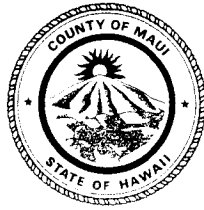


ALAN M. ARAKAWA
MAYOR



KEITH A. REGAN
MANAGING DIRECTOR

OFFICE OF THE MAYOR

Ke'ena O Ka Meia
COUNTY OF MAUI – Kalana O Maui

April 13, 2017

Ms. Lynn A.S. Araki-Regan
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

W

Alan Arakawa 4/13/17

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

For Transmittal to:

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

Dear Chair Hokama:

OFFICE OF THE
MANAGING DIRECTOR
APR 17 10 00 AM '17
RECEIVED

SUBJECT: FISCAL YEAR ("FY") 2018 BUDGET (OM-3) (BF-1)

The following is my response to questions contained in your letter of April 6, 2017:

1. *The Secretary I position (OM-0116, page 11-4 of the Budget Details) is currently funded at \$46,932. Please confirm if this position is filled. (RH)*

Response: The vacancy was created when the employee in OM-0116 separated from the County. Shortly thereafter, the employee in OM-0116 was replaced by an employee who was placed in OM-0117. The number of employees reflected in the proposed budget is accurate and we do not intend to increase this number in the next fiscal year.

2. *Please forward job descriptions for the Administrative Assistant I, Administrative Assistant II, Executive Assistant I, and Executive Assistant II positions, and include the process the Office follows for recruitment. Include the goals and objectives for each position. (KK)*

Response: Attached are position descriptions and class specifications for Administrative Assistants I a and II, and Executive Assistants I and II. Prior to the Mayor assuming the office in 2011, a press release was distributed to various news agencies calling for applicants interested in working for the Arakawa administration. As a result of the press release, the Mayor received hundreds of applications. The applications were reviewed and numerous interviews were conducted. Selection of individuals were primarily based on government experience, administrative experience and training. In fact, the Mayor did not know many of the appointees prior to their interviews. The goals and objectives of the positions are contained in the position descriptions.

3. *Identify the account the Office will be using to fund the Mayor's contingencies: Miscellaneous Other Costs under the Mayor's Office Operation (903013B) or Mayor's Contingency Operation (903351B). Further identify the amount of funds to be allocated to pay for contingencies. (MW)*

Response: I request that \$36,000 be appropriated for Miscellaneous Other Costs in Mayor's Office Operation (903013B) and eliminate \$24,000 from Miscellaneous Other Costs in Mayor's Contingency Operation (903351B).

4. The Administration Program will scale back to lease one large copier instead of three. Please confirm the new leased equipment amount for FY 2018. (RH)

Response: For the past several months, we have been exploring the possibility of decreasing the number of copiers (excluding the large/heavy duty copier that is being used by the Budget office) on our floor from 3 printers/copiers to 1 printer/copier. As a result of my statements made before the Budget Committee last week, the Mayor's staff indicated to me that decreasing the number of printers/copiers will hamper our office operations. The printers/copiers are highly used by staff on the 9th floor. In addition, the Budget Office utilizes all the printers simultaneously when printing the Mayor's budget proposal. In light of this, I request that we be able to retain our printers/copiers.

5. *With no overtime pay allocated in FY 2017 for the Budget Program, explain how the Budget office paid for overtime hours accrued. (SC)*

Response: The budget office paid for overtime pay utilizing savings due to vacancies.

Sincerely,



Herman A. Andaya
Chief of Staff, Office of the Mayor

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

PART I

Class Specification
for the Class:

EXECUTIVE ASSISTANT I & II

Duties Summary:

Provides top level staff and executive assistance to the Mayor or the Managing Director in matter affecting overall County government; and performs other related duties as required.

Distinguishing Characteristics:

Classes in this series are distinguished by their responsibility for providing staff and executive assistance to the Mayor or the Managing Director in the overall administration of the County Government.

Grade Level Standards:

Grade I: Performs a variety of selected staff assignments in providing administrative assistance and advice to the Mayor or the Managing Director.

