

CORRESPONDENCE CONTROL

GOV. Referral No.: _____

DIR Suspend: _____

SUBJECT:

FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE

TO: MAX OTANI, DIR

THRU: DEP-E *§* BMO *[Signature]*

FROM: WILLIAM OKU, SHERIFF *m for:*

DATE: 7/1/2021

- _____ 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.: 2021-497

REMARKS:

ORIGINAL POSITION WAS PART OF DEPT. VACANCY REDUCTION. MEMO ATTACHED TO SHOW NEW POSITION #

*7/1/21 - TO OPERATING BUDGET, ADD THEN TO PMO CLASSIFICATION/LABOR RELATIONS. *MB**

*7/6/21 - See attachment *Recommendations m**

*7/13/21 - TO BMO *m**

FILE DESIGNATION: _____

DATE RETURNED: _____ DATE MAILED OUT: _____

** Please return to ASO-MA after Director approves/disapproves*

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. MB Review request for format and completeness. (Management Analyst)
2. OB Provide comments with addendum page. (Operating Budget)
3. RJ ^{3/3/2021} Provide comments with addendum page. (HRO Classification Only)
4. MB Review remarks and prepare recommendations for BMO review. (MA)
5. MB ^{3/5/21} ^{3/10/21} 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)

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

1. MB Review proposal for format and completeness. (Management Analyst)
2. MB 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. OB 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. OB Are alternative funding resources available within the scope of the programs authority to execute the reorganization? (Operating Budget)
5. MB 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. RJ ^{7/1/2021} Are changes in classification reflected in the proposed reorganization consistent with state-wide classification policies and procedures established by DHRD? (HRO Classification)

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)."

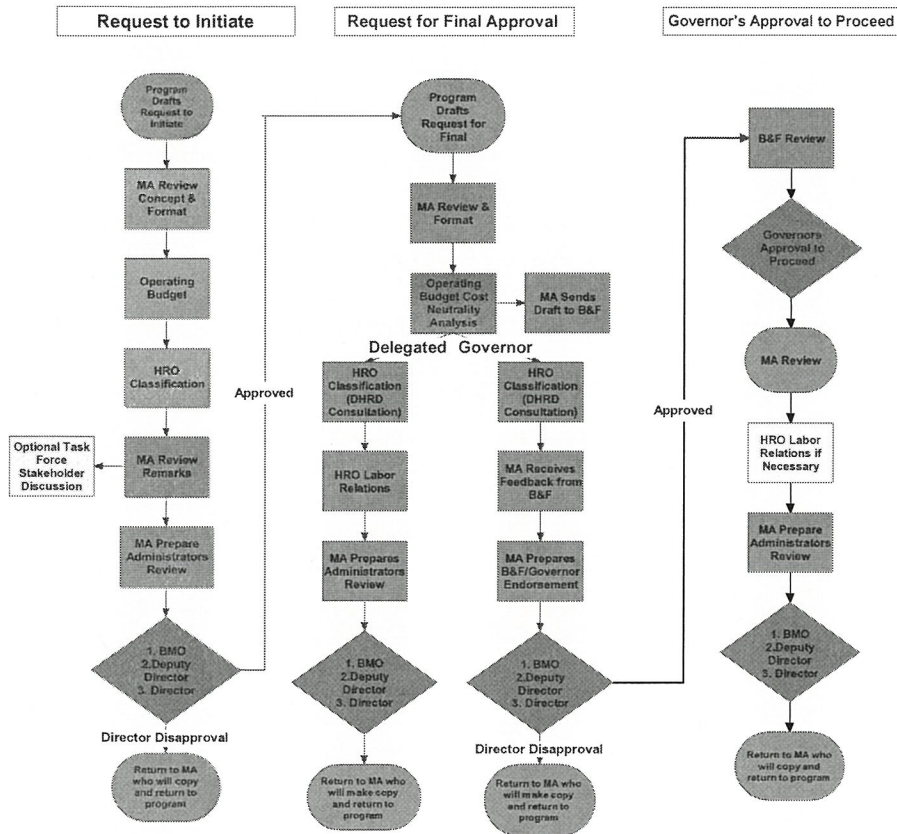
7. OR Will the personnel filling any affected employee positions be affected by the proposed organizational or functional statement change requiring union consultation? (Program coordination with HRO Labor Relations) *legislative account need to adjust*
8. NA Has consultation taken place about the proposed 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. NA 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. MA Is the proposed organizational *structure* appropriate for the organizational functions to be performed consistent with Administrative Directive 19-02? (MA)
11. MA Are supervisory relationships accurately reflected and appropriate for the performance of functions and consistent with Administrative Directive 19-02? (MA)
12. MA Review remarks and prepare recommendations for BMO review (MA)
- 7/16 13. MA 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)
- 7/16 15. MA 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)

