

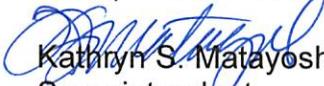


STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

April 19, 2016

TO: The Honorable Brian De Lima  
Chairperson, Human Resources Committee

FROM:   
Kathryn S. Matayoshi  
Superintendent

SUBJECT: **Committee Action on Reorganization of the Office of Human Resources**

1. RECOMMENDATION

The Department of Education (Department) recommends the Board of Education (Board) approve the pending reorganization of the Office of Human Resources (OHR), as reflected in the proposed Plan of Organization submitted with this memorandum.

2. RECOMMENDED EFFECTIVE DATE

Immediately upon approval.

3. DISCUSSION

a. Conditions leading to the recommendation

OHR briefed the Human Resources Committee on the pending reorganization at the May 19, 2015 meeting. As noted at that briefing, certain functions are being reorganized to increase efficiencies and reflect new areas of OHR responsibility. A copy of the materials presented in support of that briefing is attached.

Following the May 19, 2015 presentation, OHR conducted a final review and analysis of the proposed reorganization, revised certain proposed structures and initiated consultation with the three public employee unions. The union consultation has been completed and implementation of the reorganization is on schedule for completion by June 30, 2016.

The primary changes to the OHR structure as a result of the reorganization are:

- Establishment of the Leadership Institute with responsibility for leadership development of certificated employees (teachers, administrators and other educational officers)
- Placement of teacher Induction and Mentoring within the Teacher Induction Center section of the Leadership Institute
- Establishment of an Investigations Section reporting to the Assistant Superintendent
- Restructuring the reporting relationship of the Labor Relations and Negotiations sections to report directly to the Assistant Superintendent
- Consolidation of all Personnel Regional Officers into the Personnel Assistance Branch (PAB), reporting to the PAB Director
- Restructuring the reporting relationship of the District Office-based Employee Background Check clerical staff to report directly to the respective Personnel Regional Officers
- Movement of certain functions (e.g. Temporary Disability Insurance, Employee Awards and Title II administration/Highly Qualified Teachers) to branches with aligned functions
- Restructuring of the Personnel Development Branch to enhance resources for employee training and performance management, including establishment of the Educator Effectiveness System Section to support teacher and administrator performance management functions

b. Previous actions of the Board on the same or similar matters

None.

c. Other policies affected

None.

d. Arguments in support of the recommendation

The OHR reorganization will ensure clear lines of responsibility within OHR; align budgets to functions; result in a more reasonable and supportive reporting structure; combine related functions for consistent operations; improve coverage and cross-training opportunities; and ensure appropriate staffing to maximize its workforce. All of these improvements will enhance OHR's ability to deliver services to schools and offices, in support of the Department's achievement of the Strategic Plan's Goal 2 ("Staff Success").

e. Arguments against the recommendation

None.

f. Other agencies or departments of the State of Hawaii involved in the action

Upon implementation of the reorganization, an updated Plan of Organization will be submitted to the Department of Budget & Finance.

g. Possible reaction of the public, professional organizations, unions, DOE staff and/or others to the recommendation

None anticipated.

h. Educational implications

The reorganization will enhance OHR's efficiencies and improve services to the schools.

i. Financial implications

None.

