

DAVID Y. IGE
GOVERNOR

SHAN S. TSUTSUI
LIEUTENANT GOVERNOR



LINDA CHU TAKAYAMA
DIRECTOR

LEONARD HOSHIJO
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
830 PUNCHBOWL STREET, ROOM 321
HONOLULU, HAWAII 96813
www.labor.hawaii.gov
Phone: (808) 586-8844 / Fax: (808) 586-9099
Email: dlir.director@hawaii.gov

SENATE COMMITTEE ON WAYS AND MEANS

HOUSE COMMITTEE ON FINANCE

BUDGET BRIEFING JANUARY 7, 2016

**TO THE HONORABLE JILL N. TOKUDA, CHAIR, AND DONOVAN M. DELA CRUZ, VICE CHAIR,
AND MEMBERS OF THE SENATE COMMITTEE ON WAYS AND MEANS**

**TO THE HONORABLE SYLVIA LUKE, CHAIR, AND SCOTT Y. NISHIMOTO, VICE CHAIR,
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, Hawaii Revised Statutes (HRS).

B. CURRENT ECONOMIC AND FISCAL CONDITIONS

The current statewide economic conditions are positive overall as noted by the University of Hawaii Economic Research Organization (UHERO) in its Annual Hawaii Forecast (12/11/15). The continuing general upswing in Hawaii's economy results in a mixed bag for the DLIR. A better economy means lower levels of federal funding for some of the core programs of the department and increases in employment-related complaints in general-funded programs like wage and hour claims.

Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities.
TDD/TTY Dial 711 then ask for (808) 586-8866

FEDERAL FUNDS

DLIR is largely federally funded (75%), much of which fluctuates based on the State's unemployment rate, as compared to the other states. Therefore, while the State's unemployment rate is fourth lowest in the country, the funding for the department's largest divisions (Unemployment, Workforce Development) falls correspondingly in addition to some of the programs that service those divisions (Research & Statistics, Employment Security Appeals, General Administration).

The department has utilized strategies in the past to supplant a portion of the lost federal funding. For instance, the **Unemployment Insurance Division (UI)** may access a special fund to replace an estimated \$1,200,000 loss in federal funds to maintain experienced staff during this low unemployment period in order to be prepared for the next recession as designed by the Legislature (§383-127). Despite these contingency measures, UI expects to lose about 10 positions.

UI also has obtained, and continues to apply for, supplemental funding from the United States Department of Labor (U.S.DOL) to modernize the unemployment program. Notably, this funding has supported the transition of claims filing from phone to the internet (95% online) and expanded web-based employer services—the division is developing an online employer web application that will consolidate the contribution payment and report filing into a single process, eliminating paper-intensive procedures more prone to delays, errors and document misplacements.

Other divisions have been more adversely affected by changes to federal funding. In the **Workforce Development Division (WDD)**, nine (9) permanent civil service staff on Hawaii and Maui Counties went through a Reduction-in-Force (RIF) process this fall, primarily because of mandated changes to the federal program structure. A separate **Workforce Development Council (WDC)** was reconstituted and an Request for Proposal system was initiated for one-stop services for job seekers. Although WDD plans to “bid” to continue providing services, further RIFs could result if they are not successful. The Division is exploring options to stabilize its programs and maintain services with reduced funds.

WDD was recently awarded two new grants from the U.S. Department of Labor's

(U.S.DOL) Employment and Training Administration: \$2.9 million for IT Works: Hawaii's Apprenticeship Initiative and \$2.5 million for another round of the Disability Employment Initiative grant to improve accessibility and accountability of the public workforce system to more effectively serve individuals with significant disabilities.

GENERAL FUNDS

General-funded operating budgets have not increased since 2008, when all but the most basic services began to be cut or eliminated. Consequently, many programs have not kept up with growth and demand produced by the expanding economy. For example, in the **Wage Standards Division** (WSD), it now takes up to three years or more to close complex prevailing wage (\$104) cases.

Notably, last year the Legislature provided funding to pay for a consultant to develop recommendations to streamline the business processes of the **Disability Compensation Division** (DCD) and estimate the cost of automating the division. The division is already implementing some of the early findings and will keep the committees informed on the progress of these modernization efforts.

DCD is requesting minor restoration to its other branches that have not recovered staff since 2009: for positions one (1) in the Enforcement Section, two (2) positions in the Audit Section and one (1) position in the Vocational Rehabilitation Unit that currently has only one position. The division is also seeking funding to support one (1) position to enable the Professional Employer Organization Program (PEO) (\$373L) to fully undertake its statutory responsibilities. No staffing was provided when this regulatory responsibility was imposed in 2010.

The State's record high workforce generates a correspondingly higher incidence of workers compensation claims, hearings and appeals. The **Labor and Industrial Relations Appeals Board** (LIRAB) has successfully obtained statutory changes in the past four years, which have enabled the Board to increase efficiency and cut costs to operations. However, LIRAB has not obtained a restoration in staffing or resources since 2008.

This year LIRAB is requesting an additional position to support the workload increase. One of LIRAB's performance measurements is the percentage of appeals resolved within 15 months of the receipt of the appeal. For FY14-15, LIRAB closed 473 cases: only 72% of those

cases closed within fifteen months. LIRAB received 540 new appeals in FY14-15.

Similarly, the **Hawaii Civil Rights Commission (HCRC)** has not regained eight (8) staff that were cut since 2008. The Commission is seeking to obtain one (1) investigator position to reduce the backlog of cases before HCRC. In August 2015, HCRC investigation case inventory was 382 cases, a 55% increase over the pre-recession inventory of 246 in July 2007. HCRC is also seeking a statutory change that will enhance its ability to pursue the public interest in elimination of unlawful discrimination by providing for more efficient and effective use of limited civil rights enforcement resources, and allowing for setting of enforcement priorities such as focusing on cases with a broad public impact.

The Legislature has provided general funds to WDD over the last two years to target specific industries. For example, the Agricultural Workforce Advisory Board (§371-19) disbursed funds statewide to support several Future Farmers of America efforts at increasing the agricultural programming at the school level, as well as funds to the Maui Economic Development Board to add an agricultural track to the annual Hawaii STEM conference and an experiential learning project combining classroom instruction and hands-on learning, among others. The Hawaii Healthcare Advisory Board (§371-19.2) was enacted last session and will identify and address gaps in training and certifying qualified workers in the healthcare field.

C. FEDERAL FUNDS

The DLIR programs that have lost or are at risk of losing federal funds include the following:

➤ **WORKFORCE DEVELOPMENT DIVISION (LBR111)**

The receipt of federal workforce funds has become more unstable and unpredictable as compared to past years because of changes in the federal law and funding methodologies.

CFDA 17.258 ETA WIA Adult, CFDA 17.278 WIA Dislocated Workers, CFDA 17.259 WIA Youth

The Workforce Innovation and Opportunity Act (WIOA), effective July 1, 2015, superseded the Workforce Investment Act (WIA), which was a major funding source for WDD. WIOA includes new provisions requiring firewalls between the State Administrative Entity, the Counties, and the Counties' service providers.

To create this firewall, WDD was no longer able to continue as the WIOA State Administrative Entity because it also provided WIOA services for Adults and Dislocated Workers on Neighbor Island counties. To avoid conflict, the department transferred WDD's State Administrative Entity responsibilities and corresponding funds to LBR 135 WDC. This change was done in consultation with the WDC and Regional Office of U.S.DOL.

WIOA also mandates Counties to competitively procure One-Stop Operators. This modification means that WDD could fail to obtain contracts to continue the services currently provided to Adults and Dislocated Workers in the Counties of Hawaii, Maui, and Kauai—up to \$1 million in these funds may be affected. Hawaii County conducted a competitive procurement but results are still pending. Maui and Kauai have not issued competitive solicitations to date. In the meantime, funds for WDD activities on those islands have been exhausted and staff have been RIF'd or reassigned.

Another new federal direction is U.S.DOL's increasing reliance on competitive solicitations versus increasing formula allocations to states. This makes funding more uncertain on a year-to-year basis. For example, a Disability Employment Initiative grant, Round IV, expired in March 2015; and a contract with University of Hawaii for the federal Trade Adjustment Act Community College Training grant expired in September 2015. New grants sought and awarded consisted of another Disability Employment Initiative grant, Round VI, (CFDA 17.207, Wagner-Peyser) effective October 1, 2015, and an American Apprenticeship Initiative Grant, (CFDA 17.268-H1B Training Grant), also effective October 1, 2015.

However, only a portion of these new grants are budgeted for WDD administrative costs, and they do not fully compensate for the potential loss of WIOA service provider funds. If the new funds warrant more positions, WDD will use temporary civil service positions. The unpredictable nature of the current funding situation makes the division's workforce less stable and less able to respond with experienced personnel to produce optimal services on a quick turnaround.

➤ **WORKFORCE DEVELOPMENT COUNCIL (LBR 135)**

The administratively attached WDC, consistent with federal law, assists the Governor with development and modification of the plan for State and local level administrative oversight of

the Hawaii workforce development system. Federal formula funding for WDC and WDD varies with the unemployment rate and in a comparative fashion with the other states. Therefore, while the unemployment rate is fourth lowest in the country, the workforce development system must still provide extensive services and programs albeit with reduced funds. These services are designed for employers competing in the new market economy, career job seekers wanting advancement, applicants new to the workforce, special needs individuals and individuals that have depleted their allotted unemployment benefits.

CFDA 17.258 ETA WIOA Adult, CFDA 17.278 WIOA Dislocated Workers, CFDA 17.259 WIOA Youth

Overall funding for FY16 in the WIOA Adult, Dislocated Workers, and Youth Programs was reduced by 1.99%, or \$119,953 due to cuts to Adult (8.73% or \$186,526) and Youth (.58% or \$11,874) allotments and offset by a small increase in Dislocated Worker Program funding (4.23% or \$78,447). County operators of these programs have operation infrastructures that are stretched to the maximum, and have adjusted services accordingly.

The set aside from total funds for State-level administration has increased from a low of 5% for three consecutive years beginning in FY12 to 8.75% in FY15 to the current 10% in FY16, and, most recently, through passage of the Consolidated Appropriations Act of 2016, P.L. 114-113 on December 18, 2015, FY16 and FY17 are increased to an amount not to exceed 15%. In July 2015, WDC's operations were reestablished and WDC is working to set up infrastructure to carry out minimum essential functions through until June 30, 2016 and beyond.

WDC is currently struggling with a heavy workload associated with the short period of time to prepare the State's unified plan for Governor's submittal to the Secretary of Labor March 3, 2016.

Consistent with WIOA regulations on state boards and chapter 202, HRS, WDC hired an interim executive director in July 2015, established WDC operations in August, and the Executive Director hired staff in September 2015. The Governor affirmed the reassignment of the WIOA state board duties and responsibilities to WDC in writing, effective October 20, 2015. The Legislature will have the opportunity to consider the proposed revision of chapter 202, HRS, to conform it to the WIOA.

➤ **Hawaii Civil Rights Commission (LBR153)**

HCRC does not anticipate any loss of federal funds for FY 16 or FY 17, although in the past both the U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Housing and Urban Development (HUD) have expressed concerns over the lack of general fund support provided by the State. HCRC receives federal funds pursuant to two federal contracts, a work-sharing agreement with the EEOC and a cooperative agreement with the HUD's Office of Fair Housing and Equal Opportunity (FHEO). Under these contracts, HCRC is paid for processing fair employment and fair housing complaints that are dual-filed under state and federal laws.

HCRC uses the federal funds received pursuant to the EEOC and HUD contracts to pay for personnel services and operating costs. HCRC does not yet have executed EEOC and HUD contracts for FY16, and expects to have those contracts in place for execution in mid-2016 after the finalization of the FY16 federal budget.

The federal funds received for the current fiscal year contract are expected toward the end of the year, with the contracts executed after the federal budget is enacted. HCRC will use funds received for the FY15 contract to cover FY16 federally funded operating costs.

➤ **Unemployment Insurance Division (LBR171)**

CFDA 17.225 ETA Unemployment Insurance Administration

Following a prolonged recessionary period that created widespread joblessness and peak workloads, the State's economy is currently experiencing a dramatic recovery. According to the latest states' rankings, Hawaii has the fourth lowest unemployment rate in the United States: 3.2%. While near-full employment is welcome news, the effect is reduced federal administrative grants to manage the UI program. Consequently, the UI will encounter challenges to fund minimum staffing and essential operations expenditures. Based on positive job market conditions, Hawaii will lose an estimated \$1.2 million in 2016 in decreased base and above base funding, as well as 10 positions. Additional expenses will also be incurred in FY 2016 to support upcoming automation projects.

UI anticipates that the Special Unemployment Insurance Administration Fund (SUIA) to have a balance of approximately \$9.5 million at the end of FY16. The estimated total shortfall of federal funds will result in the use of approximately \$1.7 million in FY16 to maintain the

essential UI services to all eligible jobless clientele. SUIA (or “Penalties & Interest”) funds are used where insufficient U.S.DOL grants have been allocated to Hawaii’s UI program. This provides interim funding to maintain experienced staff during low unemployment periods to withstand the next recession. The countercyclical conditions affecting the UI program require constant preparation and readiness for changing economic circumstances and concomitant fluctuations in federal funding.

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 Adjustments

LBR 183: the department is seeking to obtain one program specialist to establish the capacity to administer the **Professional Employer Organization (PEO)** program according to its statutory responsibilities. There has never been a base budget for the PEO program (2010-current). Act 174 (SLH, 2013) provided a one-time appropriation (\$13,000 in each fiscal year of that biennium) for the DLIR to pay DCCA to do the initial registration. DCCA has discontinued performing any of the work associated with the PEO program as of July 1, 2015.

The PEO program is meant to regulate a growing industry, ensure appropriate pay and benefits for workers and protect small business clients.

DCD is unable to dedicate staffing resources to support the PEO program. The amount of time and effort required cannot be absorbed by the division’s limited staff without accruing overtime costs that the division cannot afford. Without staffing to administer the program, the division

will be unable to effectively carry out the intent of the PEO law. Moreover, it has been unable to provide timely certification of PEO eligibility to DoTAX for computation of a tax credit.

LBR902: seeks \$25,000 to address language access and website accessibility issues to comply with state and federal mandates to avoid a potential loss in federal funding. In April of 2014, the DLIR and the U.S.DOL Civil Rights Center entered into a Conciliation Agreement to improve the department's provision of services to Limited English Proficiency (LEP) persons.

In that Agreement, DLIR committed to implementing and monitoring various aspects of the provision of access to information for LEP persons, including the training of the entire department. The Agreement requires progress reports on actions taken, including evidence of sufficient resources to improve LEP services. Pertinent federal rules include Section 188 of the Workforce Investment Act, as amended, 29 U.S.C. § et seq. and Title VI of the Civil Rights Act of 1964 as amended.

The department is also under scrutiny and threatened with a potential loss of federal funding by the Civil Rights Center because it also oversees the DLIR's compliance with federal regulations pertaining to the provision of web materials for disabled individuals under Title II of the Americans with Disabilities Act ("ADA") and Section 508 of the Rehabilitation Act ("Section 508"). The DLIR would also be better able to comply with Comptroller's Memorandum 2010-28 and CIO's memorandum of June 29, 2015.

Funding for language access and website accessibility improvements will ensure the department is able to allocate sufficient resources to meet the mandates and provide the training required by the Conciliation Agreement with the Civil Rights Center. Procurement of the training will allow the estimated twenty-five individuals in the department responsible for website content to be trained to ensure compliance with pertinent Federal and State mandates.

LBR183: the department is also seeking to restore the capacity to enforce Workers' Compensation (WC), Temporary Disability Insurance (TDI) and Prepaid Health Care (PHC) laws. Since 2009, the Investigation Section has lost two enforcement specialist positions on Oahu, and four enforcement specialist positions on the Neighbor Islands. The total number of investigators statewide decreased from thirteen to seven or a 46% decline in investigation

staffing. The Investigative Unit now finds itself operating in a “reactive” mode as opposed to “preventative or proactive” because of the inability to maintain employer compliance. Operating without the proper staffing level will result in the continual increase of the delinquency rate.

The staffing shortage is further exacerbated by a new responsibility to validate approximately 2,000 applications monthly under Hawaii Compliance Express, which enables contractors to secure approval to bid for contract work or secure payment from State and County government entities.

With the expected increase in the number of active employers and covered employees, the two requested positions will be needed to identify and penalize recalcitrant employers. Compliance with WC, TDI and PHC laws will in turn reduce the number of complaints by employees, agency referrals against noncompliant employers and afford eligible employees their rightful benefits.

LBR183: DCD lacks adequate staffing to conduct the wide array of audits listed below to ensure compliance with the PHC and TDI laws. As the workload increased over the years, and the number of auditors decreased, the backlog of audits grew larger. There are no foreseeable reductions or eliminations of any audit function. The following are among the types of audits conducted by this unit:

- Financial Audits are the first step in determining its financial qualification when an employer seeking PHC and/or TDI self-insurance under chapter 392 and chapter 393, HRS.
- Complaint audits normally arise from an employee alleging employer violations of over-deductions of PHC and/or TDI premiums. Over-deductions affect the amount of net pay an employee receives and typically covers more than one pay period.
- Premium Supplementation Audits. Currently, there are 114 requests for Supplementation totaling \$1,172,780 (unaudited). In addition, the division is currently investigating a potential bill request of \$78,000 for medical expenses of an eligible employee of a non-complying employer. The turnaround time from receipt to completion at this time is approximately eighteen (18) to twenty-four (24) months. The intent of the Supplementation program is to cover the cost of medical care to workers whose employers have abandoned them and to provide financial relief to small

employers (less than eight eligible employees) in meeting their obligation to provide health care coverage. The trust fund will also run out of funds during the upcoming fiscal year.

- Asset Search Audits. Normally requested through the Investigation Unit or through the Attorney General's Office, Asset Search Audits are used to determine if a delinquent employer or an employer without health care, TDI, or a WC policy has the ability to pay for medical bills and benefits if determined to be liable. Medical bills, WC benefits, and TDI benefits that are not paid by the delinquent employer are paid through the trust funds, which are funded through penalties, appropriations from the Legislature, or assessment from carriers.
- Compliance Audits are random audits on the entire employer population and serve a twofold purpose: the first to provide random checks of employers in meeting compliance with the PHC law and TDI law, and the second to educate employers as well as give employers a chance to interact face to face with a representative of the department. Random Audits have been put on hold since 2009 due to lack of staffing.
- Industry-wide Compliance Audits are conducted to insure worker's compensation insurance carriers are paying timely benefits and are paying the correct amount of benefits.

LBR812: The 2013 Legislature provided an additional fourteen employees for DCD, thereby increasing the number of appeals referred to LIRAB. Currently, there are 95 Decisions and Orders pending. Cases requiring written Decisions and Orders accumulate weekly as trials are held by LIRAB every week. LIRAB is currently drafting Decisions and Orders for cases that were heard in the spring and summer of 2014.

With no full-time decision writers, injured workers and employers have to wait longer for a determination of what medical, disability, or other benefits are due. Workers often go without medical treatment and money for rent and basic necessities until a decision is issued. There is also the emotional toll on workers and families who have to live with the uncertainty of litigation.

One of LIRAB's performance measurements is the percentage of appeals resolved within 15 months of the receipt of the appeal. For FY14-15 LIRAB closed 473 cases. 72% of those cases closed within fifteen months, while the remaining 28% took more than 15 months to close. In FY14-15, LIRAB received 540 more appeals that are new.

Depending on the complexity of the issues on appeal and the quality and completeness of the administrative record, it requires anywhere from one week to several months to draft a decision. A typical record on appeal could contain more than one linear foot of documents. After a draft is completed, each Board member reviews and edits the drafts. A draft may undergo multiple revisions. This review process may take several weeks to months.

Reducing the waiting period for a Decision and Order is likely not possible without additional legal support staff devoted to full-time decision writing. In fact, without additional legal support staff, the wait time for a Decision and Order is expected to increase, despite the stepped-up efforts of the current legal staff. LIRAB expects more appeals due to the improved economy and the increased claims activity in DCD.

LBR153: Since 2008, HCRC has been subjected to severe reductions in force, freezes and abolishment of positions. As a result, HCRC has lost eight (8) of thirty (30) permanent positions, including three (3) of eleven (11) permanent investigator positions (27%). This loss of capacity makes it impossible to timely investigate high priority cases, diminishing the effectiveness of HCRC as a civil rights law enforcement agency. To date, none of these permanent positions has been restored.

In July 2007, before the recession and the resulting loss of capacity, the investigation case inventory was 246 cases. Of those, 2.6% were over 2 years old from date of filing. In September 2012, the investigation case inventory was 439 cases, a 78% increase over the July 2007 level. Of those, 17.1% were over 2 years old, from date of filing. In September 2014, as a result of concerted efforts to reduce investigation inventory, the investigation caseload was 375 cases, still 52% more than the July 2007 level. Of those, 21.6% were over 2 years old, from date of filing. In August 2015, the investigation caseload was 382 cases, still 55% more than the July 2007 level. Of those, 17% were over 2 years old, from date of filing. As cases age, they become more difficult to investigate, conciliate, and prosecute.

Effective enforcement of State civil rights anti-discrimination laws is diminished and ability to meet federal responsibilities is compromised, jeopardizing federal contracts and funding. HCRC's work-sharing and cooperative agreements with EEOC and HUD both require maintenance of State effort, expressly providing against unilateral reduction in state resources

dedicated to enforcement of fair employment and fair housing laws. Both EEOC and HUD have expressed concern over maintenance of effort, due to the substantial reduction in general funds for HCRC over time.

LBR183: DCD is unable to meet its mission of administering the Vocational Rehabilitation (VR) program when its sole VR Specialist position is vacant or when the specialist is on leave for more than one week. Section 386-25, HRS, requires Vocational Rehabilitation determinations to be signed by the Vocational Rehabilitation Unit. As there is only one specialist in that unit, only one person can sign determinations. Many of these determinations on plan approvals are time sensitive (20 days) and if no action is taken, the plans are approved by default.

In 2014, VR determinations were being signed by the division's Acting Administrator after the VR Specialist was promoted to another position. Determinations that were sent to LIRAB were remanded back to the DCD because the determinations were not signed by the VR unit.

The division processes on average 512 VR claims per year. With the increase in employment, (the State's labor force was a record 679,900 in November the number of VR participants is expected to increase based on the increasing number of injured workers requiring WC services.

We appreciate the opportunity to present our supplemental budget request for FY16-17 and we would be pleased to respond to any questions you may have.

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 Perform administrative review of workers' compensation appeals	Conduct hearings, render decisions, investigate complaints, audit payroll records, review health care plans.	LBR183	Chapters 386,392, 393
		Schedule pre-hearing conferences, conduct hearings and render decisions	LBR812	Chapter 371
2	Payment of unemployment benefits and collecting employer contributions Perform administrative review of unemployment appeals	Processing claims, determining eligibility, adjudicating discrepancies, conduct employer audits	LBR171	Chapter 383
		Conduct hearings and render decisions	LBR871	Chapter 383
3	Ensure safe and healthy workplace	Safety, health, environmental inspections, consultations, investigations	LBR 143	Chapter 396
		Boiler, elevator, amusement ride inspections	LBR 143	chapter 397
		Certification of hoisting machine operators	LBR143	Chapter 396
4	Administer Workforce Development programs	Job placements, provide training, post employer job openings on website	LBR111	Chapters 371, 372, 383, 394B
	Develop and coordinate the state workforce development strategic plan	Maintain compliance with the Workforce Investment Act and project future workforce needs	LBR135	Chapter 371
5	Administer wage standards and fair employment laws	Investigate complaints, conduct hearings, issue child labor permits	LBR152	Chapters 387, 388, 390, 104, 398, 378
6	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
7	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
8	Collect and analyze labor related statistics	Provide reports on employment and unemployment, industry trends and occupational demands, and characteristics of the workforce	LBR901	Chapter 371
9	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 371K
10	Develop and maintain the Hawaii Career Information Delivery system	Provide outreach and educational activities for students and adults for career development	LBR901	Chapter 373
11	Administer department's labor programs	Provide general administrative services through Director's, Fiscal, EDP and Personnel Offices	LBR902	Chapter 371

Department of Labor and Industrial Relations
Department-Wide Totals

Table 2

Fiscal Year 2016				
Act 119/15 Appropriation	Restriction	Emergency Appropriations	Total FY16	MOF
\$ 17,765,118.00	\$ (1,651,510.00)		\$ 16,113,608.00	A
\$ 394,128,068.00			\$ 394,128,068.00	B
\$ 44,512,444.00			\$ 44,512,444.00	N
\$ 8,887,349.00			\$ 8,887,349.00	P
\$ 2,753,875.00			\$ 2,753,875.00	U
\$ 70,000.00			\$ 70,000.00	W
\$ 468,116,854.00	\$ (1,651,510.00)	\$ -	\$ 466,465,344.00	Total
Fiscal Year 2017				
Act 119/15 Appropriation	Reductions	Additions	Total FY17	MOF
\$ 15,595,572.00	\$ -	\$ 382,019.00	\$ 15,977,591.00	A
\$ 394,155,402.00	\$ (381,846,406.00)		\$ 12,308,996.00	B
\$ 45,372,804.00	\$ -	\$ 3,905,302.00	\$ 49,278,106.00	N
\$ 8,923,180.00	\$ (1,322,197.00)	\$ -	\$ 7,600,983.00	P
\$ -	\$ -	\$ 381,851,406.00	\$ 381,851,406.00	T
\$ 2,773,320.00	\$ -	\$ -	\$ 2,773,320.00	U
\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	W
\$ 466,890,278.00	\$ (383,168,603.00)	\$ 386,138,727.00	\$ 469,860,402.00	Total

Department of Labor and Industrial Relations
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 119/15 (FY16)			Governor's Submittal (FY17)		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
LBR 111	Workforce Development Program	A	1.20	-	\$ 752,963	1.20	-	\$ 752,963
LBR 111	Workforce Development Program	B	-	1.00	\$ 5,940,010	-	11.00	\$ 5,940,010
LBR 111	Workforce Development Program	N	112.80	114.50	\$ 14,877,568	62.80	12.00	\$ 11,125,639
LBR 111	Workforce Development Program	P	-	-	\$ 1,640,000	8.00	-	\$ 980,000
LBR 111	Workforce Development Program	U	-	20.00	\$ 1,573,320	-	20.00	\$ 1,573,320
LBR 135	Workforce Development Council	A	0.10	-	\$ 12,560	0.10	-	\$ 12,560
LBR 135	Workforce Development Council	N	0.90	2.00	\$ 1,055,639	5.90	-	\$ 8,270,354
LBR 135	Workforce Development Council	P	-	-	\$ 600,000	-	-	\$ -
LBR 143	HI Occupational Safety & Health Program	A	17.10	-	\$ 1,051,969	17.10	-	\$ 1,051,969
LBR 143	HI Occupational Safety & Health Program	B	22.00	-	\$ 2,972,676	22.00	-	\$ 2,972,676
LBR 143	HI Occupational Safety & Health Program	P	19.90	-	\$ 2,089,716	19.90	-	\$ 2,089,716
LBR 143	HI Occupational Safety & Health Program	W	-	0.50	\$ 70,000	-	0.50	\$ 70,000
LBR 152	Wage Standards Program	A	17.00	-	\$ 1,124,723	17.00	-	\$ 1,124,723
LBR 153	Hi Civil Rights Commission	A	21.50	-	\$ 1,581,501	21.50	-	\$ 1,556,501
LBR 153	Hi Civil Rights Commission	P	0.50	5.00	\$ 250,000	0.50	5.00	\$ 250,000
LBR 161	Hi Labor Relations Board	A	1.00	6.00	\$ 759,739	1.00	6.00	\$ 759,739
LBR 171	Unemployment Insurance	B	-	11.00	\$ 361,191,310	-	11.00	\$ 3,191,310
LBR 171	unemployment Insurance	N	251.50	-	\$ 23,446,737	251.50	-	\$ 23,446,737
LBR 183	Disability Compensation Program	A	86.00	-	\$ 5,115,340	91.00	-	\$ 5,245,471
LBR 183	Disability Compensation Program	B	9.00	5.00	\$ 23,851,406	-	-	\$ -
LBR 812	Labor & Industrial Relations Appeals Board	A	9.00	-	\$ 782,657	10.00	-	\$ 932,470
LBR 871	Employment Security Appeals Referees Office	N	12.00	-	\$ 1,134,800	12.00	-	\$ 1,134,800
LBR 901	Data Gathering, Research and Analysis	A	4.38	2.00	\$ 464,478	4.38	2.00	\$ 464,478
LBR 901	Data Gathering, Research and Analysis	N	0.55	5.00	\$ 468,969	3.67	1.00	\$ 468,969
LBR 901	Data Gathering, Research and Analysis	P	26.07	-	\$ 910,533	13.00	-	\$ 910,533
LBR 902	General Administration	A	21.83	1.12	\$ 1,928,942	21.83	1.12	\$ 2,122,942
LBR 902	General Administration	B	-	-	\$ 200,000	-	-	\$ 200,000
LBR 902	General Administration	P	37.17	3.88	\$ 3,232,431	31.17	2.88	\$ 3,232,931
LBR 903	Office of Community Services	A	2.00	2.00	\$ 1,903,387	3.00	5.00	\$ 1,903,387
LBR 903	Office of Community Services	N	2.00	7.00	\$ 4,389,091	1.00	4.00	\$ 4,831,607
LBR 903	Office of Community Services	P	-	-	\$ 200,000	-	-	\$ 137,803

Department of Labor and Industrial Relations
Program ID Totals

Table 3

<u>Prog ID</u>	<u>Program Title</u>	<u>MOF</u>	<u>As budgeted by Act 119/15 (FY16)</u>			<u>Governor's Submittal (FY17)</u>		
			<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
LBR 903	Office of Community Services	U	-	-	\$ 1,200,000	-	-	\$ 1,200,000
LBR 903	Office of Community Services	A	2.00	2.00	\$ 128,553	-	-	\$ -
LBR 903	Office of Community Services	B				-	-	\$ 5,000
LBR 171	Unemployment Insurance	T				-	-	\$ 358,000,000
LBR 183	Disability Compensation Program	T				9.00	5.00	\$ 23,851,406

Department of Labor and Industrial Relations
Budget Decisions

Table 4

Prog ID	Description of Request	MOF	Initial Department Request FY17			Budget & Finance Recommendation FY17			Governor's Decision FY17		
			FTE (P)	FTE (T)	\$ Amount	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
LBR 901/GA	Consolidate Org Codes within the Research and Statistics Program	A		2.00	166,769	-	2.00	166,769		2.00	166,769
LBR 901/GB	Consolidate Org Codes within the Research and Statistics Program	A		(2.00)	(166,769)	-	(2.00)	(166,769)		(2.00)	(166,769)
LBR 903/NA	To establish appropriation ceiling in FY17 for the Human trafficking victim Services Special Fund established pursuant to Act 119, SLH 2014, to supplement programs and purchase of services for victims of human trafficking crimes.	B			5,000			5,000			5,000
LBR 183/DA	Position to Administer the Professional Employer Organization (PEO) registration and certification requirements established pursuant to Chapter 373L, HRS.	A	1.00		28,584		-		1.00		28,584
LBR 902/AA	Funds for Training to Ensure Department Meets Federal Language and Website Accessibility Requirements	A	-	-	25,000	-	-	25,000	-	-	25,000
LBR 183/DA	Positions for the Disability Compensation Division to Enforce Compliance with the Prepaid Health Care Act, Workers' Compensation Law, and the Temporary Disability Insurance Law.	A	5,000.00		126,930	2.00	-	50,772	2.00	-	50,772
LBR 183/DA	Positions for the Disability Compensation Division to Audit Employers' Records for the Prepaid Health Care Act, Workers' Compensation Law, and the Temporary Disability Insurance Law.	A	3.00		64,344	1.00	-	25,389	1.00	-	25,389
LBR 812/HA	Positions for the Labor and Industrial Relations Appeals Board to Address Appeals Backlog .	A	3.00		79,670	1.00	-	32,500	1.00	-	32,500
LBR 153/RA	Positons for the Hawaii Civil Rights Commission for Enforcement of Discrimination Laws	A	3.00		76,164	1.00	-	25,388	1.00	-	25,388
LBR 183/DA	Position to Conduct Workers Compensation Hearings in Kona	A	1.00		25,386	-	-	-	-	-	-
LBR 183/DA	Positions for the Disability Compensation Division for Clerical Support on the Neighbor Islands	A	4.00		56,472	-	-	-	-	-	-
LBR 183/DA	Positions for the Disability Compensation Program to review prepaid health care plans pursuant to the Prepaid Health Care Act and temporary disability insurance (TDI) plans pursuant to the TDI law.	A	1.00		25,386	-	-	-	-	-	-
LBR 183/DA	Position for the Disability Compensation Division to Make Determinations on Vocational Rehabilitation Plans	A	1.00		25,386	1.00	-	25,386	1.00	-	25,386
LBR 183/DA	Re-establish the Kauai District Office Field Manager Position	A	1.00		42,308	-	-	-	-	-	-

Department of Labor and Industrial Relations
Budget Decisions

Table 4

Prog ID	Description of Request	MOF	Initial Department Request FY17			Budget & Finance Recommendation FY17			Governor's Decision FY17		
			FTE (P)	FTE (T)	\$ Amount	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
LBR 171/LA	To Correctly Classify the Unemployment Compensation Trust Fund as a Trust Fund Pursuant to Act 100, SLH 2013	B			(358,000,000)	-	-	(358,000,000)	-	-	(358,000,000)
LBR 171/LA	To Correctly Classify the Unemployment Compensation Trust Fund as a Trust Fund Pursuant to Act 100, SLH 2013	T			358,000,000	-	-	35,800,000	-	-	358,000,000
LBR 183/DA	To Correctly Classify the Special Compensation Trust Fund Pursuant to Act 100, SLH 2013	B	(9.00)	(5.00)	(23,851,406)	(9.00)	(5.00)	(23,851,406)	(9.00)	(5.00)	(23,851,406)
LBR 183/DA	To Correctly Classify the Special Compensation Trust Fund Pursuant to Act 100, SLH 2013	T	9.00	5.00	23,851,406	9.00	5.00	23,851,406	9.00	5.00	23,851,406
LBR 111/PB	Transfer State Administrative Responsibility for the Federal Workforce Innovation Opportunity Act (WIOA) to the Workforce Development Council	N	(3.00)	-	(7,214,715)	(3.00)	-	(7,214,715)	(3.00)	-	(7,214,715)
LBR 111/PB	Transfer State Administrative Responsibility for the Federal Workforce Innovation Opportunity Act (WIOA) to the Workforce Development Council	P	-	-	600,000	-	-	600,000	-	-	600,000
LBR 135/IA	Transfer State Administrative Responsibility for the Federal Workforce Innovation Opportunity Act (WIOA) to the Workforce Development Council	N	5.00	(2.00)	7,214,715	5.00	(2.00)	7,214,715	5.00	(2.00)	7,214,715
LBR 135/IA	Transfer State Administrative Responsibility for the Federal Workforce Innovation Opportunity Act (WIOA) to the Workforce Development Council	P	-	-	(600,000)	-	-	(600,000)	-	-	(600,000)
LBR 903/NA	Adjustment of Federal Fund Ceiling for the Office of Community Services	N	-	-	442,516	-	-	442,516	-	-	442,516
LBR 903/NA	Adjustment of Federal Fund Ceiling for the Office of Community Services	P	-	-	(62,197)	-	-	(62,197)	-	-	(62,197)
LBR 111/PA	Administrative Adjustment to Correct a Negative Adjustment in Workforce Development	B		46.00			10.00			10.00	
LBR 111/PA	Administrative Adjustment to Correct a Negative Adjustment in Workforce Development	N	(47.00)	(102.50)	3,462,786	(47.00)	(102.50)	3,462,786	(47.00)	(102.50)	3,462,786
LBR 111/PA	Administrative Adjustment to Correct a Negative Adjustment in Workforce Development	P	8.00	-	(1,260,000)	8.00	-	(1,260,000)	8.00	-	(1,260,000)
LBR 143/EA	Administrative Adjustment to Correct a Negative Adjustment in Hawaii Occupational Safety and Health Program	P	-	-	-	-	-	-	-	-	-
LBR 153/RA	Administrative Adjustment to Correct a Negative Adjustment in the Hawaii Civil Rights Commission	P	-	-	-	-	-	-	-	-	-
LBR 901/GA	Administrative Adjustment to Correct a Negative Adjustment in Research and Statistics	N	3.12	(4.00)	-	3.12	(4.00)	-	3.12	(4.00)	-
LBR 901/GA	Administrative Adjustment to Correct a Negative Adjustment in Research and Statistics	P	(13.07)	-	-	(13.07)	-	-	(13.07)	-	-
LBR 902/AA	Administrative Adjustment to Correct a Negative Adjustment in General Administration	P	-	(1.00)	-	-	(1.00)	-	-	(1.00)	-

Department of Labor and Industrial Relations
Budget Decisions

Table 4

Prog ID	Description of Request	MOF	Initial Department Request FY17			Budget & Finance Recommendation FY17			Governor's Decision FY17		
			FTE (P)	FTE (T)	\$ Amount	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
LBR 903/NA	Administrative Adjustment to Correct a Negative Adjustment in Office of Community Services	A	1.00	3.00	-	1.00	3.00	-	1.00	3.00	-
LBR 903/NA	Administrative Adjustment to Correct a Negative Adjustment in Office of Community Services	N	(1.00)	(3.00)	-	(1.00)	(3.00)	-	(1.00)	(3.00)	-
LBR902AA	Office 365 License Cost	A				-	-	169,000	-	-	169,000

Department of Labor and Industrial Relations
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY16			FY17			FY15 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
LBR 171	LA	Reclassify Unemployment Compensation Trust Fund as a Trust Fund	None	B				\$ -	\$ -	\$ 358,000,000	N
LBR 183	DA	Reclassify Special Compensation Trust Fund as a Trust Fund	None	B				\$ 9.00	\$ 5.00	\$ 23,851,406	N

Department of Labor and Industrial Relations
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY16			FY17		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
LBR 183	DA	OR	1	3	Program Specialist	Administer the Professional Employer Organizations (PEO)	A				1.00		\$ 28,584
LBR 183	DA	OR	2	5	Enforcement Specialist	Enforcement of Workers' Compensation, Temporary Disability Insurance and Prepaid Health Care laws.	A				2.00		\$ 50,772
LBR 183	DA	OR	3	6	Auditor	Audit employers records to ensure compliance with Workers' Compensation, Temporary Disability Insurance, and Prepaid Health Care Laws.	A				1.00		\$ 25,389
LBR 812	HA	OR	1	7	Staff Attorney	Reduce appeals backlog	A				1.00		\$ 32,500
LBR 153	RA	OR	1	8	Investigation	Enforcement of discrimination laws	A				1.00		\$ 25,388
LBR 183	DA	OR	4	12	Vocational Rehabilitation Specialist	Review vocational Rehabilitation Plans.	A				1.00		\$ 25,386
LBR 902	AA	OR	1	4	Training, translating and interpretive services	Ensure department meets Federal language and Website accessibility Requirements.	A				-		\$ 25,000
LBR 903	NA	Y2	1	2	Supplement programs for victims of human trafficking crime	Appropriation for the Human Trafficking Services Fund.	B				-		\$ 5,000
LBR 171	LA	OR	1	14	Unemployment Compensation Trust Fund	Reclassify as Trust Fund pursuant to Act 100/2013.	T				-		\$ 358,000,000
LBR 183	DA	OR	5	15	Special Compensation Trust Fund	Reclassify as Trust Fund pursuant to Act 100/2013.	T				9.00	5.00	\$ 23,851,406

Department of Labor and Industrial Relations
 FY16 Restrictions

Table 7

<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
LBR 111	PB	A	752,551	\$ 70,959	\$ 681,592	90.57%	Reduce grant-in-aid
LBR 135	IA	A	12,322	\$ 1,162	\$ 11,160	90.57%	Delay in hiring
LBR 143	EA	A	1,010,389	\$ 95,271	\$ 915,118	90.57%	Delay in hiring
LBR 152	CA	A	10,971,003	\$ 103,447	\$ 993,656	9.06%	Delay in hiring
LBR 153	RA	A	1,543,929	\$ 145,579	\$ 1,398,350	90.57%	Delay in hiring
LBR 161	KA	A	741,559	\$ 69,922	\$ 671,637	90.57%	Delay in hiring
LBR 183	DA	A	5,876,215	\$ 554,074	\$ 5,322,141	90.57%	Delay in hiring
LBR 812	HA	A	878,883	\$ 82,871	\$ 796,012	90.57%	Delay in hiring
LBR 901	GA	A	290,057	\$ 27,350	\$ 262,707	90.57%	Delay in hiring
LBR 902	AA	A	1,885,082	\$ 154,164	\$ 1,730,918	91.82%	Delay in hiring
LBR 903	NA	A	3,513,791	\$ 331,319	\$ 3,182,472	90.57%	Reduce purchase of services and grant-in-aid
LBR 901	GB	A	163,237	\$ 15,392	\$ 147,845	90.57%	Delay in hiring

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>
LBR902	To reimburse LBR for costs associated with the transfer of some of the Hawaii Health Connector functions to LBR.	The demise of the Hawaii Health Connector resulted in the transfer of some of the functions of the Connector to LBR. LBR is tasked with taking over the CMS grant management; CMS is expected to effectuate the change of grantee in 2016. BUF released the ten per cent general fund restriction on the department to enable the department to carry out the transferred functions in fiscal year 2015-2016. The EA allocates funds to LBR to restore fiscal year 2015-2016 funds that were needed in the short term for the ACA transition. The EA reimbursement will enable the department to perform its REGULAR STATUTORY responsibilities and functions during fiscal year 2015-2016.	A	NA	NA	1,651,510

Department of Labor and Industrial Relations
Expenditures Exceeding Appropriation Ceilings in FY15 and FY16

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>
LBR903	N	anticipated	S-14-234-L	\$ 5,000	25.0%	Additional grant received after the legislation session is done.	E-1 Approved	N	N
LBR903	N	anticipated	S-14-236-L	\$ 22,033	40.5%	Additional grant received after the legislation session is done.	E-1 Approved	N	N
LBR903	N	anticipated	S-14-293-L	\$ 961,000	27.3%	To accommodate FY14 Accounting changes, see attached	E-1 Approved	N	N
LBR904	N	anticipated	S-15-234-L	\$ 5,000	25.0%	Additional grant received after the legislation session is done.	E-1 Approved	N	N
LBR903	N	anticipated	S-15-237-L	\$ 93,143	63.8%	Additional grant received after the legislation session is done.	E-1 Approved	N	N
LBR904	N	anticipated	S-15-293-L	\$ 34,645	1.0%	Additional grant received after the legislation session is done.	E-1 Approved	N	N

Department of Labor and Industrial Relations
 Intradepartmental Transfers in FY15 and FY16

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>
12/22/15	A	-	-	70.959	LBR 111	9.4%	LBR 903	2.0%	Affordable Care Act (ACA) related expenses	N
12/22/15	A	-	-	1.162	LBR 135	9.4%	LBR 903	-	Affordable Care Act (ACA) related expenses	N
12/22/15	A	-	-	95.271	LBR 143	9.4%	LBR 903	2.7%	Affordable Care Act (ACA) related expenses	N
12/22/15	A	-	-	103.447	LBR 152	9.4%	LBR 903	2.9%	Affordable Care Act (ACA) related expenses	N
12/22/15	A	-	-	145.579	LBR 153	9.4%	LBR 903	4.1%	Affordable Care Act (ACA) related expenses	N
12/22/15	A	-	-	69.922	LBR 161	9.4%	LBR 903	2.0%	Affordable Care Act (ACA) related expenses	N
12/22/15	A	-	-	554.074	LBR 183	9.4%	LBR 903	15.8%	Affordable Care Act (ACA) related expenses	N
12/22/15	A	-	-	42.742	LBR 901	9.4%	LBR 903	1.2%	Affordable Care Act (ACA) related expenses	N
12/22/15	A	-	-	154.164	LBR 902	9.4%	LBR 903	4.4%	Affordable Care Act (ACA) related expenses	N
12/22/15	A	-	-	82.871	LBR 812	9.4%	LBR 903	2.4%	Affordable Care Act (ACA) related expenses	N

Department of Labor and Industrial Relations
Active Federal Awards as of December 1, 2015

