DEPT OF PUBLIC SAFETY

LOG NO. 2021 - 2265

CORRESPONDENCE CONTROL

GOV. Referral No.: ____________________________
DIR Suspense: ________________________________

SUBJECT:
FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE

TO: MAX OTANI, DIR
THRU: DEP-E $ BMO $
FROM: WILLIAM OKU, SHERIFF
DATE: 7/1/2021

INFO ONLY
PLEASE SEE ME
COMMENTS & RECOMMENDATIONS
APPROPRIATE ACTION
REPLY FOR ___________________ SIGNATURE
RECOMMENDED APPROVAL/DISAPPROVAL
PLEASE SIGN
FAXED TO ___________________ Date: __________
COPIES GIVEN TO: ___________________________

CROSS REF. NO.: 2021-497

REMARKS:
ORIGINAL POSITION WAS PART OF DEPT. VACANCY 
REDUCTION. MEMO ATTACHED TO SHOW NEW POSITION #

7/1/21 - TO OPERATING BUDGET, AND THEN TO PMS CLASSIFICATION/LABOR RELATIONS.
7/16/21 - See attachment Report
7/13/21 - TO BMO

FILE DESIGNATION: __________________________

DATE RETURNED: __________ DATE MAILED OUT: __________

PSO 1008 (11/04/1988) [COMPUTER GENERATED FORM]

LOG NO. 2021 - 2265

* Please return to ASO-MA after Director approves/disapproves
Checklist for Organization and Functional Statement Changes

This checklist will assist stakeholders in navigating the reorganization process and must remain with both the Request to Initiate and the Final Approval request proposals. The following actions shall be completed and initialed by the designated reviewer(s) in sequence:

**Request to Initiate:** When appropriate, reviewer remarks are made by inserting an addendum page detailing comments and concerns.

1. Review request for format and completeness. (Management Analyst)
2. Provide comments with addendum page. (Operating Budget)
3. Provide comments with addendum page. (HRO Classification Only)
4. Review remarks and prepare recommendations for BMO review. (MA)
5. After the Director’s decision, return the proposal to the Management Analyst. A file copy is made and the original returned to the initiating program. (MA)

**Final Approval Request:** When appropriate, the reviewers will attach a narrative analysis within the proposal as an addendum page.

1. Review proposal for format and completeness. (Management Analyst)
2. Determine if a Division level organizational segment is being created, abolished, or being changed. If so, indicate on the addendum page or cover sheet that the governor’s approval is necessary. (MA)
3. Are the changes cost neutral at the program I.D. level? If not, indicate if the governor’s approval is necessary on an addendum page. (Operating Budget)
4. Are alternative funding resources available within the scope of the programs authority to execute the reorganization? (Operating Budget)
5. Return to the Management Analyst for review. Determine if position variances will need to be approved by the director or the governor, under Administration Directive 18-03 and Administrative Directive 19-02. If the change proposal requires Governors’ approval, consider providing an advance draft to B&F/DHRD for consultation. (Operating Budget & MA)
6. Are changes in classification reflected in the proposed reorganization consistent with state-wide classification policies and procedures established by DHRD? (HRO Classification)

Ver. 1/20
Note: Labor Relations questions 7, 8, and 9 only apply if HRO determines Labor Relations consultation is necessary. If the request requires the governor's approval, Labor Relations determination will take place after the proposal returns from the Governor's Office. If this proposal requires the governor's approval, skip to the bottom of the checklist to “Governor’s Approval (Non-Delegated).”

7. [Signature] Will the personnel filling any affected employee positions be affected by the proposed organizational or functional statement change requiring union consultation? (Program coordination with HRO Labor Relations)

8. [Signature] Has consultation taken place about the proposed reorganization, and has the proposed change been disseminated within the affected organizational units to include impacted employees? These discussions must be documented and a summary attached as an addendum to the final proposal. (Program coordination with HRO Labor Relations)

9. [Signature] Consultation occurred with the Collective Bargaining (CB) representatives and has union input been considered for the Request for Final approval. If appropriate, the initiating program may consider revisions to the proposal based on the results of the consultation. (HRO Labor Relations)

10. [Signature] Is the proposed organizational structure appropriate for the organizational functions to be performed consistent with Administrative Directive 19-02? (MA)

