

### OFFICE OF THE CITY AUDITOR CITY AND COUNTY OF HONOLULU

1001 KAMOKILA BOULEVARD, SUITE 216, KAPOLEI, HAWAII 96707/ PHONE: (808) 768-3134 / FAX: (808) 768-3135

December 21, 2011

Mr. Gary B. Cabato, Director Department of Parks and Recreation City and County of Honolulu 1000 Uluohia Street, Suite 309 Kapolei, Hawai'i 96707

Dear Mr. Cabato,

As part of our fieldwork for the *Audit of the Span of Control of Selected Departments of the City and County of Honolulu*, we created detailed organizational charts for each department in our sample. Attached is a copy of the organizational chart that we have produced for your department.

Administrative Directive No. 96 requires that all departments and agencies submit updated organizational and functional charts through the Department of Budget and Fiscal Services to the managing director by the first working day after July 1 of each year. We hope your department can use this organization chart to fulfill this requirement.

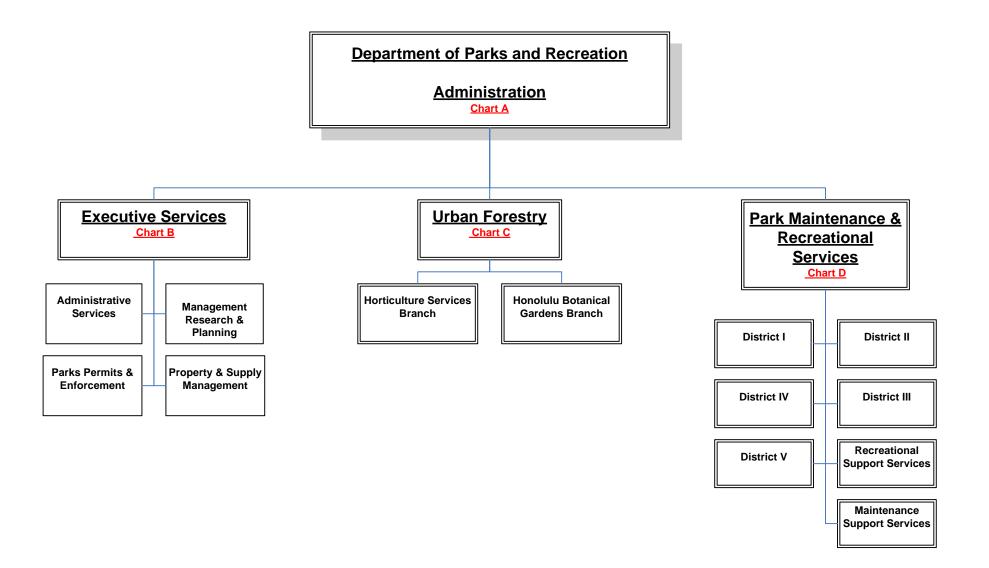
If you have any questions or concerns, please do not hesitate to contact me at 768-3130.

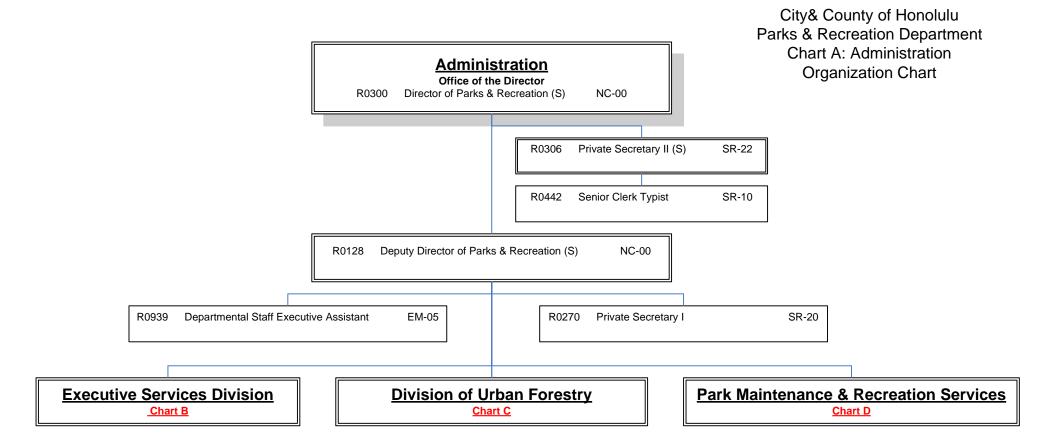
Sincerely,

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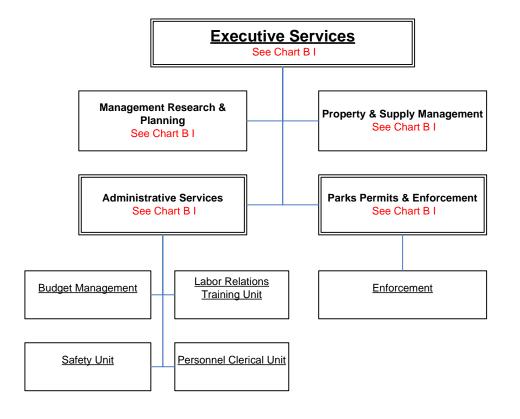
Edwin S. W. Young City Auditor

