

**REPORT TO THE 2013 LEGISLATURE**

**ON POSITIONS EXEMPTED FROM THE CIVIL SERVICE**

**AS REQUIRED BY ACT 300,  
SESSION LAWS OF HAWAII 2006**

**Department of Human Resources Development  
December 2012**

**Report to the Twenty-Seventh State Legislature  
2013 Regular Session**

**On  
Number of Exempt Positions Converted to Civil Service Positions  
During the Previous Twelve Months**

**As Required by  
Act 300, Session Laws of Hawaii 2006**

Submitted by the Department of Human Resources Development  
December 4, 2012

**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, 2011, through October 31, 2012.

During the current reporting period, fourteen (14) exempt positions covered by Act 300 were replaced with civil service positions. In addition, thirty-six (36) 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.

During the 2009-2010 reporting period, only 4 exempt positions were replaced with civil service positions. Consequently, during the 2011 Legislature, Senate Bill 1090 was

introduced to mandate the conversion of exempt positions to civil service positions. The measure was deferred as DHRD and the HGEA entered into a Letter of Understanding (LOU) dated March 17, 2011. The LOU, which is effective until June 30, 2013, seeks to significantly increase the number of exempt positions identified for conversion to civil service in all departments of the Executive Branch, and requires DHRD to identify exempt positions that may be converted to civil service. DHRD is in the process of identifying such positions, which includes a comprehensive review of positions in all departments that are exempt from civil service based on Chapter 76-16(b)(12) and (17), Hawaii Revised Statutes. DHRD has met with the HGEA on several occasions to apprise them of our progress, and will continue to do so.

To further facilitate an increase in the number of exempt positions replaced with civil service positions, the Department of Human Resources Development revised Policy No. 1000.002, Appointment of Exempt Employees to Replacement Civil Service Positions, effective November 30, 2011. The policy now 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, but is not limited to 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.

This report provides the information required by Act 300 regarding exempt positions that have been replaced with civil service positions within the previous twelve months, and the remaining number of exempt positions in each department.

Fifty (50) exempt positions were replaced with civil service positions within the period November 1, 2011 to October 31, 2012. Fourteen (14) of those positions are covered by Act 300, and thirty-six (36) of those positions are not covered by Act 300.

As of November 1, 2012, 2,931 exempt positions remain. Aloha Stadium event positions (1,014), Student Helper and Student Intern positions (915), 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.

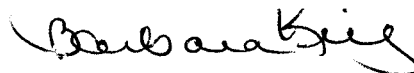
- Attachment 1 reflects, by department, the exempt positions that were replaced with civil service positions within the reporting period. Most of the positions were exempted under the provisions of Section 76-16 (b) (12) - project, or (17) - other law, Hawaii Revised Statutes.
- Attachment 2 provides a summary of the number of exempt positions that were replaced with civil service positions in each department. The fourteen (14) exempt positions in the Departments of Budget and Finance and Commerce and Consumer Affairs that were replaced with civil service positions were covered under Act 300. Twenty-three exempt positions that were replaced with civil service positions were exempt based on Section 76-16(b)(12) - project. The Department of Health replaced the largest number of exempt positions (21) with civil service positions.

*Note: Two positions in DCCA were identified for conversion to civil service; however, the incumbents elected to remain exempt. The positions will be converted to civil service when the incumbents vacate those positions.*

- Attachment 3 provides the number of exempt positions remaining within each department, as of November 1, 2012, broken down by the statutory basis for exemption.

DATED: Honolulu, Hawaii, December 4, 2012.

