

ADMINISTRATIVE SERVICES DIVISION
Quarterly MAB Report
October - December 2025

The following goals were established to measure timeliness of services provided to the departments by the Central HR office. These goals are also part of department's fiscal budget.

#1 Goal - Conduct two department/agency audits each quarter on personnel files, temporary assignment records, postings, etc., to ensure compliance with personnel laws, rules, policies and procedures, collective bargaining agreements, and executive orders.

Measure - Number of department audits conducted per quarter.

Status - During the second quarter of the fiscal year, two department/agency audits were conducted (County Clerk, County Auditor).

#2 - Goal – With the exception of mass pay adjustments transactions, audit and approve properly completed and submitted payroll certification forms (Form 13s) within five workdays of receipt. Audit and approve mass pay adjustment payroll certification forms (Form 13s) within two weeks of the last form received.

Measure – Number of payroll certification forms processed within timeframes

Status – During the second quarter of the fiscal year, a total of 839 Form 13s were processed. 99.6% of the forms were returned to departments within five workdays. A total of 43 mass pay adjustment Forms 13s were processed during this period. 100% of the forms were returned to departments within two weeks of the last form received.

#3 - Goal – Review and act upon properly completed and submitted Flexible Spending Plan change in status forms within two workdays of receipt.

Measure – Number of Flexible Spending Plan change in status forms processed within timeframe

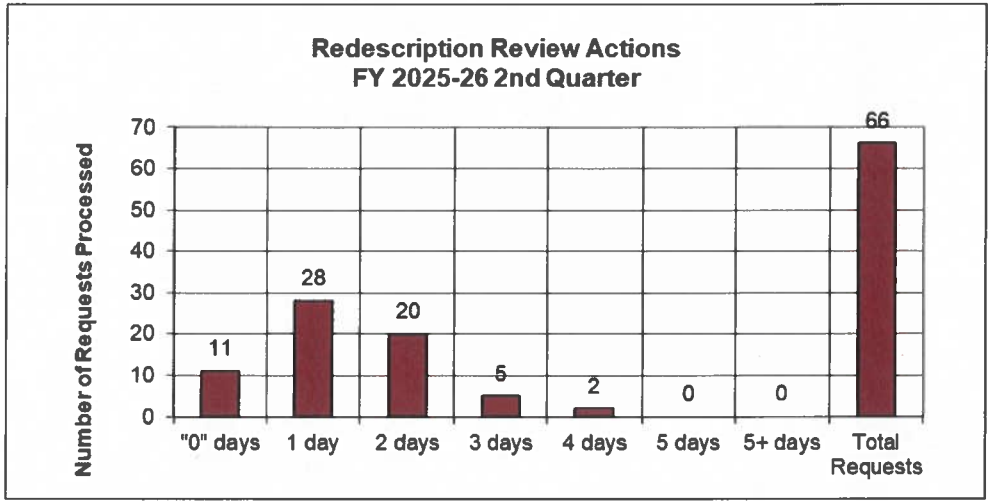
Status – During the second quarter of the fiscal year, a total of 34 Flexible Spending Plan change in status forms were processed. 100% of the forms were returned to departments within two workdays.

**CLASSIFICATION & PAY
MAB Report – October 2025 to December 2025**

Objective: Review and process position redescription reviews within five (5) workdays of receipt.

Position descriptions are the basis of position classification and are used by departments for organizational and workflow planning, performance evaluations, and recruitment. Thus, it's imperative that we process the reviews on a timely basis.

