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STATE OF HAWAII
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January 18, 2017

The Honorable Aaron Ling Johanson, Chair
House Committee on Labor & Public Employment
Twenty-Ninth State Legislature
Honolulu, Hawaii 96813

Dear Chairman Johanson:

Pursuant to your request, we are enclosing copies of the following two reports related to the operations of the Department of Human Resources Development:

1. Report on Positions Exempted from the Civil Service
2. State of Hawaii Executive Branch Workforce Profile

Should there be any questions, please call me at 587-1100.

Sincerely,

JAMES K. NISHIMOTO
Director

Enclosure (2)

State of Hawaii Executive Branch Workforce Profile

David Y. Ige
Governor
State of Hawaii

Department of Human Resources Development
James K. Nishimoto
Director

Submitted December 2016

Workforce Demographic Data
as of June 30, 2016

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EXECUTIVE SUMMARY

Section 76-1.5, Hawaii Revised Statutes, requires the Department of Human Resources Development (DHRD) to compile a profile on the workforce of the entire Executive Branch. The analysis presented in this profile is based on data obtained from the Department of Education (DOE), University of Hawaii (UH), Hawaii Health Systems Corporation (HHSC), in addition to data maintained by DHRD.

The Executive Branch had 49,207 civil service and exempt employees as of June 30, 2016.[1] These employees provide a wide spectrum of vital services to the people of Hawaii, ranging from public education and welfare, to health and safety.

Inquiries regarding the analysis presented in this report may be directed to Ms. Sherry Shishido, Personnel Program Manager of DHRD, at (808) 587-1097, Fax (808) 587-1088, or e-mail address sherry.c.shishido@hawaii.gov.

[1] Casual hires were not included in this report.

EXECUTIVE BRANCH WORKFORCE

There are four independent personnel systems in the Executive Branch. They are:

1. **The personnel system administered by DHRD, which includes employees in Executive Branch departments in civil service and exempt positions.**
2. **The DOE system, which includes civil service and exempt employees, employees who provide support services in the classrooms (e.g., educational assistants, speech pathologists, etc.), and teachers and educational officers.**
3. **The University of Hawaii (UH) system, administered by the Board of Regents, which includes faculty; graduate assistants; lecturers; administrative, professional, and technical staff; and executive/managerial employees. UH's civil service employees are included in the UH personnel data system but are employed pursuant to DHRD policies, procedures, and oversight.**
4. **The personnel system administered by the Hawaii Health Systems Corporation (HHSC), which includes employees in civil service and exempt positions.**

PERSONNEL SYSTEMS	COUNT OF EMPLOYEES	PERCENT OF TOTAL WORKFORCE
Department of Human Resources Development (DHRD)		
Civil Service Employees	12,905	26.23%
Exempt Employees	1,839	3.74%
Department of Human Resources Development Total:	14,744	29.97%
Department of Education (DOE)		
Civil Service Employees	3,416	6.94%
Exempt Employees	1,721	3.50%
Support Services Personnel	2,939	5.97%
Teachers & Educational Officers	13,765	27.97%
Department of Education Employees Total*:	21,841	44.38%
University of Hawaii (UH)		
Administrative, Professional & Technical Staff	2,503	5.09%
Civil Service	1,302	2.65%
Exempt	32	0.07%
Executive/Managerial	212	0.43%
Faculty	3,514	7.14%
Graduate Assistants**	1,183	2.40%
Lecturers	***	
University of Hawaii Employees Total*:**	8,746	17.78%
Hawaii Health Systems Corporation (HHSC)		
Civil Service Employees	3,749	7.62%
Exempt Employees	127	0.26%
Hawaii Health Systems Corporation Total:	3,876	7.88%
TOTAL WORKFORCE	49,207	100.00%

Due to rounding of individual percentages, the sum does not equal 100%.

*Does not include Public Charter School employees.

**Graduate Assistants are full-time graduate students in degree granting programs working as non-permanent, part-time teaching or research assistants.

***UH employs approximately 1,300 lecturers during the academic school year. Lecturers are not normally employed by UH on June 30 and are not included in the above counts. However, during the academic school year, lecturers are a significant part of UH's workforce.

Gender distribution of employees in the Executive Branch. Numbers do not add up to total workforce due to unreported gender.

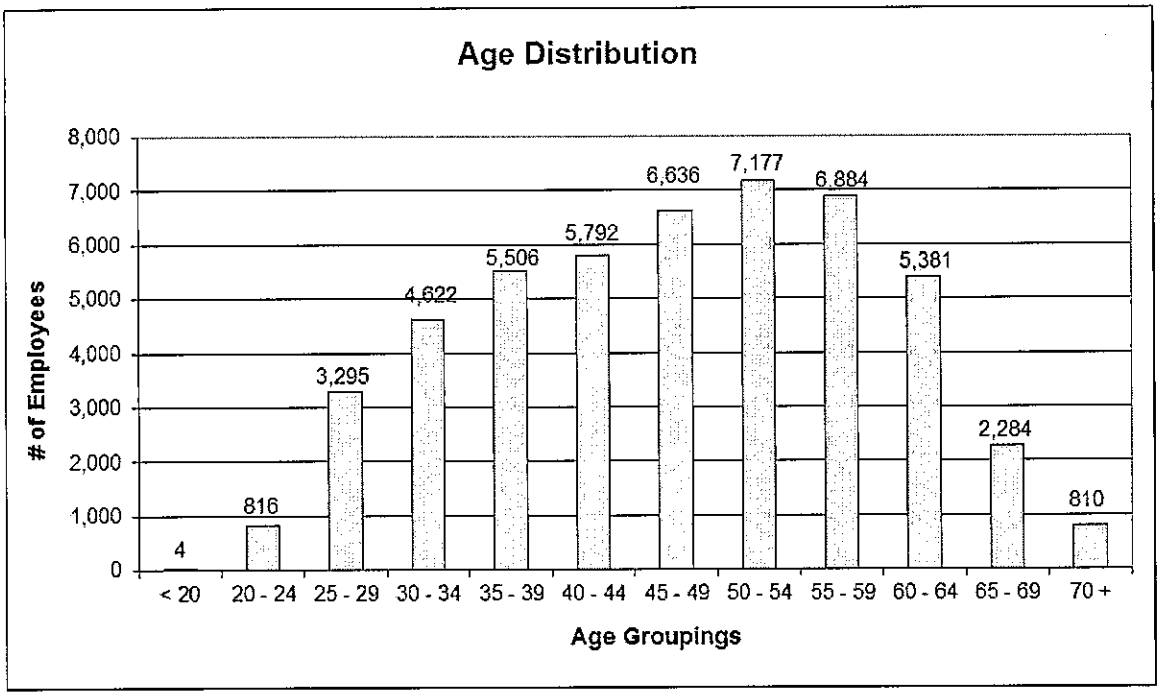
Gender Distribution	49,172	100%
Female	30,986	63%
Male	18,186	37%

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

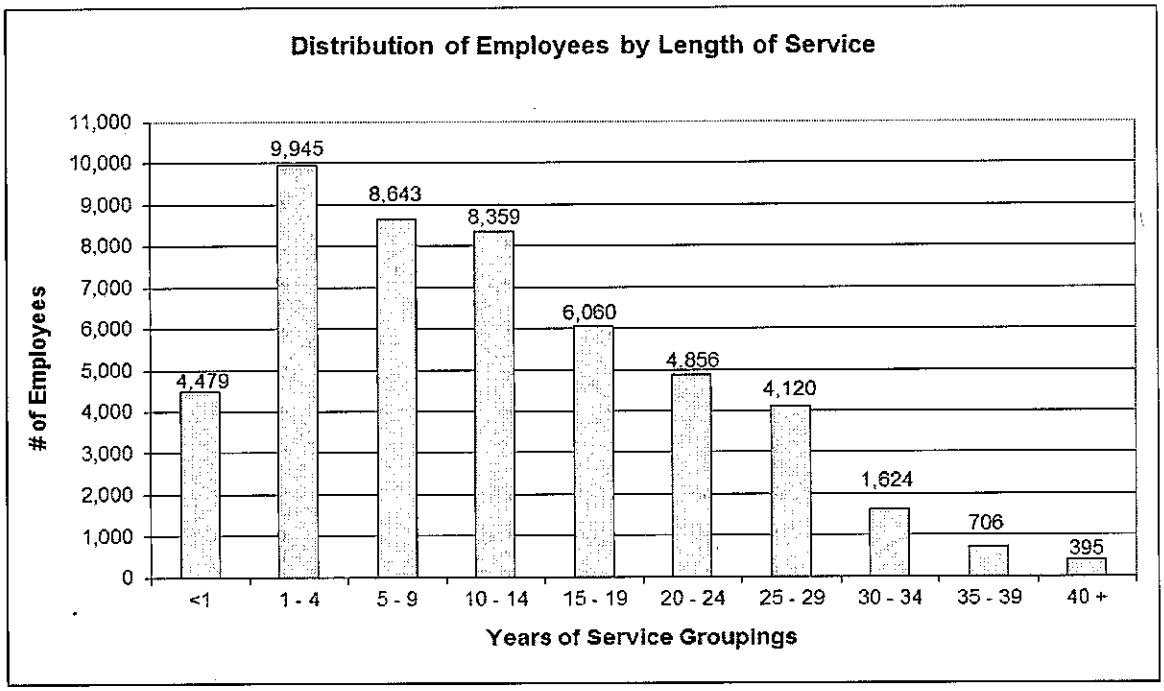
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	4,798	9.75%
02	HGEA	Blue Collar, Supvry	457	0.93%
03	HGEA	White Collar, Non-Supvry	9,264	18.83%
04	HGEA	White Collar, Supvry	535	1.09%
05	HSTA	DOE Teachers	12,572	25.55%
06	HGEA	DOE Educational Officers	865	1.76%
07	UHPA	UH Faculty	3,336	6.78%
08	HGEA	UH Administrative, Professional, and Technical	2,382	4.84%
09	HGEA	Registered Professional Nurses	1,638	3.33%
10	UPW	Institutional, Health and Correctional Workers	2,706	5.50%
11	HFFA	Firefighters	176	0.36%
13	HGEA	Professional & Scientific	5,793	11.77%
14	HGEA	State Law Enforcement Officers	426	0.87%
TOTAL NO. OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			44,948	91.34%

