

**Department of Human Resources Development (DHRD)**

Department	Division	Job Code	Title	Essential	Non-Essential (Telework)	Non-Essential (No Telework)	Role/Tasks
HRD	OfcofDir	01159	Private Secretary II	X			Provide administrative and clerical support to deputy director.
HRD	OfcofDir	01161	Private Secretary III	X			Provide administrative and clerical support to director.
HRD	OfcofDir	43000	Deputy Director of HRD	X			Support Director in overseeing accomplishment of department goals and meeting statutory obligations.
HRD	OfcofDir	43000	Director of Human Res Dev	X			Lead department mission to support the State in recruitment, management, and retention of high-performing workforce. Serve as Chief Negotiator and oversee collective bargaining contracts and negotiations.
HRD	OfcofDir	01150	Secretary III	X			Respond to COVID questions from employees; distribute payroll checks; process payment to vendors; process bank and treasury deposits; process/distribute unemployment benefit charges reports; mail deliveries from USPS, private carriers, and DAGS; EUTF open enrollment; audit leave records.
HRD	OfcofDir	01341	Account Clerk V	X			Submit payroll; process payment to vendors; process bank and treasury deposits; process UI bill for collection and reimbursements; mail deliveries from USPS and private carriers.
HRD	OfcofDir	02868	Human Resources Spclt V	X			Respond to COVID questions from employees/managers; approve payroll, distribute payroll checks; process bank and treasury deposits; process personnel and ERS transactions; distribute unemployment benefit charges reports; mail deliveries from USPS and private carriers; EUTF open enrollment.
HRD	OfcofDir	17009	Administrative Svcs Offcr I	X			Respond to COVID questions from employees/managers; submit/approve payroll, distribute payroll checks; process payment to vendors; process bank and treasury deposits; process UI reimbursements; mail deliveries from USPS and private carriers; EUTF open enrollment.
HRD	OfcofDir	82724	Information Technology Band D	X			Manage department IT needs and provide technical support to staff.
HRD	EE C&C Div	01521	Human Resources Assistant V		X		Support classification branch with clerical needs, data processing and related technical support to division.
HRD	EE C&C Div	01523	Human Resources Technician VI		X		Support classification branch with clerical and technical services in support of division, serves as division's in-house office technology resource.
HRD	EE C&C Div	02862	Human Resources Spclt I		X		Responsible for all classification and related personnel assignments for civil service and exempt positions, broadbanding classification, the development of new civil service classes, the conduct of classification studies, training, and the provision of management advisory services.
HRD	EE C&C Div	02864	Human Resources Spclt II		X		Responsible for all classification and related personnel assignments for civil service and exempt positions, broadbanding classification, the development of new civil service classes, the conduct of classification studies, training, and the provision of management advisory services.
HRD	EE C&C Div	02864	Human Resources Spclt II		X		Responsible for all classification and related personnel assignments for civil service and exempt positions, broadbanding classification, the development of new civil service classes, the conduct of classification studies, training, and the provision of management advisory services.
HRD	EE C&C Div	02865	Human Resources Spclt III			X	Assist with executive branch employee requests regarding Learning Management System.
HRD	EE C&C Div	02865	Human Resources Spclt III			X	Assist with executive branch employee requests regarding Learning Management System.
HRD	EE C&C Div	02868	Human Resources Spclt V		X		Develops, implements and maintains pay programs such as shortage, flexible hiring rates, provides advisory services, training, and answers inquires relating to pay; provides services on matters to excluded employees.

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HRD	EE C&C Div	02868	Human Resources Spclt V		X		Develops, implements and maintains pay programs such as shortage, flexible hiring rates, provides advisory services, training, and answers inquires relating to pay; provides services on matters to excluded employees.
HRD	EE C&C Div	02871	Human Resources Spclt VI		X		Supervises classificaiton staff engaged in the work activities for Classification branch; assists with evaluation and recommending changes to classification program policies, procedures and guidelines to ensure compliance with civil service and collective bargaining laws, personnel rules, state and federal laws, etc. Assisting managers with COVIC-19 issues as required.
