

DAVID Y. IGE
GOVERNOR



JAMES K. NISHIMOTO
DIRECTOR

RANDOLF BALDEMOR
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
235 S. BERETANIA STREET
HONOLULU, HAWAII 96813-2437

SENATE COMMITTEE ON WAYS AND MEANS
HOUSE COMMITTEE ON FINANCE
BUDGET REQUEST FOR THE FISCAL BIENNIUM 2015-17
JANUARY 7, 2015

TESTIMONY BY JAMES NISHIMOTO, DIRECTOR
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

Honorable Chair Tokuda, Chair Luke, Members of the Senate Committee on Ways and Means, and Members of the House Committee on Finance:

I am James Nishimoto, Director for the Department of Human Resources Development (DHRD). I am here today to present the Department's budget request for the Fiscal Biennium 2015-17.

Mission Statement

The Department's mission is to attract and maintain a qualified and high performing workforce within applicable fiscal and operational constraints. This includes recruitment activities for civil service positions; providing support for personnel actions that are necessary as a result of the State's fiscal status; classifying positions based on the duties and responsibilities; identifying and coordinating employee training and development opportunities; compensating employees at proper pay levels; assuring effective employee-employer relations; administering a variety of voluntary employee benefits; administering the State's self-insured workers' compensation program for State employees; and ensuring a safe and healthy work environment.

Impact of Current Economic and Fiscal Conditions

The Department continues to cope with the challenges of improving service delivery notwithstanding reduced resources. The impact of current economic and fiscal conditions on operations has been:

- ◆ Reassignment of responsibilities, reprioritizing of assignments, and cross-training of staff where and when possible, to achieve efficiencies and improve effectiveness of program operations.
- ◆ Increase in the number of applications received from individuals applying for jobs.

Federal Funds

The Department has no programs that receive federal funds.

Budget Request

The Department has no budget request for the Fiscal Biennium 2015-17. Our operating base budget ceiling reflects the fiscal year 2015 appropriation, minus non-recurring costs for the Equal Employment Opportunity program, plus collective bargaining and Commission on Salaries adjustments.

We are aware of the challenges ahead and remain committed to work with the Legislature to seek solutions that effectively balance short-and long-term priorities.

Attachments

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Department of Human Resources Development
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	(Staffing) Develops and administers a civil service system consistent with the application of the Merit Principle.	Develops and administers a statewide staffing program for civil service employment in the Executive Branch, within applicable fiscal and operational constraints. This includes competitive recruitment; competitive examination development (education and experience) and administration; and jurisdictional placement searches for employees affected by reduction in force, and work related and non-work related disabilities.	HRD102PA	Hawaii Constitution, Article XVI. Chapter 76, HRS. Chapter 78, HRS. Section 89-9(d), HRS. Chapter 378, HRS. Chapter 386, HRS. Chapter 831, HRS. Chapter 92F, HRS.

Department of Human Resources Development
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	(Labor Relations) Administers and enforces the State's labor-management agreements and employee performance appraisal system for Executive Branch departments, and provides staff services in the negotiation of labor contracts.	<ul style="list-style-type: none"> a. Participates in negotiations with the employee unions on collective bargaining agreements and mutual agreements, which includes serving as spokespersons for the State and County Employers; b. Administers the uniform interpretation and application of provisions in collective bargaining agreements, dispute settlements, and related determinations of labor-management relationships (i.e. Hawaii Labor Relations Board rulings); c. Provides advisory guidance and assistance to management representatives in the application of contractual provisions and handling of employees with performance problems, in consideration of past arbitration decisions, court decisions, and contract interpretations; d. Develops policies, procedures, and operating guidelines on various labor relations and performance evaluation matters; e. Processes grievances which may have statewide impact; and f. Tracks legislation involving labor relations matters and prepares testimonies for the DHRD Director. 	HRD102QA	Chapter 89, HRS <i>Collective Bargaining Law.</i> Section 76-41, HRS <i>Performance appraisal systems; failure to meet performance requirements.</i>

Department of Human Resources Development
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1b	(Employee Assistance) Develops, implements, and administers various statewide no-cost/low-cost employee benefit and training and development programs. Benefit programs include those which provide significant tax savings to the State, and other activities to help attract and retain employees.	<ul style="list-style-type: none"> a. Administers various pre-tax benefit programs, such as the Deferred Compensation Plan; PTS Deferred Compensation Plan for Part-Time, Temporary, and Seasonal or Casual Employees; Premium Conversion Plan; Island Flex Flexible Spending Accounts Plan; Flex Park; and Pre-Tax Transportation Benefits Program; which produce more than \$10.3 million in tax savings annually to the State. b. Administers other employee benefit programs that are required by federal laws, State laws, and the collective bargaining agreements. c. Provides staff support to the Deferred Compensation Plan Board of Trustees. d. Consults and partners with all departments to identify training/development gaps. Creates, coordinates and facilitates training curriculum to address this needs assessment. Explores and develops alternative training methods to maximize learning effectiveness while minimizing cost to line departments. e. Develops, conducts, and coordinates communication on various employee benefit programs, including pre-retirement workshops and new employee orientations. f. Develops policies, procedures, and guidelines on the benefit programs; ensures compliance with the IRS regulations which authorize the benefit programs. g. Provides advisory guidance to line departments on benefit programs. h. Tracks legislation involving employee benefit programs and training and development matters, and prepares testimonies for the DHRD Director. 	HRD102QA	Section 125, Internal Revenue Code (IRC); Section 78-30, HRS <i>Cafeteria plans</i> . Chapter 88E, HRS <i>Deferred Compensation Plan</i> . Chapter 88F, HRS <i>Deferred Compensation Retirement Plan for Part-Time, Temporary, and Seasonal or Casual Employees</i> . Section 132(f), IRC; Section 78-53, HRS <i>Pre-tax Transportation Benefit Programs</i> . Chapter 398, HRS <i>Family Leave</i> . Federal Regulations, Part 825, <i>Family & Medical Leave Act</i> . Section 78-28, HRS <i>In-service training programs</i> . Section 78-29, HRS <i>Incentive & Service Awards</i> .

