared work area.

Keani N.W. Rawlins-Fernandez, Chair
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Please let me know if there are any questions.

ocs:mgt:drafts-director:fy2022:responses to bfed questions

Attachment

cc: OCS Deputy Director

PROCUREMENT SPECIALIST

(04/06/2022)

Minimum Qualifications:

Education and Experience:

- Graduation from an accredited college or university. A major in purchasing, public or business administration, or finance is preferred.
- 1 year of progressively responsible professional experience in technical purchasing work which involved working with users and vendors in identifying, clarifying, and specifying requirements of products; formal bidding procedures.

License Requirement:

Possession of a valid motor vehicle operator's license.

Knowledge of:

Proper English grammar, punctuation and word usage, arithmetic, and report writing. Basic knowledge of Hawaii government purchasing statutes, rules, principles, practices, procedures, interviewing techniques, and common use of commodities and services preferred. Inventory control policies and procedures, acquisition, maintenance, disposal, and interface with financial reporting. Standard accounting classification and terminology pertinent to accounts maintenance operations and office practices and procedures relating to the processing and recording of transactions and account information.

Ability to:

1. Learn principles and practices of governmental purchasing and the characteristics and sources of information and supply of assigned supplies, materials, equipment, and services.
2. Know how to gather, analyze, and evaluate facts and data, make inferences, draw conclusions, and recommend sound alternative for action consistent with facts, circumstances, guidelines, etc.
3. Communicate clearly and effectively. Prepare clear, complete, concise reports.
4. Satisfactorily complete training relating to procurement by the State Procurement Office. Work with other departments at the County of Maui and the State Procurement Office.
5. Perform the maintenance of subsidiary ledgers and other complex clerical work in the maintenance of accounts and quantitative records.

Health and Physical Condition:

Must be able to lift a minimum of 20 pounds.

Physical Effort Grouping:

Light.

Examination:

May be administered.

Summary of Duties:

Serves as the Procurement Specialist in performing a variety of work in the areas of procurement, purchasing, bid contracts, purchase orders, and proposals. Performs a variety of selected assignments requiring some application of the principles, techniques and concepts pertinent to government procurement duties. Consults supervisor when clarification or new policies and

procedures is required and when complex or technical questions not covered by policy or precedents is identified. Performs a variety of assignments in accounts payable, inventory, and other related duties as required. Responsible for the maintenance of procurement records regarding solicitations and purchases which requires a knowledge of account clerical methods, forms, and techniques. Assists with maintaining inventory as defined by the County of Maui and Office of Council Services (OCS). Performs varied administrative functions and other related duties as required.

Duties and Responsibilities:

1. Wide variety of procurement and purchasing tasks. Learning and performing procurement and purchasing related work. The type of work performed is wide ranging and includes all aspects of the procurement function.
2. Basic functions and purposes of government purchasing and specification development; learns the principles, laws, techniques, methodology, and processes pertinent to the work by assisting in activities.
3. Becomes familiar with the location and use of reference and resource materials, files, catalogs, manuals, and related records.
4. Assists with small purchase procurements, including sourcing and processing. Prepares specifications, terms and conditions for simple repetitive purchases; evaluates bids and recommends awards; prepares purchase orders for approval.
5. Provides information on product quality, source, policies, and procedures to staff as needed.
6. Prepares, processes, and maintains forms and other documents for record keeping relating to procurement, purchasing, travel, office finance, and furniture and equipment inventory.
7. Maintains supplies and equipment and assist with determining needs.
8. Receives requisitions or independently identify needs.
9. Utilizes small purchase procurement or recommend appropriate procurement processes.
10. Primarily responsible in the creation of purchase orders, cash advances, reimbursements, and identified needs.
11. Assists OCS and Council personnel in finalizing documents and posting Request for Proposals, formal bids, and awards, and makes applicable suggestions when needed.
12. Assists Office of the County Clerk and Office of the County Auditor with posting Requests for Proposals, formal bids, and awards as requested.
13. Assists with sole source, emergency, exempt procurements with finalizing documents and postings. Advises users to justify sole source or restrictive purchases when appropriate.
14. Assists Councilmembers and Committee staff with professional services in finalizing documents and postings. Reviews and makes suggestions if appropriate.
15. Authorized P-card user.
16. Contacts vendors on contract administration matters such as late delivery, overage/shortage issues, delivery schedules, etc. Formulates conclusions and recommendations to management.
17. Drafts vendor correspondence relating to acceptance or rejection of proposals.
18. Assists with phases of contracting and makes recommendations as appropriate.
19. Finalizes formal procurements and contracts for signatures, required State Procurement Office postings, and processing.
20. Reviews price lists and other cooperative purchasing agreements and communicates relevant changes to management.
21. Maintains assigned groups of accounts which constitute subsidiary or special accounting records.
22. Reviews and verifies posting media.

- 23.Reviews invoices, purchase orders, and other source documents for conformance with standards, and accuracy of extensions and computations.
- 24.Posts accounts payable to proper accounts.
- 25.Assists in compiling data for budget requests.
- 26.Explains procurement and purchasing procedures to other employees.
- 27.Pursues and identifies ways to streamline all processes.
- 28.Assists with Hawaii State Association of Counties conferences and Council inaugurations (i.e., updating and maintaining guests lists, preparing, printing, and mailing out invitations, maintaining RSVP lists, and setting-up and assisting at event, etc.)
- 29.Assists with incoming Councilmember orientation and provides training to new Councilmembers and staff relating to inventory, procurement, and purchasing.
- 30.Prepare reports and correspondence using word processing, spreadsheet applications, and database applications.
- 31.Provides assistance by proofreading, revising (i.e., making corrections for sentence structure, spelling, grammar, and punctuation), printing, duplicating, archiving, and distributing documents.
- 32.Receives and forwards incoming telephone calls, documents, e-mails, and mail.
- 33.Assists OCS staff, other County employees, and the public.
- 34.Performs other related tasks and duties as assigned.

BFED Committee

From: Tammy Frias
Sent: Thursday, April 7, 2022 1:30 PM
To: BFED Committee
Cc: Traci N. T. Fujita; David M. Raatz
Subject: Response letter from OCS Director re: Fiscal Year (FY) 2023 Budget (OCS-1), attached
Attachments: Correspondence to BFED Chair 04-07-2022 (OCS-1).pdf

BFED Committee Chair,

Please see attached response letter from Traci N. T. Fujita, OCS Director, dated 04/07/2022 (OCS-1). Thank you.

Mahalo,

TAMMY M. FRIAS



Supervising Committee Secretary | County of Maui, Office of Council Services
tammy.frias@mauicounty.us | (808) 270-8005