



CIVIL SERVICE COMMISSION

JEFFREY IIDA, CHAIR
BEVERLY GOTELLI, VICE CHAIR

V. PAMAI CANO, COMMISSIONER
FRANCIS KAAWA, COMMISSIONER
SHELLEY KONISHI, COMMISSIONER
LAUREN O'LEARY, COMMISSIONER
VONNELL RAMOS, COMMISSIONER

Meetings of the Civil Service Commission will be conducted as follows:

- Meetings will be publicly noticed pursuant to HRS Chapter 92.
- Minutes of meetings will be completed pursuant to HRS Chapter 92 and posted to the Commission's website upon completion and approval.

Public Comments and Testimony:

- **Written testimony** will be accepted for any agenda item herein.
 - Written testimony indicating your 1) name, and if applicable, your position/title and organization you are representing, 2) the agenda item that you are providing comment on, and 3) contact information (telephone number and email address), may be submitted to asegreti@kauai.gov or mailed to the Civil Service Commission, c/o Office of Boards and Commission, 4444 Rice Street, Suite 300, Lihue, Hawaii 96766.
 - Written testimony received by the Civil Service Commission at least 24 hours prior to the meeting will be distributed to all Civil Service Commission Members prior to the meeting.
 - Any testimony received after this time and up to the start of the meeting will be summarized by the Clerk of the Civil Service Commission during the meeting and added to the record thereafter.
 - Any late testimony received will be distributed to the to the members after the meeting is concluded.
- **Oral testimony** will be taken at any time during the meeting.
 - It is recommended that anyone interested in providing oral testimony register at least 24 hours prior to the meeting by emailing asegreti@kauai.gov or calling (808) 241-4917. Any request to register shall include your 1) name, and if applicable, your position/title and organization you are representing, and 2) the agenda item that you are providing comment on, and 3) contact information (telephone number and email address).
 - Per the Civil Service Commission's and Chairs practice, there is three-minute time limit per testifier per agenda item.
 - Individuals who have not registered to provide testimony will be given an opportunity to speak on an agenda item following the registered speaker.

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COUNTY OF KAUA'I CIVIL SERVICE COMMISSION
MEETING NOTICE AND AGENDA
Tuesday, September 6, 2022
3:00 p.m. or shortly thereafter

**Boards and Commissions Conference Room
4444 Rice Street, Suite 300, Līhu'e, 96766**

CALL TO ORDER IN OPEN SESSION

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENTS AND TESTIMONY

Individuals may orally testify on any agenda item at this time.

APPROVAL OF MEETING MINUTES

a) Open Session Minutes of August 2, 2022.

DIRECTOR OF HUMAN RESOURCES REPORT

CSC 2022-25 June/July 2022 period, September 6, 2022 Meeting

- a) Collective Bargaining
- b) Grievances and Grievance Arbitration Hearings
- c) Investigations
- d) HRMS Project
- e) HR Trainings
- f) Monthly Report from HR Divisions/Sections
 - a. Administrative Services and Benefits
 - b. Employee Development and Health Services
 - c. Other
 - d. HR Manager, Classification and Pay and Labor Relations
 - e. Recruitment and Exam
 - f. Payroll
 - g. EEO/ADA

BUSINESS

ANNOUNCEMENTS:

Next Scheduled Meeting: Tuesday, October 4, 2022 – 3:00 p.m. in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, Hi 96766

ADJOURNMENT

cc: Deputy County Attorney Mark Ishmael

cc: Director of Human Resources Annette Anderson

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

DRAFT To Be Approved

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	August 2, 2022	
Location	Boards and Commissions Conference Room and Teleconference via Microsoft Teams	Start of Meeting:	3:00 p.m.	End of Meeting: 3:24 p.m.
Present	Vice Chair Beverly Gotelli. Commissioners: Francis Kaawa, Lauren O’Leary, and Vonnell Ramos. Deputy County Attorney Mark Ishmael (<i>Microsoft Teams</i>). Director Human Resources Annette Anderson (<i>Left at 3:15pm</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Administrative Specialist Anela Segreti.			
Excused	Chair Jeffrey Iida, Commissioner V. Pamai Cano			
Absent				

