

GOV. Referral No.: _____
DIR Suspense: _____

SUBJECT:

FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE.

TO: DIR _____
THRU: BMO *[Signature]* DEP-C *7/1 6/30/21* _____
FROM: DR. GAVIN TAKENAKA, CHCA *[Signature]* _____
DATE: 6/4/2021 _____

- _____ 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.:

REMARKS:

RETURN TO HCD WHEN PROCESS COMPLETE.

6/10/21 - TO OPERATING BUDGET FOR REVIEW & COMMENT. MA

6/14/21 - TO PMO FOR REVIEW & COMMENT. MA
- see attachment

6/28/21 - TO BMO MA *7/12/21 - to BMO - Matt G*

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.

- 5/11/21
1. MP Review request for format and completeness. (Management Analyst)
 2. W Provide comments with addendum page. (Operating Budget)
 3. JG 5/18/2021 Provide comments with addendum page. (HRO Classification Only)
 4. MP Review remarks and prepare recommendations for BMO review. (MA)
 5. MP 6/1/21 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.


- 6/10/21
6/14/21
1. MP Review proposal for format and completeness. (Management Analyst)
 2. MP 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. MP 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. JG 6/10/2021 Are changes in classification reflected in the proposed reorganization consistent with state-wide classification policies and procedures established by DHRD? (HRO Classification)


8. _____ Draft department cover letter for Director's signature to be released to B&F/Governor through BMO and Deputy Director. (MA)
9. _____ **After** return of a favorable Governor's approval to proceed, the Final Request will be returned to the MA. The Request for Final approval will be forwarded to HRO to determine Labor Relations consultation. (MA)
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 functions to be performed 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)

Suspense: _____

June 4, 2021

TO: Max N. Otani, Director

THROUGH: Tommy Johnson, Deputy Director of Corrections
Teresita V. Fernandez, Business Management Officer 

FROM: Gavin Takenaka, Corrections Health Care Administrator 

SUBJECT: FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND
FUNCTIONAL STATEMENT CHANGE

 X Delegated Change
 Non-Delegated Change

Purpose:

The objective of the proposed organizational change to the Health Care Division is to align current positions in a manner that improves the efficiency and effectiveness of health care service delivery.

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

Detailed Program Rational and Justification:

The proposed changes are as follows:

Position #119481, Office Assistant III, SR-08, BU 03, at the Oahu Mental Health Section to be relocated to the Maui Mental Health Section. There is currently no office support staff assigned to the Maui Mental Health Section. The Oahu Mental Health Section previously provided off-site and off-island office support for the neighbor island mental health sections. Over the last two years, HCD experienced significantly improved operations at HCCC after relocating an Office Assistant III position from the Oahu Mental Health Section to the Hawaii Mental Health Section. The change allowed the clinical staff of the Hawaii Mental Health Section to increase limited resources to patient care, rather than clerical duties. HCD anticipates a similar outcome of improved operations at the Maui Mental Health Section with the proposed change.

Position #46175, Office Assistant III, SR-08, BU 03, at the Health Information Unit of the Oahu Clinical Services Section to be relocated to the Oahu Clinical Services Section. The Office Assistant will be able to provide office support services to the Oahu Clinical Services Section, rather than only the Health Information Unit of the Oahu Clinical Services Section.

Position #113117, Para-Medical Assistant II, HE-04, BU 10, at the Halawa Clinical Services Section to be relocated to the Social Services Unit of the Women’s Mental Health Section. The Women’s Mental Health Section requires immediate staff support for the implementation of the restricted housing diversion program for inmates with severe and persistent mental illnesses. The program requires three hours of out-of-cell time daily for designated inmates and the Para-Medical Assistant would be necessary for providing required therapeutic activities.

Position #53358, Medical Records Technician V, SR-11, BU 03, at the Waiawa Clinical Services Section to be relocated to the Women’s Clinical Services Section. In comparison to the Waiawa Clinical Services Section, which employs 4.5 FTE Registered Nurses and as needed mental health and physician services, the operational need for medical records assistance at the Women’s Community Correctional Center is significantly greater. The Women’s Community Correctional Center employs 10.0 FTE Registered Nurses, 7.0 FTE Mental Health and 1.0 FTE Providers.

Position(s) Affected:

<u>Position Number</u>	<u>Current Classification</u>	<u>Salary Range</u>	<u>BU</u>	<u>FTE</u>	<u>Vacant/Filled</u>
119481	Office Assistant III	SR-08	03	1.0	Vacant
46175	Office Assistant III	SR-08	03	1.0	Vacant
113117	Para-Medical Assistant II	HE-04	10	1.0	Vacant
53358	Medical Records Tech V	SR-11	03	1.0	Vacant

Major Program Segment(s) and Functions Affected:

Health Care, Clinical Services, Halawa Clinical Services
Health Care, Clinical Services, Oahu Clinical Services
Health Care, Clinical Services, Women’s Clinical Services
Health Care, Clinical Services, Waiawa Clinical Services
Health Care, Mental Health, Oahu Mental Health
Health Care, Mental Health, Women’s Mental Health
Health Care, Mental Health, Maui Mental Health

Resource Requirements and Funding Source Explanation:

There are no resource requirements. The requested organizational changes are cost neutral.

