

# **REPORT TO THE 2022 LEGISLATURE**

AS REQUIRED BY ACT 57,  
SESSION LAWS OF HAWAII 2019

**Department of Human Resources Development  
December 2021**

## Background

The Department of Human Resources Development's (DHRD) mission is to provide timely and responsive leadership, resources, and services to fully support the State of Hawaii in the recruitment, management, and retention of a high-performing workforce based on the merit principle as defined by [HRS §76-1](#).

Act 57, Session Laws of Hawaii 2019, signed by Governor Ige on June 12, 2019, established an administrative assistant position within the Department of Human Resources Development. This position shall:

1. Facilitate and expedite the hiring and recruitment for civil service positions under the jurisdiction of the department of human resources development; and
2. Have the authority to reclassify and abolish vacant positions within state departments and agencies that are under the jurisdiction of the department of human resources development, subject to the following conditions:
  - a. Prior to reclassifying or abolishing any vacant position as provided under this paragraph, the administrative assistant shall submit a report to the legislature no later than twenty days prior to each regular session. The report shall include a list of vacant positions for reclassification or abolishment, identify the agency each position is attached to, provide reasons for reclassifying or abolishing the position, and state the duration the position has been vacant; and
  - b. The administrative assistant may reclassify or abolish any vacant position as provided under this paragraph no earlier than sixty days after the report has been submitted to the legislature as provided under this paragraph.

The inaugural report noted in 2(a) above was submitted last year to the Hawaii State Legislature on December 23, 2019. No actions were taken to reclassify or abolish any vacant positions in that report in order to establish a baseline assessment of the current vacancy situation and challenges among departments in the State of Hawaii Executive Branch.

The 2021 Report to the Legislature identified 46 positions that have been vacant prior to 2011. Only 3 of those were abolished in the budget last year.

Building off last year's efforts, DHRD continued discussions with stakeholders throughout the Executive Branch, gathering information and data on the needs and challenges facing the departments during recruitment and hiring.

As Hawaii navigated its way through the COVID-19 pandemic, life seemed to be returning to normal until the arrival of the delta variant in the summer 2021. The hiring freeze that was initiated in April 2020 was lifted in July 2021 for funded civil service positions, as outlined in [Executive Memorandum 21-04](#). Requests for recruitment quickly returned to pre-pandemic levels and DHRD is once again swamped helping the Executive Branch recruit to fill vacant positions.

As we continue to transition to living with this pandemic, the State of Hawaii's central service agencies, like DHRD, will continue to modernize their systems, refresh business processes, and update services provided to the public.

## Vacancy Statistics

In the last year, there has been a 640 position decrease in civil service positions statewide. Even so, DHRD continues to heavily recruit for the Executive Branch. With ever looming budget cuts, existing budgetary restrictions, and hiring freezes in place, active recruitment numbers remain around 20%.

**Table 1: Statewide Positions and Vacancy Number 2015-2021**

Departments	# of Civil Service Positions in HRMS	Filled Positions	Vacant Positions*	NEOGOV Request to Fill (DHRD)	Unaccounted for Vacant Positions^ (Departments)
Reported on 12/01/21	16,763	13,349	3,414	941	2,479
		80%	20%	28%	72%
Reported on 10/01/20	17,403	13,873	3,530	181	3,349
		80%	20%	5%	95%
Reported on 10/01/19	17,327	14,190	3,137	942	2,195
		82%	18%	30%	70%
Reported on 09/01/18	17,163	14,153	3,010	1,033	1,977
		82%	18%	34%	66%
Reported on 11/02/17	17,046	14,096	2,950	1,122	1,828
		83%	17%	38%	62%
Reported on 12/22/16	17,183	14,443	2,740	1,043	1,697
		84%	16%	38%	62%
Reported on 12/3/15	16,627	14,007	2,620	876	1,744
		84%	16%	33%	67%

\* Includes seasonal and emergency positions.

^ Includes internal vacancy recruitments that departments are holding, prior to an external recruitment where the job is posted on DHRD's website.

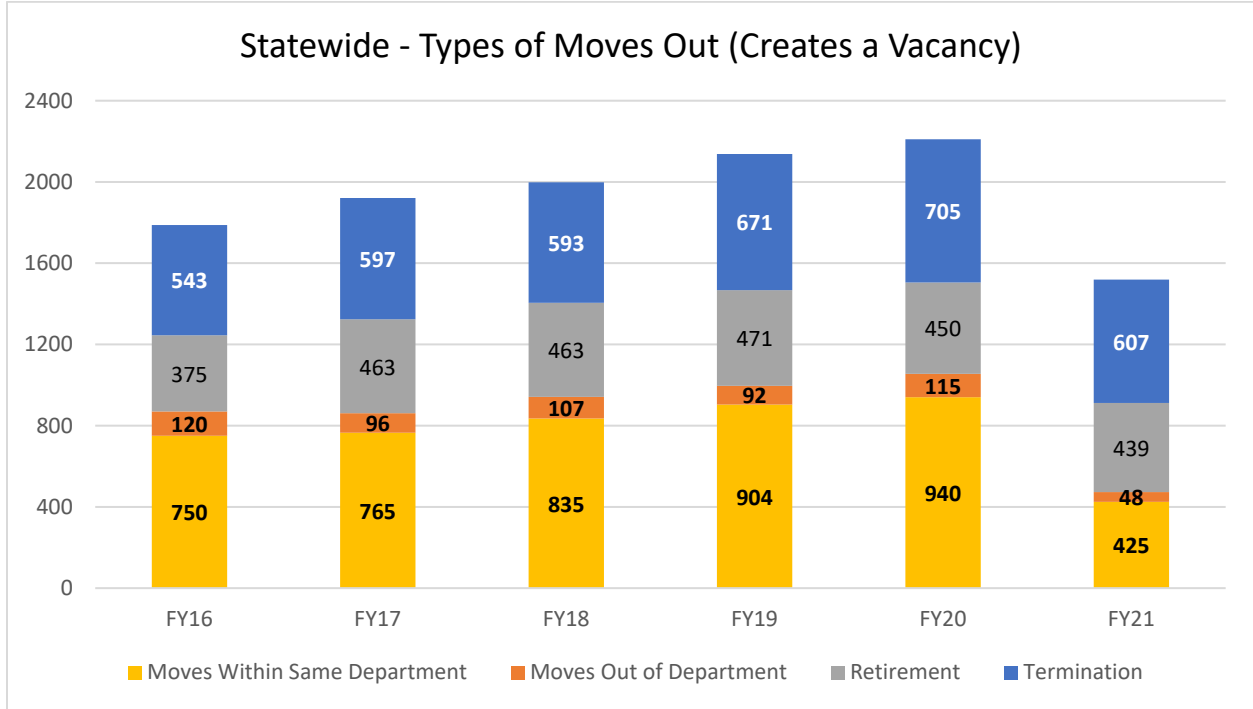
Looking at some of the causes of vacant positions, data shows that State employees leave their current position for another position in the same department, retire, or are terminated far more than they leave for a position in another department or a job outside of state government.

Table 2 shows the statewide count of types of moves out from fiscal year 2016 through fiscal year 2021 for all Executive Branch departments. These moves create a vacancy within the State.

- Moves Within Same Department are transfers or promotions to permanent, civil service positions. This also includes moves from temporary/exempt/89-day hire positions into permanent, civil service positions.
- Moves Out of Department means the employee moved to a different position in a different department or has left state government.
- Terminations include both voluntary and in-voluntary terminations.

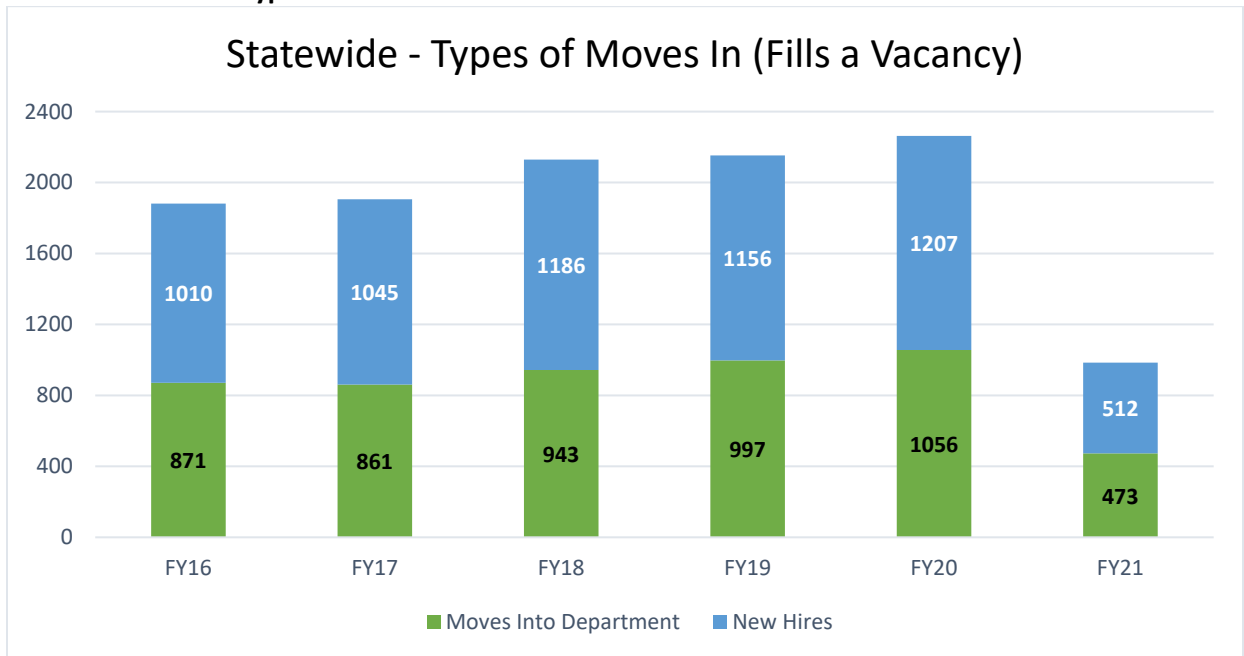
FY2021 had a shockingly low number of moves compared to the previous four fiscal years. The data shows departments filled vacancies in FY2021 at about half the amount that was filled in the previous years due to the hiring freeze implemented during COVID-19 by Governor Ige.

**Table 2: Statewide Types of Turnover and Moves Out from FY16 – FY21**



Additionally, State employees quite often will transfer to a different department for professional growth or a higher paying opportunity. Table 3 displays the statewide total of types of moves into a department, either from the same department or different department, and new hires from fiscal year 2016 to fiscal year 2021. These moves fill a vacancy.

**Table 3: Statewide Types of Moves Into and New Hires from FY16 – FY21**



The breakout of the moves out and in by department can be found in appendix A.

## Retirement Projections

DHRD’s annual State of Hawaii Workforce Profile Report submitted to the Legislature each year projects the eligible retirements for the Executive Branch workforce over the next five years.

The employees who are eligible to retire have decades of service to the State of Hawaii and have been intimately involved in State operations for many years. It will be difficult, if not impossible, to replace this knowledge base. Additionally, when this happens, the ability of state government to provide services to the public and to other government agencies will be severely limited. This only highlights the need for succession planning to become a priority for the Executive Branch, as 33% of the workforce is eligible to retire in the next five years.

The challenge with succession planning in the Executive branch lies with the State’s civil service merit-based system. Departments can’t hand-pick a successor for any position, even though they may be highly trained and the logical next leader, since there needs to be a competitive recruitment process for all government positions. Other ideas that have been floated would likely need heavy financial support, which is unavailable for the next few years.

DHRD is developing curriculum to add to the statewide Learning Management System, available to all Executive Branch employees, to have on-demand courses for succession planning preparation.

**Table 4: FY2021 – FY2026 Retirement Projections**

DEPT	TOTAL # OF EES IN THE DHRD PERSONNEL SYSTEM	# OF EES ELIGIBLE TO RETIRE (FY21)	FY22	FY23	FY24	FY25	FY26	# ELIGIBLE FOR RETIREMENT BY 06/30/2026	% OF DEPT. WORKFORCE ELIGIBLE TO RETIRE BY 06/30/2026
AGS	664	134	25	25	26	19	22	251	37.80%
AGR	268	48	13	12	3	5	5	86	32.09%
ATG	622	136	24	13	23	24	19	239	38.42%
BUF	341	42	7	5	16	9	8	87	25.51%
BED	249	59	8	8	6	7	8	96	38.55%
CCA	481	66	9	19	15	19	16	144	29.94%
DEF	386	42	4	8	11	8	14	87	22.54%
GOV	40	4	1	0	0	1	1	7	17.50%
HHL	124	29	4	2	4	6	0	45	36.29%
HTH	2,421	399	63	81	63	70	85	761	31.43%
HSPLS	452	91	10	17	14	21	14	167	36.95%
HRD	72	17	6	4	3	3	1	34	47.22%
HMS	1,859	273	63	78	65	69	50	598	32.17%
LBR	561	81	20	19	14	15	10	159	28.34%
LNR	790	119	31	25	22	26	19	242	30.63%
LTG	10	0	0	0	0	0	1	1	10.00%
PSD	2,227	398	70	58	72	76	84	758	34.04%
TAX	329	52	13	12	11	16	10	114	34.65%
TRN	2,228	407	64	88	89	82	80	810	36.36%
<b>TOTAL:</b>	<b>14,124</b>	<b>2,397</b>	<b>435</b>	<b>474</b>	<b>457</b>	<b>476</b>	<b>447</b>	<b>4,686</b>	<b>33.18%</b>

Source: State of Hawaii Workforce Profile Report, 2021

# Department of Human Resources Development

## Student Hires and Internships

The Executive Branch has 776 student positions. Only 2.5 FTEs of the 776 are budgeted and funded. The remainder of the positions are budgeted and unfunded (551) or unbudgeted (219). The lack of funding hinders the departments from wanting to pursue the internship options for students, however, all of the positions remain available for use should the departments have available funding.

This summer four departments made use of nine student hire positions, as seen in Table 5.

**Table 5: Used Student Hire Positions**

ATG	HTH	TAX	TRN	Total
1	2	2	4	9

The Executive Branch has two formal internship programs in place: Student Internship Program (STIP) and Transformative Internship Program (TIP). Neither program is used often by departments, so DHRD is creating a simpler, easier to manage program that will be launching in Summer 2022. This program will run for 8 weeks during the summer, 40 hours per week, and be made available to high school and college students eligible to work in the State of Hawaii. Following the successful completion of the 8-week program, the pathway options for the students include: returning to school in the Fall, continuing in the same position with less than 19.5 hours per week to accommodate a school schedule, continuing as a STIP intern, if the department offers the program, or if qualified, applying for a vacant entry level/ Professional Trainee/89 day hire position.

Departments were surveyed to find out their interest in this 8-week program and were overwhelmingly supportive of a student program with a shorter time commitment and requested over 400 student helpers and interns for the summer program throughout the State and in various degrees of study. Survey Results can be found in appendix B.

## Office Assistant (OA) Pathway

In partnership with the Department of Education (DOE) and the University of Hawaii Community Colleges (UHCC), an Office Assistant (OA) II Pathway was developed in order to encourage high school graduates, who may not be interested in pursuing higher education, into a career pathway to pursue a career in State Government. High school graduates meet the minimum qualifications to be an OA II. The OA II program was piloted at Leilehua and Waipahu High Schools during the 2021 Summer.

The program started out with 18 students – 13 passed, two failed, and three withdrew during the course. The students gave great feedback and truly enjoyed the course and what they learned, knowing it will help them in any position that they wish to apply for. Three students were interested in applying for State positions upon the completion of the program. The other students’ decisions were split between a different type of job or attending college.

One of the struggles with a program like this is encouraging the State agencies to downgrade their positions to accept an OA II qualified employee. The program offered curriculum relevant to OA II duties and each participant received a certificate upon completion of the program, which should reassure departments that they will be getting qualified candidates if they were to recruit at a lower level to accept these certified graduates. Some departments have determined that the OA III is the most appropriate entry level position for this type of work which creates a disconnect in finding positions for these candidates.

Nonetheless, professional connections were made and the UHCC professor contacted DHRD weeks later come do an introductory course on how to apply for State Government. DHRD recognizes that college students were much more interested in applying for State jobs, and those students would qualify for the OAll level position, providing the opportunity to get their foot in the door. DHRD is looking at continuing this program since it brings value to our students and will continue working on encouraging departments to hire at the OAll level.

### *Leadership Program*

DHRD currently offers two levels of leadership programs which include a series of trainings centered on identifying and preparing current and future leaders for the State of Hawaii's workforce. Currently, DHRD is working to launch the third level in the program, which builds upon each other and each successive level requires completion of the previous level.

The first level, Emerging Leaders, is open to all State of Hawaii employees and continues blended offerings of both on-demand and class material which has been moved to the virtual environment for now.

The second level, Experienced Leaders was launched in January 2021 for State of Hawaii employees who have completed the Emerging Leaders program, also features a blended approach, utilizing both on-demand and virtual classroom learning. This curriculum builds upon the foundation of topics covered in the emerging leader category, shining a spotlight on application of higher skills that must be applied in more complex leadership situations: Leading Change, Difficult Coaching Conversations, etc.

The third and newest addition to DHRD's Leadership Program will be Kuana'ike, which is designed to provide continued development for high-potential leaders who have completed the Experienced Leader program, have been nominated by their supervisor or Director, and selected to participate. This program builds upon the previous two programs by moving into the level of leadership where designing and executing a vision and mission for a team is expected, leading leaders, and coaching coaches. We are also taking a more "global" approach in this curriculum by broadening the participant experience to multiple departmental exposures, partnerships with labor groups, as well as, with the Legislature, in hopes of building leaders who think and act collaboratively. DHRD will launch Kuana'ike in 2022 and will start with small cohorts of one employee per department. As the program gets refined, DHRD expects to offer multiple cohorts per year to ensure that our workforce is prepared and ready for the next challenges they may face.

Additionally, DHRD will be working to incorporate a Hawaiian cultural component throughout the employee development experience from new hire through the various leadership curriculum described. Our partners are the Native Hawaiian Hospitality Association (NaHHA), which we look forward to their contribution of bringing our rich culture into our State, aligning perfectly to enhance our curriculum at all levels.

### *New Class of Work*

Working with the Department of Accounting and General Services (DAGS), Department of Hawaiian Home Lands (DHHL), the Department of Health (DOH), and the Department of Transportation – Highways Division (DOT-Hwy), DHRD established a new class of work for the Project Manager I in August 2021. Since its establishment, the Department of Human Services (DHS) expressed an interest in this class of work and there were requests for a Project Manager Series, so a level II is being worked on by DHRD's Classification team.

### *Telework Policy Update*

The Executive Branch Telework Program Guidelines were initially developed by DHRD to ensure that the State would be prepared to continue its operations should a pandemic crisis occur and provide departments with the ability to offer its employees the opportunity to telework on a part-time basis. Although the telework policy was in place for several years, only a small percentage of employees were teleworking prior to the COVID-19 pandemic.

The COVID-19 pandemic prompted the State to issue “stay-at-home” orders and social distancing measures to mitigate the spread of the virus, which required the State to pivot quickly to allow employees the flexibility to carry out their job duties while working remotely. As a result, the COVID-19 Interim Telework Exception Guide was issued to allow employees to temporarily telework during the public health emergency. The COVID-19 Interim Exceptions Guide made exceptions to the Telework Program Guidelines, by removing the eligibility criteria to enable employees on probationary status to telework; removing the criteria that telework is not a substitute for dependent care to allow employees to care for their children and/or elderly family members during school/adult daycare closures while teleworking; and creating a simpler Telework Agreement form.

Once the “stay-at-home” order was lifted, departments could start to transition their employees back to the workplace but were encouraged to continue to allow their employees to telework to ensure that their workplaces and employees are safe. The COVID-19 pandemic has taught us that telework is an important tool for safely and efficiently delivering critical services to the public during emergencies. It also has prompted significant interest in teleworking as an alternative work arrangement and employers are now embracing telework as the “new normal” to continue business operations as variants of the virus continues to disrupt normal operations.

In June 2020, DHRD was approached to participate in a joint project with the other State agencies and the City and County of Honolulu through a partial grant from the Oahu Metropolitan Planning Organization and the City’s Department of Transportation to gather and review the telework experiences of its employees during the peak of the public health emergency. The goal of the Work Where You Live (WWYL) study was to assist the State and City in formulating and promoting telework policies that provide employees with expanded choices and flexibility to work from home, based on the results and recommendations of the consultant.

DHRD is currently in the process of updating the Telework Program Guidelines, taking into consideration the recommendations and best practices of other government agencies that were provided by the WWYL consultant as well as lessons learned over the course of the COVID19 pandemic. Once the amendments are made to the document, DHRD will then start the consultation process with the unions before implementing a new policy for Executive Branch employees.

### *Non-Paid Work Experience Program*

The Veterans Affairs Office had approached DHRD a few years ago to help establish a Non-Paid Work Experience Program for veterans who have completed their schooling but need work experience to qualify for jobs. The Executive Branch had participated in this program years ago and the VA is working with renewed interest to re-establish and expand placements of veterans.

DHRD, the Department of Labor and Industrial Relations (DLIR), and Enterprise Technology Services (ETS) have agreed to participate in a pilot program. The veteran will not be taking a civil service position but will be doing work equivalent to a civil service job to gain the experience needed for their future. After matching the veteran to the state department and job, the veteran will be a full-time employee for six months to one year, paid by the VA. The State will provide experience, mentoring, and teaching for



the veteran. At the end of the program, the veteran can apply for a job (with the State or not) now that they have some applicable work experience on their resume.

As of December 1, 2021, we are waiting for the VA to screen and provide resumes to our departments so that they may conduct interviews and get veterans places in this program and with matching State agencies. Should this experience be positive and successful for both the State and the veterans, DHRD will look at expanding the pilot program and encouraging other departments to participate.

## Vacancies by Class of Work in Executive Branch

The State of Hawaii continues to have a high number of vacant positions in specific classes of work, the data shows the need to ramp up recruitment and retention efforts for these positions.

**Table 6: Largest Vacancies by Class of Work/Series**

Position Title	Number Vacant	% of Total
Office Assistant I, II, III, IV, V	408	9.39%
Adult Corrections Officer Recruit	177	4.07%
Human Services Professional I, II, III, IV, V, VI	135	3.11%
Adult Corrections Officer III, IV, V, VI, VII	131	3.01%
Engineer I, II, III, IV, V, VI	106	2.44%
Registered Nurse II, III, IV, V, VI	103	2.37%
Eligibility Worker I, II, III, IV, V	102	2.35%
Janitor I, II, III	100	2.30%
General Laborer I, II, III	89	2.05%
Secretary I, II, III, IV	83	1.91%
Information Technology Band A, B, C, D	67	1.54%
UI Call Center Representative	60	1.38%
Library Assistant III, IV	59	1.36%
Program Specialist III, IV, V, VI	57	1.31%
Investigator I, III, IV, V, VI	54	1.24%
Environmental Health Specialist II, III, IV, V, VI	48	1.10%
Librarian III, IV, V, VI	48	1.10%
Respite Companion	48	1.10%
Account Clerk II, III, IV, V	47	1.08%
Unemployment Insurance Specialist I, III, IV, V, VI	45	1.04%
Conservation & Resources Enforcement Officer I, III, IV	43	0.99%
Social Worker II, III, IV, V, VI	39	0.90%
Visitor Information Program Assistant I, II, III	39	0.90%
Accountant I, III, IV, V	38	0.87%
Employment Service Specialist I, II, III, IV, V	36	0.83%
Planner IV, V, VI, VII	31	0.71%
Human Resources Assistant II, III, IV, V	31	0.71%
Social Service Assistant IV, V	30	0.69%
Unemployment Insurance Assistant III, IV, V, VI, VII	30	0.69%

*HRMS Vacancy Report data as of November 1, 2021.*

## Recommendations

The Act 57 Annual Report submitted to the 2021 Legislature identified 46 vacant positions in the Executive Branch that had remained unfilled for 10 years or more. Of that number only three were abolished in the State Budget, Act 088 (SLH 2021). This year the report identifies the number of positions that have been vacant for five years or more, as of December 1, 2021.

In June 2021, each Executive Branch department was provided a list of their vacant positions that have been sitting unused for more than five years. As DHRD continued discussions with departments and reviewed their justifications for those vacancies, many positions were still showing up in the HR system even though they had been abolished several years prior. Departments were then asked to clean up their entries to reflect accurate position counts.

As of December 1, 2021, 175 civil service positions that have been vacant for five years or more remain on the books.

**Table 7: Count of Executive Branch Positions Vacant Over Five Years**

AGR	AGS	DEF	EDN	HHL	HMS	HTH	LBR	LNR	PSD	TRN	TOTAL
1	2	2	8	14	49	30	17	8	8	30	175

109 of these positions are in the process of recruiting, re-organizing, or are awaiting approval to hire. This leaves 66 vacant positions recommended for abolishment.

The specific position titles and departmental justifications for these vacancies that are recommended for abolishment can be found in appendix C.

