



**STATE OF HAWAII**  
**DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS**

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January 5, 2009

**TO:** The Honorable Donna Mercado Kim, Chair  
Senate Committee on Ways and Means

The Honorable Marcus R. Oshiro, Chair  
House Committee on Finance

**FROM:** Darwin L.D. Ching, Director  
Department of Labor and Industrial Relations

**SUBJECT:** FY 2009-2011 Biennium Budget Information

**REF:** Your Memorandum Dated December 12, 2008 on the Above Subject Matter

In accordance with your above-referenced correspondence, we respectfully provide the Department of Labor and Industrial Relations' FY 2009-2011 Biennium Budget as requested.

Should you have any questions on this matter, please call me at 586-8844, or Mr. Patrick Fukuki, Business Management Officer, at 586-8888.

Enclosure

c: Patrick Fukuki

**DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS**  
2009-2011 Biennium Budget Testimony

Departmental Overview

The mission of the Department of Labor and Industrial Relations (DLIR), as set forth in Chapter 26-20, Hawaii Revised Statutes, is:

“Administer programs designed to increase the economic security, physical and economic well-being, and productivity of workers, and to achieve good labor-management relations.”

This mission is fulfilled through the following primary goals:

- Build a highly skilled and globally competitive workforce through collaborative public-private partnerships, and
- Assure quality of work-life for workers through programs that provide economic security and enhance physical well-being and productivity.

To achieve these goals, the Department’s thrust in the 2009 – 2011 biennium budget will include:

- (1) Renewing efforts by the Employment and Training Programs to increase public awareness of the type of services available and to maximize the use of federal and special funds; and
- (2) Assisting the employers through our Quality of Work-Life Programs to continue voluntary compliance with the labor laws.

We believe our Biennium Budget for 2009-2011 now before you, will enable the DLIR to achieve its established goals and priority plan. We have also proposed a number of administrative bills. Most of these proposed bills do not impact upon the DLIR budget.

The DLIR biennium budget includes the following requested appropriations:

(1)	State General Funds	approx. <u>\$12.9 million</u> (228 Perm. Positions)
(2)	Special Funds (4)	approx. <u>\$392 million</u> (8 Perm. Positions)
	UI	\$361 million (Trust Fund and UI Penalty & Interest Fund)
	WC Spec. Comp. Fund	\$24 million (Includes Special Fund for Disability Benefits – TDI and Special Premium Supplemental Fund – Prepaid Health Care)
	Employment and Training Fund	\$7 million

Hawaii Occupational Safety and  
Health's Hoisting Machine  
Operations' Certification  
Revolving Fund

\$50 thousand

- (3) Federal Funds \$76 million (432 permanent positions)
- (4) Interdepartmental Transfer \$3.6 million annually for the Welfare to Work program from the State Dept. of Human Services (DHS).

This results in a total annual budget of \$484.5 million (668 positions).

Our FY 2009-2011 Biennium Budget reflects:

- A 10.4% decrease in State General Funds for the Department's budget to accommodate the Council of General Revenues lower projections, and
- An increase of \$194,400,000 to the Unemployment Insurance Program benefit ceiling required to address the increased workloads resulting from changes to the economy.
- Transfer of the Office of Community Service (LBR 903) to DHS.

Most of the federal monies provided to DLIR are from the U.S. Department of Labor. There are, however, also some federal monies received by the Hawaii Civil Rights Commissions (which is assigned to DLIR for administrative purposes only) from the U.S. Department Housing and Urban Development.

These are indeed challenging times and we look forward to working with you this session.

As you have our written testimony before you, I will, in the interest of time and with your consent, present the budget highlights for those programs which have budget adjustments in Fiscal Year Biennium 2009-2011.

Program Structure Number: 020101

Program I.D. and Title: LBR 111, Workforce Development

Page Reference in the Executive Budget Supplement, Vol. I: None

I. Introduction

A. Summary of Program Objectives

To deliver employment and training services that are integrated with economic development efforts to job applicants, workers, and industry throughout the state.

B. Description of Program Objectives

1. Administer programs for employment, training, apprenticeship and related services, allocate resources, and establish statewide policies.
2. Coordinate employment, training, and apprenticeship programs within the state to maximize the use of resources and improve the delivery of services.
3. Assist employers and jobseekers in entering job orders and resumes into the DLIR automated job matching system, and assist them, as needed, to meet employer and jobseeker needs.
4. Register, assess, and counsel, as needed, to assist jobseekers in developing and implementing employability development plans and their job search. Refer them to job openings, training, and/or apprenticeship programs as appropriate.
5. Monitor programs as required and provide technical assistance and consultative services for the maintenance and operation of approved programs.

A Summary of the Objectives and Activities as Discussed in the Multi-Year Program and Financial Plan.

A summary of the objectives and activities in the Multi-Year Program and Financial Plan are provided in A. and B. above respectively.

- C. Explain how the Program intends to meet its objectives within the Biennium Budget.

Objectives will be met through the delivery of a statewide comprehensive and integrated workforce development system throughout the state. Services will continue to be offered to groups of individuals, or they may be customized to meet individual needs, depending on the approach most effective for a target group or individual, and based on resources available.

Services are provided through One-Stop Career Centers located on each county, which give employers and job seekers easy access to an array of employment and training services. Customers can tap into local and national data banks for job openings, applicant resumes, labor market, and career information. They also can use resource rooms in each Center to produce resumes, prepare job applications, and conduct job searches. The resource rooms have hardware, software, and supplies for job search purposes.

## II. Program Performance Results

- A. Discuss the performance results achieved by each Program in FY 2008.

Performance of various programs within LBR 111 was within 10% of plans or exceeded plans except for percent of apprenticeship completions. This ratio of completers versus total registered apprentices was lower than planned because many new apprentices registered in the last three years and insufficient time has elapsed for apprentices to complete their programs.

	<u>Actual</u>	<u>Plan</u>
Percentage of job applicants who found jobs:	54%	58%
Adult job placement rate after training:	81%	78%
Youth attained skills after training:	72%	66%
Apprenticeship completion as % of totaled registered:	8%	24%

Number of jobseekers applying exceeded plans because of rising unemployment. Services to other target groups were less than planned due to substantial decreases in federal funds.

	<u>Actual</u>	<u>Plan</u>
Number of job seekers applying:	52,976	34,400
Number of low income persons enrolled:	1,968	2,200
Number of clients enrolled in apprenticeships:	5,471	6,000

It is anticipated that the following factors will affect program performance: sluggish economy, increasing unemployment, greater demand for services, decreasing numbers of job openings, and decreasing federal and state revenue for employment and training programs.

- B. Explain how these results relate to the program's objectives and department's mission.

The performance measures relate directly to the Department's mission 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." The measures provide information on the attainment of job skills and employment, job retention and wage levels of Hawaii's workers.

The measures also relate directly to the Department's goal to "Build a highly skilled and globally competitive workforce through collaborative efforts of public-private partnerships".

- C. Explain how the effectiveness of the program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

Performance levels are set for each program's measures of effectiveness at the beginning of the fiscal year. For example, some measures used in employment and training programs are the following:

- Job skills competency attainment
- Job placement
- Job retention
- Average earnings after services

Performance of each contractor/operator is reviewed based on reports submitted and results of monitoring and audits conducted.

- D. Discuss actions taken by each program to improve its performance results.

The following actions were taken to improve performance results within the last two fiscal years:

- DLIR continues to maintain and fund HireNet Hawaii, an automated job matching and case management system, which provides Hawaii with the largest data bank of job openings and jobseekers in the state. In addition to local data that employers and jobseekers can enter directly into HireNet, the technology "spiders", or imports, information from national and local job boards to expand the number of jobs posted. Career information, labor market data, resume builders, and other data also are accessible in HireNet to help jobseekers, employers, and staff. An automated case management function allows job counselors to record services and activities provided to their customers, and reports are generated from the data to improve program management.

Since the installation of HireNet Hawaii, there have been increasing numbers of job applicants who refer themselves to job openings using self-service features of the system. In addition, the requirements of having each unemployment insurance recipient develop and post a resume in HireNet Hawaii has familiarized the public to the features of the system and increased usage.

- Technical assistance and training continues to be provided to the various agencies involved in operating the employment and training programs administered by DLIR.

- E. Identify all modifications to your program's performance measures and discuss the rationale for these modifications.

None.

III. Problems and Issues

A. Discuss Problems and Issues Encountered If Any.

A decrease in the Federal funding for employment and training programs made it more difficult to implement and administer these programs and reduced the number of individuals that could be served.

B. Program Change Recommendations to Remedy Problems

None.

C. Identify any program issues or problems that have affected or will affect the implementation of the program, and the corrective measures or remedies established or planned.

None.

IV. Expenditures for Fiscal Year 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective Bargaining	* Transfers Restriction	Available Resources	Est. Total Expenditures
Pos. Count	123.50			123.50	123.50
Personal Svcs	\$ 16,753,389	\$ 820,681		17,574,070	\$ 17,574,070
Current Exp	43,565,345		(10,037)	43,555,308	43,555,308
Equipment					
Motor Vehicles					
Total	\$ 60,318,734	\$ 820,681	\$ (10,037)	\$ 61,129,378	\$ 61,129,378
Less:					
Pos. Count					
Special Fund	6,806,016	26,357		6,832,373	6,832,373
Pos. Count	119.20			119.20	119.20
Federal Fund	49,651,572	736,683		50,388,255	50,388,255
Pos. Count					
Other Funds	\$ 3,610,213	45,131		3,655,344	3,655,344
Pos. Count	4.30			4.30	4.30
Gen. Fund	250,933	12,510	(10,037)	253,406	253,406

\* No Transfer In/Out



A. Explain all Transfers within the Program I.D. and its Impact on the Program.

None.

B. Explain all Transfers Between Program I.D.s and its Impact on the Program.

None.

C. Explain all Restrictions and its Impact on the Program.

Restricted \$10,037 in other current expenses to comply with the Governor's budget execution policy and reduced general fund allocation.

V. Biennium Budget Request for FY 2010-FY 2011

	Budget Request	Budget Request	Biennium Budget
	FY2009-FY2010	FY2010-FY2011	FY2010-FY2011
Pos. Count	122.50	122.50	122.50
Personal Services	\$ 17,496,885	\$ 17,496,885	\$ 34,993,770
Current Expenses	43,563,053	43,563,053	87,126,106
Equipment			
Motor Vehicles			
Total	\$ 61,059,938	\$ 61,059,938	\$ 122,119,876
Less:			
Pos. Count			
Special Fund	6,834,023	6,834,023	13,668,046
Pos. Count	119.20	119.20	119.20
Federal Fund	50,388,255	50,388,255	100,776,510
Pos. Count			
Other Funds	3,659,105	3,659,105	7,318,210
Pos. Count	3.30	3.30	3.30
Gen. Fund	178,555	178,555	357,110

A. Workload or Program Request

1. Description of request, reasons for the request, and desired outcomes or objectives to be accomplished by the proposed program.

None.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests, please provide a breakdown indicating specific purposes for all planned expenditures.

None.

- B. For all position count reductions, please specify whether the positions were filled, or vacant.

The position is vacant due to hiring freeze.

- VI. Identify restrictions carried over from FY 2008-2009 as well as additional restrictions due to the Department of Budget and Finance's budget ceilings for FY2010-FY2011.

- A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

Reduction of \$84,888 in general funds in accordance with the Executive Budget and Financial Plan. The Reduction will impact the following programs:

- Apprenticeship Program - A reduction in personal services and other current expenses will delay the processing of apprenticeship registrations, program completion, and certifications of apprenticeship status for employers.
- Rapid Response Program - A reduction in personal services will hinder the receipt and processing of plant closing notifications, responses to employer inquiries about plant closing laws, and coordination of the rapid response team to assist displaced (laid off) workers.

- B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

Clerk Typist II, General Funds, vacant.

VII. Capital Improvement Request for FY2010-FY2011

None.

VIII. Proposed Lapses of Capital Improvement Program Projects

None.

Program Structure Number: 020102

Program ID and Title: LBR 135, Workforce Development Council

Page Reference in the Executive Budget Supplement, Vol. I: None

I. Introduction

A. Summary of Program Objectives

The Workforce Development Council (WDC) is an advisory body to the Governor and State Legislature on workforce development. The WDC is primarily tasked with making recommendations on policy and funding priorities, as it relates to workforce development, through the State comprehensive workforce development plan.

Additionally, the WDC also serves as Hawaii's state-wide Workforce Investment Board (WIB), charged with providing oversight for federally funded workforce investment programs. The WDC is also responsible for a five-year workforce investment act plan which is required by the U.S. Department of Labor to receive \$6.3 million in workforce investment funds for program year July 2008 to June 2009. The federal Workforce Investment Act (WIA) of 1998 gives significant responsibilities to the WDC and opportunities for the State to build a skilled, competitive workforce to drive new economic development.

The WDC has 31 members, the majority of whom are from the private sector and are appointed by the Governor, with the advice and consent of the Hawaii State Senate. Council members represent business, labor, community-based organizations, education, local elected officials, local WIBs, State agencies and the Hawaii State Legislature. The WDC is guided by the federal WIA of 1998 and Chapter 202, Hawaii Revised Statutes.

The WDC is mandated to provide vision and strategic direction to the State's workforce development system to ensure that Hawaii's employers have enough workers with the proper skills to meet their workforce attraction, development and retention needs. The WDC accomplishes this by convening, engaging and facilitating member and citizen involvement on various arenas of workforce development and serves as a forum to stimulate new partnership and/or approaches in the

system. The Council provides support and guidance for the four (4) Local WIBs throughout the State.

The WDC's program goals are to:

1. Establish a workforce development system in the State in which resources are pooled and programs are coordinated and streamlined;
2. Establish reporting requirements for job placement results by category of occupations in high-demand and high-growth areas;
3. Encourage a program of useful research into the State's workforce requirements, development, and utilization;
4. Support recommended workforce policies that promote the economic development, diversification, and well-being for people in this State;
5. Improve the productivity of work places in Hawaii; and
6. Implement a workforce system that is synchronized with education and economic development.

B. Description of Program Objectives

In the 2009-2010 biennium budget, the WDC's major program objectives are to:

1. Develop and oversee policy recommendations to better improve programs and services to assist jobseekers in obtaining employment, and employers in securing a skilled workforce;
2. Implement the Hawaii workforce development strategic plan to develop a statewide workforce system linking education, employment and economic development priorities and coordinating activities; and
3. Analyze and construct a collaborative performance data system to measure performance assessments, benchmarks and results.

A Summary of the Objectives and Activities as Discussed in the Multi-Year Plan and Financial Plan.

Other important program objectives that complement and support the major objectives are:

1. Assess the coordination between workforce needs and education preparation and economic initiatives and institute continuous improvement practices;
  2. Serve as the information resource, clearinghouse and website with connecting links to workforce data, workforce education and training, and workforce program and project activities;
  3. Analyze and interpret workforce information, particularly regarding changes in industries, occupations, communities and the economic and social effects of these changes;
  4. Identify workforce and economic development needs that have not been met, and how public and private collaboration can address those needs;
  5. Create public awareness and understanding of the State's workforce plan, policies, programs and activities;
  6. Submit an annual report to the Governor and Legislature that includes workforce issues, the state of employment, an inventory of federal and state funded programs and services, a progress report on system coordination and funding streams, and recommendations for legislative and administrative consideration and implementation;
  7. Provide technical assistance to local workforce boards, training providers and youth service providers;
  8. Provide resources and leadership to improve the content, access and delivery of the State's Career Information System; and
  9. Carry out the workforce development functions and duties of the State WIBs as required by the Workforce Investment Act of 1998.
- C. Explain how the Program intends to meet its objectives within the Biennium Budget.

The Council has 31 members, including the Governor and four (4) members from the State Legislature—two (2) each from the Senate and House. Also, all four (4) local WIBs are represented on the Council. Presently, the WDC has a staff of one (1) Executive Director, one (1) secretary, and two (2) professional staff persons. There are three (3) professional-level vacancies. Of the positions currently filled, all are funded with state and federal funds.

The Council is guiding the development of a State workforce system through private and public sector board partnerships at the state and local levels. Accountability is driven by performance results with federal incentives and penalties at stake. Coalition-building and private sector Council membership extend the reach of the Council's influence. The Council is focusing on:

1. Developing the State's comprehensive workforce development plan, including a matrix to grade the performance of state and federally funded job training programs;
2. Building coalitions to support One-Stop delivery of integrated services;
3. Evaluation and analysis to identify and meet employers' workforce needs;
4. Attracting federal and private grants funds to assist local areas in upgrading the skills and self-sufficiency of incumbent workers;
5. Providing technical assistance to build leadership and capacity in the local WIBs to implement system improvements in their local communities;
6. Technical assistance to local youth councils to create a comprehensive system of youth services; and
7. A website to provide and link to comprehensive information for jobseekers, employers, youth and program planners.

Three (3) Council members serve on the University of Hawaii's Career and Technical Education Coordinating Advisory Council together with the three (3) members

from the Board of Regents and three (3) members from the Board of Education. One (1) Council member serves on the State Council for Vocational Education, and another member oversees veterans' interests. Council staff serves on advisory boards to develop education/occupation skills, such as the advisory boards to the Department of Education's Public and Human Services Career Pathway and the University of Hawaii's College of Tropical Agriculture and Human Resources' National Science Foundation Advanced Technological Education grant. The Executive Director is also a member of the University of Hawaii-Department of Education Coordinating Council.

## II. Program Performance Results

- A. Discuss the performance results achieved by each program in FY 2008.
1. With respect to meeting WIA requirements, the WDC met its internal goal of 80%, and in actuality met all federal requirements. The results are less than 100% because the expectations are that the WDC accomplish more than the minimum requirements for compliance;
  2. Eighty percent (80%) success for WIA target outcomes;
  3. Forty-two percent (42%) success in advancing recommendations to the administration and legislature;
  4. Both employer and employee workforce satisfaction rates were slightly higher than targeted. The employer satisfaction goal was 70%, and 71% results were achieved. The workforce participant (employee) satisfaction rate was set at 70%, and 82% was achieved.
  5. The WDC provided, and continues to provide, assistance and support to various industries in the development and implementation of industry specific workforce strategic plans. For example, HiSciTech's "Innovation and Technology in Hawaii: An Economic and Workforce Profile" and the Hawaii Tourism Authority's "Tourism Workforce Development Strategic Plan 2007 - 2015".



- B. Explain how these results relate to the program's objectives and department's mission.

The WDC's annual report to the Governor recommends improvements to workforce education, workforce training and supporting activities. Follow-up actions are initiatives taken to assist, motivate and support implementation of recommendations. Demonstration projects and grant projects provide best practice models for workforce improvements, such as incumbent workforce skill development, industry and occupation skill standards, and career resource network initiatives.

These results relate to the DLIR's program objectives of building a highly skilled and globally competitive workforce through collaborative public-private partnerships.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

See item A above.

- D. Discuss actions taken by the Program to improve its performance results.

See item A above.

- E. Identify all modifications to your program's performance measures and discuss the rationale for these modifications.

None.

### III. Problems and Issues

- A. Discuss Problems and Issues Encountered If Any.

Traditionally, workforce development operates in terms of long term strategies to meet future workforce needs, both in terms of labor demand and skill sets. In mid-2008, Hawaii's economy began to decline, drastically reducing the labor shortage Hawaii employers had been facing for the last several years and increasing Hawaii's unemployed population. The WDC is re-tasking itself to ensure that it not only address its

traditional role to create a skilled competitive workforce to help engineer/diversify Hawaii's economy, but also to evaluate and make recommendations on how the current programs can be improved to address Hawaii's increasing unemployment and the unemployed population.

B. Program Change Recommendations to Remedy Problems

None.

C. Identify any program issues or problems that have affected or will affect the implementation of the program, and the corrective measures or remedies established or planned.

None.

IV. Expenditures for Fiscal Year 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective * Bargaining	Transfers Restriction	Available Resources	Est. Total Expenditures
Pos. Count	3.00			3.00	3.00
Personal Services	\$ 378,148	\$ 24,472	(15,069)	\$ 387,551	\$ 387,551
Current Expenses	252,813			252,813	252,813
Equipment	4,805			4,805	4,805
Motor Vehicles					
Total	\$ 635,766	\$ 24,472	(15,069)	\$ 645,169	\$ 645,169
Less:					
Pos. Count					
Special Fund					
Pos. Count					
Federal Fund	447,409	11,827		459,236	459,236
Pos. Count					
Other Funds					
Pos. Count	3.00			3.00	3.00
Gen. Fund	188,357	12,645	(15,069)	185,933	185,933

A. Explain all Transfers within the Program I.D. and its Impact on the Program.

None.

B. Explain all Transfers between Program I.D.s and its Impact on the Program.

Transfer vacancy savings of \$9,838 to the General Administration (LBR 902) to fund the payroll deficit due to the 4% reduction by the Legislature.

C. Explain all Restrictions and its Impact on the Program.

Restricted \$5,231 to comply with the Governor's budget execution policy and reduced general fund allocation.

V. Biennium Budget Request for FY 2010-FY 2011

	Budget Request FY2009-2010	Budget Request FY2010-2011	Biennium Budget FY 2010-FY2011
Pos. Count	3.00	3.00	3.00
Personal Services	\$ 345,372	\$ 345,372	\$ 690,744
Current Expenses	252,813	252,813	505,626
Equipment	4,805	4,805	9,610
Motor Vehicles			
Total	\$ 602,990	\$ 602,990	\$ 1,205,980
Less:			
Pos. Count			
Special Fund			
Pos. Count			
Federal Fund	459,236	459,236	918,472
Pos. Count			
Other Funds			
Pos. Count	3.00	3.00	3.00
Gen. Fund	143,754	143,754	287,508

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes or objectives to be accomplished.

None.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests, please provide a breakout indicating specific purposes for all planned expenditures.

None.

- B. For all position count reductions, please specify whether the positions were filled or vacant.

None.

- VI. Identify restrictions carried over from FY 2008-2009 as well as additional restrictions due to the Department of Budget and Finance's budget ceilings for FY2010-FY2011.

- A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

General Fund Vacancy savings of \$9,838 was transferred to General Administration to fund the payroll deficit due to the 4% reductions imposed by the Legislature. An additional general fund transfer of \$47,410 was due to the receipt of federal funds.

- B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

None.

- VII. Capital Improvement Request for FY2010-FY2011

None.

- VIII. Proposed Lapses of Capital Improvement Program Projects

None.

Program Structure Number: 020201

Program ID and Title: LBR 143, Hawaii Occupational Safety and Health

Page Reference in the Executive Budget Supplement, Vol. I: None.

I. Introduction

A. Summary of Program Objectives

To assure every employee has safe and healthful working conditions, and to certify the safe operations and use of boilers, pressure systems, amusement rides, elevators and kindred equipment.

B. Description of Program Objectives

The goal of voluntary compliance with Hawaii's Occupational Safety and Health Law, administrative rules, and standards by all employers is supported by consultation and training, education, and information programs reinforced by compliance inspections and enforcement through citations and penalties.

Investigations are conducted in accordance with a scheduling system and/or in response to employee complaints regarding workplace hazards. Investigations of fatalities and catastrophes are also conducted to determine and abate causal factors.

Consultation and training are provided to employers and their employees to encourage and promote voluntary compliance.

Certificates of fitness are issued to individuals who are responsible for the use, storage, transport, sales and purchase of explosives, which may include pyrotechnics and special effects.

Boilers, pressure vessels, elevators, amusement rides, and other automatic transport systems are inspected for the safety of the equipment and operation in accordance with nationally recognized standards adopted by the program as protection for public users.

Certificates are issued to crane operators by the Hoisting Machine Operators' Advisory Board.

A Summary of the Objectives and Activities as Discussed  
in the Multi-Year Plan and Financial Plan.

"Improve the quality of life for workers and families."  
Nothing is more important than maintaining the quality  
of life and preventing injuries and illnesses to the  
public and workers.

Consultation and training, education, and information  
programs reinforced by compliance inspections and  
enforcement through citations and penalties support the  
goal of voluntary compliance with Hawaii's Occupational  
Safety and Health Law by all employers. Investigations  
are conducted in accordance with a scheduling system  
and/or in response to employee complaints regarding  
workplace hazards. Investigations of fatalities and  
catastrophes are conducted to determine root causes of  
accidents to prevent recurrences. Consultation and  
training are provided to employers and employees to  
encourage and promote voluntary compliance.  
Occupational Safety and Health Rules and Standards are  
kept current.

In the area of occupational safety and health, the DLIR  
has been afforded 18(e) status by the U.S. Department  
of Labor's (USDOL) Occupational Safety and Health  
Administration (OSHA). This means that the State is  
able to administer its own occupational safety and  
health program provided that it meets the minimum  
requirements set forth by OSHA. In exchange, OSHA  
provides up to 50% of the funding for the program.

The minimum requirements are to be "as effective as"  
OSHA, therefore, regular evaluations of the program are  
conducted by OSHA to ensure that public funds are used  
effectively and efficiently.

In the area of boilers and elevators, the equipment are  
inspected for the safety of the equipment and their  
operation in accordance with Chapter 397, HRS, and with  
nationally recognized standards to protect the public.

Certificates are issued to blasters and  
pyrotechnics/special effects specialists and to crane  
operators to protect both the employees and the public.

- C. Explain how the Program intends to meet its objectives  
within the Biennium Budget.

The HIOSH has revised its Five-Year Strategic Plan to focus on what can be accomplished regarding mandated responsibilities with available resources. Currently, the Strategic Goal is to:

1. Improve workplace safety and health for all workers as evidenced by fewer hazards, reduced exposures, and fewer injuries, illnesses and fatalities.

Strategy: Focus statewide attention and divisional resources on the most prevalent types of workplace injuries and illnesses, and the most hazardous industries. Industries with the highest injury and illness rates will receive both consultation and enforcement attention throughout the five-year period. An extensive outreach and awareness campaign has been initiated focusing on these specific industries.

2. Improve safety for workers and the public on the use and installation of regulated equipment which includes boilers and pressure vessels; elevators and kindred equipment; and amusement rides.

Strategy: Using available resources, the division is focusing on inspections that could potentially have the most impact on the public in general. These would be the 3-year and 5-year safety tests for elevators; 6 months inspections for elevators and amusement rides; and biennial inspections of power boilers and other high-pressure devices.

## II. Program Performance Results

- A. Discuss the performance results achieved by each program in FY 2008.

In FY 2007, the HIOSH evaluated themselves and also were evaluated by OSHA in accordance with federal regulations that address the OSH Act requirement for the State Plans to be "as effective as" OSHA. In the Federal FY 2007 Evaluation, OSHA reported that the HIOSH "reduced injury and illness rates in construction; transportation and warehousing; wholesale trade; health and social assistance; accommodations and food service; arts, entertainment, and recreation; and local government. Although the injury and illness

rates for manufacturing remained higher than the 2003 baseline, there is an overall downward trend.

The program's effectiveness utilizes the Bureau of Labor Statistics' (BLS) data on injury and illness rates for the states as well as intermediate outcome measures such as the number of hazards that were corrected and activity measures such as the number of inspections conducted and timeframes for responses to complaints.

Workers' compensation data is also used to measure results.

The most recent data available for program results are:

	<u>1996</u>	<u>2007</u>	<u>%Change</u>
<u>Workers' Comp. Data</u>			
1. Work Comp. Costs	\$288.5 mil.	\$247.3 mil.	- 14.3%
2. Reported Cases	33,628	26,105	- 22.4%
3. Average Cost/Case*	\$5,193	\$6,755	+ 30.1%
<u>Bureau of Labor Statistics</u>			
(private sector)			
4. Injury/Illness Rate	6.8	4.6	-32.4%
5. Lost Workday Cases	3.6	3.0	-16.7%

Data Sources

1. Workers' Compensation Data Book, DLIR - 1996-2007 (latest available)
2. Bureau of Labor Statistics, U.S. Department of Labor, Survey of Occupational Injuries and Illnesses, 1996-2007 (latest available)

Workers' compensation costs, reported cases and the BLS injury and illness rates show decreases since 1996. However, the cost per case increased each year from 1997 to 2004, then decreased in 2005, started to increase again in 2006, and continued to increase in 2007.

- B. Explain how these results relate to the program's objectives and the department's mission.

Both the current and new performance measures must be tied into the mission of the department through the quality of work life aspect. Assuring that workers



have safe and healthful places of employment addresses life and death in general, as well as the quality of life. Indirectly, accident prevention also affects the economic bottom line of businesses. Safe business is productive, competitive business without uncontrolled losses or accidents.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

In the area of occupational safety and health, the effectiveness of the program is measured using statistics from the Bureau of Labor Statistics' (BLS) for injuries, illnesses, and fatalities and from the DLIR's Disability Compensation Division (DCD) for their cost. The performance results for 2007 are discussed in A. above. The performance results for 2008 are not yet available.

- D. Discuss actions taken by each Program to improve its performance results.

Develop and implement a 5-Year Strategic Plan, using data to identify areas that require attention. Offer employers an incentive to take proactive measures to prevent accidents and reduce injuries and illnesses. Incentives include exemption from enforcement and recognition of exemplary employers.

- E. Identify all modifications to your program's performance measures and discuss the rationale for these modifications.

The performance measure for work-related fatalities was modified due to a change in the measure. The measure is the number of work-related fatalities, instead of per 100,000 employees, and includes all fatalities, even those which the OSH Program has no jurisdiction, such as transportation incidences.

### III. Problems and Issues

- A. Discuss Problems and Issues Encountered If Any
1. Filling Professional level positions to do the work.

