



**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**  
235 S. BERETANIA STREET  
HONOLULU, HAWAII 96813-2437

**SENATE COMMITTEE ON WAYS AND MEANS**  
**BUDGET REQUEST FOR THE FISCAL BIENNIUM 2013-2015**  
**JANUARY 10, 2013**

**TESTIMONY BY BARBARA KRIEG, DIRECTOR**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**

Honorable Chair Ige, Vice Chair Kidani, and Members of the Senate Committee on Ways and Means:

I am Barbara Krieg, Director for the Department of Human Resources Development (DHRD). I am here today to present the Department's Budget Request for the Fiscal Biennium 2013-2015.

**Mission Statement**

The Department's mission is to attract and maintain a qualified and high performing workforce within applicable fiscal and operational constraints. This includes recruitment activities for civil service positions; providing support for personnel actions that are necessary as a result of the State's fiscal status; classifying positions based on the duties and responsibilities; identifying and coordinating employee training and development opportunities; compensating employees at proper pay levels; assuring effective employee-employer relations; administering a variety of voluntary employee benefits; administering the State's self-insured workers' compensation benefits for State employees; and ensuring a safe and healthy work environment.

**Impact of Current Economic and Fiscal Conditions**

The Department continues to cope with the challenges of improving service delivery despite reduced staff and aging IT systems. The impact of current economic and fiscal conditions on operations and the ability to meet goals has been:

- ◆ Reassignment of responsibilities, reprioritizing of assignments, redistribution of workload, and cross-training of staff where and when possible, to achieve efficiencies in program operations.
- ◆ Increases in the number of recruitment requests to fill vacant positions and number of applications received from individuals applying for jobs, which have adversely affected our ability to fill vacancies in a timely manner. Despite steps taken to increase efficiency and streamline the recruitment process, the backlog of vacancy requests remains as current staffing levels are not sufficient to meet the departments' needs. Further, we anticipate that the number of vacancies will steadily increase over the next few years, in large part due to the increasing number of employees who are eligible for retirement.

## **Federal Funds**

The Department has no programs that receive federal funds under the Federal Budget Control Act sequester.

## **Budget Request**

The Department's operating base budget reflects the fiscal year 2013 appropriation plus restored labor savings. We have two budget requests for the fiscal biennium 2013-2015:

1. HRD102 – Addition of \$457,000 in fiscal year 2014 and \$545,000 in fiscal year 2015 to address increasing workers' compensation costs. Workers' compensation is a statutorily mandated benefit with penalties and fees assessed to employers who do not timely pay their obligations.
2. HRD102 – Addition of six (6) permanent personnel positions and \$153,540 in fiscal year 2014 and \$278,280 in fiscal year 2015 to provide more timely and effective recruitment actions so State agencies can service the public in a proficient manner.

Requests for additional resources were prioritized based first on meeting non-discretionary cost requirements, and secondly on the Administration's commitment to transform State government into an efficient and effective enterprise. The proposed operating budget adjustments will increase the Department's general fund appropriation by \$610,540 in fiscal year 2014 and \$823,280 in fiscal year 2015.

We are aware of the challenges ahead and remain committed to work with the Legislature to seek solutions that effectively balance short-and long-term priorities.

## **Attachments**

- Table 1: Prioritized List of Functions
- Table 2: Department-Wide Totals
- Table 3: Program ID Totals
- Table 4: Budget Decisions
- Table 5: Proposed Budget Reductions
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- Table 7: Current Year (FY13) Restrictions
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- Table 9: Expenditures Exceeding Appropriation Ceilings
- Table 10: Intradepartmental Transfers
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- Table 19: Division Resources
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Department of Human Resources Development  
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	<b>(Staffing)</b> Develops and administers a civil service system consistent with the application of the Merit Principle.	Develops and administers a statewide staffing program for civil service employment in the Executive Branch, within applicable fiscal and operational constraints. This includes competitive recruitment; competitive examination development (education and experience) and administration; and jurisdictional placement searches for employees affected by reduction in force, and work related and non-work related disabilities.	HRD102PA	Hawaii Constitution, Article XVI. Chapter 76, HRS. Chapter 78, HRS. Section 89-9(d), HRS. Chapters 378, 386 and 831, HRS. Chapter 92F, HRS. Federal ADA, Civil Rights Act, age discrimination laws, and other federal laws related to employment.