8. _____ Draft department cover letter for Director's signature to be released to B&F/Governor through BMO and Deputy Director. (MA)
9. _____ **After** return of a favorable Governor's approval to proceed, the Final Request will be returned to the MA. The Request for Final approval will be forwarded to HRO to determine Labor Relations consultation. (MA)
10. _____ Is the proposed organizational *structure* appropriate for the organizational functions to be performed consistent with Administrative Directive 19-02? (MA)
11. _____ Are supervisory relationships accurately reflected and appropriate for the functions to be performed and consistent with Administrative Directive 19-02? (MA)
12. _____ Review remarks and prepare recommendations for BMO review (MA)
13. _____ 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. _____ Return the final approved request to the initiating program and apply changes to the organizational charts and the functional statements on file. (MA)



Request to Initiate:

1. No Labor Relations review.
2. Does not include Cost Neutrality Analysis.
3. No requirement for Position Description, but it's optional.

Request for Final Approval Delegated:

1. Cost Neutrality Analysis by Operating Budget Section.
2. At HRO discretion, the Final Request will include a Labor Relations determination.

Request for Final Approval Non-Delegated and to Governor:

1. Any Labor Relations requirement, as determined by HRO, will occur after the final request returns to the department for final review.
2. The Management Analyst (MA) will prepare the B&F/Governor request cover letter.

July 13, 2021

TO: Tessie Fernandez, Business Management Officer
FROM: Matthew Sutton, Management Analyst *MS*
SUBJECT: SHERIFF'S DIVISION; FINAL APPROVAL REQUEST
ORGANIZATIONAL AND FUNCTIONAL CHANGE FOR OFFICE
ASSISTANT III, POSITION 120681

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.** This organizational change will correct an Act 88, SLH 2021 legislative reduction that was for an actively filled position within the Sheriffs Division, Special Operations Section.
3. The final approval process included an analysis consisting of an Operating Budget Section Cost Neutrality Assessment (CNA), and a Personnel Classification and Labor Relations review.
4. Point of contact is Matthew Sutton at 587-3476, or email: matthew.e.sutton@hawaii.gov

ok
MS
7/13

W

7.6.2021
2021-2265

Budget Office Reorg Recommendation

Final Organizational and Functional Statement Change:

- The Budget Office recommends this request.
- Please note the following:
 - Corrected the salary on SD memo (see final re-org memo).

June 30, 2021

TO: Tessie Fernandez, Business Management Officer

THROUGH: Matthew Sutton, Management Analyst

FROM: William Oku, Sheriff

SUBJECT: SHERIFF DIVISION: REQUEST TO INITIATE ORGANIZATIONAL
AND FUNCTIONAL CHANGE TO VARIANCE OFFICE ASSISTANT III

The initial request provided Position No. 45550 as the proposed variance. During the Legislative Session, the position was included in the HB200 PSD 503 Reduction. The Sheriff Division will now use Position No. 120681 as the proposed variance and will be included in the final request.

June 30, 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 Office Assistant III, Position #120681 to reflect the change to Office Assistant IV

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 Office Assistant IV, Position #43378 was included in the vacancy reduction for PSD 503. Since this position is filled, we will variance Position #120681 from an Office Assistant III to an Office Assistant IV to be aligned with the incumbent's current position and compensation. The position is currently located in the Special Operations Section, Clerical Support Unit.

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>
120681	Office Assistant III	SR-08	03	1.0	Vacant

Major Program Segment(s) and Functions Affected:

Position #120681, Office Assistant III, SR-08, BU03, Step C, \$33,120 at the Special Operations Section, Clerical Support Unit, to variance as a Office Assistant IV, SR-10, BU 03, Step C, ~~\$33,120~~ *\$ 35,196 RA*

Alternatives Considered:

N/A

Programmatic Impact:

N/A

Point of Contact:

William Oku, Sheriff (808)587-2652 or William.Oku@hawaii.gov *W.O.*

Recommendation and final approval of proposed Organizational Change:

RECOMMEND:

APPROVED DISAPPROVED




Teresita V. Fernandez
Business Management Officer

*See ASO-OB & Mgmt Analyst
recommendation attached.*
7/12/21

Date

RECOMMEND:

