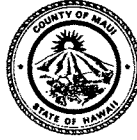


Council Chair
Alice L. Lee

Vice-Chair
Keani N.W. Rawlins-Fernandez

Presiding Officer Pro Tempore
Tasha Kama

Councilmembers
Riki Hokama
Kelly Takaya King
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Tamara Paltin
Shane M. Sinenci
Yuki Lei K. Sugimura



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

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

April 2, 2020

Mr. Don S. Guzman, Prosecuting Attorney
Department of the Prosecuting Attorney
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Guzman:

SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (PA-1) (EDB-1)

May I please request that you be prepared to answer the following questions at the EDB Committee meeting held via BlueJeans on **April 14, 2020**.
This will enable the Committee to comprehensively review the FY 2021 Budget.
**Date subject to change without notice.*

Category "A" – Salaries & Wages

1. Provide vacancy and overtime reports for the entire Department. (RH)
2. What mount from the General Fund was used to offset federal grants program personnel, and benefits? Please provide details of position type, amounts, and grant name. (RH)
3. There is a total of 92.5 EPs identified in the FY 2021 Program Budget (Page 41 of the Program Budget). 82.5 EPs are paid from the General Fund. (Page 510 of the Program Budget.) How are the remaining ten positions funded? (AL)

Category "B" – Operations

4. Provide recommendations for a 5% reduction of entire Departmental budget. (RH)

5. Regarding MAPPS:
 - a. What is the current status of the HR Payroll/Workday Program implementation, including as it relates to payroll, leaves, and vacation?
 - b. What is the current status of the IFIS upgrade for projects?
 - c. What is the current state of the County's cyber security programs? (RH)
6. The Department is proposing four expansion positions. Provide the justification for these positions. (Page 41 of the Program Budget) (AL)
7. Explain why the Administration Program was transferred to the General Prosecuting Program. (Pages 506-511 of the Program Budget) (AL)
8. Why is there no grant funding in FY 2021 for the Hawaii Criminal Justice Data Center and the Prosecutor's Training Program? \$50,000 was received in FY 2020 for each of these programs. (Page 513 of the Program Budget) (AL)
9. During the deliberations for the towing for impaired drivers bill, the Prosecuting Attorney office said they needed a PA for this issue. Will the Department hire a prosecutor to assist with alcohol and drug cases? (Pages 16-12 of the Budget Details, 906156A, PXXXX, \$67,454) (YLS)
10. For the Prosecution Program, in the Summary of Grant Award, all the sources of grant funding have either remained constant or increased in value, with the notable exception of the Career Criminal Program. Why is this grant source expected to be reduced for FY21? (Page 513 of the Program Budget) (TK)
11. If Council finds that due to the current COVID-19 crisis a budget reduction is required, how would the Department propose to implement the needed cuts? Are there specific programs that the Department would discontinue? Would the Department delay or cancel planned "external" costs (e.g., professional services)? (TK)

12. Given the current worldwide pandemic and its effect on the local economy, please suggest cuts that can be made to the Mayor's proposal for the Department of the Prosecuting Attorney. (TP)
13. Please provide the SR/step and dollar amount allotted for all position titles within the Department of Prosecuting Attorney and indicate which position titles are vacant, if any. Information missing from Budget Details. (TP)
14. Given the current worldwide pandemic and the shutdown of out-of-state travel, please explain the travel budget and give an update on fund expenditure for FY20 to date. (Page 502 of Program Budget/Prosecuting Attorney Department Summary). (TP)
15. Do you foresee any reductions in the awards you receive from the various grants that support the Department due to the COVID-19 pandemic? (Page 513, Program Budget/Prosecution Program). (TP)
16. Please explain the need for the expansion positions and provide position descriptions summary of duties and minimum qualifications. (Page 510 of Program Budget/Prosecution Program) (TP)
17. Please explain the reason for the transfer of the Administration Program to the Prosecution Program. (Page 510 of Program Budget/Prosecution Program). (TP)
18. How are funds from the asset's forfeiture program spent and tracked? (Page 513 of Program Budget/Prosecution Program). (TP)

Capital Improvement Program

19. CBS-5528, Children's Peace Center. \$1.5 million is appropriated to renovate the Ueoka Building. Describe how this facility will be used. (Page 736 of the Program Budget) (AL)

Program Goals & Objectives

20. For the Administration Program, Key Activity Goals and Measures, Goal #1, Objective 1, the measure of success is reported as an actual

