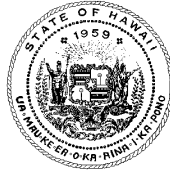


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Testimony for:  
Senate Committee on Ways and Means

Supplemental Budget Request  
for the Fiscal Biennium 2025-2027  
January 20, 2026

Testimony of Brenna H. Hashimoto, Director  
Department of Human Resources Development

Chair Dela Cruz, Vice Chair Moriwaki, and Members of the Committee on Ways and Means,

Thank you for the opportunity to present the Department of Human Resources Development's (HRD) supplemental budget request for fiscal biennium 2025-2027. Per the instructions provided by your committee, attached please find HRD's budget testimony, including:

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## Departmental Overview

### Mission Statement

The Department of Human Resources Development's (HRD) mission is to attract, develop, and retain a qualified and high-performing workforce within fiscal and operational constraints. This includes:

- Recruiting for civil service positions;
- Supporting personnel actions driven by the State's fiscal status;
- Classifying positions based on duties and responsibilities;
- Identifying and coordinating employee training and development opportunities;
- Ensuring proper compensation of employees;
- Maintaining effective employee-employer relations;
- Administering voluntary employee benefits programs;
- Overseeing the State's self-insured workers' compensation program for State employees; and,
- Promoting a safe and healthy work environment.

### Strategic Objectives

Our primary focus is to strengthen HRD's capacity to support the executive branch's human resources needs by enhancing the tools and increasing the methods that we use for recruiting and retaining staff. We are achieving this by filling HRD positions and investing in innovative initiatives to brand the State as an employer of choice. These initiatives include paid messaging, advertisements, and outreach strategies targeting potential employees who may not be actively seeking new opportunities.

HRD closely monitors key performance measures to identify trends and evaluate operational effectiveness. These measures include:

- Applications received and examined;
- Qualified applicants referred for placement;
- Position classification actions completed;
- Personnel actions processed; and
- Training programs offered.

Through our efforts to modernize the State's human resources functions, we have achieved substantial progress with demonstrated results.

Despite this progress, the State continues to face a challenging labor market. This reality underscores the critical need for adequate staffing within HRD and sufficient funding to support initiatives that strengthen the executive branch's human resources operations.

### Issues and Highlights

The State and the Department are navigating a rapidly changing landscape in classification and compensation, labor relations, employee claims, and recruitment, all while addressing the needs of a modern workforce and increasing demands from higher

transaction volume. The competitive labor market and the evolution of the state's workforce require HRD to rethink traditional approaches to recruitment and retention. Modern job seekers value flexibility, meaningful work, and alignment with their personal values, factors that are reshaping how employers attract talent. To stay competitive, the State must modernize its classification and compensation system and adopt innovative strategies, leveraging technology, enhancing outreach, and redefining engagement with prospective employees.

In this context, HRD appreciates the Legislature's appropriation of \$1,750,000 in FY 2026 to support the requirements of Act 180, SLH 2025, which mandates a comprehensive review of the State's classification and compensation systems for civil service positions under HRD's jurisdiction as part of a broader effort to modernize the State's workforce infrastructure.

This investment is critical given HRD's longstanding challenges with its position classification system, which encompasses more than 1,400 classes of work. Many of these classifications and their associated qualification requirements are outdated and no longer reflect the evolving nature of government services or the expectations of today's workforce, limiting the State's ability to compete effectively for qualified candidates.

Compensation is another key factor affecting the State's ability to attract and retain top talent. Historically, the State relied on two salary schedules, one for blue-collar positions and one for white-collar positions. Today, there are separate salary schedules for each of the 15 bargaining units, as well as for the Excluded Managerial Compensation Plan. At the same time, the underlying job evaluation factors have remained largely unchanged. Addressing these structural challenges requires a comprehensive compensation study. As with the classification review, partnering with a third-party expert will provide an objective assessment and recommendations for establishing a modern, equitable, and competitive compensation system.

HRD has made substantial progress toward implementing Act 180 by issuing a Request for Proposals. This initiative will help ensure that the State's classification and compensation systems align with a modern workforce, support innovative recruitment and retention strategies, and strengthen the State's competitiveness in today's labor market.

As part of this effort, HRD is requiring the contractors to recommend technological solutions, including associated costs and estimated implementation timelines, to improve the efficiency and accuracy of the State's classification and compensation management processes. These recommendations are intended to ensure that any proposed system reforms are supported by modern tools capable of sustaining long-term improvements and reducing reliance on manual, labor-intensive workflows.

Beyond the scope of the study, HRD is also addressing the challenges of underutilized technology more broadly within the executive branch's human resources operations. Existing processes and workflows are inefficient, contributing to delays in processing and limiting the department's ability to respond quickly to operational needs. Data

accuracy currently relies heavily on the expertise of knowledgeable staff, and the State is not fully capitalizing on its human resources information for data-driven decision-making. Additionally, knowledge transfer from experienced staff to newer employees remains problematic, further exacerbating inefficiencies. Investments in technology, adequate staffing levels, and staff development are critical to overcoming these challenges. By adopting and integrating modern tools, HRD can streamline workflows, improve information storage and access, and enhance data analytics capabilities. These advancements will enable the department to make informed decisions, improve operational efficiency, and provide more timely service delivery.

In labor relations, HRD has participated in the successful negotiation of 11 collective bargaining agreements. This achievement demonstrates HRD's capacity to tackle large-scale challenges collaboratively and equitably, providing a model for future endeavors.

With respect to workers' compensation, the number of open claims has decreased from 1,511 in 2020 to 1,104 currently. However, challenges remain: the escalating cost of prescription medications is a significant burden within the workers' compensation system. With no statutory caps on pricing, providers can charge top dollar, further driving costs upward. We contacted the Department of Labor and Industrial Relations (LBR), Disability Compensation Division, to coordinate discussions on potential revisions to the workers' compensation medical fee schedule. We learned an established working group already reviews medical cost issues. HRD requested to participate in future discussions. As the State of Hawai'i is one of Hawai'i's largest employers, HRD offers a distinct perspective on the impact of medical costs, with particular focus on physician-dispensed prescription pharmaceuticals. Given the significance and continued growth of medical treatment costs, HRD will work alongside LBR and other employers to share operational insight and support effective cost control.

Recruitment challenges remain a top priority for HRD. With unemployment below three percent for most of 2025, the State faces greater difficulty attracting qualified candidates. Moreover, the State's total benefits package, once a significant draw, is not as competitive as it once was because other employers have improved their own offerings.

In response to recent federal workforce disruptions, Governor Green launched Operation Hire Hawai'i (OHHI), which HRD supports, to streamline the State's hiring process and expedite the placement of qualified candidates into executive branch positions. Under OHHI, State agencies review applicants and extend conditional job offers within 14 days of receiving an application. Through December 1, 2025, the program processed 7,700 applications and filled 183 positions.

To further bolster recruitment, HRD has expanded outreach through platforms such as LinkedIn, social media, and community venues – such as in movie theaters, UH athletic events, shopping malls, and on TheBus – while hosting rapid recruitment events across the state. These events provide applicants with immediate feedback and scheduled interviews, creating a more engaging and efficient hiring experience. These efforts

contributed toward a 115% increase in applications received over the last four years, and by 38% from FY 2024 to FY 2025 alone.

Historically, application screening delays – caused by an influx of applications and limited staffing – have also been a challenge. HRD has implemented solutions such as prioritizing continuous job postings, reallocating staff to assist with screening, and developing comprehensive training programs for new and existing employees. Workflow streamlining remains a priority to ensure timely application processing.

Finally, collaboration between departmental human resources offices and HRD has suffered due to institutional knowledge loss from retirements and the onboarding of less experienced staff. HRD is working to rebuild this foundation by updating training plans, hosting in-person meetings, and fostering stronger relationships between divisions and departments.

Despite these challenges, our expanded marketing efforts have significantly increased the State's visibility, resulting in greater participation in hiring events. Since 2023, HRD has attended more than 102 job fairs and outreach events, leveraging diverse platforms to connect with potential candidates. Rapid recruitment events have also proven highly effective, offering applicants expedited results while streamlining hiring for departments. Since inception in FY 2023 through November 16, 2025, 11 rapid recruitment events have resulted in 850 applications and the hiring of over 125 candidates.

The following key highlights and measures reflect the efforts and demonstrated success of HRD's recruitment team:

- Vacancy rate (including UH civil service positions) decreased from 26.7% to 24.3% from November 1, 2023, to November 1, 2025. Excluding the 485 new positions authorized in the 2025 session, the vacancy rate on November 1, 2025, would be 22%
- Backlog of open applications decreased from 9,196 in June to 1,567 in December (which is comprised of applications received in November and December), meaning HRD is current on application reviews
- 115% increase in applications received (from 19,333 to 41,570) over the last four years, and by 38% from FY 2024 to FY 2025
- Job fairs attended increased from 15 in 2022 to 45 in 2025
- Rapid hire interviews increased from zero in 2022 to 496 in 2025
- OHHI has resulted in over 7,700 applications and filled 183 positions (as of December 1, 2025)

Through innovation, collaboration, and modernization, we are addressing immediate challenges and building a sustainable future for Hawai'i's workforce. These efforts reflect a commitment to ensuring the State is well-positioned to meet the needs of its residents and to remain competitive in an evolving labor market.

## Federal Funds

The Department does not have any programs that have lost or are currently at risk of losing federal funding. However, HRD's American Rescue Plan Act grant is set to expire effectively in September 2026. Our supplemental FY 2027 budget request includes the conversion of 3.00 ARPA-funded Employee Staffing Division positions and 2.00 ARPA-funded Personnel Transactions Office positions to permanent, civil service positions funded through general funds.

## Non-General Funds

In compliance with HRS 37-47, the Department submitted its report on non-general funds to the Legislature on September 30, 2025. The report can be viewed at: <https://dhrd.hawaii.gov/wp-content/uploads/2025/10/FY-2025-Report-on-Non-General-Funds.pdf>

## Fiscal Biennium Budget

### Budget Development Process

The Department employs an inclusive budget process to address the State's highest priorities. This year, the process began immediately following the conclusion of the 2025 legislative session. In June, HRD division administrators reviewed their operations and identified critical resource needs. Requests were evaluated in the context of a supplemental budget year and current economic conditions to ensure an appropriate and justified proposal. Through this process, key priorities identified include:

- Conversion of 3.00 ARPA-funded ESD positions to permanent, civil service positions;
- Conversion of 2.00 ARPA-funded PTO positions to permanent, civil service positions.

HRD recognizes that State general funds are limited and that there are competing interests for every dollar. Our limited request prioritizes a need to continue the positive momentum of our recruitment and personnel transactions teams.

## Supplemental FB 2025-2027 Requests

HRD submitted two supplemental budget requests for the fiscal biennium. Both requests were included in the supplemental FB 2025-2027 executive branch request.

<b>Program ID:</b>	<b>Priority:</b>	<b>FY26</b>	0.00	\$ 0
HRD102	1 of 2	<b>FY27</b>	3.00	\$306,144

### **Description of Request**

*Add 3.00 Positions and Funds for ESD (Employee Staffing Division Recruitment and Outreach).* The request to institutionalize the 3.00 ESD FTEs as permanent positions will ensure that the progress made in recruiting efforts is preserved. These positions are currently exempt from civil service, temporary, and funded with ARPA funds that expire in September 2026. The team's accomplishments are substantial, and it is critical to sustain the momentum of its success. This team has enhanced recruitment and certification capabilities within ESD, enabling the State to meet its workforce needs more effectively. Without this funding and resources, ESD remains constrained in its ability to attract and retain top-tier talent, delays in screening applications will create a backlog, and the State will revert to facing an annually increasing vacancy rate as occurred from 2019 through 2023 – affecting the State's ability to deliver critical public services effectively.

