

August 1, 2019
Agenda Item. IV.B

MEMORANDUM

To: KIRC Commissioners
From: Michael Nahoopii, Executive Director
Subject: Authorize the Executive Director to fill the Anticipated Vacant Administrative Officer Position

RECOMMENDED MOTION:

Authorize the Executive Director to fill the Administrative Officer position and assign Commissioner (insert name) to the interview and selection process.

BACKGROUND & SUMMARY:

Upon the anticipated vacancy of the Administrative Officer position with the appointment of the current Administrative Officer to the position of Deputy Director and the expected difficulty in finding a suitable, Maui-based replacement, I am requesting authorization to immediately begin recruitment procedures to fill the anticipated vacant position.

OTHER CONSIDERATIONS:

The approved KIRC Executive Policy Manual, Appendix A specifies that:

“The Commission will determine whether to fill vacancies of the Executive Director, Deputy Director, Administrative Officer, Restoration Manager, Cultural Project Coordinator, Commission Aide, and Deputy Attorney General. The Executive Director will determine whether to fill the vacancies of Program Managers and staff.

For the positions of Executive Director, Deputy Director, Senior Staff, Cultural Project Coordinator, Commission Aide, and the Deputy Attorney General, an interview panel will consist of one Commissioner, the Executive Director, and one other staff member; the interview panel should also consist of an odd number of people (three or five). Other panelists may be added, or panelists may be substituted, at the discretion of the Commission or the Executive Director.”

The anticipated selection panel will consist of the Executive Director, Deputy Director and one commissioner.

Attached is the current position description for the Administrative Officer.

LEGAL AUTHORITY:

HRS 6K-9. 5 Kaho`olawe Rehabilitation Trust Fund

(b) The commission may use moneys in the trust fund to carry out the purposes of this chapter, including hiring employees....