



STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
830 PUNCHBOWL STREET, ROOM 321
HONOLULU, HAWAII 96813
www.labor.hawaii.gov
Phone: (808) 586-8844 / Fax: (808) 586-9099
Email: dlir.director@hawaii.gov

January 16, 2015

**SENATE COMMITTEE ON WAYS AND MEANS
HOUSE COMMITTEE ON FINANCE
BUDGET BRIEFING JANUARY 16, 2015**

**TO THE HONORABLE JILL N. TOKUDA, CHAIR, AND RONALD D. KOUCHI, VICE CHAIR,
AND MEMBERS OF THE SENATE COMMITTEE ON WAYS AND MEANS**

**TO THE HONORABLE SYLVIA LUKE, CHAIR, AND SCOTT Y. NISHIMOTO, VICE CHAIR,
AND MEMBERS OF THE HOUSE COMMITTEE ON FINANCE**

A. MISSION STATEMENT

The mission of the Department of Labor and Industrial Relations (DLIR) is to, "...administer programs designed to increase the economic security, physical and economic well-being, and productivity of workers, and to achieve good labor-management relations, including the administration of workers' compensation, employment security, apprenticeship training, wage and hour, and industrial relations laws. The department shall also have the function of developing, preparing, and disseminating information on employment, unemployment, and general labor market conditions," section 26-20, Hawaii Revised Statutes.

B. CURRENT ECONOMIC AND FISCAL CONDITIONS

Current economic and fiscal conditions continue to challenge the department's ability to operate in a manner to provide the services commensurate with the DLIR's mission. The DLIR is approximately 75% federally funded and the department largely has escaped any debilitating effects from sequestration. The reduction in federal funding is described in detail in C below, most notably for funds for the administration of the Unemployment Insurance Division. The Division has obtained Supplemental Budget Request grants and will use the Special Unemployment Insurance Administration Fund to help alleviate the effects of reduced funding.

The DLIR's partially or wholly generally funded programs continue to struggle to achieve a

minimum level of services in light of the ongoing fiscal constraints, including the ten percent general fund restriction.

C. FEDERAL FUNDS

The DLIR programs that have lost or at risk of losing federal funds include the following:

➤ **WORKFORCE DEVELOPMENT DIVISION & WORKFORCE DEVELOPMENT COUNCIL (LBR111, LBR135)**

The department's formula funding for workforce development is directly tied to the unemployment rate. Therefore, both Workforce Investment Act (WIA) and Wagner-Peyser funding levels have dropped and will continue to diminish during the upcoming biennium. Final funding levels allocated to each of the states from the federal appropriation is usually determined in the end of February or March. The DLIR will continue to apply for supplemental grants to alleviate the lower levels of formula funding.

CFDA 17.258 ETA WIA Adult, CFDA 17.278 WIA Dislocated Workers, CFDA 17.259 WIA Youth

Total funds for FY15 in the Workforce Investment Act (WIA) Adult, Dislocated Workers, and Youth Programs were cut by 15%, or \$1.1 million, with the largest cut (30% or \$805,657) in the Dislocated Worker Program. Cuts were due to Hawaii's relatively low unemployment rate as compared to other states. County operators of these programs have cut back services accordingly.

The set aside from total funds for State-level administration has increased from a low of 5% in the preceding 3 years to 8.75%. With funds carried over from cost savings in the prior year, the amount of funds available are projected to be sufficient for the State to carry out its minimum essential functions until June 30, 2015. Effective July 1, 2015, a new federal law, Work Opportunity Investment Act (WIOA), supersedes the WIA program. WIOA funds for Hawaii are projected to continue decreasing because of the State's lower unemployment rate. Although the percent for State level administration may return to its prior level of 15% under WIOA, there is no guarantee that Congress will appropriate that percent.

The workload associated with the transition from WIA to WIOA has been heavy because the period to prepare for implementation is very short, yet no additional funds were provided to support the transition. Significant changes were made in WIOA in terms of roles and responsibilities and other key areas and these changes must be addressed through policy changes,

staff training, and monitoring. Further guidance, in the form of federal rules and formal guidance letters, is expected to be finalized in the upcoming months to guide the transition from the WIA to the new WIOA.

The Division and Council will continue to apply for federal grants to support services and staffing. During FY15, the department procured a Job-Driven National Emergency Grant to help create or expand employer partnerships that provide opportunities for on-the-job training, registered apprenticeships or other occupational training resulting in an industry-recognized credential. Funding will also be used to provide services, such as career coaching and counseling, as well as assisting with job placement that help connect laid-off workers, including the long-term unemployed, with available jobs.

CFDA 17.207 Wagner-Peyser

Wagner-Peyser funding levels have continued a seven year trend of reduced funding. However, the decrease in allocations have been much smaller than WIA funding, for example, FY14 was only .69% less than FY13.

Proposed Consolidation of WDC (LBR 135) into WDD (LBR 111)

Because of drastic funding cuts for WIA in State level administration over the last three years, the federal budget for the state Workforce Development Council was insufficient to fund staff. For that reason, it was proposed that the WDC's budget be included with WDD. However, after further discussion with the WDC, we are withdrawing our request because the consolidation is contrary to the intended role and responsibility of the WDC under WIA and WIOA.

➤ UNEMPLOYMENT INSURANCE DIVISION (LBR171)

CFDA 17.225 Unemployment Insurance Administration

Currently, the UI Division is facing a time of low unemployment after a prolonged duration of high unemployment. The UI Program is countercyclical, therefore, due to declining workloads and reduced federal administrative grants, the UI Division plans to use the Special Unemployment Insurance Administration Fund (SUIA) and apply for supplemental grants to meet operational costs of covering staffing and normal overhead expenditures. Nonetheless, the Division will continue to struggle to provide the desired level of services and meet federal measures for operating the Unemployment Program.

Due to the improved economic climate, Hawaii will lose nearly \$600,000 in above base funding in FY15. Additional negotiated salary increases for FY15 will exacerbate the funding shortfall.

The UI Division projects that the Special Unemployment Insurance Administration Fund (SUIA) to have a balance of approximately \$7.5 million by the end of FY15. Due to the projected reduction in federal funds of \$765,000 along with collectively bargained salary increases, the UI Division will use approximately \$1.2 million in State SUIA monies in FY15 to maintain essential services. Similarly, the UI Division's current fiscal plan includes tapping the SUIA during FY16 and FY17.

The Division obtained a \$1 million grant during FY15 to improve businesses processes and services for both employers and employees. The Division will continue to pursue supplemental grants to augment base funding. Notably, as part of the effort to migrate services online, the Tele-claim system was discontinued on October 1, 2014. All claims are now filed and reporting is via the web, with the exception of claims filed by persons with Limited English Proficiency, which is done manually. The Division has also seriously considered other options to mitigate for the funding shortfall including the consolidation of services.

➤ **OCCUPATIONAL SAFETY AND HEALTH DIVISION (LBR143)**

CFDA 17.503 and 17.504 Occupational Safety and Health

Due to the existence of an Operational Status Agreement between OSHA and HIOSH no federal funds are at risk in FY15. However, HIOSH expects that during FY16 the agreement will lapse and therefore federal funds could be at risk during FY16 and FY17.

➤ **HAWAII CIVIL RIGHTS COMMISSION (LBR153)**

CDFA 14.401 Fair Housing Assistance Program and CFDA 30.002 Equal Employment Opportunity Commission

The HCRC has not been informed by its federal counterparts (EEOC, HUD) of the impact of the Federal FY15 budget on HCRC's worksharing and cooperative agreements. HCRC expects HUD and EEOC to finalize contracts for FY 15 (current) FY16 in the spring of 2015.

➤ **Research & Statistics Office (LBR901)**

The Research and Statistics Office (R&S) conducts data-gathering activities, research, and maintains statistics on the labor force, the labor market, employment, occupations, industries, and other related topics. The R&S programs are under contract with the US Department of Labor Bureau of Labor Statistics (BLS), the Employment Training Administration (ETA) and with the divisions in DLIR including Unemployment Insurance, Disability Compensation, HIOSH, and Workforce Development. R&S publishes the data and reports on the Hawaii Workforce Infonet (HIWI) and DLIR websites. In addition, R&S is frequently called upon to provide supplemental

detail data for the labor director, other labor divisions, other state departments, the legislature, the media, research organizations, community organizations, and the public.

The challenge for R&S is how to maintain and provide the level of data and data quality and support for all of its programs and users despite the continued implementation of the sequestration, reductions in federal funding using formulas based on the State's unemployment rate and other factors and that do not take into account pay raises for staff implemented by the State in the last two years.

The provision of a .5 Research Statistician III position and a Statistics Clerk I position would be of tremendous help for our struggling R&S programs with the collection, production, and analysis of much needed Neighbor Island and county level data for the State.

CFDA 17.002 BLS Labor Force Statistics

The Labor Force Research (LFR) Section in R&S is contracted to implement the following BLS programs:

Local Area Unemployment Statistics (LAUS) - produces the monthly labor force estimates and unemployment rates for the state and counties. The LAUS program also produces the annual Areas of Substantial Unemployment that affects the amount of federal funds available for various Workforce Investment Act programs. BLS funding for the LAUS program does not include funding to produce the island level data breakouts for Maui County.

Current Employment Statistics (CES) - produces the monthly job count (an input to LAUS) for the state and Honolulu MSA (other county and island data is funded by the state) and hours and earnings for workers in selected industries.

R&S is requesting to convert a 100% federally-funded Research Statistician IV position to a 50-50 federal-state funded position to produce Neighbor Island job counts and labor force data, including unemployment rates, for the islands of Maui County. BLS federal funds do not provide for estimation of job counts for the non-Metropolitan Statistical Area (MSA) Neighbor Island counties by industry and the labor force and unemployment rates for the islands in Maui County. The state funds will allow R&S to collect data, analyze, estimate, and publish job counts and labor force data for these non-MSA local areas.

This data are essential economic indicators for the counties and for the State. The collection of

data, estimation and analysis of these local areas was discontinued on June 30, 2013 due to a lack of funding. The impact was immediate as local economists, planners, news reporters, the public, and residents of these areas expressed concern about the need for this data. In fact, UHERO's Carl Bonham stated that this data was the most important data generated by the state for economic analysis and forecasting in Hawaii.

The Legislature is also concerned about the quality of this data, which the Council of Revenues uses for its projections. DLIR restored production and publication of the data using savings from vacant positions as a temporary solution that is no longer possible. Funding for a .5 Research Statistician would provide for the production and publication of data for these local areas for local and State planning and projections.

Quarterly Census of Employment and Wages (QCEW) - is the universe of covered worker employment and wages from Unemployment Insurance supplemented by a quarterly Multiple Worksite Report that allows us to break out employment and wages for employers with multiple worksites to produce county level employment and wages.

Due to continued implementation of the budget sequestration, the Bureau of Labor Statistics (BLS) cut Quarterly Census of Employment and Wages (QCEW) funding by 4% in federal fiscal year 2015. In addition, Hawaii's share of the estimated \$1 million cost to develop a new nationwide processing system for all states in the program has yet to be determined. Pending budget negotiations and depending on the size of any further BLS restrictions, the contractual deliverables (# of survey panels, units to be surveyed, etc.) may be reduced or the timelines adjusted to accommodate the reduced funding levels.

The impact of further reductions on these BLS programs would be a delay in the publication of data and a decline in the quality of data produced (such as a lower survey response rate, resulting in less accurate determinations or a greater number of unclassified or uncoded accounts, or fewer detailed classifications). The reduction would also affect our training budget leading to further decline in data timeliness and quality. Changes to the contracted deliverables for these programs would need to be negotiated with the BLS. A drastic across the board budget cut would result in a reduction-in-force (RIF) of one research statistician position in LFR for the LAUS-CES- QCEW work team.

The Labor Market Research Section in R&S is contracted to implement the OES program:

Occupational Employment Statistics (OES) Survey – is a biannual survey of employers in all industries in the state that collects information on occupational staffing patterns by industries and the most current occupational wages for the state and Honolulu. The state contributes monies in order for this federal program to produce comparable data at the county level. This program provides base employment figures for the development of Hawaii’s long and short-term job projections. OES survey data is also used to determine annual construction worker shortages in Hawaii and is used by legal authorities for assessing wages lost in employment disputes.

The OES program has been struggling to meet their contractual obligations to the federal government due to a reduction in federal funding and more to come in the next fiscal year as the number of base positions funded by BLS is being reduced from 1.33 FTE to 1.16 FTE in 2015 and to 1.0 FTE in 2016. Additionally, there is a new Metropolitan Statistical Area of Maui (Kahului-Wailuku-Lahaina) to be surveyed beginning next fiscal. Under these circumstances, an additional \$21,000 would allow us to hire a statistical clerk to handle the extra MSA workload. If R&S is not able to achieve a 75 percent response rate for each area surveyed, then the data is not publishable, affecting the quality of projected employment demands and R&S will lose federal funding.

CDFA 17.225 ETA Unemployment Insurance Administration

The Unemployment Insurance Program in the Research & Statistics Office supports the Unemployment Insurance Administration in providing projects including:

- Conducts financing research including production of the Annual Evaluation of the Hawaii Unemployment Compensation Fund publication as required in HRS 383-126.5
- Maintains management information statistical databases, and provides data analysis and reports from compiled data; conducts UI data validation mandated by ETA
- Provides statistical support for the Worker Profiling and Reemployment Services program, including collection of data and preparation of federally mandated reports
- Produces the Unemployment Insurance Fact Book
- UI trust fund and workload projections for legislative and budget purposes
- Conducts annual data analysis and computations to determine UI taxable wage base, maximum weekly benefit amount, and tax schedule in effect for coming year
- Provides other program support in areas of statistical data and data analysis.

Two positions are directly funded by the Unemployment Insurance Division. Any budgetary decreases to the UI Division may result in reduced funding for these positions which could delay or curtail the ability in providing the above UI projects.

CFDA 17.005 BLS Occupational Safety and Health Statistics

This 50% federally-funded and 50% state-funded program conducts the Occupational Injuries and Illnesses Survey under a cooperative agreement with the BLS. A sample of private industry and state and local government employers are surveyed to collect summary data on the number and incidence of nonfatal occupational injuries and illnesses and detailed characteristics of cases, which result in days away from work. Also, compiles data for the Census of Fatal Occupational Injuries under a cooperative agreement with BLS.

Federal funding for the FY 2015 Cooperative Agreement remained at the same level as FY 2014 so we are unable to fill one position on a permanent basis.

D. BUDGET DEVELOPMENT PROCESS & PRIORITIZATION

The DLIR budget process utilizes a “bottoms up” approach. Each program is requested to review their current operations activity, and determine whether they have sufficient resources to adequately provide their statutory service(s) to the public at acceptable levels. All program findings are then reviewed by the director and appropriate staff to develop the department’s final budgets.

Requests for additional funds are prioritized based on several factors that include but are not limited to the following: unacceptable service levels to the public, State and Federal legal mandates that must be implemented, departmental specific collective bargaining commitments, employee welfare and safety, and cost-saving investments.

E. Significant Adjustments

The department submitted a status quo budget per instructions from Budget & Finance. Subsequent discussions with Budget & Finance and the Governor's office included consideration of adjustments. Requests for adjustments to the DLIR's budget, if any, will come in the form of Governor's Messages.

Department of Labor and Industrial Relations
Prioritized List of Functions

Table 1

<u>Priority</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
1	Ensure workers' compensation and temporary disability insurance, prepaid health care benefits are provided	Conduct hearings, render decisions, investigate complaints, audit payroll records, review health care plans.	LBR183	Chapters 386,392, 393
2	Ensure safe and healthy workplace	Compliance inspections, consultations, investigations Boiler, elevator, amusement ride inspections Certification of hoisting machine operators	LBR143 LBR143 LBR143	Chapter 396 Chapter 397 Chapter 396
3	Perform administrative review of workers' compensation appeals	Schedule pre-hearing conferences, conduct hearings and render decisions	LBR812	Chapter 371
4	Administer Workforce Development programs Develop and coordinate the state workforce development strategic plan	Job placements, provide training, post employer job openings on website Maintain compliance with the Workforce Investment Act and project future workforce needs	LBR111 LBR135	Chapters 371, 372, 383, 394B Chapter 371
5	Payment of unemployment benefits and collecting employer contributions	Processing claims, determining eligibility, adjudicating discrepancies, conduct employer audits	LBR171	Chapter 383
6	Perform administrative review of unemployment appeals	Conduct hearings and render decisions	LBR871	Chapter 383
7	Administer department's labor programs	Provide general administrative services through Director's, Fiscal, EDP and Personnel Offices Provide reports on employment and unemployment, industry trends and occupational demands, and characteristics of the workforce	LBR902	Chapter 371
8	Collect and analyze labor related statistics		LBR901	Chapter 371
9	Enforce state laws prohibiting discriminatory practices	Investigate complaints, conduct hearings, order appropriate legal equitable relief or affirmative action when there are violations	LBR153	Chapters 368, 378, 489, 515
10	Administer wage standards and fair employment laws	Investigate complaints, conduct hearings, issue child labor permits	LBR152	Chapters 387, 388, 390, 104, 398, 378
11	Administer collective bargaining laws in public/private employment	Issue declaratory rulings, provide impasse assistance, and review occupational safety and health appeals	LBR161	Chapters 89, 377
12	Facilitate programs for the economically disadvantaged immigrants, and refugees to achieve economic self-sufficiency	Administer human services programs to improve individual's economic status and assist private and public agencies in implementing anti-poverty programs	LBR903	Chapter 371
13	Develop and maintain the Hawaii Career Information Delivery system	Provide outreach and educational activities for students and adults for career development	LBR905	Chapter 373

Department of Labor and Industrial Relations
Department-Wide Totals

Table 2

Fiscal Year 2015				
Act 122/14 Appropriation	Restriction	Emergency Appropriations	Total FY15	MOF
\$ 14,788,300.00	\$ (1,658,830.00)		\$ 13,129,470.00	A
\$ 394,050,658.00			\$ 394,050,658.00	B
\$ 41,812,506.00			\$ 41,812,506.00	N
\$ 9,140,000.00			\$ 9,140,000.00	P
\$ 2,705,580.00			\$ 2,705,580.00	U
\$ 70,000.00			\$ 70,000.00	W
\$ 462,567,044.00	\$ (1,658,830.00)	\$ -	\$ 460,908,214.00	Total
Fiscal Year 2016				
Act 122/14 Appropriation	Reductions	Additions	Total FY16	MOF
\$ 14,788,300.00	\$ (1,740,000.00)	\$ 1,220,095.00	\$ 14,268,395.00	A
\$ 394,050,658.00		\$ 72,410.00	\$ 394,123,068.00	B
\$ 41,812,506.00		\$ 2,699,938.00	\$ 44,512,444.00	N
\$ 9,140,000.00		\$ -	\$ 9,140,000.00	P
\$ 2,705,580.00		\$ 48,295.00	\$ 2,753,875.00	U
\$ 70,000.00		\$ -	\$ 70,000.00	W
\$ 462,567,044.00	\$ (1,740,000.00)	\$ 4,040,738.00	\$ 464,867,782.00	Total
Fiscal Year 2017				
Act 122/14 Appropriation	Reductions	Additions	Total FY17	MOF
\$ 14,788,300.00	\$ (1,740,000.00)	\$ 1,535,469.00	\$ 14,583,769.00	A
\$ 394,050,658.00		\$ 104,744.00	\$ 394,155,402.00	B
\$ 41,812,506.00		\$ 3,560,298.00	\$ 45,372,804.00	N
\$ 9,140,000.00		\$ -	\$ 9,140,000.00	P
\$ 2,705,580.00		\$ 67,740.00	\$ 2,773,320.00	U
\$ 70,000.00		\$ -	\$ 70,000.00	W
\$ 462,567,044.00	\$ (1,740,000.00)	\$ 5,268,251.00	\$ 466,095,295.00	Total

Department of Labor and Industrial Relations
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 122/14 (FY15)			Governor's Submittal (FY16)				Governor's Submittal (FY17)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
LBR 111	Workforce Development Program	A	0.20	-	\$ 301,259	0.30	-	\$ 314,873	0	0.30	-	\$ 315,523	0
LBR 111	Workforce Development Program	B	-	1.00	\$ 5,940,010	-	1.00	\$ 5,940,010	0.0%	-	1.00	\$ 5,940,010	0.0%
LBR 111	Workforce Development Program	N	112.80	114.50	\$ 14,315,000	113.70	116.50	\$ 15,783,816	10.0%	113.70	116.50	\$ 15,933,207	11.0%
LBR 111	Workforce Development Program	P	-	-	\$ 1,640,000	-	-	\$ 2,240,000	37.0%	-	-	\$ 2,240,000	37.0%
LBR 111	Workforce Development Program	U	-	20.00	\$ 1,505,580	-	20.00	\$ 1,553,875	3.0%	-	20.00	\$ 1,573,320	5.0%
LBR 135	Workforce Development Council	A	0.10	-	\$ 11,577	-	-	\$ -	0.0%	-	-	\$ -	0.0%
LBR 135	Workforce Development Council	N	0.90	2.00	\$ 1,000,000	-	-	\$ -	0.0%	-	-	\$ -	0.0%
LBR 135	Workforce Development Council	P	-	-	\$ 600,000	-	-	\$ -	0.0%	-	-	\$ -	0.0%
LBR 143	HI Occupational Safety & Health Program	A	16.50	-	\$ 918,571	16.50	-	\$ 993,893	8.0%	16.50	-	\$ 1,017,933	11.0%
LBR 143	HI Occupational Safety & Health Program	B	22.00	-	\$ 2,867,932	22.00	-	\$ 3,940,342	3.0%	22.00	-	\$ 2,972,676	4.0%
LBR 143	HI Occupational Safety & Health Program	P	18.50	-	\$ 2,000,000	18.50	-	\$ 2,000,000	0.0%	18.50	-	\$ 2,000,000	0.0%
LBR 143	HI Occupational Safety & Health Program	W	-	0.50	\$ 70,000	-	0.50	\$ 70,000	0.0%	-	0.50	\$ 70,000	0.0%
LBR 152	Wage Standards Program	A	17.00	-	\$ 983,731	17.00	-	\$ 1,097,103	12.0%	17.00	-	\$ 1,124,723	14.0%
LBR 153	Hi Civil Rights Commission	A	21.50	-	\$ 1,344,804	21.50	-	\$ 1,518,929	13.0%	21.50	-	\$ 1,556,501	16.0%
LBR 153	Hi Civil Rights Commission	P	0.50	5.00	\$ 250,000	0.50	5.00	\$ 250,000	0.0%	0.50	5.00	\$ 250,000	0.0%
LBR 161	Hi Labor Relations Board	A	1.00	6.00	\$ 648,552	1.00	6.00	\$ 741,559	14.0%	1.00	6.00	\$ 759,739	17.0%
LBR 171	Unemployment Insurance	B	-	11.00	\$ 361,191,310	-	11.00	\$ 361,191,310	0.0%	-	11.00	\$ 361,191,310	0.0%
LBR 171	unemployment Insurance	N	251.50	-	\$ 20,750,000	251.50	-	\$ 22,795,060	10.0%	251.50	-	\$ 23,446,737	13.0%
LBR 183	Disability Compensation Program	A	85.00	-	\$ 4,555,131	85.00	-	\$ 4,940,920	9.0%	85.00	-	\$ 5,064,051	11.0%
LBR 183	Disability Compensation Program	B	9.00	5.00	\$ 23,851,406	9.00	5.00	\$ 23,851,406	0.0%	9.00	5.00	\$ 23,851,406	0.0%
LBR 812	Labor & Industrial Relations Appeals Board	A	9.00	-	\$ 782,657	9.00	-	\$ 878,883	12.0%	9.00	-	\$ 899,970	15.0%
LBR 871	Employment Security Appeals Referees Office	N	12.00	-	\$ 1,000,000	12.00	-	\$ 1,102,225	11.0%	12.00	-	\$ 1,134,800	14.0%
LBR 901	Data Gathering, Research and Analysis	A	3.88	-	\$ 243,751	3.88	2.00	\$ 428,208	76.0%	3.88	2.00	\$ 438,513	80.0%
LBR 901	Data Gathering, Research and Analysis	N	0.55	5.00	\$ 417,803	0.55	5.00	\$ 456,604	9.0%	0.55	5.00	\$ 468,969	12.0%
LBR 901	Data Gathering, Research and Analysis	P	26.57	-	\$ 950,000	26.57	-	\$ 950,000	0.0%	26.57	-	\$ 950,000	0.0%
LBR 902	General Administration	A	19.52	0.46	\$ 1,488,081	19.52	0.46	\$ 1,464,960	-2.0%	19.52	0.46	\$ 1,503,429	1.0%
LBR 902	General Administration	B	-	-	\$ 200,000	-	-	\$ 200,000	0.0%	-	-	\$ 200,000	0.0%
LBR 902	General Administration	P	33.48	4.54	\$ 3,500,000	33.48	4.54	\$ 3,500,000	0.0%	33.48	4.54	\$ 3,500,000	0.0%
LBR 903	Office of Community Services	A	2.00	2.00	\$ 3,381,633	2.00	2.00	\$ 1,889,067	-44.0%	2.00	2.00	\$ 1,903,387	-44.0%
LBR 903	Office of Community Services	N	7.00	7.00	\$ 4,329,703	7.00	7.00	\$ 4,374,739	1.0%	7.00	7.00	\$ 4,389,091	1.0%

Department of Labor and Industrial Relations
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 122/14 (FY15)			Governor's Submittal (FY16)				Governor's Submittal (FY17)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
LBR 903	Office of Community Services	P	-	-	\$ 200,000	-	-	\$ 200,000	0.0%	-	-	\$ 200,000	0.0%
LBR 903	Office of Community Services	U	-	-	\$ 1,200,000	-	-	\$ 1,200,000	0.0%	-	-	\$ 1,200,000	0.0%
LBR 905	HI Career Information Delivery System	A	2.00	2.00	\$ 128,553	-	-	\$ -	0.0%	-	-	\$ -	0.0%

Department of Labor and Industrial Relations
Budget Decisions

Prog ID	Description of Request	MOE	Initial Department Request FY16			Budget & Finance Recommendation FY16			Budget & Finance Recommendation FY17			Governor's Decision FY16			Governor's Decision FY17			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
LBR 903/NA	Human Trafficking Victim Svcs Special Fund	B	-	-	200,000	-	-	200,000										
LBR 902/AA	Dept Electronic Data Proc Support	A	2.31	0.66	170,122	2.31	0.66	175,513										
LBR 902/AA	Dept Electronic Data Proc Support	P	(2.31)	(0.66)	(258,585)	(2.31)	(0.66)	(267,069)										
LBR 143/EA	HIOSH Enforcement & Consultation	A	0.60	-	16,496	0.60	-	34,036										
LBR 143/EA	HIOSH Enforcement & Consultation	P	1.40	-	44,065	1.40	-	89,716										
LBR 183/DA	PHC & TDI Plans Review	A	2.00	-	58,735	2.00	-	98,737										
LBR 183/DA	DCD Enforcement	A	2.00	-	60,190	2.00	-	102,578										
LBR 183/DA	DCD Audit	A	3.00	-	79,207	3.00	-	129,795										
LBR 183/DA	DCD Clerical Support (Maui)	A	1.00	-	19,117	1.00	-	27,217										
LBR 183/DA	PEO Administration	A	1.00	-	33,385	1.00	-	57,685										
LBR 183/DA	PEO Registration (DCCA)	A	-	-	13,000	-	-	13,000										
LBR 812/HA	LIRAB Clerical Support	A	1.00	-	14,436	1.00	-	28,872										
LBR 152/CA	WSD Labor Law Enforcement	A	3.00	-	96,758	3.00	-	175,490										
LBR 901/GA	R & S Maui County Labor Force Data	A	0.50	-	25,086	0.50	-	25,965										
LBR 901/GA	R & S Maui County Labor Force Data	P	(0.50)	-	(38,131)	(0.50)	-	(39,467)										
LBR 153/RA	HCRC Enforcement	A	3.00	-	73,584	3.00	-	152,316										
LBR 153/RA	HCRC Hearings Examiners	A	-	-	25,000	-	-	25,000										
LBR 161/KA	HLRB Legal Support	A	-	2.00	77,500	-	2.00	147,500										
LBR 111/PB	WDD State Apprenticeship Programs	A	-	-	175,000	-	-	175,000										
LBR 902/AA	Microsoft Office 365, License	A	-	-	175,000	-	-	175,000										
LBR 903/NA	OCS IRC (Waipahu/Maui) Expansion	A	-	-	400,000	-	-	400,000										
LBR903/NA	Support for Transportation Services on the Island of Hawaii	A	-	-	2,025,000	-	-	-			\$ 2,025,000							

Department of Labor and Industrial Relations
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>FY16</u>			<u>FY17</u>		
								<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
					None								

Department of Labor and Industrial Relations
FY15 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>
LBR 111	PB	A	301,259	\$ 30,126	\$ 271,133	90.00%	Reduce grant-in-aid
LBR 135	IA	A	11,577	\$ 1,158	\$ 10,419	90.00%	Delay in hiring
LBR 143	EA	A	918,571	\$ 91,856	\$ 826,715	90.00%	Delay in hiring
LBR 152	CA	A	983,731	\$ 98,372	\$ 885,359	90.00%	Delay in hiring
LBR 153	RA	A	1,344,804	\$ 134,480	\$ 1,210,324	90.00%	Delay in hiring
LBR 161	KA	A	648,552	\$ 64,856	\$ 583,696	90.00%	Delay in hiring
LBR 183	DA	A	4,555,131	\$ 455,514	\$ 4,099,617	90.00%	Delay in hiring
LBR 812	HA	A	782,657	\$ 78,266	\$ 704,391	90.00%	Delay in hiring
LBR 901	GA	A	243,751	\$ 24,374	\$ 219,377	90.00%	Delay in hiring
LBR 902	AA	A	1,488,081	\$ 328,808	\$ 1,159,273	77.90%	Delay in hiring
LBR 903	NA	A	3,381,633	\$ 338,164	\$ 3,043,469	90.00%	Reduce purchase of services and grant-in-aid
LBR 905	GB	A	128,553	\$ 12,856	\$ 115,697	90.00%	Delay in hiring

Department of Labor and Industrial Relations
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 Labor and Industrial Relations
Expenditures Exceeding Appropriation Ceilings in FY14 and FY15

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 Labor and Industrial Relations
 Intradepartmental Transfers in FY14 and FY15

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
									None	

Department of Labor and Industrial Relation
Active Federal Awards as of December 1, 2014

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>

Department of xxx
Table 11 Instructions

COLUMN	DATA ELEMENT	DEFINITION
A	State Expending Agency	State entity authorized to expend the funds as authorized by the appropriation or as delegated by the Governor. Select from drop-down menu. See legend below.
B	Program I.D.	The unique identifier for the specific program responsible for carrying out the program consisting of the abbreviation for the State entity followed by the organization number for the program. Format: XXX###
C	Award Number	The identifying number assigned by the awarding Federal Agency, such as the federal grant number, federal contract number or the federal loan number that appears in the federal award document.
D	CFDA No.	The number associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance. Only applies to grants and loans. A list of CFDA codes can be searched at: https://www.cfda.gov/index?s=program&tab=list&mode=list Format: ##.###.
E	Award Description	Award title and description with purpose of funding action.
F	Awarding Federal Agency	Name of the federal agency that awarded and administers the award on behalf of the funding agency. Select from drow-down menu. See agency list below.
G	Award Amount	For Grants: The total amount of the award. For Loans: The total amount of the loan obligated by the Federal Agency; the face value of the loan. For Contracts: The total amount obligated by the Federal Agency.
H	Award Amount Allocated to the Program ID in Column B	Enter the portion of the total award amount allocated to this Program ID. For example, if a federal award in the amount of \$500 is allocated to only AGR100, the "Award Amount" and the "Award Amount Allocated to the Pgm ID in Column B" would both be \$500. However, if the \$500 will be allocated to AGR100, AGR200 and AGR300, in the amounts of \$100, \$250 and \$150, respectively, the "Award Amount" would be the \$500 for all three program IDs but the "Award Amount Allocated to the Pgm ID in Column B" would be \$100 for AGR100, \$250 for AGR200 and \$150 for AGR300.
I	State Appropriation Symbol	The account number established in FAMIS. The appropriation account is a combination of 4 fields: Fund Type, Fiscal Year, Appropriation Account Number, and Dept. Code. If an award has appropriation symbols for multiple fiscal years, enter the symbol for the first fiscal year. Format: X-YY-###-X
J	State Fund Match (If Any)	The amount of state funds necessary to match the award.
K	Contact Name	Name of the individual at the program level responsible for performance of the award.
L	Contact Phone No.	Phone no. of the individual at the program level responsible for performance of the award.
M	Contact Email	Email of the individual at the program level responsible for performance of the award.
	LEGEND:	
	State Expending Agency	
A (AGR)	Department of Agriculture	
B (BED)	Department of Business, Economic Dev & Tourism	
C (LNR)	Department of Land and Natural Resources	
D (TRN)	Department of Transportation	
E (EDN)	Department of Education	
F (UOH)	University of Hawaii	

Department of xxx
Table 11 Instructions

Table 11

G (DEF)	Department of Defense	
H (HTH)	Department of Health	
I (HHL)	Department of Hawaiian Home Lands	
J (JUD)	Judiciary	
K (HMS)	Department of Human Services	
L (LBR)	Department of Labor and Industrial Relations	
M (AGS)	Department of Accounting and General Services	
N (ATG)	Department of Attorney General	
O (BUF)	Department of Budget and Finance	
P (HRD)	Department of Human Resources Development	
Q (GOV)	Office of the Governor	
R (CCA)	Department of Commerce and Consumer Affairs	
S (LTG)	Office of the Lieutenant Governor	
T (TAX)	Department of Taxation	
V1 (PSD)	Department of Public Safety	
Z1 (OHA)	Office of Hawaiian Affairs	
	Federal Agency	
	Dept. of Agriculture	
	Dept. of Commerce	
	Dept. of Defense	
	Dept. of Education	
	Dept. of Energy	
	Dept. of Health and Human Services	
	Dept. of Homeland Security	
	Dept. of Housing and Urban Development	
	Dept. of Justice	
	Dept. of Labor	
	Dept. of State	
	Dept. of the Interior	
	Dept. of the Treasury	
	Dept. of Transportation	
	Dept. of Veterans Affairs	
	Corporation for National & Community Svc	
	Environmental Protection Agency	
	General Services Administration	
	NASA	
	National Science Foundation	
	Nuclear Regulatory Commission	
	Office of Personnel Management	
	Small Business Administration	
	Social Security Administration	
	U.S. Agency for International Development	

Department of Labor and Industrial Relations
Non-General Funds

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY15 Unencumbered Cash Balance	Estimated FY15 Revenues	Estimated FY15 Expenditures and Encumbrances	Estimated FY15 Net Transfers	Estimated FY15 Ending Unencumbered Cash Balance	Balance in Excess of Program Needs
Employment and Training Special Fund	Provide grant and subsidies to public, private and non-profit organizations for employment, education and training.	Chapter 383-128 HRS	B	\$ 2,887,928	\$ 1,400,000	\$ 200,000	\$ -	\$ 4,087,928	\$ -
Unemployment Compensation Trust Fund	Payment of Unemployment Benefit	Chapter 383-121, HRS	B	\$ 358,741,288	\$ 250,000,000	\$ 180,000,000	\$ -	\$ 428,741,288	\$ -
Unemployment Insurance Administrative Fund	Payment of administrative costs to support the unemployment program.	Chapter 383-121, HRS	B	\$ 7,447,393	\$ 1,200,000	\$ 500,000		\$ 8,147,393	\$ -
Special Compensation Fund	Payment of Workers' Compensation benefits	Chapter 386-151, HRS	B	\$ 13,457,014	\$ 15,000,000	\$ 16,000,000		\$ 12,457,014	\$ -
Trust Fund for Disability Benefits	Payment of temporary disability benefits for non-work related injuries.	Chapter 392-161, HRS	B	\$ 2,458,615	\$ 10,000	\$ 20,000		\$ 2,448,615	\$ -
Trust Fund for Premium Supplementation	Payment of Premium Supplementation to qualified employers	Chapter 393-141, HRS	B	\$ 765,261	\$ 3,000	\$ 500,000		\$ 268,261	\$ -
Hoisting Machine Operators' Certification Revolving Fund	Payment of administrative costs to certify hoisting machine operators.	Chapter 396-20, HRS	W	\$ 352,007	\$ 50,000	\$ 70,000		\$ 332,007	\$ -
Boiler and Elevator Special Fund	Payment of personnel and operating costs to inspect and certify boilers and elevators	Chapter 397-20, HRS	B	\$ 1,157,854	\$ 2,000,000	\$ 2,000,000		\$ 1,157,854	\$ -
Reduced Ignition Propensity Cigarette Program Special Fund	Payment of administrative cost to monitor and ensure only reduced propensity cigarettes are sold.	Chapter 132C-4, HRS	B	\$ 469,952	\$ 100,000	\$ 200,000		\$ 369,952	\$ -

Department of xxx
 Vacancy Report as of November 30, 2014

Table 13

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date of Vacancy</u>	<u>Expected Fill Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appts</u>	<u>Describe if Filled by other Means</u>	<u>Priority # to Retain</u>
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Department of Labor and Industrial Relations
Personnel Separation from July 1, 2013 to November 30, 2014

Table 14

Prog ID	Sub-Org	Eff Date	Position No.	Position Title	T/P	SR Level	BU Code	MOF	BudgetedFTE	Budgeted Salary	Actual FTE	Actual Salary
LBR111PA	WrkfrceDevDv	1/11/2014	00023768	EmpServSp3	T	SR20	73	N	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	1/22/2014	00052837	EmpServSp3	T	SR20	73	N	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	3/1/2014	00035014	EmpServSp3	T	SR20	73	N	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	4/5/2014	00052837	EmpServSp3	T	SR20	73	N	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	2/20/2014	00033333	EmpServSp3	R	SR20	13	N	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	5/31/2014	00033334	EmpServSp3	R	SR20	73	N	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	4/1/2014	00023748	EmpServSp4	T	SR22	13	N	1.00	45576	1.00	45576
LBR111PA	WrkfrceDevDv	7/12/2014	00013488	EmpServSp3	R	SR20	73	N	1.00	49332	1.00	49332
LBR111PA	WrkfrceDevDv	4/22/2014	00014083	EmpServSp5	R	SR24	23	N	1.00	60024	1.00	60024
LBR111PA	WrkfrceDevDv	5/31/2014	00047282	EmpServSp2	T	SR18	13	U	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	5/22/2014	00031641	EmpServSp3	R	SR20	13	N	1.00	45576	1.00	45576
LBR111PA	WrkfrceDevDv	8/30/2014	00033334	EmpServSp3	R	SR20	73	N	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	9/9/2014	00031641	EmpServSp3	R	SR20	73	N	1.00	45576	1.00	45576
LBR111PA	WrkfrceDevDv	9/13/2014	00047282	EmpServSp2	T	SR18	73	U	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	7/1/2014	00025446	EmpServSp4	R	SR22	13	N	1.00	67488	1.00	67488
LBR111PA	WrkfrceDevDv	11/29/2014	00033334	EmpServSp3	R	SR20	73	N	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	12/6/2014	00031641	EmpServSp3	R	SR20	73	N	1.00	45576	1.00	45576
LBR111PA	WrkfrceDevDv	10/16/2014	00047282	EmpServSp2	T	SR18	73	U	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	12/10/2014	00052837	EmpServSp3	T	SR20	73	N	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	11/1/2014	00004059	Secy 1	R	SR12	03	N	1.00	37968	1.00	37968
LBR111PA	WrkfrceDevDv	11/1/2014	00042427	EmpServSp2	T	SR18	13	N	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	12/25/2014	00052837	EmpServSp3	T	SR20	73	N	1.00	42132	1.00	42132
LBR111PA	WrkfrceDevDv	12/31/2014	00031641	EmpServSp3	R	SR20	73	N	1.00	45576	1.00	45576
LBR111PA	WrkfrceDevDv	12/31/2014	00010518	Secy 2	R	SR14	03	N	1.00	44412	1.00	44412
LBR111PB	WrkfrceDevDv	1/4/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00	45576
LBR111PB	WrkfrceDevDv	1/4/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00	45576
LBR111PB	WrkfrceDevDv	4/8/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00	45576
LBR111PB	WrkfrceDevDv	4/8/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00	45576
LBR111PB	WrkfrceDevDv	3/22/2014	00120725	OffcAsst 4	T	SR10	63	N	1.00	27756	1.00	27756
LBR111PB	WrkfrceDevDv	3/22/2014	00120725	OffcAsst 4	T	SR10	63	S	1.00	27756	1.00	27756

Department of Labor and Industrial Relations
Personnel Separation from July 1, 2013 to November 30, 2014

Table 14

Prog ID	Sub-Org	Eff Date	Position No.	Position Title	T/P	SR Level	BU Code	MOF	BudgetedFTE	Budgeted Salary	Actual FTE	Actual Salary
LBR111PB	WrkfrceDevDv	7/8/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00	45576
LBR111PB	WrkfrceDevDv	7/8/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00	45576
LBR111PB	WrkfrceDevDv	10/4/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00	45576
LBR111PB	WrkfrceDevDv	10/4/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00	45576
LBR111PB	WrkfrceDevDv	8/1/2014	00025635	EmpServSp5	R	SR24	13	N	1.00	51312	1.00	51312
LBR111PB	WrkfrceDevDv	7/19/2014	00119398	Gen Prof'l	T	SRNA	13	N	1.00	42180	1.00	42180
LBR111PB	WrkfrceDevDv	8/15/2014	00119399	Clerical	T	SRNA	63	B	1.00	25668	1.00	25668
LBR111PB	WrkfrceDevDv	12/1/2014	00101011	SocSvcProf	T	SR24	13	N	1.00	73044	1.00	73044
LBR135IA	WrkfrceDevCn	8/15/2014	00030364	Empl Ana4	T	SR22	13	N	1.00	45576	1.00	45576
LBR143EA	OcupSaf&Hlth	4/1/2014	00026415	OffcAsst 3	R	SR08	03	N	0.50	16212	0.50	16212
LBR143EA	OcupSaf&Hlth	4/1/2014	00026415	OffcAsst 3	R	SR08	03	A	0.50	16212	0.50	16212
LBR143EA	OcupSaf&Hlth	4/1/2014	00109857	Gen Prof'l	T	SRNA	73	W	0.50	33456	0.50	33456
LBR143EA	OcupSaf&Hlth	7/30/2014	00120239	EnvHlthSp2	R	SR18	13	N	0.50	23718	0.50	23718
LBR143EA	OcupSaf&Hlth	7/30/2014	00120239	EnvHlthSp2	R	SR18	13	A	0.50	23718	0.50	23718
LBR143EA	OcupSaf&Hlth	8/20/2014	00008343	OSH Advsr6	R	SR26	23	N	0.50	41064	0.50	41064
LBR143EA	OcupSaf&Hlth	8/20/2014	00008343	OSH Advsr6	R	SR26	23	A	0.50	41064	0.50	41064
LBR143EA	OcupSaf&Hlth	9/20/2014	00120392	OSHCompOf2	R	SR17	03	N	0.50	23088	0.50	23088
LBR143EA	OcupSaf&Hlth	9/20/2014	00120392	OSHCompOf2	R	SR17	03	A	0.50	23088	0.50	23088
LBR143EA	OcupSaf&Hlth	10/4/2014	00030693	EnvHlthSp2	R	SR18	13	N	0.50	27750	0.50	27750
LBR143EA	OcupSaf&Hlth	10/4/2014	00030693	EnvHlthSp2	R	SR18	13	A	0.50	27750	0.50	27750
LBR143EA	HawaiiDist	12/31/2014	00010034	OSHCompOf4	R	SR21	03	N	0.50	24024	0.50	24024
LBR143EA	HawaiiDist	12/31/2014	00010034	OSHCompOf4	R	SR21	03	A	0.50	24024	0.50	24024
LBR143EA	OcupSaf&Hlth	12/31/2014	00120393	OSHCompOf3	R	SR19	03	N	0.50	23088	0.50	23088
LBR143EA	OcupSaf&Hlth	12/31/2014	00120393	OSHCompOf3	R	SR19	03	A	0.50	23088	0.50	23088
LBR143EA	OcupSaf&Hlth	12/25/2014	00120390	OSHCompOf1	R	SR15	03	N	0.50	28860	0.50	28860
LBR143EA	OcupSaf&Hlth	12/25/2014	00120390	OSHCompOf1	R	SR15	03	A	0.50	28860	0.50	28860
LBR143EA	OcupSaf&Hlth	1/16/2014	00010141	EnvHlthSp2	R	SR18	13	N	0.50	26676	0.50	26676
LBR143EA	OcupSaf&Hlth	1/16/2014	00010141	EnvHlthSp2	R	SR18	13	A	0.50	26676	0.50	26676
LBR143EB	OcupSaf&Hlth	2/15/2014	00017641	SpvgEleIns	R	SR23	84	B	0.50	69600	0.50	69600
LBR143EB	OcupSaf&Hlth	1/25/2014	00024643	ElevtrIns2	R	SR21	03	A	0.50	60000	0.50	60000

Department of Labor and Industrial Relations
Personnel Separation from July 1, 2013 to November 30, 2014

Table 14

Prog ID	Sub-Org	Eff Date	Position No.	Position Title	T/P	SR Level	BU Code	MOF	BudgetedFTE	Budgeted Salary	Actual FTE	Actual Salary
LBR143EB	OcupSaf&Hlth	5/21/2014	00017641	SpvgEleIns	R	SR23	84	B	1.00	69600	1.00	69600
LBR143EB	OcupSaf&Hlth	3/22/2014	00027103	ElevtrIns2	R	SR21	03	B	1.00	60000	1.00	60000
LBR143EB	OcupSaf&Hlth	9/6/2014	00032911	ElevtrIns2	R	SR21	63	B	1.00	60000	1.00	60000
LBR143EB	OcupSaf&Hlth	8/21/2014	00027103	ElevtrIns1	R	SR19	03	B	1.00	60000	1.00	60000
LBR143EB	OcupSaf&Hlth	12/6/2014	00032911	ElevtrIns2	R	SR21	63	B	1.00	60000	1.00	60000
LBR152CA	Wage Stds Dv	12/31/2014	00045621	LLESpclt 4	R	SR22	13	A	1.00	60000	1.00	60000
LBR153RA	CivRightsCom	2/8/2014	00024505	OffcAsst 3	T	SR08	63	N	1.00	25668	1.00	25668
LBR153RA	CivRightsCom	4/12/2014	00024505	OffcAsst 3	T	SR08	63	N	1.00	25668	1.00	25668
LBR153RA	CivRightsCom	5/29/2014	00047949	Invstgr 4	T	SR22	73	N	1.00	39336	1.00	39336
LBR153RA	CivRightsCom	6/13/2014	00102352	Gen Prof'l	R	SRNA	73	A	1.00	85080	1.00	85080
LBR153RA	CivRightsCom	8/1/2014	00027146	Invstgr 4	R	SR22	13	A	1.00	57708	1.00	57708
LBR153RA	CivRightsCom	9/27/2014	00047954	PrgSpct V	R	SR24	73	A	0.50	26676	0.50	26676
LBR153RA	CivRightsCom	9/27/2014	00047954	PrgSpct V	R	SR24	73	N	0.50	26676	0.50	26676
LBR153RA	CivRightsCom	8/1/2014	00047922	OffcAsst 4	R	SR10	03	A	1.00	33756	1.00	33756
LBR153RA	CivRightsCom	11/29/2014	00028984	Invstgr 4	T	SR22	73	N	1.00	39336	1.00	39336
LBR153RA	CivRightsCom	11/29/2014	00047949	Invstgr 4	T	SR22	73	N	1.00	39336	1.00	39336
LBR153RA	CivRightsCom	11/1/2014	00028790	Invstgr 4	R	SR22	13	A	1.00	62421	1.00	62421
LBR153RA	CivRightsCom	12/4/2014	00028984	Invstgr 4	T	SR22	73	N	1.00	39336	1.00	39336
LBR161KA	HI LaborRelBd	6/27/2014	00024988	Legal Clk	T	SR14	63	A	1.00	41040	1.00	41040
LBR171LA	UnemplnsDiv	3/14/2014	00013553	UI Asst 3	R	SR09	63	N	0.50	14430	0.50	14430
LBR171LA	UnemplnsDiv	2/4/2014	00024705	UI Asst 5	R	SR13	03	N	0.50	14430	0.50	14430
LBR171LA	UnemplnsDiv	3/29/2014	00031880	UI Spclt 3	R	SR20	13	N	1.00	53352	1.00	53352
LBR171LA	UnemplnsDiv	4/26/2014	00021520	UI Asst 5	R	SR13	03	N	1.00	36516	1.00	36516
LBR171LA	UnemplnsDiv	5/31/2014	00024715	UI Asst 4	R	SR11	03	N	0.50	24684	0.50	24684
LBR171LA	UnemplnsDiv	6/21/2014	00026569	UI Asst 5	R	SR13	03	N	0.50	12342	0.50	12342
LBR171LA	UnemplnsDiv	8/1/2014	00024700	UI Asst 3	R	SR09	03	N	0.50	16878	0.50	16878
LBR171LA	UnemplnsDiv	9/4/2014	00120088	UI Asst 5	R	SR13	03	N	0.50	14430	0.50	14430
LBR171LA	UnemplnsDiv	10/1/2014	00027229	UI Asst 3	R	SR09	03	N	0.50	10950	0.50	10950
LBR171LA	UnemplnsDiv	10/11/2014	00120095	UI Asst 3	R	SR09	03	N	0.50	14430	0.50	14430
LBR171LA	UnemplnsDiv	12/1/2014	00022868	UI Asst 5	R	SR13	03	N	0.50	17550	0.50	17550

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Table 14

Prog ID	Sub-Org	Eff Date	Position No.	Position Title	T/P	SR Level	BU Code	MOF	BudgetedFTE	Budgeted Salary	Actual FTE	Actual Salary
LBR171LA	UnemplnsDiv	12/31/2014	00022349	UI Asst 5	R	SR13	03	N	1.00	36516	1.00	36516
LBR171LA	UnemplnsDiv	11/22/2014	00120094	UI Asst 5	R	SR13	03	N	0.50	14430	0.50	14430
LBR171LA	UnemplnsDiv	12/31/2014	00021519	UI Asst 6	R	SR15	04	N	1.00	51936	1.00	51936
LBR171LA	UnemplnsDiv	12/13/2014	00024696	UI Asst 3	R	SR09	03	N	0.50	14430	0.50	14430
LBR183DA	DisabCompDiv	8/9/2014	00014044	WCHrngOfc5	R	SR26	73	A	1.00	75960	1.00	75960
LBR183DA	DisabCompDiv	2/4/2014	00032613	WCHrngOfc5	R	SR26	73	A	1.00	82128	1.00	82128
LBR183DA	KauaiDist	1/10/2014	00118869	WCCLmFcltr	R	SR20	73	B	1.00	53352	1.00	53352
LBR183DA	DisabCompDiv	5/10/2014	00014044	WCHrngOfc5	R	SR26	73	A	1.00	75960	1.00	75960
LBR183DA	MauiDist	4/1/2014	00000059	LbrPrgmFM2	R	EM05	35	A	1.00	93480	1.00	93480
LBR183DA	DisabCompDiv	3/18/2014	00025826	OffcAsst 3	R	SR08	03	A	1.00	30036	1.00	30036
LBR183DA	DisabCompDiv	9/1/2014	00021222	DisabCompA	R	EM08	35	A	1.00	113664	1.00	113664
LBR183DA	DisabCompDiv	9/19/2014	00014044	WCHrngOfc5	R	SR26	73	A	1.00	75960	1.00	75960
LBR183DA	DisabCompDiv	12/31/2014	00025642	DisaComPS2	R	SR26	13	A	1.00	82128	1.00	82128
LBR183DA	Res&StatsOfc	6/7/2014	00120951	Res Stats2	R	SR18	73	B	1.00	42132	1.00	42132
LBR183DA	Res&StatsOfc	8/5/2014	00120951	Res Stats2	R	SR18	73	B	1.00	42132	1.00	42132
LBR183DA	Res&StatsOfc	9/26/2014	00120951	Res Stats2	R	SR18	73	N	1.00	42132	1.00	42132
LBR812HA	LIR Appls Bd	12/31/2014	00100354	Board/Comm	T	SRNA	00	A	1.00	110364	1.00	110364
LBR871LB	EmpSecAplRef	12/2/2014	00026913	EmpSecApRe	R	SR26	73	N	0.45	29212	0.45	29212
LBR901GA	Res&StatsOfc	8/1/2014	00008345	Secy 2	R	SR14	03	N	0.54	19719	0.54	19719
LBR901GA	Res&StatsOfc	8/1/2014	00008345	Secy 2	R	SR14	03	A	0.46	16797	0.46	16797
LBR901GA	Res&StatsOfc	12/30/2014	00120972	Res Stats1	R	SR16	73	N	0.50	21066	0.50	21066
LBR901GA	Res&StatsOfc	12/30/2014	00120972	Res Stats1	R	SR16	73	A	0.50	21066	0.50	21066
LBR901GA	Res&StatsOfc	12/31/2014	00010029	Res Stats4	R	SR22	13	N	0.50	28854	0.50	28854
LBR901GA	Res&StatsOfc	12/31/2014	00010029	Res Stats4	R	SR22	13	A	0.50	28854	0.50	28854
LBR902AA	AdminSvcsofc	2/8/2014	00047515	OffcAsst 4	R	SR10	63	N	0.70	19429	0.70	19429
LBR902AA	AdminSvcsofc	2/8/2014	00047515	OffcAsst 4	R	SR10	63	A	0.30	8327	0.30	8327
LBR902AA	AdminSvcsofc	3/1/2014	00120960	PgmBgtAnl4	R	SR22	73	N	1.00	45576	1.00	45576
LBR902AA	AdminSvcsofc	5/10/2014	00047515	OffcAsst 4	R	SR10	63	N	0.70	19429	0.70	19429
LBR902AA	AdminSvcsofc	5/10/2014	00047515	OffcAsst 4	R	SR10	63	A	0.30	8327	0.30	8327
LBR902AA	AdminSvcsofc	2/20/2014	00027825	IT Spclt 4	R	SR22	13	N	0.70	34532	0.70	34532

