

DAVID Y. IGE
GOVERNOR



DEPT. COMM. NO. 150

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

December 23, 2019

The Honorable Ronald D. Kouchi, President
and Members of the Senate
Thirtieth State Legislature
State Capitol Room 409
Honolulu, Hawaii 96813

The Honorable Scott K. Saiki, Speaker
and members of the House
Thirtieth 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 herewith the 2019 Report on State of Hawaii Executive Branch Workforce Profile to the Thirtieth State Legislature 2020 Regular Session submitted December 2019.

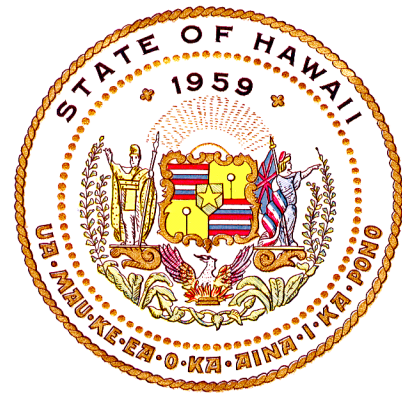
In accordance with Section 93-16, Hawaii Revised Statutes, a copy of the report is also transmitted to the Legislative Reference Bureau Library, and the report may be viewed electronically at <http://dhrd.hawaii.gov/reports/workforce-reports/>.

Sincerely,
Ryker J. Wada

Ryker Wada
Director

Attachment

State of Hawaii Executive Branch Workforce Profile



David Y. Ige
Governor
State of Hawaii

Department of Human Resources Development
Ryker Wada
Director

Submitted December 2019

Workforce Demographic Data
as of June 30, 2019

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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 48,033 civil service and exempt employees as of June 30, 2019.¹ 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	12,902	26.86%
Exempt Employees	1,745	3.63%
Department of Human Resources Development Total:	14,647	30.49%
Department of Education (DOE)		
Civil Service Employees	3,532	7.35%
Exempt Employees	1,804	3.76%
Support Services Personnel	2,933	6.11%
Teachers & Educational Officers	13,853	28.84%
Department of Education Employees Total*:	22,122	46.06%
University of Hawaii (UH)		
Administrative, Professional & Technical Staff	2,558	5.33%
Civil Service	1,222	2.54%
Exempt	60	0.12%
Executive/Managerial	223	0.46%
Faculty	3,396	7.07%
Graduate Assistants**	1,201	2.50%
Lecturers	***	
University of Hawaii Employees Total***:	8,660	18.03%
Hawaii Health Systems Corporation (HHSC)		
Civil Service Employees	2,460	5.12%
Exempt Employees	144	0.30%
Hawaii Health Systems Corporation Total:	2,604	5.42%
TOTAL WORKFORCE	48,033	100.00%

Personnel system total percentage for UH does not equal the sum of individual percentages due to rounding.

*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.

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	47,972	100%
Female	30,159	63%
Male	17,813	37%

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

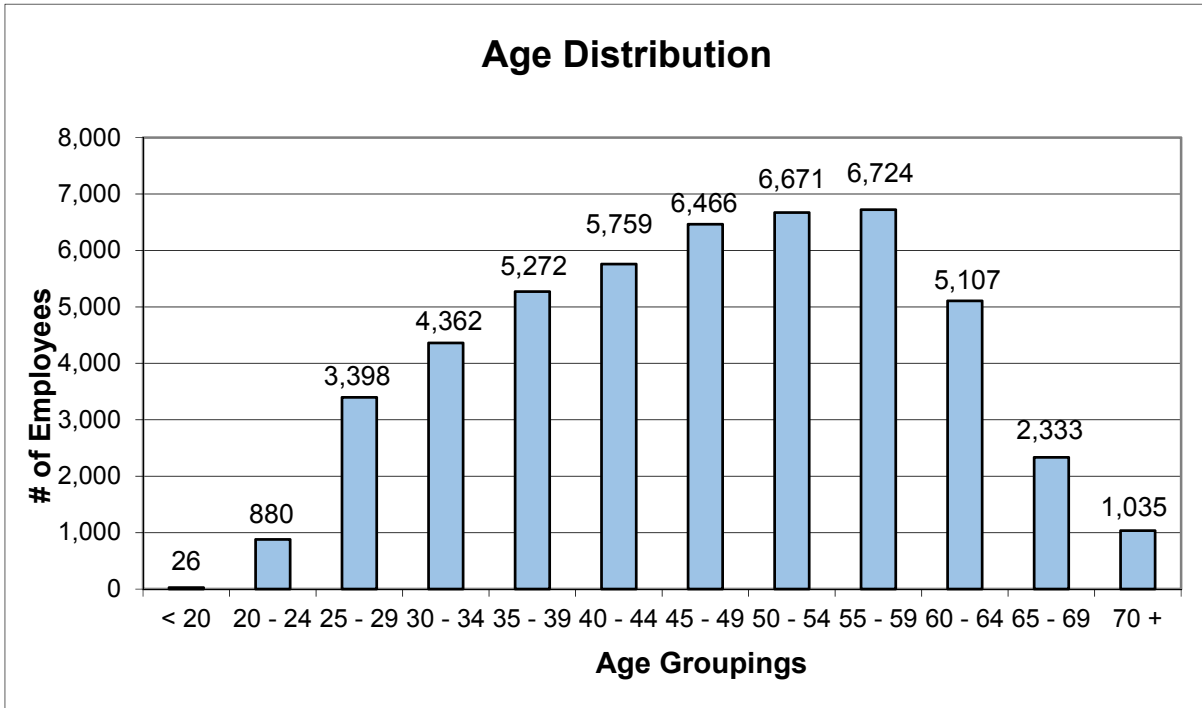
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	4,731	9.85%
02	HGEA	Blue Collar, Supvry	444	0.92%
03	HGEA	White Collar, Non-Supvry	8,980	18.70%
04	HGEA	White Collar, Supvry	542	1.13%
05	HSTA	DOE Teachers	12,595	26.22%
06	HGEA	DOE Educational Officers	939	1.95%
07	UHPA	UH Faculty	3,222	6.71%
08	HGEA	UH Administrative, Professional, and Technical	2,427	5.05%
09	HGEA	Registered Professional Nurses	1,192	2.48%
10	UPW	Institutional, Health and Correctional Workers	2,193	4.57%
11	HFFA	Firefighters	175	0.36%
13	HGEA	Professional & Scientific	5,799	12.07%
14	HGEA	State Law Enforcement Officers	399	0.83%
TOTAL NO. OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			43,638	90.85%