Department of Human Resources Development
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1c	(Personnel Transactions) Processes, audits, and advises on various pay and personnel transactions for employees of the Executive Branch; develops and implements update/processing requirements to effect new employment actions; and generates routine and special workforce reports.	a. Develops instructions for all Executive Branch departments to guide them in implementing negotiated pay adjustments, arbitration decisions, and settlement agreements; b. Processes mass pay adjustments negotiated for Bargaining Units 1, 2, 3, 4, 9, 10, 11, and 13, for all departments, and various pay actions for identified groups of positions; c. Prints and distributes Employee Personnel Action Report forms to record all personnel transactions which are generated en masse, e.g., pay adjustments for all 8 Bargaining Units, pay adjustments by Bargaining Unit due to varying effective dates and/or agreement terms, job title changes due to changes in a class or class series, and coordinates set up of print files when departments elect to print their EPAR forms; d. Provides advisory guidance and assistance to line Departmental Personnel Office (DPO) staff in the interpretation and application of laws, policies, collective bargaining agreements, and Executive Orders provisions relating to compensation, leaves (vacation and sick leave and leaves of absence without pay), leave record-keeping, transfers, separations, Uniformed Services Employment and Reemployment Rights Act compliance and Leave Sharing program, and other personnel transactions related issues; e. Selectively audits the line departments' personnel transactions to ensure accurate reporting and processing; f. Generates routine and special workforce reports to provide data requested by the Office of the Governor, DHRD Director, Department of Budget and Finance, Office of Collective Bargaining Chief Negotiator, Legislators, Unions, and others; and g. Tracks legislation involving matters related to compensation and leaves, and prepares testimonies for the DHRD Director.	HRD102QA	Section 76-13(1), HRS <i>Establish and maintain roster of all persons in the civil service.</i> Section 26-5(b), HRS <i>Pay administration.</i> Section 76-28, HRS <i>Forms required of appointing authorities.</i> Section 76-30, HRS <i>Tenure; resignations.</i> Section 76-16.5, HRS <i>Pay of Officers and employees on active military service.</i> Section 78-23, HRS <i>Leaves of absence.</i> Section 78-26, HRS <i>Leave sharing program.</i> Section 78-27, HRS <i>Temporary inter-and intra-governmental assignments and exchanges.</i>

Department of Human Resources Development
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	(Classification) Develops and administers the position classification system for civil service positions, including the establishment and maintenance of classes and their experience and training requirements; and the assignment of positions to classes, bargaining units and other administrative units.	Civil Service Position Classification 1. Position actions (i.e., establish, reallocate, abolish, extend, etc.). 2. Class specifications (i.e., establish, amend, and abolish) and selective certification requirements.	HRD102RA	Section 76-13.5, HRS
1b	(Compensation) Develops and maintains the civil service compensation system, including the pricing/repricing of classes; and establishing special rates for shortage occupations.	Compensation 1. Pricing and repricing of civil service classes (i.e., determine and review). 2. Wage analysis. 3. Providing collective bargaining support (primarily on wages). 4. Shortage category determinations and rate setting. 5. Developing and implementing pay programs to attract and retain quality employees.	HRD102RA	Section 76-1, HRS. Section 89-9(f)(2), HRS. Section 89-11(f), HRS.
1c	(Exempt Positions and Employees) Development and administration of programs covering exempt positions and employees.	Exemptions from Civil Service 1. Review requests to approve and extend projects (authority to approve delegated by Governor to DHRD Director). 2. Review requests for approval and extensions of exempt positions (other than project exemptions). 3. Review exemption checklists from departments used to determine exemptions in order to contract for services.	HRD102RA	Section 76-16, HRS.

Department of Human Resources Development
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	(Employee Claims) The delivery of statutory benefits to all injured employees within the Executive Branch (excluding DOE, UH, and HHSC) of government, Charter Schools, Hawaii Public Housing Authority, and the Legislature in accordance with the Hawaii Workers' Compensation Law (Chapter 386) and its related rules and regulations.	<ol style="list-style-type: none"> 1. Investigating questionable claims which includes, but is not limited to securing recorded statements of injured employees and witnesses, taking photographs of accident scenes, conducting discovery, and researching precedent cases. 2. Attending administrative hearings on contested claims, denied treatment plans, and where the parties can't reach an agreement as to the extent of the injured employee's disability. 3. Authorizing accurate and appropriate benefits, such as: calculating and authorizing temporary total disability benefits within 10 days after notification of the disability; insuring payment of benefits ordered pursuant to a final decision or settlement agreement within 31 days after they become due; and authorizing or denying bills for medical care, services, and supplies within 60 days of their receipt. 4. Monitoring treatment plans to insure that the treatment being provided is reasonable, necessary, curative and related to the nature of the compensable injury or illness. 5. Arranging for evaluations by medical experts if there is a question regarding causation or reasonableness of medical care. 6. Maintaining, monitoring, and updating the State's Return to Work Priority Program which assists injured employees who become unable to perform their usual and customary jobs to return to suitable gainful employment. 7. Identifying light duty work for those injured employees who cannot return to their usual and customary jobs on a temporary or permanent basis. 8. Identifying those injured employees who are capable of performing their usual and customary jobs but are restricted from returning to a particular environment and maintaining the policy that governs their placement in an alternate work site. 	HRD102SA	<p>Act 285, Section 71A, SLH 1984. Section 26-5, HRS. Chapter 386, HRS. Chapter 10, Title 12. Chapter 14, Title 12. Chapter 15, Title 12. All collective bargaining agreements. Americans with Disabilities Act. Americans with Disabilities Act Amendments Act. Administrative Directive 94-02. State of Hawaii, Accommodations for Employees With Disabilities Manual.</p>
		<ol style="list-style-type: none"> 9. Providing financial and reserve data to DAGS for inclusion in the State's financial statement as well as separate financial and reserve data to all Executive Branch departments as part of their financial audits. 		