Total Workforce: 49,207
Due to rounding of individual percentages, the sum does not equal 91.34%.

Age distribution of employees in the Executive Branch.



Length of service of employees in the Executive Branch. Numbers do not add up to the total workforce due to unreported service dates.



Five-year projection of the number of employees in the Executive Branch who will be eligible for retirement by the end of fiscal year 2020-2021 (i.e., ending June 30, 2021).

TOTAL NUMBER OF EMPLOYEES IN THE EXECUTIVE BRANCH	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY16)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2021	PERCENT OF EXECUTIVE BRANCH WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2021
		FY17	FY18	FY19	FY20	FY21		
49,207	6,724	1,446	1,488	1,426	1,455	1,447	13,986*	28.42%

*Assumes no retirements of eligible employees prior to 06/30/2021.

Number of employees in the personnel system administered by DHRD.

DEPARTMENT	CIVIL SERVICE	EXEMPT	TOTAL	PERCENT OF TOTAL HRD WORKFORCE
ACCOUNTING & GENERAL SERVICES	663	77	740	5.02%
AGRICULTURE	228	22	250	1.70%
ATTORNEY GENERAL	373	235	608	4.12%
BUDGET & FINANCE	160	179	339	2.30%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	110	159	269	1.82%
COMMERCE & CONSUMER AFFAIRS	271	173	444	3.01%
DEFENSE	171	197	368	2.50%
GOVERNOR	0	43	43	0.29%
HAWAIIAN HOME LANDS	44	74	118	0.80%
HEALTH	2,337	331	2,668	18.10%
HI STATE PUBLIC LIBRARIES SYSTEM	492	4	496	3.36%
HUMAN RESOURCES DEVELOPMENT	83	3	86	0.58%
HUMAN SERVICES	1,842	71	1,913	12.97%
LABOR & INDUSTRIAL RELATIONS	434	46	480	3.26%
LAND & NATURAL RESOURCES	690	75	765	5.19%
LIEUTENANT GOVERNOR	0	21	21	0.14%
PUBLIC SAFETY	2,435	69	2,504	16.98%
TAXATION	339	30	369	2.50%
TRANSPORTATION	2,233	30	2,263	15.35%
TOTAL:	12,905	1,839	14,744	100.00%

Due to rounding of percentages, the individual percentages do not add up to 100%.

Gender distribution of employees in the personnel system administered by DHRD. Numbers do not add up to total workforce due to unreported gender.

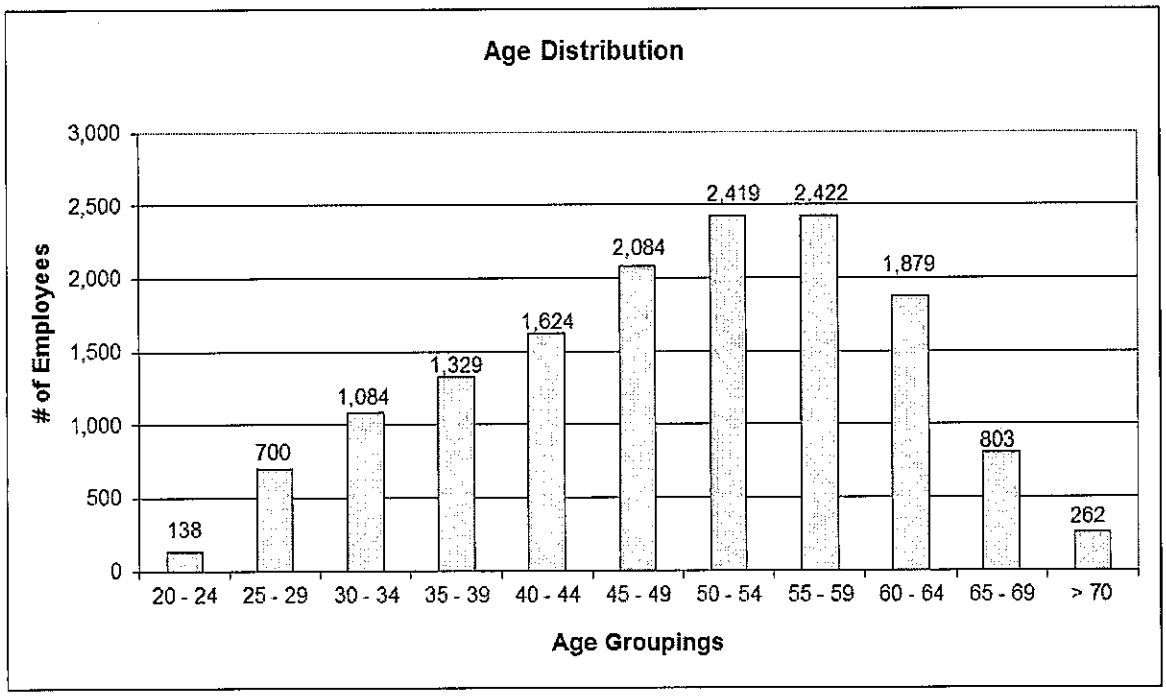
DEPARTMENT	TOTAL NUMBER OF EMPLOYEES	FEMALE		MALE	
		COUNT OF EMPLOYEES	PERCENT	COUNT OF EMPLOYEES	PERCENT
ACCOUNTING & GENERAL SERVICES	740	269	36.35%	471	63.65%
AGRICULTURE	250	94	37.60%	156	62.40%
ATTORNEY GENERAL	608	407	66.94%	201	33.06%
BUDGET & FINANCE	339	205	60.47%	134	39.53%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	269	154	57.25%	115	42.75%
COMMERCE & CONSUMER AFFAIRS	444	302	68.02%	142	31.98%
DEFENSE	368	130	35.33%	238	64.67%
GOVERNOR	41	26	63.41%	15	36.59%
HAWAIIAN HOME LANDS	118	71	60.17%	47	39.83%
HEALTH	2,657	1,763	66.35%	894	33.65%
HI STATE PUBLIC LIBRARIES SYSTEM	495	376	75.96%	119	24.04%
HUMAN RESOURCES DEVELOPMENT	86	73	84.88%	13	15.12%
HUMAN SERVICES	1,912	1,335	69.82%	577	30.18%
LABOR & INDUSTRIAL RELATIONS	480	322	67.08%	158	32.92%
LAND & NATURAL RESOURCES	763	287	37.61%	476	62.39%
LIEUTENANT GOVERNOR	21	15	71.43%	6	28.57%
PUBLIC SAFETY	2,502	677	27.06%	1,825	72.94%
TAXATION	369	245	66.40%	124	33.60%
TRANSPORTATION	2,261	615	27.20%	1,646	72.80%
TOTAL:	14,723	7,366	50.03%	7,357	49.97%

