

SENATE COMMITTEE ON WAYS AND MEANS  
BIENNIUM BUDGET REQUESTS FOR FISCAL BIENNIUM 2025-2027

JANUARY 28, 2025

TESTIMONY OF THE DEPARTMENT OF BUDGET AND FINANCE

**A. OVERVIEW**

**MISSION STATEMENT, STRATEGIC OBJECTIVES, GOALS, AND PERFORMANCE METRICS**

The mission of the Department of Budget and Finance (Department) is to enhance long-term productivity and efficiency in government operations by providing quality budget and financial services that prudently allocate and effectively manage available resources. The strategic objectives of the Department in meeting its mission are based on the following:

- Work collaboratively with stakeholders to produce a thoughtful, well developed, and balanced budget that meets Hawai'i's needs while maintaining sufficient reserves.
- Plan, direct, and coordinate the State's investments and financing programs.
- Maintain sufficient controls over the use of federal funds.
- Reduce bond issuance costs and effectively manage debt service payments.
- Direct and coordinate a Statewide retirement benefits program for state and county government employees.
- Administer health and life insurance benefits for eligible state and county active and retired public employees and dependents.
- Provide effective legal services while managing caseloads effectively.

The Department's performance measures may be found in the performance measures and program revenues tables of the Executive Biennium Budget document for Fiscal Biennium 2025-27 and the Variance Report document.

**B. HOW BUDGET REQUESTS CONTRIBUTE TO STRATEGIC OBJECTIVES, GOALS AND PERFORMANCE METRICS**

The budget requests are necessary for the Department to manage the State's major fixed costs requirements which includes debt service, retirement benefits, including Pension Accumulation and Social Security/Medicare payments for State employees, payments for the State employer's share of both the health fund premiums, Annual Required Contribution (ARC) for Other Post-Employment Benefits (OPEB), and operations of the core B&F programs and its three (3) attached agencies.

**C. CURRENT STATEWIDE CONDITIONS AND IMPACTS ON DEPARTMENTAL OPERATIONS**

The continued tight labor market and low unemployment rate continues to present immediate challenges for both the recruitment and retention of key staff that are necessary to support the operations of our department's core programs and the attached agencies. The continued aging of the State's workforce also continues to present both opportunities for change and challenges in terms of ensuring that knowledge and skills are both retained and transferred in an orderly manner. Finally, continued growth in the number of State retirees impacts on our fixed cost obligations pertaining to retirement benefits, retiree health premiums for the current retirees, and meeting our unfunded obligations for the Other Post-Employment Benefits (OPEB) requirements.

**D. FEDERAL FUNDS**

The Department does not have any identified programs which may lose federal funds.

**E. NON-GENERAL FUNDS**

The reports to the Legislature on non-general funds pertaining to Departmental Budget and Finance pursuant to HRS 37-47 can be found on the B&F website as follows:

[Report on Non-General Fund Information for Submittal to the 2025 Legislature](#)

**F. SIGNIFICANT ADJUSTMENTS CONTAINED IN THE BUDGET REQUEST**

Major budget request items for FY 2026 and FY 2027 deemed necessary to meet fixed costs and targeted departmental program needs include the following (rounded):

- Increase \$23.5 million in FY 26 and \$63.7 million in general funds for debt service fixed cost payments,
- Increase \$41.8 million in FY 26 and \$76.5 million in FY 27 in general funds for retirement benefits payments,
- Increase \$57.8 million in FY 26 and \$74.5 million in FY 27 in general funds for health premium payments,
- Add 3.00 FTE Accountant VI positions and \$272,460 in general funds for the biennium for the Financial Administration Division,
- Add \$1.65 million in both FY 26 and FY 27 for salary increases for all budgeted Deputy Public Defender positions.
- Add \$6.8 million in other funds for FY 26 and \$2.8 million in other funds for FY 27 to migrate the Employees Retirement System's (ERS) pension administration computer system to a new version and platform.

- Add \$505,759 for FY 26 and \$524,083 for FY 27 in other funds for the ERS to accomplish internal compliance testing services,
- Add \$567,000 for FY 26 and \$515,000 for FY 27 for additional legal fees for the ERS,
- Add \$600,000 in FY 26 for imaging and indexing services of the ERS' files and,
- Increases for the Mass Transit Special Fund ceiling by \$572,695,000 in both FY 26 and FY 27.

Requested funding levels for the biennium are as reflected in the following table:

	Budget Request FY 2026	Budget Request FY 2027	Biennium Requirement
(Pos. Count)	392.5	392.5	392.5
Personal Services	\$54,324,679	\$54,468,398	\$78,121,240
Other Current Expense	\$4,865,642,085	\$4,952,564,546	\$9,818,206,631
Equipment	\$101,900	\$98,900	\$200,800
Total	\$4,920,068,664	\$5,007,131,844	\$9,927,200,508
(Pos. Count)	204.5	204.5	204.5
General Funds	\$3,859,127,880	\$3,950,701,838	\$7,809,829,718
(Pos. Count)	0.00	0.00	0.00
Special Fund	\$1,000,000,000	\$1,000,000,000	\$2,000,000,000
(Pos. Count)	72.0	72.0	72.0
Trust Fund	\$27,150,927	\$27,294,646	\$54,445,573
(Pos. Count)	0.0	0.0	0.0
Interdepart'l Fund	\$4,000,000	\$4,000,000	\$8,000,000
(Pos. Count)	116.0	116.0	116.0
Other Funds	\$29,789,857	\$25,135,360	\$54,925,217

Please note that approximately 98% of the FY 2026 and FY 2027 budget request (\$4.8 billion and \$4.9 billion respectively) is for non-discretionary statewide expenses (debt service, retirement system, health fund, Mass Transit Special Fund, witness fees and court-appointed counsel), and 2% (\$90 million and \$86 million respectively) is for expenses associated with direct departmental operations.

**This concludes the department-wide budget overview. Specific additional information pursuant to the 2025 Budget Briefing Testimony Instructions are provided in attached (Tables 1 through 25). The division heads from our B&F programs and attached agencies are present to answer any specific operational, programmatic, and budgetary questions.**

Department of Budget and Finance  
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Dept-Wide Priority</u>	<u>Statutory Reference</u>
Departmental Administration and Budget Division	Departmental Administration	Provide administrative support activities to the Department	101/AA		Chapter 26-8, HRS
Budget Planning & Management Division	Staff services to the Governor	Provide staff services for the Governor as required	101/BA		Chapter 26 and 37, HRS
	Statewide analysis and reviews of operations and management - Executive Branch	Perform analysis of State programs, operations, problems, and issues to provide management with a sound, rational basis for decision making	101/BA		Chapter 26 and 37, HRS
	Statewide analysis, review, and budget policy Executive Branch	Conduct continuous reviews and advises the Director and Governor on the financial condition of the State and on State Budget Policies	101/BA		Chapter 26 and 37, HRS
	Statewide financial planning and budgeting - Executive Branch	Assist in the preparation, explanation, and administration of the State's proposed six year program and financial plan and the State budget	101/BA		Chapter 26 and 37, HRS
	Statewide budget execution implementation Executive Branch	Advise and monitoring of State agencies for compliance with budget execution policies and procedures	101/BA		Chapter 26 and 37, HRS
Collective Bargaining - Statewide	Collective bargaining statewide	Collective bargaining for MOF A, B, N, and P.	102/CB		Chapter 26-8, HRS
Collective Bargaining - Statewide	Collective bargaining statewide	Collective bargaining for MOF W.	102/CC		Chapter 26-8, HRS
Salary Commission - Statewide	Salary Commission statewide	To provide funding for salary adjustments for the Governor, Lieutenant Governor and specified appointed officials of the Executive Branch.	102/SC		Article XVI, Section 3.5, State Constitution; and Section 26-56, HRS
Vacation Payout Statewide	Centralized vacation payout for all Executive Branch departments; and Department of Education (DOE) and University of Hawaii (UH)	To centralize the general funded vacation payouts for AGR, AGS, ATG, BED, BUF, DEF, GOV, HMS, HRD, HTH, LBR, LNR, LTG, PSD, TAX, DOE, and UH.	103/VP		Chapter 26-8, HRS
Financial Administration Division	State Treasury operations	Receive, safeguard, invest, and disburse funds to meet State funding obligations in the State Treasury	115/CA		Chapter 36, 38, and 39, HRS

Department of Budget and Finance  
Functions

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<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Dept-Wide Priority</u>	<u>Statutory Reference</u>
	State Bond Issuances	Plan, direct, and coordinate the issuance and marketing of bonds	115/CA		Chapter 36 and 39, HRS
	State Unclaimed Property	Administer, receive and safeguard unclaimed property from holders under the State Unclaimed Property Program.	115/CA		Chapter 523A, HRS
	State's 529 College Savings Program	Administers the state's 529 college savings program.	115/CA		Chapter 256, HRS
Employees' Retirement System	Employees' Retirement System (ERS's) Accounting and Financial operations	Budget, account, and safeguard all assets of the ERS; ensure tax qualified status of the fund; and process retirement benefit payments	141/FA		Chapter 88, HRS
	ERS's Investment operations	Plan, administer, and oversee investment of the ERS' portfolio including stocks, bonds, foreign securities, mortgage loans, real estate, alternative investments, and short term instruments	141/FA		Chapter 88, HRS
	ERS's membership services	Provide various membership services including pre-retirement counselling; computation of retirement; disability and death benefits; enrollment of new State and county employees into the appropriate retirement plan; conducting disability hearings and appeals	141/FA		Chapter 88, HRS
Hawaii Employer Union Trust Fund	Hawaii Employer Union Trust Fund (EUTF) - support of customer service and enrollment, accounting, financial management, and regulatory compliance functions	Enrollment, customer service, accounting/financial management, regulatory compliance, and IT support related activities	143/EU		Chapter 87A, HRS
	EUTF - Support of Board of Trustee and management level functions	The EUTF Board determines the nature and scope of the benefit plans offered, negotiates and enters into contracts with insurance carriers, administers self funded plans, establishes eligibility and management policies for the Trust Fund, and oversees all Trust Fund activities.	143/EU		Chapter 87A, HRS
Office of the Public Defender	Legal and other necessary services to the indigents as required by federal and State constitutions	Legal representation of indigent individuals charged with criminal offenses.	151/HA		Chapter 802, HRS
Debt Service Payments - State	State Debt Service payments	Make debt service payments associated with General Obligation and General Obligation Reimbursable Bonds issued by the State	721/ST		Chapter 36 and 39, HRS
Debt Service Payments - Lower Education/DOE	DOE Debt Service payments	Make debt service payments associated with General Obligation and General Obligation Reimbursable Bonds issued by the Department of Education	725/LE		Chapter 36 and 39, HRS

Department of Budget and Finance  
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Dept-Wide Priority</u>	<u>Statutory Reference</u>
Debt Service Payments - Higher Education/UH	UH Debt Service payments	Make debt service payments associated with General Obligation and General Obligation Reimbursable Bonds issued by the University of Hawaii	728/HE		Chapter 36 and 39, HRS
Retirement Benefits Payments - State	State employer contributions for Retirement Benefits	Make payments for State employer contributions towards State government employee retirement benefits including pension accumulation and social security/Medicare	741/ST		Chapter 26 and 37, HRS
Retirement Benefits Payments - Lower Education/DOE	DOE employer contributions for Retirement Benefits	Make payments for DOE employer contributions towards State government employee retirement benefits including pension accumulation and social security/Medicare	745/LE		Chapter 26 and 37, HRS
Retirement Benefits Payments - Higher Education/UH	UH employer contributions for Retirement Benefits	Make payments for UH employer contributions towards State government employee retirement benefits including pension accumulation and social security/Medicare	748/HE		Chapter 26 and 37, HRS
Health Premium Payments - State	State employer contributions for Health Premiums	Make employer contributions for health benefit premiums for State employees, retirees, and their dependents (except for Department of Education and the University of Hawaii system)	761/ST		Chapter 26 and 37, HRS
Health Premium Payments - ARC	Health premium payments for the Annual Required Contribution (ARC)	Make ARC payments for State government employees, Department of Education employees, University of Hawaii employees, and retirees.	762/RC		Chapter 26 and 37, HRS
Health Premium Payments - Lower Education/DOE	DOE employer contributions for Health Premiums	Make employer contributions for health benefit premiums for Department of Education employees, retirees, and their dependents	765/LE		Chapter 26 and 37, HRS
Health Premium Payments - Higher Education/UH	UH employer contributions for Health Premiums	Make employer contributions for health benefit premiums for University of Hawaii employees, retirees, and their dependents	768/HE		Chapter 26 and 37, HRS



Department of Budget and Finance  
Department-Wide Totals

Table 2

	Fiscal Year 2025						
	Act 164 SLH 2023, as amended by Act 230 SLH 2024	Reductions	Additions	Emergency Appropriations	Total FY25	MOF	
	\$ 3,747,502,769				\$ 3,747,502,769	A	
	\$ 427,305,000				\$ 427,305,000	B	
	\$ 93,000,000				\$ 93,000,000	P	
	\$ 25,995,888				\$ 25,995,888	T	
	\$ 4,000,000				\$ 4,000,000	U	
	\$ 21,216,288				\$ 21,216,288	X	
	\$ 4,319,019,945	\$ -	\$ -	\$ -	\$ 4,319,019,945	Total	
	Fiscal Year 2026						
	Act 230 / Base Departmental Budget	Reductions	Additions		Total FY26	MOF	
	\$ 3,734,079,731	\$ (29,204,794.00)	\$ 154,252,943.00		\$ 3,859,127,880	A	
	\$ 427,305,000		\$ 572,695,000.00		\$ 1,000,000,000	B	
	\$ 26,028,505		\$ 1,122,422.00		\$ 27,150,927	T	
	\$ 4,000,000				\$ 4,000,000	U	
	\$ 21,272,571		\$ 8,517,286.00		\$ 29,789,857	X	
	\$ 4,212,685,807	\$ (29,204,794.00)	\$ 736,587,651.00	\$ -	\$ 4,920,068,664	Total	
	Fiscal Year 2027						
	Act 230 / Base Departmental Budget	Reductions	Additions		Total FY27	MOF	
	\$ 3,734,079,731	\$ (73,342,062.00)	\$ 289,964,169.00		\$ 3,950,701,838	A	
	\$ 427,305,000		\$ 572,695,000.00		\$ 1,000,000,000	B	
	\$ 26,028,505		\$ 1,266,141.00		\$ 27,294,646	T	
	\$ 4,000,000				\$ 4,000,000	U	
	\$ 21,272,571		\$ 3,862,789.00		\$ 25,135,360	X	
	\$ 4,212,685,807	\$ (73,342,062.00)	\$ 867,788,099.00	\$ -	\$ 5,007,131,844	Total	

## Table 3

## Budget Briefing

					Reconciles with Table 2							
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Department of Budget and Finance  
Budget Decisions

Table 4

Prog ID	Sub-Org	Type of Request	Description of Request	MOF	Priority #	Initial Department Requests						Budget and Finance Recommendations						Governor's Decision					
						FY26			FY27			FY26			FY27			FY26			FY27		
						Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
BUF721	ST	FE	Debt service funding for the State (except DOE and UH)	A	1			TBD			TBD			60,893,531			(13,248,469)			10,095,046			(53,040,062)
BUF725	LE	FE	Debt service funding for the Department of Education (DOE)	A	1			TBD			TBD			53,581,928			119,547,928			9,775,178			85,233,922
BUF728	HE	FE	Debt service funding for the University of Hawaii (UH)	A	1			TBD			TBD			19,830,084			44,244,085			3,617,781			31,544,961
BUF741	ST	FE	Retirement benefits payments for the State (except the DOE and UH)	A	1			TBD			TBD			12,122,746			22,139,746			18,894,390			29,045,965
BUF745	LE	FE	Retirement benefits payments for the Department of Education (DOE)	A	1			TBD			TBD			11,702,671			22,516,671			23,439,747			43,538,281
BUF748	HE	FE	Retirement benefits payments for the University of Hawaii (UH)	A	1			TBD			TBD			5,359,078			9,875,078			(517,794)			3,880,589
BUF761	ST	FE	Health premium payments for the State (not including DOE and UH)	A	1			31,430,243			34,594,539			31,430,243			34,594,539			31,430,243			34,594,539
BUF762	RC	FE	Health premium payments for the Annual Required Contribution (ARC)	A	1			TBD			TBD			(28,687,000)			(20,302,000)			(28,687,000)			(20,302,000)
BUF765	LE	FE	Health premium payments for the Department of Education (DOE)	A	1			41,213,399			44,968,516			41,213,399			44,968,516			41,213,399			44,968,516
BUF768	HE	FE	Health premium payments for the University of Hawaii (UH)	A	1			13,861,008			15,234,245			13,861,008			15,234,245			13,861,008			15,234,245
BUF115	CA	AP	Establish (3.00) permanent Accountant VI Positions	A	2	3.00		272,460	3.00		269,460	3.00		41,394	1.00		76,788	3.00		272,460	3.00		269,460
BUF115	CA	AP	Treasury computer system consultant relating to data migration into state's new Enterprise Financial System.	A	3						50,000			-			-			-			-
BUF115	CA	AP	Add funds for the State's banking costs and fees	A	4			20,000			20,000			-			-			-			-
BUF151	HA	AP	20% salary increases for 100.00 Deputy Public Defender positions and 1.00 Assistant Public Defender position	A	5			1,653,691			1,653,691			1,653,691			1,653,691			1,653,691			1,653,691
BUF115	CA	NG	Increase in Fringe Benefits for Personal Services due to increase in rates	T	6			148,504			148,504			148,504			148,504			148,504			148,504
BUF143	EU	NG	Increase in Fringe Benefits for Personal Services due to increase in rates	T	7			674,106			674,106			830,199			830,199			830,199.00			830,199.00
BUF141	FA	NG	Funds to migrate ERS Pension System Administration (PAS) from Vitech Systems Group V3 version 10 to V3locity.	X	8			6,844,527			2,823,706			6,844,527			2,823,706			6,844,527			2,823,706
BUF141	FA	NG	Internal Compliance Testing Services Related to Employer Reporting per HRS §88-103.7 - ERS RFP 2025-01	X	9			505,759			524,083			505,759			524,083			505,759			524,083
BUF143	EU	NG	Establish One (1.0) Investment Officer Position for the EUTF Administration	T	10	1.00		143,719	1.00		287,438	1.00		143,719	1.00		287,438	1.00		143,719	1.00		287,438
BUF141	FA	NG	Increase Other Current Costs for the Legal-Attorney General to cover Medical Board and Actuary fees, resulting from higher rates, contracted service amounts, and reimbursement of expenses	X	11			567,000			515,000			567,000			515,000			567,000			515,000
BUF141	FA	NG	Funds to replace/purchase computer hardware and software required to help ensure the security of ERS existing computer system and protection of members' Personally Identifiable Information (PII).	X	12			733,300			345,000			-			-			-			-
BUF141	FA	NG	Establish (1.00) Permanent Retirement System Program Specialist Position	X	13	1.00		120,666	1.00		118,066			-			-			-			-
BUF141	FA	NG	Services to Perform Imaging and Indexing	X	14			600,000						600,000						600,000			
BUF141	FA	NG	Establish (1.00) Permanent Procurement & Supply Specialist IV Position	X	15	1.00		55,939	1.00		105,077			-			-			-			-
BUF141	FA	NG	Establish (1.00) Permanent Chief Information Security Officer Position	X	16	1.00		250,200	1.00		247,600			-			-			-			-
BUF101	AA	NG	To increase the expenditure ceiling for the Mass Transit Special Fund (MTSF).	B	17			572,695,000			572,695,000			572,695,000			572,695,000			572,695,000			572,695,000
BUF141	FA		Deletion of Long Term Vacancy	X								(1.00)		(126,365)	(1.00)		(126,365)			707,382,857			
BUF115	CA		Deletion of Long Term Vacancy	A								(1.00)		(39,720)	(1.00)		(39,720)						
BUF141	FA		Long Term Vacancy Salary Restoration	X										126,365									
BUF115			Long Term Vacancy Salary Restoration	A										39,720			39,720						

Department of Budget and Finance  
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY26			FY27			FY25 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	
BUF721	ST	Debt Service Payments for the State	To provide funding for debt service for the State (except the DOE and UH). Based on projections updated November 2024 (Currently Authorized in State Bond Bill - HB 1801 SD1, CD1, SLH 2024). Assumption: projected interest rate of 7.50% and bond sales of \$1.6 billion in FY 25, \$1.5 billion in FY 26, \$1.4 billion in FY 27, and \$1.3 billion in FY 28; 60/40 split between non-taxable and taxable bonds; and 10-year term with no principal deferral for taxable.	A			-			(53,040,062)	N
BUF748	HE	Retirement Benefits Payments for UH	To adjust funding for retirement benefits payments for UH based on projections from November 14, 2024. Assumptions are as follow: 1) annual growth of 2% in employees; 2) estimated wage increases based on negotiated collective bargaining agreements.	A			(517,794)			-	N
BUF762	RC	Health Premium Payments for the Annual Required Contribution	To adjust funding for health premium payments for the ARC based on the 2023 State of Hawai'i Retiree Health Care Plan Actuarial Valuation Report.	A			(28,687,000)			(20,302,000)	N

Department of Budget and Finance  
Proposed Budget Additions

Table 6

							FY26				FY27			
Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept- Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
BUF721	ST	FC	1	1	To provide debt service funding for the State (except DOE and UH).	To provide funding for debt service for the State (except the DOE and UH). Based on projections updated November 2024 (Currently Authorized in State Bond Bill - HB 1801 SD1, CD1, SLH 2024). Assumption: projected interest rate of 7.50% and bond sales of \$1.6 billion in FY 25, \$1.5 billion in FY 26, \$1.4 billion in FY 27, and \$1.3 billion in FY 28; 60/40 split between non-taxable and taxable bonds; and 10-year term with no principal deferral for taxable.	A			\$10,095,046			-	
BUF725	LE	FC	1	1	To provide debt service funding for the DOE	To provide funding for debt service for the DOE. Based on projections updated November 2024 (Currently Authorized in State Bond Bill - HB 1801 SD1, CD1, SLH 2024). Assumption: projected interest rate of 7.50% and bond sales of \$1.6 billion in FY 25, \$1.5 billion in FY 26, \$1.4 billion in FY 27, and \$1.3 billion in FY 28; 60/40 split between non-taxable and taxable bonds; and 10-year term with no principal deferral for taxable.	A			\$9,775,178			\$85,233,922	
BUF728	HE	FC	1	1	To provide debt service funding for UH.	To provide funding for debt service for UH. Based on projections updated November 2024 (Currently Authorized in State Bond Bill - HB 1801 SD1, CD1, SLH 2024). Assumption: projected interest rate of 7.50% and bond sales of \$1.6 billion in FY 25, \$1.5 billion in FY 26, \$1.4 billion in FY 27, and \$1.3 billion in FY 28; 60/40 split between non-taxable and taxable bonds; and 10-year term with no principal deferral for taxable.	A			\$3,617,781			\$31,544,961	
BUF741	ST	FC	1	1	To adjust funding for retirement benefits payments for the State (except DOE and UH).	To adjust funding for retirement benefits payments for the State (except the DOE and UH) based on projections from November 14, 2024. Assumptions are as follow: 1) annual growth of 2% in employees; 2) estimated wage increases based on negotiated collective bargaining agreements.	A			\$18,894,390			\$29,045,965	
BUF745	LE	FC	1	1	To adjust funding for retirement benefits payments for the DOE	To adjust funding for retirement benefits payments for the DOE based on projections from November 14, 2024. Assumptions are as follow: 1) annual growth of 2% in employees; 2) estimated wage increases based on negotiated collective bargaining agreements.	A			\$23,439,747			\$43,538,281	
BUF748	HE	FC	1	1	To adjust funding for retirement benefits payments for UH	To adjust funding for retirement benefits payments for UH based on projections from November 14, 2024. Assumptions are as follow: 1) annual growth of 2% in employees; 2) estimated wage increases based on negotiated collective bargaining agreements.	A			-			\$3,880,589	
BUF761	ST	FC	1	1	To adjust funding for health premium payments for the State (except DOE and UH)	To adjust funding for health premium payments for the State (except the DOE and UH) based on projections from August 8, 2024. Assumptions are as follow: 1) annual growth of 2% in employees; and 2) matching provisions per contracts or other agreements; based on FY 25 premiums.	A			\$31,430,243			\$34,594,539	
BUF765	LE	FC	1	1	To adjust funding for health premium payments for the DOE	To adjust funding for health premium payments for the DOE based on projections from August 8, 2024. Assumptions are as follow: 1) annual growth of 2% in employees; and 2) matching provisions per contracts or other agreements; based on FY 25 premiums.	A			\$41,213,399			\$44,968,516	
BUF768	HE	FC	1	1	To adjust funding for health premium payments for UH	To adjust funding for health premium payments for UH based on projections from August 8, 2024. Assumptions are as follow: 1) annual growth of 2% in employees; and 2) matching provisions per contracts or other agreements; based on FY 25 premiums.	A			\$13,861,008			\$15,234,245	
BUF115	CA	AP	1	2	Establish (3.00) permanent Accountant VI Position to strengthen compliance and internal control functions, and increase program effectiveness.	Three accountant VI positions are needed to strengthen compliance and internal control functions and program effectiveness. Three accountant VI positions will better ensure state and federal requirements are fulfilled in three key areas. 1) Provide coordination and oversight for the state's debt programs. 2) Separation of duties, ensuring continuity of essential daily functions and improving management of state treasury resources. 3) Additionally, expenditure allocation work for issued bonds must be conducted to meet numerous code requirements that can involve timing, private use calculations, reimbursement considerations, amongst others.	A	3.00		\$272,460	3.00		\$269,460	
BUF151	HA	AP	1	5	Request for 20% Salary Increases for Deputy Public Defenders	The State of Hawai'i is constitutionally required to provide counsel for criminal defendants who cannot afford their own representation. It is the constitutionally and statutorily mandated mission of the Office of the Public Defender (OPD) is to provide zealous, effective and competent representation to indigent criminal defendants. In order to provide zealous, effective and competent representation, the OPD must be fully-staffed and be able to meet recruitment and retention requirements. The discrepancies in pay between the OPD and the directly comparable county prosecutors' offices are adversely affecting the ability of the OPD to meet its constitutionally and statutorily required mission. The salaries of the deputy public defenders (DPD) at the OPD are not comparable with the salaries of deputy prosecuting attorneys at the county prosecutors' offices. As a result of this lack of salary parity, the OPD's ability to recruit new candidates, retain deputy public defenders and provide zealous, effective and competent representation is compromised.	A			\$1,653,691			\$1,653,691	
BUF115	CA	NG	2	6	Provides for payment of fringe benefit costs for trust funded employees.	The requested amount will provide the additional funds needed to cover costs for fringe benefits at the required 64% rate. Currently, total actual salaries and budgeted vacancies amount to about \$500,347 and would requirement payment of \$320,221 for fringe benefits. Fringe benefits are currently budgeted at \$171,718. The difference is being requested to budget the amount of fringe benefit payments that may need to be paid.	T			\$148,504			\$148,504	
BUF143	EU	NG	1	7	Add funds for increased in fringe benefits from 52.61% to 64.25%.	The comprehensive fringe benefit rate for employees increased from 52.61% (Interim Fringe Benefit Rate for FY 23, per FM 22-07) to 64.25% (Interim Fringe Benefit Rate for FY 24, per FM 23-09). Therefore, a budget ceiling increase of \$674,106 is necessary to realign total fringe benefits with employee's current salary levels and to ensure that the EUTF does not exceed the appropriation ceiling for personal services. This amount is based on the difference between the current fringe benefits and the projected fringe benefits applied to the current salary levels.	T			\$830,199			\$830,199	

Department of Budget and Finance  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID	Dept- Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
BUF141	FA	NG		8	Authorize funds to migrate ERS Pension System Administration (PAS) from Vitech Systems Group V3 version 10 to V3locity. This request includes (a) upgrade/migration services, (b) project manager services for ERS, (c) project Independent Verification and Validation (IV&V), and (d) V3locity subscription for 5-years. The migration project is estimated to require two years to complete, with an option to extend for 1-year, if required.	This request is to authorize funds to migrate ERS Pension System Administration (PAS) from Vitech Systems Group (Vitech) V3 version 10 to V3locity. The PAS migration project is estimated to be two years with optional of one (1) year term. The total costs for this request are \$6,844,527 in FY 2026 and \$2,823,706 in FY 2027 include (refer to PAS Migration Project Summary Costs estimated for this migration): (a) migration services, (b) project manager services for ERS, (c) project Independent Verification and Validation (IV&V), and (d) V3locity subscription for 5-years. The migration project is estimated to require two years to complete, with an option to extend for 1-year, if required.  ERS is requesting funds for project manager services for the PAS migration to provide experienced resources and protect ERS interests on the project since ERS does not have these internal resources. Project manager services for FY 2026 and FY 2027 are estimated at \$1,200,000 annually (for the three (3) year project term). Funding is \$200,000 annually (for the Independent Verification & Validation (IV&V) vendor so that ERS can comply with Administrative Directive No. 18-03, Program Governance and Independent Verification and Validation Requirements for Enterprise IT Projects issued by the governor on September 25, 2018. ERS is required to maintain the current V3 Version 10 system for at least one year after the migration project is completed.	X			\$6,844,527			\$2,823,706
BUF141	FA	NG		9	Authorize funds to provide supplemental technical services and resources to support the ERS internal compliance team by conducting compliance testing around baseline payroll and personnel employer reporting requirements, as set forth in HRS §88-103.7, established by Act 87, SLH 2015.	This request is to authorize funds to provide supplemental technical services and resources to support the ERS internal compliance team by conducting compliance testing around baseline payroll and personnel employer reporting requirements, as set forth in HRS §88-103.7, established by Act 87, SLH 2015. This processing requires considerable time for ERS to onboard supplemental accounting and compliance technical service providers to assist ERS in determining employers adhere to payroll and personnel data reporting requirements.	X			\$505,759			\$524,083
BUF141	FA	NG	1	10	Add 1.00 Permanent Position to EUTF – Investment Officer	Currently the EUTF Investment Office has four authorized positions – a Chief Investment Officer, an Investment Officer, and two Investment Analyst positions. The present workload for just the critical functions and maintaining internal control is estimated at about 4.7 full-time employee equivalents (FTE). Also, according to multiple studies conducted by EUTF's investment consultant, the industry standard is one full-time investment professional per \$1 billion of investible assets. Using this measure, the EUTF Investment Office's staffing level is short nearly four positions. The additional Investment Officer position is essential to maintaining the effectiveness of the growing multi-billion-dollar investment program. The additional investment professional will help maintain effective internal controls and minimize both investment and operational risks.	T	1.00		\$143,719	1.00		\$287,438
BUF141	FA	NG		11	Increase in Other Current Costs due to increase in rates, contracted amounts for required services, and reimbursement of expenses	1.LEGAL-ATTORNEY GENERAL FOR MEDICAL BOARD – costs include 3 components that are paid to or contracted through the Department of Attorney General. a. Deputy Attorney Generals for ERS (previous budget amounts were based on 3 DAGs). ERS reimburses DeptAG for actual costs (salary plus fringe benefit assessments) for four (4) attorneys assigned to ERS. There were approved salary increases for State employees effective July 1, 2022, July 1, 2023, and July 1, 2024. Please note, that when there is a pay raise provided to the DAGs assigned to ERS through the State's collective bargaining agreement/pay adjustment process ERS does not receive an automatic budget allocation increase since the payroll functions is within the Dept AG. i. Actual ERS cost for July 2023 was \$50,066, rounded to \$50,100 per month or \$601,200 annualized. ii. Actual ERS cost for August and September 2024 was \$57,691, rounded to \$57,700 per month or \$692,400 annualized, or a 15.1% increase from July 2023. iii. Amount requested for FY 2026 and FY 2027, is \$768,000 per year or \$64,000 per month to account for estimated future pay raises and provide for a 11% increase from current costs. b. Deputy AGs for disability and contested cases. Number of cases and hours used varies by month and year since the number of cases is not predictable, thus the amount per year will vary. ERS budgets a \$120,000 per year for these Deputy AGs handling these cases, or \$10,000 per month. For FY2024, ERS reimbursed the Dept AG \$107,520, or \$8,960 per month. c. Special Deputy Attorney Generals (contracted services) is based on two (2) new contracts for outside legal services for the ERS pension trust with 2 year contract term effective July 1, 2024 to June 30, 2026 for \$200,000, or \$100,000 per contract per year. Top hourly partner attorney rates increased from \$410 per hour in February 2022 per previous contract to \$535-\$550 per hour effective for July 2024, or an increase of 30%-35% under the 2 contracts.	X			\$567,000			\$515,000
BUF141	FA	NG		14	Increase Other Cost to image and index 1,200,000 paper membership documents to improve operational efficiencies, improve customer service, and reduce risks to ERS in case of a disaster.	This request is to outsource ERS' imaging process which includes scanning and indexing of member documents. ERS is working towards obtaining all information in electronic form and therefore the expectation would be that the amount of imaging and indexing required would significantly decrease over time. The cost of outsourcing the imaging process and completing imaging and indexing of the approximately 1,200,000 back file paper documents is estimated to be \$600,000. We request additional Other Costs funds in FY 2026 to implement this important function to improve ERS' operational efficiencies, to provide improved customer service to members, and to protect members' personally identifiable information (PII) such as social security number (SSN), date of birth (DOB), last name, etc. Additionally this will improve the ERS disaster recovery capabilities. The cost will be funded from the ERS' investment earning and member/employer contributions.	X			\$600,000			