Grade II: Performs in the capacity of a top level assistant in providing executive support to the Mayor and Managing Director. Work at this level is more responsible and complex because of the extensive coordination required in working with community groups, private industry and intergovernmental agencies and because of the variety, complexity and impact of problems encountered.

Examples of Duties: (The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)

- Reviews materials, reports and other communications relating to general administrative or financial and budgetary matters submitted to the Mayor or the Managing Director and makes recommendations for their disposition based upon the knowledge of the policies of the Mayor and/or Managing Director.
- Advises and counsels the Mayor or the Managing Director in his decision by providing information or pointing out alternatives and their effects in matters involving departmental management and operations.

EXECUTIVE ASSISTANT I & II
Part I, Page Two

- Reviews budgetary or personnel requests from various agencies and departments of the county and makes recommendations in reduction or addition to specific programs based upon knowledge of administrative and policy goals and their overall direction.
- Conducts administrative investigations and management studies and analyses of organization, procedures, practices, programs and policies of all administrative agencies and department, and prepares and/or submits reports and/or recommendations.
- Conducts studies and analyses of quasi-adjudicatory, rule-making, licensing and other regulatory agencies for effectiveness and efficiency in standards of proceedings, and submits recommendations.
- Conducts studies and researches the development of major projects such as island wide transportation services, mass transit, etc.
- Meets and confers with departmental officials to resolve problems in clarifying agency functions and objectives and suggests means for implementing recommendations approved by the Mayor or the Managing Director.
- Reviews legal decisions, opinions, rulings of the Corporation Counsel and/or Attorney General and keeps the Mayor and Managing Director informed of their significance and effect in administrative matters.
- Prepares administrative orders and directives for the Mayor or the Managing Director.
- Serves as liaison officer and coordinates activities between the county of Maui and other governmental jurisdictions and their agencies or branches of government.
- Prepares drafts, analyses and comments of proposed bills and other reports for the legislature or the County Council.
- Serves on various administrative committees as assigned.
- May meet with community groups and others to explain County programs.
- Supervises assigned employees in the Office of the Mayor or the Department of Management.
- May act for the Managing Director as directed.

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This is an amendment to the specifications for the classes, EXECUTIVE ASSISTANT I & II, approved on April 6, 1977 and amended effective October 16, 1984, hereby amended effective October 16, 2001.

APPROVED: October 26, 2001



Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

Part II Minimum Qualification Specification
for the Class:

EXECUTIVE 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 public or business administration, economics or a related field, and for:

Grade I: Four years of responsible administrative experience in government or in private business; and as applicable for positions requiring specific specializations, experience as described below.

Grade II: Five years of responsible administrative experience in government or in private business; and as applicable for positions requiring specific specializations, experience as described below.

- (a) (Transportation Coordination)...experience, as described in the Grade Level distinctions above, which included or was supplemented by two (2) years of work experience involving transportation planning or activities related to the development or implementation of transportation programs. Such experience shall have required the formulation and implementation of procedures and/or policies of significant scope.

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

Knowledge of: governmental organization and functions; principles and practices of public administration, organization and management; principles and practices of public relations; research methods and techniques; administrative analysis; governmental finance administration and budgeting; grant writing and report writing; public speaking; statues and ordinances relating to county government functions and operations; personal computers and computer applications including word processing, spreadsheets and databases.

Ability to: conduct studies on and prepare top level management recommendations relating to operations, organizations, administrative standards, finance administration and budgeting; obtain, analyze and evaluate facts; write clear and concise reports; translate ideas and recommendations into workable plans which conform to applicable laws and regulations; make sound management decisions; coordinate varied and complex work programs;

analyze legal decisions, interpretations and directives; deal tactfully and effectively with governmental officials and the public.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. For such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Requests for selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

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, EXECUTIVE ASSISTANT I & II, which were approved on April 6, 1977 and amended effective October 16, 1984; hereby amended effective October 16, 2001.

