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**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**  
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**SENATE COMMITTEE ON WAYS AND MEANS**  
**BUDGET REQUEST FOR THE SUPPLEMENTAL BUDGET 2010-2011**  
**JANUARY 12, 2010**

**TESTIMONY BY MARIE C. LADERTA, DIRECTOR**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**

Honorable Chair Mercado Kim and Members of the Senate Committee on Ways and Means:

I am Marie Laderta, Director of the Department of Human Resources Development. I am here today to present the Department of Human Resources Development's (DHRD) Supplemental Budget for the Fiscal Year 2010 – 2011.

**Mission Statement**

The department's mission is to acquire and maintain a qualified and adequate workforce within applicable fiscal and operational constraints. This includes recruitment activities for positions approved for filling; providing support for personnel actions that are necessary as a result of the State's fiscal status; classifying positions based on the duties and responsibilities; compensating employees at proper pay levels; assuring effective employee-employer relations; administering workers' compensation benefits; and ensuring a safe and healthy work environment.

**Economic Impact**

The impact of the global financial crisis has forced our State to confront a projected budget shortfall of unprecedented proportion. State agencies, including DHRD, have made deep cuts in their discretionary budgets and are evaluating all options to further reduce their expenditures. Currently, the State Executive Branch has implemented furloughs and a reduction-in-force. Temporary reductions in the employee workforce, such as furloughs, helped to address the budget deficit as well as provide a workable and immediate alternative to employee layoffs.

In DHRD, each division was instructed to carefully assess their operations, identifying responsibilities, requirements and obligations. They were also asked to carefully assess each of their functional areas and identify where savings could be achieved through reductions in service without the complete loss of capability to meet or perform critical activities or core functions.

When making changes, divisions were encouraged to consider, possible realignment of services and the redistribution of workloads where and when possible. With any large scale reduction in staffing, it would be reasonable to assume that there would be impact on services or operations. Under the situation we are faced with, performing all of the services or activities that we have traditionally been providing is not realistic or possible. Given the amount of funding available due to significantly lowered revenue and the type of restrictions that have had to be imposed, hard decisions and choices had to be made in order to operate within our budget restrictions. We are no longer able to conduct "business as usual".

### **Alternatives Considered**

- Generating additional revenue for the state.  
DHRD administers pre-tax employee benefit plans that do not generate revenue, however, they produce significant employer tax savings (in excess of \$9.5 million annually) by reducing the employees' gross taxable wages and corresponding social security taxes which decreases the amount the State as the employer needs to match. Pre-tax employee benefit plans include Deferred Compensation Plan, PTS Deferred Compensation Retirement Plan, Premium Conversion Plan, Island Flexible Spending Accounts, Flex Park, and the Pre-tax Transportation Benefits Program.
- Shifting general funded operational costs to non-general funds.  
Currently, approximately 85% of other current expenses (excluding workers' compensation benefits) for the Employee Claims Division are covered by special funds.
- Outsourcing activities performed by eliminated personnel.  
We do not have any plans for outsourcing.
- Consolidation or elimination of programs within your department.  
We continue to review our functional and operational requirements to consolidate functions where feasible. Recent staff reductions have already required the shifting and reassignment of staff and redistribution of work.

### **Attachments**

- Table 1: Department-Wide Budget Summary
- Table 2: Priority List of Functions
- Table 3: Resources by Program ID
- Table 4: Current Year (FY10) Restrictions
- Table 5: Proposed FY11 Reductions
- Table 6: Proposed FY11 Additions
- Table 7: Non-general Funds
- Table 8: Emergency Appropriation Requests
- Table 9: Budget Decisions
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- Table 11: Personnel Separations

- Table 12: New Hires
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  - Table 14: Expenditures Exceeding Federal Fund Ceiling
  - Table 15: Intradepartmental Transfers
  - Table 16: Capital Improvement Program (CIP) Budget
- Organizational Chart

Department of Human Resources Development  
Department-wide Budget Summary

Table 1

Fiscal Year (FY) 2010				
Act 162/09 Appropriation (a)	Restriction (b)	Emergency Appropriation (c)	Total FY10 (d)	MOF
15,551,300	(905,032)		14,646,268	A
700,000			700,000	B
			-	N
			-	T
4,886,281			4,886,281	U
			-	W
21,137,581	(905,032)	-	20,232,549	Total

Fiscal Year (FY) 2011				
Act 162/09 Appropriation (e)	Reductions (f)	Additions (g)	Total FY11 (h)	MOF
15,326,184	(1,358,524)	6,055,404	20,023,064	A
700,000			700,000	B
			-	N
			-	T
4,886,281			4,886,281	U
			-	W
20,912,465	(1,358,524)	6,055,404	25,609,345	Total

Department of Human Resources Development  
Priority List of Functions

Table 2

Pri #	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	Develops and administers a civil service system consistent with the application of the Merit Principle.	Develops and administers a statewide staffing program for civil service employment in the Executive Branch, within applicable fiscal and operational constraints. This includes competitive recruitment; and jurisdictional placement searches for employees affected by reduction in force, and work related and non-work related disabilities.	HRD102PA	Hawaii Constitution, Article XVI. Chapter 76, HRS. Chapter 78, HRS. Section 89-9(d), HRS. Chapters 378, 386 and 831, HRS. Chapter 92F, HRS. Federal Uniform Guidelines for Employee Selection Procedures, August 1978. Federal ADA, age discrimination laws, Lautenberg Amendment and other federal laws related to employment.