Department of Human Resources Development
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1b	(Employee Safety) Administration of safety and health workplace laws, rules, and regulations consistent with State and federal mandates in accordance with the Occupational Safety and Health Administration, Environmental Protection Administration, and Federal Motor Carrier Safety Administration.	<ol style="list-style-type: none"> 1. Developing and conducting safety and health seminars, workshops, and conferences. 2. Developing and maintaining the human resources component of the State's Civil Defense Plan for emergency disaster management. 3. Developing and maintaining the State's Alcohol and Drug Testing Program which includes all educational materials and training sessions for employees required to attend. 4. Maintaining the State's program for safety toed shoes and safety glasses. 5. Chairing the State's Safety Council, which includes representatives from all Executive Branch departments, who meet to discuss best safety practices, OSHA requirements, and other issues related to maintaining a safe work environment. 6. Providing accident statistics to all departments on a regular basis to pinpoint injury trends; and whenever possible, developing training programs to address those injuries which were preventable. 7. Conducting worksite inspections post accident and ergonomic evaluations to prevent future injuries. 8. Conducting employee workshops for Drug and Alcohol Testing, - Violence in the Workplace, ergonomics, and driver education. 	HRD102SA	40 CFR. 49 CFR Parts 382-384, 390-397. 49 CFR Part 40. 29 CFR Part 1910. Chapter 396, HRS. All collective bargaining agreements. Act 111, SLH 2014. Title 11, HAR. Title 12, HAR.

Department of Human Resources Development
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	(General Administration) Administers the State personnel program, provides administrative support services, and represents the State on commissions and committees.	<ol style="list-style-type: none"> 1. Advises the Governor on policies and issues concerning the administration of the State personnel management system. 2. Provides long-range and overall policy-setting direction for the State's personnel management system. 3. Provides policies, training, and guidance to departments and agencies to assure and maintain a workplace free of discrimination, harassment and retaliation in personnel practices. 4. Directs and coordinates DHRD operations; and program and financial plans. 5. Provides administrative and technical support services relating to information technology (IT), fiscal, budget, procurement, and personnel management to department programs. 6. Administers and maintains the State's centralized Human Resources Management System (HRMS) that is used by state agencies, ERS, and EUTF. 	HRD191	Section 26-5, HRS Chapter 76, HRS Chapter 78, HRS Chapter 89, HRS Chapter 89C, HRS State and federal non-discrimination laws
2	(Attached Agency) Provides technical assistance to the Merit Appeals Boards (MAB). MAB decides appeals from actions taken by the chief executive, the director, an appointing authority or a designee acting on behalf of one of these individuals on issues such as: any person suffering a legal wrong by a recruitment and examination for a civil service position; an employee serving an initial probationary appointment who alleges wrongful termination for failure to successfully complete the initial probation period; for a classification and reclassification of a civil service position which is occupied by a civil service employee, an incumbent of a position in a new class may file an appeal if the employee has suffered a legal wrong by that action. Employees who aren't covered by a collective bargaining agreement under section 89-6, HRS may file an appeal on disciplinary actions, adverse actions for failure to meet performance requirements, or other employment actions if the employee suffers a legal wrong by the action.	<ol style="list-style-type: none"> 1. Recommending rule revisions. 2. Coordinating/running public hearings. 3. Providing administrative support to the Board. 	HRD102SA HRD102OA HRD191	Chapter 76, HRS. Section 26-5, HRS. HAR, Title 14, DHRD.
3	(Unemployment Insurance Benefits) Administers the unemployment insurance benefit fund for the Executive Branch (excluding DOE, UH and RCUH), OHA, the Legislature, and Judiciary.	<ol style="list-style-type: none"> 1. Prepares and processes payment to DLIR for quarterly estimated unemployment insurance (UI) benefits for former State employees. 2. Prepares and processes fiscal documents (journal vouchers, bill for collections, treasury deposits) for the accounting of UI benefits paid by general funds, assessed accounts, and non-assessed accounts. 3. Distributes monthly statement of UI benefits charges to all State agencies. 	HRD191 HRD102KA	Section 383-62, HRS

Department of Human Resources Development
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
4	(Temporary Disability Benefits) Provides oversight for the State's Temporary Disability Benefits Program	<ol style="list-style-type: none"> 1. Responding to inquiries regarding the interpretation of the program, and its applicability to bargaining unit and non-bargaining unit employees. 2. Insuring that the State's program retains its equivalency with the statute. 3. Updating the provisions of the program to insure compliance with the statute. 	HRD102SA	Chapter 392, HRS. State of Hawaii Temporary Disability Benefits Plan for Bargaining Unit Employees. State of Hawaii Temporary Disability Benefits Plan for Non- Bargaining Unit Employees.