Total Workforce: 48,033

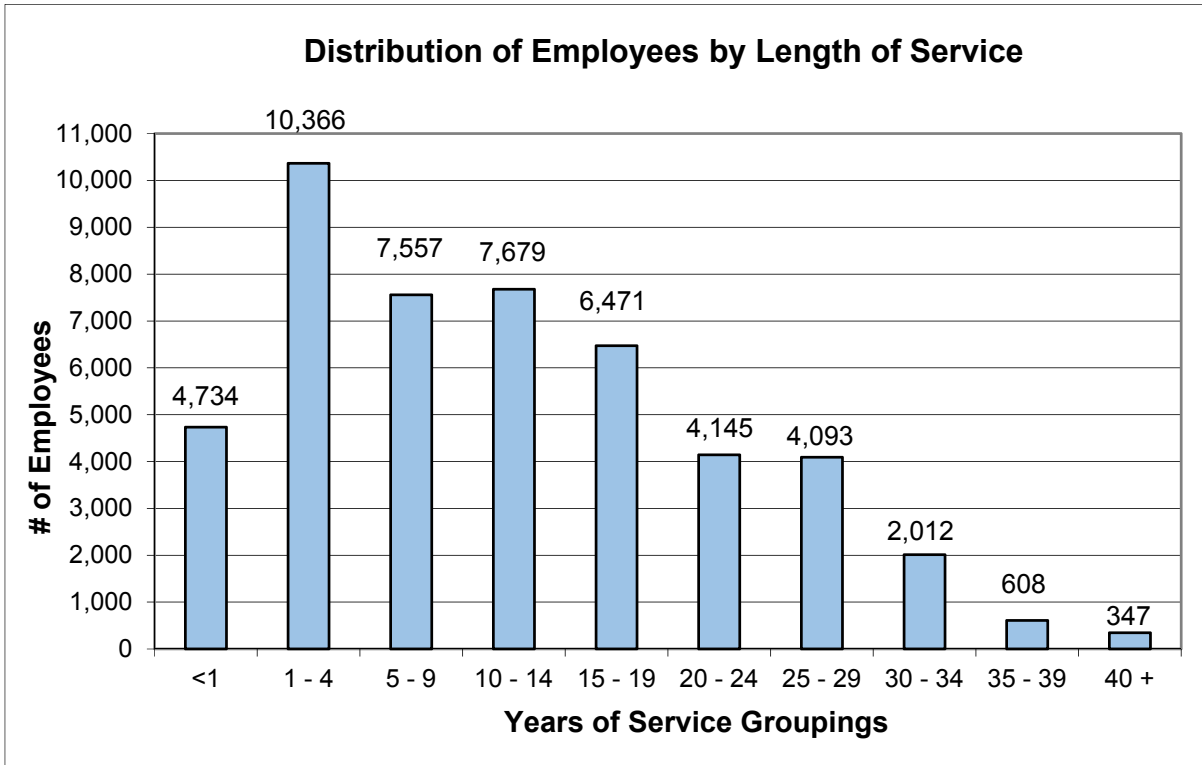
Due to rounding of percentages, the sum of the individual percentages does not equal 90.85%.

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 2023-2024 (i.e., ending June 30, 2024).

TOTAL NUMBER OF EMPLOYEES IN THE EXECUTIVE BRANCH	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY19)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2024	PERCENT OF EXECUTIVE BRANCH WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2024
		FY20	FY21	FY22	FY23	FY24		
48,033	6,669	1,281	1,299	1,285	1,383	1,407	13,324*	27.74%

*Assumes no retirements of eligible employees prior to 06/30/2024.

PERSONNEL SYSTEM ADMINISTERED BY DHRD WORKFORCE OVERVIEW

Number of employees in the personnel system administered by DHRD.

DEPARTMENT	CIVIL SERVICE	EXEMPT	TOTAL	PERCENT OF TOTAL HRD WORKFORCE
ACCOUNTING & GENERAL SERVICES	631	90	721	4.92%
AGRICULTURE	260	23	283	1.93%
ATTORNEY GENERAL	410	243	653	4.46%
BUDGET & FINANCE	192	161	353	2.41%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	106	154	260	1.78%
COMMERCE & CONSUMER AFFAIRS	283	193	476	3.25%
DEFENSE	204	166	370	2.53%
GOVERNOR	0	35	35	0.24%
HAWAIIAN HOME LANDS	56	82	138	0.94%
HEALTH	2,420	222	2,642	18.04%
HI STATE PUBLIC LIBRARIES SYSTEM	490	3	493	3.37%
HUMAN RESOURCES DEVELOPMENT	81	4	85	0.58%
HUMAN SERVICES	1,856	92	1,948	13.30%
LABOR & INDUSTRIAL RELATIONS	384	58	442	3.02%
LAND & NATURAL RESOURCES	724	72	796	5.43%
LIEUTENANT GOVERNOR	0	11	11	0.08%
PUBLIC SAFETY	2,283	78	2,361	16.12%
TAXATION	340	30	370	2.53%
TRANSPORTATION	2,182	28	2,210	15.09%
TOTAL:	12,902	1,745	14,647	100.00%