One of the HIOSH's immediate goals is to fill the numerous vacancies. They are actively in the process of filling these positions through the required civil service recruitment and hiring process. However, these positions are not to exceed (NTE) June 30, 2009, because of the Department of Budget and Finance's budget ceiling for FY2010-FY2011. The NTE June 30, 2009, will adversely affect the HIOSH's ability to fill these positions.

2. Employer acceptance of State consultation services.

Despite the availability of FREE consultations to assist employers in preventing accidents and become compliant with occupational safety and health laws, there has been reluctance on the part of employers to request State assistance. The biggest roadblock is the perception that a consultation visit could eventually bring in the enforcement.

The HIOSH believes that strong, effective and fair enforcement policies will always be the foundation of their program. In meeting this goal, the HIOSH has initiated the de minimis and notice-of-violation (NOV) policies, for non-serious hazards that can be fixed on the spot, or within two (2) weeks. This policy benefits employees because they are assured of a safe work environment through immediate correction of a problem.

B. Program Change Recommendations to Remedy Problems

Unfilled Positions. Recruitment above the minimum has and will be utilized to attract qualified candidates in managerial and highly technical positions.

Over the past two (2) years, the strategy for assuring safe and healthful workplaces has evolved from the near exclusive use of government inspections and consultations and training to a combination of deterrence and incentives programs. Partnerships with industries, unions, associations and insurance companies are increasing. The HIOSH's enforcement resources are directed to the most hazardous industries, and a "common sense" approach to

enforcement fosters voluntary compliance through understanding and promotion of mutually beneficial objectives.

This new strategy requires a broader skill set among inspectors and consultants. Understanding basic business practices that include management of human resources and insurance areas and the ability to communicate using business terminology is increasingly important.

The HIOSH's proudest improvement is building successful relationships with the business community. They have gained the trust of the business community by utilizing the HIOSH's Voluntary Protection Program (VPP) and Safety and Health Achievement Recognition Program (SHARP). These programs are designed to recognize large and small companies for creating an exemplary safety and health program and effectively implementing it. Companies recognized as VPP or SHARP businesses are also awarded a minimum five percent (5%) discount on their workers' compensation premiums and are removed from the HIOSH's planned inspection list. Inspectors and consultants must be able to retain and improve their technical abilities and also sharpen their communication skills to effectively build relationships with businesses. Such individuals are in great demand throughout the State and nation. The State's greatest challenge is to recruit and retain qualified staff. To accomplish this, the HIOSH must be able to offer competitive salaries for their vacancies.

- C. Identify any program issues or problems that have affected or will affect the implementation of the program, and the corrective measures or remedies established or planned.

None.

IV. Expenditures for Fiscal Year 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective * Bargaining	Transfers Restriction	Available Resources	Est. Total Expenditures
Pos. Count	67.00			67.00	67.00
Personal Services	\$ 3,393,374	\$ 225,422	(72,885)	\$ 3,545,911	\$ 3,545,911
Current Expenses	1,013,238			1,013,238	1,013,238
Equipment					
Motor Vehicles					
Total	\$ 4,406,612	\$ 225,422	\$ (72,885)	\$ 4,559,149	\$ 4,559,149
Less:					
Pos. Count					
Special Fund					
Pos. Count	25.50			25.50	25.50
Federal Fund	2,244,249	92,838		2,337,087	2,337,087
Pos. Count					
Other Funds	\$ 50,000			50,000	50,000
Pos. Count	41.50			41.50	41.50
Gen. Fund	2,112,363	132,584	(72,885)	2,172,062	2,172,062

\* No Transfer In/Out

A. Explain all transfers within the Program I.D. and its Impact on the Program.

None.

B. Explain all transfers between Program IDs and its impact on the Program.

Transfer vacancy savings of \$37,186 to General Administration (LBR 902) to fund the payroll deficit due to the 4% reductions by the Legislature.

C. Explain all restrictions and its impact on the Program.

Restricted \$35,699 to comply with the Governor's budget execution policy and reduced general fund allocation.

V. Biennium Budget Request for FY 2010 - FY2011

	Budget Request FY2009-2010	Budget Request FY2010-2011	Biennium Budget FY2010-FY2011
Pos. Count	52.50	52.50	52.50
Personal Services	\$ 3,001,354	\$ 3,001,354	\$ 6,002,708
Current Expenses	863,238	863,238	1,726,476
Equipment			
Motor Vehicles			
Total	\$ 3,864,592	\$ 3,864,592	\$ 7,729,184
Less:			
Pos. Count			
Special Fund			
Pos. Count	25.50	25.50	25.50
Federal Fund	2,337,087	2,337,087	4,674,174
Pos. Count			
Other Funds	50,000	50,000	100,000
Pos. Count	27.00	27.00	27.00
Gen. Fund	1,477,505	1,477,505	2,955,010

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes or objectives to be accomplished.

None.

2. Listing /description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests, please provide a breakout indicating specific purposes for all planned expenditures.

None.

B. For all position count reductions, please specify whether the positions were filled or vacant.

All 14.5 positions are vacant.

VI. Identify restrictions carried over from FY 2008-2009 as well as additional reductions due to the Department of Budget and Finance's budget ceilings for FY2010-FY2011.

- A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

In LBR 143 EA (Occupational Safety and Health), there is a reduction of 8.5 general funded positions totaling \$342,006. These positions receive matching federal funds in accordance with the grant agreement.

The reduction in general funded positions will reduce the compliance staffing level to below the benchmark levels of nine (9) safety compliance positions and nine (9) health compliance positions. The reduction in staffing levels will adversely affect the HIOSH's ability to accomplish the OSHA-mandated program elements.

In LBR 143 EB (Boiler and Elevator Safety), there is a reduction of 6 general funded positions totaling \$275,436. Additionally, there is a general fund reduction of \$150,000 in operating expenses.

There is a backlog of boilers, pressure vessels, elevators, amusement rides, and other automatic transport systems needing inspections. A reduction in the staffing level may increase the backlog, and a reduction in operating expenses will make interisland travel for equipment inspections challenging.

- B. Listing/description of the positions cut, including source of funding; please specify whether the positions were filled or vacant.

All of the affected LBR 143EA (Occupational Safety and Health) positions are vacant.

Position Title, SR	MOF	FTE	
		(P)	(\$)
(00057) OSHCO IV, SR 21	A	(0.50)	(24,972)
(04368) OSHCO III, SR 19	A	(0.50)	(18,246)
(18113) Clerk III, SR	A	(0.50)	(13,332)

08			
(24665) EHS IV, SR 22	A	(0.50)	(16,656)
(24669) Clerk III, SR 08	A	(0.50)	(11,868)
(24674) OSHCO IV, SR 21	A	(0.50)	(19,728)
(24678) OSH Prog Spec V, SR 24	A	(0.50)	(23,724)
(30700) OSHCO IV, SR 21	A	(0.50)	(30,408)
(30706) OSH Advisor IV, SR 22	A	(0.50)	(21,072)
(45374) OSH Advisor IV, SR 22	A	(0.50)	(19,668)
(98001L) OSH Advisor IV, SR 22	A	(0.50)	(21,072)
(06798) OSHCO IV, SR 21	A	(0.50)	(22,212)
(24664) EHS III, SR 20	A	(0.50)	(19,476)
(24670) Secretary II, SR 14	A	(0.50)	(18,972)
(24675) Secretary II, SR 14	A	(0.50)	(18,972)
(30694) EHS I, SR 16	A	(0.50)	(16,656)
(30701) OSHCO IV, SR 21	A	(0.50)	(24,972)
Total		(8.50)	(342,006)

All of the affected LBR 143EB (Boiler and Elevator Safety) positions are vacant.

Position Title, SR	MOF	FTE (P)	(\\$)
(05189) Sup OSH Compl Off, SR25	A	(1.00)	(68,388)
(24647) Clerk Typist II, SR 08	A	(1.00)	(22,152)
(43634) Boiler Inspector, SR 21	A	(1.00)	(49,944)
(19294) Boiler Inspector, SR 21	A	(1.00)	(54,036)
(27103) Elevator Inspector II, SR 21	A	(1.00)	(44,424)
(26168) Clerk Typist II, SR 08	A	(1.00)	(36,492)
Total		(6.00)	(275,436)

VII. Capital Improvement Request for FY2010-FY2011

None.

VIII. Proposed Lapses of Capital Improvement Program Projects

None.



Program Structure Number: 020202

Program ID and Title: LBR 152, Wage Standards

Page Reference in the Executive Budget Supplement, Vol. I: None

I. Introduction

A. Summary of Program Objectives

To assure workers of their lawful rights and benefits related to their wages; to safeguard against unlawful employment practices; and to promote voluntary compliance by educating and assisting employers.

B. Description of Program Objectives

1. Investigate and hear complaints alleging violations of labor laws covering payment of wages, child labor, prevailing wages and hours on State and county public works construction projects, minimum wage, overtime, family leave, work injury termination, and lie detector tests; hear appeals of notifications of violation.
2. Issue certificates for the employment of minors; payment of special minimum rates; and exceptions under the Payment of Wages and Other Compensation Law.
3. Conduct workshops, educational programs, and consultative meetings with employers, employer representatives, employees, labor organizations, consultants, and State, county and federal agencies in order to promote voluntary compliance.

A Summary of the Objectives and Activities as Discussed in the Multi-Year Plan and Financial Plan.

The objectives and activities of the program are as described above, with focus on voluntary compliance through education and sanctions against employers who refuse to voluntarily comply with the law.

C. Explain how the Program intends to meet its objectives within the Biennium Budget.

1. Increase awareness of assigned labor laws by

collaborating with employers, government agencies, and other stakeholders to develop and produce informational materials for access on the internet; conducting workshops and participating in seminars; and conducting random compliance checks in order to promote voluntary compliance.

2. Investigate and hear complaints and appeals relating to violations of unpaid wages, minimum wage, overtime, prevailing wages, work injury termination, family leave, child labor, and other assigned laws.

## II. Program Performance Results

- A. Discuss the performance results achieved by each Program in FY 2008.

In FY 2008, the program conducted 754 investigations and found \$803,101 in back wages and penalties for 504 employees. The program took in 810 new complaints and held 123 hearings on work injury termination complaints and appeals of Chapter 104 notices of violation. The program issued 13,068 minors' work permits, special minimum wage certificates, and pay exceptions.

Throughout FY 2008, the program endeavored to develop collaborative relationships with private and public sector organizations to leverage limited resources in order to achieve its objectives, and will focus on compliance assistance and educational activities for the remainder of FY 2009.

- B. Explain how these results relate to the program's objectives and department's mission.

These results relate to the Quality of Worklife initiative of the department by ensuring and protecting the lawful rights and benefits of workers.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

In addition to measures of effectiveness, statistical monthly and annual reports of program activities and objectives and periodic review of the strategic plan measure program performance results.

After evaluating effectiveness of its program-initiated random compliance checks from FY 2007, the program reduced the random rate of investigations and had to curtail child labor outreach due to limited resources. The current decrease in the economy has caused a surge in the number of complaints filed in the last three quarters.

Implementation of an online child labor registration system continues to improve program efficiency and customer satisfaction.

- D. Discuss actions taken by each Program to improve its performance results.
1. Developed a structured training program for new Labor Law Enforcement Specialists that are being hired as retirements impact the Division.
  2. Expanded education efforts on the Wages and Hours of Employees on Public Works Law, Chapter 104, Hawaii Revised Statutes, by reaching out to contractors, contracting agencies and others who are involved with the law, and holding sessions at their worksites.
  3. Continued to upgrade the Program's computer system to improve efficiency and productivity and enhance the case tracking, certification, employer and client information, and statistical reporting applications.
  4. Implemented a strategic plan with specific goals and objectives and periodic evaluations to measure progress.
  5. Continued to review policies and procedures to streamline operations and eliminate duplicate activities.
- E. Identify all modifications to your program's performance measures and discuss the rationale for these modifications.

Expand response windows for phone and email inquiries and projections on timeliness of investigations and hearings due to reductions for two (2) positions and an increase in workload.

### III. Problems and Issues

#### A. Discuss Problems and Issues Encountered If Any.

The elimination of two (2) positions in the Intake and Certification Branch will cause the Compliance Branch, Hearings Branch and Technical Services to pick up new assignments.

#### B. Program Change Recommendations to Remedy Problems

1. The Compliance Branch and Hearings Branch will need to conduct the intake of complaints and assist the Technical Services and Support with responses to 15,000 inquiries that are handled by the Division annually.
2. Shift response windows and projections on timeliness to reflect the increase in workload and less staff.
3. Rely more heavily on the webpage to provide meaningful, easy to find answers to standard questions received.
4. Reorganization of the Division will also be a consideration.

#### C. Identify any program issues or problems that have affected or will affect the implementation of the program, and the corrective measures or remedies established or planned.

Newly hired employees in investigations and technical support as a result of retirements are still in the learning phases and will take time and training to bring them up to par.

Intensifying the training phase will require funds to travel to neighbor islands in addition to training fees, for education outside of the Division's on-the-job program.

IV. Expenditures for Fiscal Year 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective * Bargaining	Transfers Restriction	Available Resources	Est. Total Expenditures
Pos. Count	24.00			24.00	24.00
Personal Services	\$ 1,233,058	\$ 91,270	(50,260)	\$ 1,274,068	\$ 1,274,068
Current Expenses	23,431			23,431	23,431
Equipment					
Motor Vehicles					
<b>Total</b>	<b>\$ 1,256,489</b>	<b>\$ 91,270</b>	<b>\$ (50,260)</b>	<b>\$ 1,297,499</b>	<b>\$ 1,297,499</b>
Less:					
Pos. Count					
Special Fund					
Pos. Count					
Federal Fund					
Pos. Count					
Other Funds					
Pos. Count	24.00			24.00	24.50
Gen. Fund	\$ 1,256,489	\$ 91,270	(50,260)	\$ 1,297,499	\$ 1,297,499

\* No Transfer In/Out

A. Explain all transfers within the Program I.D. and its impact on the Program.

None.

B. Explain all transfers between Program IDs and its impact on the Program.

None.

C. Explain all restrictions and its impact on the Program.

Personal Service restriction of \$50,260 resulted from a delay in hiring of three (3) Labor Law Enforcement Specialist positions (#16012, #3720, #41649).

V. Biennium Budget Request for FY 2010 - FY2011

	Budget Request FY2009-2010	Budget Request FY2010-2011	Biennium Budget FY2010-FY2011
Pos. Count	22.00	22.00	22.00
Personal Services	\$ 1,173,392	\$ 1,173,392	\$ 2,346,784
Current Expenses	23,431	23,431	46,862
Equipment			
Motor Vehicles			
Total	<u>\$ 1,196,823</u>	<u>\$ 1,196,823</u>	<u>\$ 2,393,646</u>
Less:			
Pos. Count			
Special Fund			
Pos. Count			
Federal Fund			
Pos. Count			
Other Funds			
Pos. Count	22.00	22.00	22.00
Gen. Fund	\$ 1,196,823	\$ 1,196,823	\$ 2,393,646

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes or objectives to be accomplished.

None.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests, please provide a breakout indicating specific purposes for all planned expenditures.

None.

B. For all position count reductions, please specify whether the positions were filled or vacant.

#3720 - Filled until 6/30/09.

#41649 - Vacant (no authorization to fill)

VI. Identify restrictions carried over from FY 2008-2009 as well as additional restrictions due to Department of Budget and Finance's budget ceilings for FY2010-FY2011.

A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

A reduction of \$150,936 in general funds will result in the loss of two (2) positions which will create an increase in the workload and a decrease in customer service measured by longer response times and expanded measures of timely investigations and hearings.

B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

General Funds:

#3720 - Filled until 6/30/09

#41469- Vacant (no authorized funds)

VII. Capital Improvement Request for FY2010-FY2011

None.

VIII Proposed Lapses of Capital Improvement Program Projects

None.

Program Structure Number: 020203

Program ID and Title: LBR 153, Hawai'i Civil Rights Commission

Page Reference in the Executive Budget Supplement, Vol. I: None

I. Introduction

A. Summary of Program Objectives

The State Constitution mandates that no person shall be discriminated against in the exercise of their civil rights. The Hawai'i Civil Rights Commission enforces State law prohibiting discriminatory practices in employment, housing, public accommodations, and access to services receiving State financial assistance pursuant to Hawai'i Revised Statutes (HRS), Chapters 368, 489, 515 and Part I of 378.

B. Description of Program Objectives

1. Receive, investigate, and conciliate complaints alleging any unlawful discriminatory practices in employment, housing, public accommodations, and access to State-funded services.
2. Hold contested case hearings on complaints alleging unlawful practices where conciliation efforts are inappropriate or unsuccessful, and order appropriate legal and equitable relief or affirmative action when a violation is found.
3. Commence action in Circuit Court to seek appropriate relief, including the enforcement of any Commission order.
4. Issue publications and results of investigations and research to promote goodwill and minimize or eliminate discrimination in employment, housing and public accommodations.

A Summary of the Objectives and Activities as Discussed in the Multi-Year Program and Financial Plan.

The objectives and activities discussed in the Multi-Year and Financial Plan for the FY 2010 - FY 2011 Biennium is substantially the same as those stated in I.A. and I.B. above.



- C. Explain how your Program intends to meet its objectives within the Biennium Budget.

The HCRC will strive to continue meeting its statutory mandate under HRS § 368-3, to receive, investigate, conciliate and hold contested case hearings on complaints alleging unlawful discriminatory practices under Chapter 489 (public accommodations), Chapter 515 (housing), Part I of Chapter 378 (employment practices), and § 368-1.5 (State and State-funded services).

The HCRC will meet its mandate by litigating cases where there has been a determination of reasonable cause and conciliation efforts are unsuccessful.

In addition, in order to meet the current budget restrictions, the HCRC has sought creative methods to reduce expenses.

## II. Program Performance Results

- A. Discuss the performance results achieved by each Program in FY 2008.

In addition to program measures of effectiveness<sup>1</sup>, review and evaluation of other measures are considered to determine whether the program is meeting its objectives. These measurements include: cases processed through intake; cases in investigation (backlog or inventory); cases mediated<sup>2</sup>, settled, or conciliated, and the relief secured; investigations resulting in cause determinations; cases docketed for hearing, hearings conducted, and Commission final decisions and orders; Commission final determinations upheld by the Courts on appeal. In addition, the HCRC conducts ongoing public education and outreach efforts.

During FY 2008, ending June 30, 2008, the HCRC performed the following toward meeting its objectives: conducted 761 intake interviews, which led to the filing of 357

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<sup>1</sup>% Employment Discrimination Investigations Completed within 1 year; % Fair Housing Discrimination Investigations Completed within 150 days; % Public Accommodations Discrimination Investigations Completed within 1 year; % State Services Discrimination Investigations Completed within 1 year.

<sup>2</sup>The HCRC implemented its voluntary mediation program in September 1998.

complaints<sup>3</sup>; closed 291 cases; maintained an investigation caseload of 334 cases at the end of the year; negotiated or conciliated settlements resulting in monetary relief in excess of \$439,000, and affirmative relief (including reinstatement, hiring, training and changes in discriminatory policies); and docketed one (1) case for hearing.

The HCRC continues to encourage and offer voluntary mediation in employment discrimination cases. During FY 2008, the HCRC's voluntary mediation program completed its ninth year of operation, working with the Mediation Centers of Hawai'i and community mediation centers on Oahu, Hawai'i, Maui, and Kauai. Twenty (20) cases settled in mediation for monetary relief totaling \$262,400.

During FY 2008, the HCRC Commission and staff participated in numerous public education forums and campaigns, conducted training for a wide variety of professional, business, and labor groups. In May 2008, the intermediate/advanced training was titled "Equal Employment Opportunity in Hawai'i: Hot Topics."

During FY 2008, the HCRC website, [www.hawaii.gov/labor/hcrc](http://www.hawaii.gov/labor/hcrc) registered over 37,000 page views ("hits").

- B. Explain how these results relate to the program's objectives and department's mission.

The mission of the HCRC is to eliminate discrimination through the enforcement of anti-discrimination laws and education. Although the effectiveness of the HCRC is difficult to be measured exclusively in quantitative terms, these measures evidence how the HCRC's enforcement, litigation, and education efforts meet the program's objectives.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

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<sup>3</sup>An additional 329 complaints were dual-filed with the HCRC through the U.S. Equal Employment Opportunity Commission (EEOC) and U.S. Department of Housing and Urban Development (HUD), and were assigned for investigation by the EEOC or HUD.

During the past fiscal year, the HCRC accepted an average of 57 complaints per month, compared to 44 in the previous fiscal year; of these, an average of 27 complaints per month were dual-filed complaints originally filed and investigated by the EEOC or HUD. Of the complaints investigated by the HCRC, an average of 24 cases was closed per month, compared to 29 in the previous fiscal year. There were 23 cause determinations and 64 negotiated or conciliated settlements during the past fiscal year, compared to 33 cause determinations and 45 settlements the previous fiscal year. During the past fiscal year, case closures averaged 333 days per closure, compared to the previous fiscal year average of 371 days per closure, both reflecting successful concerted efforts to close the oldest cases.

Although the effectiveness of the HCRC is difficult to be measured exclusively in quantitative terms, these measures evidence how the HCRC's enforcement efforts meet the program's objectives.

- D. Discuss actions taken by the Program to improve its performance results.

Investigation caseload has been a major HCRC concern over the years, with a peak of more than 620 open cases in the caseload inventory at the end of FY 1997 and FY 1998. Since then, the HCRC has successfully focused its efforts on reducing the investigation caseload inventory, and there were 334 open cases at end of FY 2008.

A lower case inventory has allowed the HCRC to reduce the time it takes to investigate complaints, by targeting the oldest cases for closure. During FY 2008, the HCRC set a goal of completing the investigation of 95% for all complaints filed within 24 months of filing, as an incremental approach to the reduction of the length of time to investigate all cases to an ideal of 18 months.

- E. Identify all modifications to your program's performance measures and discuss the rationale for these modifications.

None.

### III. Problems and Issues

#### A. Discuss Problems and Issues Encountered If Any.

##### 1. Impact of General Fund Budget Reductions.

Due to the fiscal restrictions during this budget cycle, general funds for this program were reduced from the FB 09-11 Appropriation Base of \$1,355,403, to an Adjusted Appropriation of \$1,105,521. This general fund budget reduction of \$287,715 would be realized by the elimination of three (3) vacant positions: Chief Counsel, Attorney Mediation Coordinator, and Legal Assistant. In addition, several positions currently paid 100% out of general funds will partially be paid with federal funds.

During the former administration, the HCRC converted the means of funding for a large number of positions from state general funds to federal funds. As a result, nine (9) permanent positions currently are wholly or partially federal funded, as are a number of temporary positions.

The HCRC has been compelled to use federal funds to pay for basic staffing of investigation, clerical, mediation/public education, and adjudication positions. In addition, the HCRC has relied on federal funds for virtually all other operating expenses (i.e., postage, supplies, copying, phones, etc.), litigation and mediation costs, IT, transportation and inter-island travel.

The imposition of this additional shift in means of funding may have an adverse effect on the effectiveness of the HCRC and its operations. Federal funding through HUD and EEOC contracts is finite (\$236,860 for FY 2008) and unlikely to increase.<sup>4</sup> The commitment to expend an additional \$100,000 per year in federal funds would result in

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#### <sup>4</sup>HCRC Federal Funding FY 2008

HUD FY 2008 Contract:	\$117,680
EEOC FY 2008 Contract:	<u>\$119,180</u>
TOTAL:	\$236,860

the HCRC expending \$429,712 in federal funds per year for personnel costs, or 181% of the amount received under their FY 2008 federal contracts.<sup>5</sup>

While the HCRC does have a federal fund balance, those funds are used for almost all of the non-personal services operating costs, and the general fund budget is almost exclusively dedicated to personal services.

The HCRC is hopeful that the short-term expenditure of federal funds to pay for general funded positions will not extend beyond two (2) years.

Unilateral reduction in state resources and funding dedicated to the investigation of dual-filed state-federal fair employment and fair housing complaints will cause a greater reliance on federal funding through the HCRC's work share agreements with the EEOC and HUD, and may raise an issue of over-reliance on federal funds. Both EEOC and HUD contracts require maintenance of state efforts.

## 2. Issues Relating to Case Backlog, Timely Complaint Processing and Enforcement Resources

Case backlog and enforcement resources have been a major concern since the HCRC began its operations on January 2, 1991, with a transferred backlog of 266 employment discrimination cases. In 1989, the Legislative Auditor recommended an optimum caseload of 30 cases per investigator.<sup>6</sup> As of June 30, 1998, there were 623 cases pending in investigation, an average of 62 cases per each of the ten (10) HCRC line investigators. Through concerted efforts at backlog reduction, including the implementation of priority complaint processing and voluntary mediation, the case inventory has been maintained at a more manageable

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<sup>5</sup> The \$429,712 in projected federal fund expenditure is the total of the amounts being expended for the 4.5 federally funded positions that are currently filled (\$230,187) and two (2) temporary positions currently filled (\$83,919), plus the expenditure by agreement of federal funds for .5 FTE salary for the Office Assistant IV (\$15,606) and the currently required \$100,000 shift in MOF from general fund to federal fund.

<sup>6</sup> "A Study on Implementation of the Civil Rights Commission for the State of Hawai'i" (Report No. 89-9, January 1989).

level, down to 334 cases at the end of FY 2008, allowing for the more effective use of resources.

The HUD and EEOC have implemented contract provisions requiring state and local enforcement agencies to reduce aged case inventory. These federal initiatives are consistent with the HCRC's efforts to reduce the length of time for investigation while maintaining effective law enforcement. The HCRC has responded by implementing internal policies and program initiatives including voluntary early stage mediation, priority charge processing, specialization in investigation, and increased preventative public education.

General fund budget reductions may impede progress on timely, efficient, and effective investigation of complaints.

B. Program Change Recommendations to Remedy Problems

1. Implementation of changes in charge processing and voluntary mediation

The HCRC has implemented targets and standards that address and shorten the length of time to investigate. This is the most recent in a series of changes implemented to improve investigation and charge processing, including: priority complaint processing; specialization among investigators; an early stage voluntary mediation program; and ongoing comprehensive investigator training.

2. Increased public education and outreach

The HCRC Commissioners have identified public outreach and preventative education as a priority, and the staff has focused more attention and resources to these ongoing efforts. Within fiscal constraints, the HCRC has updated its informational flyers, produced new multi-lingual materials, and updated and improved its comprehensive website. The HCRC's website ([www.hawaii.gov/labor/hcrc](http://www.hawaii.gov/labor/hcrc)) provides public access to HCRC statutes, rules, case law, procedures, forms, Commission meeting agendas, and press releases.

- C. Identify any program issues or problems that have affected or will affect the implementation of the program, and the corrective measures or remedies established or planned.

See A & B above.

IV. Expenditures for FY 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective * Bargaining	* Restriction	Transfers	Available Resources	Est. Total Expenditures
Pos. Count	30.00				30.00	30.00
Personal Svcs	\$ 1,801,398	\$ 121,866		(106,263)	\$ 1,817,001	\$ 1,817,001
Current Exp	143,969				143,969	143,969
Equipment						
Motor Vehicles						
<b>Total</b>	<b>\$ 1,945,367</b>	<b>\$ 121,866</b>	<b>\$ (106,263)</b>		<b>\$ 1,960,970</b>	<b>\$ 1,960,970</b>
Less:						
Special Fund						
Pos. Count	5.50				5.50	5.50
Federal Fund	589,964	29,817			619,781	619,781
Other Funds						
Pos. Count	24.50				24.50	24.50
Gen. Fund	1,355,403	92,049	(106,263)		1,341,189	1,341,189

\* No Transfer In/Out

- A. Explain all transfers within the Program ID and its impact on the Program.

None.

- B. Explain all transfers between Program IDs and its impact on the Program.

Vacancy savings of \$54,216 was transferred to General Administration (LBR 902) to fund the payroll deficit due to the 4% reduction by the Legislature.

- C. Explain all restrictions and its impact on the Program.

Restricted \$52,047 to comply with the Governor's budget executive policy and reduced general fund allocation.

V. Biennium Budget Request for FY2010 - FY2011

	Budget Request FY2009-2010	Budget Request FY2010-2011	Biennium Budget FY2010-FY2011
Pos. Count	26.00	26.00	26.00
Personal Services	\$ 1,581,333	\$ 1,581,333	\$ 3,162,666
Current Expenses	143,969	143,969	287,938
Equipment			
Motor Vehicles			
Total	<u>\$ 1,725,302</u>	<u>\$ 1,725,302</u>	<u>\$ 3,450,604</u>
Less:			
Pos. Count			
Special Fund			
Pos. Count	5.50	5.50	5.50
Federal Fund	619,781	619,781	1,239,562
Pos. Count			
Other Funds			
Pos. Count	20.50	20.50	20.50
Gen. Fund	1,105,521	1,105,521	2,211,042

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes or objectives to be accomplished.

None.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests, please provide a breakout indicating specific purposes for all planned expenditures.

None.

B. For all position count reductions, please specify whether the positions were filled or vacant.

All affected positions are vacant.



VI. Identify restrictions carried over from FY 2008-2009 as well as additional reductions due to the Department of Budget and Finance's budget ceilings for FY2010-FY2011.

A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

Reduction of four (4) positions and \$341,931 in general funds in accordance with the Executive Budget and Financial Plan.

B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

All affected positions are vacant.

