



**STATE OF HAWAII
OFFICE OF ELECTIONS**

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before the
SENATE WAYS AND MEANS COMMITTEE

**INFORMATIONAL BRIEFING RELATING TO ELECTIONS
TESTIMONY**

CHIEF ELECTION OFFICER, OFFICE OF ELECTIONS *KBC*

SEPTEMBER 11, 2009

Chair Kim and members of the Senate Committee on Ways and Means, thank you for scheduling this information briefing to discuss the subjects of: 1) the status of the implementation of its fiscal biennium 2009-2011 budget; 2) the request for proposals for voting equipment systems for the 2010 elections, and 3) the contract awarded for voting equipment systems for the 2008 elections and any pending litigation.

We acknowledge and recognize the right of the public to know the extent of preparations for the 2010 elections and the challenges to them that the Office of Elections' current budget presents. It is important this election information is shared with the public. This committee's similar acknowledgement and recognition is appreciated.

We wish we could, and would like to, say our election preparations are progressing reasonably. We understand this is what many may like to hear and believe. Regretfully, however, we cannot provide such a report at this time. Unfortunately, our preparations are facing very serious challenges that, hopefully, with your assistance and on other fronts with the administration, we can mitigate.

Initially, we recognize the dire economic circumstances in which the state and all its agencies find themselves at this time and the very difficult issues presented to the legislature to consider. We appreciate the difficulties these circumstances create for each agency that faces critical staff and funding constraints. The elections office is no different. With this in mind, the office is proceeding with the funds available to realize their best use. The amounts available as a result of the administration's restriction of personnel funds and inability to access funds related to civil service conversion, however, are insufficient, in my judgment, to allow us to successfully execute the 2010 elections.

Let me first inform you about the Office of Elections request of this committee, next about how the Office of Elections (OE) reached this point, then turn to inform about the civil service conversion and voting machine provisos. Continuing, let me inform about reductions to the OE's budget, then about each of the three subjects on today's agenda, and finally conclude this testimony.

OFFICE OF ELECTIONS' REQUEST

OE respectfully requests that the proviso regarding the use of the civil service conversion money of \$113,791 be removed. To the extent this can be done informally through a communication from the senate president and house speaker to the governor seeking for her to allow the use of said monies for the election preparations, such action and release would facilitate with minimal interruptions our FY 10 preparations. If instead the matter must be included as part of legislation in the 2010 legislature, we would ask that it be expedited as quickly as possible.

As for the governor's restriction of \$226,692 in personnel funds, we understand in these difficult times that you may not be able to appropriate additional funds for OE to offset the governor's restriction of such funds. As such, we respectfully request you to consider modifying the \$2,800,000 proviso to authorize \$226,692 to be used for election preparations if the ultimate voting system contract is awarded for the voting system that does not use the current \$2,800,000 proviso.

We believe these actions would allow OE to operate within the budget originally intended by the legislature and enable us to get to the 2010 elections to meet state and federal requirements.

EVOLUTION OF OFFICE OF ELECTIONS BUDGET

At the outset, let me note our and my appreciation for the efforts of the legislature for appropriating the overall amount of the OE's budget that, while very tight, is sufficient for executing the 2010 elections. The question is how the appropriated funds may and ought to be apportioned to the various election components of staff, materials and supplies, and voting equipment. I acknowledge the original reasons for the provisos make sense to me.

The Office of Elections (OE) got to this place inadvertently, but nevertheless as part of a plan, that was not the OE's plan. Specifically, OE is administratively attached to the Department of Accounting and General Services (DAGS). As an administratively attached agency, our financial requirements "shall be submitted through the head of the department and included in the budget for the department."¹ On October 8, 2008, the comptroller directed all administratively attached agencies that they would be using their prior biennium budgets minus a 4% restriction for FY 10, ending June 30, 2010. My

¹ See HRS §26-35(a)(2).

understanding was this was based on a directive by the governor to restrict funds in order to address the developing fiscal situation.²

As such, OE was unable to, and did not, prepare a detailed budget request as it understood its FY 10 budget was and would be based on its previous budget minus the 4%. The prior biennium budget was initially \$2,548,529 for FY 08, ending June 30, 2008, and \$2,703,265 for FY 09.³ A supplemental budget bill in 2008 increased the FY 09 budget for OE by \$113,791 to \$2,817,056.⁴

Given this, DAGS presented to the legislature a similar budget for OE for FY 10 and FY 11. At the informational briefing on the departmental budget for DAGS before the House Finance Committee when I testified regarding how OE would address the 4% cut, I noted that we would be looking at doing more print jobs in-house and contracting less to make up our then proposed cut.

Shortly, thereafter it became clear to me that I erred to believe the administration could unilaterally determine OE'S financial requirements, especially when objectively the budget was insufficient to address the costs related to a voting equipment system for the 2010 elections, and the administration could not explain to me how it would get the elections office the necessary money, other than to tell me that we may have to ask the 2010 legislature for a supplemental appropriation.

With this response in mind, I slowly realized that, despite DAGS being statutorily responsible for the submission of our budget to the legislature, it did not necessarily have a corresponding obligation to ensure that the budget was actually sufficient or an obligation to transfer funds from other parts of DAGS or the executive branch to address any shortfall in OE's budget.

Part of the problem the elections office faces is that OE is not a typical administratively attached agency of the executive branch. Specifically, the chief election officer is not appointed by the governor or by any entity that she has a voice in and he does not serve at her pleasure. Instead, the chief election officer is a constitutional officer who is appointed by the Election Commission composed of eight members appointed by legislature leaders of the major political parties who, in turn, appoint a ninth member to serve as a chair.⁵

In recognition of the unique nature of OE's administrative attachment to DAGS, the legislature exempted OE from certain requirements of the law related to administrative supervision of an agency by the attached department head. Specifically,

² See Memoranda , "Fiscal Biennium 2009-11 Instructions" and "Position Vacancy Policies," October 8, 2008. This appears below at pages 16 to 21.

³ See Act 213 (SLH 2007).

⁴ See Act 158 (SLH 2008).

⁵ See Hawaii Constitution, Art. IV, Section 3, and HRS §§11-1.6 and 11-7.

OE is allowed to “make direct communications with the governor and *legislature*,” “make all decisions regarding employment,” and “make purchase[s] [of] all supplies equipment, or furniture without the approval of the comptroller.”⁶ The requirement to have the budget submitted through the department head, however, was left untouched.⁷

In hindsight, I should have taken a more firm position with DAGS that it should have been submitting the budget that OE thought was appropriate as opposed to what DAGS thought was appropriate. After the 2010 elections that had been occupying my efforts, however, I determined my authority under the law to directly communicate with the legislature gave me the ability to freely express my concerns over the adequacy of the administration’s proposed budget for OE.

As such, I began to communicate with various members of the legislature concerning the Office of Elections need for additional funds to pay for a voting system. Thankfully, the legislature understood and accepted the need for those funds. Ultimately, the budget for OE increased to \$3,894,805 including \$2,800,000 for obtaining of a voting system when the funds would be needed to acquire a voting system and for civil service conversion.⁸ This amounted to a net increase of \$1,262,601 over the previous biennium budget. Because previous voting machine used \$1,300,000 of its budget toward a voting system, the additional \$1,262,601 allowed there to be \$2,562,601 in funds towards a voting system. As \$2,800,000 of OE’s budget is subject to the proviso for the voting system, this means a policy call was made to transfer \$227,399 from normal operating funds toward the procurement of a voting system. Given this, OE, much like other agencies in essence, took its fair share of a cut in its normal operating budget.⁹

CIVIL SERVICE CONVERSION PROVISIO

The civil service conversion fund proviso of \$113,791 raises no issue concerning its intent from my point of view. I recognize it. This arises from a lot of history that I respect.

In 2000, the legislature passed Act 253 which ordered the Department of Human Resources Development (DHRD) to review all of the exempt positions and to make recommendations as to which ones should remain exempt and which should be converted. For those positions recommended to be converted, DHRD is supposed to submit legislation to convert the positions and to use a process to convert the position. This process involves DHRD working with the unions through the collective bargaining

⁶ See HRS §11-1.55.

⁷ See HRS §§11-1.55 & 26-35(a)(2).

⁸ See Act 162 (SLH 2009), Sections 52 & 53.

⁹ The OE’s budget cut for FY 10, when compared to the funds appropriated for the most recent corresponding FY 08, ending June 30, 2008, and used to acquire similar election materials and supplies but not pay staff, was roughly \$500,000.

process to determine the nuts and bolts of recruitments, appointment, and compensation of the individuals who are to get those positions. Essentially those negotiations involve a balancing of the interests of the current incumbent of the position with the overall goal of civil service to give all applicants an equal opportunity for the position. DHRD was required to submit reports on annual basis regarding the status of its review of the positions and the progress in converting the positions.¹⁰

In 2004, DHRD reported to the legislature the department's review of 2,174 positions exempted from the civil service. It applied a variety of criteria and recommended that 250 exempt positions be abolished and replaced with civil service positions. Of these positions, 15 were recommended to be converted from DAGS. These positions were with the Office of Elections. The report noted that it would then be up to the legislature to propose appropriate legislation for the conversion of the 250 positions.¹¹

In 2007, the Legislature in the budget bill acted on the recommendation in the 2004 DHRD Report to the Legislature to convert positions within the Office of Elections. The bill was signed by Gov. Linda Lingle into law on June 27, 2007. The bill provided, in relevant part, as follows:

SECTION 115. Provided that for the fourteen positions being converted from temporary to permanent in office of elections (AGS 879), no officer or employee of the State shall suffer any loss of salary, seniority, prior service credit, vacation, sick leave, or other employee benefit or privilege as a consequence of this Act, and such officer or employee shall be transferred or appointed to a civil service position without the necessity of examination; provided further that the officer or employee possesses the minimum qualifications for the position to which transferred or appointed; provided further that subsequent changes in status may be made pursuant to applicable civil service and compensation laws; provided further that an officer or employee of the State who does not have tenure and who may be transferred or appointed to a civil service position as a consequence of this Act shall become a civil service employee without the loss of salary, seniority, prior service credit, vacation, sick leave, or other employee benefits or privileges and without the necessity of examination; and provided that such officer or employee possesses the minimum qualifications for the position to which transferred or appointed.¹²

The 2008 supplemental budget bill reflected a general request for an additional \$113,791 in operating funds. On January 11, 2008, Interim Chief Election Officer Rex Quidilla submitted testimony to the Senate Ways and Means Committee, stating in part that "[a]lthough the Department of Human Resources and Development will ultimately

¹⁰ See Act 253 (2000).

¹¹ See "2004 DHRD Report to Legislature."

¹² See Act 213 (2007).

decide the salary rating and compensation for each civil service position, and we estimate a shortfall of \$113,791. If additional funds are not provided, the civil service positions cannot be filled." Ultimately, the legislature passed HB 2500 and it was signed into law as Act 158 on June 10, 2008.¹³

I was appointed as chief election officer effective February 1, 2008. Upon taking my position, I was faced with a procurement dispute regarding the prior award of voting system contract and the other preparations for the 2008 elections. After resolving these matters and other matters that I quickly faced in my first year, I reviewed the matter of the use of the \$113,791 in additional general operating funds the legislature had provided OE. My review of the legislative history, as indicated above, persuaded me to determine I should increase the salaries of all employees whose position were intended to be converted to civil service to the roughly comparable pay of their civil service counterparts. Thus all such employees' positions had their salaries increased for the full fiscal year from July 1, 2008, through June 30, 2009. This amounted to an additional personnel expenditure of approximately \$82,000. What remained was a result of there being vacancies in a few of the positions intended to be converted to civil service. As such, if we are fully staffed all of the \$113,791 would be dispersed to the eligible employees.

The 2009 biennium budget bill provides funds for civil service conversion. It provides:

SECTION 53. Provided that of the general fund appropriation for office of elections (AGS 879), the sum of \$113,791 or so much thereof may be necessary for fiscal year 2009-2010 and the sum of \$113,791 or so much thereof as may be necessary for fiscal year 2010-2011 shall be used for 14.5 civil service positions converted from exempt under Act 213, Session Laws of Hawai'i 2007; provided further that only the amount needed to fund the difference between the exempt position salaries and the actual salary requirements of the civil service positions shall be expended; provided further that the funds shall not be expended for any other purpose; provided further that any unexpended funds shall lapse to the general fund; provided further that the department shall prepare a report detailing:

- (1) The positions converted to civil service;
- (2) The status of each of the 14.5 positions not yet converted to civil service and reason for the delay of conversion; and
- (3) The actual additional amount needed to convert each of the 14.5 exempt positions to civil service for the most recently completed fiscal year;

¹³ See Act 158 (2008).

and provided further that the department shall submit the report to the legislature no later than twenty days prior to the convening of the 2010 and 2011 regular sessions.¹⁴

The proviso essentially requires that the positions intended for civil service conversion be converted first before the \$113,791 toward the salaries for those positions should be used. This proviso has unintended consequences that we do not believe the legislature intended. Specifically, the 2008 Legislature appears to have wanted to compensate OE staff during the pendency of the civil conversion process at comparable civil service rates. The 2009 proviso prevents OE from continuing to compensate those employees at those levels until the civil service conversion is completed.

As civil service salary increases had been provided in FY 09, I was wary of taking back those increases in FY10 pending the completion of the civil service conversion. I instead have temporarily been using general operating funds that would have been available for other operations in the hope that I could eventually resolve this matter with the legislature. If I am not able to resolve this matter, I will unfortunately have to consider cutting the impacted employees salaries to the level that existed prior to FY 09.

I have also attempted to fast track the civil conversion to get it completed during this fiscal year so I could then access the proviso money and ensure that my staff sees no interruption in their compensation levels. On this front, I have been informed that we have hit a couple of road blocks, the most important of which is an alleged legal problem with the original service conversion language.

The first issue is that the section head and election specialist positions within OE are difficult for DAGS-Personnel and DHRD to fit into existing civil service position classifications. This means that position descriptions from scratch need to be developed, and we have been told this may take years. In the interim, however, it appears DHRD has a temporary category called general professional which the employees can be assigned to. The other positions such as warehouse workers or computer specialist more easily can be assigned to an existing civil service position classification without much difficulty.

The second, and the most critical, issue is that the governor has determined that Act 213, §115, SLH 2007, is defective. This appears in its Executive Memorandum 07-01 (Governor's Budget Execution Policies for Fiscal Year 2008) (June 27, 2007). It appears that this matter cannot be resolved internally and DAGS-Personnel has expressed it cannot move forward on conversion of the positions with DHRD because the Department of Budget and Finance is saying the authorizing language is defective. As a result of this, I have submitted a request for an opinion from the Department of the Attorney General regarding Act 213, §115, and recommendations to implement the intent of the legislation.

14. See Act 162 (SLH 2009).

VOTING MACHINE SYSTEM PROVISIO

As expressed in my previous correspondence with the legislature, OE was faced with the need for additional funds for the 2010 elections and beyond to continue to obtain the type of voting system that the state has used based on its historical election model. The legislature responded by understanding the needs of OE and the state and increased OE's budget as noted above.

Given the unique situation within the state's difficult economic times, OE's need for a net increase in its budget to accommodate the cost of its voting system, I fully supported and endorsed during the legislative process the placement on the voting system funds of a proviso on any additional funds provided to OE for the purpose of obtaining a voting system. The legislature issued the following proviso in the amount of \$2,800,000 for a voting system:

SECTION 52. Provided that of the general fund appropriation for office of elections (AGS 879), the sum of \$2,800,000 or so much thereof as may be necessary for fiscal year 2009-2010 shall be used for the state's portion of the voting system contract and the purchase of voting equipment; provided further that the funds shall not be expended for any other purpose; provided further that any unexpended funds shall lapse to the general fund; provided further that the sum of \$26,316 of aforementioned appropriation be used to obtain \$500,000 in additional federal funds; provided further that said \$500,000 in federal funds be applied to the voting system contract for the 2010 elections; provided further that the department shall prepare a quarterly report beginning the first quarter of FY 2009-2010 that shall include but not be limited to the following:

- (1) A detailed list of expenditures that were procured with the \$2,800,000 in general funds;
- (2) A detailed list of encumbrances or budgeted expenditures for the remainder of FY 2009-2010;
- (3) The amount expected to lapse, if any.

While typically OE, like other agencies, would contend that any operational cuts will have negative consequences, we fully realize that other agencies faced similar cuts and that the Senate Ways and Means Committee and the House Finance Committee had to make difficult cuts during the 2009 legislative session, given our current economic situation. As such, OE was fully prepared to operate with the tight, yet fair and reasonable budget that it was provided.

REDUCTIONS TO THE LEGISLATURE'S APPROPRIATION FOR OE

As we noted above, the possible misunderstanding regarding the civil service conversion proviso has reduced our functional operational budget by \$113,791 for FY 10, ending June 30, 2010, and FY 11 for a total of \$227,582.

More importantly, though, our original budget has been impacted by the governor's decision to restrict funds for all agencies to address what she believes would be the equivalent savings resulting from furloughs. For OE, this restriction amounts to \$113,346 for FY 10 and FY11, a biennium total of \$226,692 as we understand. This reduction in personnel funds compromises our ability to hire the staff necessary to fill critical vacant positions and to hire seasonal employees for the election and the ability to use overtime that has always been needed for the state's elections. As such, we would ask either for additional funds in FY 10 to make up for the loss of these personnel funds in FY 09 and to offset the proposed personnel funds restriction by the governor for FY 10. This works out to a total impact \$454,274 on the biennium budget of OE to execute the 2010 elections.

INFORMATION HEARING SUBJECTS

Permit me to now offer conceptually what we may be facing for the 2010 elections by using the metaphor of constructing a highway given the existing OE budget. Assume hundreds of thousands of people must travel to a point on a certain fixed and unchangeable date that is drawing closer with each passing day and a new road is the only route available to travel on that fixed day.

If there are sufficient funds available, a lot of workers who are trained and expert in a relevant discipline can construct and finish a four lane road by the fixed date to enable the people to travel on that day. When the day arrives, everyone can travel with relative ease although there may be some delays or other actions that could impact some people but they eventually make the trip most of them problem free while few may experience some delay. This was the 2008 elections, which each person for himself/herself may judge their quality. The county clerks and staff and elections office and staff and vendor worked very hard and diligently over long hours to place in service a voting system supported by thousands of volunteer and dedicated precinct officials that more than 450,000 people used on the election days without material issue. Elections involving an incalculable number of moving, unpredictable parts consisting of thousands of officials and hundreds of thousands of voters and highly sophisticated electronic voting machines facilitate the dynamic, human, complex process that is an election for county, state, and federal offices that may, or may not, run smoothly if, and when, things can, do, and will happen.

If, however, funds are limited, a few workers some of whom may not have expertise in some areas but do them anyway can do what they can with the limited resources and time available, allowing perhaps to construct only a path for people to use on the fixed day. The funds and time available will dictate the quality of the

construction. When the day arrives as it will, the same large number of people must travel over the path. This could be the 2010 elections.¹⁵ Few elections office staff members are available now with limited funds available to plan, organize, and prepare for a new election system to enable perhaps more than 450,000 people to use on election days with unknowable results to elect the state's county, state, and federal officials. With questionable elections staff capacity to plan, organize, and prepare election materials and supplies to be ready on time including training, the voters may encounter significant obstructions, delays, and other impediments to vote, resulting in consequences that may differ among individuals and groups some of whom may decide not to vote.

1. Status of implementation of its fiscal biennium 2009-2011 budget.

In brief, the status of the implementation of the FY 2010-11 budget for the fiscal years ending June 30, 2010, and June 30, 2011, respectively, is that the OE is using as wisely as possible the funds such as they are appropriated and remaining after the administration's withholding of the furlough equivalent of \$113,346. We are following the election model historically followed in the state, but cutting back virtually everything we can and searching for and digging up any remaining supplies to use. It is now too late to change the election model for the 2010 elections.

For FY 2010 ending June 30, 2010, this means OE has funds to pay its current 14 member staff and to keep the lights on, leaving approximately \$20,000 to fill four necessary vacant positions and 15 seasonal worker and purchase election supplies. Now with the furlough issue in court, we suffer the risk of possible additional significant constraints for election preparations.

If the approximate \$20K amount remains the only funds provided for the current fiscal year, the FY 2011 appropriation, too, could become insufficient. This could result for two reasons.

First, additional overtime work will become necessary and required, if the work can be performed in such a tight time frame after July 1, 2010, to perform the election preparation work not performed out of the current budget.

Second, additional election supplies will have to be purchased out of the FY 2011 budget to obtain those supplies not previously purchased out of the current budget. If the \$20K available is supplemented, however, the FY 2011 appropriation could work out to

¹⁵ The funds available will directly impact the relative ease or not of each person's trip to the polls on election days. Reasonable people acting in good faith may and can differ about how much is needed and how to construct the road to the elections. In any case, the chief election officer, the decision maker responsible, will be second guessed and sharply criticized, largely for not doing it the way the critic would have done so. The critic would seek advantage at the expense of the state's professional election administrators consisting of the county clerks and staff and the elections office staff who tirelessly serve and work to enable elections that are by their nature prone to errors as the human dynamic process they are. Such criticism is always easy and convenient for the critic who has an agenda to express when the person cannot know all the personnel and planning and organizing that goes into preparing for the elections and the forces and pressures that may, and do arise in taking the steps necessary for the elections.

be sufficient, depending on some significant costs, such as training and ballot transportation whose amounts cannot reasonably be estimated, much less calculated, at this time.

OE's staff circumstances are no less compelling. We have four vacant full time positions that need to be filled if our elections are to have a reasonable chance. These include the ballot operations section head position about which we wrote to the administration first during December 2008. The four positions are ballot operations section head, voter services election specialist, warehouse supervisor, and computer services information technology specialist.

The need for all positions is described in our memorandum to the governor that appears on pages 41 to 48.

By November 1, 2009, we need to have in place a person to serve as the ballot operations section head. This position and need is described on pages 49 to 54.

By March 1, 2010, we need to have in place a computer services information technology specialist. This position and need is described on pages 87 to 95.

By April 1, 2010, we need to have the voter services and warehouse supervisor positions in place. These positions and need are described on pages 69 to 77 and pages 78 to 86, respectively.

In addition, we need 15 seasonal workers. By January 1, 2010, these positions need to be addressed to enable judgments to be made how and when to best use them. Their need is described on pages 96-113.

Notably valuable time is being squandered now by not having the minimal staff and resources to perform preparation work to be ready for the nomination process that begins February 1, 2010.

Our budget circumstances can be placed in some context when the current fiscal year, FY 2010, is contrasted with the most recent similar corresponding FY 2008, ending June 30 before the 2008 elections. We now have 14 full time staff and funds to keep our lights on but approximately \$20K to fill four full time regular staff vacancies and 15 seasonal worker positions and much election preparation material to obtain, process, and pack before June 30 to put in service. This contrasts with a full staff of 18 and 15

seasonal workers and funds to keep our lights on but approximately \$425,067 remaining to spend for election preparations for the period ending June 30, 2008.¹⁶

Finally, we have been urging the administration since December 2008 when the first vacant position arose during a freeze on hiring to authorize us to fill what has increased to 4 vacant and 15 seasonal worker positions. While the Department of Budget and Finance approved during March 2009 the filling of the then vacant positions, the administration has continued to decline to do so, the number of vacancies persists, and the need to hire the seasonal workers that draws near each day becomes more compelling.¹⁷

2. Request for proposals for voting equipment system for 2010 elections.

The notice of procurement and RFP, RFP-10-001-SW, issued August 26, 2009. Because this procurement is in process now, respectfully, the procurement file is not subject to public inspection and as such cannot be disclosed until the posting of award pursuant to HRS § 103D-701 as provided under HAR §3-122-57.

