

DEPT OF PUBLIC SAFETY  
CORRESPONDENCE CONTROL

LOG NO. 2021 - 1545

GOV. Referral No.: \_\_\_\_\_  
DIR Suspende: \_\_\_\_\_

**SUBJECT:**  
FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND  
FUNCTIONAL STATEMENT CHANGE FOR STAFF SERVICES  
SUPERVISOR POSITION 43660

TO: MAX OTANI, DIR  
THRU: BMO DEP-E *6* ASO-MA *WS* DEP-A *MM*  
FROM: WILLIAM OKU, SHERIFF *WS*  
DATE: 5/10/2021

- \_\_\_\_\_ INFO ONLY
- \_\_\_\_\_ PLEASE SEE ME
- \_\_\_\_\_ COMMENTS & RECOMMENDATIONS
- APPROPRIATE ACTION
- \_\_\_\_\_ REPLY FOR \_\_\_\_\_ SIGNATURE
- \_\_\_\_\_ RECOMMENDED APPROVAL/DISAPPROVAL
- \_\_\_\_\_ PLEASE SIGN
- \_\_\_\_\_ FAXED TO \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_\_\_ COPIES GIVEN TO: \_\_\_\_\_

CROSS REF. NO.: 2021-929

REMARKS:

*5/11/2021 - TO OPERATING BUDGET FOR ANALYSIS AND COMMENT. NA*  
*Please see OB's attachment. RW*  
*5/12/21 - TO PMO CLASSIFICATION & LABOR RELATIONS. MG*  
*8/4/21 - RETURNED TO MA FROM DEP-A.*  
*8/4/21 - TO PMO FOR LABOR RELATIONS COMMENT. UNION CONSULT? R*

FILE DESIGNATION: \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_ DATE MAILED OUT: \_\_\_\_\_

PSD 1008 (11/04/1998)

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LOG NO. 2021 - 1545



## Checklist for Organization and Functional Statement Changes

This checklist will assist stakeholders in navigating the reorganization process and must remain with both the Request to Initiate and the Final Approval request proposals. The following actions shall be completed and initialed by the designated reviewer(s) in sequence:

**Request to Initiate:** When appropriate, reviewer remarks are made by inserting an addendum page detailing comments and concerns.

1. MA Review request for format and completeness. (Management Analyst)
2. W Provide comments with addendum page. (Operating Budget)
3. W <sup>4/12/2021</sup> Provide comments with addendum page. (HRO Classification Only)
4. MA Review remarks and prepare recommendations for BMO review. (MA)
5. MA After the Director's decision, return the proposal to the Management Analyst. A file copy is made and the original returned to the initiating program. (MA)

4/16  
4/19

**Final Approval Request:** When appropriate, the reviewers will attach a narrative analysis within the proposal as an addendum page.

1. MA Review proposal for format and completeness. (Management Analyst)
2. MA Determine if a Division level organizational segment is being created, abolished, or being changed. If so, indicate on the addendum page or cover sheet that the governor's approval is necessary. (MA)
3. W <sup>5/11/2021</sup> Are the changes cost neutral at the program I.D. level? If not, indicate if the governor's approval is necessary on an addendum page. (Operating Budget)
4. W <sup>5/11/2021</sup> Are alternative funding resources available within the scope of the programs authority to execute the reorganization? (Operating Budget)
5. MA Return to the Management Analyst for review. Determine if position variances will need to be approved by the director or the governor, under Administration Directive 18-03 and Administrative Directive 19-02. If the change proposal requires Governors' approval, consider providing an advance draft to B&F/DHRD for consultation. (Operating Budget & MA)
6. W <sup>5/13/2021</sup> Are changes in classification reflected in the proposed reorganization consistent with state-wide classification policies and procedures established by DHRD? (HRO Classification)

5/11/21

5/12/21

5/13/2021

Note: Labor Relations questions 7, 8, and 9 only apply if HRO determines Labor Relations consultation is necessary. If the request requires the governor's approval, Labor Relations determination will take place **after** the proposal returns from the Governor's Office. If this proposal requires the governor's approval, skip to the bottom of the checklist to "Governor's Approval (Non-Delegated)."

