



CIVIL SERVICE COMMISSION

JEFFREY IIDA, CHAIR
AIMEE LORENZO, VICE CHAIR

ROBERT CROWELL, COMMISSIONER
BEVERLY GOTELLI, COMMISSIONER
PIIKEA KEYES-SAIKI, COMMISSIONER
SHELLEY KONISHI, COMMISSIONER
LAUREN O'LEARY, COMMISSIONER

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

- Meetings will be publicly noticed pursuant to HRS Chapter 92.
- Minutes of the meeting 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 adavis@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 Commissioners 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 Board during the meeting and added to the record thereafter.
 - Any late testimony received will be distributed to the to the commissioners after the meeting is concluded.
- **Oral testimony** will be taken during the public testimony portion of the meeting in-person at the public meeting.
 - It is recommended that anyone interested in providing oral testimony register at least 24 hours prior to the meeting by emailing adavis@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 and Chairs practice, there is a 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.

SPECIAL ASSISTANCE

IF YOU NEED AN AUXILIARY AID/SERVICE, OTHER ACCOMMODATION DUE TO A DISABILITY, OR AN INTERPRETER FOR NON-ENGLISH SPEAKING PERSONS PLEASE CONTACT THE OFFICE OF BOARDS AND COMMISSIONS AT (808) 241-4917 OR ADAVIS@KAUAI.GOV AS SOON AS POSSIBLE. REQUESTS MADE AS EARLY AS POSSIBLE WILL ALLOW ADEQUATE TIME TO FULFILL YOUR REQUEST. UPON REQUEST, THIS NOTICE IS AVAILABLE IN ALTERNATIVE FORMATS SUCH AS LARGE PRINT, BRAILLE, OR ELECTRONIC COPY.

COUNTY OF KAUAI CIVIL SERVICE COMMISSION

MEETING NOTICE AND AGENDA

Tuesday, September 3, 2024

3:00 p.m. or shortly thereafter

Piikoi Building, Boards and Commissions Conference Room

4444 Rice Street, Suite 300, Lihu'e, HI 96766

CALL TO ORDER IN OPEN SESSION (Open to the Public)

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENTS AND TESTIMONY

Individuals may orally testify on any agenda item at this time or wait for the agenda item.

APPROVAL OF MEETING MINUTES

a) Open Session Minutes of August 6, 2024

DIRECTOR OF HUMAN RESOURCES REPORT

CSC 2024-19 July/August 2024 period, September 3, 2024 Meeting

Monthly Report

- Goal 1 – Policies-New or Revised
- Goal 2 – Workday and HRMS Project
- Goal 3 – Training Priorities
- Goal 4 – Employee Complaints, Grievances and Grievance Arbitration Hearings
- Goal 5 – Recruitment and Retention
- Goal 6 –Union Negotiations and Interest Arbitration Hearings
- Miscellaneous
- Monthly Report from HR Division/Sections
 - Administrative Services and Benefits
 - Employee Development and Health Services
 - HR Manager, Classification and Pay and Labor Relations
 - Recruitment and Exam
 - Payroll
 - a. EEO/ADA

BUSINESS

CSC 2024-20 Director of Human Resources Goals and Objectives for period July 1, 2024 to June 30, 2025. (on-going)

- a) Review updated report with 08/06/24 status information.
- b) Discussion and possible decision-making on other related matters.

EXECUTIVE SESSION

Pursuant to Hawaii Revised Statutes §92-4, the commission may hold executive meetings closed to the public upon an affirmative vote, taken at an open meeting, of two-thirds of the members present; provided the affirmative vote constitutes a majority of the members to which the board is entitled. Any meeting closed to the public shall be limited to matters exempted by section 92-5. The reason for holding such a meeting shall be publicly announced and the vote of each member on the question of holding a meeting closed to the public shall be recorded and entered into the minutes of the meeting. Pursuant to Hawaii Revised Statutes §92-7(d), after posting of the commission meeting agenda the commission may add an item to the agenda, including an executive meeting closed to the public, by an affirmative two-thirds recorded vote of all members to which the board is entitled; provided that no item shall be added to the agenda if it is of reasonably major importance and action thereon by the board will affect a significant number of persons. Items of reasonably major importance not decided at a scheduled meeting shall be considered only at a meeting continued to a reasonable day and time.