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Prog ID	Sub-Org	Eff Date	Position No.	Position Title	T/P	SR Level	BU Code	MOF	BudgetedFTE	Budgeted Salary	Actual FTE	Actual Salary
LBR902AA	AdminSvcsOfc	2/20/2014	00027825	IT Spclt 4	R	SR22	13	A	0.30	14800	0.30	14800
LBR902AA	AdminSvcsOfc	5/31/2014	00120960	PgmBgtAnl4	R	SR22	73	N	1.00	45576	1.00	45576
LBR902AA	PersOfc	5/1/2014	00027459	Pers Clk 5	R	SR13	63	N	0.60	27706	0.60	27706
LBR902AA	PersOfc	5/1/2014	00027459	Pers Clk 5	R	SR13	63	A	0.40	18470	0.40	18470
LBR902AA	Ofc of Dir	8/2/2014	00042360	Planner 6	R	SR26	73	A	1.00	60686	1.00	60686
LBR902AA	AdminSvcsOfc	8/9/2014	00047515	OffcAsst 4	R	SR10	63	N	0.70	19429	0.70	19429
LBR902AA	AdminSvcsOfc	8/9/2014	00047515	OffcAsst 4	R	SR10	63	A	0.30	8327	0.30	8327
LBR902AA	AdminSvcsOfc	8/30/2014	00120960	PgmBgtAnl4	R	SR22	73	N	1.00	45576	1.00	45576
LBR902AA	Ofc of Dir	9/27/2014	00042360	Planner 6	R	SR26	73	A	1.00	60686	1.00	60686
LBR902AA	AdminSvcsOfc	9/1/2014	00035350	Accountnt5	R	SR24	13	N	1.00	75960	1.00	75960
LBR902AA	AdminSvcsOfc	10/4/2014	00047515	OffcAsst 4	R	SR10	63	N	0.70	19429	0.70	19429
LBR902AA	AdminSvcsOfc	10/4/2014	00047515	OffcAsst 4	R	SR10	63	A	0.30	8327	0.30	8327
LBR902AA	AdminSvcsOfc	12/2/2014	00120960	PgmBgtAnl4	R	SR22	73	N	1.00	45576	1.00	45576
LBR902AA	Ofc of Dir	11/15/2014	00042360	Planner 6	R	SR26	73	A	1.00	60686	1.00	60686
LBR902AA	AdminSvcsOfc	11/1/2014	00047515	OffcAsst 4	R	SR10	63	N	0.70	19429	0.70	19429
LBR902AA	AdminSvcsOfc	11/1/2014	00047515	OffcAsst 4	R	SR10	63	A	0.30	8327	0.30	8327
LBR902AA	Ofc of Dir	12/1/2014	00100040	Pvt Secy 3	R	SR24	63	A	1.00	54012	1.00	54012
LBR902AA	AdminSvcsOfc	12/31/2014	00025961	Accountnt3	R	SR20	13	A	1.00	62424	1.00	62424
LBR902AA	Ofc of Dir	12/1/2014	00100187	HdDepRptGv	R	SRNA	00	A	1.00	133536	1.00	133536
LBR902AA	AdminSvcsOfc	12/31/2014	00000186	Accountnt6	R	SR26	23	N	1.00	73044	1.00	73044
LBR903NA	OfcCommSvcs	4/4/2014	00100903	Gen Prof'l	T	SRNA	13	A	1.00	54744	1.00	54744
LBR903NA	OfcCommSvcs	8/2/2014	00100903	Gen Prof'l	T	SRNA	73	A	1.00	54744	1.00	54744
LBR903NA	OfcCommSvcs	5/31/2014	00100527	SocSvcProf	T	SRNA	13	N	1.00	60000	1.00	60000
LBR903NA	OfcCommSvcs	7/1/2014	00100487	SocSvcProf	T	SRNA	13	N	1.00	54000	1.00	54000
LBR903NA	OfcCommSvcs	11/1/2014	00100903	Gen Prof'l	T	SRNA	73	A	1.00	54744	1.00	54744
LBR903NA	OfcCommSvcs	12/31/2014	00104167	ApptProf	T	SRNA	00	N	1.00	90060	1.00	90060

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Positions Filled from July 1, 2013 to November 30, 2014

Table 15

Prog ID	Sub-Org	Eff Date Position Filled	Position	Short Desc	T/P	SR Level	BU Code	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
LBR111PA	WrkfrceDevDv	1/2/2014	00117053	EmpServSp3	T	SR20	13	U	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	1/2/2014	00117053	EmpServSp3	T	SR20	13	U	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	1/13/2014	00023768	EmpServSp3	T	SR20	13	N	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	1/28/2014	00035014	EmpServSp3	T	SR20	73	N	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	1/28/2014	00052837	EmpServSp3	T	SR20	73	N	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	3/3/2014	00033334	EmpServSp3	R	SR20	73	N	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	4/1/2014	00023529	EmpServSp5	R	SR24	13	N	1.00	55500	1.00		
LBR111PA	WrkfrceDevDv	4/16/2014	00013488	EmpServSp3	R	SR20	73	N	1.00	49332	1.00		
LBR111PA	WrkfrceDevDv	6/3/2014	00033334	EmpServSp3	R	SR20	73	N	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	6/12/2014	00031641	EmpServSp3	R	SR20	73	N	1.00	45576	1.00		
LBR111PA	WrkfrceDevDv	6/18/2014	00047282	EmpServSp2	T	SR18	73	U	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	7/16/2014	00032425	EmpServSp4	T	SR22	13	N	1.00	51312	1.00		
LBR111PA	WrkfrceDevDv	9/3/2014	00033334	EmpServSp3	R	SR20	73	N	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	9/10/2014	00031641	EmpServSp3	R	SR20	73	N	1.00	45576	1.00		
LBR111PA	WrkfrceDevDv	9/16/2014	00047282	EmpServSp2	T	SR18	73	U	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	9/12/2014	00052837	EmpServSp3	T	SR20	73	N	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	10/16/2014	00047282	EmpServSp2	T	SR18	13	U	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	10/1/2014	00025446	EmpServSp4	R	SR22	13	N	1.00	67488	1.00		
LBR111PA	WrkfrceDevDv	10/6/2014	00117052	EmpServSp3	T	SR20	73	U	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	11/10/2014	00013488	EmpServSp3	R	SR20	73	N	1.00	49332	1.00		
LBR111PA	WrkfrceDevDv	12/2/2014	00033334	EmpServSp3	R	SR20	73	N	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	11/17/2014	00013486	EmpServSp3	T	SR20	73	N	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	12/11/2014	00052837	EmpServSp3	T	SR20	73	N	1.00	42132	1.00		
LBR111PA	WrkfrceDevDv	12/9/2014	00031641	EmpServSp3	R	SR20	73	N	1.00	45576	1.00		
LBR111PA	WrkfrceDevDv	12/29/2014	00052837	EmpServSp3	T	SR20	13	N	1.00	42132	1.00		
LBR111PB	WrkfrceDevDv	7/1/2014	00119397	Gen Prof'l	T	SRNA	13	N	1.00	42180	1.00		
LBR111PB	WrkfrceDevDv	1/8/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00		
LBR111PB	WrkfrceDevDv	1/8/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00		
LBR111PB	WrkfrceDevDv	1/9/2014	00120725	OffcAsst 4	T	SR10	63	N	1.00	27756	1.00		
LBR111PB	WrkfrceDevDv	1/9/2014	00120725	OffcAsst 4	T	SR10	63	N	1.00	27756	1.00		
LBR111PB	WrkfrceDevDv	3/24/2014	00120725	OffcAsst 4	T	SR10	03	N	1.00	27756	1.00		
LBR111PB	WrkfrceDevDv	3/24/2014	00120725	OffcAsst 4	T	SR10	03	N	1.00	27756	1.00		

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Prog ID	Sub-Org	Eff Date Position Filled	Position	Short Desc	T/P	SR Level	BU Code	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
LBR111PB	WrkfrceDevDv	3/25/2014	00119399	Clerical	T	SRNA	63	N	1.00	26668	1.00		
LBR111PB	WrkfrceDevDv	4/10/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00		
LBR111PB	WrkfrceDevDv	4/10/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00		
LBR111PB	WrkfrceDevDv	7/1/2014	00119398	Gen Prof'l	T	SRNA	13	N	1.00	42180	1.00		
LBR111PB	WrkfrceDevDv	7/9/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00		
LBR111PB	WrkfrceDevDv	7/9/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00		
LBR111PB	WrkfrceDevDv	10/7/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00		
LBR111PB	WrkfrceDevDv	10/7/2014	00105717	SocSvcProf	T	SRNA	73	N	1.00	45576	1.00		
LBR111PB	WrkfrceDevDv	12/15/2014	00120724	OffcAsst 4	T	SR10	03	N	1.00	25668	1.00		
LBR111PB	WrkfrceDevDv	12/15/2014	00120724	OffcAsst 4	T	SR10	03	N	1.00	25668	1.00		
LBR143EA	OcupSaf&Hlth	3/10/2014	00120392	OSHCompOf2	R	SR17	03	N	0.50	23088	1.00		
LBR143EA	OcupSaf&Hlth	3/10/2014	00120392	OSHCompOf2	R	SR17	03	A	0.50	23088	1.00		
LBR143EA	OcupSaf&Hlth	3/17/2014	00109857	Gen Prof'l	T	SRNA	13	W	0.50	33456	0.50		
LBR143EA	OcupSaf&Hlth	4/2/2014	00109857	Gen Prof'l	T	SRNA	73	W	0.50	33456	0.49		
LBR143EA	OcupSaf&Hlth	5/1/2014	00120266	SpvgOSHCO2	R	SR25	04	N	0.50	24300	1.00		
LBR143EA	OcupSaf&Hlth	5/1/2014	00120266	SpvgOSHCO2	R	SR25	04	A	0.50	24300	1.00		
LBR143EA	OcupSaf&Hlth	4/22/2014	00008343	OSH Advsr6	R	SR26	23	N	0.50	41064	1.00		
LBR143EA	OcupSaf&Hlth	4/22/2014	00008343	OSH Advsr6	R	SR26	23	A	0.50	41064	1.00		
LBR143EA	OcupSaf&Hlth	5/1/2014	00024671	EnvHlthSp2	R	SR18	13	N	0.50	19494	1.00		
LBR143EA	OcupSaf&Hlth	5/1/2014	00024671	EnvHlthSp2	R	SR18	13	A	0.50	19494	1.00		
LBR143EA	OcupSaf&Hlth	5/1/2014	00024683	EnvHlthSp2	R	SR18	13	N	0.50	21912	1.00		
LBR143EA	OcupSaf&Hlth	5/1/2014	00024683	EnvHlthSp2	R	SR18	13	A	0.50	21912	1.00		
LBR143EA	OcupSaf&Hlth	7/16/2014	00025159	EnvHlthSp3	R	SR20	13	N	0.80	53990	1.00		
LBR143EA	OcupSaf&Hlth	7/16/2014	00025159	EnvHlthSp3	R	SR20	13	A	0.20	13498	1.00		
LBR143EA	OcupSaf&Hlth	9/22/2014	00026415	OffcAsst 4	R	SR10	03	N	0.50	16212	1.00		
LBR143EA	OcupSaf&Hlth	9/22/2014	00026415	OffcAsst 4	R	SR10	03	A	0.50	16212	1.00		
LBR143EA	OcupSaf&Hlth	9/16/2014	00010141	EnvHlthSp3	R	SR20	13	N	0.50	26676	1.00		
LBR143EA	OcupSaf&Hlth	9/16/2014	00010141	EnvHlthSp3	R	SR20	13	A	0.50	26676	1.00		
LBR143EB	OcupSaf&Hlth	11/17/2014	00120391	BoilerInsp	R	SR21	03	B	1.00	60000	1.00		
LBR143EB	OcupSaf&Hlth	2/21/2014	00017641	SpvgEleIns	R	SR23	84	B	1.00	69600	1.00		
LBR143EB	OcupSaf&Hlth	3/3/2014	00022010	BoilerInsp	R	SR21	03	B	1.00	60000	1.00		
LBR143EB	OcupSaf&Hlth	6/2/2014	00017641	SpvgEleIns	R	SR23	04	B	1.00	69600	1.00		

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Prog ID	Sub-Org	Eff Date Position Filled	Position	Short Desc	T/P	SR Level	BU Code	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
LBR143EB	OcupSaf&Hlth	6/9/2014	00032911	ElevtrIns2	R	SR21	63	B	1.00	60000	1.00		
LBR143EB	OcupSaf&Hlth	7/28/2014	00027103	ElevtrIns1	R	SR19	03	B	1.00	60000	1.00		
LBR143EB	OcupSaf&Hlth	9/9/2014	00032911	ElevtrIns2	R	SR21	63	B	1.00	60000	1.00		
LBR143EB	OcupSaf&Hlth	12/18/2014	00032911	ElevtrIns2	R	SR21	63	B	1.00	60000	1.00		
LBR152CA	HawaiiDist	8/16/2014	00001629	LLESpclt 2	R	SR18	13	A	1.00	60024	1.00		
LBR152CA	Wage Stds Dv	11/24/2014	00015979	OffcAsst 4	R	SR10	03	A	1.00	32424	1.00		
LBR153RA	CivRightsCom	2/11/2014	00024505	OffcAsst 3	T	SR08	63	N	1.00	25668	1.00		
LBR153RA	CivRightsCom	4/14/2014	00024505	OffcAsst 3	T	SR08	03	N	1.00	25668	1.00		
LBR153RA	CivRightsCom	5/6/2014	00047949	Invstgr 4	T	SR22	73	N	1.00	39336	1.00		
LBR153RA	CivRightsCom	6/13/2014	00102352	Gen Prof'l	R	SRNA	73	A	1.00	85080	1.00		
LBR153RA	CivRightsCom	7/2/2014	00047954	PrgSpct V	R	SR24	73	A	0.50	26676	1.00		
LBR153RA	CivRightsCom	7/2/2014	00047954	PrgSpct V	R	SR24	73	N	0.50	26676	1.00		
LBR153RA	CivRightsCom	9/2/2014	00028984	Invstgr 4	T	SR22	73	N	1.00	39336	1.00		
LBR153RA	CivRightsCom	9/2/2014	00047949	Invstgr 4	T	SR22	73	N	1.00	39336	1.00		
LBR153RA	CivRightsCom	12/2/2014	00028984	Invstgr 4	T	SR22	73	N	1.00	39336	1.00		
LBR153RA	CivRightsCom	12/2/2014	00047949	Invstgr 4	T	SR22	73	N	1.00	39336	1.00		
LBR153RA	CivRightsCom	12/1/2014	00047922	OffcAsst 4	R	SR10	63	A	1.00	33756	1.00		
LBR153RA	CivRightsCom	12/5/2014	00028984	Invstgr 4	T	SR22	13	N	1.00	39336	1.00		
LBR153RA	CivRightsCom	12/9/2014	00028790	Invstgr 3	R	SR20	13	A	1.00	62424	1.00		
LBR161KA	HILaborRelBd	3/17/2014	00121101	Gen Prof'l	T	SRNA	73	A	1.00	80004	1.00		
LBR161KA	HILaborRelBd	5/12/2014	00024988	Legal Clk	T	SR14	63	A	1.00	41040	1.00		
LBR161KA	HILaborRelBd	11/10/2014	00024988	Legal Clk	T	SR14	63	A	1.00	41040	1.00		
LBR171LA	UnemplnsDiv	5/1/2014	00037124	UI Spclt 6	R	SR26	23	N	1.00	82128	1.00		
LBR171LA	UnemplnsDiv	7/1/2014	00027897	UI Asst 4	R	SR11	03	N	1.00	31212	1.00		
LBR171LA	UnemplnsDiv	7/1/2014	00004590	UI Spclt 5	R	SR24	13	N	1.00	47448	1.00		
LBR171LA	UnemplnsDiv	10/20/2014	00027121	UI Spclt 4	R	SR22	13	N	1.00	50616	1.00		
LBR183DA	DisabCompDiv	5/13/2014	00014044	WCHrngOfc5	R	SR26	73	A	1.00	75960	1.00		
LBR183DA	DisabCompDiv	1/3/2014	00054616	OffcAsst 3	R	SR08	03	B	1.00	30036	1.00		
LBR183DA	KauaiDist	1/13/2014	00118869	ProfTrain1	R	SR16	13	B	1.00	53352	1.00		
LBR183DA	DisabCompDiv	2/4/2014	00032613	WCHrngOfc5	R	SR26	13	A	1.00	82128	1.00		
LBR183DA	DisabCompDiv	1/22/2014	00035549	OffcAsst 3	R	SR08	03	A	1.00	33756	1.00		
LBR183DA	DisabCompDiv	2/12/2014	00014044	WCHrngOfc5	R	SR26	73	A	1.00	75960	1.00		

Department of Labor and Industrial Relations
Positions Filled from July 1, 2013 to November 30, 2014

Table 15

Prog ID	Sub-Org	Eff Date Position Filled	Position	Short Desc	T/P	SR Level	BU Code	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
LBR183DA	DisabCompDiv	3/3/2014	00121136	OffcAsst 3	R	SR08	03	A	1.00	25668	1.00		
LBR183DA	DisabCompDiv	3/18/2014	00121135	OffcAsst 3	R	SR08	03	A	1.00	25668	1.00		
LBR183DA	DisabCompDiv	3/18/2014	00121134	OffcAsst 3	R	SR08	03	A	1.00	25668	1.00		
LBR183DA	DisabCompDiv	4/1/2014	00121142	WCHrngOfc3	R	SR22	13	A	1.00	55500	1.00		
LBR183DA	DisabCompDiv	4/1/2014	00121140	WCCLmSpct1	R	SR16	13	A	1.00	45576	1.00		
LBR183DA	DisabCompDiv	4/1/2014	00121132	WCCLmSpct1	R	SR16	13	A	1.00	55500	1.00		
LBR183DA	DisabCompDiv	4/11/2014	00121138	OffcAsst 4	R	SR10	03	A	1.00	27756	1.00		
LBR183DA	DisabCompDiv	4/7/2014	00121143	OffcAsst 4	R	SR10	03	A	1.00	27756	1.00		
LBR183DA	DisabCompDiv	4/11/2014	00121137	OffcAsst 4	R	SR10	03	A	1.00	27756	1.00		
LBR183DA	DisabCompDiv	5/1/2014	00121139	OffcAsst 4	R	SR10	03	A	1.00	27756	1.00		
LBR183DA	DisabCompDiv	6/16/2014	00021226	DisCESpct2	R	SR18	13	A	1.00	67488	1.00		
LBR183DA	DisabCompDiv	4/16/2014	00025954	DisCESpct5	R	SR24	23	A	1.00	70224	1.00		
LBR183DA	MauiDist	7/1/2014	00000059	LbrPrgmFM2	R	EM05	35	A	1.00	93480	1.00		
LBR183DA	DisabCompDiv	7/1/2014	00029551	OffcAsst 4	R	SR10	03	A	1.00	39480	1.00		
LBR183DA	MauiDist	7/1/2014	00035550	WCHrngOfc3	R	SR22	13	A	1.00	60024	1.00		
LBR183DA	DisabCompDiv	7/9/2014	00030082	OffcAsst 3	R	SR08	03	A	1.00	32424	1.00		
LBR183DA	DisabCompDiv	7/16/2014	00025642	DisaComPS2	R	SR26	13	A	1.00	82128	1.00		
LBR183DA	DisabCompDiv	7/22/2014	00121141	OffcAsst 4	R	SR10	03	A	1.00	27756	1.00		
LBR183DA	DisabCompDiv	8/12/2014	00014044	WCHrngOfc5	R	SR26	73	A	1.00	75960	1.00		
LBR183DA	DisabCompDiv	9/22/2014	00014044	WCHrngOfc5	R	SR26	13	A	1.00	75960	1.00		
LBR183DA	DisabCompDiv	10/20/2014	00121133	OffcAsst 3	R	SR08	03	A	1.00	25668	1.00		
LBR183DA	DisabCompDiv	10/20/2014	00121144	OffcAsst 3	R	SR08	03	A	1.00	25668	1.00		
LBR183DA	DisabCompDiv	12/1/2014	00032678	OffcAsst 3	R	SR08	03	A	1.00	27756	1.00		
LBR183DA	HawaiiDist	12/1/2014	00035540	OffcAsst 3	R	SR08	03	A	1.00	25668	1.00		
LBR183DA	DisabCompDiv	12/10/2014	00025956	DisaComPS1	R	SR24	13	A	1.00	67488	1.00		
LBR183DA	Res&StatsOfc	9/29/2014	00120951	Res Stats3	R	SR20	13	B	1.00	42132	1.00		
LBR183DA	Res&StatsOfc	3/10/2014	00120951	Res Stats2	R	SR18	73	B	1.00	42132	1.00		
LBR183DA	Res&StatsOfc	6/10/2014	00120951	Res Stats2	R	SR18	73	B	1.00	42132	1.00		
LBR183DA	Res&StatsOfc	8/6/2014	00120951	Res Stats2	R	SR18	73	B	1.00	42132	1.00		
LBR812HA	LIR Appls Bd	7/21/2014	00100353	Board/Comm	T	SRNA	00	A	1.00	116172	1.00		
LBR812HA	LIR Appls Bd	11/3/2014	00101060	Gen Prof'l	T	SRNA	73	A	1.00	49956	1.00		
LBR871LB	EmpSecAplRef	3/17/2014	00026913	EmpSecApRe	R	SR26	73	N	0.45	29212	1.00		

Department of Labor and Industrial Relations
Positions Filled from July 1, 2013 to November 30, 2014

Table 15

Prog ID	Sub-Org	Eff Date Position Filled	Position	Short Desc	T/P	SR Level	BU Code	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
LBR871LB	EmpSecAplRef	5/1/2014	00025576	OffcAsst 3	R	SR08	63	N	0.70	25668	1.00		
LBR871LB	EmpSecAplRef	12/3/2014	00026913	EmpSecApRe	R	SR26	73	N	0.45	29212	1.00		
LBR901GA	Res&StatsOfc	1/16/2014	00120219	Res Stats1	R	SR16	13	N	1.00	42132	1.00		
LBR901GA	Res&StatsOfc	3/3/2014	00024791	Res Stats5	R	SR24	23	N	0.54	41018	1.00		
LBR901GA	Res&StatsOfc	3/3/2014	00024791	Res Stats5	R	SR24	23	A	0.46	34942	1.00		
LBR901GA	Res&StatsOfc	5/16/2014	00023518	Res Stats4	R	SR22	13	N	1.00	64920	1.00		
LBR901GA	Res&StatsOfc	10/2/2014	00120972	Res Stats1	R	SR16	73	N	0.50	21066	1.00		
LBR901GA	Res&StatsOfc	10/2/2014	00120972	Res Stats1	R	SR16	73	A	0.50	21066	1.00		
LBR902AA	AdminSvcOfc	1/8/2014	00120959	Accountnt3	R	SR20	13	N	1.00	42132	1.00		
LBR902AA	AdminSvcOfc	2/11/2014	00047515	OffcAsst 4	R	SR10	63	N	0.70	19429	1.00		
LBR902AA	AdminSvcOfc	2/11/2014	00047515	OffcAsst 4	R	SR10	63	A	0.30	8327	1.00		
LBR902AA	AdminSvcOfc	3/4/2014	00120960	PgmBgtAnl4	R	SR22	73	N	1.00	45576	1.00		
LBR902AA	AdminSvcOfc	5/1/2014	00022538	Accountnt4	R	SR22	13	N	1.00	45576	1.00		
LBR902AA	AdminSvcOfc	5/13/2014	00047515	OffcAsst 4	R	SR10	63	N	0.70	19429	1.00		
LBR902AA	AdminSvcOfc	5/13/2014	00047515	OffcAsst 4	R	SR10	63	A	0.30	8327	1.00		
LBR902AA	Ofc of Dir	5/6/2014	00042360	Planner 6	R	SR26	73	A	1.00	60686	1.00		
LBR902AA	HawaiiDist	5/16/2014	00003744	OffcAsst 4	R	SR10	03	A	1.00	44412	1.00		
LBR902AA	AdminSvcOfc	6/3/2014	00120960	PgmBgtAnl4	R	SR22	73	N	1.00	45576	1.00		
LBR902AA	AdminSvcOfc	8/1/2014	00047960	IT Spclt 4	R	SR22	13	N	1.00	45576	1.00		
LBR902AA	Ofc of Dir	8/5/2014	00042360	Planner 6	R	SR26	73	A	1.00	60686	1.00		
LBR902AA	PersOfc	8/4/2014	00027459	Pers Clk 5	R	SR13	63	N	0.60	27706	1.00		
LBR902AA	PersOfc	8/4/2014	00027459	Pers Clk 5	R	SR13	63	A	0.40	18470	1.00		
LBR902AA	AdminSvcOfc	8/12/2014	00047515	OffcAsst 4	R	SR10	63	N	0.70	19429	1.00		
LBR902AA	AdminSvcOfc	8/12/2014	00047515	OffcAsst 4	R	SR10	63	A	0.30	8327	1.00		
LBR902AA	AdminSvcOfc	9/4/2014	00120960	PgmBgtAnl4	R	SR22	73	N	1.00	45576	1.00		
LBR902AA	Ofc of Dir	8/18/2014	00121145	AdminAsst6	R	SR26	73	A	1.00	82128	1.00		
LBR902AA	Ofc of Dir	9/30/2014	00042360	Planner 6	R	SR26	73	A	1.00	60686	1.00		
LBR902AA	AdminSvcOfc	10/7/2014	00047515	OffcAsst 4	R	SR10	63	N	0.70	19429	1.00		
LBR902AA	AdminSvcOfc	10/7/2014	00047515	OffcAsst 4	R	SR10	63	A	0.30	8327	1.00		
LBR902AA	AdminSvcOfc	10/1/2014	00000172	BusMgtOfr2	R	EM07	35	N	0.54	46096	1.00		
LBR902AA	AdminSvcOfc	10/1/2014	00000172	BusMgtOfr2	R	EM07	35	A	0.46	39267	1.00		
LBR902AA	AdminSvcOfc	11/3/2014	00007744	Clk Supv 3	R	SR14	04	N	1.00	33424	1.00		

Department of Labor and Industrial Relations
Positions Filled from July 1, 2013 to November 30, 2014

Table 15

Prog ID	Sub-Org	Eff Date Position Filled	Position	Short Desc	T/P	SR Level	BU Code	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
LBR902AA	AdminSvcsOfc	11/3/2014	00047515	OffcAsst 4	R	SR10	03	N	0.70	19429	1.00		
LBR902AA	AdminSvcsOfc	11/3/2014	00047515	OffcAsst 4	R	SR10	03	A	0.30	8327	1.00		
LBR902AA	Ofc of Dir	12/1/2014	00100040	Pvt Secy 3	R	SR24	63	A	1.00	54012	1.00		
LBR902AA	Ofc of Dir	12/1/2014	00100187	HdDepRptGv	R	SRNA	00	A	1.00	133536	1.00		
LBR902AA	AdminSvcsOfc	12/2/2014	00026836	Accountnt3	R	SR20	13	N	1.00	49332	1.00		
LBR902AA	AdminSvcsOfc	12/16/2014	00120960	PgmBgtAnl4	R	SR22	73	N	1.00	45576	1.00		
LBR903NA	OfcCommSvcs	5/5/2014	00100903	Gen Prof'l	T	SRNA	73	A	1.00	54744	1.00		
LBR903NA	OfcCommSvcs	7/2/2014	00100487	SocSvcProf	T	SRNA	13	N	1.00	54000	1.00		
LBR903NA	OfcCommSvcs	8/5/2014	00100903	Gen Prof'l	T	SRNA	73	A	1.00	54744	1.00		
LBR903NA	OfcCommSvcs	11/5/2014	00100903	Gen Prof'l	T	SRNA	73	A	1.00	54744	1.00		
LBR903NA	OfcCommSvcs	11/21/2014	00101830	Gen Prof'l	T	SRNA	13	N	1.00	49992	1.00		

Department of Labor and Industrial Relations
 Unauthorized Positions as of November 30, 2014

Table 16

<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>
					None									

Department of Labor and Industrial Relations
Overtime Expenditure Summary

Table 17

Prog ID	Sub-Org	Program Title	MOF	FY14 (actual)			FY15 (estimated)			FY16 (budgeted)			FY17 (budgeted)		
				Base Salary	Overtime	Overtime	Base Salary	Overtime	Overtime	Base Salary	Overtime	Overtime	Base Salary	Overtime	Overtime
				\$\$\$\$	\$\$\$\$	Percent	\$\$\$\$	\$\$\$\$	Percent	\$\$\$\$	\$\$\$\$	Percent	\$\$\$\$	\$\$\$\$	Percent
LBR 111	PA	Workforce Development	N	\$ 11,854,650	\$ 6,039		\$ 1,815,000			\$ 2,036,600			\$ 2,107,214		
LBR 111	PB	Workforce Development	N	\$ 1,679,226	\$ 2,193		\$ 1,679,226			\$ 1,884,248			\$ 1,949,580		
LBR 143	EA	HI Occupational Safety & Health	A	\$ 837,157	\$ 32,322	4.0%	\$ 859,222	\$ 25,000	3.0%	\$ 934,544	\$ 25,000	3.0%	\$ 934,544	\$ 25,000	3.0%
LBR 143	EA	HI Occupational Safety & Health	N	\$ 1,136,215	\$ 36,232	3.0%	\$ -	\$ -		\$ -			\$ -		
LBR 143	EA	HI Occupational Safety & Health	P	\$ -	\$ -	0.0%	\$ 1,167,556	\$ 30,000	3.0%	\$ 1,167,556	\$ 30,000	3.0%	\$ 1,167,556	\$ 30,000	3.0%
LBR 143	EA	Boiler & Elevator	B	\$ 1,956,012	\$ 10,794	0.0%	\$ 1,956,012	\$ 10,000		\$ 2,028,422	\$ 10,000	0.0%	\$ 2,060,756	\$ 10,000	0.0%
LBR 152	CA	Wage Standards	A	\$ 960,300	\$ 8,942	1.0%	\$ 960,300			\$ 1,073,672			\$ 1,101,292		
LBR 153	RA	HI Civil Rights Commission	A	\$ 1,286,460	\$ 11,617	1.0%	\$ 1,286,460			\$ 1,460,585			\$ 1,498,157		
LBR 171	LA	Unemployment Insurance	N	\$ 15,736,605	\$ 1,236	0.0%	\$ 16,750,000			\$ 18,795,060			\$ 19,446,737		
LBR 183	DA	Disability Compensation		\$ 4,161,223	\$ 13,828	0.0%	\$ 4,400,837			\$ 4,786,616			\$ 4,909,747		
LBR 183	DA	Disability Compensation	B	\$ 796,858	\$ 2,078	0.0%	\$ 826,780			\$ 826,780			\$ 826,780		
LBR 812	HA	Labor Appeals Board	A	\$ 723,480	\$ 15,394	2.0%	\$ 723,480			\$ 819,706			\$ 840,793		
LBR 901	GA	Research & Statistics	A	\$ 231,534	\$ 21,193	9.0%	\$ 242,067			\$ 263,287			\$ 270,060		
LBR 901	GA	Research & Statistics	N	\$ 1,943,937	\$ 11,342	0.0%	\$ 317,803			\$ 356,604			\$ 368,969		
LBR 901	GA	Research & Statistics	P	\$ -	\$ -	0.0%	\$ 850,000			\$ 850,000			\$ 850,000		
LBR 902	AA	General Administration	A	\$ 1,160,545	\$ 22,105	2.0%	\$ 1,318,562	\$ 20,000	2.0%	\$ 1,295,441	\$ 20,000	2.0%	\$ 1,333,910	\$ 20,000	2.0%
LBR 902	AA	General Administration	N	\$ 2,315,908	\$ 69,121	3.0%	\$ -			\$ -			\$ -		
LBR 902	AA	General Administration	P	\$ -	\$ -	0.0%	\$ 2,500,000	\$ 50,000	2.0%	\$ 2,500,000	\$ 50,000	2.0%	\$ 2,500,000	\$ 50,000	2.0%
LBR 903	NA	Office of Community Services	A	\$ 509,246	\$ 711	0.0%	\$ 509,246			\$ 556,680			\$ 571,000		

Overtime Position List

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 14						
											OT		Comp Time			Total OT/Comp	
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
LBR 143	14202	03	Y	N	P	A	OSHCO IV	SR21	21,342	184.00	2,836	13.3%			0.0%	2,836	13.3%
LBR 143	14202	03	Y	N	P	N	OSHCO IV	SR21	21,342	184.00	2,836	13.3%			0.0%	2,836	13.3%
LBR 143	17643	03	Y	N	P	N	OSHCO IV	SR21	29,220	259.00	5,454	18.7%			0.0%	5,454	18.7%
LBR 143	17643	03	Y	N	P	A	OSHCO IV	SR21	29,220	259.00	5,454	18.7%			0.0%	5,454	18.7%
LBR 143	120266	04	Y	N	P	A	Supvg OSHCO II	SR25	24,300	263.00	4,616	19.0%			0.0%	4,616	19.0%
LBR 143	120266	04	Y	N	P	N	Supvg OSHCO II	SR25	24,300	263.00	4,616	19.0%			0.0%	4,616	19.0%
LBR 183	24064	13	Y	N	P	B	Research Stats IV	SR22	67,488	202.00	9,805	14.5%			0.0%	9,805	14.5%
LBR 902	172	35	N	N	P	N	Bus Mgt Offcr II	SR35	46,096	521.00	17,329	37.6%			0.0%	17,329	37.6%
LBR 902	172	35	N	N	P	A	Bus Mgt Offcr II	SR35	39,267	521.00	14,762	37.6%			0.0%	14,762	37.6%
LBR 902	186	13	Y	N	P	N	Accountant VI	SR26	73,044	215.00	11,290	15.5%			0.0%	11,290	15.5%
LBR 902	21185	13	Y	N	P	N	Accountant IV	SR22	55,500	306.00	12,245	22.1%			0.0%	12,245	22.1%
												#DIV/0!			#DIV/0!	-	#DIV/0!
												#DIV/0!			#DIV/0!	-	#DIV/0!
												#DIV/0!			#DIV/0!	-	#DIV/0!
												#DIV/0!			#DIV/0!	-	#DIV/0!
												#DIV/0!			#DIV/0!	-	#DIV/0!
												#DIV/0!			#DIV/0!	-	#DIV/0!
												#DIV/0!			#DIV/0!	-	#DIV/0!
							GRAND TOTAL		431,119	3,177.00	91,243	21.2%	-	-	0.0%	91,243	21.2%
							Totals by MOF	A	92,787	1,043.00	24,832	26.8%	-	-	0.0%	24,832	26.8%
								B	67,488	202.00	9,805	14.5%	-	-	0.0%	9,805	14.5%
								C	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
								N	198,940	1,305.00	45,480	22.9%	-	-	0.0%	45,480	22.9%
								P	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
SALARY OVERPAYMENT FOR THE MONTH ENDING: NOVEMBER 2014

	EMPLOYEE	DATES OF OVERPAYMENTS	GROSS AMOUNT OVERPAID	AMOUNT RECOVERED	AMT RECOVERED FOR CURRENT MONTH	BALANCE	CATEGORY				Reason for Overpayment	Amounts Referred to Attorney General
							Still Employed and Occurred > 2 years	Still Employed and Occurred < 2 years	Not Employed and Occurred > 2 years	Not Employed and Occurred < 2 years		
1	Employee 1	12/03/2010 - 07/20/2012	\$9,637.94	\$4,622.55	\$0.00	\$5,015.39	\$5,015.39				Error in Retirement Code; No Retirement and Social Security was deducted	\$0.00
2	Employee 2	02/05/13 - 08/20/13	\$2,547.34	\$2,547.34	\$0.00	\$0.00					Error in retirement code.	\$0.00
3	Employee 3	6/6/14 - 6/15/2014	\$748.70	\$0.00	\$0.00	\$748.70		\$748.70			TDI: not suppose to pay out; only payroll adjustment	
3	Employee 3	9/3/2014 - 9/4/2014	\$149.74	\$0.00	\$0.00	\$149.74		\$149.74				
3	Employee 3	9/5/2014 - 9/11/2014	\$199.71	\$0.00	\$0.00	\$199.71		\$199.71				
3	Employee 3	9/12/2014 - 9/15/2014	\$114.12	\$0.00	\$0.00	\$114.13		\$114.13				
4	Employee 4	7/9/13-8/31/13	\$1,500.82	\$0.00	\$0.00	\$1,500.82				1,500.82	Additional Leave w/o pay	\$0.00
5												
6												
Total			\$ 14,898.37	\$ 7,169.89	\$ -	\$ 7,728.49	\$ 5,015.39	\$ 1,212.28	\$ -	\$ 1,500.82		
Total Mo. of Incidents												

NOTE: ** Overpayment payment notice mailed 09/15/14.

*** \$5,015.39 will be collected by ERS thru payroll deductions.

Department of Labor and Industrial Relations
Active Contracts as of December 1, 2014

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
LBR111	N	\$ 338,287	A	338,287	152,760	7/1/2013	7/1/2013	6/30/2015	City & Cty of HNL	S	Admin functions for WIA program	on-site/desk review	Y
LBR111	N	\$ 95,142	A	95,142	44,964	7/1/2013	7/1/2013	6/30/2015	County of Maui	S	Admin functions for WIA program	on-site/desk review	Y
LBR111	N	\$ 50,867	A	50,867	45,531	7/1/2013	7/1/2013	6/30/2015	County of Kauai	S	Admin functions for WIA program	on-site/desk review	Y
LBR111	N	\$ 1,061,161	A	1,061,161	167,730	7/1/2013	7/1/2013	6/30/2015	City & Cty of HNL	S	E & T prgm for low income adults	on-site/desk review	Y
LBR111	N	\$ 474,501	A	474,501	123,885	7/1/2013	7/1/2013	6/30/2015	County of Hawaii	S	E & T prgm for low income adults	on-site/desk review	Y
LBR111	N	\$ 263,784	A	263,784	194,926	7/1/2013	7/1/2013	6/30/2015	County of Maui	S	E & T prgm for low income adults	on-site/desk review	Y
LBR111	N	\$ 144,430	A	144,430	105,313	7/1/2013	7/1/2013	6/30/2015	County of Kauai	S	E & T prgm for low income adults	on-site/desk review	Y
LBR111	N	\$ 967,225	A	967,225	571,927	7/1/2013	7/1/2013	6/30/2015	City & Cty of HNL	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 317,623	A	317,623	51,646	7/1/2013	7/1/2013	6/30/2015	County of Hawaii	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 326,596	A	326,596	192,285	7/1/2013	7/1/2013	6/30/2015	County of Maui	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 183,037	A	183,037	132,963	7/1/2013	7/1/2013	6/30/2015	County of Kauai	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 1,016,212	A	1,016,212	215,626	7/1/2013	7/1/2013	6/30/2015	City & Cty of HNL	S	E & T prgm for low income youth	on-site/desk review	Y
LBR111	N	\$ 447,021	A	447,021	59,068	7/1/2013	7/1/2013	6/30/2015	County of Hawaii	S	E & T prgm for low income youth	on-site/desk review	Y
LBR111	N	\$ 265,907	A	265,907	60,605	7/1/2013	7/1/2013	6/30/2015	County of Maui	S	E & T prgm for low income youth	on-site/desk review	Y
LBR111	N	\$ 130,351	A	130,351	31,490	7/1/2013	7/1/2013	6/30/2015	County of Kauai	S	E & T prgm for low income youth	on-site/desk review	Y
LBR111	N	\$ 677,670	One time	677,670	528,165	1/30/2014	1/30/2014	6/30/2015	City & Cty of HNL	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 307,529	A	307,529	307,529	8/20/2014	8/20/2014	6/30/2016	City & Cty of HNL	S	Admin functions for WIA program	on-site/desk review	Y
LBR111	N	\$ 112,225	A	112,225	88,034	7/18/2014	7/18/2014	6/30/2016	County of Hawaii	S	Admin functions for WIA program	on-site/desk review	Y
LBR111	N	\$ 69,334	A	69,334	69,334	10/31/2014	10/31/2014	6/30/2016	County of Maui	S	Admin functions for WIA program	on-site/desk review	Y
LBR111	N	\$ 36,131	A	36,131	36,131	10/1/2014	10/1/2014	6/30/2016	County of Kauai	S	Admin functions for WIA program	on-site/desk review	Y
LBR111	N	\$ 1,013,376	A	1,013,376	1,013,376	8/20/2014	8/20/2014	6/30/2016	City & Cty of HNL	S	E & T prgm for low income adults	on-site/desk review	Y
LBR111	N	\$ 400,119	A	400,119	400,119	7/18/2014	7/18/2014	6/30/2016	County of Hawaii	S	E & T prgm for low income adults	on-site/desk review	Y
LBR111	N	\$ 224,727	A	224,727	224,727	10/31/2014	10/31/2014	6/30/2016	County of Maui	S	E & T prgm for low income adults	on-site/desk review	Y
LBR111	N	\$ 117,455	A	117,455	117,455	10/1/2014	10/1/2014	6/30/2016	County of Kauai	S	E & T prgm for low income adults	on-site/desk review	Y
LBR111	N	\$ 789,604	A	789,604	789,604	8/20/2014	8/20/2014	6/30/2016	City & Cty of HNL	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 227,841	A	227,841	227,841	7/18/2014	7/18/2014	6/30/2016	County of Hawaii	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 172,063	A	172,063	172,063	10/31/2014	10/31/2014	6/30/2016	County of Maui	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 98,675	A	98,675	98,675	10/1/2014	10/1/2014	6/30/2016	County of Kauai	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 964,796	A	964,796	964,796	8/20/2014	8/20/2014	6/30/2016	City & Cty of HNL	S	E & T prgm for low income youth	on-site/desk review	Y
LBR111	N	\$ 382,081	A	382,081	382,081	7/18/2014	7/18/2014	6/30/2016	County of Hawaii	S	E & T prgm for low income youth	on-site/desk review	Y
LBR111	N	\$ 227,229	A	227,229	227,229	10/31/2014	10/31/2014	6/30/2016	County of Maui	S	E & T prgm for low income youth	on-site/desk review	Y
LBR111	N	\$ 109,071	A	109,071	109,071	10/1/2014	8/21/2014	6/30/2016	City & Cty of HNL	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 227,841	A	227,841	227,841	7/18/2014	7/18/2014	6/30/2016	County of Hawaii	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 172,063	A	172,063	172,063	10/31/2014	10/31/2014	6/30/2016	County of Maui	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 98,675	A	98,675	98,675	10/1/2014	10/1/2014	6/30/2016	County of Kauai	S	E & T prgm for dislocated workers	on-site/desk review	Y
LBR111	N	\$ 853,410	A	853,410	530,410	7/1/2014	7/1/2014	6/30/2015	HNL Community Action Program	S	E & T prgm for low-income seniors	on-site/desk review	Y

Department of Labor and Industrial Relations
Active Contracts as of December 1, 2014

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Organization</u>	<u>E/L/P/C/G/S</u>	<u>Description</u>	<u>How Contract is Monitored</u>	<u>POS Y/N</u>
LBR111	N	\$ 362,999	A	362,999	288,474	7/1/2014	7/1/2014	6/30/2015	HI County Office of Aging	S	E & T prgrm for low-income seniors	on-site/desk review	Y
LBR111	N	\$ 194,792	A	194,792	148,752	7/1/2014	7/1/2014	6/30/2015	Maui Economic Opportunity	S	E & T prgrm for low-income seniors	on-site/desk review	Y
LBR111	N	\$ 217,905	A	217,905	169,456	7/1/2014	7/1/2014	6/30/2015	Dept of Human Svc	S	E & T prgrm for low-income seniors	on-site/desk review	Y
LBR111	B	\$ 70,886	One time	70,886	35,721	7/22/2014	7/22/2014	7/21/2015	HI Tropical Fruit Growers	S	Trng prgm for agriculture occupations	on-site/desk review	Y
LBR111	B	\$ 117,502	One time	117,502	105,752	10/1/2014	10/1/2014	9/30/2015	HI Island Workforce Econ Dev Ohana	S	Small business trng prgm on technology competency	on-site/desk review	Y
LBR111	B	\$ 112,500	One time	112,500	42,570	7/16/2014	7/16/2014	7/15/2015	Japan HI Travel Assn	S	Trng prgm for tourism occupations	on-site/desk review	Y
LBR111	B	\$ 125,000	One time	125,000	94,066	7/22/2014	7/22/2014	7/21/2015	Native Hawaiian Hospitality Assn	S	Trng prgm for hospitality/tourism occupations	on-site/desk review	Y
LBR111	B	\$ 125,000	One time	125,000	53,741	7/24/2014	7/24/2014	7/23/2015	Retail Merchants of Hawaii	S	Trng prgm for tourism occupations	on-site/desk review	Y
LBR111	B	\$ 94,000	One time	94,000	64,000	9/2/2014	9/2/2014	9/1/2015	Svc Corps of Retired Exec Assn	S	Trng prgm for small businesses	on-site/desk review	Y
LBR111	N	\$ 339,000	A	339,000	226,000	7/1/2014	7/1/2014	6/30/2015	Geographic Solutions	G	Mgmt info system for E & T prgms	daily usage	Y
		\$ 15,123,643											

Department of Industrial Relation
FY15 Appropriation Status

Table 21

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY15 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act 134/2013	LBR 143	2090-001	Add funds for elevator & boiler inspections	Income special fund ceiling	B	-	-	1,000,000	-	-	-	
Act 122/2014	LBR 111	1000-001	Workforce Development Skills Panel		A	-	-	200,000	-	-	-	
Act 122/2014	LBR 902	1100-001	Vacation Payment		A	-	-	200,000	-	-	-	Restricted
Act 122/2014	LBR 903	4000-001	Grant -Hawaii Economic Opportunity Council		A	-	-	200,000	-	-	-	Pending release by the Governor
Act 122/2014	LBR 903	4001-001	Grant - Hookupaa		A	-	-	200,000	-	-	-	Pending release by the Governor
Act 122/2014	LBR 903	4002-001	Grant - Maui Economic Development Board		A	-	-	550,000	-	-	-	Pending release by the Governor
Act 122/2014	LBR 903	4003-001	Grant - Maui Economic Development, Inc.		A	-	-	140,000	-	-	-	Pending release by the Governor
Act 122/2014	LBR 903	4004-001	Grant - Parents & Children Together		A	-	-	150,000	-	-	-	Pending release by the Governor
Act 122/2014	LBR 903	4005-001	Grant - Parents & Children Together		A	-	-	100,000	-	-	-	Pending release by the Governor
Act 122/2014	LBR 903	4006-001	Grant - Susannah Wesley Community Center		A	-	-	100,000	-	-	-	Pending release by the Governor
Act 122/2014	LBR 903	4007-001	Grant - Young Men's Christian Assn of Honolulu		A	-	-	100,000	-	-	-	Pending release by the Governor

Department of Labor and Industrial Relations
 Capital Improvements Program (CIP) Requests

Table 22

<u>Prog ID</u>	<u>Prog ID Priority</u>	<u>Dept- Wide Priority</u>	<u>Senate District</u>	<u>Rep. District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY16 \$\$\$</u>	<u>FY17 \$\$\$</u>
					None			

Department of Labor and Industrial Relations
CIP Lapses

Table 23

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

Department of Labor and Industrial Relations
Division Resources

Table 24

<u>Division</u>	<u>Associated Program IDs</u>						
Workforce Development	LBR 111						
Workforce Development Council	LBR 135						
Hawaii Occupational Safety and Health	LBR 143						
Wage Standards	LBR 152						
Hawaii Civil Rights Commission	LBR 153						
Hawaii Labor Relations Board	LBR 161						
Unemployment Insurance	LBR 171						
Disability Compensation	LBR 183						
Labor and Industrial Relations Appeals Board.	LBR 812						
Employment Security Appeals Referees' Office	LBR 871						
Data Gathering Research and Analysis	LBR 901						
General Administration	LBR 902						
Office of Community Services	LBR 903						
Hawaii Career Information Delivery System	LBR 905						

Department of Labor and Industrial Relations
Program ID Sub-Organizations

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
LBR 111	PA	Employment Security - Employment Service	To deliver employment and training services to job applicants, workers, and industry statewide.
LBR 111	PB	Training and Development Programs	To plan and develop customer driven training programs and services linked to statewide economic initiatives.
LBR 135	IA	Manpower and Full Employment	To develop a state system of workforce development that motivates and supports economic change and progress.
LBR 143	EA	Occupational Safety and Health	To assure every employee safe and healthful working conditions.
LBR 143	EB	Elevator and Boiler Safety	To assure the safe operation of boilers, pressure systems, amusement rides, elevator and kindred equipment.
LBR 152	CA	Enforcement	To assure workers of their lawful rights and benefits related to wages and safeguard against unlawful employment practices.
LBR 153	RA	Civil Rights Commission	Assure the rights of the public against discriminatory practices in employment, housing, public accommodations and access to state services.
LBR 161	KA	Hawaii Labor Relations Board	To encourage harmonious and cooperative labor management relations and resolve disputes for employees.
LBR 171	LA	Employment Security - Unemployment Compensation	To alleviate economic hardships resulting from less wages during periods of involuntary unemployment.
LBR 183	DA	Workers' Compensation	To alleviate economic hardships resulting from less wages due to work or network related injury or illness.
LBR 812	HA	Labor & Industrial Relations Appeals Board	To review appeals of workers' compensation and Occupational Safety and Health (Boiler and Elevator) decisions.
LBR 871	LB	Employment Security Appeals Referee's Office	To review appeals relating to unemployment compensation benefits.
LBR 901	GA	Research & Statistics - BLS OSHA	To gather , analyze, and report labor, employment, and related economic data.
LLBR 902	AA	Departmental Administration	To enhance program effectiveness and efficiency by formulating policies directing operations, personnel and providing administrative services.
LBR 903	NA	Office of Community Services	To facilitate and enhance the development, delivery and coordination of effective programs for the economically disadvantaged, immigrants, and refugees to achieve economic self-sufficiency.
LBR 905	GB	Hawaii Career Information Delivery System	To provide occupational, educational, school training and other types of information for career decision making and planning.

