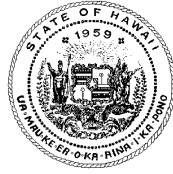


NEIL ABERCROMBIE
GOVERNOR



BARBARA A. KRIEG
DIRECTOR

LEILA A. KAGAWA
DEPUTY DIRECTOR

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

SENATE COMMITTEE ON WAYS AND MEANS
SUPPLEMENTAL BUDGET REQUEST FOR FISCAL YEAR 2015
JANUARY 7, 2014

TESTIMONY BY BARBARA KRIEG, DIRECTOR
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

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

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

Mission Statement

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

Impact of Current Economic and Fiscal Conditions

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

- ◆ Reassignment of responsibilities, reprioritizing of assignments, redistribution of workload, and cross-training of staff where and when possible, to achieve efficiencies in program operations.
- ◆ Increase in the number of recruitment requests to fill vacant positions and number of applications received from individuals applying for jobs.
- ◆ Renewed emphasis on providing and publicizing training opportunities for employees and supervisors to enhance their skills.

Federal Funds

The Department has no programs that receive federal funds.

Budget Request

The Department has two supplemental budget requests for fiscal year 2015:

1. HRD102 – Three (3) permanent personnel positions and \$90,964 for the Equal Employment Opportunity (EEO) program to provide centralized services to the departments in the Executive Branch (excluding the Department of Education and UH Board of Regents appointees) regarding EEO issues. The goal of the EEO program is to reduce the State’s exposure to, and risk of, complaints and litigation by providing resources and training on how to handle employment issues as they arise and before complaints and/or litigation are filed.
2. HRD102 – One (1) permanent interdepartmental transfer funded position and \$175,000 ceiling for the State Deferred Compensation Plan (“Plan”) to provide the Plan Board with the necessary staff support it needs to fulfill its statutory and fiduciary duties, and ensure the Plan functions smoothly and in compliance with all federal and State laws, rules and regulations.

Department programs were asked to be prudent and focused in their fiscal planning. Requests for additional resources were limited to those critical to improving program operations. The proposed operating budget adjustments will increase the Department’s fiscal year 2015 general fund appropriation by \$90,964 and interdepartmental transfer ceiling by \$175,000.

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

Attachments

- Table 1: Prioritized List of Functions
- Table 2: Department-Wide Totals
- Table 3: Program ID Totals
- Table 4: Budget Request Decisions
- Table 5: Proposed Budget Reductions
- Table 6: Proposed Budget Additions
- Table 7: Current Year (FY14) Restrictions
- Table 8: Emergency Appropriation Requests
- Table 9: Expenditures Exceeding Appropriation Ceilings
- Table 10: Intradepartmental Transfers
- Table 11: Active Federal Awards
- Table 12: Non-General Fund Listing
- Table 13: Vacancy Summary
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- Table 15: Personnel Separations
- Table 16: New Hires
- Table 17: Unauthorized Positions
- Table 18: Overtime Expenditures
- Table 19: Overpayments
- Table 20: Contract Costs

