

**MAB Monthly Divisional Activity Report – December 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. CherryRoad is conducting training for employees.

**Classification & Pay Division**

Since the start of the fiscal year, our division has created five new classes of work and are currently working on creating two new classes of work, to assist with various departments' operational needs. We have amended a total of 19 existing classes of work since the start of the fiscal year. C&P has also reviewed and completed 43 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. A total of 17 inquiries/complaints were received in November: 8 of the 17 related to EO issues/concerns, and 9 of the 17 related to ADA reasonable accommodations/modifications issues/concerns.

In December, continue to work with IT on WCAG 2.1 AA compliance effective 04/24/26 including coordinating the second joint informational session with DIT for departments and coordinating a Countywide training on Creating Accessible PDF's scheduled for January and February 2026; finalized the RFP for Self-Evaluation of COH program, services, and activities; and continue monthly employee and supervisory training including a session for HPD recruits.

### **Health & Safety Division**

- Research and guidance provided to Hilo Municipal Golf Course and Parks Maintenance regarding pressure vessels over 37.5 gallons needing installation permit and biennial inspection by DLIR – Elevator and Boiler Division.
- Discussion and guidance to WW Division on their desire to provide Class 3 shirts for HWWTP employees.
- Discussion and guidance to DWS regarding stepstools in the work area; what's allowed/not allowed and accompanying training.
- Participated in Parks Maintenance Baseyard inspections in Hilo and Waimea.
- Assisted Parks Maintenance with Incident/Accident report completion and acquiring OSHA 300/300A for last four years due to Moku Ola bridge failure.
- Participated in Personnel Development's Supervisory Training - Supervisor Introduction to H&S.
- Coordinated inspection of HWWTP at request of UPW.
- Discussion with Hilo Municipal Golf Course regarding Hazard Assessment and Certification Program, introduction of the program, and providing templates.
- Research for Parks Maintenance in disposal of partially used paint/compressed paint cans.
- Discussion with Hawai'i Drag Racing League for ADA compliance issues at the Hilo Drag Strip. Advised to contact ADA Coordinator Alike Cockett.
- Completed DPW Automotive Division Respiratory Protection update. Currently in interoffice review.
- Safety Eyewear Policy consultation completed with no objection from UPW 11/24/25.
- Working on Powered Industrial Truck training for DPW-Automotive TUG.
- Working on Safety Toe Footwear bid specs. with Purchasing.
- 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.
- Continue to work on Powered Industrial Truck/Mobile Elevated Work Platform policy.

### **Labor Relations Division**

In the month of November, three new grievances were filed, and one grievance was heard. The remaining grievances are scheduled to be heard in December.

Consultation with the unions is a requirement under §89-9, Hawai'i Revised Statutes (HRS). Section 89-9(c), HRS, requires in part that the employer make every reasonable effort to consult with the unions prior to effecting changes in any major policy affecting employee relations. Although the deadline for the unions to provide feedback on the revised Flexible Working Hours Procedures was October 31, to ensure compliance with the law, the deadline for the unions to provide input on the revised Procedures was extended to November 21, 2025. As of November 26, the unions did not have any issues or concerns, therefore, the revised Procedures will be distributed effective December 1, 2025. Going forward, employees requesting flexible working hours will also have the ability to request to shorten their lunch break to 30 minutes or to expand their lunch break to a maximum of 90 minutes. Implementation of a Flexible Working Hours Plan is at the discretion of each department/agency head. Employee participation is voluntary.

Renewal Supplemental Agreements with UPW have been transmitted to the Union for execution. A major win for the Employer group was the Union's acceptance of the renewal of drug and alcohol testing agreement for UPW employees who are not subject to U.S. Department of Transportation drug and alcohol testing regulations. Other Agreements with UPW include agreements to establish alternate work schedules for designated groups of employees, compensation of a military differential, and early vacation payout for retiring employees to defer all or some of their vacation payout into the employee's deferred compensation account.

In anticipation of an arbitration decision on the 2025 – 2029 collective bargaining agreement for Bargaining Unit 11 (Fire Fighters), Labor Relations staff have begun working on draft renewals of Supplemental Agreements between the County of Hawai'i and the Hawai'i Fire Fighters Association.

