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March 31, 2011

Departmental Circular Number 11-01

TO: All Department Heads
FROM: Sunshine P.W. Topping, Director 
SUBJECT: Amendments to the Compensation Plan

The following amendments to the State of Hawaii's Compensation Plans dated January 1, 2011 have been incorporated into the updated compensation plans dated April 1, 2011, which is located on our website at <http://www.hawaii.gov/hrd>.

PART I - WHITE COLLAR

6.387 Insert an asterisk in front of the Neurotraining Therapist IV, BU-13, to indicate it as obsolete, effective 2/14/11

PART II - BLUE COLLAR

9.342 Change Class Title from School Custodian II to Building & Grounds Custodian II, BU-01, effective 10/16/10
9.343 Reinstated/Change School Custodian III, WS-02, BU-01, EEO: H, and Change Title to Building & Grounds Custodian III, effective 10/16/10
9.540 Delete School Cook I, BU-01, effective 3/15/11
9.541 Delete School Cook II, BU-01, effective 3/15/11
9.598 Delete School Food Services Manager III, BU-02, effective 3/15/11
10.655 Delete Print Shop Supervisor I, BU-02, effective 1/6/11

AMENDED CLASS SPECIFICATIONS/MINIMUM QUALIFICATION SPECIFICATIONS

2.850 Telecommunications Planner, BU-13, Part I & II, effective 1/10/11
8.391-8.401 Sanitarian I - IV (BU-13), V & VI (BU-23), Part II, effective 2/10/11

AMENDED CLASS SPECIFICATIONS/MINIMUM QUALIFICATION SPECIFICATIONS – Cont.

8.472-8.482	Plant Quarantine Inspector I – IV (BU-13), V & VI (BU-23), Part II, effective 2/15/11
9.342-9.343	Building & Grounds Custodian II & III, BU-01, Part I & II, effective 10/16/10
10.268	Building & Grounds Utility Worker, BU-01, Part I & II, effective 1/12/11
10.333-10.334	Automotive Technician I & II, BU-01, Part II, effective 2/15/11

The effective dates of all transactions resulting in the assignment of classes to salary ranges are subject to certification as to the availability of funds by the Director of Budget and Finance. Moreover, departments affected by such actions are required to comply with instructions issued by the Department of Budget and Finance as to how to compute and report the additional cost resulting from the actions taken.

The compensation of incumbents of positions in each class on which action is taken will be computed in accordance with existing laws, rules and regulations concerning compensation. Departments are requested to notify incumbents affected by changes in the Compensation Plans.