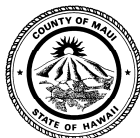


Council Chair
Alice L. Lee

Vice-Chair
Keani N.W. Rawlins-Fernandez

Presiding Officer Pro Tempore
Tasha Kama

Councilmembers
Gabe Johnson
Kelly Takaya King
Michael J. Molina
Tamara Paltin
Shane M. Sinenci
Yuki Lei K. Sugimura



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

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

April 3, 2021

Mr. Scott Teruya, Director
Department of Finance
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Teruya:

SUBJECT: **FISCAL YEAR ("FY") 2022 BUDGET** (FN-2) (BFED-1)

May I please request that you be prepared to answer the following questions at the BFED Committee meeting held via BlueJeans on **April 7, 2021**.^{*} This will enable the Committee to comprehensively review the FY 2022 Budget. Please also submit your answers to bfed.committee@mauicounty.us by the end of the day on **April 9, 2021**.

**Date subject to change without notice.*

Overall

1. If Council were to ask for an 11 percent cut in programs and activities funded by the General Fund to fully fund the recommendations proposed in the Comprehensive Affordable Housing Plan at \$57,000,000, without increasing real property tax revenue:
 - a. What programs or activities would you cut? (TK)
 - b. What impact would the cuts have on residents? (TK)

Salaries and Wages (Category "A")

1. Explain the position title change from Real Property Manager to Real Property Management Specialist V. Are there any associated costs with the title change? (Page 6-5, Budget Details, 907014A) (TP)

2. Explain the position title change from Real Property Manager I to Real Property Management Specialist. Are there any associated costs with the title change? (Page 6-5, Budget Details, 907014A) (TP)
3. Provide the position description, summary of duties, and minimum qualifications for the Land Management Administrator. Has this position been filled? (Page 6-5, Budget Details, 907014A) (TP)
4. The Department is requesting a Tax Clerk for “land management” purposes in the Administration Program. (Page 6-5, Budget Details, Index Code 907014A, Sub-Object Code 5101)
 - a. Provide the position description, summary of duties, and minimum qualifications for the Tax Clerk position. (MM) (TP)
 - b. How will this EP enhance the management of County land? (MM)
 - c. Has this position been filled? (TP)
5. Explain the need for the position reallocation for the Real Property Compliance Specialist II. What is the difference in pay and job description? (Page 6-34, Budget Details, P-29702) (TP)
6. Why is the increased salary amounts due to the Collective Bargaining Agreement listed differently in the Budget Details compared to other departments? (Pages 6-30 to 6-34, 6-38 to 6-43, and 6-76 to 6-78, Budget Details) (No index code listed) (TP)
7. Provide the position description, summary of duties, and minimum qualifications for the Storekeeper I position. Has the position been filled? (Page 6-47, Budget Details, 907055A) (MM) (TP)
8. Have the Account Clerk III position and two Accountant II positions been filled? (Pages 6-52 and 6-53, Budget Details, 907075A) (TP)

Operations and Equipment (Categories “B” and “C”)

1. Does the Motor Vehicle and Licensing Program charge more for Haleakala and Volcano plates than standard plates? (Page 6-45, Budget Details, 907034B, 6006) (TP)

2. How was the \$3,000,000 appropriation for the Post-Employment Obligations Fund determined for FY 2022 as opposed to the \$18,000,000 adopted in FY 2021? (Page 226, Program Budget) (TP)
3. Is the \$3,000,000 for the Post-Employment Obligations Fund in addition to the required \$38,547,000 “monthly annual payment”? Please confirm if the payment is made monthly or annually. (Page 6-86, Budget Details, 907780B, 6383) (TP)
4. How was the \$3,000,000 appropriation for the Emergency Fund determined for FY 2022 as opposed to the \$6,023,516 adopted in FY 2021? (Page 226, Program Budget) (TP)
5. Explain the \$4,500,000 decrease in Terminal Pay. (Page 6-85, Budget Details, 907774B, 6550) (TP)
6. Explain the \$18,349,444 decrease to the Employer-Union Health Benefits Trust Fund (“EUTF”). (Page 6-85, Budget Details, 907709B) (TP)

