

**MAB Monthly Divisional Activity Report – October 2025**  
**Submitted by Sommer J. Tokihiro, Director**  
**Department of Human Resources**

**Administrative Services Division**

Continue to process personnel action forms, Flexible Spending Plan change in status forms, and leave sharing requests. Working with system implementation partner, CherryRoad Technologies, on new financial and human resources system for the County. In the testing phase of the project for Human Resources.

**Classification & Pay Division**

Classification and Pay Division (C&P) has been active in the transition to the new CoHnect software and completed the last round of testing for the position module. Since the start of the fiscal year, we have created three new classes of work and are currently working on creating four new classes of work to assist with the various departments' operational needs. We have amended a total of 18 existing classes of work since the start of the fiscal year. We also reviewed and completed 33 intent to adopt a new class of work requests from the other jurisdictions for this fiscal year. We continue to work on our searchable database to summarize minimum qualification requirements and date last amended for all classes of work for the County of Hawai'i.

**Equal Opportunity/ADA Division**

Continue to receive internal and external inquiries, complaints, and requests related to employment matters and reasonable accommodations/modifications. There was a total of 11 inquiries/complaints received in September: 5 of the 11 related to EO issues/concerns, and 6 of the 11 related to ADA reasonable accommodations/modifications, issues, and/or concerns.

In October, continue to work with IT on WCAG 2.1 AA compliance effective 04/24/26 including providing a joint informational session with DIT for departments; finalizing the RFP for Self-Evaluation of COH program, services, and activities; and submitting to Corporation Counsel for review. Participated as a panel member for the West and East Hawai'i Legislative Forum/Kupuna Resource Fairs.

### **Health & Safety Division**

- Various inquiries about OSHA regulations for bathrooms in the workplace. Provided guidance on minimum requirements per 1910.141(c)(1)(i), table J-1.
- Discussion with Automotive Division regarding morning warm-up/exercises. Provided various zero impact, chair exercises to promote flexibility and able to be used as part of morning warm-up routine.
- Discussion with DEM Wastewater Division storekeeper on appropriate chemical and particulate filters for use in Wastewater operations.
- Discussion with HFD regarding safety shower/safety eyewash requirements for fire houses.
- Discussion with HFD regarding walking-working surfaces, requirements for "Slippery When Wet" signage.
- Discussion with DWS regarding process/procedure for suspected COVID transmission in the workplace.
- Site visit to provide AED unit and guidance for installation at Mt. View gym.
- Attended P&R Division Head meeting to discuss safety and reintroduce the Semi-Annual Checklist for Safety program and explain the new Semi-Annual Checklist for Safety Confirmation Program.
- Discussion on PPE requirements and provided initial hazard assessment for Kennel Technician position for the Animal Control and Protection Agency in response to dog bite incident report received.
- Discussion on safety eyewash regulation and requirements with Animal Control and Protection Agency.
- Discussion on safety eyewash regulation and requirements with HPD in relation to HIOSH citation received.
- Memorandum distributed regarding chemical labeling, proper use of relocatable power taps, and safety shower/safety eyewash requirements for corrosive chemicals.
- Continue to work on County SDIC reorganization and driver training program.
- Continue to participate in CherryRoad discussions/working group for updating of the HR management system to replace FRESH. Completed round two of CoHnect testing.
- Continue to assist Animal Control with the creation of various safety programs for their personnel and facility.
- Continue to work on building an intranet accessible library in SharePoint for H&S training topics/videos, important calendar reminders, etc.
- Continue to work on updating H&S policies. Safety eyewear policy updated and sent to unions for consultation.
- Continue to work on Powered Industrial Truck/Mobile Elevated Work Platform policy.
- Continue to work on fall protection system/program for Automotive Division welders when working at height. Lock-out/Tag-out draft for use of the gantry crane as part of the anchor point provided to ATM for review and comment.

### **Labor Relations Division**

There were several Employer-level grievances heard and responded to during the month of September. Two new grievances were received. Staff continue to work with departmental HR staff regarding the application of collective bargaining provisions, the administration of County policies and procedures, and addressing workplace/employee concerns.

The County's Flexible Working Hours Procedures were revised with expanded options. The Flexible Working Hours Policy provides Department Heads the option of allowing their employees to set their work hours outside of the normal 7:45 a.m. – 4:30 p.m. workday as operations permit, providing for a better work-life balance. The department is currently in the process of consulting with the respective unions on the revised Procedures. Consultation is required by law before any new or revised Policy and Procedure may be implemented by the employer.

The arbitration decision for Police Officers in Bargaining Unit 12 was rendered in late September, providing Police officers with across-the-board increases and step movements effective July 1, 2025, through June 30, 2029. Based on the decision, Labor Relations staff calculated the costs associated with the negotiated increases and submitted them to the Department of Finance for subsequent transmittal to the County Council. By law, all monies required for implementation are subject to appropriations by the appropriate legislative bodies.

### **Personnel & Organizational Development (POD) Division**

Grant Writing USA is scheduled to conduct a two-day workshop on October 21<sup>st</sup> and 22<sup>nd</sup>. Approximately 27 participants have signed up for this training. Participants will learn how to search for and apply for grants and will learn tips for grant writing.

