

MICHAEL P. VICTORINO  
Mayor



RECEIVED

DAVID J. UNDERWOOD  
Director

CYNTHIA M. RAZO-PORTER  
Deputy Director

2019 APR 16 AM 9:59

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 15, 2019

OFFICE OF THE  
COUNTY COUNCIL

OFFICE OF THE  
COUNTY COUNCIL

2019 APR 16 AM 9:06

RECEIVED

Ms. Michele M. Yoshimura *MJY*  
Budget Director, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

Honorable Michael P. Victorino  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

*Michael P Victorino* 4/15/19  
Mayor Date

For Transmittal to:

Honorable Keani Rawlins-Fernandez  
Chair, Economic Development & Budget Committee  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

**SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 8, 2019 MEETING (PS-7) (EDB-1)**

We are in receipt of your communication (PS-7) (EDB-1), which requests responses to six (6) requests/questions from Councilmember Paltin at its April 8, 2019 meeting:

1. *Administration Goal 1.5: Assist departments to provide service to the public by attracting, valuing, supporting and retaining a fully-staffed, qualified, diversified workforce; Minimize the number of formal grievances. Are the success measures (number of grievances heard and number of civil service appeals filed) countywide numbers or specific to the Department of Personnel Services?"*

The numbers reflected are countywide numbers for grievances heard and appeals filed with the Department of Personnel Services.

2. *Administration Goal 3.2: Support and encourage career and professional development by supporting the county's succession efforts and retaining qualified employees who deliver essential services to the public; Retain qualified employees in county service. Have specific*

*positions been identified as chronically hard to fill with qualified applicants (for example needing continuous recruitment)? Are any steps being taken to address chronically open needed positions?*

There are currently 27 civil service position classifications on continuous recruitment. Unemployment has been historically low for a number of years. To combat the effects, we have increased our recruiting efforts to promote employment opportunities with the County of Maui which includes, regular participation at college career and job fairs on Maui and Oahu. We have also collaborated with hiring departments to create one-stop recruitment opportunities to streamline the recruitment process with the goal of making it more convenient for candidates and achieve greater participation. Most recently we have conducted one-stop recruitments for the Pool Guard Trainee, Emergency Services Dispatcher I, and Parks Security Officer I classes.

In addition, we partnered with UH Maui College and Edventure to create training and educational opportunities to enhance applicants' skills to build a pipeline to meet the growing demands of the County and assist interested job seekers in qualifying for (legal clerk) positions and to enhance promotional opportunities for current employees within the County of Maui. Finally, we work closely with departments to encourage opportunities for lower level staff to fill higher level positions, when appropriate. We continue to seek ways to promote county employment opportunities and the county brand via social media and trade journals.

3. *What is the reason for the 74.4% drop in premium pay from FY 19 to FY 20?*

Our premium pay budget for FY 2018 budget was \$13,000. For FY 2019, this was increased by \$37,000 to a total of \$50,000. This increase was in anticipation of heavy overtime demands being placed on our department due to the implementation of Workday and due to having to conduct collective bargaining negotiations with six bargaining units. While we anticipate some demands from these projects will carry over into the next fiscal year, we do not believe they will require the same level of overtime work. Thus we have reduced our premium pay budget request by \$37,000, to return to a level typical of previous years.

4. *Please explain why annual employee appraisals/evaluations are not included as a key goal for the Department?*

We are unsure as to the meaning of this question. If the question references countywide completion of evaluations, we would suggest that our department may not be the most appropriate location for this metric. While we strongly encourage departments to complete employee performance evaluations in a timely manner and have kept management apprised of the departments' compliance, ultimately it is beyond our control whether departments comply, as that management authority rests elsewhere. If the question is regarding completion of performance review within our own department, that is an excellent suggestion and is potentially a good metric for all County organizations. We are glad to take this under advisement.

5. *What are the differences between Secretary: I/II/III/Private? Please include position description, summary of duties, and minimum qualifications. Do all Departments have a Private Secretary position?*

The differences between the classes in the secretarial series are as follow:

Grade I: Provides secretarial services to the head of a division or office in a department or agency having moderately intense managerial functions and coordinative requirements by reason of staff size and/or variety and diversity of functions.

Grade II: Provides secretarial services to the head of a major division or office having intense control and managerial functions by reason of (1) the size, scope and complexity of operations of the division characterized by the existence of several subordinate major sections and supervisory echelons, or (2) the nature of the staff functions which directly affect the programs and operations of other departments and agencies.

Grade III: Provides secretarial services to the deputy department head or top echelon administrative official in the Office of the Mayor.

Private Secretary: Serves as a personal secretary to the department head, and may provide administrative and secretarial support to a commission.

All departments have a private secretary, with the exception of the Prosecuting Attorney.

As requested, attached for your review are copies of position descriptions, the class specifications, which include the summary of duties and the minimum qualifications for the secretarial series.