Key Activity Goals & Measures

1. Why are we involved with a new Statewide pCard contract with Bank of America despite the ongoing litigation matter with Bank of America? (Page 218, Program Budget, Finance Purchasing Program, Goal #2.1. Implement new pCard contract with Bank of America) (GJ)

Grant Funding

1. Relating to the COVID-19 Response Funds and the American Rescue Plan Act of 2021: (Page 188-189, Program Budget)
 - a. How much of the \$10,000,000 in COVID-19 Response Funds from FY 2021 will carry over to FY 2022? (MM)
 - b. Is the \$10,000,000 proposed in FY 2022 a separate grant from the FY 2021 \$10,000,000 grant? (MM)
 - c. What will the \$35,000,000 for the American Rescue Plan Act of 2021 be used for? Please provide a detailed description. (Page 6-62, no index code, 6400) (TP) (MM)
 - d. Are the grant amounts noted to be estimates or exact? (MM)

Mr. Scott Teruya
April 3, 2021
Page 4

- e. Will these funds be used to assist families and businesses or for other purposes? (MM)
 - f. What, if any, deadlines are set for the use of these funds? (MM)
 - g. Of the projected \$45,000,000 in COVID grant funds for FY 2022, what amount will be used for administrative and overhead costs and how much will be distributed in grant subsidies? (Page 6-62, Budget Details, Index Code 106930, Sub-Object Code CARES ACT/COVID) (MM)
2. In FY 2020, the Department notes \$3,500,000 in grant subsidies and nearly \$1,800,000 in other expenses. It appears that nearly one-third of the Federal grant was used for purposes other than grant subsidies. Can you please clarify why it appears that a significant share of the grant was used for overhead costs? (Page 6-62, 106930, 6317) (MM)
3. How were the \$86,176 in Airfare, Transportation funds provided for by CARES Act/COVID-19 monies used? (Page 6-62, 106930, 6201) (TP)

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

Sincerely,



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

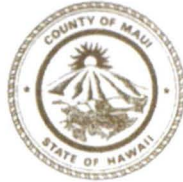
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cc: Mayor Michael P. Victorino
Budget Director

MICHAEL P. VICTORINO
Mayor

SCOTT K. TERUYA
Director

MAY-ANNE A. ALIBIN
Deputy Director



DEPARTMENT OF FINANCE
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793

April 8, 2021

Ms. Michele M. Yoshimura *my*
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

APPROVED FOR TRANSMITTAL

Michael P. Victorino *4/9/21*
Mayor **Date**

For Transmittal to:

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

SUBJECT: FISCAL YEAR ("FY") 2022 BUDGET (FN-2) (BFED-1)

Dear Chair Rawlins-Fernandez:

This is in response to your letter dated March 29, 2021, requesting to respond to the following questions/information:

Overall

- 1. If Council were to ask for an 11 percent cut in programs and activities funded by the General Fund to fully fund the recommendations proposed in the Comprehensive Affordable Housing Plan at \$57,000,000, without increasing real property tax revenue:**

a. What programs or activities would you cut? (TK)

Response: The Department of Finance's (referred herein as "Department") proposed budget for FY 2022 was put together to meet the operational needs and responsibilities by the Department as provided in Section 8-4.3, Revised Charter of the County of Maui (1983), as amended. Therefore, the Department does not have any recommended cut for programs and activities funded by the General Fund.

b. What impact would the cuts have on residents? (TK)

Response: Please see response to item no. 1.a. above, Overall section.

Salaries and Wages (Category "A")

1. Explain the position title change from Real Property Manager to Real Property Management Specialist V. Are there any associated costs with the title change? (Page 6-5, Budget Details, 907014A) (TP)

Response: Based on the FY 2020 Council Adopted Budget, the Real Property Management Specialist series was created effective October 1, 2019 to accommodate the need for expansion positions to this program and differentiate the duties and responsibilities to accomplish operational needs. Upon creation of the Real Property Management Specialist classification series, on November 1, 2019, the Real Property Manager was reallocated to Real Property Management Specialist V and the Salary Range increased from SR-22 to SR-24 to include supervisory duties.

