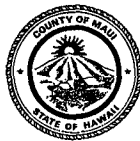


Council Chair  
Kelly T. King

Vice-Chair  
Keani N.W. Rawlins-Fernandez

Presiding Officer Pro Tempore  
Tasha Kama

Councilmembers  
Riki Hokama  
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Shane M. Sinenci  
Yuki Lei K. Sugimura



Director of Council Services  
Maria E. Zielinski

**COUNTY COUNCIL**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

April 10, 2019

Mr. David Underwood, Director  
Department of Personnel Services  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Underwood:

SUBJECT: **REQUESTS/QUESTIONS FROM THE APRIL 8, 2019  
MEETING** (PS-7) (EDB-1)

At its meeting on April 8, 2019, the Economic Development and Budget Committee requested your Department's responses to the following attached 6 requests/questions from Councilmember Paltin:

May I further request that you transmit your written response **no later than April 16, 2019**, to enable the Committee to comprehensively review the FY 2020 Budget.

To ensure efficient processing, please duplicate the coding in the subject line above for easy reference.

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Leslee Matthews at ext. 7662, Shelly Espeleta at ext. 7134, Christy Chung at ext. 7137, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink, appearing to read "Keani Rawlins-Fernandez".

KEANI RAWLINS-FERNANDEZ, Chair  
Economic Development and Budget  
Committee

edb:2020bgt:190409aps01:ldm  
Attachment

cc: Mayor Michael P. Victorino  
Budget Director

## **FY 2020 BUDGET INQUIRY FORM**

Date: April 8, 2019  
From: Councilmember Paltin  
To: Department of Personnel Services

### **Department of Personnel Services**

1. Administration Goal 1.5: Assist departments to provide service to the public by attracting, valuing, supporting and retaining a fully-staffed, qualified, diversified workforce; Minimize the number of formal grievances. Are the success measures (number of grievances heard and number of civil service appeals filed) countywide numbers or specific to the Department of Personnel?
  - a. *(Narrative, pg. 466)*
2. Administration Goal 3.2: Support and encourage career and professional development by supporting the county's succession efforts and retaining qualified employees who deliver essential services to the public; Retain qualified employees in county service. Have specific positions been identified as chronically hard to fill with qualified applicants (for example needing continuous recruitment)? Are any steps being taken to address chronically open needed positions?
  - a. *(Narrative, pg. 467)*
3. What is the reason for the 74.4% drop in premium pay from FY19 to FY20?
  - a. *(Narrative, pg. 468)*
4. Please explain why annual employee appraisals/evaluations are not included as a key goal for the Department.
5. What are the differences between Secretary: I/II/III/Private? Please include position description, summary of duties, and minimum qualifications. Do all Departments have a Private Secretary position?
6. Are the step movements in the Active Position Listing 03-Apr-19 accurate?

Attachment For:  
edb:2020bgt:19409aps01:ldm

edb:2020bgt:BIFs:BIF 43 PS