

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT

The Department of Labor and Industrial Relations is charged with the administration of the State's labor laws as enacted in the Hawaii Revised Statutes (HRS), which are designed to increase the economic security, physical and economic well-being, and productivity of workers, and to achieve good labor-management relations. The Department also administers related Federal programs in accordance with its responsibilities under State Law.

More specifically, the Department

- (1) Administers the Disability Compensation program which encompasses:
 - (a) The Workers' Compensation Law, Chapter 386, HRS, to provide medical, income and rehabilitation benefits to workers suffering work-connected injuries or illnesses
 - (b) The Temporary Disability Insurance Law, Chapter 392, HRS, to provide benefits to an individual in current employment but experiencing wage loss due to a temporary, disabling, non-occupational sickness or accidents,
 - (c) The Prepaid Health Care Law, Chapter 393, HRS to alleviate the economic hardships of workers whose non-work connected injury or illness requires medical and/or hospital care.
- (2) Administers programs under the Employment Security Law (Chapter 383, HRS), And Additional Unemployment Compensation Law (Chapter 385, HRS), by providing temporary partial wage replacement to eligible workers and stabilizing the economy during recessions by assessing and collecting unemployment insurance contributions from employers and the payment of benefits to qualified unemployed individuals.
- (3) Administers the Occupational Safety and Health Law, Chapter 396, HRS, to assure safe and healthful working conditions for workers and the Boiler and Elevator Safety Law, Chapter 397, HRS, to assure the safe operations of boilers, elevators, amusement rides and related equipment throughout the State.
- (4) Administers the Apprenticeship Law, Chapter 372, HRS, to provide service and assistance to participants in apprenticeship and other on-the-job training programs and to promote the expansion of the apprenticeship program in the State.
- (5) Administers the Workforce Innovation and Opportunity Act (WIOA) of 2014 as well as Title V of the Older Americans Act. These laws and programs provide job training and employment to the unemployed, economically disadvantaged and dislocated workers.
- (6) Administers the Wage Standards programs which enforces laws relating to:
 - (a) Wages and Hours (Chapter 387, HRS) which establishes minimum wage and overtime standards,
 - (b) Wages and Hours of Employees on Public Works (Chapter 104, HRS) which provides for the establishment of prevailing minimum wages and sets overtime and other labor standards for mechanics and laborers employed on public works projects,
 - (c) Payment of Wages and Other Compensation (Chapter 388, HRS) which assures the payment of wages regular paydays, assures prompt payment of employees upon termination, and good communication between employers and workers regarding rates of pay, vacation and sick leave policies and other benefits,

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- (d) Child Labor (Chapter 390, HRS) to regulate the employment of minors,
 - (e) Employment Practices (Chapter 378, Parts II and III, HRS) which protects workers from the unlawful use of lie detector tests, and unlawful suspension, discharge or discrimination based solely on a garnishment action, bankruptcy filing or work injury, or because a workers tested positive in an on-site drug test.
 - (f) Family Leave (Chapter 398, HRS) which provides leave to employees for the birth or adoption of a child, or to care for the employee's child, spouse, parent, or reciprocal beneficiary with a serious health condition.
- (7) Promotes harmonious and cooperative labor-management relations and resolves disputes in accordance with Chapters 89 and 377 (HRS) through the Hawaii Labor Relations Board.
- (8) Hears appeals from decisions rendered under Chapter 386, HRS (Workers' Compensation) and Chapter 397, HRS (Boiler and Elevator Safety) and assures that individuals are given equitable and responsive treatment through the services of the Labor and Industrial Relations Appeals Board as provided in Chapter 371, HRS.
- (9) Provides individuals or any other involved party with a fair hearing by an impartial referee and renders decision on appeals of determinations and redeterminations with respect to the unemployment insurance program and other Employment Security decisions made by the Department as provided in the Hawaii Employment Security Law as included in Chapters 383 and 385, HRS.
- (10) Administratively houses the Workforce Development Council which advises the Governor on policies relating to workforce, employment training, career and skills development, industry and occupational analyses (refer to Chapter 202, HRS). The Council acts as the State Workforce Development Board which is the state oversight body for federally-funded workforce development programs under the WIOA. The Council is specifically responsible for the development and implementation of the four-year Unified State Plan as directed by the Workforce Innovation and Opportunity Act of 2014 (WIOA), as required by the U.S. Department of Labor.
- (11) Enforces state laws prohibiting discrimination in employment (Chapter 378, Part I, HRS), housing (Chapter 515, HRS) public accommodations (Chapter 489, HRS), and access to state and state-funded services (Chapter 368, HRS) through the Hawaii Civil Rights Commission (HCRC). The HCRC receives, investigates, conciliates, and adjudicates complaints of discrimination.
- (12) Advises the State Legislature and the Governor with response to fire prevention and protection, life safety and any other function for which the various county fire department are responsible through the State Fire Council.
- (13) Oversees and advises the Hoisting Machine Operators Advisory Board with respect to safe and lawful certifications of boom, crane and tower operators in Hawaii.
- (14) Develops, analyzes and disseminates information and statistics on labor and industrial relations as set forth in Chapter 371, HRS.
- (15) Develops and implements equal opportunity practices to assure departmental operations and services are in accordance with Titles VI, VII and IX of the Civil Rights Act of 1964, as amended, and with other federal and state laws prohibiting discrimination in employment and provisions of services. Implements the requirements of 29 CFR Part 38 for the State of Hawaii and serves as the State Liaison with the U.S. Department of Labor for nondiscriminatory matters.
- (16) Maintains essential budget and fiscal controls and provides financial,

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management, personnel administration, training and information technology staff services for the administration and operation of the Department and programs.

- (17) Facilitates and enhances the development, delivery, and coordination of effective programs for disadvantaged persons, refugees, and immigrants through the Office of Community Service (OCS). OCS also provides advice and assistance to the agencies of the Executive Branch, private agencies in the human services field, and the Legislature with respect to the disadvantaged, immigrants, and refugees.
- (18) Supports the Hawaii Retirement Savings Program, which is a state-facilitated payroll-deduction retirement savings plan for private-sector employees who do not have access to employer-sponsored retirement plans.

The Office of the Director

- (1) Advises the Governor on matters relating to the economic security, physical and economic well-being, productivity of workers, and the achievement of good labor-management relations.
- (2) Prepares and submits legislative proposals to the Governor in support of the administration's labor policies.
- (3) Directs the planning, coordination and implementation of programs in the areas of employment services, Workforce Innovation and Opportunity Act of 2014 (WIOA), apprenticeship, unemployment insurance, occupational safety and health, workers' compensation, temporary disability insurance, prepaid health care, wage and hour, payment of wages, child labor, fair employment practices, and employment security appeals.
- (4) Establishes an organizational structure that is appropriate and effective for the achievement of departmental aims, goals and objectives.
- (5) Assures the availability of departmental services to persons in each county through a structure of district, branch and local offices.
- (6) Promotes equal employment opportunity practices in departmental services to the public through training, technical assistance and periodic on-site evaluations.
- (7) Affirms equal employment opportunity within the Department through the development and implementation of a Non-Discrimination Plan.
- (8) Conducts a public information program to inform the general public on labor programs and significant activities of the agency.
- (9) Promotes and coordinates cross-divisional and cross-functional initiatives to increase the number of jobs and employment and training opportunities in the State, strengthen rural community economic development efforts, and enhance the receipt of federal grants and monies for workforce assistance and related programs.
- (10) Provides administrative and budgetary support to: the Labor and Industrial Relations Appeals Board; the Hawaii Labor Relations Board; the State Fire Council; the Hawaii Civil Rights Commission; the Office of Community Services; the Hawaii Retirement Savings Program; and the Hoisting Machine Operators Advisory Board.

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HAWAII LABOR RELATIONS BOARD

FUNCTIONAL STATEMENT

Exercises powers and duties in accordance with the Hawaii Revised Statutes (HRS) Chapters 89 and 377, relating to harmonious and cooperative labor-management relations. In addition, the Board hears and decides contests arising under HRS Chapter 396, relating to Occupational Safety and Health. The Board is within the Department of Labor and Industrial Relations for budgetary and administrative purposes only.

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LABOR AND INDUSTRIAL RELATIONS APPEALS BOARD

FUNCTIONAL STATEMENT

The Labor and Industrial Relations Appeals Board (Board) hears and decides appeals from decisions and orders of the Director related to the Workers' Compensation Law and any other law for which an appeal to the Board is statutorily provided. The Board may make or issue orders and take appropriate steps as may be necessary to enforce its rules and orders and to implement the powers and duties provided to it by law.

The Board is within the Department of Labor and Industrial Relations for budgetary and administrative purposes only.

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HAWAII CIVIL RIGHTS COMMISSION

FUNCTIONAL STATEMENT

The Hawaii Civil Rights Commission (HCRC) is responsible for the enforcement of the State's laws prohibiting discrimination in employment, housing and public accommodations and access to State- funded services.

Receives, investigates and conciliates complaints alleging any unlawful discriminatory practices under Hawaii Revised Statutes (HRS) Chapters 368,378 part I, 489 and 515.

Issues right-to-sue letters to complainants.

Holds hearings and orders appropriate legal and equitable relief or other affirmative action when a violation is found.

Commences civil actions in circuit court to seek enforcement of HCRC subpoenas, orders or settlement agreements.

Conducts research and investigations, and publishes the results in order to promote goodwill and minimize or eliminate discrimination in employment, housing and public accommodations.

Submits an annual report of its activities to the Governor and Legislature. Hires staff and support personnel.

Adopts rules under Hawaii Revised Statutes Chapter 91.

CLERICAL SERVICES

Provides clerical and logistical support to the Executive Director, and the Enforcement Staff via a clerical pool.

Maintains the Investigation Section's intake and investigation records and files.

Assists the Legal Section in copying and filing cases.

ADJUDICATION STAFF

Provides specialized staff support to the HCRC in conducting administrative hearings and enforcement of final orders.

Conducts administrative hearings and establishes the record. Issues and enforces HCRC hearings subpoenas.

Writes proposed and final findings of fact, conclusions of law and orders for contested cases.

Writes proposed and final orders for petitions for declaratory relief.

Represents the HCRC in appeals of final orders before the circuit and appellate courts. Maintains hearings records and files.

Assists the HCRC by recommending rules and regulations concerning HCRC procedures and substantive law.

Advises the HCRC on legal matters.

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Analyzes and develops legislation relating to civil rights, and monitors, analyzes and drafts recommendations and testimonies on legislation affecting the jurisdiction of the HCRC.

ENFORCEMENT STAFF

Provides specialized staff support to the HCRC for administration, intake, investigation, informal complaint resolution, enforcement and public information services.

Directs and maintains a centralized intake and/or referral service for the HCRC. Receives complaints alleging violations of HRS Chapters 368, 378 part I, 489 and 515. Conducts investigations of complaints.

Facilitates settlements of complaints.

Makes determinations as to whether there is reasonable cause to support a finding that discrimination has occurred.

Facilitates conciliation of complaints where cause has been found.

Litigates complaints in administrative hearings and circuit court. Maintains investigation records and files.

Assists the HCRC by recommending rules and regulations concerning enforcement problems.

INFORMATION AND PROGRAM DEVELOPMENT

Provides specialized staff support to the HCRC in the development of legislation and the dissemination of information concerning the State's discrimination laws and the results of investigations.

Disseminates, through the media, news releases and updates to educate and inform the public in matters that relate to the HCRC.

Develops brochures providing general information on the laws enforced by the HCRC and its procedures.

Develops public educational and information programs about the laws, services and activities of the HCRC. Coordinates HCRC public education program and handles requests for HCRC speakers and presentations.

Collects data on intakes, settlements, prosecution and final resolution of cases and sends to parallel federal agencies pursuant to workshare agreements.

Assists the media and the public who call or come into the HCRC office in understanding the laws under the HCRC's jurisdiction.

Coordinates the HCRC mediation program.

Prepares the HCRC annual report for submission to the Governor and the Legislature.

INVESTIGATION SECTION

Provides intake and investigation for all complaints on a statewide basis. Ensures compliance with federal workshare contract requirements in the investigation and processing of employment and housing complaints. Conducts compliance reviews of

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settlement agreements.

Investigation Unit I

Conducts complaint intakes.

Interviews complainants, respondents, witnesses or other parties to ascertain data and facts necessary to complete the investigation of the complaint.

Reviews and analyzes records and data relating to the investigation of complaints.

Drafts and serves HCRC investigative subpoenas.

Prepares detailed reports of findings and recommended cause/no cause determinations.

Conducts predetermination settlement conferences.

Investigation Unit II

Interviews complainants, respondents, witnesses or other parties to ascertain data and facts necessary to complete the investigation of the complaint.

Reviews and analyzes records and data relating to the investigation of complaints.

Drafts and serves HCRC investigative subpoenas.

Prepares detailed reports of findings and recommended cause/no cause determinations.

Conducts predetermination settlement conferences.

Conducts compliance reviews of settlement agreements.

LEGAL SECTION

Provides specialized staff support to the HCRC in conciliation and litigation of complaints.

Enforces HCRC investigative subpoenas before the circuit court.

Conducts conciliation conferences.

Litigates administrative and circuit court cases against respondents.

Resolves cases both formally and informally.

Prepares HCRC hearings and circuit court subpoenas.

Enforces settlement and conciliation agreements in circuit court.

Advises the Executive Director on legal enforcement matters.

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OFFICE OF COMMUNITY SERVICES

FUNCTIONAL STATEMENT

The Office of Community Services' (OCS) overall purposes is to facilitate and enhance the development, delivery, and coordination of effective programs for disadvantaged persons, refugees, and immigrants, and to provide advice and assistance to the agencies of the Executive Branch, private agencies in the human services field, and the Legislature with respect to the disadvantaged, immigrants, and refugees. The general duties of the OCS are as follows:

Establishes statewide goals and objectives relating to increasing the economic self-sufficiency of disadvantaged persons, refugees, and immigrants.

Analyzes and supports State and county research concerning the needs of disadvantaged persons, refugees, and immigrants in the State.

Reviews legislation pertaining to programs within the purview of the OCS, and appropriations for services to the disadvantaged, refugees, and immigrants. Makes recommendations pertaining to program objectives and appropriations to the Governor and the Legislature.

Evaluates the availability, adequacy, and accessibility of services, with particular emphasis on employment-related activities for the disadvantaged, refugees, and immigrants within the State.

Assists and coordinates the efforts of public and private agencies providing services, focusing on employment-related programs, that affect the disadvantaged, refugees, and immigrants, including the State Departments of Health, Human Services, Labor and Industrial Relations, and Education. Reports such efforts to the Governor and the Legislature.

Maintains contacts with local, state, and federal officials, and public and private agencies concerned with planning for the disadvantaged, refugees, and immigrants.

Encourages and fosters local action on behalf of the disadvantaged, refugees, and immigrants.

FISCAL STAFF

Provides the OCS staff with fiscal and financial management support.

Advises the Executive Director and operations staff of statutes, rules, policies, and procedures applicable to the OCS' fiscal administration of state grants, purchase of services, federal grants, and other funding.

Analyzes and submits budget with recommendations to the Executive Director for review and approval.

Installs and maintains budgetary controls and initiates, compiles, and prepares State and Federal budgets in coordination with the operations staff.

Utilizes the State fund accounting system for State and Federal-funded programs in accordance with prescribed State accounting requirements, and State and/or Federal laws, rules, regulations, policies and procedures. Provides monthly financial reports for all funds administered.

Conducts financial monitoring for all State and Federally-funded contracts.

CLERICAL SERVICES

Manages the OCS office.

Provides word-processing, typing and clerical services.

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RESEARCH, PLANNING, AND RESOURCE DEVELOPMENT STAFF

Conducts evaluation of the sufficiency of services for the disadvantaged, immigrants and refugees in Hawaii and makes recommendations for improvements.

Develops strategic plans to establish statewide goals and objectives to facilitate and enhance services to Hawaii's disadvantaged persons, refugees, and immigrants and makes recommendations for improvement.

Monitors, analyzes, and reports on legislation pertaining to the disadvantaged, immigrants, and refugees.

Facilitates coordination and collaboration among public and private agencies to reduce overlaps, bridge gaps, and improve the effectiveness of services.

Plans, develops, and implements innovative training programs in direct partnership with private and public agencies to provide technical assistance workshops and professional staff development to upgrade and/or improve program effectiveness and staff skills to manage programs and services. Prepares, compiles, and disseminates technical assistance guides, grant proposal training, and best practices and model program packets.

Coordinates and facilitates meetings and forums of service providers to promote the sharing of information, resources, and techniques to improve program effectiveness.

Promotes, plans, and develops statewide conferences on poverty that identify needs, resources, strategies, and promotes the effective delivery of services.

Works with the Program Administration and Evaluation Section to develop initiatives and programs to improve services. Identifies opportunities, plans, develops, and negotiates funding proposals for State and Federal funds to meet the needs of the disadvantaged, immigrants, and refugees.

PROGRAM DEVELOPMENT STAFF

Researches, develops, and applies for funding opportunities to expand existing programs for Hawaii's disadvantaged persons, refugees, and immigrants.

Revises and updates any OCS state plans to address the changing needs of Hawaii's disadvantaged persons, refugees, and immigrants.

Conducts community needs assessments, as required, to determine the changing needs of the disadvantaged persons, refugees, and immigrant community. Collects community stakeholders' feedback for consideration in developing new programs or revising existing programs. Analyzes the feedback results and develops programs and funding to address these needs. Pivots less effective existing programs to better address these needs.

Drafts, develops, and revises procurement procedures and documents to address the results of the community needs assessments.

Develops and maintains cooperative working relationships with public and private agencies to enhance the interest in and success of new or expanded programs and services designed to meet the changing needs of Hawaii's disadvantaged, immigrants, and refugees.

Contracts legislative grants-in-aid under Hawaii Revised Statutes Chapter 42F that provide funding to non-profit organizations for capital improvements and operations.

PROGRAM ADMINISTRATION AND EVALUATION STAFF

Plans and develops policies and procedures for the procurement, administration and

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implementation of State and Federally-funded programs for the disadvantaged, immigrants, and refugees. Administers Grants in Aid assigned to the Department of Labor and Industrial Relations. Executes special projects.

Prepares specifications and timetables for soliciting and reviewing grant proposals. Reviews and analyzes requests for funding submitted by interested private agencies and community-based organizations for the delivery of services. Recommends approval or disapproval for these requests and negotiates and prepares contracts for service implementation.

Monitors service providers' programs and activities and funds management to ensure compliance with federal and state regulations, policies, and procedures. Analyzes program and contract performance data. Evaluates programs to determine the effectiveness of program operations and the achievement of goals and objectives.

Develops and maintains cooperative working relationships with public and private agencies to enhance the interest in and success of programs and services designed to meet the needs of Hawaii's disadvantaged, immigrants, and refugees.

Provides technical support to contractors and the community. Assists and participates in activities and projects to support services to the disadvantaged, refugees, and immigrants.

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ADMINISTRATIVE SERVICES OFFICE
FUNCTIONAL STATEMENT

Provides the Department with fiscal and financial management support, management and Electronic Data Processing (EDP) analysis, Human Resources and office services.

FISCAL STAFF

Provides staff assistance to the Director in exercising fiscal responsibilities. Develops and recommends departmental fiscal policies and procedures consistent with State and/or federal laws, rules, regulations, policies, and procedures. Installs and maintains budgetary controls; coordinates requests for proposals and contract services; and initiates, compiles, and prepares State and federal budgets in coordination with operating units. Analyzes and submits budgets and summaries with appropriate recommendations to the Director for review and approval.

STATE PROGRAMS SECTION

- Installs and maintains a funds accounting system in accordance with prescribed State accounting requirements for:
 - A. State general fund accounts.
 - B. Special State fund accounts.
 - 1. Workers' Compensation Special Compensation Fund.
 - 2. Temporary Disability Insurance Special Fund.
 - 3. Hawaii Prepaid Health Care Premium Supplementation Special Fund.
 - 4. Hoisting Machine Operator's Certification Revolving Fund.
- Provides regular financial reports to the operating units.

FEDERAL PROGRAMS SECTION

- Provides federal programs with fiscal and financial management support.

Reporting Unit

- Receives, deposits, and accounts for grants, fees, and other monies received by the Department.
- Prepares inputs planned and cost data into the computerized accounting system and generates monthly and special financial reports as required by the Director, the Federal Employment and Training Administration (ETA), Workforce Innovation and Opportunity Act (WIOA), and Occupational Safety and Health Act (OSHA) programs, other federal programs, special funds and State agencies. Also, maintains files relating to departmental fiscal activities.
- Conducts financial monitoring of on-the-job-training contracts.

Cost Accounting Unit

- Installs and maintains accounting systems (Cost Accounting System) of administrative fund accounts in accordance with prescribed federal and State accounting requirements for:
 - A. Federal grants and contracts, to include the Unemployment Insurance (UI), WIOA, OSHA, Wagner-Peyser Act, Disabled Veteran Outreach Program (DVOP), Local Veterans Employment Representative (LVER), Bureau of Labor Statistics (BLS), and Labor Market Information (LMI).
 - B. Special State fund accounts.
 - 1. Unemployment Compensation Trust Fund.

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2. Unemployment Compensation Benefit Payment Fund.
3. Special Unemployment Compensation Administration Fund.

Payroll/Vouchering Unit

- Computes, processes, and transmits semi-monthly payroll documents. Receives, checks, and processes invoices/claims for payments.
- Performs purchasing activities.
- Receives, reviews and processes requisitions for supplies, services and equipment.

WORKFORCE INNOVATION AND OPPORTUNITY ACT SECTION

- Serves as staff advisor to the administrator of the Workforce Development Division regarding fiscal and financial management matters.
- Develops fiscal policy and procedures for the statewide operation of the Workforce Innovation and Opportunity Act (WIOA), Senior Community Service Employment Program (SCSEP), and Employment and Training Fund (ETF).
- Develops, installs and maintains internal accounting systems and procedures for the control of funds for the operation and administration of the WIOA, SCSEP, and ETF programs in the State of Hawaii.
- Provides technical assistance to sub-recipients of the WIOA, SCSEP, and ETF funds in developing fiscal policies, standards and procedures that meet the requirements of the WIOA, SCSEP, and ETF federal regulations and State laws.
- Monitors the financial management operation, quality and effectiveness of fiscal operations in the WIOA Local Workforce Investment Boards (LWIB) and other sub-recipients.
- Installs and maintains a fund accounting system in accordance with prescribed State accounting requirements for the State general fund account.

PROGRAM ORGANIZATION, METHODS AND EVALUATION (POME) STAFF

Reviews program effectiveness; coordinates the executive program to foster management development; reviews the development of the Department's comprehensive program plans and evaluates compliance therewith; reviews the departmental organization to insure a proper relationship is maintained between the needs of each agency component and the organizational structure; conducts management audits, studies and appraisal of departmental activities including management controls, administrative applications, reporting standards and standards of objectives; evaluates the scope, priorities and progress of departmental projects to determine their relative impact on the effectiveness of ongoing programs.

OFFICE SERVICES SECTION

- Coordinates the annual inventory for departmental property. Maintains controls; establishes accountability records by operating units; and assists with property transfers and disposal.
- Provides mail and messenger services. Monitors the overall departmental mail operation; maintains logs of postage costs and types of mail; evaluates program cost-effectiveness; makes recommendations to reduce postal costs; coordinates with

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department users.

- Provides form duplication and other printing services for departmental components.
- Provides storeroom services for office supplies and forms.

EDP SYSTEMS STAFF

Monitors the overall departmental management approach and implementation of information processing systems and programs; provides procedures and guidance on all information technology (IT) matters, reviews requirements of operating units and determines feasibility for modifying or expanding information processing applications or developing new information processing programs to replace manual systems and procedures. Also performs system analysis and develops specifications, utilizes these specifications to recommend hardware/software and systems requirements, provides assistance with the departmental IT Security and Disaster Recovery and Business Continuity Plan, supports the programs in developing and/or updating their IT security procedures and guidelines, monitors and reports compliance of departmental IT security policies, maintains inventory control of IT assets for the department and the programs and coordinates with the State's Information and Communication Services Division to insure the agency's information processing requirements are satisfied and problem areas resolved.

GENERAL SUPPORT AND SECURITY SECTION

General Support

- Provides information technology (IT) support for the Department's end users.

Help Desk Support

Receives, assigns, tracks, and closes all end-users' work request tickets, provides end users with answers or solutions to routine IT related questions or problems and works with end-user and the Communication, Security, and Program Support (PS) Sections to resolve more complex problems.

Prioritizes and forwards work request tickets concerning the end user's request for technical assistance -- mainframe support, database management, and program specific (e.g., Unemployment Insurance Division's Interactive Voice Response System [IVR], Workforce Development Division's HireNet Operating System, or Disability Compensation Division's [DCD] Lotus Domino) problems to the appropriate sections or systems analysts.

Hardware and Software Support

Recommends hardware/software replacement and acquisition with the advice and assistance of the Communication, Security, and PS sections regarding different departmental systems configuration requirements and the department's IT security policies, manages the Department's IT hardware and software inventory including the addition and removal of hardware/software from the department's inventory listing, maintains a listing of the Department's software licenses and hardware warranties/extended warranties, and coordinates with end users on renewal of software licenses and transferring of warranties/extended warranties of hardware to Department contracted maintenance support.

- Works with the Communication, Security, and PS Sections to install, configure, and manage departmental IT systems.
- Compiles a list of training requests submitted by Communication, Security, and PS Sections, provides list to EDPSO manager for review and approval and maintains list by subject and person.

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Security:

IT Security

Coordinates, develops, and administers the Department's IT security policies and procedures. Incorporates programs' security requirements in the Department's IT security policies and procedures.

Manages the Department's firewall policies in accordance with DLIR's IT security policies and procedures

Recommends changes to the Department's IT security policies and the programs' IT security procedures.

Provides the General Support and Program Support Sections with configuration requirements for the procurement of network hardware/software and related communication devices.

Disaster Recovery and Business Continuity Plan

Coordinates with DLIR programs in the development and implementation of a departmental disaster recovery and business continuity plan. Provides IT perspective for the Disaster Recovery and Business Continuity Plan.

Works with the Department of Accounting and General Services' Information and Communication Services Division to coordinate disaster recovery services.

PROGRAM SUPPORT AND COMMUNICATION SECTION

Program Support:

- Provides technical services and support to Department's programs that have program-specific applications (i.e. IVR, OSOS, and DCD's Lotus Domino).

Software Applications

Provides technical services to program specific applications (i.e., IVR, OSOS, and DCD Lotus Domino).

Manages database(s) specific to the program application.

Software/Hardware Procurement

Provides the General Support Section with configuration requirements in accordance with Departmental IT security policies

Project Manager or Liaison

Acts as project manager or liaison when new applications are developed and implemented.

IT Security

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Administers program applications in accordance with Departmental IT security policies and the program's procedures.

Recommends changes to the Departmental IT security policies and the program procedures.

Communication:

- Provides the Department with communication support.

Network Communication

Supports Department's communication activities in accordance with departmental IT security policies and procedures.

Designs, installs, and maintains Department's Local Area Networks (LAN), Wide Area Networks (WAN), and the Department's communication backbone.

Assists Department's programs with the procurement of network hardware/software and related communication devices in accordance with departmental IT security policies.

Internet Application Support

Coordinates and develops standards for the Department's Web page and Internet browser applications.

Administers Department's electronic messaging applications.

HUMAN RESOURCES STAFF

Manages the Human Resources program of the Department, develops and carries out human resources services in recruitment, examinations and placement, classification, training, labor relations, employee assistance, personnel transactions, occupational safety and health, workers' compensation and other personnel management areas including recommending departmental personnel policies and procedures and advising on their application.