APPROVED DISAPPROVED




Jordan Lowe
Deputy Director for Law Enforcement

7/13/21

Date

APPROVED DISAPPROVED



Max N. Otani
Director

7/14/2021

Date

HB200 HD1 SD1 CD1: PSD 503 Reduction

Program ID	Position #	Position Title	FTE	MOF	Budgeted	
					Amount	Impact Statement/Comments
PSD503	18097	DEPUTY SHERIFF II	1.00	A	74,208	Law Enforcement Recruit Class (LERC) 4/26/21
PSD503	21663	DEPUTY SHERIFF II	1.00	A	48,144	Law Enforcement Recruit Class (LERC) 4/26/21
PSD503	35795	DEPUTY SHERIFF II	1.00	A	50,100	Law Enforcement Recruit Class (LERC) 4/26/21
PSD503	43394	DEPUTY SHERIFF III	1.00	A	56,880	Promotional Exam Pending
PSD503	43446	DEPUTY SHERIFF II	1.00	A	48,144	Law Enforcement Recruit Class (LERC) 4/26/21
PSD503	43456	DEPUTY SHERIFF II	1.00	A	52,584	Law Enforcement Recruit Class (LERC) 4/26/21
PSD503	45550	OFFICE ASSISTANT III	1.00	A	30,240	Filled Lateral Tranfer 3/1/2021
PSD503	45570	DEPUTY SHERIFF II	1.00	A	48,144	Law Enforcement Recruit Class (LERC) 4/26/21
PSD503	49862	HUMAN RESOURCES ASSISTANT IV	1.00	A	34,020	
PSD503	116407	INVESTIGATOR V	1.00	A	59,616	
PSD503	117586	DEPUTY SHERIFF II	1.00	A	63,360	Law Enforcement Recruit Class (LERC) 4/26/21
PSD503	118516	DEPUTY SHERIFF II	1.00	A	52,584	Filled 1/19/2021
PSD503	118775	INVESTIGATOR V	1.00	A	59,616	
PSD503	118787	DEPUTY SHERIFF II	1.00	A	48,144	Filled 1/19/2021
PSD503	118961	DEPUTY SHERIFF II	1.00	A	52,584	Law Enforcement Recruit Class (LERC) 4/26/21
PSD503	120373	DEPUTY SHERIFF II	1.00	A	52,584	Law Enforcement Recruit Class (LERC) 4/26/21
PSD503	121051	DEPUTY SHERIFF II	1.00	A	48,144	Law Enforcement Recruit Class (LERC) 4/26/21
PSD503	122015	DEPUTY SHERIFF II	1.00	A	52,584	Law Enforcement Recruit Class (LERC) 4/26/21
Total			18.00		931,680	
PSD503	43378	OFFICE ASSISTANT III	1.00	A	30,240	PSD Executive Budget Reduction - PRA
PSD503	43379	OFFICE ASSISTANT IV	1.00	A	30,240	PSD Executive Budget Reduction - PRA
PSD503	91108V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91109V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91110V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91112V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91113V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91114V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91115V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91116V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91119V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91120V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91121V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91122V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91123V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91124V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
PSD503	91125V	SECURITY OFFICER I	1.00	A	33,636	PSD Executive Budget Reduction - PRA
Total			17.00		565,020	
Grand Total			35.00		1,496,700	