6. *Are the step movements in the Active Position listing 03-Apr-19 accurate?*

The Active Position listing of 03-Apr-19 provides the salary range and the *initial* step of the salary schedule. The actual salary step of the incumbent may vary from this value depending on the incumbent's length of service.

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

Sincerely,



DAVID J. UNDERWOOD  
Director of Personnel Services

crp  
Attachments

DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI

PART I

Class Specification  
for the Classes:

SECRETARY I & II

Duties Summary:

Provides secretarial, clerical and routine administrative services to the head of a division or office in a department or agency; may service a board or commission; may supervise lower level clerical staff; and performs other related duties as required.

Distinguishing Characteristics:

These classes include positions which involve the performance of secretarial services as a primary work assignment along with clerical and routine administrative services for the head of a division or office in a department or agency. Responsibilities may also include providing secretarial and clerical support services to a board or commission.

These classes differ from the Clerk-Stenographer and Office Operations Assistant classes in that the Clerk-Stenographer and the Office Operations Assistant classes perform clerical work in support of an office function and may incidentally perform various secretarial tasks.

Grade Level Standards:

Grade I: This class is distinguished by its responsibility for providing secretarial services to the head of a division or office in a department or agency having moderately intense managerial functions and coordinative requirements by reason of the staff size and/or variety and diversity of functions.

Grade II: This class is distinguished by its responsibility for providing secretarial services to the head of a major division or office having intense control and managerial functions by reason of (1) the size, scope and complexity of operations of the division characterized by the existence of several subordinate major sections and supervisory echelons, or (2) the nature of the staff functions which directly affect the programs and operations of other departments and agencies.

Examples of Duties:

- Organizes and coordinates matters that require executive attention;
- Searches files and assembles background materials and information for executive action or decisions;
- Summarizes and briefs materials;

SECRETARY I & II

Part I, Page Two

- Gives information to the public or others based upon the knowledge of departmental functions, organization, regulations and the superior's thinking and attitude;
- Reads incoming correspondence and other material, screens out those which can be disposed of personally or routed to other personnel for action;
- Answers routine correspondence independently and writes letters from general oral and written instructions;
- Keeps the supervisor's calendar and schedules and adjust appointments and conferences;
- Arranges dates and places for meetings and notifies those who are to attend;
- May take and transcribe dictation of letters, reports and other materials;
- May attend board or commission meetings and take and transcribe minutes of proceedings;
- May prepare agendas, notices and minutes of hearings and/or meetings for distribution;
- Establishes and maintains files of confidential correspondence, reports, minutes and other materials;
- May supervise clerical employees by scheduling, assigning and reviewing their work;
- May keep records of expenditures and assist in budget preparation;
- Performs other duties as assigned.

#####

This is an amendment to the specification for the classes,  
SECRETARY I & II, which was approved on November 1, 1991, effective May 24, 2011.

APPROVED: 5/25/11

  
\_\_\_\_\_  
Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI

PART II Minimum Qualifications Specification  
for the Class:

SECRETARY I & II

Minimum Qualification Requirements:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school including or supplemented by course work in typing or keyboarding and

Grade I: three (3) years of secretarial, stenographic or substantive clerical experience.

Grade II: four (4) years of secretarial, stenographic or substantive clerical experience.

License Requirement: A current typing or keyboarding proficiency certificate from an authorized agency with a minimum speed of 40 net words per minute must be presented at the time of filing. Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3) as applicable to the position.

Knowledge of: Business English/ spelling, arithmetic; general and special office practices and procedures as they relate to operations; the operation and operational maintenance of various office machines and equipment including a personal computer; secretarial principles and practices; principles and practices of supervision.

Ability to: type/keyboard accurately at a rate of 40 net words per minute; as applicable to specific positions, take dictation at a rate of 80 words per minute; understand and interpret laws, ordinances, rules and regulations; plan, organize and carry out a broad range of secretarial functions; learn and effectively use word processing and other software applications; summarize and brief materials; deal tactfully and effectively with employees and the public; work harmoniously with others.

Physical Requirement: Persons seeking appointment to a position in this class must meet health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

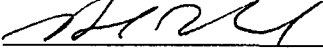
Physical Effort Grouping: Light

SECRETARY I & II

Part II, Page 2

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This is an amendment to the minimum qualification specification  
for the classes, SECRETARY I & II, which was approved on November 1, 1991,  
effective May 24, 2011.

APPROVED: 5/25/11 \_\_\_\_\_  \_\_\_\_\_  
Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI

PART I

Class Specification  
for the Classes:

SECRETARY III

Duties Summary:

Provides secretarial, clerical and routine administrative services to a deputy department head or top echelon administrative official in the Office of the Mayor; may service a board or commission; may supervise lower level clerical staff; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for providing secretarial, clerical and routine administrative services for a deputy department head or top echelon administrative official in the Office of the Mayor. Responsibilities may also include providing secretarial and clerical support services to a board or commission.