Alternatives Considered:

There are no acceptable alternatives to be considered.

Programmatic Impact:

The impact of a delay will be to hinder the Health Care Division in the ability to provide adequate and legally required health care services.

Budget Data and Draft Changes:

None.

Point of Contact:

Dr. Gavin Takenaka at (808) 587-1252.

Recommendation and final approval of proposed Organizational Change:

RECOMMEND:

APPROVED DISAPPROVED



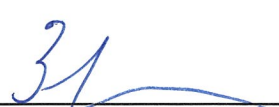
Teresita V. Fernandez
Business Management Officer

6/28/21 *per recommendation & review attached*

Date

RECOMMEND:

APPROVED DISAPPROVED



Tommy Johnson
Deputy Director for Corrections

6/30/21

Date

APPROVED DISAPPROVED




Max N. Otani
Director



Date

June 28, 2021

TO: Tessie Fernandez, Business Management Officer

FROM: Matthew Sutton, Management Analyst 

SUBJECT: HEALTH CARE DIVISION FINAL APPROVAL REQUEST FOR
ORGANIZATIONAL AND FUNCTIONAL CHANGE: RELOCATIONS

1. The Health Care Divisions *Final Approval Request for Organizational Change* complies with the Administrative Directive No. 19-02, *Policy and Procedures for Effecting Organizational and Functional Statement Changes*.

2. **Recommend approval.** This final request has also been reviewed by the Operating Budget Section and the Personnel Management Office Classification and Labor Relations Sections. The Operating Budget Section has noted that three of the four positions identified for relocation are unfunded. The approval of this request is within the Governor's delegated authority.



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

Budget Office Reorg Recommendation

Final Request for Organizational and Functional Statement Change:

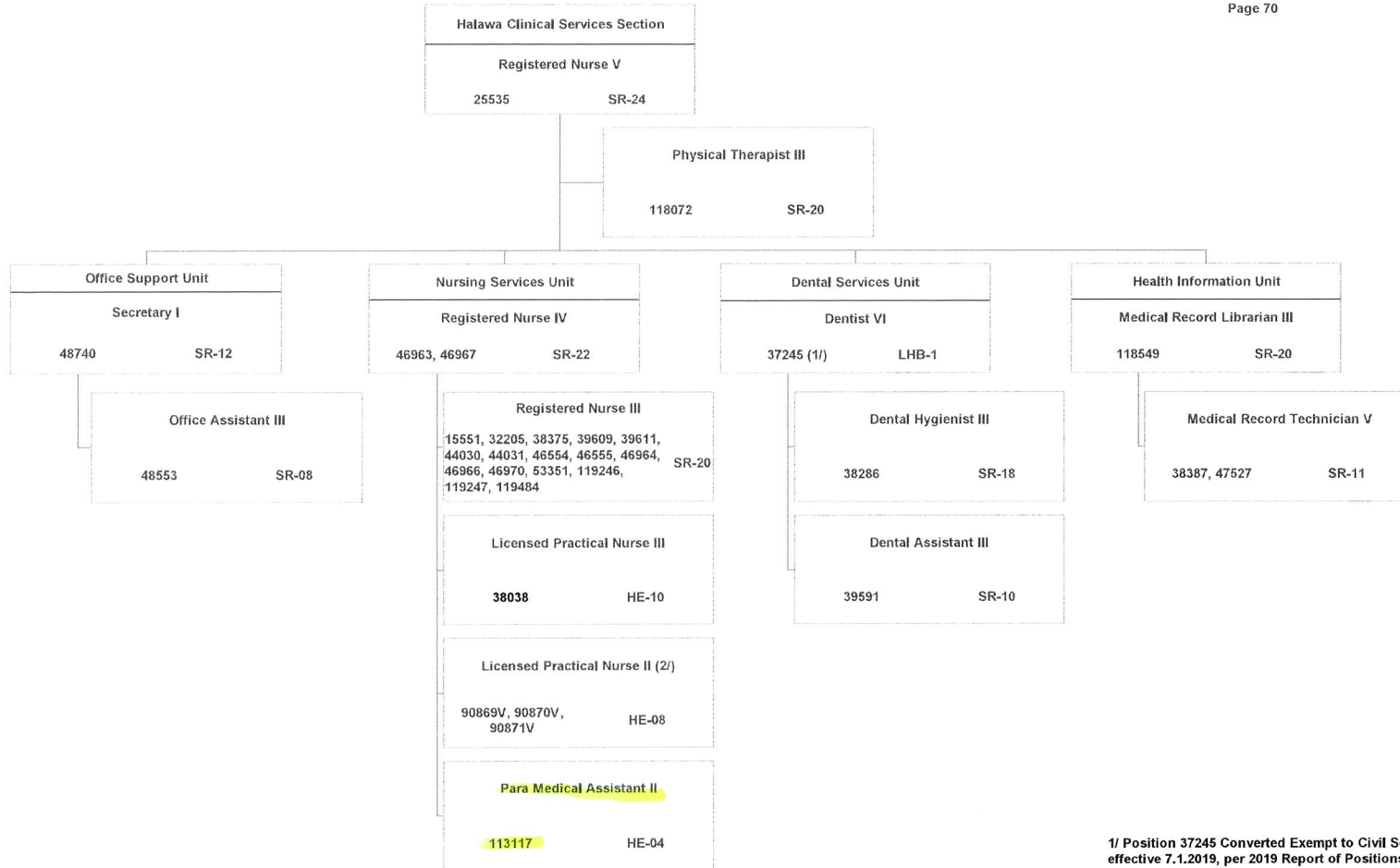
- Based on my review with the form CNA, PSD 421 plans to make not budget changes to the affected positions and does not require Governor's approval.
- Please note that positions #119481 OA III, #46175 OA III, and #113117 PMA III are unfunded.