2. Explain the position title change from Real Property Manager I to Real Property Management Specialist. Are there any associated costs with the title change? (Page 6-5, Budget Details, 907014A) (TP)

Response: Please refer to our response to item no. 1. above, Salaries and Wages (Category "A") section.

3. Provide the position description, summary of duties, and minimum qualifications for the Land Management Administrator. Has this position been filled? (Page 6-5, Budget Details, 907014A) (TP)

Response: The position is not currently filled and a position description is currently being drafted since there is no classification available with this position title. On October 7, 2020, the re-organization proposal of the Department of Finance relating to the creation of a Land Management section within the Director's Office Program was denied by the Department of Management. The Department of Finance is currently working with the Office of the Mayor and Department of Management to establish a Land Management section and to create the position description for the land management administrator.

4. The Department is requesting a Tax Clerk for “land management” purposes in the Administration Program. (Page 6-5, Budget Details, Index Code 907014A, Sub-Object Code 5101)

a. Provide the position description, summary of duties, and minimum qualifications for the Tax Clerk position. (MM) (TP)

Response: Please refer to Attachment A for the class specification, which will be used for the position description for the proposed Tax Clerk I position under the Land Management section upon approval by the Council for the expansion and the Department of Personnel Services for the creation of this position.

b. How will this EP enhance the management of County land? (MM)

Response: The proposed Tax Clerk I position will provide clerical and administrative support for the Land Management section.

c. Has this position been filled? (TP)

Response: This is an expansion position request in the Mayor’s Proposed Fiscal Year 2022 Budget; therefore, adoption of the budget is required prior to creating and filling of this position.

5. Explain the need for the position reallocation for the Real Property Compliance Specialist II. What is the difference in pay and job description? (Page 6-34, Budget Details, P-29702) (TP)

Response: The Real Property Compliance Specialist II is needed to assist with ensuring compliance with Real Property Assessment Division programs and independently conduct field audits of less complex exemptions and use assessments. The Real Property Compliance Specialist I is an entry-level, trainee position working under immediate supervision. Ultimately, the Compliance and Enforcement Section should have three professional level staff who are able to work with little supervision to ensure compliance with the most complex Real Property Assessment programs (level III and IV as opposed to I and II). The difference in annual salary between a Compliance Specialist I and II is estimated at an eight percent (8%) per year.

6. Why is the increased salary amounts due to the Collective Bargaining Agreement listed differently in the Budget Details compared to other departments? (Pages 6-30 to 6-34, 6-38 to 6-43, and 6- 76 to 6-78, Budget Details) (No index code listed) (TP)

Response: The increases in the salary amounts are based on salary schedules as part of the applicable Collective Bargaining Agreement (CBA) countywide. The salary amounts on the page numbers referenced above include the increases based on the CBA adjustments

and transfer of the positions from Financial Services Program to the newly created Real Property Assessment and Motor Vehicles & Licensing Programs. These new programs are proposed in the Fiscal Year 2022 Budget to separate the budget for the two largest divisions within the Department, for reporting and budgeting efficiency.

- 7. Provide the position description, summary of duties, and minimum qualifications for the Storekeeper I position. Has the position been filled? (Page 6-47, Budget Details, 907055A) (MM) (TP)**

Response: Please refer to Attachment B for the class specification, which will be used for the position description for the proposed Storekeeper I position. This is an expansion position request in the Mayor's Proposed Fiscal Year 2022 Budget; therefore, adoption of the budget is required prior to creating and filling of this position.

- 8. Have the Account Clerk III position and two Accountant II positions been filled? (Pages 6-52 and 6-53, Budget Details, 907075A) (TP)**

Response: All of the Account Clerk II positions in the Treasury Program shown on page 6-52 of the budget details are currently filled. The two Accountant II positions, approved in the FY 2021 Council Adopted Budget are currently not filled and awaiting approval of a reorganizational proposal for the Department.

