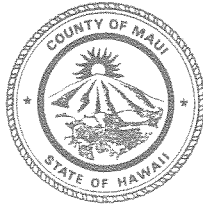


ALAN M. ARAKAWA  
MAYOR



KEITH A. REGAN  
MANAGING DIRECTOR

**OFFICE OF THE MAYOR**

Ke'ena O Ka Meia  
COUNTY OF MAUI – Kalana O Maui  
April 12, 2016

OFFICE OF THE  
COUNTY COUNCIL

2016 APR 12 PM 4:07

RECEIVED

Riki Hokama, Chair  
Budget and Finance Committee  
Maui County Council

Dear Chair Hokama:

**SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 4, 2016 MEETING (OM-2) (BF-1)**

This is in response to your letter of April 5, 2016. The following are our responses to your questions listed in the above letter.

With respect to item #1 of your letter, please find attached a document entitled "Administrative Assistant II, Office of the Mayor." For the fiscal year 2015, the Maui County Council decreased the budget of the administration program of the Office of the Mayor. In order to realize this budgetary decrease, it was decided to eliminate 4 positions from the administration program. One individual was asked not to return while the remaining 3 filled vacancies within the Office of Economic Development.

With respect to item #2 of your letter, please find attached a document entitled "Class Specification for the Class: Administrative Assistant I & II."

With respect to item #3 of your letter, please find attached a document entitled "County of Maui Worksite Wellness Policy."

Thank you for your inquiries on this matter. Should you require any further information or have any questions, please contact my Chief of Staff, Herman Andaya.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Arakawa".

ALAN M. ARAKAWA  
Mayor

## Administrative Assistant II Office of the Mayor

Under the general supervision of the Mayor, the Administrative Assistant II shall provide a wide range of administrative support in planning, monitoring, and carrying out special programs/projects and assignments for the Office of the Mayor.

1. Participates in the planning, monitoring, and implementation of special projects under the Office of the Mayor. Provides oversight on such projects to ensure orderly performance and completion. Collects, maintains, and analyzes various data to evaluate the consistency and quality of services provided and ensure maximum efficiency of time, resources, equipment, and supplies. Prepares and submits periodic financial, statistical, and evaluative reports and makes recommendations for change and improvement. (A,B,)
2. Drafts directives, memoranda, guidelines, and other instructions *as* directed by the Mayor. Reviews various reports submitted to the Office of the Mayor to determine adequacy of the data and information provided and monitors to ensure required reports are submitted to the Mayor/Management Director's Office in a timely manner. Assist to ensure that objectives, policies, procedures, initiatives, and instructions established by the Mayor are implemented and enforced. (A,B)
3. Makes site and field visits to various departments or work sites to ensure that services are effectively and efficiently being delivered to the public. Meets with field staff and managers to acquire feedback to determine effectiveness of various programs and services and obtain recommendations from line staff for improvements. Conducts survey and studies on operating methods and procedures of various departments and works with departments to refine and revise policies and procedures to improve efficiency and productivity. Investigates public or employee grievances submitted to the Mayor/Managing Director's Office and prepares appropriate reports and recommends actions for resolution. (A,B)
4. Keeps abreast of current community issues and needs and compiles information and data to keep the Mayor informed on such needs and concerns. Serves *as* the liaison between the Office of the Mayor and various community organizations and civic groups. Maintains linkages with such groups to identify critical issues and needs and facilitate forums and partnerships to develop appropriate community action plans. Regularly disseminates information to such groups to assure that they are kept informed of actions being taken and provide responsive follow-ups *as* required. (A,B)
5. Represents the Office of the Mayor at various meetings, forums, and gatherings as they pertain to special projects or programs administered by the Mayor's Office. Regularly confers with legislators, administrators, and other public officials at the federal, state, and local levels to keep abreast of new developments and changes which may affect the operation and responsibility of the County of Maui. (A,B)
6. Prepares special surveys, and reports as directed by the Mayor. Assembles background material and information by consulting or studying various books, manuals, regulations, statutes, ordinances, catalogs, etc., in order to obtain information requested by the Mayor. (A,B)
7. Prepares grant applications to secure funding for special projects. (A,B)
8. Performs other duties as assigned. (A,B)

Key: (a) (b) The performance of this function is the reason that the job exists.  
(c) The number of other employees available to perform this function is limited.  
This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI

PART I

Class Specification  
for the Class:

ADMINISTRATIVE ASSISTANT I & II

Duties Summary:

Performs a variety of work assignments related to the administrative services functions of a department; researches, compiles and prepares reports with recommendations as required.

