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Vice-Chair  
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Tamara Paltin  
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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](http://www.MauiCounty.us)

April 2, 2020

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

Dear Mr. Underwood:

SUBJECT: **FISCAL YEAR (FY) 2021 BUDGET** (PS-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 13, 2020**. \*

This will enable the Committee to comprehensively review the FY 2021 Budget.

*\*Date subject to change without notice.*

Overall

1. Provide recommendations for a 5% reduction of the entire departmental budget. (RH) ( TP)
  - a. Are there specific programs that the Department would discontinue? Would the Department delay or cancel planned "external" costs (e.g., professional services)? (TK)

Category "A" - Salaries and Wages

2. Provide vacancy and overtime reports for the entire Department. (RH)
3. Please provide the SR/step and dollar amount allotted for all Position titles within the Department of Personnel Services and indicate which Position titles are vacant, if any. This information is missing in the Budget Details. (TP)

- a. Please provide a comprehensive listing of vacant positions in all departments, how long they have been vacant, the SR rating, whether they are under recruitment, including whether LTA, FTE, etc. and any other explanations necessary for why there is a vacancy. (TP) (YLS)
4. Please provide a list of all LTA positions in the Department. (YLS)
5. 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)
6. Please provide all civil service Position titles along with their position descriptions, summary of duties and minimum qualifications. (TP)
7. Could you elaborate on the reason for hiring two human resource specialist trainees (Program Budget, page 447, Index Code 908012A, Sub-Object Code 5101)? Might it be more efficient to have an experienced personnel specialist in this role due to the costs of hiring additional employees such as workers' compensation, TDI, etc.? (MM)
  - a. In addition, please provide a position description for the Human Resources Specialist Trainee position. (TP)
  - b. Also, please explain the need for two of these positions. (Page 13-4, Budget Details 908012A: Personnel Administration and Management Support Services Program. (TP) (SS) (AL)

Category "B" - Operations

8. Strongly agree with providing additional training (Program Budget, page 447, Index Code 908012B, Sub-Object Code 6132). However, please elaborate if these will be in person conferences for leadership development. (MM)
9. Given the current worldwide pandemic and the shutdown of out of state travel, please explain the travel budget and give an update on fund expenditures for FY20 to date. (Page 442, Program Budget: Personnel Services Department Summary). (TP)

10. What are the Department's plans to carry on with recruitments during the lockdown? (TP)
11. What are some of the Department's strategies on how to best fill the many vacant County positions in light of the great number of residents in the tourist industry having been laid off recently and the projections that it may take quite a while for the industry to return normal levels? (TP)
12. Please provide an update on the percentage of employees with performance evaluations completed by the due date for FY20 to date. (TP)

Program Goals and Objectives

13. How does the Personnel Department plan to minimize the number of formal grievances? Would this be an area that could be outsourced? (Page 444, Goal #1.5) (TP)
14. Please explain the significant increase in training courses offered, as well as training class attendance. (Page 444, Goal #2.1) (TP)
15. Please explain the significant increase in number of personnel transactions in a timely manner. (Page 445, Goal #4.1. (TP)
16. Goal #1, item 1 increases the training class attendance from 2,500 to 6,000. Is this a realistic goal and how will it be achieved? (Page 444) (SS)
17. Goal #4, Item 1 increases the number of personnel transactions processed from 7,000 to 150,000. What is the reason for this increase in personnel transactions and is it realistic? Page 445. (SS) (AL)
18. Goal #1, item 1 increases the number of training courses offered from 250 to 7,500. Is this a realistic goal and how will it be achieved? (Page 444) (SS)
  - a. Please explain this increase in training courses. (AL)

- b. Is this number correct? How many training courses are personnel going to be required to take? Are these voluntary or required training courses? (Page 444 of the Program Budget). (TK)
19. Please provide a status update on all FY20 Goals and Objectives to date. For example, please include:
- a. What is the median time to classify positions in working days to date?
  - b. What is the high and the low number of days to date?
  - c. How many classification audits have been performed to date?
  - d. How many recruitments have been conducted to date?
  - e. How many applications have been received to date?
  - f. What is the median time to provide certification of eligibility to date?
    - i. What is the high and the low?
  - g. What is the average time to fill vacancies in days to date?
    - i. What is the high and the low?
  - h. What is the percentage of newly hired employees passing their initial probationary period to date?
  - i. What is the percentage of employees leaving County employment within 5 years from hire date?
  - j. How many grievances have been heard to date?
  - k. How many grievances have been filed to date?
  - l. How many civil service appeals have been filed to date?
  - m. How many training courses have been offered to date?

Mr. David Underwood  
April 2, 2020  
Page 5

- n. What is the training class attendance to date?
- o. What percentage of positions have been filled with internal candidates to date?
- p. What is the percentage of turnover to date?
- q. What is the average time to complete personnel transactions in days to date?
  - i. What is the high and the low?
- r. How many staff have received continuing professional education to date? (Pages 444-445, Program Budget: Administration and Management Support Services Program) (TP)

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Shelly Espeleta at ext. 7134, Chester Carson at ext. 7659, Lesley Milner at ext. 7886, Kasie Apo Takayama at ext. 7665, or Yvette Bouthillier at ext. 7758).

Sincerely,



KEANI N.W. RAWLINS-FERNANDEZ, Chair  
Economic Development and Budget  
Committee

edb:2021bgt:200401aps01:ljam

cc: Mayor Michael P. Victorino  
Budget Director Michele Yoshimura

Council Chair  
Alice L. Lee

Vice-Chair  
Keani N.W. Rawlins-Fernandez

Presiding Officer Pro Tempore  
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Traci N. T. Fujita, Esq.

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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". The signature is written in a cursive, flowing style.

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  
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[www.mauicounty.gov](http://www.mauicounty.gov)

April 16, 2020

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

**APPROVED FOR TRANSMITTAL**

*Michael P. Victorino* 4/16/20  
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 Director David Underwood, Department of Personnel Services.

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

Sincerely,

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

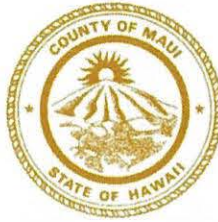
MICHELE M. YOSHIMURA  
Budget Director

Attachment

**MICHAEL P. VICTORINO**  
Mayor

**DAVID J. UNDERWOOD**  
Director

**CYNTHIA RAZO-PORTER**  
Deputy Director



**DEPARTMENT OF PERSONNEL SERVICES**

COUNTY OF MAUI

200 SOUTH HIGH STREET

WAILUKU, MAUI, HAWAII 96793

PHONE (808) 270-7850 \* FAX (808) 270-7969

Website: [www.mauicounty.gov/departments/Personnel](http://www.mauicounty.gov/departments/Personnel) • Email: [personnel.services@mauicounty.gov](mailto:personnel.services@mauicounty.gov)

April 16, 2020

Ms. Michele M. 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 & Budget Committee  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

**SUBJECT" FISCAL YEAR ("FY") 2021 BUDGET (PS-1) (EDB-1)**

We are in receipt of your communication (PS-1) (EDB-1), which request answers to a number of questions. Please find our responses below.

*Question 1. Provide recommendations for a 5% reduction of the entire departmental budget. (RH) (TP)*

*a. Are there specific programs that the Department would discontinue? Would the Department delay or cancel planned "external" costs (e.g., professional services)? (TK)*

Yes, we would look to specific programs (professional services) that we could discontinue or defer. Many of our professional services programs are procured under multi-year contracts, such as our computer training classes, Employee Assistance Program, drug testing, and flexible spending programs, but others are funded year-to-year, such as the employee recognition



program, Supervisory Academy training classes, equipment operator training classes, and other management and leadership training. We would likely have to suspend these programs.

*Question 2. Provide vacancy and overtime reports for the entire Department. (RH)*

We understand that these have been provided for all departments by the budget office.

*Question 3. Please provide the SR/step and dollar amount allotted for all Position titles within the Department of Personnel Services and indicate which Position titles are vacant, if any. This information is missing in the Budget Details. (TP)*

*a. Please provide a comprehensive listing of vacant positions in all departments, how long they have been vacant, the SR rating, whether they are under recruitment, including whether LTA, FTE, etc. and any other explanations necessary for why there is a vacancy. (TP) (YLS)*

We understand that the SR/Step report has been provided for all departments by the budget office. We will provide the vacancy report as soon as possible.

*Question 4. Please provide a list of all LTA positions in the Department. (YLS)*

There are no LTA positions in our department.

*Question 5. 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)*

We have no grant funded positions in our department.

*Question 6. Please provide all civil service Position titles along with their position descriptions, summary of duties and minimum qualifications. (TP)*

Class specifications for all County job classes, including summary of duties and minimum qualifications, can be viewed at <http://www.governmentjobs.com/careers/Maui/classspecs>. Please find the requested position descriptions attached.

*Question 7. Could you elaborate on the reason for hiring two human resource specialist trainees (Program Budget, page 447, Index Code 9080 12A, Sub-Object Code 5101)? Might it be more efficient to have an experienced personnel specialist in this role due to the costs of hiring additional employees such as workers' compensation, TDI, etc.? (MM)*

*a. In addition, please provide a position description for the Human Resources Specialist Trainee position. (TP)*

*b. Also, please explain the need for two of these positions. (Page 13-4, Budget Details 90801 2A: Personnel Administration and Management Support Services Program. (TP) (SS) (AL)*

The department remains challenged in providing the level of service needed by the various County departments. This is due primarily to the level of staffing within the department. We currently have an authorized strength of 18 to serve all of the County's departments and agencies and their 2,600+ employees. This is a very small staff for an organization of the County's size and complexity.

This can be illustrated by comparing our level of staffing and budget with national averages. Ours represents 0.7 staff per 100 employees (FTEs). The national average is over 1.5. DPS's budget represents approximately 0.3% of the County's budget; the national average is greater than 1.5%. On a per-capita basis, DPS's budget represents \$702 per FTE; the national average is approximately \$1,800 per FTE.

This has also been recognized by the County in the past. At one time, DPS had an authorized strength of 20. This request seeks to return to this previously authorized level.

The reason that the request anticipates hiring at the Human Resources Specialist Trainee level is that public sector human resources in Hawaii is very specialized. Public sector organizations function under different laws and requirements, and the labor relations environment is specific to the public sector. This makes it very difficult to hire at an advanced level, as the pool of potential applicants within the state with such experience is not large. We have found it more efficient to recruit at a lower level, which allows for a much larger pool of qualified applicants, and subsequently train the hires up to the full level.

*Question 8. Strongly agree with providing additional training (Program Budget, page 447, Index Code 908012B, Sub-Object Code 6132). However, please elaborate if these will be in person conferences for leadership development. (MM)*

This training will be in-person training classes from a local resource, conducted at the County for County staff.

*Question 9. Given the current worldwide pandemic and the shutdown of out of state travel, please explain the travel budget and give an update on fund expenditures for FY20 to date. (Page 442, Program Budget: Personnel Services Department Summary). (TP)*

The vast majority of the department's travel expense is incurred traveling interisland to administer civil service examinations or to attend collective bargaining sessions. We do not require neighbor-island candidates travel to Maui for examinations, so we anticipate that portion of costs remaining fairly constant, subject to the current uncertainty of future COVID response requirements. We do not control the number, time, or place of collective bargaining meetings, so we do not have the ability to affect the volume of this work. Our recourse to reduce costs in this area would be to not attend some or all of these meetings. Given the potential ramifications of not being present to pursue the County's interests at bargaining, however, this may incur substantial risk of additional costs.

The department's annual travel budget is approximately \$63,000, of which we have expended 32%. This is lower than normal, due to fewer than normal collective bargaining meetings, and due to COVID travel restrictions. We would anticipate much greater activity next year, as all eight bargaining units contracts are up for renewal. For reference, the last time all units were up for renewal, in FY2017, our costs exceeded this budget.