Operations and Equipment (Categories "B" and "C")

- 1. Does the Motor Vehicle and Licensing Program charge more for Haleakala and Volcano plates than standard plates? (Page 6-45, Budget Details, 907034B, 6006) (TP)**

Response: Standard Plates (Passenger, Trucks, Motorcycles, Trailers, Mopeds) are charged at \$5.75. Initial and replacement administrative fee for the National Parks Commemorative License Plates (Haleakala and Volcano) are charged at \$15.00.

- 2. How was the \$3,000,000 appropriation for the Post-Employment Obligations Fund determined for FY 2022 as opposed to the \$18,000,000 adopted in FY 2021? (Page 226, Program Budget) (TP)**

Response: Act 268 required employers to contribute 100% of the Annual Required Contribution (ARC) starting in FY 2019. The County has contributed more than the minimum amount required under Act 268. However, prior to FY 2022, the appropriations for both the ARC and prefunding were budgeted under the Other Post-Employment Obligations (OPEB) Fund (index code 907503B), \$18 million in FY 2021. The proposed FY 2022 appropriation of \$3 million only reflects the prefunding amount; this is in addition to the ARC of \$38,547,000.

- 3. Is the \$3,000,000 for the Post-Employment Obligations Fund in addition to the required \$38,547,000 “monthly annual payment”? Please confirm if the payment is made monthly or annually. (Page 6-86, Budget Details, 907780B, 6383) (TP)**

Response: Please see response to item 2 above, Operations and Equipment section.

- 4. How was the \$3,000,000 appropriation for the Emergency Fund determined for FY 2022 as opposed to the \$6,023,516 adopted in FY 2021? (Page 226, Program Budget) (TP)**

Response: The Emergency Fund was initially established in FY 2005 to provide for public emergency threatening life, health, or property. There is no minimum amount for the appropriation of the Emergency Fund and therefore, the proposed amount for FY 2022 of \$3 million was based on the balance available in the General Fund after factoring all the estimated revenues and proposed expenditures.

In 2012, the County implemented a policy to increase the Emergency Fund to 20% of General Fund revenue as part of prudent reserve strategy. The \$3 million proposed appropriation in FY 2022 will provide an estimated balance of \$52.9 million in the Emergency Fund as of June 30, 2022, which is 13.4% of the 20% goal.

- 5. Explain the \$4,500,000 decrease in Terminal Pay. (Page 6-85, Budget Details, 907774B, 6550) (TP)**

Response: In FY 2021, the appropriation for the Terminal Pay included the salary adjustments based on the collective bargaining agreements, which took effect on July 1, 2019. For FY 2022 as proposed, all adjustments in salaries and wages relating to the current collective bargaining agreements’ salary schedules are budgeted within the individual departments. The FY 2022 Budget, under the appropriation for Terminal pay/salary adjustment does not include any funds for salary adjustments due to collective bargaining agreements.

- 6. Explain the \$18,349,444 decrease to the Employer-Union Health Benefits Trust Fund (“EUTF”). (Page 6-85, Budget Details, 907709B) (TP)**

Response: Prior to FY 2022, the ARC portion of the OPEB was budgeted under index code 907709B. The amount decreased for index code 907709B was transferred to the newly created index code 907780B.

Key Activity Goals & Measures

- 1. Why are we involved with a new Statewide pCard contract with Bank of America despite the ongoing litigation matter with Bank of America? (Page 218, Program Budget, Finance Purchasing Program, Goal #2.1. Implement new pCard contract with Bank of America) (GJ)**

Response: The State of Hawaii's Procurement Office issued out a Request for Proposal in early 2019 as the contract with First Hawaiian Bank was nearing its contract end. Proposals were received by eight vendors, and through evaluation, Bank of America was awarded the contract. The County of Maui, along with the other counties in the State, were named as participating jurisdictions in the solicitation. The use of cooperative purchasing agreements saves the County both time and money. By aggregating purchasing power, better price savings are achieved and results in lower administrative time and expenses as the County reduces its time preparing and soliciting a bid.

