

BOARD OF TRUSTEES

Carmen. Hulu Lindsey, *Chairperson*

Leina'ala Ahu Isa, *Vice Chairperson*

Dan Ahuna, Trustee Kaua'i & Ni'ihau

Kalei Akaka, Trustee O'ahu

Keli'i Akina, Trustee At-Large

Luana Alapa, Trustee Moloka'i & Lāna'i

Brendon Kalei'āina Lee, Trustee At-Large

Keola Lindsey, Trustee Hawai'i Island

John Waihe'e IV, Trustee At-Large



**STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS**

MEETING OF THE BOARD OF TRUSTEES

DATE: Thursday, April 22, 2021

TIME: 10:00 am

PLACE: Virtual Meeting

Viewable at www.oha.org/livestream OR

Listen by phone: (213) 338-8477,

Webinar ID: 930 3060 4339

Due to the threat of COVID-19, Governor Ige issued the most recent Emergency Nineteenth Supplementary Proclamation dated April 9, 2021 that suspends parts of Hawai'i Revised Statutes Chapter 92, Public Agency Meetings and Records to, among other things, enable boards to conduct business without any board members or members of the public physically present at the same location.

The OHA Board of Trustees will hold virtual meetings until further notice. The virtual meetings can be viewed and observed via livestream on OHA's website at www.oha.org/livestream or listen by phone: (213) 338-8477, Webinar ID: 930 3060 4339

AGENDA

- I. Call to Order
- II. Public Testimony on Items Listed on the Agenda* (Please see page 2 on how to submit written testimony or provide oral testimony online. Oral testimony by phone will **not** be accepted)
- III. New Business
 - A. Committee on Resource Management
 1. Action Item RM #21-04: Approval of a Third Amendment to BOT #12-05 – Kaka'ako Makai Policy Relating to the Allocation of Revenue from Kaka'ako Makai Properties to the Land Legacy Program. (*1st reading*)
 2. Action Item RM #21-05: Amendment to the Executive Policy Manual Section, Budget Management Policy. (*1st reading*)
 - B. Action Item BOT#21-06: Approval of Exempt Status of Trustee Aide (SR 22), Trustee Secretary, and Board Secretary consistent with the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11.
- IV. Executive Session‡
 - A. Consultation with Corporate Counsel Raina P.B. Gushiken, Esq. regarding questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities related to Action Item BOT #21-06: Approval of Exempt Status of Trustee Aide (SR 22), Trustee Secretary, and Board Secretary consistent with the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11, pursuant to HRS § 92-5(a)(4).
- V. Community Concerns and Celebrations*(Please see page 2 on how to submit written testimony or provide oral testimony online. Oral testimony by phone will **not** be accepted)
- VI. Announcements
- VII. Adjournment

If you require an auxiliary aid or accommodation due to a disability, please contact Raina Gushiken at telephone number 594-1772 or by email rainag@oha.org no later than three (3) business days prior to the date of the meeting.

Meeting Materials will be available to the public on Monday, April 19, 2021 and posted to OHA's website at: www.oha.org/bot

BOARD OF TRUSTEES

Carmen. Hulu Lindsey, *Chairperson*Leina'ala Ahu Isa, *Vice Chairperson*

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STATE OF HAWAII

OFFICE OF HAWAIIAN AFFAIRS

† Notice: The 72 Hour rule, pursuant to OHA BOT Operations Manual, Section 49, shall be waived for distribution of new committee materials.

‡ Notice: This portion of the meeting will be closed pursuant to HRS § 92-5.

* **Public Testimony on Items Listed on the Agenda must be limited to matters listed on the meeting agenda. Community Concerns and Celebrations is not limited to matters listed on the meeting agenda.** Hawai'i Revised Statutes, Chapter 92, Public Agency Meetings and Records, prohibits Board members from discussing or taking action on matters not listed on the meeting agenda.

** Notice: Trustees may establish or revise an OHA position on ANY proposed bill / resolution / executive message currently moving through the state legislature or other relative elected body. The Matrices, which are available for public review in the meeting materials at this stated meeting, provide a brief description of each bill, the bill's number, the bill's title, the bill's intent, and the proposed and specific OHA position on each measure. However, the Trustees both in committee and as the Board of Trustees (BOT) reserve the right to discuss any and all bills on the Matrix, as well as those that time does not permit to be placed on the Matrix, in order to discharge their fiduciary obligations as Trustees of the Office of Hawaiian Affairs

Testimony can be provided to the OHA Board of Trustees either as: (1) **written testimony** emailed at least 24 hours prior to the scheduled meeting, or (2) live, **oral testimony online** during the virtual meeting.

- (1) Persons wishing to provide **written testimony** on items listed on the agenda should submit testimony via **email** to BOTmeetings@oha.org at least **24 hours prior** to the scheduled meeting. Any testimony received after this deadline will be late testimony and will be distributed to the Board members after the scheduled meeting. **Due to COVID- 19, please do not fax, mail, or hand-deliver written testimony**
- (2) Persons wishing to provide **oral testimony online** during the virtual meeting must first register at: https://zoom.us/webinar/register/WN_VGYKBX9uRCCGULGsKsYHkA

You need to register if you would like to orally testify. Once you have completed your registration, a confirmation email will be sent to you with a link to join the virtual meeting, along with further instructions on how to provide oral testimony during the virtual meeting. The registration page will close during the Public Testimony or Community Concerns agenda item. Oral testimony by telephone/landline **will not** be accepted at this time.

To provide oral testimony online, you will need:

- (1) a computer or mobile device to connect to the virtual meeting;
- (2) internet access; and
- (3) a microphone to provide oral testimony.

Oral testimony online will be limited to five (5) minutes. Once your oral testimony is completed, you will be asked to disconnect from the meeting, unless you are also signed up for oral testimony during Community Concerns and Celebrations. If you do not sign off on your own, support staff will remove you from the Zoom meeting. You can continue to view the remainder of the meeting on the livestream or by telephone, as provided at the beginning of this agenda.

Please visit OHA's website for more detailed information on how to submit Public Testimony OR Community Concerns at: <https://www.oha.org/how-to-submit-testimony-for-oha-bot-meetings/>

Trustee Carmen Hulu Lindsey
Chairperson, Board of Trustees

4/16/2021

Date

Office of Hawaiian Affairs
Meeting of the Board of Trustees
April 22, 2021
10:00 A.M.

III. New Business

A. Committee on Resource Management

1. Action Item RM #21-04: Approval of a Third Amendment to BOT #12-05 – Kaka‘ako Makai Policy Relating to the Allocation of Revenue from Kaka‘ako Makai Properties to the Land Legacy Program. (*1st reading*)

Office of Hawaiian Affairs
Meeting of the Board of Trustees
April 22, 2021
10:00 A.M.

III. New Business

A. Committee on Resource Management

2. Action Item RM #21-05: Amendment to the Executive Policy Manual Section, Budget Management Policy. (1st reading)

Office of Hawaiian Affairs
Meeting of the Board of Trustees
April 22, 2021
10:00 A.M.

III. New Business

B. Action Item BOT#21-06: Approval of Exempt Status of Trustee Aide (SR 22), Trustee Secretary, and Board Secretary consistent with the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11.



