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Departmental Circular Number 13-04

TO: All Department Heads
FROM: Barbara A. Krieg, Director *Barbara Krieg*
SUBJECT: Amendments to the Compensation Plans

The following amendments to the State of Hawaii Compensation Plans dated July 1, 2013, have been incorporated into the updated compensation plans dated October 1, 2013. In addition, FLSA designations have been included in the Compensation Plan. The updated compensation plans may be viewed on our website at <http://dhrd.hawaii.gov> (click on **State HR Professionals>Classification and Compensation**).

PART I - WHITE COLLAR

1.311 – 1.313	Change	Class Title from Telephone Switchboard Operator I & II to Telephone Operator I & II, BU:03; & Telephone Switchboard Operator III to Telephone Operator III, BU:04, effective 9/27/13
2.963	Delete	Hazardous Materials Training & Exercise Coordinator, SR-22, BU:13, effective 8/27/13

PART III – EMCP

17.785	Change	Salary grade only for Central Services Administrator, from ES-02 to EM-08, effective 1/1/13
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In addition, the salary schedule for Bargaining Unit 01 has been updated, effective October 1, 2013. The salary schedule for Bargaining Units 30, 31 and 35 has also been updated, effective July 1, 2013. Bargaining Units 32, 33 and 34 will continue to follow the October 1, 2008, salary schedule.

The following class specifications and minimum qualification specifications have been amended:

1.311 - 1.313	Telephone Operator I, II and III, Part I and II, effective 9/27/13
1.418	Support Payments Officer, Part II only, effective 7/12/13
1.460 & 1.462	Tax Information Technician I & II, Part II only, effective 7/8/13
1.488 & 1.490	Tax Revenue Collection Supervisor I & II, Part II only, effective 9/11/13
2.165	Tax Information Specialist I, Part II only, effective 7/8/13
2.330	Fiscal Officer I, Part II only, effective 8/12/13
2.400, 2.405, 2.413, & 2.414	Financial Institution Examiner I, II, III, & IV, Part II only, effective 8/30/13
2.956	Public Information Officer, Part II only, effective 09/06/13
3.404 – 3.406	Veterans Services Counselor II, III & IV, Part II only, effective 7/19/13
3.888	Workers' Compensation Claims Facilitator, Part II only, effective 9/05/13
6.906 & 6.907	Public Health Supervisor I & II, Part II only, effective 7/12/13
8.462, 8.464 & 8.466	Livestock Inspector I, II & III, Part II only, effective 9/27/13
8.656 & 8.658	Parking & Security Officer I & II, Part I & II, effective 7/1/13
8.660	Parking & Security Supervisor, Part II only, effective 7/1/13
8.665, 8.670 & 8.672	Security Officer I, II & III, Part II only, effective 7/1/13
8.673 – 8.675	University Security Officer I, II & III, Part II only, effective 7/1/13
8.838	Stadium Security Officer, Part II only, effective 7/1/13
10.340 & 10.345	Maintenance Mechanic I & II, effective 8/30/13
10.640, 10.642 & 10.645	Offset Press Operator I, II & III, Part II only, effective 7/26/13
17.003 – 17.005	Business Management Officer I, II & III, Part II only, effective 9/27/13
17.023, 17.024, & 17.026	Program & Budget Analysis Manager I & II, Program & Budget Analysis Administrator, Part II only, effective 9/27/13