ENTER INTO EXECUTIVE SESSION (Closed to the Public)

CALL TO ORDER IN EXECUTIVE SESSION

BUSINESS

ES-02

Pursuant to Hawai'i Revised Statutes § 92-4, §92-5(a)(4), §92-9(a)(1-4) and (b), the purpose of this Executive Session is for the Commission to approve or amend the Executive Session Minutes of August 6, 2024, and to consult with its attorney on issues pertaining to the Commission's powers, duties, privileges, immunities, and /or liabilities as they may relate to this item.

RETURN TO OPEN SESSION (Open to the Public)

ANNOUNCEMENTS:

Next Scheduled Meeting: Tuesday, October 1, 2024 – 3:00 p.m.

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 6, 2024
Location	Boards and Commissions Conference Room	Start of Meeting:	3:00 p.m.
		End of Meeting:	3:56 p.m.
Present	Commissioners: Vice Chair Aimee Lorenzo, Robert Crowell, Beverly Gotelli, Piikea Keyes-Saiki, and Lauren O’Leary. Deputy County Attorney Mark Ishmael (<i>Microsoft Teams</i>). Director Human Resources Annette Anderson. Office of Boards and Commissions Staff: Administrator Ellen Ching and Administrative Specialist Anela Davis.		
Excused	Chair Jeffrey Iida, Commissioner Shelley Konishi		
Absent			

SUBJECT	DISCUSSION	ACTION
Call To Order Roll Call	<p>Vice Chair Lorenzo called the meeting to order at 3:00pm.</p> <p>Vice Chair Lorenzo requested a roll call.</p> <p>Administrative Specialist Anela Davis verified attendance:</p> <p>Commissioner Crowell replied here.</p> <p>Commissioner Gotelli replied here.</p> <p>Commissioner Keyes-Saiki replied here.</p> <p>Commissioner Konishi was excused.</p> <p>Commissioner O’Leary replied here.</p> <p>Vice Chair Lorenzo replied here.</p> <p>Chair Jeffrey Iida was excused.</p>	<p>Quorum was established with five commissioners present.</p>
Approval of Agenda	<p>Discussion to amend agenda to defer Business item CSC 2024-18 to after the Executive Session.</p>	<p>Ms. Gotelli moved to defer CSC 2024-18 to after the Executive Session. Ms. O’Leary seconded the motion. Motion carried 5:0</p> <p>Ms. Gotelli moved to approve the agenda as amended. Mr. Crowell seconded the motion. Motion carried 5:0</p>

SUBJECT	DISCUSSION	ACTION
Public Comments and Testimony	Administrator Ellen Ching reported no one from the public in the audience so they did not need to ask for public comments or testimony after each agenda item.	
Approval of Meeting Minutes	a) Open Session Minutes of July 2, 2024.	Ms. O’Leary moved to accept the open session minutes of July 2, 2024, as circulated. Ms. Keyes-Saiki seconded the motion. Motion carried 5:0.
Director of Human Resources Report	<p><u>CSC 2024-16 June/July 2024 period, August 6, 2024 Meeting Monthly Report</u></p> <ul style="list-style-type: none"> • Goal 1 – Policies-New or Revised • Goal 2 – Workday and HRMS Project • Goal 3 – Training Priorities • Goal 4 – Employee Complaints, Grievances and Grievance Arbitration Hearings • Goal 5 – Recruitment and Retention • Goal 6 – Union Negotiations and Interest Arbitration Hearings • Miscellaneous • Monthly Report from HR Division/Sections <ul style="list-style-type: none"> • Administrative Services and Benefits • Employee Development and Health Services • HR Manager, Classification and Pay and Labor Relations • Recruitment and Exam • Payroll a. EEO/ADA <p>Director Anderson briefed the commission on the June/July 2024 period, August 6, 2024, Meeting. <i>(Report on file).</i></p>	