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept- Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
BUF101	AA	NG	1	17	To increase the expenditure ceiling for the Mass Transit Special Fund (MTSF).	To accommodate HART request to increase the MTSF ceiling to \$1B to avoid the need for emergency appropriations in the event of higher than anticipated general tax and transient accommodations tax collections.	B			\$572,695,000			\$572,695,000



Department of Budget and Finance  
FY 2023 - FY 2025 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>
FY23	BUF101	AA	A	\$8,936,067	\$35,470	\$8,900,597	99.60%	Attorneys' Fees and Witness Fees are difficult to accurately predict and are paid when billed. The program will closely monitor its other current expenses.
FY23	BUF101	BA	A	\$2,260,537	\$19,842	\$2,240,695	99.12%	The program will closely monitor its other current expenses.
FY23	BUF115	CA	A	\$2,170,800	\$234,718	\$1,936,082	89.19%	BUF 115 Bond Counsel – Services are used to respond to inquiries by the Legislature and are also utilized by the Department of the Attorney General. The department is billed on an hourly basis which results in fluctuations based on the number and complexity of assignments made to the General Advice Counsel. Efforts are made to control expenditures, however, flexibility in the budgeting of funds for this purpose is essential to provide the State with sufficient legal advice with respect to the use of taxexempt General Obligation and Revenue Bonds, Certificates of Participation, Municipal Lease Financing Agreements, and any other financing scenarios where tax exempt financing is contemplated or utilized.
FY24	BUF101	AA	A	\$542,248,013	\$45,428	\$542,202,585	99.99%	Attorneys' Fees and Witness Fees are difficult to accurately predict and are paid when billed. The program will closely monitor its other current expenses.
FY24	BUF101	BA	A	\$202,880,089	\$22,410	\$202,857,679	99.99%	The program will closely monitor its other current expenses.
FY24	BUF115	CA	A	\$2,545,891	\$289,652	\$2,256,239	88.62%	BUF 115 Bond Counsel – Services are used to respond to inquiries by the Legislature and are also utilized by the Department of the Attorney General. The department is billed on an hourly basis which results in fluctuations based on the number and complexity of assignments made to the General Advice Counsel. Efforts are made to control expenditures, however, flexibility in the budgeting of funds for this purpose is essential to provide the State with sufficient legal advice with respect to the use of taxexempt General Obligation and Revenue Bonds, Certificates of Participation, Municipal Lease Financing Agreements, and any other financing scenarios where tax exempt financing is contemplated or utilized.
FY25	BUF101	AA	A	\$23,111,022	\$57,280	\$23,053,742	99.75%	Attorneys' Fees and Witness Fees are difficult to accurately predict and are paid when billed. The program will closely monitor its other current expenses.
FY25	BUF101	BA	A	\$3,263,035	\$28,258	\$3,234,777	99.13%	The program will closely monitor its other current expenses.
FY25	BUF115	CA	A	\$2,589,242	\$365,222	\$2,224,020	85.89%	BUF 115 Bond Counsel – Services are used to respond to inquiries by the Legislature and are also utilized by the Department of the Attorney General. The department is billed on an hourly basis which results in fluctuations based on the number and complexity of assignments made to the General Advice Counsel. Efforts are made to control expenditures, however, flexibility in the budgeting of funds for this purpose is essential to provide the State with sufficient legal advice with respect to the use of taxexempt General Obligation and Revenue Bonds, Certificates of Participation, Municipal Lease Financing Agreements, and any other financing scenarios where tax exempt financing is contemplated or utilized.

Department of Budget and Finance  
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>			
BUF 102, JUD 601, HTH 210	Makes emergency appropriations for collective bargaining cost items for the members of Units (2), (3), (4), (8), (9), (13), and (14) and their excluded counterparts, including the cost of salary adjustments negotiated between the State and the bargaining unit representative for fiscal year 2024-2025. (BUF 02)	Temporary hazard pay settlements for the Executive Branch, Hawaii Health Systems Corporation, the University of Hawaii, and the Judiciary, as well as an arbitration award for the Department of Education with the Hawaii Government Employees Association as provided by Act 49, Session Laws of Hawaii 2024. Costs to fund those agreements and award will be higher than previously estimated.	Various	-	-	TBD			
TBD	Makes emergency appropriations and commensurate reductions to pay for anticipated operating shortfalls in the third quarter due to the limited ability to transfer funds between programs. (BUF 19)	Act 164, SLH 2023, did not contain boilerplate provisions that were generally included in the General Appropriations Act authorizing the Governor to transfer funds for operating purposes to address program shortfalls within departments. Because this authority was removed, some programs may face operating budget shortfalls.	TBD	-	-	TBD			
TBD	Makes emergency appropriations and commensurate reductions to pay for anticipated operating shortfalls in the fourth quarter due to the limited ability to transfer funds between programs. (BUF 20)	Act 164, SLH 2023, did not contain boilerplate provisions that were generally included in the General Appropriations Act authorizing the Governor to transfer funds for operating purposes to address program shortfalls within departments. Because this authority was removed, some programs may face operating budget shortfalls.	TBD	-	-	TBD			
<i>The Administration's set of proposed bills for this upcoming legislative session has not yet been finalized, but we do have some preliminary proposals that appear highly likely to be submitted at this point. As such, the following bills and information are provided, which we believe is accurate at this point; however, please note that this could still change before the final submission deadline.</i>									

Department of Budget and Finance  
Expenditures Exceeding Appropriation Ceilings in FY24 and FY25

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>
BUF115	T	4/25/2024	\$ 14,060,399	\$ 4,000,000	28.4%	Claims for unclaimed property exceeded the appropriation and a request to increase the ceiling was necessary to continue payment of claims	Section 37-40, HRS	N	N

Department of Budget and Finance  
 Intradepartmental Transfers in FY24 and FY25

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 Budget and Finance  
Vacancy Report as of November 30, 2024

Table 11

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm. Temp (P/T)	FTE	MOE	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89-Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
BUF101	AA	7/25/2022		00124334	Administrative Assistant II			63	P	1.00	A	\$48,456	-	Y	N	0	Actively recruiting; the DHRD certification list has been requested multiple times.	
BUF101	AA	4/16/2024		00047223	Departmental HR Officer II	N	EM03	35	P	1.00	A	\$105,456	\$112,044	Y	N	0	Interviews have been completed, and the program is preparing to make an offer to the selected candidate.	
BUF101	AA	6/6/2024		00027162	Information Technology Band B	N	SR22	13	P	1.00	A	\$65,916	\$71,280	Y	N	0	Actively Recruiting, the DHRD certification list has been requested	
BUF101	AA	3/31/2024		00000097	Management Analyst I	N	SR16	73	P	1.00	A	\$53,064	\$48,132	Y	N	0	Filled as of 12/9/24	
BUF101	BA	3/1/2023		00010769	Program Budget Analyst VI	N	SR26	73	P	1.00	A	\$101,460	\$101,460	Y	N	0	Actively Recruiting	
BUF101	BA			00125014	Program Budget Analyst I	N	SR16	73	P	1.00	A	\$68,556	-	Y	N	0	Actively Recruiting	
BUF101	BA	10/19/2024		00125012	Program Budget Analyst I	N	SR16	73	P	1.00	A	\$68,556	\$49,860	Y	N	0	Actively Recruiting	
BUF101	BA				Prgm & Budget Analysis Mgr II	N	EM07	35	P	1.00	A	\$111,408	\$122,604	Y	N	0	Actively Recruiting	
BUF101	BA	6/5/2024		00030726	Office Assistant IV	N	SR10	63	P	1.00	A	\$33,120	\$39,816	Y	N	0	Actively Recruiting	
BUF101	BA	7/1/2024		00003996	Program Budget Analyst V	N	SR24	73	P	1.00	A	\$93,804	\$97,560	Y	N	0	Actively Recruiting	
BUF101	BA			00124761	Program Budget Analyst V			73	T	1.00	A	\$68,556	-	Y	N	0	Actively Recruiting	
BUF115	CA			00004437	Office Assistant III	N	SR08	03	P	1.00	T	\$30,240	\$36,072	Y	Y	2	Temporary hire on 2nd appointment term	
BUF115	CA	6/17/2024		00027104	Accountant IV	N	SR22	73	P	1.00	A	\$58,572	\$63,384	Y	N	NA	Currently interviewing; pending offer to applicant	
BUF115	CA	5/16/2024		00121828	General Professional V	N	SR24	73	P	1.00	A	\$74,136	\$80,184	Y	N	NA	Actively Recruiting; awaiting list of eligible candidates	
BUF115	CA	10/3/2022		00120127	Office Assistant III	N	SR08	03	P	1.00	T	\$34,356	\$34,356	Y	Y	NA	Actively recruiting, completed round of interviews	

Department of Budget and Finance  
Vacancy Report as of November 30, 2024

Table 11

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm. Temp (P/T)	FTE	MOE	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89-Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
BUF115	CA	8/24/2022		00049341	Public Debt Analyst	N	SR22	73	P	1.00	A	\$65,916	\$65,916	Y	N	NA	Actively Recruiting; awaiting list of eligible candidates	
BUF115	CA	8/16/2023		00122781	Accountant III	N	SR18	13	P	1.00	A	\$53,064	\$58,560	Y	N	NA	Actively Recruiting; awaiting list of eligible candidates	
BUF115	CA	2/16/2023		00120126	Office Assistant III	N	SR08	03	P	1.00	T	\$35,892	\$35,892	Y	Y	NA	Vacant	
BUF141	FA			00039684	Account Clerk V	N	SR15	03	P	1.00	X	\$65,640	\$49,688	Y	Y	2	Program is preparing for recruitment, i.e., updating the position description and interview materials.	
BUF141	FA	6/17/2024		00121780	Retirement Claims Examiner III	N	SR20	13	P	1.00	X	\$58,572	\$60,912	Y	N	NA	Program is preparing for recruitment, i.e., updating the position description and interview materials.	
BUF141	FA	6/1/2024		00122776	Program Specialist VI	N	SR26	23	P	1.00	X	\$83,376	\$86,712	Y	N	NA	Actively recruiting; ARO-HR in process of screening IVA applicants	
BUF141	FA	7/27/2024		00025325	Account Clerk V	N	SR15	03	P	1.00	X	\$53,976	\$53,976	Y	N	3	Program is preparing for recruitment, i.e., updating the position description and interview materials.	
BUF141	FA	12/23/2022		00019501	Information Technology Band B	N	SR22	13	P	1.00	X	\$71,268	\$71,268	Y	N	NA	Actively recruiting	
BUF141	FA	12/31/2023		00015306	Information Technology Band B	N	SR22	13	P	1.00	X	\$83,376	\$86,712	Y	N	NA	Actively recruiting	
BUF141	FA	2/16/2024		00116676	Information Technology Band B	N	SR22	13	P	1.00	X	\$63,384	\$65,916	Y	N	NA	Actively recruiting	
BUF141	FA	2/15/2024		00044457	Office Assistant III	N	SR08	03	P	1.00	X	\$47,016	\$36,072	Y	N	NA	Actively recruiting	

Department of Budget and Finance  
Vacancy Report as of November 30, 2024

Table 11

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm. Temp. (P/T)	FTE	MOE	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89-Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
BUF141	FA	2/24/2024		00039681	Office Assistant IV	N	SR10	03	P	1.00	X	\$36,504	\$36,504	Y	N	NA	Program is preparing for recruitment, i.e, updating the position description and interview materials.	
BUF141	FA	5/16/2020		00003280	General Professional VI	N	SR26	23	P	1.00	X	\$77,052	\$77,052	Y	N	NA	Actively recruiting; ARO-HR in process of screening IVA applicants	
BUF141	FA	5/1/2024		00006492	General Professional VI	N	SR26	23	P	1.00	X	\$80,184	\$83,388	Y	N	NA	Actively recruiting	
BUF141	FA	3/16/2023		00036371	General Professional VI	N	SR26	23	P	1.00	X	\$74,136	\$74,136	Y	N	NA	Actively recruiting	
BUF141	FA	12/31/2023		00036372	Retirement Claims Examiner V	N	SR24	23	P	1.00	X	\$77,100	\$83,388	Y	N	NA	Actively recruiting	
BUF141	FA	7/25/2023		00117312	Office Assistant III	N	SR08	03	P	1.00	X	\$34,356	\$36,072	Y	N	NA	Program is preparing for recruitment, i.e, updating the position description and interview materials.	
BUF141	FA	9/1/2023		00121073	Investment Officer (Liq Mkts)	Y	SRNA	73	P	1.00	X	\$192,120	\$232,008	Y	N	NA	Program is preparing for recruitment, i.e, updating the position description and interview materials.	
BUF141	FA	5/1/2024		00012329	Retirement Claims Examiner II	N	SR18	13	P	1.00	X	\$44,496	\$52,068	Y	N	NA	Actively recruiting	
BUF141	FA	10/3/2023		00116680	Investment Specialist	N	SR24	13	P	1.00	X	\$93,804	\$97,560	Y	N	NA	Actively recruiting	
BUF141	FA	7/27/2024		00113312	Retirement Claims Examiner IV	N	SR22	13	P	1.00	X	\$63,384	\$71,016	Y	N	NA	Program is preparing for recruitment, i.e, updating the position description and interview materials.	
BUF141	FA	1/22/2024		00116681	Office Assistant IV	N	SR10	03	P	1.00	X	\$40,248	\$38,328	Y	N	NA	Actively recruiting	
BUF141	FA	7/9/2024		00003858	Office Assistant IV	N	SR10	03	P	1.00	X	\$40,248	\$35,158	Y	Y	1	Actively recruiting	
BUF141	FA	12/31/2023		00102684	Administrative Assistant II	N	SR14	03	P	1.00	X	\$49,872	\$52,368	Y	N	NA	Actively recruiting	
BUF141	FA	3/22/2023		00017859	Information Technology Band C	N	SR24	23	P	1.00	X	\$80,184	\$80,184	Y	N	NA	Actively recruiting	

Department of Budget and Finance  
Vacancy Report as of November 30, 2024

Table 11

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm. Temp. (P/T)	FTE	MOE	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89-Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
BUF141	FA	11/1/2024		00030036	Information Technology Band A	N	SR18	13	P	1.00	X	\$51,024	\$51,024	Y	N	NA	Actively recruiting	
BUF143	EU	2/4/2023	1/2/2025	00017470	Account Clerk III	N	SR11	03	P	1.00	T	\$38,392	\$36,564	Y	N	N/A	Interviews completed; waiting for approval from HR to offer job to selectee.	
BUF143	EU	10/1/2023		00013067	Account Clerk IV	N	SR13	03	P	1.00	T	\$44,932	\$46,608	Y	N	N/A	Interview completed, selectee declined job offer; requested DHRD cert list	
BUF143	EU	11/2/2024		00116357	Office Assistant III	N	SR08	03	P	1.00	T	\$34,776	\$37,872	Y	N	N/A	In process of scheduling interviews	
BUF143	EU	5/16/2024	1/6/2025	00124013	EUTF Senior Investment Analyst	Y	SRNA	13	P	1.00	T	\$74,119	\$74,124	Y	N	N/A	Interviews completed; waiting for approval from HR to offer job to selectee.	
BUF143	EU	5/10/2023		00120119	Office Assistant IV	N	SR10	03	P	1.00	T	\$38,329	\$36,504	Y	N	N/A	Pending DHRD cert. list	
BUF143	EU	8/10/2024		00014960	Account Clerk III	N	SR11	03	P	1.00	T	\$39,816	\$39,816	Y	N	N/A	Pending DHRD cert. list	
BUF151	HA			00102442	Deputy Public Defender II	Y	SRNA	73	P	1.00	A	\$80,628	\$86,868	Y	Y	1	Actively recruiting	
BUF151	HA	7/1/2024		00102278	Deputy Public Defender I	Y	SRNA	73	P	1.00	A	\$70,500	\$73,320	Y	N	N/A	Potential applicants are pending passing bar exam	
BUF151	HA	3/22/2023		00122815	Deputy Public Defender II	Y	SRNA	73	P	1.00	A	\$80,628	\$80,628	Y	N	N/A	Actively recruiting	
BUF151	HA	11/6/2023		00101995	Deputy Public Defender II	Y	SRNA	73	P	1.00	A	\$80,628	\$83,856	Y	N	N/A	Actively recruiting	
BUF151	HA	11/30/2024		00122814	Deputy Public Defender II	Y	SRNA	73	P	1.00	A	\$80,628	\$86,868	Y	N	N/A	Actively recruiting	
BUF151	HA	1/2/2024		00100884	Deputy Public Defender I	Y	SRNA	73	P	1.00	A	\$70,500	\$73,320	Y	N	N/A	Potential applicants are pending passing bar exam	
BUF151	HA	7/16/2024		00101243	Deputy Public Defender I	Y	SRNA	73	P	1.00	A	\$70,500	\$75,948	Y	N	N/A	Potential applicants are pending passing bar exam	
BUF151	HA	11/30/2024		00102674	Deputy Public Defender III	Y	SRNA	73	P	1.00	A	\$96,696	\$104,172	Y	N	N/A	Paperwork is being submitted to fill with 89-day hire	



Department of Budget and Finance  
Vacancy Report as of November 30, 2024

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>MOE</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>
BUF151	HA	9/14/2024		00100534	Deputy Public Defender II	Y	SRNA	73	P	1.00	A	\$80,628	\$86,868	Y	N	N/A	Applicant is pending passing bar exam	
BUF151	HA	5/9/2024		00101999	Deputy Public Defender IV	Y	SRNA	73	P	1.00	A	\$110,652	\$115,080	Y	N	N/A	Actively recruiting	
BUF151	HA	11/16/2024		00101993	Deputy Public Defender II	Y	SRNA	73	P	1.00	A	\$80,628	\$83,856	Y	N	N/A	Actively recruiting	
BUF151	HA	11/26/2024		00101676	Deputy Public Defender IV	Y	SRNA	73	P	1.00	A	\$110,652	\$119,208	Y	N	N/A	Paperwork is being submitted to fill this position	
BUF151	HA	9/8/2022		00102109	Deputy Public Defender II	Y	SRNA	73	P	1.00	A	\$80,628	\$80,628	y	N	N/A	Applicant is pending passing bar exam	
BUF151	HA	11/13/2024		00122631	PD COC Intake/Case Coordinator	Y	SRNA	13	P	1.00	A	\$52,044	\$56,064	Y	N	N/A	Position was recently vacated and we are actively recruiting	
BUF151	HA	7/16/2024		00102675	Public Defender Investigator	Y	SRNA	13	P	1.00	A	\$63,384	\$65,916	Y	N	N/A	Applicant is pending background check	
BUF151	HA	3/28/2024		00100551	Deputy Public Defender II	Y	SRNA	73	P	1.00	A	\$80,628	\$83,856	Y	N	N/A	Applicant's paperwork is being completed	
BUF151	HA	12/7/2024		00100566	PD Office Assistant III	Y	SRNA	03	P	1.00	A	\$34,356	\$37,872	Y	N	N/A	Position was recently vacated and we are actively recruiting	

## Positions Filled and/or Established by Acts other than the State Budget as of November 30, 2024

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date</u> <u>Established</u>	<u>Legal</u> <u>Authority</u>	<u>Position</u> <u>Number</u>	<u>Position Title</u>	<u>Exempt</u> <u>(Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>I/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual</u> <u>Salary</u>	<u>Filled</u> <u>(Y/N)</u>	<u>Occupied</u> <u>by 89 Day</u> <u>Hire (Y/N)</u>
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None

Department of Budget and Finance  
Overtime Expenditure Summary

Table 13

				FY24 (actual)			FY25 (estimated)			FY26 (budgeted)		
Prog ID	Sub-Org	Program Title	MOF	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
BUF101	AA	Administrative Research Office	A	\$ 1,635,322	\$ 30,778	1.9%	\$2,447,885	\$18,482	0.8%	\$2,456,766	\$18,482	0.8%
BUF101	BA	Budget, Program Planning, and Management Division	A	\$ 2,054,363	\$ 137,572	6.7%	\$3,160,713	\$28,902	0.9%	\$3,174,056	\$28,902	0.9%
BUF 115	CA	Financial Administration Division	A	\$ 976,065	\$ 14,073	1.4%	\$1,266,745	\$742	0.1%	\$1,272,724	\$742	0.1%
BUF115	CA	Financial Administration Division	T	\$ 686,379	\$ 40,006	5.8%	\$746,082	\$ -	0.0%	\$748,727	\$ -	0.0%
BUF141	FA	Employees Retirement System	X	\$ 12,735,484	\$ 115,359	0.9%	\$14,708,078	\$36,000	0.2%	\$14,764,361	\$36,000	0.2%
BUF143	EU	Hawaii Employer-Union Trust Fund	T	\$ 6,438,328	\$ -	0.0%	\$6,394,190	\$ -	0.0%	\$6,424,162	\$ -	0.0%
BUF151	HA	Office of the Public Defender	A	\$ 10,970,596	\$ -	0.0%	\$12,706,923	\$ -	0.0%	\$12,706,923	\$ -	0.0%

Department of Budget and Finance  
Active Contracts as of December 1, 2024

Table 14

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Term of Contract			Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S/*
						Date Executed	From	To					
BUF101/BA	A	57,500.00	A	57,500.00	57,500.00	07/22/24	07/22/24	07/21/25	Maximus US Services, Inc.	Statewide Cost Allocation Plan and Composite Fringe Benefit Rate for FY 2024 and to assist the State in cost allocation and recoveries	The consultant has been given target deadlines and staff maintains regular contact.	Y	S
BUF 115/CA	T	51,350.00	O	51,350.00	51,350.00	12/05/24	12/01/24	11/30/25	Avenu Unclaimed Property Systems LLC	Unclaimed Property Systems 2000 annual service support and license fees.	Invoices for service are billed on a quarterly basis and the Unclaimed Property Program Manager reviews invoices for accuracy and recommends approval for payment.	N	S
BUF 115/CA	T	48,895.00	O	48,895.00	12,223.75	11/21/23	12/01/23	11/30/24	Avenu Unclaimed Property Systems LLC	Unclaimed Property Systems 2000 annual service support and license fees.	Invoices for service are billed on a quarterly basis and the Unclaimed Property Program Manager reviews invoices for accuracy and recommends approval for payment.	N	S
BUF 115/CA	n/a	-	n/a	-	-	01/01/24	01/01/24	12/31/26	UBS Financial Services Inc.	Investment Broker-Dealer services for state treasury	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	S
BUF 115/CA	A	109,247.00	M	Transaction per fee schedule	-	07/01/20	07/01/20	06/30/25	First Hawaiian Bank, Inc.	Banking Srv for State Treasury: Primary Depository incl. Cig. Tax Stamp for Tax Dept.	Invoices for services are billed on a monthly basis and the Treasury staff reviews the invoices for appropriateness and accuracy and recommends approval for payment.	N	S
BUF 115/CA	A	20,947.00	M	Transaction per fee schedule	-	07/01/20	07/01/20	06/30/25	Wells Fargo Bank N.A.	Banking Srv for State Treasury: ACH payments (Tax, UI, Payroll), lockboxes for DHS, DOH-EMS.	Invoices for services are billed on a monthly basis and the Treasury staff reviews the invoices for appropriateness and accuracy and recommends approval for payment.	N	S
BUF 115/CA	A	32,617.00	O	Transaction per fee schedule	-	07/01/20	07/01/20	06/30/25	Principal Custody Solutions	Custody Bank service for State Investment Portfolio	Invoices for services are billed on a quarterly basis and the Treasury staff reviews the invoices for appropriateness and accuracy and recommends approval for payment.	N	S
BUF 115/CA	n/a	-	n/a	-	-	01/01/19	01/01/19	12/31/28	Ascensus College Savings Recordkeeping Services, LLC	Program Manager for State's HI529 College Savings Program	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	S
BUF 115/CA	A	6,792.50	O	6,792.50	-	04/01/24	04/01/24	03/31/25	Armanino LLP	Treasury accounting system(MSDGP) Support- Managed Services support plan	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	S

Department of Budget and Finance  
Active Contracts as of December 1, 2024

Table 14

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> (M/A/O)	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S/*</u>
BUF 115/CA	A	4,713.58	O	4,713.58	-	03/03/24	03/03/24	03/02/25	Armanino LLP	MSDGP Annual Maintenance- Business Ready Enhancement Plan (16%)	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	S
BUF 115/CA	A	31,250.00	O	125,000.00	93,750.00	06/30/22	07/01/22	06/30/30	Wilshire Associates Incorporated	Investment Consulting/Axiom Service/529 plan review services	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	S
BUF 115/CA	n/a	-	n/a	-	-	05/07/21	05/07/21	06/30/26	Piper Sandler & Co.	Investment Broker-Dealer services for state treasury	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	S
BUF 115/CA	n/a	-	n/a	-	-	05/06/21	05/06/21	06/30/26	Stifel, Nicolaus & Co., Inc.	Investment Broker-Dealer services for state treasury	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	S
BUF 115/CA	n/a	-	n/a	-	-	07/11/24	07/11/24	12/31/26	Baird	Investment Broker-Dealer services for state treasury	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	S
BUF 115/CA	n/a	-	n/a	-	-	09/12/24	09/12/24	12/31/26	Mischler Financial	Investment Broker-Dealer services for state treasury	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	S
BUF 115/CA BUF 721	A	839,208.50	O	1,169,000.00	329,791.50	07/01/18	07/01/18	06/30/25	Katten Muchin Rosenman LLP	General Advice Counsel	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	C
BUF 115/CA	A	38,743.74	O	99,599.99	60,856.25	07/29/22	09/01/22	08/31/25	PFM Financial Advisors LLC	Municipal Advisor-IRMA(B&F)	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	S
BUF 115/CA	A	105,000.00	O	150,000.00	45,000.00	12/12/18	12/12/18	12/31/25	BLX Group LLC	Arbitrage Rebate Compliance Svc	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	S
BUF 115/CA	A	26,272.72	O	27,000.00	727.28	12/29/22	12/29/22	12/31/24	Orrick Herrington & Sutcliffe LLP	Bond Counsel - IRS Audit - 2014 Series	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	C

Department of Budget and Finance  
Active Contracts as of December 1, 2024

Table 14

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> (M/A/O)	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S/*</u>
BUF 115/CA	A	23,315.60	O	25,000.00	1,684.40	12/12/18	12/12/18	12/31/24	Kutak Rock, LLP	Bond Counsel -IRS Audit - 2015 Series	On-going communications with the consultant in providing deliverables pursuant to the provisions of the contract.	N	C
BUF141/FA	X	589,100.00	O	964,500.00	375,400.00	11/09/21	07/01/21	06/30/26	Gabriel Roeder Smith & Company	Actuarial Services	Reports submitted; Meetings; Oversight by ERS Staff	N	S
BUF141/FA	X	17,500.00	M	157,500.00	140,000.00	07/22/24	08/01/24	07/31/27	Bernard K. Chun, M.D	Member of the Medical Board	Reports submitted; Meetings; Oversight by ERS Staff and Board of Trustees	N	S
BUF141/FA	X	162,500.00	M	975,000.00	812,500.00	05/28/24	06/01/24	05/31/27	Patricia L. Chinn, MD	Chairperson of the Medical Board	Reports submitted; Meetings; Oversight by ERS Staff and Board of Trustees	N	S
BUF141/FA	X	4,085,578.00	O	4,085,578.00	-	07/30/20	06/30/20	06/30/25	Vitech Systems Group	V3 Software license agreement	Reports submitted; Meetings; Oversight by ERS Staff	N	S
BUF141/FA	X	204,563.00	A	204,563.00	-	06/26/24	07/01/24	06/30/25	Vitech Systems Group	Database Support and Maintenance	Reports submitted; Meetings; Oversight by ERS Staff	N	S
BUF141/FA	X	1,125,000.00	O	2,250,000.00	1,875,000.00	03/28/23	04/01/23	03/31/26	Hamilton Lane Advisors, LLC	Consultant for alternative investments (RFP 2022-04)	Reports submitted; Meetings; Oversight by ERS Staff and Board of Trustees	N	S
BUF141/FA	X	531,250.00	M	1,314,000.00	782,750.00	06/22/23	07/01/23	06/30/26	Meketa Investment Group Inc	General Investment Consultant (RFP 2022-05)	Reports submitted; Meetings; Oversight by ERS Staff and Board of Trustees	N	S
BUF141/FA	X	487,500.00	M	1,229,475.00	741,975.00	06/23/23	07/01/23	06/30/26	Townsend Holidngs LLC	Real assets investment consultant (RFP 2022-06)	Reports submitted; Meetings; Oversight by ERS Staff and Board of Trustees	N	S
BUF141/FA	X	474,501.00	O	1,110,590.00	636,089.00	03/01/23	02/01/23	03/31/26	KMH LLP	Internal Audit services	Reports submitted; Meetings; Oversight by ERS Staff and Board of Trustees	N	S
BUF141/FA	X	454,735.00	O	945,859.00	491,124.00	06/25/24	05/18/24	07/23/26	Hoike Networks Inc dba PACXA	Oracle Software License Renewal (May-July 2026) - IFB 2024-02	Oversight by ERS Staff; Support calls with Oracle	N	G
BUF141/FA	X	93,790.00	O	150,064.00	58,330.00	08/01/23	08/01/23	07/24/26	Trade Media Hui, Inc.	Holomua (Newsletter) Publication, Design and Printing Services	Reports submitted; Meetings; Oversight by ERS Staff	N	S
BUF141/FA	X	254,249.03	O	291,108.00	36,858.97	08/16/22	06/30/22	09/30/25	Hoike Networks Inc dba PACXA	Web Based Help Desk SaaS System (HDS), HlePRO IFB #B22001742	Reports submitted; Meetings; Oversight by ERS Staff	N	G
BUF141/FA	X	26,895.00	M	91,125.00	64,230.00	03/19/24	05/22/24	03/31/26	MR COPY INC, dba Xerox Hawaii	CISCO MERAKI TECHNICAL SERVICES, HlePRO IFB #B24000862	Reports submitted; Meetings; Oversight by ERS Staff	N	G
BUF143/EU	T	-	M	-	-	08/31/23	11/01/23	10/31/25	Bank of Hawaii	Banking services for the EUTF	On-going communication with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/EU	T	237,592.63	O - As services are performed	237,592.63	-	09/21/20	09/21/20	12/31/24	Brown and Brown of Massachusetts, LLC	Benefit plan audit services for the EUTF	On-going communication with the contractor in providing deliverables pursuant to the provisions of the contract	N	S