ACTION ITEM

MEETING OF THE BOARD OF TRUSTEES


April 22, 2021

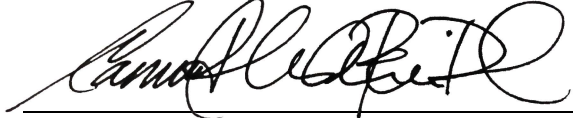
Action Item No.: BOT #21-06

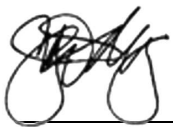
Meeting: April 22, 2021


Approval of Exempt Status of Trustee Aide (SR22), Trustee Secretary, and Board Secretary consistent with the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11.

Action Item Issue:

Prepared by:  Apr 16, 2021
Raina P.B. Gushiken
Ka Paepae Puka, Senior Legal Counsel
Date

Reviewed by:  Apr 17, 2021
Kai Mana Peres-David
Ka Hoakake'a, Human Resources Director
Date

Reviewed by:  Apr 17, 2021
Sylvia M. Hussey, Ed.D.
Ka Pouhana, Chief Executive Officer
Date

Reviewed by:  Apr 17, 2021
Trustee Carmen Hulu Lindsey
Ke Kauhuhu o ke Kaupoku
Chairperson of the Board of Trustees
Date

Action Item BOT #21-06: Approval of Exempt Status of Trustee Aide (SR22), Trustee Secretary, and Board Secretary consistent with the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11.

I. Proposed Action

The Board approves of the Exempt Status of Trustee Aide (SR22), Trustee Secretary, and Board Secretary consistent with the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11.

II. Issue

Whether to approve the Exempt Status of Trustee Aide (SR22), Trustee Secretary, and Board Secretary consistent with the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11.

III. Background

A. In March 2013, via Action Item ARM/BAE 13-01, the Board of Trustees approved BOT Bylaws Amendment and corresponding and confirming changes to the BOT Executive Policy Manual relating to options for staff for each Board of Trustee office. The BOT Bylaw Amendment and corresponding BOT Executive Policy Amendment allowed the Trustees to have up to two full-time positions in the following staffing configurations: (a) one aide and one secretary, (b) two aides, (c) two secretaries, (d) one aide, or (e) one secretary.

B. In approving Action Item ARM/BAE 13-01, the Board of Trustees approved two-levels of Trustee Aide: Trustee Aide SR24 and Trustee Aide SR22:

1. The Position Description (“PD”) for Trustee Aide SR24 includes minimum qualifications requiring advance educational attainment and more executive experience. A Trustee Aide SR24 is expected to conduct necessary research, data collection and analysis, and develop complete recommendations for projects assigned by the Trustee. The position of Trustee Aide SR24 was classified as exempt under the Fair Labor Standards Act (“FLSA”) as it is regarded as a staff position of an elected official. In other words, a patronage position. Therefore, the term of employment of the Trustee Aide SR24 is contingent on the term of the Trustee. As a patronage position and exempt from FLSA, the position of Trustee Aide SR24 would not be subject to overtime pay and this aide’s term of employment would normally end upon the departure of the trustee by whom the aide was selected. The PD for Trustee Aide SR24 is attached as **Attachment A**. The Trustee Aide SR24 serves at the pleasure of the Trustee.

2. The PD for Trustee Aide SR22 includes minimum qualifications requiring graduation from high school with six years of secretarial experience and three years of experience working independently. The position of Trustee Aide SR22 serves at the pleasure of the Trustee and is currently classified as non-exempt. The PD for Trustee Aide SR22 is attached as **Attachment B**.

C. At the time the Board approved Action Item ARM/BAE #13-01, the position of Trustee Secretary was in existence. The PD of the Trustee Secretary has minimum qualifications and requires graduation from high school with three years specialized and six months of general work experience. This position serves as secretary to an elected Trustee and is currently classified as non-exempt. The PD for Trustee Secretary is attached as **Attachment C**.

Action Item BOT #21-06: Approval of Exempt Status of Trustee Aide (SR22), Trustee Secretary, and Board Secretary consistent with the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11.

D. At the time the Board approved Action Item ARM/BAE #13-01, the position of Board Secretary was in existence. The PD of Board Secretary has minimum qualifications and requires specialized clerical and secretarial experience. This position serves as personal and confidential assistant to the Chair of the Board of Trustees of the Office of Hawaiian Affairs and performs highly complex clerical work. The position of Board Secretary is currently classified as non-exempt. The PD for Board Secretary is attached as **Attachment D**.

IV. Discussion

Non-civil service employees of OHA who serve as immediate advisors and/or personal staff to an OHA Trustee, who is elected to state public office, are exempt from the provisions of the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11.

“Personal staff” include secretaries, aides, and any other person who is appointed by an OHA Trustee and serve at the pleasure or discretion, and under the direct supervision of such OHA Trustee. *See* 29 C.F.R. § 553.11(b).¹

“Immediate advisors” include any staff who advise on matters concerning legal or Constitutional matters. *See* 29 C.F.R. § 553.11(d).²

OHA employees are non-civil service employees of the State.³ The PDs for Trustee Aide (SR 22), Trustee Secretary, and Board Secretary specify one or more of the following as part of the position’s purpose and job function: (1) “serve as the personal and confidential assistant to the Trustee”; (2) “serves as secretary to an elected Trustee”; and (3) “serve at the pleasure of the Trustee”.

Pursuant to procedure and practice, when an OHA Trustee departs OHA (e.g., retires, not re-elected), the staff who were appointed by the Trustee and who serve at the discretion of the Trustee, also depart OHA. The term of employment for the Trustee staff ends contemporaneous with the departure of the OHA Trustee. OHA Human Resources provides for an exit process for all departing employees, including Trustee.

Consistent with the provisions of the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11, the positions of Trustee Aide (SR22), Trustee Secretary, and Board Secretary should be classified as exempt where they serve at the pleasure or discretion of the publicly elected OHA Trustee by whom they were appointed. Exempt staff are not subject

¹ 29 C.F.R. § 553.11(b) (“The statutory term ‘member of personal staff’ generally includes only persons who are under the direct supervision of the selecting elected official and have regular contact with such official. The term typically does not include individuals who are directly supervised by someone other than the elected official even though they may have been selected by the official. For example, the term might include the elected official’s personal secretary, but would not include the secretary to an assistant.”).

² 29 C.F.R. § 553.11(d) (“The exclusion for ‘immediate adviser’ to elected officials is limited to staff who serve as advisers on constitutional or legal matters, and who are not subject to the civil service rules of their employing agency”).

³ Haw. Rev. Stat. § 10-12 (“Such officers and employees may be hired without regard to chapter 76. . .”).

Action Item BOT #21-06: Approval of Exempt Status of Trustee Aide (SR22), Trustee Secretary, and Board Secretary consistent with the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11.

to overtime pay and the term of employment will end upon the departure of the trustee by whom the staff was selected.

The exempt classification would be implemented by Administration through an appropriate update to the FLSA Status in the PDs for Trustee Aide (SR22), Trustee Secretary, and Board Secretary.

V. Recommended Action

To approve the Exempt Status of Trustee Aide (SR22), Trustee Secretary, and Board Secretary consistent with the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11.

