

JOINT SENATE COMMITTEE ON WAYS AND MEANS AND HOUSE COMMITTEE ON FINANCE
SUPPLEMENTAL BUDGET REQUESTS FOR FISCAL YEAR 2019

JANUARY 2, 2018

TESTIMONY OF THE DEPARTMENT OF BUDGET AND FINANCE

A. OVERVIEW

MISSION STATEMENT

The mission of the Department of Budget and Finance (Department) is to enhance long-term productivity and efficiency in government operations by providing quality budget and financial services that prudently allocates and effectively manages available resources.

B. CURRENT STATEWIDE CONDITIONS AND IMPACTS ON DEPARTMENTAL OPERATIONS

The current tight labor market and low unemployment rate presents immediate challenges for both the recruitment and retention of key staff that are necessary to support the operations of our department's core programs and the attached agencies. The continued aging of the State's workforce presents both opportunities for change and challenges in terms of ensuring that knowledge and skills are both retained and transferred in an orderly manner. Growth in the number of State retirees also impacts on our fixed cost obligations pertaining to retirement benefits, retiree health premiums for the current retirees, and meeting our unfunded obligations for the Other Post-Employment Benefits (OPEB) requirements.

C. FEDERAL FUNDS

The Department does not have any identified programs that may lose federal funds.

D. BUDGET REQUESTS DEVELOPMENT AND PRIORITIZATION

The FY 2019 Executive Supplemental Budget submittal for the department is focused on meeting fixed cost requirements and key priority needs of the programs and attached agencies which are highlighted as follows:

- A) Adjustments are requested to the funding levels for the non-discretionary fixed cost requirements for FY 2019. These include: debt service; retirement benefits; which includes Pension Accumulation and Social Security/Medicare (SS/Med) payments for State employees, payments for the State employer's share of health premiums, and payments that are necessary to meet the Other Post-Employment Benefits (OPEB) Annual Required Contribution (ARC) amounts for the State employees.
- B) Priority budget requests for FY 2019 that are deemed necessary to meet key targeted departmental program support and improvements include the following:
 - a. Financial Administration Division program (BUF 115) request the conversion of 1.00 FTE authorized and filled Accountant V position from MOF (U) to MOF (A), this Accountant V position in BUF 115 performs necessary on-going investment functions for the State's Treasury Investment Pool and should be directly funded by the General Fund;
 - b. Employees' Retirement System program (BUF 141) requests 1.00 FTE Chief Compliance Officer and funds to ensure that ERS' mission critical computer system which holds both Personally identifiable Information (PII) and sensitive financial data are protected from increasing array of

security threats, additional funds are also requested to complete the Internal Audit functions approved by the ERS Board and includes the use of specialized computer consultants to help in assessing the increasing level of security threats to ERS' computer systems; finally additional funds are also requested for ERS' computer programming expenses which are required to implement the Hawaii Domestic Relations Orders which is mandated by Act 263, SLH 2016 and

- c. Office of the Public Defender (OPD) program (BUF 151), requests 1.00 FTE permanent Deputy Public Defender position to support the Maui branch office of the OPD in the District and Family Court section. This request is necessary to ensure that constitutionally mandated legal services are provided to the indigent in a timely, just, and a cost effective manner.

The Department's FY 2019 operating budget request (all MOF) represents a net decrease of \$116.25 million in FY 2019 compared against the FY 2019 appropriation funding levels in Act 49, SLH 2017. This decrease is due to reductions in our projected fixed cost requirements for; debt service; retirement benefits; and health premiums.

In FY 2019, General funds are decreased by \$118 million; Special funds are decreased by \$93,444, Inter-departmental transfer funds are decreased by \$110,674; there are no changes in the funding level for Trust funds, and Other funds are increased by \$1.9 million again, as compared to the Department's FY 2019 appropriations.

Requested funding levels for FY 2019 (all means of financing) are reflected in the following table:

	Supplemental Budget request FY2018-2019
(Pos. Count)	376.50
Personnel Services	\$ 41,661,924
Current Expenses:	
Discretionary	\$ 30,704,911
Non-discretionary	\$ 2,669,475,647
Equipment	\$ 389,700
Total	\$ 2,742,232,182
(Pos. Count)	200.50
General Funds	\$ 2,693,993,609
(Pos. Count)	0.00
Special Fund	\$ -
(Pos. Count)	68.00
Trust Fund	\$ 19,461,208
(Pos. Count)	0.00
Interdepart'l Fund	\$ 10,865,887
(Pos. Count)	108.00
Other Funds	\$ 17,911,478

Please note that 97.4% of the FY 19 budget (\$2.74 billion) is for non-discretionary statewide expenses (debt service, retirement system, health fund, witness fees, and court-appointed counsel), and \$72.7 million or 2.6 % is for expenses associated with direct departmental operations.

This concludes the department-wide budget overview.

Specific additional information pursuant to the 2018 Budget Briefing Testimony

Instructions are provided in the attached (Tables 1 through 18).

More detailed descriptions of each of the sixteen programs in the Department are provided. These programs are sequenced and functionally grouped as follows:

BUF 101, Departmental Administration and Budget Division program;
BUF 102, Collective Bargaining;
BUF 103, Vacation Payout Statewide;
BUF 115, Financial Administration program;

*BUF 141, the Employees' Retirement System;
*BUF 143, the Hawaii Employer-Union Trust Fund; and
*BUF 151, the Office of the Public Defender;

Fixed Costs:

BUF 721, Debt Service Payments;
BUF 725, Debt Service Payments-DOE;
BUF 728, Debt Service Payments-UH;

BUF 741, Retirement Benefits Payments;
BUF 745, Retirement Benefits Payments-DOE;
BUF 748, Retirement Benefits Payments-UH;

BUF 761, Health Premium Payments;
BUF 765, Health Premium Payments-DOE;
BUF 768, Health Premium Payments-UH

*Administratively Attached Agencies/Programs

The first four (4) programs are the Department's direct programs, and are comprised of the Director's Office, the Administrative and Research Office, the Budget, Program Planning and Management Division, and Office of Federal Awards Management (collectively BUF 101), Collective Bargaining Statewide (BUF 102), Vacation Payout Statewide (BUF 103), and the Financial Administration Division (BUF 115). The next three (3) programs, annotated with asterisks, are agencies that are administratively attached to the Department.

The Department Program Administrators and the heads of the attached agencies are present and are available to elaborate on their individual budgets and to answer specific questions in regard to their respective programs and operations. Finally, there are also nine (9) programs that comprise payments for non-discretionary cost items that are placed under separate program designations. These nine programs represent our Department fixed cost and entitlement payments (BUF 721 (State), BUF 725 (DOE), and BUF 728 (UH) -Debt Service Payments; BUF 741 (State), BUF 745 (DOE), and BUF 748 (UH) -Retirement Benefit Payments; BUF 761 (State), BUF 765 (DOE), and BUF 768 (UH) -Health Premium Payments).

BUF 101, DEPARTMENTAL ADMINISTRATION AND BUDGET DIVISION PROGRAM

I. Introduction

- A. The objective of this program is to facilitate and improve the executive resource allocation process by undertaking planning, programming, and budgeting, through sound recommendations on all phases of program scope and funding, and by efforts to simplify and more directly tie program performance with resource allocation decisions.
- B. This program includes: 1) Departmental Administration; 2) the Budget, Program Planning and Management Division; and 3) the Federal Awards Management Office.

II. The major activities undertaken by this program to meet its program objectives are as follows:

Program ID Listing of Major Activities

<u>Prog ID/Org</u>	<u>Major Activity or Activities performed</u>	<u>Priority #</u>
DEPARTMENTAL ADMINISTRATION AND BUDGET DIVISION		
BUF 101BA	Conduct continuous review and advise the Director and Governor on the financial condition of the State and on State budget policies.	2
BUF 101BA	Assist in the preparation, explanation, and administration of the State's proposed six-year program and financial plan and the State budget.	1
BUF 101BA	Advise and monitor State agencies for compliance with budget execution policies and procedures.	3
BUF 101BA	Perform analysis of State programs, operations, problems, and issues to provide management with a sound, rational basis for decision making.	3
BUF 101BA	Provide staff services for the Governor as required.	2
BUF 101AA	Provide administrative support activities to the Department.	2
BUF 102/CB BUF 103/VP	Funds are budgeted for the disbursement of Statewide collective bargaining appropriations. Funds are also budgeted for Statewide Vacation payouts.	1
BUF 761, BUF 765, BUF 768	Funds are budgeted for employer contributions for health benefit premiums for State employees, retirees and their dependents.	1

Capital Improvement Requests for Fiscal Year 2019

None are submitted.

The next three programs are BUF 761, BUF 765, and BUF 768, HEALTH PREMIUM PAYMENTS programs.

I. Introduction

- A. These programs were established by the Legislature to separately identify funds available for the payment of employer contributions for State government employee health benefits.
- B. Cost requirements for active employees are based on current benefit plan premiums and projected eligible employees. Premium rates for retirees are based on rates projected by the EUTF benefit consultant and anticipated enrollment levels. Projected enrollments for actives and retirees are based on actual August 2017 enrollments snapshot with annual growth factors (2% for actives and 4% for retirees). Savings are reflected due to the transfer of the Hawaii Health Systems Corporation (HHSC) Maui to Kaiser and updated premium rate projections data obtained from the EUTF's benefits consultant.

The next program is the BUF 115, FINANCIAL ADMINISTRATION PROGRAM.

I. Introduction

- A. The objective of this program is to maximize the value, investment, and use of State funds through proactive planning, and the development of prudent statewide financial policies, the timely scheduling of State bond financing, and the establishment of appropriate cash management controls and procedures. In addition, the objective of the unclaimed property program is to maximize the receipt of unclaimed property or funds from holders and to return the property or funds to their rightful owners.

II. The major activities undertaken by this program to meet program objectives are as follows:

Program ID Listing of Major Activities

<u>Prog ID/Org</u>	<u>Major Activity or Activities performed</u>	<u>Priority #</u>
FINANCIAL ADMINISTRATION		
BUF 115CA	Receive, safeguard, and disburse funds to meet State funding obligations in the State Treasury.	1
BUF 115CA	Maximize investment of funds.	2
BUF 115CA	Plan, direct, and coordinate the issuance and marketing of bonds.	2
BUF 115CA	Receives unclaimed property or funds from holders and holds them in trust until they are returned to their rightful owner.	3
BUF 721, BUF 725, BUF 728	Funds are budgeted for debt service payments associated with GO and GO Reimbursable Bonds issued by the State.	1

The next three (3) programs are the BUF 721, BUF 725, and BUF 728, DEBT SERVICE PAYMENTS programs, which are also administered by the Financial Administration Division.

I. Introduction

- A. This program was established by the Legislature to separately identify funds available for the State's debt service payments.
- B. This program includes principal and interest payments associated with GO Bonds and GO Reimbursable Bonds issued by the State.

Appropriation and expenditures for the Department of Education and the University of Hawaii are included and debt service is paid centrally by the Financial Administration Division.

The next program is the BUF 141, Employees’ Retirement System (ERS).

I. Introduction

A. The ERS program objectives are to provide retirement and survivor benefits to State and county employees, retirees, and inactive vested members and to prudently maximize the return on its investment portfolio.

II. The major activities undertaken by this program to meet program objectives are as follows:

Program ID Listing of Major Activities

<u>Prog ID/Org</u>	<u>Major Activity or Activities performed</u>	<u>Priority #</u>
EMPLOYEES’ RETIREMENT SYSTEM		
BUF 141FA	Provides various membership services including pre-retirement counseling; computation of retirement, disability and death benefits; enrollment of new State and county employees into the appropriate retirement plan; conducting disability hearings and appeals.	3
BUF 141FA	Budgets, accounts for and safeguards all assets of the ERS; ensures tax qualified status of the fund; and processes retirement benefit payments.	1
BUF 141FA	Plan, administer and oversee investments of the ERS’ portfolio including stocks, bonds, foreign securities, mortgage loans, real estate, alternative investments, and short-term instruments.	2
BUF 741, BUF 745, BUF 748	Funds are budgeted for the payments of employer contributions towards State government employee retirement benefits including pension accumulation and Social Security/Medicare.	1

The next three (3) programs are BUF 741, BUF 745, and BUF 748, RETIREMENT BENEFIT PAYMENTS.

I. Introduction

- A. These programs were established by the Legislature to separately identify funds available for the payment of employer contributions for State government employee retirement benefits.
- B. This program includes employer contributions for pension accumulation and Social Security/Medicare (SS/Med) as general fund appropriations for State employees, the Department of Education (DOE), and the University of Hawaii (UOH). Pension accumulation contributions are based on a percentage of payroll as stipulated in Chapter 88, HRS. SS/Med contributions are federally mandated and based on assessment rates of 6.2% for Social Security and 1.45% for Medicare.

The last Government-Wide support program is the BUF 143, the Hawaii Employer-Union Trust Fund (EUTF).

I. Introduction

A. The objective of this program is to administer health and life insurance benefits for eligible active and retired State and county public employees and their eligible dependents by providing quality service levels to employee-beneficiaries and dependent-beneficiaries and complying with federal and State legal requirements.

II. The major activities undertaken by this program to meet program objectives are as follows:

Program ID Listing of Major Activities

<u>Prog ID/Org</u>	<u>Major Activity or Activities performed</u>	<u>Priority #</u>
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND		
BUF 143EU	EUTF Board of Trustees determine the nature and scope of the benefit plans offered, negotiate and enter into contracts with insurance carriers, administer self-funded plans, establish eligibility and management policies for the Trust Fund, and oversee all Trust Fund activities.	1
BUF 143EU	EUTF staff train State and county personnel and fiscal officers on enrollment procedures, collect employer and employee contributions, remits premiums to insurance carriers, provide enrollment services to State and county retirees, administer the federal COBRA Law, assist the Department of Human Resources Development in administration of the State of Hawaii's Premium Conversion Plan and comply with HIPAA privacy and security regulations and policies related to enrollment information.	2

The next administratively attached program is under the Individual Rights major program area.

The BUF 151, Office of the Public Defender program.

I. Introduction

A. The objective of this program is to safeguard the rights of individuals in need of assistance in criminal, mental commitment and family cases by providing constitutionally and statutorily entitled legal services.

II. The major activities undertaken by this program to meet program objectives are as follows:

Program ID Listing of Major Activities

<u>Prog ID/Org</u>	<u>Major Activity or Activities performed</u>	<u>Priority #</u>
OFFICE OF THE PUBLIC DEFENDER		
BUF 151HA	Provide comprehensive legal and other necessary services to the indigent in criminal, mental commitment and family cases as required by federal and State constitutions, State statutes, judicial rules and decisions and opinions, and the canons of professional ethics.	1

Department of Budget and Finance
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
Departmental Administration and Budget Division	Departmental Administration	Provide administrative support activities to the Department	101/AA	Chapter 26-8, HRS
Budget Planning & Management Division	Staff services to the Governor	Provide staff services for the Governor as required	101/BA	Chapter 26 and 37, HRS
	Statewide analysis and reviews of operations and management - Executive Branch	Perform analysis of State programs, operations, problems, and issues to provide management with a sound, rational basis for decision making	101/BA	Chapter 26 and 37, HRS
	Statewide analysis, review, and budget policy Executive Branch	Conduct continuous reviews and advises the Director and Governor on the financial condition of the State and on State Budget Policies	101/BA	Chapter 26 and 37, HRS
	Statewide financial planning and budgeting - Executive Branch	Assist in the preparation, explanation, and administration of the State's proposed six year program and financial plan and the State budget	101/BA	Chapter 26 and 37, HRS
	Statewide budget execution implementation Executive Branch	Advise and monitoring of State agencies for compliance with budget execution policies and procedures	101/BA	Chapter 26 and 37, HRS
Collective Bargaining - Statewide	Collective bargaining statewide	Collective bargaining for MOF A, B, N, and P.	102/CB	Chapter 26-8, HRS
Collective Bargaining - Statewide	Collective bargaining statewide	Collective bargaining for MOF W.	102/CC	Chapter 26-8, HRS
Vacation Payout Statewide	Centralized vacation payout for all Executive Branch departments; except Department of Education (DOE) and University of Hawaii (UH)	To centralize the general funded vacation payouts for AGR, AGS, ATG, BED, BUF, DEF, GOV, HMS, HRD, HTH, LBR, LNR, LTG, PSD, and TAX.	103/VP	Chapter 26-8, HRS
Financial Administration Division	State Treasury Investments	Maximize the investment of funds as allowable by statute	115/CA	Chapter 36 and 38, HRS
	State Treasury operations	Receive, safeguard, and disburse funds to meet State funding obligations in the State Treasury	115/CA	Chapter 36, 38, and 39, HRS
	State Bond Issuances	Plan, direct, and coordinate the issuance and marketing of bonds	115/CA	Chapter 36 and 39, HRS
	State Unclaimed Property	Receive unclaimed property of funds from holders and safeguards them in trust until they are returned to their rightful owners	115/CA	Chapter 523A, HRS
Employees' Retirement System	Employees' Retirement System (ERS's) Accounting and Financial operations	Budget, account, and safeguard all assets of the ERS; ensure tax qualified status of the fund; and process retirement benefit payments	141/FA	Chapter 88, HRS
	ERS's Investment operations	Plan, administer, and oversee investment of the ERS' portfolio including stocks, bonds, foreign securities, mortgage loans, real estate, alternative investments, and short term instruments	141/FA	Chapter 88, HRS

Department of Budget and Finance
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
	ERS's membership services	Provide various membership services including pre-retirement counselling; computation of retirement; disability and death benefits; enrollment of new State and county employees into the appropriate retirement plan; conducting disability hearings and appeals	141/FA	Chapter 88, HRS
Hawaii Employer Union Trust Fund	Hawaii Employer Union Trust Fund (EUTF) - support of customer service and enrollment, accounting, financial management, and regulatory compliance functions	Enrollment, customer service, accounting/financial management, regulatory compliance, and IT support related activities	143/EU	Chapter 87A, HRS
	EUTF - Support of Board of Trustee and management level functions	The EUTF Board determines the nature and scope of the benefit plans offered, negotiates and enters into contracts with insurance carriers, administers self funded plans, establishes eligibility and management policies for the Trust Fund, and oversees all Trust Fund activities.	143/EU	Chapter 87A, HRS
Office of the Public Defender	Legal and other necessary services to the indigents as required by federal and State constitutions	Legal representation of indigent individuals charged with criminal offenses.	151/HA	Chapter 802, HRS
Debt Service Payments - State	State Debt Service payments	Make debt service payments associated with General Obligation and General Obligation Reimbursable Bonds issued by the State	721/ST	Chapter 36 and 39, HRS
Debt Service Payments - Lower Education/DOE	DOE Debt Service payments	Make debt service payments associated with General Obligation and General Obligation Reimbursable Bonds issued by the Department of Education	725/LE	Chapter 36 and 39, HRS
Debt Service Payments - Higher Education/UH	UH Debt Service payments	Make debt service payments associated with General Obligation and General Obligation Reimbursable Bonds issued by the University of Hawaii	728/HE	Chapter 36 and 39, HRS
Retirement Benefits Payments - State	State employer contributions for Retirement Benefits	Make payments for State employer contributions towards State government employee retirement benefits including pension accumulation and social security/Medicare	741/ST	Chapter 26 and 37, HRS
Retirement Benefits Payments - Lower Education/DOE	DOE employer contributions for Retirement Benefits	Make payments for DOE employer contributions towards State government employee retirement benefits including pension accumulation and social security/Medicare	745/LE	Chapter 26 and 37, HRS
Retirement Benefits Payments - Higher Education/UH	UH employer contributions for Retirement Benefits	Make payments for UH employer contributions towards State government employee retirement benefits including pension accumulation and social security/Medicare	748/HE	Chapter 26 and 37, HRS
Health Premium Payments - State	State employer contributions for Health Premiums	Make employer contributions for health benefit premiums for State employees, retirees, and their dependents (except for Department of Education and the University of Hawaii system)	761/ST	Chapter 26 and 37, HRS

Department of Budget and Finance
 Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
Health Premium Payments - Lower Education/DOE	DOE employer contributions for Health Premiums	Make employer contributions for health benefit premiums for Department of Education employees, retirees, and their dependents	765/LE	Chapter 26 and 37, HRS
Health Premium Payments - Higher Education/UH	UH employer contributions for Health Premiums	Make employer contributions for health benefit premiums for University of Hawaii employees, retirees, and their dependents	768/HE	Chapter 26 and 37, HRS

Department of Budget and Finance
Department-Wide Totals

Table 2

Fiscal Year 2018				
Act 49, SLH 2017 Appropriation	Restrictions	Emergency Appropriation	Total FY18	MOF
\$ 2,588,691,812	\$ (265,420)		\$ 2,588,426,392	A
\$ 93,444			\$ 93,444	B
\$ -			\$ -	N
\$ -			\$ -	P
\$ 19,268,763			\$ 19,268,763	T
\$ 10,976,561			\$ 10,976,561	U
\$ -			\$ -	W
\$ 17,279,607			\$ 17,279,607	X
\$ 2,636,310,187	\$ (265,420)	\$ -	\$ 2,636,044,767	Total
Fiscal Year 2019				
Act 49, SLH 2017 Appropriation	Reductions	Additions	Total FY19	MOF
\$ 2,812,009,656	\$ (118,016,047)		\$ 2,693,993,609	A
\$ 93,444	\$ (93,444)		\$ -	B
\$ -			\$ -	N
\$ -			\$ -	P
\$ 19,461,208			\$ 19,461,208	T
\$ 10,976,561	\$ (110,674)		\$ 10,865,887	U
\$ -			\$ -	W
\$ 15,945,718		\$ 1,965,760	\$ 17,911,478	X
\$ 2,858,486,587	\$ (118,220,165)	\$ 1,965,760	\$ 2,742,232,182	Total

Department of Budget and Finance
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 49/17 (FY19)			Governor's Submittal (FY19)			Percent Change of \$\$\$\$
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
BUF 101	Departmental Administration and Budget Division	A	47.00	2.00	\$ 11,688,569	47.00		\$ 11,688,569	0.00%
BUF 101	Departmental Administration and Budget Division	U	-	-	\$ 855	-	-	\$ -	-100.00%
BUF 102	Collective Bargaining Statewide	A	-	-	\$ -	-	-	\$ -	N/A
BUF 102	Collective Bargaining Statewide	B	-	-	\$ 93,444	-	-	\$ -	-100.00%
BUF 102	Collective Bargaining Statewide	N	-	-	\$ -	-	-	\$ -	N/A
BUF 102	Collective Bargaining Statewide	P	-	-	\$ -	-	-	\$ -	N/A
BUF 102	Collective Bargaining Statewide	W	-	-	\$ -	-	-	\$ -	N/A
BUF 103	Vacation Payout Statewide	A	-	-	\$ 9,700,000	-	-	\$ 9,700,000	0.00%
BUF 115	Financial Administration Division	A	14.00	-	\$ 2,064,713	15.00	-	\$ 2,128,997	3.11%
BUF 115	Financial Administration Division	T	9.00	-	\$ 11,684,692	9.00	-	\$ 11,684,692	0.00%
BUF 115	Financial Administration Division	U	1.00	-	\$ 109,819	-	-	\$ -	-100.00%
BUF 141	Employees' Retirement System	X	107.00	-	\$ 15,945,718	108.00	-	\$ 17,911,478	12.33%
BUF 143	Hawaii Employer-Union Trust Fund	T	59.00	-	\$ 7,776,516	59.00	-	\$ 7,776,516	0.00%
BUF 151	Office of the Public Defender	A	137.50	-	\$ 11,825,043	138.50	-	\$ 11,866,283	0.35%
BUF 721	Debt Service Payments	A	-	-	\$ 371,371,216	-	-	\$ 365,654,528	-1.54%
BUF 725	Debt Service Payments - DOE	A	-	-	\$ 320,250,963	-	-	\$ 315,321,193	-1.54%
BUF 728	Debt Service Payments - UH	A	-	-	\$ 118,524,452	-	-	\$ 116,699,951	-1.54%
BUF 741	Retirement Benefits Payments - State	A	-	-	\$ 374,691,719	-	-	\$ 340,595,346	-9.10%
BUF 741	Retirement Benefits Payments - State	U	-	-	\$ 10,865,887	-	-	\$ 10,865,887	0.00%
BUF 745	Retirement Benefits Payments - DOE	A	-	-	\$ 353,501,280	-	-	\$ 354,408,234	0.26%
BUF 748	Retirement Benefits Payments - UH	A	-	-	\$ 162,573,933	-	-	\$ 162,857,166	0.17%
BUF 761	Health Premium Payments - State	A	-	-	\$ 659,490,415	-	-	\$ 623,852,108	-5.40%
BUF 765	Health Premium Payments - DOE	A	-	-	\$ 303,989,698	-	-	\$ 276,962,809	-8.89%
BUF 768	Health Premium Payments - UH	A	-	-	\$ 112,337,655	-	-	\$ 102,258,425	-8.97%

