

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

<http://www.hawaii.gov/hrd>

The Department of Human Resources Development, established under section 26-5, Hawaii Revised Statutes, administers the state personnel system for the executive branch workforce (except for the Department of Education, University of Hawaii, and the Hawaii Health Systems Corporation, which administer their own personnel systems).

The Department is headed by the Director of Human Resources Development. As the central human resources agency, the Department plans, organizes, directs, and coordinates the various activities of the state personnel program in recruitment and examination, position classification, pay administration, employee benefits, staff development and training, workers' compensation payment and claims management, safety, and labor relations.

Office of the Director

The Office of the Director advises the Governor on the State's personnel system, legislative proposals on personnel issues, and personnel policies. The Director represents the Governor in the collective bargaining process, in periodic pricing reviews, and necessary coordination between the public jurisdictions in Hawaii.

To continuously improve the effectiveness and responsiveness of human resources, the Office of the Director serves to ensure public access and input to the State's civil service system (chapter 76, Hawaii Revised Statutes). The Office of the Director fosters the interest of learning institutions, and civic, professional, and employee organizations in the advancement of personnel policies to meet the challenges of evolving public policy, technology, and public expectations.

Employee Relations Division

The Employee Relations Division establishes statewide policies, procedures, programs, and services that provide guidance and support to the departments of the executive branch with regard to employee relations issues. The Division is comprised of:

- Labor Relations, which administers the State's labor-management agreements for civil service employees and the performance management system, and provides staff services in the negotiation of labor contracts;
- Employee Assistance, which develops, implements, and administers employee benefits and assistance programs, such as cafeteria benefits plans, leave sharing, family leave, the REACH employee counseling program, and incentive and service awards;

- Personnel Transactions, which administers pay and personnel transactions to ensure compliance with state and federal personnel laws, rules, negotiated labor-management agreements, and executive orders; and provides management reports on workforce composition and employment trends;
- Training, which develops and administers statewide employee training and development programs, including the Hawaii Leadership Academy.

Employee Classification and Compensation Division

The Employee Classification and Compensation Division develops and administers classification and compensation systems for civil service positions, including the establishment and maintenance of classes of work and their experience and training requirements; the pricing of classes; and the assignment of positions to classes, bargaining units, and other administrative units. The Division also develops and administers statewide human resource policies and systems for employees not covered by civil service and employees not covered by collective bargaining.

Employee Staffing Division

The Employee Staffing Division develops and administers statewide recruitment, examination, and placement programs for the civil service workforce based on the merit principle. The Division also conducts research and development projects to forecast, plan for, and effectuate effective staffing strategies before staffing issues become acute or impact public services.

Employee Claims Division

The Employee Claims Division plans and administers the statewide workers' compensation program, claims management, return-to-work program, and safety program. The Division provides centralized management of workers' compensation claims for all departments within the executive branch, reviews medical fees of care providers and attorneys, analyzes cost trends, and formulates cost containment programs and solutions.

ATTACHED FOR ADMINISTRATIVE PURPOSES

Merit Appeals Board

Established by Act 253, SLH 2000, and codified in sections 26-5(c) and 76-14, Hawaii Revised Statutes, the Board is the exclusive authority to hear and decide appeals relating to: any civil service employee, not a member of a bargaining unit, who is suspended, discharged, or demoted; recruitment and examination for civil service positions; classification and

reclassification of a civil service position; initial pricing of a new class; and other employment actions taken against civil service employees who are excluded from collective bargaining.

Board of Trustees, Deferred Compensation Plan

There is established a State Deferred Compensation Plan, governed by chapter 88E, Hawaii Revised Statutes, for the benefit of state employees to defer a portion of their compensation to a future period of time. Under section 88E-3, Hawaii Revised Statutes, the authority to establish the Plan and implement this chapter is vested in the Board of Trustees. The Board administers a tax-sheltered savings and investment program for state employees with authority to engage services to establish, administer, or maintain the Plan under its direction.

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