

ALAN M. ARAKAWA
Mayor



DAVID J. UNDERWOOD
Director

CYNTHIA M. RAZO-PORTER
Deputy Director

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

March 29, 2018

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

3/29/18

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-2)(BF-1)

We are in receipt of your communication (PS-2) (BF-1), which requests:

"May I please request you provide all reallocations and reclassifications subject to Section 7 of the General Budget Provisions. Include the department, the authorization for the change in supervisory duties and responsibilities, and indicate whether the Council was provided with the proper written notification."

The flowing table lists the reallocations effective during the current fiscal year that we believe involved changes in supervisory duties and responsibilities. For each reallocation, we have attached a copy of both the requisition approving the change and the "Notice of Director's Action" form sent to the department confirming the reallocation.

RECEIVED
APR 02 11 48 AM '18
OFFICE OF THE
COUNTY COUNCIL

Honorable Riki Hokama
March 29, 2018
Page 2

Department	Position	Date	Previous Job	New Job
Environmental Management	DE-0143	10/1/2017	Laboratory Technician I	Supervising Sanitary Chemist
Parks & Recreation	PR-0085	10/16/2017	Pool Guard	Senior Pool Guard
Parks & Recreation	PR-0427	9/1/2017	Parks Support Services Coordinator	Parks Project Coordinator

We are not aware whether the Council was provided with notification for these reallocations. As the initiating department is best positioned to explain the reasons for the change, and is responsible for maintaining and executing any changes to their organization chart, we defer to the department to make the required report to Council. We remind departments of this requirement by including the following as part of our Notice of Director's Action whenever a position is reallocated/reclassified:

Reminder: In accordance with §7 of the Budget Ordinance "Funds shall not be disbursed for reallocations and reclassifications which involve a change in supervisory duties and responsibilities until the Council receives written notice setting forth (1) an explanation of the reasons for the change, and (2) organizational charts showing the existing organization and the proposed organization of the department with the positions involved."

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

DU
Attachments

View/Edit Requisition

Creator: **Atkinson, Allen**

[Referred List Columns/Sort](#) [Referred List Columns/Sort \(OHC\)](#) [Elig List Type Sort](#)

* Required

Requisition #: 01696

* Department: Department of Environmental Management

Division (Not Using):

* Class Spec: 1H.117 - LABORATORY TECHNICIAN I

Working Title: LABORATORY TECHNICIAN I

Desired Start Date:

* Hiring Managers: Atkinson, Allen
Zalsos, Sharon

Job Term: Permanent Full-Time

List Type:

Vacancies: 0

Position Type: Existing Position (Replacement of Staff)

Position Control:	Position #	First Name	Last Name	Vacancy Date
	DE-0143	N/A	N/A	09/30/2017

Skills:

Comments:

Authorization Comments: AR No. 2018-063

Length and Period, if not permanent

FTE, if less than full-time

Work Location: Kihei

TYPE OF ACTION REQUESTED: Re-description of Vacant Position (must attach PD)

Description of the request if 'OTHER' was selected

Budget/Dept Program: Wastewater/Operations

Number of Authorized EP: 100

Requested Position Action exceeds authorized EP: No

Appointment Type: Civil Service

Cite Legal Authority - HRS Section (if applicable)

Position Pay Range: SR-13

Funds: Payroll Distribution Code (Index Code): 919023A

Funding Availability: Available

Additional funding required per Month (if funding not available)

Funding Source (select all that apply) County

Describe funding source if 'OTHER' was selected above

Justification for action requested Reason: Incumbent resigned effective 10/1/17. We now have qualified employees for Supervising Sanitary Chemist and are ready to re-establish the supervisor position. Proposed Class & Pay: Supervising Sanitary Chemist, SR-24

Approval 1: 1-Dept Head - Atkinson, Allen - Miyamoto, Michael Must approve before next approval

Approval 2: 2-Budget Director - Sato, Marci - Araki-Regan, Lynn - Busch, Michael Must approve before next approval

Approval 3: 3-Managing Director - Regan, Keith - Iida, Tiffany - Yamaguchi, Jock Final approval

Attachments:

DE-0143 Supervising Sanitary Chemist.pdf

09/21/17

[DE-0143_Supervising_Sanitary_Chemist.pdf](#)

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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Requisitions