VI. Alternative Actions

A. Decline to approve the Exempt Status of Trustee Aide (SR22), Trustee Secretary, and Board Secretary consistent with the Fair Labor Standards Act of 1938, as amended, in accordance with 29 C.F.R. § 553.11.

B. Take no action.

VII. Funding. None.

VIII. Timeframe. Effective upon approval of the Board.

IX. Attachments:

- A. Position Description for Trustee Aide, SR24
- B. Position Description for Trustee Aide, SR22
- C. Position Description for Trustee Secretary
- D. Position Description for Board Secretary



JOB DESCRIPTION

Position Title: Trustee Aide, SR24

Reports to: Trustee

FLSA Status: Exempt

GENERAL PURPOSE OF POSITION

The Trustee Aide is responsible for providing day-to-day administrative support to a Trustee of the Office of Hawaiian Affairs. The Trustee Aide handles a wide range of executive support related tasks for the Trustee, with little or no supervision. The Trustee Aide must regularly resolve complex administrative problems independently.

The Trustee Aide also expected to conduct necessary research, data collection and analysis, and develop complete recommendations for projects assigned by the Trustee.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

1. Research Projects

- a. Conducts preliminary research, fact-finding and analysis on subjects as assigned by the Trustee. Prepares, compiles, extracts and analyzes data, and prepares reports, documents and bulletins on research findings as directed.
- b. Provides research and data support to program staff. Assists program staff in the development and design of programs to advocate for and provide services to beneficiaries.

2. Administrative Support for Trustee

- a. Serves as the personal and confidential assistant to the Trustee, and administrative support to the Trustee. As assigned, reviews award certificates, resolutions, approval forms, etc. for accuracy and completeness before Trustee signs them. Handles confidential information which may have an impact on OHA's operations, performance or reputation if shared beyond its intended audience.

- b. Digests reports and legislation referred to Trustees. Drafts white papers, speeches, statements, letters, memos, Action Items, BOT resolutions, and other written materials requested by the Trustee.
- c. Responsible for managing complex schedules and calendars of the Trustee. Schedules and coordinates meetings, events, interviews, appointments and/or other similar activities using discretion and independent judgment.
- d. When the Trustee Aide works for a Trustee who serves as the Chair of the Board of Trustees (BOT) or the Chair of a Committee, coordinates with OHA staff on the assembly and preparation of Action Items, resolutions and testimony for Board or Committee meetings, and committee reports, as assigned by the Committee Chair. Completes and maintains a file of Board or Committee meetings.

3. Communications and Constituent Relations

- a. Screens, prioritizes and directs the Trustee's visitors and telephone calls. Serves as the liaison between the Trustee and other staff, other offices and agencies.
- b. Answers inquiries and provides assistance to the Trustee's constituents. Receives/follows-up on telephone inquiries or complaints focused upon matters Trustee wished addressed directly, rather than referred to Administration.
- c. Coordinates the Trustee's public relations. Coordinates meetings, hearings and field trips for the Trustee.
- d. Prepares, as assigned, draft talking points, options, recommendations for Trustee's consideration in responding to community issues/concerns.

4. Accounting Activities

- a. Manages Trustee's allowance account. Prepares purchase requisitions, payment of invoices, check requests and request for reimbursements.
- b. Maintains adequate records and prepares reports required to be submitted to Administration.

5. Regular attendance on a daily basis is required for this position.

OTHER DUTIES/RESPONSIBILITIES

1. Performs other related duties as assigned by the Trustee.
2. Each Trustee Aide serves at the pleasure of the Trustee. Each Trustee is responsible for selecting the Aide and determining who is best qualified for the job.
3. Travel on OHA business will be required for this position and have a valid driver license.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have working knowledge of:
 - Research principles and practices and report writing
 - General research sources and sources of socio-economic information
 - Hawaiian based community development organizations and practices
 - Hawaiian culture, history, and current events
 - Governmental organization, programs and functions
 - OHA's Lines Of Business and programs
 - OHA's policies and procedures
2. Must have demonstrated skills and abilities in:
 - Planning, organizing and conducting research
 - Analyze and review documents, statistics, and contracts
 - Document research findings
 - Administrative, clerical and executive office support
 - Use and knowledge of e-mail, word processing and presentation software
 - Project management (including planning, organizing, scheduling, and prioritizing)
 - Basic budgeting procedures and financial recordkeeping
 - Documentation and records management
 - Creation, handling and maintenance of sensitive and confidential information

EDUCATION, TRAINING AND/OR EXPERIENCE

1. Graduation from an accredited college or university with a bachelor's degree. Degree or equivalent work experience required in Hawaiian culture, Hawaiian history, planning, archeology, public policy, political science, public administration, social work, economics, business, statistics, health, education, or another human services related field.

Equivalent work experience may be substituted for university or college education on a year-for-year basis.

2. One and one-half (1-1/2) years of general experience that demonstrates possession of the ability to read and comprehend complex materials, write reports, organize work, express ideas orally and in writing, and use analytical methods and tools; and of knowledge of human relations, English grammar, and research methodologies and techniques.
3. Three (3) years of experience working independently as an executive assistant, administrator, researcher, analyst, planner or as a department manager or executive.

MENTAL DEMANDS

1. Must be able to comprehend, analyze, organize and prioritize a large volume and wide variety of information within time limitations.
2. Requires the ability to read, and perform mathematical calculations.
3. Requires concentration, alertness and attention to detail.
4. Must be able to exercise discretion and independent judgment with little or no supervision. Must be results oriented. Must be willing to take initiative and responsibility.
5. Requires a wide degree of creativity, innovation, flexibility, and the ability to adapt to change and manage competing demands.
6. Must be able to perform under highly stressful conditions while maintaining a courteous and professional demeanor.
7. Must be able to work collaboratively with other team members.
8. Must be able to use accurate Hawaiian spelling in written documents.

PHYSICAL DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
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Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Sitting	X				
2. Climbing					X
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing			X		
10. Pulling: <ul style="list-style-type: none"> Less than 25 lbs. 25-50 lbs. More than 50 lbs. 	X		X		X
11. Lifting: <ul style="list-style-type: none"> Less than 25 lbs. 25-50 lbs. More than 50 lbs. 	X		X		X
12. Carrying: <ul style="list-style-type: none"> Less than 25 lbs. 25-50 lbs. More than 50 lbs. 	X		X		X

COMMUNICATION DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
3. Talking (in person) to the public (including customers)		X			
4. Talking on the telephone	X				
5. Written communication to coworkers	X				
6. Written communication to business associates (outside contractors, government officials, etc.)	X				
7. Written communication to the public (including customers)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)	X				

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
11. Responding to written or verbal requests from the public (including customers)			X		
12. Training and/or giving verbal instructions	X				
13. Training and/or giving written instructions	X				
14. Receiving verbal instructions	X				
15. Receiving written instructions		X			
16. Reading	X				
17. Visiting and/or working at other work sites				X	

WORK ENVIRONMENT

Work is performed primarily indoors. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

MATERIAL OR EQUIPMENT DIRECTLY USED

Computer (word processing and spreadsheets), calculator, telephone, copy machine, fax machine, and other equipment as required.