7. Y *Unless HE is expected to complain, you can process.* Will the personnel filling any affected employee positions be affected by the proposed organizational or functional statement change requiring union consultation? (Program coordination with HRO Labor Relations)

8.  Has consultation taken place about the proposed reorganization, and has the proposed change been disseminated within the affected organizational units to include impacted employees? These discussions must be documented and a summary attached as an addendum to the final proposal. (Program coordination with HRO Labor Relations)

9.  Consultation occurred with the Collective Bargaining (CB) representatives and has union input been considered for the Request for Final approval. If appropriate, the initiating program may consider revisions to the proposal based on the results of the consultation. (HRO Labor Relations)

10. M Is the proposed organizational *structure* appropriate for the organizational functions to be performed consistent with Administrative Directive 19-02? (MA)

11. M Are supervisory relationships accurately reflected and appropriate for the performance of functions and consistent with Administrative Directive 19-02? (MA)

12. AS Review remarks and prepare recommendations for BMO review (MA)

13. M After the Director's decision on a delegated organizational and functional statement change, please return the signed proposal to the Management Analyst. (Director's Office)

14. Copies of the changes shall be electronically disseminated to the Office of the Governor, Office of the Lt. Governor, B&F, and DHRD. (MA)

15. M Return the final approved request to the initiating program and apply changes to the organizational charts and the functional statements on file. (MA)

### Governor's Approval (Non-Delegated):

(Continued from Request for Final approval)

7. \_\_\_\_\_ Receive feedback from DHRD and B&F after draft review. (MA)

May 5, 2021

TO: Max N. Otani, Director

THROUGH: Jordan Lowe, Deputy Director of Law Enforcement **↓**  
 Teresita V. Fernandez, Business Management Officer

FROM: William Oku Jr., Sheriff **WO**

SUBJECT: FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND  
 FUNCTIONAL STATEMENT CHANGE

  X   Delegated Change  
       Non-Delegated Change

**Purpose:** Request final approval of a change to the organization or functional statement of the Staff Services Supervisor II, Position #43660 to reflect the change to Staff Services Supervisor III.

**Reference(s):** This request for final approval complies with the State of Hawaii Administrative Directive 19-02, *Effecting Organizational and Functional Statement Change*.

**Detailed Program Rational and Justification:** The Staff Services Supervisor II (SSS II) position oversees (2) Human Resource Assistant IV, (2) Account Clerk III, and (3) Office Assistant III and provides technical supervision to the Staff Services Assistant I (SSSA I) at the Airport Section. The SSS II also provides guidance and assistance to the neighbor island Account Clerks. Being that the SSA I is a working supervisor with one staff subordinate and the SSS II's supervision of (7) other subordinates, variance to the Staff Services Supervisor III level for Position #43660 is justified

**Position(s) Affected:**

<u>Position Number</u>	<u>Current Classification</u>	<u>Salary Range</u>	<u>BU</u>	<u>FTE</u>	<u>Vacant/Filled</u>
43660	Staff Svc. Sup. II	SR-16	03	1.0	Filled

**Major Program Segment(s) and Functions Affected:**

Position #43660, Staff Services Supervisor II, SR-16, BU84, Step J, \$60,768 at the Staff Services Section, to variance as a Staff Services Supervisor III, SR-18, BU 84, Step J, \$65,760

**Alternatives Considered:**

N/A



**Programmatic Impact:**

N/A

**Point of Contact:**

William Oku, Sheriff (808)587-2652 or [William.oku@hawaii.gov](mailto:William.oku@hawaii.gov)

Recommendation and final approval of proposed Organizational Change:

RECOMMEND: *to defer approval based on May 28, 2021 FY2022 Budget Instructions. See recommendation & memo attached*


