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HOUSE COMMITTEE ON FINANCE

INFORMATIONAL BRIEFING JANUARY 09, 2017

**TO THE HONORABLE SYLVIA LUKE, CHAIR,
THE HONORABLE TY J.K. CULLEN, VICE CHAIR,
AND MEMBERS OF THE HOUSE COMMITTEE ON FINANCE**

A. MISSION STATEMENT

The mission of the Department of Labor and Industrial Relations (DLIR) is to, "...administer programs designed to increase the economic security, physical and economic well-being, and productivity of workers, and to achieve good labor-management relations, including the administration of workers' compensation, employment security, apprenticeship training, wage and hour, and industrial relations laws. The department shall also have the function of developing, preparing, and disseminating information on employment, unemployment, and general labor market conditions." section 26-20, Hawaii Revised Statutes (HRS).

FY2015-16 HIGHLIGHTS

Increased Workforce Development and Training

DLIR tries to be proactive in meeting the demands of a fast-moving economy and changing workforce that can compete with rivals from every part of the world. Among the activities started or expanded in the past year:

- Solicited and was awarded \$3,000,000 in grants for information technology apprenticeships
- Solicited and was awarded \$1,500,000 in grants for healthcare, shipyard and culinary apprenticeships
- Established a Hawaii Healthcare Workforce Development Advisory Group (Act 166,

SLH, 2015) to identify key occupational needs in the healthcare industry and to design programs and curricula to train potential applicants

- Expanded the work of the Hawaii Agricultural Workforce Development Advisory Board (Act 99, SLH 2013) to encourage secondary school students and teachers to consider agriculture and farming as a future occupation
- Set up counseling, training and job referral services for workers laid off in Maui as a result of the closing of the HC&S sugar plantation and Makena resort

Stepped up enforcement of labor laws to protect workers and make a more level playing field for businesses

Severe budget cuts in the recent past forced DLIR programs to curtail random field audits that helped ensure employers were complying with laws requiring fair wages, workers' compensation and temporary disability insurance coverage, health insurance, safety in the workplace and payment of unemployment compensation taxes.

By organizing personnel from several DLIR divisions and partnering with DCCA, DoTAX and Federal agencies, DLIR led investigations of non-compliant companies that resulted in more than \$1,000,000 in penalties assessed.

Consequently, workers received the benefits and wages to which they are entitled and law-abiding employers were able to compete fairly on a level playing field. The large size of some of the penalties was the result of 2016 legislation (Act 187) that increased fines and was meant to serve as a deterrent to non-compliance.

B. CURRENT ECONOMIC AND FISCAL CONDITIONS

"The Hawaii economy continues to perform well. Visitors are up, unemployment is down, and the pace of building remains healthy. But the expansion, now in its seventh year, has yet to fully restore household incomes," as described by the University of Hawaii Economic Research Organization (UHERO) in its Annual Hawaii Forecast (12/16/16).

DLIR's budget is approximately 75% federally funded, and as noted by UHERO, the potential vagaries of the incoming Trump Administration may have significant impacts on the department. Furthermore, a better economy means lower levels of federal funding for some of the core programs of the department and increases in employment-related complaints in general-funded programs like wage and hour claims, workers' compensation, prepaid healthcare, and temporary disability insurance, among others.

C. FEDERAL FUNDS

DLIR's federal funding fluctuates based on the State's unemployment rate, as compared to the other states. Therefore, while the State's unemployment rate is fifth lowest in the country, the funding for the department's largest divisions (Unemployment, Workforce Development) falls correspondingly in addition to some of the programs that service those divisions (Research & Statistics, Employment Security Appeals, General Administration).

The DLIR programs that have lost, or are at risk of losing federal funds, include the following:

WORKFORCE DEVELOPMENT DIVISION (LBR111)

The receipt of federal workforce funds has become more unstable and unpredictable as compared to past years because of changes in the federal law and funding methodologies.

CFDA 17.258 ETA WIA Adult, CFDA 17.278 WIA Dislocated Workers, CFDA 17.259 WIA Youth

The Workforce Innovation and Opportunity Act (WIOA), effective July 1, 2015, superseded the Workforce Investment Act (WIA), which was a major funding source for WDD. WIOA includes new provisions requiring firewalls between the State Administrative Entity, the Counties, and the Counties' service providers.

To create this firewall, WDD was no longer able to continue as the WIOA State Administrative Entity because it also provided WIOA services for Adults and Dislocated Workers on Neighbor Island counties. To avoid conflict, the department transferred WDD's State Administrative Entity responsibilities and corresponding funds to LBR135 WDC in 2015. This change was done in consultation with the WDC and the Regional Office of U.S.DOL.

WIOA also mandates Counties to competitively procure One-Stop Operators. This modification means that WDD could fail to obtain contracts to continue the services currently provided to Adults and Dislocated Workers in the Counties of Hawaii, Maui, and Kauai—up to \$1,000,000 in these funds may be affected.

Another new federal direction is U.S.DOL's increasing reliance on competitive solicitations versus increasing formula allocations to states. This makes funding more uncertain on a year-to-year basis. For example, a new Disability Employment Initiative grant, Round VI; a new Apprenticeship Accelerator grant; and another new Apprenticeship State Expansion grant all expire at various times in 2018.

WORKFORCE DEVELOPMENT COUNCIL (LBR 135)

CFDA 17.258 ETA WIOA Adult, CFDA 17.278 WIOA Dislocated Workers, CFDA 17.259 WIOA Youth

The receipt of federal workforce development funds has become more unstable and unpredictable as compared to past years because of an upcoming change in federal administration, changes in the federal law, and funding methodologies. The Workforce Development Council (WDC) is 99% federally funded.

As of December 2016, WDC has not received notice of federal FY2017 allotment. Historically, notification should arrive in February. However, in recent years the notification has arrived in April. At that point, WDC calculates allocations to each county. The delay in federal notification is problematic to the counties and their planning of programs and services, and timely issuance of RFPs so that the new funding cycle begins on July 1st of each FY.

Since FY17 federal funds amounts are unknown, we can only assume reinstatement of the overall funding for FY16 in the WIOA Adult, Dislocated Workers, and Youth Programs that was reduced by 1.99%, or \$119,953 due to cuts to Adult (8.75% or \$186,526) and Youth (.58% or \$11,875) allotments that was offset by a small increase in Dislocated Worker Program funding (4.23% or \$78,447). County administrators of these programs have operation infrastructures that are stretched to the maximum, and have adjusted services accordingly. Although WDC does not expect its occurrence, the worst-case scenario is that there is a break in service to individuals receiving services.

During an on-site assessment visit by the U.S.DOL, federal reviewers reported that WDC has insufficient staffing to carry on the heavy load of WIOA mandated stabilization of infrastructure, issuing policies and procedures to the counties, establishing integrated data collection with common intake for federal reporting of performance measures, monitoring budgets and contract agreements with the counties, approving four-year local area county plans, and collaborating with core partners, mandatory partners, and stakeholders to successfully implement WIOA in Hawaii.

Hawaii Civil Rights Commission (LBR153)

CDFA 14.401 Fair Housing Assistance Program and CFDA 30.002 Equal Employment Opportunity Commission

HCRC does not anticipate immediate loss of federal funds for FY2017. However, the new federal administration's priorities are unclear and may impact HCRC. HCRC receives federal funds pursuant to two federal contracts, a work-sharing agreement with the Equal Employment

Opportunity Commission (EEOC), and a cooperative agreement with the Housing and Urban Development's (HUD) Office of Fair Housing and Equal Opportunity. Under these contracts, HCRC is paid for processing fair employment and fair housing complaints that are dual-filed under state and federal laws.

HCRC uses the federal funds received pursuant to the EEOC and HUD contracts to pay for personnel services and operating costs. HCRC does not yet have executed EEOC and HUD contracts for FY2017, and expects to have those contracts in place for execution in mid-2017 after the finalization of the FY2017 federal budget.

Payment vouchers for the FY2016 federal contracts have been submitted; as noted above, the contracts were executed after the federal budget was enacted, with payments based on performance. HCRC will use funds received for the FY2016 contract to cover FY2017 federally funded operating costs.

Unemployment Insurance Division (LBR171)

CFDA 17.225 ETA Unemployment Insurance Administration

The State's economy is expected to continue its positive growth into 2017, triggering low unemployment rates. Employer taxes will be stable, as Tax Schedule C will remain in effect for 2017 due to a fund balance of \$523.6 million as of November 2016. Tax rates will range from 0.0% to 5.6%. The average tax rate is estimated to be 1.0%. The taxable wage base (maximum annual wages taxable per employee) will be \$44,000 in 2017.

According to the latest states' rankings, Hawaii has the fifth lowest seasonally adjusted unemployment rate in the United States at 3.0%. While near-full employment is welcome news, the effect is reduced federal administrative grants to manage the Unemployment Insurance (UI) program. Consequently, UI will encounter challenges to fund minimum staffing and essential operational expenditures. For federal FY2017, UI will experience a decline in federal funding from the previous year of an estimated \$750,000 in base funding, as well as 10 full-time positions.

UI estimates that the Special Unemployment Insurance Administration Fund (SUIA) to have a balance of approximately \$10 million at the end of federal FY2017. The estimated total shortfall of federal funds will result in the use of approximately \$2 million of SUIA funds in FY2017 to maintain the essential UI services to all eligible jobless clientele. SUIA (or "Penalty & Interest") funds are used where insufficient U.S. DOL grants have been allocated to Hawaii's UI program. This provides interim funding to maintain experienced staff during low unemployment periods

to withstand the next recession. The countercyclical conditions affecting the UI program requires constant preparation and readiness for changing economic circumstances and fluctuations in federal funding.

Research and Statistics Office (R&S) (LBR901)

CFDA 17.002 Labor Force Statistics

Although a federal government shutdown was averted with Congress passing a Continuing Resolution (CR), the CR keeps R&S operating only through April 28. The final FY2017 federal funding allocation R&S receives through its Cooperative Agreement with the Bureau of Labor Statistics (BLS) is uncertain. R&S has been advised to take a prudent path and spend conservatively at the prior year's level. This is almost impossible because of the increases in staff salaries and the rising costs of fringe benefits and other administrative expenses.

The CR situation will also cause problems in getting our 2018 allocation because the formula used by the BLS to fund the Cooperative Agreement depends on 2017 mandatories for the surveys that we conduct. If R&S does not have our final FY2017 budgets and mandatories by the Spring of 2017, we won't be able to project the 2018 numbers.

Another concern is the President-Elect's opinions about government data and the departments and agencies like BLS that collect and report data. BLS is concerned that the Trump Administration will simply cut and remove programs. BLS has been struggling with its budget since the early 2000s, and as a result, several of R&S' programs are down to 1.0 FTE or less. Further cuts would either severely limit R&S' ability to collect data and maintain the quality of our data or simply cause some of our programs to be eliminated.

The following are R&S programs that are at risk of losing federal funds:

Local Area Unemployment Statistics (LAUS) - produces the monthly labor force estimates and unemployment rates for the state, counties, and islands. The LAUS program also produces the annual Areas of Substantial Unemployment that affects the amount of federal funds available for various workforce development laws and programs.

Current Employment Statistics (CES) - produces the monthly estimations of job counts, hours, and earnings by industries. This data are essential economic indicators for the counties and for the State.

Quarterly Census of Employment and Wages (QCEW) - is the universe of covered worker employment and wages from Unemployment Insurance. A quarterly Multiple Worksite Report allows R&S to break out employment and wages for employers with multiple worksites to

produce county level employment and wages information.

Occupational Employment Statistics (OES) Survey – is a survey of employers in all industries in the State. Information is collected on occupational staffing patterns by industries and the most current occupational wages for the State and metropolitan statistical areas. This program provides base employment figures for the development of Hawaii’s long and short-term job projections. OES survey data is also used to determine annual construction worker shortages in Hawaii and is used by legal authorities for assessing wages lost in employment disputes.

CDFA 17.225 ETA Unemployment Insurance Administration

- Conducts the Annual Evaluation of the Hawaii Unemployment Compensation Fund as required by HRS 383-126.5
- Maintains management information statistical databases, data analysis and the UI data validation mandated by the Employment and Training Administration (ETA)
- Provides statistical support for the Worker Profiling and Reemployment Services programs, including collection of data and preparation of federally mandated reports
- Produces UI trust fund and workload projections for legislative and budget purposes
- Conducts annual data analysis and computations to determine the UI taxable wage base, maximum weekly benefit amount, and the tax schedule to be in effect for the coming year

CFDA 17.005 BLS Occupational Safety and Health Statistics

R&S conducts the Occupational Injuries and Illnesses Survey under a cooperative agreement with the BLS. Private industry and state and local government employers are surveyed on the number and incidences of nonfatal occupational injuries and illnesses and detailed characteristics of cases, which result in days away from work. R&S also compiles data for the Census of Fatal Occupational Injuries.

CFDA 17.207 Workforce Information Grant

- Produces long-term and short-term industry and occupational projections as required by ETA. Workforce development programs must utilize these projections to implement their programs
- Produces labor market information products and publications
- Provide support to local workforce and educational agencies

D. BUDGET DEVELOPMENT PROCESS & PRIORITIZATION

The DLIR budget process utilizes a “bottom up” approach. Each program is requested to review their current operations activity, and determine whether they have sufficient resources to adequately provide their statutory service(s) to the public at acceptable levels. All program findings are then reviewed by the director and appropriate staff to develop the department’s final budgets.

Requests for additional funds are prioritized based on several factors that include but are not limited to the following: unacceptable service levels to the public, State and Federal legal mandates that must be implemented, departmental specific collective bargaining commitments, employee welfare and safety, and cost-saving investments.

E. Significant Adjustments

The following list is in departmental priority order.

LBR 183 (Disability Compensation Division): the department is seeking to obtain one program specialist to administer the Professional Employer Organization (PEO) program according to its statutory responsibilities. A base budget for the PEO program (2010-current) has never existed, although Act 174 (SLH, 2013) provided a one-time appropriation (\$13,000 in each fiscal year of that biennium) for DLIR to pay DCCA to do the initial registration. DCCA has discontinued performing any of the work associated with the PEO program as of July 1, 2015. The department has collected over \$50,000 in registration fees since 2014 and deposited the fees into the general fund.

The intent of the PEO program is to regulate a growing industry, ensure appropriate pay and benefits for workers, and protect small business clients. The number of registered PEOs increased from 29 in 2014 to 66 in 2016. This 128% increase in the PEO industry in only two years will exacerbate the potential problems the department will encounter without resources to develop the program’s administrative rules, enforcement, and support staff.

DCD is unable to dedicate staffing resources to support the PEO program. The Division cannot absorb or afford to use overtime costs to carry out the intent of the PEO law without staffing and resources to administer the program. Moreover, DCD has had difficulty providing timely certification of PEO eligibility to DoTAX for them to verify eligibility for a PEO to claim an exemption from the GE Tax.

To address the program shortcoming DCD is requesting a Program Specialist to plan and oversee the PEO program. This position will enable the Division to develop administrative rules that will facilitate the administration and enforcement of the program, as well as to determine staffing requirements to effect the PEO law, rules, and policies.

LBR 183 (Disability Compensation Division): DLIR is seeking approval for two additional Facilitators. HCR168 (SLH, 2015) requested the department to convene a working group to streamline the State's workers' compensation process and the 2016 Legislature provided \$905,000 for the department to procure a consultant to analyze business processes. The Business Process Optimization & Business Case Project Report by Gartner Consulting exposed inquiry handling and claimant outreach issues that contributed to the challenges in the DCD customer service program.

Inquiry Handling: The consultant's study indicated that DCD had de-prioritized customer service due to the reduction in staffing levels and increased workload in recent years. The study also noted a lack of a formal customer service manager and positions for customer services. Furthermore, the study found that there was no dedicated staff for answering customer inquiries, which also created disruptions and task switching among employees.

Claimant Outreach: The study found that an injured worker might go through a difficult time dealing with injuries, rehabilitation, emotional issues, inability to work, disfigurements, etc., while trying to deal with insurance companies to obtain financial support. In cases of denied compensability, the DCD appeals process is complex and may add to the frustration and stress. Claimants may miss compensation opportunities due to lack of understanding of the process and failure to get needed support/education/information from DCD.

The Facilitator Unit was established in 2000 to provide higher-level customer education and end-to-end claims support. Staffing reductions in the DCD Claims organization resulted in repurposing the Facilitators to clerical work, which limited DCD's ability to support claimants throughout the process. Furthermore, the staffing reductions that began in 2009 also affected the unit's ability to fulfill its duties and responsibilities to assist injured workers in filing their Workers' Compensation (WC) claims, assist insurers, employers, and providers, and facilitate the WC process.

In 2016, DCD launched no-cost initiatives to improve services and the Workers' Compensation claims process. DCD reallocated and prioritized Facilitators to educate the injured workers and help them navigate the complex workers' compensation system. On Oahu, the Facilitators contacted over 200 injured workers per month to expedite the discovery process on denied

cases.

The request for two Facilitators is an integral piece that will support the Business Process Optimization project recommended by the consultant. Without the additional staffing, DCD will struggle to provide the stakeholders the needed support to facilitate the contentious and complex Workers' Compensation process. The Facilitator Unit's workload is measured by the number of phone inquiries the facilitators respond to. In FY2016, the facilitators responded to 12,660 calls from claimants for assistance with their cases. DCD projects the annual workload to increase to over 20,000 requests for assistance while the Division initiates the recommendations of the Business Process Optimization & Business Case Project Report to improve customer outreach.

The first phase of the transition to automate DCD is to establish an electronic intake of claims to expedite the process. The process was already reduced from eight weeks to two by implementing Gartner recommendations. Automation will further reduce the intake of claims process to expedite the processing of medical records and the treatment of the injured claimant.

The faster electronic intake of claims will reduce the time it takes to generate case numbers from three weeks to as little as one day. This faster establishment of claims will expedite the discovery process allowing the insurance carriers to determine benefits due to the claimant more quickly. Having a claimant receive benefits and treatment sooner reduces the claimant's recovery time. In so doing, not only does the claimant return to work sooner, but the WC costs associated with the case are also reduced.

LBR903 (Office of Community Services): Act 189 (SLH, 2016) appropriated \$110,000 for two positions for grant administrative support personnel for OCS. Subsequently, the Governor authorized a special project for this function (Act 160, SLH 2015) and the temporary/exempt positions will be filled with a NTE date of 6/30/2017. This request will enable DLIR/OCS to continue one position beyond the 6/30/2017 date to accommodate the increased GIA related workload.

OCS was assigned 25 GIAs for administration by the 2016 Legislature. This is a 40% increase over what was assigned by the 2015 Legislature. In addition, three CIP GIAs have been delegated from DAGS to DLIR/OCS for administration. GIAs have a three (3) to six (6) year impact on workload from the time the appropriation is made. In addition to the professional grant administration staff, clerical support, accounting, and our Deputy AG are impacted. This request will help DLIR/OCS to support the Office of the Governor's efforts to standardize,

streamline, and document the GIA administration process.

LBR 183 (Disability Compensation Division): In recognition of increasing demands on DCD, the Legislature provided a general fund appropriation for FY2015-16 for a Business Process Optimization Analysis and Case Management System Modernization. Based on guidance from the Legislature, DLIR procured consulting support to initiate a business process optimization project to identify the best path forward. As a result of the business process optimization study, DCD has identified a series of key activities to improve the organization. The first steps address fundamental organization structure issues and streamline current manual processes and procedures before investing in new technologies. After completing the business process optimization effort, the next steps involved to complete a major system modernization project include the following:

- eliminate paper-driven processes
- improve customer services
- automate manual tasks where possible
- address legacy system shortcomings and risks
- improve data quality

The analysis performed by the consultants also recommended three major initiatives to further streamline and automate DCD processes to improve efficiency, quality, timeliness, and customer service. These three initiatives are:

- Electronic Data Interchange (EDI) Intake (i.e. electronic claims intake)
- Business Process Automation and Case Management (i.e. business process workflow)
- Self-Service Portal (online services for claimants and providers)

To position the Division for its transition to the Transition Modernization phase of the DCD Modernization Project, the Division is requesting the resources to effectuate the recommendations of the consultants. In today's fast-moving and dynamic environment, business process and modernization recommendations lose their effectiveness and relevance the longer it takes to implement them. If DCD can take advantage of the recommendations, the Division will be closer to reaching its ultimate goal to expedite the injured workers' benefits and return to work. The first phase of the transition to automate DCD is to establish an electronic intake of claims to expedite the process. Currently, it may take up to three weeks to establish claims, delaying the processing of medical records and the treatment of the injured claimant.

LBR153 (Hawaii Civil Rights Commission): HCRC currently has four (4) enforcement attorneys,

three in permanent positions and one in a temporary position. The enforcement attorneys have no legal support staff. HCRC enforcement attorneys are responsible for the enforcement of State statutes and rules prohibiting discrimination in employment, real estate transactions, public accommodations, and state-funded services, or any other matter under the HCRC's jurisdiction.

HCRC enforcement attorneys also represent the Executive Director on complaints where it has been determined that there is reasonable cause to believe that unlawful discrimination has occurred, in conciliation and in contested cases before the Commission Hearing Examiner(s), and in state and federal court. They are responsible for all phases of case preparation including legal research, discovery, motions, witness preparation, memoranda of law, and pre- and post-hearing briefs. HCRC enforcement attorneys conduct legal review of investigation reports and make legal recommendations to assist the Executive Director in the determination of reasonable cause or the need for further investigation; provide legal opinions for the Executive Director; conduct legal research on legal issues raised in complaints or contested cases; conciliate cause cases and engage in mediation. They also assist the Deputy Executive Director by providing legal advice and opinions on cases in investigation.

In cases where it has been determined that there is reasonable cause to believe that unlawful discrimination has occurred, the HCRC Executive Director has a law enforcement interest in the complaint and a public interest in prosecuting the case to seek a remedy for the complainant, and to eliminate and prevent unlawful discriminatory practices. In the HCRC administrative process, much like in state court litigation, the great majority of cases settle, and only a small number of cases go to a contested case hearing and final decision. In cause case settlements, HCRC enforcement attorneys can seek monetary relief for the complainant. In every cause case settlement, HCRC enforcement attorneys demand and obtain affirmative relief designed to eliminate and prevent discrimination (i.e., non-discrimination policies, complaint procedures, and training).

In nearly every cause case, opposing counsel represents respondents, most often from large management law firms specializing in employment law, housing law, or insurance defense. Opposing counsel has support staffing and resources, in contrast to the HCRC enforcement attorneys' lack of legal support staff. In FY2016, without legal support staff, HCRC enforcement attorneys issued 22 notices of cause, and settled 23 cases. In addition to obtaining just over \$530,000 in monetary relief for complainants, every one of these settlements included affirmative relief designed to eliminate and prevent discriminatory practices.

The addition of the requested legal secretary position will increase HCRC legal enforcement capacity and productivity. This improvement will be realized by delegating work currently done by attorneys to the legal secretary, including tasks in support of attorneys, such as: receiving and handling telephone calls; calendaring and scheduling appointments and conferences; screening incoming correspondence, and drafting non-legal correspondence; maintenance of files and records; filing and maintenance of legal research files; verifying the accuracy of citations and quotations; preparation of legal forms and documents; opening and closing case files; case data entry; and initiating and processing of administrative forms.

HCRC estimates that the requested addition of legal support staff will increase enforcement attorney productivity by as much as 25%.

LBR812 (Labor and Industrial Relations Appeals Board): LIRAB has not been able to keep up with processing of new appeals. Set up and processing of new appeals has delayed the front-end process for up to four months after receipt of the new appeals. LIRAB received 404 new appeals in FY2015-16, or an average of 33 new appeals per month. Each new appeal consists of case files and subpoenaed medical records. Because LIRAB handles workers' compensation appeals, the files are often voluminous (multiple volumes of case files with 3-6-inches or up to a 1-foot or more of records). LIRAB has two clerical staffers who set up new case files, in addition to other clerical and administrative duties. They are unable to keep up with file set up, which involves set up of paper files AND digitized electronic files.

In June 2015, LIRAB moved to a more efficient "paperless" environment by implementing an electronic document management system where paper case files and documents are sorted, scanned, file-stamped, and indexed into a digitized electronic system. Paperless initiatives save the State money in terms of reduction or elimination of storage fees, postage fees, expenses for paper, and staff time filing, routing, and looking for misfiled or lost documents.

While LIRAB has experienced more efficient document management using electronic case files, LIRAB still has to do double work and maintain both paper files and electronic files, because it receives appeals and case files from DCD, which sends LIRAB voluminous paper documents and is nowhere close to implementing an electronic file management system of its own.

Maintaining a paper file requires LIRAB to prepare and mail out thousands of notices, decisions, and orders in paper as well.

The delays in processing appeals makes it difficult for LIRAB to meet its performance measurement to resolve 25% of its cases within 15 months of the receipt of the appeal. When

new appeals sit on the shelves for several months before the first contact is made with the litigants and a trial is not scheduled until 9-12 months after the initial contact, many injured workers have to wait a lot longer than 15 months to find out if they are eligible for benefits. The wait is actually closer to 2.25 years.

A delay in processing appeals means that injured workers and employers have to wait longer for a decision on what medical, disability, or other benefits are due. Workers could go without medical treatment and money for rent and basic necessities until a decision is issued. There is also the emotional toll on workers and families who have to live with the uncertainty of litigation. The long wait for a decision also hampers the ability of employers and insurance carriers to plan, thus indirectly impacting the economy. The sooner decisions are issued, the better employers and insurance carriers can assess the amount of funds that are needed to cover claims, set premiums, and execute their business plans.

LBR152 (Wage Standards Division): WSD is requesting one Labor Law Enforcement Specialist (LLES). For the last 7 years the public has filed more complaints than can be investigated creating a backlog in the Compliance Branch of 361 cases over the five laws WSD is responsible for investigating (Wages and Hours of Employees on Public Works Law, chapter 104, HRS; Wage and Hour, chapter 387, HRS; Payment of Wages and Other Compensation, chapter 388, HRS; Child Labor Law, chapter 390, HRS; Hawaii Family Leave Law, chapter 398, HRS; and Employment Practices Law, chapter 378, HRS, Part II-Lie Detector Tests).

In FY2006, WSD had 24 budgeted positions and a robust random investigation program, so more investigations were completed than were filed. Since FY2010, WSD has struggled keeping up with the cases filed each year leaving the number of pending claims to grow each year. FY2016 was the first year in seven years the amount of pending claims went down. The reason is not because WSD was able to accomplish more investigations, but rather because claimants were waiting so long that they had moved, lost records, or simply abandoned their claims, so more cases were dropped.

The significance of the pending list of claims dramatically effects the waiting time for claimants to the resolution of their case. The resolution time has increased for each type of claim. For the most complicated cases, the waiting time has increased 842% from an average of 66 days when WSD had 24 FTE, to an average of 622 days with only 17 FTE. This dramatic increase is attributed to the loss of senior LLES through retirement with no lower level LLES to step into their places. Training for entry level LLES I takes up to three years once the probationary period is passed.

Adding this lower level specialist will assist the public and the division in three ways. First, it will help with the backlog because the lower level responsibilities of an LLES III include helping to respond to the approximate ten thousand inquires received from the public per year, which will allow the work to be siphoned away from the higher level LLES IVs. Returning this duty to the Intake and Certification Branch LLES III will free up Compliance Branch Labor Law Enforcement Specialists IV to have more time to devote to more complex investigations and work to resolve the backlog.

The second positive effect this additional, lower level LLES III is on the ability of the Division to have a specialist trained and ready to step in the shoes of retiring senior specialists in the compliance branch. The structure builds continuity to the enforcement program and will shorten the three-year on-the-job training period in the Compliance Branch to a six-month probation period.

Lastly, with a LLES III in the Intake and Certification Branch, an in-person outreach program can be re-instated. While our use of social media and the website provide much information, our surveys reveal that in-person sessions are more successful at reaching various populations when looking for voluntary compliance from employers, and consistent enforcement from contracting agencies, as well as teaching young workers their rights and responsibilities in the workplace through outreach in the schools.

LBR903 (Office of Community Services): OCS is requesting an increase in the ceiling of the human trafficking victim services special fund. Act 119 (SLH, 2014) created the human trafficking victim services fee to be imposed by the Judiciary and deposited into the human trafficking victim services special fund. In FY2015, \$500 was deposited into the special fund. No funds have been deposited since.

The appropriation ceiling for this special fund has been \$5,000. A \$5,000 appropriation ceiling is insufficient to fulfill the legislative requirement to use the fund to provide additional services to victims of labor trafficking crimes. OCS is researching why additional funds have not been deposited into the special fund. It is our intention to work with the Judiciary to determine a plan of action to increase deposits to the special fund so that the legislative intent can be fulfilled.

Department of Labor and Industrial Relations
Prioritized List of Functions

Table 1

<u>Priority</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
1	Ensure workers' compensation and temporary disability insurance, prepaid health care benefits are provided	Conduct hearings, render decisions, investigate complaints, audit payroll records, review health care plans.	LBR183	Chapters 386,392, 393
2	Ensure safe and healthy workplace	Compliance inspections, consultations, investigations Boiler, elevator, amusement ride inspections Certification of hoisting machine operators	LBR143 LBR143 LBR143	Chapter 396 Chapter 397 Chapter 396
3	Perform administrative review of workers' compensation appeals	Schedule pre-hearing conferences, conduct hearings and render decisions	LBR812	Chapter 371
4	Administer Workforce Development programs	Job placements, provide training, post employer job openings on website	LBR111	Chapters 371, 372, 383, 394B
	Develop and coordinate the state workforce development strategic plan	Maintain compliance with the Workforce Investment Act and project future workforce needs	LBR135	Chapter 371
5	Payment of unemployment benefits and collecting employer contributions	Processing claims, determining eligibility, adjudicating discrepancies, conduct employer audits	LBR171	Chapter 383
6	Perform administrative review of unemployment appeals	Conduct hearings and render decisions	LBR871	Chapter 383
7	Administer department's labor programs	Provide general administrative services through Director's, Fiscal, Electronic Data Processing Systems, and Human Resources Offices	LBR902	Chapter 371
8	Collect and analyze labor related statistics	Provide reports on employment and unemployment, industry trends and occupational demands, and characteristics of the workforce	LBR901	Chapter 371
	Develop and maintain the Hawaii Career Information Delivery system	Provide outreach and educational activities for students and adults for career development	LBR901	Chapter 373
9	Enforce state laws prohibiting discriminatory practices	Investigate complaints, conduct hearings, order appropriate legal equitable relief or affirmative action when there are violations	LBR153	Chapters 368, 378, 489, 515
10	Administer wage standards and fair employment laws	Investigate complaints, conduct hearings, issue child labor permits	LBR152	Chapters 387, 388, 390, 104, 398, 378
11	Administer collective bargaining laws in public/private employment	Issue declaratory rulings, provide impasse assistance, and review occupational safety and health appeals	LBR161	Chapters 89, 377
12	Facilitate programs for the economically disadvantaged immigrants, and refugees to achieve economic self-sufficiency	Administer human services programs to improve individual's economic status and assist private and public agencies in implementing anti-poverty programs	LBR903	Chapter 371K

Department of Labor and Industrial Relations
Department-Wide Totals

Table 2

Fiscal Year 2017				
Act 124/16 Appropriation	Restriction	Emergency Appropriations	Total FY17	MOF
\$ 18,745,118.00	\$ (1,062,735.00)	\$ -	\$ 17,682,383.00	A
\$ 12,308,996.00	\$ -	\$ -	\$ 12,308,996.00	B
\$ 49,278,106.00	\$ -	\$ -	\$ 49,278,106.00	N
\$ 7,600,983.00	\$ -	\$ -	\$ 7,600,983.00	P
\$ 381,851,406.00	\$ -	\$ -	\$ 381,851,406.00	T
\$ 2,773,320.00	\$ -	\$ -	\$ 2,773,320.00	U
\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	W
\$ 472,627,929.00	\$ (1,062,735.00)	\$ -	\$ 471,565,194.00	Total
Fiscal Year 2018				
Act 124/16 Appropriation	Reductions	Additions	Total FY18	MOF
\$ 18,745,118.00	\$ (3,849,160.00)	\$ 1,095,950.00	\$ 15,991,908.00	A
\$ 12,308,996.00	\$ -	\$ 30,279.00	\$ 12,339,275.00	B
\$ 49,278,106.00	\$ (3,354,010.00)	\$ 1,113,050.00	\$ 47,037,146.00	N
\$ 7,600,983.00	\$ (600,000.00)	\$ 95,207.00	\$ 7,096,190.00	P
\$ -	\$ -	\$ 2,000,000.00	\$ 2,000,000.00	S
\$ 381,851,406.00	\$ -	\$ 85,625.00	\$ 381,937,031.00	T
\$ 2,773,320.00	\$ (700,000.00)	\$ 1,309,862.00	\$ 3,383,182.00	U
\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	W
\$ 472,627,929.00	\$ (8,503,170.00)	\$ 5,729,973.00	\$ 469,854,732.00	Total
Fiscal Year 2019				
Act 124/16 Appropriation	Reductions	Additions	Total FY19	MOF
\$ 18,745,118.00	\$ (3,849,160.00)	\$ 3,472,666.00	\$ 18,368,624.00	A
\$ 12,308,996.00	\$ -	\$ 30,279.00	\$ 12,339,275.00	B
\$ 49,278,106.00	\$ (3,354,010.00)	\$ 1,113,050.00	\$ 47,037,146.00	N
\$ 7,600,983.00	\$ (600,000.00)	\$ 95,207.00	\$ 7,096,190.00	P
\$ -	\$ -	\$ 2,000,000.00	\$ 2,000,000.00	S
\$ 381,851,406.00	\$ -	\$ 151,216.00	\$ 382,002,622.00	T
\$ 2,773,320.00	\$ (700,000.00)	\$ 1,309,862.00	\$ 3,383,182.00	U
\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	W
\$ 472,627,929.00	\$ (8,503,170.00)	\$ 8,172,280.00	\$ 472,297,039.00	Total

Department of Labor and Industrial Relations
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 124/16(FY17)			Governor's Submittal (FY18)				Governor's Submittal (FY19)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent	Pos (P)	Pos (T)	\$\$\$	Percent
									Change of				Change of
								\$\$\$\$				\$\$\$\$	
LBR 111	Workforce Development Program	A	1.20	-	\$ 1,502,963	1.20	-	\$ 305,449	-80%	1.20	-	\$ 305,449	0%
LBR 111	Workforce Development Program	B	-	11.00	\$ 5,940,010	-	11.00	\$ 5,940,010	0%	-	11.00	\$ 5,940,010	0%
LBR 111	Workforce Development Program	N	62.80	12.00	\$ 11,125,639	29.80	12.00	\$ 7,988,415	-28%	29.80	12.00	\$ 7,988,415	0%
LBR 111	Workforce Development Program	P	8.00	-	\$ 980,000	8.00	-	\$ 380,000	-61%	8.00	-	\$ 380,000	0%
LBR 111	Workforce Development Program	S	-	-	\$ -	20.00	-	\$ 2,000,000	0%	20.00	-	\$ 2,000,000	0%
LBR 111	Workforce Development Program	U	-	20.00	\$ 1,573,320	12.00	20.00	\$ 2,883,182	83%	12.00	20.00	\$ 2,883,182	0%
LBR 135	Workforce Development Council	A	0.10	-	\$ 12,560	0.10	-	\$ 12,868	2%	0.10	-	\$ 12,868	0%
LBR 135	Workforce Development Council	N	3.90	2.00	\$ 8,270,354	5.90	-	\$ 8,290,036	0%	5.90	-	\$ 8,290,036	0%
LBR 143	HI Occupational Safety & Health Program	A	17.10	-	\$ 1,051,969	17.10	-	\$ 1,084,236	3%	17.10	-	\$ 1,084,236	0%
LBR 143	HI Occupational Safety & Health Program	B	22.00	-	\$ 2,972,676	22.00	-	\$ 3,002,955	1%	22.00	-	\$ 3,002,955	0%
LBR 143	HI Occupational Safety & Health Program	P	19.90	-	\$ 2,089,716	19.90	-	\$ 2,089,716	0%	19.90	-	\$ 2,089,716	0%
LBR 143	HI Occupational Safety & Health Program	W	-	0.50	\$ 70,000	-	0.50	\$ 70,000	0%	-	0.50	\$ 70,000	0%
LBR 152	Wage Standards Program	A	17.00	-	\$ 1,124,723	18.00	-	\$ 1,185,488	5%	18.00	-	\$ 1,208,802	2%
LBR 153	Hi Civil Rights Commission	A	21.50	-	\$ 1,581,501	22.50	-	\$ 1,624,947	3%	22.50	-	\$ 1,644,693	1%
LBR 153	Hi Civil Rights Commission	P	0.50	5.00	\$ 250,000	0.50	5.00	\$ 250,000	0%	0.50	5.00	\$ 250,000	0%
LBR 161	Hi Labor Relations Board	A	1.00	6.00	\$ 759,739	1.00	6.00	\$ 783,303	3%	1.00	6.00	\$ 783,303	0%
LBR 171	Unemployment Insurance	B	-	11.00	\$ 3,191,310	-	11.00	\$ 3,191,310	0%	-	11.00	\$ 3,191,310	0%
LBR 171	unemployment Insurance	N	251.50	-	\$ 23,446,737	251.50	-	\$ 24,062,083	3%	251.50	-	\$ 24,062,083	0%
LBR 171	unemployment Insurance	T	-	-	\$ 358,000,000	-	-	\$ 358,000,000	0%	-	-	\$ 358,000,000	0%
LBR 183	Disability Compensation Program	A	87.00	-	\$ 5,302,630	89.00	-	\$ 5,851,867	10%	89.00	-	\$ 8,171,087	40%
LBR 183	Disability Compensation Program	T	9.00	5.00	\$ 23,851,406	11.00	5.00	\$ 23,937,031	0%	11.00	5.00	\$ 24,002,622	0%
LBR 812	Labor & Industrial Relations Appeals Board	A	9.00	-	\$ 899,970	10.00	-	\$ 941,737	5%	10.00	-	\$ 956,173	2%
LBR 871	Employment Security Appeals Referees Office	N	12.00	-	\$ 1,134,800	12.00	-	\$ 1,165,559	3%	12.00	-	\$ 1,165,559	0%
LBR 901	Data Gathering, Research and Analysis	A	4.38	2.00	\$ 478,679	4.38	2.00	\$ 478,679	0%	4.38	2.00	\$ 478,679	0%
LBR 901	Data Gathering, Research and Analysis	N	3.67	1.00	\$ 468,969	3.67	1.00	\$ 480,895	3%	3.67	1.00	\$ 480,895	0%
LBR 901	Data Gathering, Research and Analysis	P	13.00	-	\$ 910,533	13.00	-	\$ 910,533	0%	13.00	-	\$ 910,533	0%
LBR 902	General Administration	A	21.83	1.12	\$ 2,074,182	21.83	1.12	\$ 1,740,856	-16%	21.83	1.12	\$ 1,740,856	0%
LBR 902	General Administration	B	-	-	\$ 200,000	-	-	\$ 200,000	0%	-	-	\$ 200,000	0%
LBR 902	General Administration	P	31.17	2.88	\$ 3,232,931	32.17	2.88	\$ 3,286,941	2%	32.17	2.88	\$ 3,286,941	0%
LBR 903	Office of Community Services	A	3.00	5.00	\$ 4,132,307	4.00	5.00	\$ 1,982,478	-52%	4.00	5.00	\$ 1,982,478	0%
LBR 903	Office of Community Services	B	-	-	\$ 5,000	-	-	\$ 5,000	0%	-	-	\$ 5,000	0%
LBR 903	Office of Community Services	P	-	-	\$ 137,803	-	-	\$ 179,000	30%	-	-	\$ 179,000	0%
LBR 903	Office of Community Services	U	-	-	\$ 1,200,000	-	-	\$ 500,000	-58%	-	-	\$ 500,000	0%
LBR 903	Office of Community Services	N	1.00	4.00	\$ 4,831,607	1.00	4.00	\$ 5,050,158	5%	1.00	4.00	\$ 5,050,158	0%

Department of Labor and Industrial Relations
Budget Decisions

Prog ID	Description of Request	MOF	Initial Department Request FY18			Initial Department Request FY19			Budget & Finance Recommendation FY18			Budget & Finance Recommendation FY19			Governor's Decision FY18			Governor's Decision FY19		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
111/PA	WIOA - County Reclassified by B&F from "Trade-Off/Transfers" section above.	S	20.00	-	2,000,000	20.00	-	2,000,000	20.00	-	2,000,000	20.00	-	2,000,000	20.00	-	2,000,000.00	20.00	-	2,000,000.00
111/PA	WIOA - County Reclassified by B&F from "Trade-Off/Transfers" section above.	N	(20.00)	-	(2,000,000)	(20.00)	-	(2,000,000)	(20.00)	-	(2,000,000)	(20.00)	-	(2,000,000)	(20.00)	-	(2,000,000.00)	(20.00)	-	(2,000,000.00)
111/PA	DHS-Food Stamp/TANF Reclassified by B&F from "Trade-Off Transfers" section above.	U	12.00	-	1,300,000	12.00	-	1,300,000	12.00	-	1,300,000	12.00	-	1,300,000	12.00	-	1,300,000.00	12.00	-	1,300,000.00
111/PA	DHS-Food Stamp/TANF Reclassified by B&F from "Trade-Off Transfers" section above.	N	(12.00)	-	(1,300,000)	(12.00)	-	(1,300,000)	(12.00)	-	(1,300,000)	(12.00)	-	(1,300,000)	(12.00)	-	(1,300,000.00)	(12.00)	-	(1,300,000.00)
111/PB	Account Clerk III Reclassified by B&F from "Trade-Off/Transfer" section above.	N	(1.00)	-	(54,010)	(1.00)	-	(54,010)	(1.00)	-	(54,010)	(1.00)	-	(54,010)	(1.00)	-	(54,010.00)	(1.00)	-	(54,010.00)
111/PB	Workforce Data Quality	P	-	-	(600,000)	-	-	(600,000)	-	-	(600,000)	-	-	(600,000)	-	-	(600,000.00)	-	-	(600,000.00)
135/IA	HireNet Hawaii	A	-	-	300,000	-	-	300,000	-	-	300,000	-	-	300,000	-	-	300,000.00	-	-	300,000.00
135/IA	WIOA Staff	N	2.00	(2.00)	-	2.00	(2.00)	-	2.00	(2.00)	-	2.00	(2.00)	-	2.00	(2.00)	-	2.00	(2.00)	-
152/CA	Labor Law Enforcement Specialist	A	1.00	-	24,966	1.00	-	48,280	-	-	-	-	-	1.00	-	24,966.00	1.00	-	48,280.00	
153/RA	HCRB Legal Staff	A	2.00	-	43,212	2.00	-	86,424	1.00	-	19,746	1.00	-	39,492	1.00	-	19,746.00	1.00	-	39,492.00
161/KA	HLRB Staff Attorney	A	-	1.00	42,500	-	1.00	85,000	-	-	-	-	-	-	-	-	-	-	-	
183/DA	PEO Program Specialist	A	1.00	-	33,851	1.00	-	57,685	1.00	-	33,851	1.00	-	57,685	1.00	-	33,851.00	1.00	-	57,685.00
183/DA	WC Facilitators	T	2.00	-	85,625	2.00	-	151,216	2.00	-	85,625	2.00	-	151,216	2.00	-	85,625.00	2.00	-	151,216.00
183/DA	DCD Modernization	A	1.00	-	515,386	1.00	-	2,810,772	1.00	-	515,386	1.00	-	2,810,772	1.00	-	515,386.00	1.00	-	2,810,772.00
183/DA	SCF Accountant III	T	1.00	(1.00)	-	1.00	(1.00)	-	-	-	-	-	-	-	-	-	-	-	-	
812/HA	LIRAB Office Assistant IV	A	1.00	-	14,436	1.00	-	28,872	1.00	-	14,436	1.00	-	28,872	1.00	-	14,436.00	1.00	-	28,872.00
812/HA	LIRAB Senior Staff Attorney	A	1.00	-	42,500	1.00	-	85,000	-	-	-	-	-	-	-	-	-	-	-	
902/AA	Account Clerk III Reclassified by B&F from "Trade-Off/Transfer" section above.	P	1.00	-	54,010	1.00	-	54,010	1.00	-	54,010	1.00	-	54,010	1.00	-	54,010.00	1.00	-	54,010.00
903/NA	OCS Grant Support Staff	A	2.00	-	110,000	2.00	-	110,000	-	-	-	-	-	1.00	-	60,530.00	1.00	-	60,530.00	
903/NA	Human Trafficking	B	-	-	45,000	-	-	45,000	-	-	-	-	-	-	-	-	-	-	-	
903/NA	DHS-TANF Reduce Ceiling	U	-	-	(700,000)	-	-	(700,000)	-	-	(700,000)	-	-	(700,000)	-	-	(700,000.00)	-	-	(700,000.00)
903/NA	Community Services Block	N	-	-	205,000	-	-	205,000	-	-	205,000	-	-	205,000	-	-	205,000.00	-	-	205,000.00
903/NA	Commodity Supplemental Food	P	-	-	41,197	-	-	41,197	-	-	41,197	-	-	41,197	-	-	41,197.00	-	-	41,197.00

Department of Labor and Industrial Relations
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY18			FY19			FY17
					Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	Restriction (Y/N)
LBR 111	PA	Reclassify federal funds to WIOA County funds	None	N	(10.00)	-	(2,000,000)	(20.00)	-	(2,000,000)	N
LBR 111	PA	Reclassify federal funds to Interdepartment Transfer from DHS	None	N	(12.00)	-	(1,300,000)	(20.00)	-	(1,300,000)	N
LBR 111	PB	Workforce Data Quality federal grant ended 9/30/16	None	P	-	-	(600,000)	-	-	(600,000)	N
LBR 111	PB	Reclassify Account Clerk III from major to non-major federal funds amd transfer to LBR 902 General Administration	None	N	(1.00)	-	(54,010)	(1.00)	-	(54,010)	N
LBR 903	NA	Reduce Interdepartmental Tranfer for TANF from DHS	None	U	-	-	(700,000)	-	-	(70,000)	N
LBR 903	NA	Reduce for GIA's awarded in FY17	None	A	-	-	(3,849,160)	-	-	(3,849,160)	N

Department of Labor and Industrial Relations
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY18			FY19		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
LBR 111	PA	TO	1	12	Reclassify federal funds to WIOA County Funds	Counties contract with WDD for employment services	S	20.00	-	\$ 2,000,000	20.00	-	\$ 2,000,000
LBR 111	PA	TO	2	17	Reclassify federal funds to Interdepartmental Transfer	DHS contracts with WDD to provide employment services for foodstamp and TANF individuals	U	12.00	-	\$ 1,300,000	12.00	-	\$ 1,300,000
LBR 152	CA	OR	1	10	Labor Law Enforcement Specialist	To reduce backlog of Labor Law investigations	A	1.00	-	\$ 24,966	1.00	-	\$ 48,280
LBR 153	RA	OR	1	6	HCRC Legal Secretary	To support the HCRC enforcement attorneys	A	1.00	-	\$ 19,746	1.00	-	\$ 39,492
LBR 183	DA	OR	1	1	Professional Employer Organization Program Specialist I	To administer the PEO programs	A	1.00	-	\$ 33,851	1.00	-	\$ 57,685
LBR 183	DA	OR	2	2	Workers Compensation Facilitators	To respond in a timely and efficient manner to customers' inquiries	T	2.00	-	\$ 85,625	2.00	-	\$ 151,216
LBR 183	DA	OR	3	4	DCD Modernization	To streamline the workers' compensation process by computerizing and digitizing records	A	1.00	-	\$ 15,366	1.00	-	\$ 2,810,772
LBR 812	HA	OR	1	7	Office Assistant IV	To reduce the appeals process and implement paperless initiatives	A	1.00	-	\$ 14,436	1.00	-	\$ 28,872
LBR 902	AA	TO	1	11	Account Clerk III	To transfer from LBR 111/PB and support all federal programs	P	1.00	-	\$ 4,010	1.00	-	\$ 54,010
LBR 903	NA	OR	1	3	OCS Program Specialist V	To manage grant-in-aids to nonprofit organizations	A	1.00	-	\$ 60,530	1.00	-	\$ 60,530
LBR 903	NA	OR	2	13	Community Services Block grant	To increase appropriation ceiling	N	-	-	\$ 205,000	-	-	\$ 205,000
LBR 903	NA	OR	3	14	Commodity Supplemental Food Program	To increase appropriation ceiling	P	-	-	\$ 41,197	-	-	\$ 41,197
					Collective Bargaining	Act 124/2016 Appropriation	A	-	-	\$ 427,035	-	-	\$ 427,035
					Collective Bargaining	Act 124/2016 Appropriation	B	-	-	\$ 30,279	-	-	\$ 30,279
					Collective Bargaining	Act 124/2016 Appropriation	N	-	-	\$ 908,050	-	-	\$ 908,050
					Collective Bargaining	Act 124/2016 Appropriation	U	-	-	\$ 9,862	-	-	\$ 9,862

Department of Labor and Industrial Relations
FY17 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>
LBR 111	PA	A	750,000	\$ 27,282	\$ 722,718	96.36%	Reduce grant-in-aid
LBR 111	PB	A	752,963	\$ 27,390	\$ 725,573	96.36%	Reduce grant-in-aid
LBR 135	IA	A	12,560	\$ 457	\$ 12,103	96.36%	Delay in hiring
LBR 143	EA	A	1,051,969	\$ 38,266	\$ 1,013,703	96.36%	Delay in hiring
LBR 152	CA	A	1,124,723	\$ 40,913	\$ 1,083,810	96.36%	Delay in hiring
LBR 153	RA	A	1,581,501	\$ 57,529	\$ 1,523,972	96.36%	Delay in hiring
LBR 161	KA	A	759,739	\$ 27,636	\$ 732,103	96.36%	Delay in hiring
LBR 183	DA	A	5,140,726	\$ 186,999	\$ 4,953,727	96.36%	Delay in hiring
LBR 812	HA	A	899,970	\$ 32,737	\$ 867,233	96.36%	Delay in hiring
LBR 901	GA	A	464,478	\$ 16,896	\$ 447,582	96.36%	Delay in hiring
LBR 902	AA	A	2,074,182	\$ 456,313	\$ 1,617,869	78.00%	Delay in hiring
LBR 903	NA	A	4,132,307	\$ 150,317	\$ 3,981,990	96.36%	Reduce purchase of services and grant-in-aid

Department of Labor and Industrial Relations
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 Labor and Industrial Relations
Expenditures Exceeding Appropriation Ceilings in FY16 and FY17

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 Labor and Industrial Relations
 Intradepartmental Transfers in FY16 and FY17

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 Labor and Industrial Relations
Non-General Fund Balances

Table 11

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY17	Estimated FY17	Estimated FY17	Estimated FY17	Estimated FY17	Estimated FY17
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances	Estimated FY17 Net Transfers	Ending Unencumbered Cash Balance	Balance in Excess of Program Needs
Employment and Training Special Fund	To provide grants and subsidies to public, private and non-profit organizations for employment, education and training.	Chapter 383-128, HRS	B	2,235,711	1,000,000	1,600,000	-	1,635,711	-
Workforce Development	To provide employment and training case management services for the SNAP	Act 124/2016	U	174,702	1,200,000	1,253,919	-	120,783	-
Hoisting Machine Operators' Certification Revolving Fund	Certification of hoisting machine operators	Chapter 396-20, HRS	W	349,435	40,000	60,000	-	329,435	-
Boiler and Elevator Special Fund	Personnel and operating costs to inspect and certify boilers and elevators in the state of Hawaii.	Chapter 397-20, HRS	B	1,030,247	2,000,000	2,000,000	-	1,030,247	-
Unemployment Insurance Fund	All contributions pursuant to this chapter shall be paid into the fund and compensation and benefits payable pursuant to this chapter shall be paid from the fund.	Chapter 383-121, HRS	B	504,586,106	171,000,000	152,500,000	-	523,086,106	-
Unemployment Insurance Fund	Payment of refunds, interest, and expenditures deemed necessary in the administration of the chapter for which no allocation of federal administration funds have been made.	Chapter 383-127, HRS	B	9,795,388	1,200,000	300,000	-	10,695,388	-
Special Compensation Fund For Temporary Disability Benefits	To pay temporary disability benefits for disabilities resulting from non-work related injuries or illnesses to individual who become disabled when unemployed, and to employees of insolvent or non-complying employers.	Chapter 392-61, HRS	B,T	2,457,228	15,000	17,000	-	2,455,228	-
Special Compensation Fund (SCF)	To pay benefits to injured workers for second injuries, uninsured and insolvent employers, benefit adjustment, attendant services and concurrent employment.	Chapter 386-151, HRS	B,T	13,477,500	16,000,000	16,000,000	-	13,477,500	-
Premium Supplemental Fund (PHC)	To pay premium supplementation to qualified employers and the payment of health care expenses to eligible employees of non-complying or insolvent employers.	Chapter 393-41, HRS	B,T	72,958	-	72,958	-	-	-
Reduced Ignition Propensity Cigarette Program Spec Fund	Funds to monitor and ensure only reduced propensity cigarettes be sold in the state.	Section 132C-4, HRS	B	486,134	130,000	150,000	-	466,134	-
Human Trafficking Victim Services Fund	Criminal fees collected by the Judiciary to service human trafficking victims.	Section 1, Chapter 706, HRS	B	500	5,000	5,000	-	500	-
Interdepartmental Transfers from DHS	To service the economically disadvantaged persons, immigrants and refugees through non profit organizations.	Act 124/2016	U	-	1,200,000	1,200,000	-	-	-

