

PREPARED BY:

David L. Baker 7/10/91  
DEPARTMENT HEAD DATE

APPROVED BY:

Roy Um... 7-10-91  
CHAIRPERSON, CIVIL SERVICE COMM DATE

APPROVED BY:

[Signature] 7/15/91  
MANAGING DIRECTOR DATE

CIVIL SERVICE COMMISSION  
DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI

(FUNCTIONAL CHART)

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[Signature]

CIVIL SERVICE COMMISSION

Adopt rules and regulations to carry out the civil service laws of the State; hear and decide appeals in accordance with law by any officer or employee aggrieved by any action of the Director or appointing authority, except as otherwise provided by HRS Chapter 89; advise the Mayor and Director on personnel administration; represent the public interest in the improvement of personnel administration in the civil service; make investigations concerning the administration of personnel policies in the civil service. [Chapters 76, 77, 82, 83 and 91, HRS; Chapter 2, Civil Service R & R; Section 8-9.4, Charter, County of Maui]

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MANAGING DIRECTOR DATE

OFFICE OF THE DIRECTOR
<p>Direct and supervise all the administrative and technical activities of the department to include but not limited to position classification and pay, recruitment and examination, personnel transactions, employee development and training, labor management, workers' compensation, safety, and temporary disability insurance (TDI); develop and administer the personnel management program for the County; prescribe rules and regulations to carry out the intent of the Civil Service laws of the State; represent the Mayor in labor negotiations and in carrying out the provisions of the collective bargaining law; represent the Employees' Retirement System of the State; conduct organizational and management studies as assigned by the Mayor. [Chapters 76, 77, 78, 79, 80, 81, 82, 83, 89, 89C, 91, 386 and 392, HRS; Chapters 1-15, Civil Service R &amp; R; Section 8-9.3, Charter, County of Maui; HOSHA rules/regs HRS Title 12-51-1]</p>

OFFICE OF THE DIRECTOR  
DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI

(FUNCTIONAL CHART)

TECHNICAL SUPPORT SERVICES
<p>Provide technical and clerical support to the Director and professional staff; audit and certify personnel and pay transactions; coordinate certification and transaction activities with other departments; maintain the integrated Personnel/Payroll Information System; maintain a personnel roster and personnel files on all employees in the Civil Service; provide a wide range of technical support in the area of classification, recruitment, examination and certification, workers' compensation, safety, and temporary disability insurance; type, edit, proof and score examinations; prepare and update eligible and certification lists; verify and screen information required on applications; edit and type all reports, letters, memoranda, etc., maintain files and records. [Chapters 76, 77, 78, 79, 80, 82, 89, 89C, 386, and 392, HRS; Chapters 1-15, Civil Service R &amp; R; Section 8-9.3, Charter, County of Maui; HOSHA rules/regs HRS Title 12-51-1]</p>

PROFESSIONAL SUPPORT SERVICES
<p>Develop and maintain a position classification and pay plan; establish various kinds and levels of classes together with appropriate specifications; review class standards to include minimum qualification requirements; allocate and reallocate positions; assign classes to the appropriate pay range; recruit and screen applications for employment; develop and maintain job related examinations; administer examinations; establish eligible lists and recommend certification of eligibles for appointment; determine the status of employees involved in various personnel transactions; conduct ongoing training program to include new employee and pre-retirement orientation; provide statistical and analytical data and reports for collective bargaining purposes; review, participate in and make recommendations on grievances; interpret the collective bargaining contract; conduct staff and management studies as assigned; administer the workers' compensation, safety, and temporary disability insurance (TDI) programs in accordance with the goals and objectives of the County within the framework as set by the rules and regulations of federal, state, and county laws and policies governing these programs. [Chapters 76, 77, 78, 79, 80, 81, 82, 89, 89C, 386 and 392, HRS; Chapters 1-15, Civil Service R &amp; R; Section 8-9.3, Charter, County of Maui; HOSHA rules/regs HRS Title 12-51-1]</p>

PREPARED BY:

*David Lytle* 7/10/91  
DEPARTMENT HEAD DATE

APPROVED BY:

*Roy Umeno* 7-10-91  
CHAIRPERSON, CIVIL SERVICE COMM. DATE

APPROVED BY:

*Arnold K. Wunder* 7/10/91  
MANAGING DIRECTOR DATE

CIVIL SERVICE COMMISSION  
DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI

(ORGANIZATION CHART)

<u>CIVIL SERVICE COMMISSION</u>	
<u>Member</u>	<u>Term Expire</u>
Roy T. Umeno, Chair	3/31/91 <sup>94</sup>
Alvin P. Alcordo, V-Chair	3/31/95
John I. Hanchett	3/31/92
Arnold K. Wunder	3/31/93
Alice Fraser	3/31/96

PREPARED BY:

Ray Lyttel 7/10/91  
DEPARTMENT HEAD DATE

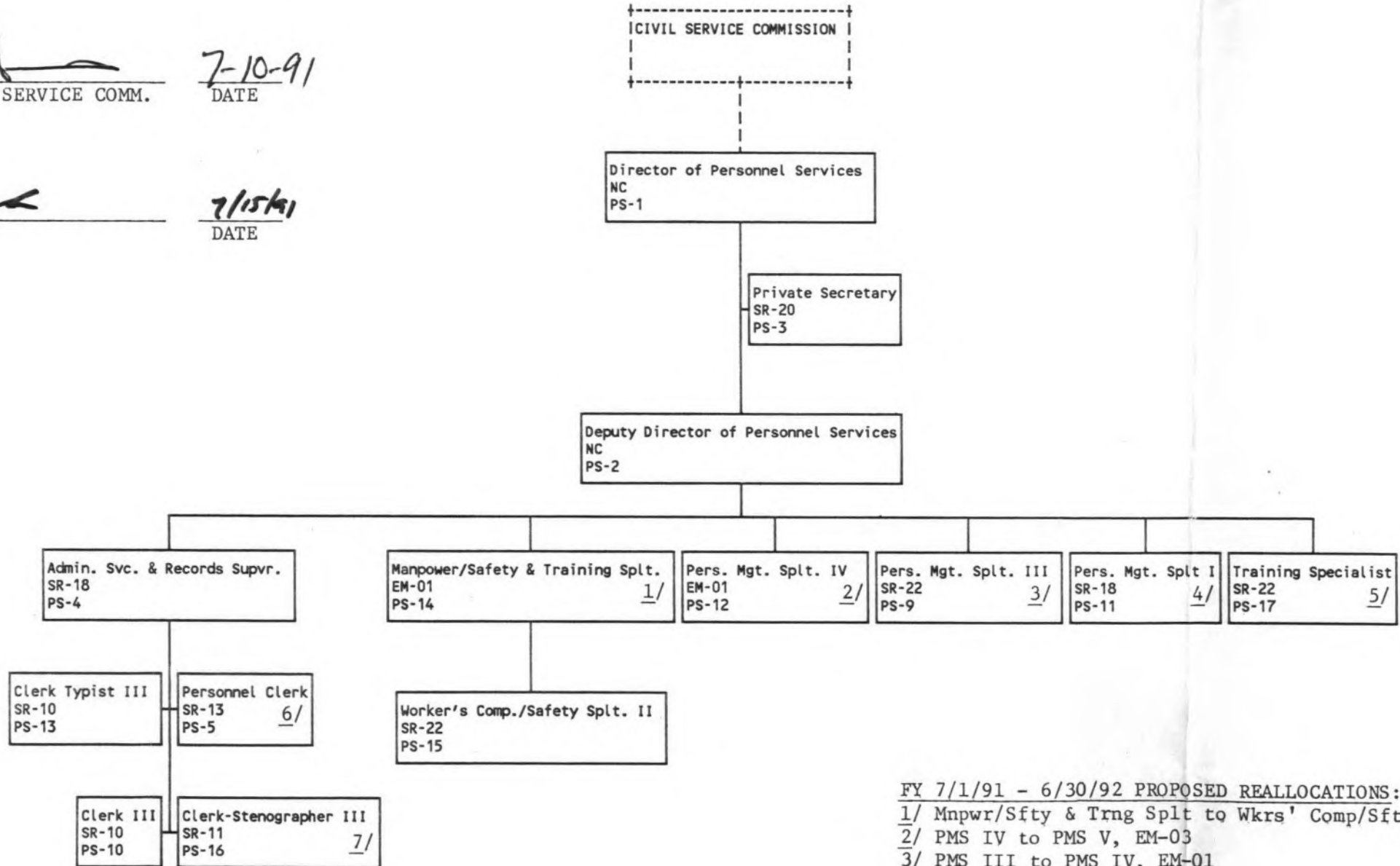
APPROVED BY:

Ray T. W. 7-10-91  
CHAIRPERSON, CIVIL SERVICE COMM. DATE

APPROVED BY:

James H. ... 7/15/91  
MANAGING DIRECTOR DATE

DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI  
(ORGANIZATION CHART)



FY 7/1/91 - 6/30/92 PROPOSED REALLOCATIONS:

- 1/ Mnpwr/Sfty & Trng Splt to Wkrs' Comp/Sfty Prgm Ofcr, EM-03
- 2/ PMS IV to PMS V, EM-03
- 3/ PMS III to PMS IV, EM-01
- 4/ PMS I to PMS II, SR-20
- 5/ Trng Splt to Trng Coord., SR-24
- 6/ Pers. Clk to Pers. Tech., SR-15
- 7/ Clk-Steno III to Pers. Clk, SR-13