SUBJECT	DISCUSSION	ACTION
Call To Order/ Roll Call	<p>Chair Iida called the Open Session meeting to order at 3:00 p.m. and requested a roll call.</p> <p>Administrative Specialist Anela Segreti conducted the roll call; Commissioner Cano was excused. Commissioner Kaawa replied present. Commissioner O’Leary replied present Commissioner Ramos replied present. Vice Chair Gotelli replied present. Chair Iida was excused.</p> <p>Administrator Ellen Ching announced the following support staff present for the meeting; Deputy County Attorney Ishmael (<i>Microsoft Teams</i>) Director Human Resources Anderson</p>	<p>Quorum was established with four commissioners present.</p>
Approval of Agenda	<p>Ms. Ching noted that there were no members of the public in attendance and that the Commission would not be asking for testimony on each item.</p>	<p>Mr. Kaawa moved to approve the agenda, as circulated. Mr. Ramos seconded the motion. Motion carried 4:0.</p>
Public Comments and Testimony	<p>Ms. Ching reported she did not receive any written testimony or request to testify for this meeting.</p>	

SUBJECT	DISCUSSION	ACTION
<p>Approval of Meeting Minutes</p>	<p>a. Open Session Minutes of May 3, 2022 Vice Chair Gotelli noted a typo on page 4 of the agenda, 4th paragraph “file” should be “filled”.</p> <p>b. Open Session Minutes of June 7, 2022</p>	<p>Mr. Kaawa moved to accept the Open Session minutes of May 3, 2022, as amended. Mr. Ramos seconded the motion. Motion carried 4:0.</p> <p>Mr. Kaawa moved to accept the Open Session minutes of June 7, 2022. Mr. Ramos seconded the motion. Motion carried 4:0.</p>
<p>Director of Human Resources Report</p>	<p><u>CSC 2022-21</u> June period, July 5, 2022, meeting.</p> <ol style="list-style-type: none"> a) Collective Bargaining b) The Great Resignation – No Significant Impact to County of Kaua’i c) Grievances and Grievance Arbitration Hearings d) HRMS Project e) HR Trainings f) Monthly Report from HR Divisions/Sections <ol style="list-style-type: none"> a. Administrative Services and Benefits b. Employee Development and Health Services c. Other d. HR Manager, Classification and Pay and Labor Relations e. Recruitment and Exam f. Payroll g. EEO/ADA <p>Director of Human Resources Annette Anderson reviewed the June period, July 5, 2022, meeting report. <i>(Report on file)</i></p> <p>Ms. Anderson reported the following updates;</p> <ul style="list-style-type: none"> • HGEA bargaining units 1, 2, 3, 4 and 13 have all been approved and in process of implementation. • Police and Ocean Safety has been received. 	<p>Director of Human Resources Report</p>

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Anderson said HRMS project will be starting the training process of 1300 employees this week and by end of year employees will start using the system prior to live date on January 1, 2023.</p> <p>Ms. Anderson reported that the County is not experiencing greater numbers of voluntary resignations or retirements than in years past, therefore “The Great Resignation” is not having a significant impact on the County of Kaua’i.</p> <p>Ms. Anderson reported that all Grievances and Grievance Arbitration Hearings have concluded and awaiting decisions from arbitrator. They are not seeing any trends in the grievances to indicate any action.</p> <p>Mr. Kaawa asked if the County has ever done an employee survey to gage anything leading up to grievances.</p> <p>Ms. Anderson answered that they have done a climate survey to see how things are working when they have felt there’s a need, but not County wide. They stay away from grievances because there are unions, and they are the exclusive representative, and they don’t want to be interfering. They have done mediation type services.</p> <p>With no further questions from the commission Ms. Anderson left the meeting and Vice Chair Gotelli moved on to the next agenda item.</p>	
<p>Business</p>	<p><u>CSC 2022-22 Director of Human Resources Goals and Objectives for period February 16, 2021 to June 30, 2022 (on-going)</u></p> <ul style="list-style-type: none"> a) Review updated report b) Discussion and possible decision-making on other related matters 	<p>Mr. Kaawa moved to defer CSC 2022-22. Ms. O’Leary seconded the motion. Motion carried 4:0.</p>
	<p><u>CSC 2022-23 Discussion on the process and tools used to evaluate the Director of Human Resources for period February 16, 2021 to June 30, 2022.</u></p> <ul style="list-style-type: none"> c) Review Overview DHR Evaluation Process d) Review Evaluation Timeline e) Review Evaluation Form <p>Ms. Ching reminded the Commission that the tool distributed is the one that was adopted in January to use for evaluation of Director. She noted that Ms. O’Leary is new and</p>	<p>No action.</p>