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position #	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm/Temp P/T	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 day Hire (Y/N)	Describe if filled by other means	Priority # to Retain	Added to asset with prioritizing	
																		In Recruitment	Reason not recruiting?
LBR902AA	Ofc of Dir	10/1/2014	60 days from issuance of eligibles list	00121145	Administrative Assistant VI	N	SR26	73	P	1	A	59,736.00	82,140.00	Y	N	N/A	1	No	Position filled by PIO and Designated Legislative Coordinator.
LBR183DA	KauaiDist	07/01/16	12/30/2016	00122079	Disability Comp Enfc Spclt IV	N	SR22	13	P	1	A	49,056.00	49,056.00	Y	N	N/A	2	Filled	
LBR183DA	DisabCompDiv	10/08/16	60 days from issuance of eligibles list	00121140	Workers' Comp Claims Spclt II	N	SR18	13	P	1	A	41,964.00	41,964.00	Y	N	N/A	3	Yes	
LBR152CA	Wage Stds Dv	8/1/2016	60 days from issuance of eligibles list	00001628	Labor Law Enfc Spclt IV	N	SR22	13	P	1	A	49,056.00	45,840.00	Y	N	N/A	4	Yes	
LBR183DA	DisabCompDiv	09/29/01	60 days from issuance of eligibles list	00030083	Clerical Supervisor III	N	SR14	04	P	1	A	33,720.00	34,764.00	Y	N	N/A	5	Yes	
LBR902AA	AdminSvcsOfc	4/18/2016	60 days from issuance of eligibles list	00010064	Account Clerk IV	N	SR13	03	P	1	A	32,460.00	28,584.00	Y	N	N/A	6		
LBR183DA	DisabCompDiv	12/31/05	12/1/2016	00022841	Auditor IV	N	SR22	13	P	1	A	49,056.00	57,996.00	Y	N	N/A	7	Filled	
LBR901GA	Res&StatsOfc	12/30/14	60 days from issuance of eligibles list	00120972	Research Statistician I	N	SR16	13	P	0.5	A	21,066.00	21,066.00	Y	N	N/A	7	Yes	
LBR152CA	Wage Stds Dv	9/1/2016	60 days from issuance of eligibles list	00003411	Office Assistant IV	N	SR10	03	P	1	A	28,872.00	27,888.00	Y	Y	89-day	8	Yes	
LBR183DA	HawaiiDist	11/01/16	60 days from issuance of eligibles list	00036453	Office Assistant IV	N	SR10	03	P	1	A	28,872.00	46,188.00	Y	N	N/A	9	Yes	
LBR902AA	HawaiiDist	12/30/00	60 days from issuance of eligibles list	00030580	Office Assistant V	N	SR12	04	P	1	A	31,236.00	34,764.00	Y	N	N/A	10	Yes	
LBR183DA	DisabCompDiv	11/16/2016	60 days from issuance of eligibles list	00121138	Office Assistant IV	N	SR10	03	P	1	A	28,872.00	32,460.00	Y	N	N/A	11	Yes	
LBR183DA	DisabCompDiv	8/16/2016	60 days from issuance of eligibles list	00034018	Office Assistant II	N	SR06	03	P	1	A	24,636.00	24,636.00	Y	N	N/A	12	Yes	
LBR161KA	HLaborRelBd	07/01/00	60 days from issuance of eligibles list	00100449	Chairman/member	Y	SRNA	00	T	1	A	123,300.00	77,964.00	N	N	N/A	13	Yes	
LBR903NA	OfcCommSvcs	02/16/00	60 days from issuance of eligibles list	00100524	OCS RPR Dev Administrator	Y	SRNA	13	T	1	A	64,998.00	39,360.00	Y	N	N/A	14		
LBR143EA	HawaiiDist	10/01/04	1/16/2017	00010034	OSH Compliance Offcr IV	N	SR21	03	P	1	A/P	44,388.00	27,747.20	Y	N	N/A	15	Filled	
LBR143EA	OcupSaf&Hlth	04/21/16	60 days from issuance of eligibles list	00024668	Environmental Health Spclt IV	N	SR22	13	P	1	A/P	49,056.00	51,036.00	Y	N	N/A	16	Yes	
LBR143EA	OcupSaf&Hlth	05/19/16	60 days from issuance of eligibles list	00120238	Environmental Health Spclt IV	N	SR22	13	P	1	A/P	49,056.00	53,100.00	Y	N	N/A	17	Yes	
LBR143EA	OcupSaf&Hlth	05/28/16	60 days from issuance of eligibles list	00120241	Occ Saf & Health Advisor II	N	SR18	13	P	1	A/P	41,964.00	41,964.00	Y	N	N/A	18	Yes	
LBR143EA	OcupSaf&Hlth	8/1/2016	60 days from issuance of eligibles list	00120242	Environmental Health Spclt IV	N	SR22	13	P	1	A/P	49,056.00	51,312.00	Y	N	N/A	19	Yes	
LBR143EA	OcupSaf&Hlth	11/17/12	60 days from issuance of eligibles list	00120243	OSH Program Specialist IV	N	SR22	13	P	1	A/P	49,056.00	45,572.80	Y	N	N/A	20	Yes	
LBR143EA	OcupSaf&Hlth	08/27/16	12/16/2016	00120266	Supvgy OSH Compliance Offcr II	N	SR25	04	P	1	A/P	51,924.00	73,956.00	Y	N	N/A	21	Filled	
LBR902AA	AdminSvcsOfc	09/06/00	60 days from issuance of eligibles list	00047961	Information Technology Band B	N	Band B	73	P	1	A/P	49,056.00	34,299.20	Y	N	N/A	22		
LBR902AA	AdminSvcsOfc	04/01/09	60 days from issuance of eligibles list	00111028	Information Technology Band B	N	Band B	73	T	1	A/P	49,056.00	51,313.60	Y	N	N/A	23		
LBR902AA	AdminSvcsOfc	07/01/16	60 days from issuance of eligibles list	00120958	Information Technology Band B	N	Band B	13	P	1	A/P	49,056.00	49,056.00	Y	N	N/A	24		
LBR143EB	OcupSaf&Hlth	08/01/01	60 days from issuance of eligibles list	00025271	Elevator Inspector I	N	SR19	03	P	1	B	41,064.00	33,425.60	Y	N	N/A	26	Yes	
LBR143EB	OcupSaf&Hlth	07/09/08	60 days from issuance of eligibles list	00027103	Elevator Inspector II	N	SR21	03	P	1	B	44,388.00	39,478.40	Y	Y	89-day	27	Yes	
LBR143EB	OcupSaf&Hlth	07/01/15	60 days from issuance of eligibles list	00030777	Elevator Inspector II	N	SR21	03	P	1	B	44,388.00	54,012.00	Y	Y	89-day	28	Yes	
LBR143EB	OcupSaf&Hlth	01/19/13	60 days from issuance of eligibles list	00120618	Office Assistant III	N	SR08	03	P	1	B	26,700.00	25,667.20	Y	Y	89-day	29		
LBR111PB	WrkfrceDevDv	12/07/10	60 days from issuance of eligibles list	00119534	Job Training Specialist	Y	SRNA	13	T	1	B	45,576.00	45,576.00	Y	N	N/A	30		
LBR143EB	OcupSaf&Hlth	12/31/04	60 days from issuance of eligibles list	00021950	Supervising Boiler Inspector	N	SR23	04	P	1	B	48,024.00	54,072.00	Y	N	N/A	31	Yes	
LBR171LA	UnemplnsDiv	02/07/12	60 days from issuance of eligibles list	00119329	Unemployment Ins Asst III	N	SR09	03	T	1	B	13,884.00	13,353.60	Y	N	N/A	32		
LBR171LA	UnemplnsDiv	04/10/10	60 days from issuance of eligibles list	00119330	Unemployment Ins Asst III	N	SR09	03	T	1	B	27,768.00	26,707.20	Y	N	N/A	33		
LBR171LA	UnemplnsDiv	07/01/11	60 days from issuance of eligibles list	00119331	Unemployment Ins Asst III	N	SR09	03	T	1	B	13,884.00	13,353.60	Y	N	N/A	34		
LBR143EB	OcupSaf&Hlth	03/26/13	60 days from issuance of eligibles list	00017641	Supervising Elevator Inspector	N	SR23	04	P	1	B	48,024.00	46,176.00	Y	N	N/A	35	Yes	
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00119449	Unemployment Ins Spclt III	N	SR20	13	T	1	B	22,674.00	22,674.00	Y	N	N/A	35		
LBR171LA	UnemplnsDiv	06/05/10	60 days from issuance of eligibles list	00119450	Unemployment Ins Asst III	N	SR09	03	T	1	B	27,768.00	26,707.20	Y	N	N/A	36		
LBR171LA	UnemplnsDiv	06/25/10	60 days from issuance of eligibles list	00119451	Unemployment Ins Asst III	N	SR09	03	T	1	B	27,768.00	26,707.20	Y	N	N/A	37		

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position #	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm/Temp P/T	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 day Hire (Y/N)	Describe if filled by other means	Priority # to Retain	Added to asset with prioritizing	
																		In Recruitment	Reason not recruiting?
LBR111PA	WrkfrcDevDv	05/30/09	60 days from issuance of eligibles list	00004036	Employment Service Spclt IV	N	SR22	13	T	0.5	B	34,182.00	22,786.00	Y	N	N/A	38		
LBR111PA	WrkfrcDevDv	04/01/14	60 days from issuance of eligibles list	00023748	Employment Service Spclt IV	N	SR22	13	T	0.5	B	34,182.00	23,700.00	Y	N	N/A	39	Yes	
LBR111PA	WrkfrcDevDv	03/09/00	60 days from issuance of eligibles list	00033348	Employment Service Spclt III	N	SR20	13	T	1	B	45,348.00	31,720.00	Y	N	N/A	40	Yes	
LBR111PA	WrkfrcDevDv	02/26/09	60 days from issuance of eligibles list	00004059	Secretary I	N	SR12	03	P	1	N	31,236.00	30,035.20	Y	N	N/A		All other N, T, & P positions are either under recruitment or pending service need.	
LBR902AA	AdminSvcsOfc	01/14/12	60 days from issuance of eligibles list	00119282	Information Technology Band A	N	Band A	13	T	1	A/P	41,964.00	38,988.00	Y	Y	89-day	NA		
LBR111PA	WrkfrcDevDv	04/22/14	60 days from issuance of eligibles list	00014083	Employment Service Spclt V	N	SR24	23	P	1	N	55,236.00	53,364.00	Y	N	N/A			
LBR111PA	WrkfrcDevDv	05/17/08	60 days from issuance of eligibles list	00014105	Employment Service Spclt III	N	SR20	13	P	1	N	45,348.00	40,518.40	Y	N	N/A		Yes (to open)	
LBR111PA	WrkfrcDevDv	04/08/00	60 days from issuance of eligibles list	00015165	Office Assistant III	N	SR08	03	P	1	N	20,025.00	20,610.00	Y	N	N/A		Yes (PD in review)	
LBR111PA	WrkfrcDevDv	03/13/09	60 days from issuance of eligibles list	00022863	Office Assistant IV	N	SR10	03	P	1	N	28,872.00	27,747.20	Y	N	N/A		Yes	
LBR111PA	WrkfrcDevDv	08/01/02	60 days from issuance of eligibles list	00023445	Employment Service Spclt III	N	SR20	13	P	1	N	45,348.00	47,436.00	Y	N	N/A		Yes	
LBR111PA	WrkfrcDevDv	07/01/16	60 days from issuance of eligibles list	00023661	Employment Service Spclt V	N	SR24	23	P	1	N	55,236.00	81,756.00	Y	N	N/A			
LBR111PA	WrkfrcDevDv	02/28/12	60 days from issuance of eligibles list	00033319	Office Assistant III	N	SR08	03	P	1	N	26,700.00	24,377.60	Y	N	N/A			
LBR111PA	WrkfrcDevDv	11/16/2016	60 days from issuance of eligibles list	00033331	Employment Service Spclt III	N	SR20	13	P	1	N	45,348.00	64,920.00	Y	N	N/A			
LBR111PB	WrkfrcDevDv	02/01/16	60 days from issuance of eligibles list	00101083	Job Training Prog Spec III	Y	SRNA	13	P	1	N	63,198.00	62,112.00	Y	N	N/A			
LBR111PB	WrkfrcDevDv	07/06/02	60 days from issuance of eligibles list	00101167	HR Clerk Typist	Y	SRNA	03	P	1	N	37,980.00	20,092.80	Y	N	N/A			
LBR111PB	AdminSvcsOfc	04/16/12	60 days from issuance of eligibles list	00119152	Accountant IV	N	SR22	13	P	1	N	49,056.00	57,708.00	Y	N	N/A			
LBR111PB	AdminSvcsOfc	08/15/09	60 days from issuance of eligibles list	00119286	Account Clerk III	N	SR11	63	P	1	N	29,988.00	25,667.20	Y	N	N/A			
LBR111PB	WrkfrcDevDv	05/26/16	60 days from issuance of eligibles list	00120724	Office Assistant IV	N	SR10	03	T	1	N	28,872.00	29,988.00	Y	N	N/A		Yes	
LBR111PB	WrkfrcDevDv	03/22/14	60 days from issuance of eligibles list	00120725	Office Assistant IV	N	SR10	03	T	1	N	28,872.00	27,747.20	Y	N	N/A		Yes	
LBR135IA	WrkfrcDevCn	12/19/15	60 days from issuance of eligibles list	00030364	Employment Analyst IV	N	SR22	13	T	1	N	49,056.00	47,403.20	Y	Y	89-day		Yes	
LBR135IA	WrkfrcDevCn	12/19/15	60 days from issuance of eligibles list	00037700	Employment Analyst IV	N	SR22	13	T	1	N	49,056.00	47,403.20	Y	N	N/A		Yes	
LBR153RA	CivRightsCom	02/15/05	60 days from issuance of eligibles list	00028984	Investigator IV	N	SR22	13	T	1	N	49,056.00	39,332.80	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/23/03	60 days from issuance of eligibles list	00000191	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	32,460.00	21,944.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	06/28/16	60 days from issuance of eligibles list	00000201	Auditor II	N	SR18	13	P	1	N	41,964.00	41,964.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	02/25/10	60 days from issuance of eligibles list	00003745	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	13,353.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	09/29/09	60 days from issuance of eligibles list	00004056	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	27,768.00	26,707.20	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/04/01	60 days from issuance of eligibles list	00007508	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	32,460.00	20,092.80	Y	N	N/A			
LBR171LA	UnemplnsDiv	09/01/16	60 days from issuance of eligibles list	00007850	Office Assistant III	N	SR08	03	P	1	N	26,700.00	42,684.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	02/01/10	60 days from issuance of eligibles list	00008023	Unemployment Ins Spclt VI	N	SR26	23	P	1	N	59,736.00	78,984.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	01/19/08	60 days from issuance of eligibles list	00013553	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,606.32	12,576.93	Y	N	N/A		Yes	
LBR171LA	UnemplnsDiv	04/27/02	1/16/2017	00014856	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	10,452.00	Y	N	N/A		Selection pending	
LBR171LA	UnemplnsDiv	12/31/14	60 days from issuance of eligibles list	00021519	Unemployment Ins Asst VI	N	SR15	04	P	1	N	35,112.00	56,172.00	Y	N	N/A		Yes	
LBR171LA	UnemplnsDiv	09/16/11	60 days from issuance of eligibles list	00021521	Unemployment Ins Asst VI	N	SR15	04	P	1	N	35,112.00	32,073.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/31/14	60 days from issuance of eligibles list	00022349	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	33,720.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	01/03/02	60 days from issuance of eligibles list	00022356	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	20,904.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/01/14	60 days from issuance of eligibles list	00022868	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	21,340.80	Y	N	N/A			
LBR171LA	UnemplnsDiv	03/01/16	60 days from issuance of eligibles list	00022930	Office Assistant III	N	SR08	03	P	1	N	26,700.00	36,468.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/03/02	60 days from issuance of eligibles list	00023104	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	14,414.40	Y	N	N/A			

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																		In Recruitment	Reason not recruiting?
LBR171LA	UnemplnsDiv	02/13/02	60 days from issuance of eligibles list	00023105	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	10,452.00	Y	N	N/A		Yes	
LBR171LA	UnemplnsDiv	11/05/11	60 days from issuance of eligibles list	00023106	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	31,220.80	Y	N	N/A			
LBR171LA	UnemplnsDiv	04/01/05	60 days from issuance of eligibles list	00023107	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	39,864.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	09/10/08	60 days from issuance of eligibles list	00023122	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,606.32	13,086.53	Y	N	N/A			
LBR171LA	UnemplnsDiv	01/16/09	60 days from issuance of eligibles list	00023123	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,606.32	13,086.53	Y	N	N/A			
LBR171LA	UnemplnsDiv	05/09/09	60 days from issuance of eligibles list	00023128	Unemployment Ins Spclt IV	N	SR22	13	P	1	N	49,056.00	45,572.80	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/01/16	60 days from issuance of eligibles list	00023520	Unemployment Ins Spclt IV	N	SR22	13	P	1	N	49,056.00	67,188.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	01/15/03	60 days from issuance of eligibles list	00023589	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	10,972.00	Y	N	N/A		Yes	
LBR171LA	UnemplnsDiv	12/01/09	60 days from issuance of eligibles list	00023590	Unemployment Ins Asst IV	N	SR11	03	P	0.5	N	14,994.00	13,353.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/13/14	60 days from issuance of eligibles list	00024696	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	14,435.20	Y	N	N/A			
LBR171LA	UnemplnsDiv	02/01/01	60 days from issuance of eligibles list	00024697	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	11,752.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	04/28/09	60 days from issuance of eligibles list	00024698	Unemployment Ins Asst III	N	SR09	03	P	1	N	27,768.00	26,707.20	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/16/13	60 days from issuance of eligibles list	00024699	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,606.32	13,086.53	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/01/14	60 days from issuance of eligibles list	00024700	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	14,435.20	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/16/11	60 days from issuance of eligibles list	00024703	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	15,905.40	12,434.24	Y	N	N/A			
LBR171LA	UnemplnsDiv	02/04/14	60 days from issuance of eligibles list	00024705	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,213.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	09/19/01	60 days from issuance of eligibles list	00024707	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,606.32	10,242.96	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/13/11	60 days from issuance of eligibles list	00024708	Unemployment Ins Asst III	N	SR09	03	P	1	N	27,768.00	25,376.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	04/01/16	60 days from issuance of eligibles list	00024710	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	49,968.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	02/21/02	60 days from issuance of eligibles list	00024711	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	10,452.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	05/09/09	60 days from issuance of eligibles list	00024713	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	26,707.20	Y	N	N/A			
LBR171LA	UnemplnsDiv	03/07/02	60 days from issuance of eligibles list	00024714	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	10,452.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/14/01	60 days from issuance of eligibles list	00024715	Unemployment Ins Asst IV	N	SR11	03	P	1	N	14,994.00	10,452.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/20/13	60 days from issuance of eligibles list	00024716	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,606.32	13,086.53	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/15/08	60 days from issuance of eligibles list	00025158	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	15,905.40	13,086.53	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00025831	Unemployment Ins Spclt V	N	SR24	23	P	1	N	55,236.00	55,236.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/01/10	60 days from issuance of eligibles list	00025909	Unemployment Ins Spclt V	N	SR24	23	P	1	N	55,236.00	70,224.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	06/06/02	60 days from issuance of eligibles list	00025915	Unemployment Ins Asst III	N	SR09	03	P	1	N	27,768.00	20,904.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/05/08	60 days from issuance of eligibles list	00025917	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	30,014.40	Y	N	N/A			
LBR171LA	UnemplnsDiv	11/07/01	60 days from issuance of eligibles list	00025919	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	15,905.40	10,242.96	Y	N	N/A			
LBR171LA	UnemplnsDiv	11/28/09	60 days from issuance of eligibles list	00025920	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	31,220.80	Y	N	N/A			
LBR171LA	UnemplnsDiv	09/03/11	60 days from issuance of eligibles list	00025921	Unemployment Ins Asst IV	N	SR11	03	P	0.5	N	29,988.00	25,376.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	04/28/12	60 days from issuance of eligibles list	00025924	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	31,220.80	Y	N	N/A			
LBR171LA	UnemplnsDiv	06/24/09	60 days from issuance of eligibles list	00025926	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	26,707.20	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/29/00	60 days from issuance of eligibles list	00025928	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	26,412.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/01/05	60 days from issuance of eligibles list	00026348	Unemployment Ins Spclt V	N	SR24	23	P	1	N	55,236.00	57,996.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	05/23/09	60 days from issuance of eligibles list	00026569	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	15,905.40	13,086.53	Y	N	N/A			
LBR171LA	UnemplnsDiv	04/16/04	60 days from issuance of eligibles list	00026640	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	15,007.20	Y	N	N/A			

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position #	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm/Temp P/T	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 day Hire (Y/N)	Describe if filled by other means	Priority # to Retain	Added to asset with prioritizing	
																		In Recruitment	Reason not recruiting?
LBR171LA	UnemplnsDiv	09/17/13	60 days from issuance of eligibles list	00026647	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	32,460.00	37,968.00	Y	N	N/A			
LBR171LB	UnemplnsDiv	08/12/00	60 days from issuance of eligibles list	00026672	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	10,046.40	Y	N	N/A			
LBR171LA	UnemplnsDiv	06/27/09	60 days from issuance of eligibles list	00026999	Unemployment Ins Spcrl III	N	SR20	13	P	1	N	45,348.00	36,025.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	09/22/01	60 days from issuance of eligibles list	00027008	Unemployment Ins Asst III	N	SR09	03	P	1	N	13,884.00	10,452.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	10/01/02	60 days from issuance of eligibles list	00027009	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	12,344.80	Y	N	N/A			
LBR171LA	UnemplnsDiv	05/16/02	60 days from issuance of eligibles list	00027010	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	10,452.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	10/01/16	60 days from issuance of eligibles list	00027116	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,606.32	13,606.32	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00027214	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	32,460.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	04/05/02	60 days from issuance of eligibles list	00027227	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	9,266.40	Y	N	N/A			
LBR171LA	UnemplnsDiv	09/19/00	60 days from issuance of eligibles list	00027229	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	8,912.80	Y	N	N/A		Yes	
LBR171LA	UnemplnsDiv	09/16/00	60 days from issuance of eligibles list	00027270	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	10,046.40	Y	N	N/A		Yes	
LBR171LA	UnemplnsDiv	07/10/09	60 days from issuance of eligibles list	00027274	Unemployment Ins Asst IV	N	SR11	03	P	0.5	N	29,988.00	26,707.20	Y	N	N/A			
LBR171LA	UnemplnsDiv	09/16/00	60 days from issuance of eligibles list	00027275	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	15,905.40	9,845.47	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/01/10	60 days from issuance of eligibles list	00027754	Unemployment Ins Asst III	N	SR09	03	P	1	N	13,884.00	13,353.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/27/08	60 days from issuance of eligibles list	00027755	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	27,768.00	26,707.20	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/01/15	60 days from issuance of eligibles list	00027758	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	36,468.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	04/18/08	60 days from issuance of eligibles list	00027759	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	32,460.00	25,667.20	Y	N	N/A			
LBR171LA	UnemplnsDiv	11/07/01	60 days from issuance of eligibles list	00027761	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,606.32	11,975.60	Y	N	N/A		Yes	
LBR171LA	UnemplnsDiv	10/25/01	60 days from issuance of eligibles list	00027762	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	10,452.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	05/16/01	60 days from issuance of eligibles list	00027765	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	15,905.40	9,845.47	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/30/11	60 days from issuance of eligibles list	00027768	Unemployment Ins Asst IV	N	SR11	03	P	0.5	N	14,994.00	12,688.00	Y	Y	89-day			
LBR171LA	UnemplnsDiv	06/15/02	60 days from issuance of eligibles list	00027769	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	10,452.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	2/2/2015	60 days from issuance of eligibles list	00027772	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	31,212.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/31/10	60 days from issuance of eligibles list	00027773	Unemployment Ins Asst VI	N	SR15	04	P	1	N	35,112.00	51,936.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	04/18/09	60 days from issuance of eligibles list	00027775	Unemployment Ins Asst VI	N	SR15	04	P	1	N	35,112.00	33,758.40	Y	N	N/A			
LBR171LA	UnemplnsDiv	10/01/10	60 days from issuance of eligibles list	00027776	Unemployment Ins Asst V	N	SR13	03	P	1	N	32,460.00	41,040.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/19/09	60 days from issuance of eligibles list	00027777	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	13,353.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/15/09	60 days from issuance of eligibles list	00031878	Unemployment Ins Spcrl III	N	SR20	13	P	1	N	45,348.00	36,025.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/22/2010	60 days from issuance of eligibles list	00035347	Unemployment Ins Spcrl V	N	SR24	23	P	1	N	55,236.00	43,440.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/31/10	60 days from issuance of eligibles list	00037221	Office Assistant III	N	SR08	03	P	1	N	26,700.00	35,064.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120051	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	01/23/13	60 days from issuance of eligibles list	00120052	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	32,460.00	31,220.80	Y	N	N/A			
LBR171LA	UnemplnsDiv	03/06/13	60 days from issuance of eligibles list	00120053	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	32,460.00	31,220.80	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120058	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120059	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120060	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120062	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	11/01/11	60 days from issuance of eligibles list	00120063	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	27,768.00	25,376.00	Y	N	N/A			

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position #	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm/Temp P/T	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 99 day Hire (Y/N)	Describe if filled by other means	Priority # to Retain	Added to asset with prioritizing	
																		In Recruitment	Reason not recruiting?
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120064	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	03/31/12	60 days from issuance of eligibles list	00120065	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	32,460.00	31,220.80	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120066	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120067	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/13/11	60 days from issuance of eligibles list	00120068	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	32,460.00	29,660.80	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/16/13	60 days from issuance of eligibles list	00120069	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	13,873.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120070	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120071	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120072	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120073	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120074	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120075	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120077	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/09/15	60 days from issuance of eligibles list	00120080	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	18,231.20	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/20/2012	60 days from issuance of eligibles list	00120081	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	13,353.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	12/12/12	60 days from issuance of eligibles list	00120082	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,606.32	13,086.53	Y	N	N/A			
LBR171LA	UnemplnsDiv	7/11/2012	60 days from issuance of eligibles list	00120083	Unemployment Ins Asst IV	N	SR11	03	P	0.5	N	14,994.00	14,414.40	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/28/12	60 days from issuance of eligibles list	00120084	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	13,353.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	4/1/2013	60 days from issuance of eligibles list	00120085	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	13,353.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	08/19/11	60 days from issuance of eligibles list	00120086	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	12,688.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120087	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	09/04/14	60 days from issuance of eligibles list	00120088	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,858.40	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00120089	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	16,230.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	10/21/11	60 days from issuance of eligibles list	00120090	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,606.32	12,434.24	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/16/11	60 days from issuance of eligibles list	00120092	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	12,688.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	04/14/11	60 days from issuance of eligibles list	00120093	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,606.32	13,086.53	Y	N	N/A			
LBR171LA	UnemplnsDiv	11/22/2014	60 days from issuance of eligibles list	00120094	Unemployment Ins Asst V	N	SR13	03	P	0.5	N	16,230.00	12,688.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	10/11/14	60 days from issuance of eligibles list	00120095	Unemployment Ins Asst III	N	SR09	03	P	0.5	N	13,884.00	14,435.20	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	1/16/2017	00121994	Unemployment Ins Spclt I	N	SR16	13	P	1	N	38,772.00	38,772.00	Y	N	N/A		Selection pending	
LBR171LA	UnemplnsDiv	07/01/16	1/16/2017	00121995	Unemployment Ins Spclt I	N	SR16	13	P	1	N	38,772.00	38,772.00	Y	N	N/A		Selection pending	
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00122027	Auditor II	N	SR18	13	P	1	N	41,964.00	41,964.00	Y	N	N/A		Yes	
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00122031	Unemployment Ins Spclt III	N	SR20	13	P	1	N	45,348.00	45,348.00	Y	N	N/A			
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00122048	Auditor II	N	SR18	13	P	1	N	41,964.00	41,964.00	Y	N	N/A		Yes	
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00122049	Unemployment Ins Spclt III	N	SR20	13	P	1	N	45,348.00	45,348.00	Y	N	N/A		Yes	
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00122058	Auditor II	N	SR18	13	P	1	N	41,964.00	41,964.00	Y	N	N/A		Yes	
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00122147	Unemployment Ins Spclt III	N	SR20	13	P	1	N	45,348.00	45,348.00	Y	N	N/A		Yes	
LBR171LA	UnemplnsDiv	07/01/16	60 days from issuance of eligibles list	00122149	Unemployment Ins Spclt III	N	SR20	13	P	1	N	45,348.00	45,348.00	Y	N	N/A		Yes	
LBR871LB	EmpSecApIRef	08/01/02	60 days from issuance of eligibles list	00004552	Empl Security Appeals Referee	N	SR26	13	P	1	N	59,736.00	64,920.00	Y	N	N/A			

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																		In Recruitment	Reason not recruiting?
LBR871LB	EmpSecApIRef	04/12/08	60 days from issuance of eligibles list	00004585	Empl Security Appeals Referee	N	SR26	13	P	0.5	N	59,736.00	55,500.00	Y	N	N/A			
LBR871LB	EmpSecApIRef	05/10/08	60 days from issuance of eligibles list	00006277	Secretary II	N	SR14	03	P	1	N	33,720.00	31,179.20	Y	N	N/A			
LBR871LB	EmpSecApIRef	01/26/00	60 days from issuance of eligibles list	00024243	Office Assistant III	N	SR08	03	P	1	N	26,700.00	19,323.20	Y	N	N/A			
LBR871LB	EmpSecApIRef	12/25/01	60 days from issuance of eligibles list	00025576	Office Assistant III	N	SR08	03	P	0.7	N	13,350.00	10,046.40	Y	N	N/A			
LBR871LB	EmpSecApIRef	02/24/07	60 days from issuance of eligibles list	00026913	Empl Security Appeals Referee	N	SR26	13	P	0.45	N	59,736.00	67,511.60	Y	N	N/A			
LBR871LB	EmpSecApIRef	08/29/06	60 days from issuance of eligibles list	00027972	Empl Security Appeals Referee	N	SR26	13	P	0.45	N	59,736.00	64,916.80	Y	N	N/A			
LBR901GA	Res&StatsOfc	5/1/2013	60 days from issuance of eligibles list	00008666	Research Statistician VI	N	SR26	23	P	1	N	59,736.00	82,128.00	Y	N	N/A			
LBR111PA	WrkfrceDevDv	08/26/08	60 days from issuance of eligibles list	00004043	Employment Service SpcIt II	N	SR18	13	P	1	P	41,964.00	37,481.60	Y	N	N/A			
LBR111PA	WrkfrceDevDv	07/07/12	60 days from issuance of eligibles list	00013488	Employment Service SpcIt III	N	SR20	13	P	1	P	45,348.00	42,140.80	Y	N	N/A			
LBR111PA	WrkfrceDevDv	07/01/16	60 days from issuance of eligibles list	00122162	Employment Service SpcIt IV	N	SR22	13	P	1	P	49,056.00	49,056.00	Y	N	N/A		Yes	
LBR153RA	CivRightsCom	07/26/01	60 days from issuance of eligibles list	00109858	Staff Attorney	Y	SRNA	73	T	1	P	45,348.00	29,499.60	Y	N	N/A			
LBR171LA	UnemplnsDiv	01/05/02	60 days from issuance of eligibles list	00000190	Unemployment Ins Asst III	N	SR09	03	P	0.5	P	13,884.00	9,266.40	Y	N	N/A			
LBR901GA	Res&StatsOfc	07/01/16	60 days from issuance of eligibles list	00026197	Research Statistician III	N	SR20	13	P	1	P	45,348.00	64,608.00	Y	N	N/A		Yes	
LBR901GA	Res&StatsOfc	06/30/12	60 days from issuance of eligibles list	00026303	Research Statistician III	N	SR20	13	P	1	P	45,348.00	55,500.00	Y	N	N/A			
LBR901GA	Res&StatsOfc	01/20/13	60 days from issuance of eligibles list	00120573	Statistics Clerk I	N	SR10	03	P	1	P	28,872.00	27,747.20	Y	N	N/A			
LBR902AA	AdminSvcsOfc	04/07/05	60 days from issuance of eligibles list	00022378	Office Assistant III	N	SR08	03	P	1	P	26,700.00	22,152.00	Y	N	N/A			
LBR902AA	AdminSvcsOfc	07/11/06	60 days from issuance of eligibles list	00022693	Office Assistant III	N	SR08	03	T	0.5	P	13,083.00	11,241.78	Y	N	N/A			
LBR902AA	AdminSvcsOfc	06/20/15	60 days from issuance of eligibles list	00026836	Accountant III	N	SR20	13	P	1	P	45,348.00	43,812.00	Y	N	N/A			
LBR902AA	AdminSvcsOfc	04/01/08	60 days from issuance of eligibles list	00031384	Accountant III	N	SR20	13	P	1	P	45,348.00	53,364.00	Y	Y	89-day			
LBR902AA	AdminSvcsOfc	09/01/14	60 days from issuance of eligibles list	00035350	Accountant V	N	SR24	13	P	1	P	55,236.00	78,996.00	Y	N	N/A			
LBR902AA	AdminSvcsOfc	09/04/13	60 days from issuance of eligibles list	00120960	Program Budget Analyst IV	N	SR22	73	P	1	P	49,056.00	45,572.80	Y	N	N/A			
LBR183DA	KauaiDist	09/28/16	1/16/2017	00121847	Office Assistant III	N	SR08	03	T	1	T	26,700.00	26,707.20	Y	Y	89-day		Selection pending	
LBR183DA	AdminSvcsOfc	07/01/16	60 days from issuance of eligibles list	00122144	Accountant III	N	SR20	13	T	1	T	45,348.00	45,348.00	Y	N	N/A		Yes	
LBR183DA	Res&StatsOfc	08/13/16	60 days from issuance of eligibles list	00024064	Research Statistician IV	N	SR22	13	P	1	T	49,056.00	49,046.40	Y	Y	89-day		Yes	
LBR111PA	WrkfrceDevDv	09/28/13	60 days from issuance of eligibles list	00117052	Employment Service SpcIt III	N	SR20	13	T	1	U	45,348.00	42,140.80	Y	N	N/A		Yes (to open)	
LBR111PA	WrkfrceDevDv	07/01/16	60 days from issuance of eligibles list	00121891	Employment Service SpcIt II	N	SR18	13	T	0.5	U	21,066.00	20,987.00	Y	Y	89-day		Yes	
LBR111PA	WrkfrceDevDv	07/01/16	60 days from issuance of eligibles list	00121917	Employment Service SpcIt III	N	SR20	13	T	0.5	U	21,066.00	21,066.00	Y	N	N/A			
LBR111PA	WrkfrceDevDv	09/03/16	60 days from issuance of eligibles list	00121925	Employment Service SpcIt III	N	SR20	13	T	0.5	U	21,066.00	21,066.00	Y	N	N/A			
LBR111PA	WrkfrceDevDv	12/03/16	60 days from issuance of eligibles list	00121941	Employment Service SpcIt III	N	SR20	13	T	0.5	U	21,066.00	21,066.00	Y	N	N/A		Yes	
LBR111PA	WrkfrceDevDv	07/01/16	60 days from issuance of eligibles list	00121943	Employment Service SpcIt III	N	SR20	13	T	0.5	U	21,066.00	21,066.00	Y	N	N/A		Yes	
LBR111PA	WrkfrceDevDv	07/01/16	60 days from issuance of eligibles list	00121945	Employment Service SpcIt III	N	SR20	13	T	0.5	U	21,066.00	21,066.00	Y	N	N/A		Yes	
LBR111PA	WrkfrceDevDv	07/01/16	60 days from issuance of eligibles list	00121946	Employment Service SpcIt III	N	SR20	13	T	0.5	U	21,066.00	21,066.00	Y	N	N/A		Yes	
LBR111PA	WrkfrceDevDv	07/01/16	60 days from issuance of eligibles list	00121959	Employment Service SpcIt II	N	SR18	13	T	0.5	U	19,494.00	19,494.00	Y	N	N/A			
LBR111PA	WrkfrceDevDv	09/01/16	60 days from issuance of eligibles list	00121960	Employment Service SpcIt II	N	SR18	13	T	0.5	U	19,494.00	19,494.00	Y	N	N/A			
LBR111PA	WrkfrceDevDv	09/16/16	60 days from issuance of eligibles list	00121961	Employment Service SpcIt II	N	SR18	13	T	0.5	U	19,494.00	19,494.00	Y	N	N/A			
LBR111PA	WrkfrceDevDv	07/27/16	60 days from issuance of eligibles list	00121962	Employment Service SpcIt II	N	SR18	13	T	0.5	U	19,494.00	19,494.00	Y	N	N/A			
LBR111PA	WrkfrceDevDv	07/07/16	60 days from issuance of eligibles list	00121963	Employment Service SpcIt II	N	SR18	13	T	0.5	U	19,494.00	19,494.00	Y	N	N/A			
LBR111PA	WrkfrceDevDv	07/30/16	1/16/2017	00121972	Employment Service SpcIt IV	N	SR22	13	T	0.5	U	22,788.00	22,788.00	Y	Y	89-day		Selection pending	

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position #	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm/Temp P/T	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 99 day Hire (Y/N)	Describe if filled by other means	Priority # to Retain	Added to asset with prioritizing	
																		In Recruitment	Reason not recruiting?
LBR111PA	WrkfrcDevDv	07/01/16	60 days from issuance of eligibles list	00121973	Employment Service Spclt IV	N	SR22	13	T	0.5	U	22,788.00	22,788.00	Y	N	N/A			
LBR111PA	WrkfrcDevDv	08/06/16	60 days from issuance of eligibles list	00121974	Employment Service Spclt III	N	SR20	13	T	0.5	U	21,066.00	21,066.00	Y	N	N/A		Yes	
LBR111PA	WrkfrcDevDv	08/13/16	60 days from issuance of eligibles list	00121975	Employment Service Spclt III	N	SR20	13	T	0.5	U	21,066.00	21,066.00	Y	N	N/A		Yes	
LBR111PA	WrkfrcDevDv	07/01/16	60 days from issuance of eligibles list	00122032	Employment Service Spclt III	N	SR20	13	T	0.5	U	34,182.00	34,182.00	Y	N	N/A		Yes	
LBR111PA	WrkfrcDevDv	07/01/16	60 days from issuance of eligibles list	00122033	Employment Service Spclt III	N	SR20	13	T	0.5	U	34,182.00	34,182.00	Y	N	N/A		Yes	
LBR111PA	WrkfrcDevDv	07/01/16	60 days from issuance of eligibles list	00122034	Employment Service Spclt III	N	SR20	13	T	0.5	U	34,182.00	34,182.00	Y	N	N/A		Yes	
LBR111PA	WrkfrcDevDv	07/01/16	60 days from issuance of eligibles list	00122035	Employment Service Spclt III	N	SR20	13	T	0.5	U	21,066.00	21,066.00	Y	N	N/A		Yes	
LBR111PA	WrkfrcDevDv	07/01/16	60 days from issuance of eligibles list	00122050	Employment Service Spclt IV	N	SR22	13	T	0.5	U	21,066.00	21,066.00	Y	N	N/A		Yes	

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Program ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt Y/N	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
LBR111PA	WrkfrceDevDv	11/16/2016	00010841	EmpServSp4	N	SR22	23	P	N	1.000000	49056.000000	1.000000	72648.000000	N
LBR111PA	WrkfrceDevDv	5/23/2016	00015165	OffcAsst 3	N	SR08	03	P	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR111PA	WrkfrceDevDv	9/16/2015	00022863	OffcAsst 4	N	SR10	03	P	N	1.000000	31236.000000	1.000000	31236.000000	N
LBR111PA	WrkfrceDevDv	11/2/2015	00023459	EmpServSp3	N	SR20	13	P	N	1.000000	60012.000000	1.000000	60012.000000	N
LBR111PA	WrkfrceDevDv	11/16/2016	00032425	EmpServSp4	N	SR22	13	T	N	1.000000	49056.000000	1.000000	49056.000000	N
LBR111PA	WrkfrceDevDv	4/1/2016	00033319	OffcAsst 3	N	SR08	63	P	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR111PA	WrkfrceDevDv	11/3/2015	00033331	EmpServSp3	N	SR20	13	P	N	1.000000	64920.000000	1.000000	64920.000000	N
LBR111PA	WrkfrceDevDv	11/10/2016	00033337	EmpServSp3	N	SR20	73	T	N	1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	4/4/2016	00035000	OffcAsst 3	N	SR08	63	T	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR111PA	WrkfrceDevDv	7/1/2015	00117052	EmpServSp3	N	SR20	13	T	U	1.000000	45576.000000	1.000000	45576.000000	N
LBR111PA	WrkfrceDevDv	7/7/2015	00120110	EmpServSp3	N	SR20	73	T	N	1.000000	43812.000000	1.000000	43804.800000	Y
LBR111PA	WrkfrceDevDv	10/6/2015	00120110	EmpServSp3	N	SR20	73	T	N	1.000000	43812.000000	1.000000	43804.800000	Y
LBR111PA	WrkfrceDevDv	1/5/2016	00120110	EmpServSp3	N	SR20	73	T	N	1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	4/5/2016	00120110	EmpServSp3	N	SR20	73	T	N	1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	11/16/2016	00120448	EmpServSp4	N	SR22	13	P	N	1.000000	62112.000000	1.000000	62112.000000	N
LBR111PA	WrkfrceDevDv	12/16/2015	00121855	EmpServSp3	N	SR20	13	T	U	1.000000	47400.000000	1.000000	47400.000000	N
LBR111PA	WrkfrceDevDv	4/11/2016	00121891	EmpServSp2	N	SR18	73	T	U	1.000000	41964.000000	1.000000	41974.400000	Y
LBR111PA	WrkfrceDevDv	7/5/2016	00121891	EmpServSp2	N	SR18	73	T	U	1.000000	41964.000000	1.000000	41974.400000	Y
LBR111PA	WrkfrceDevDv	10/4/2016	00121891	EmpServSp2	N	SR18	73	T	U	1.000000	41964.000000	1.000000	41974.400000	Y
LBR111PA	WrkfrceDevDv	2/10/2016	00121915	EmpServSp3	N	SR20	73	T	U	1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	10/3/2016	00121915	EmpServSp3	N	SR20	13	T	U	1.000000	45348.000000	1.000000	45348.000000	N
LBR111PA	WrkfrceDevDv	5/10/2016	00121915	EmpServSp3	N	SR20	13	T	U	1.000000	45348.000000	1.000000	45348.000000	N
LBR111PA	WrkfrceDevDv	4/5/2016	00121916	EmpServSp3	N	SR20	73	T	U	1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	7/5/2016	00121916	EmpServSp3	N	SR20	73	T	U	1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	10/3/2016	00121916	EmpServSp3	N	SR20	13	T	U	1.000000	45348.000000	1.000000	45348.000000	N
LBR111PA	WrkfrceDevDv	6/7/2016	00121925	EmpServSp3	N	SR20	73	T	U	1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	7/25/2016	00121940	EmpServSp3	N	SR20	13	T	U	1.000000	67188.000000	1.000000	67188.000000	N
LBR111PA	WrkfrceDevDv	9/7/2016	00121941	EmpServSp3	N	SR20	73	T	U	1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	9/16/2016	00121942	EmpServSp3	N	SR20	13	T	U	1.000000	45348.000000	1.000000	45348.000000	N
LBR111PA	WrkfrceDevDv	7/5/2016	00121944	EmpServSp3	N	SR20	73	T	U	1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	9/16/2016	00121944	EmpServSp3	N	SR20	13	T	U	1.000000	45348.000000	1.000000	45348.000000	N
LBR111PA	WrkfrceDevDv	4/11/2016	00121959	EmpServSp2	N	SR18	73	T	U	1.000000	41964.000000	1.000000	41974.400000	Y
LBR111PA	WrkfrceDevDv	7/5/2016	00121959	EmpServSp2	N	SR18	73	T	U	1.000000	41964.000000	1.000000	41974.400000	Y
LBR111PA	WrkfrceDevDv	6/16/2016	00121960	EmpServSp2	N	SR18	63	T	U	1.000000	41964.000000	1.000000	41974.400000	Y
LBR111PA	WrkfrceDevDv	7/6/2016	00121961	EmpServSp2	N	SR18	73	T	U	1.000000	41964.000000	1.000000	41974.400000	Y
LBR111PA	WrkfrceDevDv	9/19/2016	00121961	EmpServSp2	N	SR18	73	T	U	1.000000	41964.000000	1.000000	41974.400000	Y
LBR111PA	WrkfrceDevDv	6/16/2016	00121962	EmpServSp2	N	SR18	63	T	U	1.000000	41964.000000	1.000000	41974.400000	Y
LBR111PA	WrkfrceDevDv	8/23/2016	00121962	EmpServSp2	N	SR18	73	T	U	1.000000	41964.000000	1.000000	41974.400000	Y
LBR111PA	WrkfrceDevDv	7/1/2016	00121963	EmpServSp2	N	SR18	63	T	U	1.000000	41964.000000	1.000000	41974.400000	Y
LBR111PA	WrkfrceDevDv	5/2/2016	00121972	EmpServSp4	N	SR22	73	T	U	1.000000	49056.000000	1.000000	49046.400000	Y
LBR111PA	WrkfrceDevDv	8/2/2016	00121972	EmpServSp4	N	SR22	73	T	U	1.000000	49056.000000	1.000000	49046.400000	Y
LBR111PA	WrkfrceDevDv	11/1/2016	00121972	EmpServSp4	N	SR22	73	T	U	1.000000	49056.000000	1.000000	49046.400000	Y

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Program ID	Sub-Org	Effective Date	Position Filled	Position Number	Position Title	Exempt Y/N	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
LBR111PA	WrkfrceDevDv	5/9/2016	00121974	EmpServSp3	N	SR20	73	T	U		1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	8/17/2016	00121974	EmpServSp3	N	SR20	73	T	U		1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	5/16/2016	00121975	EmpServSp3	N	SR20	73	T	U		1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	8/17/2016	00121975	EmpServSp3	N	SR20	73	T	U		1.000000	45348.000000	1.000000	45344.000000	Y
LBR111PA	WrkfrceDevDv	11/16/2016	00122119	EmpServSp4	N	SR22	13	P	P		1.000000	51036.000000	1.000000	51036.000000	N
LBR111PA	WrkfrceDevDv	7/1/2016	00119398	Gen ProfI	Y	SRNA	13	T	N		1.000000	45348.000000	1.000000	45348.000000	N
LBR111PB	AdminSvcsOfc	9/22/2016	00119286	Acct Clk 3	N	SR11	63	P	N		1.000000	35112.000000	1.000000	29993.600000	Y
LBR111PB	WrkfrceDevDv	7/11/2016	00105717	SocSvcProf	Y	SRNA	13	T	N		0.500000	28714.400000	0.500000	28714.400000	N
LBR111PB	WrkfrceDevDv	7/8/2015	00105717	SocSvcProf	Y	SRNA	73	T	N		1.000000	53352.000000	1.000000	53352.000000	N
LBR111PB	WrkfrceDevDv	10/6/2015	00105717	SocSvcProf	Y	SRNA	73	T	N		1.000000	53352.000000	1.000000	53352.000000	N
LBR111PB	WrkfrceDevDv	1/5/2016	00105717	SocSvcProf	Y	SRNA	73	T	N		1.000000	53352.000000	1.000000	53352.000000	N
LBR111PB	WrkfrceDevDv	4/7/2016	00105717	SocSvcProf	Y	SRNA	73	T	N		1.000000	57428.800000	1.000000	57428.800000	N
LBR135IA	WrkfrceDevCn	9/21/2015	00030364	Empl Anal4	N	SR22	13	T	N		1.000000	47400.000000	1.000000	47403.200000	Y
LBR135IA	WrkfrceDevCn	12/22/2015	00030364	Empl Anal4	N	SR22	13	T	N		1.000000	47400.000000	1.000000	47403.200000	Y
LBR135IA	WrkfrceDevCn	11/21/2016	00030364	Empl Anal4	N	SR22	73	T	N		1.000000	49056.000000	1.000000	49046.400000	Y
LBR135IA	WrkfrceDevCn	9/21/2015	00037700	Empl Anal4	N	SR22	73	T	N		1.000000	47400.000000	1.000000	47403.200000	Y
LBR135IA	WrkfrceDevCn	12/22/2015	00037700	Empl Anal4	N	SR22	73	T	N		1.000000	47400.000000	1.000000	47403.200000	Y
LBR135IA	WrkfrceDevCn	3/22/2016	00037700	Empl Anal4	N	SR22	73	T	N		1.000000	49056.000000	1.000000	49046.400000	Y
LBR135IA	WrkfrceDevCn	6/21/2016	00037700	Empl Anal4	N	SR22	73	T	N		1.000000	49056.000000	1.000000	49046.400000	Y
LBR135IA	WrkfrceDevCn	9/20/2016	00037700	Empl Anal4	N	SR22	73	T	N		1.000000	49056.000000	1.000000	49046.400000	Y
LBR135IA	WrkfrceDevCn	8/20/2015	00100278	Gen ProfI	Y	SRNA	93	T	A/N		1.000000	85008.000000	1.000000	85008.000000	N
LBR143/EA	OcupSaf&Hlth	12/7/2015	00120392	OSHCompOf1	N	SR15	63	P	A/P		1.000000	44388.000000	1.000000	35110.400000	Y
LBR143/EA	OcupSaf&Hlth	6/14/2016	00120392	OSHCompOf1	N	SR15	03	P	A/P		1.000000	44388.000000	1.000000	35112.000000	N
LBR143EA	HawaiiDist	1/6/2016	00010034	OSHCompOf4	N	SR21	03	P	P		1.000000	44388.000000	1.000000	44388.000000	N
LBR143EA	OcupSaf&Hlth	5/12/2016	00003353	OSH Admr	N	EM08	35	P	P		1.000000	125004.000000	1.000000	125004.000000	N
LBR143EA	OcupSaf&Hlth	8/1/2016	00008343	OSH Advsr6	N	SR26	23	P	P		1.000000	75588.000000	1.000000	75588.000000	N
LBR143EA	OcupSaf&Hlth	2/16/2016	00024671	EnvHlthSp2	N	SR18	13	P	P		1.000000	49056.000000	1.000000	41964.000000	N
LBR143EA	OcupSaf&Hlth	4/18/2016	00024683	EnvHlthSp2	N	SR18	13	P	P		1.000000	49056.000000	1.000000	41964.000000	N
LBR143EA	OcupSaf&Hlth	3/1/2016	00025159	EnvHlthSp4	N	SR22	13	P	P		1.000000	53100.000000	1.000000	53100.000000	N
LBR143EA	OcupSaf&Hlth	7/1/2016	00109857	Gen ProfI	Y	SRNA	73	T	W		0.500000	30830.800000	0.490000	30830.800000	N
LBR143EA	OcupSaf&Hlth	10/17/2016	00120237	Secy 2	N	SR14	63	P	P		1.000000	33720.000000	1.000000	33716.800000	Y
LBR143EA	OcupSaf&Hlth	11/16/2016	00120237	Secy 2	N	SR14	03	P	P		1.000000	37980.000000	1.000000	37980.000000	N
LBR143EA	OcupSaf&Hlth	3/21/2016	00120237	Secy 2	N	SR14	03	P	P		1.000000	41064.000000	1.000000	41064.000000	N
LBR143EA	OcupSaf&Hlth	7/1/2015	00120241	OSH Advsr2	N	SR18	13	P	P		1.000000	47400.000000	1.000000	40548.000000	N
LBR143EA	OcupSaf&Hlth	4/27/2016	00120243	OSHPgmSp 4	N	SR22	73	P	P		1.000000	49056.000000	1.000000	49046.400000	Y
LBR143EA	OcupSaf&Hlth	1/4/2016	00120390	OSHCompOf1	N	SR15	03	P	P		1.000000	44388.000000	1.000000	35112.000000	N
LBR143EA	OcupSaf&Hlth	1/27/2016	00120393	OSHCompOf2	N	SR21	63	P	P		1.000000	44388.000000	1.000000	44387.200000	Y
LBR143EA	OcupSaf&Hlth	5/31/2016	00120393	OSHCompOf2	N	SR17	03	P	P		1.000000	44388.000000	1.000000	37980.000000	N
LBR143EA	OcupSaf&Hlth	2/8/2016	00121453	OSHCompOf2	N	SR17	03	P	P		1.000000	44388.000000	1.000000	37980.000000	N
LBR143EA	OcupSaf&Hlth	5/17/2016	00010141	EnvHlthSp2	N	SR18	13	P	A/P		1.000000	49056.000000	1.000000	41964.000000	N
LBR143EB	OcupSaf&Hlth	8/3/2015	00024643	ElevtInls2	N	SR19	03	P	B		1.000000	44388.000000	1.000000	41064.000000	N
LBR143EB	OcupSaf&Hlth	8/15/2016	00025271	ElevtInls1	N	SR19	03	P	B		1.000000	44388.000000	1.000000	41064.000000	N

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Program ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt Y/N	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
LBR143EB	OcupSaf&Hlth	8/1/2016	00027103	ElevtrIns2	N	SR21	63	P	B	1.000000	44388.000000	1.000000	44387.200000	Y
LBR143EB	OcupSaf&Hlth	11/1/2016	00027103	ElevtrIns2	N	SR21	63	P	B	1.000000	44388.000000	1.000000	44387.200000	Y
LBR143EB	OcupSaf&Hlth	9/20/2016	00030777	ElevtrIns2	N	SR21	63	P	B	1.000000	44388.000000	1.000000	44387.200000	Y
LBR143EB	OcupSaf&Hlth	6/1/2016	00032911	ElevtrIns2	N	SR19	03	P	B	1.000000	44388.000000	1.000000	41064.000000	N
LBR143EB	OcupSaf&Hlth	8/15/2016	00120618	OffcAsst 3	N	SR08	03	P	B	1.000000	26700.000000	1.000000	26707.200000	Y
LBR143EB	OcupSaf&Hlth	11/17/2016	00120618	OffcAsst 3	N	SR08	03	P	B	1.000000	26700.000000	1.000000	26707.200000	Y
LBR152CA	Wage Stds Dv	7/1/2015	00001632	LLESpclt 2	N	SR16	13	P	A	1.000000	47400.000000	1.000000	37464.000000	N
LBR152CA	Wage Stds Dv	4/1/2016	00001632	LLESpclt 2	N	SR16	13	P	A	1.000000	49056.000000	1.000000	38772.000000	N
LBR152CA	Wage Stds Dv	10/13/2016	00003411	OffcAsst 4	N	SR10	63	P	A	1.000000	28872.000000	1.000000	28870.400000	Y
LBR152CA	Wage Stds Dv	8/3/2015	00045620	LLESpclt 2	N	SR16	13	P	A	1.000000	47400.000000	1.000000	37464.000000	N
LBR152CA	Wage Stds Dv	9/1/2016	00045621	LLESpclt 1	N	SR16	13	P	A	1.000000	49056.000000	1.000000	38772.000000	N
LBR152CA	Wage Stds Dv	8/1/2016	00046738	LLESpclt 5	N	SR24	13	P	A	1.000000	69876.000000	1.000000	69876.000000	N
LBR153RA	CivRightsCom	7/18/2016	00047949	Invstgr 3	N	SR20	13	T	P	1.000000	49056.000000	1.000000	45348.000000	N
LBR153RA	CivRightsCom	8/17/2015	00047954	PrgSpct V	N	SR24	13	P	P	1.000000	53364.000000	1.000000	53364.000000	N
LBR153RA	CivRightsCom	10/1/2015	00102351	Gen ProfI	Y	SRNA	73	P	A	1.000000	62508.000000	1.000000	62508.000000	N
LBR153RA	CivRightsCom	11/17/2015	00109000	Gen ProfI	Y	SRNA	73	T	P	1.000000	62508.000000	1.000000	62508.000000	N
LBR161KA	HILaborRelBd	8/11/2015	00024988	Gen ProfI	N	SR14	63	T	A	1.000000	33720.000000	1.000000	33716.800000	Y
LBR161KA	HILaborRelBd	9/17/2015	00024988	Gen ProfI	Y	SRNA	73	T	A	1.000000	45576.000000	1.000000	45576.000000	N
LBR161KA	HILaborRelBd	7/1/2015	00100449	Board/Comm	Y	SRNA	00	T	A	1.000000	120876.000000	1.000000	120876.000000	N
LBR161KA	HILaborRelBd	7/1/2016	00100450	Board/Comm	Y	SRNA	00	T	A	1.000000	117132.000000	1.000000	117132.000000	N
LBR161KA	HILaborRelBd	11/16/2015	00100592	Gen ProfI	Y	SRNA	73	T	A	1.000000	101220.000000	1.000000	101220.000000	N
LBR161KA	HILaborRelBd	9/8/2016	00100592	Gen ProfI	Y	SRNA	73	T	A	1.000000	104760.000000	1.000000	104760.000000	N
LBR171LA	UnemplnsDiv	7/18/2016	00000197	UI Asst 5	N	SR13	03	P	N	1.000000	41064.000000	1.000000	41064.000000	N
LBR171LA	UnemplnsDiv	12/16/2015	00000200	Auditor 2	N	SR18	13	P	N	1.000000	47400.000000	1.000000	40548.000000	N
LBR171LA	UnemplnsDiv	6/13/2016	00000200	Auditor 2	N	SR18	13	P	N	1.000000	49056.000000	1.000000	41964.000000	N
LBR171LA	UnemplnsDiv	2/3/2016	00000201	Auditor 2	N	SR18	13	P	N	1.000000	49056.000000	1.000000	41964.000000	N
LBR171LA	UnemplnsDiv	9/16/2016	00000204	Auditor 2	N	SR18	13	P	N	1.000000	49056.000000	1.000000	41964.000000	N
LBR171LA	UnemplnsDiv	9/16/2016	00008818	Auditor 2	N	SR18	13	P	N	1.000000	49056.000000	1.000000	41964.000000	N
LBR171LA	UnemplnsDiv	10/5/2016	00014764	UI Spclt 4	N	SR22	73	P	N	1.000000	49056.000000	1.000000	49046.400000	Y
LBR171LA	UnemplnsDiv	1/19/2016	00014764	UI Spclt 4	N	SR22	13	P	N	1.000000	49056.000000	1.000000	55236.000000	N
LBR171LA	UnemplnsDiv	8/16/2016	00015213	UI Asst 5	N	SR13	03	P	N	1.000000	37980.000000	1.000000	37980.000000	N
LBR171LA	UnemplnsDiv	8/16/2016	00024706	UI Asst 3	N	SR09	63	P	N	0.500000	15909.712000	0.490000	13606.320000	N
LBR171LA	UnemplnsDiv	11/7/2016	00024718	UI Asst 3	N	SR09	63	P	N	0.500000	15950.480000	0.490000	13606.320000	N
LBR171LA	UnemplnsDiv	4/1/2016	00024718	UI Asst 3	N	SR09	63	P	N	0.500000	32552.000000	1.000000	27768.000000	Y
LBR171LA	UnemplnsDiv	9/16/2016	00024719	UI Asst 3	N	SR09	63	P	N	0.500000	15950.480000	0.490000	13606.320000	N
LBR171LA	UnemplnsDiv	10/3/2016	00024847	UI Spclt 4	N	SR22	13	P	N	1.000000	53100.000000	1.000000	53100.000000	N
LBR171LA	UnemplnsDiv	7/18/2016	00027116	UI Asst 3	N	SR09	63	P	N	0.500000	15905.400000	0.490000	13606.320000	N
LBR171LA	UnemplnsDiv	4/18/2016	00027116	UI Asst 3	N	SR09	63	P	N	0.500000	15905.400000	0.490000	13606.320000	Y
LBR171LA	UnemplnsDiv	5/9/2016	00027157	UI Asst 3	N	SR09	63	P	N	0.500000	15905.400000	0.490000	13606.320000	N
LBR171LA	UnemplnsDiv	4/18/2016	00027157	UI Asst 3	N	SR09	63	P	N	0.500000	15905.400000	0.490000	13606.320000	Y
LBR171LA	UnemplnsDiv	10/26/2016	00027768	UI Asst 4	N	SR11	63	P	N	0.500000	1595.048000	0.049000	1469.686400	Y
LBR171LA	UnemplnsDiv	10/17/2016	00120050	UI Asst 5	N	SR13	03	P	N	1.000000	36468.000000	1.000000	36468.000000	N