- Advises the Department Director, administrators, supervisors, and other employees regarding application of appropriate personnel management practices, existing personnel laws, rules and regulations of the State and collective bargaining agreement.
- Handles classification and compensation programs including but not limited to performing classification reviews and analyses on new and redescribed positions, and recommends appropriate classification actions; advising departmental units on effects of reorganizations on positions and compensation; advising and assisting in appeals on classification and pricing actions; advising on internal salary relationships.
- Oversees recruitment program including developing, coordinating, and executing plans and strategies to identify, recruit, and/or retain qualified applicants or employees; conducting of internal recruitments and delegated recruitments of classes unique to the Department; developing, coordinating, and executing procedures and standards and guidelines for selection process.
- Provides guidance and assistance to management officials, supervisor, and employees on all labor relation problems in employee conduct, performance appraisal, discipline, equal employment opportunity, grievances, morale, etc. including resolution of labor relations problems and settlement of grievances; taking appropriate action on internal

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complaints; providing investigative services or advising departmental units concerning violations of state or federal employment laws and making recommendations on actions to be taken.

- Establishes and maintains a centralized comprehensive personnel records and reporting systems such as establishing and maintaining official personnel file for each employee; entering job data in Human Resource Management System (HRMS) to generate Employee Personnel Action(s) Report for each employee's personnel transactions; entering position data in HRMS; and maintaining case files for all personnel matters relating to recruitment, classification, labor relations, etc.
- Maintains close working relationships and serves as the Department liaison unit with the Department of Human Resources Development (DHRD) and the collecting bargaining union agent of Department's employees.
- Assists departmental units in planning for their personnel needs and provides departmental units with information and advice on requested or required personnel actions including the implementation of required or requested training; information and enrollment services on state-administered group benefit Programs including workers' compensation program, family leave.
- Develops, implements and ensures compliance with American with Disabilities (ADA) policy, Equal Employment Opportunity (EEO) policy including Discrimination/Harassment-free Workplace policy and Reasonable Accommodations for Employees and Applicants with Disabilities. Resolves ADA, EEO complaints.
- Promotes, coordinates and directs various employee relations activities including employee orientation, incentive and service awards, retirement information and other employee welfare activities.

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WORKFORCE DEVELOPMENT DIVISION

FUNCTIONAL STATEMENT

Plans, directs, coordinates, and implements a customer-driven statewide workforce development system which delivers employment and training services to job applicants, workers, and industries throughout the State; integrated with and linked to economic development; and meets provisions in applicable State and Federal laws.

WORKFORCE DEVELOPMENT COUNCIL

Under the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Development Council (WDC), placed within the Workforce Development Division for administrative purpose, shall act in an advisory capacity to the Governor. The WDC shall assist the Governor in carrying out responsibilities listed in WIOA statute that include, but are not limited to, the following:

- Development, implementation, and modification of the state plan for workforce development;
- Review of statewide policies and programs;
- Continuous improvement of the workforce development system in the State;
- Development and updating of comprehensive state performance accountability measures;
- Review of statewide policies affecting the coordinated provision of services;
- Development of allocation formulas for the distribution of funds;
- Preparation of annual reports and state unified plan; and
- Carrying out required functions and duties related to workforce development of any advisory body required or made optional by federal legislation.

PROGRAM DEVELOPMENT, COORDINATION AND EVALUATION SERVICES OFFICE

Coordinates the development of the Department's goals, objectives, and services to provide a skilled and competitive workforce capable of meeting employers' needs. Develops statewide workforce development program plans, policies, budgets and operating guidelines; coordinates uniform applications and interpretations of policies and plans; evaluates effectiveness of program activities; coordinates the implementation of new programs and projects linked to and in concert with economic development; reviews operations; and furnishes technical support and consultative services to the Workforce Development (WD) Administrator and management staff.

Develops and maintains partnerships with the private sector, including labor organizations, employers, economic development agencies, and other private and public agencies, to identify emerging employment trends, technological advances, declining industries and economic issues.

Seeks funding sources and develops workforce development grant proposals in coordination with State and county agencies to apply for federal, State, and other funds to carry out employment and training program activities and services such as the School-to-Work Opportunities Grant, and One-Stop Career Center System.

Collaborates with educators, interested employers, and labor unions to identify basic skills and qualifications for all workforce entrants. Plans and develops career-based learning and industry skill standards in targeted industries.

Anticipates and plans for economic dislocations of workers in declining industries. Works with employers and labor organizations to make appropriate services available to dislocated workers through the use of rapid response teams in cooperation with local workforce investment boards.

Develops and maintains a management information system to prepare the required federal, State, and internal management reports and to monitor and evaluate program performance.

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Serves as staff to appropriate councils and government agencies to provide advice on workforce policies and directions. Plans, develops, and prepares legislative proposals in conjunction with the Program Chief and WD Administrator; prepares reports for testimony to the Legislature; and promulgates and maintains the division's rules and regulations.

CLERICAL SERVICES STAFF

Provides word-processing, typing, and clerical services.

LABOR MARKET RESEARCH STAFF

Conducts research activities concerning occupational employment and wages and other related labor market information; maintains occupational labor market information databases in support of workforce development initiatives and information requirements; develops projections on labor demand; disseminates labor market information products and services in partnership with ETA; plans, develops, implements and maintains a comprehensive statewide career information delivery system:1 to provide career, job, occupational, educational and training information to youths, adults and jobseekers.

TRAINING AND DEVELOPMENT STAFF

Plans and develops customer-driven training programs and services linked to statewide economic development initiatives.

Develops policies, procedures and guidelines to facilitate effective implementation of programs; provides technical services and assistance to sub-grantees, subcontractors and interested community agencies. Develops performance standards to determine program effectiveness.

Determines sub-state allocations of federal funds and other resources for training programs based on population, unemployment and economic data; analyzes labor market, economic, and other data to identify target groups to be served and determines labor market needs and shortages.

Prepares specifications and timetables for soliciting and reviewing proposals to carry out training programs; recommends approval or disapproval of proposals; and prepares and negotiates plan, sub-grants, and contracts.

Monitors training programs and activities to insure compliance with federal and state regulations, policies and procedures. Evaluates training programs to determine the effectiveness of program operations and the achievement of goals and objectives.

Promotes, collaborates, and assists in the development of new apprenticeship programs, and provides technical and consultative services toward the maintenance and operation of approved apprenticeship programs. Approves and registers apprenticeship programs, including the standards, affirmative action plans and selection procedures, and issues certificates of completion of apprenticeship.

EMPLOYMENT AND EMPLOYER RELATIONS STAFF

Plans, develops and evaluates customer-driven employment programs which are linked to statewide economic development initiatives.

Provides technical services and assistance to staff and businesses in assessing program effectiveness and services to upgrade the skills of job applicants and employees.

Plans and develops procedures and guidelines for the administration and implementation of an employment service system which is designed to meet the needs of workers and employers, unions, and community organizations for the State.

Connects businesses directly with economic development opportunities, education and training service providers, and other resources to address workforce needs.

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Monitors employment programs and activities to insure compliance with federal and State regulations, policies and procedures. Evaluates employment programs to determine the effectiveness of program operations and the achievement of goals and objectives.

Furnishes technical support and consultative services to management staff.

OAHU BRANCH

Administers the delivery of comprehensive employment and training services on the island of Oahu.

HONOLULU OFFICE SECTION

Implements a comprehensive employment and training services program for the metropolitan and suburban areas of Honolulu.

Veteran Services

Exercises functional supervision over services provided to veterans. Establishes and maintains cooperative working relationships with veteran organizations, employers, governmental agencies, and community organizations to promote the employment of veterans. Provides counseling, referral to training and placement assistance to veterans. In conjunction with the Department of Defense, conducts Transition Assistance Program workshops which provides service members with sufficient vocational guidance to allow them to make informed career choices before they leave active duty.

Clerical Services

Provides statistical, clerical, stenographic and data entry services for the office.

Employment and Employer Relations Units I and II

Provides job placement/matching services to jobseekers and employers in all occupational categories. Recruits workers for specific industries, occupations, or employers. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Administers aptitude and proficiency tests. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers. Receives job orders from employers and verifies results of referrals to these orders. Maintains an employer relations program. Processes applications for alien employment certification.

Training and Development Units I and II

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

Training and Development Unit I, II and III

Provides employability development and training assistance to targeted adults or youth on an outstation or special assignment.

HAWAII BRANCH

Administers the delivery of comprehensive employment and training services on the island of Hawaii.

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HILO OFFICE SECTION

Implements a comprehensive employment and training services program in East Hawaii.

Veteran Services

Exercises functional supervision over services provided to veterans. Establishes and maintains cooperative working relationships with veteran organizations, employers, governmental agencies, and community organizations to promote the employment of veterans.

Clerical Services

Provides statistical, clerical, and stenographic services for the office.

Employment and Employer Relations Unit

Provides central reception, initial assessment, and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers. Recruits workers for specific industries, occupations, or employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment.

Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

Training and Development Unit

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

KONA OFFICE SECTION

Implements a comprehensive employment and training services program in West Hawaii.

Clerical Services

Provides statistical, clerical, and stenographic services for the office.

Employment and Employer Relations Unit

Provides central reception, initial assessment, and job information services to jobseekers and employers. Recruits workers for specific industries, occupations, or employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

Training and Development Unit

Provides employability development and training assistance to individuals who

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are eligible for participation in various training programs.

MAUI BRANCH

Administers the delivery of comprehensive employment and training services on the islands of Maui, Molokai, and Lanai.

WAILUKU OFFICE SECTION

Implements a comprehensive employment and training services program on the islands of Maui and Lanai.

Clerical Services

Provides statistical, clerical, and stenographic services for the office.

Employment and Employer Relations Unit

Provides central reception, initial assessment, and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers. Recruits workers for specific industries, occupations, or employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

Training and Development Unit

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

KAUNAKAKAI OFFICE SECTION

Implements a comprehensive employment and training services program on the island of Molokai. Provides central reception, initial assessment, and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Provides employability development services to individuals who are eligible for participation in various training programs. Recruits workers for specific industries, occupations, or employers. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

KAUAI BRANCH

Administers the delivery of comprehensive employment and training services on the island of Kauai.

CLERICAL SERVICES

Provides statistical, clerical, and stenographic services for the office.

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EMPLOYMENT AND EMPLOYER RELATIONS SECTION

Provides central reception, initial assessment, and job information services to jobseekers. Provides job development and job placement services to jobseekers and employers. Recruits workers for specific industries, occupations, or employers. Processes applications for alien employment certification. Establishes and maintains an employer relations program to promote maximum utilization of WDD resources. Administers aptitude and proficiency tests. Provides employment counseling and vocational guidance services to applicants encountering difficulties in securing suitable employment. Promotes the concept of school-to-work learning. Coordinates career exploration and work-based learning programs with high school occupational programs. Matches students with participating employers.

TRAINING AND DEVELOPMENT SECTION

Provides employability development and training assistance to individuals who are eligible for participation in various training programs.

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UNEMPLOYMENT INSURANCE DIVISION

FUNCTIONAL STATEMENT

Administers the statewide unemployment insurance program, including employer tax assessment and collection, and claims processing and benefit payments for eligible jobless claimants.

EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE

Hears appeals by claimants and employers on unemployment insurance determinations, trade readjustment allowances, disaster unemployment assistance, and other Employment Security decisions; and renders decisions and maintains a file of such decisions.

PROGRAM DEVELOPMENT, COORDINATION AND EVALUATION SERVICES OFFICE

Develops statewide program plans, policies, budgets and operating guidelines; coordinates uniform applications and interpretations of policies and plans; conducts feasibility studies; evaluates effectiveness of program activities; coordinates the implementation of new programs and projects; reviews operations and implements security measures to prevent and/or detect acts of internal fraud; prepares cases for prosecution action; responsible for processing monetary determinations, maintaining benefit payment records and monitoring overpayment collections; furnishes technical support and consultative services to the Unemployment Insurance Administrator and management staff.

CLERICAL SERVICES STAFF

Provides secretarial, typing and clerical services to the Program Development, Coordination and Evaluation Services Office.

PROGRAM DEVELOPMENT STAFF

Performs all functions relating to both State and Federal programs: intrastate and interstate UI regular and extended programs, Unemployment Compensation for Former Federal Employees (UCFE), Unemployment Compensation for Ex-Service Members (UCX). Determines divisional budgetary requirements and develops division-wide program budget plans. Directs and conducts complex systems analyses projects for new and existing programs, analyzes and assesses the feasibility of automation for division-wide data and programs. Develops, integrates, and coordinates data processing systems, computer applications and procedures to ensure smooth integration of new programs into the existing operations. Supervises Special Programs/Transaction Unit activities. Provides technical support and consultative services to supervisory staff.

Transaction Unit

Responsible for directing activities of the Monetary Processing and Automated Data Processing Sub-Units.

Monetary Processing Sub-Unit

Processes and determines monetary eligibility under the various State and Federal programs; obtains wage information from delinquent employers to determine monetary eligibility; computes UCX monetary determinations; verifies computations and prepares manual re-computations; processes and controls combined wage claims and alternative base period claims.

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Automated Data Processing Sub-Unit

Examines and prepares source documents schedules, controls and all data processing entries and output for branch offices; verifies the daily payments of all UI checks issued and ensures that all payments are posed on claimants' computer records; establishes controls for and determines disposition of returned, lost, damaged, outlawed or stolen benefit checks.

PROGRAM COORDINATION STAFF

Coordinates implementation of special state and federal UI programs, including Disaster Unemployment Assistance (DUA), Trade Readjustment Allowance (TRA) and supplemental or temporary UI benefit programs enacted by the State Legislature or Congressional action; develops and maintains operational guides and training manuals relating to all UI functions and programs; coordinates statewide training for UI staff for new and existing programs and functions; develops and maintains procedure and policy manuals relating to tax and benefit activities, human resource policies relating to UI staff and affecting UI processes; coordinates and conducts reviews on the statewide implementation of procedures, processes and policies to monitor consistency in all branch offices; coordinates the development and/or implementation of recommendations to improve program performance or to correct deficiencies identified by federal or state audits, legislative studies, risk analyses, or monitoring reviews; participates in Rapid Response team activities to inform workers and businesses that are affected by shutdown about the UI program. Plans, develops and prepares legislative proposals in conjunction with the Program Evaluation and Program Development Staffs, Program Development Officer and UI Administrator; conducts research and prepares reports for testimony to the Legislature; promulgates and maintains the Division's rules and regulations; coordinates with the Attorney General's Office on requests for legal interpretations and develops policy statements therefrom; develops and maintains comparative data on precedent cases, including lower level appeal determinations and court cases.

QUALITY CONTROL STAFF

Reviews randomly selected claims for compliance to statute, policy procedures, rules and legal interpretations to determine the magnitude and nature of overpayment of benefits and improper payment of benefits; measures the accuracy and efficiency of the operations in the payment of benefits and collection of taxes, identifies weaknesses related to the claims processing activity, and proposes/recommends changes to the law, rules, procedures, forms, reporting system as necessary; produces reliable estimates of overpayment rates, underpayment rates, total error rates, and types and causes of these errors; prepares reports for use in the development of a management system for accurate measurement of incorrect payments, reasons for errors, and a basis for reducing such incorrect payments; monitors the controls which safeguard the integrity of the benefit payment process/program; develops computer applications for programs related to the quality control function; produces statistical data for nationwide analysis of the payment program.

PROGRAM EVALUATION STAFF

Conducts work measurement studies and workload validation studies, prepares analyses of findings, monitors productivity, resource utilization and performance of the tax and benefit operation; evaluates cost effectiveness of the tax and benefit operations; conducts performance evaluations on benefit and tax activities for compliance to federal criteria; develops computer applications for programs related to these functions and plans for

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future expansion of computer capabilities; furnishes technical support and consultative services to the management staff; coordinates program integrity functions and conducts analyses of the UI system for internal and external security threats; develops corrective action plans; controls overpayment collection and preparation of fraud/prosecution cases.

RESOURCE MANAGEMENT SECTION

Conducts work measurement studies and workload validation studies, prepares analyses of findings; provides financial management support to the UI Administrator; directs long and short-range financial planning for the program, develops and maintains a division-wide cost information system, interprets cost data and monitors productivity, resource utilization and performance of the tax and benefit operation; evaluates cost effectiveness of the tax and benefit operation; conducts performance evaluations on benefit and tax activities for compliance to federal criteria; furnishes technical support and consultative services to the management staff; develops computer applications for programs related to these functions and plans for future expansion of computer capabilities.

INTERNAL SECURITY SECTION

Directs and coordinates reviews of the design and organization of the UI Division to determine the susceptibility of the operations to unauthorized use of resources, errors in reports and information, illegal or unethical acts, and/or adverse or unfavorable public opinion; keeps management informed on the integrity, efficiency and economy of operations and provides management with facts, interpretations and recommendations to plan and control the operations more effectively; determines the potential exposure of the organization to various security threats and costs associated with each threat; advises management as to whether operations are in accordance with applicable regulations, policies, and procedures, identifies weaknesses in the Division's procedural controls to prevent abuse and assist management in the prevention and detection of fraud, waste and abuse of public resources; furnishes assistance and advice on operations, procedures and controls to administrative, line technical and systems staff; provides management with pre-implementation analyses and recommendations for new systems and programs; conducts reviews of all procedural guidelines and workload assignments for conformance to established procedures and to preserve the integrity of the program. Supervises overpayment collection, preparation of cases referred for legal action and follow-up required for judgments issued in prosecution cases.

SPECIAL PROGRAMS STAFF

Provides statewide technical and administrative support to the Division. Reviews program effectiveness; conducts management audits; studies; and appraisals of the Division's activities including management controls, administrative applications, reporting standards and standards of objectives; evaluates the scope, priorities, and progress of Division projects to determine their impact on the effectiveness of ongoing programs. Develops and coordinates the federal and state legislation efforts for the Division. Develops and/or analyzes proposed amendments to legislation and prepares testimonies and supporting documentation. Develops program and administrative data; conducts data validation and analytics; maintains and provides analysis from management information systems; prepares mandated Federal and State reports; and conducting program and legislative research. Proposes, develops, and coordinates legislatively mandated programs or projects and initiatives. Drafts, analyzes, and coordinates contracts and memoranda. Drafts, develops, analyzes, and coordinates disclosures of data. Monitors and implements the Division's information processing systems and programs; provides procedures and guidance on all

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information technology (IT) matters, reviews requirements of operating units and determines the feasibility for modifying or expanding information processing applications or developing new information process programs to replace current systems and procedures. Performs IT system analysis and develops specifications; utilizes these specifications to recommend hardware/software and systems requirements; provides assistance to the Division; supports the Division in developing and/or updating IT security procedures and guidelines; and monitors and reports compliance to ensure the Division's information processing requirements are satisfied and problem areas are resolved. Analyzes, develops, and coordinates policies, procedures, and publications related to program operations and the achievement of the Division's goals and objectives.

EQUITY AND ACCESS STAFF

Provides specialized statewide expertise and support on equity and access matters to the Division. Develops, implements, and evaluates policies, programs, initiatives that promote equitable access, diversity, and inclusion in all aspects of the UI program. Collaborates with federal, state, and local entities, and external stakeholders to ensure consistent and systemic fair and impartial treatment of the Division's clientele. Reviews and analyzes records and data relating to equity and access. Conducts training, performs outreach, educates, and engages with the community to promote a fuller understanding of the Division's equity and access initiatives. Monitors, conducts investigations of complaints, facilitates resolution of complaints, and assists the Division in resolving complaints related to equity and access. Analyzes, develops, and coordinates policies, procedures, publications, applications of requirements for equity and access.

OAHU BRANCH

Administers the unemployment insurance program for Oahu, including: processing of claims, authorizing payment of UI benefits, adjudicating issues; registering businesses, assessing and collecting employer contributions, auditing employer records, processing quarterly wage reports; maintains any itinerant claims office sites on Oahu.

EMPLOYER SERVICES SECTION

Supervises and coordinates the activities of units engaged in the auditing of employer records and collection of taxes, and the maintenance of employer records and accounts for the State; provides informational services to employers; registers employers, maintains controls of employment wages, contributions, and benefit charges; assigns tax rates, issues delinquent notices and office assessments; validates the daily, monthly and annual wages and tax collections; prepares wage certifications to the federal government; issues assessment notices for delinquent taxes and penalty and interest; issues and processes billings of benefit reimbursements to self-financed non-profit and County government employees; processes transfers of experience records, issues benefit charge statements to employers and explains reasons for such charges; examines and prepares source documents for input to computer center and audits output data; edits, processes and maintains all quarterly wage reports; conducts administrative reviews and represents the Department at appeals hearings and legal proceedings relating to tax functions.

Audit Units I and II

Conducts audits of employer records to assure proper reporting of wages and payment of taxes; provides informational services to employers; advises employers on proper recordkeeping, reporting and application of law, and the provisions and requirements of the unemployment insurance programs; performs tax collections which may require financial audits to determine solvency and resources of delinquent employers to determine the most effective method of collection; conducts investigations on disputed liability cases, determines coverage and issues written determinations; recommends

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approval of and processes applications for employer registrations, requests for terminations, transfers of experience records, self-financed status, contribution refunds, tax and penalty waivers; and investigates suspected cases of employer fraud.

Employer Accounts Unit

Supervises and coordinates the activities of sub-units engaged in the processing and maintenance of employer accounts and tax records for the State; controls data processing entries to and output from computer center and balances all computer transactions for the Section; issues penalty assessments, tax rates, delinquent notices; conducts administrative reviews on employer requests for reconsideration or appeal and represents the Department at appeal hearings or legal proceedings.

Employer Records Sub-Unit

Controls and maintains all employer records; provides informational services to employers; processes all employer registrations, requests for experience rate transfers, terminations; issues benefit charge statements to employers and explains reasons for such charges; edits and processes all quarterly wage reports and contacts employers for missing, incomplete or incorrect reports.

Tax Processing Sub-Unit

Processes tax collections and maintains controls on all delinquent employers and taxes due; validates the daily, monthly and annual wages and tax collections; issues delinquent notices and office assessments; prepares wage certifications to the Federal government; issues assessment notices for additional taxes and penalty and interest; issues and processes billings of benefit reimbursements to self-financed non-profit organizations, State and County governments; examines and prepares source documents for input into computer center and post audits output data; maintains the accounts receivable records for advance billings of payment for State and County government employees.

OAHU CLAIMS SECTION

Supervises and coordinates activities of units engaged in providing information in the City and County of Honolulu, assisting individuals to file claims for benefits, processing claims for and determining payability of unemployment benefits; adjudicating issues on claim that are potentially disqualifying due to conflict with statutory eligibility requirements; coordinating activities with the Workforce Development offices; investigating improper payment of benefits arising from the benefit payment process, including retroactive monetary and non-monetary disqualifications and office errors; conducting administrative reviews on disputed and contested claims arising from determinations rendered by the Section personnel for modification, redetermination, or referral to appeal hearing; represents the Department at appeal hearings.

Claims Processing Units I, II, III, IV

Provides information service; assists in the filing of claims for unemployment benefits under various State and Federal programs and determines payability; reviews claims for completion and questions claimant

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for additional information; identifies issues impacting eligibility for payment of UI benefits and refers cases to the Examining Unit for issue resolution; reviews compensable claims and determines claimant entitlement to benefits for the week claimed.

Claims Examining Unit I, II, III

Determines payability of claims under the various State and Federal programs by adjudicating claims in accordance with the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors; prepares written determinations on findings and conclusions of the law and issues notice to claimant and/or employer; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination or referral to appeals hearings; represents the Department at appeals hearings.

HAWAII BRANCH

Administers the unemployment insurance program including the payment of allowances under special training programs in the county of Hawaii.

EMPLOYER SERVICES SECTION

Conducts audits of employer records to assure proper reporting of wages and payment of taxes; advises employers on proper recordkeeping, reporting and application of the law, and the provisions and requirements of the unemployment insurance programs; makes coverage determinations; performs tax collections which require financial audits to determine solvency and resources of delinquent employers to determine the most effective method of collection; recommends approval of and processes applications for employer registrations, requests for terminations, transfers of experience records, self-financed status, contribution refunds, tax and penalty waives; and investigates suspected cases of employer fraud.

HILO CLAIMS SECTION

Provides information service in East Hawaii; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, assesses administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews of disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims filed within Hawaii County.

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers case to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; and accepts applications for and determines payability of training allowances.

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Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance with the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notice to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearings; represents the Department at appeals hearings; and assists with labor dispute investigations.

KONA CLAIMS SECTION

Provides information service in West Hawaii; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, assesses administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims filed within Hawaii County.

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers case to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; and accepts applications for and determines payability of training allowances.

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance with the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notices to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

MAUI BRANCH

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Administers the unemployment insurance program including the payment of allowances under special training programs in the county of Maui.

EMPLOYER SERVICES SECTION

Conducts audits of employer records to assure proper reporting of wages and payment of taxes; advises employers on proper recordkeeping, reporting and application of the law and the provisions and requirements of the unemployment insurance programs; makes coverage determinations; performs delinquent tax collections which require financial audits to determine solvency and resources of delinquent employers to determine the most effective method of collection; recommends approval on and processes applications for employer registrations, requests for terminations, transfers of experience records, self-finance status, contribution refunds, tax and penalty waivers; and investigates suspected cases of employer fraud.

WAILUKU CLAIMS SECTION

Provides information service within the county of Maui, excluding the island of Molokai; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, assesses administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for an appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims (county-wide only).

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers cases to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; and accepts applications for and determines payability of training allowances.

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance with the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; and prepares written determinations on findings and conclusions of the law and issues notices to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

KAUAI BRANCH

Administers the unemployment insurance program including the payment of allowances under special training programs in the county of Kauai.

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EMPLOYER SERVICES SECTION

Conducts audits of employer records to assure proper reporting of wages and payment of taxes; advises employers on proper recordkeeping, reporting and application of the law and the provisions and requirements of the unemployment insurance program; makes coverage determinations; performs delinquent tax collections which require financial audits to determine solvency and resources of delinquent employers to determine the most effective method of collection; recommends approval on and processes applications for employer registrations, requests for terminations, transfers of experience records, self-finance status, contribution refunds, tax and penalty waivers; and investigates and suspected cases of employer fraud.

KAUAI CLAIMS SECTION

Provides information service within the county of Kauai; accepts claims for unemployment benefits under various State and Federal programs and determines payability; investigates improper benefit payments, administers administrative penalties and/or initiates legal action for fraud; accepts applications for and determines payability of training allowances; conducts administrative reviews on disputed and contested claims or appeals from claimants and employers for modification, redetermination and/or referral for appeals hearing; testifies at appeals hearings; reviews referee's determinations and initiates requests for reopenings or judicial reviews on selected cases; and adjudicates labor dispute claims filed within Kauai County.

Claims Processing Unit

Provides information service; accepts claims for unemployment benefits under various State and Federal programs and determines payability; receives benefit application forms, reviews claims for completion and questions claimant for additional information; identifies problem claims and refers cases to the Examining Unit for issue resolution; conducts benefit rights interviews to explain to claimants their rights and responsibilities under the various programs; advises claimants on labor market conditions and assists in developing employability profile; receives and reviews compensable claims and determines claimants' entitlement to benefits for the week claimed; processes pay orders for payment; and accepts applications for and determines payability of training allowances.

Claims Examining Unit

Determines payability of claims under the various State and Federal programs and adjudicates problem claims in accordance to the eligibility and disqualification provisions of the law; investigates overpayment of benefits resulting from retroactive denials of benefits, appeals referee reversals, office errors, and internal office crossmatch audits on active claims; prepares written determinations on findings and conclusions of law and issues notices to claimant and/or employer; initiates legal action for fraudulent filing of claims and prepares comprehensive case summary for the Deputy Attorney General for review and consideration; conducts administrative reviews on disputed and contested claims arising from determinations rendered by the unit for modification, redetermination, or referral to appeals hearing; represents the Department at appeals hearings; and assists with labor dispute investigations.