Department of Labor and Industrial Relations
Organization Changes

Table 26

<u>Year of Change</u> FY15/FY16	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
		None

Department of Labor and Industrial Relations - Office of Community Services
Active Federal Awards as of December 1, 2014

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
Office of Community Services	LBR903	14B1HICOSR	93.569	Community Services Block Grant	United States Department of Health and Human Services	\$3,517,270	\$3,517,270	S-14-293-L S-15-293-L	n/a	Denise Pierson	586-8680	denise.m.pierson@hawaii.gov
Office of Community Services	LBR903	15B1HICOSR	93.569	Community Services Block Grant (First Quarter)	United States Department of Health and Human Services	\$886,826	\$886,826	S-15-293-L	n/a	Denise Pierson	586-8680	denise.m.pierson@hawaii.gov
Office of Community Services	LBR903	2012-VT-BX-K013	16.320	Services for Trafficking Victims	U.S. Department of Justice	\$400,000	\$400,000	S-14-293-L	\$ 134,389	Lola Salimova	586-8699	lola.k.salimova@hawaii.gov
Office of Community Services	LBR903	14147HIHI2Y8304	10.576	Senior Farmers Market Nutrition Program	U.S. Department of Agriculture	\$502,732	\$502,732	S-14-293-L	n/a	Glenda Duldulao	586-8687	glenda.a.duldulao@hawaii.gov
Office of Community Services	LBR903	1501HIRCMA	93.566	Refugee Cash and Medical Assistance Program	United States Department of Health and Human Services	\$10,000	\$10,000	S-15-234-L	n/a	Lola Salimova	586-8699	lola.k.salimova@hawaii.gov

Department of Labor and Industrial Relations - Office of Community Services
Active Federal Awards as of December 1, 2014

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
Office of Community Services	LBR903	1501HIRSOC	93.566	Refugee Social Services Program FY 2015	United States Department of Health and Human Services	\$37,500	\$37,500	S-15-235-L	n/a	Lola Salimova	586-8699	lola.k.salimova@hawaii.gov
Office of Community Services	LBR903	EE0006149	81.042	Weatherization Assistance for Low-Income Persons	Department of Energy	\$171,836	\$171,836	S-15-236-L	n/a	Glenda Duldulao	586-8687	glenda.a.duldulao@hawaii.gov
Office of Community Services	LBR903	2015IY810547	10.568	Emergency Food Assistance Program (Administrative Costs)	U.S. Department of Agriculture	\$143,955	\$143,955	S-15-237-L	50% of State Admin Cost	Glenda Duldulao	586-8687	glenda.a.duldulao@hawaii.gov

Department of Labor and Industrial Relations Active Federal Awards as of December 1, 2014

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
DLIR	LBR 111	AA253491455A15	17.258	WIA Adult	USDOL	\$2,136,704	\$2,136,704	S-15-231-L	n/a	Kim Saito	6-8903	kim.a.saito@hawaii.gov
DLIR	LBR 111	AA253491455A15	17.259	WIA Youth	USDOL	\$2,049,527	\$2,049,527	S-15-231-L	n/a	Kim Saito	6-8903	kim.a.saito@hawaii.gov
DLIR	LBR 111	AA253491455A15	17.278	WIA DW	USDOL	\$1,851,946	\$1,851,946	S-15-231-L	n/a	Kim Saito	6-8903	kim.a.saito@hawaii.gov
DLIR	LBR 111	AA240881355A15	17.258	WIA Adult	USDOL	\$2,273,535	\$2,273,535	S-14-231-L	n/a	Kim Saito	6-8903	kim.a.saito@hawaii.gov
DLIR	LBR 111	AA240881355A15	17.259	WIA Youth	USDOL	\$2,174,842	\$2,174,842	S-14-231-L	n/a	Kim Saito	6-8903	kim.a.saito@hawaii.gov
DLIR	LBR 111	AA240881355A15	17.278	WIA DW	USDOL	\$2,658,630	\$2,658,630	S-14-231-L	n/a	Kim Saito	6-8903	kim.a.saito@hawaii.gov
DLIR	LBR 111	AA229311255A15	17.258	WIA Adult	USDOL	\$2,357,815	\$2,357,815	S-14-231-L	n/a	Kim Saito	6-8903	kim.a.saito@hawaii.gov
DLIR	LBR 111	AA229311255A15	17.259	WIA Youth	USDOL	\$2,243,958	\$2,243,958	S-14-231-L	35000	Kim Saito	6-8903	kim.a.saito@hawaii.gov
DLIR	LBR 111	AA229311255A15	17.278	WIA DW	USDOL	\$2,544,269	\$2,544,269	S-14-231-L	n/a	Kim Saito	6-8903	kim.a.saito@hawaii.gov
DLIR	LBR 111	EM258551460A15	17.277	Job Driven Natl Emergency Grant	USDOL	\$897,420	\$897,420	S-15-502-L	n/a	Kim Saito	6-8903	kim.a.saito@hawaii.gov
DLIR	LBR 111	AD254971455A15	17.235	Senior Comm Svc Empl Prgrm	USDOL	\$1,846,110	\$1,846,110	S-15-222-L	35000	Kim Saito	6-8903	kim.a.saito@hawaii.gov
DLIR	LBR 111	EM244511360A15	17.277	Dislocated Wrkr Trng Natl Emergency Grant	USDOL	\$1,769,095	\$1,769,095	S-14-500-L	n/a	Kim Saito	6-8903	kim.a.saito@hawaii.gov

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2014

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
905/GB				None											

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2014

Table 13

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
9037/NA	4/17/2014		100527	OCS Program Developer	Exempt	NA	13	-	1.00	N	60,000	Y	N		

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2014

Table 13

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
9027AA	10/17/2012		9868	Personnel Technician VII	C/S	17	63	0.39	-	A	16,720	Y	N		
9027AA	10/17/2012		9868	Personnel Technician VII	C/S	17	63	0.61	-	P	26,152	Y	N		
9027AA	7/17/2013		120111	Accountant III	C/S	20	13	-	1.00	P	42,132	Y	Y (2)		
9027AA	4/17/2014		26224	Accountant III	C/S	20	13	1.00	-	P	42,132	Y	N		
9027AA	7/17/2012		22693	OA III	C/S	8	03	-	1.00	P	25,668	Y	N		
9027AA	12/31/2013		30580	Staff Service Asst I	C/S	14	04	1.00	-	A	48,048	Y	N		
9027AA	7/17/2011		42360	Planner VI	C/S	26	73	1.00	-	A	60,686	Y	N		
9027AA	9/17/2014		47961	IT Specialist IV	C/S	22	13	1.00	-	P	51,312	Y	N		
9027AA	7/17/2013		94902	Secretary III	C/S	14	03	0.16	-	A	4,806	Y	N		
9027AA	7/17/2013		94902	Secretary III	C/S	14	03	0.84	-	P	25,230	Y	N		
9027AA	7/17/2011		94903	Program Budget Analyst	C/S	18	13	-	0.46	A	20,965	Y	N		
9027AA	7/17/2011		94903	Program Budget Analyst	C/S	18	13	-	0.54	P	24,611	Y	N		
9027AA	7/17/2013		121145	Administrative Asst VI	C/S	26	13	1.00	-	A	82,128	Y	N		
9027AA	7/17/2013		99173	IT Specialist VI	C/S	26	23	0.15	-	A	9,738	Y	N		
9027AA	7/17/2013		99173	IT Specialist VI	C/S	26	23	0.85	-	P	55,182	Y	N		
9027AA	7/17/2013		119282	IT Specialist III	C/S	20	13	-	1.00	P	42,132	Y	N		
9027AA	7/17/2011		111028	CIDS Computer Programmer	C/S	22	13	-	1.00	P	42,132	Y	N		
9027AA	2/20/2014		27825	IT Specialist IV	C/S	22	13	0.30	-	A	14,800	Y	N		
9027AA	2/20/2014		27825	IT Specialist IV	C/S	22	13	0.70	-	P	34,532	Y	N		
9027AA	9/17/2014		35350	Accountant V	C/S	20	13	1.00	-	P	75,960	Y	N		
9027AA	9/3/2014		45634	Personnel Clerk V	C/S	13	63	0.39	-	A	10,684	Y	N		
9027AA	9/3/2014		45634	Personnel Clerk V	C/S	13	63	0.61	-	P	16,712	Y	N		
9027AA	7/17/2014		120958	CIDS Computer Programmer	C/S	22	13	1.00	-	P	45,576	Y	N		
9027AA	7/17/2014		120959	Accountant III	C/S	20	13	1.00	-	A	42,132	Y	N		
9027AA	7/17/2014		120960	Program Budget Analyst IV	C/S	22	13	1.00	-	P	45,576	Y	N		
				Sub-Totals				5.39	0.46	A	310,707				
								8.61	4.54	P	595,039				
								-	-						
								14.00	5.00		905,746				

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Table 13

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
9017GA	5/1/2013		8666	Research Statistician VI	C/S	26	23	1.00	-	P	82,128	Y	N		
9017GA	5/1/2004		28556	Research Statistician III	C/S	22	13	1.00	-	P	47,412	Y	N		
9017GA	8/1/2012		26303	Research Statistician III	C/S	20	13	1.00	-	P	49,332	Y	N		
9017GA	7/1/2010		91901	Statistics Clerk I	C/S	10	03	1.00	-	P	27,756	Y	N		
9017GA	7/1/2010		91903	Office Assistant III	C/S	08	03	1.00	-	P	25,668	Y	N		
9017GA	7/1/2010		91904	Statistics Clerk I	C/S	10	03	1.00	-	P	27,756	Y	N		
9017GA	7/1/2010		91905	Research Statistician IV	C/S	22	13	0.45	-	P	33,042	Y	N		
9017GA	7/1/2010		91906	Research Statistician III	C/S	20	13	1.00	-	P	42,132	Y	N		
9017GA	7/1/2010		91907	Research Statistician III	C/S	20	13	1.00	-	P	42,132	Y	N		
9017GA	7/1/2010		91908	Research Statistician I	C/S	16	13	1.00	-	P	36,024	Y	N		
9017GA	7/1/2010		91909	Research Statistician III	C/S	20	13	1.00	-	P	42,132	Y	N		
9017GA	7/1/2010		91911	Research Statistician III	C/S	20	13	1.00	-	P	42,132	Y	N		
9017GA	7/1/2010		91912	Office Assistant IV	C/S	10	03	-	1.00	N	27,755	Y	N		
9017GA	7/1/2013		116673	Research Statistician IV	C/S	22	13	-	1.00	N	64,170	Y	Y(1)		
9017GA	12/31/2011		119443	LMI Statistical Analyst	Exempt	NA	13	-	1.00	N	54,000	N	N		
9017GA	12/31/2011		119444	LMI Statistical Analyst Asst.	Exempt	NA	13	-	1.00	N	45,600	N	N		
9017GA	7/1/2010		120573	Statistics Clerk I	C/S	10	03	1.00	-	P	27,756	Y	N		
9017GA	7/1/2013		120972	Research Statistician III	C/S	20	13	0.50	-	A	10,533	Y	Y(1)		
9017GA	7/1/2013		120972	Research Statistician III	C/S	20	13	0.50	-	P	10,533	Y	Y(1)		
9017GA	7/1/2010		91905	Research Statistician IV	C/S	22	13	0.55	-	N	25,067	Y	N		
9017GA	9/1/2014		8345	Secretary II	C/S	14	03	0.46	-	A	16,797	Y	N		
9017GA	9/1/2014		8345	Secretary II	C/S	14	03	0.54	-	P	19,719	Y	N		
				Sub-Total				0.96	-	A	27,330				
								13.49	-	P	555,654				
								0.55	4.00	N	216,592				
								15.00	4.00		799,576				

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Table 13

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								Perm	Temp						
8717LB	4/22/2012		25576	OA III	C/S	8	03	0.70	-	N	12,834	Y	Y(1)		
8717LB	7/29/2013		26913	Empl Security Appeals Referee	C/S	26	73	0.45	-	N	29,212	Y	Y(1)		
8717LB	7/17/2010		91871	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		
8717LB	7/17/2010		91872	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		
8717LB	7/17/2010		27971	Empl Security Appeals Referee	C/S	26	73	0.45	-	N	23,371	Y	N		
8717LB	8/17/2012		27972	Empl Security Appeals Referee	C/S	26	73	0.45	-	N	23,371	Y	N		
8717LB	7/17/2010		4552	Empl Security Appeals Referee	C/S	26	13	1.00	-	N	51,936	Y	N		
8717LB	4/17/2014		4585	Empl Security Appeals Referee	C/S	26	13	0.50	-	N	27,750	Y	N		
				Sub-Total				5.55	-	N	219,810				

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Table 13

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								Perm	Temp						
183/DA	9/17/2014	6/30/2015	21222	DC Administrator	C/S	EM 08	23	1.00	-	A	113,664	Y	N		
183/DA	4/16/2014	1/8/2015	5743	DC Ent Spec IV	C/S	22	13	1.00	-	A	64,920	Y	N		
183/DA	6/30/2014	12/10/2014	25956	DC Prog Spec I	C/S	24	13	1.00	-	A	67,488	Y	N		
183/DA	4/16/2014		17670	OA III (Hrgs Rvw)	C/S	08	03	1.00	-	A	30,036	Y	N		
183/DA	4/16/2014	1/27/2015	21951	OA III (CSU)	C/S	08	03	1.00	-	A	27,756	Y	N		
183/DA	4/16/2014		22179	OA III (Invest)	C/S	08	03	1.00	-	A	30,036	Y	N		
183/DA	4/16/2014		25826	OA III (R&C)	C/S	10	03	1.00	-	A	30,036	Y	N		
183/DA	4/16/2014	6/30/2015	32798	Voc Rehab Spec IV	C/S	22	13	1.00	-	A	64,920	Y	N		
183/DA	4/16/2014		30084	OA III (Hrgs Rvw)	C/S	08	03	1.00	-	A	25,668	Y	N		
183/DA	4/16/2014	12/1/2014	32678	OA III (CSU)	C/S	10	03	1.00	-	A	27,756	Y	N		
183/DA	4/17/2014		34018	OA II (R&C)	C/S	10	03	1.00	-	A	31,212	Y	N		
183/DA	6/17/2014	12/1/2014	35540	OA III (Hilo)	C/S	08	03	1.00	-	A	25,668	Y	N		
183/DA	4/17/2014	2/28/2015	36482	HO V (Maui)	C/S	26	13	1.00	-	A	82,128	Y	N		
183/DA	7/17/2010		92180L	Disability Comp Prgm Spclt I	C/S	24	13	-	0.50	B	25,656	Y	N		
183/DA	7/17/2010		92181L	Disability Comp Prgm Spclt I	C/S	24	13	-	0.50	B	25,656	Y	N		
183/DA	7/17/2010		92182L	Auditor IV	C/S	22	13	-	1.00	B	45,576	Y	N		
183/DA	7/17/2010		92183L	Disability Comp Prgm Spclt I	C/S	24	13	-	1.00	B	45,576	Y	N		
183/DA	7/17/2010		92185L	Accountant III	C/S	20	13	-	1.00	B	42,132	Y	N		
183/DA	7/17/2010		92186L	Account Clerk III	C/S	11	03	-	1.00	B	28,836	Y	N		
				Sub-Total				13.00	-	A	621,288				
									5.00	B	213,432				
								13.00	5.00		834,720				

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								Perm	Temp						
1717LA	7/14/2012		187	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	46,176	Y	N		
1717LA	8/18/2013		200	Auditor IV	C/S	22	13	1.00	-	N	51,312	Y	N		
1717LA	11/17/2012		201	Auditor II	C/S	18	13	1.00	-	N	38,988	Y	N		
1717LA	8/17/2012		7740	Unemployment Ins Spec V	C/S	24	13	1.00	-	N	64,920	Y	N		
1717LA	8/17/2012		8788	Unemployment Ins Spec V	C/S	24	13	1.00	-	N	57,708	Y	N		
1717LA	11/17/2012		9923	Unemployment Ins Spec III	C/S	20	13	1.00	-	N	42,132	Y	N		
1717LA	12/30/2012		10420	Unemployment Ins Spec IV	C/S	22	13	1.00	-	N	57,708	Y	N		
1717LA	12/31/2011		10742	Unemployment Ins Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		
1717LA	11/30/2013		8023	Unemployment Ins Spclt VI	C/S	26	23	1.00	-	N	78,984	Y	N		
1717LA	11/30/2011		10834	Unemployment Ins Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		
1717LA	7/17/2010		13098	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	51,312	Y	N		
1717LA	6/17/2013		13190	Unemployment Ins Spec III	C/S	20	13	1.00	-	N	53,352	Y	N		
1717LA	7/17/2010		21521	Unemployment Ins Asst VI	C/S	15	03	1.00	-	N	46,176	Y	N		
1717LA	9/16/2013		21587	Auditor IV	C/S	22	13	1.00	-	N	49,332	Y	N		
1717LA	12/30/2012		23104	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		
1717LA	11/30/2011		23106	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	39,480	Y	N		
1717LA	11/17/2012		23122	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	15,606	Y	N		
1717LA	9/18/2012		23123	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/17/2010		23589	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	12,342	Y	N		
1717LA	6/14/2013		23590	Unemployment Ins Asst IV	C/S	11	03	0.50	-	N	14,430	Y	N		
1717LA	11/30/2011		24697	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	4/17/2013		24698	Unemployment Ins Asst III	C/S	09	03	1.00	-	N	36,492	Y	N		
1717LA	8/17/2012		24699	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		
1717LA	8/17/2012		24706	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		
1717LA	6/16/2012		24707	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		
1717LA	7/17/2010		24708	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	31,212	Y	N		
1717LA	11/17/2012		25158	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		
1717LA	5/17/2013		25179	Unemployment Ins Asst II	C/S	18	13	1.00	-	N	42,132	Y	N		
1717LA	9/17/2013		25779	Auditor IV	C/S	22	13	1.00	-	N	57,708	Y	N		
1717LA	7/17/2013		25924	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	37,968	Y	N		
1717LA	11/30/2011		25928	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	41,040	Y	N		
1717LA	5/28/2013		26348	Unemployment Ins Spec V	C/S	24	13	1.00	-	N	57,708	Y	N		
1717LA	7/17/2010		26672	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		
1717LA	9/16/2013		26647	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	36,516	Y	N		
1717LA	1/28/2012		26993	Unemployment Ins Spec IV	C/S	22	13	1.00	-	N	62,424	Y	N		
1717LA	11/17/2012		26996	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	6/21/2013		26998	Unemployment Ins Asst III	C/S	09	03	1.00	-	N	38,988	Y	N		
1717LA	8/17/2012		27009	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	12,342	Y	N		
1717LA	5/17/2013		27010	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	16,212	Y	N		
1717LA	4/17/2013		27214	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	44,412	Y	N		

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								Perm	Temp						
1717LA	6/27/2013		27270	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		
1717LA	11/30/2011		27274	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		
1717LA	8/3/2013		27275	Unemployment Ins Asst V	C/S	11	03	0.50	-	N	14,430	Y	N		
1717LA	08/01/152		27755	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	Y(2)		
1717LA	11/30/2011		27762	Unemployment Ins Asst IV	C/S	11	03	0.50	-	N	13,332	Y	N		
1717LA	7/1/2013		27768	Unemployment Ins Asst IV	C/S	11	03	0.50	-	N	14,430	Y	N		
1717LA	11/1/2012		27776	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	41,040	Y	N		
1717LA	6/1/2014		197	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	35,064	Y	N		
1717LA	8/1/2012		29126	Unemployment Spec IV	C/S	22	13	1.00	-	N	57,708	Y	Y(2)		
1717LA	6/16/2012		31879	Unemployment Spec III	C/S	20	13	1.00	-	N	49,332	Y	N		
1717LA	12/31/2011		35349	Unemployment Ins Spclt IV	C/S	22	13	1.00	-	N	67,488	Y	N		
1717LA	6/1/2013		42392	Auditor IV	C/S	22	13	1.00	-	N	45,576	Y	N		
1717LA	7/1/2010		91268	Unemployment Ins Spclt I	C/S	16	13	1.00	-	N	36,024	Y	N		
1717LA	7/1/2010		91269	Unemployment Ins Spclt I	C/S	16	13	1.00	-	N	36,024	Y	N		
1717LA	2/7/2012		119329	Unemployment Ins Spec V	C/S	24	13	-	1.00	B	51,312	Y	N		
1717LA	7/1/2010		119331	Unemployment Ins Asst V	C/S	13	03	-	1.00	B	51,312	Y	N		
1717LA	8/1/2012		120050	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		
1717LA	12/30/2012		120052	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		
1717LA	12/30/2012		120053	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		
1717LA	11/30/2011		120063	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		
1717LA	12/31/2011		120068	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	8/16/2013		120069	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		
1717LA	4/1/2013		120081	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	12/30/2012		120082	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	Y(1)		
1717LA	8/1/2012		120083	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	Y(1)		
1717LA	8/28/2012		120084	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		
1717LA	4/1/2013		120085	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		
1717LA	11/30/2011		120090	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	Y(2)		
1717LA	12/31/2011		120101	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	36,024	Y	N		
1717LA	7/1/2010		119330	Unemployment Ins Asst III	C/S	09	03	-	1.00	B	51,312	Y	N		
1717LA	7/1/2010		119445	Unemployment Ins Spclt III	C/S	20	13	-	1.00	B	42,132	Y	N		
1717LA	7/1/2010		119446	Unemployment Ins Spclt III	C/S	20	13	-	1.00	B	42,132	Y	N		
1717LA	7/1/2010		119447	Unemployment Ins Spclt I	C/S	16	13	-	1.00	B	42,132	Y	N		
1717LA	7/1/2010		119448	Unemployment Ins Spclt III	C/S	20	13	-	1.00	B	42,132	Y	N		
1717LA	7/1/2010		119449	Unemployment Ins Spclt III	C/S	20	13	-	1.00	B	42,132	Y	N		
1717LA	7/1/2010		119450	Unemployment Ins Asst III	C/S	09	03	-	1.00	B	42,132	Y	N		
1717LA	7/1/2010		119451	Unemployment Ins Asst III	C/S	09	03	-	1.00	B	51,312	Y	N		
1717LA	7/1/2010		119452	Unemployment Ins Spclt III	C/S	20	13	-	1.00	B	45,576	Y	N		
1717LA	7/1/2010		120051	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120055	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	36,024	Y	N		
1717LA	7/1/2010		120057	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	36,024	Y	N		

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								Perm	Temp						
1717LA	7/1/2010		120058	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120059	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120060	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120062	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	11/30/2013		120099	Unemployment Ins Spclt II	C/S	13	03	1.00	-	N	36,024	Y	N		
1717LA	7/1/2010		120064	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120065	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120066	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120067	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120070	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120071	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120072	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120073	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120074	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120075	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120077	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120087	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120089	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	7/1/2010		120104	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	36,024	Y	N		
1717LA	7/1/2010		120105	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	36,024	Y	N		
1717LA	7/1/2010		120106	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	36,024	Y	N		
1717LA	7/1/2010		12239	Unemployment Ins Spclt III	C/S	20	13	0.50	-	N	21,072	Y	Y (2)		
1717LA	7/1/2010		13553	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	Y (1)		
1717LA	7/1/2010		14856	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	12,342	Y	N		
1717LA	7/1/2010		15213	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	36,492	Y	N		
1717LA	7/1/2010		190	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	10,950	Y	N		
1717LA	7/1/2010		21765	Auditor V	C/S	24	13	1.00	-	N	62,424	Y	N		
1717LA	7/1/2010		23105	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	12,342	Y	N		
1717LA	7/1/2010		23107	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	36,516	Y	N		
1717LA	7/1/2010		23128	Unemployment Ins Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		
1717LA	7/1/2010		24711	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	12,342	Y	N		
1717LA	7/1/2010		24716	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		
1717LA	7/1/2010		24718	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		
1717LA	7/1/2010		25831	Unemployment Ins Spclt V	C/S	24	13	1.00	-	N	64,920	Y	N		
1717LA	2/16/2013		25915	Unemployment Ins Asst III	C/S	09	03	1.00	-	N	26,700	Y	N		
1717LA	7/1/2010		25917	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	41,040	Y	N		
1717LA	7/1/2010		25919	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	Y (2)		
1717LA	7/1/2010		25920	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	41,040	Y	N		
1717LA	7/1/2010		25926	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	31,212	Y	N		
1717LA	7/1/2010		26978	Unemployment Ins Spclt III	C/S	20	13	0.50	-	N	26,676	Y	N		
1717LA	7/1/2010		27007	Unemployment Ins Spclt IV	C/S	22	13	1.00	-	N	51,312	Y	N		

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								Perm	Temp						
1717LA	7/1/2010		27008	Unemployment Ins Asst III	C/S	09	03	1.00	-	N	26,664	Y	N		
1717LA	7/1/2010		27769	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	12,342	Y	N		
1717LA	7/1/2010		27777	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	15,606	Y	N		
1717LA	7/1/2010		27896	Auditor IV	C/S	22	13	1.00	-	N	62,424	Y	N		
1717LA	7/1/2010		35347	Unemployment Ins Spclt V	C/S	24	13	1.00	-	N	67,488	Y	N		
1717LA	7/1/2010		37221	Office Assistant III	C/S	08	03	1.00	-	N	35,064	Y	N		
1717LA	7/1/2010		40267	Auditor IV	C/S	22	13	1.00	-	N	45,576	Y	N		
1717LA	7/1/2010		4047	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	49,332	Y	N		
1717LA	7/1/2010		4056	Unemployment Ins Asst III	C/S	09	03	1.00	-	N	25,668	Y	N		
1717LA	7/1/2010		42390	Auditor II	C/S	18	13	1.00	-	N	45,576	Y	N		
1717LA	12/31/2013		10402	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	53,352	Y	N		
1717LA	12/31/2013		26997	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	51,312	Y	N		
1717LA	12/31/2013		120099	Unemployment Ins Spclt I	C/S	16	13	1.00	-	N	36,024	Y	N		
1717LA	12/31/2013		24743	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	47,412	Y	N		
1717LA	12/14/2013		27227	Unemployment Ins Asst IV	C/S	11	03	0.50	-	N	10,950	Y	N		
1717LA	12/17/2013		27759	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		
1717LA	6/30/2014		8885	Unemployment Ins Spclt II	C/S	20	13	1.00	-	N	51,312	Y	N		
1717LA	6/1/2014		7508	Unemployment Ins Asst IV	C/S	11	03	0.50	-	N	11,868	Y	N		
1717LA	4/26/2014		21520	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	36,516	Y	N		
1717LA	5/1/2014		24700	Unemployment Ins Asst III	C/S	9	03	0.50	-	N	16,878	Y	N		
1717LA	2/4/2014		24705	Unemployment Ins Asst IV	C/S	11	03	0.50	-	N	14,434	Y	N		
1717LA	6/1/2014		24715	Unemployment Ins Asst IV	C/S	11	03	1.00	-	N	24,684	Y	N		
1717LA	6/21/2014		26569	Unemployment Ins Asst IV	C/S	11	03	0.50	-	N	12,342	Y	N		
1717LA	4/1/2014		26991	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	45,576	Y	N		
1717LA	4/1/2014		27761	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
1717LA	3/29/2014		31880	Unemployment Ins Spclt II	C/S	18	13	1.00	-	N	53,352	Y	N		
1717LA	6/30/2014		120086	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		
				Sub-totals				-	-	A	-				
								-	11.00	B	503,616				
								103.00	-	N	4,098,479				
								103.00	11.00		4,602,095				

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								Perm	Temp						
1617KA	12/17/2013		24988	Legal Clerk	C/S	14	63	-	1.00	A	41,040	Y	Y(1)		
				Totals						A	41,040				

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								Perm	Temp						
153/RA	7/3/2012		47949	Investigator IV	C/S	22	13	-	1.00	P	39,336	Y	Y (1)		
153/RA	9/16/2011		47954	Civil Rights Spec V	C/S	22	13	0.50	-	A	26,676	Y	Y (1)		
153/RA	9/16/2011		47954	Civil Rights Spec V	C/S	22	13	0.50	-	P	26,676	Y	Y (1)		
153/RA	7/1/2010		109000	Staff Attorney	Exempt	NA	73	-	1.00	P	60,732	Y	N		
153/RA	11/1/2012		109858	Staff Attorney	Exempt	NA	73	-	1.00	P	67,608	Y	N		
153/RA	8/1/2014		47922	Office Assistant IV	C/S	10	03	1.00	-	P	33,756	Y	Y (1)		
				Sub-Totals				0.50	-	A	26,676				
								1.50	3.00	P	228,108				
								2.00	3.00		254,784				

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								Perm	Temp						
1527CA	8/17/2014		45620	LLES IV	C/S	22	13	1.00	-	A	51,312	Y	N		
				Sub-Totals				1.00	-	A	51,312				

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								Perm	Temp						
1437/EA	8/20/2014		8343	OSH Advisor VI	C/S	26	23	0.50	-	A	41,064	Y	N		
1437/EA	8/20/2014		8343	OSH Advisor VI	C/S	26	23	0.50	-	P	41,064	Y	N		
1437/EA	10/17/2014		30693	EHS II	C/S	18	13	0.50	-	A	26,676	Y	N		
1437/EA	10/17/2014		30693	EHS II	C/S	18	13	0.50	-	P	26,676	Y	N		
1437/EA	7/31/2014		120239	EHS II	C/S	18	03	0.50	-	A	16,212	Y	N		
1437/EA	7/31/2014		120239	EHS II	C/S	18	03	0.50	-	P	16,212	Y	N		
1437/EA	9/20/2014		120392	OSHC IV	C/S	21	03	0.50	-	A	23,718	Y	N		
1437/EA	9/20/2014		120392	OSHC IV	C/S	21	03	0.50	-	P	23,718	Y	N		
1437/EA	5/17/2014		14202	OSHC IV	C/S	22	13	0.50	-	A	21,342	Y	N		
1437/EA	5/17/2014		14202	OSHC IV	C/S	22	13	0.50	-	P	21,342	Y	N		
1437/EA	7/17/2014		121453	OSHC IV	C/S	21	03	0.50	-	A	10,671	Y	N		
1437/EA	7/17/2014		121453	OSHC IV	C/S	21	03	0.50	-	P	10,671	Y	N		
1437/EA	7/17/2014		121454	EHS IV	C/S	22	13	0.50	-	A	11,394	Y	N		
1437/EA	7/17/2014		121454	EHS IV	C/S	22	13	0.50	-	P	11,394	Y	N		
				Sub-Totals				-			-				
								3.50	-	A	151,077				
								3.50	-	P	151,077				
								7.00	-		302,154				
1437/EB	6/17/2014		32911	Elevator Inspector II	C/S	21	03	1.00	-	B	60,000	Y	Y (1)		
1437/EB	11/17/2013		21950	Supervising Boiler Inspector	C/S	23	04	1.00	-	B	69,600	Y	N		
1437/EB	1/25/2014		24643	Elevator Inspector II	C/S	21	03	1.00	-	B	60,000	Y	N		
1437/EB	8/21/2014		27103	Elevator II	C/S	21	03	1.00	-	B	60,000	Y	N		
				Sub-Totals				4.00	-	B	249,600				

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								Perm	Temp						
135/A	8/15/2014		30364	Employment Analyst IV	C/S	22	13	-	1.00	N	45,576	Y	N		
135/A	2/1/2013		37700	Employment Analyst IV	C/S	22	13	-	1.00	N	47,412	Y	N		
135/A	9/29/2012		100278	Executive Director	Exempt	NA	93	0.10	-	A	8,170	Y	N		
135/A	9/27/2012		100278	Executive Director	Exempt	NA	93	0.90	-	N	73,528	Y	N		
				Sub-Total				-	-	A	8,170				
								0.90	2.00	N	166,516				
								0.90	2.00		174,686				

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								Perm	Temp						
1117/PB	7/1/2010		100987	Asset Program Specialist	Exempt	NA	13		1.00	N	44,283	Y	N		
1117/PB	12/1/2012		101167	HR Clerk Typist	Exempt	NA	03	1.00	-	N	37,980	Y	N		
1117/PB	12/1/2012		105717	Job Training Prog Specialist IV	Exempt	NA	13	-	1.00	N	45,576	Y	Y(3)		
1117/PB	7/1/2012		119152	Accountant IV	C/S	22	13	1.00	-	N	45,576	Y	N		
1117/PB	7/1/2012		119284	Employment Service Spclt IV	C/S	22	13	-	1.00	B	45,576	Y	N		
1117/PB	7/1/2010		119286	Account Clerk V	C/S	15	03	1.00	-	N	33,756	Y	N		
1117/PB	7/1/2012		119385	Mgmt Info Sys Spec	C/S	22	13	-	1.00	N	42,180	Y	N		
1117/PB	7/1/2010		119398	Job Training Specialist	Exempt	NA	13	-	1.00	N	42,180	Y	N		
1117/PB	7/1/2010		119399	Employment & Training Asst	Exempt	NA	13	-	1.00	N	25,668	Y	N		
1117/PB	7/1/2010		119400	Employment Service Spclt IV	C/S	22	13	-	1.00	N	45,576	Y	N		
1117/PB	5/1/2013		119401	WIA Performance Spec	Exempt	NA	13	-	1.00	N	42,180	Y	N		
1117/PB	8/1/2013		120724	Office Assistant IV	C/S	10	03	-	1.00	N	25,668	Y	N		
								-	-	A	-				
				Sub-Total				-	1.00	B	45,576				
								3.00	8.00	N	430,623				
								3.00	9.00		476,199				

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								Perm	Temp						
1117/PA	4/22/2014		14083	Employment Service Spclt V	C/S	24	13	1.00	-	N	60,024	Y	N		
1117/PA	5/31/2014		25446	Employment Service Spclt IV	C/S	22	13	1.00	-	N	67,488	Y	N		
1117/PA	5/17/2013		7494	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
1117/PA	4/17/2013		13486	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117/PA	2/9/2013		13488	Employment Service Spclt III	C/S	20	13	1.00	-	N	49,332	Y	N		
1117/PA	7/17/2010		15165	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		
1117/PA	7/17/2010		17753	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
1117/PA	9/17/2012		17772	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117/PA	7/17/2010		17782	Employment Service Spclt II	C/S	18	13	1.00	-	N	42,132	Y	N		
1117/PA	7/17/2010		22091	Employment Service Spclt II	C/S	18	13	1.00	-	N	42,132	Y	N		
1117/PA	10/16/2013		23445	Employment Service Spclt III	C/S	20	13	1.00	-	N	49,332	Y	N		
1117/PA	11/17/2012		31641	Employment Service Spclt III	C/S	20	13	1.00	-	N	45,576	Y	Y(1)		
1117/PA	7/17/2010		32413	Employment Service Spclt I	C/S	16	13	-	1.00	N	36,024	Y	N		
1117/PA	7/17/2010		32425	Employment Service Spclt IV	C/S	22	13	-	1.00	N	51,312	Y	N		
1117/PA	11/30/2011		33319	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	Y		
1117/PA	7/17/2010		34990	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		
1117/PA	7/17/2010		34993	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		
1117/PA	7/17/2010		35000	Office Assistant III	C/S	08	03	-	1.00	N	25,668	Y	N		
1117/PA	7/17/2010		35011	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		
1117/PA	5/17/2013		35014	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117/PA	4/17/2013		40028	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		
1117/PA	7/17/2010		42429	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117/PA	7/17/2010		43123	Employment Service Spclt I	C/S	16	13	-	1.00	U	36,024	Y	N		
1117/PA	4/17/2013		33333	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
1117/PA	12/17/2012		52822	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117/PA	7/17/2010		52823	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		
1117/PA	7/17/2010		52834	Employment Service Spclt III	C/S	20	13	-	1.00	U	42,132	Y	N		
1117/PA	3/17/2013		52837	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	Y(1)		
1117/PA	7/17/2010		52841	Employment Service Spclt I	C/S	16	13	-	1.00	N	42,132	Y	N		
1117/PA	7/17/2010		90032	Employment Service Spclt IV	C/S	22	13	-	0.50	U	12,834	Y	N		
1117/PA	7/17/2010		91002	Employment Service Spclt II	C/S	18	13	-	1.00	U	45,576	Y	N		
1117/PA	7/17/2010		91101	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
1117/PA	7/17/2010		91102	Employment Service Spclt III	C/S	20	13	1.00	-	N	45,576	Y	N		
1117/PA	7/17/2010		91103	Office Assistant IV	C/S	10	03	1.00	-	N	27,756	Y	N		
1117/PA	7/17/2010		91104	Employment Service Spclt IV	C/S	22	13	0.50	-	N	22,788	Y	N		
1117/PA	7/17/2010		91105	Employment Service Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		
1117/PA	7/17/2010		91106	Employment Service Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		
1117/PA	7/17/2010		91107	Employment Aide IV	C/S	11	03	1.00	-	N	28,836	Y	N		
1117/PA	7/17/2010		91108	Office Assistant III	C/S	08	03	0.50	-	N	12,834	Y	N		
1117/PA	7/17/2010		91109	Employment Service Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		
1117/PA	7/17/2010		91111	Employment Service Spclt V	C/S	24	13	1.00	-	N	51,312	Y	N		

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2014

Table 13

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
111/PA	7/1/2010		91112	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91113	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91114	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91115	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91116	Office Assistant III	C/S	08	03	0.50	-	N	12,834	Y	N		
111/PA	7/1/2010		91117	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		
111/PA	7/1/2010		91118	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		
111/PA	7/1/2010		91119	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91120	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91121	Employment Service Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		
111/PA	7/1/2010		91122	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91123	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91124	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91125	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91126	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91127	Employment Service Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		
111/PA	7/1/2010		91128	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91129	Employment Service Spclt IV	C/S	22	13	0.50	-	N	22,788	Y	N		
111/PA	7/1/2010		91130	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91137	Employment Service Spclt II	C/S	18	13	1.00	-	N	42,132	Y	N		
111/PA	7/1/2010		91138	Employment Service Spclt III	C/S	20	13		1.00	N	42,132	Y	N		
111/PA	7/1/2010		91139	Employment Service Spclt III	C/S	20	13	1.00		N	42,132	Y	N		
111/PA	7/1/2010		91140	Employment Service Spclt III	C/S	20	13	1.00		N	42,132	Y	N		
111/PA	7/1/2010		91142	Employment Service Spclt III	C/S	20	13	1.00		N	42,132	Y	N		
111/PA	7/1/2010		91143	Employment Service Spclt III	C/S	20	13	1.00		N	42,132	Y	N		
111/PA	7/1/2010		91144	Employment Service Spclt III	C/S	20	13	1.00		N	42,132	Y	N		
111/PA	7/1/2010		91145	Employment Service Spclt III	C/S	20	13	1.00		N	42,132	Y	N		
111/PA	7/1/2010		91147	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
111/PA	7/1/2010		91148	Employment Service Spclt III	C/S	20	13	1.00		N	42,132	Y	N		
111/PA	7/1/2010		91150	Employment Service Spclt II	C/S	20	13	-	1.00	N	38,988	Y	N		
111/PA	7/1/2010		91151	Employment Service Spclt III	C/S	20	13	1.00		N	42,132	Y	N		
111/PA	7/1/2010		91153	Employment Service Spclt III	C/S	20	13	1.00		N	42,132	Y	N		
111/PA	7/1/2010		91154	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
111/PA	7/1/2010		91155	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		
111/PA	7/1/2010		91156	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
111/PA	7/1/2010		91157	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		
111/PA	7/1/2010		91158	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
111/PA	7/1/2010		91159	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		
111/PA	7/1/2010		91160	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
111/PA	7/1/2010		91161	Office Assistant III	C/S	08	03	-	1.00	N	25,668	Y	N		
111/PA	7/1/2010		91162	Employment Service Spclt IV	C/S	22	13	-	1.00	N	45,576	Y	N		

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2014

Table 13

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
1117PA	7/1/2010		91163	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91164	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91165	Employment Aide IV	C/S	11	03	-	1.00	N	28,836	Y	N		
1117PA	7/1/2010		91166	Employment Aide IV	C/S	11	03	-	1.00	N	28,836	Y	N		
1117PA	7/1/2010		91167	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,998	Y	N		
1117PA	7/1/2010		91168	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,998	Y	N		
1117PA	7/1/2010		91169	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91170	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91171	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91172	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91173	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91174	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91175	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91176	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91177	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91178	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91179	Employment Service Spclt III	C/S	20	13	-	0.50	N	21,066	Y	N		
1117PA	7/1/2010		91180	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91181	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		
1117PA	7/1/2010		91182	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		
1117PA	7/1/2010		91183	Clerk Typist II	C/S	06	03	-	1.00	N	25,668	Y	N		
1117PA	7/1/2010		91184	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		
1117PA	7/1/2010		91185	Employment Service Spclt I	C/S	16	13	-	1.00	N	36,024	Y	N		
1117PA	7/1/2010		91186	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		91187	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		
1117PA	7/1/2010		91188	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		
1117PA	7/1/2010		91189	Office Assistant III	C/S	08	03	-	1.00	N	25,668	Y	N		
1117PA	7/1/2010		91190	Office Assistant III	C/S	08	03	-	1.00	N	25,668	Y	N		
1117PA	7/1/2010		93005	Employment Service Spclt II	C/S	18	13	-	1.00	U	42,132	Y	N		
1117PA	7/1/2010		93006	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		93017	Employment Service Spclt IV	C/S	22	13	-	0.50	U	22,788	Y	N		
1117PA	7/1/2010		93018	Employment Service Spclt II	C/S	18	13	-	0.50	U	21,066	Y	N		
1117PA	7/1/2010		93019	Employment Service Spclt II	C/S	18	13	-	0.50	U	21,066	Y	N		
1117PA	7/1/2010		93020	Employment Service Spclt II	C/S	18	13	-	0.50	U	21,066	Y	N		
1117PA	7/1/2010		93024	Employment Service Spclt II	C/S	18	13	-	0.50	U	21,066	Y	N		
1117PA	7/1/2010		93026	Employment Service Spclt II	C/S	18	13	-	0.50	U	21,066	Y	N		
1117PA	7/1/2010		93027	Employment Service Spclt II	C/S	18	13	-	0.50	U	21,066	Y	N		
1117PA	9/1/2013		33334	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		
1117PA	7/1/2010		96111	Employment Service Spclt II	C/S	18	13	-	1.00	U	42,132	Y	N		
1117PA	7/1/2010		96112	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		96113	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2014

Table 13

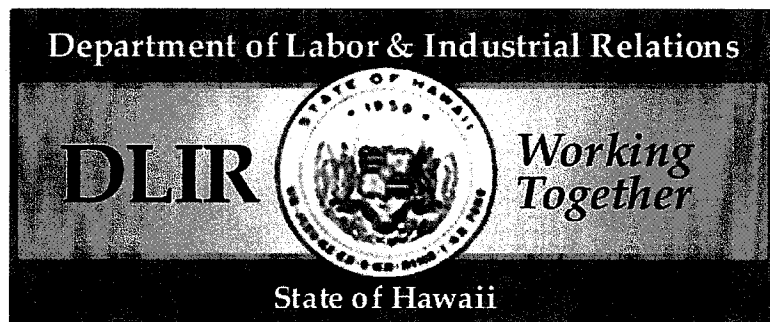
Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
1117PA	7/1/2010		96114	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		96115	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		96116	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		96117	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		98001	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		
1117PA	7/1/2010		98002	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		
1117PA	7/1/2010		98003	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		
1117PA	7/1/2010		98004	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		
1117PA	7/1/2010		98005	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		
1117PA	7/1/2010		98006	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		
1117PA	7/1/2010		98007	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		
1117PA	7/1/2010		99016	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		
1117PA	7/1/2010		99027	Employment Aide IV	C/S	11	03	-	1.00	N	28,836	Y	N		
1117PA	7/1/2010		99029	Clerk Typist II	C/S	06	03	-	1.00	N	25,668	Y	N		
1117PA	7/1/2010		99030	Clerk Typist II	C/S	06	03	-	1.00	N	25,668	Y	N		
1117PA	7/1/2010		99111	Employment Service Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		
1117PA	7/1/2010		99113	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		
1117PA	4/1/2013		99115	Employment Service Spclt I	C/S	16	13	-	1.00	N	36,024	Y	N		
1117PA	7/1/2010		99116	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		99117	Employment Aide V	C/S	13	03	-	1.00	N	31,212	Y	N		
1117PA	7/1/2010		117049	Employment Service Spclt III	C/S	20	13	-	1.00	U	42,132	Y	N		
1117PA	11/30/2011		119427	Employment Service Spclt IV	C/S	22	13	-	1.00	N	45,576	Y	N		
1117PA	7/1/2010		119428	Employment Service Spclt III	C/S	20	13	-	1.00	N	45,576	Y	N		
1117PA	7/1/2012		119429	Employment Service Spclt III	C/S	20	13	-	1.00	N	45,576	Y	N		
1117PA	4/1/2013		119430	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		
1117PA	7/1/2010		119432	Employment Service Spclt I	C/S	16	13	-	0.50	N	21,066	Y	N		
1117PA	7/1/2010		119535	Job Training Specialist	C/S	16	13	-	1.00	N	42,132	Y	Y(1)		
1117PA	9/1/2012		120108	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		
1117PA	9/1/2012		120109	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		
1117PA	7/1/2010		120110	Employment Service Spclt III	C/S	20	13	-	1.00	N	21,066	Y	N		
1117PA	7/1/2010		120112	Employment Service Spclt I	C/S	16	13	-	1.00	N	36,024	Y	N		
1117PA	1/1/2013		120113	Employment Service Spclt I	C/S	16	13	-	1.00	N	36,024	Y	N		
1117PA	3/1/2013		120448	Employment Service Spclt V	C/S	24	23	1.00	-	N	51,312	Y	N		
1117PA	7/1/2010		120958	IT Specialist IV	C/S	22	13	1.00	-	N	45,576	Y	N		
1117PA	6/30/2014		11556	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		
1117PA	7/1/2010		120960	Prog Budget Analyst IV	C/S	22	13	1.00	-	N	45,576	Y	Y(1)		
1117PA	7/1/2010		10831	Employment Service Spclt II	C/S	18	13	1.00	-	N	42,132	Y	N		
1117PA	4/1/2014		23748	Employment Service Spclt IV	C/S	22	13	-	1.00	N	45,576	Y	N		
1117PA	5/31/2014		47282	Employment Service Spclt III	C/S	20	13	-	1.00	U	42,132	Y	Y(1)		
				Sub -Total				-	-	A	-				
								-	-	B	-				

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2014

Table 13

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
								56.00	84.00	N	5,647,514				
								-	11.00	U	454,278				
								56.00	95.00		6,101,792				

PROGRAM AND ORGANIZATION MANUAL
JULY 2014



STATE OF HAWAII

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

DWIGHT TAKAMINE, DIRECTOR

JADE BUTAY, DEPUTY DIRECTOR

PROGRAM AND ORGANIZATION MANUAL
(Revised JULY 2014)
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...PROGRAMS AND OBJECTIVES...

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

PROGRAMS AND OBJECTIVES

The Department of Labor and Industrial Relations is charged with the administration of the State's labor laws as enacted in the Hawaii Revised Statutes (HRS) and which are designed to increase the economic security, physical and economic well-being and productivity of workers, and achieve industrial peace. The Department also administers related Federal programs in accordance with its responsibilities under State Law.

More specifically, the Department:

- (1) Administers the Disability Compensation program which encompasses:
 - (a) The Workers' Compensation Law, Chapter 386, HRS, to provide medical, income and rehabilitation benefits to workers suffering work-connected injuries or illnesses,
 - (b) The Temporary Disability Insurance Law, Chapter 392, HRS, to provide benefits to an individual in current employment but experiencing wage loss due to a temporary, disabling, non-occupational sickness or accidents,
 - (c) The Prepaid Health Care Law, Chapter 393, HRS to alleviate the economic hardships of workers whose non-work connected injury or illness requires medical and/or hospital care.
- (2) Administers programs under the Employment Security Law (Chapter 383, HRS), And Additional Unemployment Compensation Law (Chapter 385, HRS), including:
 - (a) Assessment and collection of unemployment insurance contributions from employers and payment of benefits to qualified unemployed individuals, and
 - (b) Free job placement and related services for jobseekers and employers through the Hawaii Workforce Development Division.
- (3) Administers the Occupational Safety and Health Law, Chapter 396, HRS, to assure safe and healthful working conditions for workers and the Boiler and Elevator Safety Law, Chapter 397, HRS, to assure the safe operations of boilers, elevators, amusement rides and related equipment throughout the State.
- (4) Administers the Apprenticeship Law, Chapter 372, HRS, to provide service and assistance to participants in apprenticeship and other on-the-job training programs and to promote the expansion of the apprenticeship program in the State.
- (5) Administers the Workforce Investment Act (WIA) of 1998 (Public Law 105-220), as well as Title V of the Older Americans Act. These laws and programs provide job training and employment to the unemployed, economically disadvantaged and dislocated workers.
- (6) Administers the Wage Standards programs which enforces laws relating to:
 - a) Wages and Hours (Chapter 387, HRS) which establishes minimum wage and overtime standards,
 - b) Wages and Hours of Employees on Public Works (Chapter 104, HRS) which provides for the establishment of prevailing minimum wages and sets overtime and other labor standards for mechanics and laborers employed on public works projects,

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PROGRAMS AND OBJECTIVES cont'd.

- (c) Payment of Wages and Other Compensation (Chapter 388, HRS) which assures the payment of wages regular paydays, assures prompt payment of employees upon termination, and good communication between employers and workers regarding rates of pay, vacation and sick leave policies and other benefits,
 - (d) Child Labor (Chapter 390, HRS) to regulate the employment of minors,
 - (e) Employment Practices (Chapter 378, Parts II and III, HRS) which protects workers from the unlawful use of lie detector tests, and unlawful suspension, discharge or discrimination based solely on a garnishment action, bankruptcy filing or work injury, or because a workers tested positive in an on-site drug test.
 - (f) Family Leave (Chapter 398, HRS) which provides leave to employees for the birth or adoption of a child, or to care for the employee's child, spouse, parent, or reciprocal beneficiary with a serious health condition.
- (7) Promotes harmonious and cooperative labor-management relations and resolves disputes in accordance with HRS, Chapters 89 and 377 through the Hawaii Labor Relations Board.
 - (8) Hears appeals from decisions rendered under Chapter 386, HRS (Workers' Compensation) and Chapter 397, HRS (Boiler and Elevator Safety) and assures that individuals are given equitable and responsive treatment through the services of the Labor and Industrial Relations Appeals Board as provided in Chapter 371, HRS.
 - (9) Provides individuals or any other involved party with a fair hearing by an impartial referee and renders decision on appeals of determination s and redeterminations with respect to the unemployment insurance program and other Employment Security decisions made by the Department as provided in the Hawaii Employment Security Law as included in Chapters 383 and 385, HRS.
 - (10) Administratively houses the Workforce Development Council which advises the Governor and State Legislature on board range of policies relating to workforce, employment training, career and skills development, industry and occupational analyses (refer to Chapter 202, HRS). The Council also acts as the State Workforce Investment Board which is the state oversight body for federally-funded workforce investment programs. The Council is specifically responsible for the state's workforce development strategic plan and the five-year Unified Workforce Investment Act (WIA) Plan. The latter is required by the U.S. Department of Labor in order to receive federal workforce investment funds. The Council is also responsible for developing a workforce accountability and evaluation system with benchmarks and outcome indicators for the state workforce strategic plan and performance measure for the Unified WIA plan. The Council provides workforce leadership in collaborations with its partners through its committees and work groups and yearly reports with recommendations to the Governor, Legislature and U.S. Department of Labor.

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PROGRAMS AND OBJECTIVES cont'd.

The Council acts as the Section 118 entity for ensuring the development, delivery and use of career and occupational information under the Carl Perkins Vocational Education Act of 1998. The Council is represented on the Coordinating Council for Career and Technical Education which advises the State Board for Career and Technical Education (the University of Hawaii Board of Regents) on vocational education, and comments on the required federal plan for vocational education.

- (11) Advises the State Legislature and the Governor with response to fire prevention and protection, life safety and any other function for which the various county fire department are responsible through the State Fire Council.
- (12) Oversees and advises the Hoisting Machine Operators Advisory Board and its Director with respect to safe and lawful certifications of boom, crane and tower operators in Hawaii.
- (13) Develops, analyzes and disseminates information and statistics on labor and industrial relations as set forth in Chapter 371, HRS.
- (14) Develops and implements equal opportunity practices to assure departmental operations and services are in accordance with Titles VI, VII and IX of the Civil Rights Act of 1964, as amended, and with other federal and state laws prohibiting discrimination in employment and provisions of services. Implements the requirements of 29 CFR Part 37 for the State of Hawaii and serves as the State of Hawaii and serves as the State Liaison with the U.S. Department of Labor for nondiscriminatory matters.
- (15) Maintains essential budget and fiscal controls and provides financial, management, personnel administration, training and information technology staff services for the administration and operation of the Department and programs.
- (16) Facilitates and enhances the development, delivery, and coordination of effective programs for disadvantaged persons, refugees, and immigrants. Provides advice and assistance to the agencies of the Executive Branch, private agencies in the human services field, and the Legislature with respect to the disadvantaged, immigrants, and refugees.

...STATEMENT OF FUNCTIONS...

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DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

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OFFICE OF THE DIRECTOR

Advises the Governor on matters relating to the economic security, physical and economic well-being, productivity of workers, and the achievement of good labor-management relations.

Prepares and submits legislative proposals to the Governor in support of the administration's labor policies.

Directs the planning, coordination and implementation of programs in the areas of employment services, the Workforce Investment Act (WIA), apprenticeship, unemployment insurance, occupational safety and health, workers' compensation, temporary disability insurance, prepaid health care, wage and hour, payment of wages, child labor, fair employment practices, and employment security appeals.

Establishes an organizational structure that is appropriate and effective for the achievement of departmental aims, goals and objectives.

Assures the availability of departmental services to persons in each county through a structure of district, branch and local offices.

Promotes equal employment opportunity practices in departmental services to the public through training, technical assistance and periodic on-site evaluations.

Affirms equal employment opportunity within the Department through the development and implementation of an Affirmative Action Plan.

Compiles, analyzes and disseminates information on employment, unemployment, employee safety and health, and general labor market conditions.

Conducts a public information program to inform the general public on labor programs and significant activities of the agency.

Promotes and coordinates cross-divisional and cross-functional initiatives to increase the number of jobs and employment and training opportunities in the State, strengthen rural community economic development efforts, and enhance the receipt of federal grants and monies for workforce assistance and related programs.

Provides administrative and budgetary support to: the Labor and Industrial Relations Appeals Board; the Hawaii Labor Relations Board; the State Fire Council; the Hawaii Civil Rights Commission; the Workforce Development Council; the Office of Community Services; and the Hoisting Machine Operators Advisory Board.

STATE OF HAWAII
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EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE

Under the administrative supervision of the Director of Labor and Industrial Relations, hears appeals by claimants and employers on unemployment insurance determinations, trade readjustment allowances, disaster unemployment assistance, Workforce Investment Act and other Employment Security decisions; and renders decisions and maintains a file of such decisions.

HAWAII LABOR RELATIONS BOARD

Exercises powers and duties in accordance with the Hawaii Revised Statutes (HRS) Chapters 89 and 377, relating to harmonious and cooperative labor-management relations. In addition, the Board hears and decides contests arising under HRS Chapter 396, relating to Occupational Safety and Health. The Board is within the Department of Labor and Industrial Relations for budgetary and administrative purposes only.

STATE FIRE COUNCIL

Advises the Governor and Legislature with respect to fire prevention and protection, life safety and any other functions or activities for which the various county fire departments are responsible; adopts a state model fire code; reviews and coordinates all applications to the federal government for grant assistance for fire-related projects; advises and assists county fire departments and approves plans for cooperation among the counties regarding fire-related matters; and prescribes standard procedures and forms relating to inspections, investigations and reporting of fires.

HOISTING MACHINE OPERATORS ADVISORY BOARD

The Hoisting Machine Operators Advisory Board is charged with processing and certifying boom, crane, and tower operators in the State of Hawaii.

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LABOR AND INDUSTRIAL RELATIONS APPEALS BOARD

Hears and decides appeals from decisions and orders of the Director issued under the Workers' Compensation Law and any other law for which an appeal to the Board is provided. The Board is within the Department of Labor and Industrial Relations for budgetary and administrative purposes only.

WORKFORCE DEVELOPMENT COUNCIL

Prepares and periodically updates a comprehensive state plan for workforce development with strategic goals and measurable outcomes. Reviews and assesses the coordination between the State's workforce development programs, including programs of the federal government operating in the State, and placements in higher-skilled jobs to expand economic development and diversification; and considers the State's employment and training requirements and resources, practices of employers and unions that impede or facilitate the skill advancement of workers, and the special problems of untrained and inexperienced youth, immigrants, persons with disabilities, welfare clients, single parents, disadvantaged minorities, and other groups facing barriers in the labor force.

Serves as an information clearinghouse for all workforce development programs in the State, including workforce training and education programs. Analyzes and interprets workforce information, particularly changes which are likely to occur during the next 3-5 years; the specific industries, occupations, and geographic areas which are most likely to be involved; and the social and economic effects of these developments on the State's economy, labor force, communities, families, social structure, and human values. Defines those areas of unmet workforce and economic development needs and describe how private and public agencies can coordinate their efforts and collaborate with each other to address those needs.

Recommends to the Governor and the Legislature, State policies and funding priorities based on local community input that it believes should be adopted by the State government in meeting its workforce development responsibilities. Submits annual reports of its activities and recommendations to the Governor and the Legislature.

Evaluates the state workforce development plan in terms of how its purposes, goals, and objectives have been carried out throughout the State. Provides technical assistance to local workforce development boards and other similar organizations.

Carries out required functions and duties related to the workforce development of any advisory body required or made optional by federal legislation, including the Workforce Investment Act of 1998, and the Wagner-Peyser Act of 1933, as amended.

