

MAB MONTHLY DIVISIONAL ACTIVITY REPORT – JUNE 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.
- Processing Flexible Spending Program enrollments for Plan Year 2026-2027.
- Continue to provide CoHnect training and support to departmental HR staff and working with system implementation partner, CherryRoad Technologies, on various HR reports.
- Processing negotiated pay increases for UPW, HGEA, and SHOPO employees and executive pay increases, effective July 1, 2026.

CLASSIFICATION & PAY DIVISION

- Since the start of the fiscal year, 11 new classes of work were created, and we are currently working on creating two new classes of work to assist with various departments' operational needs.
- All audit requests have been completed, and there are no requests pending at this time.
- Amended a total of 37 existing classes of work since the start of the fiscal year.
- Reviewed and completed 65 intent to adopt a new class of work requests from the other Jurisdictions for this fiscal year.
- Completed the searchable database to summarize license and various class requirements and documented the date last amended for all classes of work for the County of Hawai'i.
- Initiated the process of reviewing classes of work that have not been amended within the last ten years; and have completed one amendment of a class that had not been revised since 1986; and are currently working with three departments on reviewing and amending three series of classes which have not been amended since the 1960's.
- Effective June 16, 2026, successfully retitled the Clerk I, II, and III classes of work to Office Assistant I, II, and III. This included the retiling of 99 positions across the County. The title "Office Assistant" better reflects the administrative and operational support functions performed by positions in these classifications. This retiling may improve clarity for applicants and better communicate the nature of the work performed, and promote greater consistency with titles used across jurisdictions, where "Office Assistant" or similar titles are commonly used for equivalent roles.

EQUAL OPPORTUNITY/ADA DIVISION

- Continue to receive internal and external inquiries, complaints, and requests related to employment matters and reasonable accommodations/modifications.
- A total of 17 inquiries/complaints received in May: Four of the 17 were related to EO issues/concerns; and 13 of the 17 related to ADA reasonable accommodations/modifications, issues, and/or concerns.
- Continue to work with IT and departments on WCAG 2.1 AA compliance.
- Conducted monthly Anti-Discrimination and Harassment training and the 2026 ADA/Anti-Discrimination & Harassment Training for Summer Fun Employees.
- Chaired the Evaluation Committee for the Request for Proposal for the County's Self-Evaluation of its Programs, Services, and Activities. The selection should be finalized shortly, with the contract being awarded before the end of this current fiscal year.

HEALTH & SAFETY DIVISION

- Participated in HIOSH inspection for P&R Recreation Division - Ho'olulu Complex.
- Participated in P&R Recreation Division Annual Summer Fun Training Program providing Bloodborne Pathogens training with Hands-only CPR and AED demonstrations 06/02/26.
- Completed inspection/walk-through of DPW - Traffic Signs & Markings in Hilo.
- Completed inspection/walk-through of new Finance – Driver License facility at the old Bank of Hawai'i building.
- Completed inspection/walk-through of P&R Recreation Division – Hilo Armory.
- Completed tractor and trailer audit at DEM - Solid Waste Pāhoa transfer station.
- Met with DEM Administration and SW Chief regarding vehicle operation deficiencies.
- Provided guidance to DEM – Solid Waste regarding replacement ladders for compacting trailer access.
- Participated in the National Weather Service 2026 Hurricane Season Briefing hosted by HCCDA.
- Completed Safety Specialist II interviews. Safety Specialist II to start 06/16/26. Safety Specialist I anticipated vacancy currently in RTF process.
- Completed maintenance on 55 adult cartridges and three pediatric cartridges AED units in the County's Public Access Defibrillator Program.
- Completing Defensive Driver Training and Driver Improvement Program training for all of Parks Maintenance, at their request.
- Continue to assist Parks Maintenance with updates to their safety programs.
- Continue to work with UPW on County CDL Training Program. Meeting scheduled for 06/18/26.
- Continue to work on temporary hazard pay request received by HFD from HGEA for WSO during Kona Low storms. Meeting scheduled for 06/16/26.
- Continue forklift audits to identify deficiencies with all County-owned/operated forklifts (approx. 80% completed). Forklift training/re-certification requests have increased immensely due to the audits.

(Health & Safety Division continues on the next page.)