SUBJECT	DISCUSSION	ACTION
	<p>The Commission engaged in discussion with HR Director Anderson regarding the free health premiums, looking at the data pre and post. Kaua'i is the only county with this option to help with retention and recruitment. The exact cost is not yet known, but they think that it will be a financially sound thing to do. There will be a signing of the supplemental agreement with unions. It is for one year. September 1, 24 to June 30, 25.</p> <p>With no further questions from the commission, Vice Chair Lorenzo moved on to the next agenda item.</p>	
<p>Business</p>	<p><u>CSC 2024-17 Director of Human Resources Goals and Objectives for period July 1, 2024 to June 30, 2025. (on-going)</u></p> <ul style="list-style-type: none"> a) Review updated report with 05/07/24, 06/04/24, and 07/02/24 status information. b) Discussion and possible decision-making on other related matters. 	<p>Ms. Gotelli moved to accept the CSC 2024-16 Director's report. Ms. O'Leary seconded the motion. Motion carried 5:0.</p>
<p>Executive Session</p>	<p>Pursuant to Hawaii Revised Statutes §92-4, the commission may hold executive meetings closed to the public upon an affirmative vote, taken at an open meeting, of two-thirds of the members present; provided the affirmative vote constitutes a majority of the members to which the board is entitled. Any meeting closed to the public shall be limited to matters exempted by section 92-5. The reason for holding such a meeting shall be publicly announced and the vote of each member on the question of holding a meeting closed to the public shall be recorded and entered into the minutes of the meeting. Pursuant to Hawaii Revised Statutes §92-7(d), after posting of the commission meeting agenda the commission may add an item to the agenda, including an executive meeting closed to the public, by an affirmative two-thirds recorded vote of all members to which the board is entitled; provided that no item shall be added to the agenda if it is of reasonably major importance and action thereon by the board will affect a significant number of persons. Items of reasonably major importance not decided at a scheduled meeting shall be considered only at a meeting continued to a reasonable day and time.</p>	

SUBJECT	DISCUSSION	ACTION
	<p><u>BUSINESS</u> ES-01 Pursuant to Hawai‘i Revised Statutes §92-4, 92-5(a)(2) and (4), the commission requests an Executive Session to consider the draft evaluation of the Director or Human Resources evaluation where consideration of matters affecting the privacy of the Director will be involved, and to consult with the Deputy County Attorney on the Commission’s powers, duties, privileges, immunities, and/or liabilities as they relate to this agenda item.</p>	<p>Ms. Gotelli moved to go into executive session at 3:30pm. Ms. Keyes-Saiki seconded. Motion carried 5:0</p>
<p>Return to Open Session</p>	<p>Vice Chair Lorenzo called the Open Session back to order at 3:40pm</p> <p>Administrator Ching summarized the actions the Commission took in Executive Session. The Commission voted unanimously to amend the HR Director’s evaluation and approving the draft evaluation report as amended.</p>	
<p>Business</p>	<p><u>CSC 2024-18 Discussion and possible action on a salary increase for the Director of Human Resources.</u></p> <p>Administrator Ching went over the table from the Salary Resolution. She stated that the Salary Commission sets the salary and the commission can approve an increase up to the maximum, \$142,776.00, but not over.</p> <p>A motion was made by Ms. O’Leary and seconded by Mr. Crowell to increase the salary to the maximum amount. Ms. Gotelli suggested to amend the motion to include effective 7/1/24.</p> <p>Ms. Gottelli praised the work that HR Director Anderson has done and the Commissioner’s agreed, appreciating the changes that have been made, training, recruitment and retention, as well as responding to employees needs. It was also recognized that her peers have confidence in her by making her a lead in the negotiations with ocean safety union.</p>	<p>Ms. O’Leary moved to increase the HR Director’s salary to the maximum amount, \$142,776.00. Mr. Crowell seconded.</p> <p>Ms. O’Leary amended the motion to increase the HR Director’s salary to the maximum amount, \$142,776.00 effective 7/1/2024. Mr. Crowell seconded the amended motion. Motion carried 5:0</p>
<p>Announcements</p>	<p>Next Meeting: Tuesday, September 3, 2024 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766</p>	
<p>Adjournment</p>		<p>With no objections from the commission Vice Chair Lorenzo adjourned the meeting at 3:51 p.m.</p>

Submitted by: _____
Anela Davis, Administrative Specialist

Reviewed and Approved by: _____
Aimee Lorenzo, Vice Chair

- Approved as circulated.
- Approved with amendments.

