

Department of Human Resources Development  
Functions

Table 1

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

Department of Human Resources Development  
Functions

Table 1

| Division        | Description of Function   | Activities  | Prog ID(s) | Statutory Reference  |
|-----------------|---|---|------------|--|
| Labor Relations | Administers and enforces the State's labor-management agreements and employee performance appraisal system for Executive Branch departments, and provides staff services in the negotiation of labor contracts. | <ul style="list-style-type: none"> <li>a. Participates in negotiations with the employee unions on collective bargaining agreements and mutual agreements, which includes serving as spokespersons for the State and County Employers;</li> <li>b. Administers the uniform interpretation and application of provisions in collective bargaining agreements, dispute settlements, and related determinations of labor-management relationships (i.e. Hawaii Labor Relations Board rulings);</li> <li>c. Provides advisory guidance and assistance to management representatives in the application of contractual provisions and handling of employees with performance problems, in consideration of past arbitration decisions, court decisions, and contract interpretations;</li> <li>d. Develops policies, procedures, and operating guidelines on various labor relations and performance evaluation matters;</li> <li>e. Processes grievances which may have statewide impact; and</li> <li>f. Tracks legislation involving labor relations matters and prepares testimonies for the DHRD Director.</li> </ul> | HRD102QA   | <p>Chapter 89, HRS <i>Collective Bargaining Law</i>.</p> <p>Section 76-41, HRS <i>Performance appraisal systems; failure to meet performance requirements</i>.</p> |

Department of Human Resources Development  
Functions

Table 1

| Division           | Description of Function  | Activities  | Prog ID(s) | Statutory Reference   |
|--------------------|--|---|------------|---|
| Employee Relations | (Employee Assistance) Develops, implements, and administers various statewide no-cost/low-cost employee benefit and training and development programs. Benefit programs include those which provide significant tax savings to the State, and other activities to help attract and retain employees. | <ul style="list-style-type: none"> <li>a. Administers various pre-tax benefit programs, such as the Deferred Compensation Plan; PTS Deferred Compensation Plan for Part-Time, Temporary, and Seasonal or Casual Employees; Premium Conversion Plan; Island Flex Flexible Spending Accounts Plan; Flex Park; and Pre-Tax Transportation Benefits Program; which produce more than \$10.3 million in tax savings annually to the State.</li> <li>b. Administers other employee benefit programs that are required by federal laws, State laws, and the collective bargaining agreements.</li> <li>c. Provides staff support to the Deferred Compensation Plan Board of Trustees.</li> <li>d. Develops, conducts, and coordinates communication on various employee benefit programs, including pre-retirement workshops and new employee orientations.</li> <li>e. Develops policies, procedures, and guidelines on the benefit programs; ensures compliance with the IRS regulations which authorize the benefit programs.</li> <li>f. Provides advisory guidance to line departments on benefit programs.</li> <li>g. Tracks legislation involving employee benefit programs and training and development matters, and prepares testimonies for the DHRD Director.</li> </ul> | HRD102QA   | Section 125, Internal Revenue Code (IRC);<br>Section 78-30, HRS <i>Cafeteria plans</i> .<br>Chapter 88E, HRS <i>Deferred Compensation Plan</i> .<br>Chapter 88F, HRS <i>Deferred Compensation Retirement Plan for Part-Time, Temporary, and Seasonal or Casual Employees</i> .<br>Section 132(f), IRC;<br>Section 78-53, HRS <i>Pre-tax Transportation Benefit Programs</i> .<br>Chapter 398, HRS <i>Family Leave</i> .<br>Federal Regulations, Part 825, <i>Family &amp; Medical Leave Act</i> .<br>Section 78-28, HRS <i>In-service training programs</i> .<br>Section 78-29, HRS <i>Incentive &amp; Service Awards</i> . |