Mr. Don S. Guzman
April 2, 2020
Page 4

82% for FY19 and an estimated 80% for FY20. Why is there no estimate for FY21? If the program is successful, the rate of success should be similar for FY21. (Page 503 of the Program Budget) (TK)

21. For the Administration Program, Key Activity Goals and Measures, Goal #2, Objective 1, the measure of success is reported as the number of trainings and education session provided annually. It is reported that 78 sessions were provided in FY19. Were those trainings/education sessions provided to the public, and what was the cost of those sessions? (Page 503 of the Program Budget) (TK)
22. How are the other 20% of cases prosecuted and what differentiates them from the 80%? (Page 503, Goal #1.1) (TP)
23. Are these outreach trainings and education opportunities funded and staffed by the Prosecuting Attorney, and why are there no trainings for FY21? (Page 503, Goal #2.1) (TP)
24. Please provide a list of training and education outreach programs that were held in FY20. (Page 503, Goal #2.1) (TP)
25. Please provide a list of training and education outreach programs that were held in FY20. Are these the same as Page 503, Goal #2.1? (Page 508? Goal #4.1) (TP)

Sincerely,



KEANI RAWLINS-FERNANDEZ, Chair
Economic Development and Budget
Committee

edb:2021budget:200401apa01:jbf

cc: Mayor Michael P. Victorino
Budget Director

Council Chair
Alice L. Lee

Vice-Chair
Keani N.W. Rawlins-Fernandez

Presiding Officer Pro Tempore
Tasha Kama

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

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

April 9, 2020

Ms. Michele Yoshimura, Budget Director
Office of the Mayor
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Yoshimura:

SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (BD-2) (EDB-1)

May I please request copies of all notes used by department directors and other Administration officials to respond to Councilmembers' questions during Economic Development and Budget Committee meetings on EDB-1. This will enable the Committee to comprehensively review the FY 2021 Budget.

May I further request that you transmit your responses no later than five calendar days after the Department's review before the Committee.

To ensure efficient processing, please duplicate the coding in the subject line above for easy reference. Should you have any questions, please contact me or the Committee staff (Shelly Espeleta at ext. 7134, Chester Carson at ext. 7659, Richard Mitchell at ext. 7662, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink that reads "Keani Rawlins-Fernandez".

KEANI RAWLINS-FERNANDEZ, Chair
Economic Development and Budget
Committee

edb:2021budget:200409abd01:ske

cc: Mayor Michael P. Victorino

Michael P. Victorino
Mayor

Sananda K. Baz
Managing Director



OFFICE OF THE MAYOR
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

April 13, 2020

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Michael P. Victorino 4/13/20
Mayor Date

For Transmittal to:

Honorable Keani N.W. Rawlins-Fernandez, Chair
Economic Development and Budget Committee
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

SUBJECT: **FISCAL YEAR ("FY") 2021 BUDGET** (BD-2) (EDB-1)

Please see attached response from Prosecutor Don Guzman, Department of Prosecuting Attorney.

Should you have any questions, please contact me at ext. 7212.

Sincerely,

A handwritten signature in black ink, appearing to read "Michele M. Yoshimura".

MICHELE M. YOSHIMURA
Budget Director

Attachment

MICHAEL P. VICTORINO
Mayor

DON S. GUZMAN
Prosecuting Attorney

ROBERT D. RIVERA
First Deputy Prosecuting Attorney

ANDREW H. MARTIN
Second Deputy Prosecuting Attorney



DEPARTMENT OF THE PROSECUTING ATTORNEY
COUNTY OF MAUI
150 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
PHONE (808) 270-7777 • FAX (808) 270-7625

April 13, 2020

Ms. Michele Yoshimura
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

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

**SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET QUESTIONS/REQUESTS (PA-1)
(EDB-1)**

Dear Chair Rawlins-Fernandez:

This letter is in response to the Economic Development and Budget Committee's letter dated April 2, 2020. As requested, we are providing the following responses to your request:

Category "A" – Salaries & Wages

1. Provide vacancy and overtime reports for the entire Department. (RH)

Submitted by Budget Director.