HRD	EE C&C Div	17074	Personnel Program Manager		X		Administers the State's compensation program including the development, implemenatation, and maintenance of pay programs, competitive wages, participates in negotiations. Makes recommendation on changes. Responsible for matters related to excluded employees.
HRD	EE C&C Div	17074	Personnel Program Manager		X		Lead and direct planning and setting organizational priorities, establishes program evaluation criteria, administering branch operations, and developing programmatic short and long-range goals and objective for the classification branch. Assists with COVID-19 issues that arise.
HRD	EE C&C Div	22002	Administrative Assistant		X		Continue to work with departments on position vacancies. Design strategies to addressing challenges. Prepare report to Legislature.
HRD	EE Staff Div	01151	Secretary IV	X			Provides clerical support to the Personnel Program Administrator and the entire division. Monitors leave records and all written correspondences for the branch.
HRD	EE Staff Div	01519	Human Resources Assistant IV		X		Create Job Announcements to include Supplemental Questions and reviews each application received. Responds to applicants administrative reviews and intrnal complaiants and represent DHRD in MAB hearings and reesponds to complaints and qurstions from applicants or from dpartments..
HRD	EE Staff Div	01521	Human Resources Assistant V		X		Conducts research and prepares forms that outline the requirement of the job announcement for the examiner. Prepares the shell of the recruitment for the Examiner to complete. Sends certified lists to requesting departments. Monitors each recruitment and audits the departments actions.
HRD	EE Staff Div	01521	Human Resources Assistant V		X		Conducts research and prepares forms that outline the requirement of the job announcement for the examiner. Prepares the shell of the recruitment for the Examiner to complete. Sends certified lists to requesting departments. Monitors each recruitment and audits the departments actions.
HRD	EE Staff Div	01521	Human Resources Assistant V		X		Create Job Announcements to include Supplemental Questions and reviews each application received. Responds to applicants administrative reviews and intrnal complaiants and represent DHRD in MAB hearings and reesponds to complaints and qurstions from applicants or from dpartments..
HRD	EE Staff Div	01523	Human Resources Technician VI		X		Conducts research and prepares forms that outline the requirement of the job announcement for the examiner. Prepares the shell of the recruitment for the Examiner to complete. Sends certified lists to requesting departments. Monitors each recruitment and audits the departments actions.

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HRD	EE Staff Div	02862	Human Resources Spclt I	X			Create Job Announcements to include Supplemental Questions and reviews each application received. Responds to applicants administrative reviews and intrnal complaiants and represent DHRD in MAB hearings and reesponds to complaints and qurstions from applicants or from dpartments..
HRD	EE Staff Div	02864	Human Resources Spclt II	X			Conducts background checks and makes suitability determinations. Interfaces with NEOGOV to update and keep current with changing features. Monitors the requisition tracking with ETS.
HRD	EE Staff Div	02864	Human Resources Spclt II	X			Conducts research and prepares forms that outline the requirement of the job announcement for the examiner. Prepares the shell of the recruitment for the Examiner to complete. Sends certified lists to requesting departments. Monitors each recruitment and audits the departments actions.
HRD	EE Staff Div	02864	Human Resources Spclt II	X			Create Job Announcements to include Supplemental Questions and reviews each application received. Responds to applicants administrative reviews and intrnal complaiants and represent DHRD in MAB hearings and reesponds to complaints and qurstions from applicants or from dpartments..
HRD	EE Staff Div	02867	Human Resources Spclt IV	X			Create Job Announcements to include Supplemental Questions and reviews each application received. Responds to applicants administrative reviews and intrnal complaiants and represent DHRD in MAB hearings and reesponds to complaints and qurstions from applicants or from dpartments..