Department of Human Resources Development  
Priority List of Functions

Table 2

Pri #	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	<b>(Labor Relations)</b> Administers and enforces the State's labor-management agreements and employee performance appraisal system for Executive Branch departments, and provides staff services in the negotiation of labor contracts.	<ul style="list-style-type: none"> <li>a. Participates in negotiations with the employee unions on collective bargaining agreements and mutual agreements, which includes serving as spokespersons for the State and County Employers;</li> <li>b. Administers the uniform interpretation and application of provisions in collective bargaining agreements, dispute settlements, and related determinations of labor-management relationships (i.e. Hawaii Labor Relations Board rulings);</li> <li>c. Provides advisory guidance and assistance to management representatives in the application of contractual provisions and handling of employees with performance problems, in consideration of past arbitration decisions, court decisions, and contract interpretations;</li> <li>d. Develops policies, procedures, and operating guidelines on various labor relations and performance evaluation matters;</li> <li>e. Processes grievances which may have statewide impact; and</li> <li>f. Tracks legislation involving labor relations matters and prepares testimonies for the DHRD Director.</li> </ul>	HRD102QA	Chapter 89, HRS <i>Collective Bargaining Law. Section 76-41, HRS Performance appraisal systems; failure to meet performance requirements.</i>
1b	<b>(Employee Assistance)</b> Develops, implements, and administers various statewide no-cost/low-cost employee benefit programs, including those which provide significant tax savings to the State, and other activities to help attract and retain employees. The tax savings programs work in this way. Normally, employees contribute 7.65% of their wages towards Social Security taxes; Employers must pay the federal government a matching amount. However, when employees participate in pre-tax benefit programs offered by the State, which are authorized under the Internal Revenue Code, their gross taxable wages are reduced by the amount they contribute into the plans. As a result, the employees pay less social security taxes, which decreases the amount the State needs to match.	<ul style="list-style-type: none"> <li>a. Administers various pre-tax benefit programs, such as the Deferred Compensation Plan; PTS Deferred Compensation Plan for Part-Time, Temporary, and Seasonal or Casual Employees; Premium Conversion Plan; Island Flex Flexible Spending Accounts Plan; Flex Park; and Pre-Tax Transportation Benefits Program which produce more than \$9.5 million in tax savings annually to the State.</li> <li>b. Administers other employee benefit programs that are required by federal laws, State laws, and the collective bargaining agreements, such as Family Leave.</li> <li>c. Provides staff support to the Deferred Compensation Plan Board of Trustees.</li> <li>d. Develops, conducts, and coordinates communication on various employee benefit programs, including pre-retirement workshops and new employee orientations.</li> <li>e. Develops policies, procedures, and guidelines on the benefit programs; ensures compliance with the IRS regulations which authorize the benefit programs.</li> <li>f. Provides advisory guidance to line departments on benefit programs.</li> <li>g. Tracks legislation involving matters affecting all employee benefit programs, including those administered by other departments, and prepares testimonies for the DHRD Director.</li> </ul>	HRD102QA	Section 125, Internal Revenue Code (IRC); Section 78-30, HRS <i>Cafeteria plans.</i> Chapter 88E, HRS <i>Deferred Compensation Plan.</i> Chapter 88F, HRS <i>Deferred Compensation Retirement Plan for Part-Time, Temporary, and Seasonal or Casual Employees.</i> Section 132(f), IRC, <i>Pre-tax Transportation Benefit Programs.</i> Chapter 398, HRS <i>Family Leave.</i> Federal Regulations, Part 825, <i>Family &amp; Medical Leave Act.</i>