APPROVED       DISAPPROVED

  
\_\_\_\_\_  
Teresita V. Fernandez  
Business Management Officer

*8/9/21*  
\_\_\_\_\_  
Date


RECOMMEND: *recommend approval for change*

APPROVED       DISAPPROVED

  
\_\_\_\_\_  
Jordan Lowe  
Deputy Director for Law Enforcement

*8/9/21*  
\_\_\_\_\_  
Date


APPROVED       DISAPPROVED

  
\_\_\_\_\_  
Max N. Otani  
Director

*8/13/2021*  
\_\_\_\_\_  
Date


August 5, 2021


TO: Tessie Fernandez, Business Management Officer

FROM: Matthew Sutton, Management Analyst 

SUBJECT: SHERIFF DIVISION; FINAL REQUEST TO APPROVE ORGANIZATIONAL AND FUNCTIONAL CHANGE FOR STAFF SERVICES SUPERVISOR II, POSITION #43660, SR-16

1. This request for organizational change complies with Department Administration Policy and Procedures, ADM.01.03, *Effecting Organizational and Functional Statement Changes*.

2. Forwarded with the recommendation to defer approval. This proposed increase in base salary over the current authorized level of position classification aligns the position to the actual supervisory responsibilities of the incumbent. 

3. Operating Budget: A Cost Neutrality Assessment (CNA) and review of the department *FY 2022 Budget Execution Policies and Instructions and Full Year Allotment memorandum dated May 28, 2021*, prescribes that reallocations and redescrptions over the authorized level of a position classification increasing base salary should be deferred. Reallocations and redescrptions over the authorized level of a position classification increasing base salary must be submitted for a Budget Request for Legislative consideration. 

4., Personnel Classification: According to the Classification Specification for a Staff Services Supervisor III, SR-18, the employee typically oversees an office size between five and nine clerical subordinates.

5. Labor Relations: The Staff Services Supervisor II, position #43660 is an exempt status, and no union consultation is recommended.

6. Point of contact is Matthew Sutton at 587-3476, or email: [matthew.e.sutton@hawaii.gov](mailto:matthew.e.sutton@hawaii.gov)