Department of Human Resources Development  
Functions

Table 1

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

Department of Human Resources Development  
Functions

Table 1

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

Department of Human Resources Development  
Functions

Table 1

| Division        | Description of Function   | Activities   | Prog ID(s) | Statutory Reference   |
|-----------------|---|--|------------|---|
| Employee Claims | (Employee Claims) The delivery of statutory benefits to all injured employees within the Executive Branch (excluding DOE, UH, and HHSC) of government, Charter Schools, Hawaii Public Housing Authority, and the Legislature in accordance with the Hawaii Workers' Compensation Law (Chapter 386) and its related rules and regulations. | <ol style="list-style-type: none"> <li>1. Investigating questionable claims which includes, but is not limited to securing recorded statements of injured employees and witnesses, taking photographs of accident scenes, conducting discovery, and researching precedent cases.</li> <li>2. Attending administrative hearings on contested claims, denied treatment plans, and where the parties can't reach an agreement as to the extent of the injured employee's disability.</li> <li>3. Authorizing accurate and appropriate benefits, such as: calculating and authorizing temporary total disability benefits within 10 days after notification of the disability; insuring payment of benefits ordered pursuant to a final decision or settlement agreement within 31 days after they become due; and authorizing or denying bills for medical care, services, and supplies within 60 days of their receipt.</li> <li>4. Monitoring treatment plans to insure that the treatment being provided is reasonable, necessary, curative and related to the nature of the compensable injury or illness.</li> <li>5. Arranging for evaluations by medical experts if there is a question regarding causation or reasonableness of medical care.</li> <li>6. Maintaining, monitoring, and updating the State's Return to Work Priority Program which assists injured employees who become unable to perform their usual and customary jobs to return to suitable gainful employment.</li> <li>7. Identifying light duty work for those injured employees who cannot return to their usual and customary jobs on a temporary or permanent basis.</li> <li>8. Identifying those injured employees who are capable of performing their usual and customary jobs but are restricted from returning to a particular environment and maintaining the policy that governs their placement in an alternate work site.</li> <li>9. Providing financial and reserve data to DAGS for inclusion in the State's financial statement as well as separate financial and reserve data to all Executive Branch departments as part of their financial audits.</li> </ol> | HRD102SA   | Act 285, Section 71A, SLH 1984.<br>Section 26-5, HRS.<br>Chapter 386, HRS.<br>Chapter 10, Title 12.<br>Chapter 14, Title 12.<br>Chapter 15, Title 12.<br>All collective bargaining agreements.<br>Americans with Disabilities Act.<br>Americans with Disabilities Act Amendments Act.<br>Administrative Directive 94-02.<br>State of Hawaii, Accommodations for Employees With Disabilities Manual. |

Department of Human Resources Development  
Functions

Table 1

| Division        | Description of Function   | Activities   | Prog ID(s) | Statutory Reference   |
|-----------------|---|--|------------|---|
| Employee Claims | (Employee Safety) Administration of safety and health workplace laws, rules, and regulations consistent with State and federal mandates in accordance with the Occupational Safety and Health Administration, Environmental Protection Administration, and Federal Motor Carrier Safety Administration. | <ol style="list-style-type: none"> <li>1. Developing and conducting safety and health seminars, workshops, and conferences.</li> <li>2. Developing and maintaining the human resources component of the State's Civil Defense Plan for emergency disaster management.</li> <li>3. Developing and maintaining the State's Alcohol and Drug Testing Program which includes all educational materials and training sessions for employees required to attend.</li> <li>4. Maintaining the State's program for safety toed shoes and safety glasses.</li> <li>5. Conducting temporary hazard surveys in response to temporary hazard pay requests.</li> <li>6. Providing accident statistics to all departments on a regular basis to pinpoint injury trends; and whenever possible, developing training programs to address those injuries which were preventable.</li> <li>7. Conducting worksite inspections post accident and ergonomic evaluations to prevent future injuries.</li> <li>8. Conducting employee workshops for Drug and Alcohol Testing, Violence in the Workplace, ergonomics, and driver education.</li> <li>9. Administering the accidental injury leave provision in the collective bargaining agreements.</li> </ol> | HRD102SA   | 40 CFR.<br>49 CFR Parts 382-384, 390-397.<br>49 CFR Part 40.<br>29 CFR Part 1910.<br>Chapter 396, HRS.<br>All collective bargaining agreements.<br>Act 111, SLH 2014.<br>Title 11, HAR.<br>Title 12, HAR. |

