

DAVID Y. IGE
GOVERNOR



DEPT. COMM. NO. 233

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STATE OF HAWAII
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December 22, 2017

The Honorable Ronald Kouchi, President
and Members of the Senate
Twenty-Ninth State Legislature
State Capitol, Room 409
Honolulu, Hawaii 96813

The Honorable Scott K. Saiki, Speaker
and Members of the House
Twenty-Ninth State Legislature
State Capitol, Room 431
Honolulu, Hawaii 96813

Dear President Kouchi, Speaker Saiki, and Members of the Legislature:

For your information and consideration, I am transmitting a copy of the Report on State of Hawaii Executive Branch Workforce Profile to the Twenty-Ninth State Legislature 2018 Regular Session.

In accordance with Section 93-16, Hawaii Revised Statutes, a copy of the report is also transmitted to the Legislative Reference Bureau Library, and the report may be viewed electronically at <http://dhrd.hawaii.gov/reports/workforce-reports/>.

Sincerely,

James K. Nishimoto

James K. Nishimoto
Director

Enclosure

cc: Legislative Reference Bureau Library

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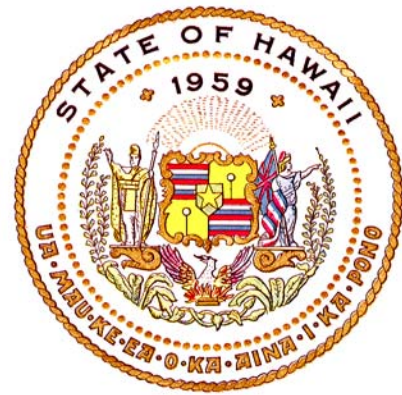
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State of Hawaii Executive Branch Workforce Profile



David Y. Ige
Governor
State of Hawaii

Department of Human Resources Development
Ryker Wada
Interim Director

Submitted December 2017
Revised January 2018

Workforce Demographic Data
as of June 30, 2017

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EXECUTIVE SUMMARY

Section 76-1.5, Hawaii Revised Statutes, requires the Department of Human Resources Development (DHRD) to compile a profile on the workforce of the entire Executive Branch. The analysis presented in this profile is based on data obtained from the Department of Education (DOE), University of Hawaii (UH), Hawaii Health Systems Corporation (HHSC), in addition to data maintained by DHRD.

The Executive Branch had 47,373 civil service and exempt employees as of June 30, 2017.¹ These employees provide a wide spectrum of vital services to the people of Hawaii, ranging from public education and welfare, to health and safety.

Inquiries regarding the analysis presented in this report may be directed to Ms. Sherry Shishido, Personnel Program Manager of DHRD, at (808) 587-1097, Fax (808) 587-1088, or e-mail address sherry.c.shishido@hawaii.gov.

¹ Casual hires were not included in this report.

EXECUTIVE BRANCH WORKFORCE

There are four independent personnel systems in the Executive Branch. They are:

1. The personnel system administered by DHRD, which includes employees in Executive Branch departments in civil service and exempt positions.
2. The DOE system, which includes civil service and exempt employees, employees who provide support services in the classrooms (e.g., educational assistants, speech pathologists, etc.), and teachers and educational officers.
3. The University of Hawaii (UH) system, administered by the Board of Regents, which includes faculty; graduate assistants; lecturers; administrative, professional, and technical staff; and executive/managerial employees. UH's civil service employees are included in the UH personnel data system but are employed pursuant to DHRD policies, procedures, and oversight.
4. The personnel system administered by the Hawaii Health Systems Corporation (HHSC), which includes employees in civil service and exempt positions.

PERSONNEL SYSTEMS	COUNT OF EMPLOYEES	PERCENT OF TOTAL WORKFORCE
Department of Human Resources Development (DHRD)		
Civil Service Employees****	12,913	27.26%
Exempt Employees****	1,840	3.88%
Department of Human Resources Development Total:	14,753	31.14%
Department of Education (DOE)		
Civil Service Employees	5,179	10.93%
Exempt Employees	6	0.01%
Support Services Personnel	2,889	6.10%
Teachers & Educational Officers	13,457	28.41%
Department of Education Employees Total*:	21,531	45.45%
University of Hawaii (UH)		
Administrative, Professional & Technical Staff	2,498	5.27%
Civil Service	1,258	2.66%
Exempt	12	0.03%
Executive/Managerial	216	0.46%
Faculty	3,461	7.31%
Graduate Assistants**	1,175	2.48%
Lecturers	***	
University of Hawaii Employees Total***:	8,620	18.20%
Hawaii Health Systems Corporation (HHSC)		
Civil Service Employees	2,349	4.96%
Exempt Employees	120	0.25%
Hawaii Health Systems Corporation Total:	2,469	5.21%
TOTAL WORKFORCE	47,373	100.00%

Due to rounding of individual percentages, the sum does not equal 100%.

*Does not include Public Charter School employees.

**Graduate Assistants are full-time graduate students in degree granting programs working as non-permanent, part-time teaching or research assistants.

***UH employs approximately 1,300 lecturers during the academic school year. Lecturers are not normally employed by UH on June 30 and are not included in the above counts. However, during the academic school year, lecturers are a significant part of UH's workforce.

****Count of Employees revised January 2018.

EXECUTIVE BRANCH WORKFORCE

Gender distribution of employees in the Executive Branch. Numbers do not add up to total workforce due to unreported gender.