*Question 10. What are the Department's plans to carry on with recruitments during the lockdown? (TP)*

The department continues to recruit as needed. The bulk of our application processing and screening is performed on-line via cloud-based computer systems, so applicants can continue to apply while our office is closed to the public, and staff can continue to screen and process applications while working remotely. The only portion of the process that the current lockdown significantly affects is our written and performance tests, which are taken in person. We are currently investigating the best way to continue this activity while maximizing the safety of participants and County staff.

*Question 11. What are some of the Department's strategies on how to best fill the many vacant County positions in light of the great number of residents in the tourist industry having been laid off recently and the projections that it may take quite a while for the industry to return normal levels? (TP)*

This will depend in large part on the County's fiscal priorities. In one sense, it would be an opportunity to leverage the large number of available candidates to fill as many vacancies and provide employment opportunities to as many people as possible, but obviously this must be balanced with the expectations regarding the County's future financial status. We do have strategies that can be implemented, such as "one stop" recruitment opportunities, conducting our own County-only job fair, and targeting specific candidate populations (such as graduating seniors, etc.)

*Question 12. Please provide an update on the percentage of employees with performance evaluations completed by the due date for FY20 to date. (TP)*

The department recently undertook the development of a new performance management system that is more in keeping with the modern work environment and current best practices. Rather than featuring a single annual review, the program features formal goal-setting and periodic review, with monthly performance review "check-ins." Our department began its trial of the new system in February of this year. All employees currently have assigned goals and all but two employee have had periodic performance check-ins.

*Question 13. How does the Personnel Department plan to minimize the number of formal grievances? Would this be an area that could be outsourced? (Page 444, Goal #1.5) (TP)*

Our primary strategy for addressing this is through education of supervisors and departmental personnel officers. We offer classes on labor relations (including grievance handling), complaint handling and investigation, management and leadership, etc. Our belief is that when employees are managed well, and complaints and issues are promptly and fairly addressed, grievances will be minimized.

These courses are currently taught by a combination of internal and external resources. It would be difficult to outsource it completely, as knowledge of the County's specific labor relations environment plays a key role.

*Question 14. Please explain the significant increase in training courses offered, as well as training class attendance. (Page 444, Goal #2.1) (TP)*

In FY20, we implemented the Learning module in Workday. This provided us with a capacity that we never had before, namely the ability to store and deliver e-learning content. Prior to this, our training classes consisted of in-person, instructor-led classes. As these classes require a dedicated instructor and classroom space, often with dedicated computer equipment, the number of these classes that we could offer was limited. With e-learning courses, employees can take them on demand, at their worksite or other location, with no limit on the number of employees enrolled. As such, we believe it will be possible to achieve the large increase in training outcomes should we be able to increase our e-learning offerings.

*Question 15. Please explain the significant increase in number of personnel transactions in a timely manner. (Page 445, Goal #4.1. (TP)*

We are projecting a large increase in the number of personnel transactions processed, but this does not imply an equivalent increase in the associated workload. Rather, it is a reflection of the implementation of the Workday system, how it tracks transactions, and the role that DPO plays in configuring and maintaining it. The differences are mainly threefold:

- 1) Transactions that were previously tracked and reported in the prior system are tracked and reported at a much more granular level in Workday. For example, what was simply tracked as a "hire" in the previous system is now tracked as multiple transactions (The hire, setting compensation, assigning to organization/cost center, enrolling in union, etc.) The actual work involved is not hugely different, but the change in granularity skews the Workday numbers much higher.
- 2) Transactions that we now have a role in, but that are not necessarily day-to-day activities of our staff. There are number of transaction types that we now play a role in, but do not necessarily touch each one. A good example of this is the "Time Off Request" facility that enables employees to request time off with appropriate approvals. DPS configures this process within Workday, creates and maintains the management hierarchical structures, tests changes and new software releases, and troubleshoots and assists when issues arise, but does not actually touch each request.

- 3) New types of transactions that DPS does process. There are some transactions that are new work to DPS, mainly in recording and administering employee benefits.

*Question 16. Goal #1, item 1 increases the training class attendance from 2,500 to 6,000. Is this a realistic goal and how will it be achieved? (Page 444) (SS)*

See question 14.

*Question 17. Goal #4, Item 1 increases the number of personnel transactions processed from 7,000 to 150,000. What is the reason for this increase in personnel transactions and is it realistic? Page 445. (SS) (AL)*

See question 15.

*Question 18. Goal #1, item 1 increases the number of training courses offered from 250 to 7,500. Is this a realistic goal and how will it be achieved? (Page 444) (SS)*

- a. Please explain this increase in training courses. (AL)*
- b. Is this number correct? How many training courses are personnel going to be required to take? Are these voluntary or required training courses? (Page 444 of the Program Budget). (TK)*

See question 14.

*Question 19. Please provide a status update on all FY20 Goals and Objectives to date. For example, please include:*

- a. What is the median time to classify positions in working days to date? 15 days*
- b. What is the high and the low number of days to date? Low = 3, High = 51*
- c. How many classification audits have been performed to date? 141*
- d. How many recruitments have been conducted to date? 126*
- e. How many applications have been received to date? 4,250*
- f. What is the median time to provide certification of eligibility to date? 9*
  - i. What is the high and the low? Low = 1 day, High = 156*
- g. What is the average time to fill vacancies in days to date? 125*
  - i. What is the high and the low? Low = 0, high = 417*
- h. What is the percentage of newly hired employees passing their initial probationary period to date? 85%*
  - i. What is the percentage of employees leaving County employment within 5 years from hire date? 15%*
- j. How many grievances have been heard to date? 4*
- k. How many grievances have been filed to date? 8*
- l. How many civil service appeals have been filed to date? 7*
- m. How many training courses have been offered to date? 386*
- n. What is the training class attendance to date? 521*
- o. What percentage of positions have been filled with internal candidates to date? 54%*
- p. What is the percentage of turnover to date? 6%*

Honorable Keani Rawlins-Fernandez

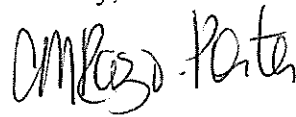
April 16, 2020

Page 7

- q. What is the average time to complete personnel transactions in days to date? 1 day*  
*i. What is the high and the low? Low = <1 day, High = 252 days*  
*r. How many staff have received continuing professional education to date? (Pages 444-445, Program Budget: Administration and Management Support Services Program) (TP)*  
*7*

I hope this addresses your request. If you have any questions, please feel free to contact me at extension 7850.

Sincerely,

  
for DAVID UNDERWOOD  
Director of Personnel Services

DU

Attachments

# Attachments

## Response to Question 6



DEPARTMENT OF PERSONNEL SERVICES		Dept: Personnel Services	
County of Maui		Div:	
POSITION DESCRIPTION		Section: Physical Location: Wailuku, HI	
1. Pos. No. PS-0003 / P-273740 Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS Private Secretary SR: 20	
		3. Incumbent's Name:	
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input type="radio"/> ) Description Only ( <input checked="" type="radio"/> ) Redescription-Review ( <input type="radio"/> )			
Recommended Allocation: CLASS: SR:			
5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved): <u>DDT89</u>			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
Serves as the personal secretary to the Director of Personnel Services and provides administrative and clerical support to the Civil Service Commission, and performs other related duties as required.  1. Provides secretarial services for the Director and Deputy Director of Personnel Services. Receives, reads, screens and routes all incoming mail and materials. Answers telephone calls, screens inquiries and relays messages; assists the public and others over the counter or telephone based upon the knowledge of departmental functions, policies and procedures.  2. Greets visitors and extends hospitality. Accepts and schedules business appointments for the Director and Deputy and coordinates facilities use as needed. Keeps informed of current status of required work in the department for periodic report to the Director as deemed necessary and follows up to insure timely response.  3. Prepares and organizes material for easy reference for Director's meetings and conferences. Prepares routine correspondence such as transmittal and acknowledgement, request for information, schedules, etc.  4. Reproduces materials on copier machine as necessary; may accept payments for copying fees and issues receipt for same.  6. Develops and maintains an efficient filing system of all department/County procedures, directives, and insures security of confidential files; maintains suspense files as needed.  7. Arranges airline, hotel, and ground transportation for Director and department staff's travel including the preparation of per diem and post-travel reimbursement requests.			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( ) Realloc ( ) No Change ( ) Other:			
CLASS: 1D.001 PRIVATE SECRETARY		SR: 20	
See Audit Rpt No. 2017-126 Study By: CB		Alloc Notice No.	
Non-Comp Exam Req: Date Admin:		Pass ( ) Fail ( ) Score:	
EFFECTIVE DATE: 12/16/16		APPROVED: CMRazo-Porter DATE: 1/4/17	



**7. Supervision Received** (Give name and title of immediate supervisor):

Name: David J. Underwood

Title: Director of Personnel Services

**8. Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
none		

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

Standard office equipment.

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

**9. CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

**10. Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

Graduation from high school and five years of progressively responsible typing, stenographic and clerical experience.

d. License and/or Certificates Required:

Current Notary Public Commission (desirable)

**11. CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

**12. CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

**13. Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

**14. CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head:

Date: 12/5/16

**PRIVATE SECRETARY**  
**Position No. PS-0003**

**6. Duties of the Position: continued**

8. Responsible for the pCard purchases and monthly reconciliation of credit card transaction log and statement. Assists in the preparation of the department's budget request and annual report. Processes requisitions and purchase orders for professional memberships, subscriptions, registration fees, and invoices for payment of such. } (a) (b) 50%
9. Provides administrative and clerical support to the Civil Service Commission; prepares, assembles and distributes agendas and other materials for the Commission meetings and hearings; notifies commissioners and other interested persons of meetings and hearings schedule; receipts, stamps, and logs civil service appeals and other documents.
10. Takes, records, and transcribes minutes of Commission meetings, pre-hearing conferences, appeal hearings, and public hearings and prepares verbatim transcripts as necessary. .
11. Prepares and transmits notices of actions taken by the Commission to appropriate parties; maintains files of minutes and other official records of the Commission; makes travel and other arrangements for Commissioners and Deputy Attorney General (DAG); prepares mileage reimbursement for the Commissioners and DAG in the course of their business meetings. -
12. { Proof draft orders prepared by the DAG and make proposed recommendations/revisions, prepare final order after securing approval from DAG.
13. Draft and finalize letters, as appropriate, to the appellant, respondent, and prospective selectee/intervenor after review/approval from the deputy attorney general and the CSC Chair. } (a) (b) 45%
14. Performs other related duties as required. (a) (b) 5%

**Qualifications required to perform this job:** The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with other County employees in the form of telephone contacts, email, or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees, and co-workers at all times.
- The ability to review, analyze, comprehend, interpret and explain laws, ordinances, rules & regulations, policies and procedures, make sound decisions, operate typewriters, computers, recorders, etc.
- Overtime, evening, weekend, and holiday work required, as needed.

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

DEPARTMENT OF PERSONNEL SERVICES		Dept: Personnel Services	
County of Maui		Div:	
POSITION DESCRIPTION		Section: Physical Location: County Bldg, 6th Floor	
1. Pos. No. PS-0005 Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS Human Resources Specialist III SR: 22	
		3. Incumbent's Name:	
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input type="radio"/> ) Description Only ( <input checked="" type="radio"/> ) Redescription-Review ( <input type="radio"/> )			
Recommended Allocation: CLASS: Human Resources Specialist II SR: 20			
5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See attached description of duties.			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( <input type="radio"/> ) Realloc ( <input checked="" type="radio"/> ) No Change ( <input type="radio"/> ) Other:			
CLASS: 2C.015 HUMAN RESOURCES SPECIALIST II		SR: 20	
See Audit Rpt No. 2019-263		Study By: SM Alloc Notice No.	
Non-Comp Exam Req: Date Admn:		Pass ( <input type="radio"/> ) Fail ( <input type="radio"/> ) Score:	
EFFECTIVE DATE: 4/8/19	APPROVED: David Underwood		DATE: 5/3/19

7. **Supervision Received** (Give name and title of immediate supervisor) :

Name: David J. Underwood

Title: Director of Personnel Services

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
Karen DeCastro, P-28682	Human Resources Technician II	General
Donna Evans, P-27372	Human Resources Technician I	General

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

Lisa Dang-Fujishiro, P-28971	Human Resources Technician I	General
Karleen Hultquist, P-27431	Human Resources Technician I	General

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

10. **Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

Possession of a valid motor vehicle driver's license (Type 3)

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head:

Date:

2/1/19

Department of Personnel Services  
Position No. PS-0005

Subject position is located in the central personnel office of the County of Maui in the Department of Personnel Services and assists the Director and Deputy Director in planning, developing, and implementing the management and administration programs relating to the various functional areas of personnel management and supervises and participates in the maintenance, upkeep and modification of the integrated Human Resources Information System. Regular and consistent attendance is required for the adequate performance of the duties and responsibilities assigned.

