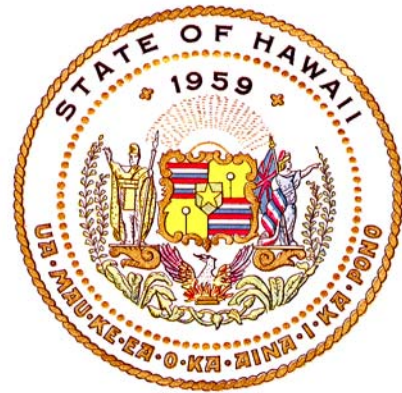


# State of Hawaii Executive Branch Workforce Profile



Neil Abercrombie  
Governor  
State of Hawaii

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Director

Department of Human Resources Development

December 2012

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## EXECUTIVE SUMMARY

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Act 16, Session Laws of Hawaii 2012, requires the Department of Human Resources Development (DHRD) to compile a profile on the workforce of the entire Executive Branch.

The Executive Branch had 48,949 civil service and exempt employees as of June 30, 2012.<sup>1</sup> These employees provide a wide spectrum of vital services to the people of Hawaii, ranging from public education and welfare, to health and safety.

Four separate and autonomous personnel systems operate within the Executive Branch, the largest of which is administered by the Department of Education (DOE). In fiscal year 2012, the system administered by the DOE covered 44.76% of the Executive Branch workforce. The other systems administered by:

- DHRD covered 28.42%;
- University of Hawaii covered 17.97%; and
- Hawaii Health Systems Corporation covered 8.85%.

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<sup>1</sup> Casual hires were not included in this report.



## EXECUTIVE BRANCH CIVIL SERVICE AND EXEMPT EMPLOYEES

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

1. The personnel system administered by DHRD, which includes employees in civil service positions and some employees in 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 (BOR), which includes faculty; graduate assistants; lecturers; administrative, professional, and technical staff; and executive employees. UH's civil service employees are included in the UH personnel data system but are employed pursuant to DHRD policies and procedures.
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
<b>Personnel System Administered by the Department of Human Resources Development (DHRD)</b>		
Civil Service Employees	12,022	24.56%
Exempt Employees	1,891	3.86%
<b>Department of Human Resources Development Total:</b>	<b>13,913</b>	<b>28.42%</b>
<b>Department of Education (DOE)</b>		
Civil Service Employees	3,627	7.41%
Exempt Employees	32	0.07%
Support Services Personnel	3,087	6.31%
Teachers & Educational Officers	15,163	30.98%
<b>Board of Education Employees Total*:</b>	<b>21,909</b>	<b>44.76%</b>
<b>University of Hawaii (UH)</b>		
Administrative, Professional & Technical Staff	2,350	4.80%
Civil Service Employees	1,304	2.66%
Exempt Employees	57	0.12%
Executive	224	0.46%
Faculty	3,621	7.40%
Graduate Assistants**	1,239	2.53%
Lecturers	***	
<b>University of Hawaii Employees Total***:</b>	<b>8,795</b>	<b>17.97%</b>
<b>Hawaii Health Systems Corporation (HHSC)</b>		
Civil Service Employees	4,130	8.44%
Exempt Employees	202	0.41%
<b>Hawaii Health Systems Corporation Total:</b>	<b>4,332</b>	<b>8.85%</b>
<b>TOTAL WORKFORCE</b>	<b>48,949</b>	<b>100.00%</b>

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

\*\*\*The University of Hawaii (UH) employs approximately 1,100 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.

## EXECUTIVE BRANCH CIVIL SERVICE AND EXEMPT EMPLOYEES

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

Gender Distribution	48,944	100%
Female	31,092	64%
Male	17,852	36%

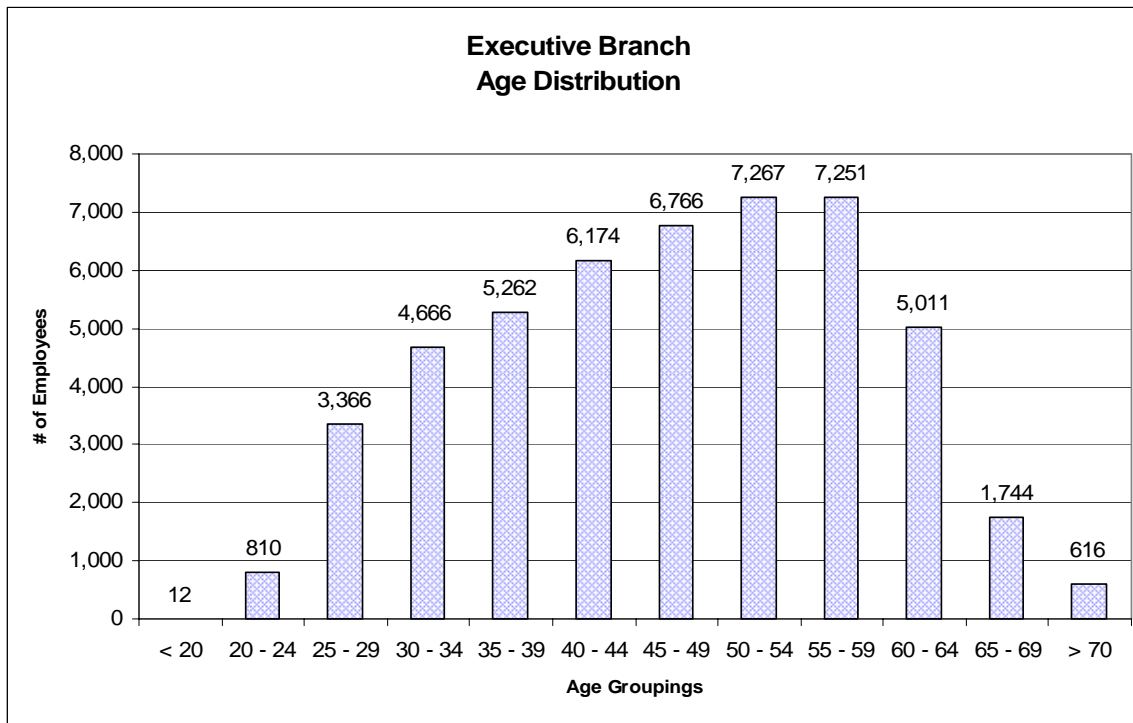
Bargaining unit distribution of employees covered by collective bargaining in the Executive Branch.

Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	4,868	9.95%
02	HGEA	Blue Collar, Supvry	470	0.96%
03	HGEA	White Collar, Non-Supvry	9,621	19.66%
04	HGEA	White Collar, Supvry	577	1.18%
05	HSTA	DOE Teachers	12,509	25.56%
06	HGEA	DOE Educational Officers	770	1.57%
07	UHPA	UH Faculty	3,458	7.06%
08	HGEA	UH Administrative, Professional, and Technical	2,245	4.59%
09	HGEA	Registered Professional Nurses	1,588	3.24%
10	UPW	Non-Professional Hospital & Institutional Workers	2,685	5.49%
11	HFFA	Firefighters	146	0.30%
13	HGEA	Professional & Scientific	5,547	11.33%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			44,484	90.88%

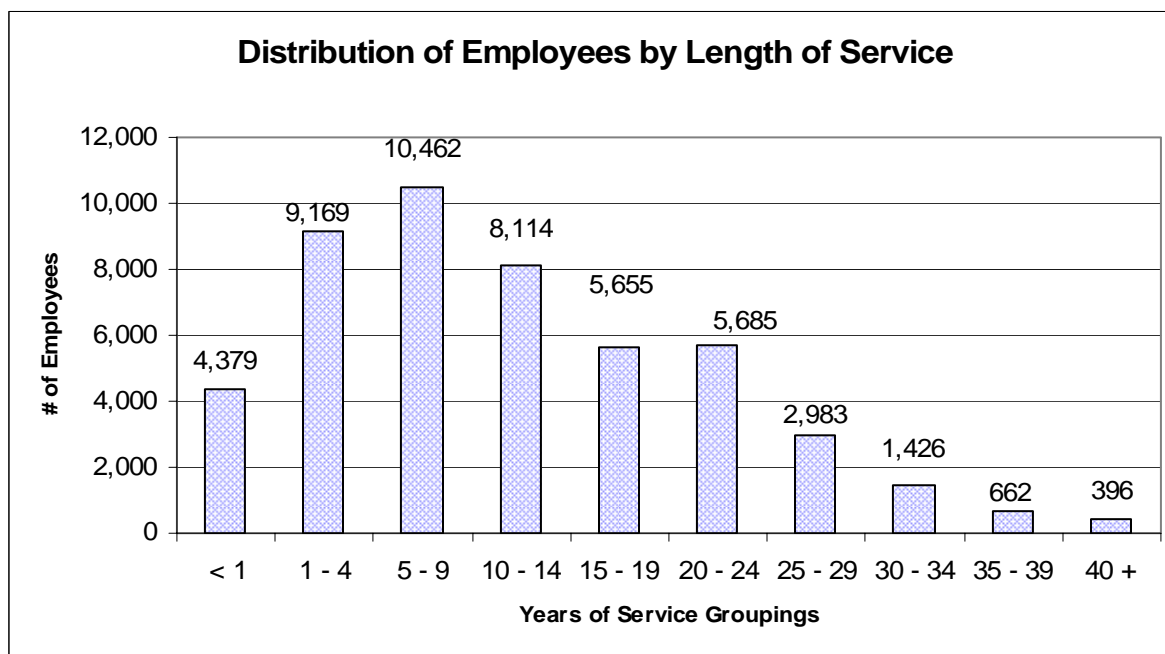
Total Workforce: 48,949

## EXECUTIVE BRANCH CIVIL SERVICE AND EXEMPT EMPLOYEES

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



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



## EXECUTIVE BRANCH CIVIL SERVICE AND EXEMPT EMPLOYEES

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**Five-year projection on the number of employees in the Executive Branch who will be eligible for retirement by the end of fiscal year 2016-2017 (i.e., ending June 30, 2017).<sup>2</sup>**

TOTAL NUMBER OF EMPLOYEES IN THE EXECUTIVE BRANCH	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY12)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2017	PERCENT OF EXECUTIVE BRANCH WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2017
		FY13	FY14	FY15	FY16	FY17		
48,949	4,536	1,165	1,249	1,314	1,589	1,536	11,389	23.27%

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<sup>2</sup> The retirement projection for the Executive Branch does not include the Hawaii Health System Corporation.



