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# A BILL FOR AN ACT

RELATING TO THE DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT.

**BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:**

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PART I

SECTION 1. It is in the State's best interest to support critical government functions with the most talented and qualified staff. The legislature finds that there continues to be persistent vacancies in various state departments and agencies without a clear root cause as to the breakdown in the recruitment and hiring process to fill these vacant positions.

The legislature also finds that the department of human resources development currently lacks a key type of employee position to serve as a liaison between the department of human resources development and state departments and agencies to facilitate and expedite the hiring and recruitment for civil service positions within the department of human resources development's jurisdiction.

The purpose of this part is to establish an administrative assistant position within the department of human resources development.



1 SECTION 2. Section 26-5, Hawaii Revised Statutes, is  
2 amended to read as follows:

3 "§26-5 Department of human resources development. (a)  
4 The department of human resources development shall be headed by  
5 a single executive to be known as the director of human  
6 resources development.

7 (b) The department shall administer the state human  
8 resources program, including human resources development and  
9 training, and central human resources services such as  
10 recruitment, examination, classification, pay administration,  
11 and payment of any claims as required under chapter 386.

12 (c) There shall be within the department of human  
13 resources development a board to be known as the merit appeals  
14 board which shall sit as an appellate body on matters set forth  
15 in section 76-14. The board shall consist of three members.  
16 All members shall have knowledge of public employment laws and  
17 prior experience with public employment; provided that at least  
18 one member's experience was with an employee organization as a  
19 member or an employee of that organization and at least one  
20 member's experience was with management. The governor shall  
21 consider the names of qualified individuals submitted by



1 employee organizations or management before appointing the  
2 members of the board. The chairperson of the board shall be  
3 designated as specified in the rules of the board.

4 (d) The provisions of section 26-34 shall not apply and  
5 the board members shall be appointed by the governor for four-  
6 year terms and may be re-appointed without limitation; provided  
7 that the initial appointments shall be for staggered terms, as  
8 determined by the governor. The governor shall fill any vacancy  
9 by appointing a new member for a four-year term. The governor  
10 may remove for cause any member after due notice and public  
11 hearing.

12 (e) Nothing in this section shall be construed as in any  
13 manner affecting the civil service laws applicable to the  
14 several counties, the judiciary, or the Hawaii health systems  
15 corporation or its regional system boards, which shall remain  
16 the same as if this chapter had not been enacted.

17 (f) There is established within the department of human  
18 resources development an administrative assistant position  
19 exempt from chapter 76. The administrative assistant shall be  
20 appointed by and report to the director of human resources  
21 development.



1       The administrative assistant shall:  
2       (1) Facilitate and expedite the hiring and recruitment for  
3       civil service positions under the jurisdiction of the  
4       department of human resources development; and  
5       (2) Have the authority to reclassify and abolish vacant  
6       positions within state departments and agencies that  
7       are under the jurisdiction of the department of human  
8       resources development, subject to the following  
9       conditions:  
10       (A) Prior to reclassifying or abolishing any vacant  
11       position as provided under this paragraph, the  
12       administrative assistant shall submit a report to  
13       the legislature no later than twenty days prior  
14       to each regular session. The report shall  
15       include a list of vacant positions for  
16       reclassification or abolishment, identify the  
17       agency each position is attached to, provide  
18       reasons for reclassifying or abolishing the  
19       position, and state the duration the position has  
20       been vacant; and



1           (B) The administrative assistant may reclassify or  
2           abolish any vacant position as provided under  
3           this paragraph no earlier than sixty days after  
4           the report has been submitted to the legislature  
5           as provided under this paragraph.

6           ~~[(f)]~~ (g) There is established in the state treasury the  
7 human resources development special fund, to be administered by  
8 the department of human resources development, which shall  
9 consist of: all revenues received by the department as a result  
10 of entrepreneurial efforts in securing new sources of funds not  
11 provided for in the department's budget for services rendered by  
12 the department, all revenues received by the department from the  
13 charging of participant fees for in-service training that are in  
14 addition to general fund appropriations in the department's  
15 budget for developing and operating in-service training  
16 programs, appropriations made by the legislature to the fund,  
17 and moneys directed to the department from any other source,  
18 including gifts, grants, and awards.

19           Moneys in the human resources development special fund  
20 shall be used for the following purposes:



- 1 (1) Supporting the department's entrepreneurial  
2 initiatives, training activities, and programs;
- 3 (2) Administrative costs of the department's  
4 entrepreneurial initiatives, training activities, and  
5 programs; and
- 6 (3) Any other purpose deemed necessary by the director for  
7 the purpose of facilitating the department's  
8 entrepreneurial initiatives, training activities, and  
9 programs.
- 10 [~~g~~] (h) The department of human resources development  
11 shall submit, no later than twenty days prior to the convening  
12 of each regular session [~~+~~] of the legislature [~~+~~] beginning with  
13 the regular session of 2007, a report of the number of exempt  
14 positions that were converted to civil service positions during  
15 the previous twelve months. The report shall include but not be  
16 limited to:
- 17 (1) When the position was established;
- 18 (2) The purpose of the position;
- 19 (3) Rationale for the conversion; and
- 20 (4) How many exempt positions remain in each state  
21 department after the conversions."



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PART II

SECTION 3. There is appropriated out of the general revenues of the State of Hawaii the sum of \$480,436 or so much thereof as may be necessary for fiscal year 2019-2020 and the sum of \$472,436 or so much thereof as may be necessary for fiscal year 2020-2021 for the following expenditures of HRD102 - workforce attraction, selection, classification, and effectiveness:

- (1) \$147,464 for fiscal year 2019-2020 and \$139,464 for fiscal year 2020-2021, including one permanent full-time equivalent (1.0 FTE) position to support the learning management system upgrade;
- (2) \$132,972 for fiscal year 2019-2020 and \$132,972 for fiscal year 2020-2021 for one permanent full-time equivalent (1.0 FTE) administrative assistant position; and
- (3) \$200,000 for fiscal year 2019-2020 and \$200,000 for fiscal year 2020-2021 for two permanent full-time equivalent (2.0 FTE) senior recruiter positions.

The sums appropriated shall be expended by the department of human resources development for the purposes of this part.



1 PART III

2 SECTION 4. Statutory material to be repealed is bracketed

3 and stricken. New statutory material is underscored.

4 SECTION 5. This Act shall take effect on July 1, 2019.





**Report Title:**

DHRD; Operations; Employee Recruitment; Administrative Assistant  
Position; Appropriations

**Description:**

Establishes the Administrative Assistant position exempt from  
Chapter 76, HRS, within the Department of Human Resources  
Development. Appropriates funds to DHRD for HRD102 expenditures  
- workforce attraction, selection, classification, and  
effectiveness. (HB867 CD1)

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