Department of Budget and Finance  
Active Contracts as of December 1, 2024

Table 14

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> (M/A/O)	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S/*</u>
BUF143/EU	T	64,794.51	A	64,794.51	-	03/09/22	02/28/22	02/28/25	EOH Enterprises, dba Envision Networked Solutions	Service agreement for the EUTF's phone system	On-going communication with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/EU	T	334,748.94	M	1,012,535.32	677,786.38	04/01/23	04/01/23	02/28/28	Employees' Retirement System (ERS)	Lease for office space at City Financial Tower	EUTF staff reviews the monthly invoices from ERS	N	L
BUF143/EU	T	1,065,000.00	O - Upon completion of services	1,260,000.00	195,000.00	09/07/18	09/07/18	06/30/25	Gabriel Roeder Smith & Company	Actuarial services for other post- employment benefits for the EUTF	On-going communication with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/EU	T	69,230.00	A	138,460.00	69,230.00	07/01/23	07/01/23	06/30/25	Marsh USA Inc.	Insurance Broker services for the EUTF	On-going communication with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/EU	T	11,367,740.97	M	13,950,000.00	2,582,259.03	06/01/20	06/01/20	11/04/25	Telus Health (US), Ltd. fka LifeWorks (US) Ltd., fka Morneau Shepell Ltd	Health Benefits Administration System for the EUTF	On-going communication with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/EU	T	384,500.06	O - As services are performed	684,000.00	299,499.94	05/14/21	05/14/21	06/30/25	Pharmaceutical Strategies Group, LLC	Benefit audit services for the EUTF	On-going communication with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/EU	T	-	O - As services are performed	-	-	05/14/21	05/01/22	06/30/26	Public Consulting Group	Medicare Coordination and Social Security Advocacy Services	On-going communication with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/EU	T	17,985.60	M	35,971.20	17,985.60	06/13/22	06/13/22	06/13/27	Quadient	Lease for folder/stuffer machine	EUTF staff reviews the monthly invoices from Quadient	N	E
BUF143/EU	T	1,204,375.00	M	1,410,000.00	205,625.00	07/01/21	07/01/21	06/30/25	The Segal Company (Western States), Inc.	Benefit Consulting services	On-going communication with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/EU	T	187,500.00	M	275,000.00	87,500.00	10/09/23	09/01/23	06/30/25	The Segal Company (Western States), Inc.	Pharmacy Benefit Consultant services	On-going communication with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/EU	T	55,405.33	O - As services are performed	55,405.33	-	09/26/24	08/09/24	12/31/24	Trade Media Hui, Inc., dba Trade Media Hui	2024 Printing service for the EUTF Retiree Reference Guide	On-going communication with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/EU	T	39,536.00	O - As services are performed	39,536.00	-	06/06/24	06/01/24	12/31/24	Trade Media Hui, Inc., dba Trade Media Hui	2024 Printing service for the EUTF Annual Notices and Open Enrollment documents for Active employees	On-going communication with the contractor in providing deliverables pursuant to the provisions of the contract	N	S
BUF143/EU	T	31,757.70	M	56,043.00	24,285.30	02/02/22	02/02/22	02/01/27	Xerox	Copier leases for the EUTF	EUTF staff reviews monthly invoices from Xerox	N	E
BUF151/HA	A	54,000.00	M	54,000.00	-	12/04/20	12/04/23	12/04/25	Xerox Corporation	Newer models of copy/fax machines	Annually by Admin. In contact with Xerox representative Marlo Nakata when needed.		E

Department of Budget and Finance  
Active Contracts as of December 1, 2024

Table 14

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> (M/A/O)	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S/*</u>
BUF151/HA	A	100,000.00	M	100,000.00	-	06/30/23	06/30/23	06/30/28	Xerox Corporation	Newer models of copy/fax machines	Annually by Admin. In contact with Xerox representative Marlo Nakata when needed.		E
BUF151/HA	A	7,191.00	M	7,191.00	-	07/01/19	07/01/24	07/01/25	The Arc of Hilo	Janitorial Services for Hilo office	Annually by Admin		S
BUF151/HA	A	12,480.00	M	12,480.00	-	11/01/18	11/01/24	10/31/25	Allan Almeida Janitorial Services	Janitorial Services for Maui office	Annually by Admin		S
BUF151/HA	A	65,777.00	M	65,777.00	-	06/20/23	06/20/23	06/20/26	Thomson Reuters- Westlaw	Online Legal Database Service	Annually by Admin, or as needed.		S



Department of Budget and Finance  
Capital Improvements Program (CIP) Requests

Table 15

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept-</u> <u>Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY26 \$\$\$</u>	<u>FY27 \$\$\$</u>
	None							

Department of Budget and Finance  
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> <u>\$\$\$\$</u>	<u>Reason</u>
	None				

Department of Budget and Finance  
Program ID Sub-Organizations

Table 17

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
BUF 101	AA	Departmental Adminstration and Budget Divison	To plan, direct, and coordinate comprehensive programs, services and functions which include the Department's administration of fiscal/accounting tasks, budget and management services, personnel services, contracts administration, and systems and procedures.
BUF 101	BA	Departmental Adminstration and Budget Divison	To facilitate and improve the executive resource allocation process by thorough planning, programming, and budgeting and analyses, through sound recommendations on all phases of program scope and funding, and by efforts to simplify and more directly tie program performance with resource allocation decisions (MOF A, B, N).
BUF 101	BB	Departmental Adminstration and Budget Divison	To facilitate and improve the executive resource allocation process by thorough planning, programming, and budgeting and analyses, through sound recommendations on all phases of program scope and funding, and by efforts to simplify and more directly tie program performance with resource allocation decisions (MOF U, W).
BUF 102	CB	Collective Bargaining Statewide	To facilitate the allotment and sibursement of statement collective bargaining appropriations (MOF A, B, N, P).
BUF 102	CC	Collective Bargaining Statewide	To facilitate the allotment and sibursement of statement collective bargaining appropriations (MOF W).
BUF 102	SC	Salary Commission Statewide	To provide funding for salary adjustments for the Governor, Lieutenant Governor and specified appointed officials of the Executive Branch.
BUF 103	VP	Vacation Payout Statewide	To centralize the general funded vacation payouts for AGR, AGS, ATG, BED, BUF, DEF, GOV, HMS, HRD, HTH, LBR, LNR, LTG, PSD, and TAX.
BUF 115	CA	Financial Administration Division	To maximize the value, investment, and use of State funds through proactive planning, the development of prudent statewide planning policies, the timely scheduling of State bond financing and the establishment of appropriate cash management controls and procedures.

Department of Budget and Finance  
Program ID Sub-Organizations

Table 17

BUF 141	FA	Employees' Retirement System	To administer the retirement and survivor benefits program for State and county members and to anticipate and exceed their needs; manage the retirement system's resources in a responsible and cost-effective manner; prudently manage investments in accordance with fiduciary standards; and to provide an open and participative work environment for staff.
BUF 143	EU	Employer Union Trust Fund	To administer health and life insurance benefits for eligible active and retired State and county public employees and their dependents by: 1) providing quality service levels to employee-beneficiaries and their dependent-beneficiaries, and 2) complying with federal and state legal requirements.
BUF 151	HA	Office of the Public Defender	To safeguard the rights of individuals by providing statutorily entitled and effective legal representation in criminal, mental commitment, and family cases in compliance with Chapter 802, Hawaii Revised Statutes, and the Hawaii Rules of Professional Conduct; prudently manage Deputy Public Defender and support service resources and caseloads; and maintain a quality training program for Deputy Public Defender staff.
BUF 721	ST	Debt Service Payments - State	To make and record debt service payments for all Departments, except the Department of Education (DOE) and the University of Hawaii (UH), in a timely and accurate manner.
BUF 725	LE	Debt Service Payments - DOE	To make and record debt service payments for the Department of Education (DOE) in a timely and accurate manner.
BUF 728	HE	Debt Service Payments - UH	To make and record debt service payments for the University of Hawaii (UH) in a timely and accurate manner.
BUF 741	ST	Retirement Benefits Payments - State	To provide employer contributions for Pension Accumulation and Social Security/Medicare to the Employees' Retirement System (ERS) for all Departments, except the Department of Education (DOE) and the University of Hawaii (UH) in an effective and timely manner.

Department of Budget and Finance  
Program ID Sub-Organizations

Table 17

BUF 745	LE	Retirement Benefits Payments - DOE	To provide employer contributions for Pension Accumulation and Social Security/Medicare to the Employees' Retirement System (ERS) for the Department of Education (DOE) in an effective and timely manner.
BUF 748	HE	Retirement Benefits Payments - UH	To provide employer contributions for Pension Accumulation and Social Security/Medicare to the Employees' Retirement System (ERS) for the University of Hawaii (UH) in an effective and timely manner.
BUF 761	ST	Health Premium Payments - State	To provide employer contributions for health premiums to the Hawaii Employer-Union Health Benefits Trust Fund (EUTF) for all Departments, except the Department of Education (DOE) and the University of Hawaii (UH) in an effective and timely manner.
BUF 762	RC	Health Premium Payments - ARC	To provide health care payments for the Annual Required Contribution (ARC)
BUF 765	LE	Health Premium Payments - DOE	To provide employer contributions for health premiums to the Hawaii Employer-Union Health Benefits Trust Fund (EUTF) for the Department of Education (DOE) in an effective and timely manner.
BUF 768	HE	Health Premium Payments - UH	To provide employer contributions for health premiums to the Hawaii Employer-Union Health Benefits Trust Funds (EUTF) for the University of Hawaii (UH) in an effective and timely manner.

## Department of Budget and Finance Organization Chart and Changes

Table 18

[illegible]


Department of Budget and Finance  
Administration Package Bills

Table 19

Prog ID	Fiscal Impact	Amount Requested	FTE Requested	Budget for Personnel	Budget for OCE (Other Than Contracts)	Budget for Contracts	Dates of Initiative		Initiative Description	Is This A New Initiative Or An Enhancement To An Existing Initiative/Program	Plan for continuation of initiative (if applicable)
								From			
BUF 102, JUD 601, HTH 210	TBD	TBD	0.00	0	0	0			Emergency appropriation for collective bargaining cost items for Units 2, 3, 4, 8, 9, 13, and 14 and excluded counterparts (BUF 02)	No	N/a
BUF 102, JUD 601, HTH 210	TBD	TBD	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 1 and excluded counterparts (BUF 03)	No	N/a
BUF 102, JUD 601, HTH 210	TBD	TBD	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 2 and excluded counterparts (BUF 04)	No	N/a
BUF 102, JUD 601, HTH 210	TBD	TBD	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 3 and excluded counterparts (BUF 05)	No	N/a
BUF 102, JUD 601, HTH 210	TBD	TBD	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 4 and excluded counterparts (BUF 06)	No	N/a
BUF 102	TBD	TBD	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 5 and excluded counterparts (BUF 07)	No	N/a
BUF 102	TBD	TBD	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 6 and excluded counterparts (BUF 08)	No	N/a



Department of Budget and Finance  
Administration Package Bills

Table 19

<u>Prog ID</u>	<u>Fiscal Impact</u>	<u>Amount Requested</u>	<u>FTE Requested</u>	<u>Budget for Personnel</u>	<u>OCE (Other Than Contracts)</u>	<u>Budget for Contracts</u>	<u>From</u>	<u>To</u>	<u>Initiative Description</u>	<u>Is This A New Initiative Or An Enhancement To An Existing Initiative/Program</u>	<u>continuation of initiative (if applicable)</u>
BUF 102	Covers the expected cost of implementing the collective bargaining agreement negotiated between the State and the respective bargaining unit representing state public officers and employees for the fiscal biennium commencing July 1, 2025	MOF A: \$16,099,195 FY26, \$35,828,881 FY27, EUTF TBD; Other funds: \$1,885,957 FY26, \$4,004,066 FY27	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 7 and excluded counterparts (BUF 09)	No	N/a
BUF 102	TBD	TBD	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 8 and excluded counterparts (BUF 10)	No	N/a
BUF 102, JUD 601, HTH 210	TBD	TBD	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 9 and excluded counterparts (BUF 11)	No	N/a
BUF 102, JUD 601, HTH 210	TBD	TBD	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 10 and excluded counterparts (BUF 12)	No	N/a
BUF 102	TBD	TBD	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 11 and excluded counterparts (BUF 13)	No	N/a
BUF 102, JUD 601, HTH 210	TBD	TBD	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 13 and excluded counterparts (BUF 14)	No	N/a
BUF 102	TBD	TBD	0.00	0	0	0			Appropriation for collective bargaining cost items for Unit 14 and excluded counterparts (BUF 15)	No	N/a

Department of Budget and Finance  
Administration Package Bills

Table 19

<u>Prog ID</u>	<u>Fiscal Impact</u>	<u>Amount Requested</u>	<u>FTE Requested</u>	<u>Budget for Personnel</u>	<u>OCE (Other Than Contracts)</u>	<u>Budget for Contracts</u>	<u>From</u>	<u>To</u>	<u>Initiative Description</u>	<u>Is This A New Initiative Or An Enhancement To An Existing Initiative/Program</u>	<u>continuation of initiative (if applicable)</u>
None	None	\$ -	0.00	0	0	0			Increases the employer base composite monthly contribution to the Hawaii Employer-Union Health Benefits Trust Fund and amends how the contribution is calculated (BUF 16)	No	N/a
BUF 141	Indeterminate cost saving so the Employees' Retirement System fund	\$ -	0.00	0	0	0			Conforms the Employees' Retirement System's federal tax qualification requirements to updated required beginning dates and automatic cashout requirements in the Internal Revenue Code of 1986, as amended (BUF 17)	No	N/a
BUF 141	None	\$ -	0.00	0	0	0			Amends the Employees' Retirement System's review period, billing due date, and reporting of review results (BUF 18)	No	N/a
TBD	TBD	TBD	0.00	0	0	0			Emergency appropriations and commensurate reductions to pay for anticipated operating shortfalls in the third quarter (BUF 19)	No	N/a
TBD	TBD	TBD	0.00	0	0	0			Emergency appropriations and commensurate reductions to pay for anticipated operating shortfalls in the fourth quarter (BUF 20)	No	N/a
<i>The Administration's set of proposed bills for this upcoming legislative session has not yet been finalized, but we do have some preliminary proposals that appear highly likely to be submitted at this point. As such, the following bills and information are provided, which we believe is accurate at this point; however, please note that this could still change before the final submission deadline.</i>											

Department of Budget and Finance  
Previous Specific Appropriation Bills

Table 20

<u>Prog ID</u>	<u>Appropriating Act</u>	<u>Amount Allotted</u>	<u>FTE Allotted</u>	<u>Budget for Personnel</u>	<u>Budget for</u>	<u>Budget for</u>	<u>Dates of Initiative</u>		<u>Initiative Description</u>	<u>Is This A New Initiative Or An Enhancement To An Existing Initiative/Program</u>	<u>Plan for continuation of initiative (if applicable)</u>
					<u>OCE (Other Than Contracts)</u>	<u>Contracts</u>	<u>From</u>	<u>To</u>			
BUF 101	110	\$ 297,000,000	\$ -	0	0	\$ -			Emergency appropriation for noncongregate housing and other costs relating to the provision of food, housing, or other assistance for individuals affected by the Maui wildfires	No	N/a
BUF 101	23	\$179,000,000 (MOF B)	\$ -	0	0	\$ -			Emergency appropriation out of the Mass Transit Special Fund for making disbursements	No	N/a
<i>These are the bills passed during the regular legislative session of 2024 for which the Department of Budget and Finance is the expending agency.</i>											

Department of Budget and Finance  
Positions that are being paid higher than the salaries authorized as of November 30, 2024

Table 21

Prog ID	Sub- Org	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	FTE	Budgeted Amount	Actual Salary Last Paid	Occupied by 89-Day Hire (Y/N)	Legal Authority for Salary Increase	Source of Funding (cost element and ProgID)	Date of Approval	Person who approved salary increase	
BUF141	FA	107820	Retirement Sys Exec Director	Y	SRNA	93	R	X	1.00	\$ 337,728	\$ 395,016	N	\$88-29, HRS, Officers, employees, legal advisor	BUF141	Payroll	5/14/2024	ERS Board of Trustees
BUF141	FA	106275	Chief Investment Officer	Y	SRNA	73	R	X	1.00	\$ 318,000	\$ 363,000	N	\$88-29, HRS, Officers, employees, legal advisor	BUF141	Payroll	5/14/2024	ERS Board of Trustees
BUF141	FA	121116	Deputy Chief Investment Ofcr	Y	SRNA	73	R	X	1.00	\$ 212,088	\$ 248,016	N	\$88-29.5, HRS, Investment Personnel	BUF141	Payroll	5/14/2024	ERS Board of Trustees
BUF141	FA	125170	Investment Officer (Risk)	Y	SRNA	73	R	X	1.00	\$ 180,000	\$ 200,016	N	\$88-29.5, HRS, Investment Personnel	BUF141	Payroll	4/1/2024	ERS Board of Trustees
BUF141	FA	121072	Investment Officer(Illiq Mkts)	Y	SRNA	73	R	X	1.00	\$ 153,408	\$ 177,000	N	\$88-29.5, HRS, Investment Personnel	BUF141	Payroll	5/14/2024	ERS Board of Trustees
BUF141	FA	116677	Investment Officer	Y	SRNA	73	R	X	1.00	\$ 146,544	\$ 173,016	N	\$88-29.5, HRS, Investment Personnel	BUF141	Payroll	5/14/2024	ERS Board of Trustees
BUF141	FA	124005	Investment Officer (OPTNS)	Y	SRNA	73	R	X	1.00	\$ 132,000	\$ 166,008	N	\$88-29.5, HRS, Investment Personnel	BUF141	Payroll	5/14/2024	ERS Board of Trustees
BUF141	FA	123030	Investment Officer (Crdt Mkts)	Y	SRNA	73	R	X	1.00	\$ 138,888	\$ 149,016	N	\$88-29.5, HRS, Investment Personnel	BUF141	Payroll	5/14/2024	ERS Board of Trustees
BUF143	EU	112874	HEALTH BEN TRUST FUND ADMR	Y	SRNA	93	R	T	1.00	\$ 179,316	\$ 225,000	N	\$87A-24, HRS, Other powers, as amended by Act 38, SLH 2023	BUF143	Payroll	7/1/2023	EUTF Board of Trustees
BUF143	EU	121858	EUTF CHIEF INVESTMENT OFFICER	Y	SRNA	73	R	T	1.00	\$ 169,740	\$ 200,004	N	\$87A-24, HRS, Other powers, as amended by Act 38, SLH 2023	BUF143	Payroll	7/1/2023	EUTF Board of Trustees
BUF143	EU	122780	EUTF SR INVESTMENT ANALYST	Y	SRNA	13	R	T	1.00	\$ 58,556	\$ 68,556	N	EUTF Administrator	BUF143	Payroll	10/13/2023	Director of Finance

Prog ID	Sub-Org	Position Number	Position Title	Exempt. (Y/N)	SR Level	BU Code	T/P	MOE	FTE	Budgeted Amount	Actual Salary Last Paid	Occupied by 89-Day Hire (Y/N)	Telework Designation (full time or hybrid)	Number of Telework Days a Week	Reason for Telework	Process to Evaluate Job Performance
BUF101	AA	11244	Human Resources Spcht V	N	SR24	73	P	A	1.00	\$77,100.00	\$68,556-\$97,560	N	Hybrid	3	Minimize worksite-related distractions and eliminate the stress of daily commuting.	Program developed a daily productivity tracker to monitor employee's work activity.
BUF101	BA	96	Program Budget Analyst V	N	SR24	73	P	A	1.00	\$74,136.00	\$68,556-\$97,560	N	Hybrid	3	Improve employee morale and productivity through the elimination of worksite-related distractions and the stress of daily commuting.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF101	BA	3996	Program Budget Analyst V	N	SR24	73	P	A	1.00	\$93,804.00	\$68,556-\$97,560	N	Hybrid	3	Increased productivity through the elimination of worksite-related distractions.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF101	BA	6568	Program Budget Analyst V	N	SR24	73	P	A	1.00	\$80,184.00	\$68,556-\$97,560	N	Hybrid	3	Increased productivity through the elimination of worksite-related distractions as well as a reduction in traffic, which results in better air quality.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF101	BA	9707	Prgm & Budget Analysis Mgr II	N	EM07	35	P	A	1.00	\$110,124.00	\$116,712-\$186,780	N	Hybrid	3	Increased productivity and job satisfaction through the elimination of worksite-related distractions, stress, and early morning interaction with the homeless.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF101	BA	11302	Program Budget Analyst V	N	SR24	73	P	A	1.00	\$93,804.00	\$68,556-\$97,560	N	Hybrid	3	Increased productivity through the elimination of worksite-related distractions as well as a reduction in traffic, which results in better air quality.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF101	BA	13116	Program Budget Analyst V	N	SR24	73	P	A	1.00	\$90,228.00	\$68,556-\$97,560	N	Hybrid	3	Improve employee morale and productivity through the elimination of worksite-related distractions and the stress of daily commuting.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF101	BA	23456	Program & Budget Policy Offcr	N	EM07	35	P	A	1.00	\$114,108.00	\$116,712-\$186,780	N	Hybrid	3	Increased productivity and work/life balance through the elimination of worksite-related distractions as well as the stress of daily commuting and potentially contracting and spreading illnesses.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF101	BA	24422	Prgm & Budget Analysis Mgr I	N	EM05	35	P	A	1.00	\$109,536.00	\$105,900-\$169,416	N	Hybrid	3	Allows greater productivity and efficiency by reducing daily commuting and enables work to be completed after hours as well as the elimination of contracting and spreading illnesses.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF101	BA	33465	Program Budget Analyst V	N	SR24	73	P	A	1.00	\$68,544.00	\$68,556-\$97,560	N	Hybrid	3	Increased productivity and job satisfaction as well as a reduction in stress related to unreliable public transportation to work.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF101	BA	120553	Program Budget Analyst V	N	SR24	73	P	A	1.00	\$74,136.00	\$68,556-\$97,560	N	Hybrid	3	Increased productivity and job satisfaction through the reduction of worksite-related stress.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF101	BA	122233	Program Budget Analyst V	N	SR24	73	P	A	1.00	\$68,544.00	\$68,556-\$97,560	N	Hybrid	3	Increased productivity and job satisfaction through the reduction of stress and greater work/life balance.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF143	EU	120124	Information Technology Band B	N	SR22	13	P	T	1.00	\$71,286.00	\$60,912-\$86,712	N	Hybrid	4	Increased productivity through limited exposure to public transportation to work, eliminating the contracting and spreading illnesses.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF143	EU	15707	Accountant V	N	SR24	13	P	T	1.00	\$83,391.00	\$68,556-\$97,560	N	Hybrid	3	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.

BUF143	EU	23885	Program Specialist IV	N	SR22	13	P	T	1.00	\$68,553.00	\$60,912-\$86,712	N	Hybrid	4	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF143	EU	43196	Accountant III	N	SR20	13	P	T	1.00	\$60,915.00	\$56,280-\$80,184	N	Hybrid	3	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF143	EU	119018	Accountant III	N	SR20	13	P	T	1.00	\$65,919.00	\$56,280-\$80,184	N	Hybrid	3	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF143	EU	120123	Information Technology Band B	N	SR22	13	P	T	1.00	\$63,386.00	\$60,912-\$86,712	N	Hybrid	4	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF143	EU	120317	Program Specialist V	N	SR24	13	P	T	1.00	\$71,286.00	\$68,556-\$97,560	N	Hybrid	4	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF143	EU	121402	Program Specialist V	N	SR24	13	P	T	1.00	\$74,119.00	\$68,556-\$97,560	N	Hybrid	4	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF143	EU	122074	Program Specialist V	N	SR24	13	P	T	1.00	\$74,119.00	\$68,556-\$97,560	N	Hybrid	4	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF143	EU	122887	Program Specialist V	N	SR24	13	P	T	1.00	\$80,184.00	\$68,556-\$97,560	N	Hybrid	4	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.

BUF143	EU	120769	EUTF Procurmnt & Contrt Spclt	Y	SRNA	13	P	T	1.00	\$74,119.00	\$77,088,000	N	Hybrid	4	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF143	EU	121858	EUTF Chief Investment Officer	Y	SRNA	73	P	T	1.00	\$169,740.00	\$200,004,000	N	Hybrid	4	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF143	EU	122780	EUTF Junior Investment Analyst	Y	SRNA	13	P	T	1.00	\$58,556.00	\$68,556,000	N	Hybrid	4	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.
BUF143	EU	124013	EUTF Senior Investment Analyst	Y	SRNA	13	P	T	1.00	\$74,119.00	\$74,124,000	N	Hybrid	4	Improve program effectiveness and employee productivity and morale; reduce office space requirements; improve employee recruitment and retention; reduce traffic congestion and improving air quality; and promote continuity of operation as part of a disaster recovery or emergency plan.	Program developed a weekly productivity tracker to monitor employee's work activity.

Department of Budget and Finance  
Work-related travel as of November 30, 2024

Table 23

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Position Number</u>	<u>Job Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Justification for Travel</u>	<u>Full Agenda Y/N?</u>	<u>Meetings Attended Y/N?</u>	<u>Training Sessions Y/N?</u>	<u>Total Cost of Trip</u>	<u>Cost Paid by State or Other Entity?</u>	<u>Final Report of Travel Y/N?</u>
BUF101	AA	100150	Deputy Director	7/21/2024	7/24/2024	NASBO Annual Meeting	Y	Y	N	\$ 3,269.13	Total Cost: 3,269.13 Paid by NASBO: 2,134.63 Cost to State: 1,134.50	Y
BUF101	AA	123992	EFS/FRP SMA Assistant	7/20/2024	7/25/2024	NASBO Annual Meeting	Y	Y	N	\$ 2,941.00	Total Cost: 2,941.01 Paid by NASBO: 1,060.36 Cost to State: 1,880.65	Y
BUF101	BA	9707	Program & Budget Analysis Mgr II	8/8/2024	8/8/2024	Site visits to tour recently completed and ongoing CIP projects	N	Y	N	\$ 255.59	\$ -	N
BUF101	BA	13116	Program Budget Analyst V	8/8/2024	8/8/2024	Site visits to tour recently completed and ongoing CIP projects	N	Y	N	\$ 178.59	\$ -	N
BUF101	BA	120553	Program Budget Analyst V	8/8/2024	8/8/2024	Site visits to tour recently completed and ongoing CIP projects	N	Y	N	\$ 178.59	\$ -	N
BUF101	BA	13116	Program Budget Analyst V	8/19/2024	8/23/2024	Analyst Professional Development Seminar	Y	Y	N	\$ 1,065.08	\$ -	N
BUF101	BA	96	Program Budget Analyst V	10/4/2024	10/4/2024	Site visits to tour recently completed and ongoing CIP projects, and discuss programs with Kaua'i staff.	N	Y	N	\$ 199.20	\$ -	N
BUF101	AA	100131	Director Of Finance	10/15/2024	10/18/2024	ERS Board of Trustee Meeting and ERS 2024 Investment Summit	Y	Y	N	\$ 594.70	\$ -	N
BUF115	CA	13116	Program Budget Analyst V	8/21/2024	8/23/2024	NASBO 2024 Analyst Professional Development Seminar	Y	N	Y	\$ 1,065.08	\$ -	Y
BUF141	FA	107820	Executive Director	2/23/2024	2/28/2024	NASRA-NCTR-NIRS Legislative Conferences	Y	Y	N	\$ 1,861.72	\$ 72.22	Y
BUF141	FA	43218	Retirement Claims Examiner IV	3/13/2024	3/13/2024	Employer update meeting and training	Y	Y	N	\$ 190.69	\$ 146.69	N
BUF141	FA	35479	Retirement Claims Examiner III	3/13/2024	3/13/2024	Employer update meeting and training	Y	Y	N	\$ 218.38	\$ 198.38	Y
BUF141	FA	43219	Retirement Claims Examiner IV	3/13/2024	3/13/2024	Employer update meeting and training	Y	Y	N	\$ 109.69	\$ 89.69	N



BUF141	FA	116678	Retirement Claims Examiner III	3/13/2024	3/13/2024	Employer update meeting and training	Y	Y	N	\$ 157.44	\$ 113.44	N
BUF141	FA	43220	Retirement Claims Examiner IV	3/13/2024	3/13/2024	Employer update meeting and training	Y	Y	N	\$ 128.70	\$ 108.70	Y
BUF141	FA	116815	Retirement Claims Examiner III	3/13/2024	3/13/2024	Employer update meeting and training	Y	Y	Y	\$ 143.70	\$ 108.70	N
BUF141	FA	4438	Retirement System Benefits Manager	3/20/2024	3/20/2024	Conduct 7 in-person interviews for Hilo RCE I vacancy	Y	Y	N	\$ 181.12	\$ 181.12	N
BUF141	FA	N/A	Board Chair	3/30/2024	4/3/2024	Carlyle 2024 Global Credit Conference	Y	Y	N	\$ 2,594.52		Y
BUF141	FA	122864	Chief Compliance Officer	3/31/2024	4/5/2024	Compliance Week National Conference	Y	Y	N	\$ 5,656.72	\$ 2,195.00	Y
BUF141	FA	107820	Executive Director	4/20/2024	4/25/2024	NCTR Executive Committee & BNY Mellon Board Meetings	Y	Y	N	\$ 2,780.65	\$ 1,242.40	Y
BUF141	FA	121116	Deputy Chief Investment Officer	4/22/2024	4/23/2024	Investment Summit hotel due diligence	N	Y	N	\$ 762.86	\$ 128.53	N
BUF141	FA	12353	Administrative Assistant IV	4/22/2024	4/23/2024	Investment Summit hotel due diligence	N	Y	N	\$ 819.00	\$ 237.03	N
BUF141	FA	N/A	Trustee	5/18/2024	5/23/2024	2024 NCPERS Annual Conference & Exhibition	Y	Y	N	\$ 3,892.73		Y
BUF141	FA	123030	Investment Officer	5/18/2024	5/24/2024	Due diligence	N	Y	N	\$ 2,099.98		Y
BUF141	FA	106275	Chief Investment Officer	5/19/2024	5/22/2024	2024 NCPERS Annual Conference & Exhibition	Y	Y	N	\$ 1,423.50		N
BUF141	FA	107820	Executive Director	5/22/2024	5/22/2024	Kauai County Council meeting	Y	Y	N	\$ 201.39	\$ 118.18	N
BUF141	FA	12353	Administrative Assistant IV	6/8/2024	6/12/2024	NCTR Administrative Assistants Workshop	Y	Y	N	\$ 2,449.98	\$ 914.04	N
BUF141	FA	107820	Executive Director	6/8/2024	6/14/2024	RFK Summer Investors Conference	Y	Y	N	\$ 6,354.32	\$ 1,842.30	N
BUF141	FA	121116	Deputy Chief Investment Officer	6/15/2024	6/20/2024	2024 NCPERS Chief Investment Officers Summit	Y	Y	N	\$ 3,851.33		N
BUF141	FA	N/A	Deputy Attorney General	6/23/2024	6/29/2024	NAPPA Legal Conference	Y	Y	N	\$ 4,089.44		Y