**Recruitment, Training and Clerical/Technical Staff Functions:** (a)(b) 40%

1. Supervises the clerical and technical staff support functions which include telephone and front office reception; receipt and routing of all mail; assisting with the planning, development and implementation of the recruitment and training programs, etc. Coordinates and assigns work priorities to support staff.
2. Oversees the recruitment procedure workflow from point of receipt of requests to the establishment of the certified list of eligibles. Determines appropriateness of request, may confer with human resource specialists or requesting department regarding any recruitment idiosyncrasies, makes assignments to technical staff, clarifies rules and regulations or procedures for departments or applicants, as necessary.
3. Establishes and maintains certified lists of eligibles. Participates in maintaining and updating the policies, procedures and practices utilized. Notifies ineligible applicants of their disqualification.
4. Confers with Training Coordinator and participates in planning for training needs. Supervises technical staff assigned to support training program.

**HR/Payroll Transactions:** (a)(b) 25%

1. Assists in the planning, development and implementation of procedures for performance of time critical functions which must comply with recurring monthly deadlines to assist in maintaining the accuracy and integrity of the county's payroll.
2. Audits personnel and pay transactions for compliance with statutory requirements, rules and regulations.
3. Supervises and participates in the performance of personnel transactions presenting numerous alternative course of actions involving all areas of personnel management specialization.
4. Assists departments by answering routine questions regarding Workday the County's Human Resources Information System.

**Liaison with other Departments:** (a)(b) 20%

1. Participates in employee-management meetings by providing advice on personnel statutes and rules; interprets and explains provisions of the Civil Service rules and regulations, compensation adjustments, and established personnel policies and procedures to employees, supervisors, and department heads; and advises departmental officers on transaction procedures.
2. Maintains liaison with operating departments and explains to supervisory and other personnel general concepts, policies, procedures and standards involved in recruitment, examination, classification and other actions as mandated by law.
3. Assists in planning and implementing the incentive and service awards program and advises management about the pertinent provisions and implementation of such programs.

**Generating Reports:****(b) 10%**

1. May generate various human resources reports from Workday report writing program, reviews for accuracy and makes corrections as required.
2. Searches and compiles data from a variety of source documents and files and prepares reports requiring comprehensive knowledge of applicable guidelines, precedent cases and policy statements.
3. May assist specialists in preparation of a variety of staff reports.

**Other related duties:****(b) 5%**

1. Ensures accuracy and completion of personnel files, reports and records;
2. Initiates correspondence for Director's signature and checks pending matters for completion deadline.
3. Attends meetings on personnel matters with various departments and serves as a resource person on operating procedures.

**Qualifications required to perform this job:** The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with employees from other departments or agencies in the form of telephone, email or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees and co-workers at all times.
- The ability to review, analyze, comprehend, interpret and explain laws, ordinances, rules & regulations, policies and procedures, make sound decisions, operate standard office equipment, etc.
- Overtime, evening, weekend, and holiday work may be required, as needed.

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

AR # 2020-029

DEPARTMENT OF PERSONNEL SERVICES County of Maui		Dept: <u>Personnel Services</u>	
POSITION DESCRIPTION		Div: _____	
		Section: <u>Professional Services</u>	Physical Location: <u>Wailuku</u>
1. Pos. No. <u>P-27371 / PS-0009</u>	2. PRESENT CLASS <u>Human Resources Specialist I</u>		SR: <u>18</u>
Perm _____ Temp <input checked="" type="checkbox"/>	3. Incumbent's Name: _____		
Full-time <input checked="" type="checkbox"/> Pt-time _____	4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input checked="" type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input type="radio"/> )		
Recommended Allocation: CLASS: <u>Human Resources Specialist Trainee</u>		SR: <u>16</u>	
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See attached description of duties.			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc <input type="radio"/> Realloc <input checked="" type="radio"/> No Change <input type="radio"/> Other: _____			
CLASS: <u>2C.005 Human Resources Specialist Trainee</u>		SR: <u>SR-16</u>	
See Audit Rpt No. <u>AR#2020-029</u> Study By: <u>SM</u>		Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass <input type="radio"/> Fail <input type="radio"/> Score: _____	
EFFECTIVE DATE: <u>7/1/2019</u>		APPROVED: <u>[Signature]</u> DATE: <u>8/13/2019</u>	

**7. Supervision Received** (Give name and title of immediate supervisor):Name: David J. UnderwoodTitle: Director of Personnel Services**8. Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
None		

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

Requires use of office equipment including fax, copier, ten-key calculator, personal computers and a variety of software applications.

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

May be required to visit beaches, hillsides, construction sites, wastewater plants, etc. May traverse uneven terrain and hazardous locations. May also work on holidays, weekends, and evenings as required.

e. List Licenses or Certificates Held:

**9. CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

**10. Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

See class specifications for Human Resources Specialist Trainee.

d. License and/or Certificates Required:

**11. CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

**12. CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

**13. Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

**14. CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head:

Date:

5-24-19



Human Resources Specialist Trainee  
P-27371

Position is located in the Department of Personnel Services, Professional Support Services Division, in the Kalana O Maui Building in Wailuku. Position performs under the direction and guidance of the Director, Deputy Director of Personnel Services, and the Human Resources Specialist V in a trainee capacity in all the major functional areas of human resources management.

1. Receives orientation in the basic functions and purposes of public personnel administration. (a)(b)
2. Participates in the recruitment process, including the screening of employment applications under immediate supervision. (a)(b)
3. Learns the principles, techniques, laws, methodology, and processes associated with classification and pay, recruitment, examinations, personnel transactions, labor-management relations, and training. (a)(b)
4. Becomes familiar with the location and use of department rules and regulations, reference materials, files, collective bargaining agreements, Hawaii Revised Statutes, pertinent federal employment laws, and related records. (a)(b)
5. Accompanies higher level specialist on field trips, audits, and performance evaluations to gain familiarity with work processes. (a)(b)
6. Assists others by performing simple tasks designed to provide insight, knowledge and understanding in the application of work processes and techniques. (a)(b)
7. Carries out training assignments involving the collection and compilation of facts and data, the study of problems, and the formulation of conclusions and recommendations under closely supervised and controlled conditions. (a)(b)
8. Composes simple reports requiring clear analysis and recommendations. (a)(b) 95%
9. May be assigned other related duties as required. 5%

*Qualifications required to perform this job:* The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.

The majority of assignments and work performed involve public contact or contact with other County employees in the form of telephone contacts, e-mail, or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees, and co-workers at all times.

Overtime, evening, weekend, and holiday work required, as needed.

<b>DEPARTMENT OF PERSONNEL SERVICES</b>  <b>County of Maui</b>  <b>POSITION DESCRIPTION</b>		Dept: <u>Personnel Services</u> Div: <u>Technical Support Services</u> Section: _____ Physical Location: <u>County Bldg, Sixth Floor</u>	
1. Pos. No. <u>P-27372</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS <u>Human Resources Technician I</u> SR: <u>15</u> 3. Incumbent's Name: <u>Donna Evans</u>	
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input checked="" type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input type="radio"/> ) Recommended Allocation: CLASS: <u>Human Resources Technician II (eff: 10/1/2019)</u> SR: <u>17</u>			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See attached Position Description			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( <input type="radio"/> ) Realloc ( <input checked="" type="radio"/> ) No Change ( <input type="radio"/> ) Other: _____ CLASS: <u>1G.030 Human Resources Technician II</u> SR: <u>SR-17</u> See Audit Rpt No. <u>AR 2020-104</u> Study By: <u>sec</u> Alloc Notice No. _____ Non-Comp Exam Req: Date Admn: _____ Pass <input checked="" type="radio"/> Fail <input type="radio"/> Score: _____ EFFECTIVE DATE: <u>10/01/2019</u> APPROVED: <u>[Signature]</u> DATE: <u>11/25/19</u>			

**3. Supervision Received** (Give name and title of immediate supervisor):Name: Rhonda Alexander-MonkresTitle: HR Specialist**8. Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name	Title	Nature of Supervision
None		

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

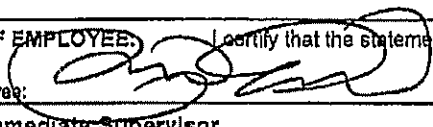
c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

**9. CERTIFICATE OF EMPLOYEE:**

I certify that the statements above are accurate and complete.

Signature of Employee: Date: 9/13/19**10. Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

**11. CERTIFICATE OF IMMEDIATE SUPERVISOR:**

I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor: Date: 9/18/19**12. CERTIFICATE OF DIVISION HEAD:**

I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

**13. Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

**14. CERTIFICATE OF DEPARTMENT HEAD:**

I certify that the statements above are accurate and complete.

Signature of Department Head: Date: 9/18/19

**Human Resources Technician II**  
**Position No. P-27372**

Subject position is located in the Department of Personnel Services for the County of Maui and functions under the general supervision of Position No. P-27342. The subject position performs support services administrative work in the central personnel office and assists specialists in the administration and operation of various functional program areas, and delegated responsibilities in the new Workday HR system. Duties may include but are not limited to recruiting, job postings, hiring, onboarding, benefits, time tracking, learning management, talent management, performance evaluations, classification, correspondence, announcements, campaigns, surveys, document distribution, goal setting, talent reviews, document maintenance, wiki maintenance, etc. Responsible for tracking and monitoring programs according to all policies and procedures.

**40% Recruitment**

(a) (b)

1. Responsible for providing high-level customer service to County of Maui staff and external applicants responding to routine questions in person, on the phone or through email. Assists applicants and provides information with applying, minimum qualification requirements including required certificates, self-scheduling, rescheduling and special accommodations.
2. Create job posting draft in NEOGOV HRMS (HR Software for Government and Public Sector). Check that all fields are inputted correctly and align with the Workday HCM (Human Resource Management Software System) requisition. Troubleshoot missing information related to classification codes, title, pay scale, view details, and comments. Clarify department recruitment request for interdepartmental, intradepartmental, promotion without exam, or open.
3. As assigned, assists HR Specialist with screening applications of moderate difficulty for meeting minimum qualification requirements; notifies applicants of acceptance or rejection status. Change candidate disposition throughout the recruitment process. Check Training and Experience (T&E) score totals on profile for accuracy. Review veterans' documentation and adjudicate veterans' preference prior to assignment of veterans' preference points on the final referral list.
4. Set up testing logistics to include date, time, place, and length of exam on NEOGOV for self-scheduling. For Molokai and Lanai exams book conference rooms with Parks or Police, complete permit application, and Department of Education (DOE) forms. For off-site exams book facility with schools or other facility, complete and submit facility use forms. For One-Stop events, coordinate logistics with the assigned HR Specialist and department.
5. Issues candidate communication for various recruitment stages including exam self-scheduling, reject emails/letters, and exam breakdown scores.
6. Distribute job posting internally and submit for external posting with designated newspaper and social media sites.