Examples of Duties:

- Receives telephone and personal calls, screens those which can be handled by other department representatives, and tactfully makes referrals as appropriate;
- Responds to inquiries and provides information based upon the knowledge of departmental functions, organization, rules and regulations and the superior's thinking and attitude;
- Reads incoming correspondence and other material, screens out those which can be disposed of personally or routed to other personnel for action and routes those which require executive attention or are of special interest to the executive for consideration;
- Answers routine correspondence independently and writes letters from general oral and written instructions;
- Organizes and coordinates matters that require executive attention;
- Searches files and assembles background materials and information for executive action or decisions;



SECRETARY III  
Part I, Page Two

- Summarizes and briefs materials;
- Keeps the supervisor's calendar and schedules and adjusts appointments and conferences;
- Arranges dates and places for meetings and notifies those who are to attend;
- May take and transcribe dictation for the executive's correspondence and records;
- Establishes and maintains files of confidential correspondence, reports, minutes, and other materials;
- May attend board or commission meetings and take and transcribe minutes of proceedings;
- May prepare agendas, notices and minutes of hearings and/or meetings for distribution;
- May supervise clerical employees by scheduling, assigning and reviewing their work;
- May keep records of expenditures and assist in departmental budget preparation;
- Performs other duties as assigned.

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This is an amendment to the specification for the class,  
SECRETARY III, which was approved on November 1, 1991, effective May 24, 2011.

APPROVED: 5/15/11

  
\_\_\_\_\_  
Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI

PART II

Minimum Qualifications Specification  
for the Class:

SECRETARY III

Minimum Qualification Requirements:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school including or supplemented by course work in typing or keyboarding and five (5) years of secretarial, stenographic or substantive clerical experience.

License Requirement: A current typing or keyboarding proficiency certificate from an authorized agency with a minimum speed of 40 net words per minute must be presented at the time of filing. Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3) as applicable to the position.

Knowledge of: Business English/ spelling, arithmetic; general and special office practices and procedures as they relate to operations; the operation and operational maintenance of various office machines and equipment including a personal computer; secretarial principles and practices; principles and practices of supervision.

Ability to: type/keyboard accurately at a rate of 40 net words per minute; as applicable to specific positions, take dictation at a rate of 80 words per minute; understand and interpret laws, ordinances, rules and regulations; plan, organize and carry out a broad range of secretarial functions; learn and effectively use word processing and other software applications; summarize and brief materials; give and follow written and oral instructions; deal tactfully and effectively with employees and the public; work harmoniously with others.

Physical Requirement: Persons seeking appointment to a position in this class must meet health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.


Physical Effort Grouping: Light

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This is an amendment to the minimum qualification specification for the class, SECRETARY III, which was approved on November 1, 1991, effective May 24, 2011.

APPROVED: 5/25/11

[Signature]  
Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION		Dept: <u>Housing and Human Concerns</u>	
		Div: <u>Aging</u>	
		Section: _____	Physical Location: <u>Wailuku</u>
1. Pos. No. <u>HC-0156</u>		2. PRESENT CLASS <u>Secretary I</u> SR: <u>14</u>	
Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		3. Incumbent's Name: <u>Vacant</u>	
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input checked="" type="radio"/> )			
Recommended Allocation: CLASS: <u>Secretary I</u>		SR: <u>14</u>	
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved): <u>Req No. 02977</u>			
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 PD Sheet			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( ) Realloc ( ) No Change ( <input checked="" type="checkbox"/> ) Other: _____			
CLASS: <u>ID.055 Secretary I</u>		SR: <u>14</u>	
See Audit Rpt No. <u>2019-115</u>	Study By: <u>aw</u>	Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass ( ) Fail ( ) Score: _____	
EFFECTIVE DATE: <u>12/1/18</u>		APPROVED:  DATE: <u>11/27/18</u>	

7. **Supervision Received** (Give name and title of immediate supervisor):

Name: Deborah Stone-Walls

Title: Executive on Aging

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name	Title	Nature of Supervision
Volunteer Office Staff (1-2)		

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

None

c. Tools and Equipment (List tools and equipment used or operated):

Computers, telephone, fax, copier, automobile, projector, printer, cell phone, ipad, typewriter, 10-key by touch (adding machine), scanner, receipt printer, etc.