RW

5.11.2021  
2021-1545

**Budget Office Reorg Recommendation**

**Final Organizational and Functional Statement Change:**

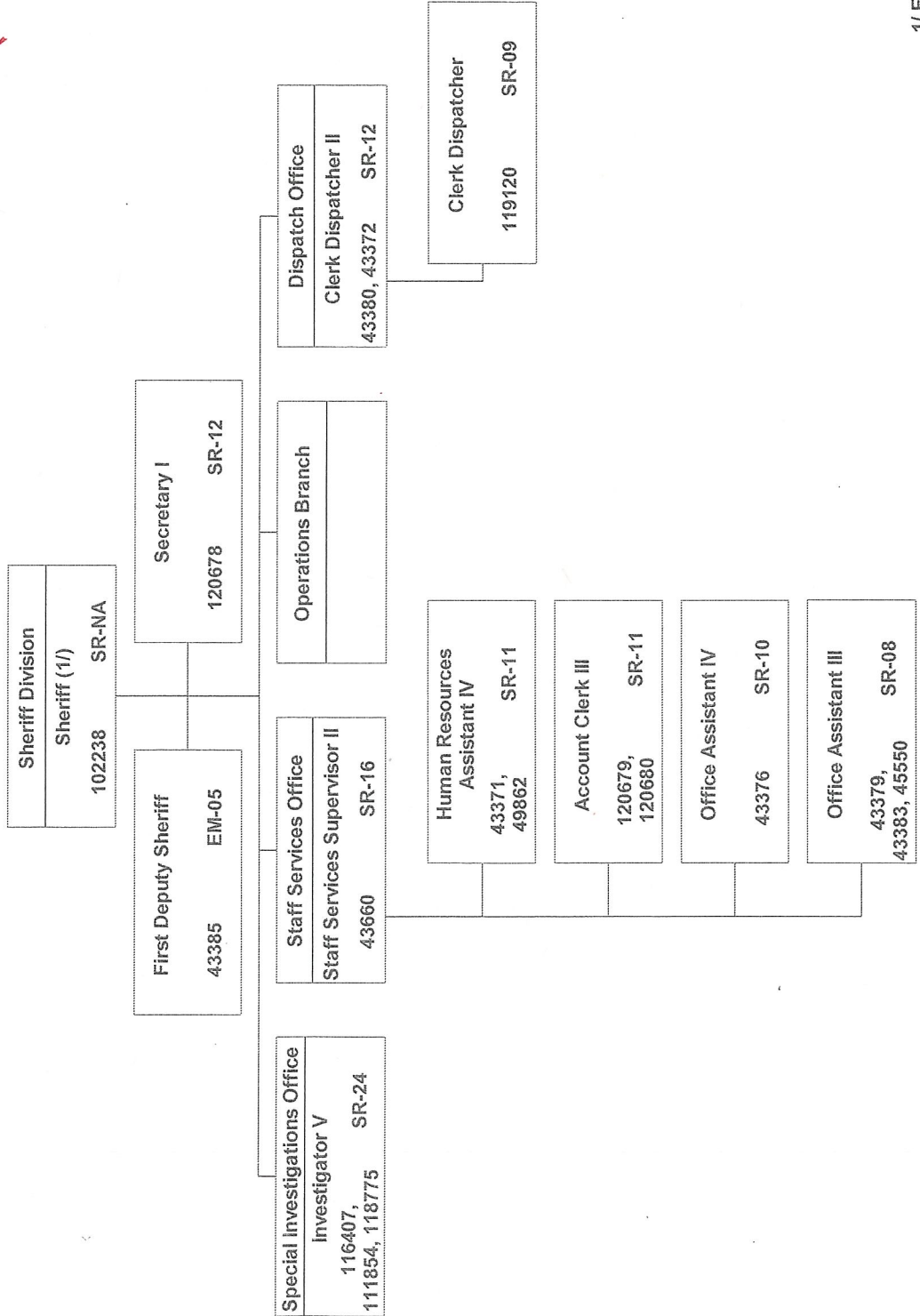
- Starting FY22, HB200 CD1 reduces PSD 503 by 35.00 positions and \$1,728,550 in general funds (\$1,496,700 payroll funds and 231,850 operating funds). My office recommends that this request be put on hold.
- The number of positions located in SD-Staff Services Office is also being reduced. Starting July 1, 2021 position #43660 will only supervising five positions.

STATE OF HAWAII  
 DEPARTMENT OF PUBLIC SAFETY  
 OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT  
 SHERIFF DIVISION  
 STAFF SERVICES OFFICE  
 DISPATCH OFFICE  
 OPERATIONS BRANCH

