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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

April 29, 2019

Honorable Keani Rawlins-Fernandez
Chair, Economic Development & Budget Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

**SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 1, 2019
MEETING (OCS-2) (EDB-1)**

Please see my responses below to correspondence dated April 3, 2019.

1. Relating to Council Services Program staff (Budget Details, pages 3-2 to 3-4, Items CC-0001 to CR-XXXX), provide job descriptions for your entire staff. (MM)

Please see the attachments.

2. Relating to the Council Services Program (Budget Details, pages 3-8 and 3-9, Index Code 901042B, Sub-Object Codes 6103 and 6132, Audit Services and Professional Services):

- a. Provide an updated status on the audit of the Office.

The Request for Proposals for the OCS audit is currently being finalized. It is anticipated that it will be released early next month.

- b. Provide a detailed explanation of why fewer than expected audits were performed this fiscal year. (MM)

The frequency and scope of audits is determined by the Council – not the Office of Council Services.

3. Relating to the Council Services Program (Budget Details, page 3-7, Index Code 901041B, Sub-Object Code 6112), OCS is proposing to substantially reduce third-party transcription services.

Based on Councilmembers' stated preference, we will continue to provide verbatim minutes.

4. Relating to Office of Council Services payroll (Budget Details, pages 3-2 to 3-4), provide an explanation for creating additional salary steps for staff that have reached the top of their pay scale. (MM)

In reviewing all salary ranges, some inconsistencies were revealed. For example, the range for the Supervising Secretary was the same as an employee she supervises, the Budget Secretary. An additional CR for the Budget Secretary is being created with different ranges. Ranges are being adjusted for OCS Support positions, including an additional level (formerly step). The minimum range for these positions, which all require college degrees, is still less than those of the Council Aide, Secretary, and Legislative Analyst positions. A level was also added for Legislative Analyst to remain competitive and retain valuable staff.

The result of range and level changes is an overall increase of 3 percent in salaries for the FY2020 budget.

5. The request for Printing and Binding (Budget Details, page 3-7, Index Code 901041B, Sub-Object Code 6130), is less for FY2020 because of a reduction in the number of committee mailers. Why is a reduction in committee mailers proposed -- especially in this day and age of transparency and open government? (MM)

The FY2019 budget provided for ten committee mailers at \$10,000 each. Historically, we have not approached that volume. Consequently, the FY2020 budget proposal assumed five committee mailers at \$10,000 each, which is more consistent with past practice.

Honorable Keani Rawlins-Fernandez
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6. On Program Budget, page 55, the narrative discusses the audit of accounts, and states “Within six months after the beginning of each fiscal year, the County Council shall provide for an independent audit.” It also states that an audit was performed in 2017. Shouldn’t an audit have been conducted for FY 2018? (TK)

The audit referenced on page 55 relates to the County of Maui’s financial statements and CAFR, which have historically been audited by N&K CPAs, Inc. The County Auditor engages N&K on behalf of the County Council annually.

Should you have any questions, please contact OCS staff (Traci Fujita at ext. 7687, Kasie Apo Takayama at ext. 7665, or Nicole Kahinu at ext. 7759).

Sincerely,



MARIA ZIELINSKI, Director
Office of Council Services

paf:kmata:19-170a_kmata/tntf/npk

Attachments

OFFICE OF COUNCIL SERVICES
County of Maui

SUPERVISING LEGISLATIVE ATTORNEY

(January 2017)

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 Research Section, composed of Legislative Analysts and Legislative Attorneys, 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. Supervises the legal work of Legislative Attorneys and other OCS staff assigned to assist with legal work including drafting of documents, conducting legal research, giving legal advice, and drafting legal opinions consistent with OCS policy on implementing Sections 3-6(7) and 3-7(2) of the Revised Charter of the County of Maui, as amended.
3. Recruits, screens, tests, interviews, and participates in the selection and training of the Legislative Analysts and Legislative Attorneys.
4. Plans and maintains work systems, procedures, and policies that enable the optimum performance of the Research Section.
5. Plans and allocates Research Section resources to effectively staff and accomplish the work of the Council.
6. Provides oversight and direction to the Research Section in accordance with the office's policies and procedures.
7. Coaches, mentors, trains, and leads the Research Section to meet the office's expectations for productivity, quality, and goal setting.