Table 21: Capital Improvement Program (CIP) Requests

Table 22: CIP Lapses

Table 23: Division Resources

Table 24: Organization Charts

Department of Human Resources Development
Prioritized List of Functions

Table 1

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

Department of Human Resources Development
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1a	(Labor Relations) Administers and enforces the State's labor-management agreements and employee performance appraisal system for Executive Branch departments, and provides staff services in the negotiation of labor contracts.	<ul style="list-style-type: none"> a. Participates in negotiations with the employee unions on collective bargaining agreements and mutual agreements, which includes serving as spokespersons for the State and County Employers; b. Administers the uniform interpretation and application of provisions in collective bargaining agreements, dispute settlements, and related determinations of labor-management relationships (i.e. Hawaii Labor Relations Board rulings); c. Provides advisory guidance and assistance to management representatives in the application of contractual provisions and handling of employees with performance problems, in consideration of past arbitration decisions, court decisions, and contract interpretations; d. Develops policies, procedures, and operating guidelines on various labor relations and performance evaluation matters; e. Processes grievances which may have statewide impact; and f. Tracks legislation involving labor relations matters and prepares testimonies for the DHRD Director. 	HRD102QA	Chapter 89, HRS <i>Collective Bargaining Law</i> . Section 76-41, HRS <i>Performance appraisal systems; failure to meet performance requirements.</i>
1b	(Employee Assistance) Develops, implements, and administers various statewide no-cost/low-cost employee benefit and training and development programs. Benefit programs include those which provide significant tax savings to the State, and other activities to help attract and retain employees. The tax savings programs work in this way. Normally, employees contribute 7.65% of their wages towards Social Security taxes; Employers must pay the federal government a matching amount. However, when employees participate in pre-tax benefit programs offered by the State, which are authorized under the Internal Revenue Code, their gross taxable wages are reduced by the amount they contribute into the plans. As a result, the employees pay less social security taxes, which decreases the amount the State needs to match.	<ul style="list-style-type: none"> a. Administers various pre-tax benefit programs, such as the Deferred Compensation Plan; PTS Deferred Compensation Plan for Part-Time, Temporary, and Seasonal or Casual Employees; Premium Conversion Plan; Island Flex Flexible Spending Accounts Plan; Flex Park; and Pre-Tax Transportation Benefits Program; which produce more than \$10.3 million in tax savings annually to the State. b. Administers other employee benefit programs that are required by federal laws, State laws, and the collective bargaining agreements. c. Provides staff support to the Deferred Compensation Plan Board of Trustees. d. Identifies and coordinates employee training and development opportunities. e. Develops, conducts, and coordinates communication on various employee benefit programs, including pre-retirement workshops and new employee orientations. f. Develops policies, procedures, and guidelines on the benefit programs; ensures compliance with the IRS regulations which authorize the benefit programs. g. Provides advisory guidance to line departments on benefit programs. h. Tracks legislation involving employee benefit programs and training and development matters, and prepares testimonies for the DHRD Director. 	HRD102QA	Section 125, Internal Revenue Code (IRC); Section 78-30, HRS <i>Cafeteria plans</i> . Chapter 88E, HRS <i>Deferred Compensation Plan</i> . Chapter 88F, HRS <i>Deferred Compensation Retirement Plan for Part-Time, Temporary, and Seasonal or Casual Employees</i> . Section 132(f), IRC, <i>Pre-tax Transportation Benefit Programs</i> . Chapter 398, HRS <i>Family Leave</i> . Federal Regulations, Part 825, <i>Family & Medical Leave Act</i> . Section 78-28, HRS <i>In-service training programs</i> .

Department of Human Resources Development
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1c	(Personnel Transactions) Processes, audits, and advises on various pay and personnel transactions for employees of the Executive Branch; develops and implements update/processing requirements to effect new employment actions; and generates routine and special workforce reports.	<ul style="list-style-type: none"> a. Develops instructions for all Executive Branch departments to guide them in implementing negotiated pay adjustments, arbitration decisions, and settlement agreements; b. Processes mass pay adjustments negotiated for Bargaining Units 1, 2, 3, 4, 9, 10, 11, and 13, for all departments, and various pay actions for identified groups of positions; c. Prints and distributes Employee Personnel Action Report forms to record all personnel transactions which are generated en masse, e.g., pay adjustments for all 8 Bargaining Units, pay adjustments by Bargaining Unit due to varying effective dates and/or agreement terms, job title changes due to changes in a class or class series, and coordinates set up of print files when departments elect to print their EPAR forms; d. Provides advisory guidance and assistance to line Departmental Personnel Office (DPO) staff in the interpretation and application of laws, policies, collective bargaining agreements, and Executive Orders provisions relating to compensation, leaves (vacation and sick leave and leaves of absence without pay), leave record-keeping, transfers, separations, Uniformed Services Employment and Reemployment Rights Act compliance and Leave Sharing program, and other personnel transactions related issues; e. Selectively audits the line departments' personnel transactions to ensure accurate reporting and processing; f. Generates routine and special workforce reports to provide data requested by the Office of the Governor, DHRD Director, Department of Budget and Finance, Office of Collective Bargaining Chief Negotiator, Legislators, Unions, and others; and g. Tracks legislation involving matters related to compensation and leaves, and prepares testimonies for the DHRD Director. 	HRD102QA	<p>Section 76-13(1), HRS <i>Establish and maintain roster of all persons in the civil service.</i></p> <p>Section 26-5(b), HRS <i>Pay administration.</i></p> <p>Section 76-28, HRS <i>Forms required of appointing authorities.</i></p> <p>Section 76-30, HRS <i>Tenure; resignations.</i></p> <p>Section 76-16.5, HRS <i>Pay of Officers and employees on active military service.</i></p> <p>Section 78-23, HRS <i>Leaves of absence.</i></p> <p>Section 78-26, HRS <i>Leave sharing program.</i></p> <p>Section 78-27, HRS <i>Temporary inter-and intra-governmental assignments and exchanges.</i></p>

