

ALAN M. ARAKAWA  
Mayor



DAVID J. UNDERWOOD  
Director

CYNTHIA M. RAZO-PORTER  
Deputy Director

RECEIVED  
2017 APR 24 AM 11:18

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](http://www.mauicounty.gov/departments/Personnel) • Email: [personnel.services@mauicounty.gov](mailto:personnel.services@mauicounty.gov)

April 24, 2017

OFFICE OF THE  
COUNTY COUNCIL

2017 APR 26 PM 2:28

RECEIVED

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

For Transmittal to:  
Honorable Yuki Lei Sugimura  
Chair, Policy, Economic Development, and  
Agricultural Committee  
200 South High Street  
Wailuku, HI 96793

APPROVED FOR TRANSMITTAL

  
\_\_\_\_\_  
Mayor Date 4/24/17

Dear Chair Sugimura:

**SUBJECT: ESTABLISHING ADDITIONAL QUALIFICATIONS FOR COUNTY  
DEPARTMENT DIRECTORS (PEA-27)**

We are in receipt of your communication PEA-27, which states:

*"At the 2016 General Election, the electorate approved an amendment to the Revised Charter of the County of Maui (1983), as amended, to authorize the Council to establish, by ordinance, specific qualifications for administrative heads appointed by the Mayor, in addition to any qualifications set forth in the Charter. (See Charter Section 6-4.)"*

*May I please request a copy of the current position descriptions for all directors and deputy directors in each County department, as well as all other administrative heads (e.g., Civil Defense Agency). Please include a description of the current recruitment process for these positions."*

Please be advised that the Department of Personnel Services does not currently possess position descriptions for department directors or deputy directors, nor do we believe that detailed descriptions exist for these positions. While we do maintain detailed position descriptions for positions required to be included in the civil service or subject to position classification, directors and deputies are exempt from both

Honorable Yuki Lei Sugimura  
April 24, 2017  
Page 2

requirements. It is our understanding that the powers, duties, functions, and qualifications described in the County Charter or state statute are recognized as the "position description" for the respective directors and deputy directors, and are used in the recruitment and performance evaluations for these positions.

Per HRS §127A-5, the administrative head of the Emergency Management Agency is a civil service position. As such, we do maintain detailed information regarding that position. A copy of the position description and class specification for the Emergency Management Officer are attached for your reference and review.

Your second request asks for a description of the current recruitment process for these positions.

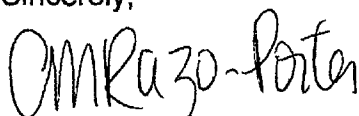
The director and deputy director positions are "at will" positions, and the appointing authority may utilize any legal recruitment and selection procedures they deem effective. For those positions appointed by the Mayor, the Office of the Mayor described their current process as follows: generally, upon election, the Mayor will seek interested applicants from the community to submit resumes. The Mayor and his team will review the applicants' qualifications and experience, and make selections. As authorized by the Charter, the appointment of department directors shall be made by the mayor with the approval of the council.

The Police Commission, Fire and Public Safety Commission, Liquor Control Commission, and Civil Service Commission have appointing authority for their respective department heads. Each commission typically determines the recruitment procedures to be followed at the time a vacancy occurs.

As the Emergency Management Officer is a civil service employee, recruitment for this position follows standard civil service recruitment procedures.

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

Sincerely,

  
for DAVID J. UNDERWOOD  
Director of Personnel Services

DJU/crp  
Attachments



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

Name: Charmaine Tavares

Title: Mayor, County of Maui

8. Responsibilities of the Position:

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

Name

Title

Nature of Supervision

See Attached List

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

See Attachment

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):

See Attachment

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:

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:

*Shirley Morrison*

Date:

7/2/10

## 8. Responsibilities of the Position

### a. Supervisor Responsibilities

| <u>Position Number</u> | <u>Position Title</u>             | <u>Nature of Supervision</u> |
|------------------------|-----------------------------------|------------------------------|
| CD-0003 SR-24          | Plans & Operations Officer        | General                      |
| CD-0008 SR-22          | Civil Defense Staff Specialist IV | General                      |
| CD-0007 SR-16          | Civil Defense Staff Specialist I  | General                      |
| CD-0002 SR-12          | Civil Defense Technician I        | General                      |
| CD-0006 SR-11          | Accounts Clerk II                 | General                      |

### b. Other Responsibilities:

Must be able to report and begin operations of the Civil Defense Emergency Operations Center within 30 minutes of call, including under disaster conditions.

### c. Tools and Equipment:

Use of computer, copy machine, fax machine, HAWAS, 800Mhz radios, Satellite telephone, audio visual equipment, vehicle, etc.

### d. Hazards, Hardships:

Performs long hours of duty during civil defense alerts and emergencies including remaining on duty during the length of disasters in progress.