Respectfully submitted,



BARBARA A. KRIEG, Director  
Department of Human Resources Development

Attachments

**CONVERTED POSITIONS  
[Exempt to Civil Service (CS)]  
NOVEMBER 1, 2011 - OCTOBER 31, 2012**

Department Accounting and General Services							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
Election Adm	00100456	00100456	General Professional V	Chief of Precinct Operations Branch. Supervises staff to achieve planned objectives and goals; plans, organizes, and directs a statewide precinct official training program; plans and organizes the recruitment, assignment and compensation of precinct officials; plans and directs activities involving the operation of election day polling places; plans and directs the procurement and distribution of election supplies; and administers the Precinct Operations Branch of the Office of Elections.	1/4/71	3/16/12	11-5, HRS			
Election Adm	00101158	00101158	General Professional V	Supervises staff to achieve planned objectives and goals; oversees clerical services; plans and directs warehouse operations; oversees logistical services; directs and controls business services which include budget preparation, expenditure control, fiscal recordkeeping and reporting, and personnel management services; and administers the Election Support Services Section of the Office of Elections.	7/8/80	1/19/12	11-5, HRS			

**Attachment 1 - AGS**

Department Accounting and General Services

Department Accounting and General Services							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
Election Adm	00101162	00101162	General Professional V	Chief of Counting Center Operations Branch. Plans, organizes, manages, supervises, staffs, directs, and controls the operations relating to the processing and tabulating of ballots for all state and concurrently conducted federal and county elections. Responsible for overseeing the general operation of all four counting centers in the state of Hawaii. Provides administrative support to the Chief Election Officer.	7/8/80	1/18/12	11-5, HRS			

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2011 - OCTOBER 31, 2012**

Department Budget and Finance							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
OfcPublicDef	00101701	00101701	Legal Clerk	PD Legal Office Assistant assists DPD in the Circuit Court section, performs legal clerical work which involve the preparation, processing and filing of variety of complex legal and court documents with the courts.	8/2/84	10/11/12	802-12, HRS; ACT 300, SLH 2006			
OfcPublicDef	00102003	00102003	Legal Clerk	Legal Stenographer I provides secretarial/legal stenographic duties, legal file maintenance/ distribution and various other clerical duties.	8/8/88	10/11/12	802-12, HRS; ACT 300 SLH 2006			

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2011 - OCTOBER 31, 2012**

Department Commerce and Consumer Affairs							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
RegIndustCmp	00101316	00120572	Investigator IV	The RI Investigator IV is appointed and commissioned under the authority of HRS 26-9 (j) and performs investigative activities germane to the prevention and detection of violations related to the violation of rules, laws, and regulations under the DCCA jurisdiction.	8/12/82	5/25/12	ACT 300, SLH 2006, 26-9(o)			
InfoSys/Com	00102342	00120561	Information Technol Spclt III	The ISCO DPSA III works in the Infrastructure Branch of ISCO and will perform moderately complex work assignments that involve the analysis, evaluation, and decision making of the computer infrastructure.	9/29/90	5/25/12	ACT 300, SLH 2006, 26-9(o)			
InfoSys/Com	00102343	00120562	Information Technol Spclt IV	The ISCO DPSA IV works in the Custom Applications Branch of ISCO and responds to requests from departmental or divisional sources to introduce new or change existing systems and will produce project plans to manage system creation, testing and implementation.	9/29/90	5/25/12	ACT 300, SLH 2006, 26-9(o)			



**Attachment 1 - CCA**

Department Commerce and Consumer Affairs							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
InfoSys/Com	00102770	00120563	Information Technol Spclt IV	The ISCO DPSA IV works in the Custom Applications Branch of ISCO and responds to requests from departmental or divisional sources to introduce new or change existing systems and will produce project plans to manage system creation, testing and implementation.	6/28/96	5/25/12	ACT 300, SLH 2006, 26-9(o)			
InfoSys/Com	00111108	00120564	Information Technol Spclt V	The ISCO DPSA V works in the Infrastructure Branch of ISCO and maintains responsibility for carrying out major information Systems (I.S.) projects that are characteristically of a broader scope and are highly complex in nature.	8/31/00	5/25/12	ACT 300, SLH 2006, 26-9(o)			
InfoSys/Com	00112663	00120565	Information Technol Spclt IV	ISCO DPSA IV: Generalist responsible for maintenance of department's computer infrastructure. Troubleshoots, analyzes, and resolves more complex problems; assesses need for replacement or addition of hardware, software and other peripheral items making up infrastructure or workstations; creates work plans, documentation and implementation of equipment and software. Maintains network and security administration for the department.	11/20/01	5/25/12	ACT 300, SLH 2006, 26-9(o)			

