

**SUPPLEMENTAL AGREEMENT
HAWAII FIRE DEPARTMENT
OCEAN SAFETY E&E
BARGAINING UNIT 15**

This SUPPLEMENTAL AGREEMENT is entered into this _____ day of _____, 2025 by and between the County of Hawai'i, Hawai'i Fire Department (hereafter "COUNTY") and the Hawai'i Government Employees Association (hereafter "UNION") on behalf of employees in Bargaining Unit 15.

WHEREAS, the COUNTY and the UNION mutually agree that the COUNTY is committed to ensuring the safety and protection of the residents and visitors of Hawai'i through the employment and development of highly skilled and qualified Water Safety Officers (WSOs); and

WHEREAS, the COUNTY and the UNION further mutually agree that the effectiveness of the Ocean Safety Division is reliant upon the recruitment, training, and promotion of experienced and educated personnel within the department; and

WHEREAS, Article 13, Section B.4 of the Unit 15 Collective Bargaining Agreement stipulates that "Other factors being relatively equal, seniority shall prevail" during the promotion process; and

WHEREAS, the COUNTY and the UNION recognize that the term "relatively equal" requires clarification and additional criteria to ensure fairness and transparency in the promotional process for WSOs; and

WHEREAS, the COUNTY and the UNION acknowledge that incorporating an Experience and Education (E&E) component into the WSO promotional process will better evaluate the qualifications and preparedness of candidates for higher responsibilities;

NOW, THEREFORE, the COUNTY and the UNION mutually agree to the following provisions regarding the Experience and Education (E&E) component for WSO promotions:

1. **Effective Date:** This agreement shall be effective on _____, 2025, and shall apply to all future competitive promotions for Water Safety Officers within the Hawai'i Fire Department.
2. **Experience and Education (E&E) Component:**
 - An Experience and Education (E&E) score shall be incorporated as part of the assessment for all future WSO promotions
 - The E&E score will account for 25% of the total promotional assessment score.
 - The criteria for the E&E score will be clearly defined and communicated to all candidates as part of the job posting bulletin.
 - The E&E score will be weighted against other factors, including performance evaluations and assessment scores, to ensure a comprehensive evaluation of each candidate's suitability for promotion.
3. **Seniority Consideration:**
 - Seniority shall continue to be a factor in promotions, as per Article 13, Section B.4, but shall only prevail when candidates are determined to be equal after considering the E&E score and other assessment components.
 - In the case of a tie in final score, seniority shall prevail.

4. Transparency and Documentation:

- All promotional candidates shall receive a breakdown of their total assessment score, including their E&E score, seniority consideration, and any other factors used in the promotion decision.

Except as may be specifically provided herein, this SUPPLEMENTAL AGREEMENT shall be effective on the first day of the pay period following the day and year written above, and shall remain in effect to and including June 30, 2025. This SUPPLEMENTAL AGREEMENT may be amended, modified, or terminated by either party provided thirty (30) days notice is given

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT on the day and year first written above.

COUNTY OF HAWAI'I:

HAWAI'I GOVERNMENT
EMPLOYEES ASSOCIATION:

Kimo Alameda, Mayor

Randy Perreira, Executive Director

Recommend Approval:



Kazuo S.K.L Todd, Fire Chief

Approved as to Form and Legality:

Sylvia Wan
Deputy Corporation Counsel

WATER SAFETY OFFICER III INTERNAL RECRUITMENT WITHIN THE HAWAII FIRE DEPARTMENT

Job Bulletin

Department: Fire Department

Division: Ocean Safety

Location: Island-wide, HI

Job Type: Permanent Full-Time

Salary: \$28.18 - \$43.38 Hourly (\$4,884.00 - \$7,519.00 Monthly)

Job Number:

Opening Date:

Closing Date:

Duties Summary

INTERNAL RECRUITMENT WITHIN THE HAWAII FIRE DEPARTMENT

Only civil service employees of the Hawai'i Fire Department are eligible to apply for this internal recruitment.