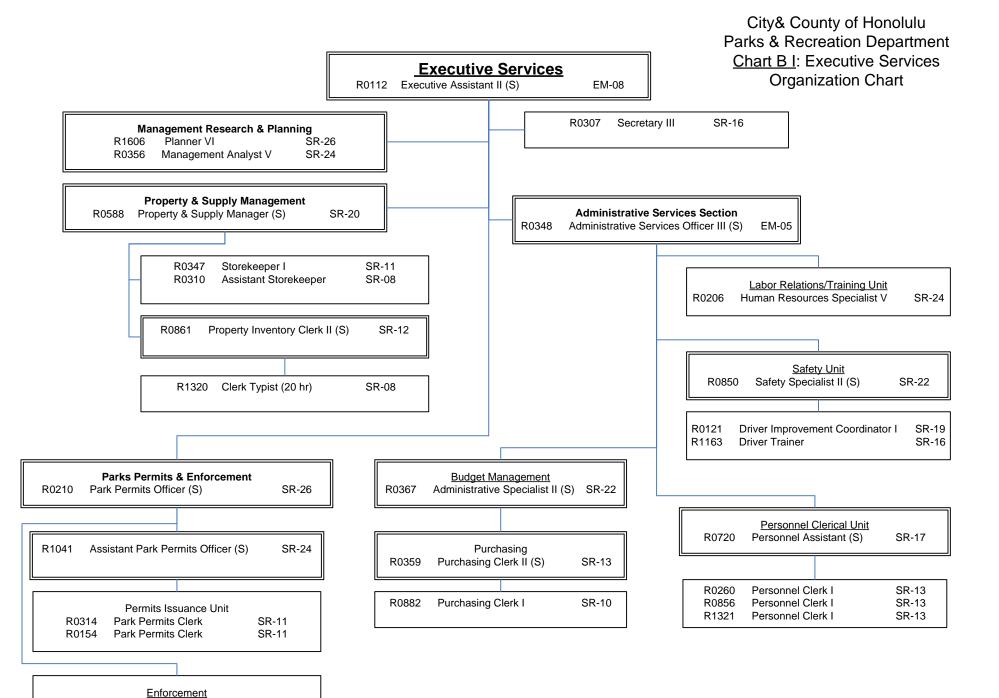
Doug Chin, Managing Director



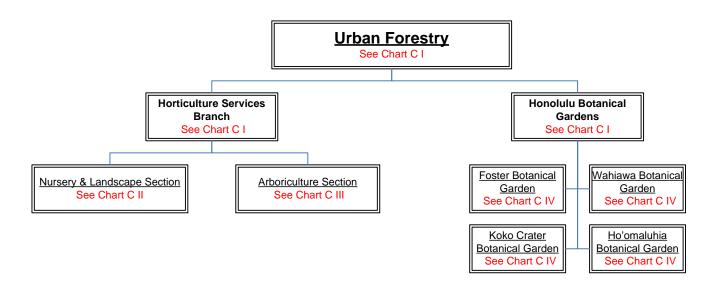


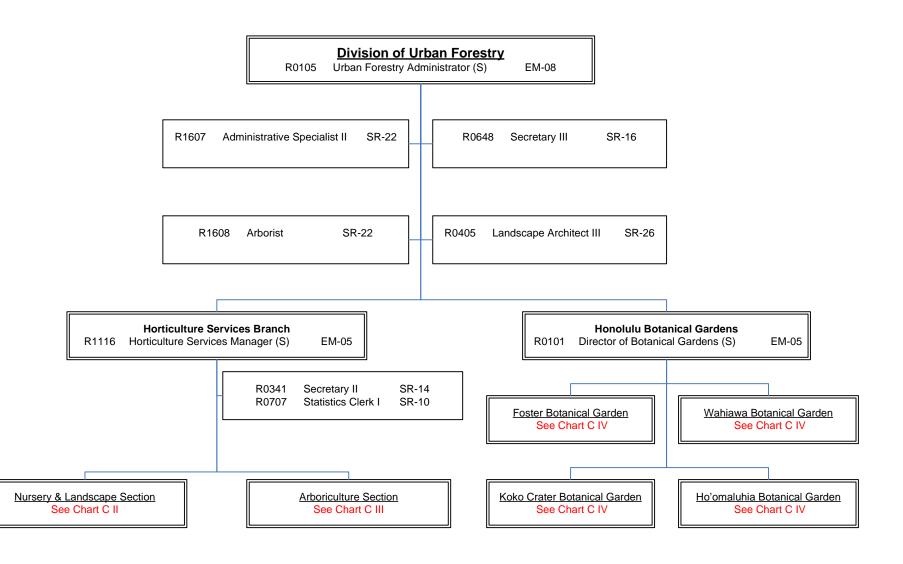
City& County of Honolulu
Parks & Recreation Department
Chart B: Executive Services
Organization Chart

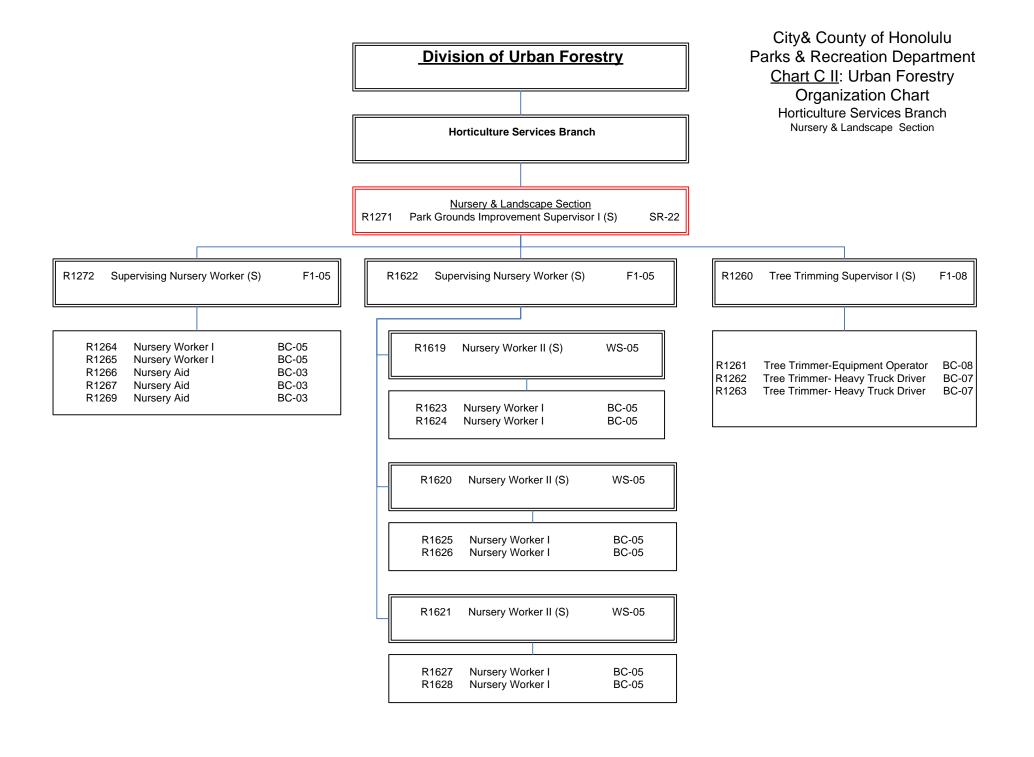


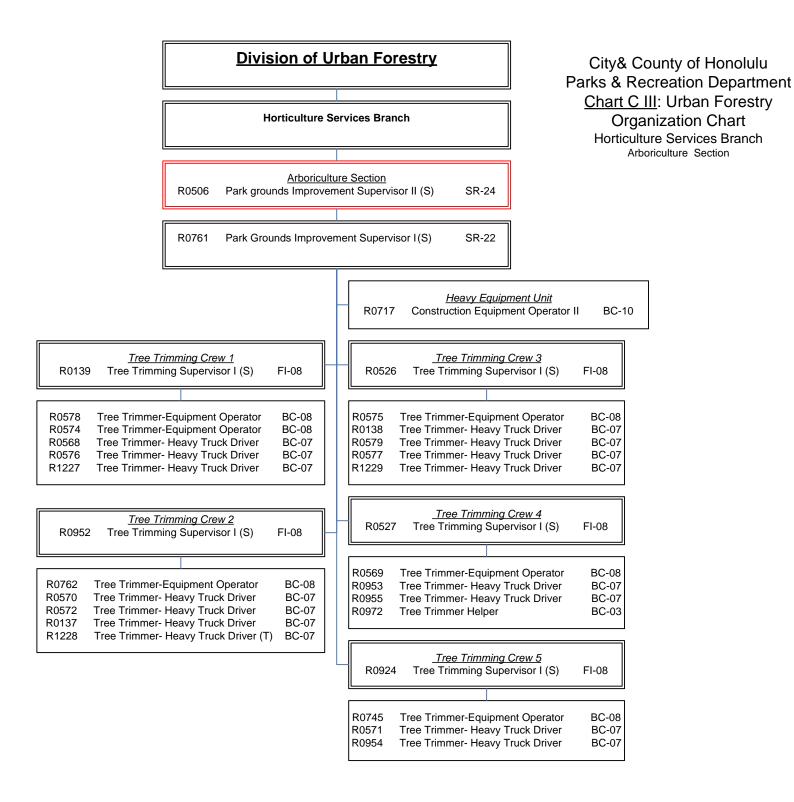


City& County of Honolulu
Parks & Recreation Department
Chart C: Urban Forestry
Organization Chart

