



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

830 PUNCHBOWL STREET, ROOM 321  
HONOLULU, HAWAII 96813  
[www.hawaii.gov/labor](http://www.hawaii.gov/labor)  
Phone: (808) 586-8842 / Fax: (808) 586-9099  
Email: [dliir.director@hawaii.gov](mailto:dliir.director@hawaii.gov)

**SENATE COMMITTEE ON WAYS AND MEANS**

**HOUSE COMMITTEE ON FINANCE**

**BUDGET BRIEFING DECEMBER 19, 2013**

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

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

**A. MISSION STATEMENT**

The mission of the Department of Labor and Industrial Relations (DLIR) is to, "...administer programs designed to increase the economic security, physical and economic well-being, and productivity of workers, and to achieve good labor-management relations, including the administration of workers' compensation, employment security, apprenticeship training, wage and hour, and industrial relations laws. The department shall also have the function of developing, preparing, and disseminating information on employment, unemployment, and general labor market conditions." Section 26-20, 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. The DLIR is over 80% federally funded, therefore, the outcome of the ongoing budget negotiations at the federal level will play a large role in the department's budgetary considerations during the 2014 session.

The budget agreement before Congress at this time has the potential to end the chronic uncertainty inherent in the budget process over the last several years by providing overall discretionary spending levels for federal fiscal years 2014 and 2015. The establishment of overall funding levels enables negotiations on final FY2014 and FY2015 appropriations. The

current Continuing Resolution expires on January 15, 2014. The budget agreement, if enacted, will serve as the budget resolution for FY2014, effectively replacing the concurrent budget resolution, and require House and Senate budget committees to negotiate allocations for the 12 appropriations subcommittees. It is unclear whether Congress will enact an omnibus appropriations package or a series of smaller bills for FY2014 as the expiration of the Continuing Resolution approaches.

The budget deal does provide sequester relief for mandatory programs but maintains across the board cuts for nonexempt mandatory spending. The DLIR's federal counterparts will take several weeks to filter down the details of the budget compromise after it is enacted. The DLIR will keep the committees informed of the impact of the budget agreement as it becomes known.

The DLIR's partially or wholly generally funded programs continue to struggle to achieve a minimum level of services in light of the ongoing fiscal constraints, including the five percent general fund restriction that was released last month and the current hiring freeze. The Governor's Supplemental Budget request includes several modest general fund requests as described in E below.

### **C. FEDERAL FUNDS**

The DLIR programs that experienced or may have significant impacts due to restrictions in federal funding include:

➤ **Workforce Development Division (LBR111)**

#### **CDFA 17.258 ETA WIA Adult, CDFA 17.278 ETA Dislocated Workers, CDFA 17.259 ETA Youth**

DLIR is using the Employment & Training Fund (ETF) to address adverse consequences imposed on the department because of a drastic reduction in Workforce Investment Act (WIA) funding for state-level administrative purposes as permitted by Act 101 (SLH, 2013). These funds consist of WIA Adult funds, WIA Dislocated Worker funds, and WIA Youth funds. Prior to 2011, federal law allowed a maximum of 15% of total funds to be used for administration and management of the funds. Since 2011, Congress imposed a much lower cap of 5 percent, a 67 % decrease, which represents a loss of \$714,882 in funds for the WDD in which to administer \$7,145,877 in WIA moneys. The balance of

the funds, 95%, is contracted to the four county governments for service delivery as required by the federal statute. Despite the federal funding restriction, the State's responsibilities including program and financial management, oversight, administration, contracting, technical assistance, and reporting, remain the same.

Extended discussions with USDOL officials and on-going internal DLIR fiscal and budgetary analyses have resulted in the DLIR state-level costs being reduced through elimination of discretionary costs such as equipment purchases and travel for staff and Workforce Development Council members. Staff costs also were reduced through layoffs of three DLIR staff members, departures of an additional three staff members, and avoiding refilling of any vacancies. When the Workforce Development Council Executive Director (LBR 135) resigned due to lack of funds, the Workforce Development Division Administrator (LBR 111) was appointed as the Acting Executive Director for the Council, thus consolidating functions of both offices under one Administrator to further reduce state-level costs. Despite these cost reductions, the funds available to implement the minimum federal requirements are insufficient without additional resources, such as the ETF funds for this fiscal year.

Longer-term solutions are being sought through different service delivery configurations in each County that would reduce the bureaucracy and workload at the State level so that the DLIR can perform all of its required functions within the reduced budget. Discussions are being pursued in each county and with the federal government to explore these alternatives. At this time, counties have not agreed with any of the proposed changes, and their agreement is mandatory for the different configurations to be implemented.

#### **CFDA 17.258 WIA Adult Program and CFDA 17.278 WIA**

##### **Dislocated Worker Programs**

During FY 14, the federal government imposed the sequestration amount entirely on the first quarter's allotment, which resulted in a quarterly cut of 92% for the WIA Adult Program (serving low-income adults) and 69% for the WIA Dislocated Worker Program (serving laid off workers).

For the programs operated by WDD on the Big Island, the amounts were insufficient during the quarter to enable vocational and remedial education to be provided to their target groups because only minimal amounts remained from the prior fiscal year. Two (2) staff members were laid off and an additional four (4) found other jobs or resigned. None of the vacancies were refilled to save costs. The limited staff severely curtailed the amount of counseling and other support available to participants in Hawaii County.

To counter some of these effects for the Big Island Program, pursuant to Section 29 of Act 132 (SLH, 2013) \$25,000 in State funds were requested and approved for the WIA Adult Program, and \$26,000 in State funds were requested and approved for the WIA Dislocated Worker Program.

Although programs on all counties were required to reduce services because of sequestration, the impact was not as severe in other counties because they had larger amounts of funds remaining from the preceding fiscal year.

**CFDA No. 17.259 ETA WIA Youth Program**

There was a slight reduction in funds due to sequestration, but it was imposed over the entire year's allotment, which made the cut easier to absorb with minimal impact to the public.

**CFDA 17.804, Local Veterans Outreach Program (LVER) and CFDA 17.801, Disabled Veterans Outreach Program (DVOP)**

These programs support WDD staff whose clientele is entirely composed of military veterans who need help in overcoming barriers to employment. Sequestration reduced funds available by about \$21,000 for the LVER program and \$99,000 for the DVOP program for the period ending September 30, 2013 with a projected reduction of about 250 veterans being served. To enable services to continue, pursuant to Section 29 of Act 132 (SLH, 2013), \$25,000 in State funds were requested and approved for the LVER program, and \$20,000 in State funds were requested and approved for the DVOP program.

**All WDD Federal Funds FY2015**

All federally funded programs are subject to sequestration and/or restrictions arising out of budget negotiations during the next fiscal year. The WIA Adult and Dislocated Worker Programs are more vulnerable to major disruptions if the federal government imposes all of the cuts within the first quarter's allotment, as they did during FY 14. The LVER and DVOP grants are also sensitive to slight reductions because the budgets are lean and mainly fund staff. There are very little or no discretionary costs for the LVER and DVOP programs.

Although competitive grants awarded were exempt from sequestration during FY 14, the same exemption may not apply during FY 15. For all programs, the extent of the cuts and ways in which they are imposed will influence the severity of the impact.

➤ **Unemployment Insurance Division (LBR171)**

**CFDA 17.225 ETA Unemployment Insurance Administration**

Currently, the UI Division is facing a time of low unemployment after a prolonged duration of high unemployment. Due to declining workloads and reduced federal administrative grants, the UI Division will be challenged to meet operational costs of covering staffing and normal overhead expenditures.

Unless the Emergency Unemployment Compensation (EUC) program is extended by Congress, the 100% federally funded benefits will terminate at the end of December 2013. It is estimated that Hawaii will lose approximately \$800,000 in EUC above base funding and approximately \$500,000 in regular above base funding. The negotiated salary increases during the 2014 and 2015 fiscal years will also have a significant adverse impact on overall funding, which was not factored into earlier financial projections.

At the end of FY 2014, the Special Unemployment Insurance Administration Fund (SUIA) is expected to have a balance of approximately \$6.0 million. Should an estimated total loss of federal funds of \$1.5 million plus salary increases be realized, the UI Division will use approximately \$2.0 million in FY 2014 to maintain the essential services to accomplish its mission of ensuring that all eligible persons can collect the jobless

compensation they are entitled to. SUIA funds are used to supplant depleted federal grants and provides interim funding to retain necessary staff following recessionary periods to withstand the inherent fluctuations resulting from ever-changing economic conditions in the State.

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

Last year's budget sequestration eliminated two programs, Mass Layoff Statistics (MLS) and the Green Goods & Services (GSS) survey. R&S also received across-the-board cuts to its other BLS programs of 2.5%. Pending budget negotiations and depending on the size of any further BLS restrictions, the contractual deliverables (# of survey panels, units to be surveyed, etc.) may be reduced or the timelines adjusted to accommodate the reduced funding levels.

**CFDA 17.002 BLS Labor Force Statistics**

**Local Area Unemployment Statistics (LAUS)** - produces the monthly labor force estimates and unemployment rates for the state and counties (island level data for Maui County is funded by the state). The LAUS program also produces the annual Areas of Substantial Unemployment that affects the amount of federal funds available for various Workforce Investment Act programs.

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

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

**Occupational Employment Statistics (OES) Survey** – a biannual survey (funded by the BLS) of employers in all industries in the state. This contractual agreement provides for the collection of information on occupational staffing patterns by industries and the most current occupational wages for the state and Honolulu. The state contributes monies in order for this federal program to produce comparable data at the county level. This program along with several other BLS programs provides base employment figures for the development of Hawaii's long and short-term job projections. OES survey

data is also used to determine annual construction worker shortages in Hawaii and is used by legal authorities for assessing wages lost in employment disputes.

**Impact and Response:**

Economic data produced by the BLS programs is published on the Hawaii Workforce Infonet (HIWI) website. In addition, R&S is frequently called upon to provide supplemental detail data for the labor director, other labor divisions, other state departments, the legislature, media, research organizations, and the public for inquiries, for example, explaining the increase or decrease in the monthly unemployment rate.

Due to the uncertainty of the budget cut amounts, one part-time (.5 FTE) OES staff was released in the spring of 2013, and R&S is in limbo as to whether to hire a replacement long-term. This leaves only two remaining full-time staff. If R&S is not able to achieve a 75 percent response rate for each area surveyed, then the data is not publishable, affecting the quality of projected employment demands for employers, students, and job seekers, and R&S will lose federal funding.

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

**CFDA 17.207 ETA One-Stop Workforce Information Grant**

**Workforce Information Grant** – (funded by the Employment and Training Administration) produces state and county 10-year industry and occupational projections and two-year state industry and occupational projections. Users of the projections include the Council on Revenues, economic and workforce planners such as the Department of Business and Economic Development and Tourism (DBEDT), Workforce Development Council (WDC), Workforce Development Division (WDD),

University of Hawaii Community Colleges (UHCC), research analysts, businesses, jobseekers, and students.

ETA also funds the maintenance and updating of R&S' primary website, [hiwi.org](http://hiwi.org), which disseminates labor force and labor market data collected and maintained by the various programs in R&S. These data are used to measure the health of the economy and monitor how economic developments affect the expansion or contraction of the labor force.

**Impact and Response:**

Cuts to the Workforce Information Grant will result in the elimination of training for staff and the acquisition of appropriate tools to maintain and improve our projections processes. Training is essential to keep up with changes in software upgrades and projections modeling. With reduced funding, the ability to pay for costly program enhancements will jeopardize the technical support and hosting of our databases and web delivery interfaces that are currently contracted with IT vendors. The reduction will also impact the ability to deliver comprehensive current job openings information to Hawaii job seekers.

A reduction will also jeopardize the maintenance and updating of the [GreenJobsHawaii.org](http://GreenJobsHawaii.org) and [Hawaii Directory of Green Employers \(lmi.ehawaii.gov\)](http://HawaiiDirectoryofGreenEmployers.lmi.ehawaii.gov) websites. These websites support the Hawaii Clean Energy Initiative and the State's efforts to develop a skilled green workforce. R&S' ability to track the number of green employers, types of green jobs and industries, and local wages paid by counties and statewide will be severely limited. Since the end of the LMI Improvement Grant in 2011, R&S has not received any funding for these websites, so R&S may not be able to maintain them with the reduced ETA funds.

Cuts in funding will reduce R&S's capability to provide the updates to the Longitudinal Employer- Household Dynamics (LEHD) program and to respond to requests for information. In addition to maintaining and supporting five websites, Labor Market Research ETA-funded staff also coordinates and transmits UI wage record files and Quarterly Census of Employment and Wages (QCEW) employer names and address files every quarter to the LEHD program that is managed by the US Census Bureau. This



program provides quarterly workforce indicators such as total employment, net job flows, job creation, new hires, separations, turnover, and average monthly earnings and average new hire earnings for the state and counties.

The LEHD program also has On-The-Map, which is used for workforce development, rapid response, transportation planning, emergency preparedness/recovery, labor market analysis, and research on aging. Staff also responds to the media and others inquiring about the impact of establishment closures, workforce characteristics of special groups for selected areas, and census-related data about the local workforce.

#### **CDFA 17.225 ETA Unemployment Insurance Administration**

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

#### **Impact:**

There will be delays in producing the Annual Evaluation of the Hawaii Unemployment Compensation Fund report (State mandate), UI Trust Fund (TF) projections for the Director, UI Division and the State legislature and Unemployment Insurance Data Validation. UI Data Validation will be delayed. R&S will not be able to meet all Federal UI mandated reporting requirements, which will affect the release of Federal funds to pay the Unemployment Insurance Division staff salaries. The production of the Unemployment Insurance Fact Book will also be suspended.

**CFDA 17.005 BLS Occupational Safety and Health Statistics**

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

**Impact and Response:**

With cuts in our 50% federal funding, we will not be able to meet the minimum contract deliverables for the Occupational Injuries and Illness Survey and the Census of Fatal Occupational Injuries program because we will need to delay hiring of a permanent RS III that the 2013 Legislature established with 50% state funding effective January 2014.

**D. BUDGET DEVELOPMENT PROCESS & PRIORITIZATION**

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

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

**E. SIGNIFICANT BUDGET REQUEST ADJUSTMENTS**

- 1) The DLIR is seeking to add one inspector position each in the Safety and Health Branches in HIOSH as suggested by OSHA. In discussions this past September, OSHA staff informed the DLIR that other states maintain benchmarked positions required by federal law by maintaining authorized position counts above the benchmark levels. The addition of two inspectors would bring the authorized position totals to ten (10) each in

two required benchmarks—nine (9) safety inspectors and nine (9) health inspectors as determined by benchmarks established pursuant to a federal court order entered in *AFL-CIO v. Marshall*, C.A. No. 74-406 (D.D.C. 1978) (order implementing *AFL-CIO v. Marshall*, 570 F.2d 1030 (D.C. Cir. 1978).) Failure of the State to maintain benchmarked levels of positions in HIOSH through September 2015 will result in OSHA maintaining jurisdiction over certain industrial sectors including Accommodations, Food Service and General Industry.

HIOSH currently shares regulatory responsibility with OSHA pursuant to an Operational Status Agreement (OSA) that went into effect in September 2012. The agreement suspended HIOSH's enforcement authority in specific industries where OSHA assumed responsibility for enforcement until the State is able to be "at least as effective" as OSHA. The partnership allows OSHA to commit the resources and staff necessary to provide the training and support, which will enable HIOSH to reassume sole enforcement authority in the State. HIOSH will progressively resume authority over industries as it rebuilds capacity during the three-year period outlined in the agreement. The return of the Manufacturing sector on October 1, 2013 to HIOSH jurisdiction is the first sector that was scheduled in the OSA to return to HIOSH.

- 2) The department is also requesting the restoration of three of eleven permanent investigator positions in the Hawaii Civil Rights Commission (HCRC). The loss of three of eleven (27%) permanent investigator positions since 2008 has had a devastating impact on the HCRC's capacity to timely and effectively investigate discrimination, from intake through investigation and disposition of complaints. A comparison of the HCRC's investigation caseload data from 2007, before the recession and the resulting Reduction-in-Force (RIF), and current caseload data reflects a direct and critical impact on the efficacy of the HCRC as the state law enforcement agency responsible for investigation of complaints of discrimination in employment, housing, public accommodations, and state-funded services.

The loss of experienced permanent staff due to the RIF and abolishment of positions, hiring freezes and delays in hiring for remaining positions, compounded by loss of productivity due to furloughs and supplemental time off, has had a crippling impact on

the HCRC's capacity to carry out its statutory mandate. There is a direct relationship between loss of capacity in investigation staffing, resulting delay, and diminished capacity to enforce the laws under HCRC jurisdiction and obtain just disposition of complaints.

- In July of 2007, the HCRC's investigation caseload was 247 cases. At the end September 2013, the investigation caseload is now 436 cases, a 77% increase.
- At the end of calendar year 2007, the HCRC investigation caseload was 281 cases. The age of those cases, from date of complaint filing was: 1 case more than two years old (0%); 62 cases (22%) between one-two years old; and 218 (78%) less than one year old. At the end of September 2013, the growing caseload and loss of capacity caused dramatic increases in the age of cases in the investigation caseload of 436 cases: 108 cases (24.8%) more than two years old; 20 cases (4.6%) between 18 months - two years old; 55 (12.6%) between one year - 18 months old; and 253 (58%) less than one year old.
- At the end of September 2013, the HCRC had 170 pending intakes, in which a complainant had not yet been filed. With the current intake caseload, complainants have to wait as long as 3-4 months from the time of initial contact and submission of a pre-complaint questionnaire for a scheduled intake interview, leading to high levels of frustration and increased risk of untimely filing. This is a serious concern, given the 180-day statute of limitations for filing an HCRC complaint, which is required for complainants to exhaust their administrative remedies and preserve their rights. Timely filing and service is in the best interest of both complainant and respondents in discrimination cases, increasing the likelihood of timely disposition of complaints.
- The size and age of the investigation caseload and reduced staffing level has led the HCRC to consider administrative dismissal of complaints that cannot be timely investigated. This would temporarily alleviate the immediate investigation caseload problem, but at the expense of the HCRC's enforcement mandate and responsibility.

- 3) The Office of Community Services (OCS) has recently restored one of the key programs under its statutory mandate under chapter 371K, HRS - Immigrant Resource Centers (IRCs). OCS currently has four IRCs in operation - in Hilo, Lihue, Kalihi and Ewa Beach on Oahu. The purpose of this request is to expand program operations to under-served areas such as Waipahu in Honolulu, West Hawaii, and West Kauai.

In 2012, OCS conducted an extensive needs assessment on all counties and requested funds to fill the identified community needs, but was unable to secure biennium funding (FY 14 and FY 15) for the restoration of services for immigrants, COFA migrants, and other disadvantaged populations. Through budgetary prioritization, OCS established these four centers across three counties on a shoestring budget. OCS now seeks an additional \$700,000 for the following purposes:

Hawaii	\$200,000
Kauai	\$100,000
Honolulu	<u>\$400,000</u>
Total	\$700,000

The Immigrant Resource Centers are places where new immigrants can find the help they need to "navigate the system" of social services and other resources to help them get a firm foundation for living successfully in Hawaii - as productive employees in our economy and most importantly as contributing members of the communities where they live.

The critical need now is to expand the outreach work that the centers perform and enable the centers to take direct services to outlying communities. As much as we would hope that the IRCs are conveniently located for many in the urban centers, the reality is that many of our client communities are living in relatively rural areas and we need to bring the services to them.

On the Big Island, the IRC was recently set up in Hilo, but it currently lacks the financial capacity to serve West Hawaii. Similarly, the Lihue center needs to be able to send staff on a regular basis to other parts of Kauai; and the two Oahu centers must serve client communities throughout the urban core and Waipahu, which is under-served with a large number of immigrants. The requested funds will be used for capacity building and to expand existing services to the west side of Kauai and the west side of Big Island to service the Kona area. The current Ewa site is not sufficient to serve the needs of those in the Waipahu area and must be expanded into Waipahu town. There is a diverse group of immigrants deep in the urban core of Honolulu and the needs of those immigrants must also be addressed.

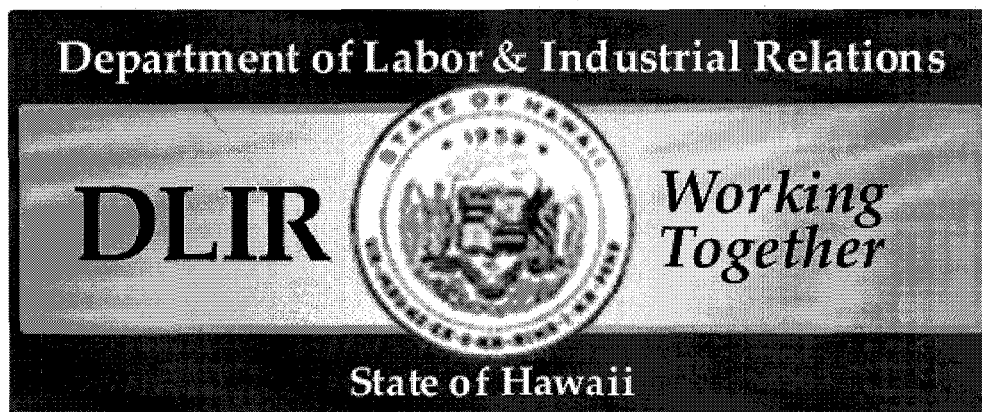
Funds are needed to hire more outreach workers who can make visits to the communities that are distant from the population centers. It is critical to meet the

needs of these populations and to ensure that they can become self-sufficient and acculturated.

OCS is also requesting \$220,000.00 for FY 15 for legal services for immigrants and domestic workers. These funds will enhance existing interrelated programs by providing comprehensive legal services, advise, consultation and outreach to immigrants, including domestic workers both documented and undocumented. The need for legal services for immigrants arises out of the cultural and behavioral acclimation experienced by persons in a new living situation. Often times, misunderstanding of the law, differences between customs in the United States vs. customs in the home country, and the inability to accurately interpret the instructions or suggestions of officials often leads to overrepresentation to the justice system.

This new legal services program will focus on legal issues that immigrants and domestic workers face, including, but not limited to: landlord-tenant disputes, guardianships and similar actions to assist minors, the elderly and domestic workers, problems relating to access to public services such as public housing, child welfare, student placement and discipline; language and other barriers to such services as driver's license examinations, employment rights, and domestic relations issues such as domestic violence, divorce, and child custody; consumer protection matters such as debt collection, securing benefits under the social security system, workers compensation, and other sources of benefits, and citizenship and immigrant-visa petitions in appropriate cases.

**PROGRAM AND ORGANIZATION MANUAL**  
**JULY 2013**



**STATE OF HAWAII**

**DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS**

**DWIGHT TAKAMINE, DIRECTOR**

**AUDREY HIDANO, DEPUTY DIRECTOR**

PROGRAM AND ORGANIZATION MANUAL  
(Revised SEPTEMBER 2013)  
TABLE OF CONTENTS

	PAGE NUMBER
I. PROGRAMS AND OBJECTIVES	1
II. STATEMENT OF FUNCTIONS	
A. Office of the Director	4
B. Employment Security Appeals Referees' Office	5
C. Hawaii Labor Relations Board	5
D. State Fire Council	5
E. Labor and Industrial Relations Appeals Board	6
F. Workforce Development Council	6
G. Hawaii Civil Rights Commission	9
H. Office of Community Services	13
I. Office of Language Access	16
J. Administrative Services Office	17
K. Personnel Office	23
L. Research and Statistics Office	24
M. Workforce Development Division	
Program Development, Coordination and Evaluation Services Office	26
Oahu Branch	28
Hawaii Branch	32
Maui Branch	34
Kauai Branch	35
N. Unemployment Insurance Division	
Program Development, Coordination and Evaluation Services	36
Oahu Branch	37
Hawaii Branch	45
Maui Branch	47
Kauai Branch	49
O. Hawaii Occupational Safety and Health Division	51
P. Disability Compensation Division	55
Q. Wage Standards Division	60
R. Hawaii District	62
S. Maui and Kauai District	63
III. ORGANIZATION AND POSITION CHARTS	
A. Department Organization Chart	65
B. Office of the Director	66
C. Hawaii Labor Relations Board	67
D. Labor and Industrial Relations Appeals Board	67
E. Employment Security Appeals Referees' Office	68
F. Workforce Development Council	70
G. Hawaii Civil Rights Commission	72
H. Office of Community Services	74
I. Office of Language Access	76
J. Administrative Services Office	77
K. Personnel Office	80
L. Research and Statistics Office	82



TABLE OF CONTENTS (continued)

M.	Workforce Development Division	85
	Program Development, Coordination and Evaluation Services Office	87
	Oahu Branch	88
	(1) Kaneohe Office Section	89
	(2) Honolulu Office Section	91
	(3) Waipahu Office Section	92
	Hawaii and Maui Branch	93
	(1) Kona Office Section	94
	(2) Hilo Office Section	95
	Maui Branch	96
	(1) Kaunakakai Office Section	96
	(2) Wailuku Office Section	97
	Kauai Branch	98
N.	Unemployment Insurance Division	100
	Program Development Coordination and Evaluation Services	102
	Oahu Branch	103
	(1) Employer Services Section	105
	(2) Honolulu Claims Section	106
	(3) Kaneohe Claims Section	107
	(4) Waipahu Claims Section	108
	(5) Benefit Processing and Control Section	109
	Hawaii Branch	111
	Maui Branch	112
	Kauai Branch	114
O.	Occupational Safety and Health Division	116
P.	Disability Compensation Division	120
Q.	Wage Standards Division	125
R.	Hawaii District Office	128
S.	Maui and Kauai District Office	129
T.	Hoisting Machine Operators Advisory Board	130

**...PROGRAMS AND OBJECTIVES...**

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

PROGRAMS AND OBJECTIVES

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

More specifically, the Department:

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

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

PROGRAMS AND OBJECTIVES cont'd.

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

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

PROGRAMS AND OBJECTIVES cont'd.

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

- (11) Advises the State Legislature and the Governor with response to fire prevention and protection, life safety and any other function for which the various county fire department are responsible through the State Fire Council.
- (12) 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 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) Address the language access needs of limited English proficient (LEP) individuals by provide oversight, central coordination, and technical assistance to the State and state-funded agencies in the implementation of large 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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.



STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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;

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

OFFICE OF COMMUNITY SERVICES

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

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

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

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

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

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

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

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

RESEARCH, PLANNING, AND RESOURCE DEVELOPMENT STAFF

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

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

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

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

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



STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

OFFICE OF COMMUNITY SERVICES 2) cont'd

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

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

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

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

PROGRAM ADMINISTRATION AND EVALUATION STAFF

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

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

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

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

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

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

Coordinates the preparation of the OCS' annual report.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

OFFICE OF COMMUNITY SERVICES 3) cont'd

FISCAL STAFF

Provides the OCS staff with fiscal and financial management support.

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

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

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

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

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

CLERICAL SERVICES

Provides word-processing, typing and clerical services.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.



STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.



STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

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.

STATE OF HAWAII  
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.

WAIPAHU CLAIMS SECTION

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

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.

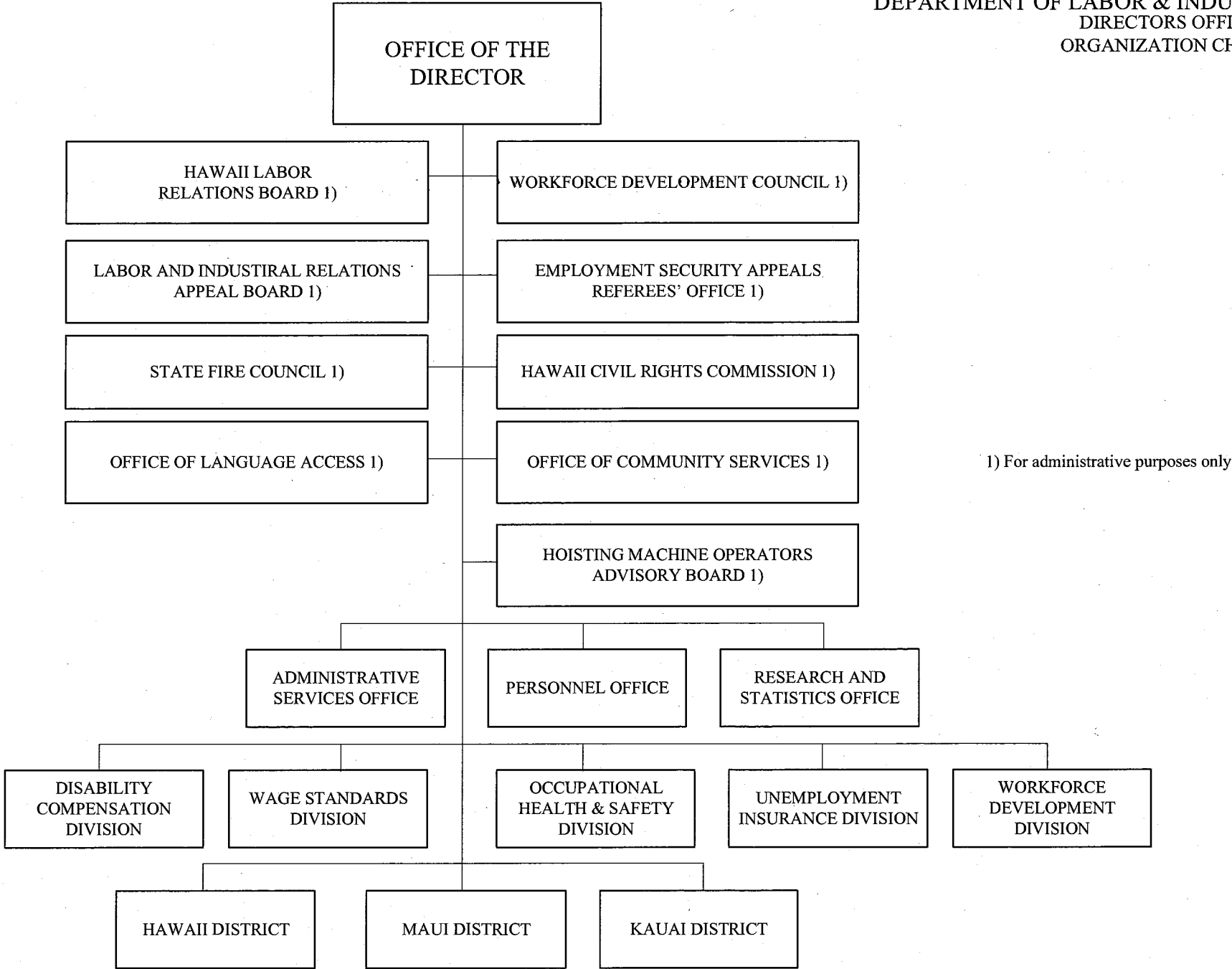
CLERICAL SERVICES

Provides statistical, clerical and stenographic services for the office.

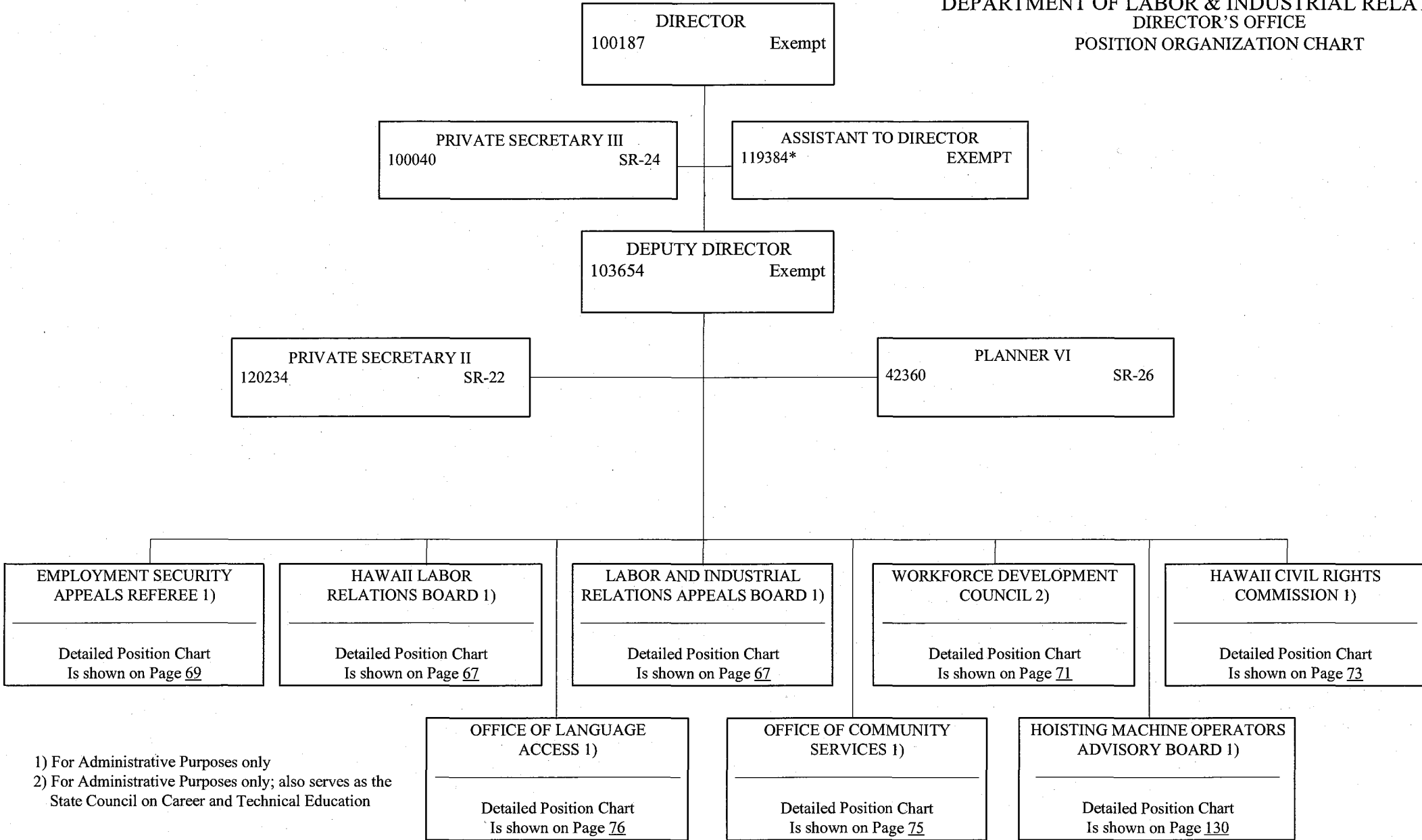
THIS PAGE LEFT BLANK

**...ORGANIZATION CHARTS...**

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



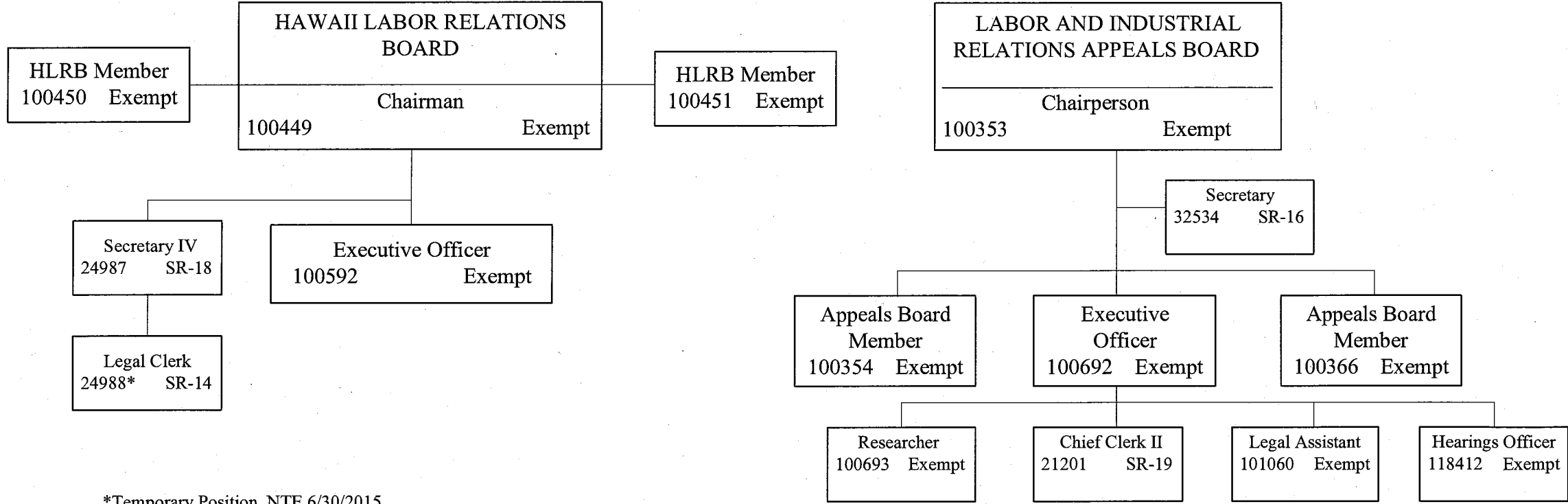
STATE OF HAWAII  
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS  
 DIRECTOR'S OFFICE  
 POSITION ORGANIZATION CHART



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

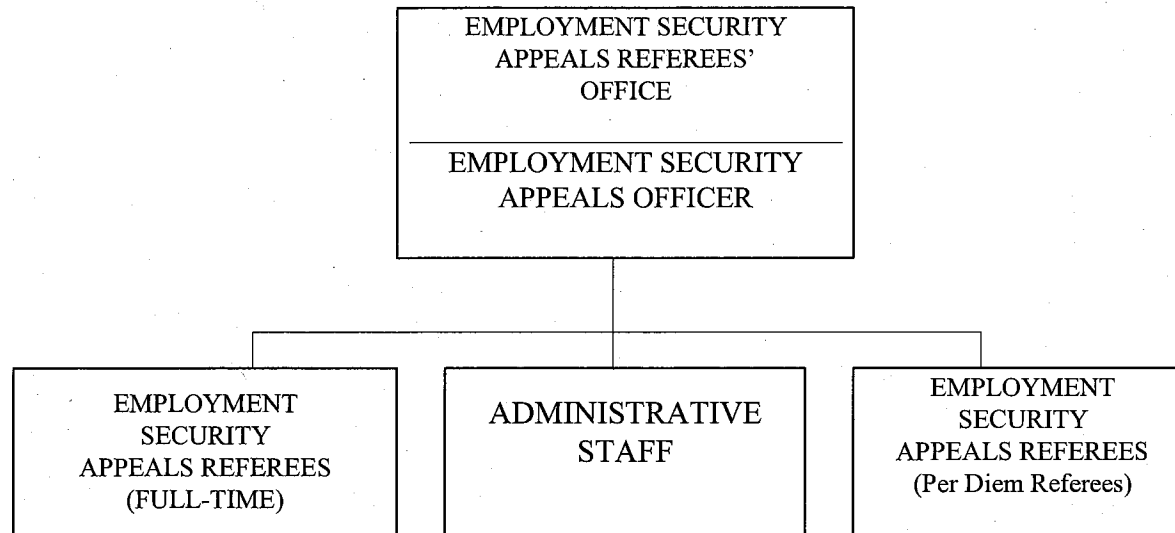
\* Special Assignment (LBR 111PB)

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



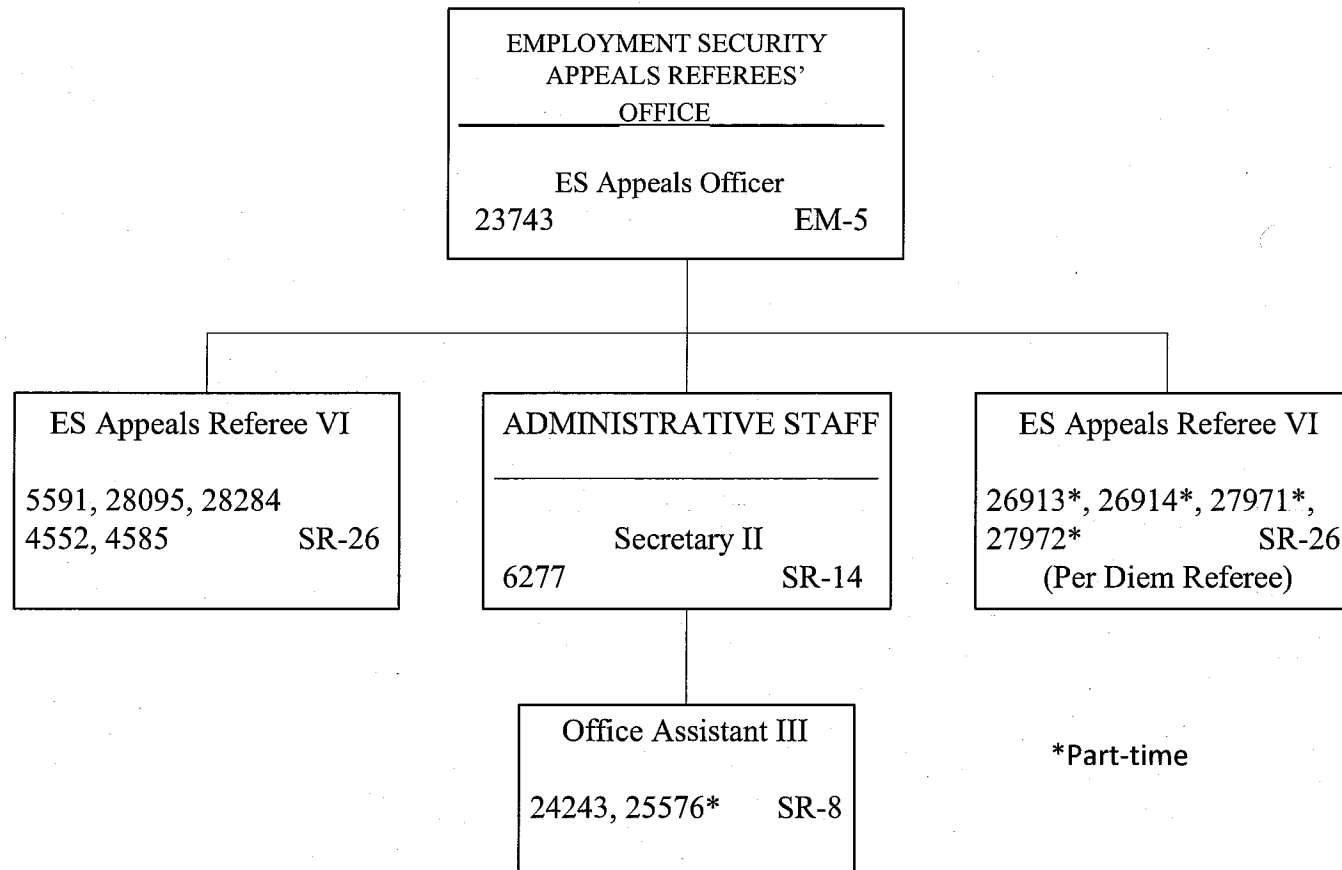
\*Temporary Position, NTE 6/30/2015

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

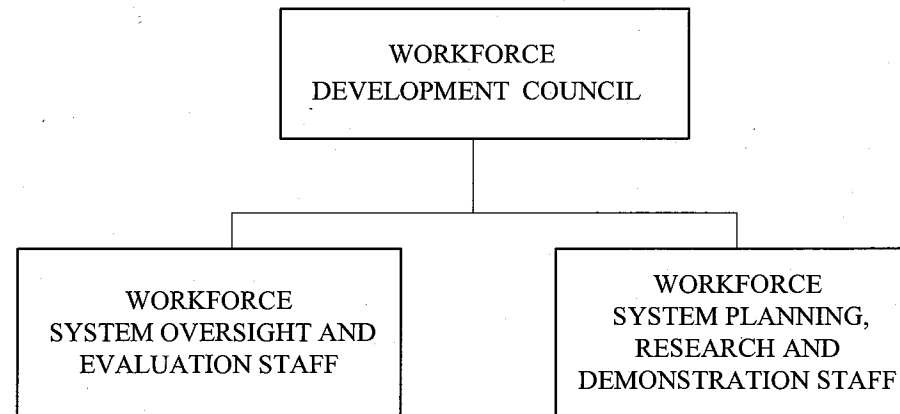




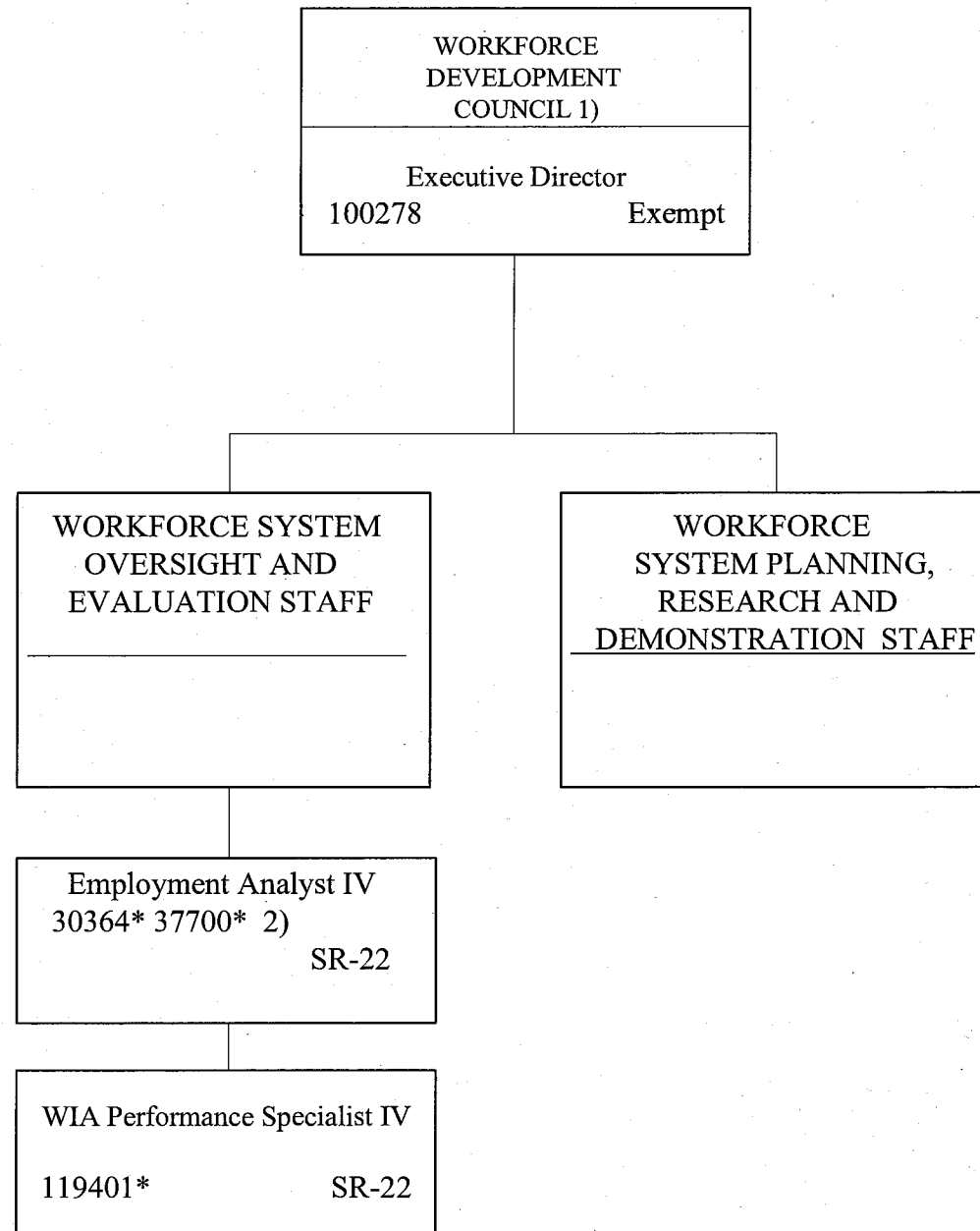
**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE  
 POSITION ORGANIZATION CHART



