

CORRESPONDENCE CONTROL

GOV. Referral No.: _____

DIR Suspense: _____

SUBJECT:

FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE WITH HGEA MEMO & RESPONSE, ORG CHART

TO: NOLAN ESPINDA, DIR

THRU: BMO, *[Signature]* DEP-A *[Signature]*

FROM: HPA, TOMMY JOHNSON

DATE: 8/12/2020

- INFO ONLY
- PLEASE SEE ME
- COMMENTS & RECOMMENDATIONS
- APPROPRIATE ACTION
- REPLY FOR _____ SIGNATURE
- RECOMMENDED APPROVAL/DISAPPROVAL
- PLEASE SIGN
- FAXED TO _____ Date: _____
- COPIES GIVEN TO: _____

CROSS REF. NO.: 2020-2951

REMARKS:

8/12/20

*- This request does not have any effect on the budget *rx**

*- PLEASE FWD TO HRO FOR REVIEW *[Signature]**

** Please return to ASD-MA after Dir signs / approves*

FILE DESIGNATION: _____

DATE RETURNED: _____ DATE MAILED OUT: _____

Checklist for Organization and Functional Statement Changes

This checklist will assist stakeholders in navigating the reorganization process and must remain with both the Request to Initiate and the Final Approval request proposals. The following actions shall be completed and initialed by the designated reviewer(s) in sequence:

Request to Initiate: When appropriate, reviewer remarks are made by inserting an addendum page detailing comments and concerns. 2020-2951

1. MB Review request for format and completeness. (Management Analyst)
2. W Provide comments with addendum page. (Operating Budget)
3. RJ 8/5/20 Provide comments with addendum page. (HRO Classification Only)
4. MB Review remarks and prepare recommendations for BMO review. (MA)
5. MB 8/5/20 After the Director's decision, return the proposal to the Management Analyst. A file copy is made and the original returned to the initiating program. (MA)

Final Approval Request: When appropriate, the reviewers will attach a narrative analysis within the proposal as an addendum page. 2020-319L

1. MB 8/12 Review proposal for format and completeness. (Management Analyst)
2. MB 8/12 Determine if a Division level organizational segment is being created, abolished, or being changed. If so, indicate on the addendum page or cover sheet that the governor's approval is necessary. (MA)
3. W Are the changes cost neutral at the program I.D. level? If not, indicate if the governor's approval is necessary on an addendum page. (Operating Budget)
4. W Are alternative funding resources available within the scope of the programs authority to execute the reorganization? (Operating Budget)
5. MB Return to the Management Analyst for review. Determine if position variances will need to be approved by the director or the governor, under Administration Directive 18-03 and Administrative Directive 19-02. If the change proposal requires Governors' approval, consider providing an advance draft to B&F/DHRD for consultation. (Operating Budget & MA)
6. RJ 8/12/20 Are changes in classification reflected in the proposed reorganization consistent with state-wide classification policies and procedures established by DHRD? (HRO Classification)

*Note: Labor Relations questions 7, 8, and 9 only apply if HRO determines Labor Relations consultation is necessary. If the request requires the governor's approval, Labor Relations determination will take place **after** the proposal returns from the Governor's Office. If this proposal requires the governor's approval, skip to the bottom of the checklist to "Governor's Approval (Non-Delegated)."*

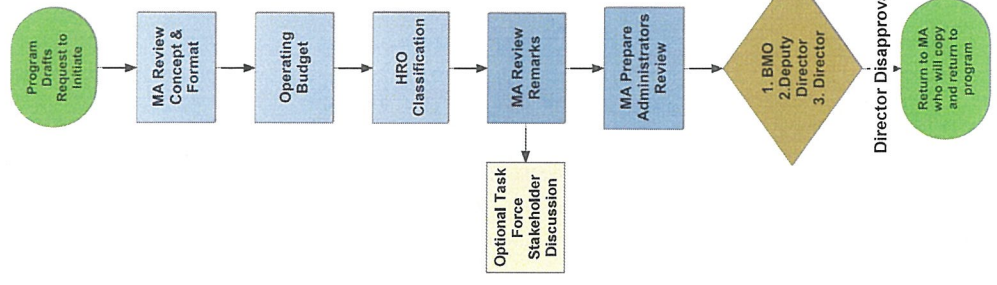
7. Will the personnel filling any affected employee positions be affected by the proposed organizational or functional statement change requiring union consultation? (Program coordination with HRO Labor Relations)
8. Has consultation taken place about the proposed reorganization, and has the proposed change been disseminated within the affected organizational units to include impacted employees? These discussions must be documented and a summary attached as an addendum to the final proposal. (Program coordination with HRO Labor Relations)
9. Consultation occurred with the Collective Bargaining (CB) representatives and has union input been considered for the Request for Final approval. If appropriate, the initiating program may consider revisions to the proposal based on the results of the consultation. (HRO Labor Relations)
10. Is the proposed organizational *structure* appropriate for the organizational functions to be performed consistent with Administrative Directive 19-02? (MA)
11. Are supervisory relationships accurately reflected and appropriate for the performance of functions and consistent with Administrative Directive 19-02? (MA)
12. Review remarks and prepare recommendations for BMO review (MA)
13. After the Director's decision on a delegated organizational and functional statement change, please return the signed proposal to the Management Analyst. (Director's Office)
14. Copies of the changes shall be electronically disseminated to the Office of the Governor, Office of the Lt. Governor, B&F, and DHRD. (MA)
15. Return the final approved request to the initiating program and apply changes to the organizational charts and the functional statements on file. (MA)