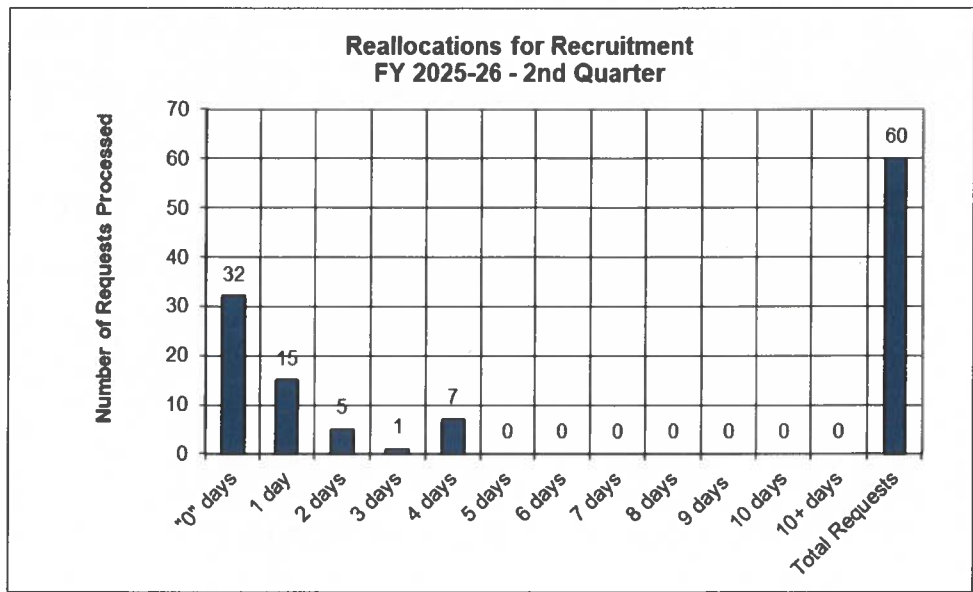
Outcome: Sixty-six (66) redescription review requests were received; all were processed within 5 workdays of receipt.



Objective: Review and process reallocations for recruitment within 10 workdays of receipt.

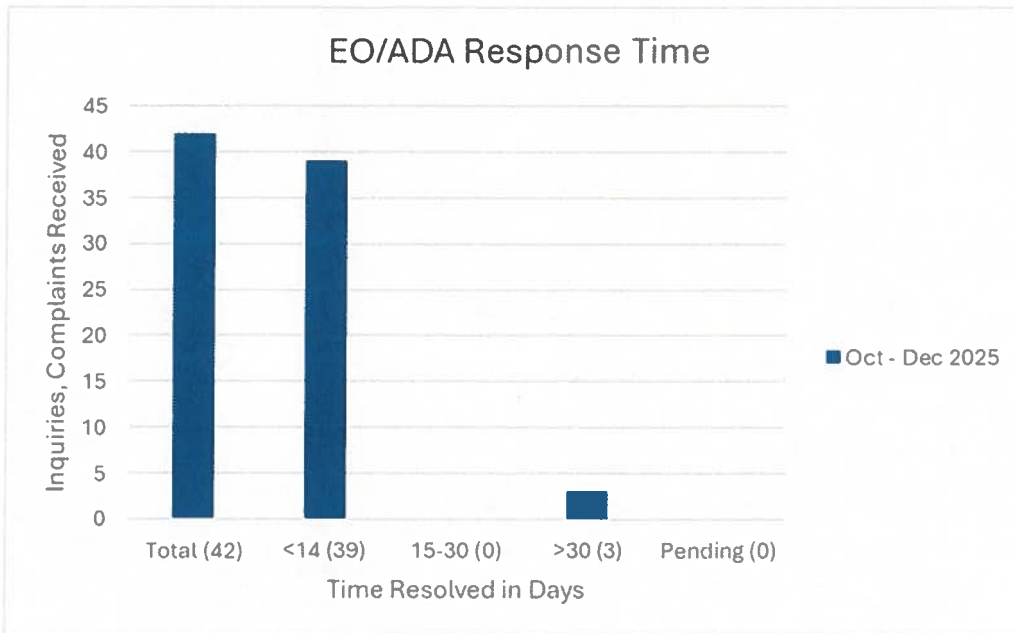
To expedite the recruitment process for the departments, we set this objective to review and process requests for reallocations of positions within 10 workdays of receipt.