## PERSONNEL SYSTEM ADMINISTERED BY DHRD CIVIL SERVICE AND EXEMPT EMPLOYEES

**Number of employees in the personnel system administered by the Department of Human Resources Development.**

DEPARTMENT	CIVIL SERVICE	EXEMPT	TOTAL	PERCENT OF TOTAL HRD WORKFORCE
ACCOUNTING & GENERAL SERVICES	644	55	699	5.0%
AGRICULTURE	222	21	243	1.7%
ATTORNEY GENERAL	364	228	592	4.3%
BUDGET & FINANCE	167	181	348	2.5%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	108	149	257	1.8%
COMMERCE & CONSUMER AFFAIRS	246	119	365	2.6%
DEFENSE	141	185	326	2.3%
GOVERNOR	0	50	50	0.4%
HAWAIIAN HOME LANDS	49	78	127	0.9%
HEALTH	2,134	453	2,587	18.6%
HI STATE PUBLIC LIBRARIES SYSTEM	450	4	454	3.3%
HUMAN RESOURCES DEVELOPMENT	73	4	77	0.6%
HUMAN SERVICES	1,698	102	1,800	12.9%
LABOR & INDUSTRIAL RELATIONS	503	55	558	4.0%
LAND & NATURAL RESOURCES	615	71	686	4.9%
LIEUTENANT GOVERNOR	0	16	16	0.1%
PUBLIC SAFETY	2,146	66	2,212	15.9%
TAXATION	297	17	314	2.3%
TRANSPORTATION	2,165	37	2,202	15.8%
TOTAL:	12,022	1,891	13,913	100.0%

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

**Gender distribution of employees in the personnel system administered by the Department of Human Resources Development.**

DEPARTMENT	TOTAL NUMBER OF EMPLOYEES	FEMALE		MALE	
		COUNT OF EMPLOYEES	PER CENT	COUNT OF EMPLOYEES	PER CENT
ACCOUNTING & GENERAL SERVICES	699	277	39.6%	422	60.4%
AGRICULTURE	243	78	32.1%	165	67.9%
ATTORNEY GENERAL	592	401	67.7%	191	32.3%
BUDGET & FINANCE	348	211	60.6%	137	39.4%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	257	145	56.4%	112	43.6%
COMMERCE & CONSUMER AFFAIRS	365	259	71.0%	106	29.0%
DEFENSE	326	119	36.5%	207	63.5%
GOVERNOR	50	31	62.0%	19	38.0%
HAWAIIAN HOME LANDS	127	70	55.1%	57	44.9%
HEALTH	2,587	1,711	66.1%	876	33.9%
HI STATE PUBLIC LIBRARIES SYSTEM	454	335	73.8%	119	26.2%
HUMAN RESOURCES DEVELOPMENT	77	61	79.2%	16	20.8%
HUMAN SERVICES	1,800	1,229	68.3%	571	31.7%
LABOR & INDUSTRIAL RELATIONS	558	388	69.5%	170	30.5%
LAND & NATURAL RESOURCES	686	232	33.8%	454	66.2%
LIEUTENANT GOVERNOR	16	13	81.3%	3	18.8%
PUBLIC SAFETY	2,212	623	28.2%	1,589	71.8%
TAXATION	314	223	71.0%	91	29.0%
TRANSPORTATION	2,202	618	28.1%	1,584	71.9%
TOTAL:	13,913	7,024	50.5%	6,889	49.5%

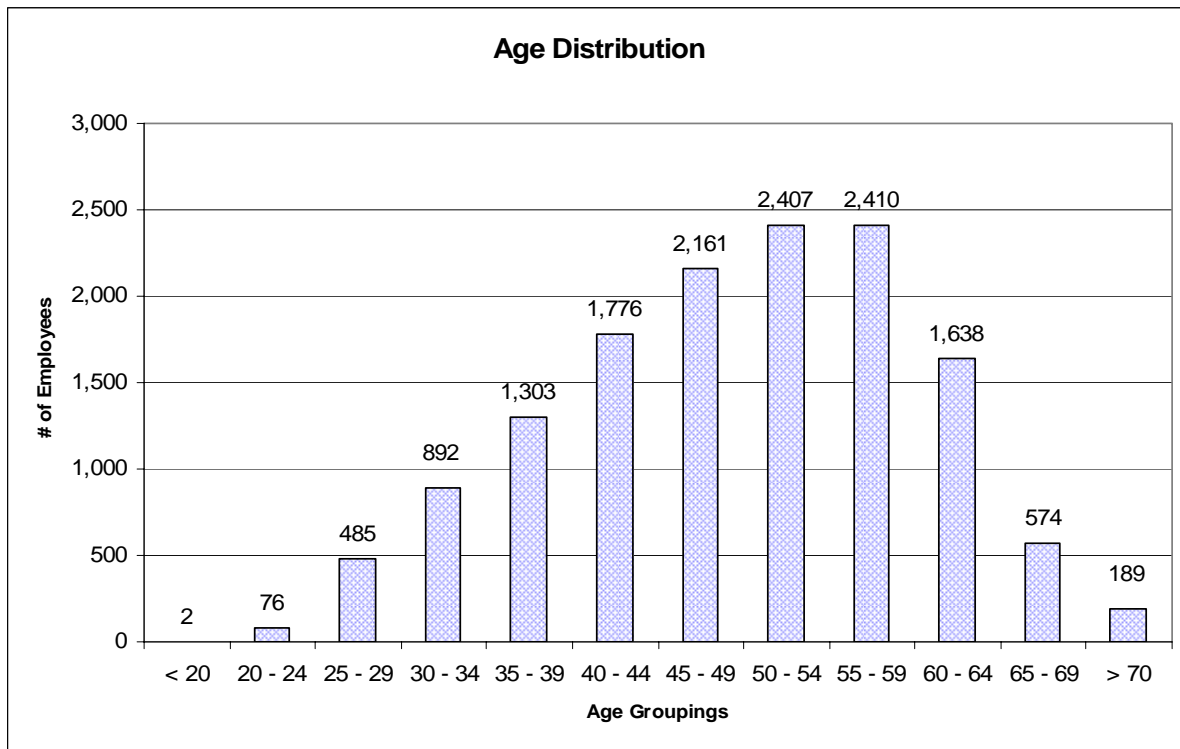
## PERSONNEL SYSTEM ADMINISTERED BY DHRD CIVIL SERVICE AND EXEMPT EMPLOYEES

**Bargaining unit distribution of employees covered by collective bargaining in the personnel system administered by the Department of Human Resources Development.**

Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	1,798	12.92%
02	HGEA	Blue Collar, Supvry	175	1.26%
03	HGEA	White Collar, Non-Supvry	3,634	26.12%
04	HGEA	White Collar, Supvry	264	1.90%
09	HGEA	Registered Professional Nurses	377	2.71%
10	UPW	Non-Professional Hospital & Institutional Workers	1,548	11.13%
11	HFFA	Firefighters	146	1.05%
13	HGEA	Professional & Scientific	4,223	30.35%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			12,165	87.44%

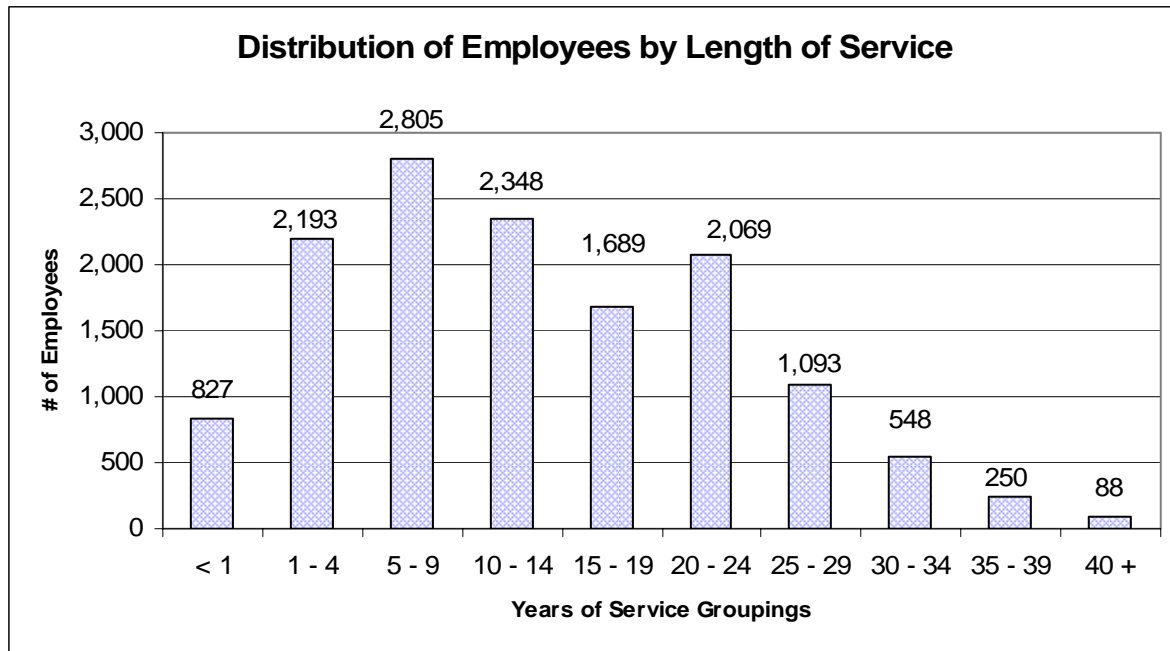
Total Workforce: 13,913

**Age distribution of employees in the personnel system administered by the Department of Human Resources Development. Fifty-two percent (52%) of the employees in the personnel system administered by are DHRD 50 years old or older.**



## PERSONNEL SYSTEM ADMINISTERED BY DHRD CIVIL SERVICE AND EXEMPT EMPLOYEES

Length of service of employees in the personnel system administered by the Department of Human Resources Development. Numbers may not add up to the total workforce due to unreported service dates.



**PERSONNEL SYSTEM ADMINISTERED BY DHRD  
CIVIL SERVICE AND EXEMPT EMPLOYEES**

**Five –year projection on the number of employees in the personnel system administered by DHRD who will be eligible for retirement by the end of fiscal year 2016-2017 (i.e., ending June 30, 2017).**

TOTAL NUMBER OF EMPLOYEES IN THE PERSONNEL SYSTEM ADMINISTERED BY DHRD	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY12)	PROJECTED NUMBER OF EMPLOYEES WHO					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2017	PERCENT OF THE DEPARTMENTAL WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2017
		FY13	FY14	FY15	FY16	FY17		
699	113	34	26	41	32	30	276	39.48%
243	38	8	9	10	15	16	96	39.51%
592	87	15	19	19	36	23	199	33.61%
348	41	14	8	8	19	10	100	28.74%
257	33	13	13	16	12	13	100	38.91%
365	43	10	5	11	13	23	105	28.77%
326	48	11	10	11	14	14	108	33.13%
50	0	0	0	0	5	6	11	22.00%
127	19	4	9	7	5	8	52	40.94%
2,587	332	103	88	105	119	102	849	32.82%
454	89	14	23	23	24	15	188	41.41%
77	17	3	1	4	5	1	31	40.26%
1,800	250	59	79	82	87	74	631	35.06%
558	112	21	31	8	37	29	238	42.65%
686	79	24	25	36	26	36	226	32.94%
16	0	0	0	0	4	1	5	31.25%
2,212	183	32	56	50	59	60	440	19.89%
314	51	13	16	14	13	17	124	39.49%
2,202	314	86	78	69	102	100	749	34.01%
13,913	1,849	464	496	514	627	578	4,528	32.55%

DEPARTMENT OF EDUCATION  
WORKFORCE OVERVIEW

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

Total Workforce	21,909	100%
Civil Service & Exempt	5,253	24%
Support Services Personnel	3,087	14%
Teachers & Educational Officers	13,569	62%

Gender distribution of employees in the personnel system administered by the Department of Education. Numbers may not add up to the total workforce due to unreported information.