Req #	Title	Position ID	Department	Assigned	Created	Status Date	Cre.
01696	LABORATORY TECHNICIAN I	DE-0143	Department of Envi...	Kailiehu-Leal, Rob...	09/21/17	09/22/17	Atkin
Approval Group			Received	Approvers	Action	Action Date	Note
	1-Dept Head		09/21/17 01:13 PM	Atkinson, Allen Miyamoto, Michael	Approved	09/21/17 01:17 PM	
	2-Budget Director		09/21/17 01:17 PM	Araki-Regan, Lynn Busch, Michael Sato, Marci	Approved	09/22/17 02:42 PM	
	3-Managing Director		09/22/17 02:42 PM	Yamaguchi, Jock Iida, Tiffany Regan, Keith	Approved	09/22/17 02:59 PM	

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI
200 South High Street
Wailuku, HI 96793

Date: December 20, 2017

TO: STEWART STANT, DIRECTOR OF ENVIRONMENTAL MANAGEMENT

SUBJECT: NOTICE OF DIRECTOR'S ACTION

1. IDENTIFICATION:

a. Position No. & Incumbent: **DE-0143 Vacant (Req. No. 01696)**

b. Class Title & SR: **LABORATORY TECHNICIAN I, SR-13**

DIRECTOR'S ACTION: This is to notify you that the Director has taken the following action following a review of the position identified above:

() Initial Allocation to the class:

Pay Range: B. U.: Effective Date:

() No change in classification:

(**X**) Reallocate: (**X**) Up () Down () Other

To the class: **SUPERVISING SANITARY CHEMIST**

Pay Range: **SR-24** B.U.: **13** Effective Date: **October 1, 2017**

3. APPEAL: (a) An incumbent may appeal the Director's classification action or the Director's initial pricing action of a new class to the Civil Service Commission within twenty days of the date of this Notice of Director's Action as provided by Section 11-102-37, Chapter 102 of the Rules of Practice & Procedure of the Civil Service Commission. The last day to file an appeal is **January 8, 2018**. Pursuant to HRS Section 76-14 and Section 11-102-3 of the Rules of the Civil Service Commission, classification/reclassification and initial pricing appeals are limited to affected employees.

4. DEPARTMENT:

(Reminder: In accordance with § 7 of the Budget Ordinance "Funds shall not be disbursed for reallocations and reclassifications which involve a change in supervisory duties and responsibilities until the Council receives written notice setting forth (1) an explanation of the reasons for the change, and (2) organizational charts showing the existing organization and the proposed organization of the department with the positions involved.)

5. REMARKS: Enclosed are your copies of the position description for the above position to which all applicable classification and compensation actions have been certified.


DAVID J. UNDERWOOD
Director of Personnel Services

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View/Edit Requisition

Creator: Pasalo, Roxanne

Referred List Columns/Sort Referred List Columns/Sort (OHC) Elig List Type Sort

* Required

Requisition #: 01684

* Department: Department of Parks and Recreation

Division (Not Using):

* Class Spec: 5C.013 - POOL GUARD

Working Title: Pool Guard (PR-0085)

Desired Start Date:

* Hiring Managers: Pasalo, Roxanne
Ueno, Kim

Job Term: Permanent Full-Time

List Type: Departmental Promotional Only

Vacancies: 1

Position Type: Existing Position (Replacement of Staff)

Position Control:	Position #	First Name	Last Name	Vacancy Date
	PR-0085	Warren	Crivello	

Skills:

Comments:

Authorization Comments: AR NO. 2018-065

Length and Period, if not permanent

FTE, if less than full-time

Work Location: Molokai

TYPE OF ACTION REQUESTED: Re-description of Filled Position (must attach PD and Table of Organization)

Description of the request if 'OTHER' was selected

Budget/Dept Program: Recreation and Support Services Program

Number of Authorized EP: 302.8

Requested Position Action exceeds authorized EP: No

Appointment Type: Civil Service

Cite Legal Authority - HRS Section (if applicable)

Position Pay Range: SR-13

Funds: Payroll Distribution Code (Index Code): 915714A

Funding Availability: Available

Additional funding required per Month (if funding not available)

Funding Source (select all that apply): County

Describe funding source if 'OTHER' was selected above

Justification for action requested: Department requests to reallocate position & incumbent from Pool Guard to Senior Pool Guard.