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HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION

FUNCTIONAL STATEMENT

Administers and enforces the State's Occupational Safety and Health (OSH) Law, rules and regulations, through unannounced compliance inspections of safety and health conditions in places of employment; provides consultation services in places of employment; provides training and information on safety and health; inspects boilers, elevators, and related equipment on a regular basis; and controls the issuance of Certificates of Fitness to use explosives.

HOISTING MACHINE OPERATORS ADVISORY BOARD

The Hoisting Machine Operators Advisory Board is charged with processing and certifying boom, crane, and tower operators in the State of Hawaii.

ADMINISTRATION AND TECHNICAL SUPPORT

Provides planning, budgeting, purchasing, personnel, analytical, and other types of support services to the Administrator and other branches; monitors applications of the OSH laws and standards for purposes of ensuring standardized application and develops legislative proposals for revisions to the law; monitors inspection and consultation field activities; handles administrative processing of citations, informal hearings, collection, and other activities related to enforcement citations; investigates discrimination complaints and employee complaints about safety and health hazards as branch of record; prepares federal grant applications and monitors program expenditures; reviews and maintains other administrative and management systems that involve program policies, procedures and guidelines and also serves as liaison contact for program matters with other divisions and agencies.

Develops and coordinates new standards through the review, public hearing and approval processes; controls, investigates and recommends actions on variance petitions; provides technical interpretations on the OSH standards; monitors federal standards and determines applicability to State programs; provides outreach to the public on HIOSH matters; manages the Hawaii Voluntary Protection Program oversight and inspections for certification; provides back-office support for enforcement and consultation procurement, travel arrangements, copying, shredding, filing, etc.

Clerical Services

Provides typing and clerical services.

OCCUPATIONAL SAFETY BRANCH

Plans and executes a statewide occupational safety and health inspection and enforcement program with special emphasis on physical, mechanical or circumstantial hazards that may cause injury or death of workers. These functions include:

- Scheduling of unannounced inspections in places of employment;
- Investigating fatal and serious accidents and complaints involving safety conditions;
- Counseling of employers on hazard abatement methods;
- Issuing citations and assessment of penalties for violations;
- Conducting follow-up inspections as necessary, referring significant health hazards to the Occupational Health Branch for evaluation; and

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- Maintaining appropriate program records.

Administers program to control the issuance of Certificates of Fitness to use explosives. Provides expert testimony in hearings, appeals and court proceedings to support Hawaii Occupational Safety and Health Division (HIOSH) citations; and maintains liaison with other State and private agencies concerning safety and health enforcement matters.

Plans for and executes all elements of the statewide OSH inspection and enforcement program at construction and other worksites that are considered mobile in nature.

Prepares and reviews inspection and accident reports for applicability of safety standards and variances pertaining to citations and proposed penalties.

Assists the Branch Manager in the training and standardization of worksite inspectors and coordinates with the Compliance Supervisor for maximum cross-training of inspectors.

OCCUPATIONAL HEALTH BRANCH

Plans and executes a statewide occupational safety and health inspection and enforcement program with special emphasis on chemical, biological and physical stressors that may cause or contribute to illness of workers. These include:

- Schedules unannounced inspections for health hazards in places of employment;
- Investigates fatal and serious accidents, complaints involving health conditions and discrimination complaints;
- Counsels employers on hazard abatement methods;
- Issues citations and assesses penalties for violations;
- Conducts follow-up inspections, refers complex safety hazards to the Occupational Safety Branch for evaluation, and
- Maintains appropriate program records.

Provides expert testimony in hearings, appeals and court proceedings to support HIOSH citations; maintains liaisons with other State and private agencies concerning safety and health enforcement matters.

Prepares and reviews inspection and health sampling reports for applicability of health standards and variances pertaining to citations and proposed penalties.

Provides training, formal and on-the-job, and standardization of inspectors for maximum cross-training.

Studies the work environment, processes and operations in order to obtain full details of the nature of the work, materials and equipment used, and products and by-products generated, to determine the magnitude of exposure to workers and suggest corrective measures.

- Determines sampling strategy, including instrument selection, sampling duration and representative exposures;
- Performs such measurements using a variety of sampling and field instruments;
- Conducts worker interviews to determine extent of exposure and feasibility of controls;
- Makes specific decisions as to the need for, or effectiveness of, control measures including engineering and personal protective equipment and as necessary, advises regarding

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procedures which will be suitable and effective for the control of health hazards; and

- Provides information on occupational health issues to other State and private agencies as well as the community-at-large.

Maintains technical and analytical equipment for field readiness meeting acceptable quality control guidelines.

CONSULTATION AND TRAINING BRANCH

Plans for and executes the elements of a statewide consultation, training and information program to promote employers' voluntary compliance with the law, administrative rules and standards.

Maintains liaisons with the various employer groups, associations, etc., and employee unions to coordinate OSH voluntary compliance activities.

Maintains a technical reference library and audio/visual loan service which serves as a statewide resource of occupational safety and health.

Provides public information on various program aspects through speeches, handbooks, brochures, etc.; responds to inquiries, formal and informal, on safety and health matters.

Provides consultative services at places of employment; assists employers in achieving compliance with the OSH Law by auditing required records, reviewing safety and health programs, identifying hazards and recommending corrective actions and providing written reports; and assuring that serious hazards are abated by follow-up activities with employers.

Provides training on the law, administrative rules and standards in classroom or field environments as requested by employers, employees, groups, unions, trades and industries; and prepares education programs, training prospectus and supporting visual aids and handout materials.

BOILER AND ELEVATOR INSPECTION BRANCH

Performs safety and compliance inspection/investigation activities involving equipment, facilities and operations related to elevators, dumbwaiters, escalators, moving walks and ramps, inclined lifts, manlifts, tramways and amusement rides, boilers, pressure vessels, pressure piping and systems, and related equipment.

Administers licensing examinations for boiler and elevator inspectors; provides on-the-job training and continuous standardization training for inspectors.

BOILER SECTION

Reviews and approves plans for and inspections of boilers, pressure vessels, piping, systems, and related equipment in all places throughout the State for compliance with the National Boiler Code.

Prepares inspection reports and orders to correct deficiencies, makes recommendations, and takes follow-up actions as necessary.

Investigates accidents and report findings and recommendations. Provides expert testimony for legal purposes.

Maintains a current Commission from the National Board and Pressure Vessel Inspectors.

Reviews insurance inspector's report findings and corrective actions.

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ELEVATOR SECTION

Plans for and inspects installations and operations of elevators, dumbwaiters, escalators, moving walks and ramps, inclined lifts, manlifts, tramways, and amusement rides for compliance with the national codes.

Prepares inspection reports and orders to correct deficiencies, makes recommendations and takes follow-up action as necessary.

Reviews installation plans for new equipment, modifications and repair, and recommends actions for compliance with safety codes.

Investigates accidents and reports findings and recommendations. Provides expert testimony and consultations for legal purposes to support HIOSH citations. Maintains a current qualified Elevator Inspector Commission.

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DISABILITY COMPENSATION DIVISION

FUNCTIONAL STATEMENT

Plans, directs, and coordinates statewide activities relating to the interpretation, implementation, and administration of the Workers' Compensation (WC), Temporary Disability Insurance (TDI), and Health Care (HC) laws, rules, regulations, policies and procedures. Ensures that the Director's policies and directives are uniformly applied throughout the State to fulfill the Department's legal responsibilities with respect to the administration of the three programs and plans all activities pertinent to the effective and efficient management of the WC, TDI, and HC programs. Also, plans and coordinates all activities relating to studies, research, drafting, preparation, and presentation of legislative proposals and testimonies.

WORKERS' COMPENSATION PROGRAM OFFICE

Functions under the general direction of the Administrator and develops WC program goals and objectives and ensures that they are met. The WC Program Office plans, coordinates, and evaluates personnel and financial requirements for accomplishing WC program goals and objectives. Responsibilities also include establishing necessary policies and guidelines for WC program effectiveness and efficiency; and conducting evaluations and developing procedures, standards, and methods to improve operational areas. The WC Program Office also proposes legislative and rule changes to improve, clarify, or expand the WC program as well as identifies, develops, and conducts training as necessary. Administers the WC Special Compensation Fund and invests monies to insure solvency of the fund; and coordinates information and efforts with the insurance industry, employer and employee groups, and other governmental agencies to improve and facilitate the WC program and its administration.

TEMPORARY DISABILITY INSURANCE AND HEALTH CARE PROGRAMS OFFICE

Functions under the general direction of the Administrator and develops the goals and objectives of the TDI and HC programs to ensure that they are met. The TDI and HC Office plans, coordinates, and evaluates personnel and financial requirements for accomplishing the TDI and HC program's goals and objectives; establishes necessary policies and guidelines for the TDI and HC programs' effectiveness and efficiency; and conducts evaluations and develops procedures, standards, and methods to improve operational areas. The TDI and HC Office also proposes legislative and rule changes to improve, clarify, or expand the TDI and HC programs as well as identify, develop, and conduct training as necessary. Administers the TDI Special Disability Fund, Prepaid Health Care Premium Supplementation Fund, and invests monies to insure solvency of the fund; and coordinates information and efforts with the insurance industry, employer and employee groups, and other governmental agencies to improve and facilitate the TDI and HC programs and their administration.

PROGRAM SUPPORT AND COORDINATION OFFICE

Coordinates statewide technical and supportive services of the WC, TDI, and HC programs and participates and develops Division plans, goals, personnel and budgetary requirements. This Office coordinates and develops program policies, procedures, standards, and methods to improve the Division's effectiveness and efficiency. They also review and draft legislative and regulation changes and coordinate the implementation of new programs and projects. The Program Support and Coordination Office coordinates with the Electronic Data Processing Systems Office (EDPSO) on all technology activities to ensure complete and accurate information, and also provides stenographic, clerical, and typing services to all Division offices and branches.

CLERICAL SERVICES

Directs, assigns, and coordinates activities related to the receiving and processing of

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incoming and outgoing mail; provides duplicating, clerical, typing, and stenographic services to the Program Support and Coordination Office, and Hearings Branch. The clerical staff also provides support to all Division branches as necessary to meet increased workloads.

HEARINGS BRANCH

Plans, directs, supervises, and coordinates statewide activities related to the hearing and adjudication of WC award cases. This Branch provides consultative and reception services, prepares cases that are ready for hearings, schedules cases for hearings, refers disabled workers to the Rehabilitation Branch, and assures equitable compromises and attorney fees. The Hearings Branch also participates in the development of program plans, budget, rules and regulations, and policies and procedures.

HEARINGS SECTION

Conducts administrative hearings of industrial injury and disability claims for WC award cases. This Section hears and determines the employer's liability for benefits in controverted cases. They also determine the extent of payment for disability or medical benefits to disabled workers; determine death benefits; and assure equitable compromises on awards and attorney fees. The Hearings Section provides consultative services to injured workers, union representatives, attorneys, employers and insurance carriers on WC matters and application of the law.

REVIEW SECTION

Directs, assigns, and coordinates activities related to reception services. This Section also reviews, determines, and prepares WC cases that are ready for hearings, and schedules cases for hearings. They maintain and direct dockets of hearings, awards disfigurement, and issues administrative decisions for cases that do not require a hearing.

ENFORCEMENT BRANCH

Plans, directs, supervises, and coordinates the statewide activities related to the enforcement of the WC, TDI, and HC Insurance laws and regulations. This Branch participates in the development of program plans, budgets, rules and regulations, and policies and procedures. They also ensure that all covered employers have coverage through an insurance carrier and/or self insurance. The Enforcement Branch enforces penalty provisions of the laws and reporting requirements; conducts employer audits to determine compliance with applicable program laws, rules, and regulations; and prepares reports of findings for administrative review.

AUDIT SECTION

Audits and examines employers' and insurance companies' records to ensure compliance with the requirements of the WC, TDI, and HC laws, rules, and regulations. This Section reviews and approves financial solvency of employers applying for self-insurance; determines the requirement for the amount of security needed for self-insurance; and audits records to determine whether employers are properly withholding employees' contributions to pay for the cost of insurance. They also audit employers' financial records to determine and certify the employers' eligibility for premium supplementation, advise employers of their duties and responsibilities under the three programs, and perform audit activities related to the administration of the TDI Special Fund and HC Premium Supplementation Fund.

INVESTIGATION SECTION

Conducts investigations and enforces violations of the WC, TDI, and HC laws, rules, and regulations. This Section compels employers to provide adequate coverage for employees under the three programs, while assuring prompt benefit payments to qualified claimants. They investigate industrial injury cases involving delinquent and non-complying

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employers; determine an employer's solvency and ability to pay compensation to the injured worker; and recommend special compensation fund payments when the employer is defunct or insolvent. The Investigation Section examines employers' and insurance companies' records for compliance with legal requirements and advises employers of their duties and responsibilities under the three programs.

RECORDS AND CLAIMS BRANCH

Plans, directs, supervises, facilitates, and coordinates statewide activities related to WC claims, insurance, records management and control, statistical reports, computer inputs and outputs, payments and management of the WC Special Compensation Fund and financial audits. This Branch also transfers case files with all required reports to the Hearings Branch, and participates in the development of program plans, budgets, rules and regulations, policies and procedures.

RECORDS AND CLAIMS SECTION

Receives, resolves, and replies to complainants. The Records and Claims Section acts on inquiries and requests for information for adjudicated and non-adjudicated cases, while providing information on the status of cases to interested parties. This Section counsels and assists employees in filing WC claims and receives and examines requests for commutation of payments, and makes recommendations for approval or disapproval. They compile claims statistical data through the coding of the employer's first, supplemental, and final reports. This Section is responsible for closing non-award cases and preparing, reconciling, and inputting into the computer system current claims data for management evaluation of the program and for use in effecting sound program and Occupational Safety and Health Administration regulations. This Section also receives, reviews, processes, and files reports filed by employers, insurers, physicians, and other sources; issues claim number memos to carriers; maintains control of records; audits files and recommends to the Hearings Branch cases with all required reports and requests for these cases; provides copies of records to interested parties; determines record storage requirements; and coordinates storage of such reports with the Department of Accounting and General Services' Archives Division.

INSURANCE SECTION

Receives, reviews, processes, and files new insurance policies, endorsements, expirations, and cancellations. Also ensures that all employers comply with the requirement of securing coverage through an insurance carrier or by self-insurance; and coordinates and maintains liaisons with the Insurance Commissioner on matters relating to carriers authorized and licensed to conduct the business of WC insurance in Hawaii.

Processes and directs payments to disabled workers from the WC Special Compensation Fund and coordinates with independent certified public accountants to determine the annual WC Special Compensation Fund assessment. The Insurance Section establishes standards and reviews and approves financial solvency and the ability of employers applying for self-insurance to pay WC benefits. They audit the Neighbor Islands' special payment requests, determine whether security is required to such self-insured plans, and maintain a statewide current status summary record of special compensation cases. This Section is responsible for submitting a quarterly report of the status of these cases, conducting financial audits and benefit payment reviews to determine compliance with the laws' requirements, and referring non-complying employers and insurers to the Enforcement Branch.

WORKERS' COMPENSATION BENEFITS FACILITATOR SECTION

Facilitates the WC process to ensure that claims are processed expeditiously through the WC process by responding to inquiries from claimants, attorneys, representatives of insurance carriers, or employers. Responsible for educating claimants on the WC law and claims processes to make them aware of their rights and benefits. This Section maintains information programs to keep workers informed of the WC law; responds to inquiries on

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claim status and questions on the WC law; and recommends improvements to the WC claims process to benefit all parties of the WC system.

PLANS ACCEPTANCE AND BENEFIT CLAIMS BRANCH

Plans, directs, supervises, and coordinates the statewide activities related to the TDI and HC plans. This Branch reviews and approves all insured and self-insured plans to determine if they meet the requirements of the TDI and HC laws, rules, and regulations. The Branch also determines whether the benefit provisions of a voluntary disability or wage continuance plan are equivalent to the statutory requirements; and processes, approves, and makes special disability fund payments to qualified claimants. In addition, they process and pay premium supplementation payments to eligible employers; process and schedule hearings adjudicating TDI appeals; and maintain the TDI and HC computer systems by inputting accurate employer record data and annual report data for management's use in effecting sound program administration. The Branch also participates in the development of program plans, budget, rules and regulations, and policies and procedures.

VOCATIONAL REHABILITATION BRANCH

Plans, directs, supervises and coordinates statewide activities related to the rehabilitation of industrially-injured workers. The Vocational Rehabilitation Branch reviews and approves plans from rehabilitation agencies to rehabilitate injured workers and certifies these agencies on meeting legal standards to train injured workers. They are responsible for drafting rules and regulations and setting policies to implement and improve the rehabilitation program. This Branch refers injured workers to rehabilitation training and monitors rehabilitation agencies to determine the adequacy and effectiveness of rehabilitation services provided to the injured workers. They are also responsible for monitoring the progress of injured workers in training; rendering determinations on controverted rehabilitation and regular WC cases; monitoring insurers' records to ensure proper and timely WC benefits and living expenses are provided to injured workers in training and maintaining an accurate and current recordkeeping system.

COST REVIEW BRANCH

Plans, directs, supervises, and coordinates statewide activities related to WC guidelines on frequency of treatment and the qualification of health care providers. This Branch drafts rules and regulations and sets policies to implement and improve the frequency of treatment guidelines and the qualification of health care providers. They also visit, review, qualify, and monitor health care providers and their treatment plans to ensure that medical care and services are considered necessary and appropriate. The Cost Review Branch conducts investigations and administrative hearings and adjudication of health care providers cases and program cost issues and maintains an accurate and current recordkeeping system.

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WAGE STANDARDS DIVISION

FUNCTIONAL STATEMENT

Plans, directs, coordinates, and implements a statewide program of labor law enforcement relating to the interpretation, implementation, and administration of the Wages and Hours of Employees on Public Works Law, Family Leave Law, Wage and Hour Law, Payment of Wages and Other Compensation Law, Part II and Part III of the Employment Practices Law, Child Labor Law, and related administrative rules, policies and procedures. Plans, organizes, directs and coordinates Division activities and operations relating to program management, including research, drafting, preparation, and presentation of new plans of operations, program plans, budget proposals and concerns, legislative proposals and testimonies, and other related matters. Develops administrative rules relating to assigned labor laws and proposes and drafts amendments as needed. Develops and oversees the implementation of public information programs on all assigned laws and on services provided by the Division. Prepares reports on Division activities and maintains related files.

CLERICAL SERVICES

Provides and coordinates clerical services for intake and certification activities for the receipt, processing and distribution of incoming and outgoing mail; for duplicating, collating, distributing laws, administrative rules, posters and informational publications. Provides typing, stenographic, data entry, filing, and statistical services to the various branches to meet workload demands and established deadlines.

TECHNICAL SUPPORT AND SERVICES OFFICE

Provides statewide technical and administrative support services to the Division. Coordinates the development and implementation of Division plans and goals, budgetary requirements, personnel, training, and automation.

Develops and coordinates the implementation of administrative policies, procedures, performance standards, and quality control programs in an effort to improve the overall effectiveness and efficiency of the division. Develops and/or analyzes proposed amendments to legislation, and prepares testimonies and supporting documentation. Develops and coordinates the adoption of new administrative rules relating to assigned laws and proposed amendments to existing administrative rules. Proposes, develops, and coordinates the implementation of new division programs or projects.

INTAKE AND CERTIFICATION BRANCH

Provides a consolidated intake and information service for the Division. Plans, directs, supervises, and coordinates the activities relating to the receipt, review, and processing of all complaints and inquiries relating to the Wages and Hours of Employees on Public Works Law, Family Leave Law, Wage and Hour Law, Payment of Wages and Other Compensation Law, Part II and Part III of the Employment Practices Law, Child Labor Law, and related administrative rules. Refers complaints to the Compliance Branch or Hearings Branch for investigation, hearing or appropriate action, or to the proper State, county, or federal agency if the complaint does not fall under the jurisdiction of the Division.

Receives, reviews, and processes applications and issues certificates for child labor, special minimum wages, and payday exceptions. Conducts payday elections. Participates in the development of program plans, budget, legislation, rules and regulations, policies, and procedures. Recommends changes to State laws. Plans and implements statewide consultation, training, and informational programs, seminars, workshops, and outreach activities to promote voluntary compliance with laws, rules, and labor standards. Refers the public to the proper governmental or private agency in the State if the information requested is not under the jurisdiction of the Division. Prepares reports and maintains records on branch activities.

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COMPLIANCE BRANCH

Plans, directs, supervises and coordinates statewide activities relating to the enforcement of the Wages and Hours of Employees on the Public Works Law, Wage and Hour Law, Payment of Wages and Other Compensation Law, Child Labor Law, Family Leave Law, Part II of the Employment Practices Law, and related administrative rules. Participates in the development of program plans, budget, legislation, administrative rules, policies, and procedures. Recommends amendments to State laws assigned to the Division. Prepares reports and maintains files on branch activities.

INVESTIGATIONS SECTIONS I AND II

Coordinates and conducts investigations of complaints of alleged violations relating to nonpayment of minimum wage and overtime, prevailing wages, illegal deductions, unpaid wages, child labor, family leave, and lie detector tests. Examines employers' records to substantiate allegations. Conciliates settlement of complaints and recommends litigation as needed. Works with the attorney in the litigation of cases and collection of wages and penalties. Conducts random compliance investigations to determine compliance with assigned laws and assures that corrective action is taken when violations are found.

HEARINGS BRANCH

Plans, directs, supervises, and coordinates statewide activities relating to the hearing of:

1) complaints involving unlawful suspension, discharge or discrimination due to work injury, testing positive in a substance abuse on-site screening test, garnishment, or personal bankruptcy under Part III of Chapter 378, Hawaii Revised Statutes (HRS); and 2) appeals of Notifications of Violation filed under Chapter 104, HRS, Orders of Wage Payment Violation filed under Chapter 388, HRS, and orders filed under Chapter 398, HRS. Conducts hearings pursuant to Chapter 91, HRS, and pre-hearing conferences on complaints; provides assistance to parties in negotiating settlements. Renders decisions on complaints and appeals based on the hearing.

Participates in the development of program plans, budget, legislation, administrative rules, policies, and procedures. Recommends changes to State laws. Prepares reports and maintains files on branch activities.

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HAWAII DISTRICT OFFICE

FUNCTIONAL STATEMENT

Provides services relative to the programs administered by the Disability Compensation, Wage Standards, and Hawaii Occupational Safety and Health Divisions on the island of Hawaii.

CLERICAL SERVICES

Provides statistical and clerical services for the office.

HILO STAFF AND WEST HAWAII STAFF

Provides informational and advisory services to employers, employees, and the general public on departmental programs.

Provides consultation, training and information to employers to promote voluntary compliance with the Law, administrative rules and standards.

Conducts hearings of Workers' Compensation (WC) injury claims involving temporary or permanent disability, disfigurement, or death, and recommends appropriate awards; conduct investigations of injury claims and insurance coverage; enforce reporting and security requirements of the Law; review and process WC documents necessary to the completion of injury cases; and refer injured workers to rehabilitation training.

Assures that all covered employers have temporary disability insurance coverage through an insurance carrier and/or self-insurance; enforces penalty provisions to insure compliance with applicable program laws, rules, and regulations, and prepares report of findings for administrative review.

Conducts enforcement activities, including investigations and audits, to insure compliance with the Health Care Law.

Enforces State Labor Laws, and rules and regulations dealing with wages and hours, child labor, wage claims, wage payment, family leave and other related areas.

Inspects places of employment and machines, devices, apparatus, equipment, methods, and processes in use of hazards to the life, health, and safety of workers; enforce safety laws, codes, and the Occupational Safety and Health Administration regulations.

Facilitates the Workers' Compensation process to ensure that claims are processed expeditiously through the WC system; educates claimants on the WC law and claims processes; maintains information programs to keep workers informed of the WC law; responds to inquiries on claim status and questions on the WC law; recommends improvements to the WC claims process.

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MAUI DISTRICT OFFICE

FUNCTIONAL STATEMENT

Provides services relative to the programs administered by the Disability Compensation, Wage Standards, and Hawaii Occupational Safety and Health Divisions, and the Hawaii Civil Rights Commission on the island of Maui.

Provides informational and advisory services to employers, employees, and the general public on departmental programs.

Provides consultation, training and information to employers to promote voluntary compliance with the Law, administrative rules and standards.

Conducts hearings of Workers' Compensation (WC) injury claims involving temporary or permanent disability, disfigurement, or death, and recommends appropriate awards; conducts investigations of injury claims and insurance coverage; enforces reporting and security requirements of the Law; reviews and processes WC documents necessary to the completion of injury cases; and refers injured workers to rehabilitation training.

Assures that all covered employers have temporary disability insurance coverage through an insurance carrier and/or self-insurance; enforces penalty provisions to insure compliance with applicable program laws, rules, and regulations, and prepares report of findings for administrative review.

Conducts enforcement activities, including investigations and audits, to ensure compliance with the Health Care Law.

Enforces State Labor Laws, and rules and regulations dealing with wages and hours, child labor, wage claims, wage payment, family leave and other related areas.

Inspects places of employment and machines, devices, apparatus, equipment, methods, and processes in use of hazards to the life, health, and safety of workers; enforce safety laws, codes, and the Occupational Safety and Health Administration regulations.

Facilitates the Workers' Compensation process to ensure that claims are processed expeditiously through the WC system; educates claimants on the WC law and claims processes; maintains information programs to keep workers informed of the WC law; responds to inquiries on claim status and questions on the WC law; recommends improvements to the WC claims process.

CLERICAL SERVICES

Provides statistical and clerical services for the office.

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KAUAI DISTRICT OFFICE

FUNCTIONAL STATEMENT

Provides services relative to the programs administered by the Disability Compensation, Wage Standards, and Hawaii Occupational Safety and Health Divisions on the island of Kauai.

Provides informational and advisory services to employers, employees, and the general public on departmental programs.

Provides consultation, training and information to employers to promote voluntary compliance with the Law, administrative rules and standards.

Conducts hearings of Workers' Compensation (WC) injury claims involving temporary or permanent disability, disfigurement, or death, and recommends appropriate awards; conducts investigations of injury claims and insurance coverage; enforces reporting and security requirements of the Law; reviews and processes WC documents necessary to the completion of injury cases; and refers injured workers to rehabilitation training.

Assures that all covered employers have temporary disability insurance coverage through an insurance carrier and/or self-insurance; enforces penalty provisions to insure compliance with applicable program laws, rules, and regulations, and prepares report of findings for administrative review.

Conducts enforcement activities, including investigations and audits, to insure compliance with the Health Care Law.

Enforces State Labor Laws, and rules and regulations dealing with wages and hours, child labor, wage claims, wage payment, family leave and other related areas.