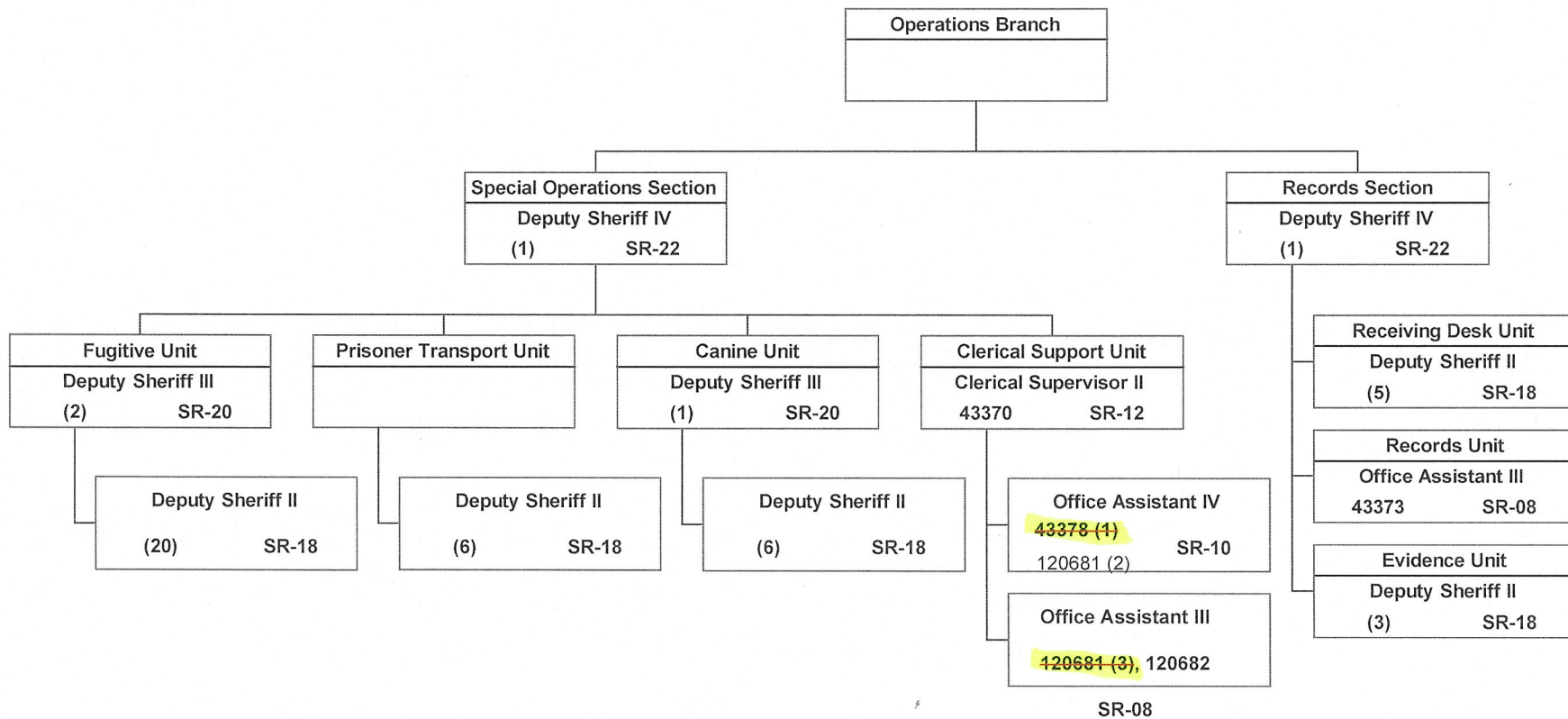
DIRECTOR

DATE

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR LAW
ENFORCEMENT SHERIFF DIVISION
OPERATIONS BRANCH
SPECIAL OPERATIONS SECTION
RECORDS SECTION

PROPOSED POSITION ORGANIZATION CHART

June 30, 2020
Page 88



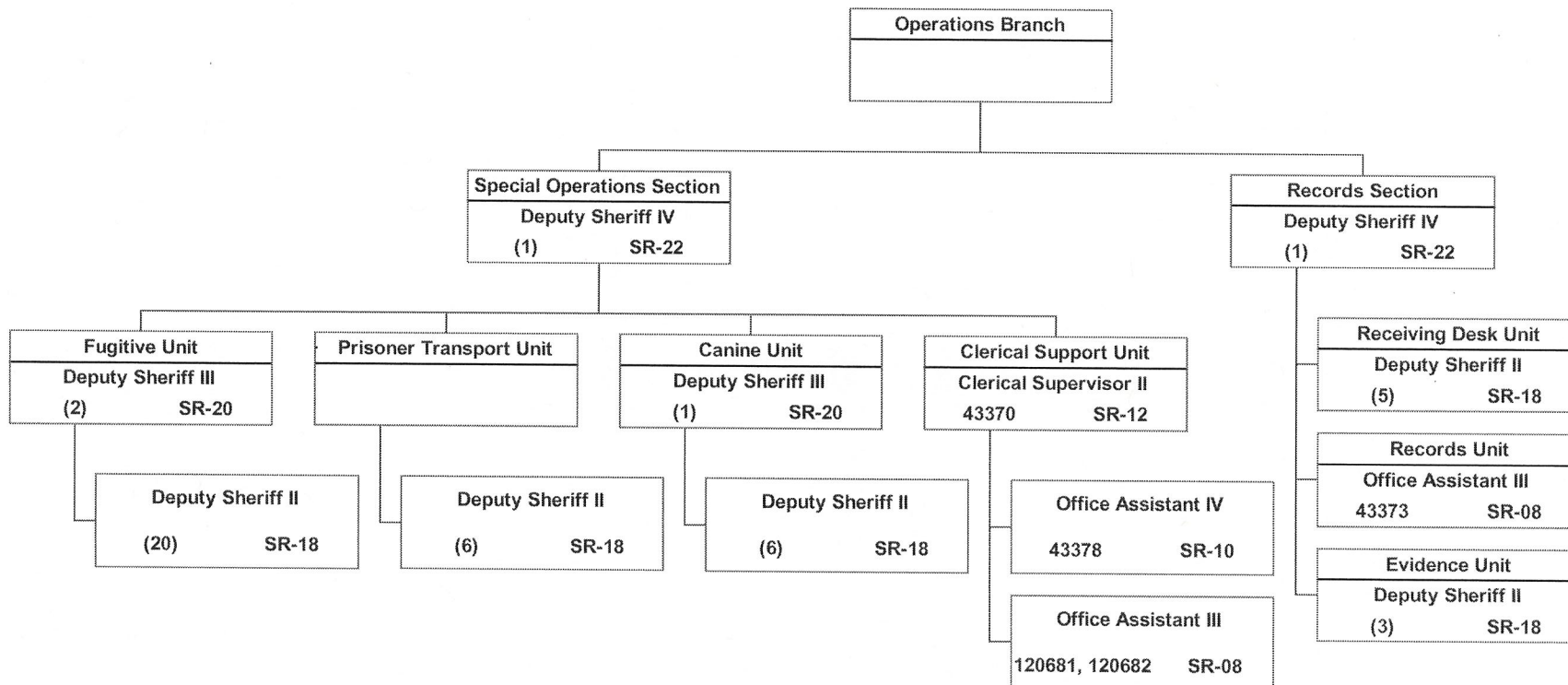
- 1/ Remove OA IV 43378
- 2/ Move OA IV 120681
- 3/ Remove OA III 120681

