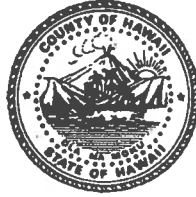


COUNTY OF HAWAI'I



STATE OF HAWAI'I

BILL NO. 36

ORDINANCE NO. 25 39

AN ORDINANCE ADOPTING A PAY PLAN FOR PERSONS EMPLOYED BY THE COUNTY OTHER THAN THOSE WHOSE PAY IS OTHERWISE PROVIDED FOR, DESIGNATING PAYROLL PERIODS, PAY DAYS, PRESCRIBING REQUIREMENTS WITH RESPECT TO OFFICIAL FIDELITY BONDS, AND REPEALING ORDINANCE NO. 24-28 AND ALL AMENDMENTS THERETO, SAID ORDINANCE TO BE KNOWN AS THE SALARY ORDINANCE OF 2025.

BE IT ORDAINED BY THE COUNCIL OF THE COUNTY OF HAWAI'I:

SECTION 1. Declaration of policy. It is the purpose of this ordinance to establish, pursuant to §3-13 of the Hawai'i County Charter, a pay plan for all persons employed by the County whose pay is not otherwise provided for. This ordinance also covers other matters relating to the compensation and temporary employment of County employees. The term "employees," as used in this ordinance, shall include all officers.

SECTION 2. Payroll periods; pay days; fractional computation. All salaries and wages shall be earned and payable in semi-monthly payroll periods, from the first (1st) to the fifteenth (15th) of each month and from the sixteenth (16th) to the end of each month.

The fifteenth (15th) day and last day of each month, except for June, shall be the pay days for all employees. The June 30th payroll shall always be paid on the first workday in July.

In the case where the required service has been rendered during a full month, one-half (1/2) of the monthly rate shall be paid at the end of each payroll period.

The director of finance shall be authorized to approve payroll claims covering compensation for fractional parts of a month computed otherwise than in accordance with the foregoing requirements, in cases where compliance with such requirements would result in hardship or unfairness to the employees involved.

SECTION 3. Rate of Compensation. (A) There shall be a pay plan covering appointive executive/administrative positions. Employees occupying positions covered by this pay plan shall be paid at rates of compensation set forth by the pay grade assigned or salary fixed and established by section 7 of this ordinance or any amendatory resolution.

EXHIBIT A-1

(B) The salaries of the Executive Assistant to the Council Chairperson, Deputy Executive Assistant to the Council Chairperson, Administrative Assistant to the County Auditor, Special Assistant, Audit Analyst, Legislative Specialist, Council Aide, and Council Legislative Assistant of the Legislative Branch shall be at the following rates:

Pay Grade

EA-1	E	F	G	H	I	J
	40,692	42,720	44,868	47,112	49,464	51,942
	K	L	M	N	O	
	54,540	57,270	60,132	63,138	66,300	
EA-2	D	E	F	G	H	I
	36,900	38,748	40,692	42,744	44,880	47,130
	J	K	L	M		
	49,488	51,960	54,558	57,288		
AD	C	D	E	F	G	H
	30,468	31,992	33,588	35,268	37,044	38,904
	I	J	K	L	M	N
	40,848	42,996	45,048	47,304	49,680	52,164
	O	P	Q	R	S	T
	54,774	57,510	60,384	63,408	66,582	69,906
AU	C	D	E	F	G	H
	58,284	61,212	64,260	67,476	70,836	74,388
	I	J	K	L	M	N
	78,108	82,014	86,112	90,420	94,944	99,690
	O	P				
	103,008	105,192				
LE-1	H	I	J	K	L	M
	57,696	60,588	63,600	66,768	70,116	73,632
	N	O	P			
	77,316	81,180	85,242			

CA-1	C	D	E	F	G	H
	30,024	31,512	33,096	34,752	36,480	38,304
	I	J	K	L	M	N
	40,248	42,264	44,376	46,596	48,924	51,372
	O					
	53,946					
CLA-1	A	B	C	D	E	F
	42,720	44,868	47,112	49,476	51,984	54,588
	G	H	I	J	K	
	57,318	60,186	63,198	66,354	69,672	
SA-1	A	B	C	D	E	F
	45,768	48,048	50,448	52,968	55,620	58,404

The Council Chairperson may appoint employees to any of the steps within the appropriate pay grade and may authorize and approve any step movements along the appropriate pay grade; provided that sufficient appropriations have been made by the Council. The County Auditor may appoint an Administrative Assistant to the County Auditor to any of the steps within the AD pay grade and appoint Audit Analysts to any of the steps within the AU pay grade, and may further authorize and approve any step movements along those pay grades; provided that sufficient appropriations have been made by the Council.

(C) The salaries of the deputies of the Offices of the Corporation Counsel and the Prosecuting Attorney shall be set pursuant to Chapter 2, Article 26 of the *Hawai'i County Code*.