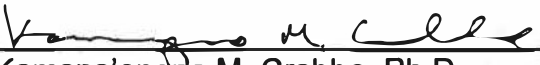
NOTES

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any

other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Chief Executive Officer shall have authority to amend this job description to meet the organization's needs.

Trustee Aide, SR24.



Kamana'opo M. Crabbe, Ph.D
Ka Pouhana, Chief Executive Officer

3/27/13

Date



JOB DESCRIPTION

Position Title: Trustee Aide, SR22

Reports to: Trustee

FLSA Status: Non-Exempt

GENERAL PURPOSE OF POSITION

The Trustee Aide is responsible for providing day-to-day administrative support to a Trustee of the Office of Hawaiian Affairs. The Trustee Aide handles a wide range of executive support related tasks for the Trustee, with little or no supervision. The Trustee Aide must regularly resolve complex administrative problems independently.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

1. Administrative Support for Trustee

- a. Serves as the personal and confidential assistant to the Trustee, and administrative support to the Trustee. As assigned, reviews award certificates, resolutions, approval forms, etc. for accuracy and completeness before Trustee signs them. Handles confidential information which may have an impact on OHA's operations, performance or reputation if shared beyond its intended audience.
- b. Conducts research and analysis and records observations and findings on subjects as assigned by the Trustee. Digests reports and legislation referred to Trustees. Drafts white papers, speeches, statements, letters, memos, Action Items, BOT resolutions, and other written materials requested by the Trustee.
- c. Responsible for managing complex schedules and calendars of the Trustee. Schedules and coordinates meetings, events, interviews, appointments and/or other similar activities using discretion and independent judgment.
- d. When the Trustee Aide works for a Trustee who serves as the Chair of the Board of Trustees (BOT) or the Chair of a Committee, coordinates with OHA staff on the assembly and preparation of Action Items, resolutions

and testimony for Board or Committee meetings, and committee reports, as assigned by the Committee Chair. Completes and maintains a file of Board or Committee meetings.

2. Communications and Constituent Relations

- a. Screens, prioritizes and directs the Trustee's visitors and telephone calls. Serves as the liaison between the Trustee and other staff, other offices and agencies.
- b. Answers inquiries and provides assistance to the Trustee's constituents. Receives/follows-up on telephone inquiries or complaints focused upon matters Trustee wished addressed directly, rather than referred to Administration.
- c. Coordinates the Trustee's public relations. Coordinates meetings, hearings and field trips for the Trustee.
- d. Prepares, as assigned, draft talking points, options, recommendations for Trustee's consideration in responding to community issues/concerns.

3. Accounting Activities

- a. Manages Trustee's allowance account. Prepares purchase requisitions, payment of invoices, check requests and request for reimbursements.
- b. Maintains adequate records and prepares reports required to be submitted to Administration.

4. Regular attendance on a daily basis is required for this position.

OTHER DUTIES/RESPONSIBILITIES

1. Performs other related duties as assigned by the Trustee.
2. Each Trustee Aide serves at the pleasure of the Trustee. Each Trustee is responsible for selecting the Aide and determining who is best qualified for the job.
3. Travel on OHA business will be required for this position and have a valid driver license.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have working knowledge of:
 - Hawaiian community and culture
 - Legislative processes
 - OHA's Lines Of Business and programs
 - OHA's policies and procedures
2. Must have demonstrated skills and abilities in:
 - Administrative, clerical and executive office support
 - Use and knowledge of e-mail, word processing and presentation software
 - Project management (including planning, organizing, scheduling, and prioritizing)
 - Basic budgeting procedures and financial recordkeeping
 - Documentation and records management
 - Creation, handling and maintenance of sensitive and confidential information
 - Basic research and data analysis

EDUCATION, TRAINING AND/OR EXPERIENCE

1. High school diploma required. A degree from an accredited university or community college, business or technical school is preferred.
2. Six (6) years of secretarial or clerical experience with demonstrated proficiency in English grammar, spelling and arithmetic; the ability to read and understand oral and written instructions; and speak and write effectively.
3. Three (3) years of experience working independently as an executive assistant or administrator to a department manager or executive.

MENTAL DEMANDS

1. Must be able to comprehend, analyze, organize and prioritize a large volume and wide variety of information within time limitations.
2. Requires the ability to read, and perform mathematical calculations.
3. Requires concentration, alertness and attention to detail.

4. Must be able to exercise discretion and independent judgment with little or no supervision. Must be results oriented. Must be willing to take initiative and responsibility.
5. Requires a wide degree of creativity, innovation, flexibility, and the ability to adapt to change and manage competing demands.
6. Must be able to perform under highly stressful conditions while maintaining a courteous and professional demeanor.
7. Must be able to work collaboratively with other team members.
8. Must be able to use accurate Hawaiian spelling in written documents.

PHYSICAL DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Sitting	X				
2. Climbing					X
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing			X		
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
11. Lifting: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
12. Carrying: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X

COMMUNICATION DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including customers)		X			
4. Talking on the telephone	X				
5. Written communication to coworkers	X				
6. Written communication to business associates (outside contractors, government officials, etc.)	X				
7. Written communication to the public (including customers)		X			

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)	X				
11. Responding to written or verbal requests from the public (including customers)			X		
12. Training and/or giving verbal instructions	X				
13. Training and/or giving written instructions	X				
14. Receiving verbal instructions	X				
15. Receiving written instructions		X			
16. Reading	X				
17. Visiting and/or working at other work sites				X	

WORK ENVIRONMENT

Work is performed primarily indoors. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

MATERIAL OR EQUIPMENT DIRECTLY USED

Computer (word processing and spreadsheets), calculator, telephone, copy machine, fax machine, and other equipment as required.

NOTES

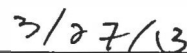
This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Chief Executive Officer shall have authority to amend this job description to meet the organization's needs.

Trustee Aide, SR-22



Kamana'o pono M. Crabbe, Ph.D
Ka Pouhana, Chief Executive Officer



Date



JOB DESCRIPTION

Position Title: Trustee Secretary, SR16

Reports to: Trustee

FLSA Status: Non-Exempt

GENERAL PURPOSE OF POSITION

This position serves as Secretary to an elected Trustee of the Office of Hawaiian Affairs. The functions of the Board of Trustees are extremely complex by virtue of its substantial policy making and leadership role in the agency.

The organizational location of this position is in the Office of the Chief Executive Officer. This Office directs, coordinates, supervises and manages OHA's operations and staff activities. This Office also represents OHA at the legislature and in meetings with the Governor, Hawai'i's Congressional Delegation, other State, County and private agencies and organizations to discuss or present issues on which the Board of Trustees has taken action.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

A. Administrative Responsibilities

1. Receives, reviews and determines proper disposition of all incoming correspondence and inquiries from the OHA Chief Executive Officer, OHA Trustees and other OHA staff, and State and County, Federal and private organizations and agencies including national and international culture organizations, among others.
2. Receives and transmits to Trustee Aide for review and determination for proper routing and enclosures. Prepares transmittals; reviews outgoing correspondence for accuracy in grammar, spelling, signature/title, and correct format.
3. Answers and screens telephone calls to the Trustee and Trustee Aide.