Gender Distribution	21,904	100%
Female	16,210	74%
Male	5,694	26%

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

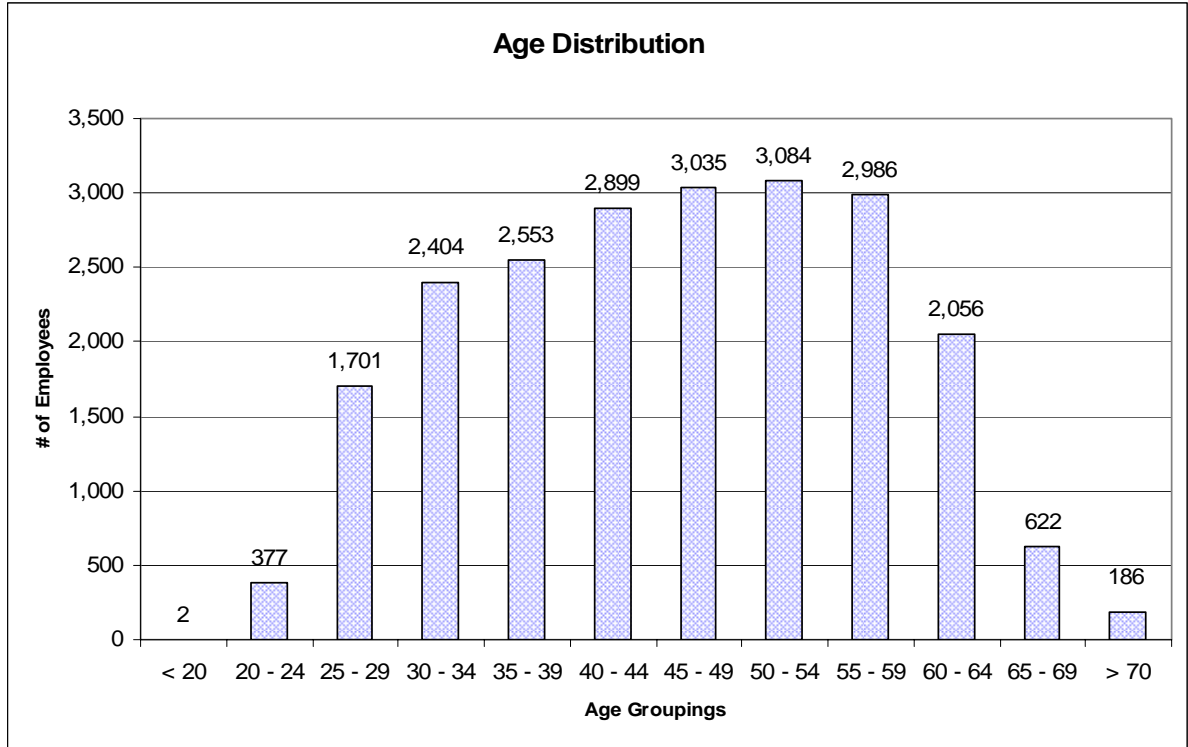
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	2,095	9.56%
02	HGEA	Blue Collar, Supvry	253	1.15%
03	HGEA	White Collar, Non-Supvry	4,497	20.53%
04	HGEA	White Collar, Supvry	266	1.21%
05	HSTA	DOE Teachers	12,509	57.10%
06	HGEA	DOE Educational Officers	770	3.51%
09	HGEA	Registered Professional Nurses	2	0.01%
10	UPW	Non-Professional Hospital & Institutional Workers	27	0.12%
13	HGEA	Professional & Scientific	1,023	4.67%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			21,442	97.87%

Total Workforce: 21,909

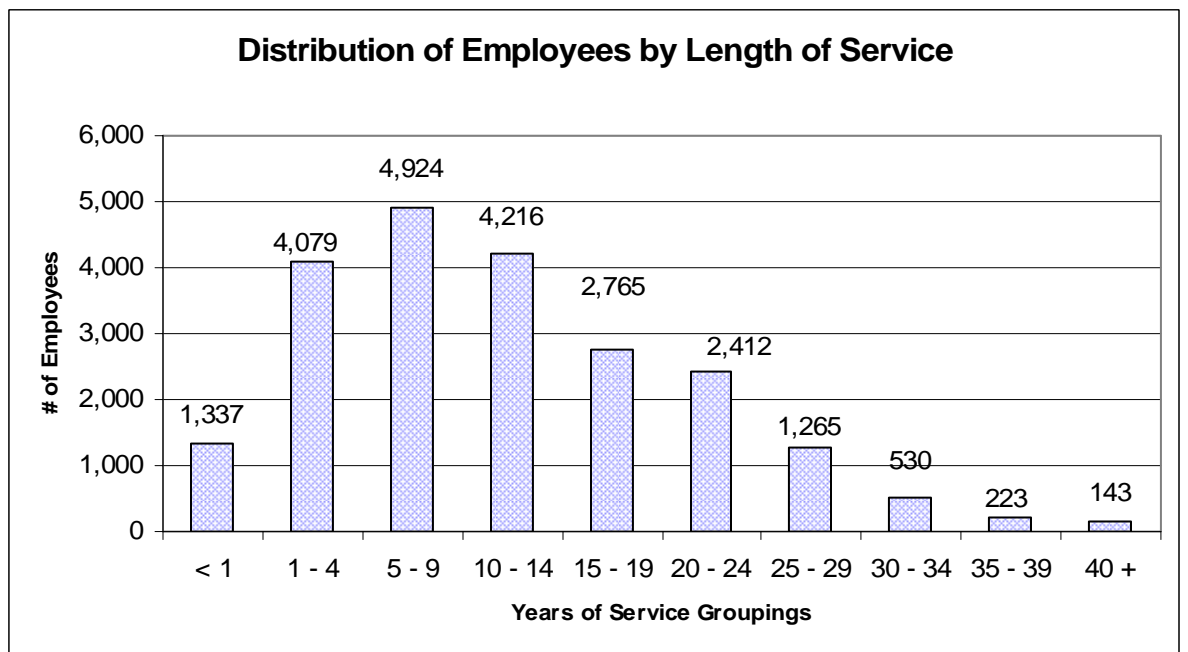
Due to rounding of percentages, the individual percentages do not add up to 100%.