2. What amount from the General Fund was used to offset federal grants program personnel, and benefits? Please provide details of position type, amounts, and grant name. (RH)

SNAP: Special Needs Advocacy Program: Covers salary & 100% fringe for
(6) Victim/Witness Counselors I/II and (1) Office Operations Assistant II = \$495,759

Ms. Michele M. Yoshimura
Honorable Michael P. Victorino
For Transmittal to:
Honorable Keani Rawlins-Fernandez
April 13, 2020
Page 2

20% Match = \$162,470 covered by salaries of 2 Victim/Witness Counselors and 6 months fringe

VAWA: Domestic Violence Investigations: Covers salary & 2.5 months fringe for Investigator III = \$54,962

25% Match = \$18,321 covered by 8 months fringe

Career Criminal Prosecution Program: Covers salary & 2.5 months fringe for Deputy Prosecuting Attorney = \$144,736

Victim/Witness Assistance Program: Covers salary & 2 months fringe for

Victim/Witness Counselor II = \$64,864

25% Match = \$16,216 covered by 2.5 month's salary of Victim/Witness Director

3. There is a total of 92.5 EPs identified in the FY2021 Program Budget (Page 41 of the Program Budget). 82.5 EPs are paid from the General Fund. (Page 510 of the Program Budget) How are the remaining ten positions funded? (AL)

The remaining positions are grant funded (see above).

Category "B" – Operations

4. Provide recommendations for a 5% reduction of entire Departmental budget. (RH)

Our original request was reduced by 5% in anticipation of the COVID-19 pandemic.

5. Question is not related to Department.

6. The Department is proposing four expansion positions. Provide the justification for these positions. (Page 41 of the Program Budget) (AL)

Positions requested are:

- 1 - Deputy Prosecuting Attorney for OUI cases
- 2 - Private Secretary for Prosecuting Attorney
- 3 - Victim/Witness Counselor III – Additional position with supervisory activities
- 4 - Internship Law Clerk (This is an unfunded position; will fill only if funding is available from vacant positions).

7. Explain why the Administration Program was transferred to the General Prosecuting Program. (Pages 506-511 of the Program Budget) (AL)

The request to consolidate Administration with the Prosecution Program is to align the program with department operations. Several positions including the Law Office Manager, Victim Witness Director, Office Operations Assistant II, and Internship Law Clerks are assigned to the Prosecution Program. Additionally, a majority of operation expenses including office supplies, copier supplies, cellular telephone, bar dues, and publications & subscriptions are prosecution expenses.

Ms. Michele M. Yoshimura
Honorable Michael P. Victorino
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April 13, 2020
Page 3

8. Why is there no grant funding in FY 2021 for the Hawaii Criminal Justice Data Center and the Prosecutor's Training Program? \$50,000 was received in FY 2020 for each of these programs. (Page 513 of the Program Budget) (AL)

Grant funding for both of those programs was not received in FY20. Departmental budget was corrected to accurately reflect grant revenue. Any grant revenue that is anticipated for FY21 is reflected but still needs to be applied for and awarded. The Hawaii Criminal Justice Data Center grant was received in FY17 and had a one month turnaround. This grant has not been applied for since. The Prosecutor's Training Program grant was received in 2011 and rotates by County depending on the availability of funds by the State AG's Office.

9. During the deliberations for the towing for the impaired drivers bill, the Prosecuting Attorney office said they needed a PA for this issue. Will the Department hire a prosecutor to assist with alcohol and drug cases? (Pages 16-12 of the Budget Details, 906156A, PXXXX, \$67,454) (YLS)

Yes, we are requesting a Deputy Prosecuting Attorney expansion position.

10. For the Prosecution Program, in the Summary of Grant Award, all the sources of grant funding have either remained constant or increased in value, with the notable exception of the Career Criminal Program. Why is this grant source expected to be reduced for FY21? (Page 513 of the Program Budget) (TK)

The departmental budget was corrected to accurately reflect the grant revenue amount. In prior years, the award was closer to \$150,000 but the department may have stated a higher amount in the budget if there was the possibility of receiving additional funds.

11. If Council finds that due to the current COVID-19 crisis a budget reduction is required, how would the Department propose to implement the needed cuts? Are there specific programs that the Department would discontinue? Would the Department delay or cancel planned "external" costs (e.g. professional services)? (TK)

Our original request was reduced by 5% in anticipation of the COVID-19 pandemic.

We would prefer not to reduce professional services since it provides for the services of 24 hour on-call sexual assault doctors, medical services, forensic examination fees, and court transcription fees. With the department's focus on solving cold case investigations, professional service fees also support DNA/Biological testing, expert testimony consultation, research, and preparation fees.