**Human Resources Technician II**  
**Position No. P-27372**

7. Scores answer sheets, converts raw test scores, and notifies applicants of test results; establishes eligible lists and prepares certifications; updates records of departmental hiring actions.
8. Assist with Job Fairs, specialty recruitment strategies, and the sourcing database.
9. Run reports to communicate and analyze talent analytics to help drive recruitment efficiency and enhance the candidate experience.

**15% EXAMINATIONS**

(a) (b)

1. Check for applicants that self-scheduled and manage the process. Prepare roster, proctor instructions, exam booklets and answer sheets for testing. As needed for certain recruitments; rater sheets, physician's form, self-certification, instructions, signage/information and map for performance exam.
2. Assists in gathering test materials; works with subject matter experts/specialists to develop examinations for review; types, edits, and proof reads written examinations and other examination materials. Prepare Answer Key(Remark) and Answer Key Template (For One-Stop Recruitment).
3. Travel to Molokai and Lanai to administer exams. Set up travel arrangements with Personnel Services travel coordinator.
4. Proctor and set-up conference room for testing.
5. Receive, check and send testing materials back to CPS vendor for Police and Fire promotional exams.
6. Schedule and proctor key boarding performance exam. Secure room for testing.
7. When exams are completed, process answer sheets using Remark/Scantron software. Upload answer sheet and Remark results into NEOGOV.
8. Establish a Certified List of Eligibles with statistics. Acquire Director's Signature.
9. Provide breakdown of applicants exam results upon request.

**35% TRAINING**

(a) (b)

1. Facilitate and host monthly training workshops. Register and confirm attendees. Email workshop reminders, no-shows, or cancellations to attendees, speakers, and DPO's.
2. Prepare and assemble workshop packets of handouts, PowerPoint presentations, brochures, and sign in sheet.

**Human Resources Technician II**  
**Position No. P-27372**

3. Provide EEO Officer and Risk Management monthly list of employees attending New Employee Orientation (NEO).
4. Track NEO employees signed forms for the County of Maui Discrimination Policy, Computer Usage Policy and Acknowledgement Form. Send signed originals to departments for filing.
5. Process evaluation forms and input in training module.
6. Host Pre-Retirement Workshops, coordinate monthly appointments for Prudential/Island Savings Plan representative. Provide sign in sheet, parking pass, and employee date of hire/termination date as needed.
7. Host the annual Employees Award luncheons/dinner on Maui, Molokai, Lanai and Hana. Coordinate with Molokai departments (committee, vendors, program, entertainment, leis, nominations, judges, awards) for event.
  - a. Coordinate with DPS team for Maui's event.
  - b. Host, set up and break down event site, follow up with vendors and all venue logistics for the Maui event.
  - c. Prepare and check accuracy of awards (checks, certificates for service awards, perfect attendance, retirement and employee/manager/team winners, pens and plaques.)
  - d. Process payments for Molokai vendors.
  - e. Prepare awards (pens, certificates and checks) for department to pick up.
  - f. Prepare forms for departments to sign.

**10% OTHER DUTIES**

(a) (b)

1. Reviews reallocation requests for well-defined occupations; prepares audit report of recommendation.
2. Prepare position audit report template and folder. Check for accuracy with the classification codes, title, pay scale, view details, comments, and departments request to reallocate, redescribe or create.
3. Complete employment and Employee Retirement System (ERS) and benefit (EUTF) verifications using Workday, the employee file, and other systems such as EP.
4. Advises departmental officials, employees, and/or the public regarding employment policies, Civil Service Laws, rules, regulations and policies.
5. Convert paper documents (current and old - audit reports, job descriptions, personnel files) into electronic images stored within the ApplicationXtender (AX) Document Management Software. Maintain index system for document retrieval.

**Human Resources Technician II**  
**Position No. P-27372**

6. Departmental Travel Order Form processing for interisland business travel.
7. Maintains the Human Resources Information System (HRIS) and personnel files and performs related work as required.
8. Updates Personnel Services department websites (Maui County Intranet, Wiki, Social Media) content as directed and in a timely manner.
9. Utilize the Wrike tool (online project management and team collaboration software) to track dates and dependencies associated with projects, manage assignments and resources, and track time.
10. Makes extensive searches through a variety of files and records; extracts, refines, and organizes information and prepares final reports; prepares other human resource reports and reports for use in budget preparation, annual reports, cost data, etc.
11. Coordinates special projects within the personnel section. Performs related administrative support duties as required.

**Qualifications required to perform this job:** The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

The ideal candidate will possess:

- Experience working in a union environment
- Experience using various software tools such as Microsoft Office, Google, project management, and a Human Resources Information System (HRIS)
- Strong dedication to providing quality customer service
- Ability to effectively handle multiple projects and deadlines simultaneously
- Excellent problem solving and critical thinking skills
- Excellent verbal and written communication skills
- Excellent analytical abilities and reporting capabilities
- An ongoing commitment to identifying and implementing best practices
- A commitment to change management and looking to make a lasting impact in the way the County of Maui recruits, retains and manages its workforce
- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with other County employees in the form of telephone contacts, email, or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees, and co-workers at all times.
- Overtime, evening, weekend, and holiday work required, as needed.

**Human Resources Technician II**  
**Position No. P-27372**

**Note:**

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



DEPARTMENT OF PERSONNEL SERVICES		Dept: Personnel Services	
County of Maui		Div: Professional Services	
POSITION DESCRIPTION		Section: Physical Location: County Building, 6th Floor	
1. Pos. No. PS-0011 Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS Human Resources Specialist III SR: SR-22	
		3. Incumbent's Name: Sharyn Miyabuchi	
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input checked="" type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input type="radio"/> )			
Recommended Allocation: CLASS: Human Resources Specialist IV SR: EM-01			
5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved): DM NO. 350			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
SEE ATTACHED			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( ) Realloc (X) No Change ( ) Other:			
CLASS: MA.050 Human Resources Specialist IV		SR: EM-01	
See Audit Rpt No. 2015--080 Study By: du		Alloc Notice No.	
Non-Comp Exam Req: Date Admn:		Pass ( ) Fail ( ) Score:	
EFFECTIVE DATE: 1/1/15	APPROVED: [Signature]	DATE: 12/17/14	

<b>7. Supervision Received</b> (Give name and title of immediate supervisor) :		
Name: <u>Lance T. Hiromoto</u>	Title: <u>Director of Personnel Services</u>	
<b>8. Responsibilities of the Position:</b>		
a. Supervisory Responsibilities (List names, titles and nature of supervision given):		
<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
None		
b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):		
None		
c. Tools and Equipment (List tools and equipment used or operated):		
Automobile and computer		
d. Hazards, Hardship, etc (List and describe any unusual working conditions):		
May be required to work evenings and weekends, and travel to neighbor islands.		
e. List Licenses or Certificates Held:		
Driver's License		
<b>9. CERTIFICATE OF EMPLOYEE:</b> I certify that the statements above are accurate and complete.		
Signature of Employee: <u>Sharon Miyabuchi</u>		Date: <u>12/5/14</u>
<b>10. Statement of Immediate Supervisor</b>		
a. Comment on the statements made by employee (Indicate exceptions or additions):		
b. Describe the nature and extent of supervision you exercise over this position:		
c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):		
d. License and/or Certificates Required:		
<b>11. CERTIFICATE OF IMMEDIATE SUPERVISOR:</b> I certify that the statements above are accurate and complete.		
Signature of Immediate Supervisor: _____		Date: _____
<b>12. CERTIFICATE OF DIVISION HEAD:</b> I certify that I have reviewed the statements above and that they are accurate and complete.		
Signature of Division Head: _____		Date: _____
<b>13. Statement of Department Head:</b>		
a. Indicate and comment on any inaccuracies or disagreements:		
b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.		
<b>14. CERTIFICATE OF DEPARTMENT HEAD:</b> I certify that the statements above are accurate and complete.		
Signature of Department Head: <u>[Signature]</u>		Date: <u>12/5/14</u>

**HUMAN RESOURCES SPECIALIST IV**  
**Position No. PS-0011**

Subject position is located in the Professional Services section of the Department of Personnel Services which is the central personnel office for the County of Maui. This position is under the general supervision of the Director and Deputy Director of Personnel Services and services as the principal staff specialist in the area of classification and pay and performs the other functional areas of personnel management independently as assigned. As staff specialist, the subject position performs the following:

- 1) Researches, conducts job audits and classifies positions in accordance with classification principles.
- 2) Develops and establishes new classes, assigns salary ranges, and designates bargaining unit assignments.

40% (a,b,c)

Performs other personnel management functions as follows:

- 1) Serves as the Mayor's representative in Step 2/3 grievance hearings and other interactions with the unions as assigned.
- 2) Informs and advises other County departments, agencies and the public on procedures, rules and regulations of the civil service.
- 3) Administers recruitment examinations.
- 4) Conduct in-service training in personnel management functional areas including the Human Resources Information System for staff and operating personnel.

25% (a,b,c)

30% (a,b,c)

Performs other related duties as required.

5% (a)

Qualification required to perform this job: The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with employees from other departments or agencies either in the form of telephone contacts or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees and co-workers at all times.
- Overtime, evening, weekend and holiday work required, as needed.

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



**7. Supervision Received** (Give name and title of immediate supervisor) :

Name: David J. Underwood

Title: Director of Personnel Services

**8. Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
None		

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

Requires use of office equipment including fax, copier, ten key calculator, personal computers and a variety of software applications.

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

May be required to visit beaches, hillsides, construction sites, wastewater plants, etc. May traverse uneven terrain and hazardous locations. May also work on holidays, weekends, and evenings as required.

e. List Licenses or Certificates Held:

**9. CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

**10. Statement of Immediate Supervisor**

a. Comment on the statements made by employee (indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

See class specifications for Human Resources Specialist I.

d. License and/or Certificates Required:

**11. CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

**12. CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

**13. Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

**14. CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head:

Date:

5-24-19

Human Resources Specialist I  
P-27407

Position is located in the Department of Personnel Services, Professional Support Services Division, in the Kalana O Maui Building in Wailuku. Position performs under the direction and guidance of the Director, Deputy Director of Personnel Services and the Human Resource Specialist V.

1. Under close supervision, performs selected assignments requiring the application of the principles, techniques and concepts of one or more of the functional areas of human resource management. (a)(b)
2. Participates in the recruitment process of the County to attract, select and retain the best individuals on merit to provide required services to the public including screening applications, scheduling, and administering written and performance examinations. (a)(b)
3. Researches and prepares written reports of limited scope and difficulty by interviewing subject matter specialists, operating officials and others. (a)(b)
4. Makes recommendations of appropriate actions to be taken in one or more of the following functional areas: classification and pay, examinations, labor-management relations, and/or recruitment. (a)(b)
5. Reports to and discusses assignments with higher-level specialists. (a)(b)
6. Must have the ability to work well with others, and deal tactfully and effectively with co-workers, other county or public agency employees and members of the public. (a)(b) 95%
7. Performs other duties as required. (a)(b) 5%

KEY: (a) The performance of this function is the reason that the job exists.  
(b) The number of other employees available to perform this function is limited.

Qualifications required to perform this job: The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with other County employees in the form of telephone contacts, e-mail, or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees, and co-workers at all times.
- Overtime, evening, weekend, and holiday work required, as needed.

