
A BILL FOR AN ACT

RELATING TO PERSONNEL.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

1 SECTION 1. The legislature finds that the job title
2 "secretary" has become outdated in both the public and private
3 sectors, leading many organizations to adopt more contemporary
4 titles such as "administrative assistant" or "executive
5 assistant". To ensure that the State's job titles remain
6 current and appealing to potential applicants, the department of
7 human resources development has renamed the civil service
8 secretary series to "administrative assistant" and the
9 administrative assistant series to "executive specialist,"
10 effective July 16, 2024. This modernization aligns the State's
11 job titles with prevailing industry standards and enhances its
12 ability to attract and retain qualified employees.

13 Therefore, the purpose of this Act is to update state
14 position titles by changing "private secretary" to "executive
15 assistant" and "secretary" to "administrative assistant," where
16 applicable.

17 SECTION 2. Section 76-16, Hawaii Revised Statutes, is
18 amended by amending subsection (b) to read as follows:

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1 "(b) The civil service to which this chapter applies shall
2 comprise all positions in the State now existing or hereafter
3 established and embrace all personal services performed for the
4 State, except the following:

5 (1) Commissioned and enlisted personnel of the Hawaii
6 National Guard and positions in the Hawaii National
7 Guard that are required by state or federal laws or
8 regulations or orders of the National Guard to be
9 filled from those commissioned or enlisted personnel;

10 (2) Positions filled by persons employed by contract where
11 the director of human resources development has
12 certified that the service is special or unique or is
13 essential to the public interest and that, because of
14 circumstances surrounding its fulfillment, personnel
15 to perform the service cannot be obtained through
16 normal civil service recruitment procedures. Any
17 contract may be for any period not exceeding one year;

18 (3) Positions that must be filled without delay to comply
19 with a court order or decree if the director
20 determines that recruitment through normal recruitment
21 civil service procedures would result in delay or

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1 noncompliance, such as the Felix-Cayetano consent
2 decree;

3 (4) Positions filled by the legislature or by either house
4 or any committee thereof;

5 (5) Employees in the office of the governor and office of
6 the lieutenant governor, and household employees at
7 Washington Place;

8 (6) Positions filled by popular vote;

9 (7) Department heads, officers, and members of any board,
10 commission, or other state agency whose appointments
11 are made by the governor or are required by law to be
12 confirmed by the senate;

13 (8) Judges, referees, receivers, masters, jurors, notaries
14 public, land court examiners, court commissioners, and
15 attorneys appointed by a state court for a special
16 temporary service;

17 (9) One bailiff for the chief justice of the supreme court
18 who shall have the powers and duties of a court
19 officer and bailiff under section 606-14; one
20 secretary or clerk for each justice of the supreme
21 court, each judge of the intermediate appellate court,
22 and each judge of the circuit court; one secretary for

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1 the judicial council; one deputy administrative
2 director of the courts; three law clerks for the chief
3 justice of the supreme court, two law clerks for each
4 associate justice of the supreme court and each judge
5 of the intermediate appellate court, one law clerk for
6 each judge of the circuit court, two additional law
7 clerks for the civil administrative judge of the
8 circuit court of the first circuit, two additional law
9 clerks for the criminal administrative judge of the
10 circuit court of the first circuit, one additional law
11 clerk for the senior judge of the family court of the
12 first circuit, two additional law clerks for the civil
13 motions judge of the circuit court of the first
14 circuit, two additional law clerks for the criminal
15 motions judge of the circuit court of the first
16 circuit, and two law clerks for the administrative
17 judge of the district court of the first circuit; and
18 one private secretary each for the administrative
19 director of the courts[τ] and the deputy
20 administrative director of the courts[τ]; one
21 executive assistant for each department head, each
22 deputy or first assistant, and each additional deputy,

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1 or assistant deputy, or assistant defined in paragraph
2 (16);

3 (10) First deputy and deputy attorneys general, the
4 administrative services manager of the department of
5 the attorney general, one [secretary] administrative
6 assistant for the administrative services manager, an
7 administrator and any support staff for the criminal
8 and juvenile justice resources coordination functions,
9 and law clerks;

10 (11) (A) Teachers, principals, vice-principals, complex
11 area superintendents, deputy and assistant
12 superintendents, other certificated personnel,
13 and no more than twenty noncertificated
14 administrative, professional, and technical
15 personnel not engaged in instructional work;

16 (B) Effective July 1, 2003, teaching assistants,
17 educational assistants, bilingual or bicultural
18 school-home assistants, school psychologists,
19 psychological examiners, speech pathologists,
20 athletic health care trainers, alternative school
21 work study assistants, alternative school
22 educational or supportive services specialists,

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1 filled by persons entering the workforce or
2 persons transitioning into other careers under
3 programs such as the federal Workforce Investment
4 Act of 1998, as amended, or the Senior Community
5 Service Employment Program of the Employment and
6 Training Administration of the United States
7 Department of Labor, or under other similar state
8 programs;