Outcome: Sixty (60) reallocation requests for recruitment purposes were received; all were processed within 10 workdays of receipt.

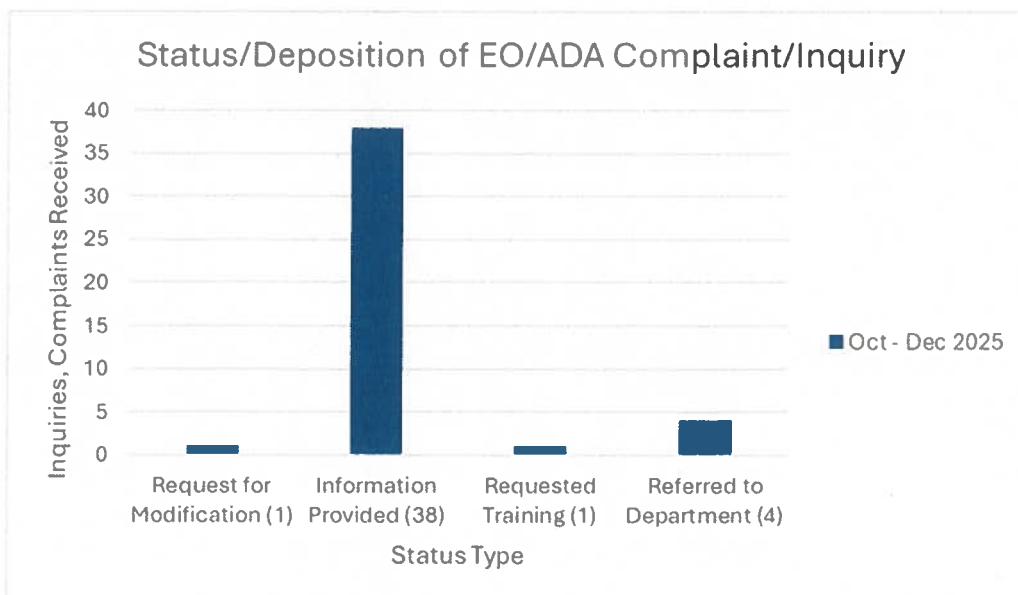


Equal Opportunity/ADA Division MAB Report for October 2025 – December 2025

The goal of the Equal Opportunity/ADA Division is to respond to inquiries and complaints while providing a high level of customer service to employees and the public within 14 days of knowledge or receipt unless extensive research, investigation, or action by another department is warranted. The purpose of the set timeframe is to ensure that inquiries and complaints are acknowledged, addressed and/or resolved at the lowest possible level before they escalate or are filed with external agencies.



- 42 total inquiries/complaints.
- 28 (28 of 42) internal and external inquiries/complaints relating to ADA reasonable accommodations/modifications, issues and/or concerns
- 14 (14 of 42) internal inquiries/complaints relating to EO issues/concerns.



- o Request for Modification: Working with DPW/DPR on evaluation of request.
- o Information Provided: information provided to external/internal customers regarding ADA/EO questions/concerns.
- o Requested Training: external/internal customers who requested specific training for their department.
- o Referred to Department: request/concern referred to department for information/action

Special Projects Initiated/Completed:

<u>Description</u>	<u>Comments</u>
WCAG 2.1AA Compliance	Working with the Department of Information Technology on compliance with Federal Requirements (WCAG 2.1 AA) effective April 24, 2026.
Self-Evaluation RFP	With Finance for review and processing.
Other	<p>Provided nine mandatory Anti-discrimination and Harassment training sessions, one Reasonable Accommodation training session, and one Title II for Police Recruits training session.</p> <p>Continue to participate in Cherry Road LMS working group for CoHnect implementation.</p> <p>Participated in the Mayor's Magic of the Season event for children with special needs.</p> <p>Attended the Christmas Dance Party at Aunty Sally's coordinated by COH P&R and Goodwill for individuals with Intellectual and Developmental Disabilities (IDD) and Resource Providers for the IDD community.</p>

Department of Human Resources
Personnel & Organizational Development Division
Quarterly Merit Appeals Board Report
October 1, 2025 to December 31, 2025

Conduct the New Hire Orientation class once a month:

A total of 4 New Hire Orientation sessions were conducted during the 2nd quarter, with two in Hilo, one in Kona and one for Police Recruits.