APPROVED  
 September 2, 2020

POSITION ORGANIZATION CHART

June 30, 2020  
 Page 86

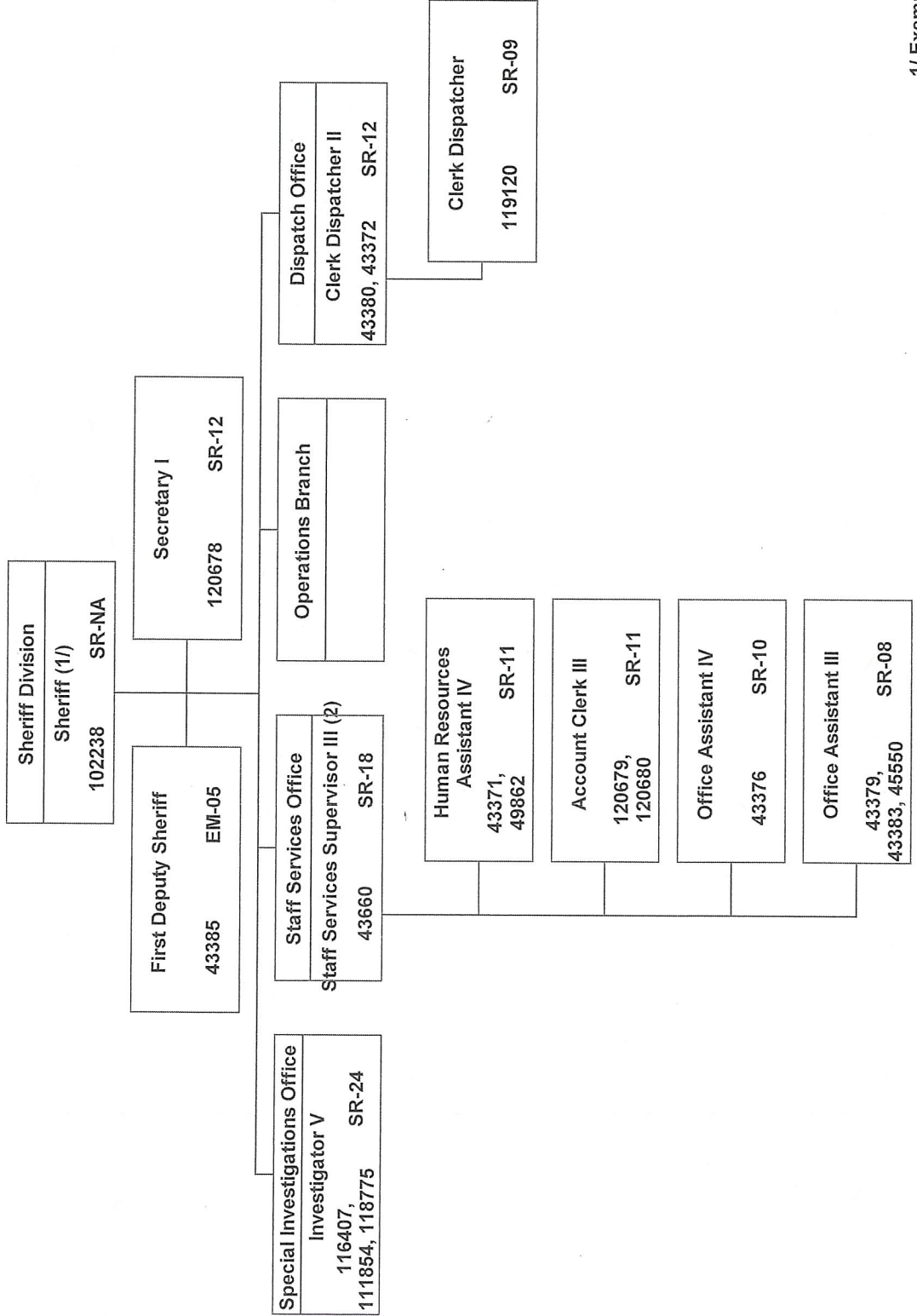




STATE OF HAWAII  
 DEPARTMENT OF PUBLIC SAFETY  
 OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT  
 SHERIFF DIVISION  
 STAFF SERVICES OFFICE  
 DISPATCH OFFICE  
 OPERATIONS BRANCH

POSITION ORGANIZATION CHART

PROPOSED



1/ Exempt Position  
 2/ Staff Services Supervisor II to III

May 28, 2021

TO: DAs, BAs, Wardens, SOs, HPA and CVCC

FROM: Max N. Otani, Director 

SUBJECT: **FY 2022 BUDGET EXECUTION POLICIES AND INSTRUCTIONS AND FULL YEAR ALLOTMENT**

The Governor has not yet sent out Budget Execution Policies and Instructions for FY 2022. However, to give every program adequate time to complete their FY 2022 Expenditure Plan, we are sending out guidelines based on Executive Memorandum (EM) 20-08 *FY 21 Budget Execution Policies and Instructions*. HB200 HD1SD1CD1, the Budget Bill that appropriates funds for Fiscal Biennium 2021-2023, has not yet signed by the Governor. Programs will be updated after the bill is signed and becomes an Act.

As in FY 2021, only critical, high priority expenditures should be made in order to minimize potential budget shortfalls. Programs will be updated and provided a copy of the FY 2022 Budget Execution Policies and Instructions once they are received from the Department of Budget & Finance (B&F).

