

DEPARTMENT OF HUMAN RESOURCES NEWSLETTER

Mufi Hannemann, Mayor
City and County of Honolulu

Bringing Personnel news to our City workforce

Ken Nakamatsu, Director
Department of Human Resources

Enjoy an exciting summer as a Student Aide!



Do you know any responsible, enthusiastic, young adults that enjoy working with kids?

The City and County of Honolulu is looking for eager participants willing to give back to their communities by assisting with the City's annual Summer Fun Program.

Here's what they'll need to qualify:

- High school graduation or equivalent;
- 24 college credits earned by June 2009 and intent to continue towards a degree
- Current enrollment in college at least half time, or intent to continue in Fall 2009.

Student Aide II – Recreation: \$9.00/hour

Returning Student Aides can apply for:

Student Aide III – Recreation: \$10.50/hour

- Applications being accepted from January till June
- Employment period will be approximately 8 weeks
- Mondays through Fridays (except for holidays)
- Teach classes in the following areas: arts and crafts, music and dance, creative dramatics, sports, Hawaiiana, and physical fitness
- Supervise children and creatively motivate and develop a successful summer fun experience for young people

CORRECTION:

Dennis R. A. Kanno,
Fiscal/CIP Analyst III

Janice M. Ibaraki,
Fiscal/CIP Analyst II

Recipients of the 2008
Exceptional Achievement Award!

We apologize for the incorrect job titles reflected in our previous issue.



The City will be converting to a new personnel and payroll system that integrates with our new financial and budgeting systems. Additional personnel related systems will also be implemented. The new systems include:

- **Advantage HRM:** Maintains all human resources and payroll data.
- **PT&A Interface:** Transmits time and leave data from the City's PT&A system to the Advantage HRM system so that employee's pay can be processed.
- **Meridian Global Learning Management System:** New training and employee development system that will replace the City's existing Training Registration System.
- **OrgPlus:** Creates organizational charts based on data in the Advantage HRM system.
- **Employee Self Service (ESS):** Employees will be able to change their personal information, access copies of their pay stubs, etc. directly from the system.

Stayed tuned for more information. Or, visit our website at <http://c2herps> for additional information regarding the C2HERPS project.

2009 Pre-Retirement Seminar

The Pre-Retirement Seminar is designed for employees who plan to retire within the **next three years**. This one day seminar brings together speakers from the State Employees' Retirement System (contributory, non-contributory, and hybrid plans), Employer Union Trust Fund (health benefits), ING (deferred compensation administrator), and the Social Security Administration.

General Employees

Thursday, April 30, 2009

Queen's Conference Center

Mabel Smyth Auditorium

510 South Beretania Street

8:00 a.m. to 4:00 p.m.

Sworn Police Personnel only

Thursday, March 19, 2009

HPD Training Academy

Ke Kula Maka'i

93-093 Waipahu Depot Street

8:30 a.m. to 3:30 p.m.

Uniformed Fire

Thursday, April 9, 2009

Charles H. Thurston Training Center

890 Valkenburg Street, Classroom 1

8:30 a.m. – 3:30 p.m.

2009 Holidays Observed

DATE OBSERVED

HOLIDAY

January 1, Thursday	New Year's Day (First day in January)
January 19, Monday	Dr. Martin Luther King, Jr. Day (Third Monday in January)
February 16, Monday	President's Day (Third Monday in February)
March 26, Thursday	Prince Jonah Kuhio Kalaniana'ole Day (26 th day of March)
April 10, Friday	Good Friday (Friday preceding Easter Sunday)
May 25, Monday	Memorial Day (Last Monday in May)
June 11, Thursday	King Kamehameha I Day (11 th day in June)
July 3, Friday	Independence Day (Fourth day of July)
August 21, Friday	Statehood Day (Third Friday in August)
September 7, Monday	Labor Day (First Monday in September)
November 11, Wednesday	Veterans' Day (11 th day in November)
November 26, Thursday	Thanksgiving Day (Fourth Thursday in November)
December 25, Friday	Christmas Day (25 th day in December)

The holiday dates observed above are for employees who work on a Monday to Friday schedule. Employees with other schedules should check with their supervisors for the appropriate day on which their holiday is observed.