



## THE COUNTY OF KAUA'I

DEREK S. K. KAWAKAMI, MAYOR

MICHAEL A. DAHILIG, MANAGING DIRECTOR

### News Release

For Immediate Release: March 20, 2020

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### **County announces changes in Standard Operating Procedures (SOPs) for the Department of Human Resources**

LĪHU'E – The County of Kaua'i announces the following changes in Standard Operating Procedures (SOPs) for the Department of Human Resources (HR) in order to provide for the health, safety and welfare of the people of Kaua'i from the potential spread of the novel coronavirus (COVID-19).

Effective March 20 and until further notice, the Department of Human Resources will be securing its office. Employees and potential applicants are asked to email [hrtransactions@kauai.gov](mailto:hrtransactions@kauai.gov) or call the office at 808-241-4956 with any questions.

In addition, the use of the office's computer kiosk will be temporarily discontinued for those needing access to apply for open recruitments.

Applicants with NO computer access will have two (2) options to apply for open recruitments:

- Option 1: Applying Over the Phone

Contact the office and have your contact information, work history, etc. available so our team can enter your application into [governmentjobs.com](http://governmentjobs.com) over the phone. Please note that your telephone call must still be completed no later than the closing date/time of the recruitment.

- Option 2: Paper Applications



To receive a paper application, contact the office and a paper application will be mailed to you. Complete the application and MAIL it back to the HR office at 4444 Rice Street, Suite 140, Līhu'e, HI 96766. Please note that the postmarked date must be no later than the closing date of the recruitment.

To view a copy of the emergency proclamation, visit the County of Kaua'i's website at [www.kauai.gov/KEMA](http://www.kauai.gov/KEMA).

For more information and to sign up for daily updates from the State Department of Health relating to current COVID-19 information, visit <https://health.hawaii.gov/news/covid-19-updates/> or <http://www.kauai.gov/COVID-19>.

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