12. Given the current worldwide pandemic and its effect on the local economy, please suggest cuts that can be made to the Mayor's proposal for the Department of the Prosecuting Attorney. (TP)

Please refer to question 11 above.

Submitted by Budget Director.

Ms. Michele M. Yoshimura
Honorable Michael P. Victorino
For Transmittal to:
Honorable Keani Rawlins-Fernandez
April 13, 2020
Page 5

Reimbursable Expenses	Airfare	Per diem	Add'l Costs	# of times/month	# of mos	# of locations	Total
Defendant Transport	\$200	\$0		2	12		\$4,800
Escorts (MPD/Sheriff)	\$200	\$20		2	12		\$5,280
Witnesses: Inter-island	\$200	\$110		2	12		\$7,440
Witnesses: Out-of-State	\$800	\$1,000		4	1		\$7,200
Grant Travel: Inter-island	\$230	\$45	\$70	29 trips			\$10,005
Grant Travel: Out-of-State	\$800	\$1,100	\$220	6 travelers			\$12,720
							\$47,445

15. Do you foresee any reduction in the awards you receive from the various grants that support the Department due to the COVID-19 pandemic? (Page 513, Program Budget/Prosecution Program) (TP)

Our Department has not been informed of any reduction, but that may change when awards are announced.

16. Please explain the need for the expansion positions and provide position descriptions, summary of duties, and minimum qualifications. (Page 510 of Program Budget/Prosecution Program) (TP)

Please refer to question 6 above. Class specifications for each position attached.

17. Please explain the reason for the transfer of the Administration Program to the Prosecution Program. (Page 510 of Program Budget/Prosecution Program) (TP)

Please refer to question 7 above.

18. How are funds from the asset forfeiture program spent and tracked? (Page 513 of Program Budget/Prosecution Program) (TP)

Expenses are monitored through IFAS reporting, along with an excel spreadsheet of expenses, and copies of receipts.

Capital Improvement Program

19. CBS-5528, Children's Peace Center. \$1.5 million is appropriated to renovate the Ueoka Building. Describe how this facility will be used. (Page 736 of the Program Budget) (AL)

The Children's Peace Center will serve child victims of sexual and physical abuse and child witnesses of domestic violence. The Center will be a co-location of key governmental and private agencies who work with child victims and their families. This concept has proven to be the most effective and humane way to best serve one the County's most vulnerable populations. The primary goal of co-location is to avoid having our child victims and their families travel to numerous sites/locations throughout the county in order to receive services, treatment, and being interviewed by the various

Ms. Michele M. Yoshimura
Honorable Michael P. Victorino
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agencies. This makes the daunting legal and investigatory processes become a little more tolerable and less confusing for children and their families. Moreover, the participating agencies at the Center will be able to network much easier.

Program Goals & Objectives

20. For the Administration Program, Key Activity Goals and Measures, Goal #1, Objective 1, the measure of success is reported as an actual 82% for FY19 and an estimated 80% for FY20. Why is there no estimate for FY21? If the program is successful, the rate of success should be similar to FY21. (Page 503 of the Program Budget) (TK)

Because the Department is requesting to consolidate the Administration Program with the General Prosecution program, Administration Goal #1, Objective 1 is now in the Prosecution Program as Goal #1, Objective 1. The estimate is 80%. (Page 507 of the Program Budget)

21. For the Administration Program, Key Activity Goals and Measures, Goal #2, Objective 1, the measure of success is reported as the number of trainings and education sessions provided annually. It is reported that 78 sessions were provided in FY19. Were those trainings/education sessions provided to the public, and what was the cost of those sessions? (Page 503 of the Program Budget) (TK)

Trainings/education are generally provided to the public, but are also provided to collaborating agencies. A majority of the presentations are done by the Victim Witness Director. Public outreach sessions are free.

Because the Department is requesting to consolidate the Administration program with the Prosecution Program, Administration Goal #2, Objective 1 is now in the Prosecution Program as Goal #4, Objective 1. (Page 508 of the Program Budget)

22. How are the other 20% of cases prosecuted and what differentiates them from the 80%? (Page 503, Goal #1.1) (TP)

An 80% or more conviction rate of sexual assault cases falls within the upper end of conviction rates when compared with other offices located in similar populations. The 20% of cases that are not prosecuted do not go forward for a variety of reasons. First and foremost, our office engages in a victim-centered and trauma-informed approach to prosecution of all sexual assault cases. In certain instances, the victim is often unable to go forward because of psychological or emotional trauma. In those cases, prosecution, although commenced, is put on hold until the victim (with the assistance of his/her therapist) is able to participate in an adversarial criminal justice system.