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

None

e. List Licenses or Certificates Held:

Hawaii State Driver's License

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:

General Supervision

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

See attached

d. License and/or Certificates Required:

Hawaii State Driver's License

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

*DSW*  
11-13-18

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:

*DSW*  
11-13-18

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:

*[Signature]*  
11/19/18

SECRETARY I (SR-14)  
POSITION NO. HC-0156  
OFFICE ON AGING DIVISION  
DEPARTMENT OF HOUSING AND HUMAN CONCERNS

**DUTIES AND RESPONSIBILITIES:**

- I. Plans, coordinates, and performs administrative functions: 50%
  - a. Reviews various Divisional reports and contracts to determine adequacy of the data reported and monitors to insure all Divisional reports and contracts are submitted to the proper agencies and/or persons in a timely manner; (a, b)
  - b. Oversees the inventory controls, personnel actions and records, leases and rental agreements, training programs, policy and procedure disbursements, payroll functions, leave records, fleet records, and the general filing system for the Division; (a, b)
  - c. Regularly reviews and coordinates the Division's clerical procedures and control forms and revises forms and systems as needed or directed; (a, b)
  - d. Remains abreast of new developments and changes on matters regarding County purchasing procedures, and various topics that affect the operation of the Division; (a, b)
  - e. Coordinates with Division clerical staff to make travel arrangements for employees of the Division and maintains travel records and accounts as requested; (a, b)
  - f. Types correspondence and documents in final form from corrected copies or rough drafts; duplicates copies on the copy machine; and transmits and receives facsimile documents; (a, b)
  - g. Attends various advisory, provider, community, and staff meetings, takes notes, and compiles minutes of the meetings according to procedural requirements; (a, b)
  - h. Provides administrative support to the Council on Aging and Commission on Persons with Disabilities meetings, submits agendas and meeting notes according to legal requirements; and (a, b, c)
  - i. Initiates requests for supplies, equipment, repair, and maintenance services and the like for the Division; and (a, b)
  - j. Ensures appropriate PCard expenditures and procedures. (a, b)
  
- II. Provides direct administrative support to the Executive on Aging: 25%
  - a. Orally relays messages and instructions on behalf of the Executive on Aging to Program Specialists and supervisors and in the absence of the Executive on Aging, uses good judgment to keep Program Specialists and supervisors informed of the pertinent information and matters affecting Division operations; (a, b)

- b. Assembles background material and information by consulting or studying specific books, manuals, catalogs, and/or other sources in order to obtain information requested by the Executive on Aging; (a, b)
- c. Arranges appointments, receives and screens visitors and telephone calls, and takes and relays messages for the Executive on Aging; explains and gives information to the public and others based upon knowledge of the Division's functions, organization, policies, and Executive on Aging's philosophy and priorities; (a, b)
- d. Assists with the preparation of the annual Division report and Budget documents; (a, b)
- e. Ensures confidentiality regarding sensitive Division matters; (a, b)
- f. Coordinates, authors and reviews outgoing correspondences, press releases and reports according to established procedures; attaches previous correspondence and other related matters to correspondence requiring the Executive on Aging's action; and independently acknowledges and responds to routine matters; (a, b)
- g. Assists the Executive on Aging in planning Division-sponsored educational or recognition functions; (b)
- h. Under the supervision of the Executive on Aging, manages the Maui County Office on Aging Quality Improvement Plan as required to maintain status as a fully functioning Aging and Disability Resource Center. (a, b)

- III. Performs personnel duties as follows: **25%**
  - a. Assists with personnel functions such as reallocation of positions, filling vacant positions, and reorganization of the Division; (a, b, c)
  - b. Ensures that new hires have completed all required prerequisites to employment; (a, b, c)
  - c. Maintains Executive on Aging's confidential information such as notes on individual staff performance, verbal reprimands or citations, and training comments, maintains special project files, and ensures confidentiality of sensitive information; (a, b, c)
  - d. Maintains appropriate personnel files, personnel actions and records, performance documentation, training documentation, policy and procedure disbursements, and payroll and leave records; (a, b, c)
  - e. Remains abreast of new developments and changes on matters regarding personnel procedures, payroll, incident reporting, health fund, retirement benefits, and worker's compensation; (a, b, c)
  - f. May supervise lower level clerical staff members; and (a, b)
  - g. Supervises volunteers and/or practicum students performing clerical duties on a regular and continuing basis. (b, c)
- IV. Performs other related duties as required by the Executive on Aging.
  - a. Assists with preparation for and participates in agency events;

- b. This position may require night and weekend hours as well as inter-island and mainland travel; and
- c. This position will be required to travel between worksites, and is expected to provide own transportation if and when a County car may not be available.

**Item 10 c. Minimum Qualifications**

- a. **Training and Experience:** A combination of education and experience substantially equivalent to graduation from high school including or supplemented by course work in typing or keyboarding and: Grade I: three (3) years of secretarial, stenographic or substantive clerical experience.
- b. **License Requirement:** A current typing or keyboarding proficiency certificate from an authorized agency with a minimum speed of 40 net words per minute must be presented at the time of filing. Possession of a valid motor vehicles driver's license (equivalent to State of Hawaii Type 3) as applicable to the position.
- c. **Knowledge of:** Business English/spelling, arithmetic; general and special office practices and procedures as they relate to operations; the operation and operational maintenance of various office machines and equipment including a personal computer; secretarial principles and practices; principles and practices of supervision.
- d. **Ability to:** type/keyboard accurately at a rate of 40 net words per minute; as applicable to specific positions, take dictation at a rate of 80 words per minute; understand and interpret laws, ordinances, rules and regulations; plan, organize and carry out a broad range of secretarial functions; learn and effectively use word processing and other software applications; summarize and brief materials; deal tactfully and effectively with employees and the public; work harmoniously with others.
- e. **Health and Physical Condition:**  
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