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

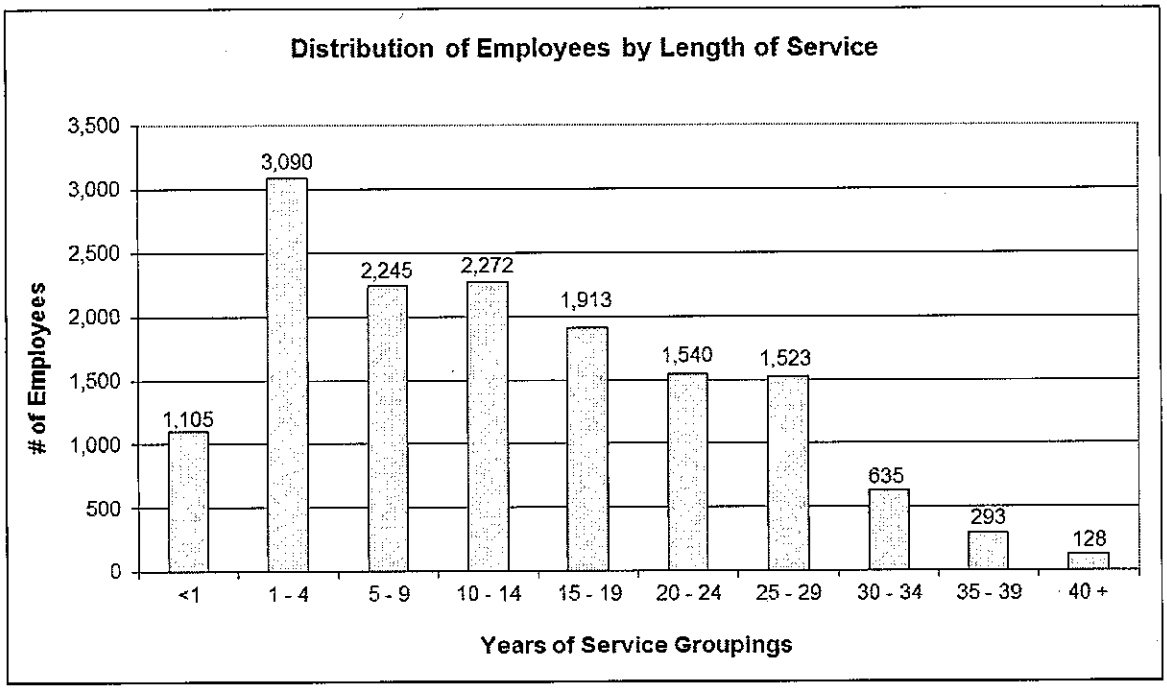
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	1,886	12.79%
02	HGEA	Blue Collar, Supvry	182	1.23%
03	HGEA	White Collar, Non-Supvry	3,490	23.67%
04	HGEA	White Collar, Supvry	229	1.55%
09	HGEA	Registered Professional Nurses	398	2.70%
10	UPW	Institutional, Health and Correctional Workers	1,710	11.60%
11	HFFA	Firefighters	176	1.19%
13	HGEA	Professional & Scientific	4,445	30.15%
14	HGEA	State Law Enforcement Officers	426	2.89%
TOTAL NO. OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			12,942	87.78%

Total Workforce: 14,744
Due to rounding of percentages, the individual percentages do not add up to 87.78%.

Age distribution of employees in the personnel system administered by DHRD. Fifty-three percent (53%) of the employees in the personnel system administered by DHRD are 50 years old or older.



Length of service of employees in the personnel system administered by DHRD.



Five-year projection of the number of employees in the personnel system administered by DHRD who will be eligible for retirement by the end of fiscal year 2020-2021 (i.e., ending June 30, 2021).

DEPARTMENT	TOTAL NUMBER OF EMPLOYEES IN THE PERSONNEL SYSTEM ADMINISTERED BY DHRD	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY16)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2021	PERCENT OF DEPARTMENTAL WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2021
			FY17	FY18	FY19	FY20	FY21		
ACCOUNTING & GENERAL SERVICES	740	151	26	30	31	29	32	299	40.41%
AGRICULTURE	250	49	13	8	6	13	8	97	38.80%
ATTORNEY GENERAL	608	125	18	19	16	18	16	212	34.87%
BUDGET & FINANCE	339	45	7	13	7	8	10	90	26.55%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	269	56	10	8	9	10	6	99	36.80%
COMMERCE & CONSUMER AFFAIRS	444	57	19	8	17	19	11	131	29.50%
DEFENSE	368	52	13	3	6	13	9	96	26.09%
GOVERNOR	43	4	2	0	0	0	0	6	13.95%
HAWAIIAN HOME LANDS	118	26	10	2	2	4	2	46	38.98%
HEALTH	2,668	440	91	94	92	92	92	901	33.77%
HI STATE PUBLIC LIBRARIES SYSTEM	496	116	12	23	21	11	20	203	40.93%
HUMAN RESOURCES DEVELOPMENT	86	22	1	3	7	6	3	42	48.84%
HUMAN SERVICES	1,913	293	59	73	52	62	77	616	32.20%
LABOR & INDUSTRIAL RELATIONS	480	123	14	14	17	17	12	197	41.04%
LAND & NATURAL RESOURCES	765	109	32	20	26	24	22	233	30.46%
LIEUTENANT GOVERNOR	21	0	1	0	0	0	0	1	4.76%
PUBLIC SAFETY	2,504	370	67	91	88	85	77	778	31.07%
TAXATION	369	61	16	8	14	8	12	119	32.25%
TRANSPORTATION	2,263	385	83	89	76	100	87	820	36.24%
TOTALS:	14,744	2,484	494	506	487	519	496	4,986*	33.82%

*Assumes no retirements of eligible employees prior to 06/30/2021.

DOE's workforce includes three groups of employees—civil service and exempt employees, support services personnel, and teachers and educational officers.

Total Workforce	21,841	100%
Civil Service & Exempt	5,137	24%
Support Services Personnel	2,939	13%
Teachers & Educational Officers	13,765	63%

Gender distribution of employees in the personnel system administered by the DOE. Numbers do not add up to total workforce due to unreported gender.

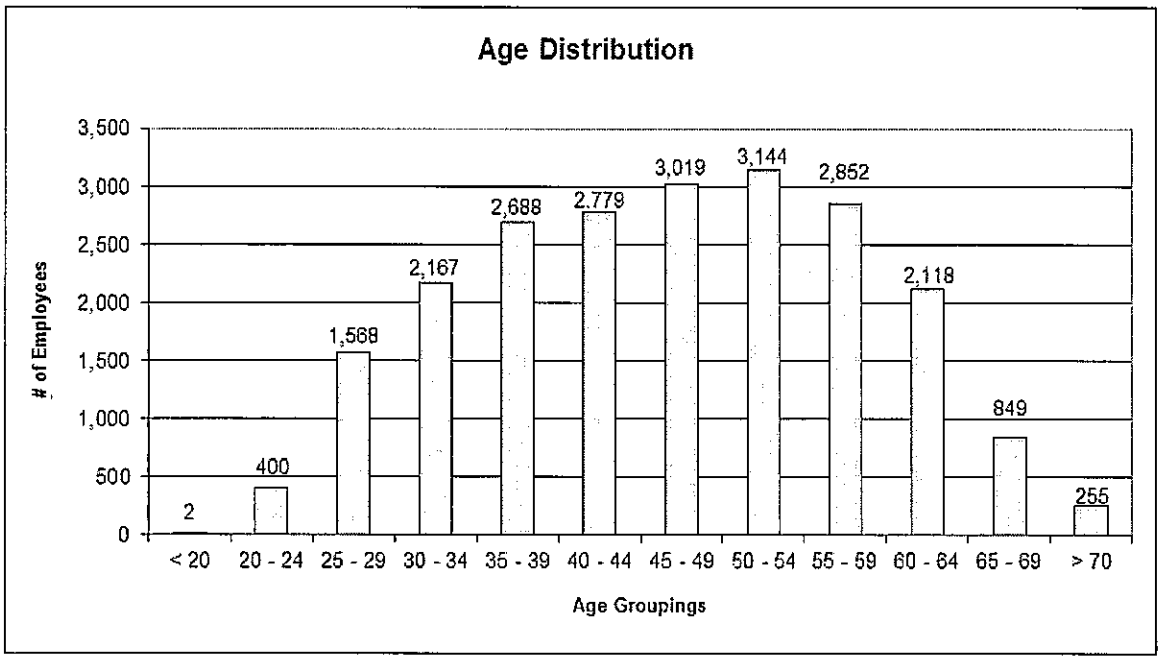
Gender Distribution	21,827	100%
Female	16,008	73%
Male	5,819	27%