Gender Distribution	47,329	100%
Female	29,597	63%
Male	17,732	37%

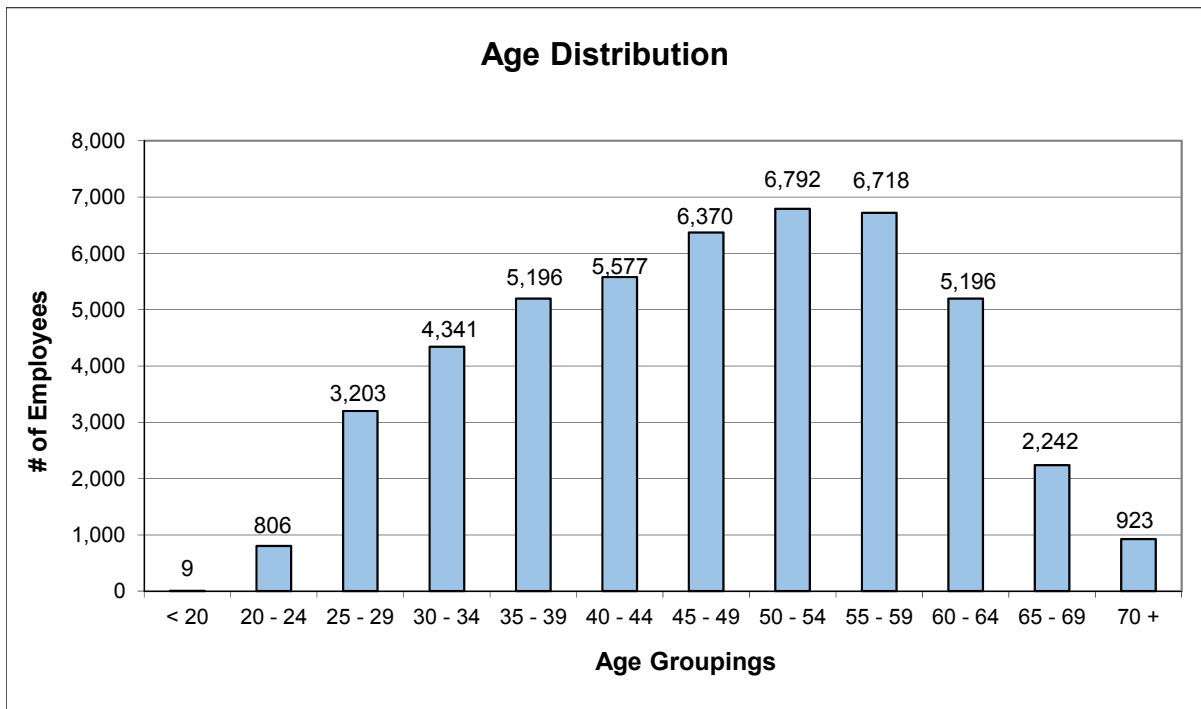
Bargaining unit distribution of employees covered by collective bargaining in the Executive Branch.

Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	4,636	9.79%
02	HGEA	Blue Collar, Supvry	453	0.96%
03	HGEA	White Collar, Non-Supvry	8,907	18.80%
04	HGEA	White Collar, Supvry	524	1.11%
05	HSTA	DOE Teachers	12,254	25.87%
06	HGEA	DOE Educational Officers	896	1.89%
07	UHPA	UH Faculty	3,284	6.93%
08	HGEA	UH Administrative, Professional, and Technical	2,377	5.02%
09	HGEA	Registered Professional Nurses	1,138	2.40%
10	UPW	Institutional, Health and Correctional Workers	2,295	4.84%
11	HFFA	Firefighters	171	0.36%
13	HGEA	Professional & Scientific	5,720	12.07%
14	HGEA	State Law Enforcement Officers	430	0.91%
TOTAL NO. OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			43,085	90.95%

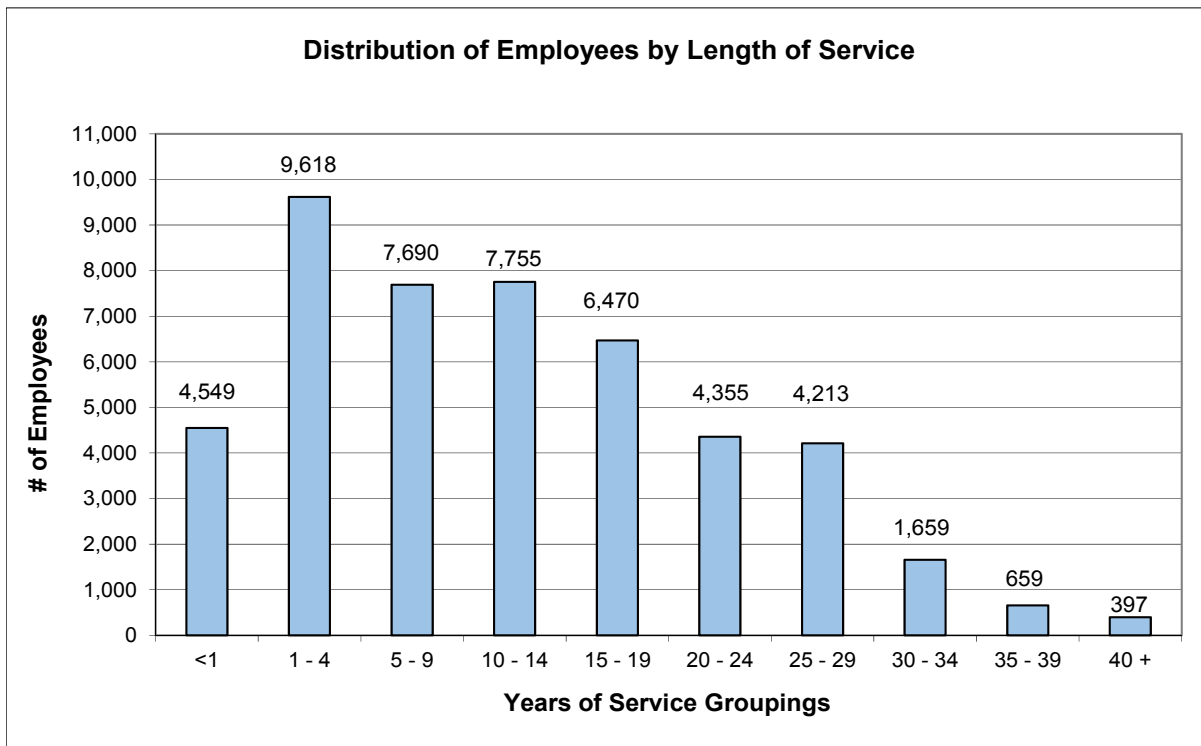
Total Workforce: 47,373

EXECUTIVE BRANCH WORKFORCE

Age distribution of employees in the Executive Branch.



Length of service of employees in the Executive Branch. Numbers do not add up to the total workforce due to unreported service dates.



EXECUTIVE BRANCH WORKFORCE

Five-year projection of the number of employees in the Executive Branch who will be eligible for retirement by the end of fiscal year 2021-2022 (i.e., ending June 30, 2022).