Department of Human Resources Development  
Functions

Table 1

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



Department of Human Resources Development  
Functions

Table 1

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

Department of Human Resources Development  
Department-Wide Totals

Table 2

| Fiscal Year 2020             |            |           |                             |                  |       |
|------------------------------|------------|-----------|-----------------------------|------------------|-------|
| Budget Acts<br>Appropriation | Reductions | Additions | Emergency<br>Appropriations | Total FY20       | MOF   |
| \$ 20,345,411.00             |            |           |                             | \$ 20,345,411.00 | A     |
| \$ 700,000.00                |            |           |                             | \$ 700,000.00    | B     |
| \$ 5,161,214.00              |            |           |                             | \$ 5,161,214.00  | U     |
| \$ 26,206,625.00             | \$ -       | \$ -      | \$ -                        | \$ 26,206,625.00 | Total |
|                              |            |           |                             |                  |       |
| Fiscal Year 2021             |            |           |                             |                  |       |
| Budget Acts<br>Appropriation | Reductions | Additions |                             | Total FY21       | MOF   |
| \$ 20,342,411.00             |            |           |                             | \$ 20,342,411.00 | A     |
| \$ 700,000.00                |            |           |                             | \$ 700,000.00    | B     |
| \$ 5,161,214.00              |            |           |                             | \$ 5,161,214.00  | U     |
| \$ 26,203,625.00             | \$ -       | \$ -      | \$ -                        | \$ 26,203,625.00 | Total |
|                              |            |           |                             |                  |       |

Department of Human Resources Development  
Program ID Totals

Table 3

| Prog ID | Program Title   | MOF | As budgeted (FY20) |         |               | As budgeted (FY21) |         |               | Governor's Submittal (FY20) |         |               |                               | Governor's Submittal (FY21) |         |               |                               |
|---------|-----------------|-----|--------------------|---------|---------------|--------------------|---------|---------------|-----------------------------|---------|---------------|-------------------------------|-----------------------------|---------|---------------|-------------------------------|
|         |                 |     | Pos (P)            | Pos (T) | \$\$\$        | Pos (P)            | Pos (T) | \$\$\$        | Pos (P)                     | Pos (T) | \$\$\$        | Percent Change of<br>\$\$\$\$ | Pos (P)                     | Pos (T) | \$\$\$        | Percent Change of<br>\$\$\$\$ |
| HRD102  | Workforce Attra | A   | 90.00              | -       | \$ 18,896,841 | 90.00              | -       | \$ 18,893,841 | 90.00                       | -       | \$ 18,896,841 | 0.0%                          | 90.00                       | -       | \$ 18,893,841 | 0.0%                          |
| HRD102  | Workforce Attra | B   | -                  | -       | \$ 700,000    | -                  | -       | \$ 700,000    | -                           | -       | \$ 700,000    | 0.0%                          | -                           | -       | \$ 700,000    | 0.0%                          |
| HRD102  | Workforce Attra | U   | 2.00               | -       | \$ 5,161,214  | 2.00               | -       | \$ 5,161,214  | 2.00                        | -       | \$ 5,161,214  | 0.0%                          | 2.00                        | -       | \$ 5,161,214  | 0.0%                          |
| HRD191  | Supporting Serv | A   | 9.00               | -       | \$ 1,448,570  | 9.00               | -       | \$ 1,448,570  | 9.00                        | -       | \$ 1,448,570  | 0.0%                          | 9.00                        | -       | \$ 1,448,570  | 0.0%                          |

