

GORDON KWAI KEONG HONG



Career Objectives: To seek a position that is fulfilling and to reach my potential as a responsible employee within the Department of Transportation.

Education: University of Hawaii at Manoa, bachelor of Business,
Major in Personnel Industrial Relations, 1968
Los Angeles City College (two years), 1964-1965

Work Experience:

State of Hawaii, Department of Transportation, May 2005 – December 28, 2007

Job Title: Highway Safety Manager (SR-24)
Hired as the Highway Safety Manager in May 2005 after serving in this capacity from January 1998 under the title Safe Community Coordinator. This was simply a change in title and salary range as I was already performing all of the functions of the manager for the past seven and a half years. Therefore, the duties and functions of the manager position are already dutifully described under the coordinator's position.

State of Hawaii, Department of Transportation, January 1998 to May 2005

Job Title: Safe Community Coordinator (SR-24)
Assigned to DOT Public Affairs Office (DIR-P) in January 1998 as part of the reorganization of the Motor Vehicle Safety Office (MVS0). Responsible for the coordination of the Safe Community Office, which took over the leadership of the Highway Safety function that was once housed in MVS0. Duties involved the development of the Highway Safety Program and to incorporate the grant funding process into a larger Safe Community concept of involving community coalitions to become part of the process. Responsible for the development of the Highway Safety Plan that incorporated the following funding sources:

Section 402 – Our basic grant that covers all aspects of highway safety;

Section 405 – An incentive grant to increase the use of occupant protection devices (seat belts);

Section 410 – An incentive grant to develop alcohol countermeasures against impaired driving;

Section 411 – An incentive grant to improve our record keeping system for traffic safety;

Section 157(a) – An incentive grant that may be used for all aspects of highway safety;

Section 157(b) – An innovative grant for the enforcement of our occupant protection laws; and

Section 2003(b) – An incentive grant to increase the safety of children in child safety seats.

Developed the application process for the 405, 410, 411, 157(b) and 2003(b) grants, which are all competitive grants that we must qualify for by providing justification as to why we should receive funding in those areas of concern.

Developed the application process for highway safety grants to include the maximum amount of community involvement into the process.

Developed a rating system in order to have a numerical score for all projects submitted to our office for funding.

Responsible for developing the Request For Proposal booklet, which provides potential grantees with background of the highway safety program, Federal and State priority areas of concern, 10-year statistics on traffic injuries, and instructions on how to submit a proposal using a form developed specifically for our program.

Responsible for development of the Hawaii Annual Report that is due to the National Highway Traffic Safety Administration at the end of each calendar year. The Annual Report format was completely changed to reflect a more streamlined, efficient and visually pleasing format that allows for easier reading and understanding by members of Congress. The use of graphs, charts and pictures to summarize program activities took the place of long, drawn-out narrative that, in previous years, exceeded 50 to 60 pages. The new Annual Report is approximately 12 pages and includes a message from the Director of Transportation, comparisons of how we attained our goals, and our final fiscal expenditures for that grant year. The California Highway Safety Office will produce their annual report to follow Hawaii's format.

Responsible for the supervision of four staff members in the Safe Community Office.

State of Hawaii, Department of Transportation, January 1985 to December 31, 1998.

Job Title: Highway Safety Specialist (SR-22)

Duties included being responsible for the development, organization, planning and execution of 30 to 40 projects dealing with alcohol countermeasures, occupant protection and other highway safety related programs per year. Responsibilities also included generating federal alcohol incentive grant applications for Hawaii over the past seven years. The Section 408 and 410 alcohol incentive funds were given to States that the Federal government deemed to have qualified by meeting four to five basic criteria; States received additional funding by qualifying for up to 14 supplemental criteria. Was successful in bringing into Hawaii approximately \$1.8 million over a seven-year span. Responsible for researching the qualifications and gathering necessary data to meet each basic and supplemental criteria; analyzing how to meet each criteria; writing and producing the entire 408 and 410 grant applications; developing the highway safety plan for both of the incoming incentive grant funds; implementing all of the projects funded by these grants; monitoring and reporting on these incentive grants; and completing all annual reports. Was also responsible for all fiscal matters for incentive grants for the first six years.

Responsible for closing out the incentive grants and carrying over all unused funds into the next fiscal year. In the seventh year, the fiscal responsibility was given to the highway safety manager.

Responsible for providing technical assistance to all alcohol and occupant protection projects, including the monitoring and reporting of 30 to 40 projects.

City and County of Honolulu, Department of Budget, April 1982 to January 1985

Job Title: Fiscal Analyst III (SR-26)

Duties included being responsible for studying and analyzing budgets, revenues, allocations and expenditures relating to the overall finances of the Community Development Block Grant (CDBG) Program, which had an annual appropriation of \$12 million to \$14 million. Served as the principal staff specialist to the Chief Budget Officer for the CDBG program. Responsible for "issue paper" to the Mayor on each CDBG project from conception, recommendations, completion and evaluation of the projects. Monitored projects frequently to assure compliance with project goals. Part of CDBG committee that determined what projects were to be funded.

State of Hawaii, Department of Personnel Services, October 1973 to December 1981

Job Title: CETA/PEP Program Administrator, Personnel
Management Specialist VII (SR-28)

Duties included being responsible for the planning, organizing, staffing, implementation and evaluation of the Comprehensive Employment and Training Act (CETA) Program and of the Public Employment Program (PEP). Responsible for the development of the basic policies, objectives, standards and performance goals (immediate and long range) for the CETA/PEP program. Oversaw the program operating budget and expenditures exceeding \$53 million over a nine-year period. Responsible for the negotiation of allocations of funding to the neighbor islands and distribution of thousands of CETA/PEP jobs throughout the State. Responsible for the development and maintenance of an efficient organizational structure with clearly delineated lines of responsibility of authority covering 45 staff members on all four major islands. Overall responsibility for the compliance to all Federal and State laws governing the employment of over 2,000 employees at the height of the program.

Other Related Jobs

United States Army, Based in California, Georgia, Germany, October 1968 to October 1971

Job Title: Sergeant (E-5), Transportation Specialist (71N40)

Duties included moving large numbers of troops in Georgia and acting as Customs Inspector in Germany. Duties required specialized knowledge of pertinent rules and regulations for the transport of troops and materials.

References will be furnished upon request.