Also, in accordance with the federal Workforce Investment Act of 1998, Public Law No. 105-220, assists the Governor in the following functions:

1. The development of the State's plan for the use of federal workforce investment funds, which is required under Public Law No. 105-220;
2. The development and continuous improvement of the statewide and local workforce investment systems described in subtitle B of Public Law No. 105-220, and the one-stop delivery systems described in section 134(c) of Public Law No. 105-220, including linkages, coordination and non-duplication among the programs and activities, and the review of plans prepared by the local workforce investment boards for the use of federal work force investment funds;

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WORKFORCE DEVELOPMENT COUNCIL, cont'd

3. The development and continuous improvement of comprehensive State performance measures, including state-adjusted levels of performance, to assess the effectiveness of the workforce investment activities in the state as required under section 136(b)(1) of Public Law No. 105-220;
4. The development of the statewide employment statistics system described in section 15(e) of the Wagner-Peyser Act;
5. The preparation of the annual report to the U.S. Secretary of Labor described in section 136(d)(1) of Public Law No. 105-220;
6. The designation of local areas as required in section 116 of Public Law No. 105-220;
7. The development of allocation formulas for the distribution of funds for adult employment and training activities and youth activities to local areas as permitted under sections 128(b)(3)(B)(i) and 133(b)(3)(B)(i) of Public Law No. 105-220;
8. The designation of State incentive funds under Section 134(a)(2)(B)(iii) of P.L. 105-220, and development and implementation of an incentive awards process for awarding these funds to local workforce areas.
9. The development of comments, provided at least once annually, on the measures taken pursuant to section 122(c)(16) of the Carl D. Perkins Vocational and Applied Technology Education Amendments of 1998, Public Law No. 105-332;
10. The development of an application for an incentive grant under section 503 of Public Law No. 105-220.

Acts as the designated state entity to conduct activities relating to occupational and employment information for vocational and technical education programs in compliance with section 118 of the Carl D. Perkins Vocational and Applied Technology Education Amendments of 1998, Public Law No. 105-332.

WORKFORCE SYSTEM PLANNING, RESEARCH AND DEMONSTRATION STAFF

- Assists the Council in developing and overseeing the Hawaii Workforce Development Strategic Plan and the Five-Year Unified Workforce Investment Act Plan, including reviews and comments of partners' plans. Coordinates and arranges for staffing of the appropriate planning work groups and committees of the Council. Schedules planning, technical assistance, implementation and updating activities and staff selected developmental projects on a limited time basis.
- Drafts, coordinates and transmits Workforce Investment Act (WIA) guidance based on laws, rules, federal guidance and state policies, to local workforce areas and appropriate partners and staff. Arranges and implements technical assistance workshops and staff professional development for the local workforce investment boards. Prepares, compiles and disseminates technical assistance guides, best practices and model program packets. Updates and improves the inventories of workforce programs and service providers.

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WORKFORCE DEVELOPMENT COUNCIL cont'd

- Develops and implements collaborative policy strategies among workforce partners to reduce overlaps, bridge gaps and improve workforce and supporting services. Researches and develops initiatives in improving workforce outcomes through grants, community collaboration and partner projects. Researches, advocates and assists standards-based workforce education and training.
- Works with partner program staffs to prepare reports to the Governor, Legislature, and the U.S. Department of Labor (USDOL).

WORKFORCE SYSTEM OVERSIGHT AND EVALUATION STAFF

- Assists in designing the statewide public/private interagency performance management system. Develops the system performance management tools.
- Initiates and develops cooperative agreements for data collection, common data measures and resource sharing with partner agencies and programs. Builds a network of working relations with evaluation staff in partner agencies and utilizes their expertise to facilitate the oversight of the WIA performance measures and the workforce development strategic plan indicators.
- Initiates and staffs a council workforce performance accountability committee.
- Provides technical assistance and staff development in systems indicators and the WIA performance measures for local workforce area board members, staff and committees.
- Initiates and maintains an awards and incentives program to reward workforce successes.
- Works with the partner program staffs to prepare reports to the Governor, Legislature, and the USDOL.
- Develops grant proposals to support workforce systems implementation, particularly with major public program partners, private sector organizations and employers.
- Develops and expands linkages, information and training resources in occupation and career areas to grades K-12 and higher education, workforce agencies, employers and jobseekers.

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HAWAII CIVIL RIGHTS COMMISSION

The Hawaii Civil Rights Commission (HCRC) is responsible for the enforcement of the State's laws prohibiting discrimination in employment, housing and public accommodations and access to State- funded services.

Receives, investigates and conciliates complaints alleging any unlawful discriminatory practices under Hawaii Revised Statutes (HRS) Chapters 368,378 part I, 489 and 515.

Issues right-to-sue letters to complainants.

Holds hearings and orders appropriate legal and equitable relief or other affirmative action when a violation is found.

Commences civil actions in circuit court to seek enforcement of HCRC subpoenas, orders or settlement agreements.

Conducts research and investigations, and publishes the results in order to promote goodwill and minimize or eliminate discrimination in employment, housing and public accommodations.

Submits an annual report of its activities to the Governor and Legislature.

Hires staff and support personnel.

Adopts rules under Hawaii Revised Statutes Chapter 91.

ENFORCEMENT STAFF

Provides specialized staff support to the HCRC for administration, intake, investigation, informal complaint resolution, enforcement and public information services.

Directs and maintains a centralized intake and/or referral service for the HCRC.

Receives complaints alleging violations of HRS Chapters 368, 378 part I, 489 and 515.

Conducts investigations of complaints.

Facilitates settlements of complaints.

Makes determinations as to whether there is reasonable cause to support a finding that discrimination has occurred.

Facilitates conciliation of complaints where cause has been found.

Litigates complaints in administrative hearings and circuit court.

Maintains investigation records and files.

Assists the HCRC by recommending rules and regulations concerning enforcement problems.

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HAWAII CIVIL RIGHTS COMMISSION (2) cont'd

Investigation Section

Provides intake and investigation for all complaints on a statewide basis. Ensures compliance with federal workshare contract requirements in the investigation and processing of employment and housing complaints. Conducts compliance reviews of settlement agreements.

Investigation Unit I

Conducts complaint intakes.

Interviews complainants, respondents, witnesses or other parties to ascertain data and facts necessary to complete the investigation of the complaint.

Reviews and analyzes records and data relating to the investigation of complaints.

Drafts and serves HCRC investigative subpoenas.

Prepares detailed reports of findings and recommended cause/no cause determinations.

Conducts predetermination settlement conferences.

Investigation Unit II

Interviews complainants, respondents, witnesses or other parties to ascertain data and facts necessary to complete the investigation of the complaint.

Reviews and analyzes records and data relating to the investigation of complaints.

Drafts and serves HCRC investigative subpoenas.

Prepares detailed reports of findings and recommended cause/no cause determinations.

Conducts predetermination settlement conferences.

Conducts compliance reviews of settlement agreements.

Legal Section

Provides specialized staff support to the HCRC in conciliation and litigation of complaints.

Enforces HCRC investigative subpoenas before the circuit court.

Conducts conciliation conferences.

Litigates administrative and circuit court cases against respondents.

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HAWAII CIVIL RIGHTS COMMISSION 3) cont'd

Resolves cases both formally and informally.

Prepares HCRC hearings and circuit court subpoenas.

Enforces settlement and conciliation agreements in circuit court.

Advises the Executive Director on legal enforcement matters.

Information and Program Development Section

Provides specialized staff support to the HCRC in the development of legislation and the dissemination of information concerning the State's discrimination laws and the results of investigations.

Disseminates, through the media, news releases and updates to educate and inform the public in matters that relate to the HCRC.

Develops brochures providing general information on the laws enforced by the HCRC and its procedures.

Develops public educational and information programs about the laws, services and activities of the HCRC. Coordinates HCRC public education program and handles requests for HCRC speakers and presentations.

Collects data on intakes, settlements, prosecution and final resolution of cases and sends to parallel federal agencies pursuant to workshare agreements.

Assists the media and the public who call or come into the HCRC office in understanding the laws under the HCRC's jurisdiction.

Coordinates the HCRC mediation program.

Prepares the HCRC annual report for submission to the Governor and the Legislature.

CLERICAL SERVICES

Provides clerical and logistical support to the Executive Director, and the Enforcement Staff via a clerical pool.

Maintains the Investigation Section's intake and investigation records and files.

Assists the Legal Section in copying and filing cases.

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HAWAII CIVIL RIGHTS COMMISSION 4) cont'd

ADJUDICATION STAFF

Provides specialized staff support to the HCRC in conducting administrative hearings and enforcement of final orders.

Conducts administrative hearings and establishes the record.

Issues and enforces HCRC hearings subpoenas.

Writes proposed and final findings of fact, conclusions of law and orders for contested cases.

Writes proposed and final orders for petitions for declaratory relief.

Represents the HCRC in appeals of final orders before the circuit and appellate courts.

Maintains hearings records and files.

Assists the HCRC by recommending rules and regulations concerning HCRC procedures and substantive law.

Advises the HCRC on legal matters.

Analyzes and develops legislation relating to civil rights, and monitors, analyzes and drafts recommendations and testimonies on legislation affecting the jurisdiction of the HCRC.

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STATEMENT OF FUNCTIONS

OFFICE OF COMMUNITY SERVICES

The Office of Community Services' (OCS) overall purposes are to facilitate and enhance the development, delivery, and coordination of effective programs for disadvantaged persons, refugees, and immigrants, and to provide advice and assistance to the agencies of the Executive Branch, private agencies in the human services field, and the Legislature with respect to the disadvantaged, immigrants, and refugees. The general duties of the OCS are as follows:

Establishes statewide goals and objectives relating to increasing the economic self-sufficiency of disadvantaged persons, refugees, and immigrants.

Analyzes and supports State and county research concerning the needs of disadvantaged persons, refugees, and immigrants in the State.

Reviews legislation pertaining to programs within the purview of the OCS, and appropriations for services to the disadvantaged, refugees, and immigrants. Makes recommendations pertaining to program objectives and appropriations to the Governor and the Legislature.

Evaluates the availability, adequacy, and accessibility of services, with particular emphasis on employment-related activities for the disadvantaged, refugees, and immigrants within the State.

Assists and coordinates the efforts of public and private agencies providing services, focusing on employment-related programs, that affect the disadvantaged, refugees, and immigrants, including the State Departments of Health, Human Services, Labor and Industrial Relations, and Education. Reports such efforts to the Governor and the Legislature.

Maintains contacts with local, state, and federal officials, and public and private agencies concerned with planning for the disadvantaged, refugees, and immigrants.

Encourages and fosters local action on behalf of the disadvantaged, refugees, and immigrants.

RESEARCH, PLANNING, AND RESOURCE DEVELOPMENT STAFF

Conducts evaluation of the sufficiency of services for the disadvantaged, immigrants and refugees in Hawaii and makes recommendations for improvements.

Develops strategic plans to establish statewide goals and objectives to facilitate and enhance services to Hawaii's disadvantaged persons, refugees, and immigrants.

Assesses the sufficiency of research by state, county, and federal agencies on the needs of disadvantaged persons, refugees, and immigrants and makes recommendations for improvement.

Monitors, analyzes, and reports on legislation pertaining to the disadvantaged, immigrants, and refugees.

Facilitates coordination and collaboration among public and private agencies to reduce overlaps, bridge gaps, and improve the effectiveness of services.

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OFFICE OF COMMUNITY SERVICES 2) cont'd

Plans, develops, and implements innovative training programs in direct partnership with private and public agencies to provide technical assistance workshops and professional staff development to upgrade and/or improve program effectiveness and staff skills to manage programs and services. Prepares, compiles, and disseminates technical assistance guides, grant proposal training, and best practices and model program packets.

Coordinates and facilitates meetings and forums of service providers to promote the sharing of information, resources, and techniques to improve program effectiveness.

Promotes, plans, and develops statewide conferences on poverty that identify needs, resources, strategies, and promotes the effective delivery of services.

Works with the Program Administration and Evaluation Section to develop initiatives and programs to improve services.

PROGRAM ADMINISTRATION AND EVALUATION STAFF

Plans and develops policies and procedures for the procurement, administration and implementation of state and federally-funded programs for the disadvantaged, immigrants, and refugees.

Plans, develops, and negotiates proposals for state and federal funds to meet the needs of the disadvantaged, immigrants, and refugees.

Prepares specifications and timetables for soliciting and reviewing grant proposals. Reviews and analyzes requests for funding submitted by interested private agencies and community-based organizations for the delivery of services. Recommends approval or disapproval for these requests and negotiates and prepares contracts for service implementation.

Monitors service providers' programs and activities and funds management to insure compliance with federal and state regulations, policies, and procedures. Analyzes program and contract performance data. Evaluates programs to determine the effectiveness of program operations and the achievement of goals and objectives.

Develops and maintains cooperative working relationships with public and private agencies to enhance the interest in and success of programs and services designed to meet the needs of Hawaii's disadvantaged, immigrants, and refugees.

Provides technical support to contractors and the community. Assists and participates in activities and projects to support services to the disadvantaged, refugees, and immigrants.

Coordinates the preparation of the OCS' annual report.

STATE OF HAWAII
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OFFICE OF COMMUNITY SERVICES 3) cont'd

FISCAL STAFF

Provides the OCS staff with fiscal and financial management support.

Advises the Executive Director and operations staff of statutes, rules, policies, and procedures applicable to the OCS' fiscal administration of state grants, purchase of services, federal grants, and other funding.

Analyzes and submits budget with recommendations to the Executive Director for review and approval.

Installs and maintains budgetary controls and initiates, compiles, and prepares state and federal budgets in coordination with the operations staff.

Installs and maintains a funds accounting system for state and federal-funded programs in accordance with prescribed state accounting requirements, and State and/or federal laws, rules, regulations, policies and procedures. Provides monthly financial reports for all programs.

Conducts financial monitoring for all State and federally-funded contracts.

CLERICAL SERVICES

Provides word-processing, typing and clerical services.

STATE OF HAWAII
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ADMINISTRATIVE SERVICES OFFICE

Provides the Department with fiscal and financial management support, management and Electronic Data Processing (EDP) analysis and office services.

FISCAL STAFF

Provides staff assistance to the Director in exercising fiscal responsibilities. Develops and recommends departmental fiscal policies and procedures consistent with State and/or federal laws, rules, regulations, policies, and procedures. Installs and maintains budgetary controls; coordinates requests for proposals and contract services; and initiates, compiles, and prepares State and federal budgets in coordination with operating units. Analyzes and submits budgets and summaries with appropriate recommendations to the Director for review and approval.

STATE PROGRAMS SECTION

- Installs and maintains a funds accounting system in accordance with prescribed State accounting requirements for:
 - A. State general fund accounts.
 - B. Special State fund accounts.
 - 1. Workers' Compensation Special Compensation Fund.
 - 2. Temporary Disability Insurance Special Fund.
 - 3. Hawaii Prepaid Health Care Premium Supplementation Special Fund.
 - 4. Hoisting Machine Operator's Certification Revolving Fund.
- Provides regular financial reports to the operating units.

FEDERAL PROGRAMS SECTION

- Provides federal programs with fiscal and financial management support.

Reporting Unit

- Receives, deposits, and accounts for grants, fees, and other monies received by the Department.
- Prepares inputs planned and cost data into the computerized accounting system and generates monthly and special financial reports as required by the Director, the Federal Employment and Training Administration (ETA), Workforce Investment Act (WIA), and Occupational Safety and Health Act (OSHA) programs, other federal programs, special funds and State agencies. Also, maintains files relating to departmental fiscal activities.
- Conducts financial monitoring of on-the-job-training contracts.

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ADMINISTRATIVE SERVICES OFFICE (2) cont'd.

Cost Accounting Unit

- Installs and maintains accounting systems (Cost Accounting System) of administrative fund accounts in accordance with prescribed federal and State accounting requirements for:
 - A. Federal grants and contracts, to include the Unemployment Insurance (UI), WIA, OSHA, Wagner-Peyser Act, Disabled Veteran Outreach Program (DVOP), Local Veterans Employment Representative (LVER), Bureau of Labor Statistics (BLS), and Labor Market Information (LMI).
 - B. Special State fund accounts.
 1. Unemployment Compensation Trust Fund.
 2. Unemployment Compensation Benefit Payment Fund.
 3. Special Unemployment Compensation Administration Fund.

Payroll/Vouchering Unit

- Computes, processes, and transmits semi-monthly payroll documents.
- Receives, checks, and processes invoices/claims for payments.
- Performs purchasing activities.
- Receives, reviews and processes requisitions for supplies, services and equipment.

WORKFORCE INVESTMENT ACT SECTION

- Serves as staff advisor to the administrator of the Workforce Development Division regarding fiscal and financial management matters.
- Develops fiscal policy and procedures for the statewide operation of the Workforce Investment Act (WIA), Senior Community Service Employment Program (SCSEP), and Employment and Training Fund (ETF).
- Develops, installs and maintains internal accounting systems and procedures for the control of funds for the operation and administration of the WIA, SCSEP, and ETF programs in the State of Hawaii.
- Provides technical assistance to sub-recipients of the WIA, SCSEP, and ETF funds in developing fiscal policies, standards and procedures that meet the requirements of the WIA, SCSEP, and ETF federal regulations and State laws.
- Monitors the financial management operation, quality and effectiveness of fiscal operations in the WIA Local Workforce Investment Boards (LWIB) and other sub-recipients.

Installs and maintains a fund accounting system in accordance with prescribed State accounting requirements for the State general fund account.

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ADMINISTRATIVE SERVICES OFFICE (3) cont'd.

OFFICE SERVICES

- Coordinates the annual inventory for departmental property. Maintains controls; establishes accountability records by operating units; and assists with property transfers and disposal.
- Provides mail and messenger services. Monitors the overall departmental mail operation; maintains logs of postage costs and types of mail; evaluates program cost-effectiveness; makes recommendations to reduce postal costs; coordinates with department users.
- Provides form duplication and other printing services for departmental components.
- Provides storeroom services for office supplies and forms.

PROGRAM ORGANIZATION, METHODS AND EVALUATION (POME) STAFF

Reviews program effectiveness; coordinates the executive program to foster management development; reviews the development of the Department's comprehensive program plans and evaluates compliance therewith; reviews the departmental organization to insure a proper relationship is maintained between the needs of each agency component and the organizational structure; conducts management audits, studies and appraisal of departmental activities including management controls, administrative applications, reporting standards and standards of objectives; evaluates the scope, priorities and progress of departmental projects to determine their relative impact on the effectiveness of ongoing programs.

STATE OF HAWAII
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ADMINISTRATIVE SERVICES OFFICE 4) cont'd.

EDP SYSTEMS STAFF

The staff monitors the overall departmental management approach and implementation of information processing systems and programs; provides procedures and guidance on all information technology (IT) matters, reviews requirements of operating units and determines feasibility for modifying or expanding information processing applications or developing new information processing programs to replace manual systems and procedures. The staff also performs system analysis and develops specifications, utilizes these specifications to recommend hardware/software and systems requirements, provides assistance with the departmental IT Security and Disaster Recovery and Business Continuity Plan, supports the programs in developing and/or updating their IT security procedures and guidelines, monitors and reports compliance of departmental IT security policies, maintains inventory control of IT assets for the department and the programs and coordinates with the State's Information and Communication Services Division to insure the agency's information processing requirements are satisfied and problem areas resolved.

GENERAL SUPPORT AND SECURITY SECTION

GENERAL SUPPORT

- Provides information technology (IT) support for the Department's end users.

Help Desk Support

The Help Desk receives, assigns, tracks, and closes all end-users' work request tickets, provides end users with answers or solutions to routine IT related questions or problems and works with end-user and the Communication, Security, and Program Support (PS) Sections to resolve more complex problems.

The Help Desk also prioritizes and forwards work request tickets concerning the end user's request for technical assistance -- mainframe support, database management, and program specific (e.g., Unemployment Insurance Division's Interactive Voice Response System [IVR], Workforce Development Division's HireNet Operating System, or Disability Compensation Division's [DCD] Lotus Domino) problems to the appropriate sections or systems analysts.

Hardware and Software Support

In addition, the Help Desk recommends hardware/software replacement and acquisition with the advice and assistance of the Communication, Security, and PS sections regarding different departmental systems configuration requirements and the department's IT security policies, manages the Department's IT hardware and software inventory including the addition and removal of hardware/software from the department's inventory listing, maintains a listing of the Department's software licenses and hardware warranties/extended warranties, and coordinates with end users on renewal of software licenses and transferring of warranties/extended warranties of hardware to Department contracted maintenance support.

- Works with the Communication, Security, and PS Sections to install, configure, and manage departmental IT systems.

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ADMINISTRATIVE SERVICES OFFICE 5) cont'd

- Compiles a list of training requests submitted by Communication, Security, and PS Sections, provides list to EDPSO manager for review and approval and maintains list by subject and person.

SECURITY :

IT Security

- Coordinates, develops, and administers the Department's IT security policies and procedures. Incorporates programs' security requirements in the Department's IT security policies and procedures.
- Manages the Department's firewall policies in accordance with DLIR's IT security policies and procedures .
- Recommends changes to the Department's IT security policies and the programs' IT security procedures.
- Provides the General Support and Program Support Sections with configuration requirements for the procurement of network hardware/software and related communication devices.

Disaster Recovery and Business Continuity Plan

- Coordinates with DLIR programs in the development and implementation of a departmental disaster recovery and business continuity plan. Provides IT perspective for the Disaster Recovery and Business Continuity Plan.
- Works with the Department of Accounting and General Services' Information and Communication Services Division to coordinate disaster recovery services.

PROGRAM SUPPORT AND COMMUNICATION SECTION

PROGRAM SUPPORT:

Provides technical services and support to DLIR programs that have program-specific applications (i.e. IVR, OSOS, and DCD's Lotus Domino).

Software Applications

- Provides technical services to program specific applications (i.e., IVR, OSOS, and DCD Lotus Domino).
- Manages database(s) specific to the program application.

Software/Hardware Procurement

Provides the General Support Section with configuration requirements in accordance with Departmental IT security policies.

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ADMINISTRATIVE SERVICES OFFICE 6) cont'd

Project Manager or Liaison

Acts as project manager or liaison when new applications are developed and implemented.

IT Security

- Administers program applications in accordance with Departmental IT security policies and the program's procedures.
- Recommends changes to the Departmental IT security policies and the program procedures.

COMMUNICATION:

Provides the Department with communication support.

Network Communication

- Supports DLIR communication activities in accordance with departmental IT security policies and procedures.
- Designs, installs, and maintains DLIR's Local Area Networks (LAN), Wide Area Networks (WAN), and the Department's communication backbone.
- Assists DLIR programs with the procurement of network hardware/software and related communication devices in accordance with departmental IT security policies.

Internet Application Support

- Coordinates and develops standards for the DLIR Web page and Internet browser applications.
- Administers DLIR's electronic messaging applications.

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PERSONNEL OFFICE

Manages the personnel program of the Department.

PERSONNEL STAFF

- Develops and recommends departmental personnel policies and procedures and advises on their application.
- Advises the Department Director, administrators, supervisors, and other employees regarding application of appropriate personnel management practices, existing personnel laws, rules and regulations of the State and collective bargaining agreement.
- Performs classification reviews and analyses on new and redescribed positions, and recommends appropriate classification actions.
- Advises departmental units on effects of reorganizations on positions and compensation.
- Impartially responds to internal complaints, conducts investigations and arrives with conclusions of fact.
- Advises and assists hiring offices in the development of selection tools and job performance standards.
- Advises and assists in appeals on classification and pricing actions; advises on internal salary relationships.
- Establishes and maintains a centralized system of recording and reporting personnel transactions.
- Maintains close working relationships and serves as the Department liaison unit with the Department of Human Resources Development and the exclusive bargaining agent of DLIR employees.
- Assists departmental units in planning for their personnel needs.
- Advises supervisors and administrators on the resolution of grievances.
- Plans and coordinates and assists in the implementation of required or requested training.
- Provides investigative services or advises departmental units concerning violations of state or federal employment laws. Makes recommendations on actions to be taken.
- Advises departmental units of ADA, EEO, RA requirements by providing in house training.

TRANSACTIONS STAFF

- Provides information and enrollment services on state-administered group benefit programs.
- Provides information and processes requests for medical leaves of absence.
- Processes industrial injury reports, calculates monthly pay and benefit usage and maintains case files.
- Promotes and assists in employee relations activities including employee orientation, incentive and service awards, retirement information and other employee welfare activities.
- Provides clerical support to Personnel Staff.
- Assists in the conduct of internal and limited delegated recruitments.
- Provides departmental units with information and advice on requested or required personnel actions.
- Services as department liaison with DHRD Personnel Transactions Office.
- Maintains official personnel files for each employee
- Processes and enters all personnel transactions related to time and attendance.

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RESEARCH AND STATISTICS OFFICE

Conducts labor-related research and statistical services; provides technical assistance and consultative services in research matters.

- Advises management on the research and statistical needs of the Department in meeting its overall mission.
- Coordinates the preparation, review, verification, validation, and transmittal of operational program reports as required by the Employment and Training Administration, U.S. Department of Labor and as mandated by the State.
- Conducts program, legislative, and economic research.
- Recommends and installs procedures for a departmental system of statistical reporting.
- Develops program and administrative statistical data.
- Advises other departmental units in applying research techniques in operational planning and program studies.
- Develops labor market information, including labor force statistics produced in cooperation with the federal Bureau of Labor Statistics (BLS) and the Employment and Training Administration (ETA).
- Plans, develops and maintains a comprehensive career information delivery system.
- Disseminates labor-related information to the Governor, legislators, program divisions, economists, public and private agencies, employers, jobseekers, and the general public.
- Maintains a liaison with other research agencies and labor market information sources.

OPERATIONS MANAGEMENT INFORMATION STAFF

Provides research and statistical services on subject matters related to core programs administered by the line divisions of the Department. The divisions supported are: Unemployment Insurance, Occupational Safety and Health, Disability Compensation, Wage Standards, and Workforce Development. Services provided include: developing program and administrative data, conducting data validation, and maintaining and providing analysis from management information systems; preparing operational reports required by the U.S. Department of Labor; preparing mandated State reports; conducting program, legislative, and economic research; and disseminating program information to all users.

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RESEARCH AND STATISTICS OFFICE (2) cont'd

LABOR MARKET INFORMATION STAFF

Conducts occupational and labor market research; implements statistical programs in cooperation with the federal BLS; delivers career information; prepares and disseminates statistical and analytical information.

Labor Market Research Section

Conducts research activities concerning occupational employment and wages and other related labor market information; maintains occupational labor market information databases in support of workforce development initiatives and information requirements; develops projections on labor demand; disseminates labor market information products and services.

Labor Force Research Section

Develops, analyzes and disseminates statistical data on the labor force, unemployment, employment, industry wages, job counts, hours and earnings, and mass layoffs in cooperation with the federal BLS.

Career Information Delivery System Section

Plans, develops, implements and maintains a comprehensive statewide career information delivery system to provide career, job, occupational, educational and training information to youths, adults and jobseekers.

CLERICAL SERVICES

Provides word-processing, typing, and clerical services.

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WORKFORCE DEVELOPMENT DIVISION

Plans, directs, coordinates, and implements a customer-driven statewide workforce development system which delivers employment and training services to job applicants, workers, and industries throughout the State; integrated with and linked to economic development; and meets provisions in applicable State and Federal laws.

PROGRAM DEVELOPMENT, COORDINATION, AND EVALUATION SERVICES OFFICE

Coordinates the development of the Department's goals, objectives, and services to provide a skilled and competitive workforce capable of meeting employers' needs. Develops statewide workforce development program plans, policies, budgets and operating guidelines; coordinates uniform applications and interpretations of policies and plans; evaluates effectiveness of program activities; coordinates the implementation of new programs and projects linked to and in concert with economic development; reviews operations; and furnishes technical support and consultative services to the Workforce Development (WD) Administrator and management staff.

Develops and maintains partnerships with the private sector, including labor organizations, employers, economic development agencies, and other private and public agencies, to identify emerging employment trends, technological advances, declining industries and economic issues.

Seeks funding sources and develops workforce development grant proposals in coordination with State and county agencies to apply for federal, State, and other funds to carry out employment and training program activities and services such as the School-to-Work Opportunities Grant, and One-Stop Career Center System.

Collaborates with educators, interested employers, and labor unions to identify basic skills and qualifications for all workforce entrants. Plans and develops career-based learning and industry skill standards in targeted industries.

Anticipates and plans for economic dislocations of workers in declining industries. Works with employers and labor organizations to make appropriate services available to dislocated workers through the use of rapid response teams in cooperation with local workforce investment boards.

Develops and maintains a management information system to prepare the required federal, State, and internal management reports and to monitor and evaluate program performance.

Serves as staff to appropriate councils and government agencies to provide advice on workforce policies and directions. Plans, develops, and prepares legislative proposals in conjunction with the Program Chief and WD Administrator; prepares reports for testimony to the Legislature; and promulgates and maintains the division's rules and regulations.

Training and Development Staff

Plans and develops customer-driven training programs and services linked to statewide economic development initiatives.

Develops policies, procedures and guidelines to facilitate effective implementation of programs; provides technical services and assistance to sub-grantees, subcontractors and interested community agencies. Develops performance standards to determine program effectiveness.

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WORKFORCE DEVELOPMENT DIVISION (2) cont'd

Determines sub-state allocations of federal funds and other resources for training programs based on population, unemployment and economic data; analyzes labor market, economic, and other data to identify target groups to be served and determines labor market needs and shortages.

Prepares specifications and timetables for soliciting and reviewing proposals to carry out training programs; recommends approval or disapproval of proposals; and prepares and negotiates plan, sub-grants, and contracts.

Monitors training programs and activities to insure compliance with federal and state regulations, policies and procedures. Evaluates training programs to determine the effectiveness of program operations and the achievement of goals and objectives.

Promotes, collaborates, and assists in the development of new apprenticeship programs, and provides technical and consultative services toward the maintenance and operation of approved apprenticeship programs. Approves and registers apprenticeship programs, including the standards, affirmative action plans and selection procedures, and issues certificates of completion of apprenticeship.

Employment and Employer Relations Staff

Plans, develops and evaluates customer-driven employment programs which are linked to statewide economic development initiatives.

Provides technical services and assistance to staff and businesses in assessing program effectiveness and services to upgrade the skills of job applicants and employees.

Employment Section

Plans and develops procedures and guidelines for the administration and implementation of an employment service system which is designed to meet the needs of workers and employers, unions, and community organizations for the State.

Connects businesses directly with economic development opportunities, education and training service providers, and other resources to address workforce needs.

Monitors employment programs and activities to insure compliance with federal and State regulations, policies and procedures. Evaluates employment programs to determine the effectiveness of program operations and the achievement of goals and objectives.

Furnishes technical support and consultative services to management staff.

Employment and Training Fund Section

Plans, develops, and implements innovative business-specific training programs, in direct partnership with business and industry, designed to upgrade and/or improve the long-term employability of Hawaii's workforce. Develops strategic policies and project guidelines in conformance with Act 68, SLH 1991.

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WORKFORCE DEVELOPMENT DIVISION (3) cont'd

Participates in various community associations and activities to identify needed occupational skills training. Reviews and assesses current business/industry trends and local and national training resources.

Designs awareness workshops, presentations to business and industry associations, needs assessments, pilot training initiatives, and industry specific performance and skill standards.

Prepares specifications and timetables for conducting requests for proposals to solicit funding requests from public and private employers to implement innovative training programs; analyzes requests for funding; recommends approval or disapproval; prepares and negotiates grants.

Designs and assists with delivery of orientation sessions for new contractors. Coordinates ongoing project specific communications with appropriate government agencies, partners and training providers.

Reviews project status reports; conducts onsite assessment visits; meets with partners to regularly review project progress. Provides ongoing support and technical customer services.

Clerical Services

Provides word-processing, typing, and clerical services.

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WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH

Administers the delivery of comprehensive employment and training services on the island of Oahu.

HONOLULU OFFICE SECTION

Implements a comprehensive employment and training services program for the metropolitan and suburban areas of Honolulu.

Veteran Services

Exercises functional supervision over services provided to veterans. Establishes and maintains cooperative working relationships with veteran organizations, employers, governmental agencies, and community organizations to promote the employment of veterans. Provides counseling, referral to training and placement assistance to veterans. In conjunction with the Department of Defense, conducts Transition Assistance Program workshops which provides service members with sufficient vocational guidance to allow them to make informed career choices before they leave active duty.

Clerical Services

Provides statistical, clerical, stenographic and data entry services for the office.

Employment and Employer Relations Units I and II

Provides job placement/matching services to jobseekers and employers in all occupational categories. Recruits workers for specific industries, occupations, or employers. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Administers aptitude and proficiency tests. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers. Receives job orders from employers and verifies results of referrals to these orders. Maintains an employer relations program. Processes applications for alien employment certification.

Training and Development Units I and II

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

Training and Development Unit III

Provides employability development and training assistance to targeted adults or youth on an outstation or special assignment.

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WORKFORCE DEVELOPMENT DIVISION

OAHU BRANCH (2) cont'd

WAIPAHU OFFICE SECTION

Implements a comprehensive employment and training services program in the Central and Leeward areas of Oahu.

Veteran Services

Exercises functional supervision over services provided to veterans. Establishes and maintains cooperative working relationships with veteran organizations, employers, governmental agencies, and community organizations to promote the employment of veterans. Provides counseling, referral to training and placement assistance to veterans. In conjunction with the Department of Defense, conducts Transition Assistance Program Workshops which provides service members with sufficient vocational guidance to allow them to make informed career choices before they leave active duty.

Clerical Services

Provides statistical, clerical, stenographic and data entry services for the office.

Employment and Employer Relations Unit

Provides job placement services to jobseekers and employers in all occupational categories. Recruits workers for specific industries, occupations or employers. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Administers aptitude and proficiency tests. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers. Receives job orders from employers and verifies results of referrals to these job orders. Maintains an employer relations program.

Training and Development Unit

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

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WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH (3) cont'd

KANEOHE OFFICE SECTION

Implements a comprehensive employment services program in the Windward area of Oahu.

Employment and Employer Relations Unit

Provides central reception, initial assessment and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers in all occupational categories. Also provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Administers aptitude and proficiency tests. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers. Receives job orders from employers and verifies results of referrals to these orders. Maintains an employer relations program.

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WORKFORCE DEVELOPMENT DIVISION
HAWAII BRANCH

Administers the delivery of comprehensive employment and training services on the island of Hawaii.

HILO OFFICE SECTION

Implements a comprehensive employment and training services program in East Hawaii.

Veteran Services

Exercises functional supervision over services provided to veterans. Establishes and maintains cooperative working relationships with veteran organizations, employers, governmental agencies, and community organizations to promote the employment of veterans.

Clerical Services

Provides statistical, clerical, and stenographic services for the office.

Employment and Employer Relations Unit

Provides central reception, initial assessment, and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers. Recruits workers for specific industries, occupations, or employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

Training and Development Unit

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

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WORKFORCE DEVELOPMENT DIVISION
HAWAII BRANCH (2) cont'd

KONA OFFICE SECTION

Implements a comprehensive employment and training services program in West Hawaii.

Clerical Services

Provides statistical, clerical, and stenographic services for the office.

Employment and Employer Relations Unit

Provides central reception, initial assessment, and job information services to jobseekers and employers. Recruits workers for specific industries, occupations, or employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

Training and Development Unit

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

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WORKFORCE DEVELOPMENT DIVISION
MAUI BRANCH

Administers the delivery of comprehensive employment and training services on the islands of Maui, Molokai, and Lanai.

WAILUKU OFFICE SECTION

Implements a comprehensive employment and training services program on the islands of Maui and Lanai.

Veteran Services

Exercises functional supervision over services provided veterans. Establishes and maintains cooperative working relationships with veteran organizations, employers, governmental agencies, and community organizations to promote the employment of veterans.

Clerical Services

Provides statistical, clerical, and stenographic services for the office.

Employment and Employer Relations Unit

Provides central reception, initial assessment, and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers. Recruits workers for specific industries, occupations, or employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

Training and Development Unit

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

KAUNAKAKAI OFFICE SECTION

Implements a comprehensive employment and training services program on the island of Molokai. Provides central reception, initial assessment, and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Provides employability development services to individuals who are eligible for participation in various training programs. Recruits workers for specific industries, occupations, or employers. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

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WORKFORCE DEVELOPMENT DIVISION
KAUAI BRANCH

Administers the delivery of comprehensive employment and training services on the island of Kauai.

Clerical Services

Provides statistical, clerical, and stenographic services for the office.

Employment and Employer Relations Section

Provides central reception, initial assessment, and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers. Recruits workers for specific industries, occupations, or employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

Training and Development Section

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

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UNEMPLOYMENT INSURANCE DIVISION

Administers the statewide unemployment insurance program including the payment of allowances under special training programs in the State.

PROGRAM DEVELOPMENT, COORDINATION AND EVALUATION SERVICES
OFFICE

Develops statewide program plans, policies, budgets and operating guidelines; coordinates uniform applications and interpretations of policies and plans; conducts feasibility studies; evaluates effectiveness of program activities; coordinates the implementation of new programs and projects; reviews operations and implements security measures to prevent and/or detect acts of internal fraud; and furnishes technical support and consultative services to the Unemployment Insurance (UI) Administrator and management staff.

Program Development Staff

All functions performed by the Program Development staff relate to both State and Federal programs: intrastate and interstate UI and extended benefits programs, Unemployment Compensation for Former Federal Employees (UCFE), Unemployment Compensation for Ex-Service Members (UCX), Federal Supplemental Compensation (FSB), Supplemental Unemployment Assistance (SUA), Federal Supplemental Benefits (FSB), Disaster Unemployment Assistance (DUA) and Trade Readjustment Allowance (TRA) programs. The staff plans and develops the procedural guidelines for the administration and implementation of the unemployment insurance benefit and tax programs for the State; determines divisional budgetary requirements and develops division-wide program budget plans; directs and conducts complex systems analyses projects for new and existing programs, analyzes and assesses the feasibility of automation for division-wide data and programs; develops, integrates, and coordinates data processing systems, computer applications and procedures to ensure smooth integration of new programs into the existing operation; develops and coordinates training guidelines for new programs for the State; provides technical support and consultative services to supervisory staff; plans, develops, prepares legislative proposals in conjunction with the Program Chief and UI Administrator; conducts research and prepares reports for testimony to the Legislature; promulgates and maintains the Division's rules and regulations; coordinates with the Attorney General's Office on requests for legal interpretations and develops policy statements therefrom; develops and maintains comparative data of precedent cases, including lower level appeal determinations and court cases.

Program Evaluation Staff

Conducts work measurement studies and workload validation studies, prepares analyses of findings, monitors productivity, resource utilization and performance of the tax and benefit operation; evaluates cost effectiveness of the tax and benefit operation; conducts performance evaluations on benefit and tax activities for compliance to federal criteria; furnishes technical support and consultative services to the management staff; develops computer applications for programs related to these functions and plans for future expansion of computer capabilities.

Resource Management Section

Conducts work measurement studies and workload validation studies, prepares analyses of findings; provides financial management support to the UI

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UNEMPLOYMENT INSURANCE DIVISION
PROGRAM DEVELOPMENT, COORDINATION AND EVALUATION SERVICES
OFFICE (cont'd)

Administrator; directs long and short-range financial planning for the program, develops and maintains a division-wide cost information system, interprets cost data and monitors productivity, resource utilization and performance of the tax and benefit operation; evaluates cost effectiveness of the tax and benefit operation; conducts performance evaluations on benefit and tax activities for compliance to federal criteria; furnishes technical support and consultative services to the management staff; develops computer applications for programs related to these functions and plans for future expansion of computer capabilities.

Internal Security Section

Directs and coordinates reviews of the design and organization of the UI Division to determine the susceptibility of the operations to unauthorized use of resources, errors in reports and information, illegal or unethical acts, and/or adverse or unfavorable public opinion; keeps management informed on the integrity, efficiency and economy of operations and provides management with facts, interpretations and recommendations to plan and control the operations more effectively; determines the potential exposure of the organization to various security threats and costs associated with each threat; advises management as to whether operations are in accordance with applicable regulations, policies, and procedures, identifies weaknesses in the Division's procedural controls to prevent abuse and assist management in the prevention and detection of fraud, waste, and abuse of public resources; furnishes assistance and advice on operations, procedures and controls to administrative, line, technical and systems staff; provides management with pre-implementation analyses and recommendations for new systems and programs; conducts reviews of all procedural guidelines and workload assignments for conformance to established procedures and to preserve the integrity of the program.

Quality Control Section

Reviews randomly-selected claims for compliance to statute, policy, procedures, rules, and legal interpretations to determine the magnitude and nature of overpayment of benefits and improper payment of benefits; measures the accuracy and efficiency of the operations in the payment of benefits and collection of taxes, identifies weaknesses related to the claims processing activity, and proposes/recommends changes to the law, rules, procedures, forms, reporting system as necessary; produces reliable estimates of overpayment rates, underpayment rates, total error rates, and types and causes of these errors; prepares reports for use in the development of a management system for accurate measurement of incorrect payments, reasons for errors, and a basis for reducing such incorrect payments; monitors the controls which safeguard the integrity of the benefit payment process/program; develops computer applications for programs related to the quality control function; produces statistical data for nationwide analysis of the payment program.

Clerical Services

Provides stenographic, typing and clerical services.

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UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH

Administers the unemployment insurance program including payment of allowances under special training programs in the City and County of Honolulu and resolution of claims arising from labor disputes.

EMPLOYER SERVICES SECTION

Supervises and coordinates the activities of units engaged in the auditing of employer records and collection of taxes, and the maintenance of employer records and accounts for the State; provides informational services to employers; registers employers, maintains controls of employment wages, contributions, and benefit charges; assigns tax rates, issues delinquent notices and office assessments; validates the daily, monthly, and annual wages and tax collections; prepares wage certifications to the Federal government; issues assessment notices for delinquent taxes and penalty and interest; issues and processes billings of benefit reimbursements to self-financed non-profit organizations; maintains the accounts receivable records for advance billings of payments for State and County government employees; processes transfers of experience records, issues benefit charge statements to employers and explains reasons for such charges; examines and prepares source documents for input to computer center and audits output data; edits, processes, and maintains all hire and separation reports; on tax-related functions, conducts administrative reviews and represents the Department at appeal hearings and legal proceedings.

Clerical Services

Provides stenographic, typing and clerical services.

Audit Units I and II

Conducts audits of employer records to assure proper reporting of wages and payment of taxes; advises employers on proper recordkeeping, reporting and application of law, and the provisions and requirements of the unemployment insurance programs; performs delinquent tax collections which may require financial audits to determine solvency and resources of delinquent employers to determine the most effective method of collection; conducts investigations on disputed liability cases and determines coverage; recommends approval on employer registrations, terminations, transfers of experience records, self-financed status, contribution refunds, and tax and penalty waivers; investigates suspected cases of employer fraud.

Employer Accounts Unit

Supervises and coordinates the activities of sub-units engaged in the processing and maintenance of employer accounts and tax records for the State; controls data processing entries to and output from computer center and balances all computer transactions for the Section; issues penalty assessments, tax rates, delinquent notices; conducts administrative reviews on employer requests for reconsideration or appeal and represents the Department at appeal hearings or legal proceedings.

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UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH (2) cont'd

Employer Records Sub-unit

Controls and maintains all employer records; provides informational services to employers; processes all employer registrations, requests for experience rate transfers, terminations; issues benefit charge statements to employers and explains reasons for such charges; edits and processes all hire and separation reports and contacts employers for missing, incomplete or incorrect reports; reviews and processes all Option 3 applications and reports from employers.

Tax Processing Sub-unit

Processes tax collections and maintains controls on all delinquent employers and taxes due; validates the daily, monthly and annual wages and tax collections; issues delinquent notices and office assessments; prepares wage certifications to the Federal government; issues assessment notices for additional taxes and penalty and interest; issues and processes billings of benefit reimbursements to self-financed non-profit organizations, State and County governments; examines and prepares source documents for input into computer center and post audits output data; maintains the accounts receivable records for advance billings of payment for State and County government employees.

HONOLULU CLAIMS SECTION

Supervises and coordinates activities of units engaged in providing information within the Honolulu area, accepts claims for and determines payability of unemployment benefits; coordinates activities with the Workforce Development offices; reviews, certifies, and processes training allowances under Federal and State programs; investigates improper payment of benefits arising from the benefit payment process, including retroactive monetary and non-monetary disqualifications and office errors; investigates overpayment on active claims detected through internal office crossmatch audits, assessing administrative penalties or initiating prosecution action as applicable; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the Section personnel for modification, redetermination, or referral to appeal hearing; represents the Department at appeal hearings; and assists with labor dispute investigations.

Units I, II, III

Provides information service within the Honolulu area; accepts claims for unemployment benefits under various State and Federal programs and determines payability; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers arising from determinations rendered by the unit personnel for modification, redetermination and/or referral to appeal hearing; reviews appeals referee's reversals of determinations and initiates requests for reopenings or for judicial review on selected cases; investigates improper benefit payments resulting from retroactive disqualifications, appeals referee's reversals, office errors, or claimant/employer failure to report material information related to claimant eligibility; conducts investigations into overpayment detected through internal office crossmatch audits on active claims; assesses administrative penalties and/or initiates prosecution action; and assists with labor dispute investigations.

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STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH (3) cont'd

Claims Processing Sub-units

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers cases to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing an employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; accepts applications for and determines payability of training allowances.

Claims Examining Sub-units

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance to the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of the law and issues notice to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearings; represents the Department at appeals hearings; assists with labor dispute investigations.

Clerical Services

Provides stenographic, typing and clerical services.

WAIPAHU CLAIMS SECTION

Supervises and coordinates activities of units engaged in providing information within the Leeward area, accepts claims for and determines payability of unemployment benefits; coordinates activities with the Workforce Development Division offices; reviews, certifies, and processes training allowances under Federal and State programs; investigates improper payment of benefits arising from the benefit payment process, including retroactive monetary and non-monetary disqualifications and office errors; investigates overpayment on active claims detected through internal office crossmatch audits, assessing administrative penalties or initiating prosecution action as applicable; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the Section personnel for modification, redetermination, or referral to appeal hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

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STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH (4) cont'd

Clerical Services

Provides stenographic, typing and clerical services.

Units I and II

Provides information service within the Leeward area; accepts claims for unemployment benefits under various State and Federal programs and determines payability; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers arising from determinations rendered by the unit personnel for modification, redetermination and/or referral to appeal hearing; reviews appeals referee's reversals of determinations and initiates requests for reopenings or for judicial reviews on selected cases; investigates improper benefit payments resulting from retroactive disqualifications, appeals referee's reversals, office errors, or claimant/employer failure to report material information related to the claimant eligibility; conducts investigations into overpayment detected through internal office crossmatch audits on active claims; assesses administrative penalties and/or initiates prosecution action; assists with labor dispute investigations.

Claims Processing Sub-units

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers case to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; accepts applications for and determines payability of training allowances.

Claims Examining Sub-units

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance to the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notice to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearings; represents the Department at appeals hearings; and assists with labor dispute investigations.

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STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH (5) cont'd

KANEOHE CLAIMS SECTION

Provides information service within the Windward area; accepts claims for unemployment benefits under various State and Federal programs and determines payability; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers arising from determinations rendered by the section personnel for modification, redetermination and/or referral to appeal hearing; reviews appeals referee's reversals of determinations and initiates requests for reopenings or for judicial reviews on selected cases; investigates improper benefit payments resulting from retroactive non-monetary disqualifications, appeals referee's reversals, office errors, claimant or employer failure to report material information related to claimant eligibility; conducts investigations into overpayment detected through internal office crossmatch audits on active claims, assesses administrative penalties and/or initiates prosecution action; and assists with labor dispute investigations.

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers cases to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; accepts applications for and determines payability of training allowances.

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance to the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notice to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

STATE OF HAWAII
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STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH (6) cont'd

BENEFIT PROCESSING AND CONTROL SECTION

Supervises and coordinates the activities of the units engaged in the processing of initial claims applications for monetary determinations for the branch offices and the maintenance of claimant records; conducts field investigations on improperly paid claims and on suspected cases of fraud, collusion, and conspiracy between employer and employee on inactive claims and initiating prosecution action as applicable; investigates labor dispute claims; conducts administrative reviews on disputed or contested claims arising from determinations rendered by section personnel; makes field visitations to Federal agencies and military installations to provide information on UI programs, policies and requirements, and to ensure agency conformance to established Federal guidelines on wage and separation reports; and directs activities related to recovery of benefit overpayment and the maintenance of overpayment collection records.

Special Activities Unit

Conducts field investigations on improperly paid claims and on suspected cases of fraud, collusion, conspiracy between employer and employee; secures essential facts and refers selected cases to the Attorney General or prosecutor for prosecution action; adjudicates claims arising out of labor disputes; makes field visits to Federal agencies and military installations to furnish information on Federal programs administered by the UI Division to ensure agency conformance to established Federal guidelines on wage and separation reports, and to participate in pre-retirement briefings held by the Federal agencies; conducts administrative reviews on disputed or contested claims arising from determinations rendered by unit personnel for modification, redetermination, or referral to appeals hearings; testifies at appeals hearings and represents the Department at legal proceedings; pursues recovery of benefit overpayment and coordinates and maintains records for overpayment collections activities.

Workload Control Unit

Conducts online workload and performance evaluations for compliance with Federal quality and quantity performance criteria for Oahu Branch; conducts ongoing workflow analysis to detect problems and makes recommendations for improvement; provides new and enrichment training programs for line personnel and new employee orientation; provides continuous monitoring of workload and job performance standards.

Transactions Unit

Supervises the activities of sub-units engaged in the statewide processing of initial claims applications for monetary eligibility for all programs for unemployment insurance benefits; directs and coordinates a records control center for benefit records; coordinates, controls, and balances the input and output of data to the computer center; approves the daily payments of all unemployment insurance checks and ensures all benefit payments are properly posted in the computer records and accounted for.

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UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH (7) cont'd

Monetary Processing Sub-unit

Receives and reviews initial claims applications from all branch offices; processes and determines monetary eligibility under the various State and Federal programs; prepares certified mail for wage and separation reports; assesses penalties for late or missing wage and separations reports from employers, obtains wage and separation information from delinquent employers to determine monetary eligibility; reviews all protests to monetary determinations, prepares redetermination or refers protest for appeal hearing; represents the Department at appeals hearings; reviews revised monetary determinations, determines employer liability for overpayment if due to employer omission, or refers to the claims sections for resolution, and prepares adjustments to computer records; computes UCX monetary determinations, verifies monetary computations, and prepares manual monetary recomputations; processes and controls combined wage claims, determines the wages to be transferred; and approves all combined wage claim payments to other states.

ADP and Records Control Sub-unit

Examines and prepares source documents for input to computer center, schedules, controls and balances all data processing entries and output for the branch offices; receives monetary determinations and claim certification cards from the computer center, collates documents, mails claimant's copy of the determination, distributes computer output to the branch offices; verifies the daily payments of all UI checks issued and ensures that all payments are posted on the claimant's computer records; establishes controls for and determines disposition of returned, lost, damaged, outlawed or stolen benefit checks; conducts federal wage and separation report verification audits and BP-5 Hire Report crossmatch audits; maintains base paper files and prepares benefit overpayment adjustments and updates to computer files on benefit claims records; and directs mailing of notices to claimants.

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STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
HAWAII BRANCH

Administers the unemployment insurance program including the payment of allowances under special training programs in the county of Hawaii.

EMPLOYER SERVICES SECTION

Conducts audits of employer records to assure proper reporting of wages and payment of taxes; advises employers on proper recordkeeping, reporting and application of the law, and the provisions and requirements of the unemployment insurance programs; makes coverage determinations; performs tax collections which require financial audits to determine solvency and resources of delinquent employers to determine the most effective method of collection; recommends approval of and processes applications for employer registrations, requests for terminations, transfers of experience records, self-financed status, contribution refunds, tax and penalty waivers; and investigates suspected cases of employer fraud.

HILO CLAIMS SECTION

Provides information service in East Hawaii; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, assesses administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews of disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims filed within Hawaii County.

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers case to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; and accepts applications for and determines payability of training allowances.

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance with the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notice to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearings; represents the Department at appeals hearings; and assists with labor dispute investigations.

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UNEMPLOYMENT INSURANCE DIVISION
HAWAII BRANCH (2) cont'd

KONA CLAIMS SECTION

Provides information service in West Hawaii; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, assesses administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims filed within Hawaii County.

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers case to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; and accepts applications for and determines payability of training allowances.

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance with the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notices to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

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UNEMPLOYMENT INSURANCE DIVISION
MAUI BRANCH

Administers the unemployment insurance program including the payment of allowances under special training programs in the county of Maui.

EMPLOYER SERVICES SECTION

Conducts audits of employer records to assure proper reporting of wages and payment of taxes; advises employers on proper recordkeeping, reporting and application of the law and the provisions and requirements of the unemployment insurance programs; makes coverage determinations; performs delinquent tax collections which require financial audits to determine solvency and resources of delinquent employers to determine the most effective method of collection; recommends approval on and processes applications for employer registrations, requests for terminations, transfers of experience records, self-finance status, contribution refunds, tax and penalty waivers; and investigates suspected cases of employer fraud.

WAILUKU CLAIMS SECTION

Provides information service within the county of Maui, excluding the island of Molokai; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, assesses administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for an appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims (county-wide only).

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers cases to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; and accepts applications for and determines payability of training allowances.

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance with the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; and prepares written determinations on findings and conclusions of the law,

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UNEMPLOYMENT INSURANCE DIVISION

MAUI BRANCH (2) cont'd

and issues notices to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

KAUNAKAKAI CLAIMS SECTION

Provides information service within the county of Maui, excluding the islands of Maui and Lanai; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, assesses administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims (county-wide only).

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UNEMPLOYMENT INSURANCE DIVISION
KAUAI BRANCH

Administers the unemployment insurance program including the payment of allowances under special training programs in the county of Kauai.

EMPLOYER SERVICES SECTION

Conducts audits of employer records to assure proper reporting of wages and payment of taxes; advises employers on proper recordkeeping, reporting and application of the law and the provisions and requirements of the unemployment insurance program; makes coverage determinations; performs delinquent tax collections which require financial audits to determine solvency and resources of delinquent employers to determine the most effective method of collection; recommends approval on and processes applications for employer registrations, requests for terminations, transfers of experience records, self-finance status, contribution refunds, tax and penalty waivers; and investigates and suspected cases of employer fraud.

KAUAI CLAIMS SECTION

Provides information service within the county of Kauai; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, administers administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims filed within Kauai County.

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers cases to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; and accepts applications for and determines payability of training allowances.