Positions	MOF	FTE (P)	Amount
(33238) Investigator IV, SR22	A	1.00	49,344
(97006) Legal Assistant, SR20	A	1.00	36,036
(102350) Staff Attorney, SRNA	A	1.00	86,729
(97007) Attorney Med Coord, SRNA	A	1.00	54,216
Total		4.00	226,325

VII. Capital Improvement Request for Fiscal Year 2010-2011

None.

VIII. Proposed Lapses of Capital Improvement Program Projects

None.

Program Structure Number: 020301

Program ID and Title: LBR 161, Hawaii Labor Relations Board

Page Reference in the Executive Budget Supplement, Vol. I: None

I. Introduction

A. Summary of Program Objectives

To ensure the just administration of the laws governing collective bargaining in the public and private sectors, pursuant to Hawaii Revised Statutes (HRS) Chapters 89 and 377.

To promptly and fairly decide contests from the citations and orders of the Director of Labor and Industrial Relations relating to Occupational Safety and Health, pursuant to HRS Chapter 396.

B. Description of Program Objectives

1. Fairly conduct hearings and promptly decide prohibited practice and unfair labor practice complaints.
2. Provide impasse assistance where necessary.
3. Conduct representation proceedings and elections of exclusive representatives (i.e., certification, decertification, and amendment or clarification of appropriate bargaining units).
4. Determine the appropriateness of refunds of union dues to nonmember employees.
5. Fairly conduct hearings and promptly decide contests involving occupational safety and health issues.
6. Issue declaratory rulings on the applicability of statutes, rules, or orders of the Board to specific factual contexts.

7. Appear in court to defend its decisions and orders on appeal.

A Summary of the Objectives and Activities as Discussed in the Multi-Year and Financial Plan.

A primary objective of the Board is to enforce and protect the rights of employees and unions to organize and bargain collectively in balance with the employer's rights to manage operations as provided by HRS Chapters 89 and 377 by resolving disputes brought before it in a fair and timely manner.

The Board also strives to ensure the right of workers to a safe and healthful work environment and encourage employer and employee efforts to reduce injury and disease arising out of employment by fairly resolving contests from citations and decisions of the Director of Labor and Industrial Relations pursuant to HRS Chapter 396, Occupational Safety and Health.

- C. Explain how the Program intends to meet its objectives within the Biennium Budget.

The Board strives to conduct its hearings and other proceedings, such as representation elections and impasse proceedings, objectively and render credible and reliable decisions. The Board also reviews its performance and makes every effort to improve the quality and timeliness of its decisions and orders through the efforts of its members and staff.

In addition, in order to meet the current budget restrictions, the Board has reduced its expenses, e.g., dues and subscriptions for research materials and reduced court reporting and transcription services, unless cases are complex or appealed. The Board has also encouraged the parties to engage in dialog and address the controversies brought before it in order to reach a mutually agreeable resolution.

## II. Program Performance Results

- A. Discuss the performance results achieved by each program in FY 2008.

During FY 2008, the Board conducted 70 pre-hearing or status conferences, 30 motions hearings, and eight (8) days of hearings on the merits of the contested cases before it. The Board closed 65 cases; 55 decisions and orders, or 84% of the dispositive orders were rendered within 30 days of the closing of the record. In addition, the Board was party to 21 court appeals or proceedings and was affirmed in 69% of the appeals in the Circuit Court or Supreme Court.

Thus far during FY 2009, the Board closed 31 cases; 25 decisions and orders, or 81% of the dispositive orders were rendered within 30 days of the closing of the record. The Board conducted 48 pre-hearing or status conferences, 28 motions hearings and three (3) days of hearings on the merits of the contested cases before it. In addition, one (1) case was upheld on appeal.

The percentage of cases resolved within 30 days reflects the Board's and staff's efforts to dispose of pending cases either by decision or settlement. The percentage of cases resolved in a timely manner has increased from previous years. The percentage of cases upheld on appeal also varies depending on which cases are considered and decided by the appellate courts. This percentage has remained fairly constant.

- B. Explain how these results relate to the program's objectives and department's mission.

The Board administers the laws regulating employee relations in the public sector of Hawaii and the private sector which is not within the jurisdiction of the National Labor Relations Board. In addition, the Board decides contests arising from the decisions of the Director of Labor and Industrial Relations involving occupational safety and health. Thus, the efficiency of the Board in rendering credible decisions and orders resolving labor-management disputes and defining the rights of the employees, employers and the unions as well as in ensuring a safe working environment is critical in achieving good labor-management relations, workplace safety, and in promoting the department's objective of improving the quality of worklife for Hawaii's workers.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

The effectiveness of the program is measured by the percentage of cases resolved within 30 days, and the percentage of cases which are upheld on appeal. During FY 2007, the percentage of cases resolved within 30 days was 84%, and the percentage of cases upheld on appeal was 95%. In FY 2008, the percentage of cases resolved within 30 days remained constant at 84%, and the percentage of cases affirmed on appeal decreased to 69%.

- D. Discuss actions taken by each Program to improve its performance results.

In order to increase the number of cases resolved and decrease the amount of time required to render decisions, cases are assigned to individual Board members to draft decisions and assist the parties in resolving the cases without proceeding through contested case proceedings. The Board also encourages persons with settlement authority to attend the pre-hearing and initial conferences to engage in settlement discussions and resolve, if possible, the underlying issues.

- E. Identify all modifications to your program's performance measures and discuss the rationale for these modifications.

None.

### III. Problems and Issues

- A. Discuss Problems and Issues Encountered if any.

None.

- B. Program Change Recommendations to Remedy Problems

None.

C. Identify any program issues or problems that affected or will affect the implementation of the program, and corrective measures or remedies established or planned.

None.

IV. Expenditures for Fiscal Year 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective * Bargaining	Transfers Restriction	Available Resources	Est. Total Expenditures
Pos. Count	1.00			1.00	1.00
Personal Services	\$ 421,583	\$ 33,312		\$ 454,895	\$ 454,895
Current Expenses	44,836		(10,000)	34,836	34,836
Equipment					
Motor Vehicles					
Total	\$ 466,419	\$ 33,312	\$ (10,000)	\$ 489,731	\$ 489,731
Less:					
Pos. Count					
Special Fund					
Pos. Count					
Federal Fund					
Pos. Count					
Other Funds					
Pos. Count	1.00			1.00	1.00
Gen. Fund	\$ 466,419	\$ 33,312	\$ (10,000)	\$ 489,731	\$ 489,731

A. Explain all transfers within the Program ID and its impact on the Program.

None.

B. Explain all transfers between Program IDs and its impact on the Program.

None.

C. Explain all Restrictions and its Impact on the Program.

During FY 2009, restrictions were applied to all departmental budgets and the Board's budget was restricted and reduced by \$10,000. As the Board

currently has no vacant positions, the \$10,000 was applied against the Board's operating expenses of \$44,836, leaving only \$34,836 for expenses during the year. In order to meet this challenge and conserve its resources, the Board reduced amounts spent for dues and subscriptions for research materials; reduced amounts spent for court reporting services and transcript costs, except in complex cases and for records on appeal; reduced inter-island travel for hearings; and reduced postage costs. Of these, the measure which most adversely affects the rights of our neighbor island constituents is the inter-island travel for hearings because the parties are required to attend the hearing in Honolulu and pay for the appearance of their witnesses. (HRS Section 89-5(j) provides, in part, that the Board consider conducting its hearings on another island whenever it is more cost-efficient in consideration of the parties and the witnesses. The Board already conducts pre-hearing or status conferences and motions hearings, by a conference call.)

In addition, the Board encourages the parties to work together to resolve the controversies underlying the complaints and petitions filed. The Board's efforts have resulted in the complaints being resolved prior to a full hearing on the merits.

The Board also anticipates revising its public sector and private sector collective bargaining procedural rules and promulgating rules for occupational safety and health contests in the forthcoming fiscal year which will unavoidably entail costs for publishing legal notices. Given the fiscal constraints faced by the entire State government, the Board will continue to be resourceful and efficient in the administration of its programs.

V. Biennium Budget Request for FY 2010 - FY 2011

	Budget Request FY2009-2010	Budget Request FY2010-2011	Biennium Budget FY2010-FY2011
Pos. Count	1.00	1.00	1.00
Personal Services	\$ 454,895	\$ 454,895	\$ 909,790
Current Expenses	34,836	34,836	69,672
Equipment			
Motor Vehicles			
Total	\$ 489,731	\$ 489,731	\$ 979,462
Less:			
Pos. Count			
Special Fund			
Pos. Count			
Federal Fund			
Pos. Count			
Other Funds			
Pos. Count	1.00	1.00	1.00
Gen. Fund	\$ 489,731	\$ 489,731	\$ 979,462

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes or objectives to be accomplished.

None.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests, please provide a breakout indicating specific purposes for all planned expenditures.

None.

- B. For all position count reductions, please specify whether the positions were filled, or vacant.

None.



VI. Identify restrictions carried over from FY 2008-2009 as well as additional reductions due to the Department of Budget and Finance's budget ceilings for FY 2010-FY 2011.

A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

The Board's FY 2010-2011 budget also reflects the carryover of the \$10,000 reduction from FY 2009. It is difficult to predict the magnitude of the impacts to the program. The Board's objectives are to fairly and efficiently resolve the controversies brought before it. The Board will endeavor to minimize any negative impacts caused by the budget restrictions upon its constituents.

B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

None.

VII. Capital Improvement Request for FY2010-FY2011

None.

VIII. Proposed Lapses of Capital Improvement Program Projects

None.

Program Structure Number: 020103

Program ID and Title: LBR171, Unemployment Insurance

Page Reference in the Executive Budget Supplement, Vol. I: None.

I. Introduction

A. Summary of Program Objectives

To alleviate the economic hardships that result from the loss of wage income during periods of involuntary unemployment.

B. Description of Program Objectives

1. Collection of contributions from subject employers to finance the payment of benefits.
2. Payment of benefits to eligible persons who are unemployed.

A Summary of the Objectives and Activities as Discussed in the Multi-Year and Financial Plan.

The activities to carry out the program objective to alleviate economic hardships of the unemployed are continuously monitored through federal measurements and standards. Emphasis will be placed on key components such as prompt benefit payments; elimination of deficiencies in the claims adjudication process; registration of subject employers; tax collection and reduction of tax delinquency; and strengthening management and the organization.

C. Explain how the Program intends to meet its objectives within the Biennium Budget.

The Unemployment Compensation program intends to meet its objectives by continuing to incorporate state-of-the-art technology and automation into its processes. The program will also continue to embrace the principle of making continuous improvements, with particular emphasis on improving customer services.

## II. Program Performance Results

- A. Discuss the performance results achieved by the Program in FY 2008.

The Unemployment Compensation program is evaluated by the U.S. Department of Labor (USDOL) for initial claims promptness as its primary performance measurement. The USDOL's standard is for the full payment of unemployment compensation to eligible claimants with the greatest promptness that is administratively feasible. The criteria used to determine whether there has been substantial compliance with this standard is that a minimum of 87% of first payments to intrastate claimants are made within 14 days of the first compensable week ending date and 93% within 35 days, and 70% of first payments to interstate claimants are made within 14 days of the first compensable week ending date and 78% within 35 days.

In FY 2007 and for the first five (5) months of FY 2008, the UI Division's performance exceeded all initial claims promptness standards. These performance results are as follows:

	< 14 days	< 35 days
Intrastate claimants		
FY 2007	89%	98%
FY 2008 (5 months)	88%	98%
Interstate claimants		
FY 2007	82%	93%
FY 2008 (5 months)	79%	95%

- B. Explain how these results relate to the program's objectives and department's mission.

By achieving the USDOL's standard, eligible claimants will receive much needed financial assistance in a timely manner, thereby promoting the Department's mission of providing for the economic security and economic well-being of Hawaii's workers.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

The effectiveness of the program is measured not only on how it achieves the USDOL initial claims promptness standards, but also on the accuracy of benefit payments paid to claimants. The UI Division operates a federally mandated quality control program which assesses the accuracy and appropriateness of unemployment compensation (UC) benefit payments. The accuracy measurement derived from this program is based on the premise that data from a statistically representative sample of claims can provide reliable information. Each week, a random sample of claims are reviewed using a strict methodology and an investigative process which includes in-depth interviews with the claimants, employers, unions and other parties who impact the payment of benefits. Based on the results of the reviews, the UI Division is able to produce reliable estimates and projections as to the accuracy of UC benefit payments. During the calendar year ended December 31, 2007, the results of the quality control reviews revealed that 92.8% of the benefit payments were paid correctly. Partial results for the calendar year ended December 31, 2008 indicate that 94.5% of the benefit payments were paid correctly.

- D. Discuss actions taken by each Program to improve its performance results.

In 2007 and 2008, the UI Division continued to work on prior initiatives and enhanced registration for work processes. IT security was a major priority. The UI Division upgraded its IT infrastructure with the latest technology, including replacing servers and the main switch; purchasing a degausser; and securing email transmission by screening for confidential information.

The UI Division continued to participate in a USDOL Reemployment and Eligibility Assessment pilot project for the third year in a row. This project assists unemployed individuals in their efforts to find new jobs and eliminate errors in unemployment payments. The 10,000 in-person interviews were conducted at the various One-Stop Centers by UI staff on each island to

bring selected individuals to the job center to utilize job searching tools, personal planning services, training opportunities, and a library resource center.

Federal grants have assisted the UI Division to detect potential overpayments and ensure proper payments. In July 2007, programming was completed to import National Directory of New Hires (NDNH) data records from all states to cross match against Hawaii's benefit file. The UI Division is also working on modifications to the UI tax system to prevent employers from practicing illegal schemes to avoid paying higher unemployment taxes. Prosecution of cases resulted in two (2) convictions of UI fraud in 2007.

A new cost accounting system developed by the department's Administrative Services Office and UI staff to streamline purchasing and time distribution functions through online processing was completed in early 2008. Automation of these processes has resulted in less paperwork with more accurate and timely reports.

- E. Identify all modifications to your program's performance measures and discuss the rationale for the modifications.

None.

### III. Problems and Issues

- A. Discuss Problems and Issues Encountered If Any.

None.

- B. Program Change Recommendations to Remedy Problems

None.

- C. Identify any program issues or problems that have affected or will affect the implementation of the programs, and the corrective measures or remedies established or planned.

None.

IV. Expenditures for Fiscal Year 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective Bargaining	* Transfers Restriction	Available Resources	Est. Total Expenditures
Pos. Count	207.50			207.50	207.50
Personal Svcs	\$ 12,887,827	\$ 714,494		\$ 13,602,321	\$ 13,602,321
Current Exp	168,538,498			168,538,498	168,538,498
Equipment					
Motor Veh					
Total	\$ 181,426,325	\$ 714,494	\$ -	\$ 182,140,819	\$ 182,140,819
Less:					
Pos. Count					
Special Fund	166,626,650			166,626,650	166,626,650
Pos. Count	207.50			207.50	207.50
Federal Fund	14,799,675	714,494		15,514,169	15,514,169
Pos. Count					
Other Funds					
Pos. Count					
Gen. Fund					

\*No Transfers In/Out

- A. Explain all transfers within the Program ID and its impact on the Program.  
None.
- B. Explain all transfers between Program IDs and its impact on the Program.  
None.
- C. Explain all restrictions and its impact on the Program.  
None.

V. Biennium Budget Request for Fiscal Year 2010-2011

	Budget Request FY2009-2010	Budget Request FY2010-2011	Biennium Budget FY2010-FY2011
Pos. Count	207.50	207.50	207.50
Personal Services	\$ 13,787,003	\$ 13,787,003	\$ 27,574,006
Current Expenses	362,938,498	362,938,498	725,876,996
Equipment			
Motor Vehicles			
Total	<u>\$ 376,725,501</u>	<u>\$ 376,725,501</u>	<u>\$ 753,451,002</u>
Less:			
Pos. Count			
Special Fund	361,026,650	361,026,650	722,053,300
Pos. Count	207.50	207.50	207.50
Federal Fund	15,698,851	15,698,851	31,397,702
Pos. Count			
Other Funds			
Pos. Count			
Gen. Fund			

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes or objectives to be accomplished.

Request to increase the special fund appropriation in each year of the biennium by \$194,400,000 for unemployment benefit. The unemployment rate is projected to increase from 3.1% to 5.5%.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

Other Current Expenses

(7200) Unemployment Benefit Payments

MOF B

FY2009-2010 \$194,400,000

FY2010-2011 \$194,400,000

3. For all lump sum requests, please provide a breakout indicating specific purposes for all planned expenditures.

None.

B. For all position count reductions, please specify whether the positions were filled, or vacant.

None.

VI. Identify restrictions carried over from FY 2008-2009 as well as additional reductions due to the Department of Budget and Finances budget ceilings for FY 2010-FY 2011.

A. Description of the reduction, the reasons for the reduction, and the impacts to the objectives to be accomplished by the program.

None.

B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

None.

VII. Capital Improvement Request for FY 2010-FY 2011

None.

VIII. Proposed Lapses of Capital Improvement Program Projects

None.



Program Structure Number: 020204

Program I.D. and Title: LBR 183, Disability Compensation

Page Reference in the Executive Budget Supplement, Vol. I: None

## I. Introduction

### A. Summary of Program Objectives

To alleviate the economic hardships that results from the loss of wage income due to work or non work-connected disability and provide vocational rehabilitation opportunities and incentives for industrially injured workers.

### B. Description of Program Objectives

1. Monitor employer compliance with disability insurance laws to ensure that employees are being afforded required coverage.
2. Process workers' compensation (WC) cases to ensure that claimants are receiving the benefits they are entitled to.
3. Conduct hearings to determine benefit entitlements to claimants.
4. Provide vocational rehabilitation opportunities to WC claimants.
5. Monitor health care providers and treatment plans to ensure that care and services are necessary and appropriate.
6. Review Prepaid Health Care plans to ensure that statutory standards are met.

A Summary of the Objectives and Activities as Discussed in the Multi-Year Program and Financial Plan.

See paragraph I.A. (Summary of Program Objectives) and paragraph II.A. (Performance Results).

### C. Explain how the Program intends to meet its objectives within the Biennium Budget.

This program will meet its objectives by continuing to:

- Improve the division's information systems to facilitate timely quality customer service.

- Improve programs by clarifying objectives to streamline all processes.
- Empower employees to participate in the creation of the division's vision and improvements.
- Provide employees with tools and training to enable optimal performance.
- Provide customers with information to facilitate their positive participation in DCD program activities.

## II. Program Performance Results

- A. Discuss the performance results achieved by each Program in FY 2008.

Efforts to alleviate economic hardships resulting from work and non-work disabilities include ensuring that employers meet disability coverage requirements and that disability benefits are being paid.

The DCD conducts investigations, audits, and plans review to ensure that employers meet their coverage requirements. Employer investigations increased slightly from 23,276 in FY 2007 to 26,040 in FY 2008 as a result of increased Certificates of Compliance applications from companies requesting to do business with the State and counties. Employer audits decreased from 936 in FY 2007 to 886 in FY 2008 because of the retirement of an enforcement employee and from the increased complexity required in performing financial solvency audits. The number of disability plans reviewed remained constant at 9,889 and 9,948 in FY 2007 and FY 2008, respectively, while the number of newly registered employers decreased slightly from 4,979 to 4,683 during that same period. The total numbers of employers subject to DCD disability laws remained constant (32,900 in FY2007 vs. 33,210 in FY2008).

The DCD's efforts to ensure claimants receive their disability benefits are reflected in claims, hearings, and decisions statistics. The number of new workers' compensation (WC) claims decreased again this year from 27,456 in FY 2007 to 25,717 in FY 2008, reflecting the effectiveness and success of employer safety programs.

The number of cases closed by the division decreased from 31,763 in FY 2007 to 27,339 in FY 2008 due to the promotion and subsequent vacancy of the division's control clerk, who was an integral part of the claims closing process. The number of WC hearings decreased from 2,745 to 2,427 in FY 2007 and FY 2008, respectively, while WC decisions also decreased, from 9,456 to 8,811, during the same period. The decreases were from the reduction in the number of claims filed. Within the 60-day statutory requirement, 99.5% of WC decisions were rendered, and 92% of requests for hearings were scheduled within 80 days of the request. Finally, the number of WC claimants referred to vocational rehabilitation training slightly increased (402 vs. 458 in FY2007 and FY2008).

- B. Explain how these results relate to the program's objectives and department's mission.

The mission of the department is carried out through the department's primary goal of assuring the quality of work-life for workers through economic security and physical well-being. The division's WC, TDI, and PHC programs were established to meet this end.

- Investigating, auditing, registering subject employers, and plans review, are all efforts that monitor employer compliance with disability insurance laws to ensure that the workforce is covered in the event employees become disabled.
- Processing WC cases and closing/reviewing claims ensure claimants receive benefits they are entitled to.
- Conducting hearings and rendering decisions establishes benefit entitlements to claimants.
- Providing vocational rehabilitation opportunities and monitoring health care and treatment plans directly relate to the corresponding program objectives.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

The effectiveness of the program is manifested by such measures as:

- The percentage of subject employers in compliance with workers' compensation, temporary disability insurance, and prepaid health care laws, which remained fairly constant (81% in both FY 2007 and FY 2008); and
- The percentage of complaints to claims made under the WC program, which remained fairly constant (0.4% vs. 0.3% in FY 2007 and FY 2008) as did the TDI program (.5% versus .4% during that same period).
- The following means are also used to measure the effectiveness of the WC, Temporary Disability Insurance (TDI), and Prepaid Health Care (PHC) programs:
  - (1) Backlog of branch operations (such as claims processing, case filing, decision rendering, stipulation processing, and hearings scheduling). Operations backlog and timeliness of responses to complaints and inquiries indicate the division's ability to maintain adequate levels of service to the public, and thus ensure that economic hardships of the workers are being alleviated.
    - (a) The WC operations, which include claims processing, filing, hearings, and decision rendering, remained current throughout the past fiscal years. Treatment plan hearings were backlogged for a month due to the lack of clerical support. The backlog in hearing case review increased slightly to 6 - 8 weeks due to personnel retirement and transfer of two (2) employees from that section.
    - (b) TDI and PHC operations that include the processing of TDI and PHC coverage documents, TDI Special Fund claims processing, hearings support, and decision rendering, reduced its backlog from six to three months due to the

recruitment and filling of two (2) vacant clerical positions.

(c) The audit section's backlog remained constant at ten weeks throughout FY 2008.

(2) Timeliness of response to public inquiries and requests for assistance.

Timeliness of responses to public inquiries and complaints to the Enforcement Branch remained constant at just under one week throughout the past fiscal year.

(3) Workers' Compensation costs. The cost of WC is one measure of whether cost-cutting measures and legislation are effective and whether the WC program is being administered in an effective and efficient manner.

Workers' Compensation costs increased slightly by \$4,608,361, or 1.9%, from CY 2006 to CY 2007. No data is available yet for CY 2008. The increase is mainly attributable to an increase in Temporary Total Disability costs (\$1.95M) and Medical costs (\$5.12M). This increase can be linked to a greater number of days lost (15,415 or 1.62% more in 2007) and an increase in the State average weekly wage.

(4) Comparisons with other states' programs (e.g. cost per claim). Comparisons with other states and customer surveys provide external input for improvements to services provided to the public and for the objective evaluation of the division's efforts to meet those needs. (No data is available at this time.)

(5) Customer surveys (as funding permits).

Lack of funding did not permit customers to be surveyed.

- D. Discuss actions taken by each Program to improve its performance results.

The following actions have been undertaken by the division to improve performance results:

- (1) Implemented revised administrative processes to streamline office procedures and workflows;
- (2) Made continuous improvements in communications, office automation, and managerial reporting; and
- (3) Conducted monthly employer orientation workshops to increase employers' awareness of the WC, TDI, and PHC laws and obligations, and to improve employer compliance with these laws;

- E. Identify all modifications to your program's performance measures and discuss the rationale for these modifications.

None.

### III. Problems and Issues

- A. Discuss Problems and Issues Encountered If Any.

Information Technology Procurement. The DCD continues to upgrade its automation system in order to provide greater flexibility, more timely, and useful information to assist the division's service to the public. One of the DCD's strategies to effect this improvement is to implement upgrades to its automation system, which will enhance the efficiency of its programs' operations. In order to facilitate these improvements, a DCD Information Technology Master Plan was initiated and developed in FY 2002 to define the division's technology direction. The plan contains several projects that collectively represent the vision of the DCD including the following:

- Electronic Data Interchange (EDI) for the Workers' Compensation Forms WC-1 (Report of Injury), WC-3 (Carrier Report) and WC-36 (Proof of Coverage) Projects;
- Mainframe Migration Project; and

- Electronic Historical Records Project;

Since the initiation of the DCD Information Technology Master Plan, the DCD's computer environment has undergone significant hardware and software upgrades which will provide the foundation for these projects.

The Electronic Data Interchange (EDI) projects will allow insurance carriers and self-insured employers to electronically file their WC forms. Electronic filing will decrease the time it takes to file and transmit the reports, thereby allowing injured workers' claims to be processed more efficiently. Furthermore, administrative costs to businesses that are associated with filing paper-based documents will decrease with the adoption of EDI. The DCD has approached and has received the support from numerous insurance carriers for the EDI projects.

Minimal funding in FY 2004 allowed DCD to develop Phase I of the Workers' Compensation Form WC-1 EDI (Form WC-1 EDI) Project. Phase I was introduced to provide insurance carriers and self-insured employers with the opportunity to electronically file the Form WC-1 via CDROM or floppy diskette. During FY 2006, the DCD implemented Phase II of the Form WC-1 EDI project which offered electronic submittals of the Form WC-1 via internet email.

The remaining projects included in the DCD Information Technology Master Plan have been temporarily suspended due to the lack of project funding. In the future, the DCD will continue to seek funding to subsidize the costs associated with these projects.

Of greater concern is the lack of funding required to maintain system and software support requirements of the existing DCD computing environment in the coming biennium. These requirements will ensure that computers, servers, printers, networking equipment, storage solutions, operating systems, application programs, and anti-virus protection are maintained to facilitate normal business operations.

If these requirements are not met, the DCD will still be able to continue to provide services to the general public for its WC, TDI and PHC programs. However, any system failures to equipment or applications that are

not adequately maintained will result in the downtime of business operations that may significantly impact the level of service to the general public.

Records Storage. The division suffers from a serious lack of storage space on a statewide basis for its workers' compensation case records. Currently, the division maintains eight (8) years of closed cases on site and is faced with increasing storage requirements for open case files.

The division is exploring means to file these records electronically (in word processing and optical format) to reduce the storage requirements. The electronic files will create a more efficient means to access information from the closed cases.

B. Program Change Recommendations to Remedy Problems

None.

C. Identify any program issues or problems that have affected or will affect the implementation of the program, and the corrective measures or remedies established or planned.

None.



IV. Expenditures for Fiscal Year 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective * Bargaining	Transfers Restriction	Available Resources	Est. Total Expenditures
Pos. Count	117.00			117.00	117.00
Personal Svcs	\$ 5,625,506	\$ 363,990	(257,194)	\$ 5,732,302	\$ 5,732,302
Current Exp	23,287,619			23,287,619	23,287,619
Equipment					
Motor Veh					
<b>Total</b>	<b>\$ 28,913,125</b>	<b>\$ 363,990</b>	<b>\$ (257,194)</b>	<b>\$ 29,019,921</b>	<b>\$ 29,019,921</b>
Less:					
Pos. Count	8.00			8.00	8.00
Special Fund	23,675,713			23,675,713	23,675,713
Pos. Count					
Federal Fund					
Pos. Count					
Other Funds					
Pos. Count	109.00			109.00	109.00
Gen. Fund	5,237,412	363,990	(257,194)	5,344,208	5,344,208

- A. Explain all transfers within the Program ID and its impact on the Program.

None.

- B. Explain all transfers between Program IDs and its impact on the Program.

The \$49,685 transfer was due to partially eliminating the funding for one (1) Hearings Officer III position in Honolulu in order to offset the 4% departmental budget cut in LBR-902 (General Administration). This transfer will require the division to keep this position vacant indefinitely and will cause an impact for hearings. Although the extent of the backlog can only be determined after a period of time, the impact of the backlog will probably increase, the longer the position remains unfunded and vacant.

- C. Explain all restrictions and its impact on the Program

The 4% restriction or \$207,509 imposed on the division resulted in keeping five (5) positions vacant and reducing operating expenses by \$10,000. The five (5) vacant positions [three (3) Workers' Compensation

Office Assistants, one (1) TDI and Health Care Branch supervisor, and one (1) Program Specialist] resulted in the following impacts:

- Office Assistant (Hearings Branch). Reduced the amount of throughput for decisions and support to the Hearings Branch supervisor.
- Office Assistant (Cost Review Branch). Eliminated all clerical support to the resolution of WC billing disputes and treatment plan hearings.
- Office Assistant (Clerical Services Unit). Reduced the amount of WC decisions and increased the timeframe in which decisions were issued to claimants.
- TDI/HC Specialist V (Plans Branch). Prevented recruitment of the supervisor who would provide permanent leadership and supervision to the sole branch that handles TDI and PHC records and plans approval in the State.
- DC Program Specialist (Administration). Delayed the progress of the division's Information Technology Master Plan.

V. Biennium Budget Request for FY 2010-FY 2011

	Budget Request FY2009-2010	Budget Request FY2010-2011	Biennium Budget FY2010-2011
Pos. Count	111.00	111.00	111.00
Personal Services	\$ 5,452,772	\$ 5,452,772	\$ 10,905,544
Current Expenses	23,174,470	23,174,470	46,348,940
Equipment			
Motor Vehicles			
Total	\$ 28,627,242	\$ 28,627,242	\$ 57,254,484
Less:			
Pos. Count	8.00	8.00	8.00
Special Fund	23,675,713	23,675,713	47,351,426
Pos. Count			
Federal Fund			
Pos. Count			
Other Funds			
Pos. Count	103.00	103.00	103.00
Gen. Fund	4,951,529	4,951,529	9,903,058

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes or objectives to be accomplished.