In other cases, the victim may simply change his/her mind and decide that they do not wish to move forward for whatever reason. We simply do not force our sexual assault victims and their families to testify or participate in the judicial system for the reason stated above.

Ms. Michele M. Yoshimura
Honorable Michael P. Victorino
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April 13, 2020
Page 7

In other cases, based on available evidence, prosecution may not go forward because we may not be able to prove the charges beyond a reasonable doubt. Only specially trained and experienced prosecutors are allowed to handle these types of cases and they have an ethical and professional responsibility to prosecute cases where they feel there's proof beyond a reasonable doubt.

23. Are these outreach trainings and education opportunities funded and staffed by the Prosecuting Attorney, and why are there no trainings for FY21? (Page 503, Goal #2.1) (TP)

Please refer to question 21 above.

24. Please provide a list of training and education outreach programs that were held in FY20. (Page 503, Goal #2.1) (TP)

Monthly Meetings/presentations/trainings:

1. Children Justice Center (CJC) Interagency Meeting
2. HOME (Sex Trafficking Meeting) at CJC
3. Statewide Crime Victim Compensation Commission (CVCC) Mass violence meeting
4. VOCA Stated wide Victim Academy
5. Statewide Sex Assault Kit Initiative (SAKI) meeting
6. Maui Mass Violence committee meeting
7. CJC Investigator Case Review meeting
8. Maui Police Department Domestic Violence meeting
9. Maui County Elderly Abuse meeting
10. Dept. of Education Mass Violence/Safety Meeting

Quarterly Meetings/presentations/trainings:

1. Statewide Victim Coordinators meeting
2. Maui Sex Assault Response Team (MSART) meeting
3. Statewide CVCC Justice Restorative Initiative (JRI) meeting
4. Statewide SAVIN Victim Notification meeting
5. Hawaii State Human/Sex Trafficking meeting
6. Hawaii Sex Assault Response Training meeting
7. Adult Protective Service on Elderly Abuse/Financial Exploitations meeting

Annual Meeting/presentation/trainings:

1. Maui Police Department New Recruit class

January – March 2020 meetings

1. Mandated Sex Assault Reporting training
2. Hale Pau Hana Meeting
3. Maui Youth Services Girls Group Home
4. FBI collaborating meeting
5. Volunteer training at MEO
6. Attorney General's Federal Grant training
7. Sex Assault General Dynamics training
8. CCTA Mass Violence Training
9. Youth Vaping Training

Ms. Michele M. Yoshimura
Honorable Michael P. Victorino
For Transmittal to:
Honorable Keani Rawlins-Fernandez
April 13, 2020
Page 8

10. Batter Intervention Focus Group training
11. Health Department Sex Assault Prevention Training
12. Suicide Prevention Training
13. COFA Micronesian Community Training

25. Please provide a list of training and education outreach programs that were held in FY20. Are these the same as Page 503, Goal #2.1? (Page 508? Goal 4.1) (TP)

See list above. Because the Department is requesting to consolidate the Administration Program with the General Prosecution program, Administration Goal #2, Objective 1 is now in the Prosecution Program as Goal #4, Objective 1 for FY 2021. (Page 508 of the Program Budget)

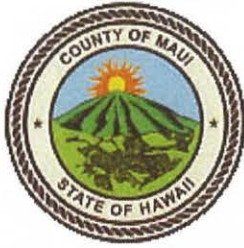
Thank you for your attention to this matter. Should you have any questions, please feel free to contact me at ext. 7777.

Sincerely,



DON S. GUZMAN
Prosecuting Attorney

Attachment



DEPUTY PROSECUTING ATTORNEY

Class Code:
0B.045

Bargaining Unit: N/A

COUNTY OF MAUI
Established Date: Dec 18, 2018
Revision Date: Dec 18, 2018

SALARY RANGE

\$0.00 Monthly

DUTIES SUMMARY:

MINIMUM QUALIFICATION REQUIREMENTS:

- Current Hawaii State Bar license.
- strong oral and writing skills, and legal research ability are required.
- Seeking applicants with litigation experience.
- Salary determined by years licensed.