Department of Budget and Finance
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests			Budget and Finance Recommendations			Governor's Decisions		
				FY19			FY19			FY19		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
BUF 101	BA	Transfer 2 OFAM positions from BUF 101 BA to BUF101AA	A	(2.00)		\$ (194,336)	(2.00)		\$ (194,336)	(2.00)		\$ (194,336)
BUF 101	AA	Transfer 2 OFAM positions from BUF 101 BA to BUF101AA	A	2.00		\$ 194,336	2.00		\$ 194,336	2.00		\$ 194,336
BUF 721	ST	Debt service funding for the State	A			\$ 8,121,262			\$ (4,398,788)			\$ (5,716,688)
BUF 725	LE	Debt service funding for the Department of Education (DOE)	A			\$ 7,003,348			\$ (3,793,283)			\$ (4,929,770)
BUF 728	HE	Debt service funding for the University of Hawaii (UH)	A			\$ 2,591,930			\$ (1,403,889)			\$ (1,824,501)
BUF 741	ST	Retirement benefits payments for the State (Except DOE and UH)	A			\$ (34,096,373)			\$ (34,096,373)			\$ (34,096,373)
BUF 745	LE	Retirement benefits payments for the Department of Education (DOE)	A			\$ 906,954			\$ 906,954			\$ 906,954
BUF 748	HE	Retirement benefits payments for the University of Hawaii (UH)	A			\$ 283,233			\$ 283,233			\$ 283,233
BUF 761	ST	Health premium payments for the State (except DOE and UH)	A			\$ (35,638,307)			\$ (35,638,307)			\$ (35,638,307)
BUF 765	LE	Health premium payments for the Department of Education (DOE)	A			\$ (27,026,889)			\$ (27,026,889)			\$ (27,026,889)
BUF 768	HE	Health premium payments for the University of Hawaii (UH)	A			\$ (10,079,230)			\$ (10,079,230)			\$ (10,079,230)
BUF 115	CA	To convert means of funding for PN 19043 from MOF "U" to MOF "A"	A	1.00		\$ 64,284	1.00		\$ 64,284	1.00		\$ 64,284
BUF 115	CA	To convert means of funding for PN 19043 from MOF "U" to MOF "A"	U	(1.00)		\$ (109,819)	(1.00)		\$ (109,819)	(1.00)		\$ (109,819)
BUF 151	HA	Add 1 Deputy Public Defender II , SRNA - Maui branch office	A	1.00		\$ 41,240	1.00		\$ 41,240	1.00		\$ 41,240
BUF 151	HA	Add 1 Deputy Public Defender II, SRNA - Kauai branch office	A	1.00		\$ 41,240	-		\$ -	-		\$ -
BUF 141	FA	Add 1 permanent Chief Compliance Officer position with full year funding in FY2019 due to increased security threats to ERS assets and data	X	1.00		\$ 100,760	1.00		\$ 100,760	1.00		\$ 100,760
BUF 141	FA	Request \$380,000 to complete the FY2019 Internal Audit function to protect the ERS investment assets and membership date from increased security threats	X			\$ 380,000			\$ 380,000			\$ 380,000
BUF 143	EU	Add 1.00 permanent position - member services clerk	T	1.00		\$ 48,725	-		\$ -	-		\$ -
BUF 143	EU	Add 1.00 permanent position - program specialist	T	1.00		\$ 87,490	-		\$ -	-		\$ -

Department of Budget and Finance
Budget Decisions

Table 4

		Initial Department Requests			Budget and Finance Recommendations			Governor's Decisions		
		FY19			FY19			FY19		
BUF 151	HA	Add 1 Public Defender Office Assistant, SRNA	A	1.00	\$ 17,616	-	\$ -	-	\$ -	
BUF 141	FA	Authorize \$1,485,000 in funds for mandatory computer changes to implement Hawaii Domestic Relations Orders required by Act 263/SLH 2016.	X		\$ 1,485,000		\$ 1,485,000		\$ 1,485,000	
BUF 101	AA	Decrease the collective bargaining allocation to MOF "U"	U		\$ (855)		\$ (855)		\$ (855)	
BUF 101	BA	Reduce 2 temporary position counts	A	(2.00)	\$ -	(2.00)		(2.00)		
BUF 102	CB	Reduce unnecessary collective bargaining ceiling	B		\$ (93,444)		\$ (93,444)		\$ (93,444)	

Proposed Budget Reductions

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY18			FY19			FY18 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	
BUF 721	ST	Debt service funding for the State		A						\$ (5,716,688)	
BUF 725	LE	Debt service funding for the Department of Education (DOE)		A						\$ (4,929,770)	
BUF 728	HE	Debt service funding for the University of Hawaii (UH)		A						\$ (1,824,501)	
BUF 741	ST	Retirement benefits payments for the State (Except DOE and UH)		A						\$ (34,096,373)	
BUF 761	ST	Health premium payments for the State (except DOE and UH)		A						\$ (35,638,307)	
BUF 765	LE	Health premium payments for the Department of Education (DOE)		A						\$ (27,026,889)	
BUF 768	HE	Health premium payments for the University of Hawaii (UH)		A						\$ (10,079,230)	
BUF 115	CA	To convert means of funding for PN 19043 from MOF "U" to MOF "A"		U				(1.00)		\$ (109,819)	
BUF 101	AA	Decrease the collective bargaining allocation to MOF "U"		U						\$ (855)	
BUF 102	CB	Reduce unnecessary collective bargaining ceiling		B						\$ (93,444)	

Department of Budget and Finance
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	FY19			
							MOF	Pos (P)	Pos (T)	\$\$\$
BUF 745	LE	FC	1	1	Retirement benefits payments for the Department of Education (DOE)	To adjust funding for retirement benefits payments for the DOE based on projections from August 31, 2017.	A			\$ 906,954
BUF 748	HE	FC	1	1	Retirement benefits payments for the University of Hawaii (UH)	To adjust funding for retirement benefits payments for the UH based on projections from August 31, 2017.	A			\$ 283,233
BUF 115	CA	AR	2	2	To convert means of funding for PN 19043 from MOF "U" to MOF "A"	The incumbent in this filled position administers on a daily basis the State's Treasury Investment Pool (TIP) and was originally established and the means financing was general funds. In the FY 2011 Supplemental Budget, due to severe budgetary reductions, the means of financing was changed to "U" funding to allow the Department to operate within the available general fund ceiling.	A	1.00		\$ 64,284
BUF 151	HA	AR	5	3	Add 1 Deputy Public Defender II , SRNA - Maui branch office	Increases in arrests and citations in misdemeanor and petty misdemeanor cases as well as an inability of increasing numbers of accused persons to hire private counsel have led to heavy increases in the caseloads of the District and Family Courts on Maui. During the period of July 1, 2016 to June 30 (FY17), the Maui office handled 7142 cases split between two DPD IIs assigned to the District/Family courts. This volume translates into 3571 cases per deputy in those divisions annually.	A	1.00		\$ 41,240

Department of Budget and Finance
Proposed Budget Additions

Table 6

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Addition Type</u>	<u>Prog ID Priority</u>	<u>Dept-Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
BUF 141	FA	AR	3	5	Add 1 permanent Chief Compliance Officer position with full year funding in FY2019 due to increased security threats to ERS assets and data	Through September 2017 there have been over 35 companies/organizations in U.S. that had their computer systems/data compromised. Failure to establish this vital position could result in breach of ERS assets and data, loss of Personally Identifiable Information (PII) that in turn would cost ERS potentially millions of dollars. Furthermore, this would cause its membership to lose confidence and trust in ERS that would bring into question the accuracy of members benefit calculations resulting in recalculations of benefit and thus crippling ERS' ability to function.	X	1.00		\$ 100,760
BUF 141	FA	AR	4	6	Request \$380,000 to complete the FY2019 Internal Audit function to protect the ERS investment assets and membership data from increased security threats	Internal Audit performs compliance, financial, information concerning the activities reviewed. Internal Audit also provides advice regarding the establishment of new or revised operational procedures, questions on best practices, or guidance in policy and procedure development, such as ERS' multi-million dollar computer system implementations. The ERS previously attempted using its own personnel to perform these services; however, the increasing ERS activities have made it impossible to fulfill this service. Furthermore, this function requires specialized expertise for which ERS does not have. This expertise requires that an individual be current on all internal audit standards. No one at the ERS is current with these standards.	X			\$ 380,000

Department of Budget and Finance
Proposed Budget Additions

Table 6

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Addition Type</u>	<u>Prog ID Priority</u>	<u>Dept-Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
BUF 141	FA	AR	9	10	Authorize \$1,485,000 in funds for mandatory computer changes to implement Hawaii Domestic Relations Orders required by Act 263/SLH 2016.	Effective July 1, 2018, the Employees' Retirement System (ERS) in accordance with ACT 263, will be required to recognize the right of an Alternate Payee and assign to that Alternate Payee all or a portion of the benefits payable to a Member or Retiree under ERS in accordance with a domestic relations order. The domestic relations order will be deemed to be a Qualified Domestic Relations Order under the Hawaii statute (HiDRO) when it meets the requirements of ERS. Programing changes for the HiDRO are extensive and impacts the current V3 application in at least 9 areas/modules require changes that current programming does not provide for. It is absolutely critical to make these programming changes in V3 in order to properly track the status of the HiDRO (may be effective for 30 to 50 years or more) during the member/retiree's lifetime; allow the User to enter specific information from the HiDRO document that is pertinent to the benefit available to the Alternate Payee; calculate amounts payable under the HiDRO; and stop payments as applicable to avoid overpayments; and provide	X			\$ 1,485,000
									Total:	3,261,471

Department of Budget and Finance
FY18 Restrictions

Table 7

<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
BUF101	AA	A	\$40,009,328	\$90,662	\$ 39,918,666	99.77%	The program will need to closely monitor its expenditures for other current expenses.
BUF101	BA	A	\$2,316,539	\$92,402	\$ 2,224,137	96.01%	Vacancy savings from positions soon to be filled will most likely cover the restriction this fiscal year, but the program will also closely monitor its other current expenses.
BUF115	CA	A	\$2,064,713	\$82,356	\$ 1,982,357	96.01%	BUF 115 Bond Counsel – Services are used to respond to inquiries by the Legislature and are also utilized by the Department of the Attorney General. The department is billed on an hourly basis which results in fluctuations based on the number and complexity of assignments made to the General Advice Counsel. Efforts are made to control expenditures, however, flexibility in the budgeting of funds for this purpose is essential to provide the State with sufficient legal advice with respect to the use of tax-exempt General Obligation and Revenue Bonds, Certificates of Participation, Municipal Lease Financing Agreements, and any other financing scenarios where tax exempt financing is contemplated or utilized.

Department of Budget and Finance
 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 Budget and Finance
Expenditures Exceeding Appropriation Ceilings in FY17 and FY18

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 Budget and Finance
 Intradepartmental Transfers in FY17 and FY18

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>
No intradepartmental transfers to report										

Department of Budget and Finance
Vacancy Report as of November 30, 2017

Table 11

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
BUF 101 AA		10/18/2017	4/1/2018	00000097	Management Analyst II	N	SR18	73	P	1.00	A	\$ 43,428	\$ 16,873	Y	Y	2		1
BUF 101 AA		1/17/2017	1/2/2018	00027162	Information Technology Band B	N	SR22	13	P	1.00	A	\$ 50,772	\$ -	Y	Y	2		Filled
BUF 101 BA		10/1/2017	4/1/2018	00033465	Program Budget Analyst V	N	SR24	73	P	1.00	A	\$ 81,372	\$ 24,142	Y	N	0		8
BUF 101 BA		11/21/2016	4/1/2018	00122233	Program Budget Analyst V	N	SR24	73	P	1.00	A	\$ 55,236	\$ -	Y	N	0		9
BUF 101 BA		11/21/2016	4/1/2018	00122234	Program Budget Analyst V	N	SR24	73	P	1.00	A	\$ 55,236	\$ -	Y	N	0		10
BUF 141 FA		12/31/2016	5/1/2018	00003280	Clerical Supervisor II	N	SR12	4	P	1.00	X	\$ 37,056	\$ -	Y	N	0		12
BUF 141 FA		12/31/2016	5/1/2018	00006492	Retirement Claims Examiner III	N	SR20	13	P	1.00	X	\$ 66,864	\$ -	Y	N	0		13
BUF 141 FA		8/1/2016	5/1/2018	00006494	Account Clerk V	N	SR15	3	P	1.00	X	\$ 35,676	\$ -	Y	N	0		22
BUF 141 FA		11/23/2017	12/19/2017	00031082	Secretary IV	N	SR18	63	P	1.00	X	\$ 29,340	\$ 17,138	Y	N	0		Filled
BUF 141 FA		4/1/2016	5/1/2018	00036371	Retirement Claims Examiner IV	N	SR22	13	P	1.00	X	\$ 50,772	\$ -	Y	N	0		15
BUF 141 FA		9/2/2016	5/1/2018	00039682	Accountant III	N	SR20	13	P	1.00	X	\$ 46,932	\$ -	Y	N	0		16
BUF 141 FA		9/13/2017	12/1/2017	00039683	Procurement & Supply Splct III	N	SR20	13	P	1.00	X	\$ 59,448	\$ 17,587	Y	N	0		Filled
BUF 141 FA		9/1/2017	2/1/2018	00043081	Info Technology Support Tech	N	SR15	3	P	1.00	X	\$ 57,072	\$ 12,230	Y	N	0		17
BUF 141 FA		9/18/2017	1/1/2018	00112328	Information Technology Band B	N	SR22	13	P	1.00	X	\$ 59,448	\$ 26,096	Y	N	0		Filled
BUF 141 FA		4/29/2017	1/31/2018	00117312	Office Assistant III	N	SR8	3	P	1.00	X	\$ 27,132	\$ -	Y	N	0		18
BUF 115 CA		3/22/2017	2/1/2018	00028018	Accountant II	N	SR20	13	P	1.00	A	\$ 46,932	\$ -	Y	Y	4		6
BUF 115 CA		3/23/2016	5/1/2018	00049341	Public Debt Analyst	N	SR22	73	P	1.00	A	\$ 50,772	\$ -	Y	N	0		5
BUF 115 CA	To be established		3/1/2018	970080	Accountant III	N	SR22	13	P	1.00	A	\$ 46,932	\$ -	Y	N	0		7
BUF 143 EU		8/2/2017	1/5/2018	00039593	EUTF Enrollment Technician	Y	SRNA	3	P	1.00	T	\$ 31,740	\$ 4,149	Y	N	0		19
BUF 143 EU		6/3/2017	1/8/2018	00116355	EUTF Customer Svc Rep	Y	SRNA	3	P	1.00	T	\$ 29,340	\$ -	Y	N	0		Filled
BUF 143 EU		3/28/2017	1/2/2018	00119003	EUTF Applications Specialist	Y	SRNA	13	P	1.00	T	\$ 43,428	\$ -	Y	N	0		Filled
BUF 143 EU	To be established		3/1/2018	980260	Business Analyst	Y	SRNA	13	P	1.00	T	\$ 28,584	\$ -	Y	N	0		11
BUF 151 HA		11/1/2017	2/1/2018	00100590	Fiscal Clerk	Y	SRNA	3	P	1.00	A	\$ 41,724	\$ 15,927	Y	N	0		23
BUF 151 HA		11/1/2017	12/11/2017	00100602	PD Legal Office Assistant	Y	SRNA	3	P	1.00	A	\$ 34,260	\$ 13,047	Y	N	0		Filled
BUF 151 HA		1/25/2017	1/16/2018	00101281	Deputy Public Defender III	Y	SRNA	73	P	1.00	A	\$ 87,216	\$ -	Y	N	0		14
BUF 151 HA		8/16/2017	12/4/2017	00102112	PD Office Assistant I	Y	SRNA	3	P	1.00	A	\$ 29,340	\$ 12,010	Y	N	0		Filled
BUF 151 HA		11/25/2017	1/16/2018	00102278	Deputy Public Defender I	Y	SRNA	73	P	1.00	A	\$ 63,576	\$ 26,808	Y	N	0		21
BUF 151 HA		11/7/2017	1/16/2018	00104367	Deputy Public Defender III	Y	SRNA	73	P	1.00	A	\$ 87,216	\$ 36,920	Y	N	0		20
BUF 151 HA	To be established		3/1/2018	980290	Deputy Public Defender	Y	SRNA	73	P	1.00	A	\$ 70,000	\$ -	Y	N	0		4
BUF 151 HA	To be established		3/1/2018	980300	Paralegal	Y	SRNA	3	P	1.00	A	\$ 45,000	\$ -	Y	N	0		3
BUF 151 HA	To be established		3/1/2018	980810	Social Worker/Advocate	Y	SRNA	13	P	1.00	A	\$ 39,000	\$ -	Y	N	0		2

Positions Established by Acts other than the State Budget as of November 30, 2017

<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>
BUF 151 HA		12/5/2016	HRS 76-11.6	122263	PD COC Intake/Case Coordinator	Y	SRNA	13	T	S	1	47868	Y	N

Department of Budget and Finance
Overtime Expenditure Summary

Table 13

Prog ID	Sub-Org	Program Title	MOF	FY17 (actual)			FY18 (estimated)			FY19 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
BUF101	AA	Administrative Research Office	A	\$ 1,180,556	\$ 32,000	2.7%	\$ 1,221,985	\$ 18,482	1.5%	\$ 1,255,974	\$ 18,482	1.5%
BUF101	BA	Budget, Program Planning, and Management Division (note 2)	A	\$ 1,743,571	\$ 93,791	5.4%	\$ 2,029,844	\$ 28,902	1.4%	\$ 2,042,444	\$ 28,902	1.4%
BUF115	CA	Financial Administration Division	A	\$ 764,030	\$ 3,376	0.4%	\$ 882,780	\$ 742	0.1%	\$ 884,148	\$ 742	0.1%
BUF115	CA	Financial Administration Division	T	\$ 357,289	\$ -	0.0%	\$ 380,313	\$ -	0.0%	\$ 380,748	\$ -	0.0%
BUF115	CA	Financial Administration Division	U	\$ 61,242	\$ 4,440	7.2%	\$ 64,284	\$ -	0.0%	\$ 64,284	\$ -	0.0%
BUF151	HA	Office of the Public Defender	A	\$ 9,779,090	\$ -	0.0%	\$ 10,604,989	\$ -	0.0%	\$ 10,609,867	\$ -	0.0%
BUF141	FA	Employees' Retirement System	X	\$ 5,998,044	\$ 1,023	0.0%	\$ 6,474,142	\$ 36,000	0.6%	\$ 6,554,559	\$ 36,000	0.5%
BUF143	EU	Employer Union Trust Fund	T	\$ 2,342,923	\$ 27,016	1.2%	\$ 2,790,734	\$ -	0.0%	\$ 2,912,125	\$ -	0.0%

Department of Budget and Finance
Active Contracts as of December 1, 2017

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					
BUF141	X	\$ 1,230	M	\$ 25,775	\$ 24,545	7/14/2017	8/1/2017	7/31/2022	Pitney Bowes, Inc.	Mail machine for postage	ERS staff assigned; Usage and service calls as needed	N	E
BUF141	X	\$ 751,560	Other-Per Case completed (Maximum Value is based on completed case count assigned)	\$ 756,160	\$ 1,600	9/12/2013	10/1/2013	6/30/2018	KMH LLP (Note A)	Compute final pension benefit payment	ERS staff assigned; Meetings, review of individual cases	N	S
BUF141	X	\$ 114,075	M	\$ 140,400	\$ 26,325	5/19/2014	8/15/2014	8/14/2018	Howman Lam, MD	Member of the Medical Board	ERS staff assigned; Reports, meetings, phone calls, and e-mails, approval of deliverables	N	S
BUF141	X	\$ 119,205	M	\$ 148,938	\$ 29,733	41862	8/15/2014	8/14/2018	Gerald J. McKenna, MD	Member of the Medical Board	ERS staff assigned; Reports, meetings, phone calls, and e-mails, approval of deliverables	N	S
BUF141	X	\$ 39,674	M	\$ 88,165	\$ 48,491	10/15/2015	9/1/2015	8/31/2020	Danette Vanessa Choi (Note B)	Hilo office lease (thru DAGS)	ERS staff assigned; On-site ERS staff and contact with Property Manager	N	L
BUF141	X	\$ 210,666	O - Monthly and fixed fee for specific reports	\$ 780,000	\$ 569,334	12/28/2015	1/1/2016	12/31/2020	Gabriel, Roeder, Smith & Co.	Actuarial Services	ERS staff assigned; Reports, meetings, phone calls, and e-mails, approval of deliverables	N	S
BUF141	X	\$ 6,436	A	\$ 6,436	\$ -	12/20/2016	1/1/2017	12/31/2018	Hawaii Information Consortium	Web site hosting from state price list, SPO VL NO. 08-13	ERS staff assigned; Monitoring of deliverables, ERS staff use of website	N	S
BUF141	X	\$ 176,475	A	\$ 176,475	\$ -	6/8/2017	6/1/2017	6/30/2018	Vitech Systems Group	Database Support and Maintenance	ERS staff assigned; On-site vendor staff, service calls, reports, meetings, phone calls, and e-mails, approval of deliverables	N	S
BUF141	X	\$ 1,119,000	A	\$ 2,225,000	\$ 1,106,000	6/20/2016	7/1/2016	6/30/2020	Vitech Systems Group	V3 Software license agreement	ERS staff assigned; On-site vendor staff, service calls, reports, meetings, phone calls, and e-mails, approval of deliverables	N	S
BUF141	X	\$ 100,000	A	\$ 4,995,000	\$ 4,895,000	6/30/2017	7/1/2016	6/30/2020	Vitech Systems Group	V3 Upgrade to V10	ERS staff assigned; On-site vendor staff, service calls, reports, meetings, phone calls, and e-mails, approval of deliverables	N	S
BUF141	X	\$ 515,000	A	\$ 515,000	\$ -	12/23/2016	12/30/2016	12/30/2018	Vitech Systems Group	Convert Employer Personnel Data	ERS staff assigned; On-site vendor staff, service calls, reports, meetings, phone calls, and e-mails, approval of deliverables	N	S
BUF141	X	\$ 2,362	M	\$ 4,800	\$ 2,438	7/1/2016	7/1/2016	6/30/2017	Security Armored Car and Courier Service of Hawaii	Armored car service	ERS staff assigned; Daily monitoring of deliveries	N	S

Department of Budget and Finance
Active Contracts as of December 1, 2017

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
BUF141	X	\$ 917	O - Per unit	\$ 3,261	\$ 2,344	7/1/2017	7/1/2017	6/30/2018	Shred-It Hawaii	Shredding services	ERS staff assigned; Usage	N	S
BUF141	X	\$ 911	M	\$ 2,188	\$ 1,277	7/1/2017	7/1/2017	6/30/2018	CW Maintenance, Inc.	Hilo office maintenance services	ERS staff assigned	Y	S
BUF141	X	\$ 87,147	O - Hourly	\$ 100,000	\$ 12,853	8/2/2016	8/2/2016	6/30/2018	Kobayashi, Sugita & Goda, LLP	Legal services; Act 1 2016	ERS staff assigned; Reports, meetings, phone calls, and e-mails	N	S
BUF141	X	\$ 936	M	\$ 3,744	\$ 2,808	8/15/2017	9/1/2017	8/30/2018	Lexisnexis Risk Solutions	On-line death information and address search database	ERS staff assigned; Usage reviewed	N	S
BUF141	X	\$ 18,169	O - Quarterly	\$ 72,676	\$ 54,507	8/31/2017	8/31/2017	8/30/2018	Trade Publishing Co	Produce Employees' Retirement System (ERS) quarterly newsletter	ERS staff assigned; Meetings, phone calls, and e-mails, approval of deliverables	N	S
BUF141	X	\$ 1,687,500	O - Quarterly	\$ 2,025,000	\$ 337,500	4/1/2013	4/1/2013	3/31/2018	Hamilton Lane Advisors, LLC	Consultant for alternative investments	ERS staff assigned; Meetings, phone calls, and e-mails, approval of deliverables	N	S
BUF141	X	\$ 99,875	O - Quarterly	\$ 1,220,500	\$ 1,120,625	9/12/2017	7/1/2017	6/30/2020	Pension Consulting LLC	General Investment Consultant	ERS staff assigned; Meetings, phone calls, and e-mails, approval of deliverables	N	S
BUF141	X	\$ 66,750	O - Quarterly	\$ 825,000	\$ 758,250	6/29/2017	7/1/2017	6/30/2020	Aon Hewitt Investment Consulting Inc	Real estate investment consultant	ERS staff assigned; Meetings, phone calls, and e-mails, approval of deliverables	N	S
BUF143/	T	\$ 864	M	\$ 54,251.29	\$ 34,559.73	12/28/2016	12/28/2016	12/27/2021	Xerox	Copier Leases	EUTF staff reviews the monthly invoices from Xerox	N	E
BUF143/	T	\$ 2,277	O	\$ 9,104.44	\$ 4,316.30	7/17/2017	7/17/2017	7/16/2022	Pitney Bowes	Mailing Machine, Folding/Stuffer Machine	EUTF staff reviews the invoices from Pitney Bowes	N	E
BUF143/	T	\$ 300,856	O			9/1/2015	9/1/2015	8/31/2019	Aon Risk Services	Insurance Broker for Fiduciary Liability and Cyber Liability Insurance	On-going communications with the contractor in providing deliverables pursuant to the provisions of the contract	N	G/S
BUF143/	T	\$ 592,500	O	\$ 765,000.00	\$ 172,500.01	7/1/2015	7/1/2015	6/30/2018	Segal Company	Benefits Consultant	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/	T	\$ 2,354,939	O	\$ 4,754,070.00	\$ 2,399,130.80	9/29/2016	9/29/2016	9/28/2020	Vitech Systems Group, Inc.	Support, Maintenance and Operational, and Disaster Recovery Services	On-going communications with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/	T		M			11/1/2016	11/1/2016	11/1/2019	Bank of Hawaii	Daily banking services for the EUTF	On-going communications with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/	T	\$ 169,060	O	\$ 169,060.00	\$ 169,060.00	6/27/2017	6/27/2017	6/30/2018	Gabriel, Roeder Smith & Company	Actuarial Services	On-going communications with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/	T	\$ 96,785	O	\$ 117,608.20	\$ 20,822.97	4/1/2017	4/1/2017	12/31/2017	Claim Technologies, Incorporated	Benefit Audit Services (Medical, Dental, and Life)	On-going communications with the contractor in providing deliverables pursuant to the provisions of the contract	N	S

Department of Budget and Finance
 Active Contracts as of December 1, 2017

Table 14

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency (M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS Y/N</u>	<u>Category E/L/P/C/G/S</u>
BUF143/	T	\$ 48,549	O	\$ 288,118.66	\$ 239,569.86	8/8/2017	8/8/2017	6/30/2020	Pacific Business Forms, Inc.	Printing, distribution, and mailing services for the EUTF Reference Guides	On-going communications with the contractor in providing deliverables pursuant to the provisions of the contract	N	S

Department of Budget and Finance
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>FY18 \$\$\$</u>	<u>FY19 \$\$\$</u>
None.								