APPROVED
September 2, 2020

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
OPERATIONS BRANCH
SPECIAL OPERATIONS SECTION
RECORDS SECTION

POSITION ORGANIZATION CHART

June 30, 2020
Page 88



DEPT OF PUBLIC SAFETY
CORRESPONDENCE CONTROL

LOG NO. 2021 - 497

2021-498 IS PD & HRD-1
returned to OP

GOV. Referral No.: _____
DIR Suspense: _____

SUBJECT:

REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL
STATEMENT CHANGE

TO: MAX OTANI, DIR
THRU: BMO // DEP-E ASO-MA
FROM: WILLIAM OKU, SHERIFF
DATE: 2/11/2021

- _____ 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.:

REMARKS:

2/16/21 MA NEED PROPOSED ORG CHARTS. ~~NEED VACANCY REDUCTION DOCUMENT.~~ MB

2/24/21 MA RECEIVED PROPOSED ORG CHARTS. FORWARD TO OB.

2/25/21 OB - Please correct the salaries in the memo. Also in the final memo please attach Form CNA and explain where the funds for the increase in salary is coming from. RW

- Also add that this request is because of the 2021 Leg. Session for FB21-23 Program Review RW

FILE DESIGNATION: _____

DATE RETURNED: _____ DATE MAILED OUT: _____

PSD 1008 (11/04/1998)

[COMPUTER GENERATED FORM]

LOG NO. 2021 - 497

2/26/21 - MA Notes: THE 2021 LEG. SESSION FOR FB 21-23 PROGRAM REVIEW IS STILL PENDING.


ROUTE TO PMO FOR REVIEW.

3/5/21 - TO BMO MB

3/10/21 - RETURN TO SHERIFFS DIV. INCLUDE THIS WITH FINAL REQUEST. MA

Suspense: _____

March 5, 2021

TO: Tessie Fernandez, Business Management Officer 

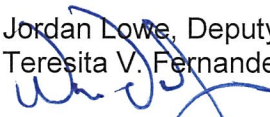
FROM: Matthew Sutton, Management Analyst 

SUBJECT: SHERIFF'S DIVISION; REQUEST TO INITIATE ORGANIZATIONAL
AND FUNCTIONAL CHANGE TO VARIANCE OFFICE ASSISTANT III

1. This request for organizational change complies with Department Administration Policy and Procedures, ADM.01.03, *Effecting Organizational and Functional Statement Changes*.
2. Recommend approval of this Request to Initiate in advance of an anticipated vacancy reduction of a filled position. Approval will align compensation to a position that will allow the continuation of operations if the vacancy reduction were finalized.
3. Upon approval 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), validation of position classification, 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

February 10, 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

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

Purpose: The proposed variance for Position No. 45550, from an Office Assistant III to an Office Assistant IV, is to align compensation with the incumbent's current position. This is necessary due to the vacancy reduction for the Office Assistant IV, Position #43378

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 Office Assistant IV, Position #43378 was included in the vacancy reduction for PSD 503. Since this position is filled, we will variance Position #45550 from an Office Assistant III to an Office Assistant IV to be aligned with the incumbent's' current position and compensation. The position, currently located in the Staff Services Section, will then be relocated to the Special Operations Section, Clerical Support Unit, Office Assistant IV.

Position(s) Affected:

<u>Position Number</u>	<u>Current Classification</u>	<u>Salary Range</u>	<u>BU</u>	<u>Vacant/Filled</u>
45550	Office Assistant III	SR-08	03	Vacant

Major Program Segment(s) and Functions Affected

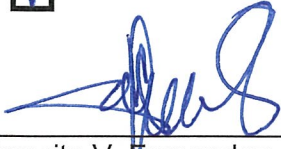
Position #45550, Office Assistant III, SR-08, BU 03, Step C, \$35,892 at the Staff Services Section, to variance as an Office Assistant IV, SR-10, Step C, \$38,004 and placed in the Special Operations Section, Clerical Support Unit, Office Assistant IV.

