

DAVID Y.IGE  
GOVERNOR



JAMES K. NISHIMOTO  
DIRECTOR

CINDY S. INOUE  
DEPUTY DIRECTOR

**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**

235 S. Beretania Street  
HONOLULU, HAWAII 96813-2437

April 21, 2016

Departmental Circular Number 16-3

TO: All Department Heads  
FROM: James K. Nishimoto, Director *James K Nishimoto*  
SUBJECT: Amendments to the Compensation Plans

The following amendments to the State of Hawaii's Compensation Plans dated January 1, 2016 have been incorporated into the updated compensation plans dated April 1, 2016, which may be viewed on our website at <http://www.hawaii.gov/hrd/>.  
**(click on State HR Professionals > Classification and Compensation)**

**PART I - WHITE COLLAR**

1.515, 1.517, 1.519, 1.521	Change	<b>Title</b> from Personnel Clerk II - V to Human Resources Assistant II - V, effective 1/27/16
1.523, 1.524	Change	<b>Title</b> from Personnel Technician VI - VII to Human Resources Technician VI - VII, effective 1/27/16
2.862, 2.864, 2.865, 2.867, 2.868, 2.871	Change	<b>Title</b> from Personnel Management Specialist I - VI to Human Resources Specialist I - VI, effective 1/27/16
3.400	Delete	Genetics Health Coordinator, effective 1/5/16
9.245	Delete	Livestock Herder, effective 2/22/16
8.591 - 8.594	Change	<b>BU</b> for Consvtn & Rescs Enfc Offcr I - IV from BU:03 to BU:14, effective 2/22/16
8.595	Change	<b>BU</b> for Consvtn & Rescs Enfc Offcr V from BU:04 to BU:24, effective 2/22/16

- 8.806 - 8.807      Change    **BU** for Deputy Sheriff I - II from BU:03 to BU:14, effective 2/22/16
- 8.808 - 8.809      Change    **BU** for Deputy Sheriff III - IV from BU:04 to BU:24, effective 2/22/16
- 8.810                Add        Deputy Sheriff V, Part I & II, SR-24, BU:14, effective 3/22/16
- 8.814 - 8.817      Change    **BU** for Harbor Enforcement Officer I - III from BU:03 to BU:14, effective 2/22/16
- 8.817                Change    **BU** for Harbor Enforcement Officer IV from BU:04 to BU:24, effective 2/22/16

**PART II - BLUE COLLAR**

None

**PART III - EMCP**

- 17.079, 17.080,    Change    **Title** from Departmental Personnel Officer I - IV to Departmental  
17.081, 17.082      Human Resources Officer I - IV, effective 1/27/16
- 17.834                Change    **BU** for Consvtn & Rescs Enfc Dist Mgr, from BU:31 to BU:37, effective 2/22/16
- 17.835                Change    **BU** for Consvtn & Rescs Asst Admr, from BU:31 to BU:37, effective 2/22/16
- 17.836                Change    **BU** for Consvtn & Rescs Enfc Admr, from BU:31 to BU:37, effective 2/22/16
- 17.838                Change    **BU** for First Deputy Sheriff from BU:31 to BU:37, effective 2/22/16

**AMENDMENT CLASS SPECIFICATION/MINIMUM QUALIFICATION SPECIFICATIONS**

- 1.515, 1.517,  
1.519, 1.521,  
1.523, 1.524                Human Resources Assistant II, III, IV, V & Human Resources Technician VI & VII, Part I & II, effective 1/27/16
- 1.870                        Insurance Licensing Clerk, Part II only, effective 2/10/16
- 2.141 - 2.142                Legal Assistant II & III, Part II only, effective 3/8/16
- 2.447 - 2.451                Insurance Rate and Policy Analyst I - V, Part II only, effective 2/12/16
- 2.862, 2.864,  
2.865, 2.867,  
2.868, 2.871                Human Resources Specialist I, II, III, IV, V & VI, Part I & II, effective 1/27/16

Departmental Circular No. 16-3

3.706, 3.708, 3.710, 3.712, 3.714, 3.716	Public Housing Specialist I & II - Public Housing Supervisor III, IV, V & VI, Part II only, effective 2/19/16
3.881	Workers' Compensation Claims Processing Supervisor, Part II only, effective 3/7/16
7.550, 7.553, 7.556	Land Surveyor I - III, Part II only, effective 1/22/16
7.570 - 7.575	Land Boundary Surveyor I - VI, Part II only, effective 1/22/16
17.073	Personnel Program Officer, Part II only, effective 1/27/16
17.074	Personnel Program Manager, Part II only, effective 1/27/16
17.076	Personnel Program Administrator, Part II only, effective 1/27/16
17.079, 17.080, 17.081, 17.082	Departmental Human Resources Officer I - IV, Part I & II, effective 1/27/16
17.113	Accounting System Manager, Part II only, effective 2/10/16
17.115	Accounting System Administrator, Part II only, effective 2/10/16
17.125	Audit Administrator, Part II only, effective 1/15/16
17.307	Highways Administrator, Part II only, effective 3/18/16
17.610	Archives Administrator, Part II only, effective 2/8/16
17.838	First Deputy Sheriff, Part I & II, effective 3/11/16

**ABBREVIATION**

None

**SALARY SCHEDULES**

Updated	BU:01 effective 4/1/16
Updated	BU:02 effective 4/1/16
Added	BU:14 effective 2/22/16

**TABLE OF PAY GROUPS AND BARGAINING UNIT CODES**

Added	BU:14 State Law Enforcement Officers and State and County Ocean Safety and Water Safety Officers
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