Department of Budget and Finance
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 Budget and Finance
Program ID Sub-Organizations

Table 17

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
BUF 101	AA	Departmental Administration and Budget Division	To plan, direct, and coordinate comprehensive programs, services and functions which include the Department's administration of fiscal/accounting tasks, budget and management services, personnel services, contracts administration, and systems and procedures.
BUF 101	BA	Departmental Administration and Budget Division	To facilitate and improve the executive resource allocation process by thorough planning, programming, and budgeting and analyses, through sound recommendations on all phases of program scope and funding, and by efforts to simplify and more directly tie program performance with resource allocation decisions (MOF A, B, N).
BUF 101	BB	Departmental Administration and Budget Division	To facilitate and improve the executive resource allocation process by thorough planning, programming, and budgeting and analyses, through sound recommendations on all phases of program scope and funding, and by efforts to simplify and more directly tie program performance with resource allocation decisions (MOF U, W).
BUF 102	CB	Collective Bargaining Statewide	To facilitate the allotment and disbursement of statewide collective bargaining appropriations (MOF A, B, N, P).
BUF 102	CC	Collective Bargaining Statewide	To facilitate the allotment and disbursement of statewide collective bargaining appropriations (MOF W)
BUF 103	VP	Vacation Payout Statewide	To centralize the general funded vacation payouts for AGR, AGS, ATG, BED, BUF, DEF, GOV, HMS, HRD, HTH, LBR, LNR, LTG, PSD, and TAX.
BUF 115	CA	Financial Administration Division	To maximize the value, investment, and use of State funds through proactive planning, the development of prudent statewide planning policies, the timely scheduling of State bond financing and the establishment of appropriate cash management controls and procedures.
BUF 141	FA	Employees' Retirement System	To administer the retirement and survivor benefits program for State and county members and to anticipate and exceed their needs; manage the retirement system's resources in a responsible and cost-effective manner; prudently manage investments in accordance with fiduciary standards; and to provide an open and participative work environment for staff.
BUF 143	EU	Employer Union Trust Fund	To administer health and life insurance benefits for eligible active and retired State and county public employees and their dependents by: 1) providing quality service levels to employee-beneficiaries and their dependent-beneficiaries, and 2) complying with federal and state legal requirements.

Department of Budget and Finance
 Program ID Sub-Organizations

Table 17

BUF 151	HA	Office of the Public Defender	To safeguard the rights of individuals by providing statutorily entitled and effective legal representation in criminal, mental commitment, and family cases in compliance with Chapter 802, Hawaii Revised Statutes, and the Hawaii Rules of Professional Conduct; prudently manage Deputy Public Defender and support service resources and caseloads; and maintain a quality training program for Deputy Public Defender staff.
BUF 721	ST	Debt Service Payments - State	To make and record debt service payments for all Departments, except the Department of Education (DOE) and the University of Hawaii (UH), in a timely and accurate manner.
BUF 725	LE	Debt Service Payments - DOE	To make and record debt service payments for the Department of Education (DOE) in a timely and accurate manner.
BUF 728	HE	Debt Service Payments - UH	To make and record debt service payments for the University of Hawaii (UH) in a timely and accurate manner.
BUF 741	ST	Retirement Benefits Payments - State	To provide employer contributions for Pension Accumulation and Social Security/Medicare to the Employees' Retirement System (ERS) for all Departments, except the Department of Education (DOE) and the University of Hawaii (UH) in an effective and timely manner.
BUF 745	LE	Retirement Benefits Payments - DOE	To provide employer contributions for Pension Accumulation and Social Security/Medicare to the Employees' Retirement System (ERS) for the Department of Education (DOE) in an effective and timely manner.
BUF 748	HE	Retirement Benefits Payments - UH	To provide employer contributions for Pension Accumulation and Social Security/Medicare to the Employees' Retirement System (ERS) for the University of Hawaii (UH) in an effective and timely manner.
BUF 761	ST	Health Premium Payments - State	To provide employer contributions for health premiums to the Hawaii Employer-Union Health Benefits Trust Fund (EUTF) for all Departments, except the Department of Education (DOE) and the University of Hawaii (UH) in an effective and timely manner.
BUF 765	LE	Health Premium Payments - DOE	To provide employer contributions for health premiums to the Hawaii Employer-Union Health Benefits Trust Fund (EUTF) for the Department of Education (DOE) in an effective and timely manner.
BUF 768	HE	Health Premium Payments - UH	To provide employer contributions for health premiums to the Hawaii Employer-Union Health Benefits Trust Funds (EUTF) for the University of Hawaii (UH) in an effective and timely manner.

Department of Budget and Finance
Organization Changes

Table 18

<u>Year of Change</u> FY18/FY19	<u>Description of Change</u>
FY 18	ERS's Admin, Accounting Branch and Retirement Benefits Branch (Re-Org)
	1. Establish the Office of the Executive Director as an organizational segment within the ERS.
	2. Moved PN 31082, from the EC & B Branch to the Office of the Executive Director and under the direct supervision of PN 107820, Executive Director.
	3. Establish the Program Support Staff as an organizational segment under the direct supervision PN 107820, Executive Director.
	4. Moved PNs 3857 and 116679, Retirement System Program Specialist V, from the Retirement Benefits Branch to the Program Support Staff.
	5. Moved PN 117312, Office Assistant III, SR-08, from the Retirement Benefits Branch to Accounting Branch.
	6. Retitled EC & B Branch to the Retirement Benefits Branch.
	7. Established three (3) Sections; Membership Section, Benefits Section and Neighbor Island & Operations Support Section, to better manage the core functions of servicing the members on Oahu and on the neighbor islands.
	8. Established three (3) subordinate supervisor under the direct supervision of PN 4438, Retirement System Benefits Manager.
	9. Abolished the Enrollment and Clerical Services Section and placed the Office Assistants Ivs in the Neighbor Islands & Operations Support Section, under the direct supervision of PN 3280.
	ERS's Retirement Benefits Branch
	1. Permanently transfer PN 118187, Retirement Claims Examiner III, from Oahu to Hilo.
	ERS's Investment Branch
	1. Detail PN 32986, Retirement Sys Home Loan Assistant to Investment Office.
FY 18	OPD's Oahu Branch
	1. Transferred PN 100551, Public Defender II, from the Oahu Branch, District Court Section, to the Maui Branch eff. 11/7/17.
FY 19	Anticipation of Re-Org for EUTF because of Exempt Conversion to Civil Service

DAVID Y. IGE
GOVERNOR



WESLEY K. MACHIDA
DIRECTOR

LAUREL A. JOHNSTON
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
P.O. BOX 150
HONOLULU, HAWAII 96810-0150

EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

August 17, 2017

TO: Neal Miyahira, Administrator
Budget, Program Planning and Management Division

FROM: Tracy M. Ban, Administrative Services Officer 
Administrative and Research Office

SUBJECT: Annual Review and Update of Departmental Organization and Position
Organization Charts and Functional Statements

In accordance with Executive Memorandum No. 17-02, Annual Review and Update of Departmental Organization and Position Organization Charts and Functional Statements, we are providing your office with two (2) paper copies and a CD of the electronic copy in PDF format of all current updated organization and position organization charts and functional statements as of June 30, 2017.

If you have any questions, please contact Mr. Tracy Ban at 586-1601 or Ms. Louisa Lee at 586-1632.

Attachments:

1. Functional Statements as of June 30, 2017
2. Organization and position organization charts as of June 30, 2017

c: Budget and Fiscal Staff
Human Resources Staff

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE

FUNCTIONAL STATEMENT

Under the general direction of the Governor of the State of Hawaii, the Department of Budget and Finance administers the multi-year program and financial plan and Executive budget, management improvement, and financial management programs of the State.

Coordinates State budget services and prepares the Governor's budget for submission to the Legislature; supervises the budgetary and fiscal policies established by the Governor or mandated by the legislature; supervises and controls the budget appropriations authorized by the Legislature; prepares and revises the State's general fund financial plan; researches and analyzes the State's future revenues, expenditures and prepares financial projections to support the development of a financial plan; ensures the State's priorities are addressed in the development of resource allocation strategies; reviews, analyzes, evaluates, monitors, and coordinates capital improvement project (CIP) appropriations and expenditures; reviews proposed legislation and recommends appropriate action to the Governor; coordinates the program planning and analysis efforts of the State; develops and implements the State's program evaluation system; develops statewide program structure format and procedures; reviews agencies' multi-year programs and financial plans; analyzes variance reports; prepares issue papers; undertakes, as necessary, program evaluations and analytical studies; provides technical management and analysis assistance to the Governor, the executive departments, and the Legislature in making maximum use of authorized management resources; analyzes and improves both statewide as well as specific or departmental management systems, policies and procedures; reviews requests to reorganize; and develops methods to better utilize space, time and manpower.

Administers the financial affairs of the State; plans, directs, and coordinates the development of the State's financial strategies and overall policies regarding investments and financing programs; plans, markets, coordinates, reviews and monitors the State's bond issues; receives, safekeeps, invests, lends and disburses money on deposit in the State Treasury; manages the public debt; and administers the State Unclaimed Property Program.

Office of Federal Awards Management

Plans, organizes, directs, coordinates and conducts federal awards activities for Executive Departments and Agencies to advance the management, administration, and oversight of federal grants. The objective of these activities is to maximize the program and fiscal performance of federal awards, ensure compliance with state and federal rules and regulations and reduce the opportunity for waste, fraud and abuse.

Provides technical management services, assistance, and recommendations to the Governor, Director of Finance, Comptroller, and to the Directors and Heads of Executive Departments and Agencies, to maximize use of federal fund resources in order to achieve the State's statutory requirements, goals, and objectives efficiently, economically, and effectively.

Budgeting and Accounting

- Identifies and recommends changes or improvements to the State's budgeting and accounting procedures, support systems, and, systems of internal controls to meet federal criteria and external audit standards and to streamline procedures for State federal grant managers.
- Identifies major, recurring federal awards that State Executive Departments and Agencies anticipate receiving from the federal government for each fiscal year and ensures that expected major, recurring federal awards are appropriated in the budget bill.

Policies and Procedures

- Assists the Governor in establishing policies, procedures, and systems within the authority provided to the Governor by the Legislature, to apply for federal awards, to raise the appropriation ceiling for federal funds, to receive and expend non-appropriated federal funds, to extend the lapse date of federal fund accounts, and to meet reporting requirements.
- Establishes and implements policies, procedures, and controls following review as necessary with the Director of Finance, Comptroller, and Governor to advance the financial management, administration, and oversight of federal grants that are awarded to State Executive Departments and Agencies.
- Assists the Comptroller in establishing policies, procedures, and systems to ensure that funds provided under each federal award are separately accounted for from receipt, to obligation, to expenditure.
- Develops policies, procedures and systems to enable financial reporting on all awards held by State Executive Departments and Agencies.

Compliance

- Determines the application of state and federal laws and regulations governing federal awards as well as other terms and conditions imposed by any federal funding agency.

The following agencies are placed within the Department of Budget and Finance for administrative purposes:

Employees' Retirement System (ERS)

Administers a retirement and survivor benefits program for State and county employees; collects retirement contributions from members; provides pre-retirement counseling services; conducts disability hearings and appeals; reviews claims for retirement, disability, and death benefits and certifies these benefits for payments; processes semi-monthly pension checks to retirees and beneficiaries; accounts for and safeguards assets in the ERS investment portfolio; and invests funds to help finance this program.

Hawaii Employer-Union Health Benefits Trust Fund (EUTF)

Provides eligible State and county employees, retirees, and their dependents with health and other benefits at a cost affordable to both the public employers and the public employees. Develops and contracts for, implements and administers the health benefits and group life insurance plans for State and county employees and retirees; establishes and adopts eligibility requirements; furnishes information on benefit plans; trains personnel and fiscal officers to enroll eligible employee-beneficiaries, and dependent-beneficiaries in benefit plans; collects contributions from State and county public employers and employees; remits insurance premiums to carriers; assists in administration of the State of Hawaii Premium Conversion Plan (PCP); and services the enrollments of State and county retirees and COBRA qualified-beneficiaries; and is authorized to implement a long-term care insurance plan.

Office of the Public Defender (PD)

Safeguards the rights of individuals in need of assistance in criminal and related cases by providing statutorily entitled legal services to those individuals who are financially unable to obtain such services.

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
ADMINISTRATIVE AND RESEARCH OFFICE

FUNCTIONAL STATEMENT

Plans, directs and coordinates comprehensive programs, services and functions which include the Department's administration of fiscal/accounting, budget and management services, personnel services, contracts administration, and systems and procedures.

- Conducts reviews of fiscal procedures and accounting systems and recommends revisions and new procedures.
- Prepares financial reports and directs compilation and evaluation of fiscal data while maintaining a comprehensive system of accounting for the Department's finances and controlling departmental expenditures.
- Coordinates and oversees development, submittal and execution of departmental program and financial plans.
- Formulates policies and procedures governing administrative staff services to support various agency programs and supervises the Department's personnel management systems and procedures while coordinating personnel functions across and among divisions.
- Coordinates and determines manpower requirements for future and present departmental programs.
- Recruits personnel to meet departmental program requirements and determines and establishes standards and guidelines for personnel selection.
- Analyzes and develops training standards and implements these standards into training programs.
- Develops objective guidelines, standards and systems for employee appraisal and provides necessary information, coordination and guidance in all personnel matters, State personnel rules and regulations, workers' compensation laws and program, etc.
- Coordinates and implements reasonably safe and healthy working conditions in conformance with OSHA requirements.
- Maintains and stores personnel records and determines standards and objectives for incentive and service awards.
- Coordinates departmental personnel and financial planning and expenditure matters and provides advice and guidance on personnel and financial matters to Department employees.
- Assists in financial planning and conducts periodic review of departmental program budgets to determine effectiveness and adherence to financial planning and departmental goals.
- Ensures prudent use of financial resources along program and project lines and develops methods for economy measures and cost reduction.
- Provides analytical and advisory information to all divisions and staff offices as to the status of allotments and accounts.
- Performs purchasing services for the Department. Conducts and maintains the Department's physical inventory.

- Maintains and processes departmental payrolls.
- Assists in the formulation of policies and procedures governing administrative staff services to support departmental programs.
- Conducts management analysis reviews of operations, of purchasing and property management activities, of organizational and functional responsibilities, and of fiscal, accounting, budgetary and performance management information systems.
- Coordinates departmental activities such as telecommunications, energy conservation, civil defense, records management, data processing, etc.
- Provides advice and interpretation of all collective bargaining contracts and units found in the Department, discerns contract violations and settles contract disputes.
- Provides departmental staff services to the Office of the Director, divisions, administratively attached agencies and other governmental agencies in contracts administration.
- Plans, coordinates, and supports data processing and telecommunication activities of the Department.

BUDGET AND FISCAL STAFF

Plans, coordinates and implements the Department's budget and financial plan; directs the accounting and fiscal activities; coordinates the recording and reporting of the Department's assets; serves as the Department's primary resource in procurement-related activities; and conducts management analysis.

Budget and Financial Plan

- Coordinates, prepares, and presents the Department's intermediate- and long-range plans and budgets for its various programs. Executes approved budgets and formulates the expenditure plans.

Accounting and Fiscal

- Plans, monitors and controls the Department's fiscal and accounting activities. Develops and implements policies and procedures to ensure sound internal controls.

Processes the Department's payroll and maintains all related records.

Procurement

- Coordinates, monitors and provides guidance to the Department's programs in all procurement-related activities. Develops and implements policies and procedures to safeguard the Department's assets and to ensure compliance with the pertinent laws, rules, regulations and procedures.

Management Analysis

- Reviews, analyzes and provides recommendations on a wide variety of management services such as improvement in practices, methods, procedures, work distribution and organizational structure to maximize the Department's effectiveness and efficiency; space and equipment utilization; and records management.

For all functional areas:

- Serves as the department's resource in the interpretations and application of laws, rules regulations, policies, procedures and guidelines governing budgeting, accounting and fiscal, procurement and management analysis.

- Develops and implements policies and procedures to ensure the prudent, effective and efficient use of the Department's financial resources.
- Identifies training needs and develops, directs or coordinates training sessions for the Department's management team and/or support staff to better the understanding of the various functional areas.
- Develops and maintains comprehensive and meaningful reporting system for use by the Department's management team.

HUMAN RESOURCES STAFF

Administers a comprehensive human resources management program for the Department and provides staff assistance to the Department's administration, programs, and employees in all functional areas of human resources management.

- Reviews position descriptions and classification requests and classifies jobs in accordance with classification factors and class specifications established by the Department of Human Resources Development (DHRD). Reviews and recommends appropriate classification actions to DHRD for non-delegated classes of work.
- Develops, coordinates, and executes plans, options, and strategies to identify, recruit, and/or retain qualified applicants or employees to meet departmental human resources requirements. Develops, coordinates, and executes procedures, standards and guidelines for selection processes.
- Provides to management officials and employees interpretations, advisements, and applications of: laws relating to personnel management; DHRD Administrative Rules; Collective Bargaining Contract provisions; Executive Orders; DHRD Policies and Procedures; Departmental Policies and Procedures; Travel Rules of the Department of Accounting and General Services, etc.
- Develops, implements, and ensures compliance with policies and procedures, strategies, and/or alternatives that are consistent with objectives and proper practices in the human resources management functional areas. Ensures achievement of Department goals and objectives while operating within the framework of applicable laws, rules, contracts, and sound human resources management practices and principles.
- Responsible for proper administration of human resources management functions which have been delegated to the Department by DHRD.
- Identifies training needs and develops, directs, or coordinates training program for departmental management officials and employees to: 1) ensure a well-trained workforce; 2) assist employees toward achieving their career goals; and 3) motivate employees toward higher productivity and work satisfaction.
- Provides guidance and assistance to management officials, supervisors, and employees on all problem areas in employee conduct, performance appraisal, discipline, employee groups, equal employment opportunity, grievances, morale, etc.
- Develops, interprets, and administers guidelines to promote cooperative relations among employees and with employee organizations. Advises and assists management in solving labor relations problems, including settlement of grievances.
- Coordinates and oversees a workers' compensation program for the Department.
- Coordinates and directs various employee recognition and incentive programs. Advises and supports the Department Incentive and Service Awards Program Committee.

- Develops, implements, and ensures compliance with Americans with Disabilities Act (ADA) policy, Equal Employment Opportunity (EEO) Policy, Affirmative Action (AA) Plans and Sexual Harassment Policy of the Department to ensure alleviation/elimination of discrimination practices. Resolves ADA, EEO/AA and sexual harassment complaints.
- Develops, implements, and enforces a safety and health program to ensure a safe and healthy workplace and working conditions for employees in compliance with Occupational Safety and Health Administration (OSHA) requirements.
- Develops and maintains efficient comprehensive personnel records and reporting systems.
- Responsible for the full range of personnel transactions processing in each of the functional areas of personnel management which includes classification, recruitment and selection, training, employee recognition and incentives, labor relations, workers' compensation, personnel records and reporting, etc.
- Provides information, guidance, and assistance to Department employees in the administration of benefit programs and leaves of absences.

SYSTEMS AND PROCEDURES STAFF

Coordinates all functions related to information, data processing, and telecommunication services in support of departmental program requirements including interfaces between the Department and the Department of Accounting and General Services, Information and Communication Services Division (ICSD).

- Develops and implements the Department's strategic plan for data processing and telecommunications.
- Advises Division/Program staff on data processing and telecommunication requirements and coordinates all data processing and telecommunications activities for the Department.
- Recommends policies and procedures governing departmental data processing and telecommunication activities.
- Designs, develops, monitors and maintains automated systems including local area networks (LANs) and wide area networks (WANs) to meet user needs.
- Reviews and coordinates computer hardware/software acquisitions and upgrades.
- Provides system maintenance support and necessary software upgrades including diagnostics, system performance problem troubleshooting, hardware repairs, and responds to individual user requests for PC related assistance.

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
BUDGET, PROGRAM PLANNING AND MANAGEMENT DIVISION

FUNCTIONAL STATEMENT

Plans, directs, and coordinates a statewide resource allocation program to facilitate and improve the executive resource allocation and utilization processes through planning, programming, budgeting, conducting analyses, and making recommendations on all phases of inter- and intra-program content, scope, and funding.

- Conducts comprehensive and in-depth analyses of State programs, systems, operations, organizations, problems, and issues.
- Participates in the preparation, analysis, and presentation of the State's six-year program and financial plan and the Executive Budget. Participates in the development and analysis of long- and short-range program plans.
- Develops and maintains standards of performance within the resource allocation system and evaluates agency conformance with established standards.
- Analyzes the program structure and participates in the development of program objectives. Formulates program evaluation methods and techniques.
- Provides technical management services, assistance and advice to the Governor, the executive departments and agencies in making maximum use of their authorized management resources in order to achieve the State's statutory requirements, goals, and objectives efficiently, economically, and effectively.
- Plans, analyzes, develops, and implements management improvement projects, systems, methods, policies, etc., to better utilize money, personnel, equipment, time, and space.
- Conducts a continuous review of programs and the financial condition of the State government.
- Provides advice on and monitors compliance with budget execution policies and procedures by State agencies.
- Reviews proposed legislation for program and budgetary impact and makes recommendations to the Director of Finance.
- Provides advice and assistance to agencies in the areas of planning, programming, and budgeting.
- Reviews, analyzes, evaluates, monitors, and coordinates CIP appropriations and expenditures.
- Prepares and revises the State's general fund financial plan. Compiles financial and statistical reports on the status and trends of State funds, including general, special and bond funds.
- Analyzes and reports on the State's financial trends through studies of bonded debt, cash condition, revenues, and expenditures.

- Provides fiscal and budgetary staff support on matters involving collective bargaining negotiations and the analysis of collective bargaining proposals and contracts, including, with the approval of the Director of Finance, representing the Department on the State Negotiating Team and the Statewide Employer's Negotiating Team.

CLERICAL SERVICES STAFF

Provides secretarial, stenographic and clerical support services to the Division.

- Develops and makes recommendations on forms, clerical procedures, and office practices.
- Provides stenographic, typing, and other clerical support to staff of the Division.
- Maintains files of the Division.
- Maintains library of texts, publications, and references used by Division staff.
- Orders and maintains office supplies and equipment required by staff of the Division.
- Records and maintains control over correspondence and forms received by the Division.

COLLECTIVE BARGAINING STAFF

Provides fiscal and budgetary staff support on matters involving collective bargaining negotiations and the analysis of collective bargaining proposals and contracts.

- Participates as a representative of the Director of Finance in collective bargaining strategy meetings, deliberations and negotiations with the State Negotiating Team and the Statewide Employers' Negotiating Team.
- Develops recommendations to advise the Director of Finance in collective bargaining philosophy and strategy.
- Keeps the Director of Finance informed of the status of collective bargaining negotiations and activities.
- Analyzes and provides information on the cost implications of wage proposals for the State and the various counties.
- Develops and maintains computerized collective bargaining data.
- Prepares collective bargaining appropriation requests for legislative action.
- Coordinates the preparation of supporting material on the economic condition of the State and various county jurisdictions for fact-finding boards in impasse proceedings.
- Conducts special projects or analytic studies relating to collective bargaining which involve State programs, problems, and issues.

FISCAL ANALYSIS STAFF

Provides a variety of administrative, analytical, and other support services to facilitate the work of the Division.

- Prepares and revises the State's general fund financial plan. Compiles financial and statistical reports on the status and trends of State funds, including general, special, and bond funds.
- Analyzes and reports on State financial trends through studies of bonded debt, cash condition, status of funds, and revenue estimates.
- Prepares, submits, and negotiates the Statewide Central Service Cost Allocation Plan and the Composite Fringe Benefit Rate Proposal.
- Provides financial planning, forecasting, analysis and program evaluation staff services in the evaluation of local, national, and international trends of a financial and economic nature.
- Provides staff support to the Council on Revenues, primarily regarding projections of non-tax revenues and special fund tax revenues. Evaluates projections and forecasts of State agencies.
- Coordinates and prepares an assessment of special funds for central and departmental administrative expenses.
- Prepares summary statements, charts, and other graphic presentations for programming and budgeting purposes.
- Provides for production of the State's six-year program and financial plan, the Executive Budget, and other publications.
- Conducts special studies to facilitate the work of the Division.
- Provides data processing support for the Division and develops the Division's computerized management information system and maintains liaison with the Information and Communication Services Division staff to assure that accurate and timely reports are obtained for planning, programming, and budgeting purposes.
- Prepares the Division's program plan, budget, variance report, expenditure plan, and revenue estimates.
- Prepares divisional responses to requests for information from the legislature and other agencies.
- Coordinates accounting services with the departmental accounting office.
- Coordinates statewide allotment of centrally budgeted collective bargaining funds and other special appropriations.
- Coordinates and prepares an assessment of special funds for central and departmental administrative expenses.

TECHNICAL STAFF

Provides technical staff services in planning, developing, directing, and coordinating statewide program planning, budgeting, and evaluation activities. Participates in program structure analysis, develops statewide policies on budgeting procedures, program objectives, and the formulation of program evaluation methods and techniques.

- Establishes long-range goals and objectives for the State with the program and departments concerned, and defines responsibilities of major State programs to accomplish such objectives, with consideration of organizational lines.
- Directs and coordinates the preparation of the program structure as a guide for all State agencies to systematically prepare multi-year plans to serve as a base on which current budget requirements can be developed to accomplish planned program goals.
- Develops, prepares, and implements program plan instructions for all State programs and departments, interprets them and provides direct technical advisory services and statewide coordination to program managers and administrators to attain the results of effective program planning, with awareness of ever-increasing tendency toward technical and organizational complexities.
- Develops, implements, and maintains a monitoring system to provide for a systematic review and evaluation of all program plans prepared by all State departments. Coordinates assistance to departments to improve such plans, insures managers' and administrators' awareness and understanding of plan input, and stimulates and initiates the development of training programs for continued improvement in program planning activities, as well as for the removal of technical barriers.
- Provides program evaluation staff assistance to the Office of the Governor.
- Develops statewide guidelines for the preparation, review, and implementation of long-range plans, the six-year program and financial plan, and the Executive Budget, including overall system design, data requirements, schedules, instructions, forms, processing, reports, and printing requirements.
- Develops and maintains standards of performance for State agencies within the components of the resource allocation system and evaluates agency conformance with established standards. Makes recommendations on changes required to facilitate long-range planning, programming, financial planning, and budgeting functions.
- Provides assistance and advice to State personnel in clarifying philosophy, design, policies, and procedures of the resource allocation system.
- Recommends amendments to the Executive Budget Act and other legislation affecting the State's resource allocation system.
- Develops required legislative proposals affecting the statewide resource allocation system and the Executive Budget Act. Reviews and makes recommendations on legislation and statutes affecting State budget and resource allocation practices and policies.