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

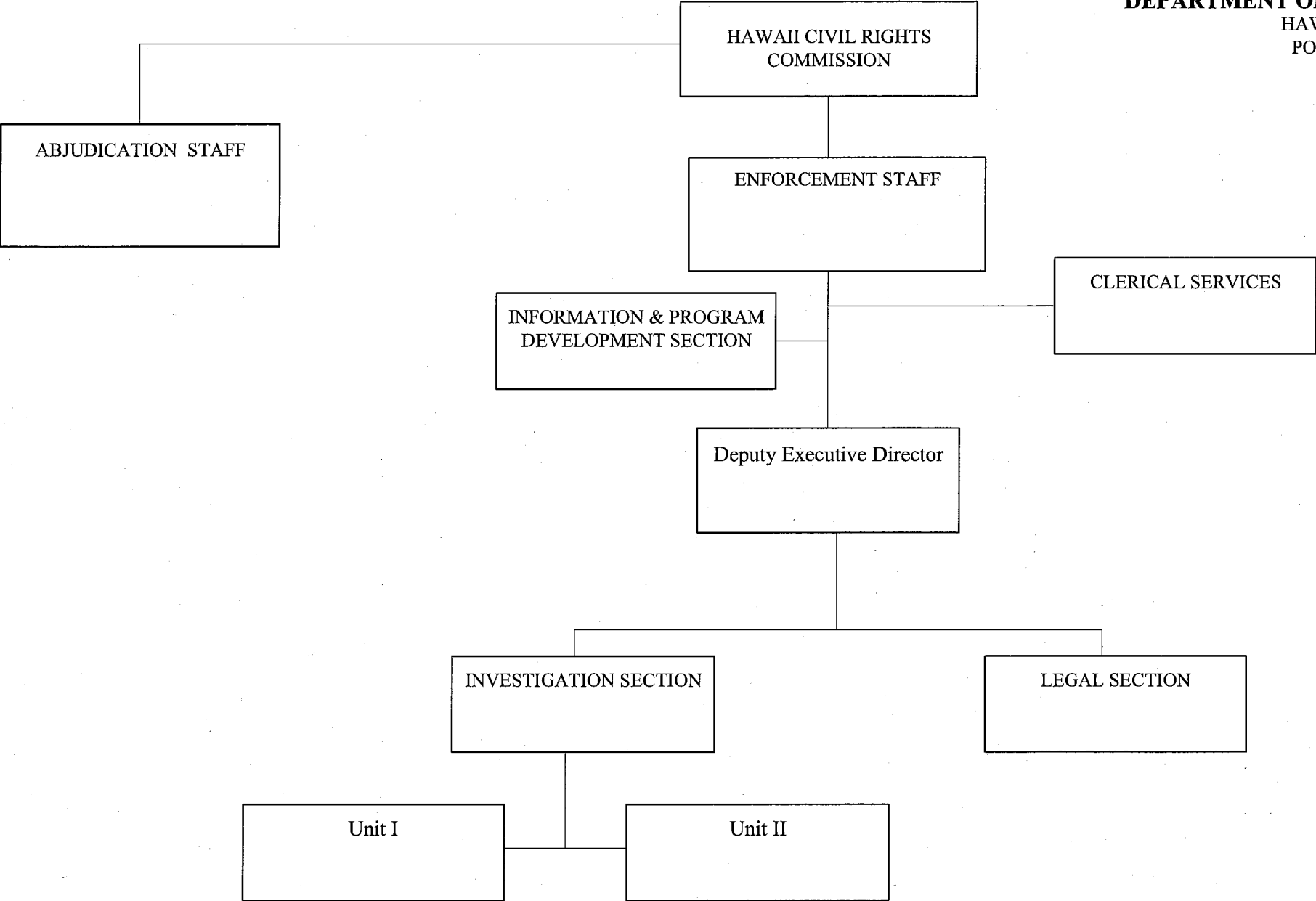


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 WORKFORCE DEVELOPMENT COUNCIL  
 POSITION ORGANIZATION CHART

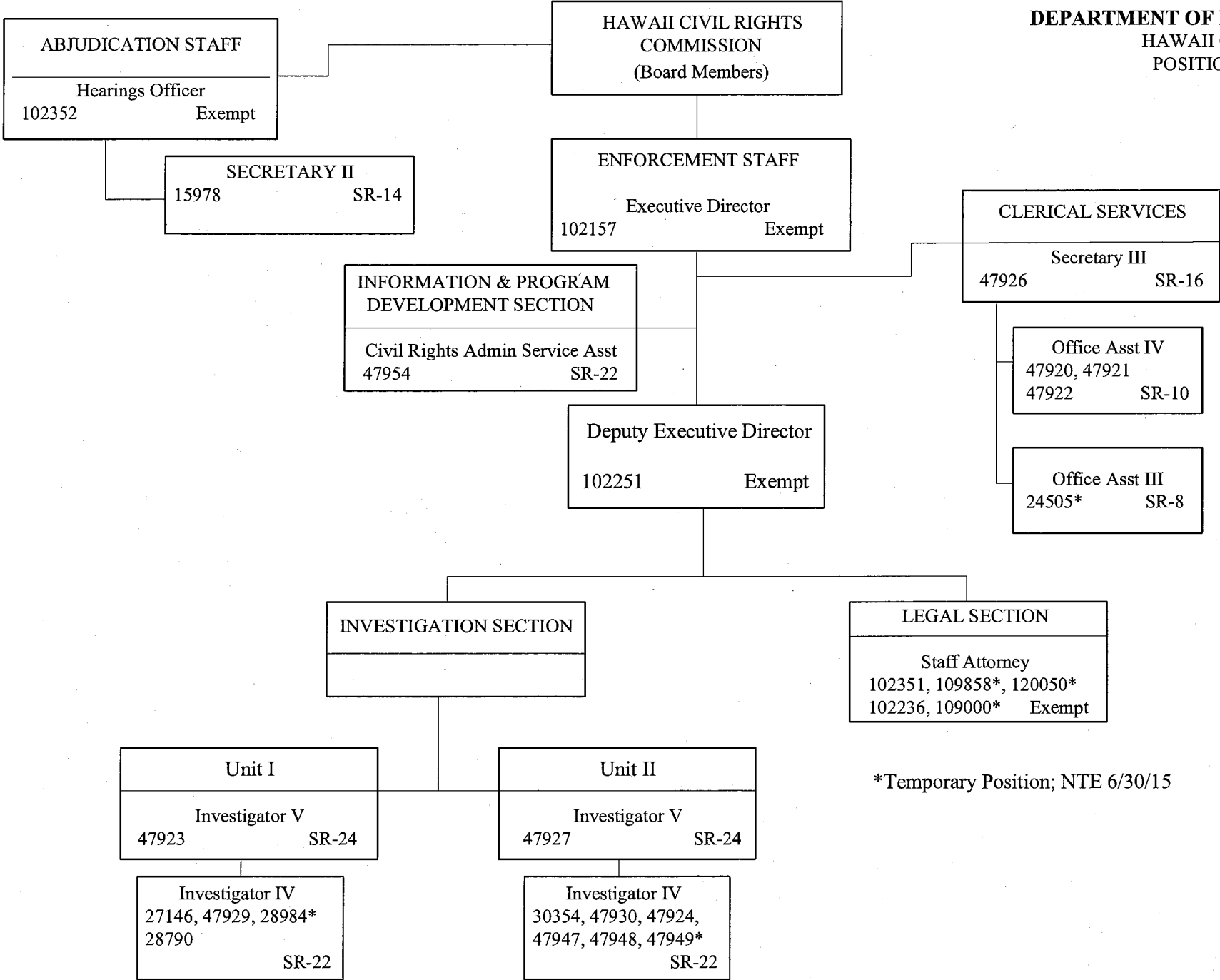


1) For Administrative Purposes Only  
 2) Position to be redescribed  
 \* Temporary position, NTE 6/30/15

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

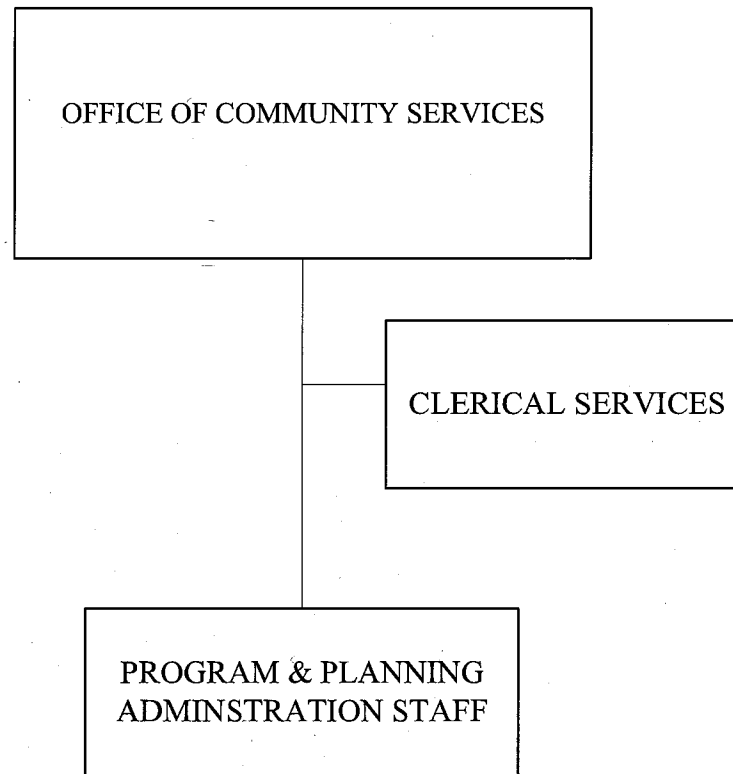


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 HAWAII CIVIL RIGHTS COMMISSION  
 POSITION ORGANIZATION CHART

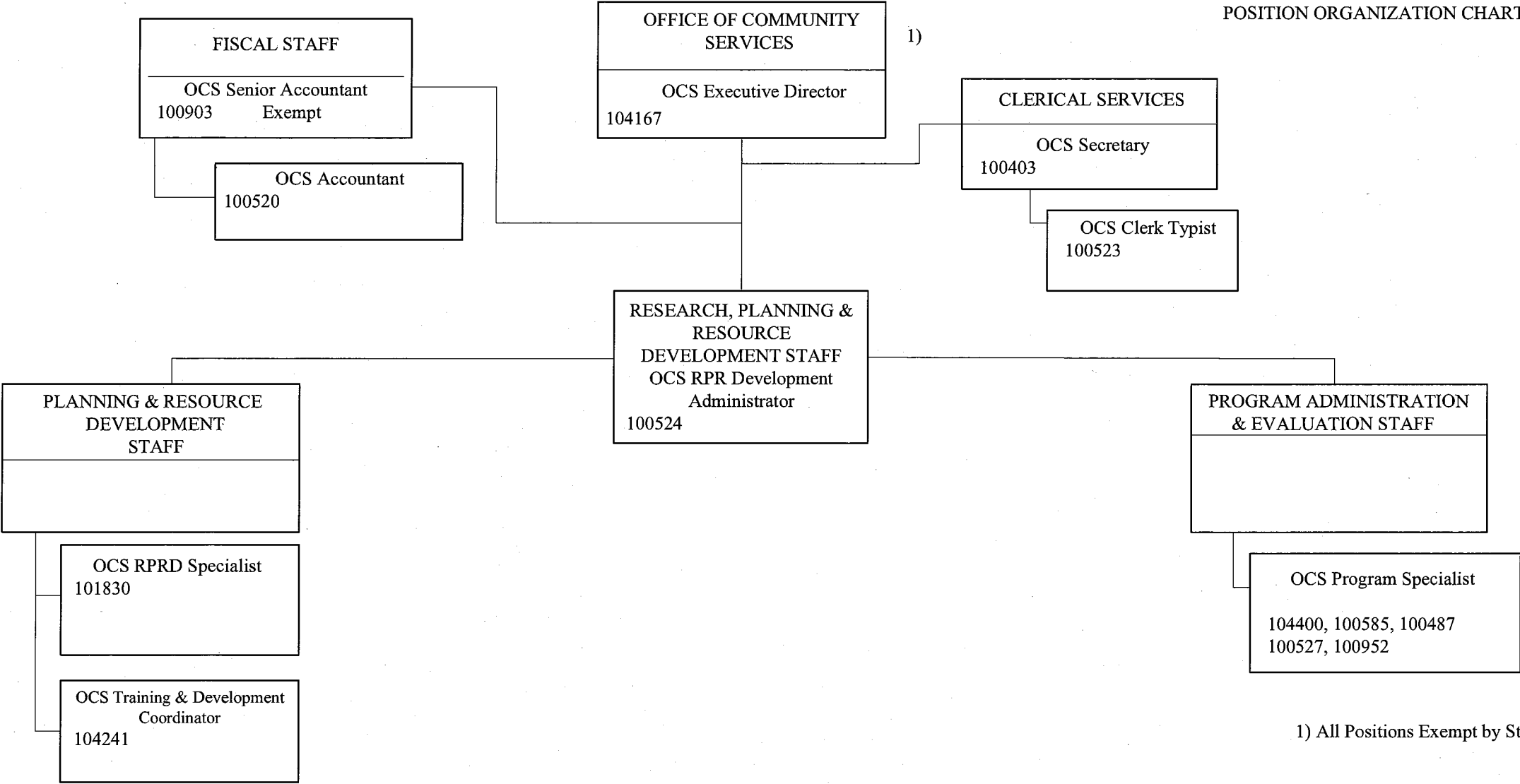


\*Temporary Position; NTE 6/30/15

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

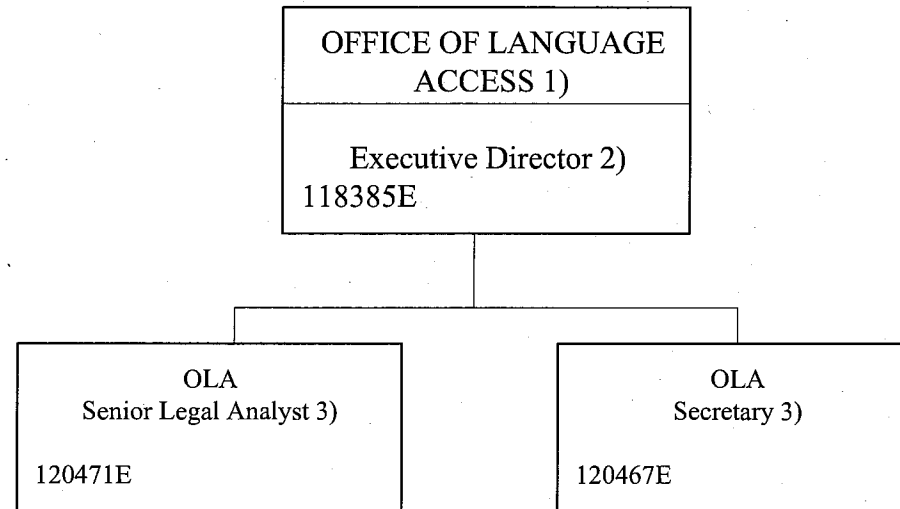


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 OFFICE OF COMMUNITY SERVICES  
 POSITION ORGANIZATION CHART



1) All Positions Exempt by Statute

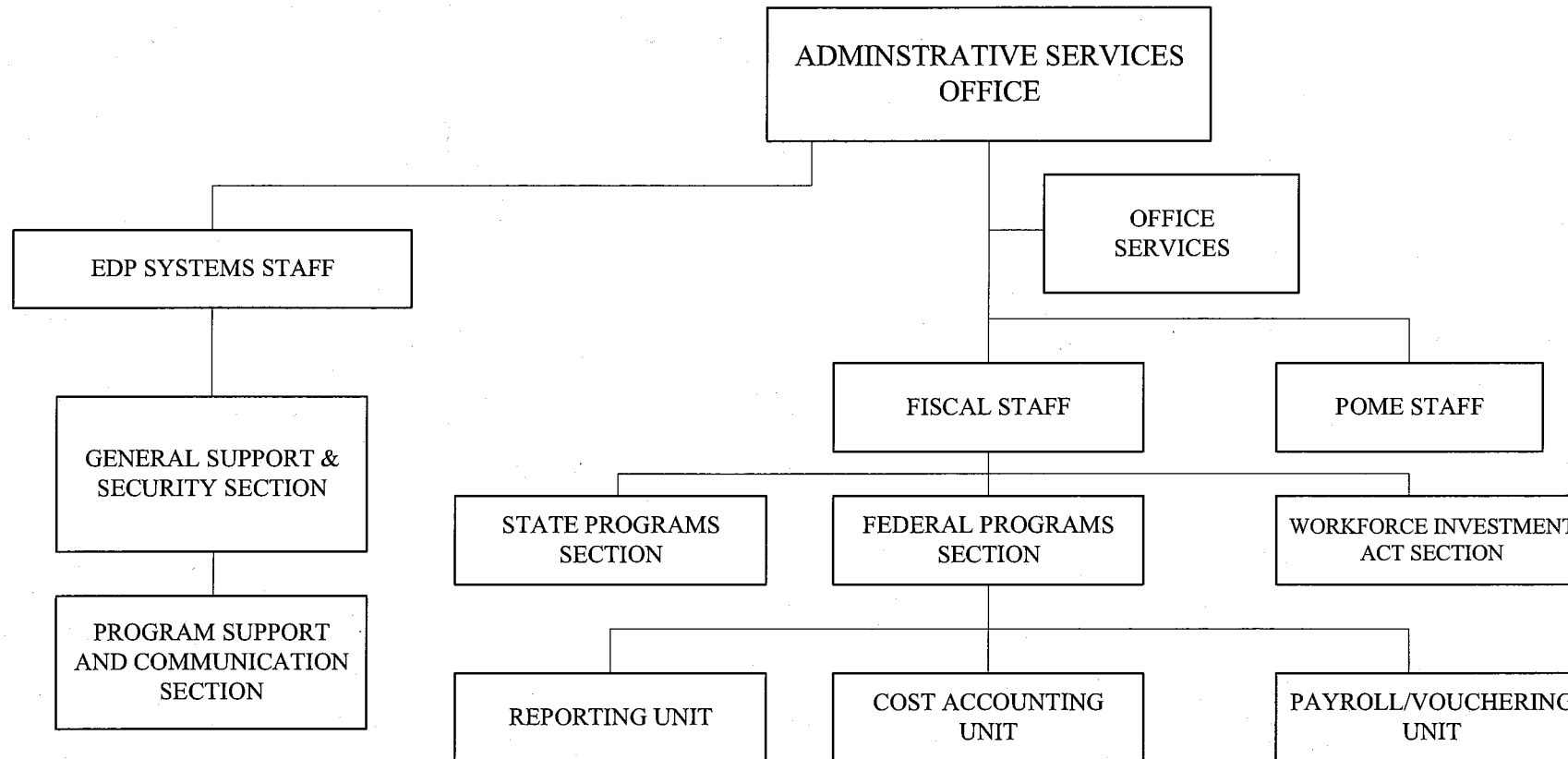
STATE OF HAWAII  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS  
OFFICE OF LANGUAGE ACCESS  
POSITION ORGANIZATION CHART



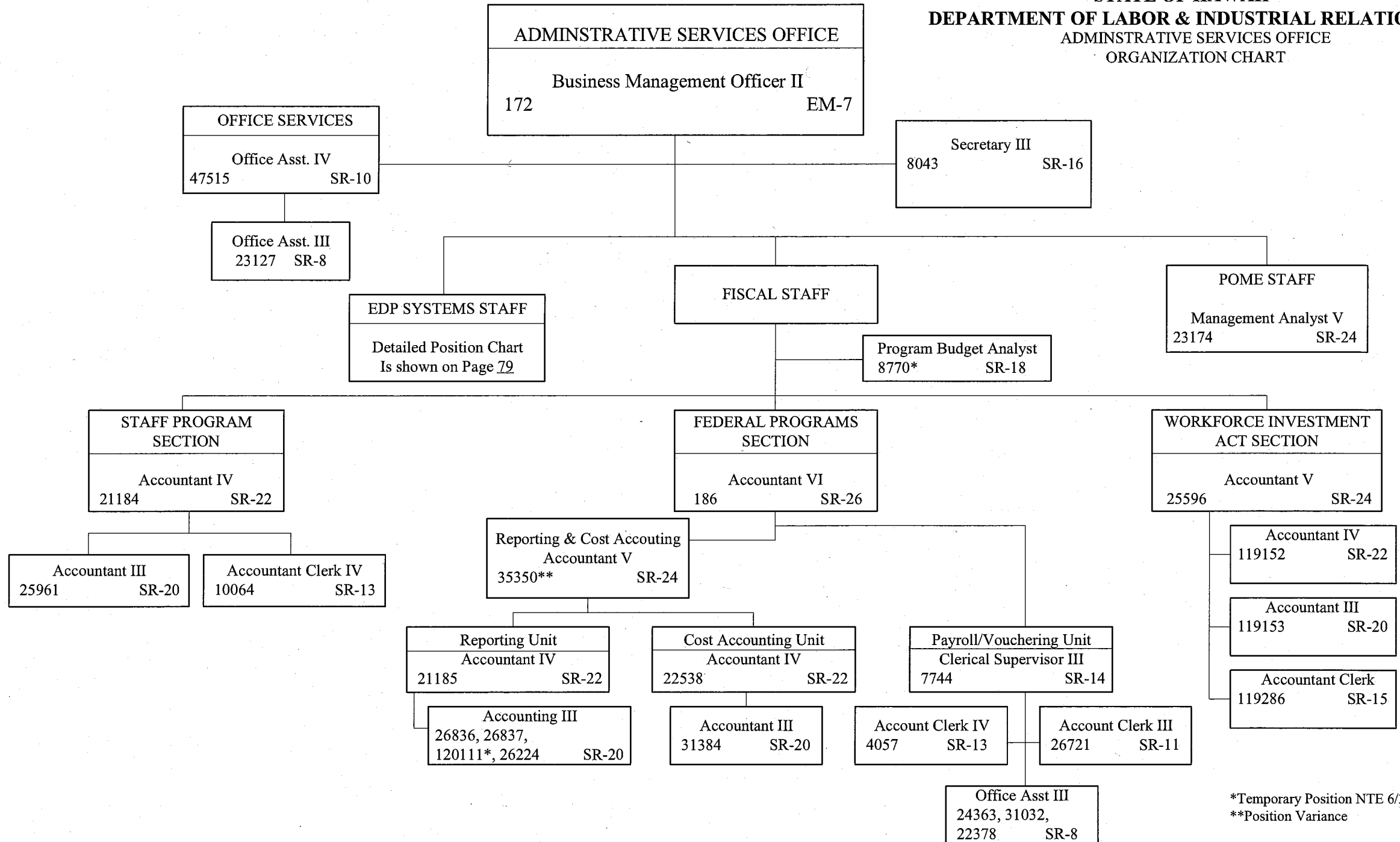
- 1) For Administrative Purposes
- 2) Exempt by Statute
- 3) Exempt by HRS 76-16 (b)(12)



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

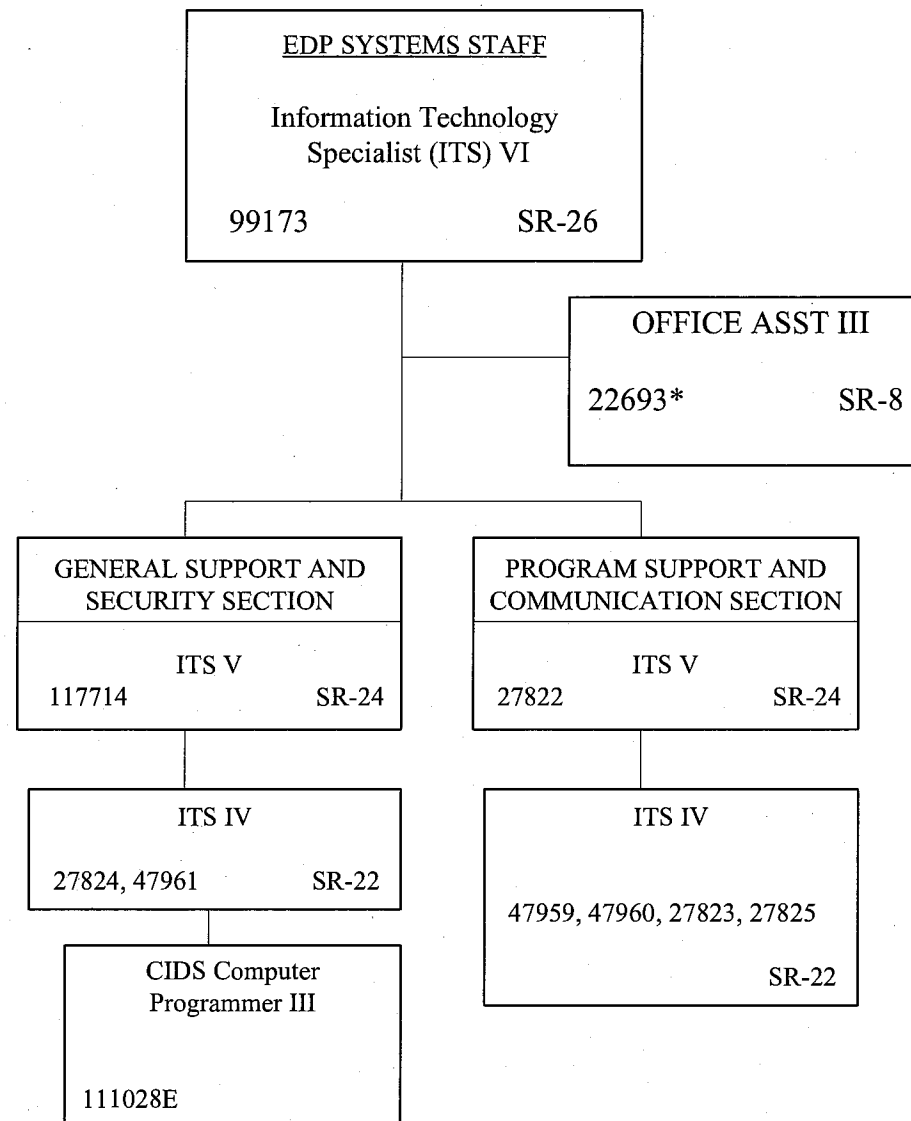


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 ADMINSTRATIVE SERVICES OFFICE  
 ORGANIZATION CHART



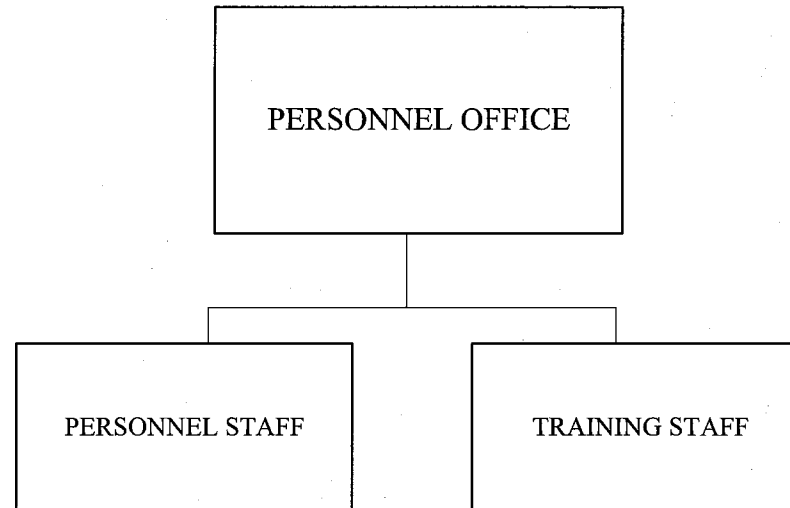
\*Temporary Position NTE 6/30/2015  
 \*\*Position Variance

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

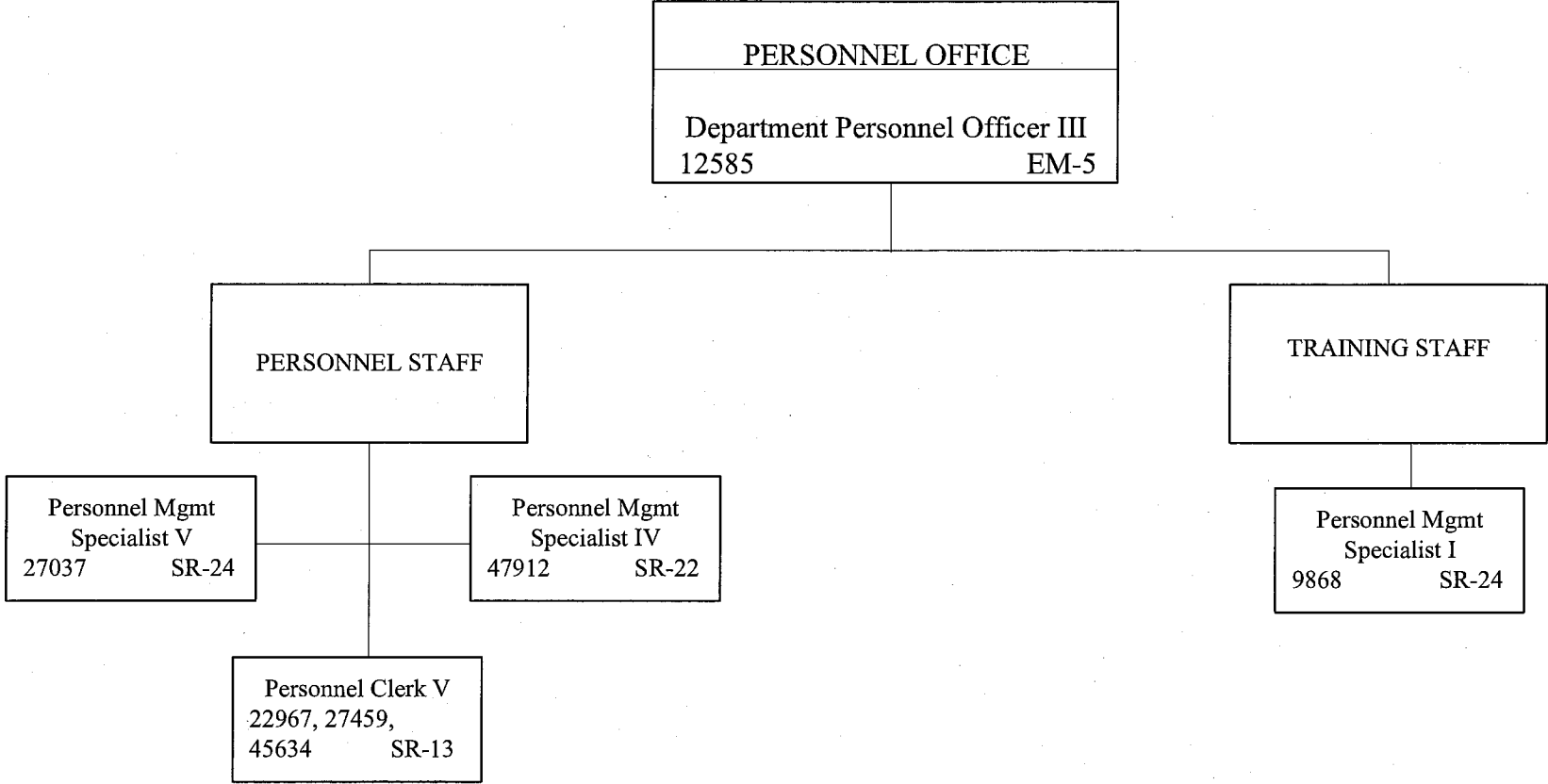


\*Temporary Position NTE 6/30/2015

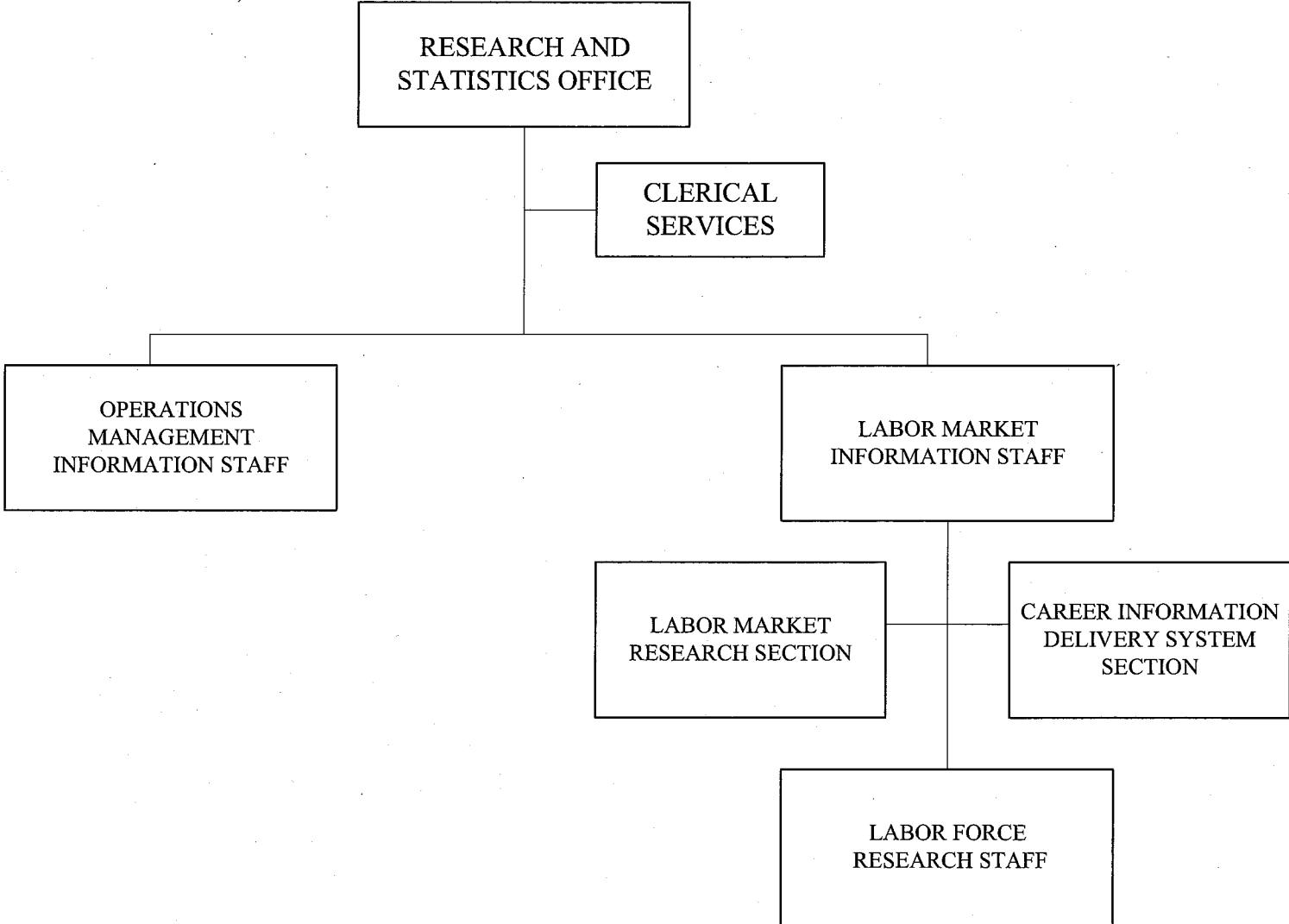
**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
PERSONNEL OFFICE  
ORGANIZATION CHART



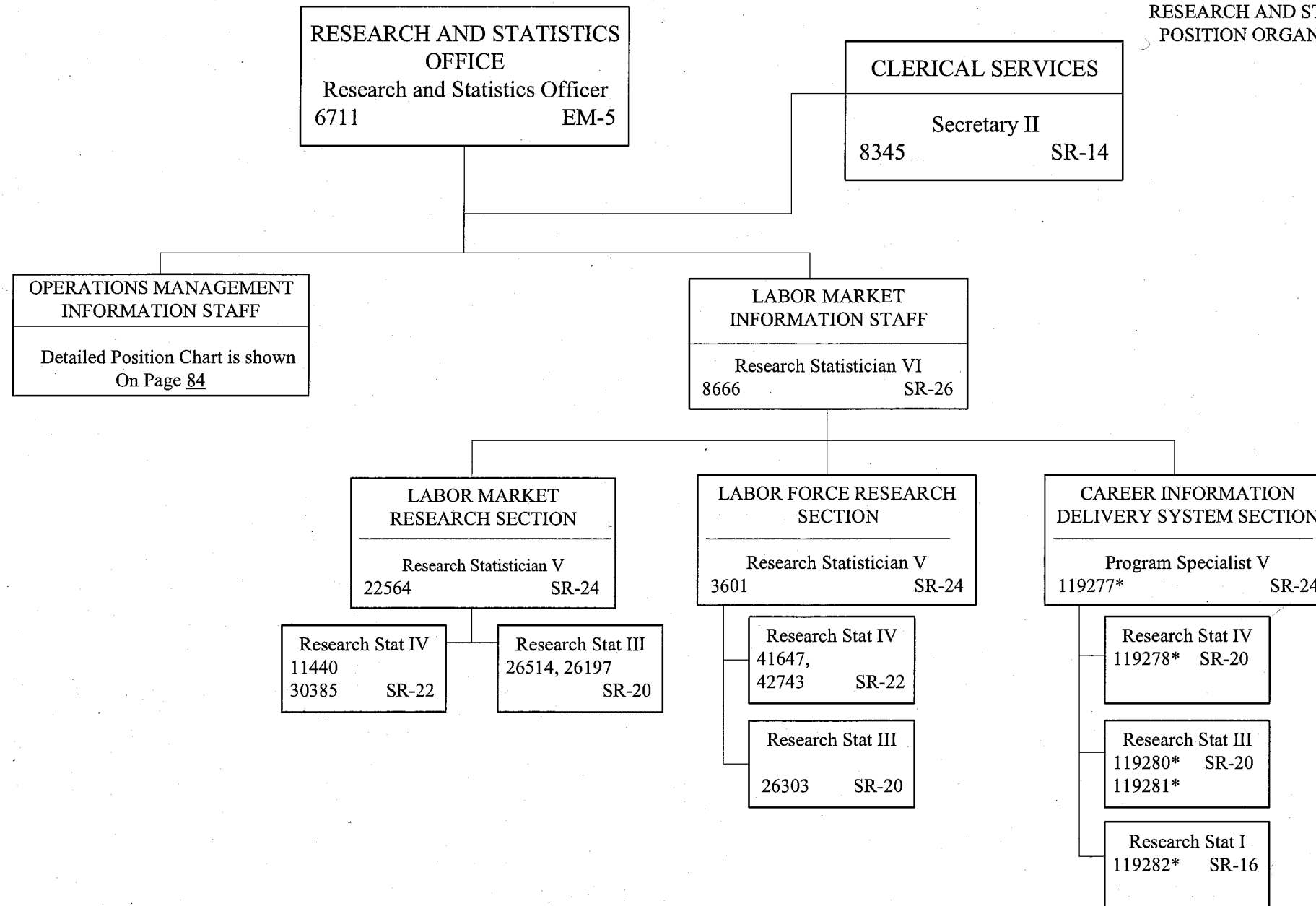
STATE OF HAWAII  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS  
PERSONNEL OFFICE  
ORGANIZATION CHART



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

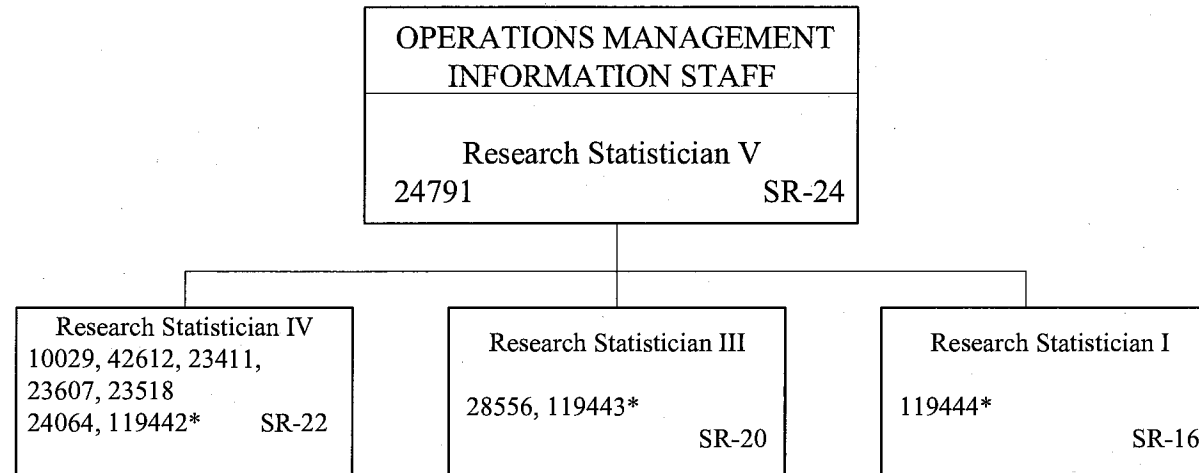


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
RESEARCH AND STATISTICS OFFICE  
POSITION ORGANIZATION CHART



\*Temporary to 6/30/2015

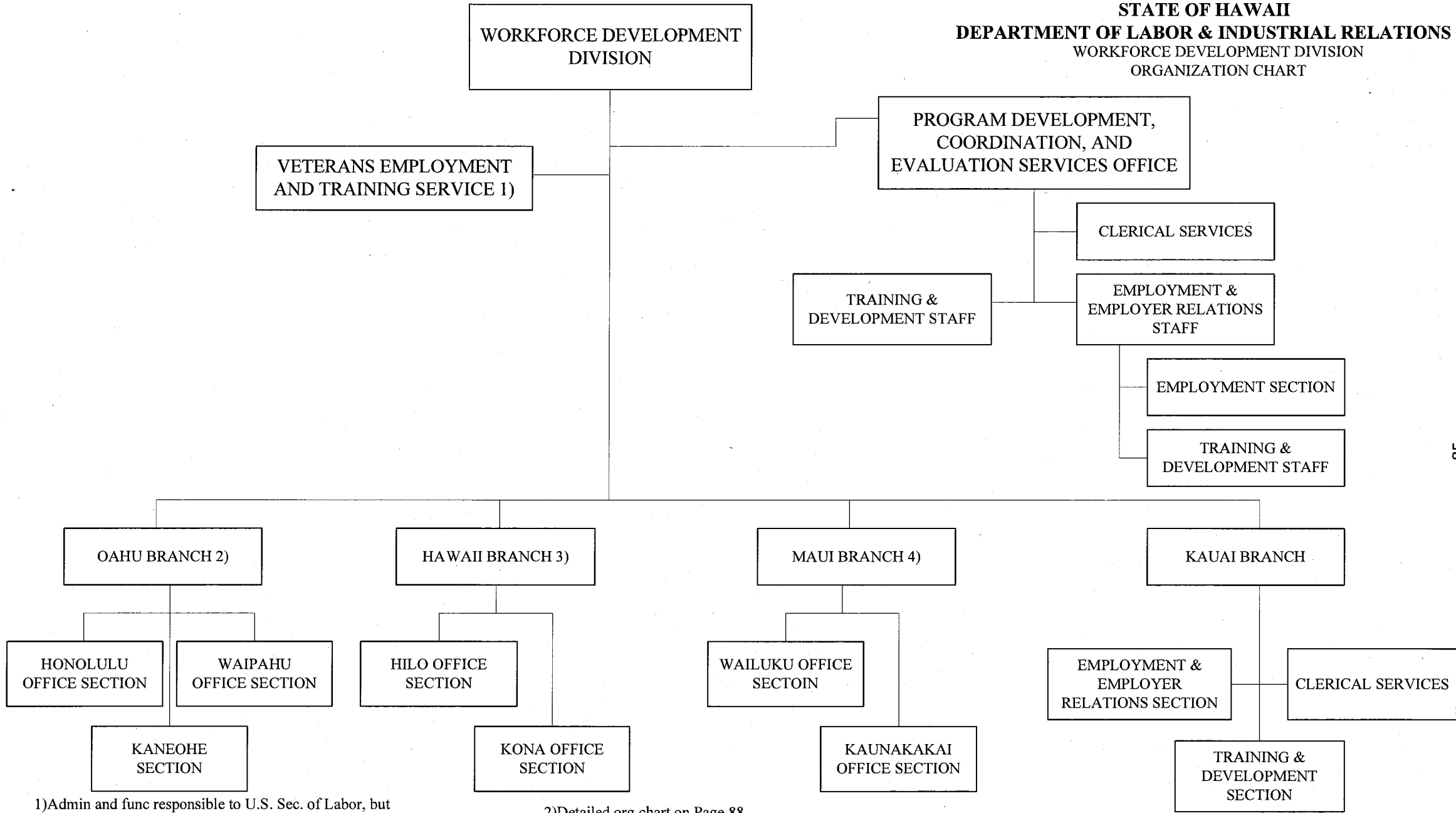
**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
RESEARCH AND STATISTICS OFFICE  
OPERATIONS MANAGEMENT INFORMATION STAFF  
POSITION ORGANIZATION CHART



