



**STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES
DEVELOPMENT
POLICIES AND PROCEDURES**

POLICY NO.

101.001
DO

NO. of PAGES

3

EFF. DATE

11/17/03

REV.NO./Date

TITLE:

**GENERAL RESPONSIBILITIES FOR
ADMINISTRATION OF PERSONNEL
PROGRAMS**

APPROVED:


Kathleen N. A. Watanabe, Director

I. POLICY

The following general duties and responsibilities shall apply unless otherwise specifically provided for in polices and procedures, standards, and guidelines.

II. RATIONALE

The respective responsibilities of the director and appointing authorities are crucial to the proper execution, maintenance, and improvement of human resources administration in the executive branch.

III. SCOPE

These procedures shall govern the application of all policies and procedures, standards, and guidelines that are established by HRD as contained in this manual.

IV. DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT (“HRD”)

The director of HRD shall be responsible for:

- A. Establishing policies, procedures, standards, and guidelines governing personnel programs and administration;
- B. Reviewing and authorizing requests from executive departments and agencies as set forth in established policies and procedures;
- C. Auditing executive departments and agencies for compliance with established policies and procedures;
- D. Maintaining complete and accurate records of all requests received from executive departments and agencies, including approvals granted by the director; and
- E. Evaluating the effectiveness of all personnel programs and making appropriate adjustments, as necessary.

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V. APPOINTING AUTHORITIES/EXECUTIVE DEPARTMENTS/AGENCIES

Appointing authorities, executive departments, and agencies shall be responsible for:

- A. Ensuring that established policies, procedures, standards, and guidelines governing personnel programs and administration that are established by HRD are properly followed;
- B. Ensuring that all actions that are delegated to the departments by the director are properly performed.
- C. Monitoring the effectiveness of the personnel program and making appropriate adjustments, as necessary;
- D. Ensuring that there are sufficient funds to pay for personnel costs and that such increased costs are warranted based upon anticipated benefits;
- E. Ensuring that the personnel programs are executed in a fair and equitable manner within the department; and
- F. Maintaining complete and accurate records of all requests generated by the executive departments and agencies, including approvals granted by the director.

VI. AUTHORITIES AND REFERENCES

§ 26-5, Hawai'i Revised Statutes, *Department of human resources development*

§ 76-12, Hawai'i Revised Statutes, *General powers and duties of the director*

§ 76-5, Hawai'i Revised Statutes, *Alternatives in providing human resources program services*

§ 76-13, Hawai'i Revised Statutes, *Specific duties and powers of the director*

§ 14-1-3, Hawai'i Administrative Rules, *General responsibilities of the director*

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§ 14-1-4, Hawai'i Administrative Rules, *General responsibilities of departments*

§ 14-1-5, Hawai'i Administrative Rules, *Reporting human resources information*

§ 14-1-6, Hawai'i Administrative Rules, *Authority to investigate*

§ 14-1-7, Hawai'i Administrative Rules, *Enforcement authority of director*

§ 14-1-9, Hawai'i Administrative Rules, *Delegation of authority*