Department of Human Resources Development
Department-Wide Totals

Table 2

Fiscal Year 2015				
Act 122/14 Appropriation	Restriction	Emergency Appropriations	Total FY15	MOF
\$ 15,191,285.00	\$ (723,280.00)		\$ 14,468,005.00	A
\$ 700,000.00			\$ 700,000.00	B
\$ 5,061,281.00			\$ 5,061,281.00	U
\$ 20,952,566.00	\$ (723,280.00)	\$ -	\$ 20,229,286.00	Total
Fiscal Year 2016				
*Act 122/14 Appropriation	Reductions	Additions	Total FY16	MOF
\$ 15,873,362.00			\$ 15,873,362.00	A
\$ 700,000.00			\$ 700,000.00	B
\$ 5,061,281.00			\$ 5,061,281.00	U
\$ 21,634,643.00	\$ -	\$ -	\$ 21,634,643.00	Total
Fiscal Year 2017				
*Act 122/14 Appropriation	Reductions	Additions	Total FY17	MOF
\$ 16,082,710.00			\$ 16,082,710.00	A
\$ 700,000.00			\$ 700,000.00	B
\$ 5,061,281.00			\$ 5,061,281.00	U
\$ 21,843,991.00	\$ -	\$ -	\$ 21,843,991.00	Total
* Includes collective bargaining allocation				

Department of Human Resources Development
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 122/14 (FY15)			Governor's Submittal (FY16)				Governor's Submittal (FY17)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
HRD102	Workforce Attraction, Selection, Classificat	A	86.00	-	\$ 13,746,899	86.00	-	\$ 14,340,613	4.3%	86.00	-	\$ 14,526,474	5.7%
HRD102	Workforce Attraction, Selection, Classificat	B	-	-	\$ 700,000	-	-	\$ 700,000	0.0%	-	-	\$ 700,000	0.0%
HRD102	Workforce Attraction, Selection, Classificat	U	1.00	-	\$ 5,061,281	1.00	-	\$ 5,061,281	0.0%	1.00	-	\$ 5,061,281	0.0%
HRD191	Supporting Services - Human Resources De	A	11.00	-	\$ 1,444,386	11.00	-	\$ 1,532,749	6.1%	11.00	-	\$ 1,556,236	7.7%
					\$ 15,191,285			\$ 15,873,362				\$ 16,082,710	

Department of Human Resources Development
Budget Decisions

Table 4

Prop ID	Sub-Dir	Description of Request	Initial Department Request FY16			Initial Department Request FY17			Budget & Finance Recommendation FY16			Budget & Finance Recommendation FY17			Governor's Decision FY16			Governor's Decision FY17						
			MOF	Pos (P)	Pos (T)	\$\$\$	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$		
HRD102	QA	Request 6 months funding for EEO program position	A			\$	30,012	A			\$	30,012			\$	-			\$	-			\$	-

Department of Human Resources Development
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY16			FY17			FY15
					Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Restriction (Y/N)
		None									

Department of Human Resources Development
Proposed Budget Additions

Table 6

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Addition Type</u>	<u>Prog ID Priority</u>	<u>Dept-Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>FY16</u>			<u>FY17</u>			
								<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	
					None									

Department of Human Resources Development
 FY15 Restrictions

Table 7

<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
HRD102		A	\$ 13,746,899	\$ 573,842	\$ 13,173,057	-4.2%	The department has delayed the filling of vacant positions and the transfer of vacation funds; reduced funding for the REACH contract; and reduced funds for IT systems upgrade/maintenance and technical training. The reduction in resources diminishes DHRD's ability to provide timely services to the line departments and technical support for the human resources management system.
HRD191		A	\$ 1,444,386	\$ 149,438	\$ 1,294,948	-10.3%	
			\$ 15,191,285	\$ 723,280	\$ 14,468,005		

Department of Human Resources Development
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
None						

Department of Human Resources Development
 Expenditures Exceeding Appropriation Ceilings in FY14 and FY15

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
				None					

Department of Human Resources Development
 Intradepartmental Transfers in FY14 and FY15

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
None										

Department of Human Resources Development
Active Federal Awards as of December 1, 2014

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
		None										

Department of xxx
Table 11 Instructions

Table 11

COLUMN	DATA ELEMENT	DEFINITION
A	State Expending Agency	State entity authorized to expend the funds as authorized by the appropriation or as delegated by the Governor. Select from drop-down menu. See legend below.
B	Program I.D.	The unique identifier for the specific program responsible for carrying out the program consisting of the abbreviation for the State entity followed by the organization number for the program. Format: XXX###
C	Award Number	The identifying number assigned by the awarding Federal Agency, such as the federal grant number, federal contract number or the federal loan number that appears in the federal award document.
D	CFDA No.	The number associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance. Only applies to grants and loans. A list of CFDA codes can be searched at: https://www.cfda.gov/index?s=program&tab=list&mode=list Format: ##.###.
E	Award Description	Award title and description with purpose of funding action.
F	Awarding Federal Agency	Name of the federal agency that awarded and administers the award on behalf of the funding agency. Select from drow-down menu. See agency list below.
G	Award Amount	For Grants: The total amount of the award. For Loans: The total amount of the loan obligated by the Federal Agency; the face value of the loan. For Contracts: The total amount obligated by the Federal Agency.
H	Award Amount Allocated to the Program ID in Column B	Enter the portion of the total award amount allocated to this Program ID. For example, if a federal award in the amount of \$500 is allocated to only AGR100, the "Award Amount" and the "Award Amount Allocated to the Pgm ID in Column B" would both be \$500. However, if the \$500 will be allocated to AGR100, AGR200 and AGR300, in the amounts of \$100, \$250 and \$150, respectively, the "Award Amount" would be the \$500 for all three program IDs but the "Award Amount Allocated to the Pgm ID in Column B" would be \$100 for AGR100, \$250 for AGR200 and \$150 for AGR300.
I	State Appropriation Symbol	The account number established in FAMIS. The appropriation account is a combination of 4 fields: Fund Type, Fiscal Year, Appropriation Account Number, and Dept. Code. If an award has appropriation symbols for multiple fiscal years, enter the symbol for the first fiscal year. Format: X-YY-###-X
J	State Fund Match (If Any)	The amount of state funds necessary to match the award.
K	Contact Name	Name of the individual at the program level responsible for performance of the award.
L	Contact Phone No.	Phone no. of the individual at the program level responsible for performance of the award.
M	Contact Email	Email of the individual at the program level responsible for performance of the award.
	LEGEND:	
	State Expending Agency	
A (AGR)	Department of Agriculture	
B (BED)	Department of Business, Economic Dev & Tourism	
C (LNR)	Department of Land and Natural Resources	
D (TRN)	Department of Transportation	
E (EDN)	Department of Education	
F (UOH)	University of Hawaii	