Due to rounding of percentages, the sum of the individual percentages does not equal 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	721	276	38.28%	445	61.72%
AGRICULTURE	283	124	43.82%	159	56.18%
ATTORNEY GENERAL	653	406	62.17%	247	37.83%
BUDGET & FINANCE	353	213	60.34%	140	39.66%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	260	150	57.69%	110	42.31%
COMMERCE & CONSUMER AFFAIRS	476	317	66.60%	159	33.40%
DEFENSE	370	126	34.05%	244	65.95%
GOVERNOR	34	25	73.53%	9	26.47%
HAWAIIAN HOME LANDS	138	92	66.67%	46	33.33%
HEALTH	2,634	1,741	66.10%	893	33.90%
HI STATE PUBLIC LIBRARIES SYSTEM	492	365	74.19%	127	25.81%
HUMAN RESOURCES DEVELOPMENT	85	73	85.88%	12	14.12%
HUMAN SERVICES	1,946	1,367	70.25%	579	29.75%
LABOR & INDUSTRIAL RELATIONS	442	291	65.84%	151	34.16%
LAND & NATURAL RESOURCES	793	302	38.08%	491	61.92%
LIEUTENANT GOVERNOR	11	7	63.64%	4	36.36%
PUBLIC SAFETY	2,360	655	27.75%	1,705	72.25%
TAXATION	369	235	63.69%	134	36.31%
TRANSPORTATION	2,203	631	28.64%	1,572	71.36%
TOTAL:	14,623	7,396	50.58%	7,227	49.42%

**PERSONNEL SYSTEM ADMINISTERED BY DHRD
WORKFORCE OVERVIEW**

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

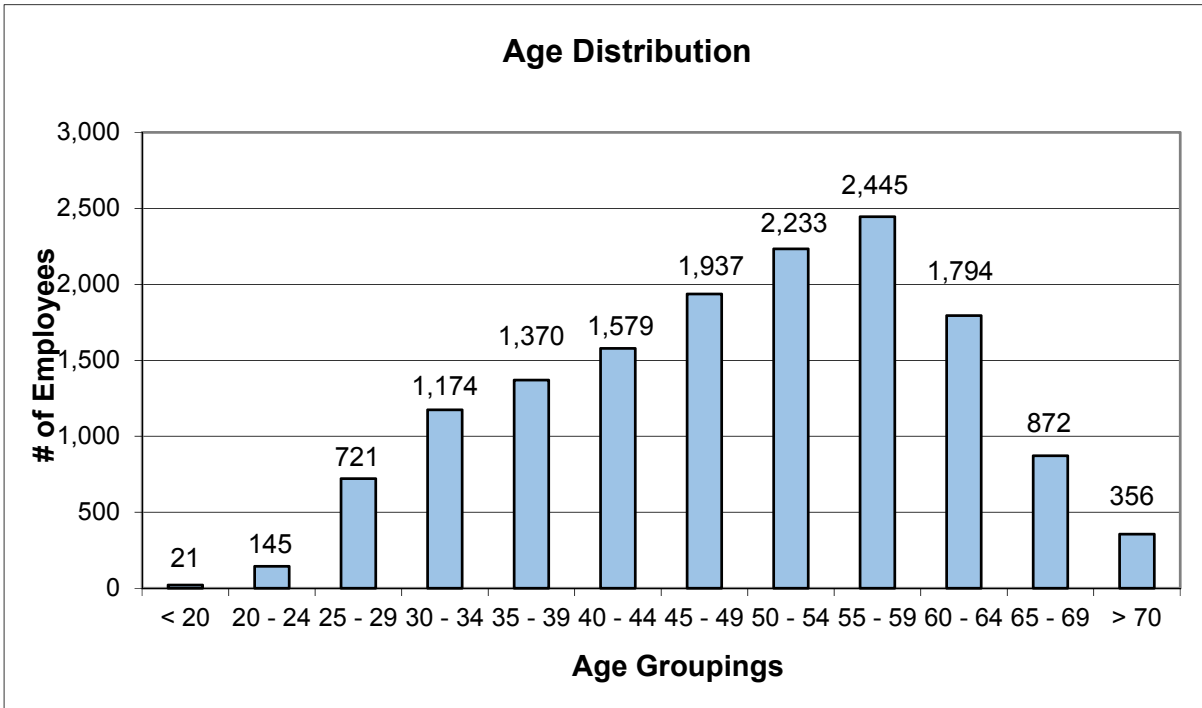
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	1,877	12.81%
02	HGEA	Blue Collar, Supvry	163	1.11%
03	HGEA	White Collar, Non-Supvry	3,450	23.55%
04	HGEA	White Collar, Supvry	227	1.55%
09	HGEA	Registered Professional Nurses	414	2.83%
10	UPW	Institutional, Health and Correctional Workers	1,566	10.69%
11	HFFA	Firefighters	175	1.19%
13	HGEA	Professional & Scientific	4,516	30.83%
14	HGEA	State Law Enforcement Officers	399	2.72%
TOTAL NO. OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			12,787	87.30%