Governor's Approval (Non-Delegated):

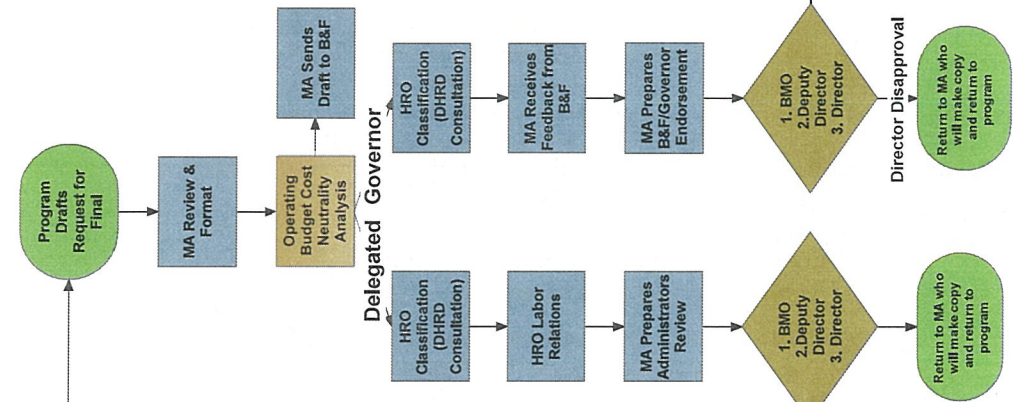
(Continued from Request for Final approval)

7. Receive feedback from DHRD and B&F after draft review. (MA)

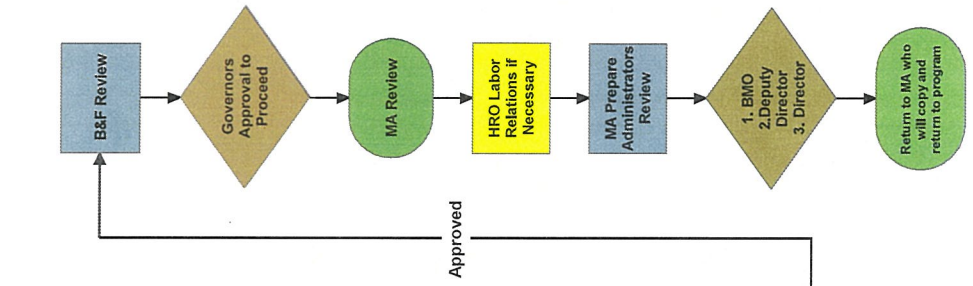
Request to Initiate



Request for Final Approval



Governor's Approval to Proceed



Request to Initiate:

1. No Labor Relations review.
2. Does not include Cost Neutrality Analysis.
3. No requirement for Position Description, but it's optional.

Request for Final Approval

- Delegated:**
1. Cost Neutrality Analysis by Operating Budget Section.

2. At HRO discretion, the Final Request will include a Labor Relations determination.

Request for Final Approval Non-Delegated and to Governor:

1. Any Labor Relations requirement, as determined by HRO, will occur after the final request returns to the department for final review.
2. The Management Analyst (MA) will prepare the B&F/Governor request cover letter.

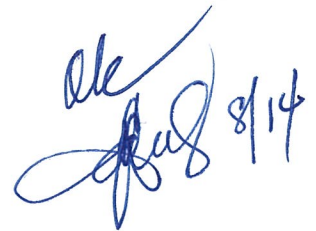
August 14, 2020

TO: Tessie Fernandez, Business Management Officer
FROM: Matthew Sutton, Management Analyst 
SUBJECT: HAWAII PAROLING AUTHORITY (HPA); REQUEST FOR FINAL APPROVAL FOR ORGANIZATIONAL AND FUNCTIONAL CHANGE


1. This request for organizational change complies with Department Administration Policy and Procedures, ADM.01.03, *Effecting Organizational and Functional Statement Changes*.


