
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2 "secretary" has become outdated in both the public and private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.



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

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

- 7 (1) Commissioned and enlisted personnel of the Hawaii
8 National Guard and positions in the Hawaii National
9 Guard that are required by state or federal laws or
10 regulations or orders of the National Guard to be
11 filled from those commissioned or enlisted personnel;
- 12 (2) Positions filled by persons employed by contract where
13 the director of human resources development has
14 certified that the service is special or unique or is
15 essential to the public interest and that, because of
16 circumstances surrounding its fulfillment, personnel
17 to perform the service cannot be obtained through
18 normal civil service recruitment procedures. Any
19 contract may be for any period not exceeding one year;
- 20 (3) Positions that must be filled without delay to comply
21 with a court order or decree if the director



1 determines that recruitment through normal recruitment
2 civil service procedures would result in delay or
3 noncompliance, such as the Felix-Cayetano consent
4 decree;

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

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

10 (6) Positions filled by popular vote;

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

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

19 (9) One bailiff for the chief justice of the supreme court
20 who shall have the powers and duties of a court
21 officer and bailiff under section 606-14; one



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



1 the first circuit; and one [~~private secretary~~]
2 executive assistant each for the administrative
3 director of the courts[7] and the deputy
4 administrative director of the courts[7]; one
5 executive assistant for each department head, each
6 deputy or first assistant, and each additional deputy,
7 or assistant deputy, or assistant defined in paragraph
8 (16);

9 (10) First deputy and deputy attorneys general, the
10 administrative services manager of the department of
11 the attorney general, one [~~secretary~~] administrative
12 assistant for the administrative services manager, an
13 administrator and any support staff for the criminal
14 and juvenile justice resources coordination functions,
15 and law clerks;

16 (11) (A) Teachers, principals, vice-principals, complex
17 area superintendents, deputy and assistant
18 superintendents, other certificated personnel,
19 and no more than twenty noncertificated
20 administrative, professional, and technical
21 personnel not engaged in instructional work;



- 1 (B) Effective July 1, 2003, teaching assistants,
2 educational assistants, bilingual or bicultural
3 school-home assistants, school psychologists,
4 psychological examiners, speech pathologists,
5 athletic health care trainers, alternative school
6 work study assistants, alternative school
7 educational or supportive services specialists,
8 alternative school project coordinators, and
9 communications aides in the department of
10 education;
- 11 (C) The special assistant to the state librarian and
12 one [~~secretary~~] administrative assistant for the
13 special assistant to the state librarian; and
- 14 (D) Members of the faculty of the university of
15 Hawaii, including research workers, extension
16 agents, personnel engaged in instructional work,
17 and administrative, professional, and technical
18 personnel of the university;
- 19 (12) Employees engaged in special, research, or
20 demonstration projects approved by the governor;



- 1 (13) (A) Positions filled by inmates, patients of state
2 institutions, and persons with severe physical or
3 mental disabilities participating in the work
4 experience training programs;
- 5 (B) Positions filled with students in accordance with
6 guidelines for established state employment
7 programs; and
- 8 (C) Positions that provide work experience training
9 or temporary public service employment that are
10 filled by persons entering the workforce or
11 persons transitioning into other careers under
12 programs such as the federal Workforce Investment
13 Act of 1998, as amended, or the Senior Community
14 Service Employment Program of the Employment and
15 Training Administration of the United States
16 Department of Labor, or under other similar state
17 programs;
- 18 (14) A custodian or guide at Iolani Palace, the Royal
19 Mausoleum, and Hulihee Palace;
- 20 (15) Positions filled by persons employed on a fee,
21 contract, or piecework basis, who may lawfully perform



1 their duties concurrently with their private business
2 or profession or other private employment and whose
3 duties require only a portion of their time, if it is
4 impracticable to ascertain or anticipate the portion
5 of time to be devoted to the service of the State;
6 (16) Positions of first deputies or first assistants of
7 each department head appointed under or in the manner
8 provided in section 6, article V, of the Hawaii State
9 Constitution; three additional deputies or assistants
10 either in charge of the highways, harbors, and
11 airports divisions or other functions within the
12 department of transportation as may be assigned by the
13 director of transportation, with the approval of the
14 governor; one additional deputy in the department of
15 human services either in charge of welfare or other
16 functions within the department as may be assigned by
17 the director of human services; four additional
18 deputies in the department of health, each in charge
19 of one of the following: behavioral health,
20 environmental health, hospitals, and health resources
21 administration, including other functions within the



1 department as may be assigned by the director of
2 health, with the approval of the governor; two
3 additional deputies in charge of the law enforcement
4 programs, administration, or other functions within
5 the department of law enforcement as may be assigned
6 by the director of law enforcement, with the approval
7 of the governor; three additional deputies each in
8 charge of the correctional institutions,
9 rehabilitation services and programs, and
10 administration or other functions within the
11 department of corrections and rehabilitation as may be
12 assigned by the director of corrections and
13 rehabilitation, with the approval of the governor; two
14 administrative assistants to the state librarian; and
15 an administrative assistant to the superintendent of
16 education;