Table 11

Dept.	Pgm ID	FAMS ID	Award Program/Project Title	Award Date	Award Amount	Performance Period (Start Date)	Performance Period (End Date)	Liquidation Date	Appropriation Account Symbol(s)	Revenues	Expenditures	Claims (PO) Balance	Contracts Balance	Comments
LBR	LBR111	708	Employment Service / Wagner Peyser	07/10/2014	\$ 2,327,227.00	07/01/2014	09/30/2017	12/31/2017	S-15-201-L	\$ 1,180,068.72	\$ 275,594.24			Could not send JV for payroll due to shortage of Allotment
LBR	LBR111	740	Work Opportunities Tax Credit Program	11/24/2014	\$ 66,000.00	07/01/2014	09/30/2017	12/31/2017	S-15-208-L	\$ 8,879.44	\$ 8,879.44			
LBR	LBR111	520	Foreign Labor Certification/ES Natl Act - Alien Labor Certification	04/01/2014	\$ 71,564.00	10/01/2014	09/30/2016	12/31/2016	S-16-209-L	\$ -	\$ -			not used yet
LBR	LBR111	978	Foreign Labor Certification FY13	07/01/2012	\$ 71,564.00	07/01/2012	09/30/2015	09/30/2015	S-15-209-L	\$ 17,855.28	\$ 17,855.28			
LBR	LBR111	737	TRADE (TAA) TRAINING-PRORAM	05/10/2013	\$ 300,000.00	04/01/2013	09/30/2015	12/31/2015	S-15-216-L	\$ 36,350.33	\$ 36,350.33			Short of Allotment
LBR	LBR111	725	DISABLED VETERAN'S OUTREACH PROGRAM	02/04/2015	\$ 359,000.00	10/01/2014	03/31/2016	06/30/2016	S-15-217-L	\$ -	\$ -			No Allotment set up. Revenue & Expense go to S-15-201
LBR	LBR111	970	Disable Veteran's Outreach Program and Local Veteran's Employment Representation	08/28/2015	\$ 414,000.00	10/01/2015	03/31/2017	03/31/2017	S-16-217-L	\$ -	\$ -			
LBR	LBR111	726	Local Veterans' Employment Representative	02/04/2015	\$ 350,000.00	10/01/2014	03/31/2016	06/30/2016	S-15-218-L					No Allotment set up. Revenue & Expense go to S-15-201
LBR	LBR111	755	Wagner-Peyser	07/01/2015	\$ 2,339,563.00	07/01/2015	08/30/2015	10/31/2015	S-16-201-L	\$ 311,979.00	\$ 236,016.37			
LBR	LBR111	912	Alien Labor Certification	08/17/2015	\$ 71,564.00	07/01/2015	09/30/2017	12/30/2017	S-16-209-L	\$ -	\$ -			not used yet
LBR	LBR111	765	Trade (TAA) Training Program	09/19/2014	\$ 247,266.00	10/01/2013	09/30/2016	12/31/2016	S-16-216-L	\$ -	\$ -			not used yet
LBR	LBR111	981	Local Veterans' Employment Representative	08/28/2015	\$ 392,000.00	10/01/2015	03/31/2017	06/30/2017	S-16-218-L	\$ -	\$ -			not used yet
LBR	LBR111	987	American Apprenticeship Initiative	10/01/2015	\$ 2,999,554.00	10/01/2015	09/30/2020	12/31/2020	E2	\$ -	\$ -			not used yet
LBR	LBR111	820	SCSEP	7/1/2015	\$ 1,846,110.00	7/1/2015	6/30/2016	9/30/2016	S-16-222-L	\$ 599,000.00	\$ 509,091.00			
LBR	LBR111	773	WIA Yth/Adult/Dislocated Wrkr	4/1/2015	\$ 5,912,974.00	7/1/2015	6/30/2018	9/30/2018	S-16-231-L	\$ 563,324.00	\$ 423,266.00		\$ 226,000.00	
LBR	LBR111	719	WIA Yth/Adult/Dislocated Wrkr	5/20/2013	\$ 7,115,307.71	4/1/2013	6/30/2016	9/30/2016	S-14-231-L	\$ 6,763,831.00	\$ 6,763,000.00			
LBR	LBR111	459	WIA Yth/Adult/Dislocated Wrkr	5/1/2014	\$ 6,038,177.00	4/1/2014	6/30/2017	9/30/2017	S-15-231-L	\$ 4,251,119.00	\$ 3,895,410.00			
LBR	LBR111	196	Dislocated Worker Training	6/26/2013	\$ 1,769,095.00	6/26/2013	6/30/2016	9/30/2016	S-14-500-L	\$ 1,116,900.00	\$ 1,073,927.00		\$ 224,427.00	
LBR	LBR111	187	Job-Driven Natl Emergency Grant	6/26/2014	\$ 897,420.00	7/1/2014	9/30/2016	12/30/2016	S-15-502-L	\$ 78,500.00	\$ 77,290.00			
			Sub Total		\$ 33,588,385.71					\$ 14,927,806.77	\$ 13,316,679.66		\$ 450,427.00	
LBR	LBR135	517	WDQJ	06/20/2012	\$ 999,200.00	07/01/2012	12/31/2015	03/31/2016	S-14-210-L	\$ 150,981.43	\$ 88,894.84			
LBR	LBR135	990	Disability Employment Initiative	10/01/2015	\$ 2,500,000.00	10/01/2015	03/31/2019	03/31/2019	S-16-210-L	\$ -	\$ -			not used yet
			Sub Total		\$ 3,499,200.00					\$ 150,981.43	\$ 88,894.84		\$ -	
LBR	LBR143	535	OSHA/Occupational Safety and Health State Program (23G)	09/26/2014	\$ 1,464,000.00	10/01/2014	09/30/2015	12/30/2015	S-15-215-L	\$ 720,811.43	\$ 653,073.46			Need to recon revenue.
LBR	LBR143	540	OSHA / CONSULTATION AGREEMENTS (21D)	09/24/2014	\$ 465,700.00	10/01/2014	09/30/2015	12/30/2015	S-15-223-L	\$ -	\$ -			No Allotment set up. Revenue & Expense go to S-15-215
LBR	LBR143	952	OSHA / Consultation Agreements (21D)	09/23/2015	\$ 465,700.00	10/01/2015	09/30/2016	12/31/2016	S-16-223-L	\$ -	\$ -			not used yet
LBR	LBR143	953	Hawaii Occupational Safety & Health (23G)	10/01/2015	\$ 1,464,000.00	10/01/2015	09/30/2016	12/31/2016	S-16-215-L	\$ -	\$ -			
			Sub Total		\$ 3,859,400.00					\$ 720,811.43	\$ 653,073.46		\$ -	
LBR	LBR153	647	Hawaii Civil Rights Commission - EEOC	08/15/2011	\$ 138,300.00	10/01/2012	09/30/2015	12/31/2015	S-14-225-L	\$ -	\$ -			No Allotment set up. Revenue & Expense go to S-14-253
LBR	LBR153	589	CRC HUD	09/25/2013	\$ 119,322.00	07/01/2012	09/30/2014	09/30/2015	S-14-224-L	\$ -	\$ -			No Allotment set up. Revenue & Expense go to S-14-253
LBR	LBR153	662	CRC HUD	09/15/2014	\$ 75,130.00	09/16/2014	09/16/2017	12/31/2017	S-15-224-L	\$ 169,700.60	\$ 41,728.04			
LBR	LBR153	663	Hawaii Civil Commission - EEOC	05/28/2014	\$ 142,000.00	05/16/2014	05/16/2017	05/16/2017	S-15-225-L	\$ 77,400.69	\$ 64,227.37			
			Sub Total		\$ 474,752.00					\$ 247,101.29	\$ 105,955.41	\$ -	\$ -	
LBR	LBR171	461	UI Integrity SBR	09/21/2014	\$ 598,390.00	09/01/2014	08/31/2015	08/31/2015	E2	\$ -	\$ -			not used yet
LBR	LBR171	462	Worker Misclassification	09/21/2014	\$ 500,000.00	10/01/2014	09/30/2017	12/31/2017	S-15-503-L	\$ -	\$ -			not used yet
LBR	LBR171	497	Unemployment Insurance/Emergency Unemployment Compensation	10/02/2012	\$ 17,665,373.00	10/01/2014	09/30/2015	12/31/2015	S-15-211-L	\$ 4,693,152.73	\$ 3,695,107.72			
LBR	LBR171	968	Unemployment Insurance / Unemployment Insurance State Administration	10/21/2015	\$ 2,876,000.00	10/01/2015	12/31/2018	12/31/2018	S-16-211-L	\$ -	\$ -			not used yet

Department of Labor and Industrial Relations
Active Federal Awards as of December 1, 2015

Table 11

Dept.	Pgm ID	FAMS ID	Award Program/Project Title	Award Date	Award Amount	Performance Period (Start Date)	Performance Period (End Date)	Liquidation Date	Appropriation Account Symbol(s)	Revenues	Expenditures	Claims (PO) Balance	Contracts Balance	Comments
LBR	LBR171	986	UI Program Integrity and Performance Improvements, Consortium, and Worker Misclassification	07/01/2015	\$ 500,000.00	07/01/2015	09/30/2017	12/31/2017	S-16-211-L	\$ -	\$ -			not used yet
LBR	LBR171	989	Reemployment Services and Eligibility Assessment (RESEA)	04/01/2015	\$ 356,120.00	04/01/2015	09/30/2016	09/30/2016	S-16-227-L	\$ -	\$ -			not used yet
			Sub Total		\$ 22,495,883.00					\$ 4,693,152.73	\$ 3,695,107.72	\$ -	\$ -	
LBR	LBR901	534	Labor Force Statistics/Bureau of Labor Statistics	10/16/2015	\$ 603,398.00	10/01/2014	09/30/2015	12/31/2015	S-15-291-L	\$ 389,114.08	\$ 202,535.29			Short of Allotment
LBR	LBR901	507	Employment Services/Wagner-Peyser Funded Activities/Employment Service State Allotments	08/05/2013	\$ 324,046.00	10/01/2014	09/30/2017	12/31/2017	S-15-233-L	\$ 80,657.98	\$ 80,607.98			
LBR	LBR901	533	Cooperative Agreement/Compensation and Working Conditions	10/01/2014	\$ 83,700.00	10/01/2014	09/30/2015	12/30/2015	S-15-232-L	\$ -	\$ -			No Allotment set up. Revenue & Expense go to S-15-291
LBR	LBR901	949	Data Gathering, Research & Analysis	10/16/2015	\$ 86,400.00	10/01/2015	09/30/2016	12/31/2016	S-16-232-L	\$ -	\$ -			
LBR	LBR901	913	One-Stop Workforce Info Grants	08/24/2015	\$ 325,099.00	07/01/2015	09/30/2018	12/31/2018	S-16-233-L	\$ -	\$ -			
LBR	LBR901	948	Labor Force Statistics / Bureau of Labor Statistics	10/01/2015	\$ 608,513.00	10/01/2015	09/30/2016	12/31/2016	S-16-291-L	\$ 86,070.00	\$ -			
			Sub Total		\$ 2,031,156.00					\$ 555,842.06	\$ 283,143.27	\$ -	\$ -	
LBR	LBR903		Community Services Block Grant	11/1/2012	\$ 3,340,193.00	10/1/2012	9/30/2014	12/31/2014	S-14-293-L	\$ 1,613,608.46	\$ 1,371,749.21			
LBR	LBR903	195	Community Services Block Grant	10/30/2013	\$ 3,517,270.00	10/1/2013	9/30/2015	12/31/2015	S-14-293-L	\$ 2,556,263.82	\$ 2,416,232.73			
LBR	LBR903	195	Community Services Block Grant	10/30/2013	\$ 3,517,270.00	10/1/2013	9/30/2015	12/31/2015	S-15-293-L	\$ 961,006.00	\$ 961,006.00			
LBR	LBR903	482	Community Services Block Grant	10/15/2014	\$ 3,551,915.00	10/1/2014	9/30/2016	12/31/2016	S-15-293-L	\$ 2,914,013.26	\$ 2,516,835.00			
LBR	LBR903	932	Community Services Block Grant FY16	10/13/2015	\$ 886,107.00	10/1/2015	9/30/2016	12/31/2016	S-16-293-L	\$ -	\$ -			
LBR	LBR903		Refugee Cash and Medical Assistance Program			10/1/2011	9/30/2012	9/30/2014	S-14-234-L	\$ 16,034.00	\$ 16,034.00		\$ -	reimbursement for expenditures incurred FY12
LBR	LBR903		Refugee Cash and Medical Assistance Program			10/1/2012	9/30/2013		S-14-234-L	\$ -	\$ 14,988.88		\$ -	Revenue deposited in FY13
LBR	LBR903	197	Refugee Cash and Medical Assistance Program	10/21/2013	\$ 20,000.00	10/1/2013	9/30/2014	9/30/2015	S-14-234-L	\$ 11,263.99	\$ 9,898.51		\$ -	
LBR	LBR903	480	Refugee Cash and Medical Assistance Program	10/15/2014	\$ 25,000.00	10/1/2014	9/30/2015	09/30/2016	S-15-234-L	\$ 33,111.51	\$ 15,471.51		\$ -	
LBR	LBR903	940	Refugee Cash and Medical Assistance Program FY 2016	10/21/2015	\$ 6,250.00	10/1/2015	9/30/2017	12/30/2017	S-16-234-L	\$ -	\$ -		\$ -	
LBR	LBR903	198	Refugee Social Services Program	2/5/2014	\$ 75,000.00	10/1/2013	9/30/2014	09/30/2015	S-14-235-L	\$ 24,810.00	\$ 24,355.48		\$ -	
LBR	LBR903	198	Refugee Social Services Program	2/5/2014	\$ 75,000.00	10/1/2013	9/30/2014	09/30/2015	S-14-235-L	\$ 39,387.35	\$ 38,358.53		\$ -	
LBR	LBR903	481	Refugee Social Services Program FY 2015	10/15/2014	\$ 75,000.00	10/1/2014	9/30/2016	09/30/2017	S-15-235-L	\$ 67,726.27	\$ 64,131.55		\$ -	
LBR	LBR903	969	Refugee Social Services program	10/30/2015	\$ 37,031.00	10/1/2015	9/30/2016	09/30/2017	S-16-235-L	\$ -	\$ -		\$ -	
LBR	LBR903	209	Weatherization Assistance Program-Hawaii			10/1/2012	9/30/2015	12/31/2014	S-14-236-L	\$ 103,638.41	\$ 115,162.79		\$ -	
LBR	LBR903	209	Weatherization Assistance Program-Hawaii	6/21/2013	\$ 237,624.00	10/1/2013	9/30/2016	12/31/2015	S-14-236-L	\$ 53,976.56	\$ 27,537.40		\$ -	
LBR	LBR903	209	Weatherization Assistance Program-Hawaii	6/21/2013	\$ 237,624.00	10/1/2013	9/30/2016	12/31/2016	S-15-236-L	\$ 146,085.85	\$ 79,093.90		\$ -	
LBR	LBR903	210	Senior Farmers Market Nutrition Program	4/21/2014	\$ 462,794.18	10/1/2013	9/30/2014	12/31/2014	S-14-238-L	\$ 143,047.30	\$ 161,465.18		\$ -	
LBR	LBR903	731	Senior Farmers Market Nutrition Program	3/19/2015	\$ 497,231.00	10/1/2014	9/30/2015	12/31/2015	S-15-238-L	\$ 376,932.67	\$ 371,164.60		\$ -	
LBR	LBR903		Emergency Food Assistance Program (Administrative Costs)	10/28/2012		10/1/2012	9/30/2013	12/31/2013	S-14-237-L	\$ 121,222.02	\$ 119,829.23		\$ -	
LBR	LBR903	212	Emergency Food Assistance Program (Administrative Costs)	10/28/2013	\$ 146,103.00	10/1/2013	9/30/2014	12/31/2014	S-14-237-L	\$ 31,967.50	\$ 46,974.24		\$ -	
LBR	LBR903	730	Commodity Assistance Program - TEFAP	10/3/2014	\$ 239,243.00	10/1/2014	9/30/2015	12/31/2015	S-15-237-L	\$ 57,383.70	\$ 46,738.06		\$ -	
LBR	LBR903	973	Commodity Assistance Program (2 Year)	10/13/2015	\$ 30,234.00	10/1/2015	9/30/2018	12/30/2018	S-16-237-L	\$ -	\$ -		\$ -	
LBR	LBR903	200	Services for Trafficking Victims	9/25/2012	\$ 400,000.00	10/1/2012	12/31/2015	12/31/2015	S-14-239-L	\$ 94,769.14	\$ 98,333.46		\$ -	
LBR	LBR903	971	Services for Trafficking Victims	9/24/2015	\$ 584,000.00	10/1/2015	9/30/2017	09/30/2018	pending	\$ -	\$ -		\$ -	awaiting E1 approval
LBR	LBR903	653	Commodity Supplemental Food Program	12/22/2014	\$ 132,803.00	10/1/2014	9/30/2015	09/30/2017	S-15-504-L	\$ 71,046.05	\$ 59,644.96		\$ -	
LBR	LBR903	974	Commodity Assistance Program (2 Year)	10/5/2015	\$ 34,599.00	10/1/2015	9/30/2016	12/31/2016	pending	\$ -	\$ -		\$ -	awaiting E1 approval
			Sub Total		\$ 18,128,291.18					\$ 9,437,293.86	\$ 8,575,005.22	\$ -	\$ -	
LBR	LBR904		Senior Farmers Market Nutrition Program	4/21/2014	\$ 462,794.18	10/1/2013	9/30/2014	12/31/2014	S-14-238-L	\$ 460,530.69	\$ 457,308.94		\$ -	
			Sub Total		\$ 462,794.18					\$ 460,530.69	\$ 457,308.94	#####	\$ -	
			Grand Total		\$ 84,065,110.07					\$ 30,946,418.97	\$ 27,069,213.11	#####	\$ 450,427.00	

Department of Labor and Industrial Relations
Non-General Funds

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY16	Estimated FY16	Estimated FY16	Estimated FY16	Estimated FY16	Balance in Excess of
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances	Net Transfers	Ending Unencumbered Cash Balance	Program Needs
Employment and Training Special Fund	Provide grant and subsidies to public, private and non profit organizations for employment, education and training.	Chapter 383-128 HRS	B	\$ 2,635,711	\$ 1,000,000	\$ 1,400,000	\$ -	\$ 2,235,711	\$ -
Unemployment Compensation Trust Fund	Payment of Unemployment Benefit	Chapter 383-121, HRS	B	\$ 435,363,280	\$ 190,000,000	\$ 163,300,000	\$ -	\$ 462,063,280	\$ -
Unemployment Insurance Administrative Fund	Payment of administrative costs to support the unemployment program.	Chapter 383-121, HRS	B	\$ 8,871,703	\$ 1,200,000	\$ 1,000,000		\$ 9,071,703	\$ -
Special Compensation Fund	Payment of Workers' Compensation benefits	Chapter 386-151, HRS	B	\$ 12,456,536	\$ 16,000,000	\$ 16,000,000		\$ 12,456,536	\$ -
Trust Fund for Disability Benefits	Payment of temporary disability benefits for non-work related injuries.	Chapter 392-161, HRS	B	\$ 2,459,134	\$ 10,000	\$ 10,000		\$ 2,459,134	\$ -
Trust Fund for Premium Supplementation	Payment of Premium Supplementation to qualified employers	Chapter 393-141, HRS	B	\$ 270,480	\$ 1,000	\$ 271,480		\$ -	\$ -
Hoisting Machine Operators' Certification Revolving Fund	Payment of administrative costs to certify hoisting machine operators.	Chapter 396-20, HRS	W	\$ 360,898	\$ 50,000	\$ 50,000		\$ 360,898	\$ -
Boiler and Elevator Special Fund	Payment of personnel and operating costs to inspect and certify boilers and elevators	Chapter 397-20, HRS	B	\$ 1,057,599	\$ 2,000,000	\$ 2,000,000		\$ 1,057,599	\$ -
Reduced Ignition Propensity Cigarette Program Special Fund	Payment of administrative cost to monitor and ensure only reduced propensity cigarettes are sold.	Chapter 132C-4, HRS	B	\$ 459,914	\$ 130,000	\$ 150,000		\$ 439,914	\$ -
Human Trafficking Victim Services Fund	Supplement programs that provide comprehensive services to victims of labor trafficking crime.	Section 1, Chapter 706, HRS	B	\$ 500	\$ 5,000	\$ 5,000		\$ 500	\$ -

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations
 Annual Report
 Quarterly Update

Contact Person: Francis Kagawa
 Phone: 586-8897

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/Temp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
1117/PA	Act 119/2015	4036	Employment Service Spclt IV	1.00	1.00	T	C	53,364	N	12/30/2014	
1117/PA	Act 119/2015	4043	Employment Service Spclt II	1.00		P	C	47,400	N	10/11/2014	
1117/PA	Act 119/2015	4059	Secretary I	1.00		P	C	39,492	N	7/1/2015	
1117/PA	Act 119/2015	7494	Employment Service Spclt III	1.00		P	C	42,132	N	5/1/2013	
1117/PA	Act 119/2015	10027	Employment Service Spclt III	1.00	-	P	C	66,054	N	11/16/2015	
1117/PA	Act 119/2015	10238	Employment Service Spclt III	1.00	-	P	C	63,516	N	11/11/2015	
1117/PA	Act 119/2015	10518	Secretary II	1.00		P	C	54,012	N	4/1/2015	
1117/PA	Act 119/2015	10831	Employment Service Spclt II	1.00	-	P	C	42,132	N	7/1/2010	
1117/PA	Act 119/2015	11556	Employment Service Spclt II	-	1.00	T	C	38,988	N	6/30/2014	
1117/PA	Act 119/2015	13486	Employment Service Spclt III	-	1.00	T	C	42,132	N	4/11/2013	
1117/PA	Act 119/2015	13488	Employment Service Spclt III	1.00	-	P	C	49,332	N	2/9/2013	
1117/PA	Act 119/2015	13490	Employment Service Spclt III	1.00	-	P	C	58,728	N	11/1/2015	
1117/PA	Act 119/2015	14083	Employment Service Spclt V	1.00	-	P	C	60,024	N	4/22/2014	
1117/PA	Act 119/2015	14106	Employment Service Spclt III	1.00	-	P	C	56,460	N	11/30/2015	
1117/PA	Act 119/2015	15165	Office Assistant III	1.00	-	P	C	25,668	N	7/1/2010	
1117/PA	Act 119/2015	17753	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
1117/PA	Act 119/2015	17772	Employment Service Spclt III	-	1.00	T	C	42,132	N	9/1/2012	
1117/PA	Act 119/2015	17782	Employment Service Spclt II	1.00	-	P	C	42,132	N	7/1/2010	
1117/PA	Act 119/2015	18804	Employment Service Spclt III	1.00	-	P	C	56,460	N	11/30/2015	
1117/PA	Act 119/2015	22091	Employment Service Spclt II	1.00	-	P	C	42,132	N	7/1/2010	
1117/PA	Act 119/2015	23748	Employment Service Spclt IV	-	1.00	T	C	48,228	N	10/24/2015	
1117/PA	Act 119/2015	25447	Employment Service Spclt IV	1.00	-	P	C	71,418	N	11/30/2015	
1117/PA	Act 119/2015	32413	Employment Service Spclt I	-	1.00	T	C	36,024	N	7/1/2010	
1117/PA	Act 119/2015	32425	Employment Service Spclt IV	-	1.00	T	C	51,312	N	7/1/2010	
1117/PA	Act 119/2015	33319	Office Assistant III	1.00		P	C	25,668	N	11/30/2011	
1117/PA	Act 119/2015	33334	Employment Service Spclt III	1.00		P	C	43,806	N	10/16/2014	
1117/PA	Act 119/2015	34990	Employment Service Spclt II	-	1.00	T	C	42,132	N	7/1/2010	
1117/PA	Act 119/2015	34993	Employment Service Spclt II	-	1.00	T	C	42,132	N	7/1/2010	
1117/PA	Act 119/2015	35000	Office Assistant III	-	1.00	T	C	25,668	N	7/1/2010	
1117/PA	Act 119/2015	35011	Employment Service Spclt II	-	1.00	T	C	42,132	N	7/1/2010	
1117/PA	Act 119/2015	35014	Employment Service Spclt III	-	1.00	T	C	42,132	N	5/1/2013	
1117/PA	Act 119/2015	40028	Employment Service Spclt II	-	1.00	T	C	38,988	N	4/1/2013	
1117/PA	Act 119/2015	42427	Employment Service Spclt II	-	1.00	T	C	43,812	N	4/16/2015	
1117/PA	Act 119/2015	42429	Employment Service Spclt III	-	1.00	T	C	42,132	N	7/1/2010	
1117/PA	Act 119/2015	43123	Employment Service Spclt I	-	1.00	T	C	36,024	U	7/1/2010	
1117/PA	Act 119/2015	47941	Employment Service Spclt II	-	1.00	T	C	45,576	U	6/16/2015	
1117/PA	Act 119/2015	52822	Employment Service Spclt III	-	1.00	T	C	42,132	N	12/1/2012	

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations

Contact Person: Francis Kagawa

Annual Report

Phone: 586-8897

Quarterly Update

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
111/PA	Act 119/2015	52823	Employment Service Spclt II	-	1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	52834	Employment Service Spclt III	-	1.00	T	C	42,132	U	7/1/2010	
111/PA	Act 119/2015	52841	Employment Service Spclt I	-	1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	90032	Employment Service Spclt IV	-	0.50	T	C	12,834	U	7/1/2010	
111/PA	Act 119/2015	91002	Employment Service Spclt II	-	1.00	T	C	45,576	U	7/1/2010	
111/PA	Act 119/2015	91101	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91102	Employment Service Spclt III	1.00	-	P	C	45,576	N	7/1/2010	
111/PA	Act 119/2015	91103	Office Assistant IV	1.00	-	P	C	27,756	N	7/1/2010	
111/PA	Act 119/2015	91104	Employment Service Spclt IV	0.50	-	P	C	22,788	N	7/1/2010	
111/PA	Act 119/2015	91105	Employment Service Spclt IV	1.00	-	P	C	45,576	N	7/1/2010	
111/PA	Act 119/2015	91106	Employment Service Spclt IV	1.00	-	P	C	45,576	N	7/1/2010	
111/PA	Act 119/2015	91107	Employment Aide IV	1.00	-	P	C	28,836	N	7/1/2010	
111/PA	Act 119/2015	91108	Office Assistant III	0.50	-	P	C	12,834	N	7/1/2010	
111/PA	Act 119/2015	91109	Employment Service Spclt IV	1.00	-	P	C	45,576	N	7/1/2010	
111/PA	Act 119/2015	91111	Employment Service Spclt V	1.00	-	P	C	51,312	N	7/1/2010	
111/PA	Act 119/2015	91112	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91113	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91114	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91115	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91116	Office Assistant III	0.50	-	P	C	12,834	N	7/1/2010	
111/PA	Act 119/2015	91117	Office Assistant III	1.00	-	P	C	25,668	N	7/1/2010	
111/PA	Act 119/2015	91118	Office Assistant III	1.00	-	P	C	25,668	N	7/1/2010	
111/PA	Act 119/2015	91119	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91120	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91121	Employment Service Spclt IV	1.00	-	P	C	45,576	N	7/1/2010	
111/PA	Act 119/2015	91122	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91123	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91124	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91125	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91126	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91127	Employment Service Spclt IV	1.00	-	P	C	45,576	N	7/1/2010	
111/PA	Act 119/2015	91128	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91129	Employment Service Spclt IV	0.50	-	P	C	22,788	N	7/1/2010	
111/PA	Act 119/2015	91130	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91137	Employment Service Spclt II	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91138	Employment Service Spclt III		1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91139	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91140	Employment Service Spclt III	1.00	-	P	C	42,132	N	7/1/2010	

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations
 Annual Report
 Quarterly Update

Contact Person: Francis Kagawa
 Phone: 586-8897

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
1117PA	Act 119/2015	91142	Employment Service Spcft III	1.00		P	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91143	Employment Service Spcft III	1.00		P	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91144	Employment Service Spcft III	1.00		P	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91145	Employment Service Spcft III	1.00		P	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91147	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91148	Employment Service Spcft III	1.00		P	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91150	Employment Service Spcft II	-	1.00	T	C	38,988	N	7/1/2010	
1117PA	Act 119/2015	91151	Employment Service Spcft III	1.00		P	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91153	Employment Service Spcft III	1.00		P	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91154	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91155	Employment Service Spcft II	-	1.00	T	C	38,988	N	7/1/2010	
1117PA	Act 119/2015	91156	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91157	Employment Service Spcft II	-	1.00	T	C	38,988	N	7/1/2010	
1117PA	Act 119/2015	91158	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91159	Employment Service Spcft II	-	1.00	T	C	38,988	N	7/1/2010	
1117PA	Act 119/2015	91160	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91161	Office Assistant III	-	1.00	T	C	25,668	N	7/1/2010	
1117PA	Act 119/2015	91162	Employment Service Spcft IV	-	1.00	T	C	45,576	N	7/1/2010	
1117PA	Act 119/2015	91163	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91164	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91165	Employment Aide IV	-	1.00	T	C	28,836	N	7/1/2010	
1117PA	Act 119/2015	91166	Employment Aide IV	-	1.00	T	C	28,836	N	7/1/2010	
1117PA	Act 119/2015	91167	Employment Service Spcft II	-	1.00	T	C	38,998	N	7/1/2010	
1117PA	Act 119/2015	91168	Employment Service Spcft II	-	1.00	T	C	38,998	N	7/1/2010	
1117PA	Act 119/2015	91169	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91170	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91171	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91172	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91173	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91174	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91175	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91176	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91177	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91178	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91179	Employment Service Spcft III	-	0.50	T	C	21,066	N	7/1/2010	
1117PA	Act 119/2015	91180	Employment Service Spcft III	-	1.00	T	C	42,132	N	7/1/2010	
1117PA	Act 119/2015	91181	Employment Service Spcft II	-	1.00	T	C	38,988	N	7/1/2010	
1117PA	Act 119/2015	91182	Employment Service Spcft II	-	1.00	T	C	38,988	N	7/1/2010	

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations

Contact Person: Francis Kagawa

Annual Report

Phone: 586-8897

Quarterly Update

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
111/PA	Act 119/2015	91183	Clerk Typist II	-	1.00	T	C	25,668	N	7/1/2010	
111/PA	Act 119/2015	91184	Employment Service Spclt II	-	1.00	T	C	38,988	N	7/1/2010	
111/PA	Act 119/2015	91185	Employment Service Spclt I	-	1.00	T	C	36,024	N	7/1/2010	
111/PA	Act 119/2015	91186	Employment Service Spclt III	-	1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	91187	Employment Service Spclt II	-	1.00	T	C	38,988	N	7/1/2010	
111/PA	Act 119/2015	91188	Employment Service Spclt II	-	1.00	T	C	38,988	N	7/1/2010	
111/PA	Act 119/2015	91189	Office Assistant III	-	1.00	T	C	25,668	N	7/1/2010	
111/PA	Act 119/2015	91190	Office Assistant III	-	1.00	T	C	25,668	N	7/1/2010	
111/PA	Act 119/2015	93005	Employment Service Spclt II	-	1.00	T	C	42,132	U	7/1/2010	
111/PA	Act 119/2015	93006	Employment Service Spclt II	-	1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	93017	Employment Service Spclt IV	-	0.50	T	C	22,788	U	7/1/2010	
111/PA	Act 119/2015	93018	Employment Service Spclt II	-	0.50	T	C	21,066	U	7/1/2010	
111/PA	Act 119/2015	93019	Employment Service Spclt II	-	0.50	T	C	21,066	U	7/1/2010	
111/PA	Act 119/2015	93020	Employment Service Spclt II	-	0.50	T	C	21,066	U	7/1/2010	
111/PA	Act 119/2015	93024	Employment Service Spclt II	-	0.50	T	C	21,066	U	7/1/2010	
111/PA	Act 119/2015	93026	Employment Service Spclt II	-	0.50	T	C	21,066	U	7/1/2010	
111/PA	Act 119/2015	93027	Employment Service Spclt II	-	0.50	T	C	21,066	U	7/1/2010	
111/PA	Act 119/2015	96111	Employment Service Spclt II	-	1.00	T	C	42,132	U	7/1/2010	
111/PA	Act 119/2015	96112	Employment Service Spclt II	-	1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	96113	Employment Service Spclt II	-	1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	96114	Employment Service Spclt II	-	1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	96115	Employment Service Spclt II	-	1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	96116	Employment Service Spclt II	-	1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	96117	Employment Service Spclt II	-	1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	98001	Employment Service Spclt II	-	0.50	T	C	21,066	N	7/1/2010	
111/PA	Act 119/2015	98002	Employment Service Spclt II	-	0.50	T	C	21,066	N	7/1/2010	
111/PA	Act 119/2015	98003	Employment Service Spclt II	-	0.50	T	C	21,066	N	7/1/2010	
111/PA	Act 119/2015	98004	Employment Service Spclt II	-	0.50	T	C	21,066	N	7/1/2010	
111/PA	Act 119/2015	98005	Employment Service Spclt II	-	0.50	T	C	21,066	N	7/1/2010	
111/PA	Act 119/2015	98006	Employment Service Spclt II	-	0.50	T	C	21,066	N	7/1/2010	
111/PA	Act 119/2015	98007	Employment Service Spclt II	-	0.50	T	C	21,066	N	7/1/2010	
111/PA	Act 119/2015	99016	Employment Service Spclt II	-	0.50	T	C	21,066	N	7/1/2010	
111/PA	Act 119/2015	99027	Employment Aide IV	-	1.00	T	C	28,836	N	7/1/2010	
111/PA	Act 119/2015	99029	Clerk Typist II	-	1.00	T	C	25,668	N	7/1/2010	
111/PA	Act 119/2015	99030	Clerk Typist II	-	1.00	T	C	25,668	N	7/1/2010	
111/PA	Act 119/2015	99111	Employment Service Spclt IV	1.00	-	P	C	45,576	N	7/1/2010	
111/PA	Act 119/2015	99113	Office Assistant III	1.00	-	P	C	25,668	N	7/1/2010	
111/PA	Act 119/2015	99115	Employment Service Spclt I	-	1.00	T	C	36,024	N	4/1/2013	

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations
 Annual Report
 Quarterly Update

Contact Person: Francis Kagawa
 Phone: 586-8897

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
111/PA	Act 119/2015	99116	Employment Service Spclt III	-	1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	99117	Employment Aide V	-	1.00	T	C	31,212	N	7/1/2010	
111/PA	Act 119/2015	117049	Employment Service Spclt III	-	1.00	T	C	42,132	U	7/1/2010	
111/PA	Act 119/2015	117053	Employment Service Spclt III	-	1.00	T	C	44,580	N	7/1/2014	
111/PA	Act 119/2015	119395	Reserve Room Aide	-	1.00	T	C	43,812	N	11/30/2015	
111/PA	Act 119/2015	119427	Employment Service Spclt IV	-	1.00	T	C	45,576	N	11/30/2011	
111/PA	Act 119/2015	119428	Employment Service Spclt III	-	1.00	T	C	45,576	N	7/1/2010	
111/PA	Act 119/2015	119429	Employment Service Spclt III	-	1.00	T	C	45,576	N	7/1/2012	
111/PA	Act 119/2015	119430	Employment Service Spclt III	-	1.00	T	C	42,132	N	4/1/2013	
111/PA	Act 119/2015	119432	Employment Service Spclt I	-	0.50	T	C	21,066	N	7/1/2010	
111/PA	Act 119/2015	119535	Job Training Specialist	-	1.00	T	C	42,132	N	7/1/2010	
111/PA	Act 119/2015	120108	Employment Service Spclt II	-	1.00	T	C	38,988	N	9/1/2012	
111/PA	Act 119/2015	120109	Employment Service Spclt II	-	1.00	T	C	38,988	N	9/1/2012	
111/PA	Act 119/2015	120110	Employment Service Spclt III	-	1.00	T	C	21,066	N	7/1/2010	
111/PA	Act 119/2015	120112	Employment Service Spclt I	-	1.00	T	C	36,024	N	7/1/2010	
111/PA	Act 119/2015	120113	Employment Service Spclt I	-	1.00	T	C	36,024	N	1/1/2013	
111/PA	Act 119/2015	120448	Employment Service Spclt V	1.00	-	P	C	51,312	N	3/1/2013	
			Subtotal	60.00	98.00			6,470,858.00			
111/PB	Act 119/2015	100987	Asset Program Specialist	-	1.00	T	E	44,283	N	7/1/2010	
111/PB	Act 119/2015	101011	Job Training Prog Spch V	-	1.00	T	E	80,376	N	7/1/2014	
111/PB	Act 119/2015	101167	HR Clerk Typist	1.00	-	P	E	37,980	N	12/1/2012	
111/PB	Act 119/2015	105717	Job Training Prog Specialist IV	-	1.00	T	E	45,576	N	12/1/2012	
111/PB	Act 119/2015	119152	Accountant IV	1.00	-	P	C	45,576	N	7/1/2012	
111/PB	Act 119/2015	119284	Employment Service Spclt IV	-	1.00	T	C	45,576	B	7/1/2012	
111/PB	Act 119/2015	119286	Account Clerk V	1.00	-	P	C	33,756	N	7/1/2010	
111/PB	Act 119/2015	119385	Mgmt Info Sys Spec	-	1.00	T	C	42,180	N	7/1/2012	
111/PB	Act 119/2015	119398	Job Training Specialist	-	1.00	T	E	42,180	N	7/1/2010	
111/PB	Act 119/2015	119399	Employment & Training Asst	-	1.00	T	E	25,668	N	7/1/2010	
111/PB	Act 119/2015	119400	Employment Service Spclt IV	-	1.00	T	C	45,576	N	7/1/2010	
111/PB	Act 119/2015	119401	WIA Performance Spec	-	1.00	T	E	42,180	N	5/1/2013	
111/PB	Act 119/2015	961182	Employment Service Spclt V	1.00	-	P	C	60,000	A	7/1/2015	
			Subtotal	4.00	9.00			590,907.00			

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations

Contact Person: Francis Kagawa

Annual Report

Phone: 586-8897

Quarterly Update

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
135/IA	Act 119/2015	30364	Employment Analyst IV	-	1.00	T	C	51,300	N	9/1/2014	
135/IA	Act 119/2015	37700	Employment Analyst IV	-	1.00	T	C	47,412	N	2/1/2013	
			Subtotal	-	2.00			98,712.00			
143/EA	Act 119/2015	3353	OSH Administrator	0.50	-	P	C	59,160	A	11/1/2015	
143/EA	Act 119/2015	3353	OSH Administrator	0.50	-	P	C	59,160	P	11/1/2015	
143/EA	Act 119/2015	8343	OSH Advisor VI	0.50	-	P	C	41,064	A	6/30/2014	
143/EA	Act 119/2015	8343	OSH Advisor VI	0.50	-	P	C	41,064	P	6/30/2014	
143/EA	Act 119/2015	10034	OSHCO IV	0.50	-	P	C	25,962	A	5/1/2014	
143/EA	Act 119/2015	10034	OSHCO IV	0.50	-	P	C	25,962	P	5/1/2014	
143/EA	Act 119/2015	24683	EHS II	0.50	-	P	C	20,628	A	8/15/2015	
143/EA	Act 119/2015	25159	EHS III	0.20	-	P	C	8,762	A	1/16/2014	
143/EA	Act 119/2015	25159	EHS III	0.80	-	P	C	35,050	P	1/16/2014	
143/EA	Act 119/2015	30693	EHS II	0.50	-	P	C	19,834	A	4/1/2014	
143/EA	Act 119/2015	30693	EHS II	0.50	-	P	C	19,834	P	4/1/2014	
143/EA	Act 119/2015	120237	Secretary	0.50	-	P	C	23,094	P	11/1/2015	
143/EA	Act 119/2015	120237	Secretary II	0.50	-	P	C	23,094	A	11/1/2015	
143/EA	Act 119/2015	120390	OSHCO I	0.50	-	P	C	18,234	A	12/30/2012	
143/EA	Act 119/2015	120390	OSHCO I	0.50	-	P	C	18,234	P	12/30/2012	
143/EA	Act 119/2015	120392	OSHCO II	0.50	-	P	C	18,990	A	4/16/2015	
143/EA	Act 119/2015	120392	OSHCO II	0.50	-	P	C	18,990	P	4/16/2015	
143/EA	Act 119/2015	120393	OSHCO II	0.50	-	P	C	15,705	A	5/1/2015	
143/EA	Act 119/2015	120393	OSHCO II	0.50	-	P	C	15,705	P	5/1/2015	
143/EA	Act 119/2015	121453	OSHCO IV	0.50	-	P	C	21,342	A	6/1/2015	
143/EA	Act 119/2015	121453	OSHCO IV	0.50	-	P	C	21,342	P	6/1/2015	
143/EA	Act 119/2015	24683	EHS II	0.50	-	P	C	20,628	P	8/15/2015	
143/EA	Act 119/2015	96143L	Program Spec VI	0.50	-	P	C	30,912	A	7/1/2015	
143/EA	Act 119/2015	96143L	Program Spec VI	0.50	-	P	C	30,912	P	7/1/2015	
143/EA	Act 119/2015	96144L	Secretary I	0.10	-	P	C	3,124	A	7/1/2015	
143/EA	Act 119/2015	96144L	Secretary I	0.90	-	P	C	28,112	P	7/1/2015	
			Subtotal	13.00	-			664,898.00			

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations
 Annual Report
 Quarterly Update

Contact Person: Francis Kagawa
 Phone: 586-8897

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
143/EB	Act 119/2015	17641	Supervising Elevator Inspection	1.00	-	P	C	54,012	B	8/1/2015	
143/EB	Act 119/2015	21950	Supervising Boiler Inspector	1.00	-	P	C	69,600	B	11/1/2013	
143/EB	Act 119/2015	25271	Elevator Inspector II	1.00	-	P	C	60,000	B	10/1/2015	
143/EB	Act 119/2015	27103	Elevator Inspector I	1.00	-	P	C	41,064	B	4/1/2015	
143/EB	Act 119/2015	30777	Elevator Inspector II	1.00	-	P	C	54,012	B	6/30/2015	
143/EB	Act 119/2015	32911	Elevator Inspector II	1.00	-	P	C	60,000	B	6/1/2014	
			Subtotal	6.00	-	-	-	338,688.00			
153/RA	Act 119/2015	47930	Investigator III	1.00	-	P	C	48,228	A	10/1/2015	
153/RA	Act 119/2015	47949	Investigator IV	-	1.00	T	C	39,336	N	7/3/2012	
153/RA	Act 119/2015	109858	Staff Attorney	-	1.00	T	E	67,608	N	11/1/2012	
			Subtotal	1.00	2.00			155,172.00			
171/LA	Act 119/2015	190	Unemployment Ins Asst III	0.50	-	P	C	10,950	N	7/1/2010	
171/LA	Act 119/2015	191	Auditor IV	0.50	-	P	C	14,430	N	12/31/2014	
171/LA	Act 119/2015	197	Unemployment Ins Asst V	1.00	-	P	C	35,064	N	6/1/2014	
171/LA	Act 119/2015	200	Auditor IV	1.00	-	P	C	51,312	N	8/18/2013	
171/LA	Act 119/2015	201	Auditor II	1.00	-	P	C	38,988	N	11/1/2012	
171/LA	Act 119/2015	4047	Unemployment Ins Spcft III	1.00	-	P	C	49,332	N	7/1/2010	
171/LA	Act 119/2015	4056	Unemployment Ins Asst III	1.00	-	P	C	25,668	N	7/1/2010	
171/LA	Act 119/2015	7508	Unemployment Ins Asst IV	0.50	-	P	C	11,868	N	6/1/2014	
171/LA	Act 119/2015	7650	Unemployment Ins Asst VI	1.00	-	P	C	57,720	N	3/1/2015	
171/LA	Act 119/2015	7740	Unemployment Ins Spec V	1.00	-	P	C	64,920	N	8/1/2012	
171/LA	Act 119/2015	8023	Unemployment Ins Spcft VI	1.00	-	P	C	78,984	N	11/30/2013	
171/LA	Act 119/2015	8788	Unemployment Ins Spec V	1.00	-	P	C	57,708	N	8/1/2012	
171/LA	Act 119/2015	8885	Unemployment Ins Spcft II	1.00	-	P	C	51,312	N	6/30/2014	
171/LA	Act 119/2015	9923	Unemployment Ins Spec III	1.00	-	P	C	42,132	N	11/1/2012	
171/LA	Act 119/2015	10402	Unemployment Ins Spcft III	1.00	-	P	C	53,352	N	12/31/2013	
171/LA	Act 119/2015	10420	Unemployment Ins Spec IV	1.00	-	P	C	57,708	N	12/30/2012	
171/LA	Act 119/2015	10742	Unemployment Ins Spcft IV	1.00	-	P	C	45,576	N	12/31/2011	
171/LA	Act 119/2015	10834	Unemployment Ins Spcft IV	1.00	-	P	C	45,576	N	11/30/2011	
171/LA	Act 119/2015	12239	Unemployment Ins Spcft III	0.50	-	P	C	21,072	N	7/1/2010	

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations
 Annual Report
 Quarterly Update

Contact Person: Francis Kagawa
 Phone: 586-8897

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
171/LA	Act 119/2015	13098	Unemployment Ins Spclt III	1.00	-	P	C	51,312	N	7/1/2010	
171/LA	Act 119/2015	13190	Unemployment Ins Spec III	1.00	-	P	C	53,352	N	6/1/2013	
171/LA	Act 119/2015	13553	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	14764	Unemployment Ins Asst IV	1.00	-	P	C	71,418	N	10/1/2015	
171/LA	Act 119/2015	14856	Unemployment Ins Asst III	0.50	-	P	C	12,342	N	7/1/2010	
171/LA	Act 119/2015	15213	Unemployment Ins Asst V	1.00	-	P	C	36,492	N	7/1/2010	
171/LA	Act 119/2015	21519	Unemployment Ins Asst V	1.00	-	P	C	56,172	N	3/16/2015	
171/LA	Act 119/2015	21521	Unemployment Ins Asst VI	1.00	-	P	C	46,176	N	7/1/2010	
171/LA	Act 119/2015	21587	Auditor IV	1.00	-	P	C	49,332	N	9/16/2013	
171/LA	Act 119/2015	21765	Auditor V	1.00	-	P	C	62,424	N	7/1/2010	
171/LA	Act 119/2015	22349	Unemployment Ins Asst V	1.00	-	P	C	33,720	N	4/1/2015	
171/LA	Act 119/2015	22868	Unemployment Ins Asst III	0.50	-	P	C	21,342	N	4/16/2015	
171/LA	Act 119/2015	23104	Unemployment Ins Asst V	0.50	-	P	C	16,212	N	12/30/2012	
171/LA	Act 119/2015	23105	Unemployment Ins Asst III	0.50	-	P	C	12,342	N	7/1/2010	
171/LA	Act 119/2015	23106	Unemployment Ins Asst V	1.00	-	P	C	39,480	N	11/30/2011	
171/LA	Act 119/2015	23107	Unemployment Ins Asst V	1.00	-	P	C	36,516	N	7/1/2010	
171/LA	Act 119/2015	23122	Unemployment Ins Asst III	0.50	-	P	C	15,606	N	11/1/2012	
171/LA	Act 119/2015	23123	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	9/18/2012	
171/LA	Act 119/2015	23128	Unemployment Ins Spclt IV	1.00	-	P	C	45,576	N	7/1/2010	
171/LA	Act 119/2015	23589	Unemployment Ins Asst III	0.50	-	P	C	12,342	N	7/1/2010	
171/LA	Act 119/2015	23590	Unemployment Ins Asst IV	0.50	-	P	C	14,430	N	6/14/2013	
171/LA	Act 119/2015	24696	Unemployment Ins Asst IV	0.50	-	P	C	28,872	N	5/1/2015	
171/LA	Act 119/2015	24697	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	11/30/2011	
171/LA	Act 119/2015	24698	Unemployment Ins Asst III	1.00	-	P	C	36,492	N	4/1/2013	
171/LA	Act 119/2015	24699	Unemployment Ins Asst V	0.50	-	P	C	16,212	N	8/1/2012	
171/LA	Act 119/2015	24700	Unemployment Ins Asst III	0.50	-	P	C	16,878	N	5/1/2014	
171/LA	Act 119/2015	24703	Unemployment Ins Asst V	0.50	-	P	C	33,720	N	5/16/2015	
171/LA	Act 119/2015	24705	Unemployment Ins Asst IV	0.50	-	P	C	14,434	N	2/4/2014	
171/LA	Act 119/2015	24706	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	8/1/2012	
171/LA	Act 119/2015	24707	Unemployment Ins Asst V	0.50	-	P	C	16,212	N	6/16/2012	
171/LA	Act 119/2015	24708	Unemployment Ins Asst V	1.00	-	P	C	31,212	N	7/1/2010	
171/LA	Act 119/2015	24711	Unemployment Ins Asst V	0.50	-	P	C	12,342	N	7/1/2010	

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations
 Annual Report
 Quarterly Update

