



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

February 21, 2019

TO: The Honorable Brian De Lima
Chairperson, Human Resources Committee

FROM: Dr. Christina M. Kishimoto
Superintendent

SUBJECT: **Committee Action on Reorganization of Office of School Facilities and Support Services, Facilities Maintenance Branch**

1. **RECOMMENDATION**

The Department of Education (Department) recommends approval of its plan to reorganize the Office of Facilities and Support Services (OSFSS) - Facilities Maintenance Branch (FMB). Board approval is needed to enable the Department to proceed with recruiting qualified personnel to fill vacant positions.

2. **RECOMMENDED EFFECTIVE DATE**

The targeted effective date for implementation of reorganization is March 1, 2019.

3. **RECOMMENDED COMPLIANCE DATE** (if different from the effective date)

Not applicable.

4. **DISCUSSION**

a. Conditions leading to the recommendation:

The current official organizational structure does not reflect the current operations of FMB. To maintain operations, some personnel were temporarily reallocated to support continuity of the FMB Mission.

The primary changes to the FMB structure are as follows (see the attached OSFSS – FMB – Summary of Changes for details):

- Two positions will be redescribed,
- Eight positions will transfer to various districts/units,
- Thirteen positions will be redescribed and transferred to various districts/units,
- One position will supervise two garages, and
- Twenty-five positions will be transferred to School Grounds Maintenance Unit.

b. Previous action of the Board on the same or similar matter:

None.

c. Other policies affected:

None.

d. Arguments in support of the recommendation:

This action will enable greater control and accountability over program goals, objectives, and expenditures.

e. Arguments against the recommendation:

None.

f. Other agencies or departments of the State of Hawaii involved in the action:

The Hawaii Government Employees Association and the United Public Workers unions have been consulted.

g. Possible reaction of the public, professional organizations, unions, DOE staff and/or others to the recommendation:

The Department does not anticipate receiving any objections to its proposed reorganization plan.

h. Educational implications:

None.

i. Personnel implications:

Reallocation of vacant positions to fill operational program needs.

j. Facilities implications:

None.

k. Financial implications:

None.

5. OTHER SUPPLEMENTARY RECOMMENDATIONS

None.

CMK:khk
Attachments

c: Office of Talent Management
Personnel Development Branch

Attachment 1

OSFSS - FMB REORGANIZATION SUMMARY

1	2	3	4	5	6	7	8	9	10	11	12
Office	Branch/Section/ Unit	Position No.	Position Title	Perm/ Temp	Included/ Excluded	Filled or Vacant	Incumb Status	BU	MOF	Proposed Change *	Reason for Change**
OSFSS	FMB/HDU	16791	Power Mower Operator I	P	Inc	Vacant	N/A	1	G	Redescribe to Plumber I.	Improve efficiency and provide better coverage due to abolished positions in the 2017 Legislative Session.
OSFSS	FMB/SDU	16796	Automotive Mechanic I	P	Inc	Vacant	N/A	1	G	Redescribe to Automotive Technician II.	Improve efficiency, provide better coverage and customer service, and support the Kakoi Garage by creating a supervisor to manage Auto Tech's and Mechanic's.
OSFSS	FMB/CDU	17088	Carpenter I	P	Inc	Vacant	N/A	1	G	Transfer position from the Central District Unit/ Carpentry Group to the Honolulu District Unit/ Carpentry Group.	Improve efficiency and provide better coverage due to abolished positions in the 2017 Legislative Session.
OSFSS	FMB/LDU	16797	Utility Worker	P	Inc	Vacant	N/A	1	G	(Redescribed from Utility Worker to BM Helper.) Transfer position from the Leeward District Unit to the Honolulu District Unit.	Due to the UPW Repricing Project as of 7/15/2017.
OSFSS	FMB	16817	Utility Worker	P	Inc	Filled	P	1	G	(Redescribed from Utility Worker to BM Helper.) Transfer position from the Leeward District Unit to the Honolulu District Unit.	Due to the UPW Repricing Project as of 7/15/2017.
OSFSS	FMB	43538	Building Maintenance Wkr I	P	Inc	Filled	P	1	G	Internal transfer from Building Maintenance Group to Roofing and Maintenance Services. Will be under new supervision.	Improve efficiency and provide better coverage and customer service.
OSFSS	FMB	16810	Power Mower Operator I	P	Inc	Vacant	N/A	1	G	(Redescribed from Power Mower Operator I to BM Worker II.) Transfer position from the Windward District Unit to the Leeward District Unit / Building Maintenance Group.	Improve efficiency and provide supervisory coverage due to abolished positions in the 2017 Legislative Session.
OSFSS	FMB	11945	Utility Worker	P	Inc	Filled	P	1	G	(Redescribed from Utility Worker to BM Helper.) Transfer position from the Honolulu District Unit to the Leeward District Unit.	Due to the UPW Repricing Project as of 7/15/2017.
OSFSS	FMB	16820	Utility Worker	P	Inc	Filled	P	1	G	(Redescribed from Utility Worker to BM Helper.) Transfer position from the Central District Unit to the Leeward District Unit.	Due to the UPW Repricing Project as of 7/15/2017.
OSFSS	FMB	17210	Building Maintenance Wkr I	P	Inc	Filled	P	1	G	Transfer from the Windard District Unit / Roofing and Maintenance Services to the Leeward District Unit / Roofing and Maintenance Services.	Improve efficiency and provide better coverage and customer service.
OSFSS	FMB	36849	Tractor Operator	T	Inc	Vacant	N/A	1	G	(Redescribe from Tractor Operator to Plumber II.) Transfer position from the Support District Unit / Maui to the Windward District Unit / Plumbing Group.	Improve efficiency and provide better coverage due to abolished positions in the 2017 Legislative Session.
OSFSS	FMB	16793	Utility Worker	P	Inc	Filled	P	1	G	(Redescribed from Utility Worker to BM Helper.) Transfer position from the Honolulu District Unit to the Central District Unit.	Due to the UPW Repricing Project as of 7/15/2017.
OSFSS	FMB	18561	Utility Worker	P	Inc	Filled	P	1	G	(Redescribed from Utility Worker to BM Helper.) Internal transfer from the Roofing and Maintenance Services and report directly to the Carpentry and Building Maintenance Subunit. Will be under new supervision.	Due to the UPW Repricing Project as of 7/15/2017.
OSFSS	FMB	17199	General Laborer II	P	Inc	Vacant	N/A	1	G	(Redescribed position from General Laborer II to BM Helper.) Transfer position from the Support Dist Unit to the Windward Dist Unit.	Due to the UPW Repricing Project as of 7/15/2017.
OSFSS	FMB	17214	Automotive Mechanic Sup I	P	Inc	Filled	P	2	G	(Redescribed from Automotive Mechanic Supervisor I to Bldg Maint District Supervisor.) Transfer position from the Support District Unit to the Central District Unit.	Improve efficiency and provide better coverage due to abolished positions in the 2017 Legislative Session. District Supervisor needed for current operations
OSFSS	FMB	16210	Tractor Operator	P	Inc	Filled	P	1	G	Transfer from Repair and Maintenance Operations Section to the newly established School Grounds Maintenance Unit.	Improve efficiency and provide better coverage due to abolished positions in the 2017 Legislative Session.