The Employee Recognition Program was held on October 2<sup>nd</sup> at Aunty Sally's Luau Hale. Twenty-three nominees were honored for their hard work and dedication in the categories of Manager, Supervisor, and Employee of the Year. In addition, the Mayor introduced his Laulima Award that recognized outstanding divisions/teams within the County.

The Mentor Program kick-off meeting took place on September 26<sup>th</sup>. Participants were paired up with their Mentor or Mentee and scheduled their first meeting.

*(Personnel & Organizational Development (POD) Division continues on the next page.)*

We have also been involved with CoHnect testing of the Learning module. Testing was completed with no issues. We are also in the process of compiling a list of non-mandatory training that has taken place to upload into CoHnect. This will provide a better training record for employees since we only, currently, enter mandatory training in FRESH. Finally, we are working on compiling course information that will be uploaded to CoHnect prior to going live on 01/01/26. This will save us time in entering each course manually so that departments can start enrolling as soon as we go live.

### **Recruitment & Examination Division**

#### **Continuous Recruitment Update for September 2025**

- Started with 52 continuous recruitments
- Closed 7 continuous recruitments
- Changed 5 recruitments to continuous recruitments
- Ended with 50 continuous recruitments
- Continuous recruitments decreased by 2 in September 2025

#### **CLOSED**

1. Clerk III
2. Derelict/Abandoned Vehicle Specialist
3. Liquor Control Investigator Trainee
4. Mass Transit Administrator
5. Program Manager (Finance)
6. School Crossing Guard
7. Victim/Witness Counselor II

#### **CHANGED TO CONTINUOUS**

1. Accountant I
2. Cashier I
3. Clerk III
4. Payroll Specialist II
5. Recreation Technician II

*(Recruitment & Examination Division continues on the next page.)*

**Training:**

The following trainings were conducted:

1. Conducted Minimum Qualification Requirement (MQR) Screening for Fire Uniformed Positions Training (09/25/25) for Fire.
2. HR Manager attended Social Media Accessibility Training (09/17/25).
3. HR Manager attending the Employee Engagement & Retention Program offered by our Personnel Organization and Development Division (09/05/25, 09/19/25).
4. HR Manager attended the CoHnect HCM Kick-off Readiness Coordinator meeting (09/18/25).
5. Recruitment and Examination staff went on a site visit to the County of Hawai'i, Department of Parks & Recreation, Panaewa Zoo on 09/30/25. This opportunity allows Recruitment staff to learn more about the Zoo Animal Keeper classes of work, Zoo operations and to see how the new collection of fees was implemented utilizing Clerk III's. The Classification and Pay also participated in the site visit.

**Working on the following to boost recruitment:**

- Coordinated the placement of 21 "We Are Hiring" banners islandwide at the various Fire Stations. Placement of the banners was coordinated with the timing of the opening of the Fire Fighter (Recruit) recruitment which is scheduled to open on 10/26/25 – 11/25/25.
- Attended the following career fairs/events:
  - **09/26/25** – University of Hawai'i at Manoa College of Engineering Career Expo Fall 2025.
  - **10/01/25** – University of Hawai'i at Manoa Fall 2025 Career Fair.
  - **10/17/25** – Fall 2025 UH Community Colleges Virtual Career Fair on Handshake.

*(Recruitment & Examination continues on the next page.)*

- **10/18/25** – Community Resource Fair – Fall Footsteps to Transition Fair  
Kahilu Town Hall-Waimea
- Signed up to attend the following upcoming career fairs:
  - **10-25/25** – 3<sup>rd</sup> Annual Trick or Treat “Boo at the Zoo”
    - Panaewa Zoo
  - **11/04/25** – West Hawai'i Exposure Fair
    - Westin Hapuna Beach Resort Ballroom
    - High Schools invited are: Kohala, Honoka'a, Konawaena, Kealakehe, WHEA, KANU, Hawai'i Preparatory Academy, and Parker School
  - **11/13/25** – Fall Career Opportunities Expo 2025 (Paula De Morales)
    - Edith Kanaka'ole Multipurpose Stadium
    - High Schools participating are; Hilo, Waiakea, Connections OCS, HAAS, Kamehameha, Kanu o Ka 'Aina, Ka'au, Kea'au High Ulupono, Ka'u, Laupahoehoe, Ola i ka Hana 10, St. Joseph, and Job Challenge.
  - **11/15/25** – Hawai'i Island Career Fair (Men of Pa'a)
    - Prince Kuhio Plaza

**Other Activities/Projects:**

- HR Manager assisted the Police Commission with conducting the recruitment for Chief of Police. The Chief of Police recruitment is scheduled to open from 10/05/25 - 10/31/25.
- HR Manager attended the College of Business & Economics CoBE Advisory Board meeting (09/17/25).
- HR Manager met with Craig Mitchell, Career Counselor at Hawai'i Community College to do a meet and greet, discuss internships, partnerships, and how to reignite interest in the CVE Program (10/15/25).

### **Workers' Compensation Division**

There are 246 open workers' compensation claims. Meetings were held with the Department of Water Supply and the Police Department to review open claims.

The Workers' Compensation Division continues to work with CherryRoad and IT on the implementation of the new Oracle software for the County. We also continue to work with our medical bill auditing contractor to address issues with reimbursement amounts as well as bill disputes with vendors to comply with the Workers' Compensation Medical Fee Schedule.