Contact Person: Francis Kagawa
 Phone: 586-8897

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
171/LA	Act 119/2015	24714	Unemployment Ins Asst III	0.50		P	C	28,872	N	1/16/2015	
171/LA	Act 119/2015	24715	Unemployment Ins Asst IV	1.00	-	P	C	24,684	N	6/1/2014	
171/LA	Act 119/2015	24716	Unemployment Ins Asst V	0.50	-	P	C	16,212	N	7/1/2010	
171/LA	Act 119/2015	24718	Unemployment Ins Asst V	0.50	-	P	C	16,212	N	7/1/2010	
171/LA	Act 119/2015	24743	Unemployment Ins Spclt III	1.00	-	P	C	47,412	N	12/31/2013	
171/LA	Act 119/2015	25158	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	11/1/2012	
171/LA	Act 119/2015	25179	Unemployment Ins Asst II	1.00		P	C	42,132	N	5/1/2013	
171/LA	Act 119/2015	25187	Unemployment Ins Spclt II	1.00		P	C	42,168	N	2/16/2015	
171/LA	Act 119/2015	25779	Auditor IV	1.00	-	P	C	57,708	N	9/1/2013	
171/LA	Act 119/2015	25801	Auditor III	1.00		P	C	46,944	N	9/1/2014	
171/LA	Act 119/2015	25802	Auditor IV	1.00		P	C	49,308	N	9/16/2014	
171/LA	Act 119/2015	25831	Unemployment Ins Spclt V	1.00	-	P	C	64,920	N	7/1/2010	
171/LA	Act 119/2015	25909	Unemployment Ins Spclt V	1.00	-	P	C	70,188	N	10/1/2014	
171/LA	Act 119/2015	25915	Unemployment Ins Asst III	1.00	-	P	C	26,700	N	2/16/2013	
171/LA	Act 119/2015	25917	Unemployment Ins Asst V	1.00	-	P	C	41,040	N	7/1/2010	
171/LA	Act 119/2015	25919	Unemployment Ins Asst V	0.50	-	P	C	16,212	N	7/1/2010	
171/LA	Act 119/2015	25920	Unemployment Ins Asst V	1.00	-	P	C	41,040	N	7/1/2010	
171/LA	Act 119/2015	25921	Unemployment Ins Asst IV	0.50		P	C	31,242	N	10/15/2014	
171/LA	Act 119/2015	25924	Unemployment Ins Asst V	1.00	-	P	C	37,968	N	7/1/2013	
171/LA	Act 119/2015	25926	Unemployment Ins Asst V	1.00	-	P	C	31,212	N	7/1/2010	
171/LA	Act 119/2015	25928	Unemployment Ins Asst V	1.00	-	P	C	41,040	N	11/30/2011	
171/LA	Act 119/2015	26348	Unemployment Ins Spec V	1.00	-	P	C	57,708	N	5/28/2013	
171/LA	Act 119/2015	26569	Unemployment Ins Asst IV	0.50	-	P	C	12,342	N	6/21/2014	
171/LA	Act 119/2015	26647	Unemployment Ins Asst V	1.00	-	P	C	36,516	N	9/16/2013	
171/LA	Act 119/2015	26672	Unemployment Ins Asst V	0.50	-	P	C	16,212	N	7/1/2010	
171/LA	Act 119/2015	26978	Unemployment Ins Spclt III	0.50	-	P	C	26,676	N	7/1/2010	
171/LA	Act 119/2015	26991	Unemployment Ins Spclt III	1.00	-	P	C	45,576	N	4/1/2014	
171/LA	Act 119/2015	26993	Unemployment Ins Spec IV	1.00	-	P	C	62,424	N	1/28/2012	
171/LA	Act 119/2015	26996	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	11/1/2012	
171/LA	Act 119/2015	26997	Unemployment Ins Spclt III	1.00	-	P	C	51,312	N	12/31/2013	
171/LA	Act 119/2015	26998	Unemployment Ins Asst III	1.00	-	P	C	38,989	N	6/21/2013	
171/LA	Act 119/2015	27006	Unemployment Ins Spclt II	1.00		P	C	43,812	N	6/12/2015	

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations
 Annual Report
 Quarterly Update

Contact Person: Francis Kagawa
 Phone: 586-8897

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
171/LA	Act 119/2015	27007	Unemployment Ins Spclt IV	1.00	-	P	C	51,312	N	7/1/2010	
171/LA	Act 119/2015	27008	Unemployment Ins Asst III	1.00	-	P	C	26,664	N	7/1/2010	
171/LA	Act 119/2015	27009	Unemployment Ins Asst III	0.50	-	P	C	12,342	N	8/1/2012	
171/LA	Act 119/2015	27010	Unemployment Ins Asst III	0.50	-	P	C	16,212	N	5/1/2013	
171/LA	Act 119/2015	27116	Unemployment Ins Asst V	0.50	-	P	C	33,720	N	11/1/2014	
171/LA	Act 119/2015	27157	Unemployment Ins Asst IV	0.50	-	P	C	31,242	N	11/16/2014	
171/LA	Act 119/2015	27214	Unemployment Ins Asst V	1.00	-	P	C	44,412	N	4/1/2013	
171/LA	Act 119/2015	27227	Unemployment Ins Asst IV	0.50	-	P	C	10,950	N	12/14/2013	
171/LA	Act 119/2015	27229	Unemployment Ins Asst III	0.50	-	P	C	41,064	N	12/1/2014	
171/LA	Act 119/2015	27258	Unemployment Ins Asst V	1.00	-	P	C	33,720	N	8/1/2015	
171/LA	Act 119/2015	27270	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	6/27/2013	
171/LA	Act 119/2015	27274	Unemployment Ins Asst V	0.50	-	P	C	16,212	N	11/30/2011	
171/LA	Act 119/2015	27275	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	8/3/2013	
171/LA	Act 119/2015	27755	Unemployment Ins Asst V	0.50	-	P	C	16,212	N	8/1/2015	
171/LA	Act 119/2015	27759	Unemployment Ins Asst V	0.50	-	P	C	16,212	N	12/1/2013	
171/LA	Act 119/2015	27761	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	4/1/2014	
171/LA	Act 119/2015	27762	Unemployment Ins Asst IV	0.50	-	P	C	13,332	N	11/30/2011	
171/LA	Act 119/2015	27765	Unemployment Ins Asst V	0.50	-	P	C	33,720	N	12/31/2014	
171/LA	Act 119/2015	27768	Unemployment Ins Asst IV	0.50	-	P	C	14,430	N	7/1/2013	
171/LA	Act 119/2015	27769	Unemployment Ins Asst III	0.50	-	P	C	12,342	N	7/1/2010	
171/LA	Act 119/2015	27776	Unemployment Ins Asst V	1.00	-	P	C	41,040	N	11/1/2012	
171/LA	Act 119/2015	27777	Unemployment Ins Asst V	0.50	-	P	C	15,606	N	7/1/2010	
171/LA	Act 119/2015	27896	Auditor IV	1.00	-	P	C	62,424	N	7/1/2010	
171/LA	Act 119/2015	29126	Unemployment Spec IV	1.00	-	P	C	57,708	N	8/1/2012	
171/LA	Act 119/2015	31879	Unemployment Spec III	1.00	-	P	C	49,332	N	6/16/2012	
171/LA	Act 119/2015	31880	Unemployment Ins Spclt II	1.00	-	P	C	53,352	N	3/29/2014	
171/LA	Act 119/2015	35347	Unemployment Ins Spclt V	1.00	-	P	C	67,488	N	7/1/2010	
171/LA	Act 119/2015	35349	Unemployment Ins Spclt IV	1.00	-	P	C	67,488	N	12/31/2011	
171/LA	Act 119/2015	37221	Office Assistant III	1.00	-	P	C	35,064	N	7/1/2010	
171/LA	Act 119/2015	40267	Auditor IV	1.00	-	P	C	45,576	N	7/1/2010	
171/LA	Act 119/2015	42390	Auditor II	1.00	-	P	C	45,576	N	7/1/2010	
171/LA	Act 119/2015	42392	Auditor IV	1.00	-	P	C	45,576	N	6/1/2013	

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations

Contact Person: Francis Kagawa

Annual Report

Phone: 586-8897

Quarterly Update

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
171/LA	Act 119/2015	91268	Unemployment Ins SpcIt I	1.00		P	C	36,024	N	7/1/2010	
171/LA	Act 119/2015	91269	Unemployment Ins SpcIt I	1.00		P	C	36,024	N	7/1/2010	
171/LA	Act 119/2015	119329	Unemployment Ins Spec V	-	1.00	T	C	51,312	B	2/7/2012	
171/LA	Act 119/2015	119330	Unemployment Ins Asst III	-	1.00	T	C	51,312	B	7/1/2010	
171/LA	Act 119/2015	119331	Unemployment Ins Asst V	-	1.00	T	C	51,312	B	7/1/2010	
171/LA	Act 119/2015	119445	Unemployment Ins SpcIt III	-	1.00	T	C	42,132	B	7/1/2010	
171/LA	Act 119/2015	119446	Unemployment Ins SpcIt III	-	1.00	T	C	42,132	B	7/1/2010	
171/LA	Act 119/2015	119447	Unemployment Ins SpcIt I	-	1.00	T	C	42,132	B	7/1/2010	
171/LA	Act 119/2015	119448	Unemployment Ins SpcIt III	-	1.00	T	C	42,132	B	7/1/2010	
171/LA	Act 119/2015	119449	Unemployment Ins SpcIt III	-	1.00	T	C	42,132	B	7/1/2010	
171/LA	Act 119/2015	119450	Unemployment Ins Asst III	-	1.00	T	C	42,132	B	7/1/2010	
171/LA	Act 119/2015	119451	Unemployment Ins Asst III	-	1.00	T	C	51,312	B	7/1/2010	
171/LA	Act 119/2015	119452	Unemployment Ins SpcIt III	-	1.00	T	C	45,576	B	7/1/2010	
171/LA	Act 119/2015	120050	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	8/1/2012	
171/LA	Act 119/2015	120051	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120052	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	12/30/2012	
171/LA	Act 119/2015	120053	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	12/30/2012	
171/LA	Act 119/2015	120055	Unemployment Ins SpcIt III	1.00	-	P	C	36,024	N	7/1/2010	
171/LA	Act 119/2015	120057	Unemployment Ins SpcIt III	1.00	-	P	C	36,024	N	7/1/2010	
171/LA	Act 119/2015	120058	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120059	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120060	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120062	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120063	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	11/30/2011	
171/LA	Act 119/2015	120064	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120065	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120066	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120067	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120068	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	12/31/2011	
171/LA	Act 119/2015	120069	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	8/16/2013	
171/LA	Act 119/2015	120070	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120071	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations
 Annual Report
 Quarterly Update

Contact Person: Francis Kagawa
 Phone: 586-8897

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
171/LA	Act 119/2015	120072	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120073	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120074	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120075	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120080	Unemployment Ins Asst V	0.50	-	P	C	36,468	N	6/9/2015	
171/LA	Act 119/2015	120081	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	4/1/2013	
171/LA	Act 119/2015	120082	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	12/30/2012	
171/LA	Act 119/2015	120083	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	8/1/2012	
171/LA	Act 119/2015	120084	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	8/28/2012	
171/LA	Act 119/2015	120085	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	4/1/2013	
171/LA	Act 119/2015	120086	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	6/30/2014	
171/LA	Act 119/2015	120087	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120088	Unemployment Ins Asst V	0.50	-	P	C	33,720	N	7/1/2014	
171/LA	Act 119/2015	120089	Unemployment Ins Asst V	0.50	-	P	C	14,430	N	7/1/2010	
171/LA	Act 119/2015	120090	Unemployment Ins Asst III	0.50	-	P	C	14,430	N	11/30/2011	
171/LA	Act 119/2015	120092	Unemployment Ins Asst IV	0.50	-	P	C	33,720	N	10/10/2015	
171/LA	Act 119/2015	120094	Unemployment Ins Asst IV	0.50	-	P	C	33,720	N	7/1/2014	
171/LA	Act 119/2015	120095	Unemployment Ins Asst III	0.50	-	P	C	28,872	N	7/1/2014	
171/LA	Act 119/2015	120096	Unemployment Ins Spclt II	1.00	-	P	C	44,580	N	7/1/2014	
171/LA	Act 119/2015	120099	Unemployment Ins Spclt II	1.00	-	P	C	36,024	N	11/30/2013	
171/LA	Act 119/2015	120101	Unemployment Ins Spclt III	1.00	-	P	C	36,024	N	12/31/2011	
171/LA	Act 119/2015	120104	Unemployment Ins Spclt III	1.00	-	P	C	36,024	N	7/1/2010	
171/LA	Act 119/2015	120105	Unemployment Ins Spclt III	1.00	-	P	C	36,024	N	7/1/2010	
171/LA	Act 119/2015	120106	Unemployment Ins Spclt III	1.00	-	P	C	36,024	N	7/1/2010	
			Subtotal	118.00	11.00			5,483,423.00			
183/DA	Act 119/2015	22179	OA III	1.00	-	P	C	30,036	A	4/16/2014	
183/DA	Act 119/2015	25642	Disability Comp Prgm Spclt II	1.00	-	P	C	82,140	A	12/31/2014	
183/DA	Act 119/2015	35539	OA III	1.00	-	P	C	42,684	A	11/30/2015	
183/DA	Act 119/2015	36480	OA IV	1.00	-	P	C	30,036	A	8/4/2012	
183/DA	Act 119/2015	120951	Research Statistician III	1.00	-	P	C	21,066	B	7/1/2013	
183/DA	Act 119/2015	121133	OA II	1.00	-	P	C	12,834	A	7/1/2013	

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations
 Annual Report
 Quarterly Update

Contact Person: Francis Kagawa
 Phone: 586-8897

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
183/DA	Act 119/2015	92180L	Disability Comp Prgm Spclt I	-	0.50	T	C	25,656	B	7/1/2010	
183/DA	Act 119/2015	92181L	Disability Comp Prgm Spclt I	-	0.50	T	C	25,656	B	7/1/2010	
183/DA	Act 119/2015	92182L	Auditor IV	-	1.00	T	C	45,576	B	7/1/2010	
183/DA	Act 119/2015	92183L	Vocational Rehab Spec IV	-	1.00	T	C	45,576	B	7/1/2010	
183/DA	Act 119/2015	92185L	Accountant III	-	1.00	T	C	42,132	B	7/1/2010	
183/DA	Act 119/2015	92186L	Account Clerk III	-	1.00	T	C	28,836	B	7/1/2010	
183/DA	Act 119/2015	96183L	TDI/Health Care Spec IV	1.00	-	P	C	24,528	A	7/1/2015	
			Subtotal	7.00	5.00			456,756.00			
871/LB	Act 119/2015	4552	Empl Security Appeals Referee	1.00	-	P	C	51,936	N	7/1/2010	
871/LB	Act 119/2015	4585	Empl Security Appeals Referee	0.50	-	P	C	27,750	N	4/1/2014	
871/LB	Act 119/2015	6277	Secretary II	1.00	-	P	C	46,188	N	7/1/2015	
871/LB	Act 119/2015	24243	Office Assistant III	1.00	-	P	C	27,768	N	10/16/2015	
871/LB	Act 119/2015	25576	OA III	0.70	-	P	C	12,834	N	4/22/2012	
871/LB	Act 119/2015	26913	Emp Security Appeals Referee	0.45	-	P	C	29,212	N	7/29/2013	
871/LB	Act 119/2015	27972	Empl Security Appeals Referee	0.45	-	P	C	23,371	N	8/1/2012	
871/LB	Act 119/2015	91871	Office Assistant III	1.00	-	P	C	25,668	N	7/1/2010	
871/LB	Act 119/2015	91872	Office Assistant III	1.00	-	P	C	25,668	N	7/1/2010	
			Subtotal	7.10	-			270,395.00			
901/GA	Act 119/2015	8666	Research Statistician VI	1.00	-	P	C	82,128	P	5/1/2013	
901/GA	Act 119/2015	10029	Research Statistician IV	0.50	-	P	C	33,027	A	9/30/2014	
901/GA	Act 119/2015	10029	Research Statistician IV	0.50	-	P	C	33,027	P	9/30/2014	
901/GA	Act 119/2015	26303	Research Statistician III	0.50	-	P	C	49,332	P	8/1/2012	
901/GA	Act 119/2015	91901	Statistics Clerk I	1.00	-	P	C	27,756	P	7/1/2010	
901/GA	Act 119/2015	91903	Office Assistant III	1.00	-	P	C	25,668	P	7/1/2010	
901/GA	Act 119/2015	91904	Statistics Clerk I	1.00	-	P	C	27,756	P	7/1/2010	
901/GA	Act 119/2015	91905	Research Statistician IV	1.00	-	P	C	45,576	P	7/1/2010	
901/GA	Act 119/2015	91906	Research Statistician III	1.00	-	P	C	42,132	P	7/1/2010	
901/GA	Act 119/2015	91907	Research Statistician III	1.00	-	P	C	42,132	P	7/1/2010	
901/GA	Act 119/2015	91908	Research Statistician I	1.00	-	P	C	36,024	P	7/1/2010	
901/GA	Act 119/2015	91909	Research Statistician III	1.00	-	P	C	42,132	P	7/1/2010	

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations
 Annual Report
 Quarterly Update

Contact Person: Francis Kagawa
 Phone: 586-8897

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/T emp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
901/GA	Act 119/2015	91911	Research Statistician III	1.00	-	P	C	42,132	N	7/1/2010	
901/GA	Act 119/2015	91912	Office Assistant IV	-	1.00	T	C	27,755	N	7/1/2010	
901/GA	Act 119/2015	116673	Research Statistician IV	-	1.00	T	C	64,170	N	7/1/2013	
901/GA	Act 119/2015	119443	LMI Statistical Analyst	-	1.00	T	E	54,000	N	12/31/2011	
901/GA	Act 119/2015	119444	LMI Statistical Analyst Asst.	-	1.00	T	E	45,600	N	12/31/2011	
901/GA	Act 119/2015	120219	Research Statistician I	1.00	-	P	C	46,944	P	5/1/2013	
901/GA	Act 119/2015	120573	Statistics Clerk I	1.00	-	P	C	27,756	N	7/1/2010	
901/GA	Act 119/2015	120972	Research Statistician III	0.50	-	P	C	10,533	A	7/1/2013	
901/GA	Act 119/2015	120972	Research Statistician III	0.50	-	P	C	10,533	P	7/1/2013	
			Subtotal	14.50	4.00			816,113.00			

Department of Labor and Industrial Relations
 Vacant Positions as of November 30, 2015

Table 13

Department: Labor and Industrial Relations
 Annual Report
 Quarterly Update

Contact Person: Francis Kagawa
 Phone: 586-8897

Program ID No.	Legal Authority	Position No.	Position Title as Budgeted	POS FTE		Perm/Temp (P/T)	Civ Svs or Exempt	Budgeted SALARY	MOF	Date of Vacancy (mm/dd/yy)	Date to be Established (mm/dd/yy)
				Perm	Temp						
902/AA	Act 119/2015	186	Accountant VI	1.00		P	C	80,140	P	12/31/2014	
902/AA	Act 119/2015	21185	Accountant IV	1.00		P	C	61,062	P	9/1/2015	
902/AA	Act 119/2015	22538	Accountant IV	1.00		P	C	48,228	P	8/1/2015	
902/AA	Act 119/2015	22693	OA III	-	1.00	T	C	25,668	P	7/1/2012	
902/AA	Act 119/2015	25961	Accountant III	1.00		P	C	64,920	A	12/31/2014	
902/AA	Act 119/2015	26836	Accountant III	1.00		P	C	52,848	P	6/1/2015	
902/AA	Act 119/2015	27825	IT Specialist IV	0.30		P	C	16,209	P	9/1/2015	
902/AA	Act 119/2015	27825	IT Specialist IV	0.70		P	C	37,821	P	9/1/2015	
902/AA	Act 119/2015	30580	Staff Service Asst I	1.00	-	P	C	48,048	A	12/31/2013	
902/AA	Act 119/2015	35350	Accountant V	1.00		P	C	78,996	P	9/1/2014	
902/AA	Act 119/2015	42360	Planner VI	1.00	-	P	C	60,686	A	7/1/2011	
902/AA	Act 119/2015	94902	Secretary III	0.16	-	P	C	4,806	A	7/1/2013	
902/AA	Act 119/2015	94902	Secretary III	0.84	-	P	C	25,230	P	7/1/2013	
902/AA	Act 119/2015	94903	Program Budget Analyst	-	0.46	T	C	20,965	A	7/1/2011	
902/AA	Act 119/2015	94903	Program Budget Analyst	-	0.54	T	C	24,611	P	7/1/2011	
902/AA	Act 119/2015	99173	IT Specialist VI	0.15	-	P	C	9,738	A	7/1/2013	
902/AA	Act 119/2015	111028	CIDS Computer Programmer	-	1.00	T	C	42,132	P	7/1/2011	
902/AA	Act 119/2015	120111	Accountant III	-	1.00	T	C	42,132	P	7/1/2013	
902/AA	Act 119/2015	120958	IT Specialist IV	1.00		P	C	45,576	P	6/1/2015	
902/AA	Act 119/2015	120960	Prg Budget Analyst IV	1.00		P	C	47,400	P	7/1/2014	
902/AA	Act 119/2015	121145	Administrative Asst VI	1.00	-	P	C	82,128	A	7/1/2013	
902/AA	Act 119/2015	121652	IT Specialist VI	0.85	-	P	C	55,182	P	7/1/2013	
902/AA	Act 119/2015	121652	IT Specialist III	-	1.00	T	C	42,132	P	7/1/2013	
			Subtotal	14.00	5.00	-	-	1,016,658.00			
903/NA	Act 119/2015	100524	OCS RPR Dev Admin	1.00	-	P	E	70,740	A	10/1/2015	
903/NA	Act 119/2015	104241	PGM & Evaluation Admin	-	1.00	T	E	72,804	N	8/1/2015	
903/NA	Act 119/2015	104400	OCS Program Spec	-	1.00	T	E	57,996	N	7/18/2015	
			Subtotal	1.00	2.00	-	-	201,540.00			

Grand Total	245.60	138.00			16,564,120.00
-------------	--------	--------	--	--	---------------

Department of Labor and Industrial Relations
Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

<u>Prog ID</u>	<u>Sub-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>
LBR 111	PA	11/16/15	1027	ESS III	N	20	13	P	N	1.00	\$ 66,054	1.00	\$ 66,054
LBR 111	PA	05/19/15	4036	ESS IV	N	22	13	T	N	1.00	\$ 54,300	1.00	\$ 54,300
LBR 111	PA	11/22/14	4043	ESS II	N	18	13	P	N	1.00	\$ 48,228	1.00	\$ 48,228
LBR 111	PA	06/17/15	4059	Secretary I	N	12	3	P	N	1.00	\$ 39,492	1.00	\$ 39,492
LBR 111	PA	11/01/15	10238	ESS III	N	20	13	P	N	1.00	\$ 63,516	1.00	\$ 63,516
LBR 111	PA	10/01/15	10518	Secretary II	N	14	3	P	N	1.00	\$ 54,012	1.00	\$ 54,012
LBR 111	PA	11/01/15	13490	ESS III	N	20	13	P	N	1.00	\$ 58,728	1.00	\$ 58,728
LBR 111	PA	11/30/15	14106	ESS III	N	20	13	P	N	1.00	\$ 56,460	1.00	\$ 56,460
LBR 111	PA	11/30/15	18809	ESS III	N	20	13	P	N	1.00	\$ 56,460	1.00	\$ 56,460
LBR 111	PA	10/23/15	23748	ESS IV	N	22	13	T	N	1.00	\$ 48,228	1.00	\$ 48,228
LBR 111	PA	11/30/15	25447	ESS IV	N	22	13	P	N	1.00	\$ 71,418	1.00	\$ 71,418
LBR 111	PA	07/02/14	33334	ESS III	N	20	13	P	N	1.00	\$ 44,580	1.00	\$ 44,580
LBR 111	PA	09/01/14	42427	ESS II	N	18	13	T	N	1.00	\$ 44,580	1.00	\$ 44,580
LBR 111	PA	02/01/15	47941	ESS II	N	18	13	T	N	1.00	\$ 46,374	1.00	\$ 46,374
LBR 111	PA	01/03/15	117053	ESS III	N	20	13	T	U	1.00	\$ 44,580	1.00	\$ 44,580
LBR 111	PA	11/30/15	119395	Resource Room Aide	Y	NA	3	T	N	1.00	\$ 43,812	1.00	\$ 43,812
LBR 111	PB	07/01/14	101011	Job Training Prog Spec V	N	24	13	T	N	1.00	\$ 80,376	1.00	\$ 80,376
LBR 135	IA	09/01/14	37700	Employment Analyst IV	N	22	13	T	N	1.00	\$ 47,412	1.00	\$ 47,412
LBR 143	EA	11/01/15	3353	OSH Administrator	N	EM08	35	P	A/P	1.00	\$ 118,320	1.00	\$ 118,320
LBR 143	EA	07/01/14	10034	OSHC0 IV	N	21	3	P	A/P	1.00	\$ 51,924	1.00	\$ 51,924
LBR 143	EA	08/14/15	24683	EHS II	N	18	13	P	A/P	1.00	\$ 42,696	1.00	\$ 42,696
LBR 143	EA	07/17/15	25159	EHS II	N	18	13	P	A/P	1.00	\$ 46,140	1.00	\$ 46,140
LBR 143	EA	06/14/15	30693	EHS II	N	18	13	P	A/P	1.00	\$ 42,906	1.00	\$ 42,906
LBR 143	EA	11/01/15	120237	Secretary II	N	14	3	P	A/P	1.00	\$ 46,188	1.00	\$ 46,188
LBR 143	EA	05/24/15	120390	OSHC0 I	N	15	3	P	A/P	1.00	\$ 36,468	1.00	\$ 36,468
LBR 143	EA	03/10/15	120392	OSHC0 II	N	17	3	P	A/P	1.00	\$ 37,980	1.00	\$ 37,980
LBR 143	EA	06/09/15	120393	OSHC0 III	N	17	3	P	A/P	1.00	\$ 42,684	1.00	\$ 42,684
LBR 143	EA	07/01/14	121453	OSHC0 IV	N	21	3	P	A/P	1.00	\$ 42,684	1.00	\$ 42,684
LBR 143	EB	08/01/15	17641	Sup Elevator Inspector	N	23	4	P	B	1.00	\$ 54,012	1.00	\$ 54,012
LBR 143	EB	10/01/15	25271	Elevator Inspector I	N	19	3	P	B	1.00	\$ 44,388	1.00	\$ 44,388
LBR 143	EB	07/28/15	27103	Elevator Inspector I	N	19	3	P	B	1.00	\$ 44,064	1.00	\$ 44,064
LBR 143	EB	11/29/14	30777	Elevator Inspector II	N	21	3	P	B	1.00	\$ 54,012	1.00	\$ 54,012
LBR 153	RA	10/01/15	47930	Investigator III	N	20	13	P	A	1.00	\$ 48,228	1.00	\$ 48,228
LBR 153	RA	07/01/14	47949	Investigator IV	N	22	13	P	P	1.00	\$ 39,336	1.00	\$ 39,336
LBR 153	RA	07/01/14	109858	Staff Attorney	Y	NA	73	P	P	1.00	\$ 67,608	1.00	\$ 67,608
LBR 171	LA	08/25/14	191	UI Asst V	N	13	3	P	N	0.50	\$ 33,720	0.50	\$ 33,720

Department of Labor and Industrial Relations
Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

<u>Prog ID</u>	<u>Sub-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>
LBR 171	LA	08/17/14	223.49	UI ASST V	N	13	3	P	N	1.00	\$ 33,720	1.00	\$ 33,720
LBR 171	LA	10/02/14	7650	Auditor IV	N	22	13	T	N	1.00	\$ 58,728	1.00	\$ 58,728
LBR 171	LA	10/01/15	14764	UI Spec IV	N	22	13	T	N	1.00	\$ 71,418	1.00	\$ 71,418
LBR 171	LA	03/13/15	21519	UI Asst VI	N	15	4	P	N	1.00	\$ 56,172	1.00	\$ 56,172
LBR 171	LA	11/13/14	22868	UI ASST V	N	13	3	P	N	0.50	\$ 21,342	0.50	\$ 21,342
LBR 171	LA	04/27/15	24696	UI ASST III	N	9	3	P	N	0.50	\$ 14,430	0.50	\$ 14,430
LBR 171	LA	06/25/15	24703	UI ASST IV	N	11	3	P	N	0.50	\$ 33,720	0.50	\$ 33,720
LBR 171	LA	02/16/15	24714	UI ASST III	N	9	3	P	N	0.50	\$ 28,872	0.50	\$ 28,872
LBR 171	LA	07/01/14	25158	UI ASST V	N	13	3	P	N	0.50	\$ 14,430	0.50	\$ 14,430
LBR 171	LA	04/16/15	25187	UI Spec II	N	18	13	P	N	1.00	\$ 42,906	1.00	\$ 42,906
LBR 171	LA	10/20/14	25801	Auditor III	N	20	13	P	N	1.00	\$ 48,228	1.00	\$ 48,228
LBR 171	LA	01/04/15	25802	Auditor IV	N	22	13	P	N	1.00	\$ 50,172	1.00	\$ 50,172
LBR 171	LA	03/28/15	25909	UI Spec V	N	24	23	P	N	1.00	\$ 71,418	1.00	\$ 71,418
LBR 171	LA	07/01/14	25921	UI Asst IV	N	11	3	P	N	0.50	\$ 31,236	0.50	\$ 31,236
LBR 171	LA	04/01/15	27006	UI Spec II	N	18	13	P	N	1.00	\$ 44,580	1.00	\$ 44,580
LBR 171	LA	01/05/15	27116	UI Asst V	N	13	3	P	N	0.50	\$ 33,720	0.50	\$ 33,720
LBR 171	LA	11/01/14	27157	UI Asst IV	N	11	3	P	N	0.50	\$ 31,236	0.50	\$ 31,236
LBR 171	LA	07/02/14	27229	UI ASST III	N	9	3	P	N	0.50	\$ 410,564	0.50	\$ 410,564
LBR 171	LA	08/01/15	27758	UI Asst V	N	13	3	P	N	1.00	\$ 33,720	1.00	\$ 33,720
LBR 171	LA	03/01/15	27765	UI Asst V	N	13	3	P	N	0.50	\$ 33,720	0.50	\$ 33,720
LBR 171	LA	06/09/15	120080	UI Asst V	N	13	3	P	N	0.50	\$ 36,468	0.50	\$ 36,468
LBR 171	LA	03/03/15	120088	UI Asst V	N	13	3	P	N	0.50	\$ 33,720	0.50	\$ 33,720
LBR 171	LA	10/09/15	120092	UI Asst IV	N	11	3	P	N	0.50	\$ 33,720	0.50	\$ 33,720
LBR 171	LA	12/01/14	120094	UI Asst IV	N	11	3	P	N	0.50	\$ 33,720	0.50	\$ 33,720
LBR 171	LA	12/08/14	120095	UI Asst III	N	9	3	P	N	0.50	\$ 28,872	0.50	\$ 28,872
LBR 171	LA	07/16/15	120096	UI Spec II	N	18	13	P	N	1.00	\$ 44,580	1.00	\$ 44,580
LBR 183	DA	11/30/15	35539	Office Assistant III	N	8	3	P	N	1.00	\$ 42,684	1.00	\$ 42,684
LBR 871	LB	07/01/15	6277	Secretary II	N	14	3	P	N	1.00	\$ 46,188	1.00	\$ 46,188
LBR 871	LB	10/16/15	24243	Office Assistant III	N	8	3	P	N	1.00	\$ 27,768	1.00	\$ 27,768
LBR 901	GA	07/01/14	10029	Research Statistician IV	N	22	13	P	A/P	1.00	\$ 66,054	1.00	\$ 66,054
LBR 901	GA	10/26/14	120219	Research Statistician I	N	16	13	P	N	1.00	\$ 48,228	1.00	\$ 48,228
LBR 902	AA	12/30/14	186	Accountant VI	N	26	23	P	N	1.00	\$ 83,580	1.00	\$ 83,580
LBR 902	AA	09/01/15	21185	Accountant IV	N	22	13	P	N	1.00	\$ 61,062	1.00	\$ 61,062
LBR 902	AA	08/01/15	22538	Accountant IV	N	22	13	P	N	1.00	\$ 48,228	1.00	\$ 48,228
LBR 902	AA	09/16/15	100040	Private Secretary III	Y	24	63	P	A	1.00	\$ 60,780	1.00	\$ 60,780
LBR 903	NA	10/01/15	100527	OCS RPR Dev Admin	Y	NA	13	P	A	1.00	\$ 70,740	1.00	\$ 70,740

Department of Labor and Industrial Relations
 Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

<u>Prog ID</u>	<u>Sub-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>
LBR 903	NA	08/01/15	104241	PGM & Evaluation Admin	Y	NA	13	T	N	1.00	\$ 72,804	1.00	\$ 72,804
LBR 903	NA	09/17/15	104400	OCS Program Spec	Y	NA	13	T	N	1.00	\$ 57,996	1.00	\$ 57,996

Department of Labor and Industrial Relations
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
LBR 111	PA	12/12/14	23445	ESS III	N	20	13	P	N	1.0	\$ 56,460	1.00	\$ 56,460	N
LBR 111	PA	06/29/15	23748	ESS IV	N	22	13	T	N	1.0	\$ 48,228	1.00	\$ 48,228	N
LBR 111	PA	07/01/14	25446	ESS IV	N	22	13	P	N	1.0	\$ 67,488	1.00	\$ 67,488	N
LBR 111	PA	07/01/14	31641	ESS III	N	20	13	P	N	1.0	\$ 44,580	1.00	\$ 44,580	N
LBR 111	PA	01/15/15	33333	ESS III	N	20	13	P	N	1.0	\$ 44,580	1.00	\$ 44,580	N
LBR 111	PA	07/01/14	47282	ESS II	N	18	13	T	U	1.0	\$ 46,374	1.00	\$ 46,374	N
LBR 111	PA	07/01/14	52837	ESS III	N	20	13	T	N	1.0	\$ 42,132	1.00	\$ 42,132	N
LBR 111	PB	07/01/14	120724	Office Asstant IV	N	10	3	T	N	1.0	\$ 32,460	1.00	\$ 32,460	N
LBR 135	IA	08/20/15	100278	Executive Director	Y	NA	93	P	A/N	1.0	\$ 81,696	1.00	\$ 81,696	N
LBR 143	EA	10/01/14	10141	EHS IV	N	22	13	P	A/P	1.0	\$ 53,352	1.00	\$ 53,352	N
LBR 143	EA	09/01/14	14202	OSHCO IV	N	21	3	P	A/P	1.0	\$ 49,968	1.00	\$ 49,968	N
LBR 143	EA	11/01/14	26415	Office Assistant III	N	10	3	P	A/P	1.0	\$ 32,424	1.00	\$ 32,424	N
LBR 143	EA	01/01/15	120241	OSH Advisor IV	N	22	13	P	A/P	1.0	\$ 47,436	1.00	\$ 47,436	N
LBR 143	EB	08/03/15	24643	Elevator Inspector II	N	21	3	P	B	1.0	\$ 46,188	1.00	\$ 46,188	N
LBR 143	EB	04/20/15	120391	Boiler Inspector	N	21	3	P	B	1.0	\$ 46,188	1.00	\$ 46,188	N
LBR 152	CA	07/01/15	15979	Office Asstant IV	N	10	3	P	A	1.0	\$ 2,872	1.00	\$ 2,872	N
LBR 152	CA	08/03/15	45620	LLES II	N	18	13	P	A	1.0	\$ 58,728	1.00	\$ 58,728	N
LBR 153	RA	11/01/14	10900	Staff Attorney	Y	NA	73	T	P	1.0	\$ 60,732	1.00	\$ 60,732	N
LBR 153	RA	10/01/14	28984	Investigator IV	N	22	13	T	P	1.0	\$ 39,336	1.00	\$ 39,336	N
LBR 153	RA	07/01/15	47954	Program Spec V	N	24	13	P	A/P	1.0	\$ 56,202	1.00	\$ 56,202	N
LBR 161	KA	09/17/15	24988	HLRB Researches	Y	NA	73	T	A	1.0	\$ 33,720	1.00	\$ 33,720	N
LBR 171	LA	08/24/15	21520	UI Asst V	N	13	3	P	N	1.0	\$ 33,720	1.00	\$ 33,720	N
LBR 171	LA	07/01/14	27121	UI Spec IV	N	22	13	P	N	1.0	\$ 56,460	1.00	\$ 56,460	N
LBR 183	DA	09/01/15	63	Office Assistant III	N	8	3	P	A	1.0	\$ 29,988	1.00	\$ 29,988	N
LBR 183	DA	09/16/15	3608	Office Assistant IV	N	10	3	P	A	1.0	\$ 28,872	1.00	\$ 28,872	N
LBR 183	DA	07/01/14	5743	DC enf Spec IV	N	22	13	P	A	1.0	\$ 63,516	1.00	\$ 63,516	N
LBR 183	DA	07/01/14	14044	WC Hearing Ofr V	N	26	23	P	A	1.0	\$ 58,728	1.00	\$ 58,728	N
LBR 183	DA	11/01/15	17670	Office Assistant III	N	8	3	P	A	1.0	\$ 32,460	1.00	\$ 32,460	N
LBR 183	DA	11/02/15	21222	DC Administrator	Y	EMO8	35	P	A	1.0	\$ 111,582	1.00	\$ 111,582	N
LBR 183	DA	11/16/15	21951	Office Assistant III	N	8	3	P	A	1.0	\$ 29,988	1.00	\$ 29,988	N
LBR 183	DA	11/02/15	25826	Office Assistant III	N	8	3	P	A	1.0	\$ 32,460	1.00	\$ 32,460	N
LBR 183	DA	08/01/14	25956	DC Program Spec I	N	24	13	P	A	1.0	\$ 74,310	1.00	\$ 74,310	N
LBR 183	DA	11/30/15	25958	TDI/Health Care Spec	N	20	13	P	A	1.0	\$ 54,300	1.00	\$ 54,300	N
LBR 183	DA	10/01/15	30084	Office Assistant III	N	8	3	P	A	1.0	\$ 26,700	1.00	\$ 26,700	N
LBR 183	DA	07/01/14	32678	Office Assistant III	N	8	3	P	A	1.0	\$ 27,768	1.00	\$ 27,768	N
LBR 183	DA	05/16/15	32798	Voc Rehab Spec IV	N	22	13	P	A	1.0	\$ 68,694	1.00	\$ 68,694	N
LBR 183	DA	09/01/15	34018	Office Assistant II	N	6	3	P	A	1.0	\$ 33,720	1.00	\$ 33,720	N
LBR 183	DA	07/01/14	35540	Office Assistant III	N	8	3	P	A	1.0	\$ 27,768	1.00	\$ 27,768	N
LBR 183	DA	10/16/15	35549	Office Assistant III	N	8	3	P	A	1.0	\$ 29,988	1.00	\$ 29,988	N

Department of Labor and Industrial Relations
 Positions Filled from July 1, 2014 to November 30, 2015

Table 15

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Effective Date</u> <u>Position Filled</u>	<u>Position</u> <u>Number</u>	<u>Position Title</u>	<u>Exempt</u> <u>(Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted</u> <u>FTE</u>	<u>Budgeted</u> <u>Salary</u>	<u>Actual</u> <u>FTE</u>	<u>Actual Salary</u>	<u>Occupied</u> <u>by 89 Day</u> <u>Hire (Y/N)</u>
LBR 183	DA	08/01/14	36482	WC Hearing Ofr V	N	26	13	P	A	1.0	\$ 83,580	1.00	\$ 86,508	N
LBR 183	DA	09/01/14	54616	Office Assistant III	N	8	3	P	A	1.0	\$ 26,700	1.00	\$ 26,700	N
LBR 183	DA	10/01/14	121144	Office Assistant III	N	8	3	P	A	1.0	\$ 26,700	1.00	\$ 26,700	N
LBR 812	HA	10/01/14	100353	Chairperson	Y	NA	0	P	A	1.0	\$ 116,176	1.00	\$ 116,176	N
LBR 812	HA	12/01/14	101060	Staff Attorney	Y	NA	73	P	A	1.0	\$ 52,872	1.00	\$ 52,872	N
LBR 871	LB	09/01/15	27971	ES Appeals Referee	N	26	73	P	N	1.0	\$ 51,936	0.45	\$ 51,936	N
LBR 901	GA	07/01/15	20573	Statistics Clerk I	N	10	3	P	P	1.0	\$ 28,872	1.00	\$ 28,872	N
LBR 901	GA	11/29/14	28556	Research Statistician III	N	20	13	P	P	1.0	\$ 50,172	1.00	\$ 50,172	N
LBR 902	AA	09/01/14	7744	Clerical Supv III	N	14	4	P	P	1.0	\$ 35,298	1.00	\$ 35,298	N
LBR 902	AA	01/02/15	9868	Personnel Tech VII	N	17	63	P	A/P	1.0	\$ 42,872	1.00	\$ 42,872	N
LBR 902	AA	09/01/14	26224	Accountant III	N	20	13	P	P	1.0	\$ 44,580	1.00	\$ 44,580	N
LBR 902	AA	10/01/14	47515	Office Assistant IV	N	10	63	P	A/P	1.0	\$ 28,872	1.00	\$ 28,872	N
LBR 902	AA	12/01/14	47960	IT Spec IV	N	22	13	P	A/P	1.0	\$ 44,899	1.00	\$ 44,899	N
LBR 903	NA	08/17/15	100487	OCS Program Spec	Y	NA	13	T	N	1.0	\$ 49,992	1.00	\$ 49,992	N
LBR 903	NA	10/16/15	100527	OCS Program Developer	Y	NA	13	T	N	1.0	\$ 62,400	1.00	\$ 62,400	N
LBR 903	NA	09/01/15	100903	OCS Senior Accountant	Y	NA	73	P	A	1.0	\$ 69,996	1.00	\$ 69,996	N

Department of Labor and Industrial Relations
 Unauthorized Positions as of November 30, 2015

Table 16

<u>Prog ID</u>	<u>Sub-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 Expenditure Summary

Table 17

Prog ID	Sub-Org	Program Title	MOF	FY15 (actual)			FY16 (estimated)			FY17 (budgeted)		
				Base Salary	Overtime	Overtime	Base Salary	Overtime	Overtime	Base Salary	Overtime	Overtime
				\$\$\$\$	\$\$\$\$	Percent	\$\$\$\$	\$\$\$\$	Percent	\$\$\$\$	\$\$\$\$	Percent
LBR 111	PA	Workforce Development	N	\$ 1,815,000	\$ 2,142	0.1%	\$ 2,036,600	\$ -	0.0%	\$ 2,107,214	\$ -	0.0%
LBR 111	PB	Workforce Development	N	\$ 1,679,226	\$ 1,290	0.1%	\$ 1,884,248	\$ -	0.0%	\$ 1,949,580	\$ -	0.0%
LBR 143	EA	HI Occupational Safety & Health	A	\$ 859,222	\$ 37,317	4.3%	\$ 951,040	\$ 30,000	3.2%	\$ 992,620	\$ 30,000	3.0%
LBR 143	EA	HI Occupational Safety & Health	P	\$ 1,167,556	\$ 35,097	3.0%	\$ 1,211,621	\$ 30,000	2.5%	\$ 1,257,272	\$ 30,000	2.4%
LBR 143	EA	Boiler & Elevator	B	\$ 1,956,012	\$ 4,981	0.3%	\$ 2,028,422	\$ 5,000	0.2%	\$ 2,060,756	\$ 5,000	0.2%
LBR 152	CA	Wage Standards	A	\$ 960,300	\$ 11,551	1.2%	\$ 1,073,672	\$ 10,000	0.9%	\$ 1,101,292	\$ 10,000	0.9%
LBR 153	RA	HI Civil Rights Commission	A	\$ 1,286,460	\$ 2,996	0.2%	\$ 1,460,585	\$ -	0.0%	\$ 1,498,157	\$ -	0.0%
LBR 171	LA	Unemployment Insurance	N	\$ 16,750,000	\$ 219	0.0%	\$ 18,795,060	\$ -	0.0%	\$ 19,446,737	\$ -	0.0%
LBR 183	DA	Disability Compensation	A	\$ 4,400,837	\$ 13,576	0.3%	\$ 4,811,144	\$ 10,000	0.2%	\$ 4,955,269	\$ -	0.0%
LBR 183	DA	Disability Compensation	B	\$ 826,780	\$ 5,140	0.6%	\$ 826,780	\$ 5,000	0.6%	\$ 826,780	\$ 5,000	0.6%
LBR 812	HA	Labor Appeals Board	A	\$ 723,480	\$ 2,679	0.4%	\$ 819,706		0.0%	\$ 840,793	\$ -	0.0%
LBR 901	GA	Research & Statistics	A	\$ 242,067	\$ 4,988	2.1%	\$ 288,373	\$ 5,000	1.7%	\$ 296,025	\$ 5,000	1.7%
LBR 901	GA	Research & Statistics	P	\$ 850,000	\$ 15,085	1.8%	\$ 811,869	\$ 10,000	1.2%	\$ 810,533	\$ 10,000	1.2%
LBR 902	AA	General Administration	A	\$ 1,318,562	\$ 19,753	1.5%	\$ 1,715,563	\$ 15,000	0.9%	\$ 1,759,423	\$ 15,000	0.9%
LBR 902	AA	General Administration	P	\$ 2,500,000	\$ 56,089	2.2%	\$ 2,241,415	\$ 30,000	1.3%	\$ 2,232,931	\$ 30,000	1.3%
LBR 135	IA	Workforce Development	N	\$ 345,585	\$ 288	0.1%	\$ 387,779	\$ -	0.0%	\$ 401,224		0.0%
		Total		\$ 37,681,087	\$ 213,191		\$ 41,343,877	\$ 150,000		\$ 42,536,606	\$ 140,000	0.3%

Overtime Position List

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15							
											OT		Comp Time		Total OT/Comp			
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base	
LBR 902	172	35	N	N	P	N	BUS MGT OFFICER II	EM07	\$ 58,563.36	360.25	\$14,306.75	24.4%			0.0%	14,306.75	24.4%	
LBR 902	172	35	N	N	P	A	BUS MGT OFFICER II	EM07	\$ 28,844.64	360.25	\$ 7,046.60	24.4%			0.0%	7,046.60	24.4%	
LBR 143	12055	23	Y	N	P	N	EHS VI	SR26	\$ 39,498.00	134.75	\$ 7,669.59	19.4%			0.0%	7,669.59	19.4%	
LBR 143	12055	23	Y	N	P	A	EHS VI	SR26	\$ 39,498.00	134.75	\$ 7,669.59	19.4%			0.0%	7,669.59	19.4%	
LBR 143	17643	3	Y	N	P	N	OSH COMPLIANCE OFFICER IV	SR24	\$ 31,584.00	119.50	\$ 5,344.56	16.9%			0.0%	5,344.56	16.9%	
LBR 143	17643	3	Y	N	P	A	OSH COMPLIANCE OFFICER IV	SR24	\$ 31,584.00	119.50	\$ 5,344.56	16.9%			0.0%	5,344.56	16.9%	
LBR 143	120266	4	Y	N	O	N	SUP OSH COMPLIANCE	SR25	\$ 35,562.00	141.00	\$ 7,231.89	20.3%			0.0%	7,231.89	20.3%	
LBR 143	120266	4	Y	N	O	A	SUP OSH COMPLIANCE	SR25	\$ 35,562.00	141.00	\$ 7,231.89	20.3%			0.0%	7,231.89	20.3%	
LBR 902	31384	13	Y	N	P	N	ACCOUNTANT III	SR 20	\$ 49,308.00	154.00	\$ 5,276.88	10.7%			0.0%	5,276.88	10.7%	
LBR 902	21185	13	Y	N	P	N	ACCOUNTANT IV	SR22	\$ 62,424.00	269.00	\$11,642.32	18.7%			0.0%	11,642.32	18.7%	
LBR 902	35350	13	Y	N	P	N	ACCOUNTANT IV	SR22	\$ 47,400.00	172.25	\$ 5,887.51	12.4%			0.0%	5,887.51	12.4%	
LBR 901	41647	13	Y	N	P	N	RESERCH STATISTICIAN IV	SR 22	\$ 60,012.00	157.00	\$ 6,794.96	11.3%			0.0%	6,794.96	11.3%	
LBR 143	8868	63	N	N	P	N	SECRETARY III	SR16	\$ 25,962.00	73.75	\$ 2,761.94	10.6%			0.0%	2,761.94	10.6%	
LBR 143	8868	63	N	N	P	A	SECRETARY III	SR16	\$ 25,962.00	73.75	\$ 2,761.94	10.6%			0.0%	2,761.94	10.6%	
																-		
																-		
																-		
							GRAND TOTAL			571,764.00	2,410.75	96,970.98	16.96%	-	-	0.0%	96,971	17.0%
							Totals by MOF	A		161,450.64	829.25	30,054.58	18.6%	-	-	0.0%	23,008	14.3%
								B		-	-	-		-	-		-	
								C		-	-	-		-	-		-	
								N		410,313.36	1,581.50	66,916.40	16.3%	-	-	0.0%	44,940	11.0%
								P		-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
 SALARY OVERPAYMENT FOR THE MONTH ENDING: NOVEMBER 2015

	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		
Note 1	[REDACTED]	12/03/2010 - 07/20/2012	\$9,637.94	\$4,622.55	\$0.00	\$5,015.39		\$5,015.39			Error in Retirement Code; No Retirement and Social Security was deducted	\$0.00
Note 4	[REDACTED]	06/01/15-07/31/15	\$2,537.59	\$0.00	\$0.00	\$2,537.59	\$2,537.59					
Total			\$12,175.53	\$4,622.55	\$0.00	\$7,552.98	\$2,537.59	\$5,015.39	\$0.00	\$0.00		
Total Mo. of Incidents												

NOTE: 1. \$5,015.39 will be collected by ERS thru payroll deductions. Working w/DAGS pre-audit to resolve this unusual case of former ESARO employee Monthly Report of Salary Overpayment

that was working full time hours but classified as part time per diem.

