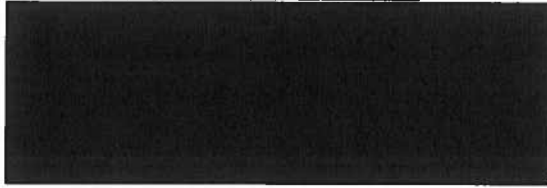


JAY I. ISHIBASHI



EXPERIENCE:

EMPLOYEE REPRESENTATIVE February 2011 - Present

Hawaii Government Employees Association

Managerial Confidential Employees Chapter (MCEC)

- Serves as resource person to members – addressing inquiries and concerns regarding contract provisions, jurisdictional policies and procedures
- Conducts investigations and analyze information in dispute resolution
- Advocates for members accused of adverse actions - Prepares and presents cases
- Organizes statewide Island Division informational meetings for members
- Plans, and coordinates MCEC convention
- Monitors legislation, drafts testimony, and lobbies at the State Legislature
- Organizes Chapter Board of Directors meetings
- Reviews and prepares Chapter budget, recommends and monitors expenditures
- Advises the Chapter Board on fiscal, organizational and procedural matters
- Coordinates political action activities

SPECIAL ASSISTANT TO THE MAYOR

January 2005 – October 2010

City and County of Honolulu

- Monitored and affected legislation at the State Legislature
- Coordinated Executive Branch boards and commissions
- Addressed public inquiries and concerns
- Maintained relations with community organizations and unions
- Coordinated City and County of Honolulu community and charitable projects
- Represented the City and County of Honolulu on various non profit boards
- Served as the liaison between the Mayor's Office and the City departments
- Staffed and represented the Mayor at various events and meetings
- Advised the Mayor on citywide issues

BUDGET ANALYST

November 2002 – December 2004

State of Hawaii – Senate Ways and Means

- Analyzed departmental budget requests to the State's Executive Budget
- Conducted appraisals and comparisons of various public programs
- Conducted personnel assessments, and on-site inspections of program facilities
- Provided recommendations based on pertinent budget policy and existing law
- Reviewed and analyzed functional plans and State planning documents
- Reviewed and tracked legislation for viability and compliance with the Hawaii Revised Statutes and the Hawaii Administrative Rules

SENIOR EXECUTIVE AIDE

April 1999 - September 2002

State of Hawaii - Office of the Lieutenant Governor

Staffed and represented the Lieutenant Governor at various events
Advised the Lieutenant Governor on state policy issues
Developed implementation strategies for office initiatives
Maintained relations with community organizations
Addressed constituent inquiries and concerns
Drafted, reviewed and edited speeches
Drafted and tracked legislation
Managed Staff Executive Aides
Recruited and hired staff

CONTRACT SPECIALIST

August 1994 - April 1999

State of Hawaii - Department of Human Services -Med-QUEST Division

Served as liaison between the State and contracted health plans
Monitored health plans to assure compliance with contract provisions
Monitored and evaluated health plans' performance
Developed and evaluated Request for Proposals for new contract periods
Recommended modifications to contracts
Conducted community presentations regarding QUEST eligibility
Monitored legislation affecting the program
Coordinated responses to legislative inquiries

PLANNER IV/OPERATIONS MANAGER

January 1990 - July 1994

State of Hawaii - Department of Health - State Health Insurance Program

Served as the public relations and media officer
Developed and implemented marketing strategies
Developed print collateral and audio/visual media
Published quarterly newsletter
Monitored all State and Federal legislation affecting the program
Prepared testimony and supporting data for the legislature
Assisted in the development of the program's planning documents
Collected and abstracted baseline reports and statistical information
Developed procedures for conducting and managing case review
Monitored cases for quality
Recommended policy and procedural changes for the program
Managed member services staff
Developed staffing requirements (recruited, hired and trained)

EDUCATION:

High School: Iolani School

University: University of Hawaii at Manoa - Bachelor of Arts, Political Science

REFERENCES:

Attached