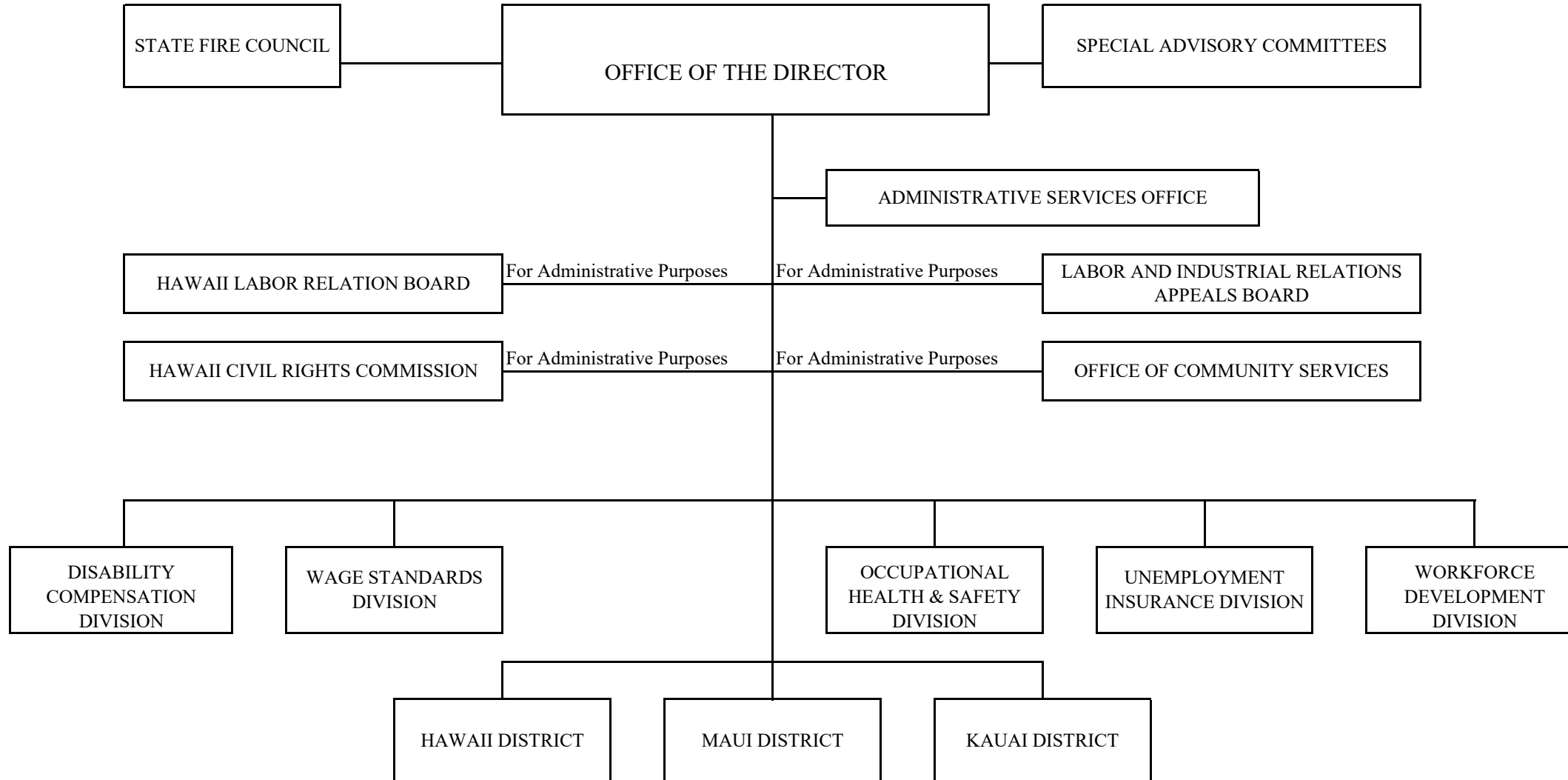
Inspects places of employment and machines, devices, apparatus, equipment, methods, and processes in use of hazards to the life, health, and safety of workers; enforce safety laws, codes, and the Occupational Safety and Health Administration regulations.

Facilitates the Workers' Compensation process to ensure that claims are processed expeditiously through the WC system; educates claimants on the WC law and claims processes; maintains information programs to keep workers informed of the WC law; responds to inquiries on claim status and questions on the WC law; recommends improvements to the WC claims process.

CLERICAL SERVICES

Provides statistical and clerical services for the office.

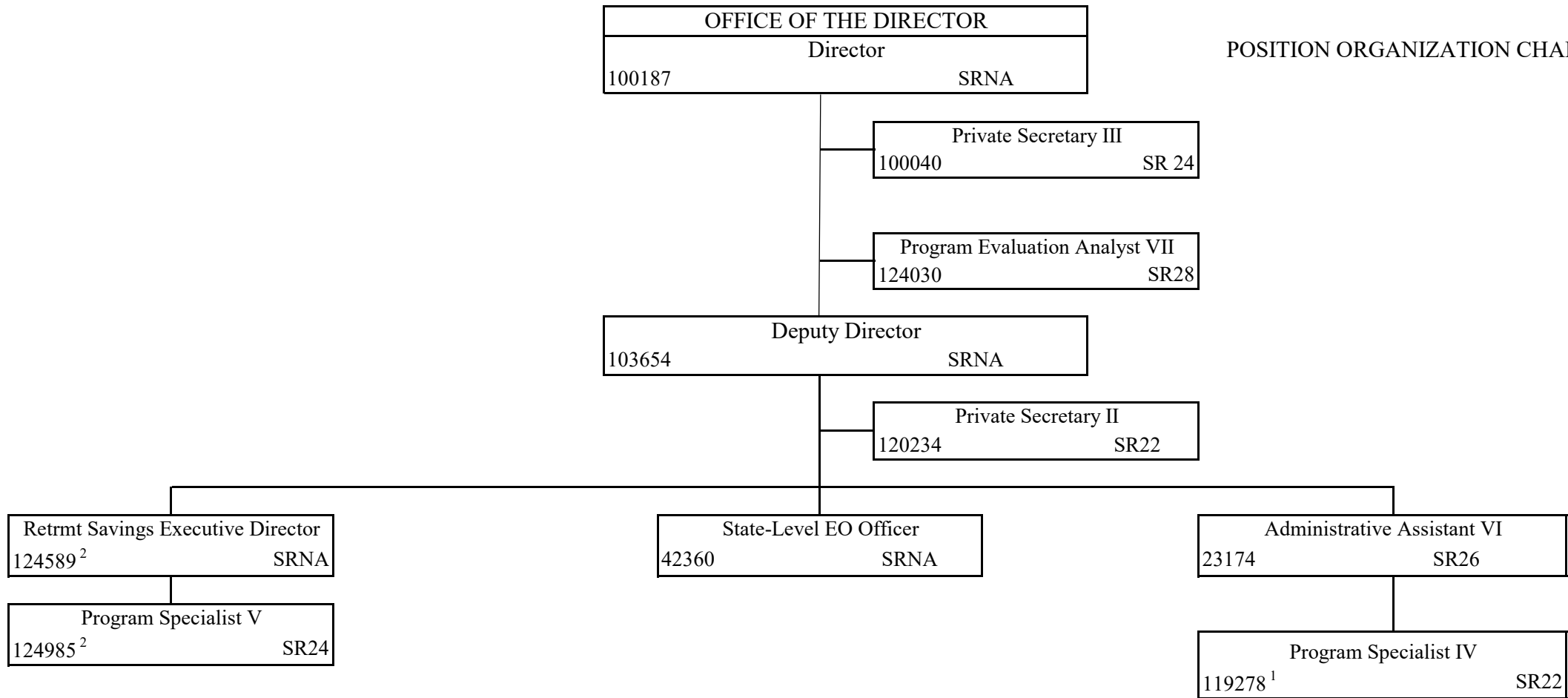
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ORGANIZATION CHART



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Prepared date: 09/04/2024

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OFFICE OF THE DIRECTOR
POSITION ORGANIZATION CHART



1. PN 119278, Program Specialist (PS) IV, SR22, temporarily reallocated to PS III, SR20, eff. 4/11/22

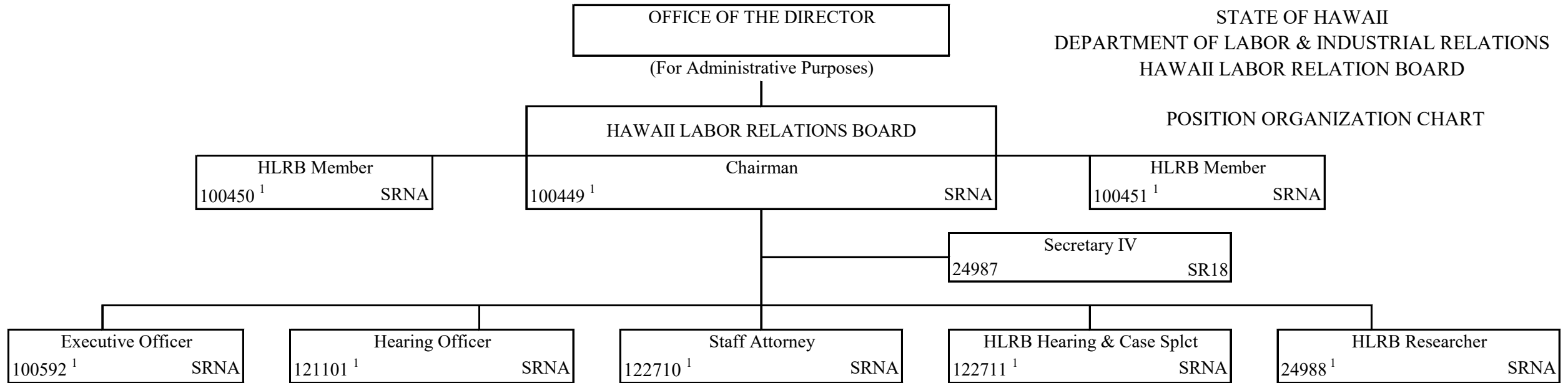
2. Temporary Position, not-to-exceed 06/30/24

As of 6/30/2024

Prepared date: 09/04/2024

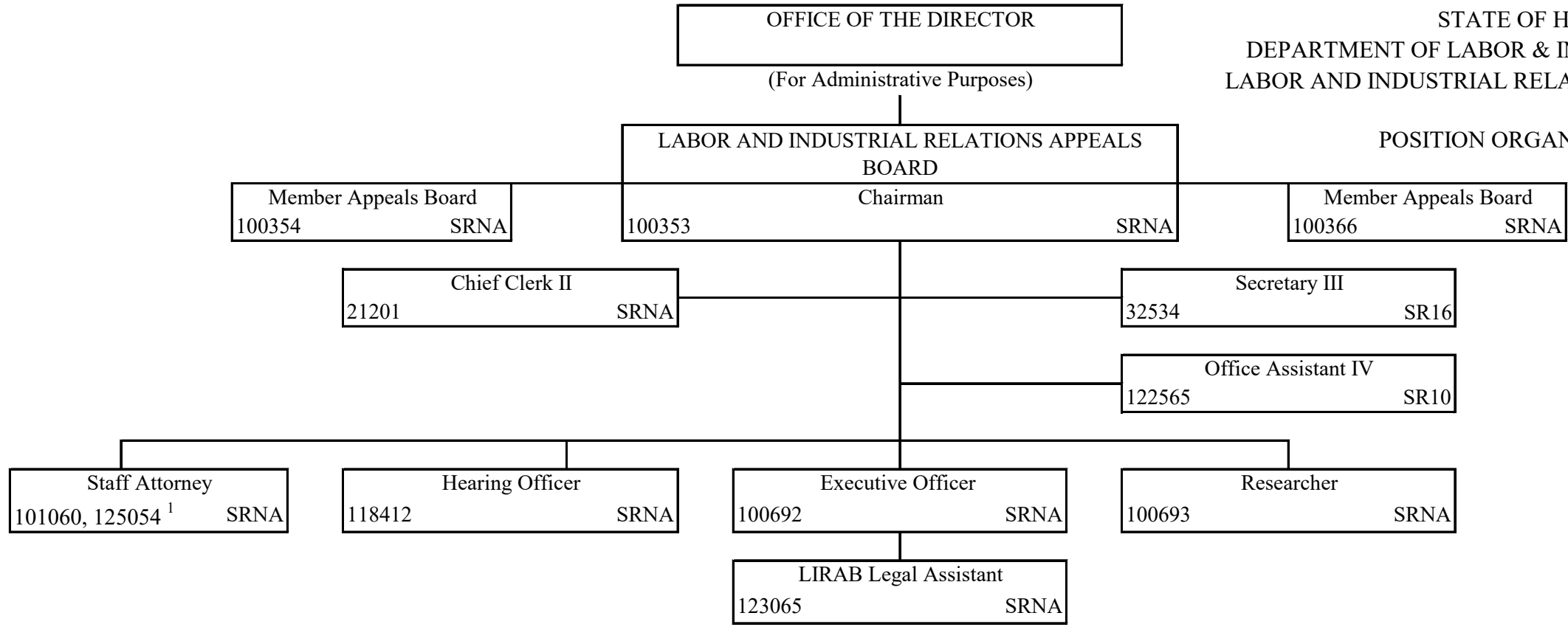
STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII LABOR RELATION BOARD

POSITION ORGANIZATION CHART



1. Temporary Position, not-to-exceed 06/30/24

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 LABOR AND INDUSTRIAL RELATIONS APPEALS BOARD

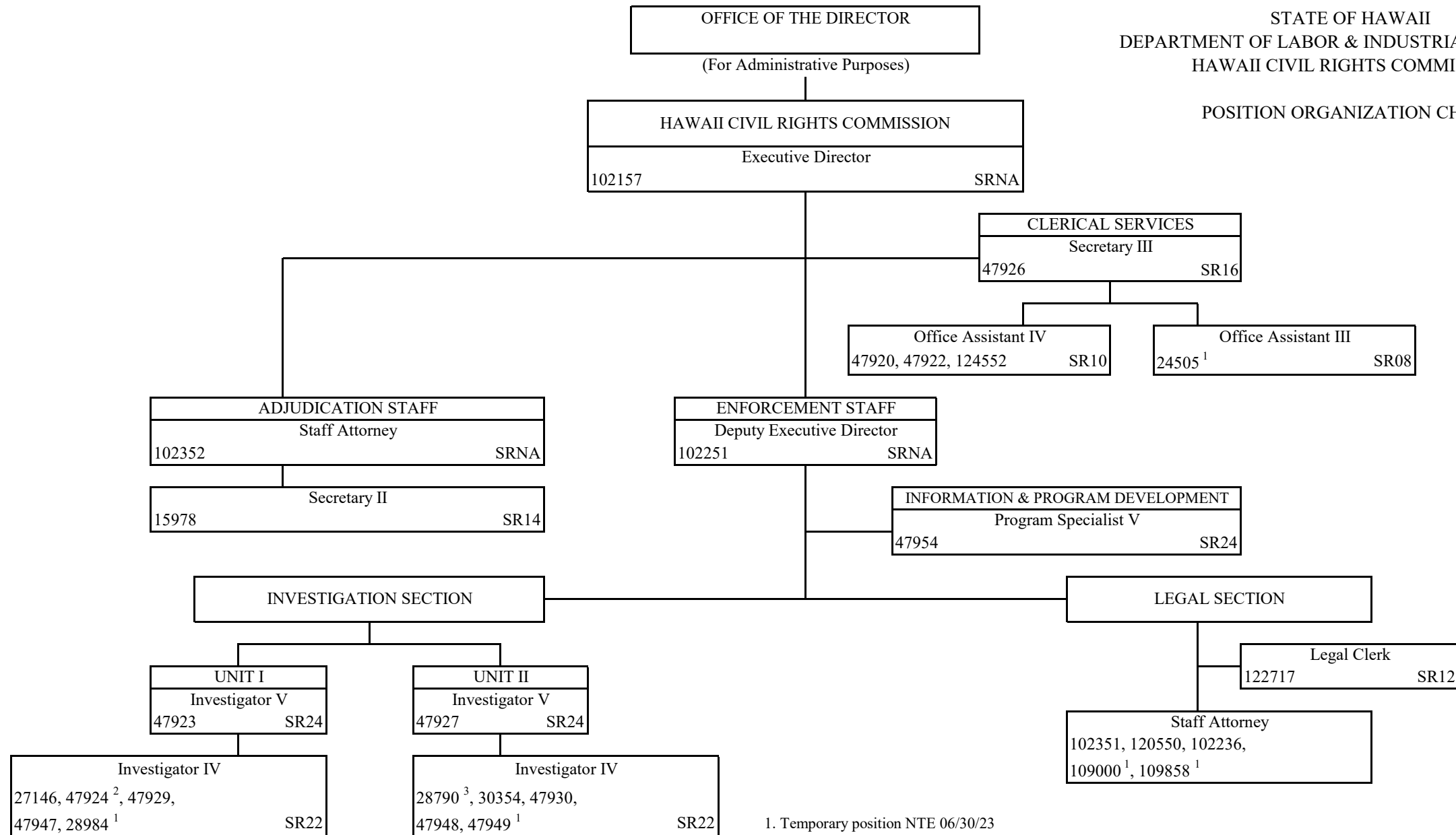


POSITION ORGANIZATION CHART

1. PN 125054, Staff Attorney, SRNA, established eff. 08/10/23 pursuant to Act 164, SLH 2023.

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII CIVIL RIGHTS COMMISSION

POSITION ORGANIZATION CHART



1. Temporary position NTE 06/30/23

2. PN 42924 temporarily reallocated to Investigator III, SR20, eff. 11/28/23

3. PN 28790 temporarily reallocated to Investigator II, SR18, eff. 10/03/23

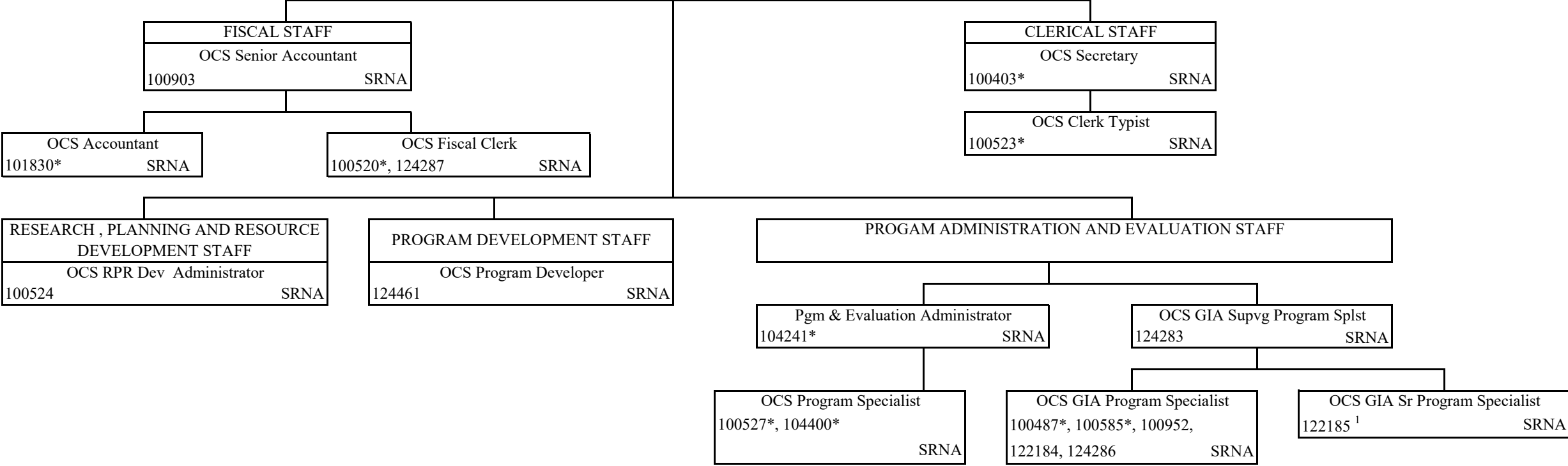
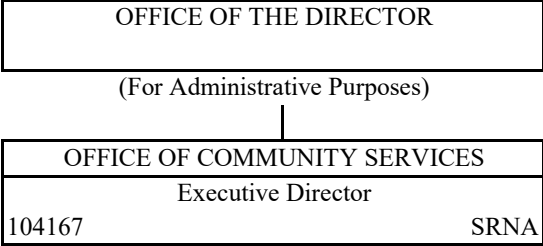
As of 6/30/2024

Prepared date: 09/04/2024

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

OFFICE OF COMMUNITY SERVICES

POSITION ORGANIZATION CHART

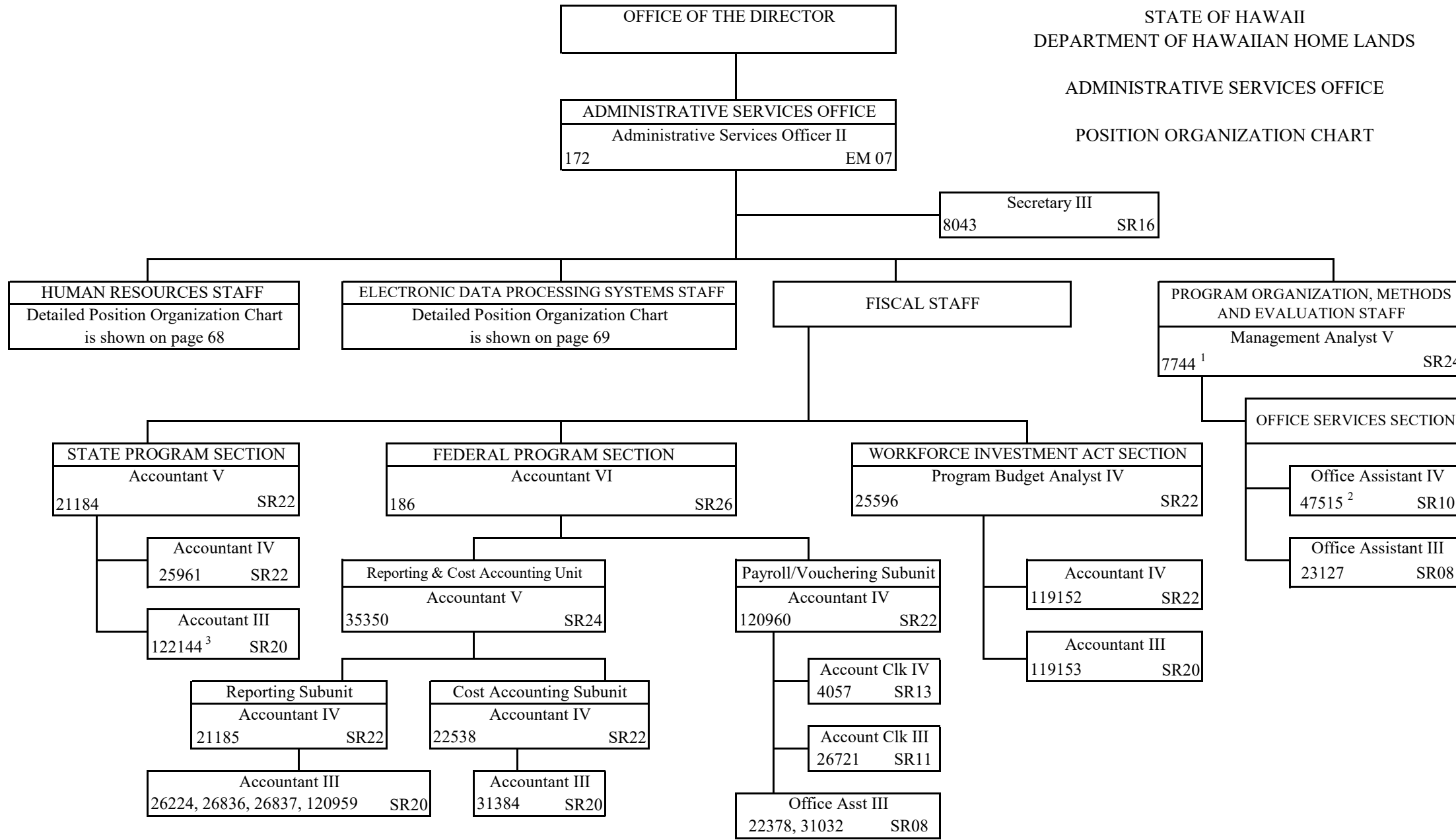


1. PN 122185 redescribed from OCS GIA Program Specialist to OCS GIA Sr Program Specialist eff. 09/01/23
* Temporary Position, NTE 06/30/24

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

ADMINISTRATIVE SERVICES OFFICE

POSITION ORGANIZATION CHART



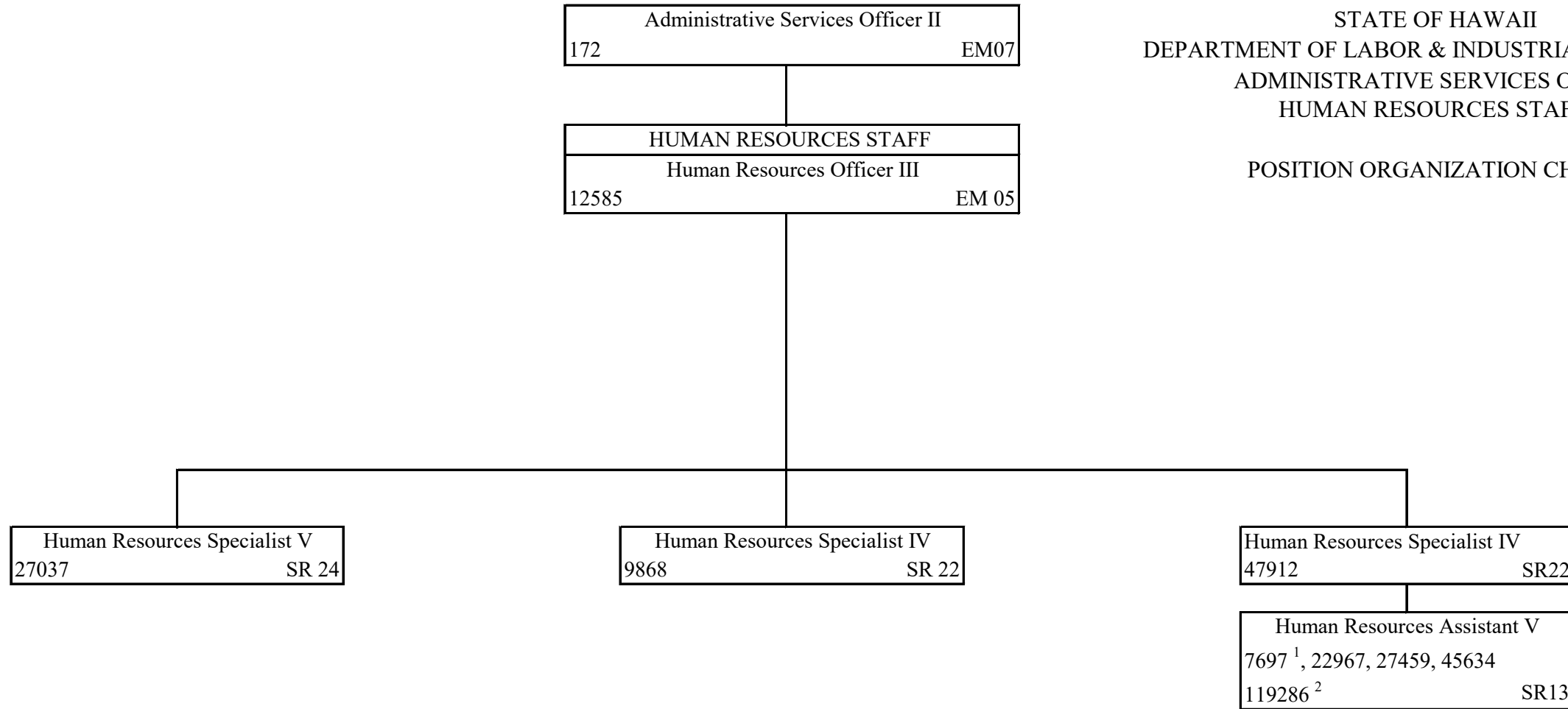
1. PN 7744 re-described from Clerical Supvr III, SR14 to Management Analyst V, SR24, eff. 02/09/24