The RFP itself was filed with the Legislative Reference Bureau on Tuesday, August 31, 2009, after a link to the RFP was sent to all senators and representatives. A copy of both documents is provided.

The RFP basically caps the amount of any award at \$6.1 million dollars and requests each vendor to identify the amount of credit against the vendor's price it will give for each polling place that is not opened. This provides each vendor an opportunity to serve all polling places open during the 2008 elections and at the same time the OE flexibility to determine the number of polling places, if any, that may be closed to accommodate existing budget constraints.

The vendors' proposals are due at the Office of Elections on October 15, 2009.

¹⁶ See letter addressed to Mr. Alvin Katagihara, Department of Budget and Finance, August 11, 2009. This letter and attachments appear below at pages 22 to 40. This information and spread sheet details the amount of funds, approximately \$201,000, reasonably needed to acquire only the election materials to get the elections preparations on track to June 30, 2010. This letter generated a meeting with Mr. Neal Miyahira, the administrator of the Budget, Program Planning, and Management Division of the Department of Budget and Finance and his staff and former state budget director, who informed OE that the administration will not restore the \$113,346 of furlough equivalent funds removed from our budget but would work with the elections office and support us with a request to the legislature to lift the provisos to free up funds for election preparations needed before June 30, 2010.

¹⁷ See Memorandum to Hon. Linda Lingle, governor, et al., July 13, 2009. This memorandum and supporting documents appear below at pages 41 to 113. The documents detail all OE's efforts to work out with the administration in good faith and reasonably the elections office's staff and budget issues as of that date. This memorandum has languished without an official administration response at this writing.

3. *Contract for voting equipment system for the 2008 elections and any pending litigation.*

The contract for the 2008 voting equipment system is based on Hart InterCivic, Inc., the vendor selected for the 2008 elections. This contract generated a protest and litigation that commenced within weeks of February 1, 2008, when I began serving as chief election officer.

The Department of the Attorney General represents the chief election officer who is a party in all five pending cases. Accordingly, the department's supervising deputy attorney general assigned to those cases has been requested by me to appear today to provide the information requested. Because this litigation continues in county courts, he is in the best position to determine what may, or may not, be disclosed without compromising the litigation. Pending the Department of the Attorney General's response, I believe I may provide the following basic information.

Four procurement cases are pending before the circuit court in Honolulu and one election result case is pending in Maui County.

The procurement cases are:

1. *Election Systems & Software, Inc. v. Kevin Cronin, et al.*, Civ. No. 08-1-1657-08 (EEH);
2. *Hart Intercivic, Inc. v. Office of Administrative Hearings, Department Of Commerce and Consumer Affairs, et al.*, Civ. No. 08-1-1665-08 (EEH);
3. *Kevin Cronin v. Election Systems & Software, Hart Intercivic, et al.*, Civil No. 09-1-0063-01 (EEH); and
4. *Election Systems & Software, Inc. v. Kevin Cronin, et al.*, Civil No. 09-1-0063-01 (EEH).

The cases arise out of the following general circumstances.

On September 3, 2007, the Office of Elections issued a request for proposals (RFP) for a multi-year voting system contract. After processing the proposals, on January 31, 2008, the contract was initially awarded to Hart Intercivic, Inc. (Hart) by Interim Chief Election Officer Rex Quidilla, after an evaluation panel scored Hart's proposal as the highest among three. After the contract award, one of the offerors, Election Systems & Software, Inc. (ES&S), protested the contract award, alleging that a cost or price analysis had not been conducted to ensure that the price was not unreasonable. The protest was denied and a hearing filed. A subsequent agreement was reached to cancel the award, subject to the CEO complying with applicable laws, before being able to award the contract again.

The chief election officer (CEO) complied with the agreement and ascertained that the Hart proposal was not unreasonable in price and as such awarded the contract to

Hart. This resulted in further litigation, in which ES&S alleged that the CEO did not follow the law and that the Hart price was unreasonable. The CEO countered that (1) ES&S lacked standing due to its proposal having not complied with the RFP and as such not being capable of being awarded the contract; (2) ES&S' protest essentially was an attack on the contents of the RFP, as such the hearing officer lacked jurisdiction due to ES&S not having filed its protest within 5 working days of the deadline for submission of proposals in response to the RFP; (3) a cost or price analysis was not required to determine price reasonableness before awarding a contract; (4) the Hart price was not "clearly unreasonable," and (5) the CEO had conducted himself appropriately.

On August 7, 2008, the hearing officer's decision (HOD), ROA 1-54, issued with four basic determinations. The hearing officer (HO) found that:

1. ES&S had submitted a responsive proposal and was aggrieved by the contract award to Hart. HOD, at 30-31;
2. a cost and price analysis was required prior to contract award by Hawaii Revised Statutes (HRS) § 103D-312 and Hawaii Administrative Rules (HAR) § 3-123-1 and that the analysis the CEO prepared was inadequate. HOD, at 31-42;
3. Hart's price was clearly unreasonable and its proposal should have been rejected pursuant to HAR § 3-122-97(b)(2)(C) ("[a] proposal shall be rejected [if] ... [t]he proposed price is clearly unreasonable"); HO Decision at 43-44; and
4. the CEO acted in bad faith. HOD, at 44-45.

The HO ordered the award of bid preparation costs to ES&S and he reduced the term of the contract with Hart to December 31, 2008, in order to ensure that there was a vendor for the 2008 elections. HOD, at 51.

All parties in the protest litigation appealed the HOD. The four cases were consolidated for purposes of briefing. They remain pending. We are informed the cases have been delayed for a significant amount of time.

The election results reporting case pending in Maui County is:

1. *Babson v. Kevin Cronin*, Civ. No. 08-1-0378(3).

This *Babson* case arises from an administrative rule issue. The plaintiff appears to contend that administrative rules were required to be promulgated in regards to the procuring and use of an electronic voting system, including the transmission of results by telephone. We essentially contend the federal U.S. Election Assistance Commission guidelines and standards for certifying electronic voting equipment are sufficient. The parties both filed motions for summary judgment and a hearing was held on May 20, 2009, before the Maui County Circuit Court. The court reportedly rendered a very short

oral decision granting the plaintiffs' motion and announcing it would issue a written decision in the future.

Since then, however, no written decision has issued. We do not know what the court will ultimately order. This has generated considerable uncertainty from an election administration point of view. Until the court issues its written order, we are in limbo as to the actual impact of the decision. The possibility of an appeal cannot be ruled out.

Notwithstanding the case, our office has proactively been reviewing and revising our administrative rules. These rules have been transmitted to the attorney general for his review, after which we can forward them to the governor for approval to submit them for public hearing.

CONCLUSION

The Office of Elections respectfully requests that the proviso regarding the use of the civil service conversion money of \$113,791 be removed. To the extent this can be done informally through a communication from the senate president and house speaker to the governor seeking for her to allow the use of said monies for the election preparations, such action and release would facilitate with minimal interruptions our FY 10 preparations. If instead the matter must be included as part of legislation in the 2010 legislature, we would ask that it be expedited as quickly as possible.

As for the governor's restriction of \$226,692 in personnel funds, we understand in these difficult times that you may not be able to appropriate additional funds for OE to offset the governor's restriction of such funds. As such, we respectfully request you to consider modifying the \$2,800,000 proviso to authorize \$226,692 to be used for election preparations if the ultimate voting system contract cost does not require use of the current provisoed \$2,800,000 in full.

We believe these actions would allow OE to operate within the budget originally intended by the legislature and enable us to get to the 2010 elections to meet state and federal requirements.

Your thoughtful and serious consideration of, and support for, our request is, and will be, appreciated very much.

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
INTEROFFICE MEMORANDUM

October 8, 2008

TO: Accounting Division
 Archives Division
 Audit Division
 Central Services Division
 District Offices
 Information and Communication Services Division
 King Kamehameha Celebration Commission
 Office of Elections
 Public Works Division
 Risk Management Office
 State Foundation Culture and the Arts
 State Procurement Office
 Survey Division

FROM: Russ K. Saito
 State Comptroller



SUBJECT: FISCAL BIENNIUM 2009-11 INSTRUCTIONS FOR FORM A

The budget forms (Form A) can now be prepared based on the reduction actions discussed at yesterday's staff meeting. Because we are in essence filing three budgets, an individual Form A needs to be prepared for tier 1, 2, and 3. Please prepare the individual Form A for each tier using the following instructions:

1. Tier 1
 - a. All general funded programs shall reflect their FY09 4% budget restriction as a budget reduction
 - b. All vacant general funded positions (except Office of Elections) both permanent and temporary as of October 8, 2008 shall be eliminated. For specific instructions on vacant positions to be eliminated, refer to my October 8, 2008 memorandum on "Position Vacancy Policies".
 - c. The Risk Management Office shall reduce \$1 million for insurance premiums and convert the staff and operating costs to be funded by the Risk Management revolving fund.

2. Tier 2
 - a. All tier 1 reductions shall be included in tier 2 and reflected on Form A
 - b. The State Foundation on Culture and the Arts (SFCA) shall prepare a Form A to convert half of their general funded staff to the Arts in Public Places

000016

special fund and for the reduction of the general funded grants of \$1,232,000.

3. Tier 3

- a. All tier 2 reductions shall be included in tier 3 and reflected on Form A
- b. The Office Leasing budget shall be reduced by \$500,000.
- c. The Information and Communication Services Division (ICSD) shall increase their "U" fund ceiling by \$500,000 and decrease their general fund budget by \$500,000.

Please revise the Form A to reflect the reductions at each of the three tiers and email them to Cassandra Toyofuku of the Administrative Services Office by **noon, Thursday, October 9, 2008.**

If you have any questions, please call Kerry Yoneshige at 586-0690 or Cassandra Toyofuku at 586-0693 or Alvin Tamashiro at 586-0699.

c: Comptroller's Office

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
INTEROFFICE MEMORANDUM

October 8, 2008

TO: All Divisions, District, and Staff Offices
All Administratively Attached Agencies
Risk Management Office

FROM: Russ K. Saito
State Comptroller



SUBJECT: POSITION VACANCY POLICIES

Because of the severe economic downturn and the need to finalize our budget submittal to the Department of Budget and Finance by October 10, 2008, effective immediately, please adhere to the following policies and instructions:

Position Vacancy Policies

1. Request to fill vacant positions – Do not submit requests to fill general funded vacant positions. The only exceptions are for 100% federally funded or 100% non-appropriated trust funded vacancies which may still be filled without the Governor's approval.
2. Request to fill special, revolving, and CIP (Capital Improvement Project) funded vacancies will only be allowed for critical positions involving public health and/or safety. The form B-2 narrative format instead of the form B-1 (Request for Position Action) should be followed to submit your request. The form B-2 format is included in Executive Memorandum No. 08-03, FY09 Budget Execution Policies and Instructions, dated June 23, 2008.
3. All **general funded** vacant positions that have been approved for filling by the Governor (form B-1) and that fall into the following categories will not be eliminated in the upcoming fiscal biennium 2009-11 budget submittal:
 - a. Positions that have received a recruitment list (DHRD's Certificate of Eligibles or Personnel Office's memo with a list of names for the Non-Competitive Internal Vacancy Announcement) **by the end of today** from the Personnel Office, or
 - b. Positions for which a selection or commitment (job offered and accepted) has been made
4. All **general funded** vacant positions that do not fall into the categories 3.a and 3.b above will be eliminated in the upcoming fiscal biennium 2009-11 budget submittal.

If you have any questions, please call Mr. Kerry Yoneshige (ext. 6-0696), Ms. Cassie Toyofuku (ext. 6-0693), or Mr. Alvin Tamashiro (ext. 6-0699).

c: Comptroller's Office

000018

Kevin B
Cronin/DAGS/StateHiUS
10/08/2008 11:33 AM

To Stacy S Miyasato/DAGS/StateHiUS@StateHiUS, Rhowell L
Ruiz/DAGS/StateHiUS@StateHiUS
cc
bcc
Subject Fw: Fiscal Biennium 2009-11 Instructions for Preparing the
Final Form A and Position Vacany Policies

Stacy and Rhowell,

Here's a priority item.

Thanks.

Kevin

----- Forwarded by Kevin B Cronin/DAGS/StateHiUS on 10/08/08 11:33 AM -----

Kerry K
Yoneshige/dags@DAGS
Sent by: Audrey HP
Uto/dags@DAGS

10/08/08 11:16 AM

To Wayne M Horie/dags@DAGS, Susan E Shaner/dags@dags,
Wayne L Chu/dags@DAGS, James Richardson/dags@dags,
Glenn H Okada/dags@dags, Stanley S Doi/dags@dags,
David H Victor/dags@dags, Debra A
Gagne/DAGS/StateHiUS@StateHiUS, King Kamehameha
Celebration Commission/dags@dags, Kevin B
Cronin/DAGS/StateHiUS@StateHiUS, Ernest YW
Lau/dags@dags, Julie A Ugalde/dags@dags, Ronald
Yamakawa/dags@dags, Aaron S Fujioka/dags@dags, Reid
K Siarot/dags@dags
cc Kurt I Muraoka/dags@DAGS, Sheila K Walters/dags@dags,
Glenn Y Miyashiro/dags@dags, Estelle Y
Ogino/dags@dags, Harriet N Miura/dags@dags, Carmencita
C Cabrerros/dags@dags, Wendell Asuka/dags@dags, Dean
H Shimomura/dags@dags, Ann Y Okano/dags@dags, Cyrus
H Wilson/dags@dags, Sheila S Nakamura/dags@dags,
Tanya T Sakihama/dags@dags, Eric M Agena/dags@dags,
Karene CF Kawamoto/dags@dags, Wade I
Shimabukuro/dags@dags, Stella S Lopes/dags@dags, Todd
M Crosby/DAGS/StateHiUS@StateHiUS, Sharon N
Wong/DAGS/StateHiUS@StateHiUS, Ann M
Kodama/DAGS/StateHiUS@StateHiUS, Stacy S
Miyasato/DAGS/StateHiUS@StateHiUS, Carolyn L
Roldan/DAGS/StateHiUS@StateHiUS, Ivan S
Nishiki/dags@DAGS, Don Inouye/dags@dags, Edie T
Tsukiyama/dags@dags, Estelle Enoki/dags@dags, Shirani
Dole/dags@dags, Clarence N Fukumoto/dags@dags, Cheryl
S Oho/dags@dags, Lynn Kau/dags@dags
Subject Fiscal Biennium 2009-11 Instructions for Preparing the Final
Form A and Position Vacany Policies

Attached for your information and action are instructions for preparing the final Form A. Also included for reference is the Position Vacancy Policies.

Please prepare an individual Form A for each tier (as instructed) and email the forms to Cassandra

000019

Toyofuku by noon, Thursday, October 9, 2008.

If you have any questions, please call Kerry Yoneshige at 586-0690, Cassandra Toyofuku at 586-0693 or Alvin Tamashiro at 586-0699.

Thank you for your assistance in completeing this request.



FB 09-11 Instructions for Form A.pdf



Position Vacancy Policies.pdf

Kevin B Cronin

From: Kevin B Cronin
Sent: Wednesday, August 19, 2009 9:29 AM
To: Rhowell L Ruiz
Subject: RE: Budget

Hi Rhowell,

Thank you.

Kevin

From: Rhowell L Ruiz
Sent: Wednesday, August 19, 2009 9:10 AM
To: Kevin B Cronin
Subject: Budget

Hi Kevin,

Sometime between late November and January, I was looking through some of the budgets that had been prepared in the past and noticed there were worksheets that listed requests for items and projected costs. I looked through some of the paperwork that was prepared before I started working on the budget, but didn't find any worksheets that was prepared this year. I called DAGS to see if they had a copy of worksheets with these requests, but I was told that this year, the agencies didn't put in requests, rather they prepared a worksheet detailing how they would deal with different amounts of budget cuts. I was told the budget would be based on the FY09 fiscal year budget, with a budget ceiling reduction that we normally have in a non-election fiscal year, plus any restrictions.

Thanks,

Rhowell



**STATE OF HAWAII
OFFICE OF ELECTIONS**

802 LEHUA AVENUE
PEARL CITY, HAWAII 96782
www.hawaii.gov/elections

KEVIN B. CRONIN
CHIEF ELECTION OFFICER

AARON H. SCHULANER
GENERAL COUNSEL

August 11, 2009

Mr. Alvin Katagihara
Budget Analyst
Department of Budget & Finance
250 South Hotel Street
Honolulu, HI 96813

Dear Mr. Katagihara:

Thank you for scheduling a meeting between you and your colleagues and the Office of Elections and staff to be held in your offices Wednesday, August 12, to enable us to present our budget needs for FY2010.

As the agency knowledgeable about the detailed practical, administrative, and statutory requirements to organize, prepare, and implement with all the state's county clerks the state's regular elections, we prepared our considered analysis of our budget for FY2010.

Our budget assumes all election preparation work goes perfectly, and the elections office itself, and especially computer services, experiences no breakdowns or other unforeseeable and unexpected events that would require repairs or replacements.

The elections office takes the position that the \$425,067 spent during FY2008, the fiscal year most like FY2010, to prepare for the 2008 elections may be significantly reduced to \$201,069 for FY2010 ending June 30, 2010, to enable minimally adequate election preparations for the 2010 elections.

The Office of Elections budget may accomplish two objectives. First, it would meet the estimated basic expenses to keep our doors open and lights on and to acquire a minimal amount of election supplies that need to be prepared and packed before FY 2011 when the elections will be held. Second, it would eliminate several activities and items historically provided for the elections, including: 1) closing the downtown office for candidate filing; 2) not printing candidate manuals and putting them online; 3) sharply

000022

Mr. Alvin Katagihara
August 11, 2009
Page Two

reducing the production of maps for candidates; and 4) drastically cutting travel to the neighbor islands for candidate and political party training, among other things.

This budget does not recognize the \$2.8 million for a new voting equipment system and the \$113,791 for civil service conversion that the legislature statutorily provided. In addition, it does not address our current four staff and seasonal worker needs to prepare for the elections.

Finally, I attach a copy of our positions and incumbents, showing the vacant positions.

Sincerely,



Kevin B. Cronin

Enclosures

000023

Office of Elections Budget

QUARTER 1				
Cost Element	Actual FY2008 Costs	Projected FY10 Costs	Justification	Adverse Impact of Not Acquiring
FACILITY OPERATING SUPPLIES	226.00	200.00	Facility supplies such as hand towels, soap, etc.	No Materials for staff use
GASOLINE AND OIL	348.00	300.00	To fuel Office of Elections vehicles	Cannot operate motor vehicles
CONSTRUCTION/REPAIR/OTHER SUPPLIES				
General Office Use	38.00	0.00	Miscellaneous tools	
Supplies used for elections/polling places	2,276.00	2,276.00	Carpet mask used at House and Senate chambers; shipping of voting booth curtains(balance paid with encumbered FY07 funds)	Possible delay in preparations may lead to increased overtime costs in packing materials and increased risk of errors in packing
DATA PROCESSING SUPPLIES				
General Office Use	301.00	150.00	Replace laptop battery; toner cartridge	Inability to properly operate office equipment
Supplies used for elections/polling places	23.00	0.00	Blank DVDs to duplicate training video	
OFFICE SUPPLIES				
General Office Use	467.00	350.00	Replenish office supplies	No materials for staff use
Supplies used for elections/polling places	1,631.00	800.00	Candidate Filing Supplies, Control and Counting Center Supplies, tabs for pollbooks	Lack of supplies for candidate filing may lead to a disruption in the filing process
OTHER SUPPLIES				
General Office Use	128.00	0.00	Computer repair kit for office use; inventory decals	
Supplies used for elections/polling places	1,405.00	1,000.00	Tape, lamination film and labels for District/Precinct Signs and supply boxes; Exam Capes, flashlights and plastic bags for supply boxes; batteries for flashlights	Possible delay in preparations may lead to increased overtime costs in packing materials and increased risk of errors in packing
Uniform/Shoes/Safety Accessories	224.00	0.00	Shirts and patches for warehouse staff	
DUES AND SUBSCRIPTIONS	736.00	0.00		
FREIGHT SHIPPING TO/FROM NEIGHBOR ISLANDS	0.00	0.00		

Office of Elections Budget

Cost Element	Actual FY2008 Costs	Projected FY10 Costs	Justification	Adverse Impact of Not Acquiring
POSTAGE				
General Office Mail/Postage	0.00	0.00		
Election Related Mail/Postage	0.00	0.00		
TELEPHONE				
Office lines (Office and Cellular)	35.00	300.00	Maintain communication link for office	Office will lack telephone service
Phones for polls	0.00	0.00		
Cellular phones for polls	0.00	0.00		
Phones for Control/Counting Centers	0.00	0.00		
Two way radios for Election day	0.00	0.00		
PRINTING AND BINDING				
Manuals	0.00	0.00		
Signs at Polling Places	977.00	977.00	Printing of "Need Help?" and "Voting Rights" Posters	Possible delay in preparations may lead to increased overtime costs in packing materials and increased risk of errors in packing
Pollbooks/Covers	34.00	6,000.00	Printing of pollbook pages (balance paid with encumbered FY07 funds)	Pollbook pages must be acquired, tabbed and prepared for printing
Maps	0.00	0.00		
Forms	0.00	0.00		
Voter Registration/Absentee Voting Affidavits	0.00	0.00		
PRINT ADVERTISEMENTS				
Staff Recruitment	4,146.00	0.00	Recruitment of CEO and Vacant Positions	No advertisements planned for quarter
Legal Notices/Proclamations	0.00	0.00		
Election Workers Recruitment	0.00	0.00		
Other advertising	0.00	0.00		
TRAVEL				
Airfare - In State Travel (Staff)	90.00	0.00	Preventive maintenance of voting booths	No travel planned for quarter
Airfare - In State - Travel (Non-Staff)	1,707.00	0.00	Election Commissioners attending meeting	
Airfare - Out of State Travel	1,080.00	0.00	CEO attended National Election Center conference	
Subsistence Allowance - In State	139.00	0.00	Preventive maintenance, Elections Commission mtg	
Subsistence Allowance - Out of State	1,324.00	0.00	Staff attended various national conferences	

Office of Elections Budget

Cost Element	Actual FY2008 Costs	Projected FY10 Costs	Justification	Adverse Impact of Not Acquiring
Mileage	0.00	0.00		
Rental Car	133.00	0.00	Preventive maintenance of voting booths	
Taxi Fare	30.00	0.00	Election Commissioner reimbursement	
ELECTRICITY	6,728.00	6,728.00	Power for Office of Elections	Office will close down
WATER	35.00	35.00	Water for Office of Elections	Office will lack water service
SEWER	75.00	75.00	Waste disposal for Office of Elections	Office will lack sewer service
FACILITY MAINTENANCE				
Refuse Collection	359.00	359.00	Disposal of waste and other materials	Garbage will accumulate
Postage machine	84.00	0.00		
Typewriters	0.00	0.00		
Photocopy machine	3,541.00	3,541.00	Necessary for daily operations	Work productivity will decrease
FAX machine	51.00	0.00		
Facility maintenance	292.00	292.00	Ensure facility is functionally sound	Violation of lease terms
Grounds Maintenance	359.00	359.00	Maintenance of foliage on property	Violation of lease terms, unkept premises
Pest Control Maintenance	210.00	210.00	To maintain sanitary conditions	Violation of lease terms, pest problem
Air Conditioning Maintenance	838.00	838.00	Maintain work environment	Violation of lease terms, units may fail
Alert Alarm	157.00	157.00	Maintain office equipment and data	Security of building will be compromised
Cable	112.00	0.00		
Access to C&C Voter Registration Database	0.00	0.00		
General repairs	95.00	95.00	Ensure facility and equipment are operational and safe	Building and equipment will fall into disrepair
Repair/Maintenance for vans, forklift	1,073.00	500.00	Ensure vehicles are operational and safe	Vehicles will become inoperable
Insurance	250.00	250.00	Vehicle insurance	Legal violation
Janitorial Maintenance	1,649.00	1,649.00	Maintain clean work environment	Violation of lease terms
Misc Current Expenditures	54.00	0.00		
Non-Profit Organizations	1,206.00	0.00	Payment for manning Drive-Thru Registration station	
Board of Registration Stipend	0.00	0.00		
Other Personal Services	0.00	0.00		
REGISTRATION FEES	359.00	0.00	Fee to attend National Election Center Conference	
STAFF TRAINING	235.00	0.00		