## Conclusion

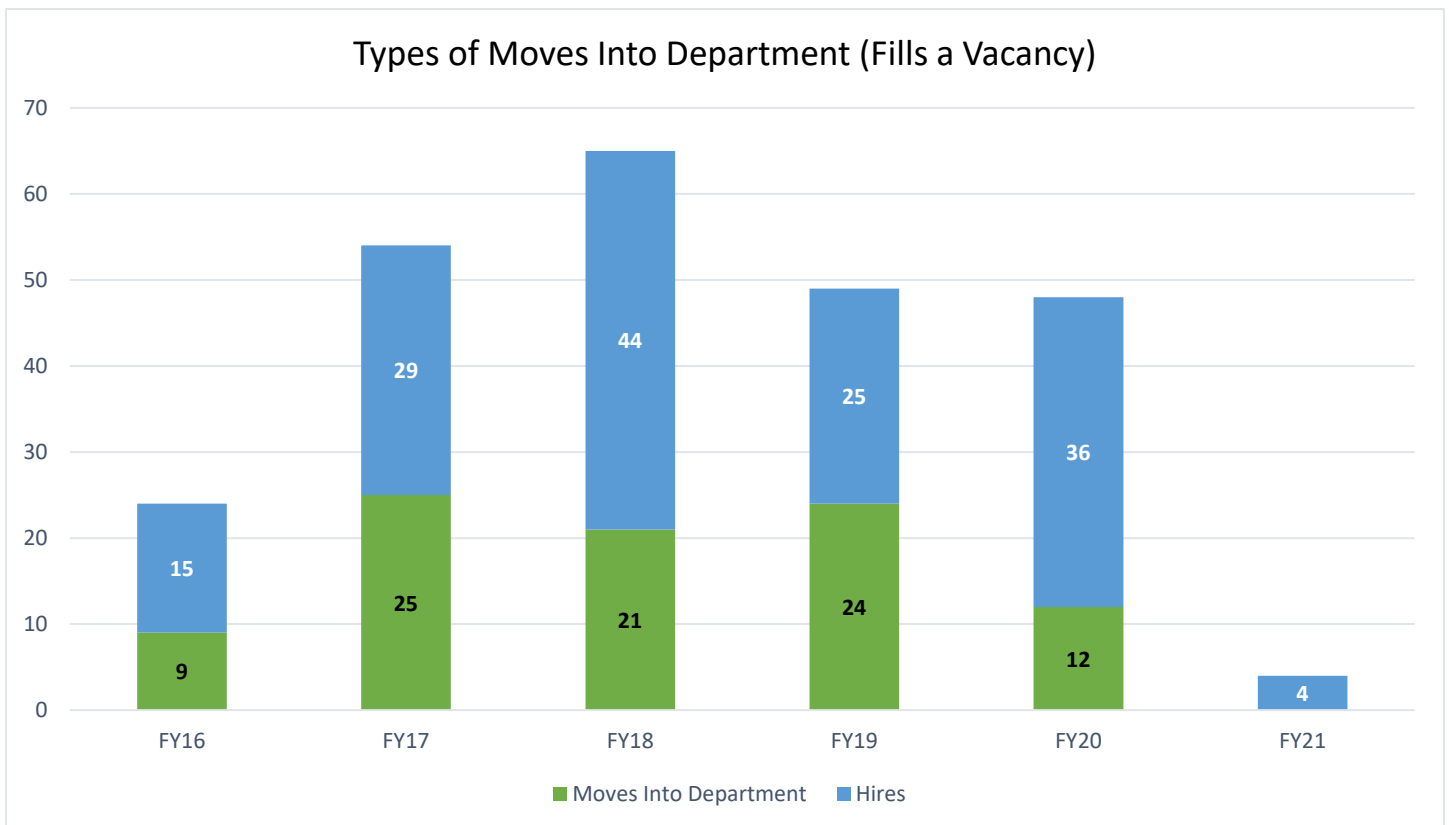
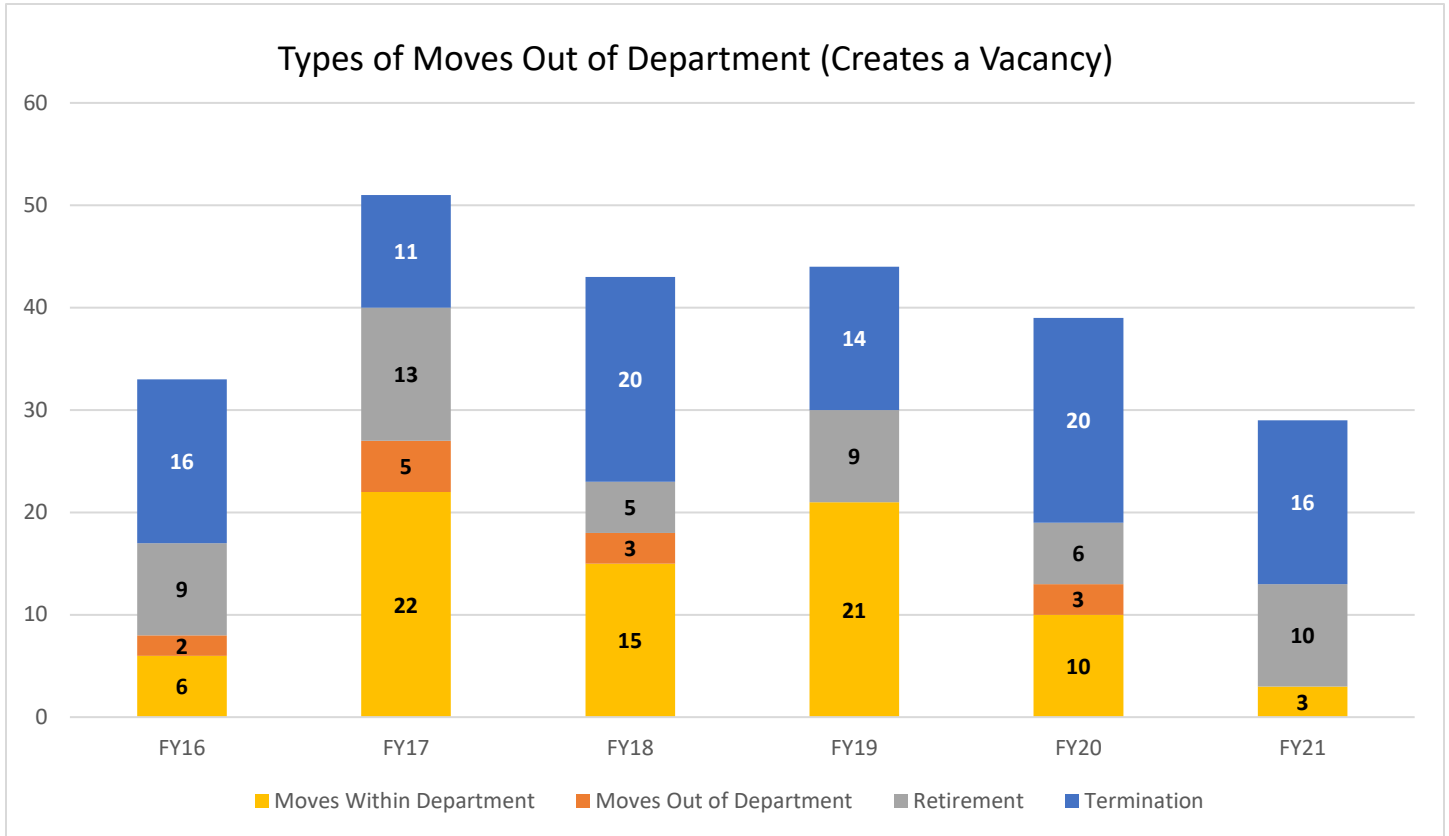
2021 was spent recovering from a very difficult 2020 for the State of Hawaii Executive Branch. Current vacancies with no funding were eliminated in the 2021 - 2023 biennium budget, and many departments are asking that integral positions be restored in the supplemental budget this year.

The Executive Branch still faces a workforce that is 15-30% eligible to retire every year for the next five years. Institutional knowledge is crucial in an organization the size of the Executive Branch and all that knowledge will leave with the retiring employee if succession plans aren't being created and promotional growth opportunities aren't available for state employees.

DHRD is committed to creating and providing value to the State of Hawaii Executive Branch, by supporting agencies with their human resources needs, and supporting employees with opportunities for professional development.