Supervises and participates in safeguarding all participants in beach, ocean, and shore water activities in an assigned district; assists in planning, coordinating, and conducting various training and certification courses; and performs other related duties as required.

Special Working Conditions: Irregular work schedules, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

Examples of Duties

- Supervises and participates in safeguarding all participants in beach, ocean, and shore water activities within an assigned district.
- Assists in planning and scheduling of personnel and equipment.
- Trains, evaluates, and maintains discipline of subordinate personnel.
- Patrols district beaches periodically.
- Conducts routine observation of beaches and waters.
- Warns beach users of hazardous conditions.
- Performs rescues of people in distress.
- Operates specialized lifesaving apparatus and equipment.
- Administers emergency life support measures such as rescue breathing and cardio-pulmonary resuscitation as necessary.
- May operate vehicles and/or equipment.
- May perform work as an Operator or Crewperson (Grabber) on a Rescue Water Craft.
- Responds to and directs emergency activities until relieved by superior or other rescue personnel.

- Works with and coordinates with Fire rescue personnel in performing ocean rescues.
- Maintains district equipment and supplies.
- Prepares and maintains records, reports, and journals.
- Assists in planning, coordinating, and conducting various training and certification courses.
- Assists in planning and coordinating community water safety education programs.
- Assists in coordinating activities with outside organizations and agencies.
- May maintain training equipment, records, manuals, etc.
- May assist in preparing training aids, flyers, brochures, and other materials.

Minimum Qualification Requirements

Training and Experience:

A combination of education and experience substantially equivalent to:

- Graduation from high school, and
- Two (2) years of experience as a Water Safety Officer II in the Hawaii Fire Department by the closing deadline, and
- A current 40-hour First Responder Certificate or Emergency Medical Responder (EMR) Certificate that meets United States Department of Transportation guidelines by the closing deadline, and
- A current American Heart Association Basic Life Support (BLS) for Health Care Providers Certificate (CPR) by the closing deadline, and
- A current Hawai'i Fire Department Aquatics Competency Certificate (ACC)/United States Lifesaving Association (USLA) Open Water Lifeguarding Certificate by the closing deadline, and
- Possession of a valid State of Hawai'i Driver License (Class 3) or any other valid comparable driver license at the time of filing. (You will be required to submit your valid driver's license at time of hire.)

Attach copies of your current certificates to your application. Certificates must be maintained on a current basis.

Knowledge of:

Principles and practices of leadership and supervision, principles and practices of modern lifesaving techniques and equipment, techniques and methods of ocean rescue, emergency life support, and first aid/basic medical care application, ordinances and regulations governing park, beach, shoreline, and ocean usage, ocean and shoreline conditions, training principles and practices, and techniques, instructions, and performance testing evaluation.

Ability to:

Swim long distances and conduct water rescues, administer first aid, medical care, and emergency life support, deal tactfully and effectively with the public, prepare concise, complete,

and accurate reports, read and follow written instructions, plan, assign, supervise, and evaluate the work of subordinate personnel, enforce rules and regulations tactfully and effectively, make sound operational decisions, plan, coordinate, and conduct water safety training programs, learn, master, and instruct new water safety methods, techniques, and use lifesaving equipment, identify training needs and develop appropriate courses of action, and maintain minimum swimming requirements in accordance with Hawaii Fire Department Aquatics Competency Certificate (ACC)/United States Lifesaving Association (USLA) Open Water Lifesaving Certificate.

Physical Requirements:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Supplemental Information

Please scan and attach these supporting documents to your online application, if required:

- An official college transcript,
- A valid driver's license,
- A temporary assignment verification,
- Professional licenses, and/or
- Certificates.

Calculation of Education and Experience Evaluation Points

Education Points:

Only degrees from accredited colleges/universities will be recognized and given education points. Education points will be awarded in one category on the following basis:

<u>LEVEL</u>	<u>POINTS</u>
A. EMT-B Certification	3
B. Associate's Degree	4
C. Bachelor's Degree	4
D. Master's Degree	4

All educational credits claimed must be supported with an official college transcript. The transcript must be submitted with your application. College credits claimed but not verified will not be recognized. Previously submitted transcripts are no longer kept on file at the administration office. EMT-B Certification shall be either National Registry or State of Hawaii License.