Program achievements include:

- 102 statewide events, including job fairs, campus outreach, and rapid-hiring events over the last two years
- 11 rapid-hire events resulting in 850 applications and, to date, the hiring of over 125 candidates
- OHHI has resulted in over 7,700 applications processed and 183 positions filled under OHHI
- Reduction in overall vacancy rate from approximately 26.7% to 22%, when excluding newly appropriated positions, in five years
- Increased branding and advertising through Consolidated Theatres, TheBus, UH Athletics, shopping malls, and digital platforms (LinkedIn and Meta)
- Created partnerships with UH, U.S. Department of Defense SkillBridge, and community organizations to build career pipelines

<b>Program ID:</b>	<b>Priority:</b>	<b>FY26</b>	0.00	\$ 0
HRD102	2 of 2	<b>FY27</b>	2.00	\$217,372

**Description of Request**

*Add 2.00 Positions and Funds for PTO (Employee Records and Transactions).* The requested 2.00 FTE HRMS Analyst positions are currently temporary, exempt from civil service, and funded with ARPA funds that expire in September 2026.

The PTO team is:

- Working to review legacy processes and provide recommendations to maximize the efficiency and effectiveness of human resources components within HIP, as well as explore other opportunities to integrate systems
- Streamlining processes by reducing redundancy, integrating data, and developing a catalog of standardized reports to support human resources analysis and informed decision-making
- Responsible for auditing hires, separations, reallocations, and other employee transactions, and ensuring the required quality of transactions to maintain compliance with statute, policies, executive orders, and other authoritative guidance
- Serving in a significant role for the EFS and ERP implementations, by collaborating directly with AGS and project consultants to deliver a smooth integration with HRMS, the executive branch's authoritative system of record

There is a need for these positions, as reflected in the 15% increase in transactions from the previous fiscal year. Without these positions, maintaining the centralized, comprehensive human resources information system within the executive branch will remain inefficient, and staff will continue to be inundated with routine tasks. Most importantly, we would jeopardize the timely and accurate processing of employees' pay and benefits, as well as their employment security.



Department of Human Resources Development  
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Dept-Wide Priority</u>	<u>Statutory Reference</u>
Employee Staffing	Develops and administers a civil service system consistent with the application of the Merit Principle.	Develops and administers a statewide staffing program for civil service employment in the Executive Branch, within applicable fiscal and operational constraints. This includes competitive recruitment; competitive examination development (education and experience) and administration; and jurisdictional placement searches for employees affected by reduction in force, and work related and non-work related disabilities.	HRD102PA		Hawaii Constitution, Article XVI. Chapter 76, HRS. Chapter 78, HRS. Section 89-9(d), HRS. Chapter 378, HRS. Chapter 386, HRS. Chapter 831, HRS. Chapter 92F, HRS.
Labor Relations	Administers and enforces the State's labor-management agreements and employee performance appraisal system for Executive Branch departments, and provides staff services in the negotiation of labor contracts.	<ol style="list-style-type: none"> <li>1 Participates in negotiations with the employee unions on collective bargaining agreements and mutual agreements, which includes serving as spokespersons for the State and County Employers;</li> <li>2 Administers the uniform interpretation and application of provisions in collective bargaining agreements, dispute settlements, and related determinations of labor-management relationships (i.e. Hawaii Labor Relations Board rulings);</li> <li>3 Provides advisory guidance and assistance to management representatives in the application of contractual provisions and handling of employees with performance problems, in consideration of past arbitration decisions, court decisions, and contract interpretations;</li> <li>4 Develops policies, procedures, and operating guidelines on various labor relations and performance evaluation matters;</li> <li>5 Processes grievances which may have statewide impact; and</li> <li>6 Tracks legislation involving labor relations matters and prepares testimonies for the DHRD Director.</li> </ol>	HRD102QA		Chapter 89, HRS <i>Collective Bargaining Law.</i> <i>Section 76-41, HRS</i> <i>Performance appraisal systems; failure to meet performance requirements.</i>

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Employee Relations	(Employee Assistance) Develops, implements, and administers various statewide no-cost/low-cost employee benefit and training and development programs. Benefit programs include those which provide significant tax savings to the State, and other activities to help attract and retain employees.	1 Administers various pre-tax benefit programs, such as the Deferred Compensation Plan; PTS Deferred Compensation Plan for Part-Time, Temporary, and Seasonal or Casual Employees; Premium Conversion Plan; Island Flex Flexible Spending Accounts Plan; Flex Park; and Pre-Tax Transportation Benefits Program; which produce more than \$10.3 million in tax savings annually to the State.	HRD102QA		Section 125, Internal Revenue Code (IRC); Section 78-30, HRS <i>Cafeteria plans</i> . Chapter 88E, HRS <i>Deferred Compensation Plan</i> . Chapter 88F, HRS <i>Deferred Compensation Retirement Plan for Part-Time, Temporary, and Seasonal or Casual Employees</i> . Section 132(f), IRC; Section 78-53, HRS <i>Pre-tax Transportation Benefit Programs</i> . Chapter 398, HRS <i>Family Leave</i> . <i>Federal Regulations, Part 825, Family &amp; Medical Leave Act</i> . Section 78-28, HRS <i>Inservice training programs</i> . Section 78-29, HRS <i>Incentive &amp; Service Awards</i> .
		2 Administers other employee benefit programs that are required by federal laws, State laws, and the collective bargaining agreements.			
		3 Provides staff support to the Deferred Compensation Plan Board of Trustees.			
		4 Develops, conducts, and coordinates communication on various employee benefit programs, including pre-retirement workshops and new employee orientations.			
		5 Develops policies, procedures, and guidelines on the benefit programs; ensures compliance with the IRS regulations which authorize the benefit programs.			
		6 Provides advisory guidance to line departments on benefit programs.			
		7 Tracks legislation involving employee benefit programs and training and development matters, and prepares testimonies for the DHRD Director.			

Department of Human Resources Development  
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Employee Relations	(Personnel Transactions) Processes, audits, and advises on various pay and personnel transactions for employees of the Executive Branch; develops and implements update/processing requirements to effect new employment actions; and generates routine and special workforce reports.	1 Develops instructions for all Executive Branch departments to guide them in implementing negotiated pay adjustments, arbitration decisions, and settlement agreements;	HRD102QA		Section 76-13(1), HRS <i>Establish and maintain roster of all persons in the civil service.</i> Section 26-5(b), HRS <i>Pay administration.</i> Section 76-28, HRS <i>Forms required of appointing authorities.</i> Section 76-30, HRS <i>Tenure; resignations.</i> Section 78-16.5, HRS <i>Pay of Officers and employees on active military service.</i> Section 78-23, HRS <i>Leaves of absence.</i> Section 78-26, HRS <i>Leave sharing program.</i> Section 78-27, HRS <i>Temporary inter-and intra-governmental assignments and exchanges.</i>
		2 Processes mass pay adjustments negotiated for Bargaining Units 1, 2, 3, 4, 9, 10, 11, 13, and 14, for all departments, and various pay actions for identified groups of positions;			
		3 Prints and distributes Employee Personnel Action Report forms to record all personnel transactions which are generated en masse, e.g., pay adjustments for all 9 bargaining units, pay adjustments by bargaining unit due to varying effective dates and/or agreement terms, job title changes due to changes in a class or class series, and coordinates set up of print files when departments elect to print their EPAR forms;			
		4 Provides advisory guidance and assistance to line Departmental Personnel Office (DPO) staff in the interpretation and application of laws, policies, collective bargaining agreements, and Executive Orders provisions relating to compensation, leaves (vacation and sick leave and leaves of absence without pay), leave recordkeeping, transfers, separations, Uniformed Services Employment and Reemployment Rights Act compliance and Leave Sharing program, and other personnel transactions related issues;			
		5 Selectively audits the line departments' personnel transactions to ensure accurate reporting and processing;			
		6 Generates routine and special workforce reports to provide data requested by the Office of the Governor, DHRD Director, Department of Budget and Finance, Office of Collective Bargaining Chief Negotiator, Legislators, Unions, and others; and			
		7 Tracks legislation involving matters related to compensation and leaves, and prepares testimonies for the DHRD Director.			

Department of Human Resources Development  
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Employee Relations	(Training) Develops, conducts, and coordinates statewide training for managerial and non-managerial employees of the Executive Branch.	1 Assesses statewide training needs and priorities;	HRD102QA		Section 78-28, HRS <i>In-service training programs</i>
		2 Develops, conducts, and coordinates employee training programs using online, virtual, and traditional deliveries;			
		3 Assists departments in identifying area-specific training needs, developing and implementing programs;			
		4 Hosts on-demand learning library, creating and maintaining relevant content;			
		5 Provides consultative services to the line departments on training-related matters, including facilitating management/leadership meetings, retreats, etc.;			
		6 Develops policies, procedures, and operating guidelines on training-related matters; and			
		7 Tracks legislation involving training and employee development-related matters and prepares testimonies for the DHRD Director.			
Employee Classification and Compensation	(Classification) Develops and administers the position classification system for civil service positions, including the establishment and maintenance of classes and their experience and training requirements; and the assignment of positions to classes, bargaining units and other administrative units.	Civil Service Position Classification	HRD102RA		Section 76-13.5, HRS
		1 Position actions (i.e., establish, reallocate, abolish, extend, etc.).			
		2 Class specifications (i.e., establish, amend, and abolish) and selective certification requirements.			
Employee Classification and Compensation	(Compensation) Develops and maintains the civil service compensation system, including the pricing/repricing of classes; and establishing special rates for shortage occupations.	Compensation	HRD102RA		Section 76-1, HRS. Section 89-9(f)(2), HRS. Section 89-11(f), HRS.
		1 Pricing and repricing of civil service classes (i.e., determine and review).			
		2 Wage analysis.			
		3 Providing collective bargaining support (primarily on wages).			
		4 Shortage category determinations and rate setting.			
		5 Developing and implementing pay programs to attract and retain quality employees.			
Employee Classification and Compensation	(Exempt Positions and Employees) Development and administration of programs covering exempt positions and employees.	Exemptions from Civil Service	HRD102RA		Section 76-16, HRS.
		1 Review requests to approve and extend projects (authority to approve delegated by Governor to DHRD Director).			
		2 Review requests for approval and extensions of exempt positions (other than project exemptions).			

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		3 Review exemption checklists from departments used to determine exemptions in order to contract for services.			
Employee Claims	(Employee Claims) The delivery of statutory benefits to all injured employees within the Executive Branch (excluding DOE, UH, and HHSC) of government, Charter Schools, Hawaii Public Housing Authority, and the Legislature in accordance with the Hawaii Workers' Compensation Law (Chapter 386) and its related rules and regulations.	1 Investigating questionable claims which includes, but is not limited to securing recorded statements of injured employees and witnesses, taking photographs of accident scenes, conducting discovery, and researching precedent cases.	HRD102SA		Act 285, Section 71A, SLH 1984. Section 26-5, HRS. Chapter 386, HRS. Chapter 10, Title 12. Chapter 14, Title 12. Chapter 15, Title 12. All collective bargaining agreements. Americans with Disabilities Act. Americans with Disabilities Act Amendments Act. Administrative Directive 94-02. State of Hawaii, Accommodations for Employees With Disabilities Manual.
		2 Attending administrative hearings on contested claims, denied treatment plans, and where the parties can't reach an agreement as to the extent of the injured employee's disability.			
		3 Authorizing accurate and appropriate benefits, such as: calculating and authorizing temporary total disability benefits within 10 days after notification of the disability; insuring payment of benefits ordered pursuant to a final decision or settlement agreement within 31 days after they become due; and authorizing or denying bills for medical care, services, and supplies within 60 days of their receipt.			
		4 Monitoring treatment plans to insure that the treatment being provided is reasonable, necessary, curative and related to the nature of the compensable injury or illness.			
		5 Arranging for evaluations by medical experts if there is a question regarding causation or reasonableness of medical care.			
		6 Maintaining, monitoring, and updating the State's Return to Work Priority Program which assists injured employees who become unable to perform their usual and customary jobs to return to suitable gainful employment.			
		7 Identifying light duty work for those injured employees who cannot return to their usual and customary jobs on a temporary or permanent basis.			
		8 Identifying those injured employees who are capable of performing their usual and customary jobs but are restricted from returning to a particular environment and maintaining the policy that governs their placement in an alternate work site.			