Grant Funding

1. Relating to the COVID-19 Response Funds and the American Rescue Plan Act of 2021: (Page 188-189, Program Budget)

a. How much of the \$10,000,000 in COVID-19 Response Funds from FY 2021 will carry over to FY 2022? (MM)

Response: The \$10 million in FY 2021 Budget for COVID-19 Response Funds under the Department of Finance was appropriated to provide the ability for the County of Maui to receive and expend grant funds from various sources relating to countywide COVID-19 responses that were not identified in Part I of Appendix A. The following are the grants revenues received in FY 2021 relating to COVID-19:

DHHC-Housing: Section 8 Housing Choice Voucher System \$423,813

DHHC Housing: Section 8 Housing Choice Voucher System \$789,655

CDBG: CARES Act Formula Grant Round 1 (Family Life Center, MEO) \$699,975

CDBG: CARES Act Formula Grant Round 2 (Family Life Center, MEO) \$1,104,173

CDBG: CARES Act Formula Grant Round 3 (Family Life Center, MEO) \$1,874,312

b. Is the \$10,000,000 proposed in FY 2022 a separate grant from the FY 2021 \$10,000,000 grant? (MM)

Response: Yes. This is a new request to include \$10,000,000 in grant revenue for the ability to receive and expend grant funds from other sources relating to COVID-19. Upon receipt of any grant award by the Departments, the Council is provided a notification with the source, amount, and use of the funds.

c. What will the \$35,000,000 for the American Rescue Plan Act of 2021 be used for? Please provide a detailed description. (Page 6-62, no index code, 6400) (TP) (MM)

Response: The Department of Finance does not have any details currently available on the \$35 million appropriation for the American Rescue Plan Act of

2021. In anticipation that the County is eligible for the American Rescue Plan Act funds, this appropriation will provide a mechanism for the County to receive and expend the grant funds in FY 2022,

d. Are the grant amounts noted to be estimates or exact? (MM)

Response: This amount is an estimation. The County of Maui has not received any official written award notification from the federal or state for this grant fund.

e. Will these funds be used to assist families and businesses or for other purposes? (MM)

Response: The County has not received any guidelines for the newly enacted American Rescue Plan Act of 2021. However, when the funds become available to the County, the funds will be used to address the communities needs and will meet the criteria and specific usage as defined by the U.S. Department of the Treasury.

f. What, if any, deadlines are set for the use of these funds? (MM)

Response: As indicated in response to item 1.e. above, the U.S. Department of Treasury has not issued any implementation plans or guidelines for the American Rescue Plan Act of 2021. Therefore, the deadline for the usage of the fund is unknown at this time.

g. Of the projected \$45,000,000 in COVID grant funds for FY 2022, what amount will be used for administrative and overhead costs and how much will be distributed in grant subsidies? (Page 6-62, Budget Details, Index Code 106930, Sub-Object Code CARES ACT/COVID) (MM)

Response: The amount eligible for administrative and overhead costs is provided in the terms of the grant. Until the actual amount of the grant is received, a specific amount cannot be provided.

2. In FY 2020, the Department notes \$3,500,000 in grant subsidies and nearly \$1,800,000 in other expenses. It appears that nearly one-third of the Federal grant was used for purposes other than grant subsidies. Can you please clarify why it appears that a significant share of the grant was used for overhead costs? (Page 6-62, 106930, 6317) (MM)

Response: The amount of \$3,559,813 shown in FY 2020 actual column on page 6-62 of the Budget Details for index code 106930 was based on expenditures incurred as of June 30, 2020, County grant subsidy (sub-object code 6317). The grants to sub-recipients are eligible expenses under the U.S. Department of Treasury's guidance for Coronavirus Relief Fund for State, Territorial, Local, and Tribal Governments, dated April 22, 2020. Administrative expenses incurred by the sub-recipients to implement the CARES Act grant

programs were included in the grant subsidy amounts. Page 6-62 of the Budget Details, index/sub-object codes 106930-6317 does not show to any overhead costs. Therefore, the Department cannot respond to the question "why it appears that a significant share of grant was used for overhead costs." Further clarification or supporting information by Council regarding the overhead costs is needed.