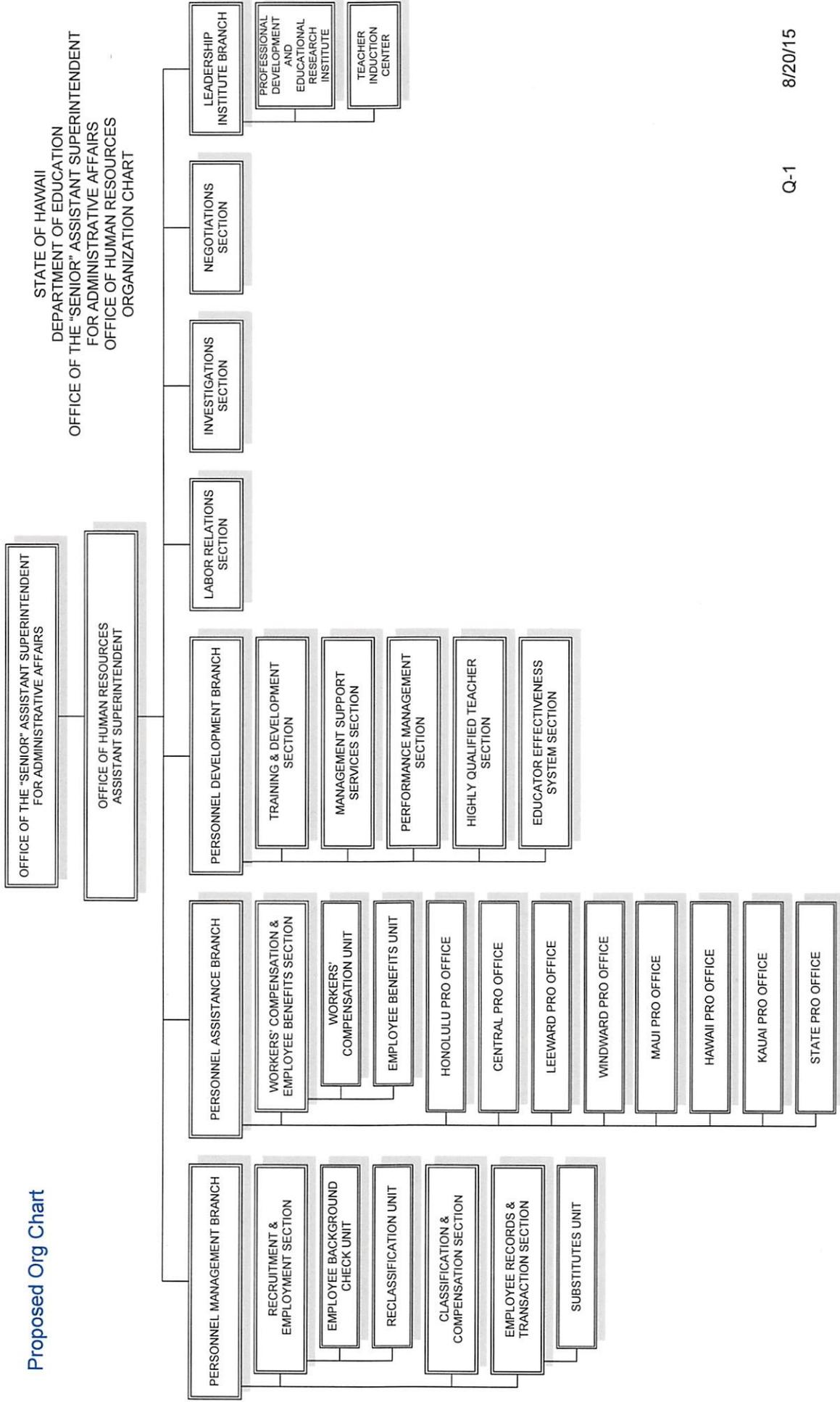
4. OTHER SUPPLEMENTARY RECOMMENDATIONS

N/A

KSM:BAK:je  
Attachment

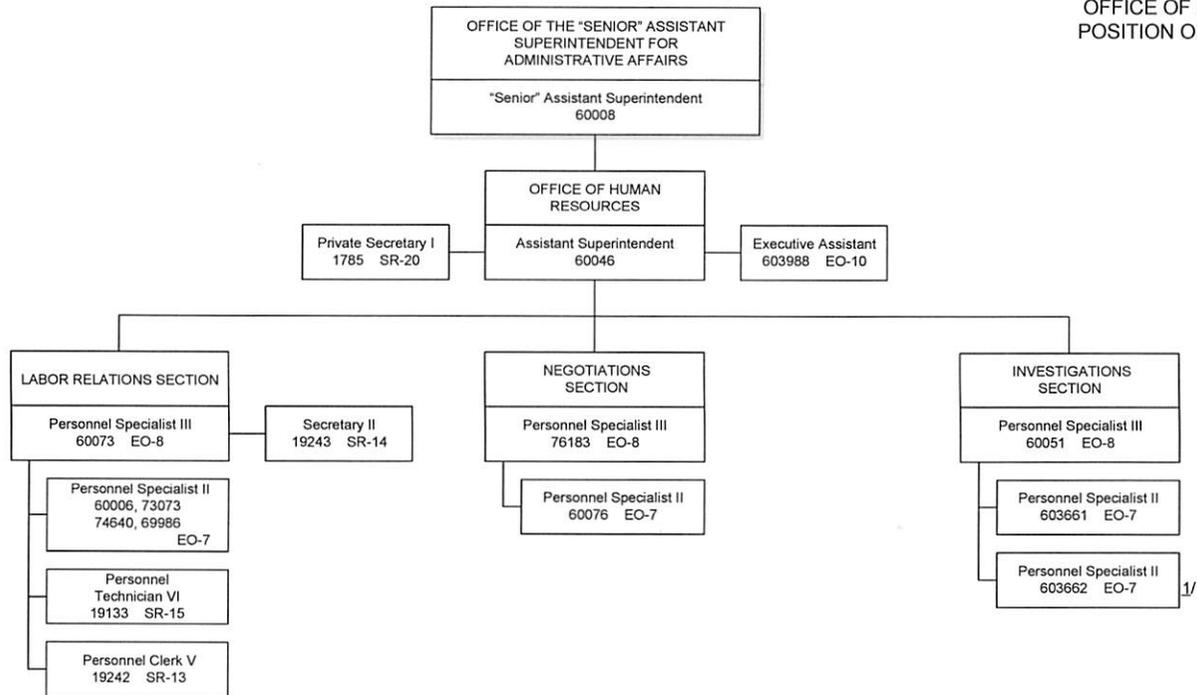
c: Office of Human Resources

Proposed Org Chart



Proposed Org Chart

STATE OF HAWAII  
 DEPARTMENT OF EDUCATION  
 OFFICE OF THE "SENIOR" ASSISTANT SUPERINTENDENT  
 FOR ADMINISTRATIVE AFFAIRS  
 OFFICE OF HUMAN RESOURCES  
 POSITION ORGANIZATION CHART