Total Workforce: 14,647

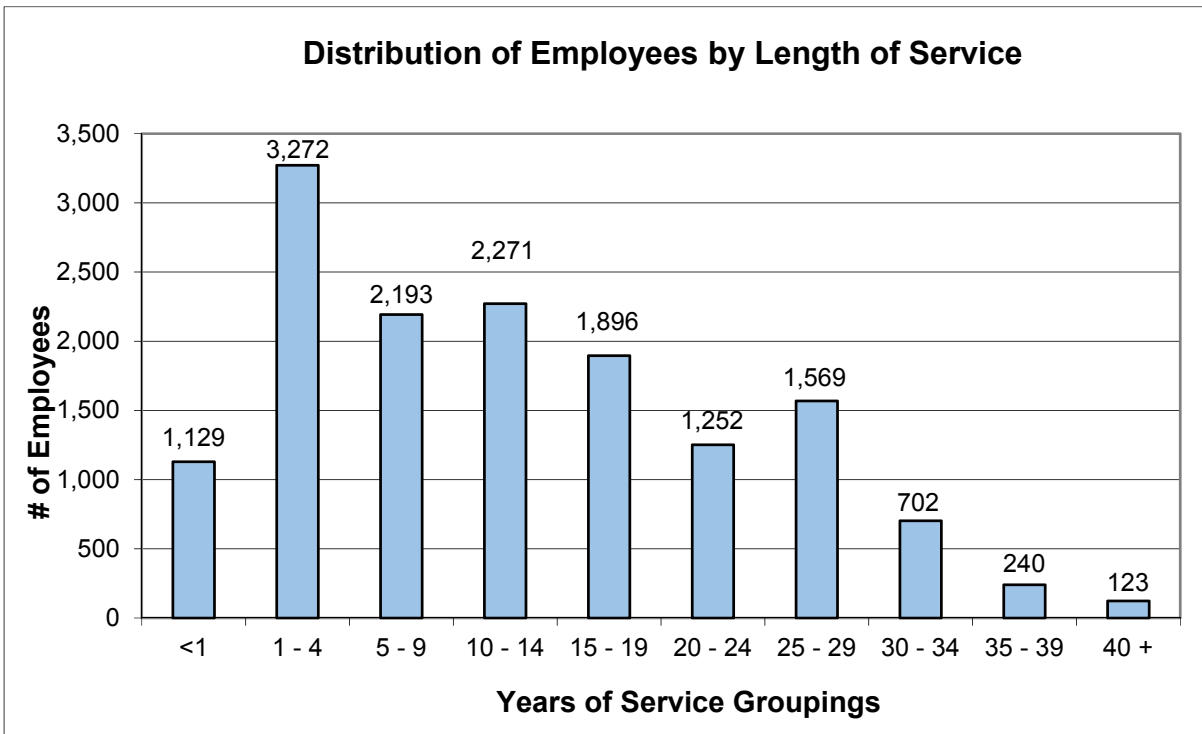
Due to rounding of percentages, the sum of the individual percentages does not equal 87.30%.

**PERSONNEL SYSTEM ADMINISTERED BY DHRD
WORKFORCE OVERVIEW**

Age distribution of employees in the personnel system administered by DHRD



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 2023-2024 (i.e., ending June 30, 2024).

DEPARTMENT	TOTAL NUMBER OF EMPLOYEES IN THE PERSONNEL SYSTEM ADMINISTERED BY DHRD	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY19)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2024	PERCENT OF DEPARTMENTAL WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2024
			FY20	FY21	FY22	FY23	FY24		
ACCOUNTING & GENERAL SERVICES	721	131	27	26	25	25	31	265	36.75%
AGRICULTURE	283	45	13	6	12	12	4	92	32.51%
ATTORNEY GENERAL	653	141	14	19	26	16	24	240	36.75%
BUDGET & FINANCE	353	43	9	10	7	5	14	88	24.93%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	260	60	9	6	7	11	9	102	39.23%
COMMERCE & CONSUMER AFFAIRS	476	61	16	10	10	21	16	134	28.15%
DEFENSE	370	43	10	8	5	8	12	86	23.24%
GOVERNOR	35	3	0	2	1	0	0	6	17.14%
HAWAIIAN HOME LANDS	138	30	4	3	4	1	5	47	34.06%
HEALTH	2,642	427	81	89	71	90	72	830	31.42%
HI STATE PUBLIC LIBRARIES SYSTEM	493	93	10	21	10	17	17	168	34.08%
HUMAN RESOURCES DEVELOPMENT	85	17	3	5	7	4	4	40	47.06%
HUMAN SERVICES	1,948	279	58	68	67	87	72	631	32.39%
LABOR & INDUSTRIAL RELATIONS	442	91	15	12	22	23	13	176	39.82%
LAND & NATURAL RESOURCES	796	121	23	20	33	26	24	247	31.03%
LIEUTENANT GOVERNOR	11	1	0	0	0	0	0	1	9.09%
PUBLIC SAFETY	2,361	402	78	72	75	61	79	767	32.49%
TAXATION	370	63	7	12	13	14	10	119	32.16%
TRANSPORTATION	2,210	386	85	74	65	94	97	801	36.24%
TOTALS:	14,647	2,437	462	463	460	515	503	4,840*	33.04%

*Assumes no retirements of eligible employees prior to 06/30/2024.