- Continue discussion with Finance regarding procurement relating to union contracts.
- 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

- 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.
- Attended a labor-management meeting with SHOPO, HR Directors and HR staff, and Police Chiefs and Police Administrators, to discuss Statewide Memorandum of Agreements incorporated in the Unit 12 contract. These agreements provide clarification and examples pertaining to negotiated provisions in the Unit 12 contract.
- With the exception of Kaua'i County, the legislative bodies of the other counties have approved the cost items for Bargaining Unit 11, Fire Fighters. We anticipate Kaua'i's legislative approval in early June. In anticipation of the approval of cost items for the Bargaining Unit 11 arbitration award, recommended adjustments for excluded managerial employees in Bargaining Unit 34 (Fire Battalion Chiefs and Assistant Chiefs) were drafted to allow for timely processing of increases for Administrative Fire personnel.

PERSONNEL & ORGANIZATIONAL DEVELOPMENT (POD) DIVISION

- The Office Support Staff Conference was held on 05/05/26 and 05/06/26 at UH Hilo. There was a total of 63 participants over the course of two days, where participants learned how to manage conflict and business writing tips. We also provided a demo on Notebook LM as another tool to create flyers or other media.
- The Supervisory Training Program wrapped up in May with seven participants completing the program. Since enrollment is down, we will re-evaluate the number of offerings for next year.
- The County Tuition Reimbursement Program awarded \$25,584.83 to 12 applicants for the Spring 2026 classes.
- Employee of the Year Nominations are now open for FY 2025-2026. Departments may submit nominations for Manager, Supervisor, and Employee of the Year categories. Deadline to submit is Monday, July 27, 2026.
- We have received a request to assist the Building Division Permit Clerks with customized Customer Service Training, which is scheduled for June 19th. We are working with the Division Head to provide specific examples that are applicable to their staff.
- In addition to our Supervisory Training Program, we've conducted one New Hire Orientation in Kona; and two Customer Service Trainings, one in Hilo and one for Real Property Tax (by request). The cancelled Violence in the Workplace training was re-scheduled and held in May for both employees and supervisors.

RECRUITMENT & EXAMINATION DIVISION

Continuous Recruitment Update for May 2026

- Started with 56 continuous recruitments
- Closed 8 continuous recruitments
- Changed 13 recruitments to continuous recruitments
- Ended with 61 continuous recruitments
- Continuous recruitments increased by 5 in May 2026

Closed

- Community Service Worker I
- Election Warehouse Worker I (Temp.)
- Engineering Support Technician IV
- Human Resources Technician II
- Police Communications Officer I (Dispatcher)
- Senior Pool Lifeguard
- Trades Helper
- Wastewater Plant Maintenance Mechanic

Changed To Continuous

- Administrative Services Assistant I
- Animal Transfer & Outreach Coordinator
- Building Maintenance Worker
- Economic Development Specialist I
- Election Warehouse Worker I (Temp.)
- Geographic Information System Analyst III
- Information Systems Analyst IV
- Planning Inspector II
- Police Evidence Custodian
- Recreation Technician I
- Sewer Maintenance Repairer
- Traffic Safety Coordinator
- Victim Services Assistant

Training - The Following Trainings Were Conducted:

- Conducting an Effective Job Interview Training on 05/12/2026: 28 attendees.
- NEOGOV OHC New User Training conducted on 05/14/2026 and 05/22/2026: Attendees from the Office of Aging and Office of the Prosecuting Attorney.

Working On The Following To Boost Recruitment:

- Attended the following career fairs/events:
 - 05/01/2026: Kea'au High School College and Career Fair
 - 05/07/2026: West Hawai'i High Schools Hiring Blitz, Westin Hapuna Resort
 - 05/13/2026: Konawaena High School Hiring Blitz, Kona Hongwanji

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

- Radio ad campaigns with Hawai'i Island Radio began on 05/04/2026 and will run for three weeks. Hawai'i Island Radio operates three local stations (Lava 105.3, KOA Country, and Opihi 107.7), which primarily serve listeners in West Hawai'i. This month's campaign featured the Department of Parks and Recreation, which currently has vacancies across several divisions. The ads highlight positions such as Pool Lifeguard, Recreation Technician, and Community Service Worker.

Other Activities/Projects:

- Recruitment staff have completed the administration and scoring of the Police Officer I (Recruit) written examination on 05/20/2026.

WORKERS' COMPENSATION DIVISION

- There are 270 open workers' compensation claims.
- Continue to monitor three House Bills (HB1509, HB1514, HB1515) relating to Workers' Compensation that have been submitted to the Governor for further review and action for this current legislative session.
- Currently looking to fill our Account Clerk position.
- Continue to work with our medical bill auditing contractor to address bill disputes with vendors to comply with the Workers' Compensation Medical Fee Schedule.