Distinguishing Characteristics:

Classes in this series are distinguished by the responsibility for performing a variety of assignments in assisting in the accomplishment of the administrative services functions of a department.

Grade Level Standards:

Grade I: This level distinguished by its responsibility to independently perform selected administrative service assignments of moderate scope and complexity. Although work at this level is performed independently, guidance and control are readily available. Work assignments are clearly laid out and reviewed for soundness and completeness.

Grade II: This level is distinguished by its responsibility to independently perform the full range of administrative assignments which may encompass complex assignments. Supervision at this level is very general and recommendations made are relied on very heavily in final decisions.

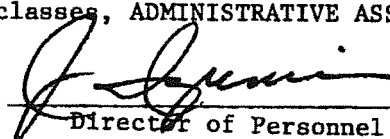
Examples of Duties:

Conducts studies on operating methods and procedures of various departmental programs to refine, develop or revise policies and procedures, and prepares detailed guidelines for internal operations of the department; recommends to the department head adoption of policies and procedures for internal use; conduct efficiency studies on manpower, equipment utilization and workflow by gathering and compiling data on existing practices and procedures, preparing reports and making recommendations as required; compiles, reviews, and prepares data for budgetary and other purposes; prepares, justifies and presents departmental budget as hearings; coordinates departmental personnel management services involving recruitment, selection, classification, pay, training, employee-management relations, promotion, transfer, retirement and related activities; maintains employee personnel records; advises employees of personnel rules, regulations and procedures; prepares correspondence and memoranda for the department head and reviews outgoing communications for consistency with the objectives, policies and procedures of the department; serves as liaison between the department head and other operating officials; receives and investigates complaints against the department and prepares reports with recommended actions; represents the department head at meetings and conferences.

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This is the first specification for the new classes, ADMINISTRATIVE ASSISTANT I & II, effective July 1, 1981.

APPROVED: September 22, 1981

  
Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI

Part II Minimum Qualification Specification  
for the Class:

ADMINISTRATIVE ASSISTANT I & II

Minimum Qualification Requirements:

Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in business or public administration and for:

Level I: one year of administrative work experience in management/organizational analysis, personnel management, or budget formulation and justification;

Level II: two years of administrative work experience in management/organizational analysis, personnel management, or budget formulation and justification.

Non-Qualifying Experience: Clerical or para-professional (technical work performed in support of professional practitioners) work, although such work may have been done in personnel, budget or program evaluation area, is not qualifying.

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

Knowledge of: basic principles and practices in public administration including personnel management, budget administration, organization and methods analysis; municipal government organization and functions; research methods and techniques; report writing.

Ability to: obtain, analyze and evaluate facts; compile and summarize operational, statistical and financial data; prepare complete and concise reports; draft policies and procedures; interpret pertinent laws, rules and regulations; maintain cooperative and effective relationship with others.

Health and Physical Condition:

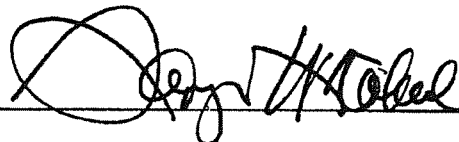
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Light

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This is an amendment to the minimum qualification specification for the classes, ADMINISTRATIVE ASSISTANT I & II, which was approved on July 1, 1981, amended April 30, 1993, effective May 22, 1995.

APPROVED: May 22, 1995

  
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# County of Maui Worksite Wellness Policy

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Background: Mayor Alan Arakawa initiated a health and wellness program in early 2011 with a mission of promoting a healthy work environment.

This WW Policy provides guidance for Supervisors, employees, event planners, and anyone who organizes activities or otherwise influences the physical and cultural environment of our workplace. Finally, it establishes the processes we will use to promote a healthy work environment.

Implementation: Supervisors play a critical role in creating and supporting a healthy work environment. Therefore, Supervisors should provide a copy of this WW policy to each employee, and review and discuss the policy at staff meetings at least annually. Supervisors are also encouraged to invite members of the Mayor's Health and Wellness Committee to join staff meeting discussions as appropriate.

