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DEPT. COMM. NO. 93

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STATE OF HAWAII | KA MOKU'ĀINA O HAWAII
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
KA 'OIHANA HO'OMŌHALA LIMAHANA

235 S. BERETANIA STREET
HONOLULU, HAWAII 96813-2437

December 10, 2025

The Honorable Ronald D. Kouchi, President
and Members of the Senate
State Capitol, Room 409
Honolulu, Hawaii 96813

The Honorable Nadine K. Nakamura, Speaker
and Members of the House
State Capitol, Room 431
Honolulu, Hawaii 96813

Dear President Kouchi, Speaker Nakamura, and Members of the Legislature:

For your information and consideration, I am transmitting herewith the 2025 Report of Positions Exempt from Civil Service (Act 300 SLH 2006).

In accordance with Section 93-16 Hawaii Revised Statutes, a copy of the report has been transmitted to the Legislative Reference Bureau Library, and the report may be viewed electronically at: <http://dhrd.hawaii.gov/reports/legislative-reports/>.

Sincerely,

A handwritten signature in black ink that reads "Brenna H. Hashimoto".

Brenna H. Hashimoto
Director

Attachments

REPORT TO THE 2026 LEGISLATURE
ON POSITIONS EXEMPTED FROM THE CIVIL SERVICE
AS REQUIRED BY ACT 300,
SESSION LAWS OF HAWAII 2006

Department of Human Resources Development
December 2025

Submitted by the Department of Human Resources Development
December 10, 2025

SUMMARY OF REPORT

Act 300, Session Laws of Hawaii (SLH) 2006, directs the Department of Human Resources Development (DHRD) to submit reports on exempt positions to the Legislature prior to each regular session.

Inasmuch as the Act establishes an ongoing annual reporting requirement, and to provide the Legislature with the most current data available, the period covered by each report is from November 1 through October 31 of the applicable year. This report complies with the reporting requirements and provides a status report on the efforts to implement Act 300 for the period November 1, 2024 through October 31, 2025.

During the current reporting period, seven (7) exempt positions were replaced with civil service positions. Of the seven:

- One (1) position was exempt from civil service based on section 76-16(b)(12), Hawaii Revised Statutes (HRS); and
- Six (6) positions were exempt based on section 76-16(b)(17), HRS.

BACKGROUND

Act 300, SLH 2006 was enacted to “comply with Act 253, SLH 2000.” The Act amended a number of statutory provisions that required positions to be exempt from civil service to allow discretion as to whether the positions should be civil service or exempt from civil service, and also directed DHRD and the Hawaii Government Employees Association (HGEA) “to work collaboratively to establish a logical, workable and fair process for converting positions in various departments, which are currently exempt from chapter 76, Hawaii Revised Statutes, to civil service positions.” The Act also granted rights to exempt employees who occupied the affected exempt positions for at least one year and requires DHRD to submit a report on the conversions of exempt positions to the Legislature prior to each regular session.

DHRD and the HGEA subsequently entered into a Letter of Understanding (LOU) dated March 17, 2011, regarding the identification of positions for conversion. The LOU, whose effective date ended December 31, 2013, sought to significantly increase the number of exempt positions identified for conversion to civil service in all departments of the Executive Branch, and required DHRD to identify exempt positions that may be converted to civil service. DHRD directed significant resources to the LOU to conduct a comprehensive review of positions in all departments that are exempt from civil service based on sections 76-16(b)(12) and (17), HRS.

To further facilitate an increase in the number of exempt positions replaced with civil service positions, DHRD revised Policy No. 1000.002, Appointment of Exempt Employees to Replacement Civil Service Positions, effective November 30, 2011. The policy extends the Act 300, SLH 2006 process to all appropriate conversions.

**ANNUAL REPORT ON
THE NUMBER OF EXEMPT POSITIONS REPLACED WITH CIVIL SERVICE
POSITIONS AND THE NUMBER OF EXEMPT POSITIONS REMAINING**

Act 300 requires DHRD to submit an annual report to the legislature that includes the following information:

1. The number of exempt positions that were converted to civil service during the previous twelve months; and
2. The number of exempt positions remaining in each State department after the conversions.

For the exempt positions that were converted to civil service, the report must also indicate:

1. When the position was established;
2. The purpose of the position; and
3. The rationale for the conversion.

During the current reporting period, seven (7) exempt positions were replaced with civil service positions. Of the seven:

- One (1) position was exempt from civil service based on section 76-16(b)(12), Hawaii Revised Statutes (HRS); and
- Six (6) positions were exempt based on section 76-16(b)(17), HRS.

