

ANDREW T. GARRETT DEPUTY DIRECTOR

STATE OF HAWAI'I DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT 235 S. BERETANIA STREET HONOLULU, HAWAI'I 96813-2437

December 28, 2020

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

The Honorable Scott K. Saiki, Speaker and members of the House Thirtieth State Legislature State Capitol Room 431 Honolulu, Hawai'i 96813

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

For your information and consideration, I am transmitting herewith the 2020 Report on State of Hawaii Executive Branch Workforce Profile to the Thirty-First State Legislature 2021 Regular Session submitted December 2020.

In accordance with Section 93-16, Hawaii Revised Statues, a copy of the report is also transmitted to the Legislative Reference Bureau Library, and the report may be viewed electronically at http://dhrd.hawaii.gov/reports/workforce-reports/.

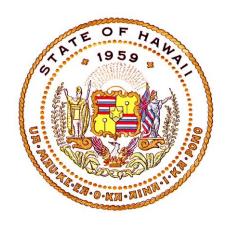
Sincerely,

Ryker J. Wada

Ryker Wada Director

Attachment

State of Hawaii Executive Branch Workforce Profile



David Y. Ige Governor State of Hawaii

Department of Human Resources Development Ryker Wada Director

Submitted December 2020

Workforce Demographic Data as of June 30, 2020

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Section 76-1.5, Hawaii Revised Statutes, requires the Department of Human Resources Development (DHRD) to compile a profile on the workforce of the entire Executive Branch. The analysis presented in this profile is based on data obtained from the Department of Education (DOE), University of Hawaii (UH), Hawaii Health Systems Corporation (HHSC), in addition to data maintained by DHRD.

The Executive Branch had 47,873 civil service and exempt employees as of June 30, 2020.¹ These employees provide a wide spectrum of vital services to the people of Hawaii, ranging from public education and welfare, to health and safety.

Inquiries regarding the analysis presented in this report may be directed to Ms. Sandra Tanaka, Human Resources Specialist of DHRD, at (808) 587-1032, Fax (808) 587-1088, or e-mail address sandra.s.tanaka@hawaii.gov.

¹ Casual hires were not included in this report.

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

- 1. The personnel system administered by DHRD, which includes employees in Executive Branch departments in civil service and 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.
- The University of Hawaii (UH) system, administered by the Board of Regents, which
 includes faculty; graduate assistants; lecturers; administrative, professional, and
 technical staff; and executive/managerial employees. UH's civil service employees are
 included in the UH personnel data system but are employed pursuant to DHRD
 policies, procedures, and oversight.
- 4. The personnel system administered by the Hawaii Health Systems Corporation (HHSC), which includes employees in civil service and exempt positions.

		PERCENT OF
	COUNT OF	TOTAL
PERSONNEL SYSTEMS	EMPLOYEES	WORKFORCE
Department of Human Resources Development (DHRD)		
Civil Service Employees	12,931	27.01%
Exempt Employees	1,715	3.58%
Department of Human Resources Development Total:	14,646	30.59%
Department of Education (DOE)		
Civil Service Employees	3,459	7.23%
Exempt Employees	1,816	3.79%
Support Services Personnel	2,858	5.97%
Teachers & Educational Officers	13,862	28.96%
Department of Education Employees Total*:	21,995	45.94%
University of Hawaii (UH)		
Administrative, Professional & Technical Staff	2,600	5.43%
Civil Service	1,176	2.46%
Exempt	32	0.07%
Executive/Managerial	219	0.46%
Faculty	3,341	6.98%
Graduate Assistants**	1,265	2.64%
Lecturers	***	
University of Hawaii Employees Total***:	8,633	18.03%
Hawaii Health Systems Corporation (HHSC)		
Civil Service Employees	2,483	5.19%
Exempt Employees	116	0.24%
Hawaii Health Systems Corporation Total:	2,599	5.43%
TOTAL WORKFORCE	47,873	100.00%

Personnel system total percentage for UH does not equal the sum of individual percentages due to rounding.

^{*}Does not include Public Charter School employees.

^{**}Graduate Assistants are full-time graduate students in degree granting programs working as nonpermanent, part-time teaching or research assistants.

^{***}UH employs approximately 1,300 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.