PROGRAM BUDGET ANALYSIS AND EVALUATION BRANCHES I AND II

Participates in the preparation, analysis, and presentation of long-range plans and budgets for programs in the following offices and departments: Governor; Lieutenant Governor; Accounting and General Services; Agriculture; Attorney General; Budget and Finance; Business, Economic Development and Tourism; Commerce and Consumer Affairs; Defense; Education; Hawaiian Home Lands; Health; Human Resources Development; Human Services; Labor and Industrial Relations; Land and Natural Resources; Public Safety; Taxation; Transportation; and the University of Hawaii. Analyzes policies, programs, issues, and problems in the assigned programs and recommends appropriate action.

- Coordinates the preparation and submittal of long-range plans, six-year program and financial plans, and program performance reports. Participates in the formulation of program budgets and supplemental budgets.
- Provides advice and assistance to agencies. Advises agency personnel in interpreting planning, programming, budgeting, and management improvement directives, instructions, policies, procedures, and guidelines.
- Analyzes proposed plans, programs, and budgets. Recommends formalization of program objectives; measures of effectiveness; identification of target groups served; alternatives by which objectives may be achieved; determination of full costs, effectiveness and benefit implications of the alternatives; clarification of the assumptions, risks, and uncertainties involved; and identification of the cost, effectiveness, and benefit trade-offs of the alternatives.
- Recommends appropriate action on program change requests and requests to establish new programs. Recommends revisions to program structure, resource allocation levels, and changes to policies and guidelines affecting the work of the branch.
- Conducts or participates in the conduct of analyses of policies, programs, issues, and problems. Documents findings and recommendation in program memoranda, special analytic studies, issue papers or other formal reports.
- Participates in preparation of reports on program performance.
- Analyzes proposed legislation and makes recommendations on appropriate executive action. Participates in analysis of appropriation bills.
- Reviews and reports on matters dealing with government operations and the use of public funds referred by the Governor's Office for comments and recommendations.

Provides for the formulation, presentation, and execution of budgets in conformity with approved resource allocation levels; reviews agency operations plans; provides for allotment of funds appropriated by the Legislature and control over proposed agency expenditures in accordance with established policies and guidelines.

- Conducts analysis of budget requests submitted by agencies to ensure that budgets are in conformance with resource allocation levels recommended for programs, and are sufficient to carry out program objectives.
- Reviews and evaluates agency operations plans and planned expenditures; recommends allotment of funds appropriated for approved programs.
- Reviews and makes recommendations on the transfer of funds, hiring of consultants, applications for federal or private funds, and other matters relating to proposed use of public funds.
- Compiles and presents information on program budgets and program costs.

- Advises and assists agency personnel in budgeting, expenditure control, and related fiscal management matters.

Reviews State capital improvement projects (CIP) for consistency with the Hawaii State Plan and reports findings and recommendations to the Governor on the allotment of CIP funds.

- Maintains and refines systematic reviewing and reporting means to provide efficient, accurate, and timely information on State CIP projects for the Administration.
- Administers the CIP information system to facilitate information retrieval, file maintenance, and updating of project information to efficiently monitor, control, and implement the State's CIP in support of State goals and objectives.
- Administers the comparative review of CIP project specifications and standards to ensure conformance with explicit or implied guidelines, and legislative intent, for the implementation of CIP projects on a systematic and statewide basis. Reviews each project's conformance with administrative policies and legislative intent.
- Reviews and evaluates capital improvement projects proposed for undertaking by State and county agencies to assure conformity with the objectives of the State Plan and report findings and recommendations to the Governor relative to allocation of funds.
- Reviews, analyzes and reports on State and county CIP projects which extend over wide geographical areas of the State and which have significant impact upon economic development, land use, environmental quality, construction employment and executive policy directions including growth management.
- Monitors, evaluates, and reports the CIP needs of functional programs, such as submitting special impact reports and recommendations on area development plans, site selection studies and master plan studies.
- Recommends action on specific projects, including coordination required to bridge gaps between and among plans of various State, county, and federal agencies and private concerns.
- Develops, clarifies, and interprets executive directives and instructions governing CIP and statewide planning concerns, including technical and statutory requirements in formulating and implementing the CIP.
- Works in close cooperation with appropriate State, county, and federal agencies and participates in meetings required by private agencies, such as clarifying status of capital improvement projects, justifications necessary for implementation, and coordination required.
- Directs and coordinates the development of the statewide CIP expenditure and priorities plan, including reviews, evaluations, and recommendations regarding capital expenditure plans of State departments.
- Processes Form A-15 (Allotment Advice) and monitors, coordinates, evaluates and makes recommendations on requests for CIP appropriations and expenditures from departments of the State and various county governments, and non-profit private agencies.
 - Reviews appropriateness of CIP appropriations and expenditures.
 - Checks on the availability of CIP funds.
 - Maintains liaison with agencies initiating CIP requests while working in coordination with the Department of Accounting and General Services.

- Reviews applicability of CIP requests to programs concerned.
- Prepares the final financial review and makes recommendations on CIP requests to the Governor, as applicable.

Conducts and participates in the conduct of analytic studies and the documentation of findings and recommendations on policies, programs, issues, and problems in area of assignment. Participates in and recommends appropriate actions in the preparation, presentation, and implementation of plans, programs, budgets, and performance reports in area of assignment. Participates in analysis of legislative proposals and other matters dealing with activities in assigned programs. Compiles and presents information on assigned programs.

Provides technical management services, assistance, advice and support in all types of management matters in making maximum use of available and authorized management resources. Provides advice, assistance and service in improving management effectiveness within approved resource allocation levels, statutory requirements, administrative policies, etc. Plans, organizes, directs, coordinates and conducts management improvement projects.

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
FINANCIAL ADMINISTRATION DIVISION

FUNCTIONAL STATEMENT

Plans, directs and coordinates the State of Hawaii's investments and financing programs. Administers the State's financial affairs including managing cash, debt and investments. Plans, markets, coordinates, reviews, monitors and administers the State's bond issues. Determines the investment policies and strategies for the State's funds. Receives, safekeeps, disburses and invests cash for the State in accordance with established policies and procedures. Serves as primary advisor in financial matters to the Governor and others. Administers the Unclaimed Property Program.

FISCAL SERVICES OFFICE

Provides the administrative fiscal support functions for the Financial Administration Division.

- Establishes and maintains the appropriation and allotment ledgers and records, reviews invoices for payment, prepares journal entries and financial statements, reconciles all bank accounts, and identifies and researches discrepancies and unexplained adjustments. Analyzes financial data for accuracy, completeness and to explain any discrepancies or significant variances.
- Supervises, reviews and/or initiates the acceptance and release, and accounting of securities pledged with this Office. Reviews and/or executes documents to evidence all deposits and withdrawals of securities. Accounts for and inventories securities held by or pledged to the Director of Finance.
- Maintains inventory records for the Division's assets including identification numbers and location. Conducts the annual physical inventory. Coordinates and prepares for the disposal of obsolete assets.
- Maintains the accounting records for the loans made to other State agencies and county governments, including following up on delinquent payments.
- Prepares and maintains the permanent accounting records of the State's bond issues which include amortization schedules, master debt service schedules and schedules of reimbursable general obligation bonds issued for special funded capital improvement projects.
- Assists bond holders of bonds and coupons in securing payment or replacement of lost, destroyed, defaced, or stolen bonds and coupons.
- Receives and reviews altered, forged and counterfeit State warrants and supporting documents, and attempts to recover funds working with the Attorney General's Office, Department of Accounting and General Services and other State departments and agencies, law enforcement agencies, banks, and the general public. Supports attorneys and court offices in matters relating to court appearances and maintains records of outstanding cases.
- Prepares the Division's budget and monitors expenditures against the budget.
- Works with other branches and sections within the Financial Administration Division to develop accounting procedures and establish accounting records for new programs and/or to meet new federal government requirements. Performs other fiscal matters as delegated.

BONDS ADMINISTRATION BRANCH

Plans and markets the sale of bonds and non-debt instruments. Monitors existing bond issues for compliance with Federal and State laws and serves as the primary advisor to the Director of Finance on all aspects of the bond issue. Develops issuance plans relative to the CIP budget and anticipated expenditures projected by the Fiscal Services Office.

- Analyzes various bonding alternatives to determine the most effective alternative and the most reasonable timing and structuring of bond financing for the State.
- Coordinate with Fiscal Services Office the preparation and maintenance of the detail records for each bond issue which include amortization schedules, and master debt service schedule.
- Coordinate with Treasury Management Branch the investment of bond proceeds schedules and other necessary detail reports to monitor the status of the bonds and to ensure compliance with regulations.
- Monitors bond yields and conditions in the bond market. Schedules the State's bond issues and the refunding of bonds to take advantage of market conditions.
- Develops and executes a comprehensive plan for each bond issue including composing the financing team, preparing the necessary documents, determining the size of the bond issue, the yield, timing, structure, etc. Directs all activities of the bond issue working with investment banking firms, bond counsel, bond trustees, private entities and consultants, as necessary. Ensures that issues are in conformance with applicable Federal and State laws and regulations. Keeps the Director of Finance informed of pertinent issues.
- Directs the activities of and participates with other State agencies and departments in issuing revenue bonds and non-debt instruments. Provides advice, reviews bond issue documents, contracts with investment banking firms, bond counsel, etc. Recommends the action to be taken to the Director of Finance.
- Evaluates the services of investment banking firms, bond counsel, bond qualifications, fee schedules and proposals provided by various individuals/firms. Recommends and advises the Director of Finance on the composition of the bond issuance "team" to manage all aspects of the bond issue. Monitors the contract with the investment banking firm, etc., to ensure that contracted services are being provided. Advises the Director of Finance on negotiations of contracts, private placements, bids, etc.
- Provides information on completed and refunded bond issues in order to make appropriate changes to the State's short-, intermediate-, and long-range financial plans. Makes recommendations on and revisions to policies and procedures to improve future bond issues.
- Develops short- and long-term plans for general obligation bond issuances to meet anticipated capital improvement program requirements. Analyzes and reviews supporting documentation to determine the scope and priority for the issuance of the general obligation bonds.
- Accepts, reviews and administers applications and documentation for special purpose bonds.
- Studies the impact of bond issues and bond programs on the State and the respective agency.
- Evaluates requests for and recommends approval of temporary loans to other State agencies and county governments. Evaluates the capability of the agencies and

governments to repay the loan, given the available collateral, interest rate to be charged, payment amount and loan period. Establishes repayment schedule for the borrowing agency/government.

- Evaluates requests for and recommends approval of municipal leases (non-debt instrument) offered by vendors for the lease purchase of equipment and motor vehicles by state agencies. Under this financing program, the vendor provides the equipment and the financing to allow the state to take immediate possession of the equipment while making payments to cover both the principal and interest of the financing. Reviews requests for funding equipment and motor vehicles under the master lease purchase program (non-debt instrument) for completeness and accuracy and forwards completed documentation package to the contracted lessor for funding. Under this financing program, the contracted lessor pays the vendor in full and receives lease payments from the state to cover both the principal and interest portions of the financing provided by the lessor. Evaluates requests for and
- Recommends approval of certificates of participation (non-debt instrument) funding to purchase real property. Under this financing, a trustee provides the financing that is secured by the state's lease payments.

TREASURY MANAGEMENT BRANCH

Determines the investment policies and strategies for the State's funds. Identifies investment vehicles and evaluates alternatives. Receives, disburses and transfers funds for the State. Maintains custody of public funds and securities. Provides input relative to investments to the State's financial plans.

Cashiering and Funds Management

- Receives, accounts for, and maintains custody of public funds, securities, and deposits.
- Records cash receipts and disbursements and reports on cash position; reconciles checks cleared with DAGS, coordinates agency inquiries and transactions with primary depository bank.
- Coordinates and provides for the State Treasury's banking services needs.
- Processes transfers of funds to trustee banks for debt service payments, to financial institutions for investment purposes, and processes transfers for State payments through electronic means as directed.
- Records State investment transactions as directed by the Investments Section.
- Accepts custody of paid and canceled State checks, and canceled State bonds and coupons, coordinating with the appropriate state departments to arrange for storage, archiving or destruction of paid and canceled checks, bonds and coupons.
- Transfers funds in coordination with Dept. of Taxation and DAGS-UARB for statutory distribution of tax collections.

Investments and Liquidity Management

Invests bond proceeds and State funds for the State. Analyzes cash balances and cash flow projections based on significant planned inflows and outlays of cash such as payroll, bond payments, welfare and unemployment checks, bond issues, etc., and determines the amount to be invested in the various vehicles, the timing of the investments and the length of the investments.

- Monitors yields and conditions in the market, and invests the State's funds within established policies and guidelines to take advantage of the market conditions. Determines the investments for the day and directs the Cashiering Section to transfer

the proper amounts to the various institutions. Reviews the work of the Cashiering Section to ensure investments are made as intended.

- Maintains expenditure details for each bond issue and tracks bond fund investment earnings details in compliance with applicable regulations.
- Prepares entries to record debt service payments and coordinates with State's paying agent banks to pay bond and coupon holders, as directed by the Bonds Administration Branch.
- Analyzes earnings on current investments and projects earnings based on historical data and present economic data. Projects the rate of return on investments based on data compiled including the amount of the investments and the interest earning. Evaluates the returns on the investments to determine if the returns are satisfactory.
- Monitors the status of existing investments to ensure compliance with Federal and State regulations and policies.
- Conducts studies to identify alternative investment vehicles and to estimate the potential return of those vehicles.
- Evaluates and recommends qualified depositories and acceptable collateral investments.
- Develops and revises the State's long-range investment strategies and determines the amount and nature of short- and long-term investments.
- Provides input to the State's financial plan and information on the investment plan and strategies.
- Recommends changes to the rules and regulations as needed to implement investment strategies. Recommends changes or additions to existing policies and procedures relating to investments.
- Serves as the primary advisor to the Director of Finance on all aspects relating to investments.
- Administers the state's 529 College Savings Program.

UNCLAIMED PROPERTY BRANCH

Administers the State Unclaimed Property Program pursuant to the provisions of Chapter 523A of the Hawaii Revised Statutes, Uniform Unclaimed Property Act.

- Assists potential claimants and owners of unclaimed property in processing their requests or claims. Advises owners of claims requirements to prove ownership of the property.
- Reviews all claims submittals and initiates appropriate actions that include approval or disapproval of a claim, conducts follow-up research, or seeks assistance from legal counsel.
- Receives, records and reconciles reports and remittances of unclaimed property from reporting entities.
- Maintains database records and inventory control over unclaimed properties and organizes public sales as appropriate.

- Maintains accounts held under the Director of Finance, State of Hawaii at reporting entities.
- Conducts audit of records of reporting entities to ensure compliance with statutory and program requirements as needed.
- Develops new methods and systems to improve compliance with laws and increase the return of abandoned property to owners.
- Reviews and assists in the revision of rules, regulations, policies, and procedures relating to the Unclaimed Property Program. Serves as a resource to claimants, holders of unclaimed property, and other entities.
- Processes requests for access to database records of unclaimed property from professional locators and other entities.
- Maintains and updates website property search database and website content.

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
OFFICE OF THE PUBLIC DEFENDER

FUNCTIONAL STATEMENT

Under the policy and executive direction of the five (5) member Governor appointed Defender Council, the Office of the Public Defender provides comprehensive legal and related services to persons who are financially unable to obtain legal and related services. These individuals have been: (1) arrested for, charged with, or convicted of an offense punishable by confinement in jail or prison or for which such persons may be subject to Family Court action; or (2) threatened by confinement against their will in any psychiatric or other mental institution or facility.

INFORMATION TECHNOLOGY SERVICES

Plans, procures, implements, installs, troubleshoots and maintains the full range of information technology services needed by the Office of Public Defender to operate efficiently and effectively. These services include, but are not limited to, networking, internet, cyber security, applications programming, database analysis and administration, business process analysis for systems development, and user training and support.

FISCAL SERVICES

Reviews and processes requests for payments for submittal to the Department's Budget and Fiscal Services.

OAHU BRANCH

Provides comprehensive legal and related services to the district, circuit and family courts, the Supreme Court and Intermediate Court of Appeals. For Circuit Court Divisions I and II, this includes custodial interrogations and line-ups; arraignments, pre-trial motions, bench warrant hearings, pre-trial and trial, pre-sentence investigations and sentencing, post conviction proceedings, probation revocation hearings, and minimum term hearings. For District Court, this includes arraignments, bench warrant hearings, pre-trial and trial, pre-sentence investigations and sentencing and post conviction proceedings. For Family Court, this includes probable cause and waiver hearings, arraignments, pre-trial motions, bench warrant hearings, pre-trial and trial, pre-sentence investigations and sentencing, post conviction proceedings, and probation revocation hearings.

Appeals Section

- Prepares appellate motions and briefs for the Supreme Court and Intermediate Court of Appeals. Reads, analyzes and briefs all pertinent judicial decisions, treatises and commentaries.
- Makes court appearances at hearings to determine issues of law arising out of proceedings in lower courts. Makes appearances for civil commitment hearings, parole hearings and appellate arguments.

Circuit Court Divisions I and II, District Court, and Family Court Sections

- Conducts client interviews including preliminary determination of indigency, secures pertinent data relative to the client's personal history and the facts of the particular case or cases.
- Conducts follow-up activities to arrange for bail or the reduction thereof, or securing the release of the client on their own recognizance or on supervised release. Counsels clients with respect to their rights and available alternative courses of action.

- Researches the applicable law, reads, analyzes, and briefs all pertinent judicial decisions, treatises, and commentaries.
- Makes court appearances for preliminary arraignments and hearings, pre-trial motions hearings, pre-trial hearings, trials, sentencing, post conviction proceedings, revocation hearings, and habeas corpus proceedings.

Investigation Section

Investigates cases for the Office of the Public Defender.

- Gathers and marshals necessary evidence for use in the defense of criminal cases. Analyzes, evaluates, and determines whether evidence or information gathered is accurate and relevant to a particular case.
- Testifies in court, prepares reports and summaries, conducts intake screening of potential or referred clients, serves subpoenas, secures attendance of witnesses and other persons at judicial proceedings or for office interviews and operates specialized equipment to facilitate the investigatory process in gathering evidence.

Office Services Section

Directs, assigns, and coordinates activities related to general clerical services and legal clerical services including but not limited to archiving, and retrieval of case files.

General Clerical Services Unit

Reception/Case File Services Sub-Unit

- Receives and routes telephone calls and forwards messages.
- Receives and processes incoming and outgoing mail.
- Receives clients and general public at the office.
- Receives applications from clients.
- Sets initial appointments.
- Opens and closes case files.
- Maintains on-site case file storage and retrieval.

Messenger Services Sub-Unit

- Delivers and logs documents for delivery, pick-up and routing to the Judiciary, Office of the Prosecuting Attorney, Department of Budget and Finance, and other locations.
- Photocopies police reports and distributes reports.

Legal Clerical Services Unit

- Provides a wide variety of legal clerical work in support of the Deputy Public Defenders.
- Types and transcribes documents.
- Prepares, processes and files a variety of complex legal and court documents with the Court of Appeals, the Circuit Court, the District Court and the Family Court located on the island of Oahu.
- Advises clients of court appearances, status of cases, and appointments.
- Maintains court and deputy public defenders' calendars.
- Follows up on documents submitted for filing in court.

KAUAI, MAUI, AND HAWAII BRANCHES

Provides comprehensive legal and related services to the district, circuit, and family courts dealing with custodial interrogations and line-ups, preliminary hearings, arraignments, pre-trial motions, bench warrant hearings, pre-trial and trial, post conviction proceedings, civil commitment hearings, probation and parole revocation hearings, and pre-sentence investigations and sentencing.

- Conducts client interviews including preliminary determination of indigency and secures pertinent data relative to the client's personal history and the facts of the particular case or cases.
- Conducts follow-up activities to arrange for bail or the reduction thereof or securing the release of the client on their own recognizance or on supervised release. Counsels clients with respect to their rights and available alternative courses of action.
- Researches the applicable law, reads, analyzes, and briefs all pertinent judicial decisions, treatises, and commentaries.
- Makes court appearances for preliminary arraignments and hearings, pre-trial motions hearings, pre-trial hearings, trials, sentencing, post conviction proceedings, revocation hearings, habeas corpus proceedings, and civil commitment hearings. Also makes appearances before the Hawaii Paroling Authority.

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
EMPLOYEES' RETIREMENT SYSTEM

FUNCTIONAL STATEMENT

Under the policy and executive direction of its Board of Trustees, the Employees' Retirement System (ERS) plans, directs and coordinates a statewide retirement benefits program for State and County government employees; submits reports on ERS activities and investment performance to the Board; reviews and analyzes new investment proposals and makes recommendations to the Board; administers the ERS Member Home Loan Program; coordinates a comprehensive program to inform the membership and public-at-large of the ERS' activities, plans, and accomplishments; and coordinates activities relating to studies, research, drafting, preparation, and presentation of legislative proposals and testimonies.

INVESTMENT OFFICE

The Investment Office is responsible for planning, organizing, and administering the investment-related activities of the Employees' Retirement System in accordance with approved policy guidelines and applicable Hawaii Revised Statutes.

- Oversee the Employees' Retirement System's investments in domestic stocks, domestic bonds, foreign stocks, foreign bonds, real estate, commercial mortgages, alternative investments, timber farming, and short-term cash investments.
- Monitor, evaluate, and review investment manager performance and compliance with investment policies and procedures and contractual guidelines.
- Oversee development of criteria for and implementation of searches for investment managers and investment consultants as necessary.
- Oversee the formulation, evaluation, and implementation of the Employees' Retirement System's investment policies and procedures.
- Oversee development and implementation of asset allocation and risk management strategies designed for the investment portfolio of the Employees' Retirement System.
- Oversee the development of educational and training programs for the Trustees and staff of the Employees' Retirement System.
- Oversee drafting of legislative proposals, testimonies and administrative rules, and procedures on matters dealing with the investment programs of the Employees' Retirement System.

ACCOUNTING BRANCH

The Accounting Branch conducts its financial affairs outside of the State Treasury and is responsible for the budgeting, accounting, and safeguarding of all assets in the ERS investment portfolio and for the processing of retirement benefit payments to ensure compliance with the applicable sections of the Hawaii Revised Statutes, Title Six of the Hawaii Administrative Rules, federal laws, and the generally accepted accounting principles.

The Accounting Branch also serves as the primary resource for ERS on all matters and the full range of activities for its informal and formal procurement of goods and services, contracts administration, and inventory management.

Cash Management Section

- Manages the ERS' cash by investing in domestic and global short-term investments to maximize earnings while maintaining sufficient resources to satisfy retirement benefit payments and operating expenses.
- Develops and prepares budget, expenditure plans, variance reports, and other reports to legislative committees.
- Audits and accounts for the ERS' non-custodized assets including real estate, Member Home Loan Program, commercial loans, index funds, emerging market funds, alternative investments, daily deposits, and other in-house transactions.
- Ensures the collection and deposit of all funds are received in accordance with the Hawaii Revised Statutes and contractual agreements.
- Maintains computerized general ledger accounting system and insures that the annuity savings, pension payroll, investment accounting, and bank reconciliation computer sub-systems are in balance with the subsidiary records.
- Prepares cash flow projections to determine excess cash positions for long-term reinvestment.
- Coordinates and prepares monthly and annual comprehensive financial reports.

Disbursements and Benefits Section

- Examines and audits claims for retirement, disability, and death benefit payments.
- Reviews, processes, and generates payments for semi-monthly retirement benefits and administrative expenses.
- Withholds and processes the authorized amounts from the retirees for payments to the Internal Revenue Service, Health Fund, Child Support Enforcement Agency, retiree union organizations, and other court-ordered payments.
- Audits, processes, and records employee contribution refund payments.
- Reviews and accounts for retirement contributions, salary, and service credit data for active members.
- Coordinates the Social Security program for the State and counties.
- Reviews and interprets the federal income tax laws affecting pension benefits distributed from a qualified trust as defined in the Internal Revenue Code, Section 401(a), and provides expertise on the taxability of those benefits.
- Generates tax informational returns (1099-R) to benefit recipients.
- Researches and provides verification of pensioner's retirement benefits and employee account balances used to qualify for mortgage loans and governmental housing assistance programs.

Investment Audit Section

- Audits and accounts for the domestic and global investments of the ERS portfolio.
- Ensures that all interest, dividend, and other investment earnings are properly accounted for, properly computed, and received on a timely basis.
- Measures and analyzes the ERS' investments in relation to economic and financial market trends.
- Performs compliance monitoring of investments in accordance with policies established by the Board of Trustees.
- Maintains control over and reconciles the various bank accounts on a monthly basis.
- Audits and accounts for unclaimed pension and death benefit payments.

Procurement and Inventory Management Section

- Oversees, coordinates, and monitors the formal and informal procurement of a wide variety of goods and services for the ERS.
- Provides technical and other guidance in the full range of activities relating to purchasing.
- Ensures that the ERS complies consistently with all applicable procurement laws, rules, regulations, policies and practices in ERS-wide procurement activities.
- Serves as the ERS' point-of-contact to vendors, legal counsel, interested parties and general public in all matters relating to ERS purchases of goods and services.
- Serves as the ERS' primary resource on contracting methods and practices relating all areas of procurement and contracts
- Serves as the ERS' coordinator for the State of Hawaii Inventory System for the accountability of State property and as the primary property custodian.
- Assist pertinent personnel in following proper procedures for reporting inventory on a timely basis and for the proper disposal of the ERS' physical assets.

ENROLLMENT CLAIMS AND BENEFITS BRANCH

The Enrollment, Claims, and Benefits Branch plans and coordinates the retirement program for State and county employees and retirees; conducts statewide pre-retirement counseling sessions; reviews Medical Board and hearing officers' decisions on disability cases; participates in the development of program plans, rules and regulations, policies, and procedures.