SUBJECT	DISCUSSION	ACTION
	<p>should take a look at it and if comfortable may complete. She went on to state that the tool will be distributed by email for their comments with a due date. It will then be collated and then drafted into a consolidation report. The evaluation period has been extended to June 30, 2022.</p>	
	<p><u>CSC 2022-24 Discussion and decision-making on possible changes to the format and/or contents contained in the Director of Human Resources Monthly Report. [Deferred 6/7/22]</u></p> <p>Vice Chair Gotelli recalled that there were several that made comments on what they would like and what may not be needed in the reports.</p> <p>Ms. Ching stated that the Chair and she worked on an initial draft, but unfortunately Chair is not here.</p>	<p>Mr. Kaawa moved to defer CSC 2022-22. Mr. Ramos seconded the motion. Motion carried 4:0.</p>
<p>Announcements</p>	<p>Next Scheduled Meeting: Tuesday, September 6, 2022 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766</p> <p>Ms. Ching announced that Ms. Muragin will be on an extended leave and that she will be assigning another staff to cover the meetings.</p> <p>Vice Chair Gotelli stated that the hearing will be a closed meeting to those that attended the initial hearing. She wished Ms. Muragin the best.</p>	
<p>Adjournment</p>	<p>Hearing no objections Vice Chair Gotelli adjourned the meeting.</p>	<p>Vice Chair Gotelli adjourned the meeting at 3:24 p.m.</p>

Submitted by: _____ Reviewed and Approved by: _____
Anela Segreti, Administrative Specialist Beverly Gotelli, Vice Chair

- Approved as circulated.
- Approved with amendments.

**DEPARTMENT OF HUMAN RESOURCES
DIRECTOR'S REPORT
TO THE
CIVIL SERVICE COMMISSION**

September 6, 2022 MEETING

Report Covering June/July 2022

Collective Bargaining:

As of July 24, 2022, the funding bills for negotiated settlements and the arbitration awards have been approved by the Governor and all County Councils, with the exceptions of SHOPO BU 12 (Police) and HGEA BU 15 (Ocean Safety Officers) which are anticipated to be fully approved by October 19, 2022. Given that all eight bargaining units have four year agreements through June 30, 2025 this will be the last update regarding the status of collective bargaining unless something unexpected occurs with respect to BUs 12 and 15.

Grievances and Grievance Arbitration Hearings

The Human Resources Director (HRD) attended and testified in a grievance arbitration hearing from July 18, 2022 through July 21, 2022 that pertained to an unpaid disciplinary suspension. The HRD assisted the Deputy County Attorney in preparing witnesses' testimony and gathering documentary evidence prior to the hearing.

The HRD presided over a Step 2 grievance on August 10, 2022 pertaining to whether the grievant had a right under one collective bargaining agreement to be temporarily assigned to a position that is included in a different bargaining agreement. A decision was rendered. A companion grievance was also submitted concerning a request for information. A response was provided with transmittal of some but not all of the requested information.

A Step 3 grievance scheduled for August 15, 2022 pertaining to a transfer request by an employee was postponed by the Union and is rescheduled for August 31, 2022.

The allegations in these grievances do not reveal evidence of any frequent root causes that would benefit from a training plan for departments. The incidents are from different departments and divisions and the conduct is not similar.

[Goal 4, Objective G4A., Success Measurement 1 – ongoing]

Investigations

The HRD is currently the lead investigator regarding a number of matters:

- The Police Commission requested that an investigation be conducted regarding a complaint from a non-employee that was submitted to the Commission. The investigation is on-going.
- An internal complaint that is required to be submitted to the HRD was investigated. It involved a recruitment wherein an internal candidate did not meet the minimum qualifications for the position. Candidate requested further clarification from the HRD after a decision was rendered. Following the meeting the HRD requested classification staff to conduct a desk audit.
- An internal complaint that is required to be submitted to the HRD is currently being investigated. It concerns a department that withdrew a conditional offer of employment that was made to an outside candidate. The HRD is also working with a deputy county attorney to assist with the analysis.
- An internal complaint that is required to be submitted to the HRD was investigated. It involved an outside candidate who was informed that a supporting document (high school diploma) was not provided. The investigation determined that the diploma, that was in a foreign language, was acceptable, and credit was given so that the candidate may move to the next phase of the recruitment process.
- An internal complaint that is required to be submitted to the HRD is currently being investigated. It concerns an internal candidate who was informed she did not meet the minimum qualifications for the position. The investigation is on-going.