Department of Human Resources Development
Prioritized List of Functions

Table 1

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

Department of Human Resources Development
Prioritized List of Functions

Table 1

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

Department of Human Resources Development
Prioritized List of Functions

Table 1

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

Department of Human Resources Development
Prioritized List of Functions

Table 1

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

Department of Human Resources Development
 Prioritized List of Functions

Table 1

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

Department of Human Resources Development
Department Totals

Table 2

Fiscal Year 2014				
Act 134/13 Appropriation	Restriction	Emergency Appropriations	Total FY14	MOF
\$ 14,986,147.00			\$ 14,986,147.00	A
\$ 700,000.00			\$ 700,000.00	B
\$ 4,886,281.00			\$ 4,886,281.00	U
\$ 20,572,428.00	\$ -	\$ -	\$ 20,572,428.00	Total
Fiscal Year 2015				
Act 134/13 Appropriation	Reductions	Additions	Total FY15	MOF
\$ 15,159,773.00		\$ 90,964.00	\$ 15,250,737.00	A
\$ 700,000.00			\$ 700,000.00	B
\$ 4,886,281.00		\$ 175,000.00	\$ 5,061,281.00	U
\$ 20,746,054.00	\$ -	\$ 265,964.00	\$ 21,012,018.00	Total

Department of Human Resources Development
Program ID Totals

Table 3

<u>Prog ID</u>	<u>Program Title</u>	<u>MOF</u>	<u>As appropriated by Act 134/13 (FY14)</u>			<u>Governor's Submittal (FY15)</u>			<u>Percent Change of \$\$\$</u>
			<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	
HRD102	Workforce Attraction, Selection, Classification and Effectiveness	A	85.00		\$ 13,541,761	3.00		\$ 13,806,351	2.0%
HRD102	Workforce Attraction, Selection, Classification and Effectiveness	B			\$ 700,000			\$ 700,000	0.0%
HRD102	Workforce Attraction, Selection, Classification and Effectiveness	U			\$ 4,886,281	1.00		\$ 5,061,281	3.6%
HRD191	Supporting Services - Human Resources Development	A	11.00		\$ 1,444,386			\$ 1,444,386	0.0%

Department of Human Resources Development
Budget Request Decisions

Table 4

<u>Prog ID</u>	<u>Description of Request</u>	<u>MOF</u>	<u>Initial Department Request</u>			<u>Initial Budget & Finance Recommendation</u>			<u>Governor's Final Decision</u>		
			<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
HRD102	Request Positions and Funding for Equal Employment Opportunity (EEO) Program	A	3.00		\$ 90,964.00	3.00		\$ 90,964.00	3.00		\$ 90,964.00
HRD102	Request Position for Deferred Compensation Program	U	1.00		\$ 175,000.00	1.00		\$ 175,000.00	1.00		\$ 175,000.00

Department of Human Resources Development
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>
	None						