HRD	EE Staff Div	02867	Human Resources Spclt IV	X			Create Job Announcements to include Supplemental Questions and reviews each application received. Responds to applicants administrative reviews and intrnal complaiants and represent DHRD in MAB hearings and reesponds to complaints and qurstions from applicants or from dpartments..
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HRD	EE Staff Div	02867	Human Resources Spclt IV	X			Create Job Announcements to include Supplemental Questions and reviews each application received. Responds to applicants administrative reviews and intrnal complaiants and represent DHRD in MAB hearings and reesponds to complaints and qurstions from applicants or from dpartments..
HRD	EE Staff Div	02868	Human Resources Spclt V	X			Create Job Announcements to include Supplemental Questions and reviews each application received. Responds to applicants administrative reviews and intrnal complaiants and represent DHRD in MAB hearings and reesponds to complaints and qurstions from applicants or from dpartments..
HRD	EE Staff Div	02868	Human Resources Spclt V	X			Conducts background checks and makes suitability determinations. Interfaces with NEOGOV to update and keep current with changing features. Monitors the requisition tracking with ETS.

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HRD	EE Staff Div	02868	Human Resources Spclt V	X			Create Job Announcements to include Supplemental Questions and reviews each application received. Responds to applicants administrative reviews and intrnal complaiants and represent DHRD in MAB hearings and reesponds to complaints and qurstions from applicants or from dpartments..
HRD	EE Staff Div	02871	Human Resources Spclt VI	X			Reviews and approves all write-ups for administrative reviews for all HRS III and below and monitors productivity of tram. Each supervisor currently have 5 subordinates. Responds to departments concerning difficult and/or complex issues that staff are unable to answer/respond to. Recruitment (Certifiers)
HRD	EE Staff Div	02871	Human Resources Spclt VI	X			Reviews and approves all write-ups for administrative reviews for all HRS III and below and monitors productivity of tram. Each supervisor currently have 5 subordinates. Responds to departments concerning difficult and/or complex issues that staff are unable to answer/respond to. Recruitment (Certifiers)
HRD	EE Staff Div	17073	Personnel Program Officer	X			Conducts background checks and makes suitability determinations. Interfaces with NEOGOV to update and keep current with changing features. Monitors the requisition tracking with ETS.
HRD	EE Staff Div	17074	Personnel Program Manager	X			Administers the State's merit system recruitment, examination, certification, selection, and placement activities which requires planning, directing, coordinating a staff of and controlling the total division program with a staff fof 20.
HRD	EE Staff Div	17076	Personnel Program Admr	X			Administrative upport to Employee Relations Division Team regarding transaction, training, compensation, classification, and benefits Monitors any questions or issues that come up about COVID-19 and provides guidance to branch chief regarding FFCRA, Deployment, Training, Compensation,etc. Continues to monitor IPMA, CDC, DOH,etc. on status of COVID-19 and relationship to benefits for employees.
HRD	EE ClaimsDiv	01151	Secretary IV	X			provide support to professional staff who service all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. They are responsible for screening and tracking confidential information and are responding to inquiries related to benefits and treatment that may have been delayed or impacted to matters surrounding COVID-19 and the governor's directives.
HRD	EE ClaimsDiv	01339	Account Clerk IV		X		Monitors expenditures and payments for accuracy and compliance in accordance to statutory provisions. They monitor the funds that have been appropriated for the purpose of paying workers' compensation benefits for employees occupying general and federally funded positions. They provide assistance to the claims management branch in reviewing and evaluating costs and handles State general and Federal fund appropriations and allocations.
HRD	EE ClaimsDiv	01517	Human Resources Assistant III	X			Provide support to professional staff who service all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. They are responsible for screening and tracking confidential information and are responding to inquiries related to benefits and treatment that may have been delayed or impacted to matters surrounding COVID-19 and the governor's directives.