Although some of the above investigations are on-going, the allegations in these complaints do not reveal evidence of any frequent root causes that would benefit from a training plan for departments. The incidents are from different departments and divisions and the conduct is not similar.

[Goal 4, Objective G4A., Success Measurement 1 – ongoing]

HRMS Project:

The HRD continues to attend the numerous HRMS meetings, which average four per day, Monday through Friday. The HRD is tasked with making decisions, especially when there are varying opinions/recommendations from members of the HRMS core team.

Workday is the system that has been procured for payroll and time-tracking needs, which will expand to recruitment functions in the future. Training of over 1,300 employees has begun. The trainings are in person, with three concurrent sessions held each day. A few employees are permitted to attend virtually due to unique circumstances. There are many employees whose job duties do not entail use of computers. The Information Technology (IT) department has purchased iPads for approximately 300 employees who do not use or have access to computers. These employees, some of whom are not computer literate, are first being trained on the basic use of an iPad, followed by Workday trainings. Thereafter, when the Workday system is live, these employees will have iPads to input the time and leave requests, among other functions.

In the Workday trainings, employees learn how to use the Workday system to enter their schedules, request leaves of absence, seek approval of overtime requests, use the self-service

feature to access their personal information, among many other functions. Employees who are managers/supervisors are undergoing additional training pertaining to subordinate timesheet approvals, pulling various employment related reports, and other functions that Workday provides. The training sessions are being conducted by HR administrative services staff, payroll staff, IT staff. Each training session has “floaters” from HR, IT, and various departments that have staff who perform payroll functions for their departments. These floaters walk the room to address questions and to help attendees keep up with the training sessions.

There is much to learn and the initial trainings are not the end by any means. There will be follow up trainings if needed, some department specific, continued on-line access to job aids (training manuals), frequently asked questions, along with real time use of the Workday system during the last quarter of the year in preparation for the January 1, 2023 go-live date.

[Goal 2, Objective G2A., Success Measurements 1 and 2. – ongoing]

[Goal 3, Objective G3A & G3B., Success Measurements 1, 2, 3.– ongoing]

HR Trainings:

As mentioned above, there is a massive amount of HRMS trainings that began in early August and will continue through end of September.

EEO Coordinator provided two accommodation trainings for new hires during June, July, and August.

Also provided ADA technical guidance to seven departments in June and nine in July.

[Goal 3, Objective G3A & G3B., Success Measurements 1, 2, 3.– ongoing]

Monthly Report from HR Divisions/Sections

Administrative Services and Benefits:

- Provided guidance to departments on various personnel issues, including internal investigations, disability accommodations, disciplinary/performance, mediation, attendance/leave, benefits, drug/alcohol testing, etc.

For June:

- Flexible Spending Open Enrollment for the benefits plan year July 1, 2022 – June 30, 2023 ended on June 9, 2022. A total of 152 enrollments were received and sent to Ameriflex for processing. Flexible Spending – Medical Expense Reimbursement and Dependent Care Reimbursement plan enrollments will be effective July 1, 2022.
- New Hires:
 - 1 Legal Clerk I
 - 1 Legal Clerk II
 - 1 Park Caretaker I
 - 1 Park Caretaker II
 - 1 Clerk Dispatcher I (exempt)
 - 1 Commission Support Clerk (exempt)
 - 1 TAT Tax Clerk (exempt)
 - 1 Van Driver Substitute (exempt)
- Exit Interviews (Retirees): 4 of 4
- TDI Applications 2 approved
- Family Leave: 4 approved
- Leave Sharing: None
- Reference Checks: 4
- Employment Verifications: 11
- Transactions Totals:

New Hires	8
Separations	21
Reallocations	2
Promotions	6
Demotions	1
Transfers	3
Pay Increase	0
Suspension	2
Leave Without Pay	0
*Misc. Change Forms	63
**Other	54
89-Day	44
Seasonal	31

For July:

- Staff prepared and processed pay adjustment (lump sum payment and across-the-board increase) payroll certification forms for included members of bargaining units 2, 3, 4, 11, and 13.
- New Hires:
 - 1 Building Permit Clerk I
 - 1 Fleet Coordinator
 - 1 Geographic Information System Analyst IV
 - 1 Human Resources Clerk I
 - 1 Janitor II
 - 4 Police Services Officer
 - 2 Election Clerk II (exempt)
- Exit Interviews (Retirees): 3 of 3
- TDI Applications 1 denied
- Family Leave: 5 approved
- Leave Sharing: None
- Reference Checks: 7
- Employment Verifications: 10

New Hires	10
Separations	11
Reallocations	1
Promotions	4
Demotions	0
Transfers	2
Pay Increase	394
Suspension	2
Leave Without Pay	0
*Misc. Change Forms	40
**Other	40
89-Day	18
Seasonal	0

*Miscellaneous changes, etc.