4. Receives and routes callers to Trustee and other staff based on knowledge of the work of the organization.
5. Direct callers and inquiries to appropriate OHA programs using tact, patience, understanding and sound judgment without divulging information that violates the Privacy Act.
6. Takes and delivers messages for the Trustee and office staff.
7. Maintains and updates files of all correspondence.
8. Answers phones in the reception area of the BOT offices on a rotating basis as requested.
9. Prepares Travel Request forms for Trustee.

B. Office Management Responsibilities

1. Screens matters requiring action. Secures relevant files and other sources for review, as requested.
2. Coordinates scheduling of office and other meetings; arranges for time and place; notifies staff. Assists in the planning, organization and preparation for office and other conferences/meetings; and makes recommendations. Develops logistical plans for review and approval, and assists in the implementation. Arranges for hotel, ground and air reservations. Arranges for and attends conferences, as assigned.
3. Gathers materials and prepares special reports which may include doing internet research for the office.
4. From time to time, the services of volunteers and other temporary assistants are secured. Provides general supervision of these clerical hires and give initial and special instructions to ensure a smooth and efficient operation of the section.
5. Maintains control of the section's supplies and equipment.
6. Reviews section reports for accuracy and completeness. Develops and revises internal office forms and instruction sheets as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have working knowledge of:

- English grammar, spelling and arithmetic
 - Secretarial principles and practices applicable to large organizations
 - Basic organization of state government
 - The legislative process
 - Report writing
 - Office practices and procedures
 - Operation and operational maintenance of various office machines and equipment, and computer
 - The Hawaiian community and culture
2. Must have demonstrated skills or ability to:
- Plan, organize and carry out a broad range of secretarial functions
 - Organize, assign, direct and review the work of others
 - Develop a working knowledge of the Office of Hawaiian Affairs
 - Work effectively under frequent emergencies and short deadlines
 - Write varied and complex business letters, summaries and reports
 - Exercise good judgment regarding appropriate format and insure that they conform to the accepted rules of grammar and style
 - Speak simply and directly to individuals and groups in conveying information
 - Maintain confidential files and records
 - Deal tactfully with others
 - Type or enter data accurately at an acceptable rate of speed

EDUCATION, TRAINING AND/OR EXPERIENCE

- A. Education: Graduation from high school, including or supplemented by training in computer usage.
- B. Work Experience: Three (3) years specialized clerical experience which demonstrates possession of the ability to perform secretarial duties including but not limited to the following: 1) providing personal assistance to a manager by attending to the administrative details of an office; 2) having an overall awareness of the activities and administrative framework of a program/organization; and 3) exercise sound judgment. Six (6) months of general clerical experience. Type 60 WPM.

MENTAL DEMANDS

1. Must be able to comprehend, analyze, organize and prioritize a large volume and wide variety of information within time limitations.
2. Requires the ability to read, and perform mathematical calculations.

3. Requires concentration, alertness and attention to detail.
4. Must be able to exercise discretion and independent judgment with little or no supervision. Must be results oriented. Must be willing to take initiative and responsibility.
5. Requires a wide degree of creativity, innovation, flexibility, and the ability to adapt to change and manage competing demands.
6. Must be able to perform under highly stressful conditions while maintaining a courteous and professional demeanor.
7. Must be able to work collaboratively with other team members.

PHYSICAL DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Sitting	X				
2. Climbing					X
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing			X		
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
11. Lifting: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
12. Carrying: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X

COMMUNICATION DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including customers)		X			
4. Talking on the telephone	X				
5. Written communication to coworkers	X				
6. Written communication to business associates (outside contractors, government officials, etc.)	X				
7. Written communication to the public (including customers)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			

Activity		Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
9.	Responding to written or verbal requests from coworkers	X				
10.	Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)	X				
11.	Responding to written or verbal requests from the public (including customers)			X		
12.	Training and/or giving verbal instructions	X				
13.	Training and/or giving written instructions	X				
14.	Receiving verbal instructions	X				
15.	Receiving written instructions		X			
16.	Reading	X				
17.	Visiting and/or working at other work sites				X	

WORK ENVIRONMENT

Work is performed primarily indoors. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

MATERIAL OR EQUIPMENT DIRECTLY USED

Computer (word processing and spreadsheets), calculator, telephone, copy machine, fax machine, and other equipment as required.

NOTES

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Chief Executive Officer shall have authority to amend this job description to meet the organization's needs.

Position Nos. 15121, 15122, 15123, 15124, 35126, 35127, and 35129, Trustee Secretary, SR16.



Clyde W. Nāmu'o, Chief Executive Officer

DEC 22 2010

Date



JOB DESCRIPTION

Position Title: Board Secretary, SR24

Reports to: Chair of the Board of Trustees

FLSA Status: Non-Exempt

GENERAL PURPOSE OF POSITION

The incumbent of this position serves as personal and confidential assistant to the Chair of the Board of Trustees of the Office of Hawaiian Affairs and performs highly complex clerical work.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

A. Administrative Responsibilities

1. Attends all BOT community sessions, and BOT regular meetings; prepares all travel request forms for Chair's office; maintains complete records, folders, tapes, etc. for Board business/operations; and records proceedings, takes notes on actions and decisions, as required.
2. Reviews Chair's calendar and schedules appointments, as requested by the Chair. Also maintains calendar for Chair's community Committee/Board of Directors meetings, as needed.
3. Manages Chair's Trustee Allowance to include preparing and submitting quarterly allowance reports. Suggests ideas for expenditures such as book donations to libraries, partial scholarship support and other related items.

B. Office Management Responsibilities

1. Reviews emails to the Chair, responds to any request or follow-up such as requests by the Chair, Chief of Staff or OHA Chief Executive Officer, or requests for BOT records, minutes, action items, recorded vote on BOT actions.

Reviews phone messages, and follows-up as appropriate. Assists with phone calls, mail and interoffice memoranda as needed or as intermittently requested by the Secretary to the BOT Chair.

2. Assists Secretary to the BOT Chair in receiving and screening visitors and telephone calls, and determines which calls and callers must be directed to the Chair or Chair's staff.
3. Reviews all local and national newspapers for dissemination in the Chair's office including reports related to Hawaiian issues, government actions and plans, and stories of interest.
4. Provides website management for the Chair. Maintains monthly updates, payment and contracts with contractors.
5. Manages, seats, and initiates appropriate arrangements for OHA purchased tables at events, i.e. Bishop Museum Annual Awards to community leaders, etc.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have working knowledge of:
 - Secretarial principals and practices
 - General administrative principals and practices applicable to large organizations
 - Basic organization of state Government
 - Report writing
 - Office practices and procedures
 - The operation of operational maintenance of various office machines and equipment
2. Must have demonstrated skills or ability to:
 - Plan, organize and carry out a broad range of secretarial function
 - Organize, assign, direct and review the work of others
 - Develop a working knowledge of the organization and the programs under an elected board of trustees
 - Understand and interpret the views and policies of the official served, including any special interest and official social obligations
 - Work effectively under frequent interruptions and changing requirements, and handle office emergencies
 - Write varied and complex business letters, summaries and reports requiring judgment as to appropriate format and conforming to all the rules of grammar and style

- Speak simply and directly to individuals and groups in conveying information about various technical and administrative aspects of programs
- Direct the maintenance of confidential files and records including those relating to employee-employer relations
- Deal tactfully with others within and outside the organization in carrying out the instructions and policies of the supervisor
- For some positions, type accurately at an acceptable rate of speed, or type and tape and transcribe dictations at acceptable rates of speed
- For some positions operate an automobile

EDUCATION, TRAINING AND/OR EXPERIENCE

General Experience: One-half year of work experience which involved performance of task which demonstrated knowledge of English grammar, spelling and arithmetic; and the ability to read and understand oral and written instructions, and speak and write simply and directly.