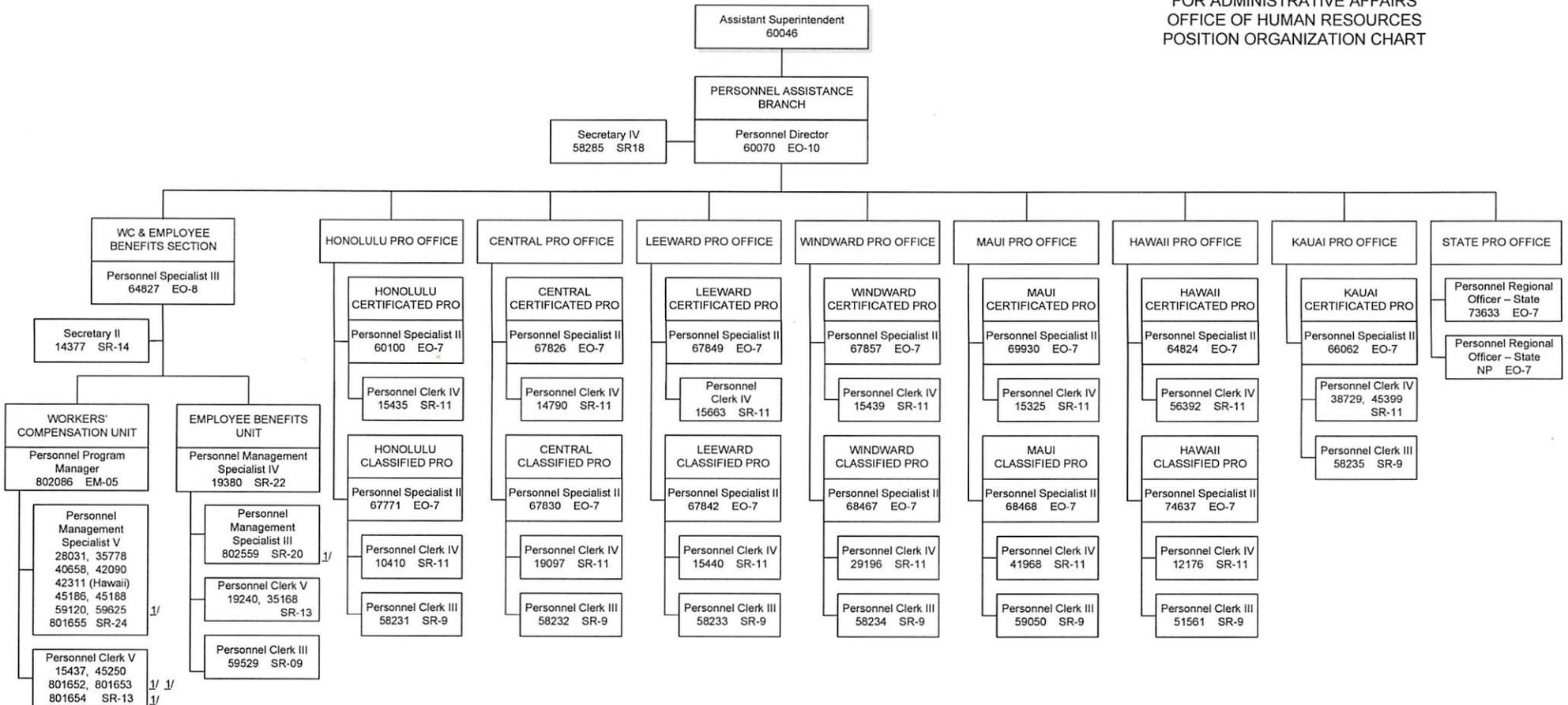


1/ Temporary position, General funds



Proposed Org Chart

