

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

SENATE COMMITTEE ON WAYS AND MEANS
BUDGET BRIEFING FOR FISCAL BIENNIUM 2013-2015
JANUARY 09, 2013

TO THE HONORABLE DAVID IGE, CHAIR, AND MICHELLE KIDANI, VICE CHAIR,
AND MEMBERS OF THE COMMITTEE ON WAYS AND MEANS

A. MISSION STATEMENT

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

B. CURRENT ECONOMIC AND FISCAL CONDITIONS

Current economic and fiscal conditions continue to challenge the department's ability to operate in a manner to provide the services commensurate with the DLIR's mission. Overall, the state of the economy has maintained the level of demand for the services provided by DLIR's programs during a time of ongoing fiscal constraints at the state level and increasingly at the federal level. As you are aware, the department is over 80% federally funded.

DLIR's partially or wholly generally funded programs continue to struggle to provide a minimum level of services, especially in light of the ongoing fiscal constraints including the loss of workdays from collectively bargained supplemental time off and the five percent general fund restriction in FY13. The Governor's Biennium Budget includes several general fund requests for the department for your consideration to address this situation. Among them, DLIR is seeking partial restoration of capacity for the Disability Compensation Division (DCD), which saw a reduction to its budget this biennium on top of drastic, previous reductions. DLIR's budget request also includes general funding for Office of Community Services (OCS) to assist our vulnerable low-income, refugee and immigrant populations. The Hawai'i Civil Rights

Commission (HCRC) is seeking a modest increase in general funding to escape swallowing the poison pill it has lived with since the onset of the fiscal downturn due to the over reliance on federal funds. However, both HCRC and OCS face significant federal fund restrictions explained below.

C. FEDERAL FUNDS

The situation with DLIR's partially or wholly federally funded programs is ominous. The recent compromise between President Obama and Congress extends the Emergency Unemployment Compensation (EUC) program, which does provide some support to DLIR's two biggest divisions – Unemployment Insurance (UID) and Workforce Development (WDD). Although we have triggered off two of the three tiers of EUC, federal support for UID will continue for the rest of this calendar year.

When the EUC program ends, UID will be required to tap into the Special Unemployment Insurance Administration Special Fund to maintain capacity in an effort to overcome the performance deficiencies caused by recent high unemployment rates and the furloughs and other restrictions imposed by the previous administration on this 100% federally funded program. The balance in the special fund was \$5,067,678 at the end of FY12. UID's performance is improving, but falls short in 10 of 18 Core Measures for Acceptable Level of Performance (ALP) required of each state. DLIR is still consulting with the U.S. Employment & Training Administration to ascertain the impact of the loss of the EUC program on the Employment Security Appeals Referees' Office.

Total impact of sequestration in the funding sources for the Workforce Development Division totals \$972,835. The sequestration adds another 8% cut to an already drastic reduction for state administration of the WIA programs under WDD. The current federal budget reduced the State's administrative allocation from \$1.2 million in FY 2010 to \$357,000 in FY 11 and FY 12. The impact of this severe reduction was ameliorated by funds carried over from prior years, staff reductions, and other cost-cutting measures; however, the carryover funds will be exhausted this fiscal year, and further cost reductions are not possible without staff layoffs. DLIR is currently exploring options to address this shortfall in administrative funding.

Inadequate administrative oversight seriously jeopardizes the ability of the WDD to fulfill its mandated responsibilities, which increases the likelihood of incurring disallowed costs that can only be repaid by non-federal funds. To prevent this from occurring, and to continue current

services to the public without disruption, would require \$972,835 in State general funds.

WDD funding sources facing 8% cuts include \$571,670 to WIA programs (Adult, Youth & Dislocated Worker), \$197,956 in Wagner-Peyser Grants, \$151,769 in the Senior Community Service Employment Program, \$26,800 in the Disabled Veterans Outreach Program and \$24,640 for the Local Veteran Employment Representative. Projected impact is significant, with a total loss of services to over 6,000 persons in need of assistance for job training and job placement. Moreover, WDD will be forced to undertake a major Reduction-in-Force process.

The Occupational Safety and Health Division (HIOSH) also is threatened with an 8.2% or \$147,579 restriction in federal funding. Thanks to the Legislature, HIOSH recently has been able to restore capacity eviscerated by the previous administration, especially hiring new staff. However, with the reduction two critical branch manager positions would likely have to go unfilled and threaten the ability of HIOSH to meet the OSHA performance expectations and continue the federal jurisdiction over certain industries in Hawai'i.

The Office of Community Services (OCS) expects a 12.8% across the board cut in all its federal programs from the sequestration. Federal programs included that may lose funding due to sequester include ALL OCS Federal Programs. This includes the Community Services Block Grant (CSBG) at \$3,600,000, the Refugee services grant, at \$75,000, the Emergency Food Assistance Program, at \$743,000, the Senior Farmer's Market Nutrition Program, at \$543,000, the Weatherization Assistance Program, at \$55,000, and the Victims of Human Trafficking Grant, at \$400,000.

Cuts of this magnitude would result primarily in the loss of services for the vulnerable and would necessitate a Reduction-in-Force. For example, nearly 1,400 seniors would not be served under the Senior Farmer's program, OCS would be able to order approximately \$95,000 less surplus food, or about 3.5 container loads, and Weatherization would be able to install one less unit.

The Hawai'i Civil Rights Commission (HCRC) is also subject to a 8.2% (\$30,215) cut from the Equal Employment Opportunity Commission and Department of Housing and Urban Development (Fair Housing) contracts under sequestration. The contracts might be restricted over the 8.2% level and HCRC is consulting with the federal partners to obtain more information. Combined with the long-term over reliance on federal funds, this reduction would

have a catastrophic impact on HCRC and require a significant Reduction-in-Force.

The Research and Statistics Office (R&S) would lose 8.2% of federal funding from the Labor Force Statistics Program (\$58,124) and OSHA/Bureau of Labor Statistics-Survey Programs (\$5,101) due to sequestration. R&S would also lose significant funding from the reduction in administrative funding from the federal programs. The 8.2% restriction combined with the loss of administrative funding would necessitate a Reduction-in-Force in R&S, which would make it impossible for R&S to meet its federal contractual obligations and its generally funded responsibilities.

The General Administrative programs, fiscal, EDPSO, and personnel, which provides departmental support, would have the potential to lose approximately \$597,000 of funding or about 8% in federal fund losses resulting in limited services and staff layoffs.

D. BUDGET DEVELOPMENT PROCESS & PRIORITIZATION

The DLIR budget process begins with a program review of all functions and activities to determine if sufficient resources are budgeted for statutory service(s) to the public at acceptable levels. All program findings are then reviewed by the director and appropriate staff to develop the department's final budgets.

Requests for additional funds are prioritized based on several factors that include but are not limited to the following: backlog in services to the public, State and Federal legal mandates that must be implemented, departmental specific collective bargaining commitments, employee welfare and safety, and cost-saving measures based on new technology, and streamlining operations. This includes:

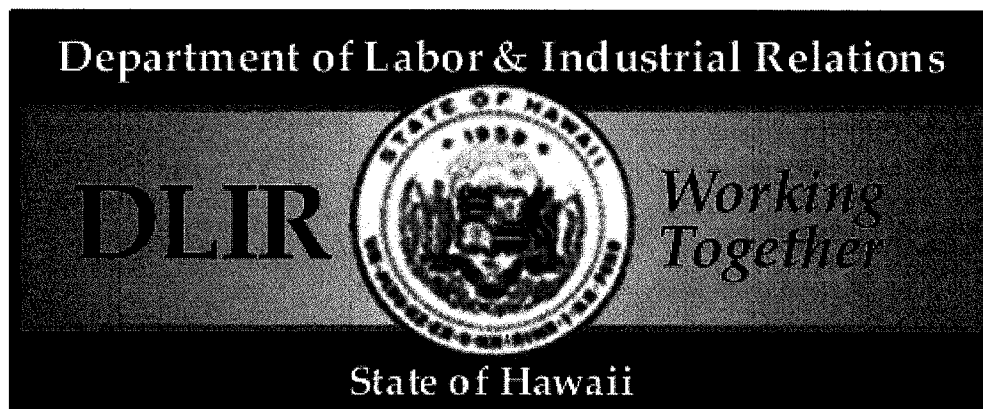
- Developing an online approval process for contractors to install new and modified elevators
- Working with the Department of Accounting and General Services (DAGS) and Department of Budget and Finance for direct deposit of unemployment benefits
- Working with DAGS Public Works Division to monitor Chapter 104 contracts for certified payroll and prevailing wages
- Hawaii Civil Rights Commission advocating dispute resolution through mediation resulting in timely remedy
- Labor and Industrial Relations Appeals Board's effort to resolve workers' compensation cases through settlement agreements prior to hearings

E. SIGNIFICANT BUDGET REQUEST ADJUSTMENTS

As stated in Section B above, the Governor's Biennium Budget includes several general fund requests for the department. Among them, DLIR is seeking partial restoration of capacity for the Disability Compensation Division (DCD) to improve the current unacceptable level of services being provided. This degradation of service levels is a result of a reduction to its budget this biennium on top of drastic, previous reductions (109 positions in FY2009 to 74 FY2012). DCD backlogged cases and hearing wait times have approximately doubled.

DLIR's budget request also includes general funding for Office of Community Services (OCS) to use to address the reduced service levels our vulnerable low-income, refugee and immigrant populations are encountering due to reduced Federal funding. The Hawai'i Civil Rights Commission (HCRC) is seeking a modest increase in general funding to also address a potential reduction in service levels due to an over reliance on Federal funding since the onset of the fiscal downturn. The reduced funding for both HCRC and OCS are both pre-sequestration restrictions. The requests also include transferring the Office of Language Access to the Department of Health for administrative purposes.

PROGRAM AND ORGANIZATION MANUAL
JULY 2012



STATE OF HAWAII

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

DWIGHT TAKAMINE, DIRECTOR

AUDREY HIDANO, DEPUTY DIRECTOR

PROGRAM AND ORGANIZATION MANUAL
(Revised JULY 2012)

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...PROGRAMS AND OBJECTIVES...

STATE OF HAWAII
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PROGRAMS AND OBJECTIVES

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

More specifically, the Department:

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

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PROGRAMS AND OBJECTIVES cont'd.

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

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PROGRAMS AND OBJECTIVES cont'd.

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

- (11) Advises the State Legislature and the Governor with respect to fire prevention and protection, life safety and any other functions for which the various county fire departments are responsible through the State Fire Council.
- (12) Develops, analyzes and disseminates information and statistics on labor and industrial relations as set forth in Chapter 371, HRS.
- (13) Develops and implements equal opportunity practices to assure departmental operations and services are in accordance with Titles VI, VII, and IX of the Civil Rights Act of 1964, as amended, and with other federal and state laws prohibiting discrimination in employment and provisions of services. Implements the requirements of 29 CFR Part 37 for the State of Hawaii and serves as the State Liaison with the U.S. Department of Labor for nondiscriminatory matters.
- (14) Maintains essential budget and fiscal controls and provides financial, management, personnel administration, training and information technology staff services for the administration and operation of the Department and programs.
- (15) Facilitates and enhances the development, delivery, and coordination of effective programs for disadvantaged persons, refugees, and immigrants. Provides advice and assistance to the agencies of the Executive Branch, private agencies in the human services field, and the Legislature with respect to the disadvantaged, immigrants, and refugees.
- (16) Addresses the language access needs of limited English proficient (LEP) individuals by providing oversight, central coordination, and technical assistance to the State and state-funded agencies in the implementation of language access requirements. Reports and makes recommendations to the Governor and the Legislature regarding steps taken and to be taken to improve and increase meaningful access to language Access services by the LEP population.

...STATEMENT OF FUNCTIONS...

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

OFFICE OF THE DIRECTOR

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

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

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

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

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

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

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

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

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

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

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

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EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE

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

HAWAII LABOR RELATIONS BOARD

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

STATE FIRE COUNCIL

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

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LABOR AND INDUSTRIAL RELATIONS APPEALS BOARD

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

WORKFORCE DEVELOPMENT COUNCIL

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

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

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

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

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

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

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

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WORKFORCE DEVELOPMENT COUNCIL cont'd

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

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

WORKFORCE SYSTEM PLANNING, RESEARCH AND DEMONSTRATION STAFF

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

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WORKFORCE DEVELOPMENT COUNCIL cont'd

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

WORKFORCE SYSTEM OVERSIGHT AND EVALUATION STAFF

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

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HAWAII CIVIL RIGHTS COMMISSION

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

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

Issues right-to-sue letters to complainants.

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

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

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

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

Hires staff and support personnel.

Adopts rules under Hawaii Revised Statutes Chapter 91.

ENFORCEMENT STAFF

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

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

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

Conducts investigations of complaints.

Facilitates settlements of complaints.

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

Facilitates conciliation of complaints where cause has been found.

Litigates complaints in administrative hearings and circuit court.

Maintains investigation records and files.

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

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HAWAII CIVIL RIGHTS COMMISSION (2) cont'd

Investigation Section

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

Investigation Unit I

Conducts complaint intakes.

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

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

Drafts and serves HCRC investigative subpoenas.

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

Conducts predetermination settlement conferences.

Investigation Unit II

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

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

Drafts and serves HCRC investigative subpoenas.

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

Conducts predetermination settlement conferences.

Conducts compliance reviews of settlement agreements.

Legal Section

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

Enforces HCRC investigative subpoenas before the circuit court.

Conducts conciliation conferences.

Litigates administrative and circuit court cases against respondents.

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HAWAII CIVIL RIGHTS COMMISSION 3) cont'd

Resolves cases both formally and informally.

Prepares HCRC hearings and circuit court subpoenas.

Enforces settlement and conciliation agreements in circuit court.

Advises the Executive Director on legal enforcement matters.

Information and Program Development Section

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

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

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

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

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

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

Coordinates the HCRC mediation program.

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

CLERICAL SERVICES

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

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

Assists the Legal Section in copying and filing cases.

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HAWAII CIVIL RIGHTS COMMISSION 4) cont'd

ADJUDICATION STAFF

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

Conducts administrative hearings and establishes the record.

Issues and enforces HCRC hearings subpoenas.

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

Writes proposed and final orders for petitions for declaratory relief.

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

Maintains hearings records and files.

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

Advises the HCRC on legal matters.

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

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OFFICE OF COMMUNITY SERVICES

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

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

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

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

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

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

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

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

RESEARCH, PLANNING, AND RESOURCE DEVELOPMENT STAFF

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

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

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

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

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

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OFFICE OF COMMUNITY SERVICES 2) cont'd

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

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

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

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

PROGRAM ADMINISTRATION AND EVALUATION STAFF

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

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

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

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

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

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

Coordinates the preparation of the OCS' annual report.

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OFFICE OF COMMUNITY SERVICES 3) cont'd

FISCAL STAFF

Provides the OCS staff with fiscal and financial management support.

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

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

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

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

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

CLERICAL SERVICES

Provides word-processing, typing and clerical services.

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OFFICE OF LANGUAGE ACCESS

The Office of Language Access' (OLA) overall purpose is to affirmatively address the language access needs of limited English proficient (LEP) individuals by providing oversight, central coordination, and technical assistance to the State and state-funded agencies in the implementation of language access requirements. OLA's functions are:

Establishes statewide goals and objectives relating to improving access by LEP individuals to the programs, services, and activities of state and state-funded agencies.

Provides central coordination to state and state-funded agencies in the development and implementation of their language access plans.

Provides oversight and monitors compliance by state and state-funded agencies with Hawaii's language access law.

Provides technical assistance and training to state and state-funded agencies in establishment and implementation of their language access plans.

Resolves complaints through informal methods.

Conducts research concerning the language access needs of LEP populations and evaluates the availability, adequacy, and accessibility of language access services in the State of Hawaii.

Works with public and private agencies, including community organizations, to address resource needs, come up with innovative methods, and improve the effectiveness of language access services.

Monitors, analyzes, and reports on legislation pertaining to language access and the LEP population of Hawaii.

Adopts rules and guidelines pursuant to Chapter 91 HRS.

Reports and makes recommendations to the Governor and the Legislature regarding steps taken and to be taken to improve and increase meaningful access to language access services by the LEP population.

Encourages and fosters local action on behalf of the LEP population.

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ADMINISTRATIVE SERVICES OFFICE

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

FISCAL STAFF

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

STATE PROGRAMS SECTION

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

FEDERAL PROGRAMS SECTION

- Provides federal programs with fiscal and financial management support.

Reporting Unit

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

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ADMINISTRATIVE SERVICES OFFICE (2) cont'd.

Cost Accounting Unit

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

Payroll/Vouchering Unit

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

WORKFORCE INVESTMENT ACT SECTION

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

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ADMINISTRATIVE SERVICES OFFICE (3) cont'd.

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

OFFICE SERVICES

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

PROGRAM ORGANIZATION, METHODS AND EVALUATION (POME) STAFF

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

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ADMINISTRATIVE SERVICES OFFICE 4) cont'd.

EDP SYSTEMS STAFF

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

GENERAL SUPPORT AND SECURITY SECTION

GENERAL SUPPORT

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

Help Desk Support

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

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

Hardware and Software Support

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

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ADMINISTRATIVE SERVICES OFFICE 5) cont'd

- Works with the Communication, Security, and PS Sections to install, configure, and manage departmental IT systems.
- Compiles a list of training requests submitted by Communication, Security, and PS Sections, provides list to EDPSO manager for review and approval and maintains list by subject and person.

SECURITY :

IT Security

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

Disaster Recovery and Business Continuity Plan

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

PROGRAM SUPPORT AND COMMUNICATION SECTION

PROGRAM SUPPORT:

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

Software Applications

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

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ADMINISTRATIVE SERVICES OFFICE 6) cont'd

Software/Hardware Procurement

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

Project Manager or Liaison

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

IT Security

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

COMMUNICATION:

Provides the Department with communication support.

Network Communication

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

Internet Application Support

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

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PERSONNEL OFFICE

Manages the personnel program of the Department.

PERSONNEL STAFF

- Develops and recommends departmental personnel policies and procedures and advises on their application.
- Advises the Department Director, administrators, supervisors, and other employees regarding application of appropriate personnel management practices, existing personnel laws, rules and regulations of the State, and collective bargaining agreement provisions.
- Conducts internal and limited external recruitment activities.
- Performs classification reviews on new and redescribed positions and takes or recommends appropriate classification actions.
- Advises and assists in developing selection and job performance standards.
- Advises and assists in appeals on classification and pricing actions; advises on internal salary relationships.
- Establishes and maintains a centralized system of recording and reporting personnel transactions.
- Maintains close working relationships and serves as the Department liaison unit with the Department of Human Resource Development and the exclusive bargaining agent of DLIR employees.
- Assists departmental units in planning for their personnel needs.
- Advises supervisors and administrators on the resolution of grievances.
- Provides information and enrollment services on state-administered group benefit programs.

TRAINING STAFF

- Plans, coordinates and assists in the implementation of training programs.
- Arranges and conducts safety education programs; coordinates reporting and maintains records of work-connected injuries occurring in the department; reviews and investigates employee injury reports.
- Promotes and assists in employee relations activities including employee orientation, incentive and service awards, retirement information and other employee welfare activities.

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RESEARCH AND STATISTICS OFFICE

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

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

OPERATIONS MANAGEMENT INFORMATION STAFF

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

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RESEARCH AND STATISTICS OFFICE

LABOR MARKET INFORMATION STAFF

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

Labor Market Research Section

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

Labor Force Research Section

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

Career Information Delivery System Section

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

CLERICAL SERVICES

Provides office with clerical support services.

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WORKFORCE DEVELOPMENT DIVISION

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

PROGRAM DEVELOPMENT, COORDINATION, AND EVALUATION SERVICES OFFICE

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

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

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

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

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

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

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

Training and Development Staff

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

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

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WORKFORCE DEVELOPMENT DIVISION (2) cont'd

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

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

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

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

Employment and Employer Relations Staff

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

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

Employment Section

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

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

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

Furnishes technical support and consultative services to management staff.

Employment and Training Fund Section

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

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WORKFORCE DEVELOPMENT DIVISION (3) cont'd

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

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

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

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

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

Clerical Services

Provides typing, and clerical services.

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WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH

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

HONOLULU OFFICE SECTION

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

Veteran Services

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

Clerical Services

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

Employment and Employer Relations Units I and II

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

Training and Development Units I and II

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

Training and Development Unit III

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

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WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH (2) cont'd

WAIPAHAU OFFICE SECTION

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

Veteran Services

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

Clerical Services

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

Employment and Employer Relations Unit

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

Training and Development Unit

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

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WORKFORCE DEVELOPMENT DIVISION

OAHU BRANCH (3) cont'd

KANEOHE OFFICE SECTION

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

Employment and Employer Relations Unit

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

Veteran Services

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

Clerical Services

Provides statistical, and clerical services for the office.

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DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT DIVISION
HAWAII BRANCH

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

HILO OFFICE SECTION

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

Veteran Services

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

Clerical Services

Provides statistical, and clerical services for the office.

Employment and Employer Relations Unit

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

Training and Development Unit

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT DIVISION
HAWAII BRANCH (2) cont'd

KONA OFFICE SECTION

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

Clerical Services

Provides statistical, and clerical services for the office.

Employment and Employer Relations Unit

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

Training and Development Unit

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT DIVISION
MAUI BRANCH

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

WAILUKU OFFICE SECTION

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

Veteran Services

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

Clerical Services

Provides statistical, and clerical services for the office.

Employment and Employer Relations Unit

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

Training and Development Unit

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

KAUNAKAKAI OFFICE SECTION

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT DIVISION
KAUAI BRANCH

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

Clerical Services

Provides statistical, and clerical services for the office.

Employment and Employer Relations Section

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

Training and Development Section

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION

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

PROGRAM DEVELOPMENT, COORDINATION AND EVALUATION SERVICES
OFFICE

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

Program Development Staff

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

Program Evaluation Staff

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

Resource Management Section

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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

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

Internal Security Section

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

Quality Control Section

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

Clerical Services

Provides typing and clerical services.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH

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

EMPLOYER SERVICES SECTION

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

Clerical Services

Provides typing and clerical services.

Audit Units I and II

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

Employer Accounts Unit

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION

OAHU BRANCH (2) cont'd

Employer Records Sub-unit

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

Tax Processing Sub-unit

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

HONOLULU CLAIMS SECTION

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

Units I, II, III

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH (3) cont'd

Claims Processing Sub-units

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

Claims Examining Sub-units

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

Clerical Services

Provides typing and clerical services.

WAIPAHAU CLAIMS SECTION

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION

OAHU BRANCH (4) cont'd

Clerical Services

Provides typing and clerical services.

Units I and II

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

Claims Processing Sub-units

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

Claims Examining Sub-units

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH (5) cont'd

KANEOHE CLAIMS SECTION

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

Claims Processing Unit

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

Claims Examining Unit

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH (6) cont'd

BENEFIT PROCESSING AND CONTROL SECTION

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

Clerical Services

Provides typing and clerical services.

Special Activities Unit

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

Workload Control Unit

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

Transactions Unit

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH (7) cont'd

Monetary Processing Sub-unit

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

ADP and Records Control Sub-unit

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
HAWAII BRANCH

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

EMPLOYER SERVICES SECTION

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

HILO CLAIMS SECTION

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

Claims Processing Unit

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

Claims Examining Unit

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION

HAWAII BRANCH (2) cont'd

KONA CLAIMS SECTION

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

Claims Processing Unit

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

Claims Examining Unit

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
MAUI BRANCH

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

EMPLOYER SERVICES SECTION

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

WAILUKU CLAIMS SECTION

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

Claims Processing Unit

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

Claims Examining Unit

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION

MAUI BRANCH (2) cont'd

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

KAUNAKAKAI CLAIMS SECTION

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
KAUAI BRANCH

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

EMPLOYER SERVICES SECTION

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

KAUAI CLAIMS SECTION

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

Claims Processing Unit

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

UNEMPLOYMENT INSURANCE DIVISION
KAUAI BRANCH (2) cont'd

Claims Examining Unit

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION

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

ADMINISTRATION AND TECHNICAL SUPPORT

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

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

Clerical Services

Provides typing and clerical services.

OCCUPATIONAL SAFETY BRANCH

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

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

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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

Compliance Section I

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

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

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

Compliance Section II

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

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

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

OCCUPATIONAL HEALTH BRANCH

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

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

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

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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

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

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

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

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

CONSULTATION AND TRAINING BRANCH

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

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

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

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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

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

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

BOILER AND ELEVATOR INSPECTION BRANCH

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

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

Boiler Section

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

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

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

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

Reviews insurance inspector's report findings and corrective actions.

Elevator Section

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

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

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

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION

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

TDI AND HC APPEALS REFEREES

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

WORKERS' COMPENSATION PROGRAM OFFICE

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

TEMPORARY DISABILITY INSURANCE AND HEALTH CARE PROGRAMS OFFICE

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION (2) cont'd

PROGRAM SUPPORT AND COORDINATION OFFICE

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

Clerical Services

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

HEARINGS BRANCH

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

Hearings Section

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION (3) cont'd

Review Section

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

ENFORCEMENT BRANCH

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

Audit Section

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

Investigation Section

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

PLANS ACCEPTANCE AND BENEFIT CLAIMS BRANCH

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION (4) cont'd

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

RECORDS AND CLAIMS BRANCH

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

Records and Claims Section

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

Insurance Section

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

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION (4) cont'd

requirements, and referring non-complying employers and insurers to the Enforcement Branch.

Workers' Compensation Benefits Facilitator Section

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

VOCATIONAL REHABILITATION BRANCH

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

COST REVIEW BRANCH

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WAGE STANDARDS DIVISION

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

INTAKE AND CERTIFICATION BRANCH

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

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

COMPLIANCE BRANCH

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

Investigations Sections I and II

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WAGE STANDARDS DIVISION (2) cont'd

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

HEARINGS BRANCH

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

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

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

TECHNICAL SUPPORT AND SERVICES OFFICE

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

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

CLERICAL SERVICES

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

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

HAWAII DISTRICT OFFICE

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

HILO STAFF and WEST HAWAII STAFF

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

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

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

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

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

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

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

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

CLERICAL SERVICES

Provides statistical, clerical and stenographic services for the office.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

MAUI DISTRICT OFFICE
KAUAI DISTRICT OFFICE

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

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

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

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

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

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

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

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

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

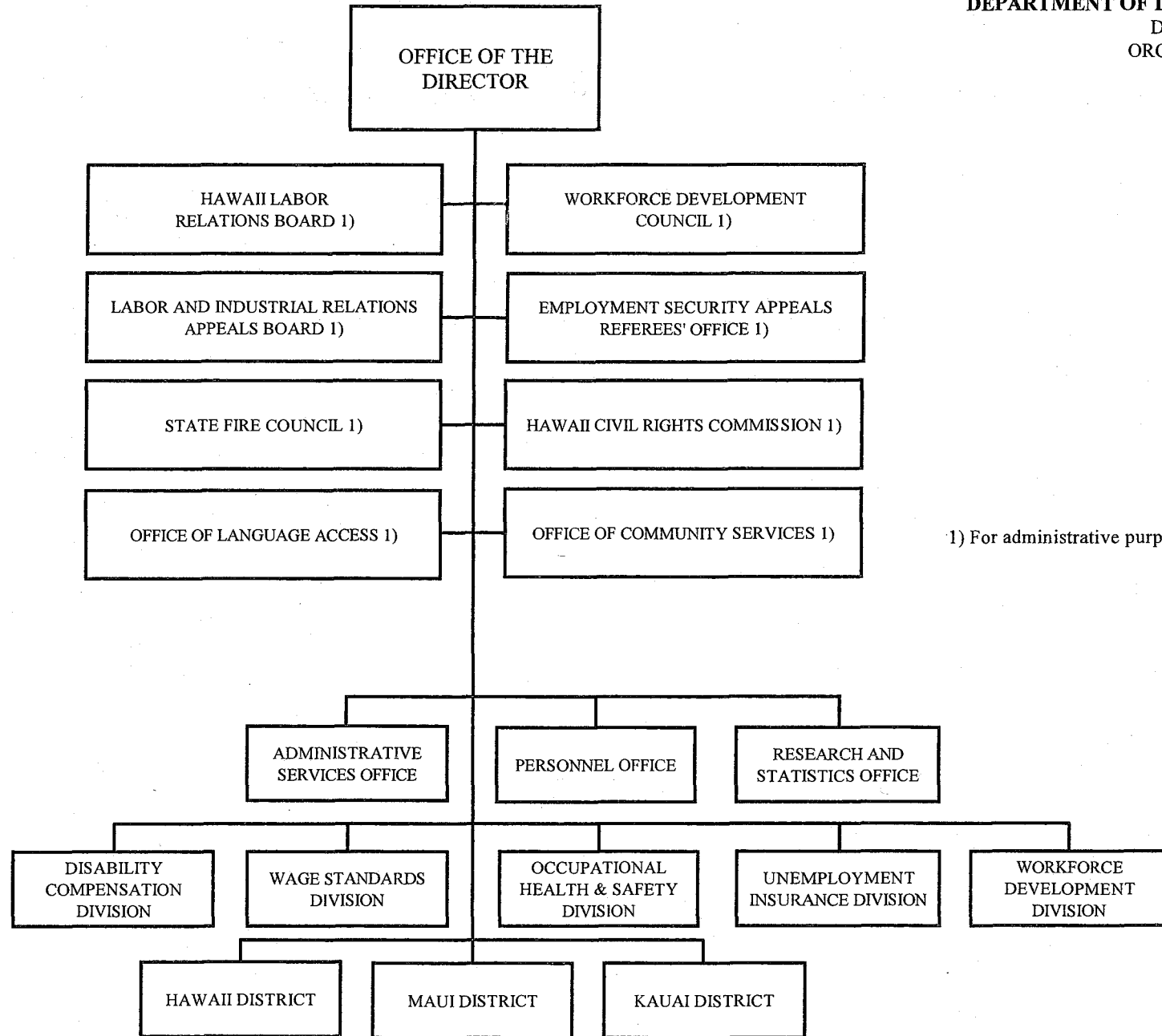
CLERICAL SERVICES

Provides statistical, clerical and stenographic services for the office.

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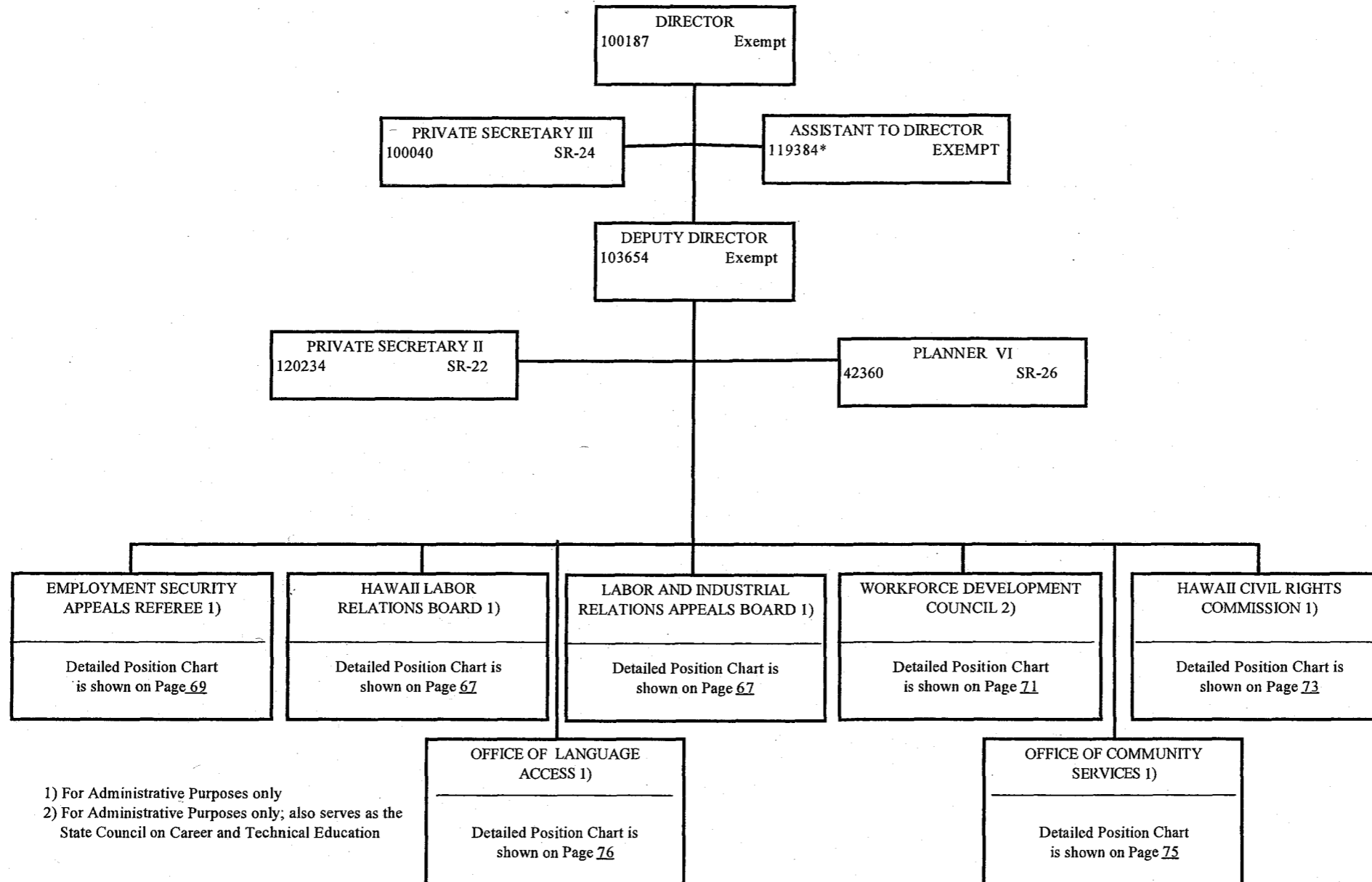
...ORGANIZATION CHARTS...

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



1) For administrative purposes only

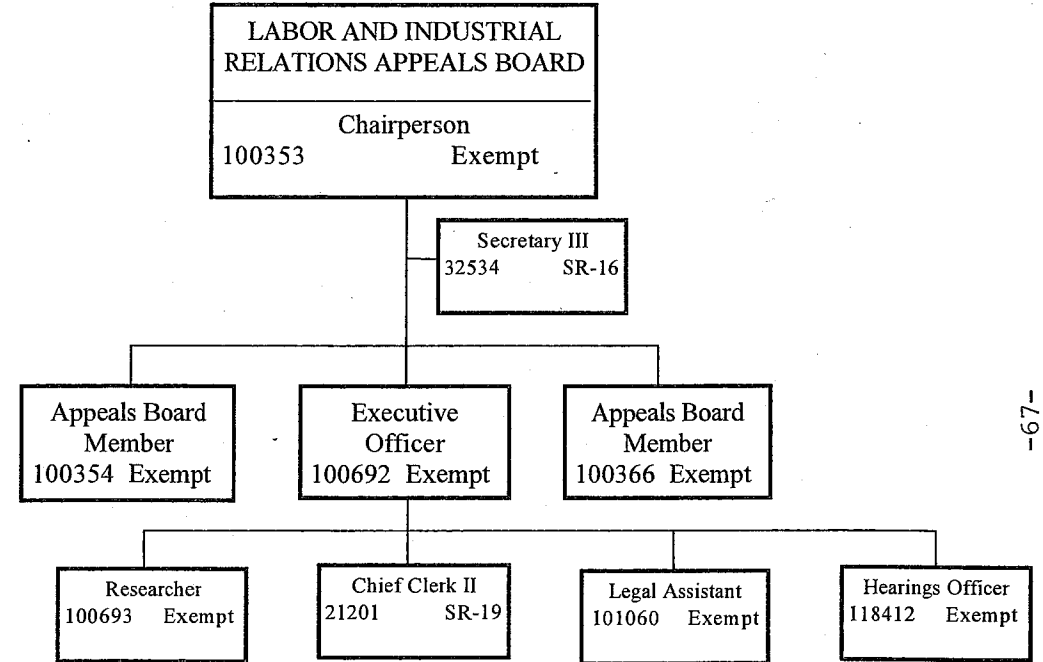
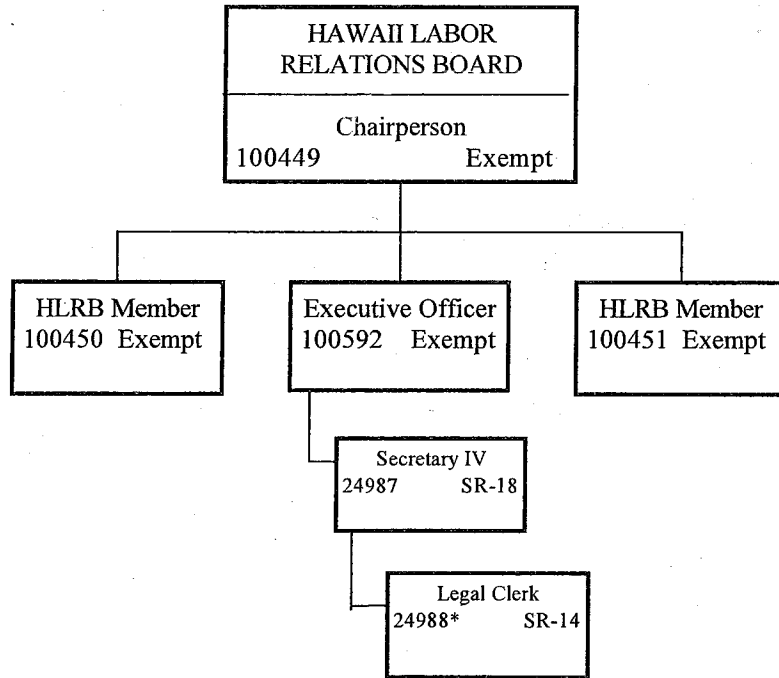
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DIRECTOR'S OFFICE
 POSITION ORGANIZATION CHART



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

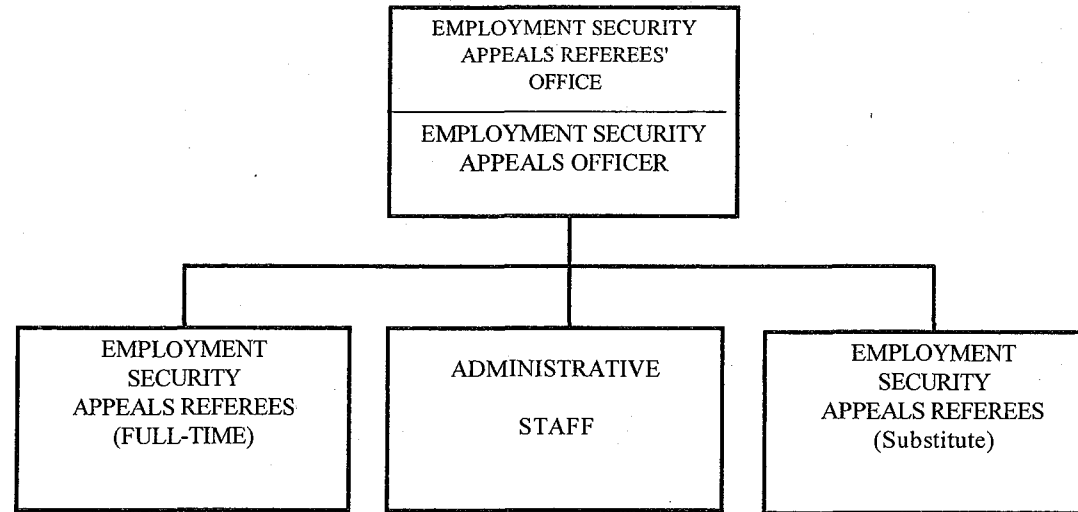
*Special Assignment(LBR 111PB)

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

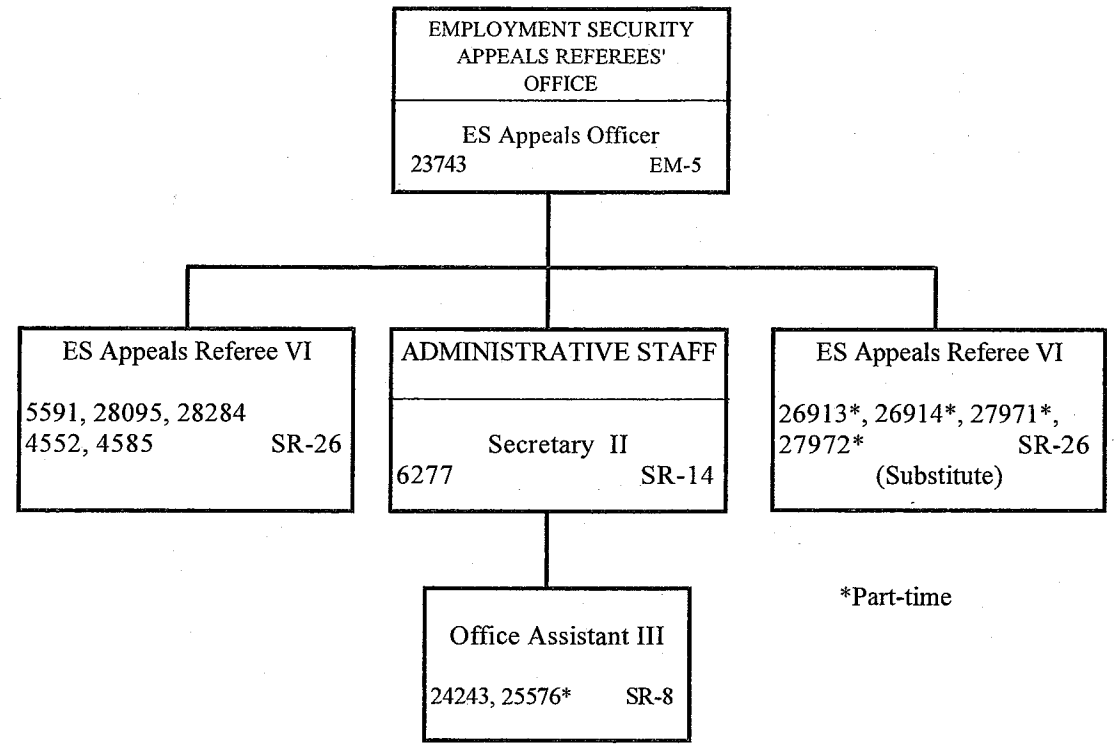


*Temporary Position, NTE 6/30/2013

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

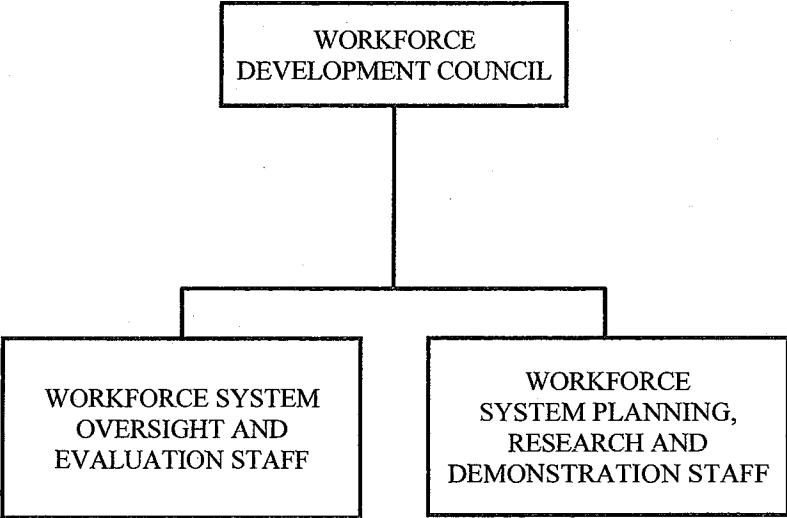


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE
 POSITION ORGANIZATION CHART