**Other includes end of/extension of TR, add/delete add pay codes, amended PCs, extension of initial probation, rescinded PCs, term of contract/contract appointment PCs, etc.

Employee Development and Health Services:

For June:

- Seven (7) new workers' compensation claims were filed this month: Two (2) indemnity claims, two (2) controverted claims, and three (3) medical only claims.
- Bi-monthly reviews of selected workers' compensation claims was held on June 28, 2022 via MS Teams meeting. Nineteen (19) claims were reviewed.

- Ergonomic assessments for 41 employees have been completed for the Department of Finance through the end of June. Assessments for a final group of employees has been scheduled to take place on July 12, 2022.
- Drug and Alcohol Testing and Medical Review Officer Procurement. Contract has been fully executed. New contract runs through July 11, 2025 with two 12-month extension options.
- Drug and Alcohol Reasonable Suspicion training was held on June 29, 2022. HR and our Employee Assistance Provider (EAP) WorkLife Hawai'i Counselor/Trainer Ms. Claire Nakasue were presenters for this training. 49 supervisors attended.
- Equipment/Driver Training: Excavator Training (1 Parks and Recreation Employee)
Continuation of Tractor/Trailer CDL Training (70 hours)

For July:

- Twelve (12) new workers' compensation claims were filed this month: Two (2) controverted claims, five (5) indemnity claims, and five (5) medical only claims.
- Next bi-monthly reviews of selected workers' compensation claims will be held on August 16, 2022 via MS Teams.
- Ergonomic assessments for 53 employees have been completed for the Department of Finance through the end of July.
- Supervisory Training for Department of Finance supervisors (14 attendees) held on July 22, 2022. Reviewed responsibilities/roles of a supervisor, effective feedback, challenging situations, performance reviews, and regulatory information.
- Equipment/Driver Training: Continuation of Tractor/Trailer CDL Training (128 hours)

Other:

For June:

HRMS Project:

- End-to-end testing (high priority scenarios) is 99% completed. Only one (1) remaining time reporting scenario remaining to retest.
- Parallel Payroll Testing continues. Completed Cycle 1 of Parallel Testing. Cycle 2 catch up transactions were processed by HR Admin and Payroll testers are working on testing time reporting/payroll processing. Variances will be reviewed thereafter similar to Cycle 1. Threshold to confirm success of Cycle 2 is 97%.
- Data extracts were completed by IT and data files were audited and manually updated as needed by HR Admin and HR Payroll leads. Accenture loaded files into new Training Tenant and functional leads are currently completing post-validation audits of the training tenant data. Once finalized, a copy of the Training Tenant will be made to preserve the configurations for our Gold Build (i.e., Production Tenant).
- Functional leads continue to work with Change Management team to develop training and job aids. Project team have been working on a training plan with training of Workday basics to begin in August for all employees.

For July:

- HRMS Project:

- End-to-end and Parallel Payroll testing completed.
- Functional leads worked with Change Management team to develop training and job aids for Associate and Manager training. Human Resources Administrative staff were trained as instructors and floaters for training. Training to begin on August 8, 2022.

HR Manager, Classification and Pay and Labor Relations:

For June:

- Second reading for the five (5) funding bills for HGEA Units 2, 3, 4, 13 and HFFA Unit 11 was approved on July 20th at the County Council.
- Attended second Salary Commission meeting to present information on pending collective bargaining raises scheduled for the next three (3) years for those units that have settled or have received an arbitration award.
- HRMS meetings continue to discuss various items related to payroll, compensation and leave time. Workday Road Shows were completed for the majority of departments this month. A video of the Road Show was recorded and distributed to all County employees for those unable to attend a Road Show. Change Managers reported on their Road Shows at the monthly Change Ambassador meeting. Feedback has been positive. User Experience Testing (UET) continued with all HR related Job Aids completed. UET for Payroll Job Aids is set to begin shortly. In addition, a meeting was held with UPW to provide an overview of the HRMS Project which was met with a very positive response.
- Met with statewide partners to discuss possible changes to the Drug and Alcohol Testing BU 11 MOA based on situations that we have experienced with past testing issues.
- Reallocations Processed:
 - Accountant I to Accountant II
 - Bus Driver (substitute) to Bus Driver
 - Commission Support Clerk to Staff Services Assistant
 - Departmental Staff Assistant II to Council Legislative Assistant
 - Fire Fighter I to Fire Fighter Trainee
 - Greenskeeping Crew Leader to Golf Course Grounds Wk’g Sup
 - Information Technology Specialist IV to GIS Analyst IV
 - Mechanic Helper to Transit Fleet Mechanic
 - Police Apprentice to Police Evidence Custodian I
 - Prevention Services Coordinator to Program Specialist III
 - Real Property Valuation Analyst III to Real Prop. Val. IV
 - Senior County Real Prop. Tech. Officer to RP. Tech Officer
 - Transit Fleet Mechanic to Heavy Vehicle Mechanic I
 - Water Microbiologist IV to Water Microbiologist III
- Desk Audits: None
- New Classes Adopted:
 - Abstracting & Tax Mapping Technician I
 - Abstracting & Tax Mapping Technician II
 - Abstracting & Tax Mapping Technician III
 - Building Plans Examiner I
 - Geographical Information Systems Analyst I
 - Geographical Information Systems Analyst II
- Administrative Reviews: One pertaining to recruitment rejection

- Class Amendments Completed: Building Plans Examiner II
 Building Plans Examiner III
 Computer Systems Support Technician I
 Computer Systems Support Technician II
 Computer Systems Support Technician III
 Economic Development Specialist I
 Economic Development Specialist II
 Economic Development Specialist III
 Economic Development Specialist IV
 Geographical Information Systems Analyst III
 Geographical Information Systems Analyst IV
 Geographical Information Systems Analyst V
 Human Resources Clerk I
 Human Resources Clerk II
 Human Resources Technician I
 Human Resources Technician II
 Mechanical Repair Worker
 Park Maintenance and Service Worker I
 Park Maintenance and Service Worker II
 Supervising Building Plans Examiner

For July:

- Two (2) funding bills for HGEA Unit 15 and SHOPO Unit 12 were transmitted to the County Council for the approval of raises for these bargaining units based on arbitration awards issued.
- HRMS training began with basic iPad classes held for blue collar workers with minimal experience with using an electronic device. Over one hundred (100) Associates were trained over a two (2) week period. In addition, one hundred fifty-two (152) iPads were distributed to employees who do not have access to a kiosk or desktop computer.
- In preparation for the next phase of the project, three (3) training rooms were set up for Workday training for all County employees. Workday training began for HGEA and UPW Associates and Managers ranging from six (6) hours (Associates) to eight (8) hours (Managers) of class time. During the first week, approximately three hundred (300) Associates participated in Workday training
- Reallocations Processed:
 - Abstracting Assistant III to Abstracting & Tax Mapping Technician II
 - Abstractor I to Abstracting & Tax Mapping Technician III
 - Accountant II to Accountant III
 - Building Permit Clerk II to Building Permit Clerk I
 - Disaster Assistance Fiscal Clerk to Park Security Officer I
 - Mechanic Helper to Mechanical Repair Worker
 - Procurement Technician II to Procurement Clerk I
 - Supervising Building Plans Examiner to Building Plans Examiner I
 - Tax Collection Assistant to Tax Clerk
 - Wastewater Administrative Assistant to Building Permit Clerk I
- Desk Audits: None
- New Classes Adopted: Information Technology Specialist I

Information Technology Specialist II
Planning Inspector I

- Administrative Reviews: None
- Class Amendments Completed:
 - Election Clerk I
 - Election Clerk II
 - Elections Administrator
 - Elections Assistant
 - Elections Coordinator
 - Fiscal Officer I
 - Fiscal Officer II
 - Information Technology Manager
 - Information Technology Program Manager
 - Information Technology Specialist III
 - Information Technology Specialist IV
 - Information Technology Specialist V
 - Information Technology Specialist VI
 - Motor Vehicle Financial Responsibility Clerk
 - Planning Inspector II
 - Planning Inspector III
 - Planning Inspector IV
 - Public Information Officer
 - Senior Election Clerk
 - Senior Motor Vehicle Financial Responsibility Clerk
 - Solid Waste Worker I
 - Staff Services Assistant
 - Staff Services Supervisor
 - Victim/Witness Program Director
 - Water Services Investigator I
 - Water Services Investigator II
 - Water Services Investigator III
 - Water Services Supervisor I
 - Water Services Supervisor II
 - Water Services Supervisor III
 - Waterworks Information Technology Manager