None.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests, please provide a breakout indicating specific purposes for all planned expenditures.

None.

- B. For all position count reductions, please specify whether the positions were filled or vacant.

All affected positions are vacant.

VI. Identify restrictions carried over from FY 2008-2009 as well as additional reductions due to the Department of Budget and Finance's budget ceilings for FY2010-FY2011.

- A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

In addition to the \$207,509 restriction and \$49,685 transfer that was carried over from FY 2009, the division had another \$392,679 reduction to its budget. The total reduction of \$649,873 was to cover \$83,441 of tradeoffs to offset the 4% departmental budget cut in LBR-902 (General Admin) and \$566,432 in additional reductions to meet B&F's budget ceilings.

The \$649,873 reduction, and the six (6) positions identified in paragraph C below, will primarily affect the division's overall ability to service the WC claims and hearings programs, and may delay payments to claimants.

B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

WC Hearings Officer III (10124) / General Funds  
Vacant

DC Enforcement Spec IV (23057) / General Funds  
Vacant

DC Enforcement Spec IV (25575) / General Funds  
Vacant

WC Hearings Officer V (36473) / General Funds  
Vacant

Office Assistant IV (36484) / General Funds  
Vacant

WC Hearings Officer V (45125) / General Funds  
Vacant

VII. Capital Improvement Request for FY2010-FY2011

None.

VIII. Proposed Lapses of Capital Improvement Program Projects

None.

Program Structure Number: 020205

Program ID and Title: LBR 316, Office of Language Access

Page Reference in the Executive Budget Supplement, Vol. I: None

I. Introduction

A. Summary of Program Objectives

To provide oversight, central coordination, and technical assistance to State and state-funded agencies in their implementation of the requirements under the language access law.

B. Description of Program Objectives

The program assists State and state-funded agencies in the development and implementation of their language access plans by providing them with technical assistance (workshops, trainings, examples of language access plans, and other tools); by monitoring the implementation of their plans and the submission of periodic reports, including resolution of complaints; and by providing central coordination of language access plan requirements, education and training, and resource development.

C. Explain how the Program intends to meet its objectives within the Biennium Budget.

The program will conduct workshops and trainings on language access plan implementation, administer a monitoring process; ensure the submission of reports; address and resolve complaints; work with agencies in addressing resource needs; and conduct outreach activities to the limited English proficient (LEP) community.

II. Program Performance Results

A. Discuss the performance results achieved by each program in FY 2008.

The program, through training, education and outreach, was successful in having all 25 state agencies submit their initial language access plans by the statutory deadlines; in addition, 53 state-funded agencies have submitted their plans on a voluntary basis. The program finished its strategic planning process; sponsored the training of court interpreters; and conducted the first of its annual monitoring process of State agencies. The program successfully held the first Hawaii Statewide Conference on Language Access, which was attended by more than 200 people from Hawaii and the mainland; it also held several activities to celebrate September as Language Access Month in Hawaii, including a gubernatorial proclamation, messages on employee pay-stubs, radio public service announcements (PSAs), a language access forum, and a community fair. The program also fielded more than 700 calls consisting of requests for interpreters/translators, language access information, and complaints. Finally, the program expanded the membership of the advisory council to include representatives from the counties.

- B. Explain how these results relate to the program's objectives and department's mission.

These activities are aligned with the program's goal of ensuring that State and state-funded agencies provide language access services to LEP individuals and are in compliance with the requirements of the language access law.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

The program's effectiveness is measured in terms of the number or percentage of agencies that have complied with the requirements of the language access law (submission of language access plans); the number of trainings/technical assistance provided to agencies; and the number of informal/formal requests and complaints resolved.

- D. Discuss actions taken by each Program to improve its performance results.

A 5-year strategic plan was established. The advisory council was expanded to include participation from the counties. A language access month was proposed to and established by the Legislature, and a language access conference was held to promote outreach, public awareness and education. Bimonthly meetings with State agencies are being held to discuss and address language access plan implementation issues. Monitoring visits to State agencies will continue to determine the status of plan implementation and identify problems and solutions.

- E. Identify all modifications to your program's performance measures and discuss the rationale for these modifications.

None.

### III. Problems and Issues

- A. Discuss Problems and Issues Encountered if Any.

1. There is a dearth of trained interpreters and translators in Hawaii which severely affects the implementation of language access plans and limits the provision of language services to LEP persons.

- B. Program Change Recommendations to Remedy Problems

1. Develop an adequate pool of trained interpreters and translators by allowing the program to establish a centralized language access resource center.

- C. Identify any program issues or problems that affected or will affect the implementation of the program, and corrective measures or remedies established or planned.

See A and B above.

IV. Expenditures for Fiscal Year 2008-2009

	Act213/07,158/08 FY 2008 - 2009	Collective Bargaining	* Restriction	Transfers	Available Resources	Est. Total Expenditures
Pos. Count	6.00				6.00	6.00
Personal Services	\$ 291,764	22,514			\$ 314,278	\$ 314,278
Current Expenses	148,236			(80,000)	68,236	68,236
Equipment						
Motor Vehicles						
Total	\$ 440,000	22,514		(80,000)	\$ 382,514	\$ 382,514
Less:						
Pos. Count						
Special Fund						
Pos. Count						
Federal Fund						
Pos. Count						
Other Funds						
Pos. Count	6.00				6.00	6.00
Gen. Fund	\$ 440,000	22,514		(80,000)	\$ 382,514	\$ 382,514

A. Explain all transfers within the Program ID and its impact on the Program.

None.

B. Explain all transfers between Program IDs and its impact on the Program.

\$65,000 that was budgeted for the rental of office space was transferred to LBR 902 (General Administration) to fund the payroll deficit due to the 4% reductions by the Legislature. The OLA is located in the Princess Ruth Keelikolani State Building.

C. Explain all Restrictions and its Impact on the Program.

\$15,000 to design an OLA website was restricted. Since the program is unable to pursue the development of a multilingual website, translated documents were posted online.



V. Biennium Budget Request for FY 2010 - FY 2011

	Budget Request FY2009-2010	Budget Request FY2010-2011	Biennium Budget FY2010-FY2011
Pos. Count	5.00	5.00	5.00
Personal Services	\$ 283,066	\$ 283,066	\$ 566,132
Current Expenses	148,236	148,236	296,472
Equipment			
Motor Vehicles			
Total	\$ 431,302	\$ 431,302	\$ 862,604
Less:			
Pos. Count			
Special Fund			
Pos. Count			
Federal Fund			
Pos. Count			
Other Funds			
Pos. Count	5.00	5.00	5.00
Gen. Fund	\$ 431,302	\$ 431,302	\$ 862,604

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes or objectives to be accomplished.

None.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests, please provide a breakout indicating specific purposes for all planned expenditures.

None.

- B. For all position count reductions, please specify whether the positions were filled, or vacant.

The position is vacant due to the resignation and hiring freeze.

VI. Identify restrictions carried over from FY 2008-2009 as well as additional reductions due to the Department of Budget and Finance's budget ceilings for FY2010-FY2011.

A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

Reduction of one position (legal clerk) and \$31,212. The program was unable to fill the position due to the hiring freeze. The loss of the position will limit the program's capability to intake, track, follow-up and resolve requests for information and language services, as well as assist with complaints from the community regarding language access violations.

B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

OLA Legal Clerk, General Funds, vacant.

VII. Capital Improvement Request for FY2010-FY2011

None.

VIII. Proposed Lapses of Capital Improvement Program Projects

None.

Program Structure Number: 020302

Program ID and Title: LBR 812, Labor and Industrial Relations Appeals Board

Page Reference in the Executive Budget Supplement, Vol. I: None.

I. Introduction

A. Summary of Program Objectives

To assure equitable treatment of individuals through the prompt, just and inexpensive determination of appeals from decisions of the Director of Labor and Industrial Relations relating to Workers' Compensation and Boiler and Elevator Safety.

B. Description of Program Objectives

The Board's primary activity is to conduct contested case hearings pursuant to the Hawaii Administrative Procedures Act, Chapter 91, Hawaii Revised Statutes. All workers' compensation appeals from the Disability Compensation Division are considered de novo. De novo hearings are also conducted on appeals by employers from citations and penalties issued by the Hawaii Occupational Safety and Health Division, and related to boiler and elevator safety, as well as appeals of other matters authorized under various statutory provisions administered by the Department of Labor and Industrial Relations. To accomplish its primary mission, for each case, the Board schedules at least one pre-hearing conference and a settlement conference prior to conducting a trial on the merits. Hearings on pretrial motions are also held. Written decisions and orders are issued after motion hearings and trials. The Board's work is evenly spread throughout the fiscal year.

C. A Summary of the Objectives and Activities as Discussed in the Multi-Year and Financial Plan.

At the start of FY 2007-2008, the Board had a pending case load of 873 workers' compensation cases. There were 597 new appeals filed and the Board was able to dispose of 592 cases. This left 878 cases pending at the end of the fiscal year. In order to best resolve these cases, the Board conducted 568 pre-hearing

conferences, 553 settlement conferences, and 238 hearings on motions. Eighty-six (86) cases went to trial. The remainder of the cases was resolved by Board member intervention during the conferences or disposed by other means.

There were no boiler and elevator safety appeals filed for the fiscal year.

- C. Explain how the Program intends to meet its objectives within the Biennium Budget.

The Board intends to meet its objectives within this fiscal biennium by continuing to work as best "as it is" able with the resources allocated.

## II. Program Performance Results

- A. Discuss the performance results achieved by each Program in FY 2008.

The Board provides one primary service, which is, resolving appeals of cases arising out of the workers' compensation and the boiler and elevator safety laws. Therefore, program effectiveness is essentially measured by the program's Measures of Effectiveness previously filed herein. See also paragraph II.C. of this report.

- B. Explain how these results relate to the program's objectives and department's mission.

The Board seeks to assure the quality of work-life for workers by protecting their physical well-being and enhancing their productivity.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

Program effectiveness is measured by the average time from filing of appeals to resolution, and the percentage of Board decisions sustained after judicial review (the Intermediate Appellate Court for workers' compensation cases and the Circuit Court for boiler and elevator safety cases). For FY 2007-2008, the average time for processing a workers' compensation appeal was 15 months; 80% of the Board's decisions were sustained

on review.

- D. Discuss actions taken by each Program to improve its performance results.

In an effort to provide parties with the earliest possible trial date, the Board has been setting multiple cases for hearing per day. Every effort is made by the Board to resolve these cases by settlement in order to provide a workable trial calendar.

In addition, the Board was able to secure adequate funding, from the 2008 Legislature, for a hearings officer position that was previously under-funded. The use of the hearings officer by the Board may help in reducing the time it takes to schedule cases for hearing and, thus, shorten the time required for resolution of cases on appeal. The Board is submitting legislation to expressly list a hearings officer as part of the support staff of the Board.

- E. Please identify all modifications to your program's performance measures and discuss the rationale for these modifications.

None.

### III. Problems and Issues

- A. Discuss Problems and Issues Encountered If Any.

Due to budget reductions that have been assessed against the Board, the Board will not be able to fill two (2) untimely vacancies. These vacancies are for legal assistant positions. The legal assistant serves as a staff attorney to the Board and provides legal research and opinion drafts for Board decisions and orders. This requires a comprehensive analysis of facts and issues in connection with cases before the Board relative to the law, current case decisions authorities, and other references. Because of the nature of cases on appeal, the legal assistant must similarly be conversant with medical facts and issues. The legal assistant also assists the Board in the preparation for and the conduct of pre-trial hearings and trials, and may provide legal counsel and representation when necessary. The Board's increasing case load and pre-hearing and trial schedule necessitate greater reliance on the legal assistant to

cull through voluminous case files and medical records, conduct legal research, and draft Board Orders and Decisions. Given the Board's heavy case load and the number of appeals, any reduction in staff will seriously impair the Board's ability to maintain its present level of service and may undermine the effectiveness of the Board's day-to-day operations.

B. Program Change Recommendations to Remedy Problems

Due to the volume of appeals filed, most cases are presently scheduled for trial by the Board more than a year after their receipt. After a case is heard, issuance of a decision is rendered as soon thereafter as possible.

The Board continues to strive to decrease the number of cases carried over each year to improve productivity and resolve cases in a timely fashion

C. Identify any program's issues or problems that have affected or will affect the implementation of the program, and the corrective measures or remedies established or planned.

See above.

IV. Expenditures for Fiscal Year 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective * Bargaining	Transfers Restriction	Available Resources	Est. Total Expenditures
Pos. Count	12.00			12.00	12.00
Personal Services	\$ 768,389	\$ 59,292	(33,103)	\$ 794,578	\$ 794,578
Current Expenses	59,177			59,177	59,177
Equipment					
Motor Vehicles					
Total	\$ 827,566	\$ 59,292	(33,103)	\$ 853,755	\$ 853,755
Less:					
Pos. Count					
Special Fund					
Pos. Count					
Federal Fund					
Pos. Count					
Other Funds					
Pos. Count	12.00			12.00	12.00
Gen. Fund	827,566	59,292	(33,103)	853,755	853,755

\* No Transfer In/Out

A. Explain all transfers within the Program ID and its impact on the Program.

None.

B. Explain all transfers between Program IDs and its impact on the Program.

None.

C. Explain all restrictions and its impact on the Program.

The restriction of \$33,103 in general funds is the remainder of the unpaid salary of the currently vacant legal assistant position. As noted above, the failure to continue to fund and fill this position will have a negative impact on the Board and seriously undermine the effectiveness of the Board's day-to-day operations.

V. Biennium Budget Request for FY2010 & FY2011

	Budget Request FY2009-2010	Budget Request FY2010-2011	Biennium Budget FY2010-FY2011
Pos. Count	10.00	10.00	10.00
Personal Services	\$ 701,071	\$ 701,071	\$ 1,402,142
Current Expenses	59,177	59,177	118,354
Equipment			
Motor Vehicles			
Total	<u>\$ 760,248</u>	<u>\$ 760,248</u>	<u>\$ 1,520,496</u>
Less:			
Pos. Count			
Special Fund			
Pos. Count			
Federal Fund			
Pos. Count			
Other Funds			
Pos. Count	10.00	10.00	10.00
Gen. Fund	760,248	760,248	1,520,496

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes or objectives to be accomplished.

None.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests, please provide a breakout indicating specific purposes for all planned expenditures.

None.

B. For all position count reductions, please specify whether the positions were filled or vacant.

Positions are vacant.



VI. Identify restrictions carried over from FY 2008-2009 as well as additional reductions due to the Department of Budget and Finance's budget ceilings for FY 2010- FY 2011.

A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

The Board faces reduction of two legal assistant positions and \$126,610 in general funds for those positions. The impact of such reduction is described in Part III. Problems and Issues above.

B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

Two legal assistant positions. Source of funding is general funds. The positions are vacant.

VII. Capital Improvement Request for FY 2010 - FY 2011

None.

VIII. Proposed Lapses of Capital Improvement Program Projects

None.

Program Structure Number: 020303

Program ID and Title: LBR 871, Employment Security Appeals  
Referees' Office

Page Reference in the Executive Budget Supplement, Vol. I: None

I. Introduction

A. Summary of Program Objectives

To provide due process to claimants and employers who file appeals from determinations issued by the Unemployment Insurance Division (UID) of the Department of Labor and Industrial Relations (DLIR).

B. Description of Program Objectives

The ESARO is the appellate branch of the UI program, which was established to alleviate the economic hardship of unemployed individuals. This agency is the final administrative reviewing body for contested benefit and tax determinations rendered by the UID. ESARO hearing officers conduct quasi-judicial hearings which are followed by written decisions that affirm, reverse, or modify the appealed UI determination.

C. Explain how the Program intends to meet its objectives within the Biennium Budget.

The UI appellate program intends to meet its objectives by:

1. Securing adequate permanent full time staff, hearing officer and clerical support, to meet base workload demands;
2. Secure an adequate level of permanent per diem hearing officers to meet changes in workload levels;
3. Providing appellants with a scheduled hearing within 30 days of appeal.
4. Issuing a written decision within 30 days of the hearing.

## II. Program Performance Results

- A. Discuss the performance results achieved by each program in FY 2008.

The UI appeals program is evaluated by the U.S. Department of Labor (USDOL) for appeals promptness and quality. The USDOL criterion for promptness is measured by decisions issued at two levels: 60% within 30 days of appeal and 80% within 45 days of appeal. For quality of the hearing and decision based on the USDOL's 32 elements, the measurement is 80% of the evaluated cases, scoring 85 or better.

The ESARO met promptness and quality standards in FY 2008:

Promptness:	<u>30 days</u>	<u>45 days</u>
FY 2008	68.9%	85.5%

Quality:

FY 2008	91%
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- B. Explain how these results relate to the program's objectives and department's mission.

By achieving USDOL standards, benefits are paid when due, which promotes the basic UI program objective of providing economic security for Hawaii's unemployed population.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

To measure the effectiveness of the program in FY 2008, 95% of the hearings scheduled were within the 30 days of the appeal request and 95% of the appeals decisions were issued within 30 days following the hearing.

- D. Discuss actions taken by each Program to improve its performance results.

The USDOL award of supplemental funds to improve performance by reducing case backlog was successfully achieved in early 2008. The ESARO used the \$18,000 award to hire temporary per diem hearing officers and pay overtime to current staff. The added support of the new director in Aug 2007 to temporarily redirect personnel and approve resources to maintain and continue normal appeals operations concurrent with the effort to reduce case backlog, contributed to the elimination of the backlog and reduction of the average age of pending cases from 1000+ days in 2006 to 28 days by the end of March 30, 2008. Maintaining adequate staff to meet workload demands as it fluctuates because of the condition of the State and/or National economy is the key to meeting program objectives.

Periodic refresher training to improve the efficiency in the quality of the hearing officers' performance is another important element that will improve performance results. However, due to the FY 2009 budget allocation of five positions to ESARO, it is unlikely that funds can be reallocated for staff training.

- E. Identify all modifications to your program's performance measures and discuss the rationale for these modifications.

Internally, the scheduling of hearings within 30 days of appeal and issuing a final decision within 30 days of the completed hearing are implemented measurements to complement USDOL standards and ensure cases are resolved in a timely manner.

### III. Problems and Issues

- A. Discuss Problems and Issues Encountered if Any.

UI appeals are a high volume operation affected by changes in the economy. It is essential that adequate funds are allocated to enable proper staffing levels, commensurate with workload volume. This is best

accomplished with a permanent full time staff at a base level and part-time staff whose hours can be regulated, (increased or decreased) as needed depending on the workload.

The DLIR budget restriction to five full time positions may hamper the ESARO's ability to meet program objectives. New cases may not be scheduled within 30 days of appeal, and consequently the measurement for the percentage of decisions issued within 30 days of hearing may decline in FY 2009.

B. Program Change Recommendations to Remedy Problems

Allow existing staff to work overtime, as needed.

C. Identify any program issues or problems that affected or will affect the implementation of the program, and corrective measures or remedies established or planned.

None.

IV. Expenditures for Fiscal Year 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective * Bargaining	Transfers Restriction	Available Resources	Est. Total Expenditures
Pos. Count	10.80			10.80	10.80
Personal Services	\$ 844,402	\$ 50,130		\$ 894,532	\$ 894,532
Current Expenses	60,000			60,000	60,000
Equipment					
Motor Vehicles					
Total	\$ 904,402	\$ 50,130	\$ -	\$ 954,532	\$ 954,532
Less:					
Pos. Count					
Special Fund					
Pos. Count	10.80			10.80	10.80
Federal Fund	904,402	50,130		\$ 954,532	\$ 954,532
Pos. Count					
Other Funds					
Pos. Count					
Gen. Fund					

\* No Transfer In/Out

A. Explain all transfers within the Program ID and its impact on the Program.

None.

B. Explain all transfers between Program IDs and its impact on the Program.

None.

C. Explain all Restrictions and its Impact on the Program.

None.

V. Biennium Budget Request for FY 2010 - FY 2011

	Budget Request FY2009-2010	Budget Request FY2010-2011	Biennium Budget FY2010-2011
Pos. Count	10.80	10.80	10.80
Personal Services	\$ 894,532	\$ 894,532	\$ 1,789,064
Current Expenses	60,000	60,000	120,000
Equipment			
Motor Vehicles			
Total	\$ 954,532	\$ 954,532	\$ 1,909,064
Less:			
Pos. Count			
Special Fund			
Pos. Count	10.80	10.80	10.80
Federal Fund	954,532	954,532	1,909,064
Pos. Count			
Other Funds			
Pos. Count			
Gen. Fund			

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes or objectives to be accomplished.

None.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests, please provide a breakout indicating specific purposes for all planned expenditures.

None.

B. For all position count reductions, please specify whether the positions were filled, or vacant.

None.

VI. Identify restrictions carried over from FY 2008-2009 as well as additional reductions due to the Department of Budget and Finance's budget ceilings for FY2010-FY2011.

A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

None.

B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

None.

VII. Capital Improvement Request for FY2010-FY2011

None.

VIII. Proposed Lapses of Capital Improvement Program Projects

None.

Program Structure Number: 020401

Program ID and Title: LBR 901, Data Gathering, Research and Analysis

Page Reference in the Executive Budget Supplement, Vol. I: None

I. Introduction

A. Summary of Program Objectives

To enhance line division program effectiveness and efficiency and contribute to general economic policy-making by gathering, analyzing and reporting workforce, employment, unemployment and other labor-related economic data as well as labor program management information.

B. Description of Program Objectives

The Research and Statistics Office conducts labor research and analysis; develops labor force estimates on employment and unemployment, short-term and long-term occupational projections, workplace injury and illness statistics, and labor program statistics in cooperation with the Bureau of Labor Statistics, and the Employment and Training Administration, U.S. Department of Labor; and provides technical assistance and program specific management information to program divisions of the department.

A Summary of the Objectives and Activities as Discussed in the Multi-Year Program and Financial Plan.

To meet the objectives stated above, it is necessary to inform users of the information available, to identify the users' needs, and expand and improve information processing and delivery by using current technology.

C. Explain how the Program intends to meet its objectives within the Biennium Budget.



The Office will provide research and statistical services to assist the line divisions in their program administration and initiatives. To be more efficient, software applications and hardware will continue to be upgraded. To be more responsive to users, internet accessibility to our data will be enhanced. The program's user-friendly system, the Hawaii Workforce Informer (HIWI), continues to support over 270,000 sessions of visitors to the site each year since it was installed in 2002. It links to the national labor exchange systems such as the JobCentral, Career One Stop, America's Service Locator, Career Voyages, and Workforce3 One. The Office also assists DLIR programs by posting statistics and other labor information on the Department of Labor and Industrial Relations (DLIR) website.

## II. Program Performance Results

- A. Discuss the performance results achieved by each program in FY 2008.

Customer satisfaction continues to be high among users of data. An increasing number have accessed data through the HIWI internet website as well as the DLIR website. In addition, the program has received and responded to numerous email requests received via these websites.

Labor force and labor program data, analysis and projections were developed and provided to facilitate legislative and management decision-making. Information for state and federally mandated reports was collected and reports prepared on a timely basis. Key statistical data generated by the office included monthly employment, unemployment and job statistics, occupational wage data, Chapter 104 state construction wage rate schedules, occupational injury and illness data, workers' compensation program data, and unemployment insurance program data.

- B. Explain how these results relate to the program's objectives and department's mission.

The data the office produces, analyzes, and disseminates supports the departmental mission of

economic security and physical well-being of workers by helping the line divisions administer their programs and provide services to workers and employers. The data also provides industrial and occupational planning and assessment information for policy-making and labor-management decisions.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

Effectiveness of the Program is measured through the production of timely mandated reports and the degree of user satisfaction. During the past two years, 99% of the mandated reports were meeting their due dates. The degree of satisfaction measured through user surveys continues to be high (90%).

- D. Discuss actions taken by each Program to improve its performance results.

Due to funding reductions, teamwork, overtime, and prioritizations allowed the office to meet mandated deliverables. Also additional funding requests were submitted to the Bureau of Labor Statistics to pilot new program activities.

- E. Identify all modifications to your program's performance measures and discuss the rationale for these modifications.

None.

### III. Problems and Issues

- A. Discuss Problems and Issues Encountered If Any

Demand for detailed demographic information regarding the labor market continues to increase. Although budget constraints have limited the program's ability to meet all the needs of departmental programs, they have managed workload requests to meet priority tasks, legal mandates and contractual obligations.

- B. Program Change Recommendations to Remedy Problems

The program will continue to prioritize workloads based on priority requests, legal mandates and contractual agreements.

- C. Identify any program issues or problems that have affected or will affect the implementation of the program, and the corrective measures or remedies established or planned.

None.

IV. Expenditures for Fiscal Year 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective * Bargaining	* Transfers Restriction	Available Resources	Est. Total Expenditures
Pos. Count	37.00			37.00	37.00
Personal Services	\$ 2,379,783	\$ 146,698	(14,256)	\$ 2,512,225	\$ 2,512,225
Current Expenses	526,919		(18,168)	508,751	508,751
Equipment					
Motor Vehicles					
Total	\$ 2,906,702	\$ 146,698	(32,424)	\$ 3,020,976	\$ 3,020,976
Less:					
Pos. Count					
Special Fund					
Pos. Count	28.12			28.12	28.12
Federal Fund	2,438,236	114,878		\$ 2,553,114	\$ 2,553,114
Pos. Count					
Other Funds					
Pos. Count	8.88			8.88	8.88
Gen. Fund	\$ 468,466	\$ 31,820	(32,424)	\$ 467,862	\$ 467,862

\* No Transfers In/Out

- A. Explain all transfers within the Program ID and its impact on the Program.

None.

- B. Explain all transfers between Program IDs and its impact on the Program.

Transfer vacancy savings of \$14,256 to General Administration (LBR 902) to fund the payroll deficit due to the 4% reductions by the legislature.

C. Explain all restrictions and its impact on the Program.

Restricted other current expenses of \$18,168 to comply with the Governor's budget execution policy and reduced general fund allocation.

V. Biennium Budget Request for FY 2010 - FY2011

	Budget Request FY2009-2010	Budget Request FY2010-2011	Biennium Budget FY2010-FY2011
Pos. Count	36.00	36.00	36.00
Personal Services	\$ 2,495,979	\$ 2,495,979	\$ 4,991,958
Current Expenses	503,987	503,987	1,007,974
Equipment			
Motor Vehicles			
Total	\$ 2,999,966	\$ 2,999,966	\$ 5,999,932
Less:			
Pos. Count			
Special Fund			
Pos. Count	28.12	28.12	28.12
Federal Fund	2,553,114	2,553,114	5,106,228
Pos. Count			
Other Funds			
Pos. Count	7.88	7.88	7.88
Gen. Fund	\$ 446,852	\$ 446,852	\$ 893,704

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes/objectives to be accomplished.

None.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests, please provide a breakout indicating specific purposes for all planned expenditures.

None.

- B. For all position count reductions, please specify whether the positions were filled or vacant.

Two (0.50) positions are vacant.

VI. Identify restrictions carried over from FY 2008-2009 as well as additional restrictions due to Department of Budget and Finance's budget ceilings for FY2010-FY2011.

- A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

Reduction of \$53,434 in general fund and two (0.50) positions in accordance with the Executive Budget and Financial Plan.

- B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

(24629) Statistics Clerk I (0.50) General Fund, Vacant  
(24792) Statistics Clerk I (0.50) General Fund, Vacant

VII. Capital Improvement Request for FY2010-FY2011

None.

VIII. Proposed Lapses of Capital Improvement Program Projects

None.

Program Structure Number: 020402

Program ID and Title: LBR 902, General Administration

Page Reference in the Executive Budget Supplement, Vol. I: None

I. Introduction

A. Summary of Program Objectives

To enhance program effectiveness and efficiency by formulating policies, directing operations and personnel and providing other administrative and housekeeping services.

B. Description of Program Objectives

The activities in this program are performed in the Director's Office, Information Office, Administrative Services Office (ASO), Equal Employment Opportunity Office, Personnel Office, and Neighbor Island District Offices. It involves providing executive direction and administrative assistance to the department's divisions and programs.

A Summary of the Objectives and Activities as Discussed in the Multi-Year Program and Financial Plan.

To achieve the program objectives stated above, activities such as short- and long-range planning, instituting policy changes, proposing State legislation, developing innovative and improved programs, preparing program and budget presentations, maintaining fiscal, accounting, purchasing, and personnel functions, providing (personnel) advisory services and position classification functions, and assuring equal opportunity employment and promoting affirmative action programs are all key activities.

Explain how the Program intends to meet its objectives within the Biennium Budget.

In order to ensure that the services rendered assist and benefit our programs in the delivery of services they provide, we will evaluate and improve our work processes to benefit our customers, and provide training and workshops for the Department of Labor and Industrial Relations' (DLIR) programs throughout the

year on proper procedures and processes to initiate required goods and services. The Administrative Services Office (ASO) has procured a new cost accounting and purchase order systems. All offices in General Administration need to apply information technology to the fullest extent possible.

## II. Program Performance Results

- A. Discuss the performance results achieved by each Program in FY 2008.