2. PN 47515 reallocated from Office Assistant III, SR08 to authorized level Office Assistant IV, SR10, eff. 04/01/24

3. PN 122144, Accountant III, SR20, Temporary NTE 06/30/24

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
ADMINISTRATIVE SERVICES OFFICE
HUMAN RESOURCES STAFF

POSITION ORGANIZATION CHART



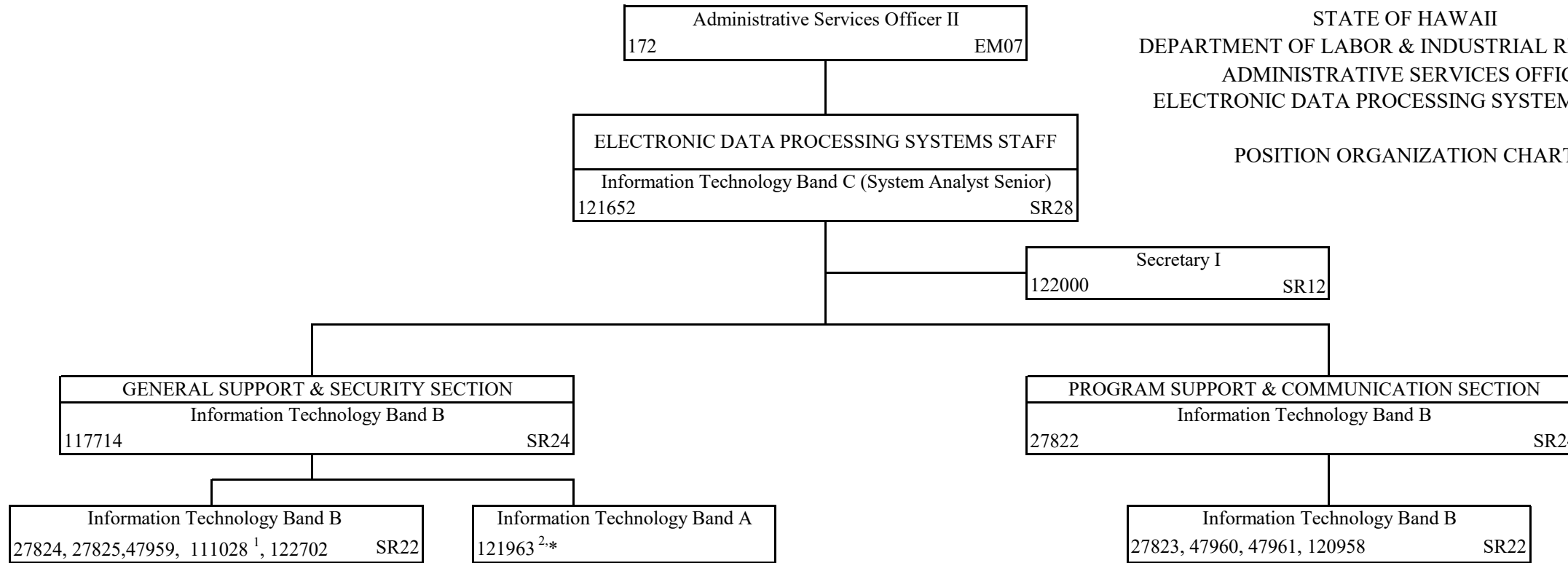
1. PN 7697, temporarily moved from Workforce Development Division and re-described from Secretary II, SR14, to Human Resources Assistant V, SR13, eff. 08/11/22.
2. PN 45634, Human Resources Assistant V, SR13, temporarily reallocated to Human Resources Assistant IV, SR11 eff. 02/01/24

As of 6/30/2024

Prepared date: 09/04/2024

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 ADMINISTRATIVE SERVICES OFFICE
 ELECTRONIC DATA PROCESSING SYSTEMS STAFF

POSITION ORGANIZATION CHART



1. PN 111028, IT Band B, SR22, temporarily reallocated to IT Band A, SR18 eff. 04/15/24

2. PN 121963, ESS II, SR18 moved from Workforce Development Division, Maui Branch, Wailuku Office, to Admin Svcs Ofc, Electronic Data Processing Sys Staff and redescribed to IT Band A, SR20, eff. 001/24/24

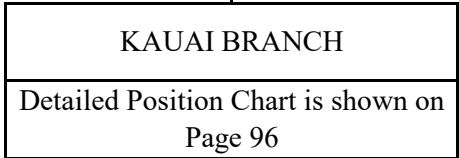
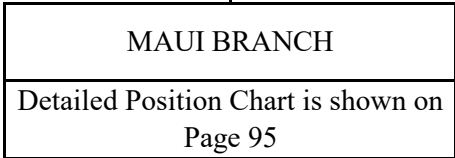
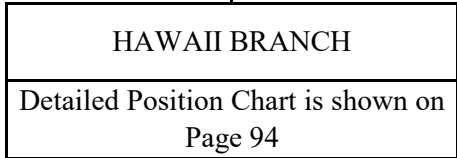
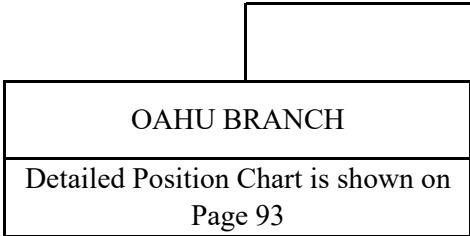
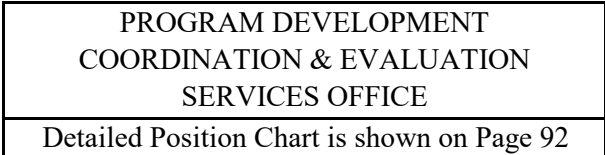
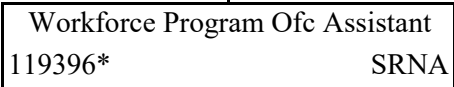
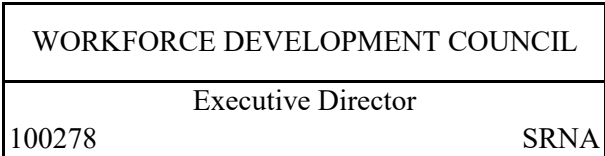
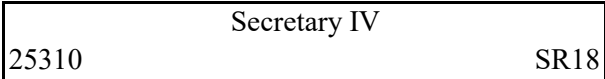
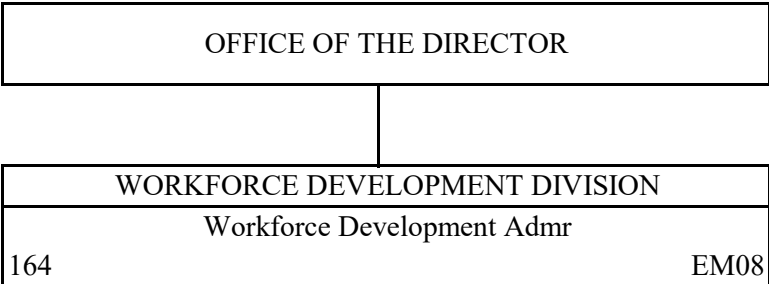
* Temporary position Not-To-Exceed 06/30/24

As of 6/30/2024

Prepared date: 09/04/2024

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION

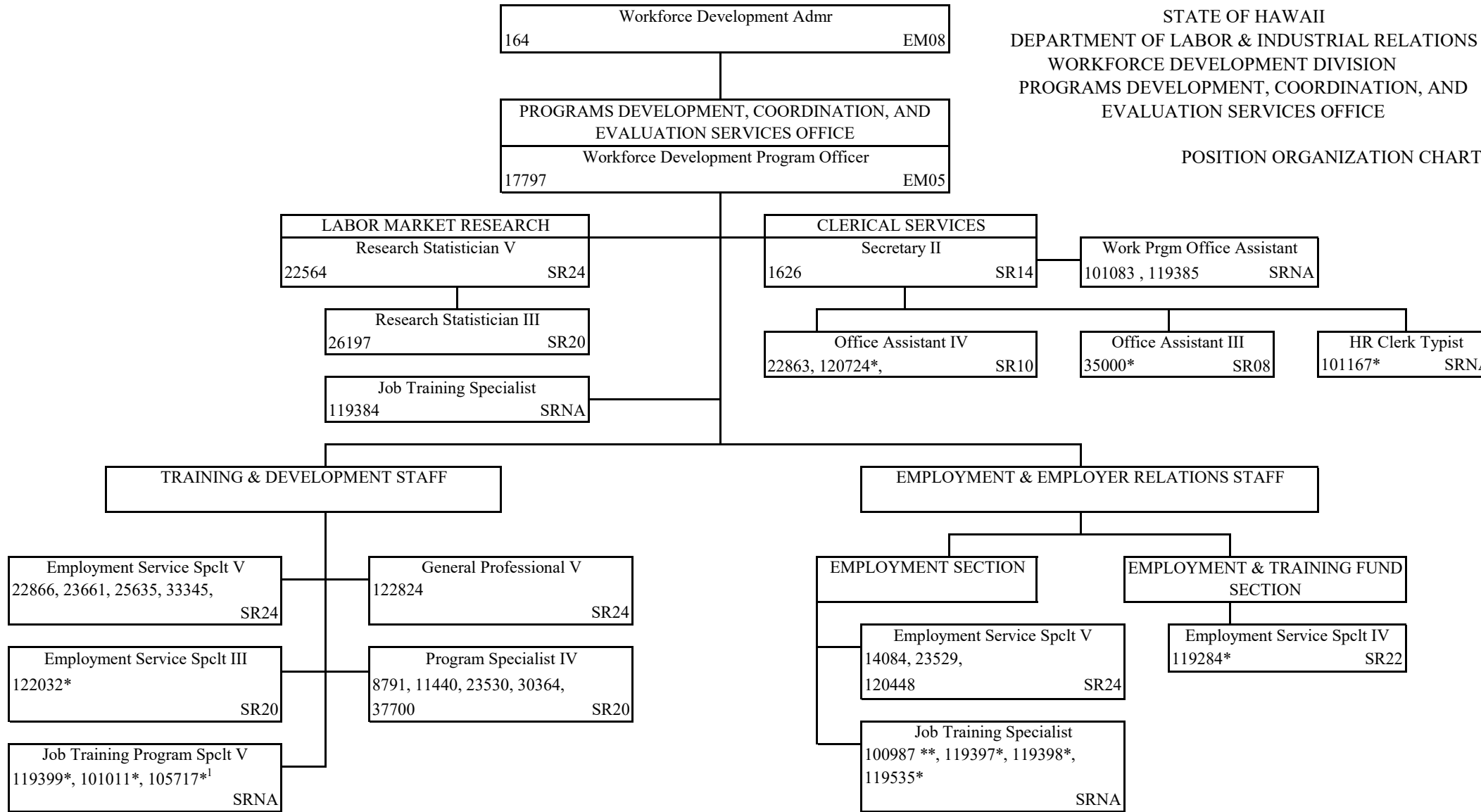
POSITION ORGANIZATION CHART



* Temporary position, NTE 06/30/24

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION
 PROGRAMS DEVELOPMENT, COORDINATION, AND
 EVALUATION SERVICES OFFICE

POSITION ORGANIZATION CHART

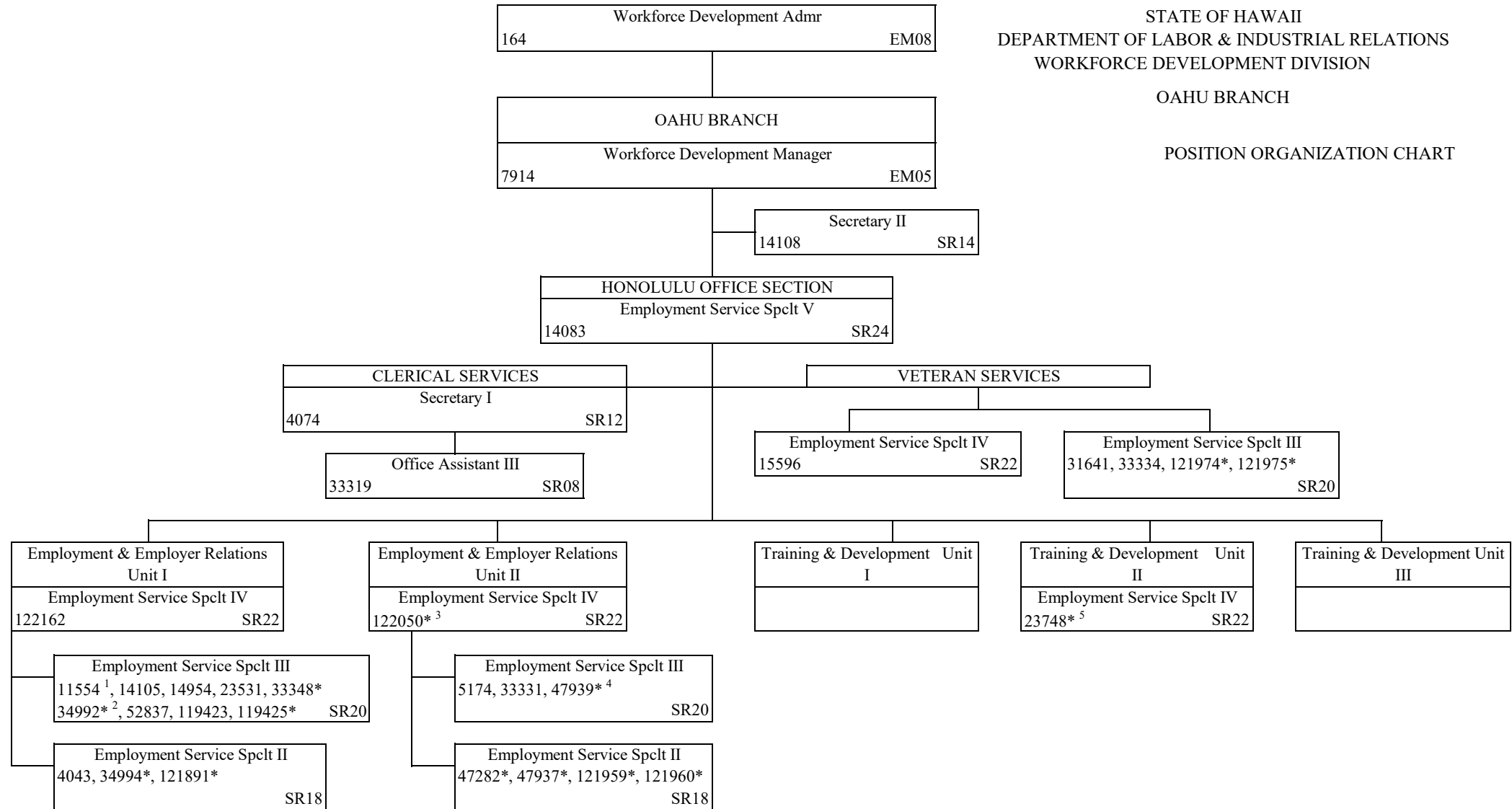


* Temporary Position NTE 06/30/24

** Temporarily detailed to Department of Human Resources Development, eff. 11/01/23, not-to-exceed 06/30/24

1. PN 105717, Job Training Prog Spec IV, SRNA, detailed to Director's Office under supervision of PN 103654, Dep Director eff. 01/27/23

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION
OAHU BRANCH
POSITION ORGANIZATION CHART



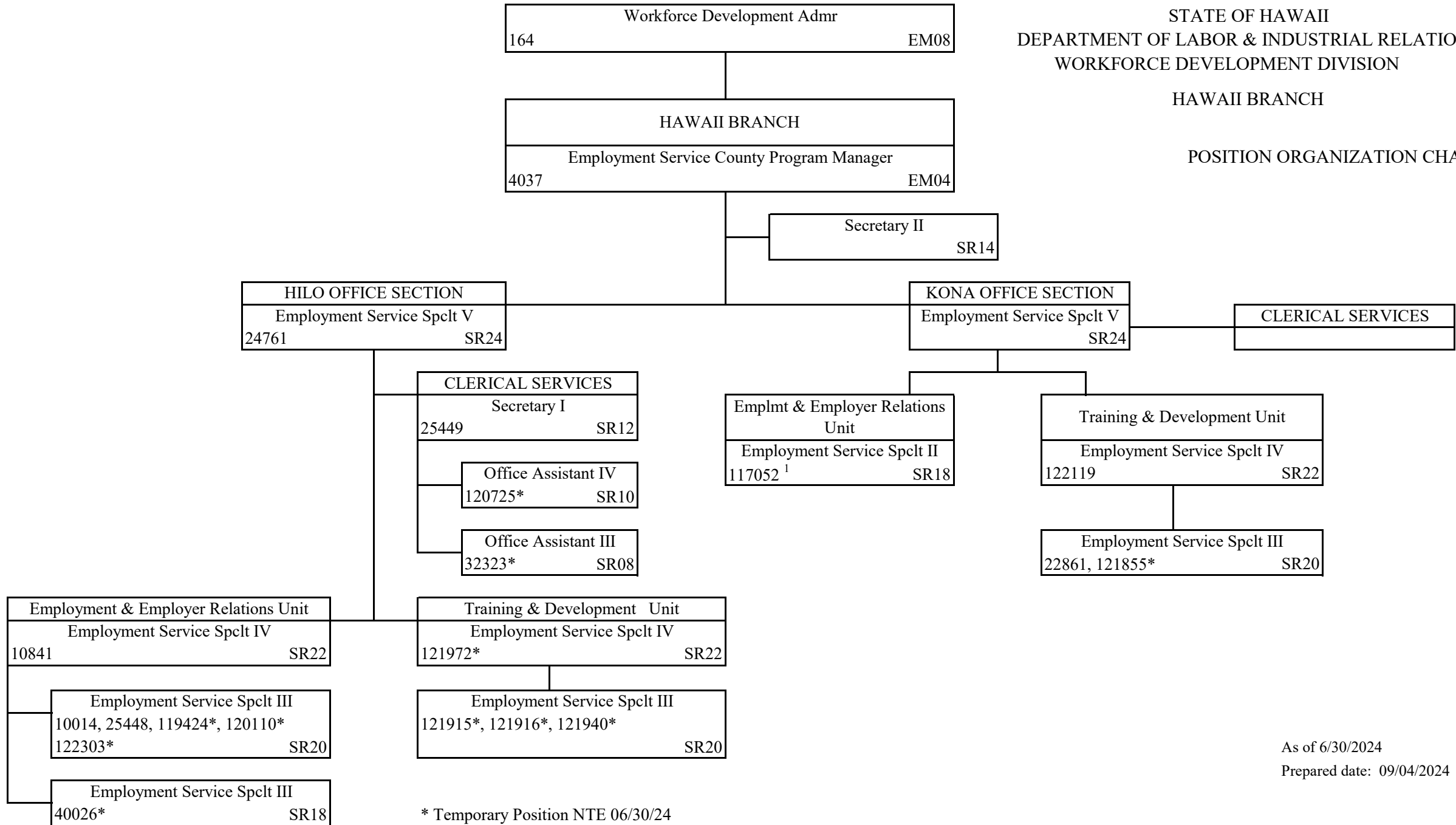
* Temporary Position NTE 06/30/24

1. PN 11554, Employment Service Spclt (ESS) III, SR20, temporarily reallocated to ESS II, SR18, eff. 02/03/23
2. PN 34992, Employment Service Spclt (ESS) III, SR20, temporarily reallocated to ESS II, SR18, eff. 01/24/23
3. PN 122050, Employment Service Spclt (ESS) IV, SR22, temporarily reallocated to ESS III, SR20, eff. 02/09/23
4. PN 47939, Employment Service Spclt (ESS) III, SR20, temporarily reallocated to ESS II, SR18, eff. 06/15/12
5. PN 23748, Employment Service Spclt (ESS) IV, SR22, temporarily reallocated to ESS III, SR20, eff. 02/21/23

As of 6/30/2024
Prepared date: 09/04/2024

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION
HAWAII BRANCH

POSITION ORGANIZATION CHART



* Temporary Position NTE 06/30/24

1. PN 117052, redescribed from ESS III, SR20 to ESS II, SR18, eff. 07/01/23

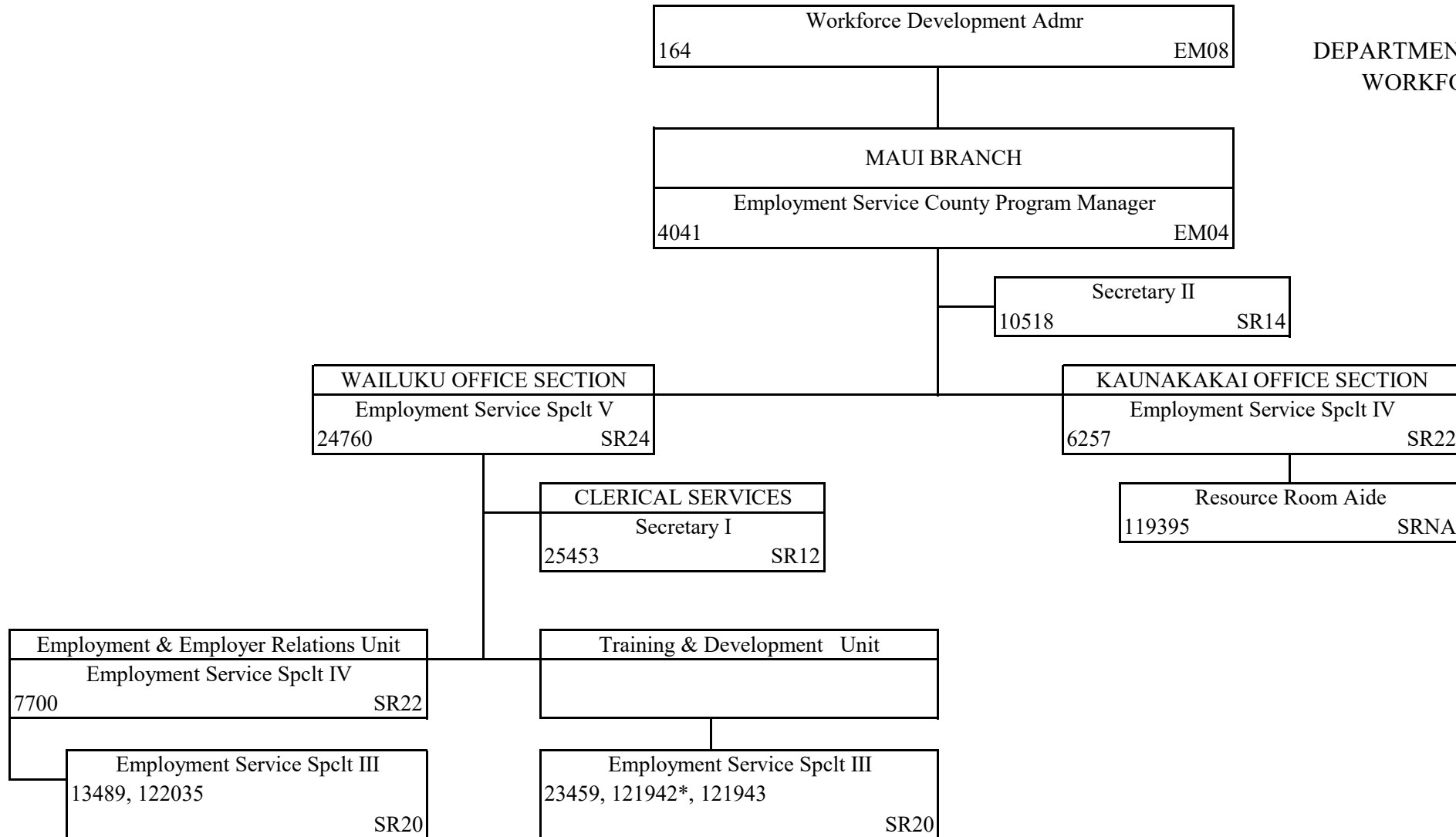
As of 6/30/2024

Prepared date: 09/04/2024

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION

MAUI BRANCH

POSITION ORGANIZATION CHART

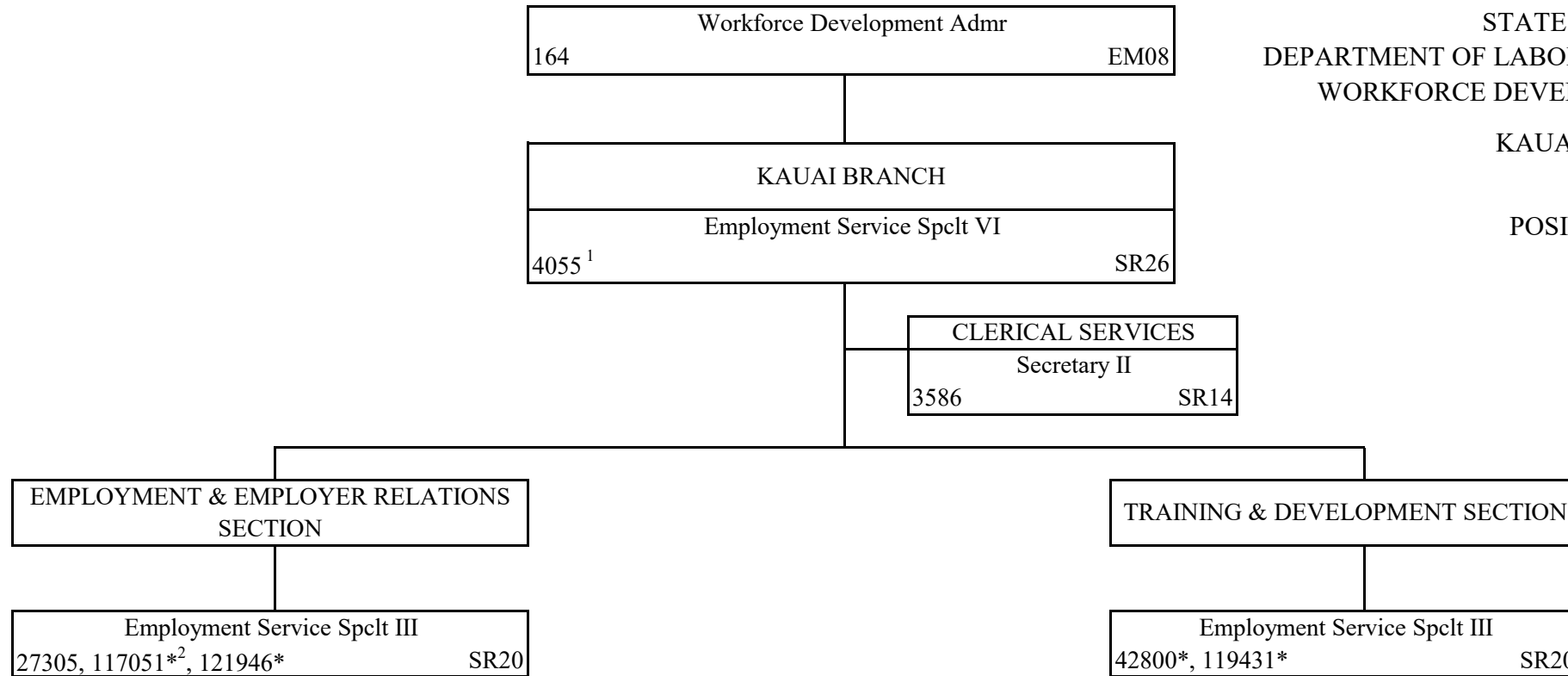


* Temporary Position NTE 06/30/24

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 WORKFORCE DEVELOPMENT DIVISION

KAUAI BRANCH

POSITION ORGANIZATION CHART



* Temporary Position NTE 06/30/24

1. PN 4055, Employment Service Spelt VI, SR26, temporarily reallocated to Employment Service Spelt V, SR24, eff. 11/16/18
2. PN 117051, Employment Service Spelt III, SR20, temporarily reallocated to Employment Service Spelt II, SR18, eff. 07/01/23

