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DEPARTMENT OF PERSONNEL SERVICES

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April 10, 2018

RECEIVED
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OFFICE OF THE
COUNTY COUNCIL

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

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

 4/10/18

For Transmittal to:

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

Dear Chair Hokama:

SUBJECT: FISCAL YEAR ("FY") 2019 BUDGET (PS-3)(BF-1)

We are in receipt of your communication (PS-3) (BF-1), which requests information regarding "9000-series" positions. Please find our answers to your questions below.

Question: "Explain the policy and procedures for using the 9000-series positions. Include the purpose of the 9000-series positions."

Certain departments utilize what are commonly referred to as "9000-series" positions. These are unfunded positions created pursuant to Section 6 of the General Budget Provisions, which allows for "trainee positions for which there is an existing or anticipated vacancy for which hiring and replacing is critical to continued operations, provided, that funds are available." Departments utilize these positions where filling positions is difficult due to significant attrition of candidates during the selection process, or where an extended period of training is necessary for the incumbent to assume the duties of the position.

Honorable Riki Hokama
April 10, 2018
Page 2

The procedure for creating and using these positions is identical to other County positions. Creation and/or filling of these positions requires approval by the Budget Office and the Department of Management. The positions are subject to the same classification requirements as permanent positions, and the same recruiting procedures are utilized.

Question: "Provide a list of Departments, excluding Fire and Police, utilizing the 9000-series for training and recruitment purposes?"

Currently, these positions are only used by the Department of Police and the Department of Fire and Public Safety. Other departments (the Department of Parks and Recreation and the Department of Public Works) have utilized these positions in the past, but that has been discontinued and those positions abolished.

Question: "For the Department of Fire and Public Safety, how many 9000-series positions are available and how many are in use? For what purpose is the Department using the positions?"

The Department of Fire and Public Safety currently has 88 such positions, which are all assigned to the department's central training bureau. Of these, 9 are classified as Fire Captain (2 of which are filled), 16 as Fire Fighter III (13 of which are filled), and 63 as Fire Fighter Trainee (37 of which are filled). The Fire Fighter Trainee positions are used to increase the candidate pool to help compensate for attrition in the hiring process, and in recognition of the extended training required to functionally replace a line fire fighter. The ranked fire fighter positions are used to assign newly promoted employees to the central training bureau for a period of training and practical experience before being assigned to their permanent position at a fire station.

Question: "For the Department of Police, how many 9000-series positions are available and how many are in use? For what purpose is the Department using the positions?"

The Department of Police currently has 110 9000-series positions. Of these, 100 are classified as Police Officer I (16 of which are filled), and 10 are classified as Emergency Services Dispatcher I (none of which are filled). These positions are used to increase the candidate pool to help compensate for attrition in the hiring process, and in recognition of the extended training required to functionally replace a police officer or dispatcher.

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

Sincerely,



DAVID UNDERWOOD
Director of Personnel Services

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Attachments