**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 employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES  County of Maui  POSITION DESCRIPTION	Dept: <u>PUBLIC WORKS</u> Div: <u>HIGHWAYS</u> Section: <u>ADMINISTRATION</u> Physical Location: <u>WAILUKU BASEYARD</u>
1. Pos. No. <u>PW-0105</u> Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Pt-time <input type="checkbox"/>	2. PRESENT CLASS <u>SECRETARY II</u> SR: <u>16</u> 3. Incumbent's Name:
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input type="radio"/> ) Description Only ( <input checked="" type="radio"/> ) Redescription-Review ( <input type="radio"/> ) Recommended Allocation: CLASS: _____ SR: _____	
5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved): <u>Req. 2963</u>	
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:  POSITION DESCRIPTION PW-0105, SECRETARY II DPW - HIGHWAYS DIVISION - ADMINISTRATION UPDATED NOVEMBER 3, 2018 PAGE 1 of 2	
FOR CIVIL SERVICE USE ONLY	
ACTION TAKEN: Initial Alloc ( ) Realloc ( ) No Change ( <input checked="" type="checkbox"/> ) Other: _____ CLASS: <u>1D.060 Secretary II</u> SR: <u>16</u>	
See Audit Rpt No. <u>2019-112</u> Study By: <u>SM</u> Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____ Pass ( ) Fail ( ) Score: _____	
EFFECTIVE DATE: <u>12/1/18</u> APPROVED: <u>[Signature]</u> DATE: <u>11/21/18</u>	



7. Supervision Received (Give name and title of immediate supervisor):

Name: JOHN SMITH

Title: CH FIELD OPS MNT (PW-0103)

8. Responsibilities of the Position:

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name	Title	Nature of Supervision

b. Other Responsibilities (Describe responsibilities not shown in 8 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

Computer, printer, cellular telephone, 2-way radio, 10-key machine, fax machine, copier, automobile, typewriter, label maker.

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

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):

A combination of education and experience substantially equivalent to graduation from high school including or supplemented by course work in typing or keyboarding and: Grade II: four (4) years of secretarial, stenographic or substantive clerical experience.

d. License and/or Certificates Required:

Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3).

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:

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 13 2018

**POSITION DESCRIPTION**  
**PW-0105, SECRETARY II**  
**DPW – HIGHWAYS DIVISION - ADMINISTRATION**  
**UPDATED NOVEMBER 3, 2018**  
**PAGE 1 of 2**

Under the direct supervision of PW-0103, Chief of Field Operations and Maintenance, the incumbent of this position provides secretarial, clerical and routine administrative services to the division head / Highways Division Administration office; may service a board or commission; may supervise lower level clerical staff; and performs other related duties as required including clerical assistance to the Traffic Signal section and the Equipment Operations Instructor (PW-0116). The duties and responsibilities of this position are:

1. Organizes and coordinates matters that require executive attention. (a)(b) 25%
2. Searches files and assembles background materials and information for executive action and decisions. (a)(b)
3. Summarizes and briefs materials. (a)
4. Serves as a sounding board for the Chief of Field Operations and Maintenance on matters relating to the Highways Division. Provides appropriate commentary for discussion with the Chief. Provides insight on information from other sources for the Chief's consideration. (a)(b)
5. Gives information to the public and others based upon the knowledge of divisional functions, organization, regulations and the Chief's thinking and attitude. (a) 25%
6. Reads incoming correspondence and other material, screens out those which can be disposed of personally or routed to other personnel for action. (a)
7. Answers routine correspondence independently and writes letters from general oral and written instructions. Types and proofs reports, letters and general office communications. (a)
8. Keeps the Chief's calendar; schedules and adjusts appointments and conferences. (a) 25%
9. Arranges dates, times, and places for meetings and notifies those who are to attend. Prepares and makes copies of materials for distribution. (a)
10. Attends the District Supervisor's meetings and take and transcribe minutes of proceedings. Distribute minutes to attendees. Performs similar functions for other meetings at the direction of the Chief. (a)(b)(c)
11. Establishes and maintains file of confidential correspondence, reports, minutes and other materials. Determines and maintains the filing procedure for the Highways Division through the Administrative Services Assistant II. (a)(b)
12. Provides oversight to the Administrative Services Assistant II to provide guidance and training on administrative procedures and on Division policies and procedures. (a)(b) 20%
13. Provides clerical assistance to the Traffic Signal section and to the Equipment Operations Instructor. (a)(b)
14. Assists in budget preparation. Keeps track of expenditures. (a)
15. Processes reports submitted by the various Highways districts on such matters as payroll/time sheets, leave, and patterns of absences due to sickness. Proofs Division's time sheets for Chief's signature and records Division's master leave records. (a)(b)