2. Recommend final approval of the HPA request for organizational change since it has no impact on the operating budget or classification of the positions affected. The Hawaii Government Employees Association consultation letter enclosed indicates there are no questions since the re-descriptions do not result in any physical relocation or reclassification of staff.

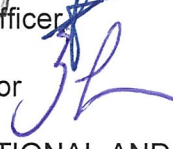
3. Point of contact is Matthew Sutton at 587-3476, or email: matthew.e.sutton@hawaii.gov

Handwritten signature and date: "ok" above "Aug 8/14".

August 11, 2020

TO: Nolan P. Espinda, Director 

THROUGH: Maria Cook, Deputy Director of Administration
Teresita V. Fernandez, Business Management Officer 

FROM: Tommy Johnson, Paroles & Pardons Administrator 

SUBJECT: FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND
FUNCTIONAL STATEMENT CHANGE

 X Delegated Change
 Non-Delegated Change

Purpose: The Hawaii Paroling Authority (HPA) request to initiate for internal organizational structure changes for the Parole Officer positions located at our Oahu Intensive Supervision Parole Section.

Reference(s): This request for final approval complies with the State of Hawaii Administrative Directive 19-02, *Effecting Organizational and Functional Statement Change*.

Additional reference to include, SB126SD1HD1CD1, relating to the State Budget now known as ACT 9, Sessions Laws of Hawaii 2020 (SLH2020).

Detailed Program Rational and Justification: In an effort to streamline operations and provide for more effective and efficient use of staff's expertise, educational backgrounds, and work experience, this proposed directed reorganization of the Intensive Supervision Parole (ISP) Section is needed. The proposed reorganization does not entail the physical movement of positions nor staff as all affected positions and staff are located at the ISP Section at the same geographic location.

Position(s) Affected:

<u>Pos. No.</u>	<u>Current Classification</u>	<u>Salary Range</u>	<u>BU</u>	<u>FTE</u>	<u>Vacant/Filled</u>
48299	Parole Officer IV	SR 22	13	1.0	Filled
02320	Parole Officer IV	SR 22	13	1.0	Filled
46514	Parole Officer III / IV	SR 20	13	1.0	Filled / EH
37320	Parole Officer IV	SR 22	13	1.0	Vacant

HPA's Intensive Supervision Parole Section will be impacted. Funding source will be PSD-612 A funds (General Fund Appropriations).

Major Program Segment(s) and Functions Affected:

Intensive Supervision Parole (ISP) Section.

- Position #48299, Parole Officer IV, SR-22, BU13, \$52,956, to be reorganized from Intensive Parole Supervision Unit to Sex Offender Treatment Unit.
- Position #02320, Parole Officer IV, SR-22, BU13, \$52,956, to be reorganized from Intensive Parole Supervision Unit to Sex Offender Treatment Unit.
- Position #46514, Parole Officer III / IV, SR-20, BU13, \$52,956, to be reorganized from Sex Offender Treatment Unit to Intensive Parole Supervision Unit.
- Position #37320, Parole Officer IV, SR-20, BU13, \$52,956, to be reorganized from Sex Offender Treatment Unit to Intensive Parole Supervision Unit.

Resource Requirements and Funding Source Explanation: There will be no changes to the budget with the reorganization of positions.

Alternatives Considered: None feasible.

Programmatic Impact: If approved, provides for a more efficient use of resources that will be placed where needed.

Budget Data and Draft Changes: The current and proposed organizational charts are attached for your review.

Point of Contact: Tommy Johnson, Paroles & Pardons Administrator
587-1293

Recommendation and final approval of proposed Organizational Change:

RECOMMEND:



APPROVED



DISAPPROVED

no budgetary impact



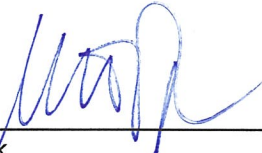
Teresita V. Fernandez
Business Management Officer

8/11/20

Date

RECOMMEND:

APPROVED DISAPPROVED

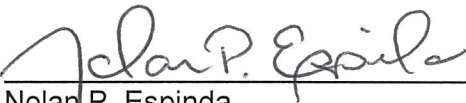


Maria Cook
Deputy Director for Administration

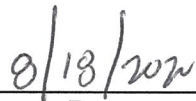


Date

APPROVED ~~DISAPPROVED~~



Nolan P. Espinda
Director



Date

DAVID Y. IGE
GOVERNOR



STATE OF HAWAII
HAWAII PAROLING AUTHORITY
1177 Alakea Street, First Floor
Honolulu, Hawaii 96813

