

September 24, 2024
Agenda Item. IV.D

To: KIRC Commissioners
From: Michael K. Nāho'opi'i, Executive Director
Subject: Redescribe Cultural Resource Project Coordinator Position Description to Resource Project Management Coordinator

RECOMMENDED MOTION:

Authorize the KIRC Executive Director to redescribe the Cultural Resource Project Coordinator position description as the Resource Project Management Coordinator.

BACKGROUND:

The Cultural Resource Project Coordinator (CRPC) has been vacant since 2016 and was previously funded by the Kaho'olawe Rehabilitation Trust Fund. Act 49 SLH 2017 authorized general funds for the 15 filled KIRC positions and did not fund any vacant positions. The KIRC has sought additional funding for the CRPC position since 2017 and which was finally authorized in Act 113 SLH 2019. KIRC staff along with then KIRC Commissioner Hōkūlani Holt interviewed numerous candidates and made one offer which was eventually declined. Due to the fiscal impact of the COVID pandemic, the FY2021 Administrative Budget eliminated all positions that were vacant for more than two-years. That requirement eliminated the general funding for both the Cultural Resource Project Coordinator and UXO Safety Specialist.

The KIRC staff then once again began the process to request additional general funds to fill the CRPC position in both the 2021 and 2022 legislative sessions. Funding for two new positions were eventually authorized for FY2023 in Act 248 SLH 2022. The KIRC staff converted and filled one of the positions to the KIRC Reserve Operations Manager and has had continuous recruitment to fill the CRPC position. After interviewing the few applicants applied for the position, one candidate was offered the position in 2023, but eventually declined the offer. No qualified applicants have applied since that time.

DISCUSSION:

Act 57 SLH 2019 mandated that the Department of Human Resources (DHR) evaluate and recommend for elimination or reclassification any position that has been vacant for two years. Technically the CRPC position has been vacant since 2016, even though funding was previously eliminated and only recently restored. The current prospects of finding a candidate that would be interested in applying and eventually filling the position is slim. Staff has received very few inquiries regarding the position and almost no applicants.

In order to preserve the authorized and funded position, staff is proposing to redescribe the position to be able to attract more qualified candidates and hopefully quickly fill the position before funding is eliminated in the next biennium budget.

The revised position description is attached. The new Resource Project Management Coordinator will be supervised by the Executive Director and provide project management support such as tracking schedules, budget execution, reimbursement recovery, progress reporting and project evaluation for all field programs including Restoration, Ocean Management and Cultural Resource Program. The position will work closely with the KIRC Public

Information Specialist in evaluating and analyzing the effectiveness of grant submittals, awards and execution to improve future grant applications and increase funding opportunities. Lastly, the position will coordinate and work with volunteer groups, cultural stewardship organizations, community groups and KIRC staff to implement various field and administrative projects as needed.

LEGAL AUTHORITY:

HRS6K-9.5: Kaho‘olawe rehabilitation trust fund. (a) There is created in the state treasury a trust fund to be designated as the Kaho‘olawe rehabilitation trust fund to be administered by the department with the prior approval of the commission. Subject to Public Law 103-139, and this chapter:

(b) The commission may use moneys in the trust fund to carry out the purposes of this chapter, including hiring employees, specialists, and consultants necessary to complete projects related to the purposes of this chapter.

KIRC Executive Policy Manual: Appendix A, Personnel Recruitment and Hiring Policy:

2.2 Determination to Fill Vacancies:

- 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.

Kaho‘olawe Island Reserve Commission

Administrative Services

Resource Project Management Coordinator

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 125413(E)

Department: Land and Natural Resources

Division: Kaho‘olawe Island Reserve Commission

Branch: NA

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.

The Resource Project Management Coordinator provides program management support to the Executive Director. This position assists the KIRC in its management of the natural, environmental and Native Hawaiian cultural resources in the Reserve by providing project management support to include technical, fiscal and administrative coordination in the day-to-day project management activities and tasks. The position is based at the KIRC Office on Maui but may involve extensive fieldwork on Kaho‘olawe requiring extended overnight stays. It is an exempt appointment subject to extensions authorized by the KIRC.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Project Management

90%

1. Assists the Executive Director in providing project management support for KIRC programs and projects. [1] [2] [3]
2. Coordinates and tracks project schedules, timelines, resources allocation and budgeting with the respective program managers. [1] [2] [3]
3. Provides policy analysis and recommendations to the Executive Director regarding the projects' impacts on the KIRC's overall mission. [1] [2] [3]
4. Assists KIRC Program Managers in the execution of field projects through tracking resource and manpower utilization, expenditures, project reporting requirements and cashflow analysis. [1] [2] [3]
5. Assists with the preparation of annual budget and reports for the Restoration, Ocean Management and Culture Programs. [1] [2] [3]
6. Works with the Public Information Specialist and Program Managers to develop, implement, evaluate, analyze and report on grant-based projects and programs. [1] [2] [3]

7. Coordinates and works with volunteer groups, cultural stewardship organizations, community groups and KIRC staff both in the field and administratively to aid in program implementation. [1] [2] [3]
8. 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]

B. Other Duties 10%

Performs other duties as assigned.

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:

Hawaiian Natural history, familiar with basic Hawaiian Resource management concepts and goals. Must have a working knowledge on a broad level of natural, ocean and Native Hawaiian cultural resource management principles and practices based on a background of professional training and experiences. Understanding of the history and culture of the Reserve and knowledge of Hawaiian history, language, cultural traditions. Familiar with project management principles and application of project management tools and resources.

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; effectively communicate with the Hawaiian community. Understand and communicate to the public the policies of an Executive Director and a Commission. Travel 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 five (5) miles or hiking ten (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:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as describe under the Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

E. Experience:

One (1) year of progressively responsible professional work experience which required a high degree of analytical skill. Such experience must have involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action; demonstrated the ability to elicit information orally and in writing; reading, comprehending, interpreting and evaluating technical subjects, analysis or proposals; and applying problem solving methods and techniques, such as defining and analyzing problems, identifying alternative courses of action, using judgement in determining appropriate alternatives; and preparing clear and concise written reports and recommendations for action.

VI. REQUIRED LICENSES, CERTIFICATES, ETC.

Possession of a valid Hawaii Driver's License.

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VII. SALARY

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