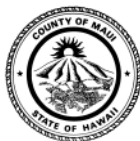


Council Chair
Alice L. Lee

Vice-Chair
Yuki Lei K. Sugimura

Presiding Officer Pro Tempore
Tasha Kama

Councilmembers
Tom Cook
Gabe Johnson
Tamara Paltin
Keani N.W. Rawlins-Fernandez
Shane M. Sinenci
Nohelani U'u-Hodgins



Director of Council Services
Traci N. T. Fujita, Esq.

Deputy Director of Council Services
David M. Raatz, Jr., Esq.

COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

April 14, 2023

Ms. Traci N.T. Fujita, Director
Office of Council Services
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Fujita:

SUBJECT: **FISCAL YEAR ("FY") 2024 BUDGET** (BFED-1) (OCS-3)

Thank you for participating in the Committee's discussions on April 12, 2023.

May I please request your written response to the following:

1. Please provide the job descriptions for the following positions and their comparable civil service job descriptions. Please also include the salary range for each position and discrepancy percentage. (TC) (YLS)
 - a. Supervising Legislative Analyst
 - b. Senior Committee Analyst
 - c. Legislative Analyst
 - d. Communications Specialist
 - e. Hawaiian Language Communications Specialist
 - f. Supervising Committee Secretary
 - g. Senior Committee Secretary
 - h. Committee Secretary
 - i. Support Supervisor
 - j. Senior Accountant
 - k. Personnel Specialist
 - l. Council Services Technician
 - m. Senior Council Services Technician
 - n. Accounts Payable Specialist
 - o. Procurement Specialist

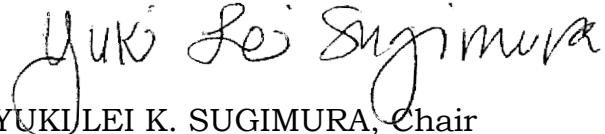
- p. Council Aide
 - q. Council Services Assistant (Full-time)
2. As it relates to position titles, please define "Senior." (TC)
 3. You mentioned OCS employees do not receive automatic annual step increases, but during the Committee meeting, you said that the five percent across-the-board increase would be in lieu of an annual step increase. Do OCS employees receive automatic annual step increases or are step increases based on performance evaluations? (TC)
 4. Is a step increase comparable to a five percent across-the-board increase? (TC)
 5. If a badge reader runs out of battery, is there a manual key that can continue to allow access into Councilmembers' offices? (TP)
 6. Who receives low battery notifications for the badge reader system? If it is an audible notification at the reader itself, who will periodically check the badge readers for Councilmembers who work regularly at residency area offices? (TP)
 7. Are badge readers for Councilmembers' offices being installed in FY 2023 or FY 2024? If they are being installed in FY 2023, where is the funding coming from and why is it being requested in the FY 2024 Budget? (TC)
 8. It was stated that the technology replacement policy for OCS is every four years. The Department is requesting the replacement of 21 Surface Pro laptops; however, funding for 18 Surface Pro laptops were appropriated in FY 2023. Please provide the status on the laptops purchased in FY 2023 and who will be receiving them. (TC)

May I further request that, after approval by the Council Chair, you transmit a written response to bfd.committee@mauicounty.us by **April 20, 2023**. To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

Ms. Traci N.T. Fujita
April 14, 2023
Page 3

Should you have any questions, please contact me or the Committee staff (Lesley Milner at ext. 7886, Kasie Apo Takayama at ext. 7665, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink that reads "Yuki Lei Sugimura". The signature is written in a cursive, flowing style.

YUKILEI K. SUGIMURA, Chair
Budget Finance, and Economic
Development Committee

bfed:2024bgt:230413aocs03:alkl

BFED Committee

From: BFED Committee
Sent: Friday, April 14, 2023 3:17 PM
To: Traci N. T. Fujita
Cc: BFED Committee
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2024 BUDGET (BFED 1) (OCS-3)
Attachments: (OCS-3) Correspondence to Council Services 04-14-2023.pdf

Ms. Fujita: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated April 14, 2023.

Thanks, Clarita

April 20, 2023

MEMO TO: Yuki Lei K. Sugimura, Chair
Budget, Finance, and Economic Development Committee

F R O M: Traci N. T. Fujita, Director^{TNTF}
Office of Council Services

SUBJECT: **FISCAL YEAR (“FY”) 2024 BUDGET** (BFED-1) (OCS-3)

The following are responses to the questions presented in the April 14, 2023, memorandum from the Chair of the Budget, Finance, and Economic Development Committee.

1. Please provide the job descriptions for the following positions and their comparable civil service job descriptions. Please also include the salary range for each position and discrepancy percentage. (TC) (YLS)
 - a. Supervising Legislative Analyst
 - b. Senior Committee Analyst
 - c. Legislative Analyst
 - d. Communications Specialist
 - e. Hawaiian Language Communications Specialist
 - f. Supervising Committee Secretary
 - g. Senior Committee Secretary
 - h. Committee Secretary
 - i. Support Supervisor
 - j. Senior Accountant
 - k. Personnel Specialist
 - l. Council Services Technician
 - m. Senior Council Services Technician
 - n. Accounts Payable Specialist
 - o. Procurement Specialist
 - p. Council Aide
 - q. Council Services Assistant (Full-time)

Please see OCS staff position descriptions, attached as Exhibit “A.” There is no standard position description for Council Aides. Council Aides are appointed by the applicable Residency Area Councilmember at their discretion. OCS staff positions are appointed, do not have civil service status or protection, and do not have comparable civil service job descriptions. Please see spreadsheet for civil service pay ranges and discrepancy percentages, attached as Exhibit “B.”

2. As it relates to position titles, please define “Senior.” (TC)

OCS Senior staff generally must have a minimum of three years of experience in the applicable non-Senior position performed at a satisfactory level with progressively increasing levels of responsibility. Senior staff also TA for the applicable supervisor in their section when the supervisor is out of the office and assist the supervisor with training of other staff. Senior positions provide promotional opportunities for OCS staff that contribute to staff retention and provide Councilmembers with staff who have extensive OCS experience.

3. You mentioned OCS employees do not receive automatic annual step increases, but during the Committee meeting, you said that the five percent across-the-board increase would be in lieu of an annual step increase. Do OCS employees receive automatic annual step increases or are step increases based on performance evaluations? (TC)

OCS employee step increases are based on satisfactory performance evaluations pursuant to Section 2.06.060, Maui County Code. Across-the-board increases are not step increases but an attempt to keep up with salary scales of civil service employees. For FY2024 the proposal is to implement across-the-board increases in lieu of step increases.

4. Is a step increase comparable to a five percent across-the-board increase? (TC)

Step increases are generally about four percent increases. The five percent across-the-board increase is a partial attempt to keep up with salary scales of civil service employees. The proposed five percent increase in FY24 will not bring the OCS salary scale current to civil service salary scales. The hope is that we can catch up in FY25 with an additional across-the-board increase. Please see Exhibit “B.”

5. If a badge reader runs out of battery, is there a manual key that can continue to allow access into Councilmembers’ offices? (TP)

The badge readers run on a wireless electric system. There is a back-up battery for the whole security badge system located in a central location. The system only uses the battery when the electricity goes out. If the funding is approved for the Councilmember office badge readers, we can inquire about keys.

6. Who receives low battery notifications for the badge reader system? If it is an audible notification at the reader itself, who will periodically check the badge readers for Councilmembers who work regularly at residency area offices? (TP)

The backup battery is for the whole security badge system and is located in a central location, not on each badge reader. The battery life span is about 3-4 years, but the battery is replaced every two years.

7. Are badge readers for Councilmembers' offices being installed in FY 2023 or FY 2024? If they are being installed in FY 2023, where is the funding coming from and why is it being requested in the FY 2024 Budget? (TC)

If the funding is approved in the FY24 Budget, the plan is to install the security badge readers for the Councilmember offices in FY24.

8. It was stated that the technology replacement policy for OCS is every four years. The Department is requesting the replacement of 21 Surface Pro laptops; however, funding for 18 Surface Pro laptops were appropriated in FY 2023. Please provide the status on the laptops purchased in FY 2023 and who will be receiving them. (TC)

The funds for the Surface Pros in FY23 were for the Councilmember and Residency Area offices. The Surface Pros have been distributed and inventoried accordingly. The funding request for FY24 is to replace 21 Surface Pros for OCS staff. The OCS staff Surface Pros are four years old and the warranty ends after four years.

OFFICE OF COUNCIL SERVICES
County of Maui

SUPERVISING LEGISLATIVE ANALYST

Type of Position:

Non-civil service; appointment concurrent with the term of the County Council.

General Duties and Responsibilities:

1. Plans, directs, leads, and oversees the work of the Legislative Analysts, in the performance of a variety of research-related work for the Office of Council Services ("OCS"), the Council members, and the Council's committees.
2. Recruits, interviews, and participates in the selection and training of the Legislative Analysts.
3. Plans and maintains work systems, procedures, and policies that enable the optimum performance of the Legislative Analysts.
4. Plans and allocates Legislative Analyst resources to effectively staff and accomplish the work of the Council.
5. Provides oversight and direction to the Legislative Analysts in accordance with the office's policies and procedures.
6. Coaches, mentors, and leads the Legislative Analysts to meet the office's expectations for productivity, quality, and goal setting.
7. Delegates responsibility and expects accountability and regular feedback.
8. Fosters a spirit of teamwork and unity within OCS that allows for a) civil disagreement over ideas; b) respectful and fair conflict resolution; c) an appreciation for diversity in all its forms; d) cohesiveness; e) mutual support; and e) working effectively together to enable the section and the office to succeed.
9. Consciously creates a workplace culture that emphasizes the office's mission, vision, values, and work ethic.
10. Develops a culture that underscores quality, continuous improvement, staff development, and high performance.

11. Provides regular performance feedback and conducts annual performance evaluations for the Legislative Analysts.
12. Maintains Legislative Analyst work schedules, including assignments, job rotation, training, vacations, coverage for absences, and overtime scheduling.
13. Maintains transparent communication. Regularly communicates relevant information through meetings, email, and other forms of communication with the Council Chair and other Council members, the Director of Council Services, the Deputy Director of Council Services, and other OCS supervisors, staff of the Research Section, and other OCS personnel.
14. Makes decisions that are responsible, justifiable, and defensible in accordance with law, and the office's policies and procedures.
15. Assists the Director of Council Services and Deputy Director of Council Services in the overall planning, directing, and coordination of services for the Council members and the Council's committees.
16. Assumes the duties of the Deputy Director of Council Services in the absence of the Deputy Director.

Specific Duties and Responsibilities:

1. Prepares reports and drafts correspondence as necessary to carry out the functions of the office, the Council, and its committees.
2. Reviews committee reports and related committee documents for compliance with committee report writing standards, accuracy, and comprehensibility.
3. Reviews resolutions, bills, correspondence, press releases, testimonies, and summary minutes, and provides other assistance and services to facilitate the work of the Council and its committees.
4. Serves as a resource person to the Council members, Executive Assistants, the public, and the press.
5. Oversees and assists in the Legislative Analysts performance of work for the Hawaii State Association of Counties ("HSAC"), including HSAC conferences; the Hawaii State Legislature; the Council Inauguration; and the orientation of Council members and their EAs.
6. Oversees the work of the OCS liaison for the video production contractor.