APPROVED
September 2, 2020

STATE OF HAWAII
 DEPARTMENT OF PUBLIC SAFETY
 OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
 HEALTH CARE DIVISION
 CLINICAL SERVICES BRANCH
 HALAWA CLINICAL SERVICES SECTION

POSITION ORGANIZATION CHART

June 30, 2020
 Page 70



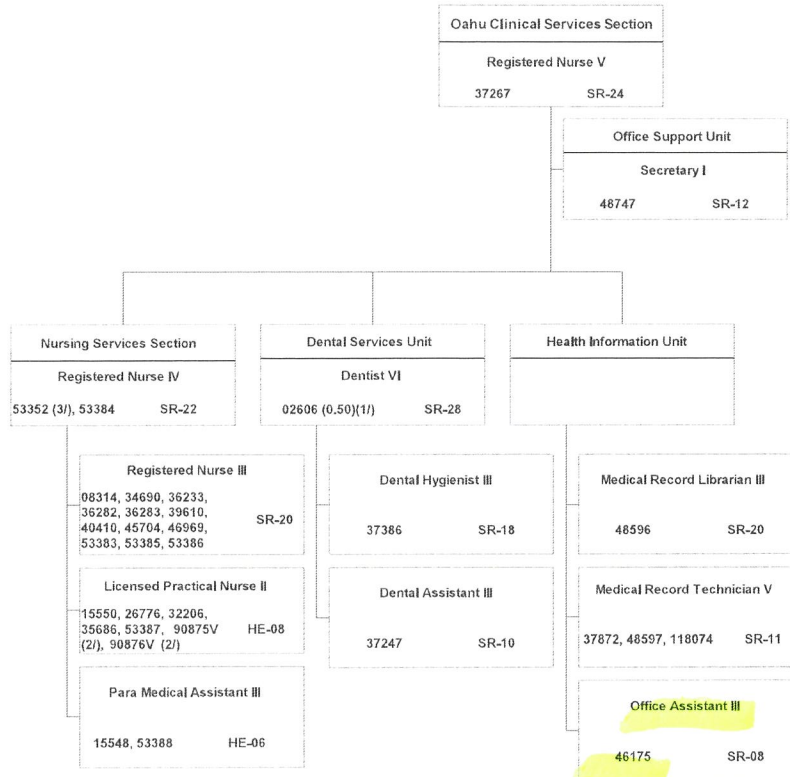
1/ Position 37245 Converted Exempt to Civil Service effective 7.1.2019, per 2019 Report of Positions Exempt from Civil Service (Act 300, SLH 2006).
 2/ Act 5, SLH 2019, effective 7.1.2019.

APPROVED
September 2, 2020

STATE OF HAWAII
 DEPARTMENT OF PUBLIC SAFETY
 OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
 HEALTH CARE DIVISION
 CLINICAL SERVICES BRANCH
 OAHU CLINICAL SERVICES SECTION