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

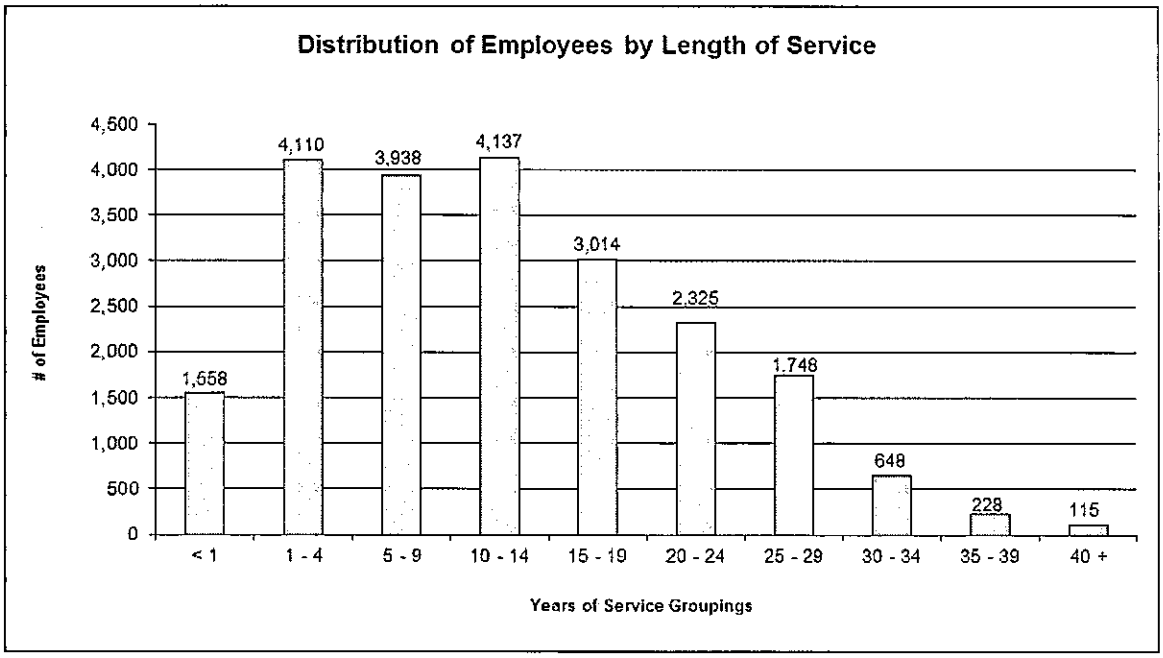
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	1,937	8.87%
02	HGEA	Blue Collar, Supvry	243	1.11%
03	HGEA	White Collar, Non-Supvry	4,472	20.48%
04	HGEA	White Collar, Supvry	258	1.18%
05	HSTA	BOE Teachers	12,572	57.56%
06	HGEA	BOE Educational Officers	865	3.96%
09	HGEA	Registered Profl Nurses	2	0.01%
10	UPW	Institutional, Health and Correctional Workers	23	0.11%
13	HGEA	Professional & Scientific	975	4.46%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			21,347	97.74%

Total Workforce: 21,841

Age distribution of employees in the personnel system administered by the DOE.



Length of service of employees in the personnel system administered by the DOE. Numbers do not add up to the total workforce due to unreported service dates.



Five-year projection of the number of employees in the personnel system administered by the DOE who will be eligible for retirement by the end of fiscal year 2020-2021 (i.e., ending June 30, 2021).

DEPARTMENT OF EDUCATION	TOTAL NUMBER OF EMPLOYEES IN THE DOE WORKFORCE	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY16)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2021	PERCENT OF DOE WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2021
			FY17	FY18	FY19	FY20	FY21		
CIVIL SERVICE & EXEMPT	5,137	744	195	174	180	169	199	1,661	32.33%
SUPPORT SERVICES PERSONNEL	2,939	377	82	112	84	91	81	827	28.14%
CERTIFICATED	13,765	1,430	324	378	345	356	341	3,174	23.06%
TOTALS:	21,841	2,551	601	664	609	616	621	5,662*	25.92%

*Assumes no retirements of eligible employees prior to 06/30/2021.

The University of Hawaii workforce includes six groups of employees—administrative, professional and technical staff; civil service and exempt employees; executive/managerial; faculty; graduate assistants; and lecturers.

Workforce	8,746	100%
Administrative, Professional & Technical Staff	2,503	28.6%
Civil Service & Exempt*	1,334	15.3%
Executive/Managerial	212	2.4%
Faculty	3,514	40.2%
Graduate Assistants**	1,183	13.5%
Lecturers	***	0.0%

*UH's civil service and exempt employees are included in the UH personnel data system but are employed pursuant to DHRD policies and procedures.
**Graduate assistants are full-time graduate students in degree granting programs working as non-permanent, part-time teaching or research assistants.
***The University of Hawaii employs approximately 1,300 lecturers during the academic school year. Lecturers are not normally employed by UH on June 30. However, during the academic school year, lecturers are a significant part of UH's workforce.

Gender distribution of employees in the personnel system administered by the University of Hawaii.

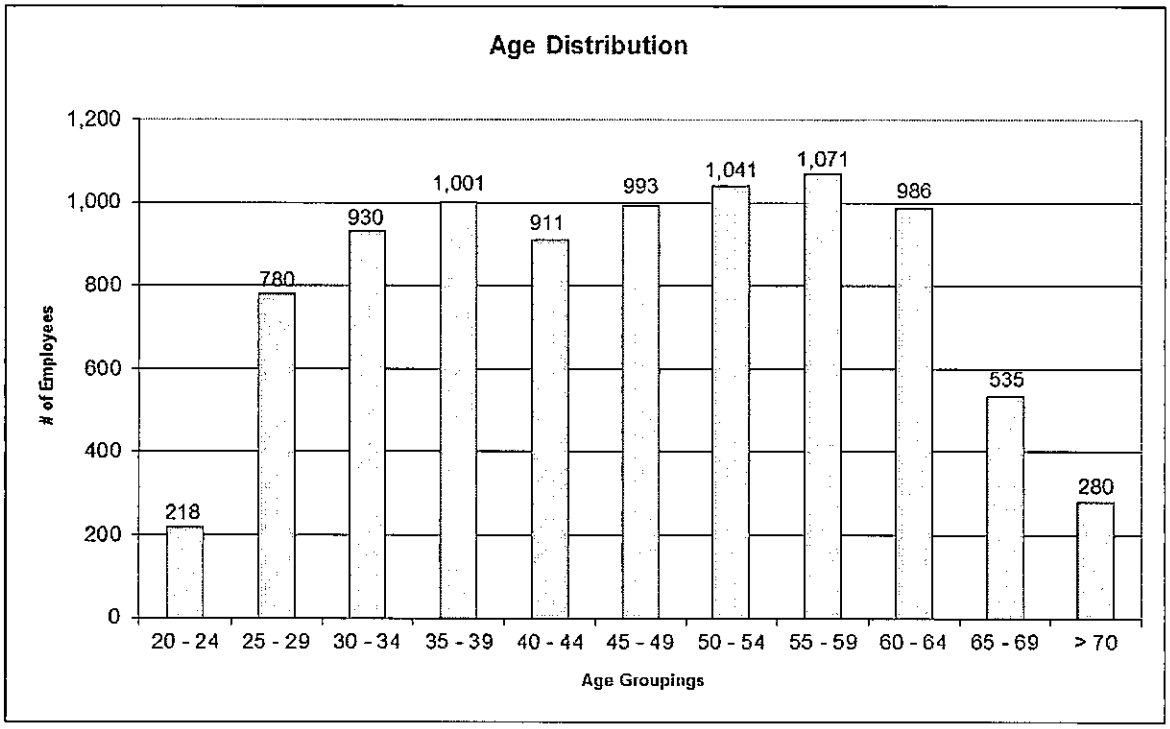
Gender Distribution	8,746	100%
Female	4,686	54%
Male	4,060	46%