Department of Labor and Industrial relations
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LBR183DA	DisabCompDiv	10/1/2015	00000063	OffcAsst 3	N	SR08	03	P	A	1.000000	26700.000000	1.000000	26700.000000	N
LBR183DA	DisabCompDiv	7/1/2016	00015667	WCCImPrgSu	N	SR24	23	P	A	1.000000	64608.000000	1.000000	64608.000000	N
LBR183DA	DisabCompDiv	11/23/2015	00017670	OffcAsst 3	N	SR08	03	P	A	1.000000	26700.000000	1.000000	26700.000000	N
LBR183DA	DisabCompDiv	11/2/2015	00021222	DisabCompA	N	EM08	35	P	A	1.000000	110004.000000	1.000000	110004.000000	N
LBR183DA	DisabCompDiv	9/15/2015	00021951	OffcAsst 3	N	SR08	63	P	A	1.000000	26700.000000	1.000000	26707.200000	Y
LBR183DA	DisabCompDiv	11/16/2015	00021951	OffcAsst 3	N	SR08	03	P	A	1.000000	26700.000000	1.000000	26700.000000	N
LBR183DA	DisabCompDiv	4/1/2016	00022179	OffcAsst 3	N	SR08	03	P	A	1.000000	26700.000000	1.000000	26700.000000	N
LBR183DA	DisabCompDiv	1/15/2016	00025642	DisaComPS2	N	SR26	13	P	A	1.000000	88404.000000	1.000000	88404.000000	N
LBR183DA	DisabCompDiv	10/8/2015	00025826	OffcAsst 3	N	SR08	63	P	A	1.000000	26700.000000	1.000000	26707.200000	Y
LBR183DA	DisabCompDiv	11/2/2015	00025826	OffcAsst 3	N	SR08	03	P	A	1.000000	26700.000000	1.000000	26700.000000	N
LBR183DA	DisabCompDiv	7/27/2015	00025958	TDIHCARSp2	N	SR20	73	P	A	1.000000	43812.000000	1.000000	43804.800000	Y
LBR183DA	DisabCompDiv	10/27/2015	00025958	TDIHCARSp2	N	SR20	73	P	A	1.000000	43812.000000	1.000000	43804.800000	Y
LBR183DA	DisabCompDiv	12/1/2015	00025958	TDIHCARSp2	N	SR16	13	P	A	1.000000	43812.000000	1.000000	38952.000000	N
LBR183DA	DisabCompDiv	7/14/2015	00030084	OffcAsst 3	N	SR08	63	P	A	1.000000	26700.000000	1.000000	26707.200000	Y
LBR183DA	DisabCompDiv	10/1/2015	00030084	OffcAsst 3	N	SR08	03	P	A	1.000000	26700.000000	1.000000	26700.000000	N
LBR183DA	DisabCompDiv	10/1/2015	00034018	OffcAsst 2	N	SR06	03	P	A	1.000000	24636.000000	1.000000	24636.000000	N
LBR183DA	DisabCompDiv	10/16/2015	00035549	OffcAsst 3	N	SR08	03	P	A	1.000000	26700.000000	1.000000	29988.000000	N
LBR183DA	DisabCompDiv	7/6/2016	00054616	OffcAsst 3	N	SR08	03	P	T	1.000000	31236.000000	1.000000	31236.000000	N
LBR183DA	DisabCompDiv	9/15/2015	00121133	OffcAsst 3	N	SR08	63	P	A	1.000000	26700.000000	1.000000	26707.200000	Y
LBR183DA	DisabCompDiv	12/16/2015	00121133	OffcAsst 3	N	SR08	63	P	A	1.000000	26700.000000	1.000000	26707.200000	Y
LBR183DA	DisabCompDiv	2/2/2016	00121133	OffcAsst 3	N	SR08	63	P	A	1.000000	26700.000000	1.000000	26707.200000	Y
LBR183DA	DisabCompDiv	3/1/2016	00121133	OffcAsst 3	N	SR08	63	P	A	1.000000	26700.000000	1.000000	26707.200000	Y
LBR183DA	DisabCompDiv	4/20/2016	00121133	OffcAsst 3	N	SR08	63	P	A	1.000000	26700.000000	1.000000	26707.200000	Y
LBR183DA	DisabCompDiv	6/6/2016	00121133	OffcAsst 3	N	SR08	03	P	A	1.000000	26700.000000	1.000000	26700.000000	N
LBR183DA	DisabCompDiv	8/16/2016	00121135	OffcAsst 3	N	SR08	03	P	A	1.000000	26700.000000	1.000000	26700.000000	N
LBR183DA	DisabCompDiv	6/16/2016	00121880	TDIHCARSp2	N	SR18	13	P	A	1.000000	59736.000000	1.000000	59736.000000	N
LBR183DA	KauaiDist	5/16/2016	00035539	OffcAsst 3	N	SR08	03	P	A	1.000000	26700.000000	1.000000	26700.000000	N
LBR183DA	KauaiDist	7/1/2016	00121847	OffcAsst 3	N	SR08	63	T	T	1.000000	28872.000000	1.000000	26707.200000	Y
LBR183DA	KauaiDist	9/29/2016	00121847	OffcAsst 3	N	SR08	63	T	T	1.000000	28872.000000	1.000000	26707.200000	Y
LBR183DA	MauiDist	7/8/2015	00036482	WCCImSpct2	N	SR16	13	P	A	1.000000	59736.000000	1.000000	37464.000000	N
LBR183DA	Res&StatsOfc	5/23/2016	00120951	Res Stats2	N	SR18	13	P	T	1.000000	45348.000000	1.000000	41964.000000	N
LBR183DA	KauaiDist	11/3/2015	00003608	OffcAsst 4	N	SR10	03	P	A	1.000000	28872.000000	1.000000	28872.000000	N
LBR812HA	LIR Appls Bd	7/1/2015	00100354	Board/Comm	Y	SRNA	00	T	A	1.000000	114828.000000	1.000000	114828.000000	N
LBR871LB	EmpSecAplRef	10/16/2015	00024243	OffcAsst 3	N	SR08	63	P	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR871LB	EmpSecAplRef	1/14/2016	00024243	OffcAsst 3	N	SR08	63	P	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR871LB	EmpSecAplRef	2/16/2016	00024243	OffcAsst 3	N	SR08	63	P	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR871LB	EmpSecAplRef	2/29/2016	00024243	OffcAsst 3	N	SR08	63	P	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR871LB	EmpSecAplRef	6/6/2016	00024243	OffcAsst 3	N	SR08	63	P	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR871LB	EmpSecAplRef	7/5/2016	00025576	OffcAsst 3	N	SR08	63	P	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR871LB	EmpSecAplRef	7/1/2015	00025576	OffcAsst 3	N	SR08	63	P	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR871LB	EmpSecAplRef	10/23/2015	00025576	OffcAsst 3	N	SR08	63	P	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR871LB	EmpSecAplRef	1/21/2016	00025576	OffcAsst 3	N	SR08	63	P	N	1.000000	26700.000000	1.000000	26707.200000	Y

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LBR871LB	EmpSecAplRef	2/8/2016	00025576	OffcAsst 3	N	SR08	63	P	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR871LB	EmpSecAplRef	2/26/2016	00025576	OffcAsst 3	N	SR08	63	P	N	1.000000	26700.000000	1.000000	26707.200000	Y
LBR871LB	EmpSecAplRef	9/8/2015	00027971	EmpSecApRe	N	SR26	73	P	N	0.450000	30380.220000	0.450000	30380.220000	N
LBR901GA	Res&StatsOfc	11/4/2015	00010029	Res Stats2	N	SR20	73	P	A/N	1.000000	47400.000000	1.000000	43804.800000	Y
LBR901GA	Res&StatsOfc	2/2/2016	00010029	Res Stats2	N	SR20	73	P	A/N	1.000000	49056.000000	1.000000	45344.000000	Y
LBR901GA	Res&StatsOfc	3/7/2016	00010029	Res Stats2	N	SR20	73	P	A/N	1.000000	49056.000000	1.000000	45344.000000	Y
LBR901GA	Res&StatsOfc	7/26/2016	00010029	Res Stats2	N	SR18	13	P	A/N	1.000000	49056.000000	1.000000	41964.000000	N
LBR901GA	Res&StatsOfc	2/2/2016	00119444	Res Stats1	N	SR16	73	T	N	1.000000	45348.000000	1.000000	37460.800000	Y
LBR901GA	Res&StatsOfc	3/7/2016	00119444	Res Stats1	N	SR16	73	T	N	1.000000	45348.000000	1.000000	38771.200000	Y
LBR901GA	Res&StatsOfc	6/15/2016	00119444	Res Stats1	N	SR16	73	T	N	1.000000	45348.000000	1.000000	38771.200000	Y
LBR901GA	Res&StatsOfc	9/13/2016	00119444	Res Stats1	N	SR16	73	T	N	1.000000	45348.000000	1.000000	38771.200000	Y
LBR901GA	Res&StatsOfc	2/17/2016	00120219	Res Stats2	N	SR18	13	P	N	1.000000	45348.000000	1.000000	41964.000000	N
LBR901GA	Res&StatsOfc	2/29/2016	00120972	Res Stats1	N	SR16	73	P	P	1.000000	45348.000000	1.000000	38771.200000	Y
LBR901GA	Res&StatsOfc	3/28/2016	00120972	Res Stats1	N	SR16	13	P	P	1.000000	45348.000000	1.000000	38772.000000	N
LBR901GB	Res&StatsOfc	9/22/2016	00119282	IT Band A	N	SR18	73	T	P	1.000000	45348.000000	1.000000	41974.400000	Y
LBR902AA	AdminSvcsOfc	9/1/2016	00122000	Secy 1	N	SR12	03	P	A/P	1.000000	31236.000000	1.000000	39492.000000	N
LBR902AA	AdminSvcsOfc	11/2/2016	00000172	BusMgtOfc2	N	EM07	35	P	P	1.000000	98004.000000	1.000000	98004.000000	N
LBR902AA	AdminSvcsOfc	9/16/2016	00000186	Accountnt6	N	SR26	23	P	P	1.000000	64608.000000	1.000000	64608.000000	N
LBR902AA	AdminSvcsOfc	2/1/2016	00021185	Accountnt4	N	SR22	13	P	P	1.000000	69876.000000	1.000000	69876.000000	N
LBR902AA	AdminSvcsOfc	4/1/2016	00022538	Accountnt4	N	SR22	13	P	P	1.000000	55236.000000	1.000000	55236.000000	N
LBR902AA	AdminSvcsOfc	8/25/2015	00022693	OffcAsst 3	N	SR08	63	T	P	1.000000	26700.000000	1.000000	26707.200000	Y
LBR902AA	AdminSvcsOfc	11/24/2015	00022693	OffcAsst 3	N	SR08	63	T	P	1.000000	26700.000000	1.000000	26707.200000	Y
LBR902AA	AdminSvcsOfc	2/23/2016	00022693	OffcAsst 3	N	SR08	63	T	P	1.000000	26700.000000	1.000000	26707.200000	Y
LBR902AA	AdminSvcsOfc	7/11/2016	00025961	Accountnt3	N	SR20	13	P	A	1.000000	45348.000000	1.000000	45348.000000	N
LBR902AA	AdminSvcsOfc	8/27/2015	00026224	Accountnt3	N	SR20	13	P	P	1.000000	43812.000000	1.000000	43812.000000	N
LBR902AA	AdminSvcsOfc	5/2/2016	00026721	Acct Clk 3	N	SR11	63	P	P	1.000000	29988.000000	1.000000	29993.600000	Y
LBR902AA	AdminSvcsOfc	8/2/2016	00026721	Acct Clk 3	N	SR13	63	P	P	1.000000	32460.000000	1.000000	32468.800000	Y
LBR902AA	AdminSvcsOfc	9/13/2016	00026721	Acct Clk 3	N	SR13	63	P	P	1.000000	32460.000000	1.000000	32468.800000	Y
LBR902AA	AdminSvcsOfc	9/20/2016	00026721	Acct Clk 3	N	SR11	03	P	P	1.000000	29988.000000	1.000000	36468.000000	N
LBR902AA	AdminSvcsOfc	4/18/2016	00026837	Accountnt3	N	SR20	13	P	P	1.000000	45348.000000	1.000000	45348.000000	N
LBR902AA	AdminSvcsOfc	5/16/2016	00027822	IT Band B	N	SR24	13	P	P	1.000000	75588.000000	1.000000	75588.000000	N
LBR902AA	AdminSvcsOfc	11/1/2016	00027822	IT Band B	N	SR24	13	P	P	1.000000	75588.000000	1.000000	75588.000000	N
LBR902AA	AdminSvcsOfc	3/7/2016	00027825	IT Band B	N	SR22	13	P	P	1.000000	49056.000000	1.000000	49056.000000	N
LBR902AA	AdminSvcsOfc	10/3/2016	00027825	IT Band B	N	SR22	13	P	P	1.000000	49056.000000	1.000000	49056.000000	N
LBR902AA	AdminSvcsOfc	5/17/2016	00031384	Accountnt3	N	SR20	73	P	P	1.000000	45348.000000	1.000000	45344.000000	Y
LBR902AA	AdminSvcsOfc	8/3/2015	00035350	Accountnt5	N	SR24	13	P	P	1.000000	55488.000000	1.000000	55488.000000	N
LBR902AA	AdminSvcsOfc	10/27/2016	00047959	IT Band B	N	SR22	13	P	P	1.000000	49056.000000	1.000000	49056.000000	N
LBR902AA	AdminSvcsOfc	12/16/2015	00121652	IT Band C	N	SR26	23	P	P	1.000000	85416.000000	1.000000	85416.000000	N
LBR902AA	Ofc of Dir	7/13/2015	00042360	Gen ProfI	N	SR26	73	P	A	1.000000	57720.000000	1.000000	57720.000000	Y
LBR902AA	Ofc of Dir	9/15/2015	00042360	Gen ProfI	Y	SRNA	73	P	A	1.000000	57720.000000	1.000000	57720.000000	N
LBR902AA	Ofc of Dir	6/16/2016	00042360	Gen ProfI	Y	SRNA	73	P	A	1.000000	59736.000000	1.000000	59736.000000	N
LBR902AA	Ofc of Dir	9/18/2015	00100040	Pvt Secy 3	Y	SR24	63	P	A	1.000000	49968.000000	1.000000	63168.000000	N

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LBR902AA	Ofc of Dir	7/1/2015	00120234	Pvt Secy 2	Y	SR22	63	P	A	1.000000	46188.000000	1.000000	58416.000000	N
LBR902AA	PersOfc	5/16/2016	00009868	HRS 4	N	SR22	73	P	A/P	1.000000	51036.000000	1.000000	51036.000000	N
LBR902AA	PersOfc	3/16/2016	00027037	HRS 5	N	SR24	73	P	A/P	1.000000	62112.000000	1.000000	62112.000000	N
LBR902AA	PersOfc	12/7/2015	00027037	HRS 5	N	SR24	73	P	A/P	1.000000	64920.000000	1.000000	64920.000000	N
LBR902AA	PersOfc	4/11/2016	00027459	HR Asst 4	N	SR11	63	P	A/P	1.000000	37980.000000	1.000000	37980.000000	N
LBR902AA	PersOfc	8/1/2016	00045634	HR Asst 4	N	SR11	63	P	A/P	1.000000	32460.000000	1.000000	29993.600000	Y
LBR902AA	PersOfc	10/17/2016	00045634	HR Asst 4	N	SR11	63	P	A/P	1.000000	32460.000000	1.000000	29988.000000	N
LBR902AA	PersOfc	3/16/2016	00047912	HRS 2	N	SR16	73	P	A/P	1.000000	49056.000000	1.000000	41964.000000	N
LBR903AA	OfcComm Svcs	12/7/2015	00104241	Gen ProfI	Y	SRNA	13	T	A	1.000000	70188.000000	1.000000	70188.000000	N
LBR903NA	OfcComm Svcs	6/1/2016	00100403	Clerical	Y	SRNA	03	T	N	1.000000	40008.000000	1.000000	40008.000000	N
LBR903NA	OfcComm Svcs	8/17/2015	00100403	Clerical	Y	SRNA	03	T	N	1.000000	44388.000000	1.000000	44388.000000	N
LBR903NA	OfcComm Svcs	8/17/2015	00100487	SocSvcProf	Y	SRNA	13	T	A	1.000000	40548.000000	1.000000	40548.000000	N
LBR903NA	OfcComm Svcs	5/16/2016	00100524	SocSvcProf	Y	SRNA	13	T	A	1.000000	65004.000000	1.000000	65004.000000	N
LBR903NA	OfcComm Svcs	10/16/2015	00100527	SocSvcProf	Y	SRNA	13	T	N	1.000000	50004.000000	1.000000	50004.000000	N
LBR903NA	OfcComm Svcs	9/2/2015	00100903	Gen ProfI	Y	SRNA	13	T	A	1.000000	64920.000000	1.000000	64920.000000	N
LBR903NA	OfcComm Svcs	7/1/2016	00104400	SocSvcProf	Y	SRNA	13	T	N	1.000000	38004.000000	1.000000	38004.000000	N
LBR903NA	OfcComm Svcs	8/17/2015	00104400	SocSvcProf	Y	SRNA	13	T	N	1.000000	57720.000000	1.000000	57720.000000	N

Positions Established by Acts other than the State Budget as of November 30, 2016

<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>
LBR135	IA	06.16.16	Gov's Approval 12.31.15, [HRS-371-18][202-31]	121923E	Asst to the Exec Director	Y	SRNA	73	T	N	1.0	\$75,348	Y	N
LBR903	NA	02.29.16	Gov's Approval 12.21.15, Act 160/2015, 371-K3(8)	121949E	OCS Program Specialist	Y	SRNA	13	T	N	1.0	\$ 39,336	Y	N
LBR903	NA	07.01.16	Gov's Approval 12.21.15, Act 160/2015, 371-K3(8)	121934E	OCS Accountant	Y	SRNA	13	T	N	1.0	\$51,300	N	N
LBR903	NA	07.01.16	Gov's Approval 12.21.15, Act 160/2015, 371-K3(8)	121935E	OCS Administrative Support	Y	SRNA	03	T	N	1.0	\$35,112	N	N
LBR903	NA	07.07.16	Gov's Approval 06.28.16	121964E	DIA Program Manager	Y	SRNA	13	T	N	1.0	\$79,992	Y	N
LBR903	NA	07.01.16	Gov's Approval 06.28.16	122055E	DIA Program Specialist	Y	SRNA	13	T	N	1.0	\$55,236	Y	N
LBR903	NA	09.29.16	Act 189/2016	122185E	OCS Program Specialist V	Y	SRNA	13	T	A	1.0	\$60,530	N	N

Department of Labor and Industrial Relations
Overtime Expenditure Summary

Table 15

Prog ID	Sub-Org	Program Title	MOF	FY16 (actual)			FY17 (estimated)			FY18 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
LBR 111	PA	Workforce Development	N	\$ 1,815,000	\$ 4,788	0.3%	\$ 5,570,000	\$ -	0.0%	\$ 2,446,250	\$ -	0.0%
LBR 111	PB	Workforce Development	N	\$ 1,679,226	\$ 697	0.0%	\$ 1,281,058	\$ -	0.0%	\$ 1,267,584	\$ -	0.0%
LBR 143	EA	HI Occupational Safety & Health	A	\$ 951,040	\$ 24,324	2.6%	\$ 992,620	\$ 20,000	2.0%	\$ 1,024,887	\$ 20,000	2.0%
LBR 143	EA	HI Occupational Safety & Health	P	\$ 1,167,556	\$ 24,694	2.1%	\$ 1,257,272	\$ 20,000	1.6%	\$ 1,257,272	\$ 20,000	1.6%
LBR 143	EB	HI Occupational Safety & Health	B	\$ 1,956,012	\$ 12,043	0.6%	\$ 2,060,756	\$ 10,000	0.5%	\$ 2,091,035	\$ 10,000	0.5%
LBR 152	CA	Wage Standards	A	\$ 1,073,672	\$ 37,827	3.5%	\$ 1,101,292	\$ 30,000	2.7%	\$ 1,137,091	\$ 30,000	2.6%
LBR 171	LA	Unemployment Insurance	N	\$ 16,750,000	\$ 5,879	0.0%	\$ 19,446,737	\$ -	0.0%	\$ 20,062,083	\$ -	0.0%
LBR 183	DA	Disability Compensation	A	\$ 4,811,144	\$ 15,106	0.3%	\$ 4,980,655	\$ 15,000	0.3%	\$ 5,691,796	\$ 15,000	0.3%
LBR 183	DA	Disability Compensation	B	\$ 826,760	\$ 22,115	2.7%	\$ 826,780	\$ 20,000	2.4%	\$ 912,405	\$ 20,000	2.2%
LBR 901	GA	Research & Statistics	A	\$ 288,373	\$ 4,925	1.7%	\$ 436,865	\$ -	0.0%	\$ 451,066	\$ -	0.0%
LBR 901	GA	Research & Statistics	N	\$ 317,803	\$ 27,758	8.7%	\$ 376,881	\$ 20,000	5.3%	\$ 388,807	\$ 20,000	5.1%
LBR 902	AA	General Administration	A	\$ 1,715,563	\$ 17,959	1.0%	\$ 1,904,663	\$ 15,000	0.8%	\$ 1,966,577	\$ 15,000	0.8%
LBR 902	AA	General Administration	P	\$ 2,500,000	\$ 45,763	1.8%	\$ 2,254,123	\$ 40,000	1.8%	\$ 2,308,133	\$ 40,000	1.7%
LBR 903	NA	Office of Community Services	A	\$ 368,870	\$ 74	0.0%	\$ 571,000	\$ -	0.0%	\$ 650,091	\$ -	0.0%

Department of Labor and Industrial Relations
Active Contracts as of December 1, 2016

Table 16

Prog ID	MOF	Amount Paid	Frequency (M/A/O)	Max Value	Outstanding Balance	Term of Contract			Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
						Date Executed	From	To					
LBR 111 PA	B	\$ 50,810	O	\$ 96,272	\$ 45,463	7/1/2016	7/25/2016	7/24/2017	Hawaii Tropical Fruit Growers	The purpose of this contract is provider shall provide and perform the services, activities and programs set forth in the Hawaii Tropical Fruit Growers proposed training project to develop a Small Business Skills Training Program for occupations involved in agriculture.	Monitor the provider's compliance and sufficient procedures with this contract to ensure the proper and effective expenditure of funds and the achievement of program goals	N	S
LBR 111 PA	B	\$ 6,171	O	\$ 70,753	\$ 64,582	7/1/2016	7/1/2016	6/30/2017	Building Industry of Association of Hawaii	For a purchase of health and human services	Monitor the provider's compliance and sufficient procedures with this contract to ensure the proper and effective expenditure of funds and the achievement of program goals	N	S
LBR111 PA	P	\$ -	O (Other)	\$ 125,000	\$ 125,000	08/15/2016	08/15/2016	08/31/2020	University of Hawaii-Office of Research Services	American Apprenticeship Initiative (AAI) Curriculum Development	Annual monitoring of procedures and expenditures. Verification of allowable expenses. Verification of compliance regarding rules and regulation as stated on the contract.	N	S (Services)
LBR111 PA	P	\$ -	O (Other)	\$ 125,000	\$ 125,000	06/15/2016	06/15/2016	08/31/2020	Dev League Llc	American Apprenticeship Initiative (AAI) Curriculum Development	Annual monitoring of procedures and expenditures. Verification of allowable expenses. Verification of compliance regarding rules and regulation as stated on the contract.	N	S (Services)
LBR 111 PB	N	\$ 290,000	M	\$ 822,009	\$ 532,009	7/1/2016	7/1/2016	6/30/2017	Honolulu Community Action Program	The purpose of this contract is to foster and promote useful part-time opportunities in community service activities for unemployed, low income (older individuals over 55 years of age), to foster individual economic self-sufficiency, to increase the number of persons who may join the benefits of unsubsidized employment.	Monitor the provider's compliance and sufficient procedures with this contract to ensure the proper and effective expenditure of funds and the achievement of program goals	N	S
LBR 111 PB	N	\$ 63,846	M	\$ 392,726	\$ 328,880	7/1/2016	7/1/2016	6/30/2017	Hawaii County Office of Aging	The purpose of this contract is to foster and promote useful part-time opportunities in community service activities for unemployed, low income (older individuals over 55 years of age), to foster individual economic self-sufficiency, to increase the number of persons who may join the benefits of unsubsidized employment.	Monitor the provider's compliance and sufficient procedures with this contract to ensure the proper and effective expenditure of funds and the achievement of program goals	N	S

Department of Labor and Industrial Relations
Active Contracts as of December 1, 2016

Table 16

Prog ID	MOF	Amount Paid	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
LBR 111 PB	N	\$ 64,828	M	\$ 200,935	\$ 136,107	7/1/2016	7/1/2016	6/30/2017	Maui Economic Opportunity	The purpose of this contract is to foster and promote useful part-time opportunities in community service activities for unemployed, low income (older individuals over 55 years of age), to foster individual economic self-sufficiency, to increase the number of persons who may join the benefits of unsubsidized employment.	Monitor the provider's compliance and sufficient procedures with this contract to ensure the proper and effective expenditure of funds and the achievement of program goals	N	S
LBR 111 PB	N	\$ 32,738	M	\$ 109,605	\$ 76,867	7/1/2016	7/1/2016	6/30/2017	Workforce Development Division-Kauai	The purpose of this contract is to foster and promote useful part-time opportunities in community service activities for unemployed, low income (older individuals over 55 years of age), to foster individual economic self-sufficiency, to increase the number of persons who may join the benefits of unsubsidized employment.	Monitor the provider's compliance and sufficient procedures with this contract to ensure the proper and effective expenditure of funds and the achievement of program goals	N	S
LBR 111 PB	N	\$ 68,023	M	\$ 210,069	\$ 142,046	7/1/2016	7/1/2016	6/30/2017	Department of Human Services	The purpose of this contract is to foster and promote useful part-time opportunities in community service activities for unemployed, low income (older individuals over 55 years of age), to foster individual economic self-sufficiency, to increase the number of persons who may join the benefits of unsubsidized employment.	Monitor the provider's compliance and sufficient procedures with this contract to ensure the proper and effective expenditure of funds and the achievement of program goals	N	S
LBR 111PB	N	\$ 53,508	M	\$ 246,988	\$ 193,480	1/26/2015	1/26/2015	6/30/2017	City & County HNL	E & T prgm - dislocated workers	on-site/desk review	Y	S
LBR111 PB	N	\$ 76,793	O (Other)	\$ 990,370	\$ 913,577	06/08/2016	06/08/2016	03/15/2019	University of Hawaii-Office of Research Services	UH will serve as subject matter experts on disability and provide on-going staff training, support and guidance to DLIR-WDD	Annual monitoring of procedures and expenditures. Verification of allowable expenses. Verification of compliance regarding rules and regulation as stated on the contract.	N	S (Services)
LBR111 PB	N	\$ -	O (Other)	\$ 382,257	\$ 382,257	08/18/2016	08/18/2016	03/15/2019	City & County of Honolulu-Department of Community Services	C&C of Honolulu Work Hawaii will implement the strategic service delivery components into its service to individuals with significant disabilities	Annual monitoring of procedures and expenditures. Verification of allowable expenses. Verification of compliance regarding rules and regulation as stated on the contract.	N	S (Services)
LBR 135	N	\$ 114,248	M	\$ 114,530	\$ 282	7/1/2015	7/1/2015	6/30/2017	County of Hawaii	Admin functions for WIOA prgm	on-site/desk review	Y	S
LBR 135	N	\$ 107,621	M	\$ 349,141	\$ 241,520	7/1/2015	7/1/2015	6/30/2017	County of Hawaii	Emp & Trng prgm - disadv adults	on-site/desk review	Y	S
LBR 135	N	\$ 225,688	M	\$ 318,534	\$ 92,846	7/1/2015	7/1/2015	6/30/2017	County of Hawaii	E & T prgm - dislocated workers	on-site/desk review	Y	S
LBR 135	N	\$ 310,175	M	\$ 363,110	\$ 52,935	7/1/2015	7/1/2015	6/30/2017	County of Hawaii	E & T prgm - disadvantaged yth	on-site/desk review	Y	S
LBR 135	N	\$ 188,010	M	\$ 296,772	\$ 108,762	1/26/2016	1/26/2016	6/30/2017	City & County HNL	Admin functions for WIOA prgm	on-site/desk review	Y	S
LBR 135	N	\$ 577,321	M	\$ 943,424	\$ 366,103	1/26/2016	1/26/2016	6/30/2017	City & County HNL	Emp & Trng prgm - disadv adults	on-site/desk review	Y	S
LBR 135	N	\$ 363,370	M	\$ 746,814	\$ 383,444	1/26/2016	1/26/2016	6/30/2017	City & County HNL	Emp & Trng prgm - disadv adults	on-site/desk review	Y	S
LBR 135	N	\$ 348,345	M	\$ 980,727	\$ 632,382	1/26/2016	1/26/2016	6/30/2017	City & County HNL	E & T prgm - disadvantaged yth	on-site/desk review	Y	S
LBR 135	N	\$ 16,999	M	\$ 32,096	\$ 15,097	7/1/2015	7/1/2015	6/30/2017	County of Kauai	Admin functions for WIOA prgm	on-site/desk review	Y	S
LBR 135	N	\$ 45,132	M	\$ 100,365	\$ 55,233	7/1/2015	7/1/2015	6/30/2017	County of Kauai	Emp & Trng prgm - disadv adults	on-site/desk review	Y	S
LBR 135	N	\$ 30,208	M	\$ 88,333	\$ 58,125	7/1/2015	7/1/2015	6/30/2017	County of Kauai	E & T prgm - dislocated workers	on-site/desk review	Y	S
LBR 135	N	\$ 80,475	M	\$ 100,186	\$ 19,712	7/1/2015	7/1/2015	6/30/2017	County of Kauai	E & T prgm - disadvantaged yth	on-site/desk review	Y	S

Department of Labor and Industrial Relations
Active Contracts as of December 1, 2016

Table 16

Prog ID	MOF	Amount Paid	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
LBR 135	N	\$ 61,606	M	\$ 64,307	\$ 2,701	11/20/2015	11/20/2015	6/30/2017	County of Maui	Admin functions for WIOA prgm	on-site/desk review	Y	S
LBR 135	N	\$ 24,558	M	\$ 187,611	\$ 163,053	11/20/2015	11/20/2015	6/30/2017	County of Maui	Emp & Trng prgm - disadv adults	on-site/desk review	Y	S
LBR 135	N	\$ 20,176	M	\$ 184,697	\$ 164,521	11/20/2015	11/20/2015	6/30/2017	County of Maui	E & T prgm - dislocated workers	on-site/desk review	Y	S
LBR 135	N	\$ 28,561	M	\$ 206,479	\$ 177,918	7/21/2015	7/21/2015	6/30/2017	County of Maui	E & T prgm - disadvantaged yth	on-site/desk review	Y	S
LBR 135	N	\$ 11,054	M	\$ 112,792	\$ 101,738	8/4/2016	8/4/2016	6/30/2018	County of Hawaii	Admin functions for WIOA prgm	on-site/desk review	Y	S
LBR 135	N	\$ 1,147	M	\$ 379,954	\$ 378,807	8/4/2016	8/4/2016	6/30/2018	County of Hawaii	Emp & Trng prgm - disadv adults	on-site/desk review	Y	S
LBR 135	N	\$ 829	M	\$ 260,400	\$ 259,571	8/4/2016	8/4/2016	6/30/2018	County of Hawaii	E & T prgm - dislocated workers	on-site/desk review	Y	S
LBR 135	N	\$ 917	M	\$ 374,788	\$ 373,871	8/4/2016	8/4/2016	6/30/2018	County of Hawaii	E & T prgm - disadvantaged yth	on-site/desk review	Y	S
LBR 135	N	\$ -	M	\$ 58,409	\$ 58,409	8/10/2016	8/10/2016	6/30/2018	County of Maui	Admin functions for WIOA prgm	on-site/desk review	Y	S
LBR 135	N	\$ -	M	\$ 182,339	\$ 182,339	8/10/2016	8/10/2016	6/30/2018	County of Maui	Emp & Trng prgm - disadv adults	on-site/desk review	Y	S
LBR 135	N	\$ -	M	\$ 151,808	\$ 151,808	8/10/2016	8/10/2016	6/30/2018	County of Maui	E & T prgm - dislocated workers	on-site/desk review	Y	S
LBR 135	N	\$ -	M	\$ 191,553	\$ 191,553	8/10/2016	8/10/2016	6/30/2018	County of Maui	E & T prgm - disadvantaged yth	on-site/desk review	Y	S
LBR 135	N	\$ 113,000	M	\$ 339,000	\$ 226,000	6/29/2016	7/1/2016	6/30/2017	Geographic Solutions	Participant mgmt info system for WIOA programs	daily usage/monthly reports	Y	G
LBR 902	N	\$ 744,691	M	\$ 910,136	\$ 165,445	8/22/2012	8/31/2012	8/30/2017	DataHouse Consulting, Inc. dba DataHouse	Hosting and maintaining the Dept. of Labor and Industrial Relations Electronic Cost Accounting System (E-CAS) and Microsoft Dynamics Great Plains General Ledger Accounting System (GP).	Desk review	N	S
LBR171	N	\$ 1,117,241	M	\$ 1,282,363	\$ 165,122	8/29/2012	9/4/2012	9/30/2017	DataHouse Consulting, Inc. dba DataHouse	Modify the existing UI internet system to include an automated UI employer low earnings reporting and monitoring system, web hosting services and maintenance support services.	Desk review	N	S
LBR171	N	\$ 451,818	M	\$ 1,403,490	\$ 951,672	11/6/2015	12/1/2015	9/30/2018	DataHouse Consulting, Inc. dba DataHouse	Automated UI full scale employer web application and automated UI tax field audit program.	Desk review	N	S
LBR903	A	\$ 40,000	O-DELIVABLES	\$ 50,000	\$ 10,000	6/30/2016	6/30/2016	12/31/2016	KMH LLP	Professional Accounting Services	desktop monitoring	Y	S
LBR903	A	\$ 71,506	M	\$ 126,000	\$ 54,494	4/6/2015	4/6/2015	3/31/2017	Maui Economic Opportunity, Inc	Ke kahua Site Farm Maintenance	desktop and onsite monitoring	Y	S
LBR903	A	\$ 73,206	M	\$ 135,000	\$ 61,794	5/1/2015	5/1/2015	4/30/2017	Parents & Children Together	The Makery Partnership	desktop and onsite monitoring	Y	S
LBR903	A	\$ 57,877	M	\$ 90,000	\$ 32,123	5/4/2015	5/4/2015	4/30/2017	Susannah Wesley Comm Ctr	Kalihi Palama School's Out Pro	desktop and onsite monitoring	Y	S
LBR903	A	\$ 95,209	O-QTRLY	\$ 495,000	\$ 399,791	6/29/2015	6/29/2015	6/30/2017	Maui Economic Development Board	Island Energy Inquiry	desktop and onsite monitoring	Y	S
LBR903	A	\$ 34,601	M	\$ 90,000	\$ 55,399	3/1/2016	3/1/2016	2/28/2017	Touch A Heart, Inc	Transformative Sustainable Voc	desktop and onsite monitoring	Y	S
LBR903	A	\$ 78,835	M	\$ 166,500	\$ 87,665	3/1/2016	3/1/2016	2/28/2017	Oahu Society for the Prevention	Expand Shelter Capacity and	desktop and onsite monitoring	Y	S
LBR903	A	\$ 69,776	M	\$ 132,962	\$ 63,186	3/1/2016	3/1/2016	2/28/2017	Hawaii County Economic Opportu	Drop-Out Prevention Program	desktop and onsite monitoring	Y	S
LBR903	A	\$ 39,691	M	\$ 90,000	\$ 50,310	3/1/2016	3/1/2016	2/17/2017	Ethnic Education Foundation HI	Limited English Proficiency	desktop and onsite monitoring	Y	S
LBR903	A	\$ 178,921	M	\$ 376,528	\$ 197,607	3/1/2016	3/1/2016	2/28/2017	Easter Seals Hawaii	Statewide Employment Services	desktop and onsite monitoring	Y	S
LBR903	A	\$ 57,259	M	\$ 67,500	\$ 10,241	3/1/2016	3/1/2016	2/28/2017	North Kohala Community Resource	Low-power Non-commercial FM Ra	desktop and onsite monitoring	Y	S
LBR903	A	\$ 54,844	M	\$ 108,380	\$ 53,536	3/1/2016	3/1/2016	2/28/2017	Kauai Food Bank, Inc	Keiki Cafe Program	desktop and onsite monitoring	Y	S
LBR903	A	\$ 58,115	M	\$ 110,882	\$ 52,767	3/1/2016	3/1/2016	2/28/2017	Kauai Planning & Action Alliance	Strengthen and expand impact t	desktop and onsite monitoring	Y	S
LBR903	A	\$ 7,692	M	\$ 49,500	\$ 41,808	3/9/2016	3/21/2016	3/31/2017	Pacific Tsunami Museum Inc	Educational Video/Theater Upgr	desktop and onsite monitoring	Y	S
LBR903	A	\$ 63,891	M	\$ 270,000	\$ 206,109	4/1/2016	4/1/2016	3/31/2017	Hookupaa	Community Strengthening Progra	desktop and onsite monitoring	Y	S
LBR903	A	\$ 73,160	M	\$ 144,000	\$ 70,840	7/1/2015	7/1/2015	6/30/2017	Parents & Children Together	ESC for Immigrants	desktop and onsite monitoring	Y	S

Department of Labor and Industrial Relations
Active Contracts as of December 1, 2016

Table 16

Prog ID	MOF	Amount Paid	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
LBR903	A	\$ 184,597	M	\$ 396,000	\$ 211,403	7/1/2015	7/1/2015	6/30/2017	Goodwill Industries of Hawaii	ECS for Immigrants	desktop and onsite monitoring	Y	S
LBR903	A	\$ 177,859	M	\$ 270,000	\$ 92,141	7/1/2015	7/1/2015	6/30/2017	Child and Family Service	IRC - Kauai	desktop and onsite monitoring	Y	S
LBR903	A	\$ 180,014	M	\$ 450,000	\$ 269,986	7/1/2015	7/1/2015	6/30/2017	Goodwill Industries of Hawaii	IRC Hilo and Maui	desktop and onsite monitoring	Y	S
LBR903	A	\$ 372,143	M	\$ 540,000	\$ 167,857	7/1/2015	7/1/2015	6/30/2017	Parents & Children Together	IRC - Honolulu	desktop and onsite monitoring	Y	S
LBR903	A	\$ 67,250	M	\$ 99,000	\$ 31,750	7/1/2015	7/1/2015	6/30/2017	Maui Economic Opportunity	ECS LIP	desktop and onsite monitoring	Y	S
LBR903	A	\$ 163,453	M	\$ 270,000	\$ 106,547	7/1/2015	7/1/2015	6/30/2017	Parents & Children Together	ECS LIP	desktop and onsite monitoring	Y	S
LBR903	A	\$ 60,813	M	\$ 171,000	\$ 110,188	7/1/2015	7/1/2015	6/30/2017	Goodwill Industries of Hawaii	ECS LIP	desktop and onsite monitoring	Y	S
LBR903	N	\$ 179,875	M	\$ 1,949,871	\$ 1,769,995	10/1/2016	10/1/2016	9/30/2017	Honolulu Community Action Program	Community Services Block Grant	desktop and onsite monitoring	Y	S
LBR903	N	\$ 51,819	M	\$ 699,417	\$ 647,598	10/1/2016	10/1/2016	9/30/2017	Hawaii County Economic Opportunity Council	Community Services Block Grant	desktop and onsite monitoring	Y	S
LBR903	N	\$ 29,322	M	\$ 490,013	\$ 460,691	10/1/2016	10/1/2016	9/30/2017	Maui Economic Opportunity	Community Services Block Grant	desktop and onsite monitoring	Y	S
LBR903	N	\$ 12,857	M	\$ 281,923	\$ 269,066	10/1/2016	10/1/2016	9/30/2017	Kauai Economic Opportunity	Community Services Block Grant	desktop and onsite monitoring	Y	S
LBR903	N	\$ -	M	\$ 4,036	\$ 4,036	10/1/2016	10/1/2016	9/30/2017	SOH- Dept of Human Services	Cash Management Assistance for Refugees	desktop and onsite monitoring	Y	S
LBR903	N	\$ -	M	\$ 67,000	\$ 67,000	10/1/2016	10/1/2016	9/30/2017	Child and Family Services	ECS Services for Refugees	desktop and onsite monitoring	Y	S
LBR903	N	\$ 3,511	M	\$ 127,055	\$ 123,545	10/1/2016	10/1/2016	9/30/2017	Honolulu Community Action Prog	Weatherization Assistance Program	desktop and onsite monitoring	Y	S
LBR903	N	\$ 815	M	\$ 87,854	\$ 87,039	10/1/2016	10/1/2016	9/30/2017	Kauai Economic Opportunity	Weatherization Assistance Prog	desktop and onsite monitoring	Y	S
LBR903	N	\$ 2,544	M	\$ 77,830	\$ 75,287	10/1/2016	10/1/2016	9/30/2017	Hawaii County Economic Opportunity Council	Weatherization Assistance Prog	desktop and onsite monitoring	Y	S
LBR903	P	\$ -	M	\$ 546,992	\$ 546,992	11/22/2016	11/22/2016	6/30/2017	SMS Research & Marketing Svcs	DOD-OEA-Defense Industry Adjustment	desktop and onsite monitoring	Y	S
LBR903	P	\$ -	M	\$ 29,100	\$ 29,100	10/1/2016	10/1/2016	9/30/2017	Hawaii Foodbank, Inc.	Commodity Supplemental Food Program	desktop and onsite monitoring	Y	S
LBR903	P	\$ 14,302	M	\$ 60,531	\$ 46,229	4/1/2016	4/1/2016	9/30/2018	Legal Aid Society of Hawaii	Service for Victims of Human Trafficking	desktop and onsite monitoring	Y	S
LBR903	P	\$ 4,722	M	\$ 52,650	\$ 47,928	4/1/2016	4/1/2016	9/30/2018	Pacific Survivor Center	Service for Victims of Human Trafficking	desktop and onsite monitoring	Y	S
LBR903	P	\$ 40,029	M	\$ 404,376	\$ 364,347	4/1/2016	4/1/2016	9/30/2018	Susannah Wesley Community Cent	Service for Victims of Human Trafficking	desktop and onsite monitoring	Y	S

Department of Labor and Industrial Relations
 Capital Improvements Program (CIP) Requests

Table 17

<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>FY18 \$\$\$</u>	<u>FY19 \$\$\$</u>
					None			

Department of Labor and Industrial Relations
 Prioritized List of Functions

Table 18

<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 Labor and Industrial Relations
Prioritized List of Functions

Table 19

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
LBR 111	PA	Employment Security - Employment Service	To deliver employment and training services to job applicants, workers, and industry statewide.
LBR 111	PB	Training and Development Programs	To plan and develop customer driven training programs and services linked to statewide economic initiatives.
LBR 135	IA	Manpower and Full Employment	To develop a state system of workforce development that motivates and supports economic change and progress.
LBR 143	EA	Occupational Safety and Health	To assure every employee safe and healthful working conditions.
LBR 143	EB	Elevator and Boiler Safety	To assure the safe operation of boilers, pressure systems, amusement rides, elevator and kindred equipment.
LBR 152	CA	Enforcement	To assure workers of their lawful rights and benefits related to wages and safeguard against unlawful employment practices.
LBR 153	RA	Civil Rights Commission	Assure the rights of the public against discriminatory practices in employment, housing, public accommodations and access to state services.
LBR 161	KA	Hawaii Labor Relations Board	To encourage harmonious and cooperative labor management relations and resolve disputes for employees, and review appeals of Occupational Safety and Health (Boiler and Elevator) decisions.
LBR 171	LA	Employment Security - Unemployment Compensation	To alleviate economic hardships resulting from less wages during periods of involuntary unemployment.
LBR 183	DA	Workers' Compensation	To alleviate economic hardships resulting from less wages due to work or nonwork related injury or illness.
LBR 812	HA	Labor & Industrial Relations Appeals Board	To review appeals of workers' compensation decisions.
LBR 871	LB	Employment Security Appeals Referee's Office	To review appeals relating to unemployment compensation benefits.
LBR 901	GA	Research & Statistics - BLS OSHA	To gather , analyze, and report labor, employment, and related economic data, and provide occupational, educational, school training and other types of information for career decision making and planning through the Hawaii Career Information Delivery System.
LLBR 902	AA	Departmental Administration	To enhance program effectiveness and efficiency by formulating policies directing operations, personnel and providing administrative services.
LBR 903	NA	Office of Community Services	To facilitate and enhance the development, delivery and coordination of effective programs for the economically disadvantaged, immigrants, and refugees to achieve economic self-sufficiency.

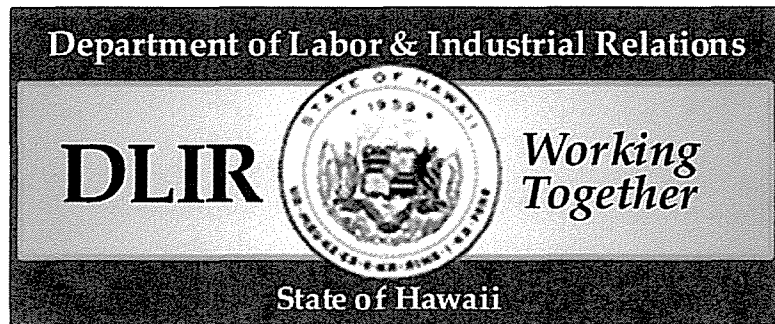
Department of Labor and Industrial Relations
Prioritized List of Functions

Table 20

<u>Year of Change</u> FY18/FY19	<u>Description of Change</u>
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There are no changes as of this date.

PROGRAM AND ORGANIZATION MANUAL
JULY 2016



STATE OF HAWAII

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

LINDA CHU TAKAYAMA, DIRECTOR

LEONARD HOSHIJO, DEPUTY DIRECTOR

PROGRAM AND ORGANIZATION MANUAL
(Revised August 2016)
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STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

PROGRAMS AND OBJECTIVES

The Department of Labor and Industrial Relations is charged with the administration of the State's labor laws as enacted in the Hawaii Revised Statutes (HRS) and which are designed to increase the economic security, physical and economic well-being and productivity of workers, and achieve industrial peace. The Department also administers related Federal programs in accordance with its responsibilities under State Law.

More specifically, the Department:

- (1) Administers the Disability Compensation program which encompasses:
 - (a) The Workers' Compensation Law, Chapter 386, HRS, to provide medical, income and rehabilitation benefits to workers suffering work-connected injuries or illnesses,
 - (b) The Temporary Disability Insurance Law, Chapter 392, HRS, to provide benefits to an individual in current employment but experiencing wage loss due to a temporary, disabling, non-occupational sickness or accidents,
 - (c) The Prepaid Health Care Law, Chapter 393, HRS to alleviate the economic hardships of workers whose non-work connected injury or illness requires medical and/or hospital care.
- (2) Administers programs under the Employment Security Law (Chapter 383, HRS), And Additional Unemployment Compensation Law (Chapter 385, HRS), Including:
 - (a) Assessment and collection of unemployment insurance contributions from employers and payment of benefits to qualified unemployed individuals, and
 - (b) Free job placement and related services for jobseekers and employers through the Hawaii Workforce Development Division.
- (3) Administers the Occupational Safety and Health Law, Chapter 396, HRS, to assure safe and healthful working conditions for workers and the Boiler and Elevator Safety Law, Chapter 397, HRS, to assure the safe operations of boilers, elevators, amusement rides and related equipment throughout the State.
- (4) Administers the Apprenticeship Law, Chapter 372, HRS, to provide service and assistance to participants in apprenticeship and other on-the-job training programs and to promote the expansion of the apprenticeship program in the State.
- (5) Administers the Workforce Investment Act (WIA) of 1998 (Public Law 105-220), as well as Title V of the Older Americans Act. These laws and programs provide job training and employment to the unemployed, economically disadvantaged and dislocated workers.
- (6) Administers the Wage Standards programs which enforces laws relating to:
 - a) Wages and Hours (Chapter 387, HRS) which establishes minimum wage and overtime standards,
 - b) Wages and Hours of Employees on Public Works (Chapter 104, HRS) which provides for the establishment of prevailing minimum wages and sets overtime and other labor standards for mechanics and laborers employed on public works projects,

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

PROGRAMS AND OBJECTIVES cont'd.

- (c) Payment of Wages and Other Compensation (Chapter 388, HRS) which assures the payment of wages regular paydays, assures prompt payment of employees upon termination, and good communication between employers and workers regarding rates of pay, vacation and sick leave policies and other benefits,
 - (d) Child Labor (Chapter 390, HRS) to regulate the employment of minors,
 - (e) Employment Practices (Chapter 378, Parts II and III, HRS) which protects workers from the unlawful use of lie detector tests, and unlawful suspension, discharge or discrimination based solely on a garnishment action, bankruptcy filing or work injury, or because a workers tested positive in an on-site drug test.
 - (f) Family Leave (Chapter 398, HRS) which provides leave to employees for the birth or adoption of a child, or to care for the employee's child, spouse, parent, or reciprocal beneficiary with a serious health condition.
- (7) Promotes harmonious and cooperative labor-management relations and resolves disputes in accordance with HRS, Chapters 89 and 377 through the Hawaii Labor Relations Board.
- (8) Hears appeals from decisions rendered under Chapter 386, HRS (Workers' Compensation) and Chapter 397, HRS (Boiler and Elevator Safety) and assures that individuals are given equitable and responsive treatment through the services of the Labor and Industrial Relations Appeals Board as provided in Chapter 371, HRS.
- (9) Provides individuals or any other involved party with a fair hearing by an impartial referee and renders decision on appeals of determinations and redeterminations with respect to the unemployment insurance program and other Employment Security decisions made by the Department as provided in the Hawaii Employment Security Law as included in Chapters 383 and 385, HRS.
- (10) Administratively houses the Workforce Development Council which advises the Governor and State Legislature on board range of policies relating to workforce, employment training, career and skills development, industry and occupational analyses (refer to Chapter 202, HRS). The Council also acts as the State Workforce Development Board which is the state oversight body for federally-funded workforce development programs. The Council is specifically responsible for the development and implementation of the four-year Unified State Plan as directed by the Workforce Innovation and Opportunity Act of 2014 (WIOA), as required by the U.S. Department of Labor in order to receive federal workforce development funds. The Council is also responsible for developing a workforce accountability and evaluation system with benchmarks and outcome indicators for the state workforce strategic plan and performance measure for the Unified WIOA plan. The Council provides workforce leadership in collaborations with its partners through its committees and work groups and yearly reports with recommendations to the Governor, Legislature and U.S. Department of Labor.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

PROGRAMS AND OBJECTIVES cont'd.

- (11) Advises the State Legislature and the Governor with response to fire prevention and protection, life safety and any other function for which the various county fire department are responsible through the State Fire Council.
- (12) Oversees and advises the Hoisting Machine Operators Advisory Board and its Director with respect to safe and lawful certifications of boom, crane and tower operators in Hawaii.
- (13) Develops, analyzes and disseminates information and statistics on labor and industrial relations as set forth in Chapter 371, HRS.
- (14) Develops and implements equal opportunity practices to assure departmental operations and services are in accordance with Titles VI, VII and IX of the Civil Rights Act of 1964, as amended, and with other federal and state laws prohibiting discrimination in employment and provisions of services. Implements the requirements of 29 CFR Part 37 for the State of Hawaii and serves as the State of Hawaii and serves as the State Liaison with the U.S. Department of Labor for nondiscriminatory matters.
- (15) Maintains essential budget and fiscal controls and provides financial, management, personnel administration, training and information technology staff services for the administration and operation of the Department and programs.
- (16) Facilitates and enhances the development, delivery, and coordination of effective programs for disadvantaged persons, refugees, and immigrants. Provides advice and assistance to the agencies of the Executive Branch, private agencies in the human services field, and the Legislature with respect to the disadvantaged, immigrants, and refugees.

STATEMENT OF FUNCTIONS...

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

OFFICE OF THE DIRECTOR

Advises the Governor on matters relating to the economic security, physical and economic well-being, productivity of workers, and the achievement of good labor-management relations.

Prepares and submits legislative proposals to the Governor in support of the administration's labor policies.

Directs the planning, coordination and implementation of programs in the areas of employment services, Workforce Innovation and Opportunity Act of 2014 (WIOA), apprenticeship, unemployment insurance, occupational safety and health, workers' compensation, temporary disability insurance, prepaid health care, wage and hour, payment of wages, child labor, fair employment practices, and employment security appeals.