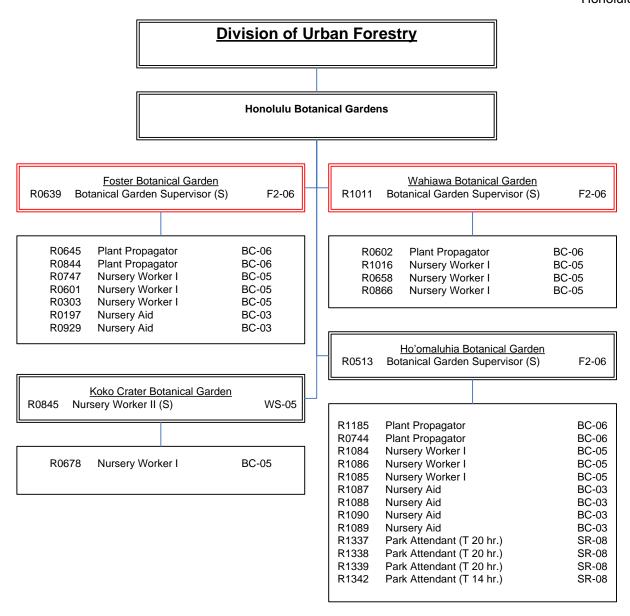




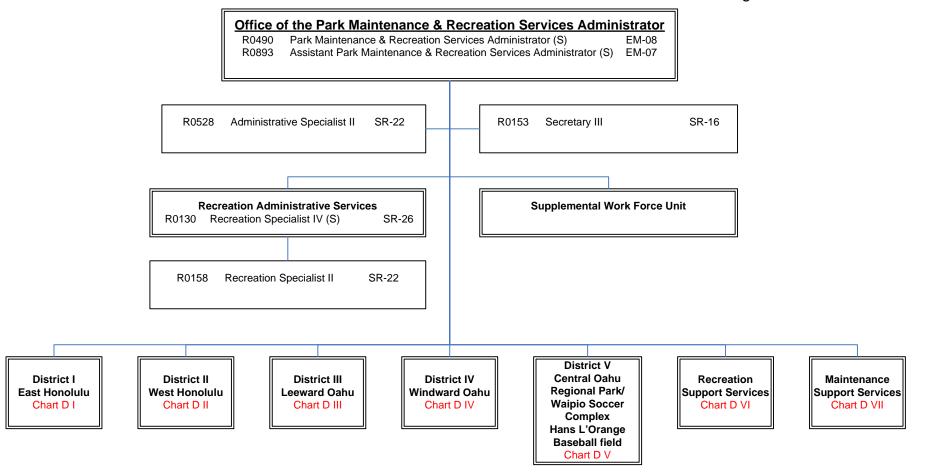




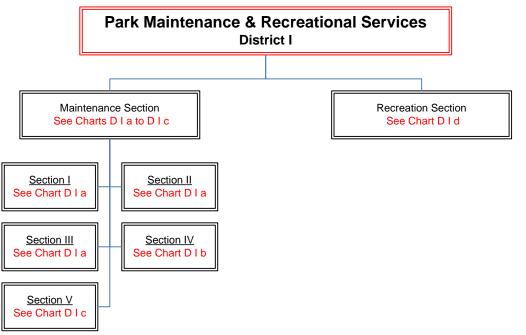
City& County of Honolulu
Parks & Recreation Department
Chart C IV: Urban Forestry
Organization Chart
Honolulu Botanical Gardens



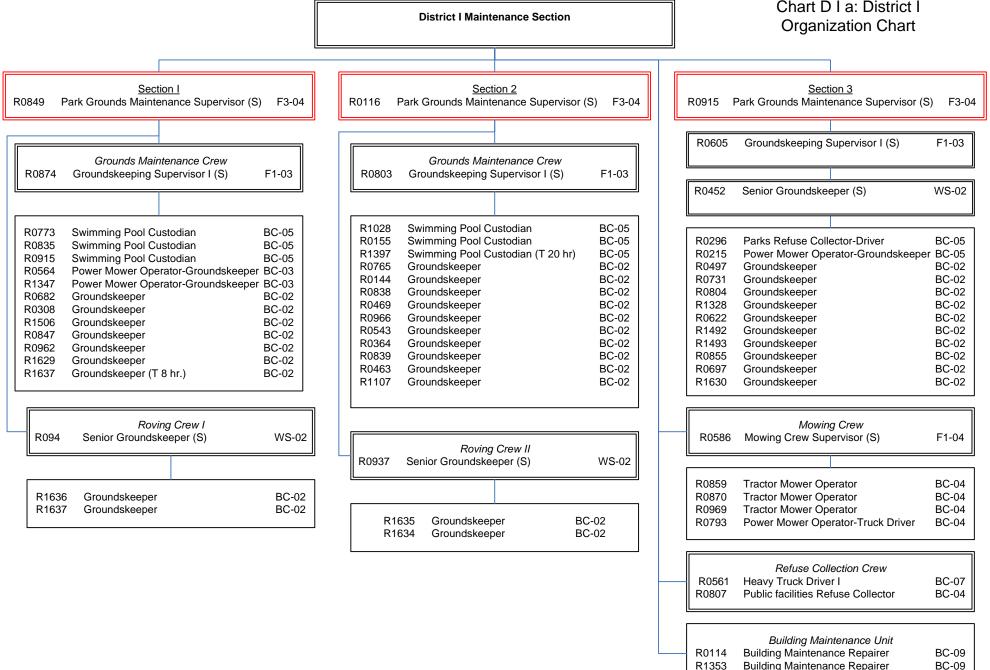
City& County of Honolulu
Parks & Recreation Department
Chart D: Park Maintenance & Recreation Services
Park Administrator
Organization Chart