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

Gender Distribution	47,818	100%
Female	30,046	63%
Male	17,772	37%

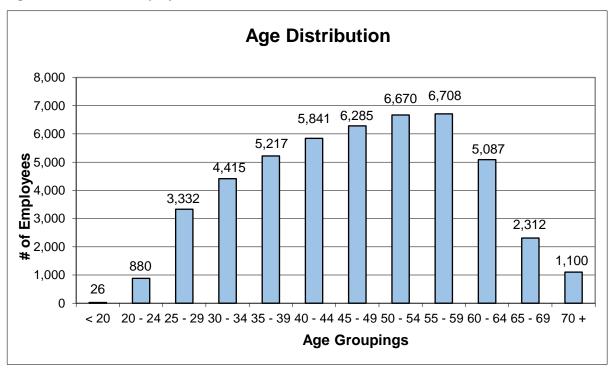
Bargaining unit distribution of employees covered by collective bargaining in the Executive

Branch.

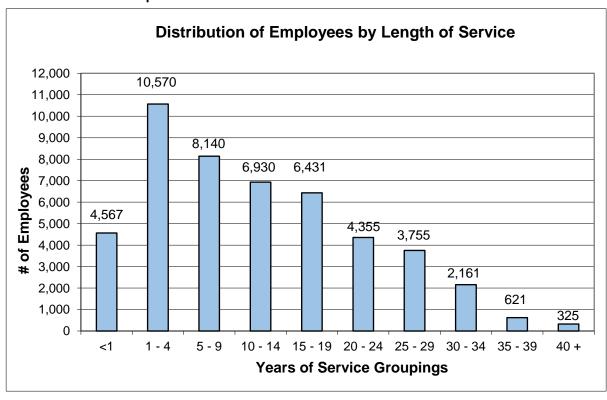
Branoni				
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	4,733	9.89%
02	HGEA	Blue Collar, Supvry	451	0.94%
03	HGEA	White Collar, Non-Supvry	8,824	18.43%
04	HGEA	White Collar, Supvry	530	1.11%
05	HSTA	DOE Teachers	12,605	26.33%
06	HGEA	DOE Educational Officers	930	1.94%
07	UHPA	UH Faculty	3,165	6.61%
08	HGEA	UH Administrative, Professional, and Technical	2,461	5.14%
09	HGEA	Registered Professional Nurses	1,197	2.50%
10	UPW	Institutional, Health and Correctional Workers	2,145	4.48%
11	HFFA	Firefighters	196	0.41%
13	HGEA	Professional & Scientific	5,817	12.15%
14	HGEA	State Law Enforcement Officers	405	0.85%
ТОТ	AL NO. OF EMPL	OYEES COVERED BY COLLECTIVE BARGAINING:	43,459	90.78%

Total Workforce: 47,873





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



Five-year projection of the number of employees in the Executive Branch who will be eligible for retirement by the end of fiscal year 2024-2025 (i.e., ending June 30, 2025).

TOTAL NUMBER OF NUMBER OF EMPLOYEES		TAIN FULL BETIDEMENT FUGIRILITY					TOTAL NUMBER	PERCENT OF EXECUTIVE
EMPLOYEES IN THE EXECUTIVE BRANCH	CURRENTLY ELIGIBLE FOR RETIREMENT (FY20)	FY21	FY22	FY23	FY24	FY25	OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2025	BRANCH WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2025
47,873	6,582	1,224	1,284	1,344	1,339	1,421	13,194*	27.56%

^{*}Assumes no retirements of eligible employees prior to 06/30/2025.

PERSONNEL SYSTEM ADMINISTERED BY DHRD WORKFORCE OVERVIEW

Number of employees in the personnel system administered by DHRD.