\*Temporary position, NTE 6/30/15



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



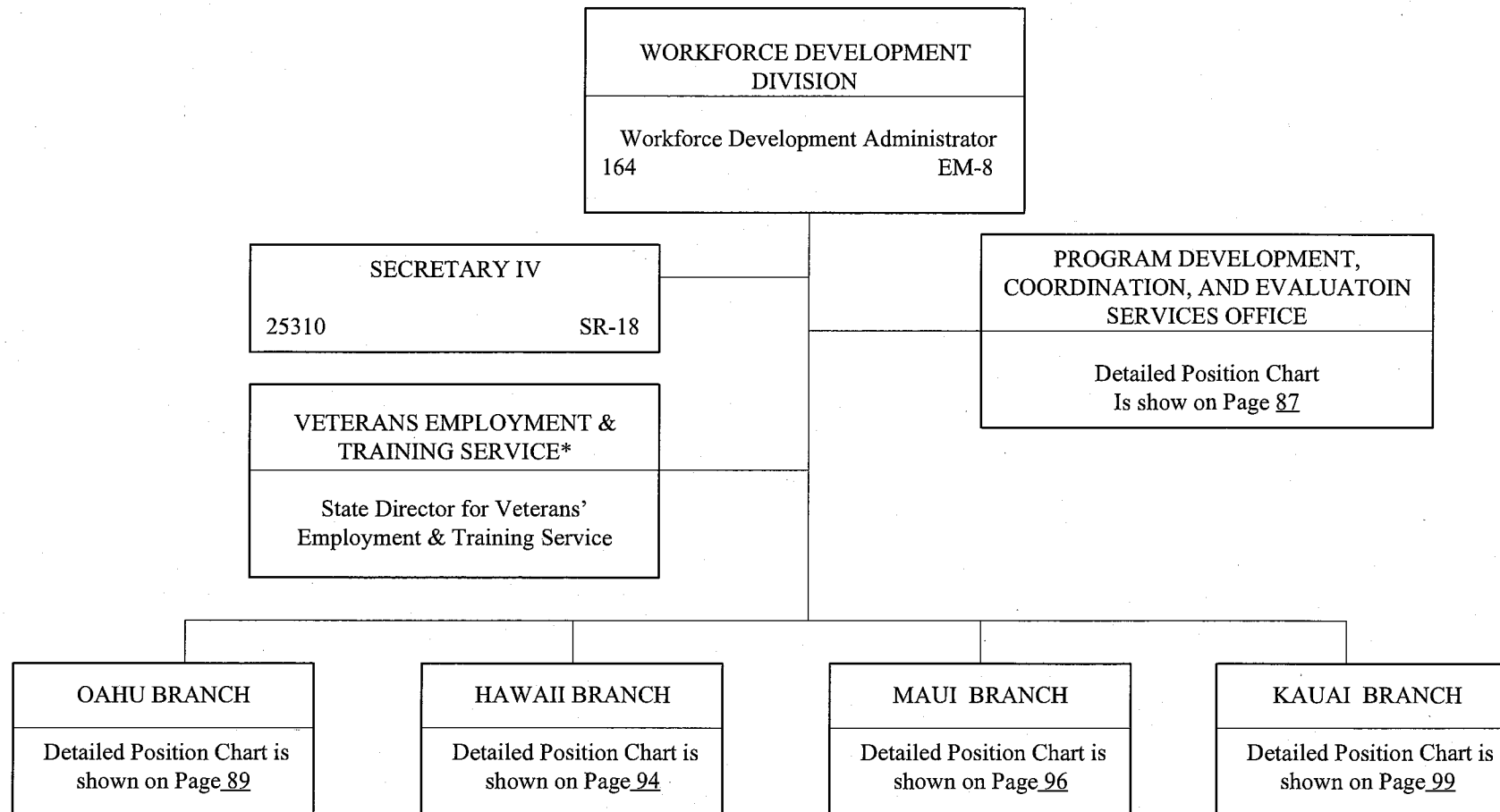
1)Admin and func responsible to U.S. Sec. of Labor, but attached to WD Div in acc with Title 38, USC PL 85-857; work cooperatively with WD Div in promoting veterans' employment activities

2)Detailed org chart on Page 88

3)Detailed org chart on Page 93

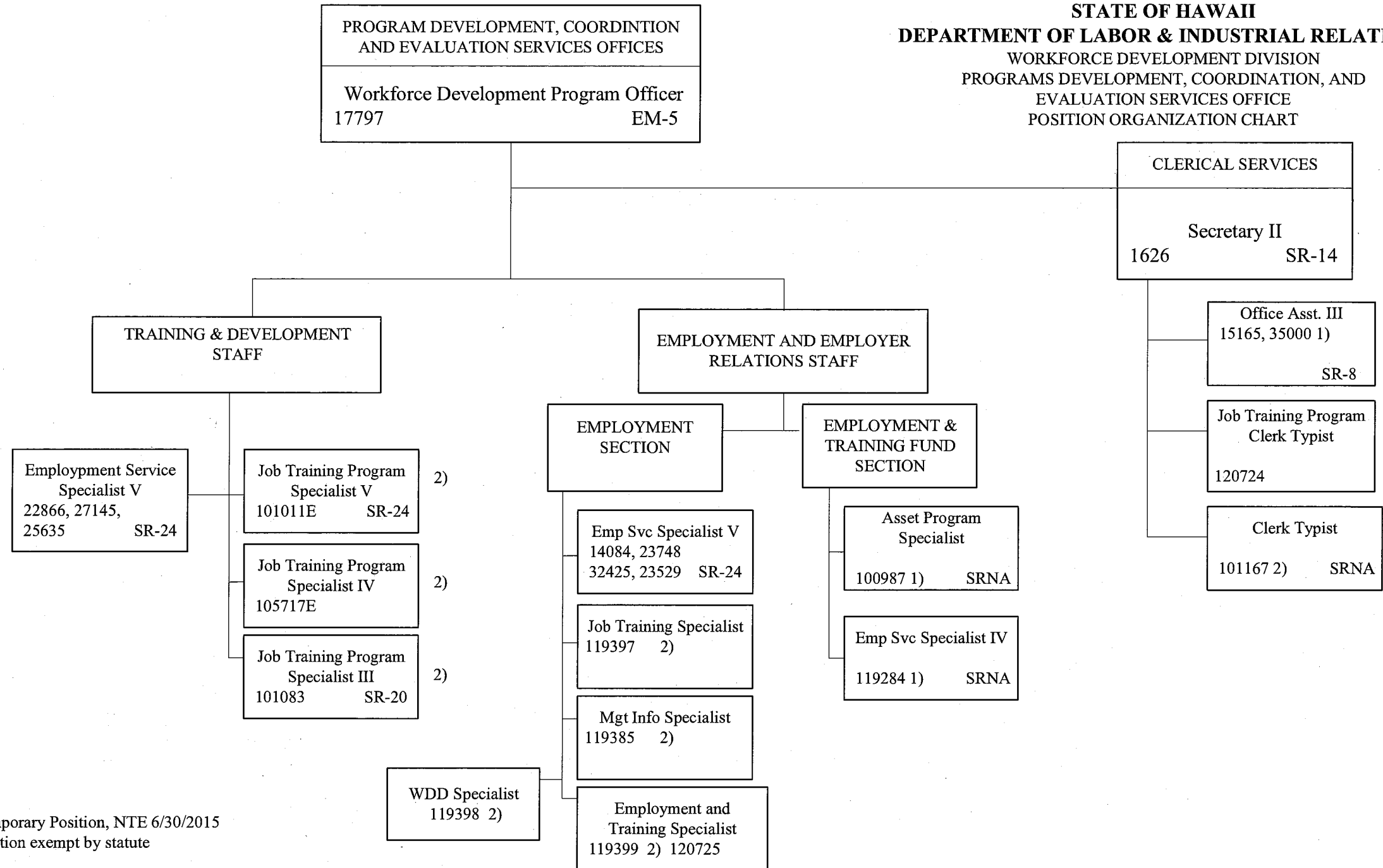
4)Detailed org chart on Page 93

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



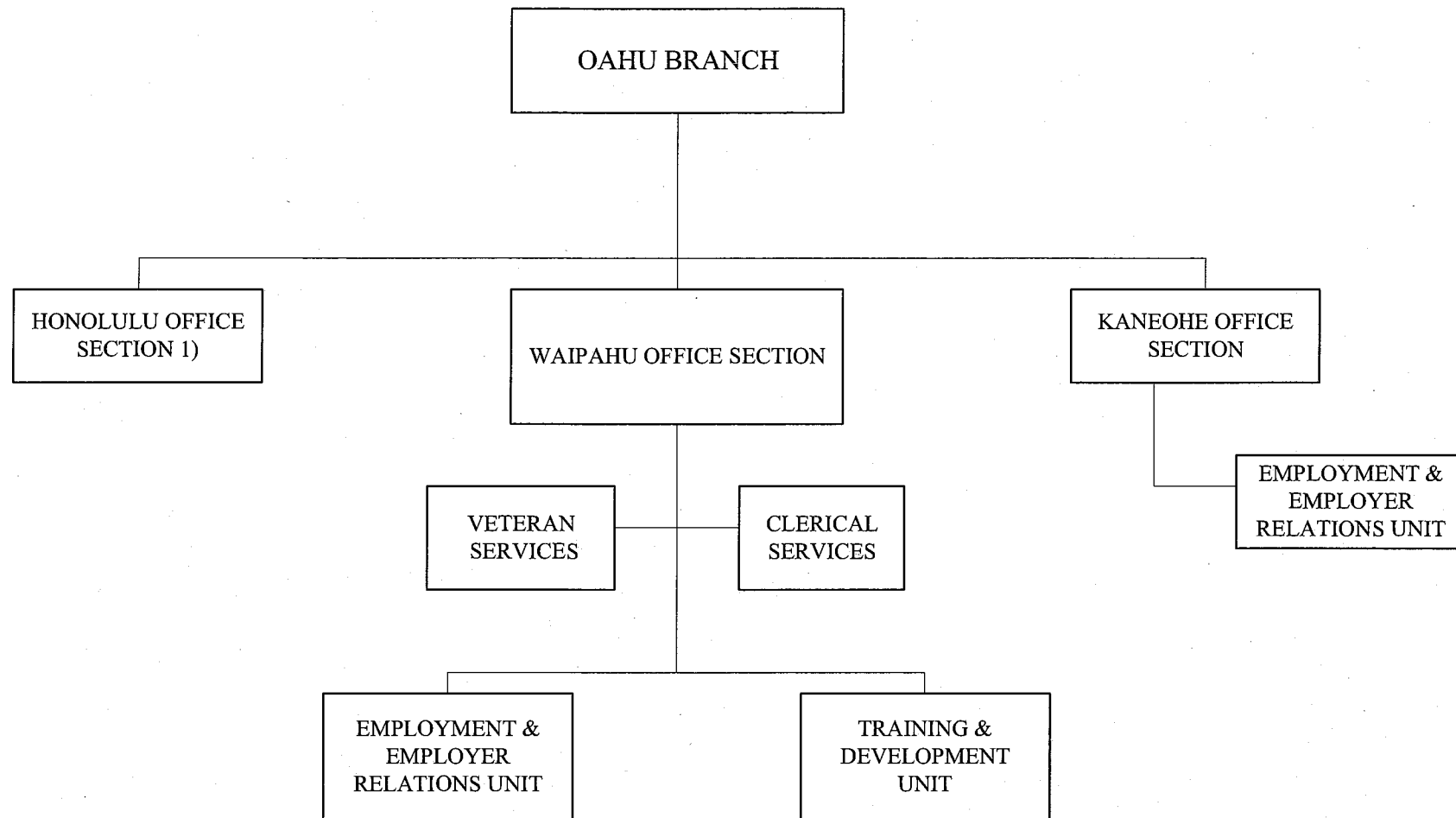
\* Administratively & functionally responsible to U.S. Secretary of Labor but attached to WD Div in accordance with Title 38, USC PL 85-857; works cooperatively with WD Division in promoting veterans' employment activities.

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



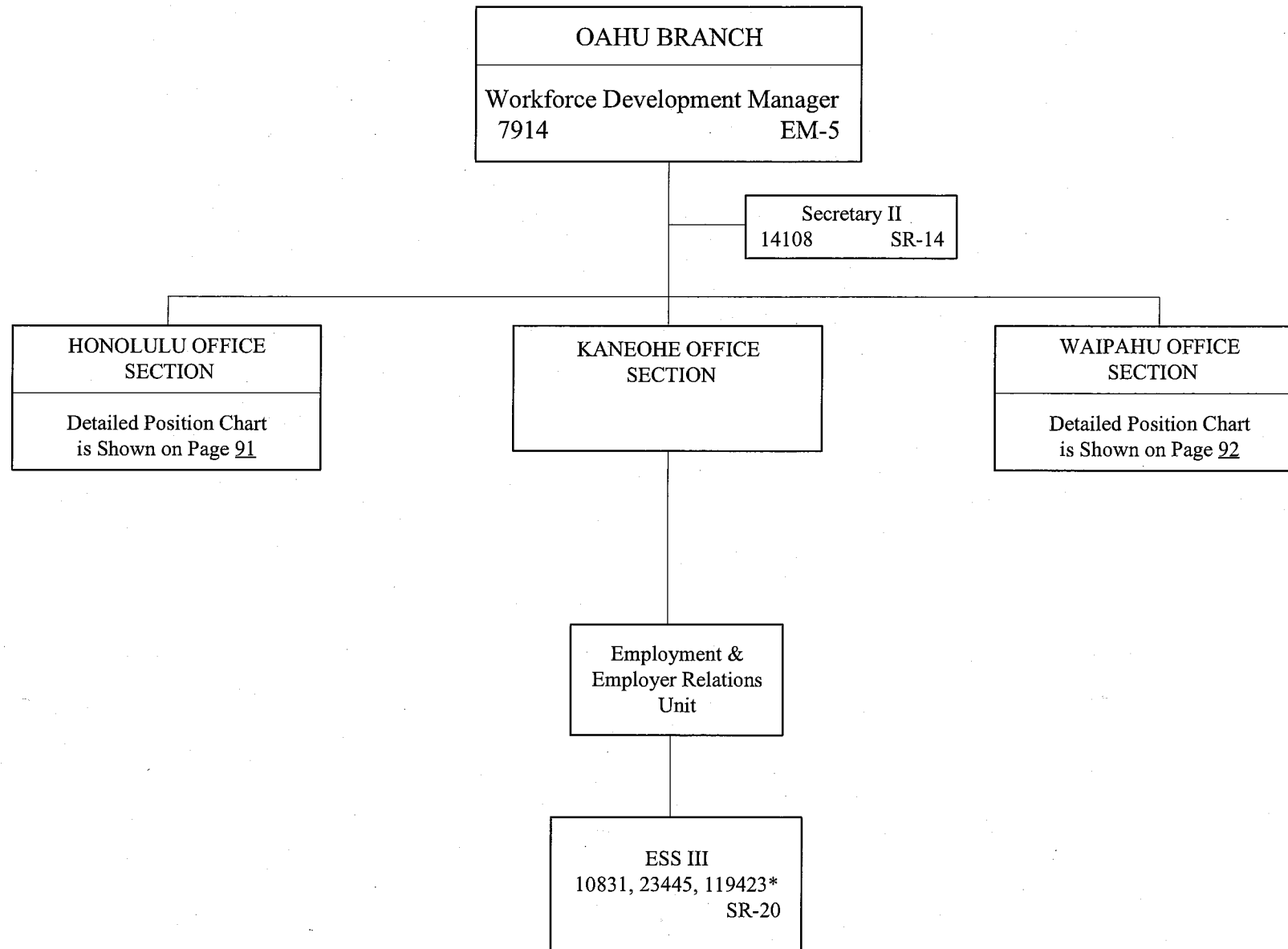
- 1. Temporary Position, NTE 6/30/2015
- 2. Position exempt by statute

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



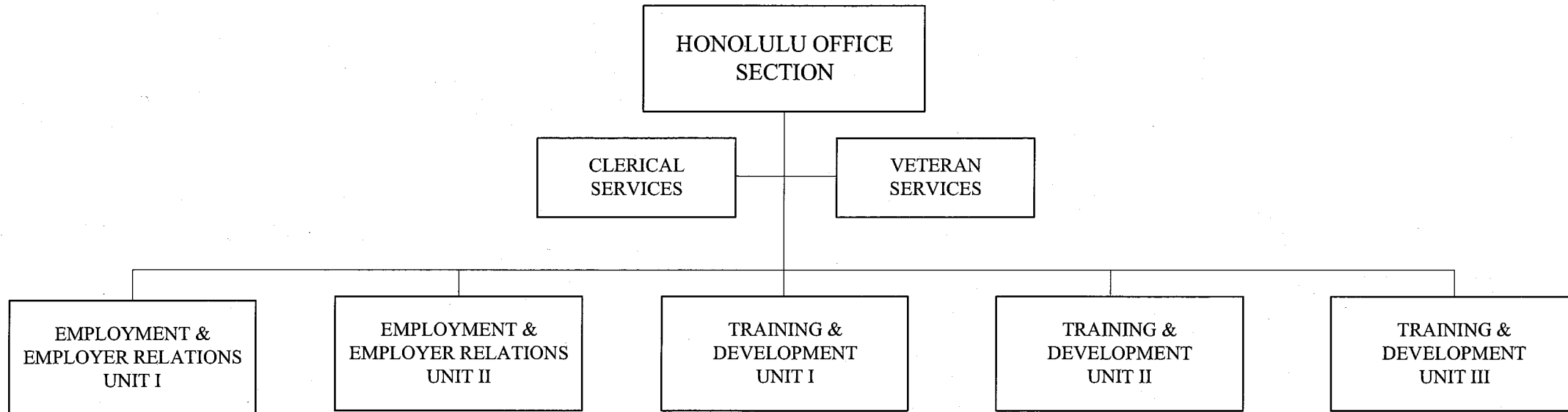
1) Detailed org chart on Page 90

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

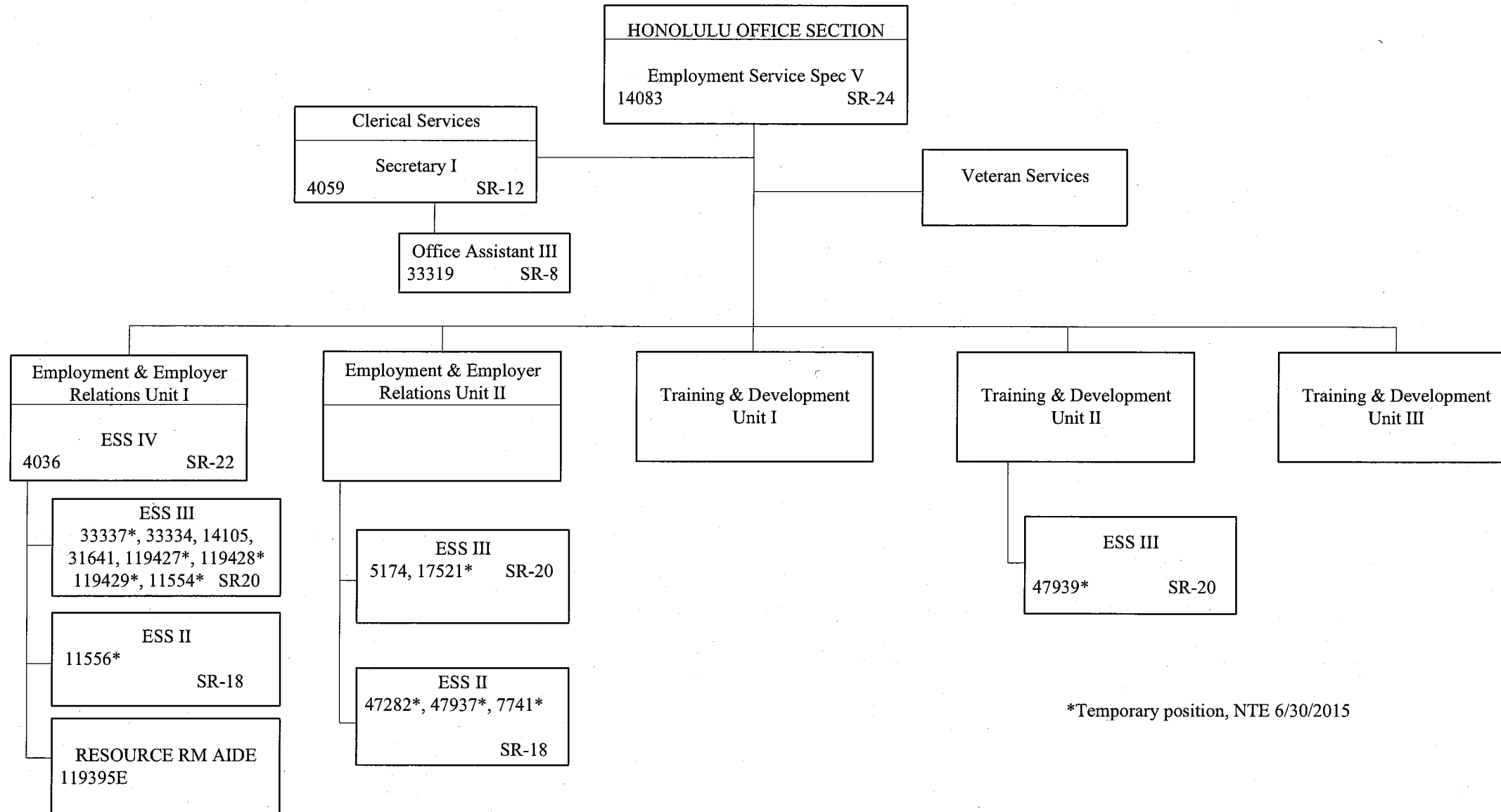


\*Temporary Position, NTE 6/30/2015

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

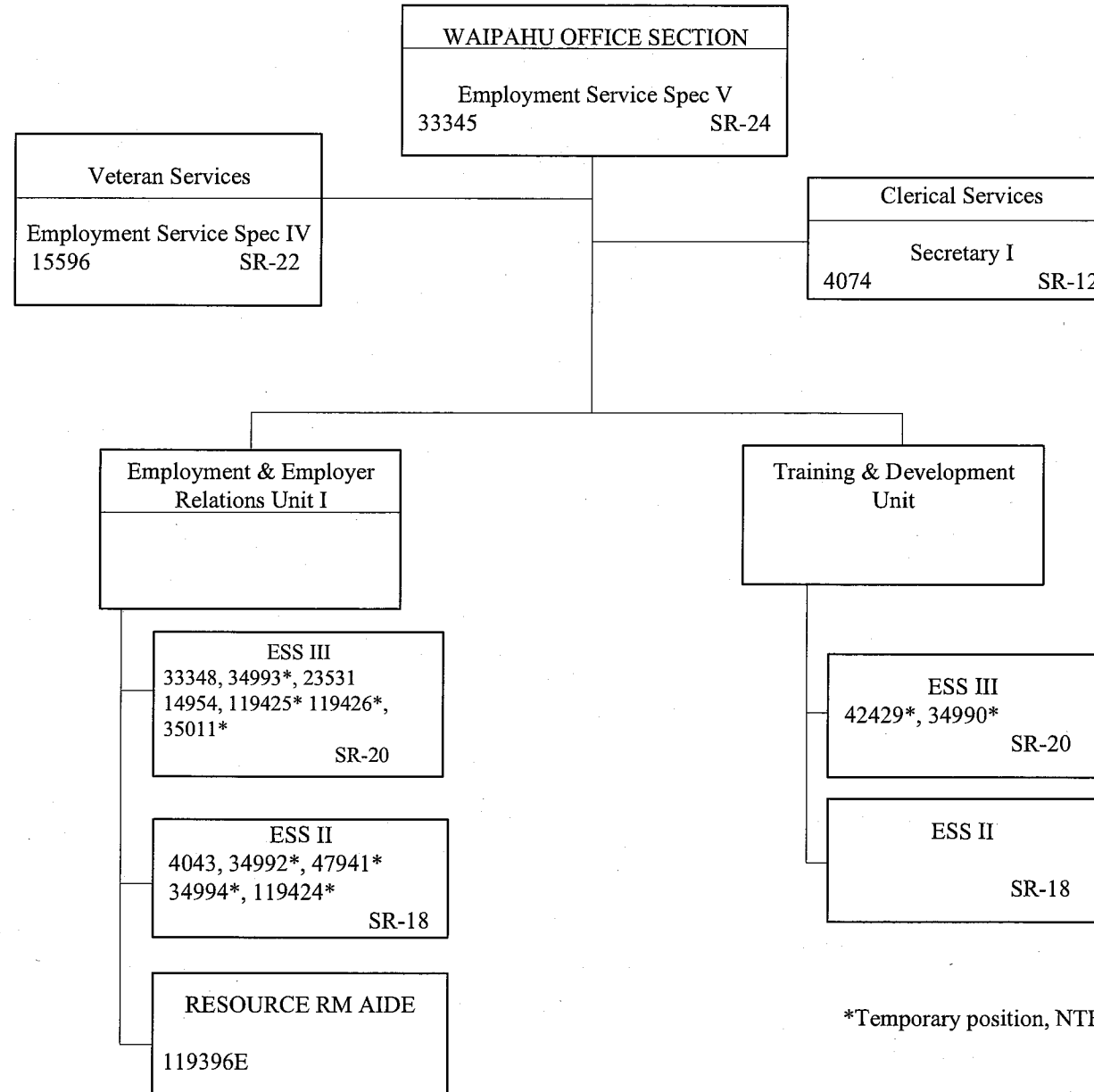


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 WORKFORCE DEVELOPMENT DIVISION  
 OAHU BRANCH  
 HONOLULU OFFICE SECTION  
 POSITION ORGANIZATION CHART



\*Temporary position, NTE 6/30/2015

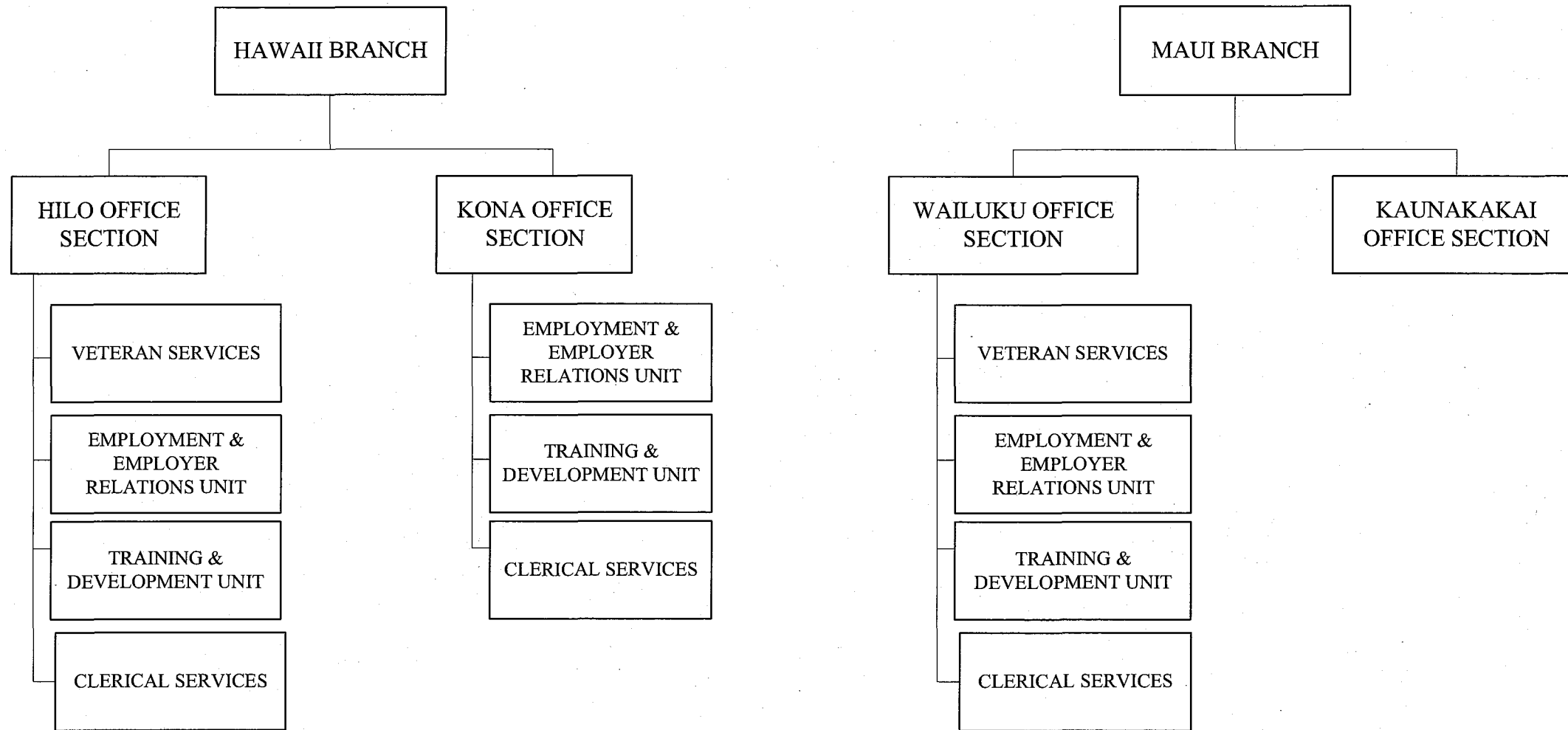
**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 WORKFORCE DEVELOPMENT DIVISION  
 OAHU BRANCH  
 WAIPAHU OFFICE SECTION  
 POSITION ORGANIZATION CHART



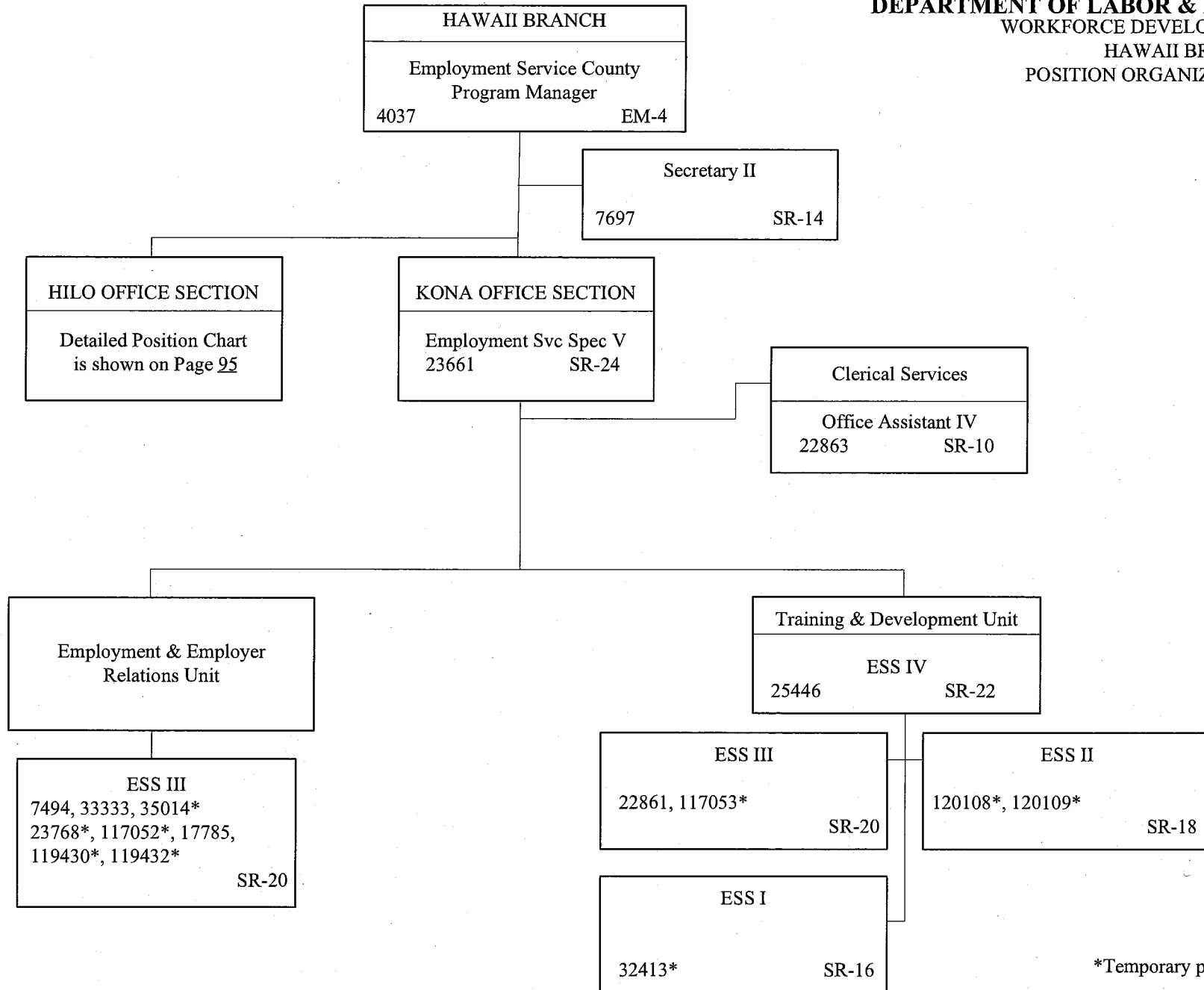
\*Temporary position, NTE 6/30/2015



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

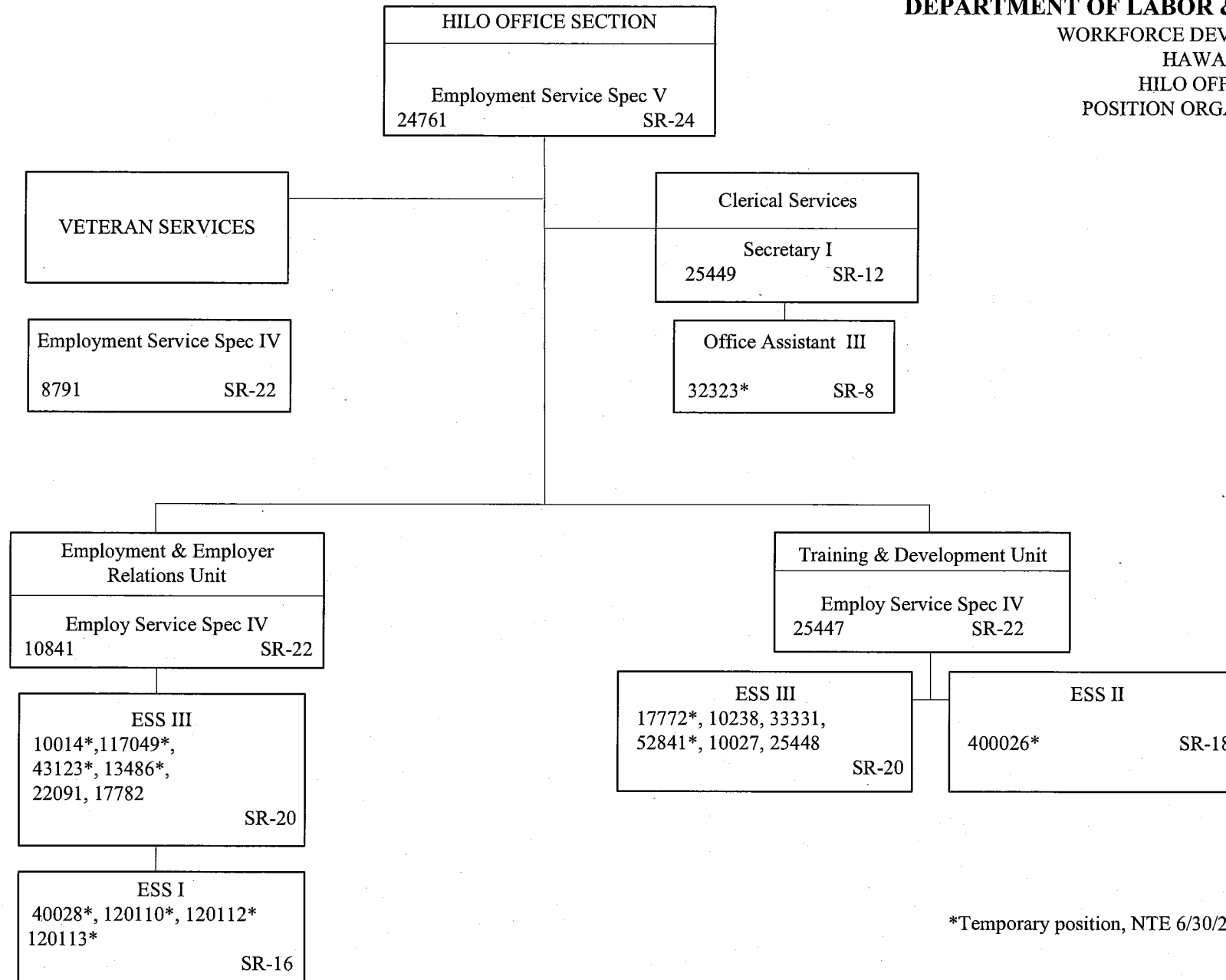


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 WORKFORCE DEVELOPMENT DIVISION  
 HAWAII BRANCH  
 POSITION ORGANIZATION CHART



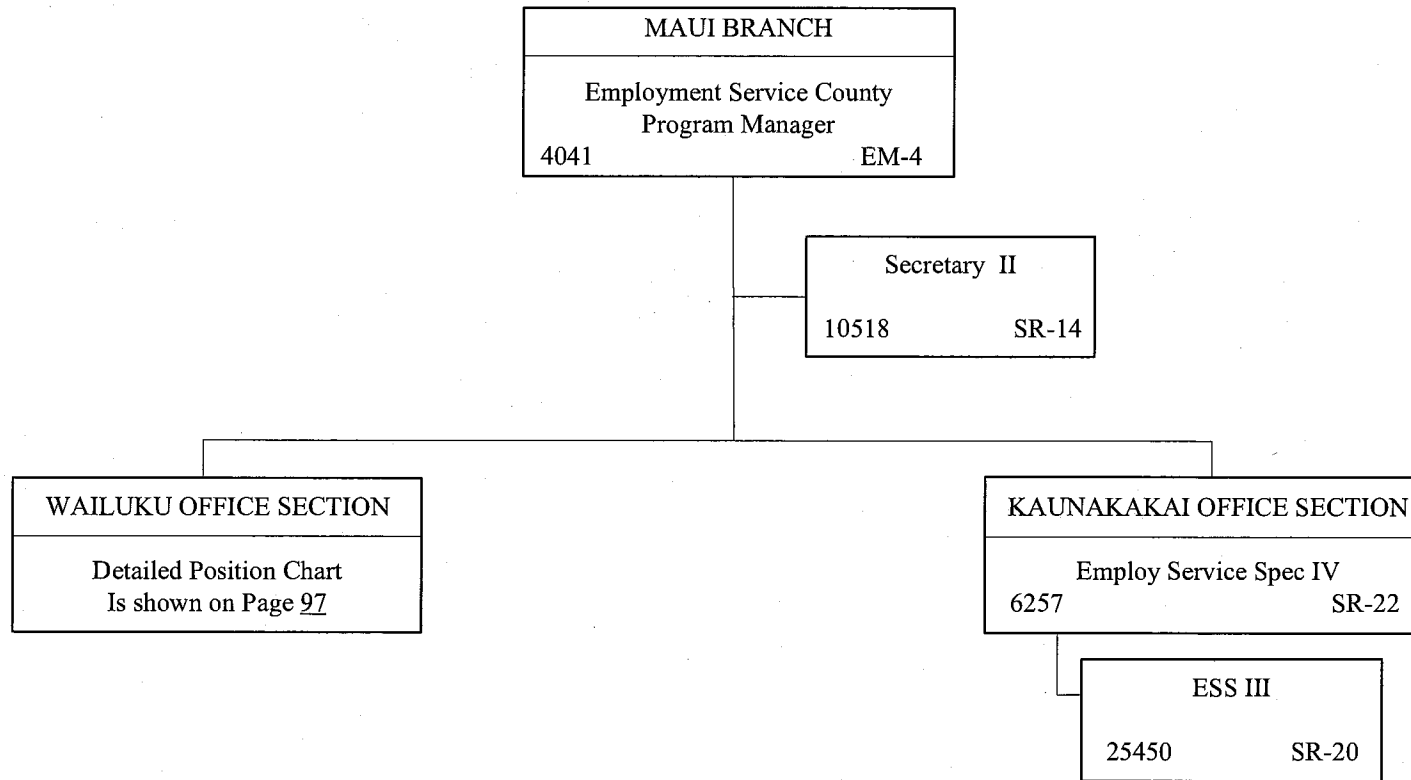
\*Temporary position, NTE 6/30/2015

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

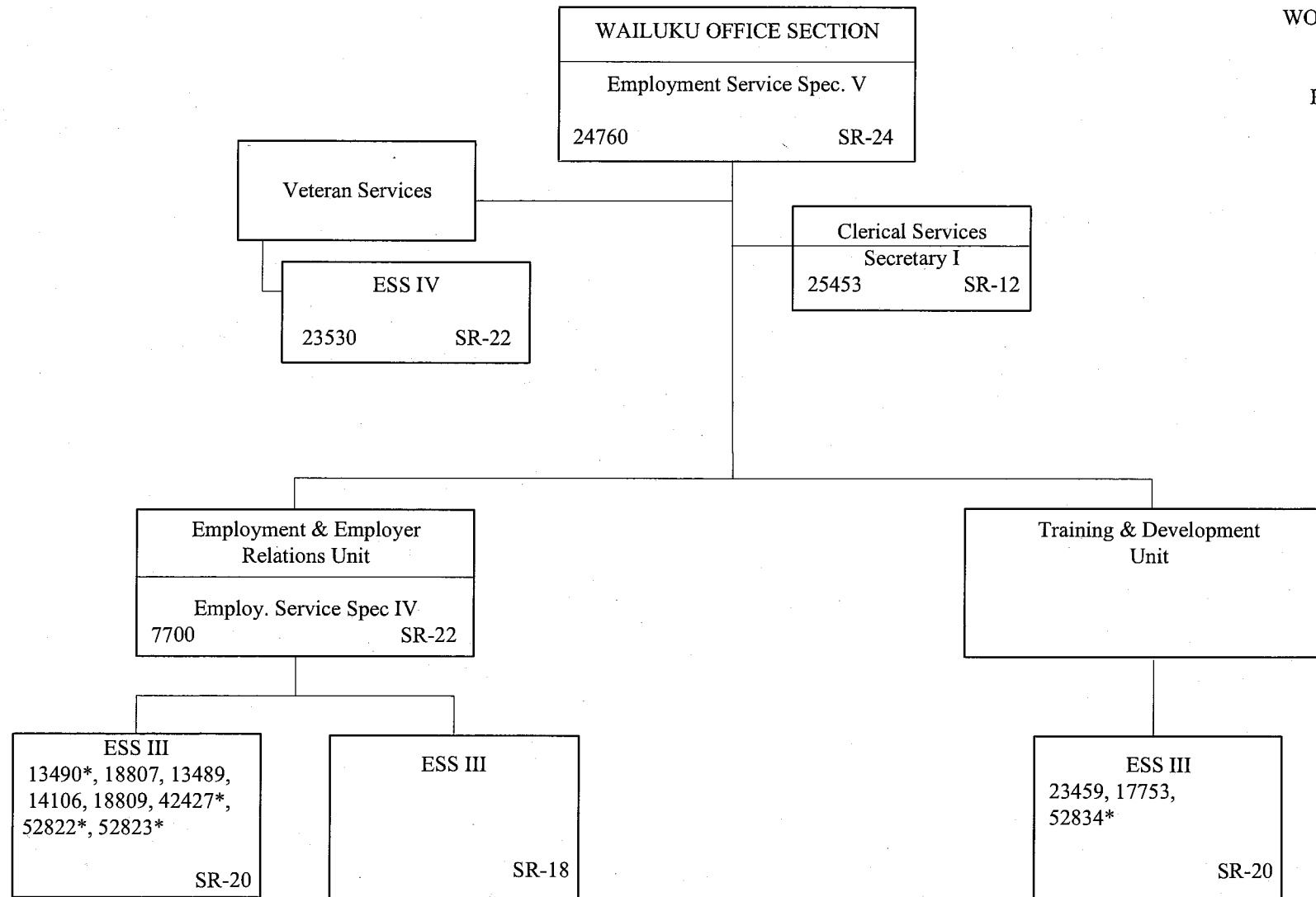


\*Temporary position, NTE 6/30/2015

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

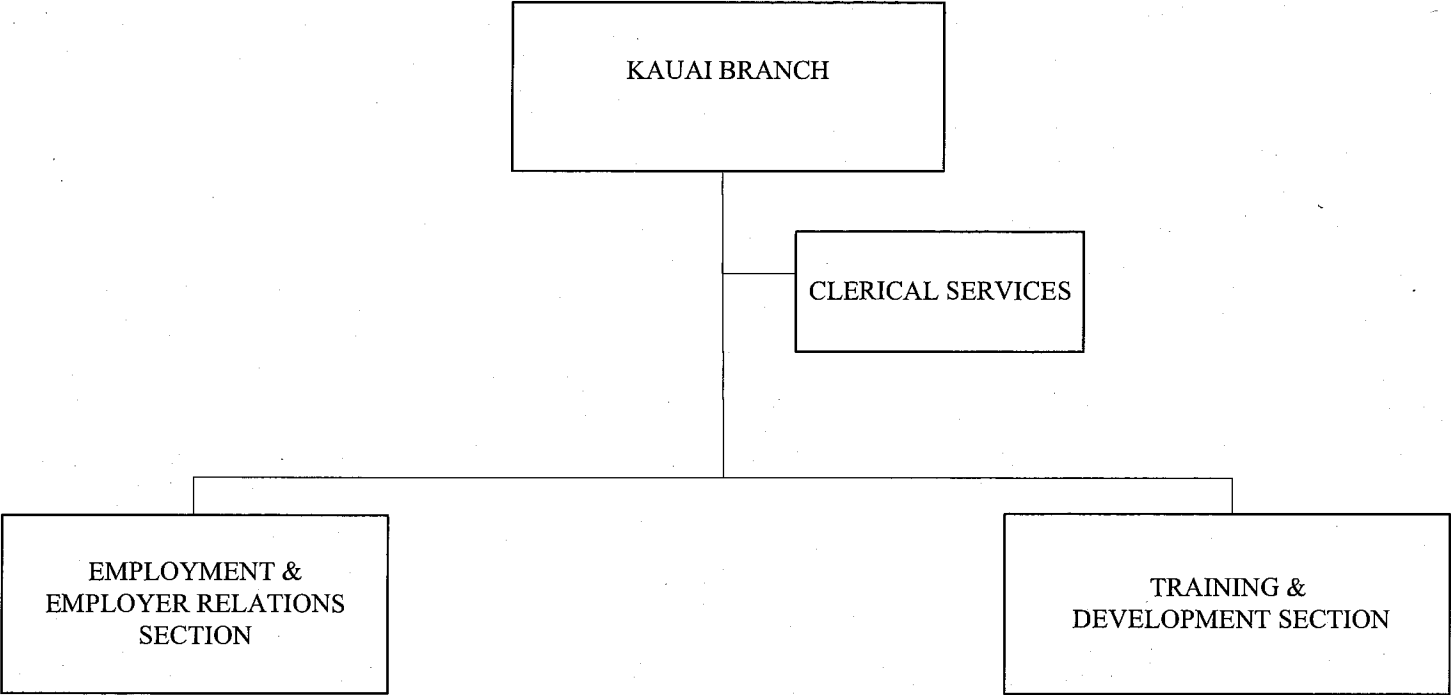


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 WORKFORCE DEVELOPMENT DIVISION  
 MAUI BRANCH  
 WAILUKU OFFICE SECTION  
 POSITION ORGANIZATION CHART

