

CITY COUNCIL

CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 202
HONOLULU, HAWAII 96813-3065
TELEPHONE: (808) 768-5010 • FAX: (808) 768-5011

April 27, 2015

Hon. Ernest Martin
Chair and Presiding Officer
Honolulu City Council
530 South King Street
Honolulu, Hawaii 96813

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2015 MAY 26 AM 9:10

2015 Special City Clerk Search Committee Final Report and Recommendation

Background

Pursuant to Resolution 15-55, CD1, adopted by the Honolulu City Council on March 11, 2015, a Special City Clerk Search Committee (Committee) was established and its members appointed. Named to the Committee were Councilmember Ikaika Anderson, Diane Kawauchi, Mark Oto, Patricia Mau Shimizu, and Frank Streed.

The following comprises the findings and recommendations of the Committee as provided for in Resolution 15-55, CD1.

Summary of Selection Process

1. To attract a broad pool of qualified applicants, an advertisement soliciting applications was published for two consecutive weekends, March 1 and March 8, 2015 in The Honolulu Star Advertiser and its online edition. The advertisement is provided as Attachment A. The deadline for submitting applications was March 30, 2015.
2. A total of 14 applications were received on or before the deadline.
3. On Monday, April 6, the Committee held its first meeting and individually reviewed each application, and graded the applications based on the specifications provided in the advertisement. The review and scoring of each application is provided as Attachment B.
4. The applicants were then ranked according to their cumulative scores. The Committee then determined that the top (5) applicants would be declared finalists and scheduled for individual interviews. Letters were sent to each applicant informing them of the Committee's decision. Applicants' rankings and scores are provided as Attachment C.
5. Each finalist was provided an equal opportunity reserve an interview date and time on a first-come, first-served basis according the interview schedule provided by the Committee. Based on the selections by the finalists, individual interviews were conducted on April 20, 24, and 27.

6. On April 27, 2015, the Committee met to discuss the outcome of the interviews and determine which finalist best exemplified the desired qualifications, experience, personal strengths, and leadership abilities to become the next City Clerk of the City & County of Honolulu. By consensus, the Committee determined that one applicant best fit the desired qualifications for the position.

Special City Clerk Search Committee Recommendation

Based on a thorough evaluation of the background, qualifications and experience of each of the applicants, the Committee hereby recommends and endorses Mr. Glen Takahashi as the most qualified and capable person for the position of City Clerk.

Mr. Takahashi's letter of introduction and resumé are attached.

Respectfully submitted,



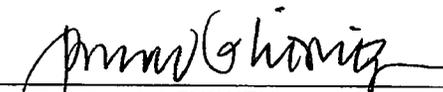
COUNCILMEMBER IKAIKA ANDERSON
Member, City Clerk Search Committee



DIANE KAWAUCHI
Member, City Clerk Search Committee



MARK OTO
Member, City Clerk Search Committee



PATRICIA MAU SHIMIZU
Member, City Clerk Search Committee



FRANK STREED
Member, City Clerk Search Committee

2015 CITY CLERK SEARCH COMMITTEE
PUBLISHED ADVERTISEMENT



CITY CLERK

The Honolulu City Council is seeking applicants for appointment as the CITY CLERK.

This position directs a legislative agency comprised of four divisions staffed by civil service employees. The primary duties and responsibilities of the Office of the City Clerk are to: collect and maintain council documents and records; record official council and committee proceedings; conduct all elections held within the city and perform voter registration functions pursuant to the charter or laws of the state; maintain custody of the city seal to authenticate all official documents requiring certification; and administer the oath of office.

Experience and qualifications of the ideal candidate are:

- a minimum of five (5) years of management experience including supervision of a multi-divisional agency;
- experience in government operations, the civil service system and Hawaii's labor laws;
- working knowledge of computerized records management;
- knowledge and experience with the laws and operations of voter registration and elections;
- working knowledge of the city charter and the legislative process, legal experience helpful;
- demonstrated ability to communicate effectively with the public and news media.