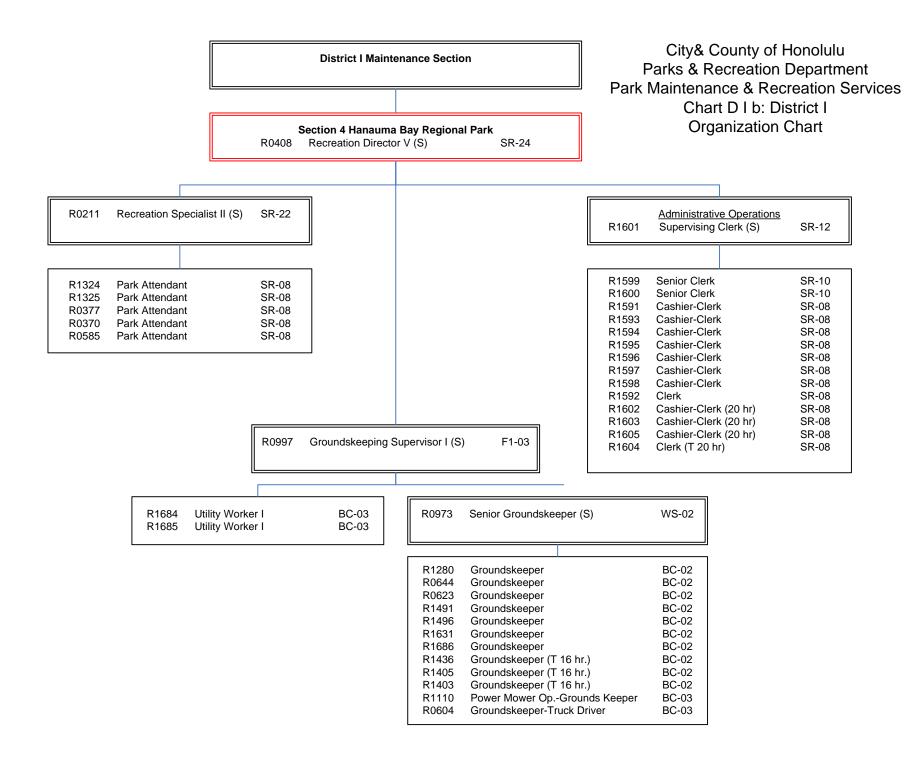


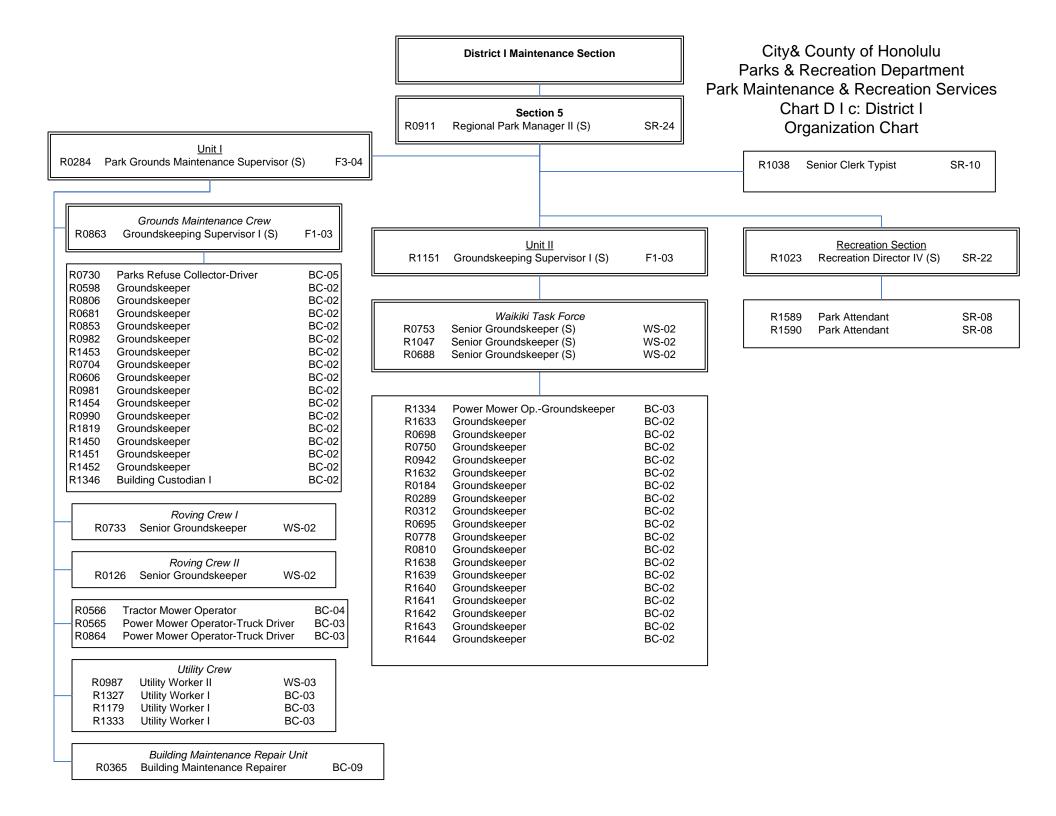
City& County of Honolulu
Parks & Recreation Department
Park Maintenance & Recreation Services
Chart D I: District I
Organization Chart

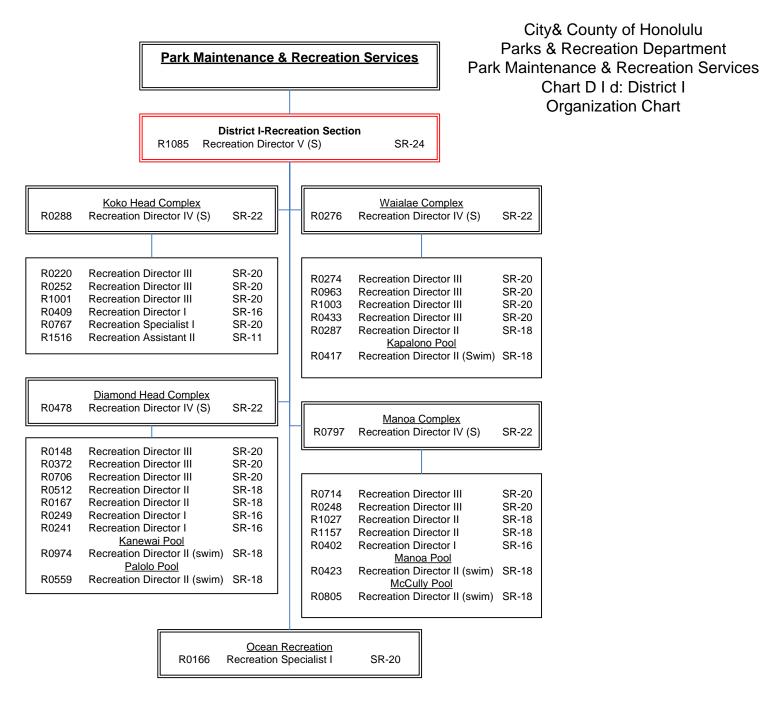


### City& County of Honolulu Parks & Recreation Department Park Maintenance & Recreation Services Chart D I a: District I Organization Chart

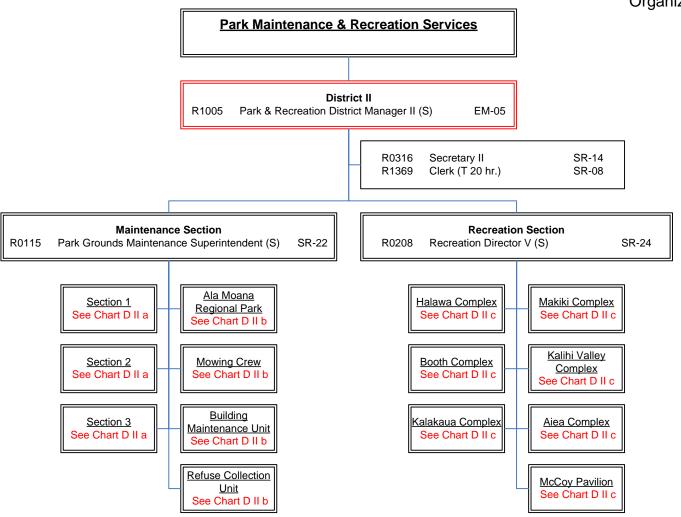








City& County of Honolulu
Parks & Recreation Department
Park Maintenance & Recreation Services
Chart D II: District II
Organization Chart



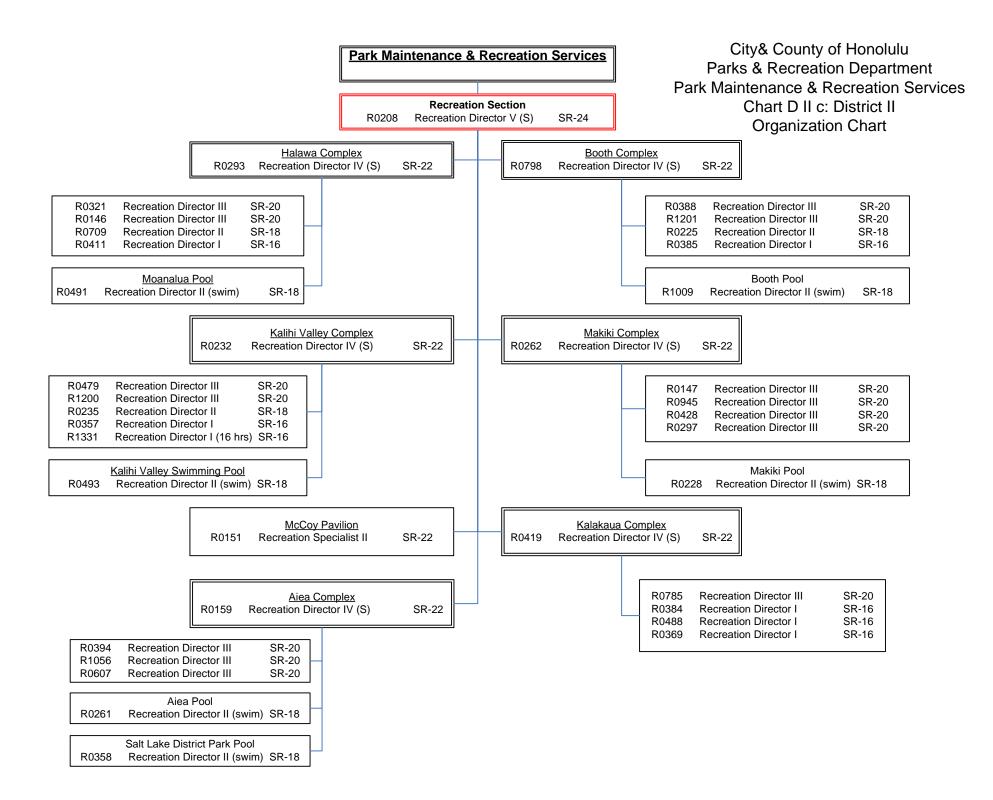
### **District II Maintenance Section** Section 1 Section 2 R0980 Park Grounds Maintenance Spvr. (S) F3-04 R0507 Park Grounds Maintenance Spvr. (S) R0741 Swimming Pool Custodian BC-05 Grounds Maintenance Crew BC-05 R0362 Swimming Pool Custodian Groundskeeping Supervisor (S) F1-03 R1443 Swimming Pool Custodian (T 16 hrs) BC-05 R1036 Groundskeeper BC-02 Groundskeeper BC-02 R0613 R0125 Groundskeeper BC-02 R0986 Groundskeeper BC-02 R0842 Groundskeeper BC-02 R0633 Groundskeeper BC-02 R1096 Groundskeeper BC-02 R1180 Groundskeeper BC-02 R0657 Groundskeeper BC-02 R0862 Groundskeeper BC-02 Groundskeeper BC-02 R1108 R0675 Groundskeeper BC-02 BC-02 R1438 Groundskeeper R1445 Groundskeeper BC-02 R1499 Groundskeeper (T 40 hrs) BC-02 Roving Crew 1 Aala International Park Senior Groundskeeper (S) BC-02 R0281 Groundskeepers As Assigned Groundskeepers As Assigned Roving Crew R0970 Senior Groundskeeper (S) BC-02 Groundskeepers As Assigned R1259 Groundskeeper (15 hrs) BC-02