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



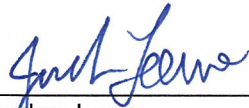
Teresita V. Fernandez
Business Management Officer

3/5/22 *per management analyst
communication dated 3/5/22*

Date

RECOMMEND:

APPROVED DISAPPROVED



Jordan Lowe
Deputy Director of Law Enforcement

3/8/21

Date

APPROVED DISAPPROVED



Max N. Otani
Director

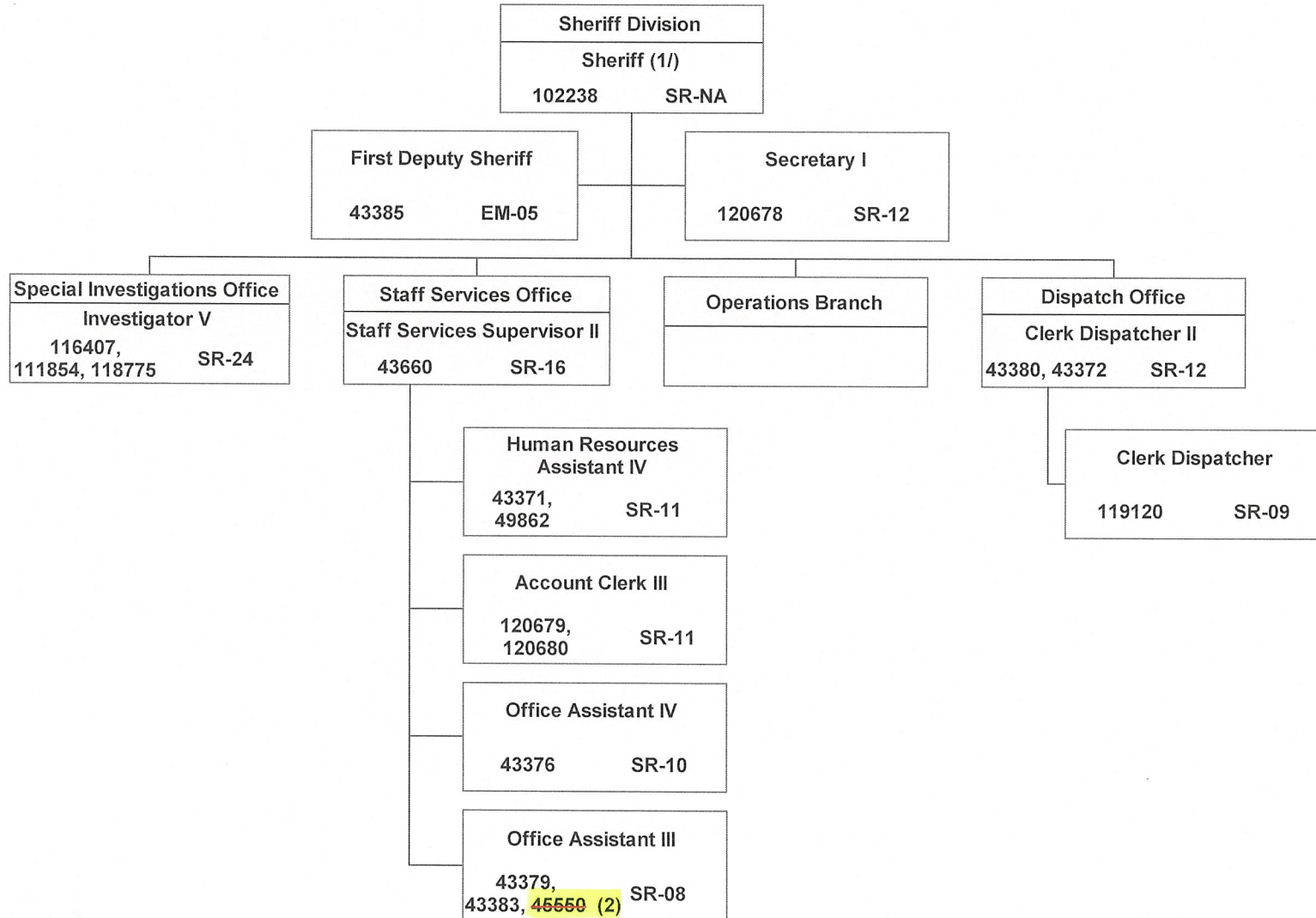
3/8/2021

Date

POSITION ORGANIZATION CHART

PROPOSED