**Attachment 1 - CCA**

Department Commerce and Consumer Affairs							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
InfoSys/Com	00113089	00120566	Information Technol Spclt IV	The ISCO DPSA IV works in the Custom Applications Branch of ISCO and responds to requests from departmental or divisional sources to introduce new or change existing systems and will produce project plans to manage system creation, testing and implementation.	9/12/02	5/25/12	ACT 300, SLH 2006, 26-9(o)			
InfoSys/Com	00113090	00120567	Information Technol Spclt IV	The ISCO DPSA IV works in the Custom Applications Branch of ISCO and responds to requests from departmental or divisional sources to introduce new or change existing systems and will produce project plans to manage system creation, testing and implementation.	9/12/02	5/25/12	ACT 300, SLH 2006, 26-9(o)			
Prof&VocLic	00117413	00120570	Regltry Bds/Comms Adm Asst II	PVL Bd & Comm Admins Asst II maintains close liaison with members of the boards and commissions and the division administrator; advises and consults with assigned boards as to their needs; orients and acquaints new members with their responsibilities; prepares budgetary projections; discusses with division administrator the propriety of certain activities requested by boards which are not authorized; or services which cannot be provided for justifiable reasons.	6/1/05	5/25/12	ACT 300, SLH 2006, 26-9(o)			

**Attachment 1 - CCA**

Department Commerce and Consumer Affairs							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
InfoSys/Com	00117443	00120568	Information Technol Spclt IV	The ISCO DPSA IV works in the Custom Applications Branch of ISCO and responds to requests from departmental or divisional sources to introduce new or change existing systems and will produce project plans to manage system creation, testing and implementation.	7/1/05	5/25/12	ACT 300, SLH 2006, 26-9(o)			
Prof&VocLic	00118829	00120571	Regltry Bds/Comms Adm Asst I	PVL Bd & Comm Admins Asst I maintains close liaison with members of the boards and commissions and the division administrator; advises and consults with assigned boards as to their needs; orients and acquaints new members with their responsibilities; prepares budgetary projections; discusses with division administrator the propriety of certain activities requested by boards which are not authorized; or services which cannot be provided for justifiable reasons.	11/30/07	5/25/12	ACT 300, SLH 2006, 26-9(o)			
InfoSys/Com	00120185	00120569	Information Technol Spclt IV	ISCO IT Specialist IV position is located in the Infrastructure Branch and is both a generalist and a specialist who helps DCCA staff in applying computer infrastructure to their business processes.	9/16/10	5/25/12	ACT 300, SLH 2006, 26-9(o)			

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2011 - OCTOBER 31, 2012**

Department Defense							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
AdminSvcsOfc	00118771	00120608	Program Specialist V	Program planning-- develops rules and procedures, establishes contracts for services, monitors and evaluates program services, and recommends program changes to the supervisor.	10/12/07	6/28/12		Hawaii National Guard Youth Education and Health Project		

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2011 - OCTOBER 31, 2012**

Department		Health					Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
BhavriHlthAd	00119041	00120478	LPN - Mental Health (FP)	Performs practical nursing care and related technical work in the care, treatment and rehabilitation of mentally ill individuals.	6/26/08	3/12/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119043	00120476	Registered Nurse III	Independently provides mental health nursing services to consumers with chronic medical complications; conducts nursing assessments; formulates nursing diagnosis; provides assistance in the care and treatment of consumers through collaboration with their case management service.	6/26/08	3/12/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		

