

November 9, 2022
Agenda Item. IV.B

MEMORANDUM

To: KIRC Commissioners
From: Michael Nahoopii, Executive Director
Subject: Authorize the Executive Director to recruit and fill the Cultural Resources Program Coordinator position upon funding availability

RECOMMENDED MOTION:

Authorize the Executive Director to recruit and fill the Cultural Resources Program Coordinator position and assign Commissioner (insert name) to the interview and selection panel.

BACKGROUND & SUMMARY:

Act 248, SLH 2022 authorized additional permanent personnel for the KIRC. This includes a new Cultural Resources position. The previous Cultural Specialist position was reclassified as a Cultural Resource Project Coordinator and was funded from the KIRC trust funds.

When the KIRC trust fund positions were converted to general funds in Act in Act 49, SLH 2017, general funds were only provided for those positions that were presently filled and this position was vacant at the time. The KIRC was successful in getting a temporary Cultural Resource Project Coordinator position funded in Act 9, SLH 2020 and began recruitment. The KIRC was unable to fill the position before a freeze was placed on all vacant positions and funding was then eliminated early in the COVID pandemic. In 2021, all vacant positions were permanently eliminated as a cost savings response to the projected economic downturn caused by the COVID shutdown.

Since the Cultural Resource Project Coordinator position was eliminated, the position's duties and responsibilities have been redescribed into a Cultural Resources Program Coordinator position to utilize the funding in Act 248 SLH 2022.

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

MEMORANDUM: KIRC Commissioners

November 9, 2022

Agenda Item

Page 2 of 2

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, Administrative Officer and one commissioner.

Attached is the current position description for the Cultural Resources Program Coordinator.

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....

Kaho‘olawe Island Reserve Commission

Administrative Services

Cultural Resources Program Coordinator

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number:

Department: Land and Natural Resources

Division: ADMIN

Branch: Kaho‘olawe Island Reserve Commission

Geographic Location: Maui, Hawai‘i

II. INTRODUCTION

The Kaho‘olawe Island Reserve Commission (KIRC) was established by Chapter 6K, Hawaii Revised Statutes (HRS) and placed within the Department of Land and Natural Resources for administrative purposes. The KIRC is responsible for the management of the Kaho‘olawe Island Reserve (Reserve), which includes the island of Kaho‘olawe and the marine waters two miles seaward from shore.

This position assists the KIRC in its management of the cultural resources in the Reserve by instilling traditional Native Hawaiian practices and knowledge in its day-to-day program management activities and tasks; assists in the preservation of cultural sites in the Reserve. The position is based at the KIRC Office on Maui but may involve extensive fieldwork on Kaho'olawe requiring extended overnight stays. It is a temporary exempt appointment subject to extensions authorized by the KIRC.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Project Management

95%

1. Plans, develops, and implements projects to support culture and education programs as envisioned by the Commission in the 5-year strategic plan. [1] [2]
2. Provide policy analysis and recommendations to the Executive Director on cultural implications planned KIRC projects may have on cultural resources. [1] [2] [3]
3. Responsible for infusing cultural knowledge, thought, and practices in KIRC programs, projects, and operations. [1] [2] [3]
4. Prepares annual budget for the Culture Program. [1] [2]]
5. Coordinates with Native Hawaiian groups, cultural stewardship organizations, community groups and KIRC Commission Cultural Working Group to aid in program implementation. [1] [2] [3]
6. Administers agreements with museums or cultural institutions for curation of artifacts. [1] [2]
7. Coordinates appropriate cultural ceremonies as planned. [1] [2] [3]

8. Review access requests for appropriateness of cultural activities and potential impacts on cultural sites and resources and makes recommendations. [1] [2] [3]
9. Reviews GIS data for cultural sites and with assistance from CEP Specialist II, develop appropriate preservation plans for the site. [1] [2]
10. Assists the Commission in developing policies and procedures towards the fulfillment of the KIRC's burial council obligations. [1] [2]
11. Identifies funding sources and develops a plan of action for pursuing Federal, State, Local, and/or private grants and donations to implement cultural educational programs. [1] [2]
12. Supervises/directs lower-level Cultural Resources Specialist and/or technical support personnel as necessary. [1] [2]
13. In addition, may perform work described at the lower levels. [2]

B. Other Duties

5%

Performs other duties as assigned.

Supervises the following position (s):

| <u>Position No(s).</u> | <u>Title</u> |
|------------------------|----------------------------------|
| 112516 | Cultural Resources Specialist II |

Evidence Used in Determining Essential Functions:

The following evidence was considered in determining the essential functions of the position: (a) the amount of time spent performing the function; (b) the consequence of not requiring a person to perform the function; (c) the work experience of people who have performed a function in the past and work experience of people who currently perform similar functions; and (d) the nature of the function based on the organizational structure.

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] There are limited employees among whom the performance of this function can be distributed.
- [3] This function is highly specialized. Employees are hired for the skill/ability to perform this function.

IV. CONTROLS EXERCISED OVER THE WORK

Nature of Supervisory Control Exercised Over the Work:

This position is supervised by the Executive Director, Position No. 103230. Instructions are given for routine and new assignments. Seeks the guidance of supervisor for problems

not encountered in the past and supervisor reviews completed work for technical adequacy, completeness and thoroughness.

V. RECOMMENDED QUALIFICATIONS

A. Knowledge of:

The history and culture of the Reserve and extensive knowledge of Hawaiian history, language, cultural traditions. Cultural Documents and plans as approved by the KIRC. Possess a working understanding of Section 106 of the National Historic Preservation Act (NHP A) and Chapter 6E of the Hawaii Revised Statutes.

B. Abilities and Skills:

Possess strong oral, interpersonal and written communication skills and analytical thinking. Follow oral and written instructions; be self-motivated; read, analyze, and interpret management plans; develop specific plans to meet management goals and objectives; work effectively with frequent interruptions and changing requirements; deal tactfully with staff and the general public; manage staff; effectively communicate with the Hawaiian community. Communicate to others appropriate cultural practices and protocols relating to the Reserve, to understand and communicate to the public the policies of the Executive Director and the Commission. Travel to the Reserve for several days at a time and endure isolated working conditions in varying weather conditions.

C. Physical Requirements:

Good physical health, endurance and ability to swim are required. Must be capable of backpacking 5 miles or hiking 10 miles, willing to camp, work irregular hours under difficult conditions. Must be able to work alone and independently. Must have good hearing and eyesight necessary for fieldwork.

D. Education Requirement:

An undergraduate degree in Anthropology, Hawaiian Studies, Education, Political Science, or closely related field.

E. Required Experience:

At least five years of experience in Hawaiian historical, cultural practices, or ethnographic research, writing, teaching, interpretation, or other demonstrable professional activity, including at least 2 years supervisory experience.

Substitution Allowed: Consideration will be given for professional experience on a year for year basis of progressively responsible experience in the management of cultural educational programs substitution for the bachelor's degree.

VI. REQUIRED LICENSES, CERTIFICATES, ETC.

Possession of a valid Hawaii Driver's License.

VII. SALARY

\$56,000 to \$65,000 annually, commensurate with experience.