BUF141	FA	107820	Executive Director	8/1/2024	8/7/2024	NASRA Annual Conference	Y	Y	N	\$ 4,847.17	\$ 2,768.11	Oral Report
BUF141	FA	107820	Executive Director	9/2/2024	9/6/2024	Public Funds Forum	Y	Y	N	\$ 2,846.98	\$ 749.42	N
BUF141	FA	121116	Deputy Chief Investment Officer	9/13/2024	9/21/2024	2024 Man Annual Symposium	Y	Y	N	\$ 1,688.97		N
BUF141	FA	124005	Investment Officer	9/11/2024	9/24/2024	2024 Pension & Investments Womens Conference	Y	Y	N	\$ 1,905.74	\$ 681.40	N
BUF141	FA	121072	Investment Officer	9/17/2024	9/20/2024	2024 Polaris LPAC	Y	Y	N	\$ 1,770.61		N
BUF141	FA	N/A	Deputy Attorney General	9/29/2024	10/3/2024	ILPA Conference	Y	Y	N	\$ 3,293.03	\$ 1,820.40	N
BUF141	FA	106275	Chief Investment Officer	9/29/2024	10/8/2024	2024 NASIO & NCTR Conferences	Y	Y	N	\$ 6,282.98	\$ 3,500.00	N
BUF141	FA		Board Chair	10/2/2024	10/5/2024	Hawaii Executive Conference	Y	Y	N	\$ 4,829.12		N
BUF141	FA	107820	Executive Director	10/3/2024	10/9/2024	NCTR Annual Conference	Y	Y	N	\$ 4,717.85	\$ 2,677.40	N
BUF141	FA	N/A	Trustee	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 398.32		N
BUF141	FA	N/A	Board Chair	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 437.03		N
BUF141	FA	N/A	Trustee	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 465.83		N
BUF141	FA	N/A	Trustee	10/16/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 261.89		N
BUF141	FA	N/A	Trustee	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 481.03		N
BUF141	FA	107820	Executive Director	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 380.38	\$ 138.04	N
BUF141	FA	12353	Administrative Assistant IV	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 408.54	\$ 138.04	N
BUF141	FA	116679	Program Specialist	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 401.87	\$ 147.54	N
BUF141	FA	31082	Administrative Assistant IV	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 372.41		N
BUF141	FA	121072	Investment Officer	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 322.54	\$ 138.04	N
BUF141	FA	123030	Investment Officer	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 458.77		Y
BUF141	FA	121116	Deputy Chief Investment Officer	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 469.26	\$ 142.78	N

BUF141	FA	124005	Investment Officer	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 386.90	\$ 138.04	N
BUF141	FA	125170	Investment Officer	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 486.66	\$ 147.54	Y
BUF141	FA	116677	Investment Officer	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 401.92	\$ 167.54	Y
BUF141	FA	106275	Chief Investment Officer	10/15/2024	10/18/2024	ERS Investment Educational Summit	Y	Y	N	\$ 346.28	\$ 138.04	N
BUF141	FA	N/A	Deputy Attorney General	10/16/2024	10/16/2024	ERS Investment Educational Summit	Y	Y	N	\$ 147.99	\$ 102.99	N
BUF141	FA	122864	Chief Compliance Officer	10/26/2024	10/30/2024	NSCP Conference	Y	Y	N	\$ 4,106.84	\$ 1,375.00	N
BUF141	FA	107820	Executive Director	10/27/2024	10/30/2024	Vitech Client Summit	Y	Y	N	\$ 2,803.93	\$ 599.41	N
BUF141	FA	N/A	Trustee	11/8/2024	11/11/2024	70th Annual Employee Benefits Conference	Y	Y	N	\$ 2,741.59		N
BUF141	FA	121072	Investment Officer	11/19/2024	11/22/2024	Builders Annual Meeting	Y	Y	N	\$ 2,563.19	\$ 1,421.02	N
BUF141	FA		Board Chair	11/20/2024	11/22/2024	Builders Annual Meeting	Y	Y	N	\$ 2,135.41		N
BUF141	FA	107820	Executive Director	11/20/2024	11/22/2024	Builders Annual Meeting	Y	Y	N	\$ 1,509.67	\$ 1,010.46	N
BUF143	N/A	23885	Outreach & Training Specialist	3/23/2024	3/23/2024	To participate in the HGEA Retirement Workshop in Hilo.	Y	Y	N	\$ 40.00	Airfare paid by HGEA	Y
BUF143	N/A	23885	Outreach & Training Specialist	4/1/2024	4/1/2024	To participate in Open Enrollment Informational Session and Pre-Retirement Workshop on Maui.	Y	Y	N	\$ 143.19	\$ 143.19	Y
BUF143	N/A	113103	Program Specialist	4/2/2024	4/6/2024	To attend the CVS Health 2024 Forum	Y	N	Y	\$ 2,648.02	\$ 2,648.02	Y
BUF143	N/A	23885	Outreach & Training Specialist	4/8/2024	4/8/2024	To participate in Open Enrollment Informational Session and Pre-Retirement Workshop on Kauai.	Y	Y	N	\$ 133.69	\$ 133.69	Y
BUF143	N/A	23885	Outreach & Training Specialist	4/10/2024	4/10/2024	To participate in Open Enrollment Informational Session and Pre-Retirement Workshop on Molokai.	Y	Y	N	\$ 328.00	\$ 328.00	Y
BUF143	N/A	201920	EUTF Investment Analyst	4/14/2024	4/18/2024	To attend the Annual 2024 Pension Bridge Conference.	Y	N	Y	\$ 2,144.75	\$ 2,144.75	Y

BUF143	N/A	23885	Outreach & Training Specialist	4/15/2024	4/15/2024	To participate in Open Enrollment Informational Session and Pre-Retirement Workshop on Hilo.	Y	Y	N	\$ 190.70	\$ 190.70	Y
BUF143	N/A	23885	Outreach & Training Specialist	4/22/2024	4/22/2024	To participate in Open Enrollment Informational Session and Pre-Retirement Workshop on Kona.	Y	Y	N	\$ 190.70	\$ 190.70	Y
BUF143	N/A	23885	Outreach & Training Specialist	7/13/2024	7/13/2024	To participate in the HGEA Retirement Workshop in Maui.	Y	Y	N	\$ 43.00	Airfare paid by HGEA	Y
BUF143	N/A	23885	Outreach & Training Specialist	7/20/2024	7/20/2024	To participate in the HGEA Retirement Workshop on Kauai.	Y	Y	N	\$ 43.00	Airfare paid by HGEA	Y
BUF143	N/A	72025	Outreach & Training Specialist	7/23/2024	7/23/2024	To participate in State of Hawaii Employee's Benefits Fair in Hilo.	Y	Y	N	\$ 191.70	\$ 191.70	Y
BUF143	N/A	121402	Outreach & Training Supervisor	7/23/2024	7/23/2024	To participate in State of Hawaii Employee's Benefits Fair in Hilo.	Y	Y	N	\$ 191.70	\$ 191.70	Y
BUF143	N/A	72025	Outreach & Training Specialist	7/25/2024	7/25/2024	To participate in State of Hawaii Employee's Benefits Fair in Kona.	Y	Y	N	\$ 172.86	\$ 172.86	Y
BUF143	N/A	121402	Outreach & Training Supervisor	7/25/2024	7/25/2024	To participate in State of Hawaii Employee's Benefits Fair in Kona.	Y	Y	N	\$ 172.86	\$ 172.86	Y
BUF143	N/A	N/A	(2) Two EUTF Board Trustees	10/14/2024	10/18/2024	To attend the Pension Bridge Alternatives Conference.	Y	N	Y	\$ 6,103.16	\$ 6,103.16	Y
BUF143	N/A	72025	Outreach & Training Specialist	10/21/2024	10/21/2024	To participate in Retiree OE & Pre-Retirement workshop in Kauai.	Y	Y	N	\$ 151.78	\$ 151.78	Y
BUF143	N/A	23885	Outreach & Training Specialist	10/24/2024	10/24/2024	To participate in Retiree OE & Pre-Retirement workshop in Kauai.	Y	Y	N	\$ 151.78	\$ 151.78	Y
BUF143	N/A	72025	Outreach & Training Specialist	10/23/2024	10/23/2024	To participate in Retiree OE & Pre-Retirement workshop in Hilo.	Y	Y	N	\$ 157.49	\$ 157.49	Y
BUF143	N/A	23885	Outreach & Training Specialist	10/23/2024	10/23/2024	To participate in Retiree OE & Pre-Retirement workshop in Hilo.	Y	Y	N	\$ 157.49	\$ 157.49	Y
BUF143	N/A	72025	Outreach & Training Specialist	10/28/2024	10/28/2024	To participate in Retiree OE & Pre-Retirement workshop in Molokai.	Y	Y	N	\$ 273.99	\$ 273.99	Y
BUF143	N/A	23885	Outreach & Training Specialist	10/28/2024	10/28/2024	To participate in Retiree OE & Pre-Retirement workshop in Molokai.	Y	Y	N	\$ 273.99	\$ 273.99	Y

BUF143	N/A	72025	Outreach & Training Specialist	10/30/2024	10/30/2024	To participate in Retiree OE & Pre-Retirement workshop in Maui.	Y	Y	N	\$ 153.70	\$ 153.70	Y
BUF143	N/A	23885	Outreach & Training Specialist	10/30/2024	10/30/2024	To participate in Retiree OE & Pre-Retirement workshop in Maui.	Y	Y	N	\$ 153.70	\$ 153.70	Y
BUF143	N/A	N/A	(5) Five EUTF Board Trustees	11/10/2024	11/13/2024	To attend the IFEBP 70th Annual Employee Benefits Conference.	Y	N	Y	\$ 20,835.28	\$ 20,835.28	Y
BUF143	N/A	112874	Assistant Administrator	11/10/2024	11/13/2024	To attend the IFEBP 70th Annual Employee Benefits Conference.	Y	N	Y	\$ 3,890.65	\$ 3,890.65	Y
BUF143	N/A	113043	Compliance Officer	11/10/2024	11/13/2024	To attend the IFEBP 70th Annual Employee Benefits Conference.	Y	N	Y	\$ 4,953.80	\$ 4,953.80	Y
BUF143	N/A	113103	Program Specialist	11/10/2024	11/13/2024	To attend the IFEBP 70th Annual Employee Benefits Conference.	Y	N	Y	\$ 3,624.57	\$ 3,624.57	Y
BUF143	N/A	104514	Eligibility Specialist	11/10/2024	11/13/2024	To attend the IFEBP 70th Annual Employee Benefits Conference.	Y	N	Y	\$ 3,950.84	\$ 3,950.84	Y
BUF 151	OPD	101211	DPD	2/7/2024	2/7/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	102440	DPD	2/13/2024	2/13/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	101211	DPD	3/6/2024	3/6/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	102440	DPD	3/12/2024	3/12/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	101211	DPD	4/3/2024	4/3/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	102440	DPD	4/9/2024	4/9/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	101211	DPD	5/1/2024	5/1/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	101211	DPD	6/5/2024	6/5/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	102440	DPD	5/28/2024	5/25/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	102279	DPD	5/16/2024	5/16/2024	Maui PD Investigator to LNY accompany Maui PD Supervisor	Y	N	N	\$ 130.00	State	Y
BUF 151	OPD	100624	DPD	5/30/2024	5/30/2024	Maui DPD Supervisor to LNY for Job Duties	Y	N	N	\$ 110.00	State	Y
BUF 151	OPD	102440	DPD	6/25/2024	6/25/2024	DPD to interview client	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	102279	DPD	6/25/2024	6/20/2024	Maui PD Investigator to accompnay Maui DPD	Y	N	N	\$ 268.00	State	Y

BUF 151	OPD	101211	DPD	8/7/2024	8/7/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	102440	DPD	7/9/2024	7/9/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	101211	DPD	8/7/2024	8/7/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	101993	DPD	8/13/2024	8/13/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	101993	DPD	9/10/2024	9/10/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	100697	DPD	9/10/2024	9/10/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	101211	DPD	11/6/2024	11/6/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	100697	DPD	11/12/2024	11/12/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	100950	DPD	11/22/2024	11/24/2024	Maui DPD court appearance/trials	Y	N	N	\$ 346.00	State	Y
BUF 151	OPD	102444	DPD	1/10/2024	1/10/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 195.79	State	Y
BUF 151	OPD	102444	DPD	2/6/2024	2/6/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 285.88	State	Y
BUF 151	OPD	102444	DPD	2/20/2024	2/20/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 196.19	State	Y
BUF 151	OPD	102444	DPD	3/5/2024	3/25/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 186.69	State	Y
BUF 151	OPD	102444	DPD	3/27/2024	3/27/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 186.69	State	Y
BUF 151	OPD	102444	DPD	4/2/2024	4/2/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 243.70	State	Y
BUF 151	OPD	121845	IT Band B	4/4/2024	4/4/2024	IT Band B maintenance Kona cpus/servers	Y	N	N	\$ 253.19	State	Y
BUF 151	OPD	113205	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,329.28	State	Y
BUF 151	OPD	101208	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,300.78	State	Y
BUF 151	OPD	122814	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,315.03	State	Y
BUF 151	OPD	101678	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,300.78	State	Y
BUF 151	OPD	100551	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,096.04	State	Y
BUF 151	OPD	100624	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,153.03	State	Y
BUF 151	OPD	101993	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,138.78	State	Y
BUF 151	OPD	101997	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,138.78	State	Y
BUF 151	OPD	100950	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 671.66	State	Y
BUF 151	OPD	101997	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,118.28	State	Y
BUF 151	OPD	101211	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,153.04	State	Y
BUF 151	OPD	102443	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,138.78	State	Y
BUF 151	OPD	102440	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,115.03	State	Y
BUF 151	OPD	113181	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,138.78	State	Y

Department of Budget and Finance  
Work-related travel as of November 30, 2024

Table 23

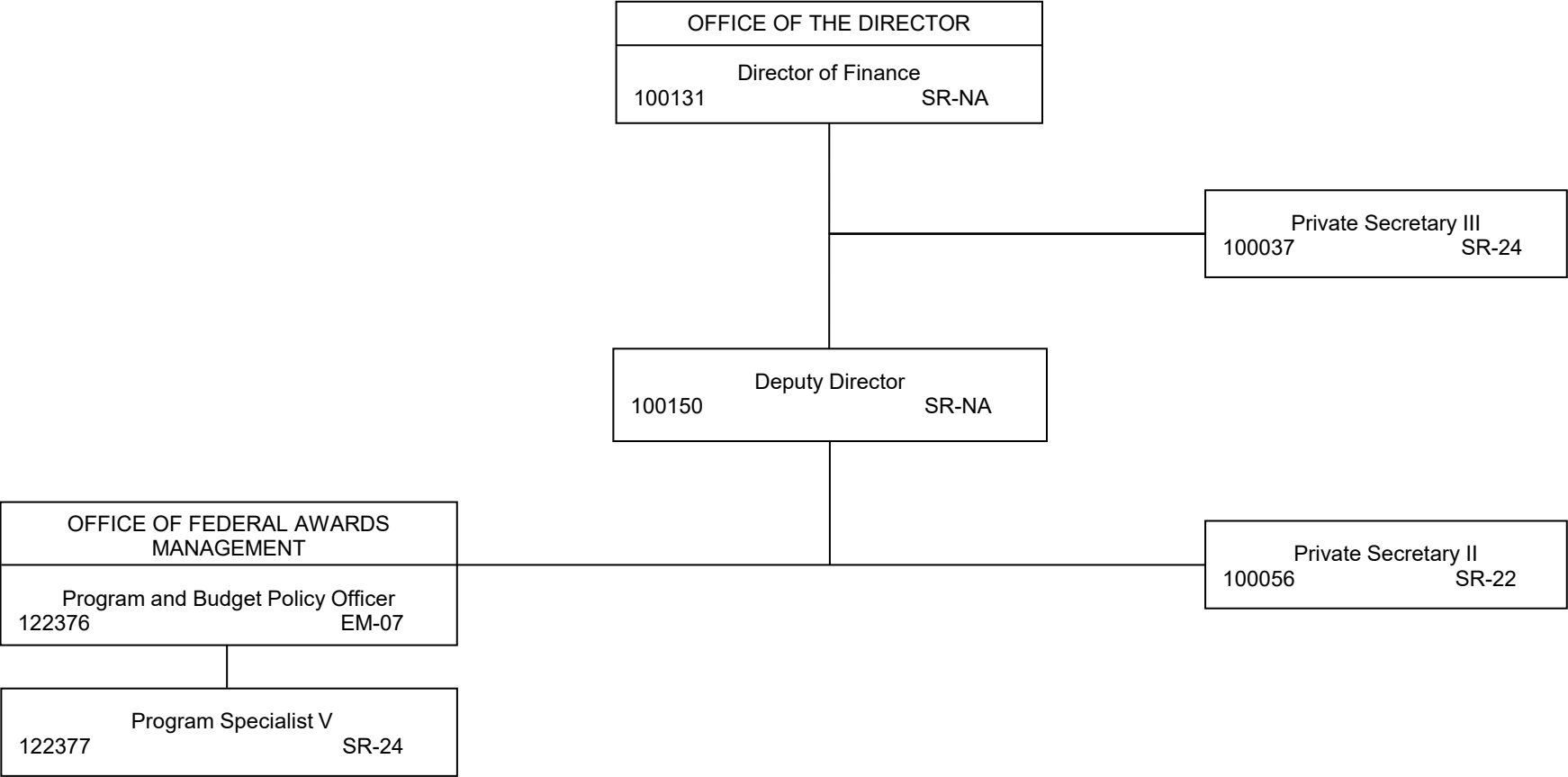
BUF 151	OPD	100697	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 815.22	State	Y
BUF 151	OPD	102674	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,305.53	State	Y
BUF 151	OPD	119107	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 592.79	State	Y
BUF 151	OPD	100404	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,319.79	State	Y
BUF 151	OPD	100553	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,308.99	State	Y
BUF 151	OPD	102441	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,232.84	State	Y
BUF 151	OPD	100681	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 645.04	State	Y
BUF 151	OPD	121524	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,327.99	State	Y
BUF 151	OPD	100553	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 1,304.23	State	Y
BUF 151	OPD	101287	DPD	5/20/2024	5/24/2024	PD Seminar	Y	Y	Y	\$ 634.25	State	Y
BUF 151	OPD	102674	DPD	8/5/2024	8/11/2024	NCDL Conference	Y	Y	Y	\$ 157.07	State	Y
BUF 151	OPD	119107	DPD	8/5/2024	8/11/2024	NCDL Conference	Y	Y	Y	\$ 157.07	State	Y
BUF 151	OPD	118295	DPD	8/6/2024	8/11/2024	NCDL Conference	Y	Y	Y	\$ 138.03	State	Y
BUF 151	OPD	100404	DPD	8/7/2024	8/11/2024	NCDL Conference	Y	Y	Y	\$ 133.28	State	Y
BUF 151	OPD	100681	DPD	8/8/2024	8/11/2024	NCDL Conference	Y	Y	Y	\$ 169.99	State	Y
BUF 151	OPD	100624	DPD	8/6/2024	8/11/2024	NCDL Conference	Y	Y	Y	\$ 147.53	State	Y
BUF 151	OPD	101679	DPD	8/7/2024	8/7/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 215.18	State	Y
BUF 151	OPD	101679	DPD	7/11/2024	7/11/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 199.89	State	Y
BUF 151	OPD	101679	DPD	8/8/2024	8/9/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 259.18	State	Y
BUF 151	OPD	101679	DPD	8/9/2024	8/10/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 259.19	State	Y
BUF 151	OPD	101679	DPD	9/17/2024	9/18/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 259.18	State	Y
BUF 151	OPD	100545	Public Defender	10/3/2024	10/4/2024	PD to visit Kauai office	Y	N	N	\$ 157.18	State	Y
BUF 151	OPD	100696	Assistant DPD	10/3/2024	10/4/2024	Assistant PD to visit Kauai office	Y	N	N	\$ 259.18	State	Y
BUF 151	OPD	118295	DPD	9/27/2024	9/28/2024	Immigration Law Conference	Y	Y	Y	\$ 223.69	State	Y
BUF 151	OPD	100624	DPD	9/27/2024	9/28/2024	Immigration Law Conference	Y	Y	Y	\$ 190.44	State	Y
BUF 151	OPD	101679	DPD	10/1/2024	10/1/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 249.68	State	Y
BUF 151	OPD	101679	DPD	10/15/2024	10/15/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 240.18	State	Y
BUF 151	OPD	101679	DPD	10/29/2024	10/29/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 235.44	State	Y
BUF 151	OPD	101679	DPD	11/12/2024	11/13/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 230.70	State	Y
BUF 151	OPD	101679	DPD	11/19/2024	11/20/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 240.18	State	Y
BUF 151	OPD	102002	DPD	11/26/2024	11/26/2024	Oahu DPD court appearance/trials	Y	N	N	\$ 249.68	State	Y

						FY26		FY27			
Prog ID	Sub-Org	Description of Expenditure/Encumbrance	Justification	Existing Budget Item(s) affected (If Any)	MOF	Encumbrance Balance	Expenditure	Encumbrance Balance	Expenditure	FEMA Reimbursable?	Reimbursement Applied for?
		None									

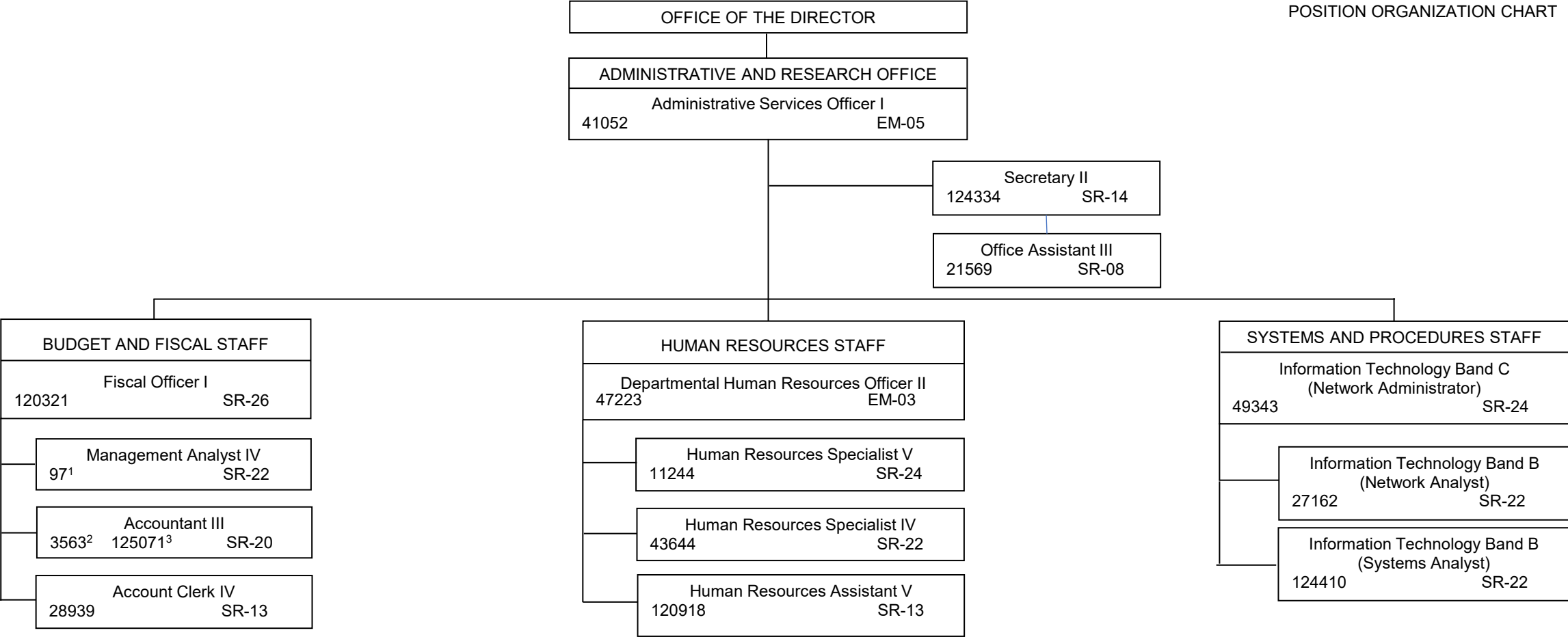


					FY26				FY27						
<u>Prog ID</u>	<u>Sub-Org</u>	<u>Positions dispersed for</u> <u>Wildfire Reponse</u>	<u>Justification</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>Payroll</u> <u>Hours</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>Payroll</u> <u>Hours</u>	<u>\$\$\$</u>	<u>Expected</u> <u>End Date</u>	<u>FEMA</u> <u>Eligible?</u>	<u>FEMA Reimb</u> <u>App?</u>

STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
OFFICE OF THE DIRECTOR  
  
POSITION ORGANIZATION CHART

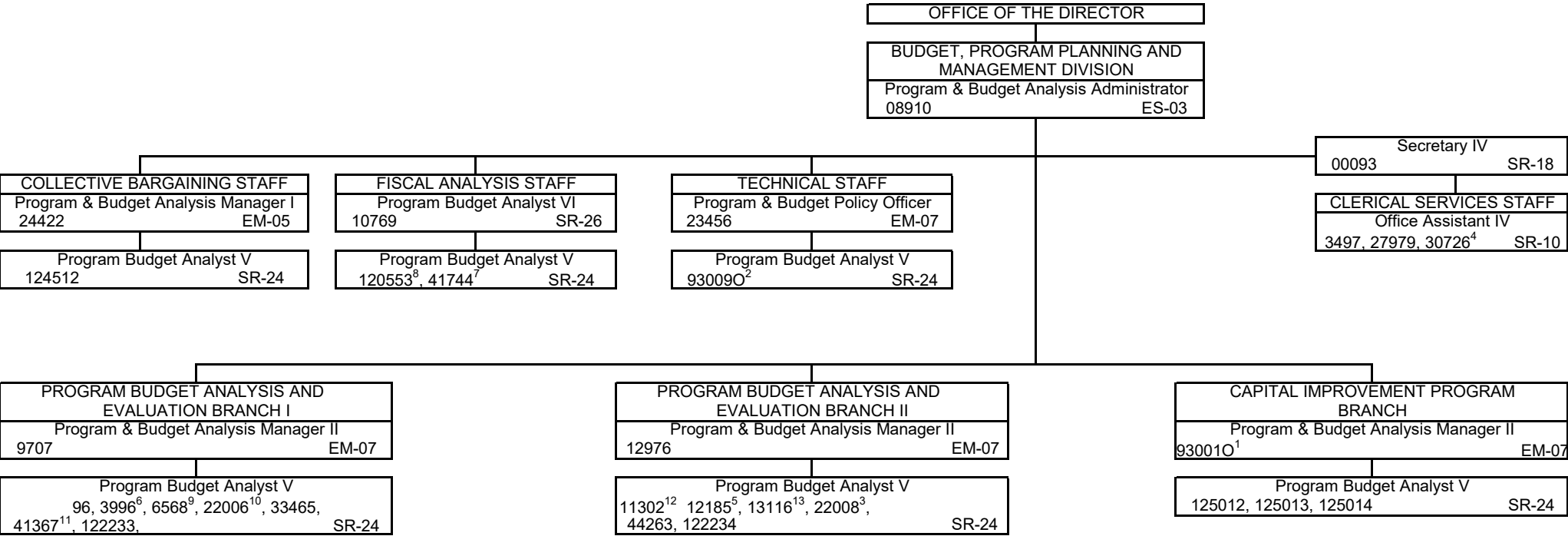


STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
ADMINISTRATIVE AND RESEARCH OFFICE  
  
POSITION ORGANIZATION CHART



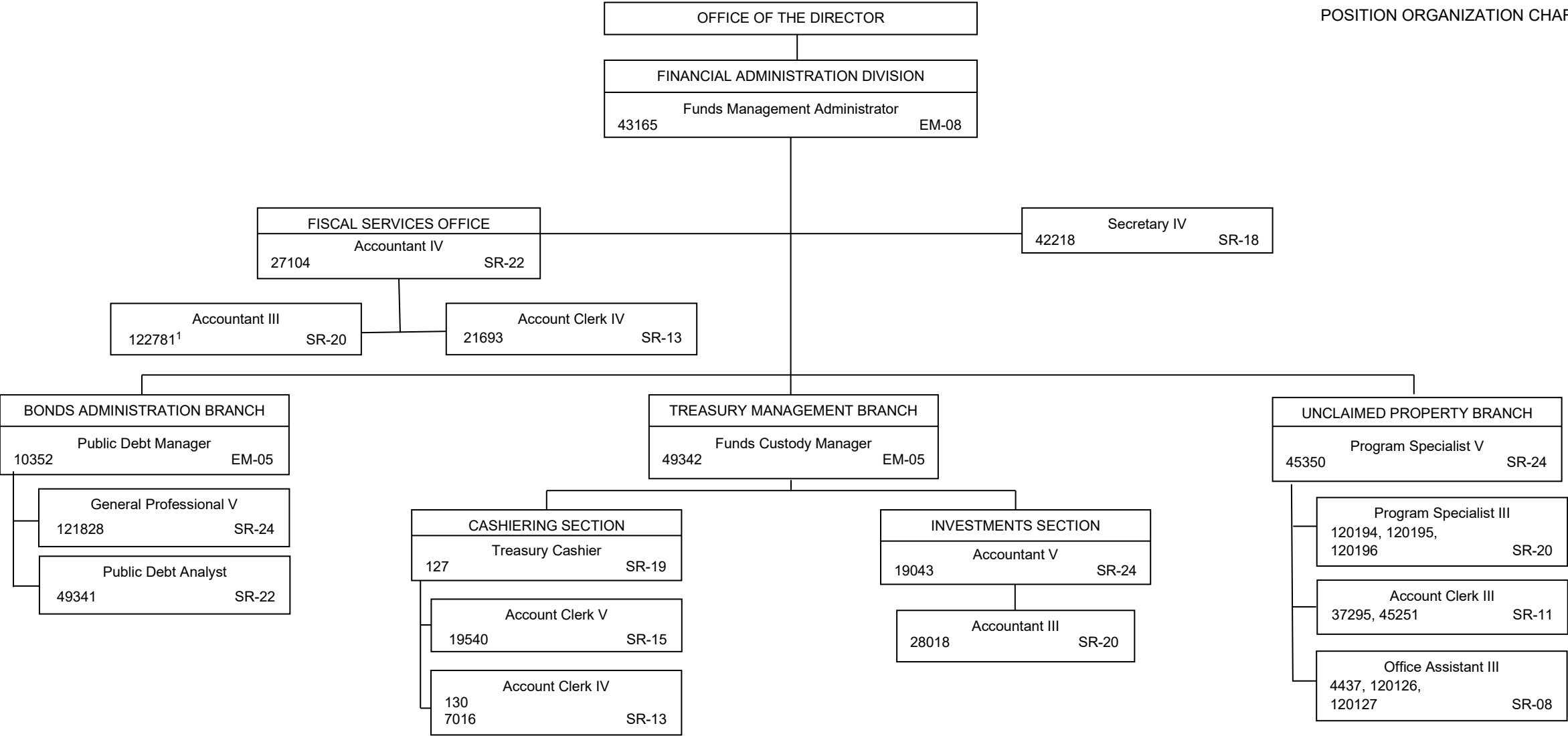
1. PN 97, Management Analyst (MA) IV, SR-22, temporarily reallocated to MA I, SR-16, effective 03/28/23.  
2. PN 3563, Accountant III, SR-20, detailed to and under supervision of PN 41052, Administrative Services Officer I, EM-05, as of 04/18/16.  
3. PN 125071 authorized by Act 164, SLH 2023, established 8/22/23.

STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
  
POSITION ORGANIZATION CHART



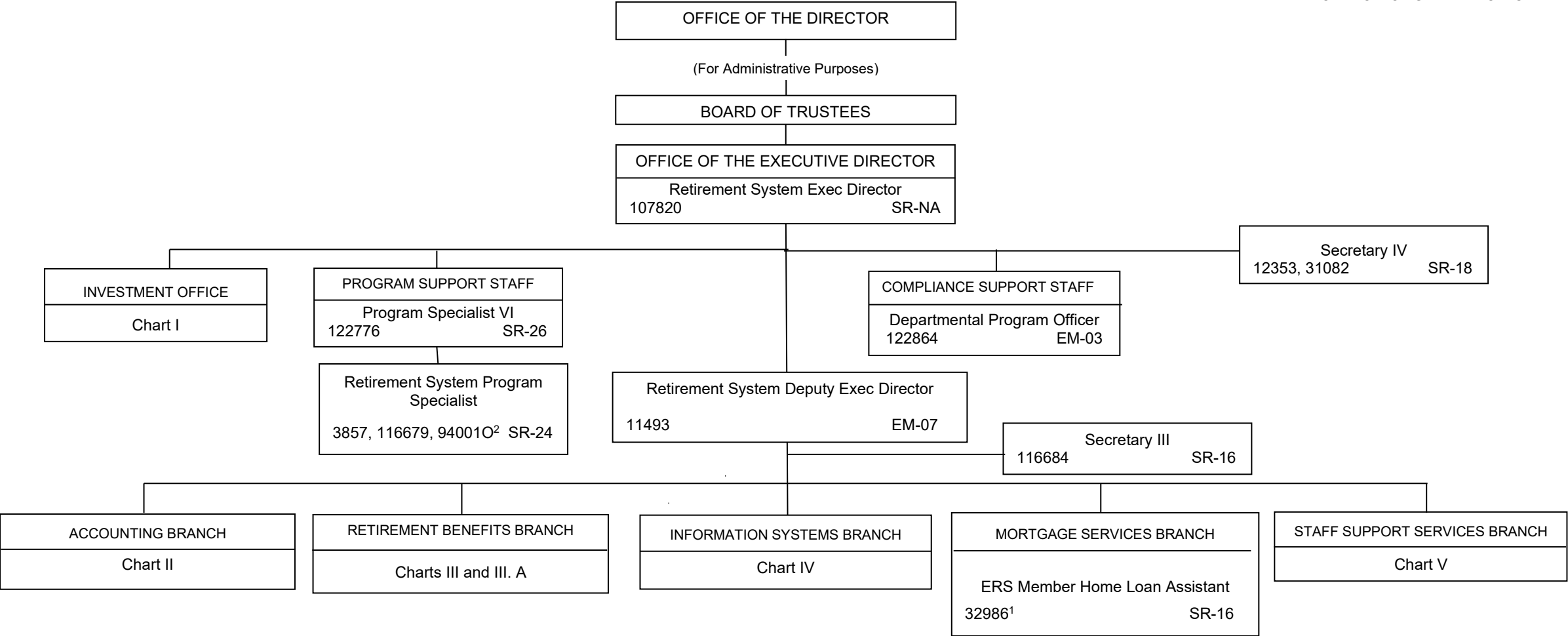
1. Pseudo No. 930010, Program & Budget Analysis Manager II, EM-07, to be established per Act 248, SLH 2022.  
2. Pseudo No. 930090, PBA V, SR-24 to be established per Act 248, SLH 2022.  
3. PN 22008, PBA V, SR-24, temporarily reallocated to PBA I.  
4. PN 30726, Office Assistant IV, SR-10, temporarily reallocated to Office Assistant III, SR-08, effective 11/01/2021.  
5. PN 12185, PBA V, SR-24, detailed to Branch I, effective 06/16/16. Temporarily reallocated to PBA I, SR-16, effective 05/04/23.  
6. PN 3996, PBA V, SR-24, detailed to Fiscal Analysis Staff effective January 2013.  
7. PN 41744, PBA V, SR-24, detailed to Branch II effective 06/02/14.  
8. PN 120553, PBA V, SR-24 detailed to Branch I effective 04/18/12.  
9. PN 6568, PBA V, SR-24, detailed to Fiscal Analysis Staff effective June 2011.  
10. PN 22006, PBA V, SR-24, detailed to Branch II effective 05/15/13.  
11. PN 41367, PBA V, SR-24, detailed to Branch II, effective 06/16/16.  
12. PN 11302, PBA V, SR-24, detailed to Fiscal Analysis Staff effective 06/01/16.  
13. PN 13116, PBA V, SR-24, detailed to Branch I effective 06/16/16.

STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
FINANCIAL ADMINISTRATION DIVISION  
  
POSITION ORGANIZATION CHART

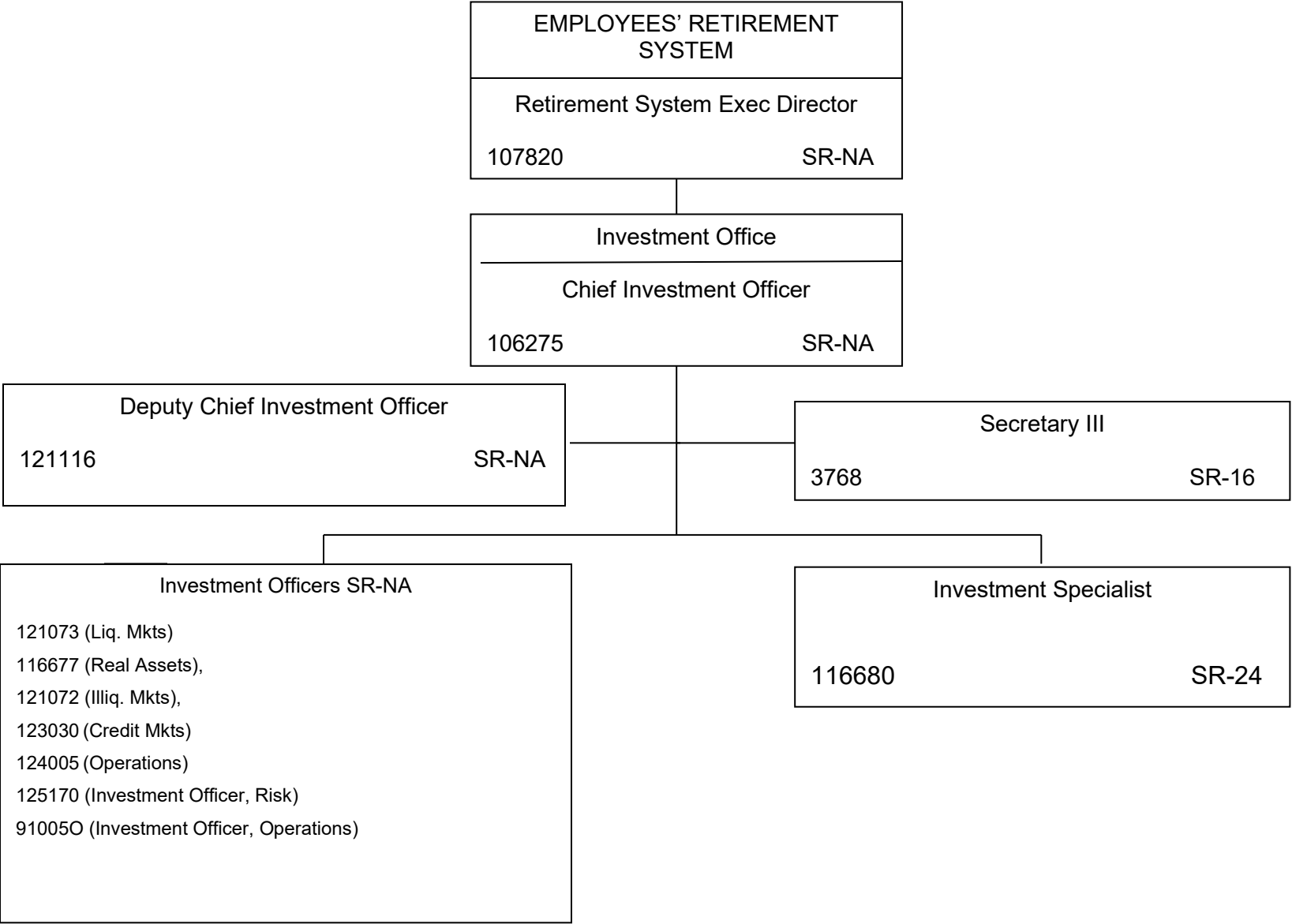


1. PN 122781, Accountant III, SR-20, temporarily reallocated for recruitment purposes to Accountant II, SR-18, effective 04/25/2023.

STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
EMPLOYEES' RETIREMENT SYSTEM  
  
POSITION ORGANIZATION CHART



1. PN 32986, ERS Member Home Loan Assistant, SR-16, detailed to Investment Office effective 05/22/17.  
2. Pseudo No. 94001O, Retirement System Program Specialist, to be established per Act 180, 2023.

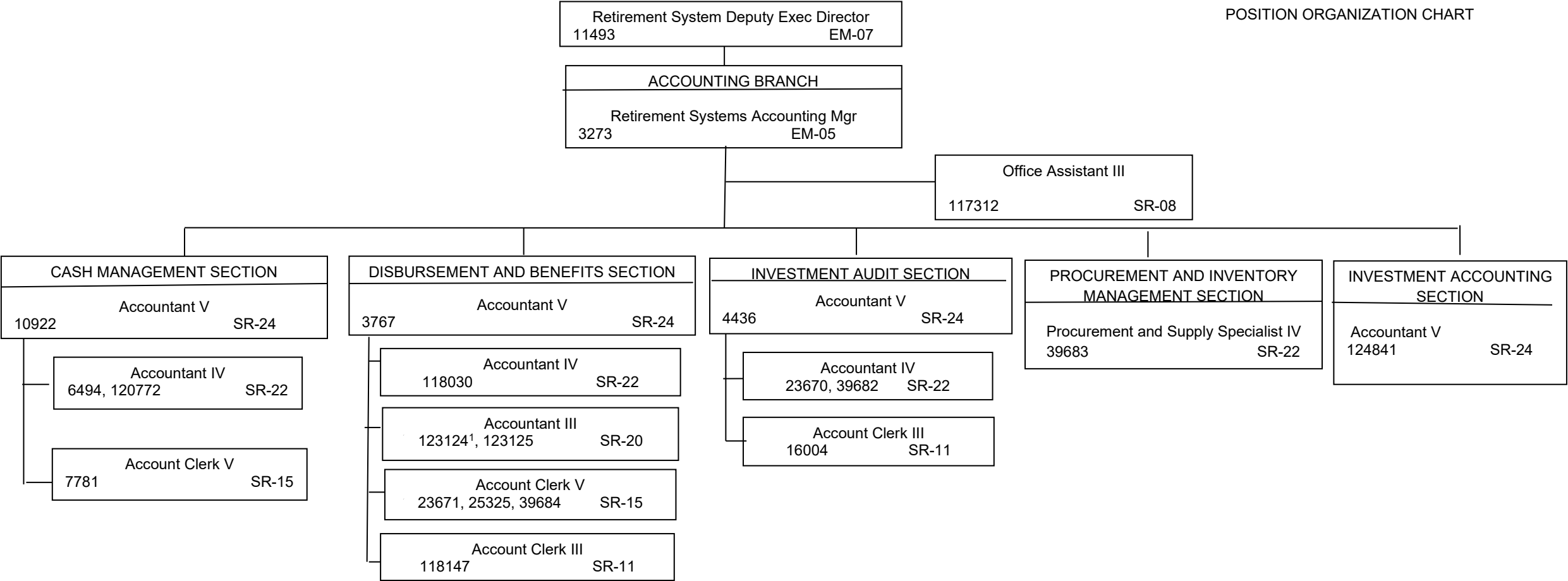


As of June 30, 2024  
Prepared Date: December 5, 2024

1. Pseudo No. 91005O, Investment Officer, Operations, SRNA to be established, authorized 7/1/22 by Act 248, SLH 2022.

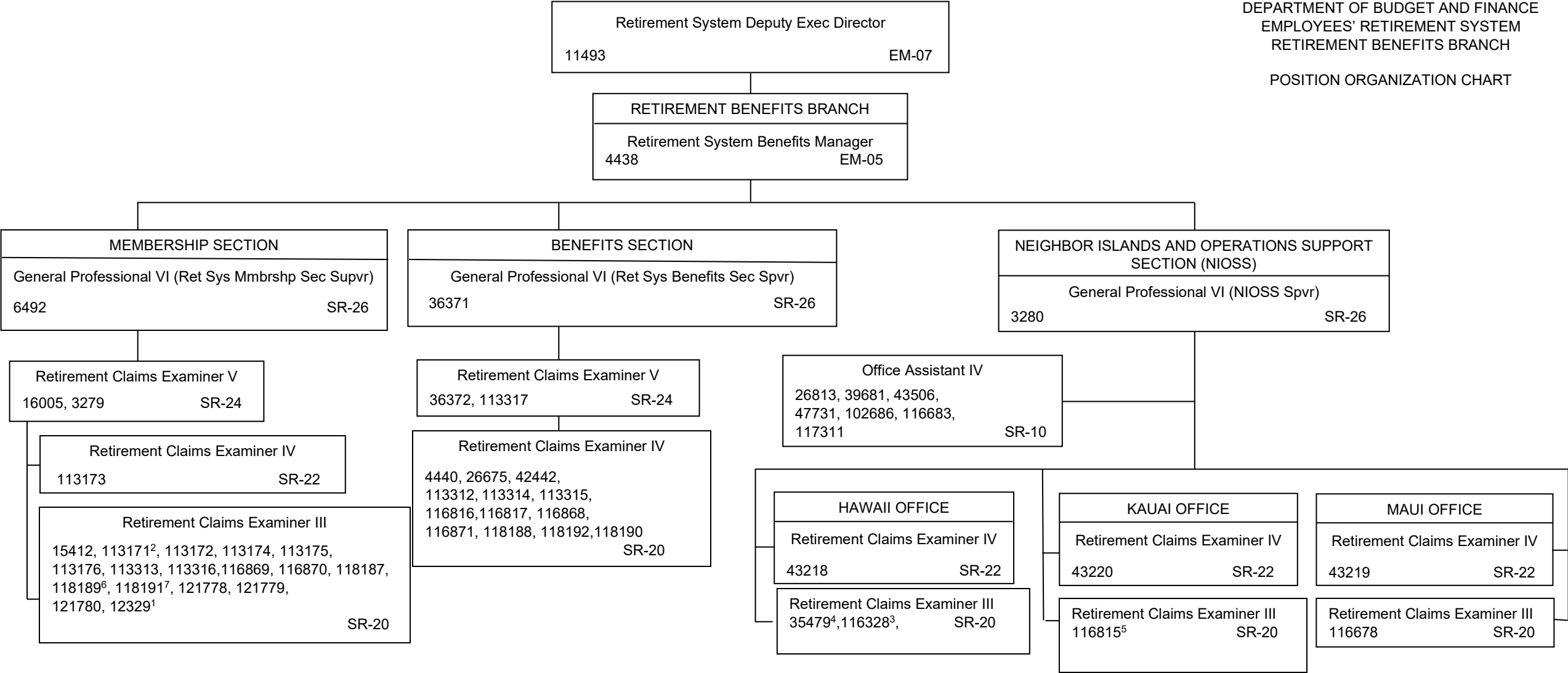
Chart I

POSITION ORGANIZATION CHART



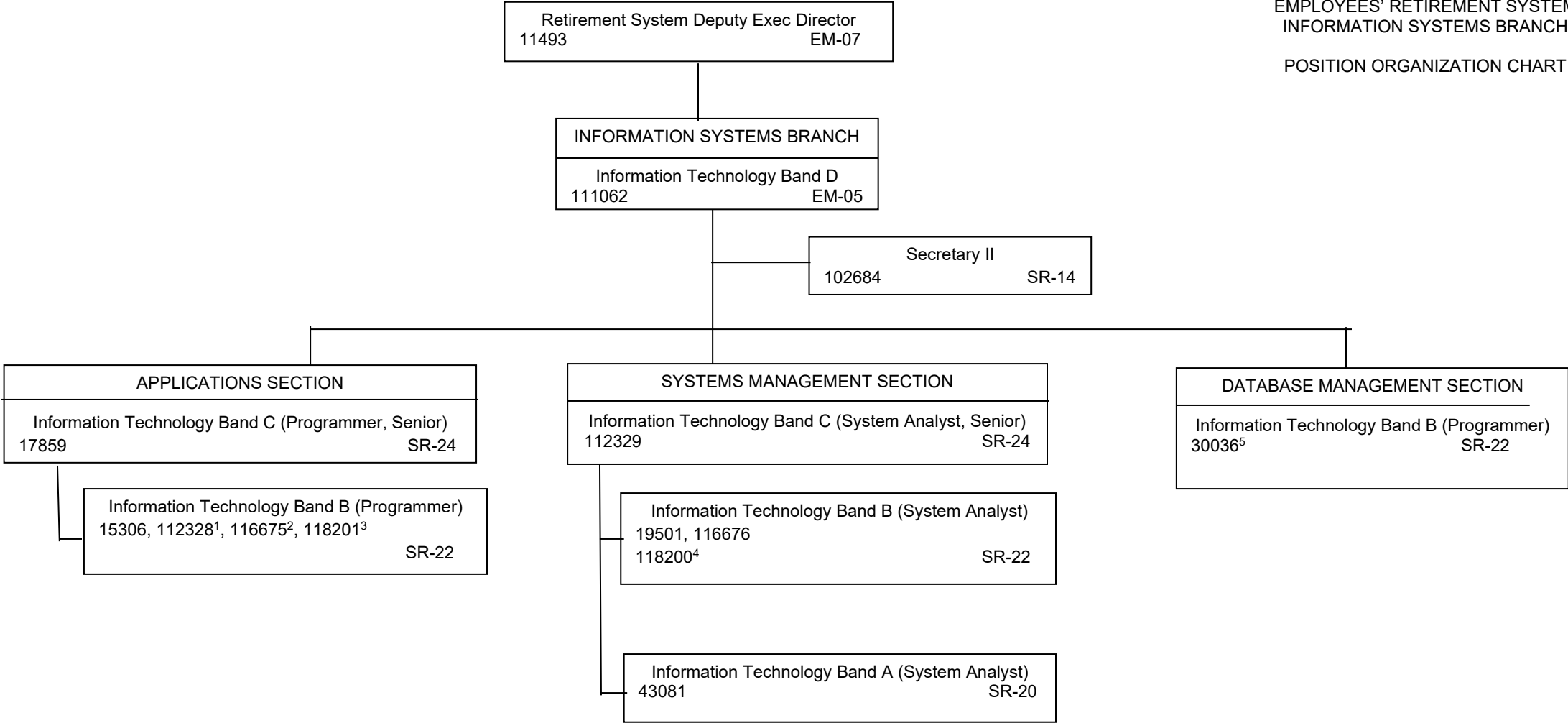
1. PN 123124, Accountant III, SR-20, temporarily reallocated to Accountant II, effective 05/16/23.





1. PN 12329, RCE III, SR-20, temporarily reallocated to RCE II, SR-18, effective 05/01/23..  
2. PN 113171, RCE III, SR-20, temporarily reallocated to RCE II, SR-18, effective 05/01/23..  
3. PN 116328, RCE III, SR-20, temporarily reallocated to RCE II, SR-18, effective 10/16/20.  
4. PN 35479, RCE III, SR-20, temporarily reallocated to RCE II, SR-18, effective 09/01/22.  
5. PN 116815, RCE III, SR-20, temporarily reallocated to RCE II, SR-18, effective 06/16/21.  
6. PN 118189, RCE III, SR-20, temporarily reallocated to RCE I, SR-16, effective 05/31/23.  
7. PN 118191, RCE III, SR-20, temporarily reallocated to RCE I, SR-16, effective 05/24/23.

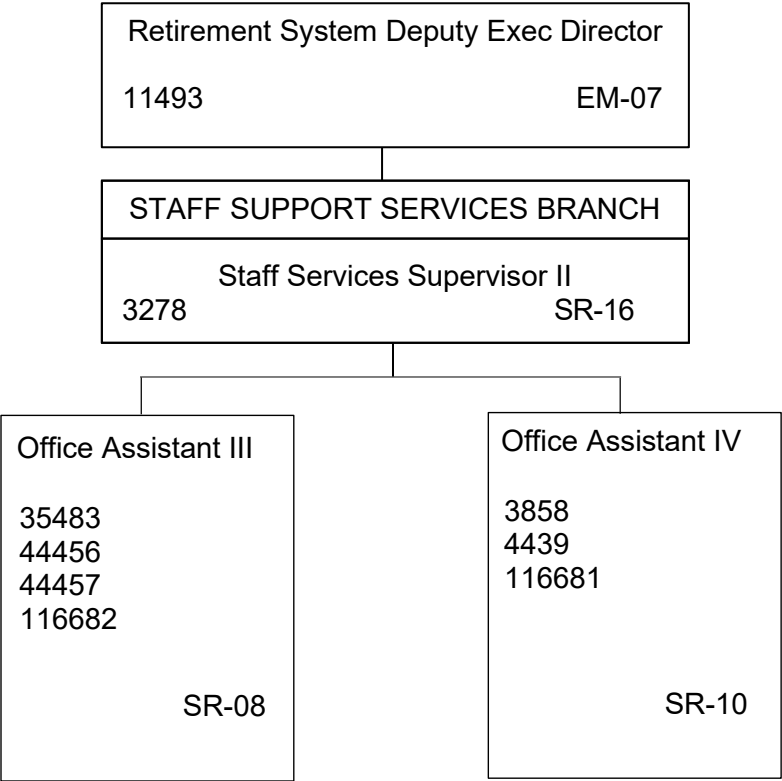




1. PN 112328, Information Technology Band B, SR-22, temporarily reallocated for recruitment purposes to Information Technology Band A, SR-18, effective 08/18/21.  
2. PN 116675, Information Technology Band B, SR-22, temporarily reallocated to Information Technology Band A, SR-20, effective 11/01/21.  
3. PN 118201, Information Technology Band B, SR-22, temporarily reallocated to Information Technology Band A, SR-20, effective 05/01/23.  
4. PN 118200, Information Technology Band B, SR-22, temporarily reallocated for recruitment purposes to Information Technology Band A, SR-20, effective 07/29/21.  
5. PN 30036, Information Technology Band B (Programmer), SR-22, temporarily reallocated for recruitment purposes to Information Technology Band A, SR-20, effective 12/01/21.

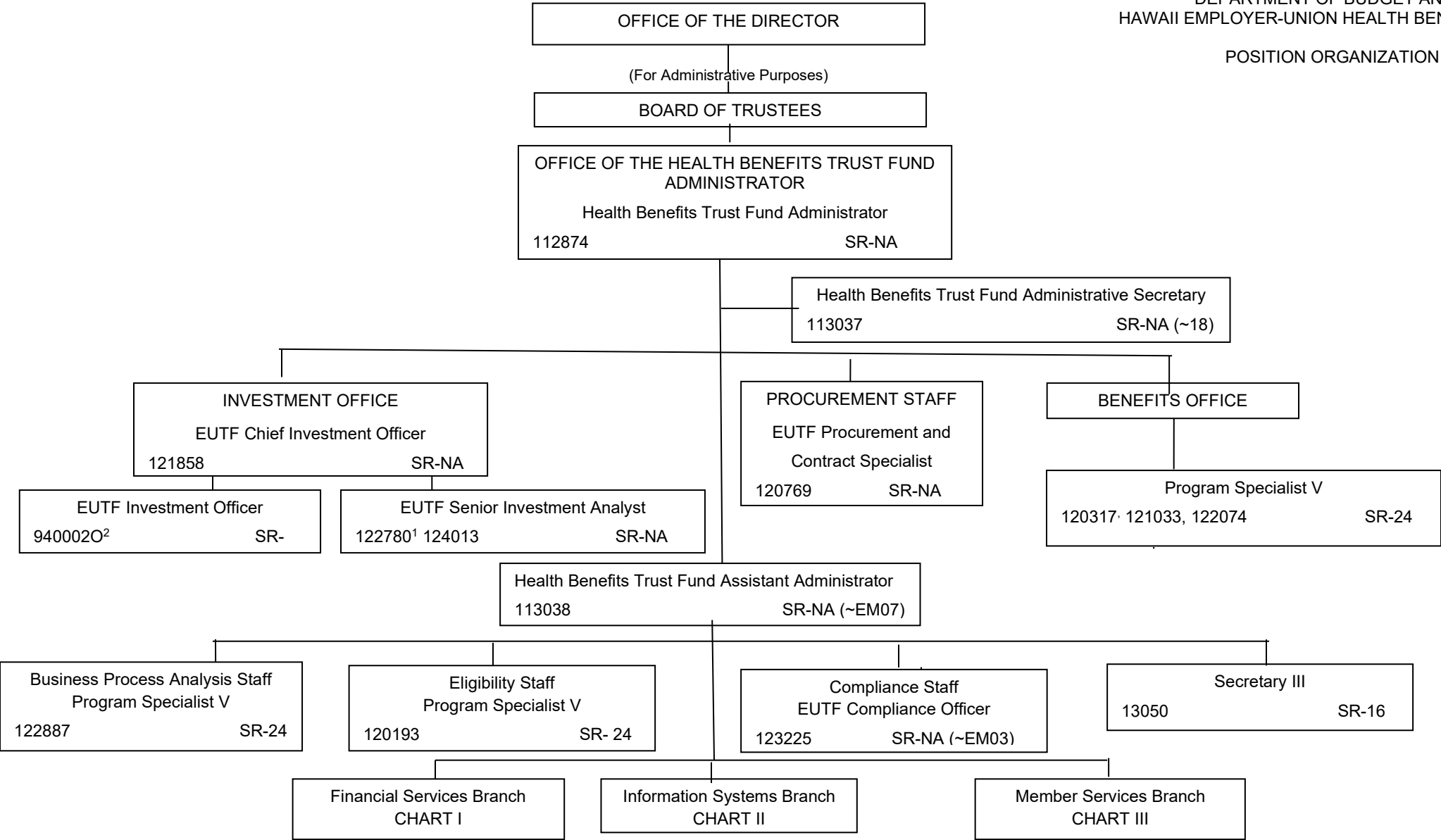
STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
EMPLOYEES' RETIREMENT SYSTEM  
STAFF SUPPORT SERVICES BRANCH

POSITION ORGANIZATION CHART  
STAFF SUPPORT SERVICES BRANCH



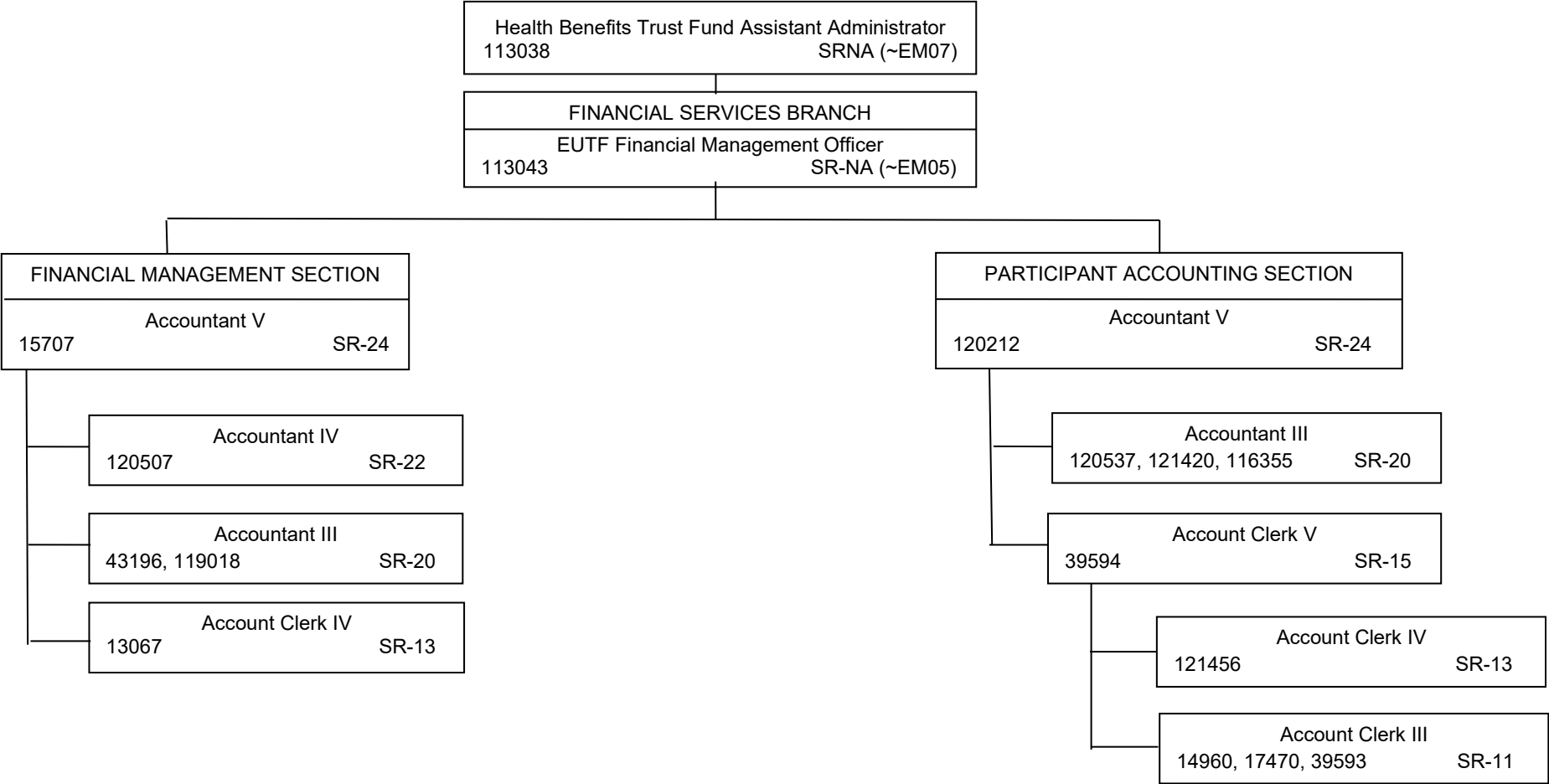
As of June 30, 2024  
Prepared Date: December 5, 2024

Chart V



1. PN122780, EUTF Senior Investment Analyst, SRNA, temporarily re-described to EUTF Investment Analyst, SRNA, effective 08/05/2022  
2. Pseudo No. 94002O EUTF Investment Officer to be established per Act 164, SLH 2023.