11. [Signature] Are supervisory relationships accurately reflected and appropriate for the performance of functions and consistent with Administrative Directive 19-02? (MA)

12. [Signature] Review remarks and prepare recommendations for BMO review (MA)

13. [Signature] After the Director’s decision on a delegated organizational and functional statement change, please return the signed proposal to the Management Analyst. (Director’s Office)

14. Copies of the changes shall be electronically disseminated to the Office of the Governor, Office of the Lt. Governor, B&F, and DHRD. (MA)

15. [Signature] Return the final approved request to the initiating program and apply changes to the organizational charts and the functional statements on file. (MA)

**Governor’s Approval (Non-Delegated):**

(Continued from Request for Final approval)

7. _____ Receive feedback from DHRD and B&F after draft review. (MA)

Ver. 1/20
8. _____ Draft department cover letter for Director’s signature to be released to B&F/Governor through BMO and Deputy Director. (MA)

9. _____ **After** return of a favorable Governor’s approval to proceed, the Final Request will be returned to the MA. The Request for Final approval will be forwarded to HRO to determine Labor Relations consultation. (MA)

10. _____ Is the proposed organizational *structure* appropriate for the organizational functions to be performed consistent with Administrative Directive 19-02? (MA)

11. _____ Are supervisory relationships accurately reflected and appropriate for the functions to be performed and consistent with Administrative Directive 19-02? (MA)

12. _____ Review remarks and prepare recommendations for BMO review (MA)

13. _____ After the Director’s decision on a *delegated* organizational and functional statement change, please return the signed proposal to the Management Analyst. (Director’s Office)

14. Copies of the changes shall be electronically disseminated to the Office of the Governor, Office of the Lt. Governor, B&F, and DHRD. (MA)

15. _____ Return the final approved request to the initiating program and apply changes to the organizational charts and the functional statements on file. (MA)
Request to Initiate:
1. No Labor Relations review.
2. Does not include Cost Neutrality Analyst.
3. No requirement for Position Description, but it's optional.

Request for Final Approval Delegated:
1. Cost Neutrality Analysis by Operating Budget Section.
2. At HRO discretion, the Final Request will include a Labor Relations determination.

Request for Final Approval Non-Delegated and to Governor:
1. Any Labor Relations requirement, as determined by HRO, will occur after the final request returns to the department for final review.
2. The Management Analyst (MA) will prepare the S&F/Governor request cover letter.
July 13, 2021

TO: Tessie Fernandez, Business Management Officer
FROM: Matthew Sutton, Management Analyst
SUBJECT: SHERIFF’S DIVISION; FINAL APPROVAL REQUEST ORGANIZATIONAL AND FUNCTIONAL CHANGE FOR OFFICE ASSISTANT III, POSITION 120681

1. This request for organizational change complies with Department Administration Policy and Procedures, ADM.01.03, Effecting Organizational and Functional Statement Changes.

2. Forwarded recommending approval. This organizational change will correct an Act 88, SLH 2021 legislative reduction that was for an actively filled position within the Sheriffs Division, Special Operations Section.

3. The final approval process included an analysis consisting of an Operating Budget Section Cost Neutrality Assessment (CNA), and a Personnel Classification and Labor Relations review.

4. Point of contact is Matthew Sutton at 587-3476, or email: matthew.e.sutton@hawaii.gov
Budget Office Reorg Recommendation

Final Organizational and Functional Statement Change:

- The Budget Office recommends this request.
- Please note the following:
  - Corrected the salary on SD memo (see final re-org memo).
June 30, 2021

TO: Tessie Fernandez, Business Management Officer

THROUGH: Matthew Sutton, Management Analyst

FROM: William Oku, Sheriff

SUBJECT: SHERIFF DIVISION: REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL CHANGE TO VARIANCE OFFICE ASSISTANT III

The initial request provided Position No. 45550 as the proposed variance. During the Legislative Session, the position was included in the HB200 PSD 503 Reduction. The Sheriff Division will now use Position No. 120681 as the proposed variance and will be included in the final request.
Inter-Office MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY

June 30, 2021

TO: Max N. Otani, Director

THROUGH: Jordan Lowe, Deputy Director of Law Enforcement Teresita V. Fernandez, Business Management Officer

FROM: William Oku Jr., Sheriff

SUBJECT: FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE

Delegated Change
Non-Delegated Change

Purpose: Request final approval of a change to the organization or functional statement of the Office Assistant III, Position #120681 to reflect the change to Office Assistant IV

Reference(s): This request for final approval complies with the State of Hawaii Administrative Directive 19-02, Effecting Organizational and Functional Statement Change.