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HRD	EE ClaimsDiv	01523	Human Resources Technician VI	X			Manages simple workers' compensation claims for all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. Facilitates and monitors access to workers' compensation benefits, including authorizing indemnity benefits, medical care and treatment, bill payment, and monitors the claims for medical stability
HRD	EE ClaimsDiv	02862	Human Resources Spclt I		X		Supports the Return to Work Branch who is statutorily obligated to execute provisions in accordance to Hawaii Revised Statutes, Section 386-25. She assists with submitting correspondence to physicians regarding return to work efforts and is learning about principles, concepts, work processes, regulations and materials related to workers' compensation, vocational rehabilitation and recruitment and exams.
HRD	EE ClaimsDiv	02864	Human Resources Spclt II		X		Administers statewide drug and alcohol testing program by advising departments of random selection, monitoring testing results, responding to inquiries regarding drug and alcohol testing procedures, updating position information in test pools, and preparing testing statistics and reporting requirements. Reviews and makes recommendations to DHRD Director to approve or deny departmental requests for Accidental Injury Leave by worker's compensation claimants. Responds to safety and health inquiries and references OSHA standards, collective bargaining agreements, and or Hawaii Administrative Rules as applicable
HRD	EE ClaimsDiv	02865	Human Resources Spclt III	X			Manages simple workers' compensation claims for all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. Facilitates and monitors access to workers' compensation benefits, including authorizing indemnity benefits, medical care and treatment, bill payment, and monitors the claims for medical stability
HRD	EE ClaimsDiv	02867	Human Resources Spclt IV		X		monitors expenditures and payments for accuracy and compliance in accordance to statutory provisions. They monitor the funds that have been appropriated for the purpose of paying workers' compensation benefits for employees occupying general and federally funded positions. They provide assistance to the claims management branch in reviewing and evaluating costs and handles State general and Federal fund appropriations and allocations.
HRD	EE ClaimsDiv	02868	Human Resources Spclt V	X			manages complex workers' compensation claims for all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. Exercises independent judgment in workers' compensation benefits, including authorizing indemnity benefits, medical care and treatment, bill payment, and monitors the claim for medical stability. Investigates controverted claims, develops and implements strategy for handling cases, identifies opportunities and negotiates settlement of claims.

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HRD	EE ClaimsDiv	02868	Human Resources Spclt V	X			manages complex workers' compensation claims for all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. Exercises independent judgment in workers' compensation benefits, including authorizing indemnity benefits, medical care and treatment, bill payment, and monitors the claim for medical stability. Investigates controverted claims, develops and implements strategy for handling cases, identifies opportunities and negotiates settlement of claims.
HRD	EE ClaimsDiv	02868	Human Resources Spclt V	X			manages complex workers' compensation claims for all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. Exercises independent judgment in workers' compensation benefits, including authorizing indemnity benefits, medical care and treatment, bill payment, and monitors the claim for medical stability. Investigates controverted claims, develops and implements strategy for handling cases, identifies opportunities and negotiates settlement of claims.
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HRD	EE ClaimsDiv	02868	Human Resources Spclt V	X			manages complex workers' compensation claims for all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. Exercises independent judgment in workers' compensation benefits, including authorizing indemnity benefits, medical care and treatment, bill payment, and monitors the claim for medical stability. Investigates controverted claims, develops and implements strategy for handling cases, identifies opportunities and negotiates settlement of claims.
HRD	EE ClaimsDiv	02868	Human Resources Spclt V				manages complex workers' compensation claims for all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. Exercises independent judgment in workers' compensation benefits, including authorizing indemnity benefits, medical care and treatment, bill payment, and monitors the claim for medical stability. Investigates controverted claims, develops and implements strategy for handling cases, identifies opportunities and negotiates settlement of claims.
HRD	EE ClaimsDiv	02868	Human Resources Spclt V	X			manages complex workers' compensation claims for all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. Exercises independent judgment in workers' compensation benefits, including authorizing indemnity benefits, medical care and treatment, bill payment, and monitors the claim for medical stability. Investigates controverted claims, develops and implements strategy for handling cases, identifies opportunities and negotiates settlement of claims.