3. How were the \$86,176 in Airfare, Transportation funds provided for by CARES Act/COVID-19 monies used? (Page 6-62, 106930, 6201) (TP)

Response: The expenditures incurred relate to Expeditions ferry service by the Mayor's Office in April through June 2020, which were originally posted under the Emergency Fund index code 101414 but transferred to the CARES Act Fund index code 106930 on June 30, 2020. The funds were used to subsidize Expeditions services between Maui and Lanai to assure our emergency personnel, essential workers, and residents could travel intra-county.

Should you have any questions, please feel free to contact me at extension no. 7474 or Deputy Director May-Anne Alibin at extension no. 7475.

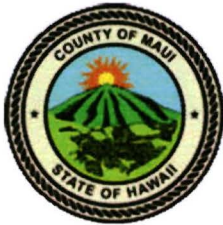
Sincerely,



SCOTT K. TERUYA
Director of Finance

SKT:maa

Attachments



TAX CLERK I

Class Code:
1E.090

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

COUNTY OF MAUI
Established Date: Nov 1, 1990
Revision Date: Feb 17, 2016

SALARY RANGE

\$3,167.00 Monthly

DUTIES SUMMARY:

Performs specialized clerical work encompassing one or more of the following functional areas of the real property tax program such as assessment and appraisal, tax record searches and taxpayer services and/or assist in the determination of participatory eligibility in the various real property tax relief programs; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for performing specialized clerical work encompassing one or more of the following functional areas of the real property tax program such as assessment and appraisal, tax record searches and taxpayer services and/or assist in the determination of participatory eligibility in the various real property tax relief programs; and other related matter.

EXAMPLES OF DUTIES:

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

Maintains records of all properties affected by condemnation; records information regarding ownership, addresses, sales, leases, agreements of sale, permits, etc. , from public records; posts land use district boundary changes, zoning changes, zoning permits, use permits, subdivisions, and other data to field books, zoning maps and valuation maps; contacts delinquent taxpayers to make payments on their delinquent taxes; initiates and prepares delinquent tax notices and statements and follows up on unpaid notices; receives delinquent payments and forwards same to the cashiers; conducts real property tax record searches as requested by governmental agencies, title and mortgage companies, real estate firms, attorneys, accountants and other parties for certification regarding encumbrances and liens; verifies accuracy of description of parcels, land, improvements, and assessed valuation and

related matters through examination of assessors; field books, tax maps, tax accounts receivables and other source materials; assists taxpayer with, and approves and issues tax clearances when appropriate; instructs taxpayers in the use of real property "trial balance" on self-serve basis; receives and processes address changes; prepares duplicate real property tax bills for those lost and misplaced; computes penalty and interest charges; receives, reviews and process tax relief applications; assists in determining the eligibility of applicants in participating in the Low Income Refund program and determines level of refund based on household income; computes amount of tax deferment and enters all pertinent information into computer files; processes and mails notices of denial for tax deferral to disqualified applicants maintains various records and file; answers telephone and written inquiries concerning real property tax matters; assists taxpayers in filing real property exemptions, dedications and tax appeals; plan, assign and review work of subordinates; provide instruction and training to subordinates; make recommendations regarding operational procedures; maintain accounts receivable on the Deferred Tax accounts; performs other related duties as required.

This is an amendment to the specification for the class, TAX CLERK I, which was approved on November 1, 1990 and amended and retitled on March 15, 1991, effective December 1, 1990.

APPROVED: December 10, 1991

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience: (1) A combination of education and experience substantially equivalent to graduation from high school and three years of clerical experience, one of which shall have been in a tax field where familiarity with tax laws, rules, regulations and procedures was involved.