OSFSS - FMB - SUMMARY OF CHANGES (CROSSWALK)

OSFSS	FMB	16203	Tractor Operator	P	Inc	Filled	P	1	G	Transfer from Repair and Maintenance Operations Section to the newly established School Grounds Maintenance Unit.	Improve efficiency and provide better coverage and customer service.
OSFSS	FMB	16193	Tractor Operator	P	Inc	Filled	T	1	G	Transfer from Repair and Maintenance Operations Section to the newly established School Grounds Maintenance Unit.	Improve efficiency and provide better coverage and customer service.
OSFSS	FMB	16169	Tractor Operator	P	Inc	Vacant	N/A	1	G	Transfer from Repair and Maintenance Operations Section to the newly established School Grounds Maintenance Unit.	Improve efficiency and provide better coverage and customer service.
OSFSS	FMB	16781	School Grounds Maint Sup	P	Inc	Filled	P	2	G	Transfer from Repair and Maintenance Operations Section to the newly established School Grounds Maintenance Unit.	Improve efficiency and provide better coverage and customer service.
OSFSS	FMB	16778	Automotive Mechanic Sup I	P	Inc	Filled	P	2	G	Supervise the Automotive Sections at McKinley and Kakoi Street Garages.	Improve efficiency and provide better coverage and customer service. Supervisor needed to manage both sections.
OSFSS	FMB	16143	Truck Driver	P	Inc	Vacant	N/A	1	G	Redescribe from Truck Driver to Tractor Operator. Transfer from Support District Unit to the newly established School Grounds Maintenance Unit.	Improve efficiency and provide better coverage and customer service.
OSFSS	FMB	44199	Tractor Operator	P	Inc	Filled	P	1	G	Transfer from the Central District Unit to the Honolulu LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16134	School Grounds Maint Sup	P	Inc	Vacant	N/A	2	G	Redescribe from School Grounds Maintenance Supervisor to Power Mower Operator Supervisor. Transfer from Support District Unit to the newly established School Grounds Maintenance Unit.	Downgrade position to supervise Tractor Operators in the newly established School Grounds Maintenance Unit / Hilo.
OSFSS	FMB	16786	Automotive Mechanic Helper	P	Inc	Vacant	N/A	1	G	Redescribe from Automotive Mechanic Helper to General Laborer III. Transfer internally from Support District Unit / Automotive Service and Repair to General Laborer Services.	Improve efficiency and provide better coverage and customer service. Downgrade position to supervise General Laborer's.
OSFSS	FMB	17212	Building Maintenance Helper	P	Inc	Filled	P	1	G	Transfer from Leeward District Unit to Central District Unit.	Improve efficiency and provide better coverage and customer service.
OSFSS	FMB	21596	Building Maintenance Helper	P	Inc	Filled	P	1	G	Transfer from Central District Unit to Honolulu District Unit.	Improve efficiency and provide better coverage and customer service.
OSFSS	FMB	16785	Power Mower Operator Sup	P	Inc	Vacant	N/A	2	G	Transfer from the Honolulu District Unit to newly established School Grounds Maintenance Unit / Honolulu LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16783	Power Mower Operator Sup	P	Inc	Filled	N/A	2	G	Transfer from the Central District Unit to the newly established School Grounds Maintenance Unit / Central LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16789	Power Mower Operator Sup	P	Inc	Filled	N/A	2	G	Transfer from the Leeward District Unit to the newly established School Grounds Maintenance Unit / Leeward LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16804	Power Mower Operator Sup	P	Inc	Filled	N/A	2	G	Transfer from the Leeward District Unit to the newly established School Grounds Maintenance Unit / Windward LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	18559	Tractor Operator	P	Inc	Vacant	N/A	1	G	Transfer from the Leeward District Unit to the newly established School Grounds Maintenance Unit / Central LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	22055	Tractor Operator	P	Inc	Vacant	N/A	1	G	Transfer from the Honolulu District Unit to the newly established School Grounds Maintenance Unit / Central LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	17556	Tractor Operator	P	Inc	Filled	P	1	G	Transfer from the Honolulu District Unit to the newly established School Grounds Maintenance Unit / Leeward LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	27080	Tractor Operator	P	Inc	Filled	P	1	G	Transfer from the Central District Unit to the newly established School Grounds Maintenance Unit / Leeward LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.

OSFSS - FMB - SUMMARY OF CHANGES (CROSSWALK)