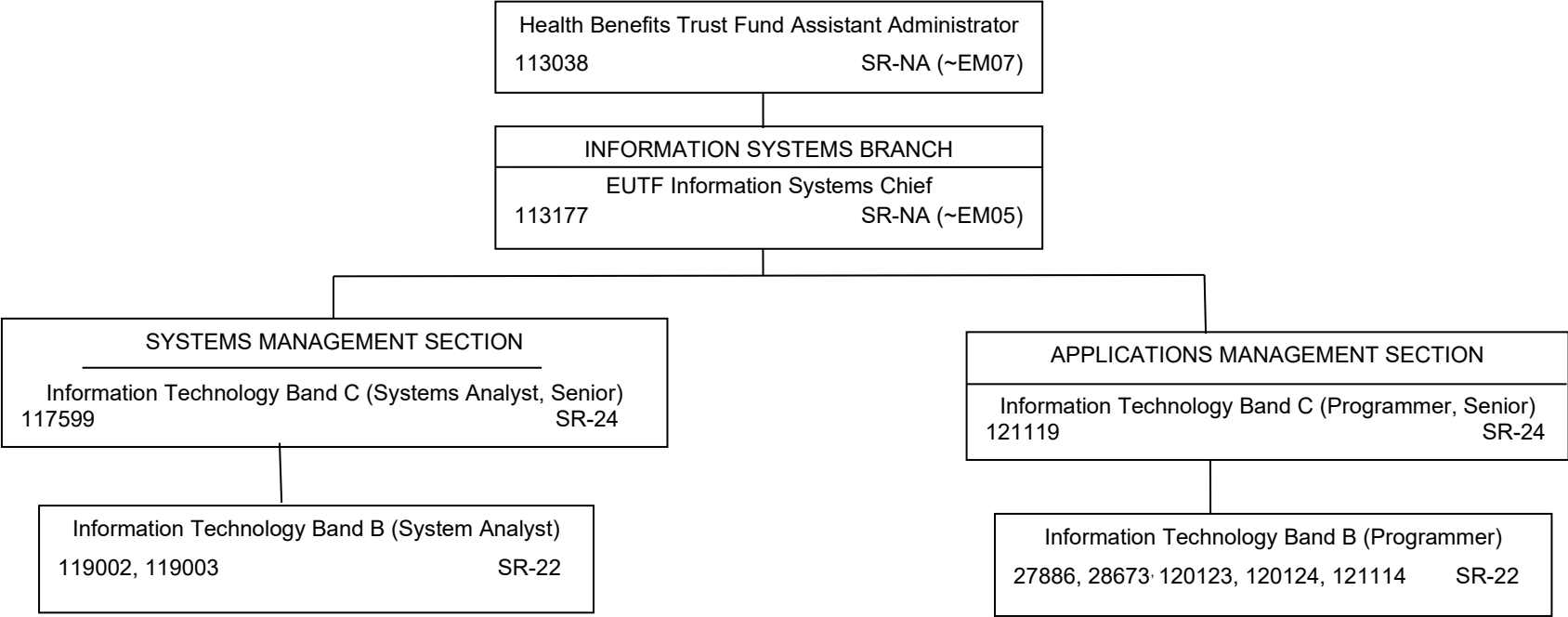
STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND  
FINANCIAL SERVICES BRANCH  
  
POSITION ORGANIZATION CHART



As of June 30, 2024  
Prepared Date: December 5, 2024

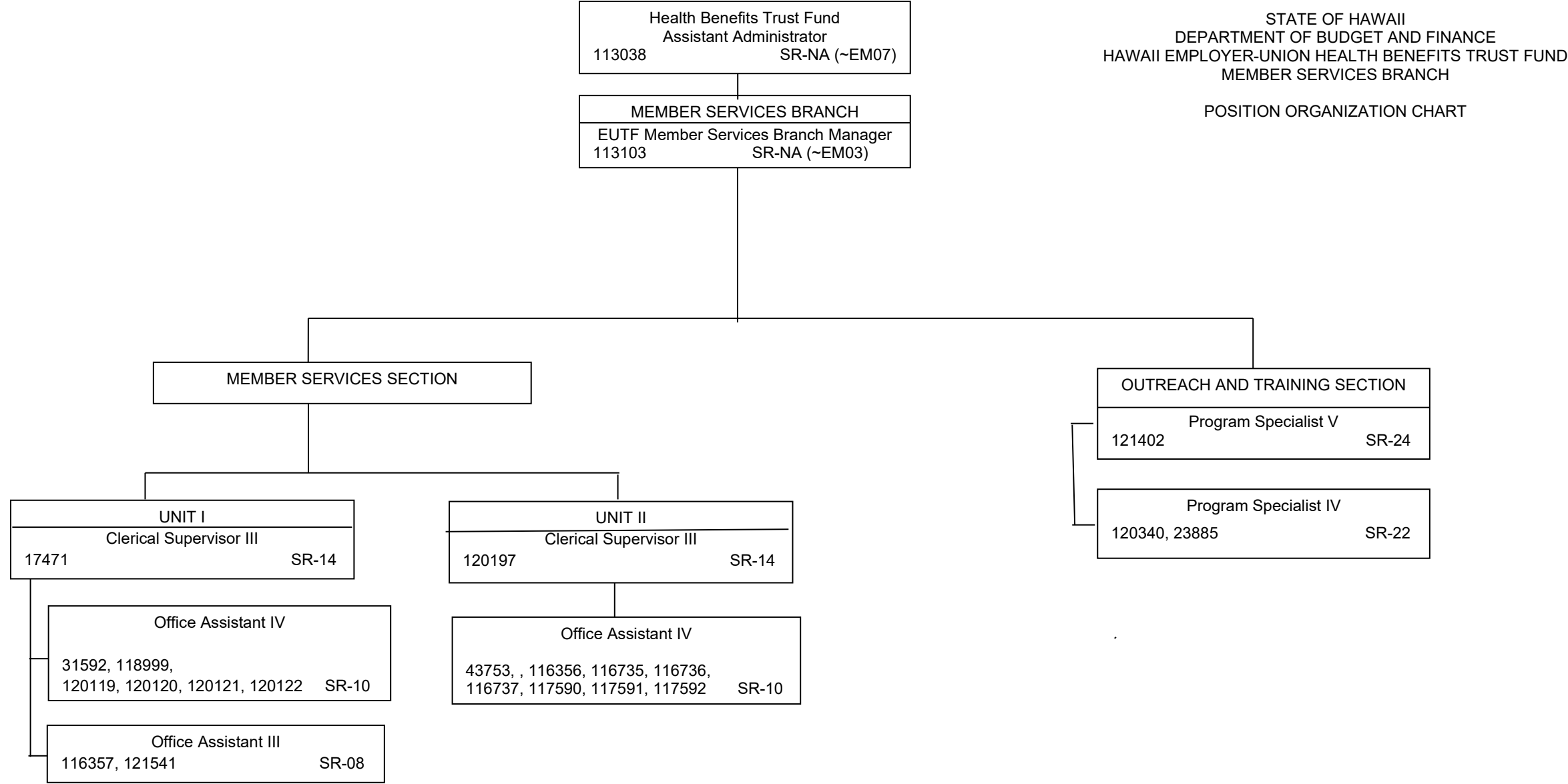
CHART I

STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND  
INFORMATION SYSTEMS BRANCH  
  
POSITION ORGANIZATION CHART



As of June 30, 2024  
Prepared Date: December 5, 2024

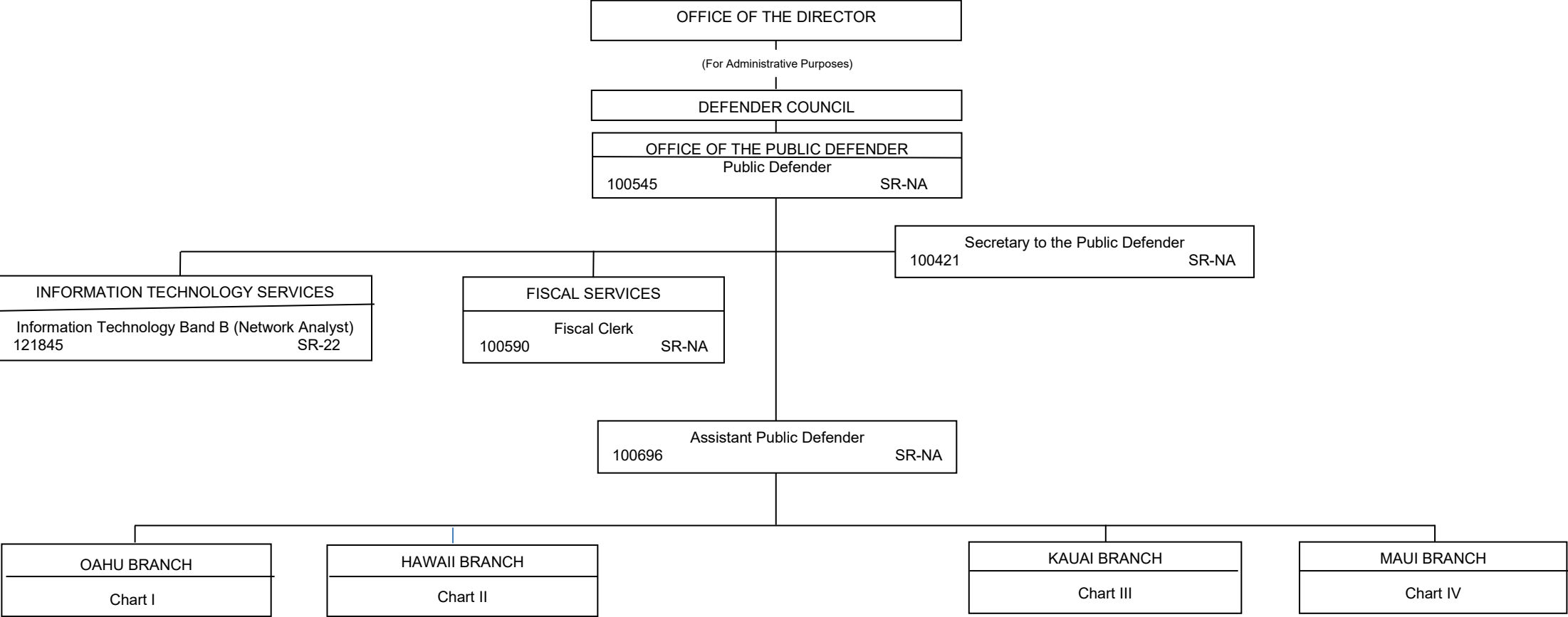
CHART II



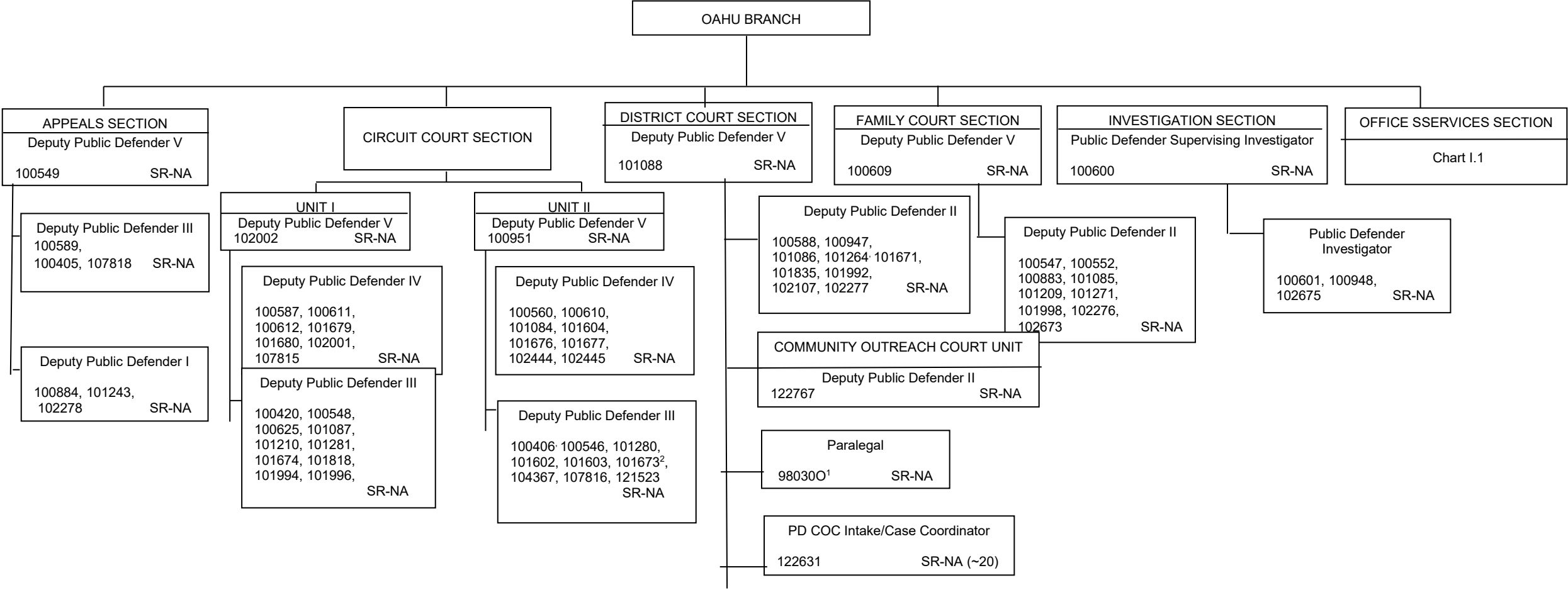
As of June 30, 2024  
Prepared Date: December 5, 2024



POSITION ORGANIZATION CHART

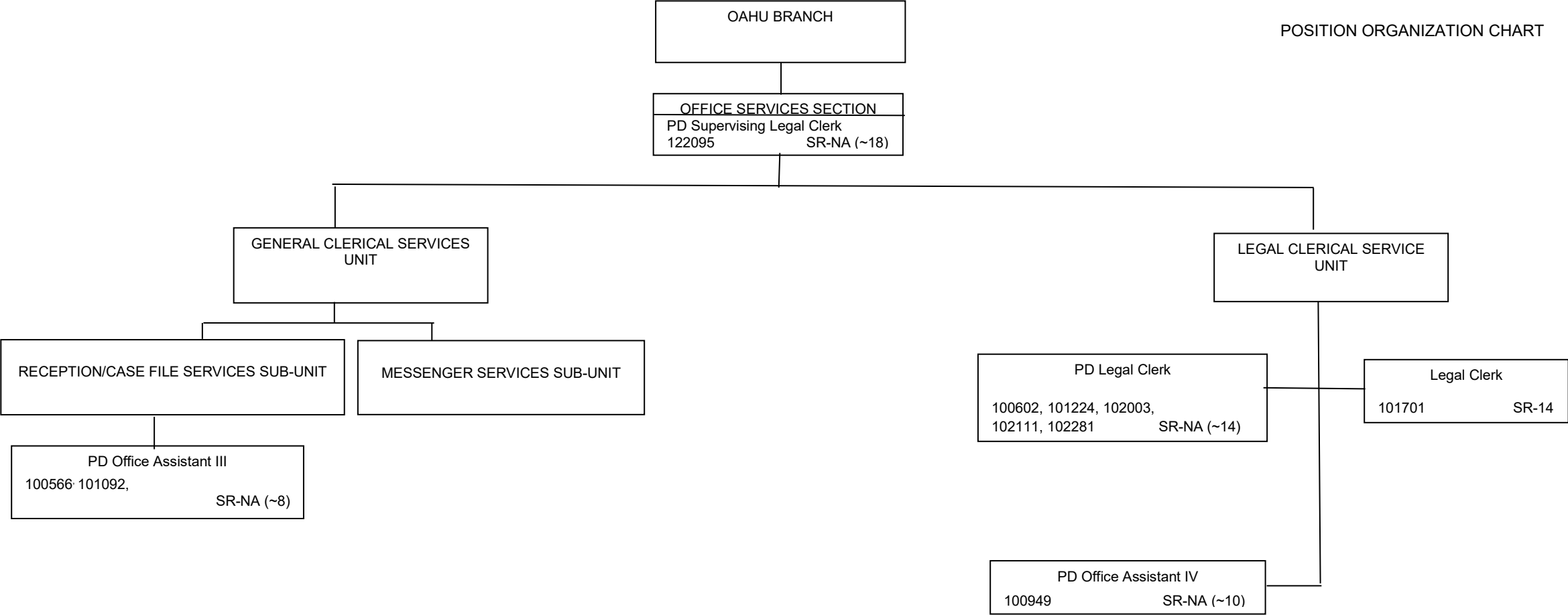


POSITION ORGANIZATION CHART

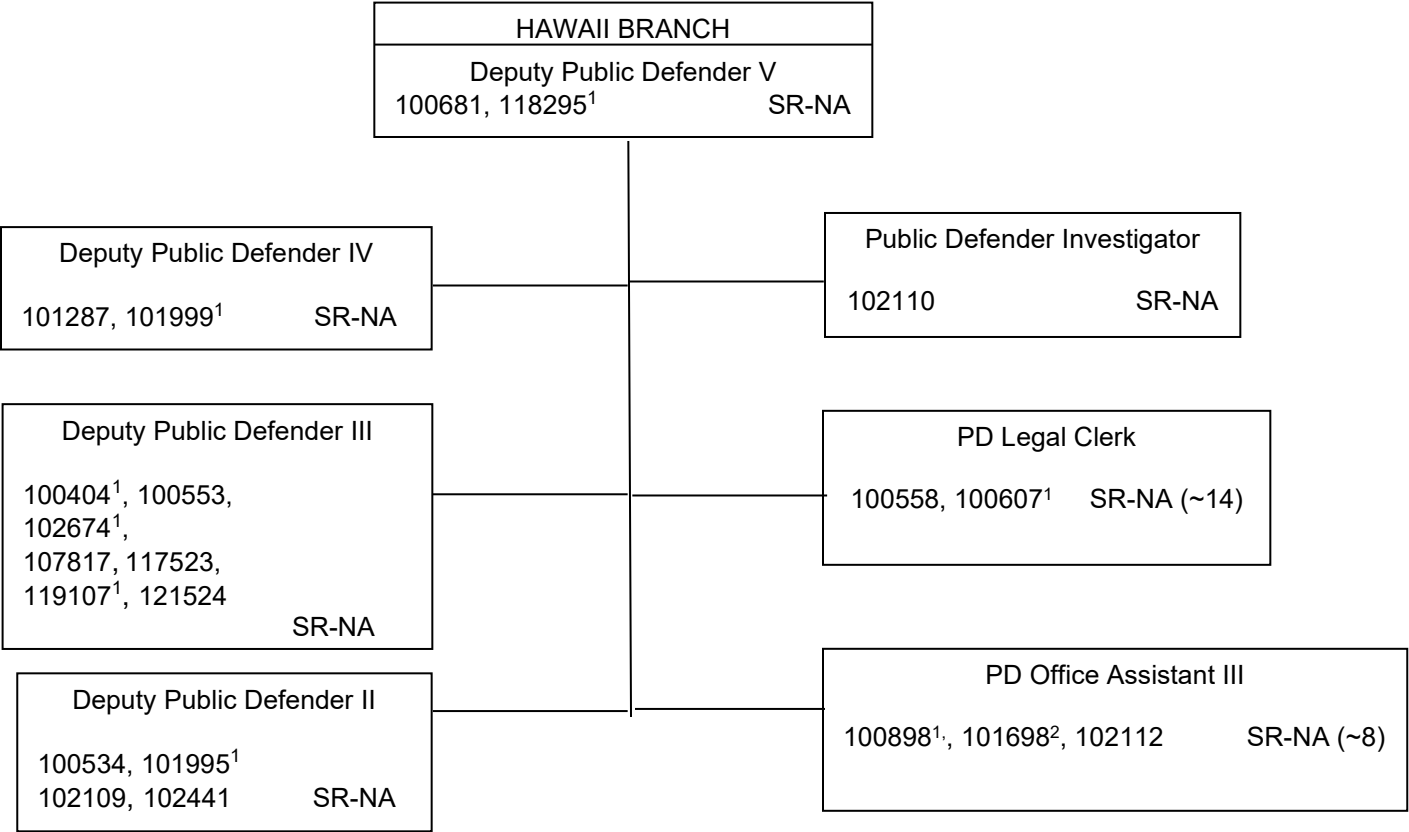


1. Pseudo No. 980300, Paralegal, SR-NA, to be established per Act 49, SLH 2017.  
2. PN 101673, DPD III, SRNA, detailed to Appeals Section eff. 01/11/11.

POSITION ORGANIZATION CHART

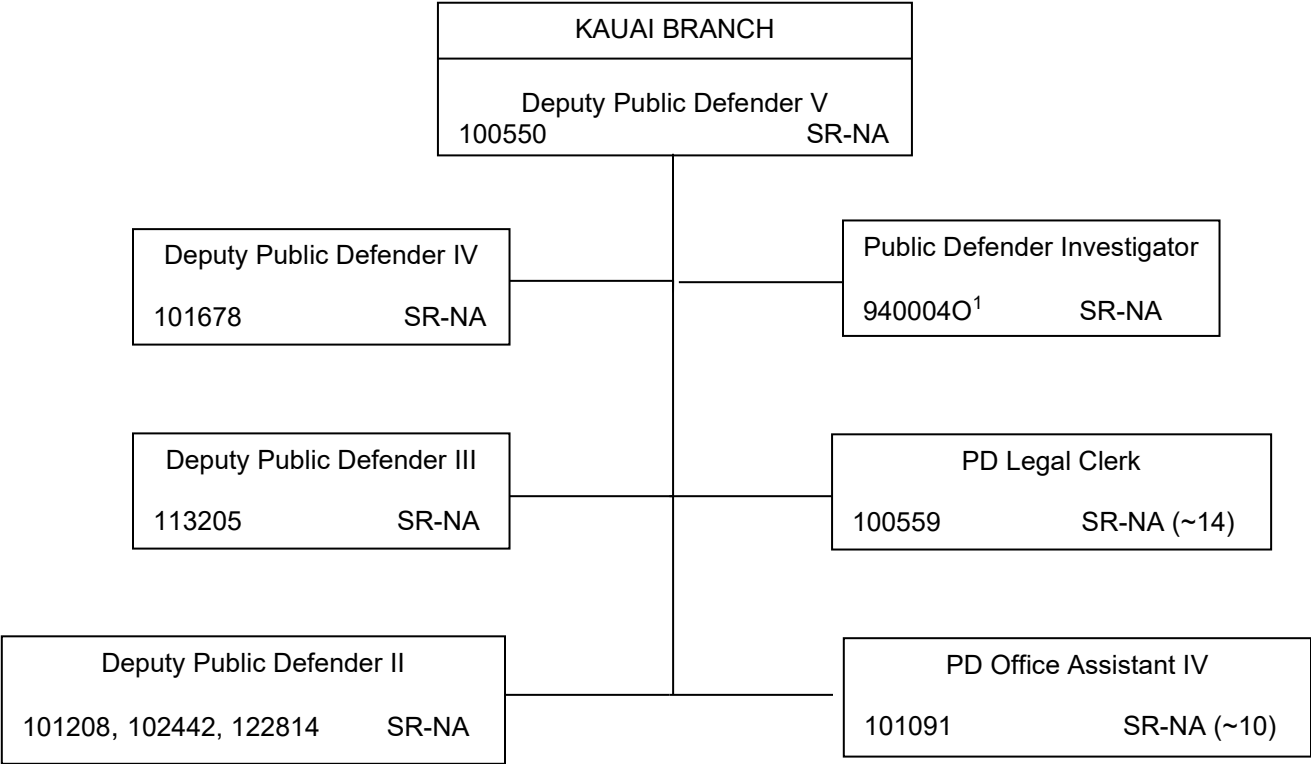


POSITION ORGANIZATION CHART



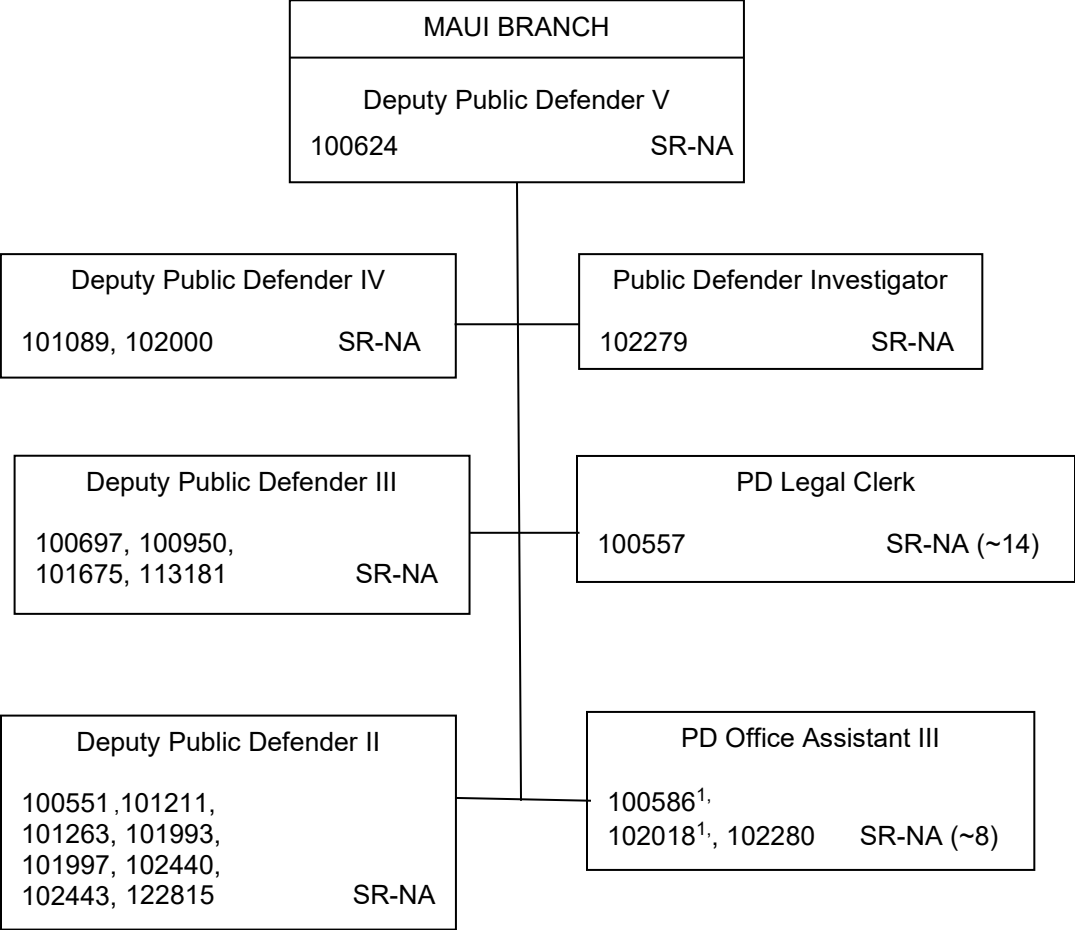
1. Positions located in Kona, Hawaii  
2. Position is 0.5 FTE.

POSITION ORGANIZATION CHART



1. Pseudo No. 940004O to be established per Act 164, SLH 2023

POSITION ORGANIZATION CHART



1. Positions are 0.5 FTE.

STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
  
FUNCTIONAL STATEMENT

Under the general direction of the Governor of the State of Hawaii, the Department of Budget and Finance administers the multi-year program and financial plan and Executive budget, management improvement, and financial management programs of the State.

Coordinates State budget services and prepares the Governor's budget for submission to the Legislature; supervises the budgetary and fiscal policies established by the Governor or mandated by the legislature; supervises and controls the budget appropriations authorized by the Legislature; prepares and revises the State's general fund financial plan; researches and analyzes the State's future revenues, expenditures and prepares financial projections to support the development of a financial plan; ensures the State's priorities are addressed in the development of resource allocation strategies; reviews, analyzes, evaluates, monitors, and coordinates capital improvement project (CIP) appropriations and expenditures; reviews proposed legislation and recommends appropriate action to the Governor; coordinates the program planning and analysis efforts of the State; develops and implements the State's program evaluation system; develops statewide program structure format and procedures; reviews agencies' multi-year programs and financial plans; analyzes variance reports; prepares issue papers; undertakes, as necessary, program evaluations and analytical studies; provides technical management and analysis assistance to the Governor, the executive departments, and the Legislature in making maximum use of authorized management resources; analyzes and improves both statewide as well as specific or departmental management systems, policies and procedures; reviews requests to reorganize; and develops methods to better utilize space, time and manpower.

Administers the financial affairs of the State; plans, directs, and coordinates the development of the State's financial strategies and overall policies regarding investments and financing programs; plans, markets, coordinates, reviews and monitors the State's bond issues; receives, safekeeps, invests, lends and disburses money on deposit in the State Treasury; manages the public debt; and administers the State Unclaimed Property Program.

OFFICE OF FEDERAL AWARDS MANAGEMENT

Plans, organizes, directs, coordinates and conducts federal awards activities for Executive Departments and Agencies to advance the management, administration, and oversight of federal grants. The objective of these activities is to maximize the program and fiscal performance of federal awards, ensure compliance with state and federal rules and regulations and reduce the opportunity for waste, fraud and abuse.

Provides technical management services, assistance, and recommendations to the Governor, Director of Finance, Comptroller, and to the Directors and Heads of Executive Departments and Agencies, to maximize use of federal fund resources in order to achieve the State's statutory requirements, goals, and objectives efficiently, economically, and effectively.

Budgeting and Accounting

- Identifies and recommends changes or improvements to the State's budgeting and accounting procedures, support systems, and, systems of internal controls to meet federal criteria and external audit standards and to streamline procedures for State federal grant managers.
- Identifies major, recurring federal awards that State Executive Departments and Agencies anticipate receiving from the federal government for each fiscal year and ensures that expected major, recurring federal awards are appropriated in the budget bill.

### Policies and Procedures

- Assists the Governor in establishing policies, procedures, and systems within the authority provided to the Governor by the Legislature, to apply for federal awards, to raise the appropriation ceiling for federal funds, to receive and expend non-appropriated federal funds, to extend the lapse date of federal fund accounts, and to meet reporting requirements.
- Establishes and implements policies, procedures, and controls following review as necessary with the Director of Finance, Comptroller, and Governor to advance the financial management, administration, and oversight of federal grants that are awarded to State Executive Departments and Agencies.
- Assists the Comptroller in establishing policies, procedures, and systems to ensure that funds provided under each federal award are separately accounted for from receipt to obligation, to expenditure.
- Develops policies, procedures and systems to enable financial reporting on all awards held by State Executive Departments and Agencies.

### Compliance

- Determines the application of state and federal laws and regulations governing federal awards as well as other terms and conditions imposed by any federal funding agency.

The following agencies are placed within the Department of Budget and Finance for administrative purposes:

### EMPLOYEES' RETIREMENT SYSTEM (ERS)

Administers a retirement and survivor benefits program for State and county employees; collects retirement contributions from members; provides pre-retirement counseling services; conducts disability hearings and appeals; reviews claims for retirement, disability, and death benefits and certifies these benefits for payments; processes semi-monthly pension checks to retirees and beneficiaries; accounts for and safeguards assets in the ERS investment portfolio; and invests funds to help finance this program.

### HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND (EUTF)

Provides eligible State and county employees, retirees, and their dependents with health and other benefits at a cost affordable to both the public employers and the public employees. Develops and contracts for, implements and administers the health benefits and group life insurance plans for State and county employees and retirees; establishes and adopts eligibility requirements; furnishes information on benefit plans; trains personnel and fiscal officers to enroll eligible employee-beneficiaries, and dependent-beneficiaries in benefit plans; collects contributions from State and county public employers and employees; remits insurance premiums to carriers; assists in administration of the State of Hawaii Premium Conversion Plan (PCP); and services the enrollments of State and county retirees and COBRA qualified-beneficiaries; and is authorized to implement a long-term care insurance plan.

### OFFICE OF THE PUBLIC Defender (PD)

Safeguards the rights of individuals in need of assistance in criminal and related cases by providing statutorily entitled legal services to those individuals who are financially unable to obtain such services.



STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
ADMINISTRATIVE AND RESEARCH OFFICE

FUNCTIONAL STATEMENT

Plans, directs and coordinates comprehensive programs, services and functions which include the Department's administration of fiscal/accounting, budget and management services, personnel services, contracts administration, and systems and procedures.

- Conducts reviews of fiscal procedures and accounting systems and recommends revisions and new procedures.
- Prepares financial reports and directs compilation and evaluation of fiscal data while maintaining a comprehensive system of accounting for the Department's finances and controlling departmental expenditures.
- Coordinates and oversees development, submittal and execution of departmental program and financial plans.
- Formulates policies and procedures governing administrative staff services to support various agency programs and supervises the Department's personnel management systems and procedures while coordinating personnel functions across and among divisions.
- Coordinates and determines manpower requirements for future and present departmental programs.
- Recruits personnel to meet departmental program requirements and determines and establishes standards and guidelines for personnel selection.
- Analyzes and develops training standards and implements these standards into training programs.
- Develops objective guidelines, standards and systems for employee appraisal and provides necessary information, coordination and guidance in all personnel matters, State personnel rules and regulations, workers' compensation laws and program, etc.
- Coordinates and implements reasonably safe and healthy working conditions in conformance with OSHA requirements.
- Maintains and stores personnel records and determines standards and objectives for incentive and service awards.
- Coordinates departmental personnel and financial planning and expenditure matters and provides advice and guidance on personnel and financial matters to Department employees.
- Assists in financial planning and conducts periodic review of departmental program budgets to determine effectiveness and adherence to financial planning and departmental goals.
- Ensures prudent use of financial resources along program and project lines and develops methods for economy measures and cost reduction.
- Provides analytical and advisory information to all divisions and staff offices as to the status of allotments and accounts.

