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December 31, 2008

Departmental Circular Number 08-05

TO: All Department Heads  
FROM: *for Cindy S. Inoue* Marie C. Laderta, Director  
SUBJECT: Amendments to the Compensation Plan

The following amendments to the State of Hawaii Compensation Plans dated October 1, 2008 have been incorporated into the updated compensation plans dated January 1, 2009, which is located on our website at <http://www.hawaii.gov/hrd/>.

**PART I - WHITE COLLAR**

5.350 Delete Historic Preservation Supervisor, effective 10/6/08  
8.060 Delete Electrical Inspector, effective 12/15/08

**PART III - EMCP**

17.170 Change Salary range only for Energy Program Administrator, from ES-03 to EM-08  
17.551 Change Salary range only for Self-Sufficiency Support Services Assistant Administrator, from EM-05 to EM-07  
17.552 Change Salary range only for Self-Sufficiency Support Services Administrator, from EM-07 to EM-08

**AMENDED CLASS SPECIFICATIONS/MINIMUM QUALIFICATION SPECIFICATIONS**

1.045 Medical Transcriptionist, Part II only, effective 11/6/08  
1.070 Office Services Supervisor, Part II only, effective 10/6/08  
1.252-1.254 Data Processing Control Clerk I & II, effective 11/19/08

1.260	Teleprocessing Systems Monitor, effective 11/19/08
1.609-1.610	Contracts Assistant I & II, Part II only, effective 12/23/08
6.201-6.203	Dental Assistant I, II & III, Part II only, effective 12/23/08
6.221-6.224	Dental Hygienist I, II, III & IV, Part II only, effective 12/23/08
6.770-6.774	Licensed Practical Nurse I, II & III, Part II only, effective 10/29/08
17.550-17.551	Self-Sufficiency & Support Services Manager; Self-Sufficiency & Support Services Assistant Administrator; Self-Sufficiency & Support Services Administrator. Part I & II were combined effective 10/30/08

Note: Salary Schedules for BU-09, BU-10 CO and BU-10 HE have been updated effective 1/1/09.

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.