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

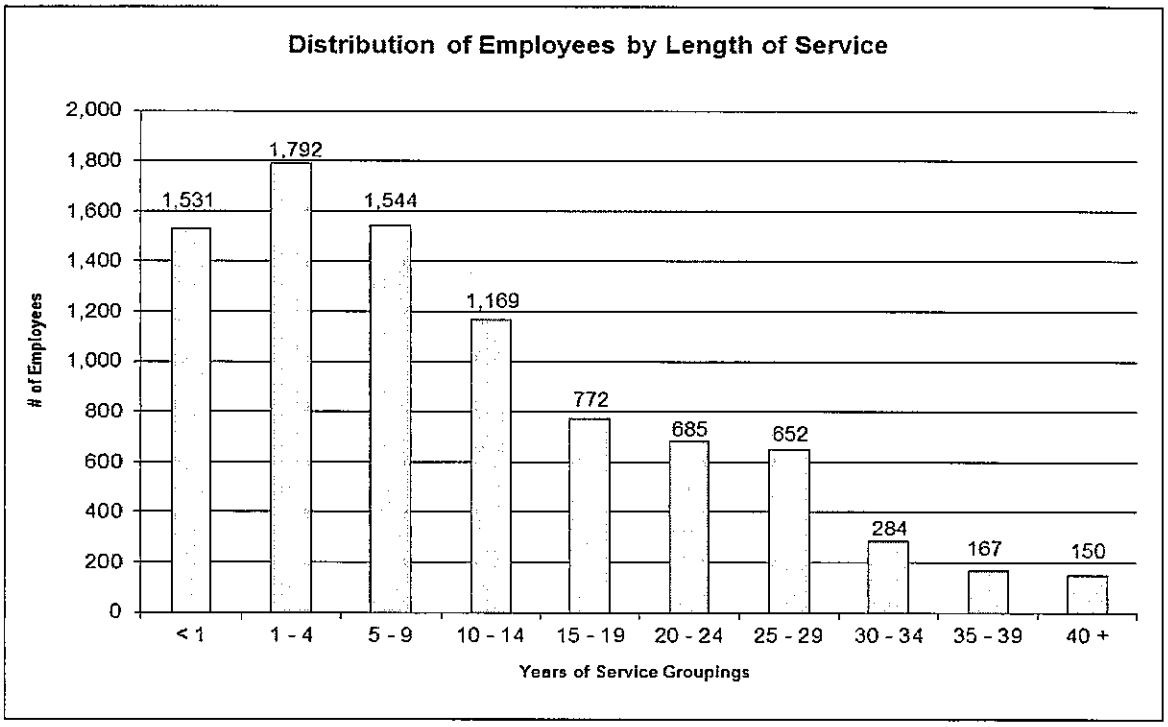
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	540	6.17%
02	HGEA	Blue Collar, Supvry	13	0.15%
03	HGEA	White Collar, Non-Supvry	689	7.88%
04	HGEA	White Collar, Supvry	31	0.35%
07	UHPA	Faculty	3,336	38.14%
08	HGEA	Administrative, Professional, & Technical	2,382	27.24%
09	HGEA	Registered Profl Nurses	9	0.10%
10	UPW	Institutional, Health and Correctional Workers	1	0.01%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			7,001	80.05%

Total Workforce: 8,746
Due to rounding of individual percentages, the sum does not equal 80.05%.

Age distribution of employees in the personnel system administered by UH.



Length of service of employees in the personnel system administered by UH.



Five-year projection on the number of employees in the personnel system administered by UH who will be eligible for retirement by the end of fiscal year 2020-2021 (i.e., ending June 30, 2021).

UNIVERSITY OF HAWAII	TOTAL NUMBER OF EMPLOYEES IN THE UH WORKFORCE*	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY16)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2021	PERCENT OF THE UH WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2021
			FY17	FY18	FY19	FY20	FY21		
ADMINISTRATIVE, PROFESSIONAL & TECHNICAL	2,503	272	62	63	60	73	65	595	23.77%
CIVIL SERVICE & EXEMPT	1,334	271	62	62	65	61	63	584	43.78%
EXECUTIVE/ MANAGERIAL	212	74	9	5	4	5	5	102	48.11%
FACULTY	3,514	765	118	91	93	64	92	1,223	34.80%
TOTALS:	7,563	1,382	251	221	222	203	225	2,504**	33.11%

*Graduate Assistants are not eligible for retirement benefits. As a result, they are not included in this analysis.
**Assumes no retirements of eligible employees prior to 06/30/2021.

Number of employees in the personnel system administered by HHSC.

Total Workforce	3,876	100%
Civil Service	3,749	97%
Exempt	127	3%

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

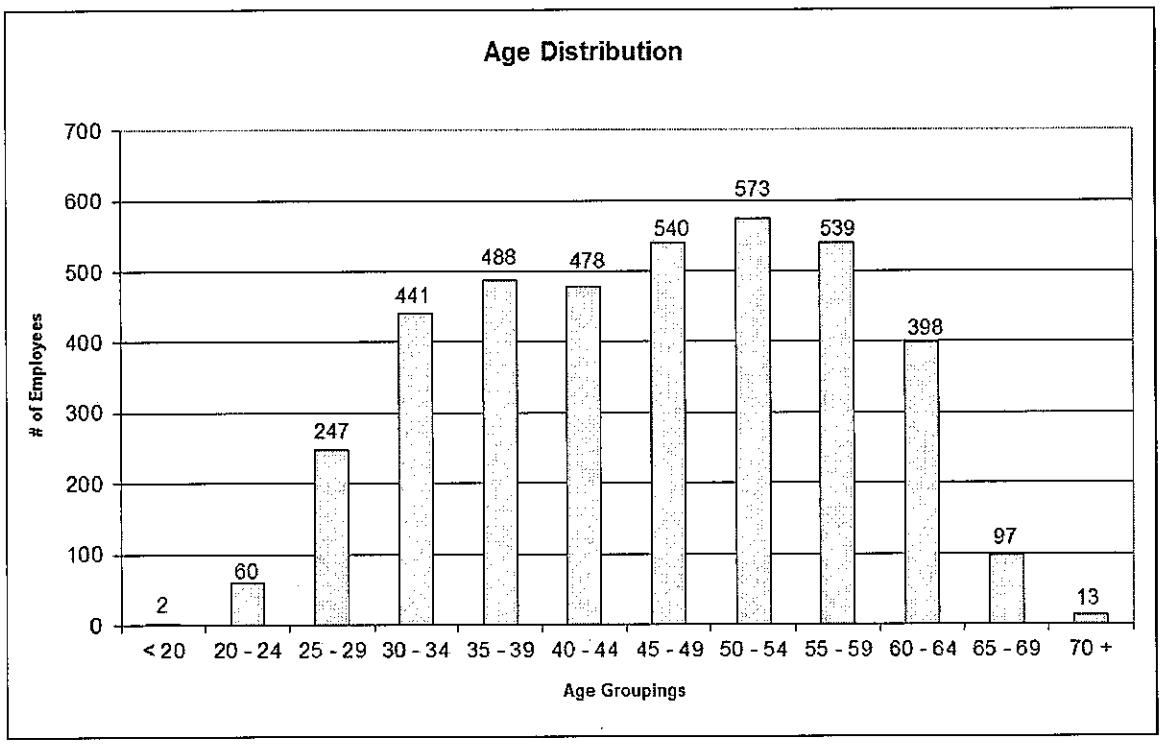
Gender Distribution	3,876	100%
Female	2,926	75%
Male	950	25%

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

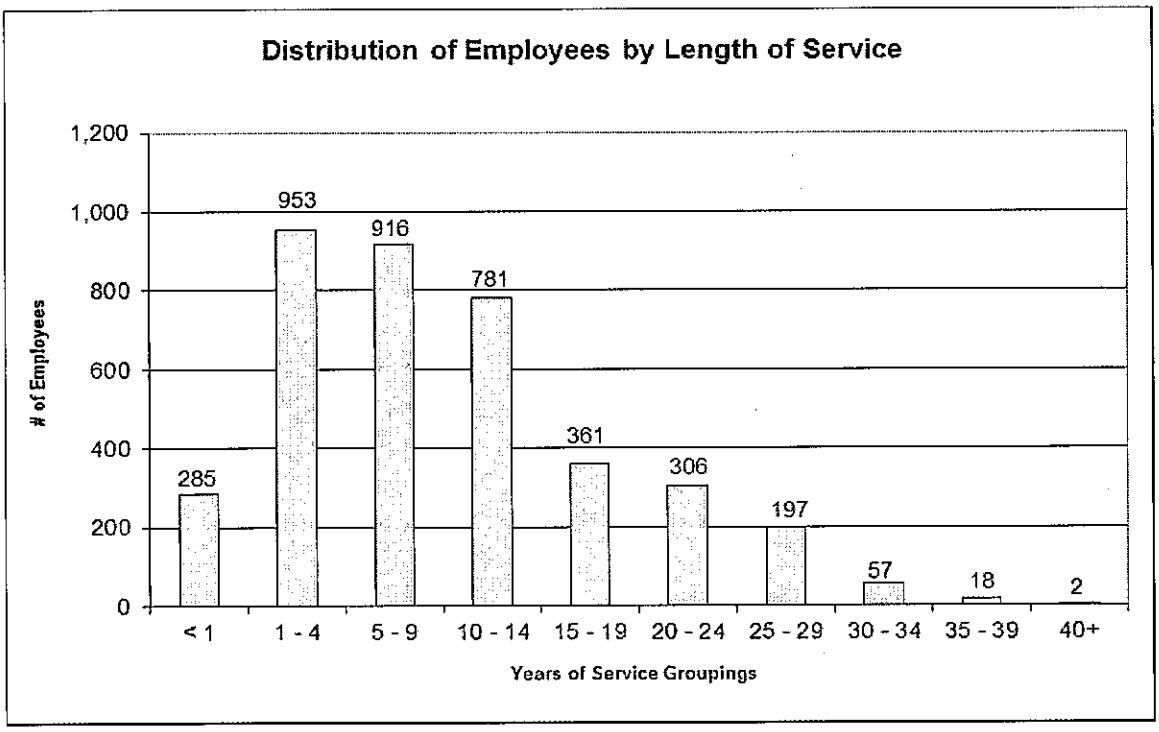
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	435	11.22%
02	HGEA	Blue Collar, Supvry	19	0.49%
03	HGEA	White Collar, Non-Supvry	613	15.82%
04	HGEA	White Collar, Supvry	17	0.44%
09	HGEA	Registered Profl Nurses	1,229	31.71%
10	UPW	Institutional, Health and Correctional Workers	972	25.08%
13	HGEA	Professional & Scientific	373	9.62%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			3,658	94.38%

Total Workforce: 3,876

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



Length of service of employees in the personnel system administered by HHSC.