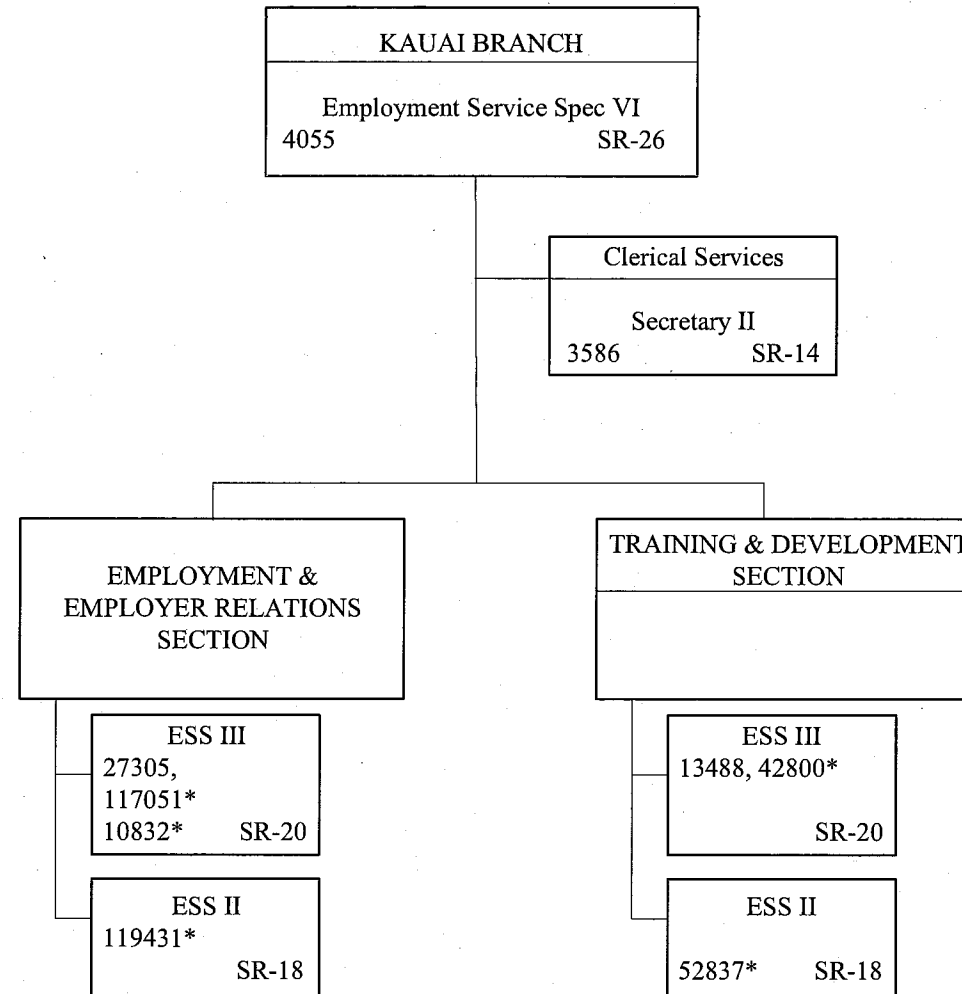


\*Temporary position, NTE 6/30/2015

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



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



\*Temporary Position, NTE 6/30/2015

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

UNEMPLOYMENT  
INSURANCE DIVISION

PROGRAM DEVELOPMENT  
COORDINATION & EVALUATION  
SERVICES OFFICE

CLERICAL SERVICES

PROGRAM DEV.  
STAFF

PROGRAM EVAL.  
STAFF

QUAL. CONTROL  
SECTION

RES. MGMT  
SECTION

INT. SECURITY  
SECTION

HAWAII BRANCH

OAHU BRANCH

MAUI BRANCH

KAUAI BRANCH

EMPLOYER  
SVCS SECTION

HILO CLAIMS  
SECTION

KONA CLAIMS  
SECTION

EMPLOYER SVCS  
SECTION

KAUNAKAKAI  
CLAIMS OFFICE

EMPLOYER SVCS  
SECTION

KAUAI CLAIMS  
SECTION

CLAIMS  
EXAMINING  
UNIT

CLAIMS  
PROCESSING  
UNIT

CLAIMS  
EXAMINING  
UNIT

CLAIMS  
PROCESSING  
UNIT

WAILUKU  
CLAIMS SECTION

CLAIMS  
EXAMINING  
UNIT

CLAIMS  
PROCESSING  
UNIT

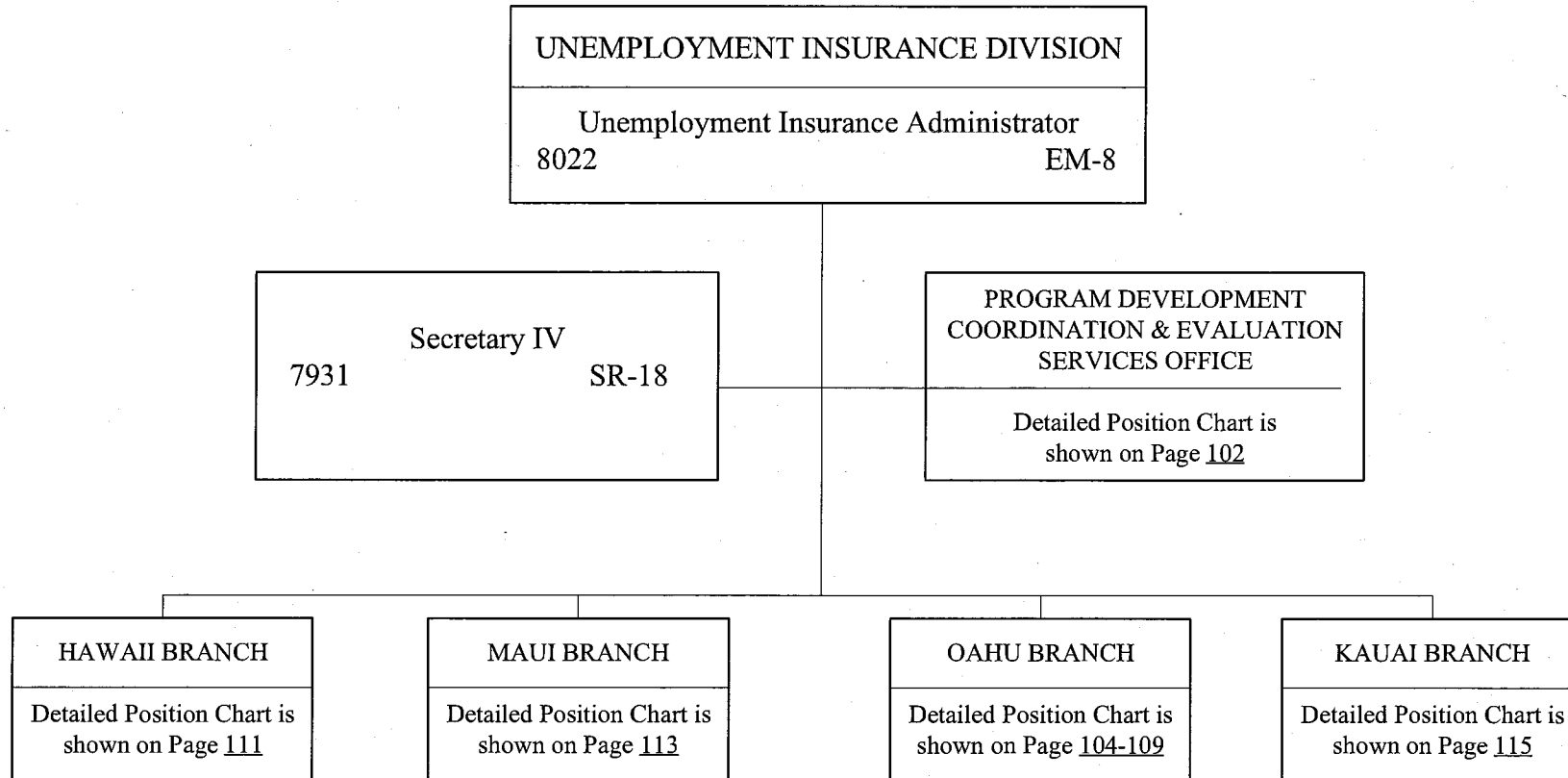
CLAIMS  
EXAMINING  
UNIT

CLAIMS  
PROCESSING  
UNIT

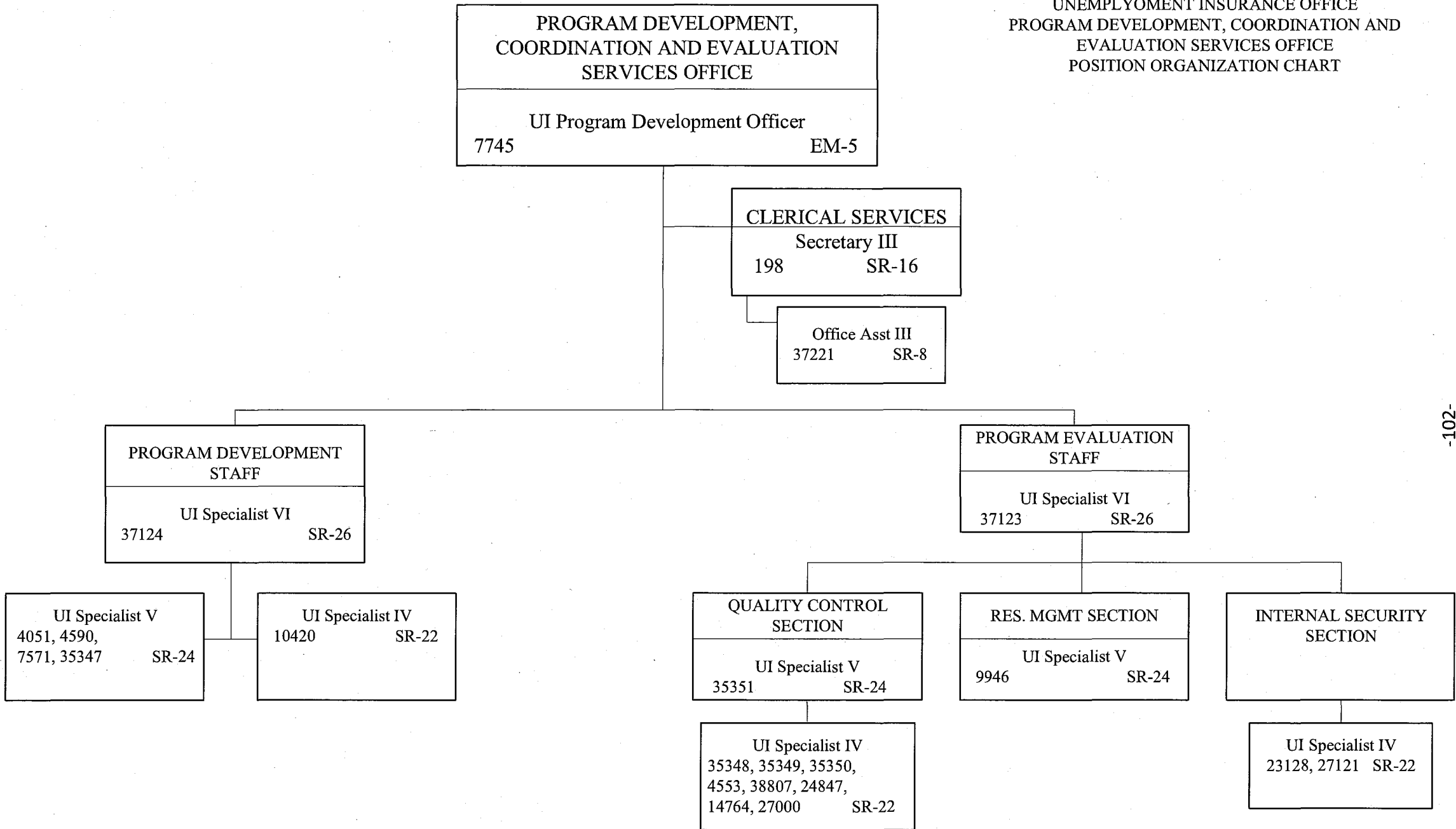
1) Detailed organization chart is shown on Page 103



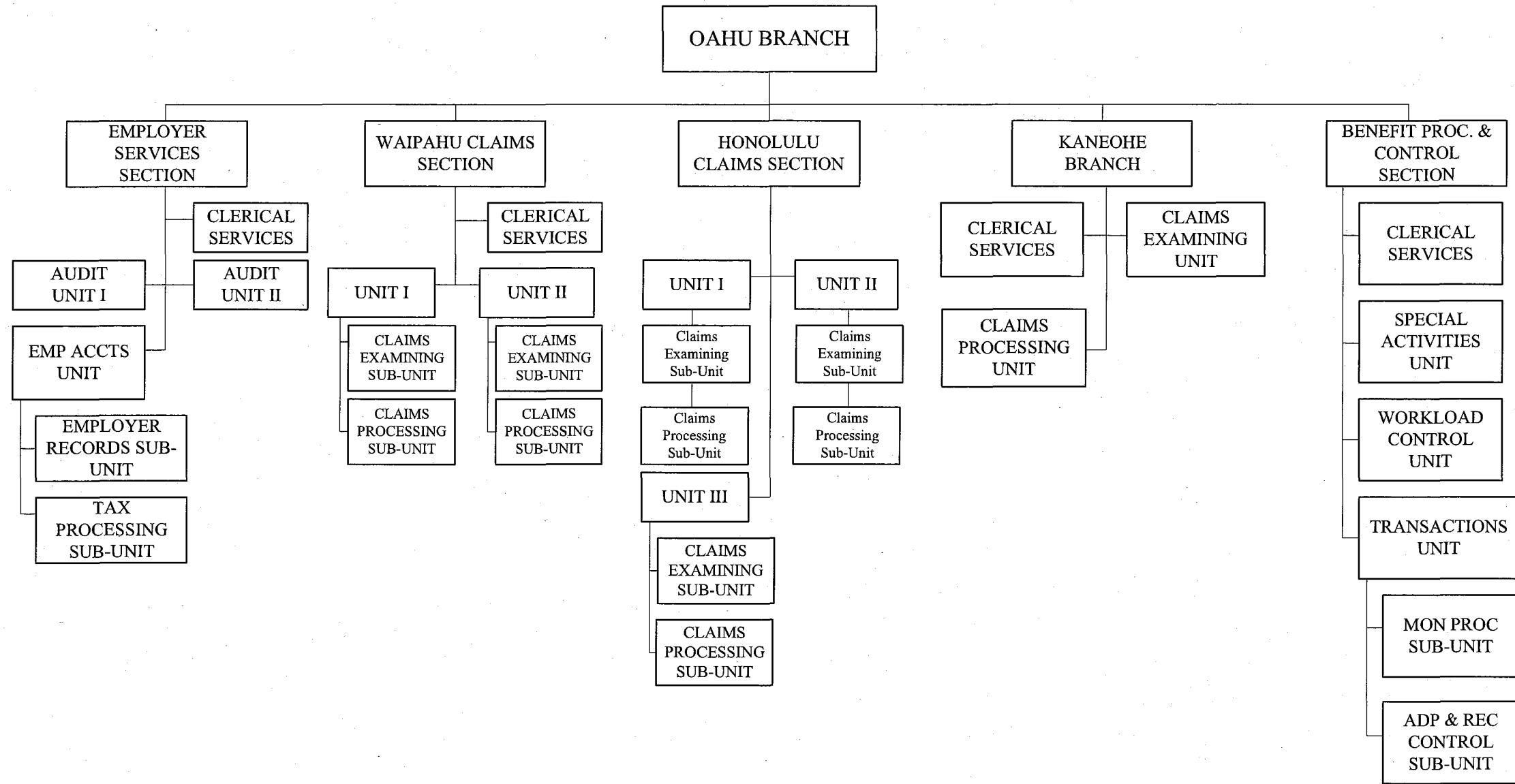
STATE OF HAWAII  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS  
UNEMPLOYMENT INSURANCE OFFICE  
POSITION ORGANIZATION CHART



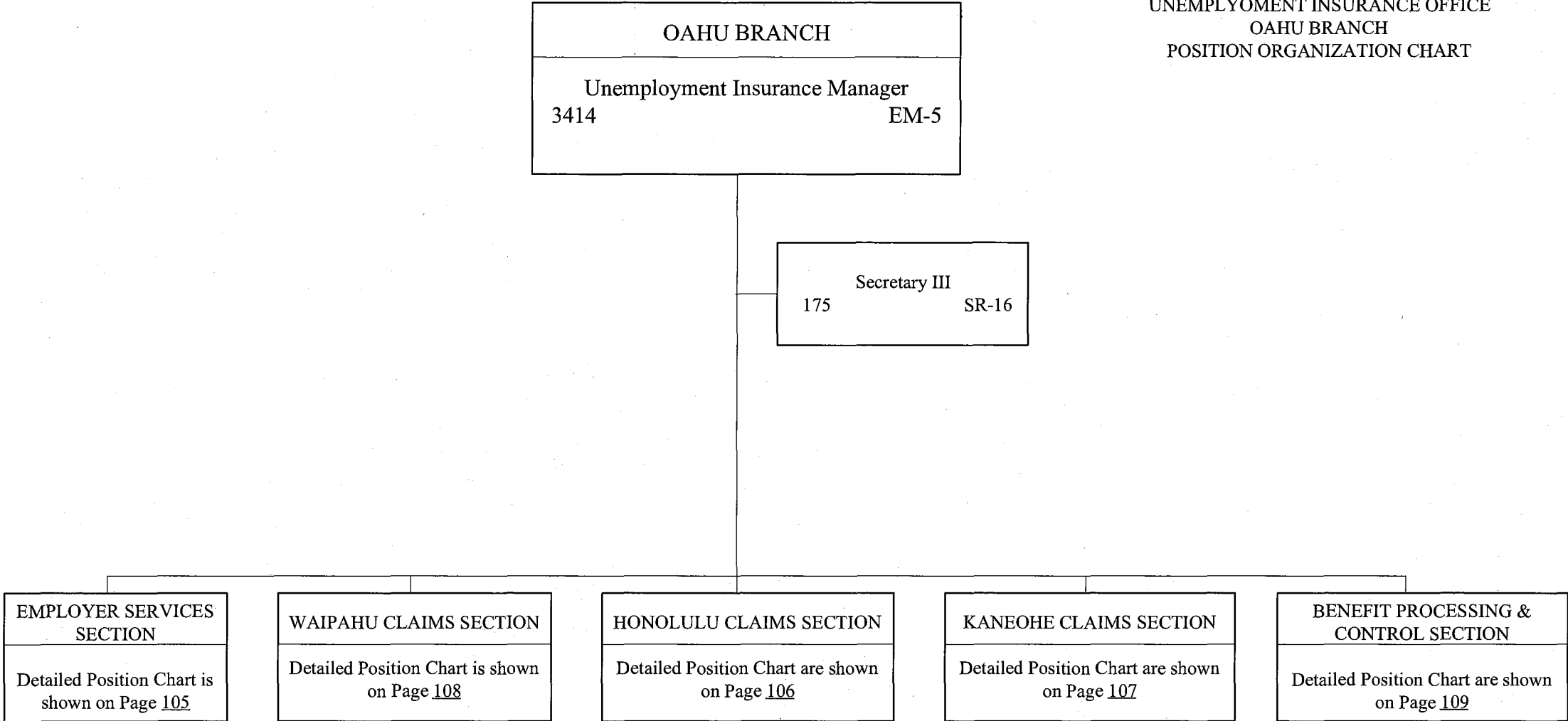
**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 UNEMPLOYMENT INSURANCE OFFICE  
 PROGRAM DEVELOPMENT, COORDINATION AND  
 EVALUATION SERVICES OFFICE  
 POSITION ORGANIZATION CHART



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



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



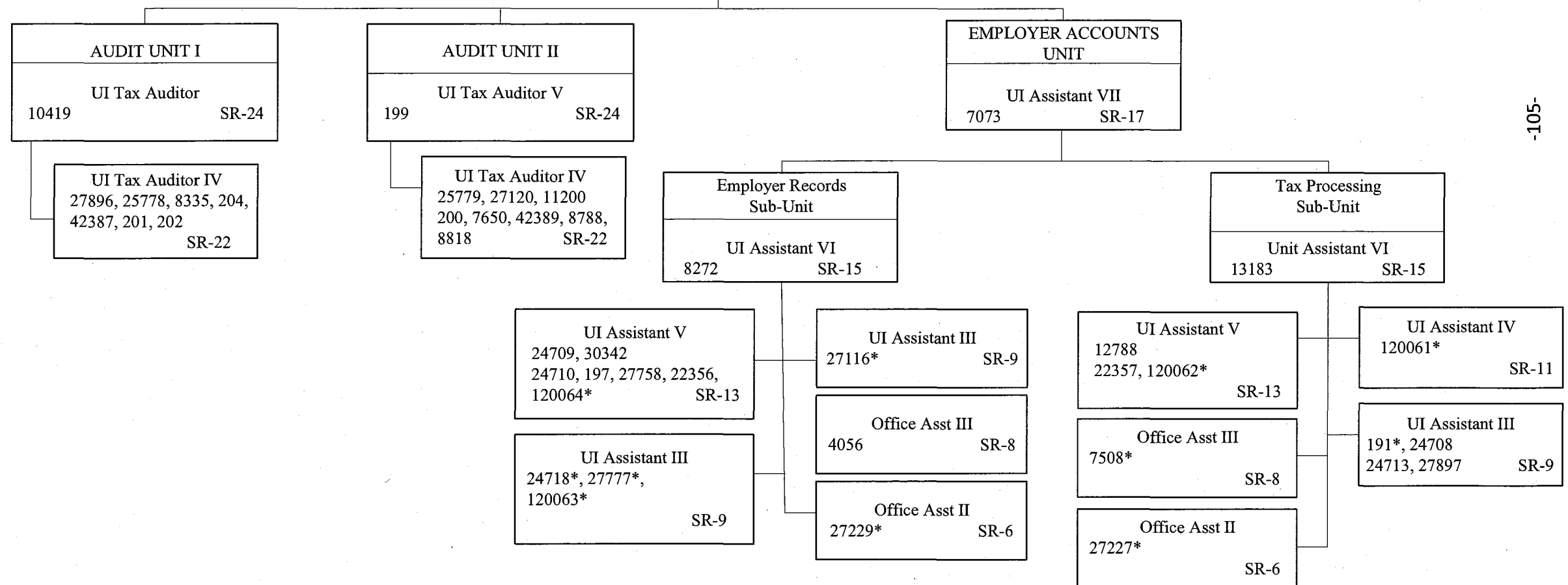
**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 UNEMPLOYMENT INSURANCE OFFICE  
 OAHU BRANCH  
 EMPLOYER SERVICES SECTION  
 POSITION ORGANIZATION CHART

EMPLOYER SERVICE SECTION  
 UI Tax Auditor VI  
 184 SR-26

CLERICAL SERVICES

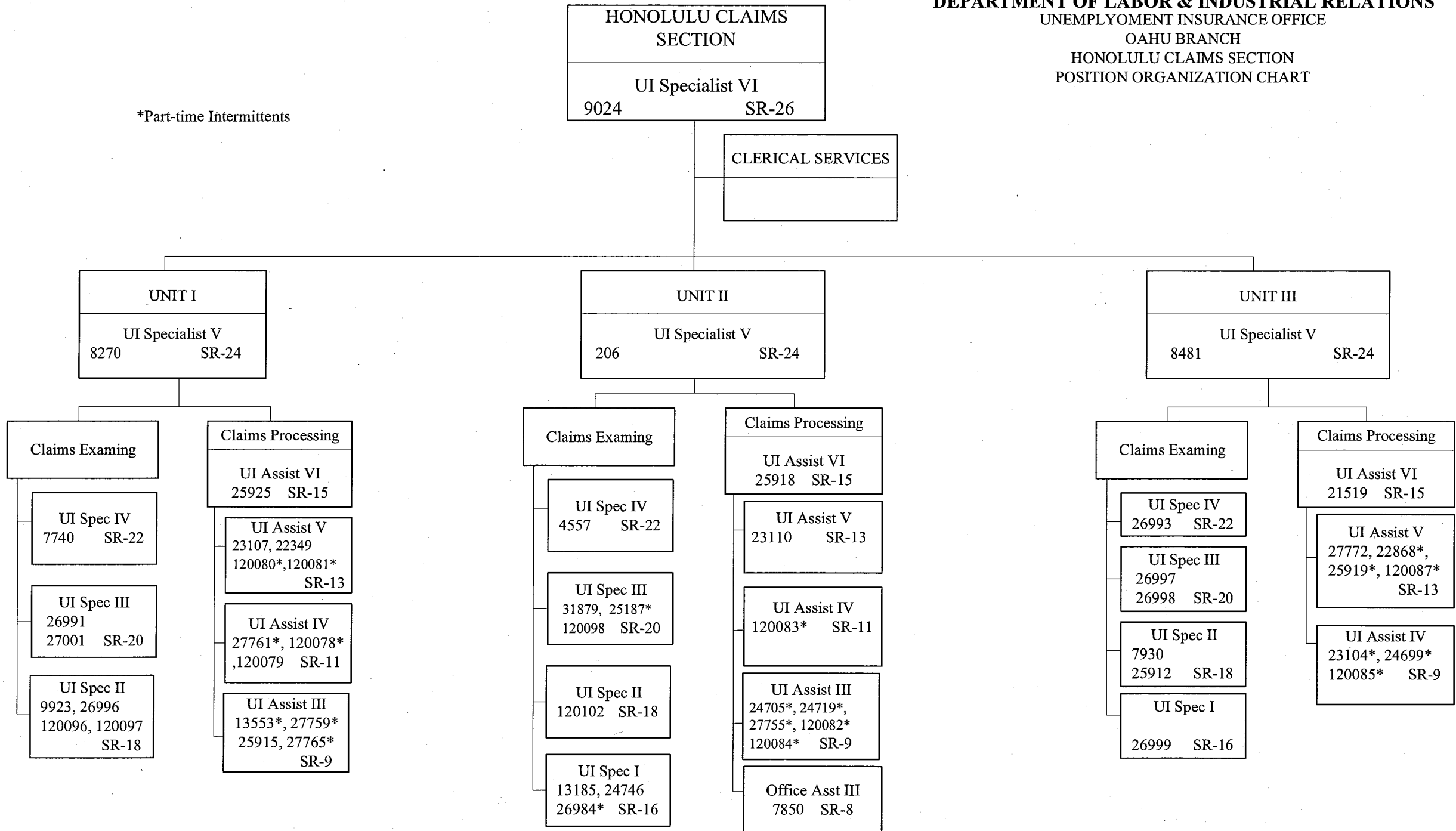
Office Asst III  
 27157 SR-8

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

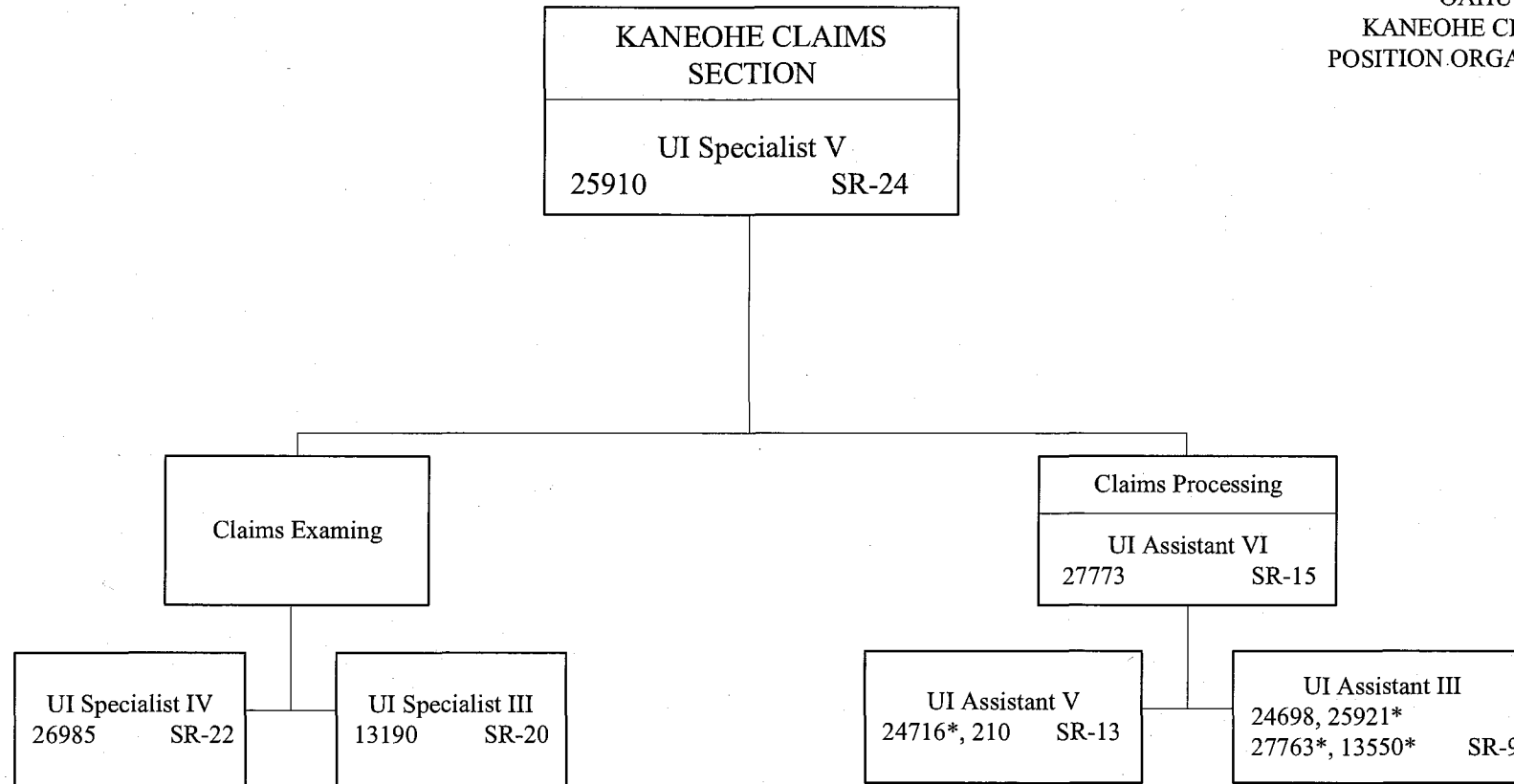


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 UNEMPLOYMENT INSURANCE OFFICE  
 OAHU BRANCH  
 HONOLULU CLAIMS SECTION  
 POSITION ORGANIZATION CHART

\*Part-time Intermittents

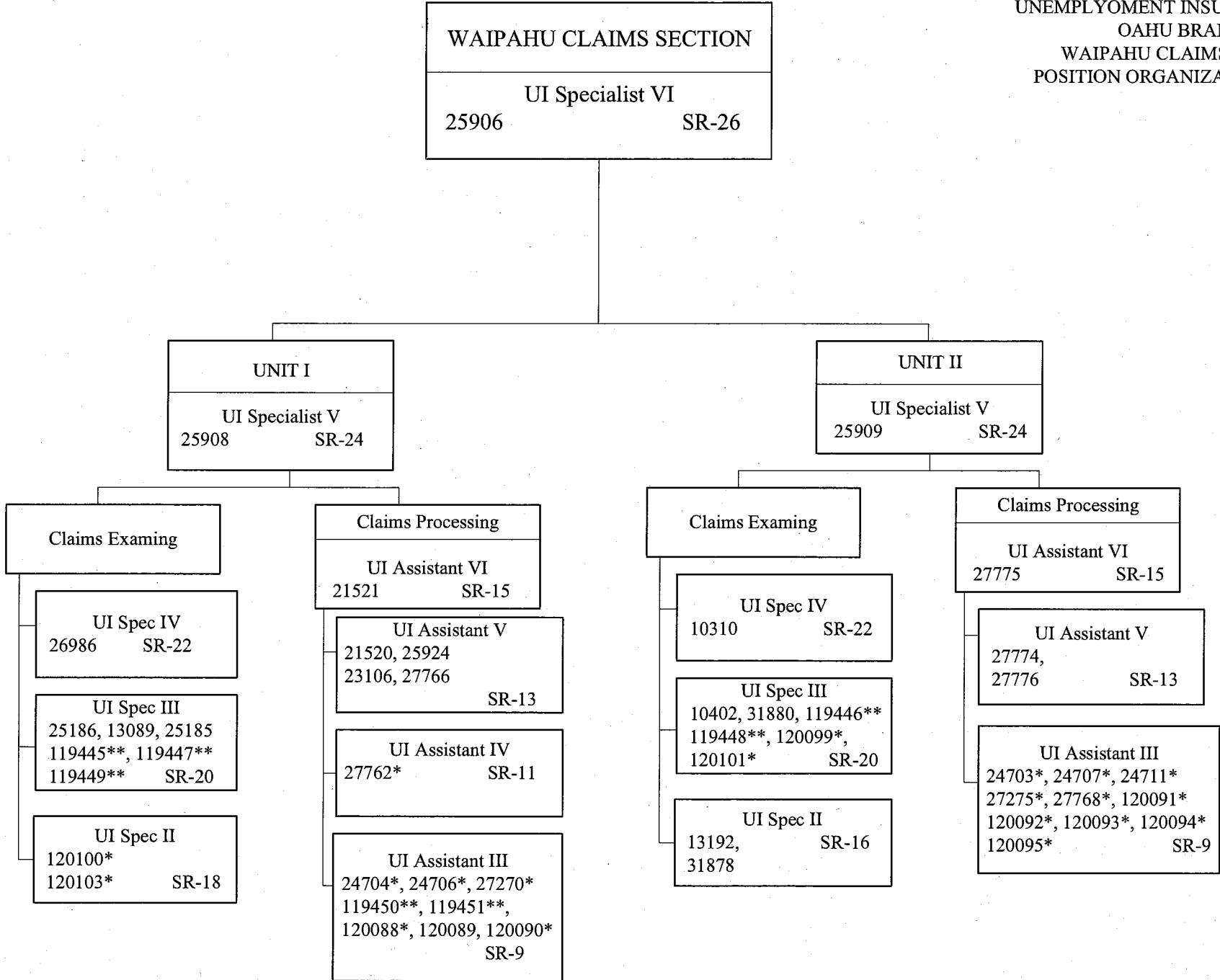


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 UNEMPLOYMENT INSURANCE OFFICE  
 OAHU BRANCH  
 KANEOHE CLAIMS SECTION  
 POSITION ORGANIZATION CHART



\*Part-time Intermittents

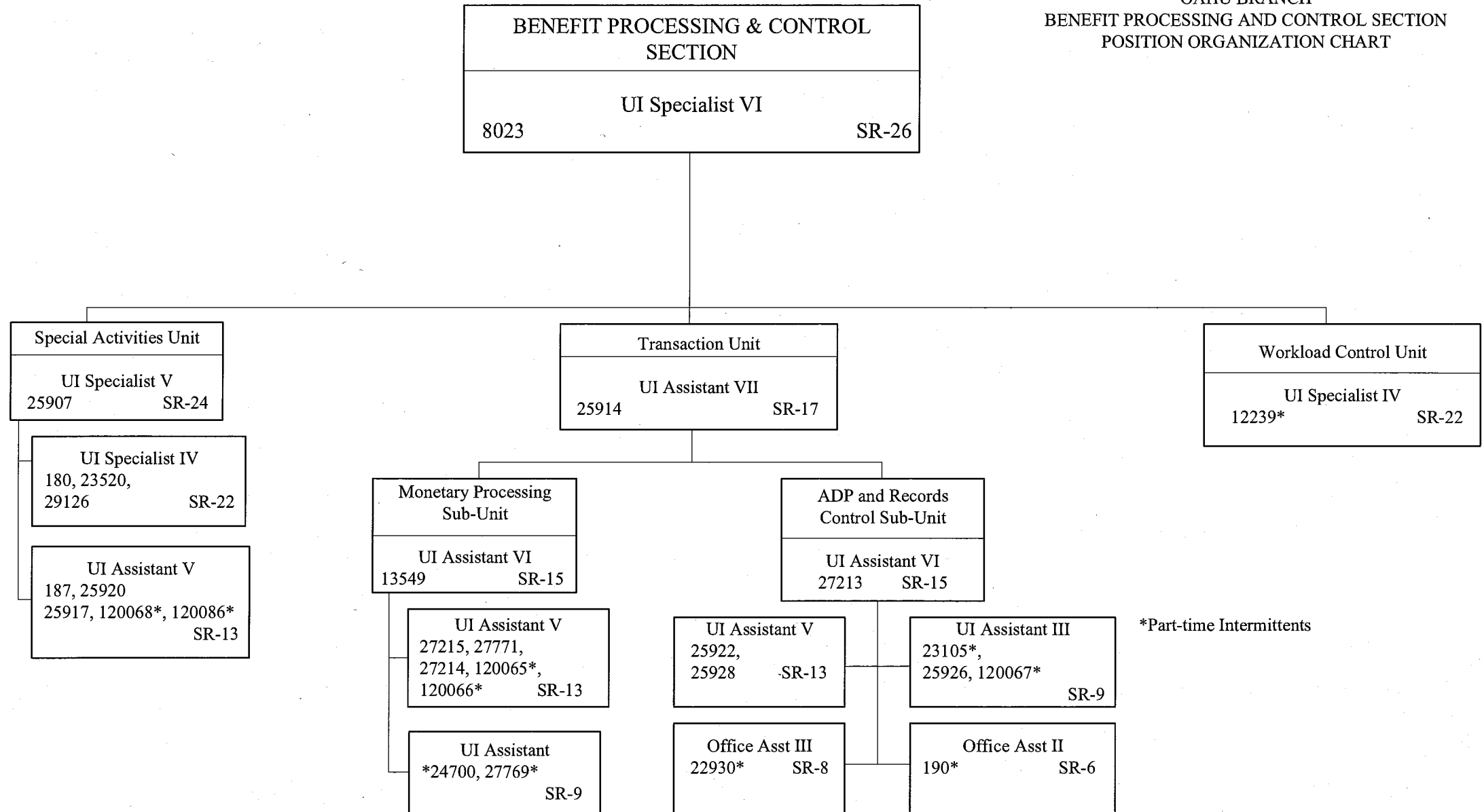
**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 UNEMPLOYMENT INSURANCE OFFICE  
 OAHU BRANCH  
 WAIPAHU CLAIMS SECTION  
 POSITION ORGANIZATION CHART



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

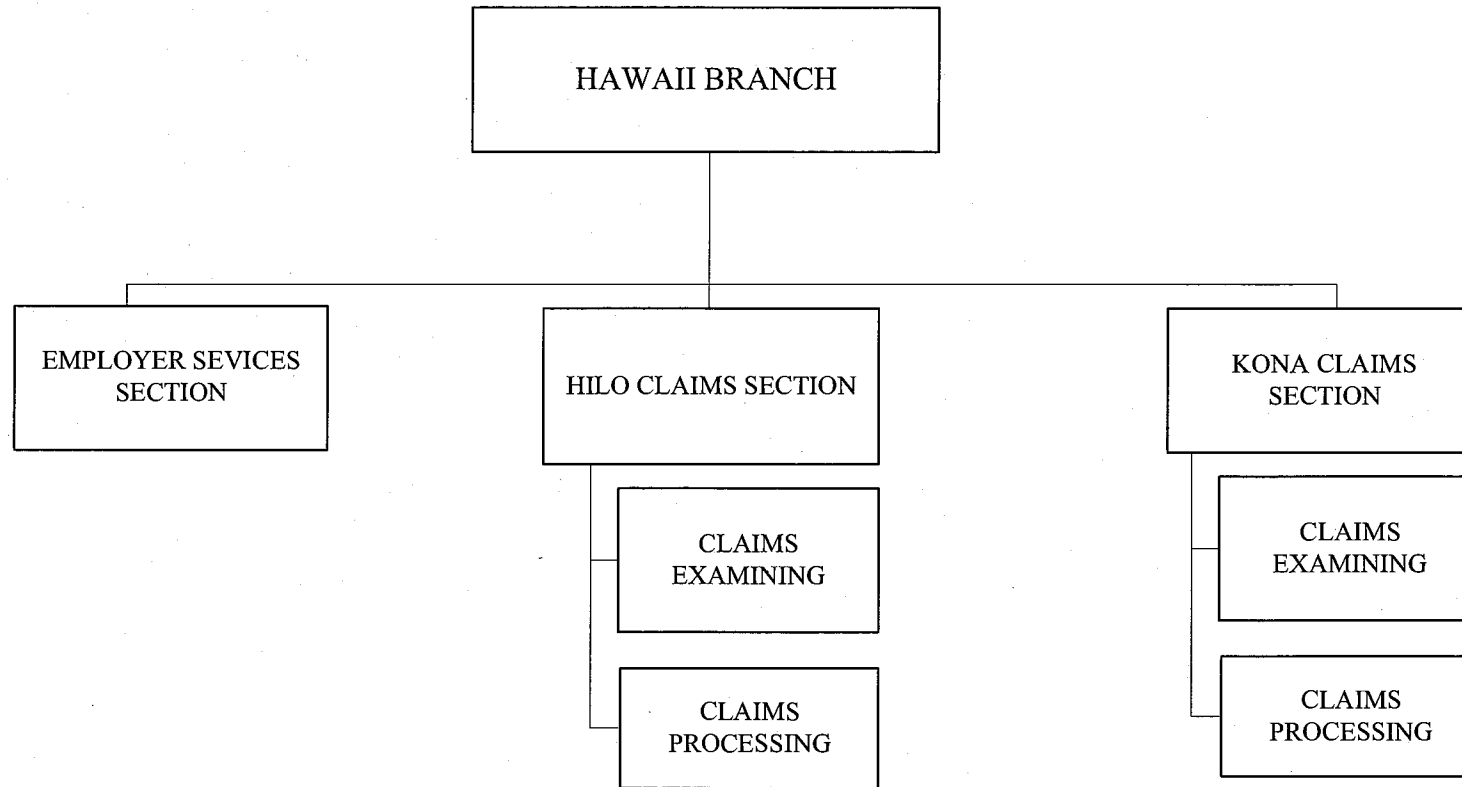


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 UNEMPLOYMENT INSURANCE OFFICE  
 OAHU BRANCH  
 BENEFIT PROCESSING AND CONTROL SECTION  
 POSITION ORGANIZATION CHART