Detailed Program Rational and Justification: The Office Assistant IV, Position #43378 was included in the vacancy reduction for PSD 503. Since this position is filled, we will variance Position #120681 from an Office Assistant III to an Office Assistant IV to be aligned with the incumbent's current position and compensation. The position is currently located in the Special Operations Section, Clerical Support Unit.

Position(s) Affected:

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Current Classification</th>
<th>Salary Range</th>
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<th>FTE</th>
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Major Program Segment(s) and Functions Affected:

Position #120681, Office Assistant III, SR-08, BU03, Step C, $33,120 at the Special Operations Section, Clerical Support Unit, to variance as a Office Assistant IV, SR-10, BU 03, Step C, $33,120.

Alternatives Considered:

N/A

Programmatic Impact:

N/A
Point of Contact:
William Oku, Sheriff (808)587-2652 or William.Oku@hawaii.gov

Recommendation and final approval of proposed Organizational Change:

RECOMMEND:

☑ APPROVED ☐ DISAPPROVED

Teresita V. Fernandez
Business Management Officer

7/12/21

RECOMMEND:

☑ APPROVED ☐ DISAPPROVED

Jordan Lowe
Deputy Director for Law Enforcement

7/13/21

☑ APPROVED ☐ DISAPPROVED

Max N. Otani
Director

7/14/2021
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**Total** 18.00  931,680

**Total** 17.00  565,020

**Grand Total** 35.00  1,496,700
DEPT OF PUBLIC SAFETY

LOG NO. 2021 - 497

CORRESPONDENCE CONTROL

GOV. Referral No.: ___________________
DIR Suspense: ___________________

SUBJECT:
REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE

TO: MAX OTANI, DIR

THRU: BMO /// DEP-E 4 ASO-MA

FROM: WILLIAM OKU, SHERIFF

DATE: 2/11/2021

INFO ONLY
PLEASE SEE ME
COMMENTS & RECOMMENDATIONS
APPROPRIATE ACTION
REPLY FOR ___________________ SIGNATURE
RECOMMENDED APPROVAL/DISAPPROVAL
PLEASE SIGN
FAXED TO ___________________ Date: __________

COPIES GIVEN TO:

CROSS REF. NO.:

REMARKS:
2/16/21 MA NEED PROPOSED ORG CHARTS, NEED VACANCY PRERATION REPORT.
2/24/21 MA RECEIVED PROPOSED ORG CHARTS, FORWARD TO OB.
2/25/21 OB - PLEASE CORRECT THE SALARIES IN THE MEMO. ALSO IN THE FINAL MEMO PLEASE ATTACH FORM CNA AND EXPLAIN WHERE THE FUNDS FOR INCREASE IN SALARY IS COMING FROM. RN
- ALSO ADD THAT THIS REQUEST IS BECAUSE OF THE 2021 LEG SESSION FOR FB21-23 PROGRAM REVIEW

FILE DESIGNATION: ___________________

DATE RETURNED: __________ DATE MAILED OUT: __________

PSD 1008 (11/04/1998)

[COMPUTER GENERATED FORM]

LOG NO. 2021 - 497

2/26/21 - MA NOTE: THE 2021 LEG SESSION FOR FB 21-23 PROGRAM REVIEW IS STILL PENDING.
ROUTE TO PMO FOR REVIEW.
3/5/21 - TO BMO MA
3/10/21 - RETURN TO SHERIFFS DIV. INCLUDE THIS WITH FINAL REQUEST. MA
March 5, 2021

TO: Tessie Fernandez, Business Management Officer

FROM: Matthew Sutton, Management Analyst

SUBJECT: SHERIFF'S DIVISION; REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL CHANGE TO VARIANCE OFFICE ASSISTANT III

1. This request for organizational change complies with Department Administration Policy and Procedures, ADM.01.03, Effecting Organizational and Functional Statement Changes.