Retirement Program Services

- Plans, develops, and conducts pre-retirement and informational sessions throughout the State.
- Researches, drafts, and reviews legislative measures affecting retirement benefits.
- Assists in the development and enhancement of the retirement benefits computer systems.

Enrollment and Clerical Services Section

- Enrolls members into the appropriate retirement plan and processes membership enrollment changes.
- Processes service and disability retirement applications.
- Prepares death claims for processing and subsequent payment.
- Processes tax withholding, bank assignment, address, and other pension changes for retirees.
- Provides clerical support for the Branch and Medical Board.
- Responds to general telephone inquiries and requests.

Retirement Claims and Benefits Sections I, II, and Neighbor Island Offices

- Provides counseling services and information regarding retirement, disability and death benefits, taxes, and contributions.
- Processes applications for refund of employee contributions.
- Examines, develops, computes, adjudicates, authorizes, and reconsiders all claims and applications for retirement, disability, and death benefits.
- Calculates and authorizes retroactive pension payments after the member's retirement claim has been finalized.
- Examines, approves, and calculates members' requests to purchase past membership service credits.
- Prepares death claims for processing and subsequent payment.
- Reviews and authorizes refunds of contributions to members who terminate service or transfer into another membership class upon their return to service.
- Reviews Medical Board reports and hearing officers' recommended decisions on disability cases on appeals and prepares recommendation to the ERS Board of Trustees.

INFORMATION SYSTEMS BRANCH

The Information Systems staff plans, develops, maintains and supports ERS' computer, hardware, software, networking, telecommunication, etc. needs. This branch maintains and supports the Pension Management System and Accounting System, as well as applicable applications such as Microsoft Office, Email, etc. These systems integrate the major sub-systems of the ERS, and coordinates computer programming activities with other State and County payroll and personnel systems, the Employer Union Trust Fund (EUTF), bank custodians, unions, and other organizations. This includes the role of Chief Security Officer who is responsible for developing, implementing, and maintaining ERS' security policies and procedures. In addition, with the cooperation of the other branches and staff, develops, implements, and maintains ERS' business continuity plan.

Applications Section

- Works with various vendors to develop, implement, and maintain ERS' systems and applications.

- Plans, acquires, implements, and maintains upgrade/migration of applications / software.
- Develop, coordinate, and/or maintain special programs, queries, and reports.
- Implements and trains users on new and upgraded applications/software.
- Troubleshoots for software and hardware problems.
- Plans, implements, and maintains the ERS' intranet and internet websites.
- Maintains and tracks helpdesk requests to assist ERS staff with application/software problems.
- Coordinates computer interface with Unions, Department of Health, State and County payroll and personnel systems, and the ERS offices on the neighbor islands, etc.

Systems Management Section

- Plans, acquires, implements, maintains and upgrades/migrates computer hardware, network equipment, phone and fax lines, etc.
- Plans, implements, and maintains computer system security.
- Designs, implements, and maintains the network and telecommunications infrastructure between ERS and the other systems.
- Analyzes and develops procedures for back-up, reorganization, and reconfiguration of systems.
- Troubleshoots for software and hardware problems.
- Maintains and tracks helpdesk requests to assist ERS staff with computer hardware, networking, and telecommunication problems.
- Operates and maintains ERS' servers, computers, laptops, network equipment, telecommunication equipment, printers, copiers, etc.

Database Management Section

- This section will be responsible for part or all of the following: designing, implementation, maintenance, documentation, development of standards, and security of databases. This includes installing software, defining requirement parameters for database definition, analyzing data volume and space requirements, performing database and parameter tuning, executing database backups and recoveries, monitoring database requirements, verifying integrity of data in database and coordinates the transformation of logical structures to properly performing physical structures. Also develops, executes and manages various database queries.

MORTGAGE SERVICES BRANCH

The Mortgage Services Branch plans and coordinates the investment activities of the Member Home Loan Program; develops program rules and regulations, policies and procedures. Coordinates procurement activities and prepares Request for Proposals for investment consulting, bank custody, actuarial, computer, medical, and other services to be provided to the ERS. Prepares contracts and contract amendments to reflect proper terms and conditions.

STAFF SUPPORT SERVICES BRANCH

The Staff Support Services Branch plans and coordinates administrative, office, and records management activities for the ERS; participates in the development of program plans, rules and regulations, policies, and procedures.

- Provides administrative and office services support including personnel functions, typing, responding to general telephone inquiries and requests, and other office functions.
- Disseminates general information and assists members in filing claims for refund of contributions, changes in beneficiary, changes in addresses and bank assignments, federal withholding tax changes, requests for retirement benefit estimates, etc.
- Processes and mails pension checks and statements to approximately 2,500 out of 33,304 retirees (30,804 retirees are in the ACH direct bank deposit program) on a semi-monthly basis.
- Maintains membership records for over 141,000 individuals and coordinates the storage and transfer of inactive files to the Archives Division in the Department of Accounting and General Services.
- Reviews and inputs data into the Membership Information Computer System.

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

FUNCTIONAL STATEMENT

Under the policy and executive direction of its ten-member Board of Trustees, provides health and life insurance benefits for eligible State and county active and retired public employees and dependents at a cost affordable to both the public employers and the public employees. The Board relies on the services of a benefit plan consultant, Deputy Attorney General, and Administrator and staff to operate the program.

The Board develops, contracts for, implements, and administers the health benefits and group life insurance plans and collects and invests money on behalf of the fund; establishes and adopts rules which include eligibility requirements; furnishes information on benefit plans; reviews and renders decisions on petitions for declaratory rulings and/or appeals and contracts for financial and/or claims audits of its insurance carriers.

Under the direction of the Administrator, the Hawaii Employer-Union Health Benefits Trust Fund (EUTF):

- Supports the Board of Trustees by planning, developing, and implementing the policies, practices, and operations of the EUTF to ensure that all financial and strategic objectives and goals are met, while maintaining compliance with applicable governmental regulations.
- Liaises with insurance carriers, trustees, legislators, and State and county department directors.
- Provides direction and guidance to the overall daily operations of the EUTF.
- Plans, organizes, coordinates, and directs work of the organization to meet program goals and objectives.
- Directs and manages all EUTF work centers and staff.

BENEFITS OFFICE

The Benefits Office reviews health benefit plan designs annually; monitors, develops and implements programs with third parties to address rising healthcare costs (e.g. disease management programs); plans, organizes, coordinates and implements audits to ensure that claims are processed in accordance with contract provisions and only eligible members are enrolled in EUTF plans; develops educational programs to assist the membership in understanding their benefits to contain costs; provides oversight in the implementation of new plans and the transition of benefit providers; and ensures that health benefit plans comply with federal and state laws and regulations.

INVESTMENT OFFICE

The Investment Office plans, organizes and conducts all investment-related activities of the EUTF in accordance with approved investment policies and procedures, and legal requirements. The functions include but are not limited to the oversight of the investment consultant, investment managers, and custodian; development, implementation, monitoring and updating of the investment policy and asset allocation.

FINANCIAL SERVICES BRANCH

The Financial Services Branch conducts its financial affairs independent of the State Treasury and the Department of Accounting and General Services (DAGS) and is responsible for

the budgeting and fiscal administration of various health benefits and group life insurance programs to ensure compliance with the applicable sections of the Hawaii Revised Statutes, Administrative Rules, federal laws, and the generally accepted accounting principles.

Financial Management Section

- Reviews, develops and implements policy and procedural changes to improve the internal control over the receipt, recording, expending, and reporting of Accounting Activities.
- Promotes sound financial services decisions in EUTF activities to enhance business practices and preclude fraud, waste, and abuse.
- Reviews and audits the daily cash receipt transaction, cash disbursement transactions, and the reconciliation of all bank accounts.
- Prepares and processes all payments to vendors and employee-beneficiaries, carriers, and administrative expenses.
- Reviews, processes, and generates payments for quarterly Medicare Part B reimbursements, refunds to employee-beneficiaries, carriers, and administrative expenses.
- Reviews, processes, and generates monthly billings to employers for health plan and life insurance coverages for their active employees and retirees.
- Oversees the transactions and operations of the EUTF General Ledger Accounting System to ensure timeliness, accuracy, and integrity which includes ensuring that all transactions are accurate, properly posted, and properly accounted for in the general ledger.
- Reviews, reconciles, and audits the EUTF general ledger accounts.
- Records, reconciles and analyzes monthly employee and employer contributions due for health plan and life insurance coverages.
- Coordinates the review and audit of the Medicare Part B reimbursements to retirees and their spouses and coordinates the collection of overpayments.
- Coordinates and prepares monthly and annual financial reports in accordance with generally accepted accounting principles.
- Responsible for accounting, auditing, and monitoring custody banks' short term investments, stocks, bonds, equities, etc.
- Develops and prepares budget, expenditure plans, variance reports, and other reports to legislative committees.
- Acts as the focal point for conducting audits or participates as a team member on large or highly complex audits as well as audits of limited scope.
- Prepares and maintains detailed schedules of all physical assets.

Participant Accounting Section

- Examines and audits employee-beneficiary accounts.
- Analyses and researches employee-beneficiary accounts whose account balances have a shortage or refund condition.

- Reviews all dunning letters (shortage and cancellation) and payroll override letters prior to issuing to employee-beneficiaries.
- Reviews, processes, and generates payments for refunds to employee-beneficiaries and records any adjustments to employee-beneficiary payroll deductions in the benefits administration system.
- Records, reviews, reconciles, and posts all payments received from employee-beneficiaries, employers, carriers, or other entities for accuracy. Retrieves and posts employee-beneficiary contributions through payroll deduction files from the various employers and lockbox files from the banks and uploads the files to the benefits administration system.
- Generates tax informational returns (1099-Misc) in accordance with the Internal Revenue Service guidelines i.e., such as to retirees who have domestic partners enrolled in health benefit plans.
- Initiates, coordinates, implements, and participates in changes to the benefits administration system which includes coordinating the testing of any configuration changes as related to the Financial Services Branch.
- Schedules, processes and monitors the batch jobs for the benefits administration system as related to the Financial Services Branch such as the semi-monthly pay period closing.
- Prepares new or updates contribution premium rate schedules to upload into the benefits administration system.

INFORMATION SYSTEMS BRANCH

The Information Systems Branch plans, implements, procures, and coordinates all information and telecommunication resources and activities to meet EUTF's requirements in meeting its missions, goals and objectives and ensures compliance with pertinent laws, rules, and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and the Affordable Care Act (ACA).

Applications Management Section

- Reviews, analyzes, designs, recommends, develops, plans, implements and supports EUTF's information technology and telecommunication requirements such as those to support business processes, rules administration, and compliance with applicable statutes, laws, rules, and regulations such as HIPAA and ACA.
- Designs, maintains, and supports the EUTF information systems applications such as those for benefits administration, document management, and the EUTF web site.
- Interfaces with contractors and other third party support to review, analyze, recommend, design, develop, implement and support application systems' requirements, import/export data files requirements, complex queries, user documentation, and user training.
- Interfaces with State resources, contractors and other third party support to facilitate identification, reporting, and resolution of hardware and software problems.
- Prepares test data, conducts systems tests, and corrects program/system problems to ensure program/system meets specified requirements.
- Coordinates, organizes, schedules, and assists with user acceptance testing and user training.

- Reviews, analyzes, designs, recommends, develops, plans, implements and supports application activities including but not limited to application modifications, enhancements, upgrades, and new application systems.
- Administers security access management of applications such as, but not limited to, the benefits administration systems, document management, and other in-house applications.
- Supports and assists EUTF staff to ensure application systems are working properly and efficiently to meet their work unit's goals and objectives.
- Schedules and runs tasks for purposes such as to create import/export data files, batch jobs, and batch files.
- Develops, designs, and implements queries and reports to user defined criteria and formats.
- Develops, designs, and analyzes applications/queries/reports to assist with data cleansing tasks and issues resolution.
- Interfaces with employers' groups to facilitate and to ensure accuracy, integrity, security, and timeliness of human resources and payroll data for purposes such as processing of eligibility, enrollments and premium contributions, and methods of data exchange.
- Supports 834 benefit enrollment and maintenance reporting related tasks or other electronic data interchange (EDI) transaction set benefit enrollment and maintenance reporting.
- Interfaces with carriers/third-party administrators to support eligibility reporting of data to enroll active employees, retirees, and their dependents in health benefit plans and life insurance.
- Designs, maintains and supports the EUTF web site and manages web content.
- Develops procedures, documents, and executes data backup and disaster recovery tasks of the EUTF information systems applications.
- Identifies requirements, develops specifications, and justifies and effectuates procurement information technology hardware, software and services.
- Formulates budgets and estimates costs for the information systems applications and data processing systems.

Systems Management Section

- Reviews, analyzes, designs, recommends, develops, plans, implements, and maintains a network infrastructure i.e. cabling, switches, routers, firewalls, in support of EUTF's applications and telecommunication requirements.
- Reviews, analyzes, designs, recommends, develops, plans, implements, and supports EUTF's telecommunication requirements such as the telephone and the automated call distribution system.
- Reviews, analyzes, designs, recommends, prepares work orders, and ensures proper functioning of telecommunication and network infrastructure.

- Reviews, analyzes, recommends, plans, installs, troubleshoots, repairs, and maintains hardware and software to support EUTF's servers, personal computers, printers and computer peripherals.
- Receives, records, and tracks EUTF's information technology hardware and software to include inventory tracking, monitoring use, transfer, and disposal.
- Provides technical information and support to staff to ensure that hardware and software are optimally functioning.
- Reviews requests for computer hardware and software and makes recommendations.
- Monitors, reviews, audits, and maintains control of files and logs for accessing networking, telecommunication, and computing environment.
- Manages user accounts and resources for purposes such as utilizing password controls, allocating space quotas, and limiting resource usage with profiles.
- Reviews, analyzes, designs, recommends, develops, plans, documents, implements, and supports proper procedures for backup and recovery of operating systems, associated files, and other required or key data, including but not limited to, performing reviews, archiving, and purging of obsolete or unnecessary files.
- Provides support for document imaging hardware and software.
- Monitors disk capacity, storage, and retrieval requirements.
- Interfaces with State resources, contractors, and other third party support for activities related to supporting network infrastructure, telecommunication systems, and computing environment.
- Reviews, analyzes, recommends, develops plans, implements, and supports proper procedures to address security bulletins, security alerts, etc.
- Ensures security measures are implemented and adhered to in order to protect EUTF computing environment. This includes, but not limited to, use of encryption methods, VPN solutions, and set up and support of secure file transfer processes.
- Participates in the planning, design, and implementation of activities to ensure compliance with pertinent statutes, laws, rules, and regulations such as HIPAA and ACA.
- Identifies requirements, develops specifications, and justifies and effectuates procurement information technology hardware, software and services.
- Formulates budgets and estimates costs for the information systems applications and data processing systems.

MEMBER SERVICES BRANCH

- Provides accurate, timely and efficient services to its customers; the public employees, retirees, and their dependents; the benefit plan carriers; and the public employers.
- Serves as the liaison between the EUTF and its customers by actively fielding and responding to inquiries.
- Explains the EUTF program benefits and interfaces with its customers via all venues of communication.

- Administers employee benefit plans; determines and verifies member eligibility.

Enrollment Section

- Processes transactions for medical, prescription drug, dental, vision, life, and any other benefit coverage to include new applications, additions and changes, cancellations, and terminations affecting active employees, retirees, and their dependents.
- Performs testing of the benefits administration system.

Customer Service Section

- Serves as the primary contact for beneficiaries, carriers and public employers for inquiries related to benefits, member eligibility and other related questions.

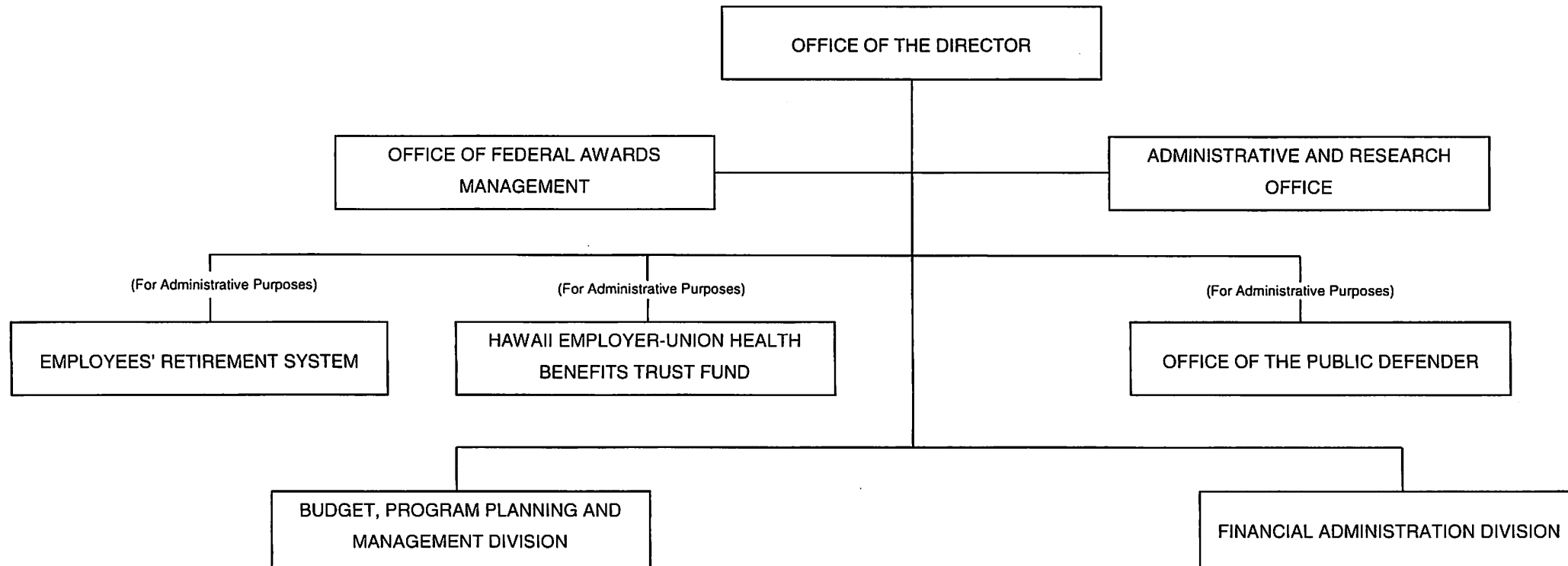
Outreach & Training Section

- Supports the development and implementation of appropriate policies and procedures to ensure EUTF's compliance with applicable state and federal laws.
- Trains branch staff in standard operating procedures.
- Trains State and county personnel and fiscal officers to enroll their respective employees in benefit plans.
- Conducts informational sessions to include pre-retirement briefings, retirement counseling, and open enrollment sessions.

PROCUREMENT STAFF

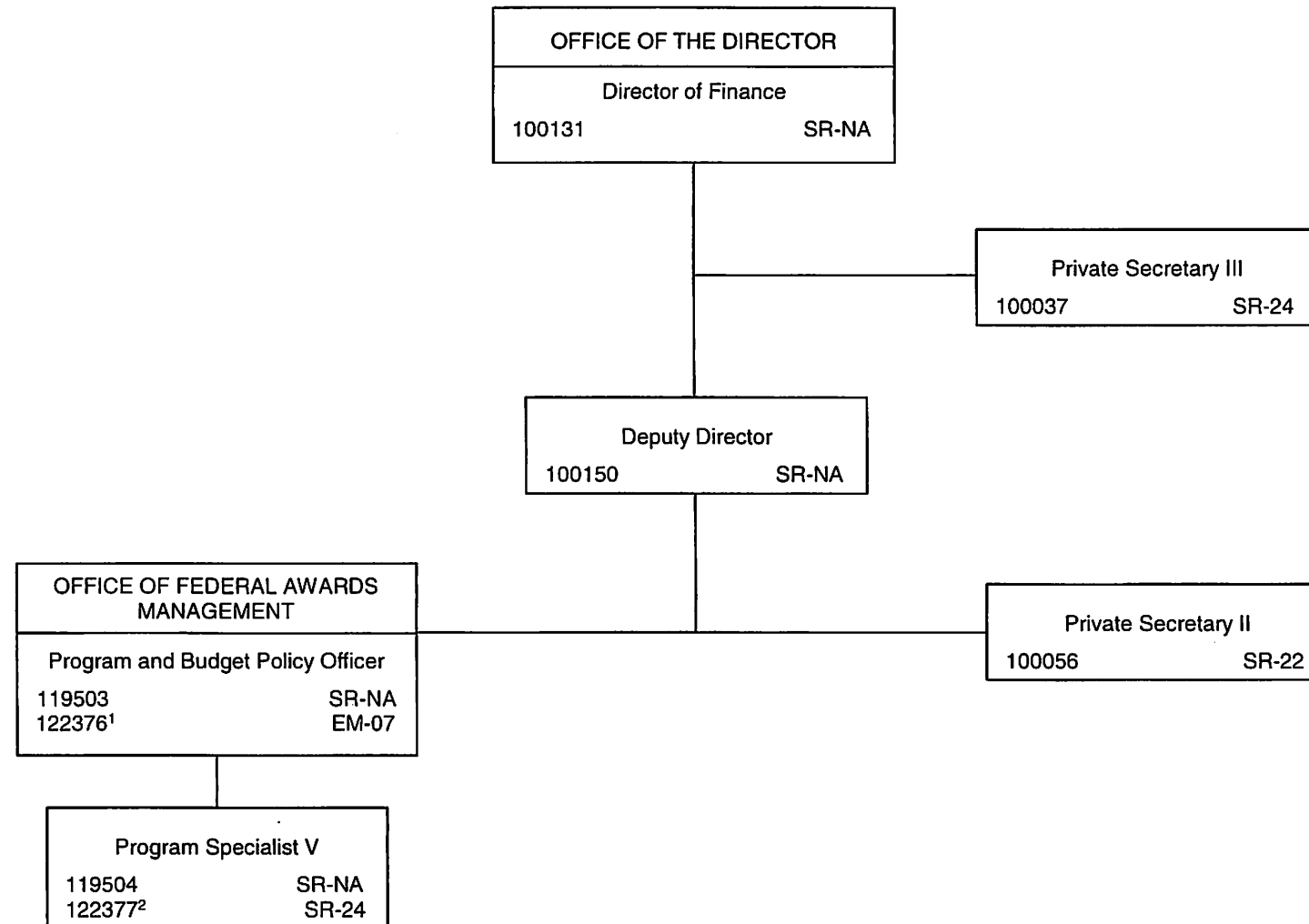
The Procurement Staff coordinates and provides technical guidance for the EUTF's procurement of a wide variety of goods and services to include, but not limited to, health and benefit plans (i.e. medical, prescription drug, dental, vision and life), actuary consultants, banking services, information technology, and office space; serves as the point-of-contact to vendors, legal counsels, interested parties and general public, on all matters relating to the EUTF's purchases of goods and services; and ensures that all procurement activities are in compliance with pertinent procurement laws, rules and regulations.

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
ORGANIZATION CHART



STATE OF HAWAII
 DEPARTMENT OF BUDGET AND FINANCE
 OFFICE OF THE DIRECTOR

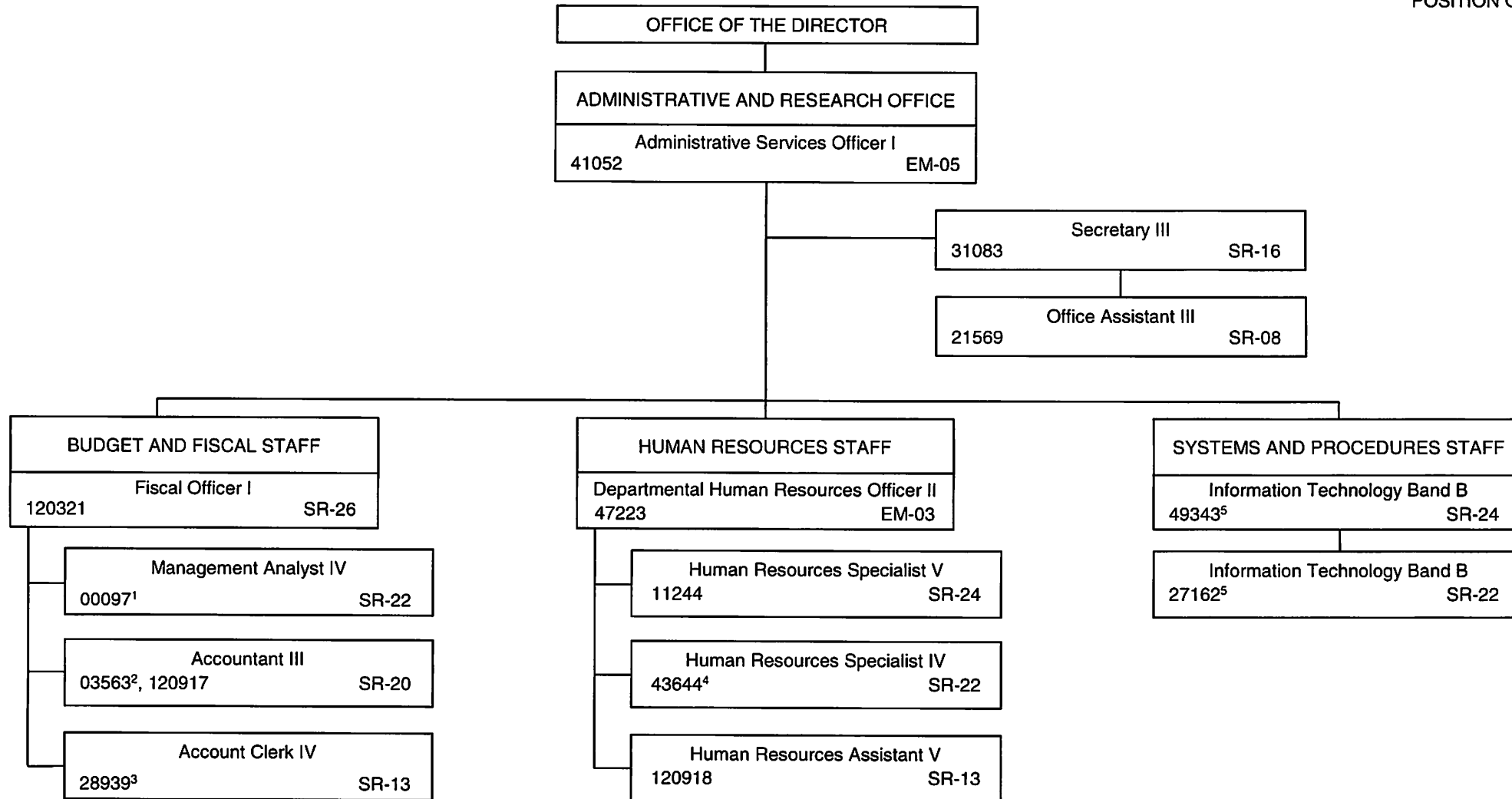
POSITION ORGANIZATION CHART



1. PN 122376, Program and Budget Policy Officer, EM-07, established effective 5/22/17 to replace PN 119503.
2. PN 122377, Program Specialist V, SR-24, established effective 5/17/2017 to replace PN 119504.