Establishes an organizational structure that is appropriate and effective for the achievement of departmental aims, goals and objectives.

Assures the availability of departmental services to persons in each county through a structure of district, branch and local offices.

Promotes equal employment opportunity practices in departmental services to the public through training, technical assistance and periodic on-site evaluations.

Affirms equal employment opportunity within the Department through the development and implementation of an Affirmative Action Plan.

Compiles, analyzes and disseminates information on employment, unemployment, employee safety and health, and general labor market conditions.

Conducts a public information program to inform the general public on labor programs and significant activities of the agency.

Promotes and coordinates cross-divisional and cross-functional initiatives to increase the number of jobs and employment and training opportunities in the State, strengthen rural community economic development efforts, and enhance the receipt of federal grants and monies for workforce assistance and related programs.

Provides administrative and budgetary support to: the Labor and Industrial Relations Appeals Board; the Hawaii Labor Relations Board; the State Fire Council; the Hawaii Civil Rights Commission; the Workforce Development Council; the Office of Community Services; and the Hoisting Machine Operators Advisory Board.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE

Under the administrative supervision of the Director of Labor and Industrial Relations, hears appeals by claimants and employers on unemployment insurance determinations, trade readjustment allowances, disaster unemployment assistance, Workforce Investment Act and other Employment Security decisions; and renders decisions and maintains a file of such decisions.

HAWAII LABOR RELATIONS BOARD

Exercises powers and duties in accordance with the Hawaii Revised Statutes (HRS) Chapters 89 and 377, relating to harmonious and cooperative labor-management relations. In addition, the Board hears and decides contests arising under HRS Chapter 396, relating to Occupational Safety and Health. The Board is within the Department of Labor and Industrial Relations for budgetary and administrative purposes only.

STATE FIRE COUNCIL

Advises the Governor and Legislature with respect to fire prevention and protection, life safety and any other functions or activities for which the various county fire departments are responsible; adopts a state model fire code; reviews and coordinates all applications to the federal government for grant assistance for fire-related projects; advises and assists county fire departments and approves plans for cooperation among the counties regarding fire-related matters; and prescribes standard procedures and forms relating to inspections, investigations and reporting of fires.

HOISTING MACHINE OPERATORS ADVISORY BOARD

The Hoisting Machine Operators Advisory Board is charged with processing and certifying boom, crane, and tower operators in the State of Hawaii.

LABOR AND INDUSTRIAL RELATIONS APPEALS BOARD

Hears and decides appeals from decisions and orders of the Director issued under the Workers' Compensation Law and any other law for which an appeal to the Board is provided. The Board is within the Department of Labor and Industrial Relations for budgetary and administrative purposes only.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT COUNCIL

UNDER THE Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Development Council (WDC) administers and implements WIOA for the State. Through the development of a statewide strategic plan and federal mandates, WIOA requires better alignment of workforce investments in job training and comprehensive integrated service delivery across programs to improve efficiency and coordination. It requires core programs and agencies to provide a range of employment, education, training and support services to help all jobseekers secure sustainable jobs while providing businesses with the skilled workers they need to compete in the global economy.

Prepares and periodically updates a comprehensive state plan for workforce development with strategic goals and measurable outcomes. Reviews and assesses the coordination between the State's workforce development programs, including programs of the federal government operating in the State, and placements in higher-skilled jobs to expand economic development and diversification; and considers the State's employment and training requirements and resources, practices of employers and unions that impede or facilitate the skill advancement of workers, and the special problems of untrained and inexperienced youth, immigrants, persons with disabilities, welfare clients, single parents, disadvantaged minorities, and other groups facing barriers in the labor force.

Serves as an information clearinghouse for all workforce development programs in the State, including workforce training and education programs. Analyzes and interprets workforce information, particularly changes which are likely to occur during the next 3-5 years; the specific industries, occupations, and geographic areas which are most likely to be involved; and the social and economic effects of these developments on the State's economy, labor force, communities, families, social structure, and human values. Defines those areas of unmet workforce and economic development needs and describe how private and public agencies can coordinate their efforts and collaborate with each other to address those needs.

Recommends to the Governor and the Legislature, State policies and funding priorities based on local community input that it believes should be adopted by the State government in meeting its workforce development responsibilities. Submits annual reports of its activities and recommendations to the Governor and the Legislature.

Evaluates the state workforce development plan in terms of how its purposes, goals, and objectives have been carried out throughout the State. Provides technical assistance to local workforce development boards and other similar organizations.

Carries out required functions and duties related to the workforce development of any advisory body required or made optional by federal legislation, including the Wagner-Peyser Act of 1933, as amended, and the Workforce Innovation and Opportunity Act of 2014 (WIOA).

Also, in accordance with the federal Workforce Innovation and Opportunity Act of 2014, Public Law No. 113-128, assists the Governor in the following functions:

1. The development of the State's plan for the use of federal workforce investment and development funds, which is required under Public Law No. 113-128;
2. The development and continuous improvement of the statewide and local workforce investment systems described in subtitle B of Public Law No. 113-128, and the one-stop delivery systems described in section 121 of Public Law No. 113-128, including linkages, coordination and non-duplication among the programs and activities, and the review of plans prepared by the local workforce investment boards for the use of federal work force investment and development funds;

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT COUNCIL (2) cont'd

3. The development and continuous improvement of comprehensive State performance measures, including state-adjusted levels of performance, to assess the effectiveness of the workforce investment activities in the state as required under section 116 of Public Law No. 113-128;
4. The development of the statewide workforce and labor market information system described in section 307 of the Wagner-Peyser Act;
5. The preparation of the unified state plan to the U.S. Secretary of Labor described in section 102 of Public Law No. 113-128;
6. The designation of local areas as required in section 107 of Public Law No. 113-128;
7. The development of allocation formulas for the distribution of funds for adult employment and training activities and youth activities to local areas as permitted under sections 128(b)(2) and 132 of Public Law No. 113-128;
8. The development of comments, provided at least once annually, on the measures taken Pursuant to section 122(c)(16) of the Carl D. Perkins Vocational and applied Technology Education amendments of 1998, Public Law No. 105-332;
9. The development of an application for an incentive grant under section 134 of Public Law No. 113-128.

Acts as the designated state entity to conduct activities relating to occupational and employment information for vocational and technical education programs in compliance with section 118 of the Carl D. Perkins Vocational and Applied Technology Education Amendments of 1998, Public Law No. 105-332. (Note: Congress is currently considering amending Carl Perkins Act.)

WORKFORCE SYSTEM PLANNING, RESEARCH AND DEMONSTRATION STAFF

- Assists the Council in developing and overseeing the Hawaii Workforce Development Strategic Plan and the Four Year Unified Workforce Innovation and Opportunity Act Plan, including reviews and comments of local area plans. Coordinates and arranges for staffing of the appropriate planning work groups and committees of the Council. Schedules planning, technical assistance, implementation and updating activities and staff selected developmental projects on a limited time basis.
- Drafts, coordinates and transmits Workforce Innovation and Opportunity Act (WIOA) guidance based on laws, rules, federal guidance and state policies, to local workforce areas and appropriate partners and staff. Arranges and implements technical assistance workshops and staff professional development for the local workforce investment boards. Prepares, compiles and disseminates technical assistance guides, best practices and model program packets. Updates and improves the inventories of workforce programs and service providers.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT COUNCIL (3) cont'd

- Develops and implements collaborative policy strategies among workforce partners to reduce overlaps, bridge gaps and improve workforce and supporting services. Researches and develops initiatives in improving workforce outcomes through grants, community collaboration and partner projects. Researches, advocates and assists standards-based workforce education and training.
- Works with partner program staffs to prepare reports to the Governor, Legislature, and the U.S. Department of Labor (USDOL).

WORKFORCE SYSTEM OVERSIGHT AND EVALUATION STAFF

- Assists in designing the statewide public/private interagency performance management system. Develops the system performance management tools.
- Initiates and develops cooperative agreements for data collection, common data measures and resource sharing with partner agencies and programs. Builds a network of working relations with evaluation staff in partner agencies and utilizes their expertise to facilitate the oversight of the WIOA performance measures and the workforce development strategic plan indicators.
- Initiates and staffs a council workforce performance accountability committee.
- Provides technical assistance and staff development in systems indicators and the WIOA performance measures for local workforce area board members, staff and committees.
- Works with the partner program staffs to prepare reports to the Governor, Legislature, and the USDOL.
- Develops grant proposals to support workforce systems implementation, particularly with major public program partners, private sector organizations and employers.
- Develops and expands linkages, information and training resources in occupation and career areas to grades K-12 and higher education, workforce agencies, employers and jobseekers.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

HAWAII CIVIL RIGHTS COMMISSION

The Hawaii Civil Rights Commission (HCRC) is responsible for the enforcement of the State's laws prohibiting discrimination in employment, housing and public accommodations and access to State- funded services.

Receives, investigates and conciliates complaints alleging any unlawful discriminatory practices under Hawaii Revised Statutes (HRS) Chapters 368,378 part I, 489 and 515.

Issues right-to-sue letters to complainants.

Holds hearings and orders appropriate legal and equitable relief or other affirmative action when a violation is found.

Commences civil actions in circuit court to seek enforcement of HCRC subpoenas, orders or settlement agreements.

Conducts research and investigations, and publishes the results in order to promote goodwill and minimize or eliminate discrimination in employment, housing and public accommodations.

Submits an annual report of its activities to the Governor and Legislature.

Hires staff and support personnel.

Adopts rules under Hawaii Revised Statutes Chapter 91.

ENFORCEMENT STAFF

Provides specialized staff support to the HCRC for administration, intake, investigation, informal complaint resolution, enforcement and public information services.

Directs and maintains a centralized intake and/or referral service for the HCRC.

Receives complaints alleging violations of HRS Chapters 368, 378 part I, 489 and 515.

Conducts investigations of complaints.

Facilitates settlements of complaints.

Makes determinations as to whether there is reasonable cause to support a finding that discrimination has occurred.

Facilitates conciliation of complaints where cause has been found.

Litigates complaints in administrative hearings and circuit court.

Maintains investigation records and files.

Assists the HCRC by recommending rules and regulations concerning enforcement problems.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

HAWAII CIVIL RIGHTS COMMISSION (2) cont'd

Investigation Section

Provides intake and investigation for all complaints on a statewide basis. Ensures compliance with federal workshare contract requirements in the investigation and processing of employment and housing complaints. Conducts compliance reviews of settlement agreements.

Investigation Unit I

Conducts complaint intakes.

Interviews complainants, respondents, witnesses or other parties to ascertain data and facts necessary to complete the investigation of the complaint.

Reviews and analyzes records and data relating to the investigation of complaints.

Drafts and serves HCRC investigative subpoenas.

Prepares detailed reports of findings and recommended cause/no cause determinations.

Conducts predetermination settlement conferences.

Investigation Unit II

Interviews complainants, respondents, witnesses or other parties to ascertain data and facts necessary to complete the investigation of the complaint.

Reviews and analyzes records and data relating to the investigation of complaints.

Drafts and serves HCRC investigative subpoenas.

Prepares detailed reports of findings and recommended cause/no cause determinations.

Conducts predetermination settlement conferences.

Conducts compliance reviews of settlement agreements.

Legal Section

Provides specialized staff support to the HCRC in conciliation and litigation of complaints.

Enforces HCRC investigative subpoenas before the circuit court.

Conducts conciliation conferences.

Litigates administrative and circuit court cases against respondents.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

HAWAII CIVIL RIGHTS COMMISSION (3) cont'd

Resolves cases both formally and informally.

Prepares HCRC hearings and circuit court subpoenas.

Enforces settlement and conciliation agreements in circuit court.

Advises the Executive Director on legal enforcement matters.

Information and Program Development Section

Provides specialized staff support to the HCRC in the development of legislation and the dissemination of information concerning the State's discrimination laws and the results of investigations.

Disseminates, through the media, news releases and updates to educate and inform the public in matters that relate to the HCRC.

Develops brochures providing general information on the laws enforced by the HCRC and its procedures.

Develops public educational and information programs about the laws, services and activities of the HCRC. Coordinates HCRC public education program and handles requests for HCRC speakers and presentations.

Collects data on intakes, settlements, prosecution and final resolution of cases and sends to parallel federal agencies pursuant to workshare agreements.

Assists the media and the public who call or come into the HCRC office in understanding the laws under the HCRC's jurisdiction.

Coordinates the HCRC mediation program.

Prepares the HCRC annual report for submission to the Governor and the Legislature.

CLERICAL SERVICES

Provides clerical and logistical support to the Executive Director, and the Enforcement Staff via a clerical pool.

Maintains the Investigation Section's intake and investigation records and files.

Assists the Legal Section in copying and filing cases.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

HAWAII CIVIL RIGHTS COMMISSION (4) cont'd

ADJUDICATION STAFF

Provides specialized staff support to the HCRC in conducting administrative hearings and enforcement of final orders.

Conducts administrative hearings and establishes the record.

Issues and enforces HCRC hearings subpoenas.

Writes proposed and final findings of fact, conclusions of law and orders for contested cases.

Writes proposed and final orders for petitions for declaratory relief.

Represents the HCRC in appeals of final orders before the circuit and appellate courts.

Maintains hearings records and files.

Assists the HCRC by recommending rules and regulations concerning HCRC procedures and substantive law.

Advises the HCRC on legal matters.

Analyzes and develops legislation relating to civil rights, and monitors, analyzes and drafts recommendations and testimonies on legislation affecting the jurisdiction of the HCRC.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

OFFICE OF COMMUNITY SERVICES

The Office of Community Services' (OCS) overall purposes is to facilitate and enhance the development, delivery, and coordination of effective programs for disadvantaged persons, refugees, and immigrants, and to provide advice and assistance to the agencies of the Executive Branch, private agencies in the human services field, and the Legislature with respect to the disadvantaged, immigrants, and refugees. The general duties of the OCS are as follows:

Establishes statewide goals and objectives relating to increasing the economic self-sufficiency of disadvantaged persons, refugees, and immigrants.

Analyzes and supports State and county research concerning the needs of disadvantaged persons, refugees, and immigrants in the State.

Reviews legislation pertaining to programs within the purview of the OCS, and appropriations for services to the disadvantaged, refugees, and immigrants. Makes recommendations pertaining to program objectives and appropriations to the Governor and the Legislature.

Evaluates the availability, adequacy, and accessibility of services, with particular emphasis on employment-related activities for the disadvantaged, refugees, and immigrants within the State.

Assists and coordinates the efforts of public and private agencies providing services, focusing on employment-related programs, that effect the disadvantaged, refugees, and immigrants, including the State Departments of Health, Human Services, Labor and Industrial Relations, and Education. Reports such efforts to the Governor and the Legislature.

Maintains contacts with local, state, and federal officials, and public and private agencies concerned with planning for the disadvantaged, refugees, and immigrants.

Encourages and fosters local action on behalf of the disadvantaged, refugees, and immigrants.

RESEARCH, PLANNING, AND RESOURCE DEVELOPMENT STAFF

Conducts evaluation of the sufficiency of services for the disadvantaged, immigrants and refugees in Hawaii and makes recommendations for improvements.

Develops strategic plans to establish statewide goals and objectives to facilitate and enhance services to Hawaii's disadvantaged persons, refugees, and immigrants and makes recommendations for improvement.

Monitors, analyzes, and reports on legislation pertaining to the disadvantaged, immigrants, and refugees.

Facilitates coordination and collaboration among public and private agencies to reduce overlaps, bridge gaps, and improve the effectiveness of services.

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OFFICE OF COMMUNITY SERVICES (2) cont'd

Plans, develops, and implements innovative training programs in direct partnership with private and public agencies to provide technical assistance workshops and professional staff development to upgrade and/or improve program effectiveness and staff skills to manage programs and services. Prepares, compiles, and disseminates technical assistance guides, grant proposal training, and best practices and model program packets.

Coordinates and facilitates meetings and forums of service providers to promote the sharing of information, resources, and techniques to improve program effectiveness.

Promotes, plans, and develops statewide conferences on poverty that identify needs, resources, strategies, and promotes the effective delivery of services.

Works with the Program Administration and Evaluation Section to develop initiatives and programs to improve services. Identifies opportunities, plans, develops, and negotiates funding proposals for State and Federal funds to meet the needs of the disadvantaged, immigrants, and refugees.

PROGRAM ADMINISTRATION AND EVALUATION STAFF

Plans and develops policies and procedures for the procurement, administration and implementation of State and Federally-funded programs for the disadvantaged, immigrants, and refugees. Administers Grants in Aid assigned to the Department of Labor and Industrial Relations. Executes special projects.

Prepares specifications and timetables for soliciting and reviewing grant proposals. Reviews and analyzes requests for funding submitted by interested private agencies and community-based organizations for the delivery of services. Recommends approval or disapproval for these requests and negotiates and prepares contracts for service implementation.

Monitors service providers' programs and activities and funds management to ensure compliance with federal and state regulations, policies, and procedures. Analyzes program and contract performance data. Evaluates programs to determine the effectiveness of program operations and the achievement of goals and objectives.

Develops and maintains cooperative working relationships with public and private agencies to enhance the interest in and success of programs and services designed to meet the needs of Hawaii's disadvantaged, immigrants, and refugees.

Provides technical support to contractors and the community. Assists and participates in activities and projects to support services to the disadvantaged, refugees, and immigrants.

Coordinates the preparation of the OCS' annual report.

STATE OF HAWAII
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OFFICE OF COMMUNITY SERVICES (3) cont'd

FISCAL STAFF

Provides the OCS staff with fiscal and financial management support.

Advises the Executive Director and operations staff of statutes, rules, policies, and procedures applicable to the OCS' fiscal administration of state grants, purchase of services, federal grants, and other funding.

Analyzes and submits budget with recommendations to the Executive Director for review and approval.

Installs and maintains budgetary controls and initiates, compiles, and prepares State and Federal budgets in coordination with the operations staff.

Utilizes the State fund accounting system for State and Federal-funded programs in accordance with prescribed State accounting requirements, and State and/or Federal laws, rules, regulations, policies and procedures. Provides monthly financial reports for all funds administered.

Conducts financial monitoring for all State and Federally-funded contracts.

CLERICAL SERVICES

Manages the OCS office.

Provides word-processing, typing and clerical services.

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STATEMENT OF FUNCTIONS

ADMINISTRATIVE SERVICES OFFICE

Provides the Department with fiscal and financial management support, management and Electronic Data Processing (EDP) analysis, Human Resources and office services.

FISCAL STAFF

Provides staff assistance to the Director in exercising fiscal responsibilities. Develops and recommends departmental fiscal policies and procedures consistent with State and/or federal laws, rules, regulations, policies, and procedures. Installs and maintains budgetary controls; coordinates requests for proposals and contract services; and initiates, compiles, and prepares State and federal budgets in coordination with operating units. Analyzes and submits budgets and summaries with appropriate recommendations to the Director for review and approval.

STATE PROGRAMS SECTION

- Installs and maintains a funds accounting system in accordance with prescribed State accounting requirements for:
 - A. State general fund accounts.
 - B. Special State fund accounts.
 - 1. Workers' Compensation Special Compensation Fund.
 - 2. Temporary Disability Insurance Special Fund.
 - 3. Hawaii Prepaid Health Care Premium Supplementation Special Fund.
 - 4. Hoisting Machine Operator's Certification Revolving Fund.
- Provides regular financial reports to the operating units.

FEDERAL PROGRAMS SECTION

- Provides federal programs with fiscal and financial management support.

Reporting Unit

- Receives, deposits, and accounts for grants, fees, and other monies received by the Department.
- Prepares inputs planned and cost data into the computerized accounting system and generates monthly and special financial reports as required by the Director, the Federal Employment and Training Administration (ETA), Workforce Investment Act (WIA), and Occupational Safety and Health Act (OSHA) programs, other federal programs, special funds and State agencies. Also, maintains files relating to departmental fiscal activities.
- Conducts financial monitoring of on-the-job-training contracts.

STATE OF HAWAII
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STATEMENT OF FUNCTIONS

ADMINISTRATIVE SERVICES OFFICE (2) cont'd.

Cost Accounting Unit

- Installs and maintains accounting systems (Cost Accounting System) of administrative fund accounts in accordance with prescribed federal and State accounting requirements for:
 - A. Federal grants and contracts, to include the Unemployment Insurance (UI), WIA, OSHA, Wagner-Peyser Act, Disabled Veteran Outreach Program (DVOP), Local Veterans Employment Representative (LVER), Bureau of Labor Statistics (BLS), and Labor Market Information (LMI).
 - B. Special State fund accounts.
 - 1. Unemployment Compensation Trust Fund.
 - 2. Unemployment Compensation Benefit Payment Fund.
 - 3. Special Unemployment Compensation Administration Fund.

Payroll/Vouchering Unit

- Computes, processes, and transmits semi-monthly payroll documents.
- Receives, checks, and processes invoices/claims for payments.
- Performs purchasing activities.
- Receives, reviews and processes requisitions for supplies, services and equipment.

WORKFORCE INVESTMENT ACT SECTION

- Serves as staff advisor to the administrator of the Workforce Development Division regarding fiscal and financial management matters.
- Develops fiscal policy and procedures for the statewide operation of the Workforce Investment Act (WIA), Senior Community Service Employment Program (SCSEP), and Employment and Training Fund (ETF).
- Develops, installs and maintains internal accounting systems and procedures for the control of funds for the operation and administration of the WIA, SCSEP, and ETF programs in the State of Hawaii.
- Provides technical assistance to sub-recipients of the WIA, SCSEP, and ETF funds in developing fiscal policies, standards and procedures that meet the requirements of the WIA, SCSEP, and ETF federal regulations and State laws.
- Monitors the financial management operation, quality and effectiveness of fiscal operations in the WIA Local Workforce Investment Boards (LWIB) and other sub-recipients.

Installs and maintains a fund accounting system in accordance with prescribed State accounting requirements for the State general fund account.

STATE OF HAWAII
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STATEMENT OF FUNCTIONS

ADMINISTRATIVE SERVICES OFFICE (3) cont'd.

OFFICE SERVICES

- Coordinates the annual inventory for departmental property. Maintains controls; establishes accountability records by operating units; and assists with property transfers and disposal.
- Provides mail and messenger services. Monitors the overall departmental mail operation; maintains logs of postage costs and types of mail; evaluates program cost-effectiveness; makes recommendations to reduce postal costs; coordinates with department users.
- Provides form duplication and other printing services for departmental components.
- Provides storeroom services for office supplies and forms.

PROGRAM ORGANIZATION, METHODS AND EVALUATION (POME) STAFF

Reviews program effectiveness; coordinates the executive program to foster management development; reviews the development of the Department's comprehensive program plans and evaluates compliance therewith; reviews the departmental organization to insure a proper relationship is maintained between the needs of each agency component and the organizational structure; conducts management audits, studies and appraisal of departmental activities including management controls, administrative applications, reporting standards and standards of objectives; evaluates the scope, priorities and progress of departmental projects to determine their relative impact on the effectiveness of ongoing programs.

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ADMINISTRATIVE SERVICES OFFICE (4) cont'd.

EDP SYSTEMS STAFF

The staff monitors the overall departmental management approach and implementation of information processing systems and programs; provides procedures and guidance on all information technology (IT) matters, reviews requirements of operating units and determines feasibility for modifying or expanding information processing applications or developing new information processing programs to replace manual systems and procedures. The staff also performs system analysis and develops specifications, utilizes these specifications to recommend hardware/software and systems requirements, provides assistance with the departmental IT Security and Disaster Recovery and Business Continuity Plan, supports the programs in developing and/or updating their IT security procedures and guidelines, monitors and reports compliance of departmental IT security policies, maintains inventory control of IT assets for the department and the programs and coordinates with the State's Information and Communication Services Division to insure the agency's information processing requirements are satisfied and problem areas resolved.

GENERAL SUPPORT AND SECURITY SECTION

GENERAL SUPPORT

- Provides information technology (IT) support for the Department's end users.

Help Desk Support

The Help Desk receives, assigns, tracks, and closes all end-users' work request tickets, provides end users with answers or solutions to routine IT related questions or problems and works with end-user and the Communication, Security, and Program Support (PS) Sections to resolve more complex problems.

The Help Desk also prioritizes and forwards work request tickets concerning the end user's request for technical assistance -- mainframe support, database management, and program specific (e.g., Unemployment Insurance Division's Interactive Voice Response System [IVR], Workforce Development Division's HireNet Operating System, or Disability Compensation Division's [DCD] Lotus Domino) problems to the appropriate sections or systems analysts.

Hardware and Software Support

In addition, the Help Desk recommends hardware/software replacement and acquisition with the advice and assistance of the Communication, Security, and PS sections regarding different departmental systems configuration requirements and the department's IT security policies, manages the Department's IT hardware and software inventory including the addition and removal of hardware/software from the department's inventory listing, maintains a listing of the Department's software licenses and hardware warranties/extended warranties, and coordinates with end users on renewal of software licenses and transferring of warranties/extended warranties of hardware to Department contracted maintenance support.

- Works with the Communication, Security, and PS Sections to install, configure, and manage departmental IT systems.

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ADMINISTRATIVE SERVICES OFFICE (5) cont'd

- Compiles a list of training requests submitted by Communication, Security, and PS Sections, provides list to EDPSO manager for review and approval and maintains list by subject and person.

SECURITY :

IT Security

- Coordinates, develops, and administers the Department's IT security policies and procedures. Incorporates programs' security requirements in the Department's IT security policies and procedures.
- Manages the Department's firewall policies in accordance with DLIR's IT security policies and procedures .
- Recommends changes to the Department's IT security policies and the programs' IT security procedures.
- Provides the General Support and Program Support Sections with configuration requirements for the procurement of network hardware/software and related communication devices.

Disaster Recovery and Business Continuity Plan

- Coordinates with DLIR programs in the development and implementation of a departmental disaster recovery and business continuity plan. Provides IT perspective for the Disaster Recovery and Business Continuity Plan.
- Works with the Department of Accounting and General Services' Information and Communication Services Division to coordinate disaster recovery services.

PROGRAM SUPPORT AND COMMUNICATION SECTION

PROGRAM SUPPORT:

Provides technical services and support to DLIR programs that have program-specific applications (i.e. IVR, OSOS, and DCD's Lotus Domino).

Software Applications

- Provides technical services to program specific applications (i.e., IVR, OSOS, and DCD Lotus Domino).
- Manages database(s) specific to the program application.

Software/Hardware Procurement

Provides the General Support Section with configuration requirements in accordance with Departmental IT security policies.

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ADMINISTRATIVE SERVICES OFFICE (6) cont'd

Project Manager or Liaison

Acts as project manager or liaison when new applications are developed and implemented.

IT Security

- Administers program applications in accordance with Departmental IT security policies and the program's procedures.
- Recommends changes to the Departmental IT security policies and the program procedures.

COMMUNICATION:

Provides the Department with communication support.

Network Communication

- Supports DLIR communication activities in accordance with departmental IT security policies and procedures.
- Designs, installs, and maintains DLIR's Local Area Networks (LAN), Wide Area Networks (WAN), and the Department's communication backbone.
- Assists DLIR programs with the procurement of network hardware/software and related communication devices in accordance with departmental IT security policies.

Internet Application Support

- Coordinates and develops standards for the DLIR Web page and Internet browser applications.
- Administers DLIR's electronic messaging applications.

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ADMINISTRATIVE SERVICES OFFICE (7) cont'd

HUMAN RESOURCES OFFICE

Manages the Human Resources program of the Department.

Human Resources Staff

Develops and recommends departmental personnel policies and procedures and advises on their application.

- Advises the Department Director, administrators, supervisors, and other employees regarding application of appropriate personnel management practices, existing personnel laws, rules and regulations of the State and collective bargaining agreement.
- Performs classification reviews and analyses on new and redescribed positions, and recommends appropriate classification actions.
- Advises departmental units on effects of reorganizations on positions and compensation.
- Impartially responds to internal complaints, conducts investigations and arrives with conclusions of fact.
- Advises and assists hiring offices in the development of selection tools and job performance standards.
- Advises and assists in appeals on classification and pricing actions; advises on internal salary relationships.
- Establishes and maintains a centralized system of recording and reporting personnel transactions.
- Maintains close working relationships and serves as the Department liaison unit with the Department of Human Resources Development (DHRD) and the exclusive bargaining agent of DLIR employees.
- Assists departmental units in planning for their personnel needs.
- Advises supervisors and administrators on the resolution of grievances.
- Plans and coordinates and assists in the implementation of required or requested training.
- Provides investigative services or advises departmental units concerning violations of state or federal employment laws. Makes recommendations on actions to be taken.
- Advises departmental units of ADA, EEO, RA requirements by providing in house training.
- Provides information and enrollment services on state-administered group benefit programs.
- Provides information and processes requests for medical leaves of absence.
- Processes industrial injury reports, calculates monthly pay and benefit usage and maintains case files.
- Promotes and assists in employee relations activities including employee orientation, incentive and service awards, retirement information and other employee welfare activities.
- Provides clerical support to Personnel Staff.
- Assists in the conduct of internal and limited delegated recruitments.
- Provides departmental units with information and advice on requested or required personnel actions.
- Services as department liaison with DHRD Personnel Transactions Office.
- Maintains official personnel files for each employee
- Processes and enters all personnel transactions related to time and attendance.

STATE OF HAWAII
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RESEARCH AND STATISTICS OFFICE

Conducts labor-related research and statistical services; provides technical assistance and consultative services in research matters.

- Advises management on the research and statistical needs of the Department in meeting its overall mission.
- Coordinates the preparation, review, verification, validation, and transmittal of operational program reports as required by the Employment and Training Administration, U.S. Department of Labor and as mandated by the State.
- Conducts program, legislative, and economic research.
- Recommends and installs procedures for a departmental system of statistical reporting.
- Develops program and administrative statistical data.
- Advises other departmental units in applying research techniques in operational planning and program studies.
- Develops labor market information, including labor force statistics produced in cooperation with the federal Bureau of Labor Statistics (BLS) and the Employment and Training Administration (ETA).
- Plans, develops and maintains a comprehensive career information delivery system.
- Disseminates labor-related information to the Governor, legislators, program divisions, economists, public and private agencies, employers, jobseekers, and the general public.
- Maintains a liaison with other research agencies and labor market information sources.

OPERATIONS MANAGEMENT INFORMATION STAFF

Provides research and statistical services on subject matters related to core programs administered by the line divisions of the Department. The divisions supported are: Unemployment Insurance, Occupational Safety and Health, Disability Compensation, Wage Standards, and Workforce Development. Services provided include: developing program and administrative data, conducting data validation, and maintaining and providing analysis from management information systems; preparing operational reports required by the U.S. Department of Labor; preparing mandated State reports; conducting program, legislative, and economic research; and disseminating program information to all users.

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RESEARCH AND STATISTICS OFFICE (2) cont'd

LABOR MARKET INFORMATION STAFF

Conducts occupational and labor market research; implements statistical programs in cooperation with the federal BLS; delivers career information; prepares and disseminates statistical and analytical information.

Labor Market Research Section

Conducts research activities concerning occupational employment and wages and other related labor market information; maintains occupational labor market information databases in support of workforce development initiatives and information requirements; develops projections on labor demand; disseminates labor market information products and services.

Labor Force Research Section

Develops, analyzes and disseminates statistical data on the labor force, unemployment, employment, industry wages, job counts, and hours and earnings, in cooperation with the federal BLS.

Career Information Delivery System Section

Plans, develops, implements and maintains a comprehensive statewide career information delivery system to provide career, job, occupational, educational and training information to youths, adults and jobseekers.

CLERICAL SERVICES

Provides word-processing, typing, and clerical services.

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WORKFORCE DEVELOPMENT DIVISION

Plans, directs, coordinates, and implements a customer-driven statewide workforce development system which delivers employment and training services to job applicants, workers, and industries throughout the State; integrated with and linked to economic development; and meets provisions in applicable State and Federal laws.

PROGRAM DEVELOPMENT, COORDINATION, AND EVALUATION SERVICES OFFICE

Coordinates the development of the Department's goals, objectives, and services to provide a skilled and competitive workforce capable of meeting employers' needs. Develops statewide workforce development program plans, policies, budgets and operating guidelines; coordinates uniform applications and interpretations of policies and plans; evaluates effectiveness of program activities; coordinates the implementation of new programs and projects linked to and in concert with economic development; reviews operations; and furnishes technical support and consultative services to the Workforce Development (WD) Administrator and management staff.

Develops and maintains partnerships with the private sector, including labor organizations, employers, economic development agencies, and other private and public agencies, to identify emerging employment trends, technological advances, declining industries and economic issues.

Seeks funding sources and develops workforce development grant proposals in coordination with State and county agencies to apply for federal, State, and other funds to carry out employment and training program activities and services such as the School-to-Work Opportunities Grant, and One-Stop Career Center System.

Collaborates with educators, interested employers, and labor unions to identify basic skills and qualifications for all workforce entrants. Plans and develops career-based learning and industry skill standards in targeted industries.

Anticipates and plans for economic dislocations of workers in declining industries. Works with employers and labor organizations to make appropriate services available to dislocated workers through the use of rapid response teams in cooperation with local workforce investment boards.

Develops and maintains a management information system to prepare the required federal, State, and internal management reports and to monitor and evaluate program performance.

Serves as staff to appropriate councils and government agencies to provide advice on workforce policies and directions. Plans, develops, and prepares legislative proposals in conjunction with the Program Chief and WD Administrator; prepares reports for testimony to the Legislature; and promulgates and maintains the division's rules and regulations.

Training and Development Staff

Plans and develops customer-driven training programs and services linked to statewide economic development initiatives.

Develops policies, procedures and guidelines to facilitate effective implementation of programs; provides technical services and assistance to sub-grantees, subcontractors and interested community agencies. Develops performance standards to determine program effectiveness.

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WORKFORCE DEVELOPMENT DIVISION (2) cont'd

Determines sub-state allocations of federal funds and other resources for training programs based on population, unemployment and economic data; analyzes labor market, economic, and other data to identify target groups to be served and determines labor market needs and shortages.

Prepares specifications and timetables for soliciting and reviewing proposals to carry out training programs; recommends approval or disapproval of proposals; and prepares and negotiates plan, sub-grants, and contracts.

Monitors training programs and activities to insure compliance with federal and state regulations, policies and procedures. Evaluates training programs to determine the effectiveness of program operations and the achievement of goals and objectives.

Promotes, collaborates, and assists in the development of new apprenticeship programs, and provides technical and consultative services toward the maintenance and operation of approved apprenticeship programs. Approves and registers apprenticeship programs, including the standards, affirmative action plans and selection procedures, and issues certificates of completion of apprenticeship.

Employment and Employer Relations Staff

Plans, develops and evaluates customer-driven employment programs which are linked to statewide economic development initiatives.

Provides technical services and assistance to staff and businesses in assessing program effectiveness and services to upgrade the skills of job applicants and employees.

Employment Section

Plans and develops procedures and guidelines for the administration and implementation of an employment service system which is designed to meet the needs of workers and employers, unions, and community organizations for the State.

Connects businesses directly with economic development opportunities, education and training service providers, and other resources to address workforce needs.

Monitors employment programs and activities to insure compliance with federal and State regulations, policies and procedures. Evaluates employment programs to determine the effectiveness of program operations and the achievement of goals and objectives.

Furnishes technical support and consultative services to management staff.

Employment and Training Fund Section

Plans, develops, and implements innovative business-specific training programs, in direct partnership with business and industry, designed to upgrade and/or improve the long-term employability of Hawaii's workforce. Develops strategic policies and project guidelines in conformance with Act 68, SLH 1991.

STATE OF HAWAII
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WORKFORCE DEVELOPMENT DIVISION (3) cont'd

Participates in various community associations and activities to identify needed occupational skills training. Reviews and assesses current business/industry trends and local and national training resources.

Designs awareness workshops, presentations to business and industry associations, needs assessments, pilot training initiatives, and industry specific performance and skill standards.

Prepares specifications and timetables for conducting requests for proposals to solicit funding requests from public and private employers to implement innovative training programs; analyzes requests for funding; recommends approval or disapproval; prepares and negotiates grants.

Designs and assists with delivery of orientation sessions for new contractors. Coordinates ongoing project specific communications with appropriate government agencies, partners and training providers.

Reviews project status reports; conducts onsite assessment visits; meets with partners to regularly review project progress. Provides ongoing support and technical customer services.

Clerical Services

Provides word-processing, typing, and clerical services.

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WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH

Administers the delivery of comprehensive employment and training services on the island of Oahu.

HONOLULU OFFICE SECTION

Implements a comprehensive employment and training services program for the metropolitan and suburban areas of Honolulu.

Veteran Services

Exercises functional supervision over services provided to veterans. Establishes and maintains cooperative working relationships with veteran organizations, employers, governmental agencies, and community organizations to promote the employment of veterans. Provides counseling, referral to training and placement assistance to veterans. In conjunction with the Department of Defense, conducts Transition Assistance Program workshops which provides service members with sufficient vocational guidance to allow them to make informed career choices before they leave active duty.

Clerical Services

Provides statistical, clerical, stenographic and data entry services for the office.

Employment and Employer Relations Units I and II

Provides job placement/matching services to jobseekers and employers in all occupational categories. Recruits workers for specific industries, occupations, or employers. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Administers aptitude and proficiency tests. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers. Receives job orders from employers and verifies results of referrals to these orders. Maintains an employer relations program. Processes applications for alien employment certification.

Training and Development Units I and II

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

Training and Development Unit III

Provides employability development and training assistance to targeted adults or youth on an outstation or special assignment.

STATE OF HAWAII
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STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH (2) cont'd

WAIPAHU OFFICE SECTION

Implements a comprehensive employment and training services program in the Central and Leeward areas of Oahu.

Veteran Services

Exercises functional supervision over services provided to veterans. Establishes and maintains cooperative working relationships with veteran organizations, employers, governmental agencies, and community organizations to promote the employment of veterans. Provides counseling, referral to training and placement assistance to veterans. In conjunction with the Department of Defense, conducts Transition Assistance Program Workshops which provides service members with sufficient vocational guidance to allow them to make informed career choices before they leave active duty.

Clerical Services

Provides statistical, clerical, stenographic and data entry services for the office.

Employment and Employer Relations Unit

Provides job placement services to jobseekers and employers in all occupational categories. Recruits workers for specific industries, occupations or employers. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Administers aptitude and proficiency tests. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers. Receives job orders from employers and verifies results of referrals to these job orders. Maintains an employer relations program.

Training and Development Unit

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

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STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH (3) cont'd

KANEOHE OFFICE SECTION

Implements a comprehensive employment services program in the Windward area of Oahu.

Employment and Employer Relations Unit

Provides central reception, initial assessment and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers in all occupational categories. Also provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Administers aptitude and proficiency tests. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers. Receives job orders from employers and verifies results of referrals to these orders. Maintains an employer relations program.

Veteran Services

Exercises functional supervision over services provided to veterans. Establishes and maintains cooperative working relationships with veteran organizations, employers, governmental agencies, and community organizations to promote the employment of veterans. Provides counseling and placement assistance to veterans.

Clerical Services

Provides statistical, clerical, and stenographic services for the office.

STATE OF HAWAII
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STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT DIVISION
HAWAII BRANCH

Administers the delivery of comprehensive employment and training services on the island of Hawaii.

HILO OFFICE SECTION

Implements a comprehensive employment and training services program in East Hawaii.

Veteran Services

Exercises functional supervision over services provided to veterans. Establishes and maintains cooperative working relationships with veteran organizations, employers, governmental agencies, and community organizations to promote the employment of veterans.

Clerical Services

Provides statistical, clerical, and stenographic services for the office.

Employment and Employer Relations Unit

Provides central reception, initial assessment, and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers. Recruits workers for specific industries, occupations, or employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

Training and Development Unit

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

STATE OF HAWAII
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STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT DIVISION
HAWAII BRANCH (2) cont'd

KONA OFFICE SECTION

Implements a comprehensive employment and training services program in West Hawaii.

Clerical Services

Provides statistical, clerical, and stenographic services for the office.

Employment and Employer Relations Unit

Provides central reception, initial assessment, and job information services to jobseekers and employers. Recruits workers for specific industries, occupations, or employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

Training and Development Unit

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT DIVISION
MAUI BRANCH

Administers the delivery of comprehensive employment and training services on the islands of Maui, Molokai, and Lanai.

WAILUKU OFFICE SECTION

Implements a comprehensive employment and training services program on the islands of Maui and Lanai.

Veteran Services

Exercises functional supervision over services provided veterans. Establishes and maintains cooperative working relationships with veteran organizations, employers, governmental agencies, and community organizations to promote the employment of veterans.

Clerical Services

Provides statistical, clerical, and stenographic services for the office.

Employment and Employer Relations Unit

Provides central reception, initial assessment, and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers. Recruits workers for specific industries, occupations, or employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

Training and Development Unit

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

KAUNAKAKAI OFFICE SECTION

Implements a comprehensive employment and training services program on the island of Molokai. Provides central reception, initial assessment, and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Provides employability development services to individuals who are eligible for participation in various training programs. Recruits workers for specific industries, occupations, or employers. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT DIVISION
KAUAI BRANCH

Administers the delivery of comprehensive employment and training services on the island of Kauai.

Clerical Services

Provides statistical, clerical, and stenographic services for the office.

Employment and Employer Relations Section

Provides central reception, initial assessment, and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers. Recruits workers for specific industries, occupations, or employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

Training and Development Section

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION

Administers the statewide unemployment insurance program including the payment of allowances under special training programs in the State.

PROGRAM DEVELOPMENT, COORDINATION AND EVALUATION SERVICES OFFICE

Develops statewide program plans, policies, budgets and operating guidelines; coordinates uniform applications and interpretations of policies and plans; conducts feasibility studies; evaluates effectiveness of program activities; coordinates the implementation of new programs and projects; reviews operations and implements security measures to prevent and/or detect acts of internal fraud; and furnishes technical support and consultative services to the Unemployment Insurance (UI) Administrator and management staff.

Program Development Staff

All functions performed by the Program Development staff relate to both State and Federal programs: intrastate and interstate UI and extended benefits programs, Unemployment Compensation for Former Federal Employees (UCFE), Unemployment Compensation for Ex-Service Members (UCX), Federal Supplemental Compensation (FSB), Supplemental Unemployment Assistance (SUA), Federal Supplemental Benefits (FSB), Disaster Unemployment Assistance (DUA) and Trade Readjustment Allowance (TRA) programs. The staff plans and develops the procedural guidelines for the administration and implementation of the unemployment insurance benefit and tax programs for the State; determines divisional budgetary requirements and develops division-wide program budget plans; directs and conducts complex systems analyses projects for new and existing programs, analyzes and assesses the feasibility of automation for division-wide data and programs; develops, integrates, and coordinates data processing systems, computer applications and procedures to ensure smooth integration of new programs into the existing operation; develops and coordinates training guidelines for new programs for the State; provides technical support and consultative services to supervisory staff; plans, develops, prepares legislative proposals in conjunction with the Program Chief and UI Administrator; conducts research and prepares reports for testimony to the Legislature; promulgates and maintains the Division's rules and regulations; coordinates with the Attorney General's Office on requests for legal interpretations and develops policy statements therefrom; develops and maintains comparative data of precedent cases, including lower level appeal determinations and court cases.

Program Evaluation Staff

Conducts work measurement studies and workload validation studies, prepares analyses of findings, monitors productivity, resource utilization and performance of the tax and benefit operation; evaluates cost effectiveness of the tax and benefit operation; conducts performance evaluations on benefit and tax activities for compliance to federal criteria; furnishes technical support and consultative services to the management staff; develops computer applications for programs related to these functions and plans for future expansion of computer capabilities.

Resource Management Section

Conducts work measurement studies and workload validation studies, prepares analyses of findings; provides financial management support to the UI

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
PROGRAM DEVELOPMENT, COORDINATION AND EVALUATION SERVICES
OFFICE (2) (cont'd)

Administrator; directs long and short-range financial planning for the program, develops and maintains a division-wide cost information system, interprets cost data and monitors productivity, resource utilization and performance of the tax and benefit operation; evaluates cost effectiveness of the tax and benefit operation; conducts performance evaluations on benefit and tax activities for compliance to federal criteria; furnishes technical support and consultative services to the management staff; develops computer applications for programs related to these functions and plans for future expansion of computer capabilities.

Internal Security Section

Directs and coordinates reviews of the design and organization of the UI Division to determine the susceptibility of the operations to unauthorized use of resources, errors in reports and information, illegal or unethical acts, and/or adverse or unfavorable public opinion; keeps management informed on the integrity, efficiency and economy of operations and provides management with facts, interpretations and recommendations to plan and control the operations more effectively; determines the potential exposure of the organization to various security threats and costs associated with each threat; advises management as to whether operations are in accordance with applicable regulations, policies, and procedures, identifies weaknesses in the Division's procedural controls to prevent abuse and assist management in the prevention and detection of fraud, waste, and abuse of public resources; furnishes assistance and advice on operations, procedures and controls to administrative, line, technical and systems staff; provides management with pre-implementation analyses and recommendations for new systems and programs; conducts reviews of all procedural guidelines and workload assignments for conformance to established procedures and to preserve the integrity of the program.

Quality Control Section

Reviews randomly-selected claims for compliance to statute, policy, procedures, rules, and legal interpretations to determine the magnitude and nature of overpayment of benefits and improper payment of benefits; measures the accuracy and efficiency of the operations in the payment of benefits and collection of taxes, identifies weaknesses related to the claims processing activity, and proposes/recommends changes to the law, rules, procedures, forms, reporting system as necessary; produces reliable estimates of overpayment rates, underpayment rates, total error rates, and types and causes of these errors; prepares reports for use in the development of a management system for accurate measurement of incorrect payments, reasons for errors, and a basis for reducing such incorrect payments; monitors the controls which safeguard the integrity of the benefit payment process/program; develops computer applications for programs related to the quality control function; produces statistical data for nationwide analysis of the payment program.

Clerical Services

Provides stenographic, typing and clerical services.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH

Administers the unemployment insurance program including payment of allowances under special training programs in the City and County of Honolulu and resolution of claims arising from labor disputes.

EMPLOYER SERVICES SECTION

Supervises and coordinates the activities of units engaged in the auditing of employer records and collection of taxes, and the maintenance of employer records and accounts for the State; provides informational services to employers; registers employers, maintains controls of employment wages, contributions, and benefit charges; assigns tax rates, issues delinquent notices and office assessments; validates the daily, monthly, and annual wages and tax collections; prepares wage certifications to the Federal government; issues assessment notices for delinquent taxes and penalty and interest; issues and processes billings of benefit reimbursements to self-financed non-profit organizations; maintains the accounts receivable records for advance billings of payments for State and County government employees; processes transfers of experience records, issues benefit charge statements to employers and explains reasons for such charges; examines and prepares source documents for input to computer center and audits output data; edits, processes, and maintains all hire and separation reports; on tax-related functions, conducts administrative reviews and represents the Department at appeal hearings and legal proceedings.

Clerical Services

Provides stenographic, typing and clerical services.

Audit Units I and II

Conducts audits of employer records to assure proper reporting of wages and payment of taxes; advises employers on proper recordkeeping, reporting and application of law, and the provisions and requirements of the unemployment insurance programs; performs delinquent tax collections which may require financial audits to determine solvency and resources of delinquent employers to determine the most effective method of collection; conducts investigations on disputed liability cases and determines coverage; recommends approval on employer registrations, terminations, transfers of experience records, self-financed status, contribution refunds, and tax and penalty waivers; investigates suspected cases of employer fraud.

Employer Accounts Unit

Supervises and coordinates the activities of sub-units engaged in the processing and maintenance of employer accounts and tax records for the State; controls data processing entries to and output from computer center and balances all computer transactions for the Section; issues penalty assessments, tax rates, delinquent notices; conducts administrative reviews on employer requests for reconsideration or appeal and represents the Department at appeal hearings or legal proceedings.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION

OAHU BRANCH (2) cont'd

Employer Records Sub-unit

Controls and maintains all employer records; provides informational services to employers; processes all employer registrations, requests for experience rate transfers, terminations; issues benefit charge statements to employers and explains reasons for such charges; edits and processes all hire and separation reports and contacts employers for missing, incomplete or incorrect reports; reviews and processes all Option 3 applications and reports from employers.

Tax Processing Sub-unit

Processes tax collections and maintains controls on all delinquent employers and taxes due; validates the daily, monthly and annual wages and tax collections; issues delinquent notices and office assessments; prepares wage certifications to the Federal government; issues assessment notices for additional taxes and penalty and interest; issues and processes billings of benefit reimbursements to self-financed non-profit organizations, State and County governments; examines and prepares source documents for input into computer center and post audits output data; maintains the accounts receivable records for advance billings of payment for State and County government employees.

HONOLULU CLAIMS SECTION

Supervises and coordinates activities of units engaged in providing information within the Honolulu area, accepts claims for and determines payability of unemployment benefits; coordinates activities with the Workforce Development offices; reviews, certifies, and processes training allowances under Federal and State programs; investigates improper payment of benefits arising from the benefit payment process, including retroactive monetary and non-monetary disqualifications and office errors; investigates overpayment on active claims detected through internal office crossmatch audits, assessing administrative penalties or initiating prosecution action as applicable; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the Section personnel for modification, redetermination, or referral to appeal hearing; represents the Department at appeal hearings; and assists with labor dispute investigations.

Units I, II, III

Provides information service within the Honolulu area; accepts claims for unemployment benefits under various State and Federal programs and determines payability; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers arising from determinations rendered by the unit personnel for modification, redetermination and/or referral to appeal hearing; reviews appeals referee's reversals of determinations and initiates requests for reopenings or for judicial review on selected cases; investigates improper benefit payments resulting from retroactive disqualifications, appeals referee's reversals, office errors, or claimant/employer failure to report material information related to claimant eligibility; conducts investigations into overpayment detected through internal office crossmatch audits on active claims; assesses administrative penalties and/or initiates prosecution action; and assists with labor dispute investigations.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION

OAHU BRANCH (3) cont'd

Claims Processing Sub-units

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers cases to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing an employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; accepts applications for and determines payability of training allowances.

Claims Examining Sub-units

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance to the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of the law and issues notice to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearings; represents the Department at appeals hearings; assists with labor dispute investigations.

Clerical Services

Provides stenographic, typing and clerical services.

WAIPAHAU CLAIMS SECTION

Supervises and coordinates activities of units engaged in providing information within the Leeward area, accepts claims for and determines payability of unemployment benefits; coordinates activities with the Workforce Development Division offices; reviews, certifies, and processes training allowances under Federal and State programs; investigates improper payment of benefits arising from the benefit payment process, including retroactive monetary and non-monetary disqualifications and office errors; investigates overpayment on active claims detected through internal office crossmatch audits, assessing administrative penalties or initiating prosecution action as applicable; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the Section personnel for modification, redetermination, or referral to appeal hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

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STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION

OAHU BRANCH (4) cont'd

Clerical Services

Provides stenographic, typing and clerical services.

Units I and II

Provides information service within the Leeward area; accepts claims for unemployment benefits under various State and Federal programs and determines payability; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers arising from determinations rendered by the unit personnel for modification, redetermination and/or referral to appeal hearing; reviews appeals referee's reversals of determinations and initiates requests for reopenings or for judicial reviews on selected cases; investigates improper benefit payments resulting from retroactive disqualifications, appeals referee's reversals, office errors, or claimant/employer failure to report material information related to the claimant eligibility; conducts investigations into overpayment detected through internal office crossmatch audits on active claims; assesses administrative penalties and/or initiates prosecution action; assists with labor dispute investigations.

Claims Processing Sub-units

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers case to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; accepts applications for and determines payability of training allowances.

Claims Examining Sub-units

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance to the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notice to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearings; represents the Department at appeals hearings; and assists with labor dispute investigations.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH (5) cont'd

KANEOHE CLAIMS SECTION

Provides information service within the Windward area; accepts claims for unemployment benefits under various State and Federal programs and determines payability; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers arising from determinations rendered by the section personnel for modification, redetermination and/or referral to appeal hearing; reviews appeals referee's reversals of determinations and initiates requests for reopenings or for judicial reviews on selected cases; investigates improper benefit payments resulting from retroactive non-monetary disqualifications, appeals referee's reversals, office errors, claimant or employer failure to report material information related to claimant eligibility; conducts investigations into overpayment detected through internal office crossmatch audits on active claims, assesses administrative penalties and/or initiates prosecution action; and assists with labor dispute investigations.

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers cases to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; accepts applications for and determines payability of training allowances.

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance to the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notice to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

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STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION

OAHU BRANCH (6) cont'd

BENEFIT PROCESSING AND CONTROL SECTION

Supervises and coordinates the activities of the units engaged in the processing of initial claims applications for monetary determinations for the branch offices and the maintenance of claimant records; conducts field investigations on improperly paid claims and on suspected cases of fraud, collusion, and conspiracy between employer and employee on inactive claims and initiating prosecution action as applicable; investigates labor dispute claims; conducts administrative reviews on disputed or contested claims arising from determinations rendered by section personnel; makes field visitations to Federal agencies and military installations to provide information on UI programs, policies and requirements, and to ensure agency conformance to established Federal guidelines on wage and separation reports; and directs activities related to recovery of benefit overpayment and the maintenance of overpayment collection records.

Clerical Services

Provides stenographic, typing and clerical services.

Special Activities Unit

Conducts field investigations on improperly paid claims and on suspected cases of fraud, collusion, conspiracy between employer and employee; secures essential facts and refers selected cases to the Attorney General or prosecutor for prosecution action; adjudicates claims arising out of labor disputes; makes field visits to Federal agencies and military installations to furnish information on Federal programs administered by the UI Division to ensure agency conformance to established Federal guidelines on wage and separation reports, and to participate in pre-retirement briefings held by the Federal agencies; conducts administrative reviews on disputed or contested claims arising from determinations rendered by unit personnel for modification, redetermination, or referral to appeals hearings; testifies at appeals hearings and represents the Department at legal proceedings; pursues recovery of benefit overpayment and coordinates and maintains records for overpayment collections activities.

Workload Control Unit

Conducts online workload and performance evaluations for compliance with Federal quality and quantity performance criteria for Oahu Branch; conducts ongoing workflow analysis to detect problems and makes recommendations for improvement; provides new and enrichment training programs for line personnel and new employee orientation; provides continuous monitoring of workload and job performance standards.

Transactions Unit

Supervises the activities of sub-units engaged in the statewide processing of initial claims applications for monetary eligibility for all programs for unemployment insurance benefits; directs and coordinates a records control center for benefit records; coordinates, controls, and balances the input and output of data to the computer center; approves the daily payments of all unemployment insurance checks and ensures all benefit payments are properly posted in the computer records and accounted for.

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UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH (7) cont'd

Monetary Processing Sub-unit

Receives and reviews initial claims applications from all branch offices; processes and determines monetary eligibility under the various State and Federal programs; prepares certified mail for wage and separation reports; assesses penalties for late or missing wage and separation reports from employers, obtains wage and separation information from delinquent employers to determine monetary eligibility; reviews all protests to monetary determinations, prepares redetermination or refers protest for appeal hearing; represents the Department at appeals hearings; reviews revised monetary determinations, determines employer liability for overpayment if due to employer omission, or refers to the claims sections for resolution, and prepares adjustments to computer records; computes UCX monetary determinations, verifies monetary computations, and prepares manual monetary recomputations; processes and controls combined wage claims, determines the wages to be transferred; and approves all combined wage claim payments to other states.