Department of Human Resources Development  
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	<b>(Labor Relations)</b> Administers and enforces the State's labor-management agreements and employee performance appraisal system for Executive Branch departments, and provides staff services in the negotiation of labor contracts.	<ul style="list-style-type: none"> <li>a. Participates in negotiations with the employee unions on collective bargaining agreements and mutual agreements, which includes serving as spokespersons for the State and County Employers;</li> <li>b. Administers the uniform interpretation and application of provisions in collective bargaining agreements, dispute settlements, and related determinations of labor-management relationships (i.e. Hawaii Labor Relations Board rulings);</li> <li>c. Provides advisory guidance and assistance to management representatives in the application of contractual provisions and handling of employees with performance problems, in consideration of past arbitration decisions, court decisions, and contract interpretations;</li> <li>d. Develops policies, procedures, and operating guidelines on various labor relations and performance evaluation matters;</li> <li>e. Processes grievances which may have statewide impact; and</li> <li>f. Tracks legislation involving labor relations matters and prepares testimonies for the DHRD Director.</li> </ul>	HRD102QA	Chapter 89, HRS <i>Collective Bargaining Law</i> . Section 76-41, HRS <i>Performance appraisal systems; failure to meet performance requirements.</i>



Department of Human Resources Development  
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1b	<p><b>(Employee Assistance)</b> Develops, implements, and administers various statewide no-cost/low-cost employee benefit and training and development programs. Benefit programs include those which provide significant tax savings to the State, and other activities to help attract and retain employees. The tax savings programs work in this way. Normally, employees contribute 7.65% of their wages towards Social Security taxes; Employers must pay the federal government a matching amount. However, when employees participate in pre-tax benefit programs offered by the State, which are authorized under the Internal Revenue Code, their gross taxable wages are reduced by the amount they contribute into the plans. As a result, the employees pay less social security taxes, which decreases the amount the State needs to match.</p>	<ul style="list-style-type: none"> <li>a. Administers various pre-tax benefit programs, such as the Deferred Compensation Plan; PTS Deferred Compensation Plan for Part-Time, Temporary, and Seasonal or Casual Employees; Premium Conversion Plan; Island Flex Flexible Spending Accounts Plan; Flex Park; and Pre-Tax Transportation Benefits Program; which produce more than \$10.3 million in tax savings annually to the State.</li> <li>b. Administers other employee benefit programs that are required by federal laws, State laws, and the collective bargaining agreements.</li> <li>c. Provides staff support to the Deferred Compensation Plan Board of Trustees.</li> <li>d. Identifies and coordinates employee training and development opportunities.</li> <li>e. Develops, conducts, and coordinates communication on various employee benefit programs, including pre-retirement workshops and new employee orientations.</li> <li>f. Develops policies, procedures, and guidelines on the benefit programs; ensures compliance with the IRS regulations which authorize the benefit programs.</li> <li>g. Provides advisory guidance to line departments on benefit programs.</li> <li>h. Tracks legislation involving employee benefit programs and training and development matters, and prepares testimonies for the DHRD Director.</li> </ul>	HRD102QA	<p>Section 125, Internal Revenue Code (IRC); Section 78-30, HRS <i>Cafeteria plans</i>. Chapter 88E, HRS <i>Deferred Compensation Plan</i>. Chapter 88F, HRS <i>Deferred Compensation Retirement Plan for Part-Time, Temporary, and Seasonal or Casual Employees</i>. Section 132(f), IRC, <i>Pre-tax Transportation Benefit Programs</i>. Chapter 398, HRS <i>Family Leave</i>. Federal Regulations, Part 825, <i>Family &amp; Medical Leave Act</i>. Section 78-28, HRS <i>In-service training programs</i>.</p>