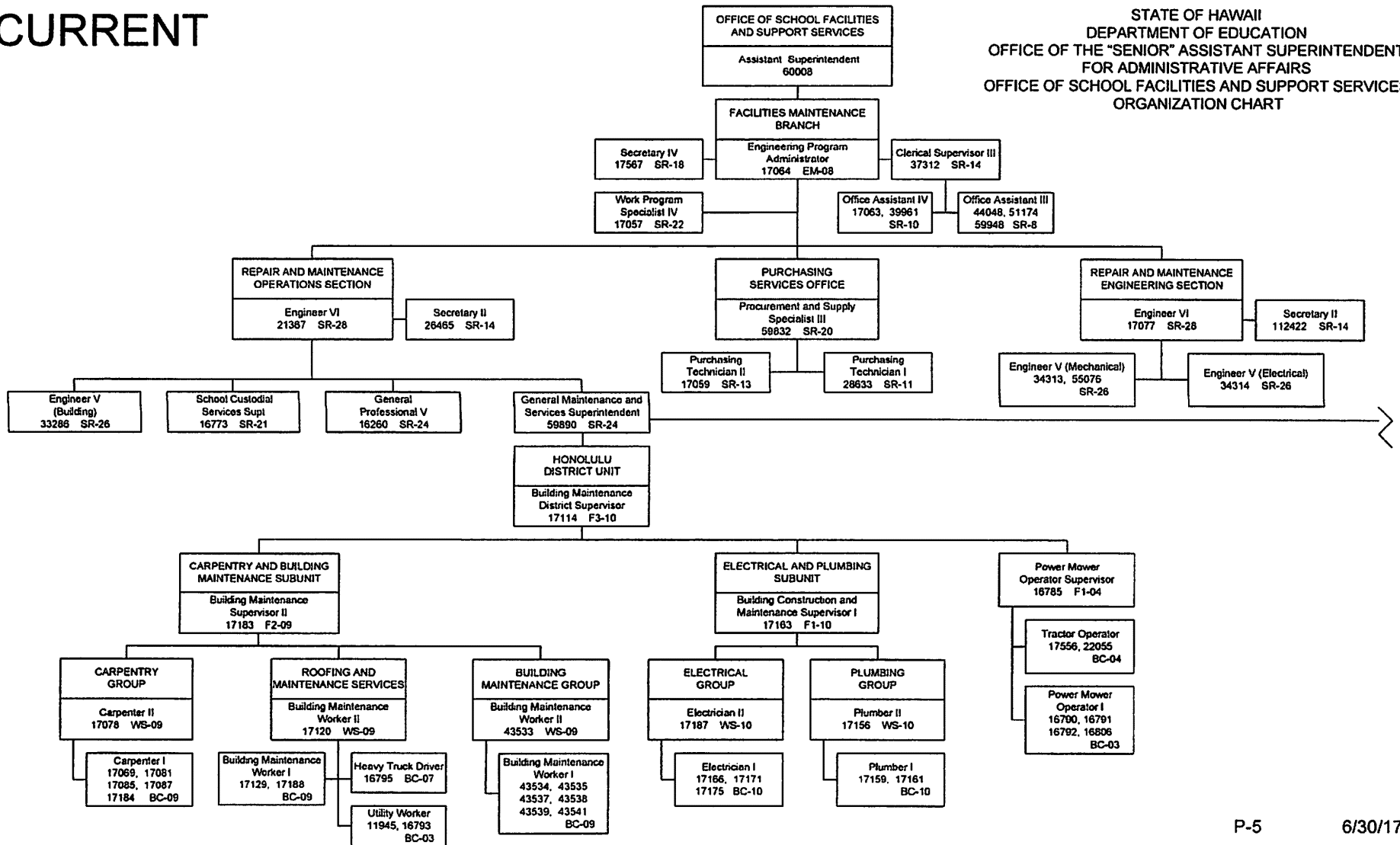
OSFSS	FMB	16799	Tractor Operator	P	Inc	Filled	P	1	G	Transfer from the Windward District Unit to the newly established School Grounds Maintenance Unit / Windward LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16800	Tractor Operator	P	Inc	Vacant	N/A	1	G	Transfer from the Windward District Unit to the newly established School Grounds Maintenance Unit / Windward LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16790	Power Mower Operator I	P	Inc	Filled	P	1	G	Transfer from the Honolulu District Unit to the newly established School Grounds Maintenance Unit / Honolulu LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16792	Power Mower Operator I	P	Inc	Filled	P	1	G	Transfer from the Honolulu District Unit to the newly established School Grounds Maintenance Unit / Honolulu LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16806	Power Mower Operator I	P	Inc	Filled	P	1	G	Transfer from the Honolulu District Unit to the newly established School Grounds Maintenance Unit / Honolulu LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16808	Power Mower Operator I	P	Inc	Filled	P	1	G	Transfer from the Windward District Unit to the newly established School Grounds Maintenance Unit / Central LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16809	Power Mower Operator I	P	Inc	Filled	P	1	G	Transfer from the Central District Unit to the newly established School Grounds Maintenance Unit / Central LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16788	Power Mower Operator I	P	Inc	Filled	P	1	G	Transfer from the Leeward District Unit to the newly established School Grounds Maintenance Unit / Leeward LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16807	Power Mower Operator I	P	Inc	Filled	P	1	G	Transfer from the Central District Unit to the newly established School Grounds Maintenance Unit / Leeward LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	44200	Power Mower Operator I	P	Inc	Filled	P	1	G	Transfer from the Central District Unit to the newly established School Grounds Maintenance Unit /Leeward LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16787	Power Mower Operator I	P	Inc	Filled	P	1	G	Transfer from the Windward District Unit to the newly established School Grounds Maintenance Unit / Windward LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	44198	Power Mower Operator I	P	Inc	Filled	P	1	G	Transfer from the Leeward District Unit to the newly established School Grounds Maintenance Unit / Windward LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	16803	Power Mower Operator I	P	Inc	Filled	P	1	G	Transfer from the Windward District Unit to the newly established School Grounds Maintenance Unit / Windward LMC.	Centralize all Lawn Mowing Crew under one manager to improve efficiency and provide better coverage.
OSFSS	FMB	17188	Building Maintenance Wkr I	P	Inc	Filled	P	1	G	Transfer from Honolulu District Unit / Roofing and Maintenance Services to Windward District Unit / Roofing and Maintenance Services.	Improve efficiency and provide better coverage due to abolished positions in the 2017 Legislative Session.

Column #	Description
1	Name of Office, e.g., OHR
2	Name of Branch/Section/Unit
3	Position Number
4	Position Title
5	Is position permanent or temporary?
6	Is position included for collective bargaining or excluded?
7	Is position filled or vacant?
8	If filled, is the incumbent permanent or temporary?
9	What is the position's assigned collective bargaining unit?
10	What is the position's means of financing, e.g., general or federal funds?
11	Describe the proposed change.
12	What is the reason for the change?