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		9 Providing financial and reserve data to DAGS for inclusion in the State's financial statement as well as separate financial and reserve data to all Executive Branch departments as part of their financial audits.			
Employee Claims	(Employee Safety) Administration of safety and health workplace laws, rules, and regulations consistent with State and federal mandates in accordance with the Occupational Safety and Health Administration, Environmental Protection Administration, and Federal Motor Carrier Safety Administration.	1 Developing and conducting safety and health seminars, workshops, and conferences.	HRD102SA		40 CFR. 49 CFR Parts 382-384, 390-397. 49 CFR Part 40. 29 CFR Part 1910. Chapter 396, HRS. All collective bargaining agreements. Act 111, SLH 2014. Title 11, HAR. Title 12, HAR.
		2 Developing and maintaining the human resources component of the State's Civil Defense Plan for emergency disaster management.			
		3 Developing and maintaining the State's Alcohol and Drug Testing Program which includes all educational materials and training sessions for employees required to attend.			
		4 Maintaining the State's program for safety toed shoes and safety glasses.			
		5 Conducting temporary hazard surveys in response to temporary hazard pay requests.			
		6 Providing accident statistics to all departments on a regular basis to pinpoint injury trends; and whenever possible, developing training programs to address those injuries which were preventable.			
		7 Conducting worksite inspections post accident and ergonomic evaluations to prevent future injuries.			
		8 Conducting employee workshops for Drug and Alcohol Testing, Violence in the Workplace, ergonomics, and driver education.			
		9 Administering the accidental injury leave provision in the collective bargaining agreements.			
Admin	(General Administration) Administers the State personnel program, provides administrative support services, and represents the State on commissions and committees.	1 Advises the Governor on policies and issues concerning the administration of the State personnel management system.	HRD191		Section 26-5, HRS Chapter 76, HRS Chapter 78, HRS Chapter 89, HRS Chapter 89C, HRS State and federal non-discrimination laws
		2 Provides long-range and overall policy-setting direction for the State's personnel management system.			
		3 Provides policies, training, and guidance to departments and agencies to assure and maintain a workplace free of discrimination, harassment and retaliation in personnel practices.			

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		4 Directs and coordinates DHRD operations; and program and financial plans.			
		5 Provides administrative and technical support services relating to information technology (IT), fiscal, budget, procurement, and personnel management to department programs.			
		6 Administers and maintains the State's centralized Human Resources Management System (HRMS) that is used by state agencies, ERS, and EUTF.			
Admin	(Attached Agency) Provides technical assistance to the Merit Appeals Boards (MAB). MAB decides appeals from actions taken by the chief executive, the director, an appointing authority or a designee acting on behalf of one of these individuals on issues such as: any person suffering a legal wrong by a recruitment and examination for a civil service position; an employee serving an initial probationary appointment who alleges wrongful termination for failure to successfully complete the initial probation period; for a classification and reclassification of a civil service position which is occupied by a civil service employee, an incumbent of a position in a new class may file an appeal if the employee has suffered a legal wrong by that action. Employees who aren't covered by a collective bargaining agreement under section 89-6, HRS may file an appeal on disciplinary actions, adverse actions for failure to meet performance requirements, or other employment actions if the employee suffers a legal wrong by the action.	1 Recommending rule revisions.	HRD102SA		Chapter 76, HRS.
		2 Coordinating/running public hearings.	HRD102OA		Section 26-5, HRS.
		3 Providing administrative support to the Board.	HRD191		HAR, Title 14, DHRD.
Admin	(Unemployment Insurance Benefits) Administers the unemployment insurance benefit fund for the Executive Branch (excluding DOE, UH and RCUH), OHA, the Legislature, and Judiciary.	1 Prepares and processes payment to DLIR for quarterly estimated unemployment insurance (UI) benefits for former State employees.	HRD191		Section 383-62, HRS
		2 Prepares and processes fiscal documents (journal vouchers, bill for collections, treasury deposits) for the accounting of UI benefits paid by general funds, assessed accounts, and non-assessed accounts.	HRD102KA		
		3 Distributes monthly statement of UI benefits charges to all State agencies.			
Employee Claims	(Temporary Disability Benefits) Provides oversight for the State's Temporary Disability Benefits Program	1 Responding to inquiries regarding the interpretation of the program, and its applicability to bargaining unit and non-bargaining unit employees.	HRD102SA		Chapter 392, HRS. State of Hawaii Temporary Disability Benefits Plan for

Department of Human Resources Development  
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>		<u>Prog ID(s)</u>	<u>Dept-Wide Priority</u>	<u>Statutory Reference</u>
		2	Insuring that the State's program retains its equivalency with the statute.			Bargaining Unit Employees. State of Hawaii Temporary Disability Benefits Plan for Non-Bargaining Unit Employees.
		3	Updating the provisions of the program to insure compliance with the statute.			



Department of Human Resources Development  
Department-Wide Totals

Table 2

Fiscal Year 2026					
Budget Acts Appropriation	Restrictions	Additions		Total FY26	MOF
\$ 31,173,907.00	\$ (997,510.00)			\$ 30,176,397.00	A
\$ 700,000.00				\$ 700,000.00	B
\$ 5,178,161.00				\$ 5,178,161.00	U
				\$ -	
				\$ -	
				\$ -	
\$ 37,052,068.00	\$ (997,510.00)	\$ -	\$ -	\$ 36,054,558.00	Total
Fiscal Year 2027					
Budget Acts Appropriation	Reductions	Additions		Total FY27	MOF
\$ 30,400,445.00		\$ 523,516.00		\$ 30,923,961.00	A
\$ 700,000.00				\$ 700,000.00	B
\$ 5,178,161.00				\$ 5,178,161.00	U
				\$ -	
				\$ -	
				\$ -	
\$ 36,278,606.00	\$ -	\$ 523,516.00	\$ -	\$ 36,802,122.00	Total

Department of Human Resources Development  
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted (FY26)			As budgeted (FY27)			Governor's Submittal (FY26)				Governor's Submittal (FY27)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
HRD102	Workforce Attraction, Selection, Classification and Effectiveness	A	89.00		\$ 28,276,844	89.00		\$ 27,649,629	89.00		\$ 28,276,844	0%	94.00		\$ 28,173,145	1.89%
HRD102	Workforce Attraction, Selection, Classification and Effectiveness	B	0.00		\$ 700,000	0.00		\$ 700,000	0.00		\$ 700,000	0%	0.00		\$ 700,000	0.00%
HRD102	Workforce Attraction, Selection, Classification and Effectiveness	U	2.00		\$ 5,178,161	2.00		\$ 5,178,161	2.00		\$ 5,178,161	0%	2.00		\$ 5,178,161	0.00%
HRD191	Supporting Services - Human Resources Development	A	12.00		\$ 2,897,063	12.00		\$ 2,750,816	12.00		\$ 2,897,063	0%	12.00		\$ 2,750,816	0.00%
			103.00		\$ 37,052,068	103.00		\$ 36,278,606	103.00		\$ 37,052,068		108.00		\$ 36,802,122	1.44%

Department of Human Resources Development  
Budget Decisions

Table 4

						Initial Department Requests						Budget and Finance Recommendations						Governor's Decision					
Prog ID	Sub-Org	Type of Request	Description of Request	MOF	Priority #	FY26			FY27			FY26			FY27			FY26			FY27		
						Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HRD102	PA	OR	Add Positions and Funds for ESD (Employee Staffing Division Recruitment and Outreach)	A	1				5.00		\$ 410,440				-		-				3.00		\$ 306,144
HRD102	QA	OR	Add 2.00 Positions and Funds for PTO (Employee Records & Transactions)	A	2				2.00		\$ 217,372				-		-				2.00		\$ 217,372

Department of Human Resources Development  
Proposed Budget Reductions

Table 5

					FY26			FY27			FY26 Restriction (Y/N)
<u>Prog ID</u>	<u>Sub-Org</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	
None											

Department of Human Resources Development  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY26			FY27		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HRD102	PA	OR	1	1	Add Positions and Funds for ESD (Employee Staffing Division Recruitment and Outreach)	The request to institutionalize the 3.00 ESD FTEs as permanent positions will ensure progress made in recruiting efforts remain intact. These positions are currently exempt from civil service, temporary, and funded with ARPA funds that expire in September 2026. The accomplishments of this team are substantial, and it is critical to continue with the momentum of its success. This team has enhanced recruitment and certification capabilities within ESD, enabling the State to more effectively meet its workforce needs. Without this funding and resources, the ESD remains constrained in its ability to attract and retain top-tier talent, delays in screening applications will create a backlog, and the State will revert to facing the same nearly 30% vacancy rate from 2021 through 2022 – affecting the State's ability to deliver critical public services effectively.	A				3.00		\$ 306,144
HRD102	QA	OR	2	2	Add 2.00 Positions and Funds for PTO (Employee Records and Transactions)	<p>Add 2.00 Positions and Funds for PTO (Employee Records and Transactions). The requested 2.00 FTE HRMS Analyst positions are currently temporary, exempt from civil service, and funded with ARPA funds that expire in September 2026.</p> <p>The PTO team is:</p> <ul style="list-style-type: none"> <li>•Responsible for transacting hires, separations, reallocations, and payroll actions, and ensuring the required quality of transactions to maintain compliance with statute, policies, executive orders and other authoritative guidance .</li> <li>•Working to review legacy processes and provide recommendations to maximize the efficiency and effectiveness of HR components within HIP, as well as explore other opportunities to integrate systems.</li> <li>•To participate as a significant role for the EFS and ERP implementations and will collaborate directly with DAGS and project consultants to deliver a smooth integration with HRMS, the executive branch's authoritative system of record.</li> </ul> <p>A need for these positions exists as reflected by the 15% increase in transactions from the previous fiscal year. Without these positions, the maintenance of the centralized, comprehensive employee information system within the Executive Branch will remain inefficient and staff will continue to be inundated with mundane tasks. Most importantly, we would jeopardize timely and accurate processing of employees' pay, benefits and employment security.</p>	A				2.00		\$ 217,372

Department of Human Resources Development  
FY2025 - FY2027 Restrictions

Table 7

<u>Fiscal</u> Year	<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by</u> Dept	<u>Restriction</u>	<u>Difference</u> <u>Between</u> <u>Budgeted &amp;</u> <u>Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
FY24	HRD 102	All	A	\$7,015,906	\$522,180	\$6,493,726	92.60%	The restriction affects the department's ability to fill all vacant positions.
FY25	HRD 102	All	A	\$7,854,731	\$679,000	\$7,175,731	91.40%	The restriction affects the department's ability to fill all vacant positions.
FY26	HRD 102	SA	A	\$ 15,975,480	\$ 997,510	\$ 14,977,970	93.76%	<p>Workers' compensation is governed by statutory requirements under Hawaii Revised Statutes (HRS), 386. The Department of Human Resources Development (DHRD), Employee Claims Division (ECD) is responsible for administering the State's centralized, self-insured workers' compensation program which covers all State Executive Branch agencies (except the Department of Education, University of Hawaii, Judiciary and Hawaii Health Systems Corporation), the charter schools, the Hawaii Public Housing Authority, and the Legislature. Workers' compensation is a statutorily-mandated benefit which provides wage loss compensation, medical care and other related benefits to employees who suffer a work-related injury or illness.</p> <p>Based on mandates, it is critical for DHRD/ECD to have access to sufficient funding because it allows the division to ensure statutory benefits are paid on a timely basis. Failure to meet payment obligations by statute can lead to penalties and fees which will increase the State's workers' compensation costs.</p>

Department of Human Resources Development  
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 Human Resources Development  
Expenditures Exceeding Appropriation Ceilings in FY26 and FY27

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 Human Resources Development  
 Interdepartmental Transfers in FY26 and FY27

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 Human Resources Development  
Vacancy Report as of November 30, 2025