Department of Human Resources Development  
Priority List of Functions

Table 2

Pri #	Description of Function	Activities	Prog ID(s)	Statutory Reference
1c	<p><b>(Personnel Transactions)</b> Processes and audits pay and personnel transactions for civil service employees of the Executive Branch; develops and implements update/processing requirements to effect new employment actions, e.g. furlough and salary reductions for identified groups of employees in departments under the jurisdiction of DHRD; and provides workforce reports.</p>	<ul style="list-style-type: none"> <li>a. Develops instructions for all Executive Branch departments to guide them in implementing negotiated pay adjustments, arbitration decisions, and settlement agreements;</li> <li>b. Processes mass pay adjustments negotiated for Bargaining Units 1, 2, 3, 4, 9, 10, 11, and 13, for all departments, furlough actions and pay reductions for identified groups of positions;</li> <li>c. Prints and distributes Employee Personnel Action Report forms to record all personnel transactions which are generated en masse, e.g., pay adjustments for all 8 Bargaining Units, pay adjustments by Bargaining Unit due to varying effective dates, job title changes due to changes in a class or class series, furlough actions, and coordinates set up of print files when departments elect to print their EPAR forms;</li> <li>d. Provides advisory guidance and assistance to line Departmental Personnel Office (DPO) staff in the interpretation and application of laws, policies, collective bargaining agreements, and Executive Orders provisions relating to compensation, leaves (vacation and sick leave and leaves of absence without pay), leave record-keeping, transfers, separations, Uniformed Services Employment and Reemployment Rights Act compliance and Leave Sharing program, and other personnel transactions related issues;</li> <li>e. Randomly audits the line departments' personnel transactions to ensure accurate reporting and processing;</li> <li>f. Generates routine and special workforce reports to provide data requested by the Office of the Governor, DHRD Director, Department of Budget and Finance, Office of Collective Bargaining Chief Negotiator, legislators, unions, and others; and</li> <li>g. Tracks legislation involving matters related to compensation and leaves, and prepares testimonies for the DHRD Director.</li> </ul>	HRD102QA	<p>Section 76-13(1), HRS <i>Establish and maintain roster of all persons in the civil service.</i></p> <p>Section 26-5(b), HRS <i>Pay administration.</i></p> <p>Section 76-28, HRS <i>Forms required of appointing authorities.</i></p>

Department of Human Resources Development  
Priority List of Functions

Table 2

Pri #	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	Develops and administers the position classification system for civil service positions, including the establishment and maintenance of classes and their experience and training requirements; and the assignment of positions to classes, bargaining units and other administrative units.	<p>Civil Service Position Classification</p> <ol style="list-style-type: none"> <li>1. Position actions (i.e., establish, reallocate, abolish, extend, etc.).</li> <li>2. Class specifications (i.e., establish, amend, and abolish) and selective certification requirements.</li> </ol>	HRD102RA	Section 76-13.5, HRS.
1b	Develops and maintains the civil service compensation system, including the pricing/repricing of classes; and establishing special rates for shortage occupations.	<p>Compensation</p> <ol style="list-style-type: none"> <li>1. Pricing and repricing of civil service classes (i.e., determine and review).</li> <li>2. Wage analysis.</li> <li>3. Providing collective bargaining support (primarily on wages).</li> <li>4. Shortage category determinations and rate setting.</li> <li>5. Developing and implementing pay programs (e.g. work performance).</li> </ol>	HRD102RA	Section 76-1, HRS. Section 89-9(f)(2), HRS. Section 89-11(f), HRS.
1c	Development and administration of programs covering exempt positions and employees.	<p>Exemptions from Civil Service</p> <ol style="list-style-type: none"> <li>1. Review requests to approve and extend projects (authority to approve delegated by Governor to DHRD Director).</li> <li>2. Review requests for approval and extensions of exempt positions (other than project exemptions).</li> <li>3. Review exemption checklists from departments used to determine exemptions in order to contract for services.</li> </ol>	HRD102RA	Section 76-16, HRS.



Department of Human Resources Development  
Priority List of Functions

Table 2

Pri #	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	A core function of this program is the delivery of statutory benefits to all injured employees within the Executive Branch (excluding DOE and UH) of government, Charter Schools, Hawaii Public Housing Authority, and the Legislature in accordance with the Hawaii Workers' Compensation Law (Chapter 386) and its related rules and regulations.	<ol style="list-style-type: none"> <li>1. Investigating questionable claims which includes, but is not limited to securing recorded statements of injured employees and witnesses, taking photographs of accident scenes, conducting discovery, and researching precedent cases.</li> <li>2. Attending administrative hearings on contested claims, denied treatment plans, and where the parties can't reach an agreement as to the extent of the injured employee's disability.</li> <li>3. Authorizing accurate and appropriate benefits, such as: calculating and authorizing temporary total disability benefits within 10 days after notification of the disability; insuring payment of benefits ordered pursuant to a final decision or settlement agreement within 31 days after they become due; and authorizing or denying bills for medical care, services, and supplies within 60 days of their receipt.</li> <li>4. Monitoring treatment plans to insure that the treatment being provided is reasonable, necessary, curative and related to the nature of the compensable injury or illness.</li> <li>5. Arranging for evaluations by medical experts if there is a question regarding causation or reasonableness of medical care.</li> <li>6. Maintaining, monitoring, and updating the State's Return to Work Priority Program which assists injured employees who become unable to perform their usual and customary jobs to return to suitable gainful employment.</li> <li>7. Identifying light duty work for those injured employees who cannot return to their usual and customary jobs on a temporary or permanent basis.</li> <li>8. Identifying those injured employees who are capable of performing their usual and customary jobs but are restricted from returning to a particular environment and maintaining the policy that governs their placement in an alternate work site</li> <li>9. Providing financial and reserve data to DAGS for inclusion in the State's financial statement as well as separate financial and reserve data to all Executive Branch departments as part of their financial audits.</li> </ol>	HRD102SA	Act 285, Section 71A, SLH 1984. Chapter 386, HRS. Chapter 10, Title 12. Chapter 14, Title 12. Chapter 15, Title 12. All collective bargaining agreements. Americans with Disabilities Act. Administrative Directive 94-02. Administrative Directive 97-01. State of Hawaii, Accommodations for Employees With Disabilities Manual.