Operates a County vehicle, responds to emergencies and conducts site inspections under various time, adverse weather, and adverse and dangerous terrain conditions.

### e. List Licenses or Certificates Held:

## 10. Statement of Immediate Supervisor:

### a. Comment on the statements made by employee:

Vacant position

### 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:

A combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in public administration or business administration, accounting or economics, or a related field and 5 years of responsible experience in administering the activities of a large organization or groups of organizations.

Person seeking appointment to position must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the job with or without reasonable accommodations. Physical Effort Group: Light

- d. A valid Hawaii Drivers License Type 3 motor vehicle operator's license.

DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI

CIVIL DEFENSE AGENCY

**EMERGENCY MANAGEMENT OFFICER EM-05**

Position Description# \_\_\_\_\_

Responsible for the civil defense program for the County of Maui, including the development and maintenance of plans for the operation of government and related agencies in the times of emergencies, and coordination with agencies of the Federal and State governments and private entities.

Planning: (30%) (a,b,c)

- A. Ensures that plans and procedures are in place which outline courses of action to be taken in preparation for, during and the aftermath of disasters such as floods, tsunamis, tropical cyclones, high surf, drought, high wind and other natural or man-made disasters, including coordination of first responders and other agencies as needed.
- B. Ensures that appropriate civil defense exercises are planned and conducted on a regular basis and coordinates the County's participation in State and Federal exercises; ensures the participation of community groups, private entities and intergovernmental agencies in these civil defense exercises.

Administration: (25%) (a,b,c)

- A. Administers, supervises and coordinates the County civil defense and disaster relief programs and activities.
- B. Within the broad framework established by the Mayor of the County of Maui, ensures policies and procedures affecting civil defense operations and programs are developed and maintained.
- C. Administers Federal and State assistance programs following applicable guidelines and requirements for doing so.
- D. Directs the financial business, personnel, administrative and other functions of the Maui County Civil Defense Agency and its program, including the preparation of the agency's budget; approves all expenditures.
- E. Ensures that reports required by Federal, State and local governments and agencies including statistical, operational, progress and other administrative reports are prepared and submitted on a timely basis.

Administration Continued:

- F. Coordinates civil defense activities with the Federal and State governments and private entities for the effective implementation of programs.
- G. Administers policies and procedures imposed by the Federal and State governments related to the Civil Defense Agency and its functions.

Emergency Operations:

(20%) (a,b,c)

- A. Serves as first responder on-call and directs and coordinates civil defense operations during and after alerts or disaster periods.
- B. Conducts civil defense functions during emergency periods as necessary, including coordination and direction of the operation of the emergency operations center and emergency agencies.
- C. Monitors potential disasters as information is received from the National Weather Service, Pacific Tsunami Warning Center and other sources; advises and briefs governmental and private entities, their personnel and the public on precautions or actions to be taken in preparation for potential disasters.
- D. Compiles data necessary to carry out CD functions, including data necessary for planning, monitoring, and following up on natural or man-made disasters.

Communication and Training:

(20%) (a,b,c)

- A. Ensures that an effective County-wide education program is in place concerning the Civil Defense Agency and its responsibilities.
- B. Prepares and delivers speeches and talks and carry on public relations activities in the furtherance of the civil defense program.
- C. Conducts or assists in the implementation of training courses.
- D. Establishes, maintains and fosters positive working relationships with all government agencies and the private sector that have responsibility for preparedness, response and recovery activities.

Other:

Performs other related duties as assigned by the Mayor.

(5%) (a,b,c)

- a. The performance of this function is the reason that this position 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

PART I

Class Specification  
for the Class:

EMERGENCY MANAGEMENT OFFICER

Duties Summary:

Responsible for the management and administration of the civil defense program for the County of Maui under the direction of the Mayor, including the development and maintenance of plans for the operation of government and related agencies in times of natural or man-made emergencies; coordinates and centralizes emergency response and disaster preparedness activities in conjunction with federal and state governments and other related organizations.

Distinguishing Characteristics:

This single-position class is distinguished by its overall responsibility for the management and administration of the civil defense program for the County of Maui and maintaining a high level of preparedness for natural and man-made disasters.