4. HIOSH forgot to notify ASO of sick employee out from work not having any remaining paid leave. Employee has returned to work. Overpayment to be recovered from December payroll.

Department of Labor and Industrial Relations
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Term of Contract			Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/ G/S
						Date Executed	From	To					
LBR111	N	\$ 307,529	A	307,529	160,002	8/20/2014	8/20/2014	6/30/2016	City & Cty of HNL	Admin functions for WIA program	on-site/desk review	Y	S
LBR111	N	\$ 112,225	A	112,225	0	7/18/2014	7/18/2014	6/30/2016	County of Hawaii	Admin functions for WIA program	on-site/desk review	Y	S
LBR111	N	\$ 69,334	A	69,334	14,000	10/31/2014	10/31/2014	6/30/2016	County of Maui	Admin functions for WIA program	on-site/desk review	Y	S
LBR111	N	\$ 36,131	A	36,131	23,976	10/1/2014	10/1/2014	6/30/2016	County of Kauai	Admin functions for WIA program	on-site/desk review	Y	S
LBR111	N	\$ 1,013,376	A	1,013,376	352,123	8/20/2014	8/20/2014	6/30/2016	City & Cty of HNL	E & T prgm for low income adults	on-site/desk review	Y	S
LBR111	N	\$ 400,119	A	400,119	30,947	7/18/2014	7/18/2014	6/30/2016	County of Hawaii	E & T prgm for low income adults	on-site/desk review	Y	S
LBR111	N	\$ 224,727	A	224,727	141,522	10/31/2014	10/31/2014	6/30/2016	County of Maui	E & T prgm for low income adults	on-site/desk review	Y	S
LBR111	N	\$ 117,455	A	117,455	38,893	10/1/2014	10/1/2014	6/30/2016	County of Kauai	E & T prgm for low income adults	on-site/desk review	Y	S
LBR111	N	\$ 789,604	A	789,604	148,413	8/20/2014	8/20/2014	6/30/2016	City & Cty of HNL	E & T prgm for dislocated workers	on-site/desk review	Y	S
LBR111	N	\$ 227,841	A	227,841	17,351	7/18/2014	7/18/2014	6/30/2016	County of Hawaii	E & T prgm for dislocated workers	on-site/desk review	Y	S
LBR111	N	\$ 172,063	A	172,063	101,086	10/31/2014	10/31/2014	6/30/2016	County of Maui	E & T prgm for dislocated workers	on-site/desk review	Y	S
LBR111	N	\$ 98,675	A	98,675	31,094	10/1/2014	10/1/2014	6/30/2016	County of Kauai	E & T prgm for dislocated workers	on-site/desk review	Y	S
LBR111	N	\$ 964,796	A	964,796	353,521	8/20/2014	8/20/2014	6/30/2016	City & Cty of HNL	E & T prgm for low income youth	on-site/desk review	Y	S
LBR111	N	\$ 382,081	A	382,081	16,235	7/18/2014	7/18/2014	6/30/2016	County of Hawaii	E & T prgm for low income youth	on-site/desk review	Y	S
LBR111	N	\$ 227,229	A	227,229	45,772	10/31/2014	10/31/2014	6/30/2016	County of Maui	E & T prgm for low income youth	on-site/desk review	Y	S
LBR111	N	\$ 109,071	A	109,071	19,393	10/1/2014	10/1/2014	6/30/2016	County of Kauai	E & T prgm for low income youth	on-site/desk review	Y	S
LBR111	N	\$ 677,670	One time	677,670	172,523	1/30/2014	1/30/2014	6/30/2016	City & Cty of HNL	E & T prgm for dislocated workers	on-site/desk review	Y	S
LBR111	N	\$ 246,988	One time	246,988	245,899	1/26/2015	1/26/2015	9/30/2015	City & Cty of HNL	E & T prgm for dislocated workers	on-site/desk review	Y	S
LBR111	N	\$ 853,410	A	853,410	467,410	7/1/2015	7/1/2015	6/30/2016	HNL Community Action Program	E & T prgm for low-income senio	on-site/desk review	Y	S
LBR111	N	\$ 362,999	A	362,999	341,016	7/1/2015	7/1/2015	6/30/2016	HI County Office of Aging	E & T prgm for low-income senio	on-site/desk review	Y	S
LBR111	N	\$ 194,792	A	194,792	132,405	7/1/2015	7/1/2015	6/30/2016	Maui Economic Opportunity	E & T prgm for low-income senio	on-site/desk review	Y	S
LBR111	N	\$ 217,905	A	217,905	153,097	7/1/2015	7/1/2015	6/30/2016	Dept of Human Svc	E & T prgm for low-income senio	on-site/desk review	Y	S
LBR111	B	\$ 117,502	One time	117,502	79,482	10/1/2014	10/1/2014	3/31/2016	HI Island Workforce Econ Dev Ohana	Small business trng prgm on technology competency	on-site/desk review	Y	S
LBR111	N	\$ 339,000	A	339,000	197,750	7/1/2015	7/1/2015	6/30/2016	Geographic Solutions	Mgmt info system for E & T prgms	daily usage	Y	G
LBR135	N	\$ 114,530	A	114,530	41,577	7/1/2015	7/1/2015	6/30/2017	County of Hawaii	Admin functions for WIA program	on-site/desk review	Y	S
LBR135	N	\$ 349,141	A	349,141	345,636	7/1/2015	7/1/2015	6/30/2017	County of Hawaii	E & T prgm for low income adults	on-site/desk review	Y	S
LBR135	N	\$ 318,534	A	318,534	314,803	7/1/2015	7/1/2015	6/30/2017	County of Hawaii	E & T prgm for dislocated workers	on-site/desk review	Y	S
LBR135	N	\$ 363,110	A	363,110	357,309	7/1/2015	7/1/2015	6/30/2017	County of Hawaii	E & T prgm for low income youth	on-site/desk review	Y	S

Department of Industrial Relation
FY16 Appropriation Status

Table 21

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY16 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
119/2015	LBR 111	1000-001	Workforce Innovation and Opportunity Act	Income special fund ceiling	A	-	1.00	450,000	-	-	-	To be established
119/2015	LBR 143	210-001	Program Specialist and Secretary		A	-	0.60	34,036	-	-	-	To be established
119/2015	LBR 143	210-001	Program Specialist and Secretary		A	-	1.40	89,716	-	-	-	To be established
119/2015	LBR 153	2000-001	Contract for Hearing Examiners		A	-	-	25,000	-	-	-	Hearing examiner selected
119/2015	LBR 183	210-001	Program Specialist for plans review		A	-	1.00	51,289	-	-	-	To be established
119/2015	LBR 183	1001-001	Business Process Optimization Analysis		A	-	-	905,000	-	-	-	Consultant Gartner, Inc.
119/2015	LBR 902	1100-002	Vacation Payout		A	-	-	250,000	-	-	-	Governor's Restriction
119/2015	LBR 903	210-001	Human Trafficking Victim Services Special fund		A	-	-	5,000	-	-	-	Pending release by the Governor
119/2015	LBR 903	4000-001	Grant in Aid - Easter Seals Hawaii		A	-	-	418,364	-	-	-	Pending release by the Governor
119/2015	LBR 903	4001-001	Ethics Education Foundation of Hawaii		A	-	-	100,000	-	-	-	Pending release by the Governor
119/2015	LBR 903	4002-001	Hawaii County Economic Opportunity Council		A	-	-	147,735	-	-	-	Pending release by the Governor
119/2015	LBR 903	4003-001	Ho'okupa'a		A	-	-	300,000	-	-	-	Pending release by the Governor
119/2015	LBR 903	4004-001	Kauai Food Bank, Inc.		A	-	-	120,422	-	-	-	Pending release by the Governor
119/2015	LBR 903	4005-001	Kauai Planning and Action Alliance, Inc.		A	-	-	123,203	-	-	-	Pending release by the Governor
119/2015	LBR 903	4006-001	North Kohala Community Resource Center		A	-	-	75,000	-	-	-	Pending release by the Governor
119/2015	LBR 903	4007-001	Oahu Society for the Prevention of Cruelty to Animals		A	-	-	185,000	-	-	-	Pending release by the Governor
119/2015	LBR 903	4008-001	Pacific Tsunami Museum, Inc.		A	-	-	55,000	-	-	-	Pending release by the Governor
119/2015	LBR 903	4009-001	To Touch a Heart, Inc.		A	-	-	100,000	-	-	-	Pending release by the Governor

Department of Labor and Industrial Relations
 Capital Improvements Program (CIP) Requests

Table 22

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept-</u> <u>Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY16 \$\$\$</u>	<u>FY17 \$\$\$</u>
					None			

Department of Labor and Industrial Relations
CIP Lapses

<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 24

<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 901						

Department of Labor and Industrial Relations
Program ID Sub-Organizations

Table 25

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
LBR 111	PA	Employment Security - Employment Service	To deliver employment and training services to job applicants, workers, and industry statewide.
LBR 111	PB	Training and Development Programs	To plan and develop customer driven training programs and services linked to statewide economic initiatives.
LBR 135	IA	Manpower and Full Employment	To develop a state system of workforce development that motivates and supports economic change and progress.
LBR 143	EA	Occupational Safety and Health	To assure every employee safe and healthful working conditions.
LBR 143	EB	Elevator and Boiler Safety	To assure the safe operation of boilers, pressure systems, amusement rides, elevator and kindred equipment.
LBR 152	CA	Enforcement	To assure workers of their lawful rights and benefits related to wages and safeguard against unlawful employment practices.
LBR 153	RA	Civil Rights Commission	Assure the rights of the public against discriminatory practices in employment, housing, public accommodations and access to state services.
LBR 161	KA	Hawaii Labor Relations Board	To encourage harmonious and cooperative labor management relations and resolve disputes for employees.
LBR 171	LA	Employment Security - Unemployment Compensation	To alleviate economic hardships resulting from less wages during periods of involuntary unemployment.
LBR 183	DA	Workers' Compensation	To alleviate economic hardships resulting from less wages due to work or network related injury or illness.
LBR 812	HA	Labor & Industrial Relations Appeals Board	To review appeals of workers' compensation and Occupational Safety and Health (Boiler and Elevator) decisions.
LBR 871	LB	Employment Security Appeals Referee's Office	To review appeals relating to unemployment compensation benefits.
LBR 901	GA	Research & Statistics - BLS OSHA	To gather , analyze, and report labor, employment, and related economic data.
LLBR 902	AA	Departmental Administration	To enhance program effectiveness and efficiency by formulating policies directing operations, personnel and providing administrative services.
LBR 903	NA	Office of Community Services	To facilitate and enhance the development, delivery and coordination of effective programs for the economically disadvantaged, immigrants, and refugees to achieve economic self-sufficiency.
LBR 901	GB	Hawaii Career Information Delivery System	To provide occupational, educational, school training and other types of information for career decision making and planning.

Department of Labor and Industrial Relations
Organization Changes

Table 26

<u>Year of Change</u> FY15/FY16	<u>Page</u> Number	<u>Description of Change</u>
		None

PROGRAM AND ORGANIZATION MANUAL
JULY 2015



STATE OF HAWAII

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

LINDA CHU TAKAYAMA, DIRECTOR

LEONARD HOSHIJO, DEPUTY DIRECTOR

PROGRAM AND ORGANIZATION MANUAL
(Revised JULY 2015)
TABLE OF CONTENTS

	PAGE NUMBER
I. PROGRAMS AND OBJECTIVES	1
II. STATEMENT OF FUNCTIONS	
A. Office of the Director	5
B. Employment Security Appeals Referees' Office	6
C. Hawaii Labor Relations Board	6
D. State Fire Council	6
E. Hoisting Machine Operators Advisory Board	6
F. Labor and Industrial Relations Appeals Board	7
G. Workforce Development Council	7
H. Hawaii Civil Rights Commission	10
I. Office of Community Services	14
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	29
Hawaii Branch	32
Maui Branch	34
Kauai Branch	35
N. Unemployment Insurance Division	
Program Development, Coordination and Evaluation Services	36
Oahu Branch	38
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	64
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. Hoisting Machine Operators Advisory Board	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	90
	(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	110
	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

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 determination s 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) Oversees and advises the Hoisting Machine Operators Advisory Board and its Director with respect to safe and lawful certifications of boom, crane and tower operators in Hawaii.
- (13) Develops, analyzes and disseminates information and statistics on labor and industrial relations as set forth in Chapter 371, HRS.
- (14) 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.
- (15) 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.
- (16) 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.

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 Hoisting Machine Operators Advisory Board.

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.

HOISTING MACHINE OPERATORS ADVISORY BOARD

The Hoisting Machine Operators Advisory Board is charged with processing and certifying boom, crane, and tower operators in the State of Hawaii.

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 work force investment funds;

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

WORKFORCE DEVELOPMENT COUNCIL (2) 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 (3) 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 staffs 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 staffs 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

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.

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

ADMINISTRATIVE SERVICES OFFICE (3) cont'd.

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], Workforce Development Division's HireNet Operating System, 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.

- Works with the Communication, Security, and PS Sections to install, configure, and manage departmental IT systems.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

ADMINISTRATIVE SERVICES OFFICE (5) cont'd

- 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, OSOS, and DCD's Lotus Domino).

Software Applications

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

Software/Hardware Procurement

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

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

ADMINISTRATIVE SERVICES OFFICE (6) cont'd

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 (2) cont'd

LABOR MARKET INFORMATION STAFF

Conducts occupational and labor market research; 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.

Labor Force Research Section

Develops, analyzes and disseminates statistical data on the labor force, unemployment, employment, industry wages, job counts, and hours and earnings, 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 word-processing, typing, and clerical 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 word-processing, 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, stenographic 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, stenographic 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

KANEEOHE 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, clerical, and stenographic 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, clerical, and stenographic 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, clerical, and stenographic 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, clerical, and stenographic 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, clerical, and stenographic 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 (2) (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 stenographic, 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 stenographic, 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 stenographic, 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 stenographic, 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 stenographic, 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' requirements, and referring non-complying employers and insurers to the Enforcement Branch.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATEMENT OF FUNCTIONS

DISABILITY COMPENSATION DIVISION (5) cont'd

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.

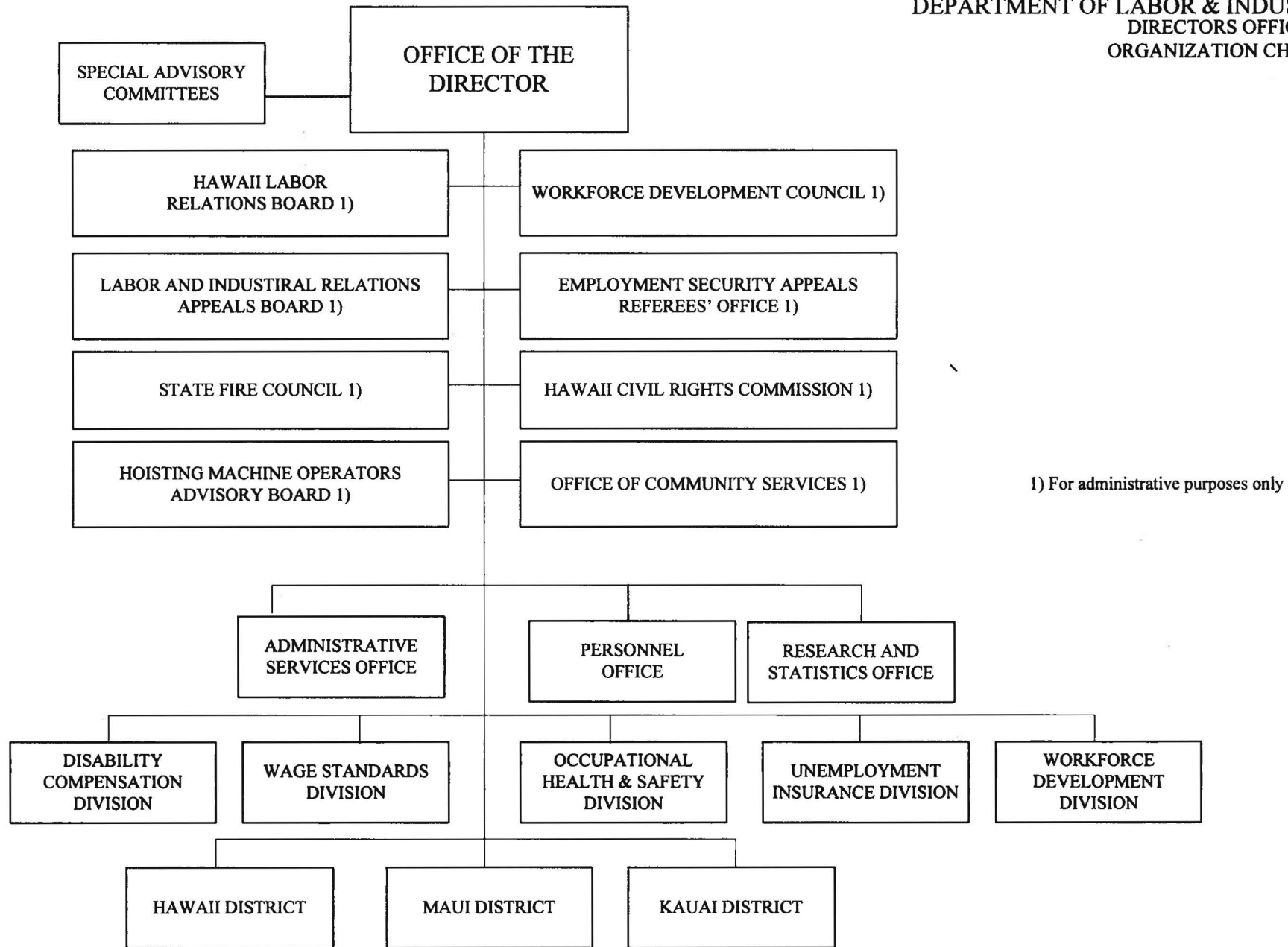
Facilitates the Workers' Compensation process to ensure that claims are processed expeditiously through the WC system; educates claimants on the WC law and claims processes; maintains information programs to keep workers informed of the WC law; responds to inquiries on claim status and questions on the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

CLERICAL SERVICES

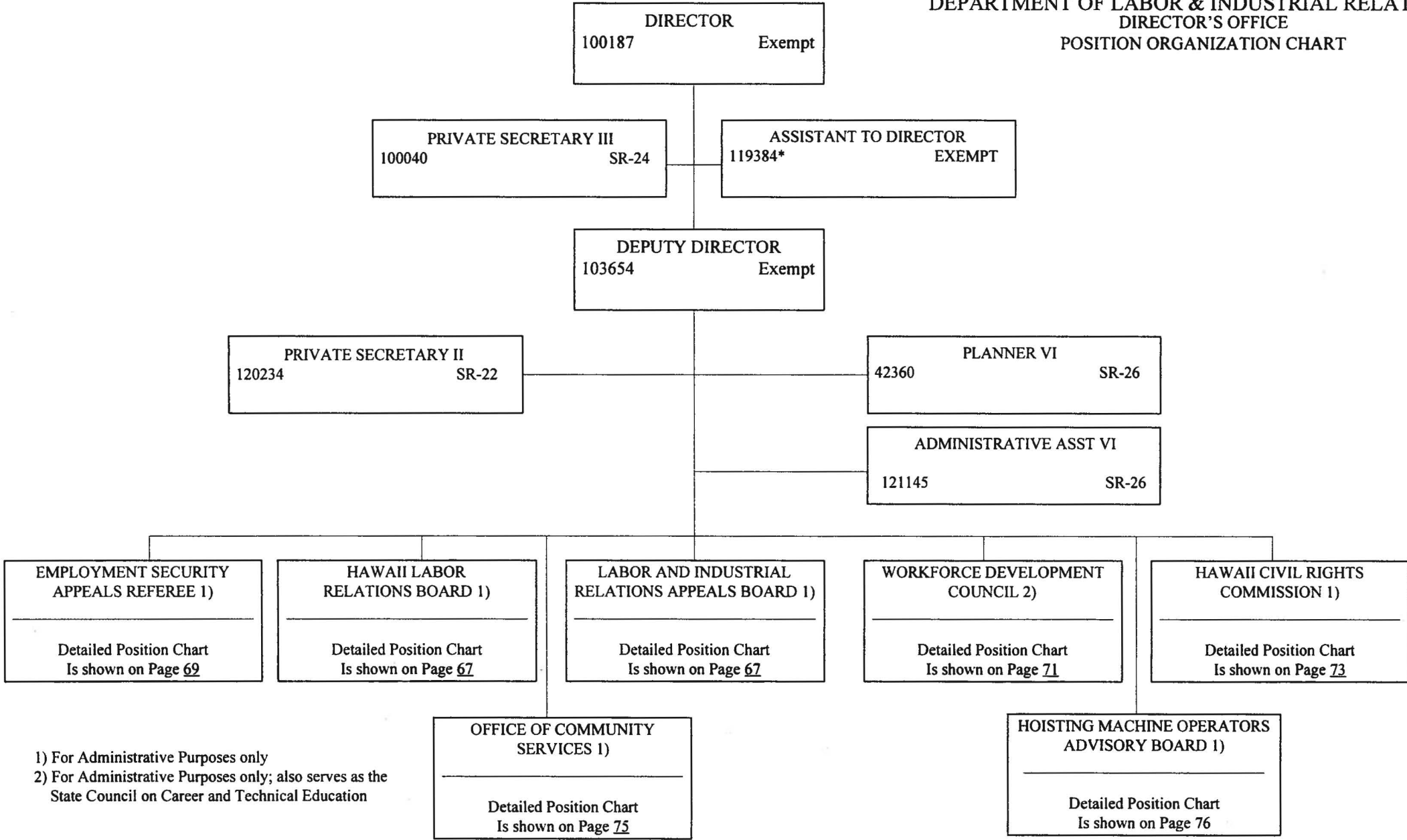
Provides statistical, clerical and stenographic services for the office.

...ORGANIZATION AND POSITION CHARTS...

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



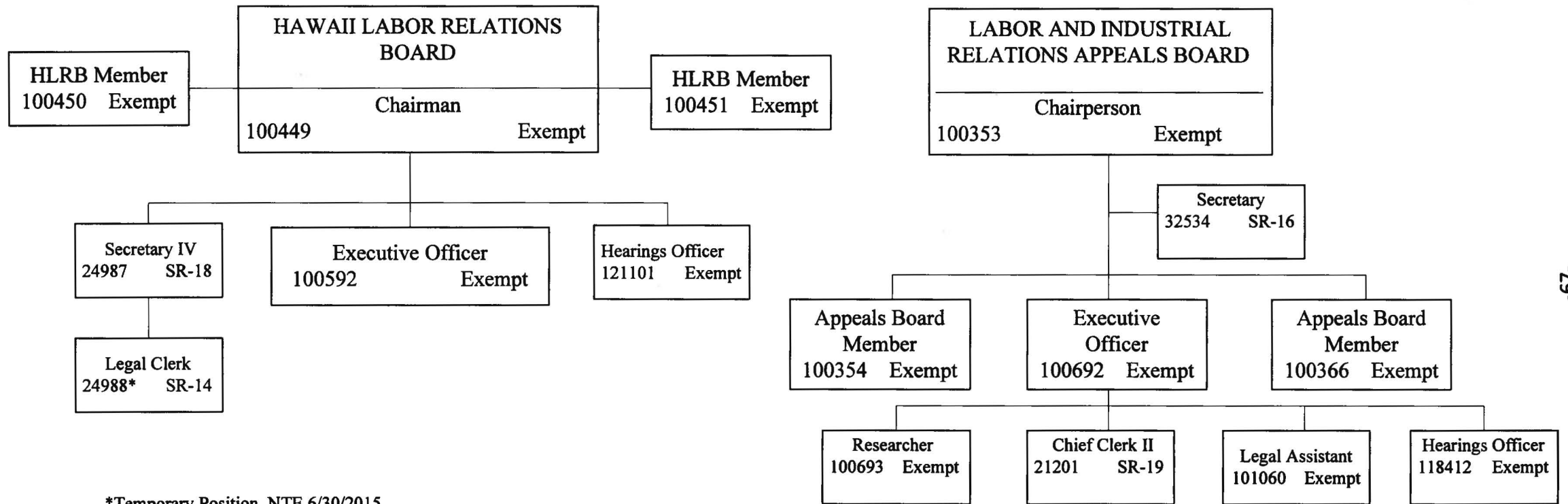
STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DIRECTOR'S OFFICE
 POSITION ORGANIZATION CHART



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

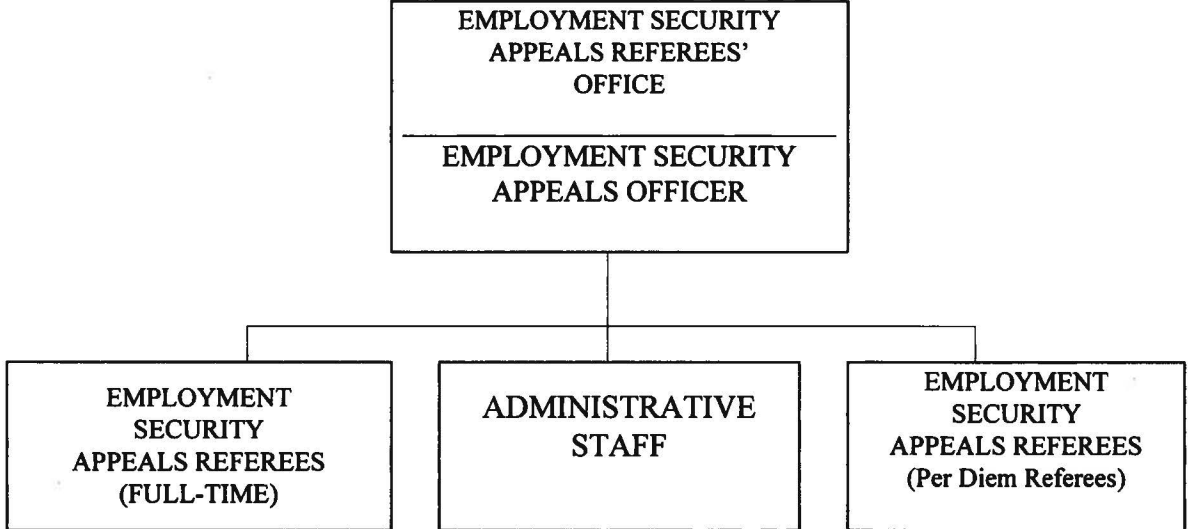
* Special Assignment (LBR 111PB)

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

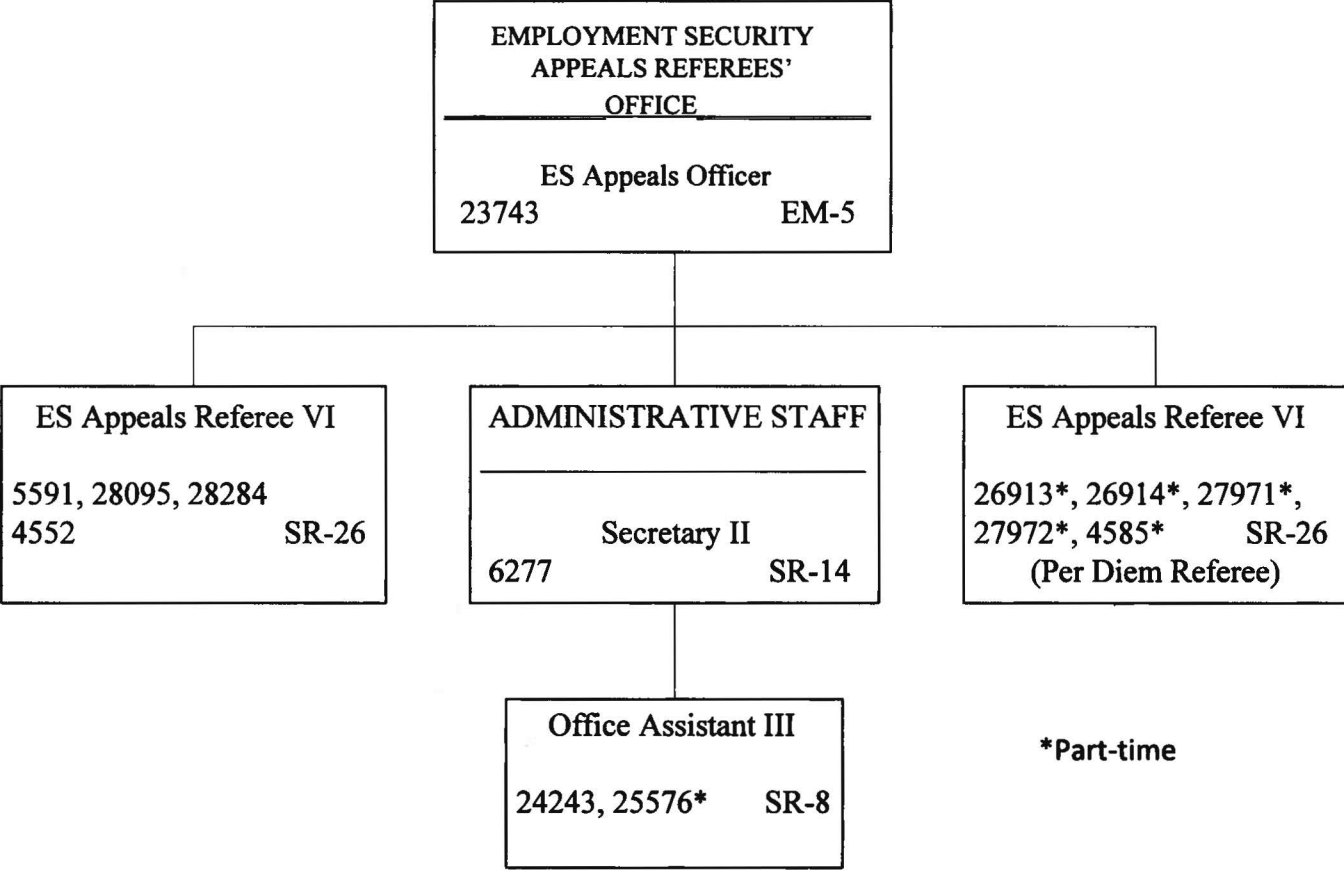


*Temporary Position, NTE 6/30/2015

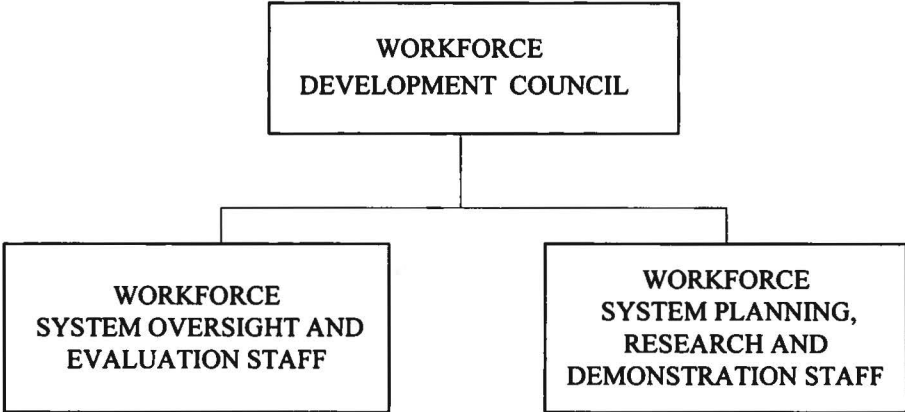
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE
POSITION ORGANIZATION CHART



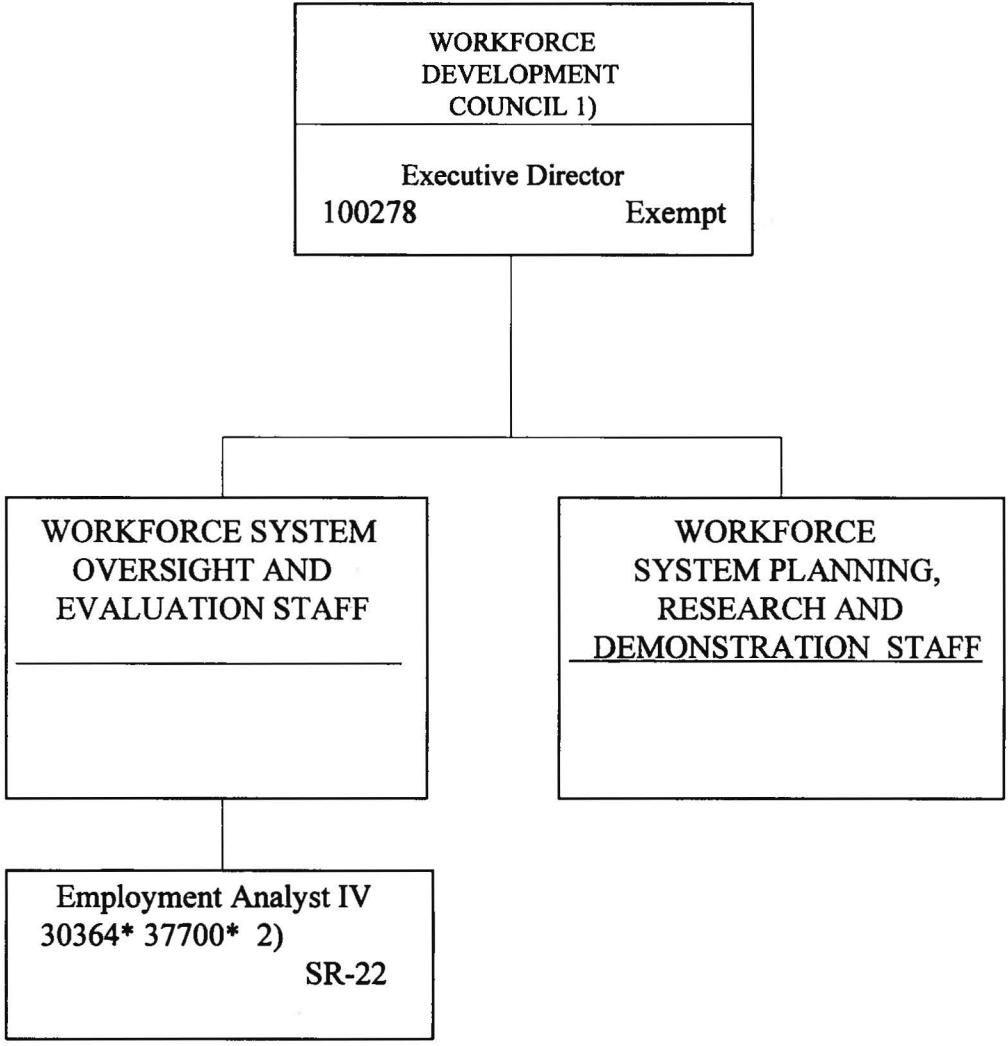
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE
 POSITION ORGANIZATION CHART



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

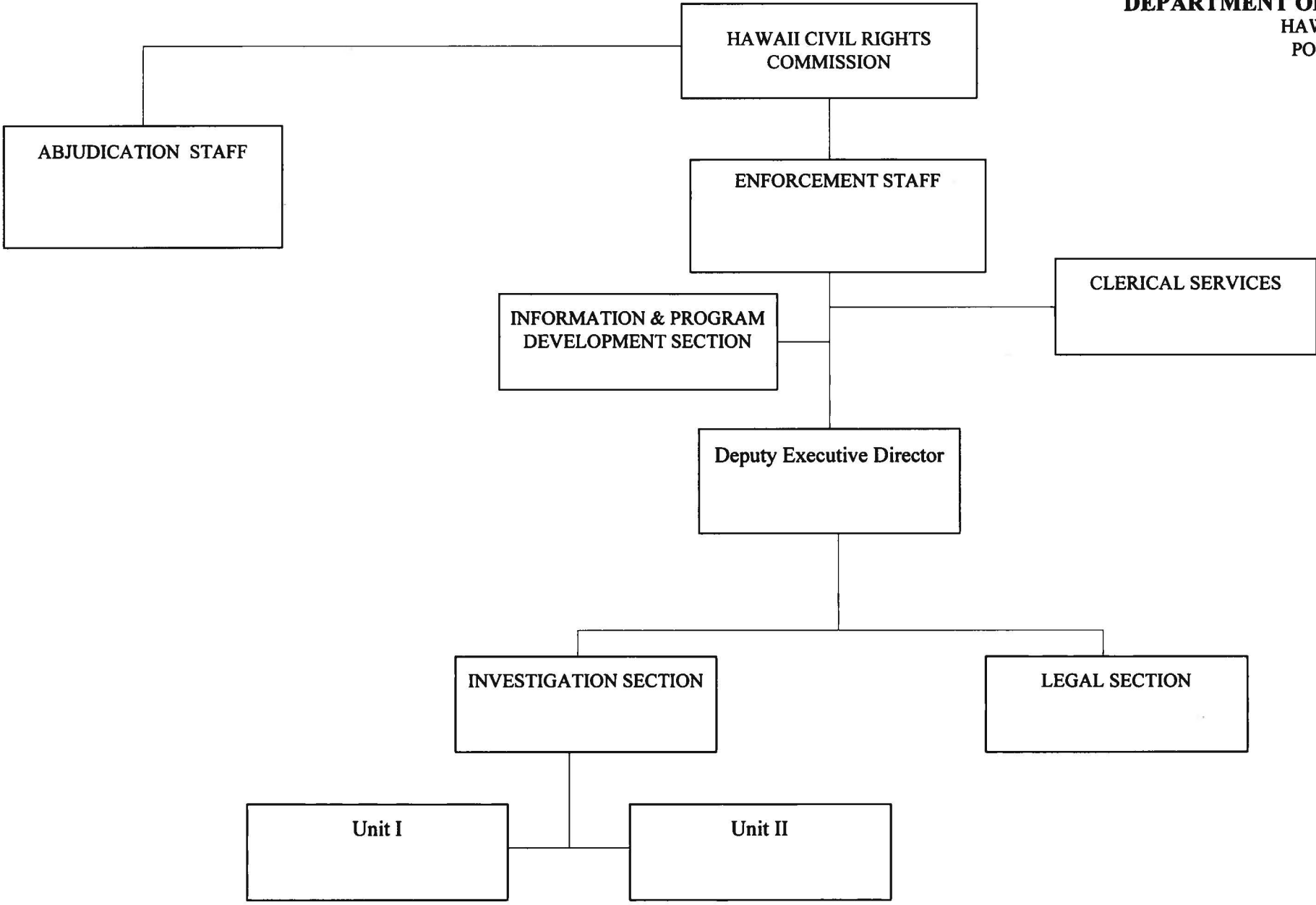


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT COUNCIL
 POSITION ORGANIZATION CHART

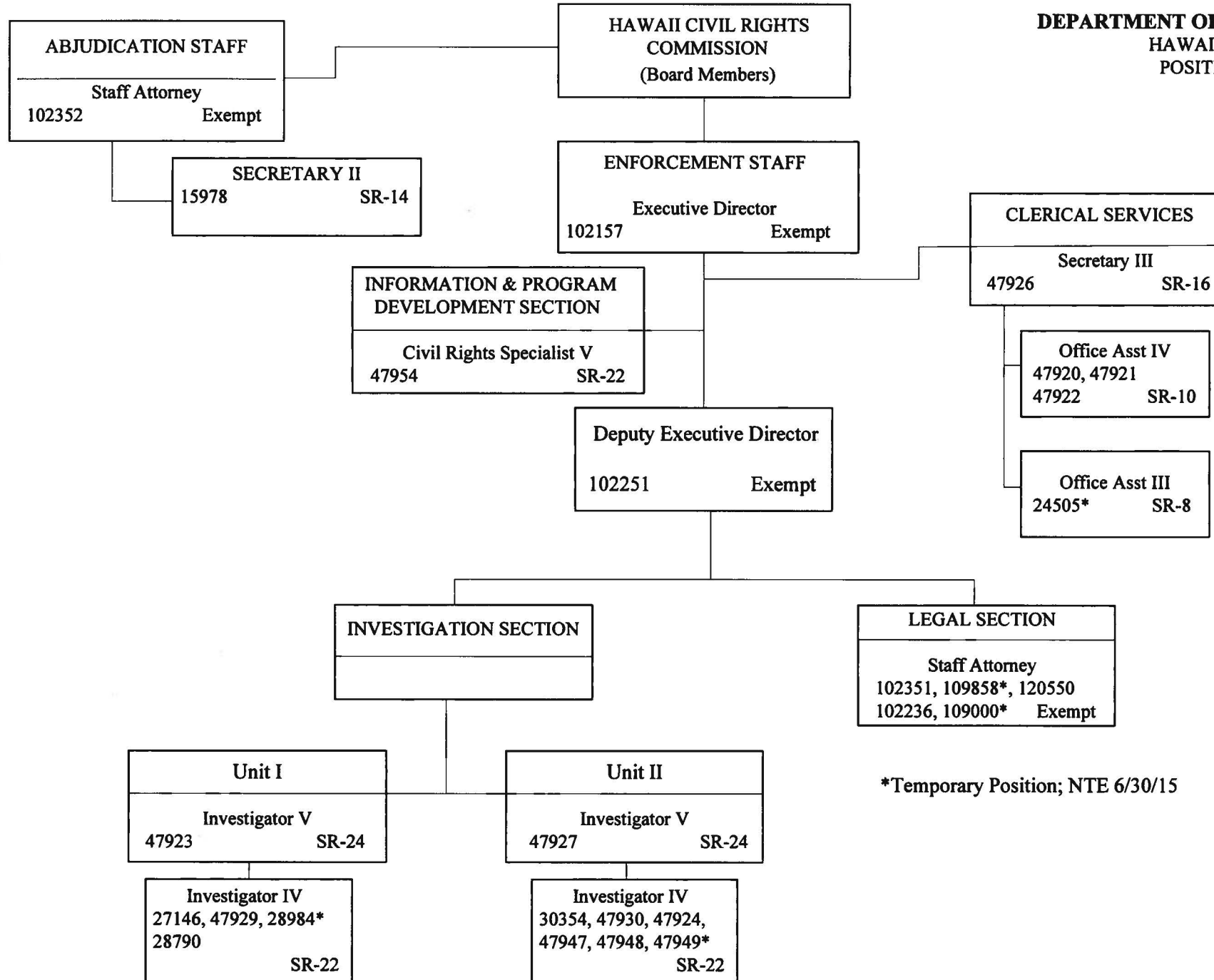


1) For Administrative Purposes Only
 2) Position to be redescribed
 * Temporary position, NTE 6/30/15