AR # 2020-028  
eff. 6/1/19

CSC-PD 1-63

DEPARTMENT OF PERSONNEL SERVICES		Dept: <u>Personnel Services</u>	
County of Maui		Div: <u>Technical Support Services</u>	
POSITION DESCRIPTION		Section:	Physical Location: <u>County Bldg, Sixth Floor</u>
1. Pos. No. <u>P-27341 (PS-0013)</u> / Perm <input checked="" type="checkbox"/> <u>27421</u> / Full-time <input checked="" type="checkbox"/> Pt-time <input type="checkbox"/>	2. PRESENT CLASS <u>Human Resources Technician I</u>		SR: <u>15</u>
3. Incumbent's Name: <u>Karleen Hultquist</u>			
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input checked="" type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input type="radio"/> )			
Recommended Allocation: CLASS: <u>Human Resources Specialist Trainee</u> SR: <u>16</u>			
5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
<p>Subject position is located in the Department of Personnel Services. Under the direction and guidance of the Director and Deputy Director of Personnel Services, the subject position performs in a trainee capacity in all the major functional areas of personnel management, with specific responsibility in the area of employee benefits, i.e., health insurance plans, including dental, vision, life insurance, employee assistance programs, retirement benefit enrollments, and other optional employee benefits, etc.</p> <p>1. Receives orientation in the basic functions and purposes of public personnel administration.</p> <p>2. Participates in the recruitment process, including the screening of employment applications under immediate supervision.</p> <p>3. Learns the principles, techniques, laws, methodology, and processes associated with benefits, classification and pay, recruitment, examinations, personnel transactions, labor-management relations, and training.</p> <p>4. Becomes familiar with the location and use of department rules and regulations, reference materials, files, collective bargaining agreements, Hawaii Revised Statutes, pertinent federal employment laws, and related records.</p> <p>5. Accompanies higher level specialist on field trips, audits, and performance evaluations to gain familiarity with work processes.</p> <p>6. Assists others by performing simple tasks designed to provide insight, knowledge and understanding in the application of work processes and techniques.</p>			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( <input type="radio"/> ) Realloc ( <input checked="" type="radio"/> ) No Change ( <input type="radio"/> ) Other: <input type="radio"/>			
CLASS: <u>2C.005 Human Resources Specialist Trainee</u>		SR: <u>16</u>	
See Audit Rpt No. <u>AR #2020-028</u> Study By: <u>SM</u>		Alloc Notice No. _____	
Non-Comp Exam Req: Date Admin: _____		Pass <input checked="" type="radio"/> Fail <input type="radio"/> Score: _____	
EFFECTIVE DATE: <u>6/1/2019</u>		APPROVED: <u>[Signature]</u> DATE: <u>8/19/19</u>	



7. Supervision Received (Give name and title of immediate supervisor):

Name: David J. Underwood

Title: Director of Personnel Services

8. Responsibilities of the Position:

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name	Title	Nature of Supervision
None		

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

None

c. Tools and Equipment (List tools and equipment used or operated):

Computer (word processing and spreadsheet applications), office machines, telephone, etc.

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

Maybe required to work evenings and weekends, and travel to neighbor islands on occasion.

e. List Licenses or Certificates Held:

Driver's license

9. CERTIFICATE OF EMPLOYEE:

I certify that the statements above are accurate and complete.

Signature of Employee:

*Kathleen Stultgen*

Date:

7/30/2019

10. Statement of Immediate Supervisor

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in industrial relations, public or business administration, political science, psychology, or a related field.

d. License and/or Certificates Required:

Possession of a motor vehicle operator's license.

11. CERTIFICATE OF IMMEDIATE SUPERVISOR:

I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

12. CERTIFICATE OF DIVISION HEAD:

I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

13. Statement of Department Head:

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. CERTIFICATE OF DEPARTMENT HEAD:

I certify that the statements above are accurate and complete.

Signature of Department Head:

*[Signature]*

Date:

7/31/19

7. Carries out training assignments involving the collection and compilation of facts and data, the study of problems, and the formulation of conclusions and recommendations under closely supervised and controlled conditions.
8. Composes simple reports requiring clear analysis and recommendations.
9. Facilitates the County of Maui's Open Enrollment period. Coordinates with DPOs and others in providing ongoing support for employee benefits; processes enrollments quickly and accurately. Verifies the calculation of the monthly premiums for all county employees, reviews bi-monthly payroll deductions with the employee benefit selections.
10. As needed, informs DPOs of upcoming changes to the benefits structure; assists DPOs with employee eligibility and other issues with benefits enrollment questions; assists DPOs in the resolution of employee issues with insurance providers and other benefit administrators.
11. May be assigned other related duties as required. 100% (a) (b)

**Qualifications required to perform this job:** The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with other County employees in the form of telephone contacts, email, or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees, and co-workers at all times.
- Overtime, evening, weekend, and holiday work required, as needed.

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

AR - 2020-42  
4th 8/13/19

DEPARTMENT OF PERSONNEL SERVICES		Dept: <u>Personnel Services</u>	
County of Maui		Div: <u>Technical Support Services</u>	
POSITION DESCRIPTION		Section:	Physical Location: <u>County Bldg, Sixth Floor</u>
1. Pos. No. <u>P-27434 / PS-2014</u>	2. PRESENT CLASS <u>Administrative Assistant II</u>		SR: <u>22</u>
Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/>			
Full-time <input checked="" type="checkbox"/> Pt-time <input type="checkbox"/>	3. Incumbent's Name: <u>Vacant</u>		
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input checked="" type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input checked="" type="radio"/> )			
Recommended Allocation: CLASS: <u>Human Resources Technician I</u> SR: <u>15</u>			
5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See attached Position Description			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( <input type="radio"/> ) Realloc ( <input checked="" type="radio"/> ) No Change ( <input type="radio"/> ) Other: <input type="radio"/>			
CLASS: <u>1G.025 Human Resource Technician I</u> SR: <u>15</u>			
See Audit Rpt No. <u>AR #2020-042</u> Study By: <u>SM</u> Alloc Notice No. _____			
Non-Comp Exam Req: Date Admn: _____ Pass ( <input checked="" type="radio"/> ) Fail ( <input type="radio"/> ) Score: _____			
EFFECTIVE DATE: <u>8/13/2019</u>		APPROVED: <u>[Signature]</u>	DATE: <u>8/13/2019</u>

7. **Supervision Received** (Give name and title of immediate supervisor) :

Name: Rhonda Alexander-Monkres

Title: HR Specialist

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
None		

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

10. **Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head:

Date:

8-13-19

**Human Resources Technician I**  
**Position No. P-27434**

Subject position is located in the Department of Personnel Services for the County of Maui and functions under the general supervision of Position No. P-27342. The subject position performs support services administrative work. Duties may include, but are not limited to preparation of personnel documentation for recruiting, job postings, hiring packets, onboarding, payroll, compensation, benefits, time tracking, learning management, talent management, performance evaluation systems, classification and general correspondence. Responsible for tracking and monitoring programs according to all policies and procedures.

**Reception 5%**

1. Serves as a front office reception person to greet and provide service to visitors to the office and to answer telephone calls in a polite and effective manner.
2. Advises departmental officials, employees and/or the public regarding employment policies, Civil Service laws, rules, regulations and policies.

**Recruitment 60%**

1. Reviews Workday requisition request for completeness and accuracy of information. Creates the corresponding NeoGov requisition.
2. Prepares and posts recruitment announcements on NeoGov website. Coordinates and publishes recruitment announcements with print and social media. Distributes via email to county departments, government jurisdictions and outside agencies.
3. Issues, receives and reviews applications for Civil Service examinations for completeness, including verification of education, licenses, certificates, veterans preferences, etc. Input variety of applicant data into applicant tracking system.
4. Screens applications for entry level examinations to determine whether minimum qualifications are met.
5. Notifies applicants of status of applications and answers routine questions concerning recruitment or routes calls to responsible parties. Assist applicants regarding routine questions and applying on the NeoGov recruitment module.
6. Prepares eligible lists.
7. Completes audit report template for position edits or creation requests received through Workday. Checks for completeness and accuracy.

**Human Resources Technician I**  
**Position No. P-27434**

**Examination 25%**

1. On a routine basis, schedules civil service examinations and notifies candidates of date, time and place of testing.
2. Types and assembles examination material, prepares test score distributions, establishes and maintains files for examination material.
3. Administers Civil Service examinations.
4. Scores answer sheets, converts test scores, records examination results, establishes eligibility lists, and notifies candidates of their test results.
5. Travel to Molokai and Lanai to administer exams. Set up travel arrangements with Personnel Services travel coordinator.
6. Provide breakdown of applicants exam results upon request.

**Other Duties 10%**

1. Maintains the Human Resources Information System (HRIS) and personnel files and performs related work as required.
2. Prepare quarterly and annual statistics and reports.
3. Advises departmental officials, employees, and/or the public regarding employment policies, Civil Service Laws, rules, regulations and policies.
4. Convert paper documents (current and old - audit reports, job descriptions, personnel files) into electronic images stored within the ApplicationXtender (AX) Document Management Software. Maintain index system for document retrieval.
5. Coordinates special projects within the personnel section. Performs related administrative support duties as required.

**Qualifications required to perform this job:** The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with employees from other departments or agencies either in the form of telephone contacts or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees and co-workers at all times.
- Over time, evening, weekend and holiday work required, as needed.

DEPARTMENT OF PERSONNEL SERVICES  County of Maui  POSITION DESCRIPTION		Dept: <u>Personnel Services</u> Div: _____ Section: _____ Physical Location: <u>County Building</u>	
1. Pos. No. <u>P-27435/PS-0017</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS <u>Human Resources Specialist IV</u> SR: <u>EM01</u> 3. Incumbent's Name: <u>Geralyn M. Onaga</u>	
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input checked="" type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input type="radio"/> ) Recommended Allocation: CLASS: <u>Human Resources Specialist V</u> SR: <u>EM03</u>			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
Please see attached.			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( <input type="radio"/> ) Realloc ( <input checked="" type="radio"/> ) No Change ( <input type="radio"/> ) Other: _____			
CLASS: <u>MA.055</u> <u>Human Resources Specialist V</u>		SR: <u>EM-03</u>	
See Audit Rpt No. <u>AR 2020-065</u> Study By: <u>SM</u>		Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass <input checked="" type="radio"/> Fail <input type="radio"/> Score: _____	
EFFECTIVE DATE: <u>7/1/2019</u>		APPROVED: <u>CMRaz-Pete</u> DATE: <u>9/6/2019</u>	

**7. Supervision Received** (Give name and title of immediate supervisor):

Name: David J. Underwood

Title: Director of Personnel Services

**8. Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name

Title

Nature of Supervision

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

Automobile and computer


d. Hazards, Hardship, etc (List and describe any unusual working conditions):

May be required to work evenings and weekends, and travel to neighbor islands.

e. List Licenses or Certificates Held:

Driver's License

**9. CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee: 

Date: 08/19/2009

**10. Statement of Immediate Supervisor**

a. Comment on the statements made by employee (indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

**11. CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**12. CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head: \_\_\_\_\_

Date: \_\_\_\_\_

**13. Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

**14. CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head: 

Date: 8/19/09



**HUMAN RESOURCES SPECIALIST V**  
**Position No. PS-0017/P-27435**

Subject position is located in the professional services section of the Department of Personnel Services which is the central personnel office for the County of Maui. Subject position functions under the general supervision of the Director and Deputy Director of Personnel Services and serves as the principal staff specialist in the area of training and development. The subject position performs difficult and complex assignments in the various functional areas of personnel management independently as assigned including, but not limited to, the following:

1. Plans, develops and organizes a comprehensive supervisory management and employee development program for the County of Maui. (A)(B) 60%
  - a. Participates in identifying long-range training goals and objectives.
  - b. Plans, develops and conducts employee development programs for supervisory, middle and top management personnel.
  - c. Provides guidance, consultation and staff assistance in the field of training and employee development to management personnel.
  - d. Meets with departmental representatives to assess and meet departmental training needs.
  - e. Coordinates training programs utilizing outside resources as necessary.
  - f. Initiates, conducts, and analyzes surveys to determine training needs and prioritizes and recommends plans for development of training programs.
  - g. Establishes and maintains timetable of training programs and projects and keeps immediate superior informed of progress, evaluations, and accomplishments.
  - h. Assists in the development and conduct of executive-management training and development programs.
  - i. Keeps abreast of developments in training techniques, methods and programs.
2. Performs other personnel management functions as follows (A)(B) 35%:
  - a. Reviews, develops and administers county-wide policies and procedures related to human resources.
  - b. Serves as the Mayor's representative in Step 2/3 grievance hearings and other interactions and recommends course of action.
  - c. Informs and advises other County departments, agencies and the public on procedures, rules and regulations of the civil service.