A search committee shall forward its recommendation to the City Council. The Council shall appoint the City Clerk to a term of six (6) years by adoption of a resolution. The present compensation rate is comparable to City department heads at \$136,920 per annum and benefits are similar to those earned by civil service employees. This vacancy is anticipated to be filled by June 2015.

Interested parties may send their resumes and three references by or before Monday, March 30, 2015, 4:30 p.m., to:

Mark Segami
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813
Fax: (808) 768-1187

The City & County of Honolulu is an Equal Opportunity Employer.
(SA728043 3/1, 3/8/15)

**2015 City Clerk Search Committee
Review of Applicant Qualifications and Scoring**

ORDER OF RECEIPT	APPLICANT NAME						SCORE
1	[REDACTED]	7	7	9	8	6	37
2	[REDACTED]	8	6	10	8	6	38
3	[REDACTED]	6	6	6	6	7	31
4	[REDACTED]	6	6	6	6	6	30
5	[REDACTED]	10	9	11	11	8	49
6	[REDACTED]	8	9	16	13	6	52
7	[REDACTED]	6	6	7	6	7	32
8	[REDACTED]	14	11	18	24	11	78
9	Glen Takahashi	24	19	23	27	26	119
10	[REDACTED]	11	16	21	24	19	91
11	[REDACTED]	11	7	17	22	8	56
12	[REDACTED]	14	13	17	22	8	74
13	[REDACTED]	18	15	18	17	14	82
14	[REDACTED]	11	10	16	19	6	62

*** Legend**

PS = Patricia Mau Shimizu
MO = Mark Oto
FS = Frank Streed
IA = Ikaika Anderson
DK = Diane Kawauchi

2015 City Clerk Search Committee
Applicant Rankings by Score

RANK	NAME	SCORE
1	Glen Takahashi	119
2	[REDACTED]	91
3	[REDACTED]	82
4	[REDACTED]	78
5	[REDACTED]	74
6	[REDACTED]	62
7	[REDACTED]	56
8	[REDACTED]	52
9	[REDACTED]	49
10	[REDACTED]	38
11	[REDACTED]	37
12	[REDACTED]	32
13	[REDACTED]	31
14	[REDACTED]	30

GLEN I. TAKAHASHI

March 25, 2015

Special City Clerk Search Committee
c/o Honolulu City Council, attn. Mr. Mark Segami
Honolulu Hale
530 S. King St 202
Honolulu, Hawaii 96813

Dear Committee Members:

Enclosed is my résumé and listing of references submitted in response to the March 1, 2015 advertisement (Honolulu Star Advertiser) for the position of City Clerk for the Honolulu City Council.

I ask for consideration of my qualifications in your search for a capable candidate. As a career public servant of twenty three years, I believe that I possess the experience, aptitude, and temperament necessary to lead the Office of the City Clerk in its mission to serve the public and the City Council.

My first-hand knowledge of the Office of the City Clerk's processes and extensive experience in elections administration provides me with a thorough understanding of the City Clerk's role as both the director of the department and as the chief election officer of the county, respectively.

Thank you in advance for your consideration. If you have any questions or desire additional information, please contact me at

Sincerely,


GLEN TAKAHASHI

GLEN I. TAKAHASHI

Profile:

Twenty-three years of public administration in executive and legislative branches of government at the State and County levels.

Experienced in program development, project management, and database/records management practices. A demonstrated ability to analyze critical service requirements, identify operational deficiencies, and develop solutions while under realistic public sector constraints. Practiced in management of employees under collective bargaining/civil service rules and in government procurement methods.

Fifteen years directing county election operations with a successful record of working with voters, candidates, media, and other stakeholders.