8. Delegates responsibility and expects accountability and regular feedback.
9. 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.
10. Consciously creates a workplace culture that emphasizes the office's mission, vision, values, and work ethic.
11. Develops a culture that underscores quality, continuous improvement, staff development, and high performance.
12. Provides regular performance feedback through annual performance evaluations.
13. Maintains employee work schedules, including assignments, job rotation, training, vacations, coverage for absences, and overtime scheduling.
14. 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 and other OCS supervisors, staff of the Research Section, and other OCS personnel.
15. Makes decisions that are responsible, justifiable, and defensible in accordance with law, and the office's policies and procedures.
16. Assists the Director of Council Services in the overall planning, budgeting, directing, and coordination of services for the Council members and the Council's committees.
17. Assumes the duties of the Director of Council Services in the absence of the 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. Prepares legal memoranda and opinions as required and consistent with OCS policy relating to attorneys within the office. Provides legal advice and representation of the Council and its members consistent with OCS policy. Acts as OCS lead attorney supervising Legislative Attorneys and providing backup legal support.
3. Reviews committee reports and related committee documents for compliance with committee report writing standards, accuracy, and comprehensibility.
4. 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.
5. Prepares and processes Project Assignment Forms (“PAFs”) and makes appropriate staff assignments.
6. Reviews PAFs and other correspondence for compliance with general writing standards, accuracy, and comprehensibility, and monitors completion of assignments.
7. Serves as a resource person to the Council members, Executive Assistants, the public, and the press.
8. Works with the Council Chair and management to plan and coordinate Chair’s Meetings, and performs the necessary follow-up work.
9. Oversees and assists in the 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.

10. Oversees the work of the Research Section's liaison for the video production contractor.
11. Oversees the work of the Research Section's liaison for the financial auditor and other audits and investigations authorized by the Council.
12. 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.
13. Maintains a daily log of leave and overtime requests, and timesheets.
14. Oversees the implementation and use of OCS's online, agenda management and legislative workflow software (Granicus' Legistar program) including training and supervision of Research section staff and coordinating use with the OCS Director, Support, and Secretarial Sections.
15. Performs other related duties.

ocs:mgt:job descriptions:Supervising Legislative Attorney (2017)

OFFICE OF COUNCIL SERVICES
County of Maui

SUPERVISING LEGISLATIVE ANALYST
(July 2013 Draft Update)

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 Research Section, composed of Legislative Analysts and Legislative Attorneys, 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, screens, tests, interviews, and participates in the selection and training of the Legislative Analysts and Legislative Attorneys.
3. Plans and maintains work systems, procedures, and policies that enable the optimum performance of the Research Section.
4. Plans and allocates Research Section resources to effectively staff and accomplish the work of the Council.
5. Provides oversight and direction to the Research Section in accordance with the office's policies and procedures.
6. Coaches, mentors, and leads the Research Section 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 through performance evaluations.
12. Maintains employee 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 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 in the overall planning, directing, and coordination of services for the Council members and the Council's committees.
16. Assumes the duties of the Director of Council Services in the absence of the 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. Prepares and processes Project Assignment Forms ("PAFs") and makes appropriate staff assignments.
5. Reviews PAFs and other correspondence for compliance with general writing standards, accuracy, and comprehensibility, and monitors completion of assignments.

6. Serves as a resource person to the Council members, Executive Assistants, the public, and the press.
7. Works with the Council Chair and management to plan and coordinate Chair's Meetings, and performs the necessary follow-up work.
8. Oversees and assists in the 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.
9. Oversees the work of the Research Section's liaison for the video production contractor.
10. Oversees the work of the Research Section's liaison for the financial auditor and other audits and investigations authorized by the Council.
11. 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.
12. Maintains a daily log of performance measures, leave and overtime requests, and timesheets.
13. Performs other related duties.

ocs:mgt:job descriptions:supervising legislative analyst

OFFICE OF COUNCIL SERVICES
County of Maui

LEGISLATIVE ATTORNEY
(October 2017)

Type of Position:

Non-civil service; appointment concurrent with the term of the County Council; not a civil service position.