Department of Human Resources Development  
Priority List of Functions

Table 2

Pri #	Description of Function	Activities	Prog ID(s)	Statutory Reference
1b	Responsible for the administration of safety and health workplace laws, rules, and regulations consistent with State and Federal mandates in accordance with the Occupational Safety and Health Administration, Environmental Protection Administration, and Federal Motor Carrier Safety Administration.	<ol style="list-style-type: none"> <li>1. Developing and conducting safety and health seminars, workshops, and conferences.</li> <li>2. Developing and maintaining the human resources component of the State's Civil Defense Plan for emergency disaster management.</li> <li>3. Developing and maintaining the State's Alcohol and Drug Testing Program which includes all educational materials and training sessions for employees required to attend.</li> <li>4. Maintaining the State's program for safety toed shoes and safety glasses.</li> <li>5. Chairing the State's Safety Council, which includes representatives from all Executive Branch departments, who meet to discuss best safety practices, OSHA requirements, and other issues related to maintaining a safe work environment.</li> <li>6. Providing accident statistics to all departments on a regular basis to pinpoint injury trends; and whenever possible, developing training programs to address those injuries which were preventable.</li> <li>7. Conducting worksite inspections post accident and ergonomic evaluations to prevent future injuries.</li> <li>8. Conducting a total of 56 workshops for Drug and Alcohol Testing and Violence in the Workplace in which 1,578 employees participated.</li> </ol>	HRD102SA	49 CFR Parts 382-384. 49 CFR Part 40. 29 CFR Part 19-10. Chapter 396, HRS. All collective bargaining agreements.
1c	Provides technical assistance to the Merit Appeals Boards (MAB). MAB decides appeals from actions taken by the chief executive, the director, an appointing authority or a designee acting on behalf of one of these individuals on issues such as: any person suffering a legal wrong by a recruitment and examination for a civil service position; an employee serving an initial probationary appointment who alleges wrongful termination for failure to successfully complete the initial probation period; for a classification and reclassification of a civil service position which is occupied by a civil service employee, an incumbent of a position in a new class may file an appeal if the employee has suffered a legal wrong by that action. Employees who aren't covered by a collective bargaining agreement under section 89-6, HRS may file an appeal on disciplinary actions, adverse actions for failure to meet performance requirements, or other employment actions if the employee suffers a legal wrong by the action.	<ol style="list-style-type: none"> <li>1. Recommending rule revisions.</li> <li>2. Coordinating/running public hearings.</li> <li>3. Providing administrative support to the Board.</li> </ol>	HRD102SA HRD102OA	Chapter 76, HRS. Section 26-5, HRS. HAR, Title 14, DHRD.

Department of Human Resources Development  
Priority List of Functions

Table 2

Pri #	Description of Function	Activities	Prog ID(s)	Statutory Reference
1d	Provides oversight for the State's Temporary Disability Benefits Program	<ol style="list-style-type: none"> <li>1. Responding to inquiries regarding the interpretation of the program, and its applicability to bargaining unit and non-bargaining unit employees.</li> <li>2. Insuring that the State's program retains its equivalency with the statute.</li> <li>3. Updating the provisions of the program to insure compliance with the statute.</li> </ol>	HRD102SA	Chapter 392, HRS. State of Hawaii Temporary Disability Benefits Plan for Bargaining Unit Employees. State of Hawaii Temporary Disability Benefits Plan for Non-Bargaining Unit Employees.
1a	Administers the State personnel program, provides administrative support services to statutorily and executively assigned commissions and boards, and represents the State on other commissions and committees.	<ol style="list-style-type: none"> <li>1. Advises the Governor on policies and issues concerning the administration of the State personnel management system.</li> <li>2. Provides long-range and overall policy-setting direction for the State's personnel management system.</li> <li>3. Directs and coordinates DHRD operations; and program and financial plans.</li> <li>4. Provides administrative and technical support services relating to information technology (IT), fiscal, budget, procurement, and personnel management to department programs.</li> <li>5. Administers and maintains the State's centralized Human Resources Management System (HRMS) that is used by state agencies, ERS, and EUTF.</li> </ol>	HRD191	Section 26-5, HRS Chapter 76, HRS Chapter 78, HRS Chapter 89, HRS Chapter 89C, HRS
1b	Administers the unemployment insurance benefit fund for the Executive Branch (excluding DOE, UH and RCUH), Charter Schools, OHA, the Legislature, and Judiciary.	<ol style="list-style-type: none"> <li>1. Prepares and processes payment to DLIR for quarterly estimated unemployment insurance (UI) benefits for former State employees.</li> <li>2. Prepares and processes fiscal documents (journal vouchers, bill for collections, treasury deposits) for the accounting of UI benefits paid by general funds, assessed accounts, and non-assessed accounts.</li> <li>3. Distributes monthly statement of UI benefits charges to all State agencies.</li> </ol>	HRD191 HRD102KA	Section 383-62, HRS