TOTAL NUMBER OF EMPLOYEES IN THE EXECUTIVE BRANCH	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY17)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2022	PERCENT OF EXECUTIVE BRANCH WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2022
		FY18	FY19	FY20	FY21	FY22		
47,373	6,660	1,411	1,351	1,377	1,367	1,350	13,516*	28.53%

*Assumes no retirements of eligible employees prior to 06/30/2022.

PERSONNEL SYSTEM ADMINISTERED BY DHRD WORKFORCE OVERVIEW

Number of employees in the personnel system administered by DHRD.²

DEPARTMENT	CIVIL SERVICE	EXEMPT	TOTAL	PERCENT OF TOTAL HRD WORKFORCE
ACCOUNTING & GENERAL SERVICES	650	80	730	4.95%
AGRICULTURE	234	25	259	1.76%
ATTORNEY GENERAL	398	244	642	4.35%
BUDGET & FINANCE	163	188	351	2.38%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	108	157	265	1.80%
COMMERCE & CONSUMER AFFAIRS	283	182	465	3.15%
DEFENSE	181	180	361	2.45%
GOVERNOR	0	41	41	0.28%
HAWAIIAN HOME LANDS	48	82	130	0.88%
HEALTH	2,381	277	2,658	18.02%
HI STATE PUBLIC LIBRARIES SYSTEM	481	5	486	3.29%
HUMAN RESOURCES DEVELOPMENT	76	4	80	0.54%
HUMAN SERVICES	1,848	92	1,940	13.15%
LABOR & INDUSTRIAL RELATIONS	414	51	465	3.15%
LAND & NATURAL RESOURCES	677	72	749	5.08%
LIEUTENANT GOVERNOR	0	12	12	0.08%
PUBLIC SAFETY	2,436	74	2,510	17.01%
TAXATION	347	28	375	2.54%
TRANSPORTATION	2,188	46	2,234	15.14%
TOTAL:	12,913	1,840	14,753	100.00%

Gender distribution of employees in the personnel system administered by DHRD. Numbers do not add up to total workforce due to unreported gender.

DEPARTMENT	TOTAL NUMBER OF EMPLOYEES	FEMALE		MALE	
		COUNT OF EMPLOYEES	PERCENT	COUNT OF EMPLOYEES	PERCENT
ACCOUNTING & GENERAL SERVICES	730	270	36.99%	460	63.01%
AGRICULTURE	259	100	38.61%	159	61.39%
ATTORNEY GENERAL	642	411	64.02%	231	35.98%
BUDGET & FINANCE	351	211	60.11%	140	39.89%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	265	154	58.11%	111	41.89%
COMMERCE & CONSUMER AFFAIRS	465	316	67.96%	149	32.04%
DEFENSE	361	125	34.63%	236	65.37%
GOVERNOR	39	26	66.67%	13	33.33%
HAWAIIAN HOME LANDS	130	78	60.00%	52	40.00%
HEALTH	2,650	1,738	65.58%	912	34.42%
HI STATE PUBLIC LIBRARIES SYSTEM	485	367	75.67%	118	24.33%
HUMAN RESOURCES DEVELOPMENT	80	69	86.25%	11	13.75%
HUMAN SERVICES	1,937	1,356	70.01%	581	29.99%
LABOR & INDUSTRIAL RELATIONS	465	308	66.24%	157	33.76%
LAND & NATURAL RESOURCES	749	286	38.18%	463	61.82%
LIEUTENANT GOVERNOR	12	7	58.33%	5	41.67%
PUBLIC SAFETY	2,509	689	27.46%	1,820	72.54%
TAXATION	375	240	64.00%	135	36.00%
TRANSPORTATION	2,231	615	27.57%	1,616	72.43%
TOTAL:	14,735	7,366	49.99%	7,369	50.01%

² Count of Employees revised January 2018.

PERSONNEL SYSTEM ADMINISTERED BY DHRD WORKFORCE OVERVIEW

Bargaining unit distribution of employees covered by collective bargaining in the personnel system administered by DHRD.

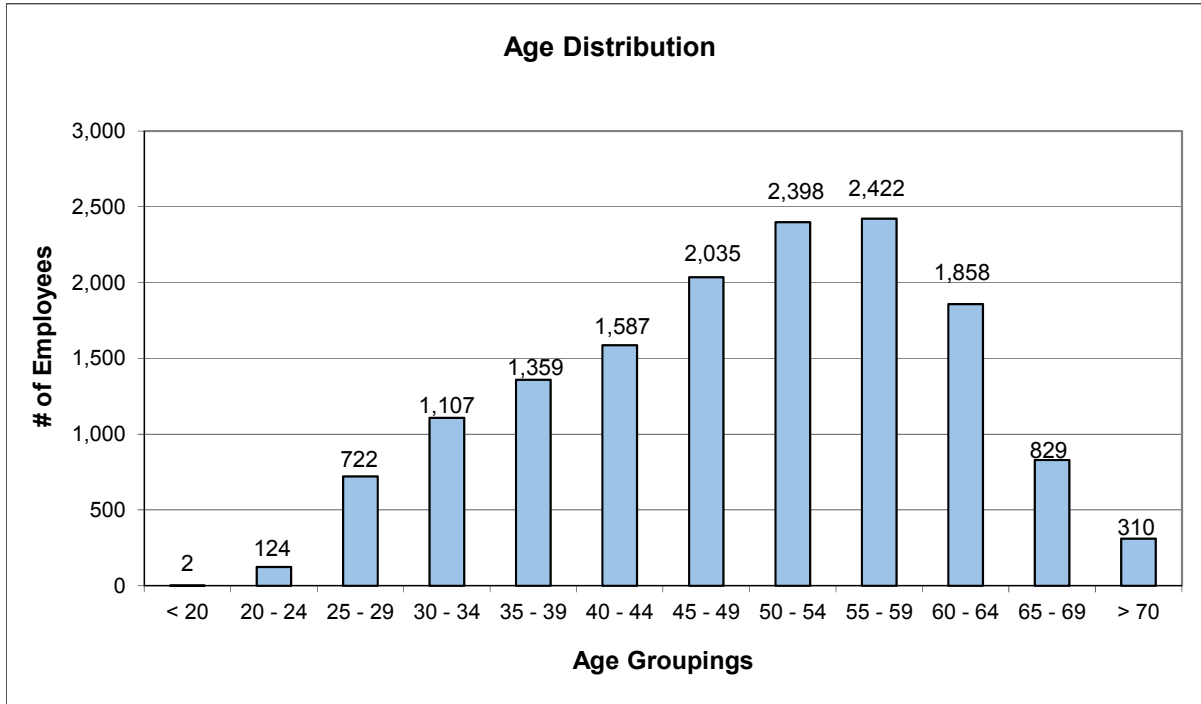
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	1,896	12.85%
02	HGEA	Blue Collar, Supvry	174	1.18%
03	HGEA	White Collar, Non-Supvry	3,413	23.13%
04	HGEA	White Collar, Supvry	225	1.53%
09	HGEA	Registered Professional Nurses	403	2.73%
10	UPW	Institutional, Health and Correctional Workers	1,675	11.35%
11	HFFA	Firefighters	171	1.16%
13	HGEA	Professional & Scientific	4,486	30.41%
14	HGEA	State Law Enforcement Officers	430	2.91%
TOTAL NO. OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			12,873	87.26%

