

CIVIL SERVICE COMMISSION
COUNTY OF MAUI
200 South High Street
Wailuku, Hawai'i 96793

RECEIVED
2008 FEB 28 AM 11:40
OFFICE OF THE
COUNTY CLERK

PUBLIC NOTICE OF MEETING	
<u>COMMISSIONERS:</u> Brian A. Cremer, Chair (Wailuku) Gene E. Moore (Lahaina) Carol A. Summers (Kula) Barbara J. Haliniak (Moloka'i) (5th seat--vacant)	<p>Pursuant to Chapter 92, Hawai'i Revised Statutes, as amended by Act 271, Session Laws of Hawai'i 1984</p> <p>NOTICE IS HEREBY GIVEN by the Civil Service Commission of the County of Maui, State of Hawai'i, of its regular meeting and executive meeting scheduled for:</p> <p>DATE: Wednesday, March 5, 2008</p> <p>TIME: 9:00 a.m.</p> <p>PLACE: Department of Personnel Services Conference Room 629 Kalana O Maui (County Building) 200 South High Street Wailuku, Hawai'i 96793</p>
<p>AGENDA ITEMS ARE SUBJECT TO CANCELLATION. For a confirmation of the meeting date and time, please contact commission staff at the Department of Personnel Services.</p> <p>ORAL OR WRITTEN TESTIMONY on any agenda item will be accepted prior to the discussion of each agenda item. If written testimony is submitted at the meeting, eight copies are requested.</p> <p>INDIVIDUALS PLANNING TO ATTEND THE MEETING who have special needs or require an accommodation that would assist in their successful participation in the meeting, <i>i.e.</i>, large print, taped materials, sign language interpreter, accessible parking, etc. should call the Department of Personnel Services at least two working days in advance.</p> <p>DOCUMENTS ON FILE WITH THE COMMISSION, which may include correspondence relating to the agenda items below, may be inspected prior to the meeting date. Photocopies may be ordered, subject to charges imposed by law (Maui County Code, Section 2.64.010). Contact the Department of Personnel Services to make arrangements for inspection or photocopying of documents.</p>	

Agenda - Regular Meeting

1. CALL TO ORDER
2. ROLL CALL
 - A. Mahalo and aloha to Commissioner Gene Moore for his five years of dedicated service as a member of the Civil Service Commission from April 2003 to March 31, 2008.
 - (1) Memorandum dated February 14, 2008 from the Mayor's Office attaching an appreciation letter and proclamation for transmittal to Commissioner Gene Moore.

3. APPROVAL OF FEBRUARY 14, 2008 MINUTES
4. PUBLIC TESTIMONY
5. COMMISSION REFERRAL:
 - A. Department of Personnel Services' proposed FY 2008-2009 budget for review and approval.
6. LAST REPORT BY COMMISSIONER GENE MOORE RE HIS ATTENDANCE AT THE SALARY COMMISSION'S SUBCOMMITTEE AND REGULAR MEETINGS.
 - A. Review and approve letter dated March 5, 2008 to the Salary Commission regarding the selection of Commissioner Carol Summers to replace and succeed Commissioner Gene Moore as the Civil Service Commission's representative at the Salary Commission's meetings.
 - B. Review and approve draft response to the Salary Commission's February 1, 2008 letter concerning the updated salary model as it pertains to the proposed increases for the Director and Deputy Director of Personnel Services.
7. DIRECTOR'S MONTHLY REPORT:
 - A. Update on human resources, payroll, and time and attendance system project.
 - B. Updated vacancy report.
 - C. Report on the Salary Commission's regular meetings.
 - D. Results of one-stop recruitment for police radio dispatchers held on Saturday, February 23, 2008.
 - E. Reminder: Annual updated financial disclosure statements due April 15, 2008.
8. SCHEDULE NEXT MEETING DATE & DISCUSS NEXT MEETING BUSINESS
 - A. Next meeting date: Wednesday, April 2, 2008.
9. ADJOURN REGULAR MEETING AND MOVE INTO EXECUTIVE MEETING, CLOSED TO THE PUBLIC, FOR THE PURPOSES OF: (1) CONSIDERING SENSITIVE MATTERS RELATING TO PUBLIC SAFETY OR SECURITY; (2) EXERCISING THE ADJUDICATORY FUNCTION OF THE COMMISSION and (3) CONSULTING WITH THE COMMISSION'S ATTORNEY ON QUESTIONS AND ISSUES PERTAINING TO ITS POWERS, DUTIES, PRIVILEGES, IMMUNITIES AND LIABILITIES PURSUANT TO SECTION 11-102-6, RULES OF THE CIVIL SERVICE COMMISSION, AND SECTIONS 91-9, 92-4, 92-5(a)(4) & (6) and 92-6(a)(2)(D), HAWAII REVISED STATUTES.

Agenda - Executive Meeting

1. APPROVAL OF FEBRUARY 14, 2008 MINUTES

2. SENSITIVE MATTERS:

A. Employee Assistance Program

- (1) Quarterly utilization report for the period ended December 31, 2007.