Department of Human Resources Development  
Resources by Program ID

Table 3

Prog ID/Org	Program Title	As budgeted in Act 162/09 (FY11)			Governor's Submittal (FY11)			MOF
		Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
HRD102	Workforce Attraction, Selection, Classification and Effectiveness	99.00		13,892,511	81.00		18,706,449	A
HRD102	Workforce Attraction, Selection, Classification and Effectiveness			700,000			700,000	B
HRD102	Workforce Attraction, Selection, Classification and Effectiveness			4,886,281			4,886,281	U
HRD191	Supporting Services - Human Resources Development	13.00		1,433,673	11.00		1,316,615	A

Department of Human Resources Development  
Current Year (FY10) Restrictions

Table 4

Prog ID	Restriction \$\$\$	Impact	MOF
HRD102	778,812	The imposed budget restrictions were based on the original furlough plan to achieve a 13.85% reduction in salary expenses. The restrictions made it necessary for the department to implement a plan that involved non-filling of vacant positions, terminating the Special Assistant, eliminating the training office, initiating a reduction-in-force of 16 filled positions, and placing all employees on furlough for 2 days per month. With fewer staff to perform core functions, we are redistributing the workloads and cross-training staff, where possible, to minimize disruptions in services and operations.	A
HRD191	126,220		A

Department of Human Resources Development  
Proposed FY11 Reductions

Table 5

Type (CB / RIF/ OA)	Description of Reduction	Impact of Reduction	Prog ID	Pos (P)	Pos (T)	\$\$\$	MOF	Carry-over? (Y/N)
RIF	Budget Adjustment for RIF (Employee Staffing)	The abolishment of six (6) positions has required this program to realign remaining staff to provide essential basic services to departments in recruitment, post-RIF actions, employment suitability/background clearances, and responding to grievances and prohibitive practice complaints filed by the public employee unions and their members due to the layoffs. Staff may need to multi-task and/or reprioritize work assignments to keep up with workload.	HRD102PA	(6.00)		(255,493)	A	Y
RIF	Budget Adjustment for RIF (Employee Relations)	The abolishment of four (4) positions in this division has resulted in the elimination of the training office and the reassignment of staff to perform higher priorities of the department, specifically, personnel transactions and employee assistance. The development and coordination of employee development programs have been reduced to advisories and referrals to training programs in response to departments who have training funds and a need for such services.	HRD102QA	(4.00)		(117,424)	A	Y
RIF	Budget Adjustment for RIF (Employee Classification and Compensation)	The abolishment of four (4) positions to meet budget restrictions is being managed by the reassignment of responsibilities and reprioritizing of assignments. As the State's leaner workforce adjusts to the changing job duties and responsibilities, it has become a priority for this program to streamline and improve the current classification system to be more flexible and responsive to the needs of the departments in order that they may provide core services with a reduced workforce.	HRD102RA	(4.00)		(238,339)	A	Y

Department of Human Resources Development  
Proposed FY11 Reductions

Table 5

Type (CB / RIF / OA)	Description of Reduction	Impact of Reduction	Prog ID	Pos (P)	Pos (T)	\$\$\$	MOF	Carry-over? (Y/N)
RIF	Budget Adjustment for RIF (Employee Claims)	The abolishment of a total of four (4) positions in the Safety Office and Claims Management Office has resulted in the redistribution of work and responsibilities among existing staff. Our staff will make every effort to sustain the quality and quantity of work and maintain statutory compliance to avoid assessments of penalties and interest on benefits not timely paid.	HRD102SA	(4.00)		(114,320)	A	Y
RIF	Budget Adjustment for RIF	The abolishment of two (2) positions has required the redistribution of work to remaining staff in order to carry out essential services for the department. With fewer staff to perform core functions, we are cross-training staff, where possible, to minimize disruptions in services and operations.	HRD191	(2.00)		(113,600)	A	Y

Subtotal for RIF (20.00) (839,176) A

Department of Human Resources Development  
Proposed FY11 Reductions

Table 5

Type (CB / RIF/ OA)	Description of Reduction	Impact of Reduction	Prog ID	Pos (P)	Pos (T)	\$\$\$	MOF	Carry-over? (Y/N)
CB	Budget Adjustment for Furlough (Employee Staffing)	The reduction of work days will not significantly impact our ability to carry out services in the employee staffing program. While departments may experience some delays, our staff will continue to deliver services as efficiently and effectively as possible by reprioritizing assignments and managing multiple priorities.	HRD102PA			(121,165)	A	Y
CB	Budget Adjustment for Furlough (Employee Relations)	Furloughs has impacted this program's operations because its responsibilities and workload associated with collective bargaining negotiations and the statewide implementation of furloughs as well as layoffs requires the staff to handle matters such as: (a) negotiations and consultation with the public employee unions on the furlough agreements; (b) assisting departments with the handling of grievances and prohibited practice complaints filed by the public employee unions and their members due to the furloughs and layoffs; (c) responding to questions from the departments as unanticipated situations arise; (d) processing furlough pay adjustments and personnel transactions, and providing guidance on leave recordkeeping issues; and, (e) addressing and resolving benefits-related issues.	HRD102QA			(139,931)	A	Y
CB	Budget Adjustment for Furlough (Employee Classification and Compensation)	The reduction of work days will not significantly impact our ability to carry out services in the classification and compensation program. While departments may experience some delays, our staff will continue to deliver services as efficiently and effectively as possible by reprioritizing assignments and managing multiple priorities.	HRD102RA			(76,294)	A	Y