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

**September 3, 2024 Meeting
Report Covering July/August 2024**

Mahalo to the Commissioners

I met with the Chair and Vice Chair to review my performance evaluation. I very much appreciate your comments and support. Also, a big Mahalo for approving a pay raise. It too is much appreciated.

Goal 1--Policies—New or Revised

- Finalized the Performance Testing Policy. In collaboration between the Recruitment and Safety Divisions, there is now a standardized testing procedure, with the creation of a manual reflecting all positions and the equipment involved with the performance testing. Communication to those impacted has occurred.
- Continue to revise all HR documents including policies to ensure gender neutral terms (on-going).

[Goal 1, Objectives G1A., G1B., & G1.D, Success Measurements 1, 2, & 3.]

Goal 2--Workday and HRMS Project

- The design phase of the Workday Recruitment and Performance Modules is almost complete with Accenture providing a demonstration of the new system. The next phase is to test and determine if there are any changes that should be made. The roll out of new modules is on schedule pursuant to the terms set forth in the vendor contracts.
- Continued weekly meetings to address the list of desired improvements to Workday payroll and time and attendance.

[Goal 2, Objectives G2A, G2B, & G2C, Success Measurements 1, and 2.]

Goal 3--Training Priorities

- Exploring the use of Manager Dashboard in Workday for instructional aids and videos. Looking a possible multiple dashboards to avoid overload. Seeking input from the departments in order to meet their needs.
- Recruitment and payroll staff are in the process of participating in relevant training webinars for their particular areas of work.
- HR Staff is working with a number of departments to coordinate trainings specific to their needs.

[Goal 3, Objectives G3A., G3B., Success Measurements 1, 2, & 3.]

Goal 4--Employee Complaints, Grievances, Grievance Arbitrations, Lawsuits

- Step 2 Grievance hearing held re disputed resignation.
- Various meetings held with deputy county attorney to prepare for three separate grievance arbitration hearings.

- One internal complaint received regarding discrimination, harassment, and retaliation. Met with representative to discuss next steps.
- One complaint received from member of the public regarding Transportation Agency and bus driver conduct; HR staff assisting the Agency in responding to the complaint.

[Goal 4, Objective G4A. & G4B.; Success Measurement 2.]

Goal 5--Recruitment and Retention

- With the upcoming implementation of the new free medical premiums, all job positions have been revised to start with the following new statement: “The County of Kauai announces Free Health Care Premium Coverage for employees and their families beginning September 1, 2024 including medical, prescription drug, vision and dental plans.”
- Recruitment staff met with the Department of Finance to discuss their supervisory organizational structure at Driver’s Licensing to create succession pathways for entry level positions and produce qualified applicants internally.
- No change in last month’s vacancy rate of 16.4% (217 vacancies out of 1,328 positions). It should be noted that there were a number of internal promotions and transfers, along with new hires and terminations, resulting in the “no change”.

[Goal 5, Objectives G5A. & G5B., Success Measurement 1.]

Goal 6—Union Negotiations and Interest Arbitration Hearings

- The first bargaining session with one bargaining unit was held on Oahu on August 19, 2024, with others to follow thereafter.

[Goal 6, Objectives G5A. & G5B., Success Measurements 1, 2, & 3.]

Miscellaneous

- To show our appreciation for our summer intern, a going back to college luncheon was held in her honor with most of the HR team in attendance.