Five-year projection on the number of employees in the personnel system administered by HHSC who will be eligible for retirement by the end of fiscal year 2020-2021 (i.e., ending June 30, 2021).

HAWAII HEALTH SYSTEMS CORPORATION	TOTAL NUMBER OF EMPLOYEES IN THE HHSC WORKFORCE	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY16)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT ON 06/30/2021	PERCENT OF HHSC WORKFORCE ELIGIBLE TO RETIRE ON 06/30/2021
			FY17	FY18	FY19	FY20	FY21		
CIVIL SERVICE	3,749	294	96	91	107	115	103	806	21.50%
EXEMPT	127	13	4	6	1	2	2	28	22.05%
TOTALS:	3,876	307	100	97	108	117	105	834*	21.52%

*Assumes no retirements of eligible employees prior to 06/30/2021.

REPORT TO THE 2017 LEGISLATURE

ON POSITIONS EXEMPTED FROM THE CIVIL SERVICE

AS REQUIRED BY ACT 300,
SESSION LAWS OF HAWAII 2006

Department of Human Resources Development
December 2016

As Required by
Act 300, Session Laws of Hawaii 2006

Submitted by the Department of Human Resources Development
December 1, 2016

SUMMARY OF REPORT

Act 300, Session Laws of Hawaii (SLH) 2006, directs the Department of Human Resources Development (DHRD) to submit reports on exempt positions to the Legislature prior to each regular session.

Inasmuch as the Act establishes an ongoing annual reporting requirement, and in order to provide the Legislature with the most current data available, the period covered by each report will be from November 1 through October 31 of the applicable year. This report complies with the reporting requirements and provides a status report on the efforts to implement Act 300 for the period November 1, 2015, through October 31, 2016.

During the current reporting period, there were no Act 300 positions replaced with civil service positions. However, 61 exempt positions not covered by Act 300 were replaced with civil service positions.

BACKGROUND

Act 300, SLH 2006, was enacted to "comply with Act 253, SLH 2000." The Act amended a number of statutory provisions that required positions to be exempt from civil service to allow discretion as to whether the positions should be civil service or exempt from civil service, and also directed DHRD and the Hawaii Government Employees Association (HGEA) "to work collaboratively to establish a logical, workable and fair process for converting positions in various departments, which are currently exempt from chapter 76, Hawaii Revised Statutes, to civil service positions." The Act also granted rights to exempt employees who occupied the affected exempt positions for at least one year, and requires DHRD to submit a report on the conversions of exempt positions to the Legislature prior to each regular session.

DHRD and the HGEA subsequently entered into a Letter of Understanding (LOU) dated March 17, 2011 regarding the identification of positions for conversion. The LOU, whose effective date ended December 31, 2013, sought to significantly increase the number of exempt positions identified for conversion to civil service in all departments of the Executive Branch, and required DHRD to identify exempt positions that may be converted to civil service. DHRD directed significant resources to the LOU in order to conduct a comprehensive review of positions in all departments that are exempt from civil service based on Sections 76-16(b)(12) and (17), Hawaii Revised Statutes.
To further facilitate an increase in the number of exempt positions replaced with civil service positions, DHRD revised Policy No. 1000.002, Appointment of Exempt Employees to Replacement Civil Service Positions, effective November 30, 2011. The policy extends the Act 300, SLH 2006 process to all appropriate conversions.

ANNUAL REPORT ON THE NUMBER OF EXEMPT POSITIONS REPLACED WITH CIVIL SERVICE POSITIONS AND THE NUMBER OF EXEMPT POSITIONS REMAINING

Act 300 requires DHRD to submit an annual report to the legislature that includes the following information:

1. The number of exempt positions that were converted to civil service during the previous twelve months; and

2. The number of exempt positions remaining in each State department after the conversions.

For the exempt positions that were converted to civil service, the report must also indicate:

1. When the position was established;

2. The purpose of the position; and

3. The rationale for the conversion.

61 exempt positions were replaced with civil service positions within the period November 1, 2015 to October 31, 2016. The 61 exempt positions are not covered by Act 300.

As of November 1, 2016, 2,778 exempt positions remain. Aloha Stadium event positions (959), Student Helper and Student Intern positions (840), and Work Experience positions (2,191) are not included in the number of exempt positions remaining since such positions are not appropriate for conversion to civil service.

- Attachment 1 reflects, by department, the exempt positions that were replaced with civil service positions within the reporting period. Fifty-seven (57) positions were exempted under the provisions of Section 76-16 (b)(12), project; and four (4) positions were exempted under Section 76-16(b)(17), other law.

- Attachment 2 provides a summary of the number of exempt positions that were replaced with civil service positions in each department.

- Attachment 3 provides the number of exempt positions remaining within each department, as of November 1, 2016, broken down by the statutory basis for exemption.

- Attachment 4 reflects, by department, the exempt positions that were identified for conversion to civil service; however, the incumbents elected to remain exempt pursuant to the applicable Policy No. 1000.002. The positions will be converted to civil service when the incumbents vacate those positions.

DATED: Honolulu, Hawaii, December 1, 2016

Respectfully submitted,

James K Nishimoto

JAMES K. NISHIMOTO, Director
Department of Human Resources Development

Attachments

Attachment 1 - AGS

CONVERTED POSITIONS

[Exempt to Civil Service (CS)]

November 1, 2015 - October 31, 2016

Department of Accounting and General Services								Subsection 17	Subsection 12
Division	**Exempt Pos No**	**Changed Pos No**	**CS Title**	**Purpose of Position**	**Established Date**	**Date of Conversion**	**Subsections**	**Legal Authority**	**Project Title**
StateProcure	00110943	00110943	Purchasing Spclt V	Oversees, administers, coordinates, and manges the State's procurement process for health and human services.	6/16/00	11/1/2015	17	103F-301(8)	
ArchivesDiv	00120676	120676	Information Technol Spclt IV	Designs & implements computer application systems to enhance the ability of state agencies to transfer their digital records of permanent value to the Digital Archives.	7/19/2012	6/1/2016	12		Hawaii Digital Archives

Attachment 1 - DEF

CONVERTED POSITIONS
[Exempt to Civil Service (CS)]
November 1, 2015 - October 31, 2016

Department of Defense								Subsection 17	Subsection 12
Division	**Exempt Pos No**	**Changed Pos No**	**CS Title**	**Purpose of Position**	**Established Date**	**Date of Conversion**	**Subsections**	**Legal Authority**	**Project Title**
CivilDefense	00100934	100934	Engineer IV	Coordinates & develops shelter infrastructure activities	3/16/76	1/1/2016	12		Population Protection Planning/Survivable Crises Management
CivilDefense	00101273	101273	Program Specialist IV	Plans logisitcs & critical sytems to recover from disasters	10/14/81	1/1/2016	12		Population Protection Planning/Survivable Crises Management
CivilDefense	00101276	101276	Civil Defense Planner	Develops natural disaster plans/guidance for State agencies	12/18/81	1/1/2016	12		Earthquake Preparedness Planning
CivilDefense	00101623	101623	Civil Defense Training Officer	Develop/implements emergency management exercise programs	11/28/83	1/1/2016	12		State Hazard Mitigation Project
CivilDefense	00102887		Civil Defense Planner	Manages, organizes, & maintains State Hazard Mitigation Program	12/11/96	1/1/2016	12		State Hazard Mitigation Project
CivilDefense	00111378		Program Specialist IV	Assists in organizing, & maintaining State Hazard Mitigation Program	9/1/00	1/1/2016	12		State Hazard Mitigation Project
CivilDefense	00111379		Office Assistant III	Provides clerical support to State Hazard Mitigation Officer	9/1/00	1/1/2016	12		State Hazard Mitigation Project
CivilDefense	00119135		Building Const Inspector II	Provides construction advice & assistance for construction & repair projects	9/3/08	1/1/2016	12		Disaster Assistance Recovery Project
CivilDefense	00119322		Civil Defense Planner	Manages the Disaster Assistance Branch	7/1/09	1/1/2016	12		Disaster Assistance Recovery Project
CivilDefense	00119325		Accountant III	Provides financial advisory & accounting services	7/1/09	1/1/2016	12		Disaster Assistance Recovery Project
CivilDefense	00119332		Program Specialist IV	Performs functions related to planning, programming & project management of emergency warning systms dvlpmt statewide	7/1/09	1/1/2016	12		Disaster Assistance Recovery Project
CivilDefense	00119394		Office Assistant III	Provides clerical services to support the Disaster Assistance Branch	11/16/09	1/1/2016	12		Disaster Assistance Recovery Project