As of June 30, 2017
 Prepared by ARO-Budget and Fiscal
 Date Prepared: August 14, 2017

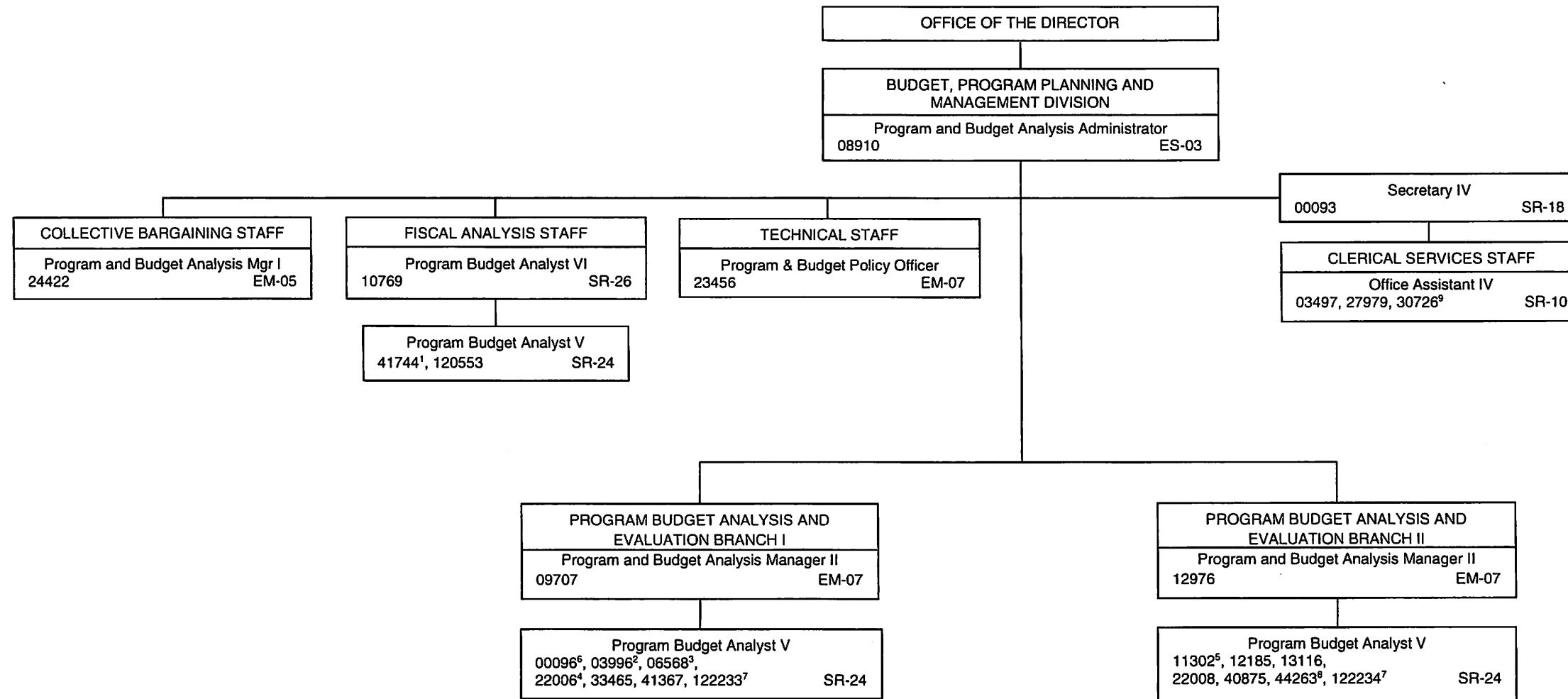
POSITION ORGANIZATION CHART



1. PN 00097, Management Analyst IV, SR-22, temporarily reallocated to Management Analyst II, SR-18, for recruitment purposes.
2. PN 03563, Incumbent detailed to and under supervision of PN 41052, Administrative Services Officer I, as of 04/18/2016.
3. PN 28939, Account Clerk IV, SR-13, temporarily reallocated to Account Clerk III, SR-11.
4. PN 43644, Human Resources Specialist IV, SR-22, temporarily reallocated to Human Resources Specialist III, SR-20, effective 02/01/2016.
5. PNs 49343 and 27162 title change from Information Technology Specialist V and Information Technology Specialist IV, to Information Technology Band B, effective 8/16/2016.

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION

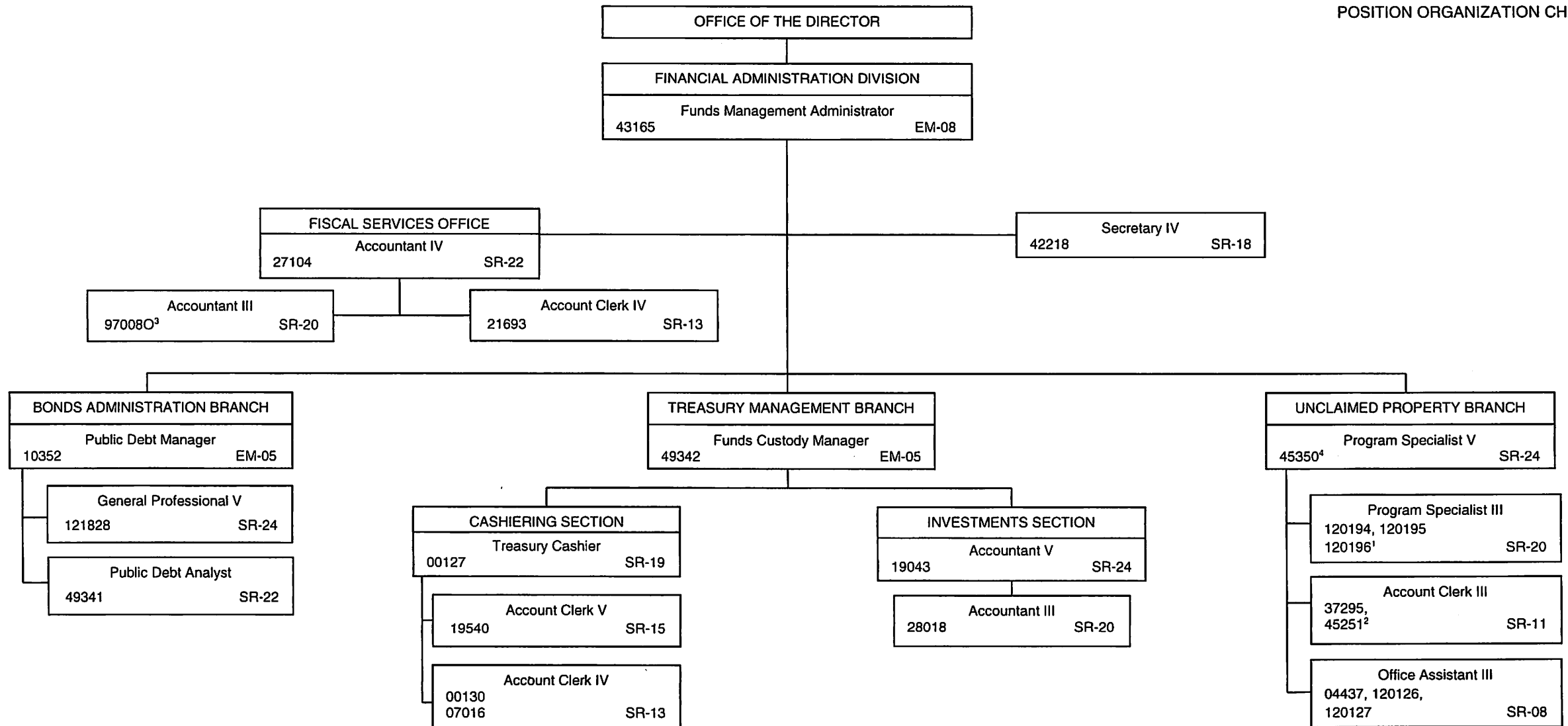
POSITION ORGANIZATION CHART



1. PN 41744 reallocated from Program Budget Analyst (PBA) IV, SR-22, to authorized level of PBA V, SR-24, effective 06/01/17. Position detailed to Branch II effective 06/02/14.
2. PN 03996, PBA V, SR-24, detailed to Fiscal Analysis Staff effective January 2013.
3. PN 06568, PBA V, SR-24, detailed to Fiscal Analysis Staff effective June 2011.
4. PN 22006, PBA V, SR-24, detailed to Branch II effective 05/15/13. Reallocated to PBA II, SR-18, effective 12/15/16.
5. PN 11302, PBA V, SR-24 detailed to Branch I effective 06/01/16.
6. PN 96 reallocated from PBA IV, SR-22, to authorized level of PBA V, SR-24, effective 12/01/16.
7. PN 122233 and 122234, PBA V, SR-24, established under authority of Act 124, SLH 2016 and reallocated to PBA II, SR-18, effective 11/21/16.
8. PN 44263, PBA V, SR-24, reallocated to PBA II, SR-18, effective 12/15/16.
9. PN 30726 temporarily reallocated to Office Assistant III, SR-08, effective 5/31/2017.

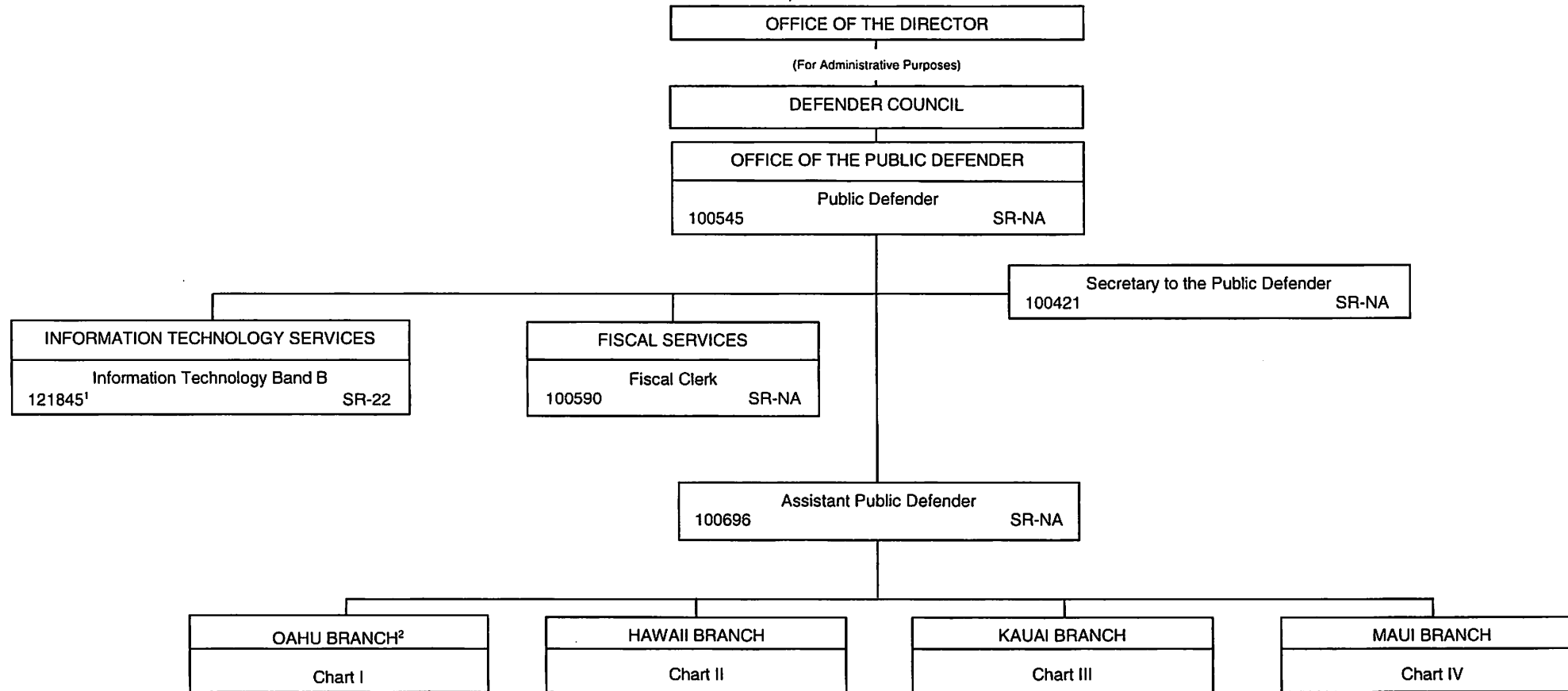
As of June 30, 2017
Prepared by ARO-Budget and Fiscal
Date Prepared: August 14, 2017

POSITION ORGANIZATION CHART



1. PN 120196, reallocated from Professional Trainee II, SR-18, to authorized level of Program Specialist III, SR-20, effective 6/1/17.
2. PN 45251, Account Clerk III, SR-11, moved from Fiscal Services Office to Unclaimed Property Branch, effective 4/1/16.
3. Pseudo 970080, Accountant III, SR-20, established per Act 124, SLH 2016.
4. PN 45350 redescribed from Unclaimed Property Program Manager, SR-22, to Program Specialist V, SR-24, effective 9/16/15.

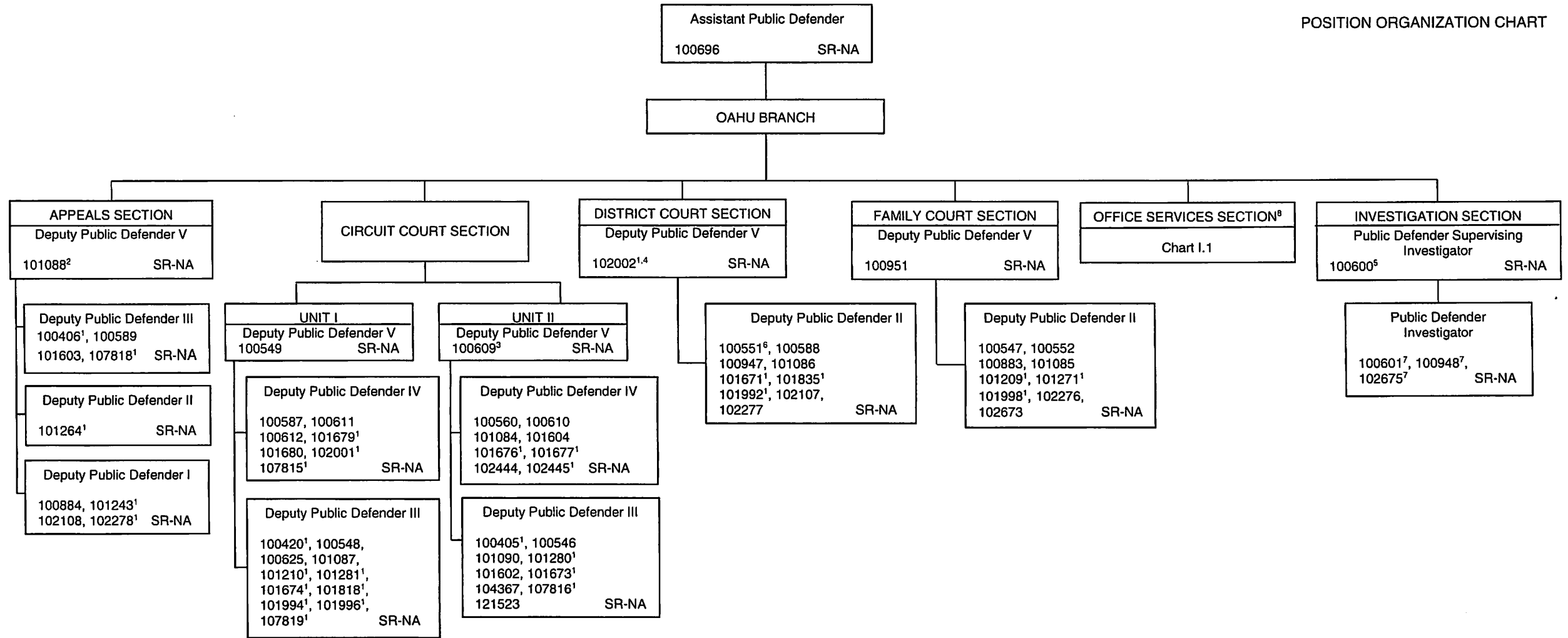
POSITION ORGANIZATION CHART



1. PN 121845 title change from Information Technology Specialist IV, SR-22, to Information Technology Band B, SR-22, effective 8/16/16.
2. Office Services Branch moved to Oahu Branch, Chart I, renamed Office Services Section, and labeled as Chart I.1, effective 9/12/16.

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
OFFICE OF THE PUBLIC DEFENDER
ISLAND OF OAHU

POSITION ORGANIZATION CHART



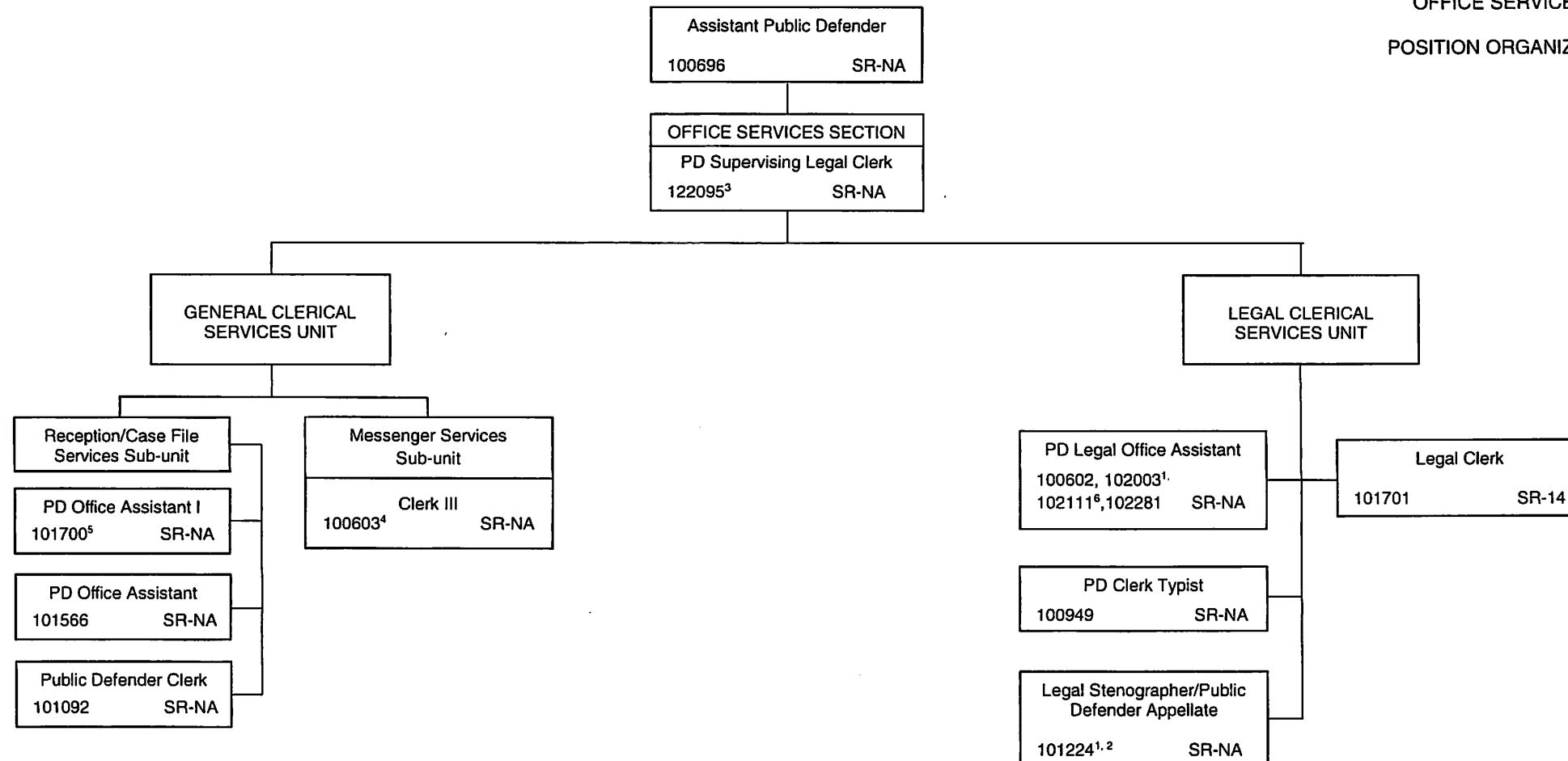
1. Temporary positions, NTE 6/30/2018.
2. PN 101088, Deputy Public Defender V, SR-NA, moved from District Court Section to Appeals Section, effective 9/12/16.
3. PN 100609, Deputy Public Defender V, SR-NA, moved from Appeals Section to Circuit Court Section, Unit II, effective 9/12/16.
4. PN 102002, Deputy Public Defender V, SR-NA, moved from Circuit Court Section, Unit II to District Court Section, effective 9/12/16.
5. PN 100600, Public Defender Supervising Investigator, SR-NA, redescribed from Public Defender Chief Investigator effective 5/10/17.
6. PN 100551, Deputy Public Defender II, SR-NA, detailed to Maui Branch effective 09/12/12.
7. PN 100601, 100948 and 102675, Public Defender Investigator, salary grade change to SR-NA, effective 04/17/02. Current incumbents to continue to be assigned to salary schedules of the respective collective bargaining agreements until the position becomes vacant. New hire in the position will have SR-NA to be consistent with other exempt employees.
8. Office Services Section provides clerical support to court sections, excluding the Investigation Section, in the Oahu Branch.

Chart I

As of June 30, 2017
Prepared by ARO-Budget and Fiscal
Date Prepared: August 14, 2017

STATE OF HAWAII
 DEPARTMENT OF BUDGET AND FINANCE
 OFFICE OF THE PUBLIC DEFENDER
 ISLAND OF OAHU, OAHU BRANCH
 OFFICE SERVICES SECTION

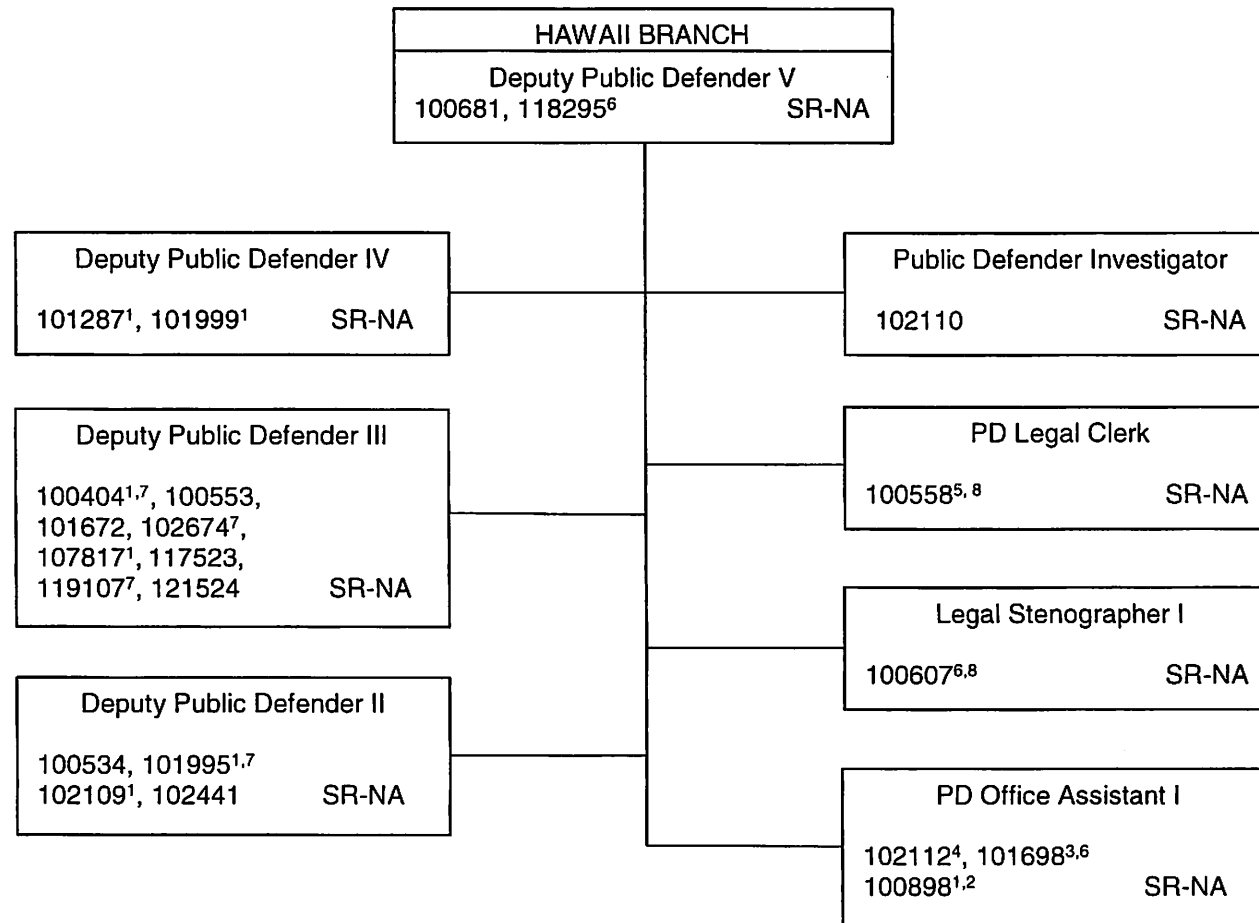
POSITION ORGANIZATION CHART



1. Temporary position, NTE 6/30/2018.
2. PN 101224, position moved from Appeals Section of Oahu Branch, effective 9/12/16. Salary grade changed to SR-NA effective 04/17/02. Current incumbent to continue to be assigned to salary schedules of the respective collective bargaining agreements until the position becomes vacant. New hire in the position will have SR-NA to be consistent with other exempt employees.
3. PN 122095, Public Defender Supervising Legal Clerk, SR-NA, established effective 9/20/16 per Act 124, SLH 2016.
4. PN 100603, Clerk III, salary grade changed to SR-NA effective 04/17/02. Current incumbent to continue to be assigned to salary schedules of the respective collective bargaining agreements until the position becomes vacant. New hire in the position will have SR-NA to be consistent with other exempt employees. Position detailed to Messenger Services effective 08/04/10.
5. PN 101700, Public Defender Office Assistant I, moved from Messenger Services Sub-unit to Reception/Case File Services Sub-unit, effective 9/12/16.
6. PN 102111, Public Defender Legal Office Assistant, SR-NA, current incumbent to continue to be assigned to salary schedules of the respective collective bargaining agreement until the position becomes vacant. New hire in the position will have SR-NA to be consistent with other exempt employees.