Total Workforce: 14,753

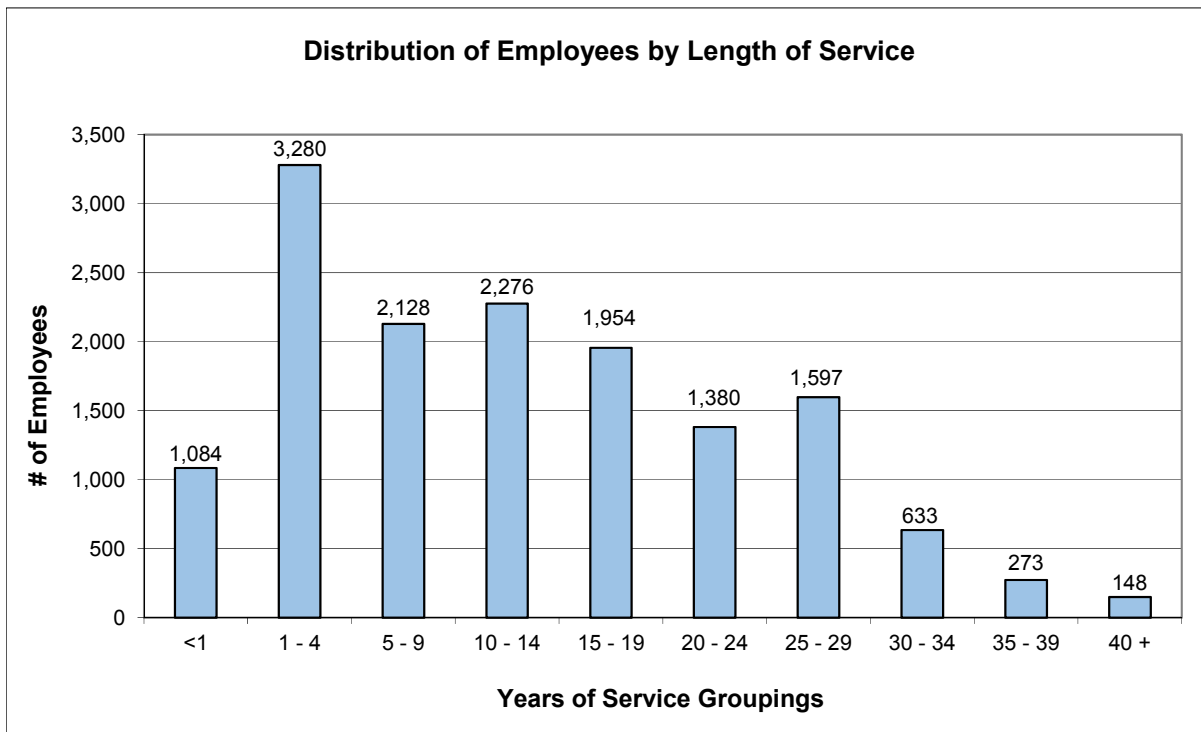
Due to rounding of percentages, the individual percentages do not add up to 87.26%.

PERSONNEL SYSTEM ADMINISTERED BY DHRD WORKFORCE OVERVIEW

Age distribution of employees in the personnel system administered by DHRD. Fifty-three percent (54%) of the employees in the personnel system administered by DHRD are 50 years old or older.



Length of service of employees in the personnel system administered by DHRD.



PERSONNEL SYSTEM ADMINISTERED BY DHRD WORKFORCE OVERVIEW

Five-year projection of the number of employees in the personnel system administered by DHRD who will be eligible for retirement by the end of fiscal year 2021-2022 (i.e., ending June 30, 2022).

DEPARTMENT	TOTAL NUMBER OF EMPLOYEES IN THE PERSONNEL SYSTEM ADMINISTERED BY DHRD	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY17)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2022	PERCENT OF DEPARTMENTAL WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2022
			FY18	FY19	FY20	FY21	FY22		
ACCOUNTING & GENERAL SERVICES	730	150	25	30	30	30	27	292	40.00%
AGRICULTURE	259	49	7	6	13	7	11	93	35.91%
ATTORNEY GENERAL	642	145	19	17	18	16	28	243	37.85%
BUDGET & FINANCE	351	42	13	7	8	10	8	88	25.07%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	265	57	8	11	10	6	8	100	37.74%
COMMERCE & CONSUMER AFFAIRS	465	60	9	17	18	11	12	127	27.31%
DEFENSE	361	56	3	5	12	9	5	90	24.93%
GOVERNOR	41	5	0	0	0	1	2	8	19.51%
HAWAIIAN HOME LANDS	130	34	2	1	4	2	6	49	37.69%
HEALTH	2,658	430	88	91	93	90	76	868	32.66%
HI STATE PUBLIC LIBRARIES SYSTEM	486	105	21	20	11	20	14	191	39.30%
HUMAN RESOURCES DEVELOPMENT	80	17	3	7	4	5	6	42	52.50%
HUMAN SERVICES	1,940	283	73	51	61	74	70	612	31.55%
LABOR & INDUSTRIAL RELATIONS	465	102	16	14	16	11	23	182	39.14%
LAND & NATURAL RESOURCES	749	122	20	24	23	21	31	241	32.18%
LIEUTENANT GOVERNOR	12	0	0	0	0	0	0	0	0.00%
PUBLIC SAFETY	2,510	368	87	84	84	75	78	776	30.92%
TAXATION	375	69	7	15	8	13	14	126	33.60%
TRANSPORTATION	2,234	407	85	72	96	84	67	811	36.30%
TOTALS:	14,753	2,501	486	472	509	485	486	4,939*	33.48%

*Assumes no retirements of eligible employees prior to 06/30/2022.