Examples of Duties: *(The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)*

- Promulgates the planning, development, execution and testing of the County's Civil Defense Program and Emergency Operations Plan; tests plans through training exercises, simulations, and alerts to determine effectiveness and worth;
- Compiles data necessary to carry out emergency management functions, including data necessary for planning, monitoring, and following up on natural or man-made disasters;
- Directs the financial, business, personnel, administrative and other functions of the Maui County Civil Defense Agency, including the preparation of the agency's budget, and approves all expenditures;
- Administers policies and procedures imposed by the Federal and State governments related to the Civil Defense Agency and its functions, and ensures that reports required by Federal, State and local governments and agencies are prepared and submitted on a timely basis;
- Monitors potential disasters as information is received and advises governmental and private entities and the public on precautions or actions to be taken;
- Serves as first responder on-call and directs and coordinates civil defense operations during and after alerts or periods of emergency, including coordination and direction of the operation of the emergency operations center and emergency agencies;

EMERGENCY MANAGEMENT OFFICER

Part I

Page 2

- Coordinates, supports and integrates volunteers and volunteer organizations into the County civil defense system;
- Directs the countywide civil defense information and education program, makes speeches and public appearances for civil defense programs, and establishes, maintains and fosters positive working relationships with government agencies and private sector entities.
- Performs other related duties as required.

# # # # #

This is the first specification for the class, EMERGENCY MANAGEMENT OFFICER,  
established on July 16, 2010.

APPROVED: Aug. 24, 2010  
Date

James T. Anomoe  
Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI

PART II

Minimum Qualification Specification  
for the Class:

EMERGENCY MANAGEMENT OFFICER

Training and Experience: A combination of education and experience equivalent to graduation from an accredited college or university with major work in emergency management, public administration, business administration, economics, or a related field and five years of progressively responsible administrative experience, one of which shall have been in administering the activities of a large organization or group of organizations.

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

Knowledge of: civil defense laws; federal legislation and policies affecting civil defense administration; principles and practices of emergency management; principles of organization and administration; government organization of the State of Hawaii and its political subdivisions; principles and practices of supervision; and public relations.

Ability to: assimilate details and analyze problems; act decisively in emergencies; speak effectively before large groups; supervise, direct, and coordinate the work of others; organize and chair meetings and conferences at executive level; organize and coordinate activities of large numbers of volunteers and organizations, establish effective working relationships with representatives from other governmental agencies, community organizations, and various segments of the public; and obtain and maintain all required security clearances.

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.

Physical Effort Grouping: Light

Special Working Conditions: Irregular and long hours, shifts, weekend, holiday work, and exposure to hazards as required.

# # # # #

This is the first specification for the class, EMERGENCY MANAGEMENT OFFICER, established on  
July 16, 2010.

APPROVED:

Aug 24, 2010  
Date

James T. Amato  
Director of Personnel Services

Council Chair  
Mike White

Vice-Chair  
Robert Carroll

Presiding Officer Pro Tempore  
Stacy Crivello

Councilmembers  
Alika Atay  
Elle Cochran  
Don S. Guzman  
Riki Hokama  
Kelly T. King  
Yuki Lei K. Sugimura



**COUNTY COUNCIL**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

April 11, 2017

Director of Council Services  
Sandy K. Baz

RECEIVED  
COUNTY OF MAUI

2017 APR 13 AM 11:59

DEPARTMENT OF  
PERSONNEL SERVICES

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

Dear Mr. Underwood:

**SUBJECT: ESTABLISHING ADDITIONAL QUALIFICATIONS FOR  
COUNTY DEPARTMENT DIRECTORS (PEA-27)**

At the 2016 General Election, the electorate approved an amendment to the Revised Charter of the County of Maui (1983), as amended, to authorize the Council to establish, by ordinance, specific qualifications for administrative heads appointed by the Mayor, in addition to any qualifications set forth in the Charter. (See Charter Section 6-4.)

May I please request a copy of the current position descriptions for all directors and deputy directors in each County department, as well as all other administrative heads (e.g., Civil Defense Agency). Please include a description of the current recruitment process for these positions.

May I further request you transmit your response **no later than April 24, 2017**. To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

Should you have any questions, please contact me or Committee staff (Legislative Analyst Shelly Espeleta at ext. 7134, or Committee Secretary Clarita Balala at ext. 7668).

Sincerely,

A handwritten signature in black ink, reading "Yuki Lei K. Sugimura".

YUKI LEI SUGIMURA, Chair  
Policy, Economic Development, and  
Agriculture Committee

pea:ltr:027aps01:ske  
cc: Mayor Alan M. Arakawa

## PEA Committee

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**From:** Mahie Reimann <Mahie.Reimann@co.maui.hi.us>  
**Sent:** Wednesday, April 26, 2017 9:05 AM  
**To:** PEA Committee  
**Cc:** Cynthia Razo; Cynthia Sasada; David Underwood; Lisa Tajiri; Pili Nahooikaika  
**Subject:** Mayor's Transmittal #5714  
**Attachments:** Mayor's Transmittal #5714.pdf

Subject: Establishing Additional Qualifications for County Department Directors (PEA-27)

Attached copy of Mayor's Transmittal dated 4/24/2017

Mahie Reimann  
County of Maui  
Office of the Mayor  
270-7855