Department of Human Resources Development  
Proposed FY11 Reductions

Table 5

Type (CB / RIF/ OA)	Description of Reduction	Impact of Reduction	Prog ID	Pos (P)	Pos (T)	\$\$\$	MOF	Carry-over? (Y/N)
CB	Budget Adjustment for Furlough (Employee Claims)	The reduction of work days may impact this program's ability to comply with statutory requirements. However, our staff will make every effort to sustain the quality and quantity of work and maintain statutory compliance to avoid assessments of penalties and interest on benefits not timely paid.	HRD102SA			(123,096)	A	Y
CB	Budget Adjustment for Furlough	With the reduction in work days, we are redistributing the workloads and cross-training staff, where possible, to minimize disruptions in services and operations.	HRD191			(58,862)	A	Y
Subtotal for CB (Furlough)						(519,348)	A	

Department of Human Resources Development  
Proposed FY 11 Additions

Table 6

<u>Description of Addition</u>	<u>Prog ID</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>MOF</u>
Increase Funds for Unemployment Insurance Benefits	HRD102			6,000,000	A
Restore 6-Month Funding for Deputy Director	HRD191			55,404	A

Department of Human Resources Development  
Non-general funds (excluding Federal Funds)

Table 7

<u>Name of Fund</u>	<u>Unencumbered Cash Balance</u>	<u>MOF</u>	<u>Statutory Reference</u>
Human Resources Development Special Fund	709,918.15	B	Section 26-5(f), HRS

Department of Human Resources Development  
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>FTE</u>	<u>\$\$\$</u>	<u>MOF</u>
	None			

Department of Human Resources Development  
Budget Decisions

Table 9

Prog ID/Org	Description	MOF	Department Request			Budget & Finance			Governor's Decision		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HRD102KA	Increase Entitlements for the UI Fund	A			6,000,000			6,000,000			6,000,000
HRD102PA	Budget Adjustment for RIF (ESD)	A	(6.00)		(255,493)	(6.00)		(255,493)	(6.00)		(255,493)
HRD102PA	Budget Adjustment for Furlough (ESD)	A			(121,165)			(121,165)			(121,165)
HRD102QA	Budget Adjustment for RIF (ERD)	A	(4.00)		(117,424)	(4.00)		(117,424)	(4.00)		(117,424)
HRD102QA	Budget Adjustment for Furlough (ERD)	A			(139,931)			(139,931)			(139,931)
HRD102RA	Budget Adjustment for RIF (ECCD)	A	(4.00)		(238,339)	(4.00)		(238,339)	(4.00)		(238,339)
HRD102RA	Budget Adjustment for Furlough (ECCD)	A			(76,294)			(76,294)			(76,294)
HRD102SA	Budget Adjustment for RIF (ECD)	A	(4.00)		(114,320)	(4.00)		(114,320)	(4.00)		(114,320)
HRD102SA	Budget Adjustment for Furlough (ECD)	A			(123,096)			(123,096)			(123,096)
HRD191AA	Budget Adjustment for RIF	A	(2.00)		(113,600)	(2.00)		(113,600)	(2.00)		(113,600)
HRD191AA	Budget Adjustment for Furlough	A			(58,862)			(58,862)			(58,862)
HRD191AA	Restore Funds for Deputy Director	A			55,404			55,404			55,404

Department of Human Resources Development  
Vacancy Report

Table 10

<u>Date of Vacancy</u>	<u>Position Title</u>	<u>Position Number</u>	<u>Exempt (Y/N)</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>MOF</u>	<u>Prog ID</u>	<u>Authority to Hire (Y/N)</u>
11/21/2009	Pers Mgmt Specialist V	21825	N	62,424	62,424	A	HRD102PA	N
11/21/2009	Pers Clerk V	38703	N	31,212	31,212	A	HRD102PA	N
7/1/2009	Secretary IV	12599	N	58,440	58,440	A	HRD102QA	N
8/18/2009	Pers Mgmt Specialist V	21818	N	60,024	60,024	A	HRD102QA	N
5/30/2009	Pers Mgmt Specialist V	40774	N	55,500	55,500	A	HRD102QA	N
9/23/2008	Pers Mgmt Specialist IV	46994	N	45,576	47,436	A	HRD102QA	N
12/31/2008	Pers Prog Administrator	7042	N	96,580	107,916	A	HRD102RA	N
10/1/2009	Pers Mgmt Specialist V	38735	N	67,488	67,488	A	HRD102RA	N
11/20/2009	Pers Mgmt Specialist V	31107	N	57,708	57,708	A	HRD102SA	N
11/4/2009	Pers Mgmt Specialist III	40659	N	42,132	42,132	A	HRD102SA	N
9/18/2009	Special Assistant-Special Proj	108800	Y	62,400	62,400	A	HRD191AA	N