ADP and Records Control Sub-unit

Examines and prepares source documents for input to computer center, schedules, controls and balances all data processing entries and output for the branch offices; receives monetary determinations and claim certification cards from the computer center, collates documents, mails claimant's copy of the determination, distributes computer output to the branch offices; verifies the daily payments of all UI checks issued and ensures that all payments are posted on the claimant's computer records; establishes controls for and determines disposition of returned, lost, damaged, outlawed or stolen benefit checks; conducts federal wage and separation report verification audits and BP-5 Hire Report crossmatch audits; maintains base paper files and prepares benefit overpayment adjustments and updates to computer files on benefit claims records; and directs mailing of notices to claimants.

STATE OF HAWAII
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STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
HAWAII BRANCH

Administers the unemployment insurance program including the payment of allowances under special training programs in the county of Hawaii.

EMPLOYER SERVICES SECTION

Conducts audits of employer records to assure proper reporting of wages and payment of taxes; advises employers on proper recordkeeping, reporting and application of the law, and the provisions and requirements of the unemployment insurance programs; makes coverage determinations; performs tax collections which require financial audits to determine solvency and resources of delinquent employers to determine the most effective method of collection; recommends approval of and processes applications for employer registrations, requests for terminations, transfers of experience records, self-financed status, contribution refunds, tax and penalty waivers; and investigates suspected cases of employer fraud.

HILO CLAIMS SECTION

Provides information service in East Hawaii; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, assesses administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews of disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims filed within Hawaii County.

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers case to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; and accepts applications for and determines payability of training allowances.

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance with the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notice to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearings; represents the Department at appeals hearings; and assists with labor dispute investigations.

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STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
HAWAII BRANCH (2) cont'd

KONA CLAIMS SECTION

Provides information service in West Hawaii; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, assesses administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims filed within Hawaii County.

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers case to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; and accepts applications for and determines payability of training allowances.

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance with the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notices to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

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DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION

MAUI BRANCH

Administers the unemployment insurance program including the payment of allowances under special training programs in the county of Maui.

EMPLOYER SERVICES SECTION

Conducts audits of employer records to assure proper reporting of wages and payment of taxes; advises employers on proper recordkeeping, reporting and application of the law and the provisions and requirements of the unemployment insurance programs; makes coverage determinations; performs delinquent tax collections which require financial audits to determine solvency and resources of delinquent employers to determine the most effective method of collection; recommends approval on and processes applications for employer registrations, requests for terminations, transfers of experience records, self-finance status, contribution refunds, tax and penalty waivers; and investigates suspected cases of employer fraud.

WAILUKU CLAIMS SECTION

Provides information service within the county of Maui, excluding the island of Molokai; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, assesses administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for an appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims (county-wide only).

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers cases to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; and accepts applications for and determines payability of training allowances.

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance with the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; and prepares written determinations on findings and conclusions of the law,

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DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION

MAUI BRANCH (2) cont'd

and issues notices to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

KAUNAKAKAI CLAIMS SECTION

Provides information service within the county of Maui, excluding the islands of Maui and Lanai; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, assesses administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims (county-wide only).

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
KAUAI BRANCH

Administers the unemployment insurance program including the payment of allowances under special training programs in the county of Kauai.

EMPLOYER SERVICES SECTION

Conducts audits of employer records to assure proper reporting of wages and payment of taxes; advises employers on proper recordkeeping, reporting and application of the law and the provisions and requirements of the unemployment insurance program; makes coverage determinations; performs delinquent tax collections which require financial audits to determine solvency and resources of delinquent employers to determine the most effective method of collection; recommends approval on and processes applications for employer registrations, requests for terminations, transfers of experience records, self-finance status, contribution refunds, tax and penalty waivers; and investigates and suspected cases of employer fraud.

KAUAI CLAIMS SECTION

Provides information service within the county of Kauai; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, administers administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims filed within Kauai County.

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers cases to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; and accepts applications for and determines payability of training allowances.

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STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
KAUAI BRANCH (2) cont'd

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance to the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notices to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION

Administers and enforces the State's Occupational Safety and Health (OSH) Law, rules and regulations, through unannounced compliance inspections of safety and health conditions in places of employment; provides consultation services in places of employment; provides training and information on safety and health; inspects boilers, elevators, and related equipment on a regular basis; and controls the issuance of Certificates of Fitness to use explosives.

ADMINISTRATION AND TECHNICAL SUPPORT

Provides planning, budgeting, purchasing, personnel, analytical, and other types of support services to the Administrator and other branches; monitors applications of the OSH laws and standards for purposes of ensuring standardized application and develops legislative proposals for revisions to the law; monitors inspection and consultation field activities; investigates discrimination complaints and employee complaints about safety and health hazards as branch of record; prepares federal grant applications and monitors program expenditures; reviews and maintains other administrative and management systems that involve program policies, procedures and guidelines and also serves as liaison contact for program matters with other divisions and agencies.

Develops and coordinates new standards through the review, public hearing and approval processes; controls, investigates and recommends actions on variance petitions; provides technical interpretations on the OSH standards; and monitors federal standards and determines applicability to State programs.

Clerical Services

Provides typing and clerical services.

OCCUPATIONAL SAFETY BRANCH

Plans and executes a statewide occupational safety and health inspection and enforcement program with special emphasis on physical, mechanical or circumstantial hazards that may cause injury or death of workers. These functions include:

- Scheduling of unannounced inspections in places of employment;
- Investigating fatal and serious accidents and complaints involving safety conditions;
- Counseling of employers on hazard abatement methods;
- Issuing citations and assessment of penalties for violations;
- Conducting follow-up inspections as necessary, referring significant health hazards to the Occupational Health Branch for evaluation; and
- Maintaining appropriate program records.

Administers program to control the issuance of Certificates of Fitness to use explosives. Provides expert testimony in hearings, appeals and court proceedings; and maintains liaison with other State and private agencies concerning safety and health enforcement matters.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION (2) cont'd

Compliance Section I

Plans for and executes all elements of the statewide OSH inspection and enforcement program at construction and other worksites that are considered mobile in nature.

Prepares and reviews inspection and accident reports for applicability of safety standards and variances pertaining to citations and proposed penalties.

Assists the Branch Manager in the training and standardization of worksite inspectors and coordinates with the Compliance Section II Supervisor for maximum cross-training of inspectors.

Compliance Section II

Plans for and executes all elements of the statewide OSH inspection and enforcement program at fixed industrial establishments, non-mobile places of employment, sometimes referred to as general industry.

Prepares and reviews inspection and accident reports for applicability of safety standards and variances pertaining to citations and proposed penalties.

Assists the Branch Manager in the training and standardization of workplace inspectors and coordinates with the Compliance Section I Supervisor for maximum cross-training of inspectors.

OCCUPATIONAL HEALTH BRANCH

Plans and executes a statewide occupational safety and health inspection and enforcement program with special emphasis on chemical, biological and physical stressors that may cause or contribute to illness of workers. These include:

- Schedules unannounced inspections for health hazards in places of employment;
- Investigates fatal and serious accidents, complaints involving health conditions and discrimination complaints;
- Counsels employers on hazard abatement methods;
- Issues citations and assesses penalties for violations;
- Conducts follow-up inspections, refers complex safety hazards to the Occupational Safety Branch for evaluation, and
- Maintains appropriate program records.

Provides expert testimony in hearings, appeals and court proceedings; maintains liaisons with other State and private agencies concerning safety and health enforcement matters.

Prepares and reviews inspection and health sampling reports for applicability of health standards and variances pertaining to citations and proposed penalties.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION (3) cont'd

Provides training, formal and on-the-job, and standardization of inspectors for maximum cross-training.

Studies the work environment, processes and operations in order to obtain full details of the nature of the work, materials and equipment used, and products and by-products generated, to determine the magnitude of exposure to workers and suggest corrective measures.

- Determines sampling strategy, including instrument selection, sampling duration and representative exposures;
- Performs such measurements using a variety of sampling and field instruments;
- Conducts worker interviews to determine extent of exposure and feasibility of controls;
- Makes specific decisions as to the need for, or effectiveness of, control measures including engineering and personal protective equipment and as necessary, advises regarding procedures which will be suitable and effective for the control of health hazards; and
- Provides information on occupational health issues to other State and private agencies as well as the community-at-large.

Maintains technical and analytical equipment for field readiness meeting acceptable quality control guidelines.

CONSULTATION AND TRAINING BRANCH

Plans for and executes the elements of a statewide consultation, training and information program to promote employers' voluntary compliance with the law, administrative rules and standards.

Maintains liaisons with the various employer groups, associations, etc., and employee unions to coordinate OSH voluntary compliance activities.

Maintains a technical reference library and audio/visual loan service which serves as a statewide resource of occupational safety and health.

Provides public information on various program aspects through speeches, handbooks, brochures, etc.; responds to inquiries, formal and informal, on safety and health matters.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION (4) cont'd

Provides consultative services at places of employment; assists employers in achieving compliance with the OSH Law by auditing required records, reviewing safety and health programs, identifying hazards and recommending corrective actions and providing written reports; and assuring that serious hazards are abated by follow-up activities with employers.

Provides training on the law, administrative rules and standards in classroom or field environments as requested by employers, employees, groups, unions, trades and industries; and prepares education programs, training prospectus and supporting visual aids and handout materials.

BOILER AND ELEVATOR INSPECTION BRANCH

Performs safety and compliance inspection/investigation activities involving equipment, facilities and operations related to elevators, dumbwaiters, escalators, moving walks and ramps, inclined lifts, manlifts, tramways and amusement rides, boilers, pressure vessels, pressure piping and systems, and related equipment.

Administers licensing examinations for boiler and elevator inspectors; provides on-the-job training and continuous standardization training for inspectors.

Boiler Section

Reviews and approves plans for and inspections of boilers, pressure vessels, piping, systems, and related equipment in all places throughout the State for compliance with the National Boiler Code.

Prepares inspection reports and orders to correct deficiencies, makes recommendations, and takes follow-up actions as necessary.

Investigates accidents and report findings and recommendations. Provides expert testimony for legal purposes.

Maintains a current Commission from the National Board and Pressure Vessel Inspectors.

Reviews insurance inspector's report findings and corrective actions.

Elevator Section

Plans for and inspects installations and operations of elevators, dumbwaiters, escalators, moving walks and ramps, inclined lifts, manlifts, tramways, and amusement rides for compliance with the national codes.

Prepares inspection reports and orders to correct deficiencies, makes recommendations and takes follow-up action as necessary.

Reviews installation plans for new equipment, modifications and repair, and recommends actions for compliance with safety codes.

Investigates accidents and reports findings and recommendations. Provides expert testimony and consultations for legal purposes. Maintains a current inspection Commission.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION

Plans, directs, and coordinates statewide activities relating to the interpretation, implementation, and administration of the Workers' Compensation (WC), Temporary Disability Insurance (TDI), and Health Care (HC) laws, rules, regulations, policies and procedures. Ensures that the Director's policies and directives are uniformly applied throughout the State to fulfill the Department's legal responsibilities with respect to the administration of the three programs and plans all activities pertinent to the effective and efficient management of the WC, TDI, and HC programs. Also, plans and coordinates all activities relating to studies, research, drafting, preparation, and presentation of legislative proposals and testimonies.

TDI AND HC APPEALS REFEREES

Hears and adjudicates appealed adverse determinations issued against employees, employers, or insurers regarding the TDI and HC laws.

WORKERS' COMPENSATION PROGRAM OFFICE

Functions under the general direction of the Administrator and develops WC program goals and objectives and ensures that they are met. The WC Program Office plans, coordinates, and evaluates personnel and financial requirements for accomplishing WC program goals and objectives. Responsibilities also include establishing necessary policies and guidelines for WC program effectiveness and efficiency; and conducting evaluations and developing procedures, standards, and methods to improve operational areas. The WC Program Office also proposes legislative and rule changes to improve, clarify, or expand the WC program as well as identifies, develops, and conducts training as necessary. Administers the WC Special Compensation Fund and invests monies to insure solvency of the fund; and coordinates information and efforts with the insurance industry, employer and employee groups, and other governmental agencies to improve and facilitate the WC program and its administration.

TEMPORARY DISABILITY INSURANCE AND HEALTH CARE PROGRAMS OFFICE

Functions under the general direction of the Administrator and develops the goals and objectives of the TDI and HC programs to ensure that they are met. The TDI and HC Office plans, coordinates, and evaluates personnel and financial requirements for accomplishing the TDI and HC program's goals and objectives; establishes necessary policies and guidelines for the TDI and HC programs' effectiveness and efficiency; and conducts evaluations and develops procedures, standards, and methods to improve operational areas. The TDI and HC Office also proposes legislative and rule changes to improve, clarify, or expand the TDI and HC programs as well as identify, develop, and conduct training as necessary. Administers the TDI Special Disability Fund, Prepaid Health Care Premium Supplementation Fund, and invests monies to insure solvency of the fund; and coordinates information and efforts with the insurance industry, employer and employee groups, and other governmental agencies to improve and facilitate the TDI and HC programs and their administration.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION (2) cont'd

PROGRAM SUPPORT AND COORDINATION OFFICE

Coordinates statewide technical and supportive services of the WC, TDI, and HC programs and participates and develops Division plans, goals, personnel and budgetary requirements. This Office coordinates and develops program policies, procedures, standards, and methods to improve the Division's effectiveness and efficiency. They also review and draft legislative and regulation changes and coordinate the implementation of new programs and projects. The Program Support and Coordination Office coordinates with the Electronic Data Processing Systems Office (EDPSO) on all technology activities to ensure complete and accurate information, and also provides stenographic, clerical, and typing services to all Division offices and branches.

Clerical Services

Directs, assigns, and coordinates activities related to the receiving and processing of incoming and outgoing mail; provides duplicating, clerical, typing, and stenographic services to the Program Support and Coordination Office, Medical Advisor, and Hearings Branch. The clerical staff also provides support to all Division branches as necessary to meet increased workloads.

HEARINGS BRANCH

Plans, directs, supervises, and coordinates statewide activities related to the hearing and adjudication of WC award cases. This Branch provides consultative and reception services, prepares cases that are ready for hearings, schedules cases for hearings, refers disabled workers to the Rehabilitation Branch, and assures equitable compromises and attorney fees. The Hearings Branch also participates in the development of program plans, budget, rules and regulations, and policies and procedures.

Hearings Section

Conducts administrative hearings of industrial injury and disability claims for WC award cases. This Section hears and determines the employer's liability for benefits in controverted cases. They also determine the extent of payment for disability or medical benefits to disabled workers; determine death benefits; and assure equitable compromises on awards and attorney fees. The Hearings Section provides consultative services to injured workers, union representatives, attorneys, employers and insurance carriers on WC matters and application of the law.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION (3) cont'd

Review Section

Directs, assigns, and coordinates activities related to reception services. This Section also reviews, determines, and prepares WC cases that are ready for hearings, and schedules cases for hearings. They maintain and direct dockets of hearings, awards disfigurement, and issues administrative decisions for cases that do not require a hearing.

ENFORCEMENT BRANCH

Plans, directs, supervises, and coordinates the statewide activities related to the enforcement of the WC, TDI, and HC Insurance laws and regulations. This Branch participates in the development of program plans, budgets, rules and regulations, and policies and procedures. They also ensure that all covered employers have coverage through an insurance carrier and/or self insurance. The Enforcement Branch enforces penalty provisions of the laws and reporting requirements; conducts employer audits to determine compliance with applicable program laws, rules, and regulations; and prepares reports of findings for administrative review.

Audit Section

Audits and examines employers' and insurance companies' records to ensure compliance with the requirements of the WC, TDI, and HC laws, rules, and regulations. This Section reviews and approves financial solvency of employers applying for self-insurance; determines the requirement for the amount of security needed for self-insurance; and audits records to determine whether employers are properly withholding employees' contributions to pay for the cost of insurance. They also audit employers' financial records to determine and certify the employers' eligibility for premium supplementation, advise employers of their duties and responsibilities under the three programs, and perform audit activities related to the administration of the TDI Special Fund and HC Premium Supplementation Fund.

Investigation Section

Conducts investigations and enforces violations of the WC, TDI, and HC laws, rules, and regulations. This Section compels employers to provide adequate coverage for employees under the three programs, while assuring prompt benefit payments to qualified claimants. They investigate industrial injury cases involving delinquent and non-complying employers; determine an employer's solvency and ability to pay compensation to the injured worker; and recommend special compensation fund payments when the employer is defunct or insolvent. The Investigation Section examines employers' and insurance companies' records for compliance with legal requirements and advises employers of their duties and responsibilities under the three programs.

PLANS ACCEPTANCE AND BENEFIT CLAIMS BRANCH

Plans, directs, supervises, and coordinates the statewide activities related to the TDI and HC plans. This Branch reviews and approves all insured and self-insured plans to determine if they meet the requirements of the TDI and HC laws, rules, and regulations. The Branch also determines whether the benefit provisions of a voluntary disability or wage continuance plan are equivalent to the statutory requirements; and processes, approves, and makes special disability fund payments to qualified claimants. In addition, they process and pay premium

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION (4) cont'd

supplementation payments to eligible employers; process and schedule hearings adjudicating TDI appeals; and maintain the TDI and HC computer systems by inputting accurate employer record data and annual report data for management's use in effecting sound program administration. The Branch also participates in the development of program plans, budget, rules and regulations, and policies and procedures.

RECORDS AND CLAIMS BRANCH

Plans, directs, supervises, facilitates, and coordinates statewide activities related to WC claims, insurance, records management and control, statistical reports, computer inputs and outputs, payments and management of the WC Special Compensation Fund and financial audits. This Branch also transfers case files with all required reports to the Hearings Branch, and participates in the development of program plans, budgets, rules and regulations, policies and procedures.

Records and Claims Section

Receives, resolves, and replies to complainants. The Records and Claims Section acts on inquiries and requests for information for adjudicated and non-adjudicated cases, while providing information on the status of cases to interested parties. This Section counsels and assists employees in filing WC claims and receives and examines requests for commutation of payments, and makes recommendations for approval or disapproval. They compile claims statistical data through the coding of the employer's first, supplemental, and final reports. This Section is responsible for closing non-award cases and preparing, reconciling, and inputting into the computer system current claims data for management evaluation of the program and for use in effecting sound program and Occupational Safety and Health Administration regulations. This Section also receives, reviews, processes, and files reports filed by employers, insurers, physicians, and other sources; issues claim number memos to carriers; maintains control of records; audits files and recommends to the Hearings Branch cases with all required reports and requests for these cases; provides copies of records to interested parties; determines record storage requirements; and coordinates storage of such reports with the Department of Accounting and General Services' Archives Division.

Insurance Section

Receives, reviews, processes, and files new insurance policies, endorsements, expirations, and cancellations. Also ensures that all employers comply with the requirement of securing coverage through an insurance carrier or by self-insurance; and coordinates and maintains liaisons with the Insurance Commissioner on matters relating to carriers authorized and licensed to conduct the business of WC insurance in Hawaii.

Processes and directs payments to disabled workers from the WC Special Compensation Fund and coordinates with independent certified public accountants to determine the annual WC Special Compensation Fund assessment. The Insurance Section establishes standards and reviews and approves financial solvency and the ability of employers applying for self-insurance to pay WC benefits. They audit the Neighbor Islands' special payment requests, determine whether security is required to such self-insured plans, and maintain a statewide current status summary record of special compensation cases. This Section is responsible for submitting a quarterly report of the status of these cases, conducting financial audits and benefit payment reviews to determine compliance with the laws' requirements, and referring non-complying employers and insurers to the Enforcement Branch.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION (5) cont'd

Workers' Compensation Benefits Facilitator Section

Facilitates the WC process to ensure that claims are processed expeditiously through the WC process by responding to inquiries from claimants, attorneys, representatives of insurance carriers, or employers. Responsible for educating claimants on the WC law and claims processes to make them aware of their rights and benefits. This Section maintains information programs to keep workers informed of the WC law; responds to inquiries on claim status and questions on the WC law; and recommends improvements to the WC claims process to benefit all parties of the WC system.

VOCATIONAL REHABILITATION BRANCH

Plans, directs, supervises and coordinates statewide activities related to the rehabilitation of industrially-injured workers. The Vocational Rehabilitation Branch reviews and approves plans from rehabilitation agencies to rehabilitate injured workers and certifies these agencies on meeting legal standards to train injured workers. They are responsible for drafting rules and regulations and setting policies to implement and improve the rehabilitation program. This Branch refers injured workers to rehabilitation training and monitors rehabilitation agencies to determine the adequacy and effectiveness of rehabilitation services provided to the injured workers. They are also responsible for monitoring the progress of injured workers in training; rendering determinations on controverted rehabilitation and regular WC cases; monitoring insurers' records to ensure proper and timely WC benefits and living expenses are provided to injured workers in training and maintaining an accurate and current recordkeeping system.

COST REVIEW BRANCH

Plans, directs, supervises, and coordinates statewide activities related to WC guidelines on frequency of treatment and the qualification of health care providers. This Branch drafts rules and regulations and sets policies to implement and improve the frequency of treatment guidelines and the qualification of health care providers. They also visit, review, qualify, and monitor health care providers and their treatment plans to insure that medical care and services are considered necessary and appropriate. The Cost Review Branch conducts investigations and administrative hearings and adjudication of health care providers cases and program cost issues, and maintains an accurate and current recordkeeping system.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WAGE STANDARDS DIVISION

Plans, directs, coordinates, and implements a statewide program of labor law enforcement relating to the interpretation, implementation, and administration of the Wages and Hours of Employees on Public Works Law, Family Leave Law, Wage and Hour Law, Payment of Wages and Other Compensation Law, Part II and Part III of the Employment Practices Law, Child Labor Law, and related administrative rules, policies and procedures. Plans, organizes, directs and coordinates Division activities and operations relating to program management, including research, drafting, preparation, and presentation of new plans of operations, program plans, budget proposals and concerns, legislative proposals and testimonies, and other related matters. Develops administrative rules relating to assigned labor laws and proposes and drafts amendments as needed. Develops and oversees the implementation of public information programs on all assigned laws and on services provided by the Division. Prepares reports on Division activities and maintains related files.

INTAKE AND CERTIFICATION BRANCH

Provides a consolidated intake and information service for the Division. Plans, directs, supervises, and coordinates the activities relating to the receipt, review, and processing of all complaints and inquiries relating to the Wages and Hours of Employees on Public Works Law, Family Leave Law, Wage and Hour Law, Payment of Wages and Other Compensation Law, Part II and Part III of the Employment Practices Law, Child Labor Law, and related administrative rules. Refers complaints to the Compliance Branch or Hearings Branch for investigation, hearing or appropriate action, or to the proper State, county, or federal agency if the complaint does not fall under the jurisdiction of the Division.

Receives, reviews, and processes applications and issues certificates for child labor, special minimum wages, and payday exceptions. Conducts payday elections. Participates in the development of program plans, budget, legislation, rules and regulations, policies, and procedures. Recommends changes to State laws. Plans and implements statewide consultation, training, and informational programs, seminars, workshops, and outreach activities to promote voluntary compliance with laws, rules, and labor standards. Refers the public to the proper governmental or private agency in the State if the information requested is not under the jurisdiction of the Division. Prepares reports and maintains records on branch activities.

COMPLIANCE BRANCH

Plans, directs, supervises and coordinates statewide activities relating to the enforcement of the Wages and Hours of Employees on the Public Works Law, Wage and Hour Law, Payment of Wages and Other Compensation Law, Child Labor Law, Family Leave Law, Part II of the Employment Practices Law, and related administrative rules. Participates in the development of program plans, budget, legislation, administrative rules, policies, and procedures. Recommends amendments to State laws assigned to the Division. Prepares reports and maintains files on branch activities.

Investigations Sections I and II

Coordinates and conducts investigations of complaints of alleged violations relating to nonpayment of minimum wage and overtime, prevailing wages, illegal deductions, unpaid wages, child labor, family leave, and lie detector tests. Examines employers' records to substantiate allegations. Conciliates settlement of complaints and recommends litigation as

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WAGE STANDARDS DIVISION (2) cont'd

needed. Works with the attorney in the litigation of cases and collection of wages and penalties. Conducts random compliance investigations to determine compliance with assigned laws and assures that corrective action is taken when violations are found.

HEARINGS BRANCH

Plans, directs, supervises, and coordinates statewide activities relating to the hearing of:

1) complaints involving unlawful suspension, discharge or discrimination due to work injury, garnishment, or personal bankruptcy under Part III of Chapter 378, Hawaii Revised Statutes (HRS); and 2) appeals of Notifications of Violation filed under Chapter 104, HRS and under Chapter 398, HRS. Conducts hearings pursuant to Chapter 91, HRS, and pre-hearing conferences on complaints; provides assistance to parties in negotiating settlements. Renders decisions on complaints and appeals based on the hearing.

Participates in the development of program plans, budget, legislation, administrative rules, policies, and procedures. Recommends changes to State laws. Prepares reports and maintains files on branch activities.

TECHNICAL SUPPORT AND SERVICES OFFICE

Provides statewide technical and administrative support services to the Division. Coordinates the development and implementation of Division plans and goals, budgetary requirements, personnel, training, and automation.

Develops and coordinates the implementation of administrative policies, procedures, performance standards, and quality control programs in an effort to improve the overall effectiveness and efficiency of the division. Develops and/or analyzes proposed amendments to legislation, and prepares testimonies and supporting documentation. Develops and coordinates the adoption of new administrative rules relating to assigned laws and proposed amendments to existing administrative rules. Proposes, develops, and coordinates the implementation of new division programs or projects.

CLERICAL SERVICES

Provides and coordinates clerical services for intake and certification activities for the receipt, processing and distribution of incoming and outgoing mail; for duplicating, collating, distributing laws, administrative rules, posters and informational publications. Provides typing, stenographic, data entry, filing, and statistical services to the various branches to meet workload demands and established deadlines.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
STATEMENT OF FUNCTIONS

HAWAII DISTRICT OFFICE

Represents the Director of Labor and Industrial Relations in a county district relative to the programs administered by the Disability Compensation, Wage Standards, and Hawaii Occupational Safety and Health Divisions.

HILO STAFF and WEST HAWAII STAFF

Provides informational and advisory services to employers, employees, and the general public on departmental programs.

Provides consultation, training and information to employers to promote voluntary compliance with the Law, administrative rules and standards.

Conducts hearings of Workers' Compensation (WC) injury claims involving temporary or permanent disability, disfigurement, or death, and recommends appropriate awards; conduct investigations of injury claims and insurance coverage; enforce reporting and security requirements of the Law; review and process WC documents necessary to the completion of injury cases; and refer injured workers to rehabilitation training.

Assures that all covered employers have temporary disability insurance coverage through an insurance carrier and/or self-insurance; enforces penalty provisions to insure compliance with applicable program laws, rules, and regulations, and prepares report of findings for administrative review.

Conducts enforcement activities, including investigations and audits, to insure compliance with the Health Care Law.

Enforces State Labor Laws, and rules and regulations dealing with wages and hours, child labor, wage claims, wage payment, family leave and other related areas.

Inspects places of employment and machines, devices, apparatus, equipment, methods, and processes in use of hazards to the life, health, and safety of workers; enforce safety laws, codes, and the Occupational Safety and Health Administration regulations.

Facilitates the Workers' Compensation process to ensure that claims are processed expeditiously through the WC system; educates claimants on the WC law and claims processes; maintains information programs to keep workers informed of the WC law; responds to inquiries on claim status and questions on the WC law; recommends improvements to the WC claims process.

CLERICAL SERVICES

Provides statistical, clerical and stenographic services for the office.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

MAUI DISTRICT OFFICE
KAUAI DISTRICT OFFICE

Represents the Director of Labor and Industrial Relations in a county district relative to the programs administered by the Disability Compensation, Wage Standards, and Hawaii Occupational Safety and Health Divisions.

Provides informational and advisory services to employers, employees, and the general public on departmental programs.

Provides consultation, training and information to employers to promote voluntary compliance with the Law, administrative rules and standards.

Conducts hearings of Workers' Compensation (WC) injury claims involving temporary or permanent disability, disfigurement, or death, and recommends appropriate awards; conducts investigations of injury claims and insurance coverage; enforces reporting and security requirements of the Law; reviews and processes WC documents necessary to the completion of injury cases; and refers injured workers to rehabilitation training.

Assures that all covered employers have temporary disability insurance coverage through an insurance carrier and/or self-insurance; enforces penalty provisions to insure compliance with applicable program laws, rules, and regulations, and prepares report of findings for administrative review.

Conducts enforcement activities, including investigations and audits, to insure compliance with the Health Care Law.

Enforces State Labor Laws, and rules and regulations dealing with wages and hours, child labor, wage claims, wage payment, family leave and other related areas.

Inspects places of employment and machines, devices, apparatus, equipment, methods, and processes in use of hazards to the life, health, and safety of workers; enforce safety laws, codes, and the Occupational Safety and Health Administration regulations.

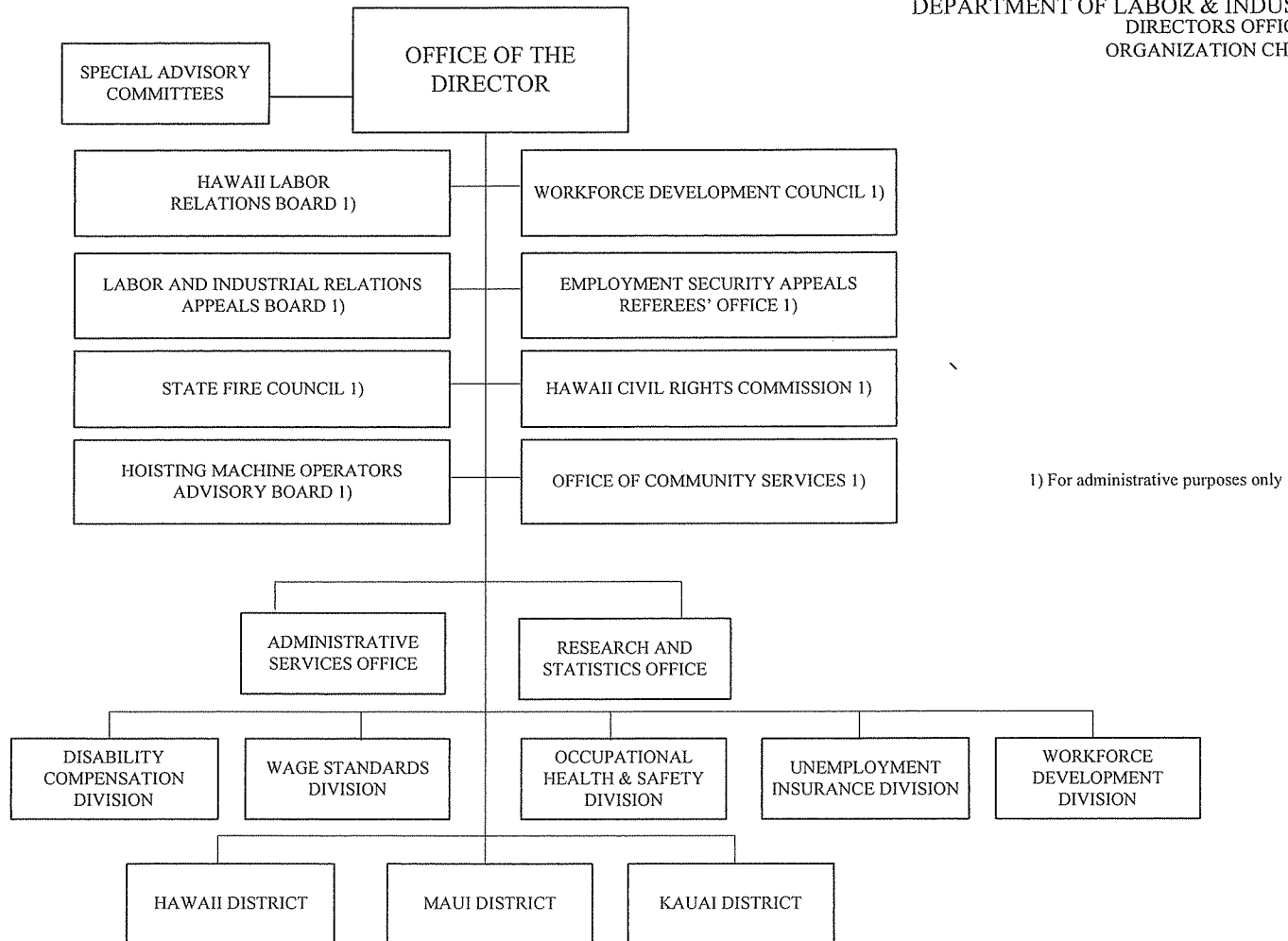
Facilitates the Workers' Compensation process to ensure that claims are processed expeditiously through the WC system; educates claimants on the WC law and claims processes; maintains information programs to keep workers informed of the WC law; responds to inquiries on claim status and questions on the WC law; recommends improvements to the WC claims process.

CLERICAL SERVICES

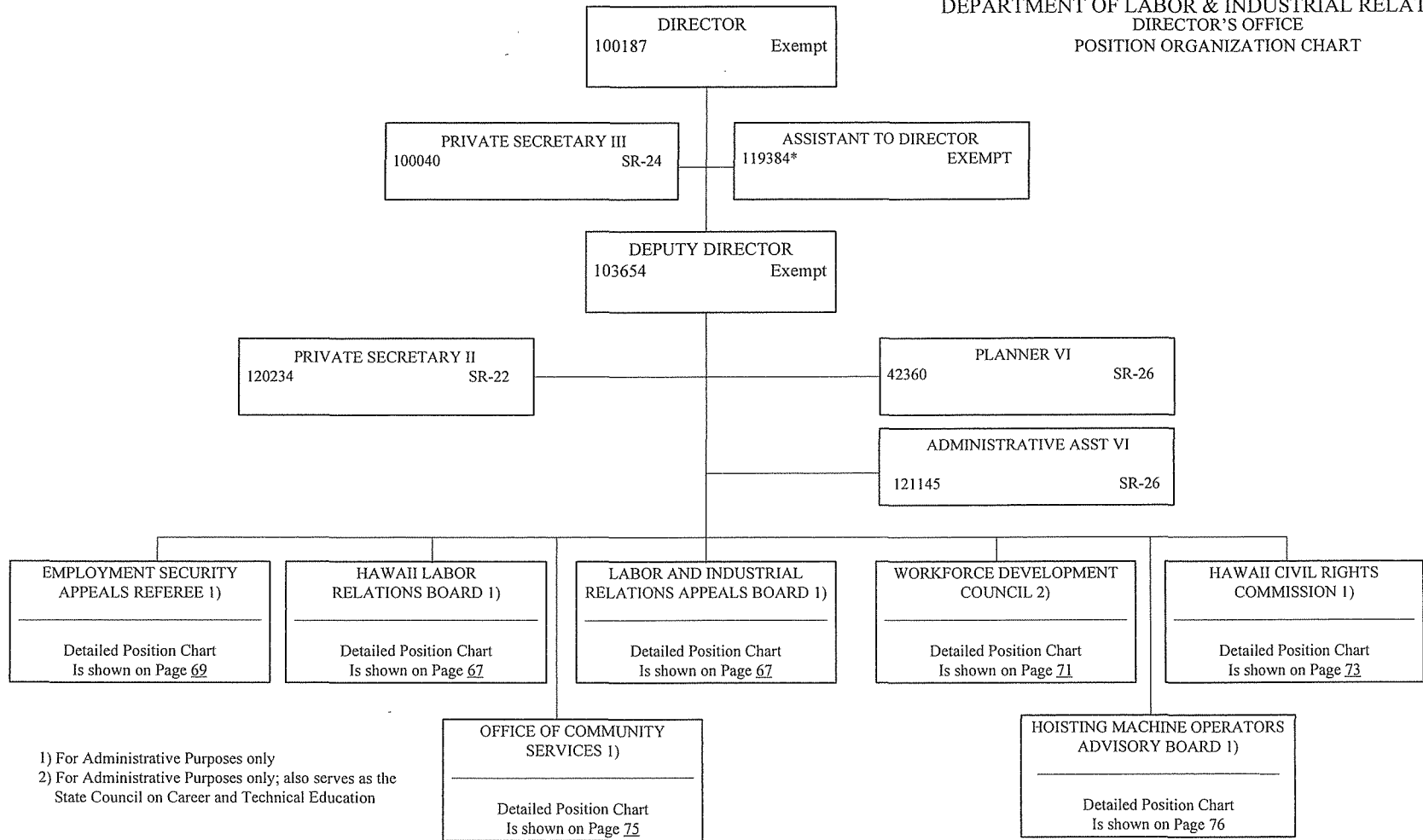
Provides statistical, clerical and stenographic services for the office.

...ORGANIZATION AND POSITION CHARTS...

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DIRECTORS OFFICE
 ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
DIRECTOR'S OFFICE
POSITION ORGANIZATION CHART

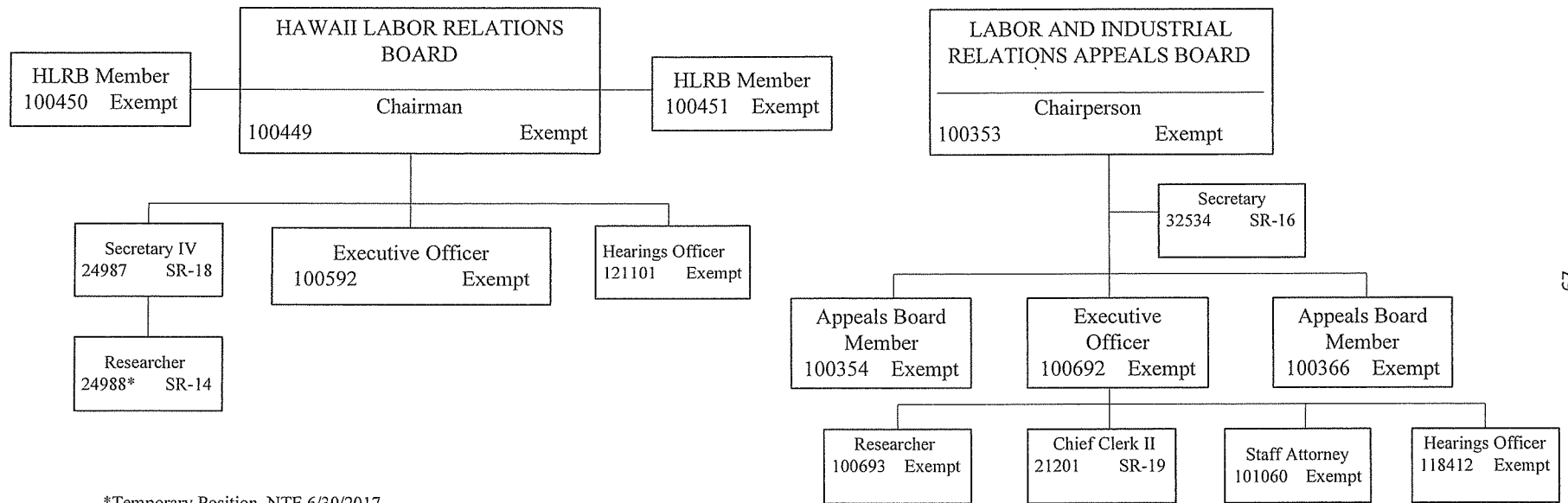


1) For Administrative Purposes only

2) For Administrative Purposes only; also serves as the State Council on Career and Technical Education

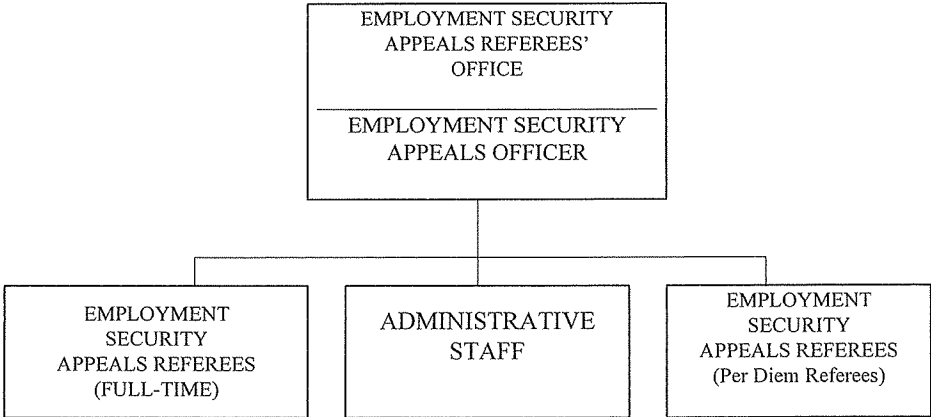
* Special Assignment (LBR 111PB)

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII LABOR RELATIONS BOARD
 LABOR AND INDUSTRIAL RELATIONS APPEALS BOARD
 POSITION ORGANIZATION CHART

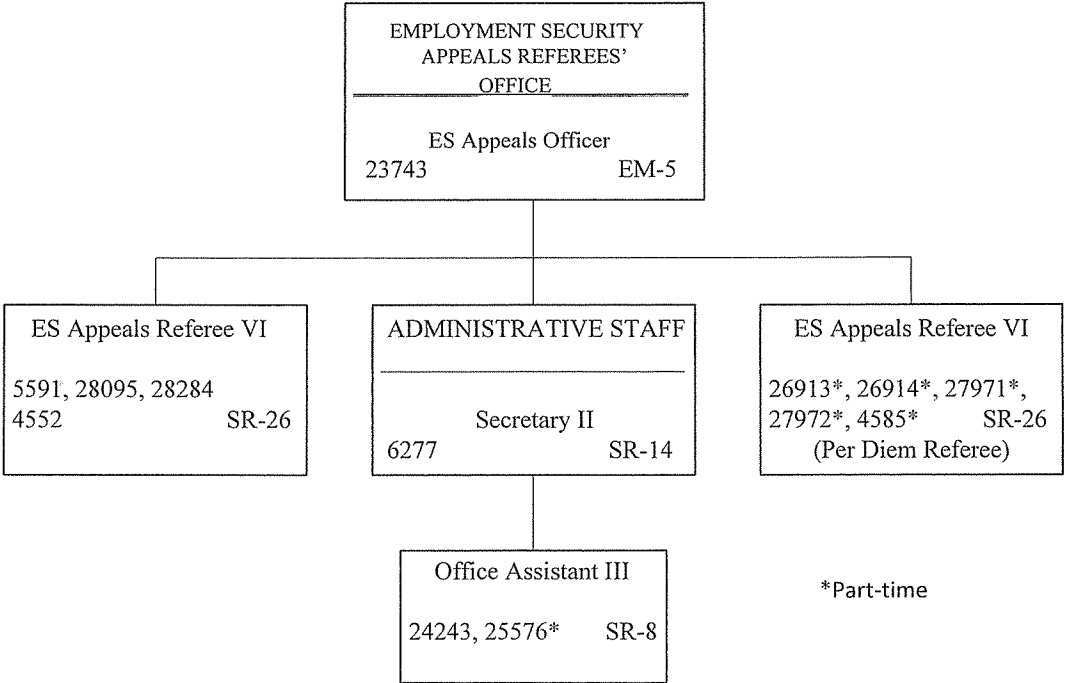


*Temporary Position, NTE 6/30/2017

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE
POSITION ORGANIZATION CHART

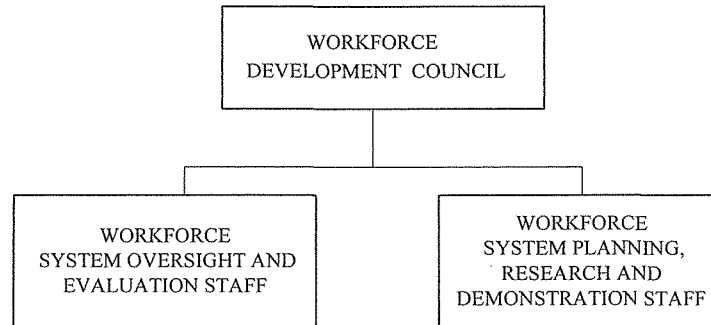


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE
 POSITION ORGANIZATION CHART

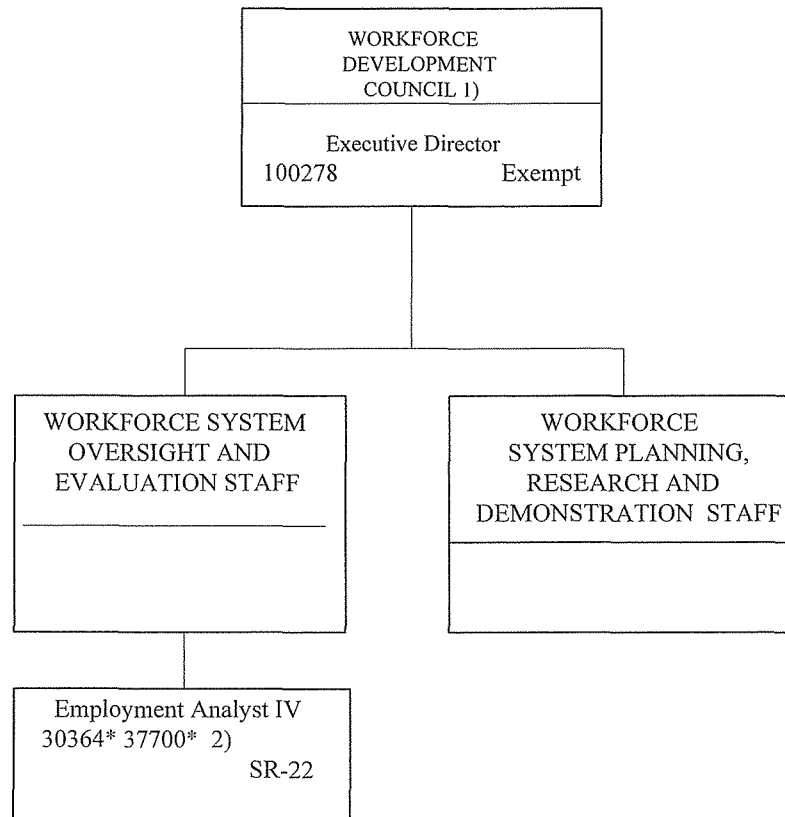


*Part-time

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT COUNCIL
POSITION ORGANIZATION CHART

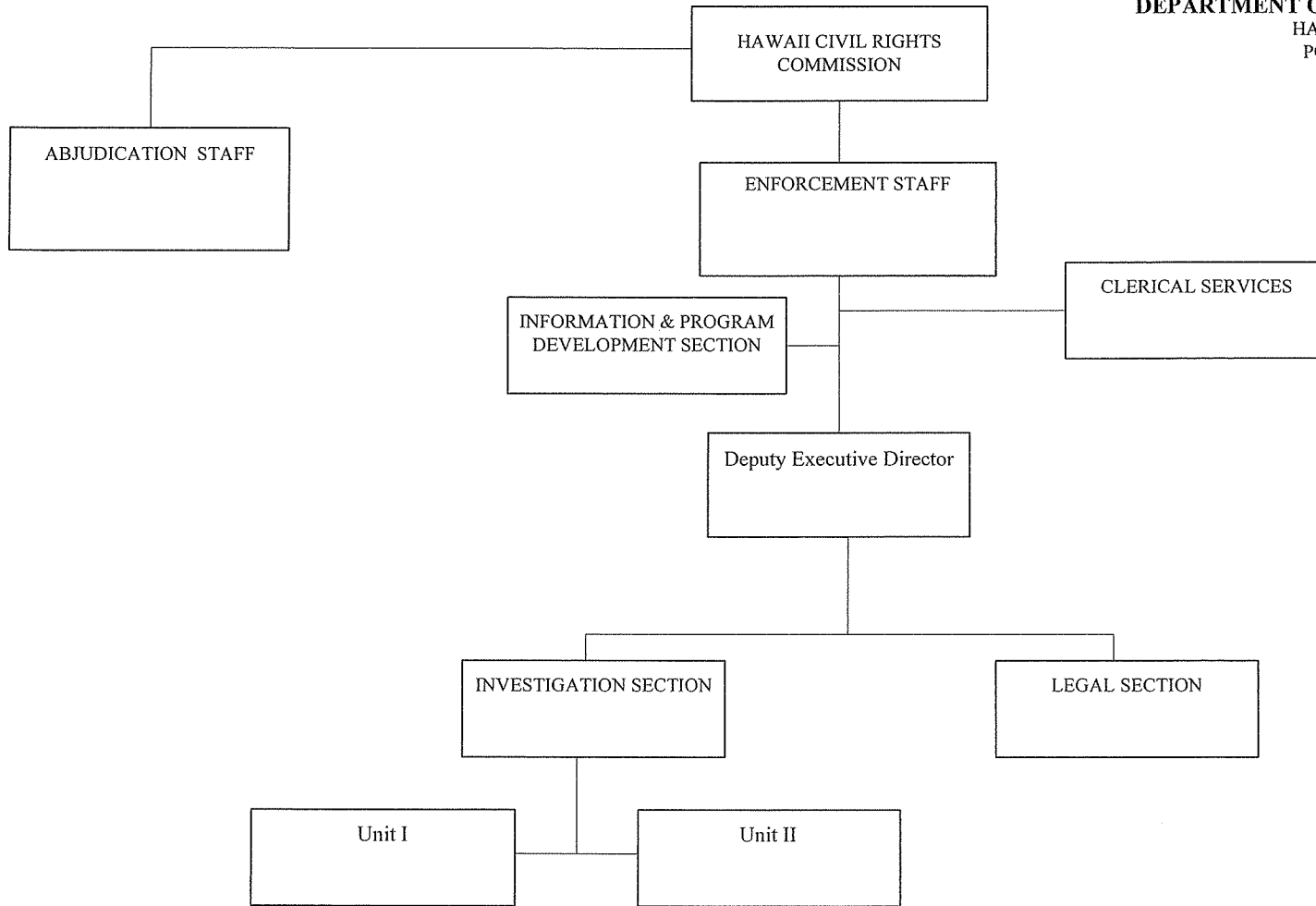


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT COUNCIL
 POSITION ORGANIZATION CHART

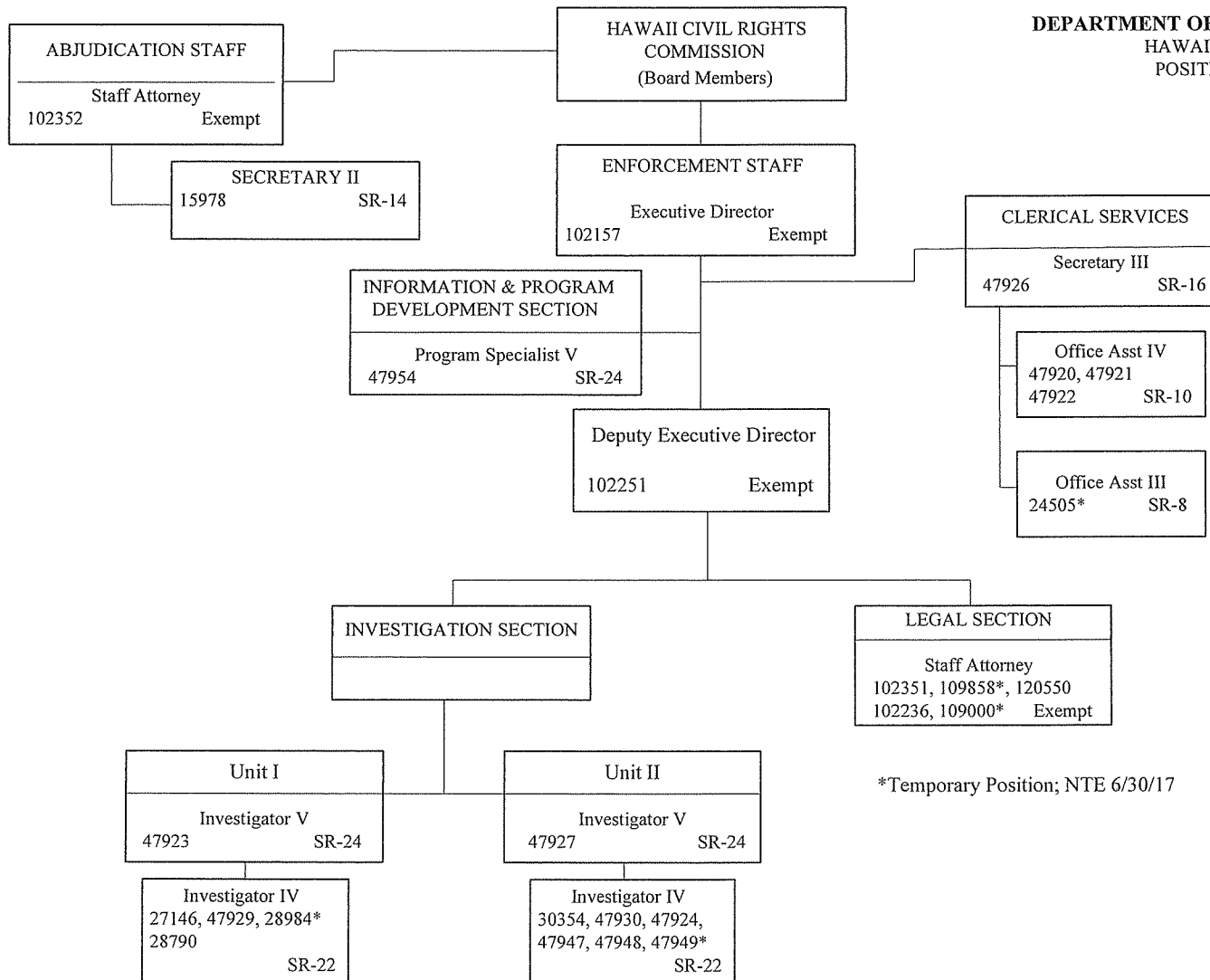


1) For Administrative Purposes Only
 2) Position to be redescribed
 * Temporary position, NTE 6/30/17