(D) Exempt positions covered by this ordinance which have been assigned to classifications and pay grades by the director of human resources shall be paid at excluded managerial (EM), salary range (SR), and blue collar (BC) rates contained in appropriate collective bargaining contracts and executive orders.

SECTION 4. Employment governed by budget and appropriation. Employees to fill all positions whether enumerated herein or not are to be employed as needed and as specified in the respective applicable department budgets approved for the year, or in ordinances or resolutions supplemental thereto, to the extent that funds are available and appropriated by the county council as provided by law; provided, however, that an additional employee may be appointed on a temporary basis to fill any such position during the period that the incumbent of the position is on a temporary assignment or a long-term leave of absence due to illness, injury, or otherwise, provided that funds are available in the agency's salary and wages account.

SECTION 5. Emergency employment. When an emergency exists in the opinion of the mayor and additional labor or service not provided for by this ordinance is needed by the county to care for such emergency, the mayor is authorized to appoint to a position or to employment with the county any such person or persons as the mayor deems necessary at rates which are comparable to the rates of corresponding county positions to care for such emergency; provided, however, that no person shall be so appointed unless at the time of appointment of such persons there shall be available legally expendable funds sufficient for their compensation. In the event the mayor appoints any person or persons to positions or employment under this section, the mayor shall report the same to the county council at its next regular meeting.

SECTION 6. Official fidelity bonds. Pursuant to the provisions of section 2-2 of the *Hawai'i County Code* and any amendments thereto, official fidelity bonds, filed and approved in the form and manner set forth in sections 46-26 and 46-28, *Hawai'i Revised Statutes*, shall be required of the persons appointed to or occupying certain positions enumerated in the above sections; said bonds shall be in the custody of the director of finance.

SECTION 7. That the compensation of positions in the classes of work listed below are hereby fixed and established as follows:

Item	Title	Pay Grade
	Section 7.01	LEGISLATIVE BRANCH.
	Section 7.01(a)	OFFICE OF THE COUNTY CLERK.
1	Executive Assistant to the Council Chairperson	EA-1
2	Deputy Executive Assistant to the Council Chairperson	EA-2
3	Council Legislative Assistant	CLA-1
4	Council Aide	CA-1
5	Special Assistant	SA-1
6	Legislative Specialist	LE-1
7	Temporary Election Clerk	SR-07 (B.U. 03)
8	Election Official I	\$14.00 hrly \$16.00 hrly effective January 1, 2026
9	Election Official II	\$14.50 hrly \$16.50 hrly effective January 1, 2026
10	Election Official III	\$15.00 hrly \$17.00 hrly effective January 1, 2026

Section 7.01(b) OFFICE OF THE COUNTY AUDITOR.

1	Administrative Assistant to the County Auditor	AD
2	Audit Analyst	AU

Section 7.02 OFFICE OF MANAGEMENT.

Section 7.02(a) COUNTY PHYSICIAN.

OFFICE OF MANAGEMENT.

1	County Physician	\$105,684
2	Assistant County Physician	\$95,916

Section 7.02(b) OFFICE OF HOUSING AND COMMUNITY
DEVELOPMENT.

OFFICE OF MANAGEMENT.

1	Assistant Housing Administrator	EM-05
2	Administrative Services Officer I	EM-01
3	Housing and Community Development Specialist VI	SR-26 (B.U. 13)
4	Housing and Community Development Specialist V	SR-24 (B.U. 13)
5	Housing and Community Development Specialist IV	SR-22 (B.U. 13)
6	Housing and Community Development Specialist III	SR-20 (B.U. 13)
7	Housing and Community Development Specialist II	SR-18 (B.U. 13)
8	Housing and Community Development Specialist I	SR-16 (B.U. 13)
9	Special Program Manager	SR-24 (B.U. 13)
10	Contracts Clerk	SR-12 (B.U. 03)
11	Professional Trainee I	SR-16 (B.U. 13)
12	Special Program Coordinator	SR-22 (B.U. 13)
13	Information Systems Analyst IV	SR-22 (B.U. 13)
14	Housing and Community Development Technician II	SR-17 (B.U. 03)
15	Housing and Community Development Technician I	SR-15 (B.U. 03)
16	Housing Quality Standards Technician III	SR-17 (B.U. 03)
17	Housing Quality Standards Technician II	SR-15 (B.U. 03)
18	Housing Quality Standards Technician I	SR-13 (B.U. 03)
19	Accountant V	SR-26 (B.U. 13)
20	Accountant IV	SR-24 (B.U. 13)
21	Accountant III	SR-22 (B.U. 13)
22	Accountant II	SR-20 (B.U. 13)
23	Accountant I	SR-18 (B.U. 13)