- d. Administers recruitments and examinations.
- e. Researches, conducts job audits and classifies positions in accordance with classification principles, and develops and establishes new classes, assigns salary ranges. And designates bargaining unit assignments.
- f. Develops work plans for assigned functional areas and monitors the same.
- g. Assists in resolving problem cases and serves as team leader in projects of major scope.
- h. Consults with legal staff on problems to ensure adherence to laws, rules, regulations and contracts.
- i. Explain policies, practices, and procedures to operating personnel.
- j. Confer with operating officials and subject matter specialists and determine course of action, approach, and methodology in problem solving.
- k. Provide advice and staff assistance to operating officials and line supervisors in development and improving personnel practices and programs.
- l. Perform as a member of the County's labor-management relations team in negotiations for one or more bargaining units.
- m. Administer negotiated contracts.
- n. Plans, develops and conducts the County of Maui's Employee Awards Program.

3. Performs other related duties as required. (A)(B) 5%

Key:

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

DEPARTMENT OF PERSONNEL SERVICES  County of Maui  <b>POSITION DESCRIPTION</b>		Dept: <u>Personnel Services</u>  Div: _____  Section: _____ Physical Location: <u>County Bldg, 6th Floor</u>	
1. Pos. No. <u>PS-0018</u>  Perm <input checked="" type="checkbox"/> Temp _____  Full-time <input checked="" type="checkbox"/> Pt-time _____	2. PRESENT CLASS <u>Human Resources Specialist III</u> SR: <u>22</u>  3. Incumbent's Name: <u>Alton K. Watanabe</u>		
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input checked="" type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input type="radio"/> )  Recommended Allocation: CLASS: <u>Human Resources Specialist IV</u> SR: <u>EM-01</u>			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved): <u>Reg #1914</u>			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See Attached Description of Duties			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( ) Realloc ( <input checked="" type="checkbox"/> ) No Change ( ) Other: _____			
CLASS: <u>MA.050 HUMAN RESOURCES SPECIALIST IV</u>		SR: <u>EM-01</u>	
See Audit Rpt No. <u>2018-111</u>	Study By: <u>CB</u>	Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass ( ) Fail ( ) Score: _____	
EFFECTIVE DATE: <u>1/16/2018</u>		APPROVED: <u>[Signature]</u> DATE: <u>12/27/2017</u>	

7. **Supervision Received** (Give name and title of immediate supervisor):

Name: David J. Underwood

Title: Director of Personnel Services

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name

Title

Nature of Supervision

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

Requires use of office equipment including fax, copier, personal computers and a variety of software applications.

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

May be required to visit beaches, hillsides, construction sites, wastewater plants, etc. May traverse uneven terrain and hazardous areas. May also work on holidays, weekends and evenings.

e. List Licenses or Certificates Held:

Possession of a valid driver's license equivalent to Hawaii Type 3.

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee: *Alvin B. Watanabe*

Date: 12/4/17

10. **Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head: \_\_\_\_\_

Date: \_\_\_\_\_

13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head: *M. J. Underwood*

Date: 12/5/17

**HUMAN RESOURCES SPECIALIST IV**  
**Position No. PS-0018**

Subject position is located in the Professional Services section of the Department of Personnel Services, which is the central personnel office for the County of Maui. This position is under the general supervision of the Director and Deputy Director of Personnel Services and serves as a principal staff specialist in the area of classification and pay and performs the other functional areas of personnel management independently as assigned. As staff specialist, the subject position performs the following:

- |   |   |             |
|---|---|-------------|
| 1) Researches, conducts job audits and classifies positions in accordance with classification principles.   | } | 40% (a,b,c) |
| 2) Develops and establishes new classes, assigns salary ranges, and designates bargaining unit assignments. |   |             |

Performs other personnel management functions as follows:

- |   |   |             |
|---|---|-------------|
| 1) Serves as the Mayor's representative in step 2/3 grievance hearings and other interactions with the unions as assigned.          | } | 25% (a,b,c) |
| 2) Informs and advises other County departments, agencies and the public on procedures, rules and regulations of the civil service. |   |             |
| 3) Administers recruitments and examinations.   | } | 30% (a,b,c) |
| 4) Conduct in-service training in various personnel management functional areas for staff and operating personnel.                  |   |             |
| Performs other related duties as required.  |   | 5% (a)      |

Qualification required to perform this job: The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with employees from other departments or agencies either in the form of telephone contacts or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees and co-workers at all times.
- Overtime, evening, weekend and holiday work required, as needed.

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



7. **Supervision Received** (Give name and title of immediate supervisor):

Name: Robyn Kailiehu-Leal

Title: Human Resources Specialist III

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name

Title

Nature of Supervision

b. Other Responsibilities (Describe responsibilities not shown in 8 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee: *Carle Delan*

Date: 4/10/18

10. **Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

Type 3 Driver's License

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor: *Robyn Kailiehu-Leal*

Date: 3/28/18

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head: *M. V. P.*

Date: 3/28/18



**HUMAN RESOURCES TECHNICIAN II**  
**Position No. PS-0020**

Subject position is located in the central personnel office of the County of Maui in the Department of Personnel Services and functions under the general supervision of Position No. PS-0005 in independently certifying personnel and pay transaction for and on behalf of the Director of Personnel Services and assists in the maintenance and modification of the Personnel Information System.

**HR/PAYROLL TRANSACTIONS:** (a) (b)

85%

1. Performs time critical functions which must comply with recurring monthly deadlines to assist in maintaining the accuracy and integrity of the county's payroll.
  - a. Reviews all payroll certification forms involving appointments, promotions, reallocations, resignations, leaves of absences, etc. for completeness, accuracy, and conformance to pertinent Civil Service Laws, rules and regulations and certifies the same.
  - b. Maintains accuracy of information for each individual position and employee, and effectuates all necessary changes required via a personnel transaction into the County's HR system, High Line Corporation's Personality 2000 (eP).
  - c. Maintains and updates bargaining unit salary schedules for seven (7) collective bargaining units and EUTF (Employer/Union Trust Health Fund) rate schedules.
  - d. Generates Record of Personnel Action forms for pay actions automated by eP.
2. Assist departments by answering routine questions concerning eP.
3. Generates various HR reports from eP using the Oracle Discoverer report writing program, reviews for accuracy and make corrections as required (e.g., Assignment Audit – shows discrepancies when employee unit/group/job does not match with position; Personnel Action Listing – shows personnel actions that failed to be committed; HGEA/HR Interface – gathers data pertinent to HGEA BU member/positions.)
4. Electronic transmittal of report all new hires and changes to positions/employees to employee organizations.

**CLASSIFICATION:** (a) (b)

5%

1. Prepares and circulates tentative and final notices for classification actions to departments and individuals concerned.

2. Prepares and circulates intent to adopt notices of new classes to various jurisdictions.
3. Prepares amendments to Class Specifications and circulates to department, unions and all jurisdictions.
4. Maintains updated position descriptions and class specifications files.
5. Maintains Compensation Plan by preparing and circulating to all departments and unions any additions, changes and deletions of classes and assigns class code numbers.

RECRUITMENT EXAMINATION: (a) (b)

5%

1. Answers applicants' routine questions concerning recruitment and examinations.
2. Prepares and updates the referred lists to departments.
3. Assists in the establishment and maintenance of the eligible and referred lists.
4. Advises personnel of other County departments on administrative procedures and policies for recruitment requests.
5. Recommends action on eligibility status and certification of candidates based on understanding of the Rules and Regulations of the Civil Service Commission; requests clarification from or refers matters to personnel specialists when necessary.

OTHER DUTIES: (a) (b)

5%

1. Responds to email inquiries received on the Department of Personnel Services email account.
2. Submits enrollment forms of new employees to the Employees' Retirement System.
3. Researches and prepares a variety of statistical and activity reports as required.
4. Operates a variety of office machines.
5. Advises departmental officials, employees and the public regarding civil service/personnel laws, rules, regulations, policies, practices and procedures.
6. May supervise lower level clerical personnel.
7. Establishes and maintains files.
8. Participates in staff conference meetings.

Note: Performance of the duties and responsibilities described requires regular and consistent attendance; ability to work well with other and deal tactfully and effectively with co-workers, other county employees and members of the public.

DEPARTMENT OF PERSONNEL SERVICES

Dept: Personnel Services

County of Maui

Div: \_\_\_\_\_

## POSITION DESCRIPTION

Section: \_\_\_\_\_

Physical Location: County Bldg, 6th Floor1. Pos. No. PS-0022Perm ☒ Temp \_\_\_\_\_Full-time ☒ Pt-time \_\_\_\_\_2. PRESENT CLASS Human Resources Specialist IISR: 203. Incumbent's Name: Cheri K. Nashiwa4. Action Requested: Initial Allocation ( ☐ ) Reallocation ( ☒ ) Description Only ( ☐ ) Redescription-Review ( ☐ )Recommended Allocation: CLASS: Human Resources Specialist IIISR: 22

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

# 00300

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.

See the attached description

% of Time

## FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc ( ) Realloc ( ☒ ) No Change ( ) Other: \_\_\_\_\_CLASS: 2C.020 Human Resources Specialist IIISR: 22See Audit Rpt No. 2016-258 Study By: GO Alloc Notice No. \_\_\_\_\_

Non-Comp Exam Req: Date Admn: \_\_\_\_\_ Pass ( ) Fail ( ) Score: \_\_\_\_\_

EFFECTIVE DATE: 7/1/16APPROVED: DATE: 7/7/16

7. **Supervision Received** (Give name and title of immediate supervisor):

Name: David Underwood

Deputy Title: Director of Personnel Services

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name

Title

Nature of Supervision

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

Requires use of office equipment including fax, copier, personal computers and a variety of software applications

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

May be required to visit beaches, hillsides, construction sites, wastewater plants etc. May traverse uneven terrain and hazardous areas. May also work evenings and weekends, and travel to neighbor islands.

e. List Licenses or Certificates Held:

Possession of a driver's license equivalent to Hawaii Type 3

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee: Cheri Khashiwa

Date: 6/27/16

10. **Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor: [Signature]

Date: 6/27/16

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head: James T. Anon

Date: 6/27/16

### HUMAN RESOURCE MANAGEMENT SPECIALIST III

Subject position is located in the professional services section of the Department of Personnel Services which is the central personnel office for the County of Maui. Subject position functions under the general supervision of the Director and Deputy Director of Personnel Services in independently handling all matters relative to the various functional areas of personnel administration. The position is assigned to perform the full range of assignments in regards to classification and pay, recruitment and examination, labor relations, training, personnel administration, etc.

#### CLASSIFICATION (a, b)

25%

1. Reviews organizational setting of positions and any previous audits performed concerning the position or related positions.
2. Researches the class of work or occupation/profession under study, and reviews existing classes that may be relevant.
3. Reviews duties and responsibilities assigned to position(s) under review, including performing job audits and interviews with incumbents, supervisors, co-workers and subject matter experts.
4. Evaluates assigned duties and responsibilities and recommends assignment to appropriate class.
5. Reviews and revises existing class and minimum qualification specifications as appropriate.
6. Develops and establishes new classes as appropriate, including making bargaining unit, salary range, occupational group and series, and collective bargaining inclusion/exclusion assignments, as appropriate.
7. Circulates proposed classes amongst state and county jurisdictions for review/comment, and reviews/comments on classes proposed by other jurisdictions.
8. Provides guidance to departmental representative and other staff on matters concerning classification and pay.
9. Represents Director before Civil Service Commission in appeals of actions taken by Director.