Office of Elections Budget

Cost Element	Actual FY2008 Costs	Projected FY10 Costs	Justification	Adverse Impact of Not Acquiring
Software	0.00	0.00		
Software Licenses/Registration	855.00	0.00		
COMPUTER/ELECTRONIC EQUIPMENT/ACCESSORIES	2,317.00	0.00		
Quarter 1 Subtotal	38,432.00	27,441.00		

Office of Elections Budget

QUARTER 2				
Cost Element	Actual FY2008 Costs	Projected FY10 Costs	Justification	Adverse Impact of Not Acquiring
FACILITY OPERATING SUPPLIES	519.00	200.00	See Quarter 1	See Quarter 1
GASOLINE AND OIL	462.00	462.00	"	"
CONSTRUCTION/REPAIR/OTHER SUPPLIES				
General Office Use	146.00	0.00	Flag pole repair/supplies	
Supplies used for elections/polling places	2,608.00	2,608.00	Electrical cords and adapters for use at House and Senate Chambers	"
DATA PROCESSING SUPPLIES				
General Office Use	468.00	468.00	Toner Cartridges	"
Supplies used for elections/polling places	140.00	0.00	Paper for printing of election maps	
OFFICE SUPPLIES				
General Office Use	268.00	150.00	Replenish office supplies	"
Supplies used for elections/polling places	918.00	0.00	Name badge blanks for pollworkers, velo spines	
OTHER SUPPLIES				
General Office Use	0.00	0.00		
Supplies used for elections/polling places	1,597.00	1,597.00	Bags, labels and envelopes used for supply/precinct boxes	"
Uniform/Shoes/Safety Accessories	0.00	0.00		
DUES AND SUBSCRIPTIONS	511.00	0.00		
FREIGHT SHIPPING TO/FROM NEIGHBOR ISLANDS	0.00	0.00		
POSTAGE				
General Office Mail/Postage	291.00	291.00	Various priority mailings/FedEx Service	Important documents will not be sent in a timely manner
Election Related Mail/Postage	175.00	175.00	Bulk Mail License Fee	OE will not be able to mail at bulk rate

Office of Elections Budget

Cost Element	Actual FY2008 Costs	Projected FY10 Costs	Justification	Adverse Impact of Not Acquiring
TELEPHONE				
Office lines (Office and Cellular)	460.00	460.00	See Quarter 1	See Quarter 1
Phones for polls	0.00	0.00		
Cellular phones for polls	0.00	0.00		
Phones for Control/Counting Centers	0.00	0.00		
Two way radios for Election day	0.00	0.00		
PRINTING AND BINDING				
Manuals	0.00	0.00		
Signs at Polling Places	3,348.00	3,348.00	Printing of labels for District/Precinct signs, directional arrows, polling place closure signs (incl. translations)	"
Pollbooks/Covers	1,132.00	1,132.00	Printing of covers for pollbooks	"
Forms	0.00	0.00		
Maps	0.00	0.00		
Voter Registration/Absentee Voting Affidavits	0.00	0.00		
Voter Education	6,905.00	0.00	Portfolios for voter education presentations	
PRINT ADVERTISEMENTS				No advertisements planned for quarter
Staff Recruitment	0.00	0.00		
Legal Notices/Proclamations	0.00	0.00		
Election Workers Recruitment	0.00	0.00		
Other advertising	107.00	0.00	Ad for Election Commission Chairperson	
TRAVEL				No travel planned for quarter
Airfare - In State Travel (Staff)	0.00	0.00		
Airfare - In State - Travel (Non-Staff)	1,798.00	0.00	Election Commissioners to attend meetings	
Airfare - Out of State Travel	0.00	0.00		
Subsistence Allowance - In State	0.00	0.00		
Subsistence Allowance - Out of State	0.00	0.00		
Mileage	36.00	0.00	Mileage reimbursement for Election Commissioners	
Rental Car	0.00	0.00		
Taxi Fare	0.00	0.00		
ELECTRICITY	7,210.00	7,210.00	See Quarter 1	See Quarter 1

Office of Elections Budget

Cost Element	Actual FY2008 Costs	Projected FY10 Costs	Justification	Adverse Impact of Not Acquiring
WATER	100.00	100.00	See Quarter 1	See Quarter 1
SEWER	213.00	213.00	"	"
FACILITY MAINTENANCE				
Refuse Collection	539.00	539.00	"	"
Postage machine	0.00	0.00		
Typewriters	0.00	0.00		
Photocopy machine	3,177.00	3,177.00	"	"
FAX machine	74.00	0.00		
Facility maintenance	221.00	221.00	"	"
Grounds Maintenance	719.00	719.00	"	"
Pest Control Maintenance	221.00	221.00	"	"
Air Conditioning Maintenance	576.00	576.00	"	"
Alert Alarm	235.00	235.00	"	"
Cable	168.00	0.00		
Access to C&C Voter Registration Database	118.00	118.00	"	"
General repairs	543.00	500.00	"	"
Repair/Maintenance for vans, forklift	149.00	0.00		
Insurance	0.00	0.00		
Janitorial Maintenance	1,625.00	1,626.00	"	"
Misc Current Expenditures	30.00	0.00		
Non-Profit Organizations	4,095.00	0.00	Payment for volunteer election day workers	
Board of Registration stipend	765.00	0.00	Compensation for services rendered to members	
Other Personal Services	0.00	0.00		
REGISTRATION FEES	75.00	0.00	Attend local exhibits to distribute pollworker recruitment	
STAFF TRAINING	130.00	0.00		
Software	237.00	0.00	Mail Merge software	
Software Licenses/Registration	7,864.00	8,000.00	GIS Publisher software registration	Inability to utilize software
COMPUTER/ELECTRONIC EQUIPMENT/ACCESSORIES	1,895.00	0.00	Mounting, cables, mouse	
Quarter 2 Subtotal	52,869.00	34,346.00		

Office of Elections Budget

QUARTER 3				
Cost Element	FY2008 Cost	Projected FY10 Costs	Justification	Adverse Impact of not Acquiring
FACILITY OPERATING SUPPLIES	780.00	780.00	See Quarter 1	See Quarter 1
GASOLINE AND OIL	438.00	438.00	"	"
CONSTRUCTION/REPAIR/OTHER SUPPLIES				
General Office Use	295.00	150.00	Materials for office repairs/maintenance	Inability to properly maintain facility or equipment
Supplies used for elections/polling places	238.00	0.00	Electrical cords and adapters for use at House and Senate Chamber	See Quarter 1
DATA PROCESSING SUPPLIES				
General Office Use	0.00	0.00		
Supplies used for elections/polling places	168.00	0.00	CD Sleeves and Labels for candidate filing	
OFFICE SUPPLIES				
General Office Use	882.00	400.00	Replenish office supplies	"
Supplies used for elections/polling places	8,651.00	8,500.00	Envelopes, markers, rubber bands for supply boxes;	Delay in preparation, leading to increased overtime costs and confusion
OTHER SUPPLIES				
General Office Use	48.00	0.00		
Supplies used for elections/polling places	373.00	300.00	Lamination film and shrink wrap for pallets	See Quarter 1
Uniform/Shoes/Safety Accessories	391.00	0.00		
DUES AND SUBSCRIPTIONS	1,008.00	0.00		
FREIGHT SHIPPING TO/FROM NEIGHBOR ISLANDS	0.00	0.00		
POSTAGE				
General Office Mail/Postage	583.00	250.00	See Quarter 2	See Quarter 2
Election Related Mail/Postage	371.00	400.00	Candidate filing materials to neighbor islands	Candidate filing materials will arrive late, will affect preparation and may lead to confusion

Office of Elections Budget

Cost Element	FY2008 Cost	Projected FY10 Costs	Justification	Adverse Impact of not Acquiring
TELEPHONE				
Office lines (Office and Cellular)	1,718.00	1,718.00	See Quarter 1	See Quarter 1
Phones for polls	0.00	0.00		
Cellular phones for polls	0.00	0.00		
Phones for Control/Counting Centers	154.00	0.00	Install phone line at Waimea Civic Center	Lack of phone service will disrupt election day communication
Two way radios for Election day	0.00	0.00		
PRINTING AND BINDING				
Manuals	0.00	5,000.00	\$4794 spent on Record Books using encumbered FY07 funds	All printing needs for this quarter are crucial in implementing election day procedures
Signs at Polling Places	4,795.00	4,795.00	No Electioneering, Fall Safe Voter List, Issuing Station signs	
Pollbooks/Covers	910.00	0.00	Printing of pollbook front covers	
Forms	2,170.00	2,200.00	Candidate Filing applications and papers	
Maps	3,397.00	200.00	Printing of Election Maps; electronic duplication of maps	
Voter Registration/Absentee Voting Affidavits	0.00	0.00		
Voter Education	3,441.00	0.00	Printing of documents for Young Voter Registration Program	
PRINT ADVERTISEMENTS				
Staff Recruitment	0.00	0.00		No advertisements planned for quarter
Legal Notices/Proclamations	0.00	0.00		
Election Workers Recruitment	0.00	0.00		
Other advertising	0.00	0.00		
TRAVEL				
Airfare - In State Travel (Staff)	500.00	0.00	Attend Candidate Filing Training	No travel planned for quarter
Airfare - In State - Travel (Non-Staff)	950.00	0.00	Election Commissioners to attend meetings	
Airfare - Out of State Travel	0.00	0.00		
Subsistence Allowance - In State	80.00	0.00	Attend Candidate Filing Training	
Subsistence Allowance - Out of State	0.00	0.00		
Mileage	414.00	0.00	Mileage reimbursement for Election Commissioners	
Rental Car	35.00	0.00	On-Site Inspection of County of Hawaii Counting Center	
Taxi Fare	0.00	0.00		

Office of Elections Budget

Cost Element	FY2008 Cost	Projected FY10 Costs	Justification	Adverse Impact of not Acquiring
ELECTRICITY	7,913.00	7,913.00	See Quarter 1	See Quarter 1
WATER	49.00	49.00	"	"
SEWER	143.00	143.00	"	"
FACILITY MAINTENANCE				
Refuse Collection	880.00	880.00	"	"
Postage machine	84.00	90.00	"	"
Typewriters	0.00	0.00		
Photocopy machine	4,116.00	4,116.00	"	"
FAX machine	96.00	0.00		
Facility maintenance	7,538.00	7,538.00	"	"
Grounds Maintenance	539.00	539.00	"	"
Pest Control Maintenance	221.00	221.00	"	"
Air Conditioning Maintenance	1,094.00	1,094.00	"	"
Alert Alarm	253.00	253.00	"	"
Cable	131.00	0.00		
Access to C&C Voter Registration Database	294.00	300.00	"	"
General repairs	836.00	450.00	"	"
Repair/Maintenance for vans, forklift	1,897.00	0.00		
Insurance	0.00	0.00		
Janitorial Maintenance	1,770.00	1,770.00	"	"
Misc Current Expenditures	242.00	200.00	Various operational costs	
Non-Profit Organizations	0.00	0.00		
Board of Registration stipend	0.00	0.00		
Other Personal Services	468.00	0.00	Court reporter fee	
REGISTRATION FEES	19.00	0.00	DAGS Retreat registration fee	
STAFF TRAINING	135.00	0.00		
Software	575.00	0.00		
Software Licenses/Registration	628.00	0.00		
COMPUTER/ELECTRONIC EQUIPMENT/ACCESSORIES	17,906.00	0.00	3 MacPro Workstations; RAM upgrade	
Office/Warehouse Furniture	5,873.00	0.00		

Office of Elections Budget

Cost Element	FY2008 Cost	Projected FY10 Costs	Justification	Adverse Impact of not Acquiring
Quarter 3 Subtotal	86,490.00	50,687.00		

Office of Elections Budget

QUARTER 4				
Cost Element	FY2008 Cost	FY10 Budgeted	Justification	Adverse Impact of not Acquiring
FACILITY OPERATING SUPPLIES	557.00	400.00	See Quarter 1	See Quarter 1
GASOLINE AND OIL	813.00	900.00	"	"
CONSTRUCTION/REPAIR/OTHER SUPPLIES				
General Office Use	206.00	150.00	See Quarter 3	See Quarter 3
Supplies used for elections/polling places	5,109.00	4,000.00	Electrical cords and adapters for election day; batteries and replacement bulbs for flashlights	See Quarter 1
DATA PROCESSING SUPPLIES				
General Office Use	1,390.00	1,000.00	Toner cartridge	"
Supplies used for elections/polling places	114.00	100.00	CDs and Sleeves for duplication of maps	"
OFFICE SUPPLIES				
General Office Use	2,891.00	200.00	Replenish office supplies	"
Supplies used for elections/polling places	22,803.00	18,000.00	Pens for polling places; name badge holders; labels for supplies; masking tape and other supplies for polling places	See Quarter 3
OTHER SUPPLIES				
General Office Use	42.00	50.00	Miscellaneous supplies for daily office operations	Lack of materials for office
Supplies used for elections/polling places	5,598.00	4,500.00	Padlock custom seals; alpha sign base	See Quarter 1
Uniform/Shoes/Safety Accessories	10.00	0.00		
DUES AND SUBSCRIPTIONS				
FREIGHT SHIPPING TO/FROM NEIGHBOR ISLANDS	50.00	0.00	Cargo Application Fee	
POSTAGE				
General Office Mail/Postage	493.00	400.00	See Quarter 2	See Quarter 2
Election Related Mail/Postage	5,014.00	5,000.00	Postage meter reloaded for mass mailings	Inability to send mass mailings to voters and election day volunteers

Office of Elections Budget

Cost Element	FY2008 Cost	FY10 Budgeted	Justification	Adverse Impact of not Acquiring
TELEPHONE				
Office lines (Office and Cellular)	1,774.00	1,774.00	See Quarter 1	See Quarter 1
Phones for polls	0.00	0.00		
Cellular phones for polls	44,592.00	0.00	Purchase of cell phones for use in polling places	
Phones for Control/Counting Centers	2,120.00	2,000.00	Installation and service for phones at counting/control centers	See Quarter 3
Two way radios for Election day	0.00	0.00		
PRINTING AND BINDING				
Manuals	41,369.00	15,000.00	Candidate Filing and Precinct Official Manuals	Lack of manuals for candidates and election day volunteers, leading to confusion over respective processes
Signs at Polling Places	241.00	241.00	Various signage for polls	See Quarter 1
Pollbooks/Covers	0.00	0.00		
Envelopes	7,901.00	5,000.00	Precinct counter, memory card, secrecy folders	Various envelopes are crucial to executing election day procedures
Forms	0.00	0.00		
Maps	1,898.00	0.00		
Voter Registration/Absentee Voting Affidavits	41,841.00	0.00		
Voter Education	1,702.00	0.00	Translated Factsheets	
PRINT ADVERTISEMENTS				
Staff Recruitment	457.00	0.00		
Legal Notices/Proclamations	2,222.00	2,300.00	Required by law to post proclamations	Violation of law
Election Workers Recruitment	0.00	0.00		
Other advertising	0.00	0.00		
TRAVEL				
Airfare - In State Travel (Staff)	2,461.00	1,000.00	Staff conduct trainings; meet with party chairpersons	Inability to conduct crucial trainings and meetings needed for 2010 elections
Airfare - In State - Travel (Non-Staff)	1,910.00	0.00	Election Commissioners attend meetings	
Airfare - Out of State Travel	0.00	0.00		
Subsistence Allowance - In State	80.00	100.00	Staff conduct trainings; meet with party chairpersons	"
Subsistence Allowance - Out of State	0.00	0.00		
Mileage	199.00	0.00	Election Commissioners attending meetings; staff attending Voter Education demonstrations	
Rental Car	0.00	0.00		

Office of Elections Budget

Cost Element	FY2008 Cost	FY10 Budgeted	Justification	Adverse Impact of not Acquiring
Taxi Fare	0.00	0.00		
ELECTRICITY	6,610.00	6,610.00	See Quarter 1	See Quarter 1
WATER	97.00	97.00	"	"
SEWER	214.00	214.00	"	"
FACILITY MAINTENANCE				
Refuse Collection	1,305.00	1,305.00	"	"
Postage machine	100.00	100.00	"	"
Typewriters	631.00	0.00	"	"
Photocopy machine	6,307.00	6,000.00	"	"
FAX machine	69.00	0.00	"	"
Facility maintenance	0.00	0.00	"	"
Grounds Maintenance	539.00	539.00	"	"
Pest Control Maintenance	221.00	221.00	"	"
Air Conditioning Maintenance	576.00	576.00	"	"
Alert Alarm	355.00	355.00	"	"
Cable	198.00	0.00	"	"
Access to C&C Voter Registration Database	751.00	750.00	"	"
General repairs	1,466.00	1,000.00	"	"
Repair/Maintenance for vans, forklift	2,221.00	1,000.00	"	"
Insurance	4,501.00	4,500.00	Property Insurance	Lease requires that OE maintain insurance
Janitorial Maintenance	3,213.00	3,213.00	See Quarter 1	See Quarter 1
Misc Current Expenditures	1,099.00	0.00		
Non-Profit Organizations	200.00	0.00		
Board of Registration stipend	0.00	0.00		
Other Personal Services	15.00	0.00	Reconciliation of underpayment to 2006 pollworker	
REGISTRATION FEES	25.00	0.00		
STAFF TRAINING	1,417.00	0.00		
Software	105.00	0.00		
Software Licenses/Registration	0.00	0.00		

Office of Elections Budget

Cost Element	FY2008 Cost	FY10 Budgeted	Justification	Adverse Impact of not Acquiring
COMPUTER/ELECTRONIC EQUIPMENT/ACCESSORIES	9,881.00	0.00	Projector used for trainings; adding machines used for audits; laser printer; encasing for hardware	
Office/Warehouse Furniture	9,303.00	0.00	Shelving, rack enclosure for warehouse, a/c unit, compressor	
Quarter 4 Subtotal	247,276.00	88,595.00		
Total	425,067.00	201,069.00		

OFFICE OF ELECTIONS
FISCAL YEAR 2010

FISCAL YEAR 2008

Total Appropriated	928,596 Salaries 2,966,209 Other inc equipment 3,894,805 Total	2,576,102
Restricted by Legislature	2,800,000 To be used for electronic voting machines 113,791 To be used to convert employees to Civil Service 2,913,791 Total restricted	
Balance after LEG restriction	981,014*	
Restricted allotment	113,346 Average restriction of 14% of personnel costs	
Balance available	867,668	
	(60,928) AMOUNT IN EXCESS SALARIES \$928,596 - BALANCE AVAILABLE 867,668	
	(37,978) PAYMENTS TO COUNTIES 2008 ELECTIONS	
	(98,906) NET REDUCTION	CURRENT EXPENSE FUNDS AVAILABLE 517,171

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* NOTE: THE FY 2010 AMOUNT AVAILABLE FOR CURRENT EXPENSES IS \$52,418 (\$981,014 BALANCE - \$928,596 SALARIES = \$52,418). THIS AMOUNT IS REDUCED FURTHER BY \$37,978 TAKEN BY ADMINISTRATION FROM FY 2009 BUDGET AND NOW TO BE PAID FROM FY 2010 BUDGET OF \$52,418. THE NET FUNDS AVAILABLE FOR OPERATIONS IS \$14,440 BEFORE TAKING FUNDS APPROPRIATED FOR SALARIES.

Office of Elections Staff
as of 8/11/2009

Position	Name
Secretary III	Roldan, Carolyn
Office Assistant III	Longoria, Sheri-Ann
DPSA VI	Rosenbrock, David
CEO	Cronin, Kevin
General Counsel	Schulaner, Aaron
Section Head (BOPS)	vacant
Section Head (CCOPS)	Nago, Scott
Computer Programmer	Wong, Charles
Computer Programmer	vacant
Section Head (ESS)	vacant
Election Specialist (ESS)	vacant
Election Specialist (ESS)	Kiaaina, Holly-Ann
Warehouse Supervisor	Ho, Shenan
Election Logistics Worker	Tsukiyama, Wayden
Section Head (VS)	Quidilla, Rex
Election Specialist (VS)	Ruiz, Rhowell
Election Specialist (VS)	Cuevo, Ciress
Election Assistant (VS)	de Leon, Noe
Section Head (POPS)	Gold, Judy



**STATE OF HAWAII
OFFICE OF ELECTIONS**

802 LEHUA AVENUE
PEARL CITY, HAWAII 96782
www.hawaii.gov/elections

KEVIN B. CRONIN
CHIEF ELECTION OFFICER

AARON H. SCHULANER
GENERAL COUNSEL

July 13, 2009

To: The Honorable Linda Lingle
Governor

Through: Georgina K. Kawamura, Director
Department of Budget and Finance

Russ K. Saito,
Comptroller

From: Kevin B. Cronin *KBC*
Chief Election Officer

Subject: REQUEST to FILL AUTHORIZED POSITIONS
and to RESTORE OPERATING FUNDS

Well aware of the state's current economic circumstances which the Office of Elections and I appreciate and understand, I nevertheless present here my request for authorization to fill the twenty (20) established staff positions reasonable, necessary, and required to plan, organize, and implement the 2010 county, state, and federal Primary and General Elections and wrap up thereafter and to restore operating funds.

I respectfully request you to approve and grant authorization to fill each of the five (5) permanent positions that are vacant, noting the Election Support Services Section Head position is filled now as a temporary assignment that should be made permanent, and the fifteen (15) temporary positions at a later date.

In addition, I respectfully request you to authorize restoration of funds for the Office of Elections' maintenance and operations for FY2010.

The significance to all state residents and candidates for county, state, and federal offices at the elections of the election process and the need for transparency obliges me to write to you at this time. I take no pleasure in writing this memorandum to you. The existing office circumstances with reduced staff and virtually no operating funds even without mentioning the challenges faced by processing another RFP to acquire another new voting system for the elections, however, leave me no choice. Everyone should be aware now that our 2010 elections face grave risks that will only be compounded without affirmative action very, very soon. Elections are the shared responsibility of all of us, with heightened responsibility of those of us who have a critical, outcome determinative

000041

role to play that obliges us to look ahead and do all we can reasonably do to enable them.¹ This memo turns now to discuss the staff positions.

The staff positions at issue consist of five permanent authorized positions and seventeen seasonal workers. Each vacant permanent position is identified in the attached memoranda. The fifteen (15) seasonal authorized positions are similarly identified in one memorandum. This seasonal positions' memo is presented early because of the possible bureaucratic delays in processing it when further delays would present insurmountable obstacles to election preparations.

The first memorandum for Ballot Operations Section Head, dated March 4, presents my original December 4, 2008, memo for this position on pages 7 through 16.

The second for Election Support Services Section Head, dated March 4, presents my March 3, 2009, memo for this position on pages 17 through 30.

The third memo for Voter Services Specialist, dated March 27 presents this position on 31 through 39.

The fourth for Election Specialist, dated July 7, presents this position on pages 40 through 48.

The fifth memo for Information Communication Systems Specialist, dated July 13, presents this position on pages 49 through 58.

Finally is attached the package of the DAGS Requests for Personnel Action for the fifteen (15) seasonal worker positions, of which all have supported the state's 2008 elections and those previously and which all are reasonable and necessary to properly plan and execute the 2010 elections. These forms begin on page 59.