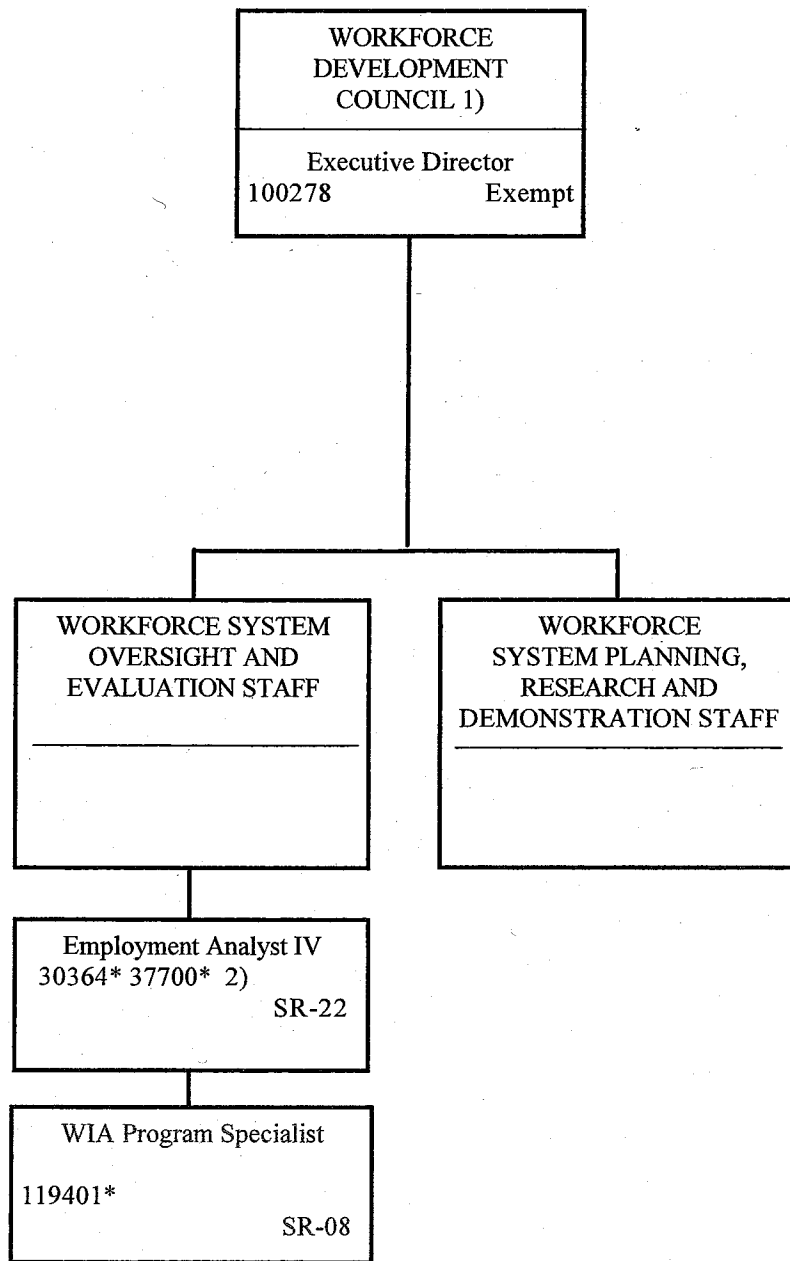


*Part-time

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

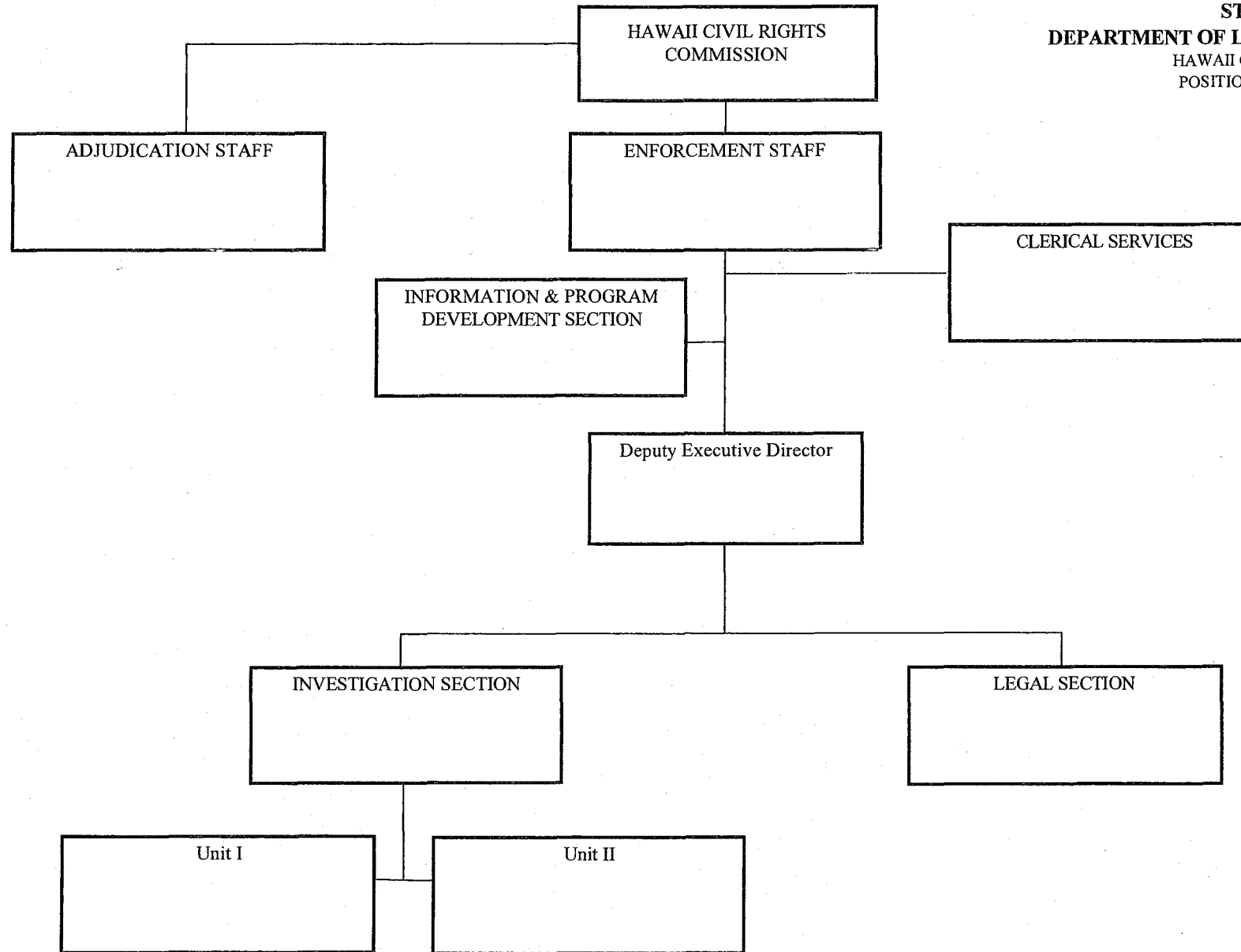


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT COUNCIL
 POSITION ORGANIZATION CHART

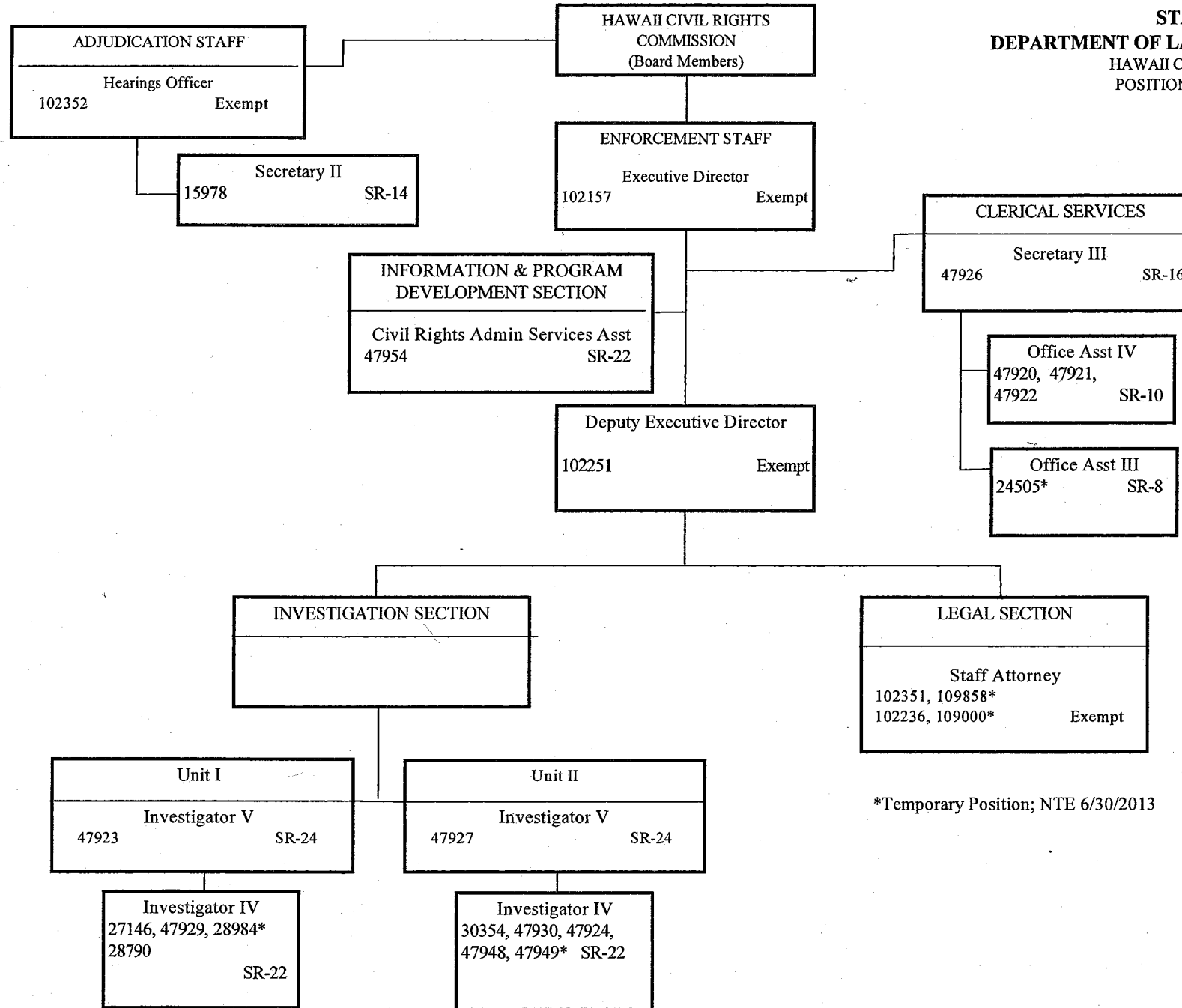


1) For Administrative Purposes only
 2) Position to be redescribed
 * Temporary position, NTE 6/30/2013

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

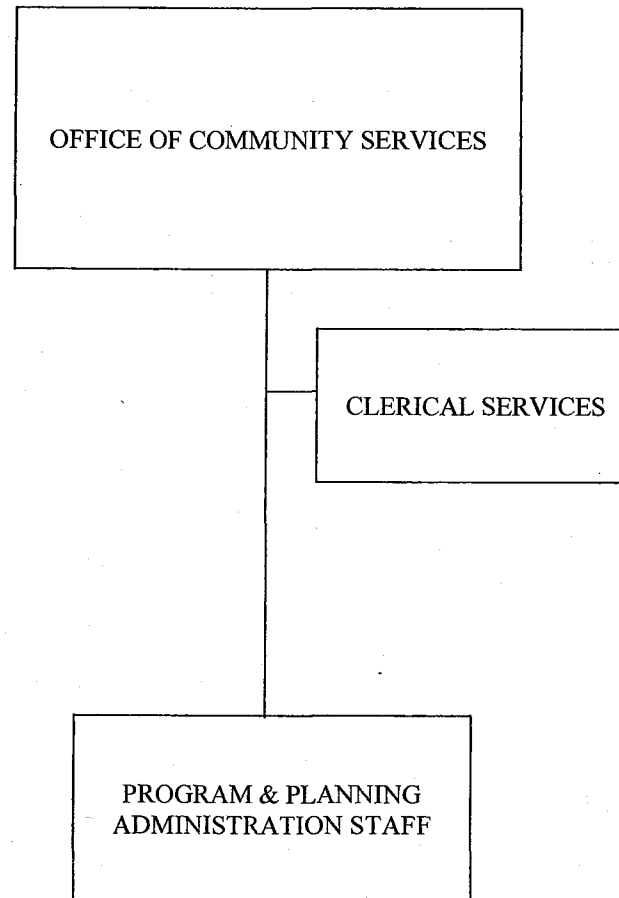


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII CIVIL RIGHTS COMMISSION
 POSITION ORGANIZATION CHART

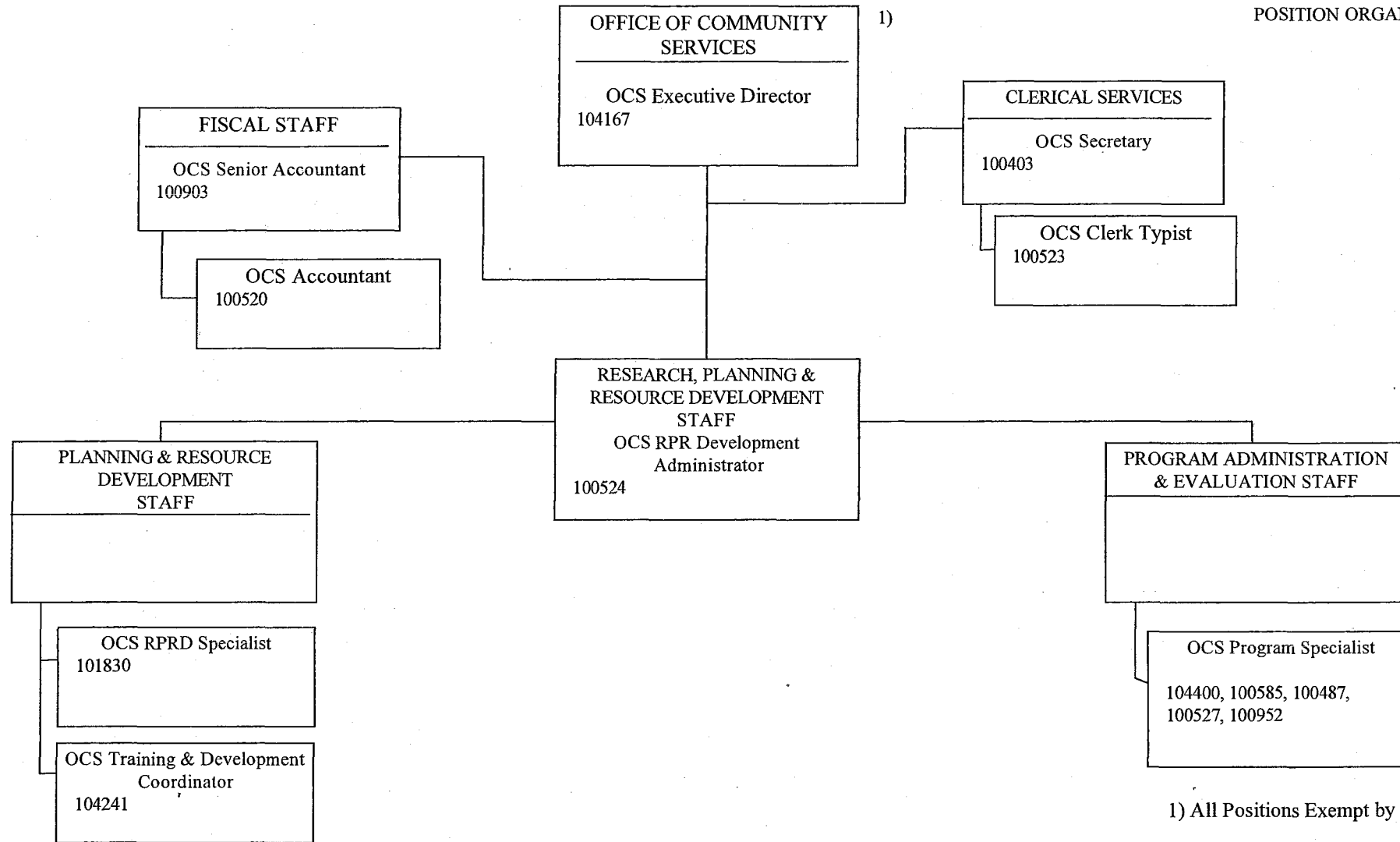


*Temporary Position; NTE 6/30/2013

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

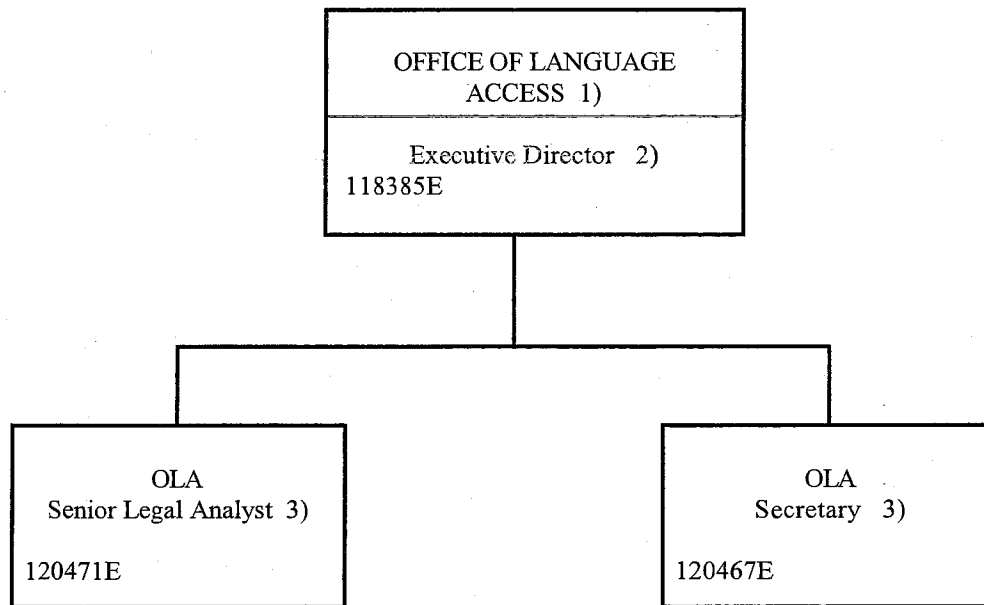


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 OFFICE OF COMMUNITY SERVICES
 POSITION ORGANIZATION CHART



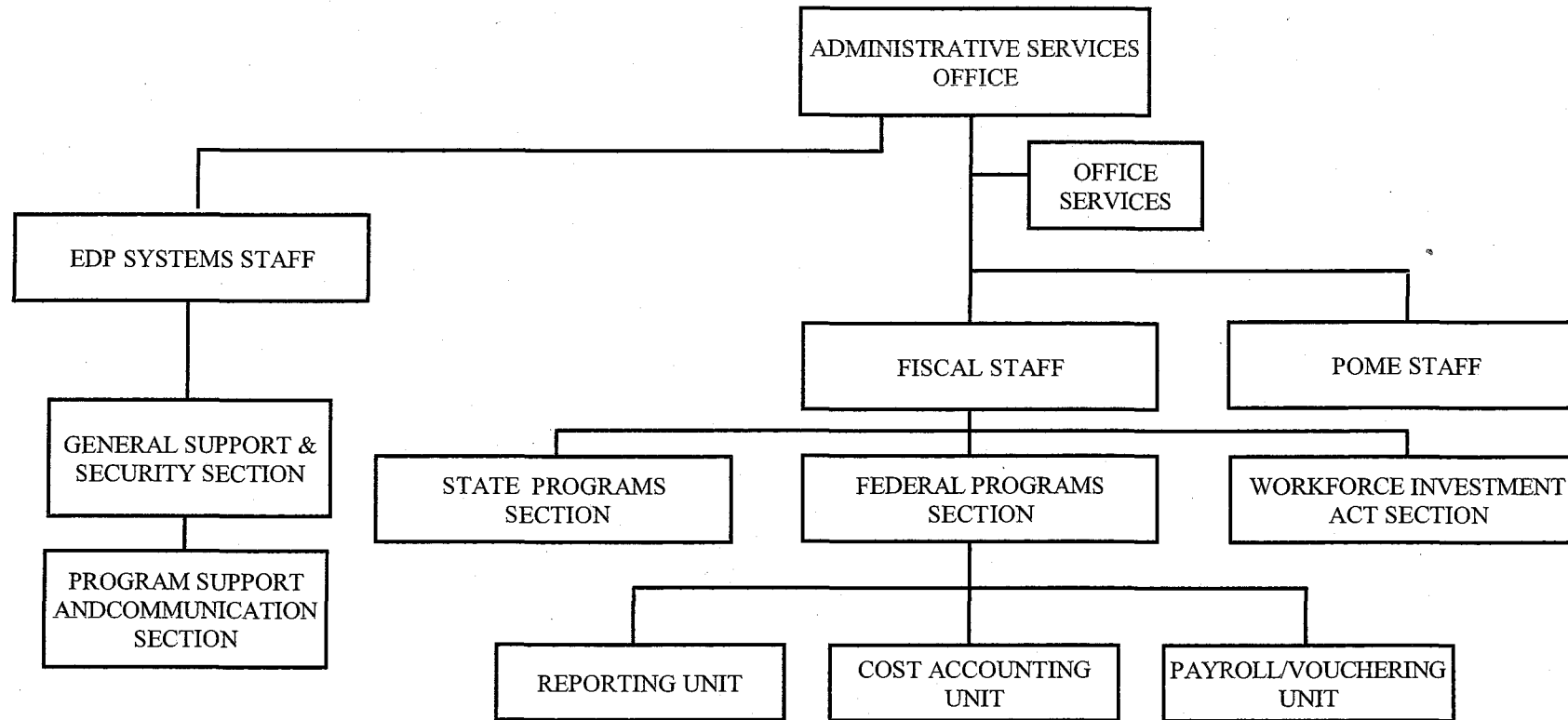
1) All Positions Exempt by Statute

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

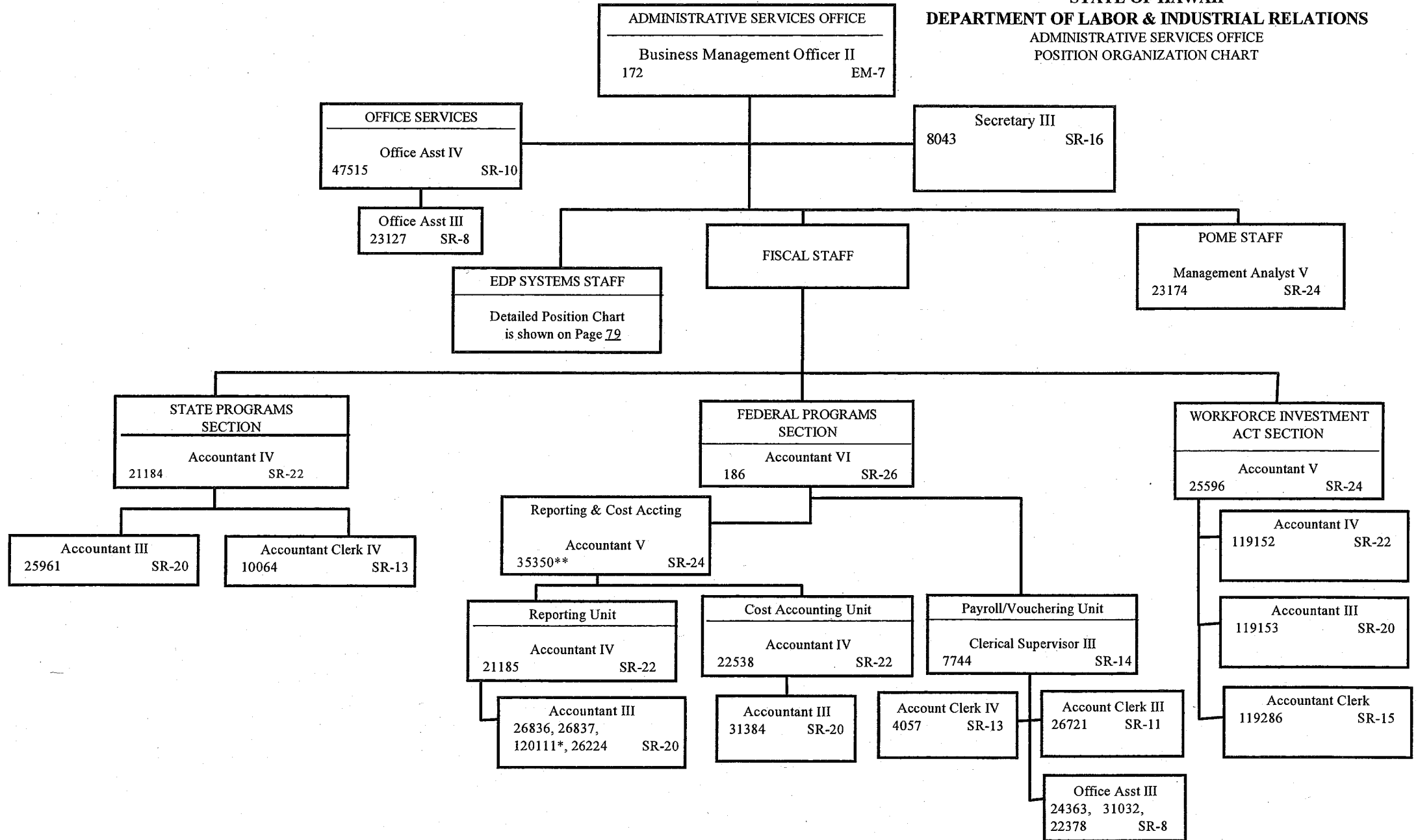


- 1) For Administrative Purposes
- 2) Exempt by Statute
- 3) Exempt by HRS 76-16 (b) (12)

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

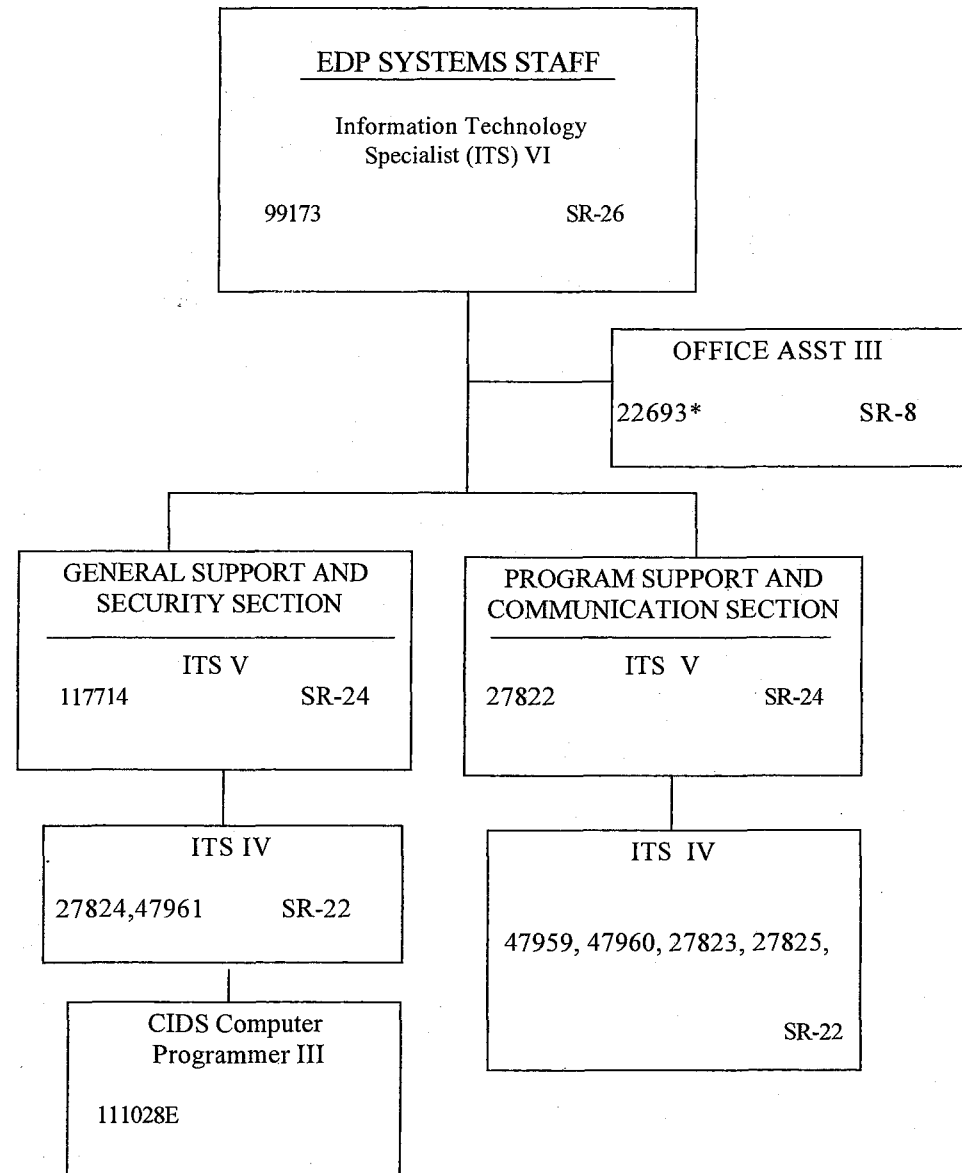


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 ADMINISTRATIVE SERVICES OFFICE
 POSITION ORGANIZATION CHART



*Temporary Position NTE 6/30/2013
 **Position Variance

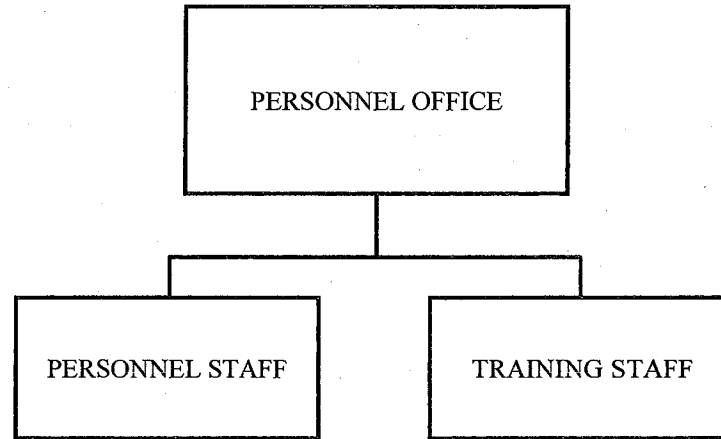
STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 ADMINISTRATIVE SERVICES OFFICE
 EDP SYSTEMS STAFF
 POSITION ORGANIZATION CHART



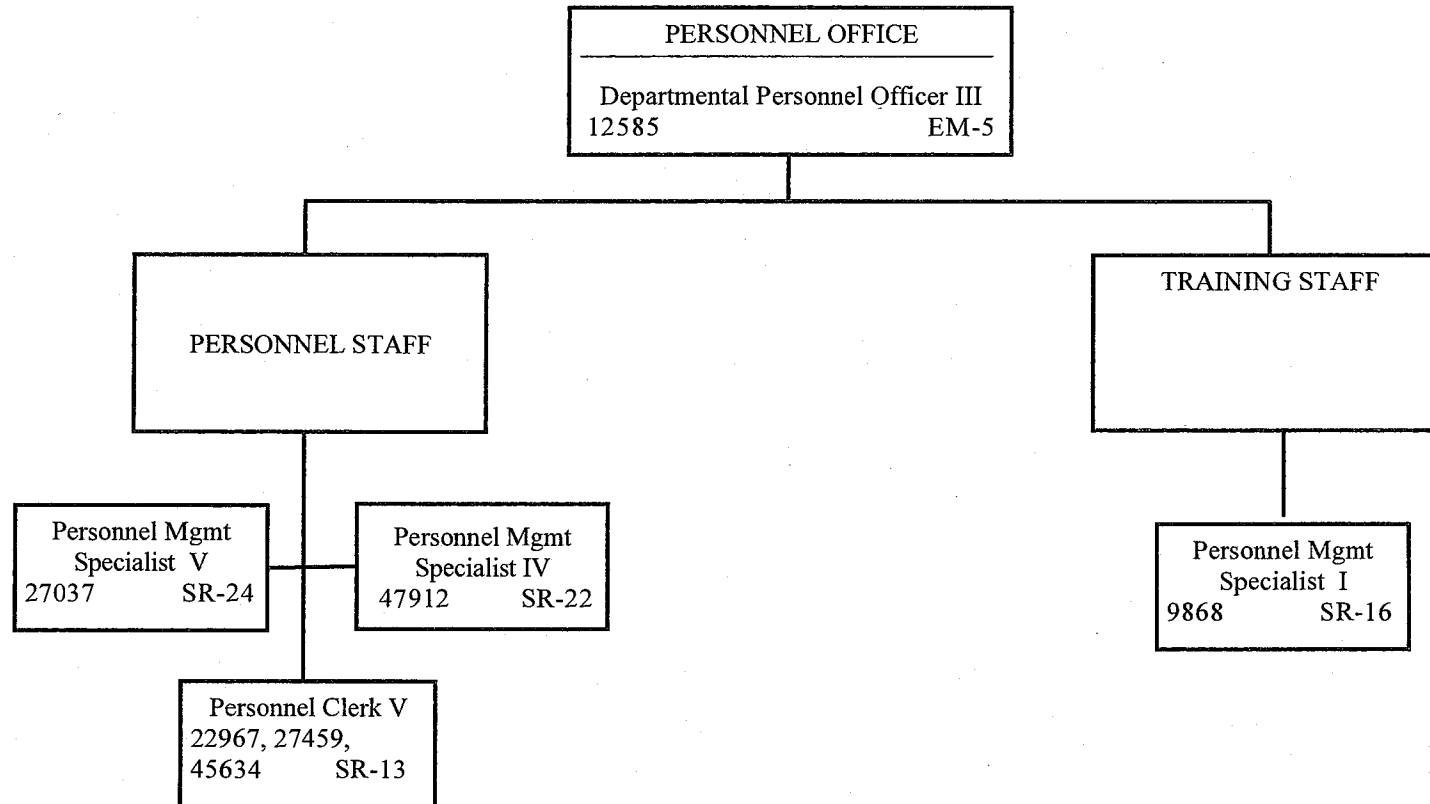
*Temporary Position; NTE 6/30/2013

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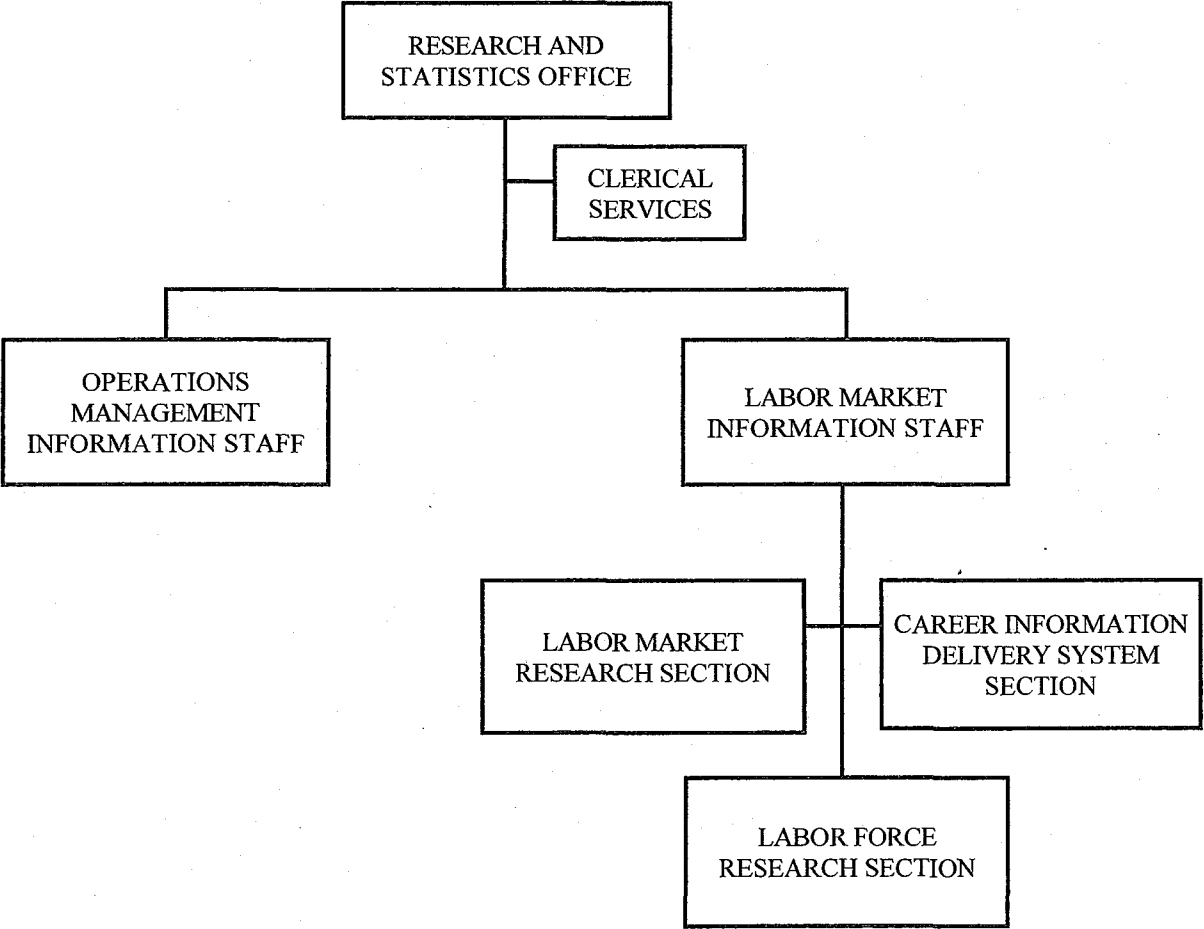
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
PERSONNEL OFFICE
ORGANIZATION CHART



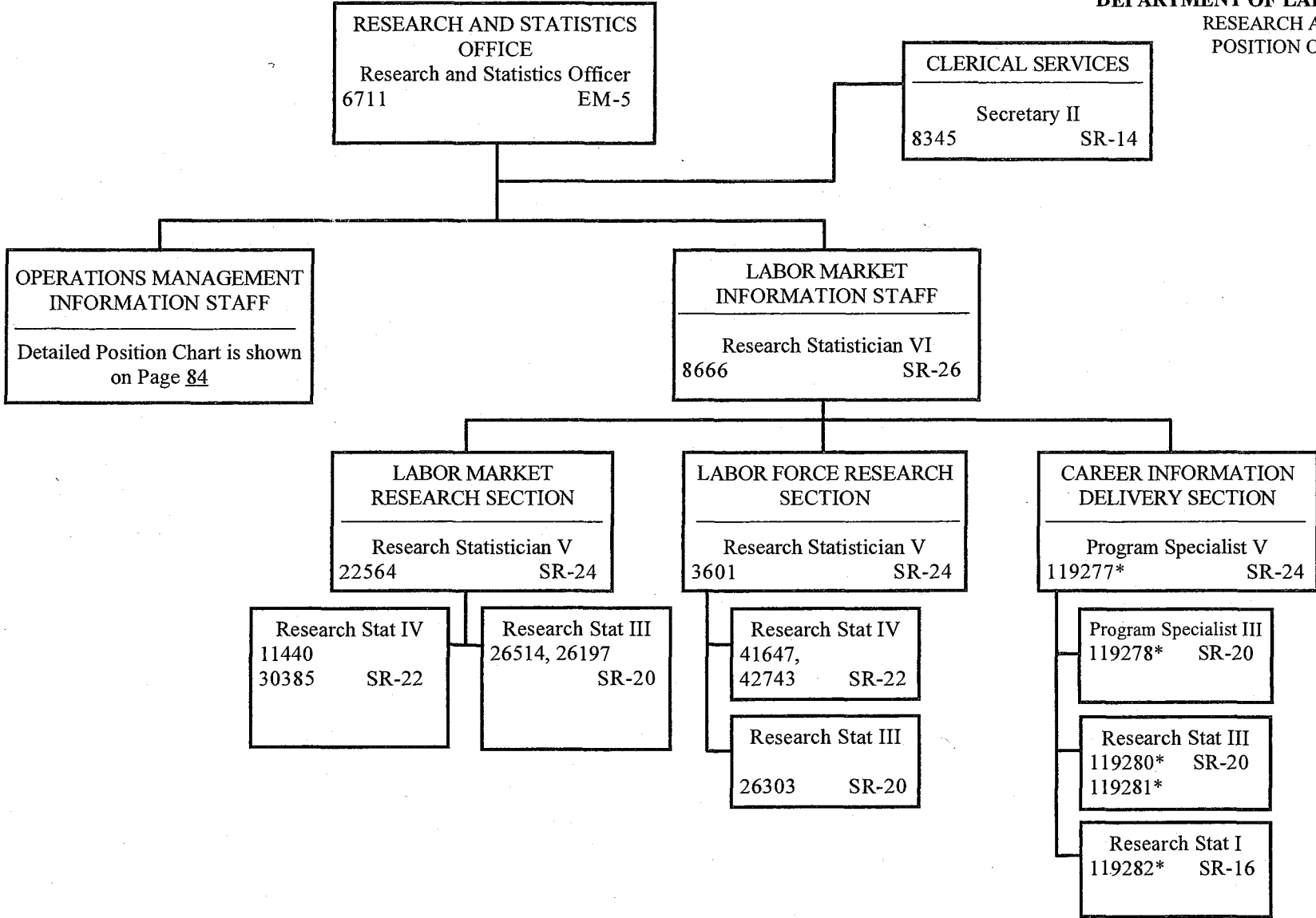
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
PERSONNEL OFFICE
POSITION ORGANIZATION CHART



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



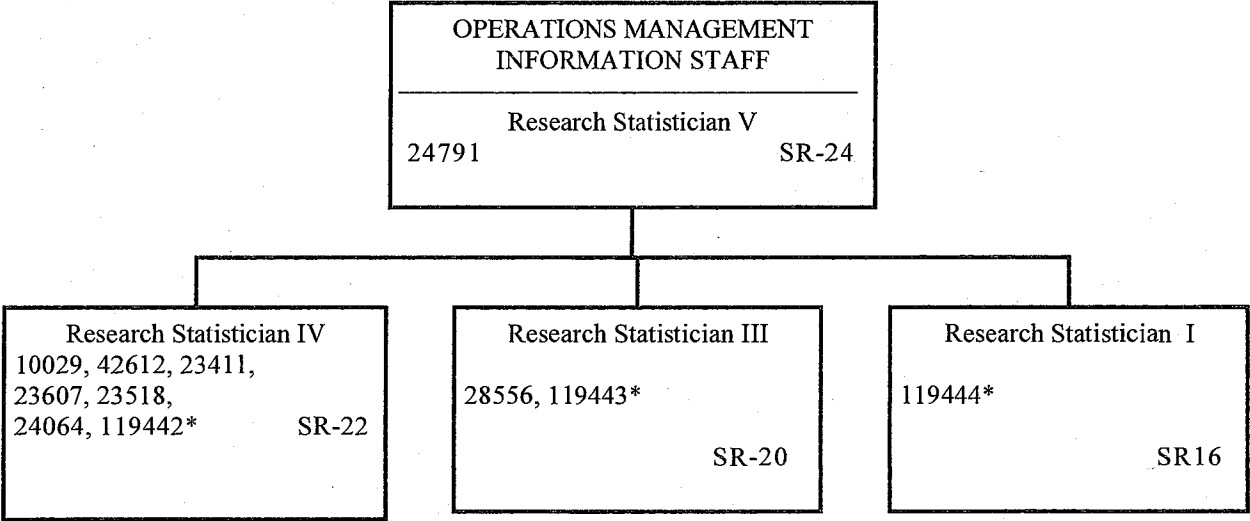
STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 RESEARCH AND STATISTICS OFFICE
 POSITION ORGANIZATION CHART