Department of xxx
Table 11 Instructions

Table 11

G (DEF)	Department of Defense	
H (HTH)	Department of Health	
I (HHL)	Department of Hawaiian Home Lands	
J (JUD)	Judiciary	
K (HMS)	Department of Human Services	
L (LBR)	Department of Labor and Industrial Relations	
M (AGS)	Department of Accounting and General Services	
N (ATG)	Department of Attorney General	
O (BUF)	Department of Budget and Finance	
P (HRD)	Department of Human Resources Development	
Q (GOV)	Office of the Governor	
R (CCA)	Department of Commerce and Consumer Affairs	
S (LTG)	Office of the Lieutenant Governor	
T (TAX)	Department of Taxation	
V1 (PSD)	Department of Public Safety	
Z1 (OHA)	Office of Hawaiian Affairs	
	Federal Agency	
	Dept.of Agriculture	
	Dept. of Commerce	
	Dept. of Defense	
	Dept. of Education	
	Dept. of Energy	
	Dept. of Health and Human Services	
	Dept. of Homeland Security	
	Dept. of Housing and Urban Development	
	Dept. of Justice	
	Dept. of Labor	
	Dept. of State	
	Dept. of the Interior	
	Dept. of the Treasury	
	Dept. of Transportation	
	Dept. of Veterans Affairs	
	Corporation for National & Community Svc	
	Environmental Protection Agency	
	General Services Administration	
	NASA	
	National Science Foundation	
	Nuclear Regulatory Commission	
	Office of Personnel Management	
	Small Business Administration	
	Social Security Administration	
	U.S. Agency for International Development	

Department of Human Resources Development
Non-General Funds

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY15	Estimated FY15	Estimated FY15	Estimated FY15	Estimated FY15	Balance in Excess of
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances	Net Transfers	Ending Unencumbered Cash Balance	Program Needs
Human Resources Development Special Fund	To support and facilitate the Department's entrepreneurial initiatives, training activities, and programs for government employees.	Section 26-5(f), HRS	B	\$ 1,277,718	\$ 225,040	\$ 110,297	\$ -	\$ 1,392,461	\$ -

Department of Human Resources Development
 Vacancy Report as of November 30, 2014

Table 13

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date of Vacancy</u>	<u>Expected Fill Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appts</u>	<u>Describe if Filled by other Means</u>	<u>Priority # to Retain</u>
HRD102	PA	7/31/2014		121081	Pers Mgmt Spec V	N	SR24	73	P	1.00	A	\$ 51,312	\$ 43,812	Y	N			2
HRD102	PA	8/1/2014		28677	Pers Tech VI	N	SR15	63	P	1.00	A	\$ 48,024	\$ 48,024	Y	N			3
HRD102	RA	8/4/2014		33456	Pers Mgmt Spec V	N	SR24	73	P	1.00	A	\$ 58,440	\$ 54,864	Y	N			1
HRD102	QA	11/1/2014		7180	Pers Prog Manager	N	EM05	35	P	1.00	A	\$ 103,704	\$ 103,704	Y	N			5
HRD102	QA	12/1/2014		26159	Pers Mgmt Spec V	N	SR24	73	P	1.00	A	\$ 64,920	\$ 64,920	Y	N			4

Department of Human Resources Development
Personnel Separations from July 1, 2013 to November 30, 2014

Table 14

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>
HRD102	PA	7/31/2014	121081	Pers Mgmt Spec III	N	SR20	73	P	A	1.00	\$ 51,312	1.00	\$ 43,812
HRD102	PA	8/1/2014	28677	Pers Tech VI	N	SR15	63	P	A	1.00	\$ 48,024	1.00	\$ 48,024
HRD102	QA	9/1/2013	12547	Pers Prog Manager	N	EM05	35	P	A	1.00	\$ 74,868	1.00	\$ 74,868
HRD102	QA	11/1/2014	7180	Pers Prog Manager	N	EM05	35	P	A	1.00	\$ 103,704	1.00	\$ 103,704
HRD102	RA	11/1/2013	11835	Pers Clerk V	N	SR13	63	P	A	1.00	\$ 44,412	1.00	\$ 44,412
HRD102	RA	12/1/2013	9004	Pers Prog Manager	N	EM05	35	P	A	1.00	\$ 101,760	1.00	\$ 101,760
HRD102	RA	8/2/2014	14925	Pers Tech VI	N	SR15	63	P	A	1.00	\$ 49,968	1.00	\$ 37,980
HRD102	SA	9/1/2013	37436	Pers Mgmt Spec IV	N	SR22	73	P	A	1.00	\$ 51,312	1.00	\$ 51,312
HRD102	SA	5/31/2014	36303	Pers Clerk IV	N	SR11	63	P	A	1.00	\$ 30,036	1.00	\$ 30,036
HRD191	AA	10/1/2014	106463	Deputy Director of HRD	Y	SRNA	00	P	A	1.00	\$ 125,304	1.00	\$ 121,908
HRD191	AA	10/23/2014	100015	Director of Human Res Dev	Y	SRNA	00	P	A	1.00	\$ 133,536	1.00	\$ 133,536