7. Uses personal computers and the local area network for standard office application programs (e.g., word processing and spreadsheet programs), and other office applications (e.g., presentation programs, database programs, on-line research programs) and equipment (e.g., tablets, smart phones) as necessary to perform assignments.
8. Maintains a daily log of Legislative Analyst performance measures, leave and overtime requests, and timesheets.
9. Performs other related duties.

ocs:mgt:job descriptions:supervising legislative analyst

OFFICE OF COUNCIL SERVICES
County of Maui

SENIOR COMMITTEE ANALYST
(January 2023)

Type of Position:

Non-civil service; appointment concurrent with the term of the County Council.

Duties and Responsibilities:

The Senior Committee Analyst must possess a minimum of three years experience as a Legislative Analyst with the Office of Council Services, or equivalent, performed with progressively increasing levels of responsibility. Progressively increasing levels of responsibility includes direct work on the core team responsible for staffing the fiscal year budget session under the Council's standing committee on budget and finance matters, direct work performed on community plan updates, water use development plans, 201H or 2.97 affordable housing projects, or other legislative work requiring similar high levels of research and analysis. Additionally, the Senior Committee Analyst must perform successfully with time constraints and meeting hard deadlines as supported by performance evaluation reports with a minimum "above-satisfactory" rating for the past three years.

The Senior Committee Analyst substitutes for the Supervising Legislative Analyst during periods of leave, when needed, in addition to the following:

1. Performs a variety of research work for the Office of Council Services, involving the necessary study, research analysis, and compilation of requested research work.
2. Consults with resource individuals when necessary for research purposes.
3. Works independently and with minimal supervision to perform analytical and committee-related assignments.
4. Prepares clear, concise, and comprehensive reports of findings, recommendations, and conclusions.
5. Drafts resolutions, ordinances, press releases, testimonies, letters, summary minutes, committee reports, and various correspondence, and provides other assistance and services to facilitate the work of the Council and its committees.

6. Serves as the primary resource person for the Council's standing committees, subcommittees, special committees, and temporary investigative groups (TIGs), by:
 - (a) Reviewing and monitoring the status of committee agenda items.
 - (b) Coordinating the posting of meeting agendas and meeting schedules for committees, subcommittees; and TIGs.
 - (c) Conferring with Administration officials, members of the public, and other resource personnel;
 - (d) Conducting background research and compiling data for Council-related projects and committee matters;
 - (e) Proposing alternative solutions and rendering conclusions from available data.
 - (f) Adhering to procedures and regulations relating to the posting and staffing of executive meetings.
7. Serves as a resource person to the public and the press. Provides information on any agenda item, including answering questions on procedural matters involving the Council and its committees.
8. Serves as a resource person to Council members' executive assistants.
9. Plans, organizes, or attends, and reports on the following:
 - (a) Meetings, workshops, field inspections, conferences, and public hearings relating to committee-related matters.
 - (b) Hawaii State Association of Counties and National Association of Counties Western Interstate Region conferences.
 - (c) Inauguration and orientation of the Council at the start of each term.
10. Attends meetings with the Council Chair, committee chairs and members of the public or representatives of organizations. After the meetings, proposes alternative solutions and recommendations to the Council Chair or committee chair, and conducts necessary follow-up research, phone calls, and drafting of correspondence.
11. Meets with Council members to brief the members on committee-related matters, as necessary.

12. Works with Council members to prepare for Council and committee meetings, and to address any questions, comments or concerns the Council members may have.
13. Drafts recommendations for the committee chair's consideration on agenda items, as necessary. Drafts meeting notes and summaries of committee reports for the committee chair's use at Council and committee meetings.
14. Assists in the training and mentorship of new legislative analysts on committee procedures, research methods, drafting guidelines, and review processes, and helps to prepare and conduct mini-refresher training sessions for Research staff on various topics, as needed.
15. Uses personal computers, tablets, and the local area network for standard office application programs (e.g., Microsoft Word, Excel), and other office applications (e.g., Microsoft PowerPoint, SharePoint, and WestlawNext) as necessary to perform assignments.
16. Sets up and breaks down computer equipment, display boards and stands, any other equipment needed for meetings.
17. Prepares the Council Chamber for guest panelists, including setting up presentations, tables, chairs, and microphones, when necessary.
18. Sets up off-site meetings, including reserving the Council van, packing and transporting equipment and documents to and from the meeting site, arranging furniture at the meeting site, and returning the site to its original layout following the meeting.
19. Performs long-term job assignments for the office, including the following:
 - (a) Serves as a secondary resource for Councilmembers and staff for the operational support of computers, tablets, and presentation equipment and software used in Committee meetings.
 - (b) Facilitates the Council's review of the County's budget.
 - (1) Assists in setting the budget session calendar, including: planning of district meeting dates, ensuring that public hearing and notice requirements established by Hawaii Revised Statutes, County Charter, and Maui County Code are adhered to, coordinates the appearance of County departments and personnel at budget session meetings, and other logistical needs as required.

- (2) Prepares, reviews, and presents existing analysis of various aspects of the County budget. Creates and presents ad-hoc reports and analysis as required by the Council's standing committee on budget and finance matters.
 - (3) Ensures that the Council's version of the County's budget is balanced by fund and in compliance with the County Charter.
- (c) Assists in the preparation of the community plans and serves as a resource for land use issues, including responding to citizens' requests for information on a property's community plan designation and zoning, zoning regulations and permitted uses, and land use change procedures.
- (d) Monitors the Hawaii State Legislative Session.
 - (1) Reviews all measures introduced in the Hawaii State Legislature and prepares a list of measures that meet the Council Chair's priorities.
 - (2) Conducts preliminary research on these measures for submittal of testimony.
 - (3) Monitors hearing notices.
 - (4) Monitors proposed measures in the Maui County Council Legislative Package and Hawaii State Association of Counties Legislative Package.
 - (5) Prepares legislative testimony.
 - (6) Prepares first decking, second crossover, and end of session reports.
- (e) Serves as the resource for the Americans with Disabilities Act, Office of Information Practices, and procurement rules and regulations.
- (f) Coordinates Audit or Investigative services.
 - (1) Assists the Council in focusing its intent to audit, investigate, or conduct a performance evaluation, of any function of County government.

- (2) Prepares the annual budget that reflects anticipated expenditures for Audit or Investigative services.
 - (3) Ensures that the required financial audits are completed by the dates established by the County Charter as well as those established by the United States Office of Monument Budget, the Government Finance Officers Association, or any other entity which, as a condition of funding, requires that the County submit applicable audit information.
 - (4) Develops the scope of audits, investigations, or performance evaluations as authorized by the Council.
 - (5) Prepares applicable procurement documents and assists in the issuing of Requests For Proposals. When required, serves on the selection committee which scores and ranks responders to Requests For Proposals and presents its recommendation to the Council Chair.
 - (6) Serves as a liaison between audit or investigative services contractor and the Council Chair or designated representative, including, advising as to the status of the audit or investigation that has been authorized or is in progress, facilitates the resolution of disputes between the contractor and county personnel, performs ad-hoc analysis of certain reports submitted by the contractor for the purposes of quality control and assurance of responsible expenditure of County funds, and coordinates the distribution of documents resulting from an audit or investigation.
- (g) Works closely with the Communications Specialist or Hawaiian Language Communications Specialist, as needed.
- (1) May assist with responding to media inquiries on behalf of the Council, Council members, and Council committees; performs other media relations tasks on behalf of the Council, Council members, and Council committees.
 - (2) May assist with drafting and editing opinion pieces for Council members.
 - (3) May assist with writing news releases for Council members.
20. Maintains a daily log of project assignment forms, performance measures, and leave, compensatory time off, and overtime requests.

21. Performs other related duties as assigned.

OFFICE OF COUNCIL SERVICES
County of Maui

LEGISLATIVE ANALYST
(June 2022)

Type of Position:

Non-civil service; appointment concurrent with the term of the County Council.

Duties and Responsibilities:

Legislative Analysts are responsible for the following:

1. Performs a variety of research work for the Office of Council Services, involving the necessary study, research analysis, and compilation of requested research work.
2. Consults with resource individuals when necessary for research purposes.
3. Works independently and with minimal supervision to perform analytical and committee-related assignments.
4. Prepares clear, concise, and comprehensive reports of findings, recommendations, and conclusions.
5. Drafts resolutions, ordinances, press releases, testimonies, letters, summary minutes, committee reports, and various correspondence, and provides other assistance and services to facilitate the work of the Council and its committees.
6. Serves as the primary resource person for the Council's standing committees, subcommittees, special committees, and temporary investigative groups (TIGs), by:
 - (a) Reviewing and monitoring the status of committee agenda items.
 - (b) Coordinating the posting of meeting agendas and meeting schedules for committees, subcommittees; and TIGs.
 - (c) Conferring with Administration officials, members of the public, and other resource personnel;
 - (d) Conducting background research and compiling data for Council-related projects and committee matters;

- (e) Proposing alternative solutions and rendering conclusions from available data.
 - (f) Adhering to procedures and regulations relating to the posting and staffing of executive meetings.
- 7. Serves as a resource person to the public and the press. Provides information on any agenda item, including answering questions on procedural matters involving the Council and its committees.
- 8. Serves as a resource person to Council members' executive assistants.
- 9. Plans, organizes, or attends, and reports on the following:
 - (a) Meetings, workshops, field inspections, conferences, and public hearings relating to committee-related matters.
 - (b) Hawaii State Association of Counties and National Association of Counties Western Interstate Region conferences.
 - (c) Inauguration and orientation of the Council at the start of each term.
- 10. Attends meetings with the Council Chair, committee chairs and members of the public or representatives of organizations. After the meetings, proposes alternative solutions and recommendations to the Council Chair or committee chair, and conducts necessary follow-up research, phone calls, and drafting of correspondence.
- 11. Meets with Council members to brief the members on committee-related matters, as necessary.
- 12. Works with Council members to prepare for Council and committee meetings, and to address any questions, comments or concerns the Council members may have.
- 13. Drafts recommendations for the committee chair's consideration on agenda items, as necessary. Drafts meeting notes and summaries of committee reports for the committee chair's use at Council and committee meetings.
- 14. Assists in the training and mentorship of new legislative analysts on committee procedures, research methods, drafting guidelines, and review processes, and helps to prepare and conduct mini-refresher training sessions for Research staff on various topics, as needed.

15. Uses personal computers, tablets, and the local area network for standard office application programs (e.g., Microsoft Word, Excel), and other office applications (e.g., Microsoft PowerPoint, SharePoint, and WestlawNext) as necessary to perform assignments.
16. Sets up and breaks down computer equipment, display boards and stands, any other equipment needed for meetings.
17. Prepares the Council Chamber for guest panelists, including setting up presentations, tables, chairs, and microphones, when necessary.
18. Sets up off-site meetings, including reserving the Council van, packing and transporting equipment and documents to and from the meeting site, arranging furniture at the meeting site, and returning the site to its original layout following the meeting.
19. Performs long-term job assignments for the office, including the following:
 - (a) Serves as a secondary resource for Councilmembers and staff for the operational support of computers, tablets, and presentation equipment and software used in Committee meetings.
 - (b) Facilitates the Council's review of the County's budget.
 - (1) Assists in setting the budget session calendar, including: planning of district meeting dates, ensuring that public hearing and notice requirements established by Hawaii Revised Statutes, County Charter, and Maui County Code are adhered to, coordinates the appearance of County departments and personnel at budget session meetings, and other logistical needs as required.
 - (2) Prepares, reviews, and presents existing analysis of various aspects of the County budget. Creates and presents ad-hoc reports and analysis as required by the Council's standing committee on budget and finance matters.
 - (3) Ensures that the Council's version of the County's budget is balanced by fund and in compliance with the County Charter.
 - (c) Assists in the preparation of the community plans and serves as a resource for land use issues, including responding to citizens' requests for information on a property's community plan designation and zoning, zoning regulations and permitted uses, and land use change procedures.