POSITION ORGANIZATION CHART

June 30, 2020
 Page 71

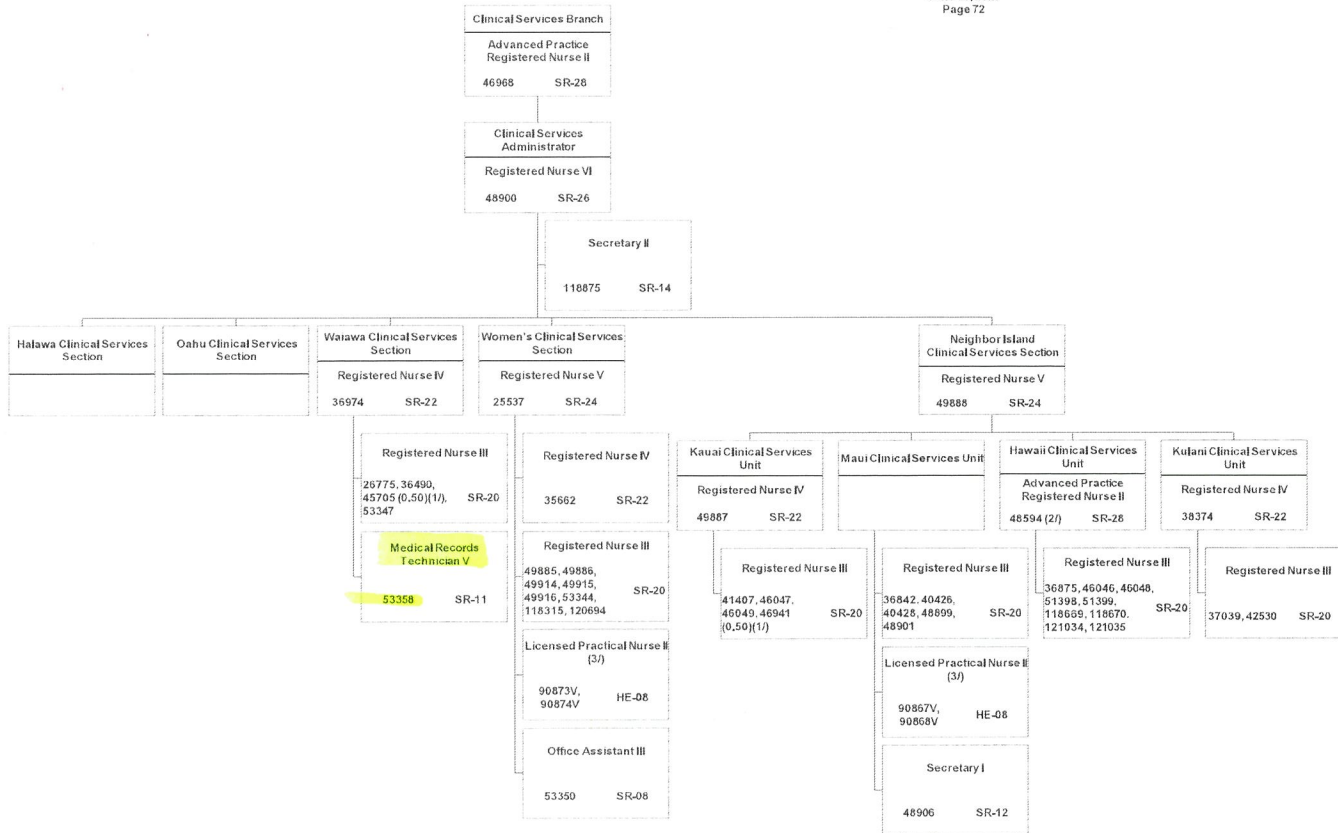


1/ Position 02606 is FTE (0.5)
 2/ Act 5, SLH 2019, effective 7.1.2019.
 3/ Position 53352, Registered Nurse IV, SR-22, relocated from Clinical Services Branch to the Oahu Clinical Services Section, Nursing Services Unit, effective 6.10.2020. Delegated Authority.

APPROVED
September 2, 2020

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
CLINICAL SERVICES BRANCH
WAIAWA CLINICAL SERVICES SECTION
WOMEN'S CLINICAL SERVICES SECTION
NEIGHBOR ISLAND CLINICAL SERVICES SECTION
POSITION ORGANIZATION CHART

June 30, 2020
Page 72

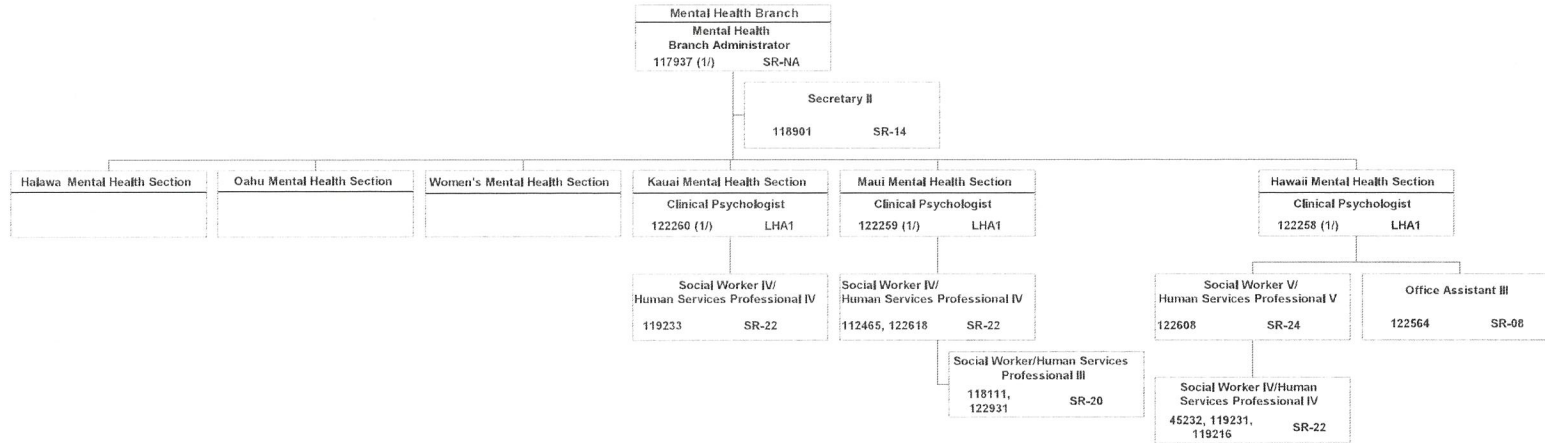


1/ Position 45705 and 46941 are FTE (0.5)
2/ Position 48594, Registered Nurse IV, SR-22 was reclassified to Advanced Practice Registered Nurse II, SR-28, effective 6.1.2020, per CORLOG#2020-0766,
3/ Act 5, SLH 2019, effective 7.1.2019.