Duties Summary:

Perform, with minimal supervision, a variety of assignments related to the research, analysis, and writing services necessary for the operations of the agency and support of the Council members.

Examples of Duties:

1. Review opinions, bills, resolutions, contracts and other documents upon request, and perform other research work requiring legal training.
2. Perform a variety of research work for the Office of Council Services and the Council members, involving the necessary study, analysis, and compilation of requested research work.
3. Draft resolutions, ordinances, committee reports, correspondence, press releases, testimonies, and summary minutes, and provide other assistance and services to facilitate the work of the Council and its committees.
4. Provide legal assistance to the Legislative Analyst assigned to a committee, and serve as a substitute when the primary Legislative Analyst for a committee is not available.
5. Provide guidance to Council members and staff concerning the application of the Sunshine Law and the Uniform Information Practices Act, seeking advice from the State Office of Information Practices and the Department of the Corporation Counsel as warranted; also provide guidance on parliamentary procedure.

6. Conducts legal research, prepares legal documents, gives legal advice, and drafts legal opinions consistent with OCS policy on implementing Sections 3-6(7) and 3-7(2) of the Revised Charter of the County of Maui, as amended.
7. Serve as a resource person for the Council's standing committees, subcommittees, special committees, temporary investigative groups, and task forces by:
 - a) Reviewing and monitoring the status of agenda items;
 - b) Coordinating the setting of meeting agendas;
 - c) Conferring with Administration officials, members of the public, and other resource personnel;
 - d) Conducting background research;
 - e) Gathering and compiling data; and
 - f) Proposing alternative solutions and rendering conclusions from available opinions and data.
8. Serve as a resource to the public, the press, and Council members' executive assistants. Provide information on any agenda item, including answering questions on procedural matters involving the Council and its committees.
9. Plan, organize, and staff Committee meetings, workshops, site inspections, conferences, hearings, member orientations and inaugurations, and prepare the necessary reports.
10. Attend meetings between the Committee Chair and citizens or representatives of organizations. Following the meetings, propose alternative solutions and recommendations to the Committee Chair as warranted, and conduct follow-up research, phone calls, and letter writing.
11. Interview sources when necessary for research purposes.
12. Prepare clear, concise, and comprehensive reports of findings, recommendations, and conclusions.

13. Work with Council members to prepare for Council and Committee meetings.
14. Occasionally, draft written recommendations for the Committee Chair's consideration on agenda items. Draft summaries of committee reports for the Committee Chair's use at Council meetings, as needed.
15. Assist in training new legislative analysts on committee procedures, research methods, drafting guidelines, and review processes.
16. Set up and break down audio-visual equipment for meetings.
17. Set up off-site meetings, including packing and transporting equipment and documents to and from the meeting site, arranging furniture at the meeting site, and returning site to its original layout following the meeting.
18. Perform long-term job assignments for the office.¹

p:ocs:mgt:employee:job descriptions:legislative attorney (10-1-17)

¹Examples of long-term job assignments include: facilitating review of the County Budget; assisting in preparation of community plans and serving as a resource for land use issues, including responding to citizens' requests for information concerning processing of land use entitlements; staffing the Hawaii State Association of Counties Executive Committee and working on related matters; monitoring the State legislative session; and seeking guidance from the Office of Information Practices.

OFFICE OF COUNCIL SERVICES
County of Maui

LEGISLATIVE ANALYST
(October 2017)

Type of Position:

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

Duties and Responsibilities:

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; and
 - (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; and
 - (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. Occasionally, meets with Council members to brief the members on committee-related matters.