**Attachment 1** is your programs' s full year allotment. This allotment takes into consideration the 2021 Legislature's action not to fund all the unfunded positions under Act 9, Session Laws of Hawaii (SLH) 2020. Please work with your Budget Analyst to get a list of positions that were unfunded by Act 9, SLH 2020.

This allotment amount may be adjusted, if the Governor imposes restrictive actions that affect our financial resources.

Each program is responsible for staying within their allotment. Deficit budgeting is not allowed. Your expenditure plan must balance with the allotment given. Each program is responsible for absorbing any allotment shortfalls. Full-year expenditure plans should include detailed position actions and a narrative of what expenses your program will reduce or delay to stay within budget.

As part of your expenditure plan, programs will be allowed to move allotment from operating to payroll only. My approval through your respective Division Administrator and Deputy Director is required to move allotment from payroll to operating.

An Expenditure Plan template can be found on the PSD Intranet site under Administration Division: Operating Budget. [http://intranet/psd\\_intranet.php](http://intranet/psd_intranet.php)

Expenditure plans should be updated as the fiscal year progresses. Programs should also monitor their payroll each pay period, and their fixed and variable operating costs throughout the year. Work with your Budget Analyst when shortfalls are anticipated.



The following items must be included and budgeted in your expenditure plan:

- Items paid via pCard
- Utility Bills
- Workers' Compensation payments
- Uniform/Weapons Allowance (as applicable)

### **WORKFORCE CONTROL**

EM No. 20-01 *Amendment to Executive Memorandum No. 19-02, FY 20 Budget Execution Policies and Instructions dated April 3, 2020* and EM No. 21-01 *Amendment to EM No. 20-08, FY 21 Budget Execution Policies and Instructions, Workforce Control dated February 2, 2021* provide guidelines for position actions.

Deputy Directors, Division Administrators, Program Administrators and Wardens must seriously examine and weigh each request for position actions against the departmental budget and the overall fiscal condition of the State. The following general guidelines are provided.

- EM 20-08 imposed a hiring freeze on all budgeted positions, for all means of financing, with limited exceptions. Subsequently, EM 21-01 amended EM 20-08 to give departments the authority to approve the filling and extension of non-general funded budgeted positions. Therefore, the following PSD positions are exempt from the hiring freeze:
  1. Correctional Facilities and Correctional Programs Staff positions
  2. Deputy Sheriffs (all levels)
  3. Parole Officers (all levels)
  4. Investigators (all levels)
  5. Hearings Officers
  6. All non-general funded budgeted positions
  7. Other positions already approved by the Governor.
- Establishment of Special Projects with positions that are NOT budgeted should be limited to those statutorily required and where funding can be traded off.
- Reorganizations that request position variances increasing base salary over the authorized level of position classification should be deferred. Reallocations and redescrptions over the authorized level of a position classification increase base salary and must be submitted for a Budget Request for Legislative consideration.
- Programs who need to fill a vacant position not included in the exception above must submit a request through your Deputy Director for approval. Please coordinate with your Budget Analyst for additional guidance.

## TRAVEL

EM 20-08 instructed Departments to limit travel to essential purposes where teleconferences are not practical. Inter-Island and Out of State travel will only be approved for essential and/or contractually obligated travel included in the programs' budget.

## PURCHASES OF EQUIPMENT

Purchases of Equipment and Motor Vehicles will be limited to budgeted line items only and subject to availability of funding.

Based on EM No. 20-08:

1. The Governor's approval through the B&F is required for a single purchase of equipment and motor vehicles totaling \$100,000 or more for all means of funding, except those equipment and motor vehicles **budgeted** (authorized under HB200HD1SD1CD1) and those 100% Federally Funded.
2. To ensure that programs use their resources prudently, my approval through your Division Administrator and Deputy Director is needed for any single purchase of equipment and motor vehicles **\$5,000 and over** that is not budgeted (authorized by HB200HD1SD1CD1). All equipment and motor vehicle requests \$5,000 and over should use the PSD 1902 Form found on the PSD Intranet site under Administration Division: Operating Budget.