DEPUTY PROSECUTING ATTORNEY

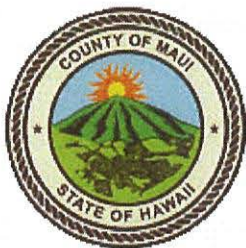
The County of Maui, Department of the Prosecuting Attorney, seeks to fill position(s) at the entry to high experience level(s) as a Deputy Prosecuting Attorney. Applicants must have an active Hawaii State Bar license and be in good standing before the Hawaii Supreme Court, have criminal law experience, strong oral and written communication skills, and legal research abilities. Applicants should possess excellent analytical ability, good judgment, and the ability to work in a supportive and professional manner with other attorneys, support staff, outside agencies and community. Competitive salary commensurate with years of experience ranging from **\$64,000 to \$130,000**. Excellent benefit package and work environment.

Please send letter of interest, resume, application form (website listed below), waiver form, writing sample, and three references to:

Don S. Guzman, Prosecuting Attorney
Department of the Prosecuting Attorney
County of Maui
150 South High Street
Wailuku, Maui, Hawaii 96793
E-mail: Prosecuting.Attorney@co.maui.hi.us

Website: <https://www.mauicounty.gov/123/Prosecuting-Attorney>

The County of Maui is an Equal Opportunity Employer



PRIVATE SECRETARY

Class Code:
1D.001

Bargaining Unit: Non-Supervisory White
Collar Workers (HGEA)

COUNTY OF MAUI
Established Date: Jan 1, 1986
Revision Date: May 26, 2016

SALARY RANGE

\$4,029.00 Monthly

DUTIES SUMMARY:

Serves as personal and confidential secretary to the head of a County department; may service a board; may supervise clerical assistant; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for providing administrative and clerical support services to the head of a County department, including an administrative board.

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.

Receives personal calls using tact, diplomacy and applying an extensive knowledge of the department's functions and operations; receives telephone calls and provides information on departmental functions, rules and regulations and routes calls to the department head or appropriate subordinates according to the nature of the call and discretionary judgment as to the disposition of the call; reads incoming correspondence and other material, screens out those which can be disposed of personally or routed to other personnel for action and routes those which require executive attention or are of special interest to the executive for consideration; organizes matters being presented for executive attention by locating and attaching all pertinent and available material and data necessary for consideration of the matter; maintains files for the convenience of the executive; gathers and assimilates information and other data required by the executive from files and other sources; accepts and adjusts appointments for the executive and provides background of matters to be considered before meetings; relays instructions of the executive to operating units of the department and prepares intra-departmental memoranda for such purposes; makes all necessary arrangements for

meetings including time and space requirements and the notification of persons to attend; may take and transcribe dictation for the executive's correspondence and reports; may attend board hearings and take minutes; may prepare minutes of hearings for distribution; arranges for and/or coordinates clerical and stenographic services to meet fluctuating workloads of the executive's office.

This is the first specification approved for the new class PRIVATE SECRETARY, effective January 1, 1986.

APPROVED: January 9, 1986

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience: (1) Graduation from high school and five years of progressively responsible typing, stenographic and clerical experience; or (2) any equivalent combination of training and experience.

Knowledge of: secretarial principles and practices; office practices and procedures; grammar, punctuation, spelling and word usage; office machines and equipment; principles of practices of supervision; basic organization of County government.

Ability to: plan, organize and carry out a very broad and complex range of secretarial functions; understand and carry out oral and written instructions; learn and interpret rules and regulations; lay out, assign, and supervise the work of a group of clerical and stenographic employees; compose correspondence; keep matters confidential; deal tactfully and effectively with others; screen files and correspondence to determine priority on matters for attention; work under pressure; understand government structure and organization with respect to interagency, chief executive, legislative, and community relationships .

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

This is the first specification approved for the new class PRIVATE SECRETARY, effective January 1, 1986.

APPROVED: January 9, 1986



VICTIM/WITNESS COUNSELOR III

Class Code:
2F.231

Bargaining Unit: Professional and
Scientific Employees (HGEA)

COUNTY OF MAUI
Established Date: Jul 1, 1992
Revision Date: Mar 11, 2016

SALARY RANGE

\$4,968.00 Monthly

DUTIES SUMMARY:

Supervises the day-to-day activities of the victim/witness counseling and assistance program and regularly performs the most difficult and complex professional counseling work; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from the Victim/Witness Counselor II in that the Victim/Witness Counselor III supervises the day-to-day activities of the victim/witness counseling and assistance program and regularly performs the most difficult and complex professional counseling work; whereas the Victim/Witness Counselor II independently performs the full range and variety of professional counseling assignments, to include some of the most difficult and complex cases.