Table 11

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date of Vacancy</u>	<u>Expected Fill Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89-Day Hire (Y/N)</u>	<u># of 89 Hire Appts</u>	<u>Describe if Filled by other Means</u>	<u>Priority # to Retain</u>
HRD102	PA	7/31/2025	3/1/2026	3298	Personnel Program Administrator	N	EM08	BU73	P	1.00	A	\$ 167,874	\$ 149,712	Y	N	0	n/a	1
HRD102	PA	9/3/2025	3/1/2026	121082	Human Resources Technician IV	N	SR15	BU63	P	1.00	A	\$ 54,984	\$ 43,272	Y	N	0	n/a	5
HRD102	QA	8/1/2022	3/1/2026	121384	Human Resources Specialist V	N	SR24	BU73	P	1.00	B	\$ 143,653	\$ 93,804	Y	N	0	n/a	7
HRD102	QA	4/2/2025	3/1/2026	46993	Human Resources Specialist V	N	SR24	BU73	P	1.00	A	\$ 76,793	\$ 71,280	Y	Y	1	n/a	3
HRD102	SA	9/16/2024	Offer pending for 1/2/26	31107	Human Resources Specialist V	N	SR24	BU73	P	1.00	A	\$ 81,434	\$ 71,280	Y	N	0	n/a	8
HRD102	SA	5/12/2025	1/31/2026	6987	Human Resources Technician VI	N	SR15	BU63	P	1.00	A	\$ 71,016	\$ 38,640	Y	N	0	n/a	6
HRD102	SA	6/2/2025	3/1/2026	40406	Human Resources Specialist VI	N	SR26	BU93	P	1.00	A	\$ 102,817	\$ 80,184	Y	N	0	n/a	2
HRD102	SA	7/15/2025	Offer pending for 1/2/26	44931	Human Resources Technician VI	N	SR16	BU63	P	1.00	A	\$ 73,906	\$ 38,640	Y	N	0	n/a	9
HRD102	SA	7/31/2025	1/31/2026	35779	Human Resources Specialist V	N	SR24	BU73	P	1.00	A	\$ 76,788	\$ 49,860	Y	N	0	n/a	4
Filled on or after December 1, 2025:																		
HRD102	PA	9/10/2024	Filled 12/1/25	125541	Human Resources Specialist V	N	SR24	BU73	P	1.00	A	\$ 71,016	NEW	Y	N	0	n/a	N/A
HRD102	QA	NEW	Filled 12/1/25	125843 (96009P)	Administrative Assistant IV	N	SR18	BU63	P	1.00	A	\$ 29,754	NEW	Y	N	0	n/a	N/A
HRD102	QA	4/16/2025	Filled 1/16/26	25380	Human Resources Specialist V	N	SR24	BU73	P	1.00	A	\$ 81,851	\$ 89,820	Y	N	0	n/a	N/A
HRD102	RA	11/2/2023	Filled 12/1/25	13958	Human Resources Specialist V	N	SR24	BU73	P	1.00	A	\$ 86,376	\$ 71,280	Y	N	0	n/a	N/A
HRD102	RA	8/18/2025	Filled 4/1/26	26159	Human Resources Specialist V	N	SR24	BU73	P	1.00	A	\$ 76,788	\$ 67,056	Y	N	0	n/a	N/A
HRD102	SA	7/15/2025	Filled 12/15/2025	37436	Human Resources Specialist V	N	SR24	BU73	P	1.00	A	\$ 78,416	\$ 73,836	Y	N	0	n/a	N/A

Department of Human Resources Development

Table 12

Positions Filled and/or Established by Acts other than the State Budget as of November 30, 2025

<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>
HRD102	PA	6/7/2023	HRS 37-74(f)(2)	124933	Lead Recruiter	Y	SRNA	93	T	V	1	121,656.00	Y	N
HRD102	PA	6/7/2023	HRS 37-74(f)(2)	124934	Recruiter	Y	SRNA	73	T	V	1	84,828.00	Y	N
HRD102	PA	6/7/2023	HRS 37-74(f)(2)	124937	Recruiter	Y	SRNA	73	T	V	1	84,828.00	Y	N
HRD102	PA	6/7/2023	HRS 37-74(f)(2)	124935	Recruiter	Y	SRNA	73	T	V	1	84,828.00	Y	N
HRD102	PA	6/7/2023	HRS 37-74(f)(2)	124936	Recruiter	Y	SRNA	73	T	V	1	0.00	N	N
HRD102	SA	6/19/2023	HRS 37-74(f)(2)	124970	Proj Mgr-Claims Mgmt	Y	SRNA	73	T	V	1	58.18 / Hr	Y	Y
HRD102	SA	6/19/2023	HRS 37-74(f)(2)	124971	Business Analyst - Claims Mgmt	Y	SRNA	73	T	V	1	0.00	N	N
HRD102	SA	7/21/2023	HRS 37-74(f)(2)	125021	Claims Technician	Y	SRNA	63	T	V	1	24.14 / Hr	Y	Y
HRD102	SA	7/21/2023	HRS 37-74(f)(2)	125022	Claims Technician	Y	SRNA	63	T	V	1	50,220.00	Y	N
HRD102	QA	7/19/2023	HRS 37-74(f)(2)	125007	Lead HRMS Business Analyst	Y	SRNA	93	T	V	1	0.00	N	N
HRD102	QA	7/19/2023	HRS 37-74(f)(2)	125006	HRMS Business Analyst	Y	SRNA	73	T	V	1	59,532.00	Y	N

Department of Human Resources Development  
Overtime Expenditure Summary

Table 13

				FY25 (actual)			FY26 (estimated)			FY27 (budgeted)		
Prog ID	Sub-Org	Program Title	MOF	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
HRD102	PA	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 1,624,434	\$ 50,242	3.1%	\$ 2,432,566	\$ 53,000	2.2%	\$ 2,729,110	\$ 2,914	0.1%
HRD102	QA	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 2,288,037	\$ 6,466	0.3%	\$ 2,808,595	\$ 6,600	0.2%	\$ 3,078,475	\$ 4,905	0.2%
HRD102	RA	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 702,438	\$ 195	0.0%	\$ 1,082,659	\$ 300	0.0%	\$ 1,082,659	\$ 1,380	0.1%
HRD102	SA	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 1,063,878	\$ 3,564	0.3%	\$ 1,915,907	\$ 3,700	0.2%	\$ 1,915,907	\$ 3,600	0.2%
HRD102	AA	Supporting Services - Human Resources Development	A	\$ 917,232	\$ 2,261	0.2%	\$ 1,331,305	\$ 2,500	0.2%	\$ 1,331,305	\$ 2,500	0.2%

Department of Human Resources Development  
Active Contracts as of December 1, 2025

Table 14

Prog ID	MOF	Amount	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					
HRD102 HRD191	A	\$ 306,054.40	A	\$ 306,054.40	\$ 0.00	2/18/2025	4/1/2025	3/31/2026	governmentjobs.co m, Inc. dba NEOGOV (viaDell Marketing.)	Internet-based integrated e-Recruitment and Onboarding software subscription license.	The department participates in quarterly on- line performance measurement surveys. The surveys enable the Department to monitor and provide feedback on the performance of the e-Recruitment software; and assists the contractor in better serving the public sector customers.	N	G/S
HRD102	A	\$ 0.00	A	\$ 216,440.13	\$ 216,440.13	9/26/2025	10/1/2025	3/31/2027	NEOGOV Attract (SaaS) Subscription License (viaSHI International Corp.)	Candidate relationship management tool to reduce manual lead sourcing and improve candidate relationship management. Recruiters source candidates through the nationwide GovernmentJobs job seeker pool. Qualified candidates who meet specified criteria are automatically emailed. Personalized emails are sent en masse.	The Employee Staffing Division (ESD) monitors contract performance through continuous operational use of the software to support statewide recruitment activities. System utilization is tracked daily and increases to full operational capacity following major recruitment and rapid-hire events to ensure timely applicant processing, communication, and reporting. In addition, the NEOGOV system administrator, in coordination with ESD managers and staff, conducts structured meetings with the vendor's customer service representatives twice each quarter to review system performance, confirm service delivery, address issues, and ensure continued alignment with contractual requirements and program objectives.	N	G/S
HRD102 HRD191	A	\$ 107,488.46 \$ 0.00	O	\$ 429,953.82 \$ 79,230.59	\$ 322,465.36 \$ 79,230.59	05/15/2025 08/08/2025	7/01/2025 9/27/2025	6/30/2026 9/26/2026	Oracle America, Inc	PeopleSoft Human Resources Management System (HRMS). Base subscription and enterprise extended license subscription.	HRMS subscription. Staff monitors for acceptable system functionality.	N	G/S
HRD102	B	\$ 18,501.25	M	\$ 45,000.00	\$ 26,498.75	12/16/2024	1/1/2025	12/31/2025	Child and Family Service	Confidential, short-term professional counseling services to eligible employees of the Executive Branch who may be experiencing personal problems that are affecting their job performance through the REACH program.	Employees who utilize the services of the REACH provider are given a questionnaire at their final appointment for completion. DHRD also receives monthly and quarterly reports from the contractor that summarize the professional counseling services provided.	N	S
HRD191	A	\$ 62,476.60	M	\$ 94,925.19	\$ 32,448.59	2/28/2025	3/9/2025	3/8/2026	American Guard Services, Inc	Security guard services for the Leiopapap A Kamehameha (LAK) building). Each participating State agency located in the building pays a portion of the cost.	The department's Safety Office monitors the contractor's performance and verifies that contract services have been rendered.	N	S

Department of Human Resources Development  
Active Contracts as of December 1, 2025

Table 14

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> <u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S/*</u>
HRD102	A	\$ 145,538.87	A	\$ 291,077.74	\$ 145,538.87	10/28/2024	11/1/2024	10/31/2026	Adobe Captivate Prime (via Dell Marketing LLP)	Two-year license for Adobe Captivate Prime Hosted Services which includes; Adobe Connect Meeting Hosted Named Hosted, Adobe Connect Events Hosted Named Event Manager Hosted, Adobe Connect Training Hosted Concurrent Learner Hosted, and Adobe Learning Manager Billing Plan Hosted for 19,000 users.	The department's Training Office participates in bi-weekly calls with the vendor to trouble-shoot issues as well as quarterly performance recap meetings to ensure our needs are being met and that we are up-to-date with any/all upgrades to the software. During these meetings we are able to resolve issues and share feedback from our customers to enhance their experience.	N	G/S
HRD102	A	\$ 622,553.85	O	NA	NA	6/30/2024	7/1/2024	6/30/2025	Solera Integrated Medical Solutions, Inc. (IMS)	Review of healthcare provider bills for allowability as a workers' compensation cost, and verifies the coding matches the services performed and appropriateness of the bill (excludes over the counter prescription bills). Reviews take into consideration medical allowances, such as costs associated with the Red Book and FDA approvals. Represents the State on bill disputes. Tracks timeliness of payments. Fees are as follows: 4.25% of the healthcare provider's bill charged for outpatient bills; 2.75% for inpatient bills.	The department's Employee Claims Division monitors, taking into consideration cost savings while reviewing for accuracy, reliability and adequacy of communication.	N	S
HRD102	A	\$ 120,401.58	A	\$ 120,401.58	\$ 0.00	1/9/2025	2/16/2025	2/15/2026	LinkedIn Corporation (via Carahsoft Technology Corp.)	LinkedIn subscription services to provide online tools to increase recruitment strategies and practices for all Executive Branch agencies. Tools include Career Page, Job Slots, and Recruiter Seats. LinkedIn provides a platform to brand and market the State of Hawaii as an employer of choice.	The department's Employee's regularly meet with LinkedIn to monitor performance and ensure alignment of objectives. LinkedIn provides performance statistics and recommendations to better utilize their site. Staff monitors recruitments and tracks status of applications, including assessing whether hits have turned into hires. Staff also monitors activity via LinkedIn's automated updates on job swapping. Slots are monitored weekly to ensure all 51 job slots are utilized.	N	G/S
HRD102	A	\$ 36,774.24	M	\$ 57,065.00	\$ 20,290.76	4/16/2025	4/28/2025	3/8/2026	Consolidated Theaters (via ScreenVision Direct, Inc.)	Media buy to bring awareness to prospective applicants of the State of Hawaii as an employer of choice, through audio and visual placements on 83 screens across nine movie theaters.	ESD staff monitors through discussions with the contractor, site visits to verify promotional segments were run and through follow-up with the vendor. ESD also reviews logs to verify ad runs.	N	G
HRD102	A	\$ 57,053.39	A	\$ 57,053.39	\$ 0.00	8/16/2024	9/1/2024	2/28/2025	TheBus (via Kinsen Co., Ltd.)	Advertisement placements on TheBus for all routes on Oahu and in two transit stations.	ESD staff monitors the contract through review of confirmation emails with pictures of displayed materials. Staff also periodically visits the transit centers to confirm ad posting.	N	G