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UNEMPLOYMENT INSURANCE DIVISION
KAUAI BRANCH (2) cont'd

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance to the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notices to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

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HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION

Administers and enforces the State's Occupational Safety and Health (OSH) Law, rules and regulations, through unannounced compliance inspections of safety and health conditions in places of employment; provides consultation services in places of employment; provides training and information on safety and health; inspects boilers, elevators, and related equipment on a regular basis; and controls the issuance of Certificates of Fitness to use explosives.

ADMINISTRATION AND TECHNICAL SUPPORT

Provides planning, budgeting, purchasing, personnel, analytical, and other types of support services to the Administrator and other branches; monitors applications of the OSH laws and standards for purposes of ensuring standardized application and develops legislative proposals for revisions to the law; monitors inspection and consultation field activities; investigates discrimination complaints and employee complaints about safety and health hazards as branch of record; prepares federal grant applications and monitors program expenditures; reviews and maintains other administrative and management systems that involve program policies, procedures and guidelines and also serves as liaison contact for program matters with other divisions and agencies.

Develops and coordinates new standards through the review, public hearing and approval processes; controls, investigates and recommends actions on variance petitions; provides technical interpretations on the OSH standards; and monitors federal standards and determines applicability to State programs.

Clerical Services

Provides typing and clerical services.

OCCUPATIONAL SAFETY BRANCH

Plans and executes a statewide occupational safety and health inspection and enforcement program with special emphasis on physical, mechanical or circumstantial hazards that may cause injury or death of workers. These functions include:

- Scheduling of unannounced inspections in places of employment;
- Investigating fatal and serious accidents and complaints involving safety conditions;
- Counseling of employers on hazard abatement methods;
- Issuing citations and assessment of penalties for violations;
- Conducting follow-up inspections as necessary, referring significant health hazards to the Occupational Health Branch for evaluation; and
- Maintaining appropriate program records.

Administers program to control the issuance of Certificates of Fitness to use explosives. Provides expert testimony in hearings, appeals and court proceedings; and maintains liaison with other State and private agencies concerning safety and health enforcement matters.

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HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION (2) cont'd

Compliance Section I

Plans for and executes all elements of the statewide OSH inspection and enforcement program at construction and other worksites that are considered mobile in nature.

Prepares and reviews inspection and accident reports for applicability of safety standards and variances pertaining to citations and proposed penalties.

Assists the Branch Manager in the training and standardization of worksite inspectors and coordinates with the Compliance Section II Supervisor for maximum cross-training of inspectors.

Compliance Section II

Plans for and executes all elements of the statewide OSH inspection and enforcement program at fixed industrial establishments, non-mobile places of employment, sometimes referred to as general industry.

Prepares and reviews inspection and accident reports for applicability of safety standards and variances pertaining to citations and proposed penalties.

Assists the Branch Manager in the training and standardization of workplace inspectors and coordinates with the Compliance Section I Supervisor for maximum cross-training of inspectors.

OCCUPATIONAL HEALTH BRANCH

Plans and executes a statewide occupational safety and health inspection and enforcement program with special emphasis on chemical, biological and physical stressors that may cause or contribute to illness of workers. These include:

- Schedules unannounced inspections for health hazards in places of employment;
- Investigates fatal and serious accidents, complaints involving health conditions and discrimination complaints;
- Counsels employers on hazard abatement methods;
- Issues citations and assesses penalties for violations;
- Conducts follow-up inspections, refers complex safety hazards to the Occupational Safety Branch for evaluation, and
- Maintains appropriate program records.

Provides expert testimony in hearings, appeals and court proceedings; maintains liaisons with other State and private agencies concerning safety and health enforcement matters.

Prepares and reviews inspection and health sampling reports for applicability of health standards and variances pertaining to citations and proposed penalties.

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HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION (3) cont'd

Provides training, formal and on-the-job, and standardization of inspectors for maximum cross-training.

Studies the work environment, processes and operations in order to obtain full details of the nature of the work, materials and equipment used, and products and by-products generated, to determine the magnitude of exposure to workers and suggest corrective measures.

- Determines sampling strategy, including instrument selection, sampling duration and representative exposures;
- Performs such measurements using a variety of sampling and field instruments;
- Conducts worker interviews to determine extent of exposure and feasibility of controls;
- Makes specific decisions as to the need for, or effectiveness of, control measures including engineering and personal protective equipment and as necessary, advises regarding procedures which will be suitable and effective for the control of health hazards; and
- Provides information on occupational health issues to other State and private agencies as well as the community-at-large.

Maintains technical and analytical equipment for field readiness meeting acceptable quality control guidelines.

CONSULTATION AND TRAINING BRANCH

Plans for and executes the elements of a statewide consultation, training and information program to promote employers' voluntary compliance with the law, administrative rules and standards.

Maintains liaisons with the various employer groups, associations, etc., and employee unions to coordinate OSH voluntary compliance activities.

Maintains a technical reference library and audio/visual loan service which serves as a statewide resource of occupational safety and health.

Provides public information on various program aspects through speeches, handbooks, brochures, etc.; responds to inquiries, formal and informal, on safety and health matters.

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HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION (4) cont'd

Provides consultative services at places of employment; assists employers in achieving compliance with the OSH Law by auditing required records, reviewing safety and health programs, identifying hazards and recommending corrective actions and providing written reports; and assuring that serious hazards are abated by follow-up activities with employers.

Provides training on the law, administrative rules and standards in classroom or field environments as requested by employers, employees, groups, unions, trades and industries; and prepares education programs, training prospectus and supporting visual aids and handout materials.

BOILER AND ELEVATOR INSPECTION BRANCH

Performs safety and compliance inspection/investigation activities involving equipment, facilities and operations related to elevators, dumbwaiters, escalators, moving walks and ramps, inclined lifts, manlifts, tramways and amusement rides, boilers, pressure vessels, pressure piping and systems, and related equipment.

Administers licensing examinations for boiler and elevator inspectors; provides on-the-job training and continuous standardization training for inspectors.

Boiler Section

Reviews and approves plans for and inspections of boilers, pressure vessels, piping, systems, and related equipment in all places throughout the State for compliance with the National Boiler Code.

Prepares inspection reports and orders to correct deficiencies, makes recommendations, and takes follow-up actions as necessary.

Investigates accidents and report findings and recommendations. Provides expert testimony for legal purposes.

Maintains a current Commission from the National Board and Pressure Vessel Inspectors.

Reviews insurance inspector's report findings and corrective actions.

Elevator Section

Plans for and inspects installations and operations of elevators, dumbwaiters, escalators, moving walks and ramps, inclined lifts, manlifts, tramways, and amusement rides for compliance with the national codes.

Prepares inspection reports and orders to correct deficiencies, makes recommendations and takes follow-up action as necessary.

Reviews installation plans for new equipment, modifications and repair, and recommends actions for compliance with safety codes.

Investigates accidents and reports findings and recommendations. Provides expert testimony and consultations for legal purposes. Maintains a current inspection Commission.

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DISABILITY COMPENSATION DIVISION

Plans, directs, and coordinates statewide activities relating to the interpretation, implementation, and administration of the Workers' Compensation (WC), Temporary Disability Insurance (TDI), and Health Care (HC) laws, rules, regulations, policies and procedures. Ensures that the Director's policies and directives are uniformly applied throughout the State to fulfill the Department's legal responsibilities with respect to the administration of the three programs and plans all activities pertinent to the effective and efficient management of the WC, TDI, and HC programs. Also, plans and coordinates all activities relating to studies, research, drafting, preparation, and presentation of legislative proposals and testimonies.

TDI AND HC APPEALS REFEREES

Hears and adjudicates appealed adverse determinations issued against employees, employers, or insurers regarding the TDI and HC laws.

WORKERS' COMPENSATION PROGRAM OFFICE

Functions under the general direction of the Administrator and develops WC program goals and objectives and ensures that they are met. The WC Program Office plans, coordinates, and evaluates personnel and financial requirements for accomplishing WC program goals and objectives. Responsibilities also include establishing necessary policies and guidelines for WC program effectiveness and efficiency; and conducting evaluations and developing procedures, standards, and methods to improve operational areas. The WC Program Office also proposes legislative and rule changes to improve, clarify, or expand the WC program as well as identifies, develops, and conducts training as necessary. Administers the WC Special Compensation Fund and invests monies to insure solvency of the fund; and coordinates information and efforts with the insurance industry, employer and employee groups, and other governmental agencies to improve and facilitate the WC program and its administration.

TEMPORARY DISABILITY INSURANCE AND HEALTH CARE PROGRAMS OFFICE

Functions under the general direction of the Administrator and develops the goals and objectives of the TDI and HC programs to ensure that they are met. The TDI and HC Office plans, coordinates, and evaluates personnel and financial requirements for accomplishing the TDI and HC program's goals and objectives; establishes necessary policies and guidelines for the TDI and HC programs' effectiveness and efficiency; and conducts evaluations and develops procedures, standards, and methods to improve operational areas. The TDI and HC Office also proposes legislative and rule changes to improve, clarify, or expand the TDI and HC programs as well as identify, develop, and conduct training as necessary. Administers the TDI Special Disability Fund, Prepaid Health Care Premium Supplementation Fund, and invests monies to insure solvency of the fund; and coordinates information and efforts with the insurance industry, employer and employee groups, and other governmental agencies to improve and facilitate the TDI and HC programs and their administration.

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DISABILITY COMPENSATION DIVISION (2) cont'd

PROGRAM SUPPORT AND COORDINATION OFFICE

Coordinates statewide technical and supportive services of the WC, TDI, and HC programs and participates and develops Division plans, goals, personnel and budgetary requirements. This Office coordinates and develops program policies, procedures, standards, and methods to improve the Division's effectiveness and efficiency. They also review and draft legislative and regulation changes and coordinate the implementation of new programs and projects. The Program Support and Coordination Office coordinates with the Electronic Data Processing Systems Office (EDPSO) on all technology activities to ensure complete and accurate information, and also provides stenographic, clerical, and typing services to all Division offices and branches.

Clerical Services

Directs, assigns, and coordinates activities related to the receiving and processing of incoming and outgoing mail; provides duplicating, clerical, typing, and stenographic services to the Program Support and Coordination Office, Medical Advisor, and Hearings Branch. The clerical staff also provides support to all Division branches as necessary to meet increased workloads.

HEARINGS BRANCH

Plans, directs, supervises, and coordinates statewide activities related to the hearing and adjudication of WC award cases. This Branch provides consultative and reception services, prepares cases that are ready for hearings, schedules cases for hearings, refers disabled workers to the Rehabilitation Branch, and assures equitable compromises and attorney fees. The Hearings Branch also participates in the development of program plans, budget, rules and regulations, and policies and procedures.

Hearings Section

Conducts administrative hearings of industrial injury and disability claims for WC award cases. This Section hears and determines the employer's liability for benefits in controverted cases. They also determine the extent of payment for disability or medical benefits to disabled workers; determine death benefits; and assure equitable compromises on awards and attorney fees. The Hearings Section provides consultative services to injured workers, union representatives, attorneys, employers and insurance carriers on WC matters and application of the law.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION (3) cont'd

Review Section

Directs, assigns, and coordinates activities related to reception services. This Section also reviews, determines, and prepares WC cases that are ready for hearings, and schedules cases for hearings. They maintain and direct dockets of hearings, awards disfigurement, and issues administrative decisions for cases that do not require a hearing.

ENFORCEMENT BRANCH

Plans, directs, supervises, and coordinates the statewide activities related to the enforcement of the WC, TDI, and HC Insurance laws and regulations. This Branch participates in the development of program plans, budgets, rules and regulations, and policies and procedures. They also ensure that all covered employers have coverage through an insurance carrier and/or self insurance. The Enforcement Branch enforces penalty provisions of the laws and reporting requirements; conducts employer audits to determine compliance with applicable program laws, rules, and regulations; and prepares reports of findings for administrative review.

Audit Section

Audits and examines employers' and insurance companies' records to ensure compliance with the requirements of the WC, TDI, and HC laws, rules, and regulations. This Section reviews and approves financial solvency of employers applying for self-insurance; determines the requirement for the amount of security needed for self-insurance; and audits records to determine whether employers are properly withholding employees' contributions to pay for the cost of insurance. They also audit employers' financial records to determine and certify the employers' eligibility for premium supplementation, advise employers of their duties and responsibilities under the three programs, and perform audit activities related to the administration of the TDI Special Fund and HC Premium Supplementation Fund.

Investigation Section

Conducts investigations and enforces violations of the WC, TDI, and HC laws, rules, and regulations. This Section compels employers to provide adequate coverage for employees under the three programs, while assuring prompt benefit payments to qualified claimants. They investigate industrial injury cases involving delinquent and non-complying employers; determine an employer's solvency and ability to pay compensation to the injured worker; and recommend special compensation fund payments when the employer is defunct or insolvent. The Investigation Section examines employers' and insurance companies' records for compliance with legal requirements and advises employers of their duties and responsibilities under the three programs.

PLANS ACCEPTANCE AND BENEFIT CLAIMS BRANCH

Plans, directs, supervises, and coordinates the statewide activities related to the TDI and HC plans. This Branch reviews and approves all insured and self-insured plans to determine if they meet the requirements of the TDI and HC laws, rules, and regulations. The Branch also determines whether the benefit provisions of a voluntary disability or wage continuance plan are equivalent to the statutory requirements; and processes, approves, and makes special disability fund payments to qualified claimants. In addition, they process and pay premium

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION (4) cont'd

supplementation payments to eligible employers; process and schedule hearings adjudicating TDI appeals; and maintain the TDI and HC computer systems by inputting accurate employer record data and annual report data for management's use in effecting sound program administration. The Branch also participates in the development of program plans, budget, rules and regulations, and policies and procedures.

RECORDS AND CLAIMS BRANCH

Plans, directs, supervises, facilitates, and coordinates statewide activities related to WC claims, insurance, records management and control, statistical reports, computer inputs and outputs, payments and management of the WC Special Compensation Fund and financial audits. This Branch also transfers case files with all required reports to the Hearings Branch, and participates in the development of program plans, budgets, rules and regulations, policies and procedures.

Records and Claims Section

Receives, resolves, and replies to complainants. The Records and Claims Section acts on inquiries and requests for information for adjudicated and non-adjudicated cases, while providing information on the status of cases to interested parties. This Section counsels and assists employees in filing WC claims and receives and examines requests for commutation of payments, and makes recommendations for approval or disapproval. They compile claims statistical data through the coding of the employer's first, supplemental, and final reports. This Section is responsible for closing non-award cases and preparing, reconciling, and inputting into the computer system current claims data for management evaluation of the program and for use in effecting sound program and Occupational Safety and Health Administration regulations. This Section also receives, reviews, processes, and files reports filed by employers, insurers, physicians, and other sources; issues claim number memos to carriers; maintains control of records; audits files and recommends to the Hearings Branch cases with all required reports and requests for these cases; provides copies of records to interested parties; determines record storage requirements; and coordinates storage of such reports with the Department of Accounting and General Services' Archives Division.

Insurance Section

Receives, reviews, processes, and files new insurance policies, endorsements, expirations, and cancellations. Also ensures that all employers comply with the requirement of securing coverage through an insurance carrier or by self-insurance; and coordinates and maintains liaisons with the Insurance Commissioner on matters relating to carriers authorized and licensed to conduct the business of WC insurance in Hawaii.

Processes and directs payments to disabled workers from the WC Special Compensation Fund and coordinates with independent certified public accountants to determine the annual WC Special Compensation Fund assessment. The Insurance Section establishes standards and reviews and approves financial solvency and the ability of employers applying for self-insurance to pay WC benefits. They audit the Neighbor Islands' special payment requests, determine whether security is required to such self-insured plans, and maintain a statewide current status summary record of special compensation cases. This Section is responsible for submitting a quarterly report of the status of these cases, conducting financial audits and benefit payment reviews to determine compliance with the laws' requirements, and referring non-complying employers and insurers to the Enforcement Branch.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION (5) cont'd

Workers' Compensation Benefits Facilitator Section

Facilitates the WC process to ensure that claims are processed expeditiously through the WC process by responding to inquiries from claimants, attorneys, representatives of insurance carriers, or employers. Responsible for educating claimants on the WC law and claims processes to make them aware of their rights and benefits. This Section maintains information programs to keep workers informed of the WC law; responds to inquiries on claim status and questions on the WC law; and recommends improvements to the WC claims process to benefit all parties of the WC system.

VOCATIONAL REHABILITATION BRANCH

Plans, directs, supervises and coordinates statewide activities related to the rehabilitation of industrially-injured workers. The Vocational Rehabilitation Branch reviews and approves plans from rehabilitation agencies to rehabilitate injured workers and certifies these agencies on meeting legal standards to train injured workers. They are responsible for drafting rules and regulations and setting policies to implement and improve the rehabilitation program. This Branch refers injured workers to rehabilitation training and monitors rehabilitation agencies to determine the adequacy and effectiveness of rehabilitation services provided to the injured workers. They are also responsible for monitoring the progress of injured workers in training; rendering determinations on controverted rehabilitation and regular WC cases; monitoring insurers' records to ensure proper and timely WC benefits and living expenses are provided to injured workers in training and maintaining an accurate and current recordkeeping system.

COST REVIEW BRANCH

Plans, directs, supervises, and coordinates statewide activities related to WC guidelines on frequency of treatment and the qualification of health care providers. This Branch drafts rules and regulations and sets policies to implement and improve the frequency of treatment guidelines and the qualification of health care providers. They also visit, review, qualify, and monitor health care providers and their treatment plans to insure that medical care and services are considered necessary and appropriate. The Cost Review Branch conducts investigations and administrative hearings and adjudication of health care providers cases and program cost issues, and maintains an accurate and current recordkeeping system.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WAGE STANDARDS DIVISION

Plans, directs, coordinates, and implements a statewide program of labor law enforcement relating to the interpretation, implementation, and administration of the Wages and Hours of Employees on Public Works Law, Family Leave Law, Wage and Hour Law, Payment of Wages and Other Compensation Law, Part II and Part III of the Employment Practices Law, Child Labor Law, and related administrative rules, policies and procedures. Plans, organizes, directs and coordinates Division activities and operations relating to program management, including research, drafting, preparation, and presentation of new plans of operations, program plans, budget proposals and concerns, legislative proposals and testimonies, and other related matters. Develops administrative rules relating to assigned labor laws and proposes and drafts amendments as needed. Develops and oversees the implementation of public information programs on all assigned laws and on services provided by the Division. Prepares reports on Division activities and maintains related files.

INTAKE AND CERTIFICATION BRANCH

Provides a consolidated intake and information service for the Division. Plans, directs, supervises, and coordinates the activities relating to the receipt, review, and processing of all complaints and inquiries relating to the Wages and Hours of Employees on Public Works Law, Family Leave Law, Wage and Hour Law, Payment of Wages and Other Compensation Law, Part II and Part III of the Employment Practices Law, Child Labor Law, and related administrative rules. Refers complaints to the Compliance Branch or Hearings Branch for investigation, hearing or appropriate action, or to the proper State, county, or federal agency if the complaint does not fall under the jurisdiction of the Division.

Receives, reviews, and processes applications and issues certificates for child labor, special minimum wages, and payday exceptions. Conducts payday elections. Participates in the development of program plans, budget, legislation, rules and regulations, policies, and procedures. Recommends changes to State laws. Plans and implements statewide consultation, training, and informational programs, seminars, workshops, and outreach activities to promote voluntary compliance with laws, rules, and labor standards. Refers the public to the proper governmental or private agency in the State if the information requested is not under the jurisdiction of the Division. Prepares reports and maintains records on branch activities.

COMPLIANCE BRANCH

Plans, directs, supervises and coordinates statewide activities relating to the enforcement of the Wages and Hours of Employees on the Public Works Law, Wage and Hour Law, Payment of Wages and Other Compensation Law, Child Labor Law, Family Leave Law, Part II of the Employment Practices Law, and related administrative rules. Participates in the development of program plans, budget, legislation, administrative rules, policies, and procedures. Recommends amendments to State laws assigned to the Division. Prepares reports and maintains files on branch activities.

Investigations Sections I and II

Coordinates and conducts investigations of complaints of alleged violations relating to nonpayment of minimum wage and overtime, prevailing wages, illegal deductions, unpaid wages, child labor, family leave, and lie detector tests. Examines employers' records to substantiate allegations. Conciliates settlement of complaints and recommends litigation as

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WAGE STANDARDS DIVISION (2) cont'd

needed. Works with the attorney in the litigation of cases and collection of wages and penalties. Conducts random compliance investigations to determine compliance with assigned laws and assures that corrective action is taken when violations are found.

HEARINGS BRANCH

Plans, directs, supervises, and coordinates statewide activities relating to the hearing of:

1) complaints involving unlawful suspension, discharge or discrimination due to work injury, garnishment, or personal bankruptcy under Part III of Chapter 378, Hawaii Revised Statutes (HRS); and 2) appeals of Notifications of Violation filed under Chapter 104, HRS and under Chapter 398, HRS. Conducts hearings pursuant to Chapter 91, HRS, and pre-hearing conferences on complaints; provides assistance to parties in negotiating settlements. Renders decisions on complaints and appeals based on the hearing.

Participates in the development of program plans, budget, legislation, administrative rules, policies, and procedures. Recommends changes to State laws. Prepares reports and maintains files on branch activities.

TECHNICAL SUPPORT AND SERVICES OFFICE

Provides statewide technical and administrative support services to the Division. Coordinates the development and implementation of Division plans and goals, budgetary requirements, personnel, training, and automation.

Develops and coordinates the implementation of administrative policies, procedures, performance standards, and quality control programs in an effort to improve the overall effectiveness and efficiency of the division. Develops and/or analyzes proposed amendments to legislation, and prepares testimonies and supporting documentation. Develops and coordinates the adoption of new administrative rules relating to assigned laws and proposed amendments to existing administrative rules. Proposes, develops, and coordinates the implementation of new division programs or projects.

CLERICAL SERVICES

Provides and coordinates clerical services for intake and certification activities for the receipt, processing and distribution of incoming and outgoing mail; for duplicating, collating, distributing laws, administrative rules, posters and informational publications. Provides typing, stenographic, data entry, filing, and statistical services to the various branches to meet workload demands and established deadlines.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
STATEMENT OF FUNCTIONS

HAWAII DISTRICT OFFICE

Represents the Director of Labor and Industrial Relations in a county district relative to the programs administered by the Disability Compensation, Wage Standards, and Hawaii Occupational Safety and Health Divisions.

HILO STAFF and WEST HAWAII STAFF

Provides informational and advisory services to employers, employees, and the general public on departmental programs.

Provides consultation, training and information to employers to promote voluntary compliance with the Law, administrative rules and standards.

Conducts hearings of Workers' Compensation (WC) injury claims involving temporary or permanent disability, disfigurement, or death, and recommends appropriate awards; conduct investigations of injury claims and insurance coverage; enforce reporting and security requirements of the Law; review and process WC documents necessary to the completion of injury cases; and refer injured workers to rehabilitation training.

Assures that all covered employers have temporary disability insurance coverage through an insurance carrier and/or self-insurance; enforces penalty provisions to insure compliance with applicable program laws, rules, and regulations, and prepares report of findings for administrative review.

Conducts enforcement activities, including investigations and audits, to insure compliance with the Health Care Law.

Enforces State Labor Laws, and rules and regulations dealing with wages and hours, child labor, wage claims, wage payment, family leave and other related areas.

Inspects places of employment and machines, devices, apparatus, equipment, methods, and processes in use of hazards to the life, health, and safety of workers; enforce safety laws, codes, and the Occupational Safety and Health Administration regulations.

Facilitates the Workers' Compensation process to ensure that claims are processed expeditiously through the WC system; educates claimants on the WC law and claims processes; maintains information programs to keep workers informed of the WC law; responds to inquiries on claim status and questions on the WC law; recommends improvements to the WC claims process.

CLERICAL SERVICES

Provides statistical, clerical and stenographic services for the office.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

MAUI DISTRICT OFFICE
KAUAI DISTRICT OFFICE

Represents the Director of Labor and Industrial Relations in a county district relative to the programs administered by the Disability Compensation, Wage Standards, and Hawaii Occupational Safety and Health Divisions.

Provides informational and advisory services to employers, employees, and the general public on departmental programs.

Provides consultation, training and information to employers to promote voluntary compliance with the Law, administrative rules and standards.

Conducts hearings of Workers' Compensation (WC) injury claims involving temporary or permanent disability, disfigurement, or death, and recommends appropriate awards; conducts investigations of injury claims and insurance coverage; enforces reporting and security requirements of the Law; reviews and processes WC documents necessary to the completion of injury cases; and refers injured workers to rehabilitation training.

Assures that all covered employers have temporary disability insurance coverage through an insurance carrier and/or self-insurance; enforces penalty provisions to insure compliance with applicable program laws, rules, and regulations, and prepares report of findings for administrative review.

Conducts enforcement activities, including investigations and audits, to insure compliance with the Health Care Law.

Enforces State Labor Laws, and rules and regulations dealing with wages and hours, child labor, wage claims, wage payment, family leave and other related areas.

Inspects places of employment and machines, devices, apparatus, equipment, methods, and processes in use of hazards to the life, health, and safety of workers; enforce safety laws, codes, and the Occupational Safety and Health Administration regulations.

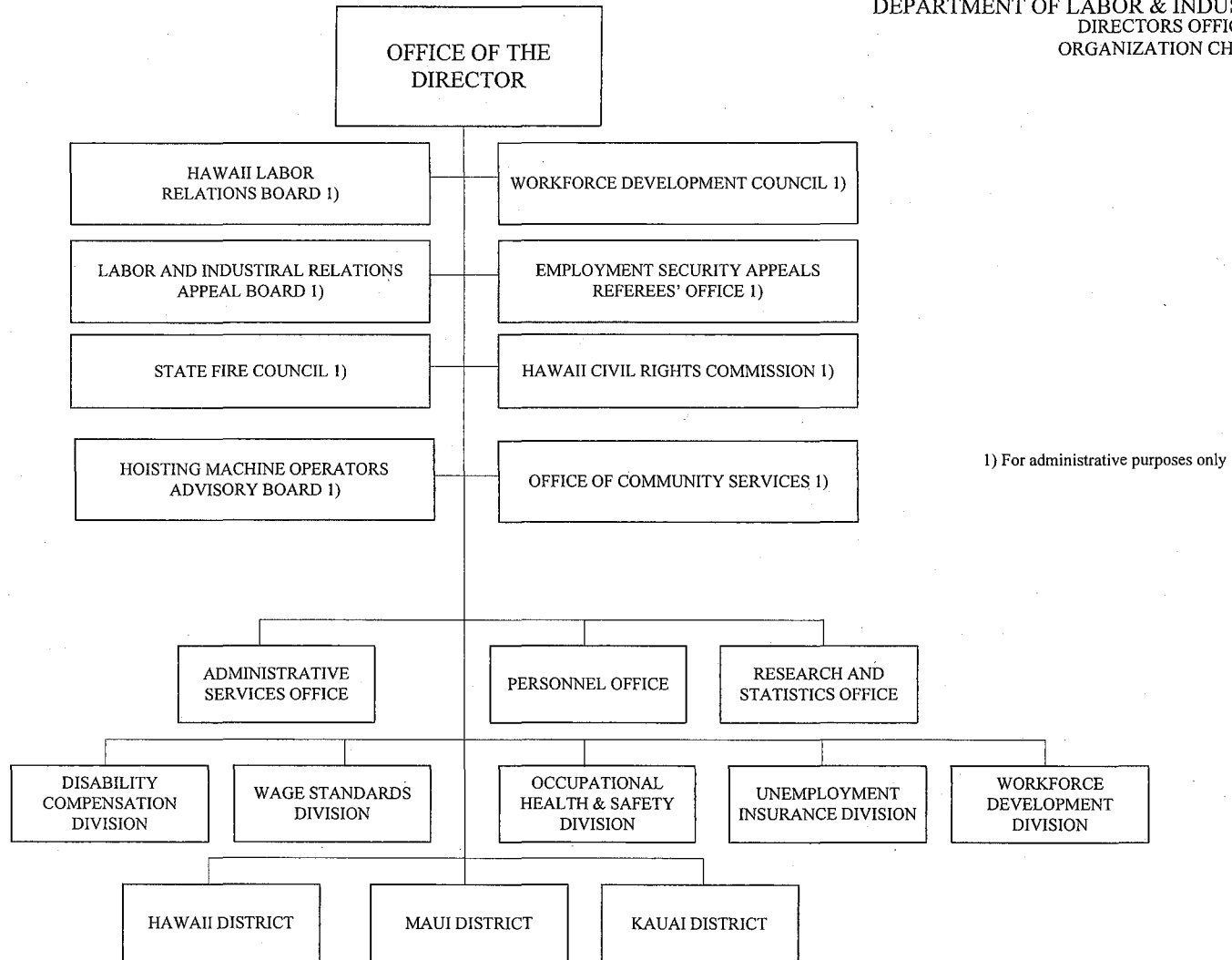
Facilitates the Workers' Compensation process to ensure that claims are processed expeditiously through the WC system; educates claimants on the WC law and claims processes; maintains information programs to keep workers informed of the WC law; responds to inquiries on claim status and questions on the WC law; recommends improvements to the WC claims process.

CLERICAL SERVICES

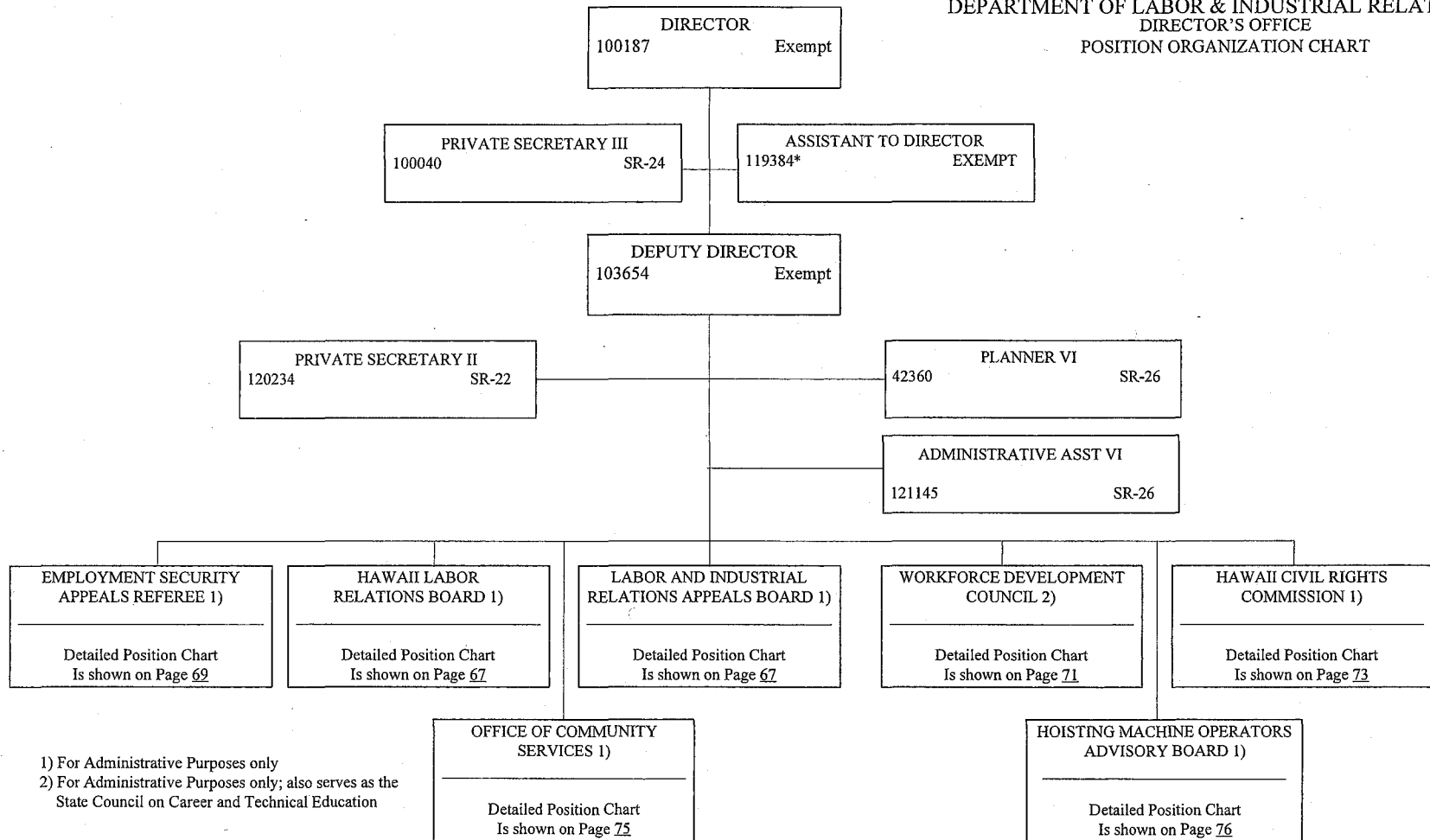
Provides statistical, clerical and stenographic services for the office.

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STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DIRECTORS OFFICE
 ORGANIZATION CHART



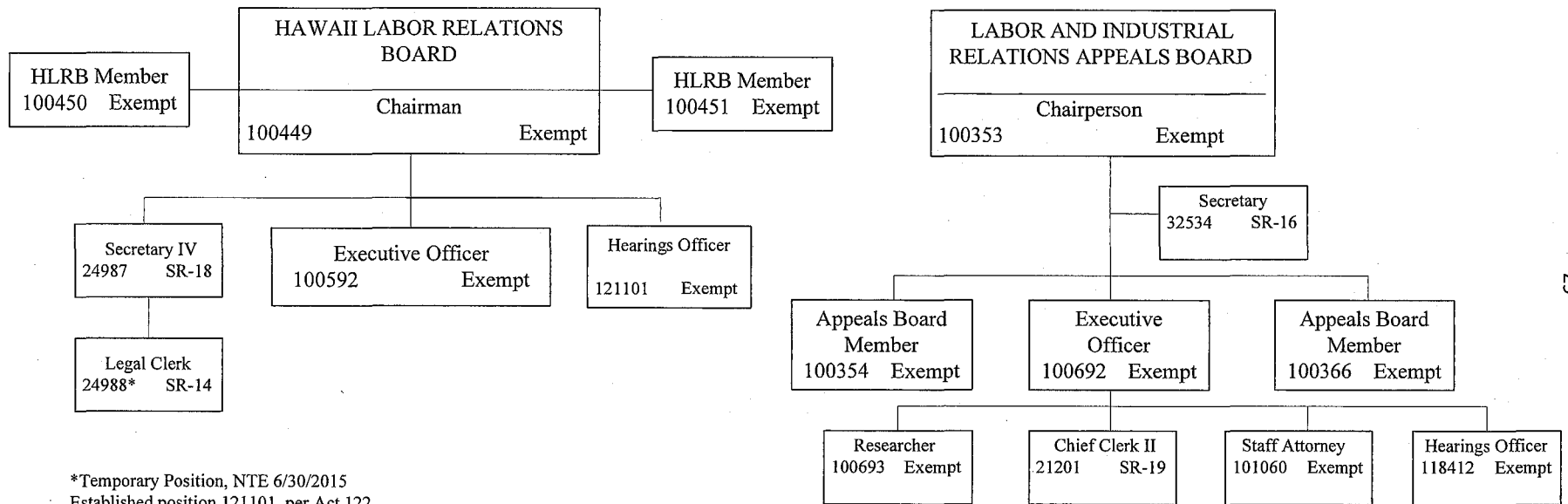
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
DIRECTOR'S OFFICE
POSITION ORGANIZATION CHART



- 1) For Administrative Purposes only
- 2) For Administrative Purposes only; also serves as the State Council on Career and Technical Education

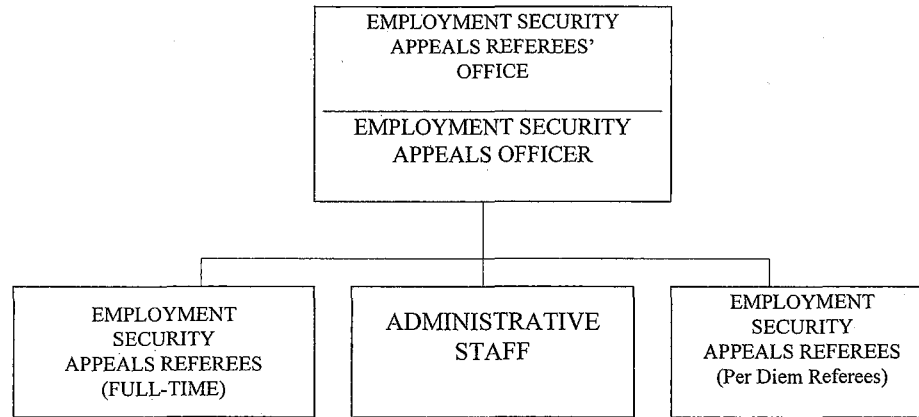
* Special Assignment (LBR 111PB)

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII LABOR RELATIONS BOARD
 LABOR AND INDUSTRIAL RELATIONS APPEALS BOARD
 POSITION ORGANIZATION CHART

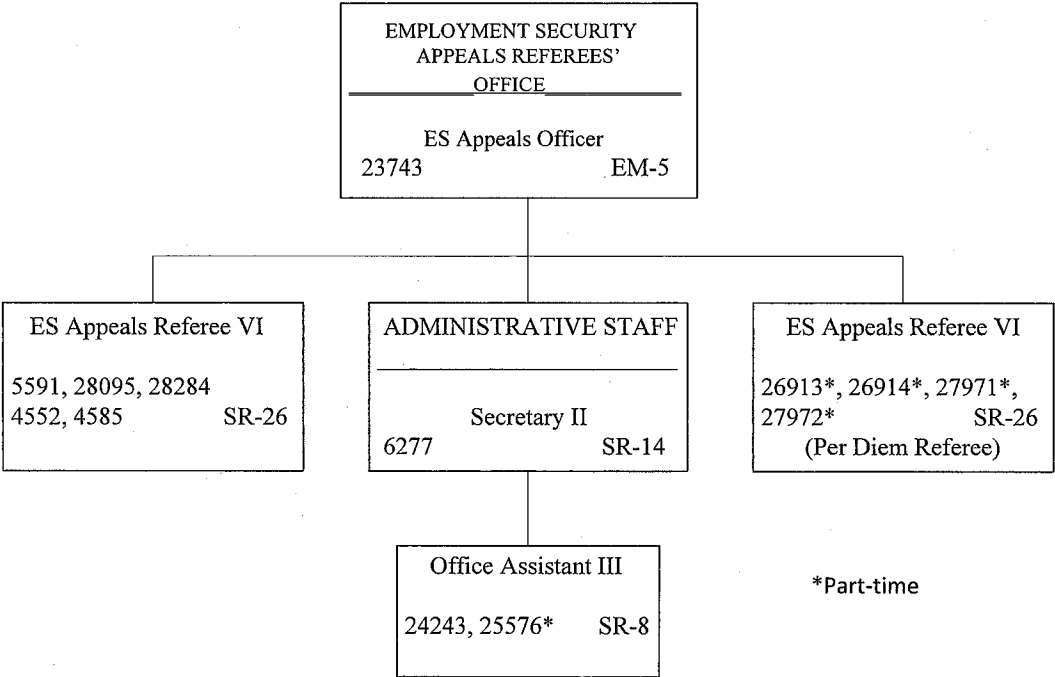


*Temporary Position, NTE 6/30/2015
 Established position 121101, per Act 122,
 SLH2014, pending delegated reorganization.

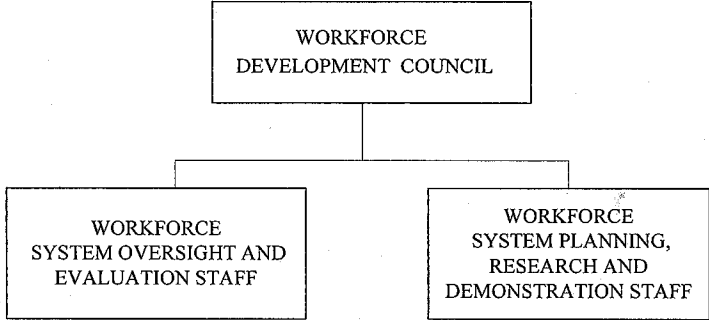
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE
ORGANIZATION CHART



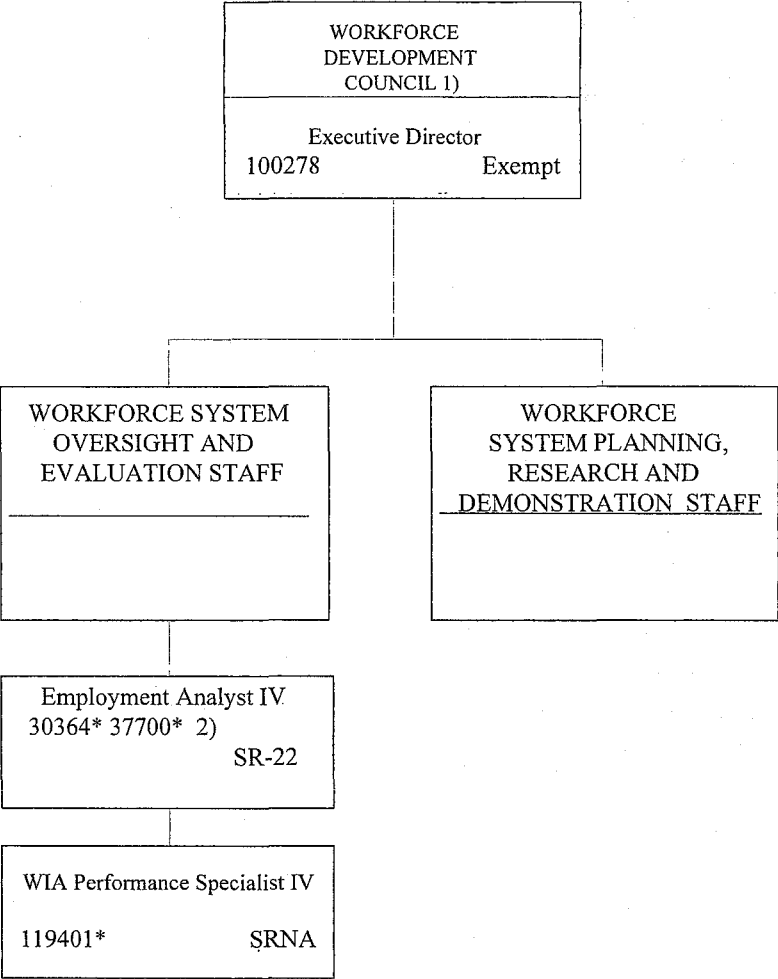
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE
 POSITION ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT COUNCIL
ORGANIZATION CHART

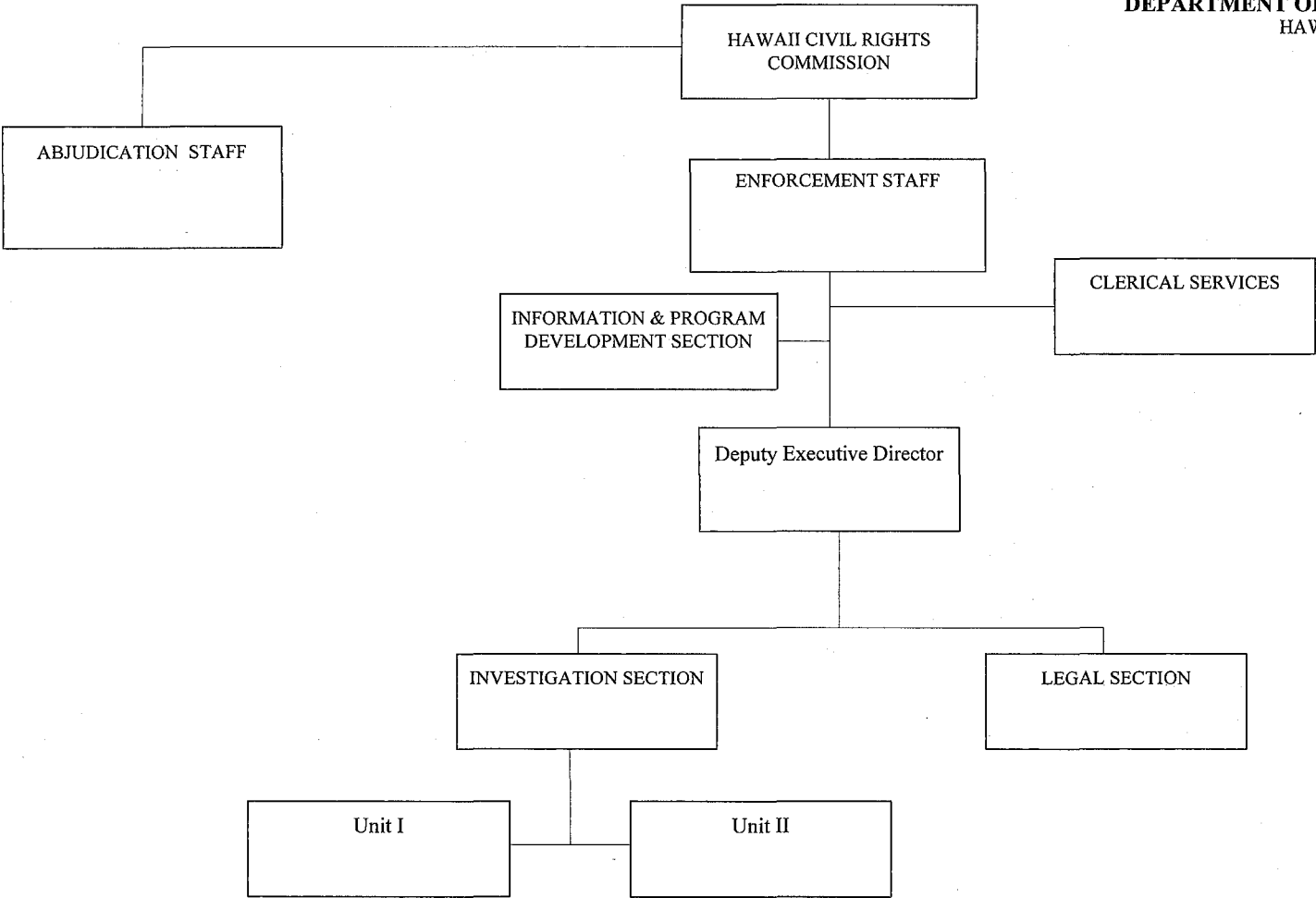


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT COUNCIL
 POSITION ORGANIZATION CHART

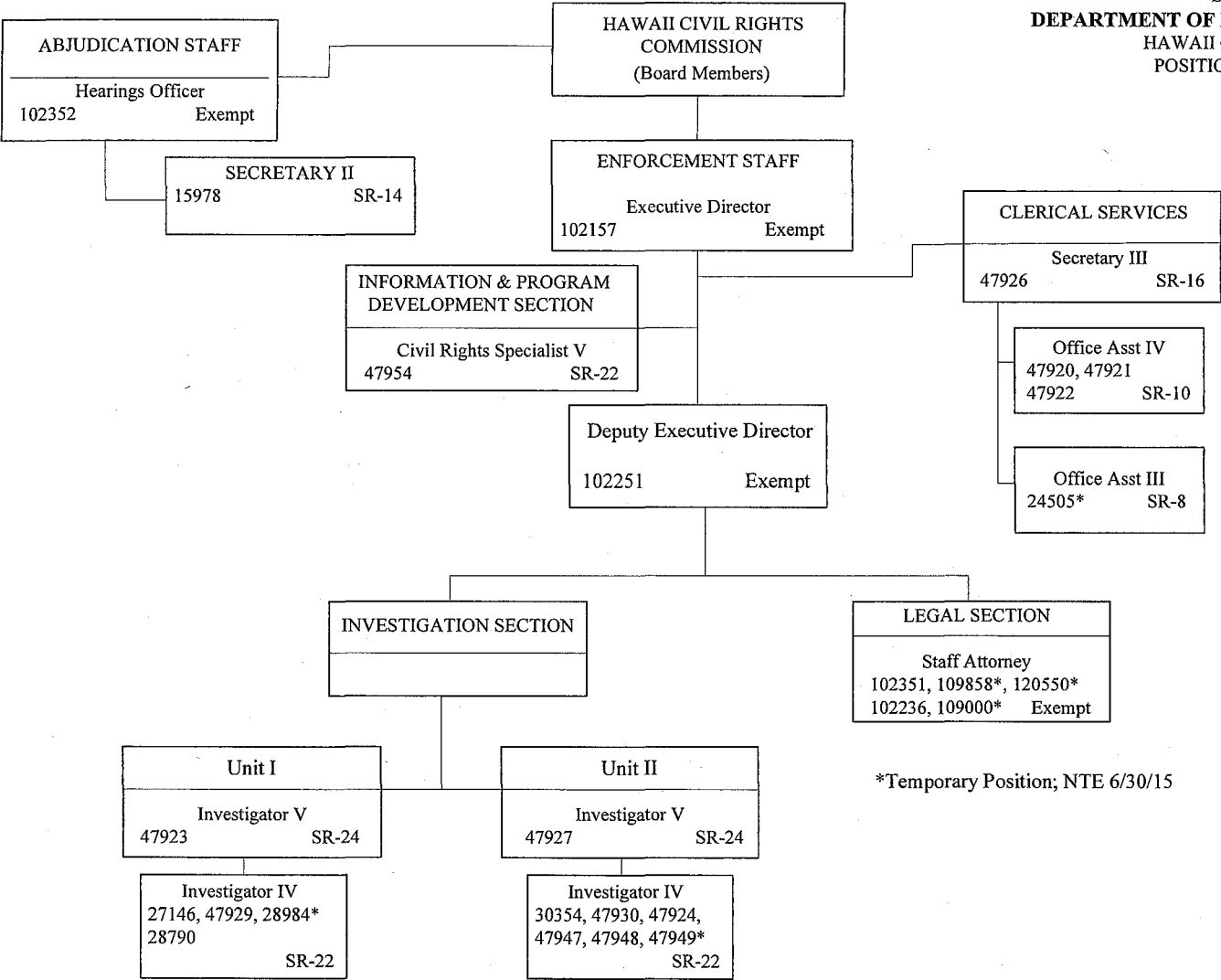


1) For Administrative Purposes Only
 2) Position to be redescribed
 * Temporary position, NTE 6/30/15