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.

Supervises the daily activities involved in providing professional counseling services and assistance to victims/witnesses of violent crimes; monitors workload of subordinate counselors to insure efficient and timely completion of cases; checks on work progress and provides guidance, advice, instruction and assistance as required; performs professional counseling and assistance to victims/witnesses of violent crimes involving the most difficult and complex cases typified by the multiple criminal acts that were committed, their highly sensitive and controversial nature, their requirement for decisive and critical judgment in dealing with extremely emotional and unstable persons, their substantial impact on the success of criminal prosecution, and similar factors; updates and revises procedures for the program for review and approval by the Director; participates in in-house training of subordinates; under the direction of the Director,

consults with deputy prosecutors in formulating procedures; interviews victims/witnesses of violent crimes to determine the nature and degree of immediate and long term assistance, such as medical, psychological, financial or other biopsychosocial needs; makes referrals to appropriate governmental or community agencies for support services; provides general information regarding the program; maintains communication, emotional support and progressive assessment of clients' needs as they proceed through the criminal justice system; prepares victims/witnesses for the rigors of court proceedings; as appropriate, assists the Director and deputy prosecuting attorneys in preparing restraining orders, affidavits and other documents; works with deputy prosecuting attorneys to provide assessment of clients' ability and strength as witnesses in a courtroom setting; advocates on behalf of victims/witnesses in concurrence with attorneys, judges and probation officers; participates in public speaking engagements as required; writes follow-up reports regarding counseling and referral activities.

This is the first specification approved for the new class, VICTIM/WITNESS COUNSELOR III, effective July 1, 1992.

APPROVED: March 1, 1993

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in social work, sociology, counseling, psychology or a related field and three years of professional counseling experience in a program which provided social services, to include crisis counseling, two of which shall have related to the criminal justice system.

License Requirement: Possession of an appropriate valid Hawaii State driver's license (Type 3).

Knowledge of: principles and practices of supervision; principles of human and public relations; crisis intervention, counseling and psycho-therapeutic techniques; interviewing methods and techniques; governmental agencies and community organizations that provide pertinent social services, benefits and other human resource assistance; court procedures and pertinent legal instruments applicable to the program; laws, rules and regulations governing the State Criminal Injuries Compensation Commission; report writing.

Ability to: assess the biopsychosocial needs of victims/witnesses of violent crimes; utilize a wide variety of interviewing techniques, particularly as to crisis counseling; work effectively with individuals of diverse backgrounds who are under stress; analyze and evaluate facts; communicate effectively, orally and in writing; prepare clear and concise reports; assign, supervise and review the work of 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

This is the first minimum qualification specification approved for the new class, VICTIM/WITNESS COUNSELOR III, effective July 1, 1992.

APPROVED: March 1, 1993

DEPARTMENT OF THE PROSECUTING ATTORNEY

COUNTY OF MAUI

INTERNSHIP LAW CLERKS

Internship Law Clerk Job Description:

The Department of the Prosecuting Attorney is looking to hire College Student(s), Law School Student(s), and/or Law School Graduate(s) who have not yet acquired their license to practice law in the State of Hawaii. The Internship can be viewed as an opportunity for a trainee to gain work experience and an overall understanding of the criminal legal system in the County of Maui, State of Hawaii. To ensure success in the program, the Intern should be an analytical thinker, display accuracy and organization with time management and have listening, research and writing skills with a keen interest in pursuing a career as Deputy Prosecuting Attorney. The intern will be supervised by an assigned Deputy Prosecutor or Administrator and will work in various divisions within the department, and will be responsible for assisting with cases, reviewing and preparing correspondence, preparing discovery and evidence, typing and modifying documents, preparing case folders, preparing trial binders, locating and interviewing witnesses, implementing intake, scanning and maintaining files. The intern may be required to conduct legal research and writing. Additional administrative responsibilities will include answering and making phone calls, personal assistant work, community outreach, public relations, being part of a team to track and propose legislation, research procedures, policies, performance measures and department budgets, and running small errands.

Additional Responsibilities for Interns that are currently in Law School or have graduated with a Juris Doctorate and are not licensed in Hawaii:

- Assist Deputy Prosecutors in their primary duties.
- Analyze and interpret laws, rulings and regulations for specific cases.
- Conduct extensive legal researching and analysis.
- Prepare memoranda and briefs with accurate information on specific cases.
- Provide assistance prior and during a court proceeding by preparing for a case and examining the related legal documents.
- Ensure that related case documents are properly ordered and available.
- Attend court sessions in order to listen to and record critical information.
- Maintain and update law libraries, literature and documentation.
- Perform basic courtroom duties under the supervision of a Deputy.