APPROVED: October 26, 2001



Director of Personnel Services

EXECUTIVE ASSISTANT I

Subject position is located in the Office of the Mayor and provides top level staff and executive assistance to the Mayor and/or the Managing Director on a variety of selected staff assignments in matters affecting overall County government. Provides administrative assistance and advice on matters that are generally moderately demanding in complexity requiring research, planning and coordination.

- 50% 1. Reviews materials, reports and other communications relating to general administrative matters submitted to the Mayor or the Managing Director and makes recommendations for their disposition based upon the knowledge of the policies of the Mayor and/or Managing Director; advises and counsels the Mayor or the Managing director in their decision by providing information or recommending alternatives and their effects in matters involving departmental management and operation; prepares drafts of administrative policies and directives for the Mayor or the Managing Director. (a)(b)
- 20% 2. Disseminates information to the general public regarding programs and policies of the County; ensures that information being distributed by all departments and agencies are consistent with policies and procedures of the Mayor and/or Managing Director. (a)(b)
- 20% 3. Serves as liaison and coordinates activities between the County of Maui and other government jurisdictions and their agencies or branches; may serve on various administrative committees as assigned; meets with community groups and others to explain County programs; may represent the Mayor or the Managing Director at official functions. (a)(b)
- 10% 4. Prepares drafts, analyses and comments of proposed bills and other reports for the legislature or the County Council; performs other duties as required. (a)(b)

Key:

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

OFFICE OF THE MAYOR
EXECUTIVE ASSISTANT II

Subject position performs in the capacity of a top level Executive Assistant to the Mayor and the Managing Director, under the supervision of the Mayor. Assignments to this position are generally complex and require extensive research and coordination, which may result in creating a greater impact on the policies of the administration.

1. Reviews materials, reports and other communications relating specifically to departmental personnel and financial matters submitted to the Office of the Mayor and/or the Department of Management and makes recommendations for their disposition based upon the knowledge of the policies of the Mayor and Managing Director. 70% (a)(b)
 - a. Reviews budgets and personnel requests from agencies and departments and makes recommendations for their approval/disapproval based upon knowledge of administrative policies. (a)(b)
 - b. Provides information and offers alternatives and their potential effects in personnel and financial matters. (a)(b)
 - c. Reviews legal decisions, opinions and rulings of the Corporation Counsel and/or Attorney General regarding personnel and financial issues and keeps the Mayor and Managing Director informed of their significance and effect on administrative matters. (a)(b)
 - d. Prepares administrative orders and directives for the Mayor and/or Managing Director. (a)(b)
2. Provides specialized service in planning and applying for Federal assistance to meet general and specific program objectives and requirements of Maui County. 10% (b)
 - a. Conducts studies and analyzes Federal and State laws, directives, guides and instructions on the types and sources of Federal assistance which are available for local use. (b)
3. Serves as liaison officer and coordinates activities between the County of Maui and other governmental jurisdictions and their agencies or branches of government. 15% (b)
 - a. Serves on various administrative committees as assigned and represents the County of Maui on various community advisory groups to assist in the effectuation of countywide programs and projects. (b)
4. Performs other related duties as required. 5% (b)

Key:

(a) The performance of this function is the reason that the job exists.

(b) The number of other employees available to perform this function is limited.

(c) 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.

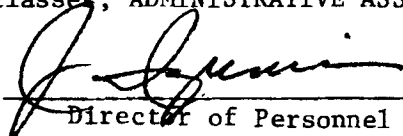
Examples of Duties:

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:

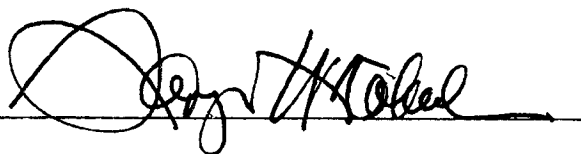
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

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



Administrative Assistant I 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) 50%
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) 45%

Administrative Assistant I

Position Description

Page 2

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) 5%

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

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.

55%

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/Management Director's Office and prepares appropriate reports and recommends actions for resolution. (A,B)

30%

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)

Administrative Assistant II
Position Description
Page 2

15Z

6. Prepares special surveys, studies, 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)