- Performs purchasing services for the Department. Conducts and maintains the Department's physical inventory.
- Maintains and processes departmental payrolls.
- Assists in the formulation of policies and procedures governing administrative staff services to support departmental programs.
- Conducts management analysis reviews of operations, of purchasing and property management activities, of organizational and functional responsibilities, and of fiscal, accounting, budgetary and performance management information systems.
- Coordinates departmental activities such as telecommunications, energy conservation, civil defense, records management, data processing, etc.
- Provides advice and interpretation of all collective bargaining contracts and units found in the Department, discerns contract violations and settles contract disputes.
- Provides departmental staff services to the Office of the Director, divisions, administratively attached agencies and other governmental agencies in contracts administration.
- Plans, coordinates, and supports data processing and telecommunication activities of the Department.

## BUDGET AND FISCAL STAFF

Plans, coordinates and implements the Department's budget and financial plan; directs the accounting and fiscal activities; coordinates the recording and reporting of the Department's assets; serves as the Department's primary resource in procurement-related activities; and conducts management analysis.

### Budget and Financial Plan

- Coordinates, prepares, and presents the Department's intermediate- and long-range plans and budgets for its various programs. Executes approved budgets and formulates the expenditure plans.

### Accounting and Fiscal

- Plans, monitors and controls the Department's fiscal and accounting activities. Develops and implements policies and procedures to ensure sound internal controls.

Processes the Department's payroll and maintains all related records.

### Procurement

- Coordinates, monitors and provides guidance to the Department's programs in all procurement-related activities. Develops and implements policies and procedures to safeguard the Department's assets and to ensure compliance with the pertinent laws, rules, regulations and procedures.

### Management Analysis

- Reviews, analyzes and provides recommendations on a wide variety of management services such as improvement in practices, methods, procedures, work distribution and organizational structure to maximize the Department's effectiveness and efficiency; space and equipment utilization; and records management.

For all functional areas:

- Serves as the department's resource in the interpretations and application of laws, rules regulations, policies, procedures and guidelines governing budgeting, accounting and fiscal, procurement and management analysis.

- Develops and implements policies and procedures to ensure the prudent, effective and efficient use of the Department's financial resources.
- Identifies training needs and develops, directs or coordinates training sessions for the Department's management team and/or support staff to better the understanding of the various functional areas.
- Develops and maintains comprehensive and meaningful reporting system for use by the Department's management team.

### HUMAN RESOURCES STAFF

Administers a comprehensive human resources management program for the Department and provides staff assistance to the Department's administration, programs, and employees in all functional areas of human resources management.

- Reviews position descriptions and classification requests and classifies jobs in accordance with classification factors and class specifications established by the Department of Human Resources Development (DHRD). Reviews and recommends appropriate classification actions to DHRD for non-delegated classes of work.
- Develops, coordinates, and executes plans, options, and strategies to identify, recruit, and/or retain qualified applicants or employees to meet departmental human resources requirements. Develops, coordinates, and executes procedures, standards and guidelines for selection processes.
- Provides to management officials and employees interpretations, advisements, and applications of: laws relating to personnel management; DHRD Administrative Rules; Collective Bargaining Contract provisions; Executive Orders; DHRD Policies and Procedures; Departmental Policies and Procedures; Travel Rules of the Department of Accounting and General Services, etc.
- Develops, implements, and ensures compliance with policies and procedures, strategies, and/or alternatives that are consistent with objectives and proper practices in the human resources management functional areas. Ensures achievement of Department goals and objectives while operating within the framework of applicable laws, rules, contracts, and sound human resources management practices and principles.
- Responsible for proper administration of human resources management functions which have been delegated to the Department by DHRD.
- Identifies training needs and develops, directs, or coordinates training program for departmental management officials and employees to: 1) ensure a well-trained workforce; 2) assist employees toward achieving their career goals; and 3) motivate employees toward higher productivity and work satisfaction.
- Provides guidance and assistance to management officials, supervisors, and employees on all problem areas in employee conduct, performance appraisal, discipline, employee groups, equal employment opportunity, grievances, morale, etc.
- Develops, interprets, and administers guidelines to promote cooperative relations among employees and with employee organizations. Advises and assists management in solving labor relations problems, including settlement of grievances.
- Coordinates and oversees a workers' compensation program for the Department.

- Coordinates and directs various employee recognition and incentive programs. Advises and supports the Department Incentive and Service Awards Program Committee.
- Develops, implements, and ensures compliance with American with Disabilities Act (ADA) policy, Equal Employment Opportunity (EEO) Policy, Affirmative Action (AA) Plans and Sexual Harassment Policy of the Department to ensure alleviation/elimination of discrimination practices. Resolves ADA, EEO/AA and sexual harassment complaints.
- Develops, implements, and enforces a safety and health program to ensure a safe and healthy workplace and working conditions for employees in compliance with Occupational Safety and Health Administration (OSHA) requirements.
- Develops and maintains efficient comprehensive personnel records and reporting systems.
- Responsible for the full range of personnel transactions processing in each of the functional areas of personnel management which includes classification, recruitment and selection, training, employee recognition and incentives, labor relations, workers' compensation, personnel records and reporting, etc.
- Provides information, guidance, and assistance to Department employees in the administration of benefit programs and leaves of absences.

#### SYSTEMS AND PROCEDURES STAFF

Coordinates all functions related to information, data processing, and telecommunication services in support of departmental program requirements including interfaces between the Department and the Department of Accounting and General Services, Office of Enterprise Technology Services (ETS).

- Develops and implements the Department's strategic plan for data processing and telecommunications.
- Advises Division/Program staff on data processing and telecommunication requirements and coordinates all data processing and telecommunications activities for the Department.
- Recommends policies and procedures governing departmental data processing and telecommunication activities.
- Designs, develops, monitors and maintains automated systems including local area networks (LANS) and wide area networks (WANS) to meet user needs.
- Reviews and coordinates computer hardware/software acquisitions and upgrades.
- Provides system maintenance support and necessary software upgrades including diagnostics, system performance problem troubleshooting, hardware repairs, and responds to individual user requests for PC related assistance.

STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
BUDGET, PROGRAM PLANNING AND MANAGEMENT DIVISION

FUNCTIONAL STATEMENT

Plans, directs, and coordinates a statewide resource allocation program to facilitate and improve the executive resource allocation and utilization processes through planning, programming, budgeting, conducting analyses, and making recommendations on all phases of inter- and intra-program content, scope, and funding.

- Conducts comprehensive and in-depth analyses of State programs, systems, operations, organizations, problems, and issues.
- Participates in the preparation, analysis, and presentation of the State's six-year program and financial plan and the Executive Budget. Participates in the development and analysis of long- and short-range program plans.
- Develops and maintains standards of performance within the resource allocation system and evaluates agency conformance with established standards.
- Analyzes the program structure and participates in the development of program objectives. Formulates program evaluation methods and techniques.
- Provides technical management services, assistance and advice to the Governor, the executive departments, and agencies in making maximum use of their authorized management resources in order to achieve the State's statutory requirements, goals, and objectives efficiently, economically, and effectively.
- Plans, analyzes, develops, and implements management improvement projects, systems, methods, policies, etc., to better utilize money, personnel, equipment, time, and space.
- Conducts a continuous review of programs and the financial condition of the State government.
- Participates in and recommends appropriate actions in the preparation, presentation, and implementation of plans, programs, budgets, and performance reports.
- Conducts and participates in the conduct of analytic studies and the documentation of findings and recommendations on policies, programs, issues, and problems.
- Provides advice on and monitors compliance with budget execution policies and procedures by State agencies.
- Reviews proposed legislation for program and budgetary impact and makes recommendations to the Director of Finance.
- Provides advice and assistance to agencies in the areas of planning, programming, and budgeting.
- Reviews, analyzes, evaluates, monitors, and coordinates capital improvement program (CIP) appropriations and expenditures.

- Provides fiscal and budgetary staff support on matters involving collective bargaining negotiations and the analysis of collective bargaining proposals and contracts, including, with the approval of the Director of Finance, representing the Department on the State Negotiating Team and the Statewide Employer's Negotiating Team.
- Prepares and revises the State's general fund financial plan. Compiles financial and statistical reports on the status and trends of State funds, including general, special and bond funds.
- Analyzes and reports on the State's financial trends through studies of bonded debt, cash condition, revenues, and expenditures.

#### CLERICAL SERVICES STAFF

Provides secretarial and clerical support services to the Division.

- Develops and makes recommendations on forms, clerical procedures, and office practices.
- Provides typing, review, and other clerical support to staff of the Division.
- Maintains files of the Division.
- Maintains library of texts, publications, and references used by Division staff.
- Orders and maintains office supplies and equipment required by staff of the Division.
- Records and maintains control over correspondence and forms received by the Division.

#### COLLECTIVE BARGAINING STAFF

Provides fiscal and budgetary staff support on matters involving collective bargaining negotiations and the analysis of collective bargaining proposals and contracts.

- Participates as a representative of the Director of Finance in collective bargaining strategy meetings, deliberations and negotiations with the State Negotiating Team and the Statewide Employers' Negotiating Team.
- Develops recommendations to advise the Director of Finance in collective bargaining philosophy and strategy.
- Keeps the Director of Finance informed of the status of collective bargaining negotiations and activities.
- Analyzes and provides information on the cost implications of wage proposals for the State and the various counties.
- Develops and maintains collective bargaining data.
- Prepares collective bargaining appropriation requests for legislative action.
- Coordinates the preparation of supporting material on the economic condition of the State and various county jurisdictions for fact-finding boards in impasse proceedings.
- Conducts special projects or analytic studies relating to collective bargaining which involve State programs, problems, and issues.

## FISCAL ANALYSIS STAFF

Provides a variety of administrative, analytical, and other support services to facilitate the work of the Division.

- Prepares and revises the State's general fund financial plan. Compiles financial and statistical reports on the status and trends of State funds, including general, special, and bond funds.
- Analyzes and reports on State financial trends through studies of bonded debt, cash condition, status of funds, and revenue estimates.
- Prepares, submits, and negotiates the Statewide Central Service Cost Allocation Plan and the Composite Fringe Benefit Rate Proposal.
- Provides financial planning, forecasting, analysis, and program evaluation staff services in the evaluation of local, national, and international trends of a financial and economic nature.
- Provides staff support to the Council on Revenues, primarily regarding projections of non-tax revenues and special fund tax revenues. Evaluates projections and forecasts of State agencies.
- Coordinates and prepares an assessment of special funds for central and departmental administrative expenses.
- Prepares summary statements, charts, and other graphic presentations for programming and budgeting purposes.
- Provides for production of the State's six-year program and financial plan, the Executive Budget, and other publications.
- Conducts special studies to facilitate the work of the Division.
- Provides budget system support for the Division and other State departments, while managing and assisting with the maintenance and development of the State's online budget systems.
- Maintains liaison with the Office of Enterprise Technology Services staff to assure that accurate and timely reports are obtained for planning, programming, and budgeting purposes.
- Prepares the Division's program plan, budget, variance report, expenditure plan, and revenue estimates.
- Prepares divisional responses to requests for information from the legislature and other agencies.
- Coordinates accounting services with the departmental accounting office.
- Coordinates statewide allotment of centrally budgeted collective bargaining funds and other special appropriations.
- Coordinates and prepares an assessment of special funds for central and departmental administrative expenses.

## TECHNICAL STAFF

Provides technical staff services in planning, developing, directing, and coordinating statewide program planning, budgeting, and evaluation activities. Participates in program structure analysis, develops statewide policies on budgeting procedures, program objectives, and the formulation of program evaluation methods and techniques.

- Establishes long-range goals and objectives for the State with the program and departments concerned and defines responsibilities of major State programs to accomplish such objectives, with consideration of organizational lines.
- Directs and coordinates the preparation of the program structure as a guide for all State agencies to systematically prepare multi-year plans to serve as a base on which current budget requirements can be developed to accomplish planned program goals.
- Develops, prepares, and implements program plan instructions for all State programs and departments, interprets them and provides direct technical advisory services and statewide coordination to program managers and administrators to attain the results of effective program planning, with awareness of ever-increasing tendency toward technical and organizational complexities.
- Develops, implements, and maintains a monitoring system to provide for a systematic review and evaluation of all program plans prepared by all State departments. Coordinates assistance to departments to improve such plans, ensures managers' and administrators' awareness and understanding of plan input, and stimulates and initiates the development of training programs for continued improvement in program planning activities, as well as for the removal of technical barriers.
- Provides program evaluation staff assistance to the Office of the Governor.
- Develops statewide guidelines for the preparation, review, and implementation of long-range plans, the six-year program and financial plan, and the Executive Budget, including overall system design, data requirements, schedules, instructions, forms, processing, reports, and printing requirements.
- Develops and maintains standards of performance for State agencies within the components of the resource allocation system and evaluates agency conformance with established standards. Makes recommendations on changes required to facilitate long-range planning, programming, financial planning, and budgeting functions.
- Provides assistance and advice to State personnel in clarifying philosophy, design, policies, and procedures of the resource allocation system.
- Recommends amendments to the Executive Budget Act and other legislation affecting the State's resource allocation system.
- Develops required legislative proposals affecting the statewide resource allocation system and the Executive Budget Act. Reviews and makes recommendations on legislation and statutes affecting State budget and resource allocation practices and policies.



## PROGRAM BUDGET ANALYSIS AND EVALUATION BRANCHES I AND II

Participates in the preparation, analysis, and presentation of long-range plans and budgets for programs in Executive Branch offices and departments. Analyzes policies, programs, issues, and problems in the assigned programs and recommends appropriate action.

- Coordinates the preparation and submittal of long-range plans, six-year program and financial plans, and program performance reports. Participates in the formulation of program budgets and supplemental budgets.
- Provides advice and assistance to agencies. Advises agency personnel in interpreting planning, programming, budgeting, and management improvement directives, instructions, policies, procedures, and guidelines.
- Analyzes proposed plans, programs, and budgets. Recommends formalization of program objectives; measures of effectiveness; identification of target groups served; alternatives by which objectives may be achieved; determination of full costs, effectiveness, and benefit implications of the alternatives; clarification of the assumptions, risks, and uncertainties involved; and identification of the cost, effectiveness, and benefit trade-offs of the alternatives.
- Recommends appropriate action on program change requests and requests to establish new programs. Recommends revisions to program structure, resource allocation levels, and changes to policies and guidelines affecting the work of the branch.
- Conducts or participates in the conduct of analyses of policies, programs, issues, and problems. Documents findings and recommendation in program memoranda, special analytic studies, issue papers or other formal reports.
- Participates in preparation of reports on program performance.
- Analyzes proposed legislation and makes recommendations on appropriate executive action. Participates in analysis of appropriation bills.
- Reviews and reports on matters dealing with government operations and the use of public funds referred by the Governor's Office for comments and recommendations.

Provides for the formulation, presentation, and execution of budgets in conformity with approved resource allocation levels; reviews agency operations plans; provides for allotment of funds appropriated by the Legislature and control over proposed agency expenditures in accordance with established policies and guidelines.

- Conducts analysis of budget requests submitted by agencies to ensure that budgets are in conformance with resource allocation levels recommended for programs and are sufficient to carry out program objectives.
- Reviews and evaluates agency operations plans and planned expenditures; recommends allotment of funds appropriated for approved programs.
- Reviews and makes recommendations on the transfer of funds, hiring of consultants, applications for federal or private funds, and other matters relating to proposed use of public funds.
- Compiles and presents information on program budgets and program costs.
- Advises and assists agency personnel in budgeting, expenditure control, and related fiscal management matters.

## CAPITAL IMPROVEMENT PROGRAM BRANCH

Reviews State CIP projects for consistency with the Hawaii State Plan and reports findings and recommendations to the Governor on the allotment of CIP funds.

- Maintains and refines systematic reviewing and reporting means to provide efficient, accurate, and timely information on State CIP projects for the Administration.
- Administers the CIP information system to facilitate information retrieval, file maintenance, and updating of project information to efficiently monitor, control, and implement the State's CIP in support of State goals and objectives.
- Administers the comparative review of CIP project specifications and standards to ensure conformance with explicit or implied guidelines, and legislative intent, for the implementation of CIP projects on a systematic and statewide basis. Reviews each project's conformance with administrative policies and legislative intent.
- Reviews and evaluates capital improvement projects proposed for undertaking by State and county agencies to assure conformity with the objectives of the State Plan and report findings and recommendations to the Governor relative to allocation of funds.
- Reviews, analyzes, and reports on State and county CIP projects which extend over wide geographical areas of the State and which have significant impact upon economic development, land use, environmental quality, construction employment and executive policy directions including growth management.
- Monitors, evaluates, and reports the CIP needs of functional programs, such as submitting special impact reports and recommendations on area development plans, site selection studies and master plan studies.
- Recommends action on specific projects, including coordination required to bridge gaps between and among plans of various State, county, and federal agencies, and private concerns.
- Develops, clarifies, and interprets executive directives and instructions governing CIP and statewide planning concerns, including technical and statutory requirements in formulating, and implementing the CIP.
- Directs and coordinates the development of the statewide CIP expenditure and priorities plan, including reviews, evaluations, and recommendations regarding capital expenditure plans of State departments.
- Processes Form A-15 (Allotment Advice) and monitors, coordinates, evaluates, and makes recommendations on requests for CIP appropriations and expenditures from departments of the State and various county governments, and non-profit private agencies.
  - Reviews appropriateness of CIP appropriations and expenditures.
  - Checks on the availability of CIP funds.
  - Maintains liaison with agencies initiating CIP requests while working in coordination with the Department of Accounting and General Services.
  - Reviews applicability of CIP requests to programs concerned.
  - Prepares the final financial review and makes recommendations on CIP requests to the Governor, including whether bonds are tax-exempt or taxable, as applicable.
  - Provides training on bond compliance to all departments and agencies as necessary.

STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
FINANCIAL ADMINISTRATION DIVISION

FUNCTIONAL STATEMENT

Plans, directs and coordinates the State of Hawaii's investments and financing programs. Administers the State's financial affairs including managing cash, debt and investments. Plans, markets, coordinates, reviews, monitors and administers the State's bond issues. Determines the investment policies and strategies for the State's funds. Receives, safekeeps, disburses and invests cash for the State in accordance with established policies and procedures. Serves as primary advisor in financial matters to the Governor and others. Administers the Unclaimed Property Program.

FISCAL SERVICES OFFICE

Provides the administrative fiscal support functions for the Financial Administration Division.

- Establishes and maintains the appropriation and allotment ledgers and records, reviews invoices for payment, prepares journal entries and financial statements, reconciles all bank accounts, and identifies and researches discrepancies and unexplained adjustments. Analyzes financial data for accuracy, completeness and to explain any discrepancies or significant variances.
- Supervises, reviews and/or initiates the acceptance and release, and accounting of securities pledged with this Office. Reviews and/or executes documents to evidence all deposits and withdrawals of securities. Accounts for and inventories securities held by or pledged to the Director of Finance.
- Maintains inventory records for the Division's assets including identification numbers and location. Conducts the annual physical inventory. Coordinates and prepares for the disposal of obsolete assets.
- Maintains the accounting records for the loans made to other State agencies and county governments, including following up on delinquent payments.
- Prepares and maintains the permanent accounting records of the State's bond issues which include amortization schedules, master debt service schedules and schedules of reimbursable general obligation bonds issued for special funded capital improvement projects.
- Records the allocation of bond expenditures to bond series for compliance with relevant laws and regulations
- Assists bond holders of bonds and coupons in securing payment or replacement of lost, destroyed, defaced, or stolen bonds and coupons.
- Receives and reviews altered, forged and counterfeit State warrants and supporting documents, and attempts to recover funds working with the Attorney General's Office, Department of Accounting and General Services and other State departments and agencies, law enforcement agencies, banks, and the general public. Supports attorneys and court offices in matters relating to court appearances and maintains records of outstanding cases.
- Prepares the Division's budget and monitors expenditures against the budget.
- Works with other branches and sections within the Financial Administration Division to develop accounting procedures and establish accounting records for new programs

and/or to meet new federal government requirements. Performs other fiscal matters as delegated.

### BONDS ADMINISTRATION BRANCH

Plans and markets the sale of bonds and non-debt instruments. Monitors existing bond issues for compliance with Federal and State laws and serves as the primary advisor to the Director of Finance on all aspects of the bond issue. Develops issuance plans relative to the CIP budget and anticipated expenditures projected by the Fiscal Services Office.

- Analyzes various bonding alternatives to determine the most effective alternative and the most reasonable timing and structuring of bond financing for the State.
- Coordinate with Fiscal Services Office the preparation and maintenance of the detail records for each bond issue which include amortization schedules, and master debt service schedule.
- Coordinate with Treasury Management Branch the investment of bond proceeds schedules and other necessary detail reports to monitor the status of the bonds and to ensure compliance with regulations.
- Monitors bond yields and conditions in the bond market. Schedules the State's bond issues and the refunding of bonds to take advantage of market conditions.
- Develops and executes a comprehensive plan for each bond issue including composing the financing team, preparing the necessary documents, determining the size of the bond issue, the yield, timing, structure, etc. Directs all activities of the bond issue working with investment banking firms, bond counsel, bond trustees, private entities and consultants, as necessary. Ensures that issues are in conformance with applicable Federal and State laws and regulations. Keeps the Director of Finance informed of pertinent issues.
- Directs the activities of and participates with other State agencies and departments in issuing revenue bonds and non-debt instruments. Provides advice, reviews bond issue documents, contracts with investment banking firms, bond counsel, etc. Recommends the action to be taken to the Director of Finance.
- Evaluates the services of investment banking firms, bond counsel, bond qualifications, fee schedules and proposals provided by various individuals/firms. Recommends and advises the Director of Finance on the composition of the bond issuance "team" to manage all aspects of the bond issue. Monitors the contract with the investment banking firm, etc., to ensure that contracted services are being provided. Advises the Director of Finance on negotiations of contracts, private placements, bids, etc.
- Provides information on completed and refunded bond issues in order to make appropriate changes to the State's short-, intermediate-, and long-range financial plans. Makes recommendations on and revisions to policies and procedures to improve future bond issues.
- Develops short- and long-term plans for general obligation bond issuances to meet anticipated capital improvement program requirements. Analyzes and reviews supporting documentation to determine the scope and priority for the issuance of the general obligation bonds.
- Accepts, reviews and administers applications and documentation for special purpose bonds.
- Studies the impact of bond issues and bond programs on the State and the respective agency.

- Evaluates requests for and recommends approval of temporary loans to other State agencies and county governments. Evaluates the capability of the agencies and governments to repay the loan, given the available collateral, interest rate to be charged, payment amount and loan period. Establishes repayment schedule for the borrowing agency/government.
- Evaluates requests for and recommends approval of municipal leases (non-debt instrument) offered by vendors for the lease purchase of equipment and motor vehicles by state agencies. Under this financing program, the vendor provides the equipment and the financing to allow the state to take immediate possession of the equipment while making payments to cover both the principal and interest of the financing. Reviews requests for funding equipment and motor vehicles under the master lease purchase program (non-debt instrument) for completeness and accuracy and forwards completed documentation package to the contracted lessor for funding. Under this financing program, the contracted lessor pays the vendor in full and receives lease payments from the state to cover both the principal and interest portions of the financing provided by the lessor. Evaluates requests for and recommends approval of certificates of participation (non-debt instrument) funding to purchase real property. Under this financing, a trustee provides the financing that is secured by the state's lease payments.

## TREASURY MANAGEMENT BRANCH

Determines the investment policies and strategies for the State's funds. Identifies investment vehicles and evaluates alternatives. Receives, disburses and transfers funds for the State. Maintains custody of public funds and securities. Provides input relative to investments to the State's financial plans.

### Cashiering Section

- Receives, accounts for, and maintains custody of public funds, securities, and deposits.
- Records cash receipts and disbursements and reports on cash position; reconciles checks cleared with DAGS, coordinates agency inquiries and transactions with primary depository bank.
- Coordinates and provides for the State Treasury's banking services needs.
- Processes transfers of funds to trustees banks for debt service payments, to financial institutions for investment purposes, and processes transfers for State payments through electronic means as directed.
- Records State investment transactions as directed by the Investments Section.
- Accepts custody of paid and canceled State checks, and canceled State bonds and coupons, coordinating with the appropriate state department to arrange for storage, archiving or destruction of paid and canceled checks, bonds and coupons.
- Transfers funds in coordination with Dept. of Taxation and DAGS-UARB for statutory distribution of tax collections.

### Investments Section

- Invests bond proceeds and State funds for the State. Analyzes cash balances and cash flow projections based on significant planned inflows and outlays of cash such as payroll, bond payments, welfare and unemployment checks, bond issues, etc., and determines the amount to be invested in the various vehicles, the timing of the investments and the length of the investments.

- Monitors yields and conditions in the market and invests the State's funds within established policies and guidelines to take advantage of the market conditions. Determines the investments for the day and directs the Cashiering Section to transfer the proper amounts to the various institutions. Reviews the work of the Cashiering Section to ensure investments are made as intended.
- Maintains expenditure details for each bond issue and tracks bond fund investment earnings details in compliance with applicable regulations.
- Prepares entries to record debt service payments and coordinate with State's paying agent bank to pay bond and coupon holders, as directed by the Bonds Administration Branch.
- Analyzes earnings on current investments and projects earnings based on historical data and present economic data. Projects the rate of return on investments based on data compiled including the amount of the investments and the interest earning. Evaluates the returns on the investments to determine if the returns are satisfactory.
- Monitors the status of existing investments to ensure compliance with Federal and State regulations and policies.
- Conducts studies to identify alternative investment vehicles and to estimate the potential return of those vehicles.
- Evaluates and recommends qualified depositories and acceptable collateral investments.
- Develops and revises the State's long-range investment strategies and determines the amount and nature of short- and long-term investments.
- Provides input to the State's financial plan and information on the investment plan and strategies.
- Recommends changes to the rules and regulations as needed to implement investment strategies. Recommends changes or additions to existing policies and procedures relating to investments.
- Serves as the primary advisor to the Director of Finance on all aspects relating to investments.
- Administers the state's 529 College Savings Program.

#### UNCLAIMED PROPERTY BRANCH

Administers the State Unclaimed Property Program pursuant to the provisions of Chapter 523A of the Hawaii Revised Statutes, Uniform Unclaimed Property Act.

- Assists potential claimants and owners of unclaimed property in processing their requests or claims. Advises owners of claims requirements to prove ownership of the property.
- Reviews all claims submittals and initiates appropriate actions that include approval or disapproval of a claim, conducts follow-up research, or seeks assistance from legal counsel.
- Receives, records and reconciles reports and remittances of unclaimed property from reporting entities.
- Maintains database records and inventory control over unclaimed properties and organizes public sales as appropriate.

- Maintains accounts held under the Director of Finance, State of Hawaii at reporting entities.
- Conducts audit of records of reporting entities to ensure compliance with statutory and program requirements as needed.
- Develops new methods and systems to improve compliance with laws and increase the return of abandoned property to owners.
- Reviews and assists in the revision of rules, regulations, policies, and procedures relating to the Unclaimed Property Program. Serves as a resource to claimants, holders of unclaimed property, and other entities.
- Processes requests for access to database records of unclaimed property from professional locators and other entities.
- Maintains and updates website property search database and website content.

STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
EMPLOYEES' RETIREMENT SYSTEM

FUNCTIONAL STATEMENT

Under the policy and executive direction of its Board of Trustees, the Employees' Retirement System (ERS) plans, directs and coordinates a statewide retirement benefits program for State and County government employees; submits reports on ERS activities and investment performance to the Board; reviews and analyzes new investment proposals and makes recommendations to the Board; administers the ERS Member Home Loan Program; coordinates a comprehensive program to inform the membership and public-at-large of the ERS' activities, plans, and accomplishments; and coordinates activities relating to studies, research, drafting, preparation, and presentation of legislative proposals and testimonies.

OFFICE OF THE EXECUTIVE DIRECTOR

The Office of the Executive Director has the primary functions to:

- Provide leadership, guidance and direction for the management, staff, and operations of ERS.
- Develop, recommend, and implement plans, policies, and procedures to achieve ERS's mission, goals, and objectives.
- Oversee ERS's investment program, benefits programs, accounting operations, audits, and contracting.
- Assist the Board in fulfilling the Board's statutory and fiduciary responsibilities.
- Provide information, analyses, recommendations, and testimony regarding proposed legislation and other legislative matters affecting ERS.
- Build and maintain effective relationships with State and county public officials, the State Legislature, employee and retiree organizations, members, retirees, and other stakeholders in the System.
- Ensure ERS's compliance with applicable state and federal statutes and regulations.

Program Support Staff

Under the direction of the Executive Director, the Program Support Staff, also known as the Program Specialist Team, has the functional responsibility to:

- Plan, develop, coordinate, monitor and evaluate programs, operations, and activities in support of ERS's programs and strategic plan.
- Through the Executive Director, assist in the full range of legislative matters such as formulating and coordinating ERS's legislative package, reviewing, analyzing, monitoring, and providing comments on externally developed legislative proposals, and preparing testimony for legislative submission.
- Assist ERS's programs and serve as administrative liaison with ERS's deputies attorney general in the interpretation, development, and implementation of amended or new laws, rules, regulations that affect ERS's operations, practices, and procedures.
- Assist and coordinate the development of program plans, policies and procedures, administrative rules and regulations, for monitoring and maintenance of current programs or establishment of new programs and services.



- Conduct studies, research and analyses for purposes of identifying needs, streamline operations, resolve inter-branch operational and programmatic conflicts and improve productivity and efficiency.
- Assist in the planning, implementation, coordination and participate in the full range of outreach communication and information activities.
- Serve as primary liaison with ERS's actuary for special studies relating to ERS legislation that impact ERS membership, funding, etc.
- Serve as the public information liaison between ERS and the various media. Monitor, respond to and inform media on ERS-related matters.
- Serve as ERS's primary point-of-contact for matters relating to Freedom of Information Act (FOIA), Uniform Information Practices Act (UIPA), and other external requests.

#### Compliance Support Staff

Under the direction of the Executive Director, the Compliance Support Staff has the primary functions to:

- Prepare and implement a risk based internal audit and compliance program to assess, report on, and make suggestions for improving the ERS' key operational, finance (accounting) and investment activities and internal controls.
- Oversee compliance issues and coordination of resolutions across all Branches.
- Identify and assist in documenting existing operational, finance (accounting) and investment activity processes, procedures and controls.
- Prepare, implement and document new processes, procedures and controls and establish a monitoring function to document the ERS' compliance with the same.
- In collaboration with the IT Branch Chief and/or State's IT department including the Chief Information Security Officer, builds a strategic program encompassing human, property, asset and information security that defines, develops, maintains and implements policies and processes that enable consistent, effective security practices which minimize risk and ensure the integrity, confidentiality and availability of information and operations that is owned, controlled and processed within the organization. Ensures security policies, standards, and procedures are complied with and up to date.
- Responsible for coordinating all phases of security projects from requirement definition to design, architecture, implementation, testing, support, and maintenance. Works in collaboration with IT Branch Chief for IT related security projects.
- Responsible for the development, maintenance and testing of the disaster recovery, business continuity, risk management and access controls need of the organization. Works in collaboration with Administration and the Branch Chiefs.

#### INVESTMENT OFFICE

The Investment Office is responsible for planning, organizing, and administering the investment-related activities of the Employees' Retirement System in accordance with approved policy guidelines and applicable Hawaii Revised Statutes.

- Oversee the Employees' Retirement System's investments in domestic stocks, domestic bonds, foreign stocks, foreign bonds, real estate, commercial mortgages, alternative investments, timber farming, and short-term cash investments.

- Monitor, evaluate, and review investment manager performance and compliance with investment policies and procedures and contractual guidelines.
- Oversee development of criteria for and implementation of searches for investment managers and investment consultants as necessary.
- Oversee the formulation, evaluation, and implementation of the Employees' Retirement System's investment policies and procedures.
- Oversee development and implementation of asset allocation and risk management strategies designed for the investment portfolio of the Employees' Retirement System.
- Oversee the development of educational and training programs for the Trustees and staff of the Employees' Retirement System.
- Oversee drafting of legislative proposals, testimonies and administrative rules, and procedures on matters dealing with the investment programs of the Employees' Retirement System.