The performance measures in terms of processing efficiency have remained roughly the same. The improvement in the processing of payments for goods and services is attributable to the Purchasing Card (pCard) program. The ASO remains the Department's pCard administrator and provides training to the DLIR's divisions and offices as needed. The pCard Program allows all levels of employees, especially the front line employees who do the actual purchasing, to make small dollar purchases with the State's purchasing card from First Hawaiian Bank. This program enables businesses to receive payment within three (3) days instead of 30 days. In 2008, the DLIR was averaging 310 transactions per month and paying \$170,680 to businesses for goods and services.

Besides established measures, program effectiveness is assessed by the satisfaction of customers, internal and external to the DLIR, who are served by offices in this program. The ASO work teams continue to meet to evaluate and improve work processes to benefit all our customers.

The ASO continues to serve as the lead division to ensure that the DLIR maximizes the use of our Information Technology (IT) resources to the fullest extent possible to provide timely, reliable, and accessible services to the public. In 2008, the department's IT staff responded to and closed 854 work requests and maintained an open workload of 64 requests.

- B. Explain how these results relate to the program's objectives and department's mission.

If effective services are provided to internal customers, DLIR programs will have access to necessary

resources and support to carry out their program responsibilities and, in turn, the mission of the Department.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

The program's performance has generally been measured through efficiency measures included as measures of effectiveness. As noted in item A. above, the level of performance remained constant over the past two years.

- D. Discuss actions taken by each Program to improve its performance results.

As part of the department's continuous improvement program, individual offices have developed Strategic Plans with objectives, implementing actions and measurable outcomes. As noted in item A above, the ASO's strategic plan has been completed, discussions with internal customers are ongoing and internal workgroups have begun to implement changes to improve measurable outcomes.

- E. Please identify all modifications to your program's performance measures and discuss the rationale for these modifications.

None.

### III. Problems and Issues

- A. Discuss Problems and Issues Encountered, if any.

A decrease in funding has made it more challenging to implement and administer support to the programs that are served.

#### Improving Fiscal and Financial Support

The new cost accounting system (CAS) utilizes a more user friendly online process to generate monthly accounting reports that are program specific for the DLIR. The reports are utilized by the federal programs within DLIR, and contain the budget, current expenditures, cumulative expenditures, resources-on-order, and variances from the budget for each grant



that is administered by the DLIR. The financial CAS reports are generated after the close of a month and/or quarter and serves as the basis for reporting expenditures to various State and Federal agencies. The new CAS will reduce the one (1) month delay in the production of the expenditure reports and enhance the ASO's ability to provide financial status of any program at any given period in time.

#### Information Technology Support

End-user work requests are given a high priority so that the programs are able to meet their daily operational needs. However, due to staff shortages, there have been some delays in the completion of several IT projects. The ASO is gathering information to address the training needs to support the various IT areas within the department. While training does not equate to additional staff, we are confident that it will allow us to quickly identify and resolve IT problems in a more efficient manner.

#### Improving Human Resources

After having numerous acting Departmental Personnel Officers (DPO), a permanent DPO was hired in late October. The office is now fully staffed, except for the one (1) position that will be eliminated as the result of budget cuts. Their focus is to look at all personnel procedures, streamline and improve despite being short a staff member.

The main focus continues to be in recruitment. Despite the dismal economic picture, the DLIR programs still face a shortage of viable candidates for critical job vacancies, resulting in certain positions remaining vacant for months. Therefore, in order to improve the Department's ability to recruit and fill, the Personnel Office will focus on active recruiting. This will require more time and more effort in "locating" qualified applicants and preparation to screen and interview applicants quickly at our Department level when active recruiting produces candidates. In addition, we need to focus on retaining qualified employees with competitive pay rates so our classifier will work closely with all Divisions to see if reallocations are appropriate, and assist them accordingly. Training also remains a high priority

since there is a lack of qualified employees to fill vacancies when employees retire, are promoted or leave the State system. Since minimum qualifications, pay rates, etc. are the responsibility of the Department of Human Resources, we must also work closely with them so that they can understand our needs, yet still maintain standards.

We are in the process of making major changes on how the Personnel Office interfaces with the other Divisions. Some of these changes are having a detailed new hire orientation, which creates consistency in the Department, while relieving the Divisions of doing their own orientations. It also provides more detailed benefits information so that employees can take advantage of all available programs, such as Island Flex, which is a tax benefit program. Also, customized supervisory training for each division will be provided which will translate to a better understanding and working relationship among supervisors and employees.

B. Program Change Recommendations to Remedy Problems

The ASO successfully secured a contractor to deliver, install, and maintain a state-of-the-art automated Cost Accounting System (CAS). The DLIR's largest program, the Unemployment Insurance Division, was brought online, and the new CAS runs parallel with the current CAS. When the second Phase of the Conversion and implementation is successful, all of the DLIR programs will be brought online.

C. Identify any program issues or problems that have affected or will affect the implementation of the program, and the corrective measures or remedies established or planned.

None.

IV. Expenditures for Fiscal Year 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective * Bargaining	Transfers Restriction	Available Resources	Est. Total Expenditures
Pos. Count	62.94			62.94	62.94
Personal Svcs	\$ 2,740,249	\$ 225,215	675,853	\$ 3,641,317	\$ 3,641,317
Current Exp	954,148			954,148	954,148
Equipment					
Motor Vehicles					
Total	\$ 3,694,397	\$ 225,215	\$ 675,853	\$ 4,595,465	\$ 4,595,465
Less:					
Pos. Count					
Special Fund					
Pos. Count	35.48			35.48	35.48
Federal Fund	3,095,547	133,262		3,228,809	3,228,809
Pos. Count					
Other Funds					
Pos. Count	27.46			27.46	27.46
Gen. Fund	598,850	91,953	675,853	1,366,656	1,366,656

\* No Transfer In/Out

A. Explain all Transfers Within the Program I.D. and its Impact on the Program.

None.

B. Explain all Transfers Between Program I.D.s and its Impact on the Program.

Transfer general funds of \$728,966 from other DLIR programs to cover payroll deficit due to the 4% legislative reduction.

C. Explain all Restrictions and its Impact on the Program.

Restricted \$53,113 to comply with the Governor's budget executive policy and reduced general fund allocation.

V. Biennium Budget Request for FY 2010 - FY 2011

	Budget Request FY2009-2010	Budget Request FY2010-FY2011	Biennium Budget FY2010-FY2011
Pos. Count	61.02	61.02	61.02
Personal Services	\$ 3,654,136	\$ 3,654,136	\$ 7,308,272
Current Expenses	954,148	954,148	1,908,296
Equipment			
Motor Vehicles			
Total	\$ 4,608,284	\$ 4,608,284	\$ 9,216,568
Less:			
Pos. Count			
Special Fund			
Pos. Count	35.48	35.48	35.48
Federal Fund	3,228,809	3,228,809	6,457,618
Pos. Count			
Other Funds			
Pos. Count	25.54	25.54	25.54
Gen. Fund	1,379,475	1,379,475	2,758,950

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes or objectives to be accomplished.

None.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests please provide a breakout indicating specific purposes for all expenditures.

None.

B. For all position count reductions, please specify whether the positions were filled or vacant.

All positions are vacant.

VI. Identify restrictions carried over from FY 2008-2009 as well as additional restrictions due to Department of Budget and Finance's budget ceilings for FY2010-FY2011.

A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

Reduction of 1.92 positions and \$94,743 in general funds in accordance with the Executive Budget and Financial Plan.

B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

All positions are vacant.

	MOF	FTE	
		(P)	(\$)
(10031) Office Assistant III, SR 08	A	(1.00)	(24,684)
(113230) Clerk Typist, SR 08	A	(0.46)	(10,190)
(09868) PMS IV, SR 22	A	(0.46)	(20,982)
Total		(1.92)	(55,856)

VII. Capital Improvement Request for FY2010-FY2011

None.

VIII. Proposed Lapses of Capital Improvement Program Projects

None.

Program Structure Number: 020105

Program ID and Title: LBR 905, Hawaii Career (Kokua)  
Information Delivery System

Page Reference in the Executive Budget Supplement, Vol. I: None

I. Introduction

A. Summary of Program Objectives

To develop, deliver, and maintain a comprehensive and localized career and educational information delivery system for career decision making and career planning purposes for Hawaii's workers and students.

B. Description of Program Objectives

To plan, develop, implement and maintain a standards-compliant comprehensive statewide career information delivery system for the State of Hawaii, Career Kokua:

- Develops career information comprised of occupational, industry, educational, financial aid, job search, and related information for career development, career transitions, and career management. The career information must be accurate, current, developmentally appropriate, relevant, specific, unbiased, and understandable.
- Develops career information products and services that are useful, and delivered in such a manner that users will be able to access, use, or navigate the components.
- Provides support, training, technical assistance, and communicates with users to ensure that the needs and concerns of the end users using the component(s) are being met.
- Provides process component standards that apply to common information tools that facilitate the use of career information in career development.
- Provides assessments that include measures of personal attributes, traits, interests, skills, work values, and other factors that relate to career decision-making.

- Provides component search and sorting processes to help individuals find career opportunities and options in systematic ways.
- Provides career planning and management processes to help users with discovering, reflecting on, and documenting career and educational/training plans.
- Adheres to content component information standards.
- Adheres to integration standards so that integrated products and services meaningfully relate to or link career information content and processes using relationship frameworks that have integrity, quality, and transparency.
- Provides integrated components that are consistent with career development theory in their design and facilitate career development in their application.
- Uses equipment and technology that is reliable, widely available, cost effective, and appropriate for a wide variety of users.
- Uses an interface design that is sufficiently intuitive and attractive to enable and motivate a variety of users to explore options, make decisions, and create career and educational plans. The comprehensive system should also be easy for people to use independently.
- Is demonstrably effective with and accessible to people of varying ability, experience, and backgrounds.
- Provides mechanisms that localize key information or present information in a localized context.

C. Explain how the Program intends to meet its objectives within the Biennium Budget.

The Hawaii Career Information Delivery System (HCIDS), aka Career Kokua, provides a comprehensive computerized system of local career and related educational information for the career planning and career decision making needs of workers, job seekers, and students in the State of Hawaii. It will meet its objectives by:

1. Developing and maintaining an up-to-date and localized career, occupational, and related educational information.
2. Collecting and analyzing current information and developing it into usable formats for schools, career development organizations, and counseling agencies.
3. Consulting with, training, and supporting schools and user agencies on the use and integration of career information in counseling and instructional programs.
4. Developing and managing computerized delivery systems.

## II. Program Performance Results

- A. Discuss the performance results achieved by each program in FY 2008.
  1. Eighty percent (80%) of users were satisfied with Career Kokua, its career exploration tools, and the assistance provided for decision making.
  2. There were over 219,000 hits on the Career Kokua website in FY 2008.
  3. Career Kokua conducts and participates in over 20 user support and community outreach events such as workshops, career fairs, conferences, and presentations each year.
- B. Explain how these results relate to the program's objectives and department's mission.

Results indicate user satisfaction with Career Kokua as a career exploration tool. The results also show positive measures for desirability of the program and provide evidence that Career Kokua provides the information users want. Ease of use, usefulness of the program, and assistance with career decision making are also positively rated. Actual results exceeded these projected measures of effectiveness demonstrated that Career Kokua and the DLIR are



providing an effective program that helps Hawaii's students and workers to meet the department's goals of economic well-being and economic security.

- C. Explain how the effectiveness of the Program is measured (i.e., outcome, measures of effectiveness, benchmarks, etc.) and discuss the performance results achieved during the past two years.

The effectiveness of the program is measured through a random sampling of User Surveys, Site Coordinator Surveys, computer statistical packages, and the number of community outreach and user support services provided. In the past two years, 93% of user survey respondents were satisfied with Career Kokua as a career exploration tool. The User Survey results confirmed that Career Kokua is easy to use; is a useful tool; provides the information that users want; and provides assistance with various aspects of career decision making.

During FY2008, there were 219,952 hits on the Career Kokua website, an increase of 67% from the previous year.

During FY2008, Career Kokua conducted 31 training workshops for workforce development specialists, counselors, teachers, and other career development personnel in the State. At the annual Hawaii Career and College Fair, Career Kokua provided direct career assessment services and information to adults planning career changes or continuing education, students and their families, and counselors and teachers.

- D. Discuss actions taken by each Program to improve its performance results.

None.

- E. Identify all modifications to your program's performance measures and discuss the rationale for these modifications.

None.

III. Problems and Issues

A. Discuss Problems and Issues Encountered if Any.

None.

B. Program Change Recommendations to Remedy Problems

None.

C. Identify any program issues or problems that affected or will affect the implementation of the program, and corrective measures or remedies established or planned.

None.

IV. Expenditures for Fiscal Year 2008-2009

	Acts 213/07,158/08 FY 2008 - 2009	Collective * Bargaining	Transfers Restriction	Available Resources	Est. Total Expenditures
Pos. Count					
Personal Services	\$ 464,603	\$ 33,003		\$ 497,606	\$ 497,606
Current Expenses	126,445		(29,831)	96,614	96,614
Equipment					
Motor Vehicles					
Total	\$ 591,048	\$ 33,003	(29,831)	\$ 594,220	\$ 594,220
Less:					
Pos. Count					
Special Fund					
Pos. Count					
Federal Fund	160,050	9,502		\$ 169,552	\$ 169,552
Pos. Count					
Other Funds					
Pos. Count					
Gen. Fund	\$ 430,998	\$ 23,501	(29,831)	\$ 424,668	\$ 424,668

\* No Transfer In/Out

A. Explain all transfers within the Program ID and its impact on the Program.

None.

- B. Explain all transfers between Program IDs and its impact on the Program.

The impact of transfers (\$13,116) to General Administration (LBR 902) and restrictions (\$16,715) will be the:

1. Elimination of printing of Career Kokua publications and a reduction in printing of user materials.
2. Elimination of licenses and subscriptions for national schools and financial aid databases, and one career assessment.
3. Reduction in the purchase of office supplies used for the development, packaging, and distribution of Career Kokua publications.
4. Elimination of out-of-state travel and a reduction in intrastate travel.
5. Elimination of postage and shipping for Career Kokua publications and a reduction for the distribution of user materials.
6. A delay or limitation to computer upgrades.

- C. Explain all Restrictions and its Impact on the Program.

Same as IV B above

V. Biennium Budget Request for FY 2010 - FY 2011

	Budget Request FY2008-2009	Budget Request FY2010-2011	Biennium Budget FY2010-2011
Pos. Count			
Personal Services	\$ 497,606	\$ 497,606	\$ 995,212
Current Expenses	25,929	25,929	51,858
Equipment			
Motor Vehicles			
Total	\$ 523,535	\$ 523,535	\$ 1,047,070
Less:			
Pos. Count			
Special Fund			
Pos. Count			
Federal Fund	169,552	169,552	339,104
Pos. Count			
Other Funds			
Pos. Count			
Gen. Fund	\$ 353,983	\$ 353,983	\$ 707,966

A. Workload or Program Request

1. Description of request, reason for the request, and desired outcomes or objectives to be accomplished.

None.

2. Listing/description of positions requested, and funding requirements by cost category and source of funding.

None.

3. For all lump sum requests, please provide a breakout indicating specific purposes for all planned expenditures.

None.

- B. For all position count reductions, please specify whether the positions were filled, or vacant.

None.

VI. Identify restrictions carried over from FY 2008-2009 as well as additional reductions due to the Department of Budget and Finance's budget ceilings for FY2010-FY2011.

- A. Description of the reduction, the reasons for the reduction and the impacts to the objectives to be accomplished by the program.

The impact of restrictions \$100,516 in general fund reductions will be the:

1. Elimination of printing of Career Kokua publications and a reduction in printing of user materials.
2. Elimination of licenses and subscriptions for national schools and financial aid databases, and one career assessment.
3. Reduction in purchase of office supplies used for the development, packaging, and distribution of Career Kokua publications.
4. Elimination of out-of-state travel and a reduction in intrastate travel.
5. Elimination of postage and shipping for Career Kokua publications and a reduction for the distribution of user materials.
6. A delay or limitation to computer upgrades.

- B. Listing/description of the positions cut including source of funding; please specify whether the positions were filled or vacant.

None.

VII. Capital Improvement Request for FY2010-FY2011

None.

VIII. Proposed Lapses of Capital Improvement Program Projects

None.

Worksheet 1  
Funding levels for divisions/branches

Division or Branch Name	FY09 (P)	FY09 (T)	FY09 \$\$\$	FY10 (P)	FY10 (T)	FY10 \$\$\$	MOF
Workforce Development	4.30	-	253,406	3.30	-	178,555	A
Workforce Development		16.50	6,806,016	1.00	16.50	6,834,023	B
Workforce Development	119.20	105.65	50,388,255	119.20	105.65	50,388,255	N
Workforce Development	-	58.00	3,610,213	-	58.00	3,659,105	U
Workforce Development Council	3.00	-	185,933	3.00	-	143,754	A
Workforce Development Council	-	4.00	459,236	-	4.00	459,236	N
Hawaii Occupational Safety and Health	41.50	-	2,172,062	27.00	-	1,477,505	A
Hawaii Occupational Safety and Health	25.50	1.00	2,337,087	25.50	1.00	2,337,087	N
Hawaii Occupational Safety and Health	-	0.50	50,000	-	0.50	50,000	W
Wage Standards	24.00	-	1,297,499	22.00	-	1,196,823	A
Hawaii Civil Rights Commission	24.50	-	1,341,189	20.50	-	1,105,521	A
Hawaii Civil Rights Commission	5.50	5.00	619,781	5.50	5.00	619,781	N
Hawaii Labor Relations Board	1.00	5.00	489,731	1.00	5.00	489,731	A
Unemployment Insurance		18.00	166,626,650	-	18.00	361,026,650	B
Unemployment Insurance	207.50	-	15,514,169	207.50	-	15,698,651	N
Disability Compensation	109.00	-	5,344,208	103.00	-	4,951,529	A
Disability Compensation	8.00	5.00	23,675,713	8.00	5.00	23,675,713	B
Office of Language Access	6.00	-	382,514	5.00	-	431,302	A
Labor Appeals Board	12.00	-	853,755	10.00	-	760,248	A
Employment Security Appeals Referee	10.80	-	954,532	10.80	-	954,532	N
Research and Statistics	8.88	1.00	467,862	7.88	1.00	446,852	A
Research and Statistics	28.12	4.00	2,553,114	28.12	4.00	2,553,114	N
General Administration	27.46	0.46	1,366,656	25.54	0.46	1,379,475	A
General Administration	35.48	5.54	3,228,809	35.48	5.54	3,228,809	N
Office of Community Services	4.00	4.00	2,968,585	-	-	-	A
Office of Community Services	2.00	7.00	5,894,307	-	-	-	N
Office of Community Services	-	-	1,200,000	-	-	-	U
Hawaii Career Information Delivery System	-	7.00	424,668	-	7.00	353,983	A
Hawaii Career Information Delivery System	-	4.00	169,552	-	4.00	169,552	N

Table 1  
Priority List of Functions

Priority #	Prog ID/Org	Description of Function	Performance Measures	Statutory Reference (HRS, PL, etc.)
1	LBR 111/PA	Administer & operate federally funded workforce dev. programs	a. % job applicants who found jobs	Wagner-Peyser Act*
	LBR 111/PB		b. % military veterans who found jobs	same as above
			c. % adults placed in jobs after skills training	P.L. 105-220, sec.136
			d. Youths placed in jobs as % completed training	P.L. 105-220, sec.136
2		Provide "rapid response" assistance to laid-off workers	Included in all measures above	P.L. 105-220, sec.136
3		Operate interdepartmental jobs program for welfare recipients	Total no. referred to jobs	federal TANF law
4		Serve as State Apprenticeship Agency	% apprentices completing training of total appr.	Nat'l Appr. Act 1937
		*Wagner-Peyser Act of 1933, 48 Stat. 113, as amended		



Table 1  
Priority List of Functions

Priority #	Prog ID/Org	Description of Function (	Performance Measures	Statutory Reference (HRS, PL, etc.)
1	LBR 135/IA	Provide statewide comprehensive workforce development plan for the Governor and the Legislature on workforce issues, which includes an inventory of federal and state funded programs and services, updates on the plans and actions on key policies, emerging trends, analysis, and recommendations for legislative and administrative consideration and implementation.	<ol style="list-style-type: none"> <li>1. Develop the state's comprehensive workforce development plan, including a metrics to grade the performance of state and federally funded job training programs;</li> <li>2. # of recommendation acted upon by the Administration and the Legislature</li> <li>3. % satisfaction of WDC's effectiveness in promoting best practices to the public and industries regarding workforce development as reflected in industry specific strategic plans, etc.</li> </ol>	Chapter 202, HRS.
2		Implement the federal Workforce Investment Act (WIA), leading the partnerships for all workforce programs.	<ol style="list-style-type: none"> <li>1. Performance measures covering % of outcomes with federal WIA are negotiated with the U.S. Department of Labor. (Hawaii has historically achieved 80% of negotiated performance measures.)</li> <li>2. Submit required annual WIA performance report to the U.S. Department of Labor,</li> <li>3. Provide technical assistance to the local boards and youth councils,</li> <li>4. Collaboratively update WIA policies and the five-year State WIA Plan, seeks waivers to the federal WIA and its regulations, reviews and advises on the workforce partners' status and issues, and develop incentive and award programs.</li> </ol>	PL 105-220.
3		Conduct annual forum to define needs and obtain strategic commitments to adjust/align education, workforce development, and economic development policies and practices to produce a skilled and competitive state workforce that addresses employer needs and self-sufficiency for families.	<ol style="list-style-type: none"> <li>1 # of recommendation acted upon by the Administration and the Legislature</li> <li>2. % satisfaction of WDC's effectiveness in promoting best practices to the public and industries regarding workforce development as reflected in industry specific strategic plans, etc.</li> </ol>	Chapter 202, HRS.; PL 105-220.
4				

Table 1  
Priority List of Functions

Priority #	Prog ID/Org	Description of Function for LBR 143 EA	Performance Measures	Statutory Reference (HRS, PL, etc.)
1	LBR 143/EA	Assure every employee safe and healthful working conditions	Accident, Injury/Illness Rate per 100 employees Workdays lost per 100 employees Work-related fatalities per 100,000 employees Average workers' Compensation Costs	HRS ch. 396
		<u>Description of Function for LBR 143 EB</u>	<u>Proposed Performance Measures</u>	
1	LBR 143/EB	Assure the safe operation and use of boilers and pressure vessels; elevators and kindred equipment and amusement rides	Number of reported accidents involving elevators and kindred equipment due to equipment failure Number of reported accidents involving boilers and kindred equipment due to equipment failure Percentage of elevators and kindred equipment with timely renewal inspection Percentage of elevators and kindred equipment with timely safety inspection Percentage of boilers and pressure vessels inspected timely	HRS ch. 397

Table 1  
Priority List of Functions

Priority #	Prog ID/Org	Description of Function	Performance Measures	Statutory Reference (HRS, PL, etc.)
1	LBR 152/CA	Investigation & hearing of complaints and appeals	A-03,A-04,A-05, A-06, A-08, C-01, C-03	HRS Chapters, 378, Part II, 387, 388, 398.
2		Certification of minors, payday exceptions, special minimum rates	A-07, A-08, C-02	HRS Chapter 390, 387-9, 388-3
3		Educational workshops, random investigations to promote voluntary complia	A-01, A-02, A-08, C-04	

Table 1  
Priority List of Functions

<u>Priority #</u>	<u>Description of Function (LBR 153/RA)</u>	<u>Performance Measures</u>	<u>Statutory Reference (HRS, PL, etc.)</u>
1	Enforcement of state laws prohibiting discriminatory practices in employment, housing public accommodations, and access to state-funded services.	% Employment discrimination investigations completed w/in 1 yr. % Fair housing discrimination investigations completed w/in 150 days % Public accommodations discrimination investigations completed w/in 1 yr. % State services discrimination investigations completed w/in 1 yr. # of employment discrimination complaints filed annually # of fair housing discrimination complaints filed annually # of public accommodations discrimination complaints filed annually # of state services discrimination complaints filed annually # of investigation closures of employment discrimination cases # of investigation closures of fair housing discrimination cases # of investigation closures of public accommodations discrimination cases # of investigation closures of state services discrimination cases	HRS Chapters 368, 3768, part I, 489, and 515.

**TABLE 1 List of Functions**

**Description of Function**

Enforcement of state laws prohibiting discriminatory practices in employment, housing public accommodations, and access to state-funded services.

**Performance Measures**

- % Employment discrimination investigations completed w/in 1 yr.
- % Fair housing discrimination investigations completed w/in 150 days
- % Public accommodations discrimination investigations completed w/in 1 yr.
- % State services discrimination investigations completed w/in 1 yr.
- # of employment discrimination complaints filed annually
- # of fair housing discrimination complaints filed annually
- #of public accommodations discrimination complaints filed annually
- # of state services discrimination complaints filed annually
- # of investigation closures of employment discrimination cases
- # of investigation closures of fair housing discrimination cases
- # of investigation closures of public accommodations discrimination cases
- # of investigation closures of state services discrimination cases

**Statutory Reference  
(HRS, PL, etc.)**

HRS Chapters 368, 378, part I, 489, and 515.

**Table 1**  
**Priority List of Functions**

<u>Priority #</u>	<u>Prog ID/Org</u>	<u>Description of Function</u>	<u>Performance Measures</u>	<u>Statutory Reference (HRS, PL, etc.)</u>
1	LBR 161/KA	Administer collective bargaining law - public and private employment	% Decisions rendered on timely basis (within 30 days); % of Decisions upheld on appeal	HRS 89 and 377
2		Decide HIOSH contests and appeals	% of Decisions rendered on timely basis (within 30 days);% of Decisions Upheld on appeal	HRS Section 396-11

Table 1  
Priority List of Functions

<u>Priority #</u>	<u>Prog ID/Org</u>	<u>Description of Function</u>	<u>Performance Measures</u>	<u>Statutory Reference (HRS, PL, etc.)</u>
1	LBR 171/LA	The payment of benefits to eligible persons who are unemployed	No. Prompt Payments as % of Total No. Payment	Title III Social Security Act
2		The collection of contributions from subject employers to finance the payment of benefits	No Employers Delin for Rpts as % of Ttl Employers No Employers Delin for Taxes as % of Ttl Employers	Title III Social Security Act Title III Social Security Act

Table 1  
Priority List of Functions

<u>Priority #</u>	<u>Description of Function ( LBR 183/DA)</u>	<u>Performance Measures</u>	<u>Statutory Reference (HRS, PL, etc.)</u>
1	Ensure Workers' Compensation (WC) Temporary Disability Insurance (TDI), and Prepaid Health Care (PHC) benefits are provided to eligible workers in a timely manner through: i) adjudicating WC cases and issuing decisions in an accurate and timely manner; ii) scheduling WC cases in a timely manner; iii) providing Vocational Rehabilitation (VR) benefits by reviewing and approving plans to rehabilitate industrially injured workers, referring injured workers to rehab training, and monitoring progress of workers in training; iv) responding to complaints from workers concerning WC, TDI, and PHC benefits in a timely manner; and v) monitoring PHC providers and treatment plans to insure medical care is necessary and appropriate.	1. Percent of WC decisions issued within 60 days of hearings. 2. Percent of cases scheduled within 80 days of request. 3. Percent of VR plan participants returning to work. 4. Percent of WC complaints relating to payments made on a timely and accurate basis. 5. Percent of appealed WC decisions upheld by the Labor Appeals Board.	Chapter 386, H.R.S. Chapter 392, H.R.S. Chapter 393, H.R.S.
2	Ensure eligible employers are covered for WC, TDI, and PHC through: i) ensuring all covered employers have WC, TDI, and PHC insurance; ii) conducting employer audits and investigations to determine compliance with WC, TDI, and PHC laws; iii) reviewing and approving insured and self-insured plans; and iv) maintaining accurate and up-to-date coverage information on employers.	1. Percent of subject employers in compliance. 2. Percent of complaints relating to insurance coverage and payments made on a timely and accurate basis.	Chapter 386, H.R.S. Chapter 392, H.R.S. Chapter 393, H.R.S.