Provide at least six Customer Service Skills Training sessions annually:

Two customer service training class were held this quarter, one in Hilo and one in Kona.

Provide at least six Supervisory Skills Training sessions annually:

A total of 8 Supervisory Training sessions were completed this quarter.

Annually coordinate the Prevention of Workplace Violence training program:

Two Violence in the Workplace Prevention Training classes were held this quarter conducted by EAP, one for employees and one for supervisors.

Identify at least two personnel development needs & implement county-wide programs:

A two-day Grant Writing Workshop was held in October that provided participants with tools to help with grant searches and grant writing.

By December 2025, hold the annual Employee of the Year Program:

The Employee of the Year Program was held on October 2, 2025. A total of 23 nominees were recognized for their hard work and dedication in the Manager, Supervisor and Employee categories.

Issue the Fall 2025 and Spring 2026 Training Catalog:

With the transition to the CoHnect system, we will no longer be publishing a Training Catalog. Instead, the classes available for 2026 have been published in CoHnect for all employees to access and request to be enrolled in.

RECRUITMENT & EXAMINATION
Quarterly MAB Report
October - December 2025

Establishment of eligible and internal lists to assist departments with filling of their vacancies:

Objective	Recruitments Conducted	Objective Met	% Met
Within three months for large size open-competitive recruitments. <u>Note:</u> There were no large size open-competitive recruitments.	NA	NA	NA
Within two months for registration recruitments and small/medium size open-competitive recruitments. <u>Additional recruitments conducted total:</u> <ul style="list-style-type: none"> • 1 – no qualified applicants-on continuous • 1 – cancelled by department • 20 – in progress 	60 {+5 previously in progress} 22	54	90%
Within one month for internal recruitments within the department or internal recruitments within the County. <u>Additional recruitments conducted total:</u> <ul style="list-style-type: none"> • 6 – no internal applicants • 2 – no qualified applicants • 0 - cancelled by department • 15 – in progress 	57 {+5 previously in progress} 23	54	95%

A total of 3,197 applications were received during this period.

Activities At a Glance

Report Period	Open Competitive Recruitments	Internal Recruitments	Temporary Appts. Outside of a List	Reemploy-ment List Requests	County wide Job Search	Referred Lists to Depts.	Total Appointments
Oct-Dec 2025	53	52	3	1	0	207	106
Jul-Sept 2025	38	48	3	1	0	206	150
Apr-Jun 2025	54	49	7	1	0	224	148
Jan-Mar 2025	46	46	6	0	0	179	133
Oct-Dec 2024	62	47	1	1 (not eligible)	0	191	146

