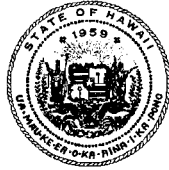


NEIL ABERCROMBIE
GOVERNOR



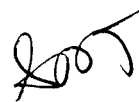
SUNSHINE P.W. TOPPING
DIRECTOR

BARBARA A. KRIEG
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
235 S. BERETANIA STREET
HONOLULU, HAWAII 96813-2437

June 30, 2011

Departmental Circular Number 11-02

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

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

PART I - WHITE COLLAR

- | | | |
|-------|--------|---|
| 1.325 | Move | Hospital Billing Clerk I, BU-03, from Subgroup E. Office Machine Operation to Subgroup F. Fiscal, Record Keeping and Allied, effective 6/29/11 |
| 1.327 | Move | Hospital Billing Clerk II, BU-03, from Subgroup E. Office Machine Operation to Subgroup F. Fiscal, Record Keeping and Allied, effective 6/29/11 |
| 2.934 | Delete | Computer Operations Scheduler, BU-13, effective 4/26/11 |
| 2.941 | Move | Park Interpretive Technician, BU-03, from Subgroup I. Management Analysis to Subgroup J. Information and Publication, effective 6/29/11 |
| 2.942 | Move | Park Interpretive Program Specialist, BU-13, from Subgroup I. Management Analysis to Subgroup J. Information and Publication, effective 6/29/11 |
| 2.943 | Move | Park Interpretive Program Supervisor, BU-23, from Subgroup I. Management Analysis to Subgroup J. Information and Publication, effective 6/29/11 |
| 2.944 | Move | Park Interpretive Center Coordinator, BU-13, from Subgroup I. Management Analysis to Subgroup J. Information and Publication, effective 6/29/11 |

PART II - BLUE COLLAR

- | | | |
|--------|--------|--|
| 10.205 | Change | Class Title from Building & Grounds Supervisor I to Building & Grounds Supervisor, BU-02, effective 4/6/11 |
| 10.207 | Delete | Building & Grounds Supervisor II, BU-02, effective 4/6/11 |

AMENDED CLASS SPECIFICATIONS/MINIMUM QUALIFICATION SPECIFICATIONS

- | | |
|-----------------|--|
| 1.710 | Chief Clerk I (Board or Commission), BU-03, Part II, effective 5/5/11 |
| 1.712 | Chief Clerk II (Board or Commission), BU-03, Part I & II, effective 5/5/11 |
| 2.034-
2.036 | Regulatory Boards/Commissions Administrative Assistant I, II, & III, BU-13, Part II, effective 5/31/11 |
| 2.038 | Supervising Regulatory Boards/Commissions Administrative Assistant, BU-23, Part II, effective 5/31/11 |
| 4.090-
4.098 | Archivist I, II, III, (BU-13), IV & V, (BU-23), Part II, effective 6/8/11 |
| 10.205 | Building & Grounds Supervisor I, BU-02, Part I & II, effective 4/6/11 |

Note: Salary Schedules for BU-02, BU-03, BU-04, BU-13 and EMCP have been updated effective 7/1/11.

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.