Department of Human Resources Development  
Budget Decisions

Table 4

| Prog ID | Sub-Org | Description of Request | MOF | Initial Department Requests |         |        |         |         |        | Budget and Finance Recommendations |         |        |         |         |        | Governor's Decision |         |        |         |         |        |
|---------|---------|------------------------|-----|-----------------------------|---------|--------|---------|---------|--------|------------------------------------|---------|--------|---------|---------|--------|---------------------|---------|--------|---------|---------|--------|
|         |         |                        |     | FY20                        |         |        | FY21    |         |        | FY20                               |         |        | FY21    |         |        | FY20                |         |        | FY21    |         |        |
|         |         |                        |     | Pos (P)                     | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P)                            | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P)             | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ |
|         |         | None                   |     |                             |         |        |         |         |        |                                    |         |        |         |         |        |                     |         |        |         |         |        |
|         |         |                        |     |                             |         |        |         |         |        |                                    |         |        |         |         |        |                     |         |        |         |         |        |
|         |         |                        |     |                             |         |        |         |         |        |                                    |         |        |         |         |        |                     |         |        |         |         |        |

Department of Human Resources Development  
Proposed Budget Reductions

Table 5

| Prog ID | Sub-Org | Description of Reduction | Impact of Reduction | MOF | FY20    |         |          | FY21    |         |          | FY19<br>Restriction<br>(Y/N) |
|---------|---------|--------------------------|---------------------|-----|---------|---------|----------|---------|---------|----------|------------------------------|
|         |         |                          |                     |     | Pos (P) | Pos (T) | \$\$\$\$ | Pos (P) | Pos (T) | \$\$\$\$ |                              |
|         |         | None                     |                     |     |         |         |          |         |         |          |                              |
|         |         |                          |                     |     |         |         |          |         |         |          |                              |
|         |         |                          |                     |     |         |         |          |         |         |          |                              |

Department of Human Resources Development  
Proposed Budget Additions

Table 6

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Addition Type</u> | <u>Prog ID Priority</u> | <u>Dept-Wide Priority</u> | <u>Description of Addition</u> | <u>Justification</u> | <u>MOF</u> | <u>FY20</u>    |                |               | <u>FY21</u>    |                |               |
|----------------|----------------|----------------------|-------------------------|---------------------------|--------------------------------|----------------------|------------|----------------|----------------|---------------|----------------|----------------|---------------|
|                |                |                      |                         |                           |                                |                      |            | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> |
|                |                |                      |                         |                           | None                           |                      |            |                |                |               |                |                |               |
|                |                |                      |                         |                           |                                |                      |            |                |                |               |                |                |               |
|                |                |                      |                         |                           |                                |                      |            |                |                |               |                |                |               |

Department of Human Resources Development  
 FB 2017 - 2020 Restrictions

Table 7

| <u>Fiscal Year</u> | <u>Prog ID</u> | <u>Sub-Org</u> | <u>MOF</u> | <u>Budgeted by Dept</u> | <u>Restriction</u> | <u>Difference Between Budgeted &amp; Restricted</u> | <u>Percent Difference</u> | <u>Impact</u>   |
|--------------------|----------------|----------------|------------|-------------------------|--------------------|---|---------------------------|---|
| FY17               | HRD102         |                | A          | \$ 407,069              | \$ 187,710         | \$ 219,359  | 53.89%                    | The department did not establish the Lean Government Office.  |
| FY18               | HRD102         |                | A          | \$ 6,481,591            | \$ 433,600         | \$ 6,047,991  | 93.31%                    | The department was able to meet the restriction because of vacant positions.                          |
| FY19               | HRD102         |                | A          | \$ 6,481,591            | \$ 190,290         | \$ 6,291,301  | 97.06%                    | The department was able to meet the restriction because of vacant positions and turnover savings.     |
| FY19               | HRD191         |                | A          | \$ 883,655              | \$ 26,510          | \$ 857,145  | 97.00%                    |   |
| FY20               | HRD102         |                | A          | \$ 7,024,099            | \$ 468,618         | \$ 6,555,481  | 93.33%                    | The department will be able to meet the restriction because of vacant positions and turnover savings. |
| FY20               | HRD191         |                | A          | \$ 900,061              | \$ 17,673          | \$ 882,388  | 98.04%                    |   |

Department of Human Resources Development  
Emergency Appropriation Requests

Table 8

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



Department of Human Resources Development  
Expenditures Exceeding Appropriation Ceilings in FY19 and FY20