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. Occasionally, drafts recommendations for the committee chair's consideration on agenda items. Upon request, drafts meeting scripts and summaries of committee reports for the committee chair's use at Council and committee meetings.
14. Assists in the training of new legislative analysts on committee procedures, research methods, drafting guidelines, and review processes.
15. Uses personal computers, tablets, and the local area network for standard office application programs (e.g., Microsoft Word, Excel, and Publisher), and other office applications (e.g., Microsoft PowerPoint, SharePoint, GoodReader, Laserfiche, Omnipage Professional, and WestlawNext) as necessary to perform assignments.
16. Sets up and breaks down audio-visual equipment, including the public address system, video projector, laser pointers, DVD player and monitor, and display boards and stands.
17. When indicated on a committee agenda, prepares the Council Chamber for guest panels, including setting up tables, chairs, microphones, name placards, and when necessary, utilizing the Polycom to facilitate participants communicating from outside of the Council Chamber.
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 the operational support of personal computers, tablets, and presentation equipment and software utilized 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, the 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 Budget and Finance Committee; and
 - (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 Legislative Package and Hawaii State Association of Counties Legislative Package; and
 - (5) Prepares legislative testimony.

- (e) Serves as the resource for the video production contractor.
 - (1) Serves as liaison with the video production contractor to ensure that video coverage of Council and committee meetings fulfills the Chair's expectations;
 - (2) Reviews monthly invoices for accuracy and compliance with contract;
 - (3) Prepares annual budgets that reflect anticipated expenditures for video production; and
 - (4) Assists with the preparation of Request For Proposals to ensure compliance with procurement requirements. When required, serves on the selection committee which scores and ranks responders to Requests For Proposals and presents its recommendation to the Council Chair.
- (f) Serves as the resource for the Americans with Disabilities Act (ADA), Office of Information Practices (OIP), and procurement rules and regulations.
- (g) Coordinates Audit/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/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; and
 - (6) Serves as a liaison between audit/investigative services contractor and the Council Chair or designated representative, including, advising as to the status of the audit/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/investigation.
- (h) Provides communications services.
- (1) Responds 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) Develops relationships with print, radio, television, and online media staff to promote Council legislation and events;
 - (3) Develops web-based tools (including blogs and social media accounts) and other means of

facilitating public awareness of and participation in Council action.

- (4) Incorporates web-based tools to disseminate information in all public communication efforts and incorporate graphics, design, and layout into brochures, flyers, and other publications.
 - (5) Guides social media outreach (writing blogs, sending tweets, and communicating through Facebook and other social media applications); oversees the legislative branch's websites, in consultation with the County Clerk and supervisors within the Office of Council Services.
 - (6) Meets regularly with Council members and staff to develop a knowledge base of Council legislation and policy issues and to identify and maximize related media opportunities.
 - (7) Meets as warranted with the Administration's Public Information Officer to ensure coordinated efforts on joint announcements and projects.
 - (8) Drafts and edits opinion pieces for Council members.
 - (9) Writes and distributes news releases for Council members.
 - (10) Develops and distributes brochures related to the Council and its work, including the annual Council calendar.
20. Maintains a log of performance measures, leave and overtime requests, and timesheets.
 21. Performs other related duties as assigned.

ocs:mgt:recruitment:analyst:legislative analyst (10-1-17)

SUPERVISING COMMITTEE SECRETARY

(April 2019)

Minimum Qualifications: Graduation from high school
Two years of Secretarial or Substantive
Clerical Experience
Typing at 40 wpm
Shorthand at 80 wpm¹

Work at this level is performed independently with minimal supervision, while overseeing the general supervision of the Committee Secretaries.

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).
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).

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

²Attending site inspections are optional.

6. Review, finalize, post (with the Office of the County Clerk), distribute, scan/upload/publish to Maui County Council websites (www.mauicouty.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.
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, LaserFiche, 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.
41. Supervising Committee Secretary duties (includes all of the above-referenced Committee Secretary duties and the following):
 - 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.

Specific Duties and Responsibilities:

- EDB: Update and maintain amendments to the Budget Ordinance and Bond Ordinances (general obligation bond, lapsed bond).
- GET: 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).
- PSLU: Prepare and transmit notification memorandum to applicants (conditional zoning) regarding the recordation fee for documents filed with the Bureau of Conveyances, State of Hawaii.

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COMMITTEE SECRETARY

(April 2019)

Minimum Qualifications: Graduation from high school
Two years of Secretarial or Substantive
Clerical Experience
Typing at 40 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).
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).

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

²Attending site inspections are optional.