Each memo submitted here as has been done in the past explains more fully the need for each position and justification for its filling at the appropriate time. Time is of the essence in my opinion, given the challenges to organizing the regular elections in Hawaii. I believe for good legal reasons, however, this procedure is not required under Hawaii law that gives the chief election officer exclusive authority over personnel. With this in mind, the authority of the chief election officer over personnel matters, the composition of the Office of Elections, the impact of not filling these vacant positions, and the budget implications to the office for the 2010 elections are discussed next.

¹ The significance to all Hawaii citizens of the current lack of staff and operating funds now in question but necessary for the Office of Elections and chief election officer to implement the duty to conduct the 2010 state and federal elections under state statutory and constitutional laws and federal laws compels this memorandum at this time. The elections office staff service and funding now in question is required to enable all the state's approximately 690,000 registered voters including the disability community and civilian overseas and military voters the opportunity to vote at the 2010 elections.

~~I. AUTHORITY OF CHIEF ELECTION OFFICER OVER PERSONNEL MATTERS~~

The Hawaii State Constitution provides for a chief election officer to supervise state elections.² Art. IV, sec. 3. The Office of Elections was established “to provide support to the chief election officer” and the chief election officer acts as the administrator of the office. HRS §11-1.5. The Office of Election was “placed within the department of accounting and general services for administrative purposes.” HRS §11-1.5. The legislature excluded the Office of Elections from certain rules under HRS §26-35 (Administrative supervision of boards and commissions) that normally require an attached agency to obtain approval from the department head before taking any personnel or procurement action.

The law in relevant part provides:

The office of elections shall be exempt from section [26-35(a)(1), (4), and (5)] and shall:

* * *

(2) Make all decisions regarding employment, appointment, promotion, transfer, demotion, discharge, and job descriptions of all officers and employees of or under the jurisdiction of the office of elections without the approval of the comptroller; and

(3) Purchase all supplies, equipment, or furniture without the approval of the comptroller.

The office of elections shall follow all applicable personnel laws.

HRS §11-1.55 (Exemptions) (italics provided).

Additionally, the legislature’s scheme for the Office of Elections under HRS §11-5 (Employees) provides that the chief election officer may employ staff with or without regard to chapter 76 (Civil Service Law) and without regard to Chapter 89 (Collective Bargaining). This law in relevant part states as follows: “(p)ursuant to section 11-1.55, the chief election officer may employ a staff with or without regard to chapter 76 at the discretion of the chief election officer, and without regard to chapter 89 and section 28-8.3.” HRS §11-5(a).

² The chief election officer is appointed by an Election Commission composed of eight members appointed by the Speaker of the House of Representatives, the minority party of the House of Representatives, the Senate President, and the minority party of the Senate. Each appointing authority appoints two members. A ninth member is selected by the eight members to serve as chairperson. HRS §11-7.

II. COMPOSITION OF THE OFFICE OF ELECTIONS

The Office of Elections consists of five sections and is headed by the chief election officer who is assisted by his general counsel and his secretary. The sections are as follows: ballot operations, counting center operations, computer services, election support services, and voter services. These are shown on the attached Exhibit, the office's organization chart as of June 30, 2007. Since then, the only changes in the chart have been the elimination during the last legislative session of the warehouse chief, position no. 101888; elections logistic worker, position no. 100370, and election assistant, position no. 101886.

The organizational chart shows that nearly half of the positions at the Office of Elections are seasonal positions. These positions are hired for varying periods of time during an election year. Most of these positions, however, are hired in January and continue through the last day of December in an election year.

In addition to those listed on the organization chart, the Office of Elections hires various individuals during an election year under personal services contract. Specifically, these include ballot packers, precinct trainers, and counting center managers. Finally, there are also election day officials, including precinct officials, who are hired and paid a stipend for their services, pursuant to statute and administrative rule.

III. IMPACT OF POSITIONS NOT BEING FILLED.

The elections office's now five vacant and 15 seasonal staff positions are each necessary, essential, and critical to the planning, organizing, and implantation of the 2010 elections. The loss of permanent staff means that issues relevant to the position that arise are deferred without resolution, impacting candidates, parties, and the public. Each resolved issue establishes the foundation for the next aspect of the election preparations to consider and build on. Thus unresolved issues cascade one on another to constrain and disrupt election preparations. This growing impact has already begun, notably declining due to the vacant ballot operations position the invitation of the Commission on the Status of Women in June to address its candidate preparation forum to discuss with the attendees running for public office nomination, ballot placement, and relevant election issues. Because of this vacancy, representatives of potential political parties who have contacted our office during the last few weeks have had to wait a few days for answers to their questions. As we move into the fall and closer to the soon to begin candidate filing period, these and other issues will emerge and need resolution that now cannot reasonably be addressed. Similar problems for each position are elaborated in each attached memoranda. As such, we seek the immediate ability to fill the currently vacant four permanent positions. In addition, we seek now confirmation for planning purposes and then implementation the Office of Elections is authorized to fill all 15 seasonal positions without whom the elections cannot be implemented.

IV. BUDGET IMPLICATIONS TO THE OFFICE OF ELECTIONS

The Office of Elections understands and appreciates the state's dire fiscal circumstances as do each county clerk and staff who provide invaluable and competent support to enable the state's regular elections. The state's fiscal circumstances, however, have unfortunately impacted the elections office's capacity to prepare at this time for the 2010 elections.

The net amount remaining in the office's budget for 2010 election preparations is remarkably little. After subtracting from the legislature's total FY 2010 ending June 30, 2010, appropriation the amounts for personnel and voting equipment and the amount for furloughs that would have been taken if furloughs had been implemented but will be taken from maintenance and operations, the amount remaining is \$52,863.

The net \$52,863 has been reduced further. The reduction results from the decision recently to cancel and capture a total \$37,978.80, the disbursements timely requested for payment from the FY 2009 budget for the year ending June 30, 2009, to the counties of Hawaii of \$16,542.90, Kauai of \$19,454.67, and Maui of \$1,981.23 to reimburse the counties their prorated expenses for the 2008 elections. This amount will now be paid from OE's FY 2010 budget. The net operating funds remaining are now \$14,884.20. This amount is enough to pay for electricity, water, and other building maintenance that runs about \$7,000 per month for two months -- July and August. This effectively establishes a more than 97% cut in the office's maintenance and operation budget from the amount available for FY 2008, the year before the 2008 elections.

The elections office now is functionally unable to ~~maintain~~ its offices and to purchase and acquire the materials and supplies needed now to prepare for the 2010 elections.

We are five critical and necessary staff positions short from the full time seventeen member staff who served during FY 2008, the year before the 2008 elections.

Our capacity to fund any of the required 15 seasonal workers for the 2010 elections is called into question.

Under these unfortunate and regrettable circumstances for all, the Office of Elections has insufficient funds to purchase the materials and perform the services necessary in this nonelection year to have a chance for the 2010 elections. Accordingly, I respectfully request and urge you to authorize the restoration to the Office of Elections' budget sufficient funds so we may prepare for the 2010 elections.

Your prompt consideration and approval of our requests at this time will be sincerely appreciated.

2. Program ID/Title; Division/Branch/Section (as applicable) location:

Program ID – AGS879; Department of Accounting and General Services/Office of Elections located at 802 Lehua Avenue, Pearl City, Hawaii 96782.

3. Salary and means of financing (general, special, federal, etc.; for other than general fund, indicate specific fund source):

The salary for the BOPS Section Head is currently budgeted at \$49,080 per year and will be funded through General Funds, fund source G-004-M.

4. Nature of appointment:

- a) Projected appointment date: July 1, 2009
- b) Civil service/exempt: Exempt Appointment
- c) Duration position needs to be filled: NTE 6/30/10
- d) Part or full time: Position is full time/40 hrs per week
- e) If exempt, attach a copy of Department of Human Resources Development or delegated approval: By law HRS § 11-5

6. Justification for establishing and filling the position:

This position is responsible to the chief election officer for all Office of Elections activities relating to candidate filing, and preparing, procuring, inventorying, providing security and reconciling ballots for federal, state, and county elections.

This is a complex, demanding and unique position integral to the election process. Because its duties and responsibilities are one of a kind in the entire state in both the public and private sectors, much lead time for training is required to assure minimal success at the 2010 elections. This position is responsible for the federal and state candidate nomination process, designing and proofing ballots, and training elections officials who deliver and collect ballots and election materials on election days. A decision not to grant authority to fill this position creates a tremendous adverse impact on the candidate filing and election process to the detriment of the state and establishes a risk of liability for failures in the election process.


The longer this position remains vacant, the more likely to arise are issues in the nomination, ballot design, and election process.

If such vacancy remains protracted or not authorized to be filled as soon as possible, the state will not have 2010 elections.


7. Attach organization chart reflecting where the requested position will be placed.

8. Department review of request:

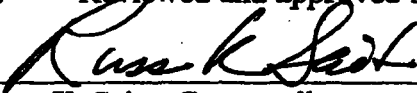
a. Reviewed and approved by division or attached agency administrator:

 12/4/2008 453-8683
Kevin B. Cronin Date
Chief Election Officer

b. Reviewed and approved by department administrative services officer:

 12/2/08 586-0696
Kerry Coneshige Date
Business Management Officer

c. Reviewed and approved by department head:


 12/9/08 586-0400
Russ K. Saito, Comptroller Date

RECOMMEND:

APPROVAL

DISAPPROVAL

DEFER

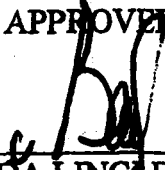

Georgina K. Kawamura, Director of Finance

4/26/09
Date

APPROVED

DISAPPROVED

DEFER


LINDA LINGLE
Governor, State of Hawaii

4.11.09
Date

POSITION DESCRIPTION

September 1, 2005

I. IDENTIFYING INFORMATION

Position No.: 100362
Class Title: Section Head (BOPS)
Department: Department of Accounting and General Services
Division: Office of Elections
Branch: Ballot Operations
Section: N/A
Unit: N/A
Sub-Unit: N/A
Geographic Location: Pearl City

II. INTRODUCTION

The Office of Elections directs and coordinates election services statewide and assist counties with county elections; provides voter registration services to qualified citizens; responsible for public education with respect to voter registration and information; maintains data relating to registered voters, elections, apportionment, and districting; provides necessary technical services and support to the Reapportionment Commission; and provides staff support to the Elections Commission and Board of Registration.

The Ballot Operations Branch manages all activities relating to candidate filing and preparing, procuring, inventorying, providing security and reconciling ballots for federal, state, and county elections.

The Ballot Operations Section Head plans, organizes, staffs, directs, and controls the operations relating to preparing, procuring, controlling, inventorying, and reconciling election ballots for all state and concurrently conducted federal and county elections. This position is also responsible to plan, organize and direct candidate filing activities.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Ballot Operations Branch Responsibilities 26%

Plans, directs and administers the Ballot Operations Branch.

1. Plans, organizes, and directs the compiling of statistical data relating to ballot inventory. [1,2]
2. Develops reports, standard operating procedures, program plans, and evaluation of program activities. [1,2]

000049

3. Responds to public inquiries orally and in writing. [1,2]
4. Determines proper execution and application of election laws and regulations. [1,2]
5. Proposes, drafts, and develops legislation regarding elections and recommends changes to existing statutes and administrative rules. [1,2]
6. Directs and conducts studies to evaluate the effectiveness and efficiency of ballot operation services. [1,2]
7. Develops and maintains sectional budget and expenditure plans. [1,2]
8. Oversees the development of the election FACTSHEETS. [1,2]
9. Maintains liaison with state and county agencies on matters relating to elections and of mutual interest. [1,2]
10. Conducts review of election complaints and possible improprieties involving unions, candidates, political parties, voters, and the voting system. [1,2]
11. Operates a motor vehicle to attend presentations, demonstrations, and training sessions, island-wide. [1,2]

B. Supervisory Activities (Election Year Only) 20%

Supervises staff to achieve planned objectives and goals.

1. Plans, organizes, schedules, assigns, reviews, and directs the work of staff. [1,2]
2. Conveys to staff goals and objectives and explains/discusses how policies and procedures will be implemented. [1,2]
3. Provides for training, development, and job performance evaluation of staff in order to meet job responsibilities and improve performance. [1,2]
4. Reviews qualifications of applicants, interviews applicants, and recommends selection of the most qualified person for appointment. [1,2]

G. Other Duties 5%

1. Performs other duties as assigned by the Chief Election Officer.
2. Provides assistance and information to other sections within the Office of Elections.

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 103133

Class Title: Chief Election Officer

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided.

Instructions are limited to general guidance and direction to specify priorities and the results expected. The employee is required to plan and carry out the necessary work activities independently.

2. Assistance Provided.

The employee takes care of all aspects of the work independently, but is expected to inform the supervisor when unforeseen events or circumstances require significant changes such as matters which conflict with procedures, election laws, etc.

3. Review of Work.

The supervisor does not check the accuracy of individual work assignments but does check to make sure that goals and objectives are met.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available.

- a. Hawaii Revised Statutes
- b. Hawaii Administrative Rules
- c. Applicable Federal laws.

2. Use of Guidelines.

The employee is expected to know, apply and incorporate statutes, rules, policies and procedures, and other related guidelines concerning elections.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

- 1. Hawaii Driver's License (Type 3 License)
- 2. Eligible to be a registered voter in the State of Hawaii

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

General principles of management, supervision and public relations; methods and techniques of preparing informational and educational materials; methods and techniques of instruction; public speaking methods; and skills in report writing.

B. Skills/Abilities:

Supervise the work of others; learn, understand and explain to others voting and the elections processes; communicate effectively orally and in writing; comprehend, interpret and apply laws, rules, procedures and policies; deliver speeches to promote interest and to educate groups regarding elections; ability to work in a highly fluid environment; and work long hours, weekends, and holidays.

C. Education:

Graduation with an accredited college or university with a baccalaureate degree preferably in education, community education, or political science.

D. Experience:

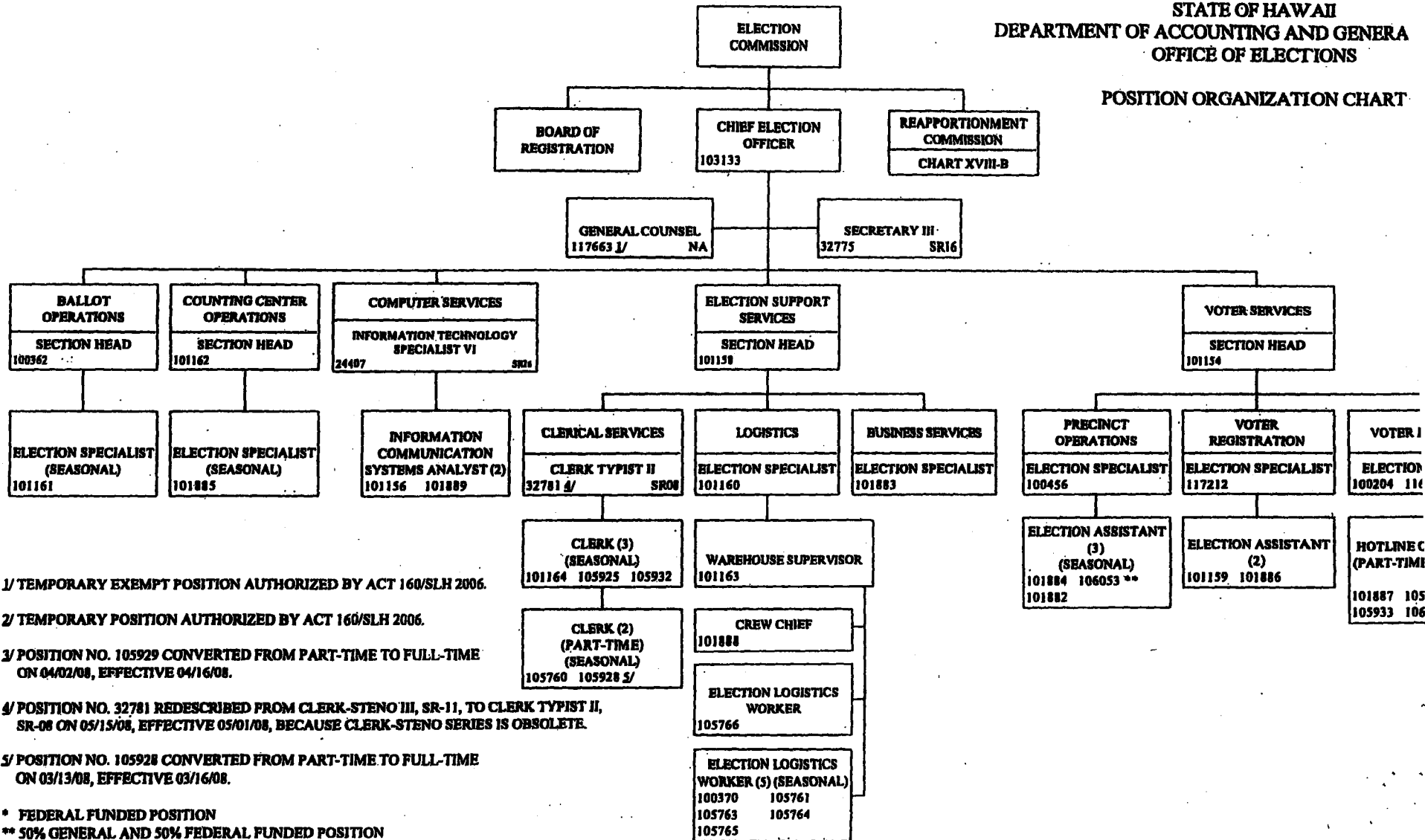
One-year of professional work experience which demonstrated the ability to read, understand, interpret and apply laws, rules, procedures and policies; development of curricula and training aids; at least one-year of supervisory experience; and coordinating community outreach programs.

VII. TOOLS, EQUIPMENT AND MACHINES

Personal computer, copy machine, fax machine.

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
OFFICE OF ELECTIONS

POSITION ORGANIZATION CHART



1/ TEMPORARY EXEMPT POSITION AUTHORIZED BY ACT 160/SLH 2006.
 2/ TEMPORARY POSITION AUTHORIZED BY ACT 160/SLH 2006.
 3/ POSITION NO. 105929 CONVERTED FROM PART-TIME TO FULL-TIME ON 04/02/08, EFFECTIVE 04/16/08.
 4/ POSITION NO. 32781 REDESCRIBED FROM CLERK-STENO III, SR-11, TO CLERK TYPIST II, SR-08 ON 05/15/08, EFFECTIVE 05/01/08, BECAUSE CLERK-STENO SERIES IS OBSOLETE.
 5/ POSITION NO. 105928 CONVERTED FROM PART-TIME TO FULL-TIME ON 03/13/08, EFFECTIVE 03/16/08.

* FEDERAL FUNDED POSITION
 ** 50% GENERAL AND 50% FEDERAL FUNDED POSITION

000054

BEF 14472
S: 3/13/09
09:040226



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P.O. BOX 119
HONOLULU, HAWAII 96810-0119

MAR 06 2009
Russ K. Saito
Comptroller
Barbara A. Annis
Deputy Comptroller
BUDGET AND FINANCE
STATE OF HAWAII

COPY

11-20-09 GG - Resubmitted
to Gov for
Signature

March 4, 2009

TO: The Honorable Georgina K. Kawamura
Director of Finance

FROM: Russ K. Saito
State Comptroller

SUBJECT: Request for Reconsideration of Vacant Office of Election Positions

Subsequent to our meeting on February 19, 2008, we are resubmitting the "Request to Fill Authorized Position" forms for the ~~Ballot Operations Section Head, Position No. 100362 and the Election Support Services Section Head, Position No. 101158~~ both in the Office of Elections (OE) Program.

As noted in the meeting, a starting date for the chosen candidates after June 30, 2009 would be acceptable.

Thank you for your favorable consideration. If you have any questions, please call me at 586-0400, or have your staff call Kerry Yoneshige of our Administrative Services Office at 586-0690.

000055

**STATE OF HAWAII
OFFICE OF ELECTIONS**

802 LEHUA AVENUE
PEARL CITY, HAWAII 96782
www.hawaii.gov/elections

KEVIN B. CRONIN
CHIEF ELECTION OFFICER

March 3, 2009

To: The Honorable Linda Lingle
Governor of Hawaii

Through: The Honorable Georgina K. Kawamura, Director
Department of Budget and Finance

From: Kevin B. Cronin *KBC*
Chief Election Officer

Subject: REQUEST TO FILL A AUTHORIZED POSITION

Approval is requested to fill the following authorized position:

1. Position Title: Election Support Services Section Head
Position No. 101158
2. Description of functions and responsibilities:

The Election Support Services Section Head supervises staff to achieve planned objectives and goals; oversees clerical services; plans and directs warehouse operations; oversees logistical services; directs and controls business services which include budget preparation, expenditure control, fiscal recordkeeping and reporting, and personnel management services; and administers the Election Support Services Section of the Office of the Elections.

The Election Support Services Branch manages all activities relating to clerical support, warehousing, logistical support, and business support services.

As part of the Office of Elections, the Election Support Services Branch assists to direct and coordinate statewide election systems; assists the counties in county elections; provides voter registration services to qualified citizens; maintains data concerning registered voters, elections, apportionment, and districting; provides public education with respect to voter registration and information; serves as secretary and furnishes all necessary technical support to the reapportionment commission; provides staff support to the elections commission and board of registration; and conducts elections in compliance with all federal and state laws. (See attached position description.)

000056

3. Program ID/Title; Division/Branch/Section (as applicable): location:

Program ID – AGS879; Department of Accounting and General Services/Office of Elections located at 802 Lehua Avenue, Pearl City, Hawaii.

4. Salary and means of financing (general, special, federal, etc.; for other than general fund, indicate specific fund source):

The salary for the ESS Section Head is currently budgeted at \$53,303 per year and will be funded through General Funds, fund source G-004-M.

5. Nature of appointment:

- a. Projected appointment date: July 1, 2009
- b. Civil service/exempt: Exempt Appointment
- c. Duration position needs to be filled: NTE 6/30/10
- d. Part or full time: Position is full time/40 hours per week.
- e. If exempt, attach a copy of Department of Human Resources Development or delegated approval: By law HRS § 11-5

6. Justification for establishing and filling (or extending) the position:

The authority to establish the position is that, but for the governor's recent withdrawal of the blanket authorization to fill vacant positions at the Office of Elections, this section head for Election Support Services position exists as exempt position number 101-158. This position is primarily responsible to the chief election officer for all Office of Elections budget and finance activities.

The justification for filling this critical position is that without it, Office of Elections capacity and ability to provide and meet its budget and finance responsibilities stops and would no longer exist. The adverse impacts of not authorizing this exempt position to be filled are so clear, obvious, and far reaching to all financial aspects of the office's capacity to run the General Election on November 4. Without a section head handling budget and finance issues, the operation of the General Election itself is placed at significant risk. Without the needed personnel and supplies that need to be purchased and paid including ballot transportation and the like, chaos at the polls on election day could ensue. If such a situation would become serious enough, possible legal actions against the state for effectively denying qualified voters' the right to vote under state and federal law could result. This could lead to the U.S. Department of Justice become involved.

In brief, it's not like Office of Election is hiring someone new for this position. It is not. A current employee who has exposure to the section head's responsibilities would be moving over to this position new to him and his position in Voter Services would not be filled, producing a net savings to the Office of Elections.