Attachment 2

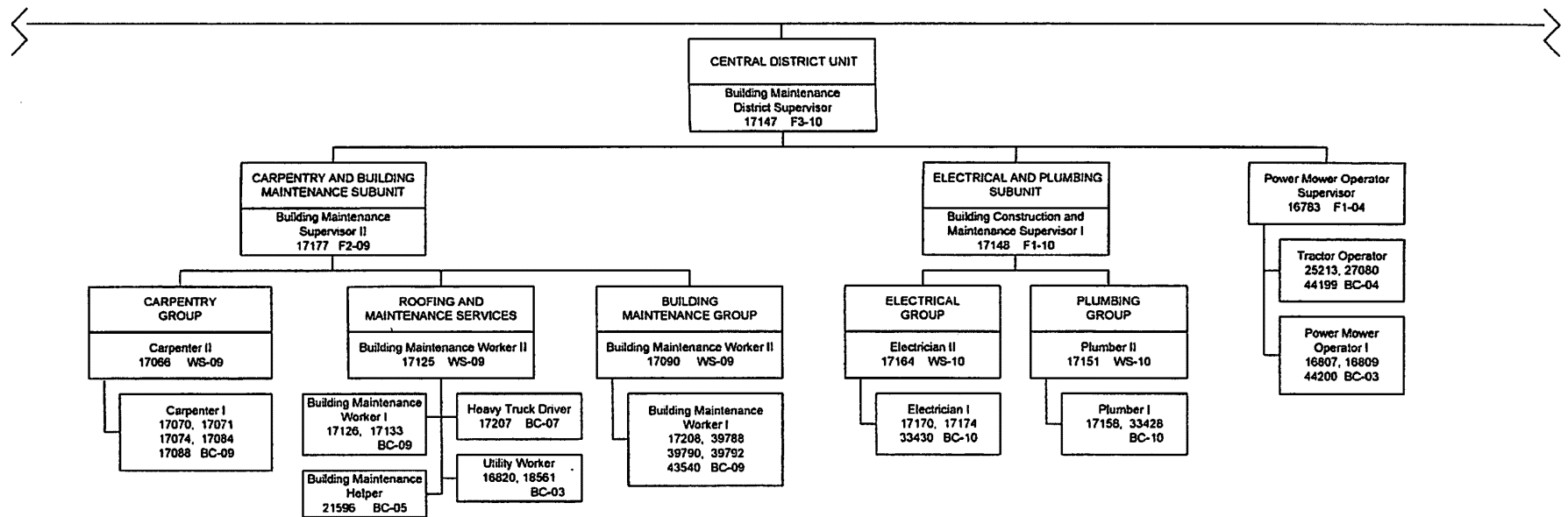
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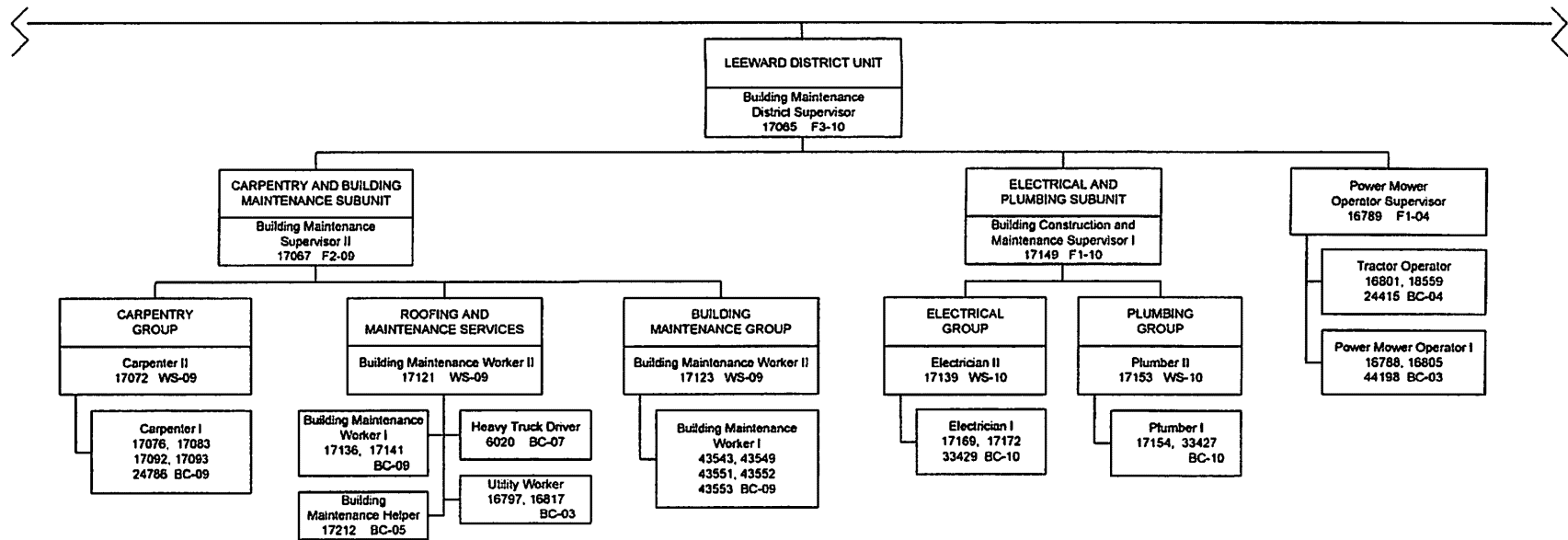
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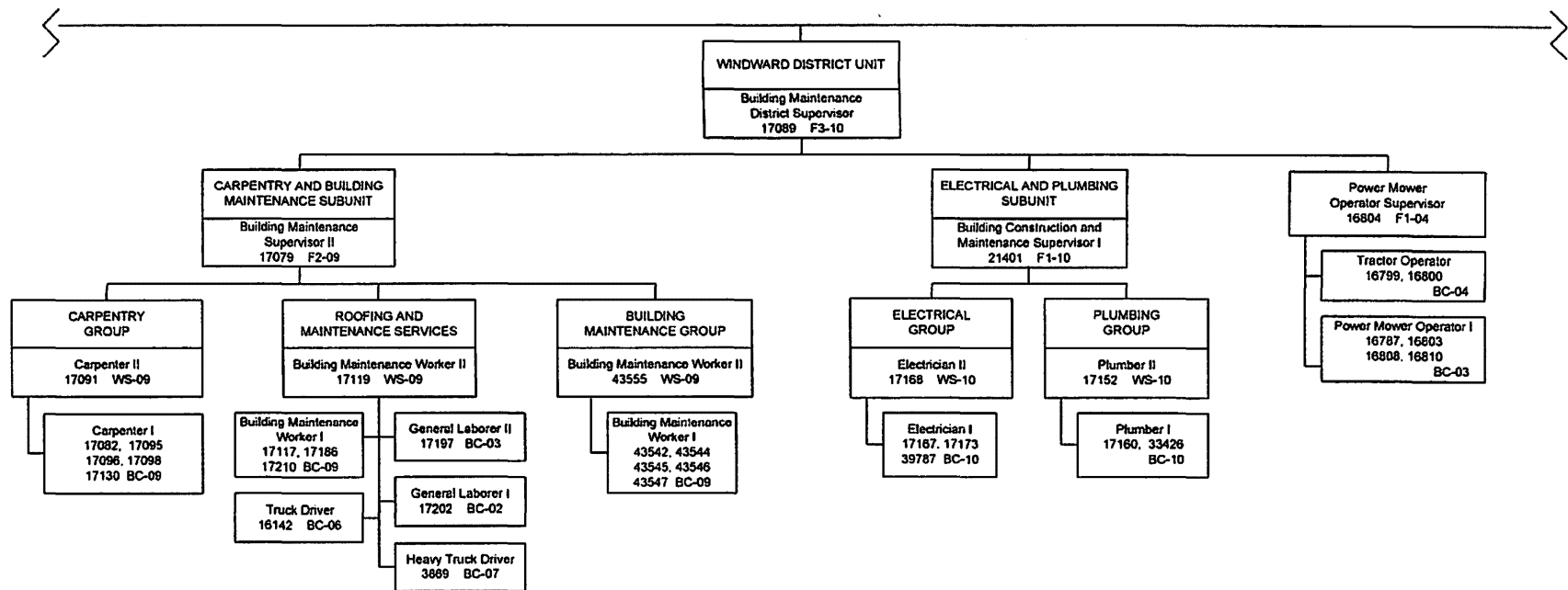
