

MAB MONTHLY DIVISIONAL ACTIVITY REPORT – FEBRUARY 2026
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ADMINISTRATIVE SERVICES DIVISION

- Continue to process personnel action forms, Flexible Spending Plan change in status forms and leave sharing requests.
- CoHnect Human Capital Management module went live January 1.
- Conducted training for departmental human resource representatives.

CLASSIFICATION & PAY DIVISION

- Since the start of the fiscal year, our division has created seven new classes of work.
- We are currently working on creating three new classes of work to assist with various departments' operational needs.
- We have received two requests for position audits and are in the process of scheduling and completing these requests.
- We amended a total of 22 existing classes of work since the start of the fiscal year and are working on completing two additional requests.
- C&P has reviewed and completed 49 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 relating to employment matters and reasonable accommodations/modifications. Twenty-seven total inquiries/complaints received in January: 11 of the 27 were related to EO issues/concerns, and 16 of the 27 related to ADA reasonable accommodations/modifications, issues, and/or concerns.
- Title VI and Anti-Discrimination and Harassment training was provided to Mass Transit, as well as their sub-contractor employees January 29 – February 1, 2026, during MTA's Annual ADA Operator's training.
- Continue to work with IT on WCAG 2.1 AA compliance effective 04/24/26. A second round of Countywide training on creating accessible PDF's is being provided this month.
- Continue to work with the CoHnect learning team as the online training catalog/learning system is now live.

HEALTH & SAFETY DIVISION

- Inspected Waimea District Park, Waimea Community Center, and DEM SW Waimea Base Yard.
- Participated in DWS Administration offices, micro-lab, Waimea, and Kona Base Yard inspections.
- Assisted DWS with HIOSH complaint response regarding transit pipe maintenance.
- Assisted HPD with continuing HIOSH investigation of officer-involved traffic collision.
- Discussion with HPD regarding AED removed/replaced at Public Safety Building.
- Provided guidance to DWS regarding installation requirements for pallet rack systems.
- Safety Toe Footwear bid completed and awarded.
- Discussion with Finance regarding safety footwear purchasing and reimbursement.
- Working on Safety Footwear policy update. Draft policy currently on hold pending Finance discussions.
- Met with Finance – Vehicle Registration and Licensing at their request regarding CDL exam process and examiner positions.
- Assisted with the transfer of confined space ventilation fan from HFD to DEM WW.
- Visited DEM WW Zoo Pump Station to discuss personal fall arrest system adjustments.
- Discussion with Councilman Onishi regarding safety concerns at DEM Hilo Wastewater Treatment Plant.
- Assisted P&R Recreation Div. Aquatics section with relocation of tools for swim meet from Pahoia to NAS.
- Continue to work on H&S re-organization, PD reviews/updates.
- 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

- Provided guidance and support to departments regarding the application of collective bargaining provisions, consultations with the unions, and other labor-related matters.
- During the month of January 2026, three new grievances were filed at the Employer-level and were heard. SHOPO withdrew a grievance filed in December.
- In preparation of the upcoming arbitration proceedings for BU15 (State and County Ocean Safety and Water Safety Officers), LR staff participated in negotiation meetings and compiled data needed to cost union proposals expected to be included in the Union's final position. Arbitration proceedings are scheduled to begin in March.
- Continue to work on finalizing the 2025-2029 BU12 Collective Bargaining Agreement and renewal successor agreements specific to Hawai'i County.
- In accordance with HRS §89C, recommended compensation adjustments and salary schedules for Managerial Employees excluded from Bargaining Unit 12 (Police Administrative/Managerial personnel), distributed recommended adjustments to affected employees for input, and finalized compensation adjustments for distribution.

PERSONNEL & ORGANIZATIONAL DEVELOPMENT (POD) DIVISION

- The CoHnect Learning Module went live on 02/01/26. Since then, we have not been notified of any major issues. Written procedures have been provided to Departmental HR Representatives to assist them with enrolling employees and approving registration requests.
- Our first County Talks Informational Session was held on 01/29/26 on Zoom. Approximately nine employees attended this session on "How to Apply for a Building Permit."
- Our Engagement Committee is coordinating a bowling tournament that is scheduled for March 28, 2026, to be held in Kona.
- We filled our Employee Development Specialist I position. Uluwehi Hinojosa started on 02/02/26.
- In January, one New Hire Orientation training was held in Kona. Our Supervisory Training Core Program began on 02/11/26 and will be completed by the end of February. A Performance Appraisal Review Training also took place this month.