				PERCENT OF TOTAL HRD
DEPARTMENT	CIVIL SERVICE	EXEMPT	TOTAL	WORKFORCE
ACCOUNTING & GENERAL SERVICES	626	96	722	4.93%
AGRICULTURE	270	24	294	2.01%
ATTORNEY GENERAL	423	250	673	4.60%
BUDGET & FINANCE	193	155	348	2.38%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	112	149	261	1.78%
COMMERCE & CONSUMER AFFAIRS	284	189	473	3.23%
DEFENSE	210	167	377	2.57%
GOVERNOR	0	41	41	0.28%
HAWAIIAN HOME LANDS	63	73	136	0.93%
HEALTH	2,404	201	2,605	17.79%
HI STATE PUBLIC LIBRARIES SYSTEM	492	5	497	3.39%
HUMAN RESOURCES DEVELOPMENT	80	5	85	0.58%
HUMAN SERVICES	1,829	86	1,915	13.08%
LABOR & INDUSTRIAL RELATIONS	385	52	437	2.98%
LAND & NATURAL RESOURCES	766	84	850	5.80%
LIEUTENANT GOVERNOR	0	9	9	0.06%
PUBLIC SAFETY	2,247	64	2,311	15.78%
TAXATION	326	28	354	2.42%
TRANSPORTATION	2,221	37	2,258	15.42%
TOTAL:	12,931	1,715	14,646	100.00%

Due to rounding of percentages, the sum of the individual percentages does not equal 100.00%.

Gender distribution of employees in the personnel system administered by DHRD. Numbers do not add up to total workforce due to unreported gender.

	TOTAL	FEM	ALE	MA	LE
	NUMBER OF	COUNT OF		COUNT OF	
DEPARTMENT	EMPLOYEES	EMPLOYEES	PERCENT	EMPLOYEES	PERCENT
ACCOUNTING & GENERAL SERVICES	722	277	38.37%	445	61.63%
AGRICULTURE	294	122	41.50%	172	58.50%
ATTORNEY GENERAL	672	413	61.46%	259	38.54%
BUDGET & FINANCE	347	204	58.79%	143	41.21%
BUSINESS, ECONOMIC DEVELOPMENT &	004	450	50.770/	405	
TOURISM	261	156	59.77%	105	40.23%
COMMERCE & CONSUMER AFFAIRS	473	320	67.65%	153	32.35%
DEFENSE	377	132	35.01%	245	64.99%
GOVERNOR	41	29	70.73%	12	29.27%
HAWAIIAN HOME LANDS	136	86	63.24%	50	36.76%
HEALTH	2,596	1,712	65.95%	884	34.05%
HI STATE PUBLIC LIBRARIES SYSTEM	496	369	74.40%	127	25.60%
HUMAN RESOURCES DEVELOPMENT	85	72	84.71%	13	15.29%
HUMAN SERVICES	1,910	1,354	70.89%	556	29.11%
LABOR & INDUSTRIAL RELATIONS	437	290	66.36%	147	33.64%
LAND & NATURAL RESOURCES	846	327	38.65%	519	61.35%
LIEUTENANT GOVERNOR	9	7	77.78%	2	22.22%
PUBLIC SAFETY	2,310	649	28.10%	1,661	71.90%
TAXATION	353	228	64.59%	125	35.41%
TRANSPORTATION	2,250	646	28.71%	1,604	71.29%
TOTAL:	14,615	7,393	50.59%	7,222	49.41%

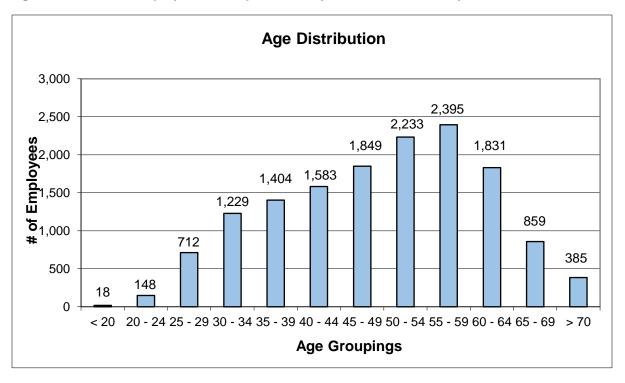
PERSONNEL SYSTEM ADMINISTERED BY DHRD WORKFORCE OVERVIEW

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

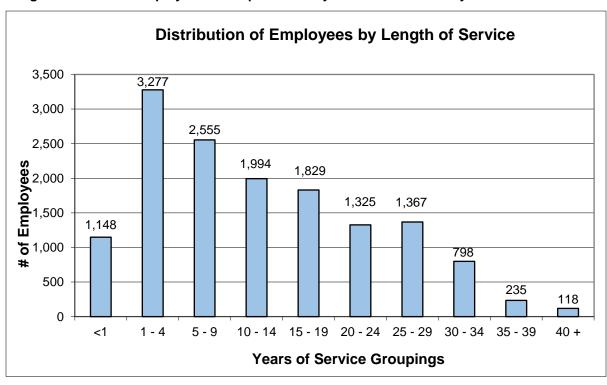
Union Code	Exclusive Representative	Collective Bargaining Group	Employee Count	Percent of Workforce
01	UPW	Blue Collar, Non-Supvry	1,899	12.97%
02	HGEA	Blue Collar, Supvry	176	1.20%
03	HGEA	White Collar, Non-Supvry	3,436	23.46%
04	HGEA	White Collar, Supvry	222	1.52%
09	HGEA	Registered Professional Nurses	398	2.72%
10	UPW	Institutional, Health and Correctional Workers	1,500	10.24%
11	HFFA	Firefighters	196	1.34%
13	HGEA	Professional & Scientific	4,550	31.07%
14	HGEA	State Law Enforcement Officers	405	2.77%
ТОТ	AL NO. OF EMPL	OYEES COVERED BY COLLECTIVE BARGAINING:	12,782	87.27%

Total Workforce: 14,646

Age distribution of employees in the personnel system administered by DHRD



Length of service of employees in the personnel system administered by DHRD.



PERSONNEL SYSTEM ADMINISTERED BY DHRD WORKFORCE OVERVIEW

Five-year projection of the number of employees in the personnel system administered by DHRD who will be eligible for retirement by the end of fiscal year 2024-2025 (i.e., ending June 30, 2025).

	TOTAL NUMBER	NUMBER OF EMPLOYEES	PROJECTED NUMBER OF EMPLOYEES WHO ATTAIN FULL RETIREMENT ELIGIBILITY				TOTAL NUMBER OF	PERCENT OF DEPARTMENTAL	
DEPARTMENT	IN THE PERSONNEL SYSTEM ADMINISTERED BY DHRD	CURRENTLY ELIGIBLE FOR RETIREMENT (FY20)	FY21	FY22	FY23	FY24	FY25	EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2025	WORKFORCE ELIGIBLE TO RETIRE BY
ACCOUNTING & GENERAL SERVICES	722	126	27	25	27	30	21	256	35.46%
AGRICULTURE	294	52	6	13	13	3	6	93	31.63%
ATTORNEY GENERAL	673	138	18	25	15	23	25	244	36.26%
BUDGET & FINANCE	348	39	9	7	5	15	9	84	24.14%
BUSINESS, ECONOMIC DEVELOPMENT & TOURISM	261	63	4	8	8	7	7	97	37.16%
COMMERCE & CONSUMER AFFAIRS	473	67	10	9	19	15	19	139	29.39%
DEFENSE	377	45	8	5	8	12	12	90	23.87%
GOVERNOR	41	3	1	1	0	0	4	9	21.95%
HAWAIIAN HOME LANDS	136	30	2	4	2	4	6	48	35.29%
HEALTH	2,605	429	81	68	87	65	74	804	30.86%
HI STATE PUBLIC LIBRARIES SYSTEM	497	89	20	10	17	17	20	173	34.81%
HUMAN RESOURCES DEVELOPMENT	85	18	5	7	4	3	3	40	47.06%
HUMAN SERVICES	1,915	266	66	65	83	66	74	620	32.38%
LABOR & INDUSTRIAL RELATIONS	437	83	13	21	24	13	17	171	39.13%
LAND & NATURAL RESOURCES	850	121	18	33	26	23	28	249	29.29%
LIEUTENANT GOVERNOR	9	0	0	0	0	0	1	1	11.11%
PUBLIC SAFETY	2,311	405	66	73	58	80	77	759	32.84%
TAXATION	354	51	12	12	14	10	17	116	32.77%
TRANSPORTATION	2,258	392	74	62	90	93	81	792	35.08%
TOTALS:	14,646	2,417	440	448	500	479	501	4,785*	32.67%

^{*}Assumes no retirements of eligible employees prior to 06/30/2025.

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

Total Workforce	21,995	100%
Civil Service & Exempt	5,275	24%
Support Services Personnel	2,858	13%
Teachers & Educational		
Officers	13,862	63%

Gender distribution of employees in the personnel system administered by the DOE. Numbers do not add up to total workforce due to unreported gender.

Gender Distribution	21,971	100%
Female	16,033	73%
Male	5,938	27%

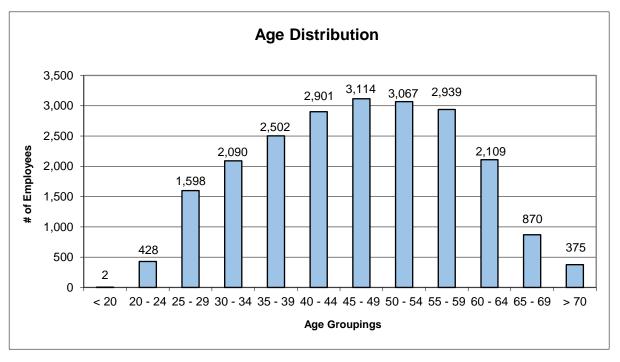
Bargaining unit distribution of employees covered by collective bargaining in the personnel system administered by the DOE.

	Exclusive			Percent of
Union Code	Representative	Collective Bargaining Group	Employee Count	Workforce
01	UPW	Blue Collar, Non-Supvry	1,970	8.96%
02	HGEA	Blue Collar, Supvry	243	1.10%
03	HGEA	White Collar, Non-Supvry	4,442	20.20%
03	HGEA	Writte Collar, Nort-Supviy	4,442	20.20%
04	HGEA	White Collar, Supvry	254	1.15%
05	HSTA	BOE Teachers	12,605	57.31%
		202 (000).00	,000	07.0170
06	HGEA	BOE Educational Officers	930	4.23%
09	HGEA	Registered Prof Nurses	2	0.01%
		Institutional, Health and Correctional		
10	UPW	Workers	26	0.12%
				_
13	HGEA	Professional & Scientific	994	4.52%
TOTAL	NUMBER OF EMP			
		BARGAINING:	21,466	97.59%

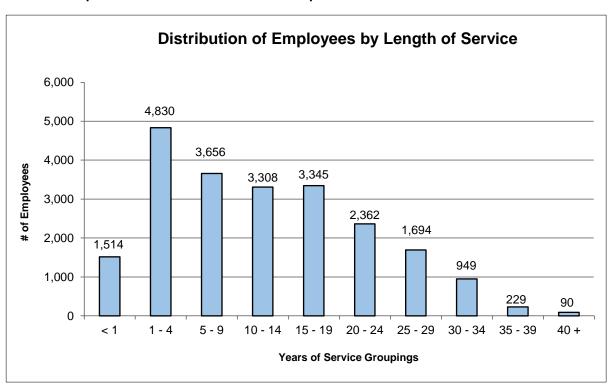
Total Workforce: 22,995

Due to rounding of percentages, the sum of the individual percentages does not equal 97.59%.





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



Five-year projection of the number of employees in the personnel system administered by the DOE who will be eligible for retirement by the end of fiscal year 2024-2025 (i.e., ending June 30, 205).

	TOTAL NUMBER OF	NUMBER OF EMPLOYEES			MBER OF E			TOTAL NUMBER	PERCENT OF DOE
DEPARTMENT OF EDUCATION	EMPLOYEES IN THE DOE WORKFORCE	CURRENTLY ELIGIBLE FOR RETIREMENT (FY20)	FY21	FY22	FY23	FY24	FY25	ELIGIBLE FOR RETIREMENT BY 06/30/2025	WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2025
CIVIL SERVICE & EXEMPT	5,275	753	167	176	148	196	176	1,616	30.64%
SUPPORT SERVICES PERSONNEL	2,858	418	69	72	86	84	106	835	29.22%
CERTIFICATED	13,862	1,497	304	334	345	316	370	3,166	22.84%
TOTALS:	21,995	2,668	540	582	579	596	652	5,617*	25.54%

^{*}Assumes no retirements of eligible employees prior to 06/30/2025.

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

Workforce	8,633	100%
Administrative, Professional &		
Technical Staff	2,600	30.1%
Civil Service & Exempt*	1,208	14.0%
Executive/Managerial	219	2.5%
Faculty	3,341	38.7%
Graduate Assistants**	1,265	14.7%
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.

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

Gender Distribution	8,633	100%
Female	4,648	54%
Male	3,985	46%

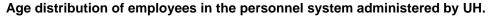
^{**}Graduate assistants are full-time graduate students in degree granting programs working as non-permanent, part-time teaching or research assistants.

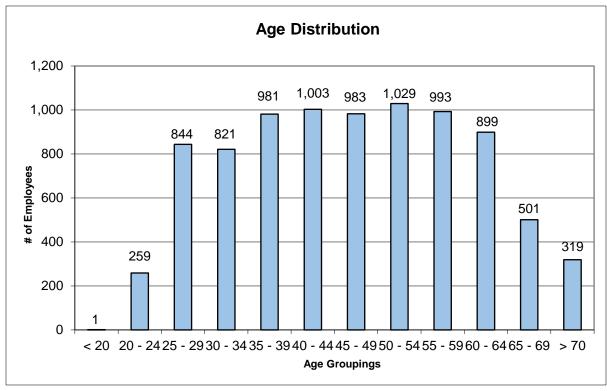
^{***}The University of Hawaii employs approximately 1,300 lecturers during the academic school year. Lecturers are not normally employed by UH on June 30. However, during the academic school year, lecturers are a significant part of UH's workforce.

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

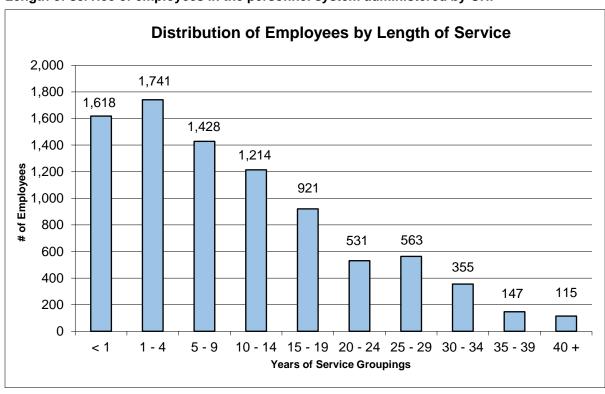
	Exclusive			Percent of
Union Code	Representative	Collective Bargaining Group	Employee Count	Workforce
01	UPW	Blue Collar, Non-Supvry	522	6.05%
02	HGEA	Blue Collar, Supvry	14	0.16%
03	HGEA	White Collar, Non-Supvry	575	6.66%
04	HGEA	White Collar, Supvry	40	0.46%
			0.40=	
07	UHPA	Faculty	3,165	36.66%
		Administrative, Professional, &		
08	HGEA	Technical	2,461	28.51%
09	HGEA	Registered Profl Nurses	10	0.12%
		Institutional, Health and Correctional		
10	UPW	Workers	2	0.02%
TOTAL N	NUMBER OF EMPL	OYEES COVERED BY COLLECTIVE		
		BARGAINING:	6,789	78.64%

Total Workforce: 8,633





Length of service of employees in the personnel system administered by UH.



Five-year projection on the number of employees in the personnel system administered by UH who will be eligible for retirement by the end of fiscal year 2024-2025 (i.e., ending June 30, 2025).

	TOTAL	NUMBER OF EMPLOYEES		CTED NUM AIN FULL R					PERCENT OF THE UH WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2025
UNIVERSITY OF HAWAII	NUMBER OF EMPLOYEES IN THE UH WORKFORCE*	CURRENTLY ELIGIBLE FOR RETIREMENT (FY20)	FY21	FY22	FY23	FY24	FY25	OF EMPLOYEES ELIGIBLE FOR RETIREMENT BY 06/30/2025	
ADMINISTRATIVE, PROFESSIONAL & TECHNICAL	2,600	302	61	58	50	69	62	602	23.15%
CIVIL SERVICE & EXEMPT	1,208	272	52	34	44	46	36	484	40.07%
EXECUTIVE/ MANAGERIAL	219	58	6	4	5	15	11	99	45.21%
FACULTY	3,341	661	79	75	80	73	83	1,051	31.46%
TOTALS:	7,368	1,293	191	209	174	184	206	2,236*	30.35%

^{*}Graduate Assistants are not eligible for retirement benefits. As a result, they are not included in this analysis. **Assumes no retirements of eligible employees prior to 06/30/2025.