# DEPARTMENT OF EDUCATION WORKFORCE OVERVIEW

**Age distribution of employees in the personnel system administered by the Department of Education. Numbers do not add up to the total workforce due to unreported birthdates.**



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



## DEPARTMENT OF EDUCATION WORKFORCE OVERVIEW

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**Five-year projection on the number of employees in the personnel system administered by the Department of Education who will be eligible for retirement by the end of fiscal year 2016-2017 (i.e., ending June 30, 2017).**

DEPARTMENT OF EDUCATION	TOTAL NUMBER OF EMPLOYEES IN THE DOE WORKFORCE	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY12)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2017	PERCENT OF DOE WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2017
			FY13	FY14	FY15	FY16	FY17		
CERTIFICATED	13,569	918	281	300	306	410	384	2,599	19.15%
CIVIL SERVICE & EXEMPT	5,253	478	125	124	166	189	173	1,255	23.89%
SUPPORT SERVICES PERSONNEL	3,087	248	77	104	106	109	101	745	24.13%
TOTALS:	21,909	1,644	483	528	578	708	658	4,599	20.99%

## UNIVERSITY OF HAWAII WORKFORCE OVERVIEW

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

Total Workforce	8,795	100%
Administrative, Professional & Technical Staff	2,350	26.7%
Civil Service & Exempt*	1,361	15.5%
Executive	224	2.5%
Faculty	3,621	41.2%
Graduate Assistants**	1,239	14.1%
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 1,100 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	8,795	100%
Female	4,595	52%
Male	4,200	48%



# UNIVERSITY OF HAWAII WORKFORCE OVERVIEW

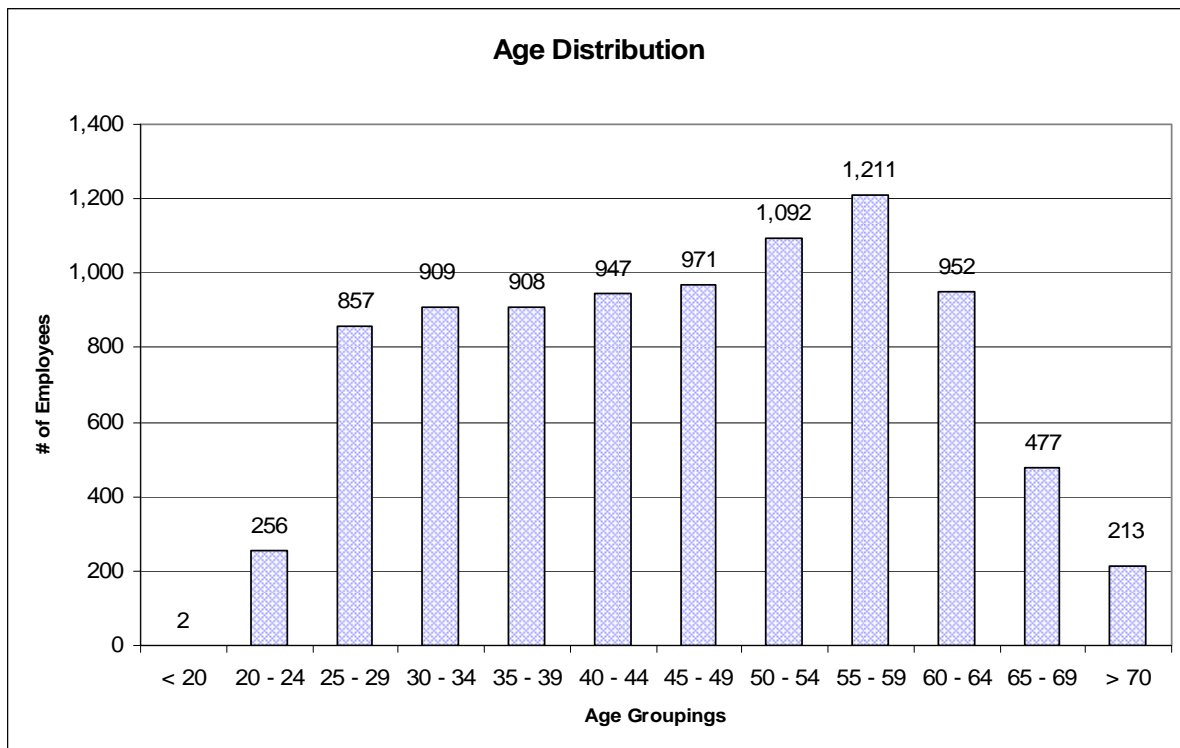
**Bargaining unit distribution of employees covered by collective bargaining in the personnel system administered by the University of Hawaii.**

Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	471	5.36%
02	HGEA	Blue Collar, Supvry	13	0.15%
03	HGEA	White Collar, Non-Supvry	729	8.29%
04	HGEA	White Collar, Supvry	24	0.27%
07	UHPA	UH Faculty	3,458	39.32%
08	HGEA	UH Administrative, Professional, and Technical	2,245	25.53%
09	HGEA	Registered Professional Nurses	9	0.10%
10	UPW	Non-Professional Hospital & Institutional Workers	1	0.01%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			6,950	79.02%