7. Attach organization chart reflecting where the requested position will be placed.

(See Attached)

8. Department review of request:

a. Reviewed and approved by division or attached agency administrator:

Kevin Cronin 3-3-09 453-8683
Kevin Cronin Date
Chief Election Officer

b. Reviewed and approved by department administrative services officer:

Kerry Moneshige 3/4/09 586-0696
Kerry Moneshige Date
Business Management Officer

c. Reviewed and approved by department head:

Russ K. Saito 3/4/09 586-0400
Russ K. Saito, Comptroller Date

RECOMMEND:

APPROVAL DISAPPROVAL DEFER

Georgina K. Kawamura 4/2/09
Georgina K. Kawamura, Director of Finance Date

APPROVED DISAPPROVED DEFER

LINDA LINGLE Date
Governor, State of Hawaii

POSITION DESCRIPTION

March 28, 2008

I. IDENTIFYING INFORMATION

Position No.: 101158
Class Title: Section Head (ESS)
Department: Department of Accounting and General Services
Division: Office of Elections
Branch: Election Support Services
Section: N/A
Unit: N/A
Sub-Unit: N/A
Geographic Location: Pearl City

II. INTRODUCTION

The Office of Elections directs and coordinates the statewide election systems; assists the counties in county elections; provides voter registration services to qualified citizens; maintains data concerning registered voters, elections, apportionment, and districting; provides public education with respect to voter registration and information; serves as secretary and furnishes all necessary technical support to the reapportionment commission; provides staff support to the elections commission and board of registration; and conducts elections in compliance with all federal and state laws.

The Election Support Services Branch manages all activities relating to clerical support, warehousing, logistical support, and business support services.

The Election Support Services Section Head supervises staff to achieve planned objectives and goals; oversees clerical services; plans and directs warehouse operations; oversees logistical services; directs and controls business services which include budget preparation, expenditure control, fiscal recordkeeping and reporting, and personnel management services; and administers the Election Support Services Section of the Office of the Elections.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Election Support Services Branch Responsibilities 20%

Plans, coordinates, and administers the Election Support Services Branch.

1. Develops reports, standard operating procedures, program plans, and evaluation of program activities. [1,2]

000059

2. Responds to inquiries from individuals, private agencies, and organizations, orally and in writing. [1,2]
3. Determines proper execution and application of federal and state laws and regulations. [1,2]
4. Proposes, drafts, and develops legislation regarding elections and recommends changes to existing statutes. [1,2]
5. Directs and conducts studies to evaluate the effectiveness and efficiency of the election support services branch. [1,2]
6. Develops and maintains branch budget. [1,2]
7. Maintains liaison with state and county agencies on matters relating to elections and of mutual interest. [1,2]
8. Conducts review of election complaints and possible improprieties involving unions, candidates, political parties, voters, and the voting system. [1,2]
9. Plans, organizes, and directs the compiling of data for the Election Factsheets. [1,2]

B. Supervisory Activities

15%

Supervises staff to achieve planned objectives and goals.

1. Supervises the following staff:
 - Clerk-Stenographer III Position Number 32781
 - Election Specialist Position Number 101160
 - Election Specialist Position Number 101883
2. Plans, organizes, schedules, assigns, reviews, and directs the work for clerical, warehouse, and business services personnel. [1,2]
3. Conveys to employees goals and objectives and explains/discusses how polices and procedures will be implemented. [1,2]
4. Reviews qualifications of applicants, interviews applicants, and recommends selection of the most qualified person for appointment. [1,2]
5. Provides for training, development, and job performance evaluation of employees in order to meet job responsibilities and improve performance. [1,2]

000060

6. **Reviews, analyzes, and resolves personnel problems. [1,2] Initiates, investigates, administers, and documents appropriate disciplinary actions in accordance with collection bargaining provisions, Departmental policies and procedures, and State personnel rules and regulations.**
7. **Approves/disapproves leave requests, timesheets, and personnel actions. [1,2]**
8. **Establishes, implements, enforces and monitors safety regulations and guidelines for employees.**

C. Business Support Services Activities

40%

Directs and coordinates budgetary, fiscal, and personnel activities.

1. **Formulates and executes the operating budget for general and federal funds. Prepares quarterly expenditures plans and variance reports. Advises and recommends options and alternatives on budget management including fund transfers. [1,2]**
2. **Advises and prepares budget details for the biennium and supplemental budget. Serves as point of contact to the central budget agency and legislative committees, and assists in the presentation of budget details at budget hearings. [1,2]**
3. **Develops annual and quarterly federal reports. [1,2]**
4. **Forecasts revenue estimates and submits quarterly reports. Directs revenue collection, recordkeeping, and deposit. [1,2]**
5. **Collects statistical data to prepare various administrative reports relating to program operations. [1,2]**
6. **Develops the election proration report, statewide. Determines state and/or county charges based on statutes and compiles the expenditures report. [1,2]**
7. **Responsible for all fiscal management including expenditure control, fiscal record keeping, payroll, and transactions. [1,2]**
8. **Processes and audits the election day payroll. Advises on lost check and replacement check procedures.**
9. **Ensures adherence to travel procedures.**

10. Develops and reviews leases, contracts, and agreements and checks on performance and adherence. [1,2]
11. Advises on procurement policies, procedures, and requirements and ensures compliance with statutes and administrative rules. [1,2]
12. Serves as point of contact with audits. Reviews findings and responds to audit recommendation by developing and implementing corrective action plan as needed. [1,2]
13. Responsible for annual update of the organization chart and functional statements. Advises and implements reorganization changes. [1,2]
14. Responsible for providing personnel services. Develops recruitment and selection procedures to ensure compliance with the State's policies and procedures. [1,2]
15. Prepares and processes all personnel transactions as it relates to hiring, termination, position variance, position descriptions. [1,2]
16. Responsible for employee relations and benefits administration. This includes leave of absence, workers compensation, temporary disability insurance, leave sharing, and family leave. [1,2]
17. Directs the management and maintenance of all employee records (custodian of records). [1,2]

D. Warehousing and Logistical Activities

15%

Plans, coordinates, and implements warehousing and logistical activities.

1. Directs the property management (inventory control) activities. Ensure compliance to the inventory requirements, record keeping, and maintenance of records.
2. Directs and ensures compliance to the office/facility lease agreement. Oversees the day-to-day maintenance of the facility including repair and maintenance and compliance to OSHA and ADA requirements. [1,2]
3. Directs warehousing activities including inventory control, procurement of equipment, materials and supplies, delivery and retrieval of equipment, and repair and maintenance of equipment. [1,2]

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4. Plans, directs, and implements supply collection operations on election days. Recruits, trains, and assigns, supply collection officials. [1,2]
5. Plans, directs, and coordinates manpower requirements on election days which include custodians, electricians, traffic controllers, security, police officers, electioneering official, and inmate support services. [1,2]
6. Directs inventory, procurement, packing, and distribution of election supplies, statewide. This includes the precinct supply boxes, precinct cans, troubleshooter supply boxes, and ballot packing. [1,2]
7. Responsible for acquisition and operational readiness of polling places, statewide, and ensures compliance to accessibility requirements. [1,2]
8. Provides logistical support for the counting center, control center, ballot packing, and precinct training. This includes acquisition and preparation of facilities. [1,2]
9. Directs transportation requirements which include daily maintenance of vehicles and rental of vehicles for election requirements. [1,2]
10. Directs printing requirements for elections use. This includes manuals, signs, brochures, forms, and public notices in newspapers. [1,2]

E. Clerical Activities 5%

Responsible for the administrative and clerical duties for the office.

1. Directs office services activities including answering telephones, reception, data entry, photocopying, inventory, proofing, filing, etc. [1,2]
2. Reviews and formulates office practices and procedures to ensure efficient and effective operations. [1,2]
3. Advises and assists employees pertaining to administrative services. [1,2]

F. Other Duties 5%

1. Performs other duties as assigned by the Chief Election Officer.
2. Provides assistance and information to other sections within the Office of Elections.

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 103133

Class Title: Chief Election Officer

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided.

Instructions are limited to general guidance and direction to specify priorities and the results expected. The employee is required to plan and carry out the necessary work activities independently.

2. Assistance Provided.

The employee takes care of all aspects of the work independently, but is expected to inform the supervisor when unforeseen events or circumstances require significant changes such as matters which conflict with procedures, election laws, etc.

3. Review of Work.

The supervisor does not check the accuracy of individual work assignments but does check to make sure that goals and objectives are met.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available.

a. Hawaii Revised Statutes

- b. Hawaii Administrative Rules
- c. Applicable Federal laws.
- d. Organizational Chart and Functional Statement
- e. State Accounting Manual
- f. Department of Accounting and General Services Policies and Procedures
- g. Governor's Execution Policies
- h. Comptroller's Memorandums
- i. Procurement Circulars and Directives

2. Use of Guidelines.

The employee is expected to know, apply and incorporate statutes, rules, policies and procedures, and other related guidelines concerning elections, budget, fiscal, and personnel activities.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Eligible to be a registered voter in the State of Hawaii

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

State's government organization and functions; budget preparation and execution; fiscal operations; procurement management; personnel administration; principles and practices of management and organization; principles and practices of supervision; and report writing.

B. Skills/Abilities:

Plan, organize, direct, and coordinate various administrative staff services; supervise the work of others; learn, understand and explain to others the electoral process; communicate effectively orally and in writing; comprehend, interpret and apply laws, rules, procedures and policies; ability to work in a highly fluid environment; and work long hours, weekends, and holidays.

C. Education:

Graduation with an accredited college or university with a baccalaureate degree.

Excess work experience as described below or any other progressively responsible administrative, professional or other analytical work experience

which provided knowledge, skills and capabilities comparable to those acquired in four years of successful study while fulfilling a prescribed university curriculum leading to a baccalaureate degree may be substituted for Education on a year-for-year basis. The education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written materials; perform research; and solve complex problems logistically and systematically.

D. Experience:

Two and one-half years of professional analytical work experience which demonstrated the ability to perform administrative assignments such as budget formulation and justification, fiscal operations and/or personnel administration, and logistical operations which involves the analysis of programs and services to determine their effectiveness, achievement of program objectives, staffing, cost factors, and to participate in planning for future needs or for related management purposes. The experience must have demonstrated the ability to identify information needs, collect and analyze data, identify alternatives and their advantages and disadvantages, develop logical recommendations for a course of action, read and comprehend complex materials such as state statutes and federal regulations, exercise a high degree of judgment in applying and interpreting rules, regulations, policies and procedures, and draft comprehensive reports of findings and recommendations.

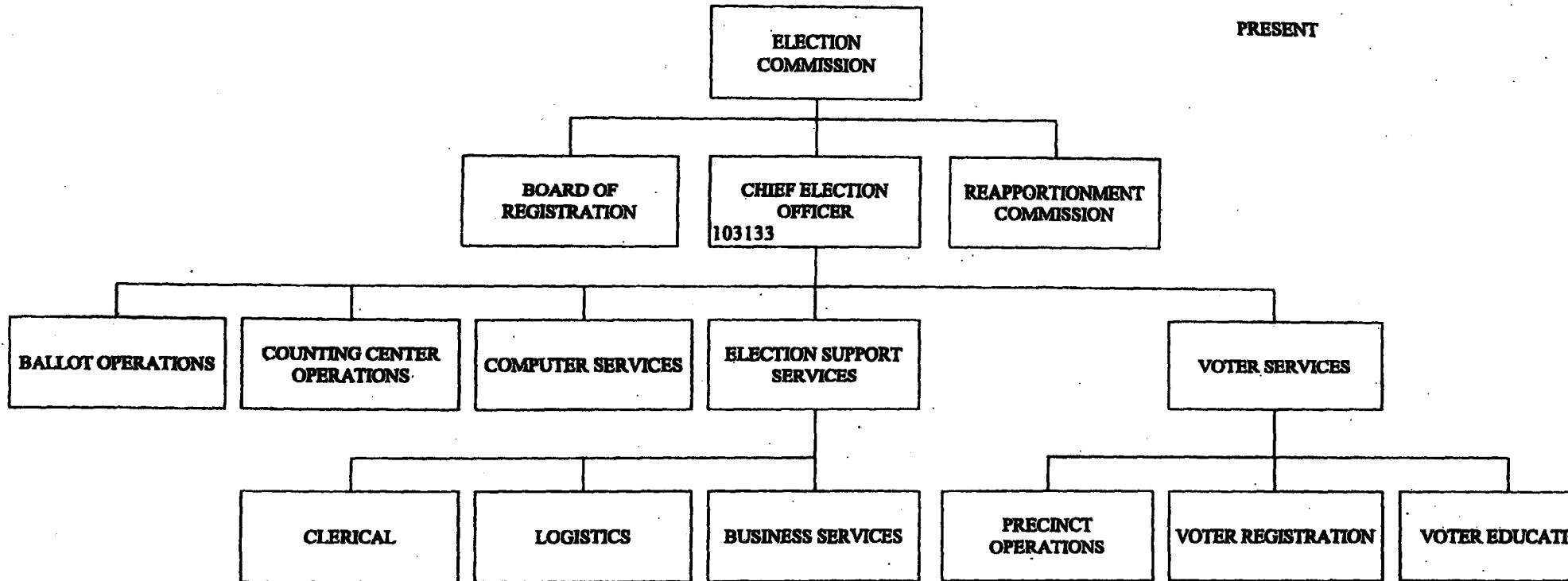
VII. TOOLS, EQUIPMENT AND MACHINES

Personal computer, copy machine, fax machine.

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
OFFICE OF ELECTIONS

ORGANIZATION CHART

PRESENT



06/30/07

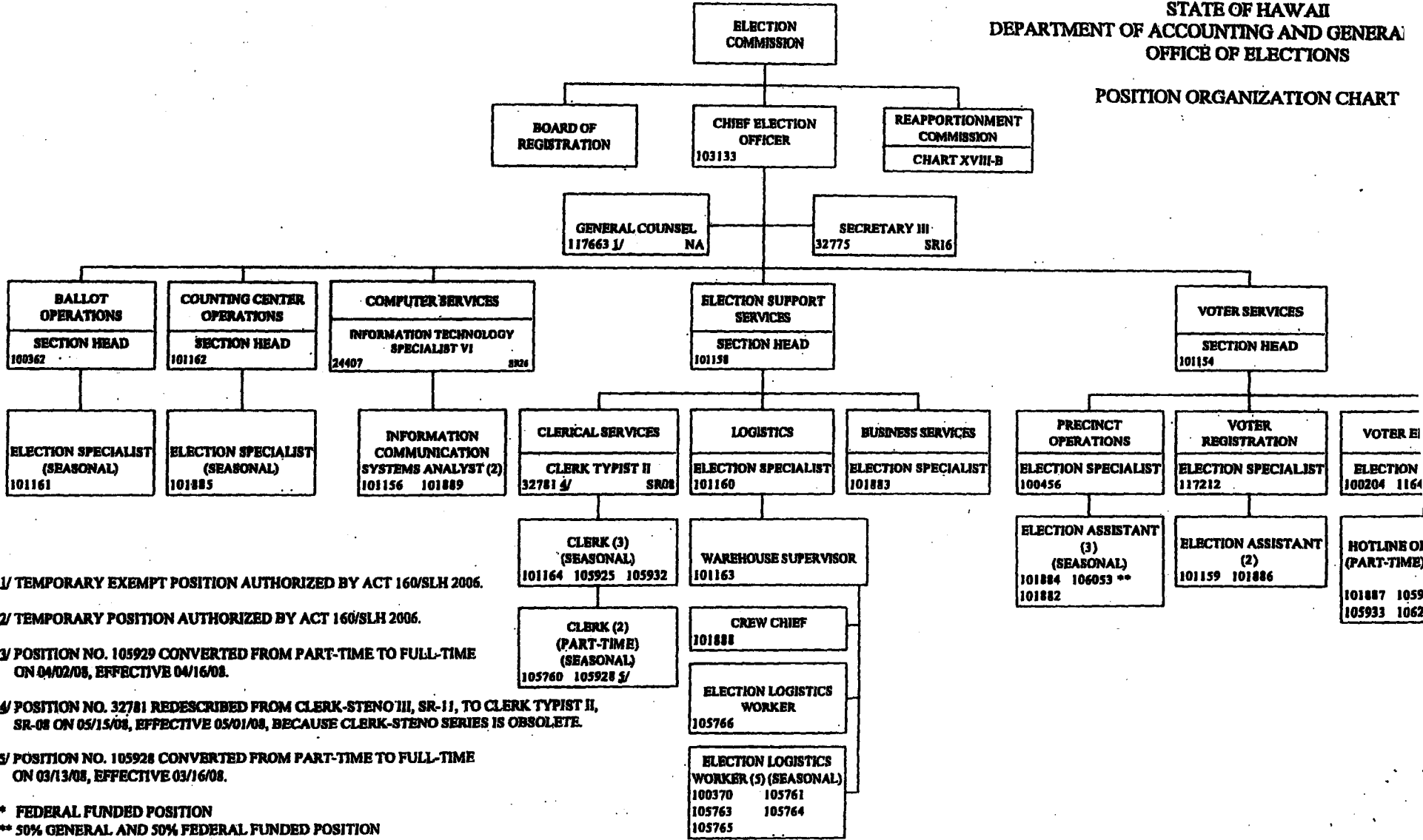
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CHART XVIII
ATTACHMENT A

000067

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
OFFICE OF ELECTIONS

POSITION ORGANIZATION CHART



1/ TEMPORARY EXEMPT POSITION AUTHORIZED BY ACT 160/SLH 2006.

2/ TEMPORARY POSITION AUTHORIZED BY ACT 160/SLH 2006.

3/ POSITION NO. 105929 CONVERTED FROM PART-TIME TO FULL-TIME ON 04/02/08, EFFECTIVE 04/16/08.

4/ POSITION NO. 32781 REDESCRIBED FROM CLERK-STENO III, SR-11, TO CLERK TYPIST II, SR-08 ON 05/15/08, EFFECTIVE 05/01/08, BECAUSE CLERK-STENO SERIES IS OBSOLETE.

5/ POSITION NO. 105928 CONVERTED FROM PART-TIME TO FULL-TIME ON 03/13/08, EFFECTIVE 03/16/08.

* FEDERAL FUNDED POSITION

** 50% GENERAL AND 50% FEDERAL FUNDED POSITION

000061



**STATE OF HAWAII
OFFICE OF ELECTIONS**

802 LEHUA AVENUE
PEARL CITY, HAWAII 96782
www.hawaii.gov/elections

KEVIN B. CRONIN
CHIEF ELECTION OFFICER

AARON H. SCHULANER
GENERAL COUNSEL

March 27, 2009

To: The Honorable Linda Lingle
Governor of Hawaii

Through: The Honorable Georgina K. Kawamura, Director
Department of Budget and Finance

From: Kevin B. Cronin *KBC*
Chief Election Officer

Subject: REQUEST TO FILL A AUTHORIZED POSITION

Approval is requested to fill the following authorized position:

1. Position Title: Voter Services Election Specialist
Position No. 117212
2. Description of functions and responsibilities:

The Election Specialist for the Voter Services Section is responsible for the implementation of the Young Voter Registration Program which works with all public and private high schools in the state. The Specialist also coordinates compliance of federal voting requirements such as the National Voter Registration Act agency based voter registration program, alternate dispute resolution of the Help American Vote Act, and meet the bilingual provisions of the Voting Rights Act.

This Election Specialist must implement any printed or electronic election media campaigns. This would include the creating of specifications, purchasing, development and deployment schedules. The Specialist responds to the public in either writing or verbally with regards to any election related inquiries and assists the military with providing its personnel with services to allow overseas voting.

During the election period, this Election Specialist is responsible to recruit for and implement the Election Information Services. This service is responsible to provide election day English and multi-lingual phone support for voters at the Office of Elections and state capitol on election day. This supports the duty to provide the "maximization of registration of eligible electors throughout the State", under Haw. Rev. Stat. § 11-2(b).

000069

3. Program ID/Title; Division/Branch/Section (as applicable) location:

Program ID – AGS879; Department of Accounting and General Services/Office of Elections located at 802 Lehua Avenue, Pearl City, Hawaii.

4. Salary and means of financing (general, special, federal, etc.; for other than general fund, indicate specific fund source):

The salary for the Voter Services Election Specialist is currently budgeted at \$24,960 per year and will be funded through General Funds, fund source G-004-M.

5. Nature of appointment:

- a. Projected appointment date: July 1, 2009
- b. Civil service/exempt: Exempt Appointment
- c. Duration position needs to be filled: NTE 6/30/10
- d. Part or full time: Position is full time/40 hours per week.
- e. If exempt, attach a copy of Department of Human Resources Development or delegated approval: By law HRS § 11-5

6. Justification for establishing and filling (or extending) the position:

The authority to establish this position is that, but for the governor's recent withdrawal of the blanket authorization to fill vacant positions at the Office of Elections, this Voter Services Election Specialist position exists as exempt position number 117212. This position is primarily responsible to the chief election officer for all Office of Elections voter services.

The justification for filling this critical position is that without it, the Office of Elections will not have the capacity and ability to meet the required state and federal responsibility to provide the public and military with election services. These services include but are not limited to the implementation of the Young Voter Registration Program which works with all public and private high schools in the state, coordinate compliance of federal voting requirements such as the National Voter Registration Act agency based voter registration program, alternate dispute resolution of the Help American Vote Act, and provide the bilingual provisions of the Voting Rights Act.

7. Attach organization chart reflects where the requested position is placed.

(See Attached)

8. Department review of request:

a. Reviewed and approved by division or attached agency administrator:

<i>Kevin B. Cronin</i>	<i>March 25, 2009</i>	453-8683
Kevin Cronin	Date	
Chief Election Officer		

b. Reviewed and approved by department administrative services officer:

	586-0696
Kerry Yoneshige	Date
Business Management Officer	

c. Reviewed and approved by department head:

	586-0400
Russ K. Saito, Comptroller	Date

RECOMMEND:

APPROVAL
 DISAPPROVAL
 DEFER

Georgina K. Kawamura, Director of Finance	Date
-------------------------------------------	------

APPROVED
 DISAPPROVED
 DEFER

LINDA LINGLE	Date
Governor, State of Hawaii	

December 9, 2004

I. IDENTIFYING INFORMATION

Position No.: 117212
Class Title: Election Specialist (VS)
Department: Department of Accounting and General Services
Division: Office of Elections
Branch: Voter Services
Section: Voter Registration
Unit: N/A
Sub-Unit: N/A
Geographic Location: Pearl City

II. INTRODUCTION

The Office of Elections directs and coordinates the statewide election systems; assists the counties in county elections; provides voter registration services to qualified citizens; maintains data concerning registered voters, elections, apportionment, and districting; provides public education with respect to voter registration, information, and proposed constitutional amendments; and serves as secretary and furnishes all necessary technical support to the reapportionment commission.

The Voter Services Branch provides direct election services to the citizens of Hawaii which includes: managing the operation of election polling places statewide; maximizing and equalizing voter registration services statewide; and providing voter education services which includes disseminating election information to the public statewide. The objective of this organizational unit is to maximize voter participation in the electoral process by developing policies and procedures that encourage registration and turnout.

This Election Specialist position implements, coordinates, and evaluates mass voter registration programs to maximize and equalize voter registration and participation statewide; controls in-house voter registration programs; assists with the production and procurement of voter registration materials; and provides administrative support to the section.

III. MAJOR DUTIES AND RESPONSIBILITIES

- A. Voter Registration Programs to Maximize Voter Registration Statewide 35%
 - 1. Coordinates and implements provisions of the Voter Right's Act, National Voter Registration Act (NVRA), American with Disabilities Act, and Help America Vote Act (HAVA) to ensure compliance.

2. Coordinates and staffs the Drive-Thru Registration Program.
3. Coordinates and implements Agency Based Registration and Motor Voter Registration Programs.
4. Coordinates and implements the Deputy Voter Registrars Program.
5. Coordinates and implements special voter registration programs.
6. Directs, monitors, or conducts voter registration drives in collaboration with community groups, unions, political campaigns, and diverse agencies.

B. Voter Registration Programs to Equalize Voter Registration Statewide 15%

1. Implements special targeting programs for areas with less than desirable voter registration counts.
2. Coordinates the New Citizen Registration program.
3. Coordinates the Young Voter Registration program.