F-83-F

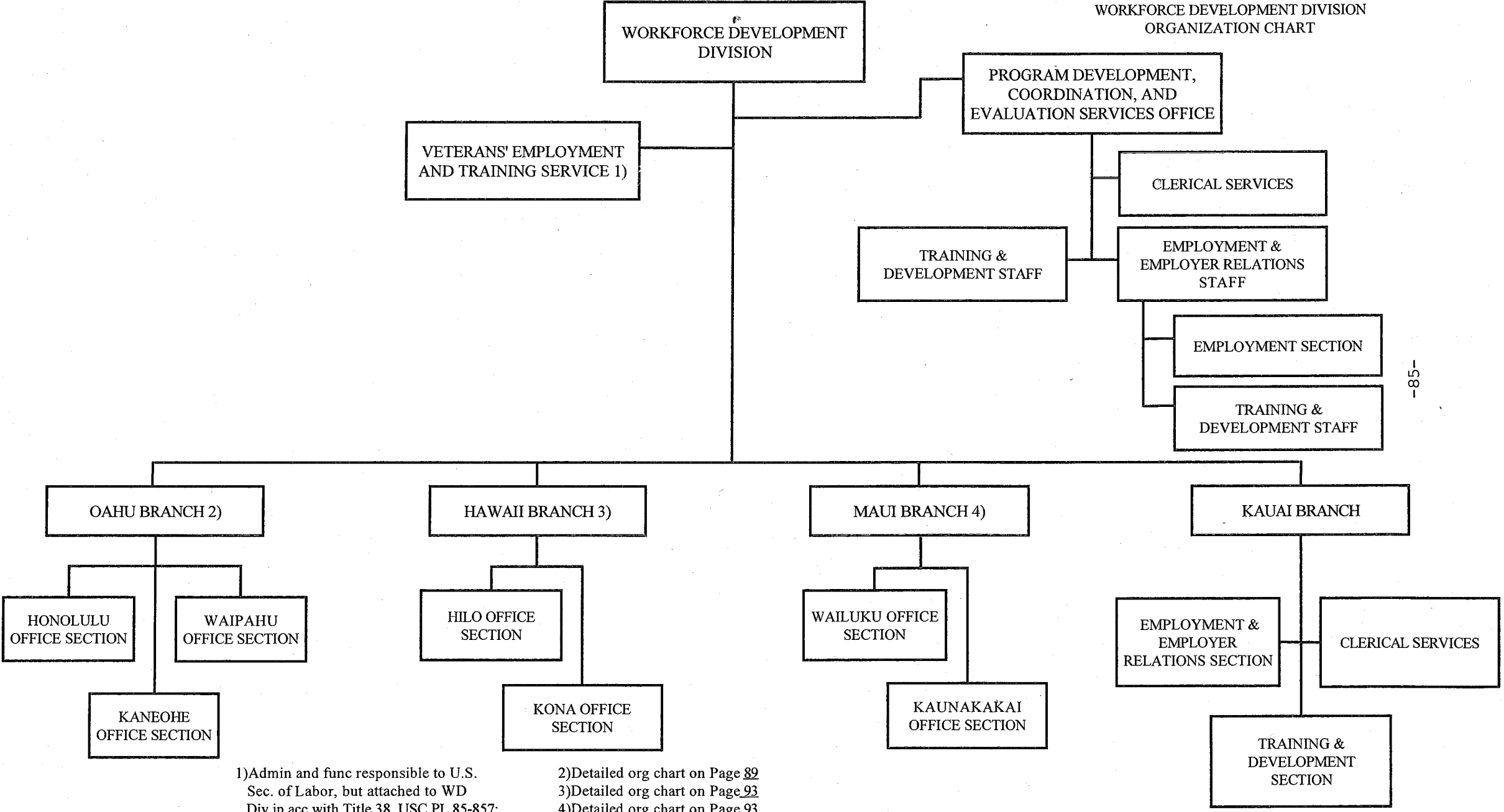
*Temporary to 6/30/2013

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



*Temporary position, NTE 6/30/2013

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

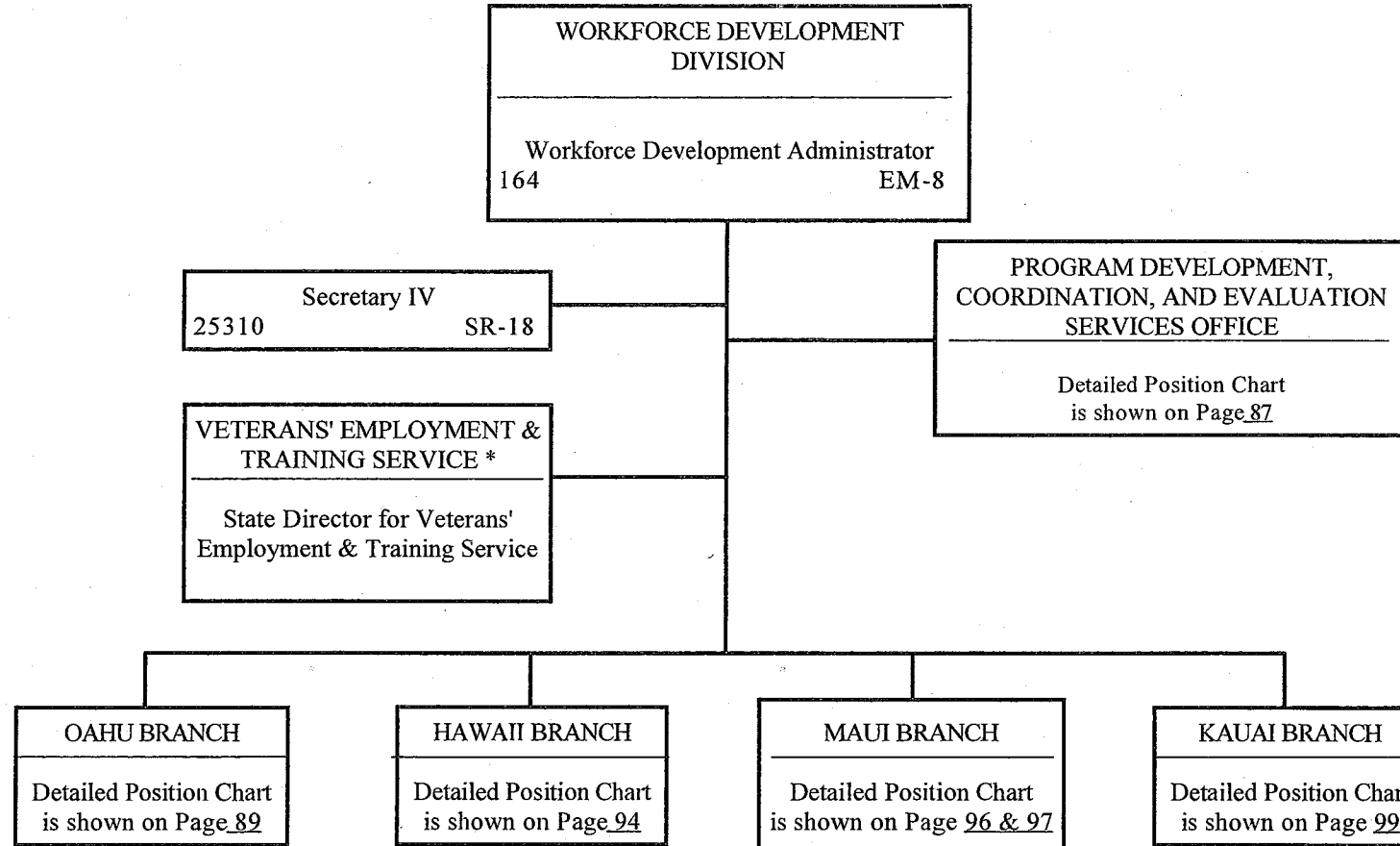


- 85 -

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

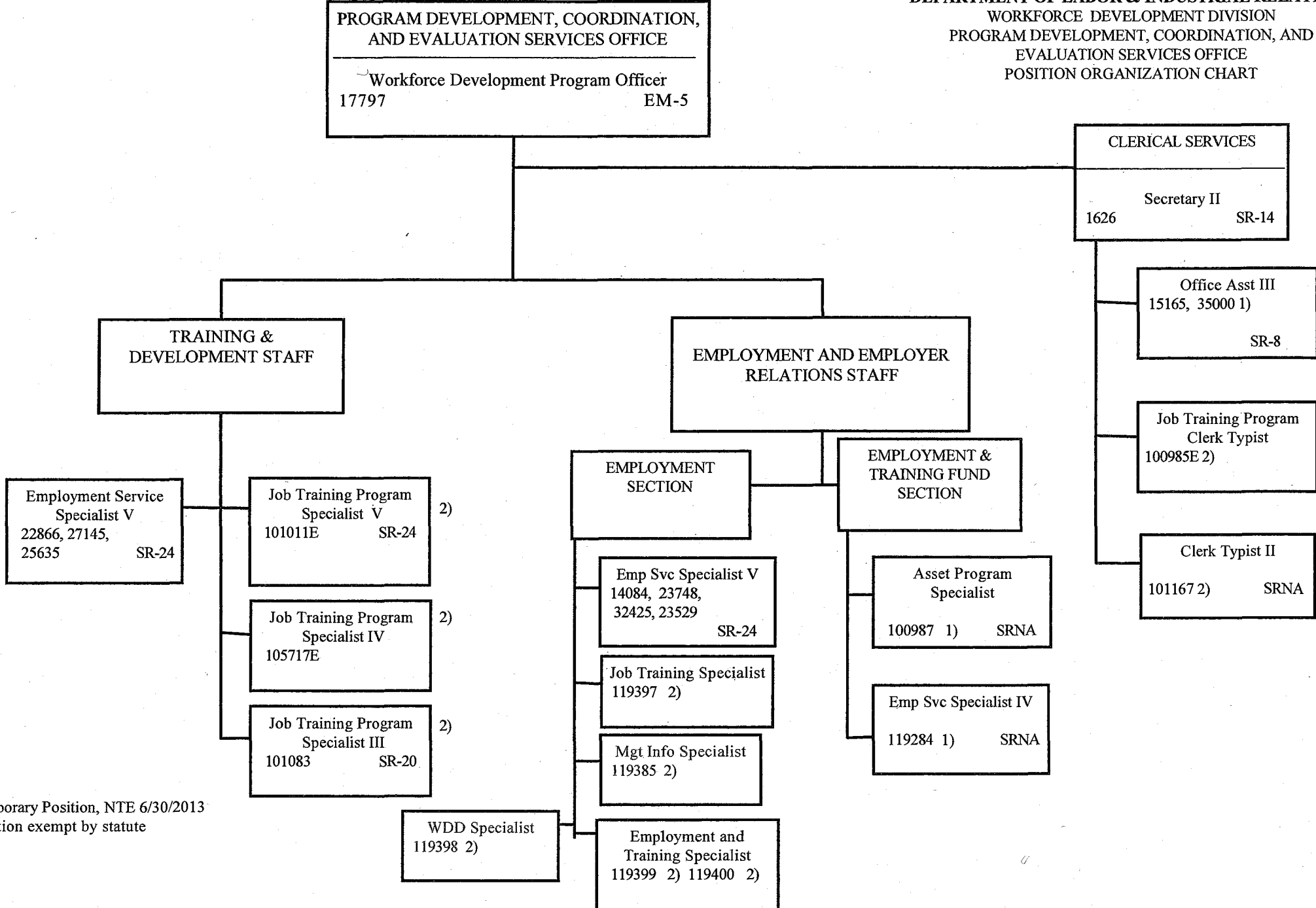
2) Detailed org chart on Page 89
 3) Detailed org chart on Page 93
 4) Detailed org chart on Page 93

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



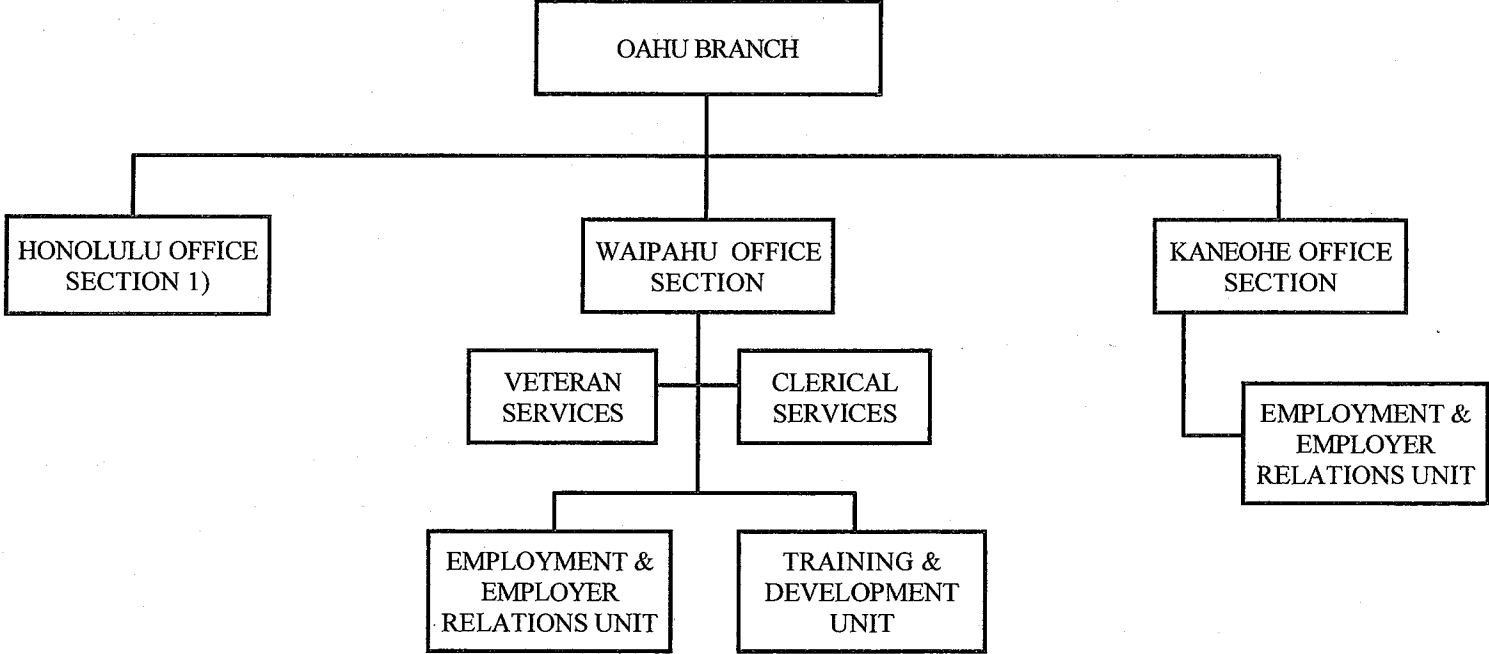
* Administratively & functionally responsible to U.S. Secretary of Labor but attached to WD Div in accordance with Title 38, USC P.L. 85-857; works cooperatively with WD Division in promoting veterans' employment activities.

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



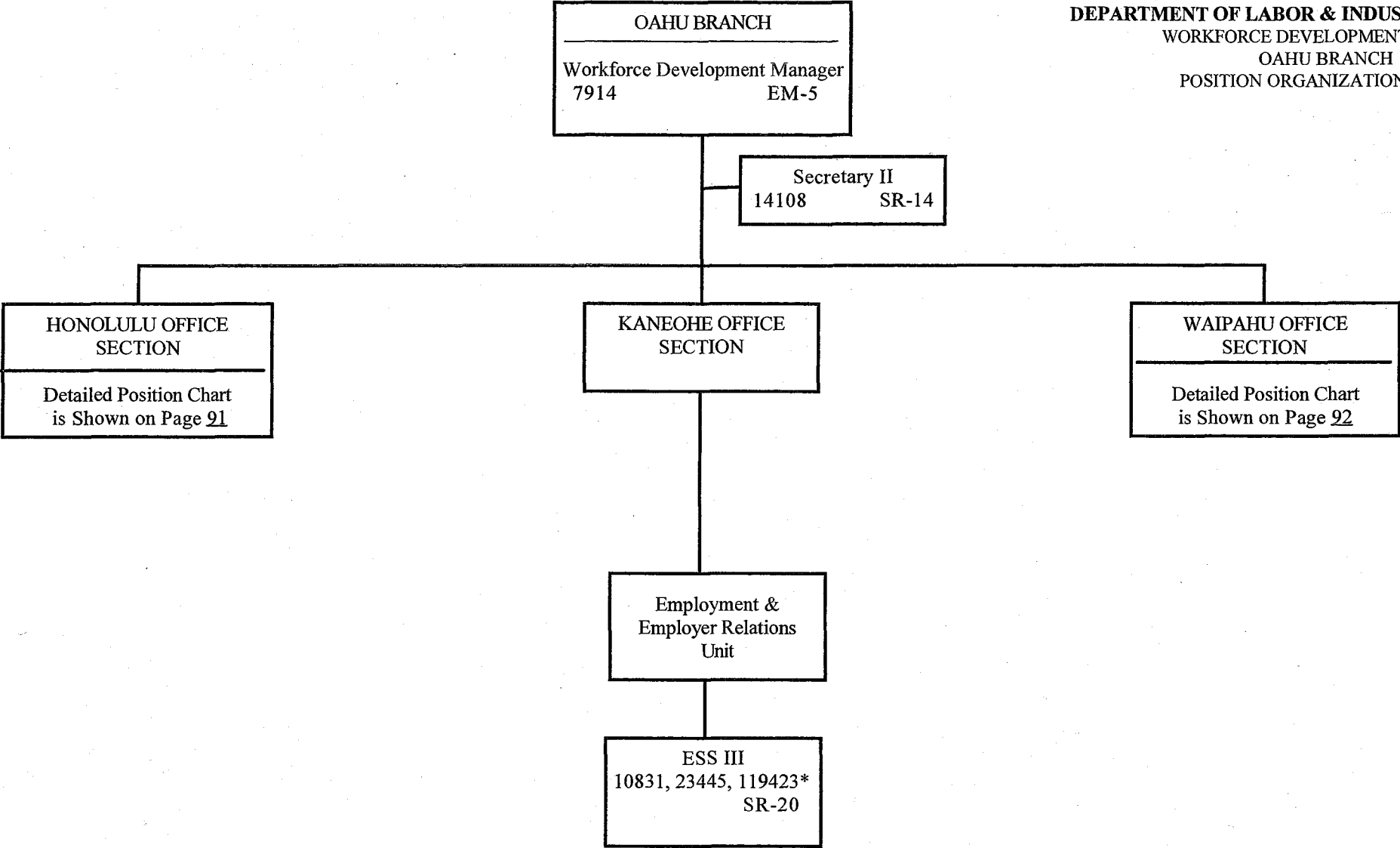
1) Temporary Position, NTE 6/30/2013
 2) Position exempt by statute

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



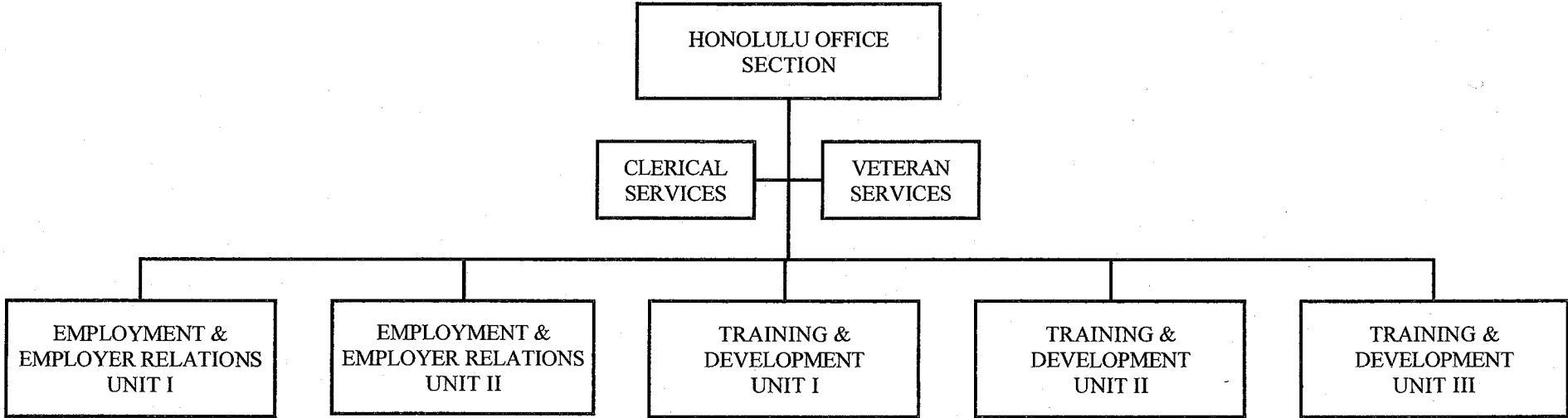
1)Detailed org chart on Page 90

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

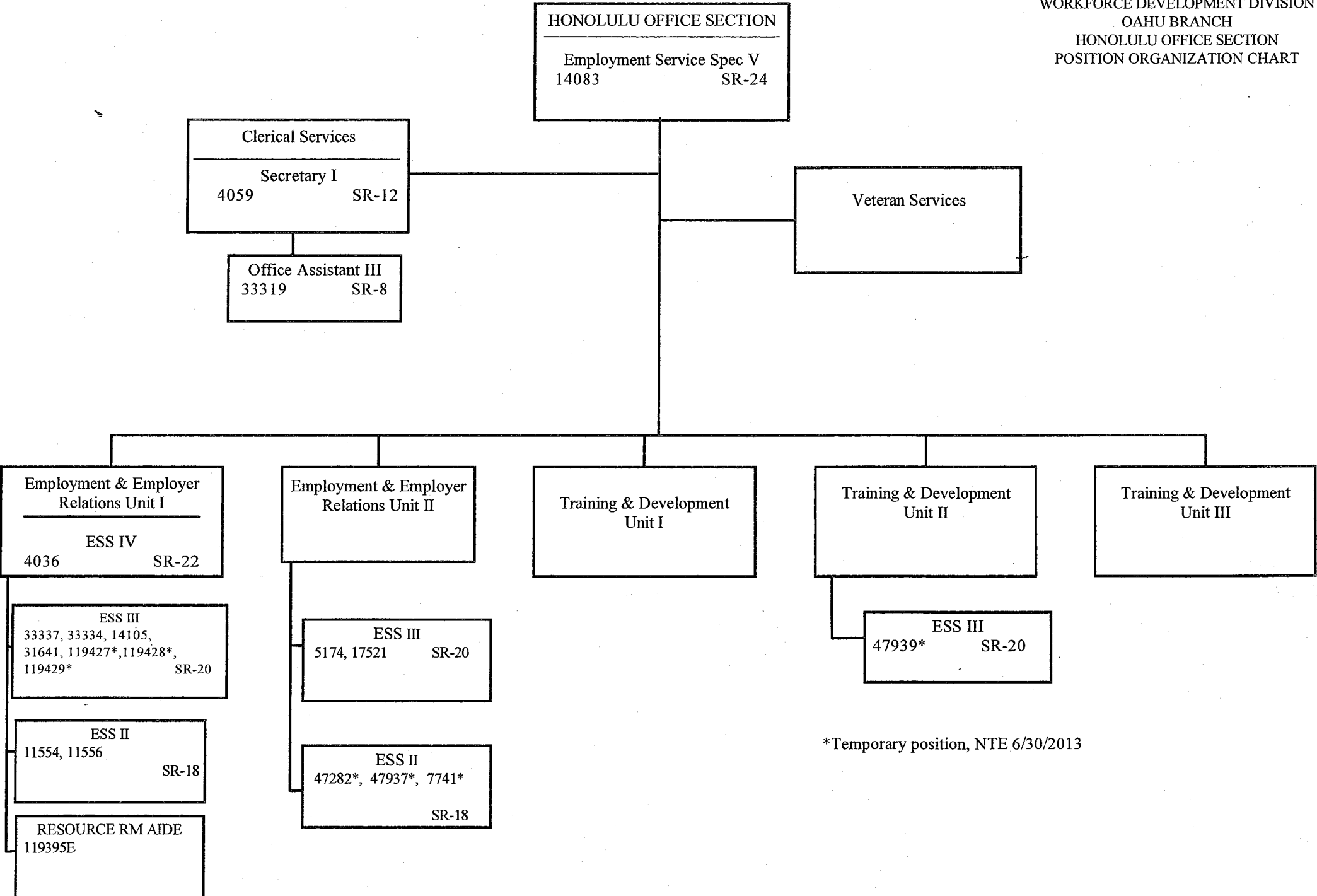


* Temporary Position, NTE 6/30/2013

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

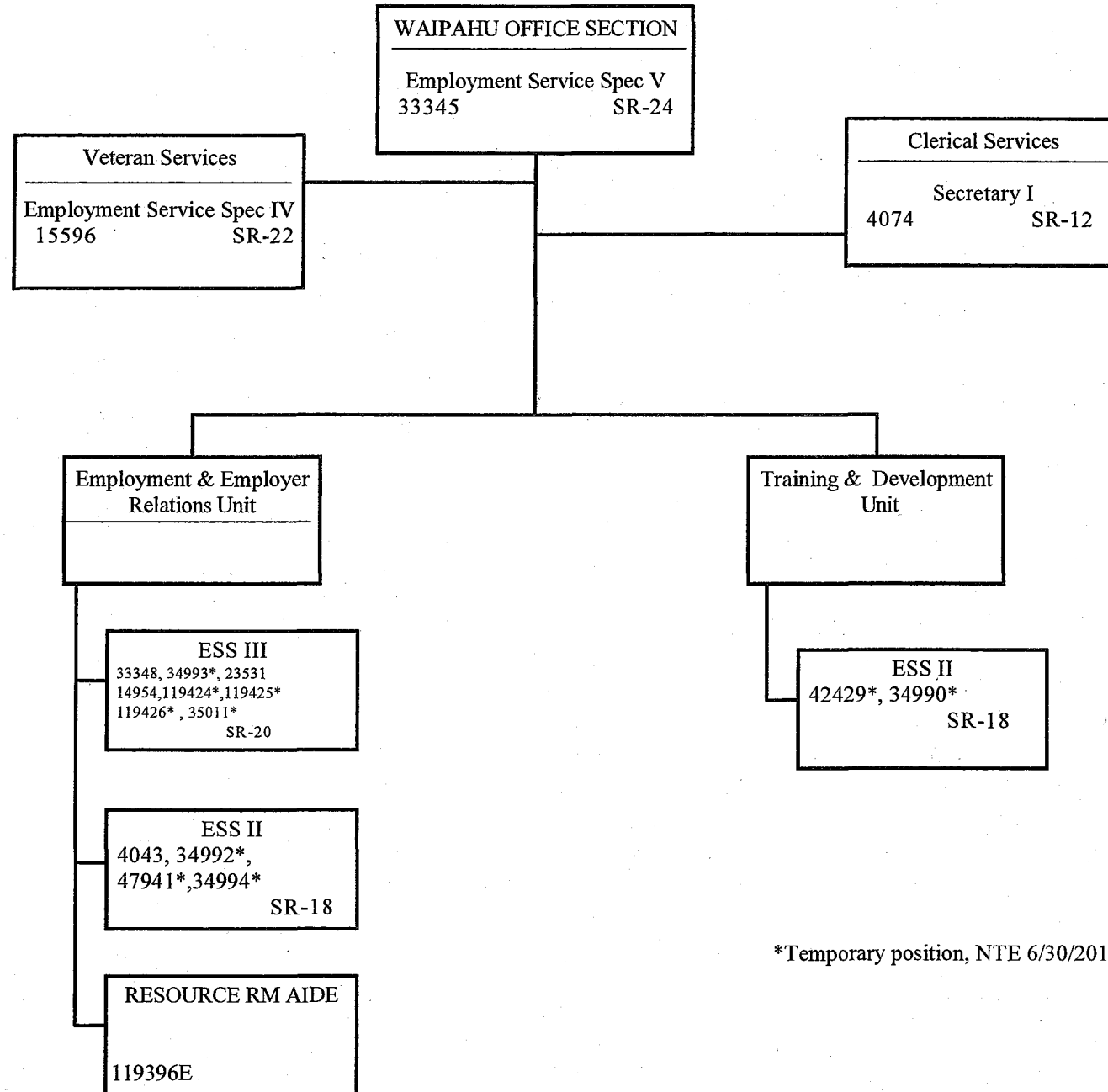


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 OAHU BRANCH
 HONOLULU OFFICE SECTION
 POSITION ORGANIZATION CHART



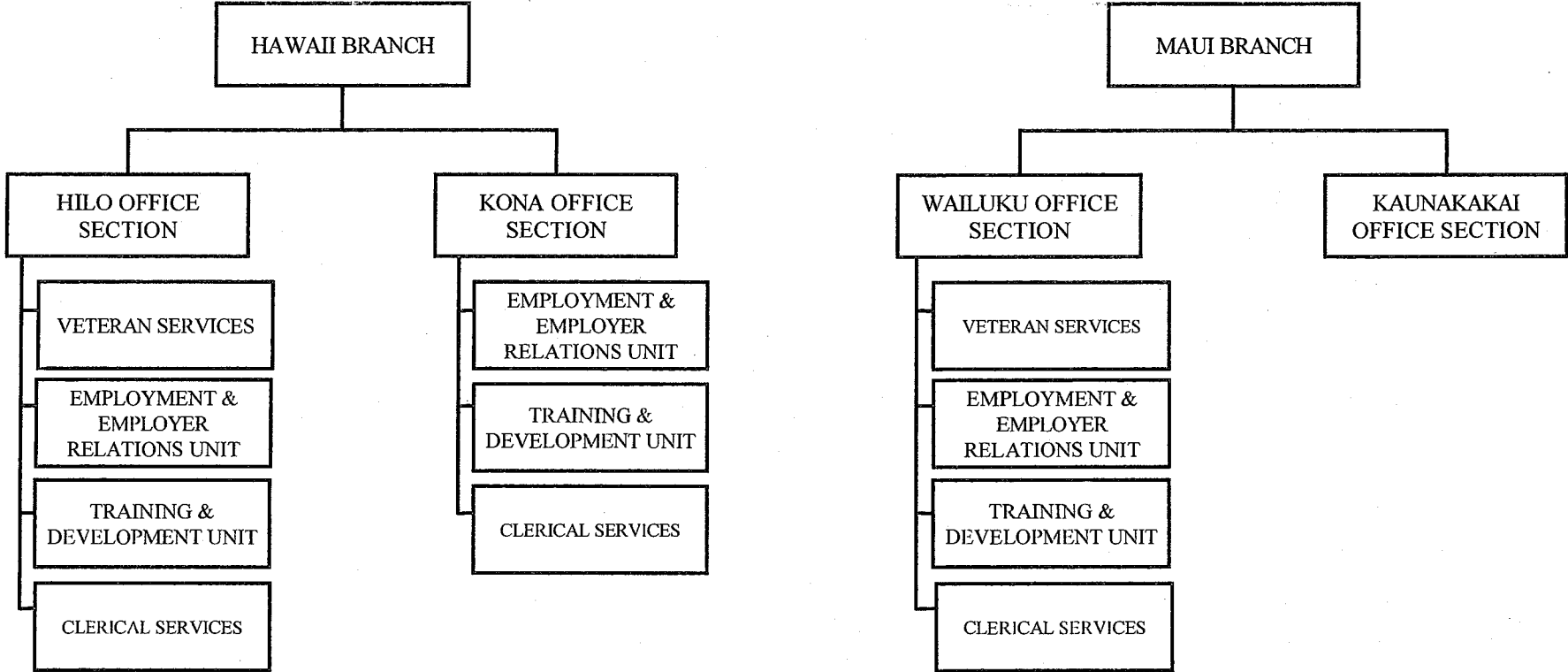
*Temporary position, NTE 6/30/2013

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

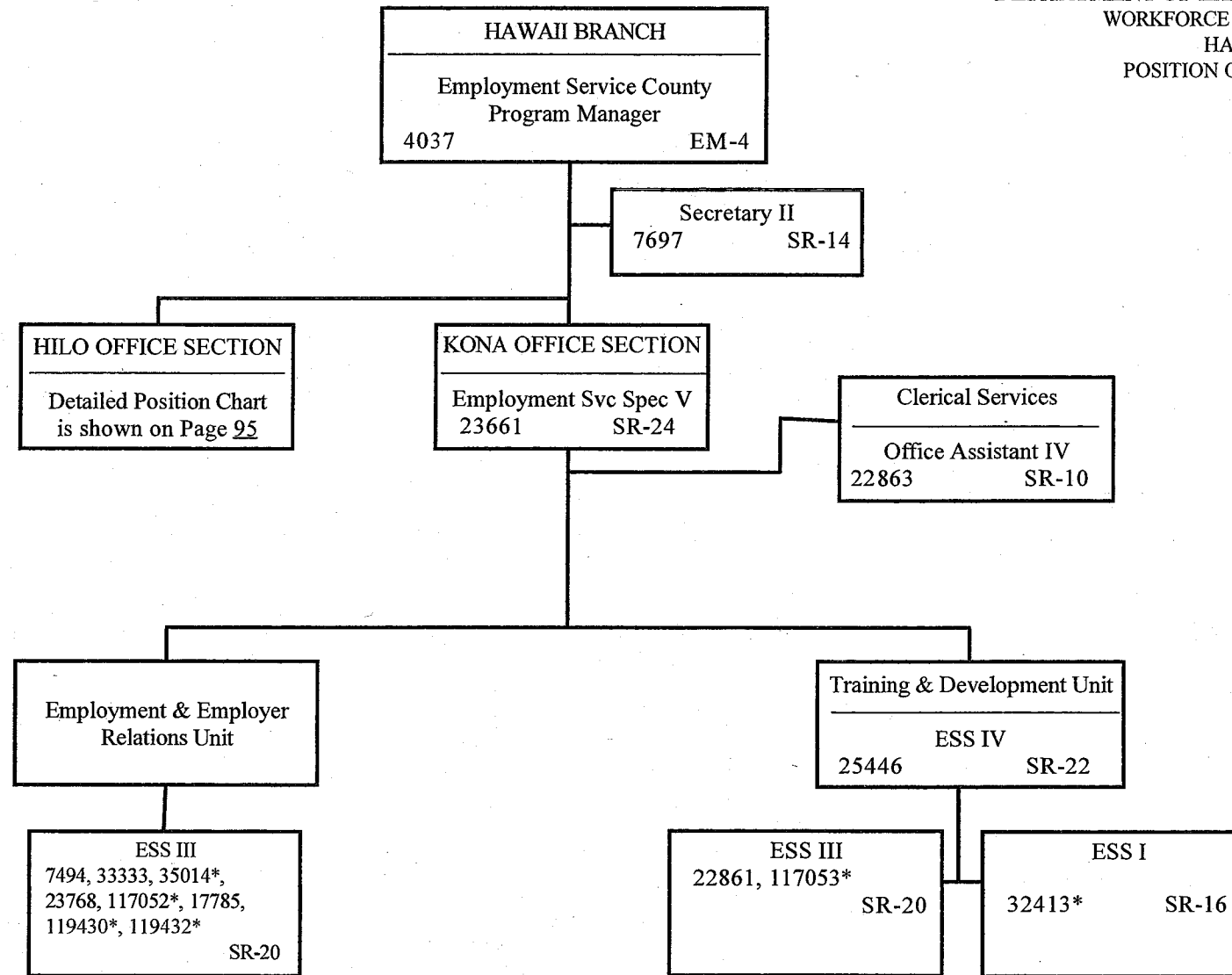


*Temporary position, NTE 6/30/2013

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



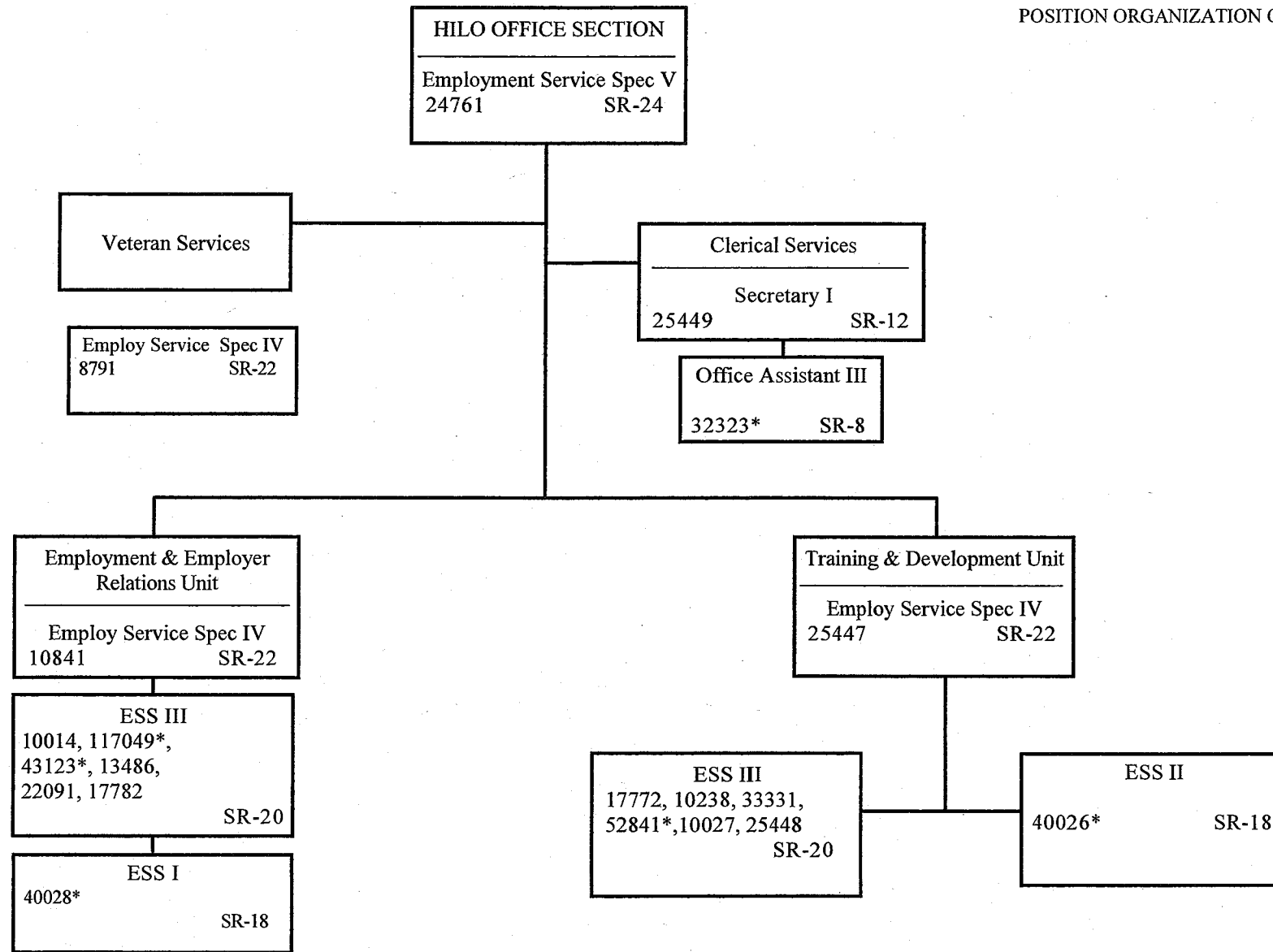
STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 HAWAII BRANCH
 POSITION ORGANIZATION CHART



