

MAB MONTHLY DIVISIONAL ACTIVITY REPORT – APRIL 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.

CLASSIFICATION & PAY DIVISION

- Since the start of the fiscal year, nine new classes of work were created, and we are currently working on creating three new classes of work to assist with various departments' operational needs.
- Out of the two requests for position audits, one has been completed, and the other is in the process of being finalized.
- Since the start of the fiscal year, a total of 27 existing classes of work were amended, and we are currently working on completing three additional requests.
- For this fiscal year, we have reviewed and completed 58 intent to adopt new classes of work requests from the other Jurisdictions.
- 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.
- We initiated the process of reviewing and amending classes of work that have not been amended within the last ten years and have two amendments in progress.

EQUAL OPPORTUNITY/ADA DIVISION

- Continue to receive internal and external inquiries, complaints, and requests related to employment matters and reasonable accommodations/modifications. Twenty-eight 28 total inquiries/complaints received in March: Three of the 28 were related to EO issues/concerns; and 25 of the 28 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.
- Attended the Cabinet meeting in April with IT representatives to reiterate importance of this month's deadline.
- Finalized RFP for the County of Hawai'i's Self-Evaluation. RFP is scheduled to open 04/10/2026.

HEALTH & SAFETY DIVISION

- Provided guidance to DEM SW regarding interim training for roll-off and grapple vehicles for existing EO III.
- Participated as Safety Officer and Call Center Coordinator for Kona Low 1, 2, and 3 emergencies.
- Assisted Department of Information Technology with emergency evacuation plan updates.
- Participation in the Vehicle Licensing and Registration training seminar on 04/22/26 at their request.
- Completed updates of HR Emergency Evacuation Plan.
- CDL training program sent to UPW for consultation.
- Started Forklift audits to identify deficiencies with all County-owned/operated forklifts.
- Working with DWS on safety/safe maintenance practices/operations at the Honomu Springbox.
- Memorandum distributed on 04/07/26, highlighting National Work Zone Awareness Week (Go Orange Day) on 04/22/26.
- Assisting P&R Recreation Division with coordination of active attacker training for summer fun program staff with HPD SRT.
- Provided information to OSCER regarding strong chemical odor from pesticide by contractor at their leased facility.
- 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 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

- Provide guidance and support to departments regarding the application of collective bargaining provisions, the grievance process, consultations with the unions, and other labor-related matters.
- Virtually attended arbitration hearings for Bargaining Unit 15 (State and County Ocean Safety and Water Safety Officers). The arbitration panel is expected to issue a draft decision within the next 30 days.
- Attended in-person negotiations with the Employer jurisdictions and UPW to discuss amended language for the 2025-2029 Bargaining Unit 01 Collective Bargaining Agreement.
- As of March 31, 2026, although agreements for the 2025-2029 contract period have been ratified or awarded through arbitration, the Unions have not finalized contract books for Bargaining Units 01, 02, 03, 04, 12, and 13.
- Three new grievances were filed at the Employer level, and two grievances were heard. The merits of the grievances heard are still being reviewed.

PERSONNEL & ORGANIZATIONAL DEVELOPMENT (POD) DIVISION

- The Employee Engagement Committee's first event was held on March 28, 2026. Eight teams from around the island and across four departments, bowled their hearts out, networked, and had tons of fun at our bowling tournament! The committee is working on another event for East Hawai'i for later this year.
- The Office Support Staff Conference will be held again this year on May 5th and May 6th at the UH Hilo Campus Center. Two days are offered so that departments can allow their staff to attend, while still ensuring operational coverage.
- In addition to our Supervisory Training Program, we've conducted two New Hire Orientations, one in Kona and one for Police; and two Customer Service Trainings, one in Kona and one in Hilo in the past month.
- We've also coordinated a Reasonable Suspicion Training by EAP but had to cancel the Violence in the Workplace training due to the severe weather warning. This will be re-scheduled for a later date.
- We also held another County Talk Session that included Parks & Recreation providing information on the upcoming Summer Fun Programs; and the Office of Aging, who provided information on the different programs that the County offers for the elderly and caretakers.
- Finally, by request, we conducted a Myers Briggs Training for Animal Control staff in Kona.

RECRUITMENT & EXAMINATION DIVISION

Continuous Recruitment Update for April 2026

- Started with 55 continuous recruitments
- Closed 10 continuous recruitments
- Changed 11 recruitments to continuous recruitments
- Ended with 56 continuous recruitments
- Continuous recruitments increased by 1 in March 2026

Closed

- Assistant Mass Transit Administrator
- Cashier I
- Database Analyst
- Investigator IV
- Lead Kennel Technician
- Legal Clerk II
- Liquor Control Investigator I
- Regulatory Administrator
- Solid Waste Facility Attendant
- Water Safety Officer I

Changed To Continuous

- Animal Control and Protection Administrator
- Architect II
- Assistant Controller
- Engineering Support Technician IV
- Human Resources Technician I
- Human Resources Technician II
- Land Use Plans Checker II
- Land Use Plans Checker III
- Legal Assistant II
- Legal Technician I
- Water Plant Electrical/Electronic Equipment Repairer I

Training - The following training was conducted:

- Conducting an Effective Job Interview Training (03/06/2026): 10 attendees.

Working On The Following To Boost Recruitment:

- Attended the following career fair/event: 03/25/2026 – “UH Hilo’s From Campus to Career” Career Fair, University of Hawai’i at Hilo, Campus Center Plaza.
- Signed up to attend the following upcoming career fairs: 04/10/2026 – “University of Hawai’i CC Virtual Career Fair” (rescheduled), Virtual; and 04/25/2026 – “Hawai’i Community College HCC Day.”

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

Other Activities/Projects:

- Recruitment staff have completed the administration and scoring of the following written examinations: Fire Fighter Recruit (Temporary) on 03/23/2026; and Police Officer I (Recruit) on 03/25/2026.
- Human Resources Manager and Human Resources Specialist I assigned to Mass Transit, met with the Mass Transit Agency on 03/24/26, to discuss filling positions and vacancies.
- Human Resources Manager and Human Resources Specialist I assigned to the Hawai'i Police Department met with the Human Resources Program Specialist on 03/27/2026, to develop and enhance NEOGOV OHC templates, discuss alternative strategies for filling vacancies, and explore the potential use of a customized HPD-specific application template in NEOGOV.
- Recruitment and Examination staff will begin conducting monthly site visits to various County departments and agencies. These visits provide an opportunity to gain a better understanding of the work being done, strengthen connections with staff, and gather valuable insights to support recruitment efforts.

WORKERS' COMPENSATION DIVISION

- There are 260 open workers' compensation claims.
- The Workers' Compensation department met with IMPAXX for training on MSP Compliance and Medicare requirements.
- Claims review held with Parks and Recreation to discuss their open claims.
- We continue to monitor the new Workers' Compensation bills being introduced in the 2026 Legislative session.