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

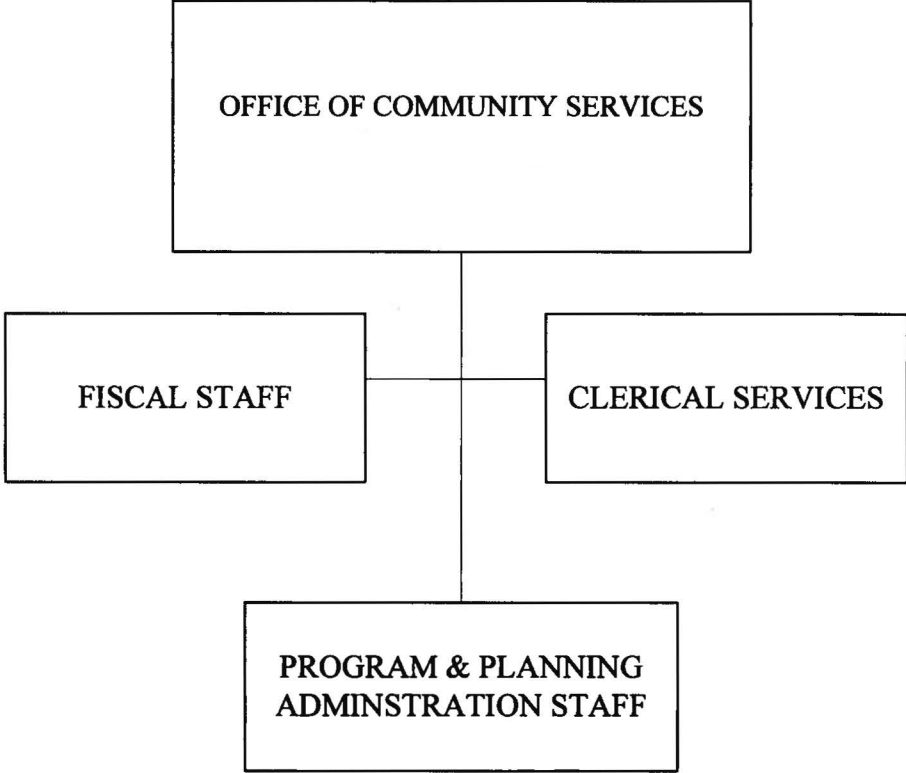


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII CIVIL RIGHTS COMMISSION
POSITION ORGANIZATION CHART

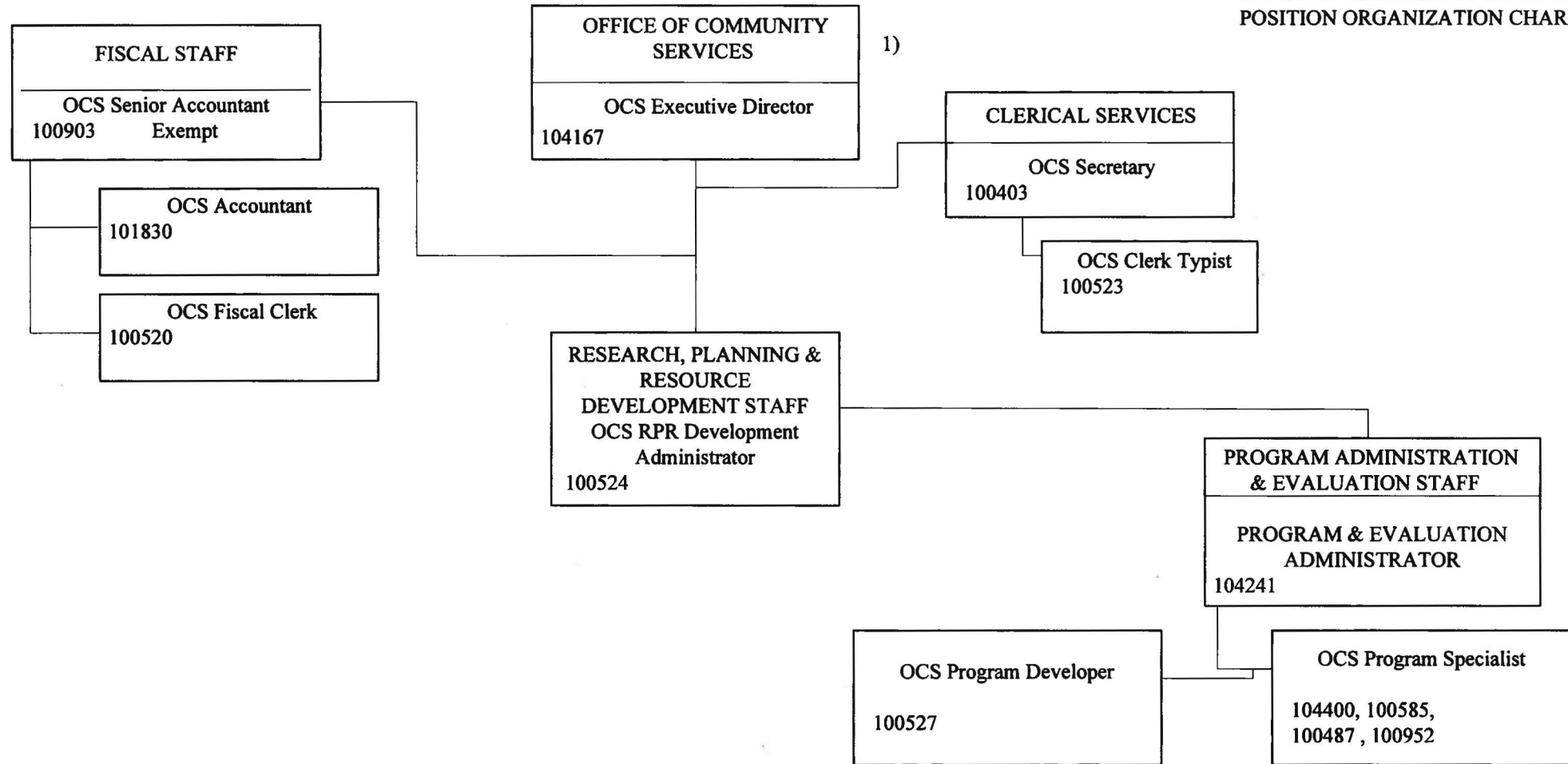


*Temporary Position; NTE 6/30/15

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

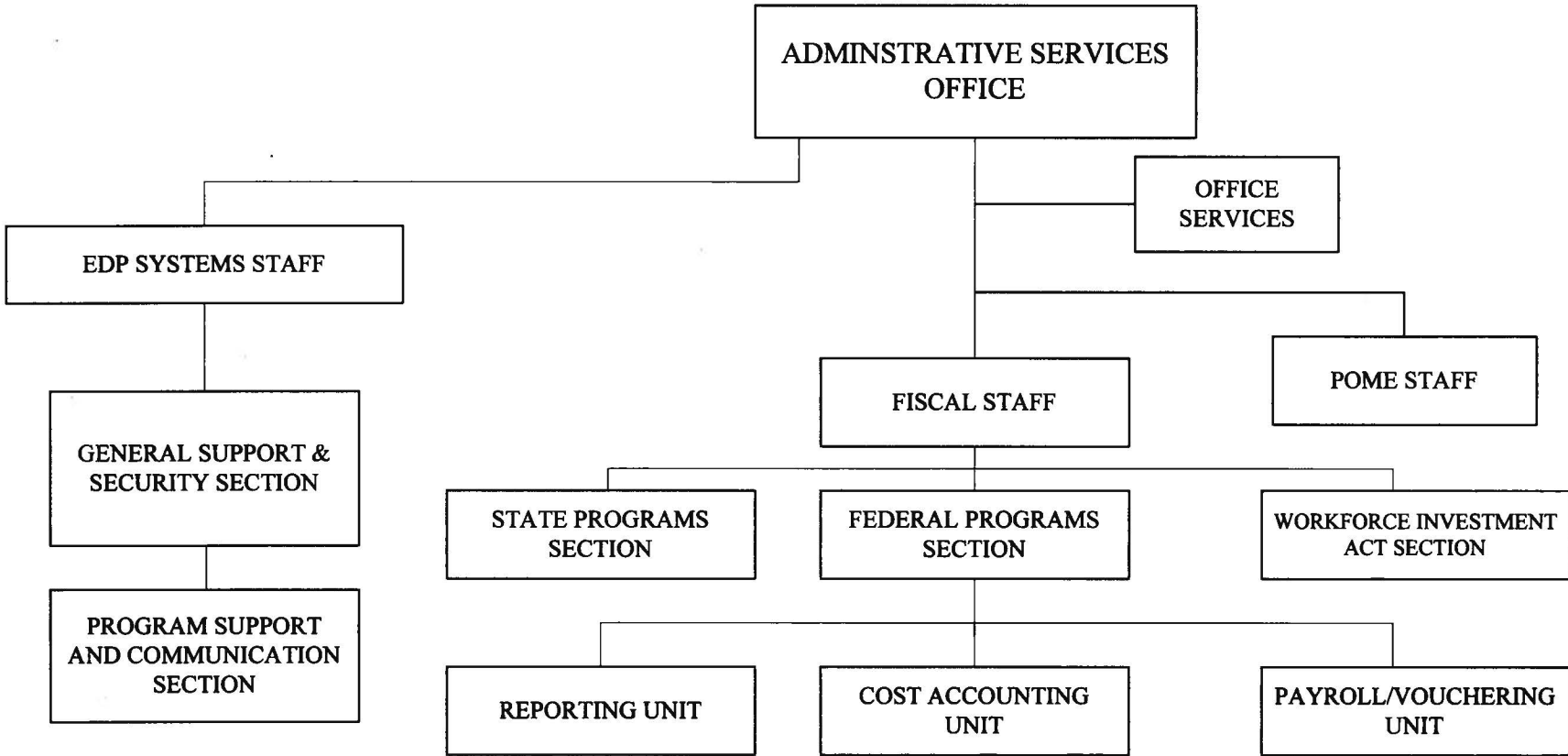
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HOISTING MACHINE OPERATORS
ADVISORY BOARD
ORGANIZATION CHART

Executive Director	
109857* 1)	SRNA

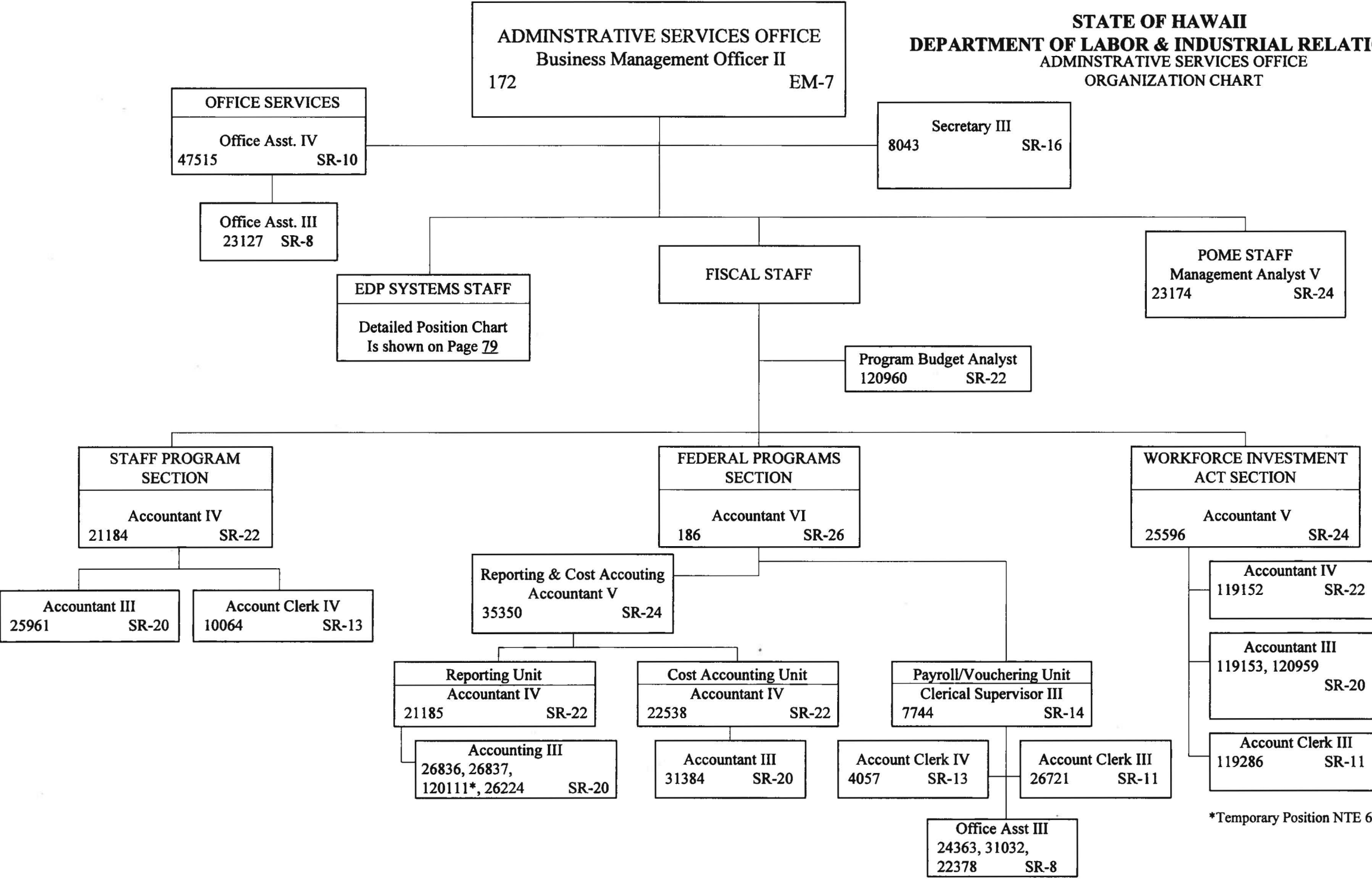
***Part-time**
1) Exempt By Statute

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

**ADMINISTRATIVE SERVICES OFFICE
ORGANIZATION CHART
(Current)**

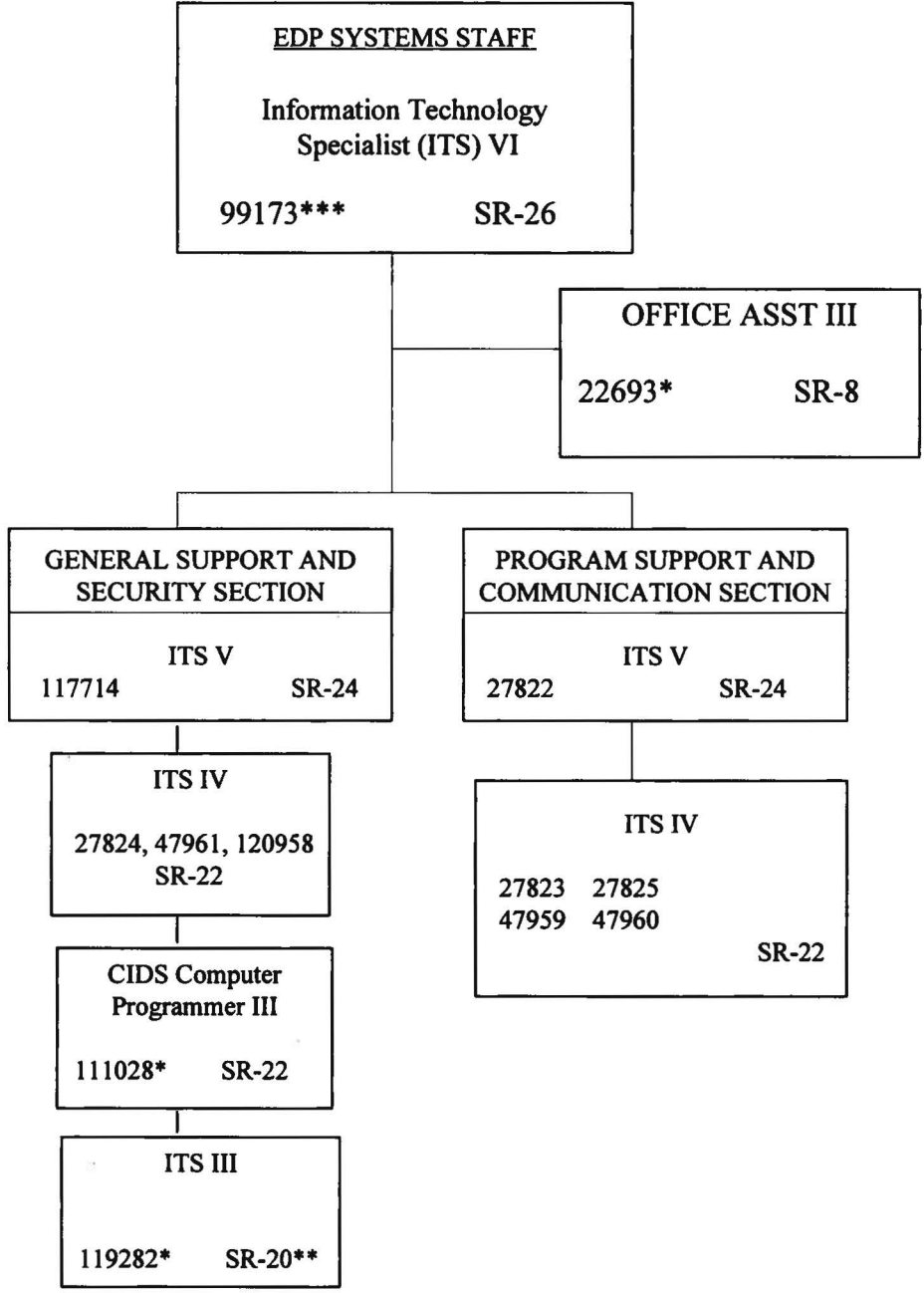


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 ADMINSTRATIVE SERVICES OFFICE
 ORGANIZATION CHART



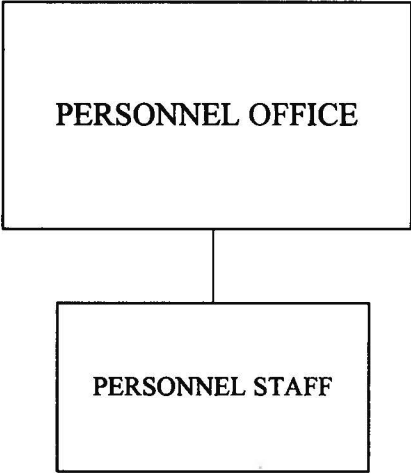
*Temporary Position NTE 6/30/2015

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

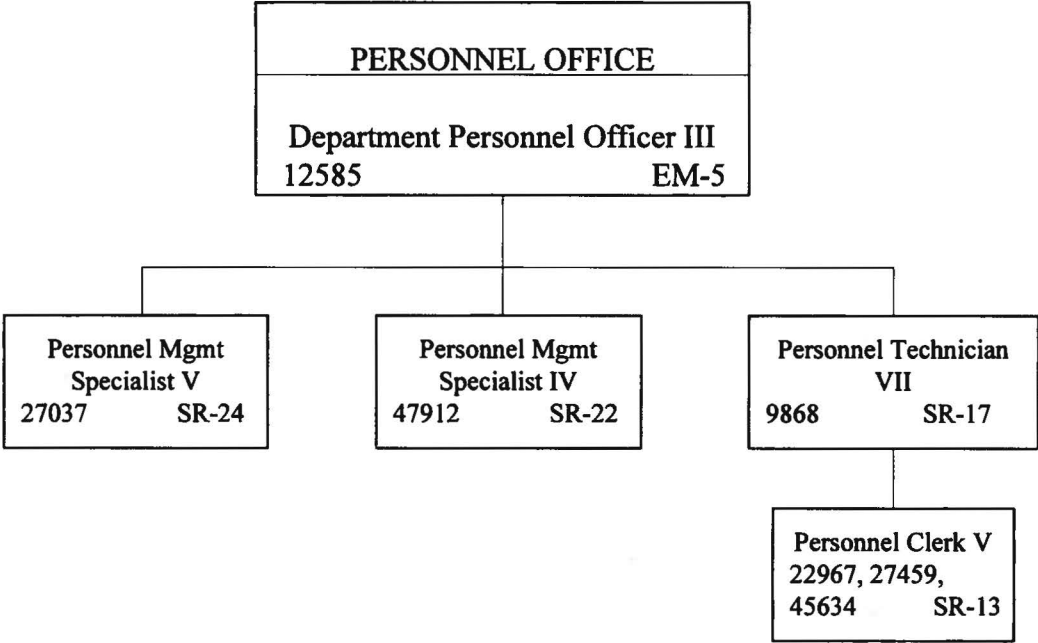


*Temporary Position NTE 6/30/2015
 **Established position 119282 per Act 122, SLH2014, pending delegated reorganization
 *** Position to be established

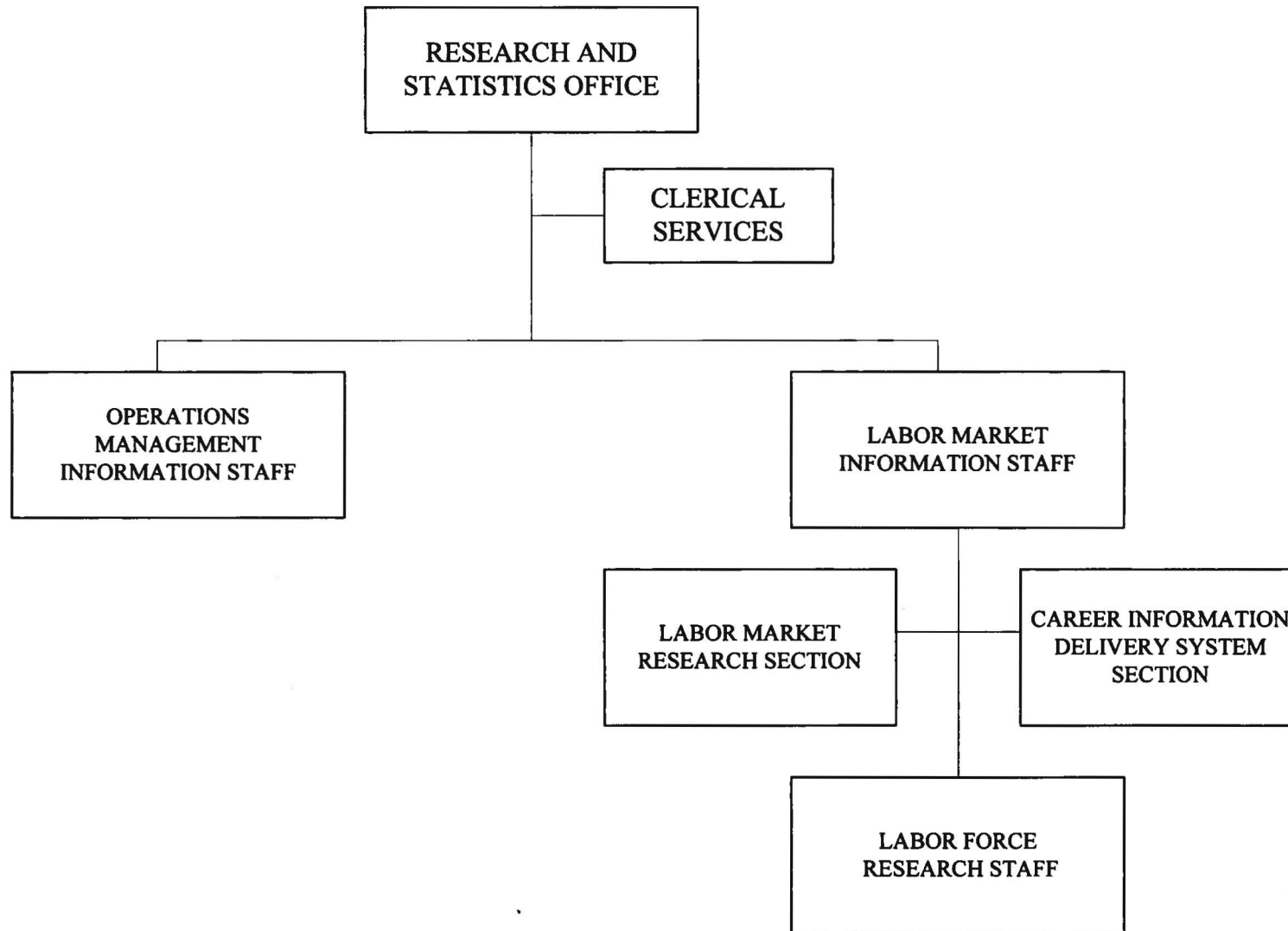
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
PERSONNEL OFFICE
ORGANIZATION CHART



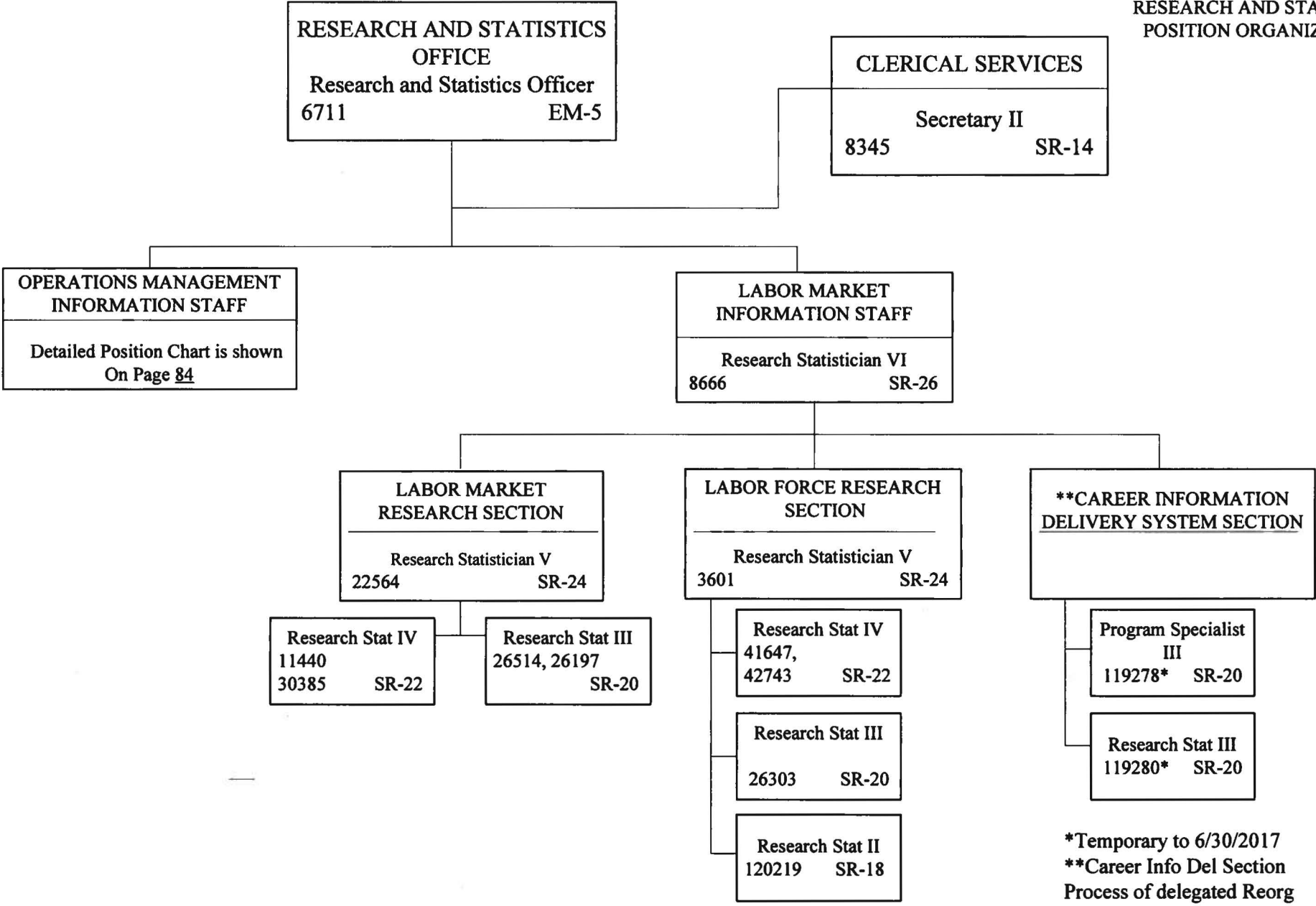
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
PERSONNEL OFFICE
POSITION ORGANIZATION CHART



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

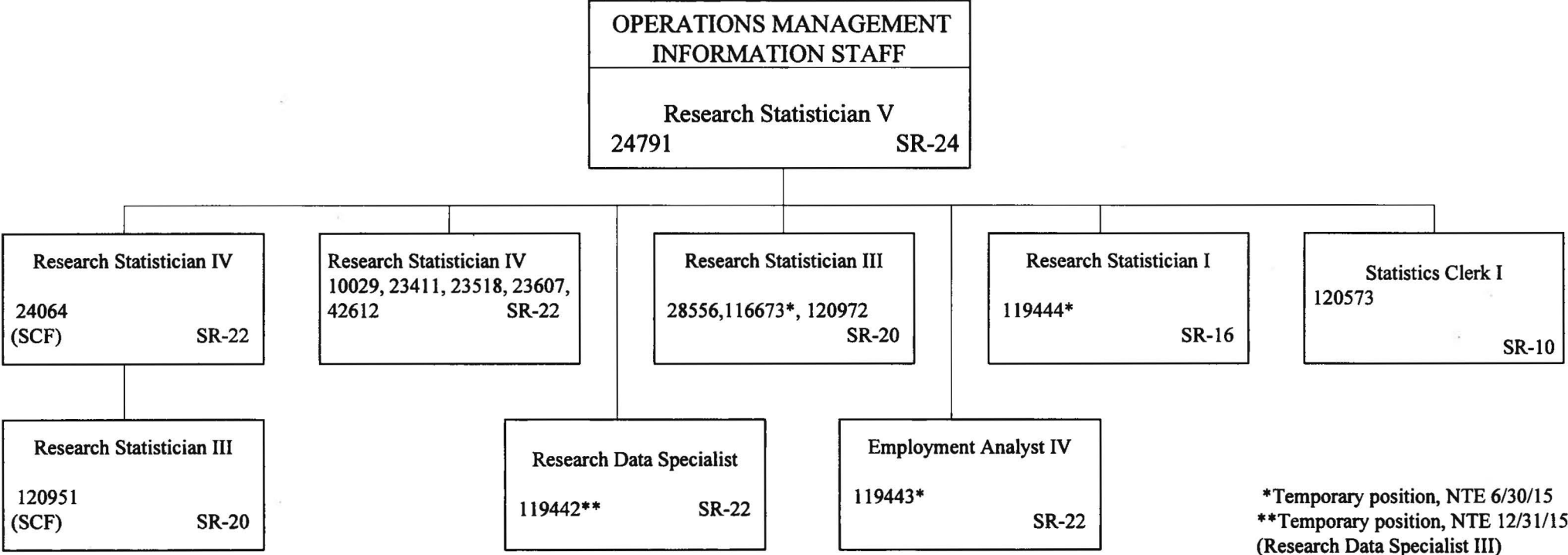


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 RESEARCH AND STATISTICS OFFICE
 POSITION ORGANIZATION CHART



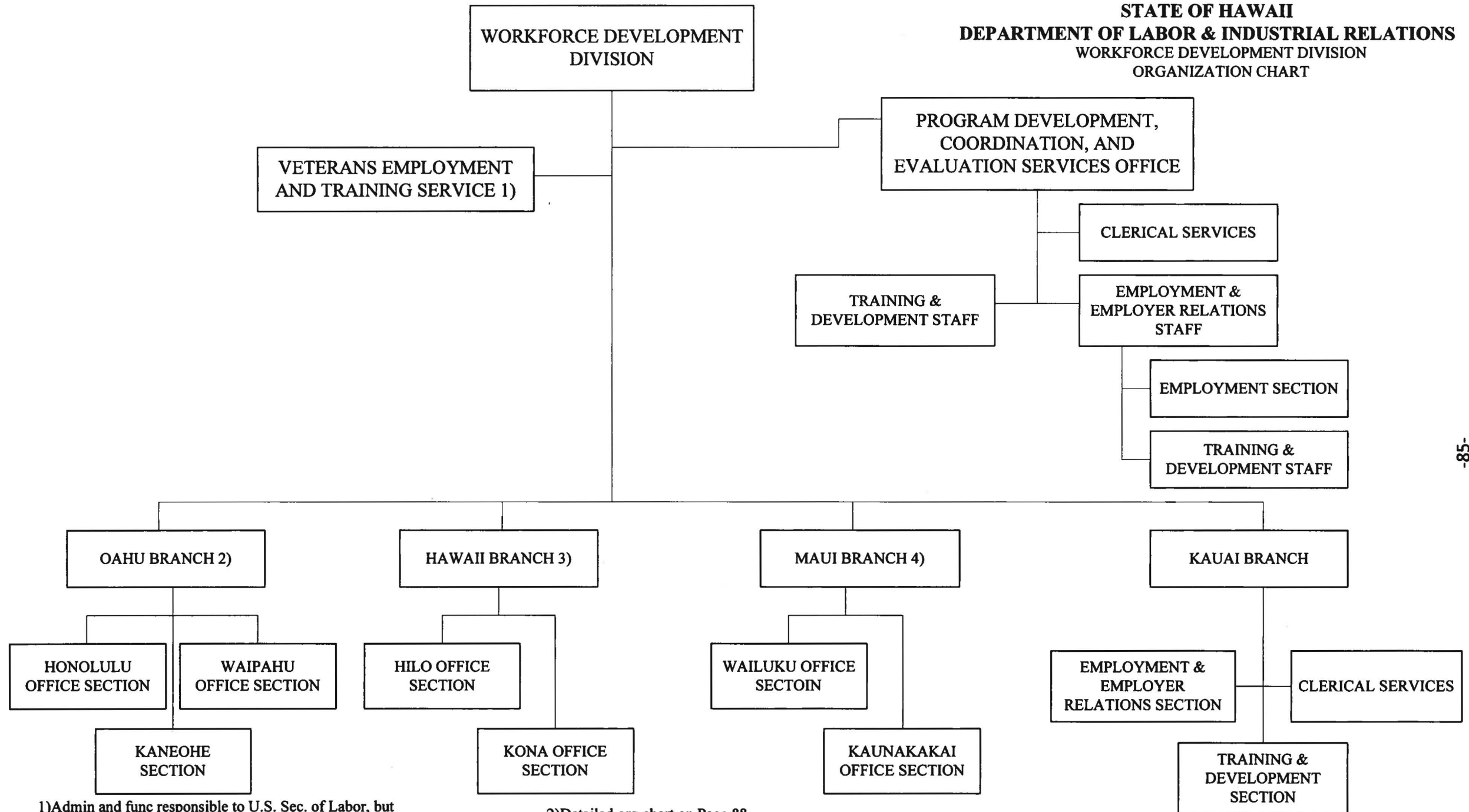
*Temporary to 6/30/2017
 **Career Info Del Section
 Process of delegated Reorg

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
 **Temporary position, NTE 12/31/15
 (Research Data Specialist III)

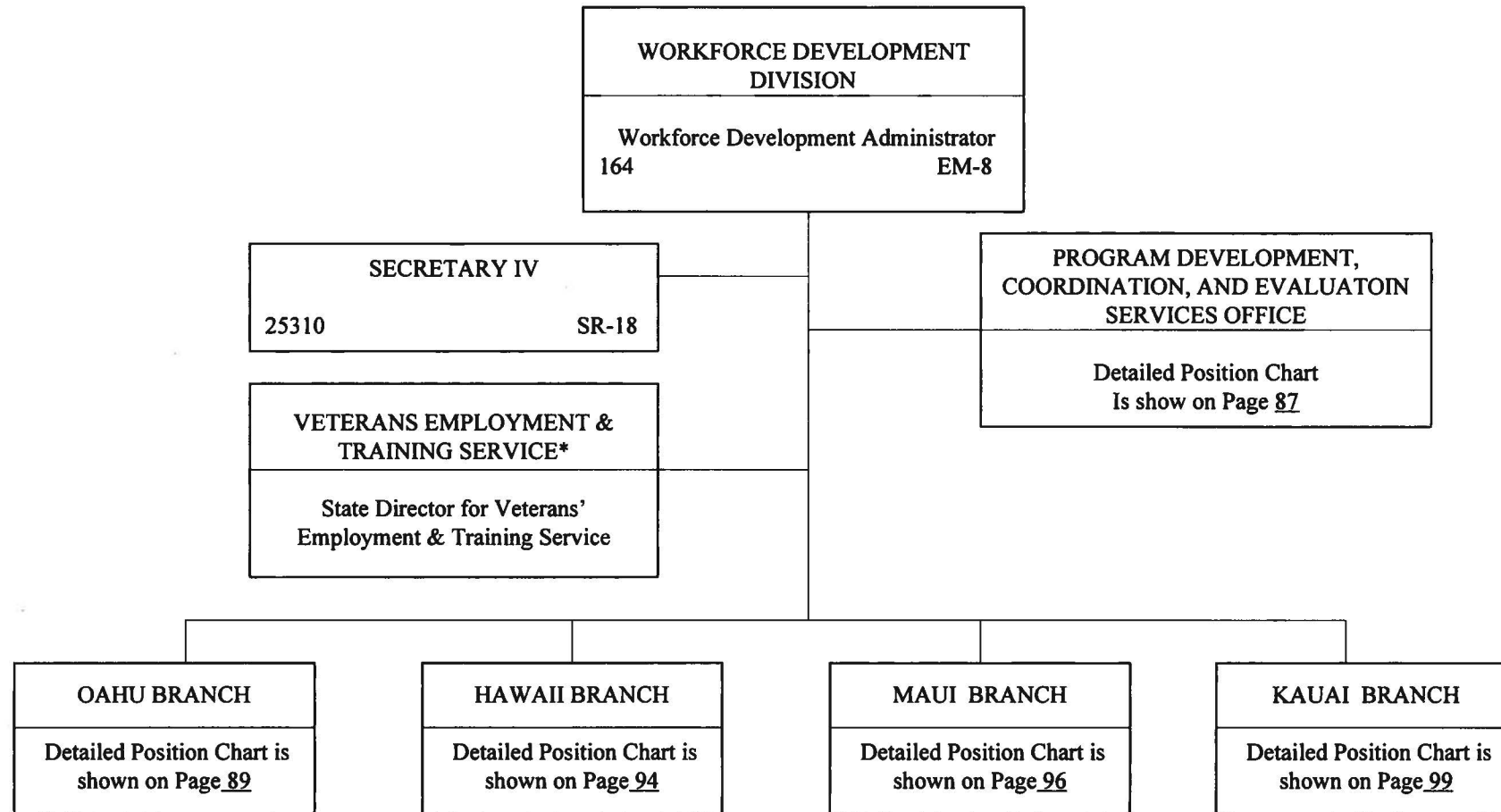
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 ORGANIZATION CHART



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

PROGRAM DEVELOPMENT, COORDINATION
 AND EVALUATION SERVICES OFFICES

Workforce Development Program Officer
 17797 EM-5

CLERICAL SERVICES

Secretary II
 1626 SR-14

TRAINING & DEVELOPMENT
 STAFF

EMPLOYMENT AND EMPLOYER
 RELATIONS STAFF

Employment Service
 Specialist V
 22866, 27145,
 25635 SR-24

Job Training Program
 Specialist V
 101011E SR-24 2)

Job Training Program
 Specialist IV
 105717E, 119534,
 119535 2)

Job Training Program
 Specialist III
 101083 SR-20 2)

WIA Performance
 Specialist IV
 119401 SR NA

EMPLOYMENT
 SECTION

EMPLOYMENT &
 TRAINING FUND
 SECTION

Emp Svc Specialist V
 14084, 23748, 120448
 32425, 23529 SR-24

Job Training Specialist
 119397 2)

Mgt Info Specialist
 119385 2)

Employment and
 Training Specialist
 119399 2) 120725

WDD Specialist
 119398 2)

Asset Program
 Specialist
 100987 1) SRNA

Emp Svc Specialist IV
 119284 1) SRNA

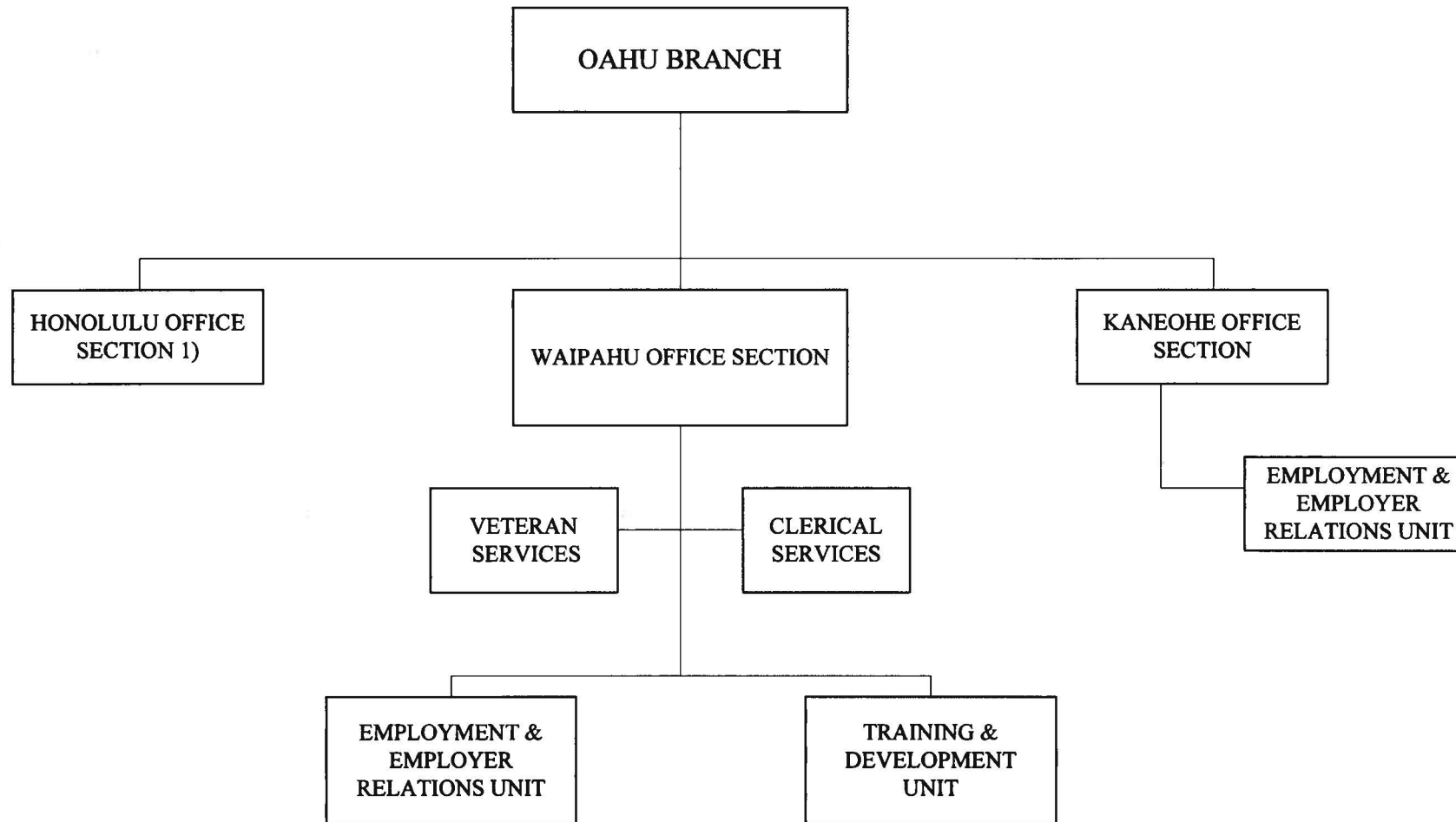
Office Asst. III
 15165, 35000 1)
 SR-8

Job Training Program
 Clerk Typist
 120724

Clerk Typist
 101167 2) SRNA

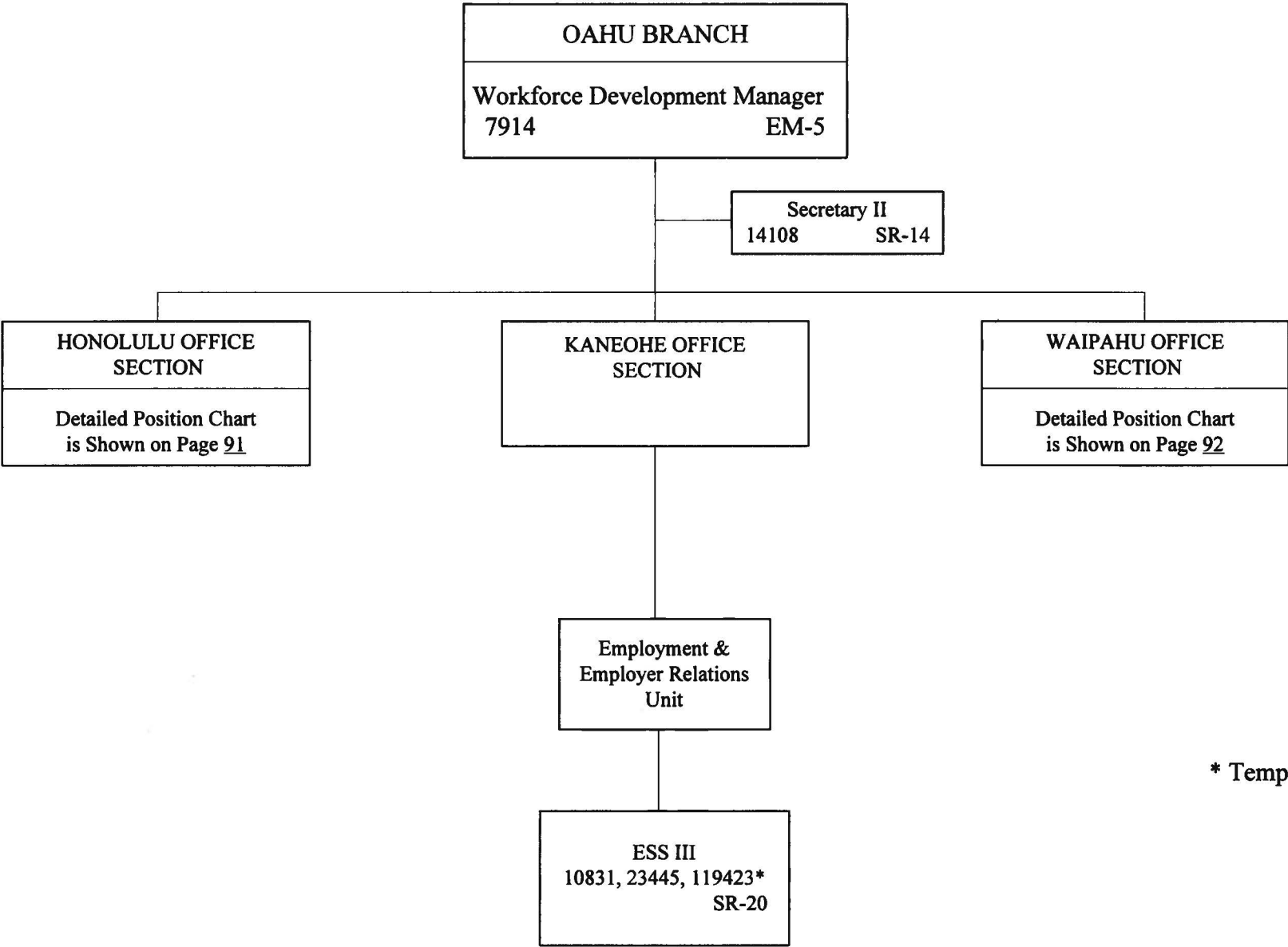
1. Temporary Position, NTE 6/30/2015
 2. Position exempt by statute