-94-

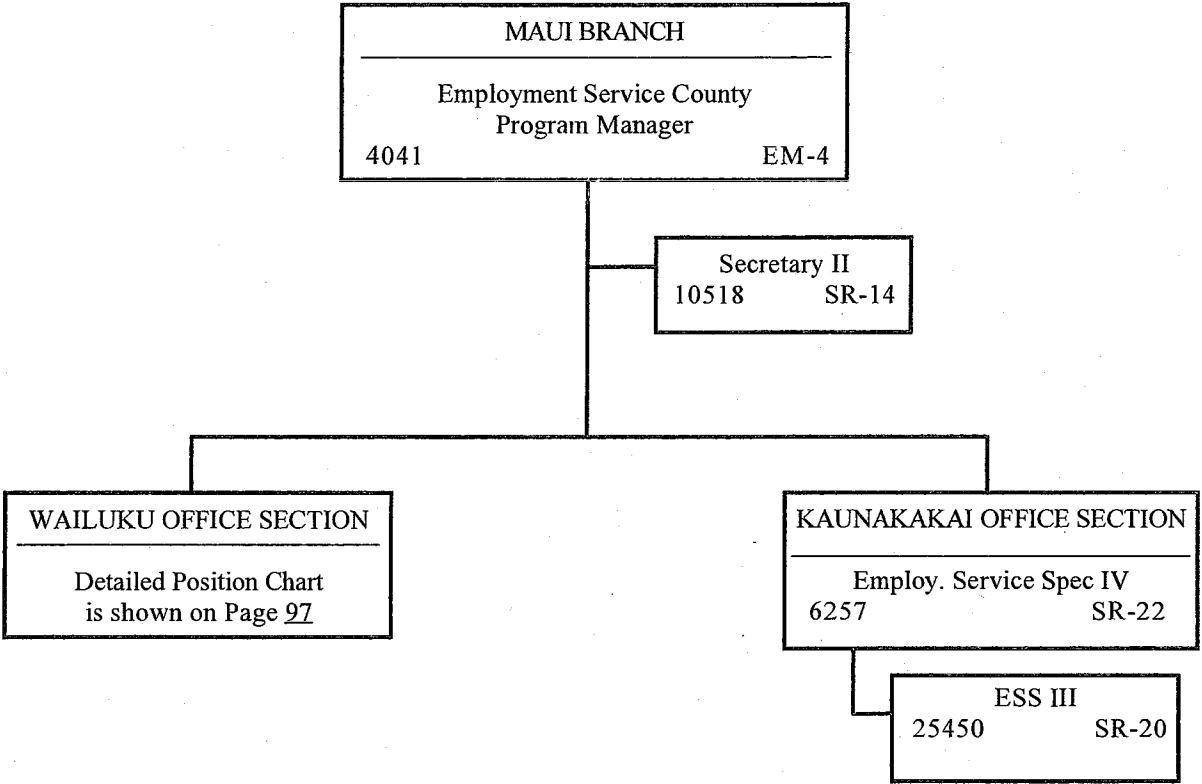
*Temporary position NTE 6/30/2013

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



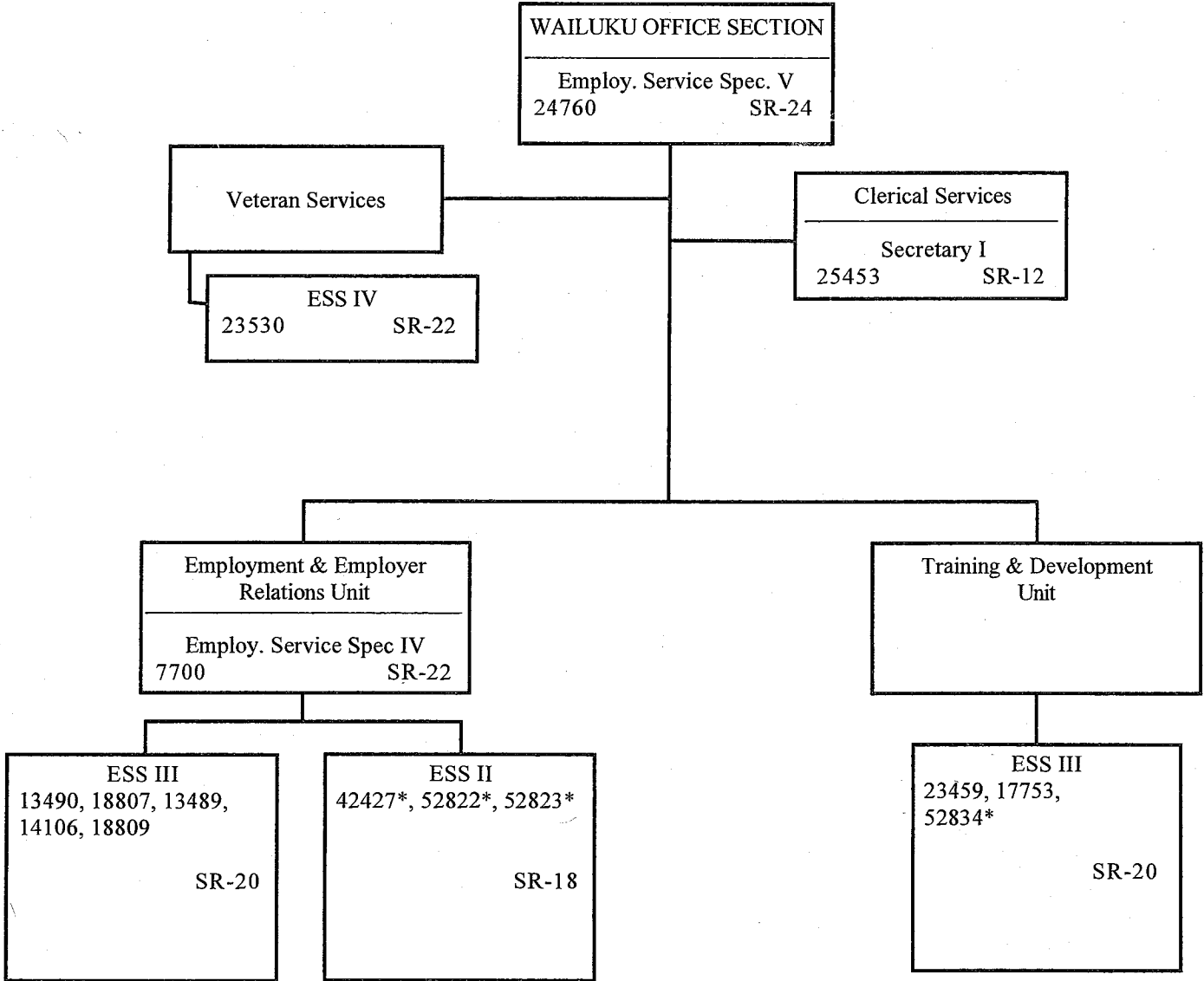
*Temporary Positions NTE 6/30/2013

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



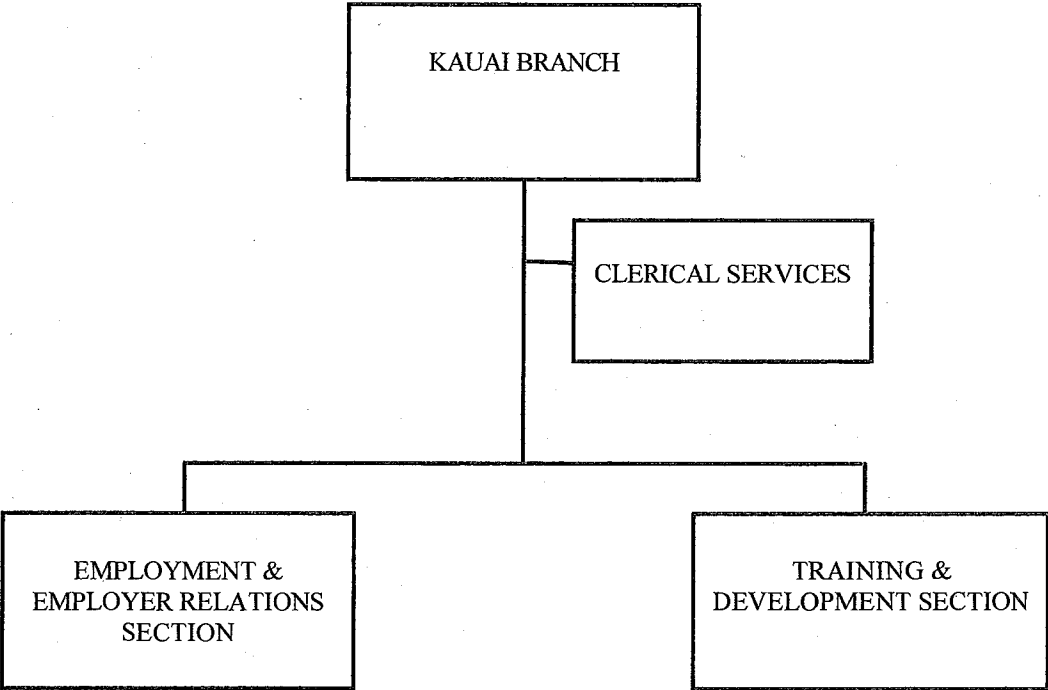
3963

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

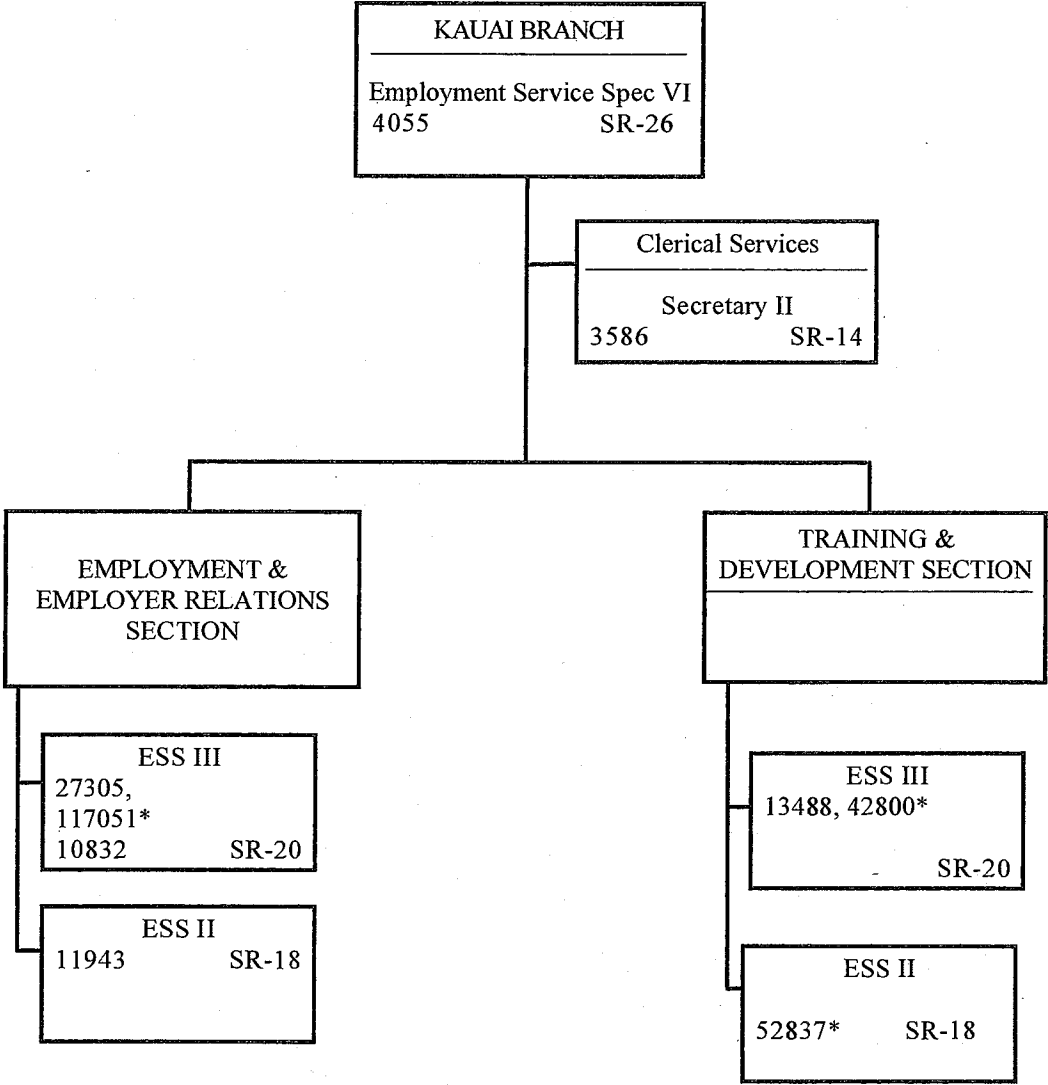


*Temporary position, NTE 6/30/2013

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

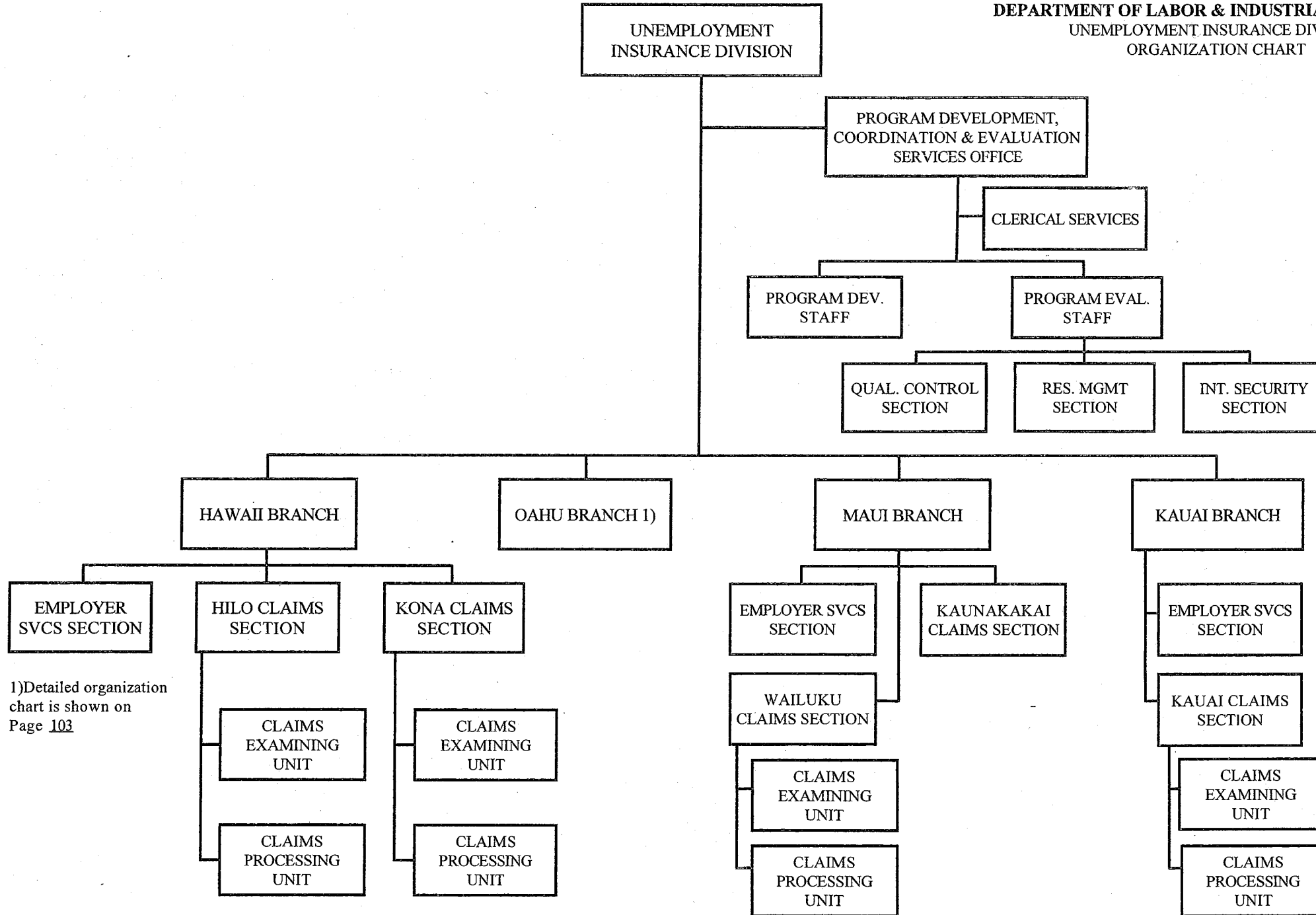


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 KAUAI BRANCH
 POSITION ORGANIZATION CHART



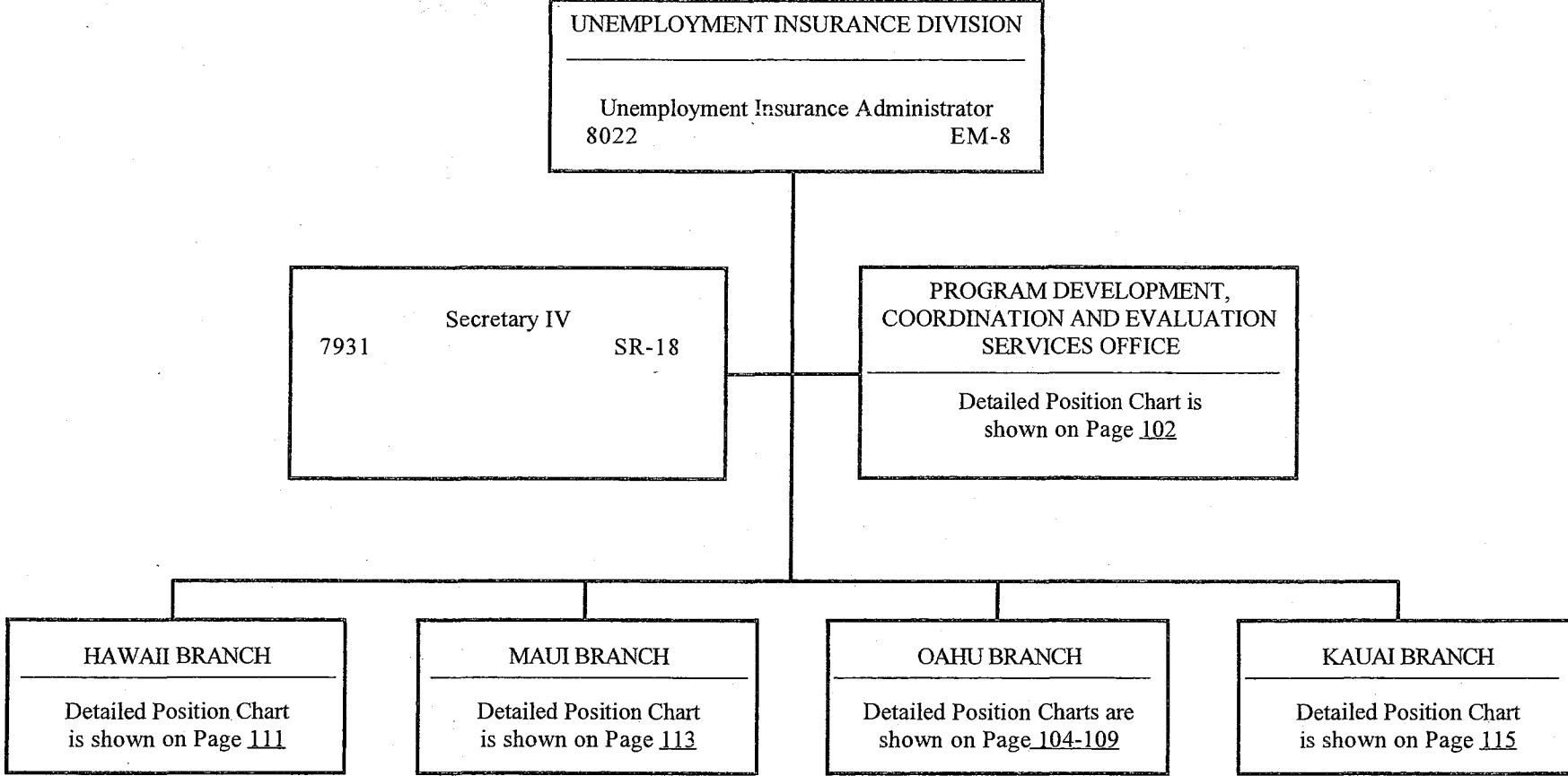
*Temporary position, NTE 6/30/2013

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



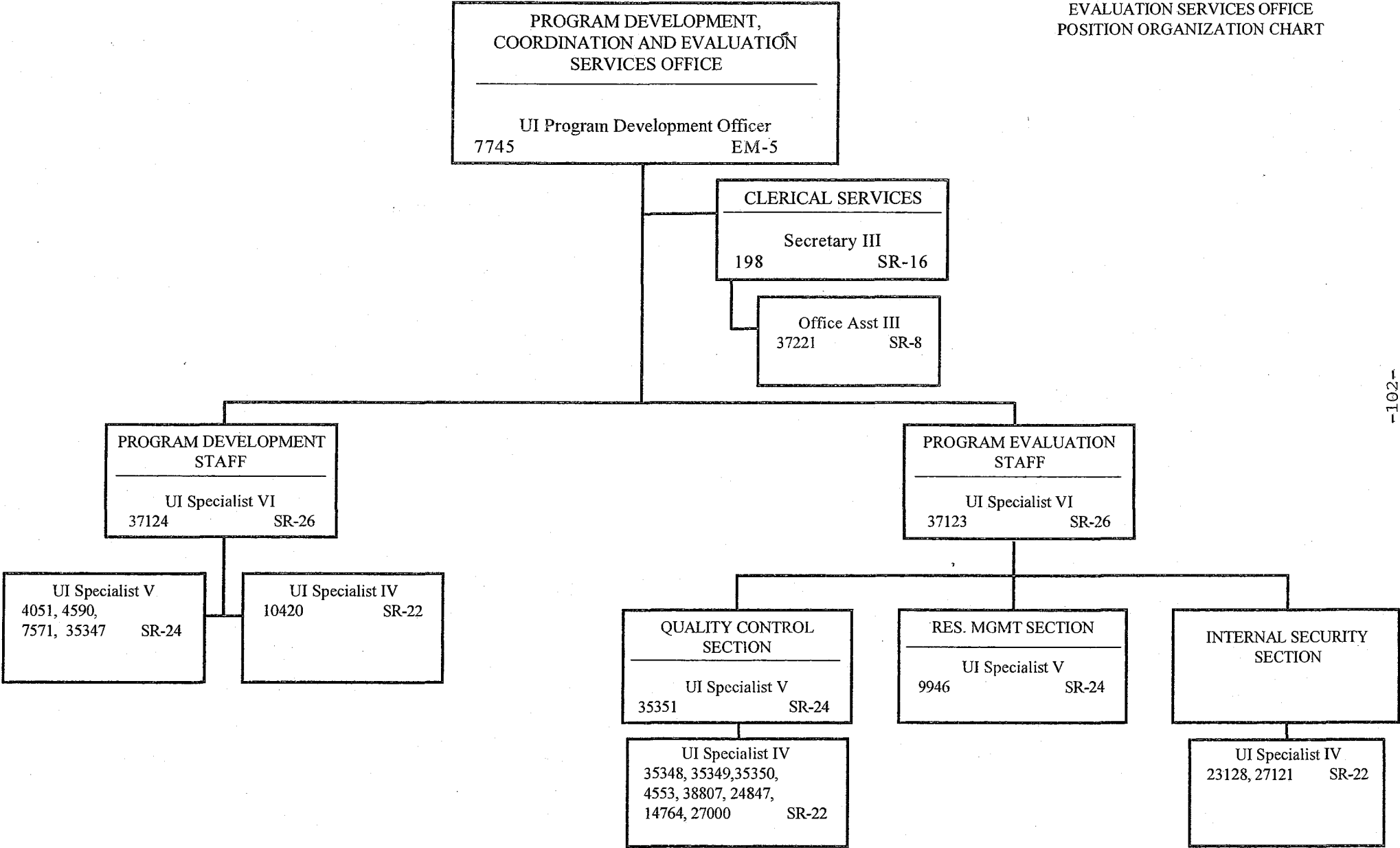
1) Detailed organization chart is shown on Page 103

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

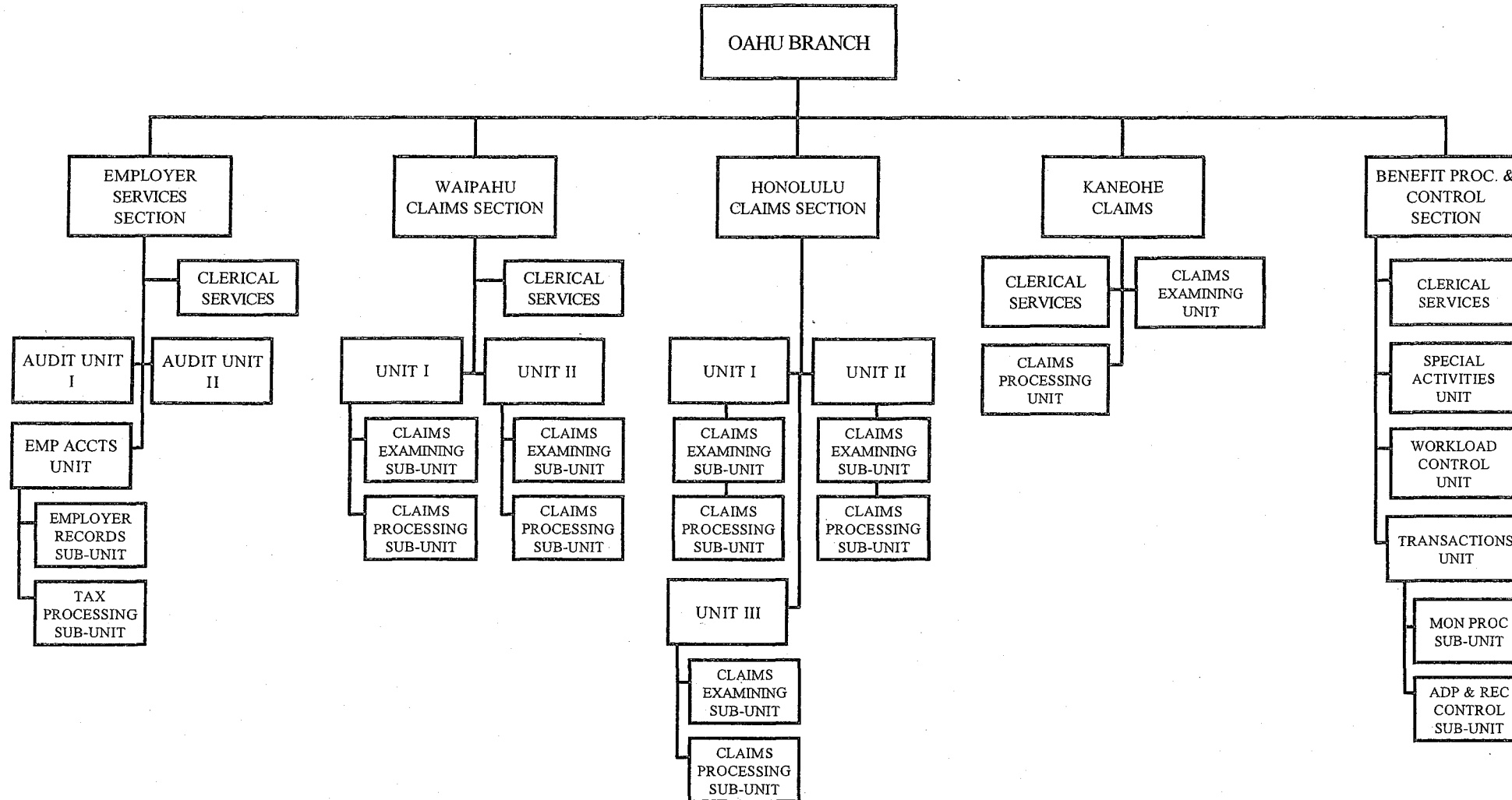


101

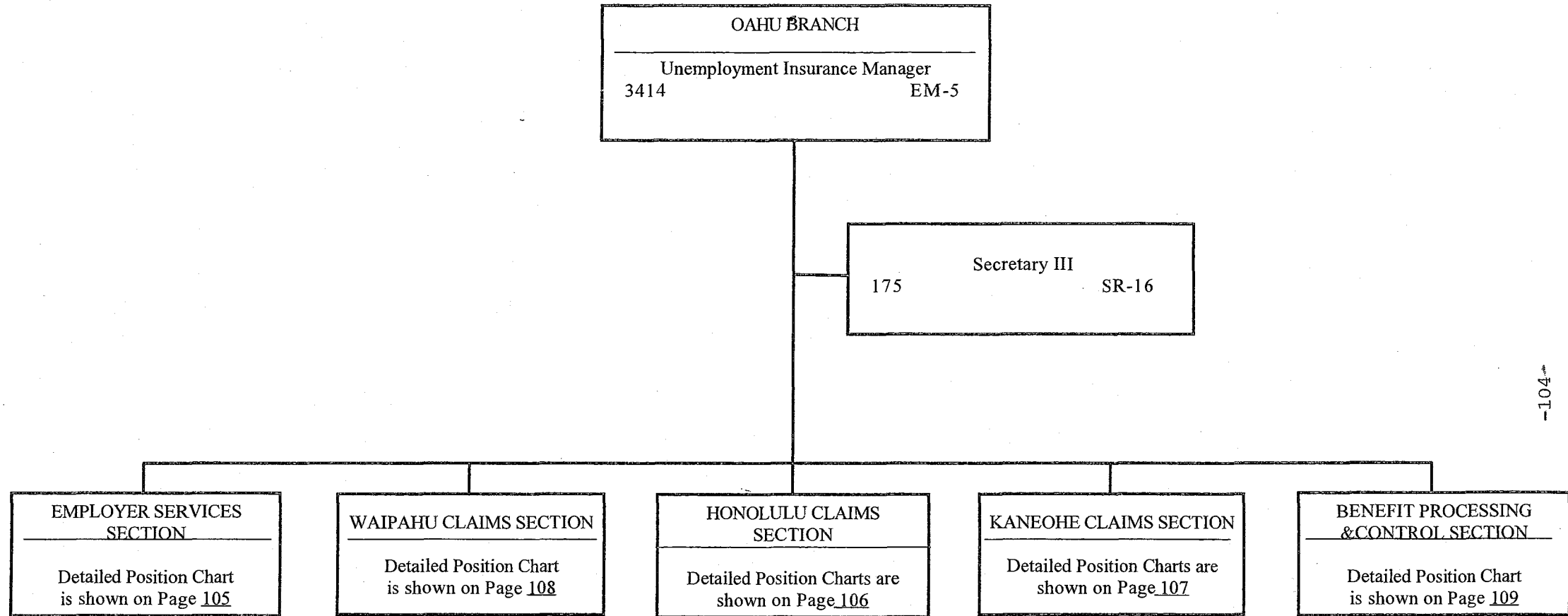
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 PROGRAM DEVELOPMENT, COORDINATION AND
 EVALUATION SERVICES OFFICE
 POSITION ORGANIZATION CHART



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



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



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

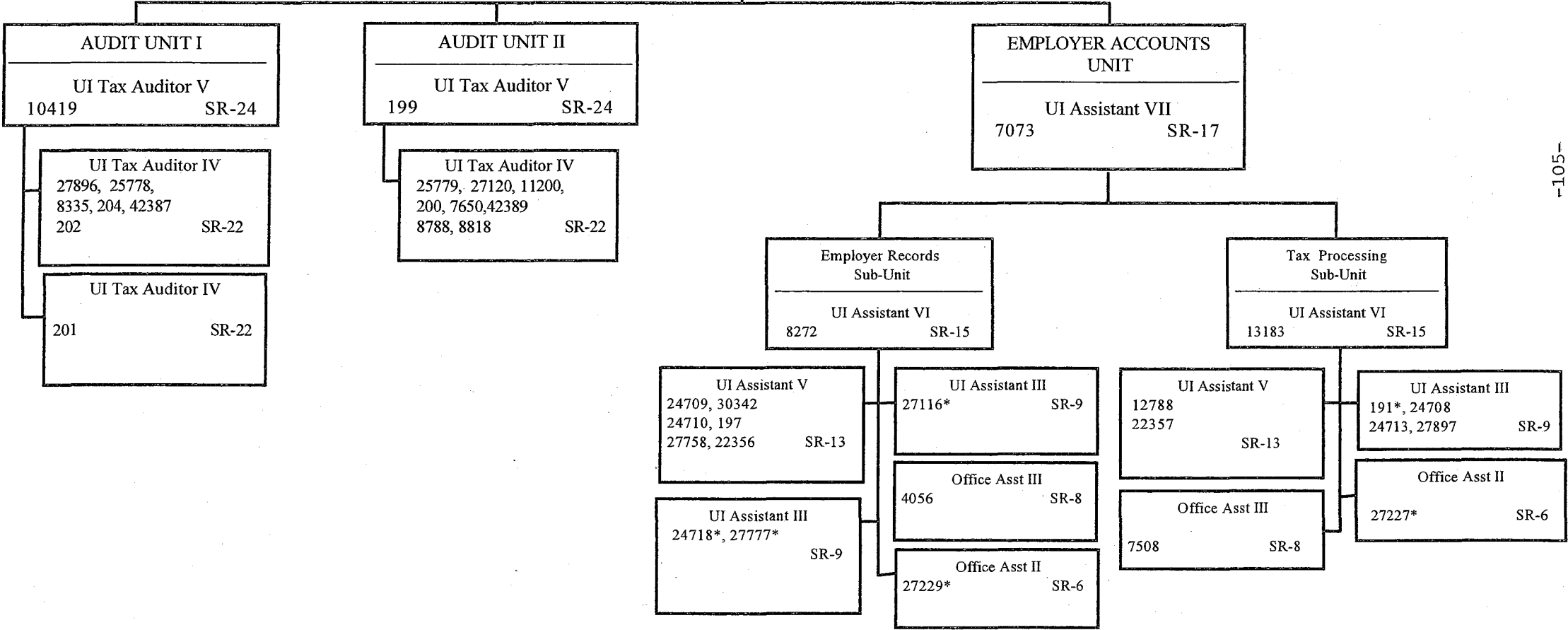
EMPLOYER SERVICES SECTION

 UI Tax Auditor VI
 184 SR-26

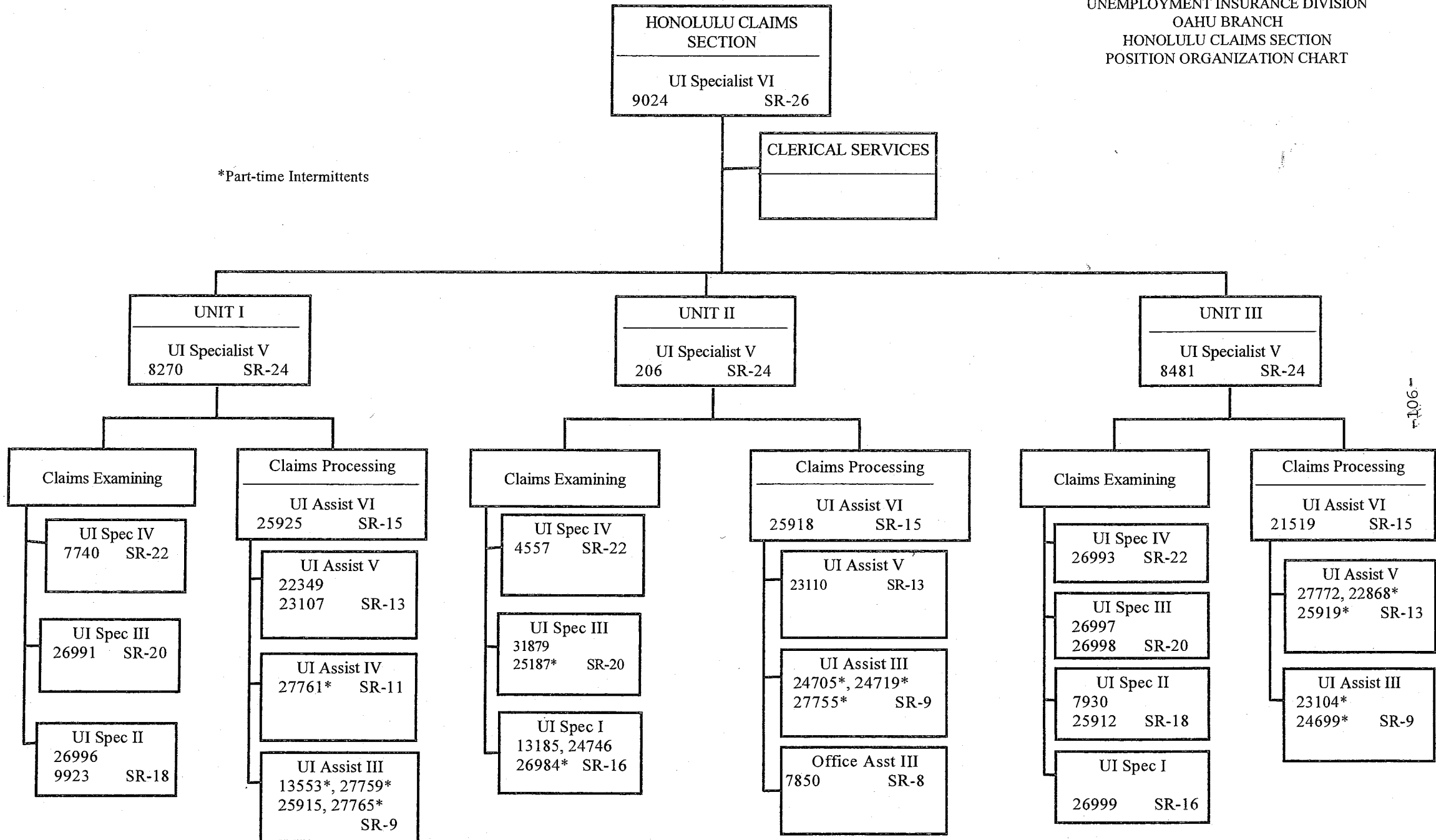
CLERICAL SERVICES

 Office Asst III
 27157 SR-8

*Part-time Intermittents
 **Temporary Postion NTE 6/30/2013



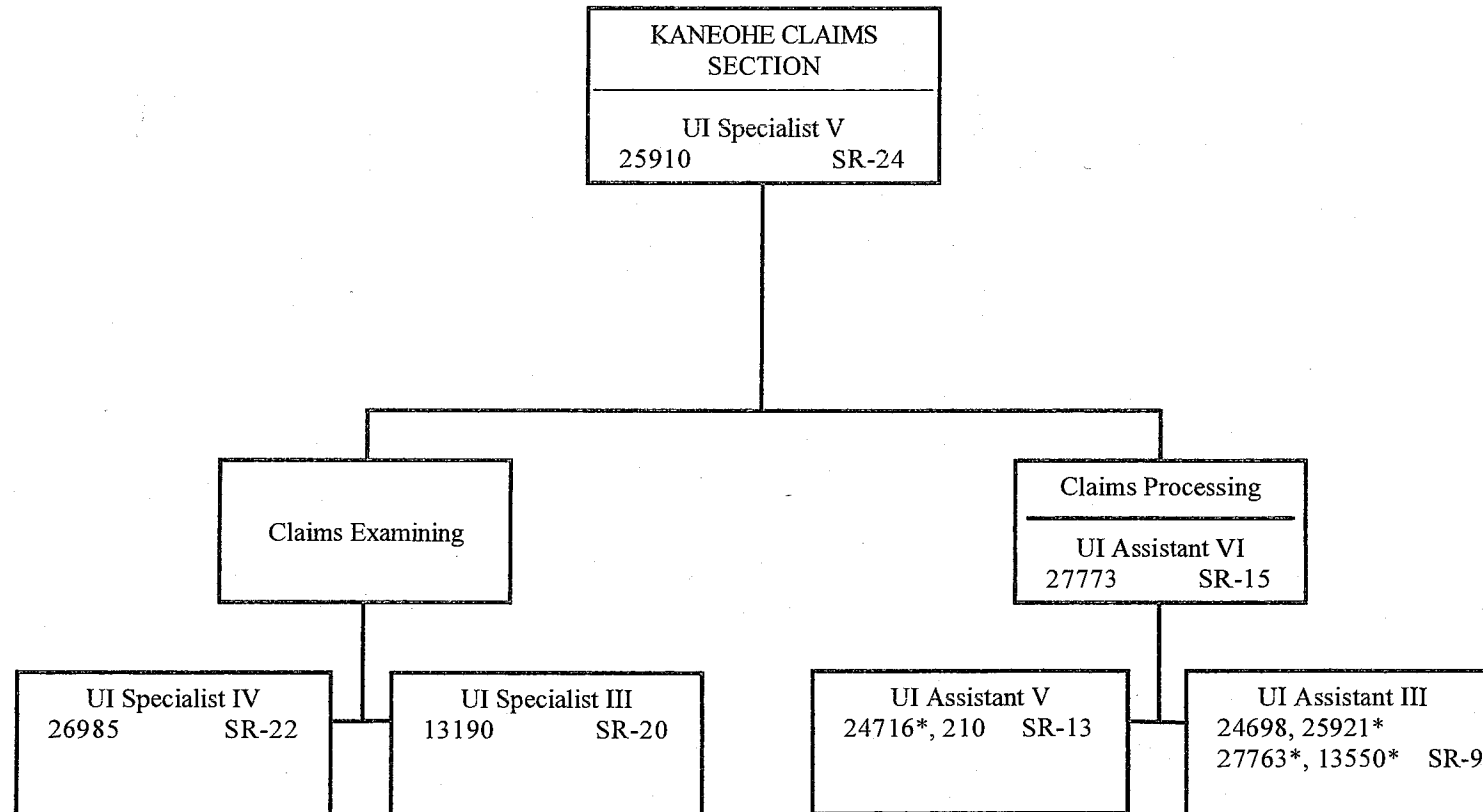
STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 OAHU BRANCH
 HONOLULU CLAIMS SECTION
 POSITION ORGANIZATION CHART



*Part-time Intermittents

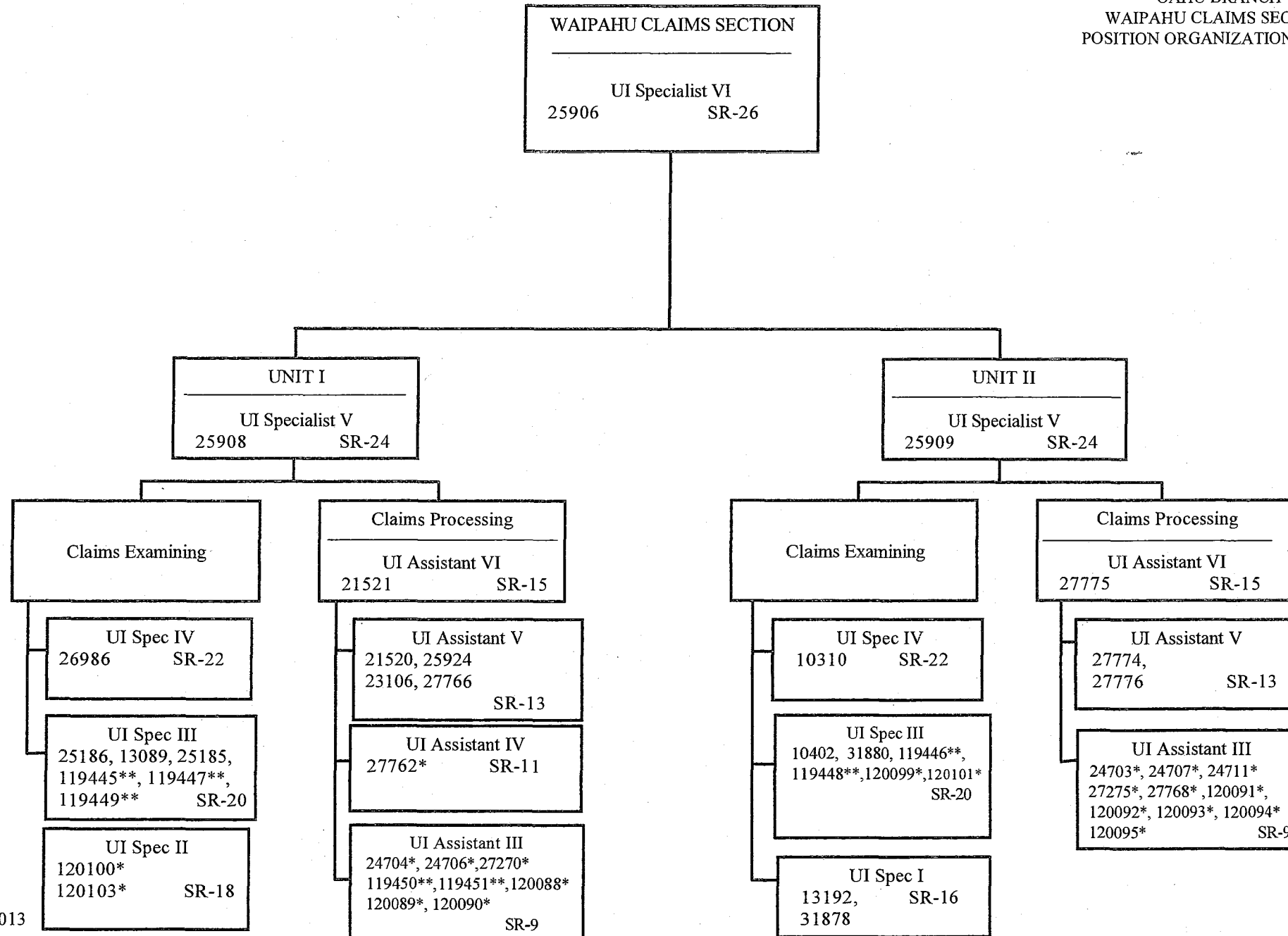
-106-

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



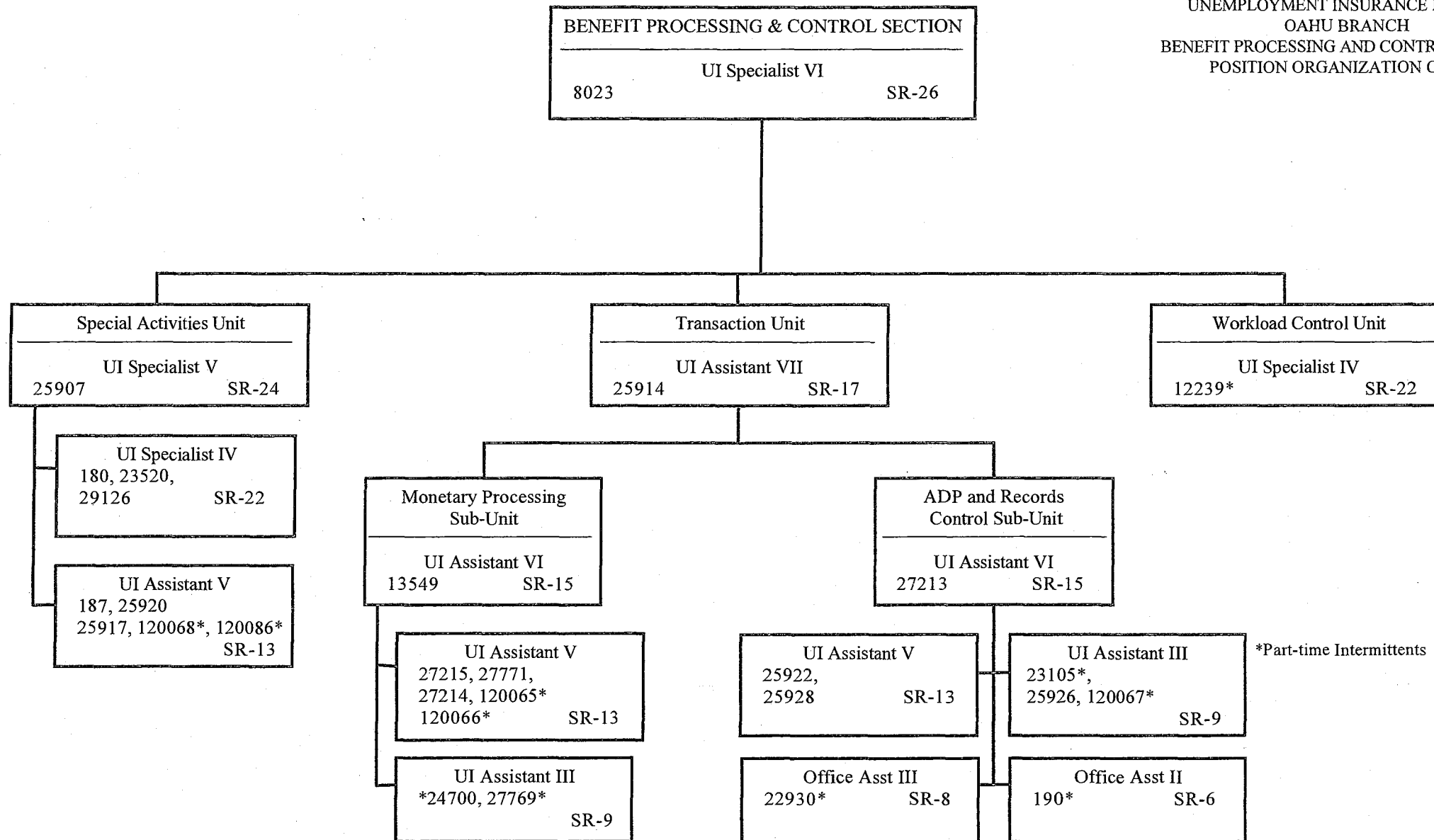
*Part-time Intermittents

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



*Part-time Intermittents
 **Temporary Position NTE 6/30/2013

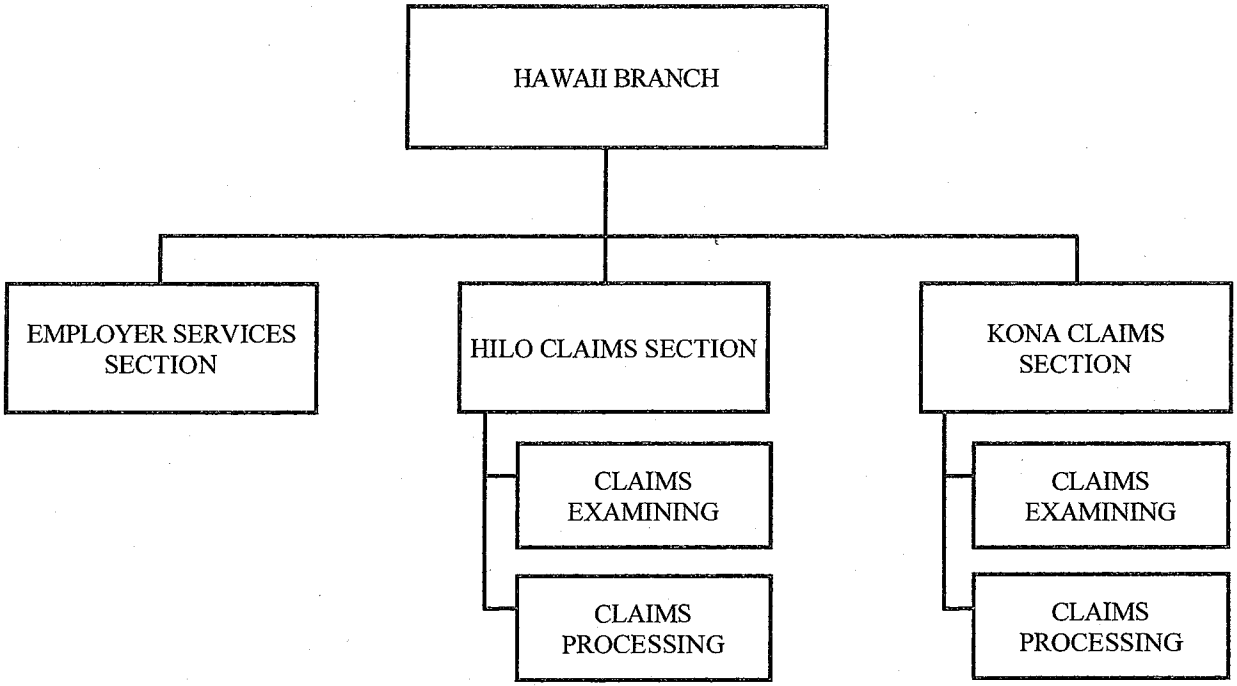
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 OAHU BRANCH
 BENEFIT PROCESSING AND CONTROL SECTION
 POSITION ORGANIZATION CHART