EDMUND "FRED" HYUN
CHAIR

CLAYTON H.W. HEE
CHERYL E. INOUE
MAX N. OTANI
FITUINA F. TUA
MEMBERS

TOMMY JOHNSON
ADMINISTRATOR

No. _____

May 22, 2020

Mr. Randy Perreira, Executive Director
Hawaii Government Employees Association
AFSCME Local 152, AFL-CIO
888 Mililani Street, Suite 601
Honolulu, Hawaii 96813

RE: REQUEST FOR CONSULTATION

Dear Mr. Perreira:

In accordance with Article 4 of the Bargaining Unit 13 Collective Bargaining Agreement, the Hawaii Paroling Authority (HPA) is requesting an expedited consultation regarding proposed internal organizational structure changes within our Intensive Supervision Parole Section located at 919 Ala Moana Blvd, Room 100, Honolulu, Hawaii 96814.

The proposed changes to the organizational structure provides for more efficient and effective operations within HPA's ISP Section while simultaneously ensuring staff experience and expertise are placed where needed. The following positions and employees would be affected by this action:

<u>Employee Name:</u>	<u>Position Title:</u>	<u>Position Number:</u>	<u>Contact Telephone:</u>
Marcus Edel	Parole Officer IV	48299	587-2514
Vacant	Parole Officer IV	46514	N/A
Vacant	Parole Officer IV	37320	N/A
Vacant	Parole Officer IV	02320	N/A

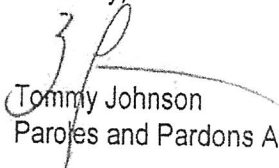
It is this agency's intent to re-describe Parole Officer Marcus Edel's position description from Intensive Parole Supervision Unit to the Sex Offender Treatment Unit where he currently works. This matter has been discussed with Parole Officer Edel and he agrees. The HPA also intends to relocate and re-describe the three (3) vacant positions identified above. Position No. 46514 and 37320 will be relocated from Sex Offender Treatment Unit to the Intensive Parole Supervision Unit and re-described accordingly. Position No. 02320 will be relocated from Intensive Parole Supervision Unit to the Sex Offender Treatment Unit and re-described as well. The proposed change does not include a geographic relocation as all four (4) positions and both work units (Intensive Parole Supervision Unit and the Sex Offender Treatment Unit) are within the same section (Intensive Supervision Parole Section) located in the same office (Room 100 at 919 Ala Moana Blvd, Honolulu, Hawaii 96814).

Mr. Randy Perreira, Executive Director
RE: REQUEST FOR CONSULTATION
May 22, 2020
Page 2

For your information and review, I have attached all pertinent documents (i.e., Current Position Descriptions, Proposed Position Descriptions, Current Organizational Chart, and proposed Organization Chart) related to the affected positions. Please have your designee contact me at 587-1293 to schedule a meeting as soon as possible.

Thank you in advance for your cooperation and assistance with this matter.

Sincerely,


Tommy Johnson
Paroles and Pardons Administrator

Attachments

c: Edmund "Fred" Hyun, Chairman, HPA



888 Mīlilani Street, Suite 401
Honolulu, Hawaii 96813-2991

Telephone: 808.543.0000

www.hgea.org

June 19, 2020

Mr. Tommy Johnson
Paroles and Pardons Administrator
Hawaii Paroling Authority
1177 Alakea Street, First Floor
Honolulu, Hawaii 96813

RECEIVED

JUN 24 2020

HAWAII PAROLING AUTHORITY

Dear Mr. Johnson:

RE: Proposed Reorganization of the Hawaii Paroling Authority, Intensive Supervision Parole Section

This is in response to your letter dated May 22, 2019 requesting consultation regarding proposed internal organizational structure changes within the Intensive Supervision Parole Section.

We have reviewed the information provided and with the understanding that these changes and redescrptions do not result in any physical relocation of staff or reclassification of positions, we have no questions regarding this reorganization proposal. However, we do reserve the right to revisit this matter and raise any unforeseen issues or concerns that may arise as this reorganization is implemented.

Please contact me at 543-0070 or schun@hgea.org if there are any questions.