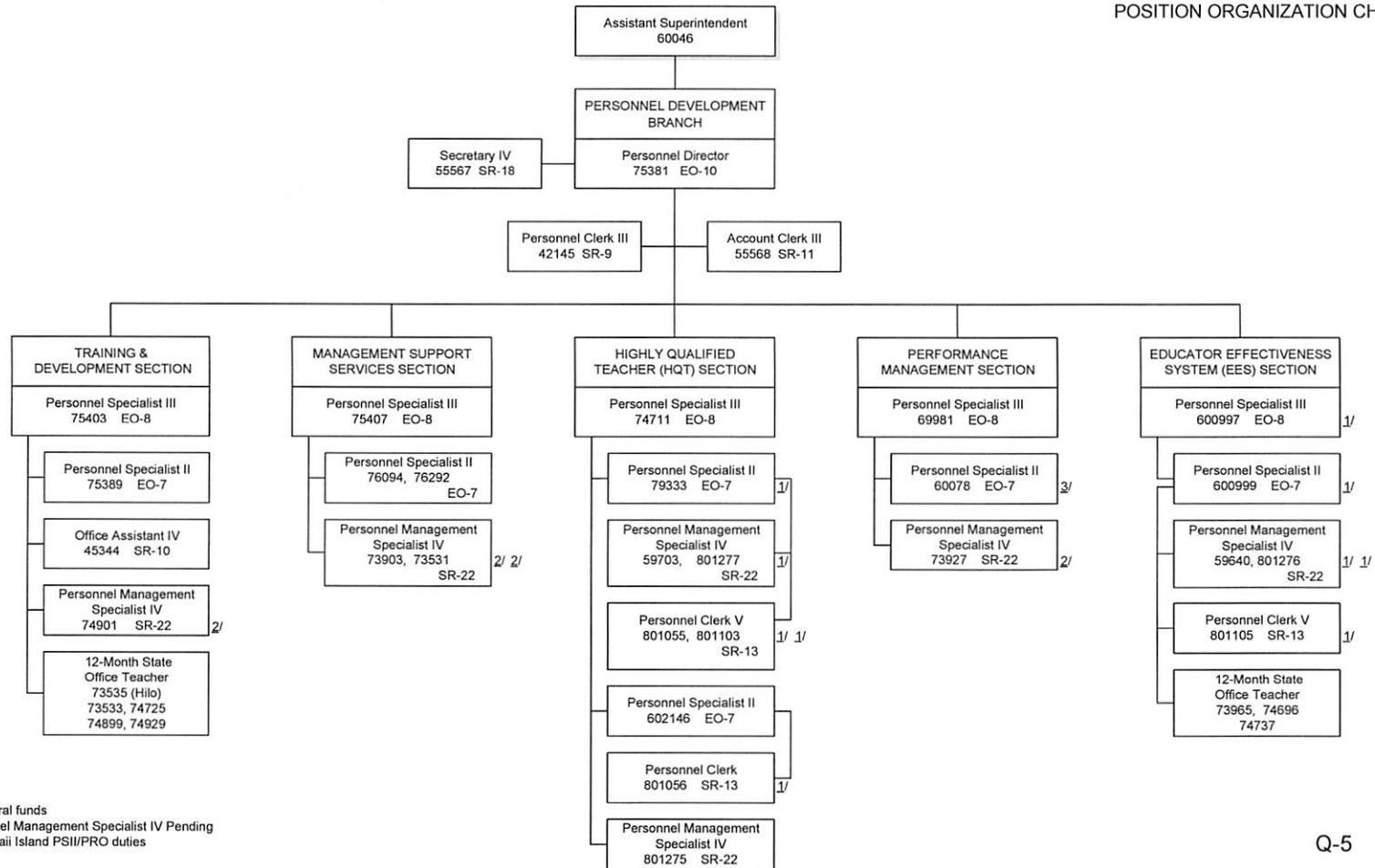
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1/ Temporary position, General funds