Department of Human Resources Development  
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1c	<b>(Personnel Transactions)</b> Processes, audits, and advises on various pay and personnel transactions for employees of the Executive Branch; develops and implements update/processing requirements to effect new employment actions; and generates routine and special workforce reports.	a. Develops instructions for all Executive Branch departments to guide them in implementing negotiated pay adjustments, arbitration decisions, and settlement agreements; b. Processes mass pay adjustments negotiated for Bargaining Units 1, 2, 3, 4, 9, 10, 11, and 13, for all departments, and various pay actions for identified groups of positions; c. Prints and distributes Employee Personnel Action Report forms to record all personnel transactions which are generated en masse, e.g., pay adjustments for all 8 Bargaining Units, pay adjustments by Bargaining Unit due to varying effective dates and/or agreement terms, job title changes due to changes in a class or class series, and coordinates set up of print files when departments elect to print their EPAR forms; d. Provides advisory guidance and assistance to line Departmental Personnel Office (DPO) staff in the interpretation and application of laws, policies, collective bargaining agreements, and Executive Orders provisions relating to compensation, leaves (vacation and sick leave and leaves of absence without pay), leave record-keeping, transfers, separations, Uniformed Services Employment and Reemployment Rights Act compliance and Leave Sharing program, and other personnel transactions related issues; e. Selectively audits the line departments' personnel transactions to ensure accurate reporting and processing; f. Generates routine and special workforce reports to provide data requested by the Office of the Governor, DHRD Director, Department of Budget and Finance, Office of Collective Bargaining Chief Negotiator, Legislators, Unions, and others; and g. Tracks legislation involving matters related to compensation and leaves, and prepares testimonies for the DHRD Director.	HRD102QA	Section 76-13(1), HRS <i>Establish and maintain roster of all persons in the civil service.</i> Section 26-5(b), HRS <i>Pay administration.</i> Section 76-28, HRS <i>Forms required of appointing authorities.</i> Section 76-30, HRS <i>Tenure; resignations.</i> Section 76-16.5, HRS <i>Pay of Officers and employees on active military service.</i> Section 78-23, HRS <i>Leaves of absence.</i> Section 78-26, HRS <i>Leave sharing program.</i> Section 78-27, HRS <i>Temporary inter- and intra-governmental assignments and exchanges.</i>

Department of Human Resources Development  
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	<b>(Classification)</b> Develops and administers the position classification system for civil service positions, including the establishment and maintenance of classes and their experience and training requirements; and the assignment of positions to classes, bargaining units and other administrative units.	Civil Service Position Classification 1. Position actions (i.e., establish, reallocate, abolish, extend, etc.). 2. Class specifications (i.e., establish, amend, and abolish) and selective certification requirements.	HRD102RA	Section 76-13.5, HRS
1b	<b>(Compensation)</b> Develops and maintains the civil service compensation system, including the pricing/repricing of classes; and establishing special rates for shortage occupations.	Compensation 1. Pricing and repricing of civil service classes (i.e., determine and review). 2. Wage analysis. 3. Providing collective bargaining support (primarily on wages). 4. Shortage category determinations and rate setting. 5. Developing and implementing pay programs to attract and retain quality employees.	HRD102RA	Section 76-1, HRS. Section 89-9(f)(2), HRS. Section 89-11(f), HRS.
1c	<b>(Exempt Positions and Employees)</b> Development and administration of programs covering exempt positions and employees.	Exemptions from Civil Service 1. Review requests to approve and extend projects (authority to approve delegated by Governor to DHRD Director). 2. Review requests for approval and extensions of exempt positions (other than project exemptions). 3. Review exemption checklists from departments used to determine exemptions in order to contract for services.	HRD102RA	Section 76-16, HRS.