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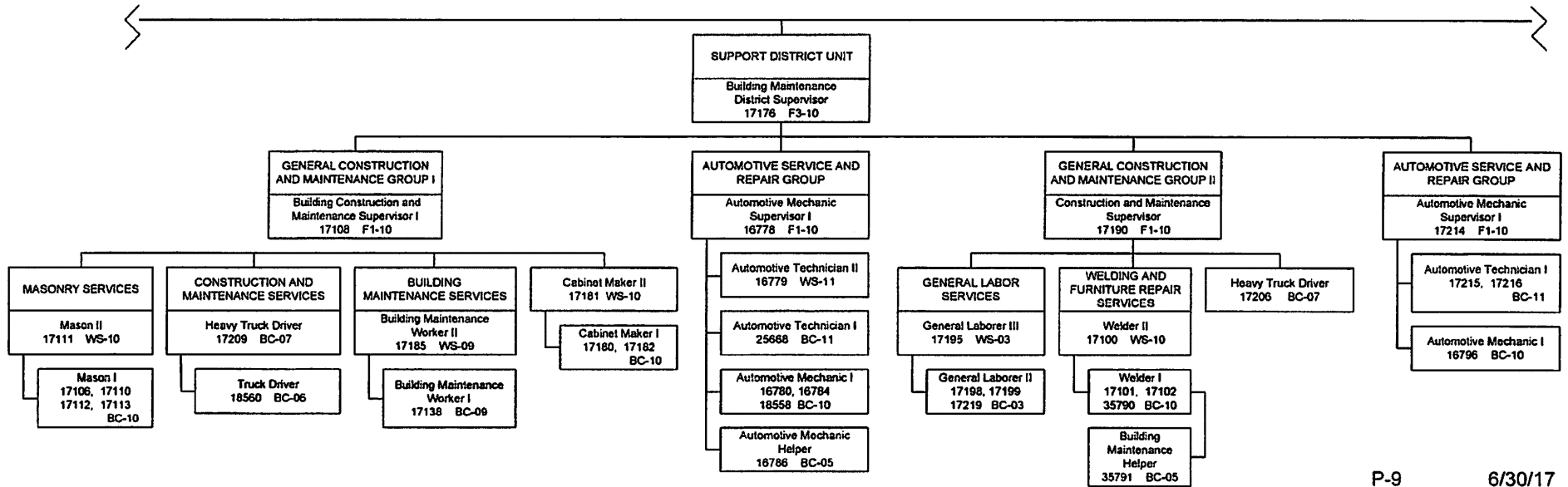
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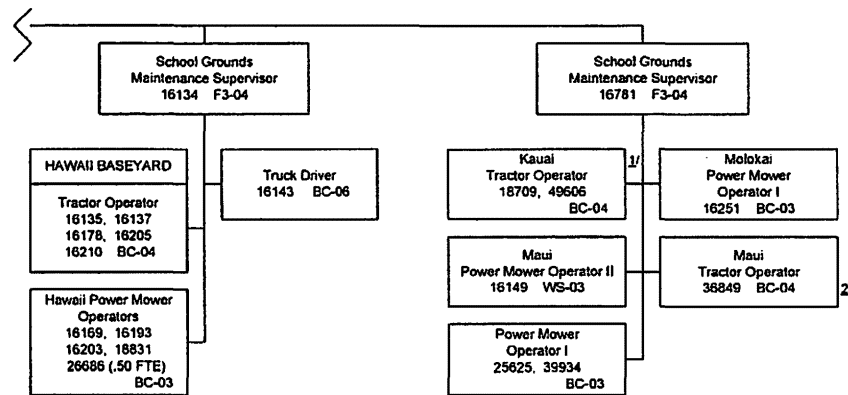
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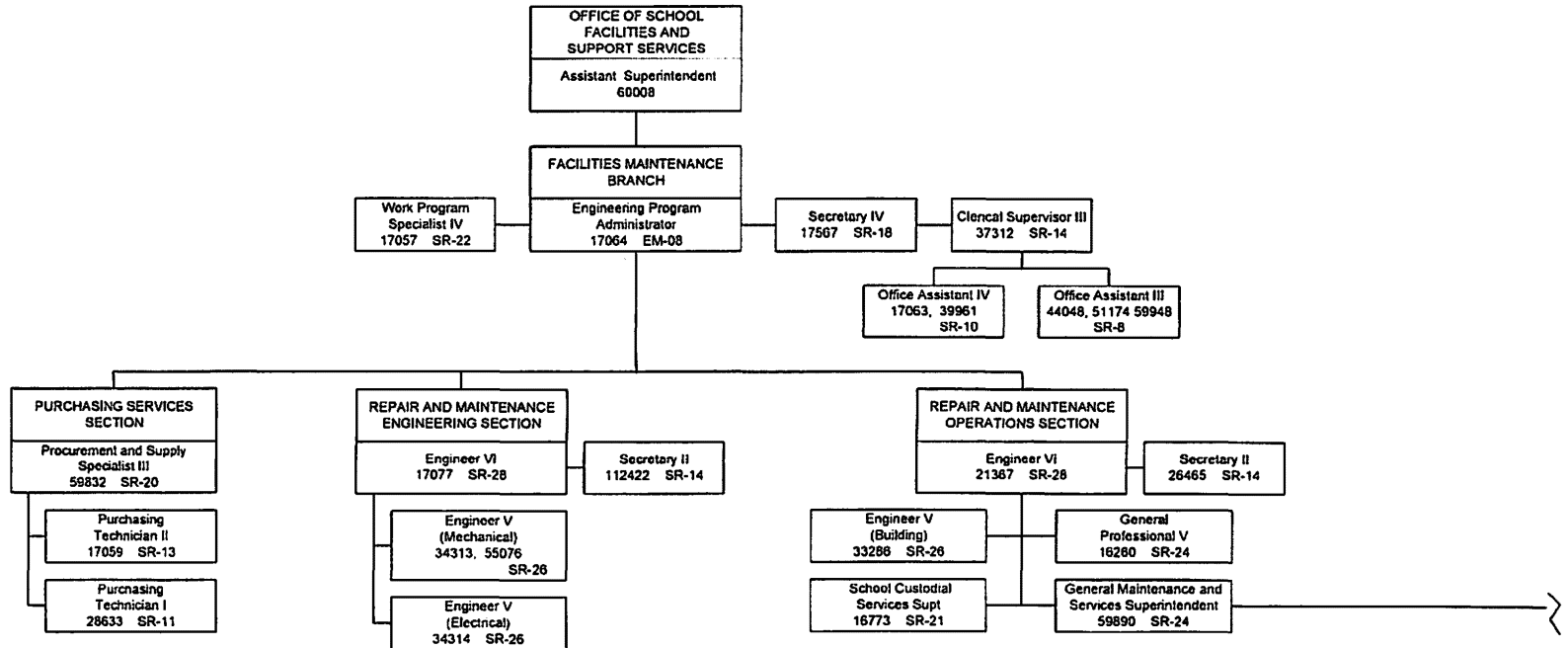