### City& County of Honolulu Parks & Recreation Department Park Maintenance & Recreation Services Chart D II a: District II

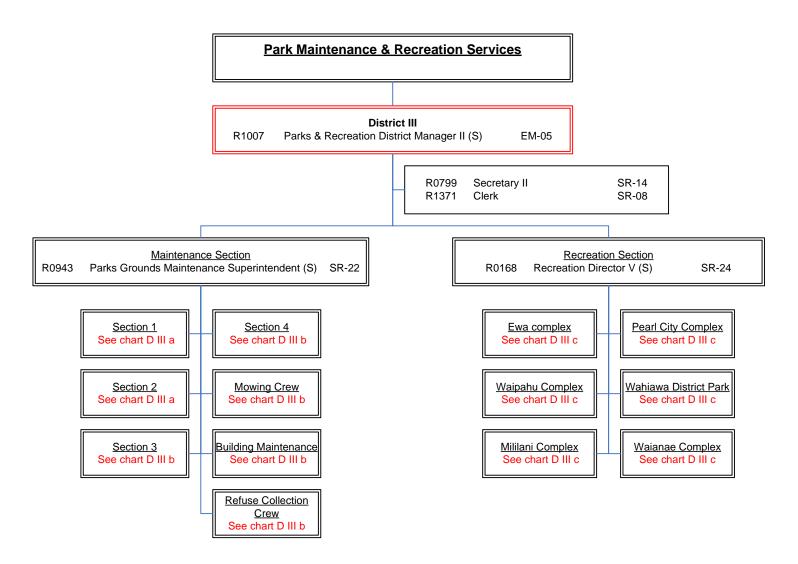
	R081	6 Pa		ection 3 laintenance Spv	rr. (S)	F3-04			
	R06	662	Groundskeepi	ng Supervisor I	(S) F	-1-03			
	R06 R03 R06 R06 R15	361 374 390 514	•	er er er	BC-05 BC-02 BC-02 BC-02 BC-02 BC-02				
Γ			Davis	- 0					
			<u>Roving</u>	<u>g Crew</u>					
L									
	Community Service R0610 Senior Groundskeeper (S) WS-02								
L	Rut	010	Seriioi Giouri	изкеереі (3)	WS-02				
	Groundskeepers As Assigned								
	R0302 R0776 R0156 R0685 R1394 R1444 R1386 R0484 R0918 R0659 R0811 R0985 R0668 R0665 R0202	Swir Swir Swir Swir Swir Pow Grou Grou Grou Grou Grou	nming Pool Cu nming Pool Cu er Mower Ope	ustodian ustodian	B(B) B(S) B(S) B(S) B(C) B(C) B(C) B(C) B(C) B(C) B(C) B(C	C-05 C-05 C-05 C-05 C-05 C-05 C-05 C-05			
	R1446 R0187 R1447 R1645 R1647	Grou Grou Grou	undskeeper undskeeper undskeeper undskeeper undskeeper		B( B( B( B(	C-02 C-02 C-02 C-02 C-02 C-02			

# City& County of Honolulu Parks & Recreation Department Park Maintenance & Recreation Services Chart D II b: District II Organization Chart

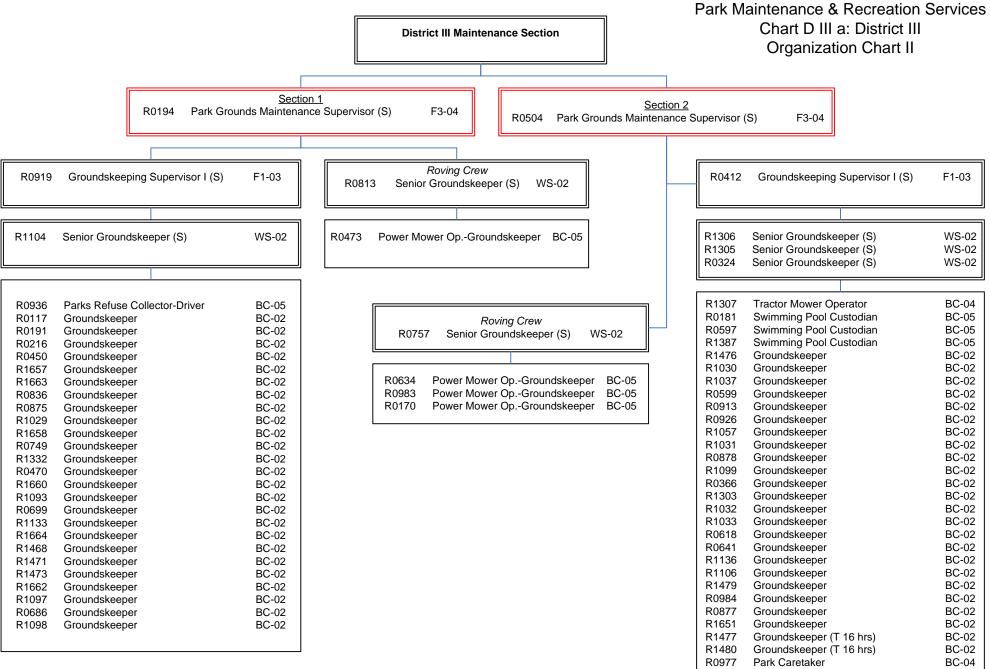
		District II Maintenance Section			Park Maintenance & Chart D II Organiza	b: District
	Ala Moana R0968 Park Grounds Maintenance			R0708	Mowing Crew Mowing Crew Supervisor (S)	F1-04
R0927	Grounds Maintenance Crew Groundskeeping Supervisor (S)	F1-03		R0188 R0787 R0818 R0611 R0457	Tractor Mower Operator Power Mower Operator-Truck Driver	BC-04 BC-04 BC-04 BC-04 BC-04
III	1 \ /	NS-02 NS-02	L			
R0643 R0948 R1350 R0872	Power Mower Operator/Groundskeeper Groundskeeper Groundskeeper Groundskeeper Groundskeeper Groundskeeper	BC-02 BC-02 BC-02		R0338 R0812	Building Maintenance Unit Building Maintenance Repairer Building Maintenance Repairer	BC-09 BC-09
R0666 R0624 R1463 R0612	Groundskeeper E Groundskeeper E Groundskeeper E Groundskeeper E	BC-02 BC-02 BC-02 BC-02 BC-02 BC-02		R0817	Refuse Collection Crew Heavy Truck Driver I	BC-07
R1352 R1648 R1649 R1650	Groundskeeper E Groundskeeper E Groundskeeper E Groundskeeper E	BC-02 BC-02 BC-02 BC-02 BC-02 BC-02		R0141	Public Facilities Refuse Collector	BC-04
R1348	Street Sweeper Operator I	BC-04 BC-04				
R0713	McCoy Pavilion Crew Utility Worker II (S)	WS-03				
		BC-02 BC-02				