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII CIVIL RIGHTS COMMISSION
POSITION ORGANIZATION CHART

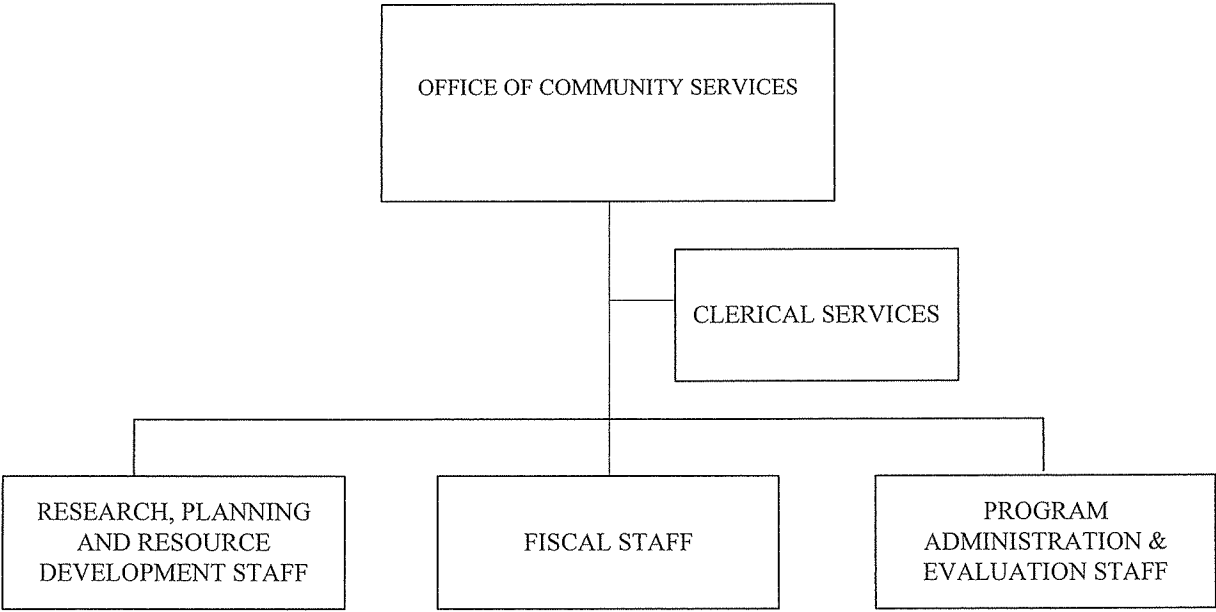


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII CIVIL RIGHTS COMMISSION
 POSITION ORGANIZATION CHART

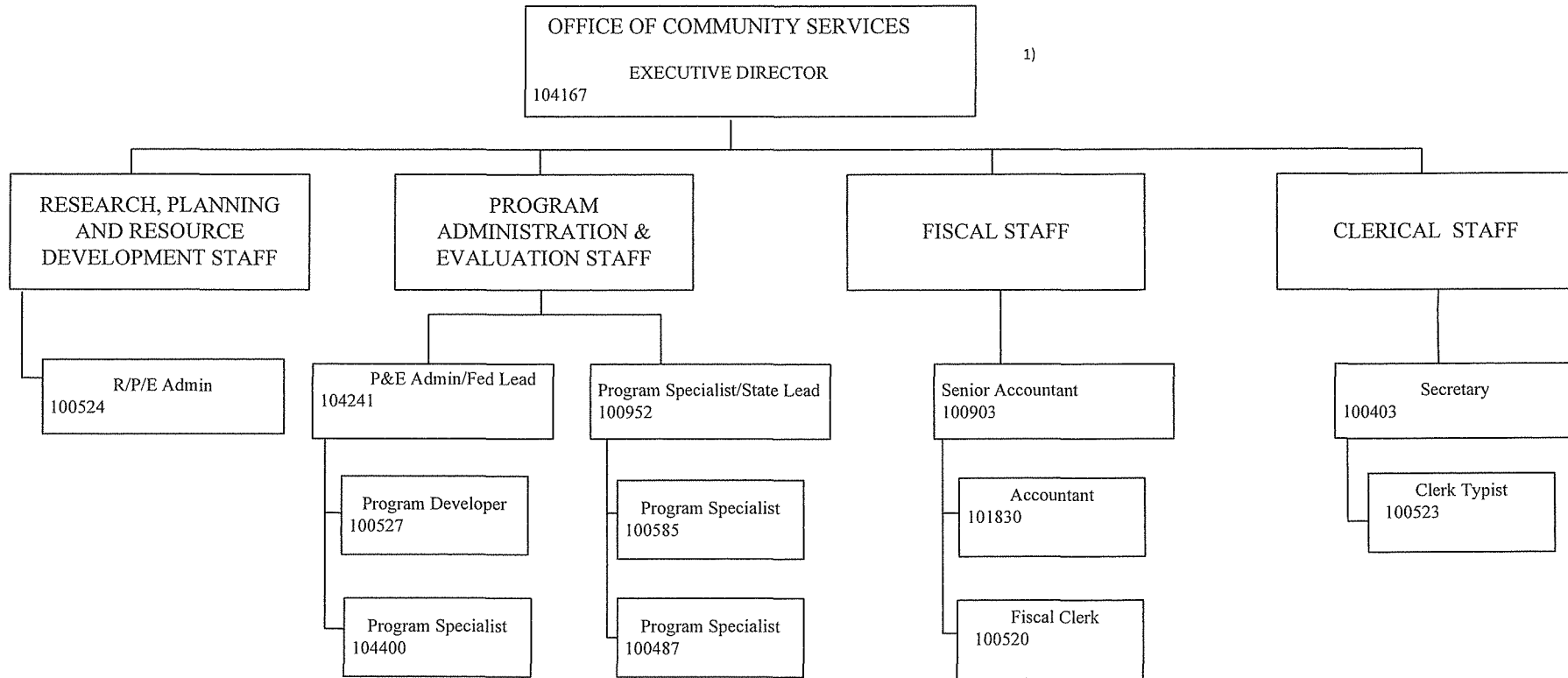


*Temporary Position; NTE 6/30/17

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
OFFICE OF COMMUNITY SERVICES
POSITION ORGANIZATION CHART



STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 OFFICE OF COMMUNITY SERVICES
 POSITION ORGANIZATION CHART



1) All Positions Exempt by Statute

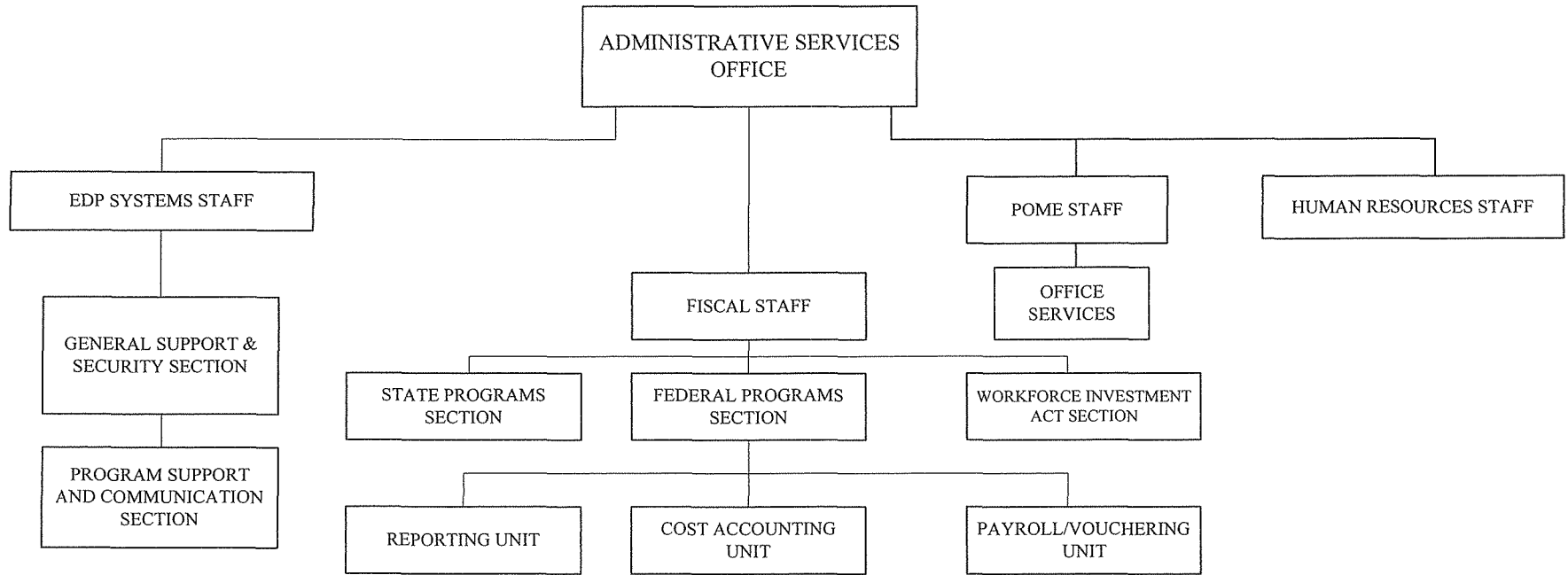
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HOISTING MACHINE OPERATORS
ADVISORY BOARD
ORGANIZATION CHART

Executive Director	
109857* 1)	SRNA

*Part-time
1) Exempt By Statute

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

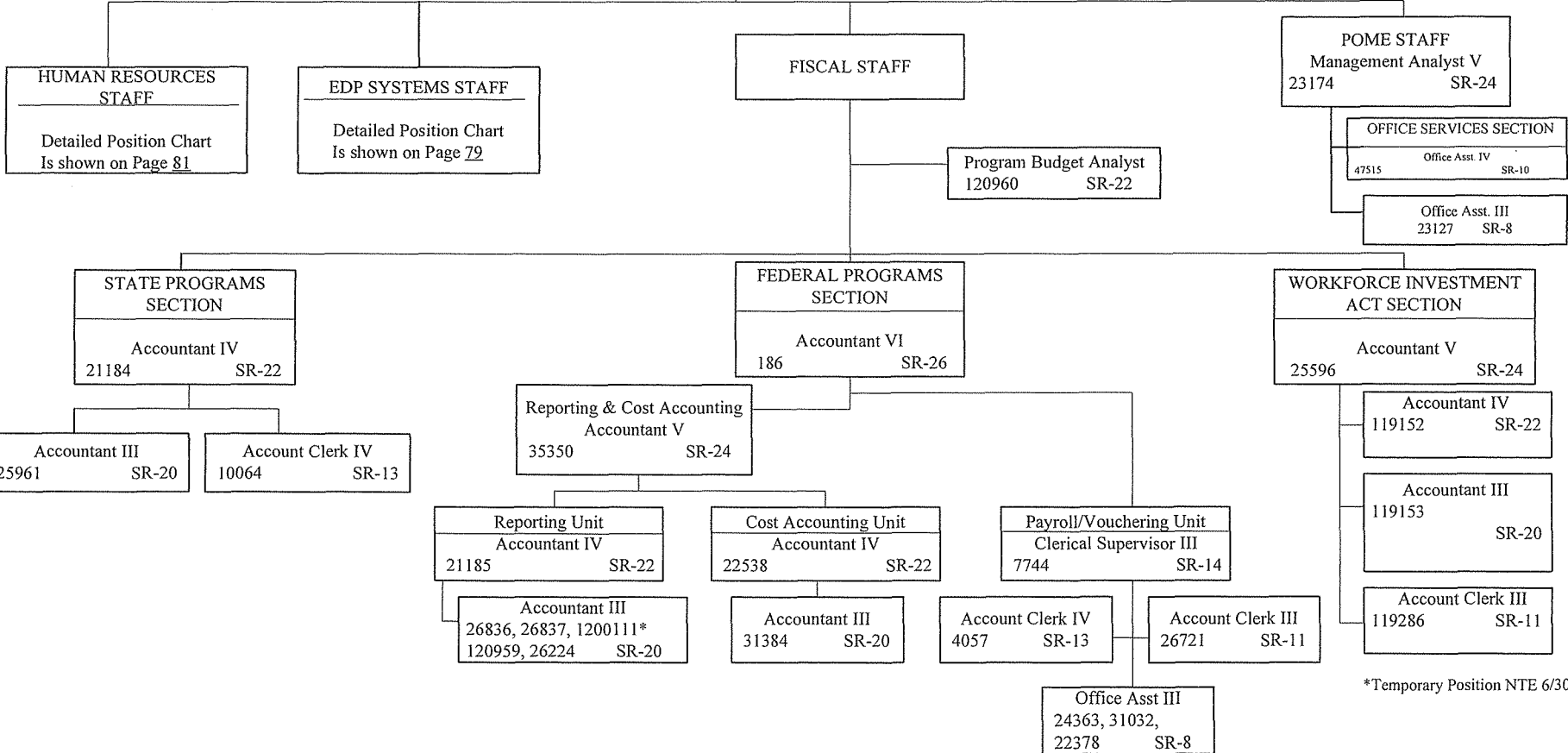
ADMINISTRATIVE SERVICES OFFICE
ORGANIZATION CHART



ADMINISTRATIVE SERVICES OFFICE
 Business Management Officer II
 172 EM-7

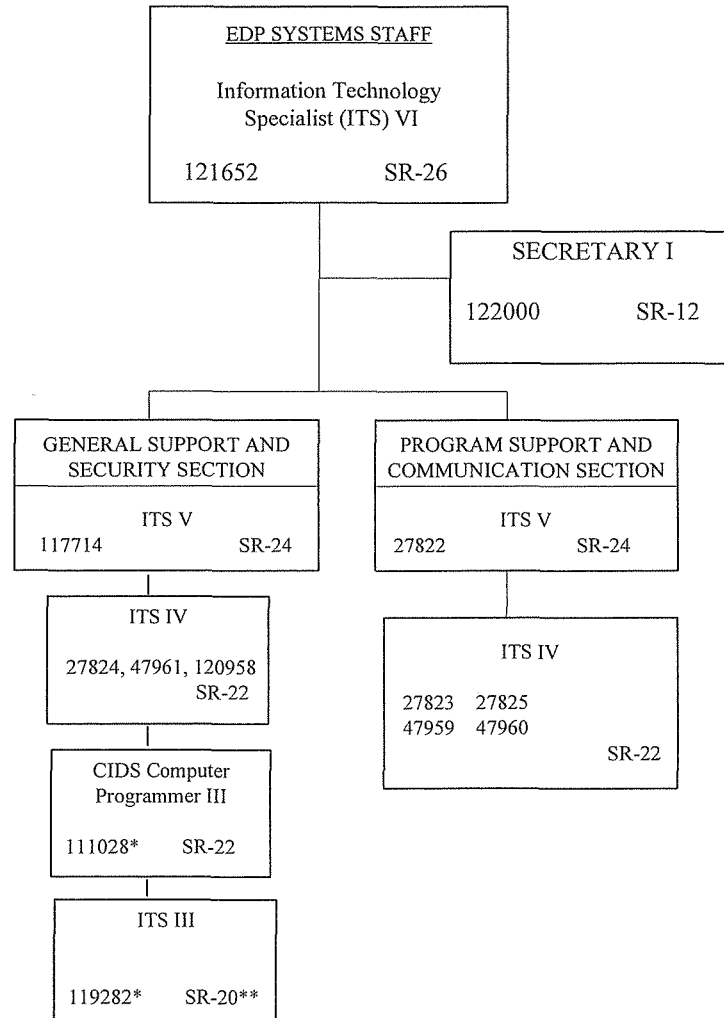
STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 ADMINISTRATIVE SERVICES OFFICE
 POSITION ORGANIZATION CHART

Secretary III
 8043 SR-16



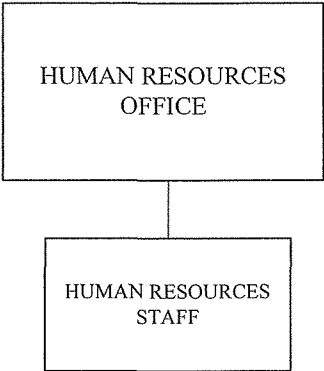
*Temporary Position NTE 6/30/2016

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 ADMINISTRATIVE SERVICES OFFICE
 EDP SYSTEMS STAFF
 POSITION ORGANIZATION CHART

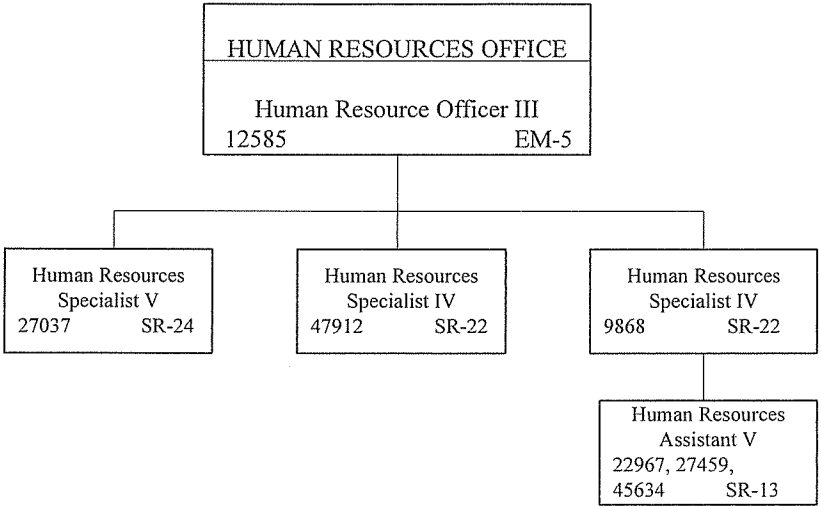


*Temporary Position NTE 6/30/2017
 **Established position 119282 per Act 122, SLH2014, pending delegated reorganization

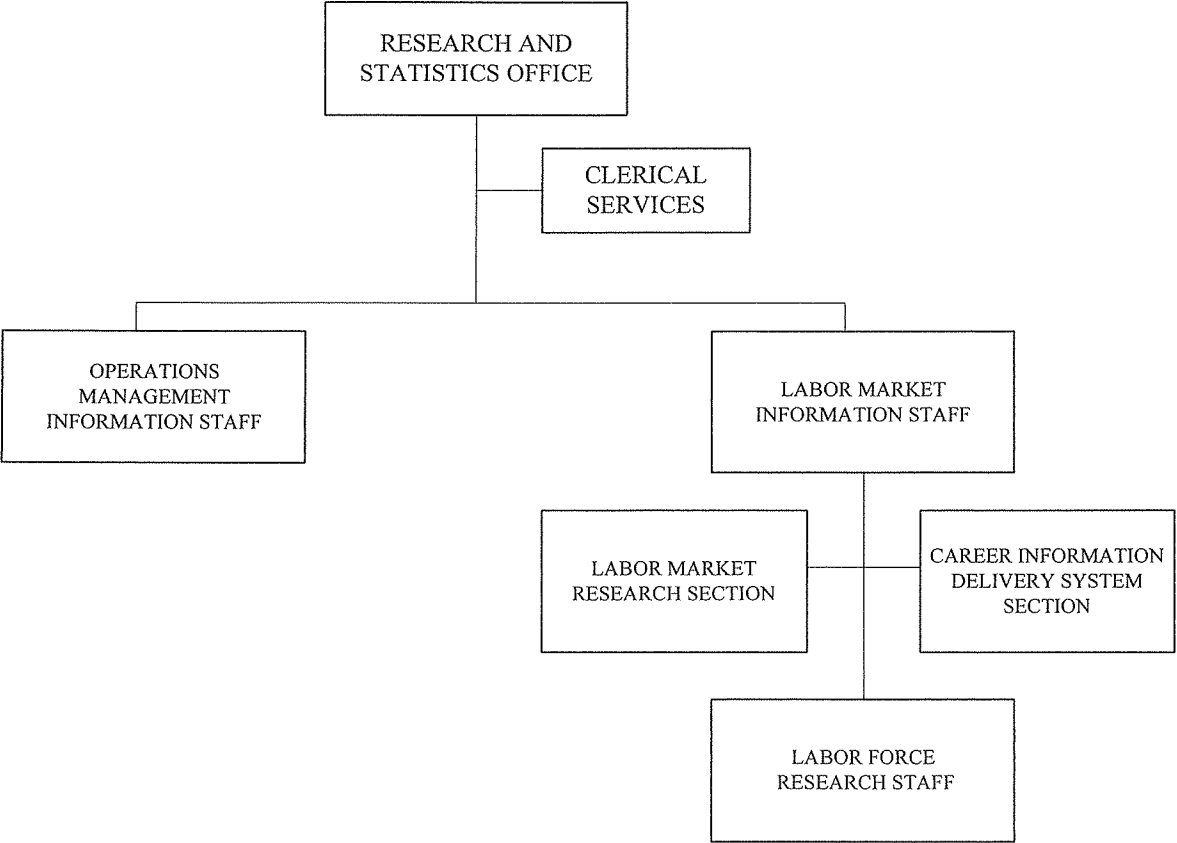
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HUMAN RESOURCES OFFICE
ORGANIZATION CHART



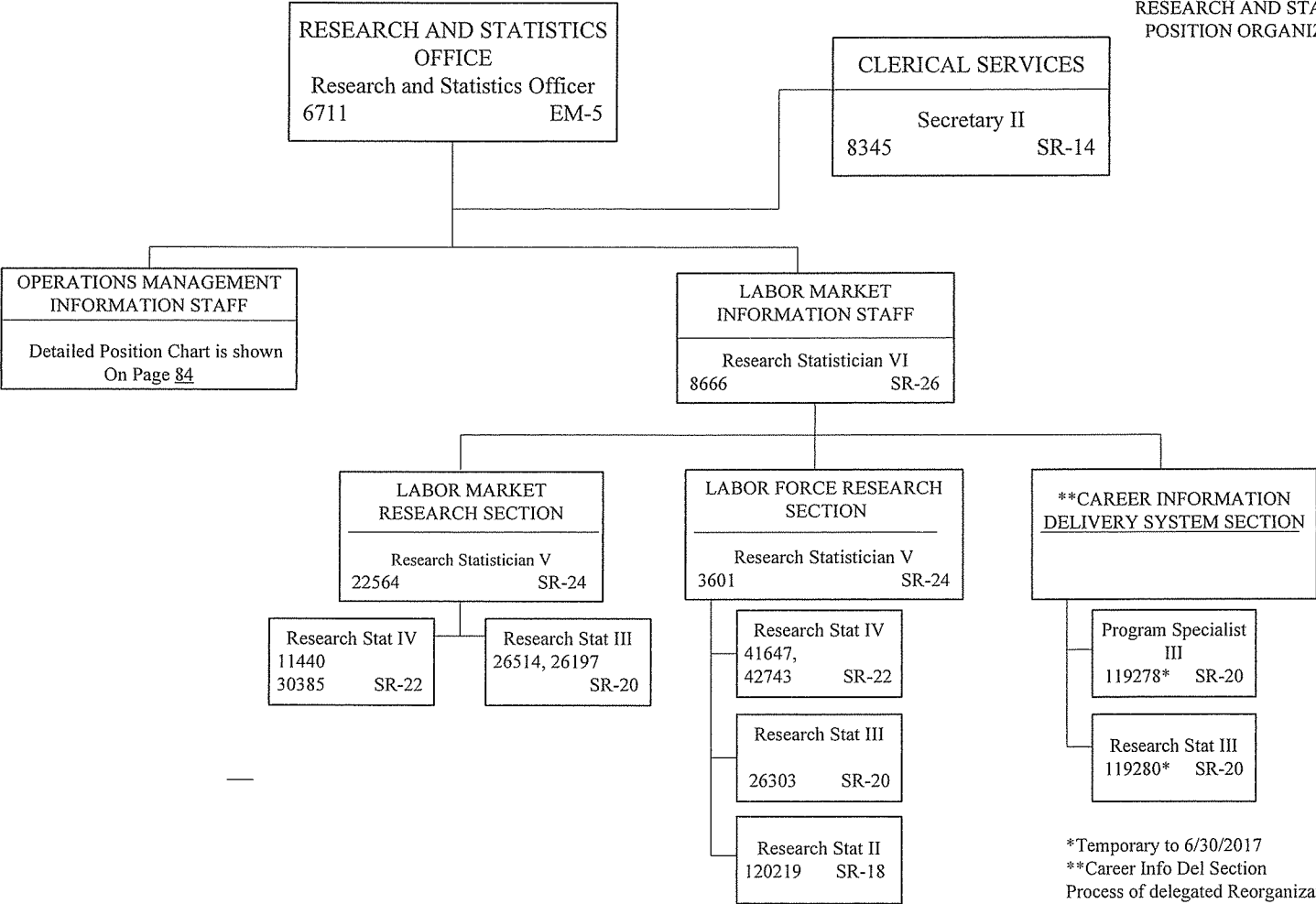
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HUMAN RESOURCES OFFICE
POSITION ORGANIZATION CHART



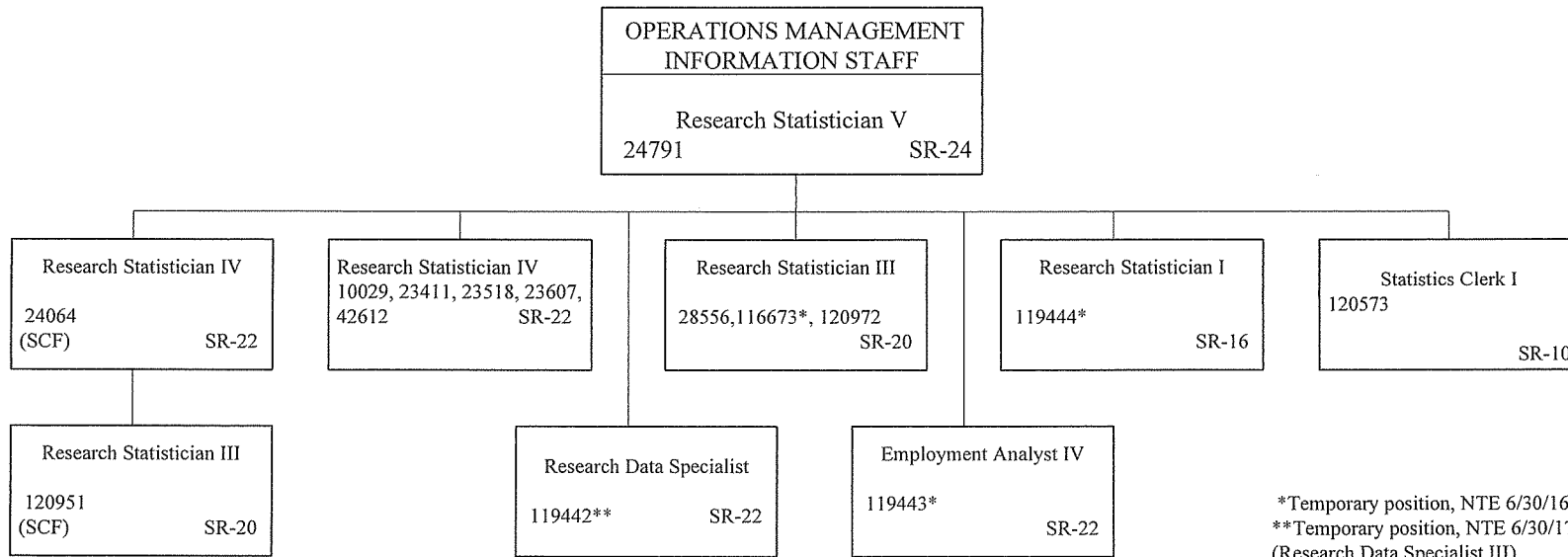
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
RESEARCH AND STATISTICS OFFICE
ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 RESEARCH AND STATISTICS OFFICE
 POSITION ORGANIZATION CHART

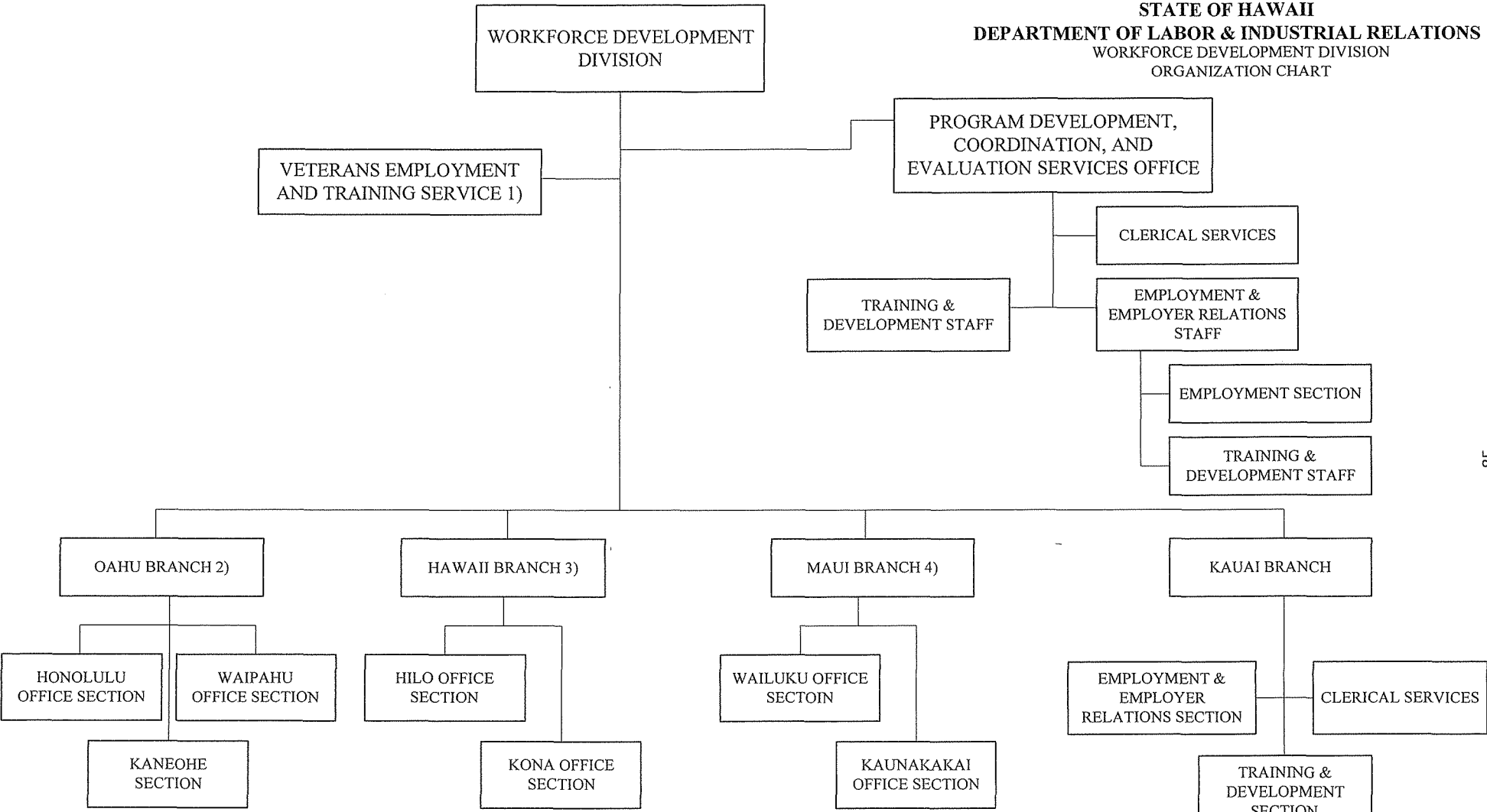


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
RESEARCH AND STATISTICS OFFICE
OPERATIONS MANAGEMENT INFORMATION STAFF
POSITION ORGANIZATION CHART



*Temporary position, NTE 6/30/16
**Temporary position, NTE 6/30/17
(Research Data Specialist III)

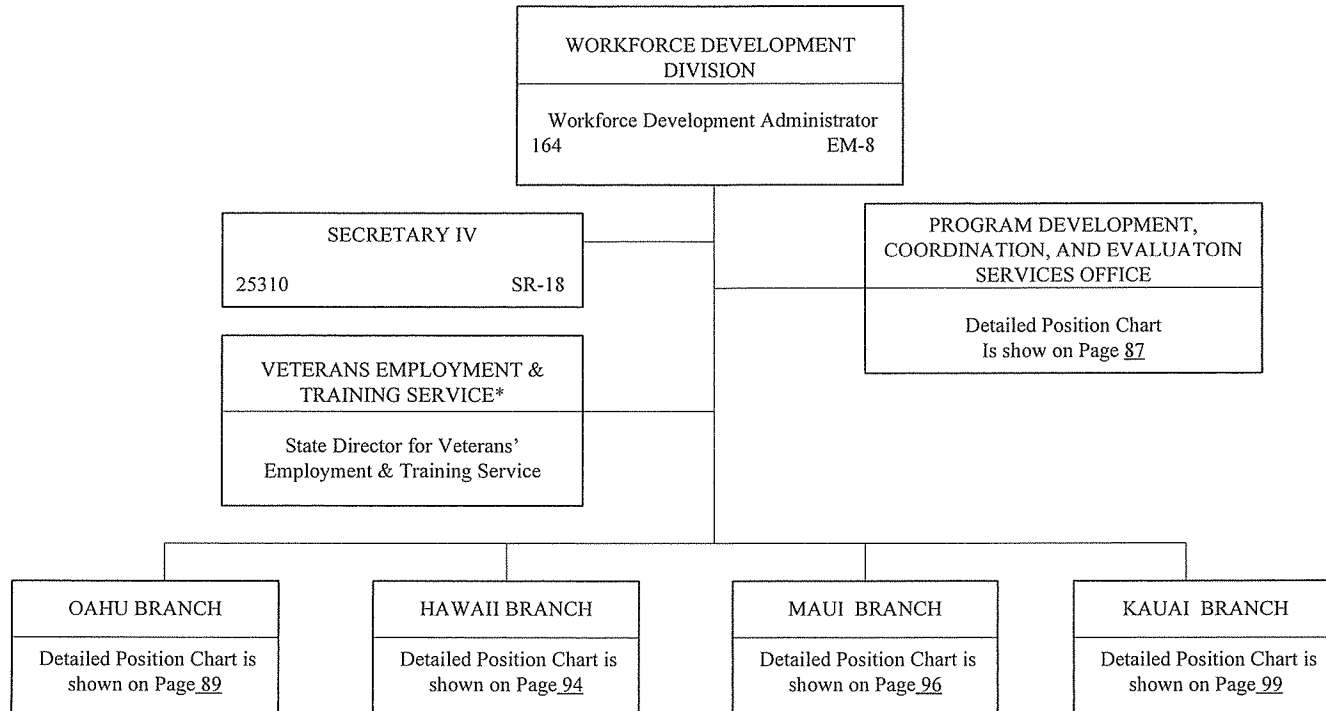
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 ORGANIZATION CHART



1)Admin and func responsible to U.S. Sec. of Labor, but attached to WD Div in acc with Title 38, USC PL 85-857; work cooperatively with WD Div in promoting veterans' employment activities

2)Detailed org chart on Page 88
 3)Detailed org chart on Page 93
 4)Detailed org chart on Page 93

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 POSITION ORGANIZATION CHART



* Administratively & functionally responsible to U.S. Secretary of Labor but attached to WD Div in accordance with Title 38, USC PL 85-857; works cooperatively with WD Division in promoting veterans' employment activities.

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 PROGRAMS DEVELOPMENT, COORDINATION, AND
 EVALUATION SERVICES OFFICE
 POSITION ORGANIZATION CHART

PROGRAM DEVELOPMENT, COORDINATION
 AND EVALUATION SERVICES OFFICES
 Workforce Development Program Officer
 17797 EM-5

CLERICAL SERVICES
 Secretary II
 1626 SR-14

TRAINING & DEVELOPMENT
 STAFF

EMPLOYMENT AND EMPLOYER
 RELATIONS STAFF

Employment Service
 Specialist V
 22866, 27145,
 25635 SR-24

Job Training Program
 Specialist V
 101011E SR-24

2)

Job Training Program
 Specialist IV
 105717E, 119534E,
 119535E

2)

Job Training Program
 Specialist III
 101083E SR-20

2)

WIA Performance
 Specialist IV
 SRNA

Job Training
 Specialist
 119398 2)

EMPLOYMENT
 SECTION

Emp Svc Specialist V
 14084, 23748, 1)
 120448, 32425, 1)
 23529 SR-24

Job Training Specialist
 119397 2)

Mgt Info Specialist
 119385 2)

Employment and
 Training Specialist
 119399 2)

EMPLOYMENT &
 TRAINING FUND
 SECTION

Asset Program
 Specialist
 100987 1) SRNA

Emp Svc Specialist IV
 119284 1) SRNA

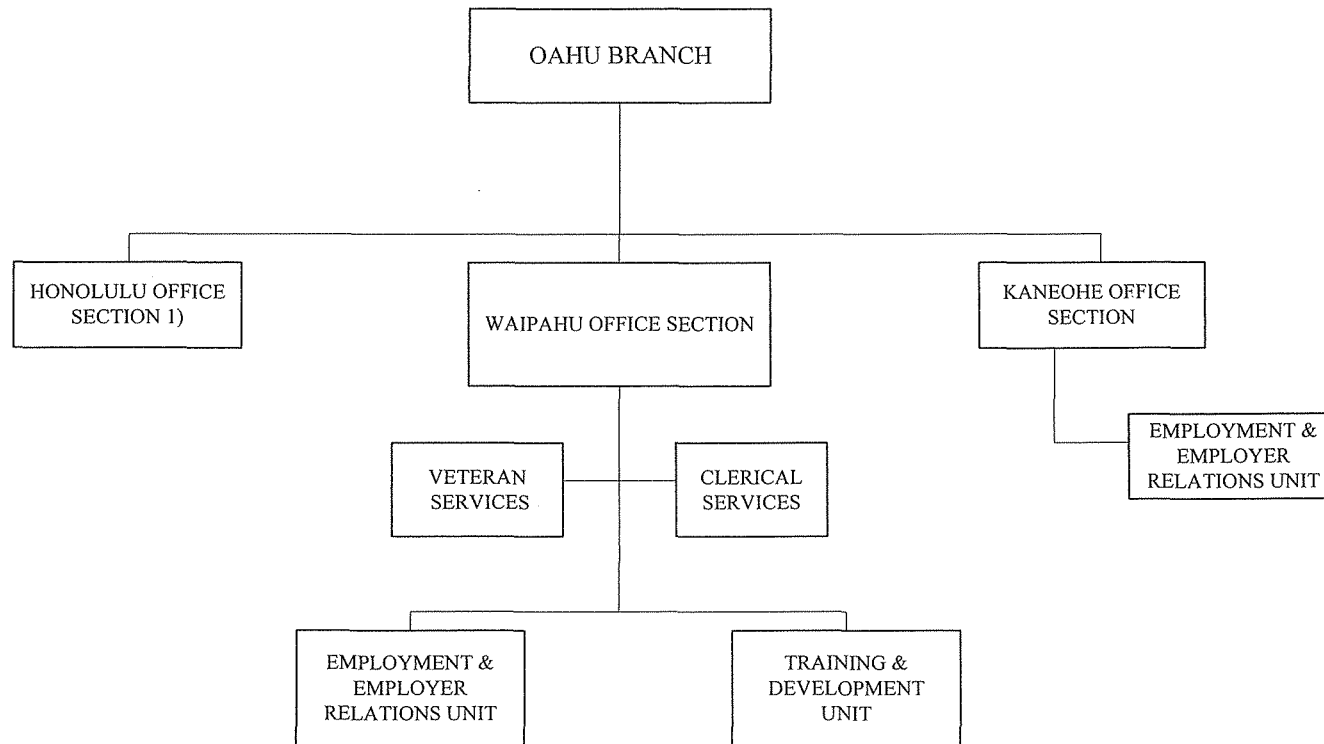
Office Asst. III
 15165, 35000 1)
 SR-8

Job Training Program
 Clerk Typist
 120724, 120725 1)

Clerk Typist
 101167 2) SRNA

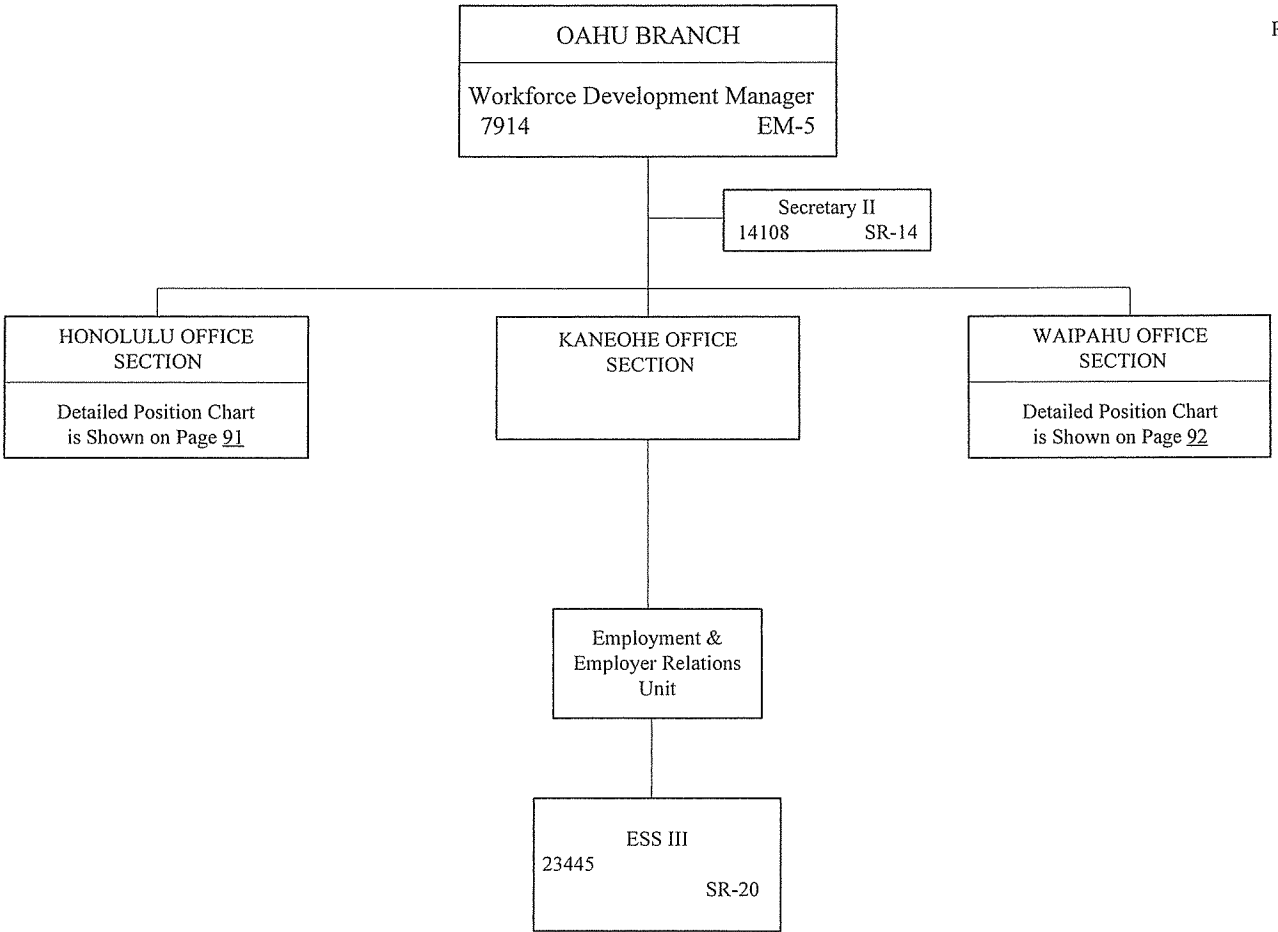
1. Temporary Position, NTE 6/30/2016
 2. Position exempt by statute

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH
ORGANIZATION CHART

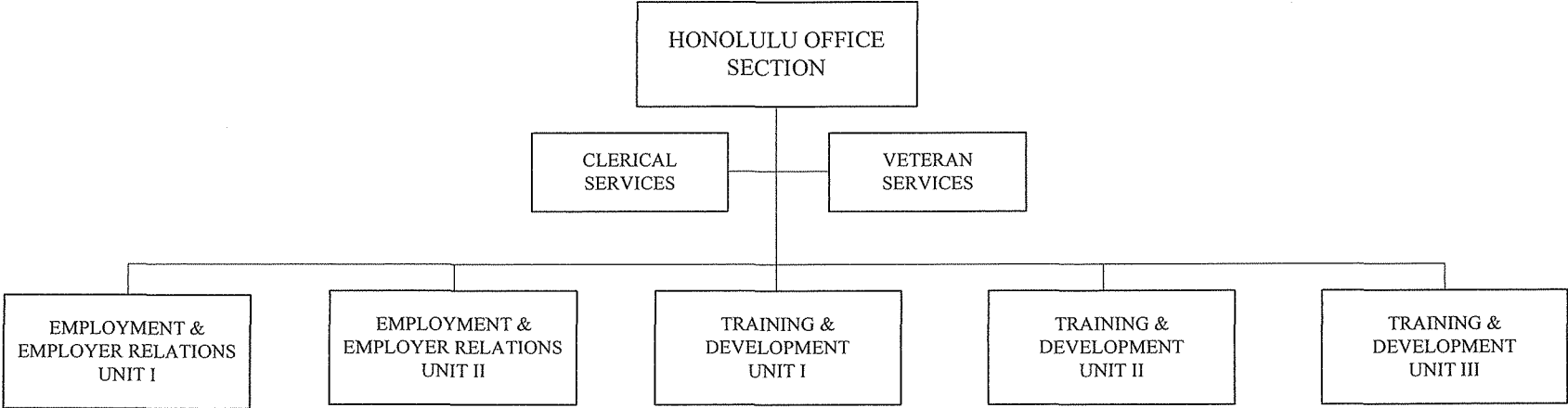


1) Detailed org chart on Page 90

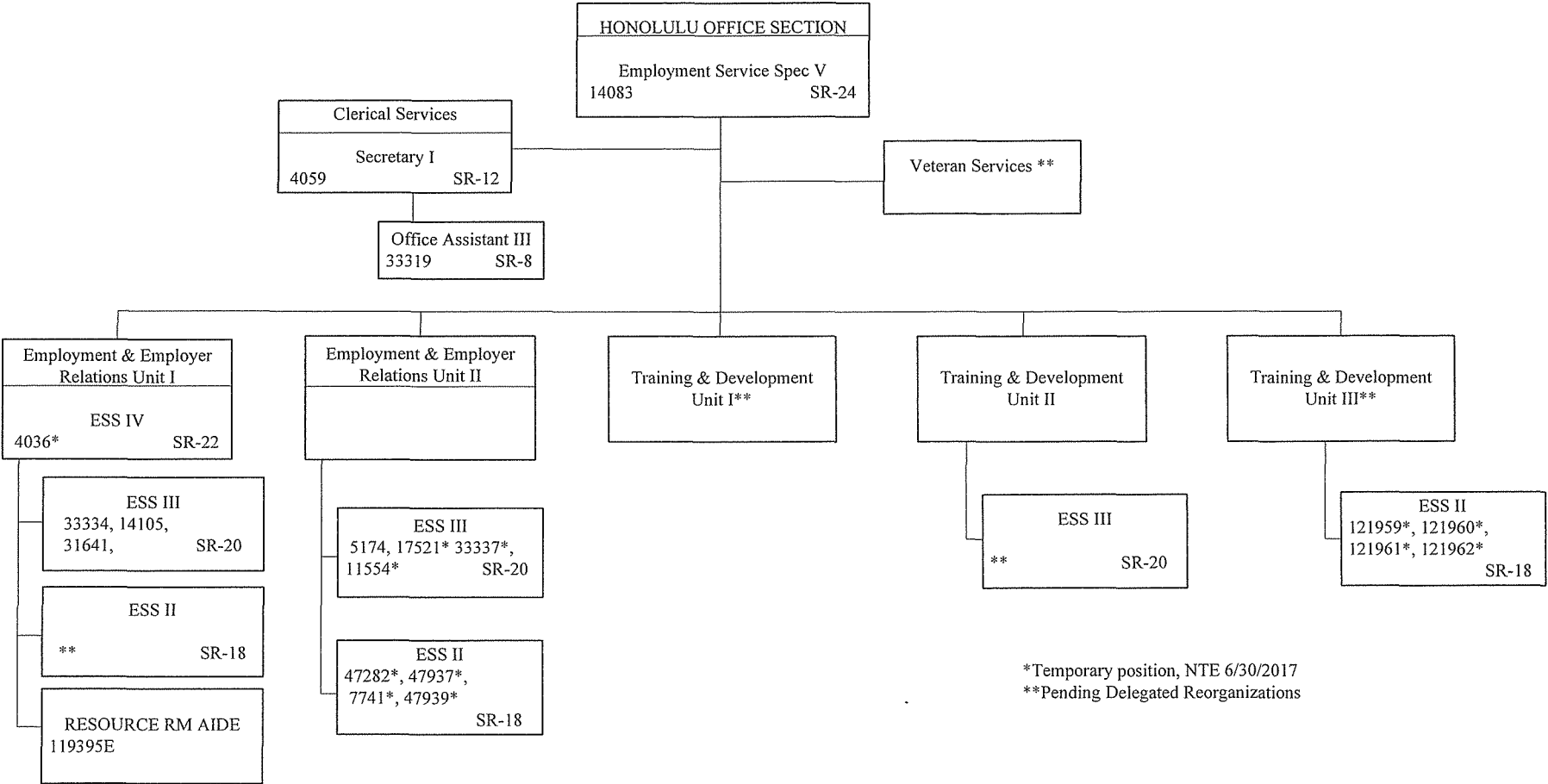
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH
POSITION ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH
HONOLULU OFFICE SECTION
ORGANIZATION CHART

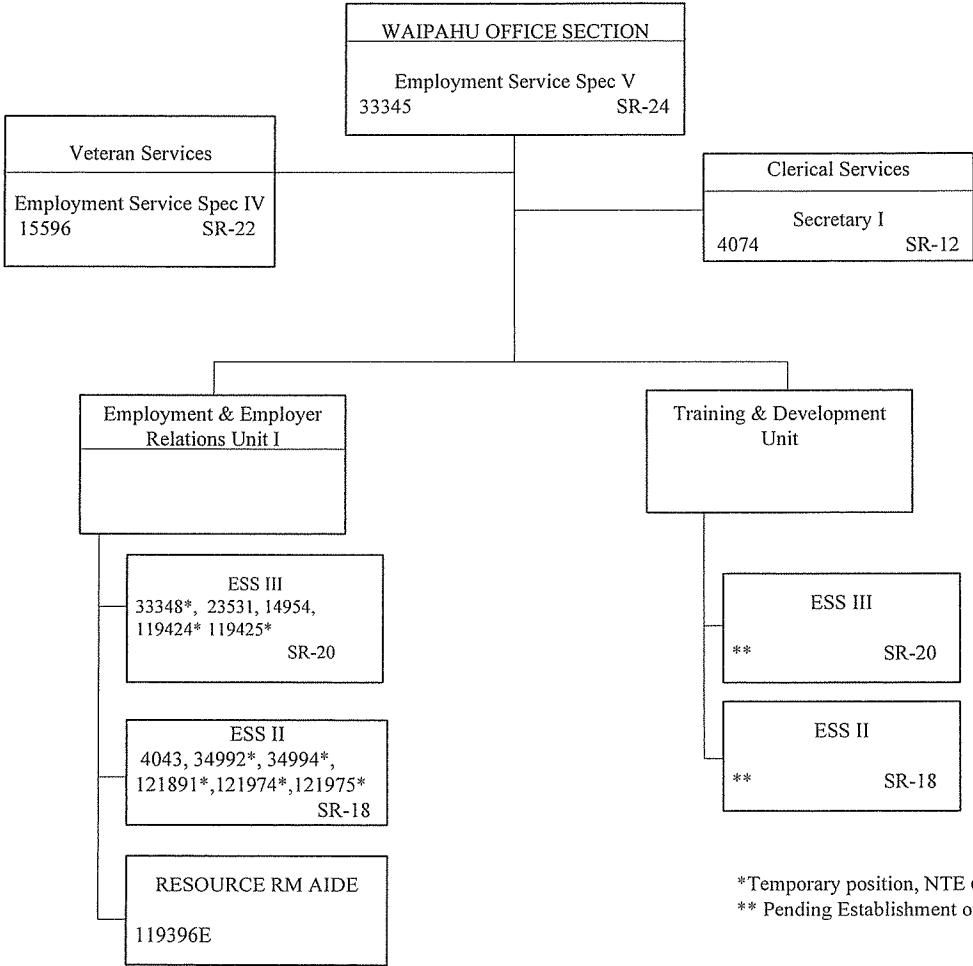


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 OAHU BRANCH
 HONOLULU OFFICE SECTION
 POSITION ORGANIZATION CHART



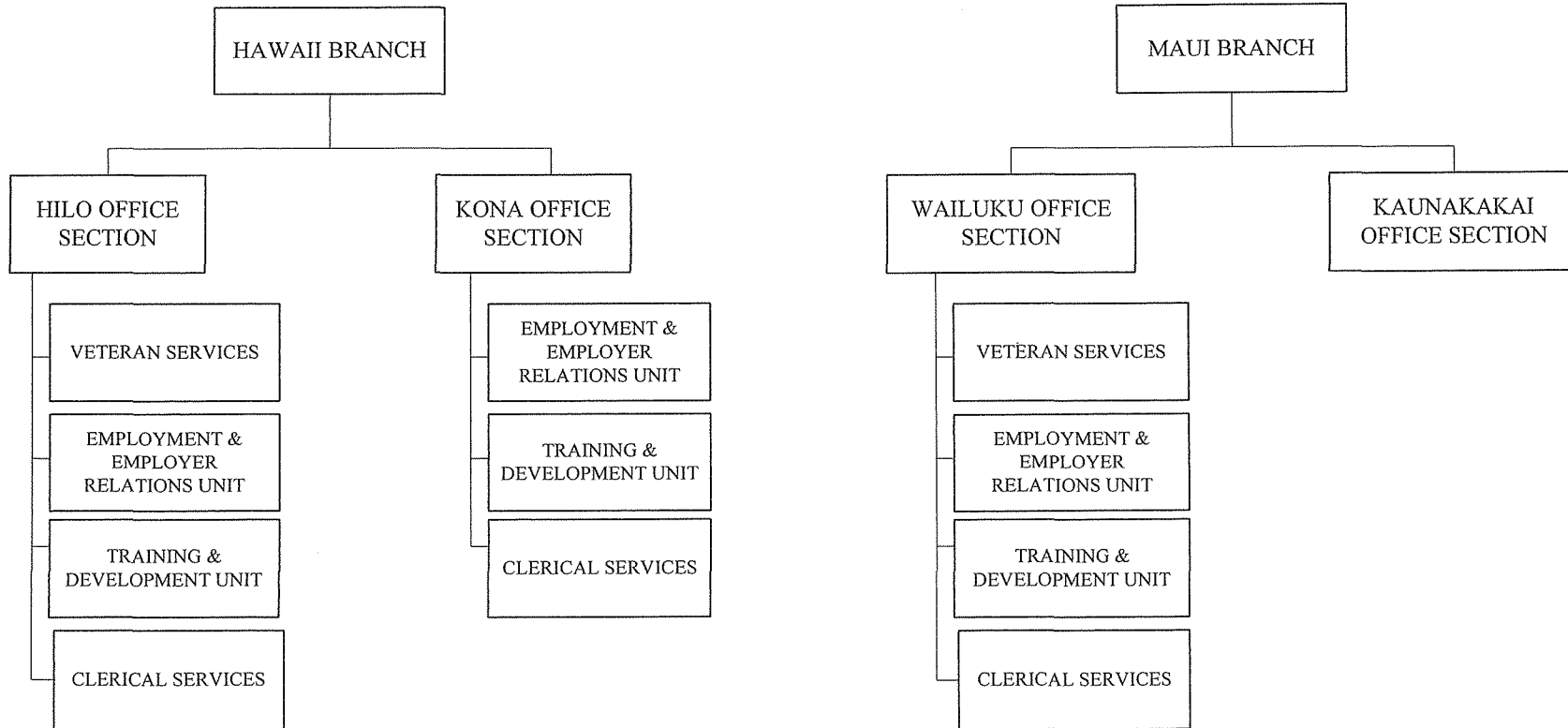
*Temporary position, NTE 6/30/2017
 **Pending Delegated Reorganizations