### ACCOUNTING BRANCH

The Accounting Branch conducts its financial affairs outside of the State Treasury and is responsible for the budgeting, accounting, and safeguarding of all assets in the ERS investment portfolio and for the processing of retirement benefit payments to ensure compliance with the applicable sections of the Hawaii Revised Statutes, Title Six of the Hawaii Administrative Rules, federal laws, and the generally accepted accounting principles.

The Accounting Branch also serves as the primary resource for ERS on all matters and the full range of activities for its informal and formal procurement of goods and services, contracts administration, and inventory management.

### Cash Management Section

- Manages the ERS' cash by investing in domestic and global short-term investments to maximize earnings while maintaining sufficient resources to satisfy retirement benefit payments and operating expenses.
- Develops and prepares budget, expenditure plans, variance reports, and other reports to legislative committees.
- Audits and accounts for the ERS' non-custodized assets including real estate, Member Home Loan Program, commercial loans, index funds, emerging market funds, alternative investments, daily deposits, and other in-house transactions.
- Ensures the collection and deposit of all funds are received in accordance with the Hawaii Revised Statutes and contractual agreements.
- Maintains computerized general ledger accounting system and insures that the annuity savings, pension payroll, investment accounting, and bank reconciliation computer sub-systems are in balance with the subsidiary records.
- Prepares cash flow projections to determine excess cash positions for long-term reinvestment.
- Coordinates and prepares monthly and annual comprehensive financial reports.

### Disbursements and Benefits Section

- Examines and audits claims for retirement, disability, and death benefit payments.
- Reviews, processes, and generates payments for semi-monthly retirement benefits and administrative expenses.
- Withholds and processes the authorized amounts from the retirees for payments to the Internal Revenue Service, Health Fund, Child Support Enforcement Agency, retiree union organizations, and other court-ordered payments.
- Audits, processes, and records employee contribution refund payments.
- Reviews and accounts for retirement contributions, salary, and service credit data for active members.
- Coordinates the Social Security program for the State and counties.
- Reviews and interprets the federal income tax laws affecting pension benefits distributed from a qualified trust as defined in the Internal Revenue Code, Section 401(a), and provides expertise on the taxability of those benefits.
- Generates tax informational returns (1099-R) to benefit recipients.
- Researches and provides verification of pensioner's retirement benefits and employee account balances used to qualify for mortgage loans and governmental housing assistance programs.

### Investment Audit Section

- Audits and accounts for the domestic and global investments of the ERS portfolio.
- Ensures that all interest, dividend, and other investment earnings are properly accounted for, properly computed, and received on a timely basis.
- Measures and analyzes the ERS' investments in relation to economic and financial market trends.
- Performs compliance monitoring of investments in accordance with policies established by the Board of Trustees.
- Maintains control over and reconciles the various bank accounts on a monthly basis.
- Audits and accounts for unclaimed pension and death benefit payments.

### Procurement and Inventory Management Section

- Oversees, coordinates, and monitors the formal and informal procurement of a wide variety of goods and services for the ERS.
- Provides technical and other guidance in the full range of activities relating to purchasing.
- Ensures that the ERS complies consistently with all applicable procurement laws, rules, regulations, policies and practices in ERS-wide procurement activities.
- Serves as the ERS' point-of-contact to vendors, legal counsel, interested parties and general public in all matters relating to ERS purchases of goods and services.

- Serves as the ERS' primary resource on contracting methods and practices relating all areas of procurement and contracts
- Serves as the ERS' coordinator for the State of Hawaii Inventory System for the accountability of State property and as the primary property custodian.
- Assist pertinent personnel in following proper procedures for reporting inventory on a timely basis and for the proper disposal of the ERS' physical assets.

#### Investment Accounting Section

- Ensures prudent financial and operational oversight of investments held within the ERS investment portfolio and serves as the subject matter expert in governmental accounting practices and alternative investment accounting practices and will utilize such expertise to build highly functioning operational capabilities for the ERS investment portfolio. Provides expertise across complex alternative asset valuation, asset classification across a wide array of investment structures, operational capabilities required to manage large institutional investment accounts, and a reasonable degree of investment acumen.
- Performs the daily activities of the Investment Branch back-office operations, as it relates to regulatory, compliance filing, reporting requirements, investment account opening and closing process, document requirements for investments in both the U.S. and foreign countries, etc. pertaining to the ERS's \$21+ billion portfolio. Ensures proper accounting of all investment transactions; handles financial database/document management, and general workflow; coordination across ERS branches to ensure timeliness and accuracy of all investment back-office related processes.
- Financial Reporting: Assists in the preparation of the System's audited financial statements, preparing the necessary investment schedules and notes for inclusion into the ERS Annual Comprehensive Financial Report ("ACFR"). Coordinates all aspects related to the monthly general ledger accounting for all investments activities.
- Investment Reconciliation : Responsible for the development, completion and documentation of all total fund and account-level reconciliations, intended to track and validate investment activity and valuation activity across the ERS investment portfolio.
- Manages third party relationships including but not limited to, external investment and tax counsel, legal counsel from the State Attorney General (DAGS), consultants, bank custodian, investment managers and other service providers to coordinate the execution of investment contracts, contract amendments, and other documents, e.g. new account openings, tax reclaims, tax-related documents, etc.
- Works in collaboration with other accounting sections to ensure timeliness and efficiencies with respect to investment-related activities, e.g. capital call management, fund/cash transfers, etc.
- Serves as the interface between the Accounting and Investment Branches for the various investment work activities that require the collaboration of both sections.
- Reviews/updates investment operations policies and procedures as necessary and makes recommendations to increase efficiencies.

#### RETIREMENT BENEFITS BRANCH

The Retirement Benefits Branch plans and coordinates the retirement program for State and county employees and retirees; conducts statewide pre-retirement counseling sessions; reviews Medical Board and Hearings Officers' recommendations on disability applications; assist

Employers on retirement matters; participates in the development of program plans, rules and regulations, policies, and procedures.

#### Membership Section

- Determines eligibility and enrolls and re-enrolls members and retirees in the appropriate retirement plan.
- Provides counseling services and information regarding retirement, disability and death benefits, taxes, and contributions.
- Calculates and authorizes estimated pension payments for member's service and disability retirement applications.
- Assists members with the full range of services such as tax withholding, bank assignments, and address changes.
- Operates the Call Center and assists walk-in members.
- Examines, approves, and calculates members' requests to acquire or purchase previous membership or military service credits.
- Reviews and authorizes refunds of contributions to members who terminate service or transfer into another membership class upon their return to service.

#### Benefits Section

- Examines, develops, computes, adjudicates, authorizes, and reconsiders all claims and applications for retirement, disability, and death benefits.
- Calculates and authorizes retroactive pension payments after the member's service and disability retirement applications has been finalized.
- Prepares active and retiree death claims for processing and subsequent payment.
- Reviews disability applications with Medical Board reports and Hearing Officers' recommended decisions on appeals and prepares recommendations to Administration and/or the ERS Board of Trustees.

#### Neighbor Islands and Operations Support Section

- Provides counseling services and informational briefings on retirement, disability and death benefits, taxes, and contributions to members on the islands of Hawaii, Kauai, Maui, Lanai, and Molokai.
- Assists members on the islands of Hawaii, Kauai, Maui, Lanai and Molokai with the full range of services such as tax withholding, bank assignments, and address changes.
- Plans and participates in outreach activities at the respective island.
- Provides operational support for the Retirement Benefits Branch.
- Plan and implement special projects.

#### INFORMATION SYSTEMS BRANCH

The Information Systems (I/S) staff plans, develops, implements, maintains and supports the ERS's computer hardware, software, networking, telecommunication, etc. This branch maintains and supports the Pension Administration and Accounting Systems, as well as applicable applications such as Microsoft Office, Helpdesk Solution, encryption software, Adobe products,

etc. These systems integrate the major sub-systems of the ERS, and coordinates computer programming activities with other State and County payroll and personnel systems, the Employer Union Trust Fund (EUTF), bank custodians, unions, and other organizations. This includes the role of Chief Security Officer who will work with the Chief Compliance Officer to develop, implement, and maintain the ERS's security policies and procedures. In addition, with the cooperation of the Chief Compliance Officer, Administration, other functional areas, and staff, develops, implements, and maintains the ERS's business continuity plan.

#### Applications Section

- Plans, assigns, coordinates and directs section resources and activities to provide support to all of the ERS's functional areas.
- Establishes, updates, maintains and enforces policies, procedures and standards for purposes such as to ensure consistency and uniformity, increase security of applications, infrastructure and safeguard the ERS's information technology resources.
- Establishes, updates, maintains and enforces guidelines for the ERS's applications, software, security, operating systems, backups/restores, disaster recovery, capacity planning, procurement of IT services, hardware and software, etc.
- Plans, implements, works with various vendors to develop, implement, and maintain the ERS's systems and applications.
- Plans, acquires, implements, and maintains upgrade/migration of applications/software.
- Maintains software licenses and compliance.
- Develops, coordinates, and/or maintains special programs, queries, and reports.
- Implements and provide training users on new and upgraded systems and applications/software.
- Troubleshoots I/S related issues/problems.
- Plans, implements, and maintains the ERS's intranet and internet websites.
- Maintains and tracks helpdesk requests to assist the ERS staff with application/software, computer hardware, and related peripherals problems.
- Coordinates computer interfaces with applicable agencies, such as Unions, Department of Health, State and County payroll and personnel systems, and the ERS offices on the neighbor islands, etc.
- Enforces policies, procedures and standards for purposes such as to safeguard the ERS's data/information with guidance and cooperation from the Chief Compliance Officer.
- Provides input and direction on organizational changes, functions, systems, procedures, budgeting and costing relative to the information/data processing subject area.

#### Systems Management Section

- Plans, assigns, coordinates and directs section resources and activities to provide support to all of the ERS's functional areas.
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- Plans, acquires, implements, and maintains upgrade/migration of computer hardware, related peripherals, network equipment, network infrastructure and telecommunications infrastructure, etc.

- Establishes, updates, maintains and enforces policies, procedures and standards for purposes such as to ensure consistency and uniformity, increase security of applications, infrastructure and safeguard the ERS's information technology resources.
- Establishes, updates, maintains and enforces guidelines for the ERS's data center, computer hardware, equipment, security, networks, operating systems, backups/restores, disaster recovery, capacity planning, procurement of IT services, hardware and software, etc.
- Designs, implements, and maintains the network and telecommunications infrastructure between the ERS and the other systems.
- Analyzes and develops procedures for back-up, reorganization, and reconfiguration of systems.
- Troubleshoots I/S related issues/problems.
- Maintains and tracks helpdesk requests to assist the ERS staff with computer hardware, related peripherals, software, networking, and telecommunication problems.
- Operates and maintains the ERS's servers, computers, laptops, tablets, network equipment, telecommunication equipment, printers, copiers, scanners, etc.
- Plans, designs, and directs procurement processes for complex systems, the data center, computer hardware, equipment, networks, operating systems, maintenance & support, etc.
- Provides input and direction on organizational changes, functions, systems, procedures, budgeting and costing relative to the information/data processing subject area.

#### Database Management Section

- Works with vendor(s) in the design, implementation, maintenance, documentation, development of standards, and security of databases. This includes installing software, defining requirement parameters for database definition, analyzing data volume and space requirements, performing database and parameter tuning, executing database backups and recoveries, monitoring database requirements, verifying integrity of data in database and coordinates the transformation of logical structures to properly performing physical structures.
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- Develops, executes and manages various database queries.
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- Prepares justifications and requirements.
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- Prepares and submits computer access request for vendor access to computer resources.
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- Plans, designs, creates, justifies, documents and directs procurement processes for database software / applications and services.
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- Maintains database software licenses and compliance.
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- Troubleshoots database, software and hardware problems.
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- Develops, executes and manages various import/export processes.
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- Develops, maintains operating procedures.

## MORTGAGE SERVICES BRANCH

The Mortgage Services Branch plans and coordinates the investment activities of the Member Home Loan Program; develops program rules and regulations, policies and procedures. Coordinates procurement activities and prepares Request for Proposals for investment consulting, bank custody, actuarial, computer, medical, and other services to be provided to the ERS. Prepares contracts and contract amendments to reflect proper terms and conditions.

## STAFF SUPPORT SERVICES BRANCH

The Staff Support Services Branch plans and coordinates administrative, office, and records management activities for the ERS; participates in the development of program plans, rules and regulations, policies, and procedures.

- Provides administrative and office services support including personnel functions, typing, responding to general telephone inquiries and requests, and other office functions.
- Disseminates general information and assists members in filing claims for refund of contributions, changes in beneficiary, changes in addresses and bank assignments, federal withholding tax changes, requests for retirement benefit estimates, etc.
- Processes and mails pension checks and statements to retirees on a semi-monthly basis.
- Maintains membership records for over 141,000 individuals and coordinates the storage and transfer of inactive files to the Archives Division in the Department of Accounting and General Services.
- Assist the Staff Support Services Supervisor with compiling documents in compliance with subpoenas, records of appeals (disability), and court orders with the guidance and review from the Deputy Attorney General.
- Timekeeper and leave keeper for the Hawaii Information Portal (HIP) System for ERS Employees.
- Resolves reconciles statement errors and disputes from pcard statements. Prepares purchase orders.

Reviews and inputs data into the Membership Information Computer System.



STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

FUNCTIONAL STATEMENT

Under the policy and executive direction of its ten-member Board of Trustees, provides health and life insurance benefits for eligible State and county active and retired public employees and dependents at a cost affordable to both the public employers and the public employees. The Board relies on the services of a benefit plan consultant, Deputy Attorney General, and Administrator and staff to operate the program.

The Board develops, contracts for, implements, and administers the health benefits and group life insurance plans and collects and invests money on behalf of the fund; establishes and adopts rules which include eligibility requirements; furnishes information on benefit plans; reviews and renders decisions on petitions for declaratory rulings and/or appeals and contracts for financial and/or claims audits of its insurance carriers.

Under the direction of the Administrator, the Hawaii Employer-Union Health Benefits Trust Fund (EUTF):

- Supports the Board of Trustees by planning, developing, and implementing the policies, practices, and operations of the EUTF to ensure that all financial and strategic objectives and goals are met, while maintaining compliance with applicable governmental regulations.
- Liaises with insurance carriers, trustees, legislators, and State and county department directors.
- Provides direction and guidance to the overall daily operations of the EUTF.
- Plans, organizes, coordinates, and directs work of the organization to meet program goals and objectives.
- Directs and manages all EUTF work centers and staff.

BENEFITS OFFICE

The Benefits Office reviews health benefit plan designs annually; monitors, develops and implements programs with third parties to address rising healthcare costs (e.g. disease management programs); plans, organizes, coordinates and implements audits to ensure that claims are processed in accordance with contract provisions and only eligible members are enrolled in EUTF plans; develops educational programs to assist the membership in understanding their benefits to contain costs; provides oversight in the implementation of new plans and the transition of benefit providers; and ensures that health benefit plans comply with federal and state laws and regulations.

INVESTMENT OFFICE

The Investment Office plans, organizes and conducts all investment-related activities of the EUTF in accordance with approved investment policies and procedures, and legal requirements. The functions include but are not limited to the oversight of the investment consultant, investment managers, and custodian; development, implementation, monitoring and updating of the investment policy; asset allocation, and manager selection; and coordination of Investment Committee activities.

## PROCUREMENT STAFF

The Procurement Staff coordinates and provides technical guidance for EUTF's procurement of a wide variety of goods and services to include, but not limited to health and benefits plans (i.e. medical, prescription drug, dental, vision and life benefits), actuary consultants, banking services, information technology, and office space; serves as the point-of-contact to vendors, legal counsels, interested parties and general public, on all matters relating to EUTF's purchases of goods and services; and ensures that all procurement activities are in compliance with pertinent procurement laws, rules and regulations.

## BUSINESS PROCESS ANALYSIS STAFF

The Business Process Analysis Staff researches and analyzes EUTF's business processes and provides recommendations on improvements in a cost effective and feasible manner via enhancements to the EUTF's Benefits Administration System (BAS) and to other (non-IT) business process improvements to the extent possible.

## ELIGIBILITY STAFF

The Eligibility Staff reviews and makes recommendations of members' eligibility in accordance with approved EUTF Administrative Rules, Hawaii Revised Statutes (HRS); and Federal and State laws. The functions include but are not limited to review and disposition of members' Administrative and Board Eligibility Appeals; subject matter expert for Consolidated Omnibus Budget Reconciliation Act (COBRA) and Premium Conversion Plan (PCP); and oversight of EUTF Administrative Rules and HRS in regard to eligibility matters.

## COMPLIANCE STAFF

The Compliance Staff ensures that EUTF is adhering to all applicable rules, regulations, policies and procedures as it relates to protecting EUTF's data and assets as EUTF is a covered entity as defined by the health Insurance Portability and Accountability Act of 1996 (HIPAA) in which all covered entities must have a security and privacy officer to ensure compliance with HIPAA security and privacy procedures.

## FINANCIAL SERVICES BRANCH

The Financial Services Branch conducts its financial affairs independent of the State Treasury and the Department of Accounting and General Services (DAGS) and is responsible for the budgeting and fiscal administration of various health benefits and group life insurance programs to ensure compliance with the applicable sections of the Hawaii Revised Statutes, Administrative Rules, federal laws, and the generally accepted accounting principles.

### Financial Management Section

- Reviews, develops and implements policy and procedural changes to improve the internal control over the receipt, recording, expending, and reporting of Accounting Activities.
- Promotes sound financial services decisions in EUTF activities to enhance business practices and preclude fraud, waste, and abuse.
- Reviews and audits the daily cash receipt transactions, cash disbursement transactions, and the reconciliation of all bank accounts.
- Prepares and processes all payments to vendors and employee-beneficiaries, carriers, and administrative expenses.
- Reviews, processes, and generates payments for quarterly Medicare Part B reimbursements, refunds to employee-beneficiaries, carriers, and administrative expenses.

- Reviews, processes, and generates monthly billings to employers for health plan and life insurance coverages for their active employees and retirees.
- Oversee the transactions and operations of the EUTF General Ledger Accounting System to ensure timeliness, accuracy, and integrity which includes ensuring that all transactions are accurate, properly posted, and properly accounted for in the general ledger.
- Reviews, reconciles, and audits the EUTF general ledger accounts.
- Records, reconciles and analyzes monthly employee and employer contributions due for health plan and life insurance coverages.
- Coordinates the review and audit of the Medicare Part B reimbursements to retirees and their spouses and coordinates the collection of overpayments.
- Coordinates and prepares monthly and annual financial reports in accordance with generally accepted accounting principles.
- Responsible for accounting, auditing, and monitoring custody banks' short term investments, stocks, bonds, equities, etc.
- Develops and prepares budget, expenditure plans, variance reports, and other reports to legislative committees.
- Acts as the focal point for conducting audits or participates as a team member on large or highly complex audits as well as audits of limited scope.
- Prepares and maintains detailed schedules of all physical assets.

#### Participant Accounting Section

- Oversees employee-beneficiary transactions and accounts.
- Analyses and researches employee-beneficiary accounts whose account balances have a shortage or refund condition.
- Responds to verbal and written inquiries regarding employee-beneficiary accounts; and assist the employee-beneficiary in resolving any issues.
- Reviews all dunning letters (shortage and cancellation) and payroll override letters prior to issuing to employee-beneficiaries.
- Reviews, processes, and generates payments for refunds to employee-beneficiaries and records any adjustments to employee-beneficiary payroll deductions in the benefits administration system.
- Records, reviews, reconciles, and posts all payments received from employee-beneficiaries, employers, carriers, or other entities for accuracy. Retrieves and posts employee-beneficiary contributions through payroll deduction files from the various employers and lockbox files from the banks and uploads the files to the benefits administration system.
- Generates tax informational returns (1099-Misc) in accordance with the Internal Revenue Service guidelines i.e., such as to retirees who have domestic partners enrolled in health benefit plans.
- Initiates, coordinates, implements, and participates in changes to the benefits administration system which includes coordinating the testing of any configuration changes as related to the Financial Services Branch.

- Schedules, processes and monitors the batch jobs for the benefits administration system as related to the Financial Services Branch such as the semi-monthly pay period closing.
- Prepares new or updates contribution premium rate schedules to upload into the benefits administration system.

## INFORMATION SYSTEMS BRANCH

The Information Systems Branch plans, implements, procures, and coordinates all information and telecommunication resources and activities to meet EUTF's requirements in meeting its missions, goals and objectives and ensures compliance with pertinent laws, rules, and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and the Affordable Care Act (ACA).

### Applications Management Section

- Reviews, analyzes, designs, recommends, develops, plans, implements and supports EUTF's information technology and telecommunication requirements such as those to support business processes, rules administration, and compliance with applicable statutes, laws, rules, and regulations such as HIPAA and ACA.
- Designs, maintains, and supports the EUTF information systems applications such as those for benefits administration, document management, and the EUTF web site.
- Interfaces with contractors and other third-party support to review, analyze, recommend, design, develop, implement and support application systems' requirements, import/export data files requirements, complex queries, user documentation, and user training.
- Interfaces with State resources, contractors and other third-party support to facilitate identification, reporting, and resolution of hardware and software problems.
- Prepares test data, conducts systems tests, and corrects program/system problems to ensure program/system meets specified requirements.
- Coordinates, organizes, schedules, and assists with user acceptance testing and user training.
- Reviews, analyzes, designs, recommends, develops, plans, implements and supports application activities including but not limited to application modifications, enhancements, upgrades, and new application systems.
- Administers security access management of applications such as, but not limited to, the benefits administration systems, document management, and other in-house applications.
- Supports and assists EUTF staff to ensure application systems are working properly and efficiently to meet their work unit's goals and objectives.
- Schedules and runs tasks for purposes such as to create import/export data files, batch jobs, and batch files.
- Develops, designs, and implements queries and reports to user defined criteria and formats.
- Develops, designs, and analyzes applications/queries/reports to assist with data cleansing tasks and issues resolution.
- Interfaces with employers' groups to facilitate and to ensure accuracy, integrity, security, and timeliness of human resources and payroll data for purposes such as

processing of eligibility, enrollments and premium contributions, and methods of data exchange.

- Supports 834 benefit enrollment and maintenance reporting related tasks or other electronic data interchange (EDI) transaction set benefit enrollment and maintenance reporting.
- Interfaces with carriers/third-party administrators to support eligibility reporting of data to enroll active employees, retirees, and their dependents in health benefit plans and life insurance.
- Designs, maintains and supports the EUTF web site and manages web content.
- Develops procedures, documents, and executes data backup and disaster recovery tasks of the EUTF information systems applications.
- Identifies requirements, develops specifications, and justifies and effectuates procurement information technology hardware, software and services.
- Formulates budgets and estimates costs for the information systems applications and data processing systems.

#### Systems Management Section

- Reviews, analyzes, designs, recommends, develops, plans, implements, and maintains a network infrastructure i.e. cabling, switches, routers, firewalls, in support of EUTF's applications and telecommunication requirements.
- Reviews, analyzes, designs, recommends, develops, plans, implements, and supports EUTF's telecommunication requirements such as the telephone and the automated call distribution system.
- Reviews, analyzes, designs, recommends, prepares work orders, and ensures proper functioning of telecommunication and network infrastructure.
- Reviews, analyzes, recommends, plans, installs, troubleshoots, repairs, and maintains hardware and software to support EUTF's servers, personal computers, printers and computer peripherals.
- Receives, records, and tracks EUTF's information technology hardware and software to include inventory tracking, monitoring use, transfer, and disposal.
- Provides technical information and support to staff to ensure that hardware and software are optimally functioning.
- Reviews and makes recommendations on requests for computer hardware and software.
- Monitors, reviews, audits, and maintains control of files and logs for accessing networking, telecommunication, and computing environment.
- Manages user accounts and resources for purposes such as utilizing password controls, allocating space quotas, and limiting resource usage with profiles.
- Reviews, analyzes, designs, recommends, develops, plans, documents, implements, and supports proper procedures for backup and recovery of operating systems, associated files, and other required or key data, including but not limited to, performing reviews, archiving, and purging of obsolete or unnecessary files.
- Provides support for document imaging hardware and software.

- Monitors disk capacity, storage, and retrieval requirements.
- Interfaces with State resources, contractors, and other third-party support for activities related to supporting network infrastructure, telecommunication systems, and computing environment.
- Reviews, analyzes, recommends, develops plans, implements, and supports proper procedures to address security bulletins, security alerts, etc.
- Ensures security measures are implemented and adhered to in order to protect EUTF computing environment. This includes, but not limited to, use of encryption methods, VPN solutions, and set up and support of secure file transfer processes.
- Participates in the planning, design, and implementation of activities to ensure compliance with pertinent statutes, laws, rules, and regulations such as HIPAA and ACA.
- Identifies requirements, develops specifications, and justifies and effectuates procurement information technology hardware, software and services.
- Formulates budgets and estimates costs for the information systems applications and data processing systems.

## MEMBER SERVICES BRANCH

The function of the Member Services Branch is to provide services to its customers; public employees, retirees, and their dependents; the benefit plan carriers; and the public employers. The branch serves as the liaison between the EUTF and its customers by actively fielding and responding to inquiries; explaining the EUTF program benefits; and interfacing with its customers via all venues of communication.

### Member Services Section

- Serves as the primary contact for beneficiaries, carriers and public employers for inquiries related to benefits, member eligibility and other related questions.
- Determines eligibility and processes transactions for medical, prescription drug, dental, vision, life, and any other benefits provided by the EUTF. Coverage includes new enrollments, additions and changes, cancellations, and terminations affecting active employees, retirees, and their dependents.
- Performs testing of the benefits administration system.

### Outreach & Training Section

- Supports the development and implementation of appropriate policies and procedures to ensure EUTF's compliance with applicable state and federal laws.
- Trains EUTF staff in standard operating procedures.
- Trains State and county personnel and fiscal officers to enroll their respective employees in benefit plans.
- Conducts informational sessions to include pre-retirement briefings, retirement counseling, and open enrollment sessions.

STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE  
OFFICE OF THE PUBLIC DEFENDER

FUNCTIONAL STATEMENT

Under the policy and executive direction of the five (5) member Governor appointed Defender Council, the Office of the Public Defender provides comprehensive legal and related services to persons who are financially unable to obtain legal and related services. These individuals have been: (1) arrested for, charged with, or convicted of an offense punishable by confinement in jail or prison or for which such persons may be subject to Family Court action; or (2) threatened by confinement against their will in any psychiatric or other mental institution or facility.

INFORMATION TECHNOLOGY SERVICES

Plans, procures, implements, installs, troubleshoots and maintains the full range of information technology services needed by the Office of Public Defender to operate efficiently and effectively. These services include, but are not limited to, networking, internet, cyber security, applications programming, database analysis and administration, business process analysis for systems development, and user training and support.

FISCAL SERVICES

Reviews and processes requests for payments for submittal to the Department's Budget and Fiscal Services.

OAHU BRANCH

Provides comprehensive legal and related services to the district, circuit and family courts, the Supreme Court and Intermediate Court of Appeals. For Circuit Court Divisions I and II, this includes custodial interrogations and line-ups; arraignments, pre-trial motions, bench warrant hearings, pre-trial and trial, pre-sentence investigations and sentencing, post-conviction proceedings, probation revocation hearings, and minimum term hearings. For District Court, this includes arraignments, bench warrant hearings, pre-trial and trial, pre-sentence investigations and sentencing and post-conviction proceedings. For Family Court, this includes probable cause and waiver hearings, arraignments, pre-trial motions, bench warrant hearings, pre-trial and trial, pre-sentence investigations and sentencing, post-conviction proceedings, and probation revocation hearings.

Appeals Section

- Prepares appellate motions and briefs for the Supreme Court and Intermediate Court of Appeals. Reads, analyzes and briefs all pertinent judicial decisions, treatises and commentaries.
- Makes court appearances at hearings to determine issues of law arising out of proceedings in lower courts. Makes appearances for civil commitment hearings, parole hearings and appellate arguments.

Circuit Court Divisions I and II, District Court, and Family Court Sections

- Conducts client interviews including preliminary determination of indigency, secures pertinent data relative to the client's personal history and the facts of the particular case or cases.
- Conducts follow-up activities to arrange for bail or the reduction thereof or securing the release of the client on their own recognizance or on supervised release. Counsels clients with respect to their rights and available alternative courses of action.

- Researches the applicable law, reads, analyzes, and briefs all pertinent judicial decisions, treatises, and commentaries.
- Makes court appearances for preliminary arraignments and hearings, pre-trial motions hearings, pre-trial hearings, trials, sentencing, post-conviction proceedings, revocation hearings, and habeas corpus proceedings.

#### Community Outreach Court Unit

The goal of the unit is to help non-violent offenders charged with offenses which target the homeless community to attend court and clear all of their outstanding cases. By taking care of their outstanding charges and bench warrants, the participants are in a better position to obtain basic necessities such as income assistance and housing. To resolve their cases, the community outreach court imposes alternative sentences such as community service and participation in programs deemed appropriate based upon an offender's need for mental health services, substance abuse treatment, sustenance, and shelter.

This unit conducts client interviews including preliminary determination of eligibility for the Community Outreach Court program, secures pertinent data relative to the client's personal history and the facts of the particular case or cases. Makes court appearances for clients in the Community Outreach Court and follows up with client after court appearance to ensure compliance with judicial resolution of cases.

### Investigation Section

Investigates cases for the Office of the Public Defender.

- Gathers and marshals necessary evidence for use in the defense of criminal cases. Analyzes, evaluates, and determines whether evidence or information gathered is accurate and relevant to a particular case.
- Testifies in court, prepares reports and summaries, conducts intake screening of potential or referred clients, serves subpoenas, secures attendance of witnesses and other persons at judicial proceedings or for office interviews and operates specialized equipment to facilitate the investigatory process in gathering evidence.

### Office Services Section

Directs, assigns, and coordinates activities related to general clerical services and legal clerical services including but not limited to archiving, and retrieval of case files.

#### General Clerical Services Unit

##### Reception/Case File Services Sub-Unit

- Receives and routes telephone calls and forwards messages.
- Receives and processes incoming and outgoing mail.
- Receives clients and general public at the office.
- Receives applications from clients.
- Sets initial appointments.
- Opens and closes case files.
- Maintains on-site case file storage and retrieval.

##### Messenger Services Sub-Unit

- Delivers and logs documents for delivery, pick-up and routing to the Judiciary, Office of the Prosecuting Attorney, Department of Budget and Finance, and other locations.
- Photocopies police reports and distributes reports.



#### Legal Clerical Services Unit

- Provides a wide variety of legal clerical work in support of the Deputy Public Defenders.
- Types and transcribes documents.
- Prepares, processes and files a variety of complex legal and court documents with the Court of Appeals, the Circuit Court, the District Court and the Family Court located on the island of Oahu.
- Advises clients of court appearances, status of cases, and appointments.
- Maintains court and Deputy Public Defenders' calendars.
- Follows up on documents submitted for filing in court.

#### KAUAI, MAUL, AND HAWAII OFFICES

Provides comprehensive legal and related services to the district, circuit, and family courts dealing with custodial interrogations and line-ups, preliminary hearings, arraignments, pre-trial motions, bench warrant hearings, pre-trial and trial, post-conviction proceedings, civil commitment hearings, probation and parole revocation hearings, and pre-sentence investigations and sentencing.

- Conducts client interviews including preliminary determination of indigency and secures pertinent data relative to the client's personal history and the facts of the particular case or cases.
- Conducts follow-up activities to arrange for bail or the reduction thereof or securing the release of the client on their own recognizance or on supervised release. Counsels clients with respect to their rights and available alternative courses of action.
- Researches the applicable law, reads, analyzes, and briefs all pertinent judicial decisions, treatises, and commentaries.
- Makes court appearances for preliminary arraignments and hearings, pre-trial motions hearings, pre-trial hearings, trials, sentencing, post-conviction proceedings, revocation hearings, habeas corpus proceedings, and civil commitment hearings. Also makes appearances before the Hawaii Paroling Authority.