City& County of Honolulu
Parks & Recreation Department
Park Maintenance & Recreation Services
Chart D III: District III
Organization Chart



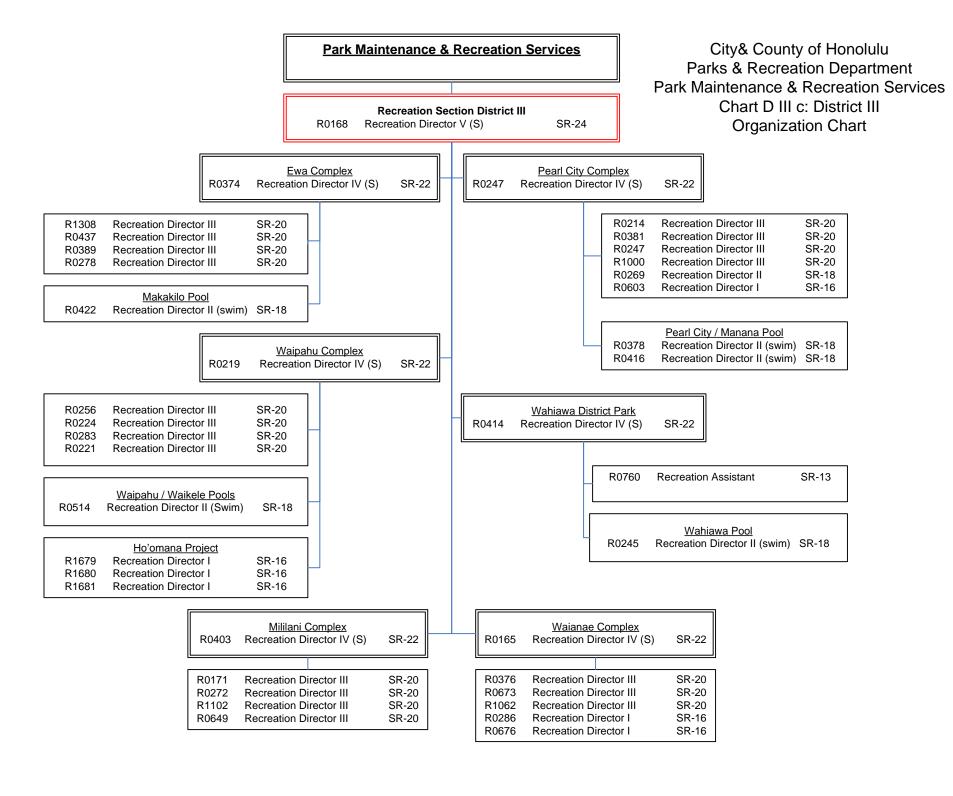
### City& County of Honolulu Parks & Recreation Department Park Maintenance & Recreation Services Chart D III a: District III



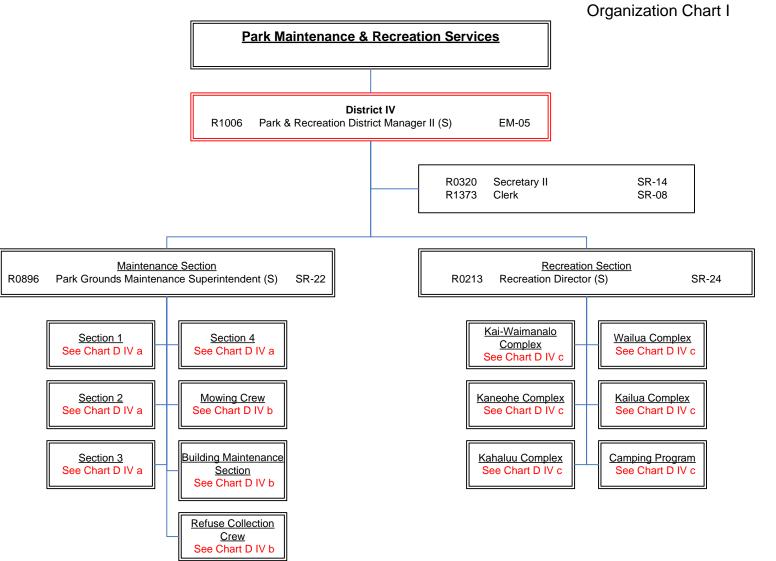
### District III Maintenance Section

## City& County of Honolulu Parks & Recreation Department Park Maintenance & Recreation Services Chart D III b: District III Organization Chart

	Grounds Maintenance Crew					
R1101	Senior Groundskeeper (S)	WS-02	_	20000	Grounds Maintenance Crew	
			1	R0932 R1390	Swimming Pool Custodian Swimming Pool Custodian (8 hrs	BC-05 s) BC-05
				R1656	Groundskeeper	BC-03 BC-02
_				R1025	Groundskeeper	BC-02
R0931	Swimming Pool Custodian	BC-05		R0291	Groundskeeper	BC-02
R0131	Swimming Pool Custodian	BC-05		R0352	Groundskeeper	BC-02
R1484	Swimming Pool Custodian (T 16 hrs)	BC-05	1 1	R0183	Groundskeeper	BC-02
R1388 R0145	Swimming Pool Custodian (T 8 hrs) Groundskeeper	BC-05 BC-02	F	R0989	Groundskeeper	BC-02
R0143 R0448		BC-02 BC-02	F	R1034	Groundskeeper	BC-02
R1483		BC-02 BC-02	F	R1177	Groundskeeper	BC-02
R0975		BC-02	1 1	R1654	Groundskeeper	BC-02
R1103	•	BC-02	1	R1655	Groundskeeper	BC-02
R1304	Groundskeeper	BC-02		R1487	Groundskeeper	BC-02
R1178		BC-02				
R0544	Groundskeeper	BC-02				
R0654		BC-02			Roving Crew	
R1063	Groundskeeper	BC-02	F	20127	Senior Groundskeeper (S)	WS-02
R1335	Groundskeeper	BC-02				
R0840 R0656		BC-02 BC-02				
R1652	•	BC-02 BC-02			Mowing Crew	
R1652		BC-02 BC-02	R0122	Mov	wing Crew Supervisor (S)	F1-04
R1482	•	BC-02	110122		unig Gran Gaparvicor (G)	
R1485		BC-02				
	. , ,		R0179	Trac	ctor Mower Operator	BC-04
			R0721		ctor Mower Operator	BC-04 BC-04
			R1677		ctor Mower Operator	BC-04
	Roving Crew		R0190		ver Mower Operator-Truck Driver	BC-04
R0149	Senior Groundskeeper (S)	WS-02	R0176		ver Mower Operator-Truck Driver	BC-04
			R1013	Pow	ver Mower Operator-Truck Driver	BC-04
			R1675	Pow	ver Mower Operator-Truck Driver	BC-04
R0630	Power Mower Operator/Groundskeeper	BC-03				
	•	1	1			



### City& County of Honolulu Parks & Recreation Department Park Maintenance & Recreation Services District IV Organization Chart I