**Attachment 1 - HTH**

Department		Health					Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
BhavriHlthAd	00119044	00120477	Registered Nurse III	Provides mental health nursing services primarily to consumers with chronic medical complications, and to provide assistance in the care and treatment of clients through collaboration with their case management service.	6/26/08	3/12/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119046	00120479	Psychiatric Technician (FP)	Provides acute adult psychiatric services at Hawaii State Hospital. Serves as part of the treatment team and is involved in planning, organizing and conducting adjunctive services (recreational and diversional activities).	6/26/08	3/23/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119048	00120491	Psychiatric Technician (FP)	Provides acute adult psychiatric services at Hawaii State Hospital. Serves as part of the treatment team and is involved in planning, organizing and conducting adjunctive services (recreational and diversional activities).	6/26/08	3/23/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		

Attachment 1 - HTH

Department Health							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
BhavriHlthAd	00119049	00120472	Registered Nurse III	Independently provides mental health nursing services to consumers with chronic medical complications; conducts nursing assessments; formulates nursing diagnosis; provides assistance in the care and treatment of consumers through collaboration with their case management service.	6/26/08	3/12/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119050	00120492	Psychiatric Technician (FP)	Provides acute adult psychiatric services at Hawaii State Hospital. Serves as part of the treatment team and is involved in planning, organizing and conducting adjunctive services (recreational and diversional activities).	6/26/08	3/23/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		

**Attachment 1 - HTH**

Department		Health					Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
BhavriHlthAd	00119051	00120475	Registered Nurse III	Independently provides mental health nursing services to consumers with chronic medical complications; conducts nursing assessments; formulates nursing diagnosis; provides assistance in the care and treatment of consumers through collaboration with their case management service.	6/26/08	3/12/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119052	00120474	Registered Nurse III	Independently provides mental health nursing services to consumers with chronic medical complications; conducts nursing assessments; formulates nursing diagnosis; provides assistance in the care and treatment of consumers through collaboration with their case management service.	6/26/08	3/12/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		



**Attachment 1 - HTH**

Department		Health					Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
BhavriHlthAd	00119053	00120473	Registered Nurse III	Independently provides mental health nursing services to consumers with chronic medical complications; conducts nursing assessments; formulates nursing diagnosis; provides assistance in the care and treatment of consumers through collaboration with their case management service.	6/26/08	3/12/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119054	00120490	Psychiatric Technician (FP)	Provides acute adult psychiatric services at Hawaii State Hospital. Serves as part of the treatment team and is involved in planning, organizing and conducting adjunctive services (recreational and diversional activities).	6/26/08	3/23/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		

**Attachment 1 - HTH**

Department		Health					Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
BhavriHlthAd	00119055	00120489	Psychiatric Technician (FP)	Provides acute adult psychiatric services at Hawaii State Hospital. Serves as part of the treatment team and is involved in planning, organizing and conducting adjunctive services (recreational and diversional activities).	6/26/08	3/23/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119056	00120484	Psychiatric Technician (FP)	Provides acute adult psychiatric services at Hawaii State Hospital. Serves as part of the treatment team and is involved in planning, organizing and conducting adjunctive services (recreational and diversional activities).	6/26/08	3/23/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119057	00120485	PMA - Mental Health (FP)	Performs a variety of nursing support tasks for mentally ill patients/ inmates in a health or correctional facility. The position may work on rotating shifts.	6/26/08	4/10/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		