Table 1  
Priority List of Functions

Priority #	Prog ID/Org	Description of Function	Performance Measures	Statutory Reference (HRS, PL, etc.)
1	LBR 316/SA	Public awareness, education and outreach	# of public awareness and outreach activities	HRS 371-31 to -37
2		Rulemaking, technical assistance and training	# of technical assistance meetings/trainings	HRS 371-31 to -37
3		Oversight, coordination and compliance monitoring	% of state agencies in compliance with language access	HRS 371-31 to -37
4		Complaints resolution	# of informal/formal complaints processed and resolved	HRS 371-31 to -37
5		Needs assessment, data collection and reporting	# of state agencies submitting annual reports	HRS 371-31 to -37

Table 1  
Priority List of Functions

Priority #	Prog ID/Org	Description of Function	Performance Measures	Statutory Reference (HRS, PL, etc.)
1	LBR 812/HA	Conduct hearings for cases appealed from decisions of the Director of Labor and Industrial Relations	1. Percentage of appeals resolved in 15 months 2. Percentage of Board decisions upheld by the Appellate Court	Sec. 386-87, HRS; Sec. 371-4, HRS

Table 1  
Priority List of Functions

Priority #	Prog ID/Org	Description of Function	Performance Measures	Statutory Reference (HRS, PL, etc.)
1	LBR 871/LB	Conduct impartial hearings and issue written decisions on appeals from determination of the Unemployment Insurance Divisions	% hearings scheduled within 30 days of filed appeal % of appeal decisions issued within 30 days of hearing USDOL measures: decisions: 60% within 30 days of appeal 80% within 45 days of appeal average case age: nte exceed 30 days	Title III Social Security Act

Table 1  
Priority List of Functions

Priority #	Prog ID/Org	Description of Function	Performance Measures	Statutory Reference (HRS, PL, etc.)
1	LBR 901/GA	Provide labor related information to meet labor program data requirements and determine economic and labor market conditions for the State and counties.	% of federally mandated reports that meet deadlines. Degree of satisfaction of users of research products and services.	None





Table 2  
Program ID Listing of Major Activities

Prog ID/Org	Major Activity or Activities performed	Priority #	Pos (P)	Pos (T)	PS \$\$\$\$	Other \$\$\$\$	MOF
LBR 111/PA	Provide employment and training services to job applicants	1					
LBR 111/PB							
	Post and service job openings placed by employers	1					
	Provide basic and occupational skills training	1					
	Note: As instructed, only activities listed in Part III of variance report were listed, which excludes activities related to other priorities.						
LBR 111/PA			-	12.50	697,857	2,315,934	B
			107.00	96.15	11,678,677	6,085,724	N
			-	58.00	3,323,318	335,787	U
LBR 111/PB			3.30	-	92,038	86,517	A
			-	4.00	238,310	3,581,922	B
			12.20	9.50	14,466,685	31,157,169	N

Table 2  
Program ID Listing of Major Activities

Prog ID/Org	Major Activity or Activities performed	Priority #	Pos (P)	Pos (T)	PS \$\$\$\$	Other \$\$\$\$	MOF
LBR 135 /IA	Provide statewide comprehensive plan on workforce development, policy and funding recommendations, effectiveness of job programs, provide information on emerging trends and employment data as it relates to future job demand and coresponding skill sets.	1					
LBR 135 /IA	.....Continued:						
LBR 135 /IA	Oversight and Implementation of federal Workforce Investment Act	2					
LBR 135 /IA	.....Continued:						
LBR 135 /IA	Draft and submit required annual WIA performance report to the U.S. Department of Labor,	3					
	.....Continued:						
LBR 135 /IA	Submit required annual WIA performance report to the U.S. Department of Labor	4					
LBR 135 /IA	.....Continued:						
LBR 135 /IA	Povide technical assistance to the local boards and youth councils	5					
LBR 135 /IA	.....Continued:						
LBR 135 /IA	Evaluation and analysis to identify and meet employers' workforce needs;	6					
LBR 135 /IA	.....Continued:						
LBR 135 /IA	Attracting federal and private grants funds to assist local areas in upgrading the skills and self-sufficiency of incumbent workers	7					
LBR 135 /IA	.....Continued:						
LBR 135 /IA	Technical assistance to build leadership and capacity in local workforce investment boards to implement system improvements in their local communities	8					
LBR 135 /IA	.....Continued:						
LBR 135 /IA	Technical assistance to local youth councils to create a comprehensive system of youth services	9					
LBR 135 /IA	.....Continued:						
LBR 135 /IA	A web site to provide and link to comprehensive information for job seekers, employers, youth, and program planners	10					
	.....Continued:		3.00	-	134,335	9,419	A
			-	4.00	211,037	248,199	N



Table 2  
Program ID Listing of Major Activities

Prog ID/Org	Major Activity or Activities performed	Priority #	Pos (P)	Pos (T)	PS \$\$\$\$	Other \$\$\$\$	MOF
LBR 143EA	Conducting compliance inspections and correcting safety/health hazards	1					
	Conducting compliance assistance interventions (consultations)	1					
	Conducting fatality/catastrophe investigations	1					
	Conducting discrimination investigations	1					
	Conducting safety/health training	2					
				17.50	-	868,037	59,349
			25.50	1.00	1,656,618	680,469	N
			-	0.50	38,500	11,500	W
LBR 143EB	Conducting inspections of elevators and kindred equipment	1					
	Conducting inspections of boilers, pressure vessels and kindred equipt.	1					
			10.00	0	438199	111,920	A

Table 2  
Program ID Listing of Major Activities

Prog ID/Org	Major Activity or Activities performed	Priority #	Pos (P)	Pos (T)	PS \$\$\$\$	Other \$\$\$\$	MOF
LBR 152	Process complaints for unpaid wages	1		0			
LBR 152	Hold hearings for wrongful terminations and appeals of prevailing wage violations and hawaii family leave	1		0			
LBR 152	Issue child labor certifications, special minimum wage certificates, payday exceptions	1		0			
LBR 152	Answer inquiries via phone, fax, and e-mail	1		0			
LBR 152	Conduct workshops and provide outreach	1		0			
			22.00	-	1,173,392	23,431	A

TABLE 2 Major Activities Performed

PROG ID/ORG	Major Activity or Activities Performed	Priority #	Pos (P)	Pos (T)	PS \$\$\$\$	Other \$\$\$\$	MOF
LBR 153 / RA HCRC	The HCRC receives, investigates, mediates, conciliates, and litigates complaints alleging discrimination. The HCRC also issues publication of results of investigations and research that promotes goodwill and minimizes or eliminates discrimination in employment, housing, public accommodations, and state funded services.	1	19.00	5.0	965,527 497,726	143,969	A N
	In cases where there is reasonable cause to believe that unlawful discriminatory acts have occurred, and conciliation fails, the HCRC holds hearings and makes inquiries, orders appropriate legal and equitable relief, and commences actions in circuit court.	1	1.50	.50	83,752 39,328	- -	A N

Table 2  
Program ID Listing of Major Activities

Prog ID/Org	Major Activity or Activities performed	Priority #	Pos (P)	Pos (T)	PS \$\$\$\$	Other \$\$\$\$	MOF
LBR 161/KA	Resolve prohibited practice complaints	1					
	Declaratory rulings	4					
	Resolve petitions for clarification or amendment of unit	7					
	Representation proceedings and elections	2					
	Circuit/Supreme court appeals	5					
	Refund of union dues to nonmember employees	6					
	Impasse assistance	3					
	Occupational safety and health appeals	8					
			1	5	454,895	34,836	A

Table 2  
 Program ID Listing of Major Activities

Prog ID/Org	Maior Activity or Activities performed	Priority #	Pos (P)	Pos (T)	PS \$\$\$\$	Other \$\$\$\$	MOF
LBR171/LA	The payment of benefits to eligible persons who are unemployed	1					
	The collection of contributions from subject employers to finance	2					
	the payment of benefits		-	18.00	852,894	360,173,756	B
			207.50	-	12,934,109	2,764,742	N

Table 2  
Program ID Listing of Major Activities

Major Activity or Activities performed	Priority #	Pos (P)	Pos (T)	PS \$\$\$\$	Other \$\$\$\$	MOF
Investigations	3	11		\$535,188		A
Audits	4	6		\$279,576		A
Plans Review	6	6		\$203,364		A
Employer Education and Registration (Combined with GenGroup)	8					
Total Claims - New	5	14		\$387,136		A
Claims Closed (Combined with Total Claims - New)	9					
Hearings	1	28		\$1,429,517		A
Decisions	2	6		\$172,968		A
Referral to Rehabilitation Training	7	2		\$60,024		A
General WC Activities Group (General Fund)*		9		\$356,892		A
General WC Activities Group (SCF Fund)*		8	5	\$651,243	23,024,470	B
General TDI & PHC Activities Group *		2		\$133,056		A
General Activities Group *		19		\$1,243,808	\$150,000	A
* Total Budget and Personnel support all activities in group		103	0	4801529	1,500,000	A
		8	5	651243	23,024,470	B

Table 2  
Program ID Listing of Major Activities

<u>Prog ID/Org</u>	<u>Major Activity or Activities performed</u>	<u>Priority #</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>PS \$\$\$\$</u>	<u>Other \$\$\$\$</u>	<u>MOF</u>
LBR 316/SA	Conduct public awareness, education and outreach activities	1					
	Provide technical assistance and training to state agencies	2					
	Review plans, conduct site visits/annual monitoring of state agencies	3					
	Receive, process and resolve formal and informal complaints	4					
	Conduct research and needs assessment, prepare reports	5					
			5	-	283,066	148,236	A

Table 2  
 Program ID Listing of Major Activities

Prog ID/Org	Major Activity or Activities performed	Priority #	Pos (P)	Pos (T)	PS \$\$\$	Other \$\$\$	MOF
LBR812/HA	The Board conducts pre-hearing conferences, settlement conferences, motion hearings and trials, and issues decisions and orders for non-case dispositive motions and completed case appeals.	1	10		701,071	59,177	A





Table 2  
Program ID Listing of Major Activities

Prog ID/Org	Major Activity or Activities performed	Priority #	Pos (P)	Pos (T)	PS \$\$\$\$	Other \$\$\$\$	MOF
LRB 901/GA	# mandated reports produced for internal and external agencies.	1					
	# online/hardcopy publications articles & reports.	2					
	# of outreach and education forums conducted.	3					
			7.88	1.00	446,102	750	A
			28.12	4.00	2,049,877	503,237	N

Table 2  
Program ID Listing of Major Activities

Prog ID/Org	Major Activity or Activities performed	Priority #	Pos (P)	Pos (T)	PS \$\$\$\$	Other \$\$\$\$	MOF
LBR 902/AA	P-Card transactions processed	1					
	Federal mandated fiscal reports annually required	2					
	Personnel, classifications, training requests processed	3					
	Data processing requests received	4					
			25.54	0.46	1,296,419	83,056	A
			35.48	5.54	2,357,717	871,092	N

Table 2  
Program ID Listing of Major Activities

Prog ID/Org	Major Activity or Activities performed	Priority #	Pos (P)	Pos (T)	PS \$\$\$\$	Other \$\$\$\$	MOF
LBR905/GB	Develop and maintain the Hawaii Career Information Delivery System (HCIDS)	1		7.00	424,668	25,929	A
				4.00	169,552		N

Table 3  
Biennium Budget Reductions

#	Description of Reduction	Impact of Reduction	Prog ID/Org	Pos (P) 10	Pos (T) 10	\$\$\$\$ 10	Pos (P) 11	Pos (T) 11	\$\$\$\$ 11	MOF
1	Reduce Personal Services	Vacancy savings	LBR 111/PB	1.00	-	24,888	1.00	-	24,888	A
2	Reduce Personal Services	Vacancy savings	LBR 143/EA	8.50	-	342,006	8.50	-	342,006	A
3	Reduce Personal Services	Vacancy savings	LBR 143/EB	6.00	-	238,250	6.00	-	238,250	A
4	Reduce Personal Services	Vacancy savings	LBR 152/CA	2.00	-	77,904	2.00	-	77,904	A
5	Reduce Personal Services	Vacancy savings	LBR 153/RA	4.00	-	187,715	4.00	-	187,715	A
6	Reduce Other Current Expenses	Less equipment maintenance and court reporting svcs.	LBR 161/KA	-	-	10,000	-	-	10,000	A
7	Reduce Personal Services	Vacancy savings	LBR 183/DA	6.00	-	330,280	6.00	-	330,280	A
8	Reduce Personal Services	Vacancy savings	LBR 316/SA	1.00	-	31,212	1.00	-	31,212	A
9	Reduce Personal Services	Vacancy savings	LBR 812/HA	2.00	-	126,610	2.00	-	126,610	A
10	Reduce Personal Services	Vacancy savings	LBR 901/GA	1.00	-	14,178	1.00	-	14,178	A
11	Reduce Personal Services	Vacancy savings	LBR 902/GA	1.92	-	78,884	1.92	-	78,884	A
12	Reduce Other Current Expenses	Less printing of Career Kokua materials, computer upgrades, licenses for career assessments, and user training	LBR 905/GB	-	-	41,788	-	-	41,788	A
				33.42	-	1,503,715	33.42	-	1,503,715	

Table 4  
Biennium Budget Additions

<u>Description of Addition</u>	<u>Prog ID/Org</u>	<u>Pos (P) 10</u>	<u>Pos (T) 10</u>	<u>\$\$\$ 10</u>	<u>Pos (P) 11</u>	<u>Pos (T) 11</u>	<u>\$\$\$ 11</u>	<u>MOF</u>
Increase in unemployment benefits due to the projected higher unemployment rate from 3.1% to 5.5%	LBR 171/LA	-	-	193,373,350	-	-	193,373,350	B

Table 5  
Current Year (FY09) Restrictions

Prog ID	FY09 \$\$\$	Impact	FY10 \$\$\$	FY11 \$\$\$
LBR 111	10,037	Restrict other current expenses	10,037	10,037
LBR 135	5,231	Vacancy savings	5,231	5,231
LBR 143	35,699	Vacancy savings	35,699	35,699
LBR 152	50,260	Vacancy savings	50,260	50,260
LBR 153	52,047	Vacancy savings	52,047	52,047
LBR 161	10,000	Restrict other current expenses	10,000	10,000
LBR 183	207,509	Vacancy savings	207,509	207,509
LBR 316	15,000	Restrict other current expenses	-	-
LBR 812	33,103	Vacancy savings	33,103	33,103
LBR 901	18,168	Restrict other current expenses	18,168	18,168
LBR 902	53,113	Vacancy savings	53,113	53,113
LBR 903	182,325	Restrict other current expenses	-	-
LBR 905	16,715	Restrict other current expenses	16,715	16,715
Total	689,207		491,882	491,882

Table 6  
 Prog ID  
 Program Performance Results

Priority #	Prog ID/Org	Measures of Effectiveness	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
1	LBR 111/PA, LBR111/PB	% of job applicants who found jobs	increase	54	54	54	54
2		% of military veteran job applicants who found jobs	increase	48	48	48	48
3		% job applicants referred to job openings	increase	46	46	46	46
4		% adults placed in jobs following skills training	increase	72	72	72	72
5		Youths placed in jobs as % completed training	increase	72	72	72	72
6		% apprentices completing training & attaining certificates *	increase	8	8	8	8
		* % apprenticeship completers is low because most programs are 4-5 years long, and many new apprentices were registered in last three years. Insufficient time has elapsed for new apprentices to complete programs.					



Table 6  
 Prog ID  
 Program Performance Results

Priority #	Prog ID/Org	Measures of Effectiveness	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
1	LBR 135/IA	% success workfore investment act target outcomes	increase	80	80	80	80
2		% success advancing ADM/LEG recommendations	increase	42	42	50	50
3		% satisfaction with WDC's effectiveness by community	increase	71	72	73	74
4		civilian population (ages 14-64)	increase	847,353	847,353	847,353	847,353
5		Elementary and secondary school population	increase	211,414	211,414	211,414	211,414
6		post-secondary school population	increase	50,804	50,804	53,509	53,509
7		% compliance with workforce investment act	Increase	73	73	80	80
8		No. of reports and publications completed	increase	4	5	5	5
9		No. of orgs participating annual WDC forum and others	increase	100	100	120	120

Table 6  
 Prog ID  
 Program Performance Results

Priority #	Prog ID/Org	Measures of Effectiveness for LBR 143EA	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
1	LBR 143/EA	Number of S/H compliance inspections	decrease	872	572	800	800
2		Number of S/H compliance assistance interventions (consultations)	decrease	334	177	240	240
3		Number of S/H hazards corrected	decrease	1074	728	1000	1000
4		Number of complaints satisfied with timely responses	decrease	67	52	60	60
5		Number of S/H fatality/catastrophe investigations	decrease	12	11	10	10
6		Number of S/H discrimination investigations	increase	4	7	15	15
7		Number of training hours provided	increase	38	595	240	240
8		Covered Civilian Workforce except Fed/Maritime	increase	581014	588947	530000	530000
9		Covered Employers excluding Federal and Maritime	increase	35331	36646	34000	34000
10		Accident, Injury/Illness Rate per 100 employees	decrease	4.8	4.6	4.7	4.7
11		Workdays lost per 100 employees	same	2.6	2.6	3	3
12		Work-related fatalities per 100,000 employees	decrease	30	23	20	20
13		Average workers' Compensation Costs	increase	6336	6775	6800	6800
	LBR 143/EB	Measures of Effectiveness for LBR 143EB					
1		Number of elevators, boilers, etc. in State	increase	17175	18705	21700	21700
2		Number of elevators/etc. inspections	decrease	4369	3321	4200	4200
3		Number of boiler and pressure vessel inspections	decrease	5298	4687	4800	4800

Table 6  
 Prog ID  
 Program Performance Results

Priority #	Prog ID/Org	Measures of Effectiveness	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
1	LBR 152/CA	A-01 Complaint Rate (per 100,000 Labor Force - Wages)	decrease	119	124	130	117
2		A-02 Complaint Rate (per 100,000 Labor Force - Wrk Injry)	decrease	16	21	22	21
3		A-03 Avg Time btwn filing & Findings (wages)	decrease	22	74	100	100
4		A-04 (Avg time btwn complnt hearng & Dec (work Injry)	decrease	28	106	100	100
5		A-05 # of Monetary violations per 100 employers investigated	decrease	45	50	54	50
6		A-06 Avg time btw filing complaint & findings (ch 104)	decrease	103	190	195	195
7		A-07 Child Labor Violation rate (per 10,000 minors)	decrease	11	19	20	19
8		A-08 Percentage of Satisfied customers	increase	95	94	94	-85
9		C-01 Investigations completed	increase	744	699	650	500
10		C-02 Certificates Issued	increase	13612	13209	12500	12000
11		C-03 Complaint and Appeal Hearings	increase	81	78	80	80
		C-04 Enrollees at Workshops	increase	152	413	350	350

TABLE 6 Measures of Effectiveness

Measures of Effectiveness	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
% Employment discrimination investigations completed w/in 1 yr.	Increase	50%	64%	75	75
% Fair housing discrimination investigations completed w/in 150 days	No change	96%	93%	75	75
% Public accommodations discrimination investigations completed w/in 1 yr.	Increase	50%	56%	75	75
% State services discrimination investigations completed w/in 1 yr.	No change	0%	0%	75	75
# of employment discrimination complaints filed annually	Increase	257	285	300	300
# of fair housing discrimination complaints filed annually	Decrease	43	38	50	50
# of public accommodations discrimination complaints filed annually	Increase	23	26	30	30
# of state services discrimination complaints filed annually	No change	5	5	5	5
# of investigation closures of employment discrimination cases	Decrease	287	230	300	300
# of investigation closures of fair housing discrimination cases	Decrease	47	41	50	50
# of investigation closures of public accommodations discrimination cases	Decrease	26	16	30	30
# of investigation closures of state services discrimination cases	Decrease	5	4	5	5

Table 6  
 Prog ID  
 Program Performance Results

Priority #	Prog ID/Org	Measures of Effectiveness	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
1	LBR 161/KA	% Decisions rendered on a timely basis (within 30 days)	Decrease	84	84	80	80
2		% Decisions upheld on appeal	Decrease	95	69	40	40

Table 6  
 Prog ID  
 Program Performance Results

Priority #	Prog ID/Org	Measures of Effectiveness	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
1	LBR 171/LA	No. Insured Employees as of % of Total Labor Force	decrease	96	95	95	95
2		No. Prompt Payments made as % of Total Number Payments	increase	90	91	90	90
3		No. Acceptable Nonmon Deteterminations as % of Total Nonmon Det	increase	90	94	90	90
4		No. Acceptable Appeals Decisions as % of Total Decisions	decrease	94	91	90	90
5		No. Prompt Status Determinations as % of Total Status Determinations	decrease	90	88	85	85
6		No. Audits Performed as % of Total Employers	no change	2	2	2	2
7		No. Employers Delinquent for Taxes as % of Total Employers	no change	5	5	5	5
8		No. Employers Delinquent for Reports as % of Total Employers	increase	12	8	10	10

Table 6  
 Prog ID  
 Program Performance Results

Priority #	Prog ID/Org	Measures of Effectiveness	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
1	LBR 183/DA	% of Subject Employers in Compliance	Increase	81%	81%	80%	80%
2		% of Vocational Rehab Participants Return to Work	Increase	92%	88%	90%	90%
3		% Complaint of Payment within 30 Days /Calculate Correctly - WC	Decrease	0.004	0.003	0.005	0.005
4		% Complaint of Payment within 10 Days /Calculate Correctly - TDI	Decrease	0.005	0.004	0.007	0.007
5		% Workers' Compensation Decisions Issued within 60 Days of Hearing	Increase	99%	99%	99%	99%
6		% Appealed WC Decisions Upheld vs. Decisions Heard by Labor Board	Increase	98%	97%	97%	97%
7		% Cases Scheduled for Hearing within 80 Days of Request	Increase	63%	92%	90%	90%
		See Attachment for Other Discussion					

## 2009 Budget Briefing

### Operational Budget Attachment

1. Introduction
  - a. Disability Compensation Program LBR-183/DA
  - b. To alleviate the economic hardship that results from the loss of wage income due to work or nonwork-related disability and provide vocational rehabilitation opportunities and incentives for industrially injured workers. This objective includes: 1) ensure timely provision of benefits to injured workers; 2) resolve disputes in a fair and timely manner; 3) ensure provision of reasonable, necessary and timely medical care to workers; and 4) assist workers to return to work.
2. Program Performance Results
  - a. See worksheet.
  - b. The mission of the department is carried out through the department's primary goal of assuring the quality of worklife for workers through economic security and physical well-being. The division's WC, TDI, and PHC programs were established to meet this end. The program objectives, identified above, directly support the success of the department's mission. The relationship between the Measures of Effectiveness and the program's objectives are outlined below.
    - i. Ensure timely provision of benefits to injured workers.
      1. % of Subject Employers in Compliance.
      2. % Complaint of Payments within 30 Days / Calculated Correctly – WC.
      3. % Complaint of Payments within 10 Days / Calculated Correctly – TDI.
    - ii. Resolve disputes in a fair and timely manner.
      1. % Workers' Comp Decisions within 60 Days of Hearing.
      2. % Appealed WC Decisions Upheld vs. Decisions Heard by Labor Appeals Board.
      3. % Cases Scheduled for Hearing within 80 Days of Request.
    - iii. Ensure provision of reasonable, necessary and timely medical care to workers.
      1. % of Subject Employers in Compliance.
      2. % Workers' Comp Decisions within 60 Days of Hearing.
      3. % Appealed WC Decisions Upheld vs. Decisions Heard by Labor Appeals Board.
      4. % Cases Scheduled for Hearing within 80 Days of Request.
    - iv. Assist workers to return to work.
      1. % of Vocational Rehab Participants Return to Work.
  - c. The results of Measures of Effectiveness are reviewed by the program each year to determine how well the program is meeting its objectives. Depending upon the delta between the goals and performance results, and the status of personnel resources, the program may redirect the focus of efforts of its branches in terms of



quantity and quality of work production to improve its performance and to meet its objectives.

d. None.

Table 6  
 Prog ID  
 Program Performance Results

Priority #	Prog ID/Org	Measures of Effectiveness	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
1	LBR 316/SA	% state agencies in compliance with language access requirements	increase	0	80	90	90
2		number of state agencies submitting language access plans	increase	0	20	25	25
3		number of covered entities submitting language access plans	increase	0	30	50	60
4		number of technical assistance meetings/trainings	increase	0	20	40	40
5		number of language proficiency barriers eliminated thru informal/formal method	increase	0	6	20	20

Table 6  
 Prog ID  
 Program Performance Results

Priority #	Prog ID/Org	Measures of Effectiveness	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
1	LBR 812/HA	Number of pre-hearing conferences held	The Board conducts pre-hearing conferences for all cases being appealed to the Board. The number of conferences held, therefore, is directly related to the number of appeals filed.	575	568	600	600
2		Number of settlement/status conferences held	The Board tries to resolve cases as expeditiously as possible during settlement/status conferences. Settlement after a form of mediation by individual Board members is one way to resolve disputes.	647	553	600	600
3		Number of hearings held	If cases cannot be resolved by settlement, a hearing is held and written decisions are prepared.	90	86	100	100
4		Number of motion hearings held	Motion hearings on matters that are not case dispositive are held to resolve disputes that arise during the course of an appeal. The number of appeals that are pending before the Board affects this statistic.	225	238	250	250

Table 6  
 Prog ID  
 Program Performance Results

Priority #	Prog ID/Org	Measures of Effectiveness	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
1	LBR 871/LB	Percentage of hearings scheduled within 30 days of appeal	increase	85	95	89	89
2		Percentage of decisions issued within 30 days of hearing.	increase	89	95	92	92

Table 6  
 Prog ID  
 Program Performance Results

Priority #	Prog ID/Org	Measures of Effectiveness	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
1	LBR 901/GA	% federally mandated reports that meet deadlines.	same	99	99	99	99
2		Degree of satisfaction of users of research products and services.	same	90	90	90	90

LBR 901's measures of effectiveness meets the department's mission in that information produced in a timely manner are critical in economic policymaking, analyzing labor market supply and demand, and supporting labor program legal requirements, effectiveness and efficiency. As a result, user satisfaction is critical in measuring usefulness and effectiveness of the data produced.

Table 6  
 Prog ID  
 Program Performance Results

<u>Priority #</u>	<u>Prog ID/Org</u>	<u>Measures of Effectiveness</u>	<u>Direction of Success (increase/decrease)</u>	<u>FY07 Result</u>	<u>FY08 Result</u>	<u>FY09 Plan</u>	<u>FY10 Plan</u>
1	LBR 902/AA	% Vendor payments made within 30 days	Decrease	98	95	97	97
2		% Federal mandated fiscal reports that meet deadlines	Decrease	98	95	97	97
3		% Personnel, classifications, training requests process	Decrease	99	97	97	97
4		% Data processing requests completed	Increase	88	93	88	88

Table 6  
 Prog ID  
 Program Performance Results

<u>Priority #</u>	<u>Prog ID/Org</u>	<u>Direction of Success (increase/decrease)</u>	<u>FY07 Result</u>	<u>FY08 Result</u>	<u>FY09 Plan</u>	<u>FY10 Plan</u>
1	LBR 905/GB	Increase - An increase in the percentage of satisfied users is an indicator of greater success because that means that users are getting the information they need for career planning and career decision making from Career Kokua.	90%	93%	80%	80%
2		Increase - An increase in the percentage of hits to the Career Kokua web site indicates greater success because more customers are finding the career assessments and career information useful for their career management and information needs.	162,941	219,952	135,000	135,000
3		Increase - An increase in the number of community outreach and educational activities indicates greater success and more demand for the Career Kokua program and its information and services.	31	27	20	20

Attachment 1  
Department-Wide Summary Information (by MOF)

Fiscal Year (FY) 2009					
Act 158/08 Appropriation (a)		Restriction (b)	Emergency Request (c)	Total FY09 (a)+(b)+(c)	MOF
17,230,169		(689,207)		16,540,962	A
197,108,379		-		197,108,379	B
80,187,583		-		80,187,583	N
4,810,213		-		4,810,213	U
50,000		-	-	50,000	W
299,386,344		(689,207)	-	298,697,137	Total
Fiscal Year (FY) 2010					
Act 158/08 Appropriation (d)	Collective Bargaining (e)	Reduction (f)	Additions (g)	Total FY10 (d)+(e)+(f)+(g)	MOF
17,230,169	1,061,555	(5,376,446)	-	12,915,278	A
197,108,379	28,007	-	194,400,000	391,536,386	B
80,187,583	2,115,941	(5,894,307)	-	76,409,217	N
4,810,213	48,892	(1,200,000)	-	3,659,105	U
50,000	-	-	-	50,000	W
299,386,344	3,254,395	(12,470,753)	194,400,000	484,569,986	Total
Fiscal Year (FY) 2011					
Act 158/08 Appropriation (h)	Collective Bargaining (i)	Reduction (j)	Additions (k)	Total FY11 (h)+(i)+(j)+(k)	MOF
17,230,169	1,061,555	(5,376,446)	-	12,915,278	A
197,108,379	28,007	-	194,400,000	391,536,386	B
80,187,583	2,115,941	(5,894,307)	-	76,409,217	N
4,810,213	48,892	(1,200,000)	-	3,659,105	U
50,000	-	-	-	50,000	W
299,386,344	3,254,395	(12,470,753)	194,400,000	484,569,986	Total

Please indicate restrictions and reductions as negative numbers, using brackets ( )



Attachment 2  
 FY09 Proposed Emergency Requests

Program ID	Description of Emergency Request	FTE	\$\$\$	MOF
	None			

Attachment 3  
Program ID Totals

Prog ID	Title	Pos 10	\$\$\$ 10	Pos 11	\$\$\$ 11	MOF
LBR 111	Workforce Development	3.30	178,555	3.30	178,555	A
LBR 111	Workforce Development	-	6,834,023	-	6,834,023	B
LBR 111	Workforce Development	119.20	50,388,255	119.20	50,388,255	N
LBR 111	Workforce Development	-	3,659,105	-	3,659,105	U
LBR 135	Workforce Development Council	3.00	143,754	3.00	143,754	A
LBR 135	Workforce Development Council	-	459,236	-	459,236	N
LBR 143	Hawaii Occupational Safety and Health	27.00	1,477,505	27.00	1,477,505	A
LBR 143	Hawaii Occupational Safety and Health	25.50	2,337,087	25.50	2,337,087	N
LBR 143	Hawaii Occupational Safety and Health	-	50,000	-	50,000	W
LBR 152	Wage Standards	22.00	1,196,823	22.00	1,196,823	A
LBR 153	Hawaii Civil Rights Commission	20.50	1,105,521	20.50	1,105,521	A
LBR 153	Hawaii Civil Rights Commission	5.50	619,781	5.50	619,781	N
LBR 161	Hawaii Labor Relations Board	1.00	489,731	1.00	489,731	A
LBR 171	Unemployment Insurance	207.50	15,698,851	207.50	15,698,851	B
LBR 171	Unemployment Insurance	-	361,026,650	-	361,026,650	N
LBR 183	Disability Compensation	103.00	4,951,529	103.00	4,951,529	A
LBR 183	Disability Compensation	8.00	23,675,713	8.00	23,675,713	B
LBR 316	Office of Language Access	5.00	431,302	5.00	431,302	A
LBR 812	Labor Appeals Board	10.00	760,248	10.00	760,248	A
LBR 871	Employment Security Appeals Referee	10.80	954,532	10.80	954,532	N
LBR 901	Research and Statistics	7.88	446,852	7.88	446,852	A
LBR 901	Research and Statistics	28.12	2,553,114	28.12	2,553,114	N
LBR 902	General Administration	25.54	1,379,475	25.54	1,379,475	A
LBR 902	General Administration	35.48	3,228,809	35.48	3,228,809	N
LBR 903	Office of Community Services	-	-	-	-	A
LBR 903	Office of Community Services	-	-	-	-	N
LBR 903	Office of Community Services	-	-	-	-	U
LBR 905	Hawaii Career Information Delivery System	-	353,983	-	353,983	A
LBR 905	Hawaii Career Information Delivery System	-	169,552	-	169,552	N