- (d) Monitors the Hawaii State Legislative Session.
 - (1) Reviews all measures introduced in the Hawaii State Legislature and prepares a list of measures that meet the Council Chair's priorities.
 - (2) Conducts preliminary research on these measures for submittal of testimony.
 - (3) Monitors hearing notices.
 - (4) Monitors proposed measures in the Maui County Council Legislative Package and Hawaii State Association of Counties Legislative Package.
 - (5) Prepares legislative testimony.
 - (6) Prepares first decking, second crossover, and end of session reports.
- (e) Serves as the resource for the Americans with Disabilities Act, Office of Information Practices, and procurement rules and regulations.
- (f) Coordinates Audit or Investigative services.
 - (1) Assists the Council in focusing its intent to audit, investigate, or conduct a performance evaluation, of any function of County government.
 - (2) Prepares the annual budget that reflects anticipated expenditures for Audit or Investigative services.
 - (3) Ensures that the required financial audits are completed by the dates established by the County Charter as well as those established by the United States Office of Monument Budget, the Government Finance Officers Association, or any other entity which, as a condition of funding, requires that the County submit applicable audit information.
 - (4) Develops the scope of audits, investigations, or performance evaluations as authorized by the Council.
 - (5) Prepares applicable procurement documents and assists in the issuing of Requests For Proposals. When required,

serves on the selection committee which scores and ranks responders to Requests For Proposals and presents its recommendation to the Council Chair.

- (6) Serves as a liaison between audit or investigative services contractor and the Council Chair or designated representative, including, advising as to the status of the audit or investigation that has been authorized or is in progress, facilitates the resolution of disputes between the contractor and county personnel, performs ad-hoc analysis of certain reports submitted by the contractor for the purposes of quality control and assurance of responsible expenditure of County funds, and coordinates the distribution of documents resulting from an audit or investigation.
- (g) Works closely with the Communications Specialist or Hawaiian Language Communications Specialist, as needed.
 - (1) May assist with responding to media inquiries on behalf of the Council, Council members, and Council committees; performs other media relations tasks on behalf of the Council, Council members, and Council committees.
 - (2) May assist with drafting and editing opinion pieces for Council members.
 - (3) May assist with writing news releases for Council members.
- 20. Maintains a daily log of project assignment forms, performance measures, and leave, compensatory time off, and overtime requests.
- 21. Performs other related duties as assigned.

POSITION DESCRIPTION

Communications Specialist

Type of position:

Appointed position concurrent with the term of the County Council; not a civil service position.

Duties:

- Manage and publish content using real-time reporting and dashboard features of budget software (OpenGov).
- Manage internal and external communications.
- Develop and implement communications strategies, including through the Council's Communications Plan, to provide accurate and timely information to the public.
- Draft and issue newspaper columns and press releases.
- Manage social media accounts.
- Serve as webmaster.
- Coordinate press conferences.
- Produce video, photo, and visual presentations and other digital-media content.
- Create and issue public-education materials and conduct presentations and outreach.
- Assist with special events.
- Serve as contact person for media inquiries.
- Serve as contact person for video production, broadcast, and distribution services (Akakū).
- Serve as contact person for open meeting software (Granicus).
- Work in coordination with others to carry out the functions of the Office of Council Services, which include assisting the County Council committees and the Councilmembers, individually and collectively.
- Perform other related duties as may be assigned, including light lifting and use of electronic equipment.

ocs:mgt:employee:job description:communications specialist

HAWAIIAN LANGUAGE COMMUNICATIONS SPECIALIST

(06/07/2022)

Type of position:

Appointed position concurrent with the term of the County Council; not a civil service position.

Minimum Qualifications:

- Proficient in all areas of Hawaiian language: reading, writing, and speaking.
- Ability to accurately and efficiently translate between English and Hawaiian languages.

Previous Knowledge and Experience Preferred:

- Professional Hawaiian language translation.
- Proficiency in Hawaiian values-based literary and speaking preferences.
- Communications skills, including writing and speaking on behalf of an organization.
- Computer software management, including Granicus and OpenGov.
- Proven social media and networking expertise.
- Knowledge of journalism and public relations.
- Work for a legislative body.

License Requirement:

Possession of a valid motor vehicle operator's license.

Duties and Responsibilities:

(Duties listed below apply for both in English and Hawaiian language.)

1. Manage and publish content using real-time reporting and dashboard features of budget software (OpenGov).
2. Manage internal and external communications.
3. Develop and implement communications strategies, including through the Council's Communications Plan, to provide accurate and timely information to the public.
4. Draft and issue newspaper columns and press releases.
5. Manage social media accounts.
6. Serve as webmaster.
7. Coordinate press conferences.
8. Produce video, photo, and visual presentations and other digital-media content.

9. Create and issue public-education materials and conduct presentations and outreach.
10. Assist with special events.
11. Serve as contact person for media inquiries.
12. Serve as contact person for video production, broadcast, and distribution services (Akakū).
13. Serve as contact person for open meeting software (Granicus) and community information portion of budget software (OpenGov).
14. Work in coordination with others to carry out the functions of the Office of Council Services, which include assisting the County Council committees and the Councilmembers, individually and collectively.
15. Perform other related duties as may be assigned, including light lifting and use of electronic equipment.
16. Ensure Councilmembers and staff are kept apprised of latest local and national news and trends relevant to their legislative work.

Compensation Range:

\$44,260 - \$83,015 annually, as established by Section 2.08.060, Maui County Code, depending on education and experience. The Council may assign staff to any step in the appropriate pay range.

Work Eligibility:

All persons seeking employment with the Office of Council Services shall be citizens, nationals, or permanent resident aliens of the United States or eligible under Federal law for unrestricted employment in the United States at the time of their application for employment and shall become residents of the State within 30 days after beginning their employment and as a condition of eligibility for continued employment. Applicants must provide evidence verifying citizenship or alien registration status and employment authorization in the United States at the time of application.

How to apply:

- Download the application form:
<http://mauicounty.us/wp-content/uploads/2020/02/Application-Form-Revised-6-29-2018.pdf>.
- Submit your completed application by e-mail to recruitment@mauicounty.us.
- Please complete all sections of the application.

Nondiscrimination policy:

The Office of Council Services and the Maui County Council do not discriminate on the basis of race, sex, sexual orientation, age, religion, color, ancestry, national origin, disability, marital status, pregnancy, arrest and court record, assignment of child support, National Guard participation or any other basis covered by State or Federal laws governing nondiscrimination.

ocs:mgt:employee:job descriptions:hawaiian language communications specialist

OFFICE OF COUNCIL SERVICES
County of Maui

SUPERVISING COMMITTEE SECRETARY

(January 2023)

Type of Position:

Non-civil service; appointment concurrent with the term of the County Council.

Duties and Responsibilities:

The Supervising Committee Secretary's duties includes all of the duties of the Senior Committee Secretary and Committee Secretary, attached as Exhibit "A" and the following additional duties:

- assist Director in overall planning, directing and coordinating of secretarial servicing of the Council's standing committees, subcommittees, and special committees as established by the Council;
- supervise Committee Secretaries;
- supervise OCS part-time assistants;
- responsible for the assignment of Committee Secretaries to the various committees (on a rotation basis by terms) to assure adequate provision of all secretarial assistance as necessary;
- staff committee meetings (when Secretary is on leave);
- assist Committee Secretaries as needed;
- identifies problem areas and recommends remedial actions and procedures relative to the Council's committee functions for consideration and implementation by the Office of Council Services;
- prepare Fiscal Year Budget estimates for transcription services and off-site storage;
- work on procurement matters or Request for Proposals for transcription services and off-site storage;
- review and approve Performance Measures;
- compile Performance Measures Quarterly Reports;
- authorize leave applications/OT for Committee Secretaries;
- reconcile leave applications/OT for each week, calculate any offsets, if necessary (input information on a weekly log);
- review and approve electronic timesheets;
- meet with Committee Secretaries individually or collectively relating to changes in procedures, etc.;
- responsible for the acquisition of secretarial equipment. Perform steps necessary to comply with the State Procurement law;

- responsible to obtain cost and other information when putting order in for supplies;
- responsible for hiring Council Services Assistants to assist Committee Secretaries;
- responsible for supervising and training Council Services Assistants (i.e., processing of committee documents; updating of committee binders; SharePoint matters; staffing the testimony table);
- responsible for updating Maui County Code, and the distribution of County Code supplements and ordinances;
- research and retrieve historical files (on-site and off-site) to obtain information and/or photocopies or electronic documents by the County Legislative Branch, County Executive Branch, State and Federal agencies, civic organizations, private entities, and the general public;
- assist Committee Secretaries with transcribing committee minutes (if meeting is less than an hour), and executive session (confidential) minutes;
- monitor the Minutes Transcription Program (review billings, keep track of deadlines; update Minutes Log);
- review billings from Access Management for offsite storage;
- attend supervisor meetings;
- attend management meetings with the Council Chair;
- staff Council Chairs meetings;
- review and proofread committee reports and other documents;
- scan and e-mail Council meeting agendas and status agendas to Office;
- forward all incoming committee documents to Committee Secretaries to scan; upload to Granicus; upload to SharePoint; input necessary fields;
- assist the Committee Secretaries, as needed, regarding incoming and outgoing committee documents:
 - photocopy, process, issue, and scan documents; upload to Granicus; upload to SharePoint; input necessary fields;
- assist BF Committee Secretary during budget session with processing of incoming and outgoing committee documents;
- work on recruitment matters for Committee Secretary positions when vacancy occurs; and
- other duties as assigned by the Director of Council Services.

ocs:mgmt:employee:Job Descriptions:Supervising Committee Secretary PD (2023)

Attachments

EXHIBIT "A"

OFFICE OF COUNCIL SERVICES
County of Maui

SENIOR COMMITTEE SECRETARY
(January 2023)

Type of Position:

Non-civil service; appointment concurrent with the term of the County Council.

Duties and Responsibilities:

The Senior Committee Secretary must possess a minimum of three years experience as a Committee Secretary, performed at a satisfactory level with progressively increasing levels of responsibilities.

Other responsibilities of the Senior Committee Secretary:

1. performs all of the duties and responsibilities of the Committee Secretary, attached as Exhibit "1."
2. ability to staff the difficult and challenging standing committees of the Council (i.e., budget, planning and land use, litigation matters, board nominations and appointments).
3. may be requested to substitute for the Supervising Committee Secretary during periods of leave, when needed.