HAWAII HEALTH SYSTEMS CORPORATION WORKFORCE OVERVIEW

Number of employees in the personnel system administered by HHSC.

Total Workforce	2,599	100%
Civil Service	2,483	96%
Exempt	116	4%

Gender distribution of employees in the personnel system administered by the HHSC.

Gender Distribution	2,599	100%
Female	1,972	76%
Male	627	24%

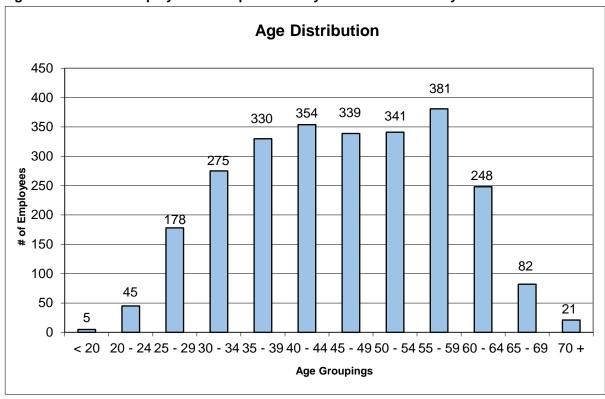
Bargaining unit distribution of employees covered by collective bargaining in the personnel system administered by HHSC.

	Exclusive			Percent of
Union Code	Representative	Collective Bargaining Group	Employee Count	Workforce
01	UPW	Blue Collar, Non-Supvry	342	13.16%
02	HGEA	Blue Collar, Supvry	18	0.69%
03	HGEA	White Collar, Non-Supvry	371	14.27%
		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		
04	HGEA	White Collar, Supvry	14	0.54%
00	LICEA	Desistand Duell Norman	707	00.000/
09	HGEA	Registered Prof'l Nurses	787	30.28%
		Institutional, Health and		
10	UPW	Correctional Workers	617	23.74%
13	HGEA	Professional & Scientific	273	10.50%
TOTAL NUMBER	OF EMPLOYEES			
		BARGAINING:	2,422	93.19%

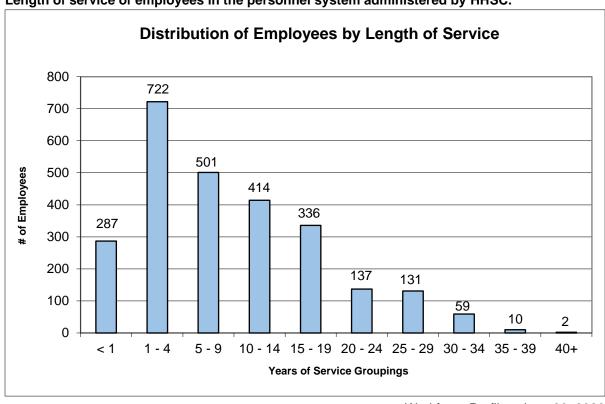
Total Workforce: 2,599

Due to rounding of percentages, the sum of the individual percentages does not equal 93.19%.





Length of service of employees in the personnel system administered by HHSC.



HAWAII HEALTH SYSTEMS CORPORATION WORKFORCE OVERVIEW

Five-year projection on the number of employees in the personnel system administered by HHSC who will be eligible for retirement by the end of fiscal year 2024-2025 (i.e., ending June 30, 2025).

	TOTAL NUMBER	NUMBER OF EMPLOYEES			MBER OF E			TOTAL NUMBER	PERCENT OF HHSC WORKFORCE ELIGIBLE TO RETIRE ON 06/30/2025
HAWAII HEALTH SYSTEMS CORPORATION	OF EMPLOYEES IN THE HHSC WORKFORCE	CURRENTLY ELIGIBLE FOR RETIREMENT (FY20)	FY21	FY22	FY23	FY24	FY25	OF EMPLOYEES ELIGIBLE FOR RETIREMENT ON 06/30/2025	
CIVIL SERVICE	2,483	189	52	42	86	75	54	498	20.06%
EXEMPT	116	15	1	3	5	5	8	37	31.90%
TOTALS:	2,599	204	53	45	91	80	62	535*	20.58%

^{*}Assumes no retirements of eligible employees prior to 06/30/2025.