Attachment 4  
 Budget Decisions

Priority	Prog ID/Org	Description	MOF	Dept FY10			Dept FY11			B&F FY10			B&F FY11			Gov FY10			Gov FY11		
				FTE(P)	FTE(T)	\$\$\$	FTE(P)	FTE(T)	\$\$\$	FTE(P)	FTE(T)	\$\$\$	FTE(P)	FTE(T)	\$\$\$	FTE(P)	FTE(T)	\$\$\$	FTE(P)	FTE(T)	\$\$\$
		See attached Form B - Department Summary of Operating Budget Adjustment Requests - Tier 3																			



QUARTERLY VACANCY STAFFING PLAN											FORM A
Department of Labor and Industrial Relations - WDD											LBR 111PA PERMANENT
X	11/30/2008										Phone: 586-8825
Program/Title	Position No.	FTE	Position Title	Period	or	Anticipated Salary	MO	Date of Vacancy	Date to be Filled	System to be Filled	Comments
LBR111/PA	4036	1.00	WDS IV	P	C	\$56,040	N	12/30/05			To fill with anticipated funds
LBR111/PA	4042	1.00	WDS III	P	C	\$47,982	N	12/30/05			To recruit
LBR111/PA	4043	1.00	WDS II	P	C	\$33,648	N	12/31/04		12/29/08	
LBR111/PA	4055	1.00	WDS VI	P	C	\$64,932	N	01/01/08			In recruitment
LBR111/PA	4059	1.00	Secretary I	P	C	\$39,864	N	10/01/05			Filled with 89-day
LBR111/PA	4076	1.00	WDS IV	P	C	\$49,332	N	01/01/08			
LBR111/PA	7494	1.00	WDS III	P	C	\$38,952	N	03/07/08			Home base for Keith Masukawa (temporary in FS #117053)
LBR111/PA	7639	1.00	CLERK TYPIST III	P	C	\$28,860	N	06/21/08			
LBR111/PA	7743	0.50	WDS IV	P	C	\$24,666	N	01/06/08			
LBR111/PA	8018	1.00	WDS IV	P	C	\$39,336	N	06/03/97			
LBR111/PA	10014	1.00	WDS III	P	C	\$51,312	N	12/03/07			Home base for Margarita Ignacio (tem. In FS #1170490)
LBR111/PA	10831	1.00	WDS II	P	C	\$36,360	N	06/30/04			To recruit
LBR111/PA	11554	1.00	WDS III	P	C	\$51,816	N	12/30/05			To fill with anticipated funds
LBR111/PA	11556	1.00	WDS III	P	C	\$38,862	N	12/30/05			To fill with anticipated funds
LBR111/PA	13486	1.00	WDS III	P	C	\$44,292	N	10/01/05			
LBR111/PA	13489	1.00	WDS III	P	C	\$49,332	N	05/15/08			Home base for Lori Defa Cruz (temporary in FiW #52834)
LBR111/PA	14090	1.00	WDS IV	P	C	\$57,720	N	03/04/08			Filled with 89-day
LBR111/PA	14105	1.00	WDS III	P	C	\$43,836	N	02/28/08			Filled with 89-day
LBR111/PA	14107	1.00	EA IV	P	C	\$24,888	N	10/29/02			
LBR111/PA	15165	1.00	CLERK TYPIST II	P	C	\$27,768	N	04/07/08		10/13/08	
LBR111/PA	15167	0.50	Clerk Typist II	P	C	\$6,646	N	04/01/03			Filled with 89-day
LBR111/PA	17479	1.00	WDS IV	P	C	\$51,312	N	06/30/08			
LBR111/PA	17521	1.00	WDS III	P	C	\$55,500	N	08/22/08			Filled with 89-day
LBR111/PA	17751	1.00	WDS IV	P	C	\$47,892	N	03/17/06			To fill with anticipated funds
LBR111/PA	17770	1.00	WDS V	P	C	\$64,932	N	03/05/08			
LBR111/PA	17772	1.00	WDS III	P	C	\$49,332	N	06/01/08			Filled with 89-day
LBR111/PA	17782	1.00	WDS III	P	C	\$51,312	N	10/31/07			Filled with 89-day
LBR111/PA	17784	1.00	WDS III	P	C	\$46,056	N	10/01/05			
LBR111/PA	17790	1.00	WDS III	P	C	\$49,332	N	03/31/08			Filled with 89-day
LBR111/PA	22080	1.00	WDS III	P	C	\$49,332	N	01/15/08			To fill with anticipated funds
LBR111/PA	22091	1.00	WDS III	P	C	\$38,952	N	10/31/07			Home Base for Melvin Aral (temporary in # 8791)
LBR111/PA	22377	0.50	Clerk-Typist II	P	C	\$11,868	N	03/20/03			
LBR111/PA	22587	1.00	Clerk Typist II	P	C	\$30,276	N	05/16/06			
LBR111/PA	22867	1.00	Clerk Typist II	P	C	\$26,940	N	04/30/06			
LBR111/PA	23748	1.00	WDS V	P	C	\$63,048	N	12/30/06			To fill with anticipated funds
LBR111/PA	23766	1.00	WDS III	P	C	\$36,360	N	09/17/01			To fill with anticipated funds
LBR111/PA	23768	1.00	WDS III	P	C	\$36,360	N	08/31/00			
LBR111/PA	23769	1.00	WDS III	P	C	\$53,352	N	08/01/08			In recruitment
LBR111/PA	25451	1.00	WDS IV	P	C	\$55,500	N	04/26/08			
LBR111/PA	25452	1.00	WDS III	P	C	\$51,312	N	10/16/07			To fill with anticipated funds
LBR111/PA	28416	1.00	Clerk Typist II	P	C	\$22,152	N	06/30/04			

12/24/2008



FB 09-11 BUDGET

DEPARTMENT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS - TIER 3  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

MOF	FY 10			FY 11		
	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
Current Operating Base by MOF						
A	265.64	17.46	18,291,724	265.64	17.46	18,291,724
B	8.00	39.50	197,136,386	8.00	39.50	197,136,386
N	434.10	136.19	82,303,524	434.10	136.19	82,303,524
R						
S						
T						
U		58.00	4,859,105		58.00	4,859,105
W		0.50	50,000		0.50	50,000
X						
<b>TOTAL</b>	<b>707.74</b>	<b>251.65</b>	<b>302,640,739</b>	<b>707.74</b>	<b>251.65</b>	<b>302,640,739</b>

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 10			FY 11			B&F Recommendation			Governor's Decision						
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount				
<b>TIER 3 MANDATORY REDUCTIONS:</b>																					
		LBR111/PB		Workforce Development	A	(1.00)	-	(24,888)	(1.00)	-	(24,888)	(1.00)	-	(24,888)	(1.00)	-	(24,888)	(1.00)	-	(24,888)	
		LBR143/EA		Occupational Safety & Health	A	(8.50)	-	(342,006)	(8.50)	-	(342,006)	(8.50)	-	(342,006)	(8.50)	-	(342,006)	(8.50)	-	(342,006)	
		LBR143/EB		Boiler & Elevator Safety	A	(5.00)	-	(238,250)	(5.00)	-	(238,250)	(5.00)	-	(238,250)	(5.00)	-	(238,250)	(5.00)	-	(238,250)	
		LBR152/GA		Wage Standards	A	(2.00)	-	(77,904)	(2.00)	-	(77,904)	(2.00)	-	(77,904)	(2.00)	-	(77,904)	(2.00)	-	(77,904)	
		LBR153/RA		Civil Rights Commission	A	(3.00)	-	(187,715)	(3.00)	-	(187,715)	(3.00)	-	(187,715)	(3.00)	-	(187,715)	(3.00)	-	(187,715)	
		LBR161/KA		Hawaii Labor Relations Board	A	-	-	(10,000)	-	-	(10,000)	0.00	-	(10,000)	0.00	-	(10,000)	0.00	-	(10,000)	
		LBR183/DA		Disability Compensation	A	(6.00)	-	(330,280)	(6.00)	-	(330,280)	(6.00)	-	(566,432)	(6.00)	-	(566,432)	(6.00)	-	(566,432)	
		LBR316/SA		Office of Language Access	A	(4.00)	-	(267,514)	(4.00)	-	(267,514)	(1.00)	-	(31,212)	(1.00)	-	(31,212)	(1.00)	-	(31,212)	
		LBR812/HA		Labor Appeals Board	A	(2.00)	-	(126,610)	(2.00)	-	(126,610)	(2.00)	-	(126,610)	(2.00)	-	(126,610)	(2.00)	-	(126,610)	
		LBR901/GA		Research & Statistics	A	(1.00)	-	(14,178)	(1.00)	-	(14,178)	(1.00)	-	(14,178)	(1.00)	-	(14,178)	(1.00)	-	(14,178)	
		LBR902/AA		General Administration	A	(1.92)	-	(78,884)	(1.92)	-	(78,884)	(1.92)	-	(78,884)	(1.92)	-	(78,884)	(1.92)	-	(78,884)	
		LBR903/NA		Office of Community Services	A	(1.00)	-	(1,433,714)	(1.00)	-	(1,433,714)	0.00	-	-	0.00	-	-	0.00	-	-	
		LBR905/GB		HCIDS	A	-	-	(41,788)	-	-	(41,788)	0.00	-	(41,788)	0.00	-	(41,788)	0.00	-	(41,788)	
<b>TOTAL TIER 3 MANDATORY REDUCTIONS:</b>						<b>(35.42)</b>	<b>-</b>	<b>(3,173,731)</b>	<b>(35.42)</b>	<b>-</b>	<b>(3,173,731)</b>	<b>(31.42)</b>	<b>-</b>	<b>(1,739,867)</b>	<b>(31.42)</b>	<b>-</b>	<b>(1,739,867)</b>	<b>(31.42)</b>	<b>-</b>	<b>(1,739,867)</b>	
<b>By MOF</b>																					
General A						(35.42)	-	(3,173,731)	(35.42)	-	(3,173,731)	(31.42)	-	(1,739,867)	(31.42)	-	(1,739,867)	(31.42)	-	(1,739,867)	
Special B						-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Federal N						-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Private R						-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
County S						-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Trust T						-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Inter-departmental Transfer U						-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revolving W						-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other X						-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

**BUDGET CEILING = BASE - TIER 3 MANDATORY REDUCTIONS:**

MOF	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
	672.32	251.65	299,467,008	672.32	251.65	299,467,008	(31.42)	-	(1,739,867)	(31.42)	-	(1,739,867)	(31.42)	-	(1,739,867)
<b>By MOF</b>															
General A	230.22	17.46	15,117,993	230.22	17.46	15,117,993	234.22	17.46	16,551,857	234.22	17.46	16,551,857	234.22	17.46	16,551,857
Special B	8.00	39.50	197,136,386	8.00	39.50	197,136,386	8.00	39.50	197,136,386	8.00	39.50	197,136,386	8.00	39.50	197,136,386
Federal N	434.10	136.19	82,303,524	434.10	136.19	82,303,524	434.10	136.19	82,303,524	434.10	136.19	82,303,524	434.10	136.19	82,303,524
Private R	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trust T	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Inter-departmental Transfer U	-	58.00	4,859,105	-	58.00	4,859,105	-	58.00	4,859,105	-	58.00	4,859,105	-	58.00	4,859,105
Revolving W	-	0.50	50,000	-	0.50	50,000	-	0.50	50,000	-	0.50	50,000	-	0.50	50,000
Other X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 10			FY 11			FY 10			FY 11			FY 10			FY 11		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
<b>ADJUSTMENTS:</b>																							
TR		LBR135/IA		Workforce Development Council	A	-	-	(9,838)	-	-	(9,838)	-	-	(57,248)	-	-	(57,248)	-	-	(57,248)	-	-	(57,248)
TR		LBR143/EB		Boiler & Elevator Safety	A	(1.00)	-	(37,186)	(1.00)	-	(37,186)	(1.00)	-	(187,186)	(1.00)	-	(187,186)	(1.00)	-	(187,186)	(1.00)	-	(187,186)
TR		LBR153/RA		Civil Rights Commission	A	(1.00)	-	(54,216)	(1.00)	-	(54,216)	(1.00)	-	(154,216)	(1.00)	-	(154,216)	(1.00)	-	(154,216)	(1.00)	-	(154,216)
TR		LBR183/DA		Disability Compensation	A	-	-	(49,685)	-	-	(49,685)	-	-	(83,441)	-	-	(83,441)	-	-	(83,441)	-	-	(83,441)
TR		LBR316/SA		Office of Language Access	A	-	-	(65,000)	-	-	(65,000)	-	-	-	-	-	-	-	-	-	-	-	-
TR		LBR901/GA		Research & Statistics	A	-	-	(14,256)	-	-	(14,256)	-	-	(39,256)	-	-	(39,256)	-	-	(39,256)	-	-	(39,256)
TR		LBR902/AA		General Administration	A	-	-	728,966	-	-	728,966	-	-	713,107	-	-	713,107	-	-	713,107	-	-	713,107
TR		LBR903/NA		Office of Community Services	A	-	-	(485,669)	-	-	(485,669)	-	-	-	-	-	-	-	-	-	-	-	-
TR		LBR905/AB		HCIDS	A	-	-	(13,116)	-	-	(13,116)	-	-	(58,728)	-	-	(58,728)	-	-	(58,728)	-	-	(58,728)
FE		LBR171/LA		Unemployment Insurance	B	-	-	194,400,000	-	-	194,400,000	-	-	194,400,000	-	-	194,400,000	-	-	194,400,000	-	-	194,400,000
TR		LBR111/PB		Workforce Development	A	-	-	-	-	-	-	-	-	(60,000)	-	-	(60,000)	-	-	(60,000)	-	-	(60,000)
TR		LBR152/CA		Wage Standard	A	-	-	-	-	-	-	-	-	(73,032)	-	-	(73,032)	-	-	(73,032)	-	-	(73,032)
TR		LBR903/NA		Office of Community Services	A	-	-	-	(4.00)	(4.00)	(3,636,579)	(4.00)	(4.00)	(3,636,579)	(4.00)	(4.00)	(3,636,579)	(4.00)	(4.00)	(3,636,579)	(4.00)	(4.00)	(3,636,579)
TR		LBR903/NA		Office of Community Services	N	-	-	-	(2.00)	(7.00)	(5,894,307)	(2.00)	(7.00)	(5,894,307)	(2.00)	(7.00)	(5,894,307)	(2.00)	(7.00)	(5,894,307)	(2.00)	(7.00)	(5,894,307)
TR		LBR903/NA		Office of Community Services	U	-	-	-	-	-	(1,200,000)	-	-	(1,200,000)	-	-	(1,200,000)	-	-	(1,200,000)	-	-	(1,200,000)

**Request Category Legend:**

- FE Fixed Cost/Entitlement
- HS Health, Safety, Court Mandates
- TR Trade-Off/Transfer
- G Governor's Program Initiatives
- RC Recurring Costs
- RE Reductions
- O Other

**TOTAL ADJUSTMENTS:**

**By MOF**

- General A
- Special B
- Federal N
- Private R
- County S
- Trust T
- Inter-departmental Transfer U
- Revolving W
- Other X

(2.00)	-	194,400,000	(2.00)	-	194,400,000	(8.00)	(11.00)	183,669,114	(8.00)	(11.00)	183,669,114	(8.00)	(11.00)	183,669,114	(8.00)	(11.00)	183,669,114	(8.00)	(11.00)	183,669,114
(2.00)	-	-	(2.00)	-	-	(6.00)	(4.00)	(3,636,579)	(6.00)	(4.00)	(3,636,579)	(6.00)	(4.00)	(3,636,579)	(6.00)	(4.00)	(3,636,579)	(6.00)	(4.00)	(3,636,579)
-	-	194,400,000	-	-	194,400,000	-	-	194,400,000	-	-	194,400,000	-	-	194,400,000	-	-	194,400,000	-	-	194,400,000
-	-	-	-	-	-	(2.00)	(7.00)	(5,894,307)	(2.00)	(7.00)	(5,894,307)	(2.00)	(7.00)	(5,894,307)	(2.00)	(7.00)	(5,894,307)	(2.00)	(7.00)	(5,894,307)
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	(1,200,000)	-	-	(1,200,000)	-	-	(1,200,000)	-	-	(1,200,000)	-	-	(1,200,000)
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**GRAND TOTAL = BUDGET CEILING + ADJUSTMENTS:**

**By MOF**

- General A
- Special B
- Federal N
- Private R
- County S
- Trust T
- Inter-departmental Transfers U
- Revolving W
- Other X

670.32	251.65	493,867,008	670.32	251.65	493,867,008	668.32	240.65	484,569,986	668.32	240.65	484,569,986	668.32	240.65	484,569,986	668.32	240.65	484,569,986	668.32	240.65	484,569,986
228.22	17.46	15,117,993	228.22	17.46	15,117,993	228.22	13.46	12,915,278	228.22	13.46	12,915,278	228.22	13.46	12,915,278	228.22	13.46	12,915,278	228.22	13.46	12,915,278
8.00	39.50	391,536,386	8.00	39.50	391,536,386	8.00	39.50	391,536,386	8.00	39.50	391,536,386	8.00	39.50	391,536,386	8.00	39.50	391,536,386	8.00	39.50	391,536,386
434.10	136.19	82,303,524	434.10	136.19	82,303,524	432.10	129.19	76,409,217	432.10	129.19	76,409,217	432.10	129.19	76,409,217	432.10	129.19	76,409,217	432.10	129.19	76,409,217
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	58.00	4,859,105	-	58.00	4,859,105	-	58.00	3,659,105	-	58.00	3,659,105	-	58.00	3,659,105	-	58.00	3,659,105	-	58.00	3,659,105
-	0.50	50,000	-	0.50	50,000	-	0.50	50,000	-	0.50	50,000	-	0.50	50,000	-	0.50	50,000	-	0.50	50,000
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-



QUARTERLY VACANCY STAFFING PLAN										FORM A	
Department of Labor and Industrial Relations - WDD				LBR 111PA TEMPORARY							
X	11/30/2008									Phone: 586-8825	
Regional	Position No.	FTE	Position Title/Budgeted	Term (Y/N)	or Extent (C/S)	Budgeted Salary	MOR	Date of Vacancy (mm/dd/yy)	Date to be Filled (mm/dd/yy)	Date to be Filled (mm/dd/yy)	Comment
LBR111/PA	7741	1.00	WDS II	T	C	\$33,648	N	09/01/04			In recruitment
LBR111/PA	17522	1.00	WDS I	T	C	\$33,312	N	08/01/01			
LBR111/PA	18810	1.00	WDS III	T	C	\$21,288	U	12/23/08			In recruitment
LBR111/PA	24374	1.00	WDS II	T	C	\$40,548	U	08/29/01			
LBR111/PA	28318	1.00	WDS III	T	C	\$40,920	N	07/31/06			To fill with anticipated funds
LBR111/PA	31563	1.00	WDS III	T	C	\$40,920	N	02/16/05			To fill with anticipated funds
LBR111/PA	31588	1.00	WDS III	T	C	\$40,920	N	07/01/05			To fill with anticipated funds
LBR111/PA	31978	1.00	WDS III	T	C	\$45,612	U	01/01/08			
LBR111/PA	32413	1.00	WDS II	T	C	\$32,328	N	12/31/04			
LBR111/PA	32425	1.00	WDS V	T	C	\$44,292	N	09/01/04			To fill with anticipated funds
LBR111/PA	32448	1.00	WDS II	T	C	\$31,092	N	10/31/03			
LBR111/PA	32452	1.00	WDS II	T	C	\$16,824	N	09/30/08			
LBR111/PA	32638	1.00	WDS II	T	C	\$36,360	N	06/30/04			
LBR111/PA	34961	1.00	WDS II	T	C	\$40,548	U	01/14/02			
LBR111/PA	34982	1.00	WDS III	T	C	\$49,812	N	02/16/05			
LBR111/PA	34983	1.00	WDS II	T	C	\$36,360	N	07/10/04			
LBR111/PA	34986	1.00	WDS II	T	C	\$16,020	U	12/03/07			In recruitment
LBR111/PA	34987	1.00	WDS III	T	C	\$46,056	N	02/16/05			
LBR111/PA	34989	1.00	WDS II	T	C	\$40,548	U	01/25/02			
LBR111/PA	34990	1.00	WDS II	T	C	\$36,360	N	06/30/04			
LBR111/PA	34993	1.00	WDS III	T	C	\$40,920	N	02/16/05			Filled with 89-day
LBR111/PA	34999	1.00	WDS II	T	C	\$36,360	N	09/01/04			
LBR111/PA	35000	1.00	Clerk-Typist II	T	C	\$24,888	N	02/16/05			In Recruitment
LBR111/PA	35011	1.00	WDS III	T	C	\$42,576	N	02/16/05			Filled with 89-day
LBR111/PA	35015	1.00	WDS II	T	C	\$18,180	N	06/30/04			
LBR111/PA	35162	1.00	WDS III	T	C	\$33,648	N	02/16/05			
LBR111/PA	39099	1.00	WDS II	T	C	\$36,360	N	09/01/04			
LBR111/PA	39100	1.00	WDS III	T	C	\$23,028	N	02/16/05			Filled with 89-day
LBR111/PA	40025	1.00	WDS III	T	C	\$16,824	N	03/15/04			
LBR111/PA	40027	1.00	WDS II	T	C	\$40,548	U	05/07/08			Recruiting
LBR111/PA	40028	1.00	WDS I	T	C	\$33,312	N	12/23/02		04/07/08	Filled
LBR111/PA	40198	1.00	WDS II	T	C	\$36,360	N	09/01/04			
LBR111/PA	40271	1.00	WDS II	T	C	\$34,992	N	02/16/05			To fill with anticipated funds
LBR111/PA	40638	1.00	WDS II	T	C	\$18,180	N	06/30/04			
LBR111/PA	40639	1.00	WDS II	T	C	\$16,824	N	06/30/04			
LBR111/PA	42386	1.00	Clerk Typist II	T	C	\$22,152	N	06/30/04			
LBR111/PA	42425	1.00	WDS IV	T	C	\$39,336	N	06/30/04			
LBR111/PA	42427	1.00	WDS II	T	C	\$36,360	N	06/30/04			Selection made, pending DIR Approval

QUARTERLY VACANCY STAFFING PLAN										FORM A	
Department of Labor and Industrial Relations - WDD				LBR 111PA TEMPORARY							
X	11/30/2008									Phone: 586-8825	
Program/ID	Position No.	FTE	Position Title at Budget	Permt (T/F)	Exempt (C/B)	Anticipated Salary	MOT	Date of Vacancy (MM/DD/YY)	Date to be Filled (MM/DD/YY)	Date to be Filled (MM/DD/YY)	Comments
LBR111/PA	42429	1.00	WDS II	T	C	\$36,360	N	06/30/04			To fill with anticipated funds
LBR111/PA	42432	1.00	Employment Aid IV	T	C	\$24,888	N	06/30/04			To fill with anticipated funds
LBR111/PA	43295	1.00	Employment Aid V	T	C	\$26,940	N	06/30/04			To fill with anticipated funds
LBR111/PA	46852	1.00	WDS II	T	C	\$36,360	B	09/01/04			
LBR111/PA	46855	1.00	WDS II	T	C	\$36,360	B	09/01/02			To recruit
LBR111/PA	46856	1.00	WDS II	T	C	\$36,360	B	06/30/04			
LBR111/PA	46979	1.00	WDS II	T	C	\$40,548	U	02/28/99			
LBR111/PA	47125	1.00	WDS II	T	C	\$36,360	B	06/30/04			
LBR111/PA	47917	1.00	WDS III	T	C	\$47,892	B	02/16/05			
LBR111/PA	47932	1.00	WDS III	T	C	\$36,360	N	07/31/02			
LBR111/PA	47933	0.50	WDS III	T	C	\$40,548	U	12/29/00			
LBR111/PA	47945	1.00	WDS III	T	C	\$32,040	U	06/29/06			In recruitment
LBR111/PA	47946	1.00	WDS III	T	C	\$36,360	U	07/31/08			
LBR111/PA	52822	1.00	WDS II	T	C	\$36,360	N	06/30/04			
LBR111/PA	52823	1.00	WDS II	T	C	\$36,360	N	06/30/04			
LBR111/PA	52824	1.00	WDS II	T	C	\$36,360	N	06/30/04			
LBR111/PA	52825	1.00	WDS III	T	C	\$39,336	N	02/16/05			
LBR111/PA	52827	1.00	WDS II	T	C	\$36,360	N	06/30/04			
LBR111/PA	52828	1.00	WDS II	T	C	\$40,548	U	12/31/00			
LBR111/PA	52829	1.00	WDS II	T	C	\$40,548	U	03/31/01			
LBR111/PA	52831	1.00	WDS III	T	C	\$31,815	N	09/16/03			
LBR111/PA	52832	1.00	WDS III	T	C	\$40,548	U	12/31/00			
LBR111/PA	52833	1.00	WDS III	T	C	\$36,360	N	09/03/02			
LBR111/PA	52835	0.65	WDS II	T	C	\$23,634	N	07/31/02			
LBR111/PA	52836	1.00	WDS III	T	C	\$36,360	N	09/16/03			
LBR111/PA	52837	1.00	WDS II	T	C	\$33,648	N	06/30/04			
LBR111/PA	52838	1.00	WDS II	T	C	\$36,360	N	06/30/04			
LBR111/PA	52839	0.50	WDS III	T	C	\$36,360	N	07/01/03			
LBR111/PA	52840	1.00	WDS III	T	C	\$39,336	N	02/16/05			
LBR111/PA	52841	1.00	WDS III	T	C	\$36,360	N	03/17/03			
LBR111/PA	54613	1.00	WDS II	T	C	\$33,648	N	07/22/04			
LBR111/PA	54614	1.00	WDS II	T	C	\$18,180	N	12/31/04			
LBR111/PA	90032	0.50	Clerk-Typist II	T	C	\$10,548	U				
LBR111/PA	91002	1.00	WDS IV	T	C	\$53,376	U				
LBR111/PA	91005	1.00	WDS V	T	C	\$60,048	U				
LBR111/PA	92001	1.00	WDS II	T	C	\$34,632	N				
LBR111/PA	92002	1.00	WDS II	T	C	\$36,048	N				
LBR111/PA	92003	1.00	WDS III	T	C	\$38,952	N				

QUARTERLY VACANCY STAFFING PLAN										FORM A	
Department of Labor and Industrial Relations - WDD				LBR 111PA TEMPORARY							
X	11/30/2008									Phone: 586-8825	
Position No.	Position Title	FTE	Position Grade	Perm (Y/N)	Or Temp (Y/N)	Fudgeted Salary	MOF	Date of Vacancy	Date to Be Filled	Date to Be Filled	Comments
LBR111/PA	92004	1.00	WDS III	T	C	\$38,952	N				
LBR111/PA	92005	1.00	WDS II	T	C	\$34,632	N				
LBR111/PA	92006	1.00	Clerk-Typist II	T	C	\$21,096	N				
LBR111/PA	92007	1.00	Clerk-Typist II	T	C	\$21,096	N				
LBR111/PA	93005	1.00	WDS II	T	C	\$34,632	U				
LBR111/PA	93006	1.00	Program Spec. I	T	C	\$60,048	B				
LBR111/PA	93012	1.00	WDS II	T	C	\$34,632	U				
LBR111/PA	93017	0.50	WDS IV	T	C	\$26,688	U				
LBR111/PA	93018	0.50	WDS II	T	C	\$17,316	U				
LBR111/PA	93019	0.50	WDS II	T	C	\$34,632	U				
LBR111/PA	93020	0.50	WDS II	T	C	\$34,632	U				
LBR111/PA	93024	0.50	WDS II	T	C	\$34,632	U				
LBR111/PA	93026	0.50	WDS II	T	C	\$34,632	U				
LBR111/PA	93027	0.50	WDS II	T	C	\$34,632	U				
LBR111/PA	96111	1.00	WDS II	T	C	\$40,548	U				
LBR111/PA	96112	1.00	WDS II	T	C	\$40,548	U				
LBR111/PA	96113	1.00	WDS II	T	C	\$40,548	U				
LBR111/PA	96114	1.00	WDS II	T	C	\$40,548	U				
LBR111/PA	96115	1.00	WDS II	T	C	\$40,548	U				
LBR111/PA	96116	1.00	WDS II	T	C	\$40,548	U				
LBR111/PA	96117	1.00	WDS II	T	C	\$40,548	U				
LBR111/PA	96118	1.00	WDS II	T	C	\$40,548	U				
LBR111/PA	96119	1.00	WDS II	T	C	\$40,548	U				
LBR111/PA	96120	1.00	WDS II	T	C	\$40,548	U				
LBR111/PA	98001	0.50	WDS II	T	C	\$34,632	B				
LBR111/PA	98002	0.50	WDS II	T	C	\$34,632	B				
LBR111/PA	98003	0.50	WDS II	T	C	\$34,632	B				
LBR111/PA	98004	0.50	WDS II	T	C	\$34,632	B				
LBR111/PA	98005	0.50	WDS II	T	C	\$34,632	B				
LBR111/PA	98006	0.50	WDS II	T	C	\$34,632	B				
LBR111/PA	98007	0.50	WDS II	T	C	\$34,632	B				
LBR111/PA	99001	1.00	WDS IV	T	C	\$53,376	N				
LBR111/PA	99002	1.00	WDS IV	T	C	\$53,376	N				
LBR111/PA	99003	1.00	WDS IV	T	C	\$53,376	N				
LBR111/PA	99015	0.50	WDS II	T	C	\$34,632	N				
LBR111/PA	99016	0.50	WDS II	T	C	\$34,632	N				
LBR111/PA	99017	0.50	WDS II	T	C	\$34,632	N				
LBR111/PA	99018	0.50	WDS II	T	C	\$34,632	N				