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	22,122	100%
Civil Service & Exempt	5,336	24%
Support Services Personnel	2,933	13%
Teachers & Educational Officers	13,853	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	22,085	100%
Female	16,156	73%
Male	5,929	27%

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

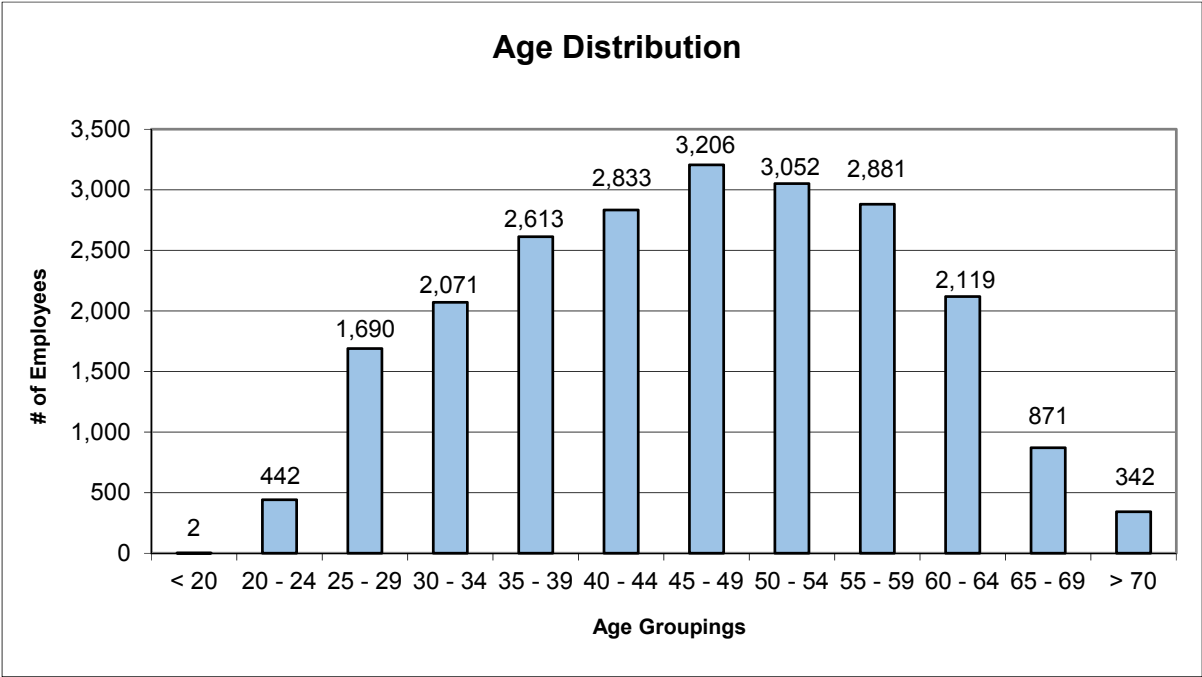
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Suprvy	2,001	9.05%
02	HGEA	Blue Collar, Suprvy	250	1.13%
03	HGEA	White Collar, Non-Suprvy	4,521	20.44%
04	HGEA	White Collar, Suprvy	270	1.22%
05	HSTA	BOE Teachers	12,595	56.93%
06	HGEA	BOE Educational Officers	939	4.24%
09	HGEA	Registered Prof'l Nurses	2	0.01%
10	UPW	Institutional, Health and Correctional Workers	26	0.12%
13	HGEA	Professional & Scientific	1,003	4.53%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			21,607	97.67%

Total Workforce: 22,122

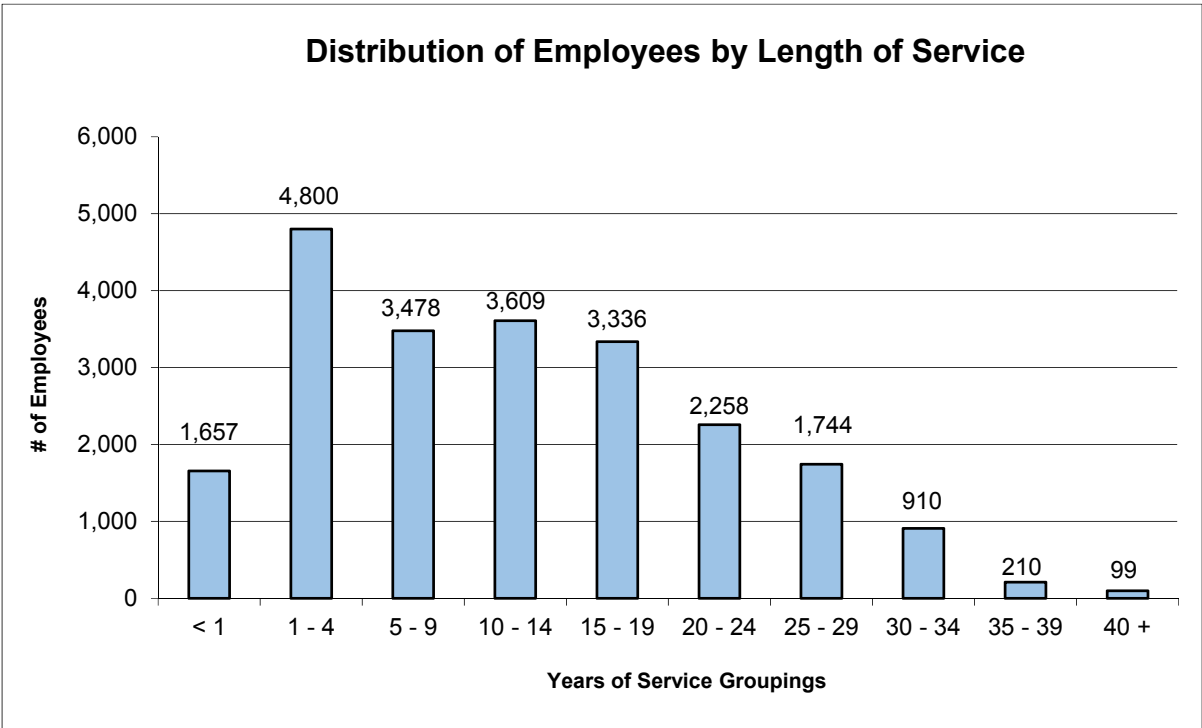
Due to rounding of percentages, the sum of the individual percentages does not equal 97.67%.