Monthly Report from HR Divisions/Sections

Administrative Services and Benefits

- Provided guidance to departments on various personnel issues, including internal investigations, disciplinary actions, performance reviews and improvement plans, employee assistance program (EAP), conflict/complaints, attendance/leave, benefits, ADA accommodations, personnel transactions, etc.
- Special Open Enrollment for the Mayor’s initiative on offering 100% Premium Coverage for Health Care coverage concluded on July 26, 2024. Approximately 186 employees made changes during this Special Open Enrollment Period.
- New Hires:
 - 1 Administrative Assistant II
 - 1 Emergency Services Dispatcher I
 - 1 Janitor II
 - 1 Laborer I
 - 1 Ocean Safety Officer I (exempt)
 - 1 Park Caretaker I
 - 1 Park Security Officer I
 - 1 Solid Waste Worker I
- Exit Interviews (Retirees): 2 of 2
- TDI Applications 1 approved
- Family Leave: 4 approved
- Leave Sharing: 1 approved
- Reference Checks: 16
- Employment Verifications: 16

Employee Development and Health Services

- Provided guidance to department supervisors and employees on various safety-related issues and concerns including drug/alcohol abuse and testing; coordinating various trainings.
- Eight (8) new workers’ compensation claims were filed this month.
- Trainings:
 - Safety Training – Bloodborne Pathogens training for new hire.
 - First Aid Training for Parks and Recreation.
 - Equipment/Driver Training: CDL Training (ongoing)
 - Pump Truck
 - Dump Truck
 - Hook Lift
 - Bucket Truck
- Safety inspections completed for the Parks and Recreation – Kauai Veterans Cemetery and Vidinha Stadium on July 24, 2024. Inspection reports were provided to the department for review and mitigation.

HR Manager, Classification and Pay and Labor Relations

- Reallocations Processed: Accountant II to Accountant III
Accountant II to Economic Development Specialist II

Accounting Technician to Accountant Trainee
 Administrative Assistant I to Administrative Assistant II
 Automotive Mechanic I to Heavy Vehicle & Construction
 Equipment Mechanic Trainee
 Bus Driver to Van Driver (Substitute)
 Economic Development Specialist II to Payroll Specialist II
 Cashier I to P & R Administrative Aide
 Criminalist I to Crime Scene Specialist Trainee
 DMV Operations Supervisor to DMV Assistant Operations
 Supervisor
 Driver License Examiner II to Driver License Examiner I
 Janitor II to Automotive Storekeeper I
 Liquor Control Investigator II to Liquor Control Investigator
 Trainee
 Police Services Officer to Police Officer I
 Pool Guard to Pool Guard Trainee (2)
 Program Compliance Specialist to Program Administrative Officer I
 Tax Collections Supervisor to Accounting Assistant
 Tax Relief Services Technician to Tax Clerk
 Victim/Witness Counselor Trainee to Victim/Witness Counselor I
 Water Services Investigator I to Water Services Investigator II
 None
 • Desk Audits
 • New Classes Adopted: Transit Dispatcher I
 Transit Dispatcher II
 Transit Dispatcher III
 • Administrative Reviews: None
 • Class Amendments Completed: Program Administrative Officer I
 Program Administrative Officer II
 Repair Shop Supervisor
 Victim/Witness Counselor I
 Victim/Witness Counselor II
 Victim/Witness Counselor III
 Victim/Witness Counselor Trainee

Recruitment and Exam

- Recruitment staff met with Councilmember Bulosan to discuss the department’s Internship Program to see if he wishes to continue offering support including more funding in the upcoming budget (if elected). He was previously instrumental in recommending and obtaining Council approval to provide additional funding for the Program this fiscal year.
- Division Head attended webinar on “Job Ad Writing Seminar” with helpful tips to revamp County job postings especially now that we will be moving to a new recruitment platform (Workday); all recruitment staff have been assigned to view the recording
- Recruitment: Account Clerk
 Accountant I
 Accountant II
 Accountant III (Exempt)

Accountant Trainee
Accounting Technician
All Hazards IMT Leader (Exempt)
Assistant Water Plant Operator
Automotive Mechanic I
Automotive Storekeeper (Exempt)
Bus Driver (Substitute) (Exempt)
Civil Engineer I
Civil Engineer II
Civil Engineer III
Civil Engineer IV
Civil Engineer V
Civil Engineer VI
Code Enforcement and Permit Operations Clerk
Computer Systems Support Technician I
Council Services Assistant I (Exempt)
Detention Facility Worker (Exempt)
Driver License Examiner I
Driver License Examiner II
EEO/ADA Compliance Officer/Investigator
Election Clerk (Exempt)
Electrician (Exempt)
Electronic Tradesperson
Emergency Services Dispatcher I
Equipment Operator III
Golf Course Groundskeeper
Groundskeeper
Heavy Automotive and Construction Welder
Heavy Vehicle and Construction Equipment Mechanic I
Heavy Vehicle and Construction Equipment Mechanic II
Housing Assistance Specialist III (Exempt)
Human Resources Specialist II
Investigator (Exempt)
Janitor II
Janitor Working Supervisor
Laborer I
Landfill Laborer I
Legal Clerk III
Liquor Control Investigator I
Liquor Control Investigator II
Liquor Control Investigator Trainee
Ocean Safety Officer I
Park Caretaker I
Parking Enforcement Worker
Parks and Recreation Administrative Aide (Exempt)
Police Lieutenant