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HRD	EE ClaimsDiv	02871	Human Resources Spclt VI	X			Supervise HRS Vs. Manages complex workers' compensation claims for all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. Exercises independent judgment in workers' compensation benefits, including authorizing indemnity benefits, medical care and treatment, bill payment, and monitors the claim for medical stability. Investigates controverted claims, develops and implements strategy for handling cases, identifies opportunities and negotiates settlement of claims.
HRD	EE ClaimsDiv	02871	Human Resources Spclt VI	X			Supervise HRS Vs. Manages complex workers' compensation claims for all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. Exercises independent judgment in workers' compensation benefits, including authorizing indemnity benefits, medical care and treatment, bill payment, and monitors the claim for medical stability. Investigates controverted claims, develops and implements strategy for handling cases, identifies opportunities and negotiates settlement of claims.
HRD	EE ClaimsDiv	17074	Personnel Program Manager	X			Administers and executes: 1) statewide safety and health programs 2) drug and alcohol testing programs 3) accidental injury leave and hazard identification, 4) hazard pay, and 5) emergency management activities in accordance with OSHA standards, collective bargaining agreements, Hawaii Administrative Rules, and Hawaii Procurement rules. Procure vendors for drug and alcohol testing program. Provide testimony in arbitration hearings. Respond to inquiries arising from Covid 19 pandemic.
HRD	EE ClaimsDiv	17074	Personnel Program Manager		X		Administers and manages the workers' compensation program in compliance with Hawaii Revised Statutes, Chapter 386 and related administrative rules. Manages and monitors the most complex workers' compensation claims and claims that are on appeal before the Department of Labor and Industrial Relations Appeals Board, intermediate Court of Appeals, and Hawaii Supreme Court for all departments within the Executive Branch, Public Charter Schools, Hawaii State Public Library System and Legislature. Works directly with departments to review new claims and determine compensability. Provides guidance to claims adjusters on creating plans of action and strategies for investigations, complex claims issues, and settlements. Develops and implements policy for the workers' compensation program to ensure efficiency and compliance with applicable laws and administrative rules. Responds directly to departments, employees, physicians and legal counsel and provides guidance on continued benefits and how such benefits may have been impacted by matters surrounding COVID-19. Assists with operational matters to ensure the safety of staff.
HRD	EE ClaimsDiv	17074	Personnel Program Manager			X	Administers and executes return to work efforts in accordance to Hawaii Revised Statutes, Section 386-25. Provides direct services to industrially disabled employees and Executive Branch departments, Public Charter Schools, Hawaii State Public Library System and Legislature to streamline and facilitate an employee's timely return to work to minimize lost time and claims exposure. Responds to departments, employees, physicians and legal counsel and provides guidance on continued benefits and how such benefits may have been impacted by matters surrounding COVID-19. Assists with operational matters to ensure the safety of staff.

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HRD	EE Rel Div	01151	Secretary IV		X		Provides clerical support to the Personnel Program Administrator in Labor Relations and Employee Relations Division and the entire division. Monitors leave records and all written correspondences for the branch.
HRD	EE Rel Div	01523	Human Resources Technician VI		X		Provides training and management advisory services to departmental human resources offices on a variety of employee transactions, compensation adjustments, leave programs (e.g., FMLA, HFLL, leave share program, etc.), etc. Audits actions taken by human resources offices to ensure actions are in compliance with State and Federal personnel laws, State personnel rules and regulations, DHRD's policies and procedures, negotiated labor-management agreements, and executive orders.
HRD	EE Rel Div	02007	General Professional V		X		Overall Fellowship training program lead; Developing new program for State
HRD	EE Rel Div	02862	Human Resources Spclt I		X		Provides training and management advisory services to departmental human resources offices on a variety of employee transactions, compensation adjustments, leave programs (e.g., FMLA, HFLL, leave share program, etc.), etc. Audits actions taken by human resources offices to ensure actions are in compliance with State and Federal personnel laws, State personnel rules and regulations, DHRD's policies and procedures, negotiated labor-management agreements, and executive orders.