As of 6/30/2024

Prepared date: 09/04/2024

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION

POSITION ORGANIZATION CHART

OFFICE OF THE DIRECTOR

UNEMPLOYMENT INSURANCE DIVISION
Unemployment Insurance Admr
8022 EM08

7931 Secretary IV SR18

EMPLOYMENT SECURITY APPEALS
REFEREES' OFFICE
Detailed Position Chart is shown on Page 84

PROGRAM DEVELOPMENT
COORDINATION & EVALUATION
SERVICES OFFICE
Detailed Position Chart is shown on Page 85

OAHU BRANCH
Detailed Position Chart is shown on
Page 86, 87

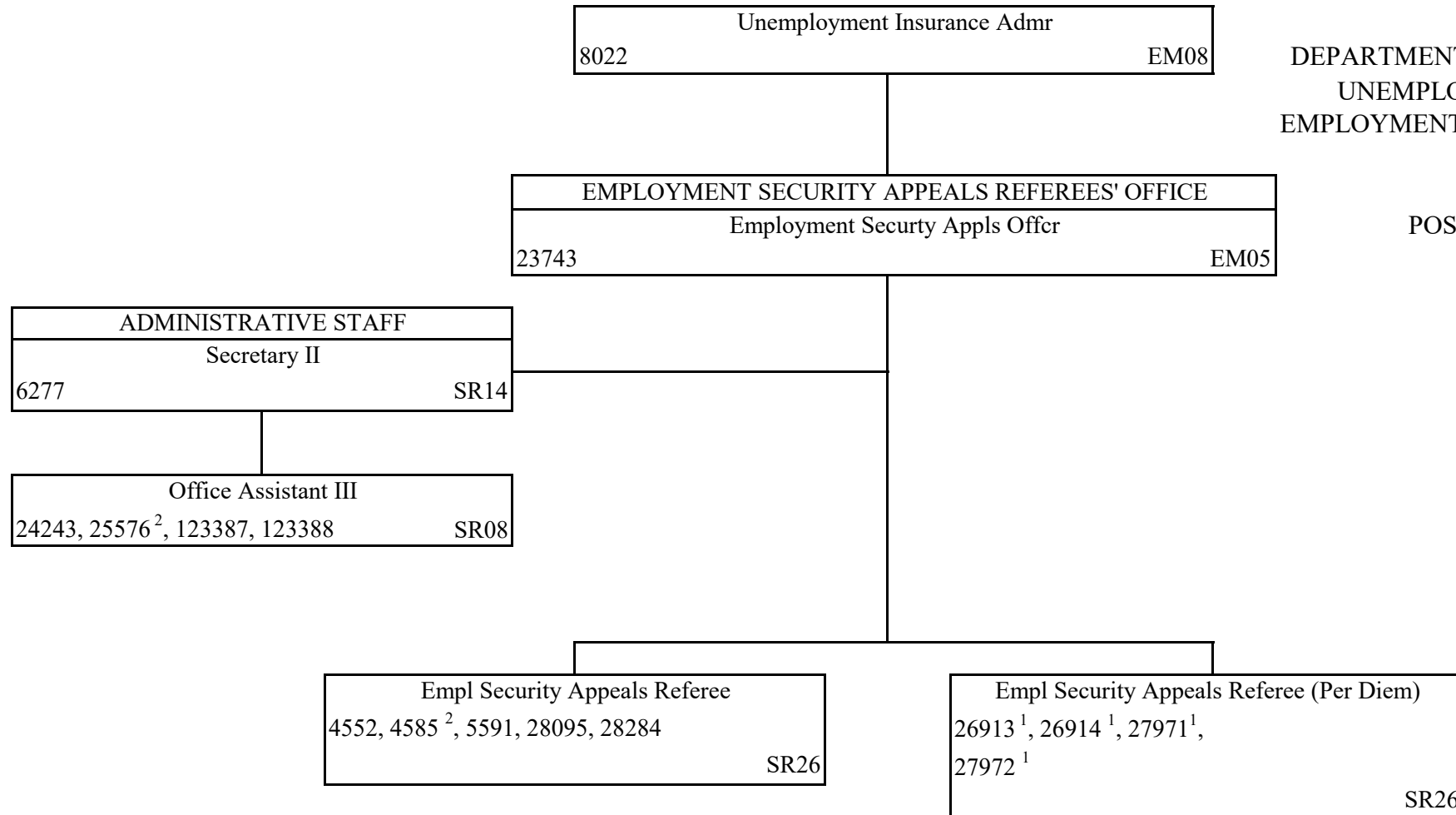
HAWAII BRANCH
Detailed Position Chart is shown on
Page 88

MAUI BRANCH
Detailed Position Chart is shown on
Page 89

KAUAI BRANCH
Detailed Position Chart is shown on
Page 90

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 UNEMPLOYMENT INSURANCE DIVISION
 EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE

POSITION ORGANIZATION CHART

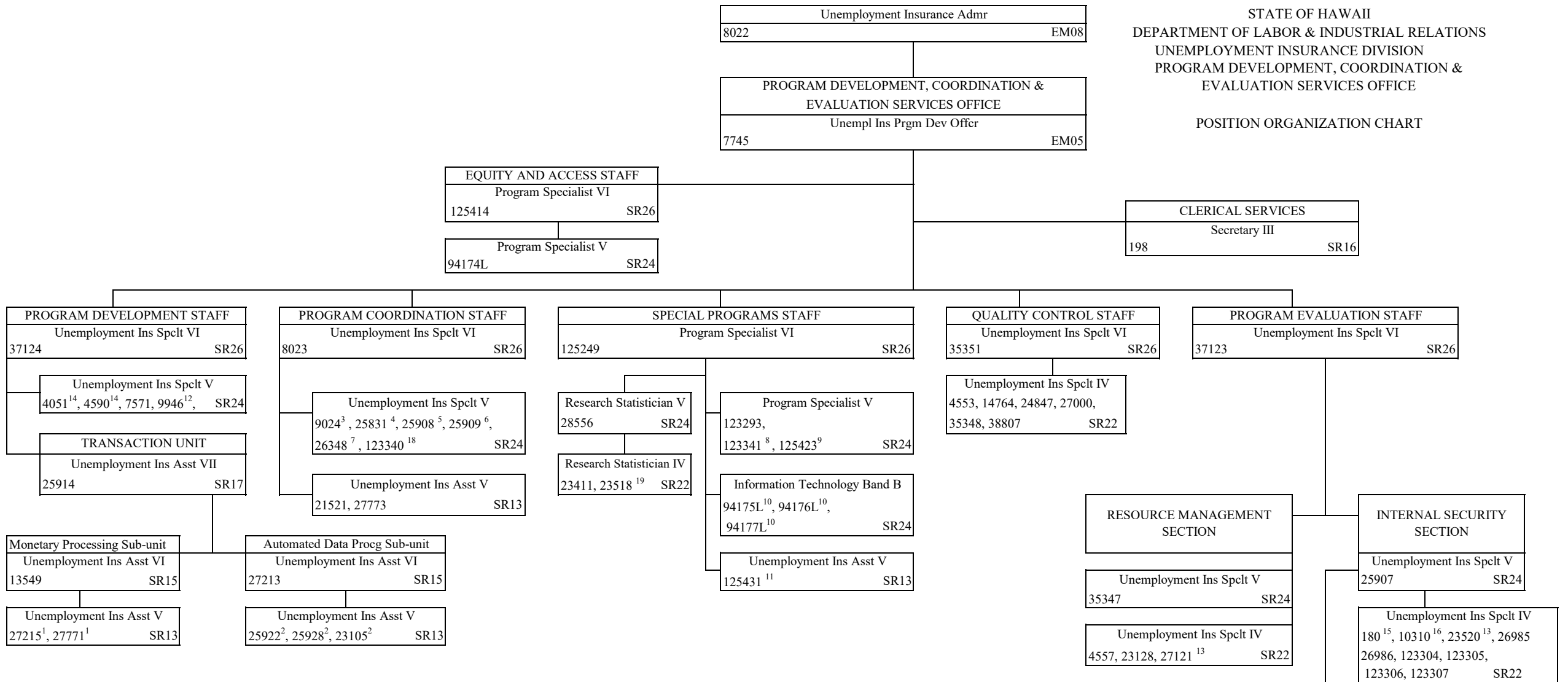


- 1. Position is 0.45 FTE
- 2. Position is 0.50 FTE

As of 6/30/2024
 Prepared date: 09/04/2024

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION
PROGRAM DEVELOPMENT, COORDINATION &
EVALUATION SERVICES OFFICE

POSITION ORGANIZATION CHART

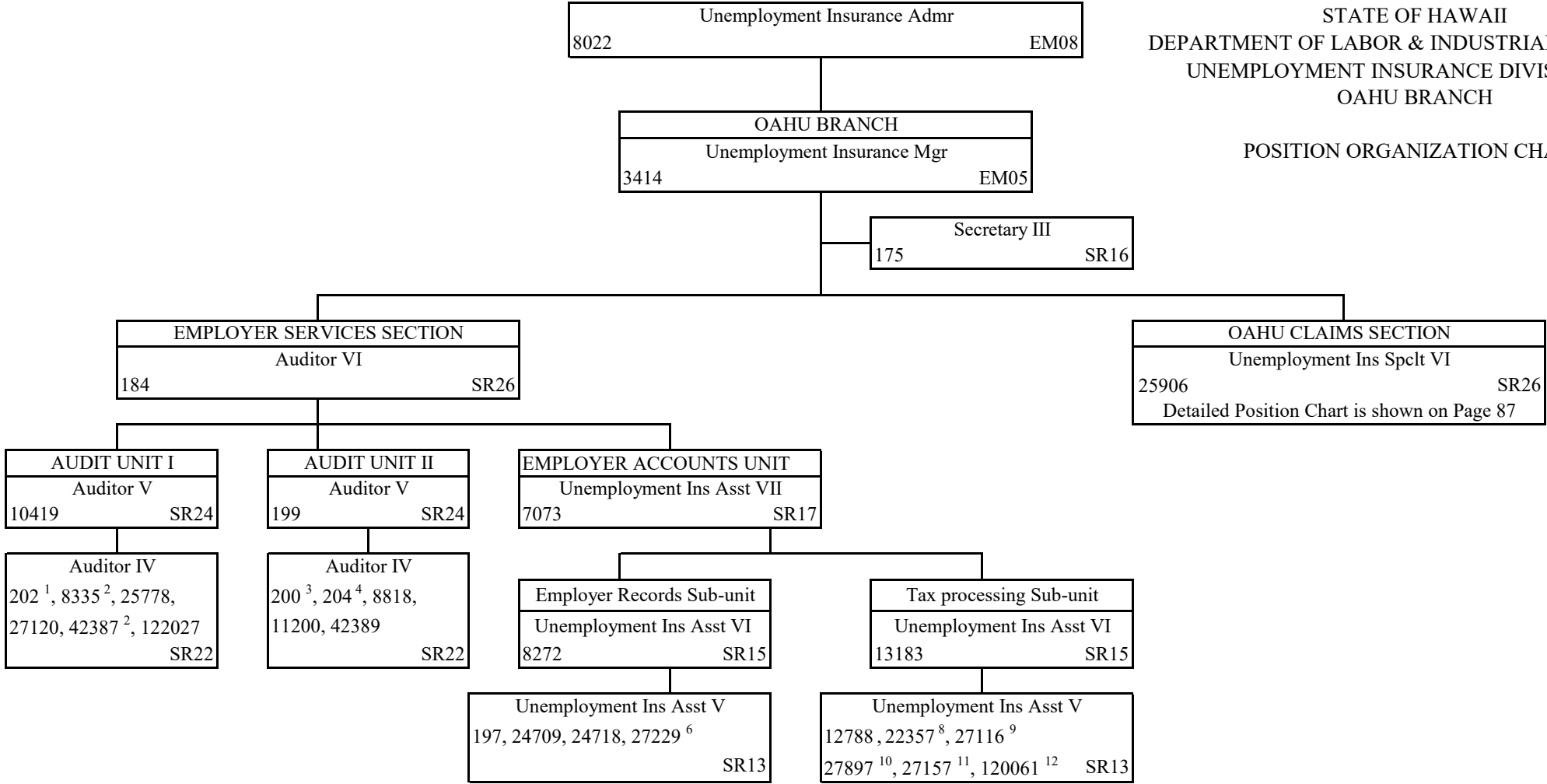


1. PNs 27215, 27771, Unemployment Ins (UI) Assistant V, SR13, reports to PN 13549, eff. 02/01/2024
 2. PNs 25922, 25928, 23105 UI Assistant V, SR13, reports to PN 27213, eff. 02/01/2024
 3. PN 9024, UI Spclt V, SR24, temporarily reallocated to UI Spclt III, SR20, eff. 10/01/2023
 4. PN 25831, UI Spclt V, SR24, temporarily reallocated to UI Spclt III, SR20, eff. 12/17/2021
 5. PN 25908, UI Spclt V, SR24, temporarily reallocated to UI Spclt III, SR20, eff. 07/16/2023
 6. PN 25909, UI Spclt V, SR24, temporarily reallocated to UI Spclt I, SR16, eff. 05/19/2020
 7. PN 26348, UI Spclt V, SR24, temporarily reallocated to UI Spclt III, SR18, eff. 06/16/2023
 8. PN 123341, UI Spclt V, SR24, moved from Internal Security Section of Program Evaluation Staff and redescribed to Program Spclt V, SR24, eff. 06/18/2024
 9. PN 125423 (Pseudo No. 94172L), Program Spclt V, SR24, established eff. 05/15/2024 pursuant to Act 164, SLH 2023
 10. Pseudo Nos 94175L, 94176L, 94177L, IT Band B, SR24, authorized by Act 164, SLH 2023, to be established
 11. PN 125431 (Pseudo No. 94178L), UI Assistant V, SR13, established eff. 06/20/2024 pursuant to Act 164, SLH 2023
 12. PN 9946, UI Spclt V, SR24, moved from Resource Mgt Sec of Prog Eval Staff, eff. 08/01/2023
 13. PNs 23520, 27121, UI Spclt IV, SR22, temporarily reallocated to UI Spclt I, SR16, eff. 06/18/2020
 14. PNs 4051, 4590, UI Spclt V, SR24, moved from Prog Eval Staff, eff. 02/02/2024
 15. PN 180, UI Spclt IV, SR22, temporarily reallocated to UI Spclt I, SR16, eff. 06/18/2020
 16. PN 10310, UI Spclt IV, SR22, temporarily reallocated to UI Spclt III, SR20, eff. 09/16/2023
 17. PN 27766, UI Asst V, SR13, temporarily reallocated to UI Asst III, SR09, eff. 11/18/2021
 18. PN 123340, UI Spclt V, SR24, temporarily reallocated to UI Spclt I, SR16, eff. 08/10/2020
 19. PN 23518, Research Statistician IV, to be abolished eff. 07/15/24 by Act 230, SLH 2024

As of 6/30/2024
Prepared date: 09/04/2024

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH

POSITION ORGANIZATION CHART

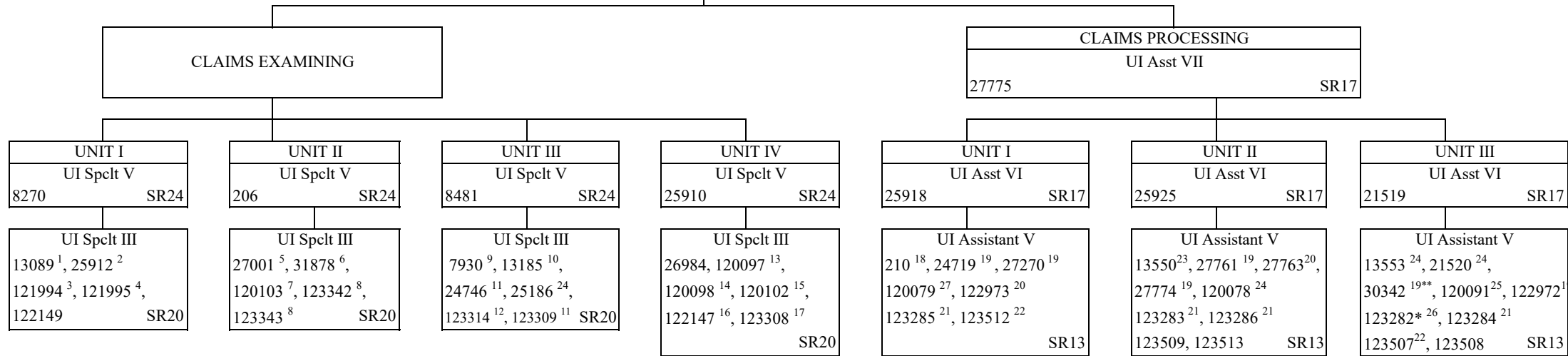


1. PN 202, reallocated to authorized level, Auditor IV, SR22, eff. 07/12/22
 2. PNs 8335, 42387, Auditor IV, SR22, temporarily reallocated to Auditor II, SR18, eff. 04/20/20
 3. PN 200, Auditor IV, SR22, temporarily reallocated to Auditor I, SR16, eff. 03/07/23
 4. PN 204, Auditor IV, SR22, temporarily reallocated to Auditor II, SR18, eff. 02/02/24
 5. PN 122027, Auditor IV, SR22, moved from Maui Br to Oahu Br's ErSvcs Sec's Unit II under direct supervision of PN 199 and temporarily reallocated to Auditor II, SR16 eff. 04/21/20
 6. PN 27229, Unemployment Ins Asst V, SR13, temporarily reallocated to Unemployment Ins Asst III, SR09, eff. 06/6/19
 7. PN 27116, Unemployment Ins Asst V, SR13, temporarily reallocated to Unemployment Ins Asst III, SR09, eff. 06/6/19
 8. PN 22357, Unemployment Ins Asst V, SR13, temporarily reallocated to Unemployment Ins Asst III, SR09, eff. 05/04/23
 9. PN 27116, reallocated to authorized level, Unemployment Ins Asst V, SR13, eff. 09/01/24
 10. PN 27897, Unemployment Ins Asst V, SR13, temporarily reallocated to Unemployment Ins Asst IV, SR11, eff. 05/16/14
 11. PN 27157, Unemployment Ins Asst V, SR13, temporarily reallocated to Unemployment Ins Asst III, SR09, eff. 12/27/17
 12. Position is 0.50 FTE

3414	Unemployment Insurance Mgr	EM05
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STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION
OAHU BRANCH
OAHU CLAIMS SECTION
POSITION ORGANIZATION CHART

OAHU CLAIMS SECTION	
Unemployment Ins (UI) Spclt VI	
25906	SR26

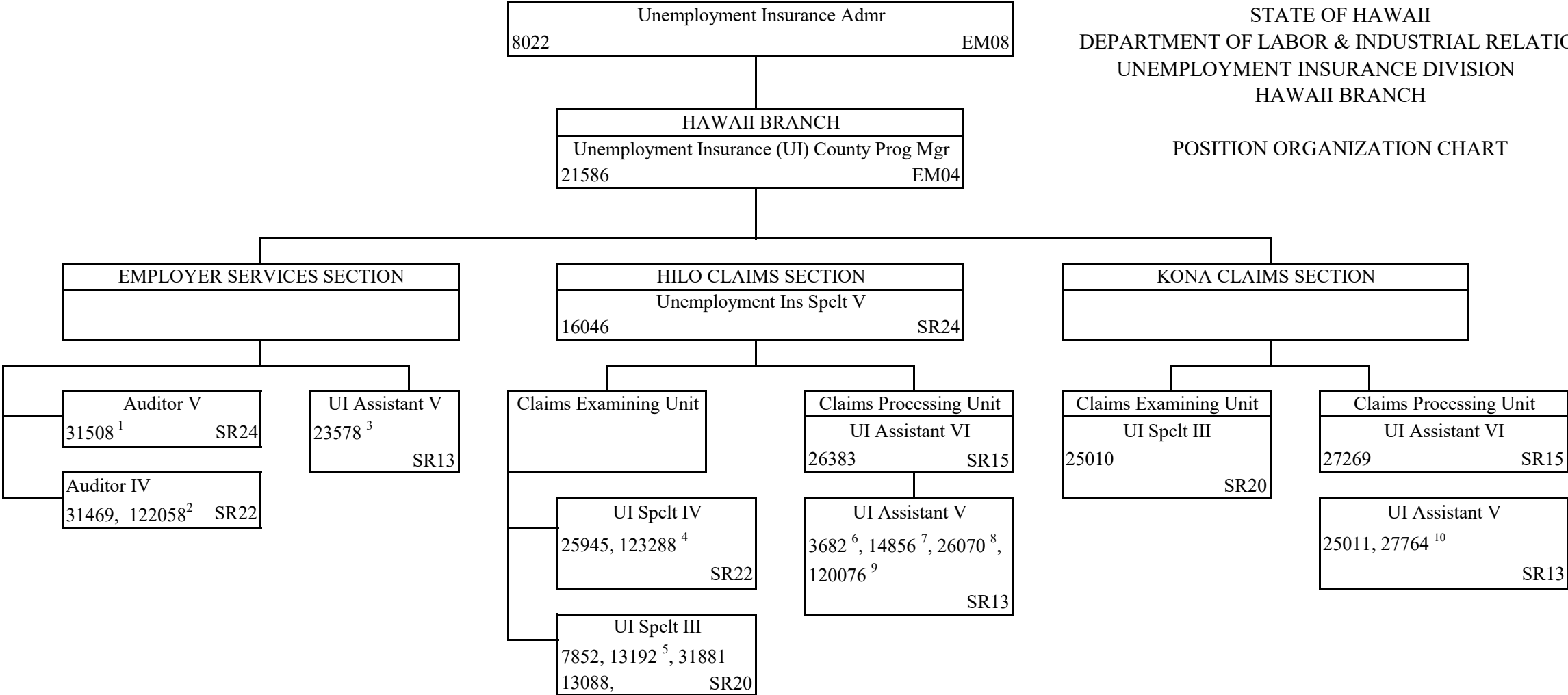


1. PN 13089, UI Spclt III, SR20, temporarily reallocated to UI Spclt I, SR16, eff. 02/14/24
2. PN 25912, UI Spclt III, SR20, temporarily reallocated to UI Spclt II, SR18, eff. 06/16/24
3. PN 121994, UI Spclt III, SR20, temporarily reallocated to UI Spclt II, SR18, eff. 04/01/18
4. PN 121995, UI Spclt III, SR20, temporarily reallocated to UI Spclt I, SR16, eff. 06/22/22
5. PN 27001, UI Spclt III, SR20, temporarily reallocated to UI Spclt I, SR16, eff. 03/21/23
6. PN 31878, UI Spclt III, SR20, temporarily reallocated to UI Spclt I, SR16, eff. 10/07/21
7. PN 120103, UI Spclt III, SR20, temporarily reallocated to UI Spclt II, SR18, eff. 10/16/23
8. PNs 123342, 123343, UI Spclt V, SR24, temporarily reallocated to UI Spclt I, SR16, eff. 08/10/20
9. PN 7930, UI Spclt III, SR20, temporarily reallocated to UI Spclt II, SR18, eff. 06/16/24
10. PN 13185, UI Spclt III, SR20, temporarily reallocated to UI Spclt I, SR16, eff. 10/07/21
11. PNs 24746, 123309, UI Spclt III, SR20, temporarily reallocated to UI Spclt II, SR18, eff. 08/16/22
12. PN 123314, UI Spclt III, SR20, temporarily reallocated to UI Spclt I, SR16 eff. 03/21/23 and temporarily detailed to Unit I under PN 8270's supervision eff. 08/18/23
13. PN 120097, UI Spclt III, SR20, temporarily reallocated to UI Spclt I, SR16, eff. 07/29/22
14. PN 120098, UI Spclt III, SR20, temporarily reallocated to UI Spclt II, SR16, eff. 07/16/23
15. PN 123102, UI Spclt III, SR20, temporarily reallocated to UI Spclt II, SR16 eff. 2/14/24 and temporarily detailed to Unit I under PN 8270's supervision eff. 11/07/22
16. PN 122147, reallocated to authorized level, UI Spclt III, SR20, eff. 10/16/23 and temporarily detailed to to Unit I under PN 8270's supervision eff. 04/16/21
17. PN 123308, UI Spclt III, SR20, temporarily reallocated to UI Spclt II, SR18, eff. 09/19/22
18. PN 210, UI Asst V, SR13, temporarily reallocated to UI Asst IV, SR11, eff. 10/16/24
19. PNs 24719,27270,27761, 27774, 30342, 122972 UI Asst V, SR13, temporarily reallocated to UI Asst III, SR09, eff. eff. 03/24/22
20. PNs 27763, 122973, UI Asst V, SR13, temporarily reallocated to UI Asst III, SR09, eff. 8/17/23
21. PNs 123285, 123283, 123286,123284, UI Asst V, SR13, temporarily reallocated to UI Asst III, SR09 eff. 04/06/20
22. PNs 123507, 123512, UI Asst V, SR13, temporarily reallocated to UI Asst III, SR09, eff. 10/20/20
23. PN 13550, UI Asst V, SR13, temporarily reallocated to UI Asst III, SR09, eff. 08/17/23 & detailed to Unit II under PN 21519's supervision eff.03/19/2024
24. PNs 120078, 21520, 13553, UI Asst V, SR13, temporarily reallocated to UI Asst IV, SR11, eff. 07/28/22
25. PN 120091, UI Asst V, SR13, abolished, eff. 8/19/23
26. PN 123282, UI Asst V, SR13, temporarily reallocated to UI Asst III, SR09, eff. 05/10/2024
- * PN 123282, NTE: 06/30/24; Permanent Position eff. 07/15/24
27. Position is 0.50 FTE
- ** PN 30342, UI Asst V, SR13, temporarily detailed to Unit II under PN 25925's supervision eff. 12/02/23