Internship Law Clerk Requirements:

- Either a College Student, Law School Student and/or Law School Graduate.
- Excellent interpersonal and writing skills.
- Document management skills.
- Organized with strong conceptual and research skills.
- Flexible schedule with a commitment to attendance.
- Critical thinker who displays accuracy and attention to detail.
- Excellent comprehension for legal concepts.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.

JUSTIFICATIONS IN SUPPORT OF INTERNSHIP LAW CLERK PROGRAM

1. Find future employees. For many years, the process of recruiting and hiring Deputy Prosecuting Attorneys has been difficult and very time consuming. An internship program can be a year-round recruiting tool. With fall internships, summer internships, semester internships, and quarterly internships, implementing an intern program will ensure an ongoing pipeline of future full-time employees. Because of this, hiring an intern is the most effective way to evaluate their potential as a full-time employee.

2. Increase productivity. Setting up an internship program will allow the department to take advantage of short-term support. The extra support provided by an intern increases employee productivity, prevents them from becoming overburdened by side projects, and frees them up to accomplish more creative tasks or tasks that require high-level expertise.

3. Improve employee-retention rate. According to the 2019 National Association of Colleges and Employers NACE survey data, the retention rate for former interns was 19.3% higher than the retention rate for hires with no internship experience at the one-year mark. At the five-year mark, the retention rate for former interns was 16% higher than the retention rate for employees with no internship experience. Therefore, starting an internship program helps both recruit and retains top talent long-term.

4. Enhance perspective. Interns bring more to the table than just extra support. They may bring novel perspectives, fresh ideas, and specialized strengths and skill sets.

5. Interns are cost effective resource. Their salaries are significantly lower than staff employees, and the Department is not obligated to pay unemployment or a severance package should the Department not hire them full-time. Moreover, while their wage requirements are modest, they're among the most highly motivated members of the workforce.

6. Give back to the community. Creating an internship program is an excellent way to give back to the community. Hiring interns not only helps students in the community get started; it enhances the local workforce as a whole. In return, the community will be motivated to support the department. This makes internship programs an excellent, cost-effective public relations tool.

7. Support students. Internships provide students numerous perks: They gain experience, develop skills, make connections, strengthen their resumes, learn about a field, and assess their interests and abilities. By offering a paid internship is particularly beneficial because it enables economically disadvantaged youth to participate. Students who have to fund their own schooling will need a job regardless. Providing an internship allows that job to facilitate a positive future.

8. Apply the latest in techniques and technology. College and Law School students learn cutting-edge strategies, techniques, and technology in their field. Implementing an internship program gives the department direct access to recent developments. As much as the interns will learn from the department, the department can also learn from them.

9. Foster leadership skills in current employees. As current employees mentor and supervise interns, they'll gain valuable leadership skills. This can be great training for an employee who will eventually occupy a management position. Supervising interns is often less stressful than supervising already established employees. Mentoring and guiding others often motivates employees to hold themselves more accountable and become effective leaders. In this way, adding interns to the department can enhance and multiply leadership.

10. Improve the overall work environment. With interns on board, employees have a lighter workload, more time for creative or advanced projects, and the opportunity to build confidence and leadership by guiding others. Additionally, interns often bring enthusiasm, motivation, and positive energy. This work ethic and positivity can improve the overall culture of the department.

EDB Committee

From: Wendy Nathan <Wendy.Nathan@co.maui.hi.us>
Sent: Monday, April 13, 2020 6:23 PM
To: EDB Committee
Subject: FY 2021 Budget (BD-2)_(EDB-1)
Attachments: BD-2 (PA-1)_EDB-1_1.pdf

Aloha Committee Chair Rawlins-Fernandez,

Attached please find response from Budget Director relating to Department of Prosecuting Attorney, Don Guzman, (PA-1)_(EDB-1)

Thank you,
Wendy

WENDY K. NATHAN | BUDGET SPECIALIST | BUDGET DEPARTMENT, OFFICE OF THE MAYOR | COUNTY OF MAUI
TEL: (808) 270-8239 | EMAIL: WENDY.NATHAN@CO.MAUI.HI.US