1/ Positions receive administrative supervision by Business Management Officer I – 800812 (Kapaa/Kauai/Waimea Complex Area)
 2/ Temporary position, General funds

Attachment 3

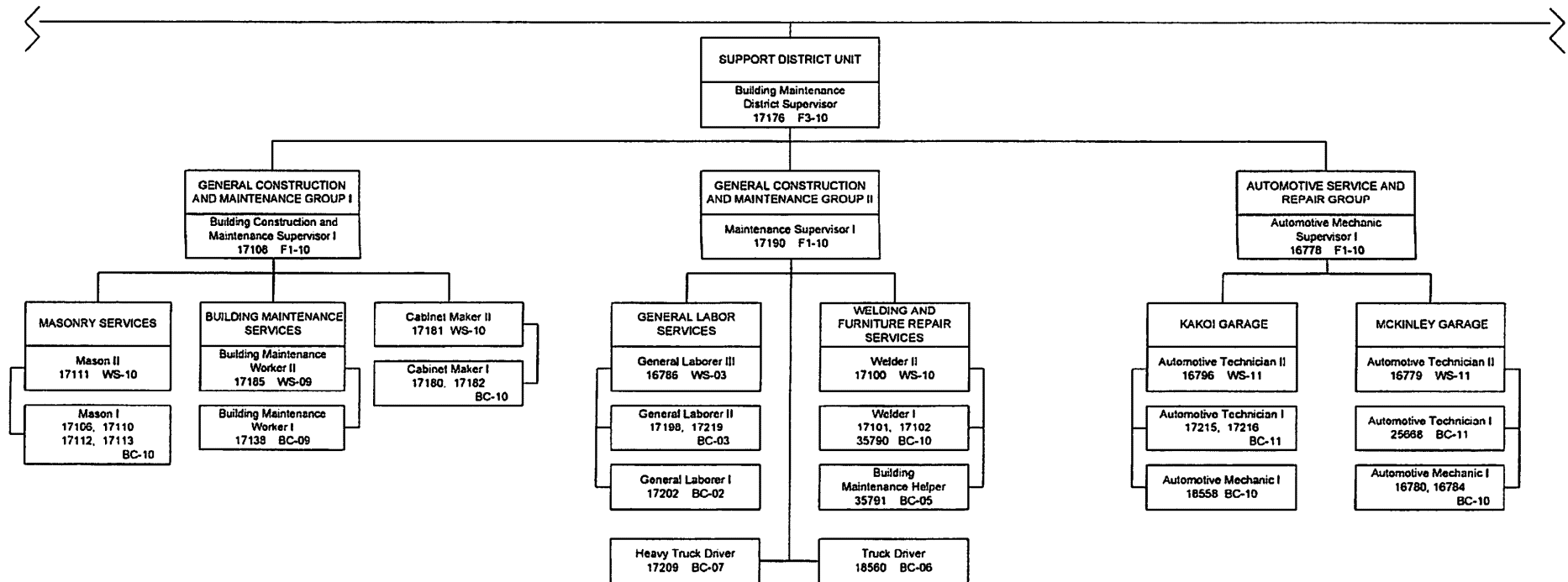