EXHIBIT “1”

OFFICE OF COUNCIL SERVICES
County of Maui

COMMITTEE SECRETARY

(January 2023)

Minimum Qualifications: Graduation from high school
Three years of Secretarial or Substantive
Clerical Experience
Typing at 60 wpm
Shorthand at 80 wpm¹

Work at this level is performed independently with minimal supervision, while under the general supervision of the Supervising Committee Secretary.

Duties and Responsibilities:

1. Provide clerical support services to one or more standing committees, subcommittees, and special committees as established by the Maui County Council (collectively referred to as “Committee”).
2. Provide assistance and information to the County Legislative Branch (Maui County Council, Executive Assistants, Council Services Staff, Office of the County Clerk, Office of the County Auditor), County Executive Branch (Mayor and County Administration), State and Federal agencies, civic organizations, private entities, and the general public.
3. Provide training on committee matters, policies and procedures to new personnel (i.e., Legislative Analyst/Attorney, Council Aide, Support Clerk, Council member’s Executive Assistant).
4. Calendar and attend Committee meetings and site inspections² as scheduled or rescheduled and recessed/reconvened by the Committee Chair, including off-site, district, off-island, and evening meetings in compliance with State Sunshine Laws (Open Meeting Laws).

¹ As of 2013 Committee Secretary recruitment, shorthand or stenographic skills is helpful but not required.

²Attending site inspections are optional.

5. Prepare, update, maintain, and distribute Committee records and files (including but not limited to master agenda, items list, attendance report, minutes list, committee report list).
6. Review, finalize, post (with the Office of the County Clerk), distribute, scan/upload/publish to Maui County Council websites (www.mauicounty.gov and www.mauicounty.us), and mail Committee agendas (meeting and inspection) and associated documents.
7. Process (review, edit, finalize, print, photocopy, distribute, scan and upload to SharePoint and Granicus) outgoing Committee documents from oral and written instructions, dictated statements, or rough drafts. Documents include but are not limited to letters, memoranda, reports, agendas, bills, resolutions, notices, press releases, and minutes.
8. Process (review, edit, finalize, print, photocopy, distribute, scan and upload to SharePoint and Granicus) outgoing committee-related and non-committee-related Project Assignment Forms (PAFs) documents from oral and written instructions, dictated statements, or rough drafts. Documents include but are not limited to letters, memoranda, reports, bills, and resolutions.
9. Compile, catalog, photocopy, distribute, scan and upload to SharePoint and Granicus incoming Committee correspondence and documents, including processing eComment Reports (testimonies) from Granicus.
10. Prepare and maintain Committee electronic binders in Granicus for each member of the Council, County Administration, Department of the Corporation Counsel, and hard copy binder for Press/general public. In addition to electronic binders in Granicus, Committee documents are also scanned and uploaded to OCS electronic document storage (i.e., SharePoint).
11. Scan and upload current Council term Committee records and files to electronic document storage (i.e., SharePoint). Note: Scanning and uploading process to SharePoint includes verifying scanned documents and data fields to ensure accuracy.
12. Scan and upload previous Council term Committee records and files to electronic document storage (i.e., SharePoint). Utilize the ShareGate Software program to copy files and data fields from one Council term to the next (for items that are auto referred or discretionary referred to the new Council term).

13. Review Committee information on the Maui County Council websites (www.mauicounty.gov and www.mauicounty.us, if necessary, report errors requiring corrective action.
14. Convert Committee documents from Microsoft Word to searchable .pdf files and upload to the Maui County Council websites (i.e., items list, meeting and inspection agendas, minutes, committee reports, items of interest). Note: items list, meeting and inspection agendas, minutes, committee reports, items of interest are uploaded to www.mauicounty.us; and, as of February 21, 2017, only meeting and site inspection agendas are uploaded to www.mauicounty.gov, including publishing the Events Calendar to provide e-mail notification to people who subscribe to receive notification).
15. Prepare routine Committee documents, including but not limited to status agendas, advance listings, meeting notices, departmental requests, disposition lists, and travel memoranda.
16. Take dictation and transcribe near verbatim minutes of committee meetings and proceedings, including executive session (confidential) meetings.
17. Prepare and issue minutes packet for contractor in accordance with established procedures and guidelines (i.e., "GUIDELINES FOR MINUTES PREPARED FOR TRANSCRIPTION SERVICES").
18. As needed, notify/contact County Administration, civic organizations, private entities, and the general public regarding Committee meetings.
19. As needed, arrange for and pick up parking passes from the Mayor's Office for representatives of State and Federal agencies, civic organizations, and private entities attending Committee meetings.
20. Coordinate arrangements for off-site and district Committee meetings and site inspections, including but not limited to reservations for charter and/or scheduled commercial air transportation, ground transportation, lodging accommodations, facility, and meals, in compliance with the State Procurement Law and Sunshine Laws (Open Meeting Laws).
21. Catalog and compile committee records and files for transfer to off-site storage location.
22. Research and retrieve committee records and files (on-site and off-site) to obtain information and/or photocopies or electronic

- documents requested by the County Legislative Branch, County Executive Branch, State and Federal agencies, civic organizations, private entities, and the general public.
23. Update and maintain a log of records and files stored at off-site location.
 24. Operate various office equipment, including but not limited to photocopiers, computers, printers, facsimile machines, typewriters, dictation and transcription equipment, digital recorders, iPads, and document scanners.
 25. Perform research by utilizing the Internet and other reference materials.
 26. Utilize electronic-mail as a method of communication (i.e., receive and process written testimony from general public; receive and process incoming documents from the County Administration, State, and Federal agencies, etc.; communicate with contractors regarding Committee minutes transcripts, respond to requests for Committee information and copies).
 27. Research, obtain, and submit detailed information (in compliance with the State Procurement Law) relating to the purchase of new or upgraded equipment requested by the Committee Secretaries.
 28. Substitute for other Committee Secretaries as necessary and as assigned by the Supervising Committee Secretary.
 29. Complete various forms for further processing (i.e., travel, duplication charge, reimbursement).
 30. Create and update various manuals, forms, and office templates (i.e., Secretaries' Distribution Guide; Guide for Referrals; Travel Manual; scanning instructions (SharePoint, Granicus); Microsoft Outlook instructions; Minutes Log; committee templates).
 31. Participate in various office groups as assigned by the Supervising Committee Secretary (i.e., Computer User Group; Document Imaging (SharePoint, Granicus); Social Media, new employee selection committees).
 32. Complete Performance Measures reports (due bimonthly with timesheets).
 33. Attend workshops, seminars, conferences, orientation classes as assigned by the Supervising Committee Secretary, the Director of Council Services, or the Council Chair.

34. Assist Support Clerks with receptionist duties (i.e., answering telephone calls; as needed, take and relay messages for Councilmembers and Council Services staff; assist walk-ins, timestamp and log incoming mail).
35. Perform other secretarial and stenographic services as assigned.
36. Assist with Council inauguration duties as assigned, including leadership duties.
37. Assist with Hawaii State Association of Counties conferences as assigned. May from time to time also include assisting with Western Interstate Region and National Association of Counties conferences.
38. Perform other related duties or projects as assigned by the Committee Chair, Legislative Analyst/Attorney, Supervising Committee Secretary, Supervising Legislative Attorney, and/or the Director of Council Services.
39. Training of Council Services Assistants who help the Committee Secretaries with the processing of incoming and outgoing documents (hard copy and electronic documents), staffing the testimony table, and other duties as assigned.
40. Substitute for Supervising Committee Secretary (short-term or long-term basis). Temporary Assignment officially starts from day one.

Additional Specific Duties and Responsibilities:

- BFED: Update and maintain amendments to the Budget Ordinance and Bond Ordinances (general obligation bond, lapsed bond).
- GREAT: Update and maintain the Maui County Council Listing of Boards, Commissions and Committees (information relating to vacancies and appointments to various County boards, commissions and committees; keep track of various deadlines).
- HLU: Prepare and transmit notification memorandum to applicants (conditional zoning) regarding the recordation fee for documents filed with the Bureau of Conveyances, State of Hawaii.

OFFICE OF COUNCIL SERVICES
County of Maui

SENIOR COMMITTEE SECRETARY
(January 2023)

Type of Position:

Non-civil service; appointment concurrent with the term of the County Council.

Duties and Responsibilities:

The Senior Committee Secretary must possess a minimum of three years experience as a Committee Secretary, performed at a satisfactory level with progressively increasing levels of responsibilities.

Other responsibilities of the Senior Committee Secretary:

1. performs all of the duties and responsibilities of the Committee Secretary, attached as Exhibit "1."
2. ability to staff the difficult and challenging standing committees of the Council (i.e., budget, planning and land use, litigation matters, board nominations and appointments).
3. may be requested to substitute for the Supervising Committee Secretary during periods of leave, when needed.

ocs:mgmt:employee:Job Descriptions:Senior Committee Secretary PD (2023)

Attachment

OFFICE OF COUNCIL SERVICES
County of Maui

COMMITTEE SECRETARY

(January 2023)

Minimum Qualifications: Graduation from high school
Three years of Secretarial or Substantive
Clerical Experience
Typing at 60 wpm
Shorthand at 80 wpm¹

Work at this level is performed independently with minimal supervision, while under the general supervision of the Supervising Committee Secretary.

Duties and Responsibilities:

1. Provide clerical support services to one or more standing committees, subcommittees, and special committees as established by the Maui County Council (collectively referred to as “Committee”).
2. Provide assistance and information to the County Legislative Branch (Maui County Council, Executive Assistants, Council Services Staff, Office of the County Clerk, Office of the County Auditor), County Executive Branch (Mayor and County Administration), State and Federal agencies, civic organizations, private entities, and the general public.
3. Provide training on committee matters, policies and procedures to new personnel (i.e., Legislative Analyst/Attorney, Council Aide, Support Clerk, Council member’s Executive Assistant).
4. Calendar and attend Committee meetings and site inspections² as scheduled or rescheduled and recessed/reconvened by the Committee Chair, including off-site, district, off-island, and evening meetings in compliance with State Sunshine Laws (Open Meeting Laws).

¹ As of 2013 Committee Secretary recruitment, shorthand or stenographic skills is helpful but not required.

²Attending site inspections are optional.

5. Prepare, update, maintain, and distribute Committee records and files (including but not limited to master agenda, items list, attendance report, minutes list, committee report list).
6. Review, finalize, post (with the Office of the County Clerk), distribute, scan/upload/publish to Maui County Council websites (www.mauicounty.gov and www.mauicounty.us), and mail Committee agendas (meeting and inspection) and associated documents.
7. Process (review, edit, finalize, print, photocopy, distribute, scan and upload to SharePoint and Granicus) outgoing Committee documents from oral and written instructions, dictated statements, or rough drafts. Documents include but are not limited to letters, memoranda, reports, agendas, bills, resolutions, notices, press releases, and minutes.
8. Process (review, edit, finalize, print, photocopy, distribute, scan and upload to SharePoint and Granicus) outgoing committee-related and non-committee-related Project Assignment Forms (PAFs) documents from oral and written instructions, dictated statements, or rough drafts. Documents include but are not limited to letters, memoranda, reports, bills, and resolutions.
9. Compile, catalog, photocopy, distribute, scan and upload to SharePoint and Granicus incoming Committee correspondence and documents, including processing eComment Reports (testimonies) from Granicus.
10. Prepare and maintain Committee electronic binders in Granicus for each member of the Council, County Administration, Department of the Corporation Counsel, and hard copy binder for Press/general public. In addition to electronic binders in Granicus, Committee documents are also scanned and uploaded to OCS electronic document storage (i.e., SharePoint).
11. Scan and upload current Council term Committee records and files to electronic document storage (i.e., SharePoint). Note: Scanning and uploading process to SharePoint includes verifying scanned documents and data fields to ensure accuracy.
12. Scan and upload previous Council term Committee records and files to electronic document storage (i.e., SharePoint). Utilize the ShareGate Software program to copy files and data fields from one Council term to the next (for items that are auto referred or discretionary referred to the new Council term).