Other

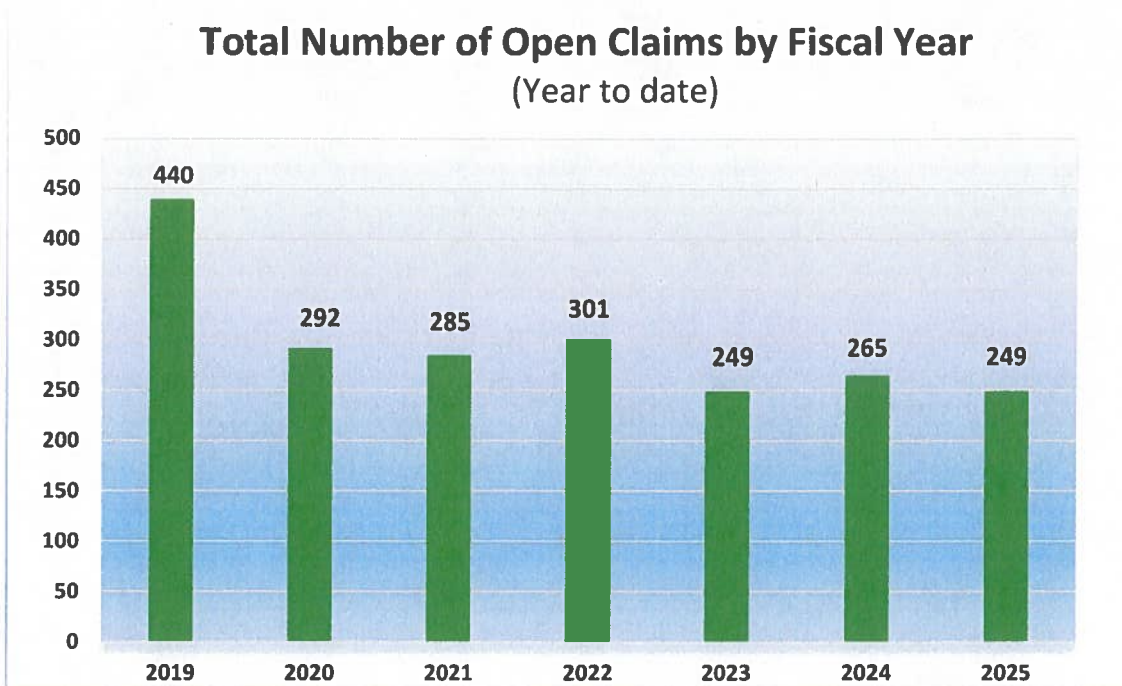
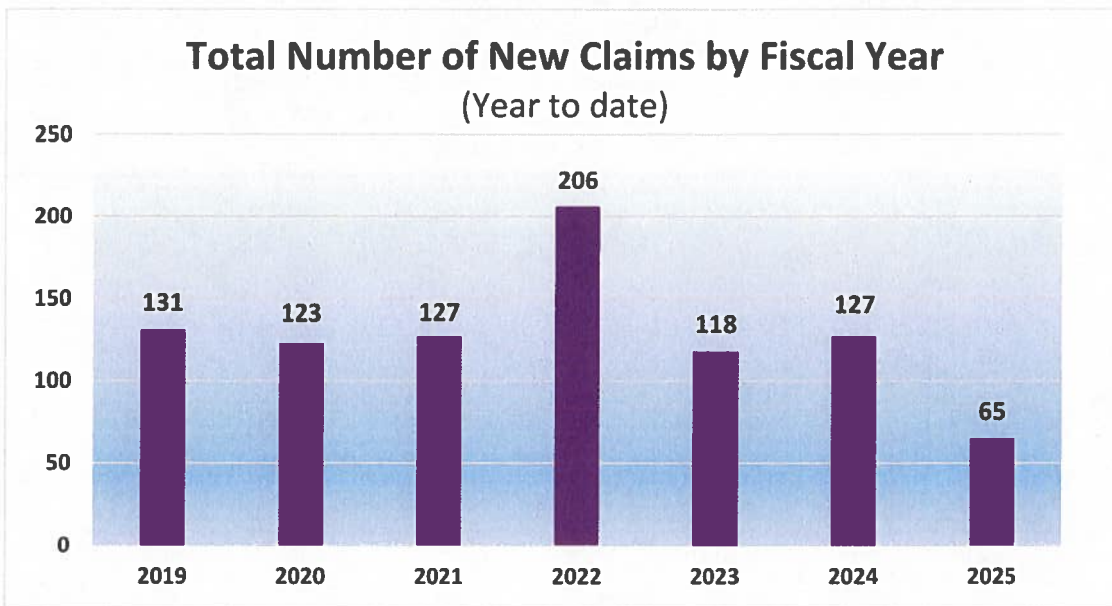
1. Training - The following trainings were conducted:
 1. Conducting an Effective Job Interview
 - Trainings conducted on; 10/30/25, 11/18/25, and 12/29/25
 - A total of 52 attendees were trained
 2. NEOGOV OHC
 - Training conducted on; 11/21/25
 - Attendee was from the Mass Transit Agency.
2. Audits of Interview Packets conducted:
 - Water Supply – Water Plant Electrical/Electronic Equipment Repairer II
 - Parks & Recreation – Recreation Director IV
 - Prosecuting Attorney – Investigator V
3. Participation in Job Fairs, Career Fairs, Career Expo, etc.
 - **10/01/25** – University of Hawaii at Manoa Fall 2025 Career Fair
 - **10/17/25** – Fall 2025 UH Community Colleges Virtual Career Fair on Handshake
 - **10/18/25** – Community Resource Fair – Fall Footsteps to Transition Fair
 - **10-25/25** – 3rd Annual Trick or Treat “Boo at the Zoo”
 - **11/04/25** – West Hawai’i Exposure Fair
 - **11/13/25** – Fall Career Opportunities Expo 2025 (Paula De Morales)
 - **11/15/25** – Hawai’i Island Career Fair (Men of Pa’a)