Highlights of Accomplishments/Qualifications:

- Led the City and County of Honolulu’s vote-by-mail modernization efforts through the implementation of high speed mail scanning/sorting technology to improve accountability, handling, and security for ballot processing.
- Implemented “no-excuses” absentee voting (early voting, absentee mail, permanent absentee mail) during a 700% growth in service requests over a fifteen (15) year period. Successfully conducted Hawaii’s first vote-by-mail election for elective office in 2009 and subsequently drafted Title 3, Chapter 175 Hawaii Administrative Rules governing the conduct of vote-by-mail special elections.
- Collaborated with the Hawaii Commission to Promote Uniform Legislation to draft and advocate passage of Hawaii’s UMOVA (Uniformed Military Overseas Voting Act) to increase access to election services for Hawaii’s military/overseas voters and dependents. Implemented compliance that included the ground up design and development of an online absentee ballot notification/delivery system.
- Initiated and implemented the digital conversion of paper/microfilm based records for use in the Elections Division’s work processes and applications.

Employment History:

Acting City Clerk/Deputy City Clerk, Office of the City Clerk

Currently responsible for four operational sections within the Office of the City Clerk including: Committee and meeting support for the Honolulu City Council; information/records management of legislative documents, general departmental administration, and statutorily assigned election responsibilities relating to voter registration and administration of federal/state/county elections.

.....November 2014 to present

Elections Administrator, Office of the City Clerk, City & County of Honolulu

Responsibilities included oversight of the Elections Division and the associated program planning, budgeting, implementation, media relations, and legislative affairs. Responsible for voter registration and absentee balloting (by mail/in person) services and voter information services. Administrator of Hawaii’s Statewide Voter Registration System on behalf of the State Office of Elections and County election offices

.....December 1999 to October 2014

Administrative Services Manager/Legislative Aide, Hawaii House of Representatives

Responsible for the daily activities and constituent affairs of a legislative office. Provided bill/policy analysis and research including the preparation of 3rd/Final reading bill synopses for briefing the majority caucus during the Representative's tenure in House leadership. December 1994 to October 1999

Voter Services Coordinator/Election Specialist, Office of the Lieutenant Governor

Implemented the initial State of Hawaii compliance with the National Voter Registration Act of 1993 establishing voter registration training materials for public assistance agencies and agencies serving persons with disabilities. Coordinated State compliance with Voting Rights Act Section 203 minority language provisions for election services. Implemented voter education programs, high school mock elections, and curriculum assistance to the Department of Education's general education diploma program.

..... August 1992 to November 1994

Other Professional Experience

Honolulu City Council Reapportionment Commission (2001/2011)

Directed support activities for the Commissions including providing members with geographic information systems support for drafting redistricting scenarios, delivering public presentations of redistricting plans, analysis of plan scenarios, and producing the final redistricting plan and report.

Standards Board, U.S. Election Assistance Commission (2004-2008)

Appointed as Hawaii's local election official representative to the U.S. Election Assistance Commission Standards Board. Reviewed and made recommendations on usability and technical standards for the first iteration of the Voluntary Voting System Guidelines and other election administration issues.

System Design Users Group, SERVE, Federal Voting Assistance Program, Department of Defense (2003)

Designated as the State of Hawaii's local election official to provide Hawaii's specific design requirements to enable participation in the Secure Electronic Registration and Voting Experiment (SERVE) online voting initiative.

Education/Professional Development

University of Hawaii, Manoa
Bachelor of Arts, Mathematics

Hawaii Leadership Academy Executive Program (formerly Management Certification Program)
State of Hawaii, Department of Human Resource Development

Kauai Community College

Bernice K.N. Mau

City Clerk, City & County of Honolulu (2009-2014)

Kerry M. Komatsubara

Chair/Commissioner, City Reapportionment Commission (2001/2011)
Commissioner, City Planning Commission (2006-2011).

Roy T. Hiraga

County Clerk, County of Maui (2001-2009)

The Honorable Marcus R. Oshiro

State Representative (1994-present)