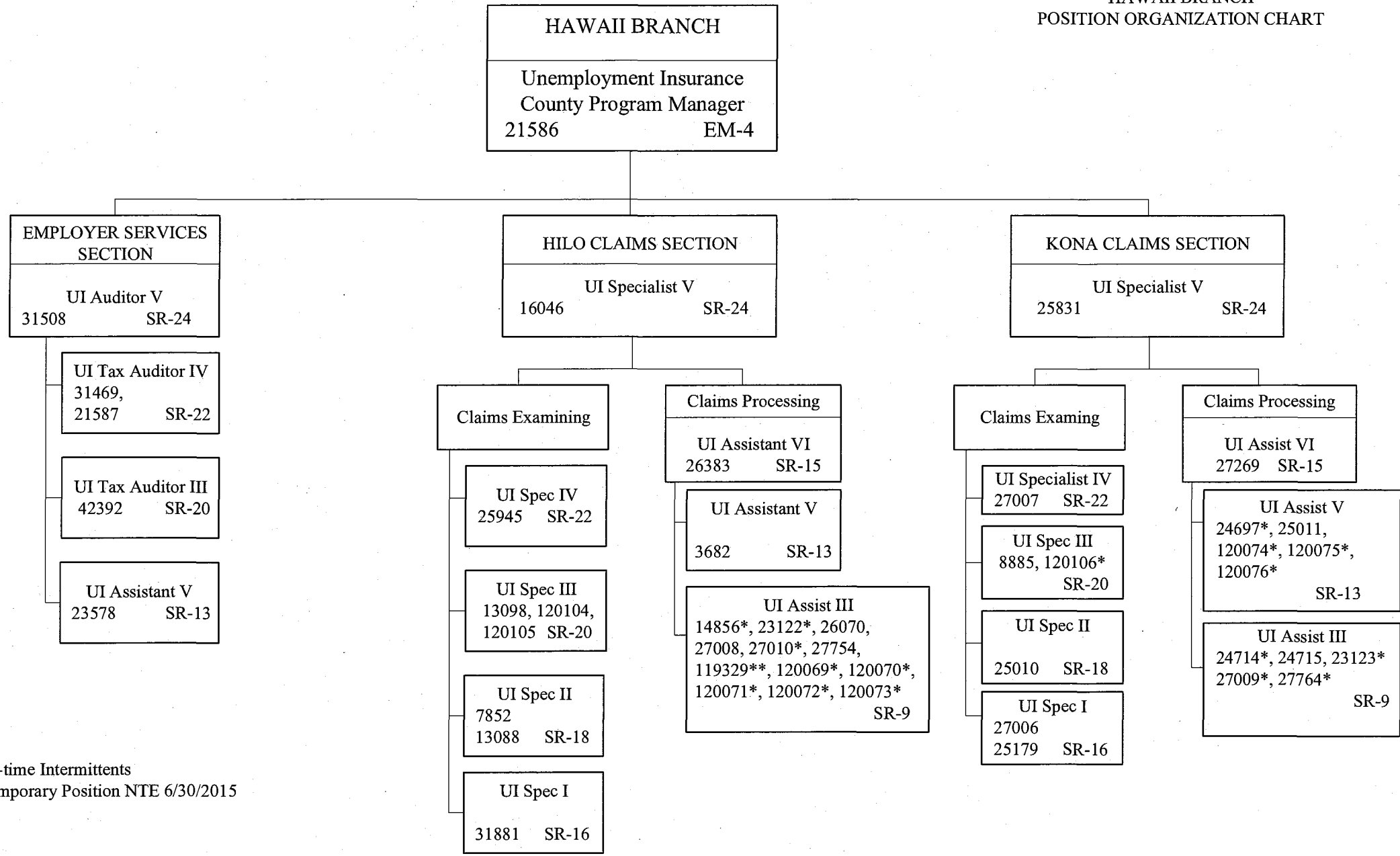


\*Part-time Intermittents

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

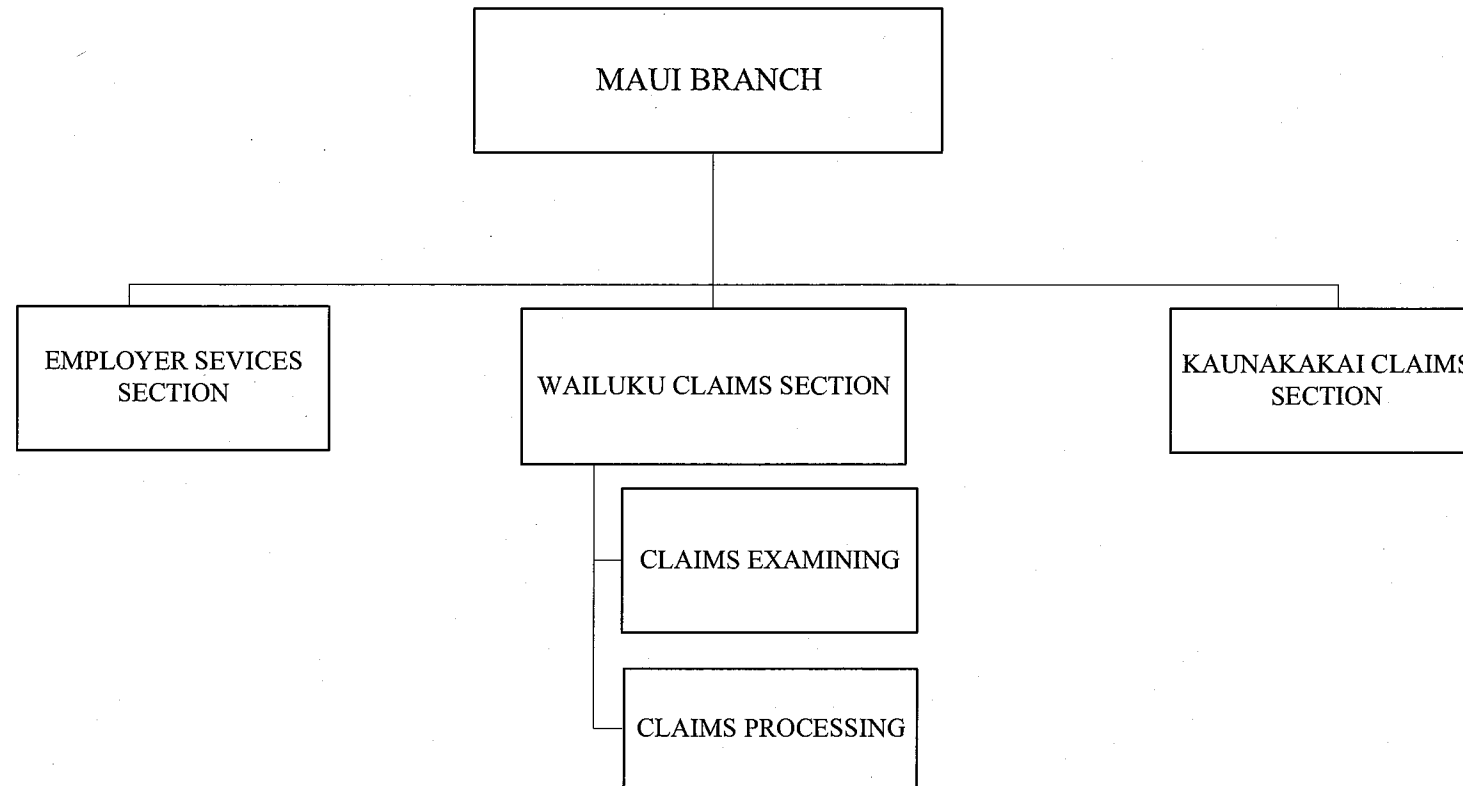


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 UNEMPLOYMENT INSURANCE OFFICE  
 HAWAII BRANCH  
 POSITION ORGANIZATION CHART

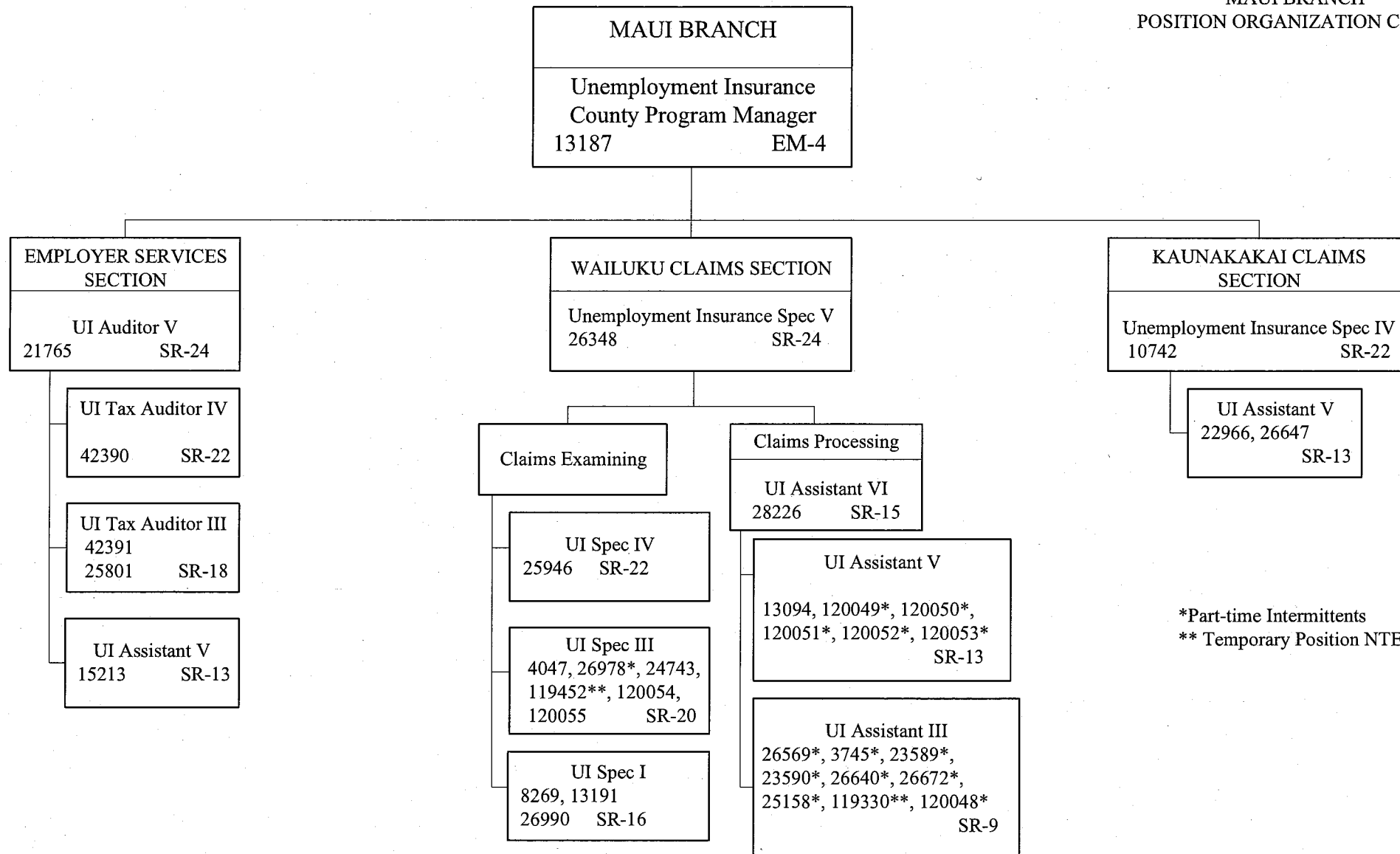


\*Part-time Intermittents  
 \*\*Temporary Position NTE 6/30/2015

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

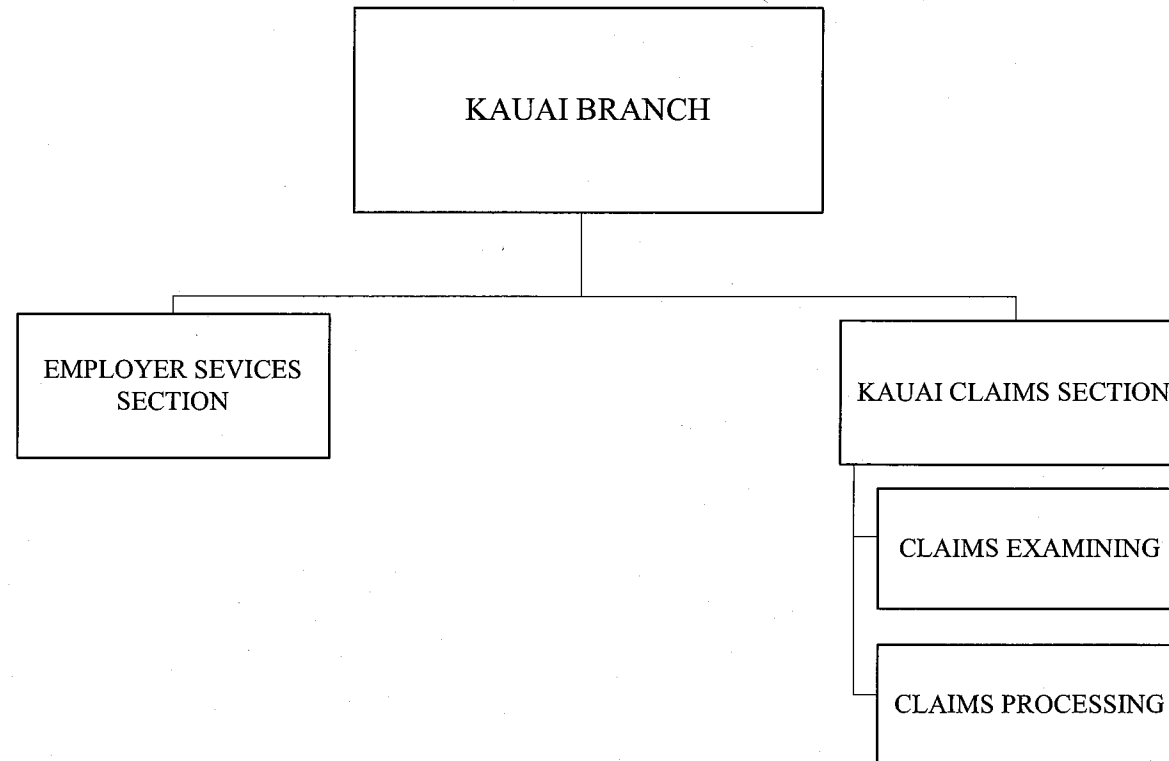


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 UNEMPLOYMENT INSURANCE OFFICE  
 MAUI BRANCH  
 POSITION ORGANIZATION CHART

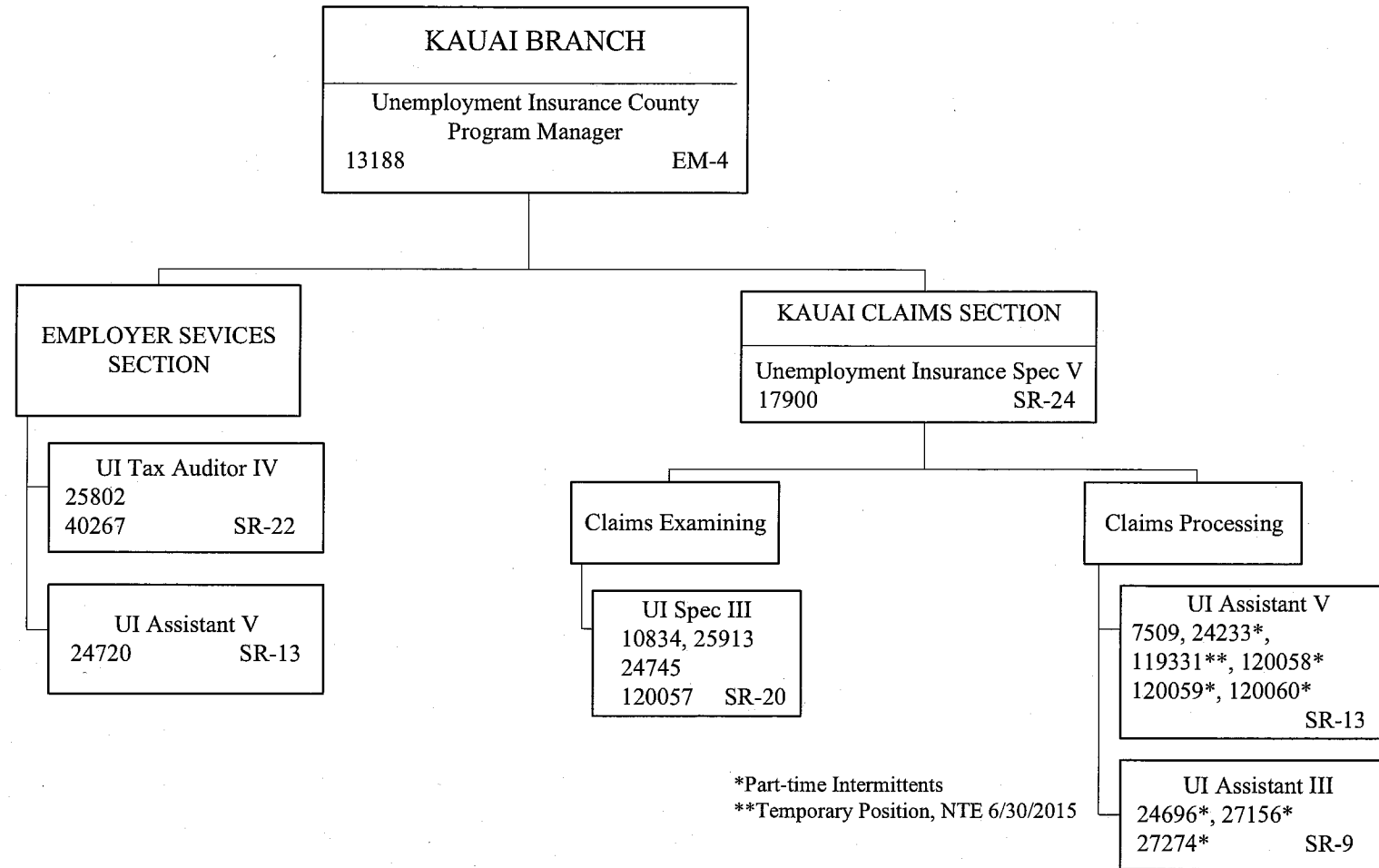


\*Part-time Intermittents  
 \*\* Temporary Position NTE 6/30/15

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

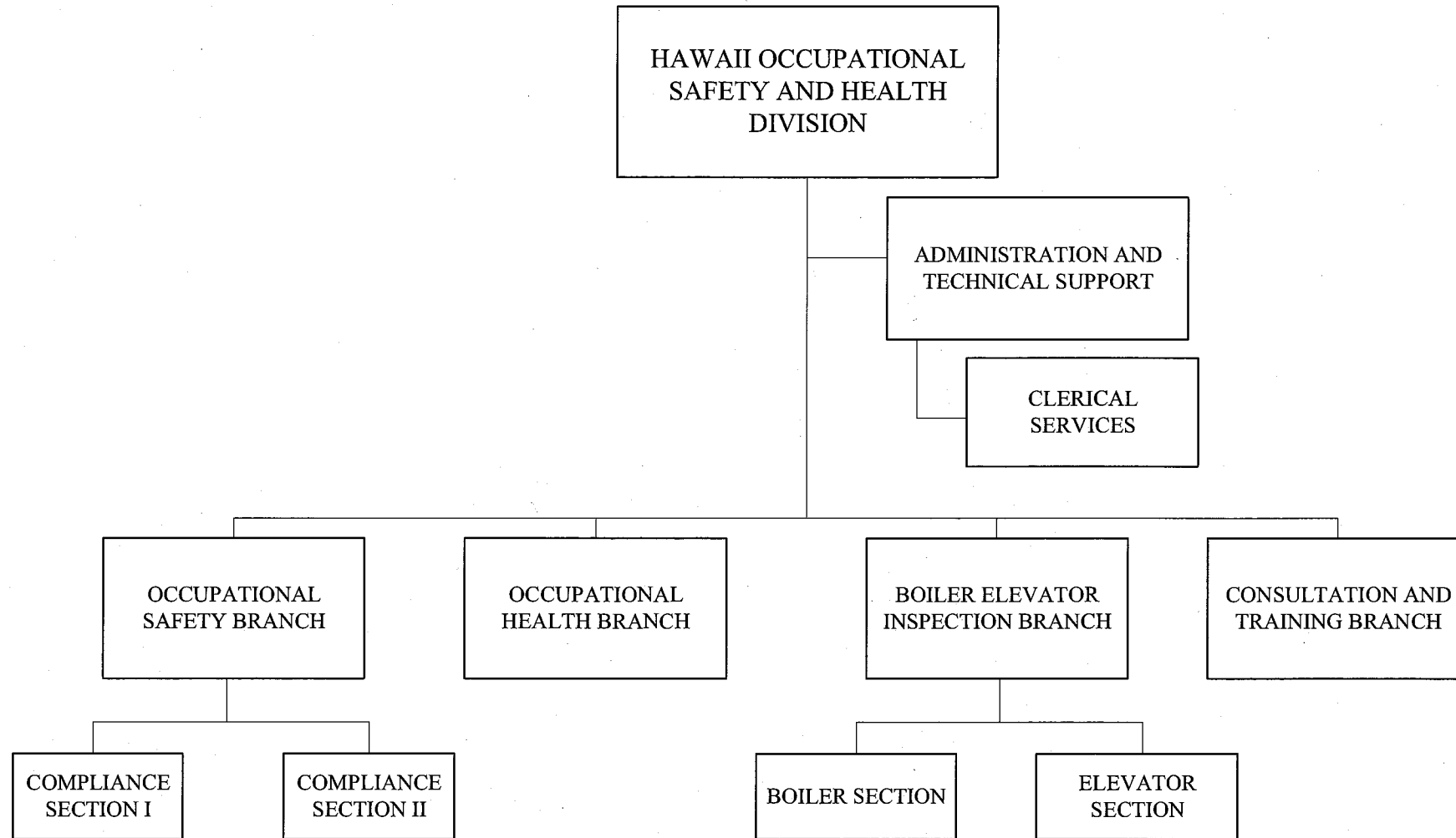


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 UNEMPLOYMENT INSURANCE OFFICE  
 KAUAI BRANCH  
 POSITION ORGANIZATION CHART



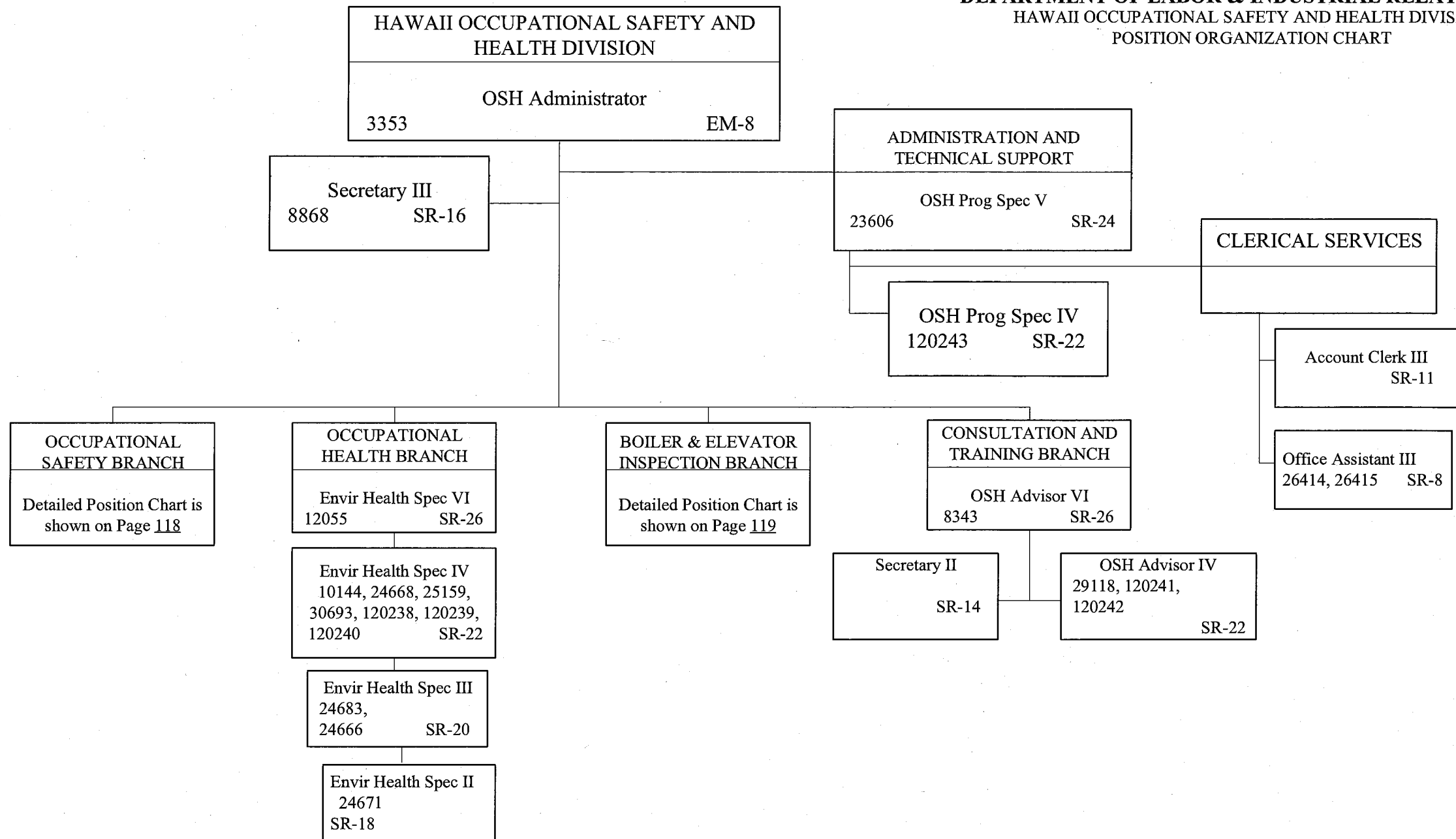
\*Part-time Intermittents  
 \*\*Temporary Position, NTE 6/30/2015

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

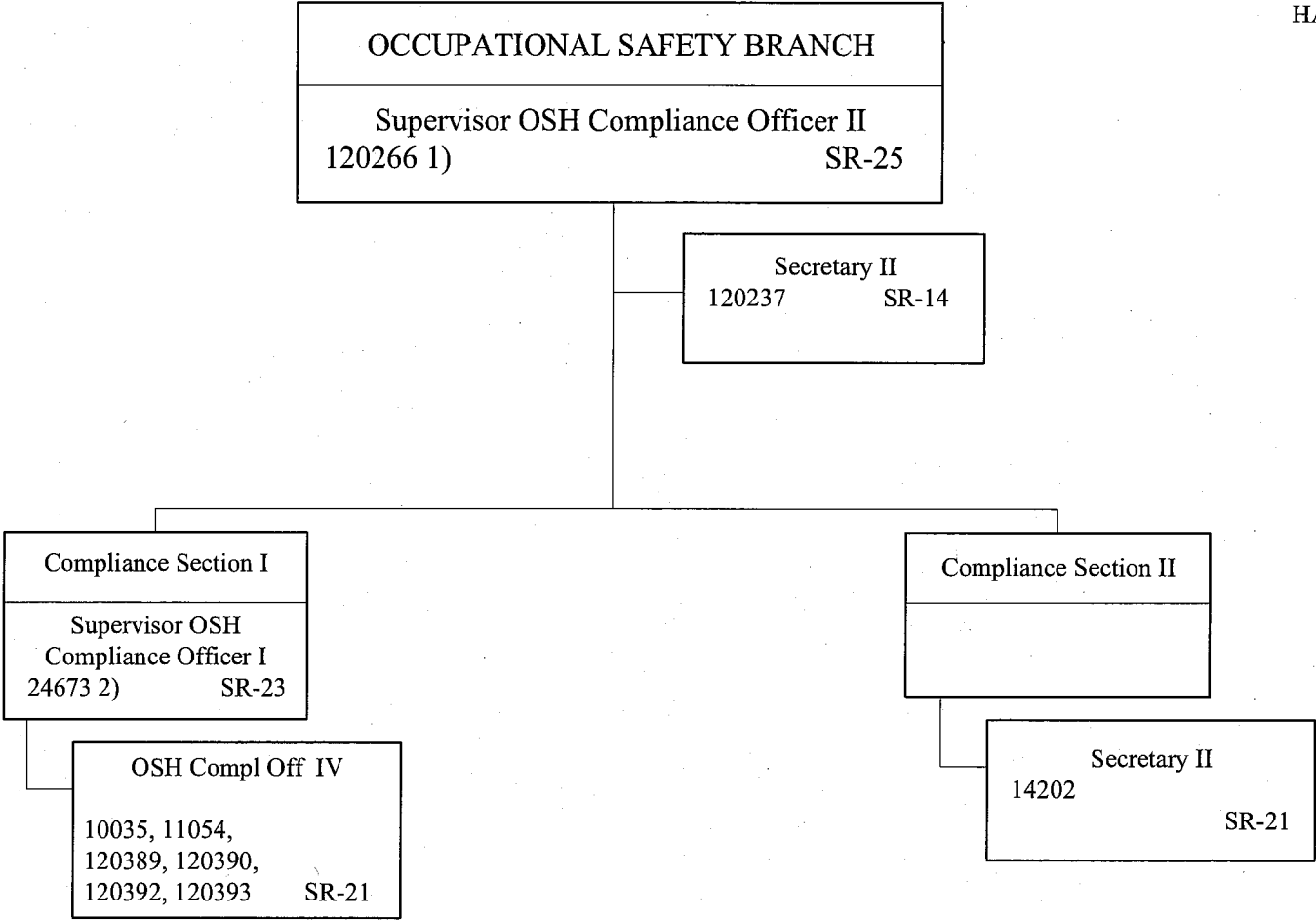




**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION  
 POSITION ORGANIZATION CHART

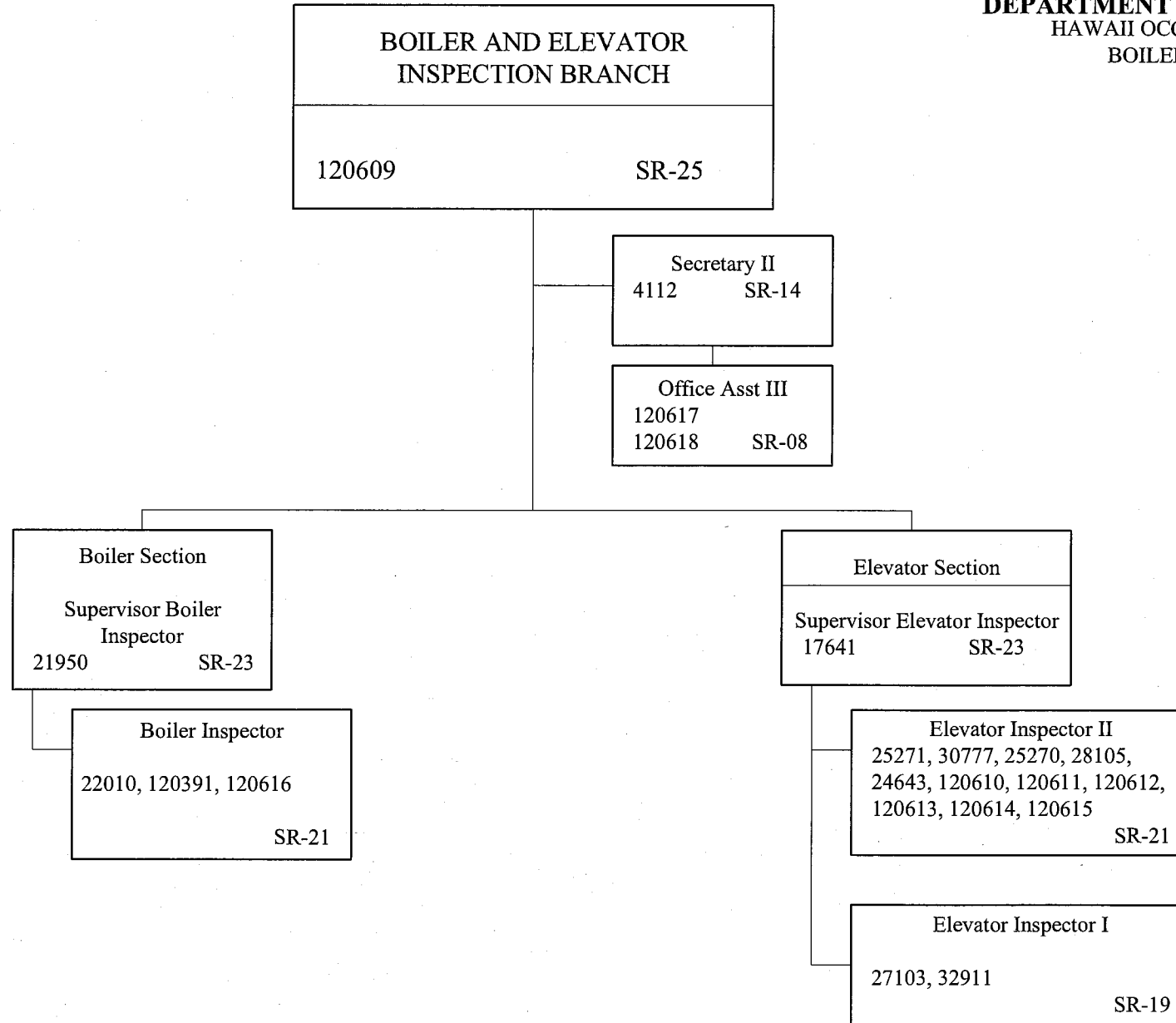


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION  
OCCUPATIONAL SAFETY BRANCH  
POSITION ORGANIZATION CHART

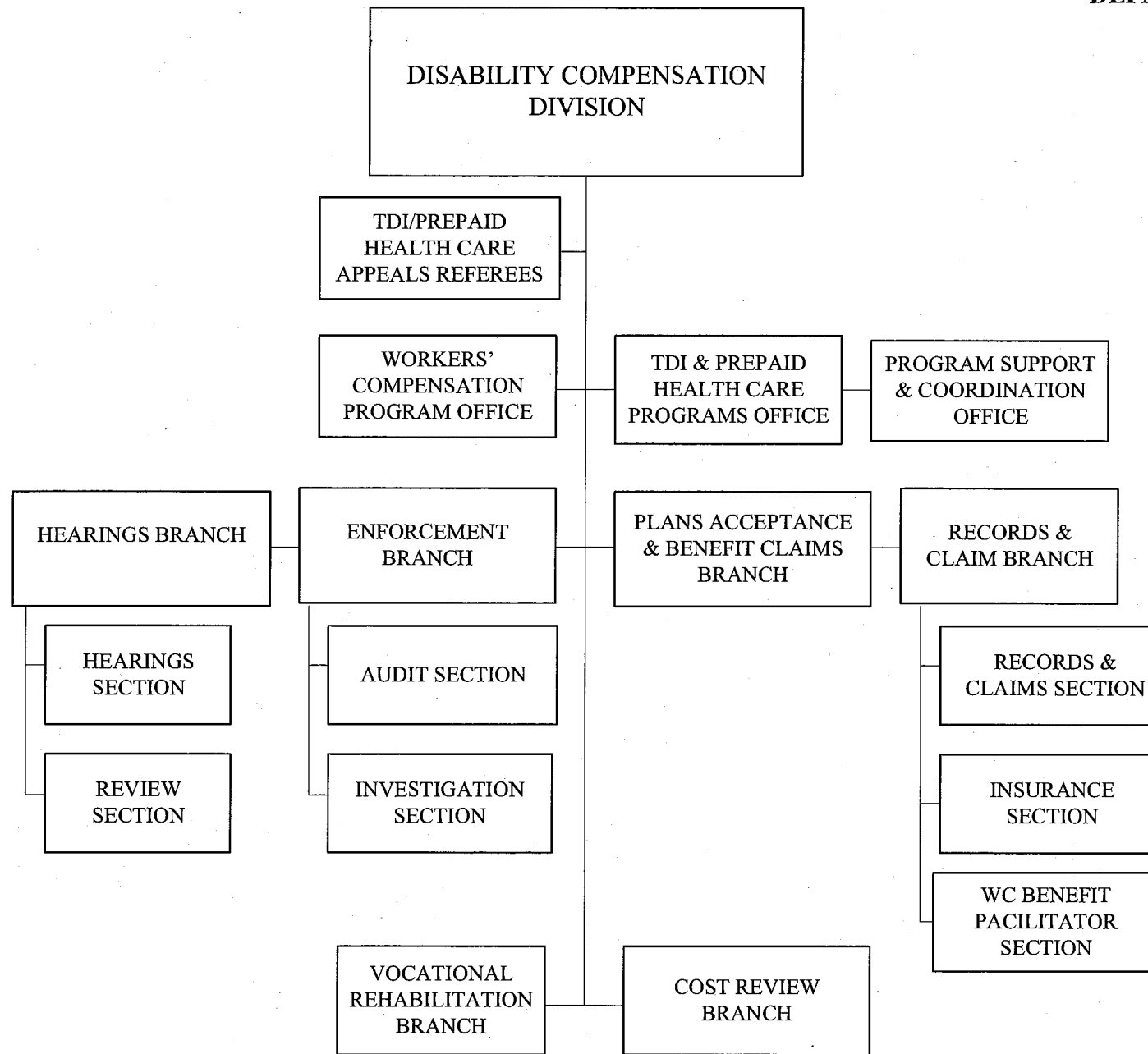


- 1) Exercises functional supervision of OSH Compliance Officers in the Maui District Office
- 2) Exercises functional supervision of OSH Compliance Officers in the Hawaii and Kauai District Offices

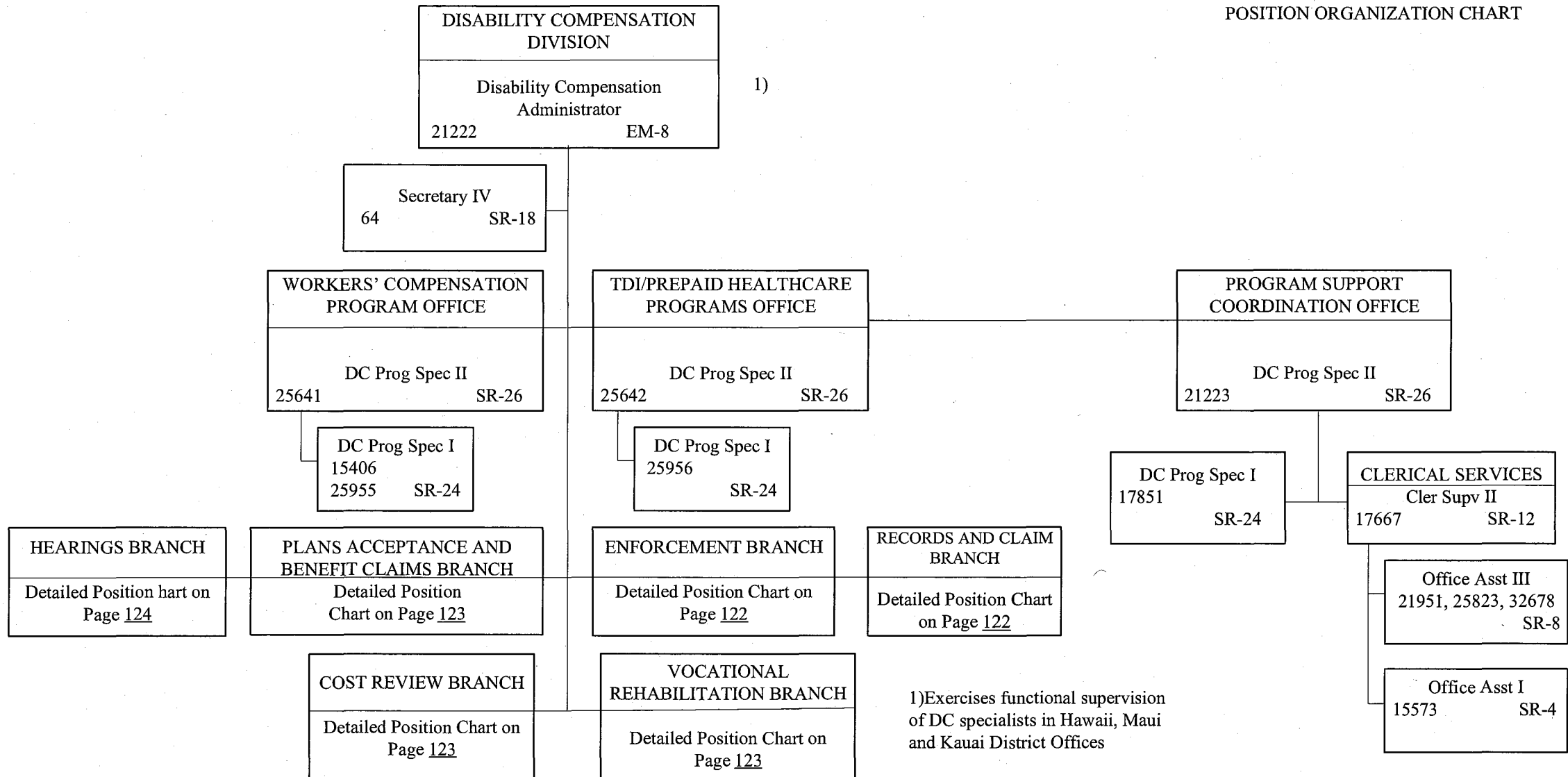
**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION  
 BOILER AND ELEVATOR INSPECTION BRANCH  
 POSITION ORGANIZATION CHART



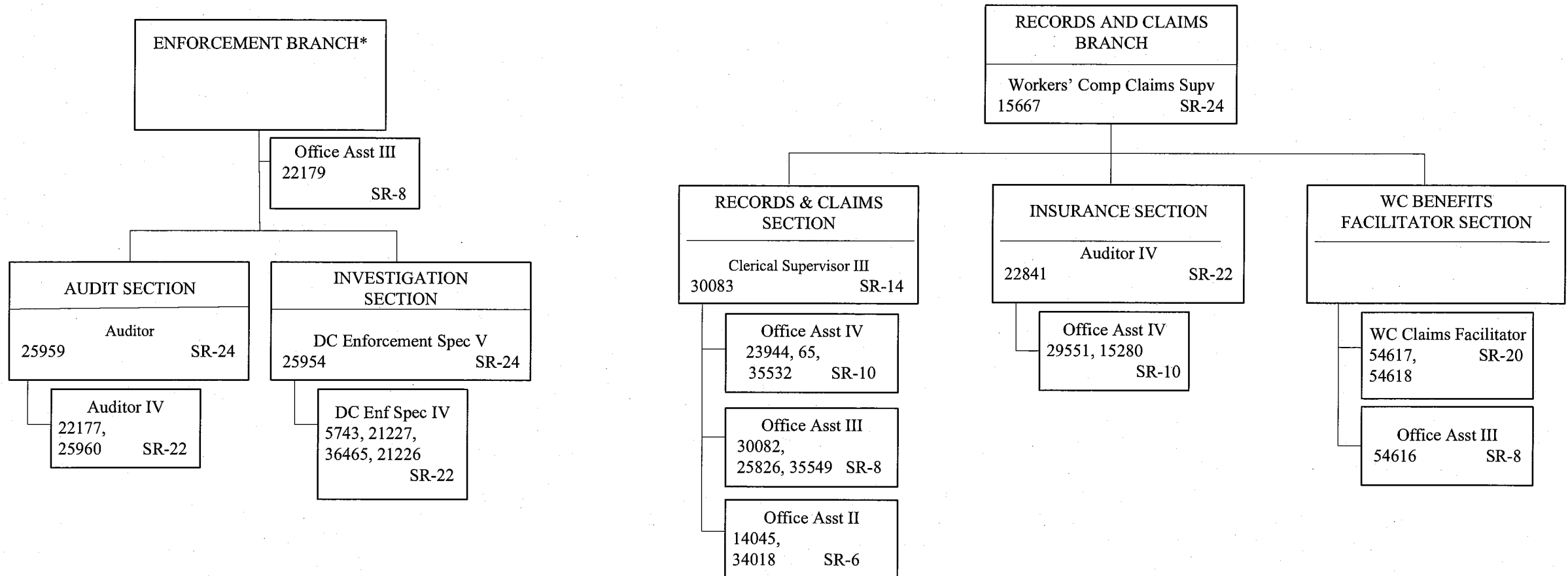
**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 DISABILITY COMPENSATION DIVISION  
 ORGANIZATION CHART



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

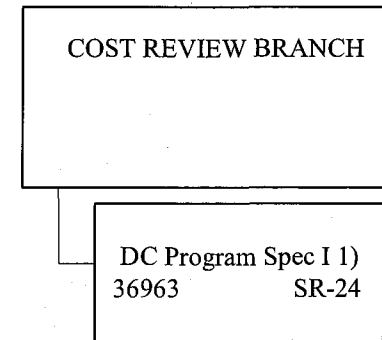
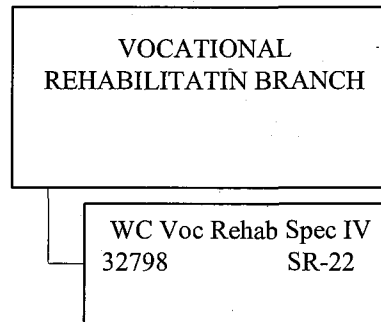
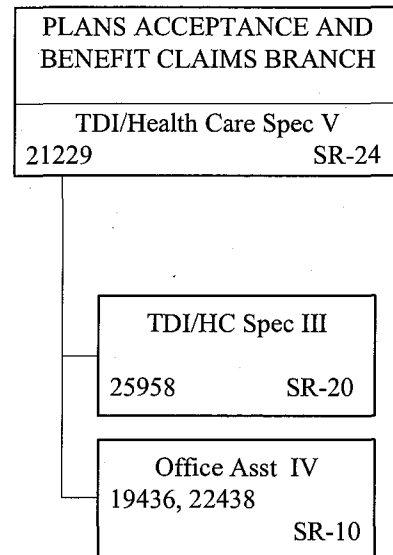


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 DISABILITY COMPENSATION DIVISION  
 ENFORCEMENT BRANCH  
 RECORDS AND CLAIMS BRANCH  
 POSITION ORGANIZATION CHART



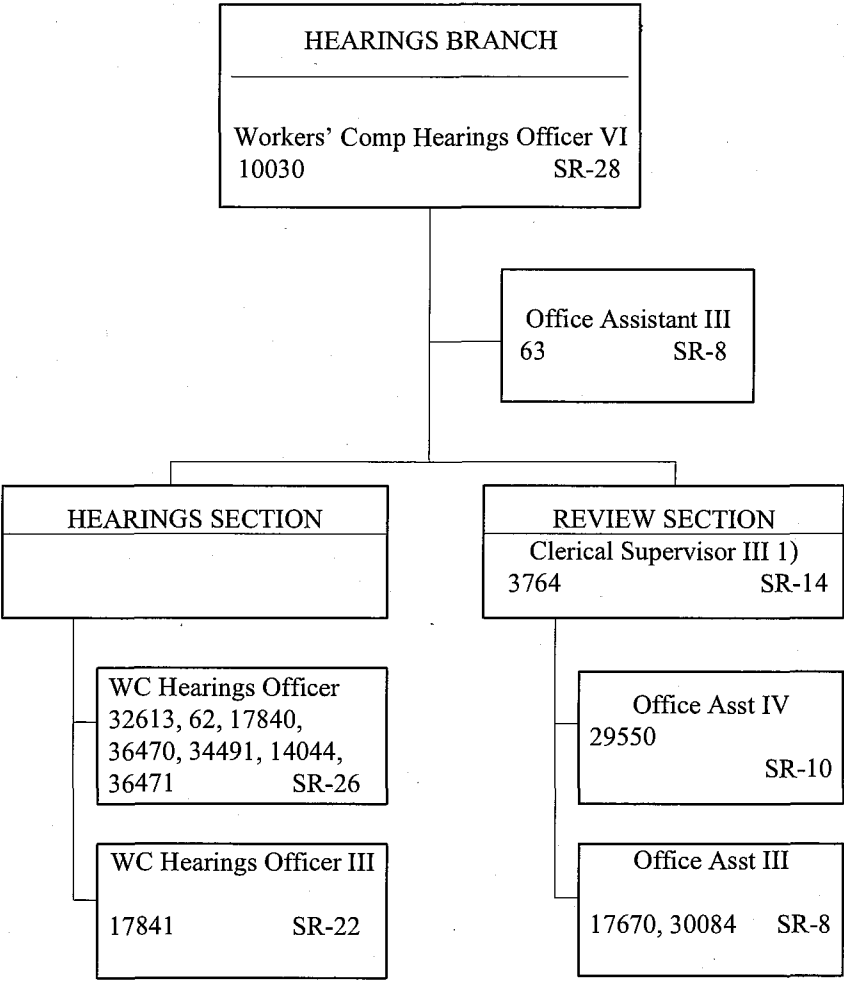
\*Position No. 21225 unfunded effective 7/1/2004, per Act 41, SLH 2004 & this branch is pending non-delegated reorganization since 7/1/2004.