Department of Human Resources Development
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>
HRD102	O	1	1	Request Positions and Funding for Equal Employment Opportunity (EEO) Program	The EEO program currently has one staff. Positions and funding for the EEO program are necessary to provide centralized service to the departments in the Executive Branch (excluding the DOE and UH Board of Regent appointees) regarding EEO issues. The goal of the EEO program is to reduce the exposure and risk of complaints and litigation by providing resources and training on how to handle employment issues as they arise and before complaints and/or litigation are filed.	A	3.00		\$ 90,964.00
HRD102	O	2	2	Request Position for Deferred Compensation Program	The request for an interdepartmental transfer funded position is to provide the State Deferred Compensation Plan ("Plan") Board with the necessary staff support it needs to fulfill its statutory and fiduciary duties, and to ensure the Plan functions smoothly and in compliance with all federal and State laws, rules and regulations.	U	1.00		\$ 175,000.00

Department of Human Resources Development
 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 Human Resources Development
 Emergency Appropriation Requests

Table 8

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

Department of Human Resources Development
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 Human Resources Development
 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 Human Resources Development
Federal Awards

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
		None									

COLUMN	DATA ELEMENT	DEFINITION
A	State Expending Agency	State entity authorized to expend the funds as authorized by the appropriation or as delegated by the Governor. Select from drop-down menu. See legend below.
B	Program I.D.	The unique identifier for the specific program responsible for carrying out the program consisting of the abbreviation for the State entity followed by the organization number for the program. Format: XXX###
C	Award Number	The identifying number assigned by the awarding Federal Agency, such as the federal grant number, federal contract number or the federal loan number that appears in the federal award document.
D	CFDA No.	The number associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance. Only applies to grants and loans. A list of CFDA codes can be searched at: https://www.cfda.gov/index?s=program&tab=list&mode=list Format: ##.###.
E	Award Description	Award title and description with purpose of funding action.
F	Awarding Federal Agency	Name of the federal agency that awarded and administers the award on behalf of the funding agency. Select from drop-down menu. See agency list below.
G	Award Amount	For Grants: The total amount of the award. For Loans: The total amount of the loan obligated by the Federal Agency; the face value of the loan. For Contracts: The total amount obligated by the Federal Agency.
H	Award Amount Allocated to the Program ID in Column B	Enter the portion of the total award amount allocated to this Program ID. For example, if a federal award in the amount of \$500 is allocated to only AGR100, the "Award Amount" and the "Award Amount Allocated to the Pgm ID in Column B" would both be \$500. However, if the \$500 will be allocated to AGR100, AGR200 and AGR300, in the amounts of \$100, \$250 and \$150, respectively, the "Award Amount" would be the \$500 for all three program IDs but the "Award Amount Allocated to the Pgm ID in Column B" would be \$100 for AGR100, \$250 for AGR200 and \$150 for AGR300.
I	State Appropriation Symbol	The account number established in FAMIS. The appropriation account is a combination of 4 fields: Fund Type, Fiscal Year, Appropriation Account Number, and Dept. Code. If an award has appropriation symbols for multiple fiscal years, enter the symbol for the first fiscal year. Format: X-YY-###-X
J	Contact Name	Name of the individual at the program level responsible for performance of the award.
K	Contact Phone No.	Phone no. of the individual at the program level responsible for performance of the award.
L	Contact Email	Email of the individual at the program level responsible for performance of the award.
	LEGEND:	
	<u>State Expending Agency</u>	
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	
	<u>Federal Agency</u>	
	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 Human Resources Development
Non-General Fund Listing

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY14</u>	<u>Estimated FY14</u>	<u>Estimated FY14</u>	<u>Estimated FY14</u>	<u>Estimated FY14</u>	<u>Balance in Excess of Program Needs</u>
				<u>Unencumbered Cash Balance</u>	<u>Revenues</u>	<u>Expenditures and Encumbrances</u>	<u>Net Transfers</u>	<u>Ending Unencumbered Cash Balance</u>	
Human Resources Development Special Fund	To support and facilitate the Department's entrepreneurial initiatives, training activities, and programs for government employees.	Section 26-5(f), HRS	B	\$ 1,284,901	\$ 204,555	\$ 190,752	\$ -	\$ 1,298,704	\$ -