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 2023-2024 (i.e., ending June 30, 2024).

DEPARTMENT OF EDUCATION	TOTAL NUMBER OF EMPLOYEES IN THE DOE WORKFORCE	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY19)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2024	PERCENT OF DOE WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2024
			FY20	FY21	FY22	FY23	FY24		
CIVIL SERVICE & EXEMPT	5,336	796	149	182	185	152	206	1,670	31.30%
SUPPORT SERVICES PERSONNEL	2,933	414	81	75	73	85	87	815	27.79%
CERTIFICATED	13,853	1,475	328	313	342	349	322	3,129	22.59%
TOTALS:	22,122	2,685	558	570	600	586	615	5,614*	25.38%

*Assumes no retirements of eligible employees prior to 06/30/2024.

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	8,660	100%
Administrative, Professional & Technical Staff	2,558	29.5%
Civil Service & Exempt*	1,282	14.8%
Executive/Managerial	223	2.6%
Faculty	3,396	39.2%
Graduate Assistants**	1,201	13.9%
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	8,660	100%
Female	4,647	54%
Male	4,013	46%

UNIVERSITY OF HAWAII WORKFORCE OVERVIEW

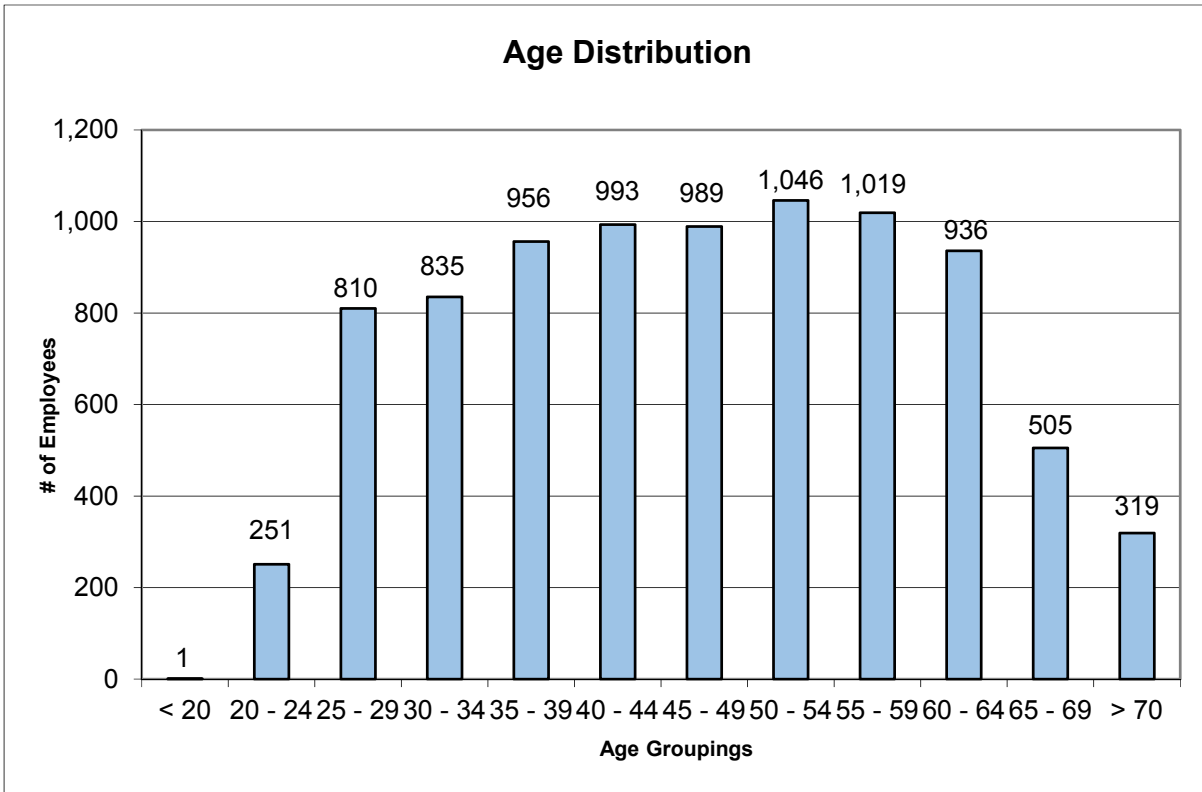
Bargaining unit distribution of employees covered by collective bargaining in the personnel system administered by UH.

Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Suprvy	517	5.97%
02	HGEA	Blue Collar, Suprvy	14	0.16%
03	HGEA	White Collar, Non-Suprvy	625	7.22%
04	HGEA	White Collar, Suprvy	32	0.37%
07	UHPA	Faculty	3,222	37.21%
08	HGEA	Administrative, Professional, & Technical	2,427	28.03%
09	HGEA	Registered Prof'l Nurses	9	0.10%
10	UPW	Institutional, Health and Correctional Workers	2	0.02%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			6,848	79.08%

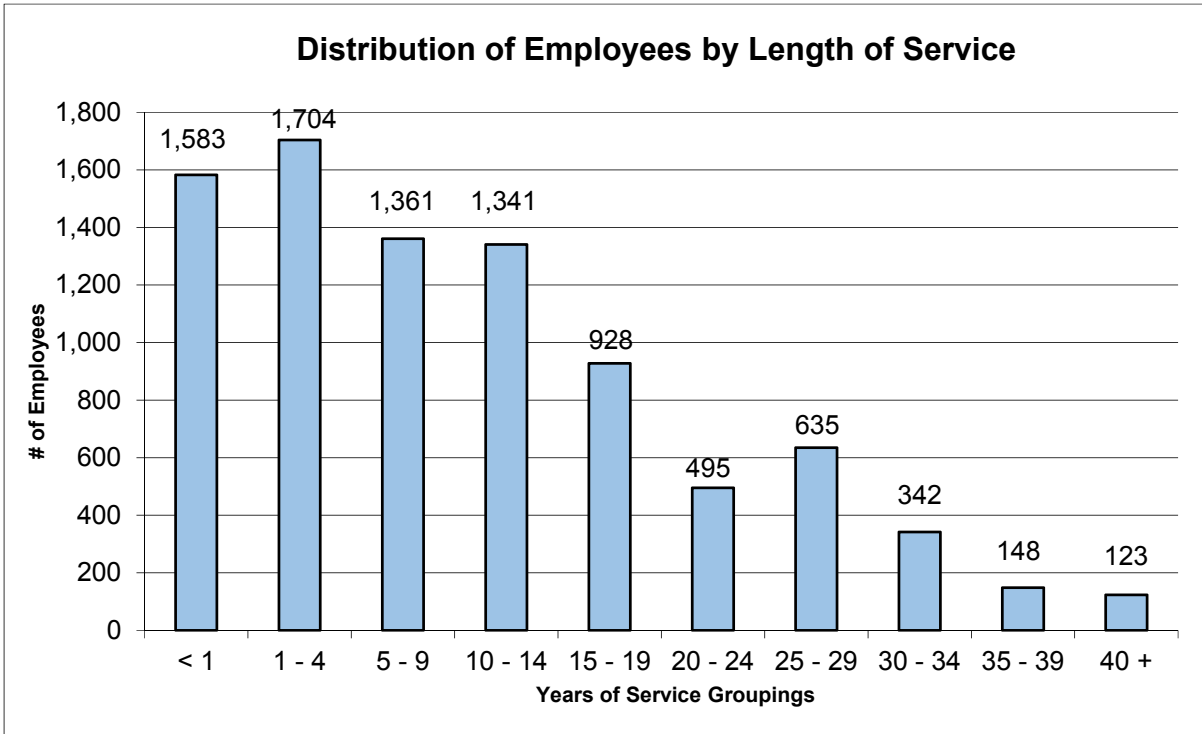
Total Workforce: 8,660

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 2023-2024 (i.e., ending June 30, 2024).

UNIVERSITY OF HAWAII	TOTAL NUMBER OF EMPLOYEES IN THE UH WORKFORCE*	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY19)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2024	PERCENT OF THE UH WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2024
			FY20	FY21	FY22	FY23	FY24		
ADMINISTRATIVE, PROFESSIONAL & TECHNICAL	2,558	297	70	64	59	50	71	611	23.89%
CIVIL SERVICE & EXEMPT	1,282	275	56	52	35	46	47	511	39.86%
EXECUTIVE/MANAGERIAL	223	67	6	7	5	5	14	104	46.64%
FACULTY	3,396	706	59	86	75	83	74	1,083	31.89%
TOTALS:	7,459	1,345	191	209	174	184	206	2,309**	30.96%

*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 06/30/2024.

HAWAII HEALTH SYSTEMS CORPORATION WORKFORCE OVERVIEW

Number of employees in the personnel system administered by HHSC.