13. Review Committee information on the Maui County Council websites (www.mauicounty.gov and www.mauicounty.us, if necessary, report errors requiring corrective action.
14. Convert Committee documents from Microsoft Word to searchable .pdf files and upload to the Maui County Council websites (i.e., items list, meeting and inspection agendas, minutes, committee reports, items of interest). Note: items list, meeting and inspection agendas, minutes, committee reports, items of interest are uploaded to www.mauicounty.us; and, as of February 21, 2017, only meeting and site inspection agendas are uploaded to www.mauicounty.gov, including publishing the Events Calendar to provide e-mail notification to people who subscribe to receive notification).
15. Prepare routine Committee documents, including but not limited to status agendas, advance listings, meeting notices, departmental requests, disposition lists, and travel memoranda.
16. Take dictation and transcribe near verbatim minutes of committee meetings and proceedings, including executive session (confidential) meetings.
17. Prepare and issue minutes packet for contractor in accordance with established procedures and guidelines (i.e., "GUIDELINES FOR MINUTES PREPARED FOR TRANSCRIPTION SERVICES").
18. As needed, notify/contact County Administration, civic organizations, private entities, and the general public regarding Committee meetings.
19. As needed, arrange for and pick up parking passes from the Mayor's Office for representatives of State and Federal agencies, civic organizations, and private entities attending Committee meetings.
20. Coordinate arrangements for off-site and district Committee meetings and site inspections, including but not limited to reservations for charter and/or scheduled commercial air transportation, ground transportation, lodging accommodations, facility, and meals, in compliance with the State Procurement Law and Sunshine Laws (Open Meeting Laws).
21. Catalog and compile committee records and files for transfer to off-site storage location.
22. Research and retrieve committee records and files (on-site and off-site) to obtain information and/or photocopies or electronic

- documents requested by the County Legislative Branch, County Executive Branch, State and Federal agencies, civic organizations, private entities, and the general public.
23. Update and maintain a log of records and files stored at off-site location.
 24. Operate various office equipment, including but not limited to photocopiers, computers, printers, facsimile machines, typewriters, dictation and transcription equipment, digital recorders, iPads, and document scanners.
 25. Perform research by utilizing the Internet and other reference materials.
 26. Utilize electronic-mail as a method of communication (i.e., receive and process written testimony from general public; receive and process incoming documents from the County Administration, State, and Federal agencies, etc.; communicate with contractors regarding Committee minutes transcripts, respond to requests for Committee information and copies).
 27. Research, obtain, and submit detailed information (in compliance with the State Procurement Law) relating to the purchase of new or upgraded equipment requested by the Committee Secretaries.
 28. Substitute for other Committee Secretaries as necessary and as assigned by the Supervising Committee Secretary.
 29. Complete various forms for further processing (i.e., travel, duplication charge, reimbursement).
 30. Create and update various manuals, forms, and office templates (i.e., Secretaries' Distribution Guide; Guide for Referrals; Travel Manual; scanning instructions (SharePoint, Granicus); Microsoft Outlook instructions; Minutes Log; committee templates).
 31. Participate in various office groups as assigned by the Supervising Committee Secretary (i.e., Computer User Group; Document Imaging (SharePoint, Granicus); Social Media, new employee selection committees).
 32. Complete Performance Measures reports (due bimonthly with timesheets).
 33. Attend workshops, seminars, conferences, orientation classes as assigned by the Supervising Committee Secretary, the Director of Council Services, or the Council Chair.

34. Assist Support Clerks with receptionist duties (i.e., answering telephone calls; as needed, take and relay messages for Councilmembers and Council Services staff; assist walk-ins, timestamp and log incoming mail).
35. Perform other secretarial and stenographic services as assigned.
36. Assist with Council inauguration duties as assigned, including leadership duties.
37. Assist with Hawaii State Association of Counties conferences as assigned. May from time to time also include assisting with Western Interstate Region and National Association of Counties conferences.
38. Perform other related duties or projects as assigned by the Committee Chair, Legislative Analyst/Attorney, Supervising Committee Secretary, Supervising Legislative Attorney, and/or the Director of Council Services.
39. Training of Council Services Assistants who help the Committee Secretaries with the processing of incoming and outgoing documents (hard copy and electronic documents), staffing the testimony table, and other duties as assigned.
40. Substitute for Supervising Committee Secretary (short-term or long-term basis). Temporary Assignment officially starts from day one.

Additional Specific Duties and Responsibilities:

- BFED: Update and maintain amendments to the Budget Ordinance and Bond Ordinances (general obligation bond, lapsed bond).
- GREAT: Update and maintain the Maui County Council Listing of Boards, Commissions and Committees (information relating to vacancies and appointments to various County boards, commissions and committees; keep track of various deadlines).
- HLU: Prepare and transmit notification memorandum to applicants (conditional zoning) regarding the recordation fee for documents filed with the Bureau of Conveyances, State of Hawaii.

OFFICE OF COUNCIL SERVICES
County of Maui

COMMITTEE SECRETARY

(January 2023)

Type of Position:

Non-civil service; appointment concurrent with the term of the County Council.

Minimum Qualifications: Graduation from high school
Three years of Secretarial or Substantive
Clerical Experience
Typing at 60 wpm
Shorthand at 80 wpm¹

Work at this level is performed independently with minimal supervision, while under the general supervision of the Supervising Committee Secretary.

Duties and Responsibilities:

1. Provide clerical support services to one or more standing committees, subcommittees, and special committees as established by the Maui County Council (collectively referred to as "Committee").
2. Provide assistance and information to the County Legislative Branch (Maui County Council, Executive Assistants, Council Services Staff, Office of the County Clerk, Office of the County Auditor), County Executive Branch (Mayor and County Administration), State and Federal agencies, civic organizations, private entities, and the general public.
3. Provide training on committee matters, policies and procedures to new personnel (i.e., Legislative Analyst/Attorney, Council Aide, Support Clerk, Council member's Executive Assistant).
4. Calendar and attend Committee meetings and site inspections² as scheduled or rescheduled and recessed/reconvened by the Committee Chair, including off-site, district, off-island, and

¹ As of 2013 Committee Secretary recruitment, shorthand or stenographic skills is helpful but not required.

²Attending site inspections are optional.

evening meetings in compliance with State Sunshine Laws (Open Meeting Laws).

5. Prepare, update, maintain, and distribute Committee records and files (including but not limited to master agenda, items list, attendance report, minutes list, committee report list).
6. Review, finalize, post (with the Office of the County Clerk), distribute, scan/upload/publish to Maui County Council websites (www.mauicounty.gov and www.mauicounty.us), and mail Committee agendas (meeting and inspection) and associated documents.
7. Process (review, edit, finalize, print, photocopy, distribute, scan and upload to SharePoint and Granicus) outgoing Committee documents from oral and written instructions, dictated statements, or rough drafts. Documents include but are not limited to letters, memoranda, reports, agendas, bills, resolutions, notices, press releases, and minutes.
8. Process (review, edit, finalize, print, photocopy, distribute, scan and upload to SharePoint and Granicus) outgoing committee-related and non-committee-related Project Assignment Forms (PAFs) documents from oral and written instructions, dictated statements, or rough drafts. Documents include but are not limited to letters, memoranda, reports, bills, and resolutions.
9. Compile, catalog, photocopy, distribute, scan and upload to SharePoint and Granicus incoming Committee correspondence and documents, including processing eComment Reports (testimonies) from Granicus.
10. Prepare and maintain Committee electronic binders in Granicus for each member of the Council, County Administration, Department of the Corporation Counsel, and hard copy binder for Press/general public. In addition to electronic binders in Granicus, Committee documents are also scanned and uploaded to OCS electronic document storage (i.e., SharePoint).
11. Scan and upload current Council term Committee records and files to electronic document storage (i.e., SharePoint). Note: Scanning and uploading process to SharePoint includes verifying scanned documents and data fields to ensure accuracy.
12. Scan and upload previous Council term Committee records and files to electronic document storage (i.e., SharePoint). Utilize the ShareGate Software program to copy files and data fields from one

Council term to the next (for items that are auto referred or discretionary referred to the new Council term).

13. Review Committee information on the Maui County Council websites (www.mauicounty.gov and www.mauicounty.us, if necessary, report errors requiring corrective action.
14. Convert Committee documents from Microsoft Word to searchable .pdf files and upload to the Maui County Council websites (i.e., items list, meeting and inspection agendas, minutes, committee reports, items of interest). Note: items list, meeting and inspection agendas, minutes, committee reports, items of interest are uploaded to www.mauicounty.us; and, as of February 21, 2017, only meeting and site inspection agendas are uploaded to www.mauicounty.gov, including publishing the Events Calendar to provide e-mail notification to people who subscribe to receive notification).
15. Prepare routine Committee documents, including but not limited to status agendas, advance listings, meeting notices, departmental requests, disposition lists, and travel memoranda.
16. Take dictation and transcribe near verbatim minutes of committee meetings and proceedings, including executive session (confidential) meetings.
17. Prepare and issue minutes packet for contractor in accordance with established procedures and guidelines (i.e., "GUIDELINES FOR MINUTES PREPARED FOR TRANSCRIPTION SERVICES").
18. As needed, notify/contact County Administration, civic organizations, private entities, and the general public regarding Committee meetings.
19. As needed, arrange for and pick up parking passes from the Mayor's Office for representatives of State and Federal agencies, civic organizations, and private entities attending Committee meetings.
20. Coordinate arrangements for off-site and district Committee meetings and site inspections, including but not limited to reservations for charter and/or scheduled commercial air transportation, ground transportation, lodging accommodations, facility, and meals, in compliance with the State Procurement Law and Sunshine Laws (Open Meeting Laws).
21. Catalog and compile committee records and files for transfer to off-site storage location.

22. Research and retrieve committee records and files (on-site and off-site) to obtain information and/or photocopies or electronic documents requested by the County Legislative Branch, County Executive Branch, State and Federal agencies, civic organizations, private entities, and the general public.
23. Update and maintain a log of records and files stored at off-site location.
24. Operate various office equipment, including but not limited to photocopiers, computers, printers, facsimile machines, typewriters, dictation and transcription equipment, digital recorders, iPads, and document scanners.
25. Perform research by utilizing the Internet and other reference materials.
26. Utilize electronic-mail as a method of communication (i.e., receive and process written testimony from general public; receive and process incoming documents from the County Administration, State, and Federal agencies, etc.; communicate with contractors regarding Committee minutes transcripts, respond to requests for Committee information and copies).
27. Research, obtain, and submit detailed information (in compliance with the State Procurement Law) relating to the purchase of new or upgraded equipment requested by the Committee Secretaries.
28. Substitute for other Committee Secretaries as necessary and as assigned by the Supervising Committee Secretary.
29. Complete various forms for further processing (i.e., travel, duplication charge, reimbursement).
30. Create and update various manuals, forms, and office templates (i.e., Secretaries' Distribution Guide; Guide for Referrals; Travel Manual; scanning instructions (SharePoint, Granicus); Microsoft Outlook instructions; Minutes Log; committee templates).
31. Participate in various office groups as assigned by the Supervising Committee Secretary (i.e., Computer User Group; Document Imaging (SharePoint, Granicus); Social Media, new employee selection committees).
32. Complete Performance Measures reports (due bimonthly with timesheets).