C. In-House Voter Registration Process 15%

1. Maintains inventory of voter registration materials.
2. Oversees processing of voter registration forms, voter cancellation notices and requests for name change on the voter registration form.
3. Performs quantitative and qualitative analyses of registration data, voter turnout statistics, and program performance measures.

D. Production and Procurement of Voter Registration Materials 15%

1. Develops and procures voter registration materials and supplies. This includes registration forms, counter stands, and other supplies.
2. Maintains inventory of voter registration materials and supplies.
3. Coordinates and implements distribution of voter registration materials.

E. Administrative Activities 15%

1. Prepares correspondence, reports, procedures, program plans, and evaluations of program activities. [1,2]

2. Responds to public inquiries orally and in writing. [1,2]
3. Develops and maintains statistical and historical files. [1,2]
4. Provides and maintains liaison with other state and election agencies. [1,2]
5. Conducts review of election complaints and possible improprieties involving unions, candidates, political parties, voters, and the voting system. [1,2]
6. Operates a motor vehicle to attend presentations, demonstrations, and training sessions, island-wide. [1,2]

F. Other Duties

5%

1. Performs other duties as assigned by the Voter Services Section Head.
2. Provides assistance and information to other sections within the Office of Elections.

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 101154

Class Title: Section Head (VS)

B. Nature of Supervisory Control Exercised Over the Work.

1. **Instructions Provided.**

Instructions and procedures covering what to do are provided for each assignment and the employee is expected to figure out how to complete the assignment.

2. **Assistance Provided.**

Employee seeks assistance from supervisor when encountering unplanned situations and problems.

3. **Review of Work.**

Supervisor spot checks work for accuracy, completeness, and compliance with instructions.

C. Nature of Available Guidelines Controlling the Work.

1. **Policy and Procedural Guides Available.**

- a. Hawaii Revised Statutes
- b. Hawaii Administrative Rules
- c. Applicable Federal laws.

2. **Use of Guidelines.**

The employee is expected to apply and incorporate statutes, rules, policies and procedures with other related guidelines.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

- 1. Hawaii Driver's License (Type 3)
- 2. Eligible to be a registered voter in the State of Hawaii

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

Methods and techniques of preparing informational, training, and educational materials; methods and techniques of training and instruction; principles of public relations; public speaking methods; skills in report writing; and Microsoft Word and Excel.

B. Skills/Abilities:

Ability to learn, understand and explain to others voting and the elections processes; communicate effectively both orally and in writing; comprehend, interpret and apply laws, rules, procedures and policies; deliver speeches to promote interest and to educate groups regarding elections; handle confidential materials; work in a highly fluid environment; maintain effective relationships with others; and work long hours, weekends, and holidays.

C. Education:

Graduation with an accredited college or university with a baccalaureate degree, preferably in education, community education, or political science.

Substitution for Education: Progressively responsible experience in administrative, professional, technical, analytical, or other responsible work which required the knowledge and ability to organize work effectively, solve problems, write reports, speak and deal with people effectively, and working knowledge of governmental organization and functions may be substituted for the required education on a year-for-year basis which totals four years.

D. Experience:

One-year of professional work experience which demonstrated the ability to read, understand, interpret and apply laws, rules, procedures and policies; development of curricula and training aids; coordinate outreach programs; and at least one-year of supervisory experience.

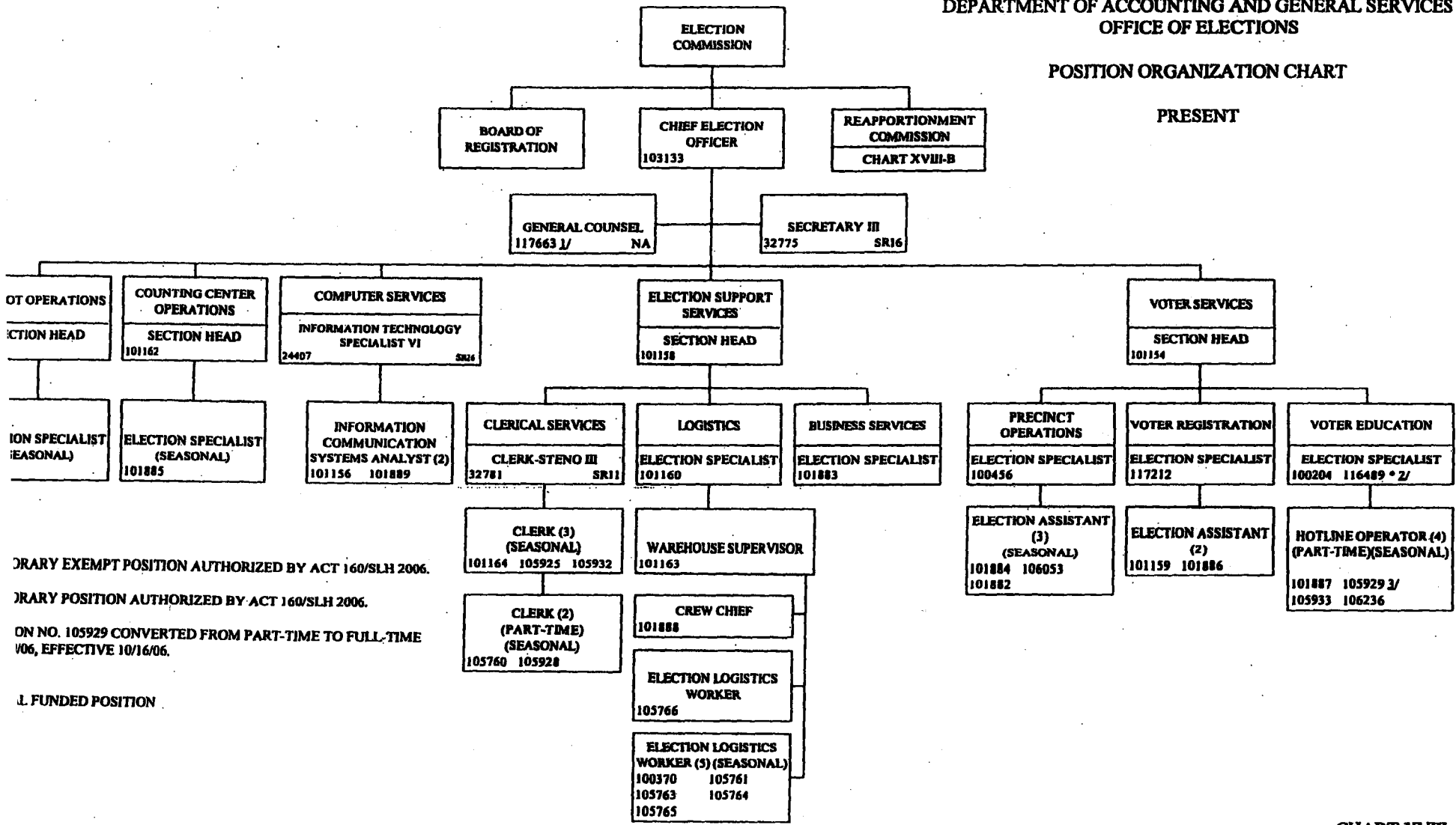
VII. TOOLS, EQUIPMENT AND MACHINES

Personal computer, typewriter, calculating machine.

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
OFFICE OF ELECTIONS

POSITION ORGANIZATION CHART

PRESENT



PRIMARY EXEMPT POSITION AUTHORIZED BY ACT 160/SLH 2006.

PRIMARY POSITION AUTHORIZED BY ACT 160/SLH 2006.

POSITION NO. 105929 CONVERTED FROM PART-TIME TO FULL-TIME POSITION NO. 105929, EFFECTIVE 10/16/06.

UNFUNDED POSITION

CHART XVIII-A

ATTACHMENT A



**STATE OF HAWAII
OFFICE OF ELECTIONS**

802 LEHUA AVENUE
PEARL CITY, HAWAII 96782
www.hawaii.gov/elections

KEVIN B. CRONIN
CHIEF ELECTION OFFICER

AARON H. SCHULANER
GENERAL COUNSEL

July 7, 2009

To: The Honorable Linda Lingle
Governor of Hawaii

Through: The Honorable Georgina K. Kawamura, Director
Department of Budget and Finance

From: Kevin B. Cronin *KBC*
Chief Election Officer

Subject: REQUEST TO FILL A AUTHORIZED POSITION

Approval is requested to fill the following authorized position:

1. Position Title: Election Specialist
Position No. 101160
2. Description of functions and responsibilities:

The Election Support Services Election Specialist is responsible for facility and grounds management, inventory of all Office of Elections (OE) equipment and property, planning and execution of all warehousing activities, planning and coordination of repair and maintenance contracts, and upkeep of security for the buildings used by the Office of Elections.

This position is also responsible for the operational readiness of polling places statewide. This includes, but is not limited to, the identification of polling place requirements; coordinates and arranges for use of facilities; inspects and surveys polling places to ensure that operational requirements are met; develops district precinct boundary descriptions, and procures and delivers statewide supply boxes and precinct cans for use in each polling place that totaled 339 precincts open for the 2008 elections.

Warehouse responsibilities include the management and development of election equipment and supplies needs used during the primary, general and special elections for the entire state of Hawaii. The Election Specialist is also responsible for the storage and distribution of these supplies statewide.

3. Program ID/Title; Division/Branch/Section (as applicable) location:

Program ID – AGS879; Department of Accounting and General Services/Office of Elections located at 802 Lehua Avenue, Pearl City, Hawaii.

4. Salary and means of financing (general, special, federal, etc.; for other than general fund, indicate specific fund source):

The salary for the Election Support Services Election Specialist is currently budgeted at \$29,952 per year and will be funded through General Funds, fund source G-004-M.

5. Nature of appointment:

- a. Projected appointment date: August 1, 2009
- b. Civil service/exempt: Exempt Appointment
- c. Duration position needs to be filled: NTE 6/30/10
- d. Part or full time: Position is full time/40 hours per week.
- e. If exempt, attach a copy of Department of Human Resources Development or delegated approval: By law HRS § 11-5

6. Justification for establishing and filling (or extending) the position:

The authority to establish this position is that, but for the governor's recent withdrawal of the blanket authorization to fill vacant positions at the Office of Elections, this Election Support Services Election Specialist position exists as exempt position number 101160 and would have been filled.

Pre-election this position is primarily responsible to the chief election officer for all election day voter needs and services in terms of the physical equipment including voting equipment and privacy screens and voter information including ballots that is required to be identified, planned, organized, packed, loaded, shipped, and set up in and for each polling place that numbered 212 for the 2008 elections, including close work with and synchronization of activities and equipment with the voting and counting center equipment and machines. This work is done for each of the neighbor islands as well. This position supervises six (6) general laborers, two of whom are permanent and the others, seasonal workers, and manages the use and deployment of as many as three (3) large delivery trucks rented for several months to enable this logistic work for the elections.

Post-election this position reverses all its pre-election work. This is very detailed, labor intensive work.

This position is necessary for the elections,

The justification for filling this critical position is that without it, the Office of Elections will not have the capacity and ability to meet the required state and federal responsibility to provide the public and military with election services. These services include but are not limited to securing polling places statewide and ensuring their readiness and compliance with federal regulations and internal specifications; planning for the acquisition, preparation and distribution of election supplies and equipment to polling places statewide; and the development of a logistical and warehousing operating plan for the period before, during and after elections.

7. Attach organization chart reflects where the requested position is placed.

(See Attached)

8. Department review of request:

a. Reviewed and approved by division or attached agency administrator:

Kevin Cronin Date July 7, 2009 453-8683
Kevin Cronin
Chief Election Officer

b. Reviewed and approved by department administrative services officer:

_____ Date 586-0696
Kerry Yoneshige
Business Management Officer

c. Reviewed and approved by department head:

_____ Date 586-0400
Russ K. Saito, Comptroller

RECOMMEND:

APPROVAL DISAPPROVAL DEFER

_____ Date
Georgina K. Kawamura, Director of Finance

APPROVED DISAPPROVED DEFER

_____ Date
LINDA LINGLE
Governor, State of Hawaii

POSITION DESCRIPTION

June 22, 2007

I. IDENTIFYING INFORMATION

Position No.: 101160
Class Title: Election Specialist (ESS)
Department: Department of Accounting and General Services
Division: Office of Elections
Branch: Election Support Services
Section: N/A
Unit: N/A
Sub-Unit: N/A
Geographic Location: Pearl City

II. INTRODUCTION

The Office of Elections directs and coordinates the statewide election systems; assists the counties in county elections; provides voter registration services to qualified citizens; maintains data concerning registered voters, elections, apportionment, and districting; provides public education with respect to voter registration, information, and proposed constitutional amendments; and serves as secretary and furnishes all necessary technical support to the reapportionment commission.

The Election Support Services Branch manages all activities relating to clerical support, warehousing, and logistical support.

This position is responsible for facilities management and warehousing activities.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Facilities Management 40%

Maintains the building and grounds maintenance for the Office of Elections.

1. Maintains, updates, and prepares the inventory property book. [1,2]
2. Plans, coordinates, and supervises the repair and maintenance of the building and grounds. Prepares and procures Janitorial and Grounds contracts. [1,2]
3. Estimates cost, labor, materials, and equipment needs to repair and maintain projects. [1,2]

000081

4. Maintains the upkeep and security of the building and surrounding grounds. Prepares and maintains the Alert Alarm authorization list. Maintains Key Log for the Office of Elections (Pearl City and Kakoi St Locations). [1,2]
5. Performs light repairs as necessary. [1,2]
6. Serves as the Safety Officer for the office. [1,2]
7. Develops statistical and historical files. Prepares reports, procedures, program plans, and evaluations of program activities. [1,2]

B. Polling Places (POPS) 20%

Determines the operational readiness of polling places, statewide.

1. Identifies polling place requirements. [1,2]
2. Inspects and surveys polling places to ensure requirements are met. [1,2]
3. Coordinates and arranges use of facilities to serve as polling places. [1,2]
4. Develops operational readiness checklist and schematic diagrams (voter-flow plans) of polling places. [1,2]
5. Evaluates electioneering requirements (pursuant to Section 132, Hawaii Revised Statutes) [1,2]
6. Assists election Staff by coordinating and acquiring temporary election sites on a statewide basis. [1,2]
7. Develops statewide district precinct boundary descriptions. [1,2]
8. Maintains and updates election FACTSHEETS. [1,2]
9. Procures Supply Box and Precinct Can supplies for the Counties of Hawaii, Maui, Kauai, and Oahu. [1,2]

C. Warehouse Operations 35%

Responsible for the management of the warehouse operations. [1,2]

1. Maintains statewide (Hawaii, Maui, Kauai, and City and County of Honolulu) inventory of election equipment and supplies. [1,2]

2. Develops and coordinates preventive maintenance schedule of election equipment and supplies for Hawaii County, Maui County, Kauai County, and City and County of Honolulu). [1,2]
3. Develops equipment, materials, and supply requirements based on operational plans developed for Primary, General, and Special Elections. [1,2]
4. Procures equipment, materials, and supplies for Hawaii County, Maui County, Kauai County, and City and County of Honolulu. [1,2]
5. Coordinates and implements storage and security of election equipment and supplies. (Pearl City & Mapunapuna Locations) [1,2]
6. Oversees delivery and retrieval of equipment to and from polling places. [1,2]
7. Coordinates the procurement and maintenance of vehicle requirements, including the forklift and other necessary vehicles. [1,2]
8. Recruits and interviews for Full-Time and Seasonal warehouse staff. [1,2]
9. Review equipment, materials, and supplies needs/requirements. [1,2]
10. Coordinate and implement storage of equipment, materials, and supplies. [1,2]

D. Other Duties

5%

1. Performs other duties as assigned by the Election Support Services Section Head.

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who

000083

have performed the job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 101158

Class Title: Section Head (ESS)

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided.

Instructions and procedures covering what to do are provided for each assignment and the employee is expected to figure out how to complete the assignment.

2. Assistance Provided.

Employee seeks assistance from supervisor when encountering unplanned situations and problems.

3. Review of Work.

Supervisor spot checks work for accuracy, completeness, and compliance with instructions.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available.

- a. Hawaii Revised Statutes
- b. Hawaii Administrative Rules
- c. Applicable Federal laws.

2. Use of Guidelines.

The employee is expected to apply and incorporate statutes, rules, policies and procedures with other related guidelines.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

1. Eligible to be a registered voter in the State of Hawaii
2. Driver's license.

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

Report writing and researching information; preparing informational and educational materials; general office practices; methods and techniques of instruction and public speaking; and computer literate preferably in Microsoft Word, Excel and email.

B. Skills/Abilities:

Ability to learn, understand and explain to others voting and the elections processes; communicate effectively both orally and in writing; comprehend, interpret and apply laws, rules, policies and procedures; work in a highly fluid environment; maintain effective relationships with others; and work long hours, weekends, and holidays.

C. Education:

High school graduation; graduation with an accredited college or university with a baccalaureate degree is preferred.

D. Experience:

One-year of professional work experience which demonstrated the ability to read, understand, interpret and apply laws, rules, policies, and procedures; and at least one-year supervisory experience.

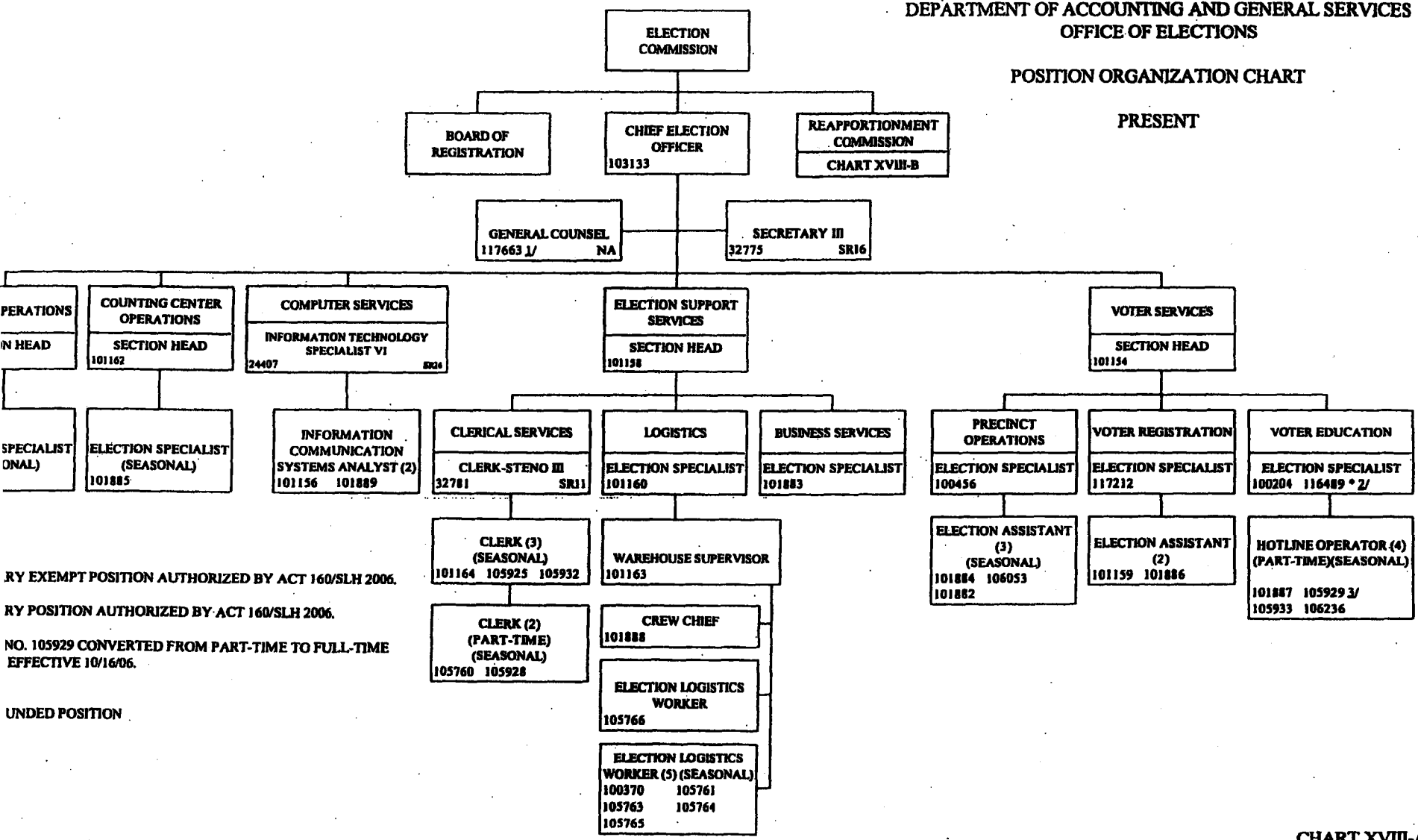
VII. TOOLS, EQUIPMENT AND MACHINES

Personal computer, copy machine, fax machine, common hand tools and equipment.

STATE OF HAWAII
 DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
 OFFICE OF ELECTIONS

POSITION ORGANIZATION CHART

PRESENT



SEASONAL POSITION EXEMPT POSITION AUTHORIZED BY ACT 160/SLH 2006.

SEASONAL POSITION AUTHORIZED BY ACT 160/SLH 2006.

NO. 105929 CONVERTED FROM PART-TIME TO FULL-TIME EFFECTIVE 10/16/06.

UNDETERMINED POSITION

CHART XVIII-A

ATTACHMENT A



**STATE OF HAWAII
OFFICE OF ELECTIONS**

802 LEHUA AVENUE
PEARL CITY, HAWAII 96782
www.hawaii.gov/elections


KEVIN B. CRONIN
CHIEF ELECTION OFFICER

AARON H. SCHULANER
GENERAL COUNSEL

July 13, 2009

To: The Honorable Linda Lingle
Governor of Hawaii

Through: The Honorable Georgina K. Kawamura, Director
Department of Budget and Finance

From: Kevin B. Cronin 
Chief Election Officer

Subject: REQUEST TO FILL A AUTHORIZED POSITION

Approval is requested to fill the following authorized position:

1. Position Title: Information Communication Systems Analyst
Position No. 101889
2. Description of functions and responsibilities:

This position provides computer hardware and software support to the Office of Elections' environments; supports the control and counting centers by assisting in the time consuming planning, developing, and establishment of complex computer and telecommunications systems necessary for communications from and to each polling place and the control centers on election days; provides technical support to the city / county clerks in areas of information, communication services, election day worker processing services; and provides activities related to computer hardware and software.

This position also provides personnel computer support; installs, maintains, analyzes, and repairs personal computers, provides application software instruction and assistance, assists with the research of computer related items for purchase including technical specifications, availability; develops and maintains documentation for commercial applications.

As part of the Office of Elections, this position assists in the Network Administration of local area networks, and web servers; has specialized skills to assist in the maintenance and development of the state's geographic information systems necessary for providing each voter with online information about the person's polling place, web page development and computer programming that provides analysis, system designs, programming and training of relational database application systems, and develops and maintains documentation for locally developed programs.

000087

development and computer programming that provides analysis, system designs, programming and training of relational database application systems, and develops and maintains documentation for locally developed programs.

The support services this position will provide assists with the statewide installation, management, training and testing of hardware, software, LAN and wide area network in support of: 1) the candidate filing functions including posting candidate biographical information that may be provided; 2) the counting centers critical for logic and accuracy testing and counting votes on election nights; and 3) the more than 4,000 volunteer election officials' attendance at the many training sessions at various locations and the officials' precinct and delivery/pick-up assignments for supplies/materials to/from vendors and attend training sessions at various locations.

This position will also perform the duties as assigned by the Data Processing Systems Analyst VI.

3. Program ID/Title; Division/Branch/Section (as applicable) location:

Program ID – AGS879; Department of Accounting and General Services/Office of Elections located at 802 Lehua Avenue, Pearl City, Hawaii.

