

STATE OF HAWAII
DEPARTMENT OF HEALTH
HUMAN RESOURCES OFFICE

FUNCTIONAL STATEMENT

The Human Resources Office is responsible for departmental personnel management and administration. It provides services to all levels of management to assist in attaining program objectives. Services are provided to employees as groups and as individuals for developing high morale and good employee relations.

The general functional areas of performance are labor relations; position classification and compensation; recruitment and examination; training, safety and employee relations; and employee benefits/transactions.

- Directs, organizes, and coordinates personnel activities of the department.
- Develops and establishes, under the authority of the Director, personnel policies, plans, precedents, practices and procedures.
- Maintains compliance with existing laws, collective bargaining agreements, and rules of the State regarding personnel.
- Interprets and insures compliance with special personnel standards for Federal grants.
- Encourages all administrators and supervisors to develop and use good personnel management practices.
- Maintains working relationships with the Department of Human Resources Development, the Department of the Attorney General and other departments, in policies, legal interpretations, practices and regulatory matters.
- Maintains liaison with staff and line programs regarding personnel needs and problems.
- Develops proposed personnel legislation and maintains follow-up on personnel legislation affecting the Department or its employees.
- Provides staff assistance and technical consultation in matters of personnel management.

SECRETARY/CLERICAL SERVICES

- Provides the secretarial and clerical support services to the Departmental Personnel Officer and staff.

LABOR RELATIONS STAFF

- Provides assistance and advice to the Director of Health, Deputies, program administrators, personnel management specialists, public health administrative officers, and supervisors relating to labor/management problems and current issues.

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- Interprets provisions in the collective bargaining agreements.
- Represents the Department at the Merit Appeals Board relative to disciplinary actions appealed through the Internal Complaint Process.
- Advises managers on grievance responses; participates in grievance meetings with unions, employees and employer; and prepares responses.
- Conducts review of investigations on employee disciplinary cases and recommend the appropriate actions to the Director of Health or program administrator.
- Develops and conducts labor relation workshops for managers and supervisory personnel.
- Mediates supervisor-employee and supervisor-management relations problems.
- Reviews or prepares letters of suspension, letters of discharge and settlement agreements for the Director's or Deputy Director's signature.
- Investigates labor-management disputes, determining underlying causes and recommending best possible solutions.
- Advises management on strike planning and preparation.
- Reviews personnel policies and procedures prior to forwarding to the unions for consultation.
- Participates in collective bargaining negotiations; prepares contract change proposals for submission to the Office of Collective Bargaining.
- Informs programs of union informational and ratification meetings.
- Represents the Department as the liaison to the Office of the Attorney General with respect to cases proceeding to arbitration and prohibitive practice complaints filed with the Hawaii Labor Relations Board.
- Prepares periodic collective bargaining reports.

CLASSIFICATION AND COMPENSATION STAFF

- Develops methods, forms and procedures for analyzing, evaluating, informing and reporting on matters concerning positions and classification.
- Advises management on the utilization of positions, job analysis, staffing, and preparation of job descriptions.
- Prepares and presents appeals to the Merit Appeals Board.
- Provides interpretation of personnel rules, regulations, laws, policies and procedures, and the Department of Human Resources Development class

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- specifications.
- Provides technical services regarding classification and compensation.
- Conducts special studies and analyses in classification, position management and compensation.
- Provides advisory and consultative services to management, supervisory personnel and other employees of the department on classification and position management problems and situations.
- Conducts analysis and evaluation of positions and classifies or develops recommendations on the classification of positions.
- Reviews requests for various position actions for compliance with appropriate personnel rules and collective bargaining agreements.
- Reviews and makes recommendations on organization structure and reorganization proposals.
- Develops and recommends additions and revisions to the State personnel rules, policies, procedures, guidelines and practices.
- Coordinates and maintains liaison with the Department of Human Resources Development and Budget and Finance on matters concerning classification and use of positions.
- Conducts orientation and training in position classification, compensation and other related matters.
- Provides specialized clerical support in the processing of position actions and maintains position descriptions and class specification files for all positions in the Department.

RECRUITMENT AND EXAMINATION STAFF

- Conducts and coordinates internal and external recruitment, including announcing vacancies, screening applications, referring qualified candidates, reviewing selection recommendations, and processing appointments.
- Reviews requests and recommends approval for reassignment, promotion, and transfer of employee.
- Develops and recommends additions and revisions to the State personnel rules, policies, procedures, guidelines and practices.
- Develops and implements departmental recruitment and examination policies and procedures and programs.
- Makes suitability determinations on applicants in programs as delegated by the Department of Human Resources Development.