Table 9

| <u>Prog ID</u> | <u>MOF</u> | <u>Date</u> | <u>Appropriation</u> | <u>Amount Exceeding Appropriation</u> | <u>Percent Exceeded</u> | <u>Reason for Exceeding Ceiling</u> | <u>Legal Authority</u> | <u>Recurring (Y/N)</u> | <u>GF Impact (Y/N)</u> |
|----------------|------------|-------------|----------------------|---------------------------------------|-------------------------|-------------------------------------|------------------------|------------------------|------------------------|
|                |            | None        |                      |                                       |                         |                                     |                        |                        |                        |
|                |            |             |                      |                                       |                         |                                     |                        |                        |                        |
|                |            |             |                      |                                       |                         |                                     |                        |                        |                        |

Department of Human Resources Development  
 Intradepartmental Transfers in FY19 and FY20

Table 10

| <u>Actual or Anticipated Date of Transfer</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>From Prog ID</u> | <u>Percent of Program ID Appropriation Transferred From</u> | <u>To Prog ID</u> | <u>Percent of Receiving Program ID Appropriation</u> | <u>Reason for Transfer</u> | <u>Recurring (Y/N)</u> |
|---|------------|----------------|----------------|---------------|---------------------|---|-------------------|--|----------------------------|------------------------|
| None  |            |                |                |               |                     |   |                   |  |                            |                        |
|   |            |                |                |               |                     |   |                   |  |                            |                        |
|   |            |                |                |               |                     |   |                   |  |                            |                        |

Department of Human Resources Development  
 Vacancy Report as of November 30, 2019

