

State of Hawaii
LAND USE COMMISSION
426 Queen Street
Honolulu 13, Hawaii

October 22, 1963

MEMORANDUM

TO: All Commissioners

FROM: Gordon Soh, Associate Planner
Department of Planning and Economic Development

SUBJECT: Staffing - Requirements and Procedures

This is in response to Commissioner Thompson's request for recommendations regarding the staffing of the Land Use Commission's offices and to Commissioner Wenkam's concern for the clerical workload and his request for information on personnel procedures.

Background

The Department of Planning and Economic Development to which the Commission is attached for administrative purposes provides assistance in personnel, budgeting, accounting and inventory matters.

The number of permanent staff positions is fixed by the Commission's budget, although additional temporary personnel may be hired within budget limitations. The budget for fiscal 1965 has already been submitted to the Department of Budget and Finance and provides, as does the current budget, for four permanent positions. The 1965 budget is scheduled for presentation to Governor Burns by the Department of Budget and Finance on November 1, 1963; the Governor will submit his budget to the next session of the Legislature. In making annual appropriations for the operating budget, the Legislature generally specifies the number of permanent positions authorized.

New positions authorized are established by the Department of Personnel Services through a request accompanied by a completed job description form. Following classification and specification procedures, the Department of Personnel Services then recruits, examines and certifies eligibles. Interviewing is generally performed by the operating departments.

Earlier this year, the establishment and filling of positions also became subject to manpower control allocations of the Department of Budget and

Finance. The Department of Budget and Finance also exercises certain controls over the Commission's budget expenditures through quarterly allotments, approval of transfers between budget classes,^{1/} etc.

At the present time there is also in effect a general instruction from Governor Burns placing certain restrictions on filling vacant positions and on purchasing equipment.

Analysis

Brief experience with the Commission's records and its staff indicates that the current workload is too heavy for the four positions authorized. The heavy workload is both temporary and permanent.

The temporary heavy workload includes a clerical backlog inherited from the Commission, a backlog accumulated during the absence of a Commission and the necessity to prepare and adopt final district boundaries (a condition which will not continue beyond the July 1964 deadline).

The permanent workload includes timely transcription of tapes. There is a chronic backlog in transcribing tape recordings of proceedings before the Commission. This is not due to neglect or remissness by the staff but due to a multiplicity of functions to be performed, to the necessity for complete and accurate records and to strict procedural requirements posed by the Commission's quasi-judicial functions. Additionally, as Commissioner Ferry pointed out, the practice of taping Commission sessions should be discontinued and use of a hearing reporter be made instead. This change would add to the need for additional clerical help.

Recommendations

It is recommended that a request be made to the Department of Planning and Economic Development for the full-time assistance of two planners and one draftsman to assist the executive officer in preparing final district boundary maps until January 1, 1964.

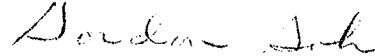
It is recommended that the Commission, immediately inform the Department of Budget and Finance of its requirement for a hearing reporter or an additional stenographer as a permanent employee.

It is further recommended that a reporter be hired on a temporary basis until the permanent position is authorized and that provision therefor be made out of unallotted reserves and surpluses of the Commission's budget.

^{1/} The operating budget is substantially divided into three classes: A, for personnel expenses; B, for supplies and miscellaneous matters; and C, for equipment.

Finally, it is recommended that the new executive officer explore with the Department of Planning and Economic Development the availability of funds for hiring consultant help in preparing final district boundary maps.

Respectfully submitted,



GORDON SOH
Associate Planner
Department of Planning and
Economic Development