Total Workforce	2,604	100%
Civil Service	2,460	94%
Exempt	144	6%

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

Gender Distribution	2,604	100%
Female	1,960	75%
Male	644	25%

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

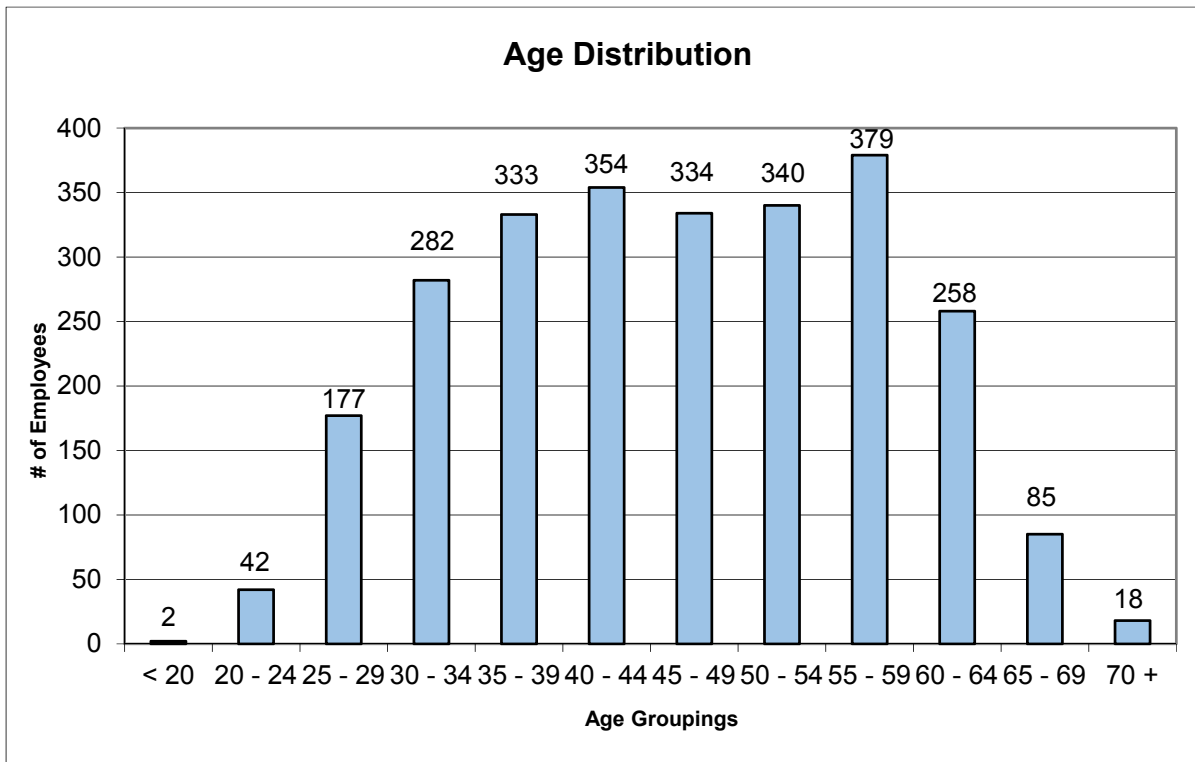
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	336	12.90%
02	HGEA	Blue Collar, Supvry	17	0.65%
03	HGEA	White Collar, Non-Supvry	384	14.75%
04	HGEA	White Collar, Supvry	13	0.50%
09	HGEA	Registered Prof'l Nurses	767	29.45%
10	UPW	Institutional, Health and Correctional Workers	599	23.00%
13	HGEA	Professional & Scientific	280	10.75%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			2,396	92.01%

Total Workforce: 2,604

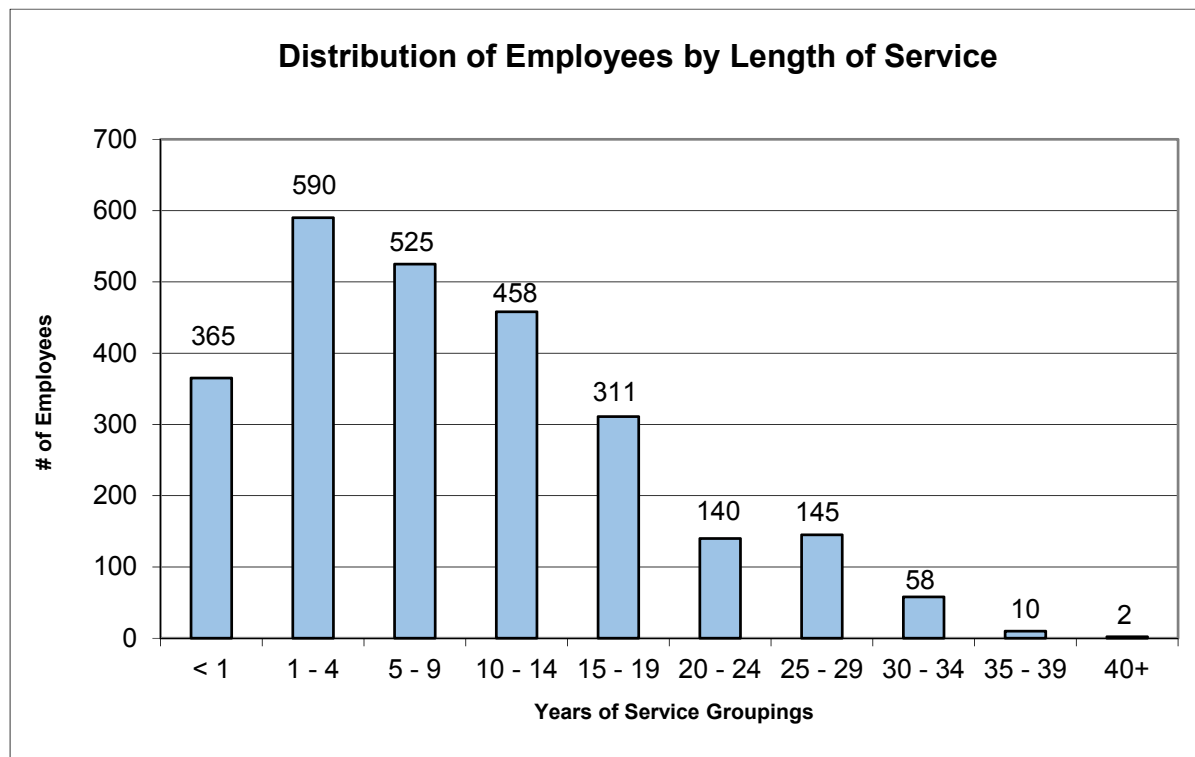
Due to rounding of percentages, the sum of the individual percentages does not equal 92.01%.

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 2023-2024 (i.e., ending June 30, 2024).

HAWAII HEALTH SYSTEMS CORPORATION	TOTAL NUMBER OF EMPLOYEES IN THE HHSC WORKFORCE	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY19)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT ON 06/30/2024	PERCENT OF HHSC WORKFORCE ELIGIBLE TO RETIRE ON 06/30/2024
			FY20	FY21	FY22	FY23	FY24		
CIVIL SERVICE	2,460	188	68	56	48	91	78	529	21.50%
EXEMPT	144	14	2	1	3	7	5	32	22.22%
TOTALS:	2,604	202	70	57	51	98	83	561*	21.54%

*Assumes no retirements of eligible employees prior to 06/30/2024.