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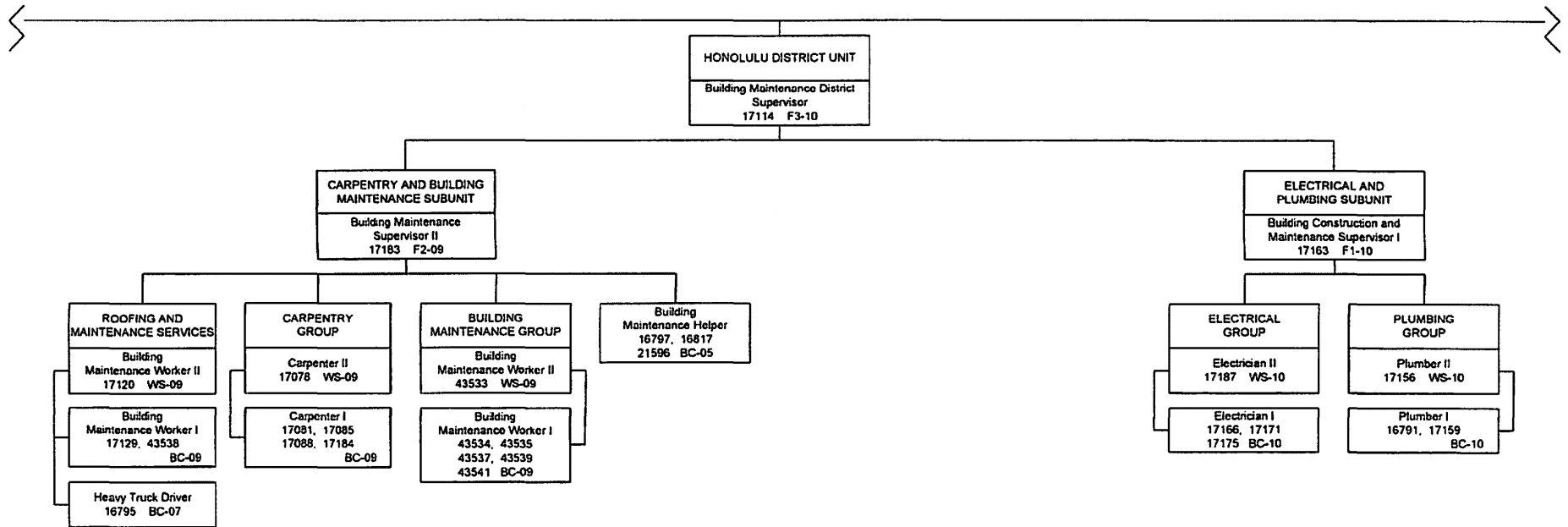
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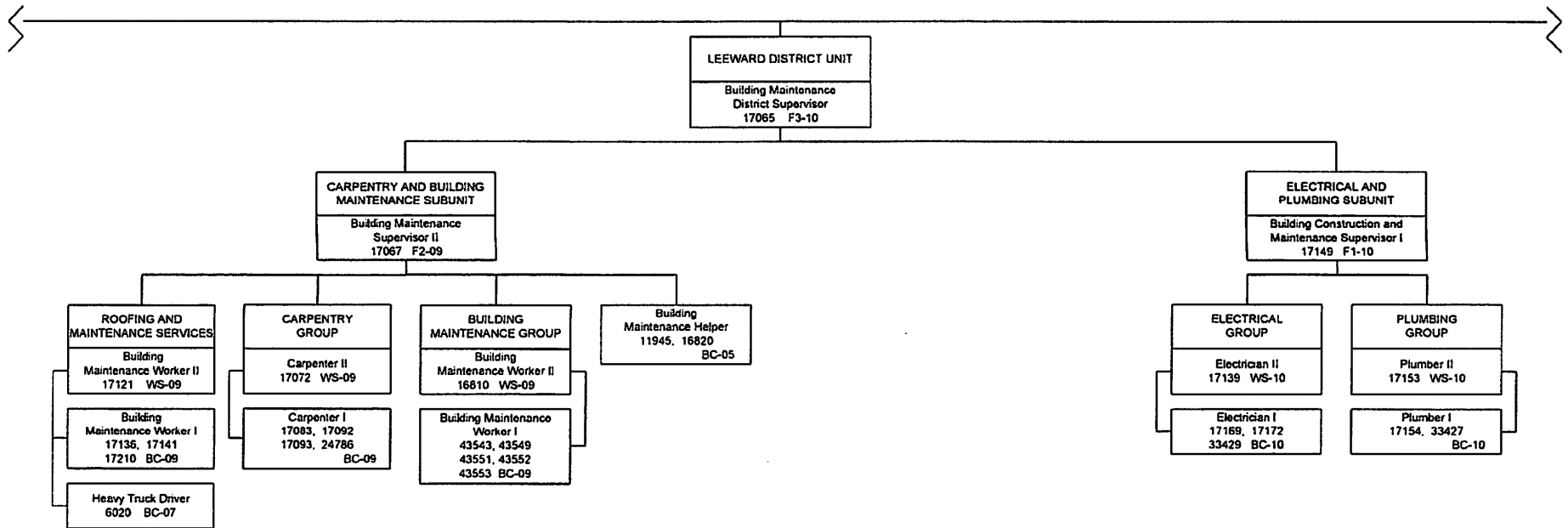
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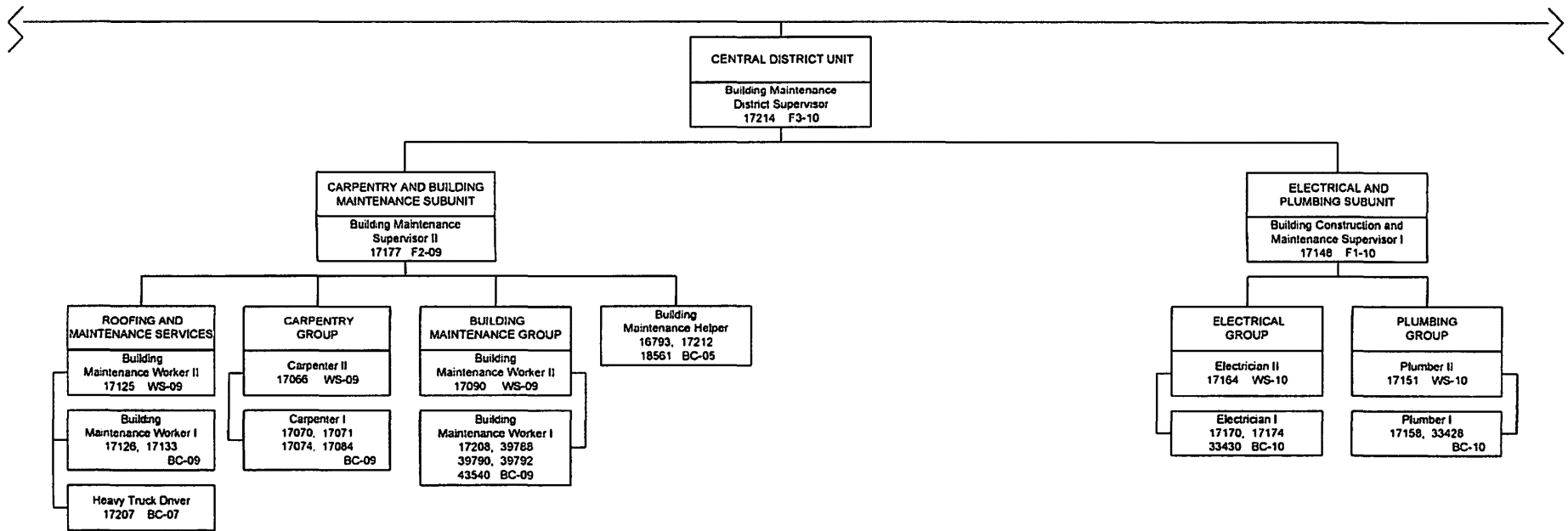