9 (14) A custodian or guide at Iolani Palace, the Royal
10 Mausoleum, and Hulihee Palace;

11 (15) Positions filled by persons employed on a fee,
12 contract, or piecework basis, who may lawfully perform
13 their duties concurrently with their private business
14 or profession or other private employment and whose
15 duties require only a portion of their time, if it is
16 impracticable to ascertain or anticipate the portion
17 of time to be devoted to the service of the State;

18 (16) Positions of first deputies or first assistants of
19 each department head appointed under or in the manner
20 provided in section 6, article V, of the Hawaii State
21 Constitution; three additional deputies or assistants
22 either in charge of the highways, harbors, and

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1 airports divisions or other functions within the
2 department of transportation as may be assigned by the
3 director of transportation, with the approval of the
4 governor; one additional deputy in the department of
5 human services either in charge of welfare or other
6 functions within the department as may be assigned by
7 the director of human services; four additional
8 deputies in the department of health, each in charge
9 of one of the following: behavioral health,
10 environmental health, hospitals, and health resources
11 administration, including other functions within the
12 department as may be assigned by the director of
13 health, with the approval of the governor; two
14 additional deputies in charge of the law enforcement
15 programs, administration, or other functions within
16 the department of law enforcement as may be assigned
17 by the director of law enforcement, with the approval
18 of the governor; three additional deputies each in
19 charge of the correctional institutions,
20 rehabilitation services and programs, and
21 administration or other functions within the
22 department of corrections and rehabilitation as may be

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1 assigned by the director of corrections and
2 rehabilitation, with the approval of the governor; two
3 administrative assistants to the state librarian; and
4 an administrative assistant to the superintendent of
5 education;

6 (17) Positions specifically exempted from this part by any
7 other law; provided that:

8 (A) Any exemption created after July 1, 2014, shall
9 expire three years after its enactment unless
10 affirmatively extended by an act of the
11 legislature; and

12 (B) All of the positions defined by paragraph (9)
13 shall be included in the position classification
14 plan;

15 (18) Positions in the state foster grandparent program and
16 positions for temporary employment of senior citizens
17 in occupations in which there is a severe personnel
18 shortage or in special projects;

19 (19) Household employees at the official residence of the
20 president of the university of Hawaii;

21 (20) Employees in the department of education engaged in
22 the supervision of students during meal periods in the

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1 distribution, collection, and counting of meal
2 tickets, and in the cleaning of classrooms after
3 school hours on a less than half-time basis;

4 (21) Employees hired under the tenant hire program of the
5 Hawaii public housing authority; provided that no more
6 than twenty-six per cent of the authority's workforce
7 in any housing project maintained or operated by the
8 authority shall be hired under the tenant hire
9 program;

10 (22) Positions of the federally funded expanded food and
11 nutrition program of the university of Hawaii that
12 require the hiring of nutrition program assistants who
13 live in the areas they serve;

14 (23) Positions filled by persons with severe disabilities
15 who are certified by the state vocational
16 rehabilitation office that they are able to perform
17 safely the duties of the positions;

18 (24) The sheriff;

19 (25) A gender and other fairness coordinator hired by the
20 judiciary;

21 (26) Positions in the Hawaii National Guard youth and adult
22 education programs;

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1 (27) In the Hawaii state energy office in the department of
2 business, economic development, and tourism, all
3 energy program managers, energy program specialists,
4 energy program assistants, and energy analysts;

5 (28) Administrative appeals hearing officers in the
6 department of human services;

7 (29) In the Med-QUEST division of the department of human
8 services, the division administrator, finance officer,
9 health care services branch administrator, medical
10 director, and clinical standards administrator;

11 (30) In the director's office of the department of human
12 services, the enterprise officer, information security
13 and privacy compliance officer, security and privacy
14 compliance engineer, security and privacy compliance
15 analyst, information technology implementation
16 manager, assistant information technology
17 implementation manager, resource manager, community or
18 project development director, policy director, special
19 assistant to the director, and limited English
20 proficiency project manager or coordinator;

21 (31) The Alzheimer's disease and related dementia services
22 coordinator in the executive office on aging;

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- 1 (32) In the Hawaii emergency management agency, the
- 2 executive officer, public information officer, civil
- 3 defense administrative officer, branch chiefs, and
- 4 emergency operations center state warning point
- 5 personnel; provided that for state warning point
- 6 personnel, the director shall determine that
- 7 recruitment through normal civil service recruitment
- 8 procedures would result in delay or noncompliance;
- 9 (33) The executive director and seven full-time
- 10 administrative positions of the school facilities
- 11 authority;
- 12 (34) Positions in the Mauna Kea stewardship and oversight
- 13 authority;
- 14 (35) In the office of homeland security of the department
- 15 of law enforcement, the statewide interoperable
- 16 communications coordinator;
- 17 (36) In the social services division of the department of
- 18 human services, the business technology analyst;
- 19 (37) The executive director and staff of the 911 board;
- 20 (38) The software developer supervisor and senior software
- 21 developers in the department of taxation;

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- 1 (39) In the department of law enforcement, five Commission
2 on Accreditation for Law Enforcement Agencies, Inc.,
3 coordinator positions;
- 4 (40) The state fire marshal and deputy state fire marshal
5 in the office of the state fire marshal;
- 6 (41) The administrator for the law enforcement standards
7 board;
- 8 (42) In the office of the director of taxation, the data
9 privacy officer and tax business analysts; and
- 10 [+] (43) [+] All positions filled by the Hawaii tourism
11 authority within the department of business, economic
12 development, and tourism.