3/28/2018

View/Edit Requisition - NEOGOV Insight

- | | | |
|--------------------|---|-----------------------------------|
| Approval 1: | 1-Dept Head
- Buenconsejo, Kaala
- Savage, Brianne | Must approve before next approval |
| Approval 2: | 2-Budget Director
- Sato, Marci
- Araki-Regan, Lynn
- Busch, Michael | Must approve before next approval |
| Approval 3: | 3-Managing Director
- Regan, Keith
- Iida, Tiffany
- Yamaguchi, Jock | Final approval |

Attachments:

Aquatics org charts.pdf	09/19/17	Aquatics org charts.pdf
PR-0085.pdf	09/19/17	PR-0085.pdf

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Requisitions

Req #	Title	Position ID	Department	Assigned	Created	Status Date	Cre.
01684	Pool Guard (PR-0085)	PR-0085	Department of Park...	Kailiehu-Leal, Rob...	09/19/17	09/29/17	Pasal
Approval Group			Received	Approvers	Action	Action Date	Note
	1-Dept Head		09/19/17 05:35 PM	Savage, Brianne Buenconsejo, Ka...	Approved	09/27/17 07:28 AM	
	2-Budget Director		09/27/17 07:28 AM	Araki-Regan, Lynn Busch, Michael Sato, Marci	Approved	09/29/17 08:06 AM	
	3-Managing Director		09/29/17 08:06 AM	Yamaguchi, Jock Iida, Tiffany Regan, Keith	Approved	09/29/17 08:14 AM	

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI
200 South High Street
Wailuku, HI 96793

AMENDED NOTICE:

Date: October 17, 2017

TO: KAALA BUENCONSEJO, DIRECTOR OF PARKS & RECREATION
WARREN CRIVELLO, INCUMBENT

SUBJECT: NOTICE OF DIRECTOR'S ACTION

1. IDENTIFICATION:

- a. Position No. & Incumbent: **PR-0085, Warren Crivelo (Req. No. 01684)**
- b. Class Title & SR: **Pool Guard, SR-13**

DIRECTOR'S ACTION: This is to notify you that the Director has taken the following action following a review of the position identified above:

() Initial Allocation to the class:

Pay Range: B. U.: Effective Date:

() No change in classification:

(X) Reallocate: (X) Up () Down () Other

To the class: **5C.015 Senior Pool Guard**

Pay Range: **SR-15** B.U.: **03** Effective Date: **October 16, 2017**

3. APPEAL: (a) An incumbent may appeal the Director's classification action or the Director's initial pricing action of a new class to the Civil Service Commission within twenty days of the date of this Notice of Director's Action as provided by Section 11-102-37, Chapter 102 of the Rules of Practice & Procedure of the Civil Service Commission. The last day to file an appeal is **November 6, 2017**. Pursuant to HRS Section 76-14 and Section 11-102-3 of the Rules of the Civil Service Commission, classification/reclassification and initial pricing appeals are limited to affected employees.

4. DEPARTMENT:

(Reminder: In accordance with § 7 of the Budget Ordinance "Funds shall not be disbursed for reallocations and reclassifications which involve a change in supervisory duties and responsibilities until the Council receives written notice setting forth (1) an explanation of the reasons for the change, and (2) organizational charts showing the existing organization and the proposed organization of the department with the positions involved.)


DAVID J. UNDERWOOD
Director of Personnel Services

xc: Managing Director

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View/Edit Requisition

Creator: Pasalo, Roxanne

[Referred List Columns/Sort](#) [Referred List Columns/Sort \(OHC\)](#) [Elig List Type Sort](#)

* Required

Requisition #: 01602

* Department: Department of Parks and Recreation

Division (Not Using):

* Class Spec: 2F.170 - PARKS SUPPORT SERVICES COORDINATOR

Working Title: Parks Support Services Coordinator (PR-0427)

Desired Start Date: 09/01/17

* Hiring Managers: Aievoli, Jennifer
Pasalo, Roxanne
Phaneuf, Karin
Ueno, Kim

Job Term: Permanent Full-Time

List Type: Regular and Promotional

Vacancies: 1

Position Type: Existing Position (Replacement of Staff)

Position Control:	Position #	First Name	Last Name	Vacancy Date
	PR-0427	Jeffrey	Anderson	07/01/2017

Skills:

Comments:

Authorization Comments: AR No. 2018-040

Length and Period, if not permanent

FTE, if less than full-time

Work Location: Wailuku

TYPE OF ACTION REQUESTED: Re-description of Vacant Position (must attach PD)

Description of the request if 'OTHER' was selected

Budget/Dept Program: Parks Program/Private Maintenance Contractors

Number of Authorized EP: 52

Requested Position Action exceeds authorized EP: No

Appointment Type: Civil Service

Cite Legal Authority - HRS Section (if applicable)

Position Pay Range: SR-22

Funds: Payroll Distribution Code (Index Code): 915681A

Funding Availability: Available

Additional funding required per Month (if funding not available)

Funding Source (select all that apply) County

Describe funding source if 'OTHER' was selected above

Justification for action requested Department requests to reallocate position from Parks Support Services Coordinator to Parks Construction Project Coordinator and to update position to move supervision received & division from Recreation & Support Services Program to Parks Program.