**POSITION DESCRIPTION**  
**PW-0105, SECRETARY II**  
**DPW – HIGHWAYS DIVISION - ADMINISTRATION**  
**UPDATED NOVEMBER 3, 2018**  
**PAGE 2 of 2**

16. Uses personal computer for word processing, spreadsheets, and data base management. Prints information needed. Enters complaints into the KiVA-RFS software program and routes to Chief. (a)(b)
17. Utilizes general office equipment such as telephone, typewriter, 10-key adding machine, facsimile machine, dating machine and copier. 5%
18. Manages off-island and/or out-of-state travel arrangements for entire Highways Division personnel. (a)(b)
19. Performs other duties as assigned.

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.

**KNOWLEDGE OF:**

Business English / spelling, arithmetic; general and special office practices and procedures as they relate to operations; the operation and operational maintenance of various office machines and equipment including a personal computer; secretarial principles and practices; principles and practices of supervision.

**ABILITY TO:**

Type/keyboard accurately at a rate of 40 net words per minute; as applicable to specific positions, take dictation at a rate of 80 words per minute; understand and interpret laws, ordinances, rules and regulations; plan, organize and carry out a broad range of secretarial functions; learn and effectively use word processing and other software applications; summarize and brief materials; deal tactfully and effectively with employees and the public; work harmoniously with others.

**REQUIRES for example:**

Lifting, carrying, bending, twisting, kneeling, climbing, etc. (a) to operate various equipment, to acquire files, documents, etc. and (b) transporting files, documents and equipment to various locations.

This is a light physical effort grouping which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical Demand requirements are in excess of those for Sedentary Work.


Even though the weight lifted may be only a negligible amount, a job should be rated Light Work:

- (1) When it requires walking or standing to a significant degree; or
- (2) When it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and or
- (3) When the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting can be and is physically demanding of a worker even though the amount of force exerted is negligible.

**LICENSE AND/OR CERTIFICATE(S):**

Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3).

DEPARTMENT OF PERSONNEL SERVICES		Dept: <u>Housing and Human Concerns</u>	
County of Maui		Div: <u>Administration</u>	
POSITION DESCRIPTION		Section:	Physical Location: <u>One Main Plaza, Wailuku</u>
1. Pos. No. <u>HC-0016</u>	2. PRESENT CLASS <u>Secretary III</u>		SR: <u>18</u>
Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/>	3. Incumbent's Name:		
Full-time <input checked="" type="checkbox"/> PT-time <input type="checkbox"/>	4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input type="radio"/> ) Description Only ( <input checked="" type="radio"/> ) Redescription-Review ( <input type="radio"/> )		
Recommended Allocation: CLASS: <u>Secretary III</u>		SR: <u>18</u>	
5. Authorized by: (indicate Committee Rpt. No. or Meeting and Date Action adopted or approved): Requisition No. <u>01851</u>			
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.			
Please see attached			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( ) Realloc ( ) No Change ( <input checked="" type="checkbox"/> ) Other			
CLASS: <u>1D.065 Secretary III</u>		SR: <u>18</u>	
See Audit Rpt No. <u>2018-089</u>	Study By: <u>AW</u>	Alloc Notice No.	
Non-Comp Exam Req: Date Admn: _____	Pass ( ) Fall ( )	Score: _____	
EFFECTIVE DATE: <u>12/1/2017</u>	APPROVED: 	DATE: <u>11/30/2017</u>	

7. **Supervision Received** (Give name and title of immediate supervisor):  
Name: Jan Shishido Title: Dep. Dir. of Housing & Human Concerns

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>
n/a		

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

Position requires vehicular travel for various County business.

c. Tools and Equipment (List tools and equipment used or operated):

Personal vehicle; personal computer and its applications, peripheral equipment; copy, fax, scanning machines; telephone system; other standard office equipment.

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

Possession of a valid motor vehicle operator's license (equiv to Hawaii Type 3).

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:

Direct

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

Comb of educ & exp subst equiv to grad fr H.S. incl or supp by coursework in typing or keyboarding and 5 yrs of secretarial, stenographic, or subst clerical exp.

d. License and/or Certificates Required:

Typing or keyboarding prof cert fr auth agcy w/min speed of 40 net wpm

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:

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: *Cham*

Date:

**Department of Housing & Human Concerns  
Position Description  
Secretary III  
November 13, 2017**

**Duties of the Position:**

**Provides secretarial, clerical and routine administrative services to the Deputy Director of the Department of Housing and Human Concerns:**