Proposed Org Chart

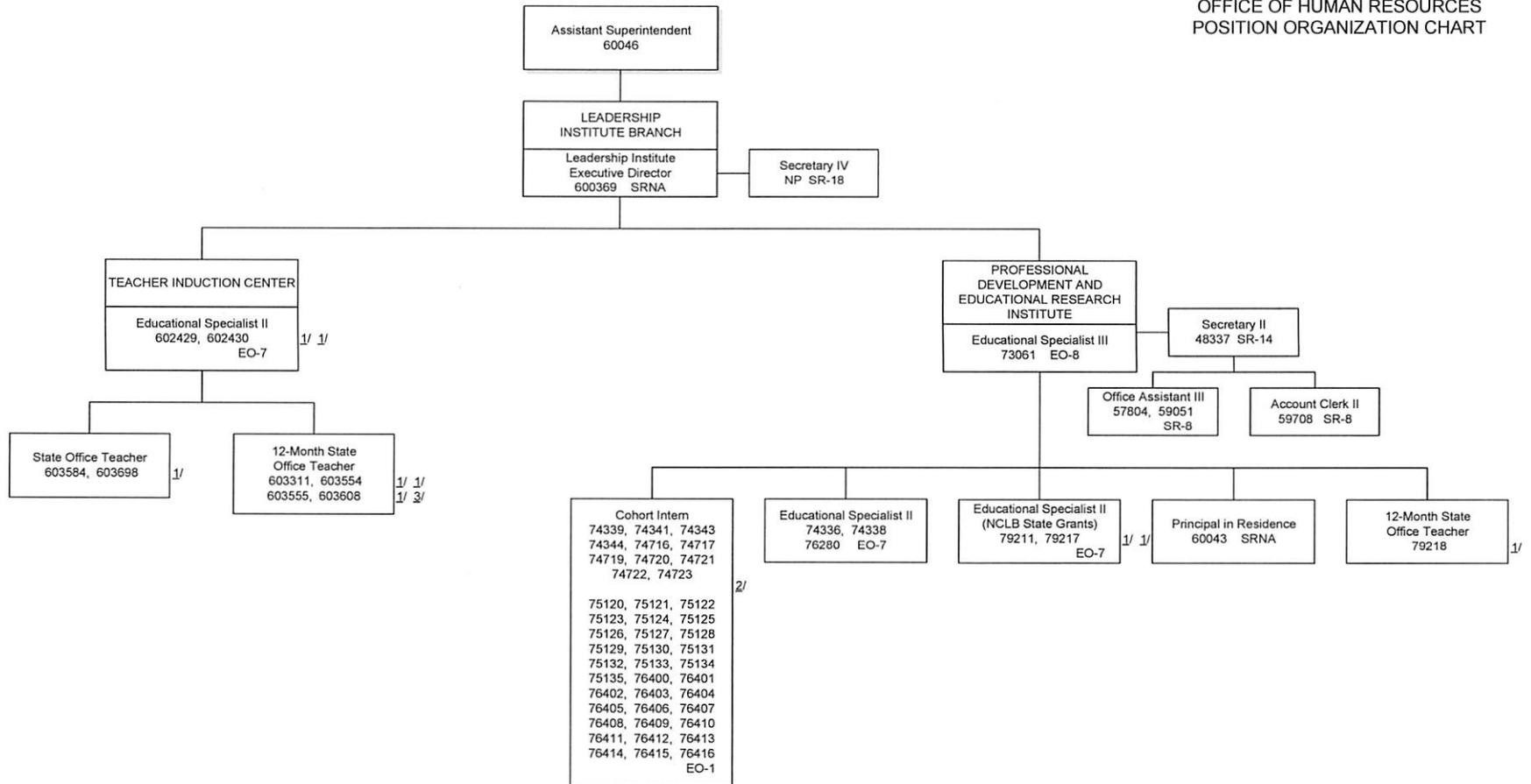
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1/ Temporary position, Federal funds  
 2/ Re-description to Personnel Management Specialist IV Pending  
 3/ On loan to PAB from Hawaii Island PSII/PRO duties