Approval 1: 1-Dept Head - Buenconsejo, Kaala - Savage, Brianne Must approve before next approval

Approval 2: 2-Budget Director - Sato, Marci - Araki-Regan, Lynn - Busch, Michael Must approve before next approval

Approval 3: 3-Managing Director - Regan, Keith - Iida, Tiffany - Yamaguchi, Jock Final approval

Attachments:

PR-0427.pdf

08/29/17

[PR-0427.pdf](#)

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Requisitions

Req #	Title	Position ID	Department	Assigned	Created	Status Date	Cre.
01602	Parks Support Services Co...	PR-0427	Department of Park...	Kailiehu-Leal, Rob...	08/29/17	08/30/17	Pasal
Approval Group			Received	Approvers	Action	Action Date	Note
	1-Dept Head		08/29/17 03:01 PM	Savage, Brianne Buenconsejo, Ka...	Approved	08/29/17 03:11 PM	
	2-Budget Director		08/29/17 03:11 PM	Araki-Regan, Lynn Busch, Michael Sato, Marci	Approved	08/30/17 08:19 AM	
	3-Managing Director		08/30/17 08:19 AM	Yamaguchi, Jock Iida, Tiffany Regan, Keith	Approved	08/30/17 08:25 AM	

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI
200 South High Street
Wailuku, HI 96793

Date: September 29, 2017

TO: KAALA BUENCONSEJO, DIRECTOR OF PARKS & RECREATION

SUBJECT: NOTICE OF DIRECTOR'S ACTION

1. IDENTIFICATION:

- a. Position No. & Incumbent: **PR-0427, VACANT (Req. No. 01602)**
- b. Class Title & SR: **PARKS SUPPORT SERVICES CORRINATOR, SR-22**

2. DIRECTOR'S ACTION: This is to notify you that the Director has taken the following action following a review of the position identified above:

() Initial Allocation to the class:

Pay Range: B. U.: Effective Date:

() No change in classification:

(X) Reallocate: (X) Up () Down () Other

To the class: **2F.170 PARKS PROJECT COORDINATOR**

Pay Range: **SR-24** B.U.: **13** Effective Date: **September 1, 2017**

3. APPEAL: (a) An incumbent may appeal the Director's classification action or the Director's initial pricing action of a new class to the Civil Service Commission within twenty days of the date of this Notice of Director's Action as provided by Section 11-102-37, Chapter 102 of the Rules of Practice & Procedure of the Civil Service Commission. The last day to file an appeal is **October 19, 2017**. Pursuant to HRS Section 76-14 and Section 11-102-3 of the Rules of the Civil Service Commission, classification/reclassification and initial pricing appeals are limited to affected employees.

4. DEPARTMENT:

Please initiate a personnel action to reflect the above action.
(Reminder: In accordance with § 7 of the Budget Ordinance "Funds shall not be disbursed for reallocations and reclassifications which involve a change in supervisory duties and responsibilities until the Council receives written notice setting forth (1) an explanation of the reasons for the change, and (2) organizational charts showing the existing organization and the proposed organization of the department with the positions involved.)

5. REMARKS: Enclosed are your copies of the position description for the above position to which all applicable classification and compensation actions have been certified.


DAVID J. UNDERWOOD
Director of Personnel Services

xc: Managing Director

**DEPARTMENT COVER SHEET
FOR DOCUMENTS TO MAYOR**

CONTACT PERSON: David Underwood DATE: March 29, 2018

DEPARTMENT: Personnel Services

SUBJECT/BRIEF DESCRIPTION: Response letter to Riki Hokama, Budget & Finance Committee Chair, re
Fiscal Year ("FY") 2019 Budget (PS-2) (BF-1).

DATE ACTION REQUIRED BY: April 2, 2018

ACTION REQUIRED BY MAYOR:

SIGNATURE NOTARY APPROVAL REVIEW/COMMENT OTHER

Approved for transmittal.

REASONS FOR REQUESTED ACTION:

Responding to B&F Chair Hokama's letter (see attached) requesting all reallocations and reclassifications subject
to Section 7 of the General Budget Provisions.

MAYOR'S OFFICE – WHEN COMPLETED, RETURN:

BACK TO THE DEPARTMENT OTHER

Please forward to B&F Chair Hokama. Provide copies
to Mayor & Budget Director. Return a copy of only
DPS' letter showing Mayor or MD's signature.