Department of Human Resources Development  
Active Contracts as of December 1, 2025

Table 14

Prog ID	MOF	Amount	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/*
HRD102	A	\$ 99,297.60	A	\$ 99,297.60	\$ 0.00	8/16/2024	9/15/2024	9/14/2025	Hawaii Malls, Inc.	Advertisement placements in malls and shopping centers on Oahu, Maui, Kauai and Hawaii Island.	ESD staff monitors the contract through review of confirmation emails with pictures of displayed materials. Staff also periodically performs site visits to confirm ad posting.	N	G
HRD102	V	\$ 18,178.00	A	\$ 18,178.00	\$ 0.00	11/15/2024	11/15/2024	11/15/2026	Economic Research Institute	Subscription to compensation and occupational research data informational databases.	Continued accessibility to compensation and occupational research data is monitored.	N	G
HRD102	A	\$ 0.00	O	\$ 37,998.00	\$ 37,998.00	5/1/2025	5/1/2025	11/30/2025	HSI Workplace Compliance Solutions, Inc.	Self Directed Learning Library with training content to include business skills and workplace compliance.	Staff reviews contractor's monthly newsletter that highlights featured topics, provides webinars on hot issues in training, etc. New/updated materials list for the month typically follows the newsletter. DHRD coordinates with the contractor on obtaining any titles of interest. If there are issues/problems with the links to any of HSI course materials, DHRD will advise HSI to resolve this issue in a timely manner.	N	G
HRD191	A	\$ 0.00	O	\$ 198,930.87	\$ 198,930.87	12/15/2024	12/15/2024	12/14/2029	Hawaiian Telcom Inc.	Upgrade of IT systems network equipment	ISO staff monitored for proper completion of equipment installation, configuration, testing for operability and authentication. ISO staff continues to monitor to ensure equipment functions properly and licenses remain active.	N	G/S
HRD191	A	\$ 0.00	O	\$ 235,680.46	\$ 235,680.46	5/7/2025	5/7/2025	5/6/2030	Hawaiian Telcom Inc.	Installation and leasing of VOIP system.	ISO staff monitored for proper installation of VOIP system in a manner consistent with work plan and approved mapping of data jacks. Staff continues to monitor for proper operability of the system and works closely with the contractor to resolve any issues.	N	G/S
HRD191	A	\$ 0.00	M	\$ 179,985.36	\$ 179,985.36	6/26/2025	6/26/2025	6/25/2030	Hawaiian Telcom Services, Inc.	Managed Network Services to critical components of DHRD's data infrastructure and devices. Safeguard and maintain availability of DHRD's systems and data through end-to-end network surveillance and monitoring to ensure optimal performance. Review device configurations, backup of data, and disaster recovery.	Services are monitored through 24x7 remote surveillance by the Network Operations Center, regular configuration assessments, and incident response protocols across service tiers. Remote support is included, and DHRD can submit tickets for resolution. Onsite support and additional labor require prior written authorization. The contract overlaps with the Network Equipment agreement used for initial setup and installation, and includes lifetime warranty for equipment.	N	G

Department of Human Resources Development  
Active Contracts as of December 1, 2025

Table 14

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> <u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S/*</u>
HRD191	A	\$ 45,000.00	O	\$ 445,000.00	\$ 400,000.00	4/17/2025	6/26/2025	10/31/2025	Island Pacific Installers, LLC	Key Card Access System to modernize and increase secured entry into DHRD offices.	Ensured proper installation of key card system and readers in accordance with installation plan and schematics. Staff works closely with the contractor to resolve any issues that arise.	N	G/S
HRD191	A	\$ 497,091.14	O	\$ 497,091.14	\$ 0.00	1/10/2025	1/15/2025	1/14/2026	Communication Consulting Services, Inc.	Installation of network cabling upgrade	Work with contractor to develop a work plan. Verify contractor's installation through confirmation of testing for operability and review of punchlist of goods and services.	N	G/S
HRD191	A	\$ 38,700.25	O	\$ 38,700.25	\$ 0.00	6/25/2025	1/15/2025	1/14/2026	Communication Consulting Services, Inc.	Installation of additional network cabling	Work with contractor to develop a work plan. Verify contractor's installation through confirmation of testing for operability and review of punchlist of goods and services.	N	G/S
HRD191	A	\$ 0.00	O	\$ 14,701.46	\$ 14,701.46	8/22/2025	1/15/2025	1/14/2026	Communication Consulting Services, Inc.	Installation of additional network cabling, including for new modular furniture.	Work with contractor to develop a work plan. Verify contractor's installation through confirmation of testing for operability and review of punchlist of goods and services.	N	G/S
HRD191	A	\$ 7,386.89	O	\$ 76,060.86	\$ 68,673.97	6/27/2025	6/27/2025	12/31/2025	Allsteel LLC	Modular furniture upgrades for Multi Purpose room (ESD)	Worked with contractor to develop floor plans / schematics and ensured acceptable installation of modular furniture. Resolved discrepancies between schematics and installation.	N	G/S
HRD191	A	\$ 39,417.99	O	\$ 394,179.92	\$ 354,761.93	6/27/2025	6/27/2025	12/31/2025	Allsteel LLC	Modular furniture upgrades for ESD (11th Floor)	Worked with contractor to develop floor plans / schematics and ensured acceptable installation of modular furniture. Resolved discrepancies between schematics and installation.	N	G/S



Department of Human Resources Development  
Capital Improvements Program (CIP) Requests

Table 15

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept-</u> <u>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>FY26 \$\$\$</u>	<u>FY27 \$\$\$</u>
None								

Department of Human Resources Development  
CIP Lapses

Table 16

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Lapse Amount</u> \$\$\$\$	<u>Reason</u>
None					

Department of Human Resources Development  
Program ID Sub-Organizations

Table 17

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
HRD102	PA	Employee Staffing	Develop and administer a civil service system consistent with the application of the Merit Principle.
HRD102	QA	Employee Relations	Administer and enforce the State's labor-management agreements and employee performance appraisal system for Executive Branch departments, and provide staff services in the negotiation of labor contracts. Develop, implement, and administer various statewide no-cost/lowcost employee benefit and training and development programs. Benefit programs include those which provide significant tax savings to the State, and other activities to help attract and retain employees. Process, audit, and advise on various pay and personnel transactions for employees of the Executive Branch; develop and implement update/processing requirements to effect new employment actions; and generate routine and special workforce reports. Develops, conducts, and coordinates statewide training for managerial and non-managerial employees of the Executive Branch.
HRD102	RA	Employee Classification and Compensation	Develop and administer the position classification system for civil service positions, including the establishment and maintenance of classes and their experience and training requirements; and the assignment of positions to classes, bargaining units and other administrative units. Develop and maintain the civil service compensation system, including the pricing/repricing of classes; and establishing special rates for shortage occupations. Develop and administer programs covering exempt positions and employees.
HRD102	SA	Employee Claims	The delivery of statutory benefits to all injured employees within the Executive Branch (excluding DOE, UH, and HHSC) of government, Charter Schools, Hawaii Public Housing Authority, and the Legislature in accordance with the Hawaii Workers' Compensation Law (Chapter 386) and its related rules and regulations. Administration of safety and health workplace laws, rules, and regulations consistent with State and federal mandates in accordance with the Occupational Safety and Health Administration, Environmental Protection Administration, and Federal Motor Carrier Safety Administration.
HRD191	AA	Support Services	Administer the State personnel program, provide administrative support services, and represent the State on commissions and committees. Administer the unemployment insurance benefit fund for the Executive Branch (excluding DOE, UH and RCUH), OHA, the Legislature, and Judiciary.

## Department of Human Resources Development Organization Chart and Changes

Table 18

[illegible]

Department of Human Resources Development  
Administration Package Bills

Table 19

<u>Prog ID</u>	<u>Fiscal Impact</u>	<u>Amount Requested</u>	<u>FTE Requested</u>	<u>Budget for Personnel</u>	<u>Budget for OCE (Other Than Contracts)</u>	<u>Budget for Contracts</u>	<u>Dates of Initiative</u>		<u>Initiative Description</u>	<u>Is This A New Initiative Or An Enhancement To An Existing Initiative/Program</u>	<u>Plan for continuation of initiative (if applicable)</u>
							<u>From</u>	<u>To</u>			
HRD102	N/A	\$ -	-	\$ -	\$ -	\$ -	7/1/2026	6/30/2027	HRD-1 retitles Private Secretaries to Executive Assistants.	Yes; however, this initiative is consistent with the previous change made to retitle position titles for Secretaries to Administrative Assistants.	N/A

Department of Human Resources Development  
Previous Specific Appropriation Bills

Table 20

<u>Prog ID</u>	<u>Appropriating Act</u>	<u>Amount Allotted</u>	<u>FTE Allotted</u>	<u>Budget for Personnel</u>	<u>Budget for OCE (Other Than Contracts)</u>	<u>Budget for Contracts</u>	<u>Dates of Initiative</u>		<u>Initiative Description</u>	<u>Is This A New Initiative Or An Enhancement To An Existing Initiative/Program</u>	<u>Plan for continuation of initiative (if applicable)</u>
							<u>From</u>	<u>To</u>			
HRD102	290, SLH 2025	\$ 300,000	\$ -	0	0	\$ 300,000.00	7/1/2025	12/31/2026	Conduct a study of the impacts and benefits of reducing, from 10 years to 5 years, the minimum number of years of credited service that qualified tier 2 hybrid class members of ERS must have to be eligible for vested benefit status for service retirement allowance purposes.	New initiative.	N/A

Department of Human Resources Development  
Positions that are being paid higher than the salaries authorized as of November 30, 2025

Table 21

<u>Prog ID</u>	<u>Sub-Org</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>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Occupied by 89-Day Hire (Y/N)</u>	<u>Legal Authority for Salary Increase</u>	<u>Source of Funding (cost element and ProgID)</u>	<u>Date of Approval</u>	<u>Person who approved salary increase</u>
None																

Department of Human Resources and Development  
Positions that are authorized to telework as of November 30, 2025