Table 11

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Date of Vacancy</u> | <u>Expected Fill Date</u> | <u>Position Number</u> | <u>Position Title</u>    | <u>Exempt (Y/N)</u> | <u>SR Level</u> | <u>BU Code</u> | <u>Perm Temp (P/T)</u> | <u>FTE</u> | <u>MOF</u> | <u>Budgeted Amount</u> | <u>Actual Salary Last Paid</u> | <u>Authority to Hire (Y/N)</u> | <u>Occupied by 89 Day Hire (Y/N)</u> | <u># of 89 Hire Appts</u> | <u>Describe if Filled by other Means</u> | <u>Priority # to Retain</u> |
|----------------|----------------|------------------------|---------------------------|------------------------|--------------------------|---------------------|-----------------|----------------|------------------------|------------|------------|------------------------|--------------------------------|--------------------------------|--------------------------------------|---------------------------|--|-----------------------------|
| HRD102         | SA             | 10/1/2017              | 3/1/2020                  | 40354                  | Human Resources Tech VI  | N                   | SR15            | 63             | P                      | 1.00       | A          | \$ 38,556              | \$ 38,556                      | Y                              | N                                    |                           |  | 12                          |
| HRD102         | QA             | 1/1/2018               | 2/1/2020                  | 22101                  | Personnel Program Admr   | N                   | EM08            | 35             | P                      | 1.00       | A          | \$ 138,000             | \$ 138,000                     | Y                              | N                                    |                           |  | 1                           |
| HRD102         | QA             | 10/1/2018              | 1/16/2020                 | 46993                  | Human Resources Spclt V  | N                   | SR24            | 73             | P                      | 1.00       | A          | \$ 78,420              | \$ 78,420                      | Y                              | N                                    |                           |  | 2                           |
| HRD102         | SA             | 5/16/2019              | 2/1/2020                  | 47381                  | Office Assistant III     | N                   | SR08            | 63             | P                      | 1.00       | A          | \$ 30,240              | \$ 30,240                      | Y                              | N                                    |                           |  | 14                          |
| HRD102         | SA             | 6/24/2019              | 2/1/2020                  | 17519                  | Human Resources Spclt V  | N                   | SR24            | 73             | P                      | 1.00       | A          | \$ 84,876              | \$ 84,876                      | Y                              | Y                                    | 1                         |  | 5                           |
| HRD102         | RA             | 7/16/2019              | 2/18/2020                 | 26638                  | Human Resources Spclt V  | N                   | SR24            | 73             | P                      | 1.00       | A          | \$ 84,876              | \$ 84,876                      | Y                              | Y                                    | 1                         |  | 4                           |
| HRD102         | SA             | 7/16/2019              | 2/1/2020                  | 31107                  | Human Resources Spclt V  | N                   | SR24            | 73             | P                      | 1.00       | A          | \$ 78,228              | \$ 78,228                      | Y                              | N                                    |                           |  | 8                           |
| HRD102         | RA             | 9/4/2019               | 6/1/2020                  | 12494                  | Human Resources Spclt V  | N                   | SR24            | 73             | P                      | 1.00       | A          | \$ 78,420              | \$ 78,420                      | Y                              | N                                    |                           | Temp Assign                              | 7                           |
| HRD102         | QA             | 9/16/2019              | 6/1/2020                  | 11824                  | Human Resources Spclt V  | N                   | SR24            | 73             | P                      | 1.00       | A          | \$ 79,788              | \$ 79,788                      | Y                              | N                                    |                           |  | 3                           |
| HRD102         | RA             | 10/16/2019             | 6/1/2020                  | 13968                  | Human Resources Spclt V  | N                   | SR24            | 73             | P                      | 1.00       | A          | \$ 78,420              | \$ 78,420                      | Y                              | N                                    |                           |  | 10                          |
| HRD102         | SA             | 11/1/2019              | 2/1/2020                  | 40355                  | Human Resources Asst III | N                   | SR09            | 63             | P                      | 1.00       | A          | \$ 34,944              | \$ 34,944                      | Y                              | Y                                    | 1                         |  | 13                          |
| HRD102         | PA             | 11/1/2019              | 1/16/2020                 | 9016                   | Human Resources Spclt V  | N                   | SR24            | 73             | P                      | 1.00       | A          | \$ 73,044              | \$ 73,044                      | Y                              | N                                    |                           |  | 6                           |
| HRD102         | PA             | 11/18/2019             | 2/1/2020                  | 47328                  | Human Resources Spclt VI | N                   | SR26            | 93             | P                      | 1.00       | A          | \$ 80,268              | \$ 80,268                      | Y                              | N                                    |                           |  | 9                           |
| HRD102         | PA             | 11/21/2019             | 2/1/2020                  | 22037                  | Human Resources Asst V   | N                   | SR13            | 63             | P                      | 1.00       | A          | \$ 46,476              | \$ 46,476                      | Y                              | N                                    |                           |  | 11                          |
| HRD102         | QA             | New                    | 3/1/2020                  | 123097                 | Human Resources Spclt V  | N                   | SR24            | 73             | P                      | 1.00       | U          | \$ 95,386              | \$ 95,386                      | N                              | N                                    |                           |  | 15                          |

Department of Human Resources Development

Table 12

Positions Established by Acts other than the State Budget as of November 30, 2019

| <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> |
|----------------|----------------|-------------------------|------------------------|------------------------|-------------------------|---------------------|-----------------|----------------|------------|------------|------------|----------------------|---------------------|--------------------------------------|
| HRD102         | QA             | 8/9/2019                | Act 57, SLH 2019       | 123095                 | Human Resources Spclt V | N                   | SR24            | 73             | P          | A          | 1.00       | \$ 67,044            | Y                   | N                                    |
| HRD102         | RA             | 7/8/2019                | Act 57, SLH 2019       | 123119                 | Admin Assistant         | Y                   | SRNA            | 73             | P          | A          | 1.00       | \$ 132,972           | Y                   | N                                    |