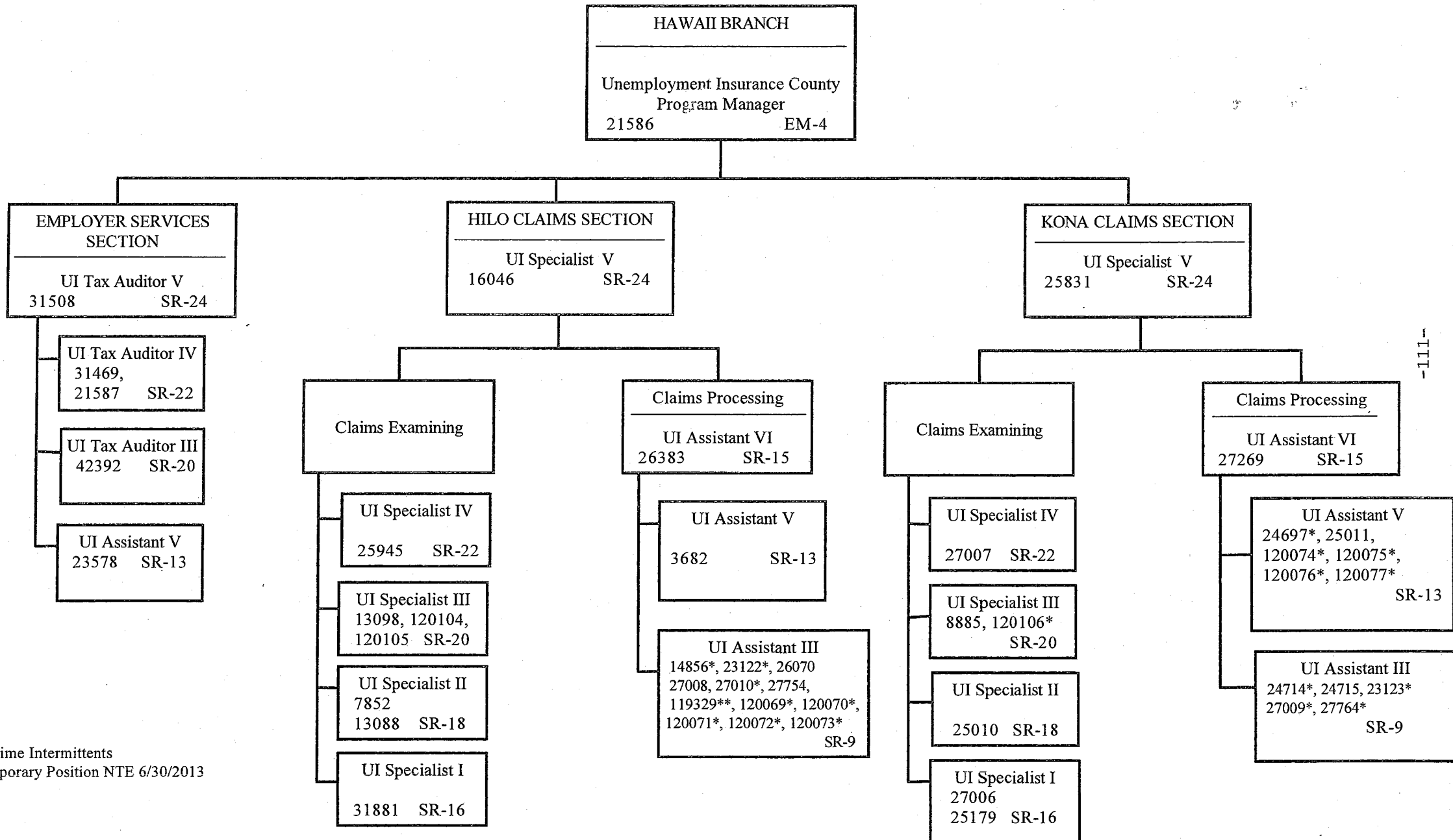
-109-

*Part-time Intermittents

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

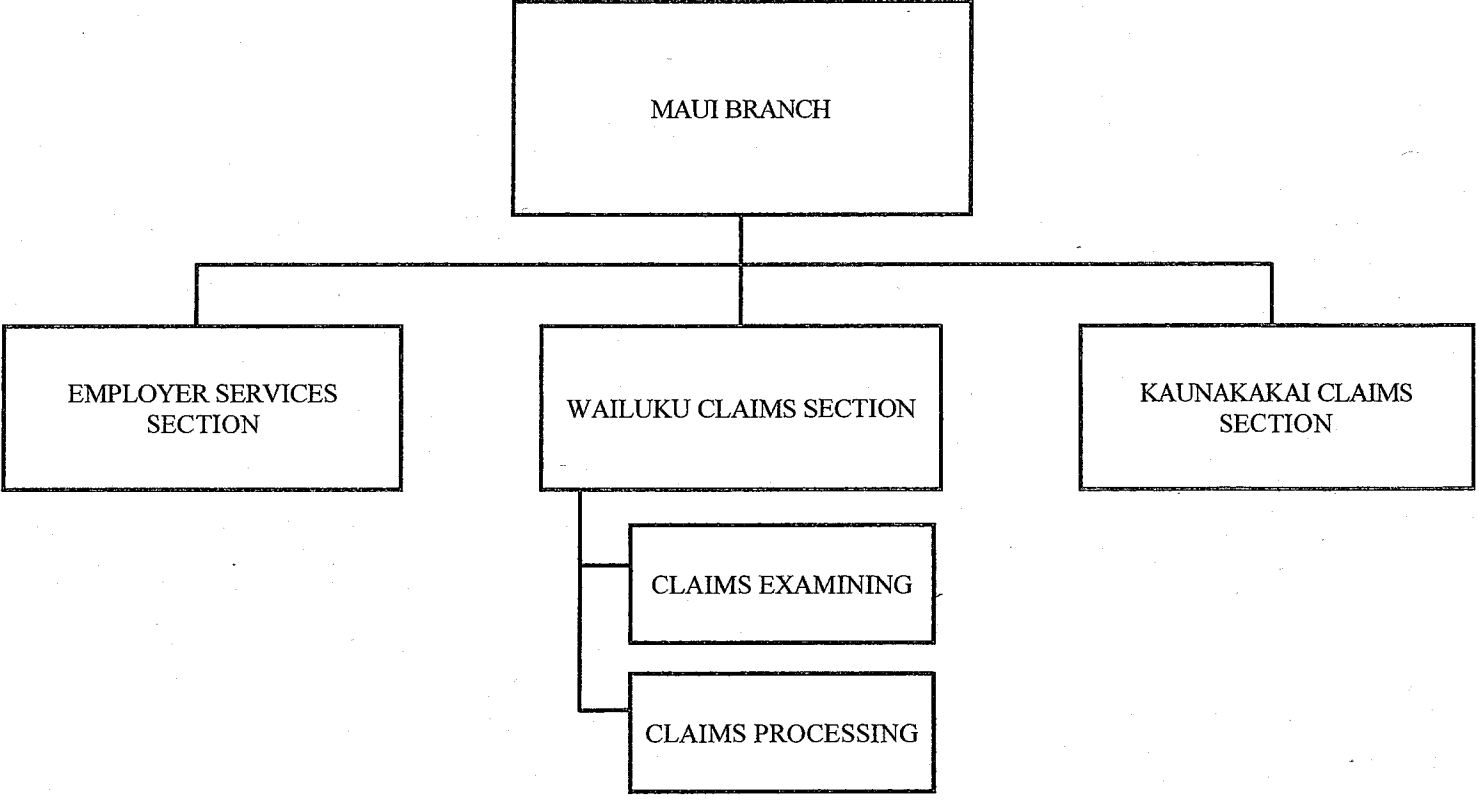


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION
HAWAII BRANCH
POSITION ORGANIZATION CHART



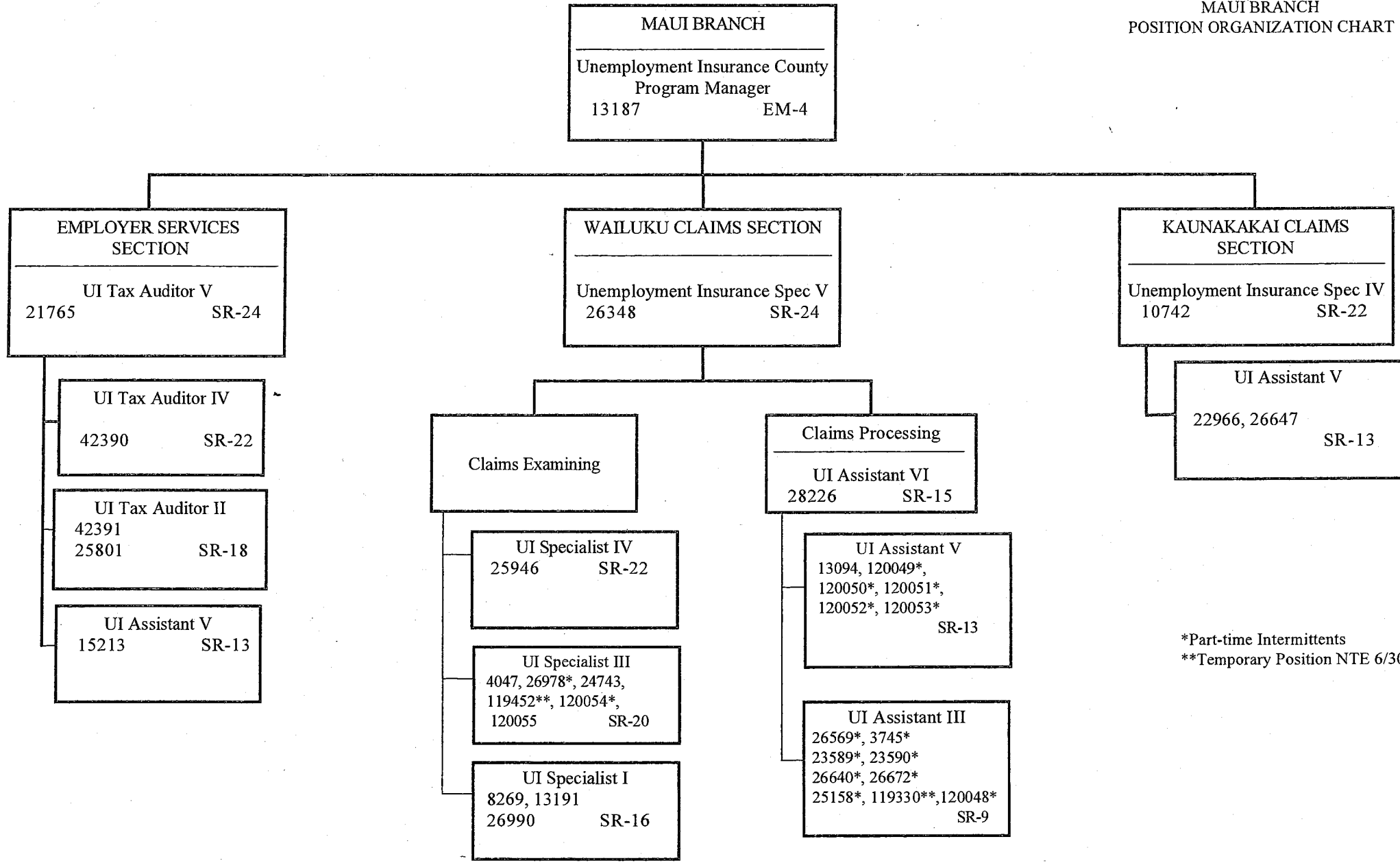
*Part-time Intermittents
**Temporary Position NTE 6/30/2013

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



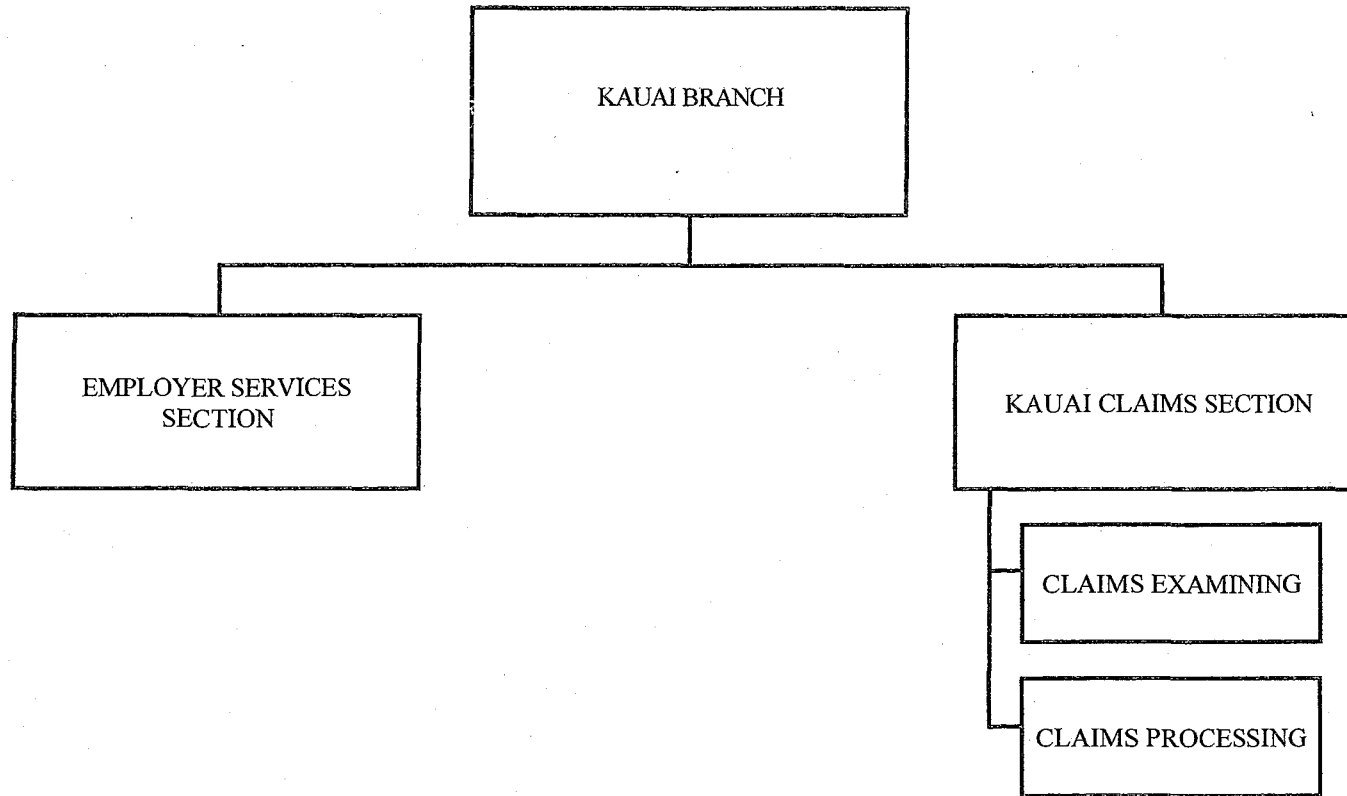
112

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

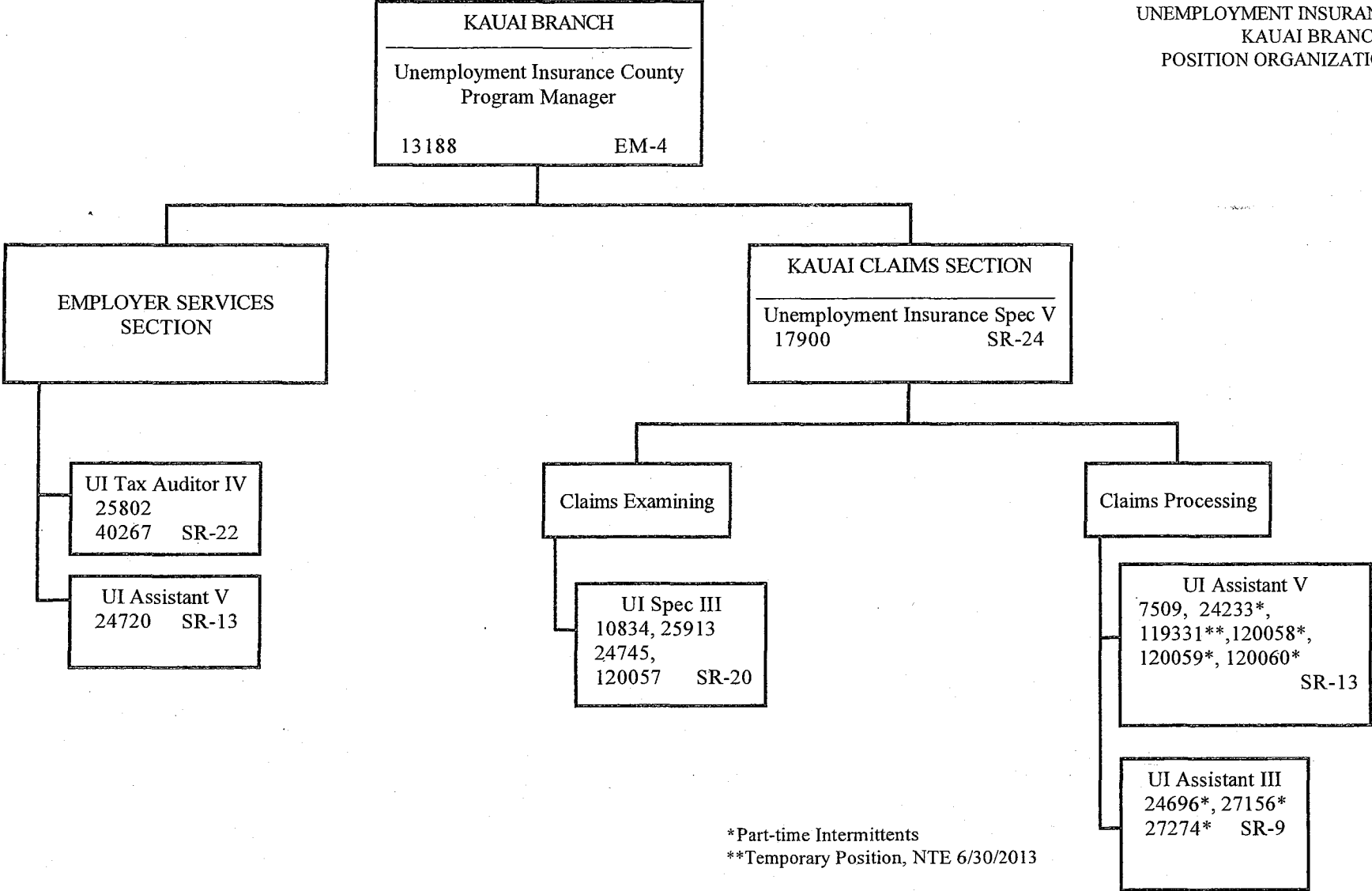


*Part-time Intermittents
 **Temporary Position NTE 6/30/2013

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

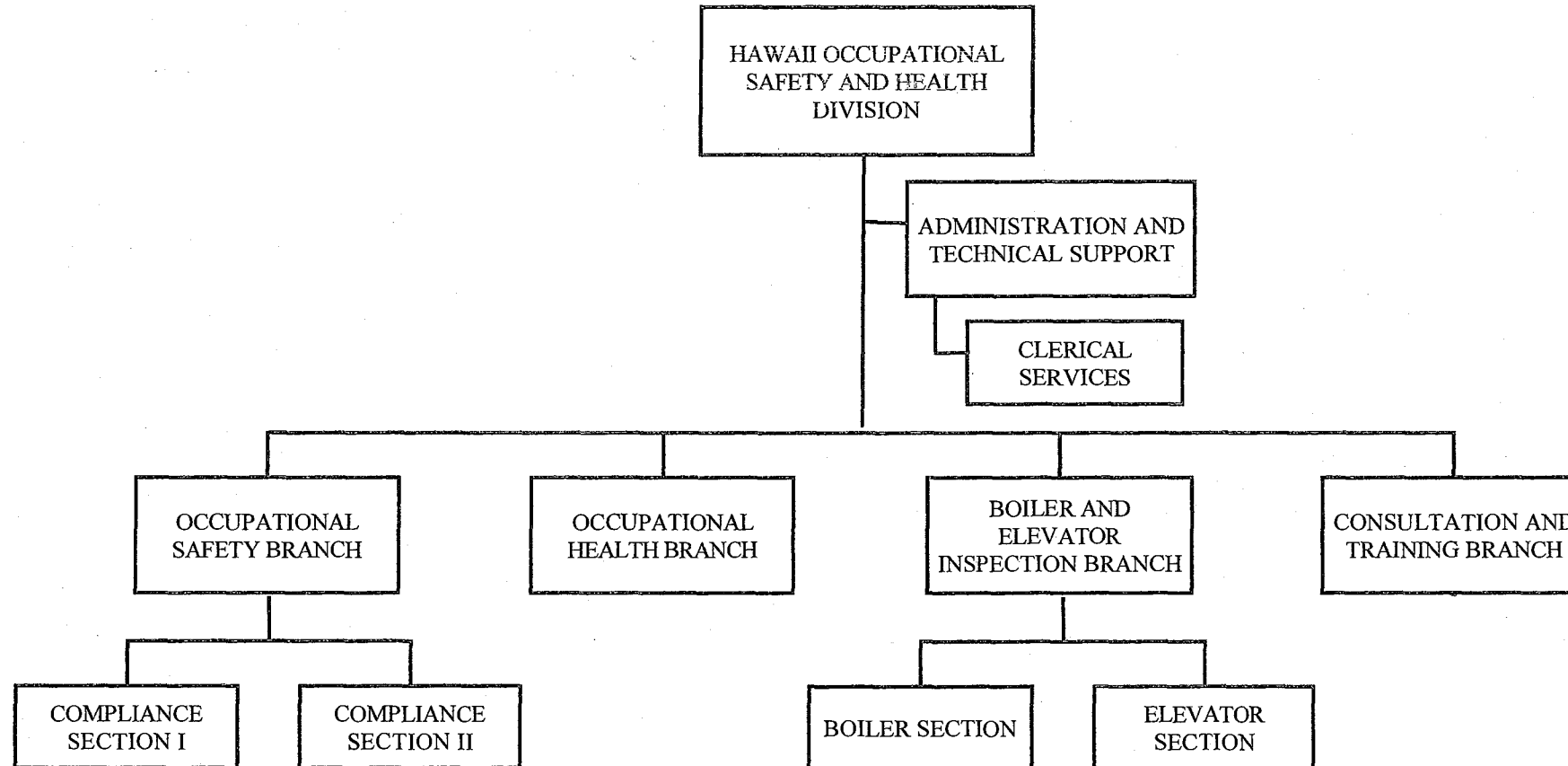


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 KAUAI BRANCH
 POSITION ORGANIZATION CHART

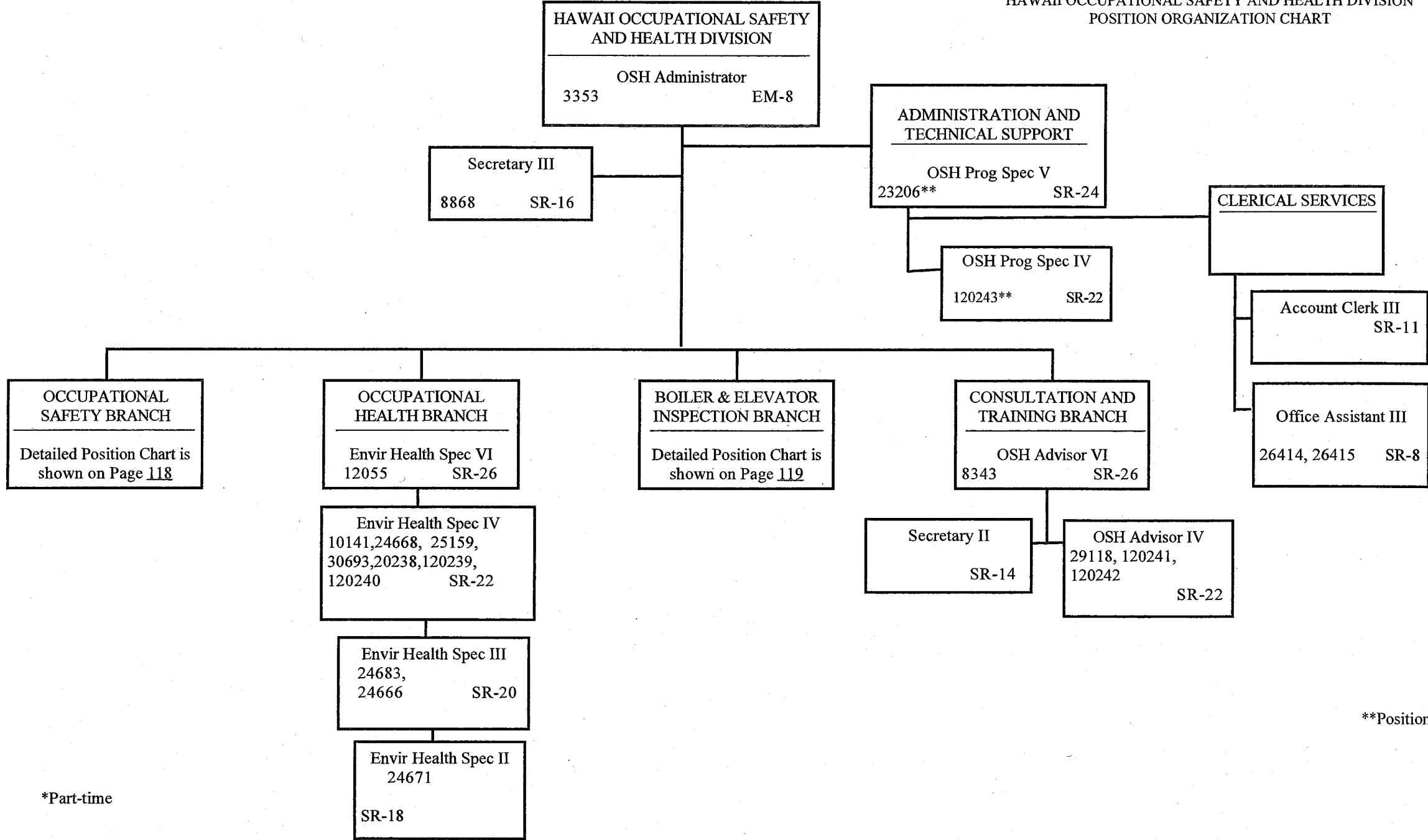


*Part-time Intermittents
 **Temporary Position, NTE 6/30/2013

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



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

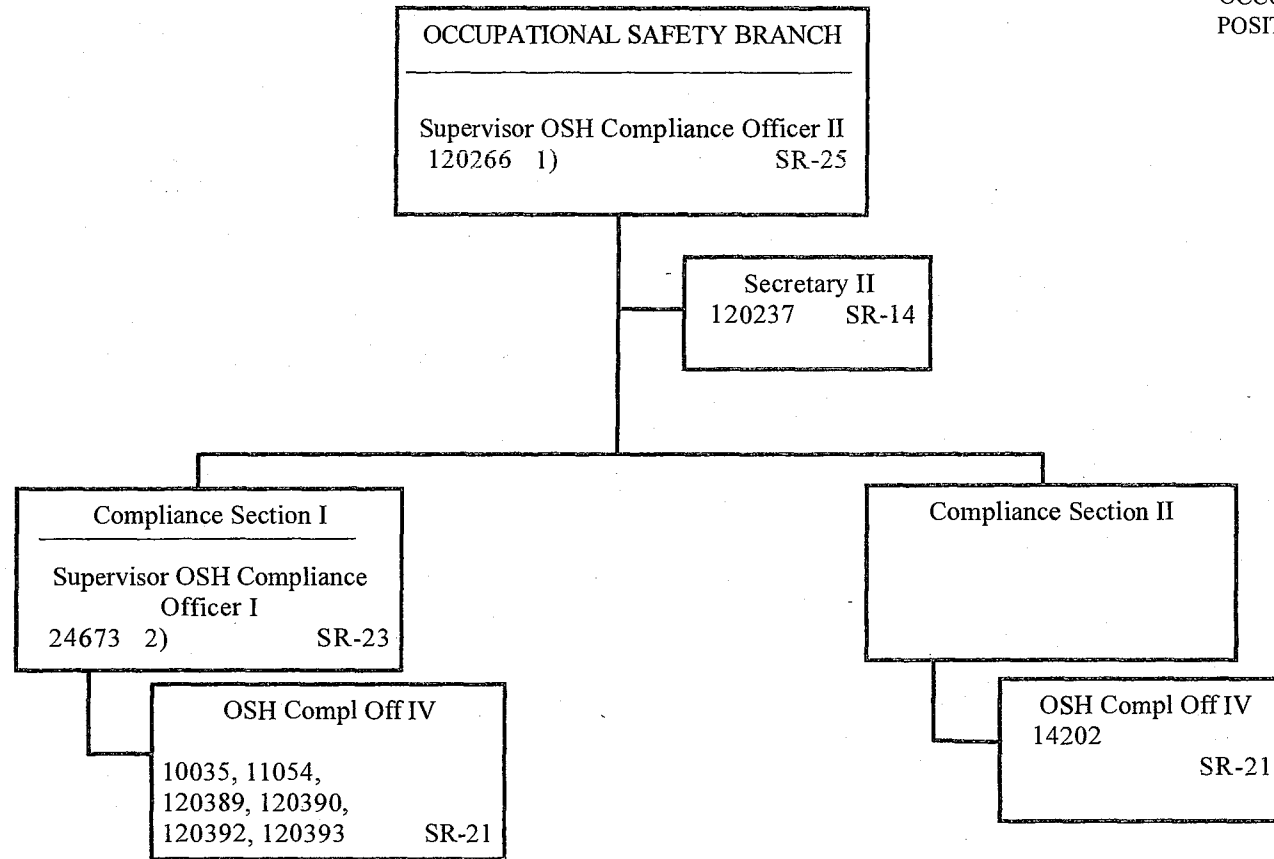


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**Position Variance

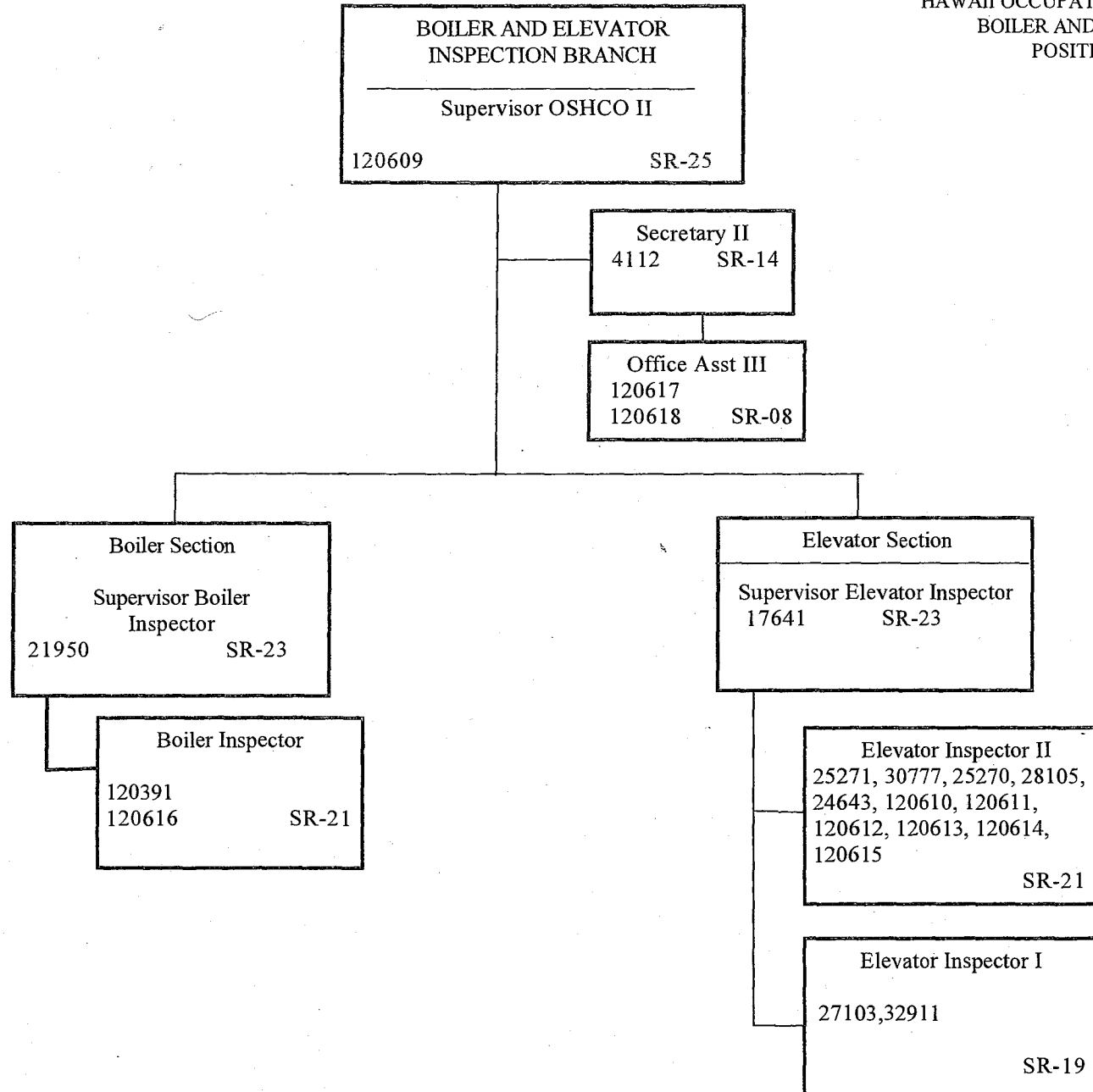
*Part-time

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



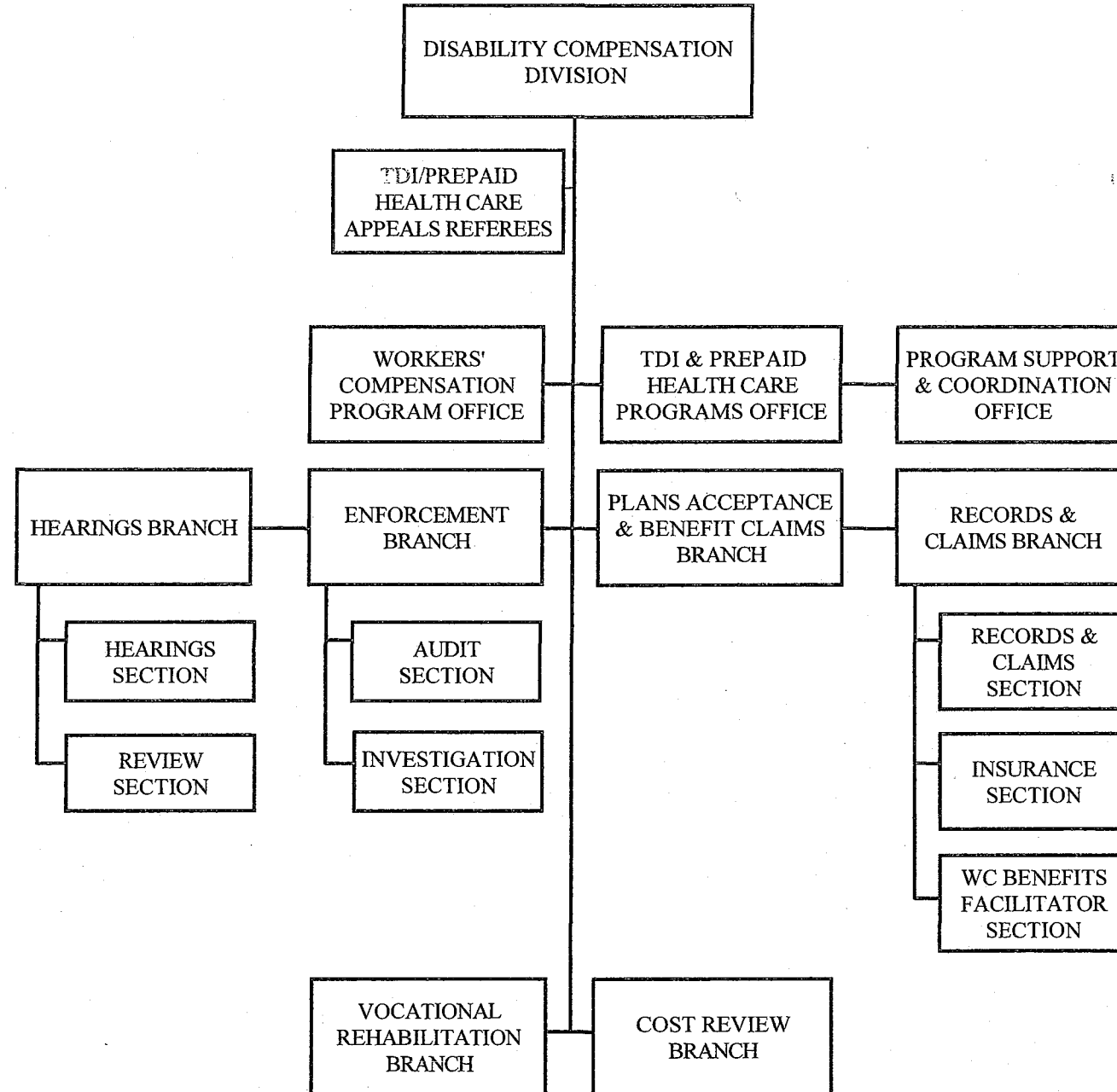
- 1) Exercises functional supervision of OSH Compliance Officers in the Maui District Office
- 2) Exercises functional supervision of OSH Compliance Officers in the Hawaii and Kauai District Offices

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

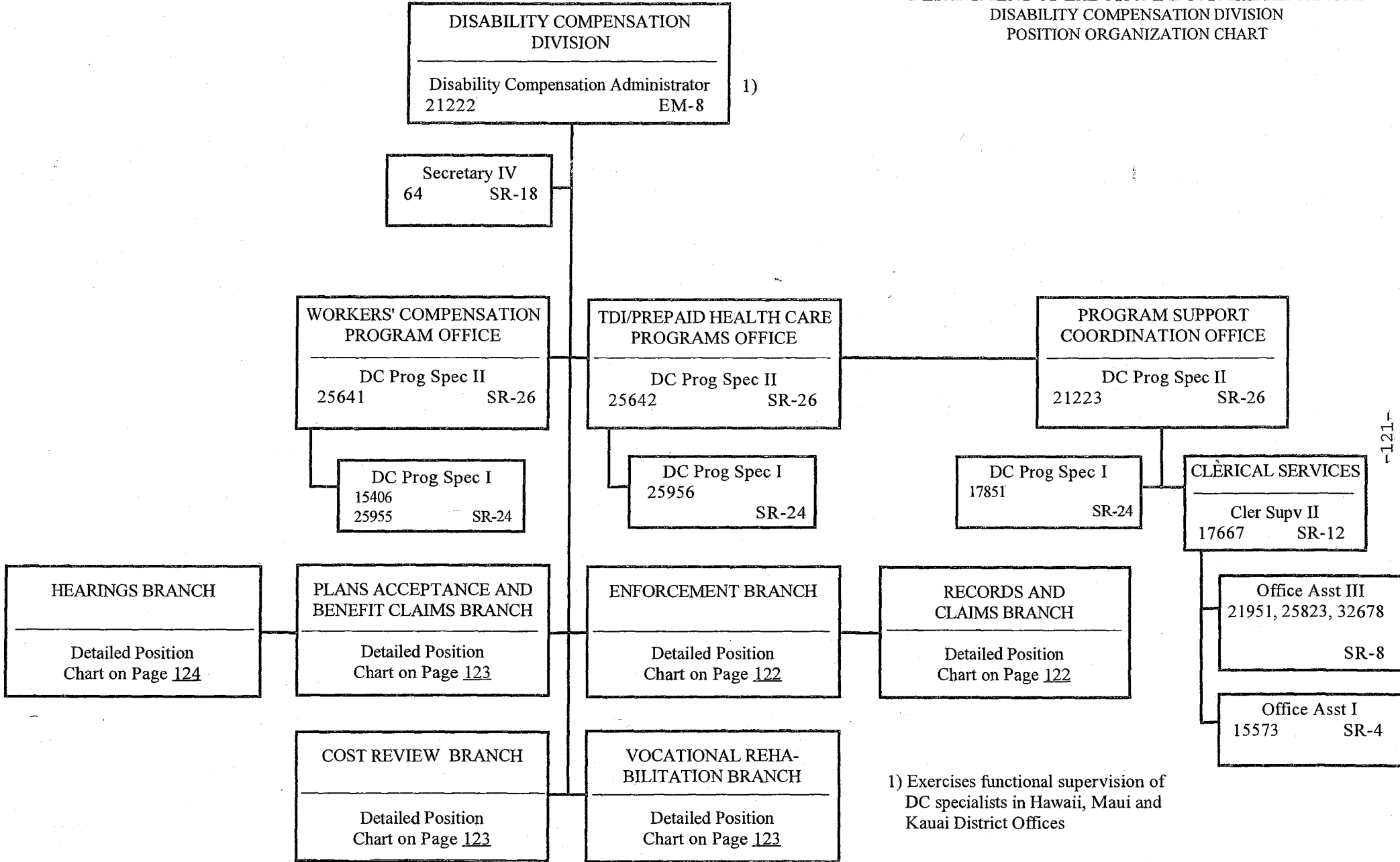


4119

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



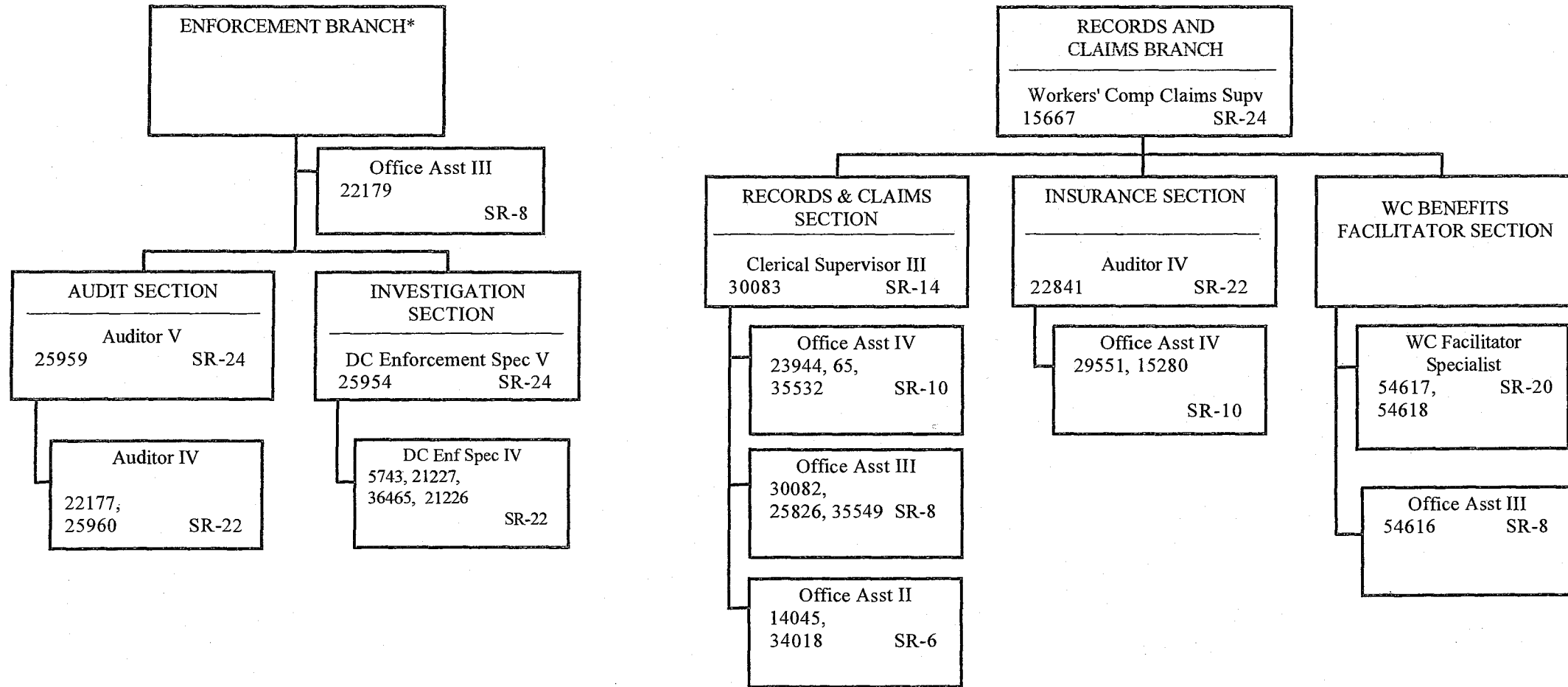
STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DISABILITY COMPENSATION DIVISION
 POSITION ORGANIZATION CHART