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII CIVIL RIGHTS COMMISSION
ORGANIZATION CHART

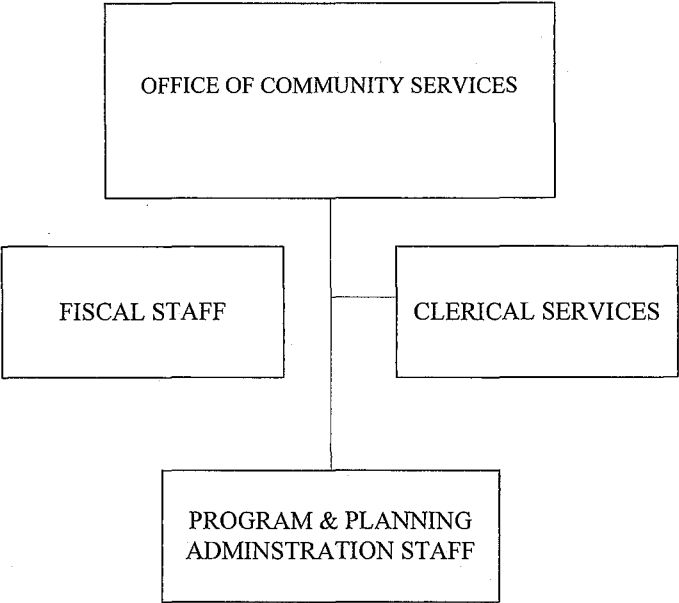


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII CIVIL RIGHTS COMMISSION
POSITION ORGANIZATION CHART

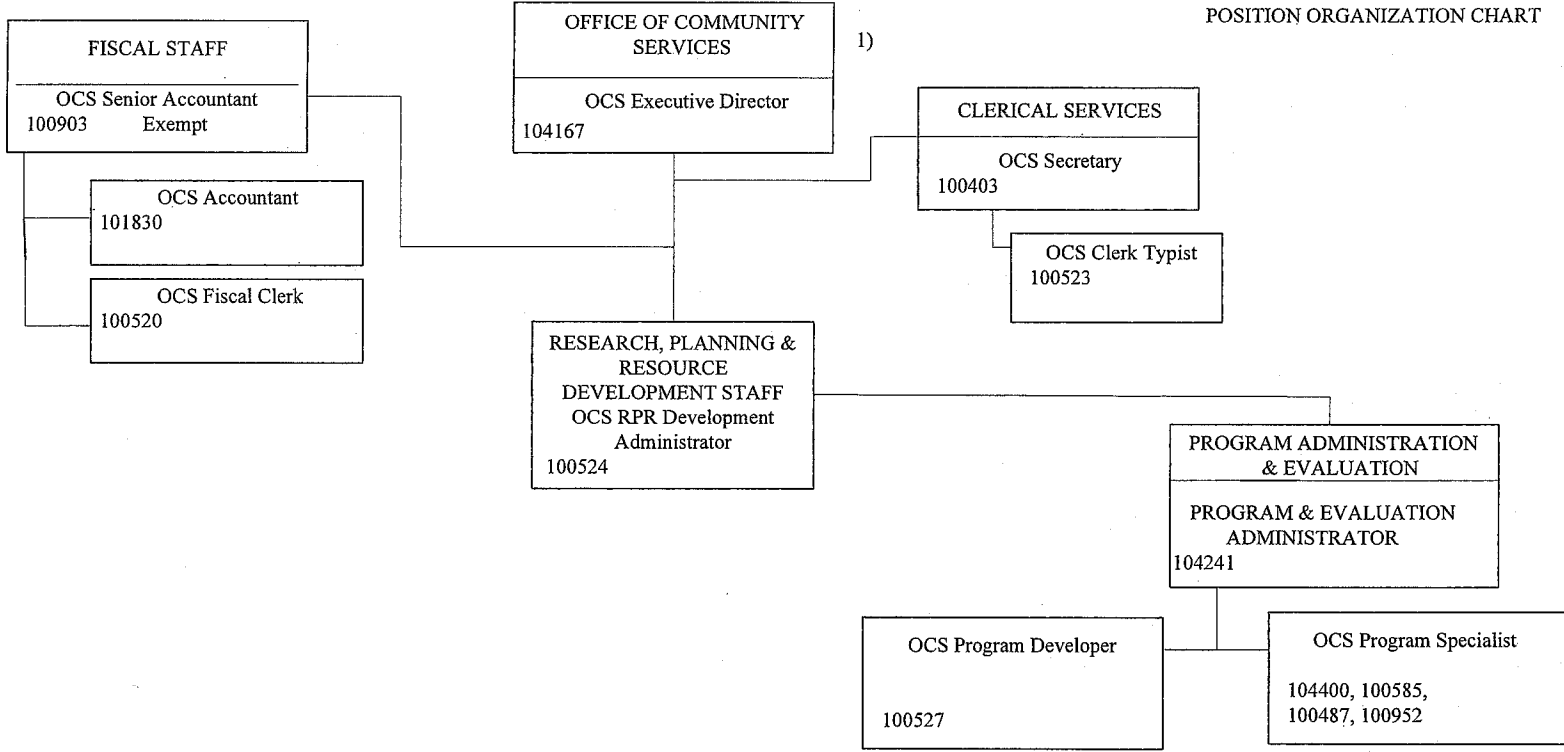


*Temporary Position; NTE 6/30/15

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
OFFICE OF COMMUNITY SERVICES
ORGANIZATION CHART



STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 OFFICE OF COMMUNITY SERVICES
 POSITION ORGANIZATION CHART



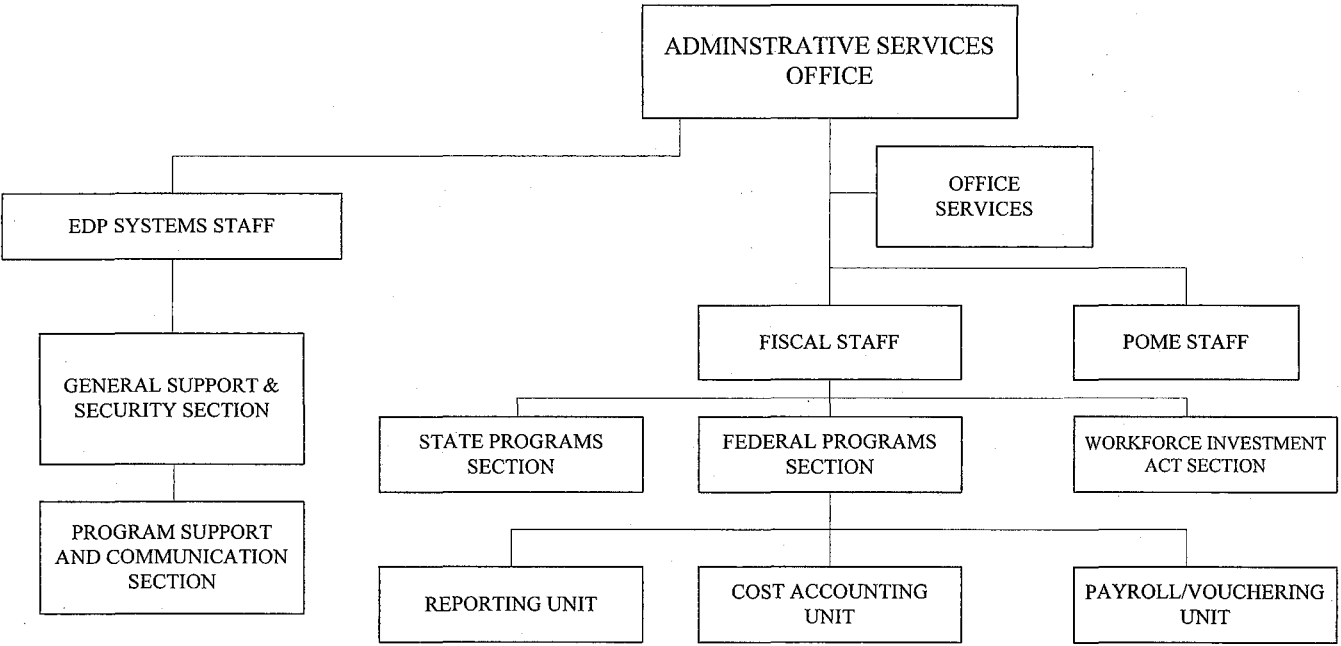
1) All Positions Exempt by Statute

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HOISTING MACHINE OPERATORS
ADVISORY BOARD
ORGANIZATION CHART

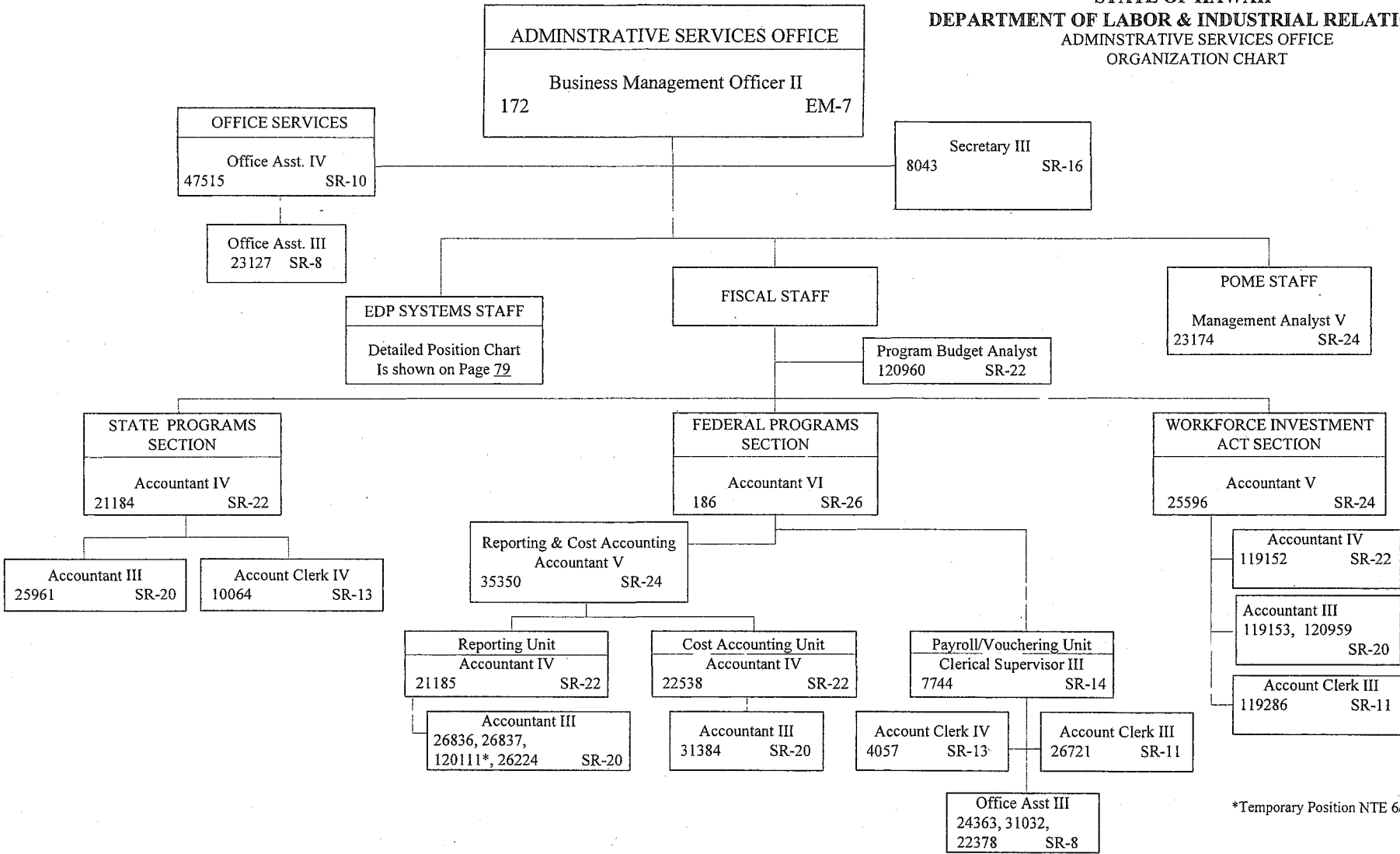
Executive Director	
109857* 1)	SRNA

*Part-time
1) Exempt By Statute

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 ADMINISTRATIVE SERVICES OFFICE
 ORGANIZATION CHART

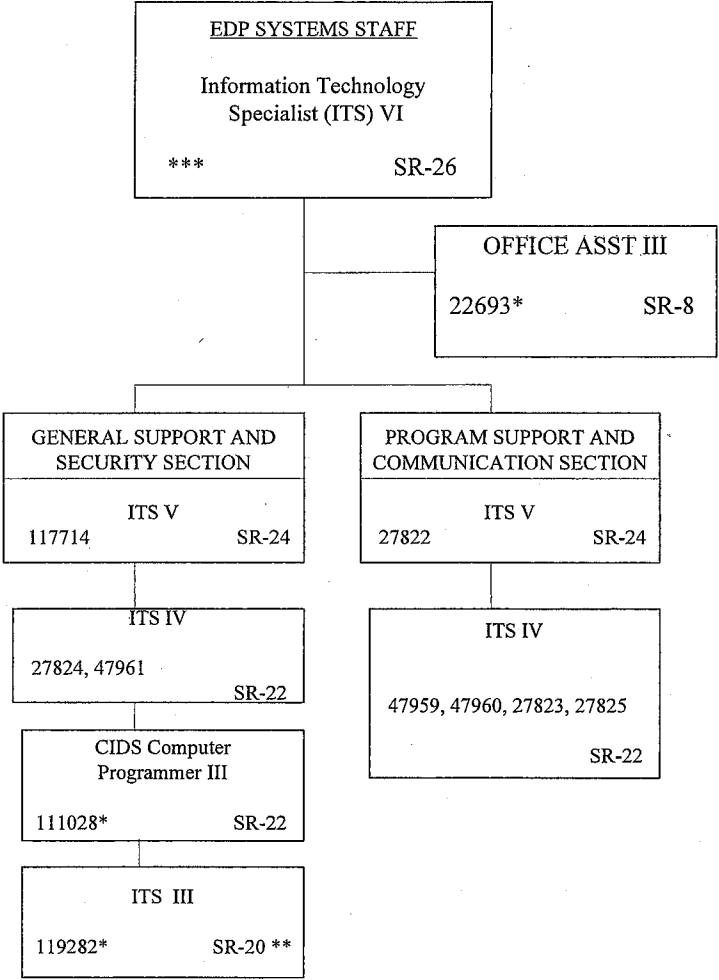


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 ADMINISTRATIVE SERVICES OFFICE
 ORGANIZATION CHART



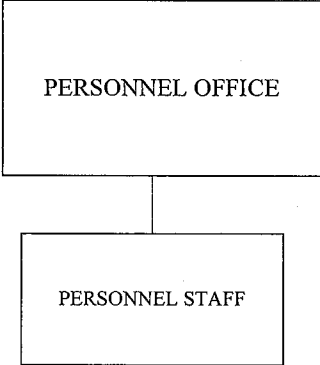
*Temporary Position NTE 6/30/2015

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 ADMINISTRATIVE SERVICES OFFICE
 EDP SYSTEMS STAFF
 POSITION ORGANIZATION CHART



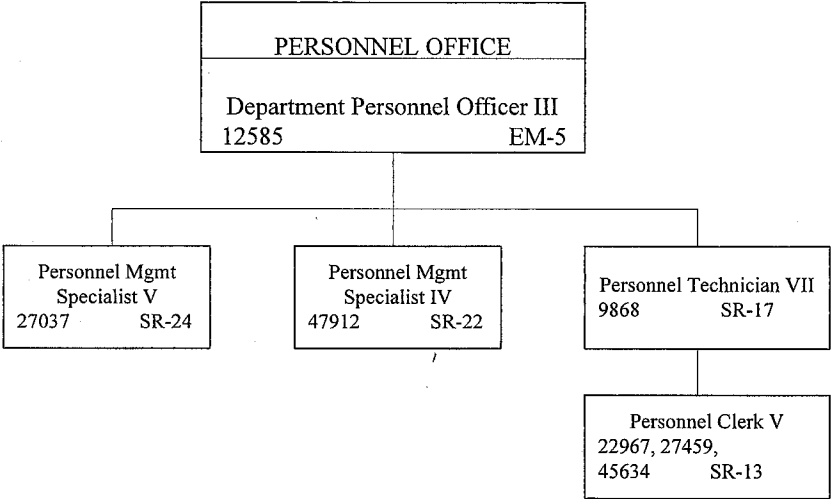
*Temporary Position NTE 6/30/2015
 **Established position 119282 per
 Act 122, SLH2014, pending delegated
 reorganization
 *** Position to be established

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
PERSONNEL OFFICE
ORGANIZATION CHART

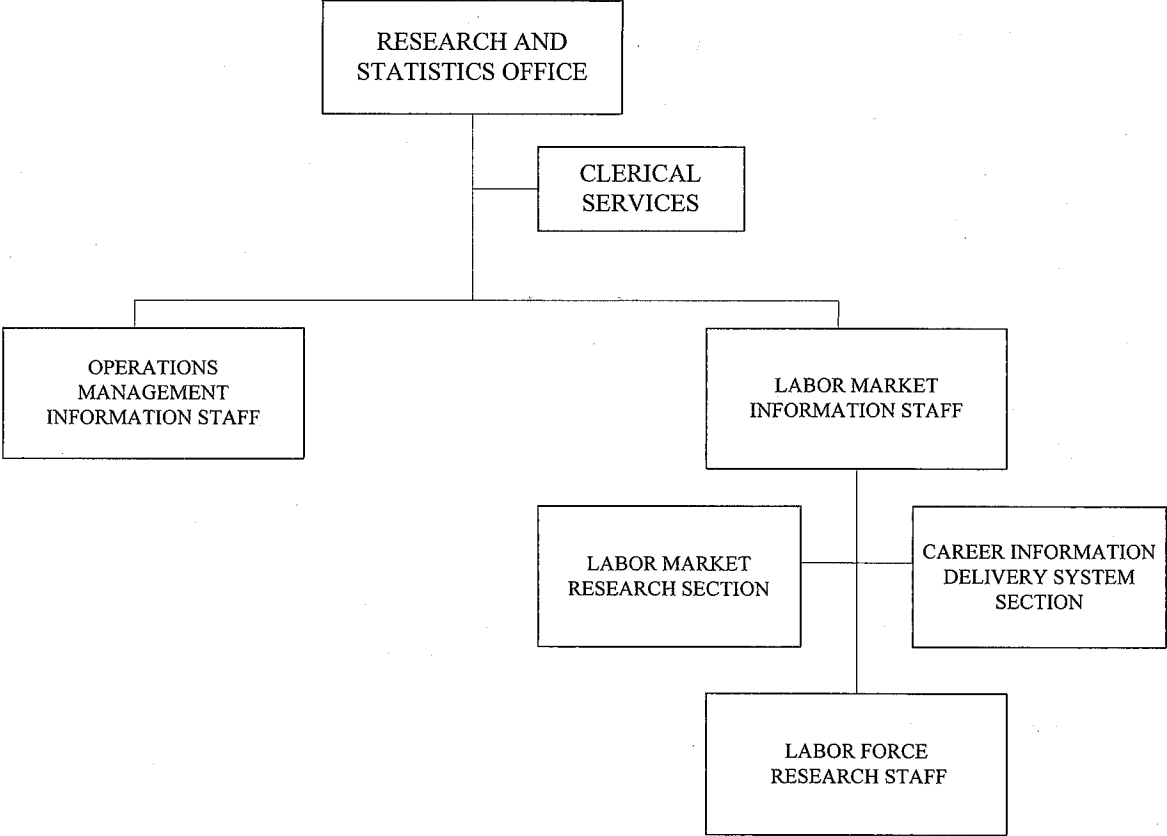


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

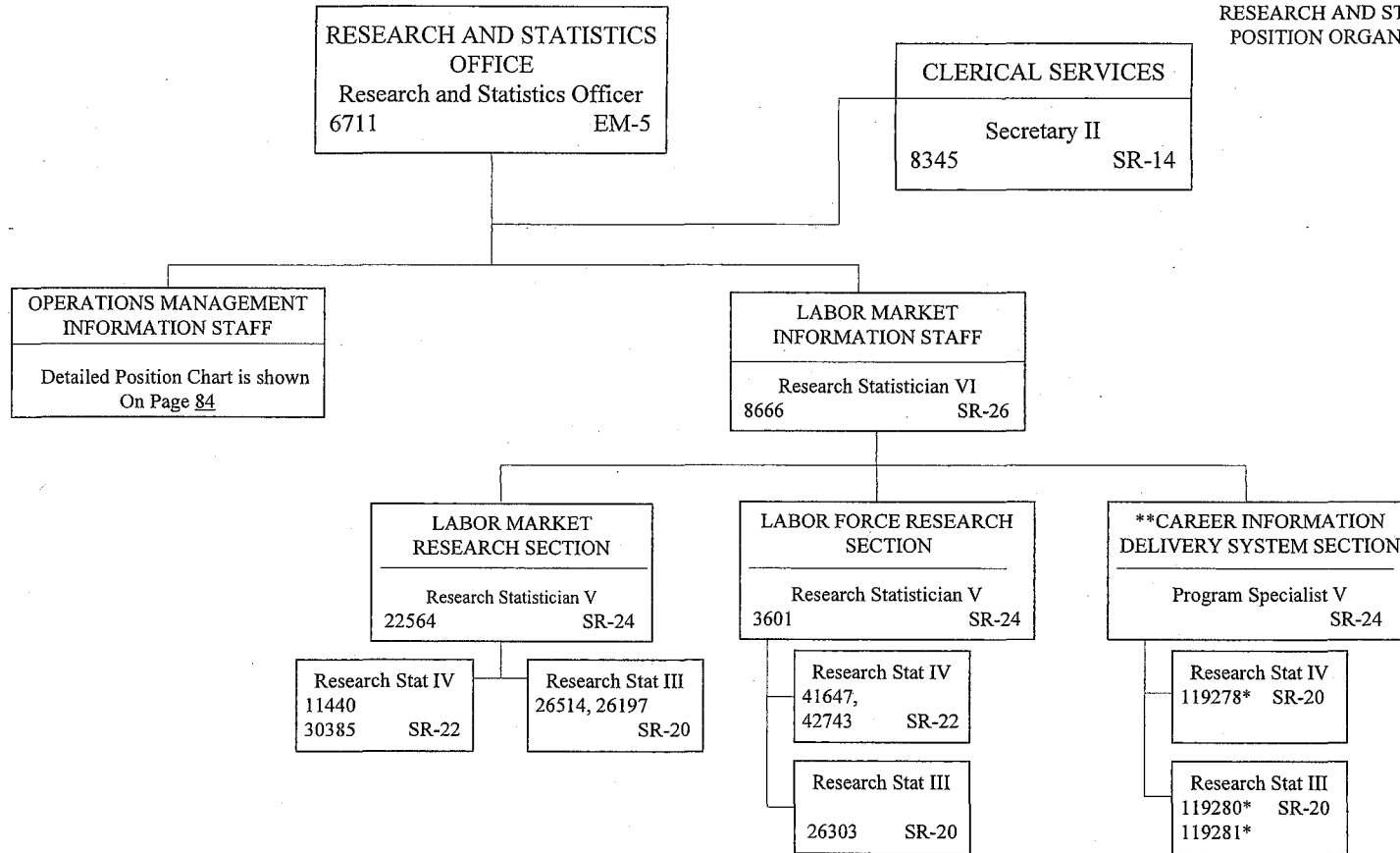
PERSONNEL OFFICE
POSITION ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
RESEARCH AND STATISTICS OFFICE
ORGANIZATION CHART

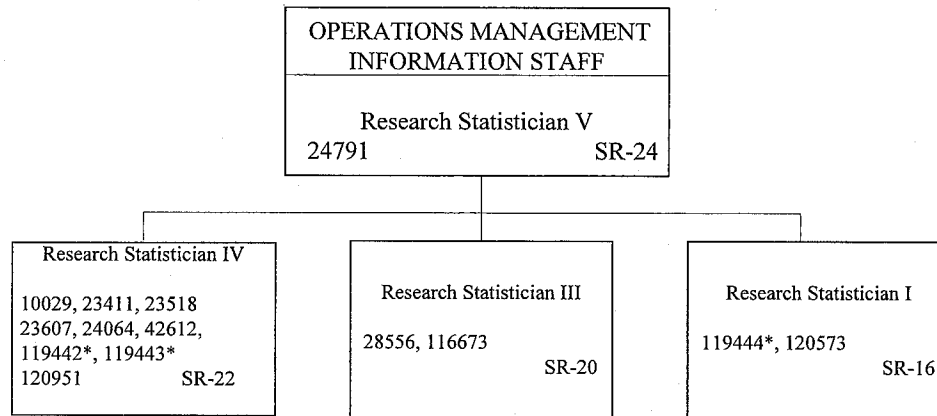


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 RESEARCH AND STATISTICS OFFICE
 POSITION ORGANIZATION CHART



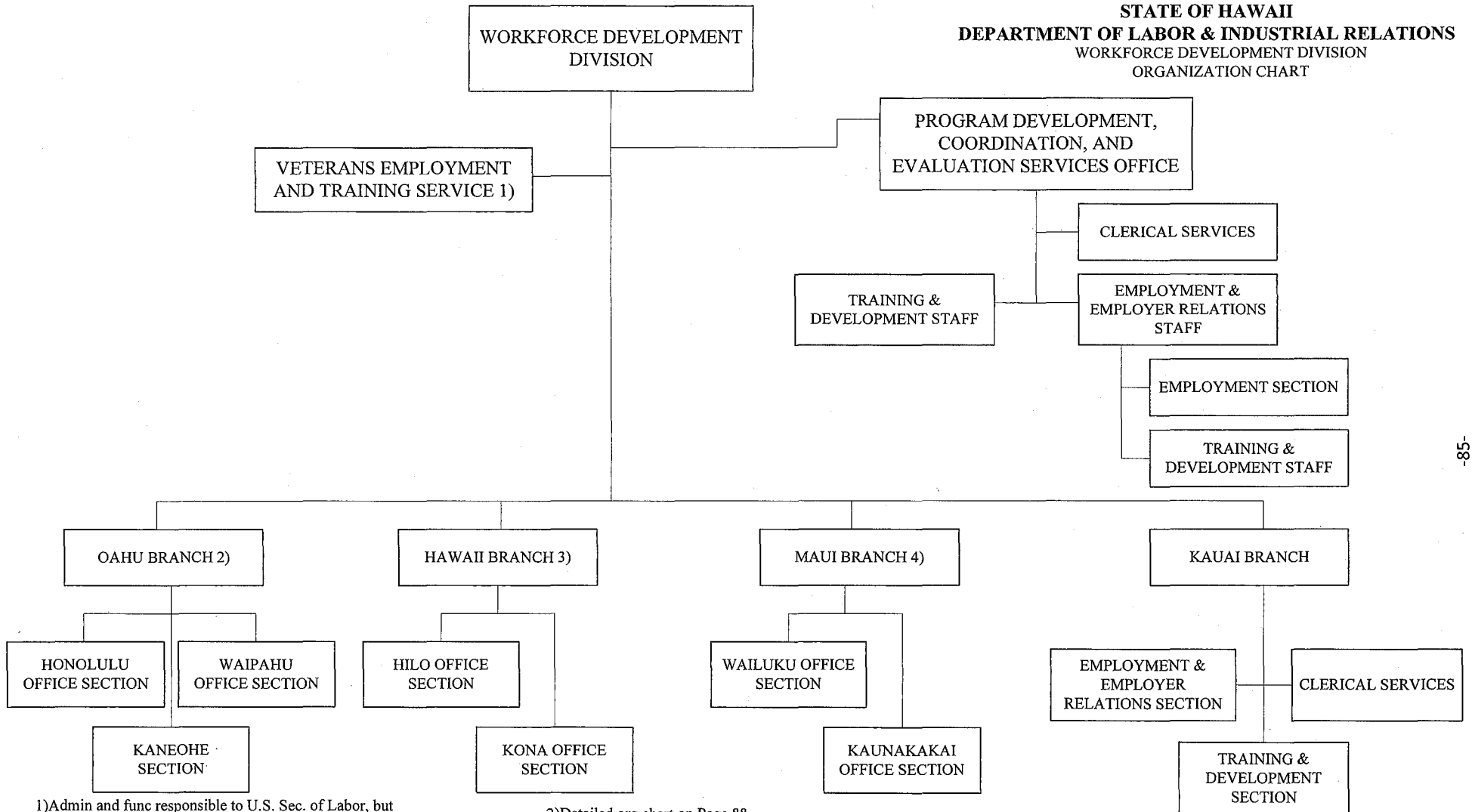
*Temporary to 6/30/2015
 **Career Info Del Section
 Process of delegated Reorg

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
RESEARCH AND STATISTICS OFFICE
OPERATIONS MANAGEMENT INFORMATION STAFF
POSITION ORGANIZATION CHART



*Temporary position, NTE 6/30/15

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 ORGANIZATION CHART

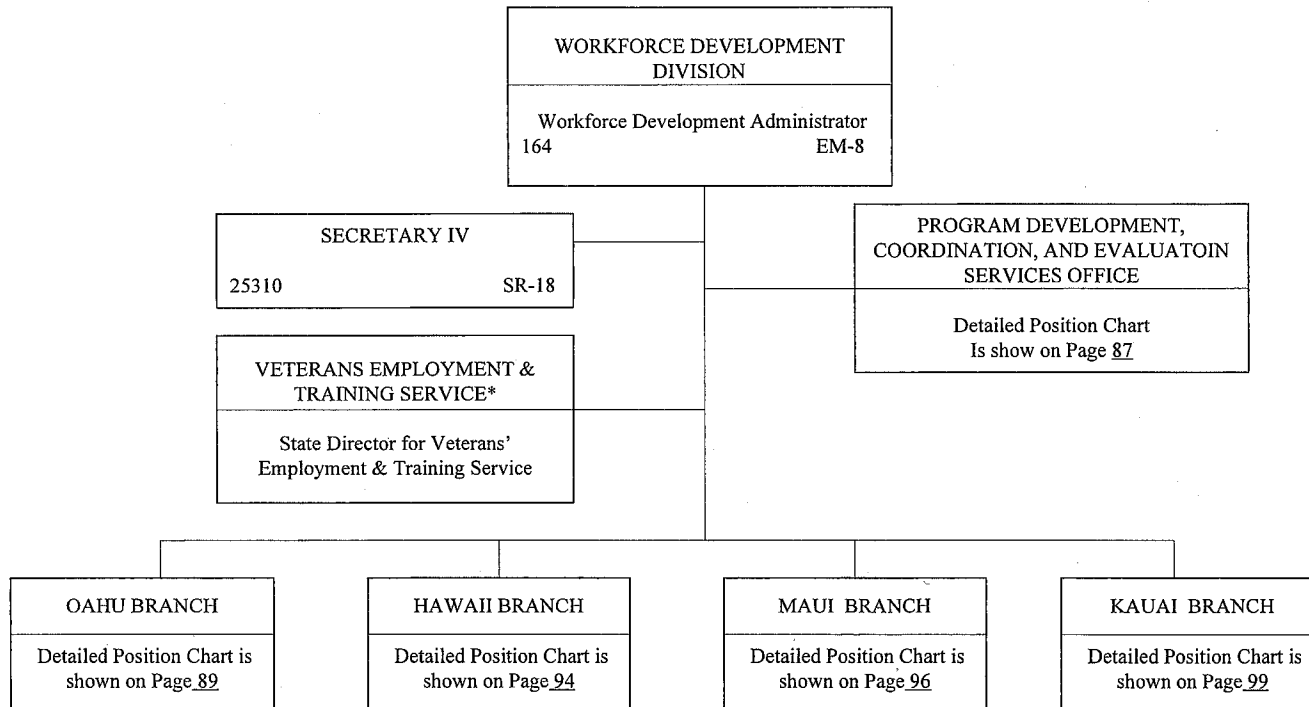


85-

1)Admin and func responsible to U.S. Sec. of Labor, but attached to WD Div in acc with Title 38, USC PL 85-857; work cooperatively with WD Div in promoting veterans' employment activities

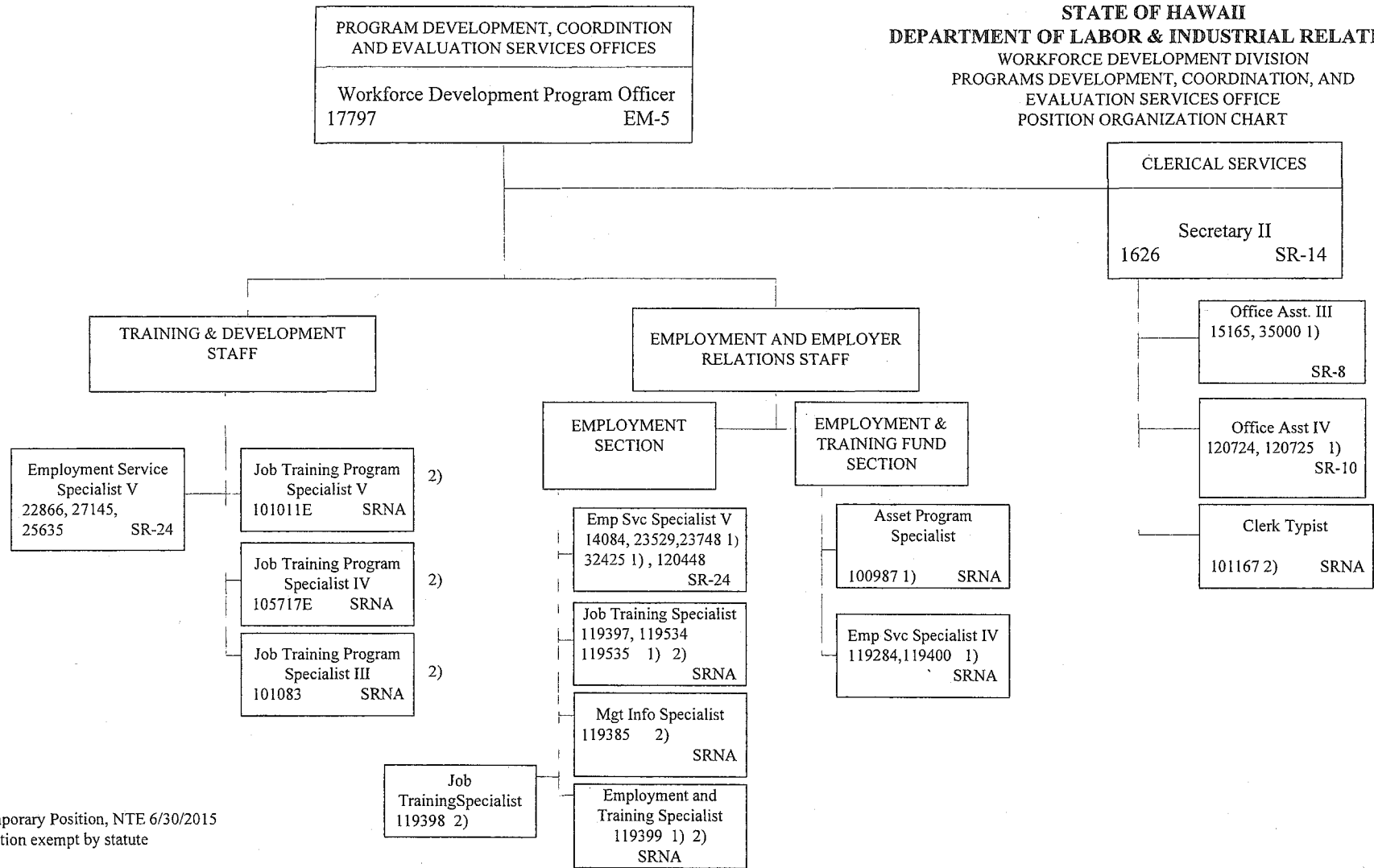
2)Detailed org chart on Page 88
 3)Detailed org chart on Page 93
 4)Detailed org chart on Page 93

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 POSITION ORGANIZATION CHART



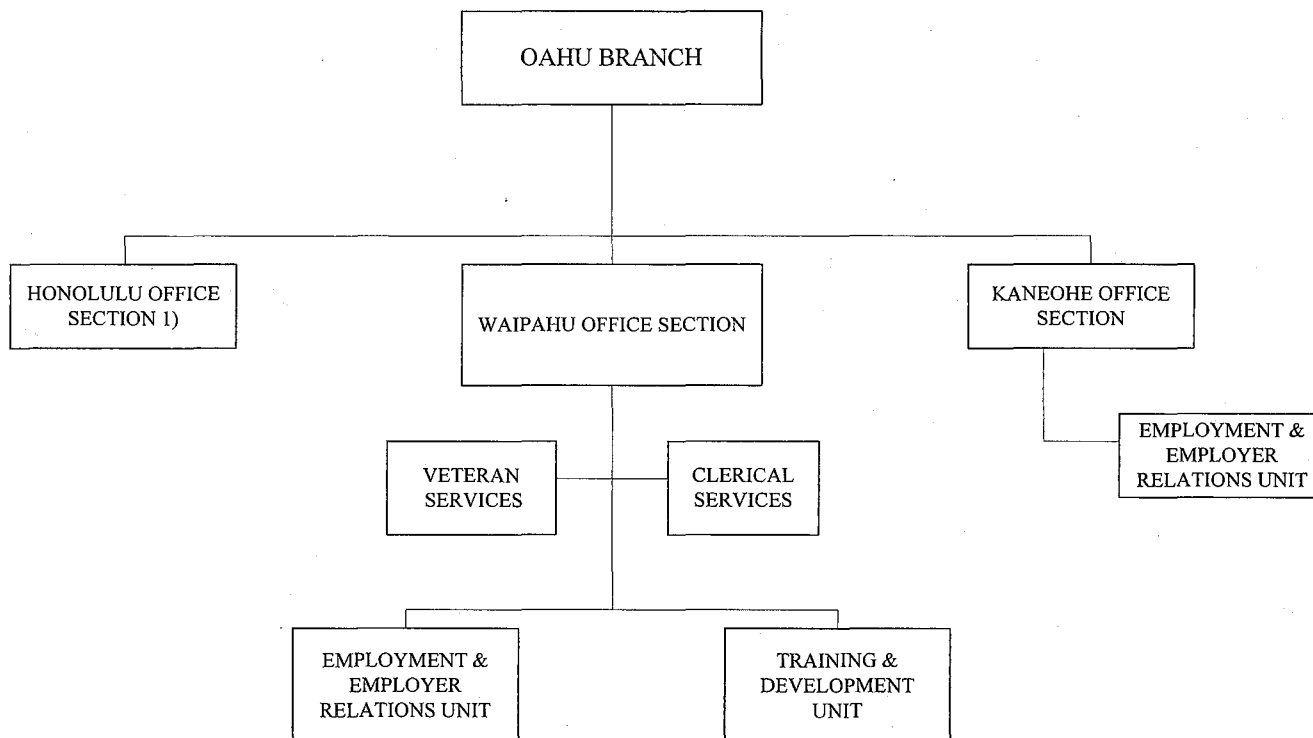
* Administratively & functionally responsible to U.S. Secretary of Labor but attached to WD Div in accordance with Title 38, USC PL 85-857; works cooperatively with WD Division in promoting veterans' employment activities.

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 PROGRAMS DEVELOPMENT, COORDINATION, AND
 EVALUATION SERVICES OFFICE
 POSITION ORGANIZATION CHART



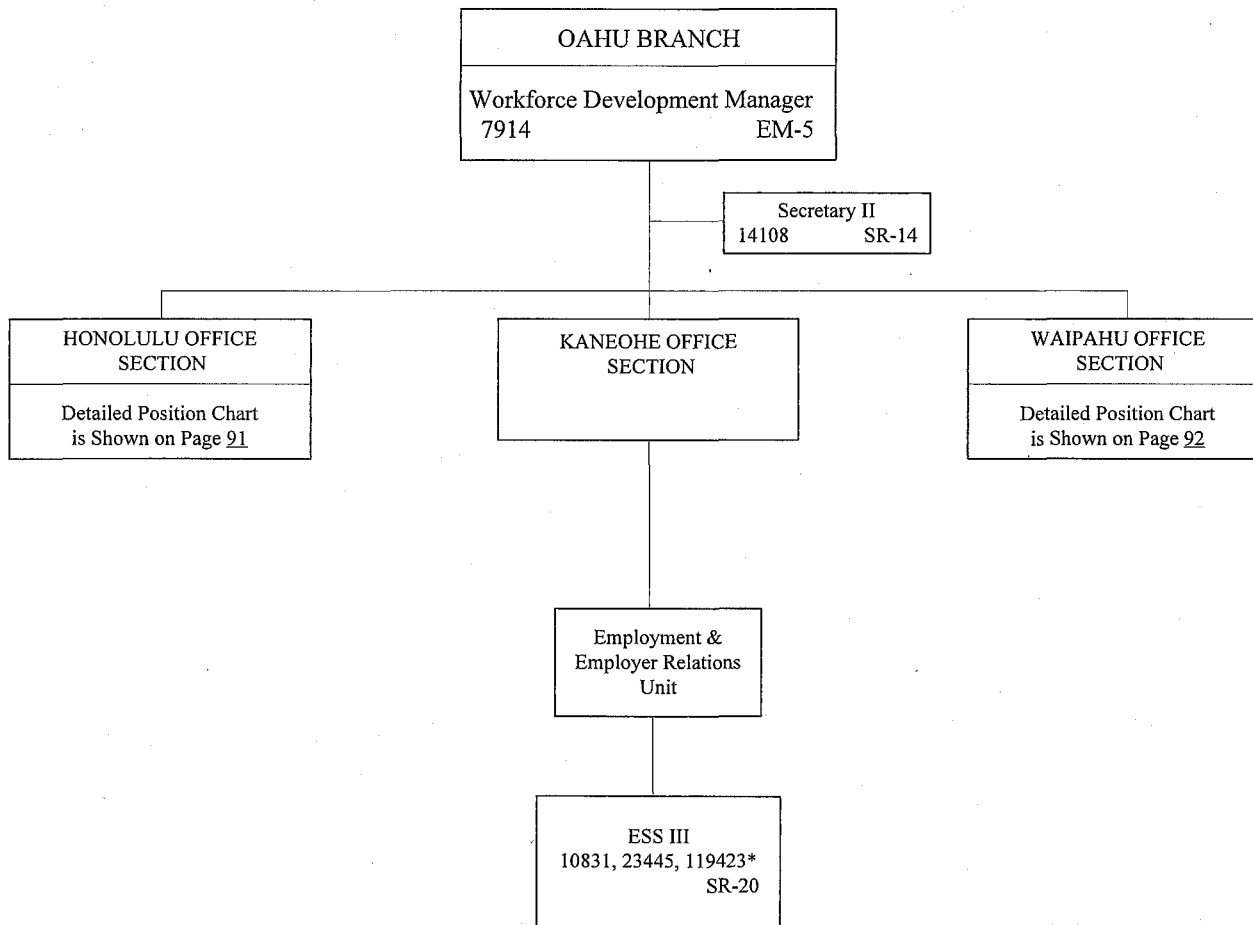
1. Temporary Position, NTE 6/30/2015
 2. Position exempt by statute

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH
ORGANIZATION CHART



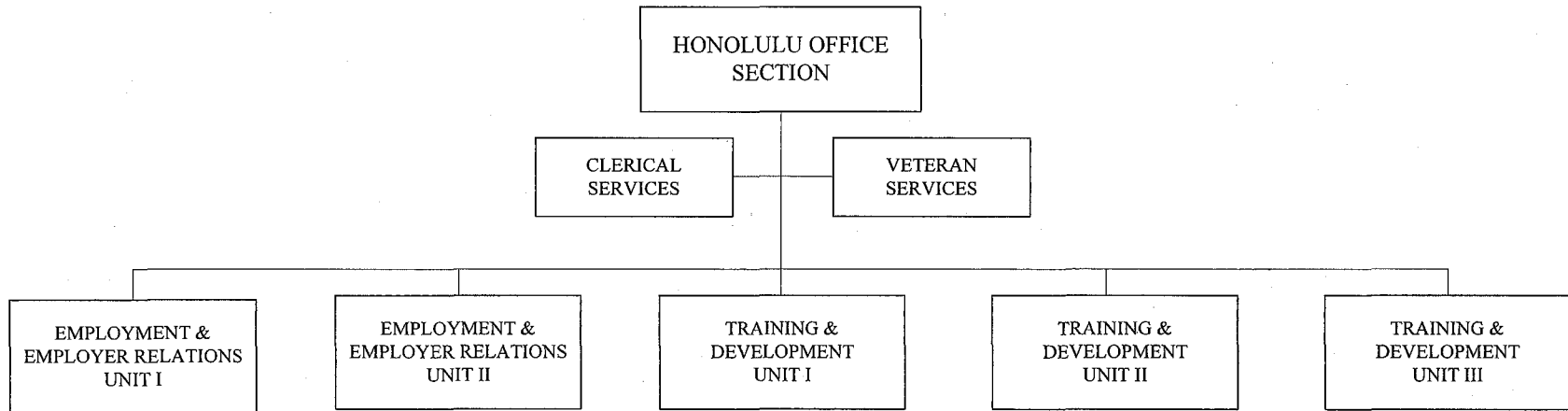
1) Detailed org chart on Page 90

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH
POSITION ORGANIZATION CHART

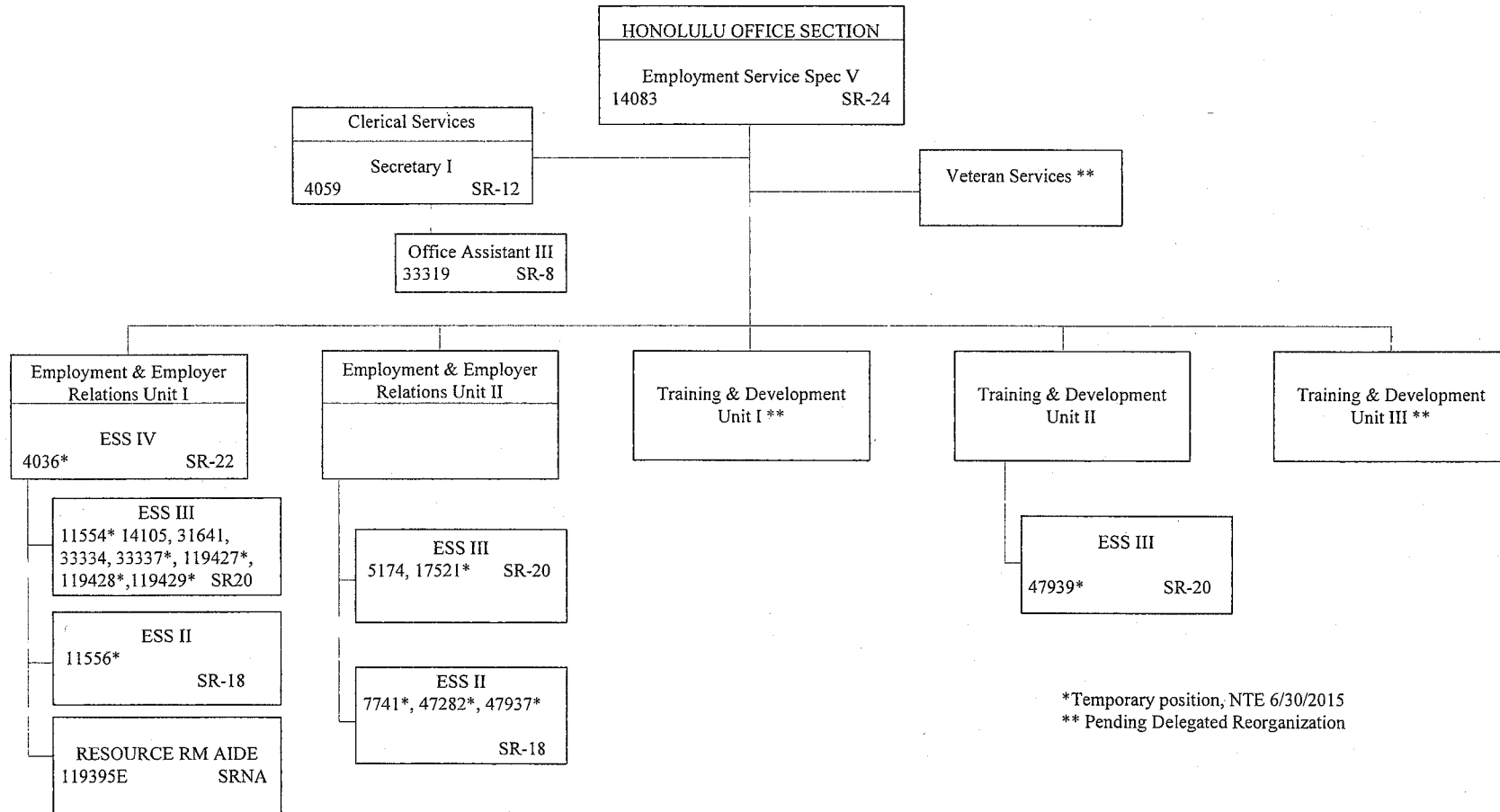


*Temporary Position, NTE 6/30/2015

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH
HONOLULU OFFICE SECTION
ORGANIZATION CHART

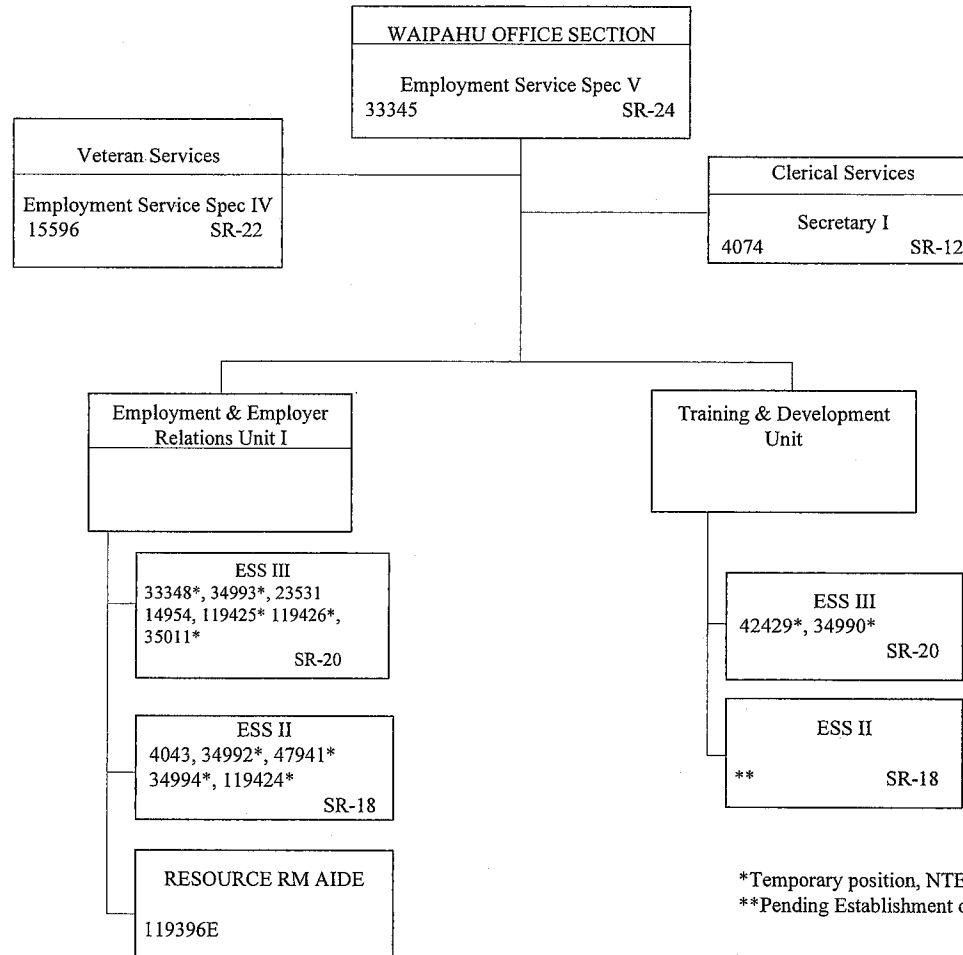


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 OAHU BRANCH
 HONOLULU OFFICE SECTION
 POSITION ORGANIZATION CHART



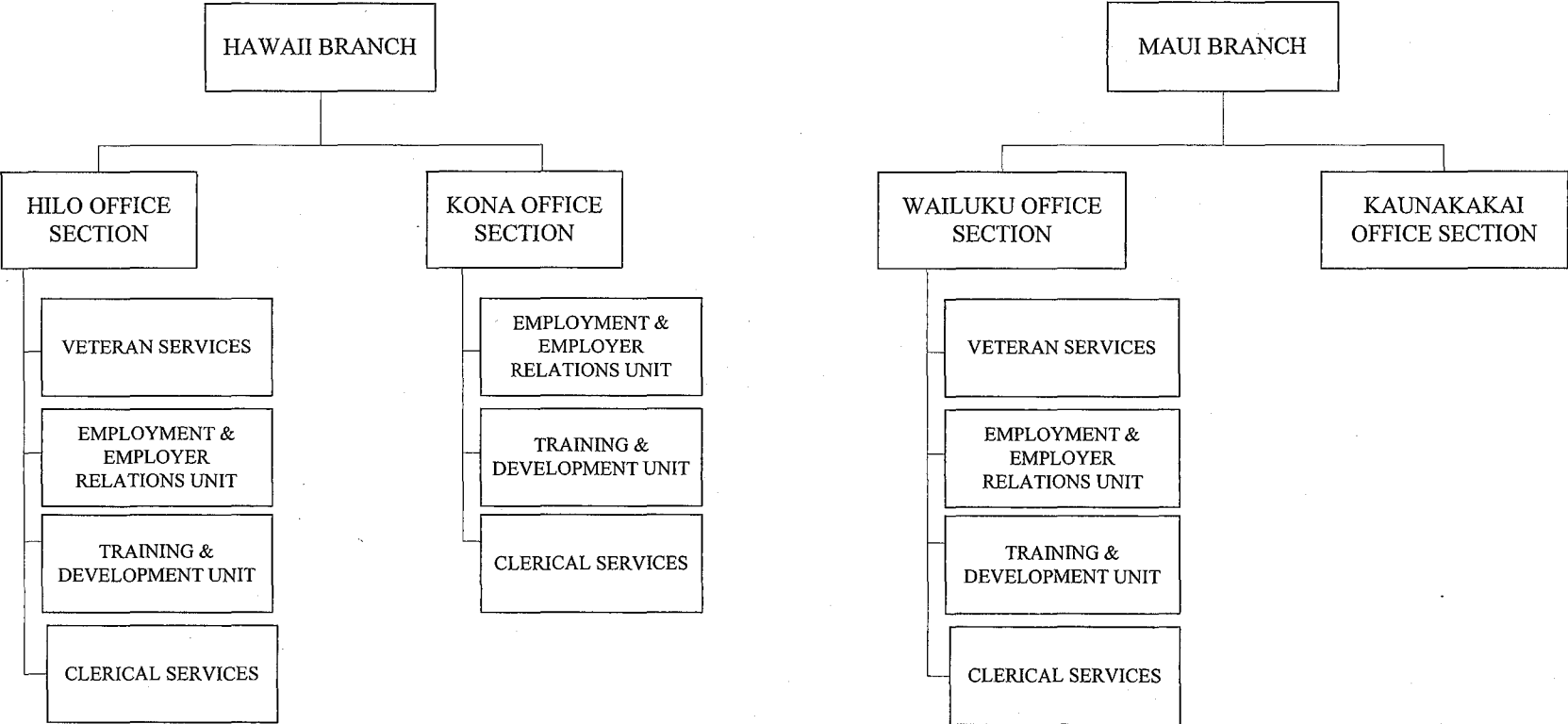
*Temporary position, NTE 6/30/2015
 ** Pending Delegated Reorganization

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 OAHU BRANCH
 WAIPAHU OFFICE SECTION
 POSITION ORGANIZATION CHART

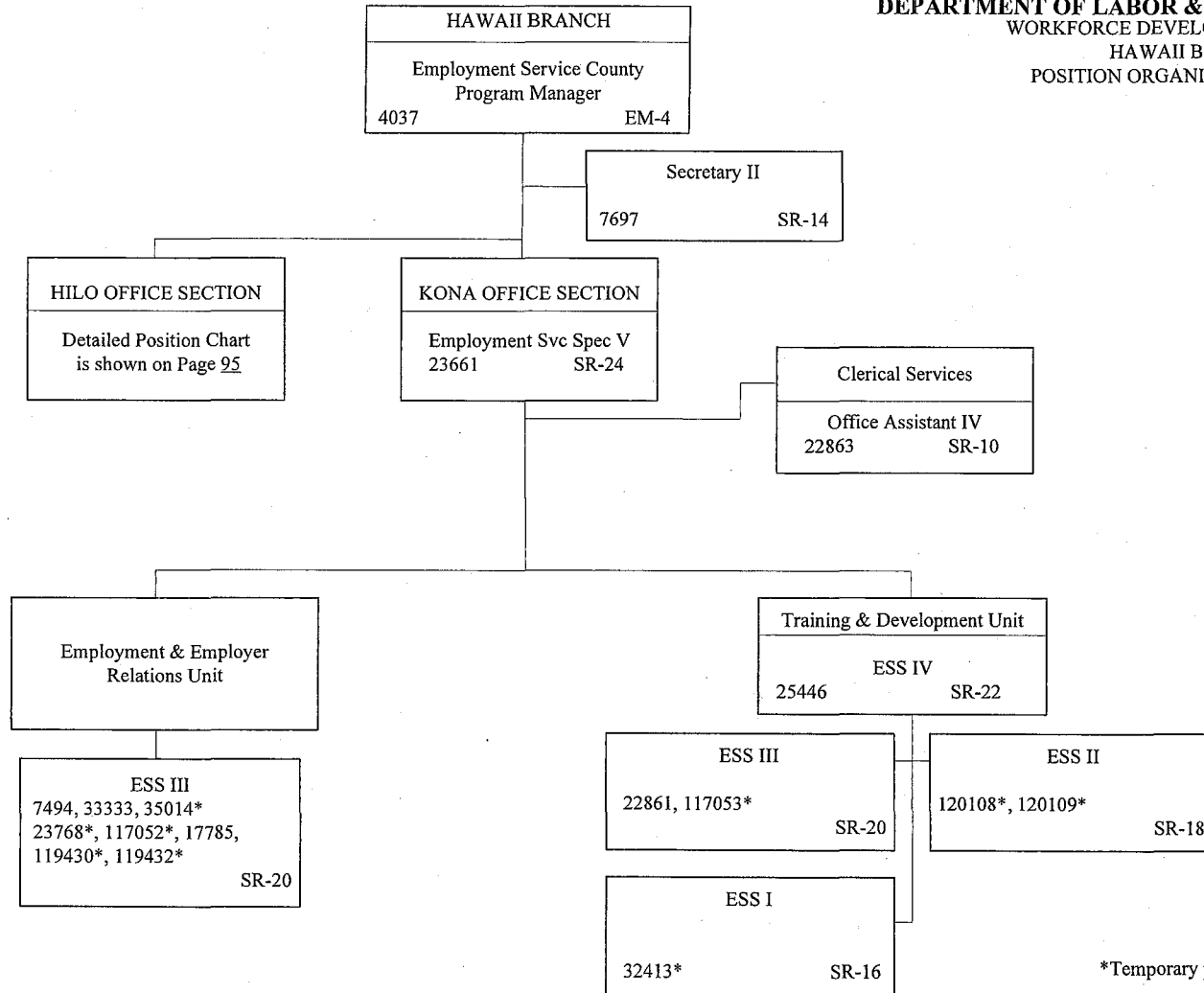


*Temporary position, NTE 6/30/2015
 **Pending Establishment of Position

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORK FORCE DEVELOPMENT DIVISION
HAWAII BRANCH
MAUI BRANCH
ORGANIZATION CHART