Chart I.1

POSITION ORGANIZATION CHART

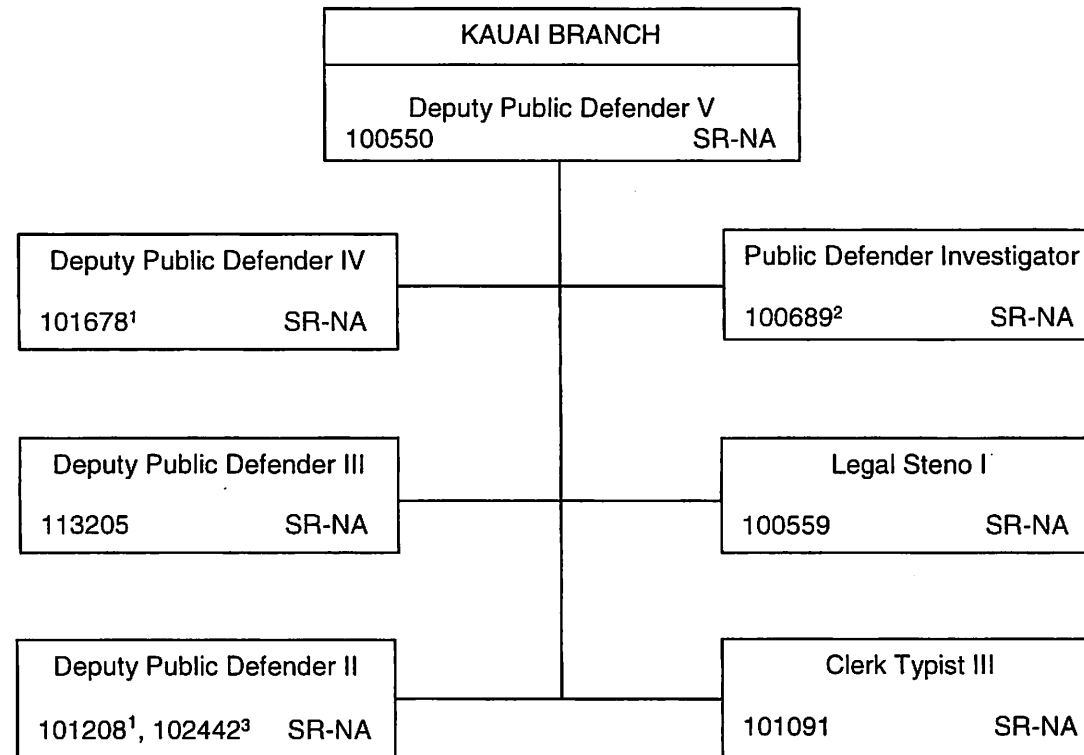


1. Temporary positions, NTE 6/30/2018.
2. PN 100898, Public Defender Clerk, SR-NA, redescribed to Public Defender Office Assistant I, SR-NA effective 5/1/17. Current incumbent to continue to be assigned to salary schedules of the respective collective bargaining agreements until the position becomes vacant. New hire in the position will have SR-NA to be consistent with other exempt employees.
3. PN 101698, Public Defender Clerk, SR-NA, redescribed to Public Defender Office Assistant I, SR-NA, effective 4/16/17.
4. PN 102112, PD Clerk Typist, SR-NA, redescribed to Public Defender Office Assistant I, SR-NA, effective 4/16/17.
5. PN 100558, Legal Stenographer I, SR-NA, redescribed to Public Defender Legal Clerk, SR-NA, effective 6/16/17.
6. PN 101698, Public Defender Office Assistant I, SR-NA, 0.5 FTE.
7. Positions located in Kona, Hawaii.
8. PN 100558 and 100607, Public Defender Legal Clerk and Legal Stenographer I, salary grade changed to SR-NA effective 04/17/02. Current incumbents to continue to be assigned to salary schedules of the respective collective bargaining agreements until the positions become vacant. New hires in the positions will have SR-NA to be consistent with other exempt employees.

Chart II

STATE OF HAWAII
 DEPARTMENT OF BUDGET AND FINANCE
 OFFICE OF THE PUBLIC DEFENDER
 ISLAND OF KAUAI

POSITION ORGANIZATION CHART

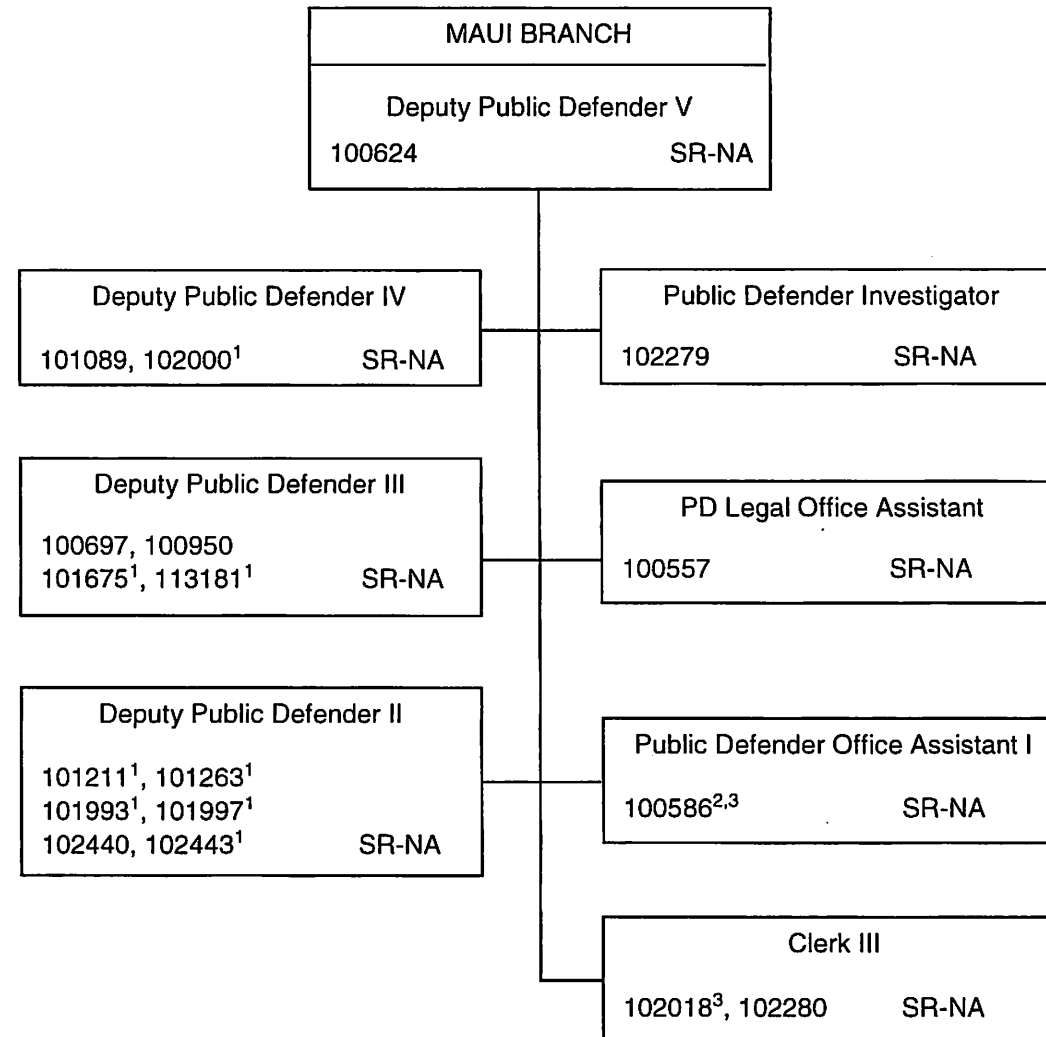


1. Temporary positions, NTE 6/30/2018.
2. PN 100689, Public Defender Investigator, salary grade changed to SR-NA effective 04/17/02. Current incumbent to continue to be assigned to salary schedules of the respective collective bargaining agreements until the position becomes vacant. New hire in the position will have SR-NA to be consistent with other exempt employees.
3. PN 102442 moved from Oahu Branch to Kauai Branch permanently, effective 2/14/2017.

Chart III

STATE OF HAWAII
 DEPARTMENT OF BUDGET AND FINANCE
 OFFICE OF THE PUBLIC DEFENDER
 ISLAND OF MAUI

POSITION ORGANIZATION CHART

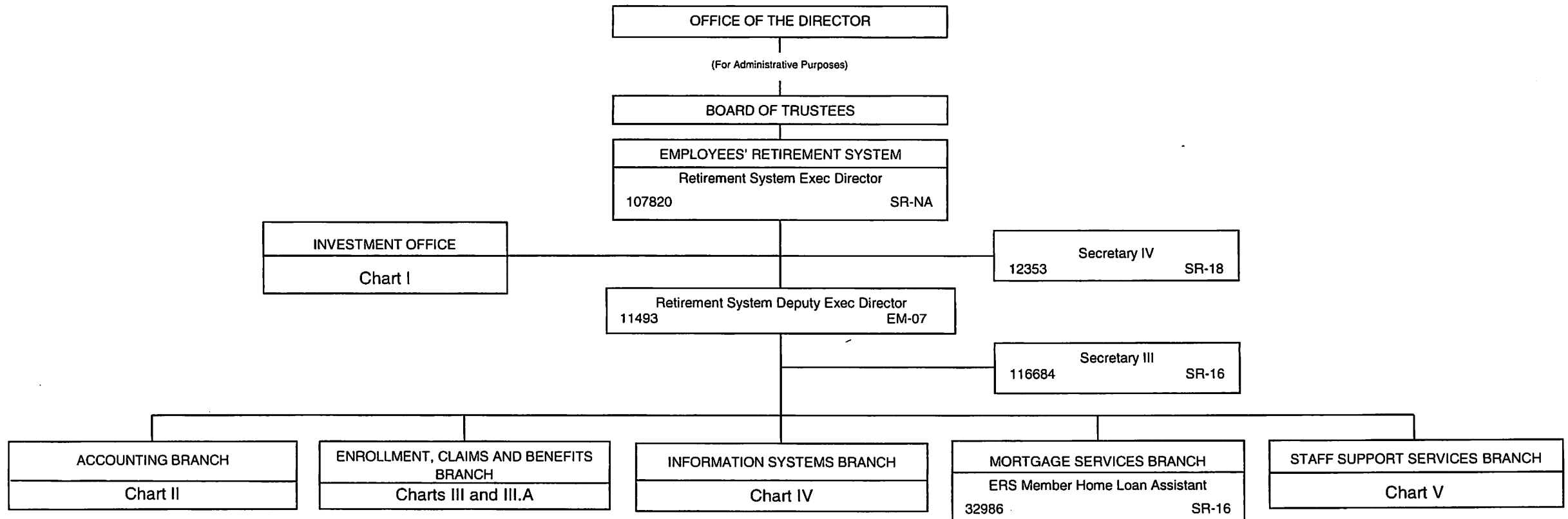


1. Temporary positions, NTE 6/30/2018.
2. PN 100586 redescribed from Public Defender Clerk, SR-NA, to Public Defender Office Assistant I, SR-NA, effective 1/6/17
3. PNs 100586 and 102018 are 0.5 FTE.

Chart IV

STATE OF HAWAII
 DEPARTMENT OF BUDGET AND FINANCE
 EMPLOYEES' RETIREMENT SYSTEM

POSITION ORGANIZATION CHART



STATE OF HAWAII
 DEPARTMENT OF BUDGET AND FINANCE
 EMPLOYEES' RETIREMENT SYSTEM
 INVESTMENT OFFICE

POSITION ORGANIZATION CHART

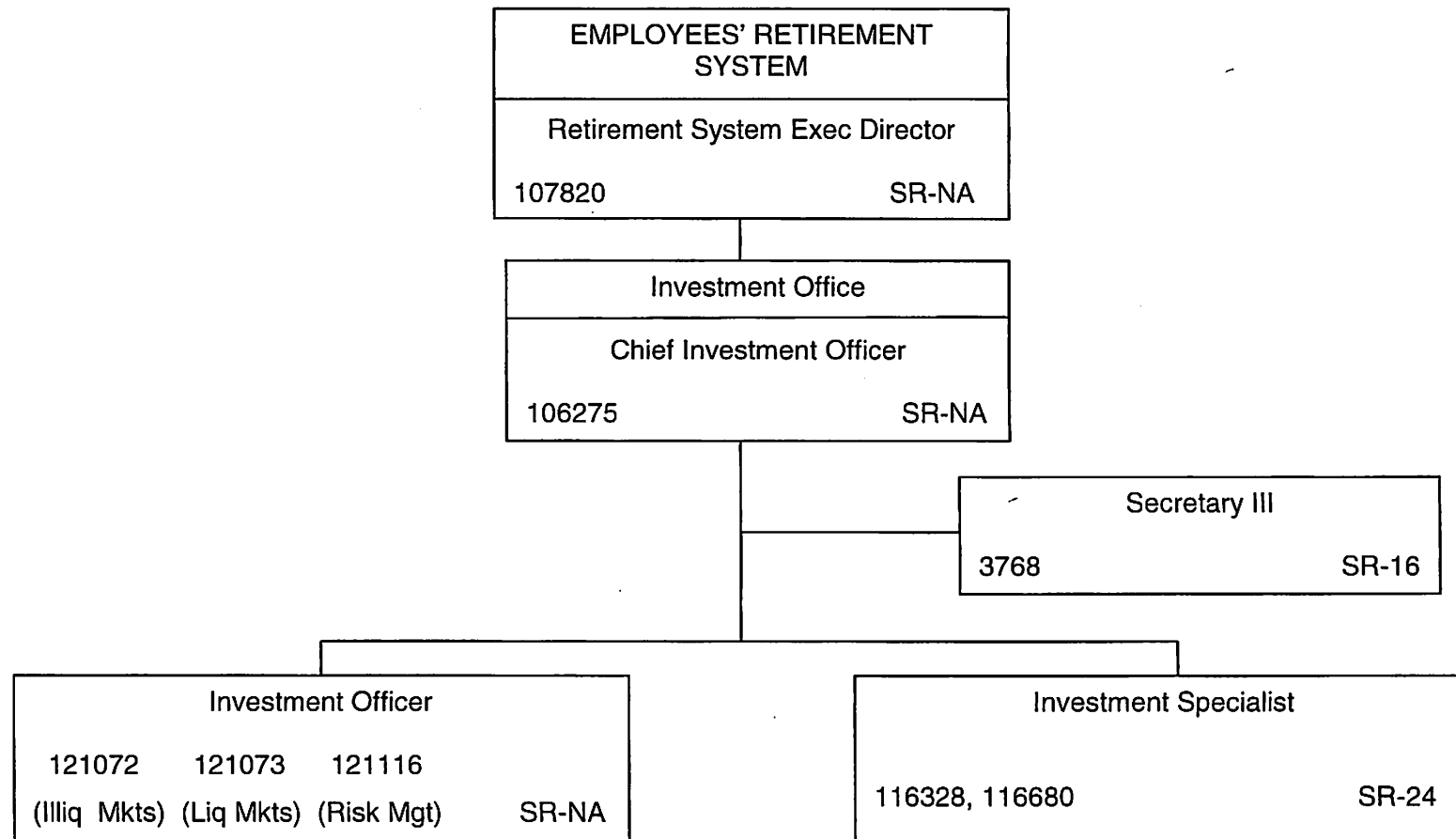
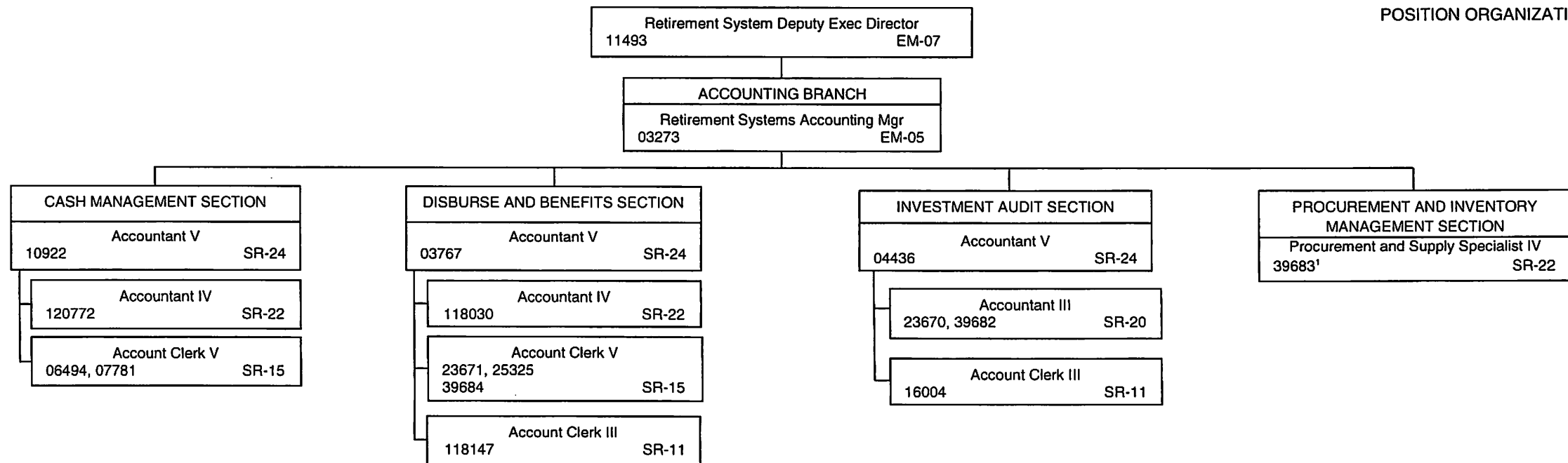


Chart I

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
EMPLOYEES' RETIREMENT SYSTEM
ACCOUNTING BRANCH

POSITION ORGANIZATION CHART

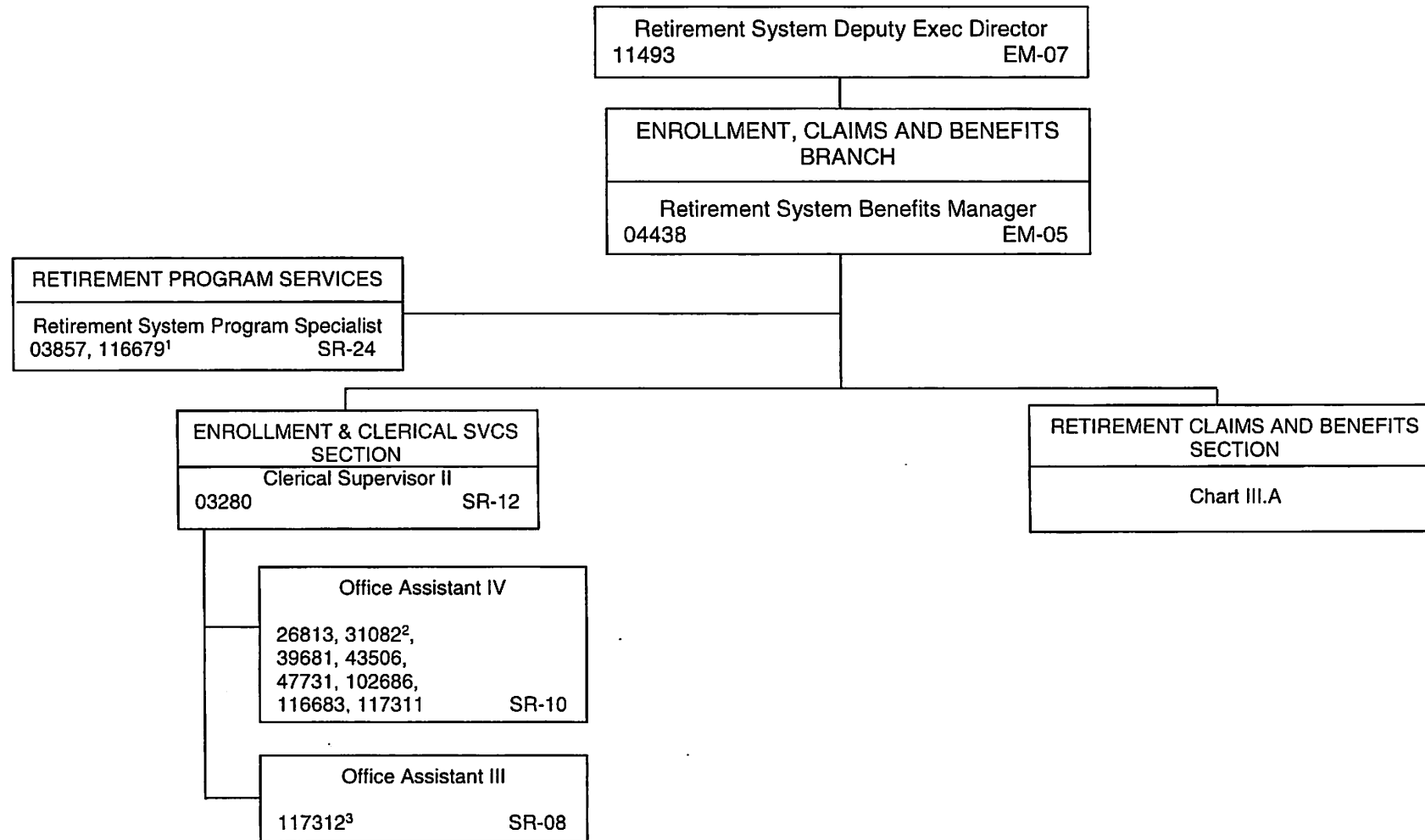


1. PN 39683, temporarily reallocated from Procurement and Supply Specialist IV, SR-22 to Procurement and Supply Specialist III, SR-20, effective 06/08/15.

Chart II

STATE OF HAWAII
 DEPARTMENT OF BUDGET AND FINANCE
 EMPLOYEES' RETIREMENT SYSTEM
 ENROLLMENT, CLAIMS AND BENEFITS
 BRANCH

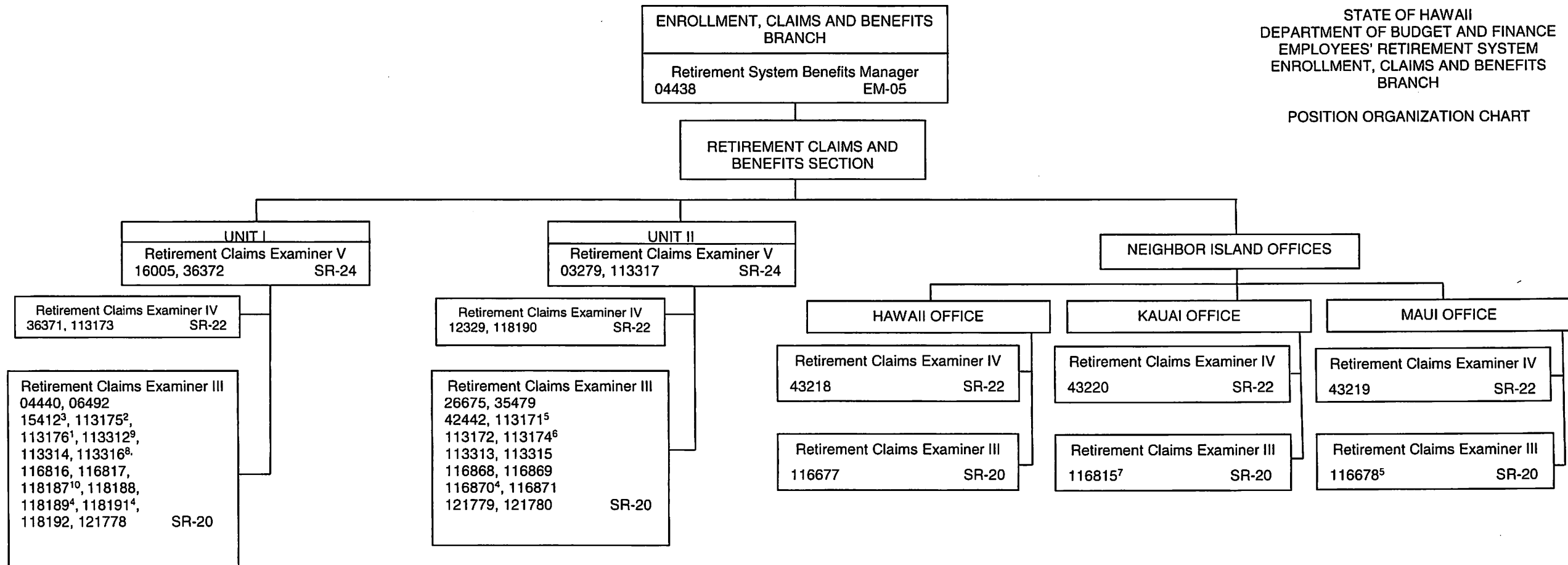
POSITION ORGANIZATION CHART



1. PN 116679, Retirement System Program Specialist, SR-24, detailed from Enrollment, Claims and Benefits (EC&B) Branch to under the direct supervision of PN 107820, effective 12/2011.
2. PN 31082, re-described from Office Assistant IV, SR-10, to Secretary IV, SR-18, and will move from Enrollment & Clerical Services Section to under the direct supervision of PN 107820, Retirement System Executive Director, effective 11/16/16.
3. PN 117312, Office Assistant III, SR-08, detailed from Enrollment, Claims and Benefits (EC&B) Branch to Accounting Branch and under direct supervision of PN 3273, Retirement Systems Accounting Manager, effective 11/21/13.