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



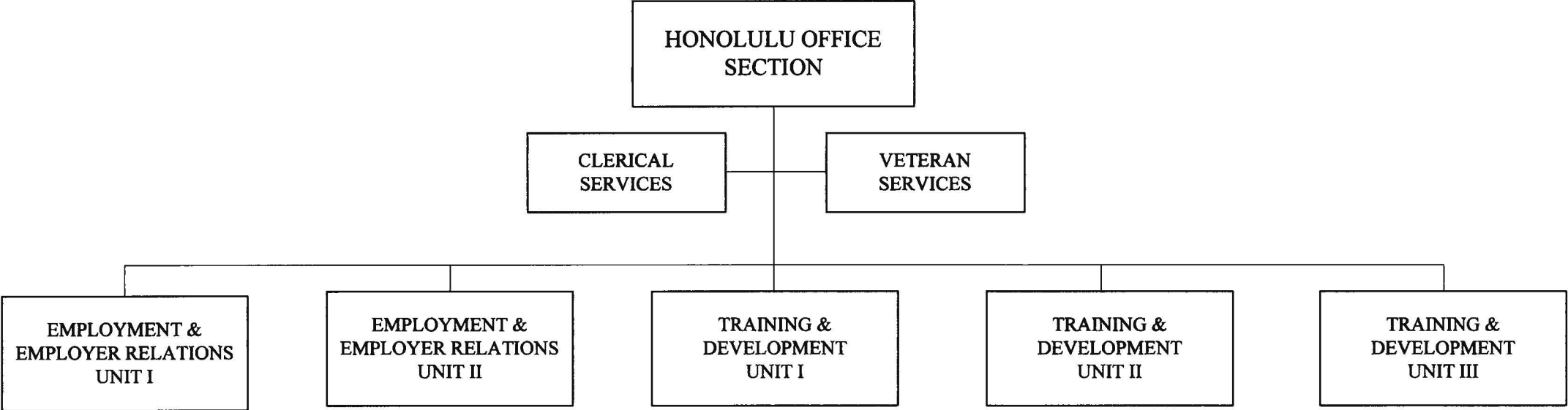
1) Detailed org chart on Page 90

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

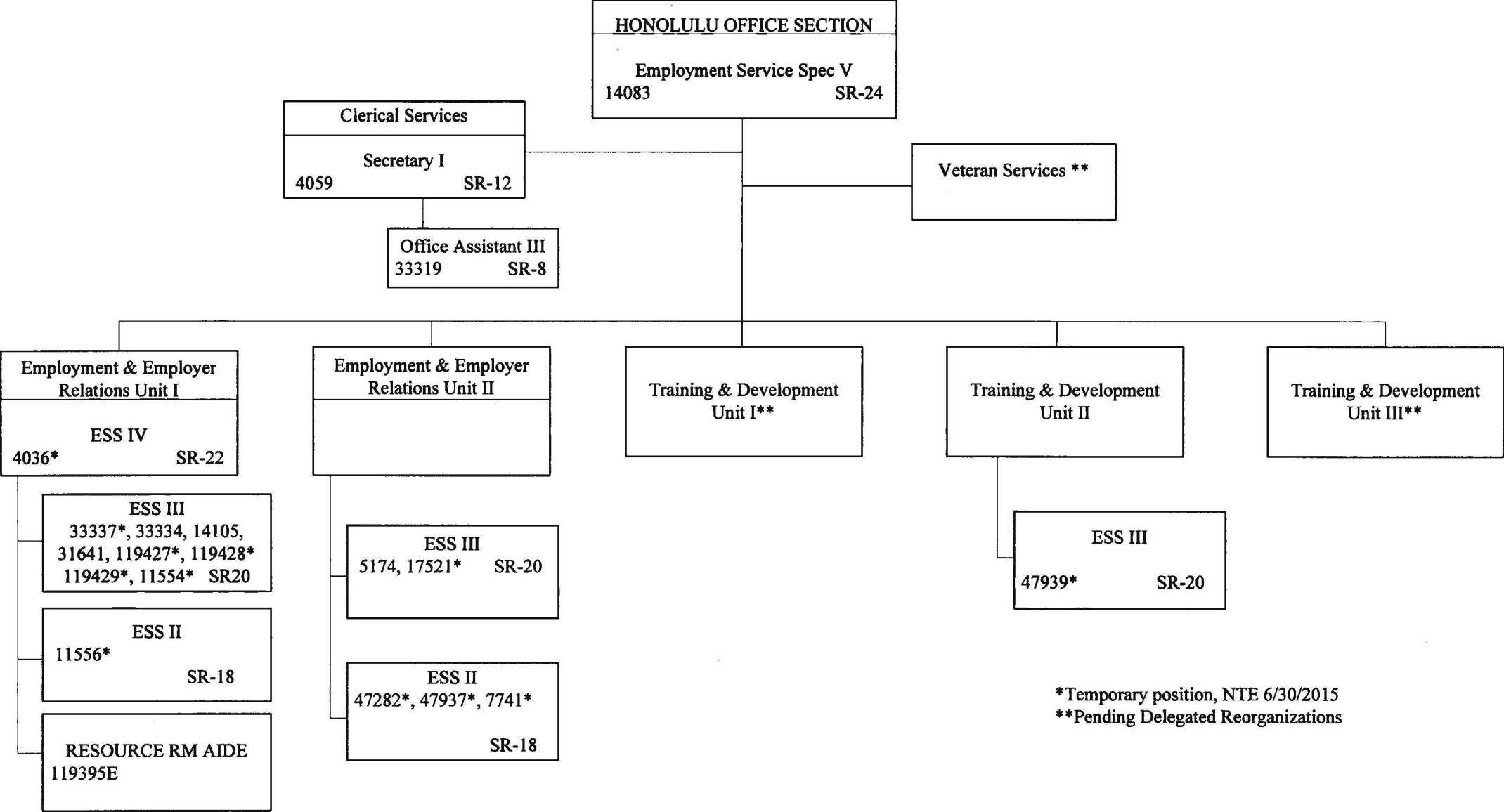


* Temporary position, NTE 6/30/15

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

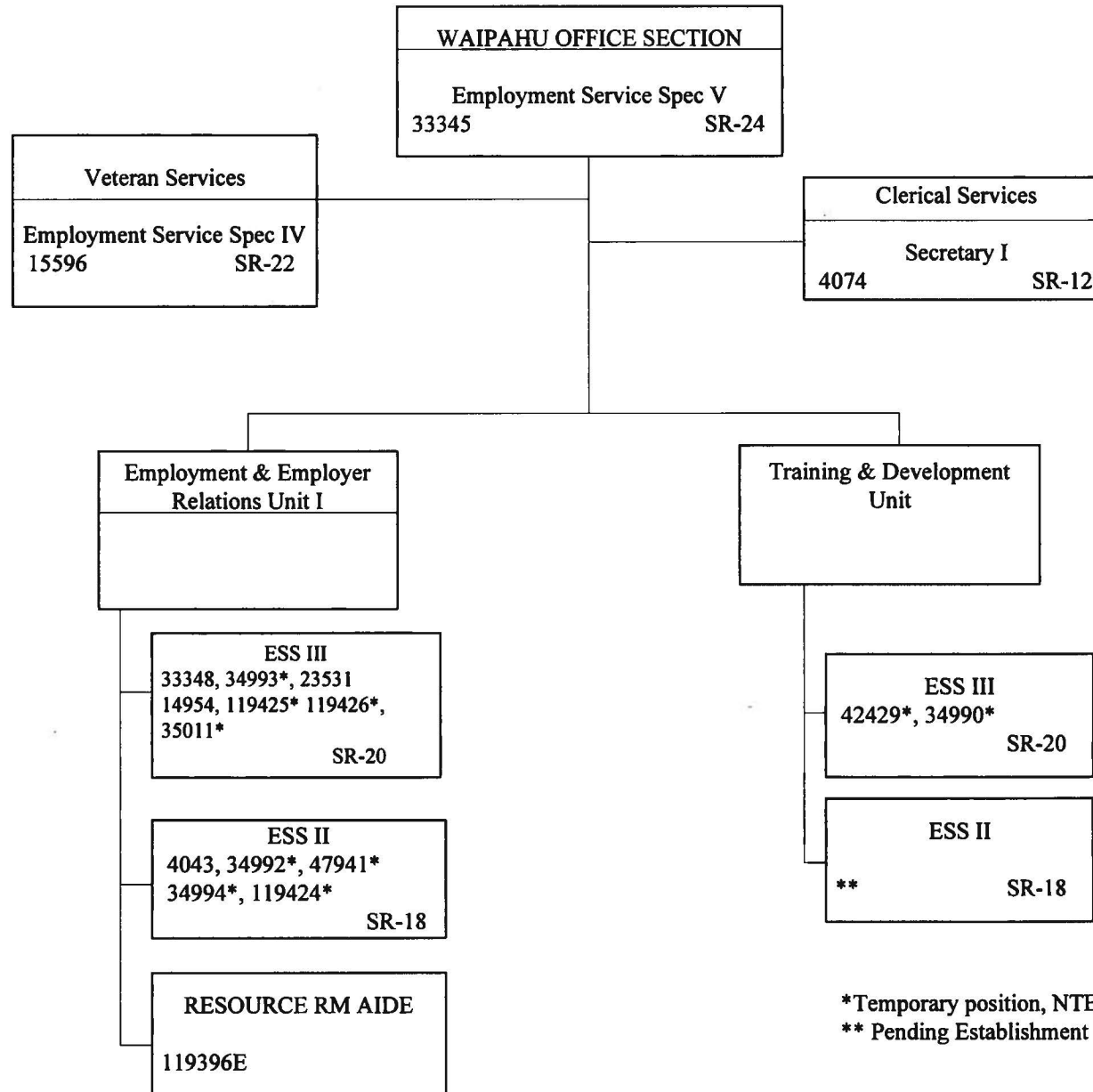


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 OAHU BRANCH
 HONOLULU OFFICE SECTION
 POSITION ORGANIZATION CHART



*Temporary position, NTE 6/30/2015
 **Pending Delegated Reorganizations

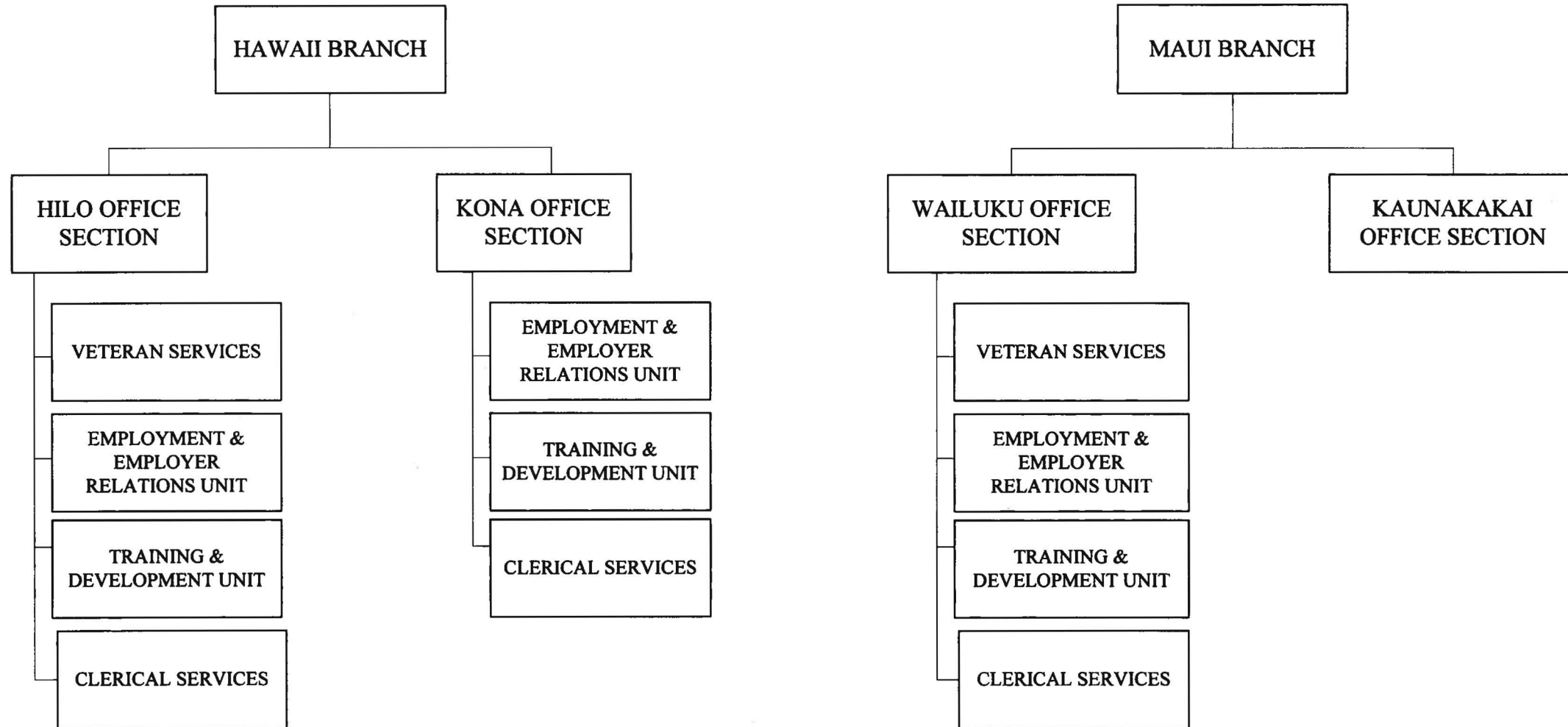
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 OAHU BRANCH
 WAIPAHU OFFICE SECTION
 POSITION ORGANIZATION CHART



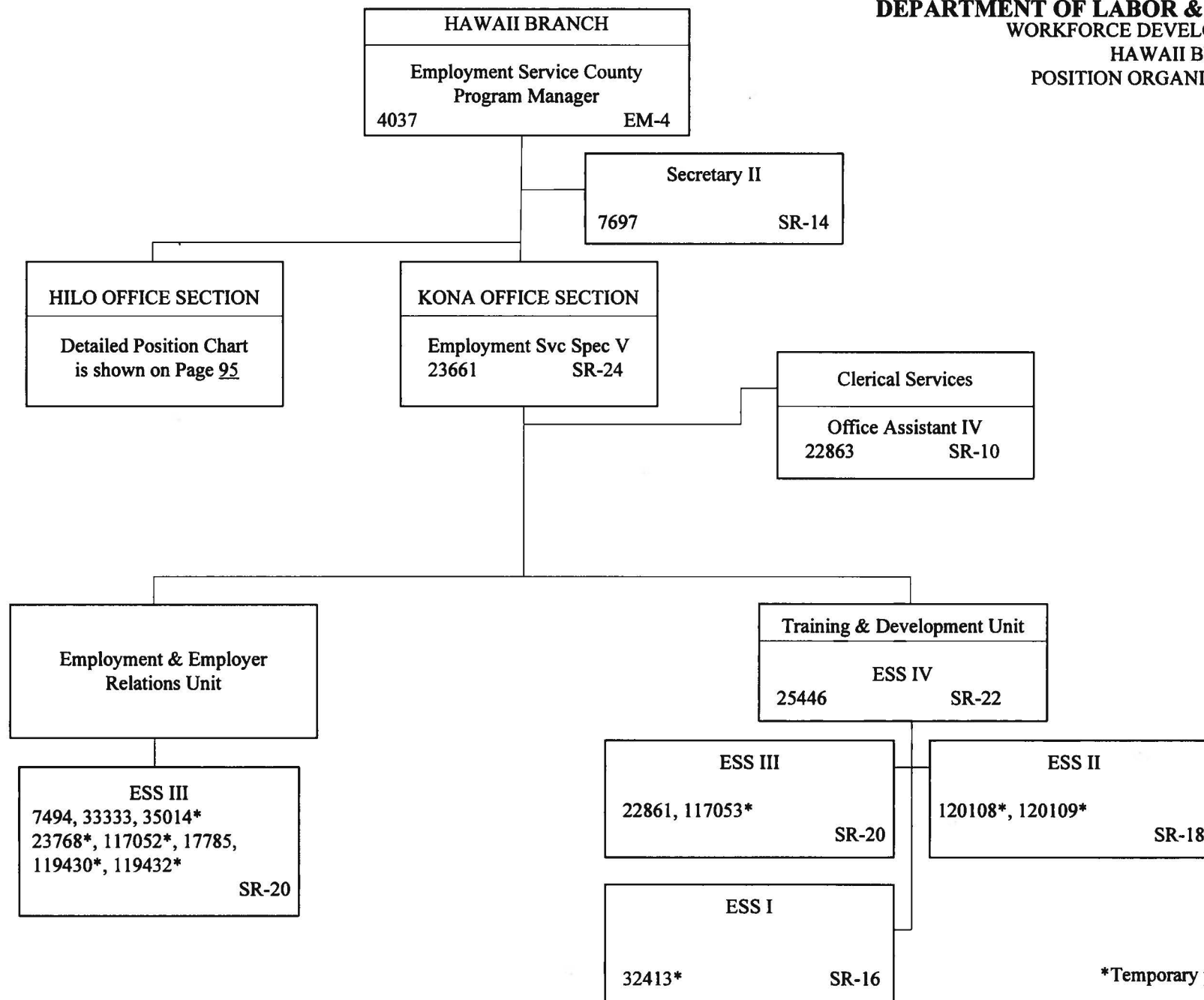
*Temporary position, NTE 6/30/2015

** Pending Establishment of Position

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

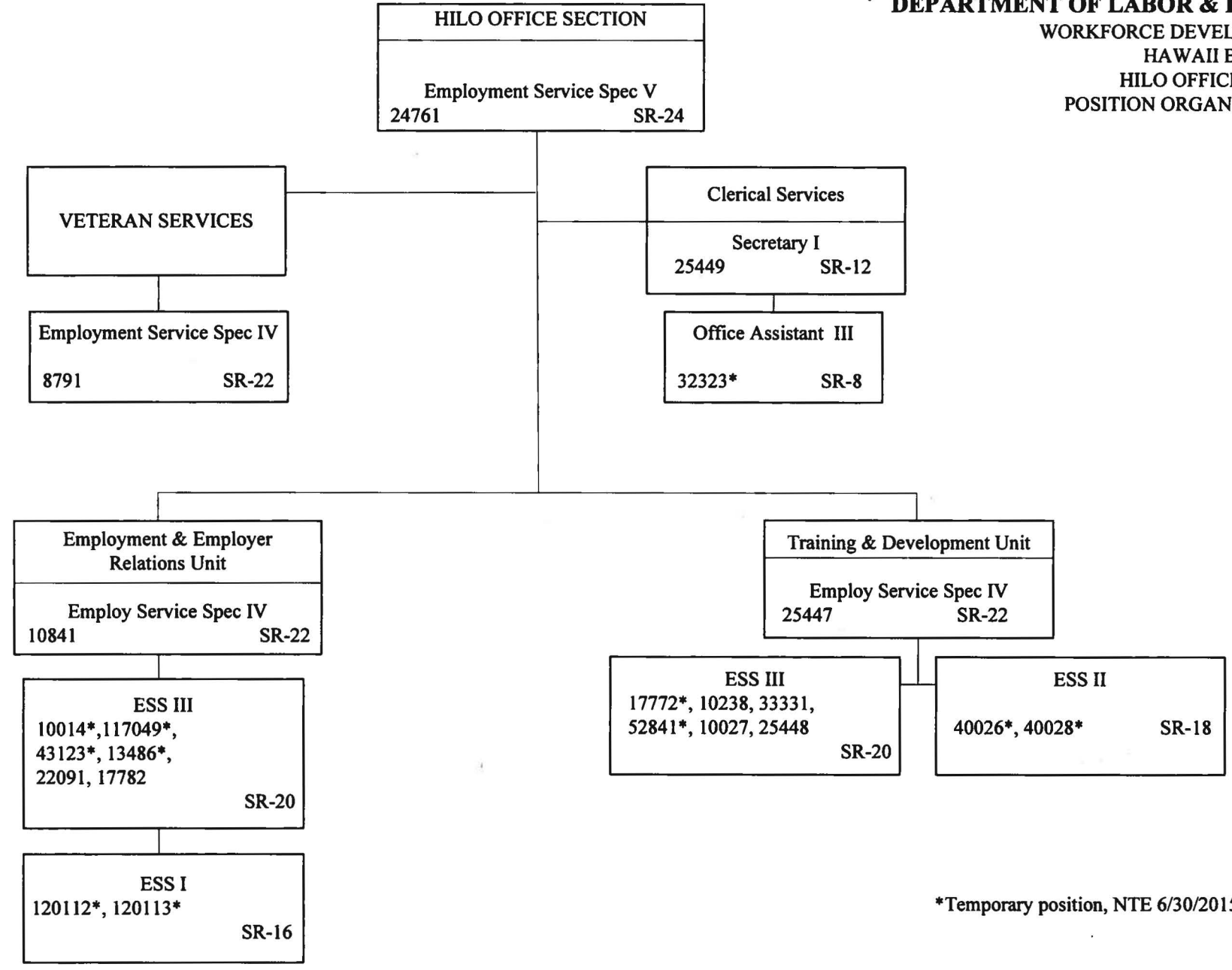


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 HAWAII BRANCH
 POSITION ORGANIZATION CHART



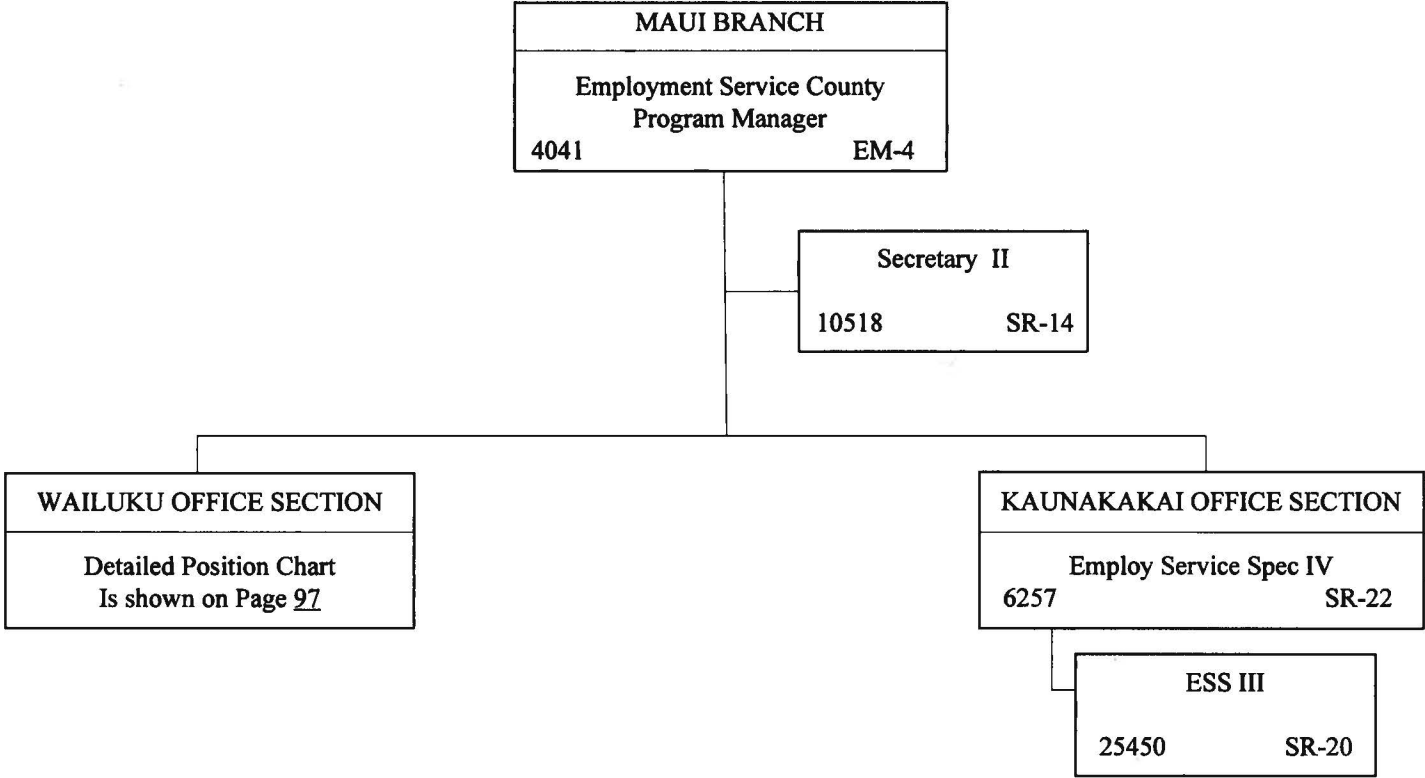
*Temporary position, NTE 6/30/2015

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

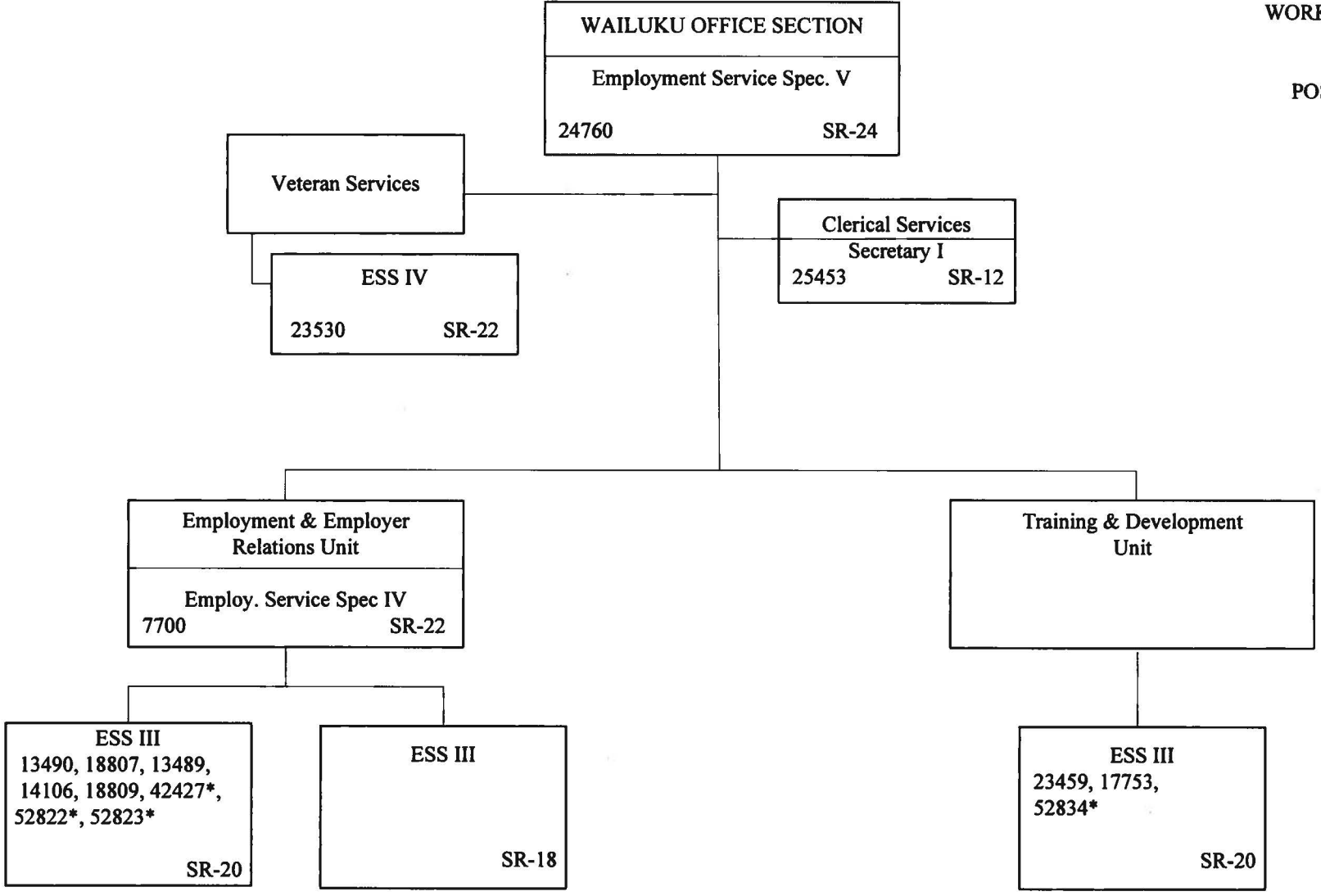


*Temporary position, NTE 6/30/2015

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

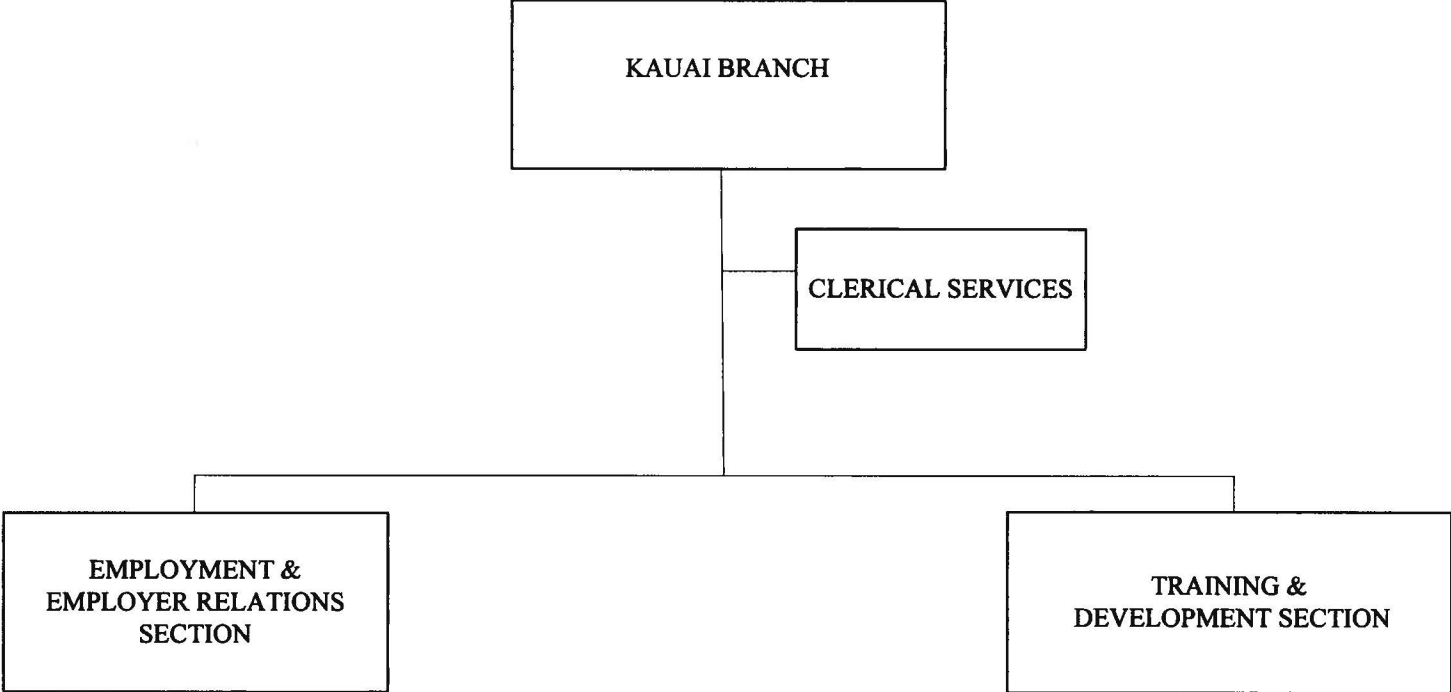


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 MAUI BRANCH
 WAILUKU OFFICE SECTION
 POSITION ORGANIZATION CHART

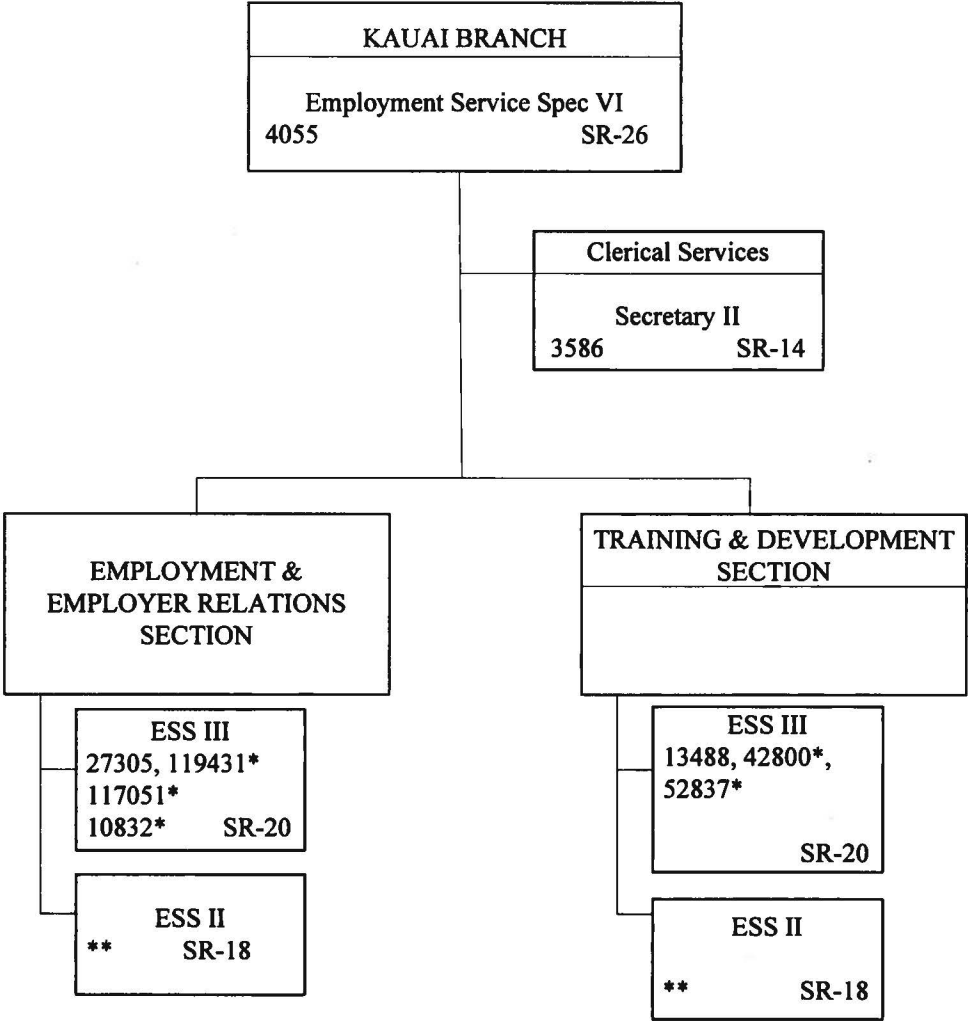


*Temporary position, NTE 6/30/2015

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

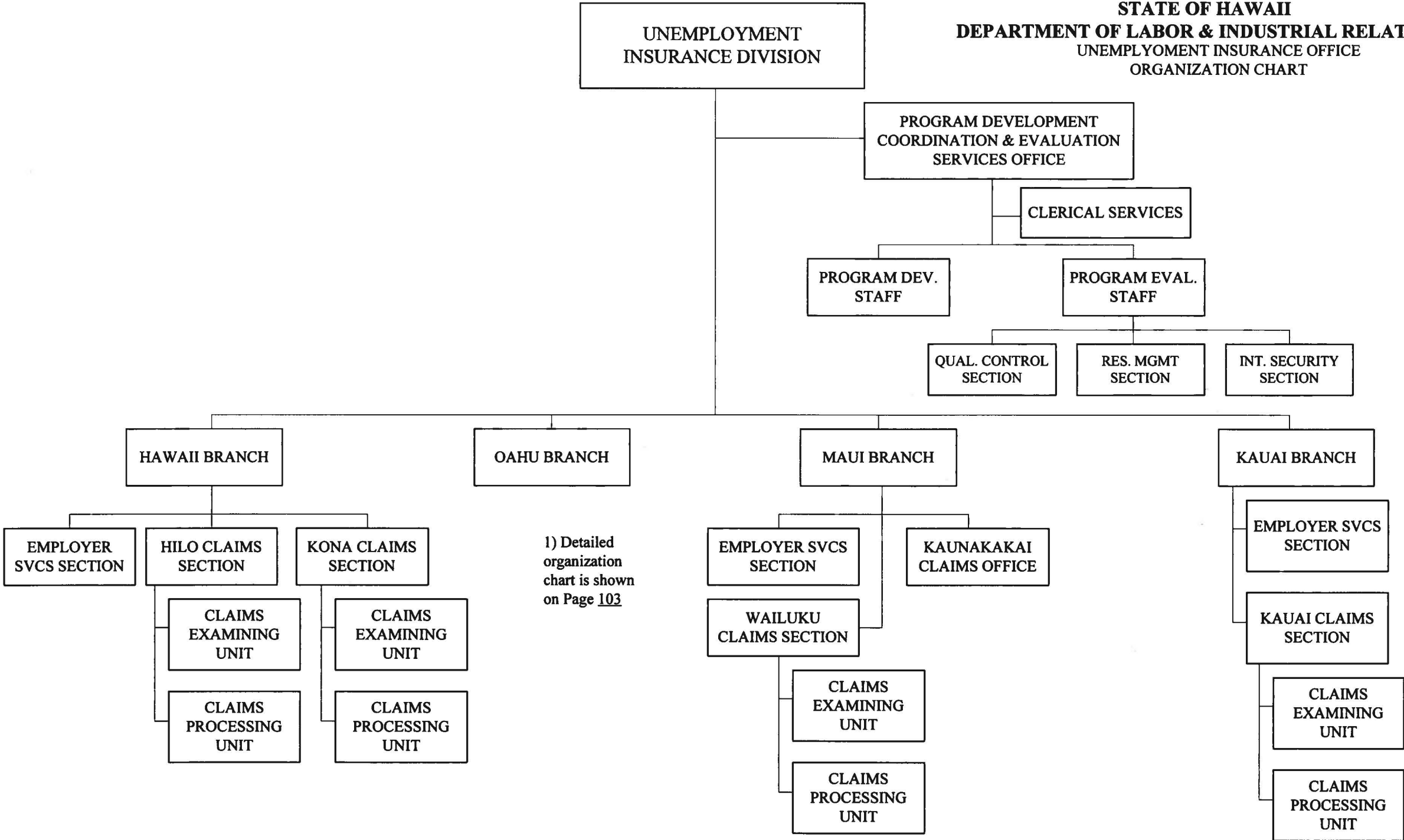


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 KAUAI BRANCH
 POSITION ORGANIZATION CHART



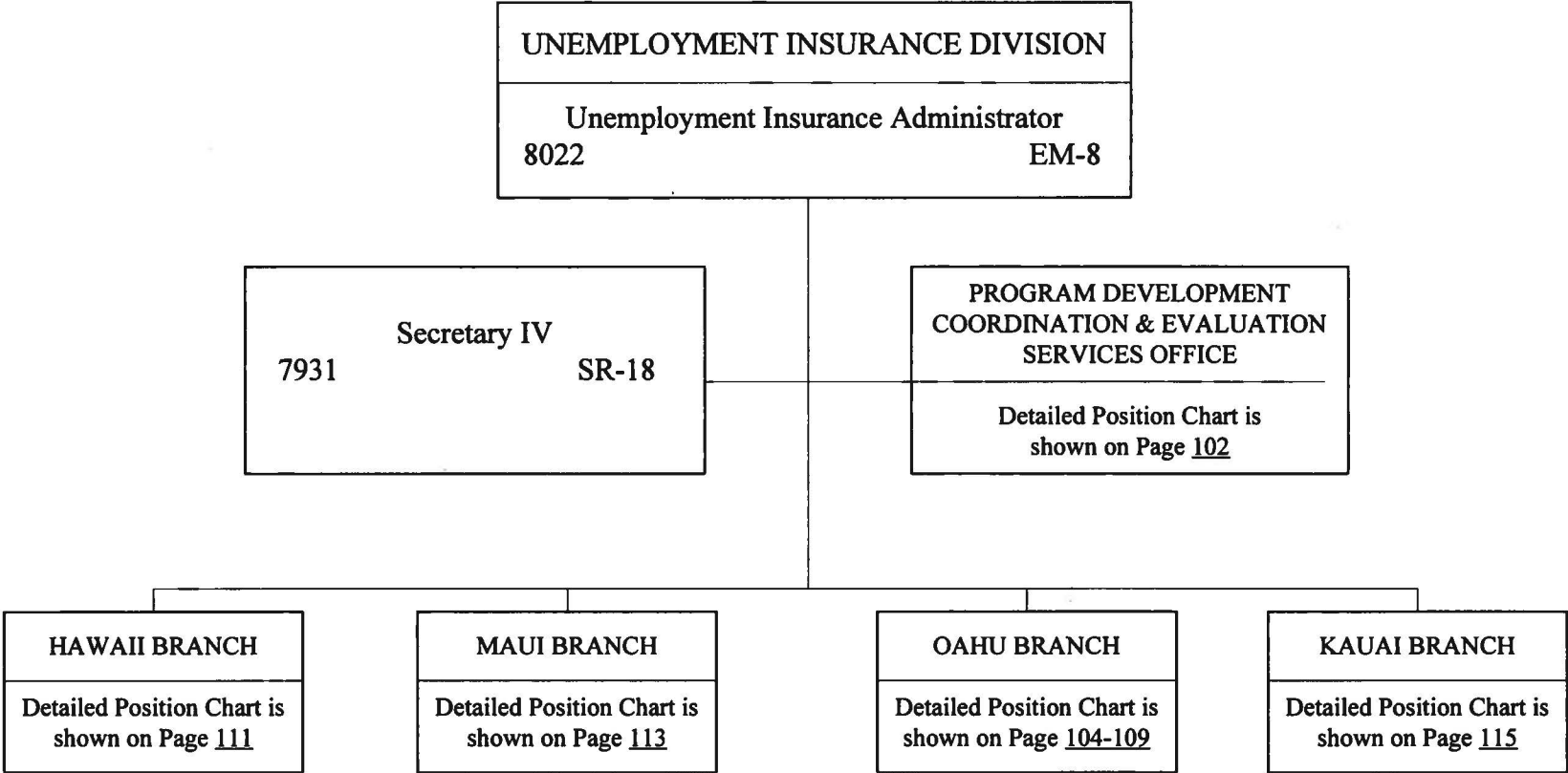
*Temporary Position, NTE 6/30/2015
 **Pending, establishment of position

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

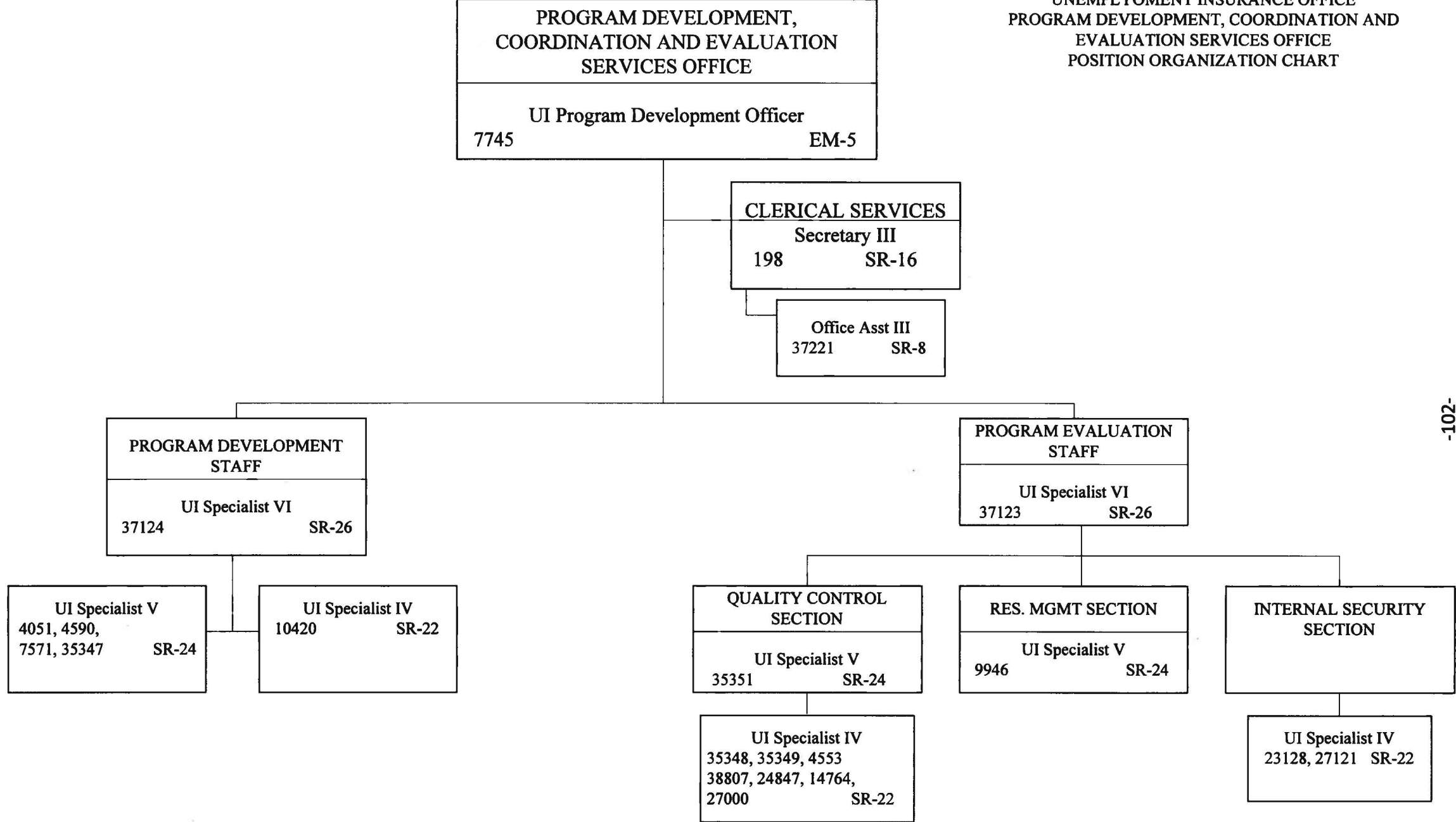


1) Detailed organization chart is shown on Page 103

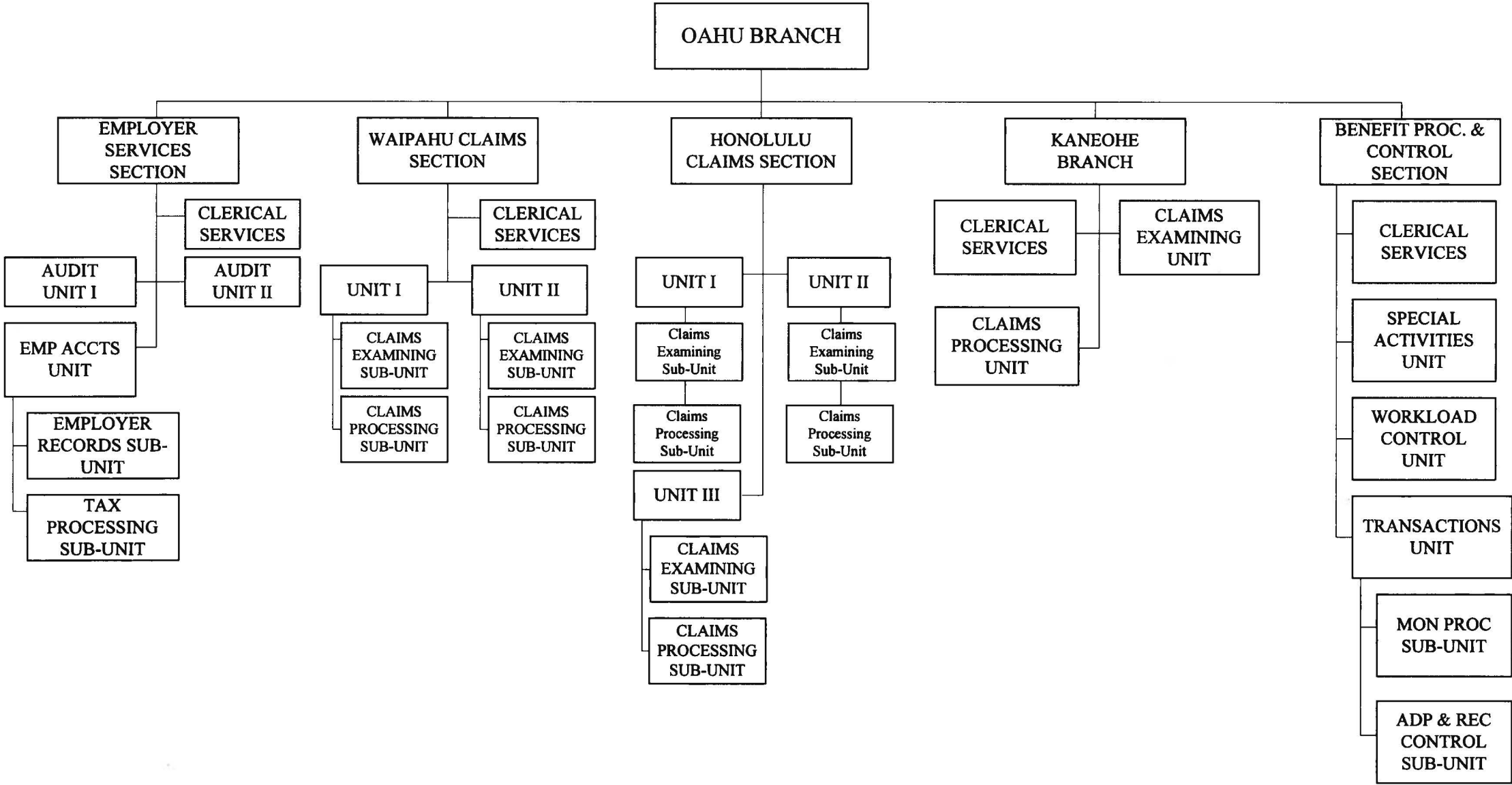
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE OFFICE
POSITION ORGANIZATION CHART