Department of Human Resources Development  
Overtime Expenditure Summary

Table 13

| Prog ID | Sub-Org | Program Title   | MOF | FY18 (actual)                  |                             |                            | FY19 (actual)                  |                             |                            | FY20 (estimated)               |                             |                            | FY21 (budgeted)                |                             |                            |
|---------|---------|---|-----|--------------------------------|-----------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------|
|         |         |   |     | <u>Base Salary</u><br>\$\$\$\$ | <u>Overtime</u><br>\$\$\$\$ | <u>Overtime</u><br>Percent | <u>Base Salary</u><br>\$\$\$\$ | <u>Overtime</u><br>\$\$\$\$ | <u>Overtime</u><br>Percent | <u>Base Salary</u><br>\$\$\$\$ | <u>Overtime</u><br>\$\$\$\$ | <u>Overtime</u><br>Percent | <u>Base Salary</u><br>\$\$\$\$ | <u>Overtime</u><br>\$\$\$\$ | <u>Overtime</u><br>Percent |
| HRD102  | PA      | Workforce Attraction, Selection, Classification and Effectiveness | A   | \$ 1,804,096                   | \$ 42,989                   | 2.4%                       | \$ 1,804,096                   | \$ 42,767                   | 2.4%                       | \$ 1,850,096                   | \$ 7,800                    | 0.4%                       | \$ 1,850,096                   | \$ 2,914                    | 0.2%                       |
| HRD102  | QA      | Workforce Attraction, Selection, Classification and Effectiveness | A   | \$ 1,912,476                   | \$ 4,101                    | 0.2%                       | \$ 1,912,476                   | \$ 1,457                    | 0.1%                       | \$ 2,285,984                   | \$ 4,905                    | 0.2%                       | \$ 2,285,984                   | \$ 4,905                    | 0.2%                       |
| HRD102  | RA      | Workforce Attraction, Selection, Classification and Effectiveness | A   | \$ 989,128                     | \$ 484                      | 0.0%                       | \$ 989,128                     | \$ -                        | 0.0%                       | \$ 1,029,128                   | \$ 10,800                   | 1.0%                       | \$ 1,029,128                   | \$ 1,380                    | 0.1%                       |
| HRD102  | SA      | Workforce Attraction, Selection, Classification and Effectiveness | A   | \$ 1,749,654                   | \$ -                        | 0.0%                       | \$ 1,749,654                   | \$ -                        | 0.0%                       | \$ 1,832,654                   | \$ 3,600                    | 0.2%                       | \$ 1,832,654                   | \$ 3,600                    | 0.2%                       |
| HRD191  | AA      | Supporting Services - Human Resources Development                 | A   | \$ 870,855                     | \$ -                        | 0.0%                       | \$ 870,855                     | \$ -                        | 0.0%                       | \$ 887,261                     | \$ 2,500                    | 0.3%                       | \$ 887,261                     | \$ 2,500                    | 0.3%                       |

Department of Human Resources Development  
Active Contracts as of December 1, 2019

Table 14

| Prog ID | MOF | Amount     | Frequency<br>(M/A/O) | Max Value  | Outstanding<br>Balance | Term of Contract |          |            | Entity                                  | Contract Description  | Explanation of How Contract is<br>Monitored  | POS<br>Y/N | Category<br>E/L/P/C/G/S/* |
|---------|-----|------------|----------------------|------------|------------------------|------------------|----------|------------|---|---|--|------------|---------------------------|
|         |     |            |                      |            |                        | Date<br>Executed | From     | To         |   |   |  |            |                           |
| HRD102  | A   | \$ 105,105 | A                    | \$ 105,105 | \$ -                   | 4/5/2018         | 4/1/2019 | 3/31/2020  | governmentjobs.com<br>, Inc. dba NEOGOV | Internet-based integrated e-<br>Recruitment software subscription<br>license  | The Department participates in<br>quarterly on-line performance<br>measurement surveys. The<br>surveys enable the Department to<br>monitor and provide feedback on<br>the performance of the e-<br>Recruitment software; and assists<br>the contractor in better serving<br>the public sector customers. | N          | G/S                       |
| HRD102  | A   | \$ 42,000  | M                    | \$ 42,000  | \$ 3,906.25            | 11/8/2018        | 1/1/2019 | 12/31/2019 | Child and Family<br>Service             | Confidential, short-term professional<br>counseling services to eligible<br>employees of the Executive Branch<br>who may be experiencing personal<br>problems that are affecting their job<br>performance through the REACH<br>Program. | Employees who utilize the services<br>of the REACH provider are given a<br>questionnaire at their final<br>appointment for completion.<br>DHRD also receives monthly and<br>quarterly reports from the<br>contractor that summarize the<br>professional counseling services<br>provided.                 | N          | S                         |