Proposed Org Chart

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 DEPARTMENT OF EDUCATION  
 OFFICE OF THE "SENIOR" ASSISTANT SUPERINTENDENT  
 FOR ADMINISTRATIVE AFFAIRS  
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1/ Temporary position, Federal funds  
 2/ Temporary Cohort Intern positions, General funds  
 3/ Temporary position, Trust funds



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2380  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

May 19, 2015

TO: The Honorable Jim Williams  
Chairperson, Human Resource Committee

FROM: Kathryn S. Matayoshi  
Superintendent

A handwritten signature in black ink, appearing to read "K. Matayoshi".

SUBJECT: **Update on Reorganization of the Department of Education's Office of Human Resources**

1. DESCRIPTION

The Office of Human Resources (OHR) plans to reorganize certain functions to increase efficiencies and reflect new functions.

2. UPDATE

Following this update OHR will consult with the unions, and upon completion, implement the reorganization.

KSM:BAK:je

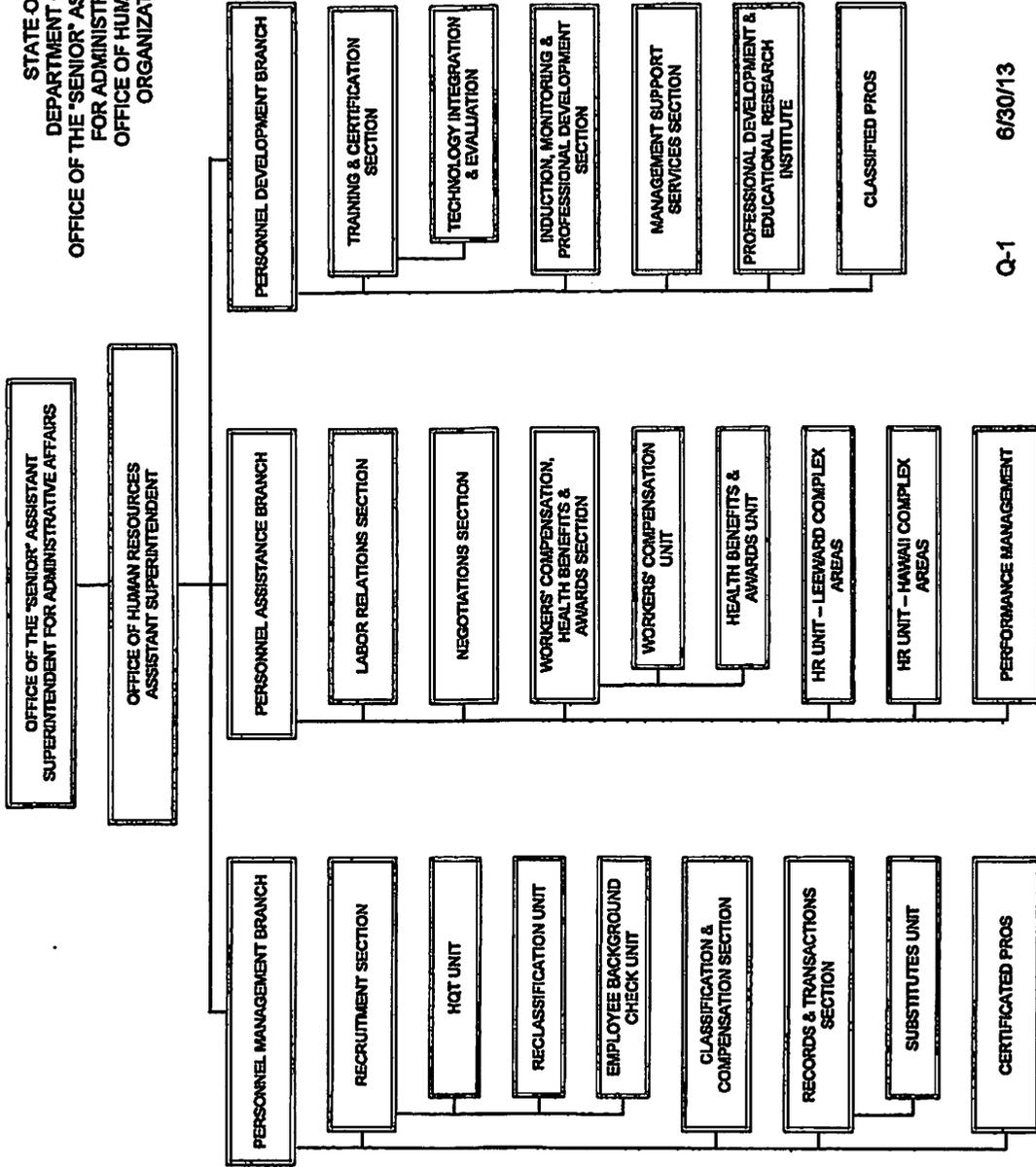
Attachment

c: OHR

**OFFICE OF HUMAN RESOURCES**  
**PROPOSED REORGANIZATION**  
(Functional/Organizational Segment Movements)

FUNCTION/ORGANIZATIONAL SEGMENT	CURRENT STRUCTURE	PROPOSED STRUCTURE
Highly Qualified Teachers (HQT) Unit, including Title II Administration	Personnel Management Branch Recruitment Section	Personnel Development Branch and structured as a Section
Employee Background Check Unit Personnel Clerk IIIs located in the Personnel Regional Officers Offices	Personnel Management Branch Employee Background Check Unit	Personnel Assistance Branch Personnel Regional Officer Offices under Classified Personnel Regional Officers
Temporary Disability Insurance Function	Personnel Management Branch Employee Background Check Unit	Personnel Assistance Branch Employee Benefits Unit
Certificated Personnel Regional Officer Offices	Personnel Management Branch	Personnel Assistance Branch
Labor Relations Section	Personnel Assistance Branch	OHR Assistant Superintendent
Negotiations Section	Personnel Assistance Branch	OHR Assistant Superintendent
Investigations Section	Newly Established	OHR Assistant Superintendent
Awards Function	Personnel Assistance Branch Health Benefits & Awards Unit	Personnel Development Branch Performance Management Section
Labor Relations Specialist from HR Unit - Leeward Complex Areas	Personnel Assistance Branch	OHR Assistant Superintendent Labor Relations Section
Labor Relations Specialist from HR Unit - Hawaii Complex Areas	Personnel Assistance Branch	OHR Assistant Superintendent Labor Relations Section
Performance Management Section	Personnel Assistance Branch	Personnel Development Branch
State Personnel Regional Officer Office	Newly Established	Personnel Assistance Branch
Training & Certification Section	Personnel Development Branch	Personnel Development Branch Training & Development Section
Technology Integration & Evaluation	Personnel Development Branch Training & Certification Section	Personnel Development Branch Management Support Services Section with staff and function merged
Induction, Monitoring & Professional Development Section	Personnel Development Branch	Office of Curriculum, Instruction and Student Support Induction & Mentoring
Professional Development & Educational Research Institute	Personnel Development Branch	OHR Assistant Superintendent and structured as Leadership Institute Branch
Classified Personnel Regional Officer Offices	Personnel Development Branch	Personnel Assistance Branch
Educator Effectiveness System (EES) Section	Newly Established	Personnel Development Branch

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