Chart III

POSITION ORGANIZATION CHART

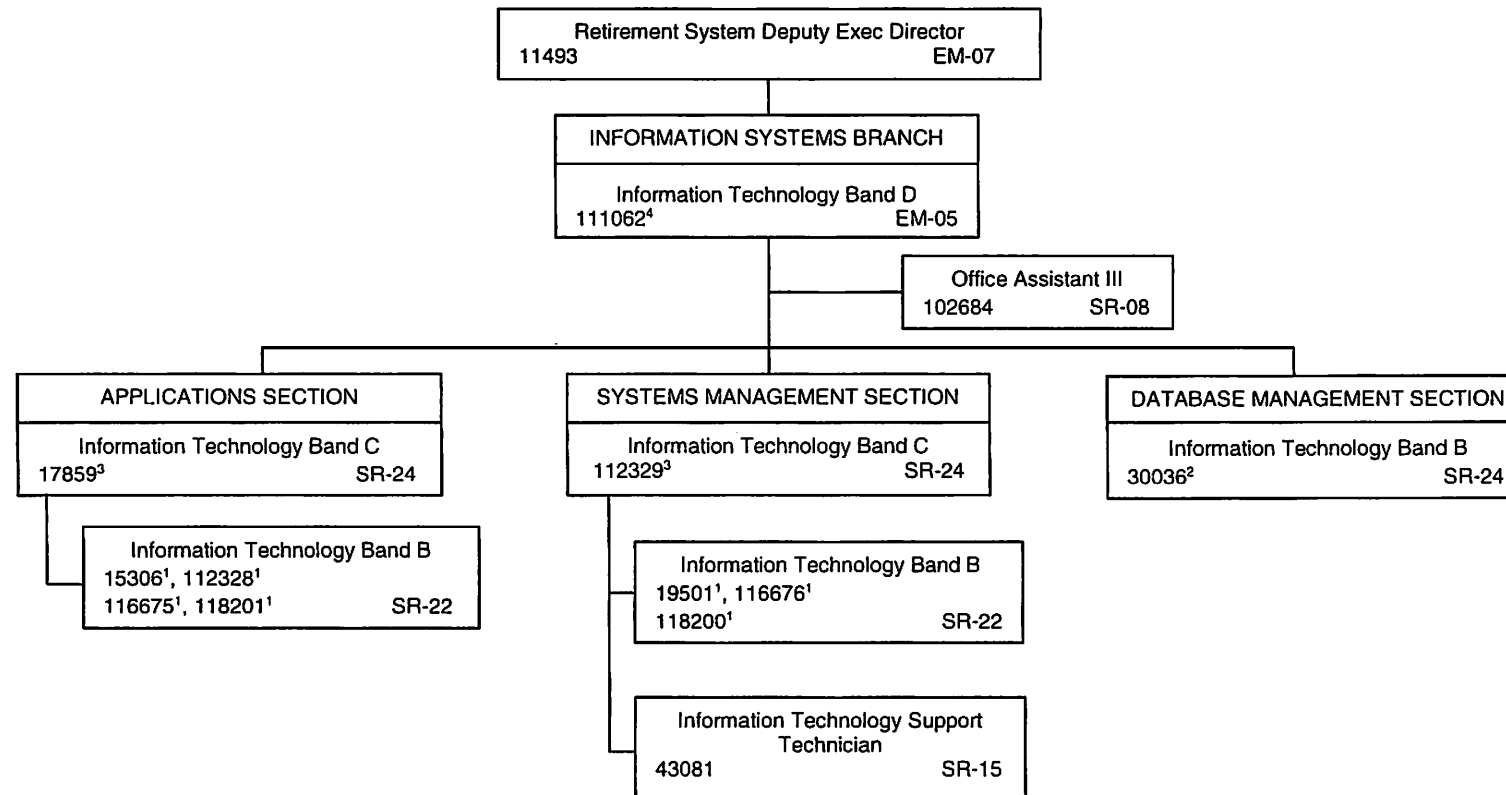


1. PN 113176, RCE III, SR-20, temporarily reallocated to RCE II, SR-18, effective 08/01/15.
2. PN 113175, RCE III, SR-20, temporarily reallocated to RCE I, SR-16, effective 07/16/14.
3. PN 15412 reallocated from RCE II, SR-18, to the authorized level of RCE III, SR-20, effective 4/1/17.
4. PNs 116870, 118189, and 118191, RCE III, SR-20, temporarily reallocated to RCE II, SR-18, effective 03/01/17.
5. PNs 113171 and 116678, RCE III, SR-20, temporarily reallocated to RCE II, SR-18, effective 12/01/15.
6. PN 113174, RCE III, SR-20, temporarily reallocated to RCE I, SR-16, effective 01/02/15.
7. PN 116815, RCE III, SR-20, temporarily reallocated to RCE II, SR-18, effective 03/01/17.
8. PN 113316, RCE III, SR-20, formerly reallocated to RCE II, SR-18, now temporarily reallocated to RCE I, SR-16, effective 08/30/16.
9. PN 113312 reallocated from RCE II, SR-18 to the authorized level of RCE III, SR-20, effective 1/1/17.
10. PN 118187, RCE III, SR-20, temporarily detailed from Unit I to Hawaii Office, effective 1/17/2017.

Chart III. A

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
EMPLOYEES' RETIREMENT SYSTEM
INFORMATION SYSTEMS BRANCH

POSITION ORGANIZATION CHART

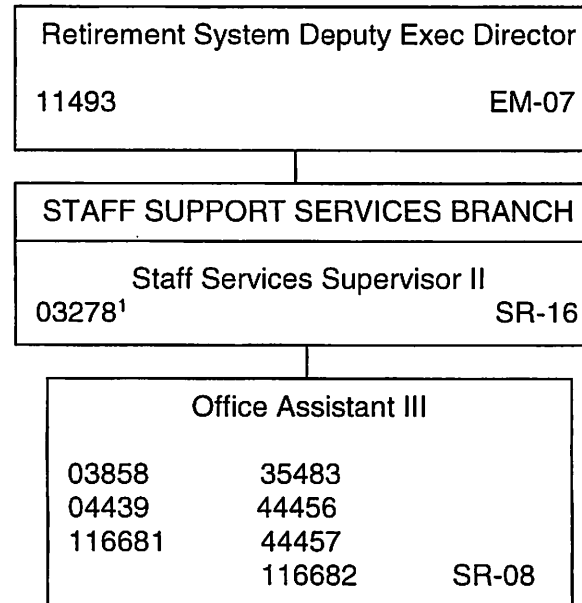


1. PNs 118200, 116676, 15306, 116675, 118201, 112328, and 19501 title changed from Information Technology Specialist IV to Information Technology Band B, effective 8/16/16.
2. PNs 30036 title changed from Information Technology Specialist V to Information Technology Band B, effective 8/16/16.
3. PNs 17859 and 112329 title changed from Information Technology Specialist V to Information Technology Band C, effective 8/16/16.
4. PN 111062 title changed from Information Technology Manager to Information Technology Band D, effective 8/16/16.

Chart IV

STATE OF HAWAII
 DEPARTMENT OF BUDGET AND FINANCE
 EMPLOYEES' RETIREMENT SYSTEM
 STAFF SUPPORT SERVICES BRANCH

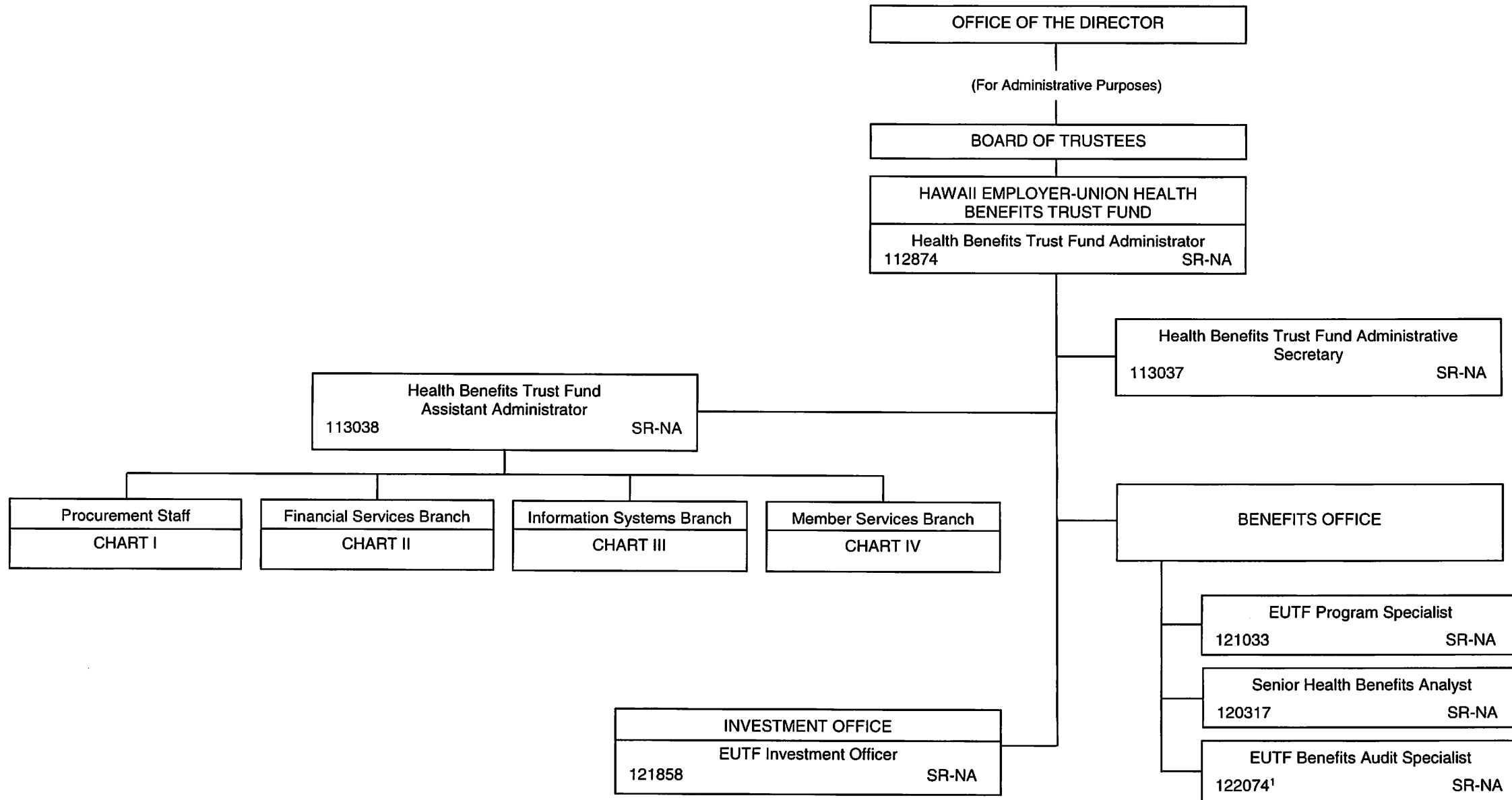
POSITION ORGANIZATION CHART
 STAFF SUPPPORT SERVICES BRANCH



1. PN 3278 temporarily reallocated from Staff Support Supervisor II, SR-16, to Staff Services Assistant I, SR-14, effective 06/13/16.

Chart V

POSITION ORGANIZATION CHART



1. PN 122074 (Pseudo No. 970100), EUTF Benefits Audit Specialist, SR-NA, established effective 9/13/16 per Act 124, SLH 2016.

POSITION ORGANIZATION CHART

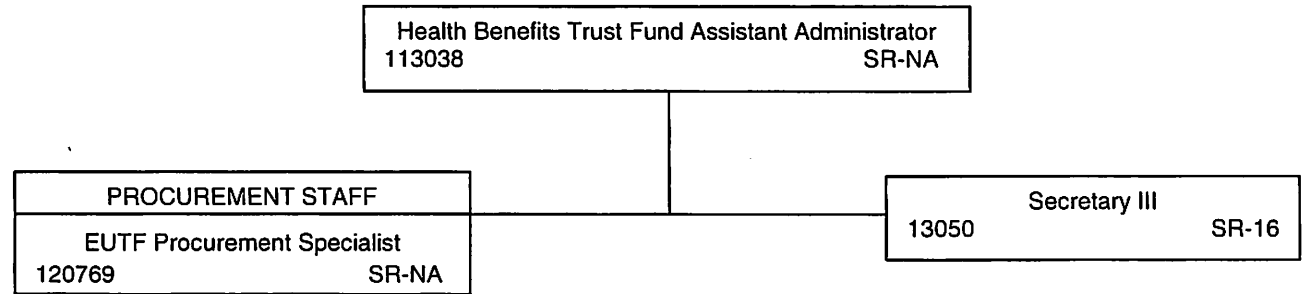


Chart I

STATE OF HAWAII
 DEPARTMENT OF BUDGET AND FINANCE
 HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
 FINANCIAL SERVICES BRANCH

POSITION ORGANIZATION CHART

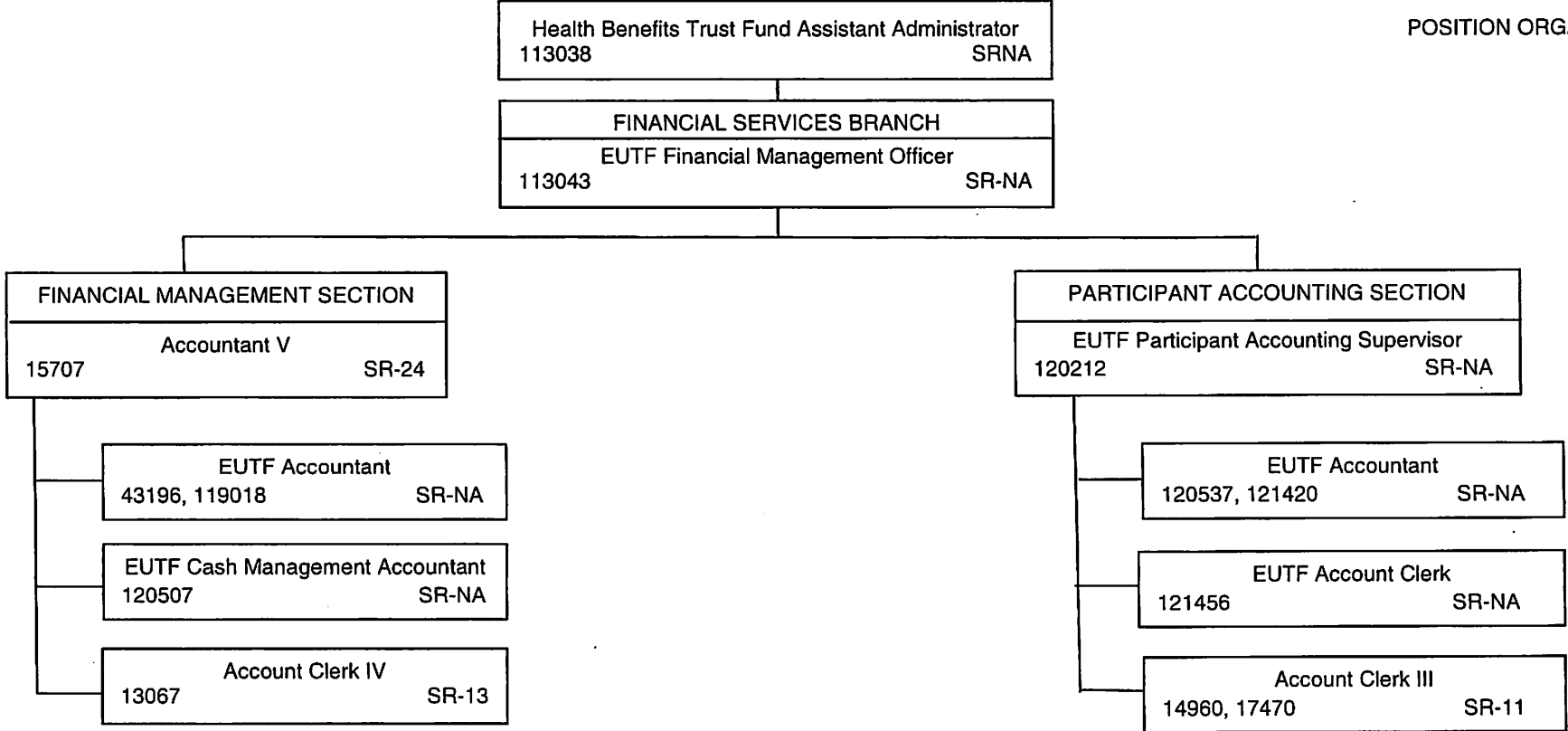
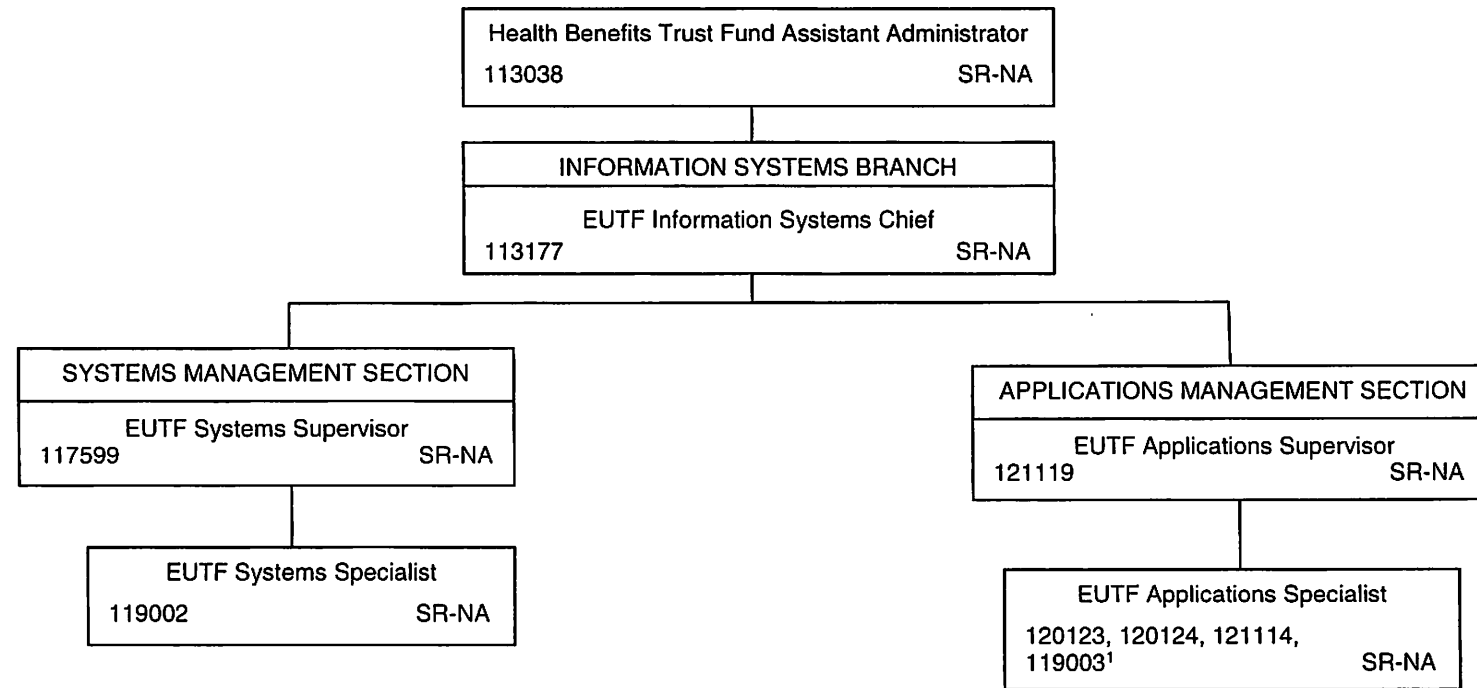


CHART II

STATE OF HAWAII
 DEPARTMENT OF BUDGET AND FINANCE
 HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
 INFORMATION SYSTEMS BRANCH

POSITION ORGANIZATION CHART

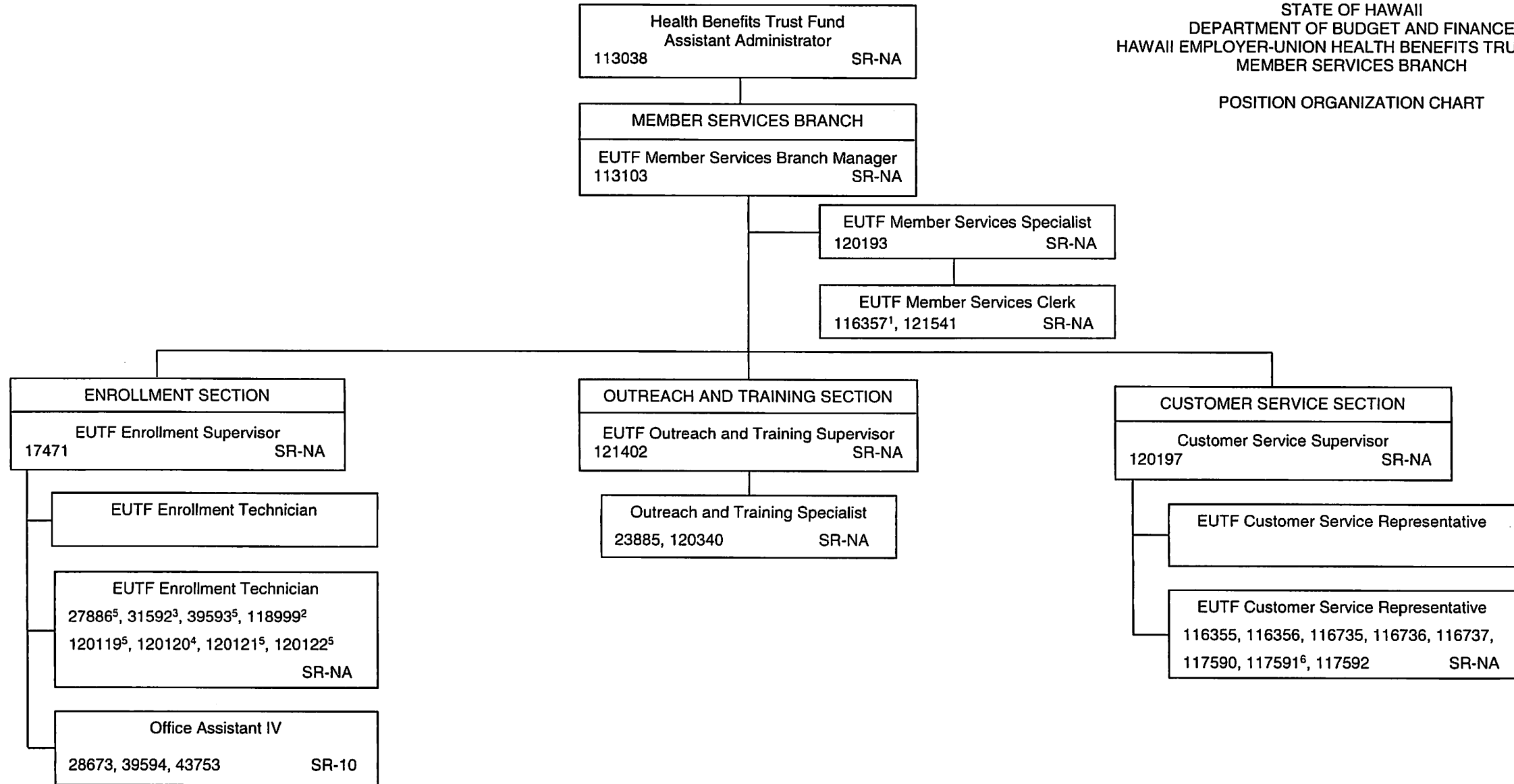


1. PN 119003 re-described from "EUTF Systems Specialist" to "EUTF Applications Specialist" and moved from System Management Section to Applications Management Section, effective 07/26/16.

CHART III

STATE OF HAWAII
 DEPARTMENT OF BUDGET AND FINANCE
 HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
 MEMBER SERVICES BRANCH

POSITION ORGANIZATION CHART



1. PN 116357, Member Services Clerk, SR-NA, retitled to EUTF Member Services Clerk, SR-NA, effective 08/01/16.
2. PN 118999 retitled from Enrollment Technician, SR-NA, to EUTF Enrollment Technician, SR-NA, as originally planned, and moved to the box with the other EUTF Enrollment Technician positions, effective date 1/16/17.
3. PN 31592 retitled from Enrollment Technician, SR-NA, to EUTF Enrollment Technician, SR-NA, effective 1/12/17.
4. PN 120120 is still titled Enrollment Technician, SR-NA, and will be retitled to EUTF Enrollment Technician, SR-NA, in FY 2018.
5. PNs 27886, 39593, 120119, 120121, and 120122 retitled from Enrollment Technician, SR-NA, to EUTF Enrollment Technician, SR-NA, effective 1/16/17.
6. PN 117591 will not be varied from EUTF Customer Service Representative, SR-NA to EUTF Customer Service Representative II, SR-NA as originally planned, and moved to the box with the other EUTF Customer Service Representatives.

CHART IV