- **Receives telephone calls, screens those which can be handled by other department representatives, and makes referrals as appropriate. 10% (a)**
- **Responds to inquiries and provides information to the public. 10% (a)**
- **Reads incoming correspondence and other material, screens out those which can be disposed of personally or routed to other personnel for action. 10% (a)**
- **Makes all necessary travel arrangements for the Deputy Director and Division Heads, when necessary, to travel both inter-island and out of state. 10% (a)**
- **Process account payables for Director's Office, double-checks and routes all requests for payment vouchers approved by the Deputy Director and Director to the Department of Finance. 10% (a)**
- **Maintains the Deputy Director's correspondence and project files; searches files at the request of the Deputy Director for particular information and summarizes materials. 15% (a)**
- **Maintains the Deputy Director's calendar and schedules and adjusts appointments and conferences; arranges dates and places for meetings and notifies those who are to attend. 10% (a)**

**Provides secretarial and clerical support to the Maui County Commission on Children and Youth. 10% (b)**

- **Takes and transcribes minutes of the meetings of the Commission on Children and Youth. (b)**
- **Prepares meeting agendas and disseminates to members of the Commission. (b)**
- **Prepares and coordinates all travel arrangements for neighbor island Commission members. (b)**

**Assists Administrative Officer with personnel matters including, but not limited to payroll, data entry, and filing. 5% (b)**

**Assists the Deputy Director and Administrative Officer in the preparation of the Department's annual budget and data input. 5% (b)**

**Other duties as assigned. 5% (b)**

DEPARTMENT OF PERSONNEL SERVICES  
County of Maui  
POSITION DESCRIPTION

Dept: Personnel Services

Div: \_\_\_\_\_

Section: \_\_\_\_\_ Physical Location: Wailuku, HI

1. Pos. No. PS-0003

Perm  Temp

Full-time  Pt-time

2. PRESENT CLASS Private Secretary SR: 20

3. Incumbent's Name: \_\_\_\_\_

4. Action Requested: Initial Allocation (  ) Reallocation (  ) Description Only (  ) Redescription-Review (  )

Recommended Allocation: CLASS: \_\_\_\_\_ SR: \_\_\_\_\_

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

00789

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.

- Serves as the personal secretary to the Director of Personnel Services and provides administrative and clerical support to the Civil Service Commission, and performs other related duties as required.
1. Provides secretarial services for the Director and Deputy Director of Personnel Services. Receives, reads, screens and routes all incoming mail and materials. Answers telephone calls, screens inquiries and relays messages; assists the public and others over the counter or telephone based upon the knowledge of departmental functions, policies and procedures.
  2. Greets visitors and extends hospitality. Accepts and schedules business appointments for the Director and Deputy and coordinates facilities use as needed. Keeps informed of current status of required work in the department for periodic report to the Director as deemed necessary and follows up to insure timely response.
  3. Prepares and organizes material for easy reference for Director's meetings and conferences. Prepares routine correspondence such as transmittal and acknowledgement, request for information, schedules, etc.
  4. Reproduces materials on copier machine as necessary; may accept payments for copying fees and issues receipt for same.
  6. Develops and maintains an efficient filing system of all department/County procedures, directives, and insures security of confidential files; maintains suspense files as needed.
  7. Arranges airline, hotel, and ground transportation for Director and department staff's travel including the preparation of per diem and post-travel reimbursement requests.

% of Time

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc ( ) Realloc ( ) No Change ( ) Other: \_\_\_\_\_

CLASS: 1D.001 PRIVATE SECRETARY SR: 20

See Audit Rpt No. 2017-126 Study By: CB Alloc Notice No. \_\_\_\_\_

Non-Comp Exam Req: Date Admn: \_\_\_\_\_ Pass ( ) Fail ( ) Score: \_\_\_\_\_

EFFECTIVE DATE: 12/16/16 APPROVED: *CM Razo-Porter* DATE: 1/4/17

7. **Supervision Received** (Give name and title of immediate supervisor) :

Name: David J. Underwood

Title: Director of Personnel Services

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>
none		

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

Standard office equipment.

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

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):

Graduation from high school and five years of progressively responsible typing, stenographic and clerical experience.

d. License and/or Certificates Required:

Current Notary Public Commission (desirable)

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:

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: 12/15/16



**PRIVATE SECRETARY**  
**Position No. PS-0003**

**6. Duties of the Position: continued**

8. Responsible for the pCard purchases and monthly reconciliation of credit card transaction log and statement. Assists in the preparation of the department's budget request and annual report. Processes requisitions and purchase orders for professional memberships, subscriptions, registration fees, and invoices for payment of such. (a) (b) 50%
9. Provides administrative and clerical support to the Civil Service Commission; prepares, assembles and distributes agendas and other materials for the Commission meetings and hearings; notifies commissioners and other interested persons of meetings and hearings schedule; receipts, stamps, and logs civil service appeals and other documents.
10. Takes, records, and transcribes minutes of Commission meetings, pre-hearing conferences, appeal hearings, and public hearings and prepares verbatim transcripts as necessary.
11. Prepares and transmits notices of actions taken by the Commission to appropriate parties; maintains files of minutes and other official records of the Commission; makes travel and other arrangements for Commissioners and Deputy Attorney General (DAG); prepares mileage reimbursement for the Commissioners and DAG in the course of their business meetings.
12. Proof draft orders prepared by the DAG and make proposed recommendations/revisions, prepare final order after securing approval from DAG.
13. Draft and finalize letters, as appropriate, to the appellant, respondent, and prospective selectee/intervenor after review/approval from the deputy attorney general and the CSC Chair. (a) (b) 45%
14. Performs other related duties as required. (a) (b) 5%