**Attachment 1 - HTH**

Department Health							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
BhavriHlthAd	00119058	00120486	PMA - Mental Health (FP)	Performs a variety of nursing support tasks for mentally ill patients/ inmates in a health or correctional facility.	6/26/08	4/10/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119059	00120487	PMA - Mental Health (FP)	Performs a variety of nursing support tasks for mentally ill patients/ inmates in a health or correctional facility.	6/26/08	4/10/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119060	00120488	PMA - Mental Health (FP)	Performs a variety of nursing support tasks for mentally ill patients/ inmates in a health or correctional facility.	6/26/08	4/10/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119062	00120480	PMA - Mental Health (FP)	Performs a variety of nursing support tasks for mentally ill patients at Hawaii State Hospital.	6/26/08	4/10/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119063	00120481	PMA - Mental Health (FP)	Performs a variety of nursing support tasks for mentally ill patients/ inmates in a health or correctional facility.	6/26/08	4/10/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		
BhavriHlthAd	00119064	00120482	PMA - Mental Health (FP)	Performs a variety of nursing support tasks for mentally ill patients/ inmates in a health or correctional facility.	6/26/08	4/10/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		

**Attachment 1 - HTH**

Department Health							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
BhavriHithAd	00119065	00120483	PMA - Mental Health (FP)	Performs a variety of nursing support tasks for mentally ill patients/ inmates in a health or correctional facility.	6/26/08	4/10/12		HAWAII STATE HOSPITAL (HSH) CENSUS MANAGEMENT		

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2011 - OCTOBER 31, 2012**

Department Human Services							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
HI PubHsAu	00100439	00120409	Building Const Inspector II	Perform inspection and reporting on the HPHA construction projects or projects assisted by the HPHA for conformance to plans specifications, conformance to laws and ordinances, verification of progress payment requests and assistance with the collection of construction documentation.	8/12/85	12/7/11	HRS 356D-2			
SocSvcsDiv	00101255	00120684	Office Assistant II	Schedule community speakers for and coordinate monthly in-service training sessions to educate senior companions on health and other related topics concerning the elderly.	6/18/81	7/26/12				
SocSvcsDiv	00101295	00120709	Office Assistant II	Provide staff support in the administration of the Senior Companion Program in the counties of Hawaii, Kauai and Maui.	8/4/82	8/27/12				

**Attachment 1 - HMS**

Department Human Services							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
HI PubHsAu	00105633	00120410	Building Const Inspector II	Responsible for all activities as it pertains to warranty, repair, inspection and services necessary to prepare and/or finalize the occupancy of the units produced, procured, leased or obtained in any way under the provisions of Chapter 201E, HRS.	12/2/75	12/9/11	HRS 356D-2			
OfcYouthSvcs	00118511	00118511	General Professional III	Implement and oversee the grievance system, facilitate the grievance process and investigate and resolve ward grievances.	7/6/07	4/18/12			OfcYthSvcs	6/30/11

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2011 - OCTOBER 31, 2012**

Department Labor							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
WrkrceDevDv	00100985	00120724	Office Assistant IV	This position performs a variety of complex typing and clerical assignments for the State Apprenticeship Program and WIA Program, requiring an understanding of basic procedures, regulations and policies within the Office, the Department of Labor and Industrial Relations, and in State Government.	11/30/76	9/6/12	371-18, HRS			
Res&StatsOfc	00116673	00116673	Research Statistician III	OSH BUSINESS SAFETY FACILITATOR: Serve as an administration level liaison with the business community to educate, promote, and enhance Hawaii State Occupational Safety and Health Division's (HIOSH) consultation program. The individual will be involved in making recommendations on departmental policies and procedures, organization and staffing, and personnel activities as related to the HIOSH consultation program.	1/28/04	5/3/12		HIOSH Business Safety Consultation Project		

**Attachment 1 - LBR**

Department		Labor					Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
WrkrfceDevDv	00119400	00120725	Office Assistant IV	Assists Employment Service Specialist in the office by drafting correspondence related to program activities; assists in the collecting, compilation and reviewing of data for reports; conducts data validation and telephone surveys.	11/17/09	9/6/12	371-18, HRS			
Res&StatsOfc	00119443	00119443	Employment Analyst IV	Conducts research activities pertinent to LMI Improvement projects.	1/7/10	1/12/12	371-18, HRS			
Res&StatsOfc	00119444	00119444	Research Statistician I	LMI INNOVATION ASSISTANT: assists in conducting green jobs survey; sends out survey forms, collects data, processes responses, and analyzes trends and reporting findings.	1/7/10	3/6/12	371-18, HRS			



