

LINDA LINGLE
GOVERNOR



MARIE C. LADERTA
DIRECTOR

CINDY S. INOUE
DEPUTY DIRECTOR

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

September 30, 2008

Departmental Circular Number 08-04

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

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

PART I - WHITE COLLAR

| | | |
|-------|--------|--------------------------------------------------------------------------------------|
| 2.550 | Insert | an asterisk in front of the Computer Programmer I class to indicate it as obsolete |
| 2.551 | Insert | an asterisk in front of the Computer Programmer II class to indicate it as obsolete |
| 2.553 | Insert | an asterisk in front of the Computer Programmer III class to indicate it as obsolete |
| 2.555 | Insert | an asterisk in front of the Computer Programmer IV class to indicate it as obsolete |
| 2.557 | Insert | an asterisk in front of the Computer Programmer V class to indicate it as obsolete |
| 2.929 | Change | effective date only for Information Technology Specialist VII from 7/1/06 to 11/1/03 |
| 6.386 | Delete | Neurotraining Therapist III, effective 9/30/08 |

PART II - BLUE COLLAR

| | | |
|--------|-----|----------------------------------------------------------------|
| 10.341 | Add | Automotive Technician Supervisor, F1-11, BU-02, EEO: G, FLSA E |
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AMENDED CLASS SPECIFICATIONS/MINIMUM QUALIFICATION SPECIFICATIONS

| | |
|---------------|----------------------------------------------------------------------------------------------------|
| 1.011-1.014 | Clerical Supervisor I, II, III & IV, Part II only, effective 9/9/08 |
| 1.070 | Office Services Supervisor, Part II only, effective 9/9/08 |
| 1.515-1.524 | Personnel Clerk II, III, IV, V and Personnel Technician VI & VII, Part II only, effective 7/30/08 |
| 6.452-6.456 | Registered Nurse II, III, IV, V, VI, Part II only, effective 9/8/08 |
| 6.457 | Nurse Manager, effective 9/8/08 |
| 6.458-6.459 | Advanced Practice Registered Nurse I & II, effective 9/8/08 |
| 8.841-8.846 | Motor Carrier Safety Officer Series, Part I and II, effective 7/25/08 |
| 17.347-17.348 | State Parks Assistant Administrator and State Parks Administrator, Part II only, effective 7/29/08 |

Note: Salary Schedules for BU-13 and EMCP have been updated effective 10/1/08.

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.