## Policy:

1. Because wellness is not only about what we eat or how many calories we burn, our policy is to join together to make our workplace a fun, healthy and supportive environment.
  - a. The Mayor will appoint a minimum of nine representatives to a WW Committee that:
    - i. Meets monthly in the Mayor's Lounge
    - ii. Is provided with work time to meet and follow up on action items;
    - iii. Gathers input from all employees at least once per year via a survey, as well as through word-of-mouth;
    - iv. Uses input to establish priorities;
    - v. Researches wellness resources;
    - vi. Coordinates WW activities and allocates any available resources;
    - vii. Coordinates with Supervisors to ensure activities do not conflict with union/safety/legal/other work requirements;
    - viii. Serves as a point of contact for HMSA and Kaiser worksite initiatives and Healthy Hawaii Initiative staff on Oahu
    - ix. Serves as a communications hub, promoting wellness resources and events, both in-house and in the community; and
    - x. Evaluates wellness activities.
  - b. Individual employees are encouraged to contact the Committee and volunteer to lead or coordinate activities that interest them.
  - c. When researching wellness resources available in the community, the Committee will seek out activities that are free or low-cost.

2. Physical activity: Because the majority of our work is sedentary and can be stressful, our policy is to take healthy breaks from that work.
  - i. Employees are encouraged to use their morning, lunch, and afternoon break time for physical activity.
  - b. Employees are also encouraged to incorporate the following physical activities into their work time – for example: when needing to travel between floors, or while waiting for the copier, printer, or computer to complete a job.
    - i. Desk stretches
    - ii. Use of hand weights, exercise bands, and “stress balls”
    - iii. Use of the stairs instead of the elevator
    - iv. Alternating between sitting and standing
    - v. Standing and moving at least once per hour
  - c. Employees are encouraged to wear comfortable, supportive footwear, eg., athletic shoes, that allow for easy movement.
  - d. Supervisors are encouraged to conduct “walking meetings” when meeting with employees one-on-one, and with larger groups whenever feasible.
  - e. Meeting organizers are encouraged to schedule brief physical activity breaks whenever a meeting is set to last over one hour. These can be as simple as asking participants to stand and stretch.
3. Nutrition: Because we all tend to eat what is readily available, and because we want to support each other in our wellness goals, our policy is to make healthy food more available at our workplace and unhealthy food less available.
  - a. Healthy food options can be found in the *Healthy Eating Guidelines for Worksites* ([http://healthvermont.gov/family/fit/documents/WorksiteWellness\\_HealthyEatingGuidelines.pdf](http://healthvermont.gov/family/fit/documents/WorksiteWellness_HealthyEatingGuidelines.pdf)) and should include fresh and minimally processed fruits and vegetables from local sources whenever possible.
  - b. Meeting organizers are encouraged to use these guidelines when purchasing food for on-site events and selecting menus for self-pay delivery orders.
  - c. Employees are encouraged to use these guidelines, or the Ono ‘n Healthy potluck ideas (found at: <http://www.imihale.org/pubs/brochures/Cancer%20Brochures/onoHealthy.pdf>) when preparing food for meetings and other gatherings, and when bringing food to share. For example, sharing of produce from our home gardens and fruit trees is strongly encouraged. Any high-calorie foods should be served in small portions. Leftover foods should be safely stored and taken home, or discarded.
4. Stress Management: Because our mental health is as important as our physical health, our policy is to support employees’ efforts to effectively manage stress.
  - a. The WW Committee will seek out and promote stress management and other mental health resources.

- b. All employees are encouraged to take action to maintain their personal mental health, to seek training and help as needed (including utilization of HMSA, Kaiser, HR or HGEA resources), to be aware of how their behavior affects others, to look out for signs of excessive stress in co-workers, and to support co-workers in addressing stressful situations.
  - i. HMSA- Behavioral Care Connection: 1-888-225-4122 on the Neighbor Islands
  - ii. Kaiser - Behavioral Health Services: 1-888-945-7600
  - iii. If you or someone you know needs immediate support, contact the 24-hour ACCESS line at 1-800-753-6879, or the Suicide Prevention Lifeline at 1-800-273-8255.
- c. Supervisors are encouraged to identify, intervene and follow through on concerns that may be related to job design, training, or other management issues.