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 OAHU BRANCH
 WAIPAHU OFFICE SECTION
 POSITION ORGANIZATION CHART

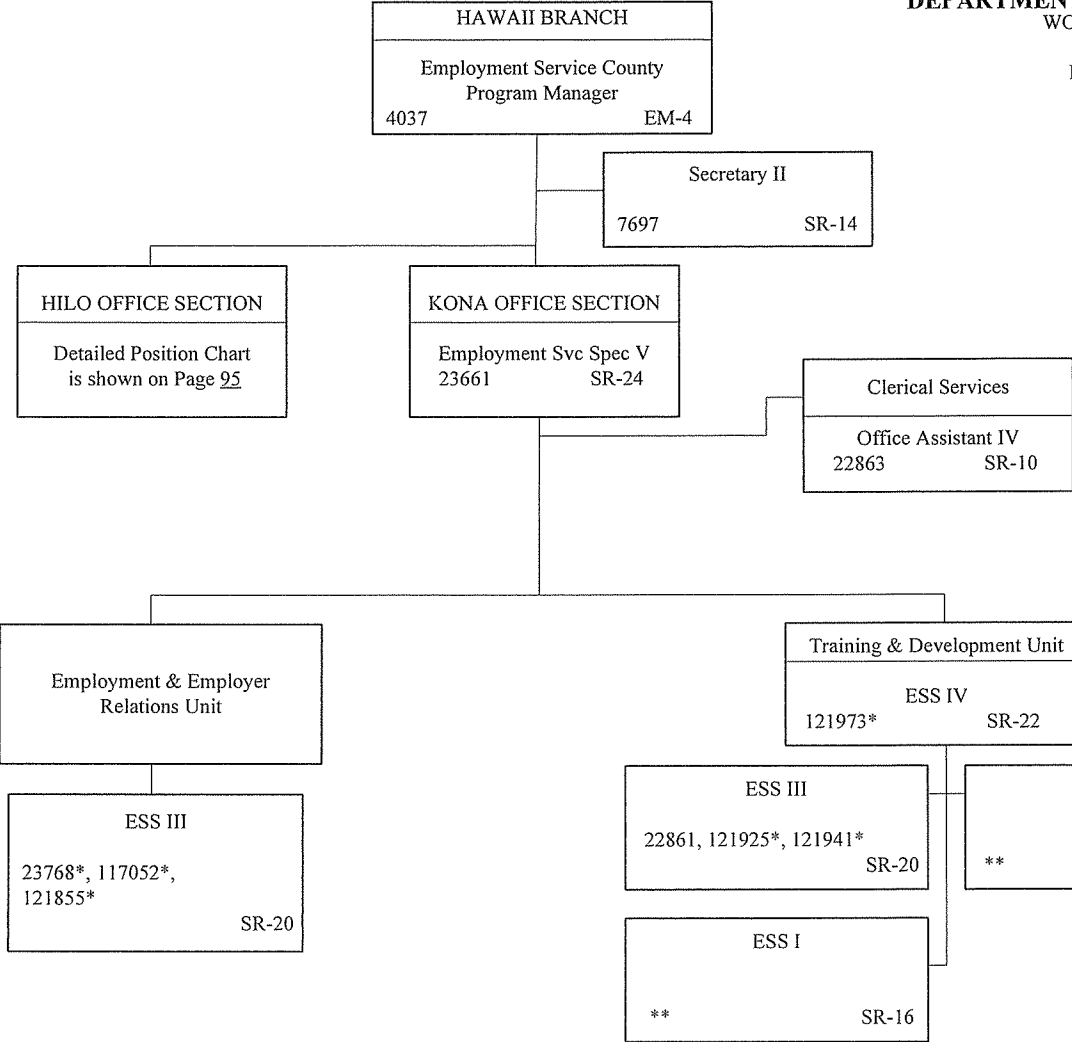


*Temporary position, NTE 6/30/2017
 ** Pending Establishment of Position

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORK FORCE DEVELOPMENT DIVISION
HAWAII BRANCH
MAUI BRANCH
ORGANIZATION CHART

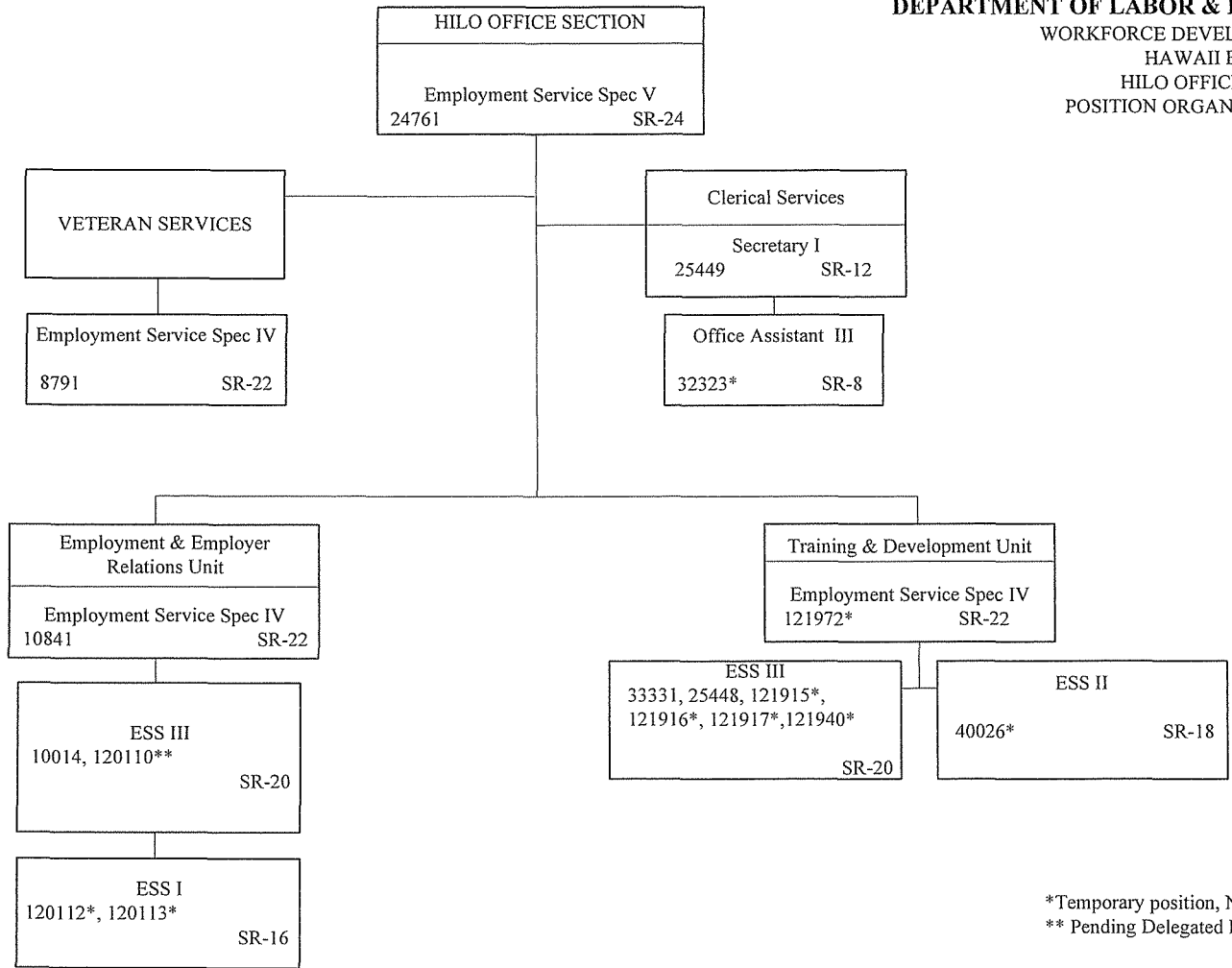


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 HAWAII BRANCH
 POSITION ORGANIZATION CHART



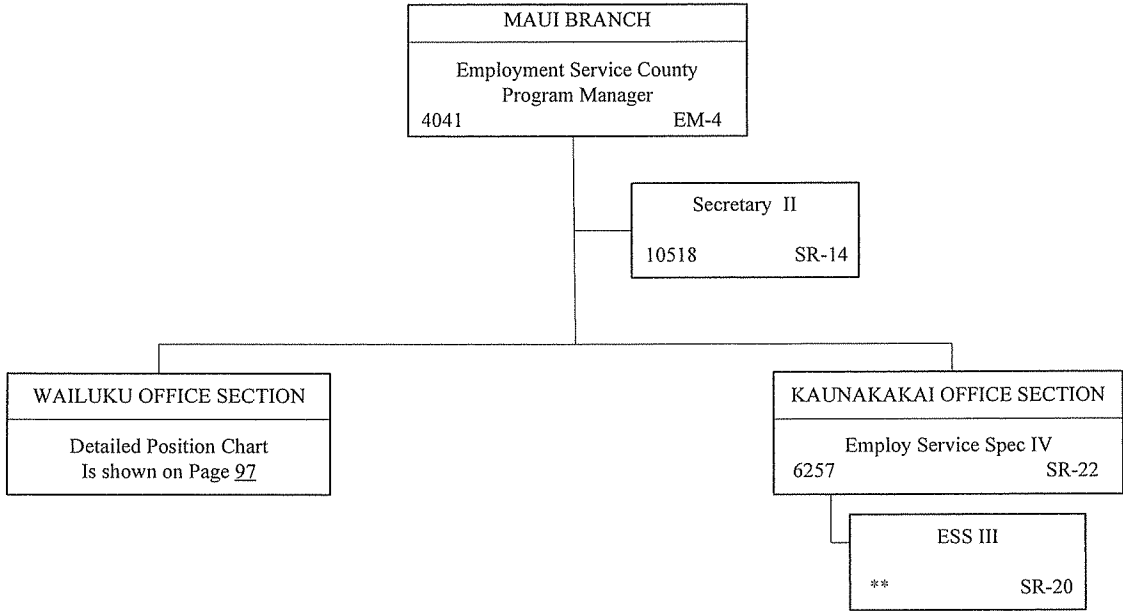
*Temporary position, NTE 6/30/2017
 **Pending Delegated Reorganization

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 HAWAII BRANCH
 HILO OFFICE SECTION
 POSITION ORGANIZATION CHART



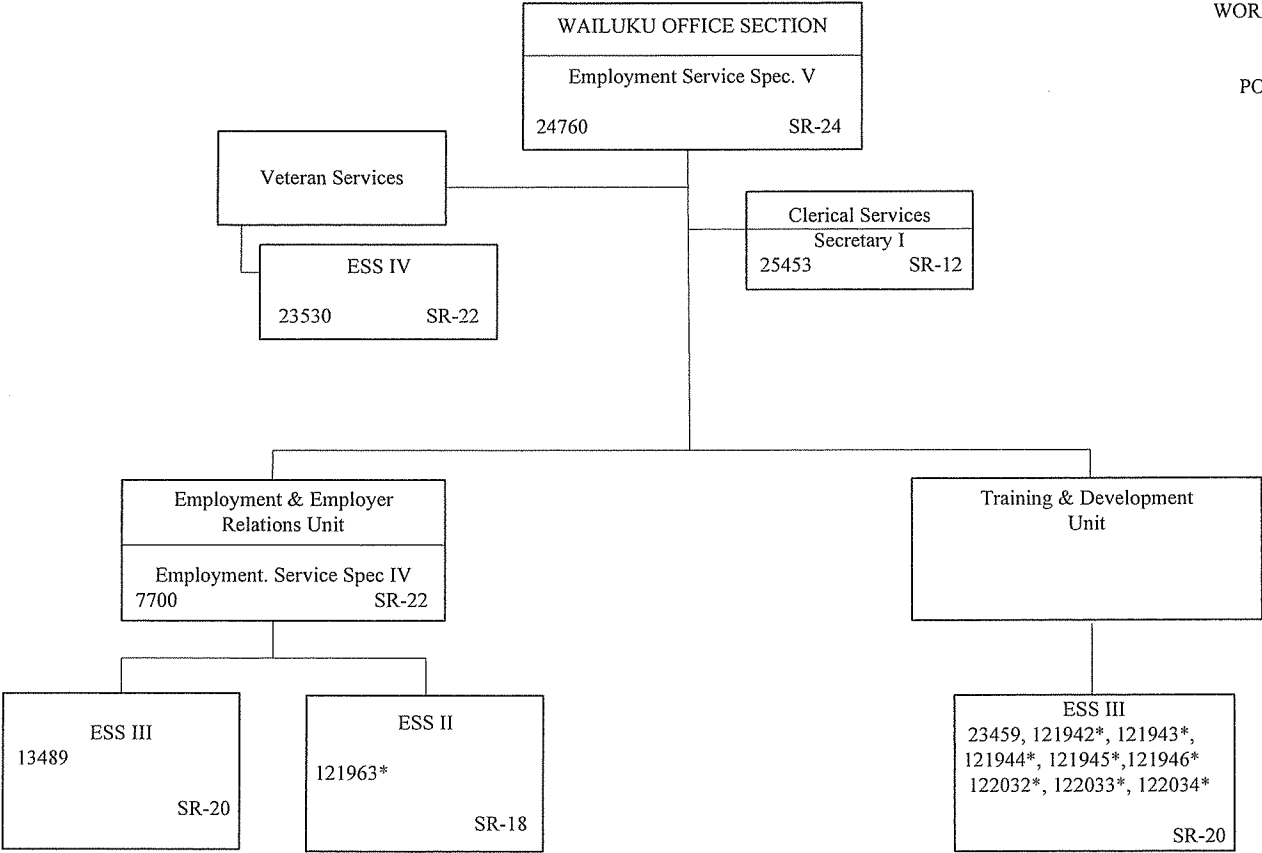
*Temporary position, NTE 6/30/2017
 ** Pending Delegated Reorganization

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 MAUI BRANCH
 POSITION ORGANIZATION CHART



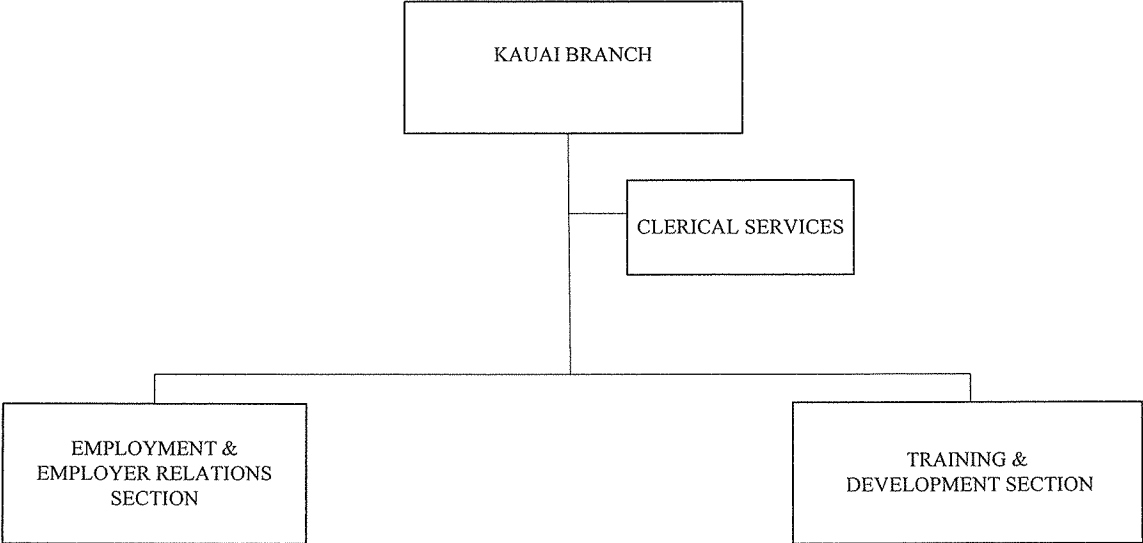
** Pending Delegated Reorganization

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 MAUI BRANCH
 WAILUKU OFFICE SECTION
 POSITION ORGANIZATION CHART

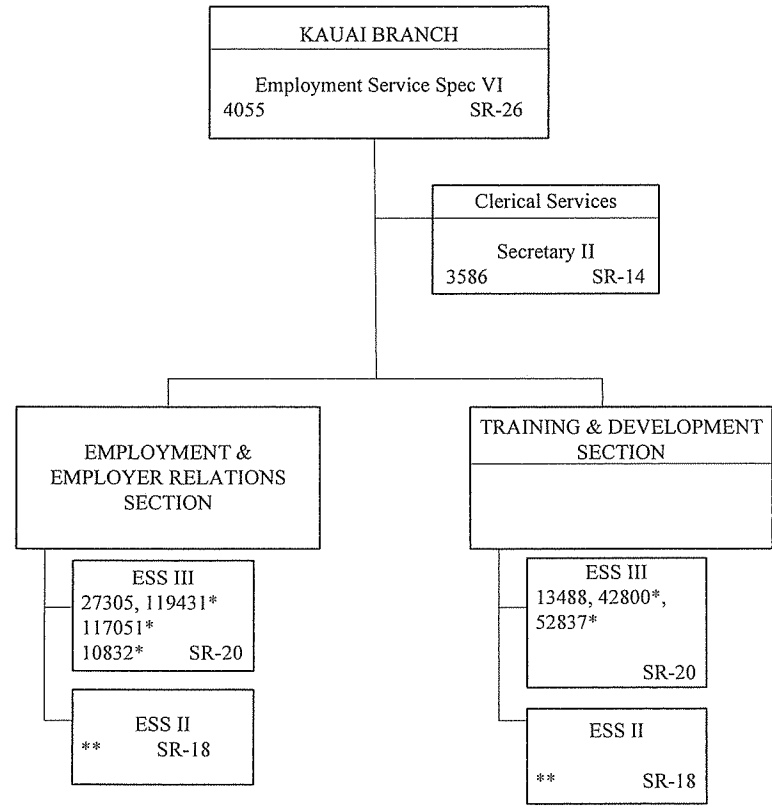


*Temporary position, NTE 6/30/2017

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION
KAUAI BRANCH
ORGANIZATION CHART



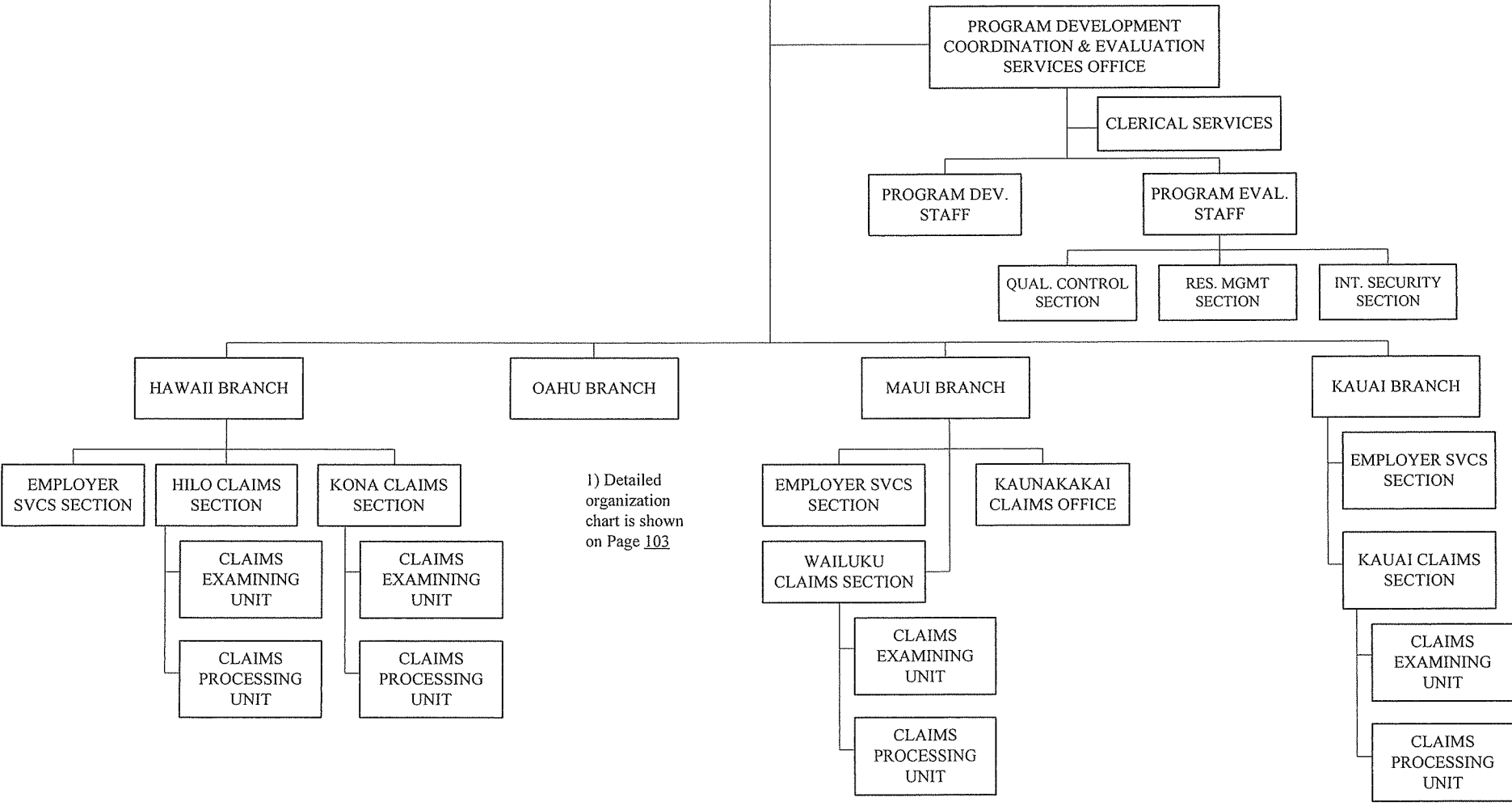
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 KAUAI BRANCH
 POSITION ORGANIZATION CHART



*Temporary Position, NTE 6/30/2017
 **Pending, establishment of position

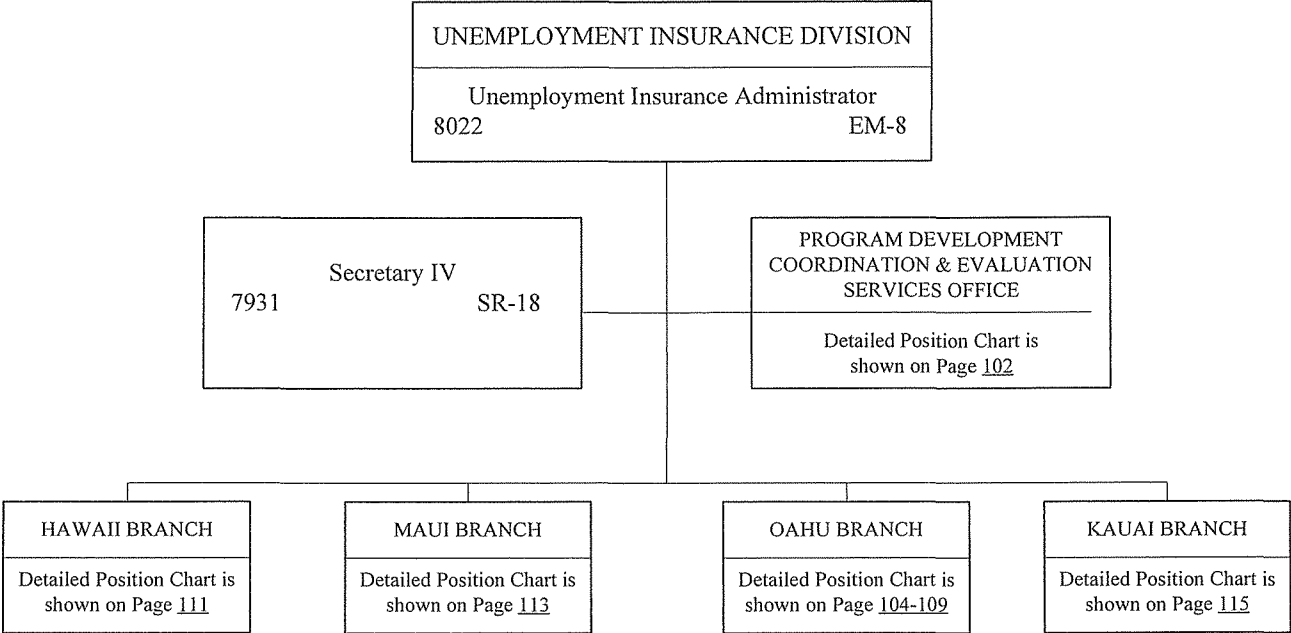
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 ORGANIZATION CHART

UNEMPLOYMENT
INSURANCE DIVISION

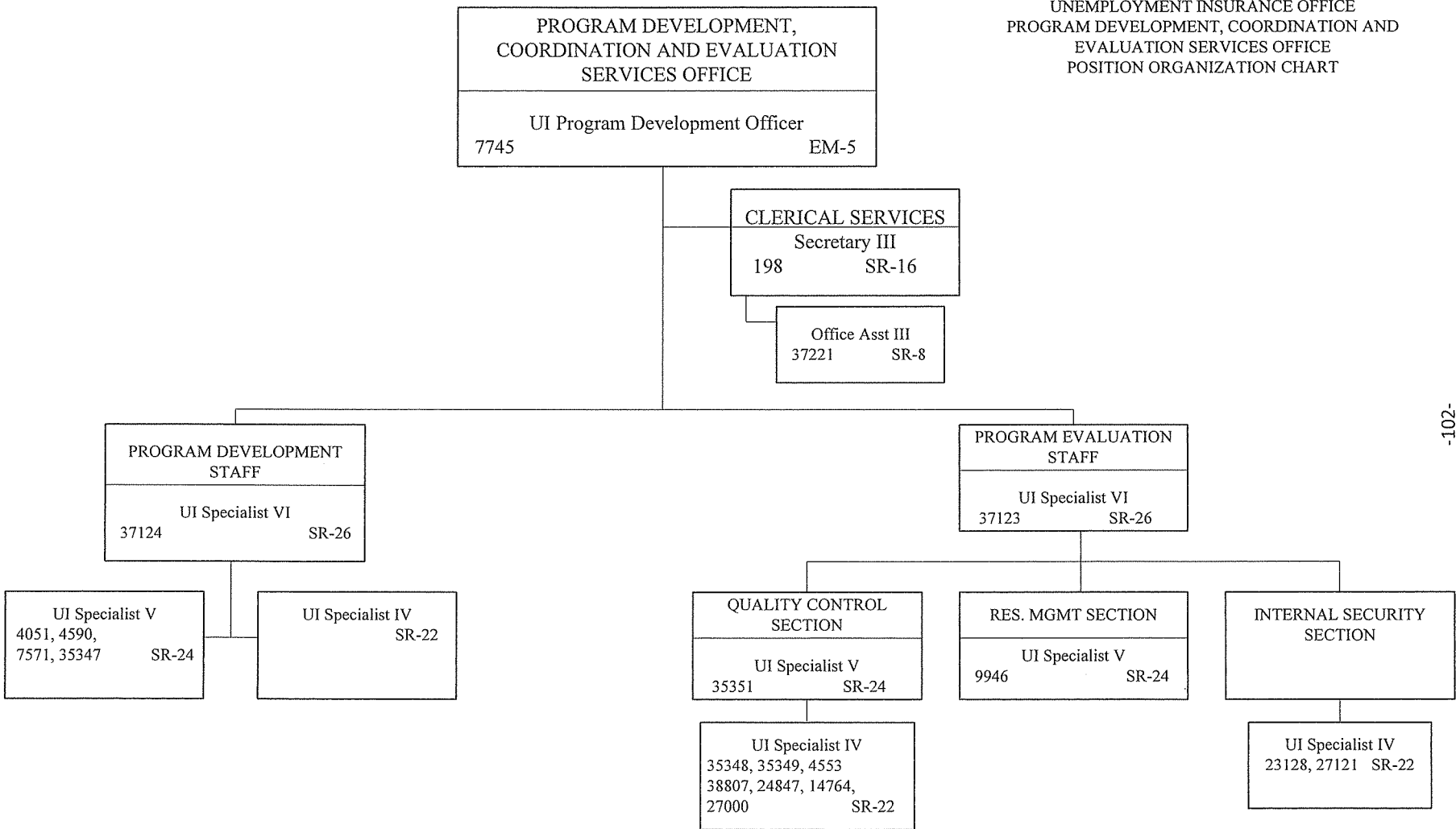


1) Detailed organization chart is shown on Page 103

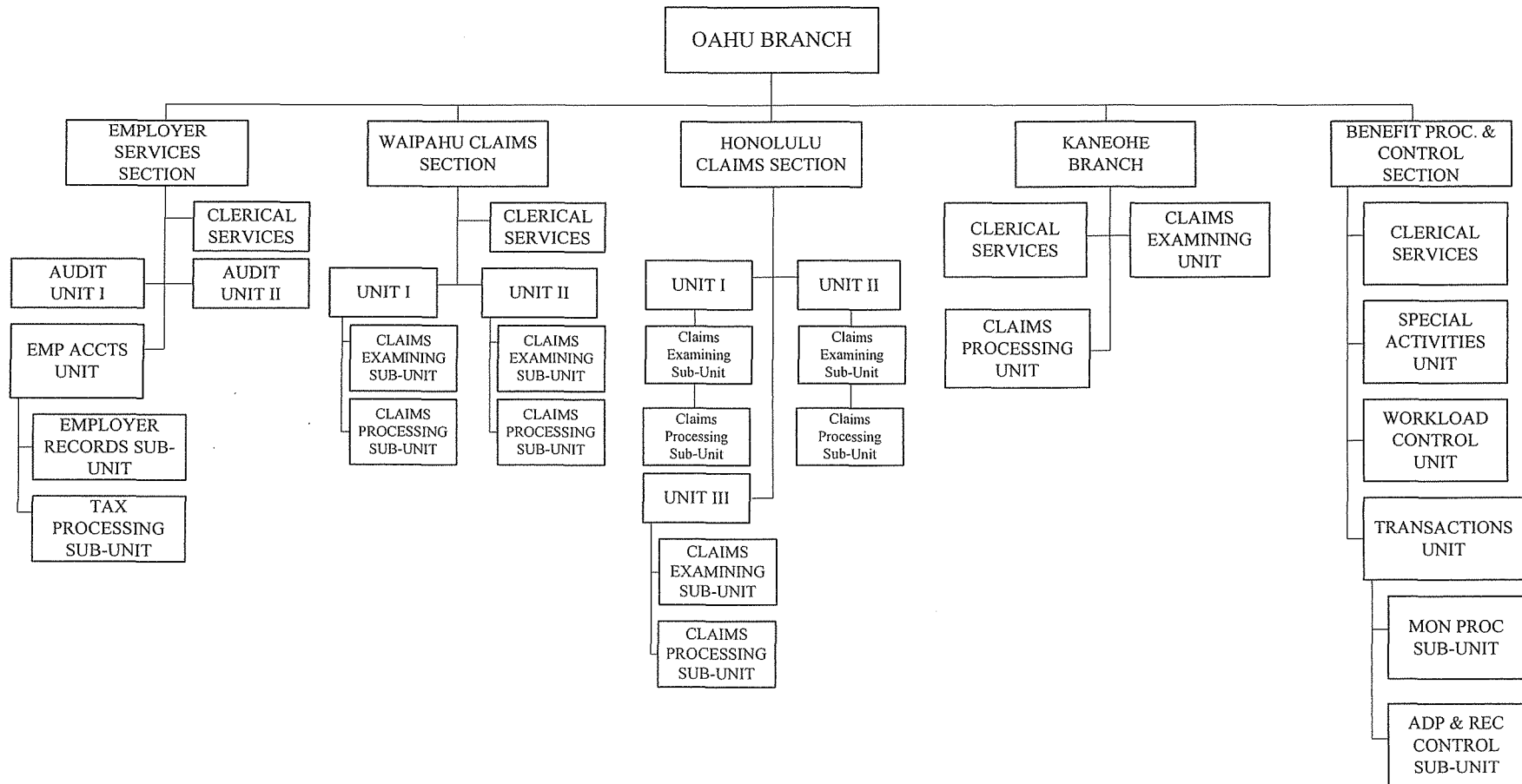
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE OFFICE
POSITION ORGANIZATION CHART



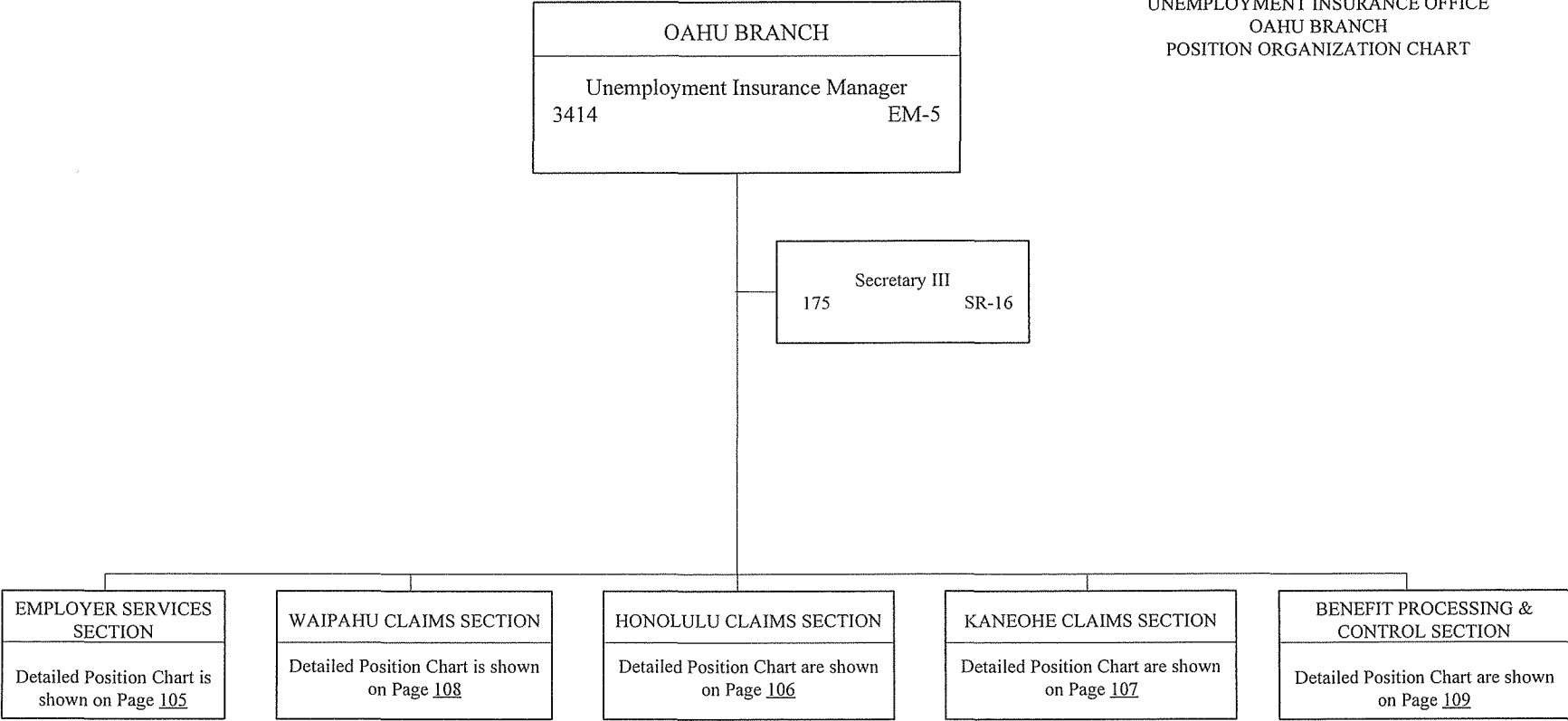
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 PROGRAM DEVELOPMENT, COORDINATION AND
 EVALUATION SERVICES OFFICE
 POSITION ORGANIZATION CHART



STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 OAHU BRANCH
 ORGANIZATION CHART



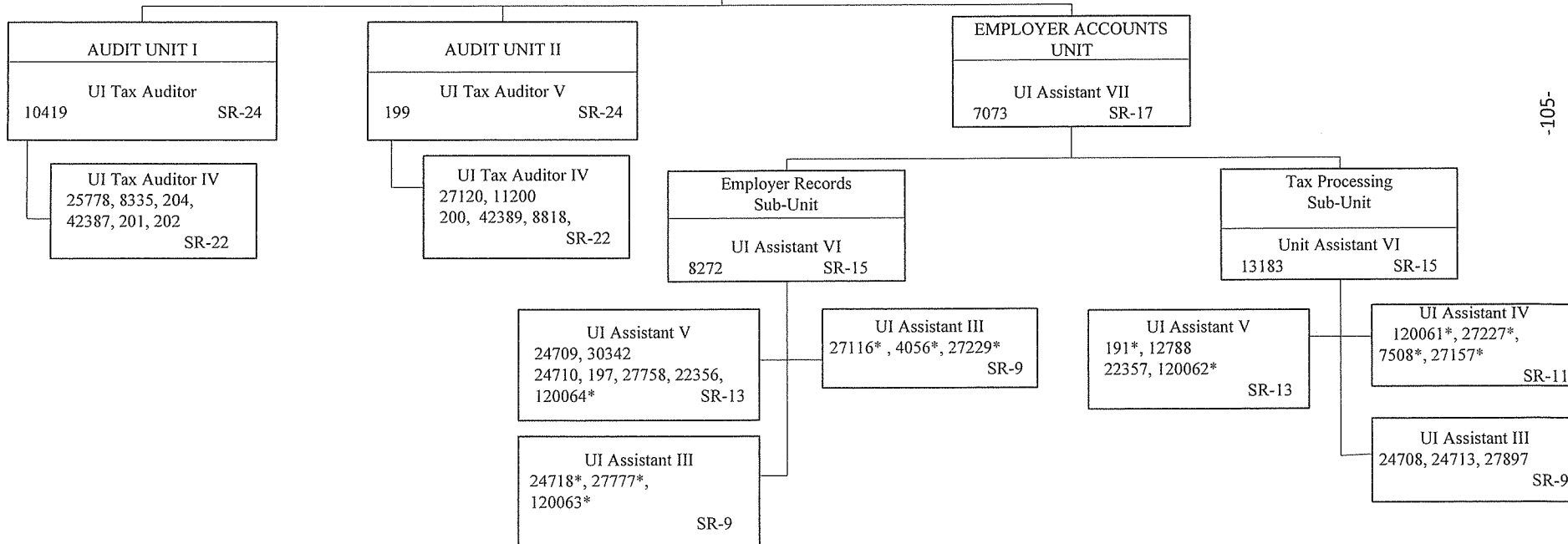
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE OFFICE
OAHU BRANCH
POSITION ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 OAHU BRANCH
 EMPLOYER SERVICES SECTION
 POSITION ORGANIZATION CHART

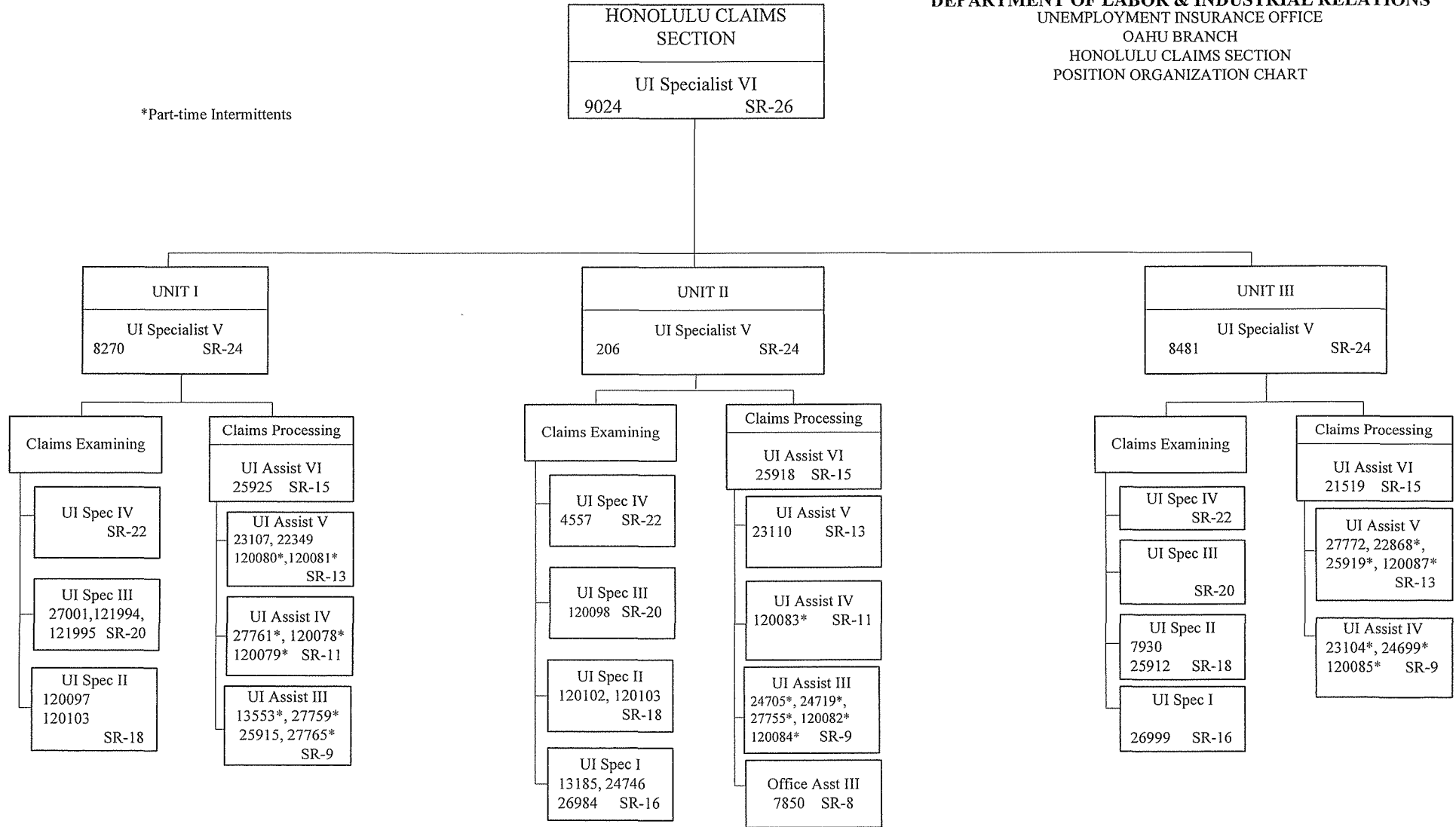
EMPLOYER SERVICES
SECTION
 UI Tax Auditor VI
184 SR-26

*Part-time Intermittents

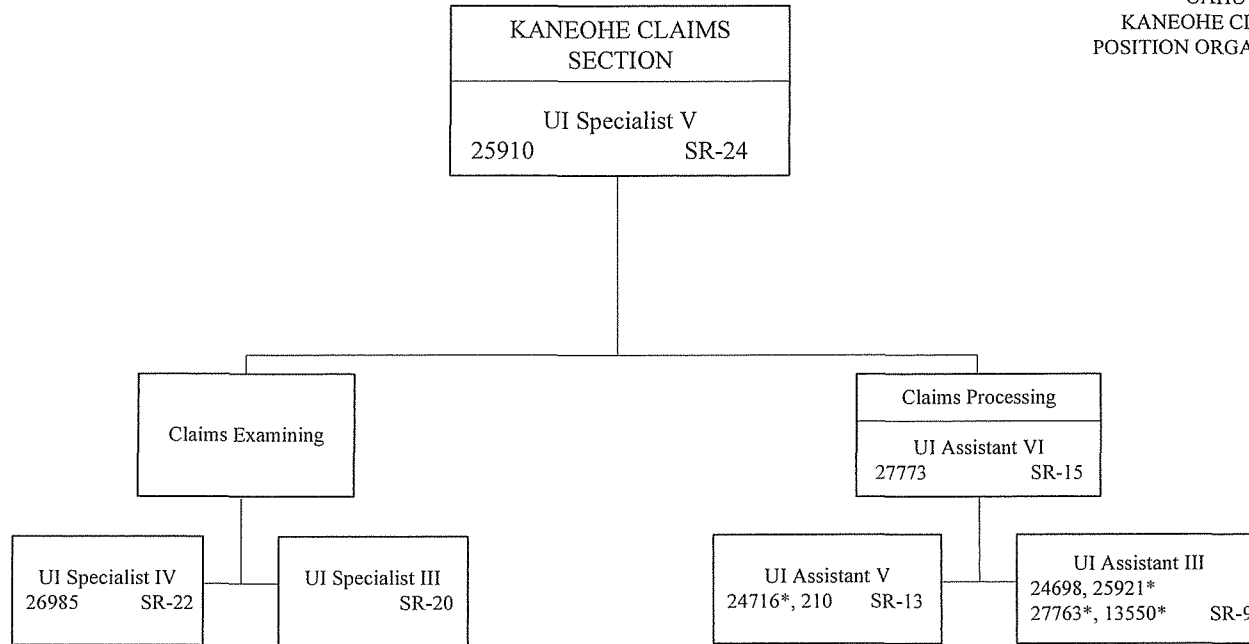


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 OAHU BRANCH
 HONOLULU CLAIMS SECTION
 POSITION ORGANIZATION CHART

*Part-time Intermittents

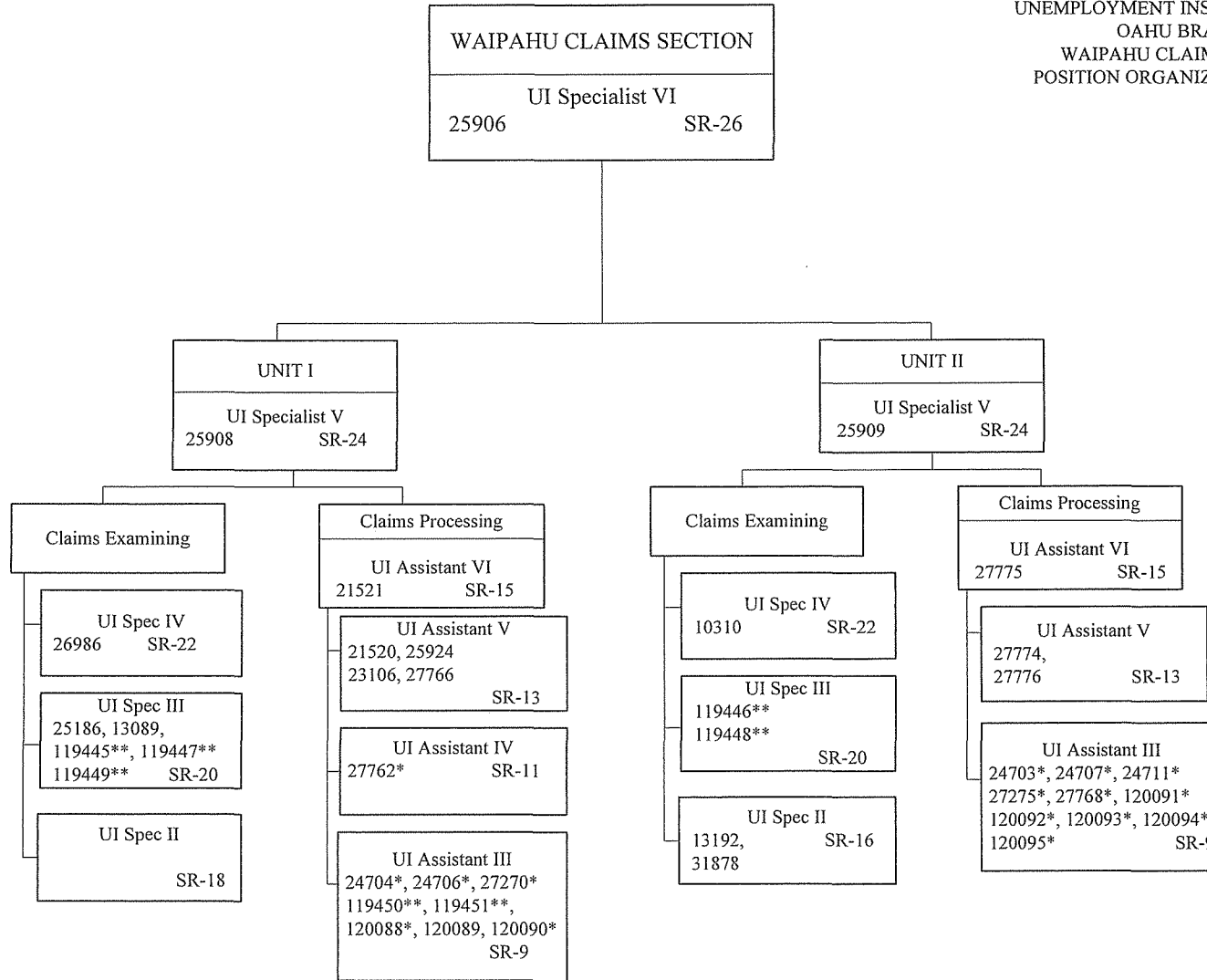


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 OAHU BRANCH
 KANEOHE CLAIMS SECTION
 POSITION ORGANIZATION CHART



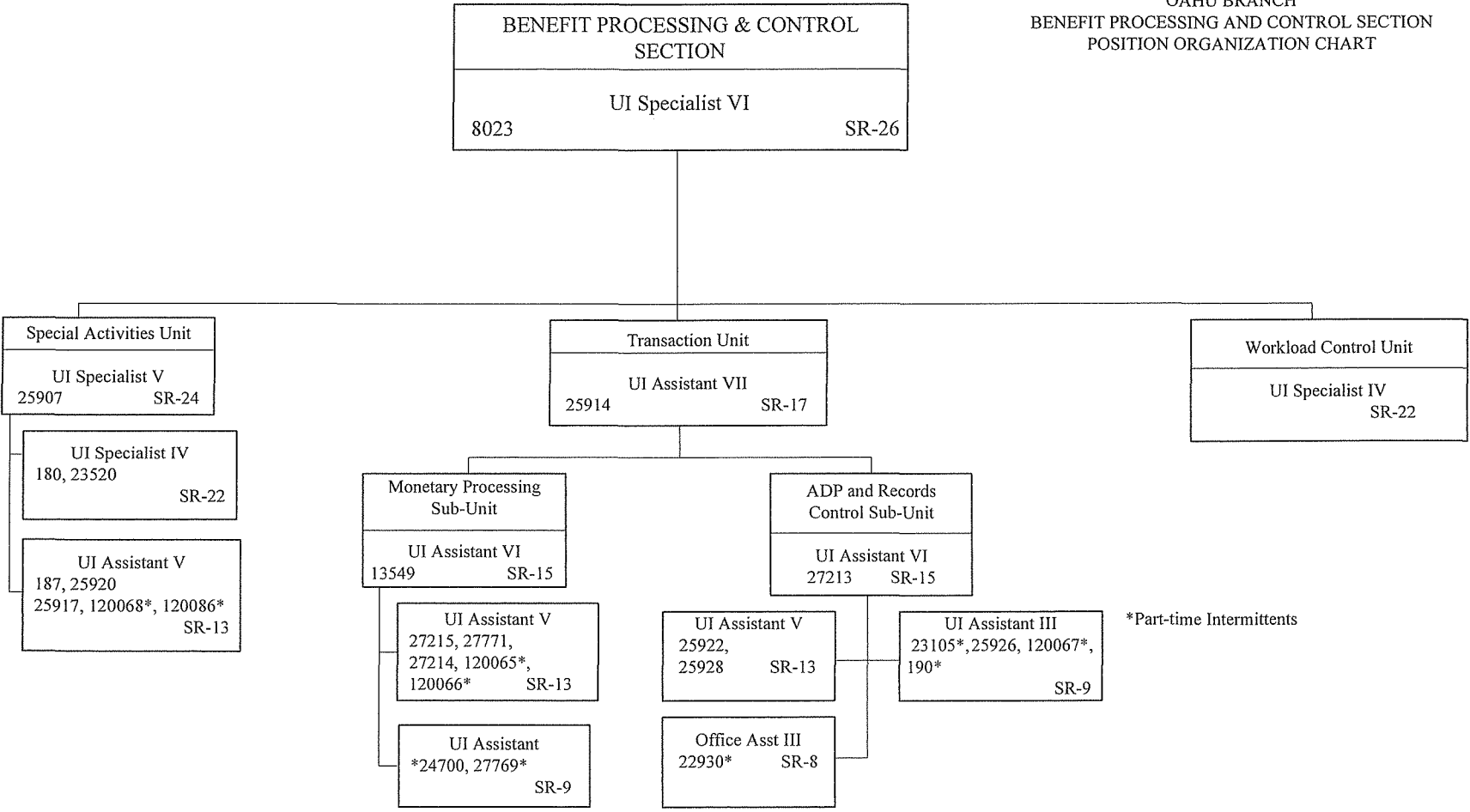
*Part-time Intermittents

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 OAHU BRANCH
 WAIPAHU CLAIMS SECTION
 POSITION ORGANIZATION CHART



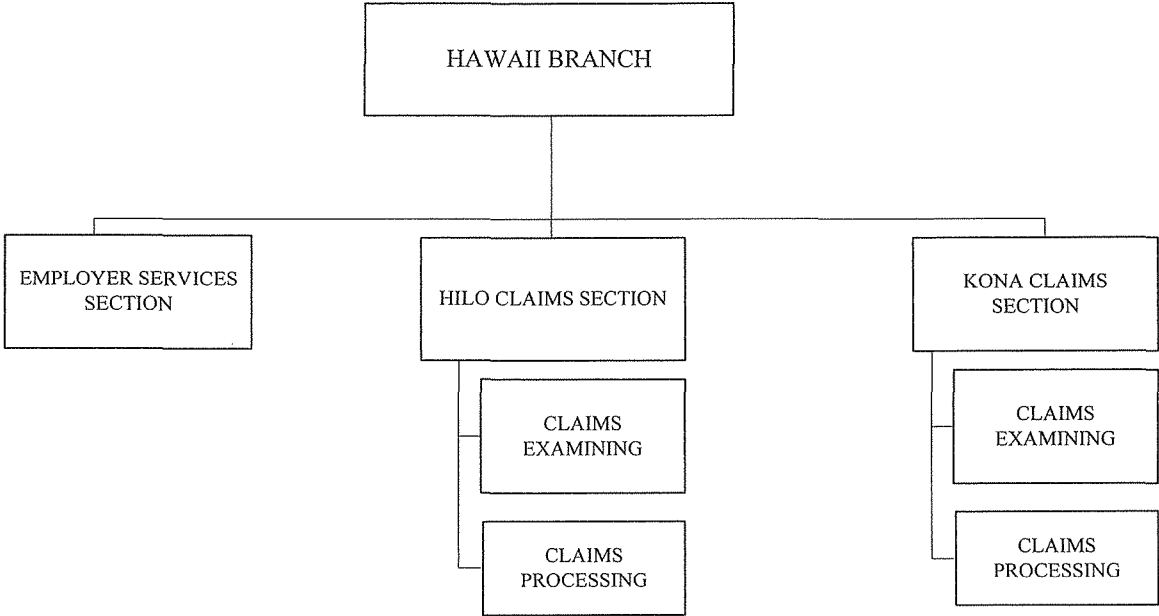
*Part-time Intermittents
 **Temporary Position NTE 6/30/17

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 OAHU BRANCH
 BENEFIT PROCESSING AND CONTROL SECTION
 POSITION ORGANIZATION CHART