Process Server
Program Specialist I
Program Specialist II
Public Information Specialist I
Public Safety Worker I
Refuse Collection Equipment Operator
Repair Shop Supervisor
Sexual Assault Forensic Nurse Examiner (SAFNE) (Exempt)
Special Executive Officer of Emergency Management (Exempt)
Tax Collection Supervisor
TVR Specialist (Exempt)
Utility Worker (Exempt)
Van Driver (Substitute) (Exempt)
Victim/Witness Counselor II
Water Meter Mechanic Helper

- Lists Referred to Departments:

Accountant II
Accountant III
Accountant Trainee
All Hazards IMT Leader (Exempt)
Assistant Water Plant Operator
Automatic Sprinkler System Repairer
Automotive Mechanic I
Automotive Storekeeper (Exempt)
Bus Driver (Exempt)
Bus Driver (Substitute) (Exempt)
Civil Engineer I
Council Services Assistant I (Exempt)
Deputy Prosecuting Attorney (Exempt)
Detention Facility Worker (Exempt)
Disaster Assistance Principal Project Manager (Exempt)
Election Clerk (Exempt)
Electrician (Exempt)
Emergency Services Dispatcher I
Fire Program Manager (Exempt)
Golf Course Groundskeeper
Groundskeeper
Heavy Automotive and Construction Equipment Welder
Housing Assistance Specialist III (Exempt)
Investigator (Exempt)
Janitor II
Janitor Working Supervisor
Laborer I
Legal Clerk III
Liquor Control Investigator I
Liquor Control Investigator Trainee
Ocean Safety Officer I

Park Caretaker I
Parking Enforcement Worker
Parks and Recreation Administrative Aide (Exempt)
Plant Electrician Helper
Public Safety Services Secretary
Public Safety Worker I
Senior Clerk
Sexual Assault Forensic Nurse Examiner (SAFNE) (Exempt)
Solid Waste Worker I
Special Executive Officer of Emergency Management (Exempt)
Supervising License Examiner and Inspector
Tax Collection Assistant
TVR Specialist (Exempt)
Utility Worker (Exempt)
Van Driver (Substitute) (Exempt)

- Written Exams Administered: Account Clerk
Assistant Water Plant Operator (2)
Emergency Services Dispatcher I (4)
Janitor Working Supervisor
Liquor Control Investigator Trainee (2)
Pipefitter Helper
Plant Electrician Helper
Police Services Officer
Public Safety Worker I (2)
Supervising License Examiner and Inspector
- Oral Exams Administered: None
- Performance Exam Administered: None
- Administrative Reviews: None

Payroll

- Assumption of timekeeper duties for the Department of Public Works is scheduled for full transition at the end of October. Have established timelines and transitions dates including planning, learning, shadowing, and audit phases.
- Training is being scheduled as well as training materials for those in Department of Public Works.
- Continued learning on creation of new types of Workday reports for use by departments.
- Continued work on “Laundry List” to improve end user access (ongoing).