Attachment 1 - HMS

CONVERTED POSITIONS

[Exempt to Civil Service (CS)]

November 1, 2015 - October 31, 2016

Department of Human Services

Division	Exempt Pos No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsections	Subsection 17 Legal Authority	Subsection 12 Project Title
OfcYouthSvcs	00120770	00120293	Children & Youth Prgm Spclt V	This position plans, develops, implements, monitors and evaluates the Office of Juvenile Justice and Delinquency Prevention's (OJJDP) program and services, and supervises subordinate positions.	7/11/11	1/6/2016	17	352-D5(B)	
BESS Div	00103218	00121965	Program Specialist VI	This position plans, manages, directs, develops, budgets, evaluates and coordinates services for the department on matters related to the homeless issue, including the development, coordination, administration and reporting of the State's homeless programs.	6/4/93	4/6/2016	17	ACT 89, SLH 2010	

Attachment 1 - LNR

CONVERTED POSITIONS

[Exempt to Civil Service (CS)]

November 1, 2015 - October 31, 2016

Department of Land and Natural Resources

Division	Exempt Pos No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsections	Subsection 17 Legal Authority	Subsection 12 Project Title
Ofc / Chairpsn	00121500		Office Assistant IV	Assist the Senior Communications Mgmr and Chairperson's staff with content management and tracking of media materials (visual and written. Conduct data processing, filing and customer service for the Administrative Proceedings Office and the Civil Resource Violations System. Coordinate video and audio conferencing operations within the office.	10/7/14	7/1/2016	17	171-19(2)	

CONVERTED POSITIONS
[Exempt to Civil Service (CS)]
November 1, 2015 - October 31, 2016

Department of Health | **Subsection 17**

Division	Exempt Pos No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsections	Legal Authority
BhavrlHlthAd	00116733	00121342	Clinical Psychologist VII	Plans, organizes, directs, supervises coordinates and monitors the programs, activities, services and staff of the section	2/10/04	4/28/2016	12	
BhavrlHlthAd	00116747	00121343	Clinical Psychologist VI	Provide consultation and liaison services to treatment teams and criminal justice agencies;	2/10/04	3/7/2016	12	
HlthResAdm	00112994	00121367	Program Specialist V	develop and implement-policies and procedures governing the use of funds; provide administrative support to the Tobacco Prevention and Advisory Board	8/13/02	12/14/2015	12	
HlthResAdm	00118984	00121378	Planner V	prepares statewide plans for chronic disease prevention and management and health promotion	4/30/08	12/2/2015	12	
HlthResAdm	00117678	00121431	Program Specialist IV	Participates in development, management, implementation and evaluation of the Asthma Program within CDMB	10/25/05	9/26/2016	12	
HlthResAdm	00119239	00121466	Program Specialist V	Heads the Heart Disease & Stroke Prevention (HDSP) Program	6/9/09	9/30/2016	12	
HlthResAdm	00113307	00121468	Program Specialist V	Oversees the Comprehensive Cancer Control Program (CCCP) within CDMB	3/6/03	9/30/2016	12	

Department of Health								Subsection 17
Division	**Exempt Pos No**	**Changed Pos No**	**CS Title**	**Purpose of Position**	**Established Date**	**Date of Conversion**	**Subsections**	**Legal Authority**
HlthResAdm	00117544	00121469	Program Specialist IV	Participates in development, management, implementation and evaluation of the Asthma Program within CDMB	9/27/05	9/26/2016	12	
HlthResAdm	00113144	00121572	Program Specialist V	Oversees the Asthma Program within the CDMB	10/28/02	9/30/2016	12	
EnvrnHlthAdm	00110430	00121588	Microbiologist V	Supervise the day to day operations of the BRS and to assist in directing microbiological and other analytical activities related to suspected BT events	11/26/99	2/5/2016	12	
EnvrnHlthAdm	00110250	00121589	Microbiologist IV	Perform diagnostic tests in support of a core function of the Department of Health, which is to be on the cutting edge of surveillance of and response to foodborne illnesses	9/17/99	2/5/2016	12	
EnvrnHlthAdm	00112908	00121590	Microbiologist IV	Performs a variety of highly specialized laboratory assays to isolate, detect and confirm bacteria, toxins and viral agents involved in bioterrorism, and outbreak	7/22/02	2/5/2016	12	
EnvrnHlthAdm	00116598	00121591	Microbiologist IV	Performs a variety of highly specialized laboratory assays to isolate, detect and confirm bacteria, toxins and viral agents involved in bioterrorism, and outbreak	12/23/03	2/25/2016	12	
EnvrnHlthAdm	00116606	00121595	Chemist IV	Assist the CRS supervisor (Chemist V) manage laboratory activities and provide timely and effective chemical testing services	12/23/03	5/4/2016	12	
BhavrlHlthAd	00116721	00121618	Human Svcs Prof IV	Provides a full array of comprehensive mental health services to the most complex and difficult cases	2/9/04	11/2/2015	12	

Department of Health								Subsection 17
Division	Exempt Pos No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsections	Legal Authority
BhavrlHlthAd	00116722	00121619	Human Svcs Prof IV	Provides a full array of comprehensive mental health services to the most complex and difficult cases	2/9/04	11/2/2015	12	
BhavrlHlthAd	00116718	00121620	Human Svcs Prof IV	Provides a full array of comprehensive mental health services to the most complex and difficult cases	2/9/04	11/2/2015	12	
EnvrnHlthAdm	00119173	00121631	Microbiologist IV	Maintaining the LPRP's capacity to ensure effective communications within the Laboratory Response Network (LRN), FERN and other federal partners	10/30/08	4/13/2016	12	
BhavrlHlthAd	00116751	00121663	Human Svcs Prof V	Section Head coordinates the planning, organizing, implementing, and monitoring of the rehabilitation services of this Section	2/11/04	4/29/2016	12	
EnvrnHlthAdm	00120125	00121668	Microbiologist III	Conduct a variety of highly specialized laboratory assays to isolate, detect, and confirm bacteria, toxins and viral agents involved in bioterrorism, and outbreaks	8/30/10	12/24/2015	12	
BhavrlHlthAd	00116725	00121674	Human Svcs Prof IV	Provides a full array of comprehensive mental health services to the most complex and difficult cases	2/9/04	11/3/2015	12	
BhavrlHlthAd	00117217	00121676	Human Svcs Prof IV	Provides a full array of comprehensive mental health services to the most complex and difficult cases	12/15/04	11/3/2015	12	
BhavrlHlthAd	00117294	00121677	Human Svcs Prof IV	Provides a full array of comprehensive mental health services to the most complex and difficult cases	2/22/05	11/3/2015	12	

Department of Health								Subsection 17
Division	Exempt Pos No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsections	Legal Authority
BhavrlHlthAd	00116700	00121690	Substance Abuse Specialist IV	Serves as the subject matter expert and consultant to staff and Branch and/or Section on the area of mental illness/substance abuse (MI/SA) treatment	2/3/04	9/8/2016	12	
BhavrlHlthAd	00116706	00121694	Substance Abuse Specialist IV	Serves as the subject matter expert and consultant to staff and Branch and/or Section on the area of mental illness/substance abuse (MI/SA) treatment	2/3/04	9/8/2016	12	
BhavrlHlthAd	00116705	00121696	Substance Abuse Specialist IV	Serves as the subject matter expert and consultant to staff and Branch and/or Section on the area of mental illness/substance abuse (MI/SA) treatment	2/3/04	9/8/2016	12	
BhavrlHlthAd	00117543	00121728	Social Service Assistant V	Serves as a role model for consumers and participates as a member of the interdisciplinary team by providing peer support services	8/16/05	7/20/2016	12	
BhavrlHlthAd	00117542	00121729	Social Service Assistant V	Serves as a role model for consumers and participates as a member of the interdisciplinary team by providing peer support services	8/16/05	7/20/2016	12	
BhavrlHlthAd	00117525	00121731	Social Service Assistant V	Serves as a role model for consumers and participates as a member of the interdisciplinary team by providing peer support services	7/29/05	7/20/2016	12	
BhavrlHlthAd	00117526	00121732	Social Service Assistant V	Serves as a role model for consumers and participates as a member of the interdisciplinary team by providing peer support services	7/29/05	7/20/2016	12	