Specialized Clerical Experience: Two years of progressively responsible typing, stenographic and/or substantive clerical work experience which demonstrated possession of, in addition to the knowledge and abilities noted under General Experience, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial-type tasks including, but not limited to, several of the following; serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence; reviewing outgoing correspondence for format, grammar, spelling and typography; maintaining log of pending work, etc.

Secretarial Experience: In addition to the above General and Specialized Clerical Experience, three years of progressively responsible typing, stenographic and/or substantive clerical work experience which demonstrated possession of the ability to perform secretarial duties including, but not limited to the following; (1) providing personal assistance to an administrator or executive by attending the administrative details of an office; (2) having an overall awareness of the activities and administrative framework of a program/organization; and (3) exercising sound judgment.

MENTAL DEMANDS

1. Must be able to comprehend, analyze, organize and prioritize a large volume and wide variety of information within time limitations.
2. Requires the ability to read, and perform mathematical calculations.

3. Requires concentration, alertness and attention to detail.
4. Must be able to exercise discretion and independent judgment with little or no supervision. Must be results oriented. Must be willing to take initiative and responsibility.
5. Requires a wide degree of creativity, innovation, flexibility, and the ability to adapt to change and manage competing demands.
6. Must be able to perform under highly stressful conditions while maintaining a courteous and professional demeanor.
7. Must be able to work collaboratively with other team members.

PHYSICAL DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Sitting	X				
2. Climbing					X
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing			X		
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
11. Lifting: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
12. Carrying: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X

COMMUNICATION DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including customers)		X			
4. Talking on the telephone	X				
5. Written communication to coworkers	X				
6. Written communication to business associates (outside contractors, government officials, etc.)	X				
7. Written communication to the public (including customers)		X			

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)	X				
11. Responding to written or verbal requests from the public (including customers)			X		
12. Training and/or giving verbal instructions	X				
13. Training and/or giving written instructions	X				
14. Receiving verbal instructions	X				
15. Receiving written instructions		X			
16. Reading	X				

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
17. Visiting and/or working at other work sites				X	

WORK ENVIRONMENT

Work is performed primarily indoors. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

MATERIAL OR EQUIPMENT DIRECTLY USED

Computer (word processing and spreadsheets), calculator, telephone, copy machine, fax machine, and other equipment as required.

NOTES

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Chief Executive Officer shall have authority to amend this job description to meet the organization's needs.

Position No. 15120, Board Secretary, SR24.



Sylvia M. Hussey, Chief Executive Officer

Feb 8, 2021

Date



JOB DESCRIPTION

Position Title: Trustee Aide, SR24

Reports to: Trustee

FLSA Status: Exempt

GENERAL PURPOSE OF POSITION

The Trustee Aide is responsible for providing day-to-day administrative support to a Trustee of the Office of Hawaiian Affairs. The Trustee Aide handles a wide range of executive support related tasks for the Trustee, with little or no supervision. The Trustee Aide must regularly resolve complex administrative problems independently.

The Trustee Aide also expected to conduct necessary research, data collection and analysis, and develop complete recommendations for projects assigned by the Trustee.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

1. Research Projects

- a. Conducts preliminary research, fact-finding and analysis on subjects as assigned by the Trustee. Prepares, compiles, extracts and analyzes data, and prepares reports, documents and bulletins on research findings as directed.
- b. Provides research and data support to program staff. Assists program staff in the development and design of programs to advocate for and provide services to beneficiaries.

2. Administrative Support for Trustee

- a. Serves as the personal and confidential assistant to the Trustee, and administrative support to the Trustee. As assigned, reviews award certificates, resolutions, approval forms, etc. for accuracy and completeness before Trustee signs them. Handles confidential information which may have an impact on OHA's operations, performance or reputation if shared beyond its intended audience.

- b. Digests reports and legislation referred to Trustees. Drafts white papers, speeches, statements, letters, memos, Action Items, BOT resolutions, and other written materials requested by the Trustee.
- c. Responsible for managing complex schedules and calendars of the Trustee. Schedules and coordinates meetings, events, interviews, appointments and/or other similar activities using discretion and independent judgment.
- d. When the Trustee Aide works for a Trustee who serves as the Chair of the Board of Trustees (BOT) or the Chair of a Committee, coordinates with OHA staff on the assembly and preparation of Action Items, resolutions and testimony for Board or Committee meetings, and committee reports, as assigned by the Committee Chair. Completes and maintains a file of Board or Committee meetings.

3. Communications and Constituent Relations

- a. Screens, prioritizes and directs the Trustee's visitors and telephone calls. Serves as the liaison between the Trustee and other staff, other offices and agencies.
- b. Answers inquiries and provides assistance to the Trustee's constituents. Receives/follows-up on telephone inquiries or complaints focused upon matters Trustee wished addressed directly, rather than referred to Administration.
- c. Coordinates the Trustee's public relations. Coordinates meetings, hearings and field trips for the Trustee.
- d. Prepares, as assigned, draft talking points, options, recommendations for Trustee's consideration in responding to community issues/concerns.

4. Accounting Activities

- a. Manages Trustee's allowance account. Prepares purchase requisitions, payment of invoices, check requests and request for reimbursements.
- b. Maintains adequate records and prepares reports required to be submitted to Administration.

5. Regular attendance on a daily basis is required for this position.

OTHER DUTIES/RESPONSIBILITIES

1. Performs other related duties as assigned by the Trustee.
2. Each Trustee Aide serves at the pleasure of the Trustee. Each Trustee is responsible for selecting the Aide and determining who is best qualified for the job.
3. Travel on OHA business will be required for this position and have a valid driver license.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have working knowledge of:
 - Research principles and practices and report writing
 - General research sources and sources of socio-economic information
 - Hawaiian based community development organizations and practices
 - Hawaiian culture, history, and current events
 - Governmental organization, programs and functions
 - OHA's Lines Of Business and programs
 - OHA's policies and procedures
2. Must have demonstrated skills and abilities in:
 - Planning, organizing and conducting research
 - Analyze and review documents, statistics, and contracts
 - Document research findings
 - Administrative, clerical and executive office support
 - Use and knowledge of e-mail, word processing and presentation software
 - Project management (including planning, organizing, scheduling, and prioritizing)
 - Basic budgeting procedures and financial recordkeeping
 - Documentation and records management
 - Creation, handling and maintenance of sensitive and confidential information

EDUCATION, TRAINING AND/OR EXPERIENCE

1. Graduation from an accredited college or university with a bachelor's degree. Degree or equivalent work experience required in Hawaiian culture, Hawaiian history, planning, archeology, public policy, political science, public administration, social work, economics, business, statistics, health, education, or another human services related field.