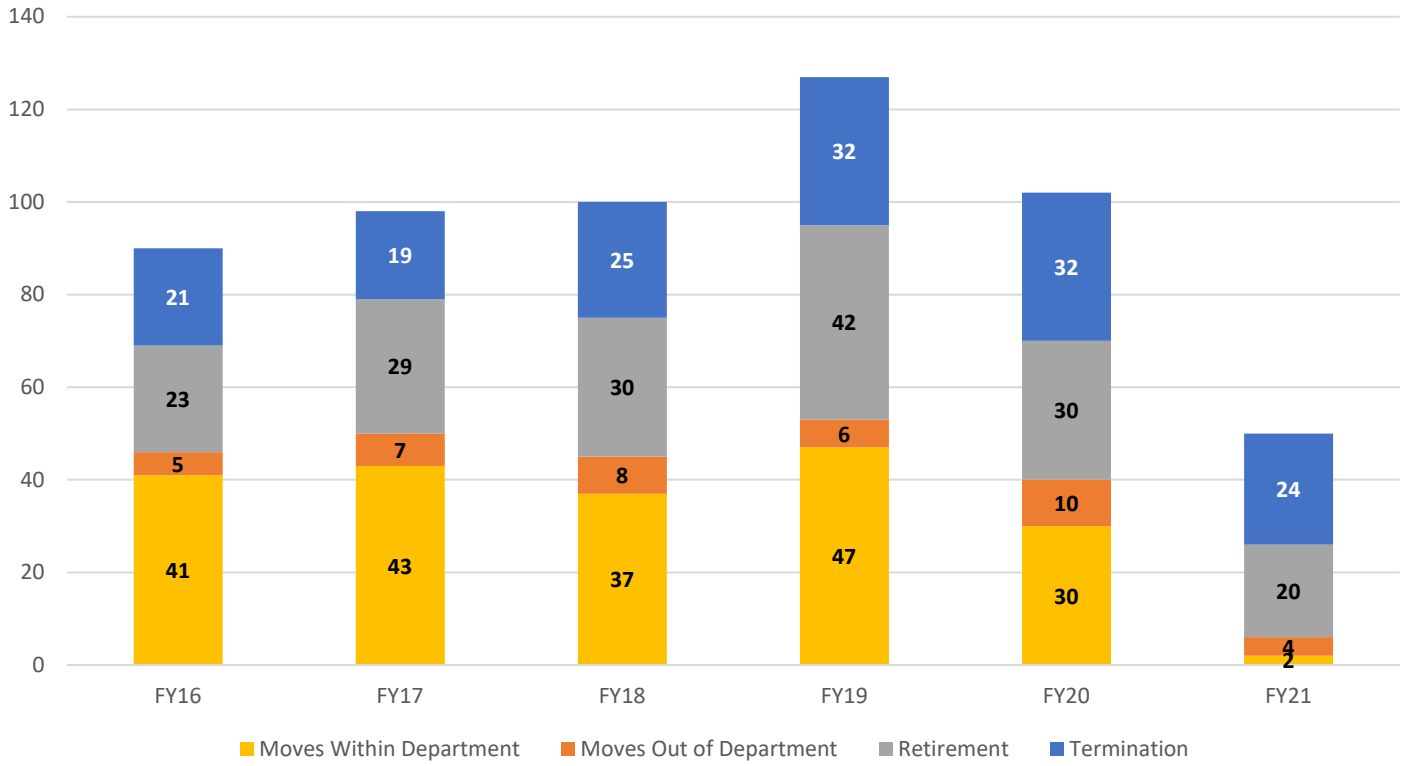
## **APPENDIX A**

## DEPARTMENT OF AGRICULTURE (AGR)

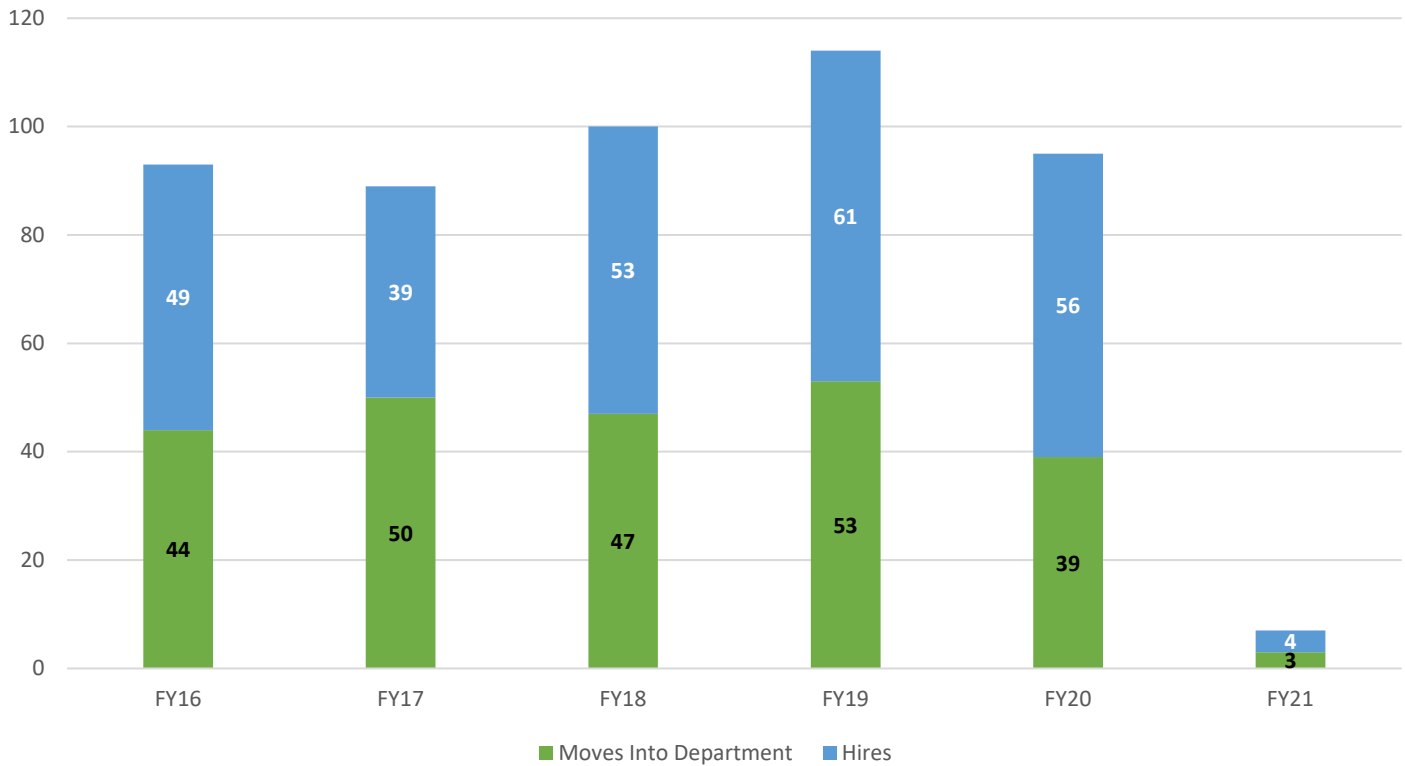


## DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES (AGS)

### Types of Moves Out of Department (Creates a Vacancy)

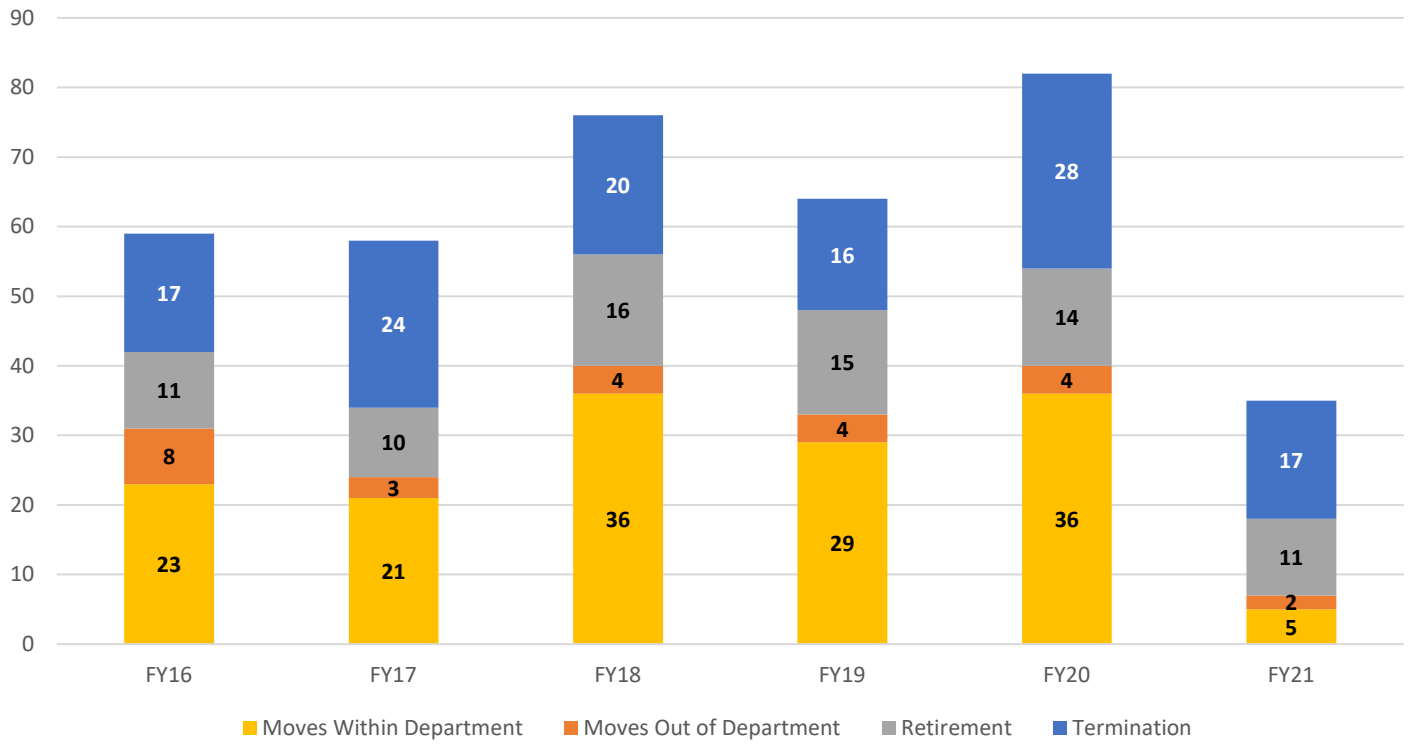


### Types of Moves Into Department (Fills a Vacancy)

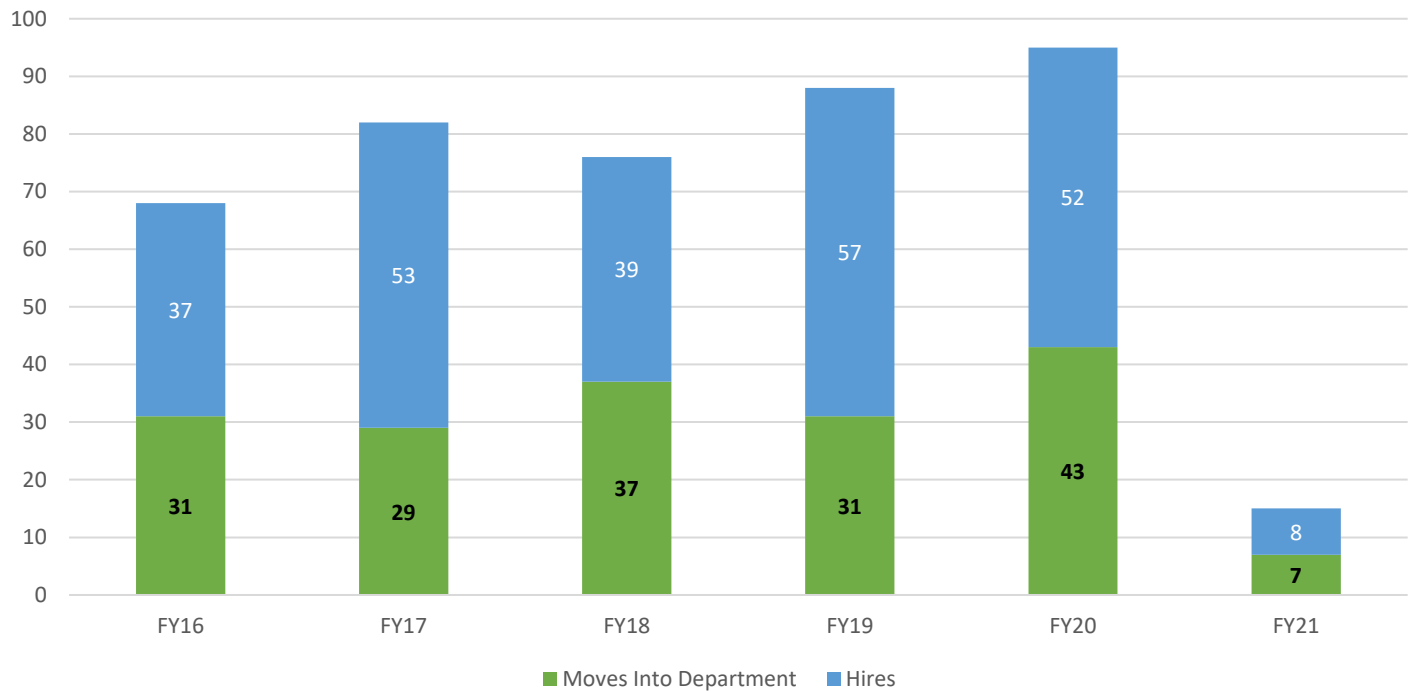


## DEPARTMENT OF THE ATTORNEY GENERAL (ATG)

### Types of Moves Out of Department (Creates a Vacancy)

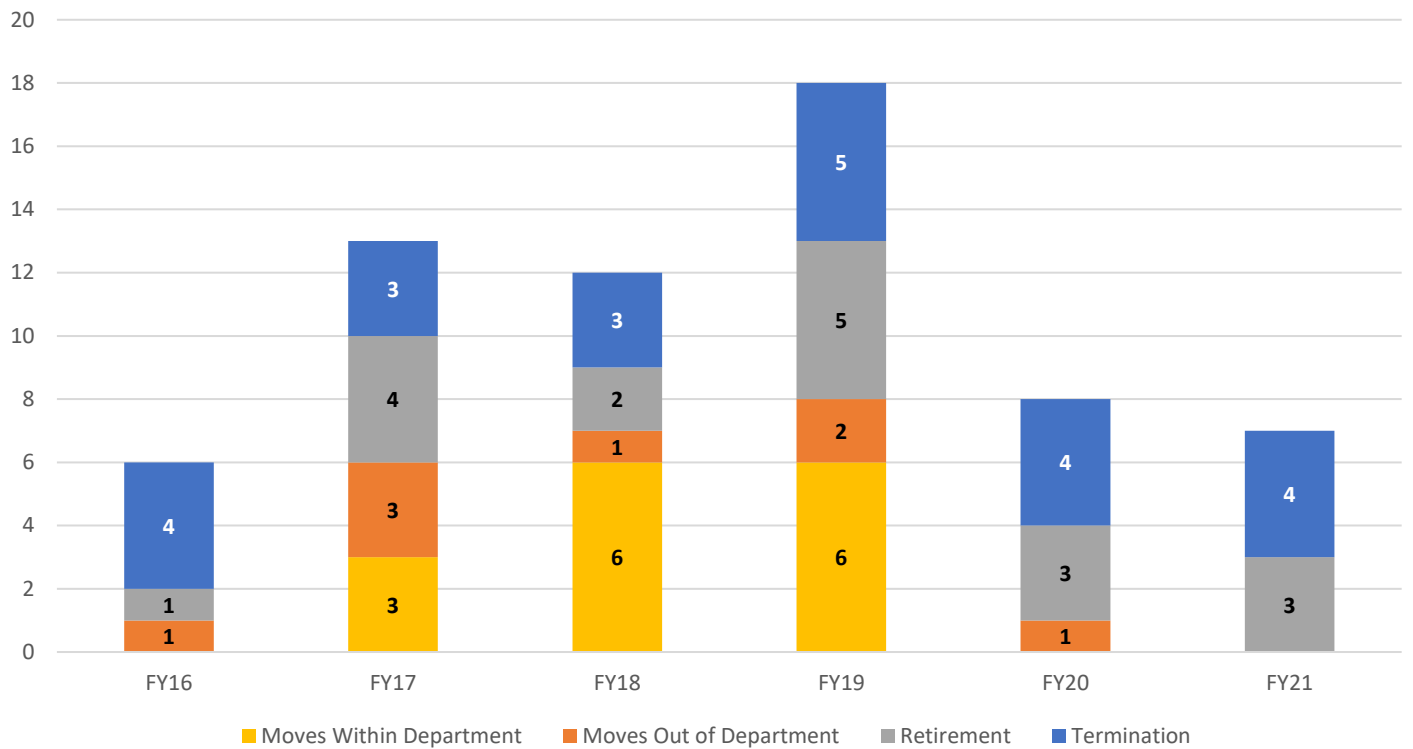


### Types of Moves Into Department (Fills a Vacancy)

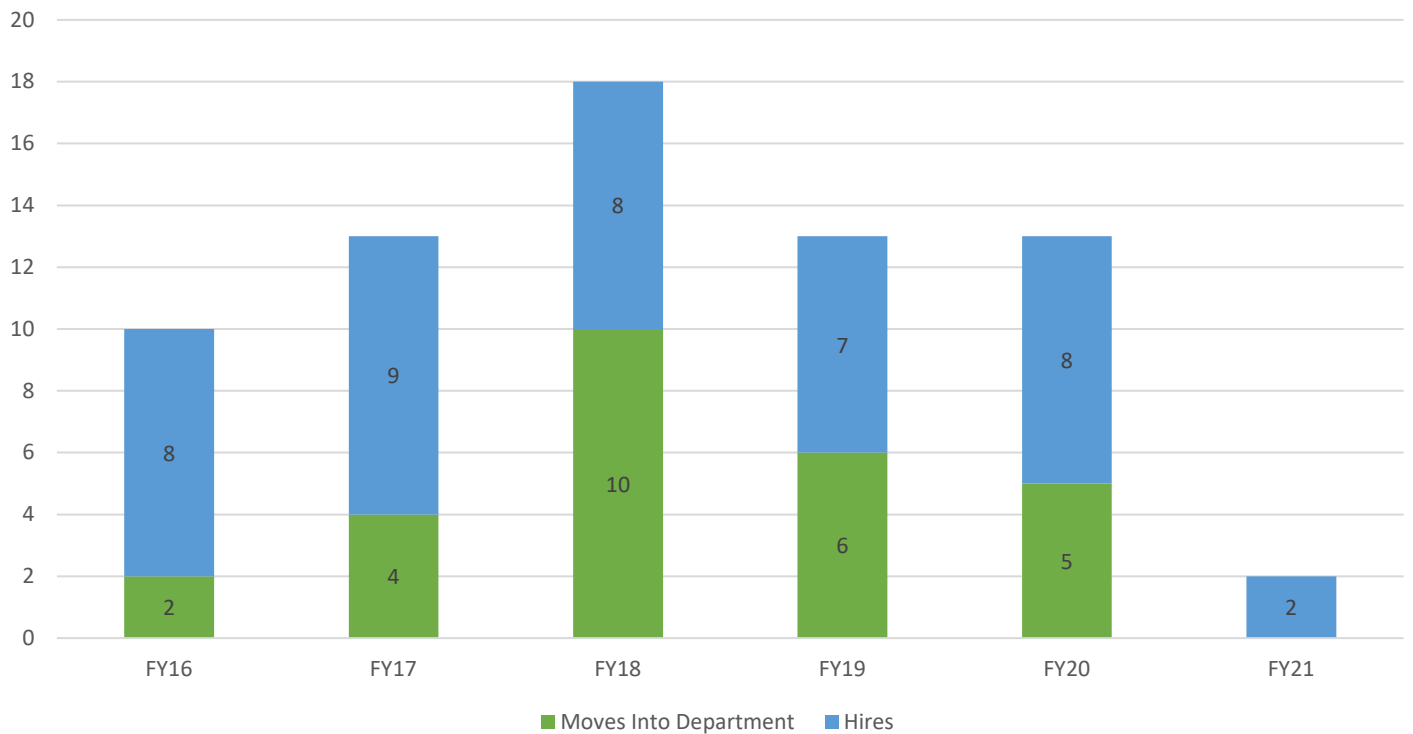


## DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM (BED)

### Types of Moves Out of Department (Creates a Vacancy)

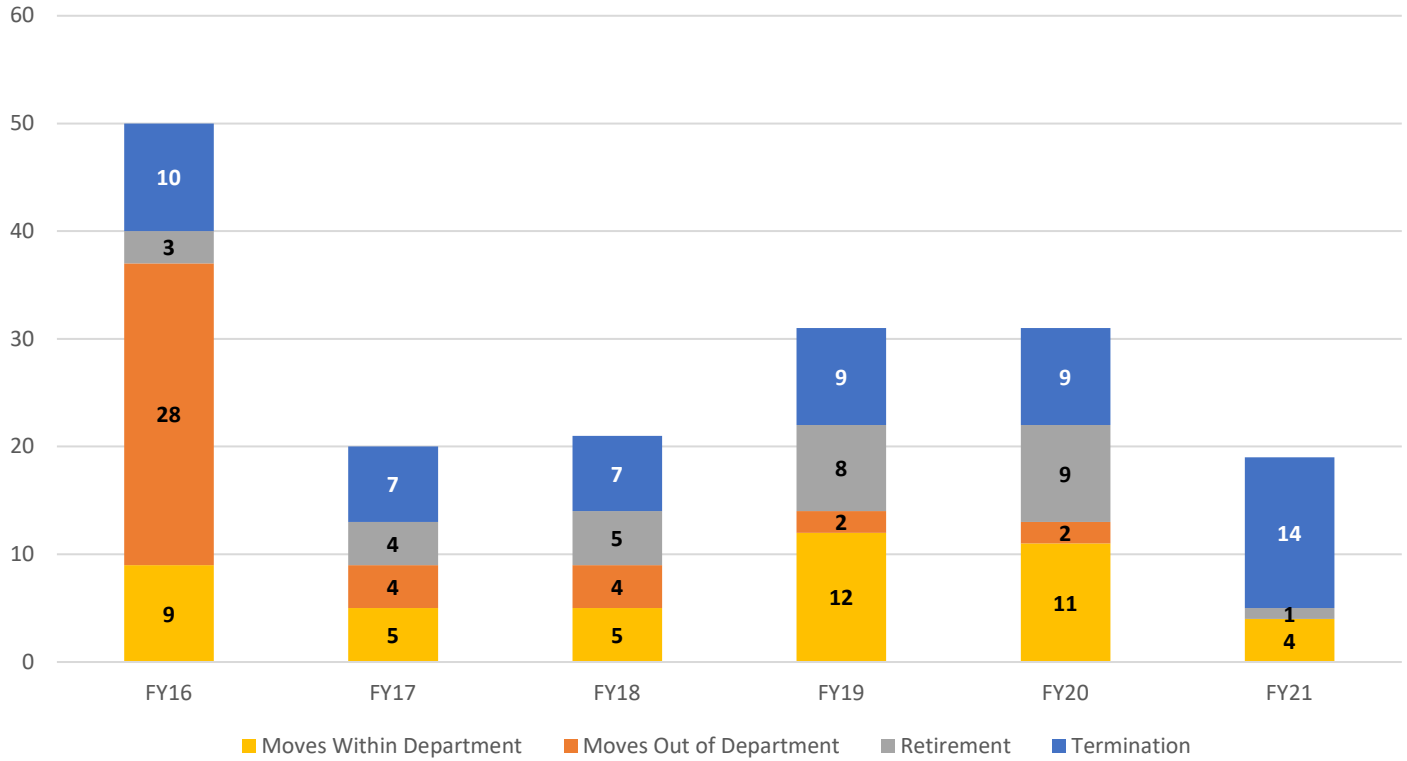


### Types of Moves Into Department (Fills a Vacancy)

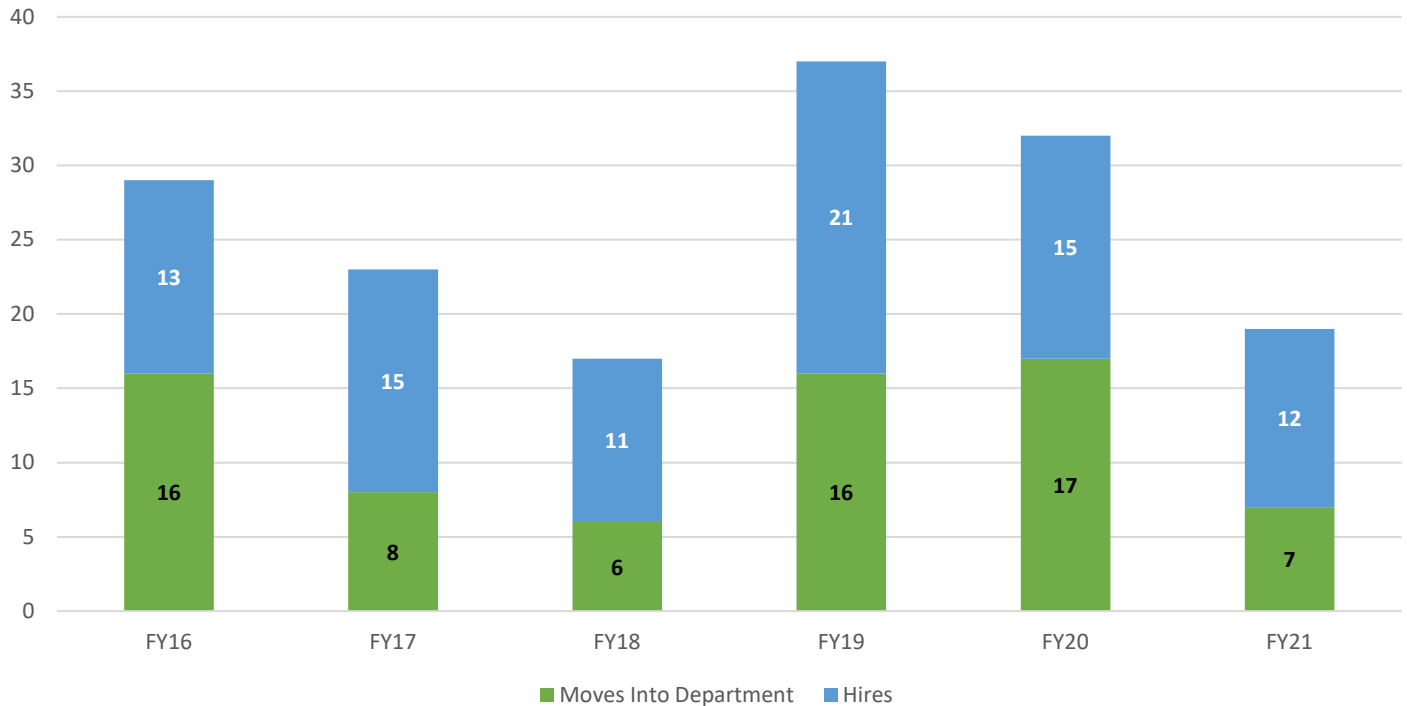


## DEPARTMENT OF BUDGET AND FINANCE (BUF)

### Types of Moves Out of Department (Creates a Vacancy)



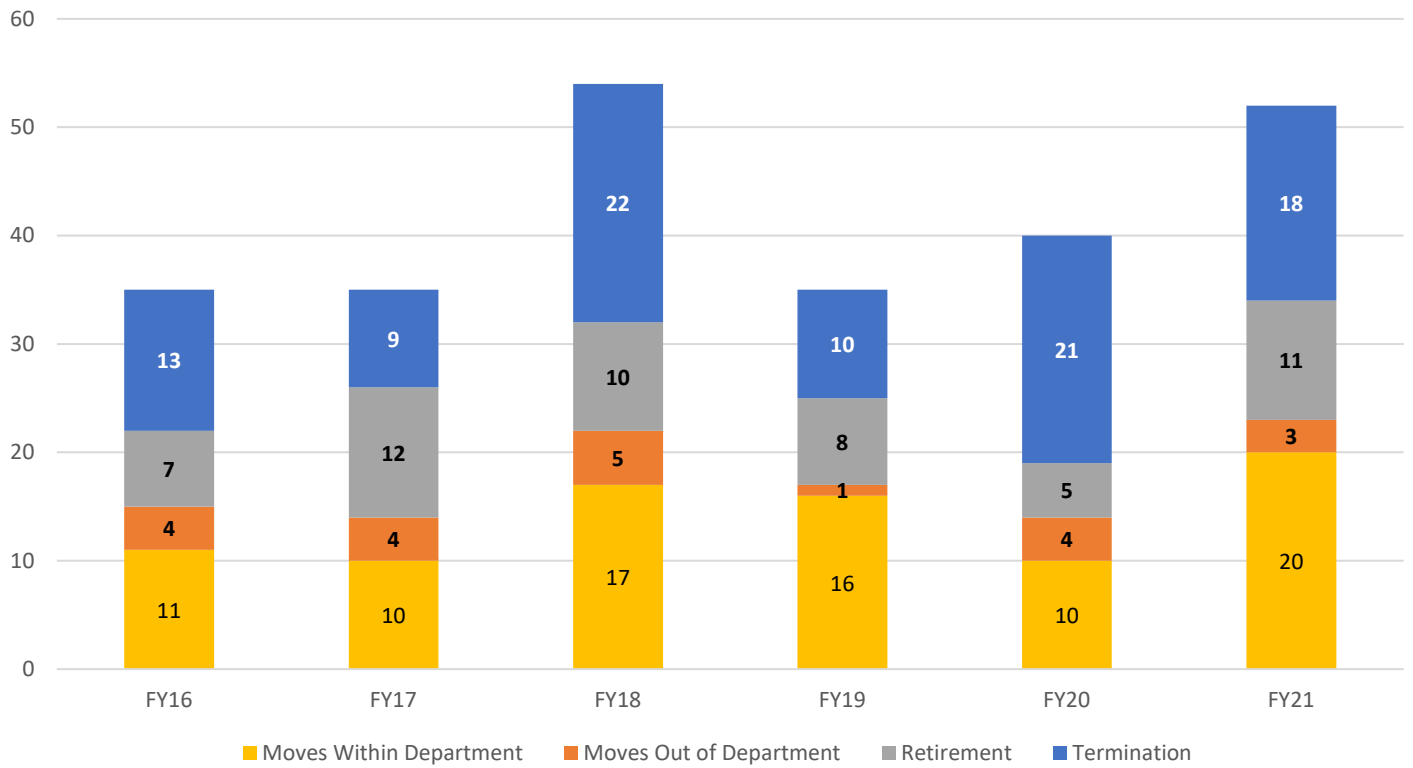
### Types of Moves Into Department (Fills a Vacancy)



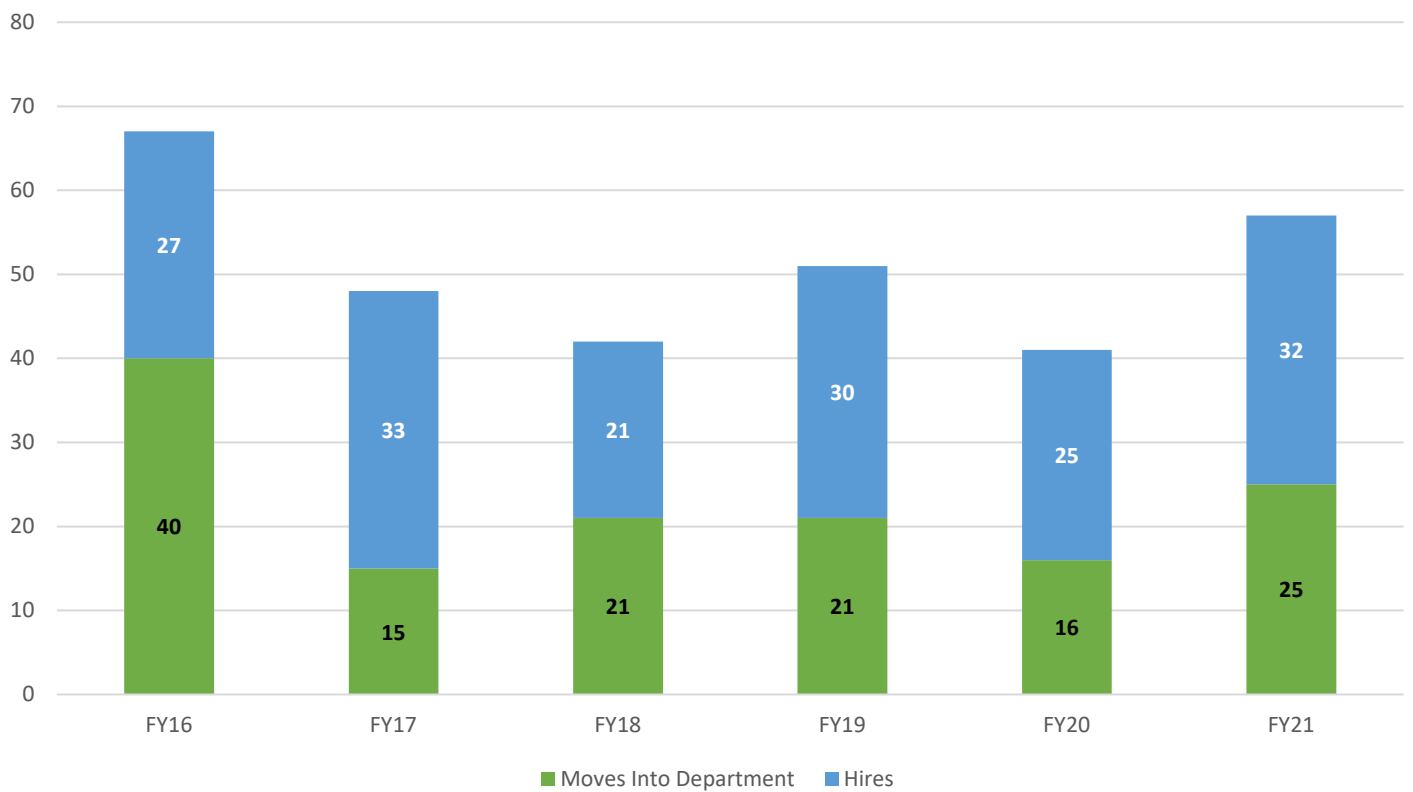


## DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS (CCA)

### Types of Moves Out of Department (Creates a Vacancy)

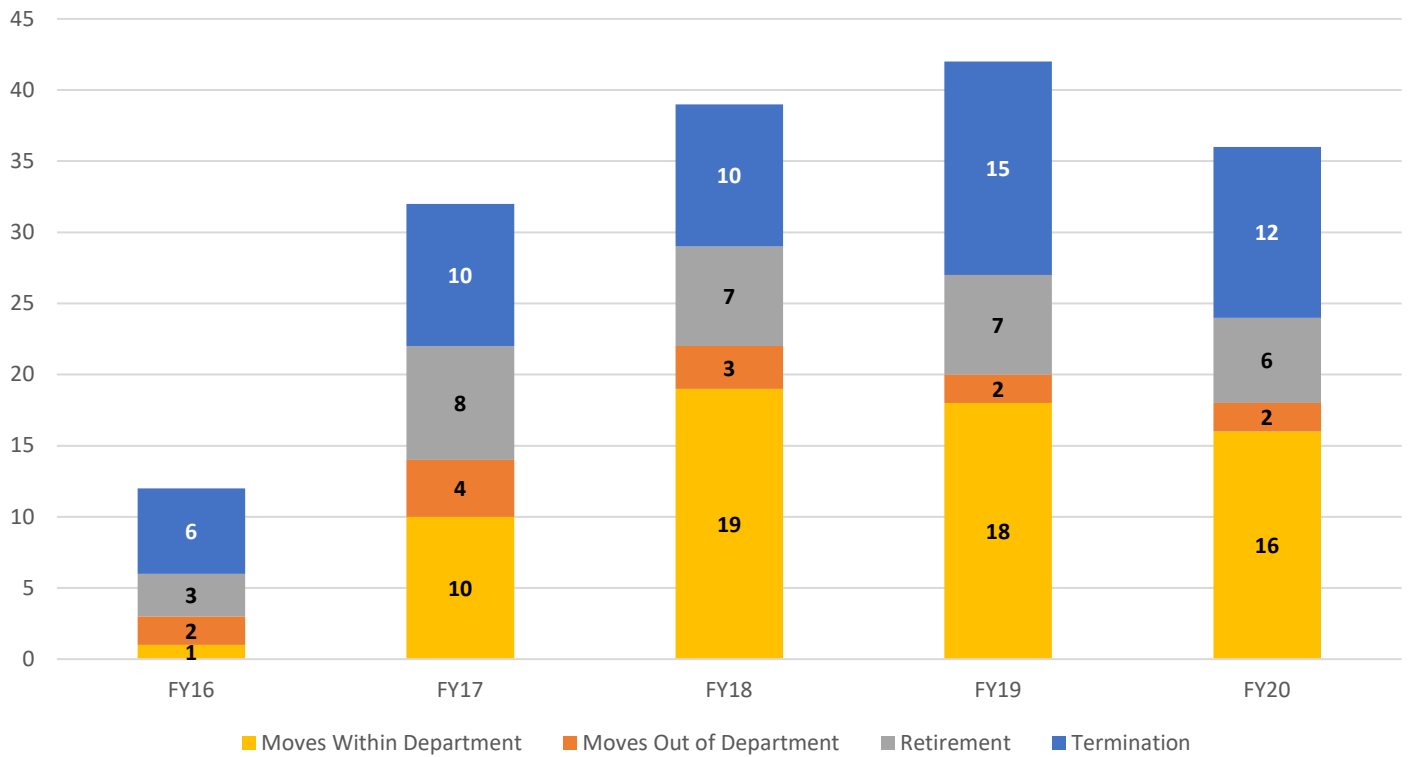


### Types of Moves Into Department (Fills a Vacancy)

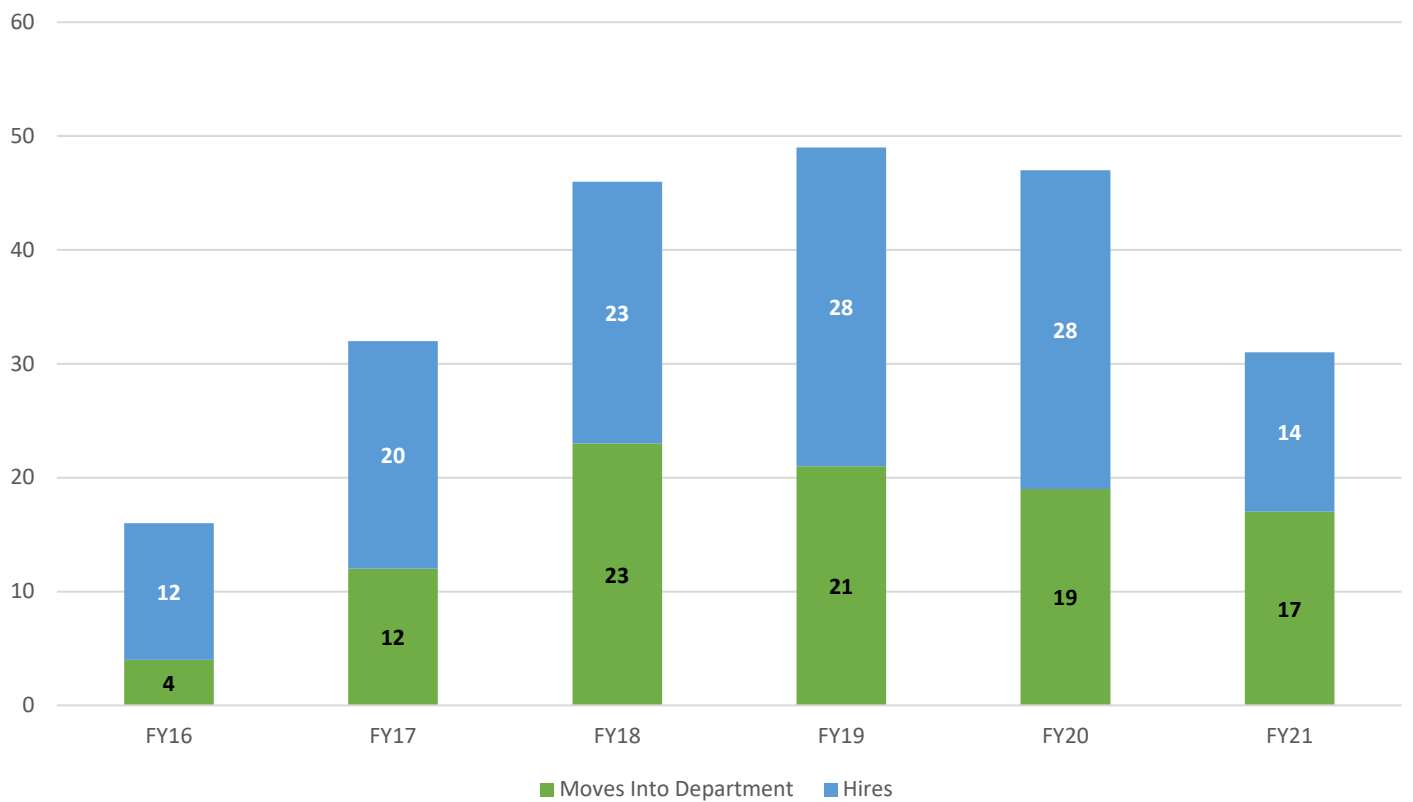


## DEPARTMENT OF DEFENSE (DEF)

### Types of Moves Out of Department (Creates a Vacancy)

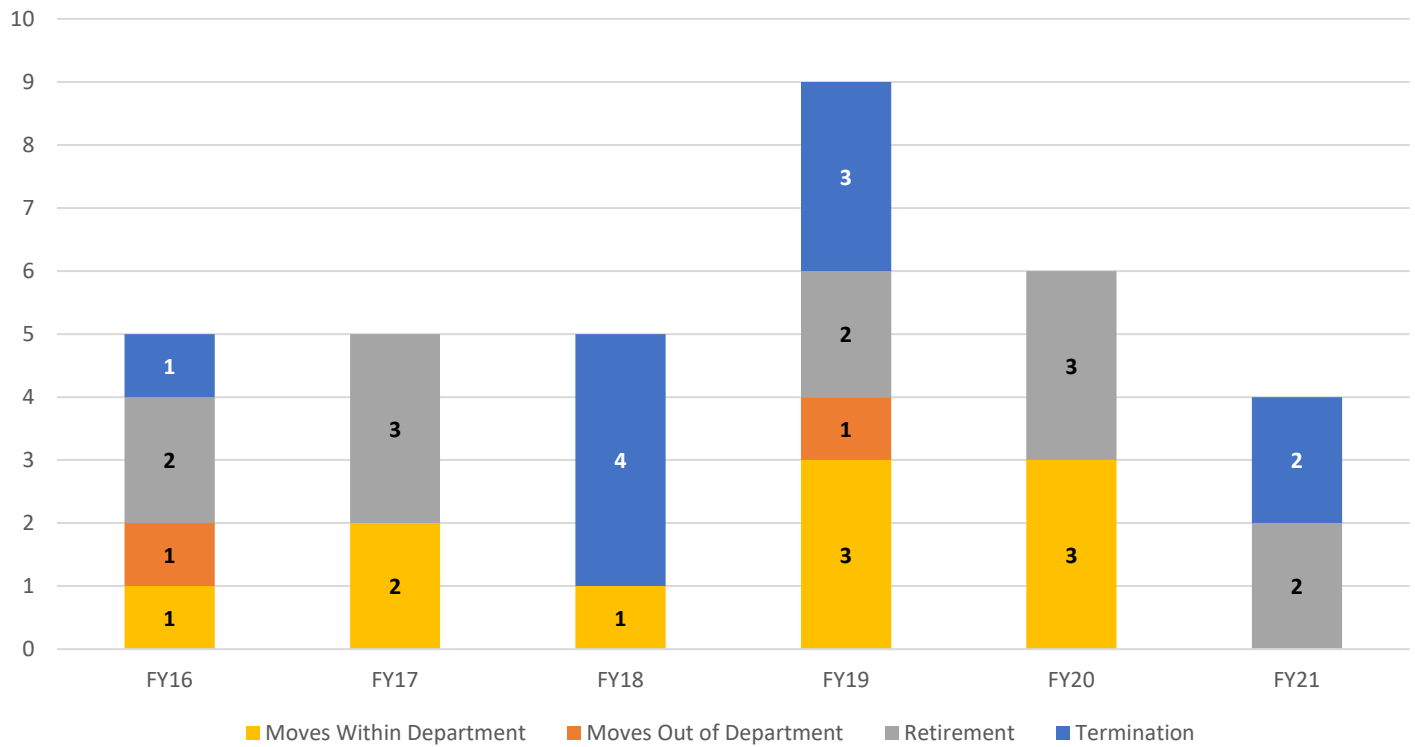


### Types of Moves Into Department (Fills a Vacancy)

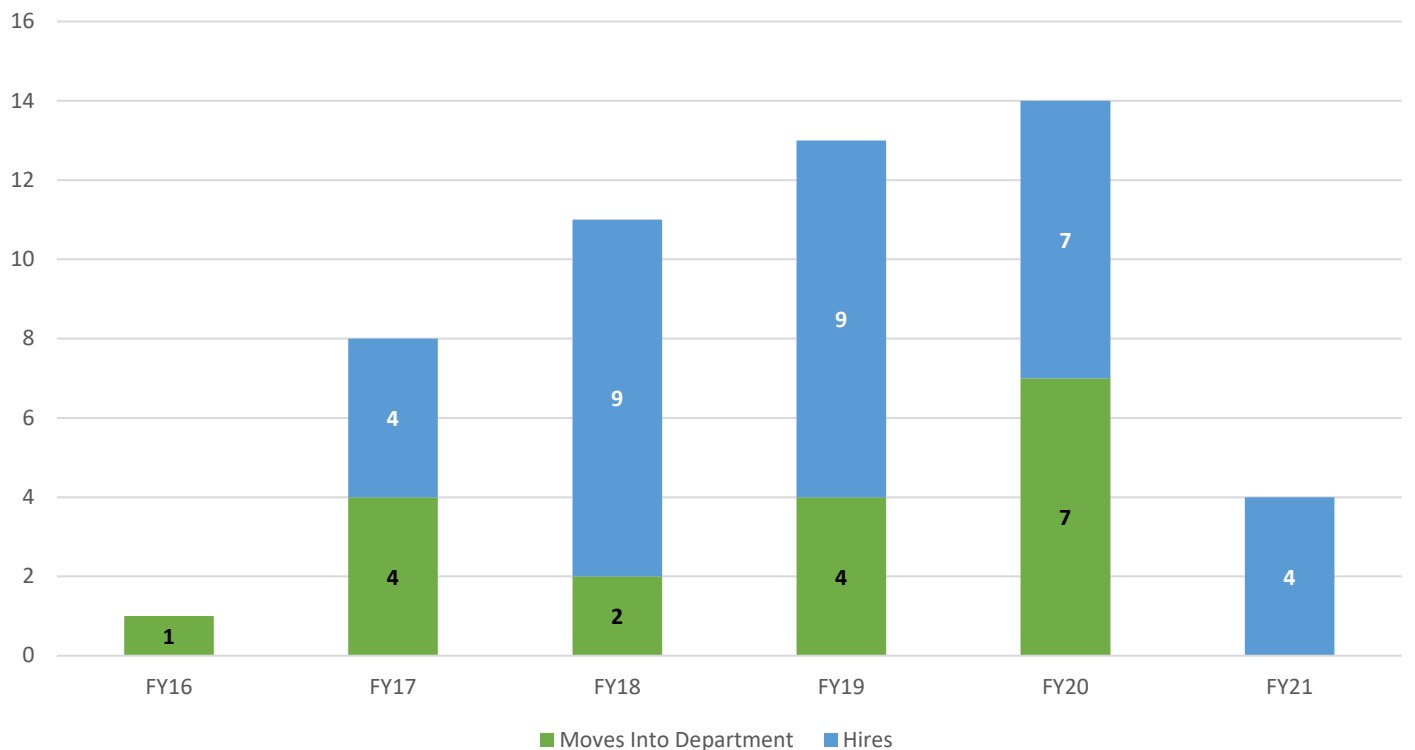


## DEPARTMENT OF HAWAIIAN HOME LANDS (HHL)

### Types of Moves Out of Department (Creates a Vacancy)

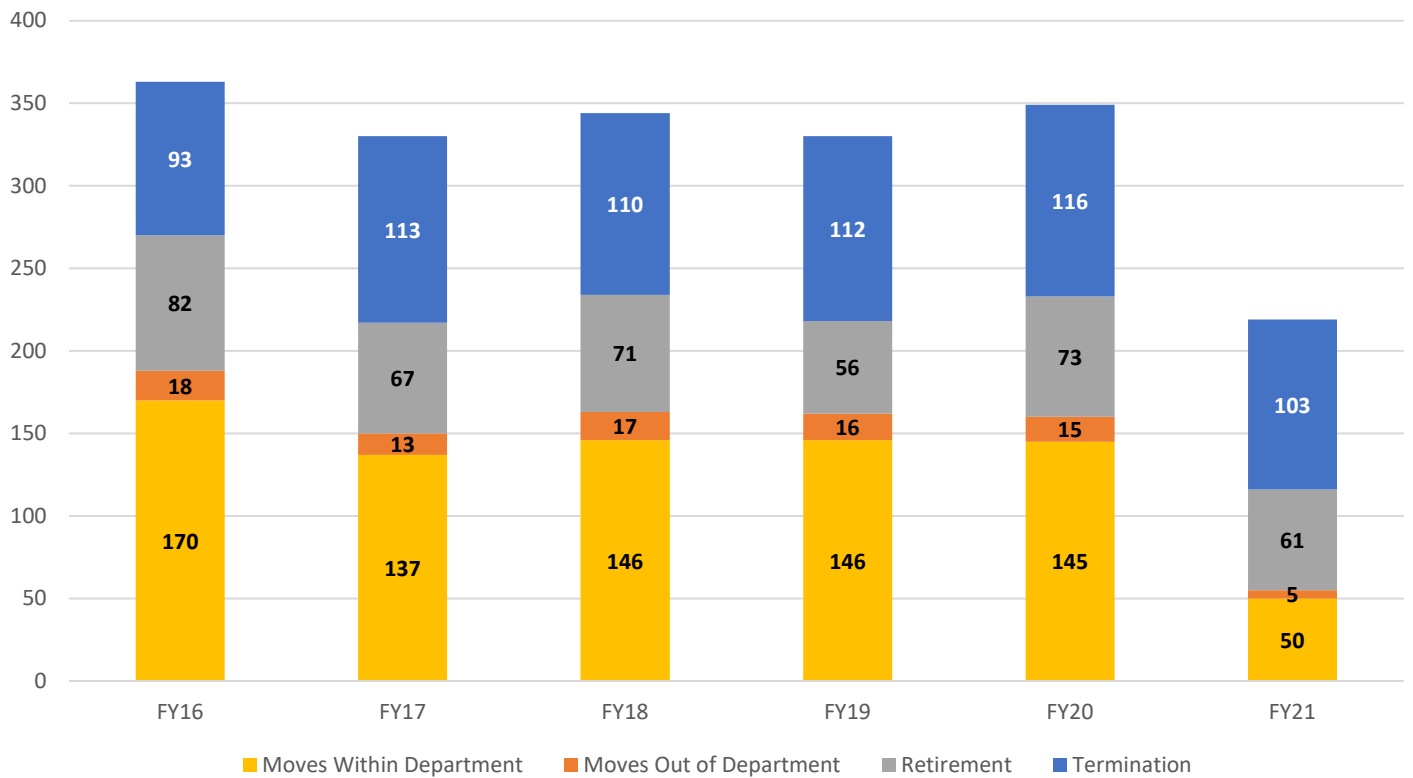


### Types of Moves Into Department (Fills a Vacancy)

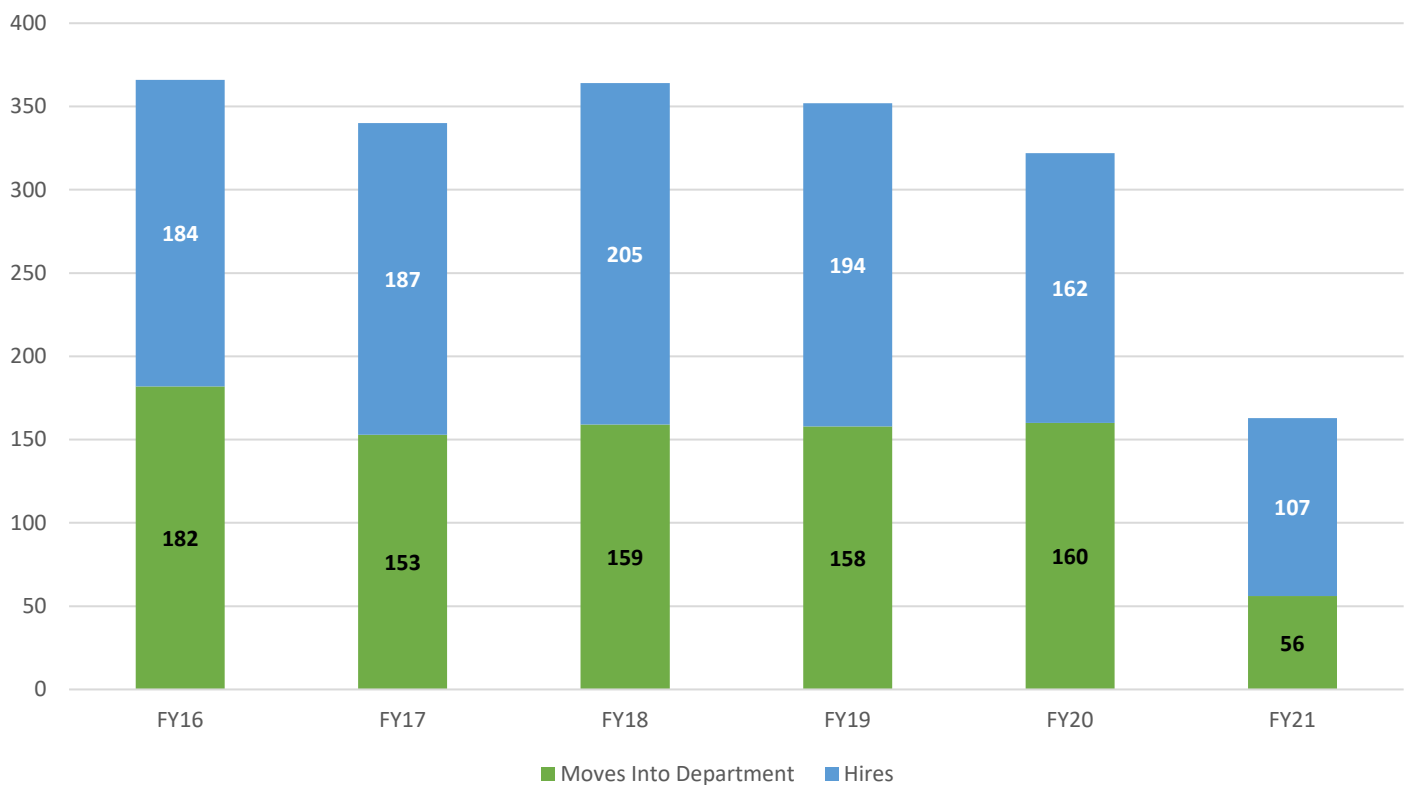


## DEPARTMENT OF HUMAN SERVICES (HMS)

### Types of Moves Out of Department (Creates a Vacancy)

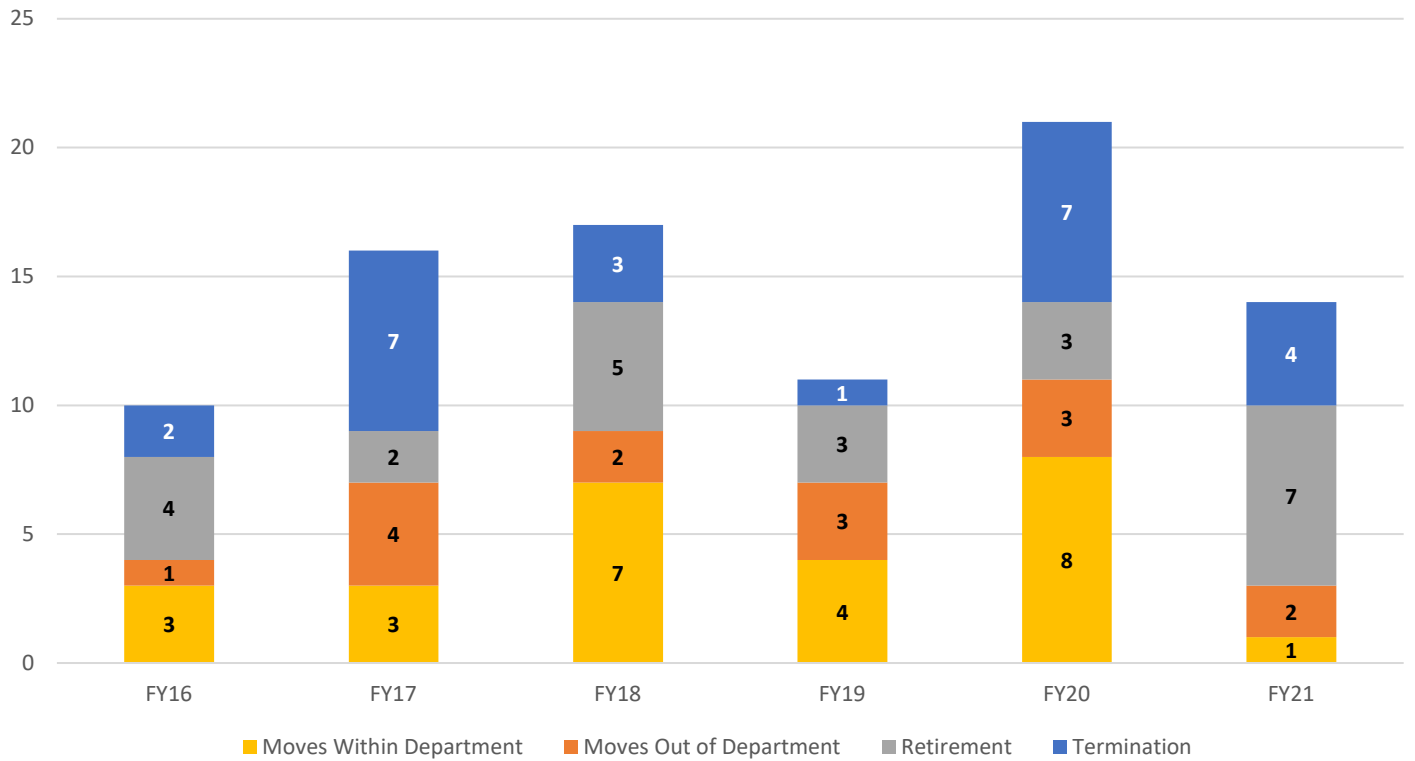


### Types of Moves Into Department (Fills a Vacancy)

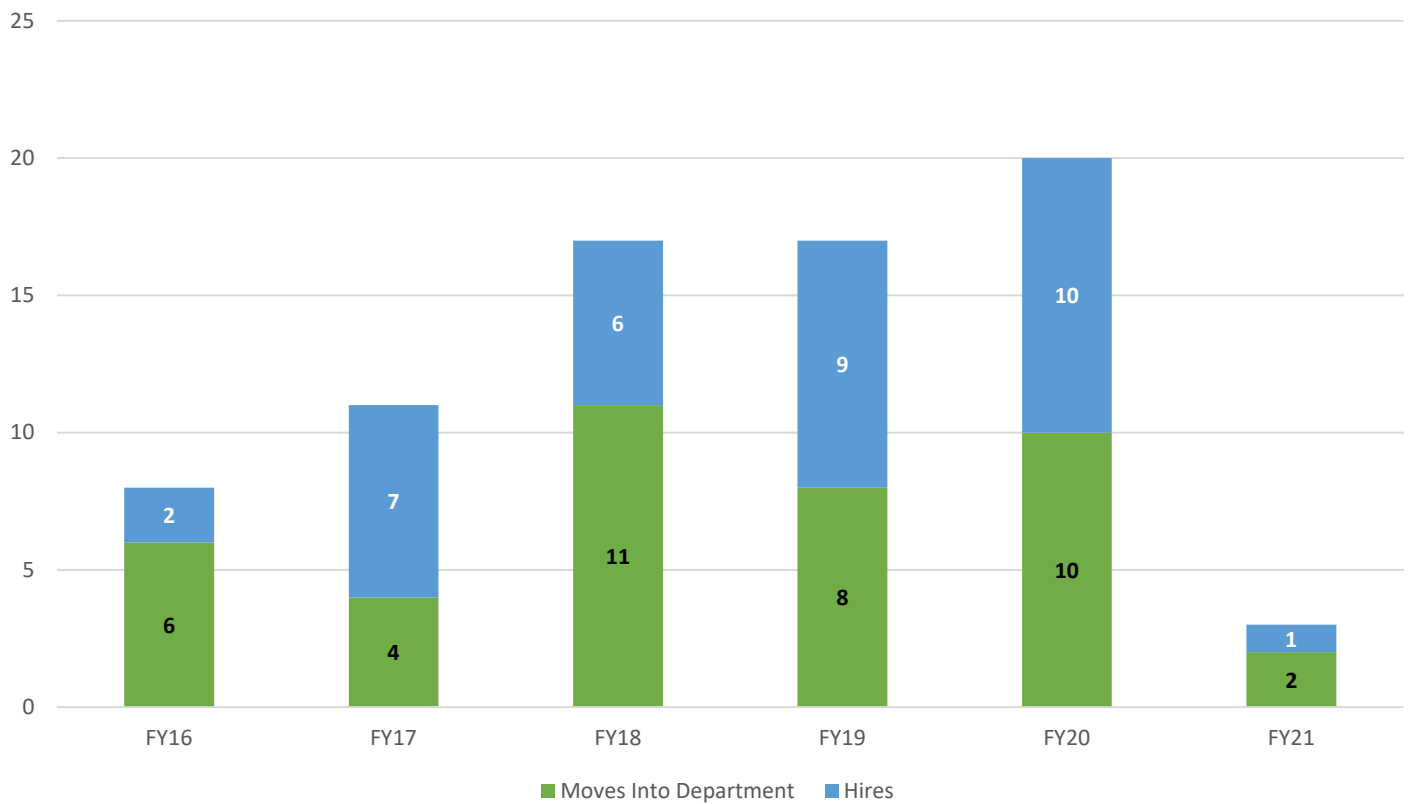


## DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT (HRD)

### Types of Moves Out of Department (Creates a Vacancy)

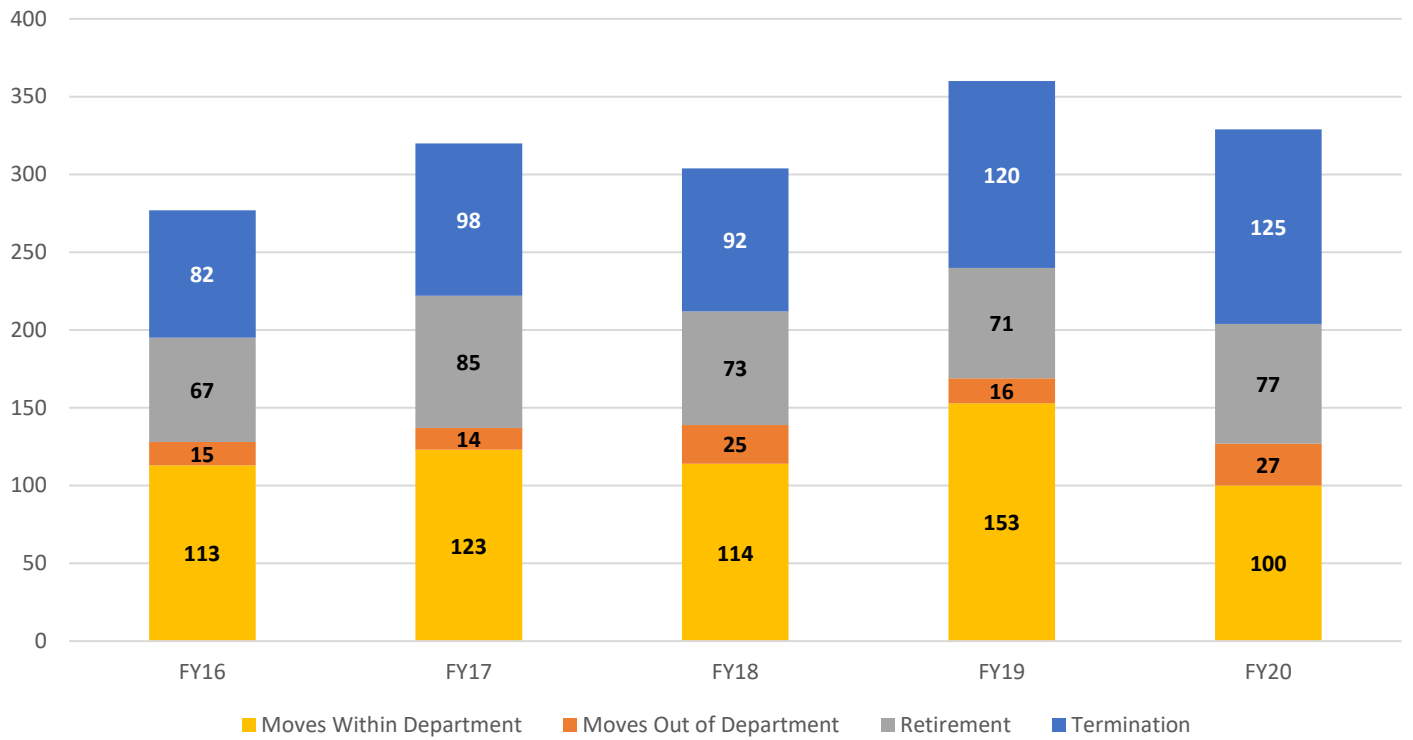


### Types of Moves Into Department (Fills a Vacancy)

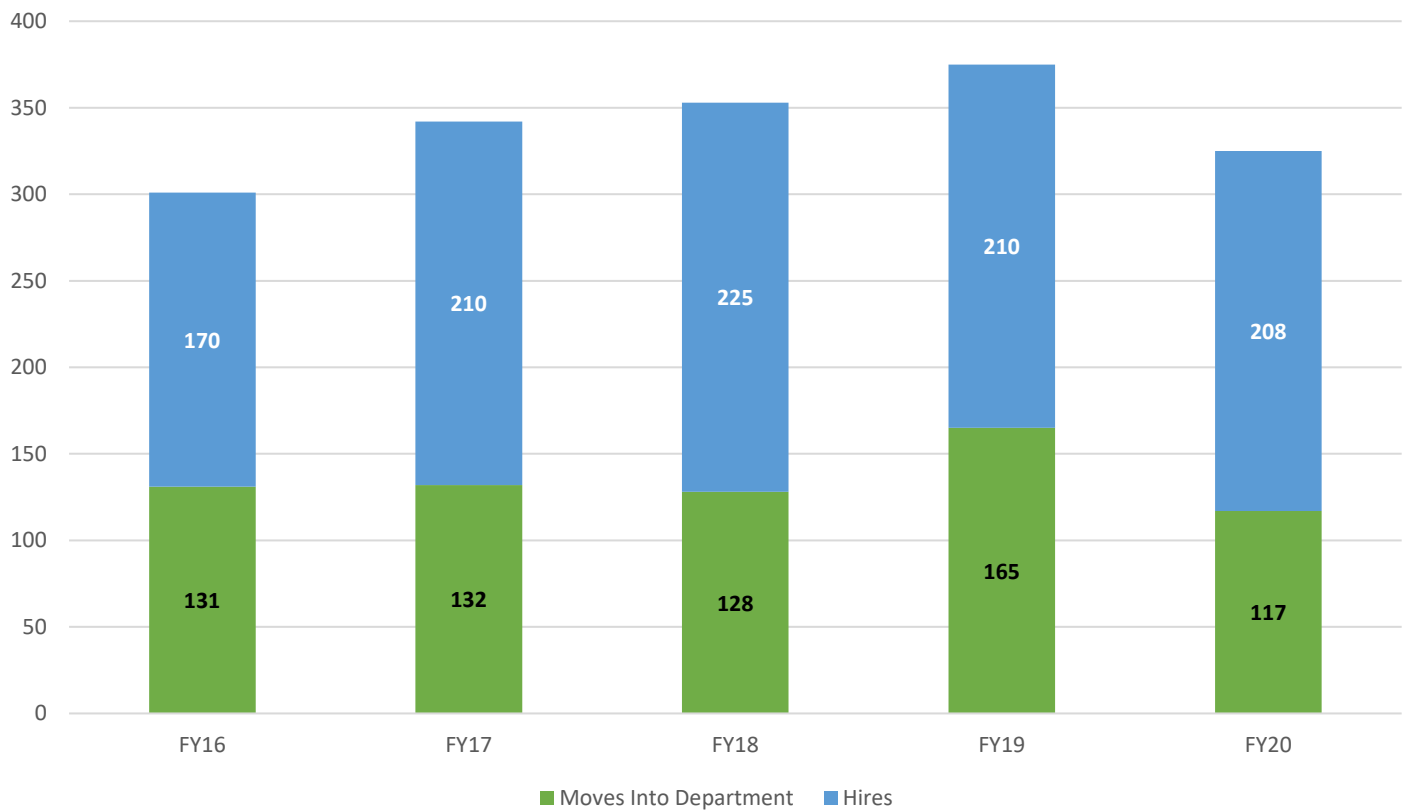


## DEPARTMENT OF HEALTH (HTH)

### Types of Moves Out of Department (Creates a Vacancy)

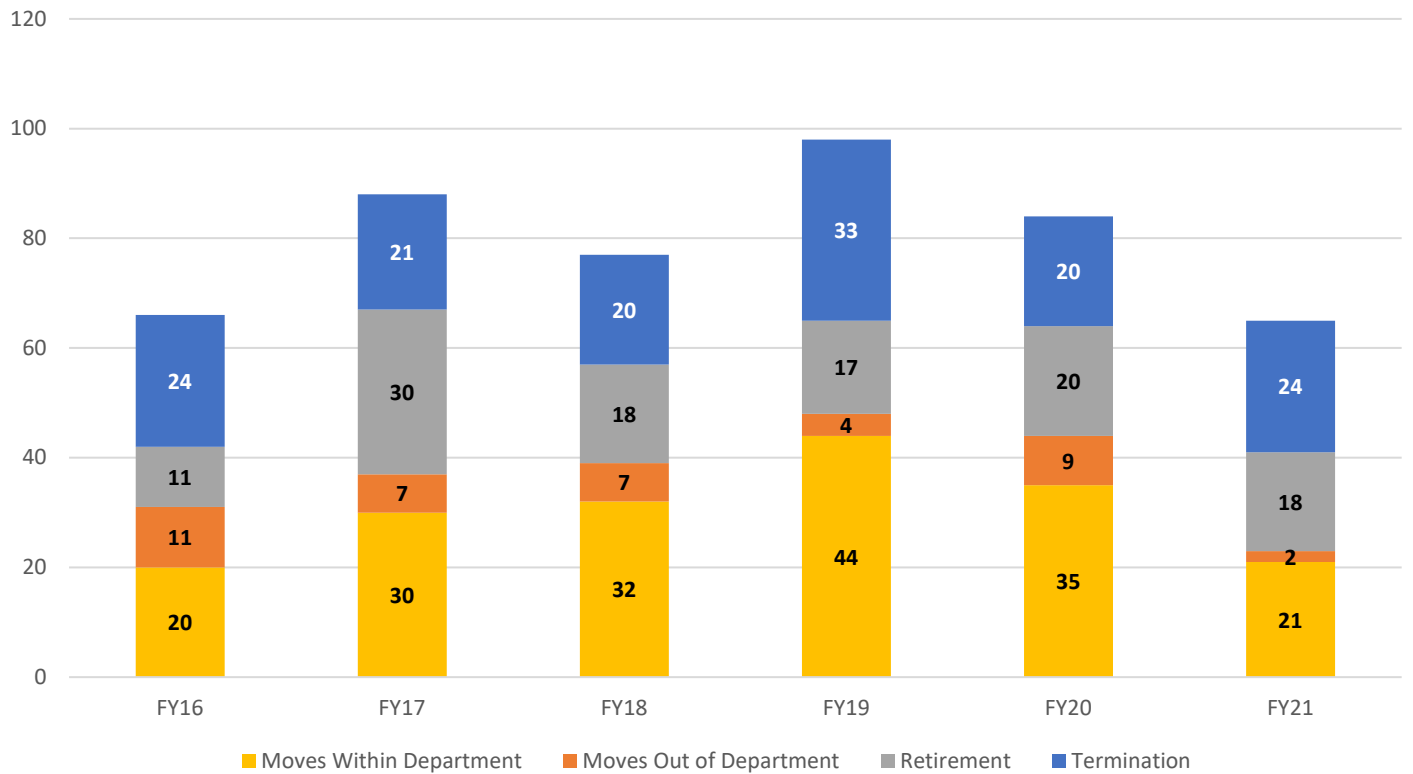


### Types of Moves Into Department (Fills a Vacancy)

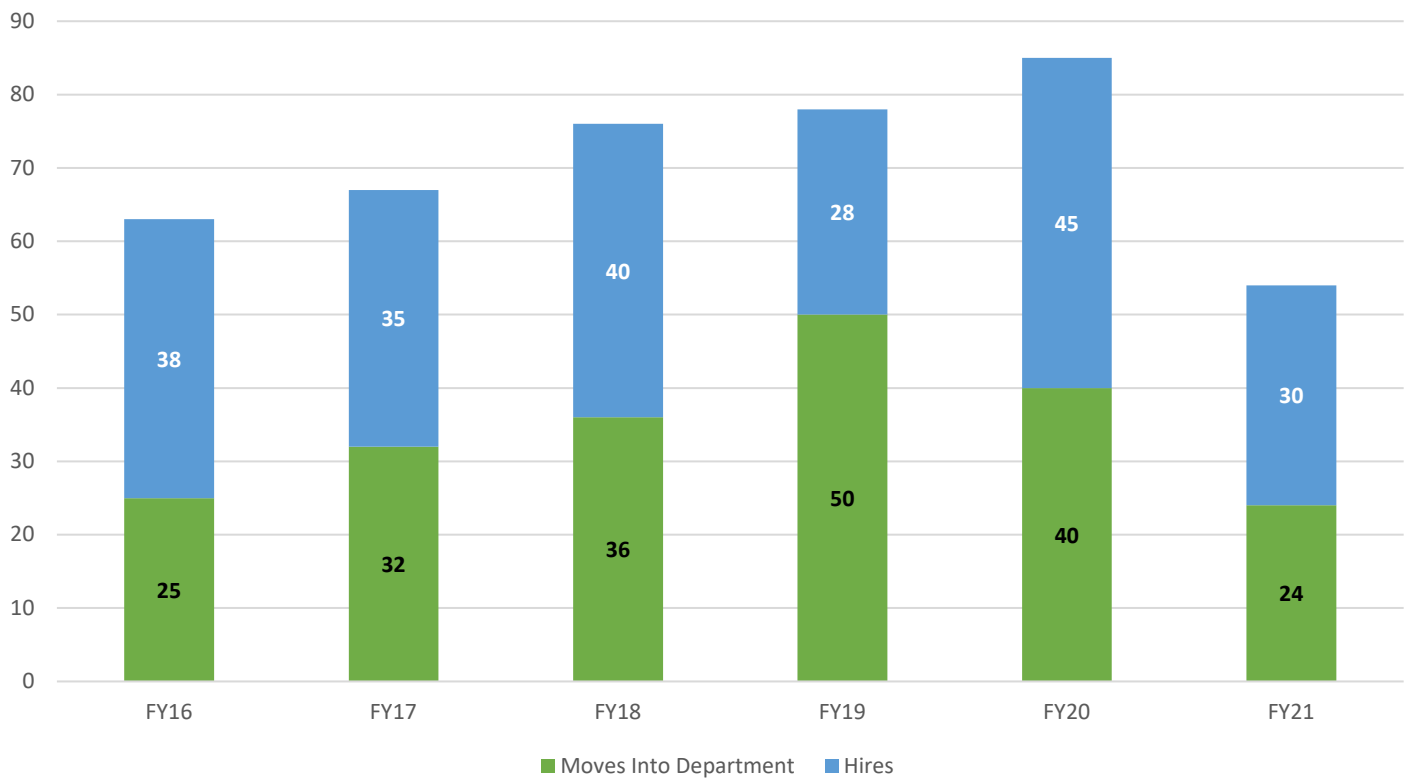


## DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS (LBR)

### Types of Moves Out of Department (Creates a Vacancy)

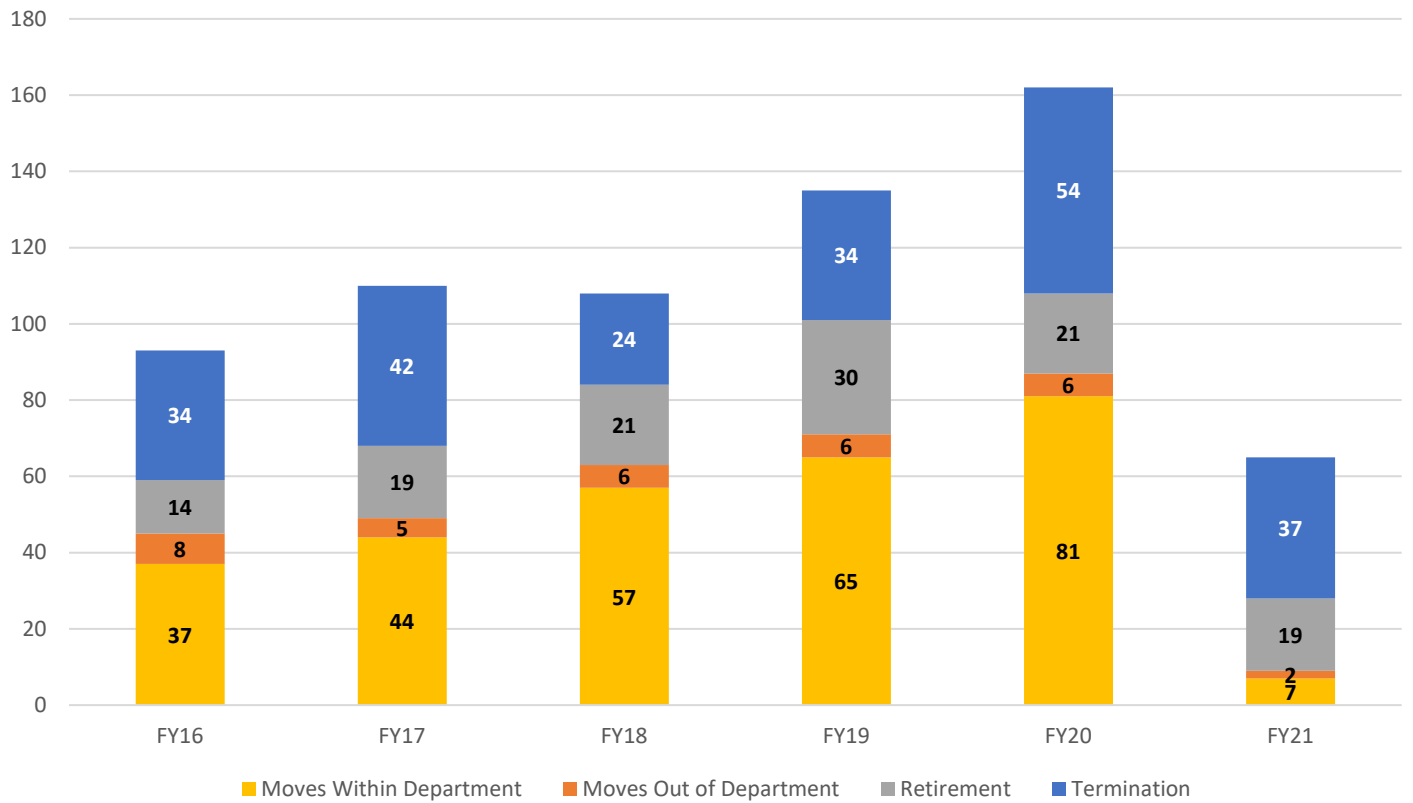


### Types of Moves Into Department (Fills a Vacancy)

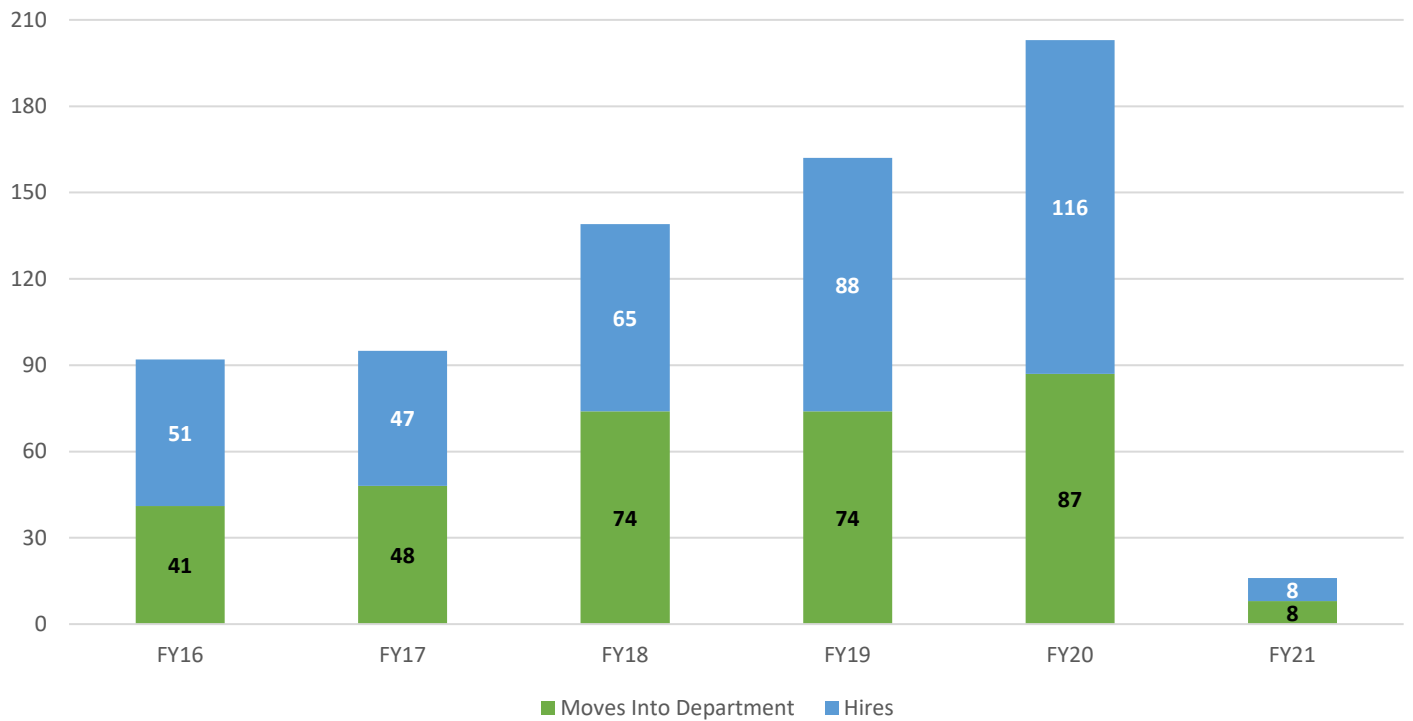


## DEPARTMENT OF LAND AND NATURAL RESOURCES (LNR)

### Types of Moves Out of Department (Creates a Vacancy)



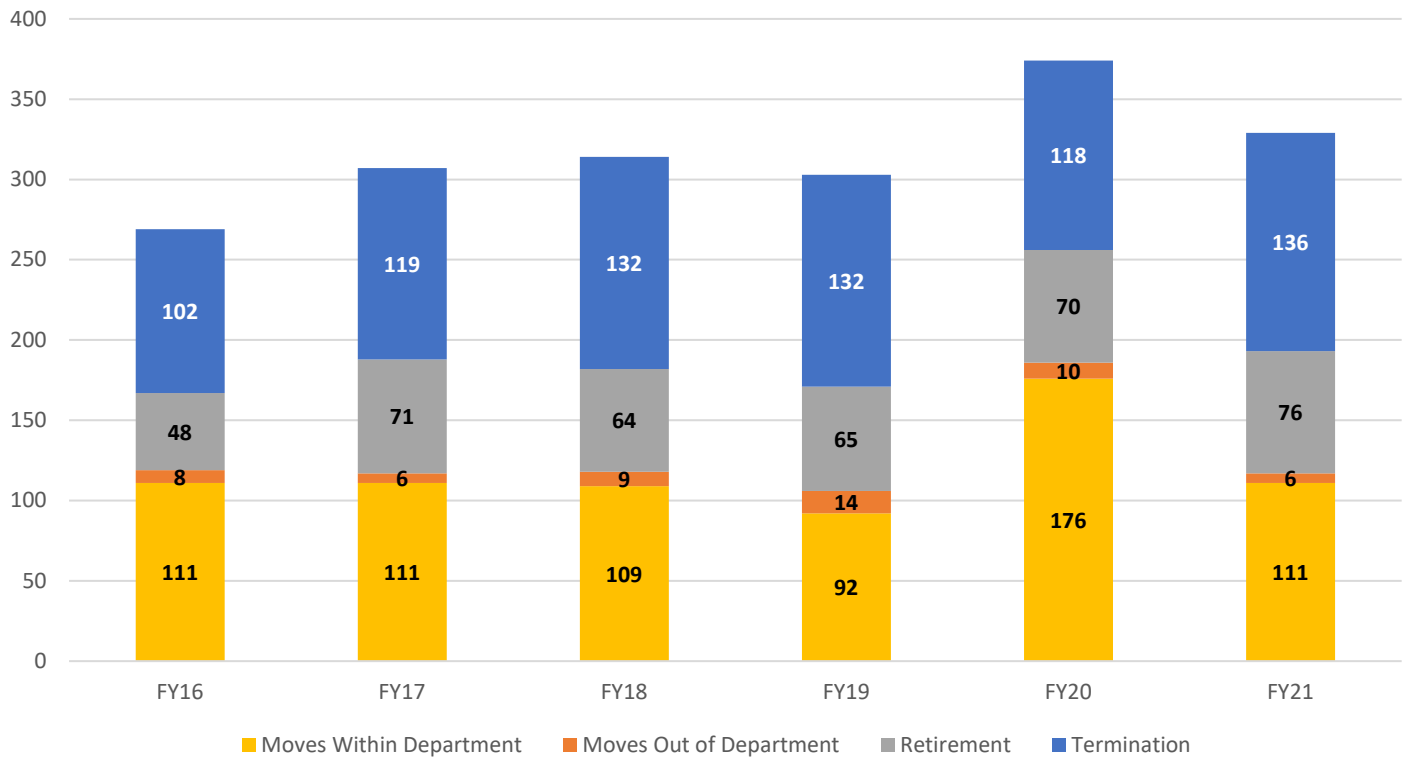
### Types of Moves Into Department (Fills a Vacancy)