1) Exercises functional supervision of DC specialists in Hawaii, Maui and Kauai District Offices

1211

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



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

PLANS ACCEPTANCE AND
BENEFIT CLAIMS BRANCH

TDI/Health Care Spec V
21229 SR-24

TDI/HC Spec III
25958 SR-20

Office Asst IV
19436, 22438 SR-10

VOCATIONAL REHABILITATION
BRANCH

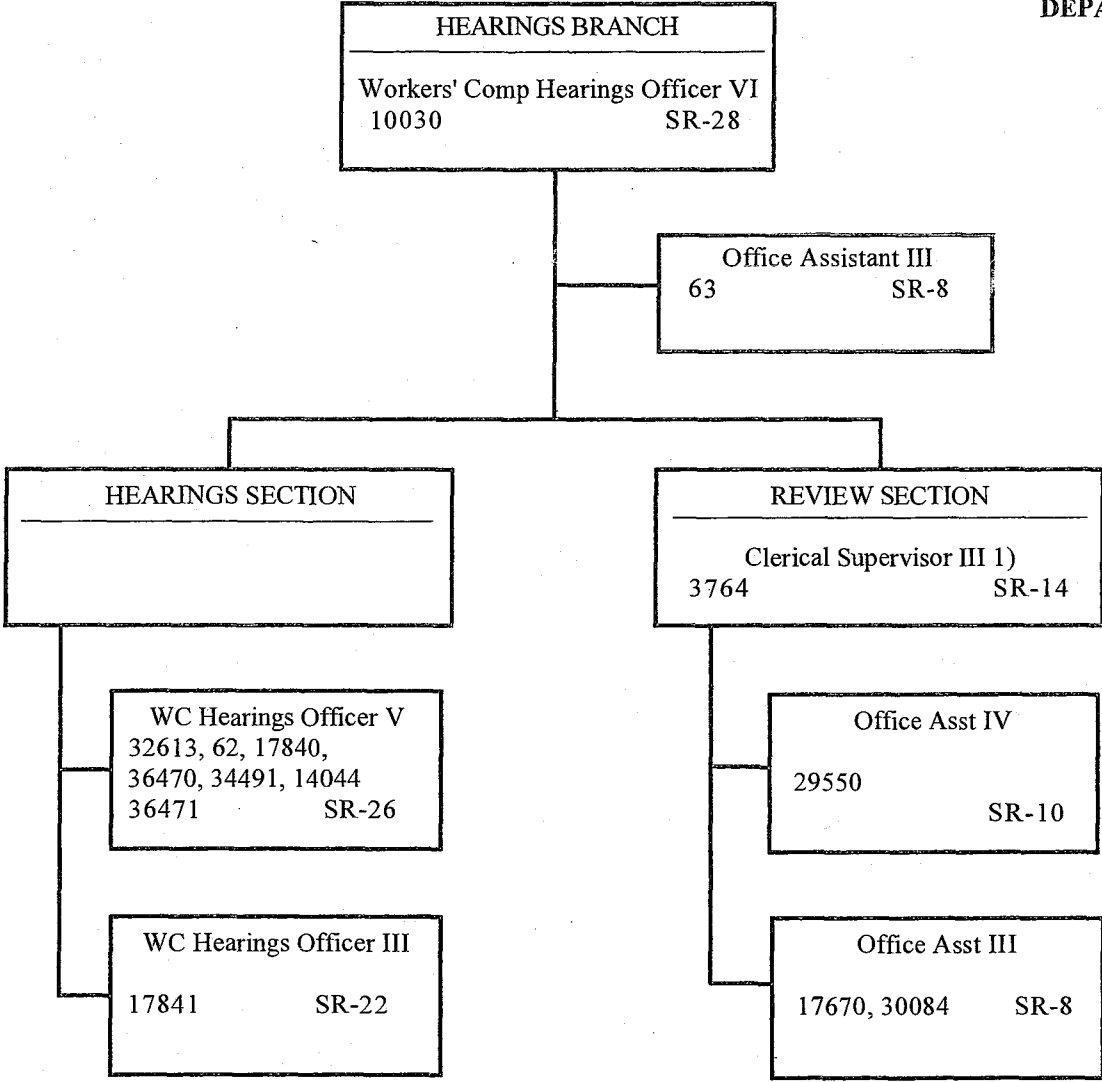
WC Voc Rehab Spec IV
32798 SR-22

COST REVIEW BRANCH

DC Program Spec I 1)
36963 SR-24

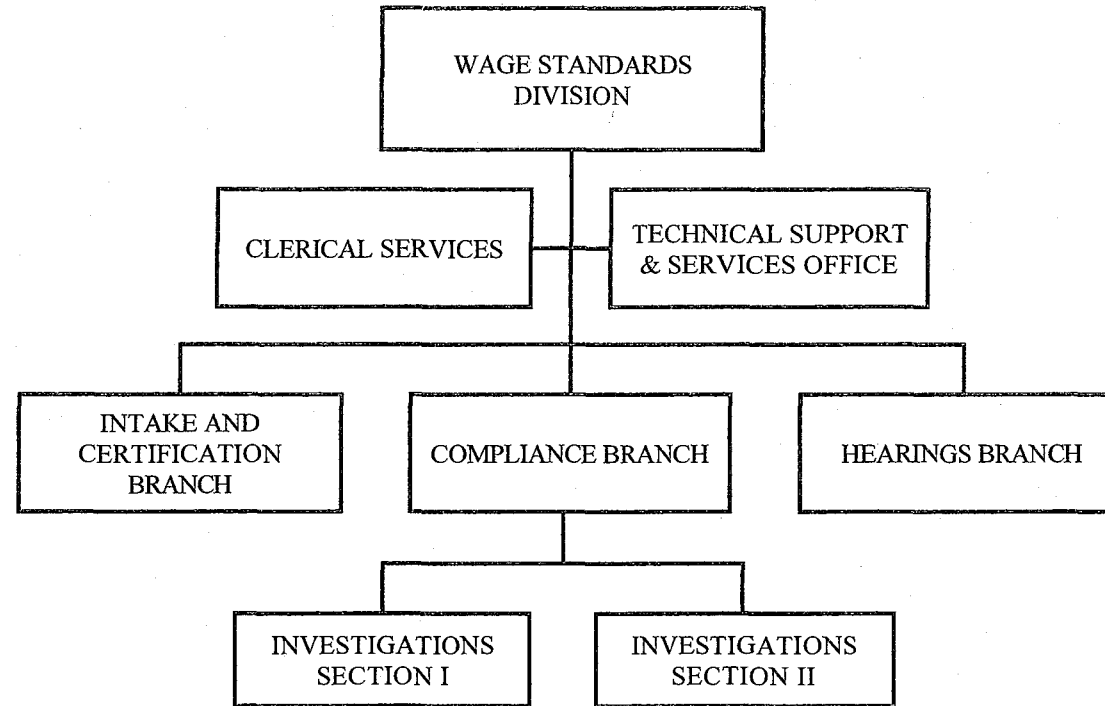
1) Interim title pending classification
of position by HRD

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

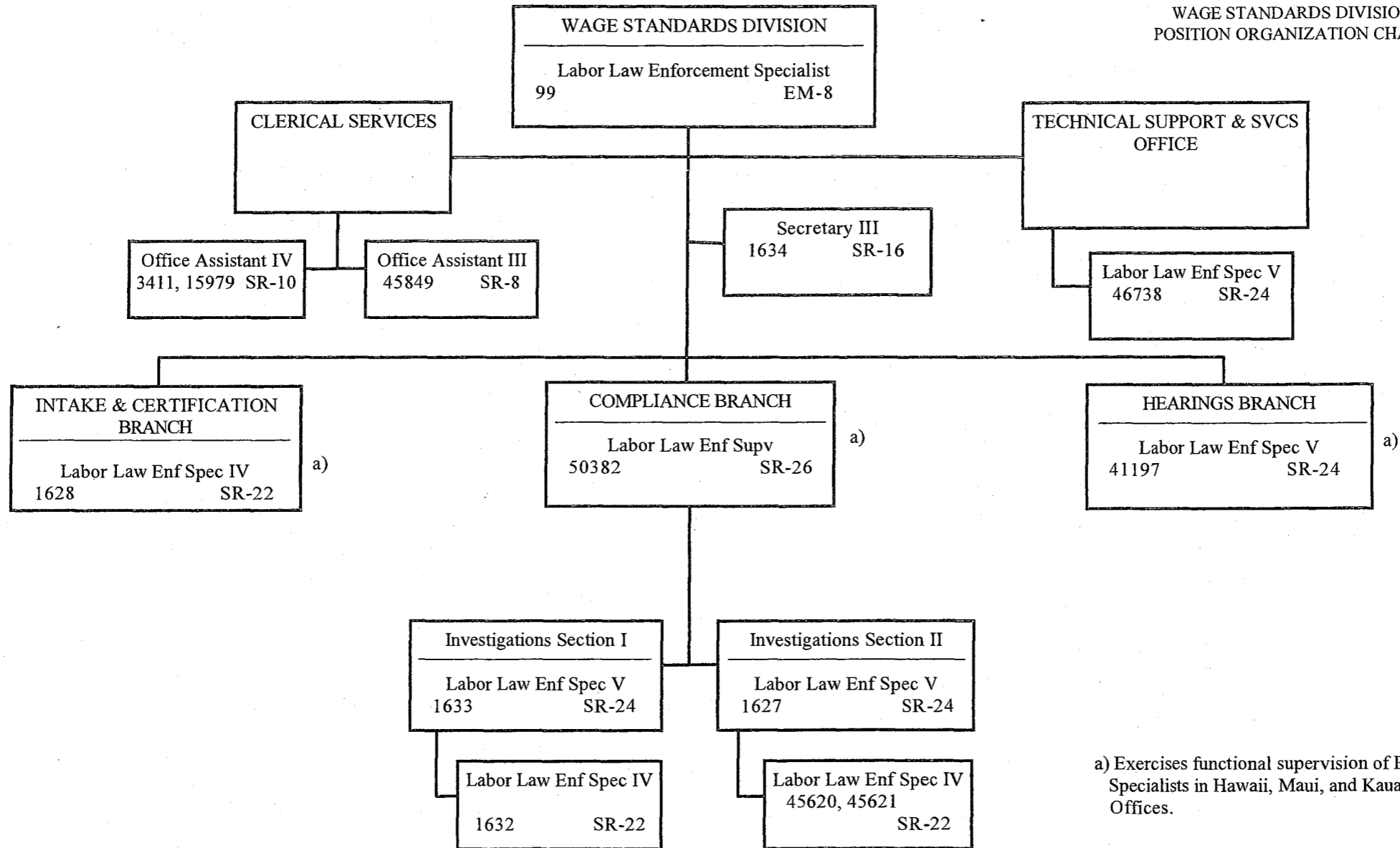


1) Position to be redescribed.

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

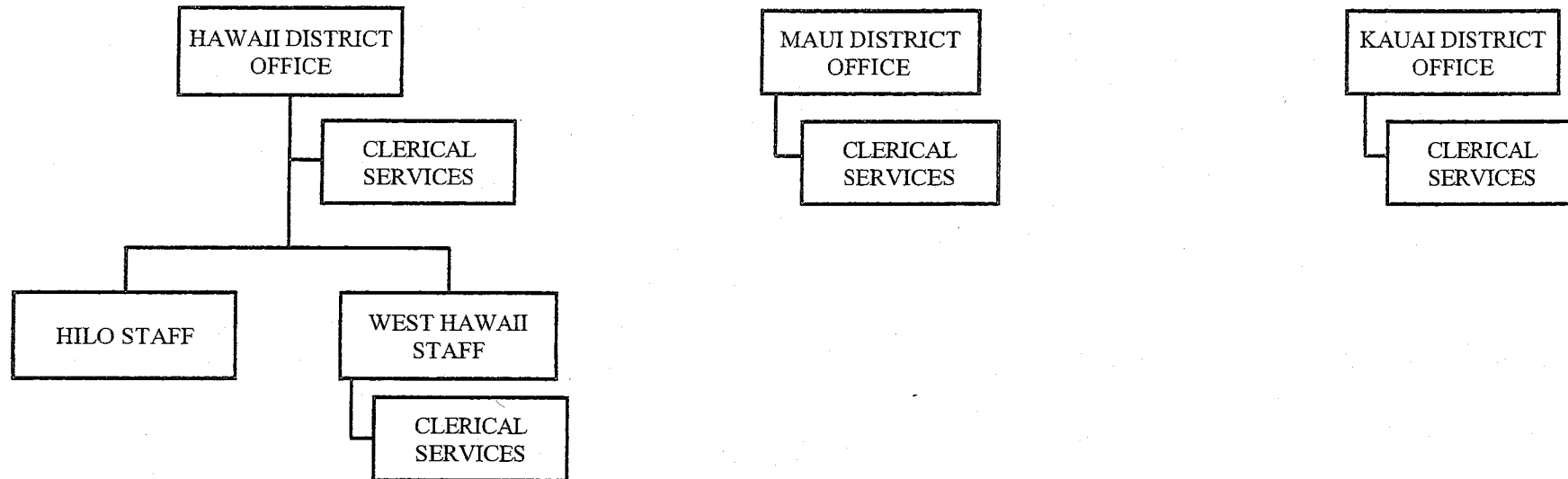


STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WAGE STANDARDS DIVISION
 POSITION ORGANIZATION CHART

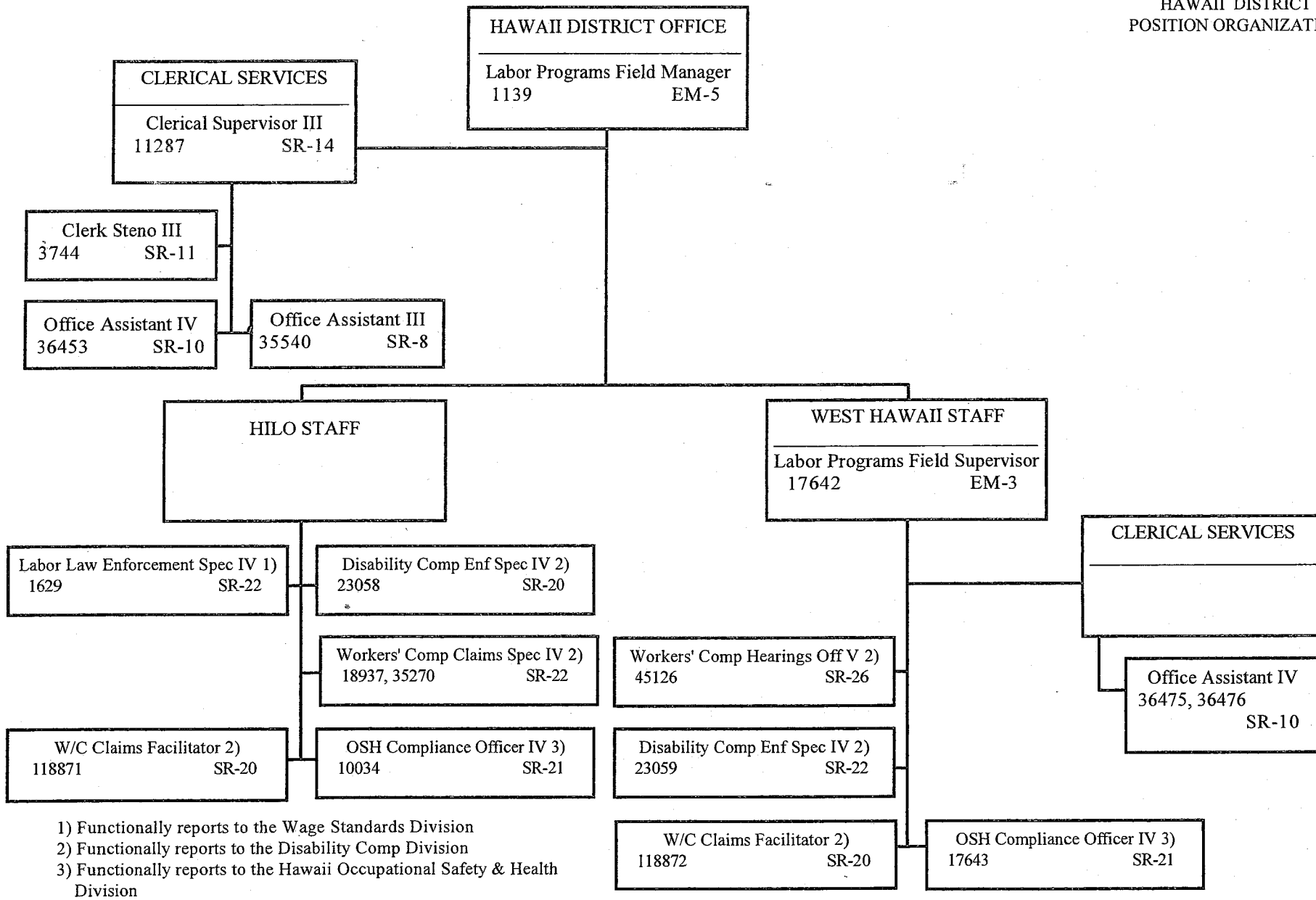


a) Exercises functional supervision of Enforcement Specialists in Hawaii, Maui, and Kauai District Offices.

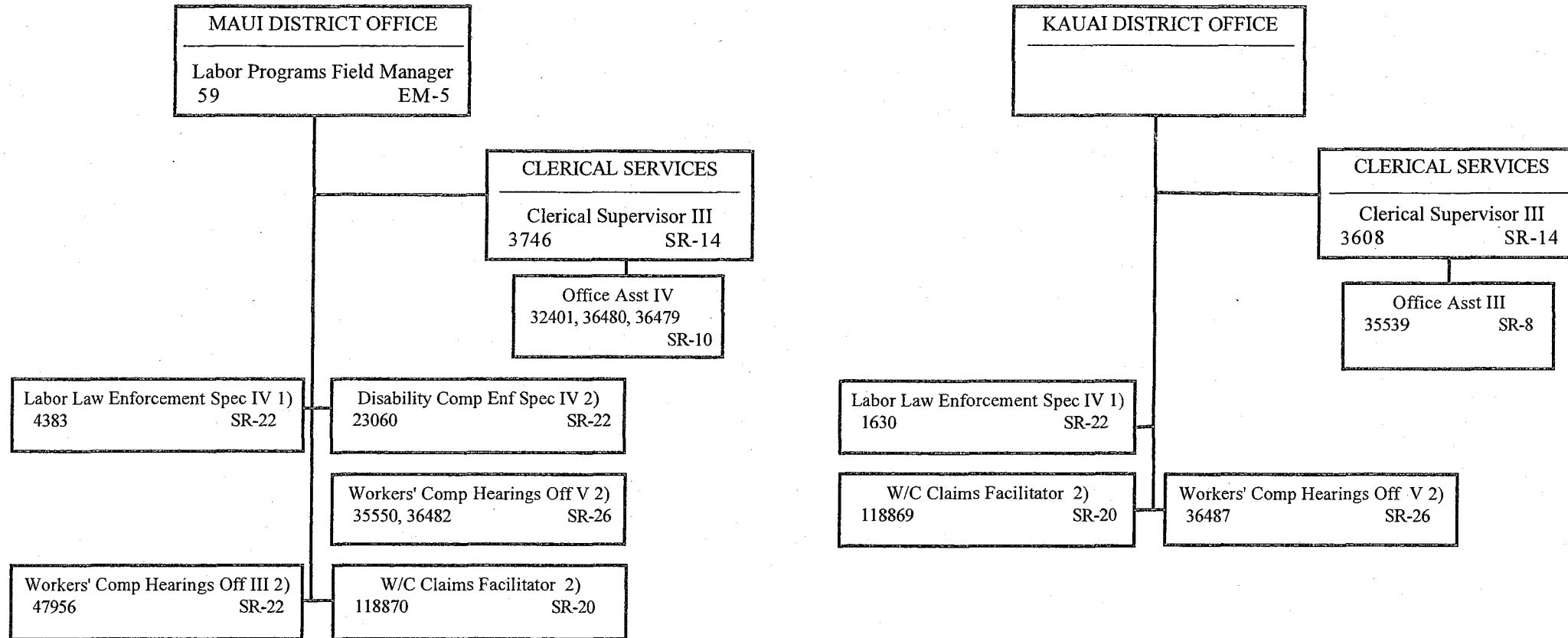
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII DISTRICT OFFICE
MAUI DISTRICT OFFICE
KAUAI DISTRICT OFFICE
ORGANIZATION CHART



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



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



- 1) Functionally reports to the Wage Standards Division
- 2) Functionally reports to the Disability Compensation Division
- 3) Functionally reports to the Hawaii of Occupational Safety and Health Division

Department of Labor and Industrial Relations
Prioritized List of Functions

Table 1

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

Department of Labor and Industrial Relations
Department-Wide Budget Summary

Table 2

Fiscal Year 2013				
Act 106/12 Appropriation	Restriction	Emergency Appropriation	Total FY13	MOF
\$ 12,270,160.00	\$ (613,508.00)	\$ -	\$ 11,656,652.00	A
\$ 392,749,225.00		\$ -	\$ 392,749,225.00	B
\$ 82,648,945.00		\$ -	\$ 82,648,945.00	N
\$ 2,693,319.00		\$ -	\$ 2,693,319.00	U
\$ 70,000.00		\$ -	\$ 70,000.00	W
\$ 490,431,649.00	\$ (613,508.00)	\$ -	\$ 489,818,141.00	Total
Fiscal Year 2014				
Act 106/12 Appropriation	Reductions	Additions	Total FY14	MOF
\$ 12,270,160.00	\$ (312,228.00)	\$ 2,594,652.00	\$ 14,552,584.00	A
\$ 392,749,225.00	\$ -	\$ 271,433.00	\$ 393,020,658.00	B
\$ 82,648,945.00	\$ (484,515.00)	\$ 2,136,623.00	\$ 84,301,053.00	N
\$ 2,693,319.00	\$ -	\$ 12,261.00	\$ 2,705,580.00	U
\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	W
\$ 490,431,649.00	\$ (796,743.00)	\$ 5,014,969.00	\$ 494,649,875.00	Total
Fiscal Year 2015				
Act 106/12 Appropriation	Reductions	Additions	Total FY15	MOF
\$ 12,270,160.00	\$ (312,228.00)	\$ 2,859,654.00	\$ 14,817,586.00	A
\$ 392,749,225.00	\$ -	\$ 301,433.00	\$ 393,050,658.00	B
\$ 82,648,945.00	\$ (484,515.00)	\$ 2,151,623.00	\$ 84,316,053.00	N
\$ 2,693,319.00	\$ -	\$ 12,261.00	\$ 2,705,580.00	U
\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	W
\$ 490,431,649.00	\$ (796,743.00)	\$ 5,324,971.00	\$ 494,959,877.00	Total

Department of Labor and Industrial Relations
Funding by Program ID

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 106/12 (FY13)			Governor's Submittal (FY14)				Governor's Submittal (FY15)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
LBR 111	Workforce Development	A	0.20	-	\$ 100,783	0.20	-	\$ 101,259	0.5%	0.20	-	\$ 101,259	0.5%
LBR 111	Workforce Development	B	-	1.00	\$ 5,938,654	-	1.00	\$ 5,940,010	0.0%	-	1.00	\$ 5,940,010	0.0%
LBR 111	Workforce Development	N	116.80	122.00	\$ 50,062,557	116.80	121.00	\$ 50,776,769	1.4%	116.80	121.00	\$ 50,776,769	1.4%
LBR 111	Workforce Development	U	-	20.00	\$ 1,493,319	-	20.00	\$ 1,505,580	0.8%	-	20.00	\$ 1,505,580	0.8%
LBR 135	Workforce Development Council	A	0.10	-	\$ 11,303	0.10	-	\$ 11,577	2.4%	0.10	-	\$ 11,577	2.4%
LBR 135	Workforce Development Council	N	0.90	4.00	\$ 579,974	0.90	4.00	\$ 593,784	2.4%	0.90	4.00	\$ 593,784	2.4%
LBR 143	HI Occupational Safety and Health	A	14.50	-	\$ 799,247	15.50	-	\$ 896,506	12.2%	15.50	-	\$ 896,506	12.2%
LBR 143	HI Occupational Safety and Health	B	22.00	-	\$ 1,867,932	22.00	-	\$ 1,867,932	0.0%	22.00	-	\$ 1,867,932	0.0%
LBR 143	HI Occupational Safety and Health	N	16.50	1.00	\$ 1,765,447	17.50	-	\$ 1,816,684	2.9%	17.50	-	\$ 1,816,684	2.9%
LBR 143	HI Occupational Safety and Health	W	-	0.50	\$ 70,000	-	0.50	\$ 70,000	0.0%	-	0.50	\$ 70,000	0.0%
LBR 152	Wage Standards	A	18.00	-	\$ 1,018,056	18.00	-	\$ 1,051,219	3.3%	18.00	-	\$ 1,051,219	3.3%
LBR 153	HI Civil Rights Commission	A	17.50	-	\$ 1,077,431	21.50	-	\$ 1,344,804	24.8%	21.50	-	\$ 1,344,804	24.8%
LBR 153	HI Civil Rights Commission	N	4.50	5.00	\$ 623,510	0.50	5.00	\$ 324,087	-48.0%	0.50	5.00	\$ 324,087	-48.0%
LBR 161	HI Labor Relations Board	A	1.00	5.00	\$ 551,327	1.00	6.00	\$ 608,550	10.4%	1.00	6.00	\$ 648,552	17.6%
LBR 171	Unemployment Insurance	B	-	18.00	\$ 361,168,457	-	18.00	\$ 361,191,310	0.0%	-	18.00	\$ 361,191,310	0.0%
LBR 171	Unemployment Insurance	N	255.50	-	\$ 17,695,372	254.50	-	\$ 18,501,347	4.6%	254.50	-	\$ 18,501,347	4.6%
LBR 183	Disability Compensation	A	74.00	-	\$ 4,105,537	87.00	-	\$ 4,451,423	8.4%	87.00	-	\$ 4,665,423	13.6%
LBR 183	Disability Compensation	B	8.00	5.00	\$ 23,774,182	9.00	5.00	\$ 23,821,406	0.2%	9.00	5.00	\$ 23,851,406	0.3%
LBR 316	Office of Language Access	A	3.00	-	\$ 306,937	-	-	\$ -	-100.0%	-	-	\$ -	-100.0%
LBR 812	LIR Appeals Board	A	9.00	-	\$ 759,313	9.00	-	\$ 782,657	3.1%	9.00	-	\$ 782,657	3.1%
LBR 871	ES Appeals Board	N	12.00	-	\$ 854,870	12.00	-	\$ 897,274	5.0%	12.00	-	\$ 897,274	5.0%
LBR 901	Data Gathering & Analysis	A	4.38	1.00	\$ 294,150	3.88	1.00	\$ 260,507	-11.4%	3.88	1.00	\$ 271,507	-7.7%
LBR 901	Data Gathering & Analysis	N	27.62	4.00	\$ 2,310,003	27.12	5.00	\$ 2,447,213	5.9%	27.12	5.00	\$ 2,462,213	6.6%
LBR 902	General Administration	A	19.52	0.46	\$ 1,212,641	19.87	-	\$ 1,247,936	2.9%	19.87	-	\$ 1,247,936	2.9%
LBR 902	General Administration	B	-	-	\$ -	-	-	\$ 200,000	2000.0%	-	-	\$ 200,000	2000.0%
LBR 902	General Administration	N	28.48	1.54	\$ 2,838,676	33.13	2.00	\$ 3,187,000	12.3%	33.13	2.00	\$ 3,187,000	12.3%
LBR 903	Office of Community Services	A	2.00	2.00	\$ 1,834,684	2.50	7.00	\$ 3,591,633	95.8%	2.50	7.00	\$ 3,591,633	95.8%
LBR 903	Office of Community Services	N	2.00	7.00	\$ 5,844,542	1.50	2.00	\$ 5,725,956	-2.0%	1.50	2.00	\$ 5,725,956	-2.0%
LBR 903	Office of Community Services	U	-	-	\$ 1,200,000	-	-	\$ 1,200,000	0.0%	-	-	\$ 1,200,000	0.0%
LBR 905	HI Career Info Delivery System	A	-	3.00	\$ 198,751	-	3.00	\$ 204,513	2.9%	-	3.00	\$ 204,513	2.9%

Department of Labor and Industrial Relations
Funding by Program ID

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 106/12 (FY13)			Governor's Submittal (FY14)				Governor's Submittal (FY15)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
LBR 905	HI Career Info Delivery System	N	-	3.00	\$ 73,994	-	1.00	\$ 30,939	-58.2%	-	1.00	\$ 30,939	-58.2%
	Total		657.50	203.50	\$ 490,431,649	673.50	201.50	\$ 494,649,875	1982.40%	673.50	201.50	\$ 494,959,877	1999.4%
	TOTALS	A	163.20	11.46	\$ 12,270,160	178.55	17.00	\$ 14,552,584	55.15%	178.55	17.00	\$ 14,817,586	71.36%
		B	30.00	24.00	\$ 392,749,225	31.00	24.00	\$ 393,020,658	2000.23%	31.00	24.00	\$ 393,050,658	2000.35%
		N	464.30	147.54	\$ 82,648,945	463.95	140.00	\$ 84,301,053	-73.80%	463.95	140.00	\$ 84,316,053	-73.15%
		U	0.00	20.00	\$ 2,693,319	0.00	20.00	\$ 2,705,580	0.82%	0.00	20.00	\$ 2,705,580	0.82%
		W	0.00	0.50	\$ 70,000	0.00	0.50	\$ 70,000	0.00%	0.00	0.50	\$ 70,000	0.00%
			657.50	203.50	\$ 490,431,649	673.50	201.50	\$ 494,649,875	1982.4%	673.50	201.50	\$ 494,959,877	1999.4%

**Department of Labor and Industrial Relations
Budget Decisions**

Table 4

						Initial Department Request						Budget and Finance Recommendations						Governor's Final Decision					
						FY14			FY15			FY14			FY15			FY14			FY15		
Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	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	FTE (P)	FTE (T)	\$ Amount
AR		LBR 183/DA	1	Reduce hearings' backlog for the Disability Compensation Division (DCD)	A	9.00	-	145,000	9.00	-	290,000	9.00	-	145,000	9.00	-	290,000	9.00	-	145,000	9.00	-	290,000
AR		LBR 183/DA	2	Process backlog vendor compliance certification reports for DCD	A	1.00	-	13,000	1.00	-	26,000	1.00	-	13,000	1.00	-	26,000	1.00	-	13,000	1.00	-	26,000
AR		LBR 183/DA	3	DCD administrative support	A	1.00	-	14,000	1.00	-	28,000	1.00	-	14,000	1.00	-	28,000	1.00	-	14,000	1.00	-	28,000
AR		LBR 183/DA	4	Process Temporary Disability Insurance (TDI) hearings' backlog for DCD	A	2.00	-	42,000	2.00	-	84,000	2.00	-	42,000	2.00	-	84,000	2.00	-	42,000	2.00	-	84,000
AR		LBR 902/AA	5	Restore position and funds and change MOF for IT positions and funds for Electronic Processing System Office (EDPSO) (LBR 902/AA)	N	1.00	-	59,117	1.00	-	59,117	1.00	-	59,117	1.00	-	59,117	1.00	-	59,117	1.00	-	59,117
ND		LBR 902/AA	6	EDPSO support to Office of Information Management and Technology (OIMT) Enterprise Resource Planning (ERP) Phase I	A	0.45	-	22,200	0.45	-	22,200	-	-	-	-	-	-	-	-	-	-	-	-
ND		LBR 902/AA	6	EDPSO support to OIMT ERP Phase I	N	1.55	(1.00)	46,345	1.55	(1.00)	46,345	-	-	-	-	-	-	-	-	-	-	-	-
AR		LBR 902/AA	7	Budget support staff for General Administration, Administrative Services Office (ASO)	A	0.35	(0.46)	-	0.35	(0.46)	-	0.35	(0.46)	-	0.35	(0.46)	-	0.35	(0.46)	-	0.35	(0.46)	-
AR		LBR 902/AA	7	Budget support staff for General Administration, ASO	N	0.65	(0.54)	15,070	0.65	(0.54)	15,070	0.65	(0.54)	15,070	0.65	(0.54)	15,070	0.65	(0.54)	15,070	0.65	(0.54)	15,070
AR		LBR 901/GA	8	R&A Office to conduct BLS/OSHA statistics	A	0.50	-	11,000	0.50	-	22,000	0.50	-	11,000	0.50	-	22,000	0.50	-	11,000	0.50	-	22,000
AR		LBR 901/GA	8	R&A Office to conduct BLS/OSHA statistics	N	0.50	-	15,000	0.50	-	30,000	0.50	-	15,000	0.50	-	30,000	0.50	-	15,000	0.50	-	30,000
AR		LBR 901/GA	9	R&A Office to conduct wage rate schedules	A	1.00	-	22,000	1.00	-	44,000	-	-	-	-	-	-	-	-	-	-	-	-
AR		LBR 153/RA	10	Change MOF from federal to general funds for the Hawaii Civil Rights Commission (HCRC)	A	4.50	-	260,000	4.50	-	260,000	4.00	-	233,324	4.00	-	233,324	4.00	-	233,324	4.00	-	233,324
AR		LBR 153/RA	10	Change MOF from federal to general funds for the HCRC	N	(4.50)	-	(366,318)	(4.50)	-	(366,318)	(4.00)	-	(328,427)	(4.00)	-	(328,427)	(4.00)	-	(328,427)	(4.00)	-	(328,427)

**Department of Labor and Industrial Relations
Budget Decisions**

Table 4

						Initial Department Request						Budget and Finance Recommendations						Governor's Final Decision					
						FY14			FY15			FY14			FY15			FY14			FY15		
Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	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	FTE (P)	FTE (T)	\$ Amount
AR		LBR 153/RA	11	Restore staffing capability for Hawaii Civil Rights Commission (HCRC) to conduct investigations	A	2.00	-	46,000	2.00	-	92,000	-	-	-	-	-	-	-	-	-	-	-	-
AR		LBR 111/PB	12	State Apprenticeship Program for the Workforce Development Division	A	3.00	-	50,000	3.00	-	100,000	-	-	-	-	-	-	-	-	-	-	-	-
AR		LBR 152/CA	13	Restore staffing capability for the Wage Standard Division	A	2.00	-	50,000	2.00	-	100,000	-	-	-	-	-	-	-	-	-	-	-	-
AR		LBR 812/HA	14	Restore staffing capability for the Labor and Industrial Relations Appeals Board (LIRAB)	A	1.00	-	14,000	1.00	-	28,000	-	-	-	-	-	-	-	-	-	-	-	-
AR		LBR 161/KA	15	Restore staffing capability for the Hawaii Labor Relations Board	A	-	1.00	40,002	-	1.00	80,004	-	1.00	40,002	-	1.00	80,004	-	1.00	40,002	-	1.00	80,004
ND		LBR 903/NA	16	Change MOF from federal to general funds and increase purchase of service funds for the Office of Community Services (OCS)	A	0.50	5.00	2,551,882	0.50	5.00	2,551,882	0.50	5.00	1,350,000	0.50	5.00	1,350,000	0.50	5.00	1,350,000	0.50	5.00	1,350,000
ND		LBR 903/NA	16	Change MOF from federal to general funds and increase purchase of service funds for OCS	N	(0.50)	(5.00)	(449,970)	(0.50)	(5.00)	(449,970)	(0.50)	(5.00)	(156,088)	(0.50)	(5.00)	(156,088)	(0.50)	(5.00)	137,794	(0.50)	(5.00)	137,794
AR		LBR 183/OA	17	Conduct research for the special compensation fund for R&A Office	B	1.00	-	30,000	1.00	-	60,000	1.00	-	30,000	1.00	-	60,000	1.00	-	30,000	1.00	-	60,000
AR		LBR 902/AA	18	Reduced Ignition Propensity Cigarette Program (RIPCP) Special Fund for the State Fire Council (SFC)	B	-	-	200,000	-	-	200,000	-	-	200,000	-	-	200,000	-	-	200,000	-	-	200,000
AR		LBR 316/SA	19	Transfer Office of Language Access to Department of Health	A	(3.00)	-	(312,228)	(3.00)	-	(312,228)	(3.00)	-	(312,228)	(3.00)	-	(312,228)	(3.00)	-	(312,228)	(3.00)	-	(312,228)
AR		LBR 902/AA	20	Convert Accountant position to permanent for General Administration (LBR 902/AA)	N	1.00	(1.00)	-	1.00	(1.00)	-	1.00	(1.00)	-	1.00	(1.00)	-	1.00	(1.00)	-	1.00	(1.00)	-
AR		LBR 902/AA	20	Convert temporary IT position to permanent for General Administration (LBR 902/AA)	N	1.00	(1.00)	-	1.00	(1.00)	-	1.00	(1.00)	-	1.00	(1.00)	-	1.00	(1.00)	-	1.00	(1.00)	-
AR		LBR 903/NA	21	Add POS funds for Community Resource Center (\$200,000) and Legal Services (\$200,000) for OCS	A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400,000	-	-	400,000

**Department of Labor and Industrial Relations
Budget Decisions**

Table 4

						Initial Department Request						Budget and Finance Recommendations						Governor's Final Decision					
						FY14			FY15			FY14			FY15			FY14			FY15		
Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	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	FTE (P)	FTE (T)	\$ Amount
TOTAL ADDT'L RESOURCES / NEW DAY OBJECTIVES:						27.00	(3.00)	2,518,100	27.00	(3.00)	3,010,102	16.00	(2.00)	1,370,770	16.00	(2.00)	1,680,772	16.00	(2.00)	2,064,652	16.00	(2.00)	2,374,654
By MOF																							
				General	A	25.30	5.54	2,968,856	25.30	5.54	3,415,858	15.35	5.54	1,536,098	15.35	5.54	1,801,100	15.35	5.54	1,936,098	15.35	5.54	2,201,100
				Special	B	1.00	-	230,000	1.00	-	260,000	1.00	-	230,000	1.00	-	260,000	1.00	-	230,000	1.00	-	260,000
				Federal Funds	N	0.70	(8.54)	(680,756)	0.70	(8.54)	(665,756)	(0.35)	(7.54)	(395,328)	(0.35)	(7.54)	(380,328)	(0.35)	(7.54)	(101,446)	(0.35)	(7.54)	(86,446)
				Other Federal Funds	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
				Private	R	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
				County	S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
				Trust	T	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
				Inter-departmental Transfer	U	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
				Revolving	W	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
				Other	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
				Federal Stimulus Funds	V	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Department of Labor and Industrial Relations
Proposed FY14 and FY15 Reductions

Table 5

Prog ID	Description of Reduction	Impact of Reduction	MOF	FY14			FY15			Carry-over?
				Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	(Y/N)
LBR 153	Change MOF from federal to general funds	None	N	4.00	-	\$ 328,427	4.00	-	\$ 328,427	N
LBR 316	Transfer Office of Language Access to Department of Health	None	A	3.00	-	\$ 312,228	3.00	-	\$ 312,228	N
LBR 902	Convert temporary Budget Analyst position to permanent	None	N	-	0.54	\$ -	-	0.54	\$ -	N
LBR 902	Convert temporary Budget Analyst position to permanent	None	A	-	0.46	\$ -	-	0.46	\$ -	N
LBR 902	Convert temporary Accountant position to permanent	None	N	-	1.00	\$ -	-	1.00	\$ -	N
LBR 902	Convert temporary IT position to permanent	None	N	-	1.00	\$ -	-	1.00	\$ -	N
LBR 903	Change MOF from federal to general funds for staffing and purchase of services	None	N	0.50	5.00	\$ 156,088	0.50	5.00	\$ 156,008	N

Department of Labor and Industrial Relations
Proposed FY14 and FY15 Additions

Table 6

Prog ID	Request Category	Prog ID Priority	Dept- Wide Priority	Description of Addition	Explanation	MOF	FY14			FY15		
							Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
LBR 183	AR	1	1	(2) Hearings Officer and (7) Office Assistants	Reduce hearings ' backlog for the Disability Compensation Division (DCD)	A	9.00	-	\$ 145,000	9.00	-	\$ 290,000
LBR 183	AR	2	2	(1) Office Assistant III	Process backlog vendor compliance certification reports for DCD	A	1.00	-	\$ 13,000	1.00	-	\$ 26,000
LBR 183	AR	3	3	(1) Office Assistant IV	DCD Administrative support	A	1.00	-	\$ 14,000	1.00	-	\$ 28,000
LBR 183	AR	4	4	(1) Hearings Officer and (1) Office Assistant IV	Process Temporary Disability Insurance (TDI) hearings backlog for DCD	A	2.00	-	\$ 42,000	2.00	-	\$ 84,000
LBR 902	AR	1	5	(1) IT VI, (1) DPSA V, (1) Secretary	Restore IT position and change MOF for Electronic Data Processing System office.	N	1.00	-	\$ 59,117	1.00	-	\$ 59,117
LBR 902	AR	2	7	Program Budget Analyst	Budget support staff for General Administration	N	0.65	-	\$ 15,070	0.65	-	\$ 15,070
LBR 902	AR	2	7	Program Budget Analyst	Budget support staff for General Administration	A	0.35	-	\$ -	0.35	-	\$ -
LBR 901	AR	1	8	Research Statistician III	Research and Statistic Office to gather BLS/OSHA data	A	0.50	-	\$ 11,000	0.50	-	\$ 22,000
LBR 901	AR	1	8	Research Statistician III	Research and Statistic Office to gather BLS/OSHA data	N	0.50	-	\$ 15,000	0.50	-	\$ 30,000
LBR 153	AR	1	10	(2) Investigators IV, (2) Staff Attorneys, (1) Hearings Officer, (2) Office Assistant IV	Change MOF from federal to general fund for the Hawaii Civil Rights Commission	A	4.00	-	\$ 233,324	4.00	-	\$ 233,324
LBR 161	AR	1	15	Hearing Officer	Reduce backlog on pending decisions	A	-	1.00	\$ 40,002	-	1.00	\$ 80,004
LBR 903	ND	1	16	(1) Executive Director, (1) OCS Secretary, (3) OCS Program Specialist, (1) OCS Account Clerk, (1) CPE Administrator	Change MOF from federal to general fund for staffing and purchase of services	A	0.50	5.00	\$ 1,350,000	0.50	5.00	\$ 1,350,000
LBR 183	AR	5	17	Research Statistician III	Gather data for the workers' compensation special fund	B	1.00	-	\$ 30,000	1.00	-	\$ 60,000
LBR 902	AR	3	18	Services on a fee	State Fire Council's Reduce Ignition Propensity Cigarette Program	B	-	-	\$ 200,000	-	-	\$ 200,000
LBR 902	AR	4	20	Accountant III	Fiscal support for General Administration	N	1.00	-	\$ -	1.00	-	\$ -
LBR 902	AR	4	20	IT Specialist III	IT support for General Administration	N	1.00	-	\$ -	1.00	-	\$ -
LBR 903	AR	2	21	Purchase of Services	Funds for Community Resource Centers and Legal Services	A	-	-	\$ 400,000	-	-	\$ 400,000
Multiple	-	-	-	Labor Savings	Restore 5% salary reduction	A	-	-	\$ 346,326	-	-	\$ 346,326
Multiple	-	-	-	Labor Savings	Restore 5% salary reduction	B	-	-	\$ 41,433	-	-	\$ 41,433
Multiple	-	-	-	Labor Savings	Restore 5% salary reduction	N	-	-	\$ 2,047,436	-	-	\$ 2,047,436
LBR 111	-	-	-	Labor Savings	Restore 5% salary reduction	U	-	-	\$ 12,261	-	-	\$ 12,261