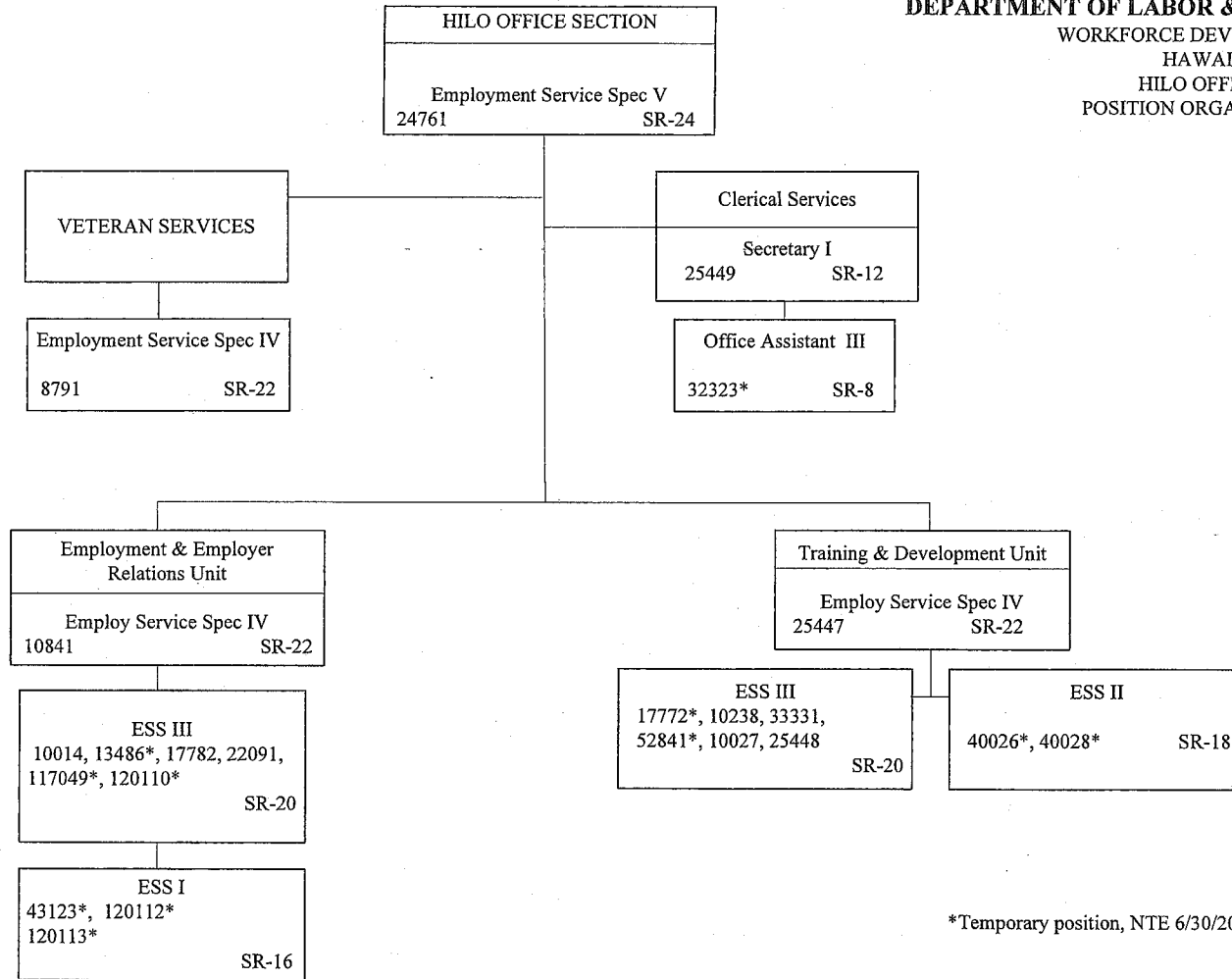


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 HAWAII BRANCH
 POSITION ORGANIZATION CHART



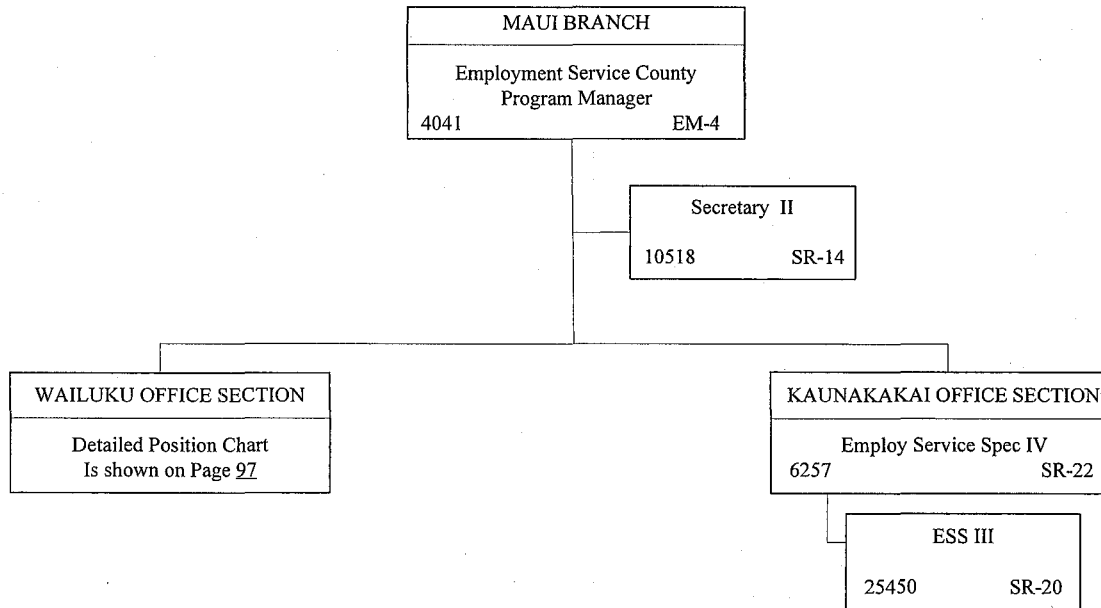
*Temporary position, NTE 6/30/2015

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 HAWAII BRANCH
 HILO OFFICE SECTION
 POSITION ORGANIZATION CHART

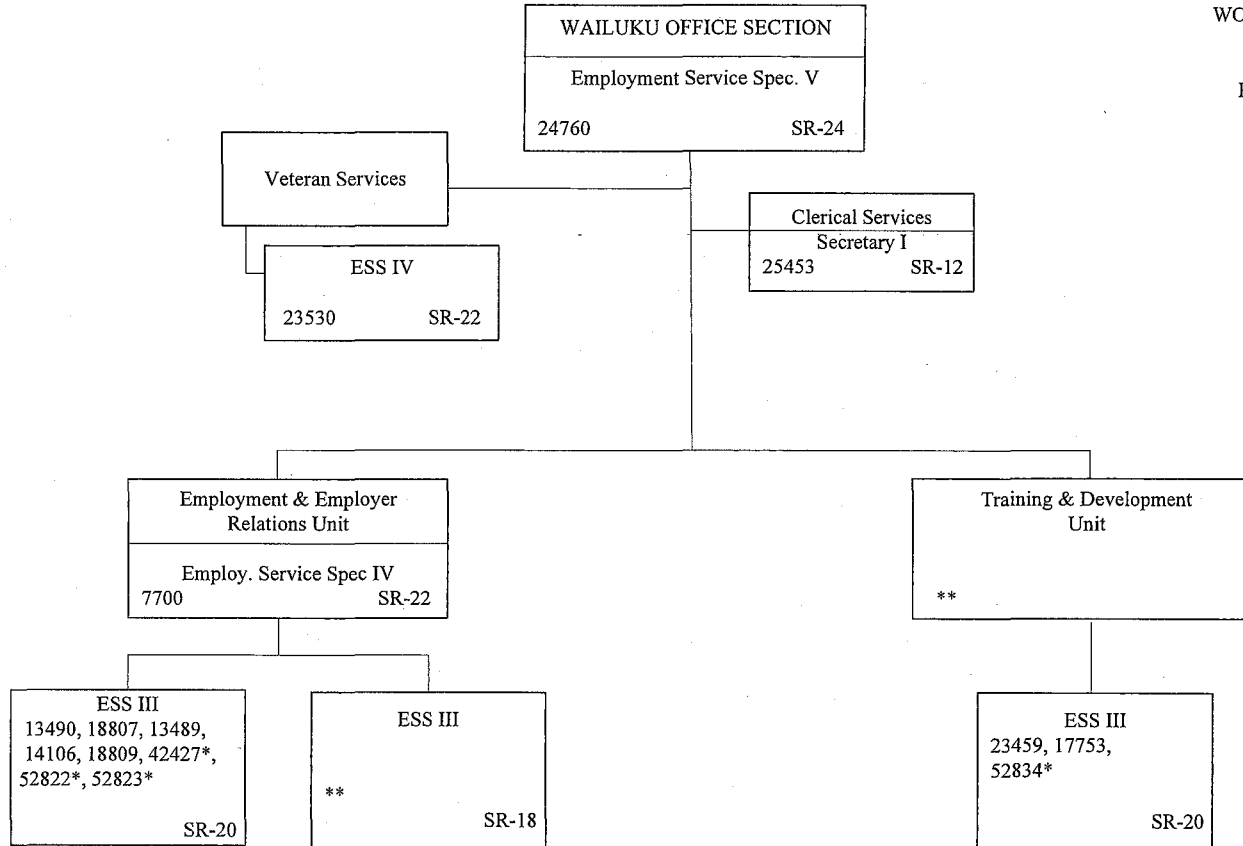


*Temporary position, NTE 6/30/2015

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION
MAUI BRANCH
POSITION ORGANIZATION CHART

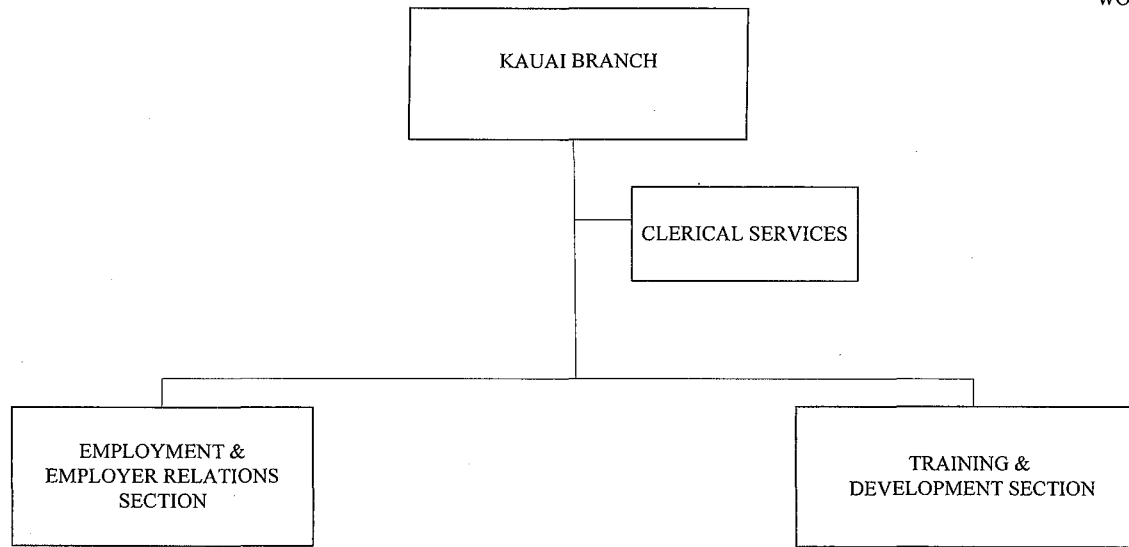


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 MAUI BRANCH
 WAILUKU OFFICE SECTION
 POSITION ORGANIZATION CHART

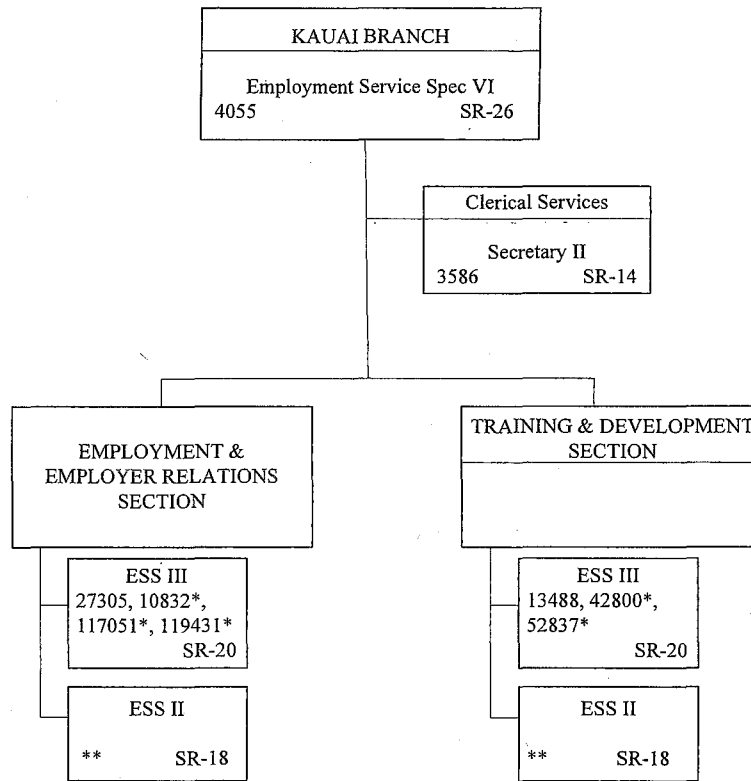


*Temporary position, NTE 6/30/2015
 **Pending Establishment of Position

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION
KAUAI BRANCH
ORGANIZATION CHART

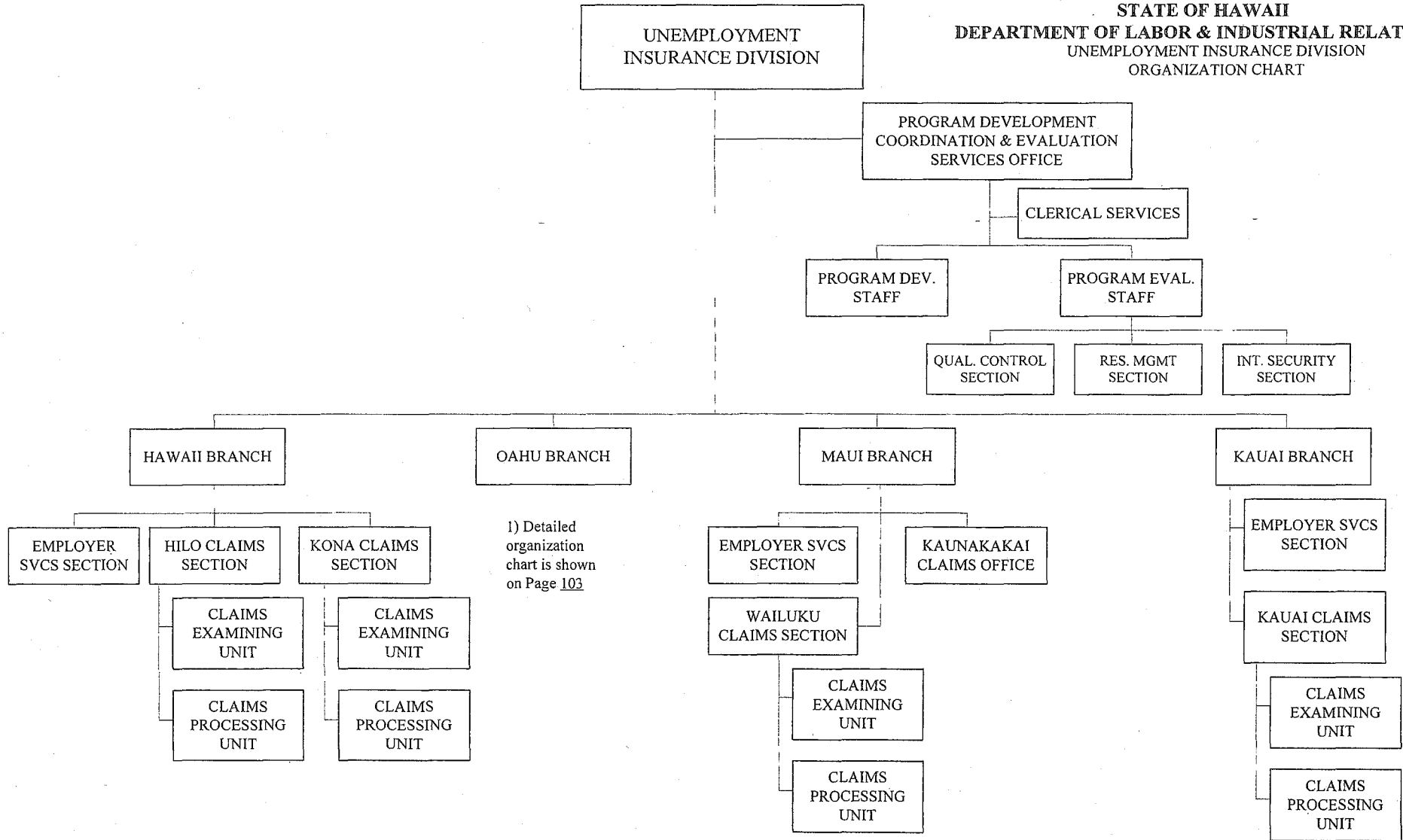


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 KAUAI BRANCH
 POSITION ORGANIZATION CHART



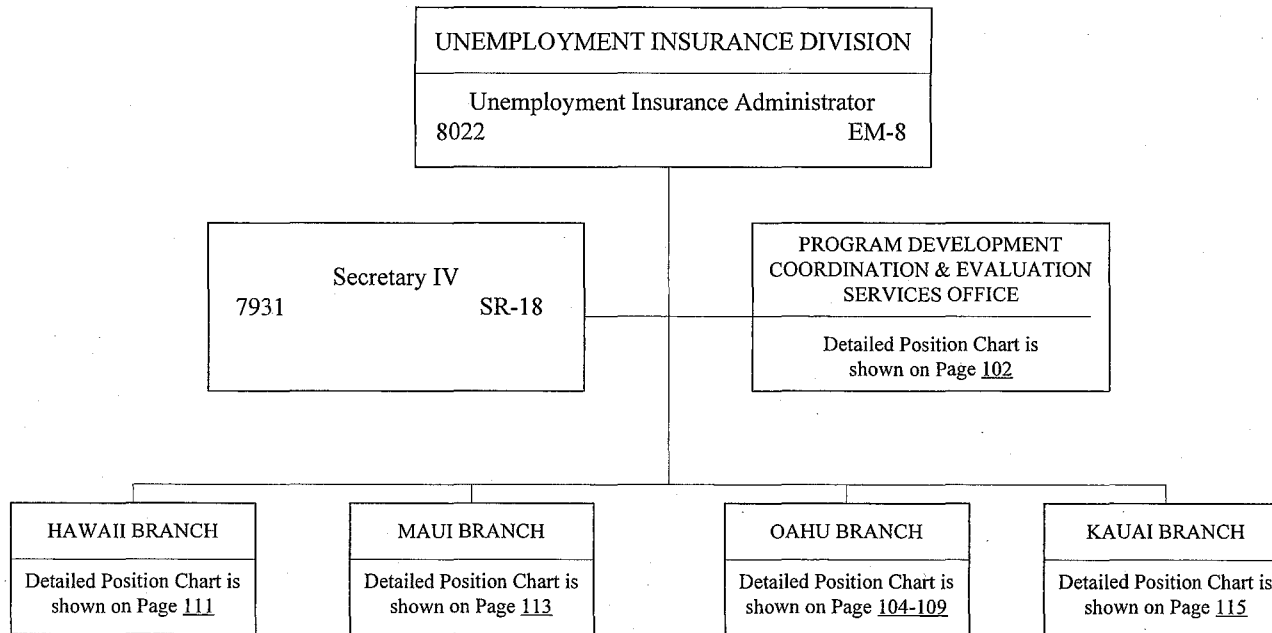
*Temporary Position, NTE 6/30/2015
 **Pending, establishment of position

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 ORGANIZATION CHART

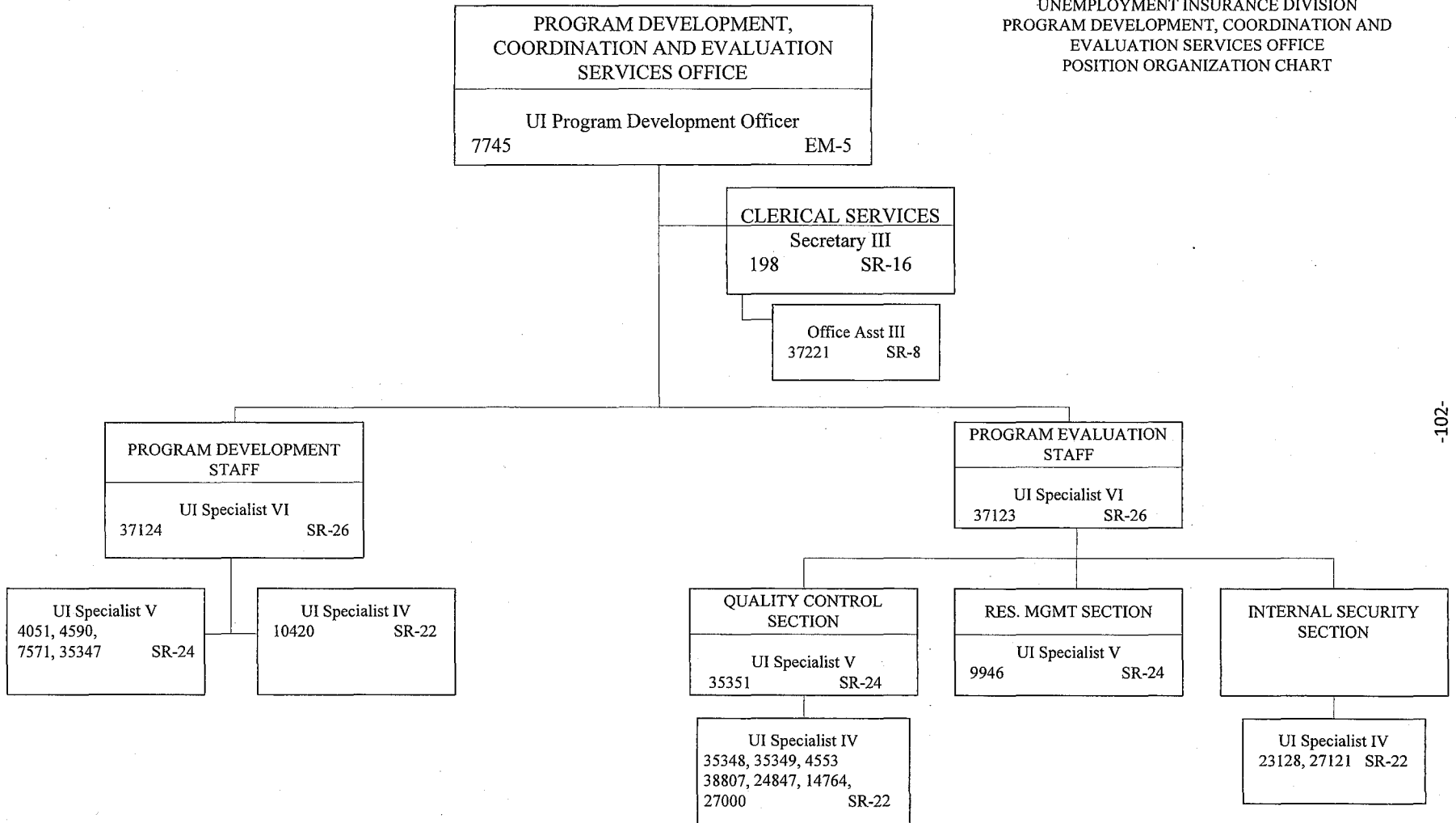


1) Detailed organization chart is shown on Page 103

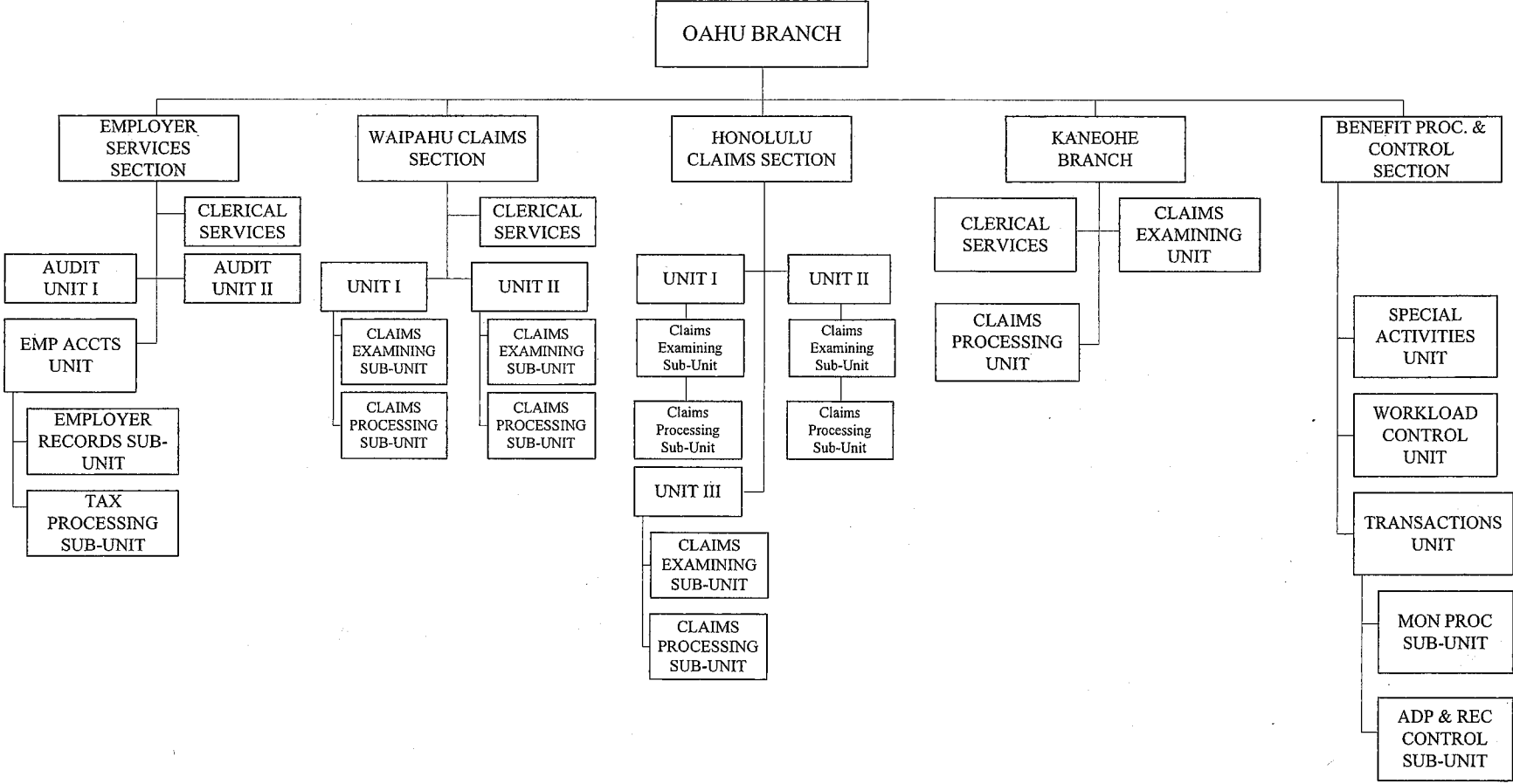
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION
POSITION ORGANIZATION CHART



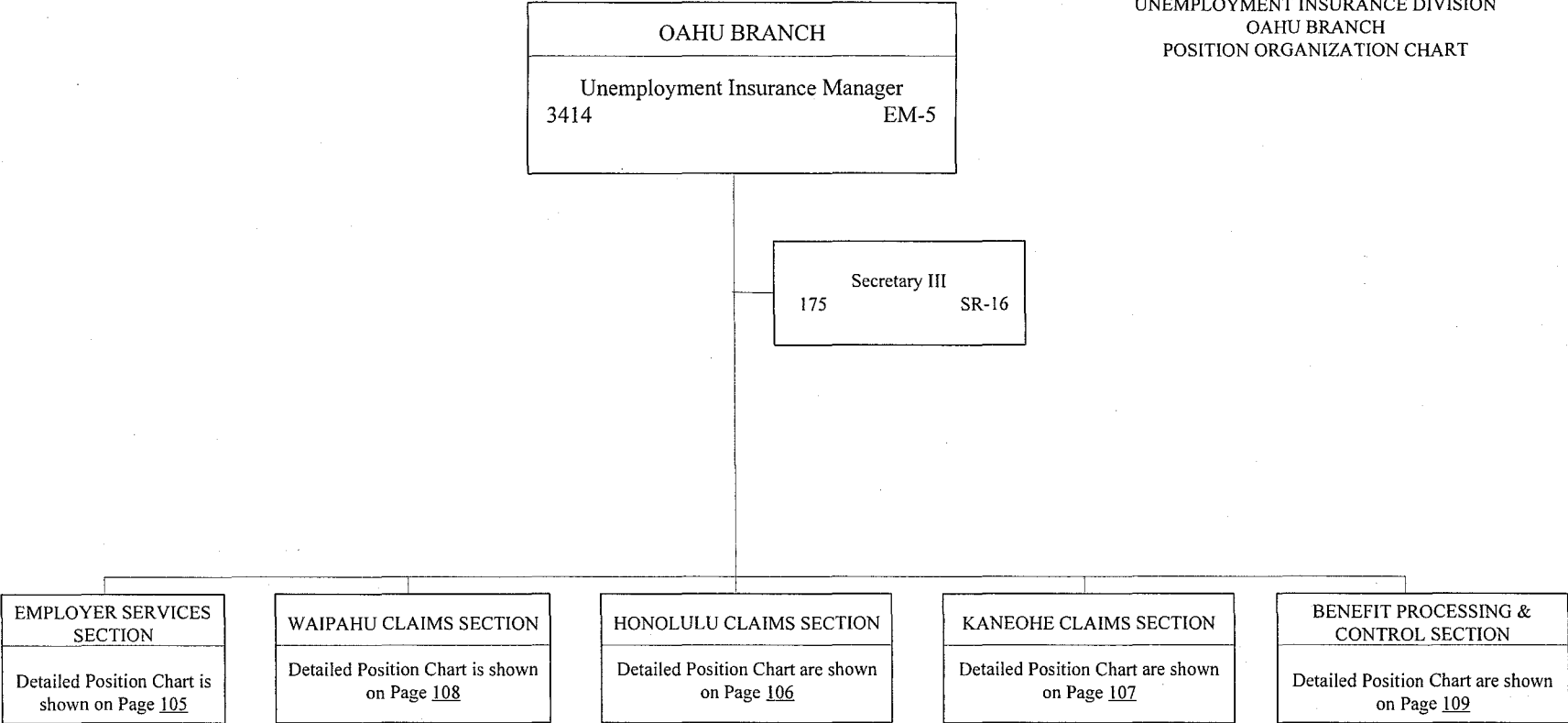
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 PROGRAM DEVELOPMENT, COORDINATION AND
 EVALUATION SERVICES OFFICE
 POSITION ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 OAHU BRANCH
 ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH
POSITION ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 OAHU BRANCH
 EMPLOYER SERVICES SECTION
 POSITION ORGANIZATION CHART

EMPLOYER SERVICE
SECTION

 UI Tax Auditor VI
184 SR-26

CLERICAL SERVICES

Office Asst III
27157 SR-8

*Part-time Intermittents
 **Temporary Position NTE 6/30/2015

AUDIT UNIT I

 UI Tax Auditor
10419 SR-24

UI Tax Auditor IV
27896, 25778, 8335, 204,
42387, 201, 202
SR-22

AUDIT UNIT II

 UI Tax Auditor V
199 SR-24

UI Tax Auditor IV
25779, 27120, 11200,
200, 7650, 42389, 8788,
8818 SR-22

EMPLOYER ACCOUNTS
UNIT

 UI Assistant VII
7073 SR-17

Employer Records
Sub-Unit

 UI Assistant VI
8272 SR-15

UI Assistant V
24709, 30342
24710, 197, 27758, 22356,
120064* SR-13

UI Assistant III
24718*, 27777*,
120063* SR-9

UI Assistant III
27116* SR-9

Office Asst III
4056 SR-8

Office Asst II
27229* SR-6

UI Assistant V
191*, 12788
22357, 120062* SR-13

Office Asst III
7508* SR-8

Office Asst II
SR-6

Tax Processing
Sub-Unit

 Unit Assistant VI
13183 SR-15

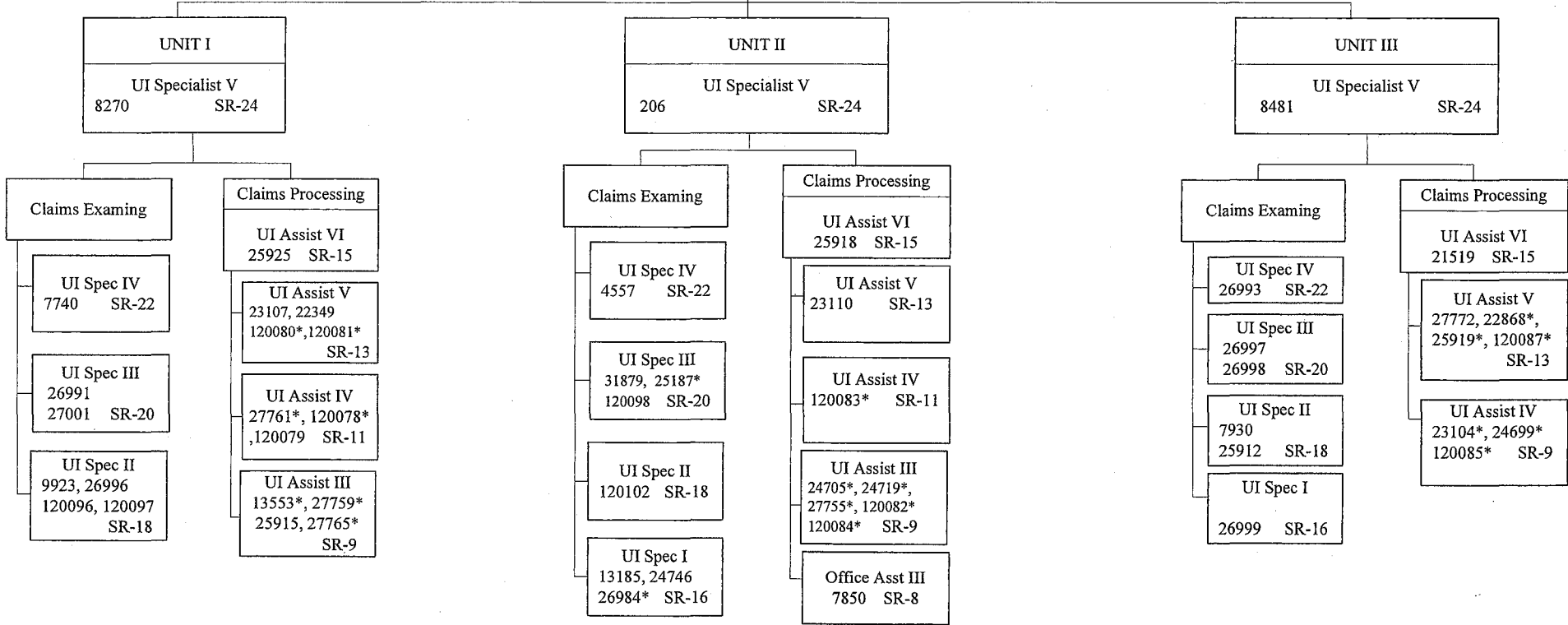
UI Assistant IV
120061*, 27227* SR-11

UI Assistant III
191*, 24708
24713, 27897 SR-9

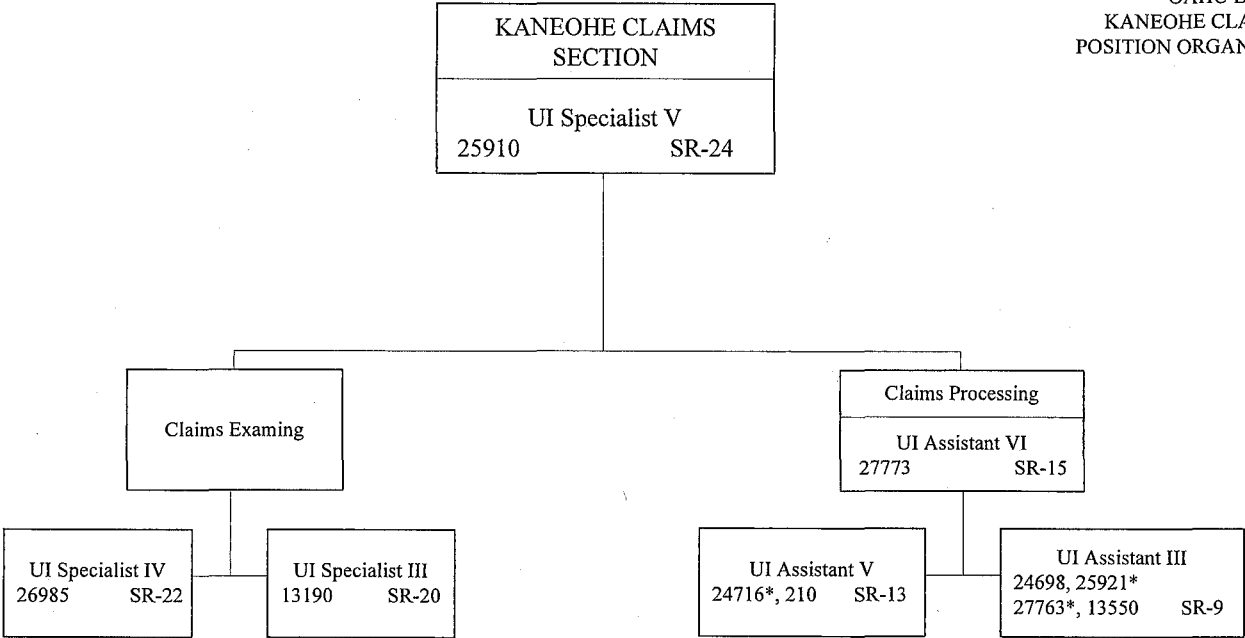
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 OAHU BRANCH
 HONOLULU CLAIMS SECTION
 POSITION ORGANIZATION CHART

HONOLULU CLAIMS SECTION
 UI Specialist VI
 9024 SR-26

*Part-time Intermittents

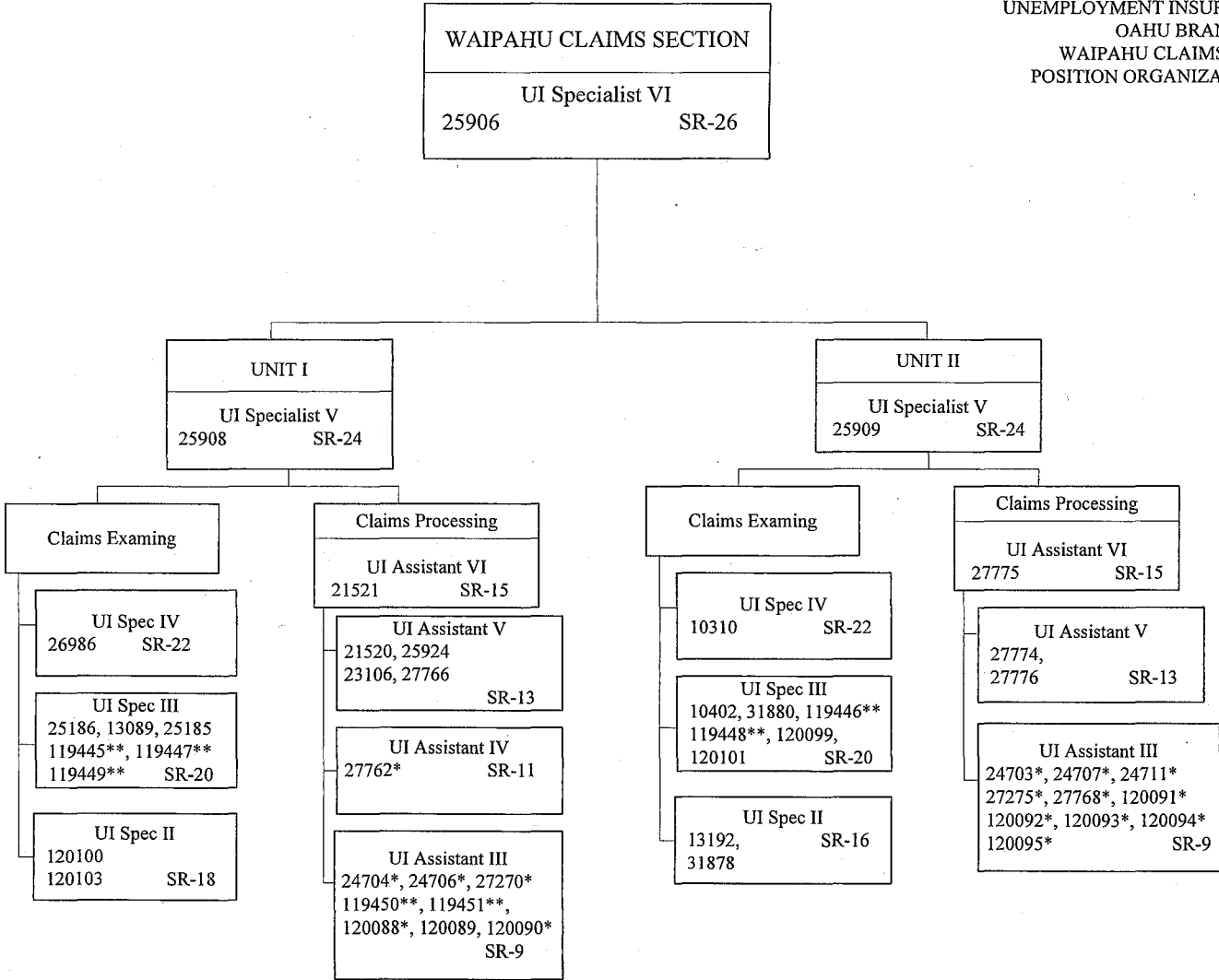


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 OAHU BRANCH
 KANEOHE CLAIMS SECTION
 POSITION ORGANIZATION CHART



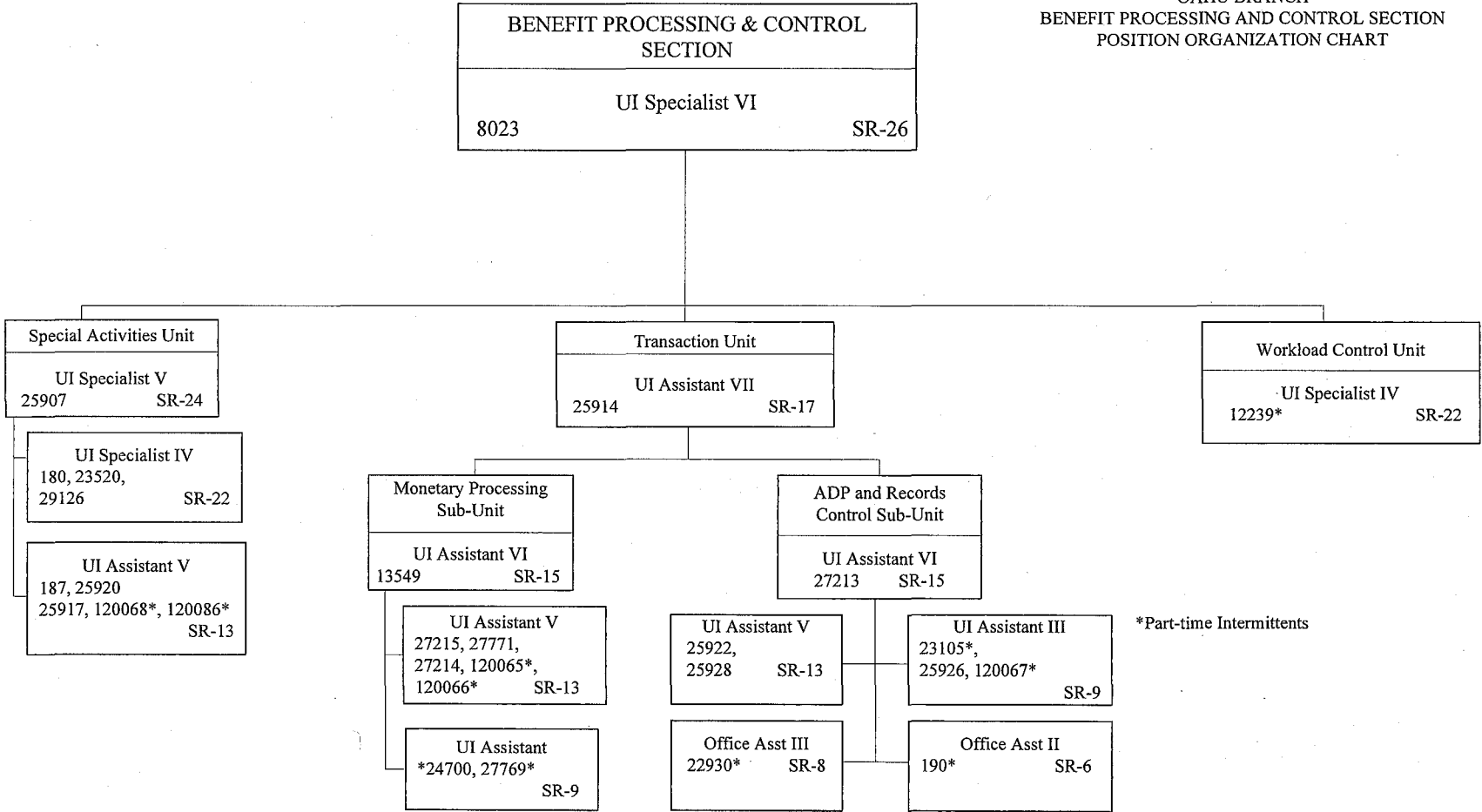
*Part-time Intermittents

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 OAHU BRANCH
 WAIPAHU CLAIMS SECTION
 POSITION ORGANIZATION CHART



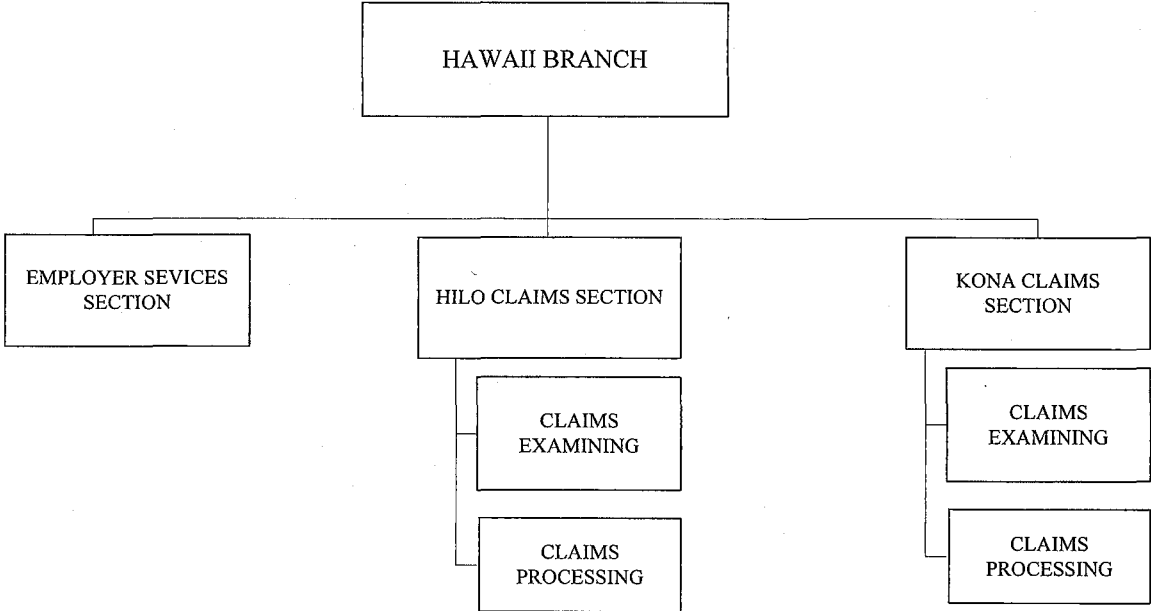
*Part-time Intermittents
 **Temporary Position NTE 6/30/15

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 OAHU BRANCH
 BENEFIT PROCESSING AND CONTROL SECTION
 POSITION ORGANIZATION CHART

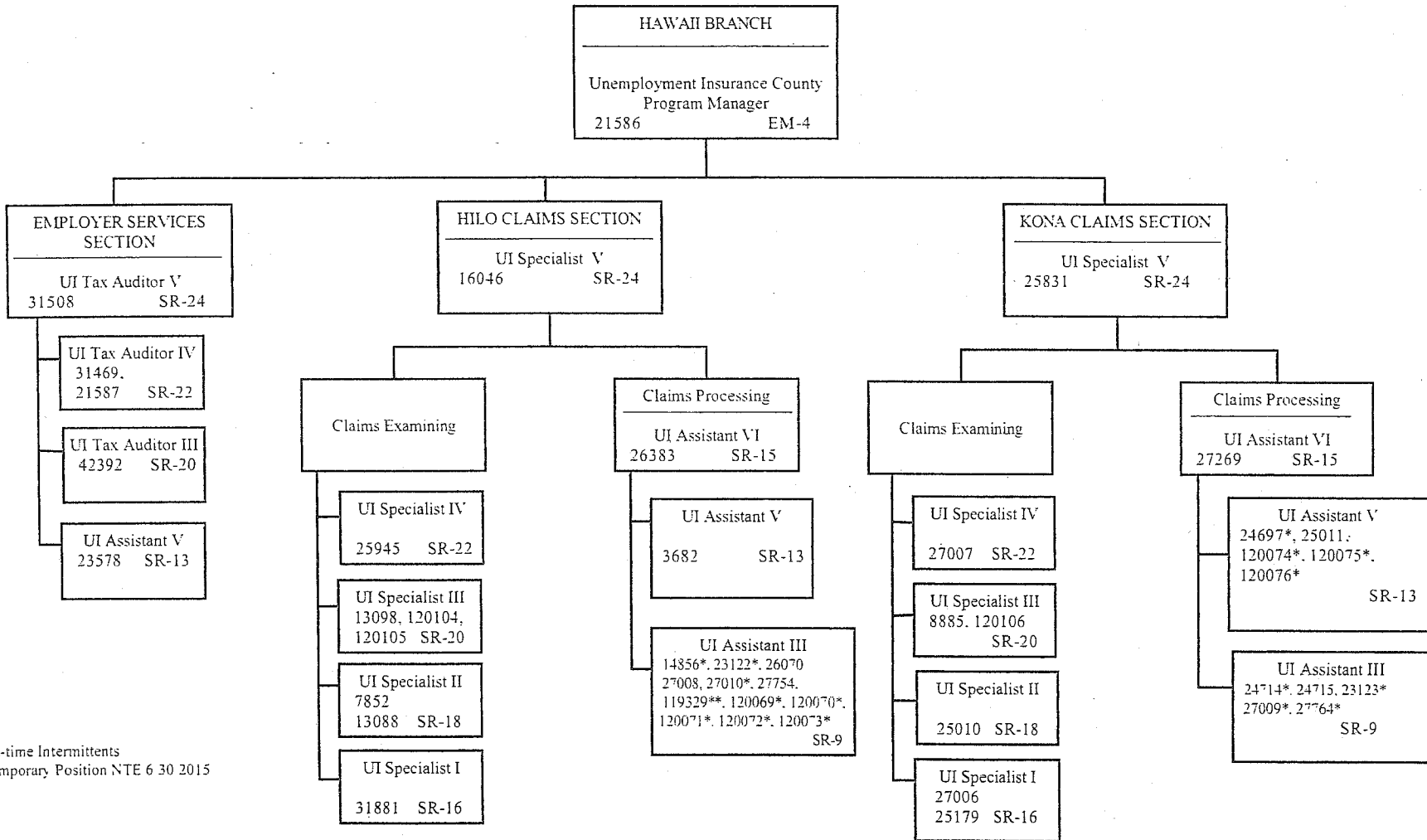


*Part-time Intermittents

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION
HAWAII BRANCH
ORGANIZATION CHART