Equivalent work experience may be substituted for university or college education on a year-for-year basis.

2. One and one-half (1-1/2) years of general experience that demonstrates possession of the ability to read and comprehend complex materials, write reports, organize work, express ideas orally and in writing, and use analytical methods and tools; and of knowledge of human relations, English grammar, and research methodologies and techniques.
3. Three (3) years of experience working independently as an executive assistant, administrator, researcher, analyst, planner or as a department manager or executive.

MENTAL DEMANDS

1. Must be able to comprehend, analyze, organize and prioritize a large volume and wide variety of information within time limitations.
2. Requires the ability to read, and perform mathematical calculations.
3. Requires concentration, alertness and attention to detail.
4. Must be able to exercise discretion and independent judgment with little or no supervision. Must be results oriented. Must be willing to take initiative and responsibility.
5. Requires a wide degree of creativity, innovation, flexibility, and the ability to adapt to change and manage competing demands.
6. Must be able to perform under highly stressful conditions while maintaining a courteous and professional demeanor.
7. Must be able to work collaboratively with other team members.
8. Must be able to use accurate Hawaiian spelling in written documents.

PHYSICAL DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
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Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Sitting	X				
2. Climbing					X
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing			X		
10. Pulling: <ul style="list-style-type: none"> Less than 25 lbs. 25-50 lbs. More than 50 lbs. 	X		X		X
11. Lifting: <ul style="list-style-type: none"> Less than 25 lbs. 25-50 lbs. More than 50 lbs. 	X		X		X
12. Carrying: <ul style="list-style-type: none"> Less than 25 lbs. 25-50 lbs. More than 50 lbs. 	X		X		X

COMMUNICATION DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
3. Talking (in person) to the public (including customers)		X			
4. Talking on the telephone	X				
5. Written communication to coworkers	X				
6. Written communication to business associates (outside contractors, government officials, etc.)	X				
7. Written communication to the public (including customers)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)	X				

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
11. Responding to written or verbal requests from the public (including customers)			X		
12. Training and/or giving verbal instructions	X				
13. Training and/or giving written instructions	X				
14. Receiving verbal instructions	X				
15. Receiving written instructions		X			
16. Reading	X				
17. Visiting and/or working at other work sites				X	

WORK ENVIRONMENT

Work is performed primarily indoors. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

MATERIAL OR EQUIPMENT DIRECTLY USED

Computer (word processing and spreadsheets), calculator, telephone, copy machine, fax machine, and other equipment as required.

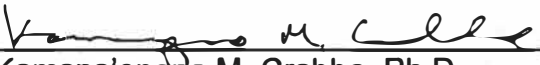
NOTES

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any

other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Chief Executive Officer shall have authority to amend this job description to meet the organization's needs.

Trustee Aide, SR24.



Kamana'opono M. Crabbe, Ph.D
Ka Pouhana, Chief Executive Officer

3/27/13

Date



JOB DESCRIPTION

Position Title: Trustee Aide, SR22

Reports to: Trustee

FLSA Status: Non-Exempt

GENERAL PURPOSE OF POSITION

The Trustee Aide is responsible for providing day-to-day administrative support to a Trustee of the Office of Hawaiian Affairs. The Trustee Aide handles a wide range of executive support related tasks for the Trustee, with little or no supervision. The Trustee Aide must regularly resolve complex administrative problems independently.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

1. Administrative Support for Trustee

- a. Serves as the personal and confidential assistant to the Trustee, and administrative support to the Trustee. As assigned, reviews award certificates, resolutions, approval forms, etc. for accuracy and completeness before Trustee signs them. Handles confidential information which may have an impact on OHA's operations, performance or reputation if shared beyond its intended audience.
- b. Conducts research and analysis and records observations and findings on subjects as assigned by the Trustee. Digests reports and legislation referred to Trustees. Drafts white papers, speeches, statements, letters, memos, Action Items, BOT resolutions, and other written materials requested by the Trustee.
- c. Responsible for managing complex schedules and calendars of the Trustee. Schedules and coordinates meetings, events, interviews, appointments and/or other similar activities using discretion and independent judgment.
- d. When the Trustee Aide works for a Trustee who serves as the Chair of the Board of Trustees (BOT) or the Chair of a Committee, coordinates with OHA staff on the assembly and preparation of Action Items, resolutions

and testimony for Board or Committee meetings, and committee reports, as assigned by the Committee Chair. Completes and maintains a file of Board or Committee meetings.

2. Communications and Constituent Relations

- a. Screens, prioritizes and directs the Trustee's visitors and telephone calls. Serves as the liaison between the Trustee and other staff, other offices and agencies.
- b. Answers inquiries and provides assistance to the Trustee's constituents. Receives/follows-up on telephone inquiries or complaints focused upon matters Trustee wished addressed directly, rather than referred to Administration.
- c. Coordinates the Trustee's public relations. Coordinates meetings, hearings and field trips for the Trustee.
- d. Prepares, as assigned, draft talking points, options, recommendations for Trustee's consideration in responding to community issues/concerns.

3. Accounting Activities

- a. Manages Trustee's allowance account. Prepares purchase requisitions, payment of invoices, check requests and request for reimbursements.
- b. Maintains adequate records and prepares reports required to be submitted to Administration.

4. Regular attendance on a daily basis is required for this position.

OTHER DUTIES/RESPONSIBILITIES

1. Performs other related duties as assigned by the Trustee.
2. Each Trustee Aide serves at the pleasure of the Trustee. Each Trustee is responsible for selecting the Aide and determining who is best qualified for the job.
3. Travel on OHA business will be required for this position and have a valid driver license.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have working knowledge of:
 - Hawaiian community and culture
 - Legislative processes
 - OHA's Lines Of Business and programs
 - OHA's policies and procedures
2. Must have demonstrated skills and abilities in:
 - Administrative, clerical and executive office support
 - Use and knowledge of e-mail, word processing and presentation software
 - Project management (including planning, organizing, scheduling, and prioritizing)
 - Basic budgeting procedures and financial recordkeeping
 - Documentation and records management
 - Creation, handling and maintenance of sensitive and confidential information
 - Basic research and data analysis

EDUCATION, TRAINING AND/OR EXPERIENCE

1. High school diploma required. A degree from an accredited university or community college, business or technical school is preferred.
2. Six (6) years of secretarial or clerical experience with demonstrated proficiency in English grammar, spelling and arithmetic; the ability to read and understand oral and written instructions; and speak and write effectively.
3. Three (3) years of experience working independently as an executive assistant or administrator to a department manager or executive.

MENTAL DEMANDS

1. Must be able to comprehend, analyze, organize and prioritize a large volume and wide variety of information within time limitations.
2. Requires the ability to read, and perform mathematical calculations.
3. Requires concentration, alertness and attention to detail.

4. Must be able to exercise discretion and independent judgment with little or no supervision. Must be results oriented. Must be willing to take initiative and responsibility.
5. Requires a wide degree of creativity, innovation, flexibility, and the ability to adapt to change and manage competing demands.
6. Must be able to perform under highly stressful conditions while maintaining a courteous and professional demeanor.
7. Must be able to work collaboratively with other team members.
8. Must be able to use accurate Hawaiian spelling in written documents.