Recruitment and Examination

For June:

- Completed Hawaii Employers' Council (HEC) salary adjustment survey
- Met with Fire Chief and OSB Chief to review Ocean Safety Officer IV written exam
- Five (5) Summer Interns were extended in their respective departments: Finance-Accounting and IT, Water-Engineering (2), and Police
- Reviewed and recommended for approval a request to Recruit Above the Minimum for the Public Works' Department's Environmental Services Manager position
- Recruitment:
 - Administrative Services Officer I
 - Assistant Wastewater Plant Operator

Bus Driver (Substitute) (Exempt)
Clerk-Dispatcher I (Exempt)
COVID-19 Administrative Technician (Exempt)
COVID-19 Data Entry Specialist (Exempt)
COVID-19 IM Team Specialist (Exempt)
COVID-19 Laboratory Assistant (Exempt)
COVID-19 Laboratory Supervisor (Exempt)
COVID-19 Specimen Collection Specialist (Exempt)
COVID-19 Travel Testing Site Supervisor (Exempt)
Election Clerk II (Exempt)
Equipment Operator I
Executive Assistant to the Mayor (Exempt)
Fiscal Officer II
Golf Course Grounds Working Supervisor
Heavy Automotive and Construction Equipment Welder
Human Resources Clerk I
Motor Vehicle Financial Responsibility Clerk
Ocean Safety Officer I (Exempt)
Ocean Safety Officer IV
Park Caretaker II
Parks and Recreation Administrative Aide (Exempt)
Payroll Audit Specialist (Exempt)
Planning Inspector I
Planning Inspector II
Planning Inspector III
Program Specialist III
Real Property Valuation Analyst I
Real Property Valuation Analyst II
Real Property Valuation Analyst III
Real Property Valuation Analyst IV
Real Property Valuation Analyst V
Senior Groundskeeper
Staff Services Assistant
Tax Clerk
Water Service Investigator I
Water Service Investigator II
Water Service Investigator III
Water Service Supervisor
Waterworks Information Technology Manager

- Lists Referred to Departments:

Accountant III
Assistant Water Plant Operator
Building Permit Clerk I
Bus Driver (Substitute) (Exempt)
Business Specialist (Exempt)
Cashier I

Civil Engineer III
Clerk-Dispatcher I (Exempt)
Council Legislative Assistant (Exempt)
COVID-19 Administrative Technician (Exempt)
COVID-19 Data Entry Specialist (Exempt)
COVID-19 IM Team Specialist (Exempt)
COVID-19 Laboratory Assistant (Exempt)
COVID-19 Laboratory Supervisor (Exempt)
COVID-19 Specimen Collection Specialist (Exempt)
COVID-19 Travel Testing Site Supervisor (Exempt)
Division of Motor Vehicle (DMV) Service Representative III
Election Clerk II (Exempt)
Environmental Services Manager
Executive Assistant to the Mayor (Exempt)
Fiscal Officer II
Highway Construction and Maintenance Supervisor II
Information Specialist I
Legal Clerk IV
Motor Vehicle Financial Responsibility Clerk
Ocean Safety Officer I
Ocean Safety Officer I (Exempt)
Park Caretaker I
Parks and Recreation Administrative Aide (Exempt)
Payroll Audit Specialist (Exempt)
Police Evidence Custodian I
Police Services Officer
Procurement Clerk I
Program Specialist II
Program Specialist III
Public Safety Worker I
Refuse Collection Equipment Operator
Senior Clerk
Senior Clerk (Exempt)
Solid Waste Worksite Supervisor
Staff Services Assistant
Summer Youth Programs (Exempt)
Van Driver (Substitute) (Exempt)
Water Microbiologist III

- Written Exams Administered:

Building Permit Clerk I
Division of Motor Vehicles (DMV) Services Representative III
Golf Course Grounds Working Supervisor
Legal Clerk IV
Ocean Safety Officer III
Ocean Safety Officer IV
Police Lieutenant