2. Recommend approval of this Request to Initiate in advance of an anticipated vacancy reduction of a filled position. Approval will align compensation to a position that will allow the continuation of operations if the vacancy reduction were finalized.

3. Upon approval of this Request to Initiate, the Sheriff's Division will prepare a Request for Final Approval. The final approval process will include a more detailed analysis consisting of a Cost Neutrality Assessment (CNA), validation of position classification, and a review by Labor Relations which may lead to union consultation.

4. Point of contact is Matthew Sutton at 587-3476, or email: matthew.e.sutton@hawaii.gov
TO: Max N. Otani, Director

THROUGH: Jordan Lowe, Deputy Director of Law Enforcement
Teresita V. Fernandez, Business Management Officer

FROM: William Oku Jr., Sheriff

SUBJECT: REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE, SHERIFF DIVISION

Purpose: The proposed variance for Position No. 45550, from an Office Assistant III to an Office Assistant IV, is to align compensation with the incumbent's current position. This is necessary due to the vacancy reduction for the Office Assistant IV, Position #43378.

Reference(s): This request for organizational and/or functional statement meets the requirements outlined in State of Hawaii Administrative Directive 19-02, Policy and Procedures for Effecting Organizational and Functional Statement Changes.

Brief Program Rationale and Justification: The Office Assistant IV, Position #43378 was included in the vacancy reduction for PSD 503. Since this position is filled, we will variance Position #45550 from an Office Assistant III to an Office Assistant IV to be aligned with the incumbent’s current position and compensation. The position, currently located in the Staff Services Section, will then be relocated to the Special Operations Section, Clerical Support Unit, Office Assistant IV.

Position(s) Affected:

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Current Classification</th>
<th>Salary Range</th>
<th>BU</th>
<th>Vacant/Filled</th>
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<tbody>
<tr>
<td>45550</td>
<td>Office Assistant III</td>
<td>SR-08</td>
<td>03</td>
<td>Vacant</td>
</tr>
</tbody>
</table>

Major Program Segment(s) and Functions Affected

Position #45550, Office Assistant III, SR-08, BU 03, Step C, $35,892 at the Staff Services Section, to variance as an Office Assistant IV, SR-10, Step C, $38,004 and placed in the Special Operations Section, Clerical Support Unit, Office Assistant IV.

Disposition: Upon approval of this initial request, the program shall coordinate with the department management analyst to prepare a detailed Final Approval Request for Organizational and Functional Statement Change. The approved request to initiate shall be included with the final proposal request.
Recommend Initiation of Organizational Change:

RECOMMEND:

☑  APPROVED  ☐  DISAPPROVED

Teresita V. Fernandez
Business Management Officer

RECOMMEND:

☑  APPROVED  ☐  DISAPPROVED

Jordan Lowe
Deputy Director of Law Enforcement

☑  APPROVED  ☐  DISAPPROVED

Max N. Otani
Director

3/5/2022
Per management analyst recommendation dated 3/5.

3/8/21

3/8/2021
Sheriff Division
Sheriff (1/)
102238 SR-NA

First Deputy Sheriff
43385 EM-05

Secretary I
120678 SR-12

Staff Services Office
Staff Services Supervisor II
43660 SR-16

Special Investigations Office
Investigator V
116407, 111854, 118775 SR-24

Operations Branch

Dispatch Office
Clerk Dispatcher II
43380, 43372 SR-12

Human Resources Assistant IV
43371, 49862 SR-11

Account Clerk III
120679, 120680 SR-11

Office Assistant IV
43376 SR-10

Office Assistant III
43379, 43383, 45660 (2) SR-08

Clerk Dispatcher
119120 SR-09

1/ Exempt Position
2/ 45550 Relocate to Special Operations Section
Request to Initiate:
1. No Labor Relations review.
2. Does not include Cost Neutrality Analysis.
3. No requirement for Position Description, but it's optional.

Request for Final Approval Delegated:
1. Cost Neutrality Analyst by Operating Budget Section.
2. At HRO discretion, the Final Request will include a Labor Relations determination.

Request for Final Approval Non-Delegated and to Governor:
1. Any Labor Relations requirement, as determined by HRO, will occur after the final request returns to the department for final review.
2. The Management Analyst (MA) will prepare the B&PGovernor request cover letter.