Department of Labor and Industrial Relations
Current Year (FY13) Restrictions

Table 7

<u>Prog ID</u>	<u>MOF</u>	<u>Restriction \$\$\$</u>	<u>Percent of Act 106/12</u> <u>Appropriation</u>	<u>Impact</u>
LBR 111	A	\$ 5,039	0.1%	Reduction in Dislocated Worker Program
LBR 135	A	\$ 565	0.0%	Payroll savings
LBR 143	A	\$ 39,962	0.3%	Payroll savings
LBR 152	A	\$ 50,903	0.4%	Payroll savings
LBR 153	A	\$ 53,871	0.2%	Payroll savings
LBR 161	A	\$ 27,566	1.7%	Payroll savings
LBR 183	A	\$ 205,277	0.1%	Payroll savings
LBR 316	A	\$ 15,347	0.3%	Payroll savings
LBR 812	A	\$ 37,966	0.1%	Payroll savings
LBR 901	A	\$ 14,708	0.5%	Payroll savings
LBR 902	A	\$ 60,632	0.8%	Reduction in Purchase of Services
LBR 903	A	\$ 91,734	0.1%	Payroll savings
LBR 905	A	\$ 9,938		
TOTAL		\$ 613,508	5%	

Department of Labor and Industrial Relations
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanations of Request</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
	None					

Department of Labor and Industrial Relations
Expenditures Exceeding Appropriation Ceilings

Table 9

<u>Prog ID</u>	<u>MOE</u>	<u>Date</u>	<u>Appropriation Ceiling</u>	<u>Amount Exceeding Appropriation</u>	<u>Increase Percent</u>	<u>Reason for Exceeding Ceiling</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
						None		

Department of Labor and Industrial Relations
Intradepartmental Transfer of Funds

Table 10

<u>Anticipated or Actual Date of Transfer</u>	<u>MOF</u>	<u>Amount of Transfer</u>	<u>From Prog ID</u>	<u>Percent of Imparting Program ID Appropriation</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
6/22/2012	A	\$ 28,477	LBR 143	2.0%	LBR 111	28.0%	Due to reduction in federal Administrative Workforce Investment Act funding, transfer of general funds to maintain the minimum staffing required for the administrative support needed for the fiscal integrity and accountability of the program to meet the federal monitoring and reporting requirements.	N
6/22/2012	A	\$ 89,908	LBR 183	2.0%	LBR 111	89.0%	see above	N

**Department of Labor and Industrial Relations
Active Federal Awards**

State Expending Agency	Prog ID/Org*	CFDA	Award Description	Award Number	Federal Agency	MOF	Anticipated or Actual Award Amount	
							Award Amount	Allocated Amount
Labor	LBR 111/PA	12.271	Work Opportunities Tax Credit Program	ES22992-12-55-A	US DOL	N	62,070	62,070
Labor	LBR 111/PA	12.273	Alien Labor Certification Program	ES522992-12-55-A	US DOL	N	68,976	68,976
Labor	LBR 111/PA	17.207	Employment Services/Wagner-Peyer Program	ES22992-12-55-A-15	US DOL	N	3,293,204	3,293,204
Labor	LBR 111/PA	17.245	Trade Adjustment Assistance Program	TA22635-1255-A-15	US DOL	N	108,671	108,671
Labor	LBR 111/PA	17.801	Disabled Veteran's Outreach Program	DV19669-10-55-5-15	US DOL	N	287,685	287,685
Labor	LBR 111/PA	17.804	Local Veterans' Employment Representation Program	DV19669-10-55-5-15	US DOL	N	252,782	252,782
			Total				4,073,388	4,073,388
Labor	LBR 111/PB	17.235	Senior Community Services Employment Program	AD228771255A15	US DOL	N	2,149,329	2,149,329
Labor	LBR 111/PB	17.258	WIA Adult Program	AA229311255A15	US DOL	N	2,163,677	2,163,677
Labor	LBR 111/PB	17.259	WIA Youth Activities	AA229311255A15	US DOL	N	2,753,903	2,753,903
Labor	LBR 111/PB	17.278	WIA Dislocated Workers Formula Grants	AA229311255A15	US DOL	N	2,543,283	2,543,283
			Total				9,610,192	9,610,192
Labor	LBR 135/IA	17.258	WIA Adult Program	AA229311255A15	US DOL	N	94,656	94,656
Labor	LBR 135/IA	17.259	WIA Youth Activities	AA229311255A15	US DOL	N	82,000	82,000
Labor	LBR 135/IA	17.278	WIA Dislocated Workers Formula Grants	AA229311255A15	US DOL	N	82,000	82,000
			Total				258,656	258,656
Labor	LBR 143/EA	17.503	Occupational Safety and Health (23G)	SP-23677-583	US DOL	N	1,471,252	1,471,252
Labor	LBR 143/EA	17.504	Occupational Safety and Health (21D)	CS-23632-583	US DOL	N	328,501	328,501
			Total				1,799,753	1,799,753
Labor	LBR 153/RA	14.401	Fair Housing Assistance Program	FF209K129004	US HUD	N	217,813	217,813
Labor	LBR 153/RA	30.002	Equal Employment Opportunity Commission	EECCN110551	EEOC	N	150,663	150,663
			Total				368,476	368,476

**Department of Labor and Industrial Relations
Active Federal Awards**

State Expending Agency	Prog ID/Org*	CFDA	Award Description	Award Number	Federal Agency	MOF	Anticipated or Actual Award Amount	
							Award Amount	Allocated Amount
Labor	LBR 171/LA	17.225	Unemployment Insurance Administration	UI-22272-1255-A-15	US DOL	N	17,763,847	17,763,847
Labor	LBR 871/LB	17.225	Unemployment Insurance Appeals Referees	UI-22272-1255-A-15	US DOL	N	900,000	900,000
Labor	LBR 901/GA	17.002	Labor Force Statistics Program	OS-23104-13-75-J-15	US DOL	N	708,831	708,831
Labor	LBR 901/GA	17.005	OSHA/Bureau of Labor Statistics Program	OS-23104-13-75-J-15	US DOL	N	52,948	52,948
Labor	LBR 901/GA	17.504	OSHA/Bureau of Labor Statistics Survey	DC-23718-DC3	US DOL	N	9,264	9,264
			Total				771,043	771,043
Labor	LBR 903/NA	93.569	Community Services Block Grant	G-13BIHICOSR	DHHS	N	3,561,406	3,561,406
Labor	LBR 903/NA	93.566	Refugee Social Service	130IHRCMA	DHHS	N	75,000	75,000
Labor	LBR 903/NA	93.566	Refugee Cash and Medical Services	130IHRCMA	DHHS	N	15,000	15,000
Labor	LBR 903/NA	81.042	Weatherization Assistance Program	EE0000176	DOE	N	54,000	54,000
Labor	LBR 903/NA	10.568	Emergency Food Assistance Program	7H1810H18	USDA	N	683,215	683,215
Labor	LBR 903/NA	10.576	Senior Farmer's Market Nutrition Program	pending	USDA	N	556,000	556,000
Labor	LBR 903/NA	16.32	Services for Victims of Human Trafficking	2012-VT-BX-K013	DOJ	N	200,000	200,000
			Total				5,144,621	5,144,621

TOTAL:

40,689,976	40,689,976
------------	------------

By MOF

Federal Funds	N	40,689,976	40,689,976
Other Federal Funds	P	-	-
Federal Stimulus Funds	V	-	-

*Please provide org c *Please provide org code for operating funds only.

COLUMN	DATA ELEMENT	DEFINITION
A	State Expending Agency	State entity authorized to expend the funds as authorized by the appropriation or as delegated by the Governor. Select from drop-down menu. See legend below.
B	Program I.D.	The unique identifier for the specific program responsible for carrying out the program consisting of the abbreviation for the State entity followed by the organization number for the program. Format: XXX###
C	Award Number	The identifying number assigned by the awarding Federal Agency, such as the federal grant number, federal contract number or the federal loan number that appears in the federal award document.
D	CFDA No.	The number associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance. Only applies to grants and loans. A list of CFDA codes can be searched at: https://www.cfda.gov/index?s=program&tab=list&mode=list Format: ##.###.
E	Award Description	Award title and description with purpose of funding action
F	Awarding Federal Agency	Name of the federal agency that awarded and administers the award on behalf of the funding agency. Select from drop-down menu. See agency list below.
G	Award Amount	For Grants: The total amount of the award. For Loans: The total amount of the loan obligated by the Federal Agency; the face value of the loan. For Contracts: The total amount obligated by the Federal Agency
H	Award Amount Allocated to the Program ID in Column B	Enter the portion of the total award amount allocated to this Program ID. For example, if a federal award in the amount of \$500 is allocated to only AGR100, the "Award Amount" and the "Award Amount Allocated to the Pgm ID in Column B" would both be \$500. However, if the \$500 will be allocated to AGR100, AGR200 and AGR300, in the amounts of \$100, \$250 and \$150, respectively, the "Award Amount" would be the \$500 for all three program IDs but the "Award Amount Allocated to the Pgm ID in Column B" would be \$100 for AGR100, \$250 for AGR200 and \$150 for AGR300
I	State Appropriation Symbol	The account number established in FAMIS. The appropriation account is a combination of 4 fields: Fund Type, Fiscal Year, Appropriation Account Number, and Dept. Code. If an award has appropriation symbols for multiple fiscal years, enter the symbol for the first fiscal year. Format: X-YY-###-X
J	Contact Name	Name of the individual at the program level responsible for performance of the award
K	Contact Phone No.	Phone no. of the individual at the program level responsible for performance of the award
L	Contact Email	Email of the individual at the program level responsible for performance of the award
	LEGEND:	
	State Expending Agency	
A (AGR)	Department of Agriculture	
B (BED)	Department of Business, Economic Dev & Tourism	
C (LNR)	Department of Land and Natural Resources	
D (TRN)	Department of Transportation	
E (EDN)	Department of Education	
F (UOH)	University of Hawaii	
G (DEF)	Department of Defense	
H (HTH)	Department of Health	
I (HHL)	Department of Hawaiian Home Lands	
J (JUD)	Judiciary	
K (HMS)	Department of Human Services	
L (LBR)	Department of Labor and Industrial Relations	
M (AGS)	Department of Accounting and General Services	
N (ATG)	Department of Attorney General	
O (BUF)	Department of Budget and Finance	
P (HRD)	Department of Human Resources Development	
Q (GOV)	Office of the Governor	
R (CCA)	Department of Commerce and Consumer Affairs	
S (LTG)	Office of the Lieutenant Governor	
T (TAX)	Department of Taxation	
V1 (PSD)	Department of Public Safety	
Z1 (OHA)	Office of Hawaiian Affairs	
	Federal Agency	
	Dept. of Agriculture	
	Dept. of Commerce	
	Dept. of Defense	
	Dept. of Education	
	Dept. of Energy	
	Dept. of Health and Human Services	
	Dept. of Homeland Security	
	Dept. of Housing and Urban Development	
	Dept. of Justice	
	Dept. of Labor	
	Dept. of State	
	Dept. of the Interior	
	Dept. of the Treasury	
	Dept. of Transportation	
	Dept. of Veterans Affairs	
	Corporation for National & Community Svc	
	Environmental Protection Agency	
	General Services Administration	
	NASA	
	National Science Foundation	
	Nuclear Regulatory Commission	
	Office of Personnel Management	
	Small Business Administration	
	Social Security Administration	
	U.S. Agency for International Development	

Department of Labor and Industrial Relations
Non-General Fund Balances

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY13 Unencumbered Cash Balance</u>	<u>Estimated FY13 Revenues</u>	<u>Estimated FY13 Expenditures and Encumbrances</u>	<u>Estimated FY13 Net Transfers</u>	<u>Estimated FY13 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Reduced Ignition Propensity Cigarette Program Special Fund	Enforce only reduced propensity cigarette are sold in the state	Chapter 132C-4, HRS	B	\$ -	\$ 700,000	\$ 200,000	\$ -	\$ 500,000	\$ -
Unemployment Insurance Special Fund	Payment of unemployment benefits	Chapter 386-121, HRS	B	\$ 45,027,113	\$ 435,900,000	\$ 322,700,000	\$ -	\$ 158,227,113	\$ -
Unemployment Insurance Penalty and Interest Special Fund	Payment of Administrative expenses	Chapter 386-127, HRS	B	\$ 5,067,678	\$ 1,200,000	\$ 100,000	\$ -	\$ 6,167,678	\$ -
Employment and Training Special Fund	Train and maintain workforce in businesses with critical shortages	Chapter 386-128, HRS	B	\$ 2,579,145	\$ 100,000	\$ 1,200,000	\$ -	\$ 1,479,145	\$ -
Special Compensation Fund	Payment of Workers; Compensation benefits	Chapter 386-151, HRS	B	\$ 15,343,909	\$ 15,000,000	\$ 17,000,000	\$ -	\$ 13,343,909	\$ -
Special Fund for Temporary Disability Benefits	Payment of temporary disability benefits for the unemployed	Chapter 392-61, HRS	B	\$ 2,450,735	\$ 20,000	\$ 100,000	\$ -	\$ 2,380,735	\$ -
Premium Healthcare Supplementation Special Fund	Payment of healthcare premiums for qualified employers	Chapter 393-41, HRS	B	\$ 1,671,142	\$ 20,000	\$ 400,000	\$ -	\$ 1,291,142	\$ -
Hoisting Machine Operators' Certification Revolving Fund	Certifying hoisting machine operators in the state	Chapter 396-20, HRS	W	\$ 356,714	\$ 40,000	\$ 50,000	\$ -	\$ 346,714	\$ -
Boiler and Elevator Special Fund	Personnel and operating costs to inspect and certify boilers and elevators in the state	Chapter 397, HRS	B	\$ -	\$ 1,000,000	\$ 900,000	\$ -	\$ 100,000	\$ -

PART I - VACANCIES

Table 13

Department Labor & Industrial Relations

Annual Report

Quarterly Update 11/30/12

Contact Person: Francis Kagawa

Phone: 586-8887

Program ID No	Division	SR Level	BU Code	Legal Authority	Civ Svs or Exempt	Position	Title	MOF	POS FTE		ANNUAL SALARY	Date of Vacancy	Authority to Hire (Y/N)	Occupied by 89 Day Exempt
									Perm	Temp				
1117PA	WkfrceDevDv	20	13	Act 164/2013	C/S	17772	Employment Service Spclt III	N	-	1.00	42,132	9/1/2012	Y	N
1117PA	WkfrceDevDv	08	03	Act 164/2011	C/S	33319	Office Assistant III	N	1.00	-	25,668	11/30/2011	Y	Y
1117PA	WkfrceDevDv	18	13	Act 164/2014	C/S	47937	Employment Service Spclt III	U	-	1.00	38,988	7/1/2012	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	90032	Employment Service Spclt IV	U	-	0.50	12,834	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	91002	Employment Service Spclt II	U	-	1.00	45,576	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91101	Employment Service Spclt III	N	1.00	-	43,641	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91102	Employment Service Spclt III	N	1.00	-	45,576	7/1/2010	Y	N
1117PA	WkfrceDevDv	10	03	Act 164/2011	C/S	91103	Office Assistant IV	N	1.00	-	27,756	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	91104	Employment Service Spclt IV	N	0.50	-	22,788	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	91105	Employment Service Spclt IV	N	1.00	-	55,500	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	91106	Employment Service Spclt IV	N	1.00	-	11,102	7/1/2010	Y	N
1117PA	WkfrceDevDv	11	03	Act 164/2011	C/S	91107	Employment Aide IV	N	1.00	-	28,836	7/1/2010	Y	N
1117PA	WkfrceDevDv	08	03	Act 164/2011	C/S	91108	Office Assistant III	N	0.50	-	12,834	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	91109	Employment Service Spclt IV	N	1.00	-	45,576	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	91110	Employment Service Spclt IV	N	1.00	-	45,576	7/1/2010	Y	N
1117PA	WkfrceDevDv	24	13	Act 164/2011	C/S	91111	Employment Service Spclt V	N	1.00	-	51,312	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91112	Employment Service Spclt III	N	1.00	-	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91113	Employment Service Spclt III	N	1.00	-	13,912	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91114	Employment Service Spclt III	N	1.00	-	57,708	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91115	Employment Service Spclt III	N	1.00	-	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	08	03	Act 164/2011	C/S	91116	Office Assistant III	N	0.50	-	12,834	7/1/2010	Y	N
1117PA	WkfrceDevDv	08	03	Act 164/2011	C/S	91117	Office Assistant III	N	1.00	-	25,668	7/1/2010	Y	N
1117PA	WkfrceDevDv	08	03	Act 164/2011	C/S	91118	Office Assistant III	N	1.00	-	25,668	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91119	Employment Service Spclt III	N	1.00	-	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91120	Employment Service Spclt III	N	1.00	-	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	91121	Employment Service Spclt IV	N	1.00	-	45,576	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91122	Employment Service Spclt III	N	1.00	-	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91123	Employment Service Spclt III	N	1.00	-	62,424	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91124	Employment Service Spclt III	N	1.00	-	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91125	Employment Service Spclt III	N	1.00	-	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91126	Employment Service Spclt III	N	1.00	-	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	91127	Employment Service Spclt IV	N	1.00	-	45,576	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91128	Employment Service Spclt III	N	1.00	-	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	91129	Employment Service Spclt IV	N	0.50	-	22,788	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91130	Employment Service Spclt III	N	1.00	-	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	91131	Employment Service Spclt IV	N	1.00	-	45,576	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	91137	Employment Service Spclt II	N	-	1.00	16,824	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91138	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N

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Department Labor & Industrial Relations

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Contact Person: Francis Kagawa

Phone: 586-8887

Program ID No	Division	SR Level	BU Code	Legal Authority	Civ Svs or Exempt	Position	Title	MOF	POS FTE		ANNUAL SALARY	Date of Vacancy	Authority to Hire (Y/N)	Occupied by 89 Day Exempt
									Perm	Temp				
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91139	Employment Service Spclt III	N	-	1.00	18,180	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91140	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91141	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91142	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91143	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91144	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91145	Employment Service Spclt III	N	-	1.00	18,918	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91146	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91147	Employment Service Spclt III	N	-	1.00	18,918	7/1/2010	Y	N
1117PA	WkrfrceDevDv	18	13	Act 164/2011	C/S	91148	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	18	13	Act 164/2011	C/S	91149	Employment Service Spclt II	N	-	1.00	16,824	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91150	Employment Service Spclt II	N	-	1.00	16,824	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91151	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91153	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	18	13	Act 164/2011	C/S	91154	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91155	Employment Service Spclt II	N	-	1.00	38,988	7/1/2010	Y	N
1117PA	WkrfrceDevDv	18	13	Act 164/2011	C/S	91156	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91157	Employment Service Spclt II	N	-	1.00	38,988	7/1/2010	Y	N
1117PA	WkrfrceDevDv	18	13	Act 164/2011	C/S	91158	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91159	Employment Service Spclt II	N	-	1.00	38,988	7/1/2010	Y	N
1117PA	WkrfrceDevDv	08	03	Act 164/2011	C/S	91160	Employment Service Spclt III	N	-	1.00	12,726	7/1/2010	Y	N
1117PA	WkrfrceDevDv	22	13	Act 164/2011	C/S	91161	Office Assistant III	N	-	1.00	25,668	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91162	Employment Service Spclt IV	N	-	1.00	45,576	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91163	Employment Service Spclt III	N	-	1.00	23,028	7/1/2010	Y	N
1117PA	WkrfrceDevDv	11	03	Act 164/2011	C/S	91164	Employment Service Spclt III	N	-	1.00	23,946	7/1/2010	Y	N
1117PA	WkrfrceDevDv	11	03	Act 164/2011	C/S	91165	Employment Aide IV	N	-	1.00	28,836	7/1/2010	Y	N
1117PA	WkrfrceDevDv	18	13	Act 164/2011	C/S	91166	Employment Aide IV	N	-	1.00	18,918	7/1/2010	Y	N
1117PA	WkrfrceDevDv	18	13	Act 164/2011	C/S	91167	Employment Service Spclt II	N	-	1.00	18,180	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91168	Employment Service Spclt II	N	-	1.00	18,180	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91169	Employment Service Spclt III	N	-	1.00	19,668	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91170	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91171	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91172	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91173	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91174	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91175	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkrfrceDevDv	20	13	Act 164/2011	C/S	91176	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N

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Department Labor & Industrial Relations

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Contact Person: Francis Kagawa

Phone: 586-8887

Program ID No	Division	SR Level	BU Code	Legal Authority	Civ Svs or Exempt	Position	Title	MOF	POS FTE		ANNUAL SALARY	Date of Vacancy	Authority to Hire (Y/N)	Occupied by 89 Day Exempt
									Perm	Temp				
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91177	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91178	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91179	Employment Service Spclt III	N	-	0.50	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91180	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	91181	Employment Service Spclt II	N	-	1.00	38,988	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	91182	Employment Service Spclt II	N	-	1.00	38,988	7/1/2010	Y	N
1117PA	WkfrceDevDv	06	03	Act 164/2011	C/S	91183	Clerk Typist II	N	-	1.00	21,096	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	91184	Employment Service Spclt II	N	-	1.00	38,988	7/1/2010	Y	N
1117PA	WkfrceDevDv	16	13	Act 164/2011	C/S	91185	Employment Service Spclt I	N	-	1.00	36,024	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	91186	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	91187	Employment Service Spclt II	N	-	1.00	38,988	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	91188	Employment Service Spclt II	N	-	1.00	38,988	7/1/2010	Y	N
1117PA	WkfrceDevDv	08	03	Act 164/2011	C/S	91189	Office Assistant III	N	-	1.00	25,668	7/1/2010	Y	N
1117PA	WkfrceDevDv	08	03	Act 164/2011	C/S	91190	Office Assistant III	N	-	0.50	25,668	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	93005	Employment Service Spclt II	U	-	0.50	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	93006	Employment Service Spclt II	N	-	0.50	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	93017	Employment Service Spclt IV	U	-	0.50	22,788	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	93018	Employment Service Spclt II	U	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	93019	Employment Service Spclt II	U	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	93020	Employment Service Spclt II	U	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	93024	Employment Service Spclt II	U	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	93026	Employment Service Spclt II	U	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	93027	Employment Service Spclt II	U	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	96111	Employment Service Spclt II	U	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	96112	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	96113	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	96114	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	96115	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	96116	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	96117	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	98001	Employment Service Spclt II	N	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	98002	Employment Service Spclt II	N	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	98003	Employment Service Spclt II	N	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	98004	Employment Service Spclt II	N	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	98005	Employment Service Spclt II	N	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	98006	Employment Service Spclt II	N	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	98007	Employment Service Spclt II	N	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	99016	Employment Service Spclt II	N	-	0.50	21,066	7/1/2010	Y	N

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									Perm	Temp				
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	99018	Employment Service Spclt II	N	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	11	03	Act 164/2011	C/S	99027	Employment Aide IV	N	-	1.00	31,716	7/1/2010	Y	N
1117PA	WkfrceDevDv	06	03	Act 164/2011	C/S	99029	Clerk Typist II	N	-	1.00	25,668	7/1/2010	Y	N
1117PA	WkfrceDevDv	06	03	Act 164/2011	C/S	99030	Clerk Typist II	N	-	1.00	25,668	7/1/2010	Y	N
1117PA	WkfrceDevDv	08	03	Act 164/2011	C/S	99113	Office Assistant III	N	1.00	-	25,668	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	99114	Employment Service Spclt III	N	1.00	-	36,360	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	99116	Employment Service Spclt III	N	-	1.00	18,918	7/1/2010	Y	N
1117PA	WkfrceDevDv	13	03	Act 164/2011	C/S	99117	Employment Aide V	N	-	1.00	31,212	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	119427	Employment Service Spclt IV	N	-	1.00	45,576	11/30/2011	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2015	C/S	119429	Employment Service Spclt III	N	-	1.00	45,576	7/1/2012	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2017	C/S	120108	Employment Service Spclt II	N	-	1.00	16,824	9/1/2012	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2018	C/S	120109	Employment Service Spclt II	N	-	1.00	16,824	9/1/2012	Y	N
1117PA	WkfrceDevDv	16	13	Act 164/2019	C/S	120111	Accountant III	N	-	1.00	36,024	8/1/2012	Y	N
1117PA	WkfrceDevDv	24	13	Act 164/2011	C/S	120448	Employment Service Spclt V	N	1.00	-	57,708	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	7741	Employment Service Spclt II	N	-	1.00	38,988	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	0831	Employment Service Spclt II	N	1.00	-	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	08	03	Act 164/2011	C/S	15165	Office Assistant III	N	1.00	-	25,668	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	17753	Employment Service Spclt III	N	1.00	-	51,312	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	17782	Employment Service Spclt II	N	1.00	-	13,912	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	22091	Employment Service Spclt II	N	1.00	-	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	32413	Employment Service Spclt I	N	-	1.00	36,024	7/1/2010	Y	N
1117PA	WkfrceDevDv	16	13	Act 164/2011	C/S	32425	Employment Service Spclt IV	N	-	1.00	51,312	7/1/2010	Y	N
1117PA	WkfrceDevDv	22	13	Act 164/2011	C/S	34990	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	34993	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	08	03	Act 164/2011	C/S	35000	Office Assistant III	N	-	1.00	25,668	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	35011	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	42429	Employment Service Spclt III	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	43123	Employment Service Spclt I	N	-	1.00	57,708	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	47939	Employment Service Spclt III	U	-	1.00	60,024	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	5282	Employment Service Spclt II	U	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	16	13	Act 164/2011	C/S	52823	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	52834	Employment Service Spclt III	N	-	1.00	55,500	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	52841	Employment Service Spclt I	N	-	1.00	42,132	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	117049	Employment Service Spclt III	U	-	1.00	57,708	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	117053	Employment Service Spclt III	U	-	1.00	57,708	7/1/2010	Y	N
1117PA	WkfrceDevDv	16	13	Act 164/2011	C/S	119428	Employment Service Spclt III	N	-	1.00	45,576	7/1/2010	Y	N
1117PA	WkfrceDevDv	24	23	Act 164/2011	C/S	14083	Employment Service Spclt V	N	1.00	-	60,024	11/30/2012	Y	N
1117PA	WkfrceDevDv	18	13	Act 164/2011	C/S	40026	Employment Service Spclt II	N	-	1.00	38,988	11/1/2012	Y	N

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Contact Person: Francis Kagawa

Phone: 586-8887

Program ID No	Division	SR Level	BU Code	Legal Authority	Civ Svs or Exempt	Position	Title	MOF	POS FTE		ANNUAL SALARY	Date of Vacancy	Authority to Hire (Y/N)	Occupied by 89 Day Exempt
									Perm	Temp				
1117PA	WkfrceDevDv	12	03	Act 164/2011	C/S	25453	Secretary 1	N	1.00	-	46,176	11/1/2012	Y	N
1117PA	WkfrceDevDv	08	03	Act 164/2011	C/S	32323	Office Assistant III	N	-	1.00	33,756	11/1/2012	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	119432	Employment Service Spclt I	N	-	0.50	21,066	7/1/2010	Y	N
1117PA	WkfrceDevDv	16	13	Act 164/2011	C/S	119536	Job Training Specialist	N	-	1.00	18,180	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	120110	Employment Service Spclt III	N	-	1.00	21,930	7/1/2010	Y	N
1117PA	WkfrceDevDv	20	13	Act 164/2011	C/S	120112	Employment Service Spclt I	N	-	1.00	15,546	7/1/2010	Y	N
							Sub-Total	A	-	-	-			
								B	-	-	-			
								N	40.00	92.50	4,914,871			
								U	-	11.50	548,418			
									40.00	104.00	5,463,289			
1117PB	WkfrceDevDv	22	13	Act 164/2011	C/S	91512	Employment Service Spclt IV	N	-	1.00	45,576	7/1/2010	Y	N
1117PB	WkfrceDevDv	18	13	Act 164/2011	C/S	93012	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PB	WkfrceDevDv	18	13	Act 164/2011	C/S	96118	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PB	WkfrceDevDv	18	13	Act 164/2011	C/S	96119	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PB	WkfrceDevDv	18	13	Act 164/2011	C/S	96120	Employment Service Spclt II	N	-	1.00	42,132	7/1/2010	Y	N
1117PB	WkfrceDevDv	18	13	Act 164/2011	C/S	99203	Employment Service Spclt II	N	-	1.00	42,180	7/1/2010	Y	N
1117PB	WkfrceDevDv	18	13	Act 164/2011	C/S	99204	Employment Service Spclt II	N	-	0.50	21,090	7/1/2010	Y	N
1117PB	WkfrceDevDv	22	13	Act 164/2011	C/S	119152	Accountant IV	N	1.00	-	64,920	7/1/2012	Y	N
1117PB	WkfrceDevDv	NA	13	Act 164/2014	Exempt	119284	HRD Prog Spec	B	-	1.00	47,412	7/1/2012	Y	N
1117PB	WkfrceDevDv	15	03	Act 164/2013	C/S	119286	Account Clerk V	N	1.00	-	33,756	7/1/2012	Y	N
1117PB	WkfrceDevDv	22	13	Act 164/2015	C/S	119385	Mgmt Info Sys Spec	N	-	1.00	25,668	7/1/2012	Y	N
1117PB	WkfrceDevDv	NA	13	Act 164/2011	C/S	100987	Asset Program Specialist	N	-	1.00	44,283	7/1/2010	Y	N
1117PB	AdminSvcsOfc	15	03	Act 164/2011	C/S	119286	Account Clerk V	N	1.00	-	33,756	7/1/2010	Y	N
1117PB	WkfrceDevDv	NA	13	Act 164/2011	C/S	119397	Job Training Specialist	N	-	1.00	42,180	7/1/2010	Y	N
1117PB	WkfrceDevDv	NA	13	Act 164/2011	C/S	119398	Job Training Specialist	N	-	1.00	42,180	7/1/2010	Y	N
1117PB	WkfrceDevDv	NA	13	Act 164/2011	C/S	119399	Employment & Training Asst	N	-	1.00	21,096	7/1/2010	Y	N
							Sub-Total	N	3.00	10.50	585,213			
								B	-	1.00	47,412			
									3.00	11.50	632,625			
1357A	WkfrceDevCn	22	13	Act 164/2011	C/S	91235	Program Spclt IV	N	-	1.00	43,824	7/1/2010	Y	N
1357A	WkfrceDevCn	24	13	Act 164/2011	C/S	91236	Employment Analyst V	N	-	1.00	51,312	7/1/2010	Y	N
1357A	WkfrceDevCn	NA	93	Act 164/2011	Exempt	100278	Executive Director	A	0.10	-	8,496	9/29/2012	Y	N

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									Perm	Temp				
135/A	WkrfceDevCn	NA	93	Act 164/2011	Exempt	100278	Executive Director	N	0.90	-	76,464	9/27/2012	Y	N
135/A	WkrfceDevCn	NA	-	Act 164/2011	Exempt	103406	Student Intern II	N	-	-	-	7/1/2010	Y	N
135/A	WkrfceDevCn	NA	-	Act 164/2011	Exempt	103407	Student Intern II	N	-	-	-	7/1/2010	Y	N
135/A	WkrfceDevCn	NA	-	Act 164/2011	Exempt	103631	Student Intern II	N	-	-	-	7/1/2010	Y	N
							Sub-Total	A	0.10	-	8,496.00			
								N	0.90	2.00	171,600.00			
									1.00	2.00	180,096			
143/EA	OcupSat&Hlth	26	23	Act 164/2011	C/S	8343	OSH Advisor VI	A	0.50	-	41,064	12/31/2011	Y	N
143/EA	OcupSat&Hlth	26	23	Act 164/2011	C/S	8343	OSH Advisor VI	N	0.50	-	41,064	12/31/2011	Y	N
143/EA	OcupSat&Hlth	22	13	Act 164/2011	C/S	120243	OSH Program Spec V	A	0.50	-	23,718	6/1/2012	Y	Y (2)
143/EA	OcupSat&Hlth	22	13	Act 164/2011	C/S	120243	OSH Program Spec V	N	0.50	-	23,718	6/1/2012	Y	Y (2)
143/EA	OcupSat&Hlth	23	04	Act 164/2011	C/S	120266	Supvg OSH Compliance Offcr II	N	0.50	-	24,300	7/1/2010	Y	N
143/EA	OcupSat&Hlth	NA	73	Act 164/2011	C/S	116673	Research Statistician III	N	-	1.00	64,170	7/1/2010	Y	N
143/EA	OcupSat&Hlth	23	04	Act 164/2011	C/S	120266	Supvg OSH Compliance Offcr II	A	0.50	-	24,300	7/1/2010	Y	N
							Sub-Totals	A	1.50	-	89,082			
								N	1.50	1.00	153,252			
									3.00	1.00	242,334			
143/EB	OcupSat&Hlth	21	03	Act 164/2011	C/S	24643	Elevator Ins II	B	1.00	-	60,000	11/16/2012	Y	N
143/EB	OcupSat&Hlth	21	03	Act 164/2011	C/S	25271	Elevator Ins II	B	1.00	-	61,884	11/10/2012	Y	N
143/EB	OcupSat&Hlth	25	04	Act 164/2011	C/S	120609	Supvg OSHCO II	B	1.00	-	76,944	7/1/2012	Y	N
143/EB	OcupSat&Hlth	21	03	Act 164/2011	C/S	120611	Elevator Ins II	B	1.00	-	60,000	7/2/2012	Y	N
143/EB	OcupSat&Hlth	21	03	Act 164/2011	C/S	120614	Elevator Ins II	B	1.00	-	60,000	7/3/2012	Y	N
143/EB	OcupSat&Hlth	21	03	Act 164/2011	C/S	120615	Elevator Ins II	B	1.00	-	60,000	7/4/2012	Y	N
143/EB	OcupSat&Hlth	21	03	Act 164/2011	C/S	120616	Boiler Inspector	B	1.00	-	60,000	7/1/2010	Y	N
143/EB	OcupSat&Hlth	08	03	Act 164/2011	C/S	120617	OA III	B	1.00	-	30,036	7/5/2012	Y	Y (2)
143/EB	OcupSat&Hlth	08	03	Act 164/2011	C/S	120618	OA III	B	1.00	-	30,036	7/6/2012	Y	Y (1)
143/EB	OcupSat&Hlth	23	04	Act 164/2011	C/S	17641	Supervising Elevator Inspector	B	1.00	-	69,600	7/1/2010	Y	Y (2)
							Sub-Totals	B	8.00	-	446,616			
152/CA	Wage Stds DV	24	23	Act 164/2011	C/S	41197	Labor Law Enfc Spclt V	A	1.00	-	67,488	12/1/2011	Y	N

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Program ID No	Division	SR Level	BU Code	Legal Authority	Civ Svs or Exempt	Position	Title	MOF	POS FTE		ANNUAL SALARY	Date of Vacancy	Authority to Hire (Y/N)	Occupied by 89 Day Exempt	
									Perm	Temp					
							Sub-Totals	A	1.00		67,488				
1537RA	CivRightsCom	08	03	Act 164/2011	C/S	24505	OA III	N	-	1.00	25,668	7/1/2012	Y	Y (2)	
1537RA	CivRightsCom	22	13	Act 164/2011	C/S	28984	Investigator IV	N	-	1.00	39,336	7/2/2012	Y	Y (2)	
1537RA	CivRightsCom	22	13	Act 164/2011	C/S	47949	Investigator IV	N	-	1.00	39,336	7/3/2012	Y	Y (2)	
1537RA	CivRightsCom	22	13	Act 164/2011	C/S	47954	Civil Rights Spec V	A	0.50	-	26,676	9/16/2011	Y	N	
1537RA	CivRightsCom	22	13	Act 164/2011	C/S	47954	Civil Rights Spec V	N	0.50	-	26,676	9/16/2011	Y	N	
1537RA	CivRightsCom	NA	-	Act 164/2011	Exempt	103054	Student Law Intern II	N	-	-	-	7/1/2010	N	N	
1537RA	CivRightsCom	NA	-	Act 164/2011	Exempt	103055	Student Law Intern II	N	-	-	-	7/1/2010	N	N	
1537RA	CivRightsCom	NA	-	Act 164/2011	Exempt	103056	Student Law Intern II	N	-	-	-	7/1/2010	N	N	
1537RA	CivRightsCom	NA	-	Act 164/2011	Exempt	103181	Student Law Intern II	N	-	-	-	7/1/2010	N	N	
1537RA	CivRightsCom	NA	-	Act 164/2011	Exempt	103632	Student Law Intern II	N	-	-	-	7/1/2010	N	N	
1537RA	CivRightsCom	NA	73	Act 164/2011	Exempt	109000	Staff Attorney	N	-	1.00	60,732	7/1/2010	N	N	
1537RA	CivRightsCom	NA	73	Act 164/2011	Exempt	109858	Staff Attorney	N	-	1.00	67,608	11/1/2012	N	N	
							Sub-Totals	A	0.50	-	26,676				
								N	0.50	5.00		259,356			
									1.00	5.00		286,032			
1717LA	UnempInsDiv	13	03	Act 164/2011	C/S	187	Unemployment Ins Asst V	N	1.00	-	46,176	7/14/2012	Y	N	
1717LA	UnempInsDiv	24	13	Act 164/2011	C/S	4051	Unemployment Ins Spec V	N	1.00	-	67,488	8/1/2012	Y	N	
1717LA	UnempInsDiv	22	13	Act 164/2011	C/S	7740	Unemployment Ins Spec V	N	1.00	-	64,920	8/1/2012	Y	Y (1)	
1717LA	UnempInsDiv	22	13	Act 164/2011	C/S	8788	Unemployment Ins Spec V	N	1.00	-	57,708	8/1/2012	Y	N	
1717LA	UnempInsDiv	22	13	Act 164/2011	C/S	10742	Unemployment Ins Spcl IV	N	1.00	-	45,576	12/31/2011	Y	N	
1717LA	UnempInsDiv	22	13	Act 164/2011	C/S	10834	Unemployment Ins Spcl IV	N	1.00	-	45,576	11/30/2011	Y	N	
1717LA	UnempInsDiv	20	13	Act 164/2011	C/S	13098	Unemployment Ins Spcl III	N	1.00	-	51,312	7/1/2010	Y	N	
1717LA	UnempInsDiv	13	03	Act 164/2011	C/S	21520	Unemployment Ins Spec V	N	1.00	-	36,516	8/1/2012	Y	N	
1717LA	UnempInsDiv	15	03	Act 164/2011	C/S	21521	Unemployment Ins Asst VI	N	1.00	-	46,176	7/1/2010	Y	N	
1717LA	UnempInsDiv	13	03	Act 164/2011	C/S	22349	Unemployment Ins Spec V	N	1.00	-	36,516	8/1/2012	Y	N	
1717LA	UnempInsDiv	13	03	Act 164/2011	C/S	23106	Unemployment Ins Asst V	N	1.00	-	39,480	11/30/2011	Y	N	
1717LA	UnempInsDiv	13	03	Act 164/2011	C/S	23110	Unemployment Ins Asst V	N	1.00	-	36,516	8/1/2012	Y	N	
1717LA	UnempInsDiv	13	03	Act 164/2011	C/S	23123	Unemployment Ins Asst V	N	0.50	-	14,430	9/18/2012	Y	N	
1717LA	UnempInsDiv	09	03	Act 164/2011	C/S	23589	Unemployment Ins Asst III	N	0.50	-	12,342	7/1/2010	Y	N	
1717LA	UnempInsDiv	13	03	Act 164/2011	C/S	24697	Unemployment Ins Asst V	N	0.50	-	14,430	11/30/2011	Y	N	
1717LA	UnempInsDiv	13	03	Act 164/2011	C/S	24699	Unemployment Ins Asst V	N	0.50	-	16,212	8/1/2012	Y	N	
1717LA	UnempInsDiv	18	13	Act 164/2011	C/S	201	Auditor II	N	1.00	-	38,988	11/1/2012	Y	N	
1717LA	UnempInsDiv	20	13	Act 164/2011	C/S	9923	Unemployment Ins Spec III	N	1.00	-	42,132	11/1/2012	Y	N	
1717LA	UnempInsDiv	13	03	Act 164/2011	C/S	24704	Unemployment Ins Asst V	N	0.50	-	16,212	11/30/2011	Y	N	

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									Perm	Temp				
1717/LA	UnemplnsDiv	9	03	Act 164/2011	C/S	24706	Unemployment Ins Asst III	N	0.50	-	14,430	8/1/2012	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	24707	Unemployment Ins Asst V	N	0.50	-	16,212	6/16/2012	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	24708	Unemployment Ins Asst V	N	1.00	-	31,212	7/1/2010	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	25924	Unemployment Ins Asst V	N	1.00	-	37,968	12/31/2011	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	25928	Unemployment Ins Asst V	N	1.00	-	41,040	11/30/2011	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	26672	Unemployment Ins Asst V	N	0.50	-	16,212	7/1/2010	Y	N
1717/LA	UnemplnsDiv	16	03	Act 164/2011	C/S	26984	Unemployment Ins Spec I	N	0.50	-	16,656	3/10/2012	Y	N
1717/LA	UnemplnsDiv	22	13	Act 164/2011	C/S	26993	Unemployment Ins Spec IV	N	1.00	-	62,424	1/28/2012	Y	Y (2)
1717/LA	UnemplnsDiv	18	13	Act 164/2011	C/S	26997	Unemployment Ins Spclt II	N	1.00	-	51,312	12/31/2011	Y	N
1717/LA	UnemplnsDiv	9	03	Act 164/2011	C/S	27009	Unemployment Ins Asst III	N	0.50	-	12,342	8/1/2012	Y	N
1717/LA	UnemplnsDiv	9	03	Act 164/2011	C/S	27270	Unemployment Ins Asst III	N	0.50	-	14,430	2/1/2012	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	27274	Unemployment Ins Asst V	N	0.50	-	16,212	11/30/2011	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	27755	Unemployment Ins Asst V	N	0.50	-	16,212	08/01/152	Y	Y (2)
1717/LA	UnemplnsDiv	9	03	Act 164/2011	C/S	27761	Unemployment Ins Asst III	N	0.50	-	14,430	6/30/2012	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	27762	Unemployment Ins Asst IV	N	0.50	-	13,332	11/30/2011	Y	N
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	27763	Unemployment Ins Asst III	N	0.50	-	12,342	7/1/2010	Y	N
1717/LA	UnemplnsDiv	22	13	Act 164/2011	C/S	29126	Unemployment Spec IV	N	1.00	-	57,708	8/1/2012	Y	Y (2)
1717/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	31879	Unemployment Spec III	N	1.00	-	49,332	6/16/2012	Y	N
1717/LA	UnemplnsDiv	22	13	Act 164/2011	C/S	35349	Unemployment Ins Spclt IV	N	1.00	-	67,488	12/31/2011	Y	N
1717/LA	UnemplnsDiv	16	13	Act 164/2011	C/S	91268	Unemployment Ins Spclt I	N	1.00	-	36,024	7/1/2010	Y	N
1717/LA	UnemplnsDiv	16	13	Act 164/2011	C/S	91269	Unemployment Ins Spclt I	N	1.00	-	36,024	7/1/2010	Y	N
1717/LA	UnemplnsDiv	22	13	Act 164/2011	C/S	91270	Auditor IV	N	1.00	-	45,576	7/1/2010	Y	N
1717/LA	UnemplnsDiv	24	13	Act 164/2011	C/S	91554	Unemployment Ins Spclt V	B	-	1.00	51,312	7/1/2010	Y	N
1717/LA	UnemplnsDiv	22	13	Act 164/2011	C/S	93551	Auditor IV	B	-	1.00	51,312	7/1/2010	Y	N
1717/LA	UnemplnsDiv	22	13	Act 164/2011	C/S	93552	Auditor IV	B	-	1.00	51,312	7/1/2010	Y	N
1717/LA	UnemplnsDiv	22	13	Act 164/2011	C/S	93553	Auditor IV	B	-	1.00	51,312	7/1/2010	Y	N
1717/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	99213	Unemployment Ins Spec V	N	1.00	-	42,132	7/7/2012	Y	N
1717/LA	UnemplnsDiv	24	13	Act 164/2011	C/S	99701	Unemployment Ins Spclt V	B	-	1.00	51,312	7/1/2010	Y	N
1717/LA	UnemplnsDiv	24	13	Act 164/2011	C/S	99702	Unemployment Ins Spclt V	B	-	1.00	51,312	7/1/2010	Y	N
1717/LA	UnemplnsDiv	24	13	Act 164/2011	C/S	99703	Unemployment Ins Spclt V	B	-	1.00	51,312	7/1/2010	Y	N
1717/LA	UnemplnsDiv	24	13	Act 164/2011	C/S	119329	Unemployment Ins Spec V	B	-	1.00	51,312	2/7/2012	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	119331	Unemployment Ins Asst V	B	-	1.00	51,312	7/1/2010	Y	N
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	120050	Unemployment Ins Asst III	N	0.50	-	14,430	8/1/2012	Y	N
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	120063	Unemployment Ins Asst III	N	0.50	-	14,430	11/30/2011	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	23122	Unemployment Ins Asst III	N	0.50	-	15,606	11/1/2012	Y	N
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	25158	Unemployment Ins Asst III	N	0.50	-	14,430	11/1/2012	Y	N
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	120068	Unemployment Ins Asst V	N	0.50	-	14,430	12/31/2011	Y	N
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	120083	Unemployment Ins Asst III	N	0.50	-	14,430	8/1/2012	Y	Y (2)