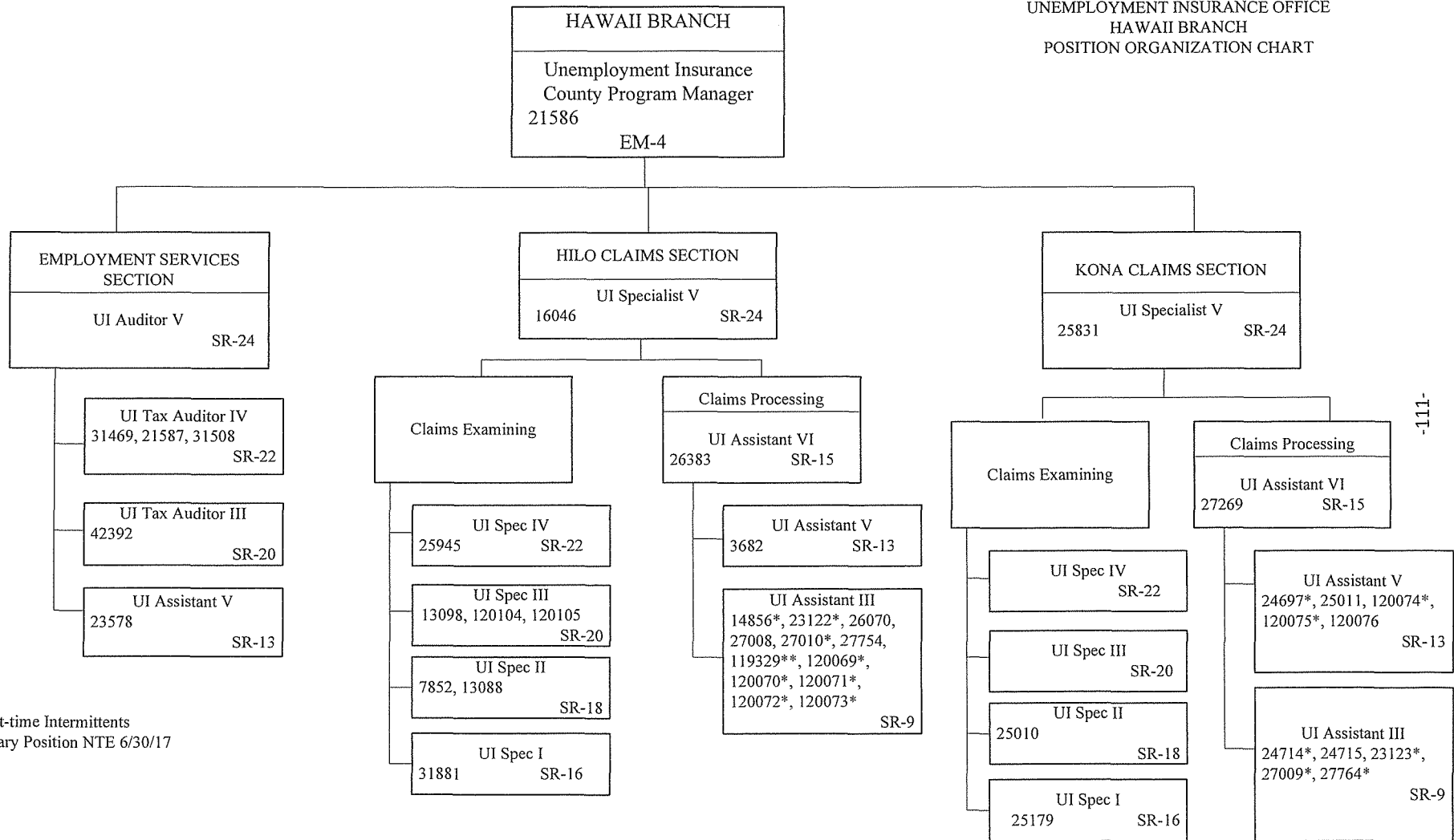
*Part-time Intermittents

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE OFFICE
HAWAII BRANCH
ORGANIZATION CHART



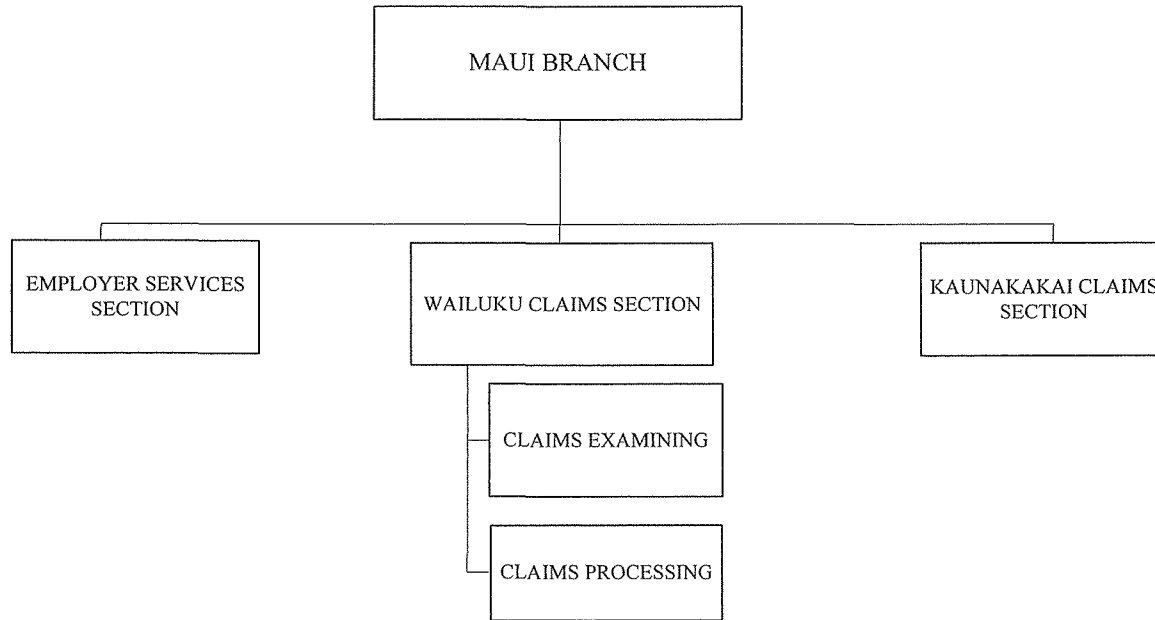
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

UNEMPLOYMENT INSURANCE OFFICE
HAWAII BRANCH
POSITION ORGANIZATION CHART

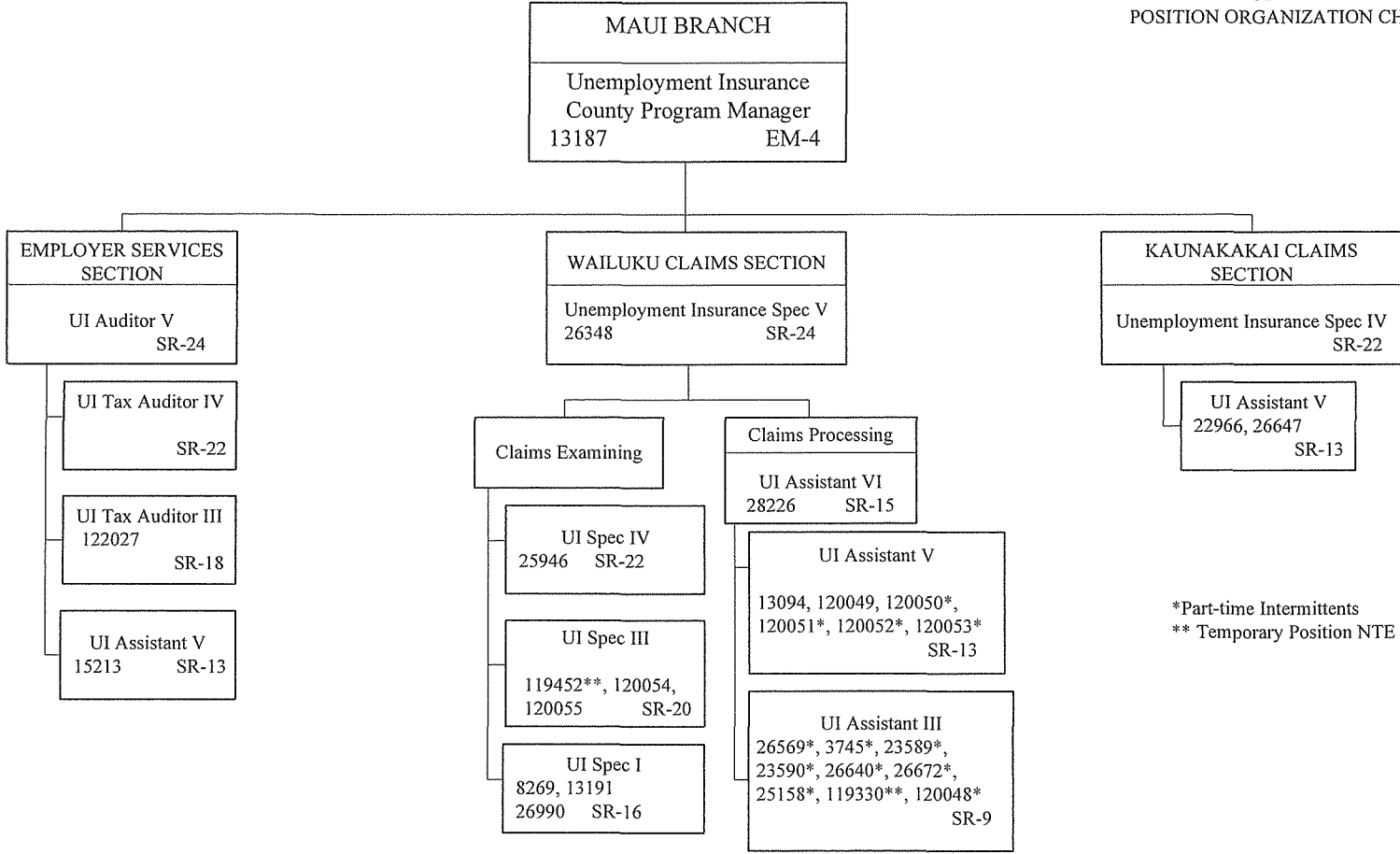


*Part-time Intermittents
**Temporary Position NTE 6/30/17

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE OFFICE
MAUI BRANCH
ORGANIZATION CHART

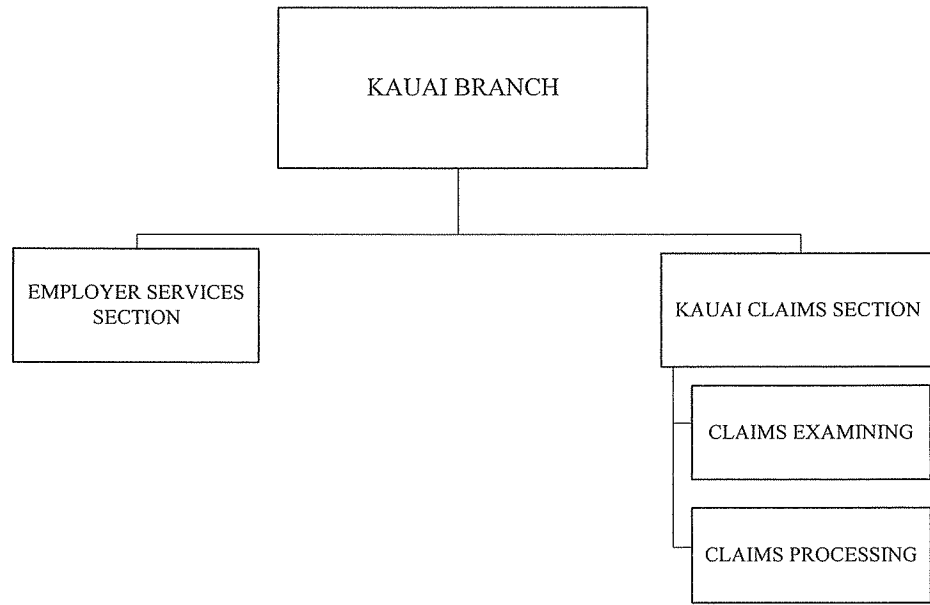


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 MAUI BRANCH
 POSITION ORGANIZATION CHART

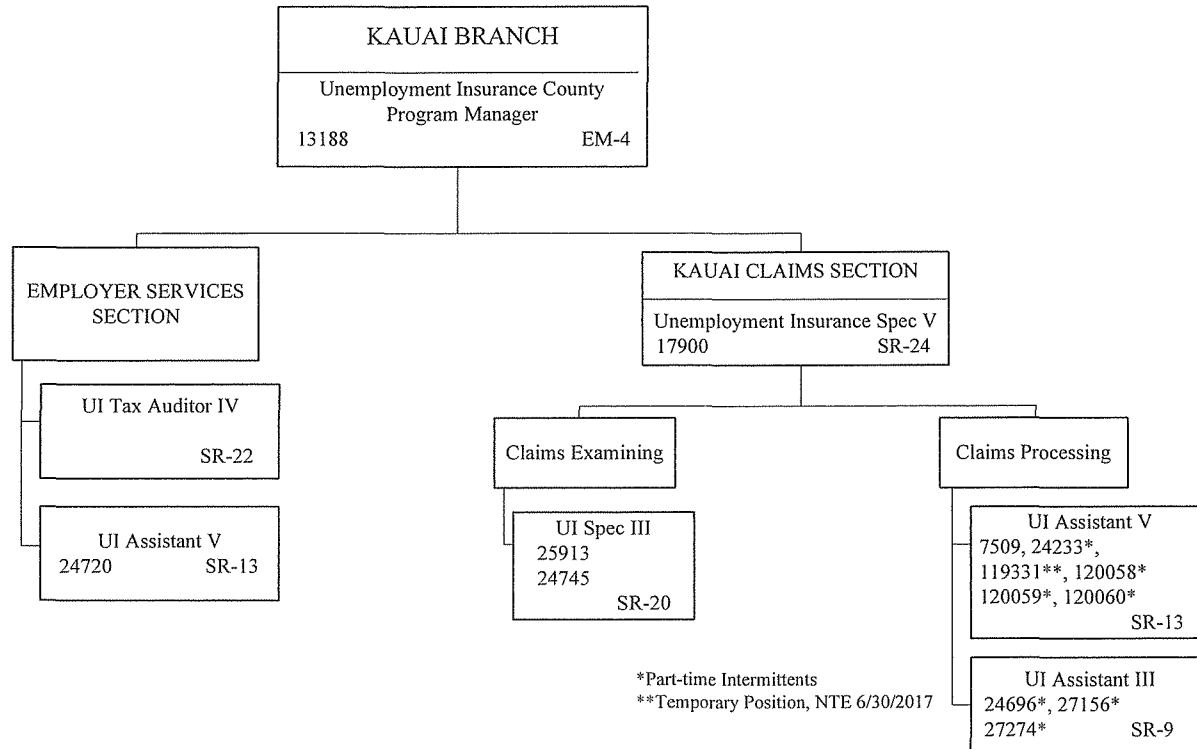


*Part-time Intermittents
 ** Temporary Position NTE 6/30/17

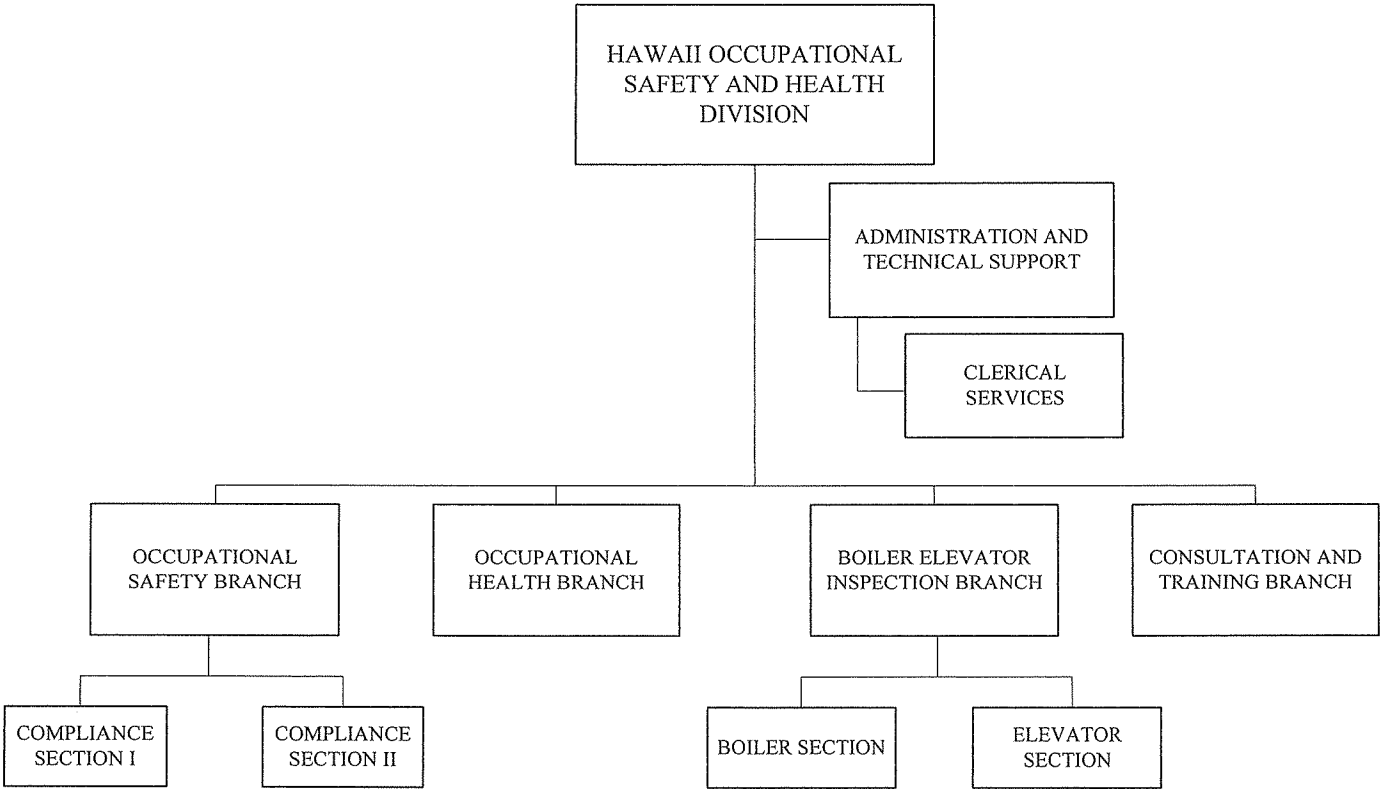
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE OFFICE
KAUAI BRANCH
ORGANIZATION CHART



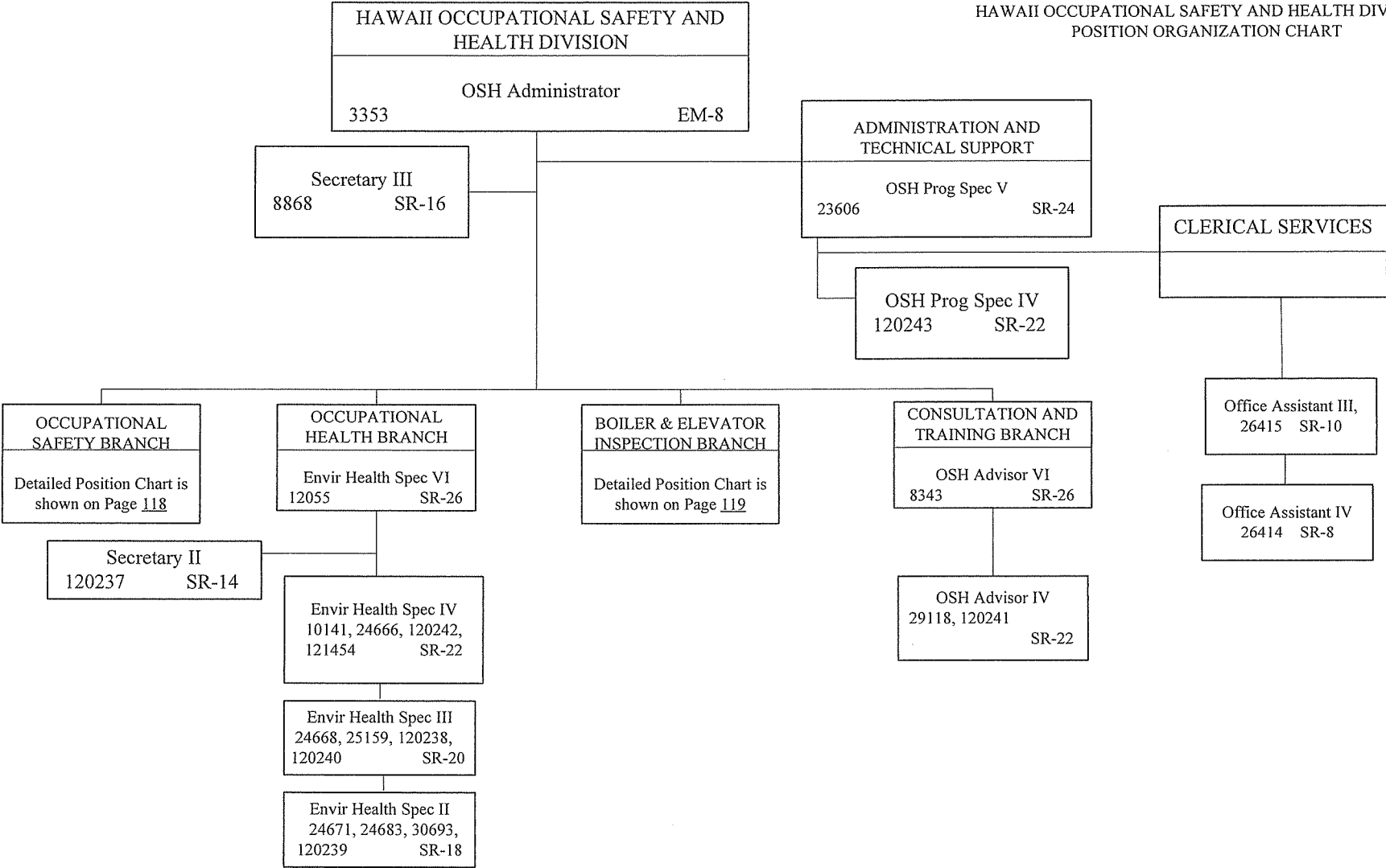
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 KAUAI BRANCH
 POSITION ORGANIZATION CHART



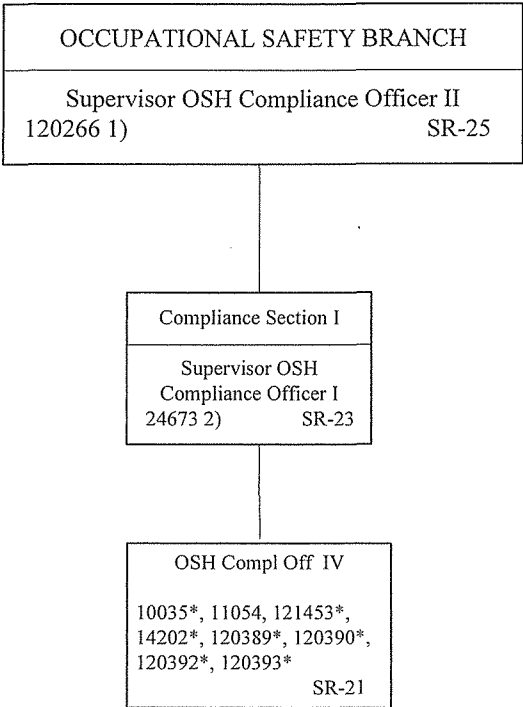
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION
ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION
 POSITION ORGANIZATION CHART

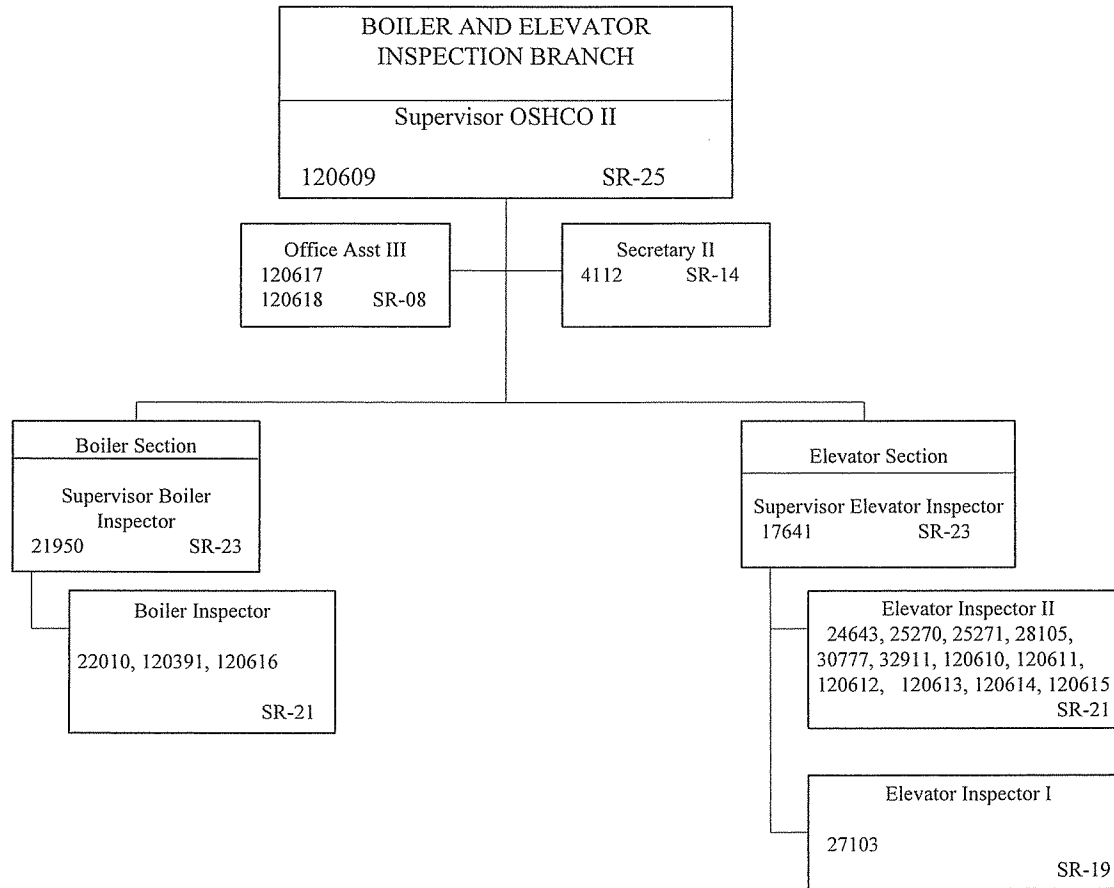


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION
 OCCUPATIONAL SAFETY BRANCH
 POSITION ORGANIZATION CHART

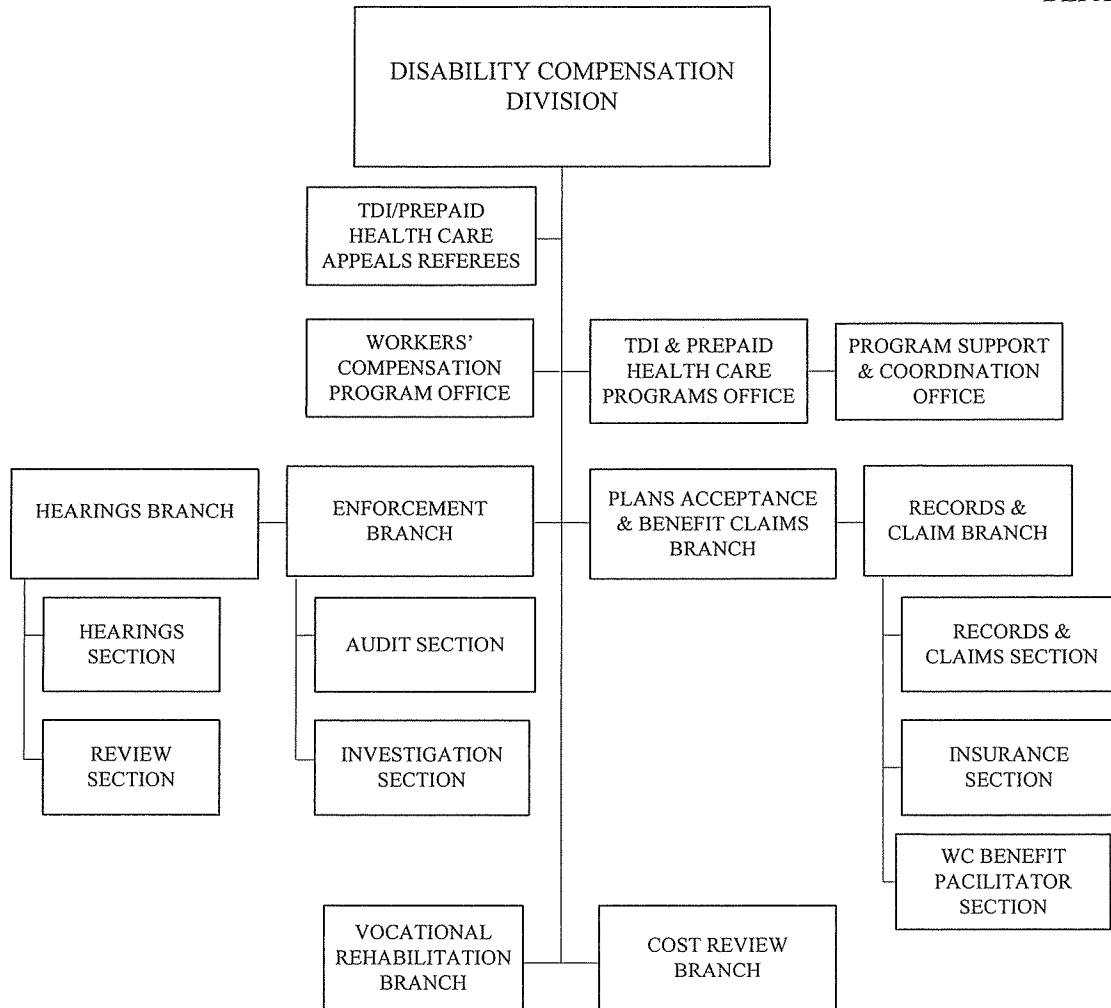


1) Exercises functional supervision of OSH Compliance Officers in the Maui District Office
 2) Exercises functional supervision of OSH Compliance Officers in the Hawaii and Kauai District Offices
 *Authorized at IV level, filled at lower level

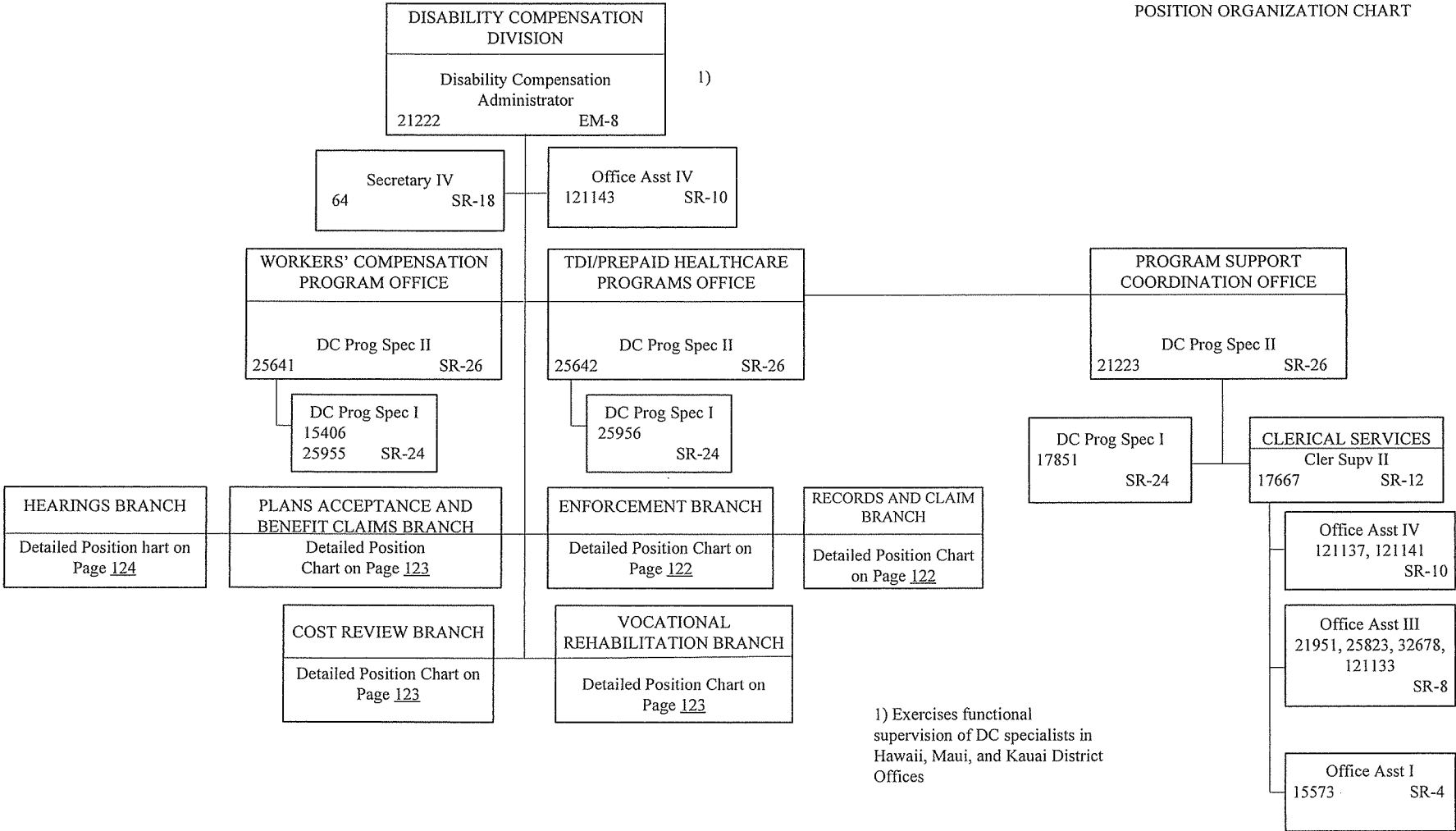
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION
 BOILER AND ELEVATOR INSPECTION BRANCH
 POSITION ORGANIZATION CHART



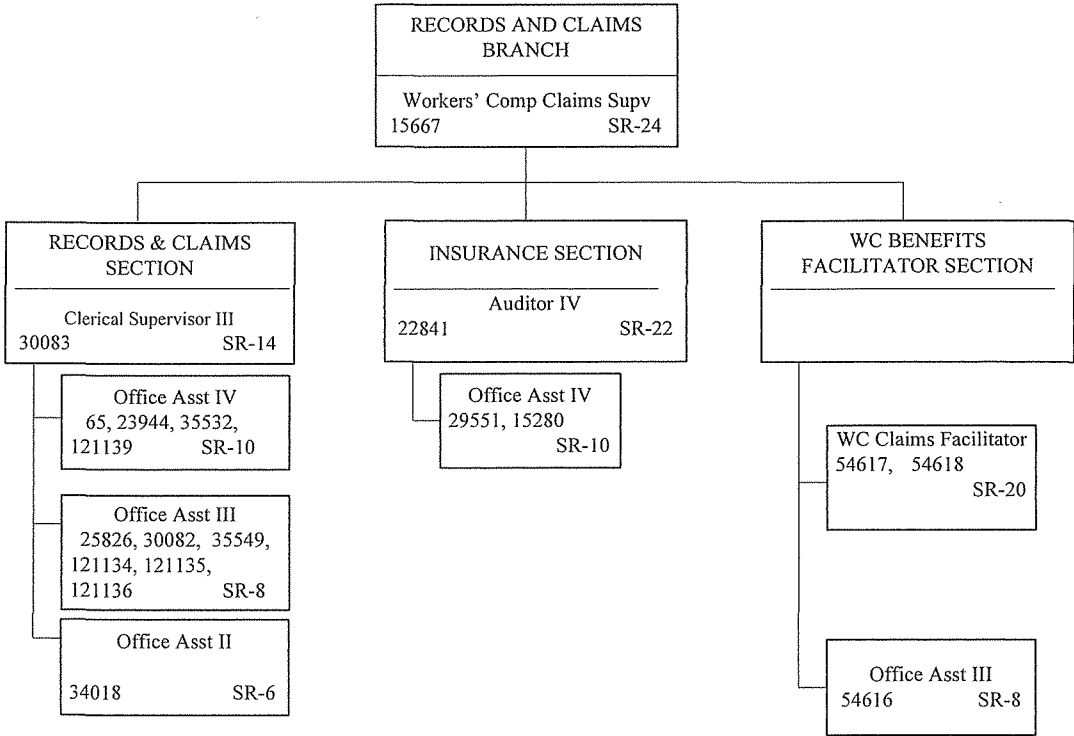
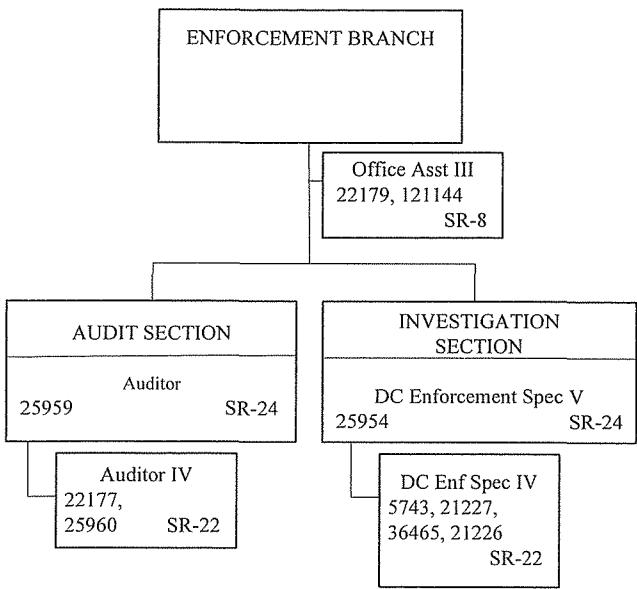
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DISABILITY COMPENSATION DIVISION
 ORGANIZATION CHART



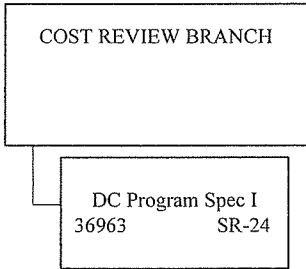
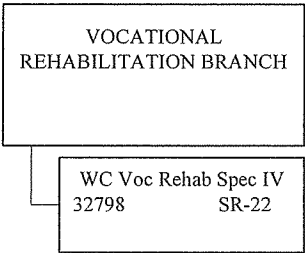
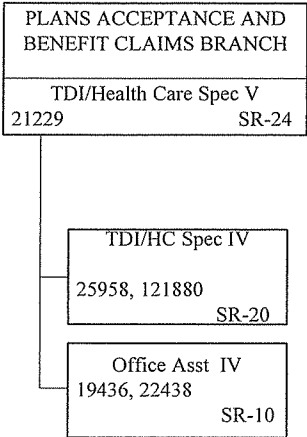
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DISABILITY COMPENSATION DIVISION
 POSITION ORGANIZATION CHART



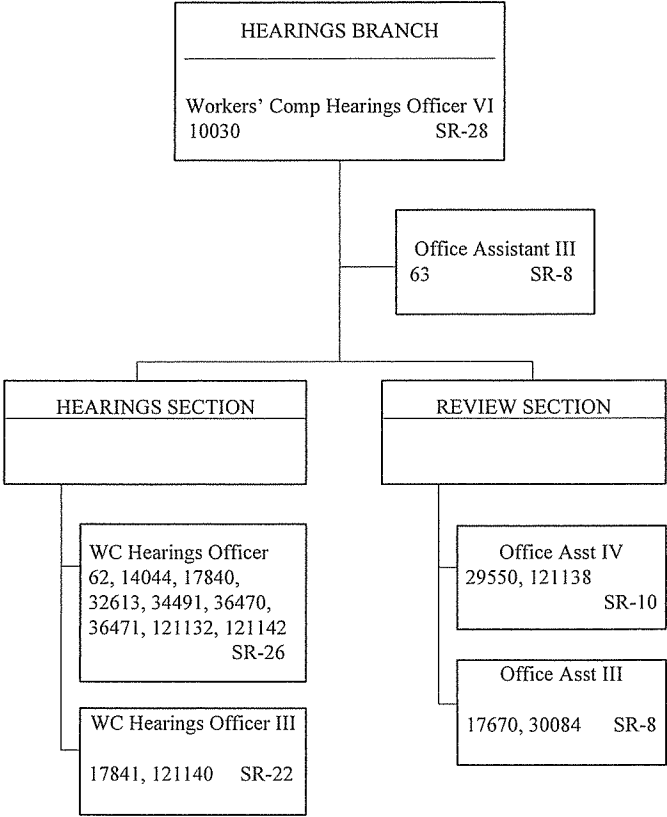
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DISABILITY COMPENSATION DIVISION
 ENFORCEMENT BRANCH
 RECORDS AND CLAIMS BRANCH
 POSITION ORGANIZATION CHART



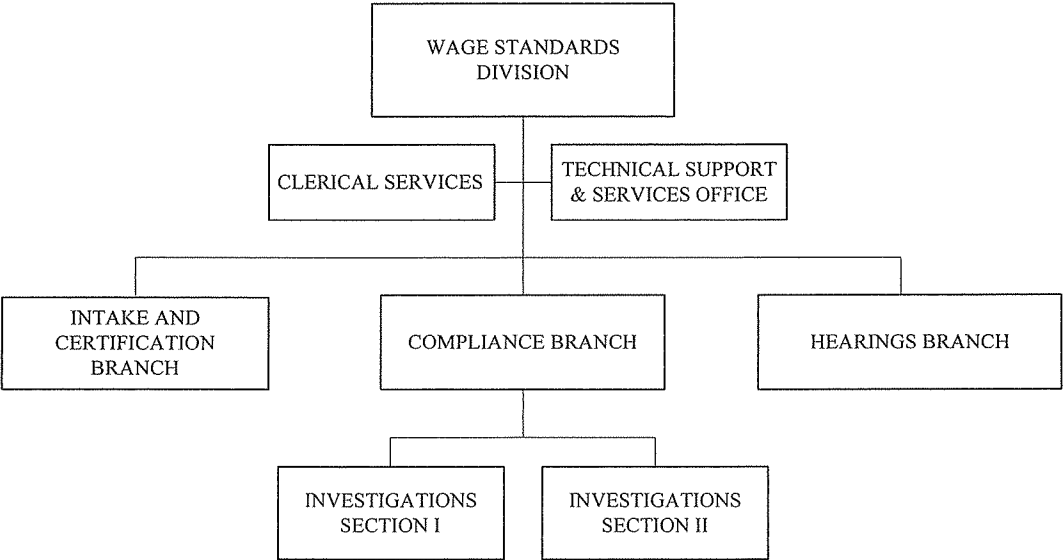
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
DISABILITY COMPENSATION DIVISION
PLANS ACCEPTANCE AND BENEFIT CLAIMS BRANCH
VOCATIONAL REHABILITATION BRANCH
COST REVIEW BRANCH
POSITION ORGANIZATION CHART



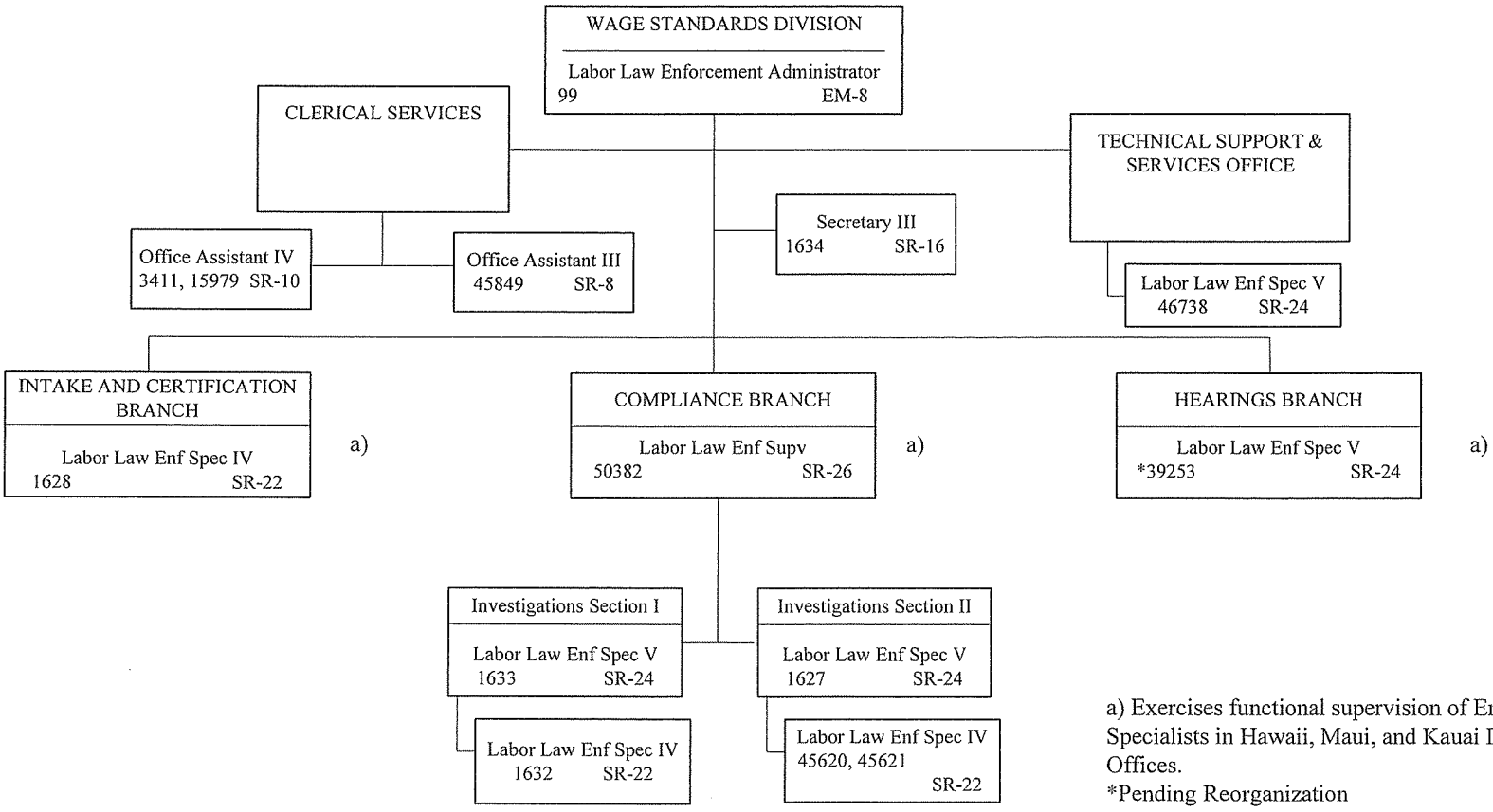
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
DISABILITY COMPENSATION DIVISION
HEARINGS BRANCH
POSITION ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WAGE STANDARDS DIVISION
ORGANIZATION CHART

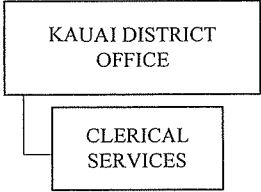
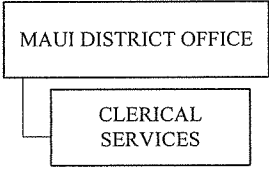
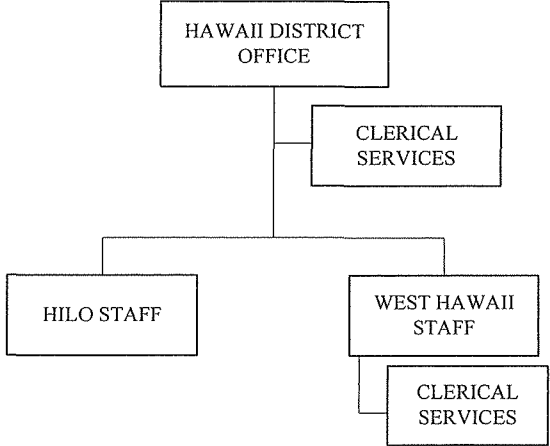


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WAGE STANDARDS DIVISION
 POSITION ORGANIZATION CHART

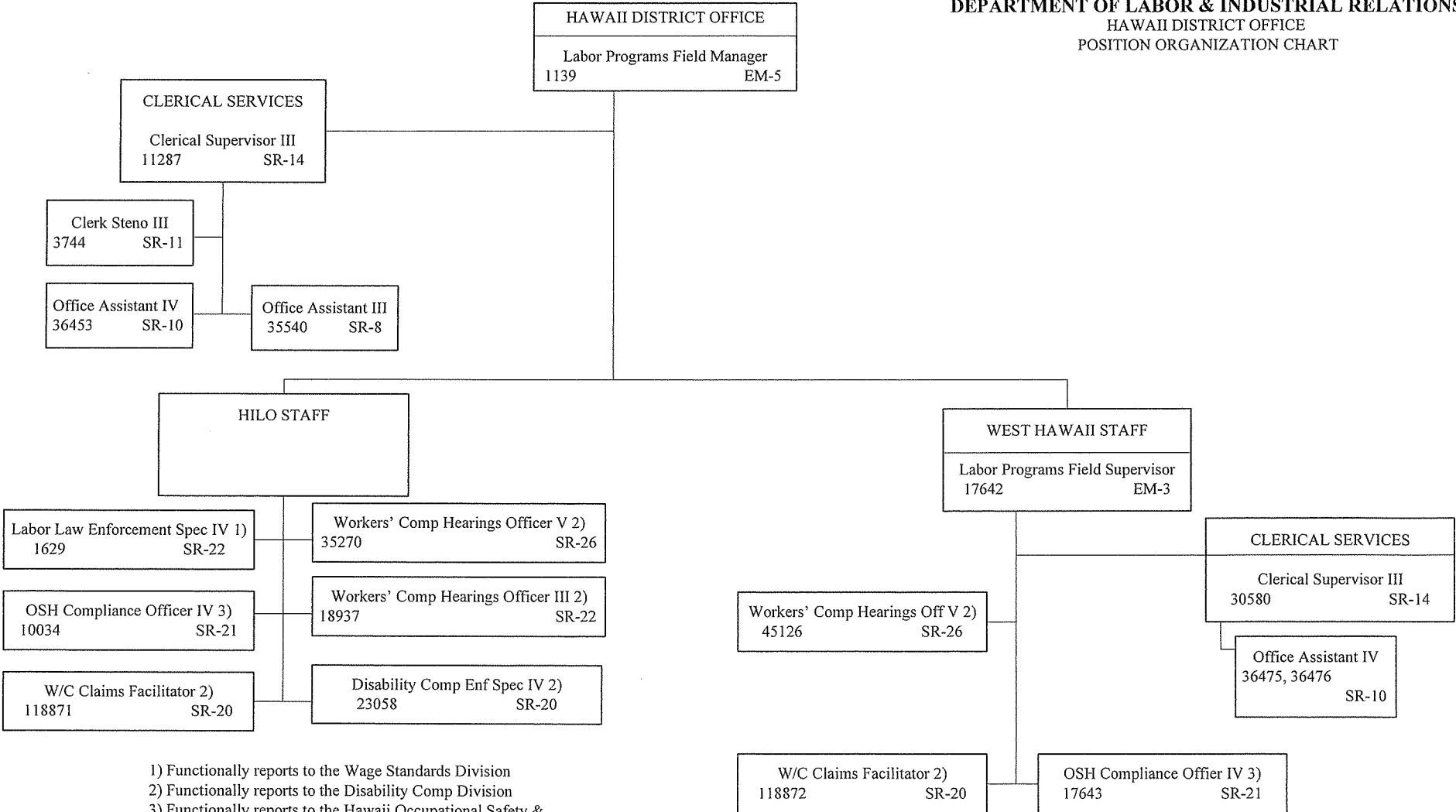


a) Exercises functional supervision of Enforcement Specialists in Hawaii, Maui, and Kauai District Offices.
 *Pending Reorganization

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII DISTRICT OFFICE
MAUI DISTRICT OFFICE
KAUAI DISTRICT OFFICE
ORGANIZATION CHART

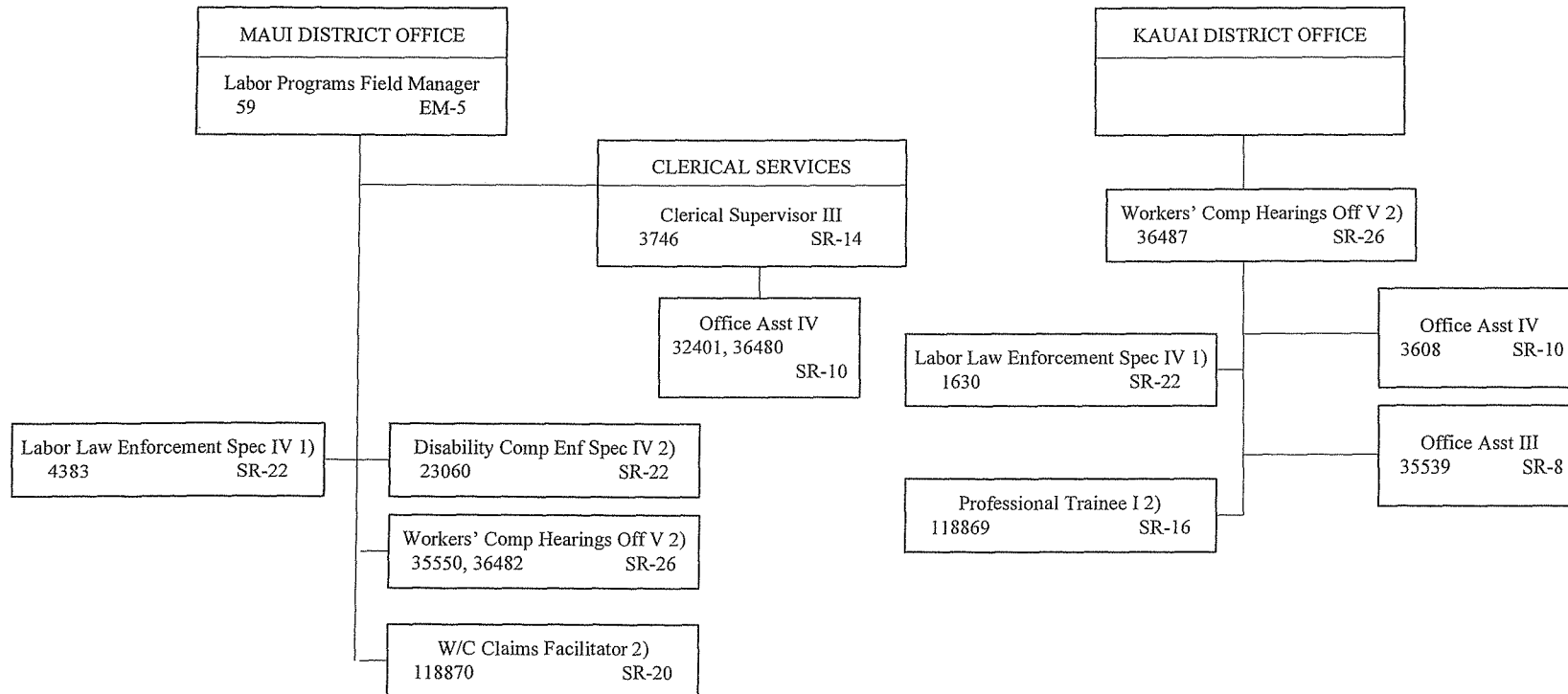


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII DISTRICT OFFICE
 POSITION ORGANIZATION CHART



1) Functionally reports to the Wage Standards Division
 2) Functionally reports to the Disability Comp Division
 3) Functionally reports to the Hawaii Occupational Safety & Health Division

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 MAUI DISTRICT OFFICE
 KAUAI DISTRICT OFFICE
 POSITION ORGANIZATION CHART



1) Functionally reports to the Wage Standards Division
 2) Functionally reports to the Disability Comp Division