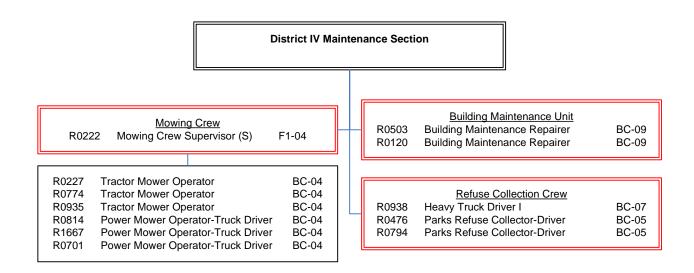


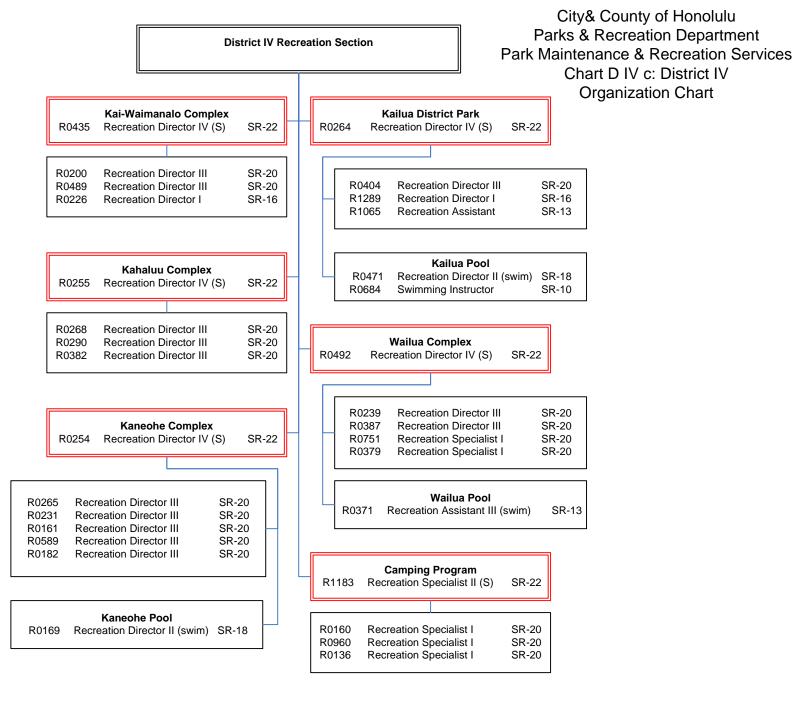
District IV Maintenance Section	
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### City& County of Honolulu Parks & Recreation Department Park Maintenance & Recreation Services Chart D IV a: District IV ization Chart

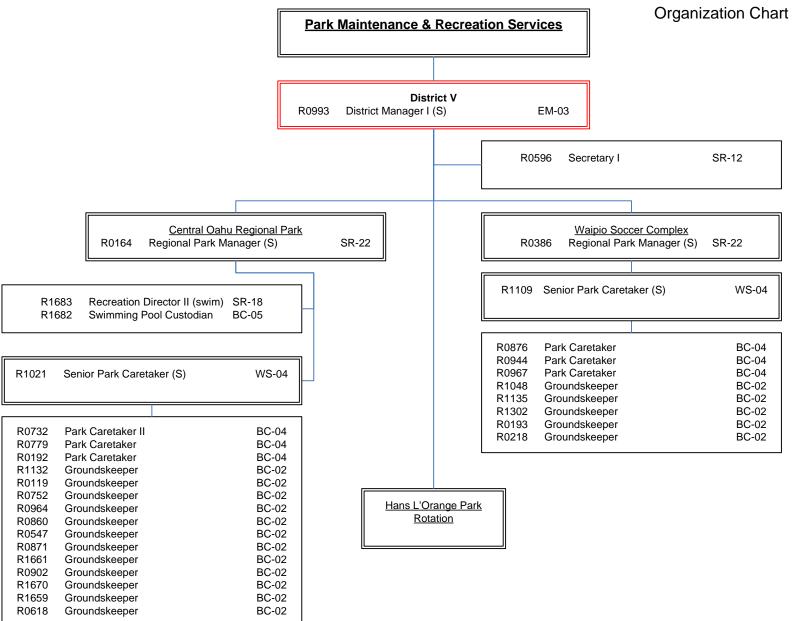
	Section 1				(	Shart D I
R0758 Par	rk Grounds Maintenance Supervisor (S)	F3-04				Organiz
RU/36 Pai	TR Grounds Maintenance Supervisor (3)	F3-04				Organiz
			,		2 2	
R1336	Senior Groundskeeper (S)	WS-02			Section 2	
	Senior Groundskeeper (S)	WS-02		R0883	Park Grounds Maintenance Supervisor (S)	F3-04
			]			
			1			
	Parks Refuse Collector-Driver	BC-05		R0899		WS-02
	Groundskeeper	BC-02		R1019	9 Senior Groundskeeper (S)	WS-02
	Groundskeeper	BC-02				
	Groundskeeper	BC-02		Dogo	O Outline and a series of December 15 and	DO 05
	Groundskeeper	BC-02		R060	•	BC-05
	Groundskeeper	BC-02		R139	• ,	BC-05
	Groundskeeper	BC-02		R018	·	BC-02
	Groundskeeper	BC-02		R094	•	BC-02
	Groundskeeper	BC-02		R142	•	BC-02
	Groundskeeper	BC-02		R109		BC-02
	Groundskeeper	BC-02		R167	•	BC-02
	Groundskeeper	BC-02		R141	6 Groundskeeper	BC-02
	Groundskeeper	BC-02				
	Groundskeeper	BC-02				1
	Groundskeeper	BC-02			Section 4	
	Groundskeeper	BC-02		R0230	Park Grounds Maintenance Supervisor (S)	F3-04
R1357	Groundskeeper	BC-02		10250	Tark Grounds Maintenance Supervisor (6)	13-04
			•			
				R0620	Senior Groundskeeper (S)	WS-02
	Section 3			R0754	,	WS-02 WS-02
R1046 Pa	ark Grounds Maintenance Supervisor (S)	F3-04		1073	4 Seriioi Giodifidskeeper (5)	VV-02
111010 14	an creatiae maintenance capetities (e)	1001				
			ו	R045	8 Swimming Pool Custodian	BC-05
R0451	Senior Groundskeeper (S)	WS-02		R092		BC-03
R0477	Senior Groundskeeper (S)	WS-02		R058		BC-02
			J	R061	4 Groundskeeper	BC-02
D.1057	0 :	DO 05	1	R061	6 Groundskeeper	BC-02
	Swimming Pool Custodian	BC-05		R092	1 Groundskeeper	BC-02
	Swimming Pool Custodian (T 16 hrs.)	BC-05		R142	8 Groundskeeper	BC-02
	Groundskeeper Truck-Driver	BC-03		R116	5 Groundskeeper	BC-02
	Power Mower Operator-Groundskeeper			R080		BC-02
	Groundskeeper	BC-02		R143	2 Groundskeeper	BC-02
	Groundskeeper	BC-02		R143	1 Groundskeeper	BC-02
	Groundskeeper	BC-02		R094		BC-02
	Groundskeeper	BC-02		R099	1 Groundskeeper	BC-02
	Groundskeeper	BC-02		R142	9 Groundskeeper	BC-02
	Groundskeeper	BC-02		R143	4 Groundskeeper	BC-02
	Groundskeeper	BC-02		R118	•	BC-02
	Groundskeeper	BC-02		R135	•	BC-02
	Groundskeeper	BC-02		R143	•	BC-02
	Groundskeeper	BC-02		R150	•	BC-02
		D 0 0 -	1			
R1668	Groundskeeper	BC-02		R166	•	BC-02
R1668 R1669	Groundskeeper Groundskeeper	BC-02		R166	5 Groundskeeper	
R1668 R1669 R1356	Groundskeeper			1	5 Groundskeeper 6 Groundskeeper	BC-02

### City& County of Honolulu Parks & Recreation Department Park Maintenance & Recreation Services Chart D IV b: District IV Organization Chart

