

MAB Monthly Divisional Activity Report – November 2025
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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. Currently, in the testing phase of the project for Human Resources.

Classification & Pay Division

Since the start of the fiscal year, we have created three new classes of work. We are currently working on creating four new classes of work to assist with various departments' operational needs. We have amended a total of 18 existing classes of work since the start of the fiscal year. C&P has also reviewed and completed 35 intent to adopt a new class of work requests from the other jurisdictions for this fiscal year. We also 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. Nine total inquiries/complaints received in October: Six of the nine related to EO issues/concerns; and three of the nine related to ADA reasonable accommodations/modifications, issues, and/or concerns.

In November, continue to work with IT on WCAG 2.1 AA compliance effective 04/24/26 including scheduling the second joint informational session with DIT for departments and coordinating a Countywide training on Creating Accessible PDF's; and working with Corporation Counsel to finalize the RFP for Self-Evaluation of COH program, services and activities, and submit to Finance for processing.

Health & Safety Division

- Wastewater division inquiry about OSHA 10-hour and 30-hour training; what is the requirement, what the training entails, as well as who should take it and who can provide it.
- Discussion with HFD regarding self-contained breathing apparatus (SCBA) grade D air requirements as well as the requirements for quarterly testing.
- Provided DEM SW with blanket deviation approval for Terra Patton 6", 8", and Wellington (most common deviation in their operation) styles for item #7 on IFB 4698, to be revisited with each subsequent safety toe footwear bid.
- Provided guidance and advice to DEM SW regarding the prototype leachate through for use in Hilo Baseyard.
- 2026 schedule of classes for H&S completed.
- Completed certification/re-certifications in forklift operations for HPD.
- Provided training in fall protection and lock-out/tag-out for Automotive Division as part of the fall protection system when working on top of refuse trailers.
- Provided additional information to UPW re Safety Eyewear Policy update 2025.
- Conducted Safety inspection with Shaun Downie and James Lucas at Hilo Municipal Golf Course Maintenance Shop on 11/03/25.
- County SDIC reorganization in progress. Continue to work on CDL driver training program.
- Continue to participate in CherryRoad discussions/working group for updating of the HR management system to replace FRESH.
- 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 (waiting for response from UPW and SHOPO, received HFFA and HGEA concurrence so far).
- Continue to work on Powered Industrial Truck/Mobile Elevated Work Platform policy.

Labor Relations Division

In the month of October, no new grievances were filed, and one grievance was heard. Labor Relations staff continues to work with departmental Human Resources Representatives by providing guidance on the application of provisions in the collective bargaining agreements and on consultations regarding matters that affect working conditions of employees.

The first issue of “LR Notes” was issued to departments on October 13. Drafted in a newsletter format, LR Notes is intended to provide departmental Human Resources Representatives with guidance on hot topics and LR matters, tips, reminders on LR policies and procedures, collective bargaining, and important dates in a creative and informal format. The division’s goal is to issue LR Notes on a quarterly basis.

The deadline for union feedback on the County’s Flexible Working Hours Procedures was Friday, October 31. As part of the County’s process to ensure the Employer is engaging in meaningful consultation, follow-up letters will be sent to the respective unions to afford the unions an additional opportunity to provide feedback on the changes. If no feedback is received by the extended deadline, the revised Flexible Working Hours Policy and Procedures will be implemented on or about November 17, 2025.

Working with Fire Administration personnel, division staff assisted with drafting language to implement a new work schedule for Fire Captain positions assigned to the Fire Communications Control Center (FCCC). The addition of Fire Captains to fire dispatch operations ensures that the civilian staff assigned to the FCCC have first-line support when dispatching calls related to fire and medical emergencies. We are currently in the process of routing the agreement for execution.

The Labor Relations Division, through the Director of Human Resources continues to work with the Employer group and the unions to finalize the negotiated provisions for the 2025 – 2029 contract period for HGEA Bargaining Units 02, 03, 04, & 13, and SHOPO Bargaining Unit 12.

Personnel & Organizational Development (POD) Division

By request, we are conducting an additional Supervisory Training Core Program for Corporation Counsel supervisors. The first class took place the last week of October and the program will finish in mid-November.