DEPARTMENT OF EDUCATION WORKFORCE OVERVIEW

DOE's workforce includes three groups of employees—civil service and exempt employees, support services personnel, and teachers and educational officers.

Total Workforce	21,531	100%
Civil Service & Exempt	5,185	24%
Support Services Personnel	2,889	13%
Teachers & Educational Officers	13,457	63%

Gender distribution of employees in the personnel system administered by the DOE. Numbers do not add up to total workforce due to unreported gender.

Gender Distribution	21,505	100%
Female	15,763	73%
Male	5,742	27%

Bargaining unit distribution of employees covered by collective bargaining in the personnel system administered by the DOE.

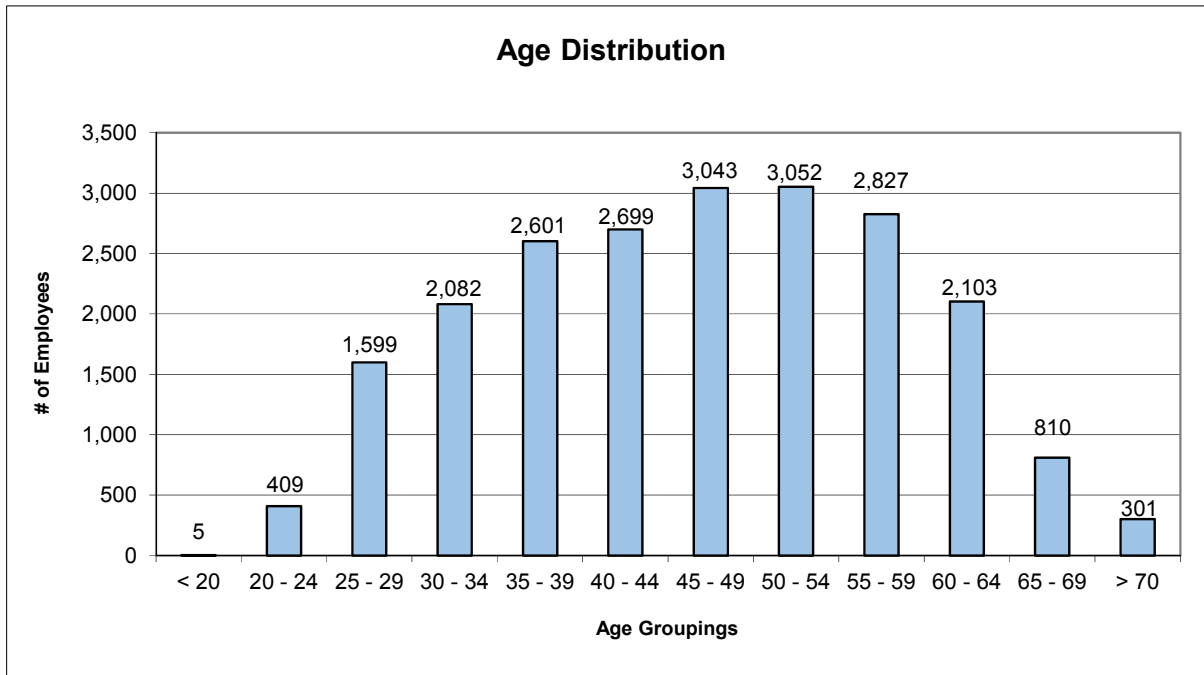
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Suprvy	1,921	8.92%
02	HGEA	Blue Collar, Suprvy	248	1.15%
03	HGEA	White Collar, Non-Suprvy	4,464	20.73%
04	HGEA	White Collar, Suprvy	259	1.20%
05	HSTA	BOE Teachers	12,254	56.91%
06	HGEA	BOE Educational Officers	896	4.16%
09	HGEA	Registered Prof'l Nurses	2	0.01%
10	UPW	Institutional, Health and Correctional Workers	25	0.12%
13	HGEA	Professional & Scientific	968	4.50%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			21,037	97.71%

Total Workforce: 21,531

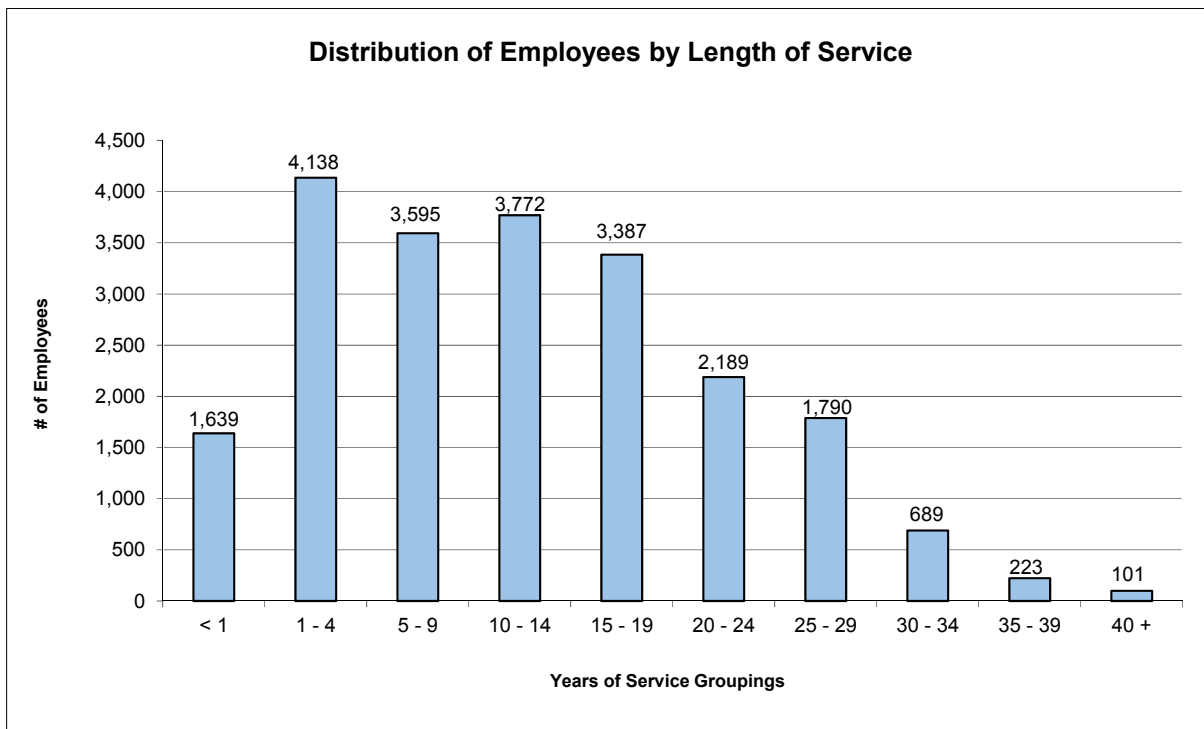
Due to rounding of percentages, the individual percentages do not add up to 97.71%.