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

19 (A) Any exemption created after July 1, 2014, shall
20 expire three years after its enactment unless



- 1 affirmatively extended by an act of the
2 legislature; and
- 3 (B) All of the positions defined by paragraph (9)
4 shall be included in the position classification
5 plan;
- 6 (18) Positions in the state foster grandparent program and
7 positions for temporary employment of senior citizens
8 in occupations in which there is a severe personnel
9 shortage or in special projects;
- 10 (19) Household employees at the official residence of the
11 president of the university of Hawaii;
- 12 (20) Employees in the department of education engaged in
13 the supervision of students during meal periods in the
14 distribution, collection, and counting of meal
15 tickets, and in the cleaning of classrooms after
16 school hours on a less than half-time basis;
- 17 (21) Employees hired under the tenant hire program of the
18 Hawaii public housing authority; provided that no more
19 than twenty-six per cent of the authority's workforce
20 in any housing project maintained or operated by the



- 1 authority shall be hired under the tenant hire
2 program;
- 3 (22) Positions of the federally funded expanded food and
4 nutrition program of the university of Hawaii that
5 require the hiring of nutrition program assistants who
6 live in the areas they serve;
- 7 (23) Positions filled by persons with severe disabilities
8 who are certified by the state vocational
9 rehabilitation office that they are able to perform
10 safely the duties of the positions;
- 11 (24) The sheriff;
- 12 (25) A gender and other fairness coordinator hired by the
13 judiciary;
- 14 (26) Positions in the Hawaii National Guard youth and adult
15 education programs;
- 16 (27) In the Hawaii state energy office in the department of
17 business, economic development, and tourism, all
18 energy program managers, energy program specialists,
19 energy program assistants, and energy analysts;
- 20 (28) Administrative appeals hearing officers in the
21 department of human services;



- 1 (29) In the Med-QUEST division of the department of human
2 services, the division administrator, finance officer,
3 health care services branch administrator, medical
4 director, and clinical standards administrator;
- 5 (30) In the director's office of the department of human
6 services, the enterprise officer, information security
7 and privacy compliance officer, security and privacy
8 compliance engineer, security and privacy compliance
9 analyst, information technology implementation
10 manager, assistant information technology
11 implementation manager, resource manager, community or
12 project development director, policy director, special
13 assistant to the director, and limited English
14 proficiency project manager or coordinator;
- 15 (31) The Alzheimer's disease and related dementia services
16 coordinator in the executive office on aging;
- 17 (32) In the Hawaii emergency management agency, the
18 executive officer, public information officer, civil
19 defense administrative officer, branch chiefs, and
20 emergency operations center state warning point
21 personnel; provided that for state warning point



- 1 personnel, the director shall determine that
2 recruitment through normal civil service recruitment
3 procedures would result in delay or noncompliance;
- 4 (33) The executive director and seven full-time
5 administrative positions of the school facilities
6 authority;
- 7 (34) Positions in the Mauna Kea stewardship and oversight
8 authority;
- 9 (35) In the office of homeland security of the department
10 of law enforcement, the statewide interoperable
11 communications coordinator;
- 12 (36) In the social services division of the department of
13 human services, the business technology analyst;
- 14 (37) The executive director and staff of the 911 board;
- 15 (38) The software developer supervisor and senior software
16 developers in the department of taxation;
- 17 (39) In the department of law enforcement, five Commission
18 on Accreditation for Law Enforcement Agencies, Inc.,
19 coordinator positions;
- 20 (40) The state fire marshal and deputy state fire marshal
21 in the office of the state fire marshal;



1 (41) The administrator for the law enforcement standards
2 board;

3 (42) In the office of the director of taxation, the data
4 privacy officer and tax business analysts; and

5 [+](43)[+]All positions filled by the Hawaii tourism authority
6 within the department of business, economic
7 development, and tourism.

8 The director shall determine the applicability of this
9 section to specific positions.

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

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

14 "(d) The administrator shall operate independently of the
15 comptroller. The administrator may appoint and dismiss [~~a~~
16 ~~private secretary~~] an executive assistant without regard to
17 chapters 76 and 89, who shall serve at the administrator's
18 pleasure. The comptroller shall provide support to permit the
19 administrator to satisfy all of the administrator's
20 responsibilities as the chief procurement officer for those



1 governmental bodies of the executive branch of the State for
2 which a chief procurement officer is not otherwise designated."

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

5 "(b) In its operations, the paroling authority shall:

6 (1) Keep and maintain a record of all meetings and
7 proceedings;

8 (2) Make public no more than thirty days after a parole
9 release hearing the following information:

10 (A) The prisoner's name; and

11 (B) Whether the parole request was approved or
12 denied;

13 (3) Send a detailed report of its operations to the
14 governor every three months;

15 (4) In promulgating rules, conform to chapter 91;

16 (5) Allow each prisoner a hearing before a panel of three
17 of its members, which shall act by a majority of the
18 panel members; provided that if it is determined
19 immediately preceding or during the course of a
20 hearing that a sitting panel member must be recused



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

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

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

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



S.B. NO. 3131
S.D. 1

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. (SD1)

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