Department of Human Resources Development
Vacancy Summary

Table 13

<u>Prog ID/Org</u>	<u>MOF</u>	<u>All Established Positions</u>					<u>Salaries and Wages</u>		
		<u>Total Permanent FTE</u>	<u>Total Vacant Permanent FTE</u>	<u>Total Temporary FTE</u>	<u>Total Vacant Temporary FTE</u>	<u>% Vacant</u>	<u>Budgeted Amount for All Positions</u>	<u>Budgeted Amount for All Filled Positions</u>	<u>Approximate Vacancy Savings Rate</u>
HRD102PA	A	26.00	4.00	0.00	0.00	15.4%	\$ 1,432,768	\$ 1,337,542	6.6%
HRD102QA	A	22.00	2.00	0.00	0.00	9.1%	\$ 1,589,093	\$ 1,411,541	11.2%
HRD102RA	A	13.00	0.00	0.00	0.00	0.0%	\$ 837,576	\$ 837,576	0.0%
HRD102SA	A	24.00	2.00	0.00	0.00	8.3%	\$ 1,521,062	\$ 1,412,042	7.2%
HRD191AA	A	11.00	0.00	0.00	0.00	0.0%	\$ 895,877	\$ 895,877	0.0%

Department of Human Resources Development
 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>
HRD102	3/1/2013	1/22/2014	22101	Pers Prog Admin	N	EM08	35	P	1.00	A	\$ 112,632	\$ 108,300	Y	N		Temp Assign	1
HRD102	9/1/2013	3/1/2014	12547	Pers Mgmt Spec VI	N	SR26	73	P	1.00	A	\$ 64,920	\$ 64,920	Y	N			3
HRD102	7/1/2012	1/16/2014	31107	Voc Rehab Spec V	N	SR24	73	P	1.00	A	\$ 57,708	\$ 54,828	Y	Y	3		2
HRD102	9/1/2013	1/16/2014	37436	Pers Mgmt Spec IV	N	SR22	73	P	1.00	A	\$ 51,312	\$ 51,312	Y	N		Temp Assign	4
HRD102	1/1/2014	1/16/2014	121079	Pers Mgmt Spec V	N	SR24	73	P	1.00	A	\$ 25,656		Y	N			5
HRD102	1/1/2014	1/16/2014	121080	Pers Mgmt Spec V	N	SR24	73	P	1.00	A	\$ 25,656		Y	N			6
HRD102	1/1/2014	1/16/2014	121081	Pers Mgmt Spec V	N	SR24	73	P	1.00	A	\$ 25,656		Y	N			8
HRD102	1/1/2014	1/16/2014	121082	Pers Tech VI	N	SR15	63	P	1.00	A	\$ 18,258		Y	N			7

Department of Human Resources Development
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>
HRD102PA	12/31/2011	31713	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 75,960	1.00	\$ 75,960.00
HRD102PA	1/16/2013	4652	Pers Tech VI	N	SR15	63	P	A	1.00	\$ 42,684	1.00	\$ 42,684.00
HRD102PA	9/17/2012	40041	Pers Tech VI	N	SR15	63	P	A	1.00	\$ 39,480	1.00	\$ 39,480.00
HRD102QA	9/1/2013	12547	Pers Prog Manager	N	EM05	35	P	A	1.00	\$ 74,868	1.00	\$ 74,868.00
HRD102QA	3/1/2013	22101	Pers Prog Admr	N	EM08	35	P	A	1.00	\$ 108,300	1.00	\$ 108,300.00
HRD102QA	12/31/2012	26159	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 75,960	1.00	\$ 75,960.00
HRD102QA	10/1/2011	8256	Secretary IV	N	SR18	63	P	A	1.00	\$ 51,936	1.00	\$ 51,936.00
HRD102QA	4/3/2012	46310	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 67,488	1.00	\$ 67,488.00
HRD102QA	6/20/2012	22101	Pers Prog Admr	N	EM08	35	P	A	1.00	\$ 103,512	1.00	\$ 103,512.00
HRD102RA	11/1/2011	12494	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 75,960	1.00	\$ 75,960.00
HRD102RA	12/1/2012	33456	Secretary IV	N	SR18	63	P	A	1.00	\$ 58,440	1.00	\$ 58,440.00
HRD102RA	3/16/2012	13958	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 64,920	1.00	\$ 64,920.00
HRD102SA	9/1/2013	37436	Pers Mgmt Spec IV	N	SR22	73	P	A	1.00	\$ 51,312	1.00	\$ 51,312.00
HRD102SA	6/1/2013	36304	Registered Nurse IV	N	SR22	79	P	A	1.00	\$ 87,384	1.00	\$ 87,384.00
HRD102SA	11/16/2012	36303	Pers Clerk IV	N	SR11	63	P	A	1.00	\$ 39,480	1.00	\$ 39,480.00
HRD191AA	9/16/2011	100015	Director of Human Res Dev	Y	SRNA		P	A	1.00	\$ 103,512	1.00	\$ 103,512.00