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



1) Interim title pending classification of position by HRD

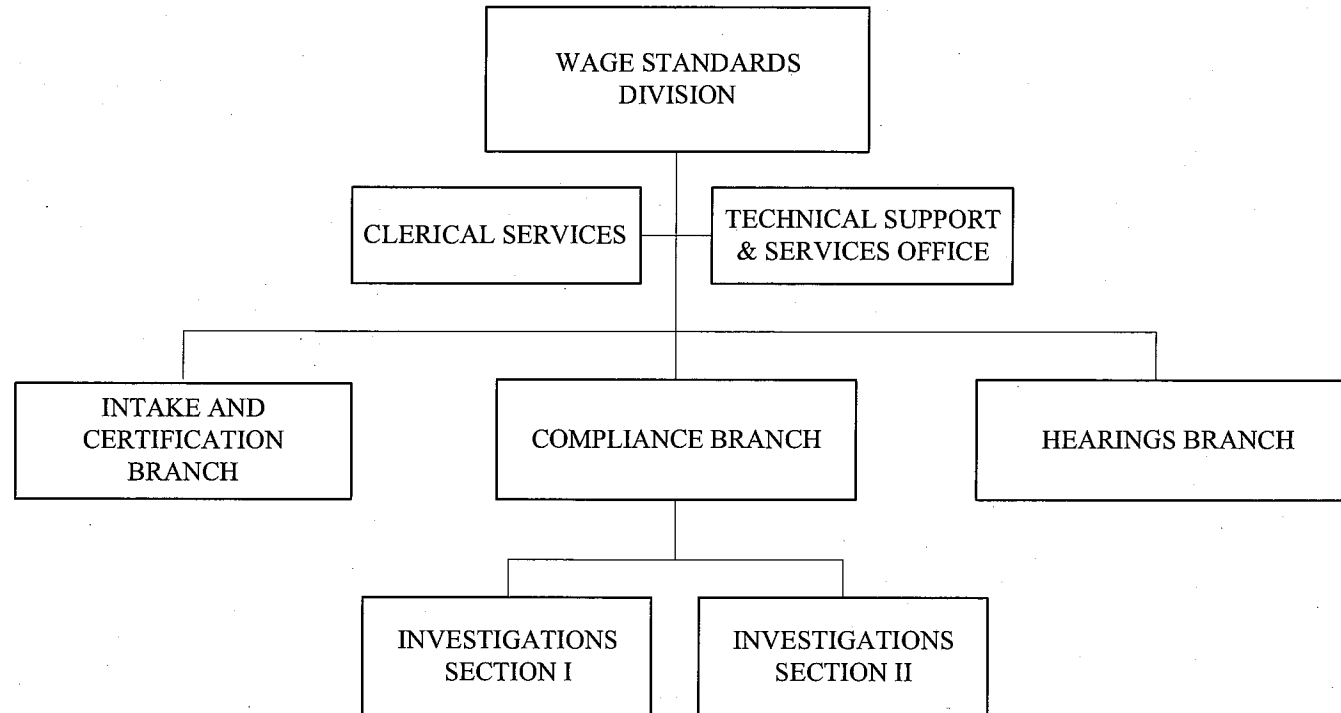
**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 DISABILITY COMPENSATION DIVISION  
 HEARINGS BRANCH  
 POSITION ORGANIZATION CHART



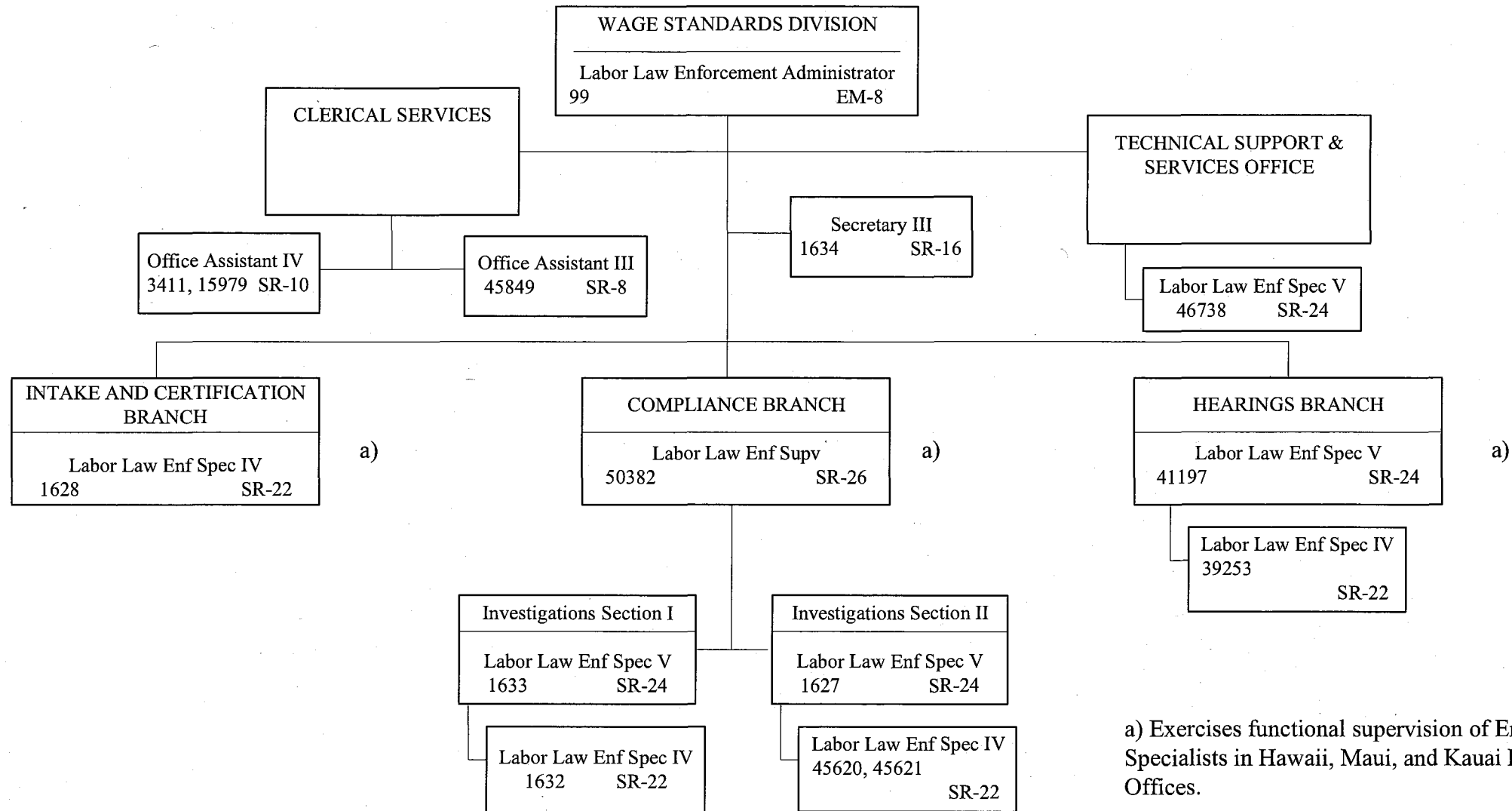
1) Position to be redescribed



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

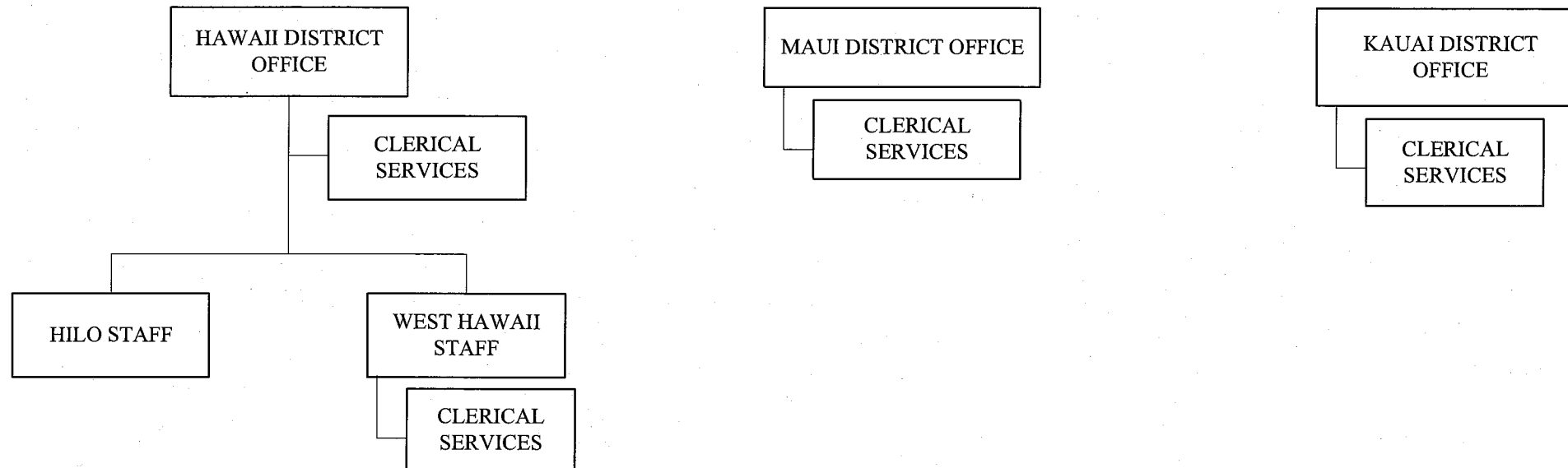


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
 WAGE STANDARDS DIVISION  
 POSITION ORGANIZATION CHART

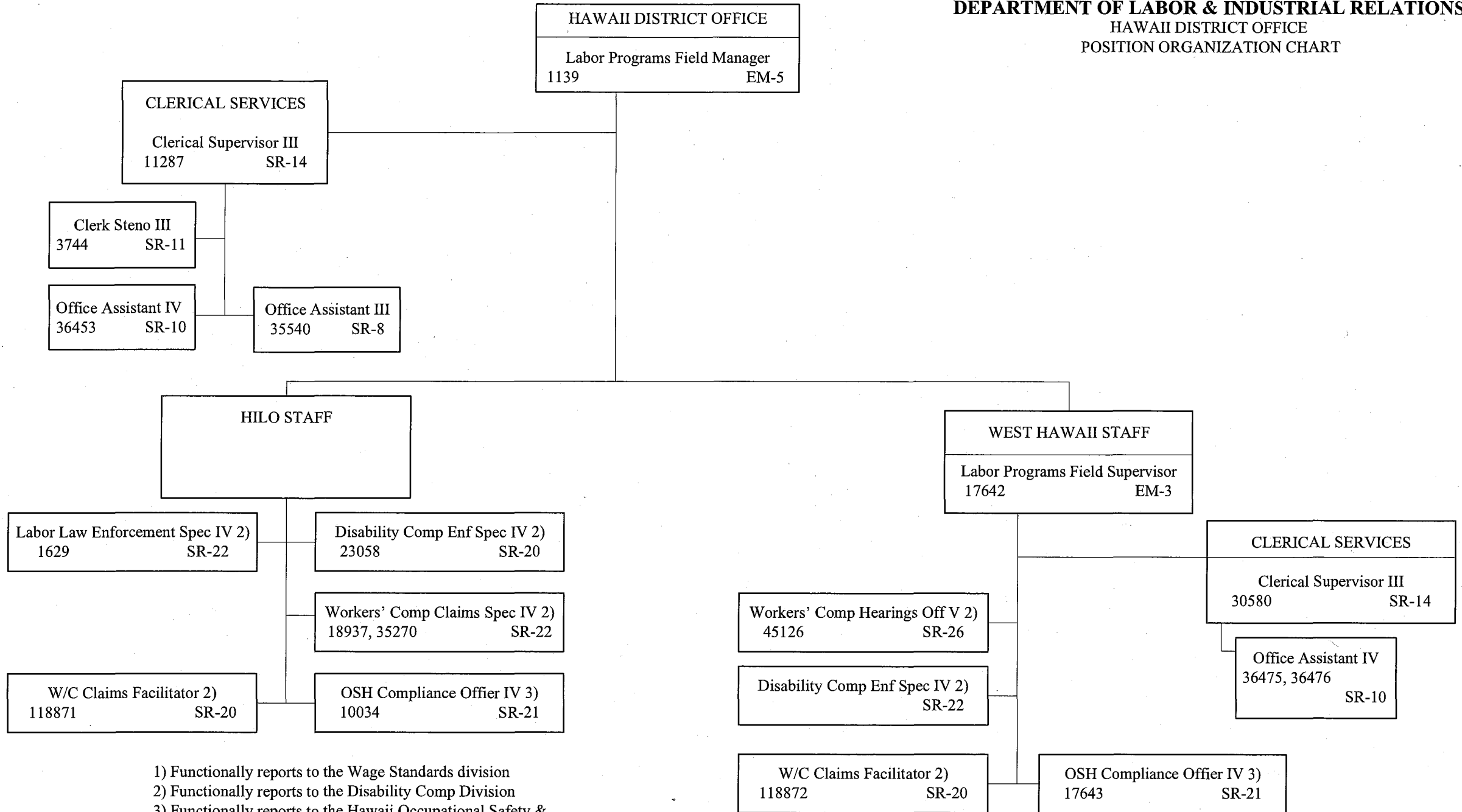


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

HAWAII DISTRICT OFFICE  
MAUI DISTRICT OFFICE  
KAUAI DISTRICT OFFICE  
ORGANIZATION CHART

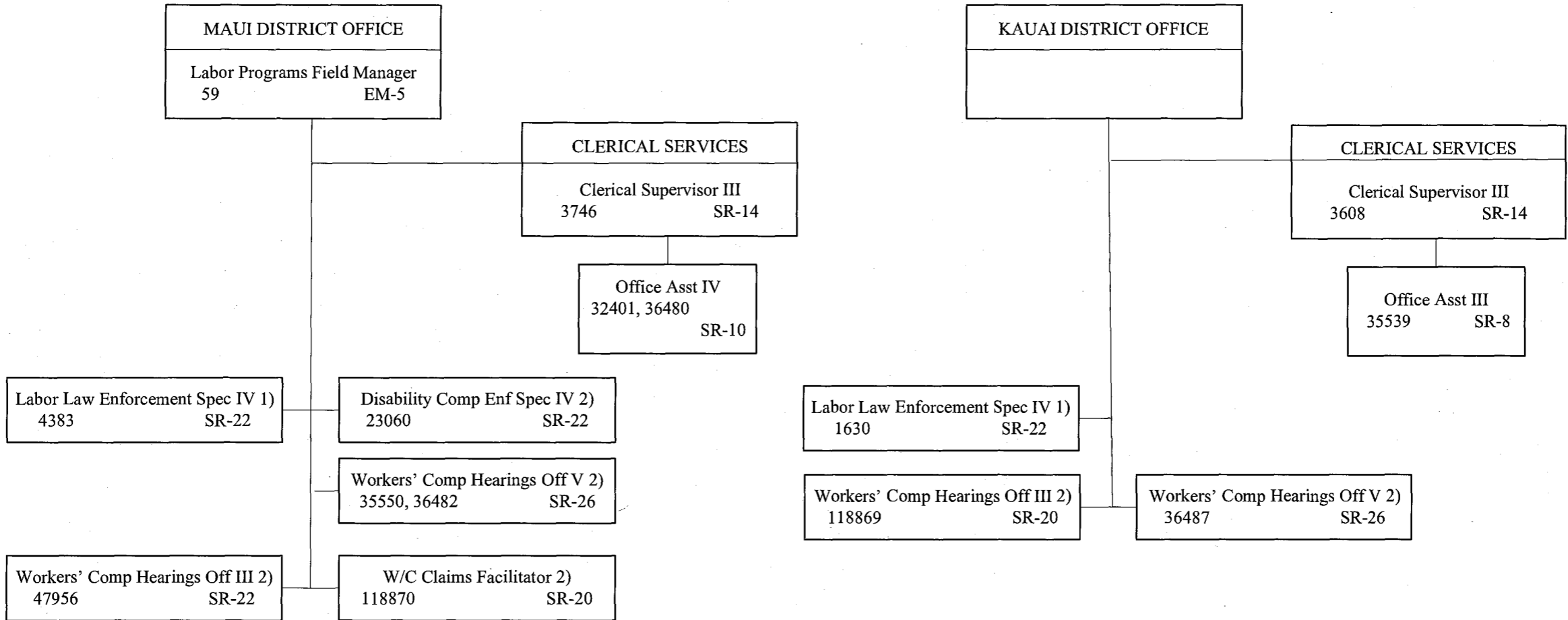


**STATE OF HAWAII**  
**DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**  
HAWAII DISTRICT OFFICE  
**POSITION ORGANIZATION CHART**



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

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



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

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

Executive Director	
109857* 1)	SRNA

\*Part-time  
1) Exempt By Statute

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
1117/PA	10/1/2013	3/1/2014	23529	Employment Service Spclt V	C/S	24	13	1.00	-	N	55,500	Y	N		1
1117/PA	7/1/2010	3/1/2014	32425	Employment Service Spclt IV	C/S	22	13	-	1.00	N	51,312	Y	N		2
1117/PA	3/1/2013	2/1/2014	52837	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	Y(1)		3
1117/PA	7/1/2010	3/1/2014	23768	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	Y(1)		4
1117/PA	7/1/2010	4/30/2014	42429	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		5
1117/PA	4/11/2013	7/1/2014	13486	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		6
1117/PA	2/9/2013	7/1/2014	13488	Employment Service Spclt III	C/S	20	13	1.00	-	N	49,332	Y	N		7
1117/PA	4/1/2013	7/1/2014	47939	Employment Service Spclt II	C/S	18	13	-	1.00	U	38,988	Y	Y(1)		8
1117/PA	5/1/2013	7/1/2014	35014	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		9
1117/PA	7/1/2010	8/1/2014	119535	Job Training Specialist	C/S	16	13	-	1.00	N	42,132	Y	Y(1)		10
1117/PA	7/1/2010	7/1/2014	120958	IT Specialist IV	C/S	22	13	1.00	-	N	45,576	Y	N		11
1117/PA	7/1/2010	8/1/2014	120959	Accountant III	C/S	20	13	1.00	-	N	42,132	Y	Y(1)		12
1117/PA	7/1/2010	10/1/2014	120960	Prog Budget Analyst IV	C/S	22	13	1.00	-	N	45,576	Y	Y(1)		13
1117/PA	7/1/2010	10/1/2014	35000	Office Assistant III	C/S	08	03	-	1.00	N	25,668	Y	N		14
1117/PA	7/1/2010	9/30/2014	15165	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		15
1117/PA	7/1/2010		34990	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		16
1117/PA	3/1/2013		120448	Employment Service Spclt V	C/S	24	23	1.00	-	N	51,312	Y	N		17
1117/PA	1/1/2012		32323	Office Assistant III	C/S	08	03	-	1.00	N	25,668	Y	Y(1)		18
1117/PA	7/1/2010		119432	Employment Service Spclt I	C/S	16	13	-	0.50	N	21,066	Y	N		19
1117/PA	7/1/2010		35011	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		20
1117/PA	12/1/2012		52822	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		21
1117/PA	5/1/2013		7494	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		22
1117/PA	7/1/2010		43123	Employment Service Spclt I	C/S	16	13	-	1.00	N	36,024	Y	N		23
1117/PA	7/1/2010		52834	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		24
1117/PA	11/30/2011		119427	Employment Service Spclt IV	C/S	22	13	-	1.00	N	45,576	Y	N		25
1117/PA	7/1/2010		119428	Employment Service Spclt III	C/S	20	13	-	1.00	N	45,576	Y	N		26
1117/PA	7/1/2012		119429	Employment Service Spclt III	C/S	20	13	-	1.00	N	45,576	Y	N		27
1117/PA	7/1/2010		91107	Employment Aide IV	C/S	11	03	1.00	-	N	28,836	Y	N		28
1117/PA	4/1/2013		119430	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		29
1117/PA	11/30/2011		33319	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	Y		30
1117/PA	9/30/2013		117053	Employment Service Spclt II	C/S	18	13	-	1.00	U	42,132	Y	Y(1)		31
1117/PA	10/16/2013		23445	Employment Service Spclt III	C/S	20	13	1.00	-	N	49,332	Y	N		32
1117/PA	7/1/2010		120110	Employment Service Spclt III	C/S	20	13	-	1.00	N	21,066	Y	N		33
1117/PA	7/1/2010		91108	Office Assistant III	C/S	08	03	0.50	-	N	12,834	Y	N		34
1117/PA	7/1/2010		99027	Employment Aide IV	C/S	11	03	-	1.00	N	28,836	Y	N		35
1117/PA	7/1/2010		99117	Employment Aide V	C/S	13	03	-	1.00	N	31,212	Y	N		36
1117/PA	7/1/2010		10831	Employment Service Spclt II	C/S	18	13	1.00	-	N	42,132	Y	N		37
1117/PA	4/1/2013		40028	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		38
1117/PA	7/1/2010		17753	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		39
1117/PA	9/1/2012		120108	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		40
1117/PA	7/1/2010		34993	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		41

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
111/PA	7/1/2010		91121	Employment Service Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		42
111/PA	7/1/2010		91127	Employment Service Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		43
111/PA	7/1/2010		91111	Employment Service Spclt V	C/S	24	13	1.00	-	N	51,312	Y	N		44
111/PA	7/1/2010		91105	Employment Service Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		45
111/PA	7/1/2010		91106	Employment Service Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		46
111/PA	7/1/2010		91109	Employment Service Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		47
111/PA	7/1/2010		91112	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		48
111/PA	7/1/2010		91113	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		49
111/PA	7/1/2010		91114	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		50
111/PA	7/1/2010		91115	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		51
111/PA	7/1/2010		91116	Office Assistant III	C/S	08	03	0.50	-	N	12,834	Y	N		52
111/PA	7/1/2010		91117	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		53
111/PA	7/1/2010		91118	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		54
111/PA	7/1/2010		91119	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		55
111/PA	9/1/2012		17772	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		56
111/PA	7/1/2010		91120	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		57
111/PA	7/1/2010		91122	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		58
111/PA	7/1/2010		91123	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		59
111/PA	7/1/2010		91124	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		60
111/PA	7/1/2010		91125	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		61
111/PA	7/1/2010		91126	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		62
111/PA	7/1/2010		91128	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		63
111/PA	7/1/2010		91129	Employment Service Spclt IV	C/S	22	13	0.50	-	N	22,788	Y	N		64
111/PA	7/1/2010		17782	Employment Service Spclt II	C/S	18	13	1.00	-	N	42,132	Y	N		65
111/PA	7/1/2010		22091	Employment Service Spclt II	C/S	18	13	1.00	-	N	42,132	Y	N		66
111/PA	7/1/2010		91130	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		67
111/PA	7/1/2010		91137	Employment Service Spclt II	C/S	18	13	1.00	-	N	42,132	Y	N		68
111/PA	7/1/2010		91138	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		69
111/PA	7/1/2010		91139	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		70
111/PA	7/1/2010		91140	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		71
111/PA	7/1/2010		91142	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		72
111/PA	7/1/2010		91143	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		73
111/PA	7/1/2010		91144	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		74
111/PA	7/1/2010		91145	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		75
111/PA	7/1/2010		91147	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		76
111/PA	7/1/2010		91148	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		77
111/PA	7/1/2010		91150	Employment Service Spclt II	C/S	20	13	-	1.00	N	38,988	Y	N		78
111/PA	7/1/2010		91151	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		79
111/PA	7/1/2010		91153	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		80
111/PA	7/1/2010		91154	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		81
111/PA	7/1/2010		91155	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		82



Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
1117/PA	7/1/2010		91156	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		83
1117/PA	7/1/2010		91157	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		84
1117/PA	7/1/2010		91158	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		85
1117/PA	7/1/2010		91159	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		86
1117/PA	7/1/2010		91160	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		87
1117/PA	7/1/2010		91161	Office Assistant III	C/S	08	03	-	1.00	N	25,668	Y	N		88
1117/PA	7/1/2010		91162	Employment Service Spclt IV	C/S	22	13	-	1.00	N	45,576	Y	N		89
1117/PA	7/1/2010		91163	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		90
1117/PA	7/1/2010		91164	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		91
1117/PA	9/1/2012		120109	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		92
1117/PA	7/1/2010		91165	Employment Aide IV	C/S	11	03	-	1.00	N	28,836	Y	N		93
1117/PA	7/1/2010		91166	Employment Aide IV	C/S	11	03	-	1.00	N	28,836	Y	N		94
1117/PA	7/1/2010		91167	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,998	Y	N		95
1117/PA	7/1/2010		91168	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,998	Y	N		96
1117/PA	7/1/2010		91169	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		97
1117/PA	7/1/2010		91170	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		98
1117/PA	7/1/2010		91171	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		99
1117/PA	7/1/2010		91172	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		100
1117/PA	7/1/2010		91173	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		101
1117/PA	7/1/2010		91174	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		102
1117/PA	7/1/2010		91175	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		103
1117/PA	7/1/2010		91176	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		104
1117/PA	7/1/2010		91177	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		105
1117/PA	7/1/2010		91178	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		106
1117/PA	7/1/2010		91179	Employment Service Spclt III	C/S	20	13	-	0.50	N	21,066	Y	N		107
1117/PA	7/1/2010		91180	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		108
1117/PA	7/1/2010		91181	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		109
1117/PA	7/1/2010		91182	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		110
1117/PA	7/1/2010		91183	Clerk Typist II	C/S	06	03	-	1.00	N	25,668	Y	N		111
1117/PA	7/1/2010		91184	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		112
1117/PA	7/1/2010		91185	Employment Service Spclt I	C/S	16	13	-	1.00	N	36,024	Y	N		113
1117/PA	7/1/2010		91186	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		114
1117/PA	7/1/2010		91187	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		115
1117/PA	7/1/2010		91188	Employment Service Spclt II	C/S	18	13	-	1.00	N	38,988	Y	N		116
1117/PA	7/1/2010		91189	Office Assistant III	C/S	08	03	-	1.00	N	25,668	Y	N		117
1117/PA	7/1/2010		52823	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		118
1117/PA	7/1/2010		91190	Office Assistant III	C/S	08	03	-	1.00	N	25,668	Y	N		119
1117/PA	7/1/2010		93005	Employment Service Spclt II	C/S	18	13	-	1.00	U	42,132	Y	N		120
1117/PA	7/1/2010		93006	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		121
1117/PA	7/1/2010		93017	Employment Service Spclt IV	C/S	22	13	-	0.50	U	22,788	Y	N		122
1117/PA	7/1/2010		93018	Employment Service Spclt II	C/S	18	13	-	0.50	U	21,066	Y	N		123

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
1117/PA	7/1/2010		93019	Employment Service Spclt II	C/S	18	13	-	0.50	U	21,066	Y	N		124
1117/PA	7/1/2010		93020	Employment Service Spclt II	C/S	18	13	-	0.50	U	21,066	Y	N		125
1117/PA	7/1/2010		93024	Employment Service Spclt II	C/S	18	13	-	0.50	U	21,066	Y	N		126
1117/PA	7/1/2010		93026	Employment Service Spclt II	C/S	18	13	-	0.50	U	21,066	Y	N		127
1117/PA	7/1/2010		93027	Employment Service Spclt II	C/S	18	13	-	0.50	U	21,066	Y	N		128
1117/PA	9/1/2013		33334	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		129
1117/PA	7/1/2010		96111	Employment Service Spclt II	C/S	18	13	-	1.00	U	42,132	Y	N		130
1117/PA	7/1/2010		96112	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		131
1117/PA	7/1/2010		96113	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		132
1117/PA	7/1/2010		96114	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		133
1117/PA	7/1/2010		96115	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		134
1117/PA	7/1/2010		96116	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		135
1117/PA	7/1/2010		96117	Employment Service Spclt II	C/S	18	13	-	1.00	N	42,132	Y	N		136
1117/PA	7/1/2010		98001	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		137
1117/PA	7/1/2010		98002	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		138
1117/PA	7/1/2010		98003	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		139
1117/PA	7/1/2010		98004	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		140
1117/PA	7/1/2010		120112	Employment Service Spclt I	C/S	16	13	-	1.00	N	36,024	Y	N		141
1117/PA	7/1/2013		120113	Employment Service Spclt I	C/S	16	13	-	1.00	N	36,024	Y	N		142
1117/PA	7/1/2010		98005	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		143
1117/PA	7/1/2010		98006	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		144
1117/PA	7/1/2010		98007	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		145
1117/PA	7/1/2010		99016	Employment Service Spclt II	C/S	18	13	-	0.50	N	21,066	Y	N		146
1117/PA	7/1/2010		99029	Clerk Typist II	C/S	06	03	-	1.00	N	25,668	Y	N		147
1117/PA	7/1/2010		99030	Clerk Typist II	C/S	06	03	-	1.00	N	25,668	Y	N		148
1117/PA	7/1/2010		99111	Employment Service Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		149
1117/PA	7/1/2010		99113	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		150
1117/PA	7/1/2010		91104	Employment Service Spclt IV	C/S	22	13	0.50	-	N	22,788	Y	N		151
1117/PA	7/1/2010		90032	Employment Service Spclt IV	C/S	22	13	-	0.50	U	12,834	Y	N		152
1117/PA	4/1/2013		99115	Employment Service Spclt I	C/S	16	13	-	1.00	N	36,024	Y	N		153
1117/PA	7/1/2010		91101	Employment Service Spclt III	C/S	20	13	1.00	-	N	42,132	Y	N		154
1117/PA	7/1/2010		91102	Employment Service Spclt III	C/S	20	13	1.00	-	N	45,576	Y	N		155
1117/PA	7/1/2010		91103	Office Assistant IV	C/S	10	03	1.00	-	N	27,756	Y	N		156
1117/PA	7/1/2010		99116	Employment Service Spclt III	C/S	20	13	-	1.00	N	42,132	Y	N		157
1117/PA	7/1/2010		117049	Employment Service Spclt III	C/S	20	13	-	1.00	U	42,132	Y	N		158
1117/PA	7/1/2010		52841	Employment Service Spclt I	C/S	16	13	-	1.00	N	42,132	Y	N		159
1117/PA	7/1/2010		32413	Employment Service Spclt I	C/S	16	13	-	1.00	N	36,024	Y	N		160
1117/PA	7/1/2010		91002	Employment Service Spclt II	C/S	18	13	-	1.00	U	45,576	Y	N		161
1117/PA	5/1/2013		4036	Employment Service Spclt IV	C/S	22	13	-	1.00	N	45,576	Y	N		filled
				Sub - Total				-	-	A	6,052,004				

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
								-	-	B	-				
								54.00	87.00	N	5,636,894				
								-	10.00	U	415,110				
								54.00	97.00		6,052,004				

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
1117/PB	7/1/2010	3/1/2014	119399	Employment & Training Asst	Exempt	NA	13	-	1.00	N	25,668	Y	N		1
1117/PB	7/1/2012		119284	Employment Service Spclt IV	C/S	22	13	-	1.00	B	45,576	Y	N		2
1117/PB	7/1/2012		119152	Accountant IV	C/S	22	13	1.00	-	N	45,576	Y	N		3
1117/PB	7/1/2010		119398	Job Training Specialist	Exempt	NA	13	-	1.00	N	42,180	Y	N		4
1117/PB	7/1/2010		119286	Account Clerk V	C/S	15	03	1.00	-	N	33,756	Y	N		5
1117/PB	7/1/2010		119400	Employment Service Spclt IV	C/S	22	13	-	1.00	N	45,576	Y	N		6
1117/PB	12/1/2012		105717	Job Training Prog Specialist IV	Exempt	NA	13	-	1.00	N	45,576	Y	Y(3)		7
1117/PB	8/1/2013		120724	Office Assistant IV	C/S	10	03	-	1.00	N	25,668	Y	N		8
1117/PB	7/1/2012		119385	Mgmt Info Sys Spec	C/S	22	13	-	1.00	N	42,180	Y	N		9
1117/PB	7/1/2010		100987	Asset Program Specialist	Exempt	NA	13	-	1.00	N	44,283	Y	N		10
1117/PB	7/1/2010		119397	Job Training Specialist	Exempt	NA	13	-	1.00	N	42,180	Y	N		11
1117/PB	12/1/2012		101167	HR Clerk Typist	Exempt	NA	03	1.00	-	N	37,980	Y	N		12
1117/PB	5/1/2013		119401	WIA Performance Spec	Exempt	NA	13	-	1.00	N	42,180	Y	N		13
1117/PB	12/16/2012		120725	Office Assistant IV	C/S	10	03	-	1.00	N	27,756	Y	N		14
								-	-	A	-				
				Sub-Total				-	1.00	B	45,576				
								3.00	9.00	N	474,891				
								<b>3.00</b>	<b>10.00</b>		<b>520,467</b>				

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
135/1A	9/29/2012		100278	Executive Director	Exempt	NA	93	0.10	-	A	8,170	Y	N		1
135/1A	9/27/2012		100278	Executive Director	Exempt	NA	93	0.90	-	N	73,528	Y	N		2
135/1A	2/1/2013		33700	Employment Analyst IV	C/S	22	13	-	1.00	N	47,412	Y	N		3
135/1A	7/1/2010		103406	Student Intern II	Exempt	NA	-	-	-	N	-	Y	N		4
135/1A	7/1/2010		103407	Student Intern II	Exempt	NA	-	-	-	N	-	Y	N		5
135/1A	7/1/2010		103631	Student Intern II	Exempt	NA	-	-	-	N	-	Y	N		6
				Sub-Total				-	-	A	-				
								0.90	1.00	N	120,940				
								0.90	1.00		120,940				

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
143/EA	7/1/2010		120266	Supvgr OSH Compliance Officer II	C/S	23	04	0.50	-	N	24,300	Y	N		1
143/EA	7/1/2010		120266	Supvgr OSH Compliance Officer II	C/S	23	04	0.50	-	A	24,300	Y	N		1
143/EA	12/30/2012		120241	OSH Advisor IV	C/S	23	04	0.50	-	A	23,718	Y	N		2
143/EA	12/30/2012		120241	OSH Advisor IV	C/S	23	04	0.50	-	N	23,718	Y	N		2
143/EA	12/31/2011		8343	OSH Advisor VI	C/S	26	23	0.50	-	A	41,064	Y	N		3
143/EA	12/31/2011		8343	OSH Advisor VI	C/S	26	23	0.50	-	N	41,064	Y	N		3
143/EA	9/20/2013		25159	EHS IV	C/S	22	13	0.20	-	A	13,498	Y	N		4
143/EA	9/20/2013		25159	EHS IV	C/S	22	13	0.80	-	N	53,990	Y	N		4
143/EA	9/16/2013		24671	EHS II	C/S	18	13	0.50	-	A	19,494	Y	N		5
143/EA	9/16/2013		24671	EHS II	C/S	18	13	0.50	-	N	19,494	Y	N		5
143/EA	10/16/2013		24683	EHS II	C/S	18	13	0.50	-	A	21,912	Y	N		6
143/EA	10/16/2013		24683	EHS II	C/S	18	13	0.50	-	N	21,912	Y	N		6
143/EA	5/24/2013		120392	OSHCO IV	C/S	21	13	0.50	-	A	23,088	Y	N		7
143/EA	5/24/2013		120392	OSHCO IV	C/S	21	13	0.50	-	N	23,088	Y	N		7
143/EA	9/1/2013		109857	Exec Director, HMOAB	Exempt	NA	13	-	0.50	W	33,456	Y	Y(1)		8
				Sub-Totals				-	0.50	W	33,456				
								3.20	-	A	167,074				
								3.80	-	N	207,566				
								<b>7.00</b>	<b>0.50</b>		<b>408,096</b>				
143/EB	7/1/2010		17641	Supervising Elevator Inspector	C/S	23	04	1.00	-	B	69,600	Y	Y(2)		9
143/EB	1/1/2013		21956	Supervising Boiler Inspector	C/S	23	04	1.00	-	B	69,600	Y	N		10
143/EB	8/1/2013		22010	Boiler Inspector	C/S	21	03	1.00	-	B	60,000	Y	N		11
				Sub-Totals				<b>3.00</b>	-	B	<b>199,200</b>				

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
152/CA	2/1/2013		1629	Labor Law Entic Spclt V	C/S	22	13	1.00	-	A	60,024	Y	N		1
152/CA	5/1/2013		15979	OA IV	C/S	10	03	1.00	-	A	32,424	Y	N		2
				Sub-Totals				2.00	-	A	92,448				

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
153/RA	9/16/2011		47954	Civil Rights Spec V	C/S	22	13	0.50	-	A	26,676	Y	N		1
153/RA	9/16/2011		47954	Civil Rights Spec V	C/S	22	13	0.50	-	N	26,676	Y	N		1
153/RA	7/17/2012		24505	OA III	C/S	08	03	-	1.00	N	25,668	Y	Y (8)		2
153/RA	11/1/2012		109858	Staff Attorney	Exempt	NA	73	-	1.00	N	67,608	N	N		3
153/RA	7/2/2012		28984	Investigator IV	C/S	22	13	-	1.00	N	39,336	Y	N		4
153/RA	7/3/2012		47949	Investigator IV	C/S	22	13	-	1.00	N	39,336	Y	N		5
153/RA	7/17/2010		109000	Staff Attorney	Exempt	NA	73	-	1.00	N	60,732	N	N		6
153/RA	7/17/2010		103054	Student Law Intern II	Exempt	NA	-	-	-	N	-	N	N		7
153/RA	7/17/2010		103055	Student Law Intern II	Exempt	NA	-	-	-	N	-	N	N		8
153/RA	7/17/2010		103056	Student Law Intern II	Exempt	NA	-	-	-	N	-	N	N		9
153/RA	7/17/2010		103181	Student Law Intern II	Exempt	NA	-	-	-	N	-	N	N		10
153/RA	7/17/2010		103632	Student Law Intern II	Exempt	NA	-	-	-	N	-	N	N		11
				Sub-Totals				0.50	-	A	26,676				
								0.50	5.00	N	259,356				
								1.00	5.00		286,032				



Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
1617KA	7/1/2013		94161	Hearings Officer	Exempt	NA	73	-	1.00	A	40,002	Y	N		1

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
1717LA	11/30/2013		8023	Unemployment Ins Spclt VI	C/S	26	23	1.00	-	N	78,984	Y	N		1
1717LA	7/1/2010		13553	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	Y(1)		2
1717LA	12/30/2012		10420	Unemployment Ins Spec IV	C/S	22	13	1.00	-	N	57,708	Y	N		3
1717LA	7/1/2010		23128	Unemployment Ins Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		4
1717LA	7/1/2010		35347	Unemployment Ins Spclt V	C/S	24	13	1.00	-	N	67,488	Y	N		5
1717LA	7/1/2010		37221	Office Assistant III	C/S	08	03	1.00	-	N	35,064	Y	N		6
1717LA	12/31/2011		35349	Unemployment Ins Spclt IV	C/S	22	13	1.00	-	N	67,488	Y	N		7
1717LA	7/1/2010		190	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	10,950	Y	N		8
1717LA	7/1/2010		12239	Unemployment Ins Spclt III	C/S	20	13	0.50	-	N	21,072	Y	Y(2)		9
1717LA	7/1/2010		23105	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	12,342	Y	N		10
1717LA	7/1/2010		25917	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	41,040	Y	N		11
1717LA	7/1/2010		25920	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	41,040	Y	N		12
1717LA	7/1/2010		25926	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	31,212	Y	N		13
1717LA	11/30/2011		25928	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	41,040	Y	N		14
1717LA	4/1/2013		27214	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	44,412	Y	N		15
1717LA	7/1/2010		120065	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		16
1717LA	7/1/2010		120066	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		17
1717LA	7/1/2010		120067	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		18
1717LA	7/1/2012		187	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	46,176	Y	N		19
1717LA	8/1/2012		29126	Unemployment Spec IV	C/S	22	13	1.00	-	N	57,708	Y	Y(2)		20
1717LA	12/31/2011		120068	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		21
1717LA	7/1/2010		13098	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	51,312	Y	N		22
1717LA	7/1/2010		14856	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	12,342	Y	N		23
1717LA	11/1/2012		23122	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	15,606	Y	N		24
1717LA	5/1/2013		25179	Unemployment Ins Asst II	C/S	18	13	1.00	-	N	42,132	Y	N		25
1717LA	7/1/2010		27008	Unemployment Ins Asst III	C/S	09	03	1.00	-	N	26,664	Y	N		26
1717LA	5/1/2013		27010	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	16,212	Y	N		27
1717LA	2/7/2012		119329	Unemployment Ins Spec V	C/S	24	13	-	1.00	B	51,312	Y	N		28
1717LA	8/16/2013		120069	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		29
1717LA	7/1/2010		120070	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		30
1717LA	7/1/2010		120071	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		31
1717LA	7/1/2010		120072	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		32
1717LA	7/1/2010		120073	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		33
1717LA	7/1/2010		120104	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	36,024	Y	N		34
1717LA	7/1/2010		120105	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	36,024	Y	N		35
1717LA	11/30/2011		10834	Unemployment Ins Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		36
1717LA	7/1/2010		40267	Auditor IV	C/S	22	13	1.00	-	N	45,576	Y	N		37
1717LA	7/1/2010		119331	Unemployment Ins Asst V	C/S	13	03	-	1.00	B	51,312	Y	N		38
1717LA	7/1/2010		120057	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	36,024	Y	N		39
1717LA	7/1/2010		120058	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		40

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
1717LA	7/1/2010		120059	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		41
1717LA	7/1/2010		120060	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		42
1717LA	11/30/2011		27274	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		43
1717LA	9/16/2013		21587	Auditor IV	C/S	22	13	1.00	-	N	49,332	Y	N		44
1717LA	9/18/2012		23123	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		45
1717LA	11/30/2011		24697	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		46
1717LA	7/1/2010		25831	Unemployment Ins Spclt V	C/S	24	13	1.00	-	N	64,920	Y	N		47
1717LA	7/1/2010		27007	Unemployment Ins Spclt IV	C/S	22	13	1.00	-	N	51,312	Y	N		48
1717LA	8/1/2012		27009	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	12,342	Y	N		49
1717LA	7/1/2010		120074	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		50
1717LA	7/1/2010		120075	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		51
1717LA	7/1/2010		120077	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		52
1717LA	7/1/2010		120106	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	36,024	Y	N		53
1717LA	7/1/2010		4047	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	49,332	Y	N		54
1717LA	12/31/2011		10742	Unemployment Ins Spclt IV	C/S	22	13	1.00	-	N	45,576	Y	N		55
1717LA	7/1/2010		15213	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	36,492	Y	N		56
1717LA	7/1/2010		21765	Auditor V	C/S	24	13	1.00	-	N	62,424	Y	N		57
1717LA	7/1/2010		23589	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	12,342	Y	N		58
1717LA	5/14/2013		23590	Unemployment Ins Asst IV	C/S	11	03	0.50	-	N	14,430	Y	N		59
1717LA	1/1/2012		25158	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		60
1717LA	5/28/2013		26348	Unemployment Ins Spec V	C/S	24	13	1.00	-	N	57,708	Y	N		61
1717LA	7/1/2010		26672	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		62
1717LA	7/1/2010		26978	Unemployment Ins Spclt III	C/S	20	13	0.50	-	N	26,676	Y	N		63
1717LA	7/1/2010		42390	Auditor II	C/S	18	13	1.00	-	N	45,576	Y	N		64
1717LA	7/1/2010		119330	Unemployment Ins Asst III	C/S	09	03	-	1.00	B	51,312	Y	N		65
1717LA	7/1/2010		119452	Unemployment Ins Spclt III	C/S	20	13	-	1.00	B	45,576	Y	N		66
1717LA	8/1/2012		120050	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		67
1717LA	7/1/2010		120051	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		68
1717LA	12/30/2012		120052	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		69
1717LA	12/30/2012		120053	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		70
1717LA	7/1/2010		120055	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	36,024	Y	N		71
1717LA	9/16/2013		26647	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	36,516	Y	N		72
1717LA	7/1/2010		21521	Unemployment Ins Asst VI	C/S	15	03	1.00	-	N	46,176	Y	N		73
1717LA	11/30/2011		23106	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	39,480	Y	N		74
1717LA	8/1/2012		24706	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		75
1717LA	6/16/2012		24707	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		76
1717LA	7/1/2010		24711	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	12,342	Y	N		77
1717LA	7/1/2013		25924	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	37,968	Y	N		78
1717LA	6/27/2013		27270	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		79
1717LA	8/3/2013		27275	Unemployment Ins Asst V	C/S	11	03	0.50	-	N	14,430	Y	N		80
1717LA	11/30/2011		27762	Unemployment Ins Asst IV	C/S	11	03	0.50	-	N	13,332	Y	N		81