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									Perm	Temp				
1717/LA	UnemplnsDiv	9	03	Act 164/2011	C/S	120084	Unemployment Ins Asst III	N	0.50	-	14,430	8/28/2012	Y	N
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	120090	Unemployment Ins Asst III	N	0.50	-	14,430	11/30/2011	Y	Y (2)
1717/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	120101	Unemployment Ins Spclf III	N	1.00	-	36,024	12/31/2011	Y	Y (1)
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00000190	Unemployment Ins Asst III	N	0.50	-	10,950	7/1/2010	Y	N
1717/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00004047	Unemployment Ins Spclf III	N	1.00	-	49,332	7/1/2010	Y	N
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00004056	Unemployment Ins Asst III	N	1.00	-	25,668	7/1/2010	Y	N
1717/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00012239	Unemployment Ins Spclf III	N	0.50	-	21,072	7/1/2010	Y	Y (2)
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00013553	Unemployment Ins Asst III	N	0.50	-	14,430	7/1/2010	Y	Y (1)
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00014856	Unemployment Ins Asst III	N	0.50	-	12,342	7/1/2010	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00015213	Unemployment Ins Asst V	N	1.00	-	36,492	7/1/2010	Y	N
1717/LA	UnemplnsDiv	24	13	Act 164/2011	C/S	00021765	Auditor V	N	1.00	-	62,424	7/1/2010	Y	N
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00023105	Unemployment Ins Asst III	N	0.50	-	12,342	7/1/2010	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00023107	Unemployment Ins Asst V	N	1.00	-	36,516	7/1/2010	Y	N
1717/LA	UnemplnsDiv	22	13	Act 164/2011	C/S	00023128	Unemployment Ins Spclf IV	N	1.00	-	45,576	7/1/2010	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00024711	Unemployment Ins Asst V	N	0.50	-	12,342	7/1/2010	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00024716	Unemployment Ins Asst V	N	0.50	-	16,212	7/1/2010	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00024718	Unemployment Ins Asst V	N	0.50	-	16,212	7/1/2010	Y	N
1717/LA	UnemplnsDiv	18	13	Act 164/2011	C/S	00025778	Auditor II	N	1.00	-	57,708	7/1/2010	Y	N
1717/LA	UnemplnsDiv	24	13	Act 164/2011	C/S	00025831	Unemployment Ins Spclf V	N	1.00	-	64,920	7/1/2010	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00025917	Unemployment Ins Asst V	N	1.00	-	41,040	7/1/2010	Y	N
1717/LA	UnemplnsDiv	11	03	Act 164/2011	C/S	00025918	Unemployment Ins Asst VI	N	1.00	-	44,412	7/1/2010	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00025919	Unemployment Ins Asst V	N	0.50	-	16,212	7/1/2010	Y	Y (2)
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00025920	Unemployment Ins Asst V	N	1.00	-	41,040	7/1/2010	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00025926	Unemployment Ins Asst V	N	1.00	-	31,212	7/1/2010	Y	N
1717/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00026978	Unemployment Ins Spclf III	N	0.50	-	26,676	7/1/2010	Y	N
1717/LA	UnemplnsDiv	22	13	Act 164/2011	C/S	00027007	Unemployment Ins Spclf IV	N	1.00	-	51,312	7/1/2010	Y	N
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00027008	Unemployment Ins Asst III	N	0.50	-	26,664	7/1/2010	Y	N
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00027769	Unemployment Ins Asst III	N	1.00	-	6,171	7/1/2010	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00027772	Unemployment Ins Asst V	N	1.00	-	44,412	7/1/2010	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00027777	Unemployment Ins Asst V	N	0.50	-	15,606	7/1/2010	Y	N
1717/LA	UnemplnsDiv	22	13	Act 164/2011	C/S	00027896	Auditor IV	N	1.00	-	62,424	7/1/2010	Y	N
1717/LA	UnemplnsDiv	24	13	Act 164/2011	C/S	00035347	Unemployment Ins Spclf V	N	1.00	-	67,488	7/1/2010	Y	N
1717/LA	UnemplnsDiv	08	03	Act 164/2011	C/S	00037221	Office Assistant III	N	1.00	-	35,064	7/1/2010	Y	N
1717/LA	UnemplnsDiv	22	13	Act 164/2011	C/S	00040267	Auditor IV	N	1.00	-	45,576	7/1/2010	Y	N
1717/LA	UnemplnsDiv	18	13	Act 164/2011	C/S	00042390	Auditor II	N	1.00	-	45,576	7/1/2010	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	27776	Unemployment Ins Asst V	N	1.00	-	41,040	11/1/2012	Y	N
1717/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	27897	Unemployment Ins Asst V	N	1.00	-	31,212	11/1/2012	Y	N
1717/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00119330	Unemployment Ins Asst III	B	-	1.00	51,312	7/1/2010	Y	N

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Contact Person: Francis Kagawa

Phone: 586-8887

Program ID No	Division	SR Level	BU Code	Legal Authority	Civ Svs or Exempt	Position	Title	MOF	POS FTE		ANNUAL SALARY	Date of Vacancy	Authority to Hire (Y/N)	Occupied by 89 Day Exempt
									Perm	Temp				
171/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00119445	Unemployment Ins Spclt III	B	-	1.00	42,132	7/1/2010	Y	N
171/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00119446	Unemployment Ins Spclt III	B	-	1.00	42,132	7/1/2010	Y	N
171/LA	UnemplnsDiv	16	13	Act 164/2011	C/S	00119447	Unemployment Ins Spclt I	B	-	1.00	42,132	7/1/2010	Y	N
171/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00119448	Unemployment Ins Spclt III	B	-	1.00	42,132	7/1/2010	Y	N
171/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00119449	Unemployment Ins Spclt III	B	-	1.00	42,132	7/1/2010	Y	N
171/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00119450	Unemployment Ins Asst III	B	-	1.00	42,132	7/1/2010	Y	N
171/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00119451	Unemployment Ins Asst III	B	-	1.00	51,312	7/1/2010	Y	N
171/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00119452	Unemployment Ins Spclt III	B	-	1.00	45,576	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120051	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00120055	Unemployment Ins Spclt III	N	1.00	-	36,024	7/1/2010	Y	N
171/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00120057	Unemployment Ins Spclt III	N	1.00	-	36,024	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120058	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120059	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120060	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120062	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120064	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120065	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120066	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120067	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120070	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120071	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120072	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120073	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120074	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	00120075	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00120077	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00120087	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00120089	Unemployment Ins Asst V	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	09	03	Act 164/2011	C/S	00120091	Unemployment Ins Asst III	N	0.50	-	14,430	7/1/2010	Y	N
171/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00120104	Unemployment Ins Spclt III	N	1.00	-	36,024	7/1/2010	Y	N
171/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00120105	Unemployment Ins Spclt III	N	1.00	-	36,024	7/1/2010	Y	N
171/LA	UnemplnsDiv	20	13	Act 164/2011	C/S	00120106	Unemployment Ins Spclt III	N	1.00	-	36,024	7/1/2010	Y	N
171/LA	UnemplnsDiv	13	03	Act 164/2011	C/S	26996	Unemployment Ins Asst V III	N	0.50	-	14,430	11/1/2012	Y	N
							Sub-totals	A	-	-	-			
								B	-	18.00	862,800			
								N	82.00	-	3,238,791			
								U	-	-	-			

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Contact Person: Francis Kagawa

Phone: 586-8887

Program ID No	Division	SR Level	BU Code	Legal Authority	Civ Svs or Exempt	Position	Title	MOF	POS FTE		ANNUAL SALARY	Date of Vacancy	Authority to Hire (Y/N)	Occupied by 89 Day Exempt
									Perm	Temp				
									82.00	18.00	4,101,591			
1837DA	DisabCompDiv	26	13	Act 164/2011	C/S	32613	HO V	A	1.00	-	82,128	10/1/2012	Y	N
1837DA	DisabCompDiv	06	03	Act 164/2011	C/S	14045	OA II	A	1.00	-	31,212	11/30/2012	Y	N
1837DA	DisabCompDiv	EM05	35	Act 164/2011	C/S	1139	Labor Programs Field Mgr II	A	1.00	-	88,404	7/1/2012	Y	N
1837DA	DisabCompDiv	08	03	Act 164/2011	C/S	22179	OA III	A	1.00	-	30,036	8/1/2012	Y	Y
1837DA	DisabCompDiv	24	23	Act 164/2011	C/S	25954	DC Ent Spev V	A	1.00	-	70,224	7/1/2012	Y	N
1837DA	DisabCompDiv	10	03	Act 164/2011	C/S	35532	OA IV	A	1.00	-	37,968	8/1/2012	Y	N
1837DA	DisabCompDiv	10	03	Act 164/2011	C/S	36480	OA IV	A	1.00	-	30,036	8/4/2012	Y	Y (2)
1837DA	MauiDist	26	13	Act 164/2011	C/S	36482	Wkr's Comp Hearings Offcr V	A	1.00	-	82,128	12/31/2011	Y	N
1837DA	MauiDist	EM05	35	Act 164/2011	C/S	00000059	Labor Programs Field Mgr II	A	1.00	-	93,480	7/1/2010	Y	N
1837DA	DisabCompDiv	18	63	Act 164/2011	C/S	00000064	Secretary IV	A	1.00	-	49,932	7/1/2010	Y	N
1837DA	DisabCompDiv	08	03	Act 164/2011	C/S	00030084	Office Assistant III	A	1.00	-	25,668	7/1/2010	Y	Y (2)
1837DA	DisabCompDiv	24	13	Act 164/2011	C/S	92180L	Disability Comp Prgm Spclt I	B	-	0.50	25,656	7/1/2010	Y	N
1837DA	DisabCompDiv	24	13	Act 164/2011	C/S	92181L	Disability Comp Prgm Spclt I	B	-	0.50	25,656	7/1/2010	Y	N
1837DA	DisabCompDiv	22	13	Act 164/2011	C/S	92182L	Auditor IV	B	-	1.00	45,576	7/1/2010	Y	N
1837DA	DisabCompDiv	24	13	Act 164/2011	C/S	92183L	Disability Comp Prgm Spclt I	B	-	1.00	45,576	7/1/2010	Y	N
1837DA	DisabCompDiv	20	13	Act 164/2011	C/S	92185L	Accountant III	B	-	1.00	42,132	7/1/2010	Y	N
1837DA	DisabCompDiv	11	03	Act 164/2011	C/S	92186L	Account Clerk III	B	-	1.00	28,836	7/1/2010	Y	N
1837DA	DisabCompDiv	08	03	Act 164/2011	C/S	35549	OA III	A	1.00	-	33,756	11/30/2012	Y	N
							Sub-totals	A	10.00	-	541,632			
								B	-	5.00	213,432			
								N	-	-	-			
								U	-	-	-			
									10.00	5.00	755,064			
8717DA	EmpSecApiRet	8	03	Act 164/2011	C/S	25576	OA III	N	0.70	-	12,834	4/22/2012	Y	N
8717DA	EmpSecApiRet	08	03	Act 164/2011	C/S	91871	Office Assistant III	N	1.00	-	25,668	7/1/2010	Y	N
8717DA	EmpSecApiRet	08	03	Act 164/2011	C/S	91872	Office Assistant III	N	1.00	-	25,668	7/1/2010	Y	N
8717DA	EmpSecApiRet	26	13	Act 164/2011	C/S	00004552	Empl Security Appeals Referee	N	1.00	-	60,024	7/1/2010	Y	N
8717DA	EmpSecApiRet	08	13	Act 164/2011	C/S	00027971	Empl Security Appeals Referee	N	0.45	-	32,458	7/1/2010	Y	N
8717DA	EmpSecApiRet	08	13	Act 164/2011	C/S	00027972	Empl Security Appeals Referee	N	0.45	-	27,750	8/1/2012	Y	N
							Sub-Total	N	4.60	-	184,402			

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Contact Person: Francis Kagawa

Phone: 586-8887

Program ID No	Division	SR Level	BU Code	Legal Authority	Civ Svs or Exempt	Position	Title	MOF	POS FTE		ANNUAL SALARY	Date of Vacancy	Authority to Hire (Y/N)	Occupied by 89 Day Exempt
									Perm	Temp				
9017GA	Res&StatsOfc	20	13	Act 164/2011	C/S	26303	Research Statistician III	N	1.00	-	49,332	8/1/2012	Y	N
9017GA	Res&StatsOfc	10	03	Act 164/2011	C/S	91901	Statistics Clerk I	N	1.00	-	27,756	7/1/2010	Y	N
9017GA	Res&StatsOfc	08	03	Act 164/2011	C/S	91903	Office Assistant III	N	1.00	-	25,668	7/1/2010	Y	N
9017GA	Res&StatsOfc	10	03	Act 164/2011	C/S	91904	Statistics Clerk I	N	1.00	-	27,756	7/1/2010	Y	N
9017GA	Res&StatsOfc	22	13	Act 164/2011	C/S	91905	Research Statistician IV	N	1.00	-	45,576	7/1/2010	Y	N
9017GA	Res&StatsOfc	20	13	Act 164/2011	C/S	91906	Research Statistician III	N	1.00	-	42,132	7/1/2010	Y	N
9017GA	Res&StatsOfc	20	13	Act 164/2011	C/S	91907	Research Statistician III	N	1.00	-	42,132	7/1/2010	Y	N
9017GA	Res&StatsOfc	16	13	Act 164/2011	C/S	91908	Research Statistician I	N	1.00	-	36,024	7/1/2010	Y	N
9017GA	Res&StatsOfc	22	13	Act 164/2011	C/S	91909	Research Statistician III	N	1.00	-	42,132	7/1/2010	Y	N
9017GA	Res&StatsOfc	10	03	Act 164/2011	C/S	91910	Statistics Clerk I	N	1.00	-	27,756	7/1/2010	Y	N
9017GA	Res&StatsOfc	20	13	Act 164/2011	C/S	91911	Research Statistician III	N	1.00	-	42,132	7/1/2010	Y	N
9017GA	Res&StatsOfc	10	03	Act 164/2011	C/S	91912	Office Assistant IV	N	-	1.00	27,755	7/1/2010	Y	N
9017GA	Res&StatsOfc	16	13	Act 164/2011	C/S	97008	Research Statistician I	A	-	1.00	27,756	7/1/2010	Y	N
9017GA	Res&StatsOfc	NA	13	Act 164/2011	Exempt	119443	LMI Statistical Analyst	N	-	1.00	54,000	12/31/2011	N	N
9017GA	Res&StatsOfc	NA	13	Act 164/2011	Exempt	119444	LMI Statistical Analyst Asst	N	-	1.00	45,600	12/31/2011	N	N
9017GA	Res&StatsOfc	22	13	Act 164/2011	C/S	120219	Research Statistician IV	N	1.00	-	42,132	7/1/2010	Y	Y (2)
							Sub-Total	A	-	1.00	27,756			
								N	12.00	3.00	577,883			
									12.00	4.00	605,639			
9027AA	Personnel	24	73	Act 164/2011	C/S	9868	PMS V	A	0.39	-	16,720	10/1/2012	Y	N
9027AA	Personnel	24	73	Act 164/2011	C/S	9868	PMS V	N	0.61	-	26,152	10/1/2012	Y	N
9027AA	EDPSO	24	13	Act 164/2011	C/S	27822	IT Specialist V	N	1.00	-	73,044	11/30/2012	Y	N
9027AA	Admin Svcs Ofc	26	13	Act 164/2011	C/S	186	Accountant VI	N	1.00	-	67,488	7/1/2012	Y	N
9027AA	Admin Svcs Ofc	14	04	Act 164/2011	C/S	3608	Clerical Supr III	A	1.00	-	41,040	9/30/2012	Y	Y (1)
9027AA	Admin Svcs Ofc	8	03	Act 164/2011	C/S	22693	OA III	N	-	1.00	23,736	7/1/2012	Y	N
9027AA	Ofc of Dir	26	73	Act 164/2011	C/S	42360	Planner VI	A	1.00	-	60,686	7/1/2011	Y	N
9027AA	Personnel	13	63	Act 164/2011	C/S	45634	Personnel Clerk V	A	0.39	-	13,675	9/1/2012	Y	N
9027AA	Personnel	13	63	Act 164/2011	C/S	45634	Personnel Clerk V	N	0.61	-	21,389	9/1/2012	Y	N
9027AA	Admin Svcs Ofc	18	13	Act 164/2011	C/S	99192	Program Budget Analyst	A	-	0.46	15,528	7/1/2011	Y	N
9027AA	Admin Svcs Ofc	18	13	Act 164/2011	C/S	99192	Program Budget Analyst	N	-	0.54	18,228	7/1/2011	Y	N
9027AA	Admin Svcs Ofc	22	13	Act 164/2011	C/S	111028	CIDS Computer Programmer	N	-	1.00	43,836	7/1/2011	Y	N

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Department Labor & Industrial Relations

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Contact Person: Francis Kagawa

Phone: 586-8887

Program ID No	Division	SR Level	BU Code	Legal Authority	Civ Svs or Exempt	Position	Title	MOF	POS FTE		ANNUAL SALARY	Date of Vacancy	Authority to Hire (Y/N)	Occupied by 89 Day Exempt
									Perm	Temp				
							Sub-Totals	A	2.39	0.46	130,929			
								N	1.61	2.54	174,677			
									4.00	3.00	305,606			
903/NA	OfcCommSvcs	NA	NA	Act 164/2011	Exempt	100487	OCS Program Specialist	N	-	1.00	54,000	10/1/2011	Y	N
903/NA	OfcCommSvcs	NA	NA	Act 164/2011	Exempt	100520	OCS Accountant	N	-	1.00	54,744	10/1/2011	Y	N
903/NA	OfcCommSvcs	NA	NA	Act 164/2011	Exempt	100527	OCS Program Specialist	N	-	1.00	52,500	10/1/2011	Y	N
903/NA	OfcCommSvcs	NA	NA	Act 164/2011	Exempt	100952	OCS Program Specialist	N	-	1.00	48,773	7/1/2011	Y	N
903/NA	OfcCommSvcs	NA	NA	Act 164/2011	Exempt	101830	OCS Program Specialist	N	-	1.00	52,500	11/9/2012	Y	N
							Sub-Total		-	5.00	262,517			
905/GB	Res&StatsOfc	18	13	Act 164/2011	C/S	119281	Research Statistician I	N	-	1.00	33,360	9/1/2012	Y	N
905/GB	Res&StatsOfc	18	13	Act 164/2011	C/S	119282	Research Statistician I	N	-	1.00	36,024	8/1/2012	Y	Y (2)
905/GB	Res&StatsOfc	24	13	Act 164/2011	C/S	00119277	Program Specialist V	A	-	1.00	75,960	7/1/2011	Y	N
							Sub-total	A	-	1.00	75,960			
								N	-	2.00	69,384			
									-	3.00	145,344			
							Totals	A	15.49	2.46	968,019			
								B	8.00	24	1,570,260			
								N	146.11	123.54	10,591,946			
								U	-	11.50	548,418.00			
							TOTAL		169.60	161.50	13,678,643			

Department of Labor and Industrial Relations
Overtime Expenditures

Table 14

Prog ID	Program Title	MOF	FY12 (actual)			FY13 (estimated)			FY14 (budgeted)		
			Base Salary	Overtime	Overtime	Base Salary	Overtime	Overtime	Base Salary	Overtime	Overtime
			\$\$\$\$	\$\$\$\$	Percent	\$\$\$\$	\$\$\$\$	Percent	\$\$\$\$	\$\$\$\$	Percent
LBR 111/PA	Workforce Development	N	\$ 11,905,818	\$ 2,728	0.0%	\$ 11,232,117	\$ 2,500	0.0%	\$ 11,854,650	\$ 2,250	0.0%
LBR 111/PB	Workforce Development	N	\$ 1,620,180	\$ 1,290	0.0%	\$ 1,587,547	\$ 1,200	0.0%	\$ 1,679,226	\$ 1,080	0.0%
LBR 135/IA	Workforce Development Council	N	\$ 244,062	\$ 718	0.0%	\$ 331,775	\$ 700	0.0%	\$ -	\$ -	0.0%
LBR 143/EA	HI Occupational Safety & Health	A	\$ 764,568	\$ 59,031	8.0%	\$ 739,898	\$ 53,000	7.0%	\$ 837,157	\$ 45,050	5.0%
LBR 143/EA	HI Occupational Safety & Health	N	\$ 1,150,055	\$ 54,880	5.0%	\$ 1,084,978	\$ 49,000	5.0%	\$ 1,136,215	\$ 42,000	4.0%
LBR 143/EB	HI Occupational Safety & Health	A	\$ 582,920	\$ 23,467	4.0%	\$ 1,756,012	\$ 22,000	1.0%	\$ -	\$ -	0.0%
LBR 143/EB	HI Occupational Safety & Health	B	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ 1,756,012	\$ 19,800	1.0%
LBR 152/CA	Wage Standards	A	\$ 1,027,788	\$ 755	0.0%	\$ 994,625	\$ 750	0.0%	\$ 1,027,788	\$ 750	0.0%
LBR 153/RA	HI Civil Rights Commission	N	\$ 512,560	\$ 221	0.0%	\$ 535,783	\$ 200	0.0%	\$ 236,360	\$ 200	0.0%
LBR 161/KA	HI Labor Relations Board	A	\$ 533,712	\$ 77	0.0%	\$ 576,491	\$ 70	0.0%	\$ 573,714	\$ 70	0.0%
LBR 171/LA	Unemployment Insurance	N	\$ 15,387,439	\$ 240,235	2.0%	\$ 14,930,630	\$ 200,000	1.0%	\$ 15,736,605	\$ 120,000	0.0%
LBR 183/DA	Disability Compensation	A	\$ 4,087,423	\$ 39,605	1.0%	\$ 3,955,537	\$ 40,000	1.0%	\$ 4,299,271	\$ 40,000	1.0%
LBR 183/DA	Disability Compensation	B	\$ 766,936	\$ 216	0.0%	\$ 749,712	\$ 200	0.0%	\$ 796,858	\$ 200	0.0%
LBR 316/SA	Office of Language Access	A	\$ 163,992	\$ 1,996	1.0%	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
LBR 901/GA	Data Gathering and Analysis	A	\$ 303,183	\$ 8,755	3.0%	\$ 293,400	\$ 4,400	1.0%	\$ 259,290	\$ 2,200	1.0%
LBR 901/GA	Data Gathering and Analysis	N	\$ 1,915,136	\$ 42,607	2.0%	\$ 1,806,766	\$ 37,000	2.0%	\$ 1,943,937	\$ 24,000	1.0%
LBR 902/AA	General Administration	A	\$ 1,093,880	\$ 35,308	3.0%	\$ 1,058,585	\$ 34,000	3.0%	\$ 1,093,880	\$ 28,000	3.0%
		N	\$ 1,892,076	\$ 124,020	7.0%	\$ 1,967,584	\$ 118,000	6.0%	\$ 2,315,908	\$ 100,000	4.0%
	Total		\$ 43,951,728	\$ 635,909	36.0%	\$ 43,601,440	\$ 563,020	27.0%	\$ 45,546,871	\$ 425,600	20.0%

Department of Labor and Industrial Relations
Overpayments as of November 30, 2012

Table 15

<u>Name</u>	<u>Date of Over-</u> <u>payment</u>	<u>Gross</u> <u>Amount</u> <u>Overpaid</u>	<u>Amount</u> <u>Recovered</u>	<u>Balance</u>	<u>Category</u>				<u>Reason for Overpayment</u>	<u>Referred</u> <u>to</u> <u>Attorney</u> <u>General</u>
					<u>Employed</u> <u>Occurred ></u> <u>2 Years</u>	<u>Employed</u> <u>Occurred <</u> <u>2 Years</u>	<u>Not</u> <u>Employed</u> <u>Occurred ></u> <u>2 Years</u>	<u>Not</u> <u>Employed</u> <u>Occurred <</u> <u>2 Years</u>		
	2/17/2012	\$ 1,235.50	\$ 1,235.50	\$ -		0			not deleted upon separation	No
	6/4/2010	\$ 1,685.86	\$ 1,685.86	\$ -		0			not deleted upon separation	

Department of Labor Industrial Relations
Active Contracts

Table 16

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Organization</u>	<u>E/L/P/C/ G/S</u>	<u>Description</u>	<u>How Contract is Monitored</u>	<u>POS Y/N</u>
LBR 111	N	\$ 342,670	A	342,670	306,313	8/8/2011	8/8/2011	6/30/2013	City & Cty of HNL	S	Admin responsibilities for WIA program	WDD & ASO staff	Y
LBR 111	N	\$ 137,821	A	137,821	114,398	7/1/2011	7/1/2011	6/30/2013	County of Hawaii	S	Admin responsibilities for WIA program	WDD & ASO staff	Y
LBR 111	N	\$ 111,360	A	111,360	46,958	7/16/2011	7/16/2011	6/30/2013	County of Maui	S	Admin responsibilities for WIA program	WDD & ASO staff	Y
LBR 111	N	\$ 46,261	A	46,261	46,261	7/1/2011	7/1/2011	6/30/2013	County of Kauai	S	Admin responsibilities for WIA program	WDD & ASO staff	Y
LBR 111	N	\$ 1,116,417	A	1,116,417	1,116,417	8/8/2011	8/8/2011	6/30/2013	City & Cty of HNL	S	E & T program for low-income individuals	WDD & ASO staff	Y
LBR 111	N	\$ 459,380	A	459,380	190,971	7/1/2011	7/1/2011	6/30/2013	County of Hawaii	S	E & T program for low-income individuals	WDD & ASO staff	Y
LBR 111	N	\$ 310,077	A	310,077	210,798	7/16/2011	7/16/2011	6/30/2013	County of Maui	S	E & T program for low-income individuals	WDD & ASO staff	Y
LBR 111	N	\$ 141,909	A	141,909	141,909	7/1/2011	7/1/2011	6/30/2013	County of Kauai	S	E & T program for low-income individuals	WDD & ASO staff	Y
LBR 111	N	\$ 909,152	A	909,152	686,862	8/8/2011	8/8/2011	6/30/2013	City & Cty of HNL	S	E & T program for dislocated workers	WDD & ASO staff	Y
LBR 111	N	\$ 343,604	A	343,604	80,875	7/1/2011	7/1/2011	6/30/2013	County of Hawaii	S	E & T program for dislocated workers	WDD & ASO staff	Y
LBR 111	N	\$ 379,368	A	379,368	298,262	7/16/2011	7/16/2011	6/30/2013	County of Maui	S	E & T program for dislocated workers	WDD & ASO staff	Y
LBR 111	N	\$ 139,595	A	139,595	139,595	7/1/2011	7/1/2011	6/30/2013	County of Kauai	S	E & T program for dislocated workers	WDD & ASO staff	Y
LBR 111	N	\$ 1,058,491	A	1,058,491	610,390	8/8/2011	8/8/2011	6/30/2013	City & Cty of HNL	S	E & T program for low-income youth	WDD & ASO staff	Y
LBR 111	N	\$ 437,427	A	437,427	129,023	7/1/2011	7/1/2011	6/30/2013	County of Hawaii	S	E & T program for low-income youth	WDD & ASO staff	Y
LBR 111	N	\$ 312,811	A	312,811	304,914	7/16/2011	7/16/2011	6/30/2013	County of Maui	S	E & T program for low-income youth	WDD & ASO staff	Y
LBR 111	N	\$ 134,863	A	134,863	134,863	7/1/2011	7/1/2011	6/30/2013	County of Kauai	S	E & T program for low-income youth	WDD & ASO staff	Y
LBR 111	N	\$ 915,042	A	915,042	223,042	7/1/2011	7/1/2011	9/30/2012	Honolulu Community Action Prgm	S	E & T program for low-income seniors	WDD & ASO staff	Y
LBR 111	N	\$ 339,237	A	915,042	80,097	7/1/2011	7/1/2011	9/30/2012	County of Hawaii Office of Aging	S	E & T program for low-income seniors	WDD & ASO staff	Y
LBR 111	N	\$ 190,498	A	190,498	49,529	7/1/2011	7/1/2011	9/30/2012	Maui Economic Opportunity	S	E & T program for low-income seniors	WDD & ASO staff	Y
LBR 111	N	\$ 284,679	A	284,679	32,192	7/1/2011	7/1/2011	9/30/2012	DHS	S	E & T program for low-income seniors	WDD & ASO staff	Y
LBR 111	N	\$ 335,271	A	335,271	335,271	8/9/2012	8/9/2012	6/30/2014	City & Cty of HNL	S	Admin responsibilities for WIA program	WDD & ASO staff	Y
LBR 111	N	\$ 152,121	A	152,121	152,121	7/1/2012	7/1/2012	6/30/2014	County of Hawaii	S	Admin responsibilities for WIA program	WDD & ASO staff	Y
LBR 111	N	\$ 93,108	A	93,108	93,108	7/1/2012	7/1/2012	6/30/2014	County of Maui	S	Admin responsibilities for WIA program	WDD & ASO staff	Y
LBR 111	N	\$ 47,470	A	47,470	47,470	7/1/2012	7/1/2012	6/30/2014	County of Kauai	S	Admin responsibilities for WIA program	WDD & ASO staff	Y
LBR 111	N	\$ 1,070,662	A	1,070,662	1,070,662	8/9/2012	8/9/2012	6/30/2014	City & Cty of HNL	S	E & T program for low-income individuals	WDD & ASO staff	Y
LBR 111	N	\$ 495,316	A	495,316	495,316	7/1/2012	7/1/2012	6/30/2014	County of Hawaii	S	E & T program for low-income individuals	WDD & ASO staff	Y
LBR 111	N	\$ 299,971	A	299,971	299,971	7/1/2012	7/1/2012	6/30/2014	County of Maui	S	E & T program for low-income individuals	WDD & ASO staff	Y
LBR 111	N	\$ 149,985	A	149,985	149,985	7/1/2012	7/1/2012	6/30/2014	County of Kauai	S	E & T program for low-income individuals	WDD & ASO staff	Y
LBR 111	N	\$ 1,007,450	A	1,007,450	1,007,450	8/9/2012	8/9/2012	6/30/2014	City & Cty of HNL	S	E & T program for low-income youth	WDD & ASO staff	Y
LBR 111	N	\$ 468,519	A	468,519	468,519	7/1/2012	7/1/2012	6/30/2014	County of Hawaii	S	E & T program for low-income youth	WDD & ASO staff	Y
LBR 111	N	\$ 301,026	A	301,026	301,026	7/1/2012	7/1/2012	6/30/2014	County of Maui	S	E & T program for low-income youth	WDD & ASO staff	Y

Department of Labor Industrial Relations
Active Contracts

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Organization</u>	<u>E/L/P/C/G/S</u>	<u>Description</u>	<u>How Contract is Monitored</u>	<u>POS Y/N</u>
LBR 111	N	\$ 141,592	A	141,592	141,592	7/1/2012	7/1/2012	6/30/2014	County of Kauai	S	E & T program for low-income youth	WDD & ASO staff	Y
LBR 111	N	\$ 939,348	A	939,348	939,348	8/9/2012	8/9/2012	6/30/2014	City & Cty of HNL	S	E & T program for dislocated workers	WDD & ASO staff	Y
LBR 111	N	\$ 405,276	A	405,276	405,276	7/1/2012	7/1/2012	6/30/2014	County of Hawaii	S	E & T program for dislocated workers	WDD & ASO staff	Y
LBR 111	N	\$ 236,984	A	236,984	236,984	7/1/2012	7/1/2012	6/30/2014	County of Maui	S	E & T program for dislocated workers	WDD & ASO staff	Y
LBR 111	N	\$ 135,665	A	135,665	135,665	7/1/2012	7/1/2012	6/30/2014	County of Kauai	S	E & T program for dislocated workers	WDD & ASO staff	Y
LBR 111	N	\$ 863,117	A	863,117	863,117	7/1/2012	7/1/2012	6/30/2013	Honolulu Community Action Prgm	S	E & T program for low-income seniors	WDD & ASO staff	Y
LBR 111	N	\$ 373,028	A	373,028	373,028	7/1/2012	7/1/2012	6/30/2013	County of Hawaii Office of Aging	S	E & T program for low-income seniors	WDD & ASO staff	Y
LBR 111	N	\$ 200,174	A	200,174	200,174	7/1/2012	7/1/2012	6/30/2013	Maui Economic Opportunity	S	E & T program for low-income seniors	WDD & ASO staff	Y
LBR 111	N	\$ 237,797	A	237,797	237,797	7/1/2012	7/1/2012	6/30/2013	DHS	S	E & T program for low-income seniors	WDD & ASO staff	Y
LBR 111	N	\$ 235,500	A	235,500	235,500	11/1/2012	11/1/2012	6/30/2013	Geographic Solutions	S	Automated mgmt info system & database	WDD & ASO staff	Y
LBR 135	N	\$ 87,500	O	87,500	465	10/21/2010	10/21/2010	12/31/2012	Building Industry Assn	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y
LBR 135	N	\$ 225,000	O	225,000	80,217	11/23/2010	11/23/2010	12/31/2012	Catholic Charities	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y
LBR 135	N	\$ 1,593,543	O	1,593,543	610,929	12/3/2010	12/3/2010	12/31/2012	City & Cty of HNL	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y
LBR 135	N	\$ 543,725	O	543,725	159,322	12/20/2010	12/20/2010	12/31/2012	County of Hawaii	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y
LBR 135	N	\$ 432,890	O	432,890	307,515	11/23/2010	11/23/2010	12/31/2012	County of Maui	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y
LBR 135	N	\$ 273,278	O	273,278	185,700	11/12/2010	11/12/2010	12/31/2012	County of Kauai	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y
LBR 135	N	\$ 194,200	O	194,200	179,022	11/18/2011	11/18/2011	12/31/2012	Hawaii Electric Co	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y
LBR 135	N	\$ 87,500	O	87,500	66,000	2/11/2011	2/11/2011	12/31/2012	General Contractors Assn	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y
LBR 135	N	\$ 225,000	O	225,000	93,433	10/19/2010	10/19/2010	12/31/2012	Goodwill Industries	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y

Department of Labor Industrial Relations
Active Contracts

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Organization</u>	<u>E/L/P/C/ G/S</u>	<u>Description</u>	<u>How Contract is Monitored</u>	<u>POS Y/N</u>
LBR 135	N	\$ 87,500	O	87,500	1,117	11/12/2010	11/12/2010	12/31/2012	Intl Union of Painters & Allied Trades DC 50	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y
LBR 135	N	\$ 100,000	O	100,000	40,882	2/28/2011	2/28/2011	12/31/2012	Kauai Island Utility Cooperative	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y
LBR 135	N	\$ 87,500	O	87,500	87,500	1/24/2012	1/24/2012	12/31/2012	Pacific Resource Partnership	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y
LBR 135	N	\$ 1,150,000	O	1,150,000	559,792	8/31/2012	8/31/2012	12/31/2012	UH	S	"Green" job training for unemployed & incumbent workers	WDC & ASO staff	Y
LBR 171	N	\$ 150,511	M	\$ 150,511.35	\$ 75,255.67	4/16/2012	5/1/2012	4/30/2013	Televoice 2000	S	Maintain Unemployment Insurance Interactive Telephone Voice Response filing system	Weekly Progress meeting pursuant to a workplan	N
LBR 171	N	\$ 175,826	M	\$ 175,826.00	\$ 96,607.69	4/16/2012	5/1/2012	9/30/2013	DataHouse Consulting Inc.	S	Provide comprehensive managed web hosting, maintenance and related support services for the online Unemployment Insurance filing and inquiry system.	Weekly Progress meeting pursuant to a workplan	N
LBR 171	N	\$ 77,315	M	\$ 77,315.15	\$ 72,540.28	8/13/2012	8/16/2012	8/16/2013	DataHouse Consulting Inc.	S	Provide programming support for the Hawaii Unemployment Insurance Tax system to include SUTA Dumping requirements.	Weekly Progress meeting pursuant to a workplan	N
LBR 171	N	\$ 475,564	M	\$ 475,564.00	\$ 435,240.00	8/29/2012	9/1/2012	8/31/2013	DataHouse Consulting Inc.	S	Modify the existing Unemployment Insurance Internet System to include an automated Unemployment Insurance Low Earnings Reporting and Monitoring System.	Weekly Progress meeting pursuant to a workplan	N
LBR903	N	\$ 1,950,623		\$ 2,820,946.00	\$ 1,944,141.00	9/21/2012	10/1/2012	9/30/2013	HCAP		Community Services Block Grant	On-Site	n
LBR903	N	\$ 671,966		\$ 771,966.00	\$ 639.00	9/24/2012	10/1/2012	9/30/2013	HCEOC		Community Services Block Grant	On-Site	n
LBR903	N	\$ 423,968		\$ 476,968.00	\$ 407,442.00	10/4/2012	10/7/2012	9/30/2013	MEO		Community Services Block Grant	On-Site	n
LBR903	N	\$ 256,964		\$ 257,500.00	\$ 237,501.00	9/24/2012	10/1/2012	9/30/2013	KEO		Community Services Block Grant	On-Site	n
LBR903	N	\$ 39,736		\$ 39,736.00	\$ 38,488.00	9/17/2012	10/1/2012	9/30/2013	KEO		Weatherization	On-Site	Y

Department of Labor Industrial Relations
Active Contracts

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Organization</u>	<u>E/L/P/C/G/S</u>	<u>Description</u>	<u>How Contract is Monitored</u>	<u>POS Y/N</u>
LBR903	N	\$ 106,226		\$ 106,226.00	\$ 105,493.00	9/20/2012	10/1/2012	9/30/2013	HCAP		Weatherization	On-Site	Y
LBR903	N	\$ 39,375		\$ 39,375.00	\$ 39,375.00	10/29/2012	11/1/2012	9/30/2014	Legal Aid Society		Human Trafficking	On-Site	Y
LBR903	N	\$ 269,700		\$ 269,700.00	\$ 269,700.00	11/7/2012	11/19/2012	9/30/2014	Susannah Wesley CC		Human Trafficking	On-Site	Y
LBR903	N	\$ 66,900		\$ 66,900.00	\$ 61,088.00	9/18/2012	10/1/2012	9/30/2013	CFS		Refugee	On-Site	y
LBR903	N	\$ 150,000		\$ 150,000.00	\$ 148,820.00	8/24/2012	10/1/2011	9/30/2013	Pacific Express		Emergency Food	On-Site	Y
LBR903	N	\$ 150,000		\$ 382,000.00	\$ 112,821.00	5/25/2012	7/1/2012	6/30/2013	Legal Aid Society		Legal Services	On-Site	Y
LBR903	A	\$ 1,376,025		\$1,376,025	\$ 674,250.00	11/19/2011	12/1/2011	6/30/2013	Goodwill Industries		Employment Core	On-Site	Y
LBR903	A	\$ 215,000		\$ 215,000.00	\$ 120,625.00	11/9/2011	12/1/2011	6/30/2013	PACT		Employment Core	On-Site	Y
LBR903	A	\$ 219,600		\$ 219,600.00	\$ 102,075.00	11/7/2011	12/1/2011	6/30/2013	MEO		Employment Core	On-Site	Y
LBR903	A	\$ 1,000,000		\$ 1,000,000.00	\$ 630,600.00	6/27/2011	7/1/2011	6/30/2013	Goodwill Industries		Employment Core	On-Site	Y
LBR903	U	\$ 15,000		\$ 15,000.00			12/1/2011	6/30/2013	CFS		Refugee-Cash/Medical	On-Site	Y
LBR903	U	\$ 66,900		\$ 66,900.00		9/20/2012	10/1/2012	9/30/2013	CFS		Refugee-Support Services	On-Site	Y
LBR903	C	\$ 750,000		\$ 750,000.00	\$ 663,357.00	5/17/2010	5/17/2010	3/31/2013	Mauai Family YMCA		Capital Improvement	On-Site	N
LBR903	C	\$ 200,000		\$ 200,000.00	\$ 20,000.00	2/11/2011	2/17/2011	1/31/2013	Kauai YMCA		Capital Improvement	On-Site	N
LBR903	C	\$ 4,000,000		\$ 4,000,000.00	\$ 3,950,401.00	9/29/2011	10/7/2011	9/30/2013	MEO		Capital Improvement	On-Site	N
LBR903	C	\$ 250,000		\$ 250,000.00	\$ 60,000.00	4/30/2012	5/14/2012	4/30/2013	Papakolea DC		Capital Improvement	On-Site	N
LBR903	C	\$ 950,000		\$ 950,000.00	\$ 95,000.00	4/9/2012	4/16/2012	3/31/2013	Easter Seals		Capital Improvement	On-Site	N
LBR903	C	\$ 500,000		\$ 500,000.00	\$ 500,000.00	1/31/2012	2/13/2012	1/31/2013	Hale Kipa		Capital Improvement	On-Site	N
LBR903	C	\$ 1,000,000		\$ 1,000,000.00	\$ 1,000,000.00	6/25/2012	7/1/2012	6/30/2013	St. Francis Healthcare				
LBR903	C	\$ 80,000		\$ 80,000.00	\$ 80,000.00	10/29/2012	11/1/2012	10/31/2013	KEO		Capital Improvement	On-Site	N
LBR903	A	\$ 800,000		\$ 800,000.00	\$ 800,000.00	11/28/2012	12/7/2012	6/30/2013	Legal Aid Society		Grant-In-Aid	On-Site	N
LBR903	A	\$ 300,000		\$ 300,000.00	\$ 225,000.00	11/9/2012	11/14/2012	6/30/2013	VLSH		Grant-In-Aid	On-Site	N

Department of Labor and Industrial Relations
CIP Requests

Table 17

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide Priority</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY14 \$\$\$</u>	<u>FY15 \$\$\$</u>
			None			

Department of Labor and Industrial Relations
CIP Lapses

Table 18

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

Department of Labor and Industrial Relations
Division Resources

Table 19

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

Department of Labor and Industrial Relations
Organization Changes

<u>Year of Change</u> <u>FY13/FY14</u>	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
FY 2014	76	Pursuant to Act 201/2012, the Office of Language Access (LBR 316) shall be administratively attached shall be administratively attached to the Department of Health.