As of November 1, 2025, 3,185 exempt positions remain. Aloha Stadium event positions (1012), Student Helper and Student Intern positions (767), and Work Experience positions (2,191) are not included in the number of exempt positions remaining since such positions are not appropriate for conversion to civil service.

Attachment 1 lists, by department, the exempt positions that were replaced with civil service positions within the reporting period.

Attachment 2 provides a summary of the number of exempt positions that were replaced with civil service positions in each department.

Attachment 3 provides the number of exempt positions remaining within each department, as of November 1, 2025, by the statutory basis for exemption. Attachment 4 reflects, by department, exempt positions that were identified for conversion to civil service where the incumbents elected to remain exempt pursuant to the applicable Policy No. 1000.002. These positions will be converted to civil service when the incumbents vacate the positions. For the period November 1, 2024 through October 31, 2025, no positions were reported in this category.

DATED: Honolulu, Hawaii, December 10, 2025

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brenna H. Hashimoto".

BRENNNA H. HASHIMOTO, Director
Department of Human Resources Development

Attachments

CONVERTED POSITIONS
[Exempt to Civil Service (CS)]
NOVEMBER 1, 2024 - OCTOBER 31, 2025

Department of Accounting and General Services								Subsection 17	Subsection 12	
Division	Exempt Pos No	Changed Pos No	CS Title	Purpose of Position	Establish Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project
PubWorksDiv	00038710	00038710	Engineer V	Building Code Specialist Engineer lead the amendment to Hawaii 2024 building code focusing on enhancing housing resilience and ensuring compliance with safety standards.	7/22/1987	5/19/2025	17	12th Proclamation Related to Affordable Housing		

CONVERTED POSITIONS
[Exempt to Civil Service (CS)]
NOVEMBER 1, 2024 - OCTOBER 31, 2025

Department of Business and Economic Development

								Subsection 17	Subsection 12	
Division	Exempt Pos No	Changed Pos No	CS Title	Purpose of Position	Establish Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project
ComAg&OthPrj	00016865	00016865	Planner V	Directly involved in the planning and processing of development-related permits and approvals of affordable housing. The Housing Planner will assist OPSD's Land Use Division to support the Build Beond Barriers (BBB) Working Group to inventory, track and coordinate the process of affordable housing projects, infrastructure projects related to housing projects, and transit-oriented development sites.	12/16/1987	5/16/2025	17	Chapter 127A-12(b)(9), and 127A-12(b)(19), and Chapter 76, HRS, Proclamation Relating to Affordable Housing		
HIHsgFin&DvC	00042098	00042098	Accountant III	The HHFDC Accountant independently performs professional accounting and fiscal work including establishing and maintaining fiscal records, preparing various accounting reports, improving accounting and related budgeting practices. This includes, for example, applying generally accepted accounting principles and achieving consistent classifications for programming, budgeting, accounting, and financial reporting to produce an interrelated system for both internal operating and external reporting purposes.	8/30/1989	2/1/2025	17	HRS §201H-2, Governor's approval dated 02/09/2024		
ComAg&OthPrj	00123077	00123077	Planning Program Manager	The primary responsibility of the position is to formulate, manage and direct the State Transit Oriented Development program to perform and advance the program responsibilities in HRS §225M-2(b)(10).	5/18/2022	8/6/2025	17	Act 164, SLH 2023; Governor's approval dtd 05/30/2024.		

CONVERTED POSITIONS
[Exempt to Civil Service (CS)]
NOVEMBER 1, 2024 - OCTOBER 31, 2025

Department of Commerce and Consumer Affairs

								Subsection 17	Subsection 12	
Division	Exempt Pos No	Changed Pos No	CS Title	Purpose of Position	Establish Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project
PUC	00121797	00121797	Engineer V	The primary purpose of this position is to provide support and document business requirements for the new Case and Docket Management System (CDMS), ensuring modifications or enhancements meet Commission requirements.	8/1/2015	11/19/2024	17	HRS 269-3		

CONVERTED POSITIONS
[Exempt to Civil Service (CS)]
NOVEMBER 1, 2024 - OCTOBER 31, 2025