HRD	EE Rel Div	02867	Human Resources Spclt IV		X		Supporting call center to trouble shooting for ondemand system; working all mandatory compliance pieces for new 2020
HRD	EE Rel Div	02867	Human Resources Spclt IV		X		Research/implement/administer statewide low cost/no cost benefit and motivational programs for all State employees, including other jurisdictions, (e.g., Ch. 88E and 88F, HRS, Section 125, IRC plans, incentive awards, Employee Assistance Program and Section 132, IRC plans-pre-tax transportation programs). Responds to and provides guidance to department staff and employees on the various benefit programs. Interprets and applies changes in regulations to benefit programs, including COVID-19 related legislation where applicable.
HRD	EE Rel Div	02868	Human Resources Spclt V		X		Provides administrative staff support to the Deferred Compensation Plan Board of Trustees. Provides oversight of all contracts the Board has with the TPAs, investment providers, at the Board's direction. Intakes all participant requests/inquiries and drafts response as appropriate for Board Chair. Reviews all correspondence, informational materials and the Plan's budget. Researches/interprets/administers any changes in regulations that affect the Plan, including the recent COVID-19 related legislation that was passed in (CARES Act).
HRD	EE Rel Div	02868	Human Resources Spclt V		X		Supporting the LMS migration from old system to new system and does all training for department level
HRD	EE Rel Div	02868	Human Resources Spclt V		X		Provides training and management advisory services to departmental human resources offices on a variety of employee transactions, compensation adjustments, leave programs (e.g., FMLA, HFLL, leave share program, etc.), etc. Audits actions taken by human resources offices to ensure actions are in compliance with State and Federal personnel laws, State personnel rules and regulations, DHRD's policies and procedures, negotiated labor-management agreements, and executive orders.



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HRD	EE Rel Div	02868	Human Resources Spclt V		X		Provides training and management advisory services to departmental human resources offices on a variety of employee transactions, compensation adjustments, leave programs (e.g., FMLA, HFLL, leave share program, etc.), etc. Audits actions taken by human resources offices to ensure actions are in compliance with State and Federal personnel laws, State personnel rules and regulations, DHRD's policies and procedures, negotiated labor-management agreements, and executive orders.  Serves as the subject matter expert for the Workforce Administration module of the Human Resources Management System.
HRD	EE Rel Div	17073	Personnel Program Officer	X			Advise departments on grievances, contract interpretation, employee performance appraisal; assist OCB in contract negotiations/implementation for BUs 2, 3, 4, 9, 13 & 14. Create/update LR COVID-19 FAQs for Supervisors/Managers. Assist department HROs and Unions on interpreting and applying COVID-19 related issues. Assist DHRD Director on Union consultation/negotiation matters relating to COVID-19.
HRD	EE Rel Div	17073	Personnel Program Officer	X			Advise departments on grievances, contract interpretation, employee performance appraisal; assist OCB in contract negotiations/implementation for BUs 2, 3, 4, 9, 13 & 14. Create/update LR COVID-19 FAQs for Supervisors/Managers. Assist department HROs and Unions on interpreting and applying COVID-19 related issues. Assist DHRD Director on Union consultation/negotiation matters relating to COVID-19.
HRD	EE Rel Div	17073	Personnel Program Officer	X			Advise departments on grievances, contract interpretation, employee performance appraisal; assist OCB in contract negotiations/implementation for BUs 2, 3, 4, 9, 13 & 14. Create/update LR COVID-19 FAQs for Supervisors/Managers. Assist department HROs and Unions on interpreting and applying COVID-19 related issues. Assist DHRD Director on Union consultation/negotiation matters relating to COVID-19.