33. Attend workshops, seminars, conferences, orientation classes as assigned by the Supervising Committee Secretary, the Director of Council Services, or the Council Chair.
34. Assist Support Clerks with receptionist duties (i.e., answering telephone calls; as needed, take and relay messages for Councilmembers and Council Services staff; assist walk-ins, timestamp and log incoming mail).
35. Perform other secretarial and stenographic services as assigned.
36. Assist with Council inauguration duties as assigned, including leadership duties.
37. Assist with Hawaii State Association of Counties conferences as assigned. May from time to time also include assisting with Western Interstate Region and National Association of Counties conferences.
38. Perform other related duties or projects as assigned by the Committee Chair, Legislative Analyst/Attorney, Supervising Committee Secretary, Supervising Legislative Attorney, and/or the Director of Council Services.
39. Training of Council Services Assistants who help the Committee Secretaries with the processing of incoming and outgoing documents (hard copy and electronic documents), staffing the testimony table, and other duties as assigned.
40. Substitute for Supervising Committee Secretary (short-term or long-term basis). Temporary Assignment officially starts from day one.

Additional Specific Duties and Responsibilities:

- BFED: Update and maintain amendments to the Budget Ordinance and Bond Ordinances (general obligation bond, lapsed bond).
- GREAT: Update and maintain the Maui County Council Listing of Boards, Commissions and Committees (information relating to vacancies and appointments to various County boards, commissions and committees; keep track of various deadlines).
- HLU: Prepare and transmit notification memorandum to applicants (conditional zoning) regarding the recordation fee for documents filed with the Bureau of Conveyances, State of Hawaii.

ocs:mgmt:employee:Job Descriptions:Committee Secretary PD (2023)

OFFICE OF COUNCIL SERVICES

County of Maui

Type of Position:

Appointed position concurrent with the term of the County Council, not a civil service position.

Class Title:

SUPPORT SUPERVISOR

Duties Summary:

The Support Supervisor supervises and oversees the Office of Council Services (OCS) administrative support staff and functions including but not limited to: accounting; accounts payable; budget services for OCS and Councilmembers' offices; procurement; purchasing; contracts or agreements; inventory control; information technology (IT) functions; personnel matters; payroll; facilities/maintenance issues for Wailuku campus offices.

Examples of Duties:

1. Provide on-going assistance to staff and Councilmembers on policy and procedures in all administrative support section functions.
2. Gather information to help diagnose issues in all administrative support section functions and recommends remedial actions or procedures for consideration.
3. Assist with managing contract development through lifecycles stages, ensuring legal requirements are met and internal processes and records are maintained.
4. Assist with administration of active contracts to identify calendar, notify, and ensure completion and compliance with payments/deliverables in collaboration with managers and stakeholders
5. Applies logical and team-based problem solving that builds collaboration and ensures efficient use of resources.
6. Review and compiles quarterly performance measure reports.
7. Conduct monthly check-ins and annual performance reviews with support section staff.
8. Manages the support section's calendar ensuring functions are met, approving leaves and overtime requests.
9. Manages personnel actions in Workday.
10. Recruits' personnel for the support section and participate as a member of interview panel for other OCS recruitments.
11. Troubleshoots office facility issues, schedules repairs with approved handyman, coordinated County building maintenance with Public Works.

12. Maintains the department's vehicle: coordinating repairs, detailing, servicing; obtaining safety checks and self-insurance; updating authorized drivers and gasboy listing; reporting accidents; etc.
13. Assists with Hawaii State Association of Counties conferences and Council inauguration planning.
14. Coordinates incoming Councilmember's administrative support orientation and provides training to new Councilmembers, Executive Assistants, and RAO Aides relating to all support section functions.
15. Coordinates Council transition moves (i.e., procuring, scheduling, and overseeing locksmith, mover, and cleaners, prepping offices, and staging areas, etc.
16. Retrieves reports and other necessary information.
17. Prepares reports and correspondence using word processing, spreadsheet applications and database applications.
18. Provides assistance by proofreading, revising (i.e., making corrections for sentence structure, spelling, grammar, and punctuation), printing, duplicating, archiving, and distributing documents.
19. Receives and forwards incoming telephone calls, documents, e-mails, and mail.
20. Assists OCS staff, other County employees, and the general public.
21. Perform special projects as requested and other duties as assigned.

Minimum Qualification Requirements:

Education and Experience: Graduation from an accredited four-year college or university with a bachelor's degree; Two years of progressively responsible professional experience in a government office. Prior supervisory experience.

License Requirement: Possession of a valid motor vehicle operator's license.

Knowledge of: policies and procedures relating to Maui county and OCS including but not limited to accounting/finance; budget services for OCS and Councilmembers' offices; procurement/purchasing; contracts/agreements; inventory control; information technology (IT) functions; human resources management; payroll; facilities/maintenance. General OCS office practices and procedures; basic bookkeeping functions; and communication skills to speak, read, and write effectively and professionally.

Ability to: manage employees effectively and deal tactfully with the public; give and follow oral and written instructions; obtain, analyze and evaluate facts; interpret pertinent laws, rules, regulations, policies and procedures; prepare and draft clear and concise correspondence; maintain cooperative and effective relationship with public officers, departmental personnel and members of the general public; organize tasks to meet deadlines, understand and apply written guidance from regulations; perform word processing and spreadsheet functions.

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.

P:\OCS\Mgt\Employee\Job Descriptions\Support Job Descriptions

OFFICE OF COUNCIL SERVICES

County of Maui

Class Title:

SENIOR ACCOUNTANT

Duties Summary

Performs difficult professional accounting work in the maintenance, revision and/or development of an accounting system; analyzes fiscal data; provides advisory services; performs a variety of administrative services relative to budget administration, facility management, and public relations; and performs other related duties as required.

Examples of Duties

1. Collects, compiles, classifies, verifies, and analyzes complex fiscal data.
2. Reconciles the County's accounting system (IFAS) with the department's accounting system (QuickBooks).
3. Prepares financial statements and reports on the status of all appropriations, allotments, and encumbrances for all indexes pertinent to the department.
4. Takes trial balances, makes adjusting and closing entries.
5. Assists Councilmembers with their office budgets, account balances and transfers, forecasts and projections.
6. Assists management by interpreting accounting data, trends, statements, etc., and explaining the program implications of accounting data.
7. Reviews, analyzes, and makes recommendations on the department's operating and capital budget requests in relation to goals, objectives, and anticipated changes.
8. Primarily responsible for the development of budget estimates; ensures funds are used in accordance with operating budget; and prepares justifications for deviations in expenditures.
9. Works with management to prepare the annual budget submittals, by summarizing transactions, calculating estimates, coordinating other projections, and preparing explanatory narratives and assembling submittals.
10. Provides full bookkeeping services to the Hawaii State Association of Counties for its annual conferences when hosted by the Maui County Council.
11. Assists with Hawaii State Association of Counties conferences and Council inaugurations (i.e., updating and maintaining guests lists, preparing, printing, and mailing out invitations; maintaining RSVP lists; setting-up and assisting at event; etc.).
12. Assists with incoming Councilmember orientation and provides training to new Councilmembers and Executive Assistants relating to building facilities, Member accounts, and QuickBooks operations.

13. Maintains the department's computerized database on performance measures and retrieves reports and other necessary information.

14. Prepares reports and correspondence using word processing, spreadsheet applications, and database applications.

15. Provides assistance by proofreading, revising (i.e., making corrections for sentence structure, spelling, grammar, and punctuation), printing, duplicating, archiving, and distributing documents.

16. Receives and forwards incoming telephone calls, documents, e-mails, and mail.

17. Assists OCS staff, other County employees, and the general public.

18. Performs other related tasks and duties, as assigned.

Minimum Qualification Requirements

Education and Experience: Graduation from an accredited four-year college or university with a bachelor's degree in accounting or business administration with courses in accounting and three (3) years of responsible work experience in professional level accounting, one of which shall have been in a government agency.

License requirement: Possession of a valid motor vehicle operator's license.

Knowledge of: principles and practices of commercial and governmental accounting; preparation and analysis of financial statements and reports; public fiscal administration including budgeting and financial reporting; pertinent rules and regulations, policies and procedures relating to administrative functions.

Ability to: prepare complete and accurate reports and standards; analyze data, detect errors, and correct inconsistencies in accounting records; obtain, analyze and evaluate facts; interpret pertinent laws, rules, regulations, policies and procedures; prepare clear and concise correspondence and reports; maintain cooperative and effective relationship with public officers, departmental personnel and members of the general public.

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.

Examination

All applicants must qualify on written examinations.

OFFICE OF COUNCIL SERVICES

County of Maui

Type of Position:

Appointed position concurrent with the term of the County Council, not a civil service position.

Class Title:

PERSONNEL SPECIALIST

Duties Summary:

Independently performs a variety of services in support of the departmental personnel program; advises on personnel rules, policies and procedures; provides a variety of administrative services essential to the operation of the department; participates in departmental personnel services involving recruitment, selection, transfer, retirement, and related activities; primarily responsible for the onboarding and offboarding of employees, administration and maintenance of all health insurance, retirement (ERS), savings, life insurance, and tax withholding forms for employees; processes and reviews personnel transactions; maintains departmental personnel and position records and files; completes forms for requesting personnel actions and processing transactions; performs varied administrative functions; and performs other related duties as required.

Examples of Duties:

1. Advises employees of personnel rules, office policies and issues.
2. Assists in resolving routine personnel issues.
3. Reviews and distributes all official communications, inquiries, reports, recommendations, documents, and other personnel matters received by the department.
4. Compiles data and prepares reports on personnel matters requiring attention of the department head for his/her review, action, and/or information.
5. Prepares all documents and communications on personnel matters for transmittal to the central personnel agency and other governmental agencies.
6. Prepares, reviews, processes, reconciles, and maintains forms, reports, and other documents or transactions relating to:
 - a) Personnel: New hires; employment eligibility verification; new employee orientation; DPS-sponsored training classes; employee benefits (i.e., Employees Retirement System (ERS), Employer-Union Health Benefits

Trust Fund (EUTF), American Family Life Assurance Company (AFLAC), WageWorks, deferred compensation, workers compensation, temporary disability insurance (TDI), unemployment, etc.); salary changes; position changes; labor law compliancy requirements (i.e., Equal Employment Opportunities (EEO), Occupational Safety and Health Administration (OSHA), County of Maui's Violence in the Workplace Action Plan, Policy Against Discrimination, family medical leave act (FMLA), military leave, etc.); security access; transfers; retirements; terminations; vacation payouts; service awards; personnel records (including performance evaluations, training certifications, etc.).