Department of Human Resources Development
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>
HRD102PA	3/16/2012	3597	Pers Prog Manager	N	EM05	35	P	A	1.00	\$ 84,000	1.00	\$ 84,000
HRD102PA	12/3/2012	31713	Pers Mgmt Spec II	N	SR18	73	P	A	1.00	\$ 65,628	1.00	\$ 40,548
HRD102PA	2/1/2013	40041	Pers Clerk V	N	SR13	63	P	A	1.00	\$ 39,480	1.00	\$ 31,212
HRD102PA	2/19/2013	39799	Pers Mgmt Spec II	N	SR18	73	P	A	1.00	\$ 62,424	1.00	\$ 42,168
HRD102PA	2/19/2013	4652	Pers Clerk IV	N	SR11	63	P	A	1.00	\$ 42,684	1.00	\$ 28,836
HRD102QA	3/16/2012	35449	Pers Prog Manager	N	EM05	35	P	A	1.00	\$ 80,352	1.00	\$ 80,352
HRD102QA	5/1/2012	28632	Pers Mgmt Spec VI	N	SR26	73	P	A	1.00	\$ 67,488	1.00	\$ 67,488
HRD102QA	6/1/2012	3598	Pers Mgmt Spec VI	N	SR26	73	P	A	1.00	\$ 64,920	1.00	\$ 64,920
HRD102QA	8/16/2012	46310	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 67,488	1.00	\$ 57,708
HRD102QA	10/1/2012	8256	Secretary IV	N	SR18	63	P	A	1.00	\$ 48,048	1.00	\$ 46,176
HRD102QA	10/16/2012	22101	Pers Program Admr	N	EM08	35	P	A	1.00	\$ 108,300	1.00	\$ 108,300
HRD102QA	12/3/2012	25380	Pers Mgmt Spec IV	N	SR22	73	P	A	1.00	\$ 50,796	1.00	\$ 47,412
HRD102QA	5/16/2013	43723	Pers Program Manager	N	EM05	35	P	A	1.00	\$ 88,800	1.00	\$ 88,800
HRD102QA	7/22/2013	26159	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 60,012	1.00	\$ 60,012
HRD102QA	8/21/2013	46310	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 70,188	1.00	\$ 70,188
HRD102RA	4/16/2012	12494	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 64,920	1.00	\$ 64,920
HRD102RA	9/16/2012	13958	Pers Mgmt Spec II	N	SR18	73	P	A	1.00	\$ 60,012	1.00	\$ 51,300
HRD102RA	12/4/2012	26638	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 64,920	1.00	\$ 64,920
HRD102RA	2/1/2013	3306	Pers Mgmt Spec II	N	SR18	73	P	A	1.00	\$ 60,012	1.00	\$ 55,488
HRD102RA	2/1/2013	33456	Pers Mgmt Spec II	N	SR18	73	P	A	1.00	\$ 58,440	1.00	\$ 53,364
HRD102RA	4/1/2013	14925	Pers Tech VI	N	SR15	63	P	A	1.00	\$ 42,684	1.00	\$ 36,516
HRD102SA	11/1/2011	48498	Account Clerk IV	N	SR13	63	P	A	1.00	\$ 37,968	1.00	\$ 37,968
HRD102SA	11/1/2011	22224	Pers Prog Manager	N	EM05	35	P	A	1.00	\$ 87,360	1.00	\$ 87,360
HRD102SA	11/1/2011	40406	Pers Mgmt Spec VI	N	SR26	73	P	A	1.00	\$ 73,044	1.00	\$ 73,044
HRD102SA	12/1/2011	34210	Pers Mgmt Spec V	N	SR24	73	P	A	1.00	\$ 64,920	1.00	\$ 64,920
HRD102SA	1/2/2012	31107	Pers Mgmt Spec II	N	SR18	73	P	A	1.00	\$ 47,412	1.00	\$ 47,412
HRD102SA	7/1/2012	37435	Pers Tech VI	N	SR15	63	P	A	1.00	\$ 44,412	1.00	\$ 44,412
HRD102SA	9/4/2012	37434	Pers Mgmt Spec II	N	SR18	73	P	A	1.00	\$ 64,920	1.00	\$ 49,308
HRD102SA	9/4/2012	44931	Pers Mgmt Spec II	N	SR18	73	P	A	1.00	\$ 62,424	1.00	\$ 45,576
HRD102SA	9/4/2012	47381	Account Clerk III	N	SR11	63	P	A	1.00	\$ 38,556	1.00	\$ 30,036
HRD102SA	10/16/2012	37927	Secretary III	N	SR16	63	P	A	1.00	\$ 36,516	1.00	\$ 36,516
HRD102SA	4/1/2013	36303	Pers Clerk IV	N	SR11	63	P	A	1.00	\$ 39,480	1.00	\$ 28,836
HRD102SA	8/19/2013	36304	Registered Nurse IV	N	SR22	79	P	A	1.00	\$ 87,384	1.00	\$ 81,972
HRD102SA	9/4/2013	40355	Office Assistant III	N	SR08	63	P	A	1.00	\$ 32,424	1.00	\$ 25,668
HRD191AA	9/16/2011	100015	Director of Human Res Dev	Y	SRNA		P	A	1.00	\$ 103,512	1.00	\$ 103,512
HRD191AA	2/27/2012	106463	Deputy Director of HRD	Y	SRNA		P	A	1.00	\$ 92,646	1.00	\$ 92,646
HRD191AA	5/16/2013	8051	Info Technol Spclt II	N	SR18	73	P	A	1.00	\$ 55,500	1.00	\$ 40,548