4. Salary and means of financing (general, special, federal, etc.; for other than general fund, indicate specific fund source):

The salary for the Election Support Services Election Specialist is currently budgeted at \$39,985 per year and will be funded through General Funds, fund source G-004-M.

5. Nature of appointment:

- a. Projected appointment date: August 1, 2009
- b. Civil service/exempt: Exempt Appointment
- c. Duration position needs to be filled: NTE 6/30/10
- d. Part or full time: Position is full time/40 hours per week.
- e. If exempt, attach a copy of Department of Human Resources Development or delegated approval: By law HRS § 11-5

6. Justification for establishing and filling (or extending) the position:

The authority to establish this position is that, but for the governor's recent withdrawal of the blanket authorization to fill vacant positions at the Office of Elections, this Election Support Services Election Specialist position exists as exempt position number 101889.

Justification for filling this critical position is that without it, Office of Elections capacity to provide and meet its Data Information Communications ability effectively for the preparation and smooth running of operations simply would not exist. This is an ongoing function and necessary staff need. Leaving this position vacant will put the Office of Elections in jeopardy should the need for analytical support for web, networking, data information shut down at any time during the office's regular operations such as occurred during the week of July 6 when the office's server crashed and required a detailed and lengthy reconstruction of the office's system. Additional needs to fill this permanent position arise from the emerging planning and work needed for redistricting, the candidate filing period, and planning and implementing the system for the Primary or General Elections that requires months of time. Without the personnel to provide the much needed support for the Office of Elections for the personnel computer support, network administration, computer programming, and support services for our system, all would be in chaos.

7. Attach organization chart reflects where the requested position is placed.

(See Attached)

8. Department review of request:

a. Reviewed and approved by division or attached agency administrator:

Kevin B. Cronin *July 13, 2009* 453-8683
Kevin B. Cronin Date
Chief Election Officer

b. Reviewed and approved by department administrative services officer:

_____ 586-0696
Kerry Yoneshige Date
Business Management Officer

c. Reviewed and approved by department head:

_____ 586-0400
Russ K. Saito, Comptroller Date

RECOMMEND:

APPROVAL DISAPPROVAL DEFER

_____ Date
Georgina K. Kawamura, Director of Finance

APPROVED DISAPPROVED DEFER

_____ Date
LINDA LINGLE
Governor, State of Hawaii

POSITION DESCRIPTION

August 22, 2005

I. IDENTIFYING INFORMATION

Position No.: 101889
Class Title: Information Communication Systems Analyst
Department: Department of Accounting and General Services
Division: Office of Elections
Branch: Computer Services
Section: N/A
Unit: N/A
Sub-Unit: N/A
Geographic Location: Pearl City

II. INTRODUCTION

The Office of Elections directs and coordinates election services statewide and assist counties with county elections; provides voter registration services to qualified citizens; responsible for public education with respect to voter registration and information; maintains data relating to registered voters, elections, apportionment, and districting; provides necessary technical services and support to the Reapportionment Commission; and provides staff support to the Elections Commission and Board of Registration.

The Computer Services Branch manages data processing services and the local and wide area networks.

This position provides computer hardware and software support to the Office of Elections environments; supports the Control and Counting Centers; provides technical support to the City/County Clerks in areas of information and communication services and election day worker processing services; and provides activities related to computer hardware and software.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Personnel Computer Support 40%

1. Installs, maintains, analyzes, and repairs personal computers. [1,2]
2. Provides application software instruction and assistance. [1,2]

000091

3. **Assists with the research of computer related items for purchase, including: technical specifications, availability, and cost. [1,2]**
4. **Develops and maintains documentation for commercial applications. [1,2]**

B. Network Administration 25%

1. **Assists in the administration and management of local area networks (LAN). [1,2]**
2. **Assists in the administration of the Office of Elections web server. [1,2]**

C. Specialized Skills 10%

1. **Assists in the maintenance and development of Geographic Information Systems. [1,2]**
2. **Assists in Web page development. [1,2]**

D. Computer Programming 10%

1. **Provides analysis, system designs, programming and training of relational database application systems. [1,2]**
2. **Develops and maintains documentation for locally developed programs. [1,2]**

E. Support Services 10%

1. **Assists with the statewide installation, management, training and testing of hardware, software, LAN and wide area network in support of: 1) the counting centers; 2) candidate filing; and 3) precinct assignment and payroll operations. [1,2]**
2. **Operates a motor vehicle to deliver/pick-up supplies/materials to/from vendors and attend training sessions at various locations. [1,2]**

F. Other Duties 5%

1. **Performs other duties as assigned by the Data Processing Systems Analyst VI.**

Supervisor spot checks work for accuracy, completeness, and compliance with instructions.

C. Nature of Available Guidelines Controlling the Work.

This position is guided by departmental and office administrative policies, procedures, and guidelines.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

1. Eligible to be a registered voter in the State of Hawaii.
2. Valid Hawaii Driver's License (Type 3 License).

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge

Knowledge of the operation of electronic computer equipment and peripheral equipment; data processing principles and techniques; Personnel Computer networks; general office practices and procedures; and Microsoft Access.

B. Skills/Abilities

Ability to learn, communicate effectively both orally and in writing; comprehend, interpret and apply policies and procedures; handle confidential materials; work in a highly fluid environment; maintain effective relationships with others; able to lift 50 pounds; and work long hours, weekends, and holidays during the election cycle.

C. Education

Graduation from high school or its equivalent.

D. Experience

Six months of technical computer experience.

Substitution for six months of experience is a bachelor's degree from an accredited university with a major in computer science or in management

information/management decision science or in another major including completion of course work comparable to a major in either of these fields.

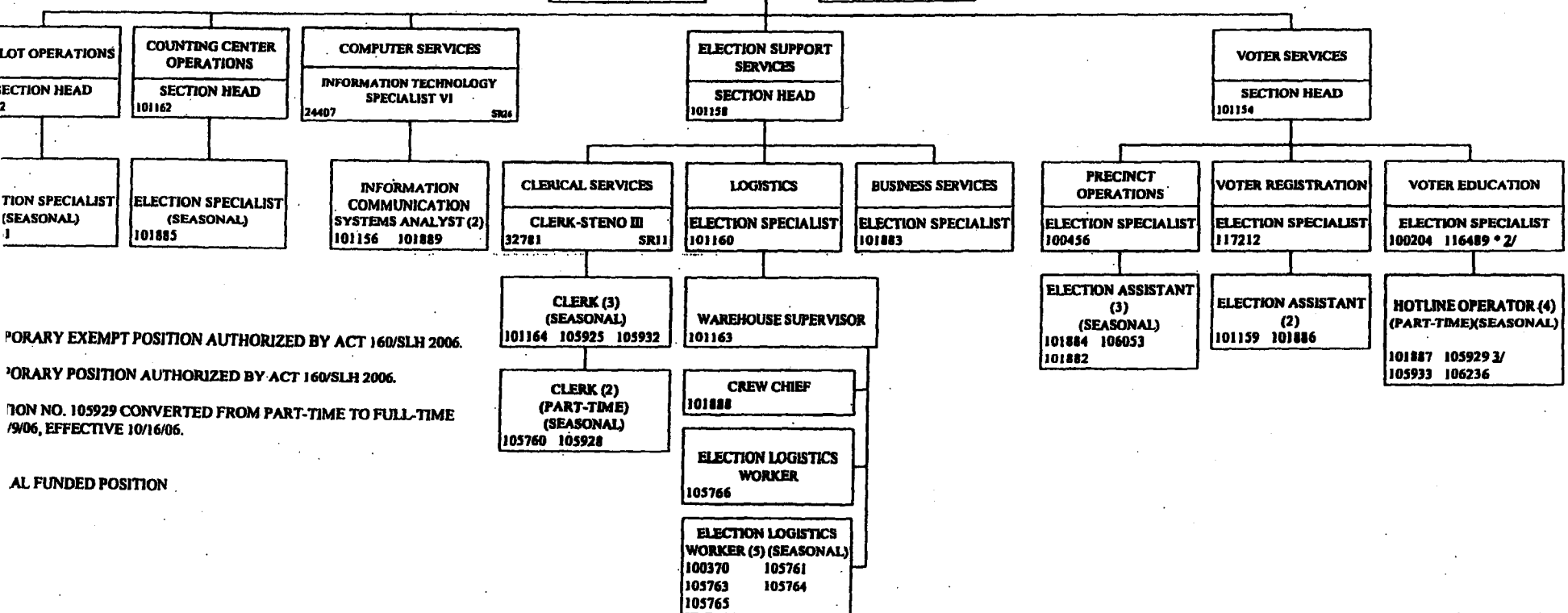
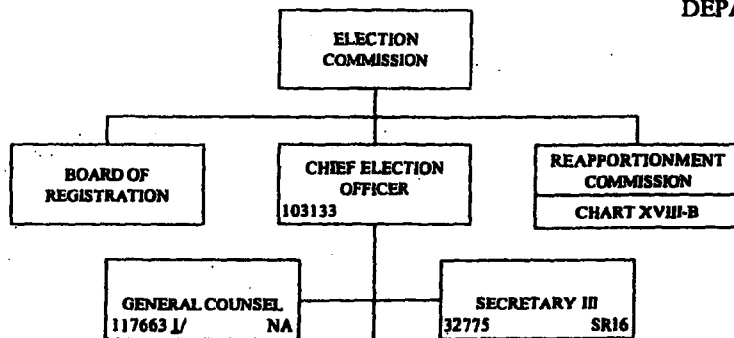
VII. TOOLS, EQUIPMENT AND MACHINES

Personal computer.

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
OFFICE OF ELECTIONS

POSITION ORGANIZATION CHART

PRESENT



PROBATIONARY EXEMPT POSITION AUTHORIZED BY ACT 160/SLH 2006.

PROBATIONARY POSITION AUTHORIZED BY ACT 160/SLH 2006.

POSITION NO. 105929 CONVERTED FROM PART-TIME TO FULL-TIME 10/9/06, EFFECTIVE 10/16/06.

FULLY FUNDED POSITION

**LIST OF EXEMPT, TEMPORARY POSITIONS
OFFICE OF ELECTIONS**

960000

Position Title	Pos. No.	Monthly Salary	Date of Vacancy	Projected Appt. Date	Part or Full-Time	Description of Functions and Responsibilities
Ballot Operations Specialist, Ballot Operations	101161	\$2,080	01/31/09	11/1/09	Full-Time	Assists the Ballot Operations Section Head to provide candidate services, ballot preparation and production, and ballot distribution and control services. Duties include: implements the statewide candidate filing process; assists in ballot preparation; assists with ballot shipping and packing; and assists with the recruitment, training, and assignment of delivery collection officials on election days.
Counting Center Specialist, Counting Center Operations	101885	\$2,080	12/31/08	01/01/10	Full-Time	Assists the Counting Center Section Head to process and tabulate ballots. Duties include: assists in the recruitment, training, and placement of counting center officials on election days; responsible for the procurement, distribution, collection, inventory and storage of equipment, materials, and supplies; provides support in administering all counting center facilities, statewide; and assists in the dissemination of election day results.
Precinct Operations Assistant, Precinct Operations	101882 101884 106053	\$1,872 \$1,872 \$1,872	12/31/08 12/31/08 12/31/08	10/01/09 02/01/10 02/01/10	Full-Time Full-Time Full-Time	Assists the Precinct Operations Section Head in overseeing election day operations of the precincts, statewide. Duties include: recruits and assigns precinct officials statewide; assists with the precinct official training program; and administers the personnel/payroll system for compensation of precinct officials.
Ballot Operations Clerk	101164 105925 105928 105932	\$1,664 \$1,664 \$1,664 \$1,664	12/31/08 12/31/08 12/31/08 12/31/08	02/01/10 03/01/10 04/01/10 05/01/10	Full-Time Full-Time Full-Time Full-Time	Provides moderately complex clerical work to all operational areas in preparation for the elections. Duties include: data entry; proofs documents; responds to telephone and walk-in inquiries; inventories, assembles and packs materials and supplies; photocopies, binds, and collates materials; makes phone calls to obtain specific data.
Voter Hotline Operators	105929 105933	\$9.23/hr. \$9.23/hr.	11/15/08 11/15/08	05/16/10 05/16/10	Full-Time Full-Time	Provides election information to the general public through the Hawaii Voter Hotline. Duties also include clerical tasks: prepares mass mail outs; data entry; stamps voter registration forms; and proofs documents.
Ballot Operations Logistics Worker	105761 105763 105764 105765	\$1,600 \$1,600 \$1,600 \$1,600	12/31/08 12/31/08 12/31/08 12/31/08	07/01/10 08/01/10 08/01/10 08/01/10	Full-Time Full-Time Full-Time Full-Time	Provides manpower in preparation for the elections. Duties include: conducts inventory, inspection and preventive maintenance to election equipment, materials and supplies; prepares, packs, and delivers election equipment and supplies; performs operational checks and conducts servicing needs on equipment; and constructs and assembles election equipment.

TO: Personnel Office DATE: 3/12/09
 THROUGH: Administrative Services Office
 FROM: Office of Elections/AGS 879
 Division or Office/Program Title/Identification (Branch)

I PROGRAM REQUEST: (Complete and check all boxes that apply)

<u>See Attached List</u>	<u>See Attached List</u>	<u>Oahu</u>
Position Number	Class Title/Salary Range	Island

A RECRUITMENT REQUEST: Date to Fill: _____

Filling of Permanent Position Filling of Temporary or Exempt Position NTE: _____

PREFERRED METHOD OF RECRUITMENT:

Internal Vacancy Announcement HRD Competitive Announcement. Indicate Intra, Inter, or Open and justify below.
No. of eligibles requested on HRD List. _____

B CLASSIFICATION REQUEST:

<input type="checkbox"/> Reallocation of the Position	<input type="checkbox"/> Update of Position Description	<input type="checkbox"/> Abolishment of Position
<input type="checkbox"/> Request for New Class	<input type="checkbox"/> Establishment of Vicing Position	<input type="checkbox"/> Other (Describe)
<input type="checkbox"/> Establishment of New Authorized Position	<input checked="" type="checkbox"/> Extension of Temporary Position to 1/31/2011	
UAC for new pos: MOF _____ Tran _____	Fund _____ Year _____ Appr _____	Dept _____ Sub _____

C REASON FOR RECRUITMENT/CLASSIFICATION REQUEST: (If more space is needed, use reverse side.)
 Request to extend seasonal positions. Positions are critical in ensuring that election and program requirements are met to conduct the 2010 elections.

II AVAILABILITY OF FUNDS:

A Available. Account to be charged: GM-004-M
 B Not Applicable. Explain below the proposed means of financing:

[Signature] 3.12.09

 Program Administrator Date

III ACTION BY ADMINISTRATIVE SERVICES OFFICE:

A Program Request reviewed, noted, and forwarded
 B Program Request reviewed and returned without action
 C Comments

 Business Management Officer Date

IV ACTION BY PERSONNEL OFFICE:

A Internal Vacancy Announcement issued on: _____
 B Personnel Action Forms prepared and forwarded on _____ to:
 HRD/CCR HRD/R&E Other

 Departmental Personnel Officer Date

V ACTION BY COMPTROLLER: (If Applicable)

Approved Disapproved

 Comptroller Date

2009 SEASONAL EMPLOYEES

Position #	Position Title	Comments
101161	Election Specialist (BOPS)	
101885	Election Specialist (COPS)	
101882	Election Assistant (POPS)	
101884	Election Assistant (POPS)	
106053	Election Assistant (POPS)	
101164	Election Clerk (Feb)	
105925	Election Clerk (Mar)	
105932	Election Clerk (Apr)	
105760	Election Clerk (May) (P/T)	Converted
105928	Election Clerk (May)	
101887	Hotline Operator (May) (P/T)	Converted
105929	Hotline Operator (May)	
105933	Hotline Operator (May)	
106236	Hotline Operator (May) (P/T)	Converted
105761	Election Logistics Worker (July)	
105763	Election Logistics Worker (Aug)	
105764	Election Logistics Worker (Aug)	
105765	Election Logistics Worker (Aug)	

DAGS/Office of Elections/Ballot Operations

2. Position No. 101161

Present	3. Auth Job Code 21003	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Election Specialist (BOPS), SRNA, BU:63, \$24,960/yr	5. Pseudo No.
	6. Curr Job Code 21003	7. Current Class Title Election Specialist (BOPS)	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position."

11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."

Vacant
Signature of Incumbent _____ Date _____
Vacant
Name of Incumbent _____

Vacant
Signature of Supervisor _____ Date _____
Supervisor's Position No. 100362
Kevin Cronin
Signature of Division Chief _____ Date 3-12-09

<p>12. Type of Action</p> <p>a. <input type="checkbox"/> New <input type="checkbox"/> Redescriptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt</p> <p><input type="checkbox"/> Reclass - EE Qualifications (REE)</p> <p>b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____</p> <p>c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____</p> <p>d. <input type="checkbox"/> Abolish Eff Date _____</p> <p>e. <input type="checkbox"/> Change Characteristics (List them below) _____ Eff Date _____</p>		<p>13. Position Characteristics</p> <p>a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ Project Title _____ Exemption NTE _____</p> <p>b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____</p> <p>c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. Authorized FTE From _____ To _____</p> <p>e. Current FTE From _____ To _____</p> <p>f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant</p>		<p>14. Location/Other Characteristics</p> <p>a. Org Code _____</p> <p>b. Geographic Location Code _____</p> <p>c. Island _____</p> <p>d. <input type="checkbox"/> Shift</p> <p>e. <input type="checkbox"/> FTE Share, w/Pos. No. _____</p> <p>f. <input type="checkbox"/> Shortage & Group _____</p> <p>g. <input type="checkbox"/> Selective Certification _____</p> <p>h. <input type="checkbox"/> Consent Decree/Mandated Action _____ (Please specify)</p> <p>15. Date Recvd in Personnel Office _____</p>	
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16. Appropriation					
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit		19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved

Signature of Department Head _____ Date _____

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development _____ Date _____

Present	3. Auth Job Code 21003	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Election Specialist (CCOPS), SRNA, BU:63, \$24,960/yr	5. Pseudo No.
	6. Curr Job Code 21003	7. Current Class Title Election Specialist (CCOPS)	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code:			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position." <u>Vacant</u> Signature of Incumbent _____ Date _____ <u>Vacant</u> Name of Incumbent _____	11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position." <u>[Signature]</u> Signature of Supervisor _____ Date <u>3-12-09</u> Supervisor's Position No. <u>101162</u> <u>[Signature]</u> Signature of Division Chief _____ Date <u>3-12-09</u>
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12. Type of Action	13. Position Characteristics	14. Location/Other Characteristics
a. <input type="checkbox"/> New <input type="checkbox"/> Redescriptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt <input type="checkbox"/> Reclass - EE Qualifications (REE) b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____ c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____ d. <input type="checkbox"/> Abolish Eff Date _____ e. <input type="checkbox"/> Change Characteristics (List them below) _____ Eff Date _____	a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ Project Title _____ Exemption NTE _____ b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____ c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No d. Authorized FTE From _____ To _____ e. Current FTE From _____ To _____ f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant	a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input type="checkbox"/> Shortage & Group _____ g. <input type="checkbox"/> Selective Certification h. <input type="checkbox"/> Consent Decree/Mandated Action (Please specify) _____ 15. Date Recvd in Personnel Office _____

16. Appropriation					
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit		19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved

Signature of Department Head _____ Date _____

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development _____ Date _____

DAGS/Office of Elections/Precinct Operations

2. Position No.

101882

Present	3. Auth Job Code 21003	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Election Assistant (POPS), SRNA, BU:63, \$22,464/yr	5. Pseudo No.
	6. Curr Job Code 21003	7. Current Class Title Election Assistant (POPS)	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position."

11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."

Vacant

Signature of Incumbent

Date

Vacant

Name of Incumbent

Judy G. K. Held
Signature of Supervisor
Supervisor's Position No. 100456

3-12-09
Date

Kevin Cronin
Signature of Division Chief

3-12-09
Date

12. Type of Action a. <input type="checkbox"/> New <input type="checkbox"/> Redescriptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt <hr/> <input type="checkbox"/> Reclass - EE Qualifications (REE) b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____ c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____ d. <input type="checkbox"/> Abolish Eff Date _____ e. <input type="checkbox"/> Change Characteristics (List them below) _____ Eff Date _____		13. Position Characteristics a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ Project Title _____ Exemption NTE _____ b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____ c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No d. Authorized FTE From _____ To _____ e. Current FTE From _____ To _____ f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant		14. Location/Other Characteristics a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input type="checkbox"/> Shortage & Group _____ g. <input type="checkbox"/> Selective Certification h. <input type="checkbox"/> Consent Decree/Mandated Action (Please specify) _____ 15. Date Recvd in Personnel Office _____	
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16. Appropriation					
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit		19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved

Signature of Department Head

Date

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development

Date

000101

Present	3. Auth Job Code 21003	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Election Assistant (POPS), SRNA, BU:63, \$22,464/yr	5. Pseudo No.
	6. Curr Job Code 21003	7. Current Class Title Election Assistant (POPS)	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position."

 Signature of Incumbent _____ Date _____
 Vacant

 Name of Incumbent

11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."

 Signature of Supervisor _____ Date **3.12.09**
 Supervisor's Position No. **100456**

 Signature of Division Chief _____ Date **3.12.09**

12. Type of Action a. <input type="checkbox"/> New <input type="checkbox"/> Redscriptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt <input type="checkbox"/> Reclass - EE Qualifications (REE) b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____ c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____ d. <input type="checkbox"/> Abolish Eff Date _____ e. <input type="checkbox"/> Change Characteristics (List them below) _____ Eff Date _____	13. Position Characteristics a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ Project Title _____ Exemption NTE _____ b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____ c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No d. Authorized FTE From _____ To _____ e. Current FTE From _____ To _____ f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant	14. Location/Other Characteristics a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input type="checkbox"/> Shortage & Group _____ g. <input type="checkbox"/> Selective Certification h. <input type="checkbox"/> Consent Decree/Mandated Action _____ (Please specify) _____ 15. Date Recvd in Personnel Office _____
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16. Appropriation					
From Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit	19. Effective Date	
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved

 Signature of Department Head _____ Date _____

27. Human Resources Development Action Approved Disapproved

 Director of Human Resources Development _____ Date _____

DAGS/Office of Elections/Precinct Operations

2. Position No. **106053**

5. Pseudo No.

3. Auth Job Code **21003** 4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) **Election Assistant (POPS), SRNA, BU:63, \$22,464/yr**

6. Curr Job Code **21003** 7. Current Class Title **Election Assistant (POPS)** 8. Legal Authority **Act 213, SLH 2007**

9. Requested Job Code

10. "I certify that I have reviewed the duties and responsibilities assigned to this position."

Vacant
Signature of Incumbent _____ Date _____

Vacant
Name of Incumbent _____

11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."