As of 6/30/2024
Prepared date: 09/04/2024

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION
HAWAII BRANCH

POSITION ORGANIZATION CHART

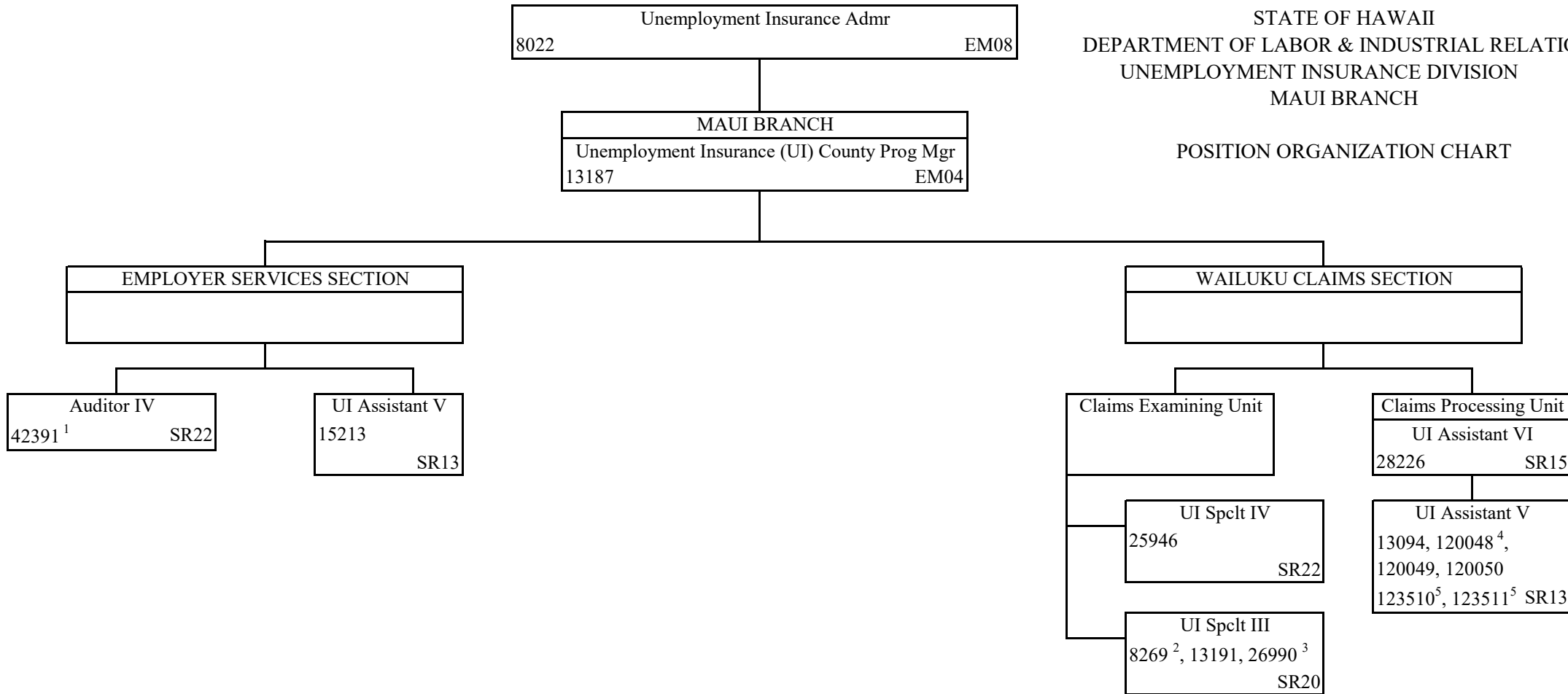


1. PN 31508, Auditor V, SR24, temporarily reallocated to Auditor IV, SR22, eff. 05/16/13
 2. PN 122058, Auditor IV, SR22, detailed to Oahu Branch, Employer Services Section, Audit Unit 1, under direct supervision of PN 10419, Auditor V, eff. 05/01/23.
 3. PN 23578, UI Asst V, SR13, temporarily reallocated to UI Asst III, SR09, eff. 10/17/23
 4. PN 123288, UI Spclt IV, SR22, temporarily reallocated to UI Spclt I, SR16, eff. 01/16/24
 5. PN 13192, UI Spclt III, SR20, temporarily reallocated to UI Spclt I, SR16, eff. 01/17/23
 6. PN 3682, UI Asst V, SR13, temporarily reallocated to Unemployment Ins Asst III, SR09, eff. 10/27/23
 7. PN 14856, Unemployment Ins Asst V, SR13, temporarily reallocated to Unemployment Ins Asst III, SR09, eff. 04/14/22
 8. PN 26070, Unemployment Ins Asst V, SR13, temporarily reallocated to Unemployment Ins Asst IV, SR11, eff. 06/01/22
 9. PN 120076, Unemployment Ins Asst V, SR13, temporarily reallocated to Unemployment Ins Asst III, SR09, eff. 04/14/22
 10. Position is 0.50 FTE

As of 6/30/2024
Prepared date: 09/04/2024

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION
MAUI BRANCH

POSITION ORGANIZATION CHART

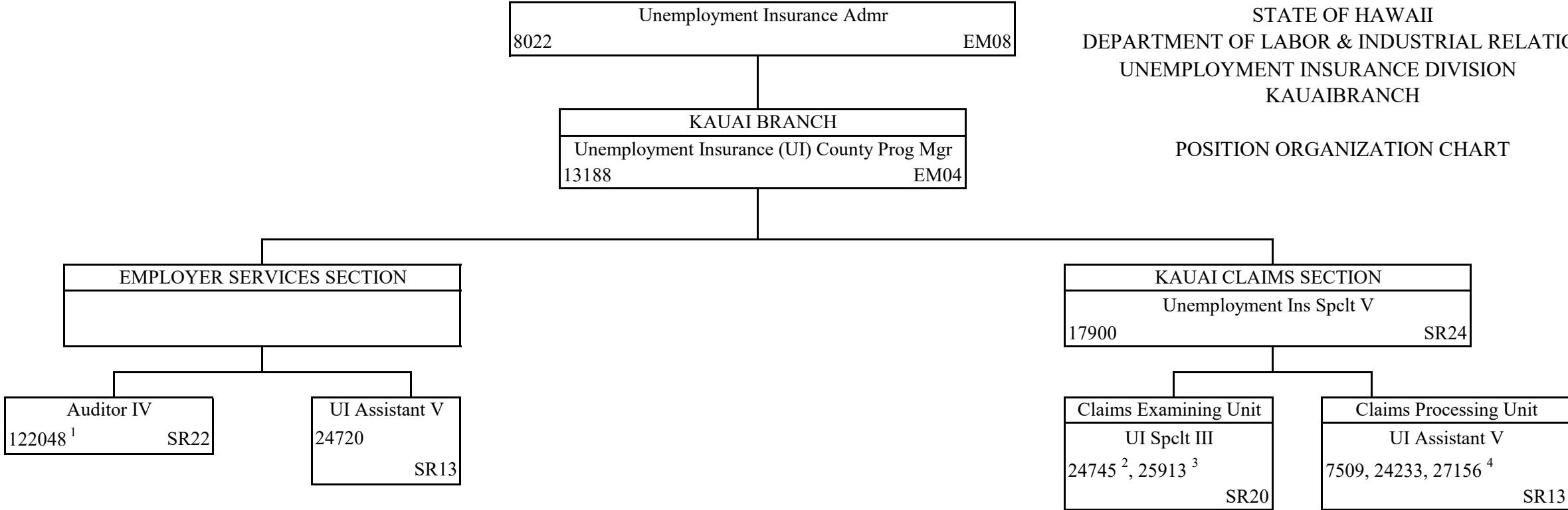


1. PN 42391 , Auditor IV, SR22, temporarily reallocated to Auditor III, SR20, eff. 04/01/15
2. PN 8269, UI Spclt III, SR20, temporarily reallocated to UI Spclt I, SR16, eff. 05/13/24
3. PN 26990, UI Spclt III, SR20, temporarily reallocated to UI Spclt II, SR18, eff. 12/01/11
4. Position is 0.50 FTE
5. PNs 123510, 123511, UI Asst V, SR13, moved from Oahu Br/Oahu Claims Sec/Claims Processing, eff. 08/24/23

As of 6/30/2024
Prepared date: 09/08/2024

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
UNEMPLOYMENT INSURANCE DIVISION
KAUAIBRANCH

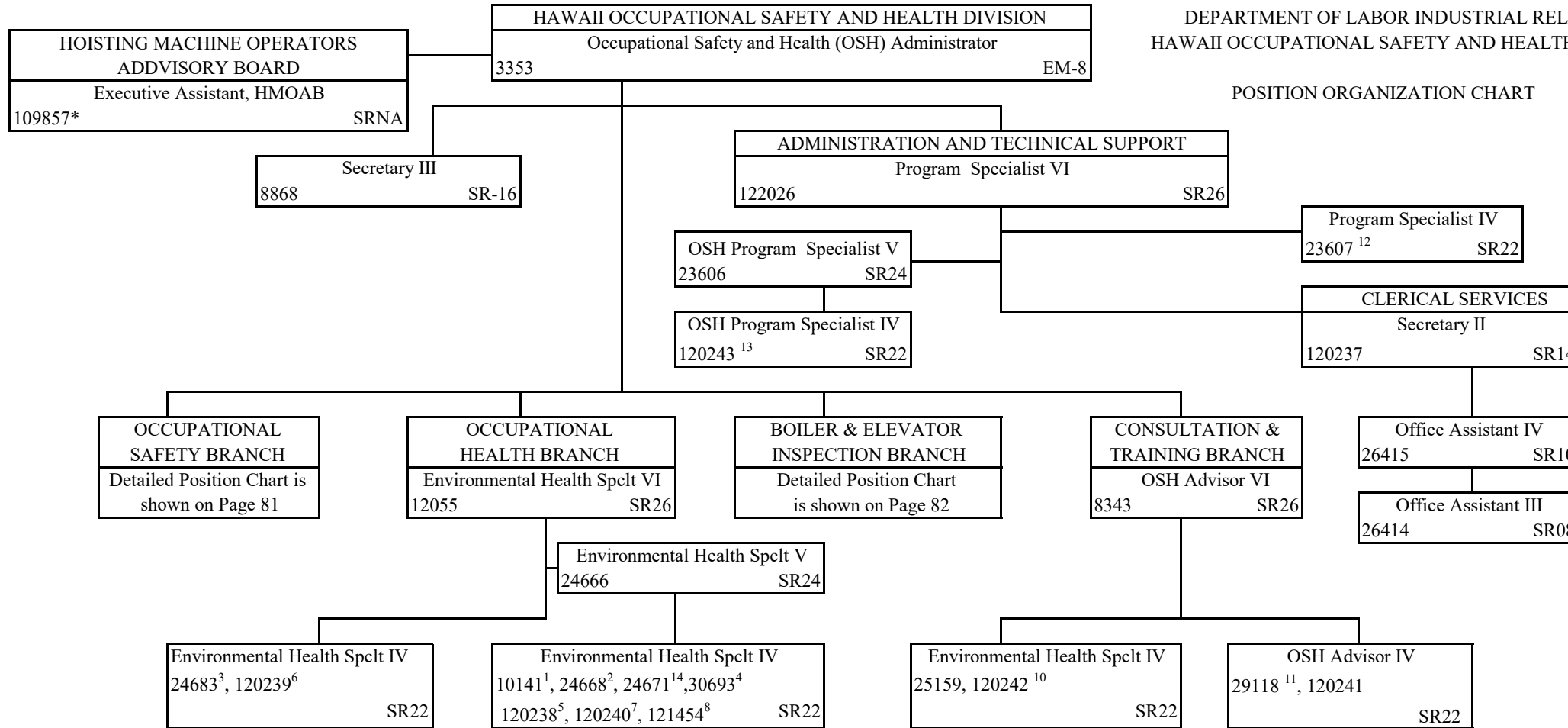
POSITION ORGANIZATION CHART



1. PN 122048 , Auditor IV, SR22, temporarily reallocated to Auditor II, SR18, eff. 11/01/18
 2. PN 24745, UI Spclt III, SR20, temporarily reallocated to UI Spclt II, SR18, eff. 08/01/23
 3. PN 25913, UI Spclt III, SR20, temporarily reallocated to UI Spclt II, SR18, eff. 03/16/12
 4. Position is 0.50 FTE

STATE OF HAWAII
 DEPARTMENT OF LABOR INDUSTRIAL RELATIONS
 HAWAII OCCUPATIONAL SAFETY AND HEALTH DIVISION

POSITION ORGANIZATION CHART

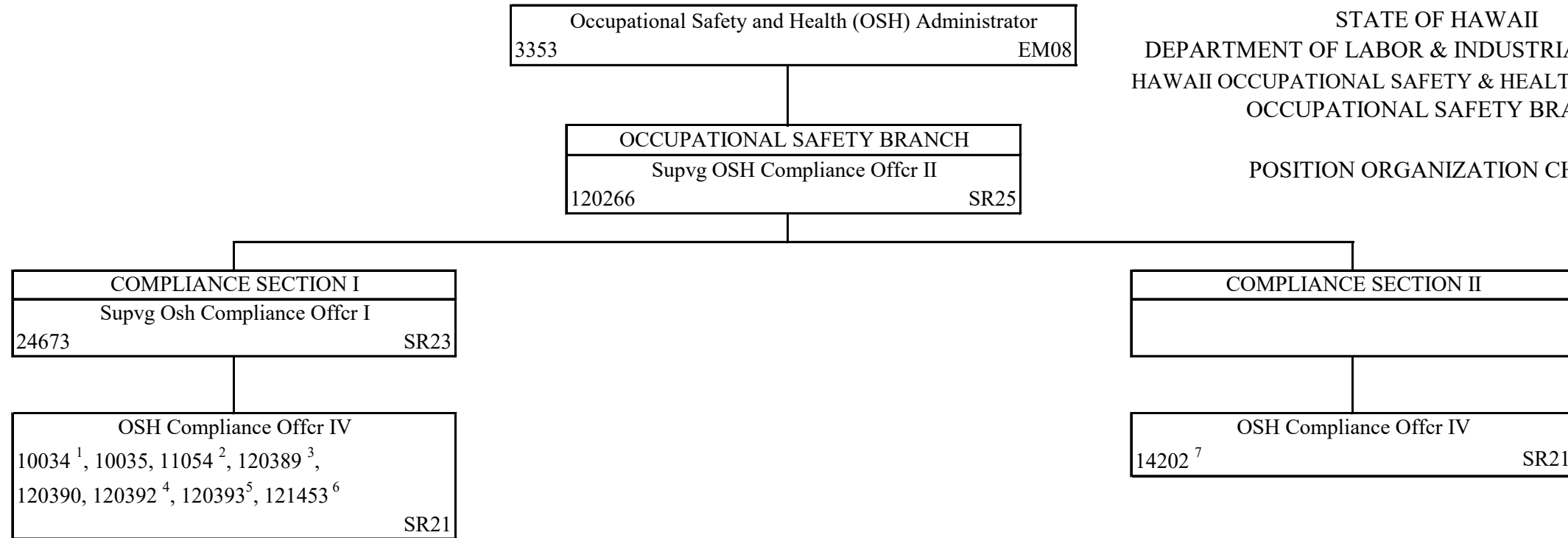


* PN 109857 is 0.5 FTE

1. PN 10141, Environmental Health Spclt (EHS) IV, SR22, temporarily reallocated to EHS II, SR18, eff. 09/20/2022
2. PN 24668, EHS IV, SR22, temporarily reallocated to EHS II, SR18, eff. 06/16/2017
3. PN 24683, EHS IV, SR22, temporarily reallocated to EHS III, SR20, eff. 09/16/2019
4. PN 30693, EHS IV, SR22, temporarily reallocated to EHS III, SR20, eff. 02/16/2024
5. PN 120238, reallocated to authorized level, EHS IV, SR22, eff. 06/17/2024
6. PN 120239 reallocated to authorized level, EHS IV, SR22, eff. 02/01/2024
7. PN 120240, EHS IV, SR22, temporarily reallocated to EHS III, SR20, eff. 03/16/2024
8. PN 121454, EHS IV, SR22, temporarily reallocated to EHS II, SR18, eff. 01/16/2022
9. PN 120242, EHS IV, SR22, temporarily reallocated to EHS II, SR18, eff. 06/06/22
10. PN 120242, EHS IV, SR22, temporarily reallocated to EHS II, SR18, eff. 06/06/22
11. PN 29118, OSH Advisor IV, SR22, temporarily reallocated to OSH Advisor II, SR18, eff. 03/16/2024
12. PN 23607, redescribed from Research Statistician (RS) IV, SR22, to Prg Spclt (PS) IV, SR22, eff. 12/27/2023 and temporarily reallocated to PS III, SR20 eff. 01/29/2024
13. PN 120243, OSH PS IV, SR22, temporarily reallocated to Professional Trainee II, SR18, eff. 01/24/2024
14. PN 24671, EHS IV, SR22, temporarily reallocated to EHS II, SR18 eff. 02/05/2024

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 HAWAII OCCUPATIONAL SAFETY & HEALTH DIVISION
 OCCUPATIONAL SAFETY BRANCH

POSITION ORGANIZATION CHART



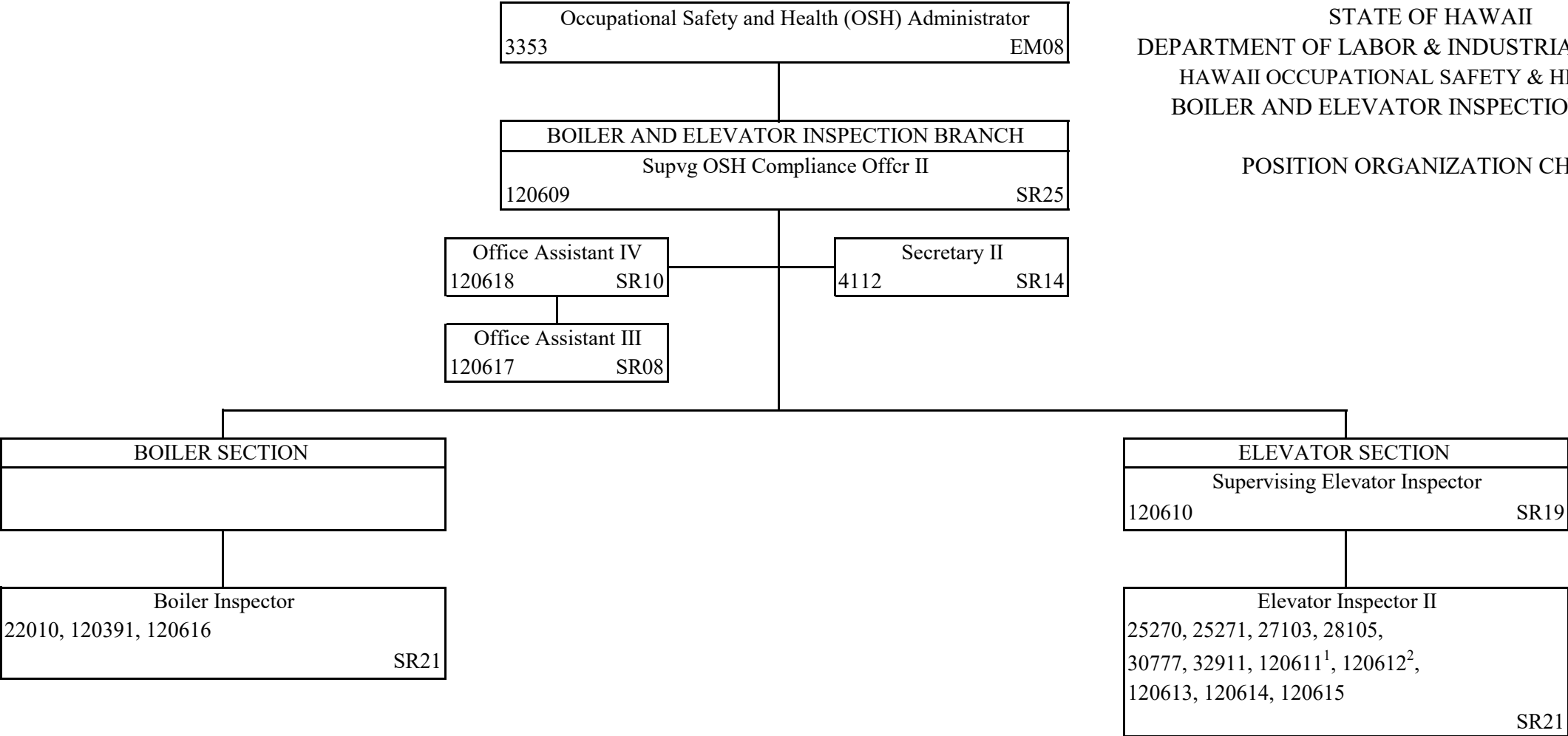
1. PN 10034, OSH Compliance Offer IV, SR21, temporarily reallocated to OSH Compliance Offer II, SR17, eff. 05/01/2024
2. PN 11054, OSH Compliance Offer IV, SR21, temporarily reallocated to OSH Compliance Offer II, SR17, eff. 04/16/2022
3. PN 120389, OSH Compliance Offer IV, SR21, temporarily reallocated to OSH Compliance Offer I, SR15, eff. 06/23/2022
4. PN 120392, reallocated to authorized level, OSH Compliance Offer IV, SR21, eff. 10/17/2023
5. PN 120393, OSH Compliance Offer IV, SR21, temporarily reallocated to OSH Compliance Offer II, SR17, eff. 10/13/2023
6. PN 121453, reallocated to authorized level, OSH Compliance Offer IV, SR21, eff. 02/01/2024
7. PN 14202, OSH Compliance Offer IV, SR21, temporarily reallocated to OSH Compliance Offer III, SR19, eff. 02/01/2024

As of 6/30/2024

Prepared date: 09/04/2024

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII OCCUPATIONAL SAFETY & HEALTH DIVISION
BOILER AND ELEVATOR INSPECTION BRANCH

POSITION ORGANIZATION CHART

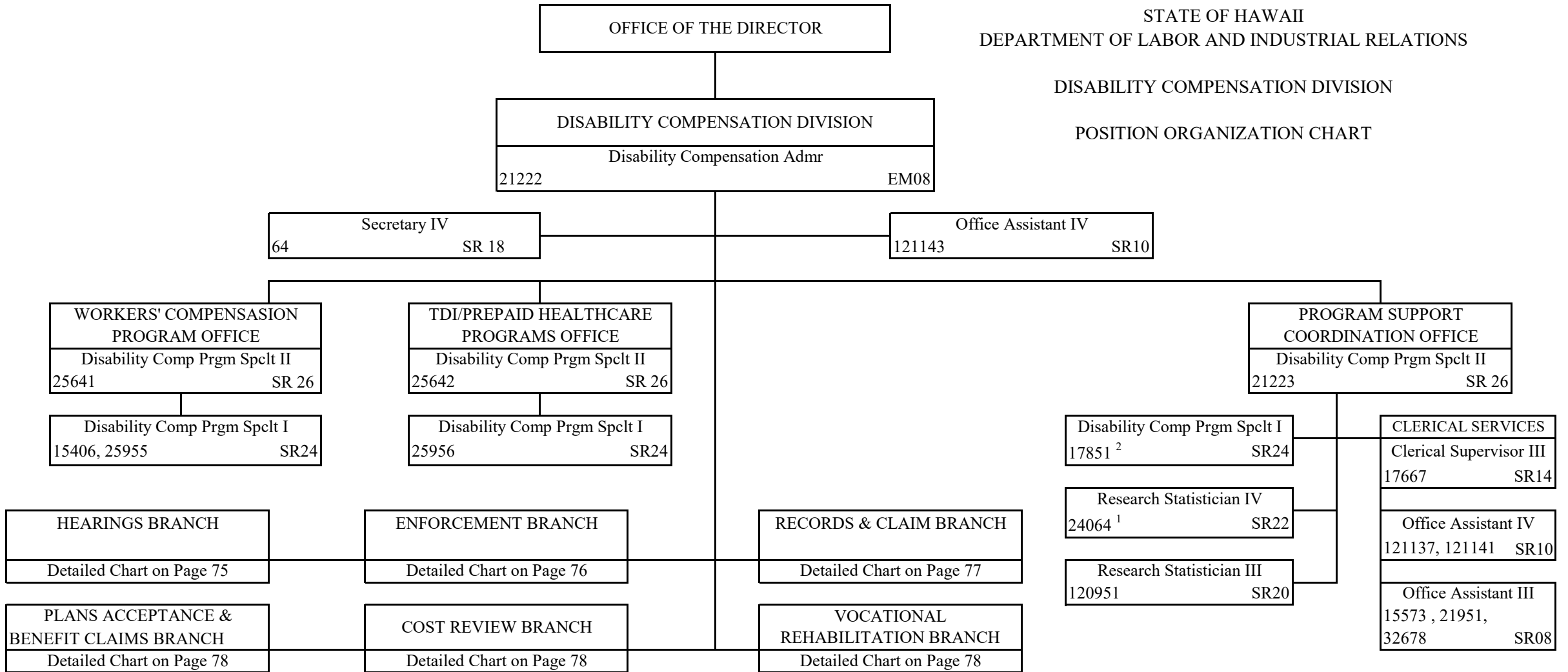


1. PN 120611, Elevator Inspector II, SR21, temporarily reallocated to Elevator Inspector I , SR19, eff. 12/01/22
2. PN 120612, Elevator Inspector II, SR21, temporarily reallocated to Elevator Inspector I , SR19, eff. 12/01/22

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

DISABILITY COMPENSATION DIVISION

POSITION ORGANIZATION CHART

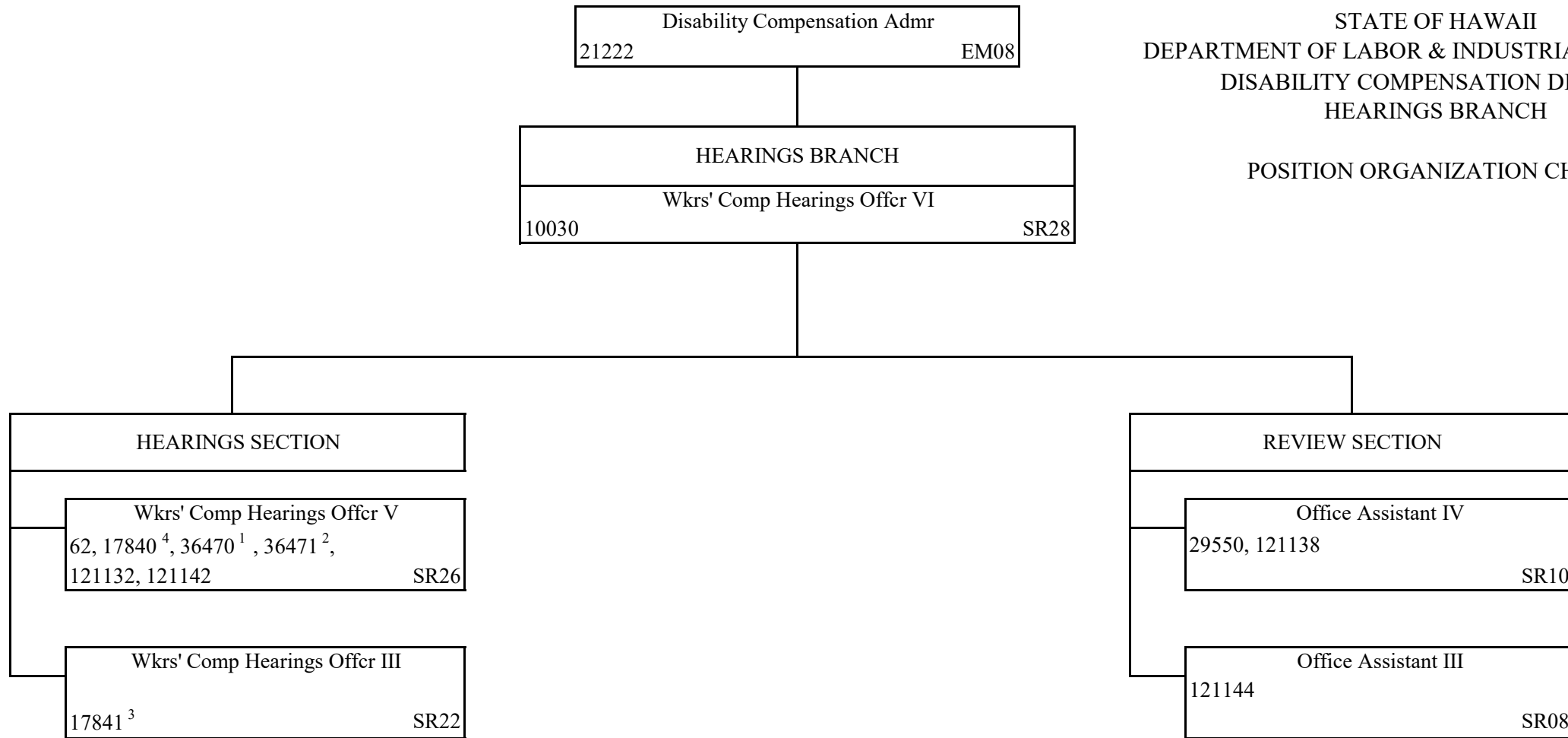


1. PN 24064, Research Statistician IV, SR22, was temporarily reallocated to Research Statistician III, SR20 eff. 11/30/2023.