Department of Human Resources Development
Positions Filled from July 1, 2013 to November 30, 2014

Table 15

Prog ID	Sub-Org	Effective Date	Position	Position Title	Exempt	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual	Actual Salary	Occupied
		Position Filled	Number		(Y/N)					FTE	Salary	FTE		Hire (Y/N)
HRD102	PA	1/16/2014	121082	Pers Clerk V	N	SR13	63	P	A	1.00	\$ 18,258	1.00	\$ 15,606	N
HRD102	PA	2/18/2014	121079	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 25,656	1.00	\$ 27,744	N
HRD102	PA	2/18/2014	121081	Pers Mgmt Spec III	N	SR20	73	P	A	1.00	\$ 25,656	1.00	\$ 21,906	N
HRD102	PA	7/1/2014	121080	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 75,960	1.00	\$ 75,960	N
HRD102	QA	7/22/2013	26159	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 60,024	1.00	\$ 60,024	N
HRD102	QA	8/21/2013	46310	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 70,188	1.00	\$ 70,188	N
HRD102	QA	1/22/2014	22101	Pers Prog Admin	N	EM08	35	P	A	1.00	\$ 112,632	1.00	\$ 114,660	N
HRD102	QA	5/1/2014	12547	Pers Mgmt Spec VI	N	SR26	73	P	A	1.00	\$ 64,920	1.00	\$ 64,920	N
HRD102	QA	10/1/2014	121384	Pers Mgmt Spec V	N	SR24	73	P	U	1.00	\$ 75,960	1.00	\$ 75,960	N
HRD102	RA	1/1/2014	9004	Pers Prog Manager	N	EM05	35	P	A	1.00	\$ 101,760	1.00	\$ 86,904	N
HRD102	RA	3/3/2014	40851	Pers Mgmt Spec VI	N	SR26	93	P	A	1.00	\$ 73,044	1.00	\$ 73,032	N
HRD102	RA	5/16/2014	12494	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 65,184	1.00	\$ 62,424	N
HRD102	RA	5/20/2014	11835	Pers Clerk IV	N	SR11	63	P	A	1.00	\$ 42,684	1.00	\$ 28,836	Y
HRD102	RA	8/4/2014	14925	Pers Tech VI	N	SR15	63	P	A	1.00	\$ 49,968	1.00	\$ 49,968	N
HRD102	SA	8/19/2013	36304	Registered Nurse IV	N	SR22	79	P	A	1.00	\$ 87,384	1.00	\$ 81,972	N
HRD102	SA	9/4/2013	40355	Office Assistant III	N	SR08	63	P	A	1.00	\$ 25,668	1.00	\$ 25,668	Y
HRD102	SA	2/3/2014	37436	Pers Mgmt Spec I	N	SR16	73	P	A	1.00	\$ 51,312	1.00	\$ 37,464	Y
HRD102	SA	3/3/2014	31107	Voc Rehab Spec V	N	SR24	73	P	A	1.00	\$ 57,708	1.00	\$ 70,188	Y
HRD102	SA	7/1/2014	36303	Pers Clerk IV	N	SR11	63	P	A	1.00	\$ 33,756	1.00	\$ 29,988	N

Department of Human Resources Development
 Unauthorized Positions as of November 30, 2014

Table 16

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
		None												

Department of Human Resources Development
Overtime Expenditure Summary

Table 17

Prog ID	Sub-Org	Program Title	MOF	FY14 (actual)			FY15 (estimated)			FY16 (budgeted)			FY17 (budgeted)		
				<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
HRD102	PA	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 1,426,854	\$ -	0.0%	\$ 1,522,080	\$ -	0.0%	\$ 1,713,836	\$ 2,914	0.2%	\$ 1,753,270	\$ 2,914	0.2%
HRD102	QA	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 1,578,768	\$ 12,039	0.8%	\$ 1,608,780	\$ 15,000	0.9%	\$ 1,800,103	\$ 4,905	0.3%	\$ 1,854,103	\$ 4,905	0.3%
HRD102	RA	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 834,948	\$ -	0.0%	\$ 834,948	\$ -	0.0%	\$ 924,352	\$ 1,380	0.1%	\$ 959,085	\$ 1,380	0.1%
HRD102	SA	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 1,513,692	\$ 9,028	0.6%	\$ 1,513,692	\$ 10,000	0.7%	\$ 1,636,423	\$ 3,600	0.2%	\$ 1,694,117	\$ 3,600	0.2%
HRD191	AA	Supporting Services - Human Resources Development	A	\$ 876,273	\$ -	0.0%	\$ 876,273	\$ 2,500	0.3%	\$ 964,636	\$ 2,500	0.3%	\$ 988,123	\$ 2,500	0.3%

Overtime Position List

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 14						
											OT		Comp Time		Total OT/Comp		
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HRD102	28632	73	N	N	P	A	Pers Mgmt Spec VI	SR26	70,188	158.00	7,999	11.4%			0.0%	7,999	11.4%
HRD102	37390	73	N	N	P	A	Pers Mgmt Spec VI	SR26	78,996	158.50	9,028	11.4%			0.0%	9,028	11.4%
GRAND TOTAL						A			149,184	316.50	17,027	11.4%	-	-	0.0%	17,027	11.4%
Totals by MOF						A			149,184	316.50	17,027	11.4%	-	-	0.0%	17,027	11.4%
						B			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						C			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						N			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						P			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						R			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						T			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						U			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						W			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
						X			-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!