24	Senior Account Clerk	SR-13 (B.U. 03)
25	Housing Administrative Assistant	SR-13 (B.U. 03)
26	Account Clerk	SR-11 (B.U. 03)
27	Clerk III	SR-10 (B.U. 03)
28	Clerk II	SR-08 (B.U. 03)
29	Private Secretary	SR-20 (B.U. 03)
30	Information and Education Specialist II	SR-24 (B.U. 13)
31	Human Resources Technician II	SR-17 (B.U. 03)

**Section 7.03 DEPARTMENT OF PARKS AND RECREATION.
SENIOR COMMUNITY SERVICE EMPLOYMENT
PROGRAM, ELDERLY ACTIVITIES DIVISION.**

1	Senior Community Services Aid	\$14.00 hrly \$16.00 hrly effective January 1, 2026
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**Section 7.04 COUNTY OF HAWAI'I.
VARIOUS DEPARTMENTS AND AGENCIES.**

1	Student Helper I	\$14.00 hrly \$16.00 hrly effective January 1, 2026
2	Student Helper II	\$14.50 hrly \$16.50 hrly effective January 1, 2026
3	Student Intern	\$14.00 hrly \$16.00 hrly effective January 1, 2026
4	Engineering Student	SR-13 (B.U. 03)

SECTION 8. The positions and rates of compensation adopted in the 2025 budget of the County of Hawai'i are hereby ratified and confirmed as of July 1, 2025; and that any creation of positions or changes of pay subsequent to the adoption of said budget, shall take effect as authorized on the date of such creation or change of pay or a date otherwise prescribed, subject to the certification of availability of funds by the director of finance.

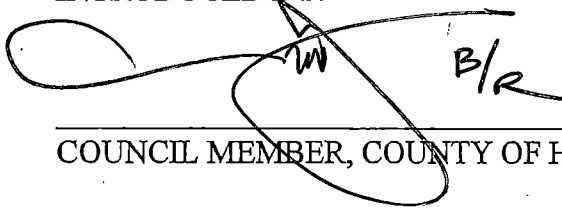
SECTION 9. Ordinance No. 24-28 and any resolutions amendatory thereto are hereby repealed.

SECTION 10. The repeal of the ordinance, enumerated in section 9 above, shall not affect any act done, ratified, or confirmed, or any right accruing and accrued or established, or any action, suit, or proceedings had or commenced in any several cause prior to said repeal, but all rights and liability under said ordinance hereinabove repealed shall continue and may be enforced in the same manner and with the same force as if said repeal had not been made.

SECTION 11. Severability. If any section or any part or clause of any section of this ordinance be decided by the courts to be unconstitutional or invalid, the same shall not affect the validity thereof which can be given effect without that so decided to be unconstitutional or invalid.

SECTION 12. This ordinance shall be known as the Salary Ordinance of 2025 and the salaries herein shall take effect on July 1, 2025.

INTRODUCED BY:

 B/R

COUNCIL MEMBER, COUNTY OF HAWAI'I

Konaa, Hawai'i
Date of Introduction: April 16, 2025
Date of 1st Reading: April 16, 2025
Date of 2nd Reading: May 7, 2025
Effective Date: July 1, 2025

REFERENCE Comm. 183

OFFICE OF THE COUNTY CLERK
 County of Hawai'i
 Kona, Hawai'i

COUNTY CLERK
 COUNTY OF HAWAII

2025 MAY 28 PM 3:39

Introduced By: Matt Kāneali'i-Kleinfelder (B/R)
 Date Introduced: April 16, 2025
 First Reading: April 16, 2025
 Published: April 25, 2025

REMARKS: _____

Second Reading: May 7, 2025
 To Mayor: May 20, 2025
 Returned: May 28, 2025
 Effective: July 1, 2025
 Published: June 6, 2025

REMARKS: _____

ROLL CALL VOTE				
	AYES	NOES	ABS	EX
Galimba	X			
Hustace	X			
Inaba	X			
Kagiwada	X			
Kāneali'i-Kleinfelder	X			
Kierkiewicz	X			
Kimball	X			
Onishi	X			
Villegas	X			
	9	0	0	0


ROLL CALL VOTE				
	AYES	NOES	ABS	EX
Galimba	X			
Hustace	X			
Inaba	X			
Kagiwada	X			
Kāneali'i-Kleinfelder	X			
Kierkiewicz	X			
Kimball			X	
Onishi	X			
Villegas	X			
	8	0	1	0

I DO HEREBY CERTIFY that the foregoing BILL was adopted by the County Council published as indicated above.


 COUNCIL CHAIRPERSON


 COUNTY CLERK

Approved Disapproved this 28th day
 of May, 20 25.


 MAYOR, COUNTY OF HAWAII

Bill No.: 36
 Reference: C-183/FC-34
 Ord No.: 25 39