Department of Human Resources Development  
 Capital Improvements Program (CIP) Requests

Table 15

| <u>Prog ID</u> | <u>Prog ID</u><br><u>Priority</u> | <u>Dept-<br/>Wide</u><br><u>Priority</u> | <u>Senate</u><br><u>District</u> | <u>Rep.</u><br><u>District</u> | <u>Project Title</u> | <u>MOF</u> | <u>FY20 \$\$\$</u> | <u>FY21 \$\$\$</u> |
|----------------|-----------------------------------|--|----------------------------------|--------------------------------|----------------------|------------|--------------------|--------------------|
|                |                                   |  |                                  |                                | None                 |            |                    |                    |
|                |                                   |  |                                  |                                |                      |            |                    |                    |
|                |                                   |  |                                  |                                |                      |            |                    |                    |

Department of Human Resources Development  
CIP Lapses

Table 16

| <u>Prog ID</u> | <u>Act/Year of Appropriation</u> | <u>Project Title</u> | <u>MOF</u> | <u>Lapse Amount</u><br>\$\$\$\$ | <u>Reason</u> |
|----------------|----------------------------------|----------------------|------------|---------------------------------|---------------|
|                |                                  | None                 |            |                                 |               |
|                |                                  |                      |            |                                 |               |
|                |                                  |                      |            |                                 |               |



Department of Human Resources Development  
Program ID Sub-Organizations

Table 17

| <u>Program ID</u> | <u>Sub-Org Code</u> | <u>Name</u>                              | <u>Objective</u>   |
|-------------------|---------------------|--|--|
| HRD102            | PA                  | Employee Staffing                        | Develop and administer a civil service system consistent with the application of the Merit Principle.  |
| HRD102            | QA                  | Employee Relations                       | <p>Administer and enforce the State's labor-management agreements and employee performance appraisal system for Executive Branch departments, and provide staff services in the negotiation of labor contracts.</p> <p>Develop, implement, and administer various statewide no-cost/low-cost employee benefit and training and development programs. Benefit programs include those which provide significant tax savings to the State, and other activities to help attract and retain employees. Process, audit, and advise on various pay and personnel transactions for employees of the Executive Branch; develop and implement update/processing requirements to effect new employment actions; and generate routine and special workforce reports.</p> <p>Develops, conducts, and coordinates statewide training for managerial and non-managerial employees of the Executive Branch.</p> |
| HRD102            | RA                  | Employee Classification and Compensation | <p>Develop and administer the position classification system for civil service positions, including the establishment and maintenance of classes and their experience and training requirements; and the assignment of positions to classes, bargaining units and other administrative units.</p> <p>Develop and maintain the civil service compensation system, including the pricing/repricing of classes; and establishing special rates for shortage occupations.</p> <p>Develop and administer programs covering exempt positions and employees.</p>  |

Department of Human Resources Development  
 Program ID Sub-Organizations

Table 17

|        |    |                  |   |
|--------|----|------------------|---|
| HRD102 | SA | Employee Claims  | <p>The delivery of statutory benefits to all injured employees within the Executive Branch (excluding DOE, UH, and HHSC) of government, Charter Schools, Hawaii Public Housing Authority, and the Legislature in accordance with the Hawaii Workers' Compensation Law (Chapter 386) and its related rules and regulations.</p> <p>Administration of safety and health workplace laws, rules, and regulations consistent with State and federal mandates in accordance with the Occupational Safety and Health Administration, Environmental Protection Administration, and Federal Motor Carrier Safety Administration.</p> |
| HRD191 | AA | Support Services | <p>Administer the State personnel program, provide administrative support services, and represent the State on commissions and committees.</p> <p>Administer the unemployment insurance benefit fund for the Executive Branch (excluding DOE, UH and RCUH), OHA, the Legislature, and Judiciary.</p>  |

Department of Human Resources Development  
 Organization Changes

Table 18

| <u>Year of Change</u><br>FY20/FY21 | <u>Description of Change</u> |
|------------------------------------|------------------------------|
|                                    | None                         |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |