

DAVID Y. IGE  
GOVERNOR



RYKER WADA  
DIRECTOR

ANDREW T. GARRETT  
DEPUTY DIRECTOR

**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**  
235 S. BERETANIA STREET  
HONOLULU, HAWAII 96813-2437

December 13, 2019

The Honorable Ronald D. Kouchi, President  
and Members of the Senate  
Thirtieth State Legislature  
State Capitol Room 409  
Honolulu, Hawaii 96813

The Honorable Scott K. Saiki, Speaker  
and the Members of the House  
Thirtieth State Legislature  
State Capitol Room 431  
Honolulu, Hawaii 96813

Dear President Kouchi, Speaker Saiki and Members of the Legislature:

For your information and consideration, I am transmitting herewith the 2019 Report of Positions Exempt from Civil Service (Act 300 SLH 2006).

In accordance with Section 93-16 Hawaii Revised Statutes, a copy of the report has been transmitted to the Legislative Reference Bureau Library, and the report may be viewed electronically at: <http://dhrd.hawaii.gov/reports/legislative-reports/>.

Sincerely,  
*Ryker J. Wada*

Ryker Wada  
Director

Attachment

**REPORT TO THE 2020 LEGISLATURE**  
**ON POSITIONS EXEMPTED FROM THE CIVIL SERVICE**  
**AS REQUIRED BY ACT 300,**  
**SESSION LAWS OF HAWAII 2006**

**Department of Human Resources Development**  
**December 2019**

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

Submitted by the Department of Human Resources Development  
December 10, 2019

## **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, 2018 through October 31, 2019.

During the current reporting period, nine Act 300 positions were replaced with civil service positions. However, fifty-one 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 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.

Sixty exempt positions were replaced with civil service positions within the period November 1, 2018 to October 31, 2019. Fifty-one exempt positions are not covered by Act 300.

As of November 1, 2019, 2,608 exempt positions remain. Aloha Stadium event positions (957), Student Helper and Student Intern positions (784), 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. Nine positions were exempted under the provisions of section 76-16(b)(12), project; forty-eight positions were exempted under section 76-16(b)(17), other law/statute; two positions were exempted under section 76-16(b)(3), consent decree; and one position was exempted under section 76-16(b)(28), administrative appeals hearing officers in the department of human services.
- 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, 2019, broken down by the statutory basis for exemption.

- Attachment 4 reflects, by department, the exempt position that was identified for conversion to civil service; however, the incumbent elected to remain exempt pursuant to the applicable Policy No. 1000.002. The position will be converted to civil service when the incumbent vacates this position. There were no positions in this category within the period of November 1, 2018 to October 31, 2019.

DATED: Honolulu, Hawaii, December 10, 2019

Respectfully submitted,

*Ryker J. Wada*

RYKER WADA, Director  
Department of Human Resources Development

Attachments

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

**Department of Budget and Finance**

								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00043196	00043196	Accountant III	The primary functions of this position are to (1) Record, reconcile and resolve discrepancies for the employers' and employees' contributions to the various health plans and life insurance in accordance to the negotiated Collective Bargaining Agreements; (2) Record, reconcile and resolve discrepancies for the monthly premiums paid to the different carriers as authorized by the Board of Trustees; (3) Prepare reports and schedules on self-funded plans; (4) Analyze a wide variety of data for budget preparation and financial reporting; and (5) Record and report the valuation of EUTF's various physical assets.	1/16/2004	11/1/2018	17	HRS 87A-24(4)				
HEUHLthBenTF	00121420	00121420	Accountant III	The position serves as an Accountant in the Financial Services Branch and is responsible for records, reports, and provides support to the operations and activities of all disbursements and receipts, which includes the audit of accounts receivable and payable accounts; preparation of checks for employee-beneficiaries with a refund condition, and other related disbursements. This position also assists and coordinates changes to the Benefits Administration System that affect the Financial Services Branch.	8/28/2014	12/16/2018	17	HRS 87A-24(4)				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Budget and Finance								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00116356	00116356	Office Assistant IV	The primary purposes of this position are to (1) provide customer service to beneficiaries, carriers and public employers for inquiries related to benefits, member eligibility and other related questions; and (2) perform clerical service to support EUTF enrollment and health benefits activities.	5/6/2003	2/1/2019	17	Act 106, SLH 2012; HRS 87A-24(4)				
HEUHLthBenTF	00116357	00116357	Office Assistant III	Member Services Clerk provides clerical support and assistance to the Member Services Branch.	5/6/2003	2/16/2019	17	Act 106, SLH 2012; HRS 87A-24(4)				
HEUHLthBenTF	00031592	00031592	Office Assistant IV	The primary purpose of this position is to independently perform the full range of work assignments in all EUTF enrollment functions such as: (1) review, analyze and determine eligibility for enrollment into the EUTF health benefit and life insurance plans; (2) process enrollment forms by updating or creating a new record in the Benefits Administration System (BAS) and; (3) identifies and resolves discrepancies and takes appropriated follow-up actions.	1/16/2004	2/1/2019	17	HRS 87A-24(4)				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Budget and Finance								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00039593	00039593	Account Clerk III	The primary purpose of this position is to independently perform the full range of work assignments in all EUTF enrollment functions such as: (1) review, analyze and determine eligibility for enrollment into the EUTF health benefit and life insurance plans; (2) process enrollment forms by updating or creating a new record in the Benefits Administration System (BAS) and; (3) indentifies and resolves discrepancies and takes appropriate follow-up actions.	2/23/2006	5/6/2019	17	Act 88, SLH 2001; HRS 87A-24(4)				
HEUHLthBenTF	00116735	00116735	Office Assistant IV	The primary purposes of this position are to (1) provide customer service to beneficiaries, carriers and public employers for inquiries related to benefits, member eligibility and other related questions; and (2) perform clerical service to support EUTF enrollment and health benefits activities.	3/16/2004	7/26/2019	17	Act 200, SLH 2003; HRS 87A-24(4)				
HEUHLthBenTF	00116737	00116737	Office Assistant IV	The primary purposes of this position are to (1) provide customer service to beneficiaries, carriers and public employers for inquiries related to benefits, member eligibility and other related questions; and (2) perform clerical service to support EUTF enrollment and health benefits activities.	3/16/2004	2/16/2019	17	HRS 87A-24(4)				



**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Budget and Finance								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00117590	00117590	Office Assistant IV	The primary purposes of this position are to (1) provide customer service to beneficiaries, carriers and public employers for inquiries related to benefits, member eligibility and other related questions; and (2) perform clerical service to support EUTF enrollment and health benefits activities.	9/21/2005	3/1/2019	17	HRS 87A-24(4)				
HEUHLthBenTF	00117591	00117591	Office Assistant IV	The primary purposes of this position are to (1) provide customer service to beneficiaries, carriers and public employers for inquiries related to benefits, member eligibility and other related questions; and (2) perform clerical service to support EUTF enrollment and health benefits activities.	9/21/2005	2/1/2019	17	Act 178, SLH 2005; HRS 87A-24(4)				
HEUHLthBenTF	00117592	00117592	Office Assistant IV	The primary purposes of this position are to (1) provide customer service to beneficiaries, carriers and public employers for inquiries related to benefits, member eligibility and other related questions; and (2) perform clerical service to support EUTF enrollment and health benefits activities.	9/16/2005	3/1/2019	17	Act 106, SLH 2012; HRS 87A-24(4)				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

**Department of Budget and Finance**

								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00118999	00118999	Office Assistant IV	<p>The primary purpose of this position is to independently perform the full range of work assignments in all EUTF enrollment functions such as:</p> <p>(1) review, analyze and determine eligibility for enrollment into the EUTF health benefit and life insurance plans; (2) process enrollment forms by updating or creating a new record in the Benefits Administration System (BAS) and; (3) identifies and resolves discrepancies and takes appropriate follow-up actions.</p>	4/16/2008	2/1/2019	17	Act 106, SLH 2012; HRS 87A-24(4)				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Budget and Finance								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00119002	00119002	Information Technology Band B	The primary purposes of this position are to (1) Provide specialized technical support services to support EUTF's servers, workstations, scanning and imaging system, network and telecommunication infrastructure, automated call distribution, operating systems and various business related software applications; (2) Analyze, evaluate, design, plan, install, troubleshoot, repair and maintain the information systems for EUTF; (3) Assist EUTF IT users to ensure that information systems are optimally functioning to meet their operational requirements such as enrollments of health benefits and life benefits and generation of reports; and (4) Participate in other support services such as the analysis and review of requests for upgrade of hardware and software automation of processed, training of staff on the use of upgraded or new IT technology, and compliance with HIPAA security rules, policies and procedures within EUTF's information systems.	4/16/2008	11/1/2018	17	Act 106, SLH 2012; HRS 87A-24(4)				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Budget and Finance								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00119003	00119003	Information Technology Band B	The primary purposes of this position are to (1) Provide specialized technical support services to support EUTF's servers, workstations, scanning and imaging system, network and telecommunication infrastructure, automated call distribution, operating systems and various business related software applications; (2) Analyze, evaluate, design, plan, install, troubleshoot, repair and maintain the information systems for EUTF; (3) Assist EUTF IT users to ensure that information systems are optimally functioning to meet their operational requirements such as enrollments of health benefits and life benefits and generation of reports; and (4) Participate in other support services such as the analysis and review of requests for upgrade of hardware and software automation of processes, training of staff on the use of upgraded or new IT technology and compliance with HIPAA security rules, policies and procedures within EUTF's information systems.	4/16/2008	10/16/2019	17	ACT 106, SLH 2012; HRS 87A-24(4)				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Budget and Finance								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00119018	00119018	Accountant III	The primary functions of this position are to (1) Record, reconcile and resolve discrepancies for the employers' and employees' contributions to the various health plans and life insurance in accordance to the negotiated Collective Bargaining Agreements; (2) Record, reconcile and resolve discrepancies for the monthly premiums paid to the different carriers as authorized by the board of Trustees; (3) Prepare reports and schedules on self-funded plans; (4) Analyze a wide variety of data for budget preparation and financial reporting; and (5) Record and report the valuation of EUTF's various physical assets.	5/1/2008	11/16/2018	17	ACT 106, SLH 2012; HRS 87A-24(4)				
HEUHLthBenTF	00120119	00120119	Office Assistant IV	The primary purpose of this position is to independently perform the full range of work assignments in all EUTF enrollment functions such as: (1) review, analyze and determine eligibility for enrollment into the EUTF health benefit and life insurance plans; (2) process enrollment forms by updating or creating a new record in the Benefits Administration System (BAS) and; (3) identifies and resolves discrepancies and takes appropriate follow-up actions.	7/28/2010	8/1/2019	17	Act 162 SLH 2010; HRS 87A-24(4)				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Budget and Finance								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00120120	00120120	Office Assistant IV	Enrollment Technician performs full-range of eligibility determination and enrollment processing for a variety of health benefits programs; provides accurate, timely, and efficient services to it customers (e.g. employee-beneficiaries, dependent-beneficiaries, benefit plan carriers, and public employers).	7/28/2010	2/16/2019	17	Act 106, SLH 2012; HRS 87A-24(4)				
HEUHLthBenTF	00120121	00120121	Office Assistant IV	The primary purpose of this position is to independently perform the full range of work assignments in all EUTF enrollment functions such as: (1) review, analyze, and determine eligibility for enrollment into the EUTF health benefit and life insurance plans; (2) process enrollment forms by updating or creating a new record in the Benefits Administration System (BAS) and; (3) identifies and resolves discrepancies and takes appropriate follow-up actions.	7/28/2010	2/16/2019	17	Act 106, SLH 2012; HRS 87A-24(4)				
HEUHLthBenTF	00120123	00120123	Information Technology Band B	EUTF Applications Specialist - Perform technical work in electronic information processing; develop new and/or review and amend policies, procedures and other data processing guidelines; develop and deliver accurate and comprehensive reports for the Board.	8/5/2010	11/16/2018	17	HRS 87A-24(4)				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Budget and Finance								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00120124	00120124	Information Technology Band B	EUTF Applications Specialist - Perform technical work in electronic information processing; develop new and/or review and amend policies, procedures and other data processing guidelines; develop and deliver accurate and comprehensive reports for the Board.	8/5/2010	12/16/2018	17	Act 106, SLH 2012; HRS 87A-24(4)				
HEUHLthBenTF	00120340	00120340	Program Specialist IV	Outreach and Training Specialist provides training to EUTF staff and the departmental personnel and financial offices that are involved in the health and other benefit plan management process. This position conducts open enrollment sessions, active, retiree and special informational sessions; and presentations at pre-retirement sessions. It also supports the privacy officer in carrying out HIPAA.	9/1/2011	2/1/2019	17	HRS 87A-24(4)				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

**Department of Budget and Finance**

								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00120537	00120537	Accountant III	This position serves as an Accountant in the Financial Services Branch and is responsible for records, reports, and provides support to the operations and activities of all disbursements and receipts, which includes the audit of accounts receivable and payable accounts; preparation of checks for employee-beneficiaries with a refund condition, and other related disbursements. This position also assists and coordinates changes to the Benefits Administration System that affect the Financial Services Branch.	3/28/2012	12/1/2018	17	Act 164, SLH 2011; HRS 87A-24(4)				



**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Budget and Finance								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00121033	00121033	Program Specialist V	This position serves as the worksite wellness, disease management/care coordination, and disease prevention subject matter expert with the primary purposes to (1) Maximize the use of existing services and programs in the areas of worksite wellness, disease management/care coordination and disease prevention. Develops and implements new programs, monitors and evaluates services and program effectiveness, and promotes and educates the employers, employees and retirees regarding such programs to reduce claims costs and to improve the members' health and well-being; and (2) Assist the EUTF Administrator in implementing the EUTF legislative program.	9/16/2013	4/16/2019	17	Act 134, SLH 2013; HRS 87A-24(4)				
HEUHLthBenTF	00121114	00121114	Information Technology Band B	EUTF Applications Specialist - Perform technical work in electronic information processing; develop new and/or review and amend policies, procedures and other data processing guidelines; develop and deliver accurate and comprehensive reports for the Board.	2/16/2014	2/1/2019	17	Act 134, SLH 2013; HRS 87A-24(4)				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Budget and Finance								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00121119	00121119	Information Technology Band C	EUTF Applications Supervisor serves as the head of the Applications Section and the primary duties are to (1) Plan, organize, coordinate and direct the Section's resources and activities; (2) Serves as EUTF's technical expert in applications programming such as analysis, design, development, implementation, program specifications and coding, security, system monitoring and documentation; and (3) Oversee applications' support assistance to staff services to ensure that applications are optimally functioning to collect, process and report th necessary data for efficient and accurate enrollments of health and life benefits, with automation processes, with staff training, and with compliance with HIPAA security policies and procedures within EUTF's applications systems.	12/30/2013	12/20/2018	17	Act 134, SLH 2013; HRS 87A-24(4)				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Budget and Finance								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HEUHLthBenTF	00121456	00121456	Account Clerk IV	EUTF Account Clerk - The primary purpose of this position is to (1) maintain the employee-beneficiary accounts for all eligible State and County employees, retirees and their dependent beneficiaries; (2) reconcile and answer inquiries regarding employee-beneficiary accounts; (3) receive, receipt and deposit funds into the appropriate bank accounts; (4) maintain the accounts payable and receivable activities; and (5) perform other tasks associated with handling of funds.	9/25/2014	11/1/2018	17	Act 122, SLH 2014; HRS 87A-24(4)				
HEUHLthBenTF	00121541	00121541	Office Assistant III	The primary purpose of this position is to provide clerical assistance to the Branch.	12/1/2014	2/1/2019	17	Act 122, SLH 2014; HRS 87A-24(4)				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

**Department of Commerce and Consumer Affairs**

								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
InfoSys/Com	00111109 <sup>1</sup>	00122934	Information Technology Band B	The ISCO DPSA V works in the Custom Applications 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.	8/31/2000	2/14/2019	17	HRS 26-9(O)				

<sup>1</sup>Act 300, SLH 2006 position

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Defense								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
ArmyNatlGard	00121213	00121213	Office Assistant IV	MIL/COM & SRM Proj Clerk/Asst	3/12/2014	11/1/2018	12		HIARNG Chief Financial Officer's Act (CFOA) and Real Property Inventory Requirement (RPIR)	Special		
OfcHmndSec	00112782	00112782	Office Assistant III	Provides essential clerical services and administrative support.	3/27/2002	11/1/2018	12		Anti-Terrorism/Homeland Security	Special		

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

**Department of Hawaiian Home Lands**

								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HmstdSvcsDiv	00100486 <sup>1</sup>	00100486	Homestead Assistant II	Homestead Assistant II provides services to the applicants, homestead lessees and the general public on the east side of the Island of Hawaii.	12/17/1985	10/28/2019	17	Section 202(b), HHCA 1920				
FiscalOfc	00100533 <sup>1</sup>	00100533	Account Clerk III	The primary purposes of this position are to (1) maintain and record of receipts to the Department's revenue generating leases, licenses and rights-of-entries; (2) maintain, review and timely submit Treasury Deposits; (3) serve as the primary support back-up for the Cashier and (4) assist other Account Clerks responsible for purchase orders, pre-audit activities, and other accounting clerical duties.	6/10/1986	1/31/2019	17	Section 202(b), HHCA 1920				
LandDevDiv	00101073 <sup>1</sup>	00101073	Engineer V	To support the Engineer VI position number 38161 in providing professional Engineering assignments for the Design and Construction Branch.	2/13/1979	9/1/2019	17	Section 202(b), HHCA 1920				

<sup>1</sup>Act 300, SLH 2006 position

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

**Department of Hawaiian Home Lands**

								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
PlanningOfc	00100940 <sup>1</sup>	00100940	Planner V	The primary purpose of this position is to conduct research and planning studies in comprehensive land use planning; to prepare plans for the development of geographic areas (e.g. island wide, development tract, homestead communities); to provide support to advisory councils and other mechanisms to solicit beneficiary and public input; and to perform other professional planning work.	5/11/1976	9/27/2019	17	Section 202(b), HHCA 1920				
HmstdSvcsDiv	00102955 <sup>1</sup>	00102955	Homestead Assistant II	Homestead Assistant II provides services to the applicants, homestead lessees and the general public on the Island of Molokai.	5/24/1996	10/28/2019	17	Section 202(b), HHCA 1920				
HmstdSvcsDiv	00102956 <sup>1</sup>	00102956	General Laborer I	The primary purposes of this position are to 1) perform a variety of unskilled labor tasks in maintaining grounds, facilities, and properties under DHHL control on the island of Molokai and 2) provide manual labor to support the operation and maintenance of the Hoolehua Water System.	5/24/1996	9/1/2019	17	Section 202(b), HHCA 1920				
LandMgtDiv	00106110 <sup>1</sup>	00106110	Office Assistant IV	Serve as a senior office assistant to provide clerical services in support of the Land Management Branch.	10/18/1990	8/26/2019	17	Section 202(b), HHCA 1920				

<sup>1</sup>Act 300, SLH 2006 position

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

**Department of Hawaiian Home Lands**

								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HmstdSvcsDiv	00106190 <sup>1</sup>	00106190	Homestead Applications Clk II	This position is primarily responsible for reviewing and recommending approval or disapproval of applications that are not supported by primary or secondary documents; assisting in reviewing applications that have been processed by others; preparing application files with their supporting documents for final approval or disapproval action and preparing written reports of findings and conclusions. This position is also responsible for managing deceased applicants' records and preparing submittal items for action by the Hawaiian Homes Commission (HHC).	2/7/1992	9/10/2019	17	Section 202(b), HHCA 1920				

<sup>1</sup>Act 300, SLH 2006 position



**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Human Services								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
AdmAppealOfc	00122416	00122416	Program Specialist V	Conducts quasi-judicial due process administrative hearings to adjudicate contested cases from the department's clients appealing departmental adverse actions; rules on motions and admissibility of evidence; prepares findings of fact, conclusions of law; conducts pre-hearing conferences; oversees post-hearing procedures; and issues written final decisions.	7/1/2017	12/5/2018	28					

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Health								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HlthResAdm	00110682	00123057	Program Specialist IV	Support the full range of epidemiological investigation and education activities encompassed by the DOCD as they relate to Hepatitis C.	6/15/2000	7/30/2019	12		Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	Special		
HlthResAdm	00110683	00123055	Information Technology Band B	To manage and operate the day-to-day activities of electronic; health-related data processing (web based and other) systems analyses; systems design; systems development; systems implementation; and systems maintenance of all computer platforms.	6/15/2000	7/30/2019	12		Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	Special		
BhavrIHlthAd	00118209	00123080	Advanced Practice RN II	To expand delivery of integrated quality clinical services to consumers/patients at HSH; assumes primary treatment responsibilities including writing orders and prescribing Medications.	11/09/2006	10/28/2019	12		Behavioral Health Initiative	Special		
EnvrnHlthAdm	00118979	00122523	Information Technology Band B	Oversees the design development and implementation of information management/ technology systems in close cooperation with the environmental health admin (EHA) and its programs; U.S. EPA and the Environmental Information Manager.	4/29/2008	7/17/2019	12		Online permitting and reporting project	Special		

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Health								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
EnvrnHlthAdm	00122207	00123029	Microbiologist IV	ELC Microbiologist performs isolation, identification, and culture confirmation.	12/19/2016	7/16/2019	12		Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	Special		
HlthResAdm	00122215	00123031	Information Technology Band A	To provide health informatics capacity to support project operations and program development.	2/14/2017	7/30/2019	12		Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)	Special		
HlthResAdm	00122219	00123059	Epidemiological Specialist III	To specialize in surveillance, investigation, and control of AR GC infections in persons living on visiting the island of Oahu (City & County of Honolulu).	2/14/2017	7/30/2019	12		Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)			

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

## Department of Public Safety

								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HealthCareDv	00117937	00117937	Clinical Psychologist Sup	Mental Health Branch Administor - Develop and maintain a comprehensive system-wide model of mental health service delivery to inmates in Correction Centers and Facilities in Hawaii. Monitors MH programs for inmates incarcerated in out-of-state facilities.	5/16/2006	7/1/2019	3				OCCCMH	
HealthCareDv	00037245	00037245	Dentist	Provide for the health care of inmates involving dental service.	8/21/2017	7/1/2019	17	Act 79, SLH 2016				
HealthCareDv	00118069	00118069	Clinical Psychologist Sup	Mental Health Section Admnstr - Administer, direct and coordinate all activities at OCCC; implement mental health services, policies and procedures; develop procedures within the facility.	7/25/2006	7/1/2019	3				OCCCMH	
HealthCareDv	00118070	00118070	Clinical Psychologist	Provide individual and group mental health assessments and interventions, implement individualized treatment plans and assist detainees/inmates in developing independent living and coping skills necessary for successful community reintegration.	7/25/2006	7/1/2019	17	Act 79, SLH 2016				
HealthCareDv	00118823	00118823	Clinical Psychologist	Provide individual and group mental health assessments and interventions, implement individualized treatment plans and assist detainees/inmates in developing independent living and coping skills necessary for successful community reintegration.	11/30/2007	7/1/2019	17	Act 79, SLH 2016				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

## Department of Public Safety

								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HealthCareDv	00119245	00119245	Clinical Psychologist	Provide individual and group mental health assessments and interventions, implement individualized treatment plans and assist detainees/inmates in developing independent living and coping skills necessary for successful community reintegration.	9/21/2018	7/1/2019	17	Act 79, SLH 2016				
HealthCareDv	00122200	00122200	Clinical Psychologist Sup	Unit supervisor for the psychology unit.	11/2/2016	7/1/2019	17	Act 79, SLH 2016				
HealthCareDv	00122258	00122258	Clinical Psychologist	Provide individual and group mental health assessments and interventions, implement individualized treatment plans and assist detainees/inmates in developing independent living and coping skills necessary for successful community reintegration.	8/22/2017	7/1/2019	17	Act 79, SLH 2016				
HealthCareDv	00122259	00122259	Clinical Psychologist	Provide individual and group mental health assessments and interventions, implement individualized treatment plans and assist detainees/inmates in developing independent living and coping skills necessary for successful community reintegration.	8/22/2017	7/1/2019	17	Act 79, SLH 2016				
HealthCareDv	00122260	00122260	Clinical Psychologist	Provide individual and group mental health assessments and interventions, implement individualized treatment plans and assist detainees/inmates in developing independent living and coping skills necessary for successful community reintegration.	8/22/2017	7/1/2019	17	Act 79, SLH 2016				

**CONVERTED POSITIONS**  
**[Exempt to Civil Service (CS)]**  
**NOVEMBER 1, 2018 - OCTOBER 31, 2019**

Department of Public Safety

								Subsection 17	Subsection 12		Subsection 3	
Division	Exempt Position No	Changed Pos No	CS Title	Purpose of Position	Established Date	Date of Conversion	Subsection	Legal Authority	Proj Title	Type of Project	Name of Consent Decree	End Date of Consent Decree
HealthCareDv	00122301	00122301	Clinical Psychologist Sup	Head of Women's Mental Health Section.	1/24/2017	7/1/2019	17	Act 79, SLH 2016				
HealthCareDv	00122561	00122561	Clinical Psychologist	Provide individual and group mental health assessments and interventions, implement individualized treatment plans and assist detainees/inmates in developing independent living and coping skills necessary for successful community reintegration.	12/27/2017	7/1/2019	17	Act 79, SLH 2016				
HealthCareDv	00122562	122562	Clinical Psychologist	Provide individual and group mental health assessments and interventions, implement individualized treatment plans and assist detainees/inmates in developing independent living and coping skills necessary for successful community reintegration.	12/27/2017	7/1/2019	17	Act 79, SLH 2016				
HealthCareDv	00122563	00122563	Clinical Psychologist	Provide individual and group mental health assessments and interventions, implement individualized treatment plans and assist detainees/inmates in developing independent living and coping skills necessary for successful community reintegration.	12/27/2017	7/1/2019	17	Act 122, SLH 2014; Act 79, SLH 2016				

**Summary of Converted Positions [Exempt to Civil Service]  
November 1, 2018 - October 31, 2019**

	AGR	AGS	ATG	BED	BUF	CCA	DEF	GOV	HHL	HMS	HRD	HTH	LIB	LBR	LNR	LTG	PSD	TAX	TRN	UOH	TOTALS
Positions - Subsection (3) <sup>1</sup>						3						5					3		1		12
Replaced with Civil Service <sup>2</sup>																	2				2
Remain Exempt <sup>3</sup>	0	0	0	0	0	3	0	0	0	0	0	5	0	0	0	0	1	0	1	0	10

Positions - Subsection (12) <sup>1</sup>	4	2	4	9	1		113			46		231		3	2		3		21		439
Replaced with Civil Service <sup>2</sup>							2					7									9
Remain Exempt <sup>3</sup>	4	2	4	9	1	0	111	0	0	46	0	224	0	3	2	0	3	0	21	0	430

Positions - Subsection (17) <sup>1</sup>	23	177	14	148	188	221	7	1	108	60		129	2	52	89	1	85	24	9		1338
Replaced with Civil Service <sup>2</sup>					27	1			8								12				48
Remain Exempt <sup>3</sup>	23	177	14	148	161	220	7	1	100	60	0	129	2	52	89	1	73	24	9	0	1290

Positions - Subsection (28) <sup>1</sup>										5											5
Replaced with Civil Service <sup>2</sup>										1											1
Remain Exempt <sup>3</sup>	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	4

Total Converted Positions	0	0	0	0	27	1	2	0	8	1	0	7	0	0	0	0	14	0	0	0	60
---------------------------	---	---	---	---	----	---	---	---	---	---	---	---	---	---	---	---	----	---	---	---	----

## Notes:

Effective 7/1/2005, DOE (except LIB (public libraries)) is not included in the report pursuant to Act 51, SLH 2004.

Aloha Stadium event positions are not included in count for AGS subsection 17.

## Footnotes:

<sup>1</sup>Number of positions from Report to the 2019 Legislature, Attachment 3.

<sup>2</sup>Number of positions converted between November 1, 2018 - October 31, 2019.

<sup>3</sup> Number of positions that remain exempt. Number does not include abolished or new positions.

## 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							13														13
3						3						4							1		8
5		3						75								13					91
6							1									1					2
7	1	3	1	1	1	2	1		1	1	1	3	7		1		6	1	5		36
9	2	2	2	2	2	2	2		2	2	2	5	2		3		4	2	5	17	58
10			235																		235
11														2							2
12	5	2	3	11			88			37		151	3				8	7	18		333
14															1						1
15												5							15	193	213
16	1	1		1	1	1	1		1	1	1	4	1	1	1			1	4		21
17	26	183	14	142	161	229	8	1	101	62	1	122	53	2	96	1	79	30	9		1320
18										57											57
19																			1		1
21										40											40
22																			23		23
23													1						4	1	6
24																	1				1
26							111														111
27				23																	23
28										4											4
29										5											5
30										4											4
Total	35	194	255	180	165	237	224	77	105	213	5	294	67	5	102	15	98	41	61	235	2608

## Notes:

HRMS data as of 11/1/2019

The following positions are not included in the counts:

957 Aloha Stadium event positions

784 Student Helper &amp; Student Intern positions

2191 Work Experience positions



**Exempt positions identified for Replacement with Civil Service Positions but Employees Elected to Remain Exempt  
November 1, 2018 - October 31, 2019**

No positions remained exempt due to employee election