Page 86

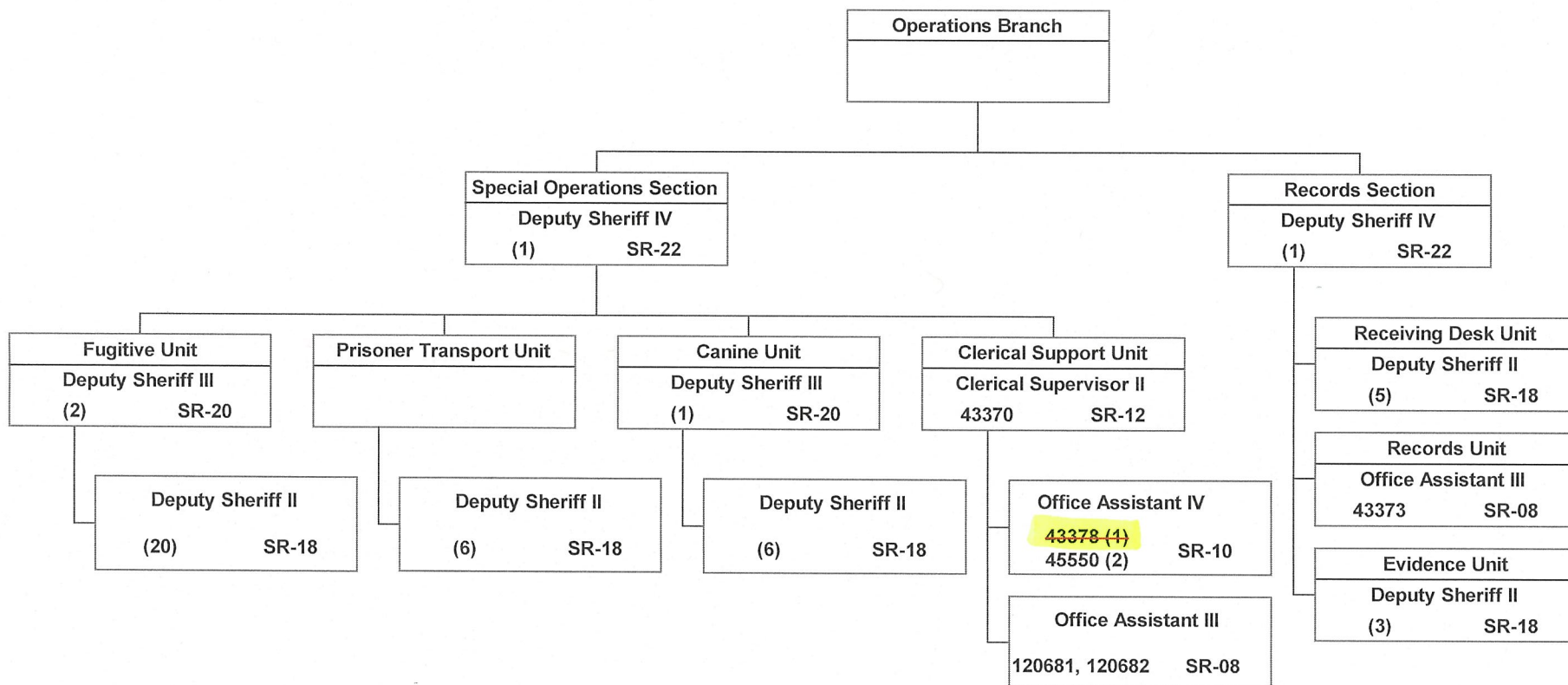


1/ Exempt Position
2/ 45550 Relocate to Special Operations Section

STATE OF HAWAII
 DEPARTMENT OF PUBLIC SAFETY
 OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
 SHERIFF DIVISION
 OPERATIONS BRANCH
 SPECIAL OPERATIONS SECTION
 RECORDS SECTION

POSITION ORGANIZATION CHART

June 30, 2020
 Page 88



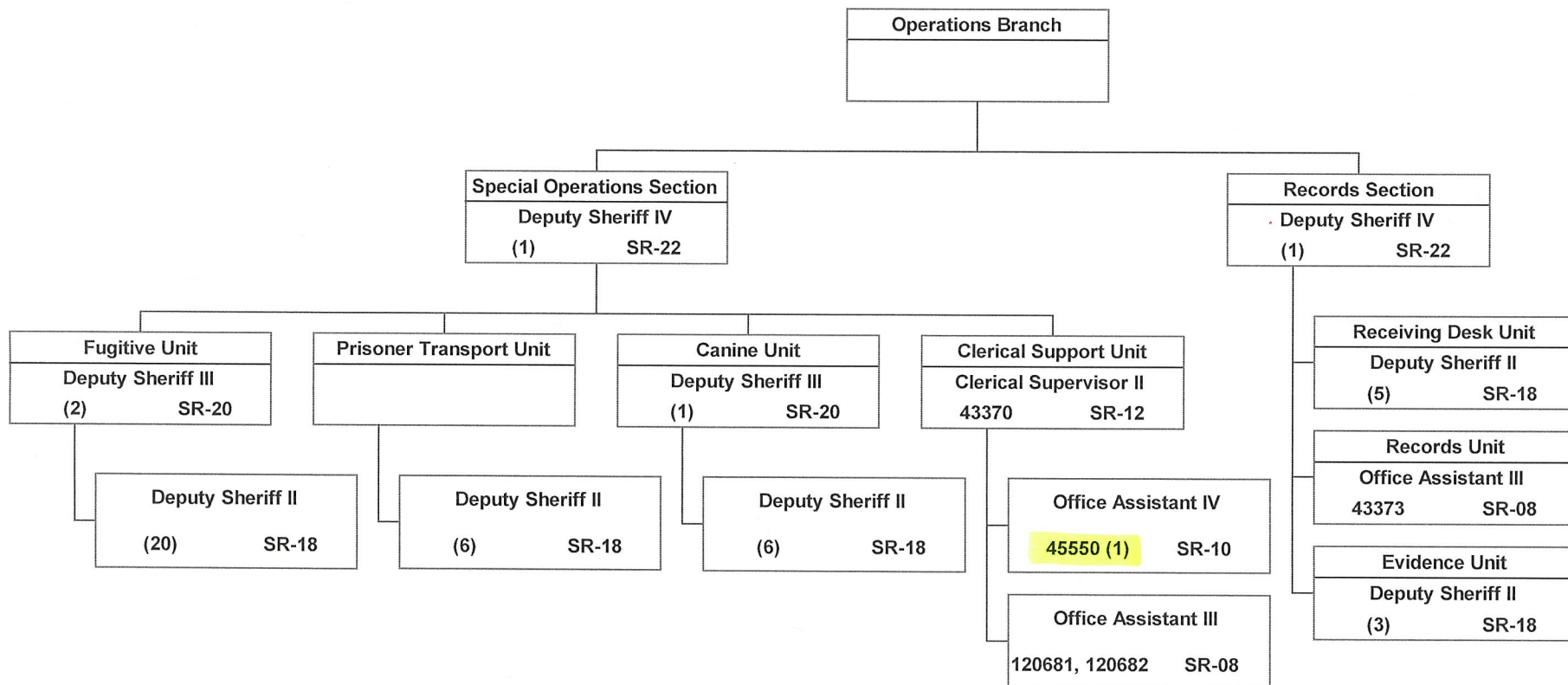
1/ Removed OA IV 43378
 2/ Replace OA IV 45550

