

A Bill for an Act Relating to In-Service Training for Public Officers and Employees.

Be It Enacted by the Legislature of the State of Hawaii:

SECTION 1. **Purpose.** The purpose of this Act is to improve the management and analysis of public programs by providing for appropriate training and assistance to government officers and employees.

SECTION 2. **Institute for management and analysis in government established.** There shall be established an institute to assist in improving the management and analysis of public programs. This will be accomplished by providing training of various kinds focused on enhancing the ability of government officers and employees to analyze, evaluate, and manage programs and policies in the public sector; and by providing advice and assistance on these matters to agencies of government.

The institute will be located at a site and in facilities suitable to its purposes.

The full title of the institute shall be: The Hawaii Institute for Management and Analysis in Government.

SECTION 3. **Programs.** The institute will coordinate, arrange for, or conduct programs of instruction including classes, courses, workshops, seminars, and internships; it will coordinate, arrange for, or conduct long-range or

basic studies related to program and policy choice problems in the public sector; it will offer technical advice and assistance within its sphere of competence; and it will provide a clearinghouse for information on new analytic and managerial techniques and on research findings relevant to the analysis of public policies and programs.

The programs of instruction will be designed for program managers and analysts at all levels who need to further improve their skills and abilities; for senior personnel desirous of refresher training; and for all personnel in all three branches and at all levels of government in the State of Hawaii, who are required to cope with significantly new methods, techniques, and developments.

SECTION 4. Scholarships. Departments may provide scholarships to public officers and employees desiring further training in areas related to their work. Scholarships shall be awarded after consideration of the potential benefit to the government of the proposed training. With respect to the kinds of training within the purview of the institute, the institute shall assist departments in developing criteria for the awarding of scholarships and in arranging the awardee's program of studies at the institution selected. With respect to scholarships in areas other than those assigned to the institute, the department of personnel services shall assist the departments in developing criteria for the award of scholarships to public officers and employees.

SECTION 5. Identification of training needs. The institute will coordinate the identification of training needs among all departments of the State with respect to program management and evaluation and program and policy analysis. The department of personnel services will coordinate the identification of all other training needs in the departments of the State. The faculty, staff and training facilities of the institute will be available to all employees of all three branches and at all levels of government in the State of Hawaii.

SECTION 6. Organization and administration. The institute will be a division within the department of budget and finance. Its affairs will be administered by a director appointed by and responsible to the director of finance. The institute will utilize the smallest practicable permanent staff for its direction and operation; it will draw on existing personnel within the State government insofar as possible for necessary supplementation. Where bona fide demands for services exceed the capabilities of the permanent staff as supplemented, additional personnel resources may be acquired on a contract basis without regard to chapters 76 and 77. Permanent staff will be covered by chapters 76 and 77.

The institute shall receive the full cooperation of all State departments in the use of staff members, facilities, and other resources necessary to accomplish the purposes of this chapter.

SECTION 7. Revolving fund established. There shall be established a revolving fund to be known as the Hawaii Institute for Management and Analysis in Government Revolving Fund for use by the director of the institute in carrying out the purposes of the institute. All appropriations, fees, charges, and other moneys collected in conjunction with operation of the institute shall be

ACT 86

deposited in the revolving fund. Such amounts shall be expended from the fund by the director of the institute as may be necessary to defray the cost of operating the institute, including compensation of the director and the permanent staff and rental, renovation, improvement, and maintenance of the institute's facilities.

SECTION 8. Financing of operations. Revenues for the operation of the institute may be provided through the charging of tuition or such other fees as may be necessary to operate institute programs for services rendered to participating agencies and shall be made part of the revolving fund. The institute may receive donations, gifts, and allotments from other agencies, public and private, domestic and foreign, which are to be used at the discretion of the director of the institute to further the purposes of the institute.

SECTION 9. Appropriation. There is hereby appropriated from the general fund of the State the sum of \$250,000 into the revolving fund established under this Act.

SECTION 10. Effective date. This Act shall take effect upon its approval.

(Approved May 30, 1974.)