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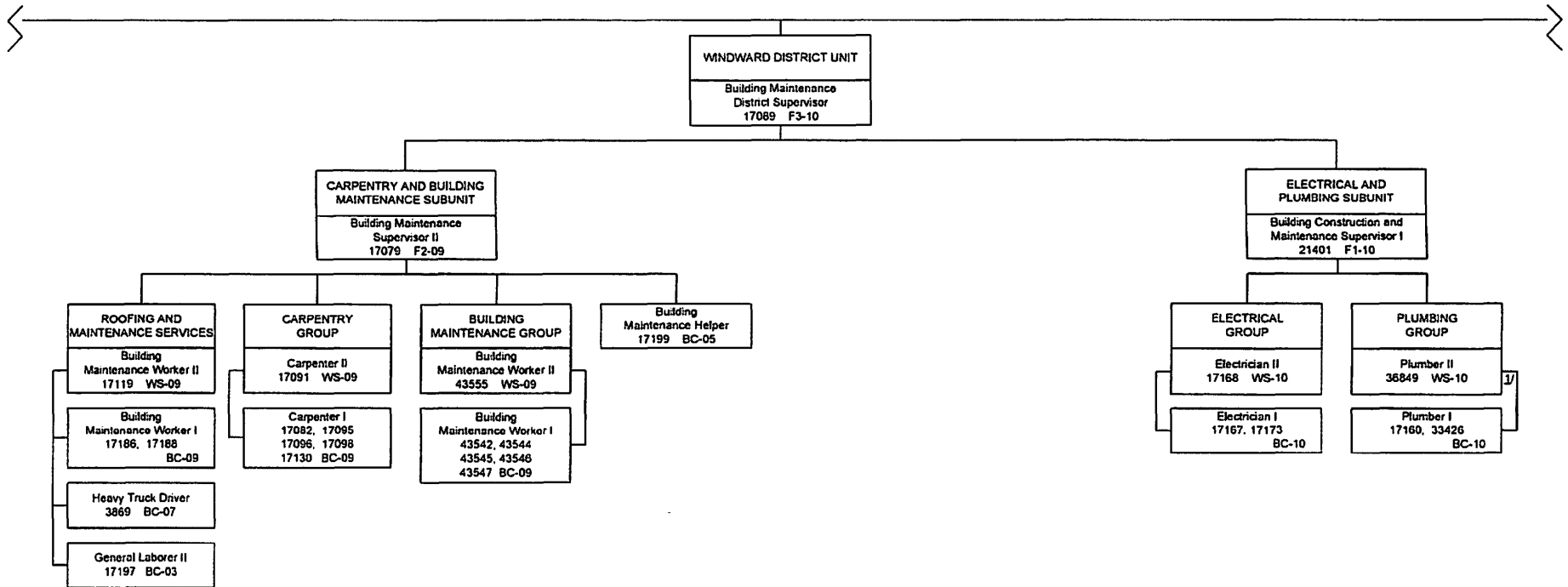
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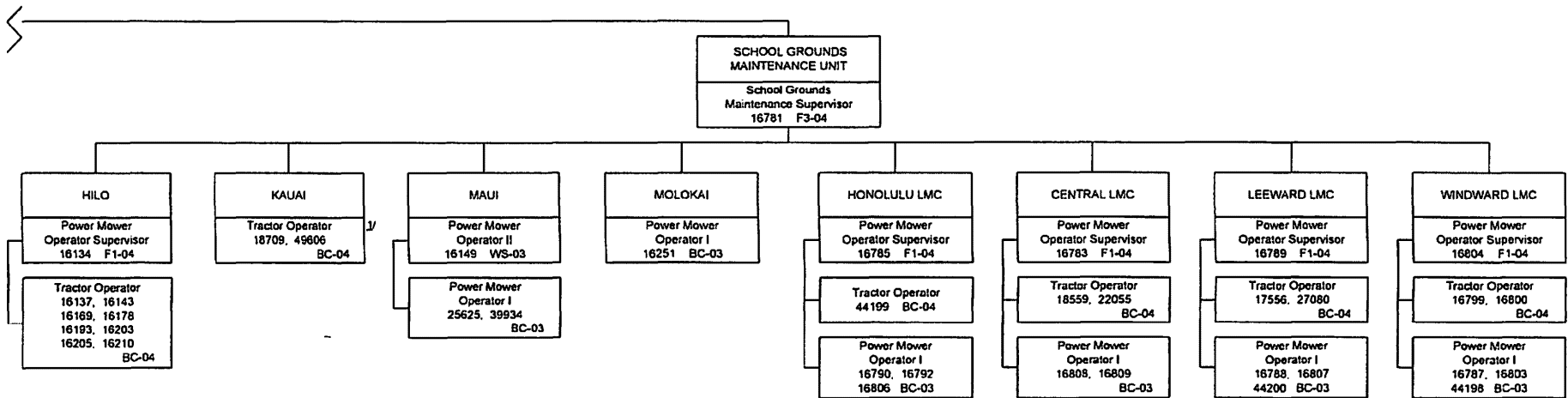
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