

---

---

# 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2 "secretary" has become outdated in both the public and private  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 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~~] other clerical and other assistants as may be  
5           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. Section 353-65, Hawaii Revised Statutes, is  
10          amended to read as follows:

11          "**§353-65 Paroles; rules.** The Hawaii paroling authority  
12          may establish rules, with the approval of the governor and the  
13          director of corrections and rehabilitation not inconsistent with  
14          this part, under which any prisoner may be paroled but shall  
15          remain, while on parole, in the legal custody and under the  
16          control of the paroling authority, and be subject, at any time  
17          until the expiration of the term for which the prisoner was  
18          sentenced, to be taken back within the enclosure of the prison.  
19          The rules shall have the force and effect of law. Full power,  
20          subject to this part, to enforce the rules, to grant, and to  
21          revoke paroles is conferred upon the paroling authority. The



1 power to retake and reimprison a paroled prisoner is conferred  
2 upon the administrative [~~secretary~~] assistant or the  
3 administrative [~~secretary's~~] assistant's designee, who may issue  
4 a warrant authorizing all of the officers named therein to  
5 arrest and return to actual custody any paroled prisoner. The  
6 superintendent of Hawaii state prison, the chief of police of  
7 each county and all police officers of the State or of any  
8 county, and all prison officers shall execute any such order in  
9 like manner as ordinary criminal process.

10 If any prisoner so paroled leaves the State without  
11 permission from the paroling authority, the prisoner shall be  
12 deemed to be an escaped prisoner, and may be arrested as such."

13 SECTION 6. Sections 28-8.5, 90D-8, 155-4, 312-2.1, and  
14 312-2.2, Hawaii Revised Statutes, are amended by substituting  
15 the word "administrative assistant," or similar term, wherever  
16 the word "secretary," or similar term, appears, as the context  
17 requires.

18 SECTION 7. Statutory material to be repealed is bracketed  
19 and stricken. New statutory material is underscored.

20 SECTION 8. This Act shall take effect on July 1, 2026;  
21 provided that the amendments made to section 312-2.1, Hawaii



1 Revised Statutes, by section 6 of this Act shall not be repealed  
2 when that section is reenacted on June 30, 2028, pursuant to  
3 section 4 of Act 141, Session Laws of Hawaii 2023.



**Report Title:**

Private Secretary; Executive Assistant; Secretary;  
Administrative Assistant

**Description:**

Updates state position titles in the Hawaii Revised Statutes by changing "private secretary" to "executive assistant" and "secretary" to "administrative assistant", where applicable.  
(CD1)

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