6. Review, finalize, post (with the Office of the County Clerk), distribute, scan/upload/publish to Maui County Council websites (www.mauicouty.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.
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, LaserFiche, 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.
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 - supervise Committee Secretaries;
 - 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;
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- 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);
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- responsible to obtain cost and other information when putting order in for supplies;
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- attend management meetings with the Council Chair;
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- 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.

Specific Duties and Responsibilities:

EDB: Update and maintain amendments to the Budget Ordinance and Bond Ordinances (general obligation bond, lapsed bond).

GET: 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).

PSLU: Prepare and transmit notification memorandum to applicants (conditional zoning) regarding the recordation fee for documents filed with the Bureau of Conveyances, State of Hawaii.

p:ocs:scty:listing:job description

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).

- c) Others: Pre- and post-travel reimbursements; procurement requirements; travel per diem calculations; monthly per diem preparation for outlying district Councilmembers; Councilmembers travel expenses reports and per diem reports; travel confirmation log; Hawaiian Airlines corporate account; Expeditions ferry coupons; pCard transactions; CentreSuite reporting system; car rentals via the Hawaii State Procurement Office (SPO) website; monthly auto allowances for outlying district Councilmembers.
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. Assists with new Councilmember formal orientation sessions to explain personnel, benefits, and travel procedures.
10. Provides training to new Councilmembers and Council Executive Assistants (i.e., employee benefits; timesheets and leaves; travel procedures; pCard usage and transaction logs; per diem; etc.).
11. Prepares reports and correspondence using word processing, spreadsheet applications, and database applications.
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

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; insures 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. Troubleshoots office facility problems, schedules repairs with approved handyman, coordinates County building maintenance with Public Works;

11. Maintains the department's vehicle (i.e., coordinating repairs, detailing and servicing; obtaining safety check and self-insurance; updating authorized drivers and gasboy listing; reporting accidents; etc.);
12. Coordinates the annual Maui United Way campaign pledge drive (i.e., disseminating pledge details and forms; collecting donations; and submitting final report to agency);
13. Provides full bookkeeping services to the Hawaii State Association of Counties for its annual conferences when hosted by the Maui County Council;
14. 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.);
15. Assists with incoming Councilmember orientation and provides training to new Councilmembers and Executive Assistants relating to building facilities, Member accounts, and QuickBooks operations.
16. Coordinates Council transition moves (i.e., procuring, scheduling, and overseeing locksmith, movers, and cleaners; prepping offices and staging areas, etc.);
17. Maintains the department's computerized database on performance measures and retrieves reports and other necessary information;
18. Prepares reports and correspondence using word processing, spreadsheet applications, and database applications;
19. Provides assistance by proofreading, revising (i.e., making corrections for sentence structure, spelling, grammar, and punctuation), printing, duplicating, archiving, and distributing documents;
20. Receives and forwards incoming telephone calls, documents, e-mails, and mail;
21. Assists OCS staff, other County employees, and the general public; and
22. 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

COUNCIL SERVICES TECHNICIAN
(October 2017)

Type of Position:

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

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:

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.

Gather information to help diagnose and resolve hardware and software issues.

Work with LAN consultant in implementing and maintaining hardware and software.

Confirm and maintain the daily (M – F) backup of the file servers.

Draft instructional documents when requested.

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.

Health and Physical Condition:

Persons seeking appointment to position must be able to meet certain physical requirements such as lifting of equipment.

ocs:mgt:recruitment:support:council services technician (10-1-17)

SUPPORT SUPERVISOR

(March 2019)

Duties Summary:

The Support Supervisor supervises and oversees all OCS Support staff and functions including, but not limited to: procurement, purchasing, inventory control, accounting, accounts payable, accounts receivable and budget services for OCS and Councilmembers' offices, IT functions and support, personnel, payroll and hiring issues relating to OCS and County Council staff, facilities and maintenance issues. The Support Supervisor is responsible for all duties previously held by the Purchasing/Inventory Specialist along with supervision of the OCS Support Division staff. This position reports directly to the Director of Council Services.