Department of Human Resources Development
Overpayments as of November 30, 2014

Table 19

<u>Name of Employee</u>	<u>Date of Over-payment</u>	<u>Gross Amount Overpaid</u>	<u>Amount Recovered</u>	<u>Balance</u>	<u>Category</u>				<u>Reason for Overpayment</u>	<u>Referred to Attorney General</u>
					<u>Employed Occurred > 2 Years</u>	<u>Employed Occurred < 2 Years</u>	<u>Not Employed Occurred > 2 Years</u>	<u>Not Employed Occurred < 2 Years</u>		
None										

Department of Human Resources Development
Active Contracts as of December 1, 2014

Table 20

Prog ID	MOF	Frequency		Max Value	Outstanding Balance	Term of Contract			Organization	Category E/L/P/C/ G/S	Description	Explanation of How Contract is Monitored	POS Y/N
		Amount	(M/A/O)			Date Executed	From	To					
HRD102	A	\$ 78,375	A	\$ 78,375	\$ -	4/1/2011	4/1/2014	3/31/2015	governmentjobs.com, Inc. dba NEOGOV	G/S	Internet-based integrated e-Recruitment software subscription license	The Department participates in quarterly on-line performance measurement surveys. The surveys enable the Department to monitor and provide feedback on the performance of the e-Recruitment software; and assists the contractor in better serving the public sector customers.	N

Department of Human Resources Development
Active Contracts as of December 1, 2014

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Organization</u>	<u>E/L/P/C/ G/S</u>	<u>Description</u>	<u>How Contract is Monitored</u>	<u>POS Y/N</u>
HRD102	A	\$ 42,000	M	\$ 42,000	\$ 19,425.00	2/14/2012	1/1/2014	12/31/2014	Child and Family Service	S	Confidential, short-term professional counseling services to eligible employees of the Executive Branch who may be experiencing personal problems that are affecting their job performance through the REACH Program.	Employees who utilize the services of the REACH provider are given a questionnaire at their final appointment for completion. DHRD also receives monthly and quarterly reports from the contractor that summarize the professional counseling services provided.	N

Department of Human Resources Development
FY15 Appropriation Status

Table 21

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY15 Appropriation			Amount used as of December 1			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act134/13	HRD102	90001	EXECUTIVE REQUEST: ADD (6) POSITIONS AND FUNDS FOR EMPLOYEE STAFFING DIVISION.	LEGISLATURE DOES NOT CONCUR. REDUCES (1) PERSONNEL MANAGEMENT SPECIALIST V SR24 (FY14: 25,656; FY15: 51,312), (1) PERSONNEL TECHNICIAN VI SR15 (FY14: 18,258; FY15: 36,516), (2) COMPUTER (FY14: 4,800). DETAIL OF GOVERNOR'S REQUEST: (4) PERSONNEL MANAGEMENT SPECIALIST V SR24 (FY14: 25,656; FY15: 51,312 EACH) (2) PERSONNEL TECHNICIAN VI SR15 (FY14: 18,258; FY15: 36,516 EACH) (6) COMPUTER (FY14: 2,400 EACH)	A		4.00	190,452		4.00	177,155	One of the Personnel Management Specialist (PMS) positions became vacant on July 31, 2014. We are not able to fill this position because of budget restrictions. The other three personnel positions authorized are filled.
Act122/14	HRD102	100001	SUPPLEMENTAL REQUEST: ADD (3) POSITIONS AND FUNDS FOR EQUAL EMPLOYMENT OPPORTUNITY PROGRAM.	LEGISLATURE DOES NOT CONCUR. REDUCE (1) PERSONNEL MANAGEMENT SPECIALIST V AND \$30,012 FOR SALARY, (1) PERSONNEL TECHNICIAN VI AND \$18,990 FOR SALARY, AND \$11,950 FOR OFFICE SUPPLIES, (3) COMPUTERS, (2) 4-DRAWER LATERAL FILE CABINET, (1) 5-DRAWER LATERAL FILE CABINET, AND (1) PRINTER. ADD \$1,500 FOR EQUIPMENT. DESIGNATE \$1,500 AS "NON- RECURRING." DETAIL OF ADJUSTED GOVERNOR'S REQUEST: (1) PERSONNEL MANAGEMENT SPECIALIST V SR24 (95001P; 30,012 EACH) EQUIPMENT (1,500) \$1,500 NON-RECURRING. 6-MONTH DELAY IN HIRE.	A		1.00	31,512		1.00	-	We are not able to fill the PMS position because of budget restrictions.
Act134/13	HRD102	100001	EXECUTIVE REQUEST: ADD FUNDS FOR WORKERS' COMPENSATION CLAIMS.	LEGISLATURE CONCURS.	A			545,000			545,000	Current projections indicate the \$545,000 will be expended in FY15 for increased workers' compensation liabilities.
Act122/14	HRD102	101001	SUPPLEMENTAL REQUEST: ADD (1) POSITION AND FUNDS FOR DEFERRED COMPENSATION PLAN.	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: (1) PERSONNEL MANAGEMENT SPECIALIST V SR24 (75,960) OTHER PERSONAL SERVICES (47,500) FRINGE BENEFITS (51,540)	U		1.00	175,000		1.00	81,205	The PMS V position was filled on October 1, 2014.

