

LINDA CROCKETT LINGLE
Mayor



92-09

RAYMOND Y. KOKUBUN
Director

KENNETH T. TAIRA
Deputy Director

COUNTY OF MAUI
DEPARTMENT OF PERSONNEL SERVICES

200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793

February 18, 1992

Honorable Linda Crockett Lingle
Mayor, County of Maui
Wailuku, Hawaii 96793

For transmittal to:

Mr. Robert H. Nakasone, Chairman
Charter Review Commission
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Nakasone:

Pursuant to your request for a synopsis of the operations of the Department of Personnel Services, we transmit the following information:

1. Overview of the department's role and responsibilities. See Attachment 1.
2. Functional Chart. See Attachment 2.
3. Organizational chart of department personnel. See Attachment 3.
4. Annual report for the fiscal year 1990-1991. See Attachment 4.

Sincerely,



RAYMOND Y. KOKUBUN
Director of Personnel Services

RYK:cm
Attachments



COUNTY OF MAUI
DEPARTMENT OF PERSONNEL SERVICES
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793

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DEPARTMENT OF PERSONNEL SERVICES
ROLE AND RESPONSIBILITIES

Organization:

Consists of a Civil Service Commission appointed by the Mayor with the approval of the County Council, a Director of Personnel Services appointed by the Commission, and a staff of thirteen employees at present.

Functions and Responsibilities of the Department:

1. Classification and Pay Administration--Position classification is the systematic grouping of similar positions into classes for convenience in personnel management and administration such as recruitment, testing, pay administration, training, budgeting, etc.
2. Recruitment and Examination--Major activities of these functions are:
 - a. Recruiting applicants for County employment,
 - b. Constructing, administering, scoring, and evaluating examinations for civil service positions, and
 - c. Establishing and maintaining eligible lists of candidates for civil service positions.
3. Transactions and Records--Responsible for verification and certification of various personnel transactions such as adjustments in compensation of employees following their promotion, demotion, etc. Maintain centralized personnel files of all employees.
4. Employee Development and Training--Assist operating departments in developing and implementing appropriate employee training programs; administer the County's service and incentive awards program.
5. Collective Bargaining--Represent Employer (Mayor) at the bargaining table and in the contract administration process which includes interpreting collective bargaining agreements and advocating employer's position in contract arbitrations.
6. Workers' Compensation and Safety--Overall administration of County loss control/safety program including monitoring of workers' compensation activity, work rehabilitation program, and County temporary disability insurance program.
7. Special Projects--Monitoring Fair Labor Standards compliance; conducting new employee orientation sessions; conducting exit interview program; developing DPS computer system enhancement; conducting administrative studies to evaluate effectiveness and adequacy of departmental programs.

