

MICHAEL P. VICTORINO  
Mayor

HERMAN ANDAYA  
Administrator



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OFFICE OF THE  
COUNTY COUNCIL

County of Maui  
**MAUI EMERGENCY MANAGEMENT AGENCY**  
200 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
PH: (808) 270-7285  
emergency.management@mauicounty.gov

8 April 2019

Ms. Michele M. Yoshimura *MM*  
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* 4/10/19  
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 1, 2019 MEETING (EMA-2)(EDB-1)**

Thank you for the opportunity to provide comments regarding the above referenced matter. My response is as follows:

**1. Please provide the job description of the proposed new position. (MM)**

Attached is a draft description of the position proposed.

**2. Will this position alleviate some of the tasks of the CD Specialist III or IV?**

The proposed position will not alleviate any duties from Specialist III and/or IV. Both will continue to carry on their duties as specified in their current position description. The intent of this



Utilizing Emergency Management Principles, We Protect All Persons Within  
The County of Maui to Achieve Whole Community Resilience



expansion is to place greater emphasis on the “recovery phase” of the emergency. As evidenced by the recent storms last year, although our agency performed exceptionally during the “response” phase, it was the “recovery phase” where we found ourselves short staffed. Although we have specialist who are primarily focused on the phases of an emergency, specifically, preparation, response and mitigation, we currently do not have a staff member primarily tasked with “recovery.”

**3. You are proposing \$50,000 in premium pay. How much of this is for overtime? Will this expansion in staff decrease your agency’s overtime? (MM)**

Overtime pay fluctuates depending upon the number of emergencies that occur within the year. With respect to whether the expansion in staff will decrease our agency’s overtime, the answer is no. If the expansion position is approved, we would still need overtime pay to staff the emergency operations center (EOC) during an emergency.

**4. Is premium pay being used in place of overtime? (MM)**

Premium pay is a term used for budgetary purposes. The actual expenditures are categorized by night differential, overtime, standby and temporary assignment.

Should you have any questions or require clarification, please contact me at (808) 270-7285. Thank you for the opportunity to provide comments on this matter.

Sincerely,

  
Herman Andaya  
Administrator



## EMERGENCY MANAGEMENT STAFF SPECIALIST I

### Description

Performs as a trainee in one or more functional areas of the civil defense emergency management program, learns the principles of emergency management, participates in civil defense operations and performs other related duties as required.

### Distinguishing Characteristics:

These classes are trainee classes distinguished by the responsibility for learning the principles of emergency management and participating in the civil defense operations relative to one or more of the functional areas which include:

(Recovery) – the development, review and maintenance of emergency plans with respect to recovery which involves identifying and developing relationships with individuals, groups and businesses that may provide recovery assistance. Coordinate recovery efforts through relationships fostered throughout the year with various groups, individuals and businesses.

(Plans and Operations) - the development, review and maintenance of emergency plans, procedures, and checklists; and the coordination and integration of such plans and procedures with various public and private agencies and organizations. This functional area also encompasses the planning and coordination of training programs for emergency response personnel and volunteers.

(Hazard Mitigation) - the identification, analysis, development and implementation of plans and objectives for various activities and projects aimed at reducing or eliminating the probability of hazards and/or dissipating and lessening the effects of disasters. This functional area also encompasses participation in recovery operations that include preliminary damage assessments and participation in the Public Assistance programs.

(Resource Management) - the development, review and maintenance of an emergency response program which involves identifying and assessing available resources within the County of Maui; coordination of procurement, distribution, maintenance and replacement of resources; and analyzing, organizing and planning logistical capabilities.

(Communications and Technology) - the development, review and maintenance of a program to address critical communications and computer operational capability before, during and after a disaster; involves coordination, development of procedures and maintenance plans to address such things as communications equipment operations, siren system operations, alert and warning procedures, assessment of available technologies and the coordination and integration of such technologies.

### **Grade Level Standards:**

Level I: Under close supervision, receives orientation and training in the basics of the various functional areas of the emergency management program and Civil Defense operations; receives on-the-job training and performs simple tasks and work assignments in designated functional areas.

### **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.

- Attends orientation and training sessions in the principles of emergency management and gains familiarity with the four phases of emergency management.
- Receives formal and on-the-job training in civil defense operations and performs simple tasks and work assignments in one or more assigned functional areas for the purpose of gaining knowledge and skill development.
- Analyzes problems and applies appropriate guides and standards.
- Conducts fact-finding, draws sound conclusions and prepares written reports on findings and recommendations.
- Participates in the planning process of one or more assigned functional areas and provides assistance as directed.
- During disaster operations, assists or participates in the activation and staffing of the Emergency Operation Center.
- Attends and participates in meetings, conferences, workshops and public appearances and assists in their coordination and setup.
- Assists and participates in various administrative functions as assigned.
- Participates in the procurement and administration of grants.
- Performs other related duties as required.

### **Minimum Qualification Requirements**

Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in public administration, business administration, or a related field, and for:

Level I: experience which demonstrates the possession of organizational and analytical skills necessary for the development of written operational plans.

License Requirement: Possession of a valid motor vehicle operator's license (Type 3).

Knowledge of: basic government organization and functions; civil defense laws; Federal and

State legislation affecting civil defense administration; principles and practices of emergency management; geographic and topographic features of the Hawaiian Islands; principles of research and analysis; report writing; computers and communications systems; public relations.

Ability to: learn basic principles of the functional areas of civil defense emergency management; conduct basic research and analysis; organize and prepare clear and concise documents; express ideas logically, both orally and in writing; deal tactfully with various agencies and people; develop, review and maintain plans, procedures, reports and studies; act decisively in emergencies; handle multiple tasks; organize and coordinate various group activities; write and speak effectively; work with and maintain cooperative relationships with members of other agencies; type and operate computers; learn and understand communication principles and technology systems.

**Health and Physical Condition:**

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Light