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March 31, 2008

Departmental Circular Number 08-01

TO: All Department Heads
FROM: Marie C. Laderta, Director
SUBJECT: Amendments to the Compensation Plans

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

PART I - WHITE COLLAR

1.638	Delete	Inventory Clerk effective 1/28/08
2.010	Add	Student Intern (Professional) I, SR-13, BU-73 R, EEO: B, FLSA: N, effective 3/14/08
2.011	Add	Student Intern (Professional) II, SR-15, BU-73 R, EEO: B, FLSA: N, effective 3/14/08
2.225	Reinstate	Supervising Income Tax Specialist, SR-26, BU-13, EEO B, FLSA R, effective 3/28/08

PART II - BLUE COLLAR

9.180	Reinstate	Institution Farm Activities Leader, WS 03, BU-01, EEO: H, FLSA: N, effective 1/7/08
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PART III - EMCP

17.318	Delete	Airports Administrator, effective 1/14/08
17.319	Add	Airports Assistant Administrator, EM-08, BU-35(HJ), EEO:A, FLSA:E, effective 12/16/07
17.683	Delete	Nursing Service Manager I, effective 2/19/08
17.684	Delete	Nursing Service Manager II, effective 2/19/09

ABBREVIATION

ACTIV - Activities

AMENDED CLASS SPECIFICATIONS/MINIMUM QUALIFICATION SPECIFICATIONS

1.471 - 1.475	Delinquent Tax Collection Assistant I, II, III, Part II only, effective 2/22/08
1.147 - 1.151	Secretary I, II, III & IV, Part II only, effective 2/26/08
3.372 - 3.375	Program Specialist III, IV, V & VI, Parts I & II were amended and combined effective 3/27/08
8.391 - 8.401	Registered Sanitarian I - VI, Part II only, effective 3/7/08
17.627	Aquaculture Development Program Manager, Part I & II, effective 3/28/08
17.685	Nursing Service Manager III, Part II only, effective 3/28/08

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.