Department of Human Resources Development  
 Prioritized List of Functions

Table 1

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

Department of Human Resources Development  
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1b	<b>(Employee Safety)</b> Administration of safety and health workplace laws, rules, and regulations consistent with State and Federal mandates in accordance with the Occupational Safety and Health Administration, Environmental Protection Administration, and Federal Motor Carrier Safety Administration.	<ol style="list-style-type: none"> <li>1. Developing and conducting safety and health seminars, workshops, and conferences.</li> <li>2. Developing and maintaining the human resources component of the State's Civil Defense Plan for emergency disaster management.</li> <li>3. Developing and maintaining the State's Alcohol and Drug Testing Program which includes all educational materials and training sessions for employees required to attend.</li> <li>4. Maintaining the State's program for safety toed shoes and safety glasses.</li> <li>5. Chairing the State's Safety Council, which includes representatives from all Executive Branch departments, who meet to discuss best safety practices, OSHA requirements, and other issues related to maintaining a safe work environment.</li> <li>6. Providing accident statistics to all departments on a regular basis to pinpoint injury trends; and whenever possible, developing training programs to address those injuries which were preventable.</li> <li>7. Conducting worksite inspections post accident and ergonomic evaluations to prevent future injuries.</li> <li>8. Conducting employee workshops for Drug and Alcohol Testing and Violence in the Workplace.</li> </ol>	HRD102SA	49 CFR Parts 382-384. 49 CFR Part 40. 29 CFR Part 19-10. Chapter 396, HRS. All collective bargaining agreements.

Department of Human Resources Development  
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	<b>(General Administration)</b> Administers the State personnel program, provides administrative support services, and represents the State on commissions and committees.	<ol style="list-style-type: none"> <li>1. Advises the Governor on policies and issues concerning the administration of the State personnel management system.</li> <li>2. Provides long-range and overall policy-setting direction for the State's personnel management system.</li> <li>3. Directs and coordinates DHRD operations; and program and financial plans.</li> <li>4. Provides administrative and technical support services relating to information technology (IT), fiscal, budget, procurement, and personnel management to department programs.</li> <li>5. Administers and maintains the State's centralized Human Resources Management System (HRMS) that is used by state agencies, ERS, and EUTF.</li> </ol>	HRD191	Section 26-5, HRS Chapter 76, HRS Chapter 78, HRS Chapter 89, HRS Chapter 89C, HRS
2	<b>(Attached Agency)</b> Provides technical assistance to the Merit Appeals Boards (MAB). MAB decides appeals from actions taken by the chief executive, the director, an appointing authority or a designee acting on behalf of one of these individuals on issues such as: any person suffering a legal wrong by a recruitment and examination for a civil service position; an employee serving an initial probationary appointment who alleges wrongful termination for failure to successfully complete the initial probation period; for a classification and reclassification of a civil service position which is occupied by a civil service employee, an incumbent of a position in a new class may file an appeal if the employee has suffered a legal wrong by that action. Employees who aren't covered by a collective bargaining agreement under section 89-6, HRS may file an appeal on disciplinary actions, adverse actions for failure to meet performance requirements, or other employment actions if the employee suffers a legal wrong by the action.	<ol style="list-style-type: none"> <li>1. Recommending rule revisions.</li> <li>2. Coordinating/running public hearings.</li> <li>3. Providing administrative support to the Board.</li> </ol>	HRD102SA HRD102OA HRD191	Chapter 76, HRS. Section 26-5, HRS. HAR, Title 14, DHRD.
3	<b>(Unemployment Insurance Benefits)</b> Administers the unemployment insurance benefit fund for the Executive Branch (excluding DOE, UH and RCUH), Charter Schools, OHA, the Legislature, and Judiciary.	<ol style="list-style-type: none"> <li>1. Prepares and processes payment to DLIR for quarterly estimated unemployment insurance (UI) benefits for former State employees.</li> <li>2. Prepares and processes fiscal documents (journal vouchers, bill for collections, treasury deposits) for the accounting of UI benefits paid by general funds, assessed accounts, and non-assessed accounts.</li> <li>3. Distributes monthly statement of UI benefits charges to all State agencies.</li> </ol>	HRD191 HRD102KA	Section 383-62, HRS

Department of Human Resources Development  
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
4	<b>(Temporary Disability Benefits)</b> Provides oversight for the State's Temporary Disability Benefits Program	<ol style="list-style-type: none"> <li>1. Responding to inquiries regarding the interpretation of the program, and its applicability to bargaining unit and non-bargaining unit employees.</li> <li>2. Insuring that the State's program retains its equivalency with the statute.</li> <li>3. Updating the provisions of the program to insure compliance with the statute.</li> </ol>	HRD102SA	Chapter 392, HRS. State of Hawaii Temporary Disability Benefits Plan for Bargaining Unit Employees. State of Hawaii Temporary Disability Benefits Plan for Non-Bargaining Unit Employees.