**Qualifications required to perform this job:** The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with other County employees in the form of telephone contacts, email, or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees, and co-workers at all times.
- The ability to review, analyze, comprehend, interpret and explain laws, ordinances, rules & regulations, policies and procedures, make sound decisions, operate typewriters, computers, recorders, etc.
- Overtime, evening, weekend, and holiday work required, as needed.

- Note:
- (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 employee is hired for special expertise or ability to perform this function.

RECEIVED  
COUNTY OF MAUI

2015 OCT -9 AM 10:40

DEPARTMENT OF  
Physical Location: Kahului Admin Bldg.

DEPARTMENT OF PERSONNEL SERVICES  County of Maui  POSITION DESCRIPTION		Dept: <u>Fire &amp; Public Safety</u>
		Div: <u>Administration</u>
		Section:
1. Pos. No. <u>FD-0334</u>	2. PRESENT CLASS <span style="float:right">SR:</span>	
Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/>	3. Incumbent's Name:	
Full-time <input checked="" type="checkbox"/> Pt-time <input type="checkbox"/>	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>18</u>
5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved): <u>Per FY 2016 Council Adopted Budget DM No. 237</u>		
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.		
Please see attached.		% of Time
FOR CIVIL SERVICE USE ONLY		
ACTION TAKEN: Initial Alloc ( <input checked="" type="checkbox"/> ) Realloc ( <input type="checkbox"/> ) No Change ( <input type="checkbox"/> ) Other:		
CLASS: <u>1D.065 Secretary III</u>		SR: <u>18</u>
See Audit Rpt No. <u>2016-64</u>	Study By: <u>ja</u>	Alloc Notice No. _____
Non-Comp Exam Req: Date Admn: _____	Pass ( <input type="checkbox"/> ) Fall ( <input type="checkbox"/> )	Score: _____
EFFECTIVE DATE: <u>1/1/16</u>	APPROVED: <u>James T. Airon</u>	DATE: <u>10/19/15</u>

7. **Supervision Received** (Give name and title of immediate supervisor) :

Name: Robert Shimada

Title: Deputy Fire Chief

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:

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:

10-1-15

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:

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:

10/1/2015

County of Maui  
Department of Fire & Public Safety

Position Description for Secretary III

Provides secretarial, clerical and routine administrative services to the Deputy Fire Chief of the Department of Fire & Public Safety.

- ❖ Reviews all request for payment vouchers, mileage claims, timesheets, workers' compensation claims, etc. prior to approval by Deputy Fire Chief 40% (a)
- ❖ Composes and prepares routine correspondence, acknowledgements and letters from oral or written instructions, which require specific knowledge of operational methods, procedures, policies, or other information
- ❖ Maintains the Deputy Fire Chief's correspondence and project files; searches files at the request of the Deputy Fire Chief for particular information, summarizes materials and ensures compliance of responses within required deadlines
- ❖ May conduct research for bids and contracts. Assists in preparing bid packets and contractual projects, including requests for amendments and extension; ensures compliance of responses within required deadlines 10% (a)
- ❖ Assists Deputy Fire Chief in the preparation of the Departments' quarterly reports, annual report, and annual budget 5% (a)
- ❖ Makes all necessary travel arrangements for the Deputy Director, Assistant Chief of Operations and Assistance Chief of Support Services, to travel both inter-island and out of state 5% (a)
- ❖ Prepares requisitions for purchases of office supplies, janitorial supplies as well as office equipment for the offices of Deputy Fire Chief, Assistant Fire Chief of Operations and Assistant Fire Chief of Support Services 5% (a)
- ❖ Establishes, organizes and maintains files for the Deputy Fire Chief 20% (a)
- ❖ Maintains Deputy Fire Chief's calendar/schedule and adjusts appointments and conferences; arrange dates and places for meetings and notifies those who are to attend
- ❖ Receives telephone calls, screens those which can be handled by other department representatives, and makes referrals as appropriate
- ❖ Reads incoming correspondence and other materials, screens out those which can be disposed of personally or routed to other personnel for action

- ❖ Makes copies of correspondence and reports, distributes as necessary
- ❖ Greets visitors for the Offices of the Deputy Fire Chief, Assistant Chief of Operations and Assistant Chief of Support Services
- ❖ Receives complaints and forwards to Deputy Fire Chief for review and action
- ❖ Takes and transcribes minutes of meetings as requested by Deputy Fire Chief 10% (a)
- ❖ Other duties as required by Deputy Fire Chief 5% (a)

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