- b) Payroll/Timekeeping: Bi-monthly pay checks; bi-monthly timesheets; payroll registers; overtime forms; application for leave forms; online time-off requests (TORs); vacation/sick/comp time balances; leaves tracking; excess vacation accruals/forfeitures; overtime; running overtime balances; temporary assignments (TA); historical edits (for discovery of past discrepancies on timesheet entries, pay, or leave calculations); general ledgers (GL); project performance measures (PPM).
- 7. Participates in staff meetings and advises personnel of modifications, changes or additions to rules, regulations, policies, procedures, benefit plan updates/reminders of key dates.
- 8. Assists with Hawaii State Association of Counties (HSAC) Conferences and Council Inaugurations (i.e., updating and maintaining guest lists; preparing, printing, and mailing out invitations; maintaining RSVP lists; setting-up and assisting at event; etc.).
- 9. Provides training to new Councilmembers and Council Executive Assistants in orientation sessions to explain personnel, employee benefits, payroll, timesheets, and leaves.
- 10. Prepares reports and correspondence using word processing, spreadsheet applications, and database applications.
- 11. Completes timely Occupational Safety and Health Administration (OSHA) reporting. Is the contact for the department and keeps up to date on changes and additions to regulations.
- 12. Provides clerical assistance by creating, proofreading, revising (i.e., making corrections for content, sentence structure, spelling, grammar, and punctuation), printing, duplicating, and distributing documents.
- 13. Receives and forwards incoming telephone calls, documents, e-mails, and mail.
- 14. Assists OCS staff, other County employees, and the general public.
- 15. Performs other related tasks and duties, as assigned.

Minimum Qualification Requirements:

Education and Experience: Graduation from an accredited four-year college or university with a bachelor's degree; five years of administrative experience in HR, personnel, payroll, or a related field, two of which shall have been in a government agency; five years of progressively responsible clerical experience, two of which shall have been in a personnel program; various types of personnel transactions and record keeping; office practice and procedures; use of standard office machines.

License Requirement: Possession of a valid motor vehicle operator's license.

Knowledge of: policies and procedures relating to personnel administration including but not limited to human resources management, payroll, employee benefits, travel arrangements; general office practices and procedures; basic bookkeeping functions; and communication skills to speak, read, and write effectively and professionally.

Ability to: obtain, analyze and evaluate facts; interpret pertinent employment laws, rules, regulations, policies and procedures; prepare and draft clear and concise correspondence; maintain cooperative and effective relationship with public officers, departmental personnel and members of the general public; organize tasks to meet deadlines particularly as they relate to payroll benefits, and onboarding and offboarding employees; understand and apply written guidance from regulations; perform basic word processing and spreadsheet functions; deal tactfully with employees and the public; keep information and materials confidential; give and follow oral and written instructions.

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.

Examination:

All applicants must qualify on written examinations.

OFFICE OF COUNCIL SERVICES

County of Maui

Type of Position:

Appointed position concurrent with the term of the County Council, not a civil service position.

Class Title:

COUNCIL SERVICES TECHNICIAN

Duties Summary:

The majority of the work will be related to the computer system which includes: coordinating and assisting with the installation, implementation, maintenance, backup, training, and technical support for the information technology systems of the legislative branch; participating and assisting in the diagnosis of malfunctions and the resolution of problems on a timely manner; and participating and assisting in analyzing the usefulness of information technology in performing agency functions, recommending improvements in information technology systems and related facilities. Other related duties may be assigned as needed.

The position will assist with the administrative and clerical services necessary for the general operations of the agency, including the installation, maintenance, and repair of electrical, telephone and data connections within its facilities.

Example of Duties:

1. Provide user support (training or troubleshooting problems) and customer service on the legislative branch supported computer applications and platforms either in person, via phone, or electronically.
2. Gather information to help diagnose and resolve hardware and software issues.
3. Work with LAN consultant in implementing and maintaining hardware and software.
4. Confirm and maintain the daily (M – F) backup of the file servers.
5. Draft instructional documents when requested.
6. Prepare reports and other duties as assigned by supervisor.

Minimum Qualification Requirements:

Education and Experience: A combination of education and experience equivalent to graduation from high school and two (2) years of experience in maintaining personal computers with Windows 2000, XP, or Vista operating systems installed. Familiarity with Microsoft Office 2003 or 2007 is preferred but not required. Basic knowledge of Local Area Network (LAN) administration and technologies is preferred but not required.

License requirement: Possession of a valid motor vehicle operator's license.

Ability to travel between islands on ferry and small aircraft to service Council district offices on Lanai and Molokai.

Health and Physical Condition: Persons seeking appointment to position must be able to meet certain physical requirements such as lifting of equipment.

Examination:

All applicants must qualify on written examinations.

ocs:mgt:recruitment:support:council computer technician cs

OFFICE OF COUNCIL SERVICES

County of Maui

Type of Position:

Appointed position concurrent with the term of the County Council, not a civil service position.

Class Title:

SENIOR COUNCIL SERVICES TECHNICIAN

Requirements and Responsibilities:

The Senior Council Services Technician must possess a minimum of three years' experience as a Specialist or Technician in the Office of Council Services (OCS), performed at a satisfactory level with progressively increasing levels of responsibilities.

Graduation from an accredited four-year college or university with a bachelor's degree or equivalent combination of education and experience.

Other responsibilities of the Senior Council Services Technician:

1. Performs all the duties and responsibilities of the Council Services Technician, attached as Exhibit "1."
2. Extensive experience, versatility, and is expected to be assigned increasingly challenging and complex projects.
3. Provide a variety of administrative services related to their area of expertise.
4. Ability to analyze data, prepare complete and accurate correspondence and reports.
5. Maintain cooperative and effective relationships with public officers, departmental personnel, and members of the general public.
6. Ability to substitute for the OCS Support Supervisor during periods of leave, when needed.

P:\OCS\Mgt\Employee\Job Descriptions\Support Job Descriptions

Attachment

EXHIBIT "1"

OFFICE OF COUNCIL SERVICES
County of Maui

Type of Position:

Appointed position concurrent with the term of the County Council, not a civil service position.

Class Title:

COUNCIL SERVICES TECHNICIAN

Duties Summary:

The majority of the work will be related to the computer system which includes: coordinating and assisting with the installation, implementation, maintenance, backup, training, and technical support for the information technology systems of the legislative branch; participating and assisting in the diagnosis of malfunctions and the resolution of problems on a timely manner; and participating and assisting in analyzing the usefulness of information technology in performing agency functions, recommending improvements in information technology systems and related facilities. Other related duties may be assigned as needed.

The position will assist with the administrative and clerical services necessary for the general operations of the agency, including the installation, maintenance, and repair of electrical, telephone and data connections within its facilities.

Example of Duties:

1. Provide user support (training or troubleshooting problems) and customer service on the legislative branch supported computer applications and platforms either in person, via phone, or electronically.
2. Gather information to help diagnose and resolve hardware and software issues.
3. Work with LAN consultant in implementing and maintaining hardware and software.
4. Confirm and maintain the daily (M – F) backup of the file servers.
5. Draft instructional documents when requested.
6. Prepare reports and other duties as assigned by supervisor.

Minimum Qualification Requirements:

Education and Experience: A combination of education and experience equivalent to graduation from high school and two (2) years of experience in maintaining personal computers with Windows 2000, XP, or Vista operating systems installed. Familiarity with Microsoft Office 2003 or 2007 is preferred but not required. Basic knowledge of Local Area Network (LAN) administration and technologies is preferred but not required.

License requirement: Possession of a valid motor vehicle operator's license.

Ability to travel between islands on ferry and small aircraft to service Council district offices on Lanai and Molokai.

Health and Physical Condition: Persons seeking appointment to position must be able to meet certain physical requirements such as lifting of equipment.

Examination:

All applicants must qualify on written examinations.

ocs:mgt:recruitment:support:council computer technician cs

OFFICE OF COUNCIL SERVICES

County of Maui

Type of Position:

Appointed position concurrent with the term of the County Council, not a civil service position.

Class Title:

ACCOUNTS PAYABLE SPECIALIST

Duties Summary:

Independently performs a variety of assignments in departmental accounts payable; purchasing; inventory control; and other related duties as required. Responsible for the handling and maintenance of accounting records regarding payments and purchases which necessitates a knowledge of account clerical methods, forms, and techniques. Applies principles, techniques, and concepts pertinent to government purchasing work. Consults with supervisor when clarification of new policies and procedures is required and when complex or technical questions not covered by policy or precedents is identified. Manages and maintains all inventory from the Office of Council Services (OCS) and the County Council as defined by County of Maui Personal Property Guidelines and internally by OCS. Performs varied administrative functions and other related duties as required.

Examples of Duties:

1. Prepares, reviews, reconciles, and maintains processes, forms, reports, and other documents or transactions in conformance with standards, and accuracy of extensions and computations relating to:
 - a. Invoices, Request for Payments (RP); mileage, travel and per diem reimbursements; other invoice payments; and Approval to Pay (ATP).
 - b. Small purchase procurements, including receiving requisitions or independently identifying needs, sourcing, and processing. Prepares specifications, terms and conditions for simple repetitive purchases; evaluates bids and recommends awards; Purchase Orders (PO) for approval.
 - c. Vendor maintenance - Vendor File Action; vendor compliance.
 - d. Purchasing Card (pCard) and Centre Suite reporting system.
 - e. Annual inventory of County Fixed Assets and internal assets, inventory changes (additions, disposals, transfers, etc.).

2. Advises department of rules, office policies and procedures regarding accounts payable, small purchase procurements, travel, and inventory control.
3. Reviews and distributes all official communications, inquiries, reports, recommendations, documents, and other payment, purchasing, or inventory matters received by the department.
4. Compiles data and prepares reports on matters requiring attention of the department head for his/her review, action, and/or information.
5. Becomes familiar with the location and use of reference and resource materials, files, catalogs, manuals, and related records.
6. Participates in staff meetings and advises personnel of modifications, changes or additions to rules, regulations, policies, procedures for accounts payable, purchasing, and inventory.
7. Assists with Hawaii State Association of Counties (HSAC) Conference and Council Inaugurations (i.e., updating and maintaining guest lists; preparing, printing, and mailing out invitations; maintaining RSVP lists; setting-up and assisting at event; etc.).
8. Provides training to new Councilmembers and Council Executive Assistants, including formal orientation sessions (i.e., purchasing; reimbursements; travel procedures; pCard usage and transaction logs; per diem; etc.).
9. Prepares reports and correspondence using word processing, spreadsheet applications, and database applications.
10. Provides clerical assistance by creating, proofreading, revising (i.e., making corrections for content, sentence structure, spelling, grammar, and punctuation), printing, duplicating, and distributing documents.
11. Receives and forwards incoming telephone calls, documents, e-mails, and mail.
12. Assists OCS staff, other County employees, and the general public.
13. Performs other related tasks and duties, as assigned.

Minimum Qualification Requirements:

Education and Experience: Graduation from an accredited four-year college or university with a bachelor's degree; five years of administrative experience in accounts payables, procurement/purchasing, inventory, or a related field, two of which shall have been in a government agency; five years of progressively responsible clerical experience; various types of financial transactions and record keeping; office practice and procedures; use of standard office machines.

License Requirement: Possession of a valid motor vehicle operator's license.