**CONVERTED POSITIONS  
[Exempt to Civil Service (CS)]  
NOVEMBER 1, 2011 - OCTOBER 31, 2012**

Department Public Safety							Subsection 17	Subsection 12	Subsection 3	
Division	Exempt Pos. No.	CS Pos. No.	CS Title	Purpose of Position	Date Established	Date of Conversion	Legal Authority	Proj Title	Name of Consent Decree	End date of Consent Decree
DepDirLawEnf	00043385	00043385	FIRST DEPUTY SHERIFF	First Deputy is responsible in assisting the Sheriff in planning, directing and coordinating the activities of the Sheriff's Division and the activities of Deputy Sheriffs engaged in providing security and maintaining order on State owned buildings and property.	7/1/90	7/13/12				

**Attachment 2**

**Summary of Converted Positions [Exempt to Civil Service]  
November 1, 2011 - October 31, 2012**

	AGR	AGS	ATG	BED	BUF	CCA	DEF	GOV	HHL	HMS	HRD	HTH	LBR	LIB	LNR	LTG	PSD	TAX	TRN	UOH	TOTALS	
Positions - Subsection (3)*										1		15					15				31	
Replace with Civil Service										1												1
Remain Exempt**	0	0	0	0	0	0	0	0	0	0	0	15	0	0	0	0	15	0	0	0	30	

Positions - Subsection (12)*			14	44	2		119			32		525	1		9		9		15		770	
Replaced with Civil Service							1					21	1									23
Remain Exempt**	0	0	14	44	2	0	118	0	0	32	0	504	0	0	9	0	9	0	15	0	747	

Positions - Subsection (17)*	21	58	13	152	198	174	9	1	114	54		83	56	3	75	22	71	20	9		1133	
Replaced with Civil Service		3			2	12				2			4									23
Remain Exempt**	21	55	13	152	196	162	9	1	114	52	0	83	52	3	75	22	71	20	9	0	1110	

Positions - Subsection (18)*										60												60
Replaced with Civil Service										2												2
Remain Exempt**	0	0	0	0	0	0	0	0	0	58	0	0	0	0	0	0	0	0	0	0	0	58

Positions - Subsection (24)*																	2					2
Replaced with Civil Service																	1					1
Remain Exempt**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1

<b>Total Converted Positions</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>21</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>
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Notes:

\*HRMS data as of 11/01/2011.

\*\*Does not include abolished or new positions.

### 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	Totals	
1							16														16	
3												12					14					26
5		3						52								15						70
6								1								1						2
7	1	2	1	1	2	1	1		1	1	1	2	7		1		6	1	1			30
9	2	2	2	2	2	2	2		2	2	2	5	2	1	3		4	2	5	19		61
10			228																			228
12		3	11	44	2		136			37		519	2		8		11			15		788
14															1							1
15												6								15	215	236
16	1	1		1	1	1	1		1	1	1	4	1	1	1			1	4			21
17	21	63	12	158	199	168	6	1	120	53		82	57	3	82	22	79	20	9			1155
18										58												58
19																				1		1
21										40												40
22																					15	15
23												1								2	1	4
24																	1					1
25																						
26							138															138
27										40												40
Total	25	74	254	206	206	172	300	54	124	232	4	631	69	5	96	38	115	24	51	251	2931	

Notes:

HRMS data as of 11/1/12

The following positions are not included in the counts:

- 1,014 Aloha Stadium event positions (AGS subsection 17)
- 915 Student Helper & Student Intern positions (subsection 13)
- 2,191 Work Experience positions (LBR subsection 13)