Department of Human Resources Development
 Capital Improvements Program (CIP) Requests

Table 22

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY16 \$\$\$</u>	<u>FY17 \$\$\$</u>
None								

Department of Human Resources Development
CIP Lapses

Table 23

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Amount \$\$\$\$</u>	<u>Reason</u>
None					

Department of Human Resources Development
Division Resources

Table 24

<u>Division</u>	<u>Associated Program IDs</u>						
Employee Staffing	HRD102						
Employee Relations	HRD102						
Employee Classification and Compensation	HRD102						
Employee Claims	HRD102						
Support Services	HRD191						

Department of Human Resources Development
 Program ID Sub-Organizations

Table 25

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
HRD102	PA	Employee Staffing	Develop and administer a civil service system consistent with the application of the Merit Principle.
HRD102	QA	Employee Relations	<p>Administer and enforce the State's labor-management agreements and employee performance appraisal system for Executive Branch departments, and provide staff services in the negotiation of labor contracts.</p> <p>Develop, implement, and administer various statewide no-cost/low-cost employee benefit and training and development programs. Benefit programs include those which provide significant tax savings to the State, and other activities to help attract and retain employees.</p> <p>Process, audit, and advise on various pay and personnel transactions for employees of the Executive Branch; develop and implement update/processing requirements to effect new employment actions; and generate routine and special workforce reports.</p>
HRD102	RA	Employee Classification and Compensation	<p>Develop and administer the position classification system for civil service positions, including the establishment and maintenance of classes and their experience and training requirements; and the assignment of positions to classes, bargaining units and other administrative units.</p> <p>Develop and maintain the civil service compensation system, including the pricing/repricing of classes; and establishing special rates for shortage occupations.</p> <p>Develop and administer programs covering exempt positions and employees.</p>

Department of Human Resources Development
 Program ID Sub-Organizations

Table 25

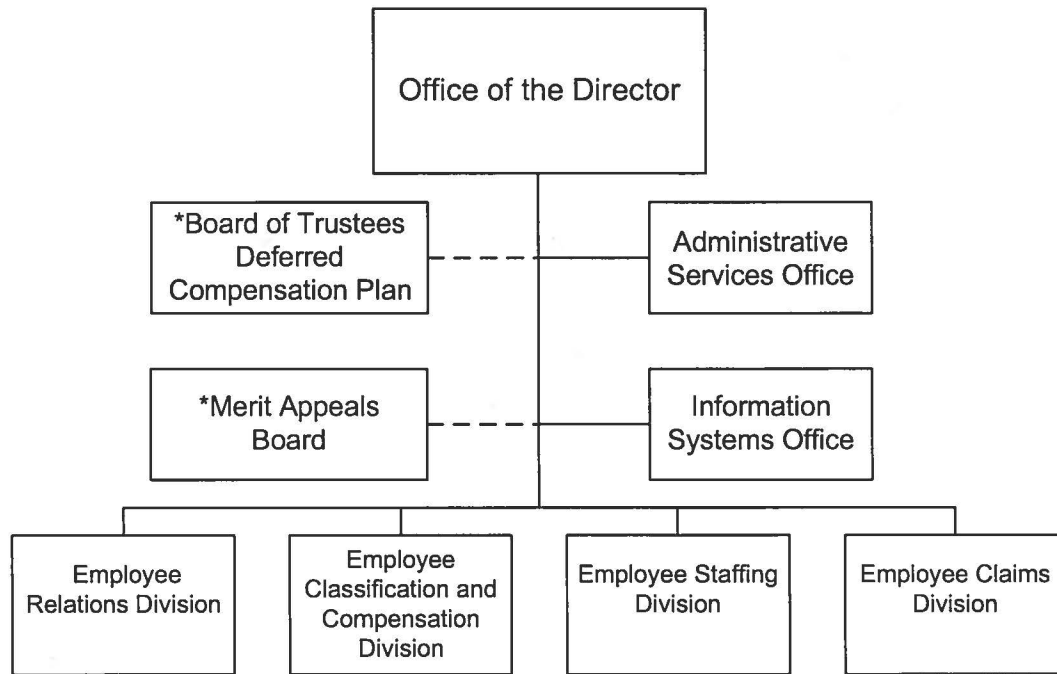
<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
HRD102	SA	Employee Claims	<p>The delivery of statutory benefits to all injured employees within the Executive Branch (excluding DOE, UH, and HHSC) of government, Charter Schools, Hawaii Public Housing Authority, and the Legislature in accordance with the Hawaii Workers' Compensation Law (Chapter 386) and its related rules and regulations.</p> <p>Administration of safety and health workplace laws, rules, and regulations consistent with State and federal mandates in accordance with the Occupational Safety and Health Administration, Environmental Protection Administration, and Federal Motor Carrier Safety Administration.</p>
HRD191	AA	Support Services	<p>Administer the State personnel program, provide administrative support services, and represent the State on commissions and committees.</p> <p>Administer the unemployment insurance benefit fund for the Executive Branch (excluding DOE, UH and RCUH), OHA, the Legislature, and Judiciary.</p>

Department of Human Resources Development
Organization Changes

Table 26

<u>Year of Change</u> FY15/FY16	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
		None

Organizational Chart
Department of Human Resources Development



*Administratively Attached Agency