Total Workforce: 8,795

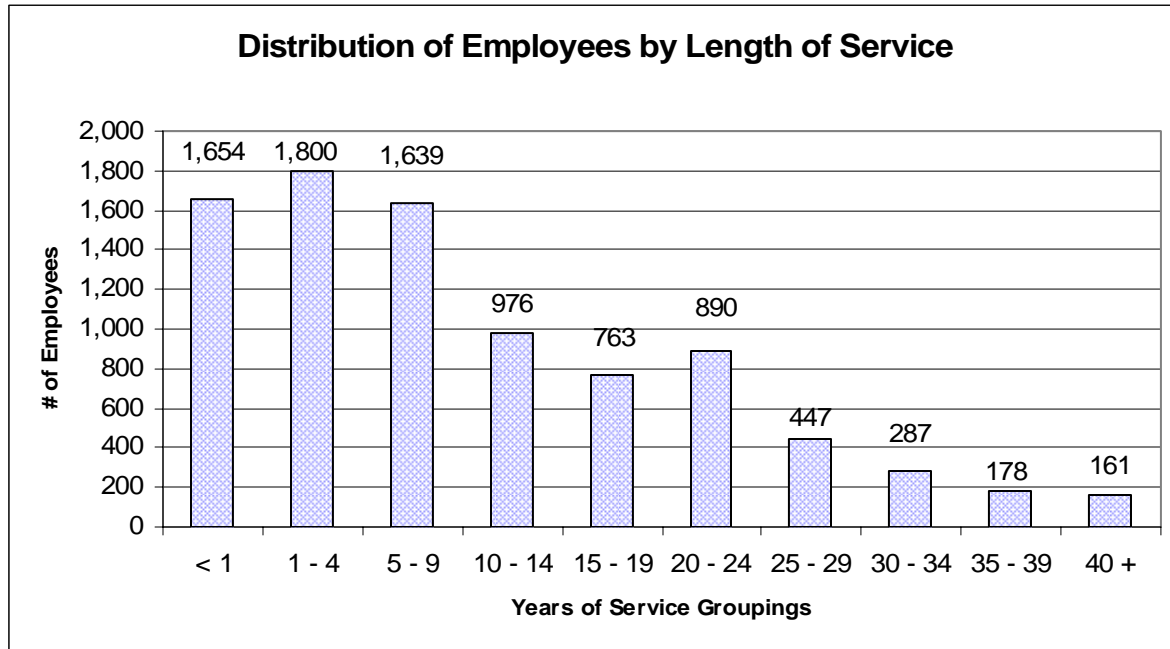
Due to rounding of percentages, the individual percentages do not add up to 100%.

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



# UNIVERSITY OF HAWAII WORKFORCE OVERVIEW

**Length of service of employees in the personnel system administered by the University of Hawaii.**



**Five-year projection on the number of employees in the personnel system administered by the University of Hawaii who will be eligible for retirement by the end of fiscal year 2016-2017 (i.e., ending June 30, 2017).**

UNIVERSITY OF HAWAII	TOTAL NUMBER OF EMPLOYEES IN THE UH WORKFORCE*	NUMBER OF EMPLOYEES CURRENTLY ELIGIBLE FOR RETIREMENT (FY12)	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY					TOTAL NUMBER OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2017	PERCENT OF UH WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2017
			FY13	FY14	FY15	FY16	FY17		
ADMINISTRATIVE, PROFESSIONAL & TECHNICAL	2,350	206	44	57	61	70	83	521	22.17%
CIVIL SERVICE & EXEMPT	1,361	239	55	62	59	56	70	541	39.75%
EXECUTIVE	224	70	13	14	8	16	13	134	59.82%
FACULTY	3,621	547	87	92	94	112	134	1,066	29.44%
<b>TOTALS:</b>	<b>7,556</b>	<b>1,062</b>	<b>199</b>	<b>225</b>	<b>222</b>	<b>254</b>	<b>300</b>	<b>2,262</b>	<b>29.94%</b>

\* Graduate Assistants are not eligible for retirement benefits. As a result, they are not included in this chart.