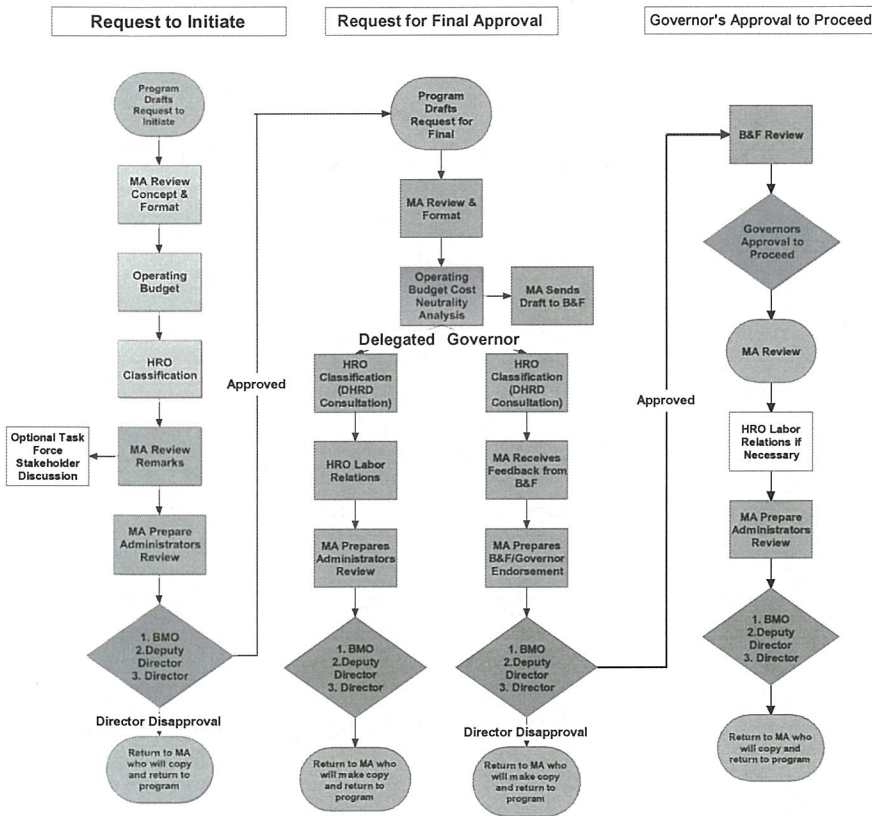
STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
OPERATIONS BRANCH
SPECIAL OPERATIONS SECTION
RECORDS SECTION

POSITION ORGANIZATION CHART

PROPOSED

Page 88





Request to Initiate:

1. No Labor Relations review.
2. Does not include Cost Neutrality Analysis.
3. No requirement for Position Description, but it's optional.

Request for Final Approval Delegated:

1. Cost Neutrality Analysis by Operating Budget Section.
2. At HRO discretion, the Final Request will include a Labor Relations determination.

Request for Final Approval Non-Delegated and to Governor:

1. Any Labor Relations requirement, as determined by HRO, will occur **after** the final request returns to the department for final review.
2. The Management Analyst (MA) will prepare the B&F/Governor request cover letter.