Knowledge of: Proper grammar, punctuation, and word usage; arithmetic; and report writing. Standard accounting classification and terminology pertinent to accounts maintenance operations and office practices and procedures relating to the processing and recording of transactions and account information. Basic knowledge of purchasing statutes, rules, principles, practices, procedures; interviewing techniques; travel arrangements; common use of commodities and

services. Inventory control policies and procedures, acquisition, maintenance, disposal, and interface with financial reporting.

Ability to: Prepare, process, and maintain procedures, forms, and other documents relating to accounts payable; purchasing; procurement; travel; office finance; inventory; and office supplies. Learn the principles and practices of governmental purchasing and the characteristics, sources of information on supplies, materials, equipment, and services. Gather, analyze, and evaluate facts and data, make inferences, draw conclusions, and recommend sound alternative for action consistent with facts, circumstances, guidelines, etc. Perform the maintenance of subsidiary ledgers and other complex clerical work in the maintenance of accounts and quantitative records. Prepare and draft clear and concise correspondence; deal tactfully, maintain cooperative and effective relationship with public officers, departmental personnel, members of the general public and vendors. Perform basic word processing and spreadsheet functions; give and follow oral and written instructions. Multi-task; prioritize duties; and keep up with the high demands expected of this fast-paced office.

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

Examination: May be administered.

OFFICE OF COUNCIL SERVICES

County of Maui

Type of Position:

Appointed position concurrent with the term of the County Council, not a civil service position.

Class Title:

PROCUREMENT SPECIALIST

Duties Summary:

Serves as the Procurement Specialist in performing a variety of work in the areas of procurement, purchasing, bid contracts, purchase orders, proposals, and travel. Performs a variety of selected assignments requiring some application of the principles, techniques, and concepts pertinent to government procurement duties. Consults supervisor when clarification or new policies and procedures is required and when complex or technical questions not covered by policy or precedents is identified. Performs a variety of assignments in accounts payable, inventory, and other related duties as required. Responsible for the maintenance of procurement records regarding solicitations and purchases which requires a knowledge of account clerical methods, forms, and techniques. Assists with maintaining inventory as defined by the County of Maui and Office of Council Services (OCS). Processes and advises department of rules, office policies and procedures regarding travel expenditures. Performs varied administrative functions and other related duties as required.

Example of Duties:

1. Wide variety of procurement and purchasing tasks. Learning and performing procurement and purchasing related work. The type of work performed is wide ranging and includes all aspects of the procurement function.
2. Basic functions and purposes of government purchasing and specification development; applies the principles, laws, techniques, methodology, and processes pertinent to the work by assisting in activities.
3. Becomes familiar with the location and use of reference and resource materials, files, catalogs, manuals, and related records.
4. Researches and makes recommendations for alternative products or services that OCS or Council seeks.
5. Assists with small purchase procurements, including sourcing and processing. Prepares specifications, terms, and conditions for simple repetitive purchases; evaluates bids and recommends awards; prepares purchase orders for approval.

6. Prepares, processes, and maintains forms and other documents for record keeping relating to procurement, purchasing, travel, office finance, and furniture and equipment inventory.
7. Maintains supplies and equipment and assists with determining needs.
8. Receives requisitions and independently identifies needs.
9. Utilizes small purchase procurement or recommend appropriate procurement processes.
10. Primarily responsible in the creation of purchase orders, request for payment, reimbursements, and identified needs.
11. Assists Office of the County Clerk and Office of the County Auditor with posting Requests for Proposals, formal bids, and awards as requested.
12. Authorized P-card user.
13. Process pre and post travel reimbursements; checks procurement requirements; travel per diem calculations; management of airline corporate accounts and car rentals via the Hawaii State Procurement Office (SPO) website.
14. Contacts vendors on contract administration matters such as late delivery, overage/shortage issues, delivery schedules, etc. Formulates conclusions and recommendations to management.
15. Drafts vendor correspondence relating to acceptance or rejection of proposals.
16. Assists with phases of contracting and makes recommendations as appropriate.
17. Assists OCS and Council personnel in finalizing documents and posting Request for Proposals, formal bids, and awards, and makes applicable suggestions when needed.
18. Reviews price lists and other cooperative purchasing agreements and communicates relevant changes to management.
19. Maintains assigned groups of accounts which constitute subsidiary or special accounting records.
20. Reviews and verifies media postings.
21. Reviews invoices, purchase orders, and other source documents for conformance with standards, and accuracy of extensions and computations.
22. Posts accounts payable to proper accounts.
23. Assists in compiling data for budget requests.
24. Pursues and identifies ways to streamline all processes.
25. Assists with Hawaii State Association of Counties conferences and Council inaugurations (i.e., updating and maintaining guests lists, preparing, printing, and mailing out invitations, maintaining RSVP lists, and setting-up and assisting at event, etc.)
26. Assists with incoming Councilmember orientation and provides training to new Councilmembers and staff relating to inventory, procurement, and purchasing.
27. Prepares reports and correspondence using word processing, spreadsheet applications, and database applications.
28. Provides assistance by proofreading, revising (i.e., making corrections for sentence structure, spelling, grammar, and punctuation), printing, duplicating, archiving, and distributing documents.
29. Receives and forwards incoming telephone calls, documents, e-mails, and mail.
30. Assists OCS staff, other County employees, and the public.

31. Performs other related tasks and duties as assigned for wide range of Support Section function.

Minimum Qualifications:

Education and Experience: Graduation from an accredited college or university or equivalent. A major in purchasing, public or business administration, or finance is preferred. 1 year of progressively responsible professional experience in technical purchasing work which involved working with users and vendors in identifying, clarifying, and specifying requirements of products; formal bidding procedures.

License Requirement: Possession of a valid motor vehicle operator's license.

Knowledge of: Proper English grammar, punctuation and word usage, arithmetic, and report writing. Basic knowledge of Hawaii government purchasing statutes, rules, principles, practices, procedures, interviewing techniques, and common use of commodities and services preferred. Standard accounting classification and terminology pertinent to accounts maintenance operations and office practices and procedures relating to the processing and recording of transactions and account information.

Ability to: Learn principles and practices of governmental purchasing and the characteristics and sources of information and supply of assigned supplies, materials, equipment, and services. Know how to gather, analyze, and evaluate facts and data, make inferences, draw conclusions, and recommend sound alternative for action consistent with facts, circumstances, guidelines, etc. Communicate clearly, effectively, and prepares clear, complete, concise reports. Satisfactorily complete training relating to procurement by the State Procurement Office. Work with other departments at the County of Maui and the State Procurement Office. Perform the maintenance of subsidiary ledgers and other complex clerical work in the maintenance of accounts and quantitative records.

Health and Physical Condition: Must be able to lift a minimum of 20 pounds.

Physical Effort Grouping: Light.

Examination: May be administered.

OFFICE OF COUNCIL SERVICES
County of Maui

COUNCIL SERVICES ASSISTANT CLERK

(January 2023)

Work at this level is performed independently with minimal supervision from the Supervising Committee Secretary, Senior Committee Secretaries, and Committee Secretaries.

Duties and Responsibilities:

1. Assist with signing up testifiers either at the testimony table (in the 8th floor lobby) when committee meetings are held in the Council Chamber, or signing up testifiers virtually via BlueJeans meetings.
 - Assists the public in filling out the testimony form.
 - Receives copies of written testimony from the public.
 - Photocopies more written testimony when time permits if there are insufficient number of copies.
 - Collates and distributes written testimony to Council members in the Chamber during the meeting.
 - Responds to general questions raised by the public regarding the meeting.
 - Seeks assistance from other staff if unable to respond to questions raised by the public regarding the meeting.
2. Assists Senior Committee Secretary and Committee Secretary with processing of incoming and outgoing documents.
 - Scans document(s); copy to electronic document storage (i.e., SharePoint); fill in data fields. Documents include but are not limited to letters, memoranda, reports, agendas, bills, resolutions, notices, committee referrals and minutes.
 - Photocopy document(s); insert documents in the committees' Press binders; and distributes a copy to the Senior Committee Secretary/Committee Secretary.
 - Removes documents from binders of items that have been reported out of Committee.
3. Verifies scanned documents and data fields to ensure accuracy.
4. Scan and upload previous Council term Committee records and files to SharePoint; fill in data fields.

5. Compile and catalog committee records and files for transfer to off-site storage location.
6. When time permits, assists with the following:
 - a. verifies documents in SharePoint of prior Council terms and if need be, scans and uploads documents that have not been scanned; and
 - b. assists Research Section with scanning and uploading prior Council term PAF documents (Project Assignment Forms).
7. Update Maui County Code binders with new supplements for OCS staff and Councilmembers.
8. Other duties as assigned by the Supervising Committee Secretary.

ocs:mgmt:employee:Job Descriptions:Council Services Assistant Clerk PD (2023)

ATB % Comparison
Shortfall Compared with HGEA BU

	ATB % OCS CR-3 Secretary	ATB % HGEA BU-3 [SR-18]	Shortfall between OCS vs. HGEA	Proposed OCS ATB % Increase
FY14	4		4	
FY15	4	4	0	
FY16			0	
FY17		1.6	-1.6	
FY18	4	3.5	0.5	
FY19	6	3.5	2.5	
FY20	3		3	
FY21		3.46	-3.46	
FY22			0	
FY23		3.72	-3.72	
FY24		5	-5	5
FY25		5	-5	3.78
Total %	21	29.78	-8.78	8.78
	ATB % OCS CR-1 Support/ CR-5 Analyst	ATB % HGEA BU-13 [SR-21/SR-25]	Shortfall between OCS vs. HGEA	Proposed OCS ATB % Increase
FY14	4	4	0	
FY15	4		4	
FY16		3.5	-3.5	
FY17		3.5	-3.5	
FY18	4	2	2	
FY19	2	2.25	-0.25	
FY20	3	2.15	0.85	
FY21		2.03	-2.03	
FY22			0	
FY23		2	-2	
FY24		4	-4	5
FY25		3.59	-3.59	7.02
Total %	17	29.02	-12.02	12.02

BFED Committee

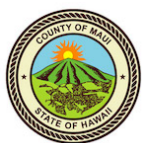
From: Marlene K. Rebugio
Sent: Thursday, April 20, 2023 11:56 AM
To: BFED Committee
Cc: Alice L. Lee; OCS Supervisors; Nicole Kahinu
Subject: Responses to FISCAL YEAR ("FY") 2024 BUDGET (BFED 1) (OCS-3)[attached]
Attachments: OCS-3 Responses.pdf; (OCS-3) Correspondence to Council Services 04-14-2023.pdf

Aloha e BFED Chair Sugimura,

Please see attached response to your memo dated April 14, 2023 (OCS-3).

Kindly let me know if you need anything further.

Thank you,



Marlene Rebugio

Support Supervisor
County of Maui | Office of Council Services

Email: marlene.rebugio@mauicounty.us

Phone: 808-270-7832 | Mobile: 808-281-5162

From: BFED Committee <BFED.Committee@mauicounty.us>
Sent: Friday, April 14, 2023 3:17 PM
To: Traci N. T. Fujita <Traci.Fujita@mauicounty.us>
Cc: BFED Committee <BFED.Committee@mauicounty.us>
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2024 BUDGET (BFED 1) (OCS-3)

Ms. Fujita: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated April 14, 2023.

Thanks, Clarita