Department of Human Resources Development  
Personnel Separations

Table 11

<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
HRD102PA	21825	Perm	A	Pers Mgmt Specialist V	1.00	62,424	1.00	62,424	73	SR24
HRD102PA	38703	Perm	A	Pers Clerk V	1.00	31,212	1.00	31,212	63	SR13
HRD102QA	12599	Perm	A	Secretary IV	1.00	58,440	1.00	58,440	63	SR18
HRD102QA	21818	Perm	A	Pers Mgmt Specialist V	1.00	60,024	1.00	60,024	73	SR24
HRD102QA	40774	Perm	A	Pers Mgmt Specialist V	1.00	55,500	1.00	55,500	73	SR24
HRD102QA	46994	Perm	A	Pers Mgmt Specialist IV	1.00	45,576	1.00	47,436	73	SR22
HRD102RA	7042	Perm	A	Pers Prog Administrator	1.00	96,580	1.00	107,916	35	EM08
HRD102RA	38735	Perm	A	Pers Mgmt Specialist V	1.00	67,488	1.00	67,488	73	SR24
HRD102SA	31107	Perm	A	Pers Mgmt Specialist V	1.00	57,708	1.00	57,708	73	SR24
HRD102SA	40659	Perm	A	Pers Mgmt Specialist III	1.00	42,132	1.00	42,132	73	SR20
HRD191AA	108800	Temp	A	Special Assistant-Special Proj		62,400		62,400	73	SRNA

Department of Human Resources Development  
New Hires

Table 12

<u>New Hire Effective Date:</u>	<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
7/1/2008	HRD102PA	38703	Perm	A	Pers Clerk V	1.00	31,212	1.00	31,212	63	SR13
7/23/2008	HRD102PA	9016	Perm	A	Pers Mgmt Specialist IV	1.00	62,424	1.00	62,424	73	SR22
8/1/2008	HRD102PA	21825	Perm	A	Pers Mgmt Specialist V	1.00	60,024	1.00	60,024	73	SR24
10/30/2008	HRD102PA	9000	Perm	A	Pers Program Officer	1.00	80,004	1.00	80,004	35	EM03
8/1/2008	HRD102QA	24850	Perm	A	Pers Program Officer	1.00	65,004	1.00	65,004	35	EM03
11/26/2008	HRD102SA	40659	Perm	A	Pers Mgmt Specialist	1.00	42,132	1.00	42,132	73	SR20



Department of Human Resources Development  
Reduction in Force (RIF) Actions

Table 13

RIF Code	Prog ID/Org	RIF Action	Position #	Position Title	MOF	FTE	Current Comp Rate	Position Salary Decrease	Position Salary Increase	Comp Freq (Mo/Hr)	SR Level	BU	Perm/ Temp	Placement Action	Reason
001A	HRD102PA	Initial RIF	027051	Pers Mgmt Spec VI	A	1.00	6,582.00	(6,582.00)	-	Mo	SR26L	93	Perm	None	Retirement
002A	HRD102PA	Initial RIF	009014	Pers Program Mgr	A	1.00	7,091.00	(7,091.00)	-	Mo	EM05	35	Perm	None	Retirement
003A	HRD102SA	Initial RIF	042312	Pers Mgmt Spec V	A	1.00	5,624.00	(5,624.00)	-	Mo	SR24J	73	Perm	None	Retirement
004A	HRD102RA	Initial RIF	038735	Pers Mgmt Spec V	A	1.00	5,624.00	(5,624.00)	-	Mo	SR24J	73	Perm	None	Retirement
005A	HRD102RA	Initial RIF	038700	Pers Mgmt Spec IV	A	1.00	5,202.00	(5,202.00)	-	Mo	SR22K	73	Perm	None	Declined placement
006A	HRD102QA	Initial RIF	021818	Pers Mgmt Spec V	A	1.00	5,002.00	(5,002.00)	-	Mo	SR24G	73	Perm	None	Other
007A	HRD102SA	Initial RIF	048345	Pers Mgmt Spec III	A	1.00	3,652.00	(3,652.00)	-	Mo	SR20D	73	Perm	None	J/W placement-out
008A	HRD102RA	Initial RIF	044664	Pers Program Offr	A	1.00	5,658.00	(5,658.00)	-	Mo	EM03	35	Perm	None	J/W placement-out
009A	HRD102PA	Initial RIF	021825	Pers Mgmt Spec V	A	1.00	5,202.00	(5,202.00)	-	Mo	SR24H	73	Perm	None	< 24 retention points
010A	HRD102SA	Initial RIF	040659	Pers Mgmt Spec III	A	1.00	3,511.00	(3,511.00)	-	Mo	SR20C	73	Perm	None	< 24 retention points
011A	HRD102SA	Initial RIF	007182	Pers Tech VI	A	1.00	3,848.00	(3,848.00)	-	Mo	SR15I	63	Perm	Bump	
011B	HRD102QA	Placement of Incumbent	048216	Pers Tech VI	A	1.00	3,557.00	(3,557.00)	3,848.00	Mo	SR15G	63	Perm	Bump	
011C	HRD102SA	Placement of Incumbent	037436	Pers Clerk V	A	1.00	3,290.00	(3,290.00)	3,557.00	Mo	SR13G	63	Perm	Bump	
011D	HRD102SA	Placement of Incumbent	036303	Pers Clerk IV	A	1.00	2,702.00	(2,702.00)	3,290.00	Mo	SR11D	63	Perm	Bump	
011E	HRD102SA	Placement of Incumbent	040355	Office Assistant III	A	1.00	2,601.00	(2,601.00)	2,702.00	Mo	SR11C	63	Perm	None	J/W placement-out
012A	HRD102PA	Initial RIF	038704	Pers Clerk IV	A	1.00	2,601.00	2,601.00	-	Mo	SR11C	63	Perm	Bump	
012B	HRD102SA	Placement of Incumbent	040355	Office Assistant III	A	1.00	2,225.00	(2,225.00)	2,601.00	Mo	SR08B	63	Perm	None	< 24 retention points
013A	HRD102PA	Initial RIF	046987	Pers Clerk V	A	1.00	2,702.00	(2,702.00)	-	Mo	SR13B	63	Perm	None	J/W placement-out
014A	HRD102PA	Initial RIF	038703	Pers Clerk V	A	1.00	2,601.00	(2,601.00)	-	Mo	SR13A	63	Perm	None	< 24 retention points
015A	HRD191AA	Initial RIF	040277	IT Specialist V	A	1.00	5,986.00	(5,986.00)	-	Mo	SR24J	73	Perm	None	Retirement
016A	HRD102SA	Initial RIF	023111	Pers Tech VI	A	1.00	4,161.00	(4,161.00)	-	Mo	SR15K	63	Perm	None	Retirement