Requests needing Governor's approval must first be approved by me through your Division Administrator and Deputy Directors before they are sent to B&F. The ASO- Operating Budget Unit will finalize requests for Governor's approval through B&F. The template for Requests to Purchase Equipment/Motor Vehicle \$100,000 and over can be found on the PSD Intranet site under Administration Division: Operating Budget.

Purchase of Light Duty Vehicles (under 8,500 lbs. GVW) require the approval of the State Comptroller on form AMD-MP-007 available at <http://ags.hawaii.gov/automotive-management/motor-pool-branch/>. Submit through ASO-Procurement and Contracts Unit with a copy of the vehicle specifications.

Updates to the FY 2022 Budget Instructions will be posted on the PSD Intranet site under Administration Division" Operating Budget.

## CONTRACTS

- Only existing contract services that are part of your operating base will continue in FY 2022. Additional services for existing contracts that will increase cost must be reviewed and approved by your Division Administrator and Deputy Director.

- No new contracts for services will be allowed. Exception will be made for services that are of an emergency nature, statutorily mandated, or in response to health and safety protocols.
- Ensure that contracts contain appropriate language to allow early termination.

**SUBMISSION DEADLINE**

Expenditure Plans for FY 2022 shall be submitted through your Division Administrator and/or Deputy Director for approval, with an electronic copy forwarded to Ross Nogami of the ASO- Operating Budget Unit no later than **COB Wednesday, July 14, 2021**.

Thank you for your continued hard work as we face FY 2022 budget uncertainty. Should you or your staff have any questions, please contact your respective Budget Analyst.

c Deputy Directors

Attachment



STAFF SERVICES SUPERVISOR III

1.827

Duties Summary:

Plans, organizes, directs and coordinates administrative housekeeping services, and supervises clerical assistants; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for extensive administrative housekeeping services in support of program operations and activities in serving a divisional or district level program manager and program staff. A position in this class is located in a large office setting characterized by a greater level and scope of activity than is reflected in the next lower level and which may include the additional role of serving a managing board in the conduct of its affairs, assisting a principal staff officer at a departmental level, or assistance in a large county-wide program including supervising several clerical subordinates through a subordinate supervisor. Supervision is exercised over 5-9 clerical subordinates.

Examples of Duties:

Conducts staff services in budget, fiscal, personnel, contract services, building maintenance, purchasing and inventory, equipment assignment or use, and various clerical services, and advises the program manager and others; reviews operations, recommends changes in operating policies and procedures, and implements approved changes; directs and oversees processing and filing of correspondence and records; plans and directs relocation of program staff in new quarters, and rearrangement of office layout; serves as liaison on renovations and changes in telephone system; formulates budget estimates and prepares expenditure plans; monitors expenditures, reports unusual situations, and prepares justifications for transfer of funds; solicits and awards informal bids for services, materials, supplies and equipment; handles all building maintenance requests and control of special entry or use of buildings; coordinates and reviews requisitioning and purchases, and the quarterly and annual inventory of equipment; arranges the transfer and disposal of equipment; directs and coordinates personnel transactions forms and reports preparation, and recordkeeping; plans, organizes, assigns and directs the work of clerical subordinates; interviews and recommends applicants for clerical vacancies; provides training and evaluates performance; assigns or refers staff to assist other units or operations; may serve as recording secretary to a managing board.

PART I  
STAFF SERVICES ASSISTANT/SUPERVISOR SERIES  
1.825, 1.826, & 1.827

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Knowledge and Abilities Required:


Knowledge of: Office practices and procedures, including records maintenance and filing, word and mail processing, and reception and related services; use and operational maintenance of standard office equipment; administrative housekeeping services, including fiscal recordkeeping, budget preparation and control, purchasing and inventory, and personnel recordkeeping; principles and practices of supervision.