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
1717LA	7/1/2013		27768	Unemployment Ins Asst IV	C/S	11	03	0.50	-	N	14,430	Y	N		82
1717LA	11/1/2012		27776	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	41,040	Y	N		83
1717LA	7/1/2010		119445	Unemployment Ins Spclt III	C/S	20	13	-	1.00	B	42,132	Y	N		84
1717LA	7/1/2010		119446	Unemployment Ins Spclt III	C/S	20	13	-	1.00	B	42,132	Y	N		85
1717LA	7/1/2010		119447	Unemployment Ins Spclt I	C/S	16	13	-	1.00	B	42,132	Y	N		86
1717LA	7/1/2010		119448	Unemployment Ins Spclt III	C/S	20	13	-	1.00	B	42,132	Y	N		87
1717LA	7/1/2010		119449	Unemployment Ins Spclt III	C/S	20	13	-	1.00	B	42,132	Y	N		88
1717LA	7/1/2010		119450	Unemployment Ins Asst III	C/S	09	03	-	1.00	B	42,132	Y	N		89
1717LA	7/1/2010		119451	Unemployment Ins Asst III	C/S	09	03	-	1.00	B	51,312	Y	N		90
1717LA	7/1/2010		120089	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		91
1717LA	11/30/2011		120090	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	Y(2)		92
1717LA	11/30/2013		120099	Unemployment Ins Spclt II	C/S	13	03	1.00	-	N	36,024	Y	N		93
1717LA	8/18/2013		200	Auditor IV	C/S	22	13	1.00	-	N	51,312	Y	N		94
1717LA	7/1/2010		4056	Unemployment Ins Asst III	C/S	09	03	1.00	-	N	25,668	Y	N		95
1717LA	8/1/2012		8788	Unemployment Ins Spec V	C/S	24	13	1.00	-	N	57,708	Y	N		96
1717LA	7/1/2010		24708	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	31,212	Y	N		97
1717LA	7/1/2010		24718	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		98
1717LA	9/1/2013		25779	Auditor IV	C/S	22	13	1.00	-	N	57,708	Y	N		99
1717LA	7/1/2010		27769	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	12,342	Y	N		100
1717LA	7/1/2010		27777	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	15,606	Y	N		101
1717LA	7/1/2010		27896	Auditor IV	C/S	22	13	1.00	-	N	62,424	Y	N		102
1717LA	11/1/2012		27897	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	31,212	Y	N		103
1717LA	7/1/2010		120062	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		104
1717LA	11/30/2011		120063	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		105
1717LA	7/1/2010		120064	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		106
1717LA	11/1/2012		201	Auditor II	C/S	18	13	1.00	-	N	38,988	Y	N		107
1717LA	8/1/2012		7740	Unemployment Ins Spec V	C/S	24	13	1.00	-	N	64,920	Y	N		108
1717LA	11/1/2012		9923	Unemployment Ins Spec III	C/S	20	13	1.00	-	N	42,132	Y	N		109
1717LA	12/30/2012		23104	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		110
1717LA	7/1/2010		23107	Unemployment Ins Asst V	C/S	13	03	1.00	-	N	36,516	Y	N		111
1717LA	8/1/2012		24699	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		112
1717LA	7/1/2010		24716	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	N		113
1717LA	2/16/2013		25915	Unemployment Ins Asst III	C/S	09	03	1.00	-	N	26,700	Y	N		114
1717LA	7/1/2010		25919	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	Y(2)		115
1717LA	1/28/2012		26993	Unemployment Ins Spec IV	C/S	22	13	1.00	-	N	62,424	Y	N		116
1717LA	11/1/2012		26996	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		117
1717LA	6/16/2012		31879	Unemployment Spec III	C/S	20	13	1.00	-	N	49,332	Y	N		118
1717LA	4/1/2013		120081	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		119
1717LA	12/30/2012		120082	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	Y(1)		120
1717LA	8/1/2012		120083	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	Y(1)		121
1717LA	8/28/2012		120084	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		122

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
1717/LA	4/1/2013		120085	Unemployment Ins Asst III	C/S	09	03	0.50	-	N	14,430	Y	N		123
1717/LA	7/1/2010		120087	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	14,430	Y	N		124
1717/LA	6/21/2013		26998	Unemployment Ins Asst III	C/S	09	03	1.00	-	N	38,989	Y	N		125
1717/LA	4/1/2013		24698	Unemployment Ins Asst III	C/S	09	03	1.00	-	N	36,492	Y	N		126
1717/LA	12/31/2011		120101	Unemployment Ins Spclt III	C/S	20	13	1.00	-	N	36,024	Y	N		127
1717/LA	6/1/2013		13190	Unemployment Ins Spec III	C/S	20	13	1.00	-	N	53,352	Y	N		128
1717/LA	08/01/152		27755	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	16,212	Y	Y (2)		129
1717/LA	2/10/2010		27759	Unemployment Ins Asst V	C/S	13	03	0.50	-	N	44,412	Y	N		130
1717/LA	6/1/2013		42392	Auditor IV	C/S	22	13	1.00	-	N	45,576	Y	N		131
1717/LA	7/1/2010		91268	Unemployment Ins Spclt I	C/S	16	13	1.00	-	N	36,024	Y	N		132
1717/LA	7/1/2010		91269	Unemployment Ins Spclt I	C/S	16	13	1.00	-	N	36,024	Y	N		133
				Sub-totals				-	-	A	-				
								-	11.00	B	503,616				
								90.50	-	N	3,627,955				
								-	-	U	-				
								<b>90.50</b>	<b>11.00</b>		<b>4,131,571</b>				

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
183/DA	12/1/2012		35549	OA III	C/S	08	03	1.00	-	A	33,756	Y	Y(1)		1
183/DA	5/1/2013		54616	OA III	C/S	08	03	1.00	-	B	30,036	Y	N		2
183/DA	7/1/2010		92181L	Disability Comp Prgm Spclt I	C/S	24	13	-	0.50	B	25,656	Y	N		2
183/DA	8/1/2013		118869	WC Claims Facilitator	C/S	20	13	1.00	-	B	53,352	Y	Y(1)		3
183/DA	10/1/2012		32613	HO V	C/S	26	13	1.00	-	A	82,128	Y	N		4
183/DA	7/1/2012		25954	DC Ent Spcv V	C/S	24	23	1.00	-	A	70,224	Y	Y		5
183/DA	7/1/2013		25642	DC Prog Spec II	C/S	26	13	1.00	-	A	82,128	Y	N		6
183/DA	12/30/2012		14044	Wkr's Comp Hearings Offcr V	C/S	26	13	1.00	-	A	75,960	Y	N		7
183/DA	4/1/2013		35550	HO V	C/S	26	13	1.00	-	A	60,024	Y	N		8
183/DA	9/1/2013		21226	DC Ent Spcv IV	C/S	22	13	1.00	-	A	67,488	Y	Y		9
183/DA	7/1/2013		120951	Research Statistician III	C/S	20	13	1.00	-	B	21,066	Y	N		10
183/DA	7/1/2013		94114	HO V	C/S	26	13	1.00	-	A	27,750	Y	N		11
183/DA	7/1/2013		94108	OA III	C/S	10	03	1.00	-	A	13,878	Y	N	Should be OA IV	12
183/DA	7/1/2013		94109	OA III	C/S	10	03	1.00	-	A	13,878	Y	N	Should be OA IV	13
183/DA	7/1/2013		94113	OA III	C/S	08	03	1.00	-	A	12,834	Y	N	Should be OA IV / SR-10	14
183/DA	7/1/2013		94102	OA III	C/S	10	03	1.00	-	A	13,878	Y	N	Should be SR-8	15
183/DA	7/1/2013		94105	OA III	C/S	10	03	1.00	-	A	13,878	Y	N	Should be OA IV	16
183/DA	7/1/2013		94106	HO V	C/S	22	13	1.00	-	A	22,788	Y	N	Should be HO III	17
183/DA	7/1/2013		94107	OA III	C/S	10	03	1.00	-	A	13,878	Y	N	Should be SR-8	18
183/DA	7/1/2013		94110	OA III	C/S	08	03	1.00	-	A	12,834	Y	N		19
183/DA	7/1/2013		94111	OA III	C/S	08	03	1.00	-	A	12,834	Y	N		20
183/DA	7/1/2013		94101	OA III	C/S	08	03	1.00	-	A	12,834	Y	N		21
183/DA	7/1/2013		94104	HO V	C/S	22	13	1.00	-	A	27,750	Y	N	Should be SR-26	22
183/DA	7/1/2013		94112	OA III	C/S	08	03	1.00	-	A	12,834	Y	N		23
183/DA	7/1/2010		92182L	Auditor IV	C/S	22	13	-	1.00	B	45,576	Y	N		24
183/DA	7/1/2010		92180L	Disability Comp Prgm Spclt I	C/S	24	13	-	0.50	B	25,656	Y	N		25
183/DA	7/1/2010		92183L	Disability Comp Prgm Spclt I	C/S	24	13	-	1.00	B	45,576	Y	N		27
183/DA	7/1/2010		92185L	Accountant III	C/S	20	13	-	1.00	B	42,132	Y	N		28
183/DA	7/1/2010		92186L	Account Clerk III	C/S	11	03	-	1.00	B	28,836	Y	N		29
183/DA	8/1/2012		36480	OA IV	C/S	10	03	1.00	-	A	30,036	Y	Y(2)	Judie Baptiste Filled 6/18/13	Filled
				Sub-Total				21.00	-	A	713,592				
								3.00	5.00	B	317,886				
								<b>24.00</b>	<b>5.00</b>		<b>1,031,478</b>				

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
8717LB	4/22/2012		25576	OA III	C/S	8	03	0.70	-	N	12,834	Y	Y(1)		1
8717DA	7/29/2013		26913	Empl Security Appeals Referee	C/S	26	73	0.45	-	N	29,212	Y	N		2
8717DA	7/17/2010		27971	Empl Security Appeals Referee	C/S	26	73	0.45	-	N	23,371	Y	N		3
8717DA	8/1/2012		27972	Empl Security Appeals Referee	C/S	26	73	0.45	-	N	23,371	Y	N		4
8717DA	7/1/2010		4552	Empl Security Appeals Referee	C/S	26	13	1.00	-	N	51,936	Y	N		5
8717DA	7/1/2010		91871	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		6
8717DA	7/1/2010		91872	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		7
				Sub-Total				5.05	-	N	192,060				

Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
9017GA	7/17/2010		120219	Research Statistician IV	C/S	22	13	1.00	-	N	42,132	Y	N		1
9017GA	7/17/2013		120972	Research Statistician III	C/S	20	13	0.50	-	A	10,533	Y	N		2
9017GA	7/17/2013		120972	Research Statistician III	C/S	20	13	0.50	-	N	10,533	Y	N		2
9017GA	7/17/2010		120573	Statistics Clerk I	C/S	10	03	1.00	-	N	27,756	Y	N		3
9017GA	8/17/2012		26303	Research Statistician III	C/S	20	13	1.00	-	N	49,332	Y	N		4
9017GA	7/17/2010		91901	Statistics Clerk I	C/S	10	03	1.00	-	N	27,756	Y	N		5
9017GA	7/17/2010		91904	Statistics Clerk I	C/S	10	03	1.00	-	N	27,756	Y	N		6
9017GA	7/17/2013		116673	Research Statistician IV	C/S	22	13	-	1.00	N	64,170	Y	Y(1)		7
9017GA	7/17/2010		91906	Research Statistician III	C/S	20	13	1.00	-	N	42,132	Y	N		8
9017GA	7/17/2010		91907	Research Statistician III	C/S	20	13	1.00	-	N	42,132	Y	N		9
9017GA	7/17/2010		91909	Research Statistician III	C/S	20	13	1.00	-	N	42,132	Y	N		10
9017GA	7/17/2010		91911	Research Statistician III	C/S	20	13	1.00	-	N	42,132	Y	N		11
9017GA	5/17/2013		8666	Research Statistician VI	C/S	26	23	1.00	-	N	82,128	Y	N		12
9017GA	7/17/2010		91905	Research Statistician IV	C/S	22	13	1.00	-	N	45,576	Y	N		13
9017GA	7/17/2010		91908	Research Statistician I	C/S	16	13	1.00	-	N	36,024	Y	N		13
9017GA	7/17/2010		91903	Office Assistant III	C/S	08	03	1.00	-	N	25,668	Y	N		14
9017GA	7/17/2010		91912	Office Assistant IV	C/S	10	03	-	1.00	N	27,755	Y	N		15
9017GA	12/31/2011		119443	LMI Statistical Analyst	Exempt	NA	13	-	1.00	N	54,000	N	N		16
9017GA	12/31/2011		119444	LMI Statistical Analyst Asst.	Exempt	NA	13	-	1.00	N	45,600	N	N		17
				Sub-Total				0.50	-	A	10,533				
								13.50	4.00	N	734,714				
								<b>14.00</b>	<b>4.00</b>		<b>745,247</b>				



Department of Labor and Industrial Relations  
 Vacant Positions as of November 30, 2013

Table 14

Program ID No.	Date of Vacancy	Expected Fill Date	Position	Position Title	Civ Svs or Exempt	SR Level	BU Code	POS FTE		MOF	Budgeted/Actual SALARY	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)/no. of Appts	Describe if filled by other Means	Priority # to Retain
								Perm	Temp						
902/AA	8/1/2013		22538	Accountant III	C/S	22	13	1.00	-	N	45,576	Y	N		1
902/AA	10/1/2012		47515	OA IV	C/S	10	03	0.46	-	A	18,150	Y	N		2
902/AA	12/1/2012		47515	OA IV	C/S	10	03	0.54	-	N	21,306	Y	N		2
902/AA	5/1/2013		47960	IT Specialist IV	C/S	22	13	1.00	-	N	45,576	Y	N		3
902/AA	7/1/2011		42360	Planner VI	C/S	26	73	1.00	-	A	60,686	Y	N		4
902/AA	7/1/2013		120111	Accountant III	C/S	20	13	-	1.00	N	42,132	Y	Y (2)		5
902/AA	7/1/2012		22693	OA III	C/S	8	03	-	1.00	N	25,668	Y	N		6
902/AA	7/1/2013		119282	IT Specialist III	C/S	20	13	-	1.00	N	42,132	Y	N		7
902/AA	7/1/2011		111028	CIDS Computer Programmer	C/S	22	13	-	1.00	N	42,132	Y	N		8
902/AA	10/1/2012		9868	PMS V	C/S	24	73	0.39	-	A	16,720	Y	N		9
902/AA	10/1/2012		9868	PMS V	C/S	24	73	0.61	-	N	26,152	Y	N		9
902/AA	7/1/2013		94905	Administrative Asst VI	C/S	26	13	1.00	-	A	82,128	Y	N		10
902/AA	7/1/2013		99173	IT Specialist VI	C/S	26	23	0.15	-	A	9,738	Y	N		11
902/AA	7/1/2013		99173	IT Specialist VI	C/S	26	23	0.85	-	N	55,182	Y	N		11
902/AA	7/1/2013		94902	Secretary III	C/S	14	03	0.16	-	A	4,806	Y	N		12
902/AA	7/1/2013		94902	Secretary III	C/S	14	03	0.84	-	N	25,230	Y	N		12
902/AA	7/1/2011		94903	Program Budget Analyst	C/S	18	13	-	0.46	A	20,965	Y	N		13
902/AA	7/1/2011		94903	Program Budget Analyst	C/S	18	13	-	0.54	N	24,611	Y	N		13
				Sub-Totals				3.16	0.46	A	213,193				
								4.84	4.54	N	395,697				
								-	-		-				
								8.00	5.00		608,890				





DLIR - BUDGET - SEPARATIONS  
DECEMBER 31, 2011

Table 15

PosPool ID	Position	Exempt (Y/N)	MOF	Short Desc	FTE Perm	FTE Temp	SR	BU	Salary Budget	Salary Actual	Eff Date
LBR111PA	00119431	N	N	EmpServSp2	-	0.50	SR18	73	21,066	21,066	12/31/11
LBR111PB	00101167	Y	N	Clerical	1.00	-	SRNA	63	37,980	37,980	12/24/11
LBR111PB	00105717	Y	N	SocSvcProf	-	-	SRNA	73	22,350	22,350	12/31/11
LBR143EA	00003353	N	N	OSH Admr	0.50	-	EM08	35	56,832	56,832	12/31/11
LBR143EA	00003353	N	A	OSH Admr	0.50	-	EM08	35	56,832	56,832	12/31/11
LBR143EA	00008343	N	N	OSH Advsr6	0.50	-	SR26	23	41,064	41,064	12/31/11
LBR143EA	00008343	N	A	OSH Advsr6	0.50	-	SR26	23	41,064	41,064	12/31/11
LBR143EA	00029118	N	N	OSH Advsr4	0.50	-	SR22	13	31,212	31,212	12/31/11
LBR143EA	00029118	N	A	OSH Advsr4	0.50	-	SR22	13	31,212	31,212	12/31/11
LBR152CA	00041197	N	A	LLESpclt 5	1.00	-	SR24	23	67,488	67,488	12/01/11
LBR171LA	00007745	N	N	UIPrDevOfc	1.00	-	EM05	35	102,120	102,120	12/31/11
LBR171LA	00024703	N	N	UI Asst 3	0.25	-	SR09	63	7,215	7,215	12/16/11
LBR171LA	00025912	N	N	UI Spclt 1	1.00	-	SR16	13	36,024	36,024	12/10/11
LBR171LA	00026997	N	N	UI Spclt 2	1.00	-	SR18	13	51,312	51,312	12/31/11
LBR171LA	00035349	N	N	UI Spclt 4	1.00	-	SR22	13	67,488	67,488	12/31/11
LBR171LA	00120068	N	N	UI Asst 5	0.50	-	SR13	63	14,430	14,430	12/13/11
LBR171LA	00120101	N	N	UI Spclt 3	1.00	-	SR20	73	36,024	36,024	12/03/11
LBR183DA	00000063	N	A	OffcAsst 3	1.00	-	SR08	63	28,836	28,836	12/31/11
LBR183DA	00036482	N	A	WCHrngOfc5	1.00	-	SR26	13	82,128	82,128	12/31/11
LBR901GA	00119443	Y	N	Gen Prof'l	-	1.00	SRNA	13	54,000	54,000	12/31/11
LBR901GA	00119444	Y	N	Gen Prof'l	-	1.00	SRNA	13	45,600	45,600	12/31/11
LBR902AA	00009868	N	N	Pms 1	0.61	-	SR16	73	26,152	26,152	12/08/11
LBR902AA	00009868	N	N	Pms 1	0.39	-	SR16	73	16,720	16,720	12/08/11
LBR902AA	00031384	N	N	Accountnt3	0.50	-	SR20	73	25,656	25,656	12/21/11

DLIR-BUDGET-SEPARATIONS  
November 30, 2011

Table 15

PosPool ID	Position	Exempt (Y/N)	MOF	Short Desc	FTE-Perm	FTE-Temp	SR	BU	Salary-Budget	Salary-Actual	Eff Date
LBR111PA	00119427	N	N	EmpServSp3	-	1.00	SR20	13	45,576	45,576	11/02/11
LBR171LA	00023106	N	N	UI Asst 5	1.00	-	SR13	63	39,480	39,480	11/05/11
LBR171LA	00024697	N	N	UI Asst 3	0.25	-	SR09	03	7,215	7,215	11/16/11
LBR171LA	00027121	N	N	UI Spclt 4	1.00	-	SR22	13	50,616	50,616	11/01/11
LBR171LA	00027227	N	N	UI Asst 3	0.25	-	SR09	63	5,475	5,475	11/19/11
LBR171LA	00035348	N	N	UI Spclt 4	1.00	-	SR22	73	67,488	67,488	11/15/11
LBR171LA	00120063	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	11/01/11
LBR871LB	00025576	N	N	OffcAsst 3	0.25	-	SR08	63	6,417	6,417	11/05/11
LBR902AA	00022693	N	N	OffcAsst 3	-	1.00	SR08	63	23,736	23,736	11/05/11

DLIR-BUDGET-SEPARATIONS  
October 31, 2011

Table 15

PosPool ID	Position	Exempt (Y/N)	MOF	Short Desc	FTE-Perm	FTE-Temp	SR	BU	Salary-Budget	Salary-Actual	Eff Date
LBR111PA	00033319	N	N	OffcAsst 3	1.00	-	SR08	03	25,668	25,668	10/15/11
LBR111PA	00119431	N	N	EmpServSp2	0.50	-	SR18	73	21,066	21,066	10/01/11
LBR111PB	00105717	Y	N	SocSvcProf	-	1.00	SRNA	73	22,350	22,350	10/01/11
LBR171LA	00000202	N	N	Auditor 3	1.00	-	SR20	13	57,708	57,708	10/01/11
LBR171LA	00024696	N	N	UI Asst 3	0.25	-	SR09	63	7,215	7,215	10/22/11
LBR171LA	00024703	N	N	UI Asst 3	0.25	-	SR09	63	7,215	7,215	10/29/11
LBR171LA	00024720	N	N	UI Asst 5	1.00	-	SR13	03	41,040	41,040	10/01/11
LBR171LA	00026993	N	N	UI Spclt 4	1.00	-	SR22	73	62,424	62,424	10/29/11
LBR171LA	00027765	N	N	UI Asst 3	0.25	-	SR09	63	6,666	6,666	10/22/11
LBR171LA	00120090	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	10/04/11
LBR171LA	00120090	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	10/21/11
LBR171LA	00120092	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	10/28/11
LBR183DA	00015667	N	A	WCCImPrgS	1.00	-	SR24	23	67,488	67,488	10/01/11
LBR902AA	00026224	N	N	Accountnt3	1.00	-	SR20	73	45,612	45,612	10/29/11
LBR903NA	00100487	Y	N	SocSvcProf	-	1.00	SRNA	13	54,000	54,000	10/01/11
LBR903NA	00100527	Y	N	SocSvcProf	-	1.00	SRNA	13	52,500	52,500	10/01/11

DLIR-BUDGET-SEPARATIONS  
September 30, 2011

Table 15

PosPool ID	Position	Exempt (Y/N)	MOF	Short Desc	FTE-Perm	FTE-Temp	SR	BU	Salary-Budget	Salary-Actual	Eff Date
LBR111PA	00004055	N	N	EmpServSp6	1.00	-	SR26	23	55,500	55,500	09/01/11
LBR143EA	00120239	N	N	EnvHlthSp2	0.50	-	SR18	13	23,718	23,718	09/13/11
LBR143EA	00120239	N	A	EnvHlthSp2	0.50	-	SR18	13	23,718	23,718	09/13/11
LBR171LA	00021521	N	N	UI Asst 6	1.00	-	SR15	84	46,176	46,176	09/16/11
LBR171LA	00025921	N	N	UI Asst 3	0.25	-	SR09	63	8,775	8,775	09/03/11
LBR171LA	00120101	N	N	UI Spclt 3	1.00	-	SR20	73	36,024	36,024	09/03/11

DLIR-BUDGET-SEPARATIONS  
August 31, 2011

Table 15

PosPool ID	Position	Exempt (Y/N)	MOF	Short Desc	FTE-Perm	FTE-Temp	SR	BU	Salary-Budget	Salary-Actual	Eff Date
LBR111PB	00119401	Y	N	Gen Prof'l	-	1.00	SRNA	13	25,668	25,668	08/09/11
LBR171LA	00000180	N	N	UI Spclt 4	1.00	-	SR22	73	45,576	45,576	08/23/11
LBR171LA	00024708	N	N	UI Asst 3	1.00	-	SR09	63	31,212	31,212	08/13/11
LBR171LA	00035348	N	N	UI Spclt 4	1.00	-	SR22	73	67,488	67,488	08/27/11
LBR171LA	00120086	N	N	UI Asst 3	0.50	-	SR09	03	14,430	14,430	08/19/11
LBR171LA	00120103	N	N	UI Spclt 3	1.00	-	SR20	73	36,024	36,024	08/04/11
LBR871LB	00025576	N	N	OffcAsst 3	0.25	-	SR08	03	6,417	6,417	08/09/11
LBR901GA	00119443	Y	N	Gen Prof'l	-	1.00	SRNA	13	54,000	54,000	08/04/11
LBR901GA	00119444	Y	N	Gen Prof'l	-	1.00	SRNA	13	45,600	45,600	08/16/11
LBR902AA	00022693	N	N	OffcAsst 3	-	1.00	SR08	63	33,736	33,736	08/06/11



DLIR-BUDGET-SEPARATIONS  
July 31, 2011

Table 15

PosPool ID	Position	Exempt (Y/N)	MOF	Short Desc	FTE-Perm	FTE-Temp	SR	BU	Salary-Budget	Salary-Actual	Eff Date
LBR111PA	00119431	N	N	EmpServSp2	-	0.50	SR18	73	21,066	21,066	07/01/11
LBR111PB	00101167	Y	N	Clerical	1.00	-	SRNA	03	37,980	37,980	07/01/11
LBR111PB	00105717	Y	N	SocSvcProf	-	1.00	SRNA	73	22,350	22,350	07/01/11
LBR161KA	00100450	Y	A	Board/Comm	-	1.00	SRNA	00	110,364	110,364	07/01/11
LBR171LA	00024703	N	N	UI Asst 3	0.25	-	SR09	63	7,215	7,215	07/30/11
LBR171LA	00027765	N	N	UI Asst 3	0.25	-	SR09	63	6,666	6,666	07/23/11
LBR171LA	00119331	N	B	UI Asst 3	-	1.00	SR09	03	51,312	51,312	07/01/11
LBR171LA	00120090	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	07/02/11
LBR171LA	00120092	N	N	UI Asst 3	0.50	-	SR09	03	14,430	14,430	07/16/11
LBR812HA	00118412	Y	A	Gen Prof'l	1.00	-	SRNA	73	80,004	80,004	07/01/11
LBR902AA	00026224	N	N	Accountnt3	1.00	-	SR20	73	45,612	45,612	07/30/11
LBR903NA	00104241	Y	N	Gen Prof'l	-	1.00	SRNA	73	52,500	52,500	07/01/11
LBR903NA	00100952	Y	N	SocSvcProf	1.00	-	SRNA	13	48,773	48,773	07/01/11

DLIR - BUDGET - HIRES  
DECEMBER 31, 2011

Table 16

PosPool ID	Position	Exempt (Y/N)	MOF	Short Desc	FTE Perm	FTE Temp	SR	BU	Salary Budget	Salary Actual	Eff Date
LBR111PA	00033319	N	N	OffcAsst 3	1.00	-	SR08	63	25,668	25,668	12/01/11
LBR143EA	00120242	N	N	EnvHlthSp4	0.90	-	SR22	13	44,739	44,739	12/16/11
LBR143EA	00120242	N	A	EnvHlthSp4	0.10	-	SR22	13	4,971	4,971	12/16/11
LBR143EA	00120392	N	N	OSHCCompOf1	0.50	-	SR15	63	23,088	23,088	12/23/11
LBR143EA	00120392	N	A	OSHCCompOf1	0.50	-	SR15	63	23,088	23,088	12/23/11
LBR171LA	00000180	N	N	UI Spclt 4	1.00	-	SR22	13	45,576	45,576	12/01/11
LBR171LA	00024703	N	N	UI Asst 3	0.25	-	SR09	63	7,215	7,215	12/01/11
LBR171LA	00027754	N	N	UI Asst 3	1.00	-	SR09	63	31,212	31,212	12/01/11
LBR171LA	00120084	N	N	UI Asst 3	0.50	-	SR09	03	14,430	14,430	12/16/11
LBR171LA	00120094	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	12/01/11
LBR171LA	00120095	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	12/01/11
LBR871LA	00026914	N	N	EmpSecApRe	0.40	-	SR26	73	25,967	25,967	12/01/11
LBR902AA	00031384	N	N	Accountnt3	0.50	-	SR20	13	25,656	25,656	12/21/11

DLIR-BUDGET-HIRES  
November 30, 2011

Table 16

PosPool ID	Position	Exempt (Y/N)	MOF	Short Desc	FTE-Perm	FTE-Temp	SR	BU	Salary-Budget	Salary-Actual	Eff Date
LBR111PA	00015596	N	N	EmpServSp4	1.00	-	SR22	13	57,708	57,708	11/01/11
LBR111PA	00047937	N	U	EmpServSp2	-	1.00	SR18	73	38,988	38,988	11/07/11
LBR171LA	00010420	N	N	UI Spclt 4	1.00	-	SR22	13	57,708	57,708	11/01/11
LBR171LA	00024709	N	N	UI Asst 5	1.00	-	SR13	03	44,412	44,412	11/16/11
LBR171LA	00024719	N	N	UI Asst 3	0.25	-	SR09	63	7,215	7,215	11/07/11
LBR171LA	00024720	N	N	UI Asst 5	1.00	-	SR13	03	41,040	41,040	11/01/11
LBR171LA	00024847	N	N	UI Spclt 4	1.00	-	SR22	73	64,920	64,920	11/16/11
LBR171LA	00025576	N	N	OffcAsst 3	0.25	-	SR08	63	6,417	6,417	11/21/11
LBR171LA	00025913	N	N	UI Spclt 1	1.00	-	SR16	13	49,332	49,332	11/08/11
LBR171LA	00026993	N	N	UI Spclt 4	1.00	-	SR22	73	62,424	62,424	11/01/11
LBR171LA	00027010	N	N	UI Asst 3	0.50	-	SR09	63	16,212	16,212	11/16/11
LBR171LA	00027157	N	N	UI Asst 3	1.00	-	SR09	63	25,668	25,668	11/01/11
LBR171LA	00027227	N	N	UI Asst 3	0.25	-	SR09	63	5,475	5,475	11/02/11
LBR171LA	00027765	N	N	UI Asst 3	0.25	-	SR09	63	6,666	6,666	11/01/11
LBR171LA	00035348	N	N	UI Spclt 4	1.00	-	SR22	13	67,488	67,488	11/16/11
LBR171LA	00120082	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	11/01/11
LBR171LA	00120092	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	11/01/11
LBR902AA	00022693	N	N	OffcAsst 3	-	1.00	SR08	63	23,736	23,736	11/08/11
LBR902AA	00026224	N	N	Accountnt3	1.00	-	SR20	13	45,612	45,612	11/01/11
LBR902AA	00031384	N	N	Accountnt3	0.50	-	SR20	73	25,656	25,656	11/01/11

DLIR-BUDGET-HIRES  
October 31, 2011

Table 16

PosPool ID	Position	Exempt (Y/N)	MOF	Short Desc	FTE-Perm	FTE-Temp	SR	BU	Salary-Budget	Salary-Actual	Eff Date
LBR111PA	00119431	N	N	EmpServSp2	-	0.50	SR18	73	21,066	21,066	10/04/11
LBR111PB	00105717	Y	N	SocSvcProf	-	1.00	SRNA	73	22,350	22,350	10/04/11
LBR171LA	00013550	N	N	UI Asst 3	1.00	-	SR09	63	36,492	36,492	10/25/11
LBR171LA	00025914	N	N	UI Asst 7	1.00	-	SR17	04	36,516	36,516	10/05/11
LBR171LA	00025924	N	N	UI Asst 5	1.00	-	SR13	03	37,968	37,968	10/17/11
LBR171LA	00026070	N	N	UI Asst 3	1.00	-	SR09	03	31,212	31,212	10/05/11
LBR171LA	00027774	N	N	UI Asst 5	1.00	-	SR13	03	36,516	36,516	10/17/11
LBR171LA	00120090	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	10/17/11
LBR171LA	00120092	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	10/05/11
LBR183DA	00000063	N	A	OffcAsst 3	1.00	-	SR08	63	28,836	28,836	10/03/11
LBR812HA	00118412	Y	A	Gen Prof'l	1.00	-	SRNA	73	80,004	80,004	10/05/11
LBR902AA	00009868	N	N	Pms 1	0.61	-	SR16	73	26,152	26,152	10/31/11
LBR902AA	00009868	N	A	Pms 1	0.39	-	SR16	73	16,720	16,720	10/31/11

DLIR-BUDGET-HIRES  
September 30, 2011

Table 16

PosPool ID	Position	Exempt (Y/N)	MOF	Short Desc	FTE-Perm	FTE-Temp	SR	BU	Salary-Budget	Salary-Actual	Eff Date
LBR111PB	00101167	Y	N	Clerical	1.00	-	SRNA	63	37,980	37,980	09/26/11
LBR171LA	00025187	N	N	UI Spclt 1	0.50	-	SR16	13	20,262	20,262	09/09/11
LBR171LA	00027768	N	N	UI Asst 3	0.25	-	SR09	03	7,215	7,215	09/16/11
LBR171LA	00120061	N	N	UI Asst 3	0.50	-	SR09	03	14,430	14,430	09/06/11
LBR171LA	00120068	N	N	UI Asst 5	0.50	-	SR13	63	14,430	14,430	09/15/11
LBR171LA	00120101	N	N	UI Spclt 3	1.00	-	SR20	73	36,024	36,024	09/07/11
LBR901GA	00119444	Y	N	Gen Prof'l	-	1.00	SRNA	13	45,600	45,600	09/01/11
LBR903NA	00100524	Y	A	SocSvcProf	1.00	-	SRNA	13	64,920	64,920	09/29/11

DLIR-BUDGET-HIRES  
August 31, 2011

Table 16

PosPool ID	Position	Exempt (Y/N)	MOF	Short Desc	FTE-Perm	FTE-Temp	SR	BU	Salary-Budget	Salary-Actual	Eff Date
LBR135IA	00119401	Y	N	Gen Prof'l	-	1.00	SRNA	13	25,668	25,668	08/09/11
LBR171LA	00000175	N	N	Secy 3	1.00	-	SR16	63	49,932	49,932	08/08/11
LBR171LA	00000184	N	N	Auditor 6	1.00	-	SR26	23	82,128	82,128	08/16/11
LBR171LA	00024703	N	N	UI Asst 3	0.25	-	SR09	63	7,215	7,215	08/02/11
LBR171LA	00025576	N	N	OffcAsst 3	0.25	-	SR08	63	6,417	6,417	08/09/11
LBR171LA	00025919	N	N	UI Asst 5	0.25	-	SR13	63	8,106	8,106	08/01/11
LBR171LA	00026986	N	N	UI Spclt 4	1.00	-	SR22	13	45,576	45,576	08/16/11
LBR171LA	00026993	N	N	UI Spclt 4	1.00	-	SR22	73	62,424	62,424	08/01/11
LBR171LA	00027227	N	N	UI Asst 3	0.25	-	SR09	03	5,475	5,475	08/08/11
LBR171LA	00035348	N	N	UI Spclt 4	1.00	-	SR22	73	67,488	67,488	08/30/11
LBR171LA	00120063	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	08/04/11
LBR901GA	00119443	Y	N	Gen Prof'l	-	1.00	SRNA	13	54,000	54,000	08/23/11
LBR902AA	00022693	N	N	OffcAsst 3	-	1.00	SR08	63	23,736	23,736	08/09/11
LBR902AA	00026224	N	N	Accountnt3	1.00	-	SR20	73	45,612	45,612	08/02/11
LBR902AA	00047912	N	N	Pms 4	0.60	-	SR22	73	27,344	27,344	08/01/11
LBR902AA	00047912	N	A	Pms 4	0.40	-	SR22	73	18,229	18,229	08/01/11

DLIR-BUDGET-HIRES  
July 31, 2011

Table 16

PosPool ID	Position	Exempt (Y/N)	MOF	Short Desc	FTE-Perm	FTE-Temp	SR	BU	Salary-Budget	Salary-Actual	Eff Date
LBR111PA	00119431	N	N	EmpServSp2	-	0.50	SR18	73	21,066	21,066	07/05/11
LBR111PB	00105717	Y	N	SocSvcProf		1.00	SRNA	73	22,350	22,350	07/05/11
LBR111PB	00119384	Y	N	Gen Prof'l	-	1.00	SRNA	13	25,668	25,668	07/01/11
LBR161KA	00100450	Y	A	Board/Comm	-	1.00	SRNA	00	110,364	110,364	07/01/11
LBR171LA	00012239	N	N	UI Spclt 1	0.25	-	SR16	13	10,536	10,536	07/18/11
LBR171LA	00013094	N	N	UI Asst 5	1.00	-	SR13	03	31,212	31,212	07/01/11
LBR171LA	00024696	N	N	UI Asst 3	0.25	-	SR09	63	7,215	7,215	07/25/11
LBR171LA	00025912	N	N	UI Spclt 1	1.00	-	SR16	13	36,024	36,024	07/18/11
LBR171LA	00025921	N	N	UI Asst 3	0.25	-	SR09	63	8,775	8,775	07/18/11
LBR171LA	00027001	N	N	UI Spclt 1	1.00	-	SR16	13	60,024	60,024	07/18/11
LBR171LA	00027765	N	N	UI Asst 3	0.25	-	SR09	63	6,666	6,666	07/26/11
LBR171LA	00120049	N	N	UI Asst 5	0.50	-	SR13	03	14,430	14,430	07/01/11
LBR171LA	00120050	N	N	UI Asst 5	0.50	-	SR13	03	14,430	14,430	07/01/11
LBR171LA	00120090	N	N	UI Asst 3	0.50	-	SR09	63	14,430	14,430	07/07/11
LBR171LA	00120099	N	N	UI Spclt 1	1.00	-	SR16	13	36,024	36,024	07/01/11
LBR171LA	00120102	N	N	UI Spclt 1	1.00	-	SR16	13	36,024	36,024	07/18/11
LBR903NA	00104241	Y	N	Gen Prof'l	-	1.00	SRNA	13	52,500	52,500	07/01/11
LBR903NA	00100487	Y	N	SocSvcProf	-	1.00	SRNA	13	54,000	54,000	07/01/11

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	Chapter 371
8	Collect and analyze labor related statistics		LBR901	Chapter 371
9	Enforce state laws prohibiting discriminatory practices	Investigate complaints, conduct hearings, order appropriate legal equitable relief or affirmative action when there are violations	LBR153	Chapters 368, 378, 489, 515
10	Administer wage standards and fair employment laws	Investigate complaints, conduct hearings, issue child labor permits	LBR152	Chapters 387, 388, 390, 104, 398, 378
11	Administer collective bargaining laws in public/private employment	Issue declaratory rulings, provide impasse assistance, and review occupational safety and health appeals	LBR161	Chapters 89, 377
12	Facilitate programs for the economically disadvantaged immigrants, and refugees to achieve economic self-sufficiency	Administer human services programs to improve individual's economic status and assist private and public agencies in implementing anti-poverty programs	LBR903	Chapter 371
13	Develop and maintain the Hawaii Career Information Delivery system	Provide outreach and educational activities for students and adults for career development	LBR905	Chapter 373



Department of Labor and Industrial Relations  
Department Totals

Table 2

Fiscal Year 2014				
Act 134/13 Appropriation	Restriction	Emergency Appropriations	Total FY14	MOF
\$ 15,064,472.00			\$ 15,064,472.00	A
\$ 394,020,658.00			\$ 394,020,658.00	B
\$ 84,442,071.00			\$ 84,442,071.00	N
\$ 2,705,580.00			\$ 2,705,580.00	U
\$ 70,000.00			\$ 70,000.00	W
			\$ -	
\$ 496,302,781.00	\$ -	\$ -	\$ 496,302,781.00	Total
Fiscal Year 2015				
Act 134/13 Appropriation	Reductions	Additions	Total FY15	MOF
\$ 12,840,462.00	\$ -	\$ 896,963.00	\$ 13,737,425.00	A
\$ 394,050,658.00	\$ -	\$ -	\$ 394,050,658.00	B
\$ 84,457,071.00	\$ 17,803.00	\$ 31,341.00	\$ 84,470,609.00	N
\$ 2,705,580.00	\$ -	\$ -	\$ 2,705,580.00	U
\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	W
		\$ -	\$ -	
\$ 494,123,771.00	\$ 17,803.00	\$ 928,304.00	\$ 495,034,272.00	Total

Department of Labor and Industrial Relations  
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As appropriated by Act 134/13 (FY14)			Governor's Submittal (FY15)			Percent Change of \$\$\$\$
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
LBR 111	Workforce Development	A	0.20	-	\$ 101,259	0.20	-	\$ 101,259	0.0%
LBR 111	Workforce Development	B	-	1.00	\$ 5,940,010	-	1.00	\$ 5,940,010	0.0%
LBR 111	Workforce Development	N	115.80	114.50	\$ 50,776,769	112.80	114.50	\$ 50,587,452	-0.3%
LBR 111	Workforce Development	U	-	20.00	\$ 1,505,580	-	20.00	\$ 1,505,580	0.0%
LBR 135	Workforce Development Council	A	0.10	-	\$ 11,577	0.10	-	\$ 11,577	0.0%
LBR 135	Workforce Development Council	N	0.90	2.00	\$ 593,784	0.90	2.00	\$ 593,784	0.0%
LBR 143	HI Occupational Safety and Health	A	15.50	-	\$ 896,506	16.50	-	\$ 918,571	2.5%
LBR 143	HI Occupational Safety and Health	B	22.00	-	\$ 2,867,932	22.00	-	\$ 2,867,932	0.0%
LBR 143	HI Occupational Safety and Health	N	17.50	-	\$ 1,816,684	18.50	-	\$ 1,848,025	1.8%
LBR 143	HI Occupational Safety and Health	W	-	0.50	\$ 70,000	-	0.50	\$ 70,000	0.0%
LBR 152	Wage Standards	A	17.00	-	\$ 983,731	17.00	-	\$ 983,731	0.0%
LBR 153	HI Civil Rights Commission	A	21.50	-	\$ 1,344,804	24.50	-	\$ 1,433,168	6.6%
LBR 153	HI Civil Rights Commission	N	0.50	5.00	\$ 324,087	0.50	5.00	\$ 324,087	0.0%
LBR 161	HI Labor Relations Board	A	1.00	6.00	\$ 608,550	2.00	6.00	\$ 708,552	16.5%
LBR 171	Unemployment Insurance	B	-	11.00	\$ 361,191,310	-	11.00	\$ 361,191,310	0.0%
LBR 171	Unemployment Insurance	N	251.50	-	\$ 18,501,347	251.50	-	\$ 18,501,347	0.0%
LBR 183	Disability Compensation	A	84.00	-	\$ 4,313,375	85.00	-	\$ 4,555,131	5.6%
LBR 183	Disability Compensation	B	9.00	5.00	\$ 23,821,406	9.00	5.00	\$ 23,851,406	0.0%
LBR 812	LIR Appeals Board	A	9.00	-	\$ 782,657	10.00	-	\$ 796,657	1.8%
LBR 871	ES Appeals Board	N	12.00	-	\$ 897,274	12.00	-	\$ 897,274	0.0%
LBR 901	Data Gathering & Analysis	A	3.88	-	\$ 232,751	4.43	-	\$ 256,285	10.2%
LBR 901	Data Gathering & Analysis	N	27.12	5.00	\$ 2,447,213	26.57	5.00	\$ 2,444,410	0.1%
LBR 902	General Administration	A	20.52	0.46	\$ 1,330,064	19.52	0.46	\$ 1,302,308	-2.0%
LBR 902	General Administration	B	-	-	\$ 200,000	-	-	\$ 200,000	0.0%
LBR 902	General Administration	N	30.48	4.54	\$ 3,171,930	33.48	4.54	\$ 3,361,247	6.0%
LBR 903	Office of Community Services	A	2.00	2.00	\$ 4,330,645	2.00	2.00	\$ 2,541,633	-41.3%
LBR 903	Office of Community Services	N	2.00	7.00	\$ 5,882,044	2.00	7.00	\$ 5,882,044	0.0%
LBR 903	Office of Community Services	U	-	-	\$ 1,200,000	-	-	\$ 1,200,000	0.0%
LBR 905	HI Career Info Delivery System	A	-	2.00	\$ 128,553	-	2.00	\$ 128,553	0.0%

Department of Labor and Industrial Relations  
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As appropriated by Act 134/13 (FY14)			Governor's Submittal (FY15)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
LBR 905	HI Career Info Delivery System	N	-	1.00	\$ 30,939	-	1.00	\$ 30,939	0.0%
	Total		663.50	187.00	\$ 496,302,781	670.50	187.00	\$ 495,034,272	7.4%
	TOTALS	A	174.70	10.46	\$ 15,064,472	181.25	10.46	\$ 13,737,425	-0.18%
		B	31.00	17.00	\$ 394,020,658	31.00	17.00	\$ 394,050,658	0.00%
		N	457.80	139.04	\$ 84,442,071	458.25	139.04	\$ 84,470,609	7.57%
		U	0.00	20.00	\$ 2,705,580	0.00	20.00	\$ 2,705,580	0.00%
		W	0.00	0.50	\$ 70,000	0.00	0.50	\$ 70,000	0.00%
			663.50	187.00	\$ 496,302,781	670.50	187.00	\$ 495,034,272	7.4%

Department of Labor and Industrial Relations  
Budget Request Decisions

Table 4

Prog ID	Description of Request	MOF	Initial Department Request			Initial Budget & Finance Recommendation			Governor's Final Decision		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
LBR 143/EA	Add positions and funds for Hawaii Occupational Safety and Health (HIOSH) to maintain health and safety requirements	A	1.00	-	22,065	1.00	-	22,065	1.00	-	22,065
LBR 143/EA	Add positions and funds for Hawaii Occupational Safety and Health (HIOSH) to maintain health and safety requirements	N	1.00	-	31,341	1.00	-	31,341	1.00	-	31,341
LBR 153/RA	Restore positions and funds for Hawaii Civil Rights Commission (HCRC).	A	3.00	-	68,364	3.00	-	88,364	3.00	-	88,364
LBR 812/HA	Restore position and funds for Labor and Industrial Relations Appeals Board (LIRAB)	A	1.00	-	14,000	1.00	-	14,000	1.00	-	14,000
LBR 161/KA	Restore positions and funds for the Hawaii Labor Relations Board (HLRB)	A	-	2.00	101,600	1.00	-	60,000	1.00	-	60,000
LBR 901/GA	Convert 1.00 federal funded position to .55 general fund for the Data Gathering, Research and Analysis Office 9LBR 901/GA) to collect labor statistic data for neighbor islands	A	0.55	-	12,534	0.55	-	12,534	0.55	-	12,534
LBR 901/GA	Convert 1.00 federal funded position to .55 general fund for the Data Gathering, Research and Analysis Office 9LBR 901/GA) to collect labor statistic data for neighbor islands	N	(0.55)	-	(17,803)	(0.55)	-	(17,803)	(0.55)	-	(17,803)
LBR 903/NA	Restore Employment Core Services Purchase of Services (POS) and new request to support Immigration Resource Center (IRC) for the Office of Community Services (OCS)	A	-	-	1,300,000	-	-	700,000	-	-	700,000
			6.00	2.00	\$ 1,532,101	7.00	0.00	\$ 910,501	7.00	0.00	\$ 910,501