The Division continues to work with department heads, supervisors, and HR representatives in providing guidance on contract administration, grievance processing, and other labor-related matters.

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

Our Fall 2025 Supervisory Training Foundation Program was completed on 12/03/25. A total of 25 participants completed the program.

Myers Briggs Type Indicator Training will take place on 12/10/25 for the new Fire Dispatch class.

We have scheduled classes for 2026 and are working on a new Engagement Program that will begin in January.

In addition to completing the Supervisory Training Program, we have also conducted two New Hire Orientation sessions (one in Kona and one for Police Recruits), and one Performance Appraisal Review Training.

### **Recruitment & Examination Division**

#### **Continuous Recruitment Update for November 2025**

- Started with 51 continuous recruitments
- Closed 5 continuous recruitments
- Changed 13 recruitments to continuous recruitments
- Ended with 59 continuous recruitments
- Continuous recruitments increased by 8 in November 2025

#### **CLOSED**

1. Architect II
2. Civil Engineer VII
3. Contracts Technician
4. Driver License Examiner II
5. Economic Development Specialist II

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

### **CHANGED TO CONTINUOUS**

1. Animal Control and Protection Administrator
2. Animal Control and Protection Officer IV
3. Clerk III (Kailua-Kona Only)
4. Construction Inspector
5. Contracts Clerk
6. Housing & Community Development Specialist V
7. Legal Clerk I
8. Legal Clerk II
9. Legal Clerk IV
10. Planner VI
11. Program Manager (Environmental Management)
12. Program Support Technician
13. Senior Account Clerk

### **Training:**

The following trainings were conducted:

1. Conducting an Effective Job Interview Training (11/18/25): Two attendees
2. NEOGOV Training (11/21/25): Attendee from the Mass Transit Agency
3. Recruitment and Examination staff attended a site visit to the County of Hawai'i's Mass Transit Agency on 11/10/25. This opportunity allowed Recruitment staff to learn more about the Mass Transit Agencies different jobs and responsibilities. These visits give us the chance to better understand the work being done, build stronger connections with staff, and gather insights to support recruitment and retention efforts. The Classification and Pay Division also participated in the site visit.

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

- Attended the following career fairs/events:
- **11/13/25** – Fall Career Opportunities Expo 2025 (Paula De Morales)
  - Edith Kanaka'ole Multipurpose Stadium
  - High Schools participating were: 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, Job Challenge

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

- **11/15/25** – Hawai'i Island Career Fair (Men of Pa'a)
  - Prince Kuhio Plaza
- Signed up to attend the following upcoming career fairs:
  - **02/23/26** – Kea'au High School Workforce Fair
    - Kea'au High School Gym
  - **02/27/26** – University of Hawai'i at Manoa Engineering Spring 2026 Career Expo
    - University of Hawai'i at Manoa
- Collaborating with Craig Mitchell, Career Counselor at Hawai'i Community College, to partner on a joint career fair in April 2026.
- Also collaborating with Mr. Mitchell to identify additional ways to promote and market the Cooperative Vocational Education (CVE) Program at HCC to allow more students the opportunity to gain paid work experience with the County while earning course credits through the CVE program.
- Posted the Information Systems Support Technician II position 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.
- Advertised our continuous recruitments in Hawai'i Midweek on November 26, 2025. Hawai'i Midweek reaches approximately 40,000 households islandwide.
- Working on advertising our continuous recruitments in the Hāmākua Times.
- Radio ad campaigns with KWXX, The Wave@92fm, and Pacific Media Group began 11/11/25 - 11/25/25 to focus on public safety positions of Police Officer I (Recruit), Police Communications Officer I, and Fire Fighter Recruit.
- Working on additional radio ad campaigns with KWXX, The Wave@92fm, and Pacific Media Group that will begin 12/07/25 - 12/16/25 to advertise the following registration recruitments: Custodian/Groundskeeper I, Park Caretaker I, and Laborer II.

**Other Activities/Projects:**

HR Manager continues to assist the Police Commission with conducting the recruitment for Chief of Police.

### **Workers' Compensation Division**

There are 259 open workers' compensation claims.

The Workers' Compensation Division met with one of the County's vendors concerning updated investigative protocols as it pertains to our claims and the industry overall. We continue to participate in training on the implementation of the new CoHnect system, and are working 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.