Serves as the purchasing/procurement specialist in performing variety of work in the area of purchasing, bid contracts, purchase orders, and proposals. Performs a variety of selected assignments requiring some application of the principles, techniques and concepts pertinent to government purchasing work. Director is consulted when clarification of 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 accounting records regarding payments which requires a knowledge of account clerical methods, forms, and techniques. Manages and maintains all OCS and Council inventory as defined by County and internally by OCS. Performs varied administrative functions and other related duties as required.

Examples of Duties:

1. Wide variety of purchasing tasks. Learning and performing 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; learns 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. 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.
5. Provides information on product quality, source, policies and procedures to staff as needed.
6. Prepare, process, and maintain forms and other documents for record keeping relating to: purchasing; procurement; travel; office finance; and furniture and equipment inventory.
7. Maintain supplies & equipment and assist with determining needs.
8. Receive requisitions or independently identify needs
9. Utilize small purchase procurement or recommend appropriate procurement process.
10. Primary responsible in the creation of purchase orders; cash advances & mileage reimbursements; identified needs; and reimbursements.
11. Assists OCS, OCC, OCA and Council personnel in finalizing and posting Request for Proposals; formal bids; awards. Makes applicable suggestions.
12. Assists with sole source, emergency, exempt procurements with finalizing documents and postings. Advises users to justify sole source or restrictive purchases when appropriate.
13. Assists Councilmembers and Committee staff with Professional Services in finalizing documents and postings. Reviews and makes suggestions if appropriate.
14. Authorized P-card user.
15. Contacts vendors on contract administration matters such as late delivery, overage/shortage, delivery schedule, etc.; formulates conclusions and recommendations to management.
16. Drafts vendor correspondence relating to acceptance or rejection of proposals.

17. Assists with phases of contracting and makes recommendations as appropriate.
18. Finalizes formal procurements and contracts for signatures; required SPO postings; and processing.
19. Reviews price lists and other cooperative purchasing agreements and communicates relevant changes to management.
20. Maintains assigned groups of accounts which constitute subsidiary or special accounting records.
21. Reviews and verifies posting media.
22. Reviews invoices, purchase orders and other source documents for conformance with standards, and accuracy of extensions and computations.
23. Posts accounts payable to proper accounts.
24. Assists in compiling data for budget requests.
25. Explains purchasing and procurement procedures to other employees.
26. Organizes annual inventory of County Fixed Assets and internal assets
27. Follows County of Maui Personal Property Guidelines.
28. Maintains and updates (1) County fixed assets and (2) internal OCS inventory tracking. Manages and maintains all inventory records and labelling of County fixed assets and OCS internal inventory.
29. Manages and records all County and internal inventory changes to inventory: additions; disposals; transfers; etc.
30. Assists with disposal of fixed assets & internal OCS assets.
31. Pursues and identifies ways to streamline all processes.
32. 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.).
33. Assists with incoming Councilmember orientation and provides training to new Councilmembers and Executive Assistants relating to inventory; purchasing; and procurement.
34. Prepares reports and correspondence using word processing, spreadsheet applications, and database applications.
35. Provide assistance by proofreading, revising (i.e., making corrections for sentence structure, spelling, grammar, and punctuation), printing, duplicating, archiving, and distributing documents.
36. Receives and forwards incoming telephone calls, documents, e-mails, and mail.
37. Assists OCS staff, other County employees, and the general public.
38. Performs other related tasks and duties, as assigned.

Education and Experience:

Previous experience managing/supervising employees.

Graduation from an accredited college or university with a major in purchasing, public or business administration; or (2) any equivalent combination of training and experience. Two (2) years 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; report writing. Basic knowledge of purchasing statutes, rules, principles, practices, procedures; interviewing techniques; common use of commodities and services. Inventory control policies and procedures, acquisition,

maintenance, disposal and interface with financial reporting. 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:

Lead and retain a team of high-performing support professionals. Learn the principles and practices of governmental purchasing and the characteristics and sources of information and supply of assigned 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.; speak clearly and effectively; prepare clear, complete, concise reports. Satisfactorily complete training relating to procurement by 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:

Person seeking appointment to position must be able to lift at least 20 pounds.

Physical Effort Grouping:

Light.

Examination:

All applicants must qualify on written examinations.