Department of Human Resources Development
 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 Human Resources Development
Overtime Expenditures

Table 18

Prog ID	Program Title	MOF	FY12 (actual)			FY13 (actual)			FY14 (estimated)			FY15 (budgeted)		
			<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
HRD102	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 5,255,844	\$ 9,344	0.2%	\$ 5,071,880	\$ 13,540	0.3%	\$ 5,354,262	\$ 12,799	0.2%	\$ 5,528,502	\$ 12,799	0.2%
HRD191	Supporting Services - Human Resources Development	A	\$ 876,273	\$ 792	0.1%	\$ 814,148	\$ 117	0.0%	\$ 876,273	\$ 2,500	0.3%	\$ 876,273	\$ 2,500	0.3%

Department of Human Resources Development
Overpayments

Table 19

<u>Employee Name</u>	<u>Date of Overpayment</u>	<u>Gross Amount Overpaid</u>	<u>Amount Recovered</u>	<u>Balance</u>	<u>Category</u>				<u>Reason for Overpayment</u>	<u>Referred to Attorney General</u>
					<u>Employed</u>		<u>Not Employed</u>			
					<u>Occurred > 2 Years</u>	<u>Occurred < 2 Years</u>	<u>Occurred > 2 Years</u>	<u>Occurred < 2 Years</u>		
None										