APPROVED
September 2, 2020

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
POSITION ORGANIZATION CHART

June 30, 2020
Page 73

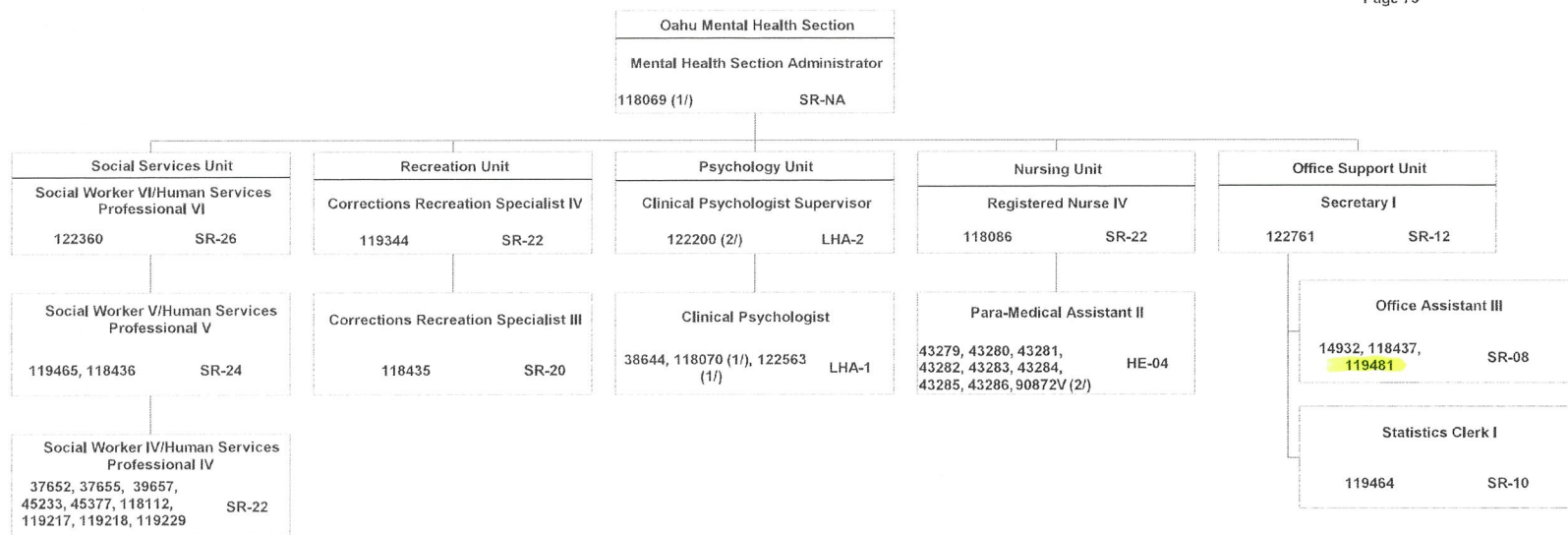


1/ Position 117937, 122258, 122259, 122260
Converted Exempt to Civil Service effective
7.1.2019, per 2019 Report of Positions Exempt
from Civil Service (Act 300, SLH 2006)