We have also received a request to conduct Myers Briggs Type Indicator Training for Fire Dispatch, which will occur in early December.

We are in the process of finalizing our training schedule for 2026 and preparing for the new CoHnect system transition.

In addition to the regular Supervisory Training Program, we have also conducted Customer Service Training in Kona and Hilo, and Violence in the Workplace Prevention Training for employees and supervisors.

Recruitment & Examination Division

Continuous Recruitment Update for October 2025

- Started with 50 continuous recruitments
- Closed 6 continuous recruitments
- Changed 7 recruitments to continuous recruitments
- Ended with 51 continuous recruitments
- Continuous recruitments increased by 1 in October 2025

CLOSED

1. Animal Control and Protection Officer IV
2. Legal Clerk III
3. Public Safety Counselor
4. Safety and Driver Improvement Coordinator
5. Scale Attendant
6. Senior Firearms Registration Clerk

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

CHANGED TO CONTINUOUS

1. Claims Investigator-Adjustor
2. Derelict/Abandoned Vehicle Specialist
3. Information Systems Support Technician II
4. Police Evidence Custodian
5. Police Reports Reviewer I
6. Pre-Audit Clerk I
7. Property Manager

Training:

The following trainings were conducted:

1. Conducting an Effective Job Interview Training (10/30/25): 49 attendees.
2. HR Specialist I from Recruitment and Examination attended the Annual NEOGOV Conference in Las Vegas from September 29 – October 1, 2025.

Working on the following to boost recruitment:

- Attended the following career fairs/events:
- **10/25/25** – 3rd Annual Trick or Treat “Boo at the Zoo”
 - Pana’ewa 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
- Signed up to attend the following upcoming career fairs:
 - **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 ‘Āina, Ka’au, Kea’au High, Ulupono, Ka’u, Laupahoehoe, Ola i ka Hana 10, St. Joseph, Job Challenge.
 - **11/15/25** – Hawai’i Island Career Fair (Men of Pa’a)
 - Prince Kuhio Plaza

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

- **02/23/26** – Kea'au High School Workforce Fair
 - Kea'au High School Gym
- Radio ads began on 11/04/25 on KAPA, KBIG, and KPVS FM stations. The focus of the radio ads is on public safety positions of Police Officer I (Recruit), Police Communications Officer I, and Fire Fighter Recruit.
- Posted positions on the University of Hawai'i at Hilo Simplicity Recruit platform. This platform will allow the County of Hawai'i to promote our jobs and working for the County of Hawai'i to both UH Hilo students and alumni. Posted the following jobs on Simplicity: Fire Fighter Recruit, Police Officer I (Recruit), and Police Communications Officer I.
- Posted a job posting for Civil Engineer I on the University of Hawai'i at Manoa, College of Engineering's website. Postings to remain active for 30 days.
- Posted a job posting for Police Officer I (Recruit) on the University of Hawai'i at Manoa's website. Posting to remain active for 90 days.
- Working on advertising our continuous recruitments in Hawai'i MidWeek.
- Working on advertising our continuous recruitments in the Hāmākua Times.
- Working on additional radio ad campaigns with KWXX, The Wave@92fm and Pacific Media Group to begin 11/11/25-11/25/25 to continue to focus on public safety positions of Police Officer I (Recruit), Police Communications Officer I, and Fire Fighter Recruit.

Other Activities/Projects:

- HR Manager continues to assist the Police Commission with conducting the recruitment for Chief of Police. The Chief of Police recruitment was open from 10/05/25 - 10/31/25.
- 10/23/25 – HR Manager and HR assigned Specialist met with the Animal Control and Protection Agency to discuss filling positions and vacancies.
- Assisted with the coordination of a Hawai'i Community College Human Services student to volunteer with the Office of Aging to complete 70 hours of field work.

Workers' Compensation Division

There are 246 open workers' compensation claims. Attended Department of Water Supply Board meeting along with Special Counsel, Christine Kim, Esq., to discuss settlements for several DWS Worker's Compensation cases. Also, Work Comp. training was held for the Parks & Recreation Department's HR staff.

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.