HRD	EE Rel Div	17073	Personnel Program Officer	X			Advise departments on grievances, contract interpretation, employee performance appraisal; assist OCB in contract negotiations/implementation for BUs 2, 3, 4, 9, 13 & 14. Create/update LR COVID-19 FAQs for Supervisors/Managers. Assist department HROs and Unions on interpreting and applying COVID-19 related issues. Assist DHRD Director on Union consultation/negotiation matters relating to COVID-19.
HRD	EE Rel Div	17073	Personnel Program Officer	X			Advise departments on grievances, contract interpretation, employee performance appraisal; assist OCB in contract negotiations/implementation for BUs 2, 3, 4, 9, 13 & 14. Create/update LR COVID-19 FAQs for Supervisors/Managers. Assist department HROs and Unions on interpreting and applying COVID-19 related issues. Assist DHRD Director on Union consultation/negotiation matters relating to COVID-19.

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HRD	EE Rel Div	17074	Personnel Program Manager		X		Supervises three Human Resources Specialist in the Employee Assistance Office. Research, implement, and administer statewide low cost/no cost benefit and motivational programs for all State employees, including those of the other jurisdictions (e.g., Ch. 88E and 88F, HRS, Section 125, IRC plans, incentive awards, Employee Assistance Program and Section 132, IRC plans -pre-tax transportation programs). Provides management advisory services to departments on the various benefit programs the office administers. Interprets and applies changes in regulations to benefit programs, including COVID-19 related legislation where applicable.
HRD	EE Rel Div	17074	Personnel Program Manager		X		Supervises the overall LMS system for the State of Hawaii. Writes all in-house training curriculum to for all mandatory compliance training and specific program training for different areas such as EEO, Safety, New Employee Benefits, etc. On standby for any new training and has upload any new COVID-19 information into the system for training purposes.
HRD	EE Rel Div	17074	Personnel Program Manager	X			Supervises Personnel Transactions Office staff consisting of 3 human resources professionals and 1 technician. Provides management advisory services to human resources offices on a variety of employee transactions, compensation adjustments, leave programs (e.g., FMLA, HFL, leave share program, etc.), etc. Audits actions taken by human resources offices to ensure actions are in compliance with State and Federal personnel laws, State personnel rules and regulations, DHRD's policies and procedures, negotiated labor-management agreements, and executive orders. Responds to statewide reporting inquiries.
HRD	EE Rel Div	17076	Personnel Program Admr	X			Supervise six Personnel Program Officers and assist DHRD Director/Chief Negotiator on administration of Ch. 76, 78 and 89 as it relates to labor relations/union issues and negotiation strategy.
HRD	EE Rel Div	17083	EEO Prgm Offcr	X			The EEO Program Officer is primarily tasked with overseeing and assisting with the interactive process under the Americans with Disabilities Act (ADA). This includes advising Departments on how to accommodate essential employees working at a new worksite (i.e. home) due to COVID-19, as well as exploring potential accommodations for essential employees with underlying medical conditions to enable them to report to the physical worksite. This position is also currently conducting a pending investigation. Statutory obligations: Title VII of the Civil Rights Act, the Genetic Information Non-Discrimination Act, the Pregnancy Non-Discrimination Act, the Americans with Disabilities Act, and Chapter 378 of HRS.

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HRD	EE Rel Div	17085	EEO Administrator	X			<p>The EEO Division Administrator oversees and enforces the State's Harassment and Discrimination Free Workplace Policy, which enforces Title VII of the Civil Rights Act, the Genetic Information Non-Discrimination Act, the Pregnancy Non-Discrimination Act, the Americans with Disabilities Act, and Chapter 378 of HRS. Related to COVID-19, this position advises and issues guidance on complex reasonable accommodations for individuals with underlying medical conditions, on medical inquiries the Departments may make regarding COVID-19, and on discrimination of protected class individuals due to COVID-19 (i.e. race, medical condition). This position is currently conducting several pending investigations.</p>