

MAB MONTHLY DIVISIONAL ACTIVITY REPORT – MARCH 2026
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.
- Processed negotiated pay increases for SHOPO retroactive to July 1, 2025.

CLASSIFICATION & PAY DIVISION

- The Classification & Pay Division is happy to welcome the addition of a new Human Resources Specialist II, Kirsten Chong, who joined our division on March 1, 2026. We have begun the training process and have Kirsten working on the class specification amendments to complete our MAB Goal.
- Since the start of the fiscal year, our division has created eight new class of work. We are currently working on creating two new class 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 have amended a total of 23 existing classes of work since the start of the fiscal year and are working on completing two additional requests.
- Our division has also reviewed and completed 53 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.
- Sixteen total inquiries/complaints received in February: 5 of the 16 were related to EO issues/concerns, and 11 of the 16 related to ADA reasonable accommodations/modifications, issues, and/or concerns.
- Continue to work with IT and departments on WCAG 2.1 AA compliance effective 04/24/26.

HEALTH & SAFETY DIVISION

- Provided guidance for DEM-SW regarding respiratory protection program, tools, and requirements for visit to old landfill site for project coordination.
- Provided guidance for DEM regarding appropriate class/type of First Aid Kit for replacement at facilities and in vehicles department-wide.
- Assisted Office of the Prosecuting Attorney with emergency evacuation plan updates.
- HIOSH investigation of officer-involved traffic collision completed; no citation rendered.
- Assisted P&R Recreation Div., Aquatics section, with return of tools for swim meet from/to NAS to Pahoia.
- Safety Footwear policy internal review completed; procurement issue resolution before policy consultation.
- CDL training program internal review completed; program heading to union for consultation.
- Position Descriptions and Skill Sets completed for Safety and Driver Program Specialist, Safety and Driver Improvement Coordinators, and Safety Specialist II.
- Continue discussion with Finance regarding procurement related to union contract.
- 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.
- Participated in employer meetings regarding the upcoming arbitration proceedings for Bargaining Unit 15 - State and County Ocean Safety and Water Safety Officers. Arbitration hearings are scheduled for the week of March 2, 2026 – March 6, 2026.
- Reviewed the merits of three grievances heard in late January and issued decisions. One new grievance was filed at the Employer level.

PERSONNEL & ORGANIZATIONAL DEVELOPMENT (POD) DIVISION

- By request, we offered a “How to Interact With The Houseless Community” training on 02/27/26 that included Parks and Recreation and Housing personnel. We hope to offer this again on the Kona side of the island.
- The Supervisory Training Core Program wrapped up in February. The Foundation Program starts in March and will be completed in May.
- In February, only one New Hire Orientation training was held in Hilo in addition to our Supervisory Training Program.

RECRUITMENT & EXAMINATION DIVISION

Continuous Recruitment Update For March 2026:

- Started with 50 continuous recruitments
- Closed 3 continuous recruitments
- Changed 8 recruitments to continuous recruitments
- Ended with 55 continuous recruitments
- Continuous recruitments increased by 5 in February 2026

Closed:

- Aging Program Planner II
- Building Projects Manager
- Information Systems Analyst IV

Changed To Continuous:

- Accountant IV
- Energy Management Analyst
- Liquor Control Investigator I
- Liquor Control Investigator II
- Secretary to Boards/Commissions
- Solid Waste Facility Attendant
- Wastewater Plant Maintenance Mechanic
- Water Safety Officer I

Training - The Following Training Was Conducted:

- Conducting an Effective Job Interview Training (02/05/2026): One attendee.

(Recruitment & Examination continues on the next page.)

Working On The Following To Boost Recruitment:

- Attended the following career fairs/events: 02/21/2026 – State of Hawai'i, Department of Labor Hire Event, Prince Kuhio Plaza; 02/23/2026 – Kea'au High School Workforce Fair, Kea'au High School Gym; 02/27/2026 – University of Hawai'i at Manoa Engineering Spring 2026 Career Expo, University of Hawai'i at Manoa.
- Signed Up To Attend The Following Upcoming Career Fairs: 03/13/2026 – Kea'au High School College and Career Fair, Kea'au High School Gym; 03/13/2026 – Hawai'i CC Virtual Career Fair, Virtual; and 03/25/2026 – UH Hilo's From Campus to Career – Career Fair, University of Hawai'i at Hilo, Campus Center Plaza.
- Radio ad campaigns with KWXX, The Wave@92FM and Pacific Media Group began on 03/02/2026 and will run for three weeks. The theme is Administrative and Office Support and highlights the variety of administrative and office support career opportunities available with the County of Hawai'i.

Other Activities/Projects - Recruitment staff have completed the administration and scoring of the following written examinations:

- Fire Captain promotional examination for the Hawai'i Fire Department was conducted on 02/10/2026.
- Fire Fighter Recruit written examinations for the Hawai'i Fire Department were conducted during the period 02/24/2026 to 02/26/2026.

WORKERS' COMPENSATION DIVISION

- There are 265 open workers' compensation claims.
- The Workers' Compensation division met with Verisk, our Medicare Compliance Partner, to discuss the County's current MSP Compliance program.
- Claims reviews were held with the Department of Environmental Management and the Fire Department to discuss their open claims.
- We continue to monitor the new Workers' Compensation bills being introduced in the 2026 Legislative session.
- We continue to work with our medical bill auditing contractor to address bill disputes with vendors to comply with the Workers' Compensation Medical Fee Schedule.