

RESUME

Kaleihiiikapoli P. Rapoza
Interim Director of Human Resources

Work History

University of Hawaii at Hilo
Human Resources

Interim Director of Human Resources

- Oversee the UH Hilo HR Office and ensure compliance with state and federal laws, regulations, university policies and procedures, and collective bargaining agreements.
- Review current policies and procedures related to update the practices of the UH Hilo HR Office.
- Oversee and approve job analysis, classification, job descriptions, recruitment, appointment, labor relations & collective bargaining, compensation, BOR action memos, HRIS support, benefits, staff development/training.
- Provide direct advice and counsel to senior-level executives on matters relating personnel on campus.
- Provide guidance and interpretation of federal and state regulations, university policies and procedures, union contracts and practices for supervisors and employees while ensuring consistent and fair practice in administration of employee matters.
- Provide subject matter expert advice to all areas of the campus in recruitment, selection, appointment, compensation, benefits, leave administration, training, staff development, information system support, and labor relations.
- Consult and work with the UH System HR Office university policy development and review, staff classification and compensation, and collective bargaining issues.
- Respond to data requests from the System HR office.
- Propose and review changes to collective bargaining agreements for negotiations.
- Oversee the consult-and-confer process and negotiate memorandums of agreement and understanding with the applicable unions.
- Oversee recruitment process, including ensuring advertisements are accurate, postings are in appropriate venues and comply with BOR policy, appointments are in accordance with selection requirements, the appointee meets minimum qualifications, and salary placement is appropriate.
- Ensure best practices by undertaking projects such as special compensation systems for staff, wage comparability studies, and expansion of Board of Regents employee categories.

- Ensure consistent interpretation and application of University policies and procedures and collective bargaining agreements related to salary calculations, benefits administration, and leaves.
- Work with supervisors to ensure consistent and fair management of applicable federal and state laws, and UH Policy for all employees.
- Provide guidance to supervisors on the acquisition and retention of highly competent employees, including advice on counseling employees to maximize or improve performance.
- Provide guidance to administrators in the use of positions to meet work load demands, in particular permanent and temporary positions, budgeted and unbudgeted, to meet student and course demands.
- Analyze data to assess cost impact or savings; correlates the current job pay rate of University employees with comparable jobs pay rates in the community.
- Provide guidance to administrators and managers on employee relations matters, including performance evaluation and monitoring.
- Conduct interventions, investigations, issue decisions and provide guidance to administrators on decisions based on information obtained.
- Review and update personnel and/or management policies, practices and procedures.
- Coordinate with Director of EEO/AA in areas with overlapping grievances or complaints.
- Serve as Deputy Title IX Coordinator, working work with the UH Hilo Title IX Coordinator in the administration of Title IX policy at UH Hilo, including the investigation and adjudication of Title IX complaints involving UH Hilo employees.
- Serves as co-Chair of the Chancellor's Professional Development Committee.
- Serve on System HR committees for the review and updating of policies.
- Serve on the Campus Crisis Management Team and Incident Response Team.
- Manages and oversees the processing of Workers' Compensation case management.

University of Hawaii at Hilo
Human Resources



Associate Director of Human Resources

- Review reorganization requests by departments, assist in drafting, shepherd reorganization process through union consultation and approval.
- Review personnel and position justifications to ensure compliance with legislature budget intent and approval including justification for reclassification or to fill positions.
- Advise investigators and conduct internal investigations of complaints on employee relations issues, including Title IX.
- Advise supervisors on various labor relations related issues including plans of appropriate action

- Administer and interprets union contract provisions for bargaining units 1, 2, 3, 4, 7, 8 and 9, and University personnel policies, rules and regulations.
- Provide guidance to the HR Director, Chancellor, Vice Chancellors, Deans, Directors and supervisors.
- Recommend to the HR Director and assists in implementing campus wide policies and procedures for reporting and control of all aspects of human resources management.
- Manage the day-to-day operations of the Human Resources Office, supervises staff.
- Oversee the Human Resources transactions & documents associated with appointments, changes, terminations of all classifications of employees and ensure compliance with applicable UH policies, procedures, collective bargaining, and State & Federal laws.
- Oversee quantity and quality of work performed by professional and clerical staff.
- Recommend and implement campus wide policies and procedures for reporting and control of all aspects of human resources management.
- Provide technical advice on matters relating to HR administration, performance, discipline issues, and grievance procedures.
- Review, audit, and approve classification & compensation actions on behalf of the Chancellor, ensuring appropriate classification decisions based on duties & responsibilities, MQs, DQs, and equity.
- Keep abreast of laws, directives, administrative procedures & policy decisions, develops campus policy and working procedures to implement regulations, assists Director in preparing directives for the transmittal of information to the UHH divisions.
- Work with UH System Office of Human Resources, Payroll Office and other relevant offices in the UH System to implement and communicate to staff of any changes in procedures made by these offices.
- Participate in State, University and Campus discussions and meetings that affect HR concerns.
- Act on behalf of the HR Director when the Director was not present.
- Oversee and update the UHH HR website and works collaboratively with the webmaster to keep website information, announcements and job postings current.
- Review and advise units of requests to establish, fill, update, reclassify, or redescribe positions.
- Oversee all BOR and civil service appointments and advises management and selection committees on proper procedural documentation and reporting requirements.
- Audit personnel transactions and analyzes staffing patterns.
- Prepare the annual update of organizational charts and functional statements for UHH.
- Generate position and personnel reports by extracting current and historical data to provide statistics and figures for use in planning by administration.