DEPARTMENT OF EDUCATION WORKFORCE OVERVIEW

Age distribution of employees in the personnel system administered by the DOE.



Length of service of employees in the personnel system administered by the DOE. Numbers do not add up to the total workforce due to unreported service dates.



DEPARTMENT OF EDUCATION WORKFORCE OVERVIEW

Five-year projection of the number of employees in the personnel system administered by the DOE who will be eligible for retirement by the end of fiscal year 2021-2022 (i.e., ending June 30, 2022).

TOTAL NUMBER OF EMPLOYEES IN THE DOE WORKFORCE	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY17)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2022	PERCENT OF DOE WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2022
		FY18	FY19	FY20	FY21	FY22		
5,185	784	167	174	155	195	197	1,672	32.25%
2,889	384	114	78	92	75	78	821	28.42%
13,457	1,382	359	337	342	327	358	3,105	23.07%
21,531	2,550	640	589	589	597	633	5,598*	26.00%

*Assumes no retirements of eligible employees prior to 06/30/2022.

UNIVERSITY OF HAWAII WORKFORCE OVERVIEW

The University of Hawaii workforce includes six groups of employees—administrative, professional and technical staff; civil service and exempt employees; executive/managerial; faculty; graduate assistants; and lecturers.

Workforce	8,620	100%
Administrative, Professional & Technical Staff	2,498	29.0%
Civil Service & Exempt*	1,270	14.7%
Executive/Managerial	216	2.5%
Faculty	3,461	40.2%
Graduate Assistants**	1,175	13.6%
Lecturers	***	0.0%

*UH's civil service and exempt employees are included in the UH personnel data system but are employed pursuant to DHRD policies and procedures.

**Graduate assistants are full-time graduate students in degree granting programs working as non-permanent, part-time teaching or research assistants.

***The University of Hawaii employs approximately 1,300 lecturers during the academic school year. Lecturers are not normally employed by UH on June 30. However, during the academic school year, lecturers are a significant part of UH's workforce.

Gender distribution of employees in the personnel system administered by the University of Hawaii.

Gender Distribution	8,620	100%
Female	4,626	54%
Male	3,994	46%

UNIVERSITY OF HAWAII WORKFORCE OVERVIEW

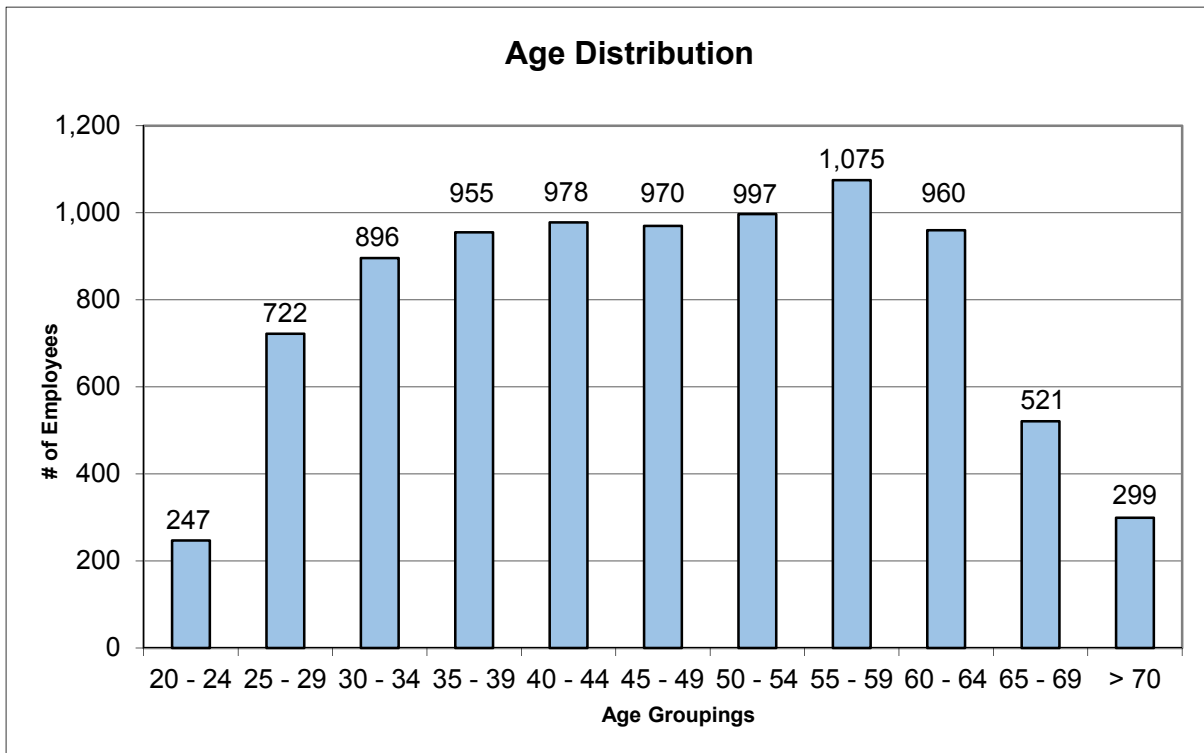
Bargaining unit distribution of employees covered by collective bargaining in the personnel system administered by UH.

Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Suprvy	522	6.06%
02	HGEA	Blue Collar, Suprvy	14	0.16%
03	HGEA	White Collar, Non-Suprvy	650	7.54%
04	HGEA	White Collar, Suprvy	30	0.35%
07	UHPA	Faculty	3,284	38.10%
08	HGEA	Administrative, Professional, & Technical	2,377	27.58%
09	HGEA	Registered Prof'l Nurses	8	0.09%
10	UPW	Institutional, Health and Correctional Workers	2	0.02%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			6,887	79.90%

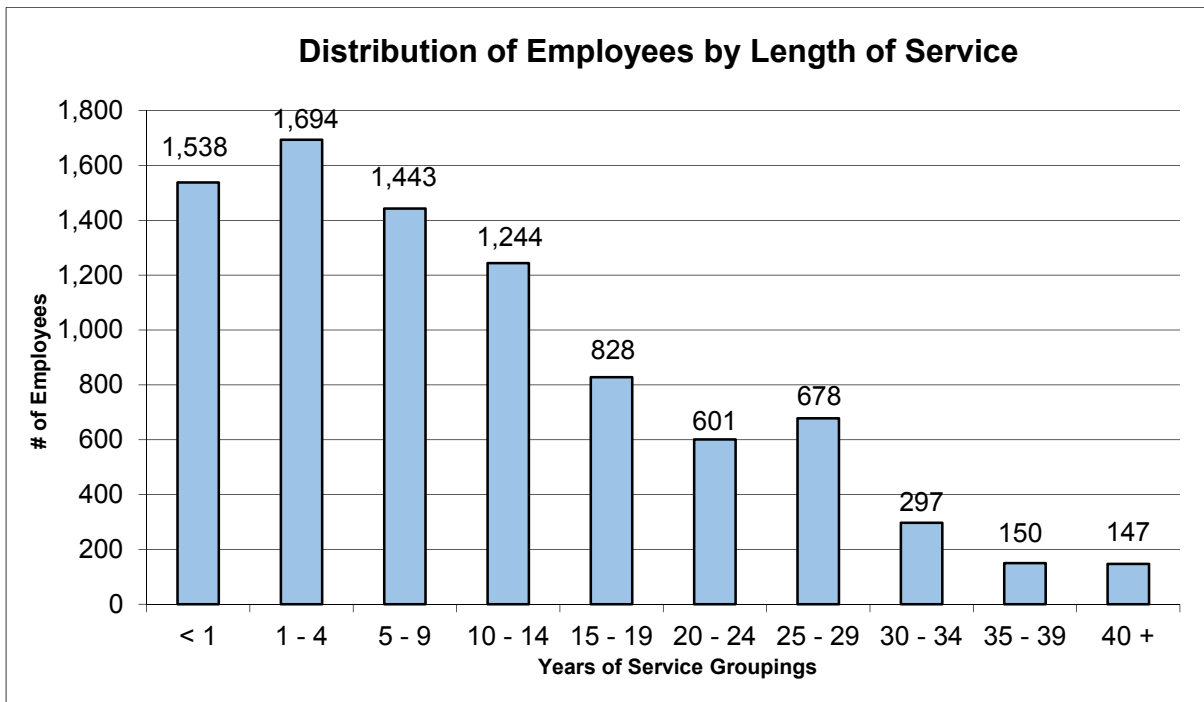
Total Workforce: 8,620

UNIVERSITY OF HAWAII WORKFORCE OVERVIEW

Age distribution of employees in the personnel system administered by UH.



Length of service of employees in the personnel system administered by UH.



UNIVERSITY OF HAWAII WORKFORCE OVERVIEW

Five-year projection on the number of employees in the personnel system administered by UH who will be eligible for retirement by the end of fiscal year 2021-2022 (i.e., ending June 30, 2022).

UNIVERSITY OF HAWAII	TOTAL NUMBER OF EMPLOYEES IN THE UH WORKFORCE*	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY17)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2022	PERCENT OF THE UH WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2022
			FY18	FY19	FY20	FY21	FY22		
ADMINISTRATIVE, PROFESSIONAL & TECHNICAL	2,498	282	63	55	74	66	60	600	24.02%
CIVIL SERVICE & EXEMPT	1,270	276	59	65	58	59	34	551	43.39%
EXECUTIVE/ MANAGERIAL	216	69	4	6	5	6	7	97	44.91%
FACULTY	3,461	762	89	89	62	90	76	1,168	33.75%
TOTALS:	7,445	1,389	215	215	199	221	177	2,416**	32.45%

*Graduate Assistants are not eligible for retirement benefits. As a result, they are not included in this analysis.

**Assumes no retirements of eligible employees prior to 06/30/2022.

HAWAII HEALTH SYSTEMS CORPORATION WORKFORCE OVERVIEW

Number of employees in the personnel system administered by HHSC.

Total Workforce	2,469	100%
Civil Service	2,349	95%
Exempt	120	5%

Gender distribution of employees in the personnel system administered by the HHSC.