APPROVED
September 2, 2020

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
OAHU MENTAL HEALTH SECTION
POSITION ORGANIZATION CHART

June 30, 2020
Page 75



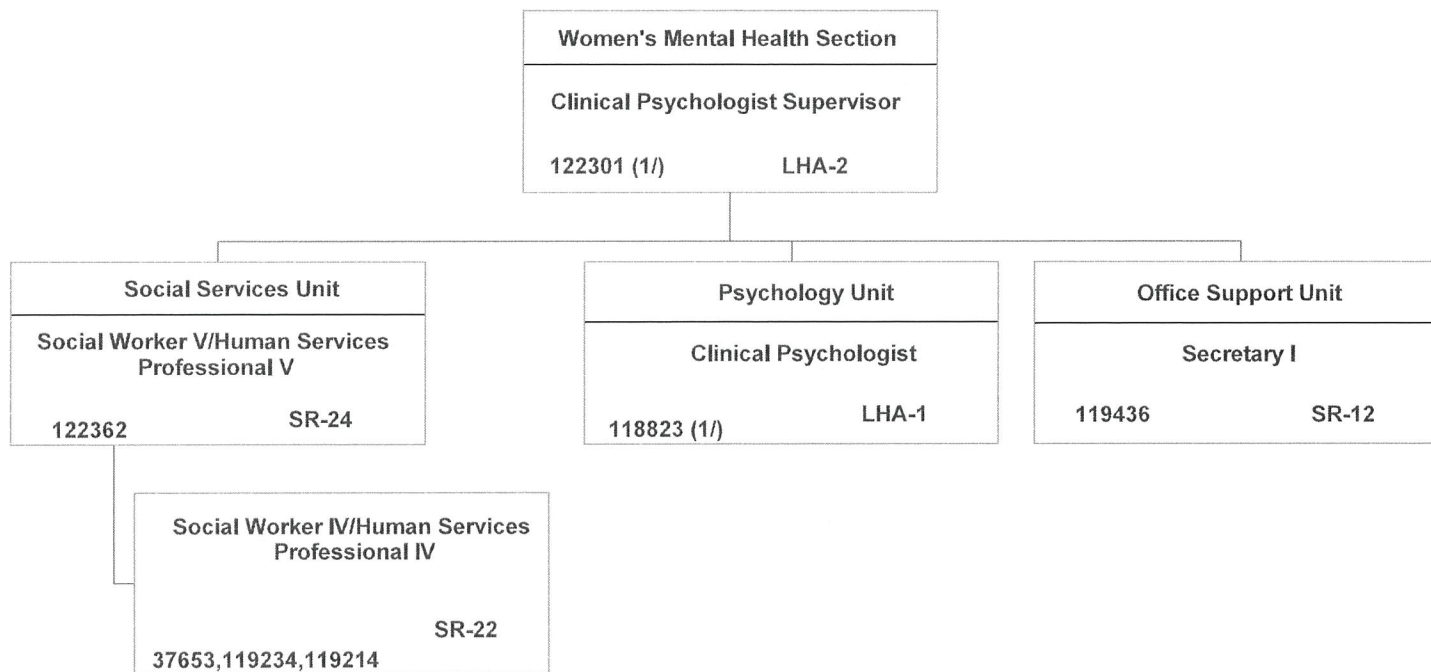
1/ Position 118069, 118070, 122563, and 122200
Converted Exempt to Civil Service effective
7.1.2019, per 2019 Report of Positions Exempt from
Civil Service (Act 300, SLH 2006).
2/ Act 5, SLH 2019, effective 7.1.2019.

APPROVED
September 2, 2020

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
WOMEN'S MENTAL HEALTH SECTION

POSITION ORGANIZATION CHART

June 30, 2020
Page 76



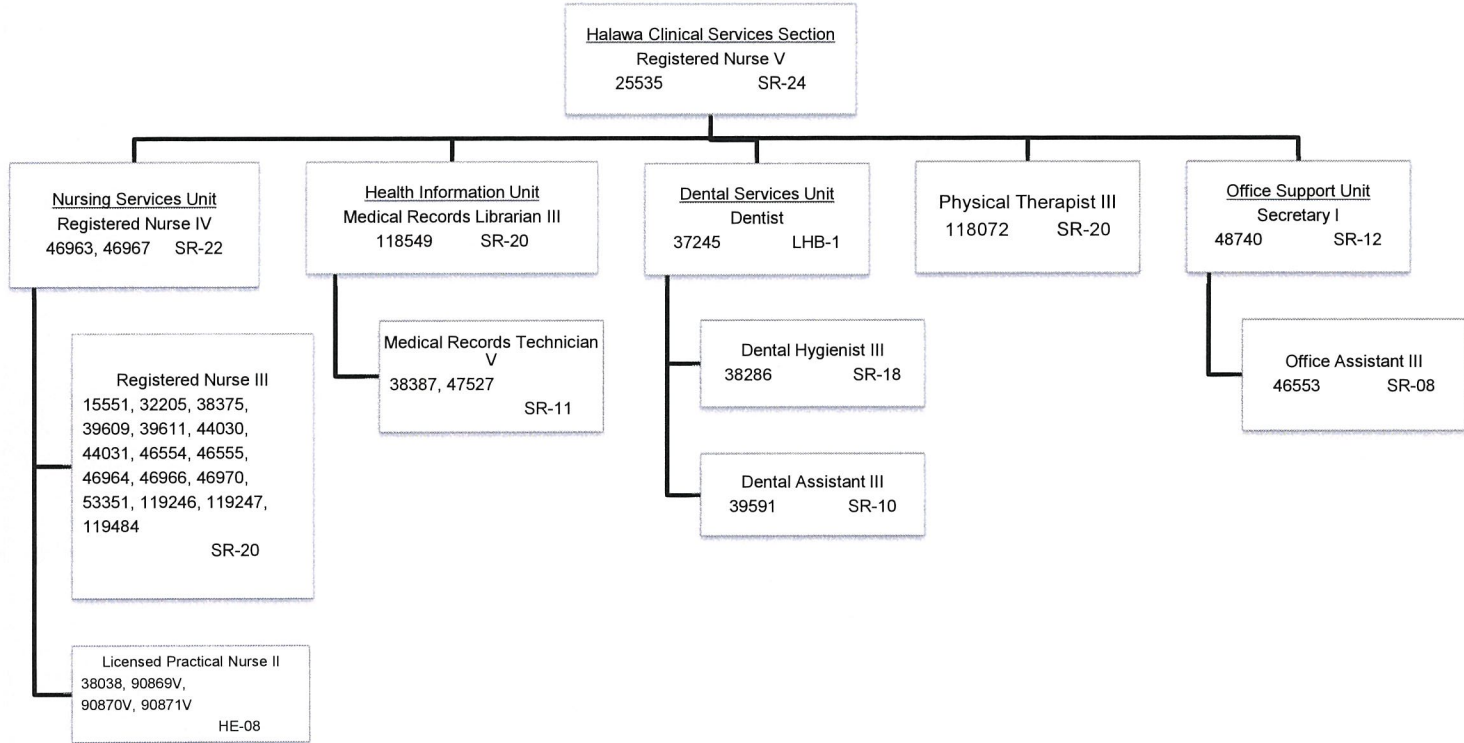
1/ Position 118823 and 122301 Converted Exempt to Civil Service effective 7.1.2019, per 2019 Report of Positions Exempt from Civil Service (Act 300, SLH 2006).