Table 22

Prog ID	Sub-Org	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	FTE	Budgeted Amount	Actual Salary Last Paid	Occupied by 89-Day Hire (Y/N)	Telework Designation (full time or hybrid)	Number of Telework Days a Week	Reason for Telework	Process to Evaluate Job Performance
HRD102	QA	25306	Human Resources Specialist V	N	SR24	73	P	A	1		\$72,516-\$103,212	N	H	2	The employee is able to successfully perform all essential functions remotely.	Employee performance appraisals are conducted. Monitoring of and communication with employees are regularly conducted by the supervisor, often daily.
HRD102	QA	3598	Personnel Program Manager	N	EM05	35	P	A	1		\$113,544-\$181,644	N	H	2	The employee is able to successfully perform all essential functions remotely.	Employee performance appraisals are conducted. Monitoring of and communication with employees are regularly conducted by the supervisor, often daily.
HRD102	QA	7180	Personnel Program Manager	N	EM05	35	P	A	1		\$113,544-\$181,644	N	H	2	The employee is able to successfully perform all essential functions remotely.	Employee performance appraisals are conducted. Monitoring of and communication with employees are regularly conducted by the supervisor, often daily.
HRD102	QA	26159	Human Resources Specialist IV	N	SR24	73	P	A	1		\$72,516-\$103,212	N	H	2	The employee is able to successfully perform all essential functions remotely.	Employee performance appraisals are conducted. Monitoring of and communication with employees are regularly conducted by the supervisor, often daily.
HRD102	RA	37022	Personnel Program Manager	N	EM05	35	P	A	1		\$109,704-\$175,500	N	H	2	The employee is able to successfully perform all essential functions remotely.	Employee performance appraisals are conducted. Monitoring of and communication with employees are regularly conducted by the supervisor, often daily.
HRD102	RA	11838	Human Resources Specialist V	N	SR24	73	P	A	1		\$71,016-\$101,064	N	H	2	The employee is able to successfully perform all essential functions remotely.	Employee performance appraisals are conducted. Monitoring of and communication with employees are regularly conducted by the supervisor, often daily.
HRD102	RA	21826	Human Resources Specialist V	N	SR24	73	P	A	1		\$71,016-\$101,064	N	H	2	The employee is able to successfully perform all essential functions remotely.	Employee performance appraisals are conducted. Monitoring of and communication with employees are regularly conducted by the supervisor, often daily.
HRD102	QA	43423	Equal Employment Opportunity Administrator	N	EM08	35	P	A	1		\$126,936-\$203,196	N	H	2	The employee is able to successfully perform all essential functions remotely.	Employee performance appraisals are conducted. Monitoring of and communication with employees are regularly conducted by the supervisor, often daily.
HRD102	QA	25063	Personnel Program Officer	N	EM03	35	P	A	1		\$99,468-\$159,192	N	H	2	The employee is able to successfully perform all essential functions remotely.	Employee performance appraisals are conducted. Monitoring of and communication with employees are regularly conducted by the supervisor, often daily.
HRD102	QA	42420	Personnel Program Officer	N	EM03	35	P	A	1		\$99,468-\$159,192	N	H	2	The employee is able to successfully perform all essential functions remotely.	Employee performance appraisals are conducted. Monitoring of and communication with employees are regularly conducted by the supervisor, often daily.



Department of Human Resources Development  
Work-related travel as of November 30, 2025

Table 23

Prog ID	Sub-Org	Position Number	Job Title	Start Date	End Date	Justification for Travel	Full Agenda Y/N?	Meetings Attended Y/N?	Training Sessions Y/N?	Total Cost of Trip	Cost Paid by State or Other Entity?	Final Report of Travel Y/N?
HRD102	RA	NA	NA-Commission on Salaries Commission Member	1/7/2025	1/7/2025	OHA Salary Commission Mtg. (Oahu)	Y	Y	N	\$ 196.91	State	Statement of Completed Travel recapping expenditure is available
HRD102	RA	NA	NA-Commission on Salaries Commission Member	1/8/2025	1/8/2025	Commission on Salaries Mtg. (Oahu)	Y	Y	N	\$ 204.93	State	Statement of Completed Travel recapping expenditure is available
HRD102	RA	NA	NA-Commission on Salaries Commission Member	1/29/2025	1/29/2025	OHA Salary Commission Mtg. (Oahu)	Y	Y	N	\$ 200.73	State	Statement of Completed Travel recapping expenditure is available
HRD102	RA	NA	NA-Commission on Salaries Commission Member	2/3/2025	2/3/2025	Commission on Salaries Mtg. (Oahu)	Y	Y	N	\$ 218.01	State	Statement of Completed Travel recapping expenditure is available
HRD102	SA	40407	Human Resources Spclt IV	2/11/2025	2/11/2025	WC Hearing on Big Island	Y	Y	N	\$ 209.44	State	Statement of Completed Travel recapping expenditure is available
HRD102	SA	37390	Human Resources Spclt V	2/11/2025	2/11/2025	WC Hearing on Maui	Y	Y	N	\$ 249.43	State	Statement of Completed Travel recapping expenditure is available
HRD102	PA	124937	Recruiter	2/22/2025	2/22/2025	Hilo Job Fair	Y	Y	N	\$ 148.08	State	Statement of Completed Travel recapping expenditure is available
HRD102	PA	3298	Personnel Program Admr	2/22/2025	2/22/2025	Hilo Job Fair	Y	Y	N	\$ 148.08	State	Statement of Completed Travel recapping expenditure is available
HRD102	PA	124935	Recruiter	2/22/2025	2/22/2025	Hilo Job Fair	Y	Y	N	\$ 263.58	State	Statement of Completed Travel recapping expenditure is available
HRD102	PA	124933	Lead Recruiter	2/22/2025	2/22/2025	Hilo Job Fair	Y	Y	N	\$ 148.08	State	Statement of Completed Travel recapping expenditure is available
HRD102	PA	124937	Recruiter	4/23/2025	4/23/2025	Kauai Job Fair	Y	Y	N	\$ 137.65	State	Statement of Completed Travel recapping expenditure is available
HRD102	PA	124936	Recruiter	4/23/2025	4/23/2025	Kauai Job Fair	Y	Y	N	\$ 137.65	State	Statement of Completed Travel recapping expenditure is available
HRD102	PA	124935	Recruiter	4/23/2025	4/23/2025	Kauai Job Fair	Y	Y	N	\$ 137.65	State	Statement of Completed Travel recapping expenditure is available
HRD102	PA	124933	Lead Recruiter	4/23/2025	4/23/2025	Kauai Job Fair	Y	Y	N	\$ 137.65	State	Statement of Completed Travel recapping expenditure is available
HRD191	AA	100015	Director	4/15/2025	4/19/2025	Harvard State/Local Gov't Career Expo/Forum	Y	Y	N	\$ 2,007.17	State / Harvard	Statement of Completed Travel recapping expenditure is available
HRD102	SA	40854	Human Resources Spclt IV	5/20/2025	5/20/2025	WC Hearing on Maui	Y	Y	N	\$ 287.05	State	Statement of Completed Travel recapping expenditure is available
HRD102	SA	40407	Human Resources Spclt IV	5/20/2025	5/20/2025	WC Hearing on Maui	Y	Y	N	\$ 189.55	State	Statement of Completed Travel recapping expenditure is available

Department of Human Resources Development  
Work-related travel as of November 30, 2025

Table 23

Prog ID	Sub-Org	Position Number	Job Title	Start Date	End Date	Justification for Travel	Full Agenda Y/N?	Meetings Attended Y/N?	Training Sessions Y/N?	Total Cost of Trip	Cost Paid by State or Other Entity?	Final Report of Travel Y/N?
HRD191	AA	100015	Director	6/18/2025	6/18/2025	SOH Deferred Comp Board Mtg.	Y	Y	N	\$ 180.96	Deferred Compensation Plan	Statement of Completed Travel recapping expenditure is available
HRD102	SA	40407	Human Resources Spclt IV	6/25/2025	6/25/2025	WC Hearing on Maui	Y	Y	N	\$ 229.33	State	Statement of Completed Travel recapping expenditure is available
HRD102	SA	40854	Human Resources Spclt IV	6/26/2025	6/26/2025	WC Hearing on Big Island	Y	Y	N	\$ 189.84	State	Statement of Completed Travel recapping expenditure is available
HRD102	SA	40407	Human Resources Spclt IV	7/8/2025	7/8/2025	WC Hearing on Big Island	Y	Y	N	\$ 243.59	State	Statement of Completed Travel recapping expenditure is available
HRD191	AA	100015	Director	7/12/2025	7/17/2025	2025 NASPE Conference (Kentucky)	Y	Y	Y	\$ 3,952.66	State / NASPE	Statement of Completed Travel recapping expenditure is available
HRD102	SA	40407	Human Resources Spclt IV	8/7/2025	8/7/2025	WC Hearing on Big Island	Y	Y	N	\$ 234.08	State	Statement of Completed Travel recapping expenditure is available
HRD191	AA	100015	Director	8/12/2025	8/13/2025	Senate WAM Presentation (Kauai)	Y	Y	N	\$ 525.58	State	Statement of Completed Travel recapping expenditure is available
HRD191	AA	106463	Deputy Director	8/12/2025	8/12/2025	Senate WAM Presentation (Kauai)	Y	Y	N	\$ 129.10	State	Statement of Completed Travel recapping expenditure is available
HRD102	SA	40407	Human Resources Spclt IV	9/16/2025	9/16/2025	WC Hearing on Maui	Y	Y	N	\$ 234.08	State	Statement of Completed Travel recapping expenditure is available
HRD102	QA	123097	Human Resources Spclt II	9/25/2025	10/1/2025	2025 NAGDCA Conference (San Diego, CA)	Y	Y	Y	\$ 2,393.64	Deferred Compensation Plan	Statement of Completed Travel recapping expenditure is available
HRD102	QA	3598	Personnel Program Manager	9/27/2025	10/1/2025	2025 NAGDCA Conference (San Diego, CA)	Y	Y	Y	\$ 2,393.64	Deferred Compensation Plan	Statement of Completed Travel recapping expenditure is available
HRD191	AA	106463	Deputy Director	9/24/2025	10/2/2025	2025 NEOGOV Conference (Nevada)	Y	Y	Y	\$ 3,772.88	State	Statement of Completed Travel recapping expenditure is available
HRD102	PA	47328	Human Resources Spclt VI	9/29/2025	10/1/2025	2025 NEOGOV Conference (Nevada)	Y	Y	Y	\$ 1,690.42	State	Statement of Completed Travel recapping expenditure is available
HRD102	PA	9000	Personnel Program Officer	9/29/2025	10/1/2025	2025 NEOGOV Conference (Nevada)	Y	Y	Y	\$ 1,690.42	State	Statement of Completed Travel recapping expenditure is available
HRD102	PA	124937	Recruiter	9/29/2025	10/1/2025	2025 NEOGOV Conference (Nevada)	Y	Y	Y	\$ 1,785.13	State	Statement of Completed Travel recapping expenditure is available
HRD102	PA	124933	Lead Recruiter	9/29/2025	10/1/2025	2025 NEOGOV Conference (Nevada)	Y	Y	Y	\$ 1,690.42	State	Statement of Completed Travel recapping expenditure is available

Department of Human Resources Development  
Work-related travel as of November 30, 2025