PHYSICAL DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Sitting	X				
2. Climbing					X
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing			X		
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
11. Lifting: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
12. Carrying: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X

COMMUNICATION DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including customers)		X			
4. Talking on the telephone	X				
5. Written communication to coworkers	X				
6. Written communication to business associates (outside contractors, government officials, etc.)	X				
7. Written communication to the public (including customers)		X			

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)	X				
11. Responding to written or verbal requests from the public (including customers)			X		
12. Training and/or giving verbal instructions	X				
13. Training and/or giving written instructions	X				
14. Receiving verbal instructions	X				
15. Receiving written instructions		X			
16. Reading	X				
17. Visiting and/or working at other work sites				X	

WORK ENVIRONMENT

Work is performed primarily indoors. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

MATERIAL OR EQUIPMENT DIRECTLY USED

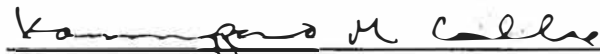
Computer (word processing and spreadsheets), calculator, telephone, copy machine, fax machine, and other equipment as required.

NOTES

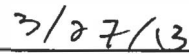
This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Chief Executive Officer shall have authority to amend this job description to meet the organization's needs.

Trustee Aide, SR-22



Kamana'o pono M. Crabbe, Ph.D
Ka Pouhana, Chief Executive Officer



Date



JOB DESCRIPTION

Position Title: Trustee Secretary, SR16

Reports to: Trustee

FLSA Status: Non-Exempt

GENERAL PURPOSE OF POSITION

This position serves as Secretary to an elected Trustee of the Office of Hawaiian Affairs. The functions of the Board of Trustees are extremely complex by virtue of its substantial policy making and leadership role in the agency.

The organizational location of this position is in the Office of the Chief Executive Officer. This Office directs, coordinates, supervises and manages OHA's operations and staff activities. This Office also represents OHA at the legislature and in meetings with the Governor, Hawai'i's Congressional Delegation, other State, County and private agencies and organizations to discuss or present issues on which the Board of Trustees has taken action.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

A. Administrative Responsibilities

1. Receives, reviews and determines proper disposition of all incoming correspondence and inquiries from the OHA Chief Executive Officer, OHA Trustees and other OHA staff, and State and County, Federal and private organizations and agencies including national and international culture organizations, among others.
2. Receives and transmits to Trustee Aide for review and determination for proper routing and enclosures. Prepares transmittals; reviews outgoing correspondence for accuracy in grammar, spelling, signature/title, and correct format.
3. Answers and screens telephone calls to the Trustee and Trustee Aide.

4. Receives and routes callers to Trustee and other staff based on knowledge of the work of the organization.
5. Direct callers and inquiries to appropriate OHA programs using tact, patience, understanding and sound judgment without divulging information that violates the Privacy Act.
6. Takes and delivers messages for the Trustee and office staff.
7. Maintains and updates files of all correspondence.
8. Answers phones in the reception area of the BOT offices on a rotating basis as requested.
9. Prepares Travel Request forms for Trustee.

B. Office Management Responsibilities

1. Screens matters requiring action. Secures relevant files and other sources for review, as requested.
2. Coordinates scheduling of office and other meetings; arranges for time and place; notifies staff. Assists in the planning, organization and preparation for office and other conferences/meetings; and makes recommendations. Develops logistical plans for review and approval, and assists in the implementation. Arranges for hotel, ground and air reservations. Arranges for and attends conferences, as assigned.
3. Gathers materials and prepares special reports which may include doing internet research for the office.
4. From time to time, the services of volunteers and other temporary assistants are secured. Provides general supervision of these clerical hires and give initial and special instructions to ensure a smooth and efficient operation of the section.
5. Maintains control of the section's supplies and equipment.
6. Reviews section reports for accuracy and completeness. Develops and revises internal office forms and instruction sheets as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have working knowledge of:

- English grammar, spelling and arithmetic
 - Secretarial principles and practices applicable to large organizations
 - Basic organization of state government
 - The legislative process
 - Report writing
 - Office practices and procedures
 - Operation and operational maintenance of various office machines and equipment, and computer
 - The Hawaiian community and culture
2. Must have demonstrated skills or ability to:
- Plan, organize and carry out a broad range of secretarial functions
 - Organize, assign, direct and review the work of others
 - Develop a working knowledge of the Office of Hawaiian Affairs
 - Work effectively under frequent emergencies and short deadlines
 - Write varied and complex business letters, summaries and reports
 - Exercise good judgment regarding appropriate format and insure that they conform to the accepted rules of grammar and style
 - Speak simply and directly to individuals and groups in conveying information
 - Maintain confidential files and records
 - Deal tactfully with others
 - Type or enter data accurately at an acceptable rate of speed

EDUCATION, TRAINING AND/OR EXPERIENCE

- A. Education: Graduation from high school, including or supplemented by training in computer usage.
- B. Work Experience: Three (3) years specialized clerical experience which demonstrates possession of the ability to perform secretarial duties including but not limited to the following: 1) providing personal assistance to a manager by attending to the administrative details of an office; 2) having an overall awareness of the activities and administrative framework of a program/organization; and 3) exercise sound judgment. Six (6) months of general clerical experience. Type 60 WPM.

MENTAL DEMANDS

1. Must be able to comprehend, analyze, organize and prioritize a large volume and wide variety of information within time limitations.
2. Requires the ability to read, and perform mathematical calculations.

3. Requires concentration, alertness and attention to detail.
4. Must be able to exercise discretion and independent judgment with little or no supervision. Must be results oriented. Must be willing to take initiative and responsibility.
5. Requires a wide degree of creativity, innovation, flexibility, and the ability to adapt to change and manage competing demands.
6. Must be able to perform under highly stressful conditions while maintaining a courteous and professional demeanor.
7. Must be able to work collaboratively with other team members.

PHYSICAL DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Sitting	X				
2. Climbing					X
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing			X		
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
11. Lifting: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
12. Carrying: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X

COMMUNICATION DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including customers)		X			
4. Talking on the telephone	X				
5. Written communication to coworkers	X				
6. Written communication to business associates (outside contractors, government officials, etc.)	X				
7. Written communication to the public (including customers)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			

Activity		Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
9.	Responding to written or verbal requests from coworkers	X				
10.	Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)	X				
11.	Responding to written or verbal requests from the public (including customers)			X		
12.	Training and/or giving verbal instructions	X				
13.	Training and/or giving written instructions	X				
14.	Receiving verbal instructions	X				
15.	Receiving written instructions		X			
16.	Reading	X				
17.	Visiting and/or working at other work sites				X	

WORK ENVIRONMENT

Work is performed primarily indoors. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

MATERIAL OR EQUIPMENT DIRECTLY USED

Computer (word processing and spreadsheets), calculator, telephone, copy machine, fax machine, and other equipment as required.

NOTES

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Chief Executive Officer shall have authority to amend this job description to meet the organization's needs.

Position Nos. 15121, 15122, 15123, 15124, 35126, 35127, and 35129, Trustee Secretary, SR16.



Clyde W. Nāmu'o, Chief Executive Officer

DEC 22 2010

Date