APPROVED/DISAPPROVED

Max N. Otani
Max N. Otani, DIRECTOR
DEPARTMENT OF PUBLIC SAFETY

7/1/2021
DATE

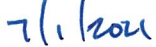
STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
HALAWA CLINICAL SERVICES SECTION
POSITION ORGANIZATION CHART
PROPOSED



APPROVED/DISAPPROVED

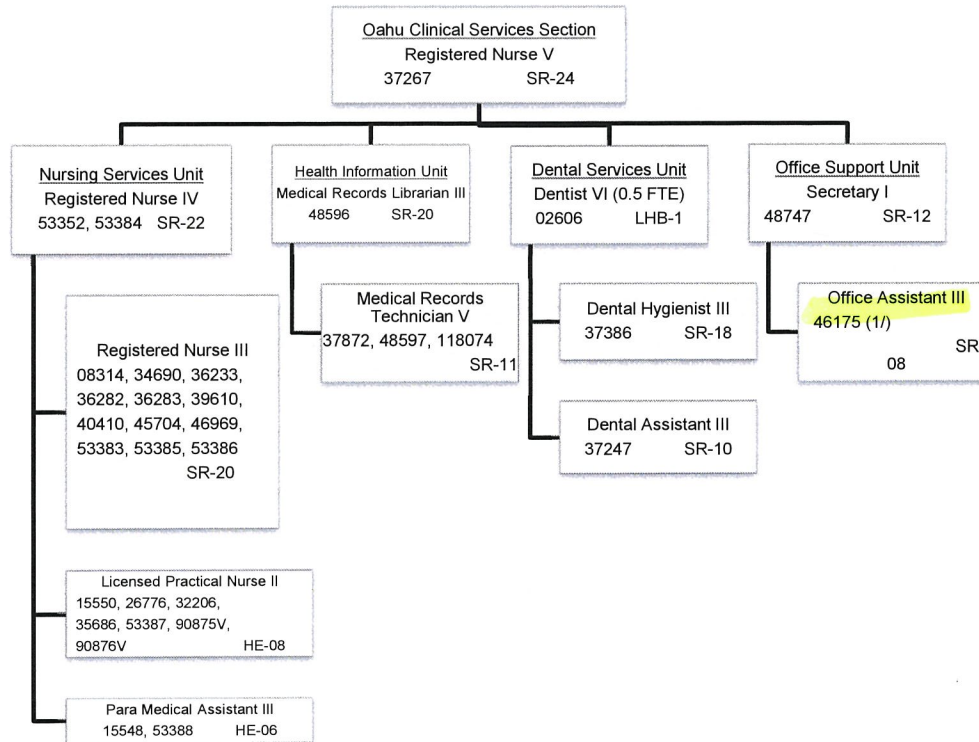


Max N. Otani, DIRECTOR
DEPARTMENT OF PUBLIC SAFETY



DATE

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
OAHU CLINICAL SERVICES SECTION
POSITION ORGANIZATION CHART
PROPOSED

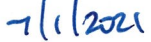


1/ Position 46175, Office Assistant III, SR-08, relocated from Health Information Unit of the Oahu Clinical Services Section to Office Support Unit of the Oahu Clinical Services Section