Department of Human Resources Development  
Department-Wide Budget Summary

Table 2

Fiscal Year 2013				
Act 106/12 Appropriation	Restriction	Emergency Appropriation	Total FY13	MOF
\$ 14,218,165.00	\$ (340,233.00)		\$ 13,877,932.00	A
\$ 700,000.00			\$ 700,000.00	B
\$ 4,886,281.00			\$ 4,886,281.00	U
\$ 19,804,446.00	\$ (340,233.00)	\$ -	\$ 19,464,213.00	Total
Fiscal Year 2014				
Act 106/12 Appropriation	Reductions	Additions	Total FY14	MOF
\$ 14,218,165.00		\$ 816,696.00	\$ 15,034,861.00	A
\$ 700,000.00			\$ 700,000.00	B
\$ 4,886,281.00			\$ 4,886,281.00	U
\$ 19,804,446.00	\$ -	\$ 816,696.00	\$ 20,621,142.00	Total
Fiscal Year 2015				
Act 106/12 Appropriation	Reductions	Additions	Total FY15	MOF
\$ 14,218,165.00		\$ 1,029,436.00	\$ 15,247,601.00	A
\$ 700,000.00			\$ 700,000.00	B
\$ 4,886,281.00			\$ 4,886,281.00	U
\$ 19,804,446.00	\$ -	\$ 1,029,436.00	\$ 20,833,882.00	Total



Department of Human Resources Development  
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 \$\$\$\$
HRD102	Workforce Attraction, Selection, Classification and Effectiveness	A	81.00		\$ 12,792,779	87.00		\$ 13,590,475	6.2%	87.00		\$ 13,803,215	7.9%
HRD102	Workforce Attraction, Selection, Classification and Effectiveness	B			\$ 700,000			\$ 700,000	0.0%			\$ 700,000	0.0%
HRD102	Workforce Attraction, Selection, Classification and Effectiveness	U			\$ 4,886,281			\$ 4,886,281	0.0%			\$ 4,886,281	0.0%
HRD191	Supporting Services - Human Resources Development	A	11.00		\$ 1,425,386	11.00		\$ 1,444,386	1.3%	11.00		\$ 1,444,386	1.3%

Department of Human Resources Development  
Budget Decisions

Table 4

Prog ID	Description	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
			FY14			FY15			FY14			FY15			FY14			FY15		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HRD102	Request Additional Funding for Workers' Compensation Claims	A			\$ 457,000						\$ 545,000			\$ 457,000					\$ 457,000	
HRD102	Request Additional Positions and Funding for Employee Staffing Division	A	6.00		\$ 153,540	6.00		\$ 278,280	6.00		\$ 153,540	6.00		\$ 278,280	6.00		\$ 153,540	6.00	\$ 278,280	

Department of Human Resources Development  
Proposed FY14 and FY15 Reductions

Table 5

<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>FY14</u>			<u>FY15</u>			<u>Carry-over?</u> <u>(Y/N)</u>
				<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	
	None									

Department of Human Resources Development  
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)	\$\$\$
HRD102	FE	1	1	Request Additional Funding for Workers' Compensation Claims	DHRD is currently appropriated \$6,190,183 for workers' compensation claims. Without additional funding, the Department will not be able to pay claims when they are due as required under Chapter 386, HRS, and as a result, will be subject to statutory penalties and fees.	A			\$ 457,000			\$ 545,000
HRD102	AR, ND	2	2	Request Additional Positions and Funding for Employee Staffing Division	Current staffing level is not sufficient to adequately service the State Executive Branch departments in fulfilling their vacancy requests. Timely and effective recruitment actions are required so that departments can continue efforts to support New Day Initiatives and service the public in a proficient manner.	A	6.00		\$ 153,540	6.00		\$ 278,280