13 The director shall determine the applicability of this
14 section to specific positions.

15 Nothing in this section shall be deemed to affect the civil
16 service status of any incumbent as it existed on July 1, 1955."

17 SECTION 3. Section 103D-204, Hawaii Revised Statutes, is
18 amended by amending subsection (d) to read as follows:

19 "(d) The administrator shall operate independently of the
20 comptroller. The administrator may appoint and dismiss a
21 [private secretary] executive assistant without regard to
22 chapters 76 and 89, who shall serve at the administrator's

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1 pleasure. The comptroller shall provide support to permit the
2 administrator to satisfy all of the administrator's
3 responsibilities as the chief procurement officer for those
4 governmental bodies of the executive branch of the State for
5 which a chief procurement officer is not otherwise designated."

6 SECTION 4. Section 353-62, Hawaii Revised Statutes, is
7 amended by amending subsection (b) to read as follows:

8 "(b) In its operations, the paroling authority shall:
9 (1) Keep and maintain a record of all meetings and
10 proceedings;
11 (2) Make public no more than thirty days after a parole
12 release hearing the following information:
13 (A) The prisoner's name; and
14 (B) Whether the parole request was approved or
15 denied;
16 (3) Send a detailed report of its operations to the
17 governor every three months;
18 (4) In promulgating rules, conform to chapter 91;
19 (5) Allow each prisoner a hearing before a panel of three
20 of its members, which shall act by a majority of the
21 panel members; provided that if it is determined
22 immediately preceding or during the course of a

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1 hearing that a sitting panel member must be recused
2 due to a conflict of interest or illness, the panel
3 may proceed with two members; and
4 (6) Appoint an administrative [secretary] assistant and
5 such other clerical and other assistants as may be
6 necessary within the limits of available
7 appropriations, subject to any applicable salary
8 classification and civil service schedules, laws, and
9 rules."

10 SECTION 5. Sections 28-8.5, 155-4, 312-2.1, and 312-2.2,
11 Hawaii Revised Statutes, are amended by substituting the word
12 "administrative assistant," or similar term, wherever the word
13 "secretary," or similar term, appears, as the context requires.

14 SECTION 6. Statutory material to be repealed is bracketed
15 and stricken. New statutory material is underscored.

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1 SECTION 7. This Act shall take effect upon its approval;
2 provided that the amendments made to section 312-2.1, Hawaii
3 Revised Statutes, by section 6 of this Act shall not be repealed
4 when that section is reenacted on June 30, 2028, pursuant to
5 section 4 of Act 141, Session Laws of Hawaii 2023.

6
7 INTRODUCED BY: Nadine K. Nakamura

8 BY REQUEST
JAN 26 2026

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Report Title:

Private Secretary; Executive Assistant; Secretary;
Administrative Assistant

Description:

Updates state position titles by changing "private secretary" to "executive assistant" and "secretary" to "administrative assistant," where applicable.

The summary description of legislation appearing on this page is for informational purposes only and is not legislation or evidence of legislative intent.

JUSTIFICATION SHEET

DEPARTMENT: Human Resources Development

TITLE: A BILL FOR AN ACT RELATING TO PERSONNEL.

PURPOSE: To update state position titles by changing "private secretary" to "executive assistant" and "secretary" to "administrative assistant," where applicable, to align with the modernization of the civil service class of administrative assistants.

MEANS: Amend sections 28-8.5, 76-16(b), 103D-204(d), 155-4, 312-2.1, 312-2.2, and 353-62(b), Hawaii Revised Statutes.

JUSTIFICATION: Effective July 16, 2024, the Department renamed the civil service Secretary class to Administrative Assistant to modernize job titles and align them with current industry standards. This bill is needed to keep the State's position titles current and consistent with those changes by renaming "private secretary" to "executive assistant" and "secretary" to "administrative assistant," where applicable. These updates will promote consistency across position titles and help the State remain competitive in attracting qualified applicants.

Impact on the public: None.

Impact on the department and other agencies: Departments and agencies will need to update personnel records and position descriptions for affected employees to reflect the new title changes.

GENERAL FUND: None.

OTHER FUNDS: None.

PPBS PROGRAM
DESIGNATION:

OTHER AFFECTED

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AGENCIES: State departments and agencies.

EFFECTIVE DATE: Upon approval.