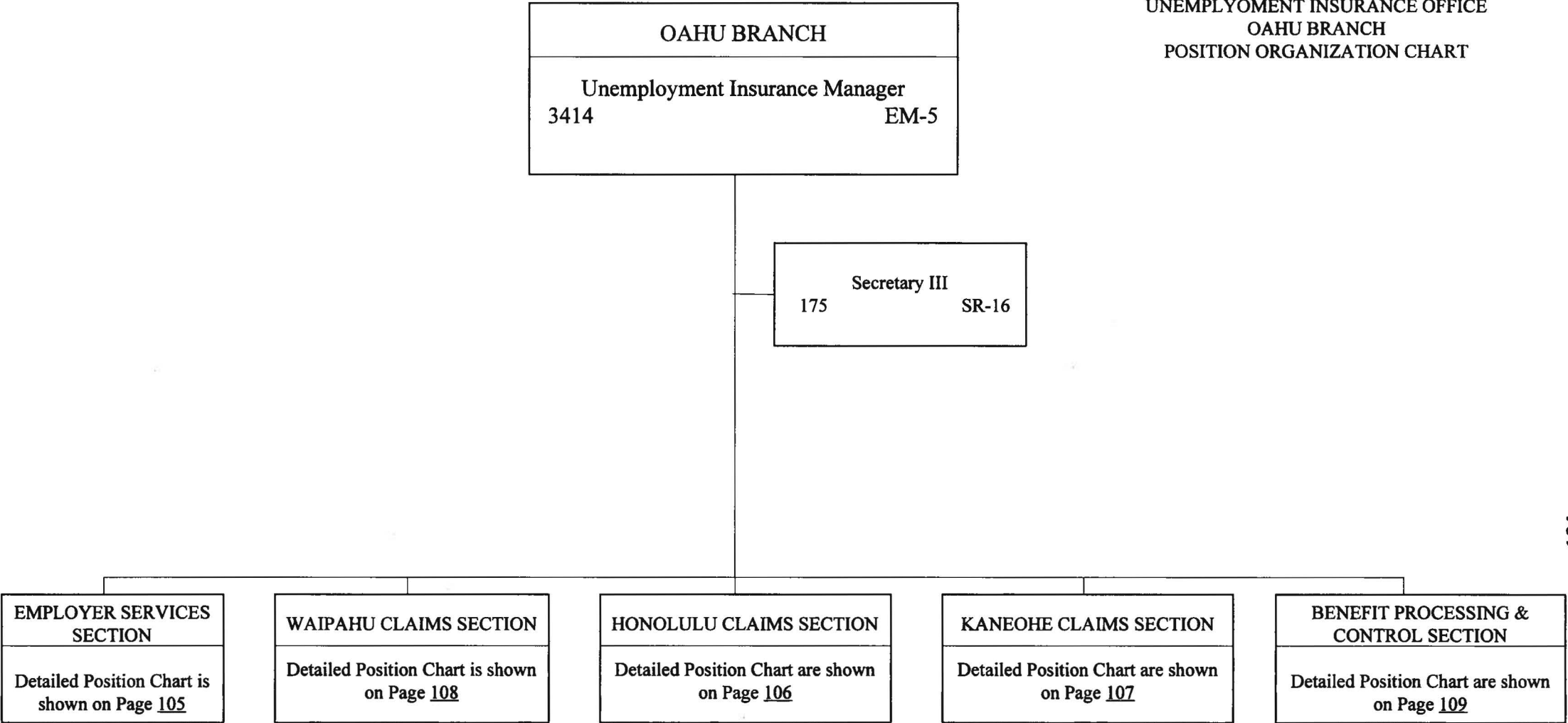
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 PROGRAM DEVELOPMENT, COORDINATION AND
 EVALUATION SERVICES OFFICE
 POSITION ORGANIZATION CHART



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



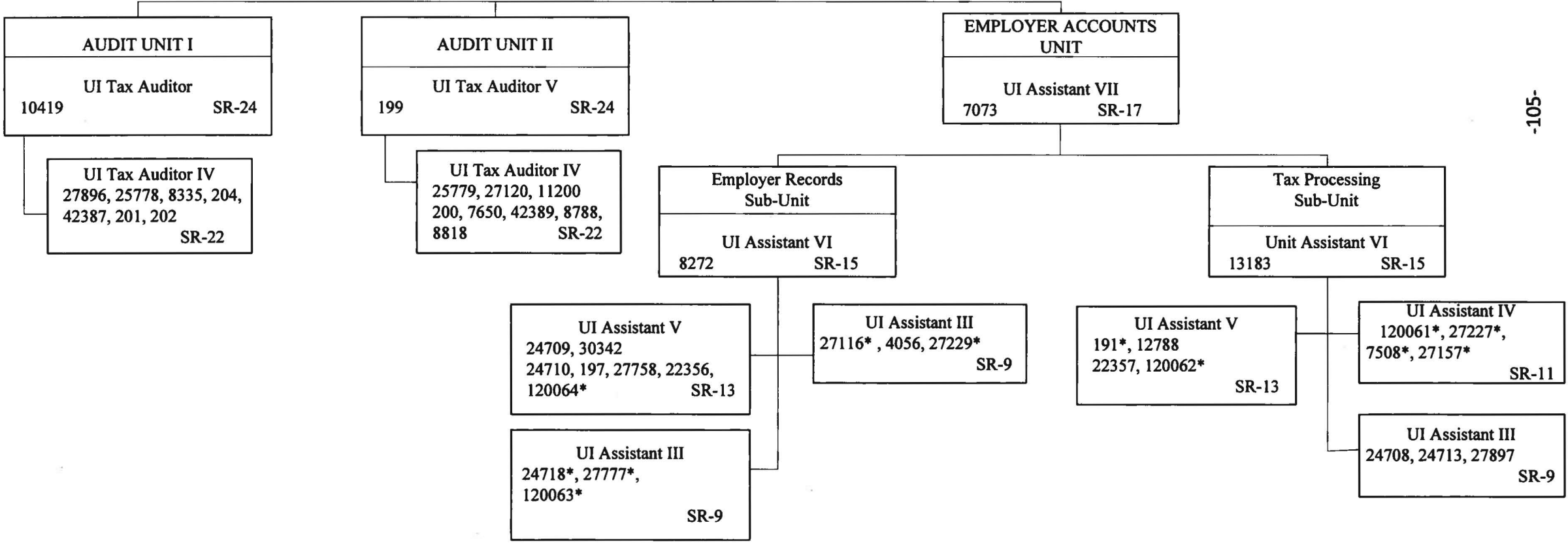
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE OFFICE
OAHU BRANCH
POSITION ORGANIZATION CHART



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

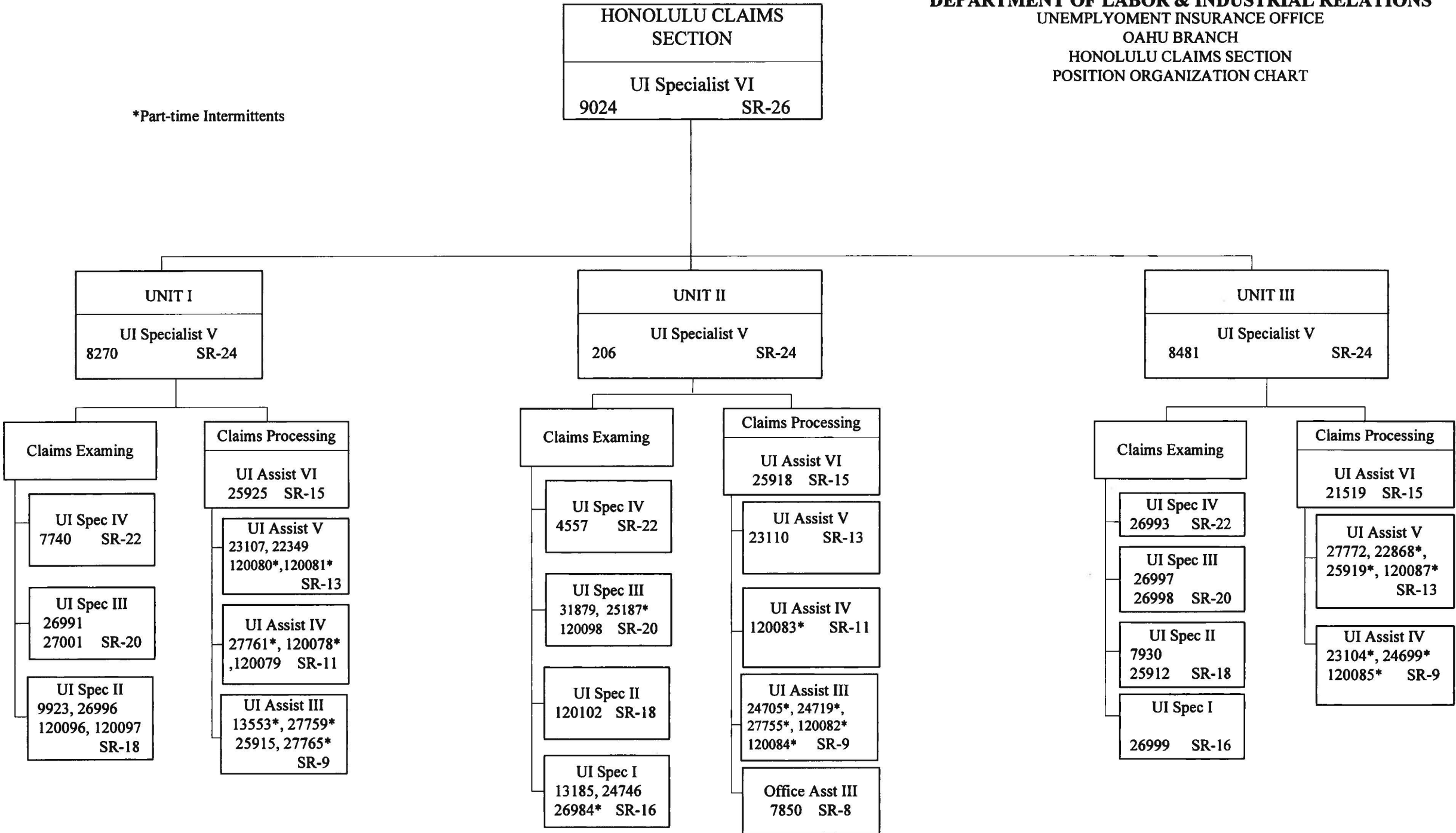
EMPLOYER SERVICE SECTION
 UI Tax Auditor VI
 184 SR-26

*Part-time Intermittents

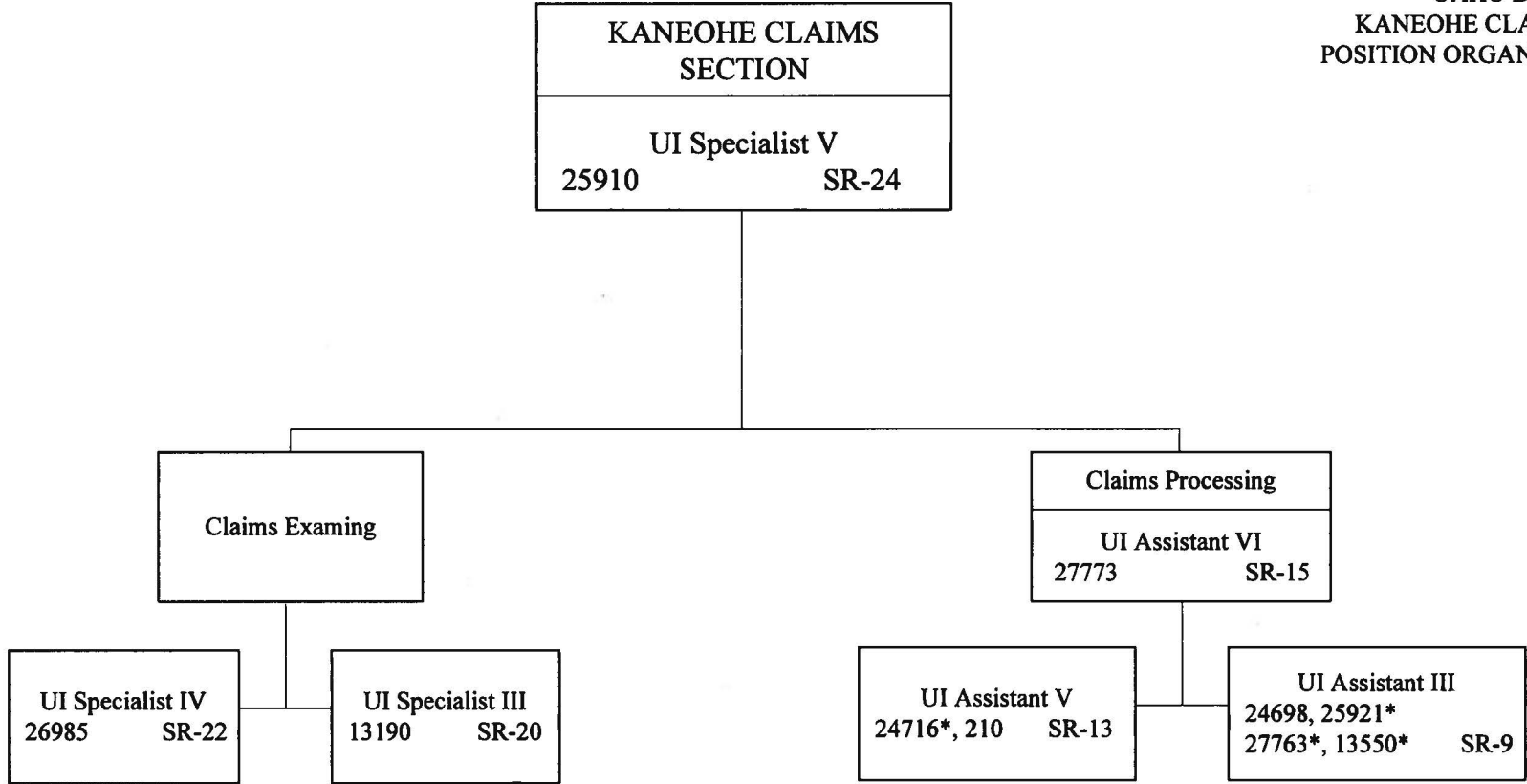


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 OAHU BRANCH
 HONOLULU CLAIMS SECTION
 POSITION ORGANIZATION CHART

*Part-time Intermittents

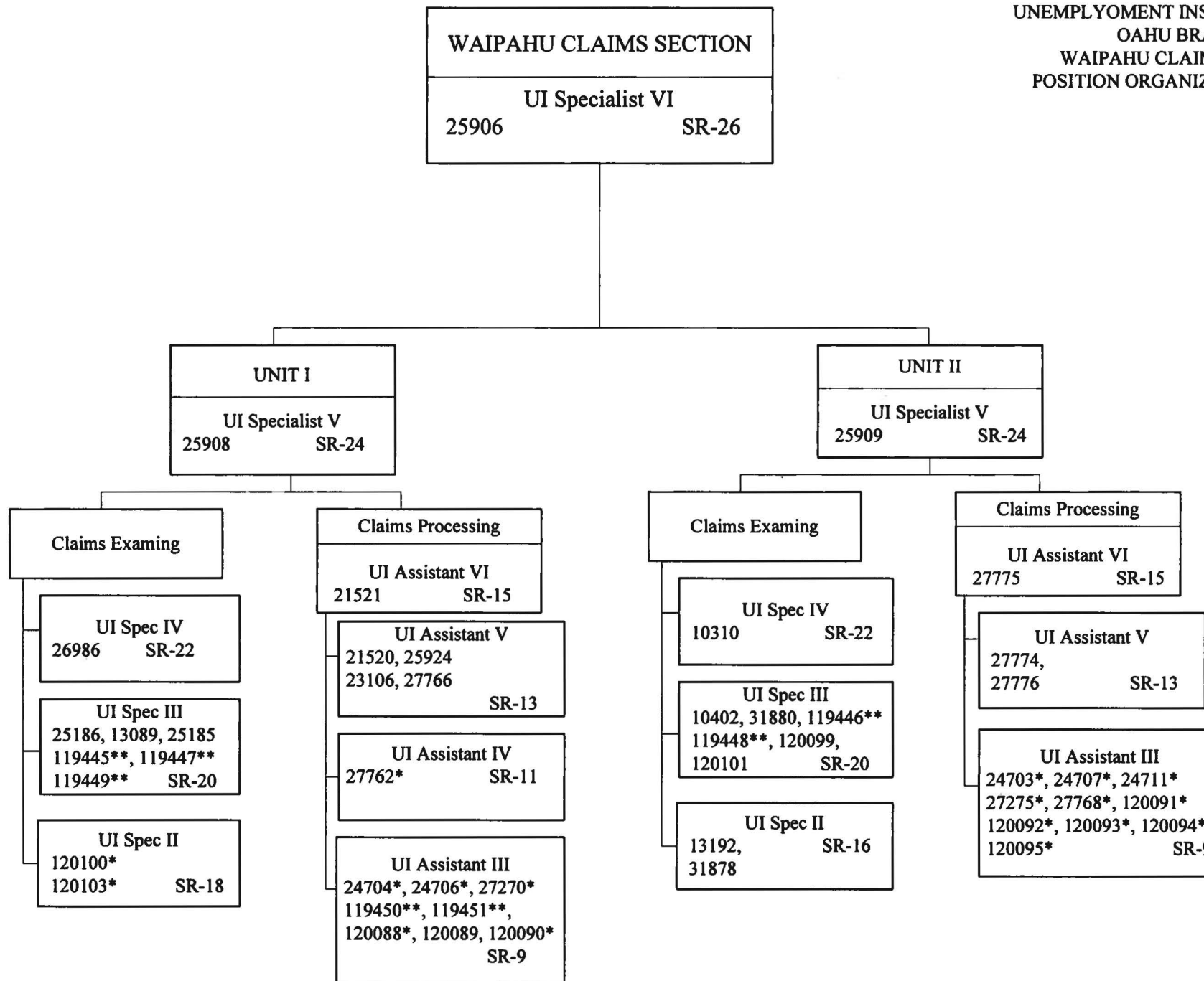


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 OAHU BRANCH
 KANEOHE CLAIMS SECTION
 POSITION ORGANIZATION CHART



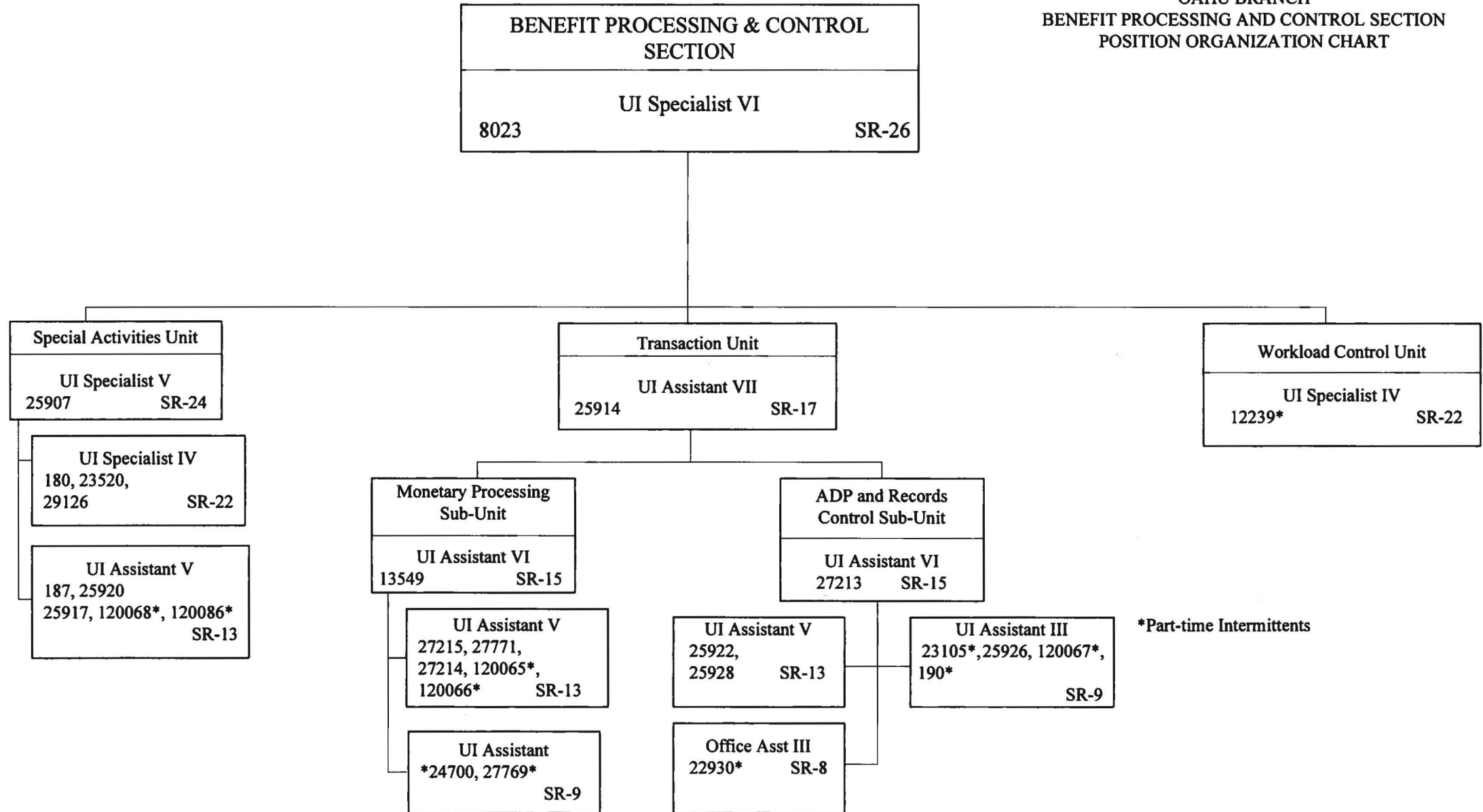
*Part-time Intermittents

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



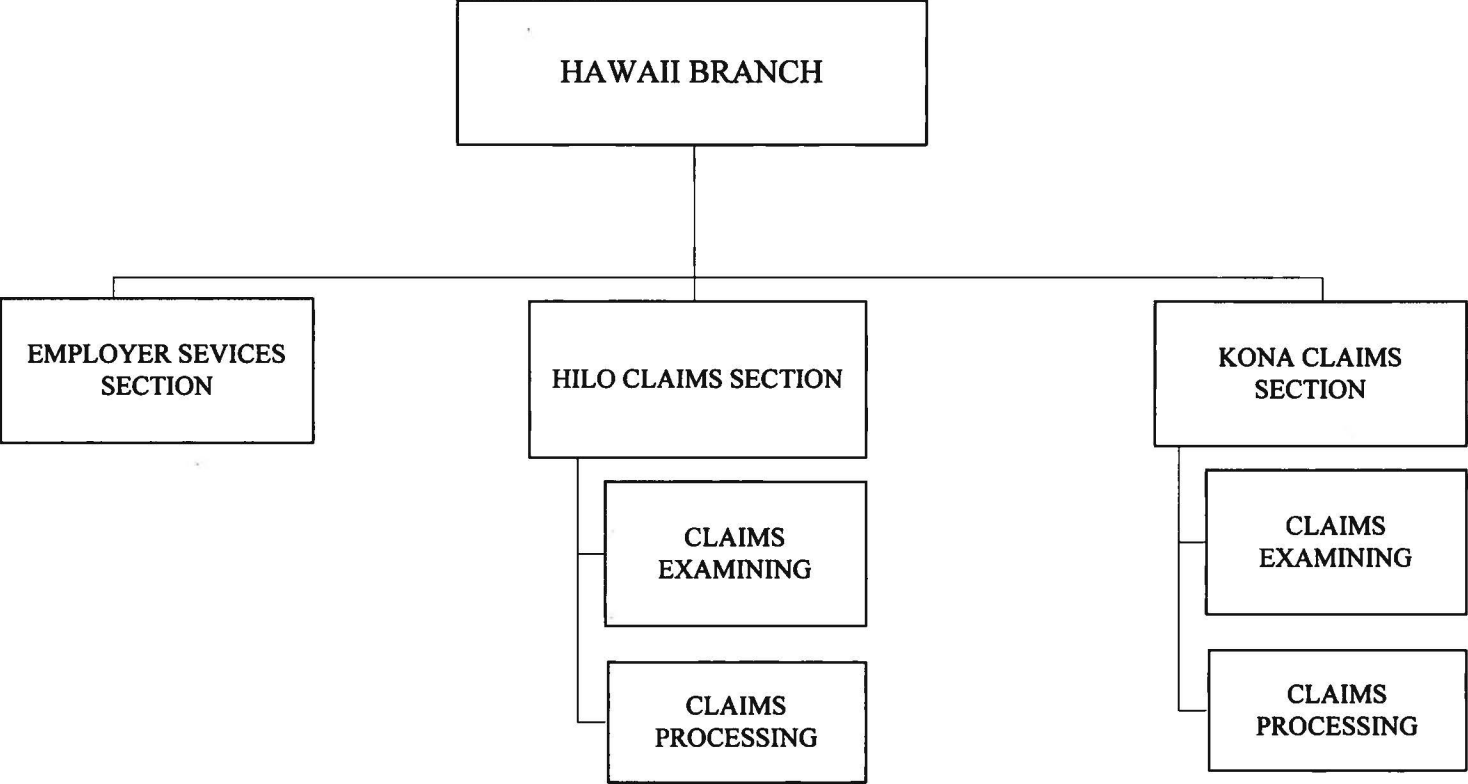
*Part-time Intermittents
 **Temporary Position NTE 6/30/15

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



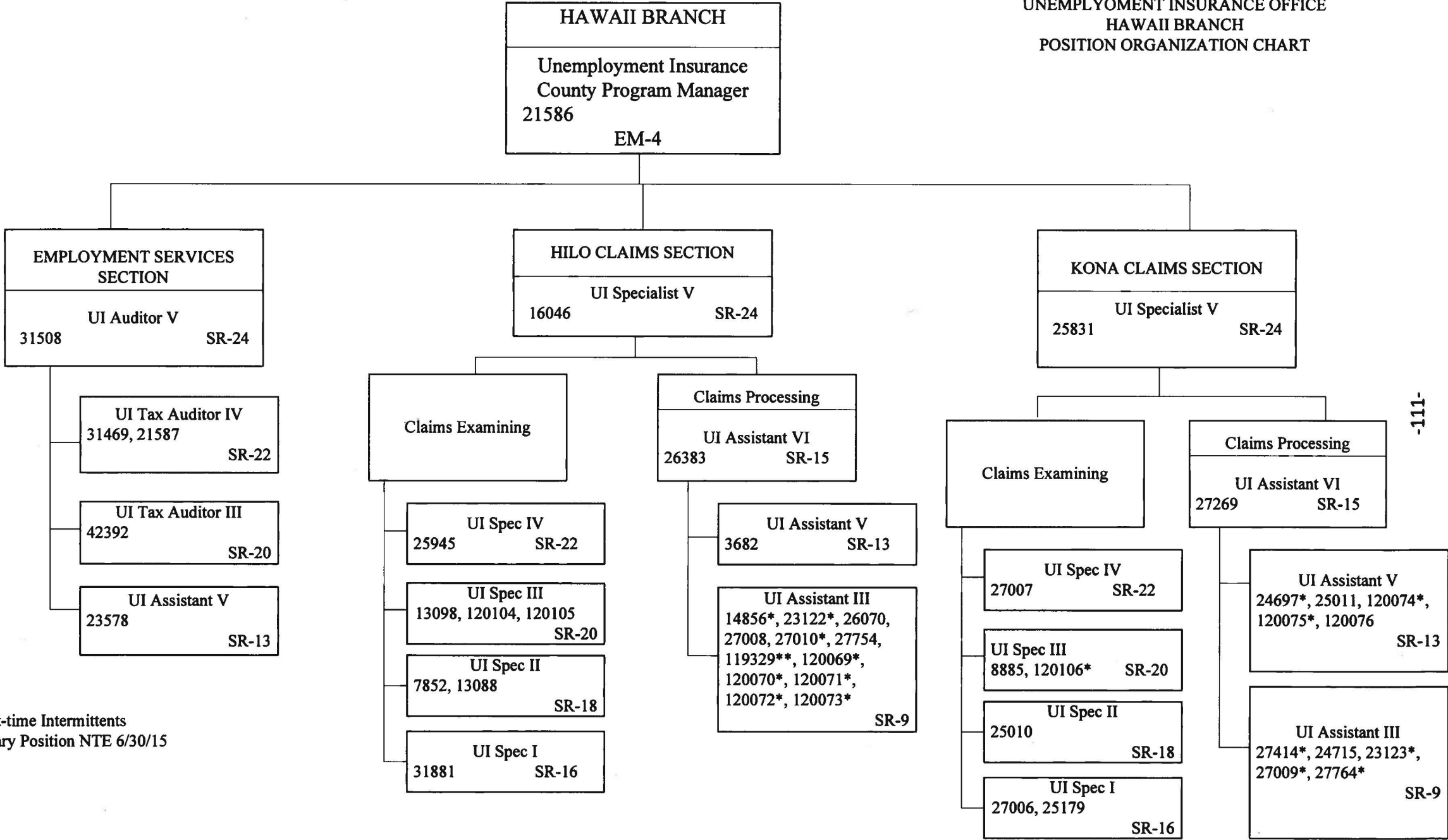
*Part-time Intermittents

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



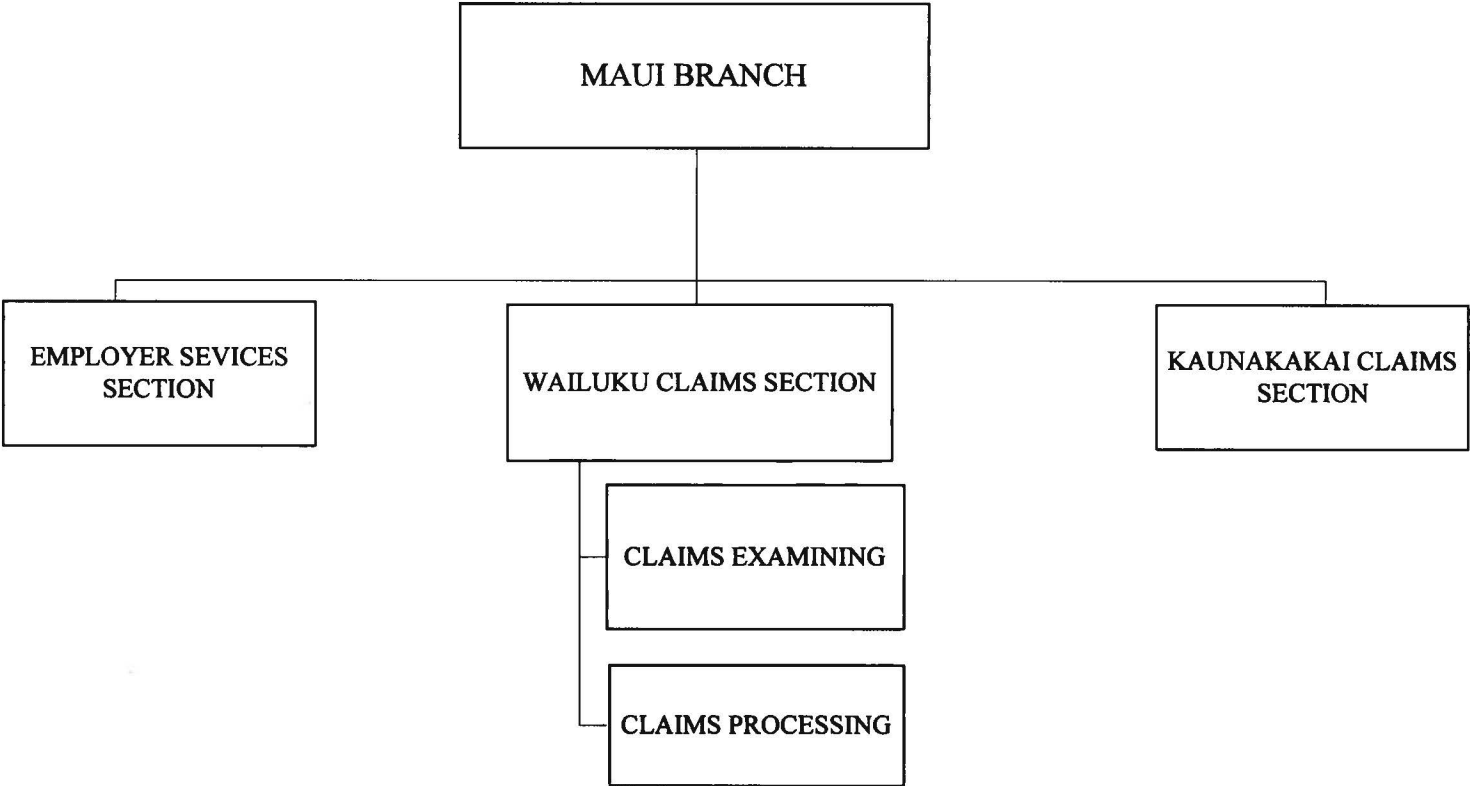
**STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

UNEMPLOYMENT INSURANCE OFFICE
HAWAII BRANCH
POSITION ORGANIZATION CHART

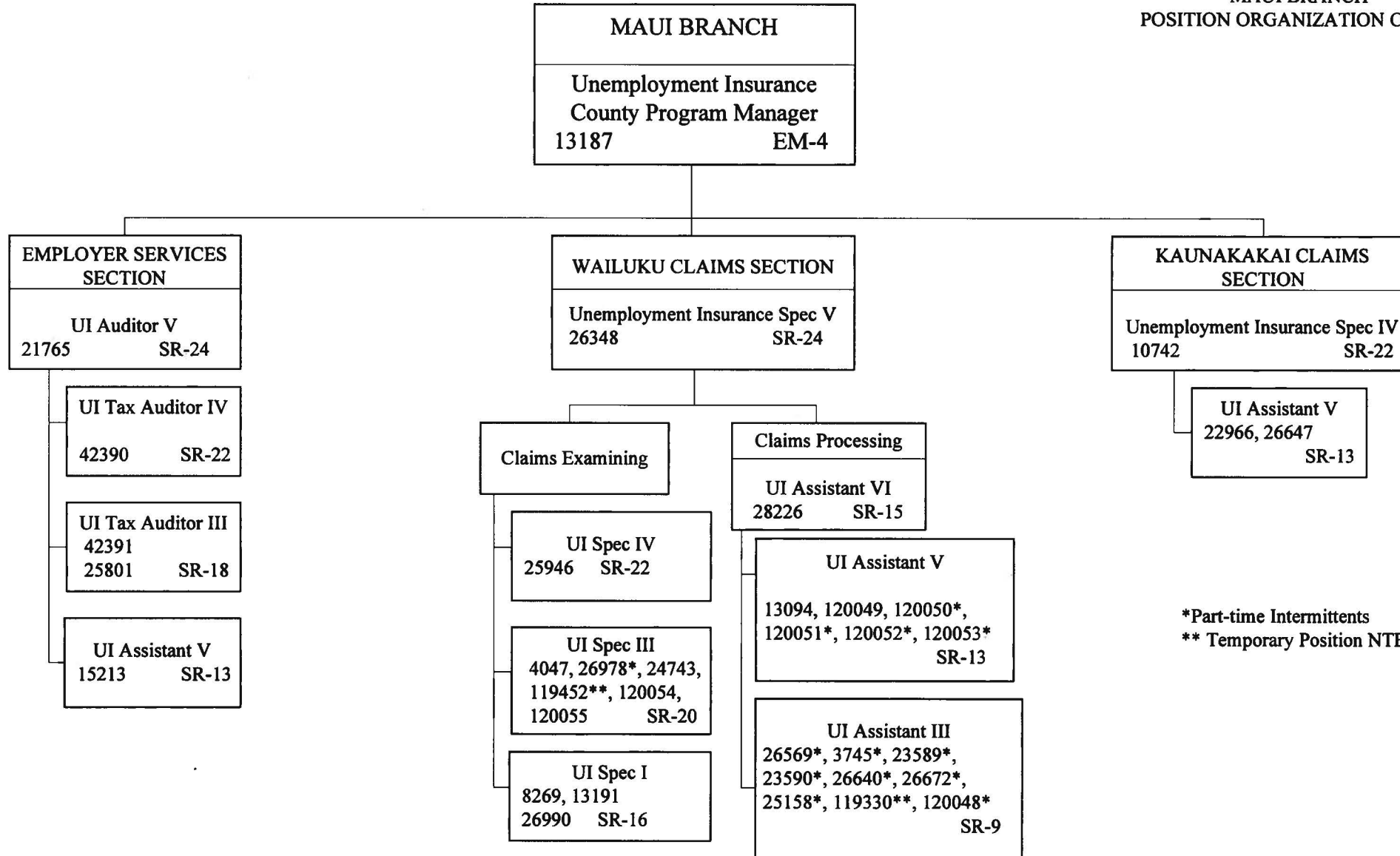


*Part-time Intermittents
**Temporary Position NTE 6/30/15

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

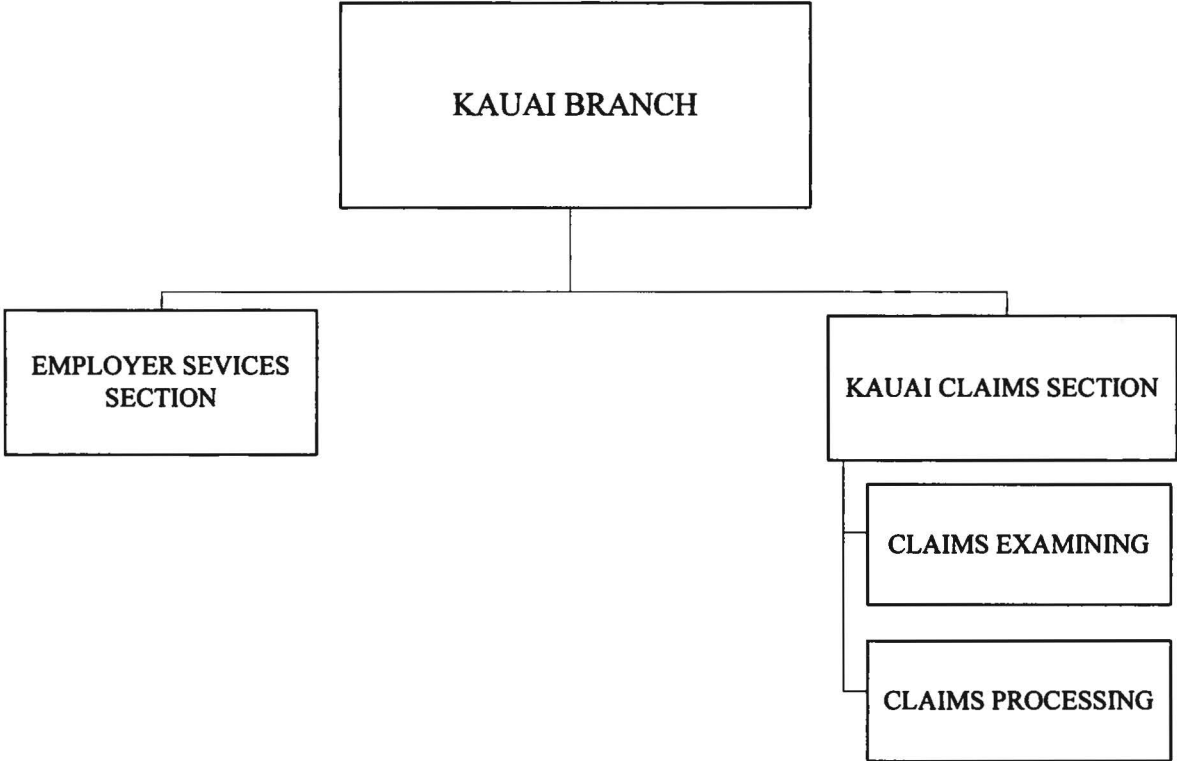


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 MAUI BRANCH
 POSITION ORGANIZATION CHART

