



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

June 30, 2008

Departmental Circular Number 08-03

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 posted on our website, dated April 1, 2008, have been incorporated into the updated compensation plans dated July 1, 2008, which is located on our website at <http://www.hawaii.gov/hrd/>.

**PART I - WHITE COLLAR**

- 1.004 Change in job code and job title for Clerk I to Office Assistant I (1.015), SR-4, effective 5/16/08
- 1.006 Change in job code and job title for Clerk II to Office Assistant II (1.016), SR-6, effective 5/16/08
- 1.007 Change in job code and job title for Clerk III to Office Assistant III (1.017), SR-8, effective 5/16/08
- 1.008 Change in job code and job title for Clerk IV to Office Assistant IV (1.018), SR-10, effective 5/16/08
- 1.009 Change in job code and job title for Clerk V to Office Assistant V (1.019), SR-12, effective 5/16/08
- 1.033 Change in job code and job title for Clerk Typist I to Office Assistant II (1.016), SR-6, effective 5/16/08
- 1.036 Change in job code and job title for Clerk Typist II to Office Assistant III (1.017), SR-8, effective 5/16/08
- 1.039 Change in job code and job title for Clerk Typist III to Office Assistant IV (1.018), SR-10 effective 5/16/08
- 1.042 Change in job code and job title for Clerk Typist IV to Office Assistant V (1.019), SR-12, effective 5/16/08

1.004	Delete	Clerk I, effective 7/1/08
1.006	Delete	Clerk II, effective 7/1/08
1.007	Delete	Clerk III, effective 7/1/08
1.008	Delete	Clerk IV, effective 7/1/08
1.009	Delete	Clerk V, effective 7/1/08
1.033	Delete	Clerk Typist I, effective 7/1/08
1.036	Delete	Clerk Typist II, effective 7/1/08
1.039	Delete	Clerk Typist III, effective 7/1/08
1.042	Delete	Clerk Typist IV, effective 7/1/08
1.075	Insert	an asterisk in front of the Clerk Stenographer I class to indicate it as obsolete
1.080	Insert	an asterisk in front of the Clerk Stenographer II class to indicate it as obsolete
1.085	Insert	an asterisk in front of the Clerk Stenographer III class to indicate it as obsolete
2.929	Add	Information Technology Specialist VII, SR-28, BU-23, EEO: B, FLSA:R, effective 7/1/08
3.521	Delete	Intake Service Center Program Specialist I, effective 6/30/08
3.522	Delete	Intake Service Center Program Specialist II, effective 6/30/08
3.567	Delete	Corrections Family Counselor, effective 6/30/08
8.804	Delete	Deputy Sheriff V, effective 6/30/08
8.814	Insert	a "+" in front of the Harbor Enforcement Officer I class to indicate that it's covered by Accidental Injury Leave
8.815	Insert	a "+" in front of the Harbor Enforcement Officer II class to indicate that it's covered by Accidental Injury Leave
8.816	Insert	a "+" in front of the Harbor Enforcement Officer III class to indicate that it's covered by Accidental Injury Leave
8.817	Insert	a "+" in front of the Harbor Enforcement Officer IV class to indicate that it's covered by Accidental Injury Leave

### **PART III - EMCP**

17.627 correction only to the header in the job title, for Part II, from Aquatic Development Program Manager to Aquaculture Development Program Manager.

### **AMENDED CLASS SPECIFICATIONS/MINIMUM QUALIFICATION SPECIFICATIONS**

2.935 - 2.940	Information Technology Specialist I, II, III, IV, V, VI, effective 7/1/08
3.372-3.375	Program Specialist III, IV, V and VI, effective 6/2/08
6.006-6.007	Physician I and II, effective 5/13/08
6.030	Tuberculosis Physician, effective 5/13/08
6.060	Hansen's Disease Physician, effective 5/13/08
6.128	Medical Care Consultant, effective 5/13/08

**AMENDED CLASS SPECIFICATIONS/MINIMUM QUALIFICATION SPECIFICATIONS** (continued)

6.250	Dentist VI, effective 5/13/08
6.316-6.332	Physical Therapist II, III, IV, V, effective 5/14/08
6.671-6.673	WIC Nutrition Aid and WIC Nutrition Assistant, effective 6/26/08
17.221	Tax Compliance Coordinator, Part II only, effective 5/13/08
17.685	Nursing Service Manager III, Part I only, effective 4/8/08

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.