Department of Human Resources Development  
 Current Year (FY13) Restrictions

Table 7

<u>Prog ID</u>	<u>MOF</u>	<u>Restriction \$\$\$</u>	<u>Percent of Act 106/12 Appropriation</u>	<u>Impact</u>
HRD102	A	\$ 290,563	2.3%	Impact has been limited as the department has been able to address the restriction through savings from vacant positions
HRD191	A	\$ 49,670	3.5%	

Department of Human Resources Development  
 Emergency Appropriation Requests

Table 8

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

Department of Human Resources Development  
Expenditures Exceeding Appropriation Ceilings

Table 9

<u>Prog ID</u>	<u>MOF</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 Human Resources Development  
 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>
		None						



Department of Human Resources Development  
Active Federal Awards

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>At Risk for Federal Sequestration (Y/N)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
		None										

Department of Human Resources Development  
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>
Human Resources Development Special Fund	To support and facilitate the Department's entrepreneurial initiatives, training activities, and programs for government employees.	Section 26-5(f), HRS	B	\$ 1,140,331	\$ 143,357	\$ 262,220	\$ -	\$ 1,021,468	\$ -

Department of Human Resources Development  
Positions Vacant as of November 30

Table 13

<u>Prog ID</u>	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appointments</u>
HRD102	6/1/2012	43723	Pers Mgmt Spec V	24	73	P	1.00	A	\$ 57,024	\$ 57,024	N	Y	N	
HRD102	10/1/2012	3306	Pers Mgmt Spec V	24	73	P	1.00	A	\$ 48,744	\$ 48,744	N	Y	N	
HRD102	7/1/2012	31107	Pers Mgmt Spec V	24	73	P	1.00	A	\$ 54,828	\$ 54,828	N	Y	N	
HRD102	9/16/2012	37436	Pers Clerk V	13	63	P	1.00	A	\$ 40,548	\$ 40,548	N	Y	N	
HRD102	10/16/2012	40355	Office Assistant III	8	63	P	1.00	A	\$ 30,804	\$ 30,804	N	Y	N	
HRD102	11/16/2012	36303	Pers Clerk IV	11	63	P	1.00	A	\$ 37,512	\$ 37,512	N	Y	N	
HRD102	3/16/2012	39799	Pers Mgmt Spec V	24	73	P	1.00	A	\$ 69,396	\$ 69,396	N	Y	Y	3
HRD102	9/16/2012	40041	Pers Tech VI	15	63	P	1.00	A	\$ 38,496	\$ 38,496	N	Y	N	
HRD191	5/1/2012	8051	IT Spec V	24	73	P	1.00	A	\$ 62,508	\$ 62,508	N	Y	N	

Department of Human Resources Development  
Overtime Expenditures

Table 14

Prog ID	Program Title	MOF	FY12 (actual)			FY13 (estimated)			FY14 (budgeted)		
			<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
HRD102	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 5,255,844	\$ 9,344	0.2%	\$ 5,071,880	\$ 12,799	0.3%	\$ 5,398,176	\$ 12,799	0.2%
HRD191	Supporting Services - Human Resources Development	A	\$ 876,273	\$ 792	0.1%	\$ 814,148	\$ 2,500	0.3%	\$ 876,273	\$ 2,500	0.3%

Department of Human Resources Development  
Overpayments as of November 30

Table 15

<u>Name</u>	<u>Date of Over-payment</u>	<u>Gross Amount Overpaid</u>	<u>Amount Recovered</u>	<u>Balance</u>	<u>Category</u>				<u>Reason for Overpayment</u>	<u>Referred to Attorney General</u>
					<u>Employed Occurred &gt; 2 Years</u>	<u>Employed Occurred &lt; 2 Years</u>	<u>Not Employed Occurred &gt; 2 Years</u>	<u>Not Employed Occurred &lt; 2 Years</u>		
None										