Department of Human Resources Development
Contract Costs

Table 20

Prog ID	MOF	Frequency		Max Value	Outstanding Balance	Term of Contract			Organization	Category E/L/P/C/ G/S	Description	Method and Frequency of Monitoring	POS Y/N
		Amount	(M/A/O)			Date Executed	From	To					
HRD102	A	\$ 78,375	A	\$ 78,375	\$ -	4/1/2011	4/1/2013	3/31/2014	governmentjobs.com , Inc. dba NEOGOV	G/S	Internet-based integrated e-Recruitment software subscription license	The Department participates in quarterly on-line performance measurement surveys. The surveys enable the Department to monitor and provide feedback on the performance of the e-Recruitment software; and assists the contractor in better serving the public sector customers.	N

Department of Human Resources Development
Contract Costs

Table 20

<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>Frequency of Monitoring</u>	<u>POS Y/N</u>
HRD102	A	\$ 42,000	M	\$ 42,000	\$ 23,250.00	2/14/2012	1/1/2013	12/31/2013	Child and Family Service	S	Confidential, short-term professional counseling services to eligible employees of the Executive Branch who may be experiencing personal problems that are affecting their job performance through the REACH Program.	Employees who utilize the services of the REACH provider are given a questionnaire at their final appointment for completion. DHRD also receives monthly and quarterly reports from the contractor that summarize the professional counseling services provided.	N

Department of Human Resources Development
 Capital Improvements Program Requests

Table 21

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

Department of Human Resources Development
 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 Human Resources Development
Division Resources

Table 23

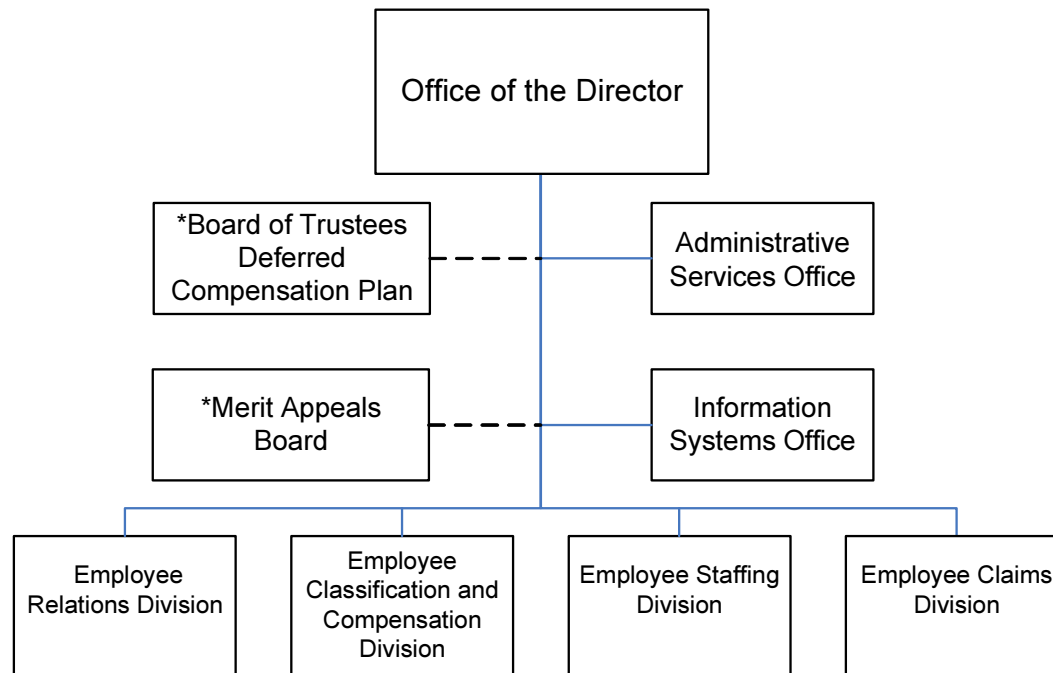
<u>Division</u>	<u>Associated Program IDs</u>						
Employee Staffing	HRD102						
Employee Relations	HRD102						
Employee Classification and Compensation	HRD102						
Employee Claims	HRD102						
Support Services	HRD191						

Department of Human Resources Development
Organizational Charts

Table 24

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

Organizational Chart
Department of Human Resources Development



*Administratively Attached Agency