Department of Health								Subsection 17
Division	Exempt Pos No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsections	Legal Authority
BhavrlHlthAd	00117539	00121733	Social Service Assistant V	Serves as a role model for consumers and participates as a member of the interdisciplinary team by providing peer support services	8/16/05	7/20/2016	12	
BhavrlHlthAd	00117540	00121737	Social Service Assistant V	Serves as a role model for consumers and participates as a member of the interdisciplinary team by providing peer support services	8/16/05	7/20/2016	12	
BhavrlHlthAd	00116863	00121741	Advanced Practice RN II	Provides assessment, urgent care/walk in services, somatic treatment, pharmacological services, therapy, crisis emergency, forensic, integrated substance abuse services and behavioral health clinical services	5/19/04	4/28/2016	12	
BhavrlHlthAd	00117349	00121747	Clinical Psychologist VI	Provide an array of mental health clinical psychology services, including mental health assessments, eligibility determinations, diagnoses, psychotherapeutic treatment interventions and therapy	3/31/05	3/7/2016	12	
HlthResAdm	00110713	00121804	Planner V	Coordinate the development of statewide comprehensive public health response plans to all hazards, including man-made disasters or events	6/22/00	1/22/2016	12S	
HlthResAdm	00116378	00121805	Planner IV	To build, train, exercise, and maintain statewide capabilities to provide medical countermeasures to the population in a biological or chemical incident or disasters	6/13/03	1/22/2016	12	

Attachment 1 - PSD

CONVERTED POSITIONS

[Exempt to Civil Service (CS)]

November 1, 2015 - October 31, 2016

Department of Public Safety								Subsection 17	Subsection 12
Division	**Exempt Pos No**	**Changed Pos No**	**CS Title**	**Purpose of Position**	**Established Date**	**Date of Conversion**	**Subsections**	**Legal Authority**	**Project Title**
Office of the Director	120334	N/A	Public Information Officer	To develop, organize and coordinate a comprehensive statewide communication program to inform the public of departmental plans, activities and accomplishments.	9/1/2011	7/1/2016	12S		Community Relations and Positive Media Outreach

Department of Health								Subsection 17
Division	**Exempt Pos No**	**Changed Pos No**	**CS Title**	**Purpose of Position**	**Established Date**	**Date of Conversion**	**Subsections**	**Legal Authority**
HlthResAdm	00113013	00121823	Planner IV	Plan, develop, and implement multiple, complex special projects, policies, and procedures to build, improve, and maintain state public health preparedness, response, and recovery capabilities	8/19/02	1/22/2016	12	
BhavrlHlthAd	00110531	00121863	Human Svcs Prof IV	Provide case management for eligible youth with emotional and behavioral disturbances	1/25/00	2/25/2016	12	
BhavrlHlthAd	00108732	00121865	Human Svcs Prof IV	Provide case management for eligible youth with emotional and behavioral disturbances	9/9/98	2/29/2016	12	
BhavrlHlthAd	00117335	00121886	Advanced Practice RN II	Provide direct psychiatric nursing/clinical and consultative outpatient services	4/1/05	4/28/2016	12	
BhavrlHlthAd	00108730	00121980	Human Svcs Prof V	Manage and supervise the Family Guidance Center (FGC) Clinical Services Unit (CSU) operations, outcomes, and personnel related to the provision of Case Management	9/9/98	8/8/2016	12	
BhavrlHlthAd	00113092	00121981	Human Svcs Prof V	Manage and supervise the Family Guidance Center (FGC) Clinical Services Unit (CSU) operations, outcomes, and personnel related to the provision of Case Management	9/19/02	8/8/2016	12	
BhavrlHlthAd	00116723	00121640	Human Svcs Prof V	Section Head coordinates the planning, organizing, implementing, and monitoring of the rehabilitation services of this Section	2/9/04	11/17/2015	12	

Subsection 12
Project Title
Comprehensive Cancer Control Program
Addressing Asthma from a Public Health Perspective
Public Health Emergency Preparedness (PHEP) Cooperative Agreement
Epidemiology and Laboratory Capacity for Infectious diseases (ELC)
Public Health Emergency Preparedness (PHEP) Cooperative Agreement
Public Health Emergency Preparedness (PHEP) Cooperative Agreement
Public Health Emergency Preparedness (PHEP) Cooperative Agreement
Behavioral Health Initiative

Subsection 12
Project Title
Behavioral Health Initiative
Behavioral Health Initiative
Food Emergency Response Network (FERN) Cooperative Agreement Project
Behavioral Health Initiative
Food Emergency Response Network (FERN) Cooperative Agreement Project
Behavioral Health Initiative
Behavioral Health Initiative
Behavioral Health Initiative

Subsection 12
Project Title
Behavioral Health Initiative
Behavioral Health Initiative
Behavioral Health Initiative
Behavioral Health Initiative
Behavioral Health Initiative
Behavioral Health Initiative
Behavioral Health Initiative

Subsection 12
Project Title
Behavioral Health Initiative
Behavioral Health Initiative
Behavioral Health Initiative
Behavioral Health Initiative
Public Health Emergency Preparedness (PHEP) Cooperative Agreement
Public Health Emergency Preparedness (PHEP) Cooperative Agreement

Subsection 12
Project Title
Public Health Emergency Preparedness (PHEP) Cooperative Agreement
Behavioral Health Initiative
Behavioral Health Initiative
Behavioral Health Initiative
Behavioral Health Initiative
Behavioral Health Initiative
Behavioral Health Initiative

Attachment 2

Summary of Converted Positons [Exempt to Civil Service]
November 1, 2015 - October 31, 2016

	AGR	AGS	ATG	BED	BUF	CCA	DEF	GOV	HHL	HMS	HRD	HTH	LBR	LIB	LNR	LTG	PSD	TAX	TRN	UOH	TOTALS
Positions - Subsection (17)*	23	162	12	148	189	219	7	1	122	58	0	135	64	2	88	1	79	27	9	0	1346
Replaced with Civil Service		1								2											3
Remain Exempt**	23	161	12	148	189	219	7	1	122	56	0	135	64	2	88	1	79	27	9	0	1343
Positions - Subsection (12)*	2	7	4	36	2		149			40		346			4		6		17		613
Replaced with Civil Service		1					12					43			1		1				58
Remain Exempt**	2	6	4	36	2		137			40		303			3		5		17		555
Total Converted Positions		2	0	0	0	0	12			2		43			1		1				61

Notes:
*HRMS data as of 11/1/15
**Does not include abolished or new positions
Effective 7/1/2005, DOE (except LIB (public libraries)) is not included in the report pursuant to Act 51, SLH 2004
Aloha Stadium event position are not included in count for AGS subsection 17

Attachment 3

Summary of Exempt Positions by HRS 76-16(b) Subsections and Department

Subsection	AGR	AGS	ATG	BED	BUF	CCA	DEF	GOV	HHL	HMS	HRD	HTH	LBR	LIB	LNR	LTG	PSD	TAX	TRN	UOH	Total
1							22														22
3						3						5					3				11
5		3						74								13					90
6								1								1					2
7	1	3	1	1	1	2	1		1	1	1	3	7		1		6	1	1		32
10			235																		235
11														2							2
12	2	6	4	36	2	0	137	0	0	40		303			3		5		17		555
13																					0
14															1						1
15												5							15	206	226
16	1	1		1	1	1	1		1	1	1	4	1	1	1			1	4		21
17	23	161	12	148	189	219	7	1	122	56		135	64	2	88	1	79	27	9		1343
18										57											57
19																				1	1
21										40											40
22																				21	21
23												1							5	1	7
24																	1				1
26							111														111
TOTAL	27	174	252	186	193	225	279	76	124	195	2	456	72	5	94	15	94	29	51	229	2778

Note:
HRMS data as of 11/1/16
The following positions are not included in the counts:

959	Aloha Stadium event positions (AGS subsection 17)
840	Student Helper & Student Intern positions (subsection 13)
2,191	Work Experience positions (LBR subsection 13)

Attachment 4 - HTH

Exempt Positions Identified for Replacement with Civil Service Positions but Employees Elected to Remain Exempt

November 1, 2015 - October 31, 2016

Subsection 12

Dept	Division	Branch	Exempt Pos. No.	Exempt Title	Purpose	Established Date	Project Title
HTH	HlthResAdm	DisOutbreakCntrlDiv	118877	BTP Med Surge Capacity Vol Coor	Assists DOH Staff in developing volunteer emergency medical response	1/22/2016	Hospital Preparedness Project