Table 23

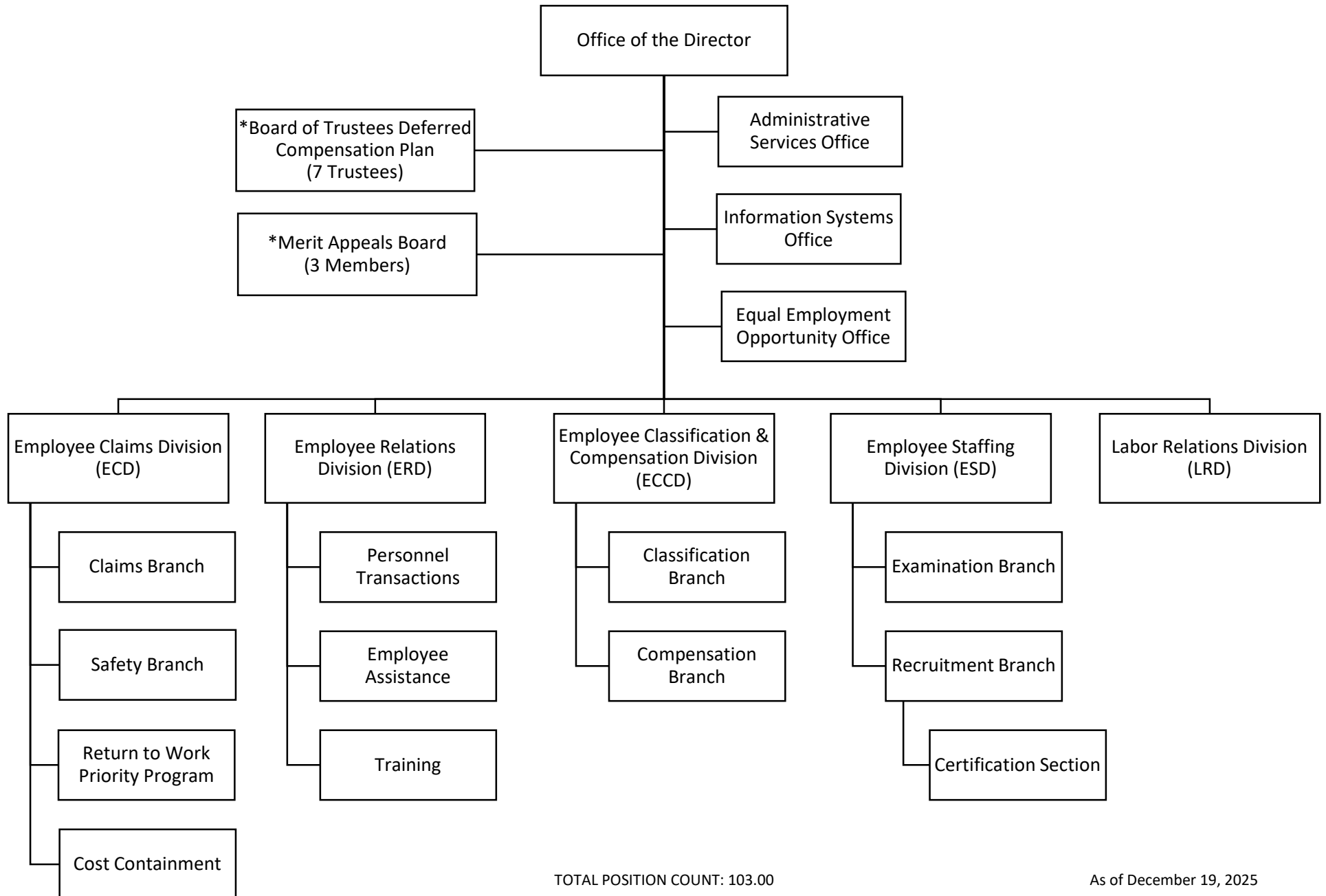
Prog ID	Sub-Org	Position Number	Job Title	Start Date	End Date	Justification for Travel	Full Agenda Y/N?	Meetings Attended Y/N?	Training Sessions Y/N?	Total Cost of Trip	Cost Paid by State or Other Entity?	Final Report of Travel Y/N?
HRD191	AA	100015	Director	9/30/2025	9/30/2025	HGEA Joint Labor Mgmt. Seminar (Kauai)	Y	Y	Y	\$ 167.09	State	Statement of Completed Travel recapping expenditure is available
HRD102	QA	41165	Personnel Program Officer	9/30/2025	9/30/2025	HGEA Joint Labor Mgmt. Seminar (Kauai)	Y	Y	Y	\$ 194.09	State	Statement of Completed Travel recapping expenditure is available
HRD102	QA	7180	Personnel Program Manager	10/9/2025	10/10/2025	Training DLNR Staff (Hilo)	Y	Y	Y	\$ 741.48	State	Statement of Completed Travel recapping expenditure is available
HRD102	QA	NA	Workforce Program Specialist	10/9/2025	10/10/2025	Training DLNR Staff (Hilo)	Y	Y	Y	\$ 548.73	State	Statement of Completed Travel recapping expenditure is available
HRD191	AA	100015	Director	10/14/2025	10/14/2025	HGEA Joint Labor Mgmt. Seminar (Maui)	Y	Y	Y	\$ 187.06	State	Statement of Completed Travel recapping expenditure is available
HRD102	QA	41165	Personnel Program Officer	10/14/2025	10/14/2025	HGEA Joint Labor Mgmt. Seminar (Maui)	Y	Y	Y	\$ 195.00	State	Statement of Completed Travel recapping expenditure is available
HRD102	SA	40407	Human Resources Spclt IV	10/8/2025	10/8/2025	WC Hearing on Maui	Y	Y	N	\$ 238.83	State	Statement of Completed Travel recapping expenditure is available
HRD102	QA	NA	Workforce Program Specialist	10/28/2025	10/29/2025	Executive Branch Training (Maui)	Y	Y	Y	\$ 530.17	State	Statement of Completed Travel recapping expenditure is available

						FY26		FY27			
Prog ID	Sub-Org	Description of Expenditure/Encumbrance	Justification	Existing Budget Item(s) affected (If Any)	MOF	Encumbrance Balance	Expenditure	Encumbrance Balance	Expenditure	FEMA Reimbursable?	Reimbursement Applied for?
None											

## Table 25

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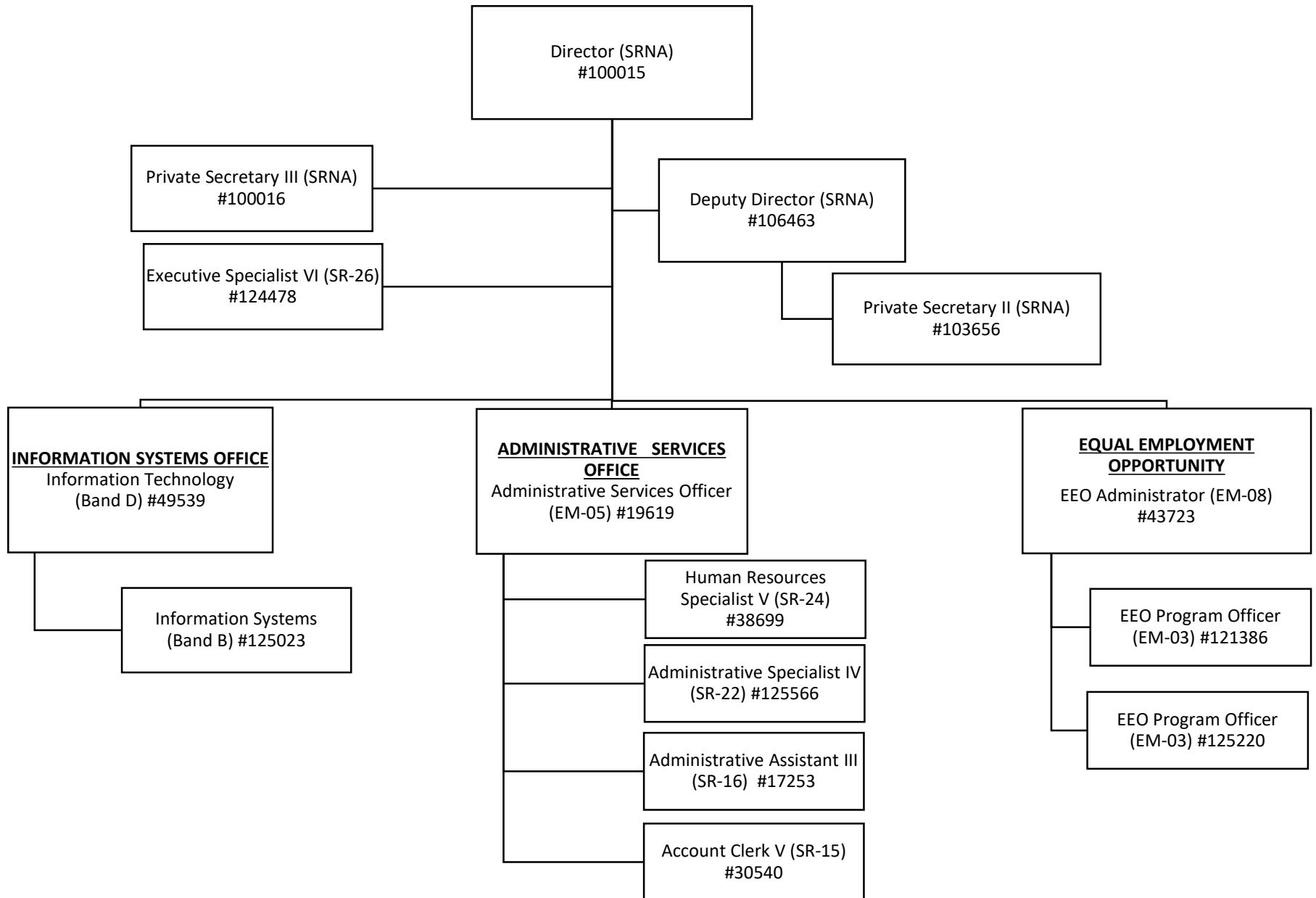
# DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT (DHRD)