Department of Defense

								Subsection 17	Subsection 12	
Division	Exempt Pos No	Changed Pos No	CS Title	Purpose of Position	Establish Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project
ArmyNatlGard	00120691	00120691	Accountant III	Production Controller maintains, updates and reconciles data from Planning Resource for Infrastructure Development and Evaluation (PRIDE) Facilities Maintenance Module database, Work Orders and State accounting database to streamline State/Federal fiscal reporting requirements for Construction Facilities Management Office (CFMO).	8/6/2012	1/16/2025	12		HIARNG Chief Financial Officer's Act (CFOA) and Real Property Inventory Requirement (RPIR)	Special

CONVERTED POSITIONS
[Exempt to Civil Service (CS)]
NOVEMBER 1, 2024 - OCTOBER 31, 2025

Department of Hawaiian Home Lands

								Subsection 17	Subsection 12	
Division	Exempt Pos No	Changed Pos No	CS Title	Purpose of Position	Establish Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project
HmstdSvcsDiv	00100485	00100485	Office Assistant V	The primary purpose of this position is to supervise and participate in the highly complex clerical work that involves a wide range of clerical functions where some originating and planning work is required to establish, maintain, process, arrange, find, preserve, and archive the hard copy and digital lessee and applicant files located in the DHHL's Central File Room.	12/17/1985	5/1/2025	17	Section 202(b), Hhca 1920		

**Summary of Converted Positions [Exempt to Civil Service]
November 1, 2024 - October 31, 2025**

	AGS	ATG	BED	BUF	CCA	DAB	DCR	DEF	DLE	GOV	HHL	HMS	HRD	HTH	LBR	LIB	LNR	LTG	TAX	TRN	UOH	TOTALS
Positions - Subsection 12 ¹	1	7	21	20			11	103	10			41	11	268	201					61		755
Replaced with Civil Service ²								1														1
Remain Exempt ³	1	7	21	20			11	102	10			41	11	268	201					61		754

Positions - Subsection 17 ¹	137	15	193	152	245	8	78	24	3		90	94		115	58	2	99		30	14		1357
Replaced with Civil Service ²	1		3		1						1											6
Remain Exempt ³	136	15	190	152	244	8	78	24	3		89	94		115	58	2	99		30	14		1351

Total Converted Position	1		3		1			1			1											7
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Notes:

Effective 7/1/2005, DOE (except LIB (public libraries) is not included in the report pursuant to Act 51, 2004.

Aloha Stadium event positions are not included in count for BED subsection 17.

Footnotes:

¹Number of positions from Report to the 2025 Legislature, Attachment 3.

²Number of positions converted between November 1, 2024 - October 31, 2025.

³Number of positions that remain exempt. Number does not include abolished or new positions.

Summary of Exempt Positions by HRS 76-16(b) Subsections and Departments

Subsection	AGS	ATG	BED	BUF	CCA	DAB	DCR	DEF	GOV	HHL	HMS	HRD	HTH	LAW	LBR	LIB	LNR	LTG	TAX	TRN	UOH	Total
1								15														15
2				1																		1
3													2									2
4		1																				1
5	3								47									16				66
6								1										1				2
7	3	1	1	1	2	1	6	1		1	1	1	3		7		1		4	4		38
9	2	2	2	2	2	2	4	2		2	3	2	5	3	2		3		2	5	15	60
10		282												3								285
11																2						2
12	3	4	26	20		2	3	103			43	11	285	11	205					93		809
14																	1					1
15													4							15	190	209
16	1		1	1	1	1		1		1	2	1	4		1	1	1		1	4		22
17	146	18	200	153	248	10	78	25		89	115		116	4	59	2	105		31	14		1413
21											40											40
22																					25	25
23																				3	1	4
24														1								1
26								103														103
27			41																			41
28											4											4
29											5											5
30											6											6
31													1									1
32								20														20
34																	6					6
35														1								1
37	1	1																				2
Total	159	309	271	178	253	16	91	270	48	93	219	15	420	23	274	5	117	17	38	138	231	3185

Notes:

HRMS data as of 11/01/2025

Data reflects only subsections that are cited as the legal authority for exemption from civil service

The following positions are not included in the counts:

- 1012 Aloha Stadium Event positions
- 767 Student Helper & Student Intern positions
- 2191 Work Experience positions

**Exempt positions identified for Replacemnet with Civil Service Positions but Employees Elected to Remain Exempt
November 1, 2024 - October 31, 2025**

No positions remained exempt due to employee election.