Department of Human Resources Development  
Expenditures Exceeding Federal Fund Ceiling

Table 14

<u>Prog ID</u>	<u>Appropriation Ceiling</u>	<u>Ceiling Increase</u>	<u>Date of Increase</u>	<u>Reason for Exceeding Ceiling</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>	<u>ARRA?</u>
	None						

Department of Human Resources Development  
 Intradepartmental Transfers

Table 15

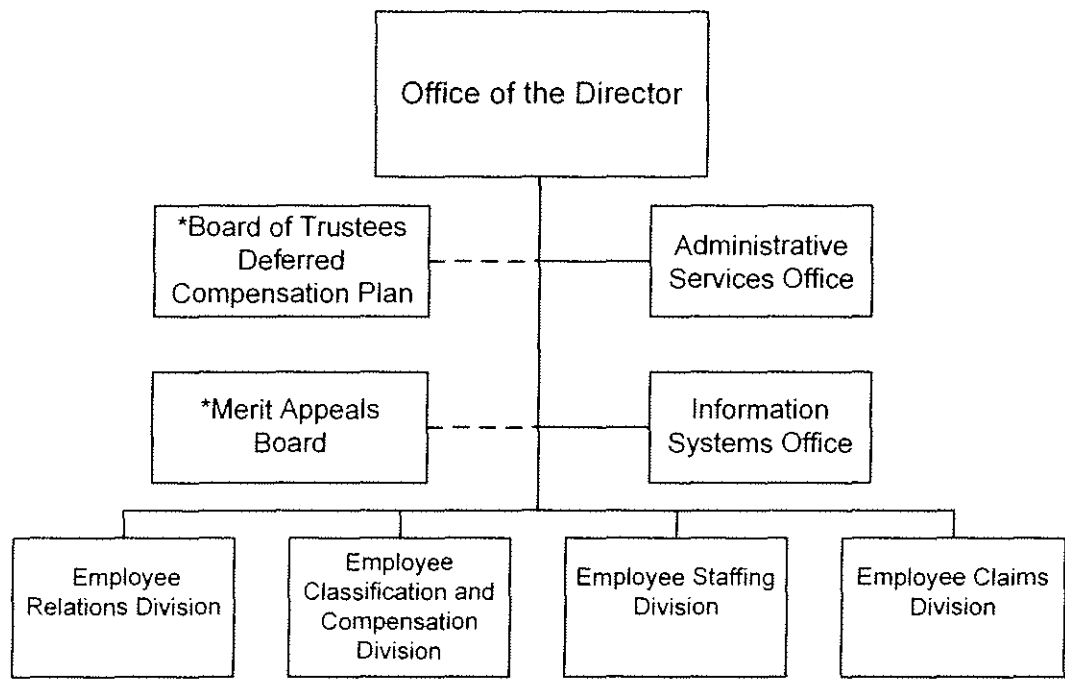
<u>From Prog ID</u>	<u>To Prog ID</u>	<u>Amount Transferred</u>	<u>Date of Transfer</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
		None			

Department of Human Resources Development  
CIP Summary

Table 16

Priority	Project Title	\$\$\$\$	MOF
	None		

**Organizational Chart**  
Department of Human Resources Development



\*Administratively Attached Agency