Ocean Safety Experience Points:

Only ocean safety experience in the Hawai'i Fire Department (or time as a Water Safety Officer with Hawaii County in Parks and Recreation prior to 2007) shall be considered. Ocean Safety experience points will be computed on the total number of years of experience based on the following point system:

<u>Rank</u>	<u>Points Per Year / Month</u>
Water Safety Officer IV	6.0 / 0.5
Water Safety Officer III	3.6 / 0.3
Water Safety Officer II	1.2 / 0.1
Water Safety Officer I	1.2 / 0.1

Ocean Safety experience from other jurisdictions will not be credited.

Points will be computed for applicants based on years of service for each creditable rank. Periods of non-creditable service shall be subtracted from your total credit. The result will be your final point total.

Documents:

Attach the following required documents to your application:

- Official college transcript
- Valid driver's license
- All certificates and licenses listed above

Interview and Selection Process:

Physical Assessment Exercise:

Location: Fire Administration Office

Assessment Center: Date, Time, and Location to be announced by the Hawai'i Fire Department

Applicants will be evaluated based on their knowledge and skills as listed in the job posting under the headings of DUTIES SUMMARY, EXAMPLES OF DUTIES, KNOWLEDGE OF, and ABILITY TO.

The Interview and Selection Process is divided into two (2) scored components as follows:

1. **Oral Interview/Assessment Center Evaluation (75%)**
 - Applicants will undergo an oral interview and assessment center evaluation to assess their qualifications, skills, and suitability for the position.

2. Education and Experience (25%)

- The Education and Experience (E&E) scores will be calculated for all qualified applicants based on the point system outlined above. This will include the applicant's relevant work experience, educational background, and any additional certifications or qualifications pertinent to the role. Highest scoring candidate will be given maximum score and all other candidates' percentage will be based as a percentage on their score.

Reference Check:

Applicants may be required to provide the names of current or past supervisors who will be contacted to provide background performance appraisal reports.

WATER SAFETY OFFICER IV INTERNAL RECRUITMENT WITHIN THE HAWAII FIRE DEPARTMENT

Job Bulletin

Department: Fire Department

Division: Ocean Safety

Location: Island-wide, HI

Job Type: Permanent Full-Time

Salary: \$30.18 - \$45.38 Hourly (\$5,227.00 - \$7,870.00 Monthly)

Job Number: 2024-00010-ID

Opening Date: 01/28/2024

Closing Date: 02/06/2024 11:59 PM Hawaii

Duties Summary

INTERNAL RECRUITMENT WITHIN THE HAWAII FIRE DEPARTMENT

Only civil service employees of the Hawai'i Fire Department are eligible to apply for this internal recruitment.

Supervises and participates in safeguarding all participants in beach, ocean, and shore water activities in an assigned district; assists in planning, coordinating, and conducting various training and certification courses; and performs other related duties as required.

Special Working Conditions: Irregular work schedules, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

Examples of Duties

- Supervises and participates in safeguarding all participants in beach, ocean, and shore water activities within an assigned district.
- Assists in planning and scheduling of personnel and equipment.
- Trains, evaluates, and maintains discipline of subordinate personnel.
- Patrols district beaches periodically.
- Conducts routine observation of beaches and waters.
- Warns beach users of hazardous conditions.
- Performs rescues of people in distress.
- Operates specialized lifesaving apparatus and equipment.
- Administers emergency life support measures such as rescue breathing and cardio-pulmonary resuscitation as necessary.
- May operate vehicles and/or equipment.
- May perform work as an Operator or Crewperson (Grabber) on a Rescue Water Craft.
- Responds to and directs emergency activities until relieved by superior or other rescue personnel.

- Works with and coordinates with Fire rescue personnel in performing ocean rescues.
- Maintains district equipment and supplies.
- Prepares and maintains records, reports, and journals.
- Assists in planning, coordinating, and conducting various training and certification courses.
- Assists in planning and coordinating community water safety education programs.
- Assists in coordinating activities with outside organizations and agencies.
- May maintain training equipment, records, manuals, etc.
- May assist in preparing training aids, flyers, brochures, and other materials.