License Requirement: None

Knowledge of: pertinent aspects of real property tax laws, rules and regulations; assessment and appraisal terminology and procedures; office practice and procedures, including filing and maintenance of records; grammar and word usage.

Ability to: understand, explain and apply pertinent aspects of real property tax laws, rules, regulations and procedures; make arithmetic computations and compute tax liabilities, penalties and interests as applicable; operate typewriters, personal computers, adding and calculating machines as required; deal tactfully and effectively with the public; work harmoniously with others.

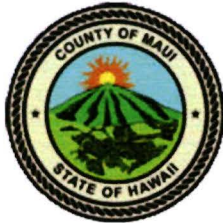
Health and Physical Condition:

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

Physical Effort Grouping: Light

This is an amendment to the minimum qualification specification for the class TAX CLERK, approved May 20, 1981, retitled TAX CLERK I November 1, 1990, effective January 22, 1993.

APPROVED: January 22, 1993



STOREKEEPER I

Class Code:
1F.025

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

COUNTY OF MAUI
Established Date: Jun 12, 1981
Revision Date: Feb 25, 2016

SALARY RANGE

\$3,047.00 Monthly

DUTIES SUMMARY:

Receives, stores and issues materials, supplies, tools and equipment using computerized inventory program; prepares requisitions; sets up and maintains storekeeping system and procedures; maintains inventory records and determines minimum stock levels for items; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its immediate responsibility for the operation of a storeroom or warehouse and for its independent responsibility in regards to the requisitioning, receipt, storage, issuance and accountability of materials, supplies, tools and equipment; and/or the maintenance of the property inventory records for the department.

EXAMPLES OF DUTIES:

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

- Receives, inspects, and counts incoming supplies and materials; checks delivery invoice for quantity, items, unit price of supplies and materials; inputs receipt of supplies and materials received and issued via a computerized inventory system.
- Initiates requisition for stock replenishment; takes periodic physical inventory of supplies and materials on hand; may operate hand truck, forklift and other machines in moving bulk materials, and may operate light motor vehicle to pick up supplies and other items from vendors, suppliers, etc.
- Sets up and maintains the storekeeping system and procedures; plans space allotments for supplies and materials; determine minimum stock levels of each item of stock.
- Inspects worn-out or damaged tools and equipment for serviceability.
- Prepares tabulation of supplies and materials received and issued, as required.

- Maintains property inventory records for the department; conducts physical inspections to verify property inventory.
- Provides information with regard to property acquisitions and disposals; updates property inventory records by processing the necessary documentation with regard to property acquisitions and disposals with the Department of Finance.
- May supervise assigned helpers.
- Performs other related duties as required.

This is an amendment to the class specification for the class, STOREKEEPER, approved on June 12, 1981, amended on March 1, 1986, retitled to STOREKEEPER I on August 16, 2007, effective July 5, 2011.

APPROVED: August 24, 2011

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and two (2) years of storekeeping experience.

License Requirement: Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3).

Knowledge of: storekeeping practices, methods and procedures; clerical practices and procedures; inventory recordkeeping; purchasing and requisitioning procedures; problems of storage.

Ability to: establish and maintain storekeeping system; inspect goods for quantity and quality against purchase orders and invoices; make arithmetic computations; maintain departmental property inventory records; work harmoniously with others; understand and follow oral and written instructions; ability to use computer hardware and software.

Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

This is an amendment to the minimum qualification specification for the class, STOREKEEPER, approved June 12, 1981, amended on March 1, 1986, retitled to STOREKEEPER I on August 16, 2007, effective July 5, 2011.

APPROVED: August 24, 2011

BFED Committee

From: Michele Yoshimura <Michele.Yoshimura@co.maui.hi.us>
Sent: Friday, April 9, 2021 11:28 AM
To: BFED Committee
Subject: FN-2, BFED-1
Attachments: (FN-2) Response.pdf

Please see attached response from the Department of Finance.