## HAWAII HEALTH SYSTEMS CORPORATION CIVIL SERVICE AND EXEMPT EMPLOYEES

**Number of employees in the personnel system administered by the Hawaii Health Systems Corporation.**

Total Workforce	4,332	100%
Civil Service	4,130	95%
Exempt	202	5%

**Gender distribution of employees in the personnel system administered by the Hawaii Health Systems Corporation.**

Gender Distribution	4,332	100%
Female	3,263	75%
Male	1,069	25%

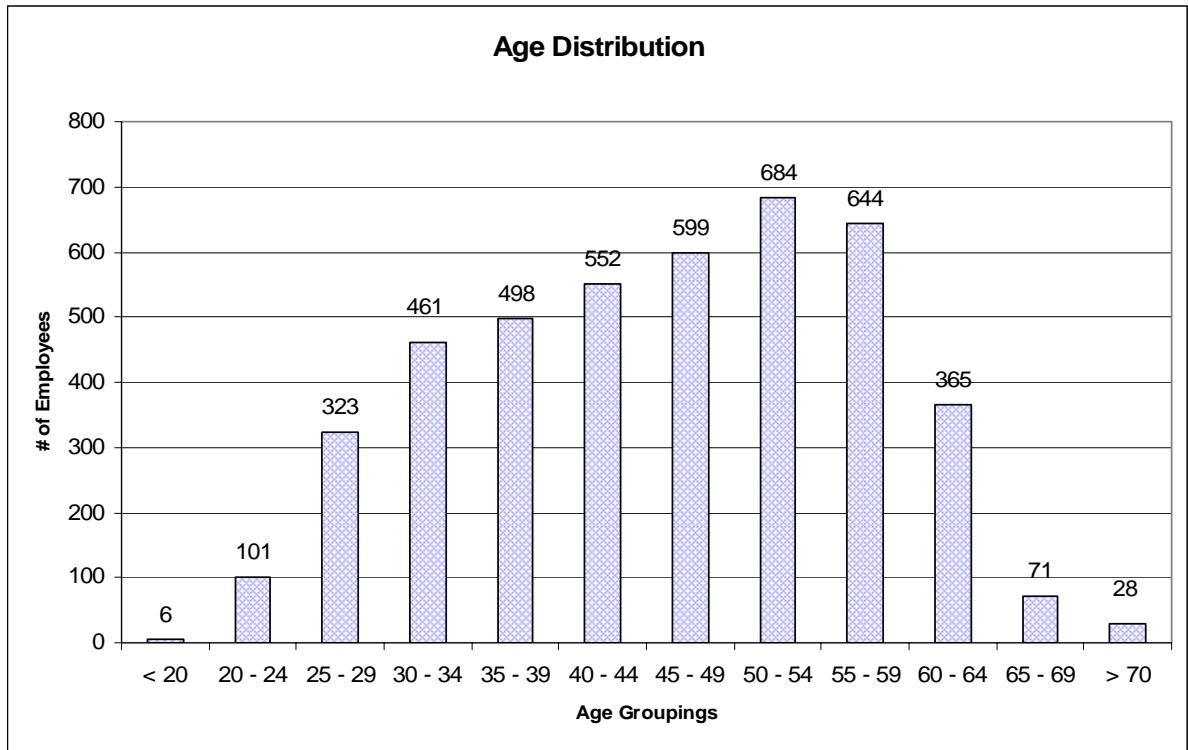
**Bargaining unit distribution of employees covered by collective bargaining in the personnel administered by the Hawaii Health Systems Corporation.**

Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	504	11.63%
02	HGEA	Blue Collar, Supvry	29	0.67%
03	HGEA	White Collar, Non-Supvry	761	17.57%
04	HGEA	White Collar, Supvry	23	0.53%
09	HGEA	Registered Professional Nurses	1,200	27.70%
10	UPW	Non-Professional Hospital & Institutional Workers	1,109	25.60%
13	HGEA	Professional & Scientific	301	6.95%
TOTAL NUMBER OF EMPLOYEES COVERED BY COLLECTIVE BARGAINING:			3,927	90.65%

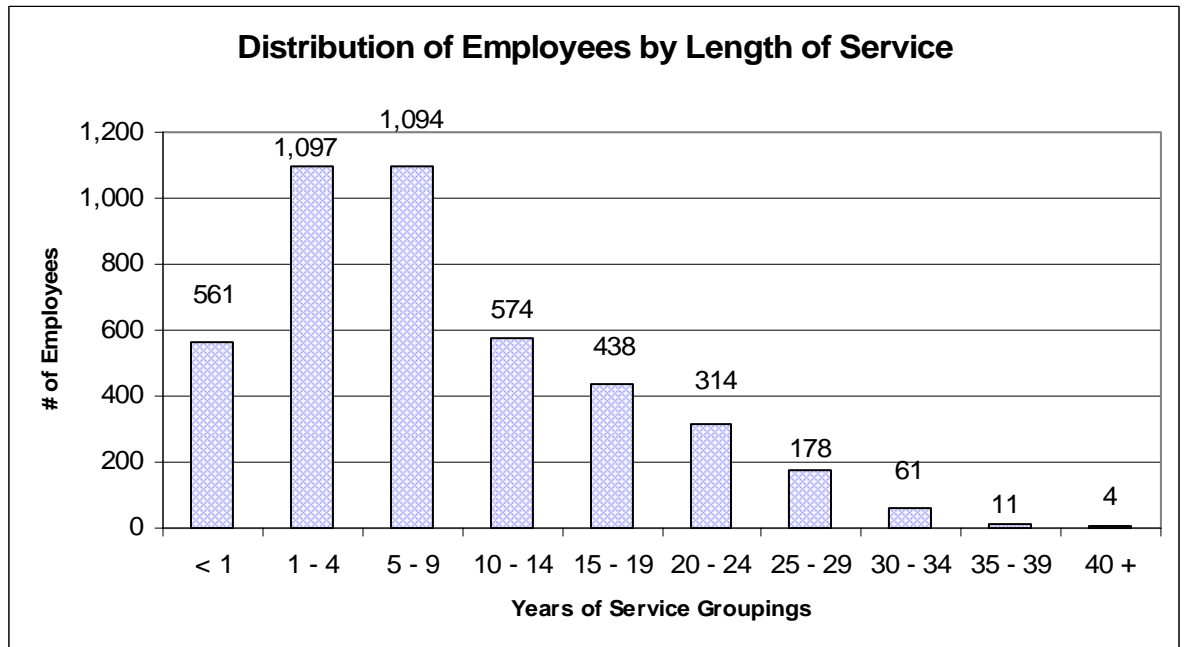
Total Workforce: 4,332 employees

# HAWAII HEALTH SYSTEMS CORPORATION CIVIL SERVICE AND EXEMPT EMPLOYEES

**Age distribution of employees in the personnel system administered by the Hawaii Health Systems Corporation.**



**Length of service of employees in the personnel system administered by the Hawaii Health Systems Corporation.**



HAWAII HEALTH SYSTEMS CORPORATION  
CIVIL SERVICE AND EXEMPT EMPLOYEES

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Retirement projections for the Hawaii Health Systems Corporation is not available at this time.