Department of Labor and Industrial Relations  
Proposed Budget Reductions

Table 5

<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Carry-over?</u> <u>(Y/N)</u>
LBR 901	Change MOF from federal to general funds	None	N	0.55	0.00	\$ 17,803.00	N

Department of Labor and Industrial Relations  
Proposed Budget Additions

Table 6

<u>Prog ID</u>	<u>Request Category</u>	<u>Prog ID Priority</u>	<u>Dept- Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
LBR 143/EA	HS	1	1	Add positions and funds for Hawaii Occupational Safety and Health (HIOSH) to maintain health and safety requirements	To perform 800 safety and health compliance inspections and 200 compliance assistance consultations as stipulated in the Occupational Safety and Health grant agreement	A	1.00	0.00	\$ 22,065.00
LBR 143/EA	HS	1	1	Add positions and funds for Hawaii Occupational Safety and Health (HIOSH) to maintain health and safety requirements	To perform 800 safety and health compliance inspection and 200 compliance assistance consultations as stipulated in the Occupational Safety and Health grant agreement	N	1.00	0.00	\$ 31,341.00
LBR 153/RA	RR	1	2	Restore positions and funds for Hawaii Civil Rights Commission (HCRC).	To complete 75% of the employment, fair housing, public accommodation, and state services discrimination within one year.	A	3.00	0.00	\$ 88,364.00
LBR 812/HA	RR	1	3	Restore position and funds for Labor and Industrial Relations Appeals Board (LIRAB)	Improve customer service and reduce clerical backlog	A	1.00	0.00	\$ 14,000.00
LBR 161/KA	RR	1	4	Restore positions and funds for the Hawaii Labor Relations Board (HLRB)	Reduce backlog and increase the number of decisions rendered on a timely basis.	A	1.00	0.00	\$ 60,000.00
LBR 901/GA	RR	1	5	Convert 1.00 federal funded position to .55 general fund for the Data Gathering, Research and Analysis Office 9LBR 901/GA) to collect labor statistic data for neighbor islands	To collect neighbor island labor force data by contacting over 250 establishments not covered by the cooperative agreement with the Federal Bureau of Labor Statistics on a monthly basis.	A	0.55	0.00	\$ 12,534.00
LBR 903/NA	RR	1	6	Restore Employment Core Services Purchase of Services (POS) and new request to support Immigration Resource Center (IRC) for the Office of Community Services (OCS)	To hire more outreach workers to visit communities outside the population centers and to ensure individuals can become self-sufficient and acculturated.	A	0.00	0.00	\$ 700,000.00
							7.55	0.00	\$ 928,304.00

Department of Labor and Industrial Relations  
 Current Year (FY14) Restrictions

Table 7

<u>Prog ID</u>	<u>MOF</u>	<u>Restriction \$\$\$</u>	<u>Percent of Act 134/13 Prog ID Appropriation</u>	<u>Impact</u>
			None	

Department of Labor and Industrial Relations  
Emergency Appropriation Requests

Table 8

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



Department of Labor and Industrial Relations  
Expenditures Exceeding the Appropriation

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
			None						

Department of Labor and Industrial Relations  
Intradepartmental Transfers

Table 10

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

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

State Expending Agency	Prog ID/Org*	CFDA	Award Description	Award Number	Federal Agency	MOF	Anticipated or Actual Award Amount		Appropriation	At Risk	Contacts	Phone	Contact Email
							Award Amount	Allocated Amount					
Labor	LBR 111/PA	12.271	Work Opportunities Tax Credit Program	ES22992-12-55-A	US DOL	N	70,000	70,000	S-14-208-L	N	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 111/PA	12.273	Alien Labor Certification Program	ES522992-12-55-A	US DOL	N	70,000	70,000	S-14-209-L	N	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 111/PA	17.207	Employment Services/Wagner-Peyer Program	ES22992-12-55-A-15	US DOL	N	3,000,000	3,000,000	S-14-201-L	Y	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 111/PA	17.245	Trade Adjustment Assistance Program	TA22635-1255-A-15	US DOL	N	200,000	200,000	S-14-216-L	Y	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 111/PA	17.801	Disabled Veteran's Outreach Program	DV19669-10-55-5-15	US DOL	N	400,000	400,000	S-14-217-L	Y	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 111/PA	17.804	Local Veterans' Employment Representation Program	DV19669-10-55-5-15	US DOL	N	350,000	350,000	S-14-218-L	Y	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
			Total				<b>4,090,000</b>	<b>4,090,000</b>					
Labor	LBR 111/PB	17.235	Senior Community Services Employment Program	AD228771255A15	US DOL	N	2,500,000	2,500,000	S-14-222-L	Y	Elaine Young	586-8903	<a href="mailto:Kim.A.Saito@hawaii.gov">Kim.A.Saito@hawaii.gov</a>
Labor	LBR 111/PB	17.258	WIA Adult Program	AA229311255A15	US DOL	N	2,500,000	2,500,000	S-14-231-L	Y	Elaine Young	586-8903	<a href="mailto:Kim.A.Saito@hawaii.gov">Kim.A.Saito@hawaii.gov</a>
Labor	LBR 111/PB	17.259	WIA Youth Activities	AA229311255A15	US DOL	N	2,500,000	2,500,000	S-14-231-L	Y	Elaine Young	586-8903	<a href="mailto:Kim.A.Saito@hawaii.gov">Kim.A.Saito@hawaii.gov</a>
Labor	LBR 111/PB	17.278	WIA Dislocated Workers Formula Grants	AA229311255A15	US DOL	N	3,000,000	3,000,000	S-14-231-L	Y	Elaine Young	586-8903	<a href="mailto:Kim.A.Saito@hawaii.gov">Kim.A.Saito@hawaii.gov</a>
			Total				<b>10,500,000</b>	<b>10,500,000</b>					
Labor	LBR 135/IA	17.258	WIA Adult Program	AA229311255A15	US DOL	N	500,000	500,000	S-14-210-L	Y	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 135/IA	17.207	Employment Services/Wages-Payer Program	ES22992-12-55-A15	US DOL	N	500,000	500,000	S-14-210-L	Y	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 135/IA	17.261	Workforce Data Quality Initiative	MT232101260-A15	US DOL	N	500,000	500,000	S-14-210-L	Y	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
			Total				<b>1,500,000</b>	<b>1,500,000</b>					
Labor	LBR 143/EA	17.503	Occupational Safety and Health (23G)	SP-23677-583	US DOL	N	1,500,000	1,500,000	S-14-215-L	N	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 143/EA	17.504	Occupational Safety and Health (21D)	CS-23632-583	US DOL	N	500,000	500,000	S-14-223-L	N	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
			Total				<b>2,000,000</b>	<b>2,000,000</b>					
Labor	LBR 153/RA	14.401	Fair Housing Assistance Program	FF209K129004	US HUD	N	100,000	100,000	S-14-224-L	N	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 153/RA	30.002	Equal Employment Opportunity Commission	EECCN110551	EEOC	N	150,000	150,000	S-14-225-L	N	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
			Total				<b>250,000</b>	<b>250,000</b>					
Labor	LBR 171/LA	17.225	Unemployment Insurance Administration	UI-22272-1255-A-15	US DOL	N	<b>20,750,000</b>	<b>20,750,000</b>	S-14-211-L	Y	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 871/LB	17.225	Unemployment Insurance Appeals Referees	UI-22272-1255-A-15	US DOL	N	<b>1,000,000</b>	<b>1,000,000</b>	S-14-281-L	Y	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 901/GA	17.002	Labor Force Statistics Program	OS-23104-13-75-J-15	US DOL	N	800,000	800,000	S-14-291-L	N	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 901/GA	17.005	OSHA/Bureau of Labor Statistics Program	OS-23104-13-75-J-15	US DOL	N	150,000	150,000	S-14-232-L	N	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
Labor	LBR 901/GA	17.504	One-Stop Wprkforce Information Grant	ES229921255A15	US DOL	N	400,000	400,000	S-14-233-L	N	Anh Nguyen	586-9974	<a href="mailto:Anh.P.Nguyen@hawaii.gov">Anh.P.Nguyen@hawaii.gov</a>
			Total				<b>1,350,000</b>	<b>1,350,000</b>					

**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		Appropriation	At Risk	Contacts	Phone	Contact Email
							Award Amount	Allocated Amount					
Labor	LBR 903/NA	93.569	Community Services Block Grant	G-13BIHICOSR	DHHS	N	3,561,406	3,561,406	S-14-293-L	Y	Antonio Sagayadoro	586-8675	<a href="mailto:Antonio.L.Sagayadoro">Antonio.L.Sagayadoro</a>
Labor	LBR 903/NA	93.566	Refugee Social Service	130IHIRCMA	DHHS	N	75,000	75,000	S-14-235-L	Y	Antonio Sagayadoro	586-8675	<a href="mailto:Antonio.L.Sagayadoro">Antonio.L.Sagayadoro</a>
Labor	LBR 903/NA	93.566	Refugee Cash and Medical Services	130IHIRCMA	DHHS	N	15,000	15,000	S-14-234-L	Y	Antonio Sagayadoro	586-8675	<a href="mailto:Antonio.L.Sagayadoro">Antonio.L.Sagayadoro</a>
Labor	LBR 903/NA	81.042	Weatherization Assistance Program	EE0000176	DOE	N	54,373	54,373	S-14-236-L	Y	Antonio Sagayadoro	586-8675	<a href="mailto:Antonio.L.Sagayadoro">Antonio.L.Sagayadoro</a>
Labor	LBR 903/NA	10.568	Emergency Food Assistance Program	7H1810H18	USDA	N	147,192	147,192	S-14-237-L	Y	Antonio Sagayadoro	586-8675	<a href="mailto:Antonio.L.Sagayadoro">Antonio.L.Sagayadoro</a>
Labor	LBR 903/NA	10.576	Senior Farmer's Market Nutrition Program	pending	USDA	N	476,732	476,732	S-14-238-L	Y	Antonio Sagayadoro	586-8675	<a href="mailto:Antonio.L.Sagayadoro">Antonio.L.Sagayadoro</a>
Labor	LBR 903/NA	16.32	Services for Victims of Human Trafficking	2012-VT-BX-K013	DOJ	N	200,000	200,000	S-14-239-L	Y	Antonio Sagayadoro	586-8675	<a href="mailto:Antonio.L.Sagayadoro">Antonio.L.Sagayadoro</a>
			Total				<b>4,529,703</b>	<b>4,529,703</b>					

<b>TOTAL:</b>		45,969,703	45,969,703		
<b>By MOF</b>					
Federal Funds	N	45,969,703	45,969,703		
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. <b>Format: XXX###</b>
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: <a href="https://www.cfda.gov/index?s=program&amp;tab=list&amp;mode=list">https://www.cfda.gov/index?s=program&amp;tab=list&amp;mode=list</a> <b>Format: ##.###.</b>
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. <b>Format: X-YY-###-X</b>
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.
	<b>LEGEND:</b>	
	<b><u>State Expending Agency</u></b>	
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	
	<b>Federal Agency</b>	
	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 Listing

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY14 Unencumbered Cash Balance</u>	<u>Estimated FY14 Revenues</u>	<u>Estimated FY14 Expenditures and Encumbrances</u>	<u>Estimated FY14 Net Transfers</u>	<u>Estimated FY14 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	\$ 459,298	\$ 100,000	\$ 200,000	\$ -	\$ 359,298	\$ -
Unemployment Insurance Special Fund	Payment of unemployment benefits	Chapter 386-121, HRS	B	\$ 218,597,723	\$ 407,000,000	\$ 322,700,000	\$ -	\$ 302,877,723	\$ -
Unemployment Insurance Penalty and Interest Special Fund	Payment of Administrative expenses	Chapter 386-127, HRS	B	\$ 6,092,788	\$ 1,200,000	\$ 2,000,000	\$ -	\$ 5,292,788	\$ -
Employment and Training Special Fund	Train and maintain workforce in businesses with critical shortages	Chapter 386-128, HRS	B	\$ 2,460,679	\$ 1,200,000	\$ 3,420,473	\$ -	\$ 240,206	\$ -
Special Compensation Fund	Payment of Workers; Compensation benefits	Chapter 386-151, HRS	B	\$ 15,270,458	\$ 16,000,000	\$ 17,000,000	\$ -	\$ 14,270,458	\$ -
Special Fund for Temporary Disability Benefits	Payment of temporary disability benefits for the unemployed	Chapter 392-61, HRS	B	\$ 2,463,155	\$ 20,000	\$ 20,000	\$ -	\$ 2,463,155	\$ -
Premium Healthcare Supplementation Special Fund	Payment of healthcare premiums for qualified employers	Chapter 393-41, HRS	B	\$ 1,177,477	\$ 10,000	\$ 500,000	\$ -	\$ 687,477	\$ -
Hoisting Machine Operators' Certification Revolving Fund	Certifying hoisting machine operators in the state	Chapter 396-20, HRS	W	\$ 333,580	\$ 40,000	\$ 60,000	\$ -	\$ 313,580	\$ -
Boiler and Elevator Special Fund	Personnel and operating costs to inspect and certify boilers and elevators in the state	Chapter 397, HRS	B	\$ 1,001,867	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 1,001,867	\$ -

Department of Labor and Industrial Relations  
Vacancy Summary

Table 13

Prog ID/Org	MOF	All Established Positions					Salaries and Wages		
		Total Permanent FTE	Total Vacant Permanent FTE	Total Temporary FTE	Total Vacant Temporary FTE	% Vacant	Budgeted Amount for All Positions	Budgeted Amount for All Filled Positions	Approximate Vacancy Savings Rate
LBR 111/PA	N	66.00	14.00	46.00	30.50	40%	\$ 5,398,996	\$ 3,578,116	34%
LBR 111/PA	U	0.00	0.00	13.00	3.00	23%	\$ 543,036	\$ 419,784	23%
LBR 111/PB	B	0.00	0.00	1.00	1.00	100%	\$ 45,576	\$ -	100%
LBR 111/PB	N	9.80	3.00	12.00	10.00	60%	\$ 1,052,115	\$ 551,556	48%
LBR 135/IA	A	0.10	0.10	0.00	0.00	100%	\$ 8,222	\$ -	100%
LBR 135/IA	N	0.90	0.90	2.00	1.00	66%	\$ 93,018	\$ 45,576	51%
LBR 143/EA	A	15.50	3.20	0.00	0.00	21%	\$ 818,994	\$ 651,920	20%
LBR 143/EA	N	17.50	3.80	0.00	0.00	22%	\$ 911,738	\$ 704,172	23%
LBR 143/EA	W	0.00	0.00	0.50	0.50	100%	\$ 33,456	\$ -	100%
LBR 143/EB	B	22.00	3.00	0.00	0.00	14%	\$ 1,284,552	\$ 1,085,352	16%
LBR 152/CA	A	17.00	2.00	0.00	0.00	12%	\$ 960,300	\$ 867,852	10%
LBR 153/RA	A	21.50	0.50	0.00	0.00	2%	\$ 1,286,460	\$ 1,259,784	2%
LBR 153/RA	N	0.50	0.50	5.00	5.00	100%	\$ 259,356	\$ -	100%
LBR 171/LA	B	0.00	0.00	11.00	11.00	100%	\$ 503,616	\$ -	100%
LBR 171/LA	N	249.50	89.00	0.00	0.00	36%	\$ 11,186,826	\$ 7,630,919	32%
LBR 183/DA	A	71.00	8.00	0.00	0.00	11%	\$ 3,940,463	\$ 3,438,719	13%
LBR 183/DA	B	9.00	3.00	0.00	0.00	33%	\$ 447,522	\$ 343,068	23%
LBR 871/LB	N	10.00	3.05	0.00	0.00	31%	\$ 615,274	\$ 474,550	23%
LBR 901/GA	A	3.88	0.50	0.00	0.00	13%	\$ 231,534	\$ 221,001	5%
LBR 901/GA	N	18.12	4.50	4.00	3.00	34%	\$ 1,308,918	\$ 933,267	29%
LBR 902/AA	A	19.21	1.85	0.00	0.00	10%	\$ 1,021,943	\$ 926,387	9%
LBR 902/AA	N	28.79	3.15	4.00	4.00	22%	\$ 1,570,326	\$ 1,279,652	19%
LBR 903/NA	N	2.00	0.00	7.00	1.00	11%	\$ 368,870	\$ 318,878	14%
LBR 905/GB	N	0.00	0.00	1.00	1.00	100%	\$ 42,132	\$ -	100%
						-			-
						-			-
						-			-
						-			-



Department of xxx  
 Vacant Positions as of November 30

Table 14

<u>Prog ID</u>	<u>Date of Vacancy</u>	<u>Expected Fill Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm. Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appts</u>	<u>Describe if Filled by other Means</u>	<u>Priority # to Retain</u>
----------------	------------------------	---------------------------	------------------------	-----------------------	---------------------	-----------------	----------------	-------------------------	------------	------------	------------------------	--------------------------------	--------------------------------	--------------------------------------	---------------------------	--	-----------------------------

Department of xxx  
Personnel Separations

Table 15

<u>Prog ID/Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>
--------------------	------------------------	------------------------	-----------------------	---------------------	-----------------	----------------	------------	------------	---------------------	------------------------	-------------------	----------------------

Department of xxx  
New Hires

Table 16

<u>Prog ID/Org</u>	<u>New Hire Effective Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>
--------------------	--------------------------------	------------------------	-----------------------	---------------------	-----------------	----------------	------------	------------	---------------------	------------------------	-------------------	----------------------

Department of Labor and Industrial Relations  
 Unauthorized Positions

Table 17

<u>Prog ID/Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
				None									

Department of Labor and Industrial Relations  
Overtime Expenditures

Table 18

Prog ID	Program Title	MOF	FY12 (actual)			FY13 (actual)			FY14 (estimated)			FY15 (Budgeted)		
			Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
LBR 111/PA	Workforce Development	N	\$ 11,905,818	\$ 2,728	0.0%	\$ 11,232,117	\$ 5,307	0.0%	\$ 11,854,650	\$ 2,250	0.0%	\$ 11,665,333	\$ 2,000	0.0%
LBR 111/PB	Workforce Development	B	\$ -	\$ -	-	\$ 59,700	\$ 8,779	14.7%	\$ 60,366		0.0%	\$ 60,366	\$ -	0.0%
LBR 111/PB	Workforce Development	N	\$ 1,620,180	\$ 1,290	0.0%	\$ 1,587,547	\$ 1,515	0.0%	\$ 1,679,226	\$ 1,080	0.0%	\$ 1,679,226	\$ 1,000	0.0%
LBR 135/IA	Workforce Development Council	N	\$ 244,062	\$ 718	0.0%	\$ 331,775	\$ 441	0.1%	\$ 345,585	\$ -	0.0%	\$ 345,585	\$ -	0.0%
LBR 143/EA	HI Occupational Safety & Health	A	\$ 764,568	\$ 59,031	8.0%	\$ 739,898	\$ 69,539	9.4%	\$ 837,157	\$ 45,050	5.4%	\$ 859,222	\$ 40,000	4.7%
LBR 143/EA	HI Occupational Safety & Health	N	\$ 1,150,055	\$ 54,880	5.0%	\$ 1,084,978	\$ 62,177	5.7%	\$ 1,136,215	\$ 42,000	3.7%	\$ 1,167,556	\$ 40,000	3.4%
LBR 143/EB	HI Occupational Safety & Health	A	\$ 582,920	\$ 23,467	4.0%	\$ 1,756,012	\$ 16,623	0.9%	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
LBR 143/EB	HI Occupational Safety & Health	B	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ 1,956,012	\$ 19,800	1.0%	\$ 1,956,012	\$ 15,000	0.8%
LBR 152/CA	Wage Standards	A	\$ 1,027,788	\$ 755	0.0%	\$ 994,625	\$ 11,940	1.2%	\$ 960,300	\$ 750	0.1%	\$ 960,300	\$ -	0.0%
LBR 153/RA	HI Civil Rights Commission	N	\$ 512,560	\$ 221	0.0%	\$ 535,783	\$ -	0.0%	\$ 236,360	\$ -	0.0%	\$ 236,360	\$ -	0.0%
LBR 161/KA	HI Labor Relations Board	A	\$ 533,712	\$ 77	0.0%	\$ 576,491	\$ 838	0.1%	\$ 573,714	\$ 70	0.0%	\$ 643,716	\$ -	0.0%
LBR 171/LA	Unemployment Insurance	N	\$ 15,387,439	\$ 240,235	2.0%	\$ 14,930,630	\$ 118,127	0.8%	\$ 15,736,605	\$ 100,000	0.6%	\$ 15,736,605	\$ 80,000	0.5%
LBR 183/DA	Disability Compensation	A	\$ 4,087,423	\$ 39,605	1.0%	\$ 3,955,537	\$ 20,980	0.5%	\$ 4,161,223	\$ 20,000	0.5%	\$ 4,400,827	\$ 15,000	0.3%
LBR 183/DA	Disability Compensation	B	\$ 766,936	\$ 216	0.0%	\$ 749,712	\$ 4,010	0.5%	\$ 796,858	\$ 200	0.0%	\$ 826,780	\$ -	0.0%
LBR 316/SA	Office of Language Access	A	\$ 163,992	\$ 1,996	1.0%	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
LBR 901/GA	Data Gathering and Analysis	A	\$ 303,183	\$ 8,755	3.0%	\$ 293,400	\$ -	0.0%	\$ 231,534	\$ -	0.0%	\$ 254,601	\$ -	0.0%
LBR 901/GA	Data Gathering and Analysis	N	\$ 1,915,136	\$ 42,607	2.0%	\$ 1,806,766	\$ 11,050	0.6%	\$ 1,943,937	\$ 10,000	0.5%	\$ 1,941,095	\$ 8,000	0.4%
LBR 902/AA	General Administration	A	\$ 1,093,880	\$ 35,308	3.0%	\$ 1,058,585	\$ 32,617	3.1%	\$ 1,160,545	\$ 28,000	2.4%	\$ 1,132,789	\$ 20,000	1.8%
LBR 902/AA	General Administration	N	\$ 1,892,076	\$ 124,020	7.0%	\$ 1,967,584	\$ 98,531	5.0%	\$ 2,315,908	\$ 90,000	3.9%	\$ 2,505,225	\$ 80,000	3.2%
	<b>Total</b>		<b>\$ 43,951,728</b>	<b>\$ 635,909</b>	<b>1.4%</b>	<b>\$ 43,661,140</b>	<b>\$ 462,474</b>	<b>1.1%</b>	<b>\$ 45,986,195</b>	<b>\$ 359,200</b>	<b>0.8%</b>	<b>\$ 46,371,598</b>	<b>\$ 301,000</b>	<b>0.6%</b>

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
 SALARY OVERPAYMENT FOR THE MONTH ENDING: NOVEMBER 2013

	EMPLOYEE	DATES OF OVERPAYMENTS	GROSS AMOUNT OVERPAID	AMOUNT RECOVERED	AMT RECOVERED FOR CURRENT MONTH	BALANCE	CATEGORY				Reason for Overpayment	Amounts Referred to Attorney General
							Still Employed and Occurred > 2 years	Still Employed and Occurred < 2 years	Not Employed and Occurred > 2 years	Not Employed and Occurred < 2 years		
1	[REDACTED]	12/03/2010 - 07/20/2012	\$9,632.47	\$0.00	\$0.00	\$9,632.47	\$9,632.47				Error in Retirement Code; No Retirement and Social Security was deducted	\$0.00
2												
3												
4												
5												
6												
7												
	Total		9,632.47	0.00	0.00	9,632.47	\$9,632.47	0.00	\$0.00	0.00		
	Total Mo. of Incidents											

\*NOTE: Balance for Russell Ogawa & Roy Shitanaka will be recovered from DAGS via reversal of all taxes that were deducted.

Department of Labor Industrial Relations  
Contract Costs

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
LBR 111	N	\$ 335,271	A	\$ 335,271	273,277	8/9/2012	8/9/2012	6/30/2014	City & Cty of HNL	S	Admin responsibilities for WIA program	on-site desk review	Y
LBR 111	N	\$ 152,121	A	\$ 152,121	145,808	7/1/2012	7/1/2012	6/30/2014	County of Hawaii	S	Admin responsibilities for WIA program	on-site desk review	Y
LBR 111	N	\$ 93,108	A	\$ 93,108	45,376	7/1/2012	7/1/2012	6/30/2014	County of Maui	S	Admin responsibilities for WIA program	on-site desk review	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	on-site desk review	Y
LBR 111	N	\$ 1,070,662	A	\$ 1,070,662	1,059,425	8/9/2012	8/9/2012	6/30/2014	City & Cty of HNL	S	E & T program for low-income individuals	on-site desk review	Y
LBR 111	N	\$ 495,316	A	\$ 495,316	75,749	7/1/2012	7/1/2012	6/30/2014	County of Hawaii	S	E & T program for low-income individuals	on-site desk review	Y
LBR 111	N	\$ 299,971	A	\$ 299,971	206,793	7/1/2012	7/1/2012	6/30/2014	County of Maui	S	E & T program for low-income individuals	on-site desk review	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	on-site desk review	Y
LBR 111	N	\$ 1,007,450	A	\$ 1,007,450	335,422	8/9/2012	8/9/2012	6/30/2014	City & Cty of HNL	S	E & T program for low-income youth	on-site desk review	Y
LBR 111	N	\$ 468,519	A	\$ 468,519	97,369	7/1/2012	7/1/2012	6/30/2014	County of Hawaii	S	E & T program for low-income youth	on-site desk review	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	on-site desk review	Y
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	on-site desk review	Y
LBR 111	N	\$ 939,348	A	\$ 939,348	921,262	8/9/2012	8/9/2012	6/30/2014	City & Cty of HNL	S	E & T program for dislocated workers	on-site desk review	Y
LBR 111	N	\$ 405,276	A	\$ 405,276	79,395	7/1/2012	7/1/2012	6/30/2014	County of Hawaii	S	E & T program for dislocated workers	on-site desk review	Y
LBR 111	N	\$ 236,984	A	\$ 236,984	165,056	7/1/2012	7/1/2012	6/30/2014	County of Maui	S	E & T program for dislocated workers	on-site desk review	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	on-site desk review	Y
LBR 111	N	\$ 251,454	A	\$ 251,454	251,454	7/1/2013	7/1/2013	6/30/2015	City & Cty of HNL	S	Admin responsibilities for WIA program	on-site desk review	Y
LBR 111	N	\$ 114,092	A	\$ 114,092	114,092	7/1/2013	7/1/2013	6/30/2015	County of Hawaii	S	Admin responsibilities for WIA program	on-site desk review	Y
LBR 111	N	\$ 69,831	A	\$ 69,831	69,831	7/1/2013	7/1/2013	6/30/2015	County of Maui	S	Admin responsibilities for WIA program	on-site desk review	Y
LBR 111	N	\$ 35,603	A	\$ 35,603	35,603	7/1/2013	7/1/2013	6/30/2015	County of Kauai	S	Admin responsibilities for WIA program	on-site desk review	Y
LBR 111	N	\$ 802,997	A	\$ 802,997	802,997	7/1/2013	7/1/2013	6/30/2015	City & Cty of HNL	S	E & T program for low-income individuals	on-site desk review	Y
LBR 111	N	\$ 371,487	A	\$ 371,487	371,487	7/1/2013	7/1/2013	6/30/2015	County of Hawaii	S	E & T program for low-income individuals	on-site desk review	Y
LBR 111	N	\$ 224,978	A	\$ 224,978	224,978	7/1/2013	7/1/2013	6/30/2015	County of Maui	S	E & T program for low-income individuals	on-site desk review	Y
LBR 111	N	\$ 112,489	A	\$ 112,489	112,489	7/1/2013	7/1/2013	6/30/2015	County of Kauai	S	E & T program for low-income individuals	on-site desk review	Y
LBR 111	N	\$ 755,588	A	\$ 755,588	755,588	7/1/2013	7/1/2013	6/30/2015	City & Cty of HNL	S	E & T program for low-income youth	on-site desk review	Y
LBR 111	N	\$ 351,389	A	\$ 351,389	351,389	7/1/2013	7/1/2013	6/30/2015	County of Hawaii	S	E & T program for low-income youth	on-site desk review	Y
LBR 111	N	\$ 225,770	A	\$ 225,770	225,770	7/1/2013	7/1/2013	6/30/2015	County of Maui	S	E & T program for low-income youth	on-site desk review	Y
LBR 111	N	\$ 106,194	A	\$ 106,194	106,194	7/1/2013	7/1/2013	6/30/2015	County of Kauai	S	E & T program for low-income youth	on-site desk review	Y
LBR 111	N	\$ 704,511	A	\$ 704,511	704,511	7/1/2013	7/1/2013	6/30/2015	City & Cty of HNL	S	E & T program for dislocated workers	on-site desk review	Y
LBR 111	N	\$ 303,957	A	\$ 303,957	303,957	7/1/2013	7/1/2013	6/30/2015	County of Hawaii	S	E & T program for dislocated workers	on-site desk review	Y
LBR 111	N	\$ 177,738	A	\$ 177,738	177,738	7/1/2013	7/1/2013	6/30/2015	County of Maui	S	E & T program for dislocated workers	on-site desk review	Y
LBR 111	N	\$ 101,749	A	\$ 101,749	101,749	7/1/2013	7/1/2013	6/30/2015	County of Kauai	S	E & T program for dislocated workers	on-site desk review	Y
LBR 111	N	\$ 835,077	A	\$ 835,077	835,077	7/1/2013	7/1/2013	6/30/2014	Honolulu Community Action Prgm	S	E & T program for low-income seniors	on-site desk review	Y
LBR 111	N	\$ 356,724	A	\$ 356,724	356,724	7/1/2013	7/1/2013	6/30/2014	County of Hawaii Office of Aging	S	E & T program for low-income seniors	on-site desk review	Y
LBR 111	N	\$ 191,425	A	\$ 191,425	191,425	7/1/2013	7/1/2013	6/30/2014	Maui Economic Opportunity	S	E & T program for low-income seniors	on-site desk review	Y

Department of Labor Industrial Relations  
Contract Costs

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
LBR 111	N	\$ 217,718	A	\$ 217,718	217,718	7/1/2013	7/1/2013	6/30/2014	DHS	S	E & T program for low-income seniors	on-site desk review	Y
LBR 111	N	\$ 583,500	A	\$ 583,500	583,500	11/1/2012	11/1/2012	6/30/2014	Geographic Solutions	S	Automated mgmt info system & database	daily usage	Y
LBR 111	N	\$ 25,651	M	\$ 25,651	17,101	10/20/2006	10/1/2013	6/30/2014	County of Kauai	L	Lease rental from 10/13 to 6/14 (WDD - Lease #942-22-0543	WDD Staff & ASO	N
LBR 111	N	\$ 139,500	M	\$ 139,500	99,010	1/1/2011	10/1/2013	6/30/2014	Hulu LLC	L	Lease rental from 10/13 to 6/14 (WDD-Maui) Contract #59926, Lease No. #75-22-0142	WDD Staff & ASO	N
LBR 111	N	\$ 136,631	M	\$ 136,631	\$ 91,087	2/18/2011	10/1/2013	6/30/2014	Kaneshiro & Sons Enterprise, Ltd.	L	Lease rent from October 2013 to June 2014, Contract #60063, WDD Hilo Lease No. 71-22-0515	WDD Staff & ASO	N
LBR 111	N	\$ 139,500	M	\$ 139,500	\$ 99,009	1/10/2011	10/1/2013	6/30/2014	Hulu LLC	L	Lease rent from October 2013 to June 2014, Contract #59926, WDD Maui Lease No. 75-22-0142	WDD Staff & ASO	N
LBR 111	N	\$ 52,585	M	\$ 52,585	\$ 35,057	4/17/2009	10/1/2013	6/30/2014	Mauna Lei Partners	L	Lease rent from October 2013 to June 2014, Contract #59926, WDD Kona Lease No. 91-22-0182	WDD Staff & ASO	N
LBR 111	N	\$ 6,045	M	\$ 6,045	\$ 4,030	3/17/2008	10/1/2013	6/30/2014	Yim Kaneohe Atrium L.P.	L	Lease rent from October 2013 to June 2014, Contract #57022, WDD Kona Lease No. 92-22-0558	WDD Staff & ASO	N
LBR 171	N	\$ 82,137	O	\$ 82,137	41,069	4/1/2013	5/1/2013	4/30/2014	Thomas Leonard dba Televoice 2000	S	Provide interactive voice response & computer technology interactive maintenance and operation suppor for UI HI Tele-claim filing system	UI Staff	Y
LBR 135	N	\$ 1,000,000	O	\$ 1,000,000	670,891	4/20/2012	4/20/2012	9/30/2014	UH	S	To improve accessibility and accountability of public workforce development system for persons with disabilities.	WDD/DEI Staff	Y
LBR 171	N	\$ 150,511	M	\$ 150,511	\$ 75,256	4/16/2012	5/1/2012	4/30/2013	Televoice 2000	S	Maintain Unemployment Insruance Interactive Telephone Voice Response filing system	Wkly Progress mting pursuant to a workplan	Y
LBR 171	N	\$ 175,826	M	\$ 175,826	\$ 175,826	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	Y



Department of Labor Industrial Relations  
Contract Costs

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
LBR 171	N	\$ 169,395	M	\$ 169,395	\$ 152,006	9/9/2013	10/1/2013	9/30/2014	DataHouse Consulting Inc.	S	Supplemental contract #1: To provide comprehensive managed web hosting, application maintenance & operational support svcs for on-line UI Initial claims and weeks claimed Filing & Inquiry	Weekly Progress meeting pursuant to a workplan	Y
LBR 171	N	\$ 77,315	M	\$ 77,315	\$ 57,424	8/13/2012	8/16/2012	2/15/2014	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	Y
LBR 171	N	\$ 475,564	M	\$ 475,564	\$ 423,564	8/29/2012	9/1/2012	3/31/2014	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	Y
LBR 171	N	\$ 8,064	M	\$ 8,064	\$ 5,376	5/11/1989	10/1/2013	6/30/2014	KCOM Corporation	L	Lease rent from October 2013 to June 2014, Contract #53752, UI Kauai Lease No. 94-22-0445	UI Kauai Staff	N
LBR 171	N	\$ 30,707	M	\$ 30,707	\$ 20,471	8/25/2004	10/1/2013	6/30/2014	KCOM Corporation	L	Lease rent from October 2013 to June 2014, Contract #53751, UI Kauai Lease No. 94-22-0290	UI Kauai Staff & ASO	N
LBR 171	N	\$ 51,358	M	\$ 51,358	34,238	2/17/2011	10/1/2013	6/30/2014	Kaneshiro & Sons Enterprise, Ltd.	L	Lease rent from October 2013 to June 2014, Contract #60062, UI Hilo Lease No. 71-22-0513	UI Hilo Staff & ASC	N
LBR 171	N	\$ 2,351	M	\$ 2,351	1,567	3/17/2008	10/1/2013	6/30/2014	Yim Kaneohe Atrium L.P.	L	Lease rent from October 2013 to June 2014, Contract #57022, UI Kona Lease No. 92-22-0558	UI Kaneohe Staff & ASO	N
LBR 902	N	\$ 910,136	M	\$ 910,135.75	\$ 720,193.53	8/22/2012	8/31/2012	8/30/2017	DataHouse Consulting Inc.	S	Hosting & maintaining DLIR Electronic Cost Accounting System (CAS) & Microsoft Dynamics Great Plains General Accounting System (GP)	ASO Staff	Y
LBR 902	N	\$ 83,911	M	\$ 83,910.84	\$ 31,466.49	7/18/2012	8/1/2012	7/31/2014	Star Protection Agency LLC	S	Furnnish private security services for DLIR Keeliokani Bldg.	ASO Staff	Y
LBR903	N	\$ 1,751,199.00	M	\$ 1,751,199.00	\$ 1,751,199.00	10/1/2013	10/1/2013	9/30/2014	HCAP	S	Community Services Block Grant	On-Site	n
LBR903	N	\$ 642,422.00	M	\$ 652,422.00	\$ 642,422.00	10/1/2013	10/1/2013	9/30/2014	HCEOC	S	Community Services Block Grant	On-Site	n

Department of Labor Industrial Relations  
Contract Costs

Table 20

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
LBR903	N	\$ 413,409.00	M	\$ 423,409.00	\$ 413,409.00	10/1/2013	10/1/2013	9/30/2014	MEO	S	Community Services Block Grant	On-Site	n
LBR903	N	\$ 257,972.00	M	\$ 257,972.00	\$ 257,972.00	10/1/2013	10/1/2013	9/30/2014	KEO	S	Community Services Block Grant	On-Site	n
LBR903	N	\$ 22,082.00	M	\$ 22,082.00	\$ 22,082.00	9/27/2013	10/1/2013	9/30/2014	KEO	S	Weatherization	On-Site	Y
LBR903	N	\$ 44,164.00	M	\$ 44,164.00	\$ 44,164.00	9/26/2013	10/1/2013	9/30/2014	HCAP	S	Weatherization	On-Site	Y
LBR903	N	\$ 39,375.00	M	\$ 39,375.00	\$ 39,301.86	11/1/2012	11/1/2012	9/30/2014	Legal Aid Society	S	Human Trafficking	On-Site	Y
LBR903	N	\$ 269,700.00	M	\$ 269,700.00	\$ 260,565.88	11/19/2012	11/19/2012	9/30/2014	Susannah Wesley CC	S	Human Trafficking	On-Site	Y
LBR903	N	\$ 45,875.00	M	\$ 45,875.00	\$ 45,875.00	8/1/2013	8/1/2013	9/30/2014	Pacific Survivor Center	S	Human Trafficking	On-Site	y
LBR903	N	\$ 66,900.00	M	\$ 67,000.00	\$ 61,928.26	10/1/2013	10/1/2013	9/30/2014	CFS	S	Refugee	On-Site	y
LBR903	A	\$ 331,000.00	M	\$ 331,000.00	\$ 286,950.00	7/1/2013	7/1/2013	6/30/2015	Institute Human Services	S	Employment Core	On-site	Y
LBR903	A	\$ 269,000.00	M	\$ 269,000.00	\$ 224,447.37	7/1/2013	7/1/2013	6/30/2015	MEO	S	Employment Core	On-site	y
LBR903	A	\$ 1,376,025.00	M	\$ 1,376,025.00	\$ 331,150.00	12/1/2011	12/1/2011	11/30/2013	Goodwill Industries (extended to 11/30/13)	S	Employment Core	On-Site	Y
LBR903		\$ 600,000.00	M	\$ 600,000.00	\$ 550,480.55	7/1/2013	7/1/2013	6/30/2015	Goodwill Industries	S	Immigrant Services	On-Site	Y
LBR903	N	\$ 282,000.00	M	\$ 282,000.00	\$ 282,000.00	8/12/2013	8/23/2013	6/30/2014	Legal Aid Society	S	Legal Services	On-Site	Y
		\$210,000.00	M	\$210,000.00	\$193,202.51	8/19/2013	8/19/2013	6/30/2014	PACT - Oahu- Kalihi	S	Immigrant Resource Center		
LBR903	A	\$ 210,000.00	M	\$ 210,000.00	\$ 210,000.00	8/19/2013	8/19/2013	6/30/2014	SWCC-Oahu-Ewa Beach@ CFS	S	Immigrant Resource Center	On-Site	Y
LBR903	A	\$ 160,000.00	M	\$ 160,000.00	\$ 133,318.39	8/19/2013	8/19/2013	6/30/2014	CFS-Kauai	S	Immigrant Resource Center	On-Site	Y
LBR903	A	\$ 160,000.00	M	\$ 160,000.00	\$ 160,000.00	8/19/2013	8/19/2013	6/30/2014	CCH - Hilo	S	Immigrant Resource Center	On-Site	Y
LBR903	C	\$ 200,000.00	M	\$ 200,000.00	\$ 20,000.00	2/11/2011	2/17/2011	1/31/2013	Kauai YMCA	S	Capital Improvement	On-Site	Y
LBR903	C	\$ 4,000,000.00	M	\$ 4,000,000.00	\$ 2,254,944.00	9/29/2011	10/7/2011	9/30/2013	MEO	S	Capital Improvement	On-Site	Y
LBR903	C		M					6/30/2013	MEO-SUPP	S		On-Site	N
LBR903	C		M					3/31/2014	MEO-SUPP	S		On-Site	N
LBR903	C	\$ 250,000.00	M	\$ 250,000.00	\$ 60,000.00	4/30/2012	5/14/2012	4/30/2013	Papakolea DC	S	Capital Improvement	On-Site	N
LBR903	C		M					1/31/2014	Papakolea DC-SUPP	S		On-Site	N
LBR903	C	\$ 950,000.00	M	\$ 950,000.00	\$ 95,000.00	4/9/2012	4/16/2012	3/31/2013	Easter Seals	S	Capital Improvement	On-Site	N
LBR903	C	\$ 500,000.00	M	\$ 500,000.00	\$ 500,000.00	1/31/2012	2/13/2012	1/31/2013	Hale Kipa	S	Capital Improvement	On-Site	N
LBR903	C		M					10/31/2013	Hale Kipa-SUPP	S			
LBR903	C		M					7/31/2014	Hale Kipa-SUPP	S		On-Site	N
LBR903	C	\$ 1,000,000.00	M	\$ 1,000,000.00	\$ 100,000.00	6/25/2012	7/1/2012	6/30/2013	St. Francis Healthcare	S		On-Site	N
LBR903	C	\$ 2,000,000.00	M	\$ 2,000,000.00	\$ 1,674,059.36	2/19/2013	1/28/2013	12/31/2013	PBS	S	Capital Improvement	On-Site	N
LBR903	C	\$ 80,000.00	M	\$ 80,000.00	\$ 60,000.00	10/29/2012	11/1/2012	10/31/2013	KEO	S	Capital Improvement	On-Site	N
LBR903	C		M					12/31/2013	KEO-SUPP	S		On-Site	N
LBR903	C	\$ 500,000.00	M	\$ 500,000.00	\$ 500,000.00	12/4/2013	12/2/2013	11/30/2014	MEO	S	Capital Improvement	On-Site	N
LBR903	C	\$ 120,000.00	M	\$ 120,000.00	\$ 120,000.00	12/5/2013	12/2/2013	11/30/2014	Honolulu Academy of Arts	S	Capital Improvement	On-Site	N
LBR903	C	\$ 450,000.00	M	\$ 450,000.00	\$ 400,000.00	4/17/2013	4/1/2013	3/31/2014	FilCom Center	S	Capital Improvement	On-Site	N
LBR903	C	\$ 1,500,000.00	M	\$ 1,500,000.00	\$ 1,500,000.00	4/17/2013	4/8/2013	3/31/2014	BSA	S	Capital Improvement	On-Site	N

Department of Labor Industrial Relations  
Contract Costs

<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	C	\$ 1,500,000.00	M	\$ 1,500,000.00	\$ 1,500,000.00	8/12/2013	8/15/2013	6/30/2014	CBESS	S	Capital Improvement	On-Site	N
LBR903	C	\$ 300,000.00	M	\$ 300,000.00	\$ 300,000.00	8/12/2013	8/15/2013	6/30/2014	KUALOA	S	Capital Improvement	On-Site	N
LBR903	A	\$ 15,000.00	M	\$ 15,000.00	\$ 15,000.00	12/3/2013	11/20/2013	10/31/2014	APED	S	Grant-In-Aid	On-Site	N
LBR903	A	\$ 79,238.00	M	\$ 79,238.00	\$ 79,238.00	12/4/2013	12/2/2013	11/30/2014	NORTH KOHALA	S	Grant-In-Aid	On-Site	N
LBR903	A	\$ 356,259.00	M	\$ 356,259.00	\$ 356,259.00	12/4/2013	12/2/2013	11/30/2014	PACT-Makery	S	Grant-In-Aid	On-Site	N
LBR903	A	\$ 123,186.00	M	\$ 123,186.00	\$ 123,186.00	12/4/2013	12/2/2013	11/30/2014	PACT-Family Peace Center	S	Grant-In-Aid	On-Site	N
LBR903	A	\$ 100,000.00	M	\$ 100,000.00	\$ 100,000.00	12/4/2013	12/2/2013	11/30/2014	PACT-Family Centers	S	Grant-In-Aid	On-Site	N
LBR903	A	\$ 75,000.00	M	\$ 75,000.00	\$ 75,000.00	12/4/2013	12/2/2013	11/30/2014	PACT-Community Teen Program	S	Grant-In-Aid	On-Site	N
LBR903	A	\$ 75,000.00	M	\$ 75,000.00	\$ 75,000.00	12/9/2013	12/9/2013	11/30/2014	YMCA of Honolulu-Kalihi	S	Grant-In-Aid	On-Site	N
LBR903	A	\$ 800,000.00	M	\$ 800,000.00	\$ 266,000.00	11/28/2012	12/7/2012	6/30/2013	Legal Aid Society	S	Grant-In-Aid	On-Site	N
LBR903	A	\$ 300,000.00	M	\$ 300,000.00	\$ 6,164.57	11/9/2012	11/14/2012	6/30/2013	VLSH	S	Grant-In-Aid	On-Site	N
LBR903	A	\$ 200,000	M	\$ 200,000.00	\$ 77,979.68		2/19/2013	6/30/2013	PACT-KPT works	S	Grant-In-Aid	On-Site	N
LBR903	A		M				9/30/2013	9/30/2013	PACT-KPT works-Supp	S	Grant-In-Aid	On-Site	N
LBR903	A		M				2/19/2013	12/31/2013	PACT-KPT works-Supp	S	Grant-In-Aid	On-Site	N
LBR903	A	\$ 100,000	M	\$ 100,000.00	\$ 100,000.00		4/1/2013	6/30/2013	MGF-Improve Trail	S	Grant-In-Aid	On-Site	N
LBR904	A	\$ 150,000	M	\$ 150,000.00	\$ 112,500.00		6/24/2013	9/30/2013	Surfing-Transformed	S	Grant-In-Aid	On-Site	N

Department of Labor and Industrial Relations  
 Capital Improvements Program Requests

Table 21

<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  
 Capital Improvements Program Lapses

Table 22

<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 23

<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  
Organizational Charts

Table 24

<u>Year of Change</u> <u>FY14/FY15</u>	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
		None