#### TRAINING (a, b)

25%

1. Creates curriculum of training classes intended to provide practical instruction in policies and tasks involved in day-to-day personnel administration, e.g., performance evaluations, creating, filling or reallocating positions, reorganization, disciplining employees, hiring new employees, etc.
2. Identifies and secures training resources (instructors or other organizations, external course materials, etc.) appropriate for the subject material.
3. Creates and maintains appropriate training materials and aids.
4. Schedules and conducts classes for appropriate staff.

#### RECRUITMENT (a, b)

20%

1. Identifies need for recruitment and determines appropriate methods and duration, and coordinates with technical staff.
2. Review applications to determine if applicants meet minimum qualifications.
3. Explains requirements to applicants and performs follow-up inquiries as required to resolve discrepancies in applicant information.

4. Constructs or obtains appropriate written, unassembled, and performance examinations.
5. Represents Director before Civil Service Commission in appeals of actions taken by Director.

LABOR RELATIONS (a, b)

15%

1. Participates in labor contract negotiations, including performing cost and feasibility studies.
2. Represents the department and the County of Maui in employee grievances.
3. Assists departmental and other staff in the interpretation and application of labor contract provisions and the handling of employer/employee problems or concerns.

PERSONNEL ADMINISTRATION (a, b)

10%

1. Monitors proposed and newly-enacted federal, state, and county legislation, rules and regulations, and policies affecting personnel administration.
2. Confers with other jurisdictions regarding proposed legislation and other issues, and assists Director in drafting testimony to legislature, council, or other appropriate bodies.
3. May attend employer caucuses and legislative committee hearings.
4. Prepares summary of new or changed personnel-related legislation and regulations, and their impact on county operations.
5. Monitors and amends county policies and procedures concerning employee-relations, and amends, deletes or creates policies as required.

OTHER DUTIES (a, b)

5%

1. Performs other related duties as required

Qualifications required to perform this job: The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with employees from other departments or agencies either in the form of Human Resource Management Specialist III telephone contacts or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees and co-workers at all times.
- Overtime, evening, weekend and holiday work required, as needed.

DEPARTMENT OF PERSONNEL SERVICES  County of Maui  POSITION DESCRIPTION		Dept: <u>Personnel Services</u> Div: <u>Technical Support Services</u> Section: _____ Physical Location: <u>County Bldg, Sixth Floor</u>	
1. Pos. No. <u>P-28971</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS <u>Human Resources Technician I</u> SR: <u>15</u> 3. Incumbent's Name: <u>Lisa Ann Dang-Fujishiro</u>	
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input checked="" type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input type="radio"/> ) Recommended Allocation: CLASS: <u>Human Resources Technician II (eff: 10/1/2019)</u> SR: <u>17</u>			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See attached Position Description			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc. ( <input type="radio"/> ) Realloc. ( <input checked="" type="radio"/> ) No Change ( <input type="radio"/> ) Other: _____			
CLASS: <u>1G.030 Human Resources Technician II</u>		SR: <u>SR-17</u>	
See Audit Rpt. No. <u>AR 2020-105</u>	Study By: <u>sec</u>	Alloc Notice No. _____	
Non-Comp Exam Req: Date Adm: _____		Pass <input checked="" type="radio"/> Fail <input type="radio"/> Score: _____	
EFFECTIVE DATE: <u>10/01/2019</u>		APPROVED: <u>DMR</u> DATE: <u>11/25/19</u>	

7. Supervision Received (Give name and title of immediate supervisor):

Name: Rhonda Alexander-Monkres

Title: HR Specialist

8. Responsibilities of the Position:

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name

Title

Nature of Supervision

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

9. CERTIFICATE OF EMPLOYEE:

I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

9/11/19

10. Statement of Immediate Supervisor:

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

11. CERTIFICATE OF IMMEDIATE SUPERVISOR:

I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

9/11/19

12. CERTIFICATE OF DIVISION HEAD:

I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

13. Statement of Department Head:

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by immediate supervisor in 10-c above.

14. CERTIFICATE OF DEPARTMENT HEAD:

I certify that the statements above are accurate and complete.

Signature of Department Head:

Date:

9/11/19



**Human Resources Technician II**  
**Position No. P-28971**

Subject position is located in the Department of Personnel Services for the County of Maui and functions under the general supervision of Position No. P-27342. The subject position performs support services administrative work in the central personnel office and assists specialists in the administration and operation of various functional program areas, and delegated responsibilities in the new Workday HR system. Duties may include but are not limited to recruiting, job postings, hiring, onboarding, benefits, time tracking, learning management, talent management, performance evaluations, classification, correspondence, announcements, campaigns, surveys, document distribution, goal setting, talent reviews, document maintenance, wiki maintenance, etc. Responsible for tracking and monitoring programs according to all policies and procedures.

**60% Recruitment**

**(a) (b)**

1. Responsible for providing high-level customer service to County of Maui staff and external applicants responding to routine questions in person, on the phone or through email. Assists applicants and provides information with applying, minimum qualification requirements including required certificates, self-scheduling, rescheduling and special accommodations.
2. Create job posting draft in NEOGOV HRMS (HR Software for Government and Public Sector). Check that all fields are inputted correctly and align with the Workday HCM (Human Resource Management Software System) requisition. Troubleshoot missing information related to classification codes, title, pay scale, view details, and comments. Clarify department recruitment request for interdepartmental, intradepartmental, promotion without exam, or open.
3. As assigned, assists HR Specialist with screening applications of moderate difficulty for meeting minimum qualification requirements; notifies applicants of acceptance or rejection status. Change candidate disposition throughout the recruitment process. Check Training and Experience (T&E) score totals on profile for accuracy. Review veterans' documentation and adjudicate veterans' preference prior to assignment of veterans' preference points on the final referral list.
4. Set up testing logistics to include date, time, place, and length of exam on NEOGOV for self-scheduling. For Molokai and Lanai exams book conference rooms with Parks or Police, complete permit application, and Department of Education (DOE) forms. For off-site exams book facility with schools or other facility, complete and submit facility use forms. For One-Stop events, coordinate logistics with the assigned HR Specialist and department.
5. Issues candidate communication for various recruitment stages including exam self-scheduling, reject emails/letters, and exam breakdown scores.
6. Distribute job posting internally and submit for external posting with designated newspaper and social media sites.

**Human Resources Technician II**  
**Position No. P-28971**

7. Scores answer sheets, converts raw test scores, and notifies applicants of test results; establishes eligible lists and prepares certifications; updates records of departmental hiring actions.
8. Assist with Job Fairs, specialty recruitment strategies, and the sourcing database.
9. Run reports to communicate and analyze talent analytics to help drive recruitment efficiency and enhance the candidate experience.

**20% EXAMINATIONS**

(a) (b)

1. Check for applicants that self-scheduled and manage the process. Prepare roster, proctor instructions, exam booklets and answer sheets for testing. As needed for certain recruitments; rater sheets, physician's form, self-certification, instructions, signage/information and map for performance exam.
2. Assists in gathering test materials; works with subject matter experts/specialists to develop examinations for review; types, edits, and proof reads written examinations and other examination materials. Prepare Answer Key(Remark) and Answer Key Template (For One-Stop Recruitment).
3. Travel to Molokai and Lanai to administer exams. Set up travel arrangements with Personnel Services travel coordinator.
4. Proctor and set-up conference room for testing.
5. Receive, check and send testing materials back to CPS vendor for Police and Fire promotional exams.
6. Schedule and proctor key boarding performance exam. Secure room for testing.
7. When exams are completed, process answer sheets using Remark/Scantron software. Upload answer sheet and Remark results into NEOGOV.
8. Establish a Certified List of Eligibles with statistics. Acquire Director's Signature.
9. Provide breakdown of applicants exam results upon request.

**20% OTHER DUTIES**

(a) (b)

1. Reviews reallocation requests for well-defined occupations; prepares audit report of recommendation.

**Human Resources Technician II**  
**Position No. P-28971**

2. Prepare position audit report template and folder. Check for accuracy with the classification codes, title, pay scale, view details, comments, and departments request to reallocate, redescribe or create.
3. Complete employment and Employee Retirement System (ERS) and benefit (EUTF) verifications using Workday, the employee file, and other systems such as EP.
4. Advises departmental officials, employees, and/or the public regarding employment policies, Civil Service Laws, rules, regulations and policies.
5. Convert paper documents (current and old - audit reports, job descriptions, personnel files) into electronic images stored within the ApplicationXtender (AX) Document Management Software. Maintain index system for document retrieval.
6. Departmental Travel Order Form processing for interisland business travel.
7. Maintains the Human Resources Information System (HRIS) and personnel files and performs related work as required.
8. Updates Personnel Services department websites (Maui County Intranet, Wiki, Social Media) content as directed and in a timely manner.
9. Utilize the Wrike tool (online project management and team collaboration software) to track dates and dependencies associated with projects, manage assignments and resources, and track time.
10. Makes extensive searches through a variety of files and records; extracts, refines, and organizes information and prepares final reports; prepares other human resource reports and reports for use in budget preparation, annual reports, cost data, etc.
11. Coordinates special projects within the personnel section. Performs related administrative support duties as required.

**Qualifications required to perform this job:** The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

The ideal candidate will possess:

- Experience working in a union environment
- Experience using various software tools such as Microsoft Office, Google, project management, and a Human Resources Information System (HRIS)
- Strong dedication to providing quality customer service
- Ability to effectively handle multiple projects and deadlines simultaneously
- Excellent problem solving and critical thinking skills

**Human Resources Technician II**  
**Position No. P-28971**

- Excellent verbal and written communication skills
- Excellent analytical abilities and reporting capabilities
- An ongoing commitment to identifying and implementing best practices
- A commitment to change management and looking to make a lasting impact in the way the County of Maui recruits, retains and manages its workforce
- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with other County employees in the form of telephone contacts, email, or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees, and co-workers at all times.
- Overtime, evening, weekend, and holiday work required, as needed.

**Note:**

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

DEPARTMENT OF PERSONNEL SERVICES  County of Maui  <b>POSITION DESCRIPTION</b>		Dept: <u>Personnel Services</u>	
		Div: <u>Professional Support Services</u>	
		Section: _____	Physical Location: <u>Wailuku</u>
1. Pos. No. <u>PS-0024</u>  Perm <input checked="" type="checkbox"/> Temp _____  Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS <u>Human Resources Specialist Trainee</u> SR: <u>16</u>	
		3. Incumbent's Name: <u>Shanda M. G. Visitacion</u>	
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input checked="" type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input type="radio"/> )			
Recommended Allocation: CLASS: <u>Human Resources Specialist I</u> SR: <u>18</u>			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved): <u>Reg. 02971</u>			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See attached description of duties			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( ) Realloc ( <input checked="" type="checkbox"/> ) No Change ( ) Other: _____			
CLASS: <u>2C.010 Human Resources Specialist I</u>		SR: <u>18</u>	
See Audit Rpt No. <u>2019-113</u>	Study By: <u>SM</u>	Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass ( ) Fall ( ) Score: _____	
EFFECTIVE DATE: <u>11/1/18</u>		APPROVED: <u>OM Razo-Porte</u> DATE: <u>11/30/18</u>	

7. **Supervision Received** (Give name and title of immediate supervisor):

Name: David J. Underwood

Title: Director of Personnel Services

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name

Title

Nature of Supervision

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):


Requires use of office equipment including fax, copier, ten key calculator, personal computers and a variety of software applications.

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

May be required to visit beaches, hillsides, construction sites, wastewater plants, etc. May traverse uneven terrain and hazardous areas. May also work on holidays, weekends and evenings.

e. List Licenses or Certificates Held:

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee: 

Date: 11/14/18

10. **Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

As per class specifications for Human Resources Specialist I.

d. License and/or Certificates Required:

Possession of a driver's license equivalent to Hawaii Type 3.