State of Hawaii, Department of Education

Personnel Specialist – Labor Relations

- Oversee contract administration, interpretation and implementation with a focus on Hawaii island for Bargaining Units 1, 2, 3, 4, 5, 6, and 13
- Represent the DOE as lead advocate in grievance and arbitration hearings
- Conduct Grievance mediation as certified Mediator by the National Education Association
- Represent the DOE in consult and confer processes with the HGEA, HSTA, and UPW
- Assist Deputy Attorney Generals in preparation of position and defense for the DOE in prohibited practice complaints.
- Train administrators to conduct investigations, oversee the investigative process, advise investigators, and conduct investigations for employee misconduct
- Advise administrators in decision-making for discipline of employees
- Train administrators in conducting performance evaluations (PAS, Teacher evaluation, Educational Officer evaluations) of employees and advise administrators throughout the evaluations process
- Oversee recruitment of Civil Service and Support Services Personnel and employee background check processes for Hawaii island

State of Hawaii, Department of Education

Personnel Specialist – Labor Relations

- Oversee contract administration, interpretation and implementation in multiple school districts for Bargaining Units 1, 2, 3, 4, 5, 6, and 13
- Represent the DOE as lead advocate in grievance and arbitration hearings
- Conduct Grievance mediation as certified Mediator by the National Education Association
- Represent the DOE in the consultation processes with HGEA, HSTA, and UPW
- Assist Deputy Attorney Generals in preparation of position and defense for the DOE in prohibited practice complaints.
- Represent the DOE in contract negotiations with the HGEA, HSTA, and the UPW
- Develop DOE alcohol and controlled substance testing procedures and training for supervisors and employees
- Negotiate with UPW and HSTA regarding DOE alcohol and controlled substance testing procedures
- Train administrators to conduct investigations, oversee the investigative process, and advise investigators, and conduct investigations for employee misconduct
- Advise administrators in decision-making for discipline of employees
- Train administrators in conducting performance evaluations (PAS, Teacher evaluation, Educational Officer evaluations) of employees and advise administrators throughout the evaluations process
- Research and prepare legislative testimony

State of Hawaii, Department of Education

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Law Clerk

- Review DOE administrative rule amendments
- Conduct internal investigations regarding alleged civil rights violations and prepare investigation reports and responses to allegations and complaints.
- Research federal drug testing procedures and review and draft alcohol and drug testing procedures for the various unions within the DOE.

King, Nakamura & Chun-Hoon

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Paralegal Researcher

- Conduct legal research on labor arbitration, grievance process, collective bargaining agreements, and Hawaii Administrative Rules
- Work with senior partner and associate to prepare briefs on issues, prepare client, witnesses and evidence for arbitration hearing.
- Research case law and write legal briefs for arbitration
- Draft Findings of Fact, Conclusions of Law and Brief

Office of Hawaiian Affairs

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Trustee Aide to Trustee Hon. Boyd P. Mossman (Ret.)

- Prepare grant proposals and actions items for voting, initiate community involvement/action, coordinate community meetings, interagency actions with state and county departments/agencies
- Research issues relating to stream diversion, water rights, coastal zone management, Mauna Kea EIS, and MOU, MOA, and PA with Dept. of Defense
- Participate on Affordable Housing Committee and research Ceded Land Claims

Education

University of Hawaii at Manoa
2500 Campus Road, Honolulu, Hawaii 96822
Family Resources
Bachelor of Science Family Resources, [REDACTED]

University of Hawaii at Manoa, William S. Richardson School of Law
2515 Dole Street, Honolulu, Hawaii 96822
Law
Juris Doctor, Environmental Law Certificate, [REDACTED]