Minimum Qualification Requirements

Training and Experience:

A combination of education and experience substantially equivalent to:

- Graduation from high school, and
- Four (4) years of experience as a WSO II or higher in the Hawaii Fire Department by the closing deadline, and
- A current 40-hour First Responder Certificate or Emergency Medical Responder (EMR) Certificate that meets United States Department of Transportation guidelines by the closing deadline, and
- A current American Heart Association Basic Life Support (BLS) for Health Care Providers Certificate (CPR) by the closing deadline, and
- A current Hawai'i Fire Department Aquatics Competency Certificate (ACC)/United States Lifesaving Association (USLA) Open Water Lifeguarding Certificate by the closing deadline, and
- Possession of a valid State of Hawai'i Driver License (Class 3) or any other valid comparable driver license at the time of filing. (You will be required to submit your valid driver's license at time of hire.)

Attach copies of your current certificates to your application. Certificates must be maintained on a current basis.

Knowledge of:

Principles and practices of leadership and supervision, principles and practices of modern lifesaving techniques and equipment, techniques and methods of ocean rescue, emergency life support, and first aid/basic medical care application, ordinances and regulations governing park, beach, shoreline, and ocean usage, ocean and shoreline conditions, training principles and practices, and techniques, instructions, and performance testing evaluation.

Ability to:

Swim long distances and conduct water rescues, administer first aid, medical care, and emergency life support, deal tactfully and effectively with the public, prepare concise, complete,

and accurate reports, read and follow written instructions, plan, assign, supervise, and evaluate the work of subordinate personnel, enforce rules and regulations tactfully and effectively, make sound operational decisions, plan, coordinate, and conduct water safety training programs, learn, master, and instruct new water safety methods, techniques, and use lifesaving equipment, identify training needs and develop appropriate courses of action, and maintain minimum swimming requirements in accordance with Hawaii Fire Department Aquatics Competency Certificate (ACC)/United States Lifesaving Association (USLA) Open Water Lifesaving Certificate.

Physical Requirements:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Supplemental Information

Please scan and attach these supporting documents to your online application, if required:

- An official college transcript,
- A valid driver's license,
- A temporary assignment verification,
- Professional licenses, and/or
- Certificates.

Calculation of Education and Experience Evaluation Points

Education Points:

Only degrees from accredited colleges/universities will be recognized and given education points. Education points will be awarded in one category on the following basis:

<u>LEVEL</u>	<u>POINTS ALLOWED</u>
A. EMT-B Certification	3
B. Associate's Degree	4
C. Bachelor's Degree	8
D. Master's Degree	8

All educational credits claimed must be supported with an official college transcript. The transcript must be submitted with your application. College credits claimed but not verified will not be recognized. Previously submitted transcripts are no longer kept on file at the administration office. EMT-B Certification shall be either National Registry or State of Hawaii License.

Ocean Safety Experience Points:

Only ocean safety experience in the Hawai'i Fire Department (or time as a Water Safety Officer with Hawaii County in Parks and Recreation prior to 2007) shall be considered. Ocean Safety experience points will be computed on the total number of years of experience based on the following point system:

<u>Rank</u>	<u>Points Per Year / Month</u>
Water Safety Officer IV	6.0 / 0.5
Water Safety Officer III	3.6 / 0.3
Water Safety Officer II	1.2 / 0.1
Water Safety Officer I	1.2 / 0.1

Ocean Safety experience from other jurisdictions will not be credited.

Points will be computed for applicants based on years of service for each creditable rank. Periods of non-creditable service shall be subtracted from your total credit. The result will be your final point total.

Documents:

Attach the following required documents to your application:

- Official college transcript
- Valid driver's license
- All certificates and licenses listed above

Interview and Selection Process:

Physical Assessment Exercise:

Location: Fire Administration Office

Assessment Center: Date, Time, and Location to be announced by the Hawai'i Fire Department

Applicants will be evaluated based on their knowledge and skills as listed in the job posting under the headings of DUTIES SUMMARY, EXAMPLES OF DUTIES, KNOWLEDGE OF, and ABILITY TO.