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head: \_\_\_\_\_

Date: \_\_\_\_\_

13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head: 

Date: 11/14/18

HUMAN RESOURCES SPECIALIST I  
PS-0024

Position is located in the Department of Personnel Services, Professional Support Services Division, in the Kalana O Maui Building in Wailuku. Position performs under the supervision of the Director, Deputy Director of Personnel Services and the Human Resource Specialist V.

Under close supervision, performs selected assignments requiring the application of the principles, techniques and concepts of one or more of the functional areas of personnel management. (a) (b)

Participates in the recruitment process of the County to attract, select and retain the best individuals on merit to provide required services to the public including screening applications, scheduling, and administering written and performance examinations. (a) (b)

95%

Researches and prepares written reports of limited scope and difficulty by interviewing subject matter specialists, operating officials and others. (a) (b)

Makes recommendations of appropriate actions to be taken in one or more of the following functional areas: classification and pay, examinations, labor-management relations, and/or recruitment. (a) (b)

Reports to and discusses assignments with higher-level specialists. (a) (b)

Must have the ability to work well with others, and deal tactfully and effectively with co-workers, other county or public agency employees and members of the public. (a) (b)

Performs other duties as required. (a) (b)

5%

KEY:

- (a) The performance of this function is reason that the job exists.
- (b) The number of other employees available to perform this function is limited.

Qualifications required to perform this job: The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with other County employees in the form of telephone contacts, e-mail, or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees, and co-workers at all times.
- Overtime, evening, weekend, and holiday work required, as needed.

<b>DEPARTMENT OF PERSONNEL SERVICES</b>  <b>County of Maui</b>  <b>POSITION DESCRIPTION</b>		Dept: <u>Personnel Services</u> Div: _____ Section: _____ Physical Location: _____	
1. Pos. No. <u>PS-0026</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____	2. PRESENT CLASS <u>Human Resources Specialist IV</u> SR: <u>EM-01</u> 3. Incumbent's Name: <u>Kainea Aiwohi-Alo</u>		
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input checked="" type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input type="radio"/> ) Recommended Allocation: CLASS: <u>Human Resources Specialist V</u> SR: <u>EM-03</u>			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved): <u>Req # 01342</u>			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
SEE ATTACHED			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( <input type="radio"/> ) Realloc ( <input checked="" type="radio"/> ) No Change ( <input type="radio"/> ) Other: _____			
CLASS: <u>MA.050 HUMAN RESOURCES SPECIALIST V</u>		SR: <u>EM-03</u>	
See Audit Rpt No. <u>2017-251</u>		Study By: <u>CB</u> Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass ( <input type="radio"/> ) Fail ( <input type="radio"/> ) Score: _____	
EFFECTIVE DATE: <u>7/1/2017</u>		APPROVED: <u>[Signature]</u> DATE: <u>6/19/2017</u>	



**HUMAN RESOURCES SPECIALIST V**  
**Position No. PS-0026**


Subject position is located in the professional services section of the Department of Personnel Services which is the central personnel office for the County of Maui. Subject position functions under the general supervision of the Director and Deputy Director of Personnel Services and serves as staff specialist. Subject position conducts the most difficult and complex assignments in the various functional areas of personnel management in regards to classification and pay, recruitment and examination, labor relations, training, personnel administration and transactions, etc. by performing the following:

1. Develops work plans and operational timetables for assigned functional areas and monitors the same. (a)(b)
  2. Conduct in-depth research, analysis and evaluation of programs and problems relative to the various functional areas and make sound recommendations for improvements and/or develop alternatives. (a)(b)
  3. Develop meaningful statistics in support of findings and prepare comprehensive reports. (a)(b)
  4. Assist in resolving problem cases and serve as team leader in projects of major scope. (a)(b)
- 25%
5. Consult with legal staff on problems to ensure adherence to laws, rules, regulations and contracts. (a)(b)
  6. Formulate and recommend directives concerning various aspects of personnel policies and provide administrative interpretations. (a)(b)
  7. Explain policies, practices, and procedures to operating personnel. (a)(b)
  8. Confer with operating officials and subject matter specialists and determine course of action, approach, and methodology in problem solving. (a)(b)
  9. Provide advice and staff assistance to operating officials and line supervisors in developing and improving personnel practices and programs. (a)(b)
- 25%
10. Perform as a member of the County's labor-management relations team in negotiations for one or more bargaining unit contracts. (a)(b)
  11. Administer negotiated contracts. (a)(b)
  12. Assist department officials and supervisors in processing grievances. (a)(b)
  13. Hear Step 2 and/or 3 grievances and recommend course of action. (a)(b)
  14. May represent the employer at a grievance arbitration. (a)(b)
- 30%

- 15. Testify at commission meetings and hearings on matters relating to the County's personnel management program. (a)(b)
- 16. Conduct in-service training in personnel management functional areas for staff and operating personnel.
- 17. Dispose of routine matters requiring the Director's/Deputy Director's signature in their absence. (a)(b) 15%
- 18. Performs other related duties as required. (a)(b) 5%

Key:

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

DEPARTMENT OF PERSONNEL SERVICES  County of Maui  <b>POSITION DESCRIPTION</b>		Dept: <u>Personnel Services</u> Div: _____ Section: _____ Physical Location: <u>Cty Bldg, 6th Floor</u>	
1. Pos. No. <u>PS-0027</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		2. PRESENT CLASS <u>Human Resources Specialist II</u> SR: <u>20</u> 3. Incumbent's Name: <u>Chelsea Bukewihge</u>	
4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input checked="" type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input type="radio"/> ) Recommended Allocation: CLASS: <u>Human Resources Specialist III</u> SR: <u>22</u>			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved): <u>Reg # 2137</u>			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See attached description of duties			RECEIVED COUNTY OF MAUI  2018 FEB -6 PM 1:25 DEPARTMENT OF PERSONNEL SERVICES
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( <input type="checkbox"/> ) Realloc ( <input checked="" type="checkbox"/> ) No Change ( <input type="checkbox"/> ) Other _____			
CLASS: <u>2C.020 HUMAN RESOURCES SPECIALIST III</u>		SR: <u>22</u>	
See Audit Rpt No. <u>2018-146</u>	Study By: <u>AW</u>	Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____		Pass ( <input type="checkbox"/> ) Fail ( <input type="checkbox"/> ) Score: _____	
EFFECTIVE DATE: <u>1/1/2018</u>	APPROVED: 	DATE: <u>2/12/2018</u>	

**7. Supervision Received** (Give name and title of immediate supervisor):

Name: David J. Underwood

Title: Director of Personnel Services

**8. Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
None		

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

Requires use of office equipment including fax, copier, personal computer and a variety of software applications.

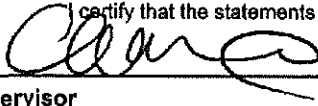
d. Hazards, Hardship, etc (List and describe any unusual working conditions):

May be required to visit beaches, hillsides, construction sites, wastewater plants, etc. May traverse uneven terrain and hazardous areas. May also work on holidays, weekends and evenings.

e. List Licenses or Certificates Held:

Possession of a valid driver's license equivalent to Hawaii Type 3.

**9. CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee: 

Date: 2/2/18

**10. Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

**11. CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**12. CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head: \_\_\_\_\_

Date: \_\_\_\_\_

**13. Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

**14. CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head: 

Date: 2/2/18

### HUMAN RESOURCE SPECIALIST III

Position No. PS-0027

Subject position is located in the professional services section of the Department of Personnel Services which is the central personnel office for the County of Maui. Subject position functions under the general supervision of the Director and Deputy Director of Personnel Services in independently handling all matters relative to the various functional areas of personnel administration. The position is assigned to perform the full range of assignments in regards to classification and pay, recruitment and examination, labor relations, training, personnel administration, etc.

#### CLASSIFICATION (a, b)

25%

1. Reviews organizational setting of positions and any previous audits performed concerning the position or related positions.
2. Researches the class of work or occupation/profession under study, and reviews existing classes that may be relevant.
3. Reviews duties and responsibilities assigned to position(s) under review, including performing job audits and interviews with incumbents, supervisors, co-workers and subject matter experts.
4. Evaluates assigned duties and responsibilities and recommends assignment to appropriate class.
5. Reviews and revises existing class and minimum qualification specifications as appropriate.
6. Develops and establishes new classes as appropriate, including making bargaining unit, salary range, occupational group and series, and collective bargaining inclusion/exclusion assignments, as appropriate.
7. Circulates proposed classes amongst state and county jurisdictions for review/comment, and reviews/comments on classes proposed by other jurisdictions.
8. Provides guidance to departmental representative and other staff on matters concerning classification and pay.
9. Represents Director before Civil Service Commission in appeals of actions taken by Director.

#### TRAINING (a, b)

25%

1. Creates curriculum of training classes intended to provide practical instruction in policies and tasks involved in day-to-day personnel administration, e.g., performance evaluations, creating, filling or reallocating positions, reorganization, disciplining employees, hiring new employees, etc.
2. Identifies and secures training resources (instructors or other organizations, external course materials, etc.) appropriate for the subject material.
3. Creates and maintains appropriate training materials and aids.
4. Schedules and conducts classes for appropriate staff.

#### RECRUITMENT (a, b)

20%

1. Identifies need for recruitment and determines appropriate methods and duration, and coordinates with technical staff.
2. Review applications to determine if applicants meet minimum qualifications.

3. Explains requirements to applicants and performs follow-up inquiries as required to resolve discrepancies in applicant information.
4. Constructs or obtains appropriate written, unassembled, and performance examinations.
5. Represents Director before Civil Service Commission in appeals of actions taken by Director.

LABOR RELATIONS (a, b)

15%

1. Participates in labor contract negotiations, including performing cost and feasibility studies.
2. Represents the department and the County of Maui in employee grievances.
3. Assists departmental and other staff in the interpretation and application of labor contract provisions and the handling of employer/employee problems or concerns.

PERSONNEL ADMINISTRATION (a, b)

10%

1. Monitors proposed and newly-enacted federal, state, and county legislation, rules and regulations, and policies affecting personnel administration.
2. Confers with other jurisdictions regarding proposed legislation and other issues, and assists Director in drafting testimony to legislature, council, or other appropriate bodies.
3. May attend employer caucuses and legislative committee hearings.
4. Prepares summary of new or changed personnel-related legislation and regulations, and their impact on county operations.
5. Monitors and amends county policies and procedures concerning employee-relations, and amends, deletes or creates policies as required.

OTHER DUTIES (a, b)

5%

1. Performs other related duties as required

Qualifications required to perform this job: The following are required in addition to the minimum qualification requirements contained in the class specifications for this class of work.

- Regular work attendance on a daily basis is required in order to satisfactorily perform the essential functions of this position.
- The majority of assignments and work performed involve public contact or contact with employees from other departments or agencies either in the form of Human Resource Management Specialist III telephone contacts or face-to-face contacts. As such, the work requires the ability to deal effectively and courteously with the public, other employees and co-workers at all times.
- Overtime, evening, weekend and holiday work required, as needed.

## EDB Committee

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**From:** Shirley Blackburn <Shirley.Blackburn@co.maui.hi.us>  
**Sent:** Thursday, April 16, 2020 5:36 PM  
**To:** EDB Committee  
**Cc:** Shirley Blackburn; Wendy Nathan  
**Subject:** FY 2021 Budget (PS-1) (BD-2)\_EDB-1  
**Attachments:** Shirley Blackburn.vcf; PS-1 (BD-1)\_EDB-1.pdf

Aloha Committee Chair Rawlins-Fernandez,

Attached please find response from Budget Director relating to Department of Personnel Services, Director David Underwood, (PS-1) EDB-1, FY 2021 Budget.

Mahalo,

**Shirley L. Blackburn**

Budget Specialist

County of Maui

Office of the Mayor

[shirley.blackburn@co.maui.hi.us](mailto:shirley.blackburn@co.maui.hi.us)

(808) 270-7516