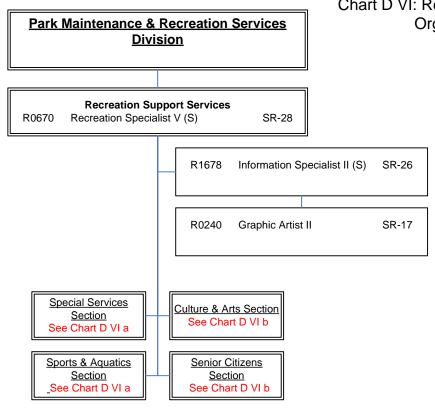




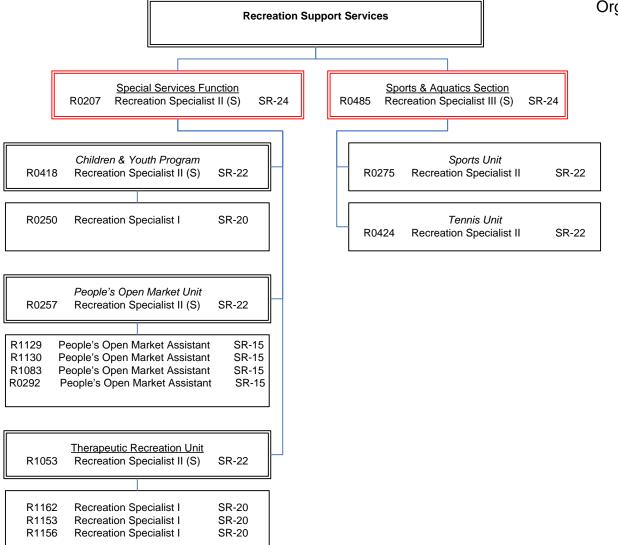
### City& County of Honolulu Parks & Recreation Department Park Maintenance & Recreation Services Chart D V: District V



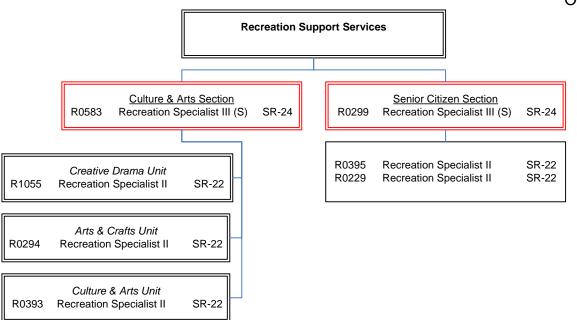
City& County of Honolulu
Parks & Recreation Department
Park Maintenance & Recreation Services
Chart D VI: Recreation Support Services
Organization Chart



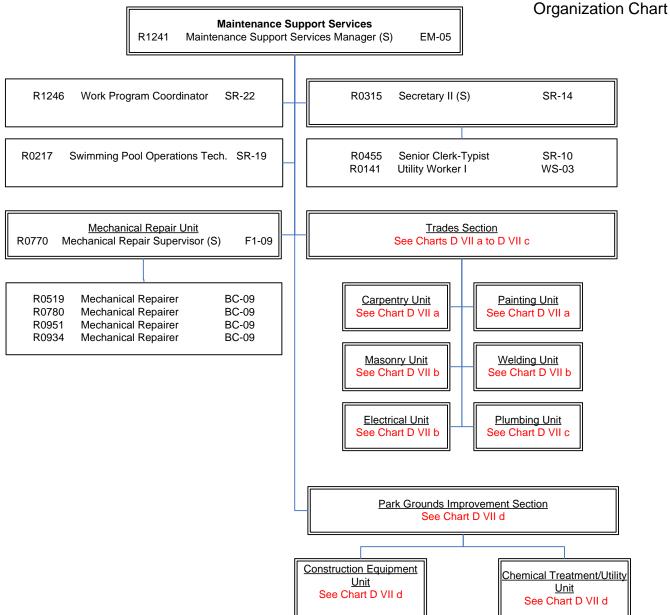
City& County of Honolulu
Parks & Recreation Department
Park Maintenance & Recreation Services
Chart D VI a: Recreation Support Services
Organization Chart



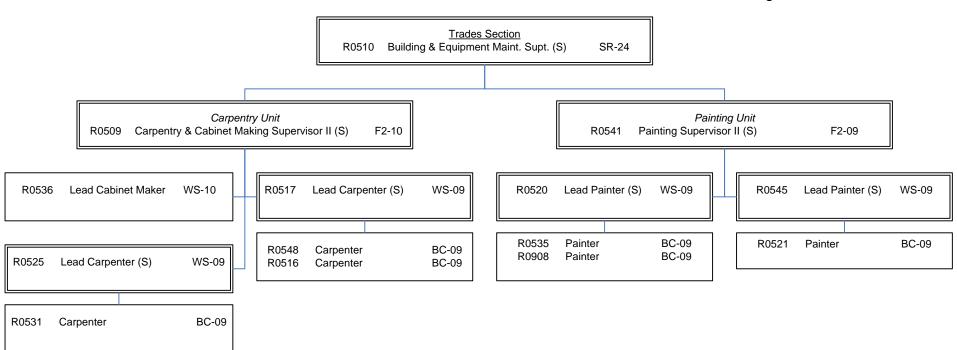
City& County of Honolulu
Parks & Recreation Department
Park Maintenance & Recreation Services
Chart D VI b: Recreation Support Services
Organization Chart



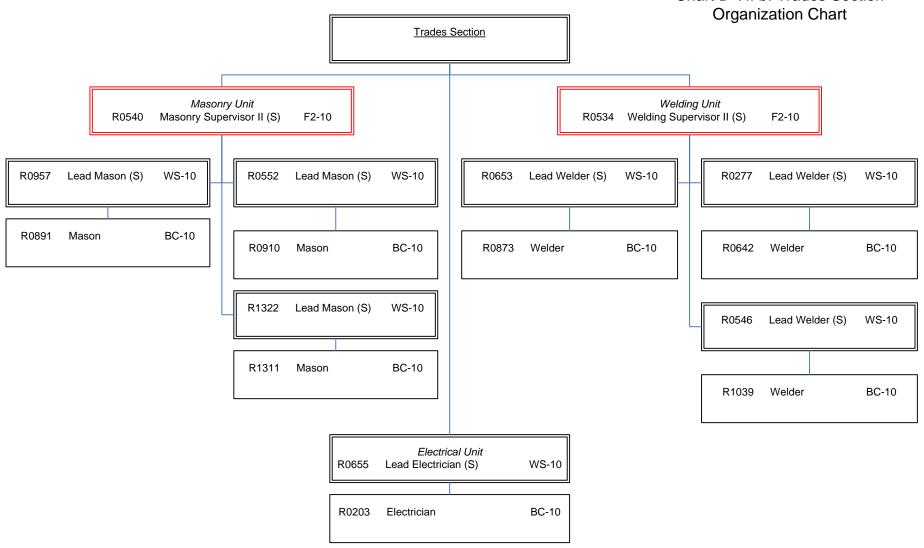
City& County of Honolulu
Parks & Recreation Department
Park Maintenance & Recreation Services
Chart D VII: Maintenance Support Services



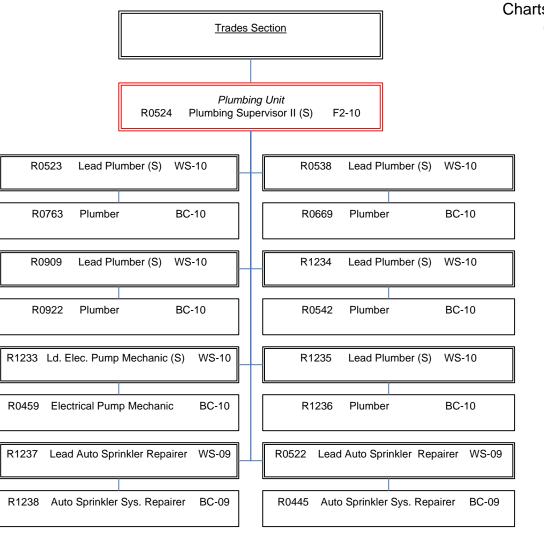
City& County of Honolulu
Parks & Recreation Department
Park Maintenance & Recreation Services
Maintenance Support Services
Chart D VII a: Trades Section
Organization Chart



City& County of Honolulu
Parks & Recreation Department
Park Maintenance & Recreation Services
Maintenance Support Services
Chart D VII b: Trades Section
Organization Chart



City& County of Honolulu
Parks & Recreation Department
Park Maintenance & Recreation Services
Maintenance Support Services
Charts D VII c: Trades Section
Organization Chart



City& County of Honolulu
Parks & Recreation Department
Park Maintenance & Recreation Services
Maintenance Support Services
Chart D VII d: Park Grounds Improvement Section
Organization Chart