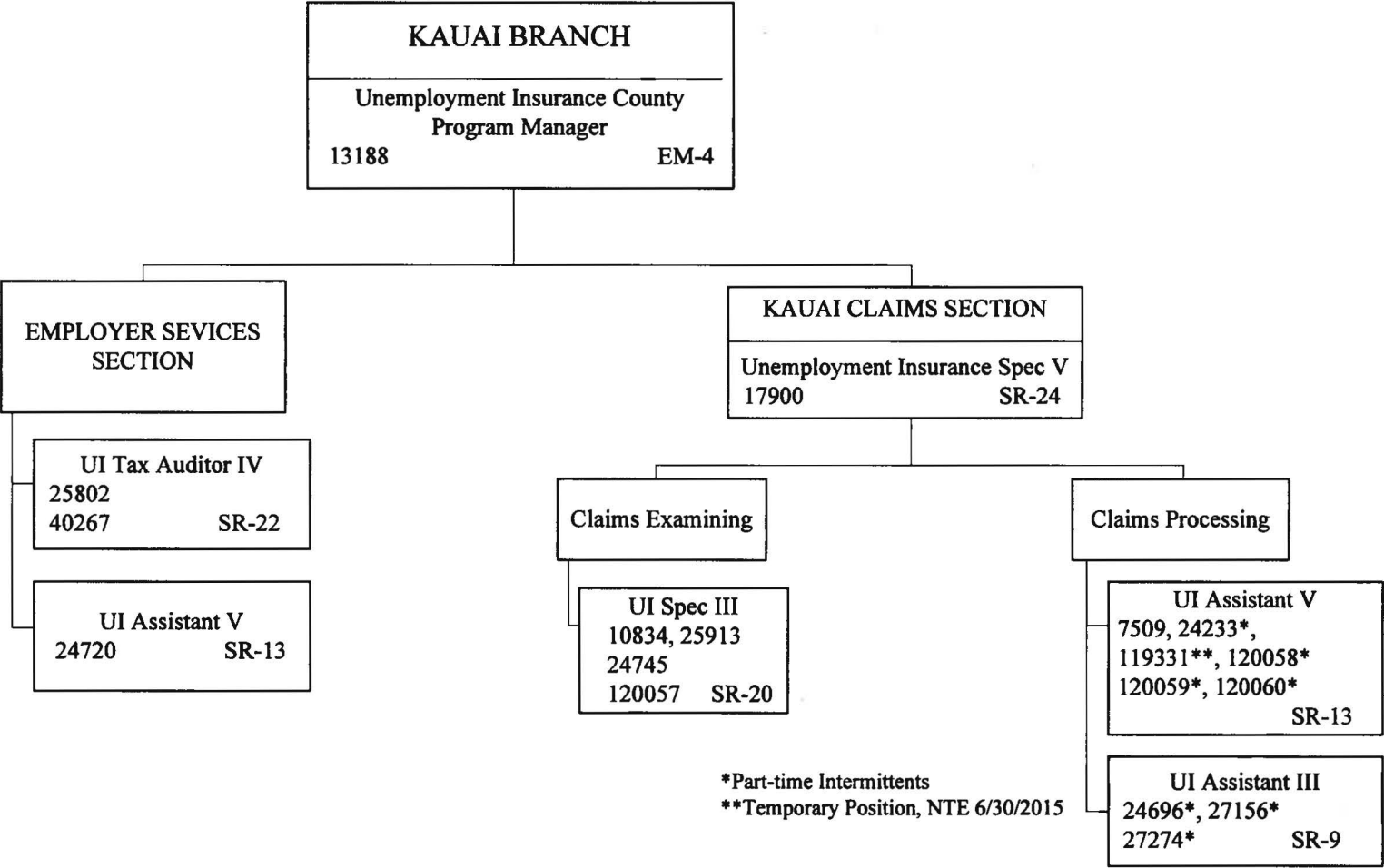


*Part-time Intermittents
 ** Temporary Position NTE 6/30/15

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

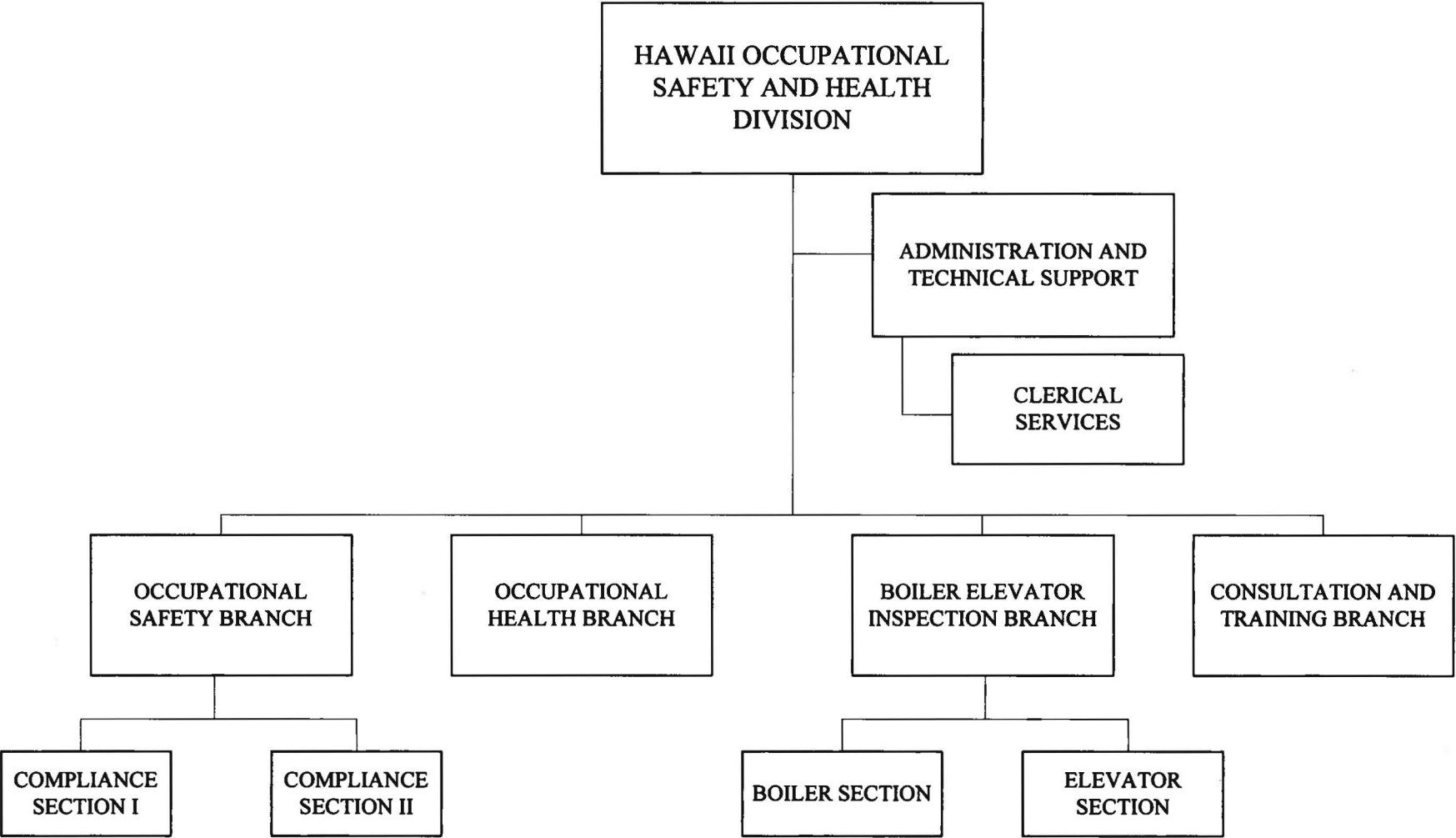


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE OFFICE
 KAUAI BRANCH
 POSITION ORGANIZATION CHART

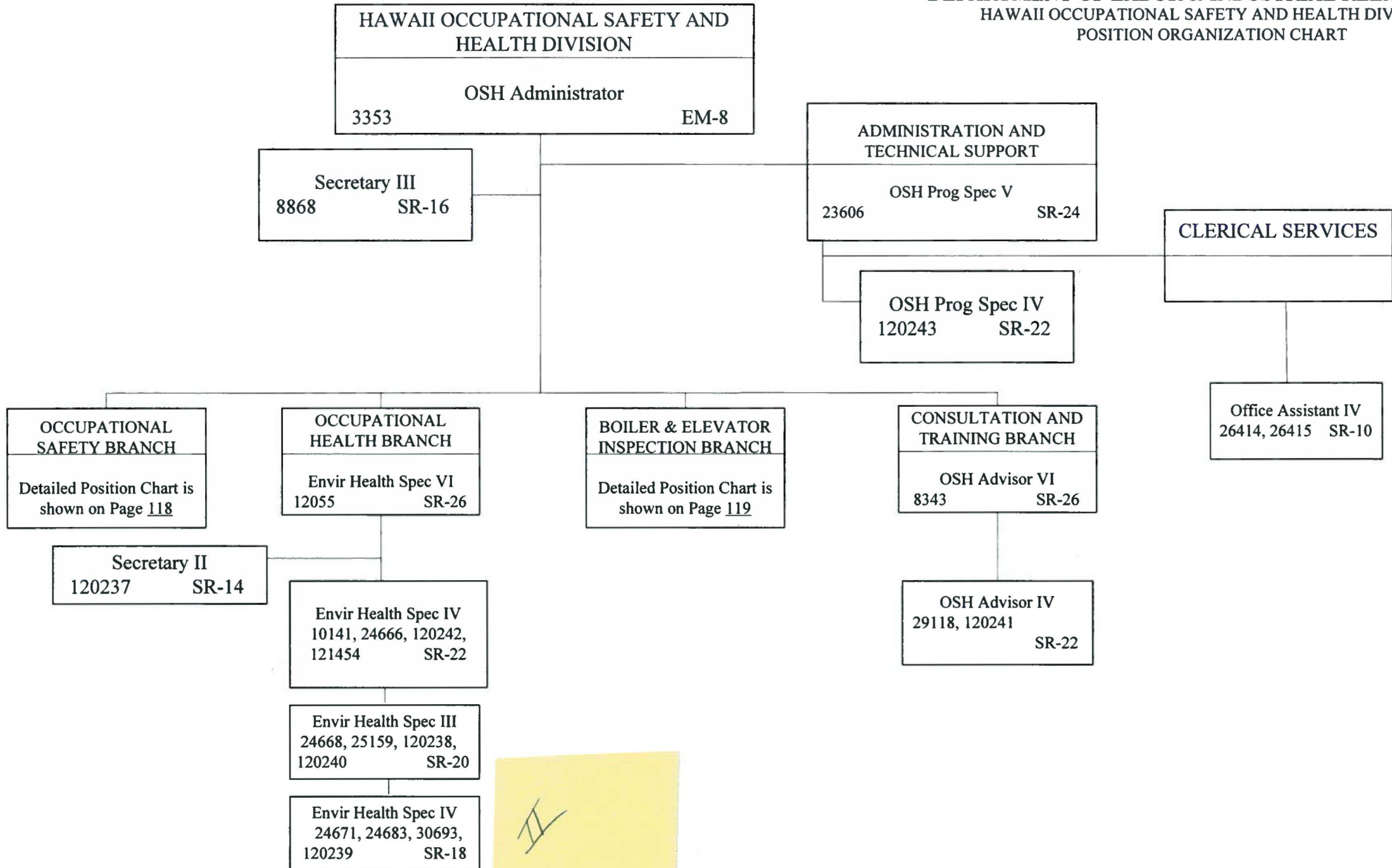


*Part-time Intermittents
 **Temporary Position, NTE 6/30/2015

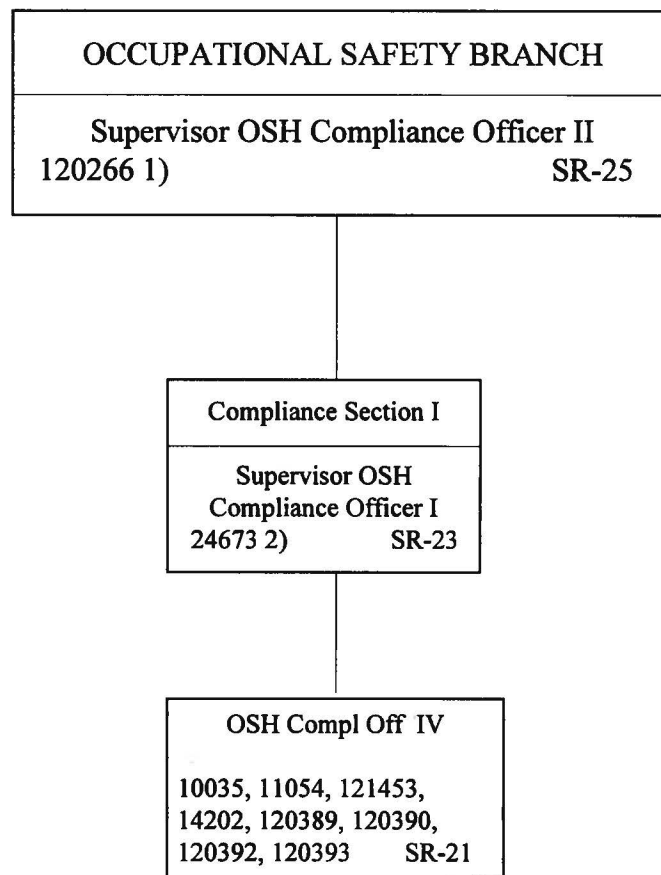
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION
ORGANIZATION CHART



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

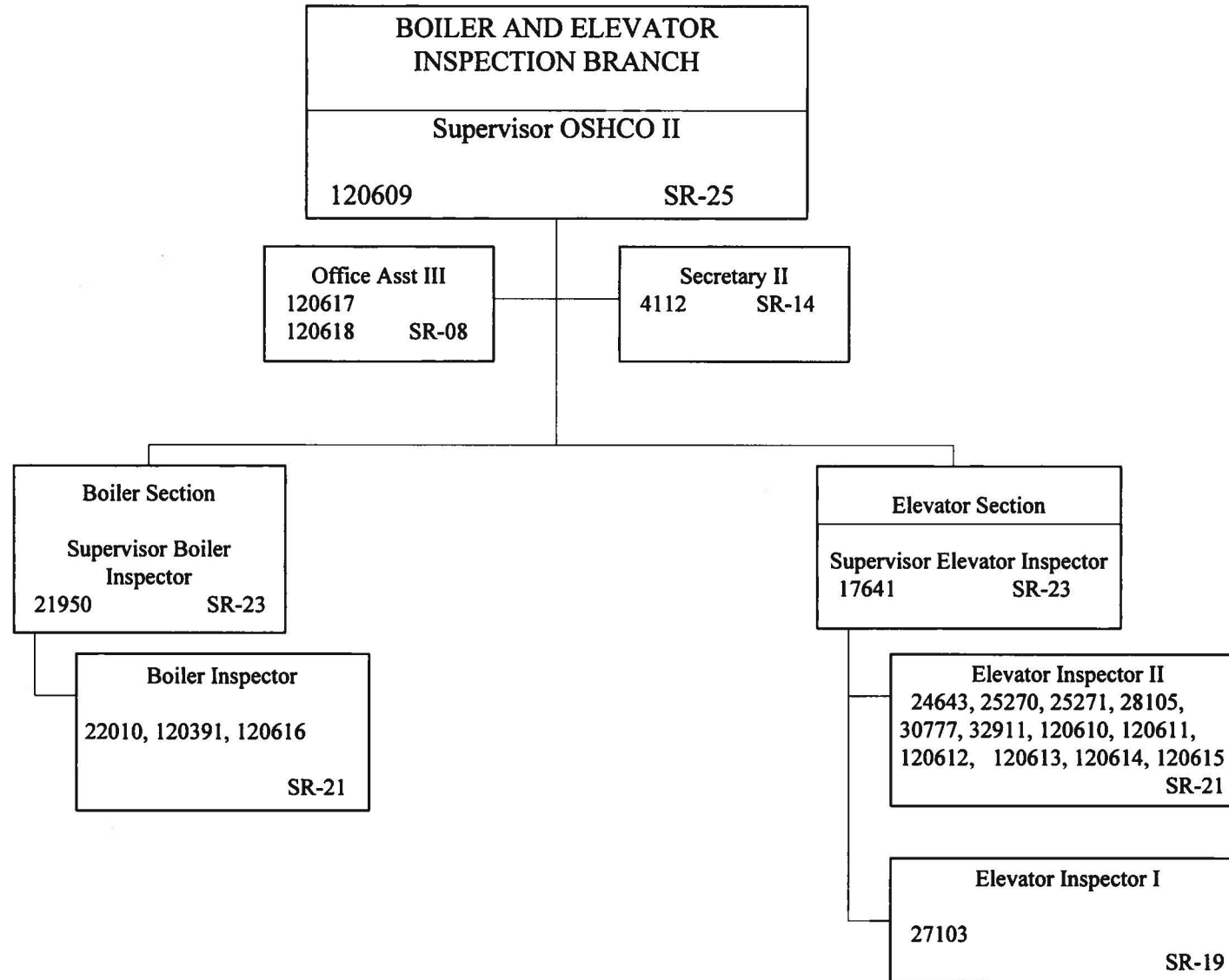


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION
OCCUPATIONAL SAFETY BRANCH
POSITION ORGANIZATION CHART

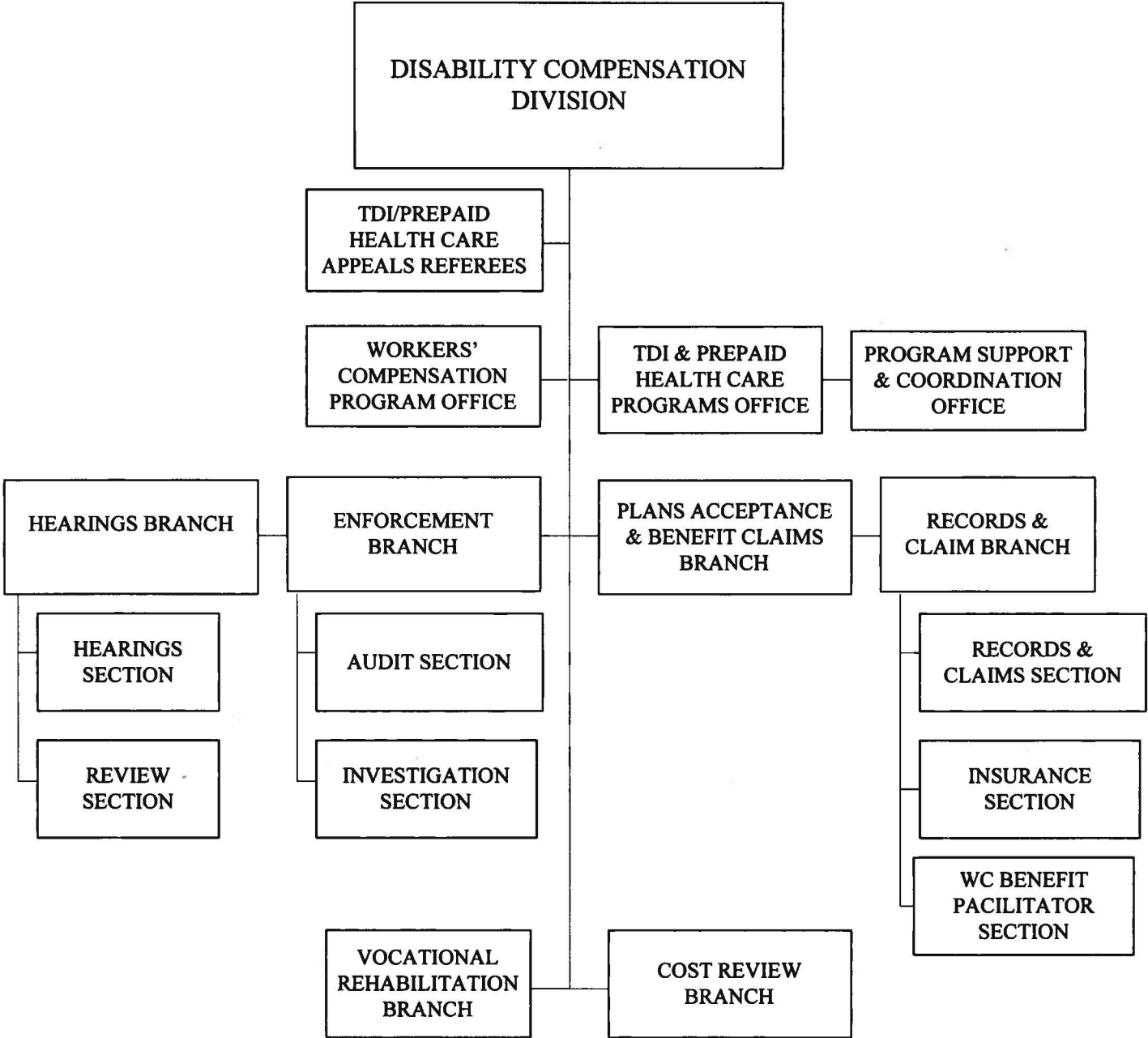


- 1) Exercises functional supervision of OSH Compliance Officers in the Maui District Office
- 2) Exercises functional supervision of OSH Compliance Officers in the Hawaii and Kauai District Offices

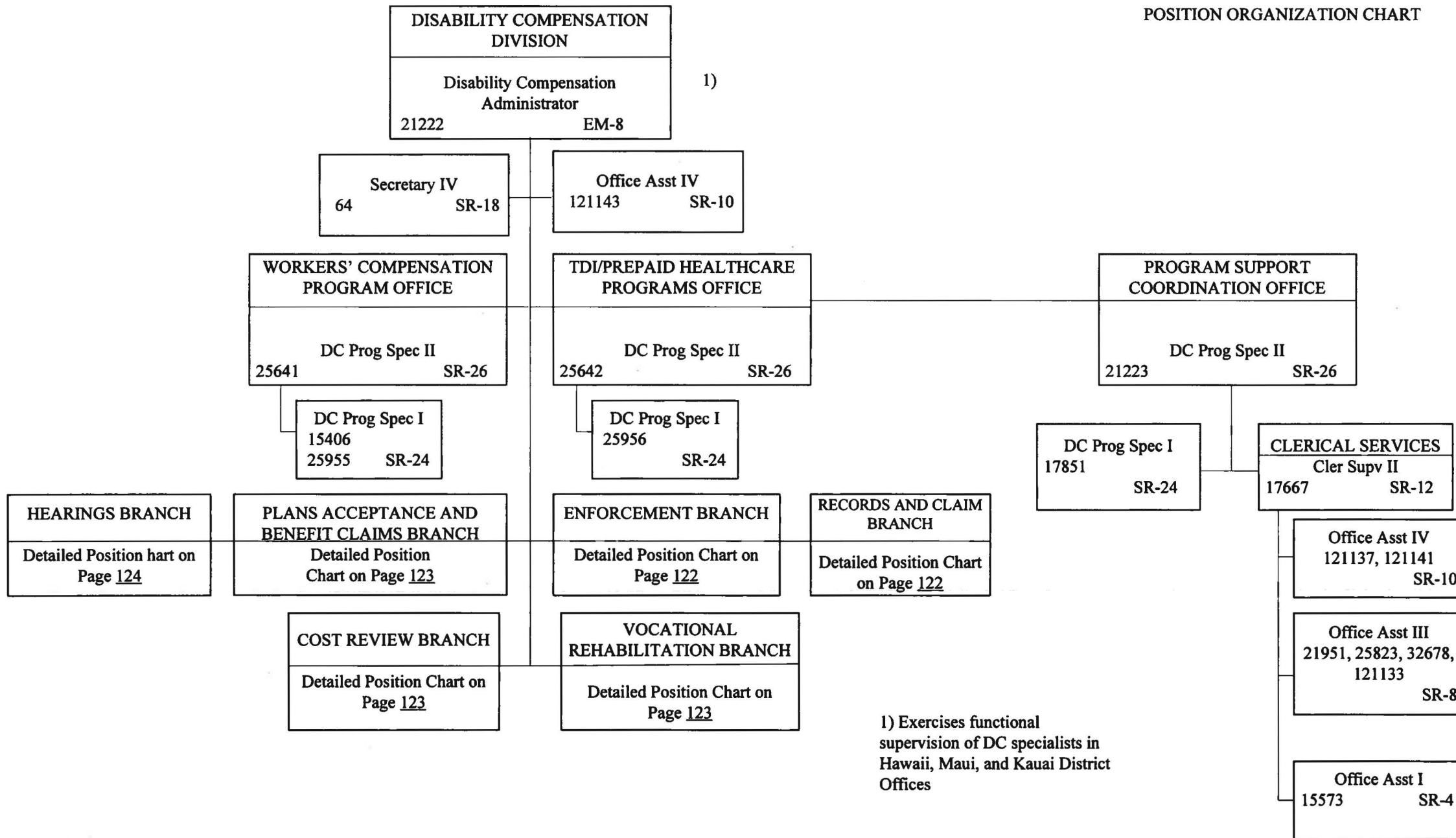
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION
 BOILER AND ELEVATOR INSPECTION BRANCH
 POSITION ORGANIZATION CHART



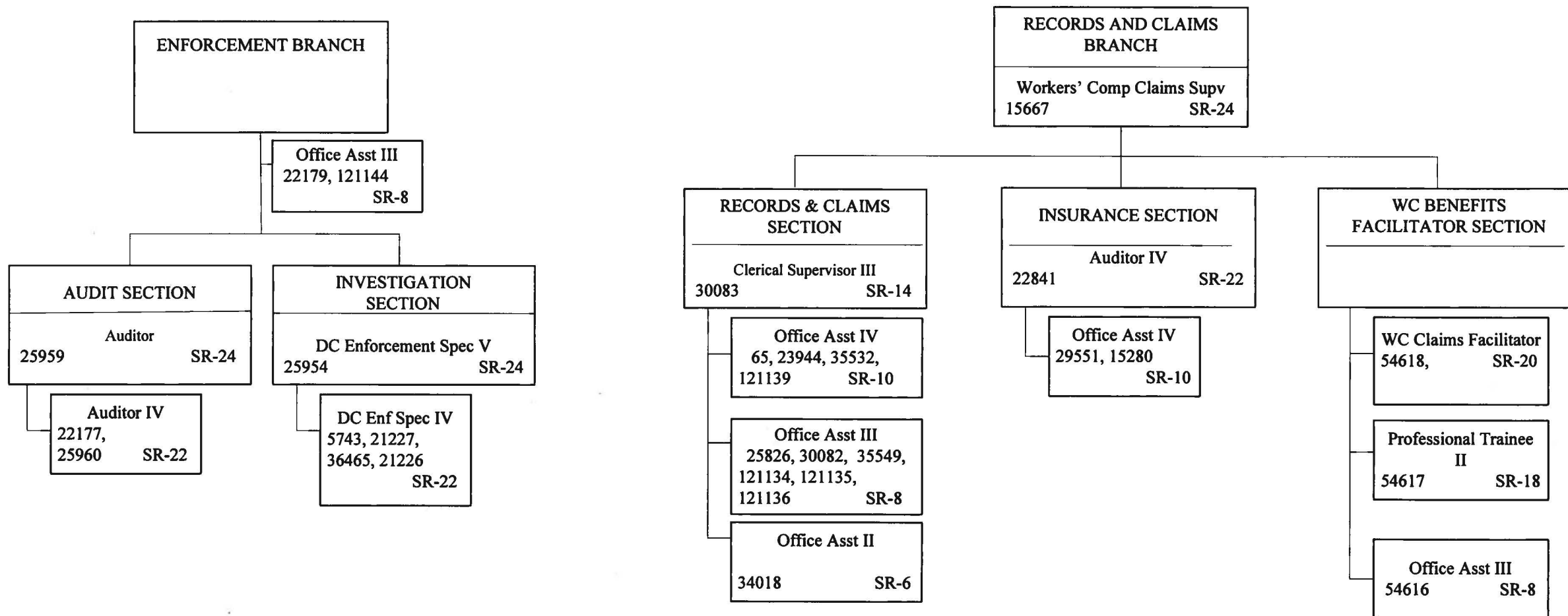
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DISABILITY COMPENSATION DIVISION
 ORGANIZATION CHART



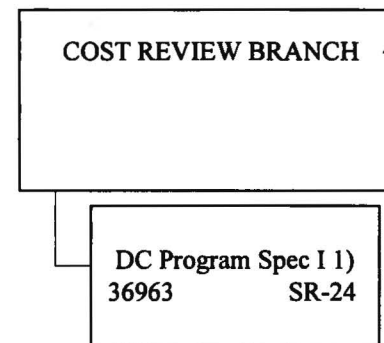
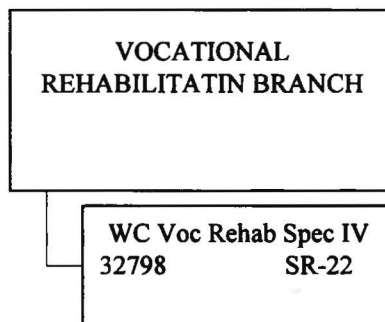
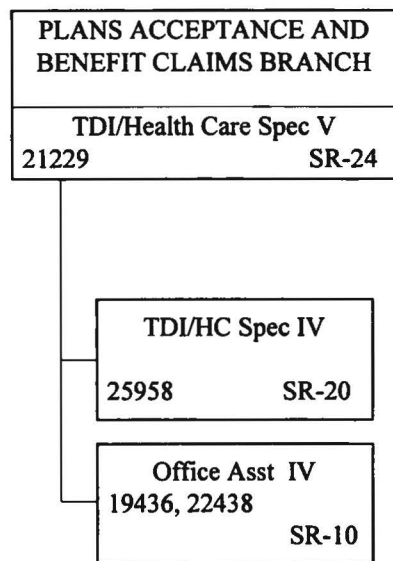
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DISABILITY COMPENSATION DIVISION
 POSITION ORGANIZATION CHART



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



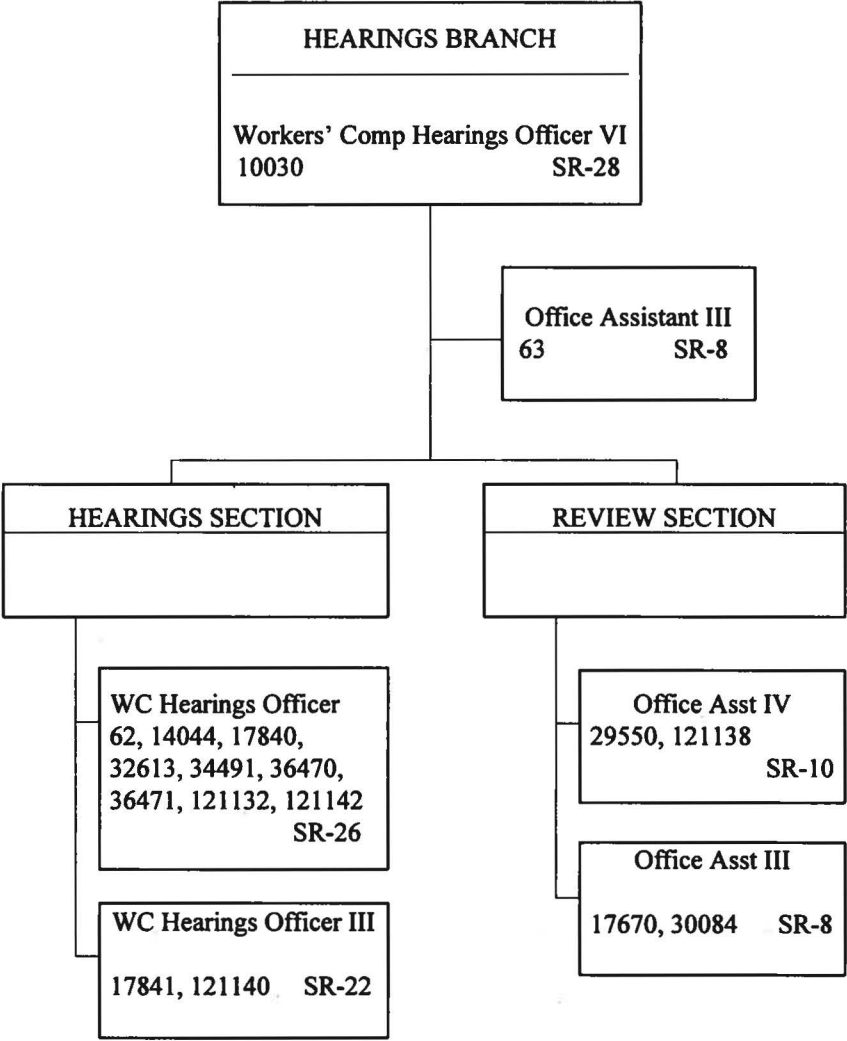
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
DISABILITY COMPENSATION DIVISION
PLANS ACCEPTANCE AND BENEFIT CLAIMS BRANCH
VOCATIONAL REHABILITATION BRANCH
COST REVIEW BRANCH
POSITION ORGANIZATION CHART



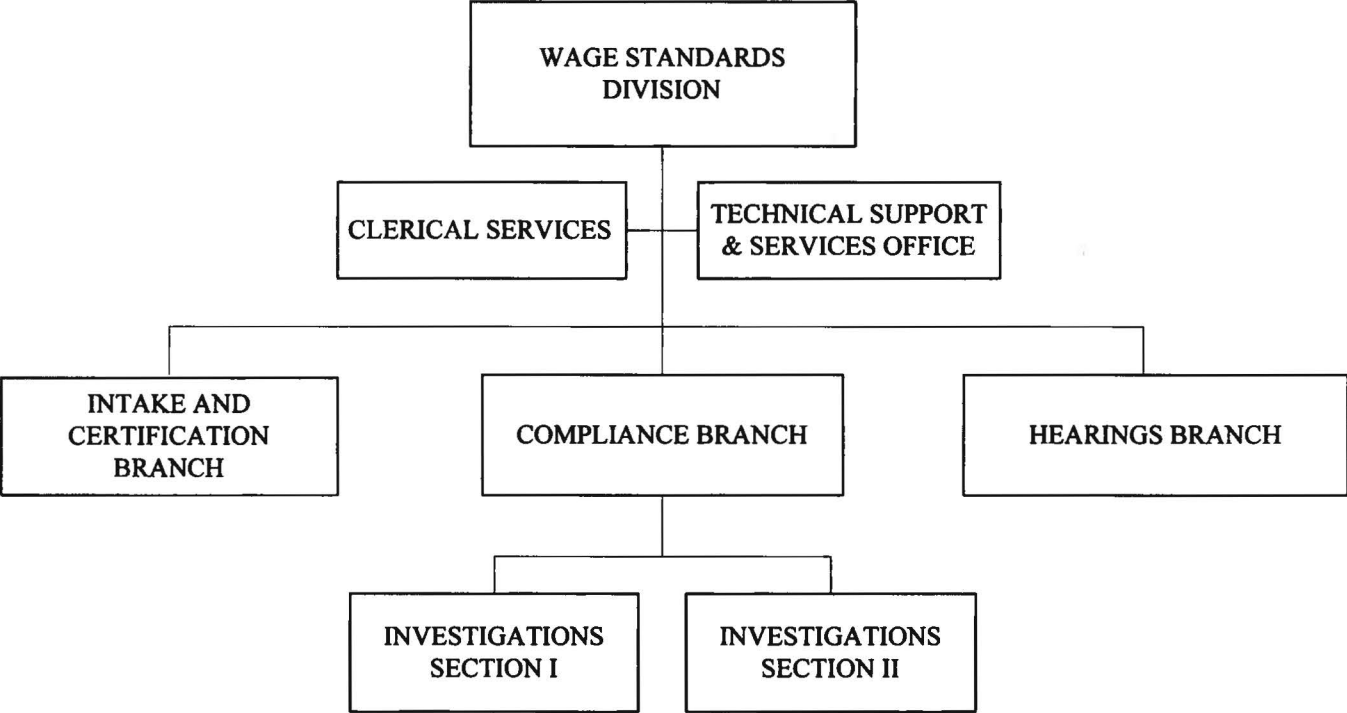
1) Interim title pending classification of position by HRD

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

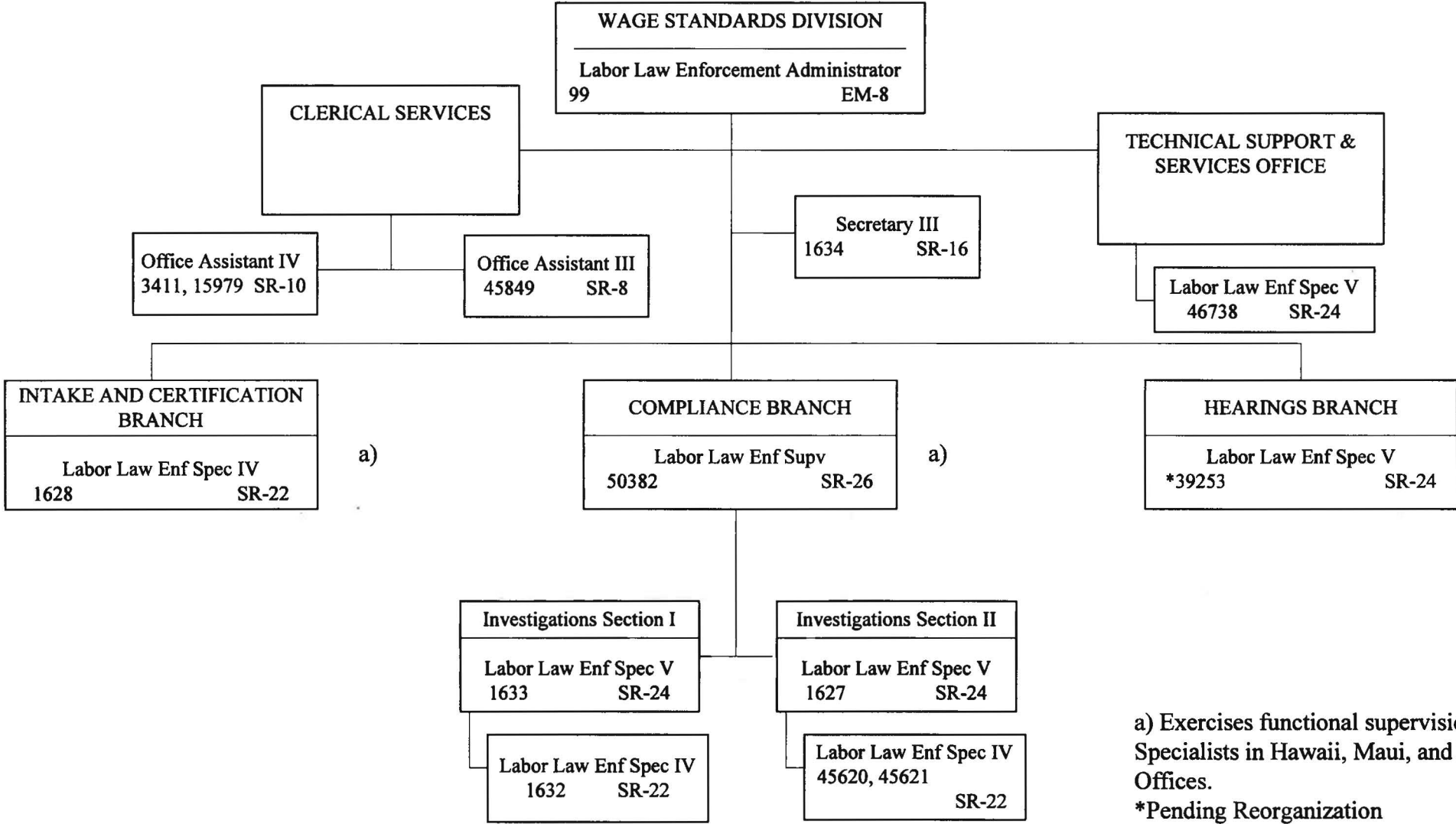
**DISABILITY COMPENSATION DIVISION
HEARINGS BRANCH
POSITION ORGANIZATION CHART**



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

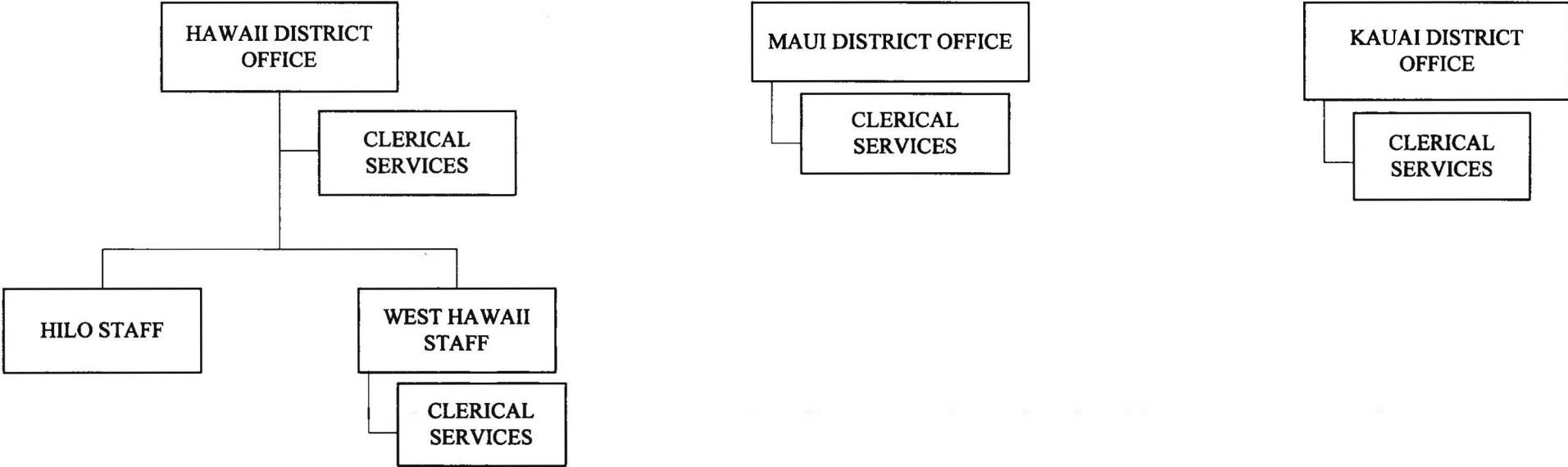


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WAGE STANDARDS DIVISION
 POSITION ORGANIZATION CHART

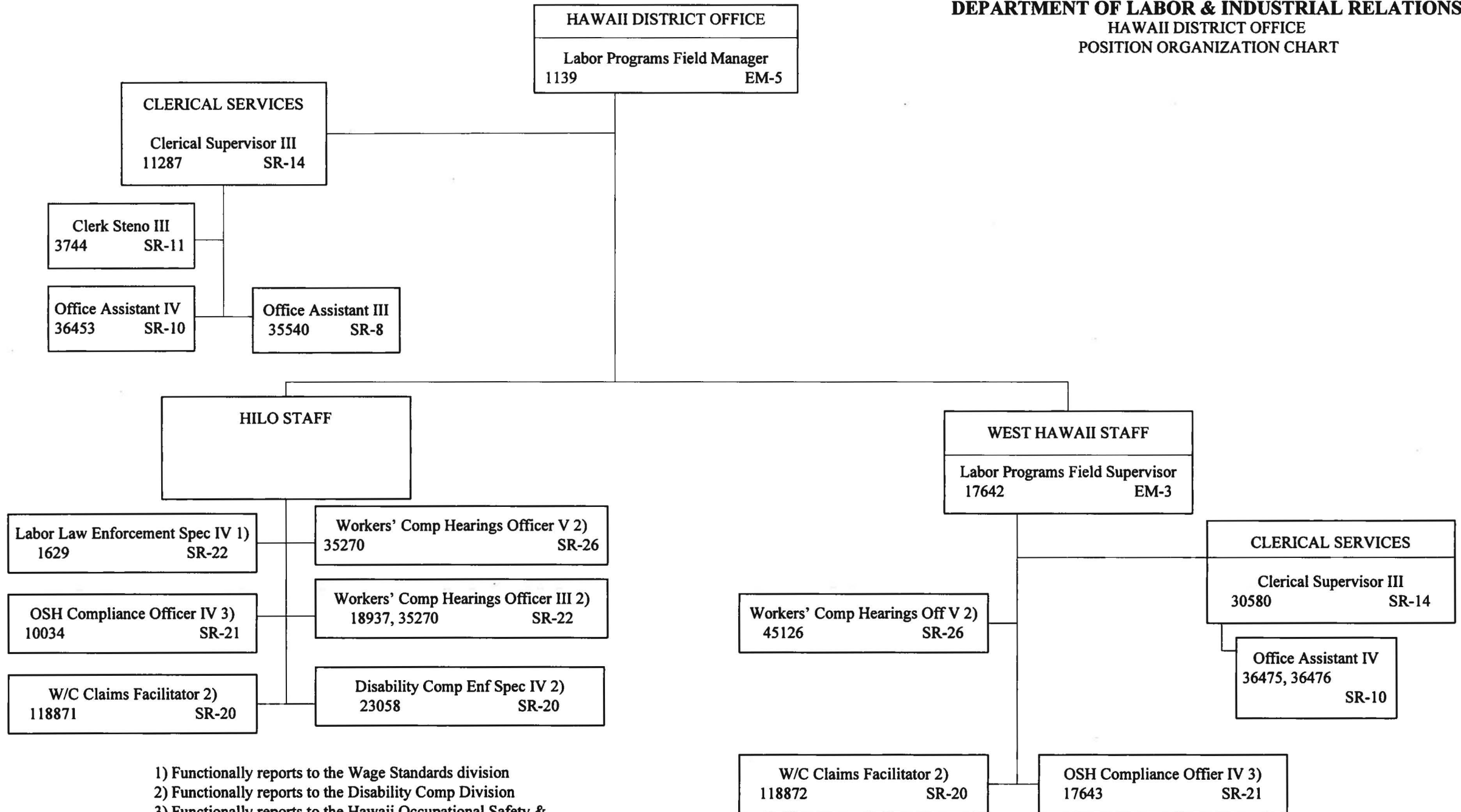


a) Exercises functional supervision of Enforcement Specialists in Hawaii, Maui, and Kauai District Offices.
 *Pending Reorganization

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

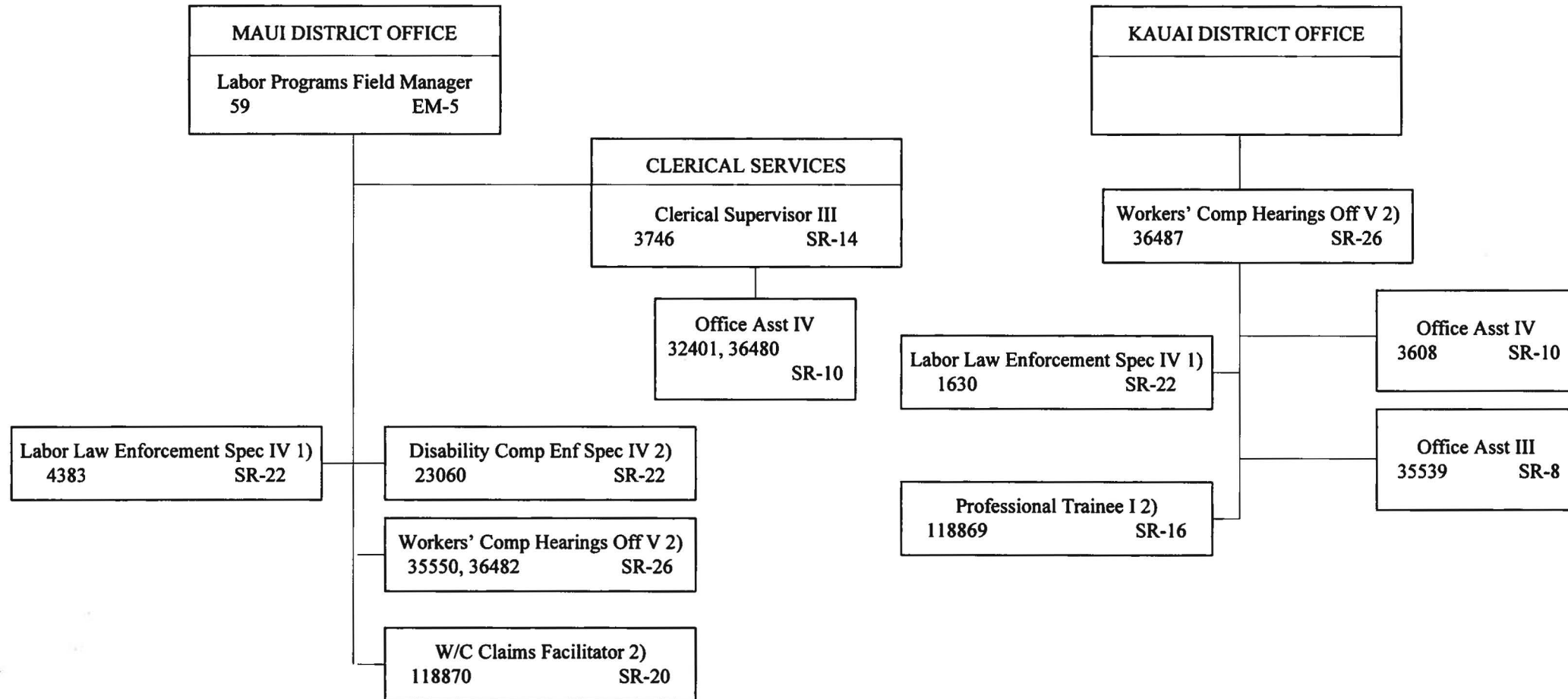


STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII DISTRICT OFFICE
 POSITION ORGANIZATION CHART



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