2. PN 17851, Disability Comp prg Splct I, SR24 abolished eff. 07/02/2018

STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DISABILITY COMPENSATION DIVISION
 HEARINGS BRANCH

POSITION ORGANIZATION CHART

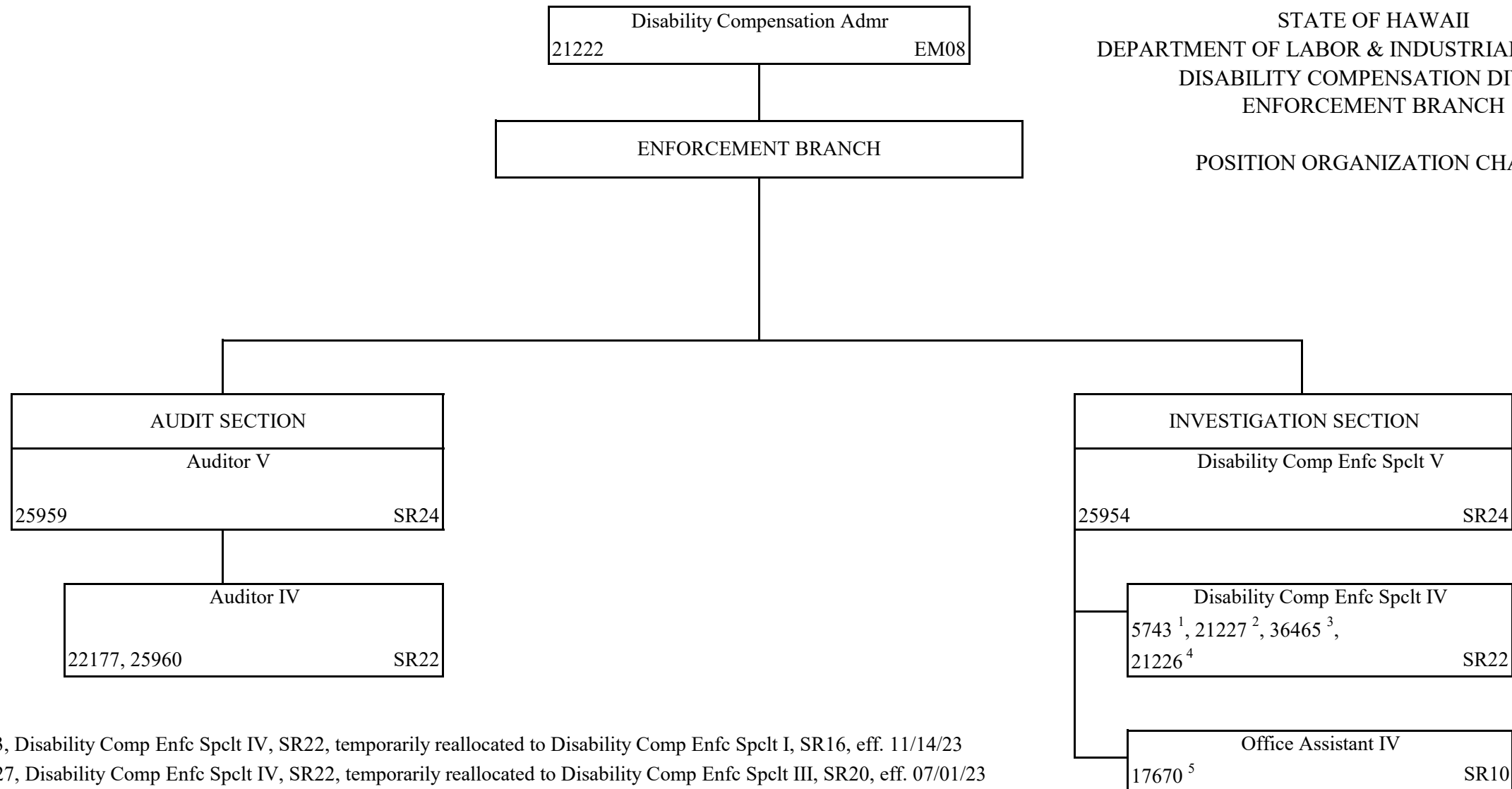


1. PN 36470, Wkrs' Comp Hearings Offer V, SR26, reallocated to authorized level Wkrs' Comp Hearings Offer V, SR26, eff. 08/10/23
2. PN 36471, Wkrs' Comp Hearings Offer V, SR26, temporarily reallocated to Wkrs' Comp Hearings Offer II, SR18, eff. 05/16/23
3. PN 17841, Wkrs' Comp Hearings Offer III, SR22, temporarily reallocated to Wkrs' Comp Hearings Offer I, SR16, eff. 01/03/23
4. PN 17840, Wkrs' Comp Hearings Offer V, SR26, abolished eff. 10/24/2021

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 Prepared date: 09/04/2024

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
DISABILITY COMPENSATION DIVISION
ENFORCEMENT BRANCH

POSITION ORGANIZATION CHART

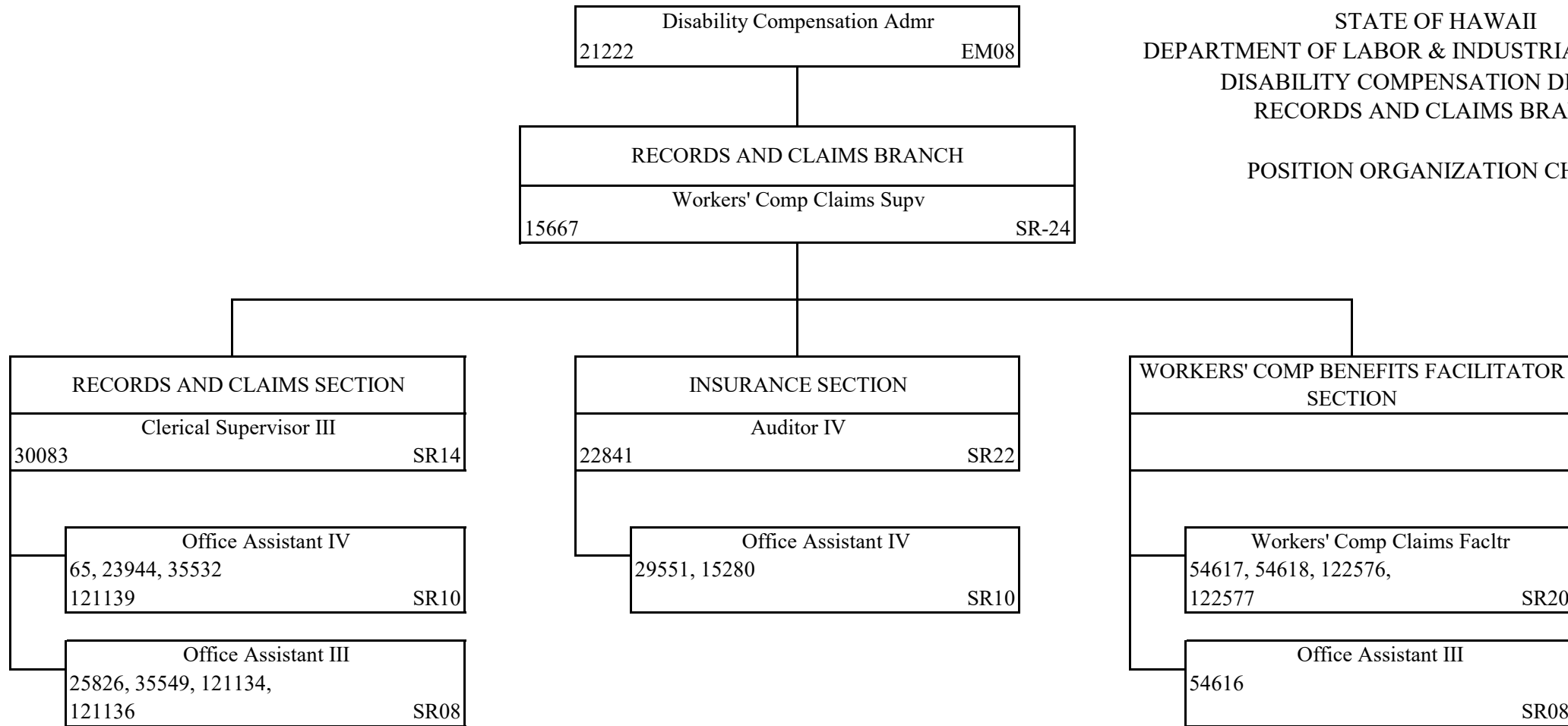


1. PN 5743, Disability Comp Enfc Spclt IV, SR22, temporarily reallocated to Disability Comp Enfc Spclt I, SR16, eff. 11/14/23
2. PN 21227, Disability Comp Enfc Spclt IV, SR22, temporarily reallocated to Disability Comp Enfc Spclt III, SR20, eff. 07/01/23
3. PN 36465, Disability Comp Enfc Spclt IV, SR22, temporarily reallocated to Disability Comp Enfc Spclt III, SR20, eff. 12/01/23
4. PN 21226, Disability Comp Enfc Spclt IV, SR22, temporarily reallocated to Disability Comp Enfc Spclt II, SR18, eff. 05/01/24
5. PN 17670, Office Assistant IV, SR10, moved from Review Section of Hearings Branch to Investigation Section of Enforcement Branch under PN 25954's supervision, eff. 10/31/19

As of 6/30/2024
Prepared date: 09/04/2024

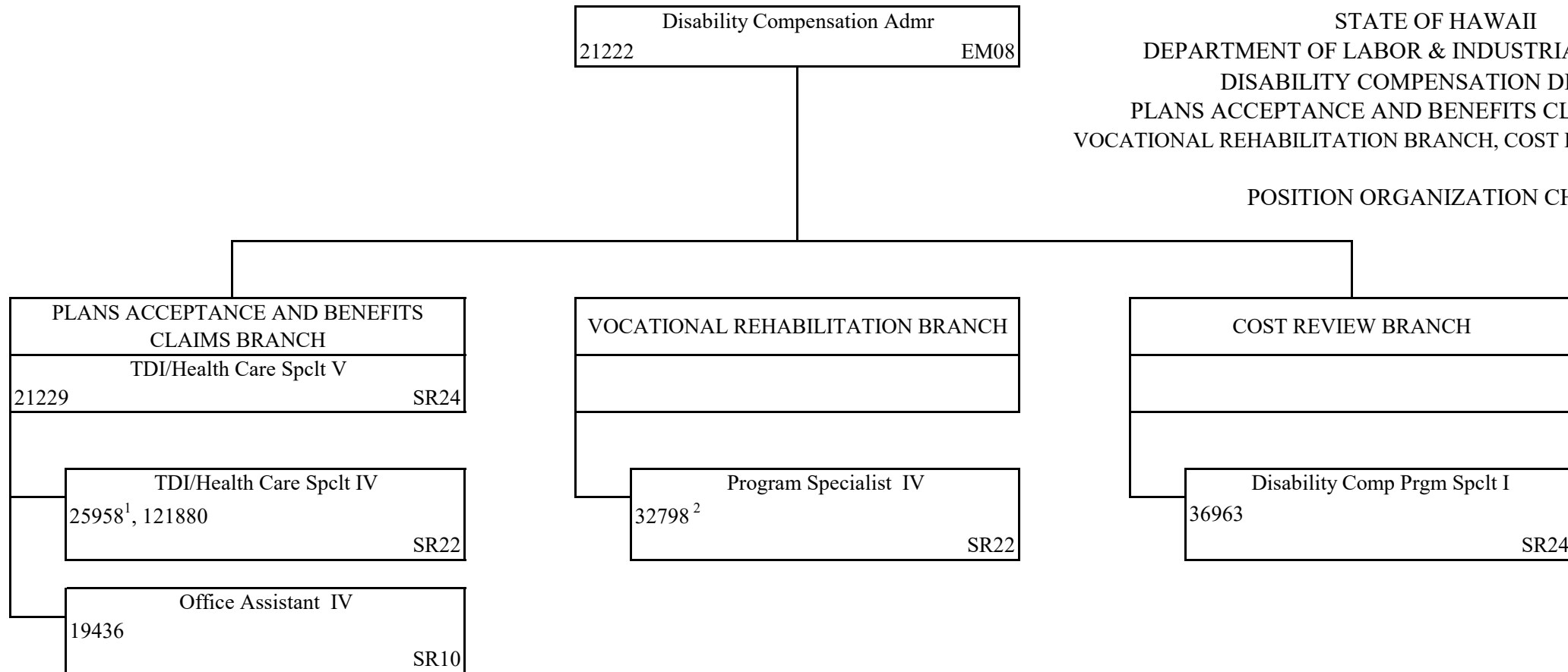
STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
DISABILITY COMPENSATION DIVISION
RECORDS AND CLAIMS BRANCH

POSITION ORGANIZATION CHART



STATE OF HAWAII
 DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
 DISABILITY COMPENSATION DIVISION
 PLANS ACCEPTANCE AND BENEFITS CLAIMS BRANCH,
 VOCATIONAL REHABILITATION BRANCH, COST REVIEW BRANCH

POSITION ORGANIZATION CHART



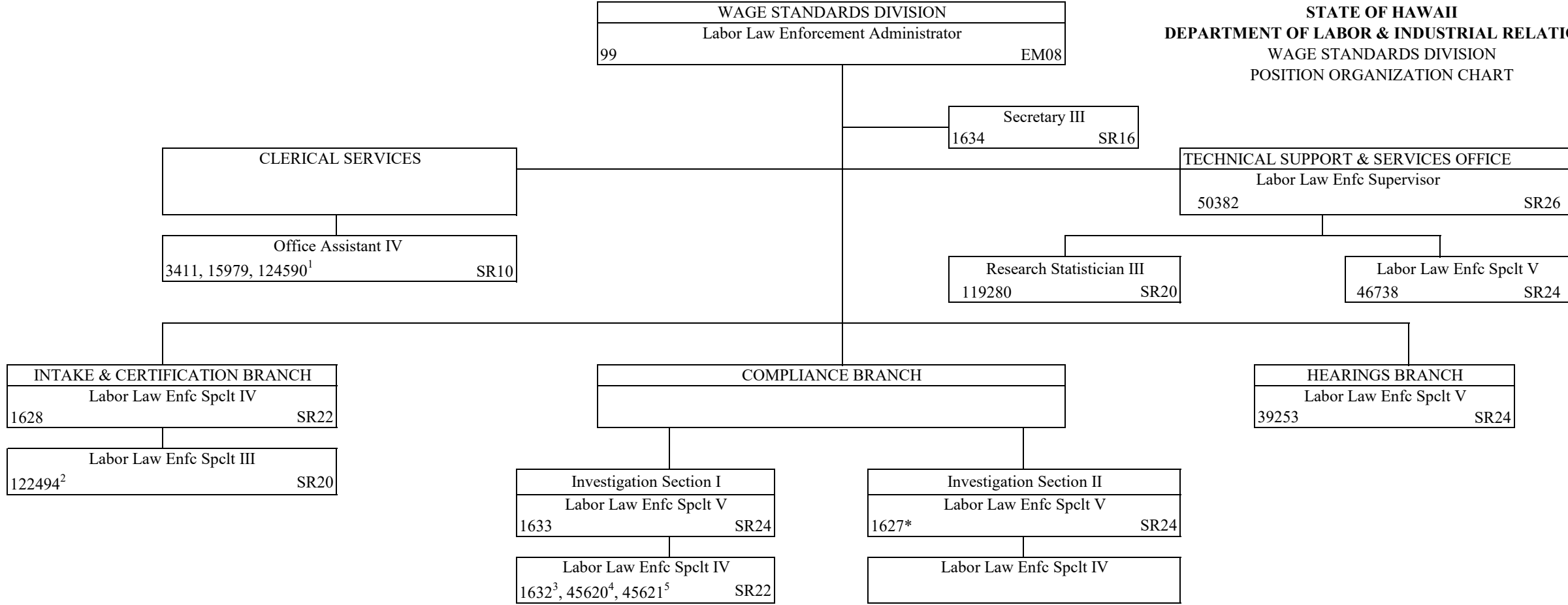
1. PN 25958, TDI/Health Care Spclt IV, SR22, temporarily reallocated to TDI/Health Care Spclt II, SR18 eff. 005/16/24.

2. PN 32798, redescribed from Vocational Rehab Spclt IV, SR22, to Program Specialist IV, SR22 eff. 06/17/19. Temporarily reallocated to Program Specialist III, SR20, eff. 12/01/21

As of 6/30/2024

Prepared date: 09/04/2024

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
WAGE STANDARDS DIVISION
POSITION ORGANIZATION CHART

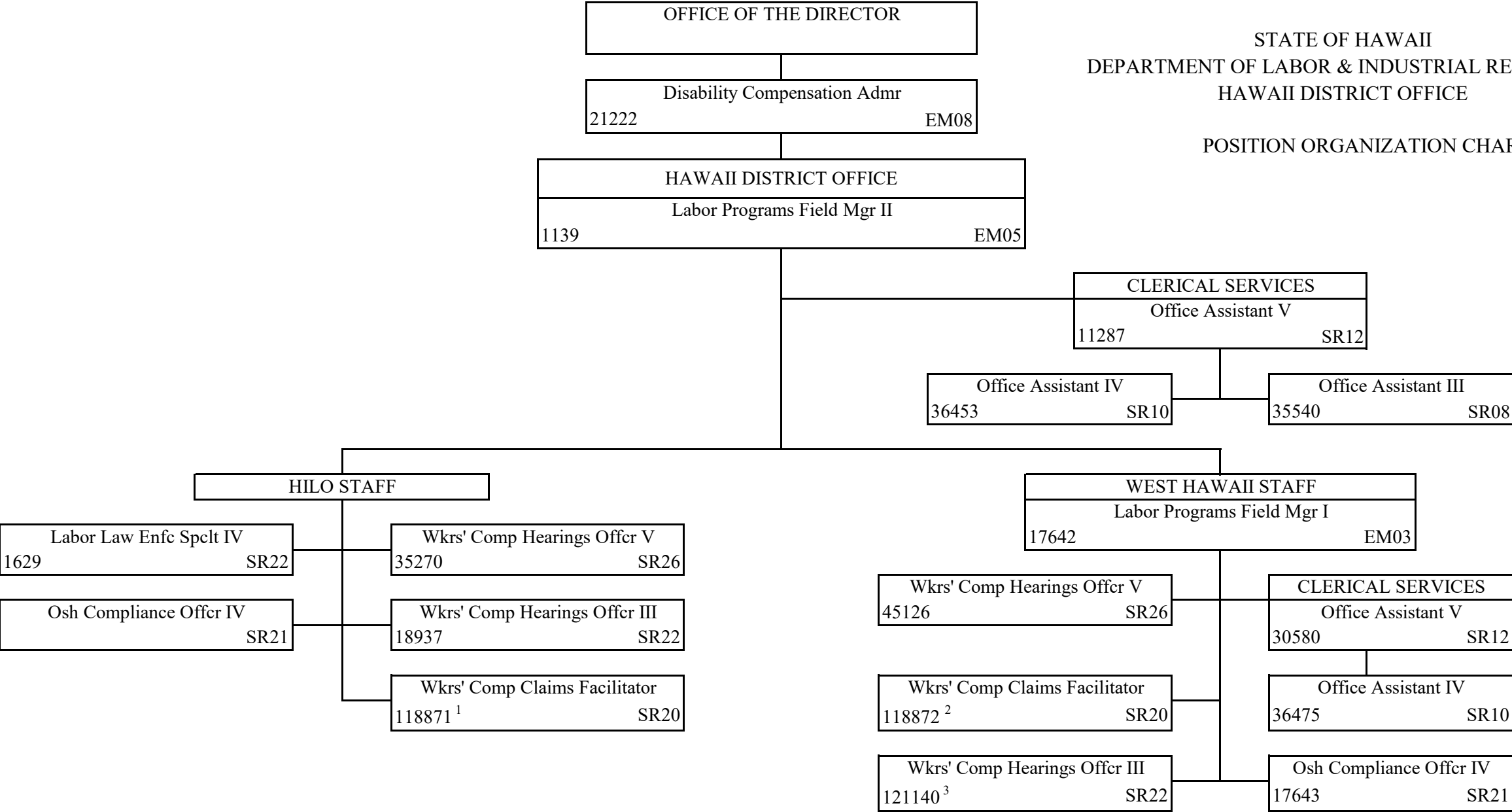


1. PN 124590, redescribed from Office Assistant III, SR08 to Office Assistant IV, SR10, eff. 01/16/2023
2. PN 122494, Labor Law Enfc Spclt (LLES) III, SR-20, temporarily reallocated for recruitment to LLES II, SR18 eff. 07/16/2023
3. PN 1632, LLES IV, SR22 temporarily reallocated for recruitment to LLES I, SR16 eff. 10/16/2023
4. PN 45620, LLES IV, SR22 temporarily reallocated for recruitment to LLES III, SR20 eff. 02/01/2024
5. PN 45621, LLES IV, SR22 temporarily reallocated for recruitment to LLES II, SR18, eff. 01/16/2024

* PN 1627, LLES V, SR-24, exercises functional supervision of LLES IV, SR-22, in the Hawaii (PN 1629) and Maui (PN 1630 and 4383) District Offices

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
HAWAII DISTRICT OFFICE

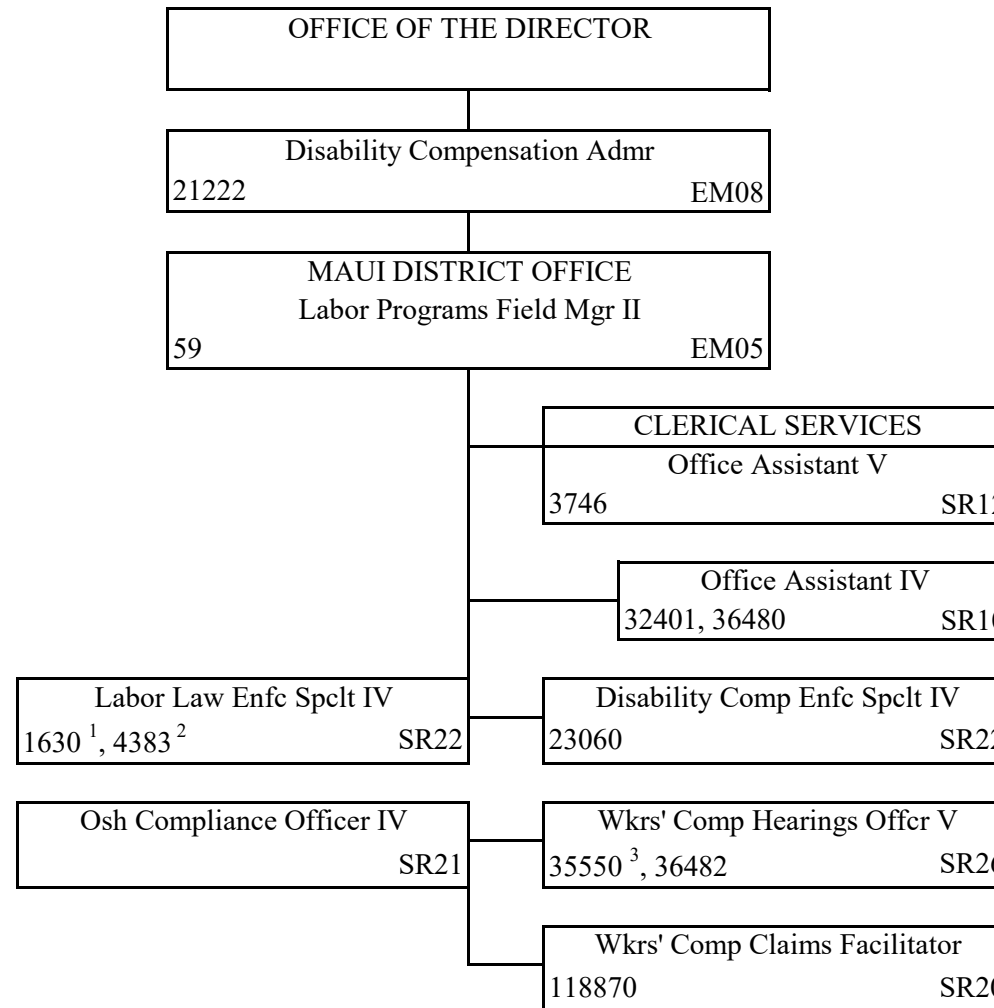
POSITION ORGANIZATION CHART



1. PN 118871, Wkrs' Comp Claims Facilitator, SR20, temporarily reallocated to Professional Trainee I, SR16, eff. 04/13/2023
 2. PN 118872, Wkrs' Comp Claims Facilitator, SR20, temporarily reallocated to Professional Trainee II, SR18, eff. 07/16/2022
 3. PN 121140, Wkrs' Comp Hearings Officer III, SR22, temporarily reallocated to Workers' Comp Claims Spclt I, SR16, eff. 02/01/2024

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
MAUI DISTRICT OFFICE

POSITION ORGANIZATION CHART

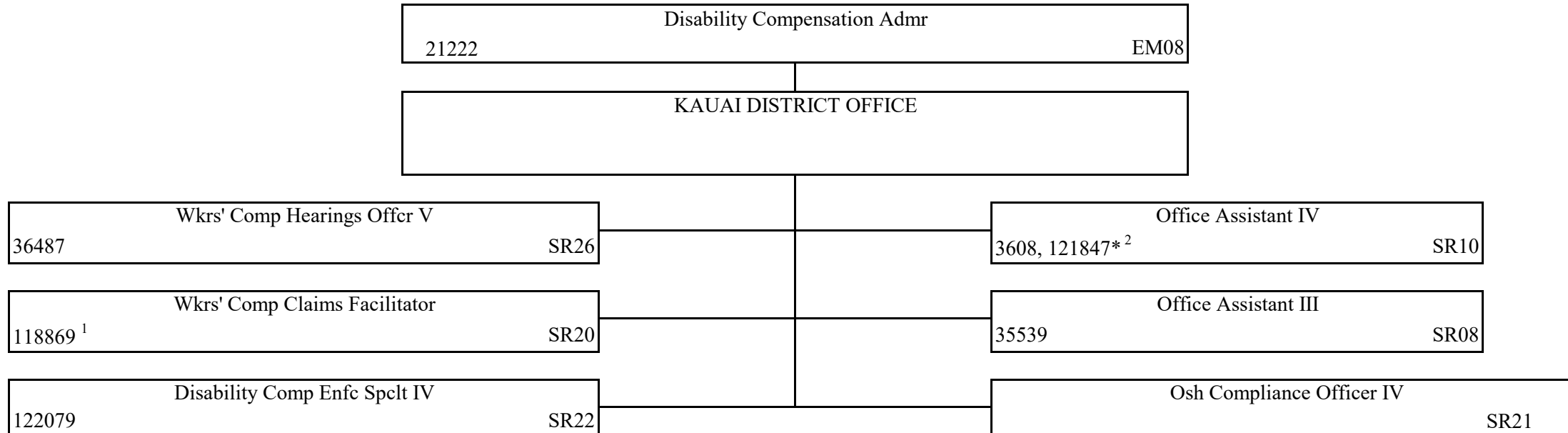


1. PN 1630, Labor Law Enfc Spclt IV, SR22, temporarily reallocated to Labor Law Enfc Spclt III, SR20, eff. 11/16/2023
2. PN 4383, Labor Law Enfc Spclt IV, SR22, temporarily reallocated to Labor Law Enfc Spclt I, SR16, eff. 04/08/2022
3. PN 35550, Wkrs' Comp Hearings Offer V, SR26, temporarily reallocated to Workers' Comp Claims Spclt III, SR22, eff. 12/01/2023

As of 06/30/2024
Prepared date: 09/04/2024

STATE OF HAWAII
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
KAUAI DISTRICT OFFICE

POSITION ORGANIZATION CHART



1. PN 118869, Wkrs' Comp Claims Facilitator, SR20, temporarily reallocated to Professional Trainee II, SR18, eff. 09/16/2023

2. PN 121847, Office Assistant IV, SR10, temporarily reallocated to Office Assistant III, SR08, eff. 06/15/16

* Temporary Position, NTE 06/30/2024

As of 06/30/2024

Prepared date: 09/04/2024