Police Sergeant/Detective
Police Services Officer
Public Safety Worker I
Solid Waste Worksite Supervisor
Tree Trimmer

- Performance Exams Administered: Refuse Collection Equipment Operator
- Administrative Reviews: None

For July:

- Recruitment:

Assistant Wastewater Plant Operator
Bus Driver (Substitute) (Exempt)
Business Specialist (Exempt)
Civil Engineer I
Civil Engineer II
Civil Engineer III
Civil Engineer IV
Civil Engineer V
Civil Engineer VI
Clerk Dispatcher I (Exempt)
County Auditor (Exempt)
Emergency Services Dispatcher I
Engineering Support Technician I
Environmental Services Manager
Fire Assistant Chief (Exempt)
Fleet Coordinator Trainer (Exempt)
Information Technology Specialist I
Information Technology Specialist IV
Land Use Plans Checker I
Landfill Operator IV
Lead Pipefitter
Legal Clerk III
Maintenance Worker I
Ocean Safety Officer I
Park Security Officer I
Pipefitter Helper
Planning Inspector I
Planning Inspector II
Planning Inspector III
Planner IV
Police Records Unit Supervisor
Process Server
Public Information Officer
Public Safety Worker I
Sexual Assault Forensic Nurse Examiner (SANE) (Exempt)
Solid Waste Worker I
Solid Waste Worker II

Tree Trimmer
Van Driver (Substitute) (Exempt)
Victim/Witness Program Director
Water Plant Operator
Water Service Investigator I
Water Service Investigator II
Water Service Investigator III

- Lists Referred to Departments:

Administrative Services Officer I
Assistant Wastewater Plant Operator I
Bus Driver (Substitute) (Exempt)
Business Specialist (Exempt)
Clerk-Dispatcher I (Exempt)
Equipment Operator I
Fire Assistant Chief (Exempt)
Fleet Coordinator Trainer (Exempt)
Groundskeeper
Human Resources Clerk I
Information Technology Specialist I
Ocean Safety Officer I
Park Caretaker I
Park Caretaker II
Planner IV
Planning Inspector I
Police Records Technician I
Police Records Unit Supervisor
Real Property Valuation Analyst V
Senior Groundskeeper
Sexual Assault Forensic Nurse Examiner (SANE) (Exempt)
Van Driver (Substitute) (Exempt)
Water Service Supervisor III
Waterworks information Technology Manager

- Written Exams Administered:

Assistant Wastewater Plant Operator
Golf Course Grounds Working Supervisor
Park Caretaker II
Pipefitter Helper
Police Records Unit Supervisor
Police Sergeant/Detective
Police Services Officer
Senior Groundskeeper
Tree Trimmer
Water Service Investigator III
Water Service Supervisor III

- Performance Exams Administered:

Equipment Operator I

Ocean Safety Officer I

- Administrative Reviews: None

Payroll:

- HRMS System/Project

For June:

- Parallel Testing Continued
- Training employees on how to use Workday system
 - Working on Job Aids
 - Various meetings with departments to go over dept specific job aids
 - Format of Job Aids has been revised multiple times

For July:

- Finished majority of jobs aids
 - Additional job aid creation as needed
- Parallel Testing Completed
- Continued Multiple Weekly Meetings with Project Team & Accenture, Absence, Benefits, Payroll, Data Team, and Time Tracking
 - 2 Project Lead Meetings/Week
 - Weekly ADP Meetings
 - Weekly KTS Meeting
 - Weekly Touch Base Meeting
 - Weekly KFD/KPD/Accenture
 - Weekly Data Team Meetings
 - Ongoing security groups/access discussions
 - Timekeeper vs. Payroll Partner functionality/security access
- July 2022 Gross Payroll:

15th	\$	4,104,186	
EOM	\$	4,582,542	
EUTF ACTIVE		PAID IN JUNE	
EUTF OPEB		PAID IN JUNE	
EUTF RETIREE		PAID IN JUNE	
ERS (RETIREMENT)		PAID IN JUNE	
SOCIAL SECURITY	\$	333,761	
MEDICARE	\$	120,027	
PTS SS SAVINGS	\$	15,338	

EEO/ADA

- Conducting three investigations
- Provided ADA technical guidance to seven departments in June and nine in July
- Provides ADA training for new hires, and one for a specific department