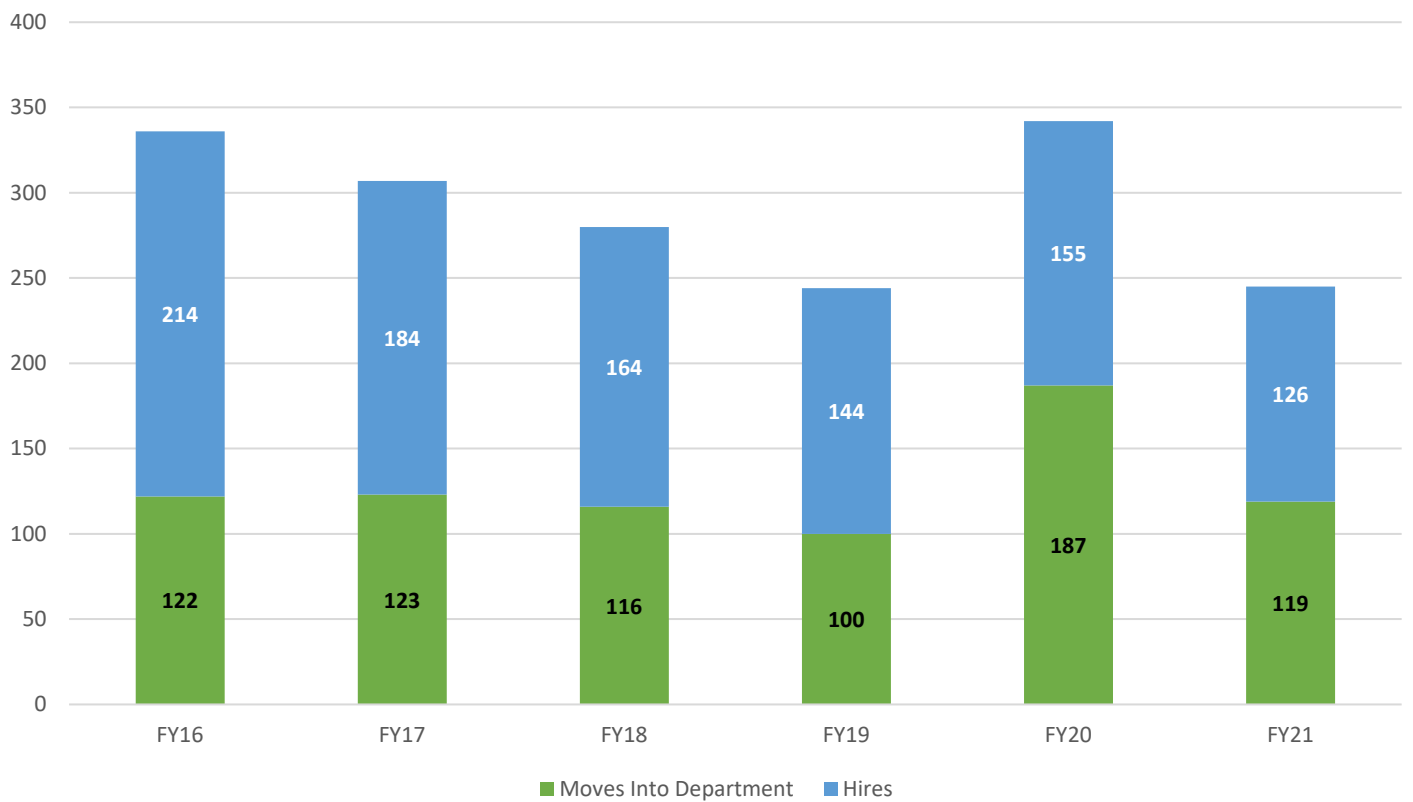


## DEPARTMENT OF PUBLIC SAFETY (PSD)

### Types of Moves Out of Department (Creates a Vacancy)

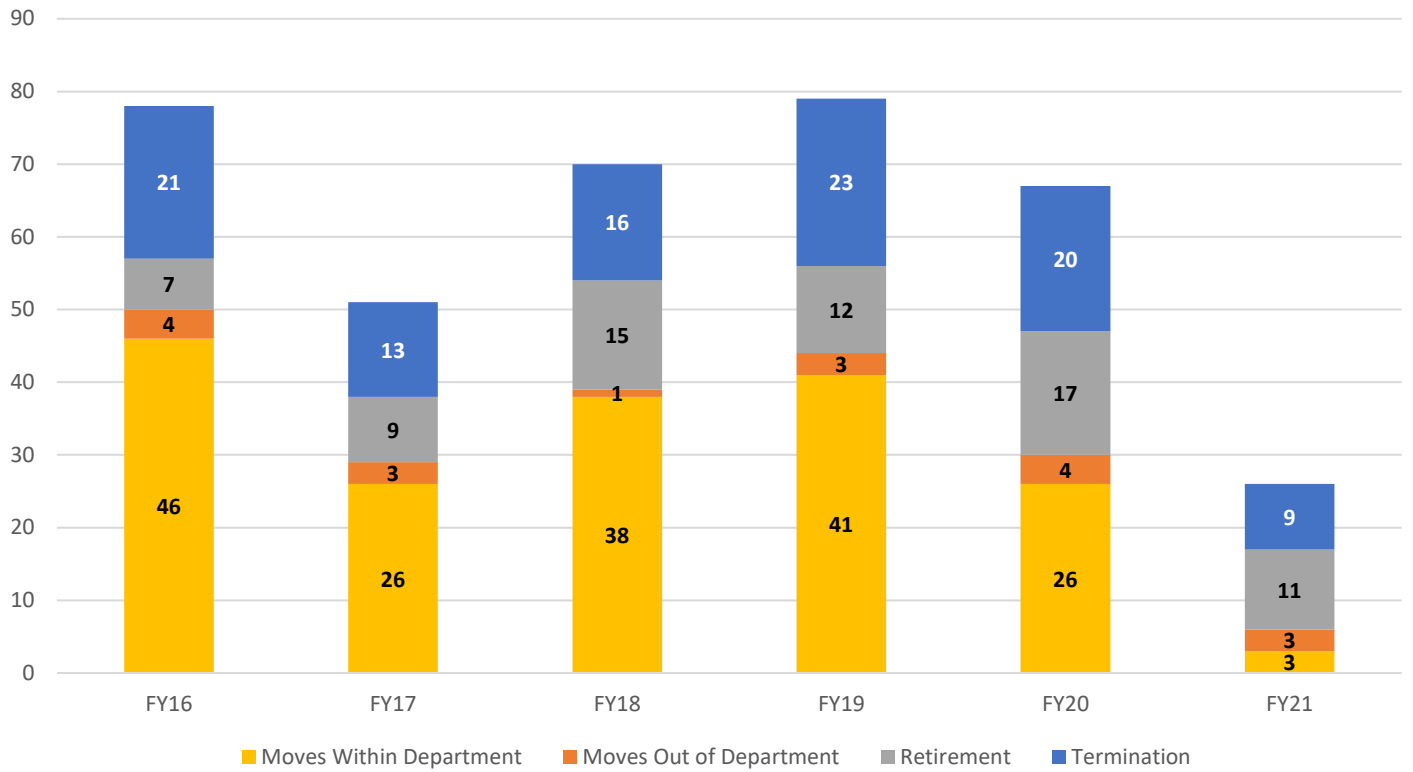


### Types of Moves Into Department (Fills a Vacancy)

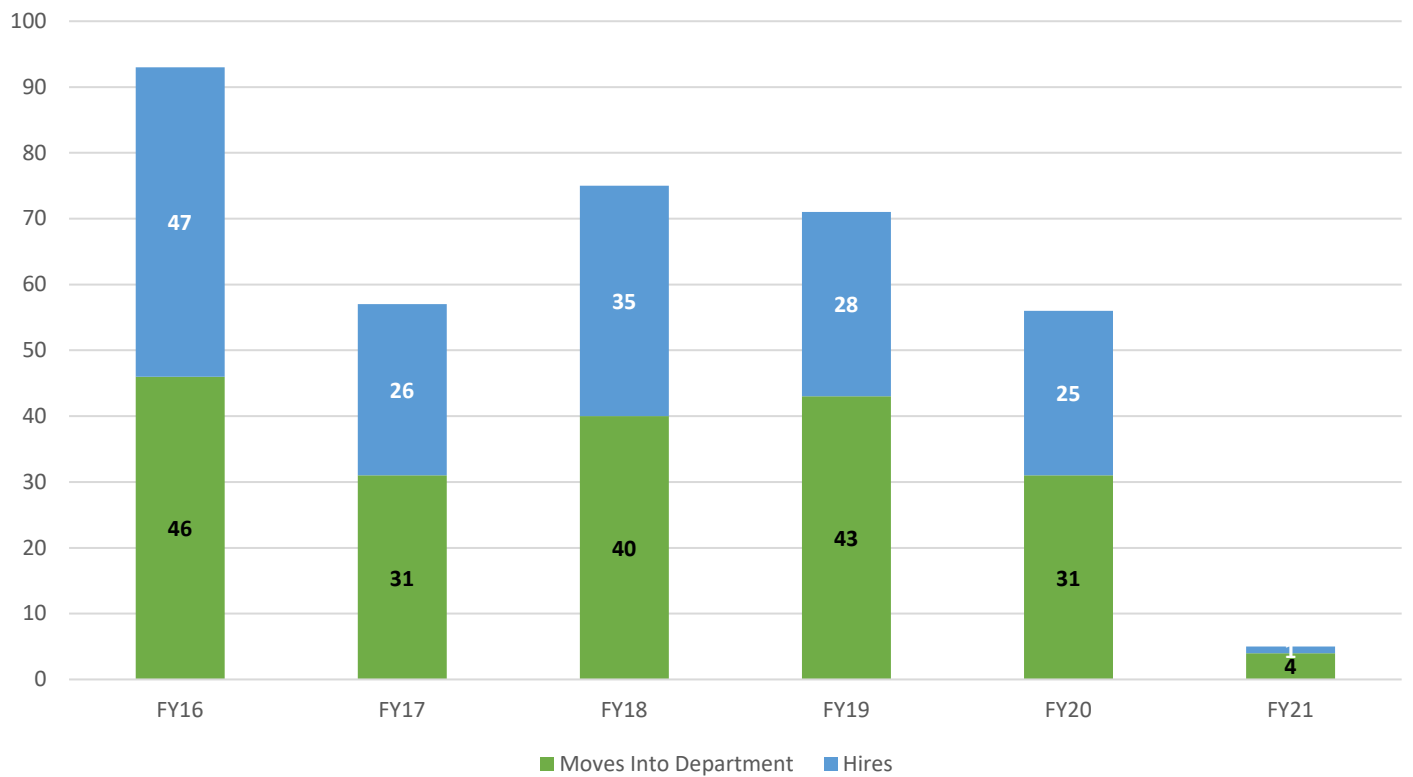


## DEPARTMENT OF TAXATION (TAX)

### Types of Moves Out of Department (Creates a Vacancy)

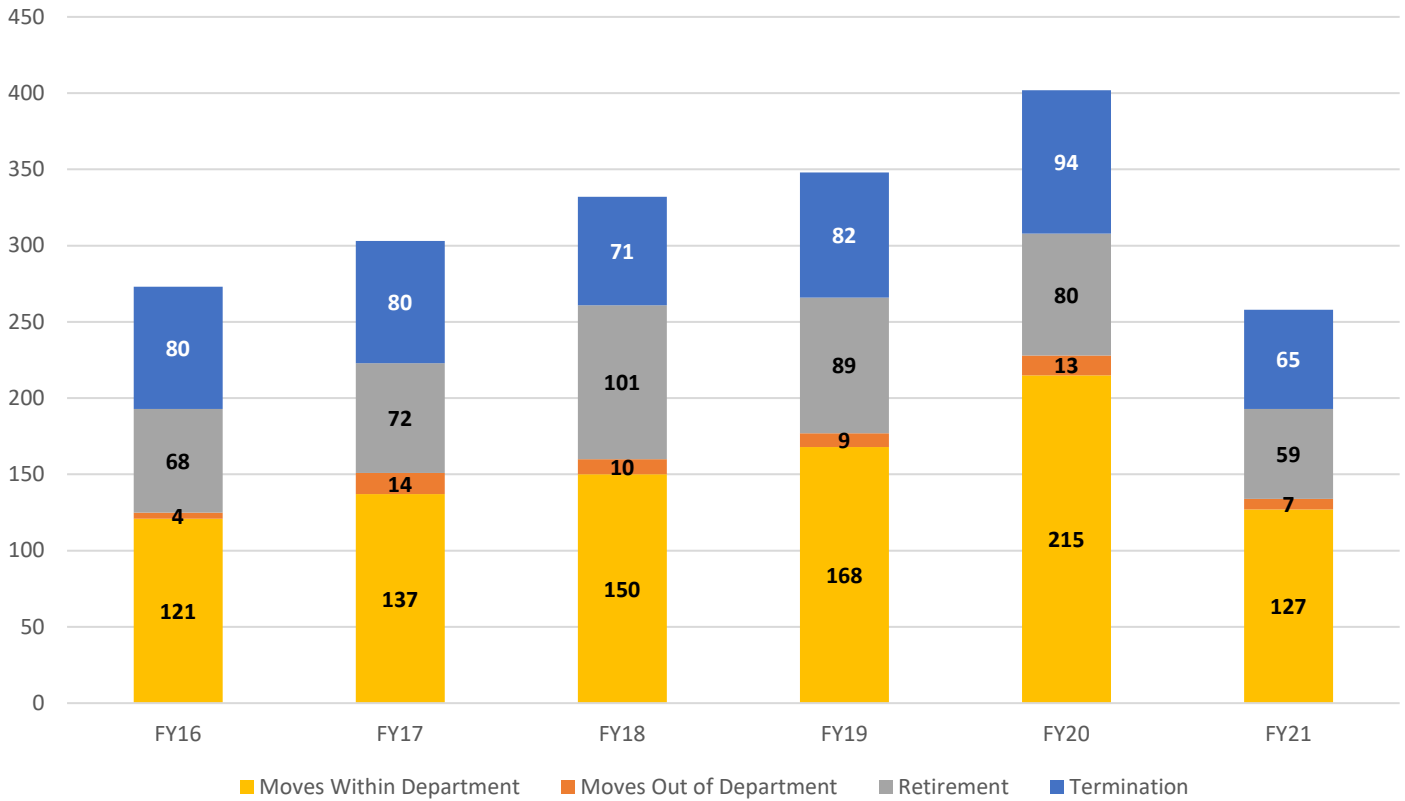


### Types of Moves Into Department (Fills a Vacancy)

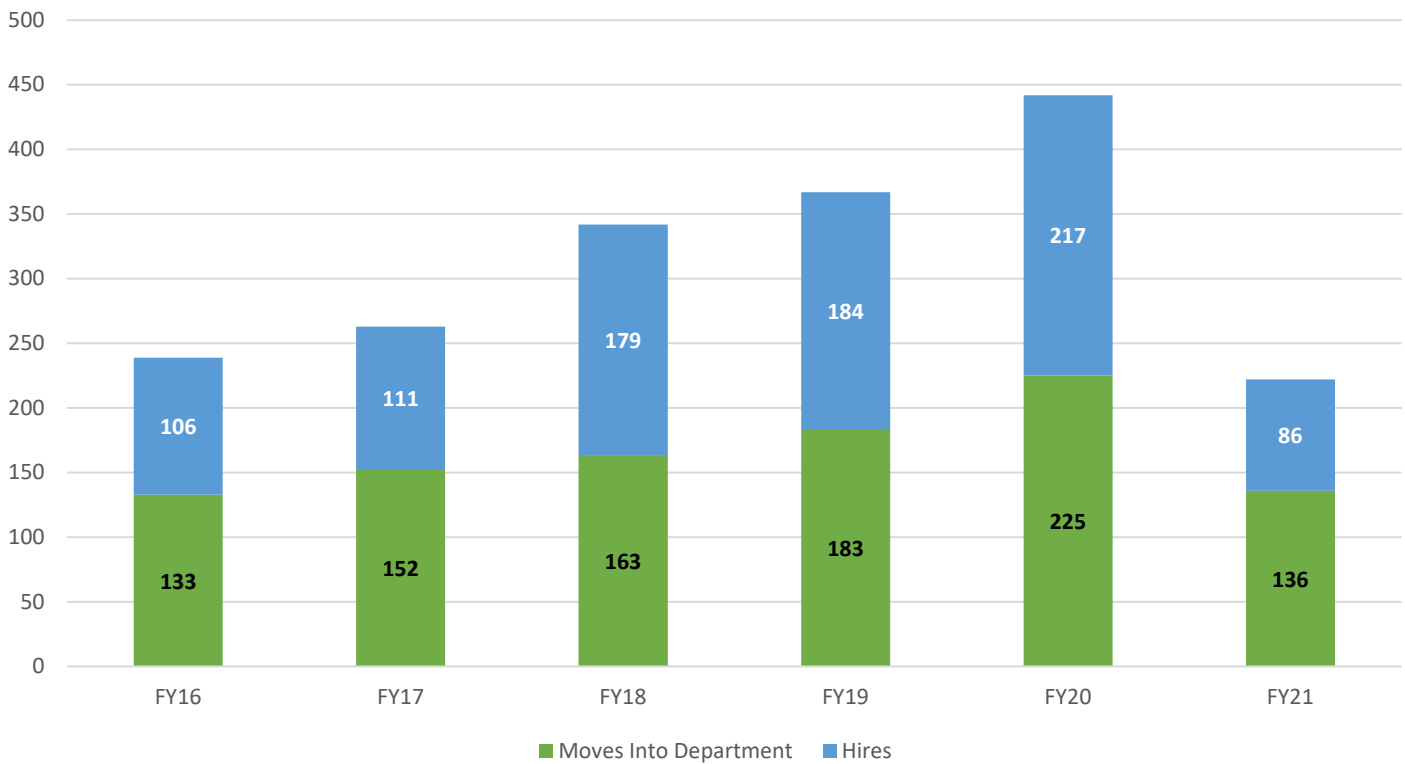


## DEPARTMENT OF TRANSPORTATION (TRN)

### Types of Moves Out of Department (Creates a Vacancy)

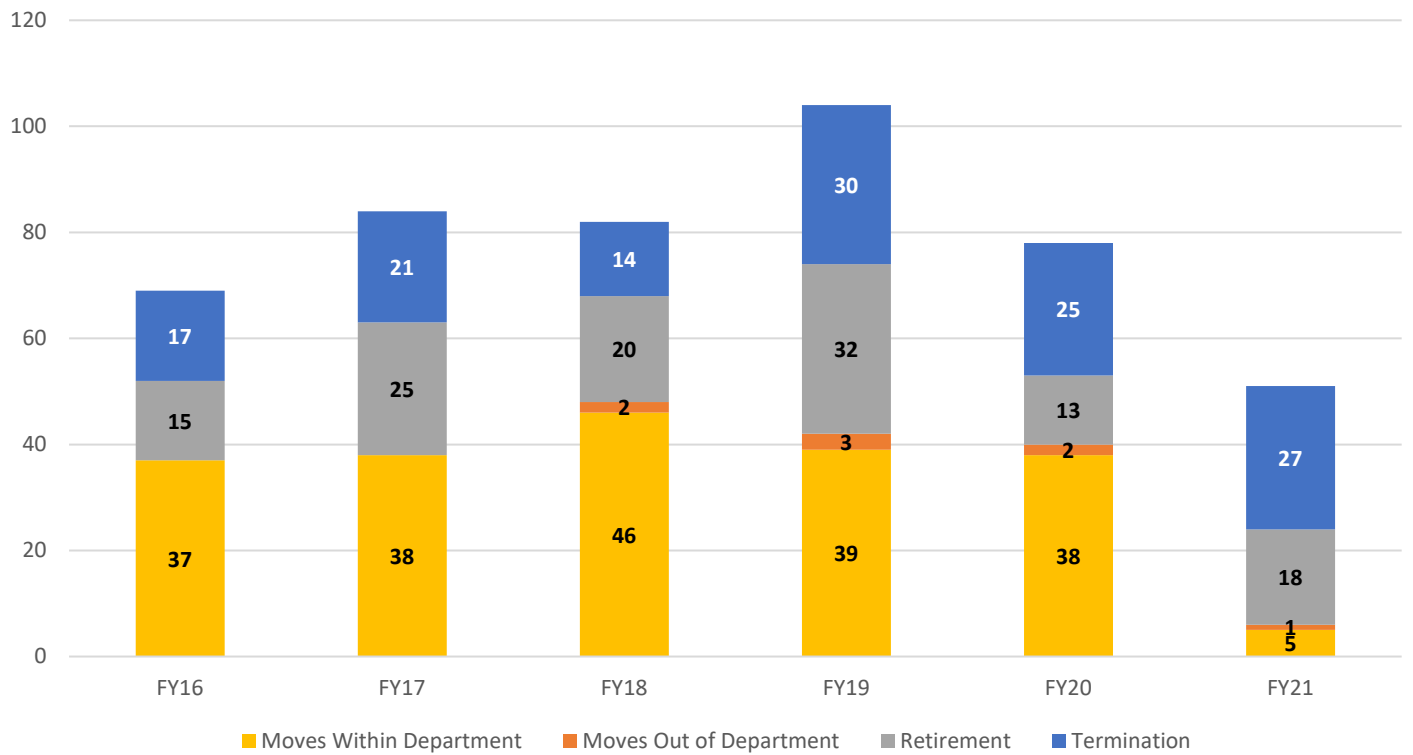


### Types of Moves Into Department (Fills a Vacancy)

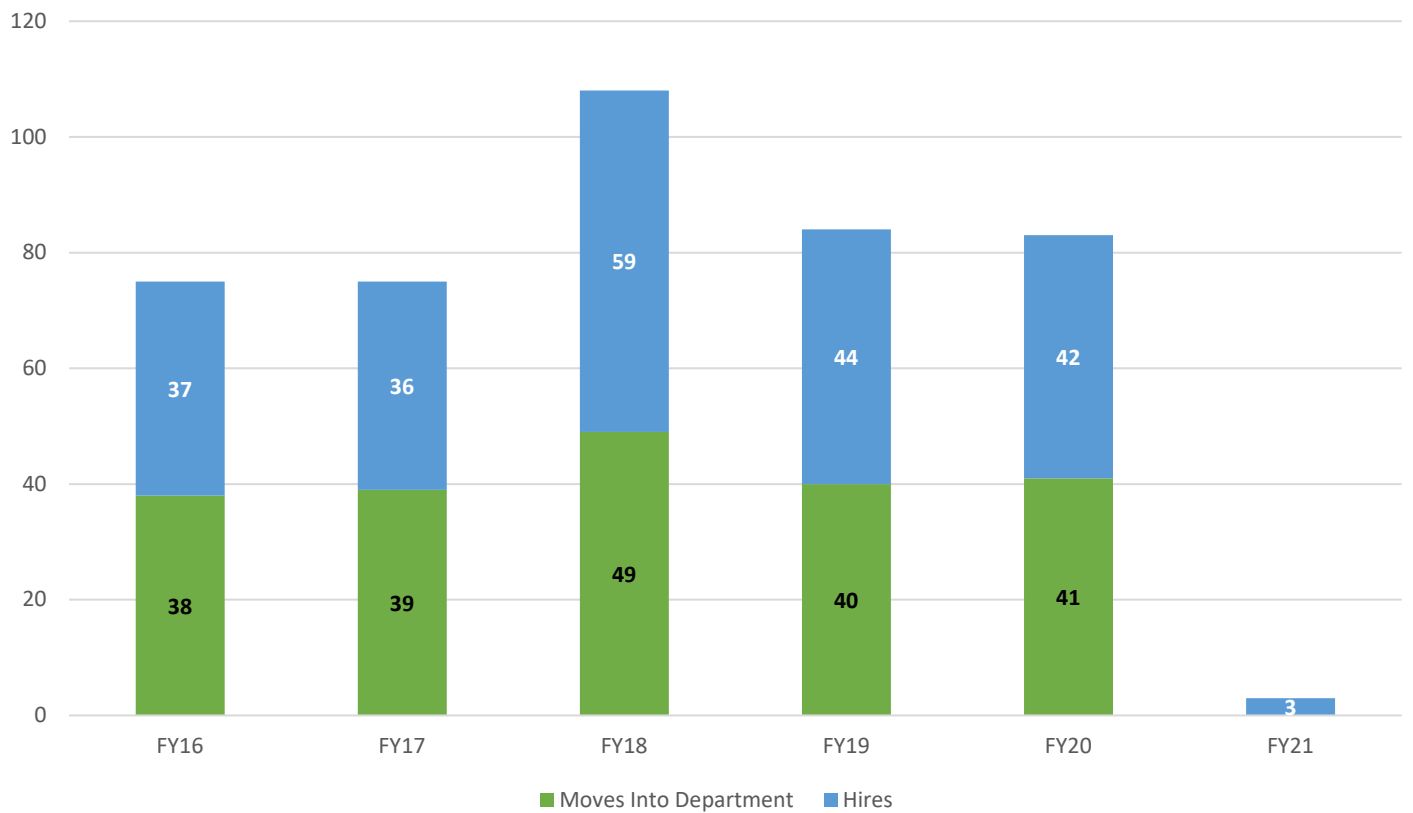


## HAWAII STATE PUBLIC LIBRARY SYSTEM (HSPLS)

### Types of Moves Out of Department (Creates a Vacancy)



### Types of Moves Into Department (Fills a Vacancy)

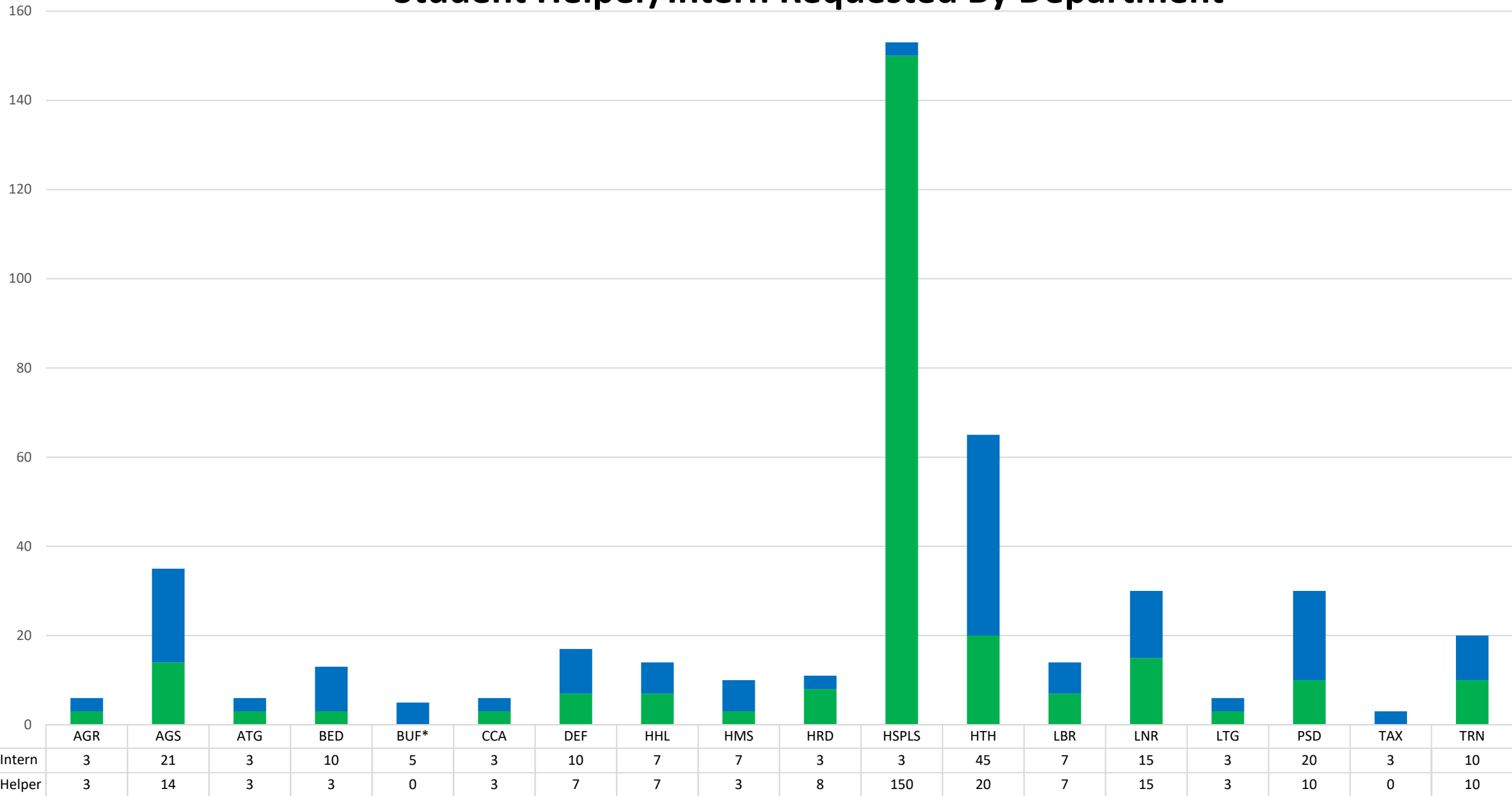


## **APPENDIX B**

# Department Survey of Student Helpers/Interns for Summer Program

September 2021

# Student Helper/Intern Requested By Department



■ Student Helper ■ Student Intern

# Student Helper/Intern Requested By Department

	AGR	AGS	ATG	BED	BUF*	CCA	DEF	GOV	HHL	HMS
Student Intern	3	21	3	10	5	3	10	0	7	7
Student Helper	3	14	3	3	0	3	7	0	7	3
Total	6	35	6	13	5	6	17	0	14	10

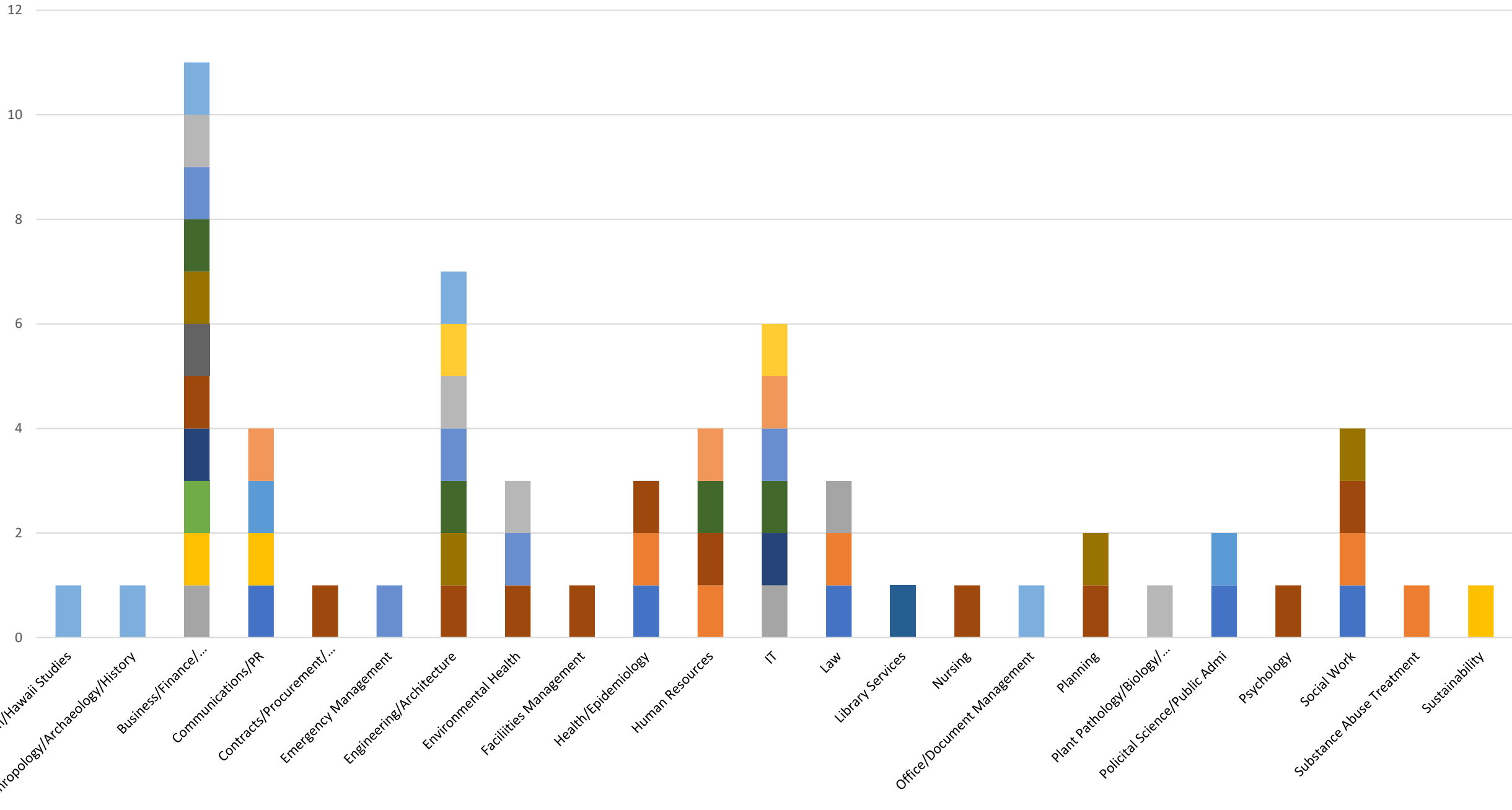
	HRD	HSPLS	HTH	LBR	LNR	LTG	PSD	TAX	TRN
Student Intern	3	3	45	7	15	3	20	3	10
Student Helper	8	150	20	7	15	3	10	0	10
Total	11	153	65	14	30	6	30	3	20

	Grand Total
Student Intern	178
Student Helper	266



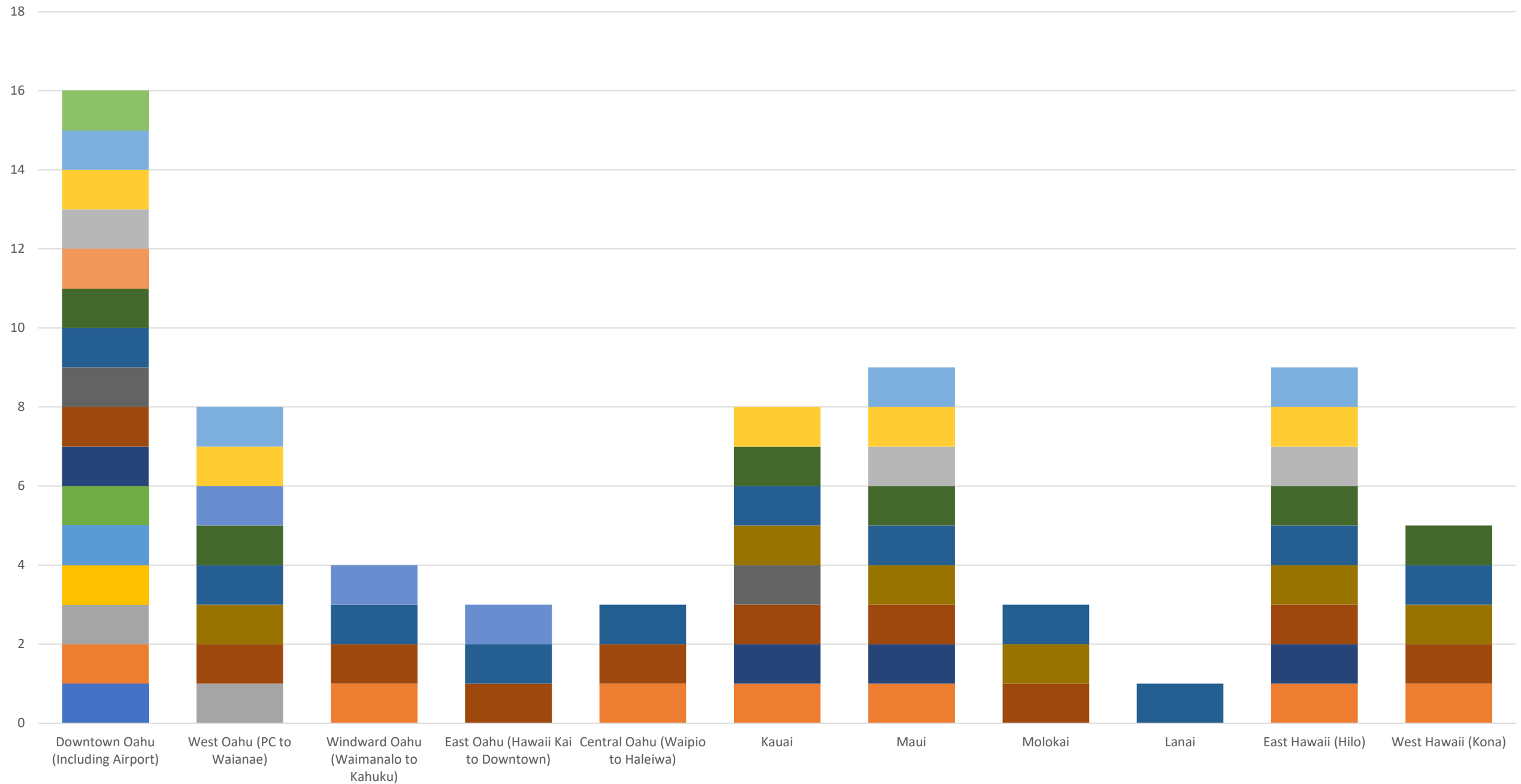


# Area of Study Requested for Interns



	Area of Study For Interns
AGR	Accounting, Engineering, Environmental Science, Animal Science, Agriculture, Plant Pathology, Biology, Chemistry, Horticulture, Entomology
AGS	MIS, Marketing, Management, IT/Computer Science, Accounting, Public/Business Administration, HR, Engineering, Architecture, Administrative Technology, Construction Technology
ATG	Law, IT, General Business
BED	Business, Marketing, Entrepreneurship, Finance, Accounting, Communications, Public Relations, and Sustainability
BUF*	Political Science, Public Administration, Sociology, Communication/PR
CCA	Business - Finance and Accounting
DEF	Engineering, IT, Finance, Environmental Health, Emergency Management, Homeland Security
HHL	Accounting, Engineering, Social Work, Architects, Urban Planning
HMS	Human Services Professional, Communications/Media Relations/Graphic Design
HRD	IT (Help Desk; Web Development; PPT, E-learning)
HSPLS	Library Services
HTH	Social Work, Psychology, Accounting, Public Health, Epidemiology, Finance, Nursing, Health Care, Health Care Delivery, Planning, Engineering, Environmental Health, Microbiology (college grad), HR, Fiscal, Budget, Administration, Procurement, Grants Management, Contracts, Facilities Management
LBR	finance/business
LNR	Anthropology, Archaeology, History, American Studies/Hawaiian Studies, Architecture/Architectural History/Historic Preservation, Engineering, Office and Government Document Management, Accounting
LTG	Political Science, Law, Health, Communications/PR, Social Work, IT. We'd welcome all interested students.
PSD	Social Work, Health Care, Law, HR, SA Treatment
TAX	IT, Audit
TRN	Engineering, IT

# Location of Student Helper/Interns Needed



## **APPENDIX C**

# POSITIONS VACANT PRIOR TO 2017

Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
AGR	Anml Ind Div	00118397	Veterinary Medical Officer II	Vacant,Position	9/5/2012	This position is associated with the AI Special fund that has no funds because property was not leased out (which is the revenue source.)	No	No - no funding source	N/A - Unable to fill due to lack of funding	No	Abolish	DOA Agrees
AGS	Election Adm	00105760	Election Clerk (P/T)	Vacant,Position	12/15/2006	Not planning to hire	Y	N	Y	N	Abolish	DAGS - No Comment
AGS	Election Adm	00105933	Hotline Operator	Vacant,Position	11/1/2014	We filled Hotline Operator 105929 & 101887 as a full time seasonal position for the 2018 Elections as we have 4 Hotline Operator positions that are FTE 0.21. We didn't hire in 2020 due to the hiring freeze during COVID.	Y	Y	N	Yes.	Do Not Abolish	Planning to keep this position 105933 (FTE 0.21) and combine it with Hotline Operator 106236 (FTE 0.21) to hire a full-time seasonal operator during the election year. Positions 105933 and 106236 is supposed to be funded for FY22 and FY23. Once re-org is completed, we will ask for appropriate funding for the full-time seasonal position.
AGS	Election Adm	00106236	Hotline Operator	Vacant,Position	12/1/2004	We filled Hotline Operator 105929 & 101887 as a full time seasonal position for the 2018 Elections as we have 4 Hotline Operator positions that are FTE 0.21. We didn't hire in 2020 due to the hiring freeze during COVID.	Y	N	N	Yes.	Do Not Abolish	Planning to use this position 106236 (FTE 0.21) and combine it with Hotline Operator 105933 (FTE 0.21) to hire a full-time seasonal operator during the election year. We want to keep Hotline Operator 105933. Positions 106236 and 105933 is supposed to be funded for FY22 and FY23. Once re-org is completed, we will ask for appropriate funding for the full-time seasonal position.
AGS	KamDayCelCom	00103501	Arts Program Specialist	Vacant,Position	8/1/2016	Lack of funds, which is usually through fundraising.	N	Y	N	N	Abolish	DAGS - No Comment
AGS	KamDayCelCom	00106914	Clerk Typist	Vacant,Position	3/1/2012	Lack of funds, which is usually through fundraising.	N	Y	N	N	Abolish	DAGS - No Comment
AGS	PubWorksDiv	00036607	Engineer V	Vacant,Position	5/16/2016	Inability to compete with private market	N	N	Y	N	Do Not Abolish	Lists provided more than six months from request; for some lists program unable to schedule interviews (e.g., applicant could not be reached or declined interview); or if interviewed, no success due to declination (competition with private sector for licensed engineers, limited pool, and inability to offer competitive benefits/salaries, e.g., UH). This went on for 11 cycles. Hiring freeze eff. 4/3/20. Position defunded eff. 7/1/21 (Act 9, SLH 2020). Program asking to reinstate position for FY23 and beyond (approval received by Comptroller, BUF, GOV).
AGS	PubWorksDiv	00038713	Engineer V	Vacant,Position	8/16/2016	Inability to compete with private market	N	N	Y	N	Do Not Abolish	Lists provided more than six months from request; for some lists program unable to schedule interviews (e.g., applicant could not be reached or declined interview); or if interviewed, no success due to declination (competition with private sector for licensed engineers, limited pool, and inability to offer competitive benefits/salaries, e.g., UH). This went on for 11 cycles. Hiring freeze eff. 4/3/20. Position defunded eff. 7/1/21 (Act 9, SLH 2020). Program asking to reinstate position for FY23 and beyond (approval received by Comptroller, BUF, GOV).
AGS	StateProcure	00010486	Account Clerk III	Vacant,Position	12/31/2010	Lack of funding. In 2013, interviews were set to be conducted until the U.S. Federal Government and General Services Administration shutdown in 2013 and 2018-2019. The Surplus Property Office is now in a better fiscal position due to the increase of surplus property from the federal government. Hiring freeze effective 4/3/20. Received approval to fill 5/19/21 and updating PDs before recruiting	Y	Y	N	N	Do Not Abolish	
DEF	ArmyNatlGard	00116403	Environmental Program Manager	Vacant,Position	8/30/2014	pending reorg & redescription	Y	Y			Do Not Abolish	
DEF	ArmyNatlGard	00121843	Office Assistant II	Vacant,Position	1/1/2016	pending reorg & redescription					Do Not Abolish	
EDN	HsplS	00000303	Managing Librarian II	Vacant,Position	12/31/2015	Prior to the COVID-19 pandemic, HSPLS re-evaluated the organization in order to restructure and reorganize all public service managers for efficiency. This reorganization requires indepth work by the HSPLS Personnel Officer. The reorganization has been delayed due to retirement and turnover in the HSPLS Personnel Officer position. By the end of 2019, the State Librarian concluded that the proposed reorganization was not the best strategy and was ready to start recruitment for the position in 2020. With COVID-19 and the accompanying budget restrictions imposed, the State Librarian had to delay recruitment again. With the recent approval of our FB22-24 budget and the Governor's authorization to fill, we are now ready to recruit for this position.	Y	N	N	N	Do Not Abolish	
EDN	HsplS	00000368	Library Assistant III	Vacant,Position	9/1/2016	Each year, the Governor has imposed budget restrictions at the start of a fiscal year. More than 80% of HSPLS' budget funds payroll; therefore, in order to meet the Governor's budget restrictions and continue to maintain operations without severely impacting public services, HSPLS is unable to pursue filling some of its vacancies until we are confident that there will be enough funding to pay the newly hired employees. Many years, the funding for these positions is released so late in the fiscal year that HSPLS does not	Y	N	Y	N	Do Not Abolish	
EDN	HsplS	00006987	Library Assistant III	Vacant,Position	8/1/2013		Y	N	Y	N	Do Not Abolish	
EDN	HsplS	00011926	Librarian IV	Vacant,Position	6/16/2015		Y	N	Y	N	Do Not Abolish	
EDN	HsplS	00012067	Library Assistant IV	Vacant,Position	11/1/2013		Y	N	Y	N	Do Not Abolish	
EDN	HsplS	00024237	Librarian III	Vacant,Position	3/1/2016		Y	N	Y	N	Do Not Abolish	
EDN	HsplS	00046487	Librarian III	Vacant,Position	3/16/2016		Y	N	Y	N	Do Not Abolish	
EDN	HsplS	00110636	Library Assistant III	Vacant,Position	7/31/2016		Y	N	Y	N	Do Not Abolish	
HHL	AdminSvcOfc	00029872	Program Budget Analyst IV	Vacant,Position	12/31/2007		The position was in active recruitment since 2019 but cancelled due to the COVID-19 pandemic. The Request to Fill is pending with B&F.	Y	N	N	N	Do not abolish

Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
HHL	Contact&Awrd	00100555	HHL Secretary II	Vacant,Position	2/19/2000	The position is involved in a proposed reorganization. The position requires conversion to civil service.	N	N	N	Y	Do not abolish	
HHL	HmstdSvcsDiv	00038085	Mortgage Loan Specialist	Vacant,Position	12/31/2007	Program considering redescribing the class of work.	N	N	N	N	Abolish	We anticipate that deployment of a sizable portion of the anticipated NAHASDA funding will be through mortgages, down payment assistance, or some kind of home financing lending. Staffing in this area will be sorely needed. If general funds are not available, we would seek federal funding for this position, if possible.
HHL	HmstdSvcsDiv	00106417	Hhl General Laborer I	Vacant,Position	12/15/2015	Program considering relocation to another island. Position requires conversion to civil service.	N	N	N	N	Abolish	Our intention is to redescribe these exempt positions to positions that are needed to expeditiously move the federal monies forward. If general funds are not available then we would seek authorization to pay for these newly redescribed positions with federal monies via a shift in funding in our budget. We would pursue this during the upcoming legislative session.
HHL	HmstdSvcsDiv	00117234	Hmstd Svcs Administrative Asst	Vacant,Position	11/1/2010	Position serves as Administrative Assistant to the division administrator and must be redescribed to the General Professional class of work and converted to civil service.	Y	N	N	N	Do not abolish	
HHL	LandDevDiv	00038169	Homestead Housing Dev Manager	Vacant,Position	7/1/2009	The position is proposed for redescription due to functional changes and included in the reorganization of the Land Development Division pending approval by B&F.	N	N	N	Y	Do not abolish	
HHL	LandDevDiv	00102452	Homestead Housing Spclt VI	Vacant,Position	12/31/2016	The position is included in the reorganization of the Land Development Division and pending approval by B&F. The position requires conversion to civil service.	N	N	N	Y	Do not abolish	
HHL	LandDevDiv	00102454	HHL Hmstd Devlpmt Spclt IV	Vacant,Position	12/31/2013	The position is included in the reorganization of the Land Development Division and pending approval by B&F. Position requiers converison to civil service.	Y	N	N	Y	Do not abolish	
HHL	LandMgtDiv	00038097	Land Agent V	Vacant,Position	12/31/2014	The position is Temporary Assigned for the performance of higher level duties. The Request to Fill is pending with B&F.	Y	N	N	N	Do not abolish	
HHL	LandMgtDiv	00101260	Legal Assistant II	Vacant,Position	8/21/2012	Position converted to civil service and in active recruitment but cancelled due to the COVID-19 pandemic.	N	N	N	N	Do not abolish	
HHL	LandMgtDiv	00102961	Hhl Land Mgmt Administrator	Vacant,Position	7/1/2015	The position serves as the Land Mangement Administrator and is critical to the department. The position is Temporarily Assigned until redescription and conversion to civil service is complete.	Y	N	N	N	Do not abolish	
HHL	LandMgtDiv	00106415	Appraisal/Technical Svcs Mgr	Vacant,Position	12/1/1995	Position requires conversion to civil service. The position is being considered for redescription to meet current departmental needs.	N	N	N	N	Abolish	Our intention is to redescribe these exempt positions to positions that are needed to expeditiously move the federal monies forward. If general funds are not available then we would seek authorization to pay for these newly redescribed positions with federal monies via a shift in funding in our budget. We would pursue this during the upcoming legislative session.
HHL	OfcOfChairmn	00106119	Hhl Land Issues Officer	Vacant,Position	2/16/2013	Position requires conversion to civil service. The position is being considered for redescription to meet current departmental needs.	N	N	N	N	Abolish	Our intention is to redescribe these exempt positions to positions that are needed to expeditiously move the federal monies forward. If general funds are not available then we would seek authorization to pay for these newly redescribed positions with federal monies via a shift in funding in our budget. We would pursue this during the upcoming legislative session.
HHL	PlanningOfc	00038083	Planning Program Manager	Vacant,Position	6/1/2014	The position was in active recruitment in 2018 however the internal candidate opted to accept an appointment with another department. The position was back in active recruitment since 2019 however cancelled due to the COVID-19 pandemic.The Request to Fill is pending with B&F.	Y	N	N	N	Do Not Abolish	
HMS	HI PubHsAu	00002799	Accountant III	Vacant,Position	12/31/2014	The Fiscal Management Office has been reviewing its operation to determine the best use of this position and plans to submit a redescription action shortly. Recruitment will be initiated thereafter.	Y	Y	y	Y	Do Not Abolish	
HMS	HI PubHsAu	00006787	Heavy Truck Driver	Vacant,Position	1/18/2014	The program is currently assessing its operations and the MSW program which includes a review of this position. Recruitment will be initiated after the assessment has been completed.	Y	Y	N	Y	Do Not Abolish	
HMS	HI PubHsAu	00008841	Truck Driver	Vacant,Position	12/31/2014	This position is being redescribed to a Building Maintenance Helper position as the unit no longer has a truck.	Y	Y	N	Y	Do Not Abolish	
HMS	HI PubHsAu	00041254	Secretary I	Vacant,Position	12/31/2013	Redescription action is pending; recruitment efforts will commence upon the completion of the redescription.	Y	Y	N	N	Do not Abolish	

Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
HMS	HI PubHsAu	00100986	Prop Mgmt Coord II	Vacant,Position	3/1/2010	Redescription action recently submitted; recruitment efforts will commence upon the completion of this action. Position is responsible for oversight of private management agents and all contracted services (e.g., refuse, security, appliances). Multiple interviews held; specialized position requires knowledge of federal and State rules which makes it difficult to fill. Abolishing this position will impact the private management section in reviewing private management contract services, this position manages the daily operation of the Private Management Section.	Y	Y	Y	N	Abolish	DHS - In Recruitment
HMS	HI PubHsAu	00101124	THP Social Service Aid I	Vacant,Position	3/8/2012	Position was established for HPHA residents/tenants for upward mobility and to provide opportunities for the Section 3 program. Position is 100% federal funds. Abolishing position may impact the HPHA's ability to comply with the federal Section 3 requirements. Managers continue to recruit existing tenants at the property; position establish for tenants living in public housing.	Y	Y	Y	N	Abolish	DHS Agrees
HMS	HI PubHsAu	00101127	THP Social Service Aid I	Vacant,Position	7/1/2004	Position was established for HPHA residents/tenants for upward mobility and to provide opportunities for the Section 3 program. Abolishing position may impact the HPHA's ability to comply with the federal Section 3 requirement. Managers continue to recruit existing tenants at the property; position establish for tenants living in public housing.	Y	Y	Y	N	Abolish	DHS - Made offer, undergoing background check
HMS	HI PubHsAu	00101129	THP Social Service Aid I	Vacant,Position	2/20/2013	Position was established for HPHA residents/tenants for upward mobility and to provide opportunities for the Section 3 program. Position is 100% federal funds. Abolishing position may impact the HPHA's ability to comply with the federal Section 3 requirements. Managers continue to recruit existing tenants at the property; position establish for tenants living in public housing.	Y	Y	Y	N	Abolish	DHS Agrees
HMS	HI PubHsAu	00101130	THP Clerk I	Vacant,Position	6/10/2016	Position was established for HPHA residents/tenants for upward mobility and to provide opportunities for the Section 3 program. Position is 100% federal funds. Abolishing position may impact the HPHA's ability to comply with the federal Section 3 requirements. Managers continue to recruit existing tenants at the property; position establish for tenants living in public housing.	Y	Y	Y	N	Do not Abolish	
HMS	HI PubHsAu	00101132	Clerk I	Vacant,Position	2/16/2008	Position was established for HPHA residents/tenants for upward mobility and to provide opportunities for the Section 3 program. Position is 100% federal funds. Abolishing position may impact the HPHA's ability to comply with the federal Section 3 requirements. Managers continue to recruit existing tenants at the property; position establish for tenants living in public housing.	Y	Y	Y	N	Abolish	DHS Agrees
HMS	HI PubHsAu	00102242	THP General Laborer I	Vacant,Position	6/30/2007	Position was established for HPHA residents/tenants for upward mobility and to provide opportunities for the Section 3 program. Position is 100% federal funds. Abolishing position may impact the HPHA's ability to comply with the federal Section 3 requirements. Managers continue to recruit existing tenants at the property; position establish for tenants living in public housing.	Y	Y	Y	N	Abolish	DHS Agrees
HMS	HI PubHsAu	00103043	THP Social Service Aid I	Vacant,Position	9/8/1999	Position was established for HPHA residents/tenants for upward mobility and to provide opportunities for the Section 3 program. Abolishing position may impact the HPHA's ability to comply with the federal Section 3 requirement. Managers continue to recruit existing tenants at the property; position establish for tenants living in public housing.	Y	Y	Y	N	Abolish	DHS Agrees
HMS	HI PubHsAu	00103044	THP Social Service Aid I	Vacant,Position	3/27/2012	Position was established for HPHA residents/tenants for upward mobility and to provide opportunities for the Section 3 program. Position is 100% federal funds. Abolishing position may impact the HPHA's ability to comply with the federal Section 3 requirements. Managers continue to recruit existing tenants at the property; position establish for tenants living in public housing.	Y	Y	Y	N	Abolish	DHS Agrees
HMS	HI PubHsAu	00103045	Homeless Coordinator	Vacant,Position	1/19/2011	HPHA no longer has the homeless program function in their organization; position is being redescribed to a Housing Development Specialist.	Y	Y	N	Y	Do not Abolish	
HMS	HI PubHsAu	00105746	THP General Laborer I	Vacant,Position	7/1/2016	Position was established for HPHA residents/tenants for upward mobility and to provide opportunities for the Section 3 program. Position is 100% federal funds. Abolishing position may impact the HPHA's ability to comply with the federal Section 3 requirements. Managers continue to recruit existing tenants at the property; position establish for tenants living in public housing.	Y	Y	Y	N	Abolish	DHS Agrees

Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
HMS	HI PubHsAu	00105747	THP Social Service Aid I	Vacant,Position	6/30/2012	Position was established for HPHA residents/tenants for upward mobility and to provide opportunities for the Section 3 program. Position is 100% federal funds. Abolishing position may impact the HPHA's ability to comply with the federal Section 3 requirements. Managers continue to recruit existing tenants at the property; position establish for tenants living in public housing.	Y	Y	Y	N	Abolish	DHS Agrees
HMS	HI PubHsAu	00105749	Social Services Aid I	Vacant,Position	8/27/2002	Position was established for HPHA residents/tenants for upward mobility and to provide opportunities for the Section 3 program. Abolishing position may impact the HPHA's ability to comply with the federal Section 3 requirements. Managers continue to recruit existing tenants at the property; position establish for tenants living in public housing.	Y	Y	Y	N	Abolish	DHS Agrees
HMS	HI PubHsAu	00105751	Clerk I	Vacant,Position	5/7/2015	Position was established for HPHA residents/tenants for upward mobility and to provide opportunities for the Section 3 program. Position is 100% federal funds. Abolishing position may impact the HPHA's ability to comply with the federal Section 3 requirements. Managers continue to recruit existing tenants at the property; position establish for tenants living in public housing.	Y	Y	Y	N	Abolish	DHS Agrees
HMS	Med-QuestDiv	00006389	Professional Worker III	Vacant,Position	10/22/2016	The authorized class of work is Contract Specialist (Med-QUEST); this class of work is difficult to fill as it requires professional experience involving the development and/or administration of contracts for health care services. Position was downgraded to the Professional Worker III level for recruitment purposes. Recruitment was initiated in October 2018, internal recruitment yielded no applicants. A requisition was submitted to DHRD in December 2018. In total, we received five certifications with one applicant each referral. Of the five applicants referred, 4 declined an interview/failed to respond and 1 was interviewed/not selected. In April 2020, the recruitment was canceled due to the hiring freeze. Since then, the work has been performed through temporary assignment of staff; this also allows the development of staff who may qualify for this position once the hiring freeze is lifted.	N	N	Y	N	Do not Abolish	
HMS	Med-QuestDiv	00026330	Registered Nurse V	Vacant,Position	7/1/2013	This position is part of a re-organization within DHS for a centralized DHS Investigations Office. It is to be re-described as an Investigator and the supervisor of the unit. A supervisory position for the MQD Fiscal Integrity team has been recommended by various state auditor reports.	N	N	Y	Y	Do not Abolish	
HMS	Med-QuestDiv	00026710	Social Service Assistant IV	Vacant,Position	6/2/2008	This position has been identified as part of our KALO reorganization/ Business Process Redesign of our eligibility, call-center and member-facing sections. In addition, it is currently filled with a temporary assignment. This position is scheduled to be re-described as MQD's Quality Assurance Technician. This position is tasked with assuring quality and consistent customer service is measured and processes are validated across the many customer facing sections. This position also coordinates MQD responses to community inquiries received through our website.	N	N	N	Y	Do not Abolish	
HMS	Med-QuestDiv	00051845	Eligibility Program Spclt IV	Vacant,Position	8/1/2014	This class of work/series is difficult to fill as it requires specific professional experience. Recruitment was on hold pending the possible re-description of the position to the General Professional series. With the hiring freeze imposed in April 2020, staff has been temporarily assigned to perform the duties of the position. In turn, this also allows the development of staff who may qualify for this position once the hiring freeze is lifted.	N	N	Y	N	Do not Abolish	



Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
HMS	Med-QuestDiv	00100508	Supvg Cntrcts Spclt (MedQUEST)	Vacant,Position	3/3/2008	The class of work/series is difficult to fill as it requires specialized "professional" experience. This position was initially in recruitment in 2008 and was subsequently abolished in 2009. It was re-established in March 2011. This position was redescribed in August 2019 to the current class, Supervising Contracts Specialist. Internal recruitment yielded no applicants and recruitment was referred to DHRD in September 2019 but DHS did not receive any referrals for our consideration. Recruitment was canceled in April 2020 due to the hiring freeze. Work has been performed by staff who is being temporarily assigned into the position; this also allows the development of staff who may qualify for this position once the hiring freeze is lifted. This position is needed to supervise and lead a team of four Specialists and clerical staff responsible with enrolling Hawaii's over 18,000 Medicaid providers. MQD launched a new web-based provider enrollment system on August 3, 2020 called HOKU. This new system allows providers to view their provider information online, which will reduce paper processing, face-to-face transactions, and will bring the MQD in alignment with the Governor's social distancing proclamations. Also, during this COVID-19 PHE, this position continues to work with MQD staff and the HOKU vendor to identify, solution, and implement ongoing HOKU changes needed to optimize and increase capacity of the provider application enrollment process. These are proactive steps needed to be taken to avoid a repeat of a lag in processing time, and to ensure the continued ability of Medicaid providers to utilize HOKU without undue difficulty or delay. This will maintain the integrity of the Hawaii's Medicaid provider network during COVID-19 PHE through a more efficient enrollment process and ensure that the increasing numbers of Hawaii's Medicaid population are provided the needed services.	Y	N	Y	Y	Do not Abolish	
HMS	Med-QuestDiv	00101589	Program Specialist VI	Vacant,Position	11/17/2014	Position to be redescribed. The Med-QUEST Program and Policy Development Office (PPDO) has responsibility to develop, evaluate and disseminate all major policies and programs for our \$2.6 billion Medicaid program. In recent years, there have been major federal rule changes, our 1115 waiver has had to be renewed and multiple other policies such as telehealth, developed and reviewed. During the pandemic, the federal policy changes have grown exponentially in complexity and number. This position is critical to PPDO in order to keep up with the increased diverse demands.	N	N	Y	Y	Do not Abolish	
HMS	Med-QuestDiv	00110037	Supvg Cntrcts Spclt (MedQUEST)	Vacant,Position	4/21/2008	The amount and complexity of the current workload in Med-QUEST Healthcare Services Branch has increased over the past 5 years, and now requires a HCSBAA (assistant administrator) position under the HCSBA position. This position will collaborate with other Departments such as Department of Health and Department of Education to avoid duplication of services and increase the efficiency of these services. This position retains administrative oversight for the majority of the MQD contracts, including the near \$2 billion/year QUEST Integration contract; oversight of the care and service delivery in the healthcare acute and Long Term care settings in these contracts; partnering with DOH divisions (CAMHD/EIS/AMHD/ADAD) to ensure behavioral health integration across all recipients; oversight of DOH DDD program for the DD/ID population in Medicaid; provider enrollment, screening, and re-validation for all Hawaii Medicaid providers; contracting and oversight for Community Care Services program for the Severely Mentally Ill; ensuring the Medicaid healthcare delivery model adapts to the new telehealth realities of the COVID-19 PHE, including monitoring for provider network adequacy during the PHE; managing the re-starting of the Medicaid healthcare delivery model as the HI economy restarts post PHE; among other duties.	N	N	Y	Y	Do not Abolish	

Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
HMS	Med-QuestDiv	00111047	Supvg Cntrcts Spclt (MedQUEST)	Vacant,Position	11/6/2015	This position was recently converted from exempt to civil service. A recruitment was done, but there were no applicants as this class of work requires specialized experience and is a difficult to fill. Therefore, we will re-describe the position to more clearly delineate the high level of complexity and responsibility. This supervisory position has the primary responsibility of overseeing a team of analysts and specialists responsible for the majority of the MQD contracts, including the near \$2 billion/year QUEST Integration contract; oversight of the care and service delivery in the healthcare acute and Long Term care settings in these contracts; State of Hawaii Tissue Transplant (SHOTT), Dental, Medicaid Ombudsman, External Quality Review, Criminal Background Check and contracting and oversight for Community Care Services program for the Severely Mentally Ill, among other duties. This position is needed to provide the oversight and direction for the team conducting the monitoring and compliance functions for multiple MQD contracts and various programs and populations are carried out; failing to execute these monitoring and compliance functions will put hundreds of millions of Federal matching dollars at risk.	Y	N	Y	Y	Do not Abolish	
HMS	Med-QuestDiv	00120767	Program Specialist V	Vacant,Position	5/28/2014	Intended to transfer to the Director's office to address a cross-agency initiative to address children and families.	N	N	Y		Do not Abolish	
HMS	Med-QuestDiv	00121534	PUBLIC ASSISTANCE DATA INTEGRI	Vacant,Position	5/2/2016	The PADIT III position has overall responsibility for supervising and administering the functions and activities of a the statewide MQD Member File Integrity Section. This position provides leadership and supervisory oversight of five PADIT III positions and one office assistant for Section responsibility for ensuring data transferred between the eligibility and health plan enrollment systems is consistent. The supervisor oversees the staff who are tasked to research and resolve any discrepancies that may occur. This position is difficult to fill as it requires specialized experience. Recruitment was ongoing for a couple of years but with no success in attracting qualified candidates(only 1 applicant referred/not interested) , the recruitment was canceled with plans to review the class specifications and MQRs for possible amendments. With the hiring freeze imposed in April 2020, position has been frozen. Work is being performed through temporary assignment, on rotation; this also allows us to build of pool of candidates within the branch who are qualified to fill this position once we are allowed to hire. This position has been identified as part of our KALO reorganization/ Business Process Redesign of our eligibility, call-center and member-facing sections.	N	N	Y	Y	Do not Abolish	
HMS	SocSvcsDiv	00029223	Public Welfare Asst Admr	Vacant,Position	9/5/2015	This position was redescribed to the Public Welfare Asst Administrator in mid-November 2019 and the recruitment, initiated in October 2019, was canceled due to the hiring freeze in April 2020. This position is necessary as services provided by the division continue to increase, more clients are served, and personnel issues rise. The division assistant administrator would assist with daily operations, addressing concerns and complaints from the public, providing guidance and support to staff, and developing and implementing program planning and organizational change so that the division can be more efficient and effective. A B2 request to fill seeking the Governor's approval was resubmitted in March 2021; however, to date, approval is still pending.	Y	N	Y		Do not Abolish	

Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
HMS	SocSvcsDiv	00046378	Social Service Aid III	Vacant,Position	4/1/2015	This position has been pending redescription from the 12/24/18 SSD reorg. Redescription action could not be taken due to funding issues; however, those issues were recently resolved and the redescription can proceed. When the redescription is completed, a request seeking the Governor's approval to fill would be necessary as the position is frozen under the current hiring freeze. This position monitors compliance with P.L. 96-272 federal requirements regarding development of case plans, periodic and permanency reviews of foster care placements, initiation of timely and appropriate court action, licensing of foster homes, and eligibility determinations utilizing on-site observation of line unit operations, electronic data system-generated reports, electronic and paper case records, court documents, and other forms of casework documentation, etc. This position also provides consultation and technical assistance to: Child Welfare casework staff in meeting compliance requirements for casework practice and case information content and form; and Title IV-E eligibility determination staff in meeting requirements for establishing categorical and programmatic eligibility. This position is key in ensuring that the availability of federal funds is maximized as much as possible. The position is part of Management Information and Compliance Staff, where currently, only one position is filled. The division has a total federal funds budget of \$44,098,588. This position is critical in assuring that federal government guidelines are followed. Without sufficient staff, the division will not be able to submit/finish reports and audits required by the federal government in a timely manner, which could result losing federal grants., Additionally, the federal government may reduce grants awarded if funding requirements are not met due to lack of staff. To avoid having to submit a program improvement plan to the federal government, this position is necessary so that the workload can be more manageable and expectations of the division by the federal government met.	Y	N	Y	N	Do not Abolish	
HMS	SocSvcsDiv	00101201	Respite Companion	Vacant,Position	12/1/2016	In 1980, the Legislature approved 57 positions for the Respite Companion Program (RCP). Since 1980, the number of slots given to RCP annually by the Grantee, the State of Hawaii Department of Labor & Industrial Relations (DLIR), have decreased from 57 to the current 19. The number of slots given to RCP depends on the availability of funds from the U.S. Department of Labor (USDOL), Senior Community Service Employment Program (SCSEP). DLIR follows the equitable distribution formula in distributing funds to all their sub-grantees in the State. RCP is only one of the sub-grantees in the State DLIR.	Y	Y	Y	N	Do Not Abolish	
HMS	SocSvcsDiv	00101231	Respite Companion	Vacant,Position	9/1/2012		Y	Y	Y	N	Do Not Abolish	
HMS	SocSvcsDiv	00101248	Respite Companion	Vacant,Position	8/24/2016		Y	Y	Y	N	Do Not Abolish	
HMS	SocSvcsDiv	00101251	Respite Companion	Vacant,Position	9/1/2012		Y	Y	Y	N	Do Not Abolish	
HMS	SocSvcsDiv	00101254	Respite Companion	Vacant,Position	7/1/2010		Y	Y	Y	N	Abolish	DHS Agrees
HMS	SocSvcsDiv	00101588	Respite Companion	Vacant,Position	8/2/2013		Y	Y	Y	N	Do Not Abolish	
HMS	SocSvcsDiv	00101607	Respite Companion	Vacant,Position	7/1/2010		Y	Y	Y	N	Abolish	DHS Agrees
HMS	SocSvcsDiv	00103038	Respite Companion	Vacant,Position	1/13/2013		Y	Y	Y	N	Do Not Abolish	
HMS	SocSvcsDiv	00103040	Respite Companion	Vacant,Position	1/3/2009		Y	Y	Y	N	Do Not Abolish	
HMS	SocSvcsDiv	00103042	Respite Companion	Vacant,Position	4/30/2011		Y	Y	Y	N	Do Not Abolish	
HMS	SocSvcsDiv	00108901	Respite Companion	Vacant,Position	7/30/2011		Y	Y	Y	N	Do Not Abolish	
HMS	SocSvcsDiv	00108902	Respite Companion	Vacant,Position	9/7/2012		Y	Y	Y	N	Do Not Abolish	
HMS	SocSvcsDiv	00108903	Respite Companion	Vacant,Position	7/10/2010		Y	Y	Y	N	Abolish	DHS Agrees
HMS	SocSvcsDiv	00108904	Respite Companion	Vacant,Position	9/1/2009		Y	Y	Y	N	Abolish	DHS Agrees
HMS	SocSvcsDiv	00108905	Respite Companion	Vacant,Position	4/1/2013		Y	Y	Y	N	Do Not Abolish	
HMS	SocSvcsDiv	00108906	Respite Companion	Vacant,Position	3/30/2013	Y	Y	Y	N	Do Not Abolish		
HMS	SocSvcsDiv	00118564	Child/Adult Protetv Svcs Spclt	Vacant,Position	12/5/2015	This position has been on active and continuous requirement under the Wikiwiki Hire concept. Qualified applicants to meet the requirements of this Intake Unit position has been difficult. The Position Description requires an applicant to have a knowledge base of harm, threatened harm, safety and risk while understanding the complex issues surrounding child abuse and neglect. The expectation of this applicant is to be able to work independently navigating multiple data engines while producing a report justifying CWS involvement. Continuous review of this position and the challenges to fill is being done.	Y	Y	Y	N	Do Not Abolish	
HMS	SocSvcsDiv	00118586	Human Svcs Prof III	Vacant,Position	12/1/2016	This position was redescribed from an SSA to a Social Worker position effective February 18, 2020. Position has been on active and continuous recruitment under the Wikiwiki Hire concept. Historically, Kona Section has been unsuccessful with recruitment and retention due to high caseloads of severe maltreatment cases. Services and resources are also limited compounding the challenges many workers face with servicing the families. Kona also presents a unique geographic challenge which impacts follow and what can be done in an 8 hour day. Continuous review of this position and the challenges to fill is being done.	Y	Y	Y	N	Do Not Abolish	

Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
HMS	SocSvcsDiv	00118589	Social Service Aid III	Vacant,Position	6/10/2013	This position has been pending redescription from the 12/24/18 SSD reorg. Redescription action could not be taken due to funding issues; however, those issues were recently resolved and the redescription can proceed. When the redescription is completed, a request seeking the Governor's approval to fill would be necessary as the position is frozen under the current hiring freeze. This position is responsible for procuring services and administers purchase of services and Grants in Aid contracts and subsidies with public and private agencies in assigned program areas by applying the knowledge of behavioral sciences practices, principles, methods, techniques, concepts, and theories. Also, this position monitors contracts to ensure that services are delivered, and providers are compensated according to a) contract terms; b) applicable laws, rules, regulations, and c) sound behavioral sciences work principles and methods. Additionally, this position is expected to provide information, consultation, and technical assistance to division/departmental staff, public and private agencies, and the community regarding the division's services. Currently, there are only two other staff that handle all of SSD contracts. SSD has at least 99 contracts with a total of \$49,806,000 in contracted social services. With the implementation of the Family First Hawaii Prevention Program in October 2021, services are and will continue to be procured in the coming months. The increased workload cannot be met with the current staffing. Support Services Office desperately needs this position to meet all the deadlines related to procuring and monitoring contracts while still addressing the public needs related to services provided in a timely manner. Without adequate staffing, contracts will not be processed which would put the vulnerable population even more at risk. Finally, without capacity, contracts needed by Division would not be adequately managed and/or monitored to meet the community needs, and/or compensate our local providers/non-profit agencies.	Y	N	Y	N	Do Not Abolish	
HTH	BhavrlHlthAd	18149	LPN - Mental Health (FP)	Vacant,Position	10/1/2016	This position was varianced to an Occupational Therapist Assistant (FP) in the HSH reorg approved 6/6/19. The request to establish was sent to DOH-HRO on 8/14/19. Position was defunded per Act 009/SLH 2020.	N	Y	Y	Y	Do Not Abolish	
HTH	BhavrlHlthAd	24922	Neurotraining Therapist IV	Vacant,Position	12/31/2011	This position was varianced to Chief Psychosocial Rehabilitation Services #123066E in the HSH reorg approved on 6/6/19. The request to establish was sent to DOH-HRO on 7/19/19 and was established on 6/24/21. Therefore, recruitment will commence.	N	Y	N	Y	Do Not Abolish	
HTH	BhavrlHlthAd	46079	Janitor II	Vacant,Position	8/26/2016	This position was varianced to Automotive Mechanic II #123068 in the HSH reorg approved 6/6/19. The request to establish was sent to DOH-HRO on 7/22/19 and was established on 6/24/21. Therefore, recruitment will commence.	N	Y	N	Y	Do Not Abolish	
HTH	BhavrlHlthAd	46308	Occupational Therapist III	Vacant,Position	5/18/2013	This position was varianced to Physician #123126 in the HSH reorg approved 6/6/19. The position was established on 1/9/20 but defunded during the 2020 Legislative session per Act 009/SLH 2020. Governor approved filling of this position on 6/16/21. Therefore, recruitment will commence.	N	Y	N	Y	Do Not Abolish	
HTH	BhavrlHlthAd	46309	Occupational Therapist III	Vacant,Position	11/28/2015	This position was varianced to Clinical Psychologist-Supervisor #123151 in the HSH reorg approved 6/6/19. The position was established and filled, but during the 2020 Legislative session the position was defunded per Act 009/SLH2020.	N	Filled	N/A	Y	Do Not Abolish	
HTH	BhavrlHlthAd	51145	Prgm Spclt Substance Abuse IV	Vacant,Position	4/3/1998	This position was varianced to Clinical Psychologist #123089 in the HSH reorg approved 6/6/19. The request to establish this position was submitted to DOH-HRO on 8/2/19 and the position was established on 2/10/20. This position was defunded during the 2020 Legislative session per Act 009/SLH 2020. Governor approved filling of this position on 6/16/21. Therefore, recruitment will commence.	N	Y	N	Y	Do Not Abolish	
HTH	BhavrlHlthAd	52047	Registered Nurse III	Vacant,Position	8/30/2012	This position was to be redescribed in the HSH reorg approved 6/6/19. The request to establish this position was sent to DOH-HRO on 8/2/19. During the 2020 Legislative session, the position was defunded per Act 009/SLH 2020.	N	N	N/A	Y	Do Not Abolish	
HTH	BhavrlHlthAd	52057	LPN - Mental Health (FP)	Vacant,Position	9/1/2015	During the 2020 Legislative session, the position was defunded per Act 009/SLH 2020.	N	N	N/A	N	Abolish	DOH Agrees
HTH	BhavrlHlthAd	103015	Psychiatrist III	Vacant,Position	10/1/1998	This position is backing position #113080, AMHD Psychiatry Chief, which is filled.	Y	N	Y	No	Do Not Abolish	

Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
HTH	DepDirOfHlth	4633	Office Assistant III	Vacant,Position	12/1/2009	Funding was not available to support the position.	N	Y	N	N	Abolish	DOH does not agree. Funding has been restored, but there is a hiring freeze for BU03 delaying recruitment.
HTH	DepDirOfHlth	43930	Office Assistant III	Vacant,Position	7/1/1997	This is a floater position for DOH and not budgeted in HTH420HN.	N	N	N	N	Abolish	DOH Agrees
HTH	DepDirOfHlth	50176	Planner IV	Vacant,Position	6/1/2006	Position not budgeted	N	N	N	N	Abolish	DOH Agrees
HTH	DepDirOfHlth	51155	Registered Nurse II	Vacant,Position	8/9/2012	The program was working on a position variance from an RN to LPN III. The position is currently pending the Governor's approval for to establish and fill.	Y	Y	N	N	Do Not Abolish	
HTH	DepDirOfHlth	110240	Information Technology Band B	Vacant,Position	1/23/2009	Temporary Position, we have had people to hire, then they decline the position. Last person was just before the hiring freeze 4/13/20	Y	Y	Y	N/A	Do Not Abolish	
HTH	DepDirOfHlth	120298	CORE Performance Improve Mgr	Vacant,Position	9/30/2015	To be redescribed to PHAO/AO	Y	Y	N	N	Do Not Abolish	
HTH	DepDirOfHlth	121537	Program Specialist IV	Vacant,Position	3/25/2016	Position is part of a re-org in process	Y	Y	N	Y	Do not Abolish	
HTH	DirectorsOfc	24455	Account Clerk III	Vacant,Position	4/1/2014	Applicants not qualified	Y	Y	Y	N	Abolish	DOH Agrees
HTH	DirectorsOfc	42158	Account Clerk II	Vacant,Position	12/31/2015	No federal funds	Y	Y	Y	N	Abolish	DOH Agrees
HTH	EnvrnHlthAdm	54732	Environmental Health Spclt IV	Vacant,Position	7/1/2015	Uncertainty of adequate grant funding.	Y	Y	Y	N	Do Not Abolish	
HTH	EnvrnHlthAdm	110108	Microbiologist II	Vacant,Position	10/8/2002	Funding was not available to support the position.	N	N	N	N	Abolish	DOH Agrees
HTH	EnvrnHlthAdm	118596	Environmental Health Spclt IV	Vacant,Position	5/24/2016	Temporary position, so undesirable to applicants; position is administratively assigned temporarily to HEER Office, and has a TA employee; position is funded by HEER grant and SHWB grant.	Y	Y	Y	N	Do Not Abolish	
HTH	HlthResAdm	10400	Speech Pathologist IV	Vacant,Position	12/31/2014	Varianted to SpED III (# 122755) eff 8/1/18. This position was varianted based on the program need to deliver mandated Special Instruction services. The SpED III (#122755) position was recently submitted in a request to fill to Governor Ige to meet P.L. 108-446, Individuals with Disabilities Education Act, Part C requirements, as well as provide the services that children and families have the right to access. COVID-19 has increased the need to recruit and fill this position because of the impact it has on the lives of children and families who are eligible for early intervention services.	Y	Y	Y	N	Do Not Abolish	
HTH	HlthResAdm	28401	Public Health Educator IV	Vacant,Position	12/31/2015	This federally funded position was held up due to delayed reorganization. This position was to be redescribed to a Program Specialist IV in order to work with private providers to ensure that they are able to enroll into the Hawaii Immunization Registry (HIR) and also so that DOH is able to collect data from them so that we can assess which areas may be low coverage vaccine areas. Position would identify the low coverage areas so that DOH can target them in order to increase vaccine coverage. Unfortunately we were not able to complete our reorganization for a variety of reasons. Redescription and filling of these positions remains critical to sustainable functioning of our Immunization program beyond the emergency COVID-19 funding which is currently allowing us to continue operations.	Y	Y	Y	N	Do Not Abolish	Unfortunately DOCD had to abandon our reorganization due to COVID-19 pandemic outbreak as DOCD had to take the lead in the emergency response efforts. This position needs to be redescribed and moved in the organization chart pending re-org which we anticipate completing by the end of Fiscal 2022.
HTH	HlthResAdm	39850	Public Health Educator IV	Vacant,Position	7/1/2011	The funding for the position was reduced. The program had to change the funding source from "MOF" P to MOF "N". Position variance had to be completed. Currently, the position is pending Governor's approval to establish a new Social Worker IV	Y	Y	N	N	Do Not Abolish	
HTH	HlthResAdm	45339	Registered Nurse VI	Vacant,Position	6/1/2013	Position is needed as Supervisor for Children and Youth with Special Health Needs Section (CYSHNS) which works toward children/youth with special health care needs receiving appropriate services and having access to quality health care services. Process to fill has been lengthy. Act 5, SLH 2019 authorized change in position title from Registered Nurse VI to Program Specialist VI (due to limited federal funding) in April 2019. CYSHNS reorganization was approved 12/27/19. Position variance from Program Specialist VI to Public Health Supervisor (PHS) II was approved 6/4/2021. Request to Governor to establish/fill PHS II position was submitted 6/14/2021	Y	Y	N	N	Do Not Abolish	
HTH	HlthResAdm	50741	Speech Pathologist IV	Vacant,Position	6/11/2013	This position is funded under the Individuals with Disabilities Education Act (IDEA), Part C grant. It is a difficult to fill position as there are few or no applicants. Additionally, this position is one of two positions in the program. The other position which is funded under State General Funds is typically filled first as it can submit Medicaid and TriCare reimbursement insurance claims. To optimize reimbursements, this position was submitted in 2020 budget request to change funding source from IDEA Part C grant to State General fund. The request was not approved. This position is needed as it provides mandated speech-language services under P.L. 108-446, Individuals with Disabilities Education Act, Part C.	Y	Y	Y	N	Do Not Abolish	
HTH	HlthResAdm	51687	Investigator V	Vacant,Position	4/15/2014	The position has no funding for recruitment.	N	N	N	N	Abolish	DOH Agrees

Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
HTH	HlthResAdm	54734	Research Statistician II	Vacant,Position	11/7/2015	This position is not in active recruitment as the Early Intervention Section (EIS) placed a hold on recruitment to work on a re-org and evaluate if the position would be kept as a Research Statistician II or variance it based on the program need and new web-based data system. This position is needed as EIS' system is evolving and focused on ensuring the appropriate position is in place to support EIS in meeting the requirements under P.L. 108-446, Individuals with Disabilities Education Act, Part C.	Y	Y	Y	Y	Do Not Abolish	
HTH	HlthResAdm	110959	Registered Nurse IV	Vacant,Position	1/1/2013	This federally funded position was held up due to delayed reorganization. This position was to be redescribed to a Program Specialist IV and would develop and provide training and education for Vaccines for Children (VFC's) providers and their staff in order to ensure that they are to date with current vaccine information and protocols. Training would be on an annual basis for 300+ VFC's. Unfortunately we were not able to complete our reorganization for a variety of reasons. Redescription and filling of these positions remains critical to sustainable functioning of our Immunization program beyond the emergency COVID-19 funding which is currently allowing us to continue operations.	Y	Y	Y	N	Do Not Abolish	Unfortunately DOCD had to abandon our reorganization due to COVID-19 pandemic outbreak as DOCD had to take the lead in the emergency response efforts. This position needs to be redescribed and moved in the organization chart pending re-org which we anticipate completing by the end of Fiscal 2022.
HTH	HlthResAdm	118909	Registered Nurse III	Vacant,Position	9/29/2015	This federally funded position was held up due to delayed reorganization. This position was to be redescribed to a Program Specialist III and would assist with provider site visits in order to ensure providers are following all storage and handling protocols. These site visits would be scheduled annually and this position would help DOH reach it's annual oversight goals. Unfortunately we were not able to complete our reorganization for a variety of reasons. Redescription and filling of these positions remains critical to sustainable functioning of our Immunization program beyond the emergency COVID-19 funding which is currently allowing us to continue operations.	Y	Y	Y	N	Do Not Abolish	Unfortunately DOCD had to abandon our reorganization due to COVID-19 pandemic outbreak as DOCD had to take the lead in the emergency response efforts. This position needs to be redescribed and moved in the organization chart pending re-org which we anticipate completing by the end of Fiscal 2022.
LBR	EmpSecAplRef	00027972	Empl Security Appeals Referee	Vacant,Position	6/29/2012	.45 FTE; hard to fill due to specialized experience required and only .45 FTE.	Y	Y	Y	N	Do Not Abolish	
LBR	UnemplnsDiv	00009024	Unemployment Ins Spclt VI	Vacant,Position	11/30/2016	Pursuing active recruitment; Federal funding now available	Y	Y	Y	N	Do Not Abolish	
LBR	UnemplnsDiv	00021521	Unemployment Ins Asst VI	Vacant,Position	9/16/2011	Internal reorganization to establish training section; Federal funding now available; pursue active recruitment	Y	Y	N	Y	Do Not Abolish	
LBR	UnemplnsDiv	00025831	Unemployment Ins Spclt V	Vacant,Position	10/1/2010	Internal reorganization to establish special activity section; Federal funding dependent	Y	Y	N	Y	Do Not Abolish	
LBR	UnemplnsDiv	00025908	Unemployment Ins Spclt I	Vacant,Position	12/31/2016	Pursuing active recruitment; Federal funding now available	Y	Y	N	N	Do Not Abolish	
LBR	UnemplnsDiv	00026348	Unemployment Ins Spclt V	Vacant,Position	5/29/2013	Pursuing active recruitment; Federal funding now available	Y	Y	N	N	Do Not Abolish	
LBR	UnemplnsDiv	00027773	Unemployment Ins Asst VI	Vacant,Position	7/18/2016	Internal reorganization to establish training section; Federal funding now available; pursue active recruitment	Y	Y	N	Y	Do Not Abolish	
LBR	WrkfrceDevDv	00004037	Employment Svc County Prgm Mgr	Vacant,Position	12/31/2016	Reorganization to transfer from Hawaii Branch to Oahu Branch. Work underway to revise the PD and recruit position.	Y	Y	Y	Y	Do Not Abolish	
LBR	WrkfrceDevDv	00004043	Employment Service Spclt II	Vacant,Position	1/31/2015	Insufficient funding to support position at this time.	N	Y	N	N	Abolish	LBR Agrees
LBR	WrkfrceDevDv	00007914	Workforce Development Manager	Vacant,Position	12/31/2016	Position/recruitment dependent upon federal funding. Unable to fill due to lack of funding from low employment rates prior to 2020. With current unemployment rate, DLIR will receive funding and be able to commence recruitment late 2021.	N	Y	Y	N	Do Not Abolish	
LBR	WrkfrceDevDv	00014083	Employment Service Spclt V	Vacant,Position	4/22/2014	Position/recruitment dependent upon County funding; Special project position.	N	Y	N	N	Do Not Abolish	LBR - In recruitment, making an offer
LBR	WrkfrceDevDv	00023661	Employment Service Spclt V	Vacant,Position	7/1/2016	Position/recruitment dependent upon County funding; Insufficient funding to support position at this time.	N	Y	N	N	Abolish	LBR Agrees
LBR	WrkfrceDevDv	00033331	Employment Service Spclt III	Vacant,Position	11/16/2016	Limited funding to support position; Insufficient funding to maintain full time status; hiring part-time August 2021.	Y	Y	N	N	Do Not Abolish	
LBR	WrkfrceDevDv	00052837	Employment Service Spclt III	Vacant,Position	7/1/2016	Temporary position dependent upon Federal funding. Currently recruiting for Emergency/COVID related hire.	Y	Y	N	N	Do Not Abolish	
LBR	WrkfrceDevDv	00100987	Asset Program Specialist	Vacant,Position	8/1/2009	Position/recruitment dependent upon County funding; Insufficient funding to support position at this time.	N	Y	N	N	Abolish	LBR Agrees
LBR	WrkfrceDevDv	00119284	Employment Service Spclt IV	Vacant,Position	2/1/2012	Temporary position dependent upon County funding. Insufficient funding to maintain full time status.	N	Y	N	N	Abolish	LBR Agrees
LBR	WrkfrceDevDv	00121963	Employment Service Spclt II	Vacant,Position	7/7/2016	Position/recruitment dependent upon County funding for Maui; Special project position.	N	Y	N	N	Abolish	LBR Agrees
LNR	Ofc/Chairpsn	00103092	Policy Advisor for Gov Affairs	Vacant,Position	1/1/2009	No funding.	No	No	N/A	No	Abolish	LNR Agrees
LNR	Ofc/Chairpsn	00112516	Cultural Resources Spec II	Vacant,Position	7/30/2005	No funding.	No	No	N/A	No	Abolish	LNR Agrees
LNR	Ofc/Chairpsn	00117431	Access Specialist	Vacant,Position	6/29/2013	No funding.	No	No	N/A	No	Abolish	LNR Agrees

Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
LNR	Ofc/Chairpsn	00117438	Administrative Spec II	Vacant,Position	8/1/2015	No funding.	No	No	N/A	No	Abolish	This position was previously filled using trust funds. We attempted to convert this position to general funds in 2017, but was unable to convert. This position is needed to assist the KIRC with the administrative function of the commission, focusing on personnel and employee timekeeping responsibilities. This function is partially being covered by the KIRC Commission coordinator since the position duties were temporarily reduced due to the Governor's emergency COVID proclamation restricting in-person commission meetings, but will increase as these restrictions are lifted after the COVID rules are relaxed. We will be seeking future general funds appropriations from the legislature and the Governor to fund these position when available.
LNR	Ofc/Chairpsn	00118254	Ocean Resources Specialist II	Vacant,Position	6/30/2012	No funding.	No	No	N/A	No	Abolish	This position was previously filled using trust funds. We attempted to convert this position to general funds in 2017, but was unable to convert. This position is needed to assist in the KIRC's management of the waters surrounding the island of Kaho`olawe and to support on-island coastal restoration efforts. We will be seeking future general funds appropriations from the legislature to fund these position when available.
LNR	Ofc/Chairpsn	00118617	Natural Resources Specialst II	Vacant,Position	10/13/2009	No funding.	No	No	N/A	No	Abolish	This position was previously filled using trust funds. We attempted to convert this position to general funds in 2017, but was unable to convert. This position is needed to assist in the KIRC's management of the waters surrounding the island of Kaho`olawe and to support on-island coastal restoration efforts. We will be seeking future general funds appropriations from the legislature to fund these position when available.
LNR	Ofc/Chairpsn	00119159	Grant Specialist	Vacant,Position	11/25/2009	No funding.	No	No	N/A	No	Abolish	LNR Agrees
LNR	Ofc/Chairpsn	00120878	State Sustainability Coord	Vacant,Position	5/30/2015	No funding.	No	No	N/A	No	Abolish	LNR Agrees
PSD	Corr Industr	00015251	Account Clerk IV	Vacant,Position	12/30/2016		Y - S	Y	N	N	Abolish	This position is funded by a revolving fund (MOF W) generated by Hawaii Correctional Industries in accordance with Chapter 354D, Hawaii Revised Statutes, and is included in HCI's vision plan to assist with upcoming program expansion to remain self-sustaining.
PSD	Corr Industr	00103143	CI Light Truck Driver	Vacant,Position	5/16/2006		Y - S	Y	N	N	Abolish	This position is funded by a revolving fund (MOF W) generated by Hawaii Correctional Industries in accordance with Chapter 354D, Hawaii Revised Statutes, and is included in HCI's vision plan to assist with upcoming program expansion to remain self-sustaining.
PSD	CorrsPrgSvcs	00117279	Program Specialist V	Vacant,Position	10/1/2016	Position abolished 6/30/18, Re-established 7/1/19.	Y	Y	Y	Y	Do Not Abolish	
PSD	CrmVctmCmpCm	00103164	CVCC Investigator	Vacant,Position	12/16/2010	This is a position funded by a federal VOCA grant (MOF P) and is hard to fill as a temporary .	Y - P	Y	Y	N	Abolish	This is a position that was established and is intended to be funded using federal funds. The Commission's annual compensation grant allows 5% of its grant to be used for personnel/operational expenses. The Commission's recent grants have not been large enough to fund this position. Although this position is vacant and has been for some time, it is important to maintain this position because in the event of a large-scale mass violence incident, the Commission would be eligible to receive federal funds to not only provide direct assistance to victims but also to fund a position such as this to directly assist victims in the short and long term and to coordinate and enable appropriate victim service response. The Commission was recognized by the Department of Justice's Office for Victims of Crime, as the State's lead agency for the coordination of victim services in a mass violence response. As the primary funding conduit for victims of crime throughout the State, the Commission recognized the absence of mass violence response in early versions of the State's emergency plan and its failure to include the victim services component in its planning. The Commission continues to lead efforts to establish emergency protocols that acknowledge victim services and the need to collaborate, train, plan, and prepare for mass violence incidents.

Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
PSD	Institutions	00046350	Adult Corrs Officer Recruit	Vacant,Position	10/8/2000	This is a position that was created based on a County grant and is hard to fill as a temporary ACO.	Y - S	Y	Y	N	Abolish	These Adult Corrections Officer (ACO) Recruit positions were created based on a Maui County grant for the Maui Correctional Community Center. These positions were designed to work in the community and with the county of Maui. These positions have been vacant because PSD has prioritized the filling of permanent positions first, but MCCC has been utilizing staff from the security staffing to provide the services to the Maui County. It is important to keep these positions to ensure we meet our obligation to Maui County and if recruitment situation becomes more favorable. These positions are intended to provide inmate work lines services for the Maui Country Parks Department as well as painting, grass cutting, assisting with Lahaina golf tournament, Senior Fair, and minor construction. These positions contribute to the reintegration of inmates back into the community as well as giving them skills that can be used when going to their next step to work furlough, which is an important step to reduce recidivism.
PSD	Institutions	00055245	Adult Corrs Officer Recruit	Vacant,Position	10/28/2001	This is a position that was created based on a County grant and is hard to fill as a temporary ACO.	Y - S	Y	Y	N	Abolish	These Adult Corrections Officer (ACO) Recruit positions were created based on a Maui County grant for the Maui Correctional Community Center. These positions were designed to work in the community and with the county of Maui. These positions have been vacant because PSD has prioritized the filling of permanent positions first, but MCCC has been utilizing staff from the security staffing to provide the services to the Maui County. It is important to keep these positions to ensure we meet our obligation to Maui County and if recruitment situation becomes more favorable. These positions are intended to provide inmate work lines services for the Maui Country Parks Department as well as painting, grass cutting, assisting with Lahaina golf tournament, Senior Fair, and minor construction. These positions contribute to the reintegration of inmates back into the community as well as giving them skills that can be used when going to their next step to work furlough, which is an important step to reduce recidivism.
PSD	Institutions	00055246	Adult Corrs Officer Recruit	Vacant,Position	9/18/2000	This is a position that was created based on a County grant and is hard to fill as a temporary ACO.	Y - S	Y	Y	N	Abolish	These Adult Corrections Officer (ACO) Recruit positions were created based on a Maui County grant for the Maui Correctional Community Center. These positions were designed to work in the community and with the county of Maui. These positions have been vacant because PSD has prioritized the filling of permanent positions first, but MCCC has been utilizing staff from the security staffing to provide the services to the Maui County. It is important to keep these positions to ensure we meet our obligation to Maui County and if recruitment situation becomes more favorable. These positions are intended to provide inmate work lines services for the Maui Country Parks Department as well as painting, grass cutting, assisting with Lahaina golf tournament, Senior Fair, and minor construction. These positions contribute to the reintegration of inmates back into the community as well as giving them skills that can be used when going to their next step to work furlough, which is an important step to reduce recidivism.
PSD	NarcEnforce	00116525	Account Clerk III	Vacant,Position	7/1/2012	This position is special funded and hard to fill.	Y - S	Y	Y	N	Abolish	PSD Agrees
TRN	Air Div	00006548	School Custodial Services Supt	Vacant,Position	12/31/2016	Position pending reclassification to be DOT specific.	Y	Y	N	Redescribe process.	Do Not Abolish	
TRN	Air Div	00015042	Groundskeeper I	Vacant,Position	8/1/1991	Position being used for Act 111 vocational rehab employment.	Y	Y	N	Neither. See Justification.	Do Not Abolish	
TRN	Air Div	00041966	Visitor Inf Prgm Asst I	Vacant,Position	11/21/2010	Position combined with 49765 to make a FTE 1.0 position. Will abolish 41966.	Y	Y	N	Neither. See Justification.	Abolish	DOT Agrees
TRN	Air Div	00046718	Airport Baggage Attendant II	Vacant,Position	12/31/2016	To be redescribed to Airports Operations Controller II.	Y	Y	N	In re-org.	Do Not Abolish	
TRN	Air Div	00049747	Heavy Veh/Constr Equip Mech II	Vacant,Position	2/12/2011	Formerly Street Sweeper Operator class. Redescribed to Heavy Veh/Constr Equip Mech II. Internal Vacancy Announced 6/18/21; closed 7/1/21. One applicant pending review.	Y	Y	Y	Neither. See Justification.	Do Not Abolish	
TRN	Air Div	00049765	Visitor Inf Prgm Asst II	Vacant,Position	9/20/2010	See position 41966. 2nd language required for position; looking for language certifier. Ready for recruitment.	Y	Y	N	Neither. See Justification.	Do Not Abolish	
TRN	Air Div	00102127	Janitor	Vacant,Position	9/9/2015	Position being used for Act 111 vocational rehab employment.	Y	Y	N	Neither. See Justification.	Do Not Abolish	



Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
TRN	Air Div	00109513	Air Traffic Controller	Vacant,Position	7/1/2007	Position was created in HRMS years ago in order to pay contract employee through payroll system.	Y	N/A	N	Neither. See Justification.	Abolish	DOT Agrees
TRN	Air Div	00109515	Air Traffic Controller	Vacant,Position	7/1/1999	Position was created in HRMS years ago in order to pay contract employee through payroll system.	Y	N/A	N	Neither. See Justification.	Abolish	DOT is in the process of recruiting. This position ensures the safety of operations at Dillingham Field
TRN	Air Div	00109516	Air Traffic Controller	Vacant,Position	7/1/2003	Position was created in HRMS years ago in order to pay contract employee through payroll system.	Y	N/A	N	Neither. See Justification.	Abolish	DOT Agrees
TRN	Air Div	00118888	Airport Firefighter	Vacant,Position	11/28/2016	To be redescribed to Electrician II.	Y	Y	Y	Redescribe process.	Do Not Abolish	
TRN	Hrbrs Div	00120640	Engineer V	Vacant,Position	1/30/2014	Position supports Harbor Modernization Projects. Position currently under re-org and will be filled once it is completed or approved.	Y	Y	Y	In re-org.	Do Not Abolish	
TRN	Hwys Div	00001278	Equipment Operator I	Vacant,Position	5/2/2016	Position in H02 (Puna/Volcano crew) which at the moment has no Equipment Operator I employee. Crew currently has 4 employees responsible for 140 lane miles of grass cutting, tree cutting, trash pick up, pothole patching, herbiciding, etc.	Y	Y	N	Neither. See justification.	Abolish	Our inclination is to hold off abolishing based on the program need for the positions. I realize some positions are unfunded and that is the reason they were not actively recruited. Last session, we had a need to fund some of the unfunded positions and the inclination may be to swap out the unfunded positions on DHRD's list for vacant funded positions that is why we do not want to abolish any
TRN	Hwys Div	00001330	Truck Driver Laborer	Vacant,Position	10/1/2015	Position in H01 (Hamakua crew) which at the moment has no Truck Driver Laborer employee. Crew currently has 2 employees responsible for 70 lane miles of mudslides, rockslides, storm debris, flooding, etc., that require a CDL driven dump truck to complete a task.	Y	Y	N	Neither. See justification.	Abolish	Our inclination is to hold off abolishing based on the program need for the positions. I realize some positions are unfunded and that is the reason they were not actively recruited. Last session, we had a need to fund some of the unfunded positions and the inclination may be to swap out the unfunded positions on DHRD's list for vacant funded positions that is why we do not want to abolish any
TRN	Hwys Div	00001338	Equipment Operator I	Vacant,Position	9/1/2016	Position in H06 (Waimea/Kohala crew) which at the moment has no Equipment Operator I employee. Crew currently has 2 employees responsible for 160 lane miles of grass cutting, tree cutting, trash pick up, pothole patching, herbiciding, etc.	Y	Y	N	Neither. See justification.	Abolish	Our inclination is to hold off abolishing based on the program need for the positions. I realize some positions are unfunded and that is the reason they were not actively recruited. Last session, we had a need to fund some of the unfunded positions and the inclination may be to swap out the unfunded positions on DHRD's list for vacant funded positions that is why we do not want to abolish any
TRN	Hwys Div	00002519	Engineer III	Vacant,Position	2/5/2014	In 2015, position was supposed to have been redescribed to Information Specialist class. Position was not redescribed and transferred to Public Affairs Office. Interviews conducted and selection made.	Y	Y	N	Neither. See justification.	Do Not Abolish	
TRN	Hwys Div	00003482	Highway Safety Specialist	Vacant,Position	11/21/2009	Formerly Engineer IV. Position redescribed to Highway Safety Specialist on 1/27/21. Position will be in Highway Division's Demand Management Office to plan, develop, coordinate, and implement education and community outreach relating to highway and traffic safety. Position needed to implement new initiatives such as vehicle-to-everything pilot, the red-light photo enforcement pilot, intelligent transportation architecture, and roundabouts.	Y	Y	Y	Neither. See justification.	Do Not Abolish	
TRN	Hwys Div	00006585	Land Boundary Surveyor III	Vacant,Position	5/1/2016	Position is unfunded; no recruitment will be done at this time. LBS III needed to support 5 Draftsman & 6 Field Crew. There's currently only one active LBS III.	N	N	Y	Neither. See justification.	Abolish	Our inclination is to hold off abolishing based on the program need for the positions. I realize some positions are unfunded and that is the reason they were not actively recruited. Last session, we had a need to fund some of the unfunded positions and the inclination may be to swap out the unfunded positions on DHRD's list for vacant funded positions that is why we do not want to abolish any
TRN	Hwys Div	00007489	Historic Resources Specialist	Vacant,Position	5/7/2013	Formerly Engineer IV. Redescribed to Historic Resources Specialist on 05/07/12. Unfunded position under Act 5/19	N	N	Y	Neither. See justification.	Abolish	Our inclination is to hold off abolishing based on the program need for the positions. I realize some positions are unfunded and that is the reason they were not actively recruited. Last session, we had a need to fund some of the unfunded positions and the inclination may be to swap out the unfunded positions on DHRD's list for vacant funded positions that is why we do not want to abolish any
TRN	Hwys Div	00009602	Abstractor VII	Vacant,Position	12/31/2016	Unfunded position under Act 5/19	N	N	Y	Neither. See justification.	Do Not Abolish	
TRN	Hwys Div	00010873	Heavy Veh/Constr Equip Mech I	Vacant,Position	12/31/2014	Formerly Automotive Mechanic. Redescribed to Heavy Veh/Constr Equip Mech I on 10/01/01. To be reorg'd and redescribed to a Human Resources Office class.	Y	Y	N	Both.	Abolish	Our inclination is to hold off abolishing based on the program need for the positions. I realize some positions are unfunded and that is the reason they were not actively recruited. Last session, we had a need to fund some of the unfunded positions and the inclination may be to swap out the unfunded positions on DHRD's list for vacant funded positions that is why we do not want to abolish any
TRN	Hwys Div	00011433	Highway Const Inspector IV	Vacant,Position	12/1/2016	Unfunded position under Act 5/19	N	N	Y	Neither. See justification.	Do Not Abolish	

Dept	Division	Position	Description	Name	Vacant Date	Justification for Vacancy	Funding (Y or N)	Authority to Hire (Y or N)	Hard-to-Fill (Y or N)	In re-org process?	DHRD Recommends	Department Comments
TRN	Hwys Div	00011847	Planner V	Vacant,Position	9/28/2016	Redescribed from Engineer IV on 11/18/16. Unfunded position under Act 5/19	N	N	N	Neither. See justification.	Do Not Abolish	
TRN	Hwys Div	00015074	Planner VII	Vacant,Position	12/1/2016	Formerly Engineer VI. Redescribed to Planner VII on 05/09/18. Reorg pending.	Y	Y	N	In re-org.	Do Not Abolish	
TRN	Hwys Div	00037762	Bridge Maintenance Worker I	Vacant,Position	2/1/2016	Unfunded position under Act 5/19	N	N	N	Neither. See justification.	Abolish	Our inclination is to hold off abolishing based on the program need for the positions. I realize some positions are unfunded and that is the reason they were not actively recruited. Last session, we had a need to fund some of the unfunded positions and the inclination may be to swap out the unfunded positions on DHRD's list for vacant funded positions that is why we do not want to abolish any.
TRN	Hwys Div	00047370	Equipment Operator I	Vacant,Position	9/13/2016	Position in H04 (South Kona crew) which has no Equipment Operator I employee. Crew currently has 1 employee responsible for 120 lane miles of grass cutting, tree cutting, trash pick up, pothole patching, herbiciding, etc.	Y	Y	N	Neither. See justification.	Abolish	Our inclination is to hold off abolishing based on the program need for the positions. I realize some positions are unfunded and that is the reason they were not actively recruited. Last session, we had a need to fund some of the unfunded positions and the inclination may be to swap out the unfunded positions on DHRD's list for vacant funded positions that is why we do not want to abolish any.
TRN	Hwys Div	00052863	Sign Painter Helper	Vacant,Position	12/31/2013	Position in H51 (Hawaii Island crew) which has no Sign Painter Helper. Crew currently has 4 employees responsible for 750 lane miles of striping/painting and pavement markers, and maintaining/replacing ALL highway signs.	Y	Y	N	Neither. See justification.	Abolish	Our inclination is to hold off abolishing based on the program need for the positions. I realize some positions are unfunded and that is the reason they were not actively recruited. Last session, we had a need to fund some of the unfunded positions and the inclination may be to swap out the unfunded positions on DHRD's list for vacant funded positions that is why we do not want to abolish any.
TRN	Hwys Div	00118346	Engineer V	Vacant,Position	7/18/2009	Temporary position requiring 100% federal funding. Position is needed to support implementaion of the Safe Routes to School Program such as grant application outreach & education, program management, and federal compliance oversight of awarded projects.	Y	Y	N	Neither. See justification.	Abolish	Our inclination is to hold off abolishing based on the program need for the positions. I realize some positions are unfunded and that is the reason they were not actively recruited. Last session, we had a need to fund some of the unfunded positions and the inclination may be to swap out the unfunded positions on DHRD's list for vacant funded positions that is why we do not want to abolish any.
TRN	StTrnsPlnOfc	00019159	Planner VII	Vacant,Position	1/2/2014	DHRD list requested 6/30/21.	Y	Y	Y	Neither. See justification.	Do Not Abolish	
TRN	StTrnsPlnOfc	00112475	Planner V	Vacant,Position	3/31/2010	Position transferred from State Transportation Planning Office to Rail & Transit Safety Office. Reorg completed. Pending hire of RTS head who will fill position.	Y	Y	N	Neither. See justification.	Do Not Abolish	