The Interview and Selection Process is divided into two (2) scored components as follows:

- 1. Oral Interview/Assessment Center Evaluation (75%)**
 - Applicants will undergo an oral interview and assessment center evaluation to assess their qualifications, skills, and suitability for the position.
- 2. Education and Experience Evaluation (25%)**
 - The Education and Experience (E&E) scores will be calculated for all qualified applicants based on the point system outlined above. This will include the

applicant's relevant work experience, educational background, and any additional certifications or qualifications pertinent to the role. Highest scoring candidate will be given maximum score of 25% and all other candidates score will be based as a percentage on the highest score.

Reference Check:

Applicants may be required to provide the names of current or past supervisors who will be contacted to provide background performance appraisal reports.

WATER SAFETY OFFICER V INTERNAL RECRUITMENT WITHIN THE HAWAII FIRE DEPARTMENT

Job Bulletin

Department: Fire Department

Division: Ocean Safety

Location: Island-wide, HI

Job Type: Permanent Full-Time

Salary: \$32.18 - \$47.38 Hourly (\$5,571.00 - \$8,209.00 Monthly)

Job Number: 2024-00011-ID

Opening Date: 01/28/2024

Closing Date: 02/06/2024 11:59 PM Hawaii

Duties Summary

INTERNAL RECRUITMENT WITHIN THE HAWAII FIRE DEPARTMENT

Only civil service employees of the Hawai'i Fire Department are eligible to apply for this internal recruitment.

Supervises and coordinates the activities of Water Safety Officers in an assigned district; plans, organizes, and conducts training programs; assists in planning, coordinating, and conducting various certification courses; and performs other related duties as required.

Special Working Conditions: Irregular work schedules, including shift, rotation, weekend, and/or holiday work; exposure to hazardous conditions.

Examples of Duties

- Supervises and coordinates the activities of Water Safety Officers in an assigned district.
- Assists in planning and scheduling of personnel and equipment.
- Trains, evaluates, and maintains discipline of subordinate personnel.
- Patrols district beaches periodically.
- Conducts routine observation of beaches and waters.
- Warns beach users of hazardous conditions.
- Performs rescues of people in distress.
- Operates specialized lifesaving apparatus and equipment.
- Administers emergency life support measures such as rescue breathing and cardio-pulmonary resuscitation as necessary.
- May operate vehicles and/or equipment.
- May perform work as an Operator or Crewperson (Grabber) on a Rescue Water Craft.
- Responds to and directs emergency activities until relieved by superior or other rescue personnel.
- Works with and coordinates with Fire rescue personnel in performing ocean rescues.

- Maintains district equipment and supplies.
- Prepares and maintains records, reports, and journals.
- Assists in planning, coordinating, and conducting various training and certification courses.
- Assists in planning and coordinating community water safety education programs.
- Assists in coordinating activities with outside organizations and agencies.
- May maintain training equipment, records, manuals, etc.
- May assist in preparing training aids, flyers, brochures, and other materials.

Minimum Qualification Requirements

Training and Experience:

A combination of education and experience substantially equivalent to:

- Graduation from high school, and
- Five (5) years of experience as a Water Safety Officer II or higher in the Hawai'i Fire Department, and of which two (2) years of which shall have included planning, coordinating, and supervising ocean safety activities, functions, or training programs.(e.g., operations, communications, training), by the closing deadline, and
- A current 40-hour First Responder Certificate or Emergency Medical Responder (EMR) Certificate that meets United States Department of Transportation guidelines by the closing deadline, and
- A current American Heart Association Basic Life Support (BLS) for Health Care Providers Certificate (CPR) by the closing deadline, and
- A current Hawai'i Fire Department Aquatics Competency Certificate (ACC)/United States Lifesaving Association (USLA) Open Water Lifeguarding Certificate by the closing deadline, and
- Possession of a valid State of Hawai'i Driver License (Class 3) or any other valid comparable driver license at the time of filing. (You will be required to submit your valid driver's license at time of hire.)