TOTAL POSITION COUNT: 103.00

As of December 19, 2025

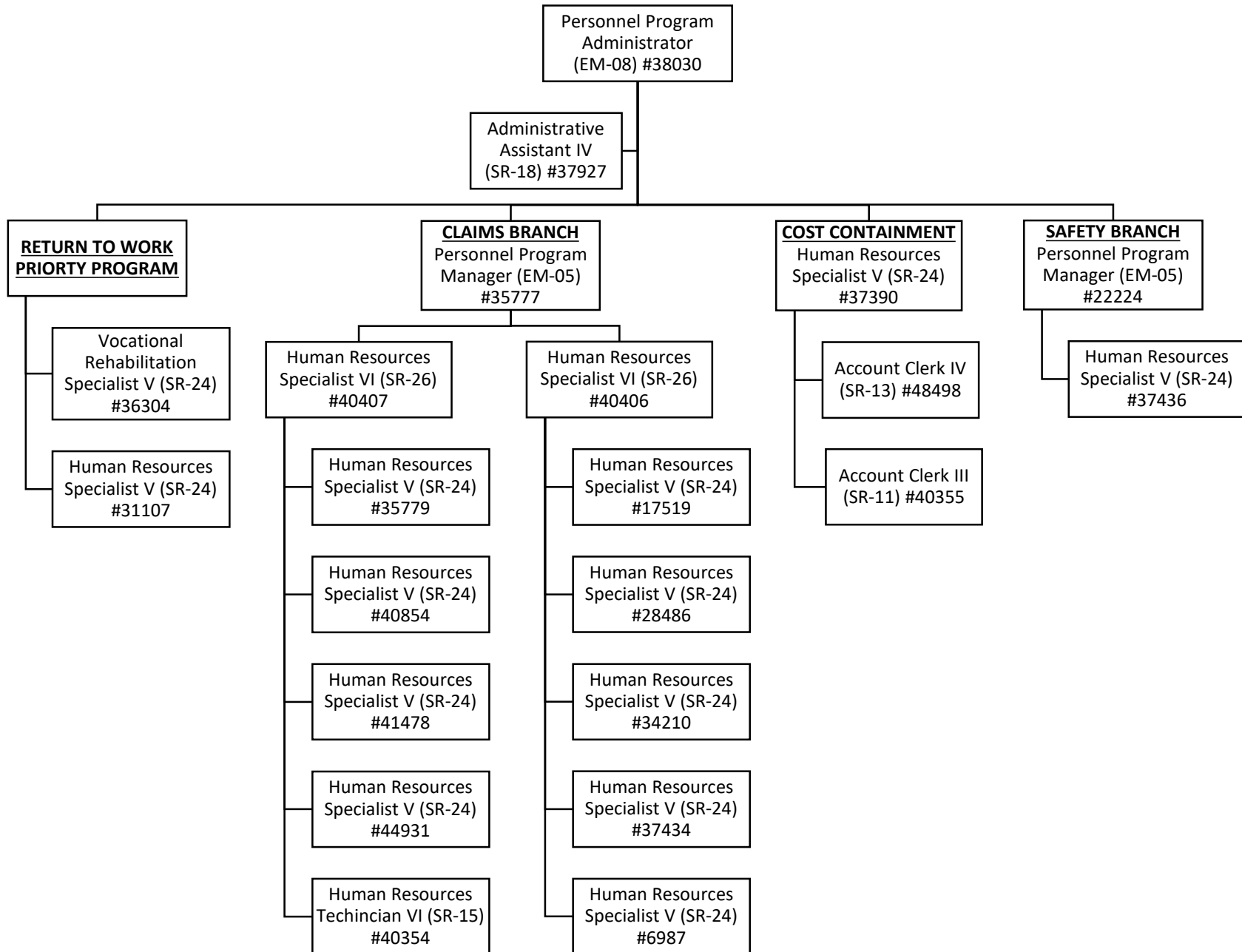
# OFFICE OF THE DIRECTOR



TOTAL POSITION COUNT: 15.00

As of December 19, 2025

# EMPLOYEE CLAIMS DIVISION (ECD)

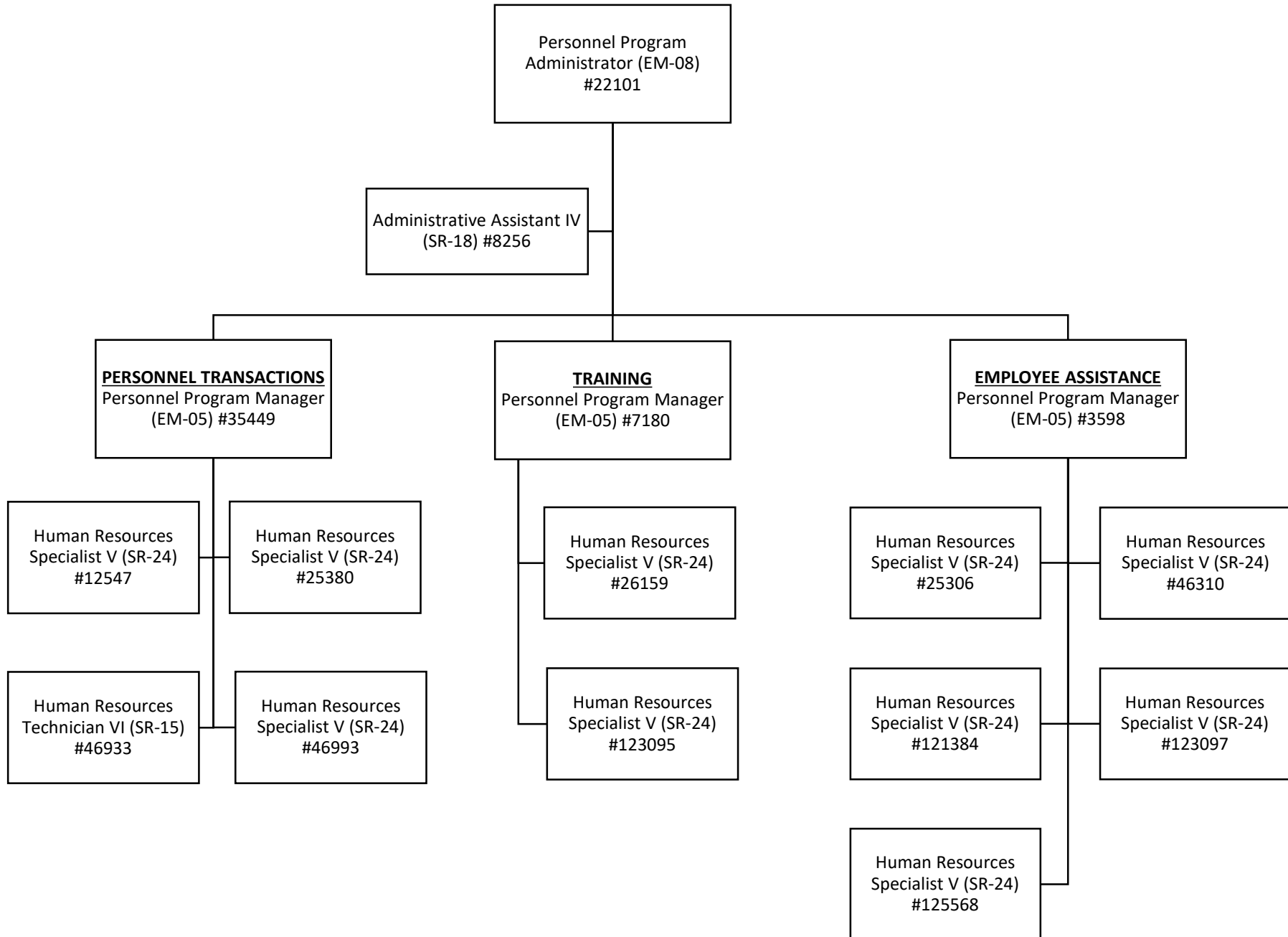


TOTAL POSITION COUNT: 22.00

As of December 19, 2025



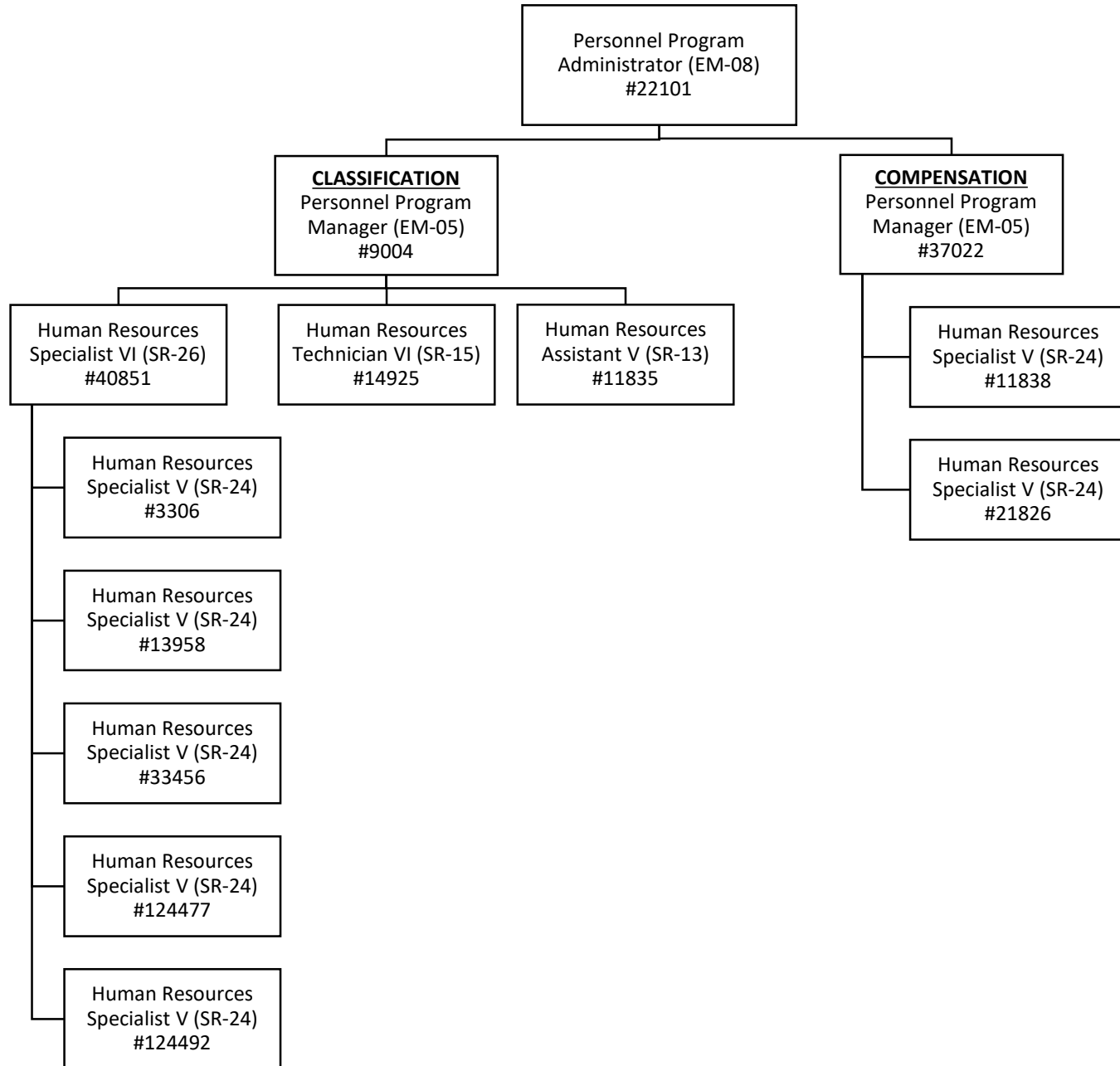
## EMPLOYEE RELATIONS DIVISION (ERD)



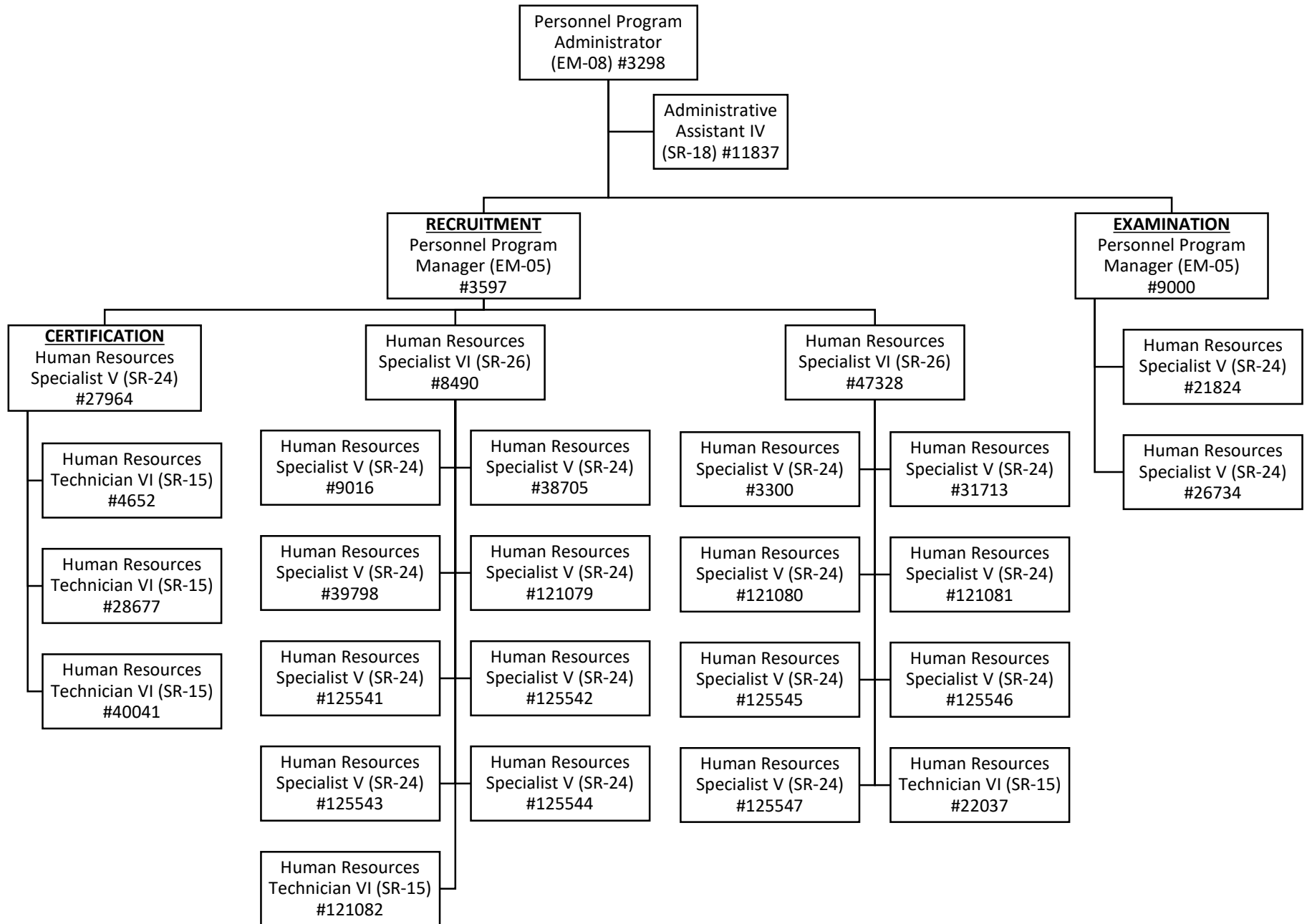
TOTAL POSITION COUNT: 16.00

As of December 19, 2025

# EMPLOYEE CLASSIFICATION AND COMPENSATION DIVISION (ECCD)



# EMPLOYEE STAFFING DIVISION (ESD)



TOTAL POSITION COUNT: 29.00

As of December 19, 2025

LABOR RELATIONS DIVISION

