

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

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The Department of Human Resources Development, established under section 26-5, HRS, administers the state personnel system for the executive branch workforce (except for the Department of Education, University of Hawaii, and Hawaii Health Systems Corporation, which administer their own personnel systems).

The Department is headed by the Director of Human Resources Development. As the central human resources agency, the Department plans, organizes, directs, and coordinates the various activities of the state personnel program in recruitment and examination, position classification, pay administration, employee benefits, staff development and training, workers' compensation payment and claims management, safety, and labor relations.

Office of the Director

The Office of the Director advises the Governor on the State's personnel system, legislative proposals on personnel issues, and personnel policies. The Director represents the Governor in the collective bargaining process, in periodic pricing reviews, and necessary coordination between the public jurisdictions in Hawaii.

To continuously improve the effectiveness and responsiveness of human resources, the Office of the Director serves to ensure public access and input to the State's civil service system (chapter 76, HRS). The Office of the Director fosters the interest of learning institutions, and civic, professional, and employee organizations in the advancement of personnel policies to meet the challenges of evolving public policy, technology, and public expectations.

Employee Relations Division

The Employee Relations Division establishes statewide policies, procedures, programs, and services that provide guidance and support to the departments of the executive branch with regard to employee relations issues. The Division is comprised of:

- Employee Assistance, which develops, implements, and administers employee benefits and assistance programs, such as cafeteria benefits plans, leave sharing, family leave, the REACH employee counseling program, and incentive and service awards;
- Personnel Transactions, which administers pay and personnel transactions to ensure compliance with state and federal personnel laws, rules, negotiated labor-management agreements, and executive orders; and provides management reports on workforce composition and employment trends; and

- Training, which develops and administers statewide employee training and development programs.

Labor Relations Division

The Labor Relations Division administers the State's labor-management agreements for civil service employees and the performance management system, and provides staff services in the negotiation of labor contracts.

Employee Classification and Compensation Division

The Employee Classification and Compensation Division develops and administers classification and compensation systems for civil service positions, including the establishment and maintenance of classes of work and their experience and training requirements; the pricing of classes; and the assignment of positions to classes, bargaining units, and other administrative units. The Division also develops and administers statewide human resource policies and systems for employees not covered by civil service and employees not covered by collective bargaining.

Employee Staffing Division

The Employee Staffing Division develops and administers statewide recruitment, examination, and placement programs for the civil service workforce based on the merit principle. The Division also conducts research and development projects to forecast, plan for, and effectuate effective staffing strategies before staffing issues become acute or impact public services.

Employee Claims Division

The Employee Claims Division plans and administers the statewide workers' compensation program, claims management, return-to-work program, and safety program. The Division provides centralized management of workers' compensation claims for all departments within the executive branch, reviews medical fees of care providers and attorneys, analyzes cost trends, and formulates cost containment programs and solutions.

ATTACHED FOR ADMINISTRATIVE PURPOSES

Merit Appeals Board

Under chapter 76, HRS, each jurisdiction of the State¹ is required to establish and maintain a separately administered civil service system based upon the merit principle. The Merit Appeals Board, established under section 26-5(c), HRS, sits as an appellate body on matters set forth in section 76-14, HRS. The Board consists of three members who are appointed to four-year terms by the Governor. All members have knowledge of public employment laws and prior experience with public employment; provided that at least one member's experience was with an employee organization as a member or an employee of that organization, and at least one member's experience was with management. The Governor considers the names of qualified individuals submitted by employee organizations or management before appointing members. The Chairperson of the Board is designated as specified in the rules of the Board. The provisions of section 26-34, HRS, do not apply, and members may be reappointed without limitation by the Governor.

Under section 76-14, HRS, the merit appeals board of each jurisdiction² decides appeals from any action under chapter 76, HRS, taken by the chief executive, the director, an appointing authority, or a designee acting on behalf of one of these individuals, relating to: (1) recruitment and examination; (2) classification and reclassification of a particular position, including denial or loss of promotional opportunity or demotion due to reclassification of positions in a reorganization; (3) initial pricing of classes; and (4) other employment actions under chapter 76, HRS, including disciplinary actions and adverse actions for failure to meet performance requirements, taken against civil service employees who are excluded from collective bargaining coverage under section 89-6, HRS.

Deferred Compensation Plan

A State Deferred Compensation Plan, in accordance with section 457 of the Internal Revenue Code, is established under section 88E-2, HRS, for the benefit of state employees to defer a portion of their compensation to a future period of time. A county may enter into a formal agreement with the State to extend the plan to employees of the county.

Board of Trustees. Under section 88E-3, HRS, the authority to establish the Plan and implement chapter 88E, HRS, is vested in a Board of Trustees. Pursuant to section 88E-4, HRS, the seven-member Board consists of the Director of Human Resources Development or designee, ex officio; Director of Finance or designee, ex officio; and five other persons who are public employees and represent employee interests. Except for the ex officio members, the members of

¹ This includes the State, counties, Judiciary, Department of Education, University of Hawaii, and Hawaii Health Systems Corporation. See section 76-11, HRS.

² For the State, the Merit Appeals Board established pursuant to section 26-5(c), HRS, handles such appeals. For the counties, Judiciary, Department of Education, University of Hawaii, and Hawaii Health Systems Corporation, "merit appeals board" means a jurisdiction's appellate body for purposes of section 76-14, HRS, regardless of whether it is named merit appeals board, civil service commission, or appeals board. See section 76-11, HRS.

the Board are appointed to four-year terms by the Governor with the advice and consent of the Senate. The Board administers a tax-sheltered savings and investment program for state employees with authority to engage services to establish, administer, or maintain the Plan under its direction.

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