Gender Distribution	2,469	100%
Female	1,842	75%
Male	627	25%

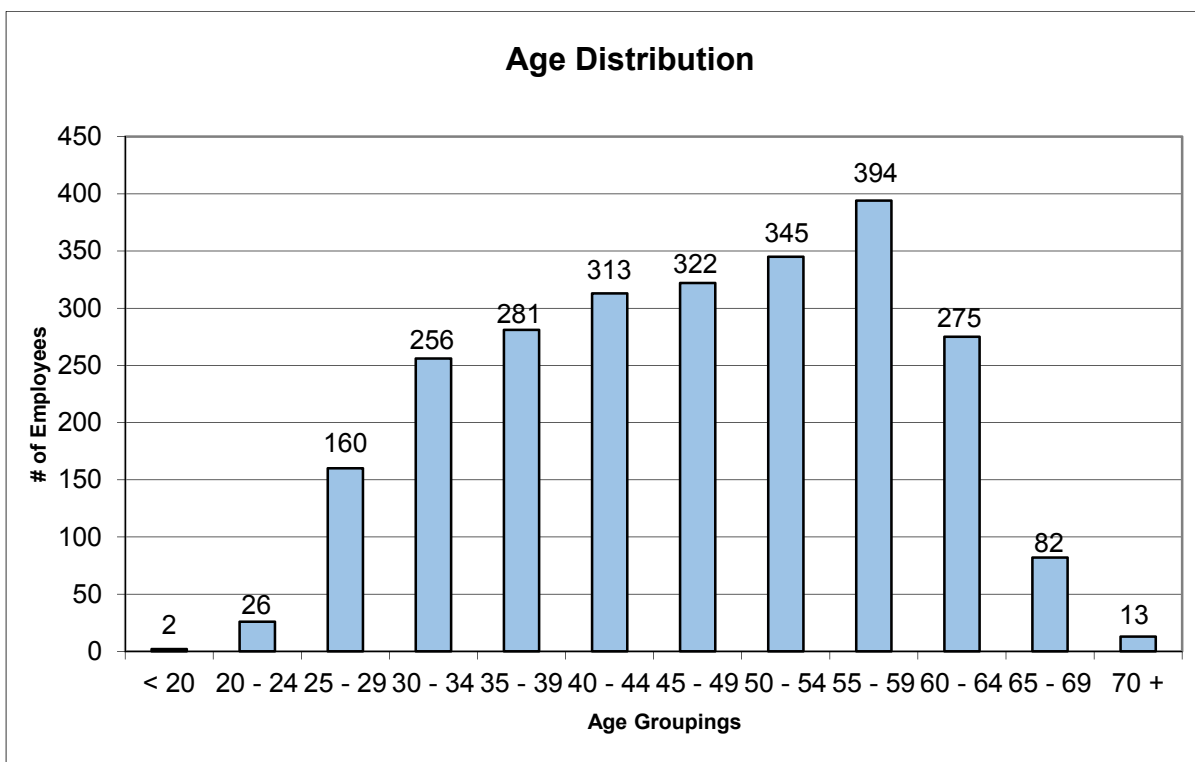
Bargaining unit distribution of employees covered by collective bargaining in the personnel system administered by HHSC.

Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	297	12.03%
02	HGEA	Blue Collar, Supvry	17	0.69%
03	HGEA	White Collar, Non-Supvry	380	15.39%
04	HGEA	White Collar, Supvry	10	0.41%
09	HGEA	Registered Prof'l Nurses	725	29.36%
10	UPW	Institutional, Health and Correctional Workers	593	24.02%
13	HGEA	Professional & Scientific	266	10.77%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			2,288	92.67%

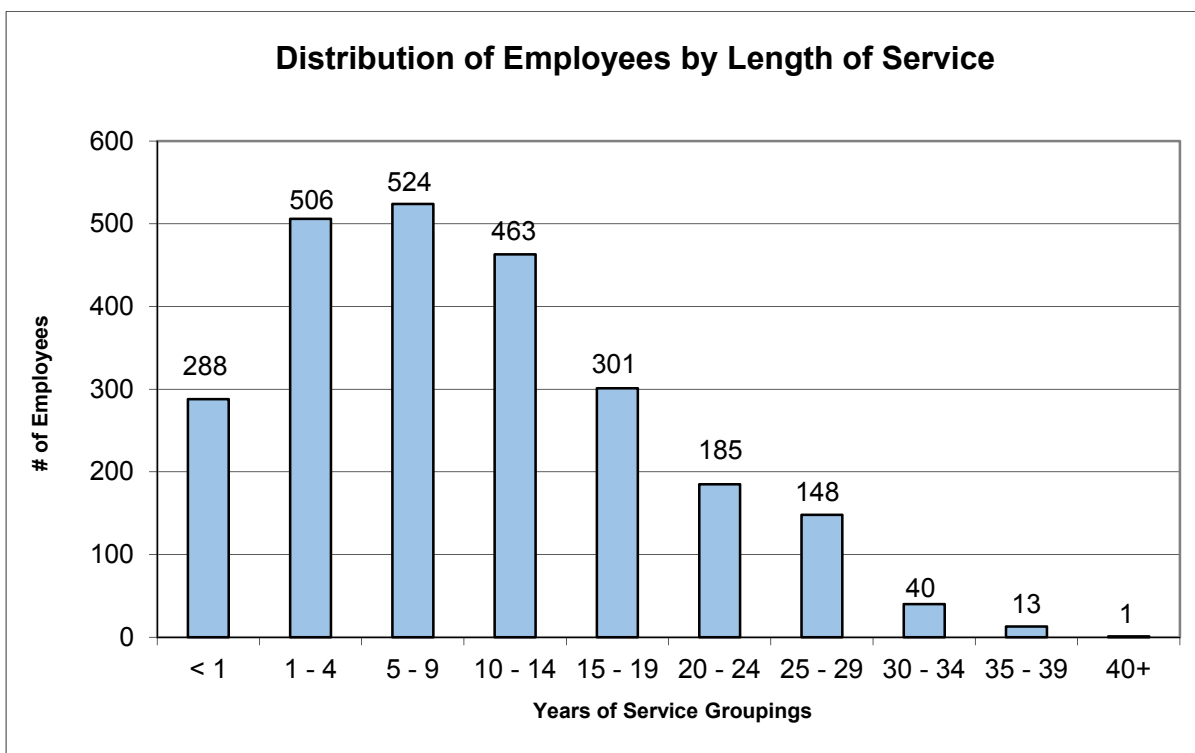
Total Workforce: 2,469

HAWAII HEALTH SYSTEMS CORPORATION WORKFORCE OVERVIEW

Age distribution of employees in the personnel system administered by HHSC.



Length of service of employees in the personnel system administered by HHSC.



HAWAII HEALTH SYSTEMS CORPORATION WORKFORCE OVERVIEW

Five-year projection on the number of employees in the personnel system administered by HHSC who will be eligible for retirement by the end of fiscal year 2021-2022 (i.e., ending June 30, 2022).

HAWAII HEALTH SYSTEMS CORPORATION	TOTAL NUMBER OF EMPLOYEES IN THE HHSC WORKFORCE	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY17)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT ON 06/30/2022	PERCENT OF HHSC WORKFORCE ELIGIBLE TO RETIRE ON 06/30/2022
			FY18	FY19	FY20	FY21	FY22		
CIVIL SERVICE	2,349	209	64	75	78	63	52	541	23.03%
EXEMPT	120	11	6	0	2	1	2	22	18.33%
TOTALS:	2,469	220	70	75	80	64	54	563*	22.80%

*Assumes no retirements of eligible employees prior to 06/30/2022.