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- July Gross Payroll:

15th	\$	4,532,546
EOM	\$	5,203,116
EUTF ACTIVE	\$	-
EUTF ACTIVE - DOW	\$	-
EUTF OPEB	\$	-
EUTF RETIREE	\$	-
ERS (RETIREMENT)	\$	2,403,468
SOC. SEC./MEDICARE	\$	508,276
PTS SS SAVINGS	\$	15,976

EEO/ADA/Investigator

- New Hire Orientation Presentation (Virtual)
- Updated investigation report
- Research public use of handicap parking and responded to public member who inquired
- Review and research re accessibility issue

Goals and Objectives Report – COK Civil Service Commission
 Director of Human Resources Annette Anderson – Period of July 1, 2024 to June 30, 2025

Goal #1 – Conduct review of Human Resources policies to determine if policies should be revised and/or new policies created. Develop communications action plan for staff, including any future updates on policies.			
Objectives	Success Measurements	Desired Outcome	Status
<p>G1A. Identify any Human Resources policies that should be revised and any gaps in existing policies.</p> <p>G1B. Draft and implement revised and/or new policies as deemed necessary.</p> <p>G1C. Assure that revised and/or new policies are communicated to County personnel and/or intended audience.</p> <p>G1D. Schedule systemic review of policies as technology and systems are implemented.</p>	<ol style="list-style-type: none"> 1. Revised and/or new policies as implemented as needed. 2. Revised and/or new policies are successfully communicated to County personnel and/or intended audience. 3. Include in Director’s reports to the CSC a list of policies to be revised and/or created. 4. Assess effectiveness of communication to County personnel and/or intended audience. 	<p>Policies reflect best industry practices and meet the legal/operational needs of the County of Kauai. Policies are continually reviewed and amended to meet evolving circumstances and are successfully communicated to County personnel. Gaps in existing policies are closed and smooth system of Human Resources effected.</p>	<p>08/06/24-G1A,G1B&G1D-1,2,3&4: <u>Policies—New or Revised</u></p> <ul style="list-style-type: none"> • Recruitment staff are drafting an Oral Exam Policy while implementing a pilot program to administer oral (versus written) exams for a variety of positions. • Recruitment, Classification and Labor Division staff are reviewing the respective sections in 1) the Rules of the Director and 2) Civil Service Commission rules to determine if amendments are necessary. • Payroll division explored the option/need for a policy pertaining to compensatory cash out upon transfer between departments. • The Employee Development and Health Services unit is reviewing the Health and Safety Policy for potential revisions, which includes multiple areas pertaining to safety (e.g., Respirator Protection, Bloodborne Pathogens, Hearing Conservation, Hazard Communication, etc.).

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Goal #2 – Review and monitor the Human Resources Management System (HRMS) Project.			
Objectives	Success Measurements	Desired Outcome	Status
<p>G2A. Continue to “tweak” the Workday HRMS for full implementation throughout the County workforce.</p> <p>G2B. Continue to integrate and implement additional modules of the Workday HRMS.</p> <p>G2C. Continue to address individuals and/or departments experiencing problems or seeking improvements with the Workday HRMS.</p>	<ol style="list-style-type: none">1. Timelines and benchmarks are established and met for the completion of the work.2. Detailed monthly progress updates are provided to the CSC in the Director’s report.	<p>Complete the implementation of the HRMS to realize the full benefits of the system.</p>	<p>08/06/24-G2A,G2B&G2C-1&2: <u>Workday and HRMS Project</u></p> <ul style="list-style-type: none">• Continued meetings and development of the Workday Recruitment Module with Accenture.• Starting to meet with Accenture to work on the development of the Workday Performance module for distributing and maintaining employee evaluations.• With the help of IT staff, have been able to successfully remove I-9 forms (authorization to work in the U.S.) from existing system for future reference when we transition to the new Workday modules.• Continued weekly meetings to address the list of desired improvements to Workday payroll and time and attendance.

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Goal #3 – Identify training priorities for Department of Human Resources staff and/or staff from other departments including developing plan for delivery of the training.

Objectives	Success Measurements	Desired Outcome	Status
<p>G3A. Work with HR Department staff and/or other departments to assess data to determine where training is needed to address gaps in knowledge/skills. <u>i.e.</u> grievances, retention etc.</p> <p>G3B. Based on assessment, develop a training program with instructional strategies for HR Department staff and/or other departments to address improvements in knowledge/skills.</p>	<ol style="list-style-type: none">1. For HR staff training, provide appropriate training to enhance the skills of HR staff members, and inquire of staff as to other types of desired training.2. For staff in other departments, work with department/division heads to identify training needs for the Department.3. A training program is developed to address the priority training needs.	<p>County Staff are better equipped to meet the needs of the County of Kauai.</p>	<p>08/06/24-G3A,G3B-1,2&3: <u>Training Priorities:</u></p> <ul style="list-style-type: none">• County-wide offered training, Thriving in Hawaii’s Culture” by Alt Kagesa, held on June 28, 2024.• Leadership Training for Police provided by Dale Carnegie on July 8, 2024, and will continue for 8 weekly sessions through August 26, 2024.