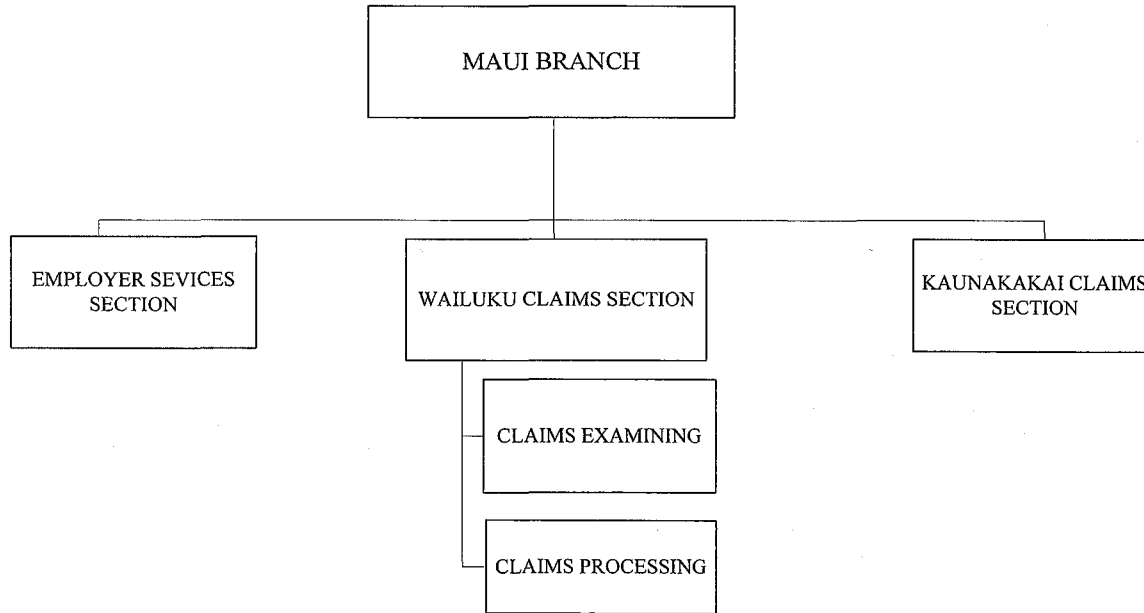


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 HAWAII BRANCH
 POSITION ORGANIZATION CHART

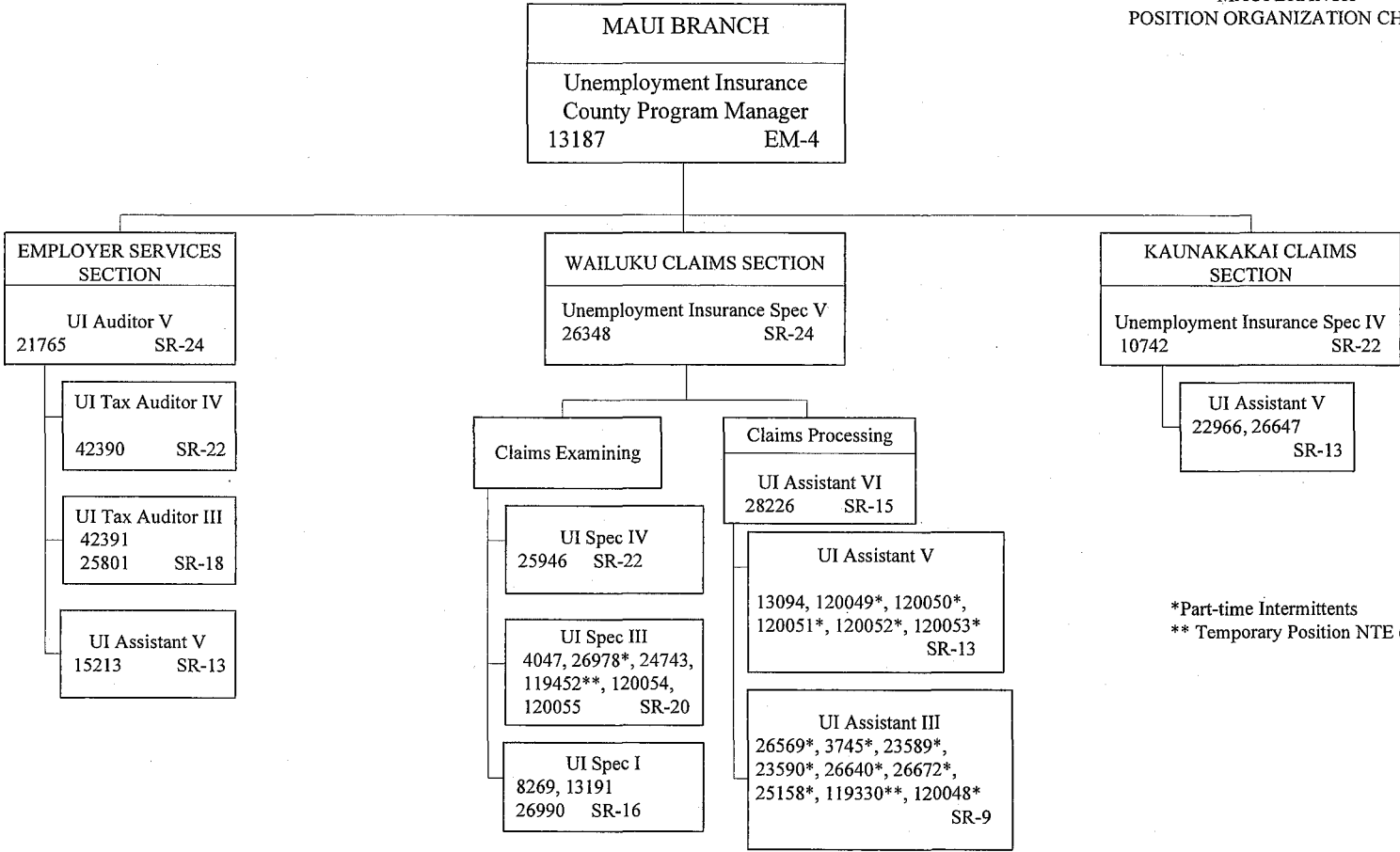


*Part-time Intermitents
 **Temporary Position NTE 6 30 2015

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION
MAUI BRANCH
ORGANIZATION CHART

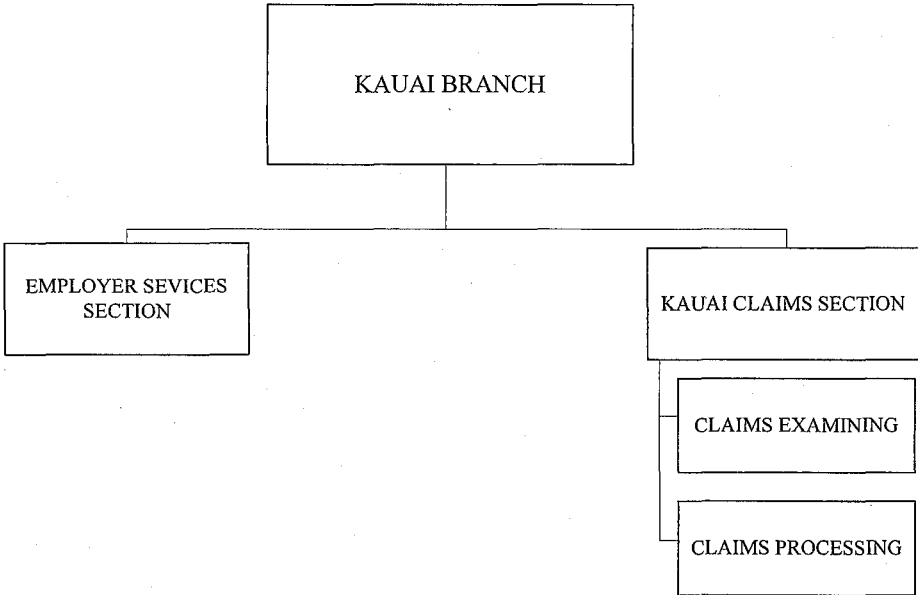


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 MAUI BRANCH
 POSITION ORGANIZATION CHART

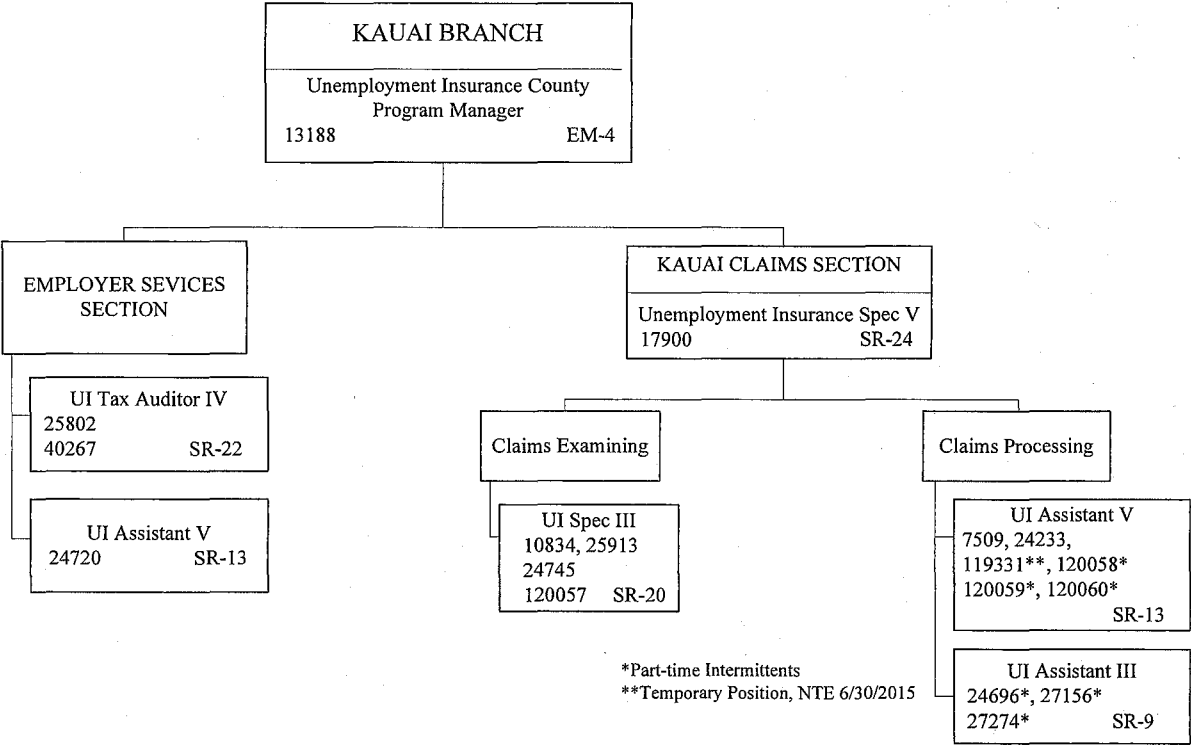


*Part-time Intermittents
 ** Temporary Position NTE 6/30/15

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE OFFICE
KAUAI BRANCH
ORGANIZATION CHART

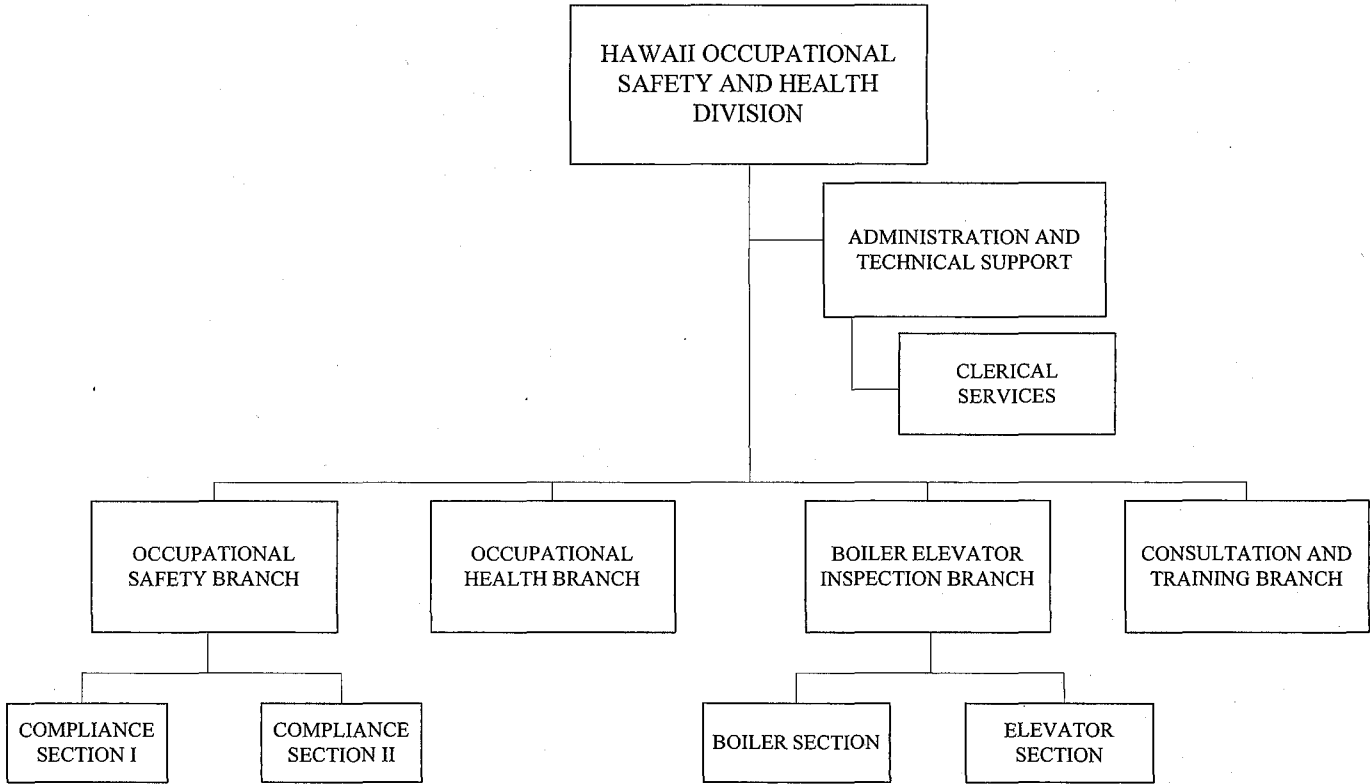


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 KAUAI BRANCH
 POSITION ORGANIZATION CHART

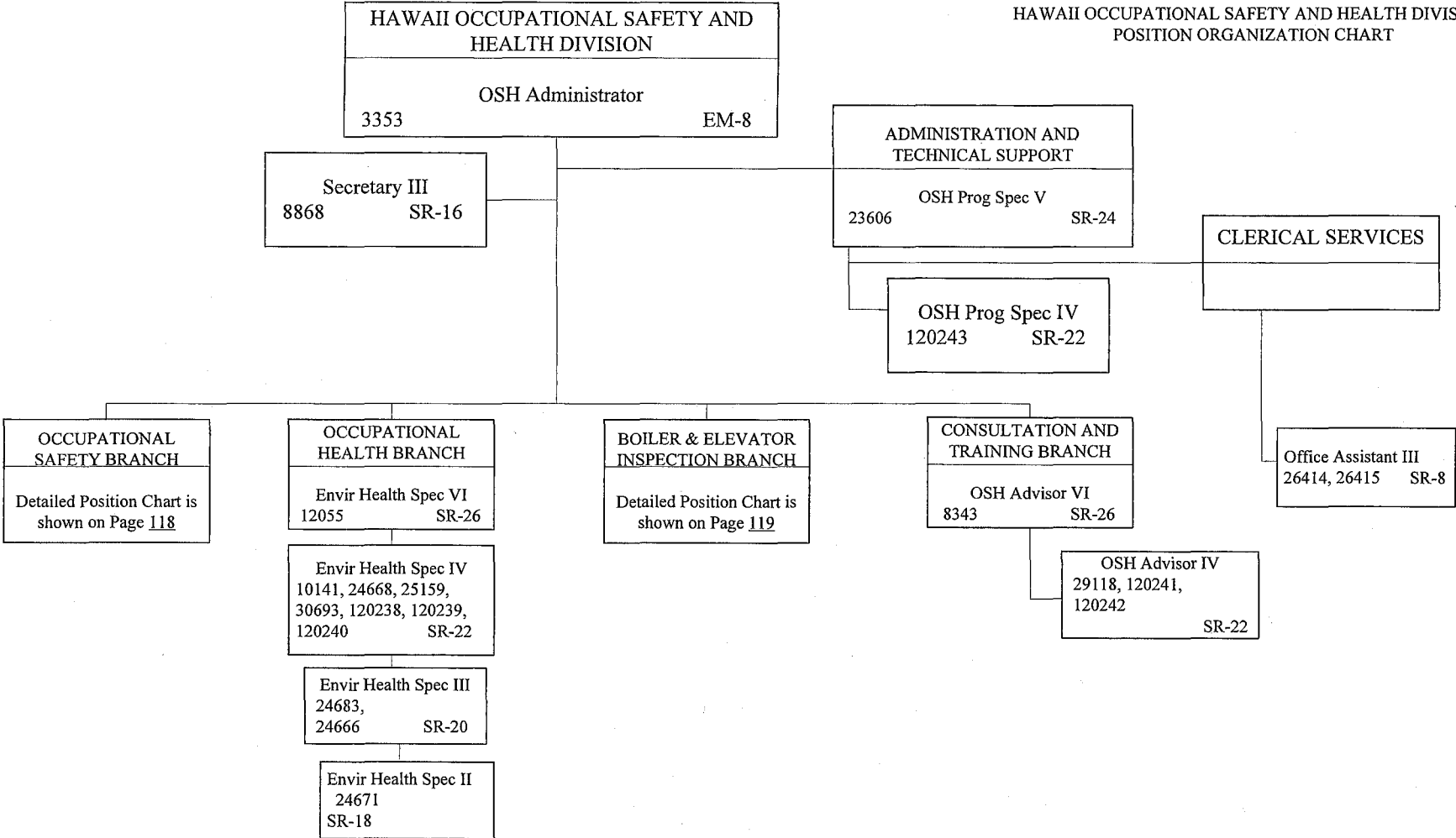


*Part-time Intermittents
 **Temporary Position, NTE 6/30/2015

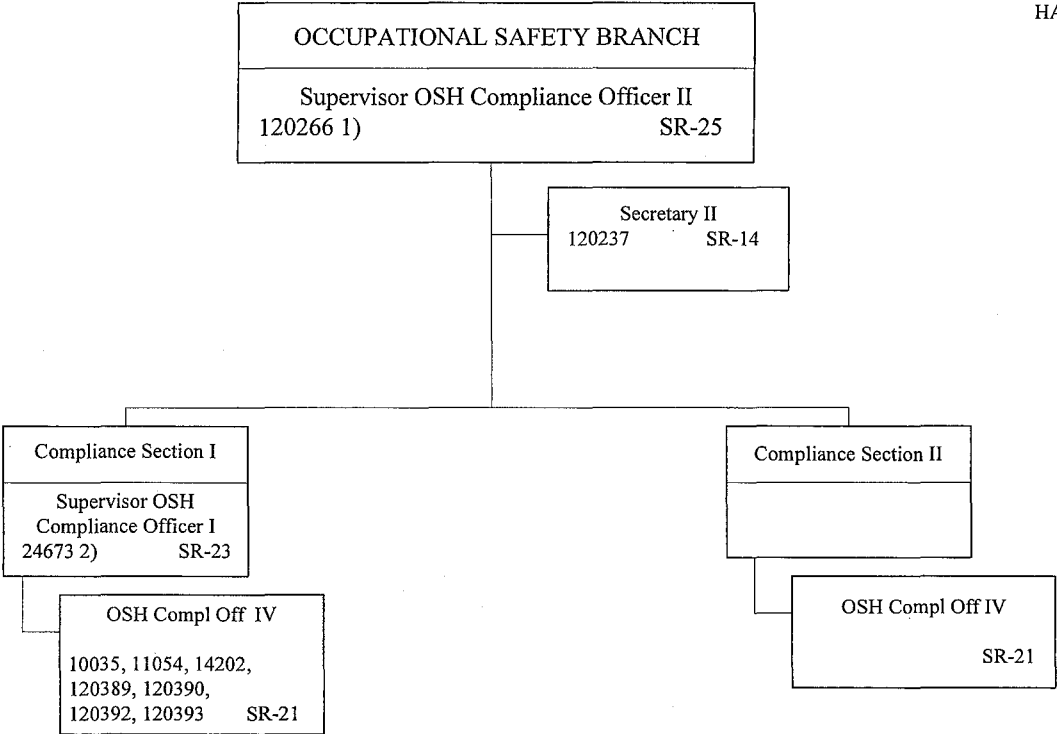
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION
ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION
 POSITION ORGANIZATION CHART

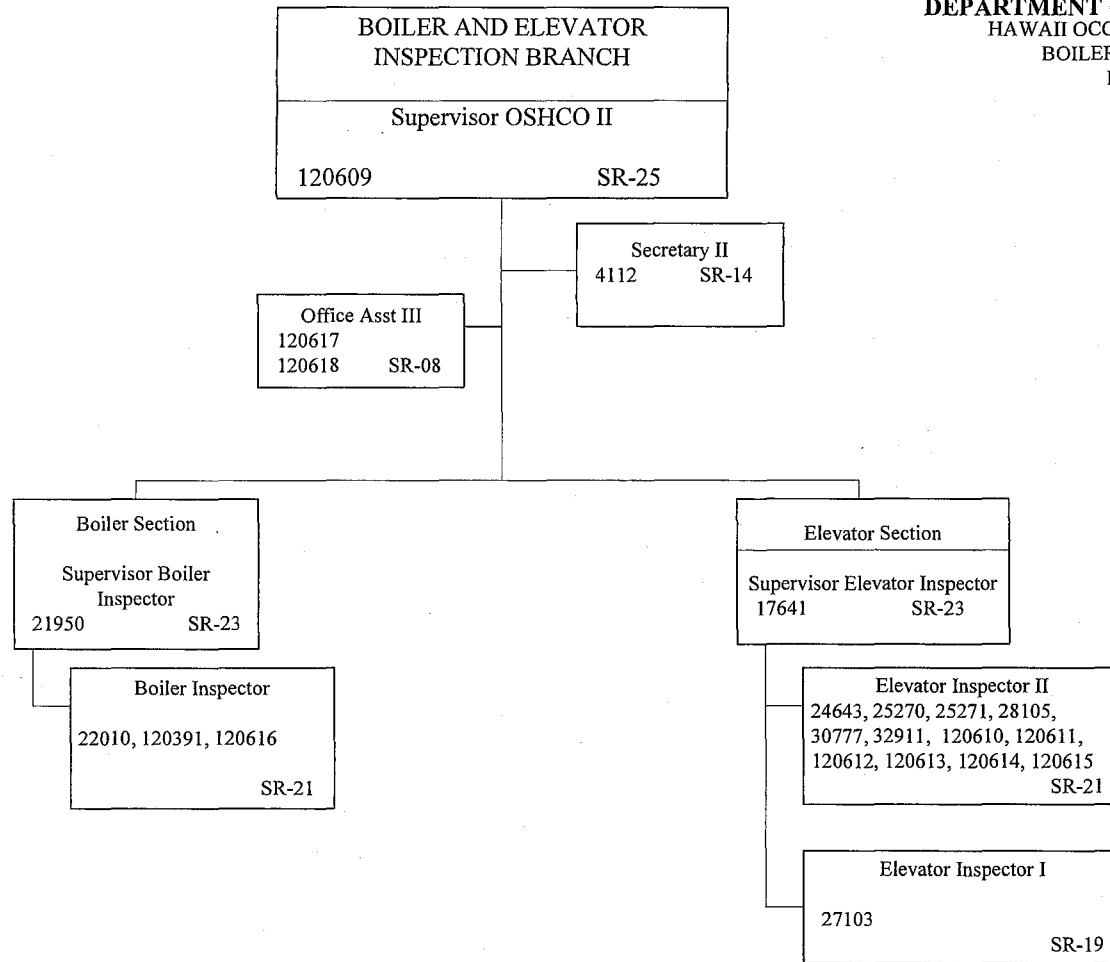


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION
 OCCUPATIONAL SAFETY BRANCH
 POSITION ORGANIZATION CHART

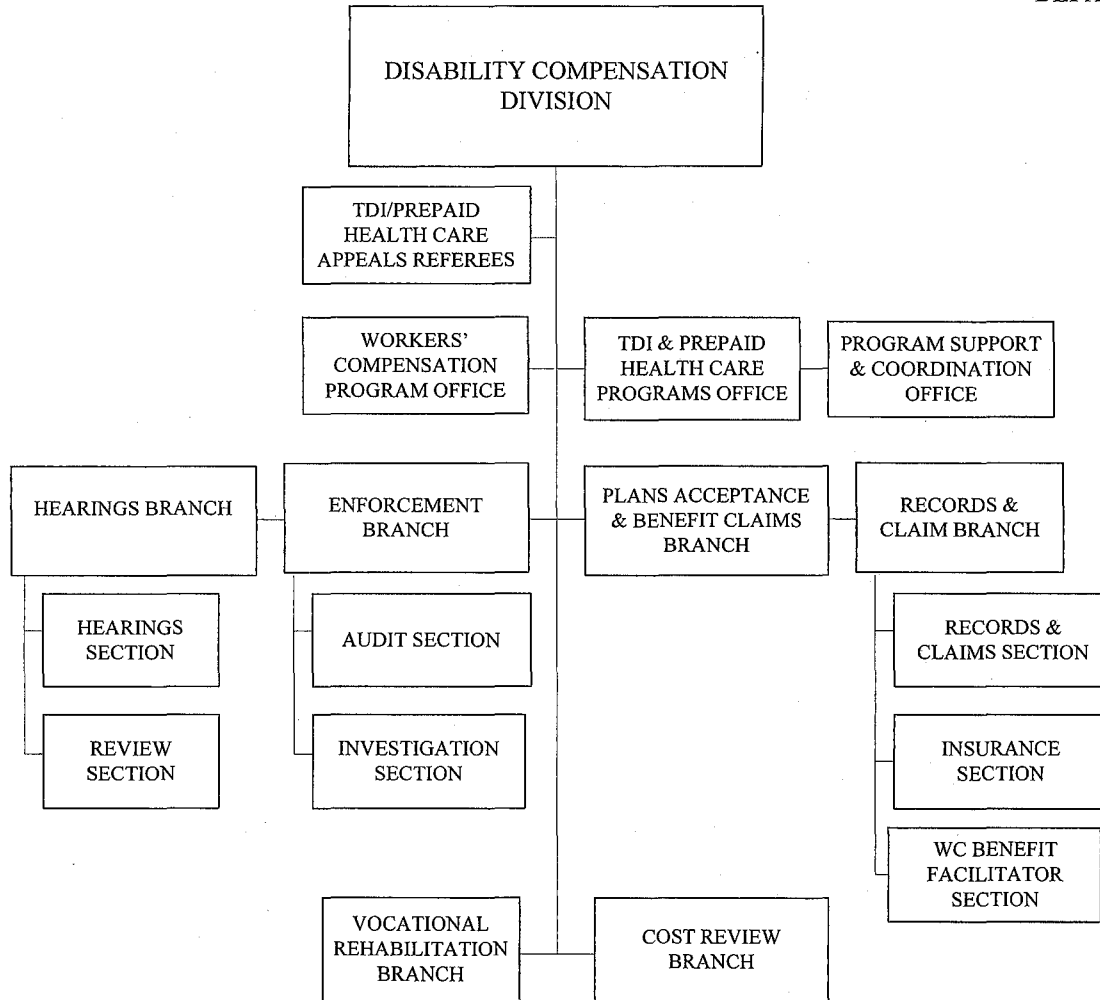


1) Exercises functional supervision of OSH Compliance Officers in the Maui District Office
 2) Exercises functional supervision of OSH Compliance Officers in the Hawaii and Kauai District Offices

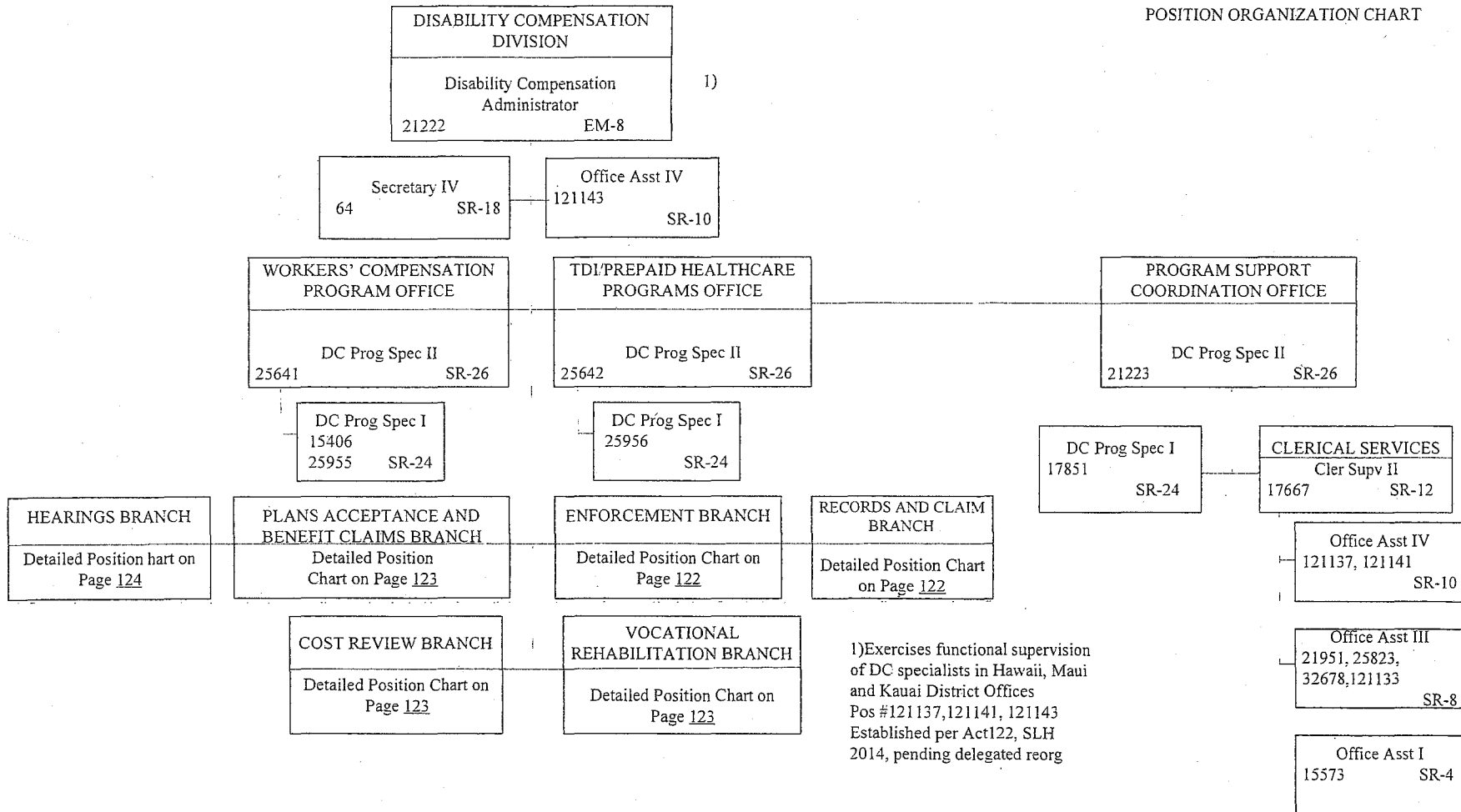
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION
 BOILER AND ELEVATOR INSPECTION BRANCH
 POSITION ORGANIZATION CHART



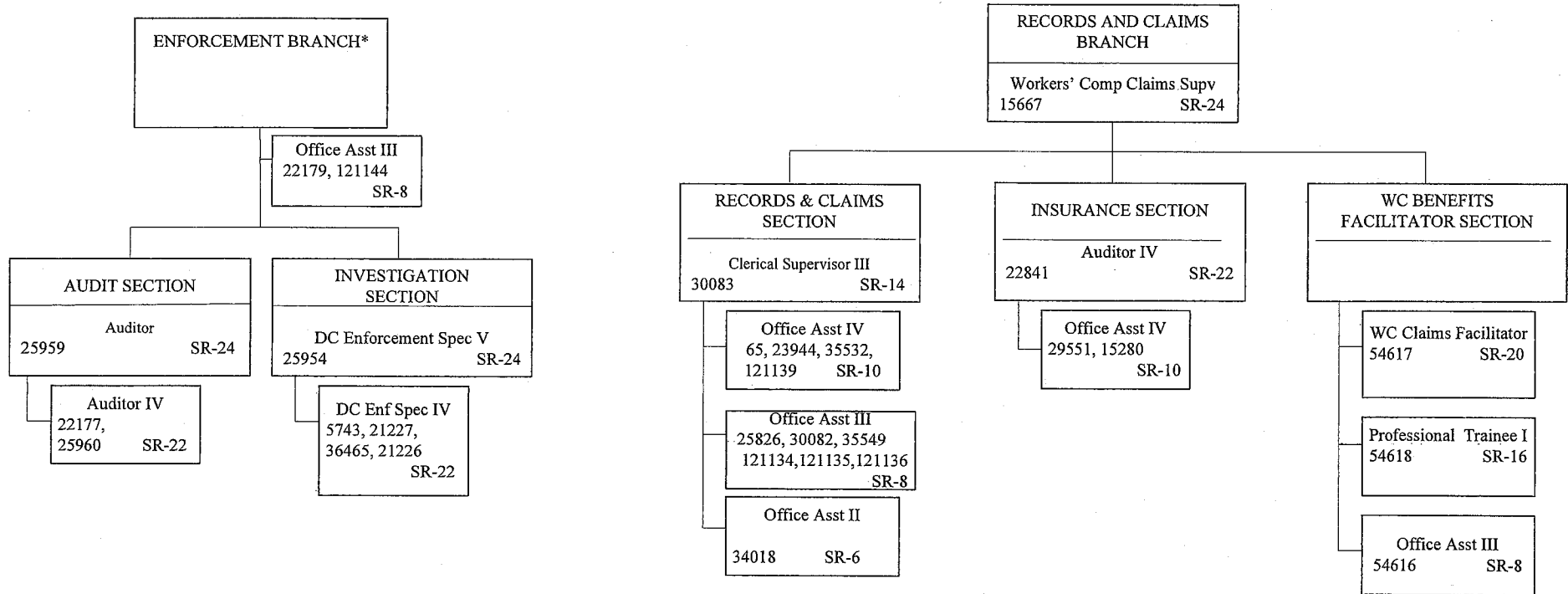
STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DISABILITY COMPENSATION DIVISION
 ORGANIZATION CHART



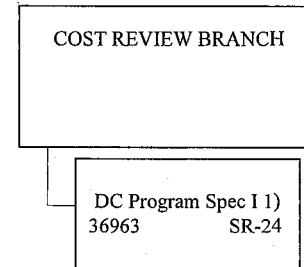
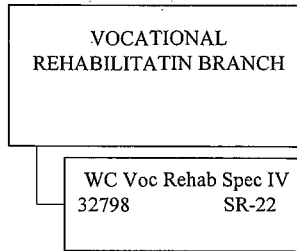
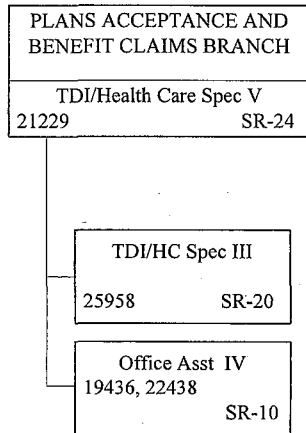
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DISABILITY COMPENSATION DIVISION
 POSITION ORGANIZATION CHART



STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DISABILITY COMPENSATION DIVISION
 ENFORCEMENT BRANCH
 RECORDS AND CLAIMS BRANCH
 POSITION ORGANIZATION CHART

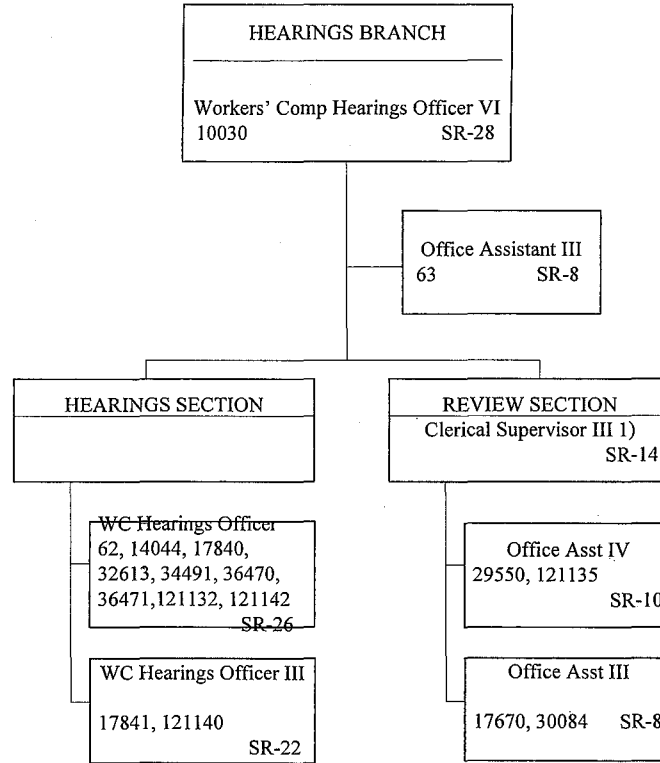


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
DISABILITY COMPENSATION DIVISION
PLANS ACCEPTANCE AND BENEFIT CLAIMS BRANCH
VOCATIONAL REHABILITATION BRANCH
COST REVIEW BRANCH
POSITION ORGANIZATION CHART



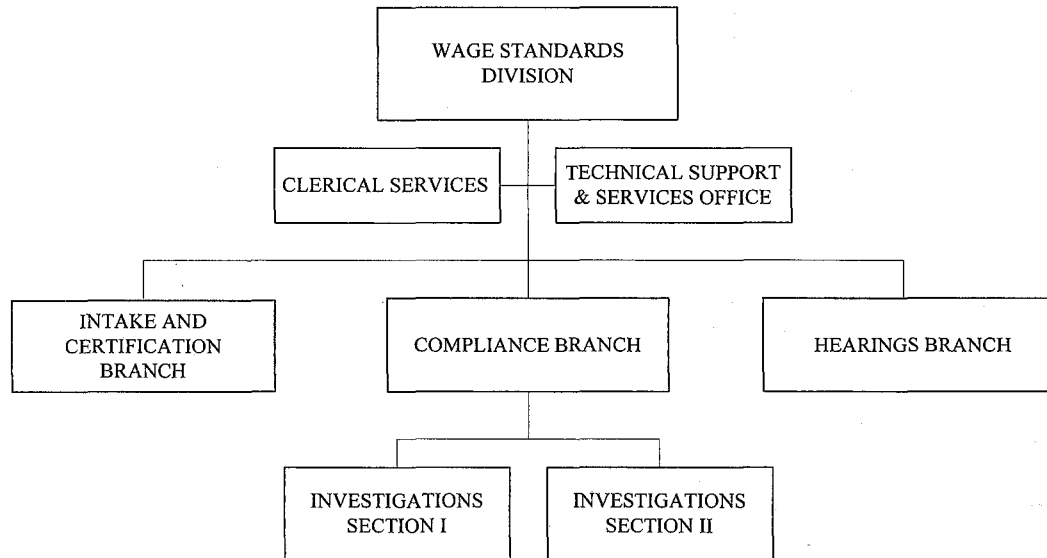
1) Interim title pending classification of position by HRD

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DISABILITY COMPENSATION DIVISION
 HEARINGS BRANCH
 POSITION ORGANIZATION CHART

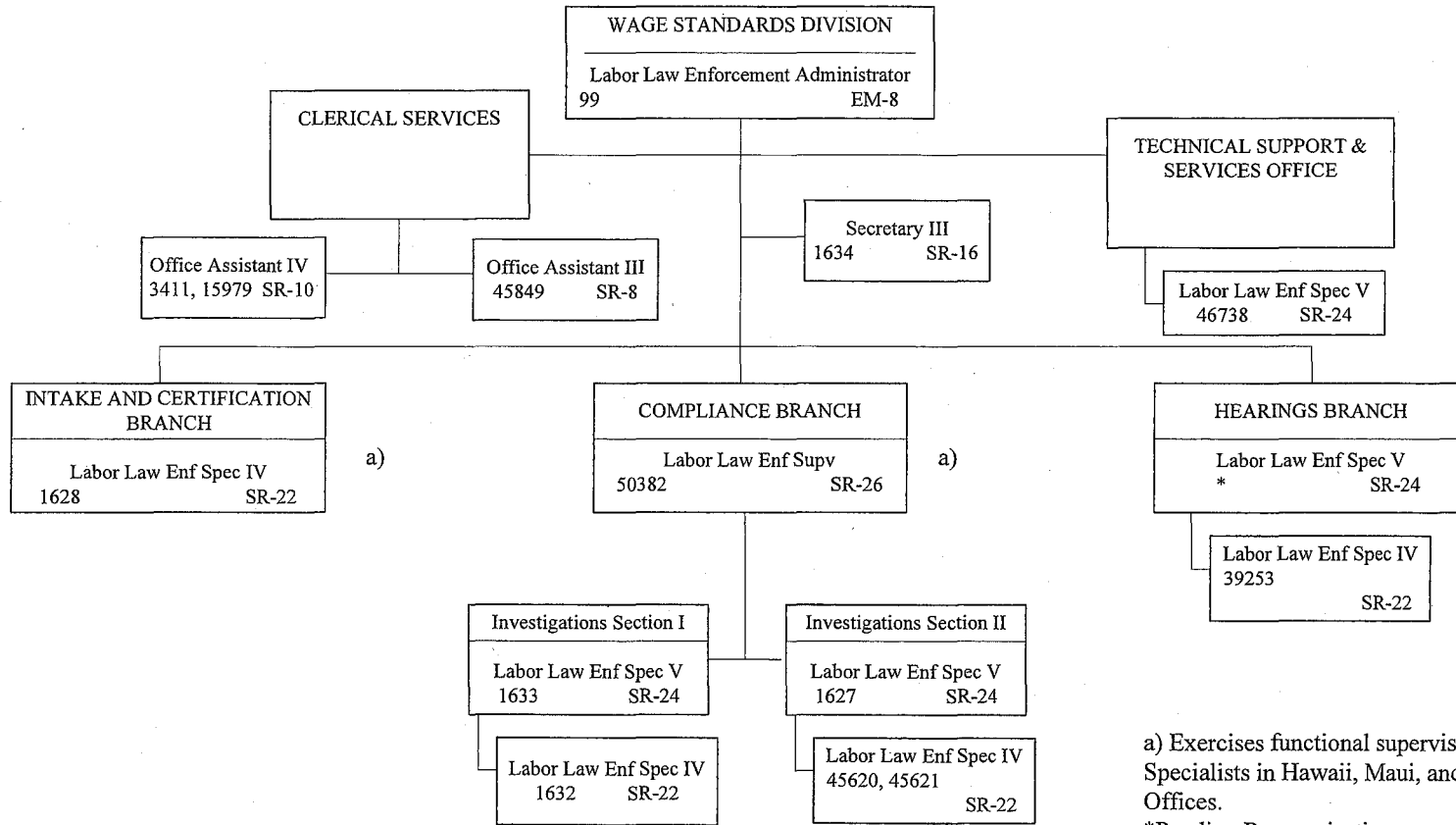


1) Position to be redescribed

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WAGE STANDARDS DIVISION
ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WAGE STANDARDS DIVISION
 POSITION ORGANIZATION CHART



a)

a)

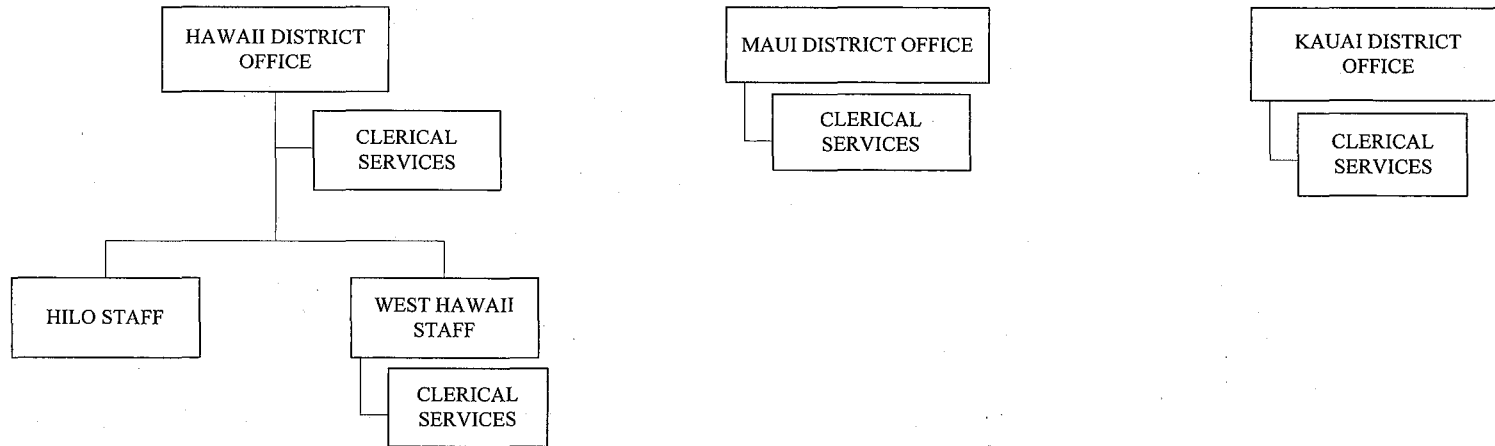
a)

a) Exercises functional supervision of Enforcement Specialists in Hawaii, Maui, and Kauai District Offices.

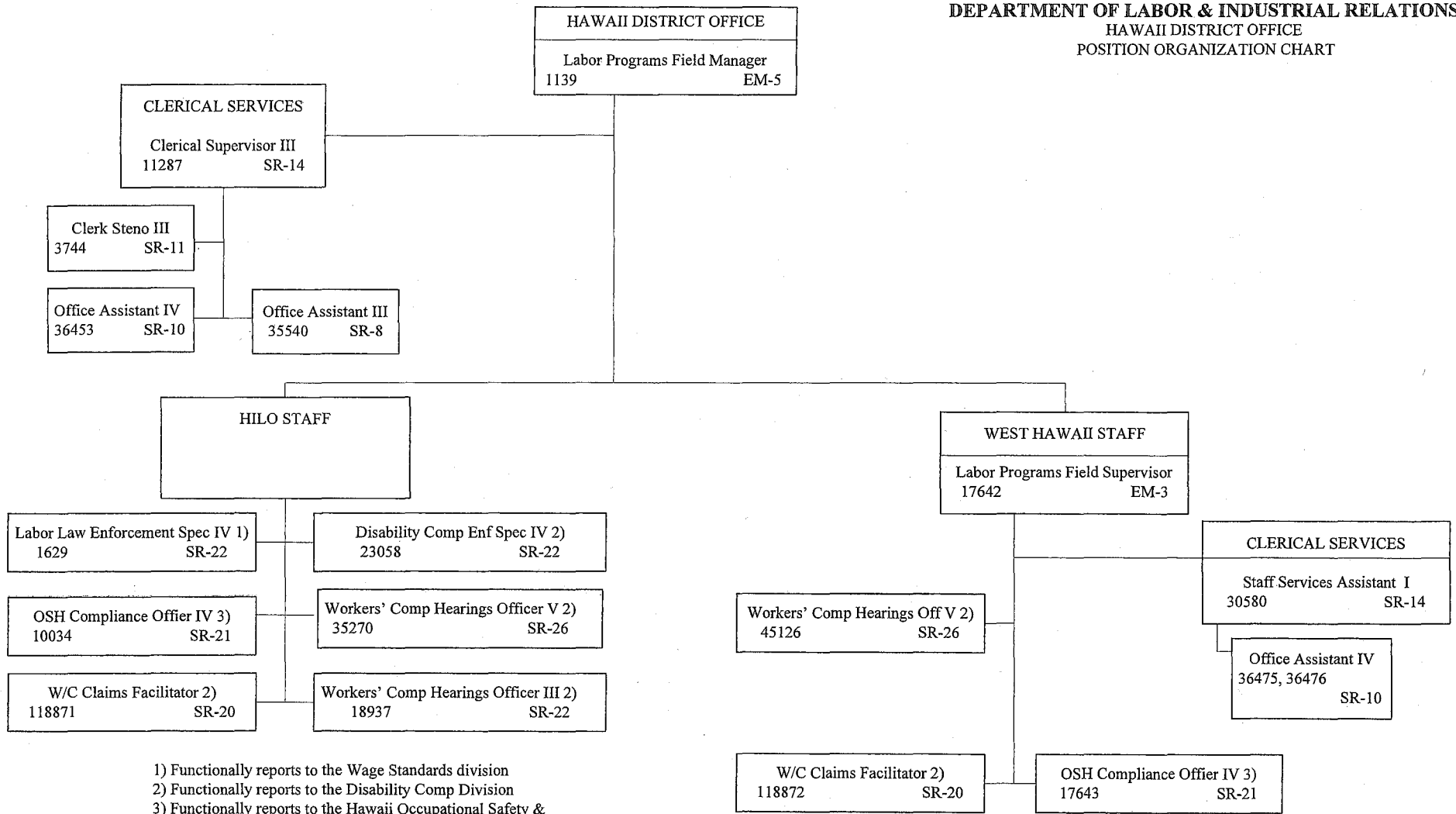
*Pending Reorganization

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

HAWAII DISTRICT OFFICE
MAUI DISTRICT OFFICE
KAUAI DISTRICT OFFICE
ORGANIZATION CHART

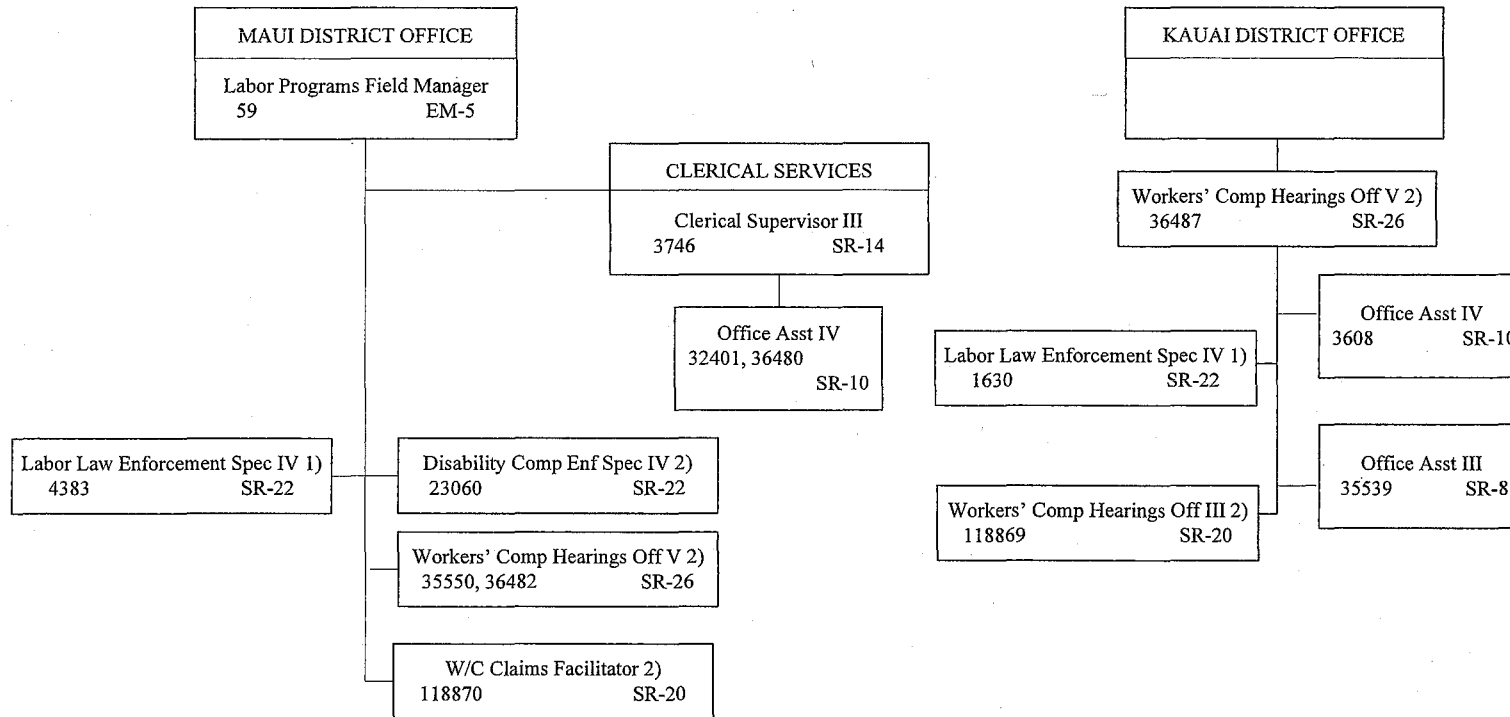


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII DISTRICT OFFICE
 POSITION ORGANIZATION CHART



- 1) Functionally reports to the Wage Standards division
- 2) Functionally reports to the Disability Comp Division
- 3) Functionally reports to the Hawaii Occupational Safety & Health Division

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 MAUI DISTRICT OFFICE
 KAUAI DISTRICT OFFICE
 POSITION ORGANIZATION CHART



- 1) Functionally reports to the Wage Standards division
 2) Functionally reports to the Disability Comp Division