Judy G. K. Gold
Signature of Supervisor _____ Date **3.12.09**

Supervisor's Position No. **100456**

Kevin Cronin
Signature of Division Chief _____ Date **3.12.09**

12. Type of Action

a. New Redescrptn Conversn
Vicing for _____
Replaced Pos. No. _____
 Exempt to CS CS to Exempt

Reclasse - EE Qualifications (REE)

b. Reallocation for Recruitment (RFR)
 Temporary Reallocation
 Initial Ext. Term
Eff Date _____
NTE Date _____

c. Extension
Eff Date _____
NTE Date _____

d. Abolish
Eff Date _____

e. Change Characteristics (List them below) _____
Eff Date _____

13. Position Characteristics

a. Type of Position Civil Service Exempt
Basis for Exemption From HRS, 76-16 () ()
To HRS, 76-16 () ()
Supporting Legal Authority _____
Project Title _____
Exemption NTE _____

b. Duration Permanent Temporary
Initial NTE Date _____

c. Budgeted Yes No

d. Authorized FTE From _____ To _____

e. Current FTE From _____ To _____

f. Employment Status Filled Vacant

14. Location/Other Characteristics

a. Org Code _____
b. Geographic Location Code _____
c. Island _____
d. Shift
e. FTE Share, w/Pos. No. _____
f. Shortage & Group _____
g. Selective Certification _____
h. Consent Decree/Mandated Action _____
(Please specify)

15. Date Recvd in Personnel Office _____

16. Appropriation

Prgrm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit	19. Effective Date	
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved

Signature of Department Head _____ Date _____

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development _____ Date _____

Present	3. Auth Job Code 21003	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Election Clerk, SRNA, BU:63, \$19,968/yr	5. Pseudo No.
	6. Curr Job Code 21003	7. Current Class Title Election Clerk	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position."

Vacant
Signature of Incumbent _____ Date _____

Vacant
Name of Incumbent _____

11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."

[Signature]
Signature of Supervisor _____ Date 3.12.09

Supervisor's Position No. 101158

[Signature]
Signature of Division Chief _____ Date 3.12.09

12. Type of Action		13. Position Characteristics		14. Location/Other Characteristics	
a. <input type="checkbox"/> New <input type="checkbox"/> Redscriptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt <input type="checkbox"/> Reclass - EE Qualifications (REE) b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____ c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____ d. <input type="checkbox"/> Abolish Eff Date _____ e. <input type="checkbox"/> Change Characteristics (List them below) _____		a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From <u>HRS, 76-16 () ()</u> To <u>HRS, 76-16 () ()</u> Supporting Legal Authority _____ Project Title _____ Exemption NTE: _____ b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____ c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No d. Authorized FTE From _____ To _____ e. Current FTE From _____ To _____ f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant		a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input type="checkbox"/> Shortage & Group _____ g. <input type="checkbox"/> Selective Certification h. <input type="checkbox"/> Consent Decree/Mandated Action _____ (Please specify) _____ 15. Date Recvd in Personnel Office _____	
Eff Date _____					

16. Appropriation					
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit		19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved

Signature of Department Head _____ Date _____

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development _____ Date _____

DAGS/Office of Elections/Election Support Services

2. Position No. 105925

Present	3. Auth Job Code 21003	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Election Clerk, SRNA, BU:63, \$19,968/yr	5. Pseudo No.
	6. Curr Job Code 21003	7. Current Class Title Election Clerk	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position."

 Signature of Incumbent Date
 Vacant

 Name of Incumbent

11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."

 Signature of Supervisor Date 3-12-09
 Supervisor's Position No. 101158

 Signature of Division Chief Date 3-12-09

<p>12. Type of Action</p> <p>a. <input type="checkbox"/> New <input type="checkbox"/> Redescrptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt</p> <p><input type="checkbox"/> Reclass - EE Qualifications (REE)</p> <p>b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____</p> <p>c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____</p> <p>d. <input type="checkbox"/> Abolish Eff Date _____</p> <p>e. <input type="checkbox"/> Change Characteristics (List them below)</p>	<p>13. Position Characteristics</p> <p>a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ _____ Project Title _____ _____ Exemption NTE _____</p> <p>b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____</p> <p>c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. Authorized FTE From _____ To _____ e. Current FTE From _____ To _____</p> <p>f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant</p>	<p>14. Location/Other Characteristics</p> <p>a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input type="checkbox"/> Shortage & Group _____ g. <input type="checkbox"/> Selective Certification h. <input type="checkbox"/> Consent Decree/Mandated Action _____ (Please specify)</p> <p>15. Date Recvd in Personnel Office _____</p>
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16. Appropriation					
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit		19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved

 Signature of Department Head Date

27. Human Resources Development Action Approved Disapproved

 Director of Human Resources Development Date

Present	3. Auth Job Code 21003	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Election Clerk, SRNA, BU:63, \$19,968/yr	5. Pseudo No.
	6. Curr Job Code 21003	7. Current Class Title Election Clerk	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position." <u>Vacant</u> Signature of Incumbent _____ Date _____ <u>Vacant</u> Name of Incumbent _____	11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position." <u>[Signature]</u> Signature of Supervisor _____ Date <u>3-12-09</u> Supervisor's Position No. <u>101158</u> <u>[Signature]</u> Signature of Division Chief _____ Date <u>3-12-09</u>
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12. Type of Action a. <input type="checkbox"/> New <input type="checkbox"/> Redescriptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt <hr/> <input type="checkbox"/> Reclass - EE Qualifications (REE) b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____ c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____ d. <input type="checkbox"/> Abolish Eff Date _____ e. <input type="checkbox"/> Change Characteristics (List them below) _____ Eff Date _____	13. Position Characteristics a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From <u>HRS, 76-16 () ()</u> To <u>HRS, 76-16 () ()</u> Supporting Legal Authority _____ Project Title _____ Exemption NTE _____ b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____ c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No d. Authorized FTE From _____ To _____ e. Current FTE From _____ To _____ f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant	14. Location/Other Characteristics a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input type="checkbox"/> Shortage & Group _____ g. <input type="checkbox"/> Selective Certification h. <input type="checkbox"/> Consent Decree/Mandated Action (Please specify) _____ 15. Date Recvd in Personnel Office _____
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16. Appropriation					
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)					
Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit				19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)			22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)			25. Effective Date


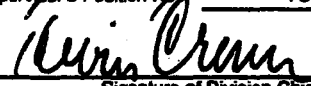
26. Employing Department Action Approved Disapproved

Signature of Department Head _____ Date _____

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development _____ Date _____

DAGS/Office of Elections/Election Support Services		2. Position No. 105928
Present	3. Auth Job Code 21003	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Election Clerk, SRNA, BU:63, \$19,968/yr
	5. Pseudo No.	
	6. Curr Job Code 21003	7. Current Class Title Election Clerk
		8. Legal Authority Act 213, SLH 2007
9. Requested Job Code		

10. "I certify that I have reviewed the duties and responsibilities assigned to this position." <u>Vacant</u> Signature of Incumbent _____ Date _____ <u>Vacant</u> Name of Incumbent _____	11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."  Signature of Supervisor _____ Date <u>3-12-09</u> Supervisor's Position No. <u>101158</u>  Signature of Division Chief _____ Date <u>3-12-09</u>
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12. Type of Action	13. Position Characteristics	14. Location/Other Characteristics
a. <input type="checkbox"/> New <input type="checkbox"/> Redescrptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt <input type="checkbox"/> Reclass - EE Qualifications (REE) b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____ c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____ d. <input type="checkbox"/> Abolish Eff Date _____ e. <input type="checkbox"/> Change Characteristics (List them below) _____ Eff Date _____	a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ Project Title _____ Exemption NTE _____ b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____ c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No d. Authorized FTE From _____ To _____ e. Current FTE From _____ To _____ f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant	a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input type="checkbox"/> Shortage & Group _____ g. <input type="checkbox"/> Selective Certification h. <input type="checkbox"/> Consent Decree/Mandated Action (Please specify) _____ 15. Date Recvd in Personnel Office _____

16. Appropriation					
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)					
Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit				19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)			22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)			25. Effective Date

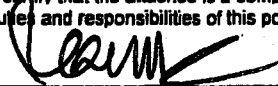
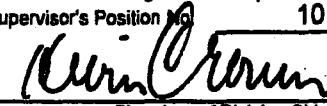
26. Employing Department Action Approved Disapproved

Signature of Department Head _____ Date _____

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development _____ Date _____

Present	4. Auth Job Code 21006	9. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Hotline Operator, SRNA, 9.23/hr, BU63	5. Pseudo No.
	6. Curr Job Code 21006	7. Current Class Title Hotline Operator	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code:			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position." <u>Vacant</u> Signature of Incumbent <u>Vacant</u> Name of Incumbent	Date	11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."  Signature of Supervisor Supervisor's Position No. <u>101154</u>  Signature of Division Chief	Date <u>3.12.09</u> Date <u>3.12.09</u>
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12. Type of Action	13. Position Characteristics	14. Location/Other Characteristics
a. <input type="checkbox"/> New <input type="checkbox"/> Redescriptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt <input type="checkbox"/> Reclass - EE Qualifications (REE) b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____ c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____ d. <input type="checkbox"/> Abolish Eff Date _____ e. <input type="checkbox"/> Change Characteristics (List them below) _____ Eff Date _____	a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ Project Title _____ Exemption NTE _____ b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____ c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No d. Authorized FTE From _____ To _____ e. Current FTE From _____ To _____ f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant	a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input type="checkbox"/> Shortage & Group _____ g. <input type="checkbox"/> Selective Certification h. <input type="checkbox"/> Consent Decree/Mandated Action (Please specify) _____ 15. Date Recvd in Personnel Office _____

16. Appropriation					
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit		19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved

Signature of Department Head Date

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development Date

DAGS/Office of Elections/Voter Services

2. Position No.

105933

Present	3. Auth Job Code 21006	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Hotline Operator, SRNA, 9.23/hr, BU63	5. Pseudo No.
	6. Curr Job Code 21006	7. Current Class Title Hotline Operator	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position."

11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."

Vacant
Signature of incumbent _____ Date _____
Vacant
Name of Incumbent _____

[Signature]
Signature of Supervisor _____ Date 3-12-09
Supervisor's Position No. 101154
[Signature]
Signature of Division Chief _____ Date 3-12-09

12. Type of Action a. <input type="checkbox"/> New <input type="checkbox"/> Redscriptn <input type="checkbox"/> Convers Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt <hr/> <input type="checkbox"/> Reclass - EE Qualifications (REE) b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____ c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____ d. <input type="checkbox"/> Abolish Eff Date _____ e. <input type="checkbox"/> Change Characteristics (List them below) _____ Eff Date _____		13. Position Characteristics a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ Project Title _____ Exemption NTE _____ b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____ c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No d. Authorized FTE From _____ To _____ e. Current FTE From _____ To _____ f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant		14. Location/Other Characteristics a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input type="checkbox"/> Shortage & Group _____ g. <input type="checkbox"/> Selective Certification h. <input type="checkbox"/> Consent Decree/Mandated Action _____ (Please specify) _____ 15. Date Recvd in Personnel Office _____	
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16. Appropriation					
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit		19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved

Signature of Department Head _____ Date _____

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development _____ Date _____

Present	3. Auth Job Code 30008	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Elections Logistics Worker, SRNA, \$19,200/yr, BU61	5. Pseudo No.
	6. Curr Job Code 30008	7. Current Class Title Elections Logistics Worker	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code:			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position."

Vacant
Signature of Incumbent _____ Date _____

Vacant
Name of Incumbent _____

11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."

[Signature]
Signature of Supervisor _____ Date 3.12.09

Supervisor's Position No. 101163

[Signature]
Signature of Division Chief _____ Date 3.12.09

12. Type of Action a. <input type="checkbox"/> New <input type="checkbox"/> Redescriptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt <input type="checkbox"/> Reclass - EE Qualifications (REE) b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____ c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____ d. <input type="checkbox"/> Abolish Eff Date _____ e. <input type="checkbox"/> Change Characteristics (List them below) _____ Eff Date _____		13. Position Characteristics a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ Project Title _____ Exemption NTE _____ b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____ c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No d. Authorized FTE From _____ To _____ e. Current FTE From _____ To _____ f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant		14. Location/Other Characteristics a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input type="checkbox"/> Shortage & Group _____ g. <input type="checkbox"/> Selective Certification h. <input type="checkbox"/> Consent Decree/Mandated Action _____ (Please specify) _____ 15. Date Recvd in Personnel Office _____	
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16. Appropriation					
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit		19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved

Signature of Department Head _____ Date _____

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development _____ Date _____

DAGS/Office of Elections/Election Support Services

2. Position No. 105763

Present	3. Auth Job Code 30008	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Elections Logistics Worker, SRNA, \$19,200/yr, BU61	5. Pseudo No.
	6. Curr Job Code 30008	7. Current Class Title Elections Logistics Worker	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position."

11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."

Vacant
Signature of Incumbent _____ Date _____
Vacant
Name of Incumbent _____

3-12-09
Signature of Supervisor _____ Date _____
Supervisor's Position No. 101163
Kevin Cronin
Signature of Division Chief _____ Date _____

<p>12. Type of Action</p> <p>a. <input type="checkbox"/> New <input type="checkbox"/> Redescriptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt</p> <p><input type="checkbox"/> Reclass - EE Qualifications (REE)</p> <p>b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____</p> <p>c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____</p> <p>d. <input type="checkbox"/> Abolish Eff Date _____</p> <p>e. <input type="checkbox"/> Change Characteristics (List them below) _____ Eff Date _____</p>		<p>13. Position Characteristics</p> <p>a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ Project Title _____ Exemption NTE _____</p> <p>b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____</p> <p>c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. Authorized FTE From _____ To _____</p> <p>e. Current FTE From _____ To _____</p> <p>f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant</p>		<p>14. Location/Other Characteristics</p> <p>a. Org Code _____</p> <p>b. Geographic Location Code _____</p> <p>c. Island _____</p> <p>d. <input type="checkbox"/> Shift</p> <p>e. <input type="checkbox"/> FTE Share, w/Pos. No. _____</p> <p>f. <input type="checkbox"/> Shortage & Group _____</p> <p>g. <input type="checkbox"/> Selective Certification</p> <p>h. <input type="checkbox"/> Consent Decree/Mandated Action (Please specify) _____</p> <p>15. Date Recvd in Personnel Office _____</p>	
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16. Appropriation					
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit		19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date



26. Employing Department Action Approved Disapproved

Signature of Department Head _____ Date _____

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development _____ Date _____

Present	3. Auth Job Code 30008	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Elections Logistics Worker, SRNA, \$19,200/yr, BU61	5. Pseudo No.
	6. Curr Job Code 30008	7. Current Class Title Elections Logistics Worker	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code:			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position." <u>Vacant</u> Signature of Incumbent _____ Date _____ <u>Vacant</u> Name of Incumbent _____	11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."  Signature of Supervisor _____ Date <u>3-12-09</u> Supervisor's Position No. <u>101163</u>  Signature of Division Chief _____ Date <u>3-12-09</u>
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12. Type of Action	13. Position Characteristics	14. Location/Other Characteristics
a. <input type="checkbox"/> New <input type="checkbox"/> Redescrptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt <input type="checkbox"/> Reclass - EE Qualifications (REE) b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____ c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____ d. <input type="checkbox"/> Abolish Eff Date _____ e. <input type="checkbox"/> Change Characteristics (List them below) _____ Eff Date _____	a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ Project Title _____ Exemption NTE _____ b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____ c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No d. Authorized FTE From _____ To _____ e. Current FTE From _____ To _____ f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant	a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input type="checkbox"/> Shortage & Group _____ g. <input type="checkbox"/> Selective Certification h. <input type="checkbox"/> Consent Decree/Mandated Action (Please specify) _____ 15. Date Recvd in Personnel Office _____

16. Appropriation					
Prgm Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit		19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved

Signature of Department Head _____ Date _____

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development _____ Date _____

DAGS/Office of Elections/Election Support Services

2. Position No. 105765

Present	3. Auth Job Code 30008	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Elections Logistics Worker, SRNA, \$19,200/yr, BU61	5. Pseudo No.
	6. Curr Job Code 30008	7. Current Class Title Elections Logistics Worker	8. Legal Authority Act 213, SLH 2007
9. Requested Job Code			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position." <u>Vacant</u> Signature of Incumbent <u>Vacant</u> Name of Incumbent	Date	11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position." <u>[Signature]</u> Signature of Supervisor Supervisor's Position No. <u>101163</u> <u>[Signature]</u> Signature of Division Chief	Date <u>3-12-09</u> <u>3-12-09</u> Date
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<p>12. Type of Action</p> <p>a. <input type="checkbox"/> New <input type="checkbox"/> Redscriptn <input type="checkbox"/> Conversn Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt</p> <p><input type="checkbox"/> Reclass - EE Qualifications (REE)</p> <p>b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Initial <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____</p> <p>c. <input type="checkbox"/> Extension Eff Date _____ NTE Date _____</p> <p>d. <input type="checkbox"/> Abolish Eff Date _____</p> <p>e. <input type="checkbox"/> Change Characteristics (List them below) _____</p>	<p>13. Position Characteristics</p> <p>a. Type of Position <input type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ Project Title _____ Exemption NTE _____ b. Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____ c. Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No d. Authorized FTE From _____ To _____ e. Current FTE From _____ To _____ f. Employment Status <input type="checkbox"/> Filled <input type="checkbox"/> Vacant</p>	<p>14. Location/Other Characteristics</p> <p>a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input type="checkbox"/> Shortage & Group _____ g. <input type="checkbox"/> Selective Certification h. <input type="checkbox"/> Consent Decree/Mandated Action (Please specify) _____</p> <p>15. Date Recvd in Personnel Office _____</p>
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16. Appropriation					
Prog Bud ID	MOF	UAC	%	Funded	Effective Date

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit		19. Effective Date
	20. Auth Job Code	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	22. Effective Date
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved

Signature of Department Head

Date

27. Human Resources Development Action Approved Disapproved

Director of Human Resources Development

Date



STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
869 PUNCHBOWL STREET
HONOLULU, HAWAII 96813-5097

Deputy Directors
MICHAEL D. FORMBY
FRANCIS PAUL KEENO
BRIAN H. SEKIGUCHI
JIRO A. SUMADA
IN REPLY REFER TO:

September 15, 2009

TESTIMONY OF THE DEPARTMENT OF TRANSPORTATION

SENATE WAYS & MEANS COMMITTEE
INFORMATIONAL BRIEFING
UPDATE ON THE STATUS OF THE AUTOMATED VEHICLE
IDENTIFICATION SYSTEM, PARKING, AND TAXI CONTRACTS.

The Department of Transportation (DOT) appreciates the opportunity to update both Chairpersons and members of the Ways and Means Committee on the status of the Automated Vehicle Identification system, commonly referred to as the AVI, parking, and taxi contracts.

The Department would also like to extend its appreciation to Chairperson Donna Mercado Kim for taking the time to allow us to brief her on these important projects.

AUTOMATED VEHICLE IDENTIFICATION (AVI) SYSTEM

The Oahu District (Honolulu International Airport) last communicated with Ted's Wiring Service (TWS) on July 20, 2009, at which time it was confirmed that TWS stopped work on July 17, 2009, on the AVI system based on a written stop work order. According to TWS, prior to the stop work order they had installed transponders on 28 vehicles and was in the process of testing them.

Travelers Surety Company had requested a meeting with DOT, Airports Division (DOT-A), TWS, and their representative to discuss the status of the AVI, and a meeting was held on August 18, 2009, via telephone conference to discuss their right to cure. Based on this meeting and Travelers' right to cure, the following was agreed upon:

1. TWS acknowledged that all components for the AVI have been installed.
2. DOT-A agreed to rescind its notice to suspend work but the Notice of Default shall remain in effect.
3. Acceptance testing will begin on September 8, 2009, for 45-calendar days.
4. Should TWS fail to meet the terms of the acceptance testing within the 45-calendar days, DOT will be calling the bond and seek payment from Travelers.

The DOT sent an official Notice to Proceed to Travelers Surety Company to begin testing of the AVI system, effective September 8, 2009, for 45 days until October 22, 2009.

Travelers was also placed on notice that failure by TWS, the Surety's selected contractor, to satisfactorily complete the testing and deliver the completed systems, that the State reserved the right to seek full reimbursement. DOT also developed 12 tasks and milestones and can add additional tasks for quality control and assurance to track TWS during the testing phase to ensure the system is fully operational and in compliance with the RFP.

Since Travelers has elected TWS to complete the AVI system as the Surety's take over contractor, the successful completion of the AVI contract is the sole responsibility of Travelers under the performance bond.

We will provide a progress report to Chair Mercado Kim on or about October 5, 2009.

HNL PARKING CONCESSION

The HNL Parking Concession contract was initially put out to bid on a nationwide basis in October 2001, and the solicitation did not attract any interested parties, including the incumbent AMPCO Parking Systems (AMPCO). Subsequently in January 2002, the law was revised to allow DOT-A to directly negotiate the parking concession.

As a result of earlier discussions with the car rental industry, a project was developed to reconstruct ready/return areas (Consolidated Facility Center) and to modify some public and employee parking areas. Since the impact of construction on the number of available stalls were unknown, DOT-A decided best to delay negotiating a new contract until the construction was completed. During this time, DOT-A and AMPCO continued ongoing discussions to analyze various rates and implement various parking opportunities to include institution of experimental 30-minute free parking for six months, which was then modified to a 10 minute grace period and valet parking service.

In April 2006, a consultant was hired to provide data and analysis to increase the parking rates and to provide draft industry standard operating procedures for a new parking contract.

The new parking structure with 1,800 additional parking stalls was completed in February 2009, and afforded the traveling public with parking opportunities for both the inter-island and overseas terminal. The additional parking also afforded employees more options for parking and enhanced the revenue to the State of Hawaii.

Based on the experience and knowledge of the consultant, he was retained to directly negotiate the parking concession contract for the management and operation of the Automobile Parking Facilities at HNL (16 parking areas/buildings and 9,000 parking stalls) with the incumbent operator, AMPCO, which is ongoing. Negotiations with AMPCO began in earnest in December 2008. Multiple draft versions of the contract have been prepared to accommodate evolving

changes requested by AMPCO and DOT. When the contract is executed, it will be a five (5) year contract, which will require AMPCO to provide an expanded reporting requirements which will allow the DOT-A to better manage the contract and determine present and future parking needs; require a performance bond of \$2.8 million; require payment of liquidated damages to the State for non-performance by AMPCO of certain contractual requirements; and a minimum investment requirement whereby AMPCO will be required to expend funds to improve the Automobile Parking Facilities and/or the on-Airport Premises from which it operates. The minimum investment amount is still under negotiation. (AMPCO currently has no minimum investment requirement under the current RP contractual relationship.)

AMPCO has invested in excess of \$1,000,000 in a new Parking Revenue Control System (PRCS) at HNL without any contractual requirement to do so. Nonetheless, AMPCO has agreed to a financial arrangement in the new contract whereby the percentage fee paid to the State will equal or exceed the 80% fee it pays under the current Permit arrangement. The State will not be required to "buy-out" any of AMPCO's PRCS investment unless facilities served by the new PRCS are withdrawn from service by the State prior to the conclusion of AMPCO's five (5) year contract term.

AMPCO will pay the utility costs for its leased Premises (i.e., office space and exit booths) during the term of the Contract. The State will be responsible for all utility costs incurred at the Automobile Parking Facilities. This is the customary arrangement in the industry when the parking facilities are managed by, but not leased to, the parking operator.

On September 1, 2009, we forwarded a copy of the draft contract to the Land and Transportation Division, Office of the Attorney General, for a preliminary review with the understanding that remaining terms and provisions have yet to be agreed upon. When the contract is finalized, and prior to it being executed by both parties, we will submit the final version of the contract to the Land and Transportation Division for their final review.

We are targeting the end of September 2009 to complete the contract.

HNL TAXI MANAGEMENT (ON-DEMAND) CONCESSION

On September 10, 2009, the DOTA completed the contract for the On-Demand Taxi Management system at the HNL with AMPCO Express. On September 14, 2009, the contract will be submitted to Land and Transportation Division for their review.

The contract is for five (5) years and is a directly negotiated contract, which has not been reviewed by AMPCO Express. At this point the main benefit to the State is that we will have a binding contract for a five (5) year timeframe with a Minimum Annual Guarantee against a portion of the trip fee.

This contract will oversee the on-demand taxi system as well as collect data for a period of one (1) year to better evaluate the demands and needs for a proper long-term management process for this type of service.

We will provide notice to Chair Mercado Kim when the contract is executed.