Department of Human Resources Development  
Active Contracts

Table 16

Prog ID	MOF	Frequency		Max Value	Outstanding Balance	Term of Contract			Organization	Category	Description	Explanation of	POS
		Amount	(M/A/O)			Date Executed	From	To		E/L/P/C/G		How Contract is Monitored	
HRD102	A	\$ 78,375	A	\$ 78,375.00	\$ -	4/1/2011	4/1/2012	3/31/2013	governmentjobs.com, Inc. dba NEOGOV	G/S	Internet-based integrated e-Recruitment software subscription license	The Department participates in quarterly on-line performance measurement surveys. The surveys enable the Department to monitor and provide feedback on the performance of the e-Recruitment software; and assists the contractor in better serving the public sector customers.	N

Department of Human Resources Development  
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>
HRD102	A	\$ 42,000	M	\$ 42,000.00	\$ 29,500.00	2/14/2012	2/29/2012	12/31/2012	Child and Family Service	S	Confidential, short-term professional counseling services to eligible employees of the Executive Branch who may be experiencing personal problems that are affecting their job performance through the REACH Program.	Employees who utilize the services of the REACH provider are given a questionnaire at their final appointment for completion. DHRD also receives monthly and quarterly reports from the contractor that summarize the professional counseling services provided.	N

Department of Human Resources Development  
CIP Requests

Table 17

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



Department of Human Resources Development  
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 Human Resources Development  
Division Resources

Table 19

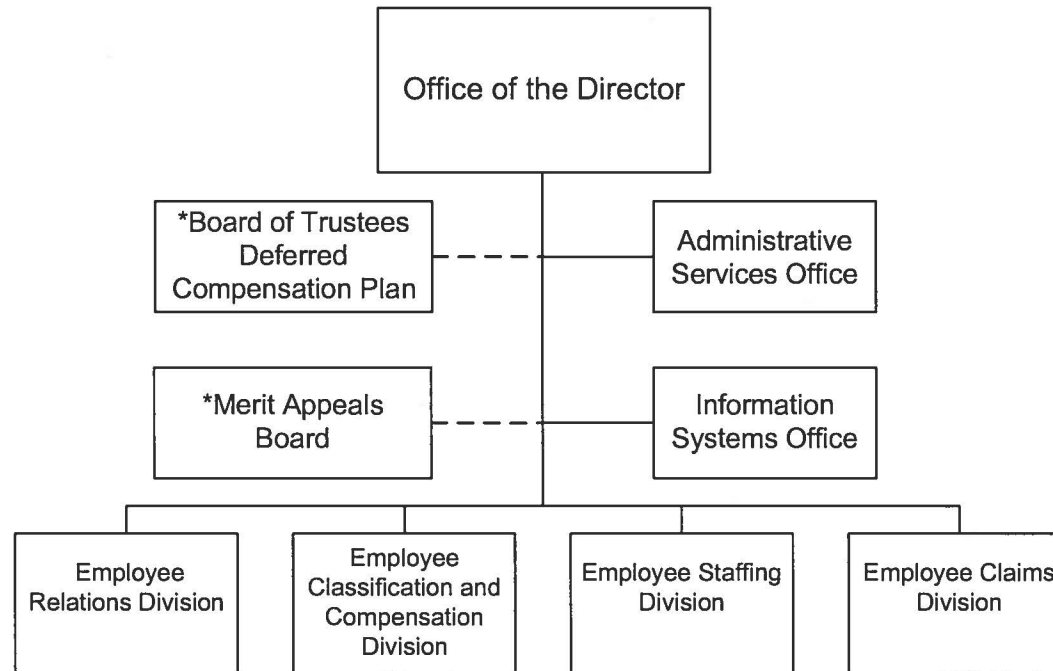
<u>Division</u>	<u>Associated Program IDs</u>						
Employee Staffing	HRD102						
Employee Relations	HRD102						
Employee Classification and Compensation	HRD102						
Employee Claims	HRD102						
Support Services	HRD191						

Department of Human Resources Development  
Organization Changes

Table 20

<u>Year of Change</u> FY13/FY14	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
		None

**Organizational Chart**  
Department of Human Resources Development



\*Administratively Attached Agency