Sincerely,

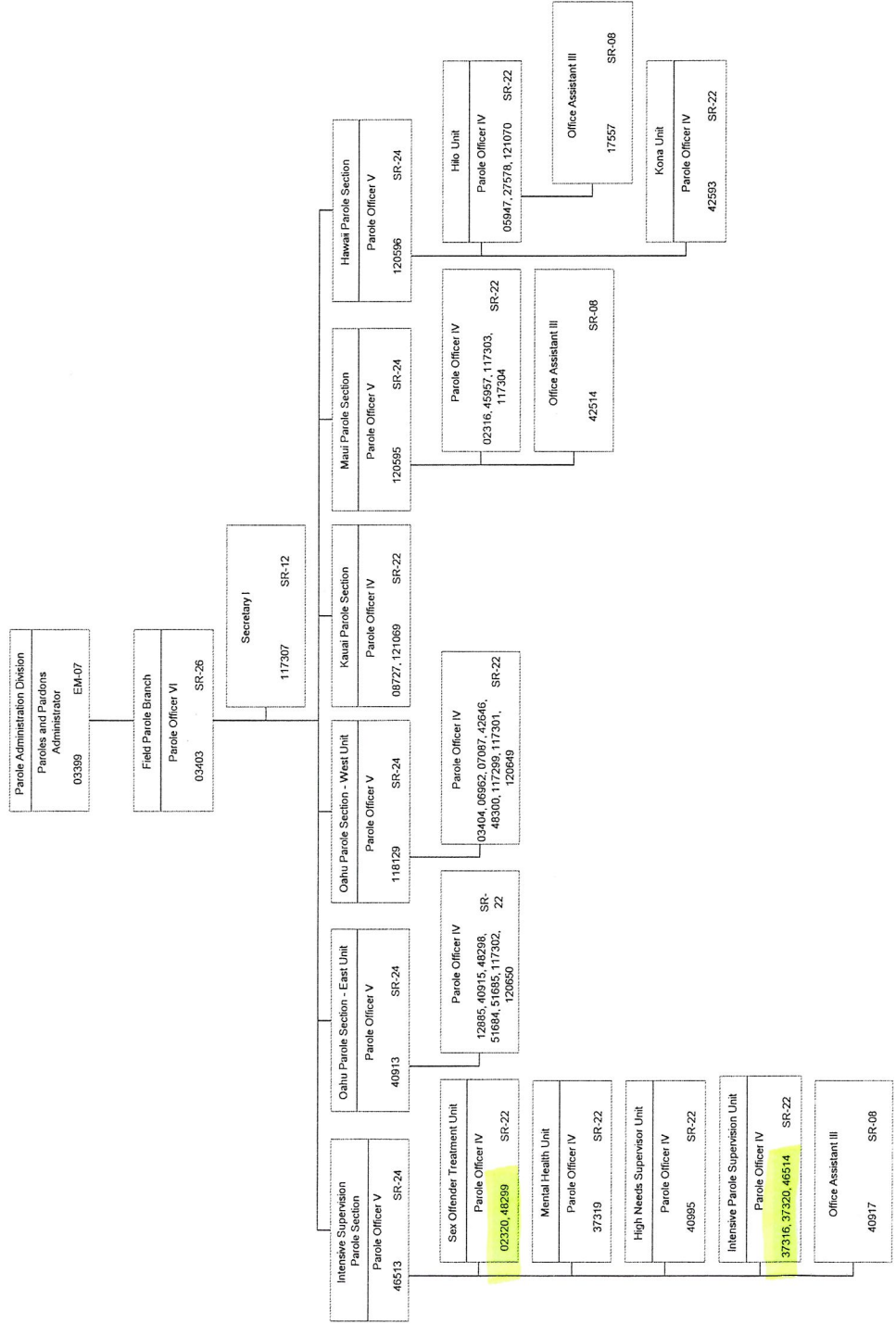
Sanford Chun
Executive Assistant

John P. Espinoza
 DIRECTOR DATE 8/18/2020

DEPARTMENT OF PUBLIC SAFETY

STATE OF HAWAII
 DEPARTMENT OF PUBLIC SAFETY
 HAWAII PAROLING AUTHORITY
 PAROLE ADMINISTRATION DIVISION
 FIELD PAROLE BRANCH
 OAHU PAROLE SECTION
 MAUI PAROLE SECTION
 KAUAI PAROLE SECTION
 HAWAII PAROLE SECTION

POSITION ORGANIZATION CHART
 Proposed
 July 31, 2020
 Page 8



APPROVED
SEP 04 2019

STATE OF HAWAII
DEPARTMENT OF CORRECTIONS
HAWAII PAROLE AUTHORITY
PAROLE ADMINISTRATION DIVISION
FIELD PAROLE BRANCH
INTERNSHIP SUPERVISION SECTION
KAUAI PAROLE SECTION
MAUI PAROLE SECTION
HAWAII PAROLE SECTION
POSITION ORGANIZATION CHART

June 30, 2019
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