3. ADJUDICATORY FUNCTION:

A. New Appeal:

- (1) CSC-AP #2008-2, Appeal concerning involuntary demotion from Pipefitter II to Pipefitter I.
 - (a) Letter dated February 20, 2008 acknowledging receipt of appeal.
 - (b) Letter dated February 20, 2008 transmitting copy of appeal to the Director of Water Supply.
 - (c) Schedule hearing date.

B. Pending Cases:

- (1) CSC-AP #2008-1, Appeal concerning non-acceptance of application for Equal Employment Opportunity Specialist, Exam No. 2007-93.
 - (a) Letter dated February 6, 2008 acknowledging receipt of appeal.
 - (b) Notice of hearing letter dated February 14, 2008 to appellant scheduling hearing for April 2, 2008; return receipt received.
- (2) CSC-AP #2007-8, Appeal concerning non-selection to Landfill Attendant position, Exam No. 2007-40.
 - (a) Review and approve Decision and Order as drafted by Supervising Deputy Attorney General James Halvorson.

C. Adjudicated Appeal:

- (1) CSC-AP #2007-7, Appeal concerning removal of name from Police Officer I eligible list, Exam No. 2007-66.
 - (a) Letter dated February 26, 2008 to Deputy Corporation Counsel Adrienne Heely, attorney for respondents, transmitting copy of partial transcript of hearing.
 - (b) Letter dated February 27, 2008 from Deputy Corporation Counsel A. Heely requesting clarification on the Civil Service Commission's February 15, 2008 Decision and Order.

D. HRS Chapter 91 Contested Case Hearing:

- (1) CSC-AP #2007-5, Appeal against the Director of Personnel Services concerning rejection of application for Exam No. 2007-96, Computer Systems Support Technician I.
 - (a) Letter dated September 14, 2007 to appellant scheduling appeal hearing on November 7, 2007; return receipt received.
 - (b) Letter dated October 23, 2007 from appellant requesting a continuance of the appeal hearing and enclosing her position statement and Exhibits A - C.
 - (c) Letter dated October 30, 2007 from respondent concerning appellant's request for continuance.
 - (d) Respondent's position statement.
 - (e) Department of Personnel Services' staff report.
 - (f) Respondent's first amended position statement.
 - (g) Letter dated November 7, 2007 granting appellant's request for postponement and rescheduling hearing from November 7, 2007 at 10:00 a.m. to January 10, 2008 at 12:00 noon.
 - (h) Letter dated January 25, 2008 to appellant confirming and rescheduling January 10, 2008 hearing to March 5, 2008 at 10:00 a.m.

- (2) CSC-AP #2007-6, Appeal against the Director of Public Works concerning non-selection to Administrative Services Assistant I position in the Department of Public Works, Highways Division, Wailuku District.
 - (a) Notice of Hearing Letters dated October 3, 2007 to appellant and respondent Director of Public Works scheduling appeal hearing for December 6, 2007 at 10:00 a.m.
 - (b) Position statements and exhibits received from appellant and respondent.
 - (c) December 6, 2007 hearing cancelled due to inclement weather and lack of quorum.
 - (d) Letters dated January 25, 2008 to appellant and respondent Director of Public Works rescheduling appeal hearing to March 5, 2008 at 10:00 a.m.
 - (e) Letter dated February 27, 2008 from Deputy Corporation Counsel Adrienne Heely, attorney for respondent, requesting a 90 day or three month stay to resolve outstanding issues.


4. ADJOURNMENT

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I HEREBY CERTIFY that this notice was filed in the Office of the County Clerk of the County of Maui at least six calendar days prior to the time and date of the forthcoming meeting; and FURTHER CERTIFY that the notice was filed in the office of the Department of Personnel Services of the County of Maui which is the office of the Civil Service Commission of the County of Maui, and posted on the bulletin boards of the Department of Personnel Services on the sixth floor of the County Building (Kalana O Maui) at 11:40 A.M. on this 28th day of February, 2008 which is at least six calendar days prior to the date and time of the forthcoming meeting.

Any inquiries, contact commission staff (Corinne Muraoka) at the office of the Department of Personnel Services, County of Maui, 200 South High Street, Room 623, Wailuku, Hawai'i, during office hours from 7:45 a.m. to 4:30 p.m., Monday through Friday, except on holidays, by phone: 270-7850, fax: 270-7969 or e-mail: personnel.services@co.maui.hi.us. Moloka'i residents may call toll-free at 1-800-272-0117; Lāna'i residents: call 1-800-272-0125.

BRIAN A. CREMER, Chairperson,
Civil Service Commission

By 
Lynn G. Krieg
Director of Personnel Services

Received and filed in the Office of the County Clerk of the County of Maui at 11:40 A.M. on this 28th day of February, 2008.


For: COUNTY CLERK, COUNTY OF MAUI