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- Directs the recruitment process for classes delegated to the Department of Health by the Department of Human Resources Development.
- Conducts job searches for employees unable to perform assigned duties (e.g. medically non-qualified, performance issues, etc.)
- Conducts reduction-in-force proceedings and coordinates other employee placement functions.
- Reviews requests and recommends approval for employment and changes of status documents.
- Disseminates information on job opportunities.
- Provides and interprets personnel information available in records, rules, laws, policies, guidelines and procedures; and provides advisory services to management.
- Coordinates with the Department of Human Resources Development on recruitments, examinations, and certifications.
- Prepares and presents appeals to the Merit Appeals Board.
- Conducts orientation and training sessions on recruitment-related topics for departmental employees.
- Prepares status reports of vacancies and efforts to fill positions.

TRAINING, SAFETY AND EMPLOYEE RELATIONS STAFF

- Oversees programs in the DOH relating to training, safety, and employee relations functions.
- Develops policies and procedures; provides management advisory services throughout the DOH; chairs and participates in committees.
- Coordinates with and develops community resources (e.g. police, fire departments, private and government agencies, colleges, etc.) to obtain technical assistance and guidance in the implementation of program activities.
- Coordinates and maintains liaison with the Department of Human Resources Development (DHRD) in the development and implementation of various programs in the DOH.
- Oversees DOH Training programs and activities.
- Assesses and identifies training needs; coordinates or develops the implementation of the DOH training plan.
- Coordinates training sessions, secures locations, schedules speakers and attendees, arranges for equipment, provides for translation services as

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- needed, prepares materials, and maintains training activities records, etc.
- Oversees DOH Safety programs and activities.
- Develops and implements the DOH Drug and Alcohol Testing Program, testing activities related to reasonable suspicion, pre-employment, random testing, probation, etc.
- Coordinates Workers' Compensation activities with the DHRD related to the WC-1 Employer's Report of Industrial Injury, Departmental Job Searches for Injured or Disabled Employees, Return to Work Priority Program, Return to Work Light Duty Program, activities related to Occupational Safety and Health Administration (OSHA), etc.
- Oversees a variety of Safety (and health) related programs including Workplace Violence, Emergency Evaluation Planning, First Aid, Personal Protective Equipment, Fitness for Duty Evaluations, Hazard Assessment Certification, and Temporary Hazard Pay programs.
- Oversees DOH Employee Relations programs and activities.
- Develops the Department's Performance Appraisal System (PAS) and provides training, advice and assistance to managers and supervisors regarding employee work performance.
- Develops and coordinates programs and activities related to incentive and service awards, employee counseling and assistance, educational/sabbatical/research leaves, student intern and volunteer programs, new employee orientation, ethics and political activities, etc.

EMPLOYEE BENEFITS/TRANSACTIONS STAFF

- Develops, implements, and maintains the Department's policies and procedures for the Employee Benefits and Personnel Transactions programs.
- Develops, implements, and maintains a program of quality control for departmental personnel records.
- Provides orientation, training, and technical advisory services to departmental program staff for all employee benefits and transactions processes by interpreting collective bargaining agreements, personnel rules and regulations, policies and procedures, and the Hawaii Revised Statutes.
- Conducts new employee pre-employment processing by providing information on various forms, benefits, policies and procedures; and provides government notary services.

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- Develops, implements, and maintains departmental policies and procedures, and provides training and technical assistance for the Leave Sharing Program, Excluded Managerial Compensation Plan Performance Evaluation and Variable Pay System Program, and other benefit and transaction related matters.
- Reviews Temporary Disability Insurance benefit requests, determines eligibility, and represents the Department at appeal hearings conducted by the Department of Labor and Industrial Relations.
- Originates forms, verifies, audits, and/or ensures the timely processing of all personnel transactions including appointments, movements, separations, classification changes, compensation adjustments, temporary assignment, job performance evaluations, leaves with or without pay, and employees' leave records.
- Maintains, stores, and disposes of official personnel files in accordance with the Department of Accounting and General Services' General Records Schedule, Executive Orders, collective bargaining agreements, and the Department of Human Resources Development's policies and procedures.
- Updates and maintains the information contained in the POINTS and HRMS, the employee databases for personnel transactions and benefits processing, and prepares employee data for various personnel reports.
- Oversees and coordinates the Departmental Employees' Picture Identification Cards (PIC) that are issued, returned, lost, or destroyed.
- Maintains liaison regarding employee benefits and special enrollments with the Department's Administrative Services Office; Department of Human Resources, Attorney General, Defense, Accounting and General Services, Labor and Industrial Relations, Employees' Retirement System; Hawaii Employer-Union Health Benefits Trust Fund; Hawaii Criminal Justice Data Center; Island Savings; Comprehensive Financial Planning; and other various processing agencies.
- Responds to subpoenas or requests for employee records and consults and coordinates the Department's response with the Office of the Attorney General.