County of Hawaii - Workers' Compensation Division

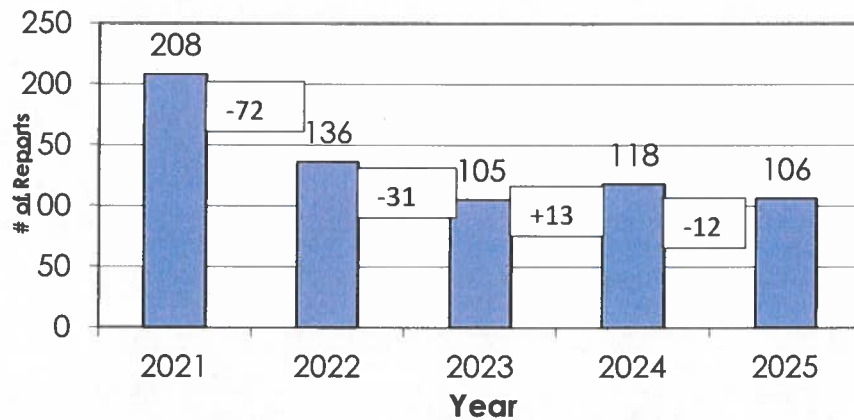
Quarterly Report: October 01, 2025 through December 31, 2025

Total number of new claims opened during the quarterly period: 33

Total number of claims closed during the quarterly period: 43



C of H Vehicle/Equipment/Property Damage Reports - Calendar Year 2021 to 2025 (YTD) All Departments



Seven (7) reports of theft in calendar year 2025; wiring was cut and the light bars from two different machines were stolen in Ka'u. Calibration weights for the Hilo scale at the reload facility were removed without authorization. A Murayama backpack blower was stolen out of a County pickup truck at Onekahakaha Beach park. The battery was stolen out of an emergency generator at the Honoka'a pump station. A County vehicle parked at the Pahoa Community Center had its gas cover broken and gas was siphoned out. The battery box of County grader parked near upper Napo'opo'o Rd. was broken into and the battery stolen.

Nine (9) reports of vandalism to facilities or equipment; cut gas lines on three County vehicles, presumably facilitating the theft of gasoline. A Business Services Hawaii roll-off bin containing cardboard was set ablaze causing damage to the bin and recycling signage at the Pahoa transfer station on two separate occasions. The rear window of a County vehicle parked in the General Services base yard on Kawaiiani St. was discovered shattered. The Abandoned Vehicles impound lot perimeter fence in Kona was cut to gain walk-in access. Approximately 150 feet of fencing that secures the Kaloko 12 water tank site was found damaged by a vehicle. The Hilo-side exit gate of the Pahoa transfer station was cut to gain entry into the transfer station where the white goods bin was rummaged through. A County vehicle parked near the Waimea Community Center was found with cracked front windshield. A County vehicle parked at the Waiaha pump station was found with a hole in the fuel tank and fuel missing.