

MAB Monthly Divisional Activity Report – January 2026
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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. Preparing for Go-Live January 1. Processing executive pay increases effective January 1, 2026.

Classification & Pay Division

Since the start of the fiscal year, our division has created six new classes of work and are currently working on creating one new class of work to assist with various departments' operational needs. We have amended a total of 20 existing classes of work since the start of the fiscal year. C&P has also reviewed and completed 47 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 relating to employment matters and reasonable accommodations/modifications. There were 16 total inquiries/complaints received in December: Four of the 16 related to EO issues/concerns; and 12 related to ADA reasonable accommodations/modifications, issues, and/or concerns.

In January, continue to work with IT on WCAG 2.1 AA compliance effective 04/24/26. Countywide training on Creating Accessible PDF's will be provided this month.

Continue to work with CoHnect learning team on implementing the online training catalog/learning system.

Health & Safety Division

- Participated in DPW Highways Base Yard inspection in Waimea.
- Participated in DWS Hilo Base Yard inspection; and to participate in DWS Administration offices, Micro-lab, Waimea, Ka'u, and Kona Base Yard inspections scheduled throughout the rest of January.
- Assisting DPW/Parks with response to backpack blower usage and respirable crystalline silica complaint.
- Completed DPW Automotive Division Respiratory Protection update.
- Provided assistance and regulatory guidance to DEM Solid Waste on appropriate ladders for compacting trailers. Provided ladder safety training website for staff to complete.
- Provided Type 4 license training for DEM Wastewater operator required prior to completion of his probation. Employee passed license exam on 01/06/2026.
- Evaluating Safety Toe Footwear bid submissions.
- Discussion with Finance regarding safety footwear purchasing and reimbursement.
- Working on Safety Footwear policy update. Draft policy currently at office review stage.
- Annual AED maintenance begins in January. Program currently includes 78 units, islandwide.
- Continue to work on Powered Industrial Truck training program for DPW-Automotive TUG.
- Continue to participate in CherryRoad 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 December, decisions on two Step 2 grievances were rendered. One new grievance was filed at the Employer-level.

With the approval of cost items for the Bargaining Unit 12 arbitration decision, LR Staff continued to work with SHOPO to finalize the negotiated and awarded changes to the 2025-2029 collective bargaining agreement (CBA), statewide memorandums of agreement, salary schedules, and County-specific agreements. Approved salary schedules were distributed to County departments in December.

We have continued to work with Fire Administration and HFFA to establish an alternate work schedule that is more desirable for Bargaining Unit 11 employees assigned to positions in the Fire Communications Control Center (FCCC). We anticipate receiving the Union's concurrence on the proposed changes by the end of December.

LR Staff attended training provided by the Office of the Corporation Counsel on "Discipline and the Grievance Process." The training provided attendees with insight as to what our attorneys look for when they review a disciplinary grievance appealed to arbitration and supported the guidance that LR has been providing to departments regarding discipline, including just cause elements, employee rights, and the importance of documentation.

We distributed the second issue of "LR Notes" which included a quiz on the differences between provisions in the respective CBAs and which providers are unable to certify an absence when an employee is required to submit a physician's certificate for absences of five or more working days.

Personnel & Organizational Development (POD) Division

Due to security issues in CoHnect, we were unable to utilize the system for 2026 class enrollments. For now, until these issues are resolved, we are utilizing the current system of enrollment through Google Forms.

A new Employee Engagement Program will start in January that will make voluntary brown bag sessions available to employees providing information concerning County services that are available to everyone but might not be well-known to employees. Eventually, it will be expanded to include other topics of interest after highlighting available County services. Sessions will be held during the lunch hour on Zoom allowing

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employees from all locations to participate. Scheduled topics include:

- How to Apply For A Building Permit
- Summer Fun Enrollment
- Services For Our Kupuna and Caregivers
- Emergency Preparedness
- How to Lower Your Real Property Tax
- Financial Counseling Services and Other Housing Resources
- Recycling Programs and Derelict Abandoned Vehicle Programs

We are in the process of filling the vacant Employee Development Specialist Position. Recruitment was conducted in early December, and we hope to fill the position in January.

Recruitment & Examination Division

Continuous Recruitment Update for December 2025

- Started with 59 continuous recruitments
- Closed 16 continuous recruitments
- Changed 11 recruitments to continuous recruitments
- Ended with 54 continuous recruitments
- Continuous recruitments decreased by 5 in December 2025

CLOSED

1. Animal Control and Protection Administrator
2. Animal Control and Protection Officer I
3. Animal Control and Protection Officer II
4. Animal Control and Protection Officer III
5. Animal Control and Protection Officer IV
6. Economic Development Specialist III
7. Housing and Community Development Specialist V
8. Information Systems Support Technician II
9. Legal Clerk I
10. Planner VI
11. Police Evidence Custodian
12. Police Reports Reviewer I

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13. Program Manager (Environmental Management)
14. Property Manager
15. Sewer Maintenance Repairer
16. Wastewater Deputy Division Chief

CHANGED TO CONTINUOUS

1. Account Clerk
2. Assistant Mass Transit Administrator
3. Derelict/Abandoned Vehicle Coordinator
4. Fire/EMS Recruit
5. Information Systems Analyst III
6. Information Systems Analyst IV
7. Lead Kennel Technician
8. Payroll Specialist I
9. Radio Technician I
10. Regulatory Administrator
11. Supervising Legal Clerk II

Training:

The following trainings were conducted:

1. Conducting an Effective Job Interview Training (12/29/25): 1 attendee

Recruitment and Examination staff went on a site visit to the County of Hawai'i, Parks and Recreation, Senior Pool Lifeguard assessment at the Kawamoto Swim Stadium on 12/18/25. This allowed the Recruitment staff to learn more about the Senior Pool Lifeguard assessment conducted as part of the interview and selection process, as well as an opportunity to better understand the work being done, build stronger connections with staff, and gather insights to support recruitment and retention efforts.

Working on the following to boost recruitment:

- Will be attending the following upcoming career fairs:
 - **02/23/26** – Kea'au High School Workforce Fair
 - Kea'au High School Gym

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- **02/27/26** – University of Hawai'i at Manoa Engineering Spring 2026 Career Expo
 - University of Hawai'i at Manoa
- Working with the Department of Environmental Management on the placement of 25 "We are Hiring" banners islandwide at the various transfer and recycling stations.
- Collaborating with Craig Mitchell, Career Counselor at Hawai'i Community College, to partnership on a joint career fair in April.
- Also collaborating with Mr. Mitchell to find additional ways to promote and market the Cooperative Vocational Education (CVE) Program at HCC.
- Working on advertising our continuous recruitments in the Hāmākua Times in their January 2026 edition.
- Radio ad campaigns with KWXX, The Wave@92FM, and Pacific Media Group began 12/07/25 through 12/16/25 to advertise our registration recruitments of Custodian/Groundskeeper I, Park Caretaker I, and Laborer II.
- Working on radio ad campaigns with KWXX, The Wave@92FM, and Pacific Media Group for January. Theme will be "New Year-New Career" and will focus on the variety of career opportunities the County of Hawai'i has to offer as well as the benefits on working for the County.

Other Activities/Projects:

Continue to assist the Police Commission with the recruitment for Chief of Police. In-person interviews for Chief of Police will be conducted by the Police Commission on January 29 and 30, 2026.

Workers' Compensation Division

There are 249 open workers' compensation claims.

The Workers' Compensation Division is working on preparing our WC-3 Year End Reports to the Dept. of Labor on all our open claims, which are due 01/30/26. We 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.