Attach copies of your current certificates to your application. Certificates must be maintained on a current basis.

Knowledge of:

Principles and practices of leadership and supervision, principles and practices of modern lifesaving techniques and equipment, techniques and methods of ocean rescue, emergency life support, and first aid/basic medical care application, ordinances and regulations governing park, beach, shoreline, and ocean usage, ocean and shoreline conditions, training principles and practices, and techniques, instructions, and performance testing evaluation.

Ability to:

Swim long distances and conduct water rescues, administer first aid, medical care, and emergency life support, deal tactfully and effectively with the public, prepare concise, complete, and accurate reports, read and follow written instructions, plan, assign, supervise, and evaluate the work of subordinate personnel, enforce rules and regulations tactfully and effectively, make sound operational decisions, plan, coordinate, and conduct water safety training programs, learn, master, and instruct new water safety methods, techniques, and use lifesaving equipment, identify training needs and develop appropriate courses of action, and maintain minimum swimming requirements in accordance with Hawaii Fire Department Aquatics Competency Certificate (ACC)/United States Lifesaving Association (USLA) Open Water Lifesaving Certificate.

Physical Requirements:

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Supplemental Information

Please scan and attach these supporting documents to your online application, if required:

- An official college transcript,
- A valid driver's license,
- A temporary assignment verification,
- Professional licenses, and/or
- Certificates.

Calculation of Education and Experience Evaluation Points

Education Points:

Only degrees from accredited colleges/universities will be recognized and given education points. Education points will be awarded in one category on the following basis:

<u>LEVEL</u>	<u>POINTS ALLOWED</u>
A. EMT-B Certification	3
B. Associate's Degree	4
C. Bachelor's Degree	8
D. Master's Degree	12

All educational credits claimed must be supported with an official college transcript. The transcript must be submitted with your application. College credits claimed but not verified will not be recognized. Previously submitted transcripts are no longer kept on file at the

administration office. EMT-B Certification shall be either National Registry or State of Hawaii License.

Ocean Safety Experience Points:

Only ocean safety experience in the Hawai'i Fire Department (or time as a Water Safety Officer with Hawaii County in Parks and Recreation prior to 2007) shall be considered. Ocean Safety experience points will be computed on the total number of years of experience based on the following point system:

<u>Rank</u>	<u>Points Per Year / Month</u>
Water Safety Officer IV	6.0 / 0.5
Water Safety Officer III	3.6 / 0.3
Water Safety Officer II	1.2 / 0.1
Water Safety Officer I	1.2 / 0.1

Ocean Safety experience from other jurisdictions will not be credited.

Points will be computed for applicants based on years of service for each creditable rank. Periods of non-creditable service shall be subtracted from your total credit. The result will be your final point total.

Documents:

Attach the following required documents to your application:

- Official college transcript
- Valid driver's license
- All certificates and licenses listed above

Interview and Selection Process:

Physical Assessment Exercise:

Location: Fire Administration Office

Assessment Center: Date, Time, and Location to be announced by the Hawai'i Fire Department

Applicants will be evaluated based on their knowledge and skills as listed in the job posting under the headings of DUTIES SUMMARY, EXAMPLES OF DUTIES, KNOWLEDGE OF, and ABILITY TO.

The Interview and Selection Process is divided into two (2) scored components as follows:

- 1. Oral Interview/Assessment Center Evaluation (75%)**

- Applicants will undergo an oral interview and assessment center evaluation to assess their qualifications, skills, and suitability for the position.
- 2. **Education and Experience Evaluation (25%)**
 - The Education and Experience (E&E) scores will be calculated for all qualified applicants based on the point system outlined above. This will include the applicant's relevant work experience, educational background, and any additional certifications or qualifications pertinent to the role. Highest scoring candidate will be given maximum score of 25% and all other candidates score will be based as a percentage on the highest score.

Reference Check:

Applicants may be required to provide the names of current or past supervisors who will be contacted to provide background performance appraisal reports.