QUARTERLY VACANCY STAFFING PLAN										FORM A	
Department of Labor and Industrial Relations - WDD			LBR 111PA TEMPORARY								
X	11/30/2008									Phone: 586-8825	
Program ID	Position No.	FTE	Position Title as Budgeted	Prob. Term. (Y/N)	Prorated (Y/N)	Budgeted Salary	MOF	Date of Vacancy (mm/dd/yyyy)	Date Vacancy Filled (mm/dd/yyyy)	Date Vacancy Filled (mm/dd/yyyy)	Comments
LBR111/PA	99025	1.00	WD AIDE IV	T	C	\$31,716	N				
LBR111/PA	99026	1.00	WD AIDE IV	T	C	\$31,716	N				
LBR111/PA	99027	1.00	WD AIDE IV	T	C	\$31,716	N				
LBR111/PA	99028	1.00	Clerk-Typist II	T	C	\$21,096	N				
LBR111/PA	99029	1.00	Clerk-Typist II	T	C	\$21,096	N				
LBR111/PA	99030	1.00	Clerk-Typist II	T	C	\$21,096	N				
LBR111/PA	110717	1.00	WDS II	T	C	\$16,824	N	06/30/04			Filled with 89-day
LBR111/PA	110718	1.00	WDS II	T	C	\$31,092	N	06/30/04			Filled with 89-day
LBR111/PA	110719	1.00	WDS III	T	C	\$37,836	N	02/16/05			
LBR111/PA	110720	1.00	WDS III	T	C	\$33,648	N	02/02/04			
LBR111/PA	110721	1.00	WDS II	T	C	\$16,824	N	07/01/03			
LBR111/PA	112134	1.00	Clerk-Typist II	T	C	\$22,152	N	03/17/03			
LBR111/PA	112234	1.00	Clerk-Typist II	T	C	\$22,152	N	12/30/02			
LBR111/PA	117050	1.00	WDS II	T	C	\$34,632	U				Filled with 89-day
LBR111/PA	117052	1.00	WDS II	T	C	\$34,632	U	08/02/04			Selected pending Director's approval
	Total	117.15									







QUARTERLY VACANCY STAFFING PLAN

FORM A

Department Labor & Industrial Relations

Annual Report  
Quarterly Update 11/30/2008

Contact Person: Francis Kagawa  
Phone: 586-8887

Program ID	Legal Authority	Position No.	FTE	Position Title as Budgeted	Perm/Temp (P/T)	Civ. Svs or Exempt (C/S)	Budgeted Salary	MOF	Date of Vacancy (mm/dd/yy)	Date To Be Established (mm/dd/yy)	Date To Be Filled (mm/dd/yy)	Comments
LBR143EA	Act 213/07	57	0.50	OSCHO IV	P	C/S	\$24,972	A	11/11/07			
			0.50	OSCHO IV	P	C/S	\$24,972	N	11/11/07			
LBR143EA	Act 213/07	4368	0.50	OSCHO III (Oahu)	P	C/S	\$18,246	A	12/29/06			
			0.50	OSCHO III (Oahu)	P	C/S	\$18,246	N	12/29/06			
LBR143EA	Act 213/07	6798	0.50	OSCHO IV	P	C/S	\$22,212	A	06/01/08			
			0.50	OSCHO IV	P	C/S	\$22,212	N	06/01/08			
LBR143EA	Act 213/07	18113	0.50	Clerk III	P	C/S	\$13,332	A	09/05/07			
			0.50	Clerk III	P	C/S	\$13,332	N	09/05/07			
LBR143EA	Act 213/07	24664	0.50	EHS III	P	C/S	\$19,476	A	07/26/08			
			0.50	EHS III	P	C/S	\$19,476	N	07/26/08			
LBR143EA	Act 213/07	24665	0.50	EHS IV	P	C/S	\$16,656	A	01/04/06			
			0.50	EHS IV	P	C/S	\$16,656	N	01/04/06			
LBR143EA	Act 213/07	24667	0.50	EHS III	P	C/S	\$21,918	A	10/11/08			
			0.50	EHS III	P	C/S	\$21,918	N	10/11/08			
LBR143EA	Act 213/07	24669	0.50	Clerk III	P	C/S	\$11,868	A	07/01/06			
			0.50	Clerk III	P	C/S	\$11,868	N	07/01/06			
LBR143EA	Act 213/07	24670	0.50	Secretary II	P	C/S	\$18,972	A	08/01/08			89-day hire
			0.50	Secretary II	P	C/S	\$18,972	A	08/01/08			
LBR143EA	Act 213/07	24674	0.50	OSCHO IV (MAUI)	P	C/S	\$19,728	A	11/01/06			
			0.50	OSCHO IV (MAUI)	P	C/S	\$19,728	N	11/01/06			
LBR143EA	Act 213/07	24675	0.50	Secretary II	P	C/S	\$18,972	A	09/30/08			
			0.50	Secretary II	P	C/S	\$18,972	N	09/30/08			
LBR143EA	Act 213/07	24678	0.50	OSH Program Spec V	P	C/S	\$23,724	A	06/04/04			
			0.50	OSH Program Spec V	P	C/S	\$23,724	N	06/04/04			













Program ID	Fiscal Authority	Position No.	FTE	Position Title	Permit	Div./Sv. or Exempt (C/S)	Budget Salary	Job	Date of Vacancy (mm/dd/yy)	Is the position filled?	Is the position filled?	Is the position filled?	Comments
LBR 171/LA	Act 213/07	190	0.25	Clerk II	P	C.S.	\$5,475	Federal	05/08/03			N	ADP and Records Control Sub-Unit
LBR 171/LA	Act 213/07	4056	1.00	Clerk III	P	C.S.	\$36,492	Federal	01/02/07			N	Employer Records Sub-Unit
LBR 171/LA	Act 213/07	4557	1.00	UI Specialist IV	P	C.S.	\$42,144	Federal	09/24/01			N	Claims Examining
LBR 171/LA	Act 213/07	4590	1.00	UI Specialist V	P	C.S.	\$49,344	Federal	07/01/08			N	UI Administration -- Program Development -- pending recruitment
LBR 171/LA	Act 213/07	5292	1.00	Secretary II	P	C.S.	\$29,976	Federal	08/31/04			N	Waipahu Claims Section -- Clerical Services
LBR 171/LA	Act 213/07	7508	0.25	Clerk III	P	C.S.	\$5,934	Federal	01/18/03			N	Tax Processing Sub-Unit
LBR 171/LA	Act 213/07	8269	1.00	UI Specialist III	P	C.S.	\$51,312	Federal	08/01/07			N	Maul Branch -- Claims Examining -- currently recruiting
LBR 171/LA	Act 213/07	8272	1.00	UI Assistant IV	P	C.S.	\$39,456	Federal	07/22/08				
LBR 171/LA	Act 213/07	8481	1.00	UI Specialist V	P	C.S.	\$62,400	Federal	06/01/07			N	Claims Processing
LBR 171/LA	Act 213/07	8722	1.00	Secretary II	P	C.S.	\$46,164	Federal	01/02/07			N	Benefit Processing and Control Section -- Clerical Services
LBR 171/LA	Act 213/07	8818	1.00	Auditor IV	P	C.S.	\$42,144	Federal	09/15/08				
LBR 171/LA	Act 213/07	9923	1.00	UI Specialist III	P	C.S.	\$38,952	Federal	11/16/04			N	Claims Examining
LBR 171/LA	Act 213/07	9946	1.00	UI Specialist V	P	C.S.	\$47,448	Federal	01/02/07			N	Resource Management Section - FUNDED -- no plans to fill
LBR 171/LA	Act 213/07	10742	1.00	UI Specialist IV	P	C.S.	\$42,144	Federal	12/03/02			N	Kaunakakai Claims Section
LBR 171/LA	Act 213/07	10834	1.00	UI Specialist IV	P	C.S.	\$42,144	Federal	05/14/03			N	Kauai Branch -- Claims Examining -- plan to fill in the future
LBR 171/LA	Act 213/07	11199	1.00	Auditor (Unemployment Tax) IV	P	C.S.	\$42,144	Federal	06/02/03			N	Audit Unit I
LBR 171/LA	Act 213/07	12239	0.25	UI Specialist IV	P	C.S.	\$10,536	Federal	07/31/86			N	Workload Control Unit
LBR 171/LA	Act 213/07	13094	1.00	UI Assistant V	P	C.S.	\$36,492	Federal	08/16/07			N	Claims Processing
LBR 171/LA	Act 213/07	13185	1.00	UI Specialist III	P	C.S.	\$42,144	Federal	09/28/07				
LBR 171/LA	Act 213/07	13192	1.00	UI Specialist I	P	C.S.	\$33,312	Federal	07/25/03			N	Claims Examining
LBR 171/LA	Act 213/07	13550	1.00	UI Assistant V	P	C.S.	\$30,012	Federal	08/15/08			N	Kaneohe Claims Section -- Claims Processing
LBR 171/LA	Act 213/07	14856	0.25	UI Assistant III	P	C.S.	\$6,171	Federal	03/31/03			N	Hawaii Branch -- Hilo Claims Processing -- pending recruitment
LBR 171/LA	Act 213/07	15213	1.00	UI Assistant V	P	C.S.	\$36,492	Federal	10/31/08			N	
LBR 171/LA	Act 213/07	23104	0.25	UI Assistant V	P	C.S.	\$8,106	Federal	03/01/07			N	Claims Processing
LBR 171/LA	Act 213/07	23105	0.25	UI Assistant III	P	C.S.	\$6,171	Federal	12/11/02			N	ADP and Records Control Sub-Unit
LBR 171/LA	Act 213/07	23122	0.25	UI Assistant V	P	C.S.	\$7,803	Federal	01/12/07			N	Hawaii Branch -- Hilo Claims Processing -- position filled by Shana Araw
LBR 171/LA	Act 213/07	23123	0.25	UI Assistant V	P	C.S.	\$7,215	Federal	08/01/05			N	Hawaii Branch -- Kona Claims Processing -- pending recruitment
LBR 171/LA	Act 213/07	23128	1.00	UI Specialist IV	P	C.S.	\$42,144	Federal	08/07/07			N	Internal Security Section PA submitted to fill this position - FUNDED

Program	Authority	Position No.	FTE	Position Title	Pay Plan	Grade	Budgetary Salary	MOF	Date of Vacancy	Date of Hire	Date of Termination	Comments
LBR 171/LA	Act 213/07	23590	0.25	UI Assistant V	P	C.S.	\$7,215	Federal	11/28/05			N Maui Branch -- Claims Processing -- 89 day hire
LBR 171/LA	Act 213/07	24696	0.25	UI Assistant V	P	C.S.	\$7,215	Federal	06/01/05			N Kauai Branch -- Claims Processing -- Melissa Camelo, Monetary Processing Sub-Unit
LBR 171/LA	Act 213/07	24697	0.25	UI Assistant V	P	C.S.	\$7,215	Federal	05/16/05			N
LBR 171/LA	Act 213/07	24698	1.00	UI Assistant V	P	C.S.	\$30,012	Federal	08/11/08			N Kaneohe Claims Section -- Claims Processing
LBR 171/LA	Act 213/07	24699	0.25	UI Assistant V	P	C.S.	\$8,106	Federal	10/19/06			N Claims Processing
LBR 171/LA	Act 213/07	24700	0.25	UI Assistant V	P	C.S.	\$8,439	Federal	02/29/08			N
LBR 171/LA	Act 213/07	24705	0.25	UI Assistant V	P	C.S.	\$7,215	Federal	01/06/06			N Claims Processing
LBR 171/LA	Act 213/07	24707	0.25	UI Assistant V	P	C.S.	\$8,106	Federal	11/09/07			N
LBR 171/LA	Act 213/07	24708	1.00	UI Assistant V	P	C.S.	\$35,100	Federal	10/31/06			N Tax Processing Sub-Unit
LBR 171/LA	Act 213/07	24713	1.00	UI Specialist V	P	C.S.	\$32,424	Federal	09/26/08			N
LBR 171/LA	Act 213/07	24714	0.25	UI Assistant V	P	C.S.	\$7,494	Federal	08/01/07			N Hawaii Branch -- Kona Claims Processing -- pending recruitment
LBR 171/LA	Act 213/07	24715	1.00	UI Assistant III	P	C.S.	\$24,684	Federal	11/01/03			N Hawaii Branch -- Kona Claims Processing -- pending recruitment
LBR 171/LA	Act 213/07	24718	0.25	UI Assistant V	P	C.S.	\$8,106	Federal	09/26/08			N
LBR 171/LA	Act 213/07	24719	0.25	UI Assistant V	P	C.S.	\$7,215	Federal	01/01/03			N Claims Processing
LBR 171/LA	Act 213/07	24745	1.00	UI Specialist III	P	C.S.	\$42,144	Federal	08/18/08			N
LBR 171/LA	Act 213/07	24746	1.00	UI Specialist II	P	C.S.	\$36,048	Federal	07/05/04			N Claims Examining
LBR 171/LA	Act 213/07	25179	1.00	UI Specialist III	P	C.S.	\$38,952	Federal	11/12/02			N Hawaii Branch -- Kona Claims Examining -- pending recruitment
LBR 171/LA	Act 213/07	25801	1.00	Auditor (Unemployment Tax) II	P	C.S.	\$36,048	Federal	08/01/04			N Employer Services Section - FUNDED -- awaiting approval from DHRD
LBR 171/LA	Act 213/07	25802	1.00	Auditor (Unemployment Tax) IV	P	C.S.	\$42,144	Federal	04/23/03			N Kauai Branch -- Employer Services Section - FUNDED PA submitted to fill this position
LBR 171/LA	Act 213/07	25907	1.00	UI Specialist V	P	C.S.	\$47,448	Federal	04/02/02			N Special Activities Unit
LBR 171/LA	Act 213/07	25910	1.00	UI Specialist V	P	C.S.	\$60,024	Federal	02/05/07			N Kaneohe Claims Section
LBR 171/LA	Act 213/07	25914	1.00	UI Assistant VII	P	C.S.	\$33,756	Federal	06/16/06			N Transaction Unit
LBR 171/LA	Act 213/07	25915	1.00	UI Assistant III	P	C.S.	\$24,684	Federal	04/01/03			N Claims Processing -- FUNDED 89 Day Hire (Judy Saavedra)
LBR 171/LA	Act 213/07	25921	0.25	UI Assistant V	P	C.S.	\$8,775	Federal	12/02/07			N
LBR 171/LA	Act 213/07	25926	1.00	UI Assistant V	P	C.S.	\$44,424	Federal	12/31/06			N ADP and Records Control Sub-Unit
LBR 171/LA	Act 213/07	25945	1.00	UI Specialist IV	P	C.S.	\$42,144	Federal	10/13/08			N
LBR 171/LA	Act 213/07	25946	1.00	UI Specialist IV	P	C.S.	\$42,144	Federal	08/16/04			N Claims Examining
LBR 171/LA	Act 213/07	26070	1.00	UI Assistant V	P	C.S.	\$28,860	Federal	06/16/05			N Hawaii Branch -- Hilo Claims Processing -- unable to fill due to funding
LBR 171/LA	Act 213/07	26569	0.25	UI Assistant III	P	C.S.	\$6,171	Federal	12/08/02			N Claims Processing -- FUNDED 89 Day Hire (Rochelle De Lima)
LBR 171/LA	Act 213/07	26640	0.25	UI Assistant V	P	C.S.	\$7,215	Federal	04/16/04			N Maui Branch -- Claims Processing -- pending approval of 89 day hire
LBR 171/LA	Act 213/07	26672	0.25	UI Assistant V	P	C.S.	\$8,106	Federal	01/03/08			N

Program No.	Act Authority	Position No.	FTE	Job Title (as Budgeted)	Plan (P) or (D)	Comp. (C/S)	Budgeted Salary	MOR	Effect. Vacancy (mm/dd/yy)	Date to be Filled (mm/dd/yy)	Date to be Filled (mm/dd/yy)	Identified in Annual Plan (Y/N)	Comments
LBR 171/LA	Act 213/07	26978	0.50	UI Specialist III	P	C.S.	\$49,332	Federal	10/31/08			N	
LBR 171/LA	Act 213/07	26984	0.50	UI Specialist I	P	C.S.	\$16,656	Federal	08/16/02			N	Claims Examining -- FUNDED 89 Day Hire (Norma Acain)
LBR 171/LA	Act 213/07	26986	1.00	UI Specialist IV	P	C.S.	\$42,144	Federal	01/01/03			N	Claims Examining
LBR 171/LA	Act 213/07	26990	1.00	UI Specialist III	P	C.S.	\$38,952	Federal	03/20/06			N	Maul Branch -- Claims Examining -- pending recruitment
LBR 171/LA	Act 213/07	26999	1.00	UI Specialist II	P	C.S.	\$36,048	Federal	12/07/02			N	Claims Examining
LBR 171/LA	Act 213/07	27006	1.00	UI Specialist III	P	C.S.	\$45,612	Federal	12/28/07			N	Hawaii Branch -- Kona Claims Examining -- pending recruitment
LBR 171/LA	Act 213/07	27007	1.00	UI Specialist IV	P	C.S.	\$42,144	Federal	01/02/07			N	Hawaii Branch -- Kona Claims Examining -- Sandra Miranda, 89 day hire
LBR 171/LA	Act 213/07	27009	0.25	UI Assistant III	P	C.S.	\$6,171	Federal	07/05/02			N	Hawaii Branch -- Kona Claims Processing -- personnel action submitted to fill this position -- Wendy Kojiro, 89 day hire until recruitment is complete
LBR 171/LA	Act 213/07	27010	0.50	UI Assistant V	P	C.S.	\$16,212	Federal	03/24/08			N	Hawaii Branch -- Hilo Claims Processing -- pending recruitment
LBR 171/LA	Act 213/07	27116	0.25	UI Assistant IV	P	C.S.	\$6,666	Federal	01/01/03			N	Employer Records Sub-Unit
LBR 171/LA	Act 213/07	27147	1.00	Secretary II	P	C.S.	\$29,976	Federal	12/31/03			N	Honolulu Claims Section -- Clerical Services
LBR 171/LA	Act 213/07	27157	1.00	Clerk Typist II	P	C.S.	\$23,736	Federal	12/30/04			N	Employer Services Section -- Clerical Services
LBR 171/LA	Act 213/07	27215	1.00	UI Assistant V	P	C.S.	\$42,696	Federal	01/02/07			N	Monetary Processing Sub-Unit
LBR 171/LA	Act 213/07	27227	0.25	Clerk II	P	C.S.	\$5,475	Federal	08/08/02			N	Tax Processing Sub-Unit
LBR 171/LA	Act 213/07	27229	0.25	Clerk II	P	C.S.	\$5,475	Federal	04/22/02			N	Employer Records Sub-Unit
LBR 171/LA	Act 213/07	27274	0.25	UI Assistant V	P	C.S.	\$8,106	Federal	11/08/07			N	Kauai Branch -- Claims Processing -- personnel action
LBR 171/LA	Act 213/07	27275	0.25	UI Assistant V	P	C.S.	\$7,215	Federal	07/19/05			N	Claims Processing
LBR 171/LA	Act 213/07	27754	1.00	UI Assistant V	P	C.S.	\$28,860	Federal	08/01/04			N	Hawaii Branch -- Hilo Claims Processing -- unable to fill
LBR 171/LA	Act 213/07	27755	0.25	UI Assistant V	P	C.S.	\$8,106	Federal	10/25/06			N	Claims Processing
LBR 171/LA	Act 213/07	27759	0.25	UI Assistant V	P	C.S.	\$8,106	Federal	10/25/06			N	Claims Processing
LBR 171/LA	Act 213/07	27762	0.25	UI Assistant IV	P	C.S.	\$6,666	Federal	07/08/05			N	Claims Processing
LBR 171/LA	Act 213/07	27763	0.25	UI Assistant III	P	C.S.	\$6,171	Federal	02/08/03			N	Claims Processing
LBR 171/LA	Act 213/07	27764	0.25	UI Assistant V	P	C.S.	\$8,106	Federal	10/07/08			N	
LBR 171/LA	Act 213/07	27765	0.25	UI Assistant IV	P	C.S.	\$6,666	Federal	03/01/04			N	Claims Processing
LBR 171/LA	Act 213/07	27768	0.25	UI Assistant V	P	C.S.	\$7,215	Federal	07/29/05			N	Claims Processing
LBR 171/LA	Act 213/07	27769	0.25	UI Assistant III	P	C.S.	\$6,171	Federal	03/01/03			N	Monetary Processing Sub-Unit
LBR 171/LA	Act 213/07	27775	1.00	UI Assistant VI	P	C.S.	\$31,212	Federal	09/30/04			N	Claims Processing
LBR 171/LA	Act 213/07	31878	1.00	UI Specialist III	P	C.S.	\$47,448	Federal	10/16/08			N	
LBR 171/LA	Act 213/07	27897	1.00	UI Assistant V	P	C.S.	\$38,492	Federal	04/07/08			N	
LBR 171/LA	Act 213/07	31881	1.00	UI Specialist III	P	C.S.	\$51,312	Federal	10/31/06			N	Hawaii Branch -- Hilo Claims Examining -- pending recruitment
LBR 171/LA	Act 213/07	35350	1.00	UI Specialist IV	P	C.S.	\$42,144	Federal	08/01/05			N	Quality Control Section -- unable to fill due to funding







QUARTERLY VACANCY STAFFING PLAN

FORM A

Department Labor & Industrial Relations

Contact Person: Royden Koito  
Phone: 586-9153

Quarterly Update: November 30, 2008

Program ID	Legal Authority	Position No.	FTE	Position Title as Budgeted	Perm/Temp (P/T)	Clv Svs or Exempt (C/S)	Budgeted Salary	MOP	Date of Vacancy (mm/dd/yy)	Date To Be Established (mm/dd/yy)	Date To Be Filled (mm/dd/yy)	Comments
LBR183DA	Act 213/08	63	1.00	Off Assist III (Hrgs)	P	C/S	\$0	A	12/31/06		01/16/09	Applicant Selected and will start on 1/16/09.
LBR183DA	Act 213/08	10124	1.00	WC Hrgs Off III (Hrgs)	P	C/S	\$60,024	A	02/16/08			Position Frozen.
LBR183DA	Act 213/08	21229	1.00	TDI Health Care Spec V	P	C/S	\$0	A	07/22/03		12/31/08	Applicant Selected. Start date pending Director's Approval.
LBR183DA	Act 213/08	25575	1.00	DC Enf Spec IV (Invest)	P	C/S	\$55,500	A	11/30/08			Position Frozen.
LBR183DA	Act 213/08	25640	1.00	DC Program Spec II	P	C/S	\$0	A	12/31/98			Position Frozen.
LBR183DA	Act 213/08	29535	1.00	Off Assist IV (Claims)	P	C/S	\$33,756	A	06/03/08			Position Frozen.
LBR183DA	Act 213/08	32678	1.00	Off Assist III (CSU)	P	C/S	\$24,684	A	04/01/08		12/18/08	Former employee in position exercising return rights.
LBR183DA	Act 213/08	36464	1.00	Off Assit IV (Hrgs Rev)	P	C/S	\$32,424	A	10/01/08		03/31/09	Preparing for Recruitment.
LBR183DA	Act 213/08	36472	1.00	Off Assist IV (Hilo)	P	C/S	\$25,656	A	06/18/08		03/31/09	Recruitment In Progress.
LBR183DA	Act 213/08	36473	1.00	WC Hrgs Off V (Hilo)	P	C/S	\$73,032	A	11/30/08			Position Frozen.
LBR183DA	Act 213/08	36484	1.00	Off Assist IV (Kauai)	P	C/S	\$39,456	A	05/16/08			Position Frozen.
LBR183DA	Act 213/08	36961	1.00	Off Assist II (Cost Rev)	P	C/S	\$0	A	12/31/04			Position Frozen.
LBR183DA	Act 213/08	54617	1.00	WC Claims Facilitator (Claims)	P	C/S	\$49,332	B	09/30/08		03/31/09	Preparing for Recruitment. Special Comp Fund.
		Total	12.00									

QUARTERLY VACANCY STAFFING PLAN

FORM A

Department Labor & Industrial Relations (OLA)

Annual Report  
 Quarterly Update 11/30/2008

Contact Person: Francis Kagawa  
 Phone: 586-8887

Program No.	Legal Authority	Position No.	Qty	Position Title & Description	Pay Plan (code)	Gr. Sys. (code)	Regular Rate	MOF	Date of Vacancy (month/day)	Date to be Established (month/day)	Date to be Filled (month/day)	Comments
LBR316SA	Act 213/07	118389	1.00	OLA Legal Clerk	P	E	\$ 31,212	A	7/23/2008			
TOTAL			1.00		P		\$ 31,212	N				



QUARTERLY VACANCY STAFFING PLAN

FORM A

Department Labor & Industrial Relations (ESARO)

Annual Report  
 Quarterly Update 11/30/2008

Contact Person: Francis Kagawa  
 Phone: 586-8887

Position No.	Budget Authority	Position No.	FTE	Position Title as Published	Form of Emp. (P)	Class. (C/S)	Emphasis Salary	Job	Date of Vacancy (month/day)	Date to be Filled (month/day)	Date to be Filled (month/day)	Comments
LBR871LB	Act 213/07	25576	0.25	Office Assistant III, p/t	P	C/S	\$ 22,152	N	6/30/2004			
LBR871LB	Act 213/07	26207	1.00	Office Assistant III	P	C/S	\$ 35,100	N	3/18/2008			
LBR871LB	Act 213/07	27970	1.00	Office Assistant III	P	C/S	\$ 23,736	N	6/30/2004			
LBR871LB	Act 213/07	27972	0.50	Empl Security Appeals Referee	P	C/S	\$ 47,892	N	6/30/2004			
LBR871LB	Act 213/07	28095	1.00	Empl Security Appeals Referee	P	C/S	\$ 51,312	N	1/1/2006			
LBR871LB	Act 213/07	28284	1.00	Empl Security Appeals Referee	P	C/S	\$ 51,312	N	1/1/2006			
TOTAL			4.75		P		\$ 231,504	N				









QUARTERLY VACANCY STAFFING PLAN

FORM A

Department Labor & Industrial Relations

Annual Report  
 Quarterly Update 11/30/2008

Contact Person: Francis Kagawa  
 Phone: 586-8887

Program ID	Legal Authority	Position No.	FTE	Position Title as Budgeted	Perm/Temp (P/T)	Civ Sys or Exempt (C/S)	Budgeted Salary	MOE	Date of Vacancy (mm/dd/yy)	Date To Be Established (mm/dd/yy)	Date To Be Filled (mm/dd/yy)	Comments
LBR905GB	Act 213/07	111028	1.00	HCIDS Computer Programmer III	T	E	\$43,836	N	01/01/07			Position is located in EDPSO and is federally funded
		Total	1.00		T		43,836	N				

Attachment 6  
Federal Fund Expenditures Exceeding Ceiling for FY08 and FY09 to date

<u>Prog ID</u>	<u>Appropriation Ceiling</u>	<u>Ceiling Increase</u>	<u>Date of Transfer</u>	<u>Reason for Exceeding Ceiling</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
LBR171/LA	165,600,000	193,373,350	12/8/2008	Unemployment rate is projected to increase from 3.1% to 5.5%	Y	N

Attachment 7  
List of Transfers for FY08 and FY09 to date

<u>From Prog ID</u>	<u>To Prog ID</u>	<u>Amount Transferred</u>	<u>Date of Transfer</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
LBR 135	LBR 902	9,838	9/23/2008	Transfer general funds to cover payroll deficit in General	Y
LBR 143	LBR 902	37,186	9/23/2008	Administration due to legislative reduction.	Y
LBR 153	LBR 902	54,216	9/23/2008		Y
LBR 183	LBR 902	49,685	9/23/2008		Y
LBR 316	LBR 902	65,000	9/23/2008		Y
LBR 901	LBR 902	14,256	9/23/2008		Y
LBR 903	LBR 902	485,669	9/23/2008		N
LBR 905	LBR 902	13,116	9/23/2008		Y

Attachment 8  
CIP Summary

Priority	Project Title	FY10 \$\$\$	FY11 \$\$\$	MOE
	None			