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Goal #4 – Review employee complaints, union grievances/arbitrations, and lawsuits in an effort to identify common root causes and implement appropriate training programs designed to address the most frequent root causes.

Objectives	Success Measurements	Desired Outcome	Status
<p>G4A. Review complaints, union grievances/arbitrations, and lawsuits filed over the past three years, if possible, to identify most frequent root causes, if any.</p> <p>G4B. Work with Department Heads and key management personnel to review most frequent root causes, if any, and assess whether related training is needed.</p> <p>G4C. Based on assessment of training needs, if any, develop trainings program for impacted County of Kauai departments to address highest priority root causes.</p>	<ol style="list-style-type: none"> 1. Three year, if possible, review is completed and frequent root causes, if any, are identified. 2. A training plan/schedule is developed and implemented. 3. Claims are reduced over time. 4. Bi-annual progress reports are provided to the CSC including statistics on the number of HR related complaints, union grievances/arbitrations, litigation/lawsuits and settlements or awards (for which HR has knowledge) 	<p>Employee complaints, union grievances/arbitrations, and lawsuits are reduced for the County of Kauai, saving money, time, resources and creating a more positive work environment for all employees.</p>	<p>08/06/24-G4A-4: <u>Employee Complaints</u></p> <ul style="list-style-type: none"> • Step 2 Grievance hearing held for employee claiming denial of an overtime opportunity. • Two Step III Grievances submitted for denial of overtime for promotional interview both in same department but not the department above.

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Goal #5 – Refine and optimize recruitment and retention.			
Objectives	Success Measurements	Desired Outcome	Status
<p>G5A. Identify best practices to optimize recruitment and retention functions.</p> <p>G5B. Prioritize and implement necessary changes.</p>	<ol style="list-style-type: none">1. Develop a plan for implementation with timelines and benchmarks.2. Quarterly progress reports are provided to the CSC.	<p>The County of Kauai has a strategy in place to recruit and retain a robust workforce with the right individuals in the right positions that minimizes vacancies.</p>	<p>08/06/24-G5A&G5B-1: <u>Recruitment and Retention</u></p> <ul style="list-style-type: none">• The current vacancy rate is 16.4% (217 vacancies out of 1,328 positions). It should be noted that the FY 2025 budget added 18 new positions, which contributed to the increase in the number of vacancies.• The recruitment division continues to explore all options to reduce the vacancy rate, knowing that the labor market shortage is certainly not unique to the County.• The human resources directors from all the employer jurisdictions (State and Counties) continue to meet on a regular basis to share ideas on ways to improve recruitment and retention.

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Goal #6 – Participate in State-wide union negotiations and interest arbitration hearings.			
Objectives	Success Measurements	Desired Outcome	Status
<p>G6A. Participate in union negotiations and interest arbitration hearings for eight bargaining units, for new contract period commencing 7/1/2025.</p> <p>G6B. Cast votes on behalf of the mayor regarding bargaining proposals and counter-proposals.</p>	<ol style="list-style-type: none"> 1. Attendance at employer caucuses in Oahu and/or virtually. 2. Attendance at negotiations and interest arbitration hearings. 3. Update the CSC on attendance, although subject matters discussed during employer caucuses and negotiations/interest arbitrations are confidential. 	<p>To assure that the interests of the County of Kauai are addressed and discussed during the collective bargaining process.</p>	<p>08/06/24-G6A&G6B-1, 2, & 3: <u>Union Negotiations and Interest Arbitration Hearings</u></p> <ul style="list-style-type: none"> • The employer group and the eight bargaining units will have exchanged their respective bargaining proposals as of July 31, 2024. The first bargaining session is planned for late August for one unit, with others to follow thereafter.