Ability to: Plan, organize, direct and coordinate administrative housekeeping services functions and activities; understand and apply developments in office automation; understand general program functions and activities; deal with a variety of administrative services, including securing a variety of services and seeking advice and assistance as necessary; deal effectively with program staff, members of the public, and subordinate staff; schedule and coordinate work in order to meet established and emergency deadlines; supervise and direct the work of subordinates, including providing training, evaluating the work of subordinates, and so forth.

Suspense: \_\_\_\_\_

April 16, 2021

TO: Tessie Fernandez, Business Management Officer

FROM: Matthew Sutton, Management Analyst 

SUBJECT: SHERIFF'S DIVISION; **REQUEST TO INITIATE** ORGANIZATIONAL  
AND FUNCTIONAL CHANGE TO STAFF SERVICES OFFICE  
POSITION VARIANCE

1. This request for organizational change complies with Department Administration Policy and Procedures, ADM.01.03, *Effecting Organizational and Functional Statement Changes*.
2. Forwarded recommending approval. The position variance will align the position to meet the criteria outlined in the Department of Personnel Services, Class Specifications which characterizes supervision exercised over 5-9 clerical subordinates. The variance will also lend consistency with other similar positions in the classification.
3. Upon approval/disapproval of this Request to Initiate, the Sheriff's Division will prepare a Request for Final Approval. The final approval process will include a more detailed analysis consisting of a Cost Neutrality Assessment (CNA), and a review by Labor Relations, which may lead to union consultation.
4. Point of contact is Matthew Sutton at 587-3476, or email: [matthew.e.sutton@hawaii.gov](mailto:matthew.e.sutton@hawaii.gov)



March 19, 2021

TO: Max N. Otani, Director

THROUGH: Jordan Lowe, Deputy Director of Law Enforcement  
Teresita V. Fernandez, Business Management Officer *JA*

FROM: William Oku Jr., Sheriff *WO*

SUBJECT: REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE, SHERIFF DIVISION

**Purpose:** The purpose of this request is to gain approval to proceed with the variance of Position No. 43660, Staff Services Supervisor II to Staff Services Supervisor III.

**Reference(s):** This request for organizational and/or functional statement meets the requirements outlined in State of Hawaii Administrative Directive 19-02, Policy and Procedures for Effecting Organizational and Functional Statement Changes.

**Brief Program Rationale and Justification:** The Staff Services Supervisor II (SSS II) position oversees (2) Human Resource Assistant IV, (2) Account Clerk III, and (3) Office Assistant III and provides technical supervision to the Staff Services Assistant I (SSA I) at the Airport Section. Being that the SSA I is a working supervisor with one staff subordinate and the SSS II's supervision of (7) other subordinates, variance to the Staff Services Supervisor III level for Position No. 43660 is requested.

**Position(s) Affected:**

<u>Position Number</u>	<u>Current Classification</u>	<u>Salary Range</u>	<u>BU</u>	<u>Vacant/</u>
43660	Staff Services Supervisor II	SR-16	84	Filled <i>Nalani Myers</i>

**Major Program Segment(s) and Functions Affected**

Position #43660, Staff Services Supervisor II, SR-16, BU 84, Step J, \$60,768 at the Staff Services Section, to variance as a Staff Services Supervisor III, SR-18, BU 84, Step J, \$65,760.

**Disposition:** Upon approval of this initial request, the program shall coordinate with the department management analyst to prepare a detailed Final Approval Request for Organizational and Functional Statement Change. The approved request to initiate shall be included with the final proposal request

Recommend Initiation of Organizational Change:

RECOMMEND:

APPROVED       DISAPPROVED



\_\_\_\_\_  
Teresita V. Fernandez  
Business Management Officer

4/16/21

\_\_\_\_\_  
Date

RECOMMEND:

APPROVED       DISAPPROVED



\_\_\_\_\_  
Jordan Lowe  
Deputy Director of Law Enforcement

4/16/21

\_\_\_\_\_  
Date

APPROVED       DISAPPROVED



\_\_\_\_\_  
Max N. Otani  
Director

4/16/2021

\_\_\_\_\_  
Date