RECRUITMENT & EXAMINATION DIVISION

Continuous Recruitment Update For February 2026:

- Started with 54 continuous recruitments
- Closed 10 continuous recruitments
- Changed 6 recruitments to continuous recruitments
- Ended with 50 continuous recruitments
- Continuous recruitments decreased by 4 in January 2026

Closed:

- Civil Engineer I
- Civil Engineer IV
- Clerk-Meter Reader
- Derelict/Abandoned Vehicle Coordinator
- Derelict/Abandoned Vehicle Specialist
- Information Systems Analyst III
- Payroll Specialist I
- Payroll Specialist II
- Program Support Technician
- Victim/Witness Counselor I

Changed To Continuous:

- Aging Program Planner II
- Assistant Electrical Inspector
- Database Analyst
- Electrical Inspector
- Recycling Specialist II
- Wastewater Plant Working Supervisor IV

Training - The Following Trainings Were Conducted:

- NEOGOV OHC New User Training conducted on 01/12/2026 and 01/15/2026: Attendees from the Department of Parks and Recreation and Office of Management.
- Conducted Education & Experience (E&E) Training on 01/27/26: Attendee from the Fire Department (their Human Resources Program Specialist).

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

Working On The Following To Boost Recruitment:

- Attended the following career fairs/events: None.
- Signed up to attend the following upcoming career fairs: 02/21/26 – State of Hawai'i Department of Labor Hire Event (Prince Kuhio Plaza); 02/23/26 – Kea'au High School Workforce Fair (Kea'au High School Gym); and 02/27/26 – University of Hawai'i at Manoa Engineering Spring 2026 Career Expo (University of Hawai'i at Manoa)
- Placed 25 "We are Hiring" banners islandwide at various transfer and recycling stations.
- Collaborating with Craig Mitchell, Career Counselor, at Hawai'i Community College to partner on a joint career fair in April 2026.
- Working on advertising our continuous recruitments in the Hāmākua Times in their February 2026 edition.
- Radio ad campaigns with KWXX, The Wave@92FM, and Pacific Media Group began 01/01/2026 – 01/31/2026. The theme was "New Year-New Career" and focused on a variety of career opportunities the County of Hawai'i has to offer as well as the benefits of working for the County.

Other Activities/Projects:

- Recruitment staff have completed administering and scoring of the following promotional examinations for the Hawai'i Fire and Hawai'i Police Departments: Fire Equipment Operator – 01/06/2026, Police Lieutenant – 01/07/2026, Fire/Hazardous Materials Specialist – 01/13/2026, Police Sergeant/Detective – 01/14/2026
- Human Resources Program Specialist and Human Resources Specialist I assigned to Animal Control and Protection Agency, met with the Animal Control and Protection Agency to discuss filling positions and vacancies on 01/08/2026.
- Assisted the Animal Control and Protection Agency with developing interview questions, preparing interview packets, NEOGOV notifications, scheduling interviews, nepotism forms, and completing the hire for new employees.
- Assisted the Department of Finance with NEOGOV notifications, scheduling interviews, nepotism forms, and completing the hire for new employees.
- Collaborated with Professor Claudia Wilcox-Boucher, Social Sciences and Public Services, at Hawai'i Community College, to find placement for one student volunteer with the Office of Aging to complete 70 hours of field work for the Spring 2026 semester.
- We are continuing to expand our social media outreach. We will be collaborating with the Office of Aging and utilizing the student volunteer from Hawai'i Community College to help provide ideas and training to strengthen our social media efforts.

WORKERS' COMPENSATION DIVISION

- There are 258 open workers' compensation claims.
- We are monitoring the new Workers' Compensation bills being introduced in the 2026 Legislative Session as several proposals could potentially have a costly impact on our claims.
- Met with MES Solutions who provide the claims industry with access to physicians with expertise in all areas of medicine, which would provide the County with additional resources in the management of our claims.
- 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.