APPROVED/DISAPPROVED

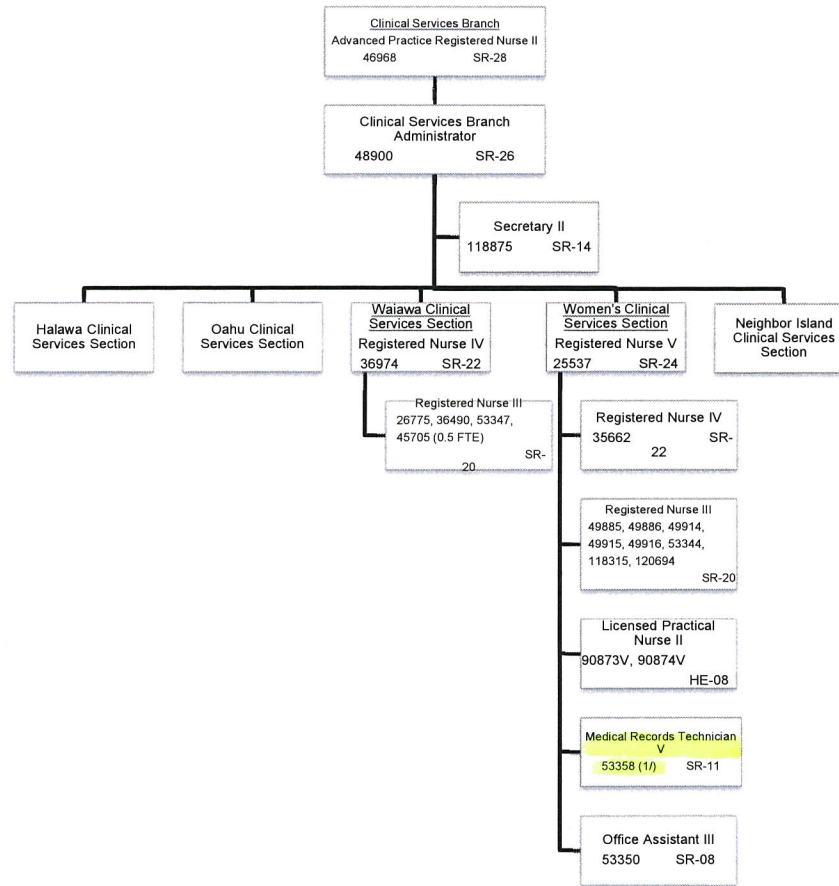


Max N. Otani, DIRECTOR
DEPARTMENT OF PUBLIC SAFETY



DATE

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
CLINICAL SERVICES BRANCH
POSITION ORGANIZATION CHART
PROPOSED



1/ Position 53358, Medical Records Technician V, SR-11, relocated from Waiawa Clinical Services Section to Women's Clinical Services Section

APPROVED/DISAPPROVED

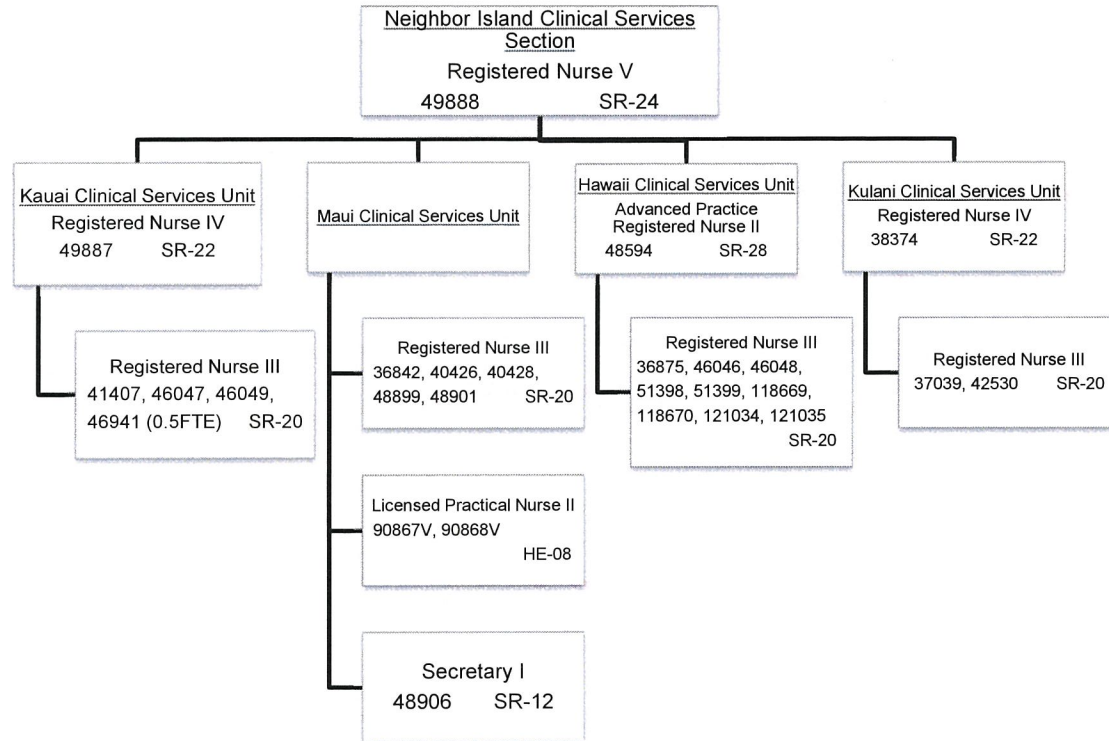


Max N. Otani, DIRECTOR
DEPARTMENT OF PUBLIC SAFETY

7/1/2021

DATE

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
NEIGHBOR ISLAND CLINICAL SERVICES SECTION
POSITION ORGANIZATION CHART
PROPOSED



APPROVED/DISAPPROVED



Max N. Otani, DIRECTOR
DEPARTMENT OF PUBLIC SAFETY

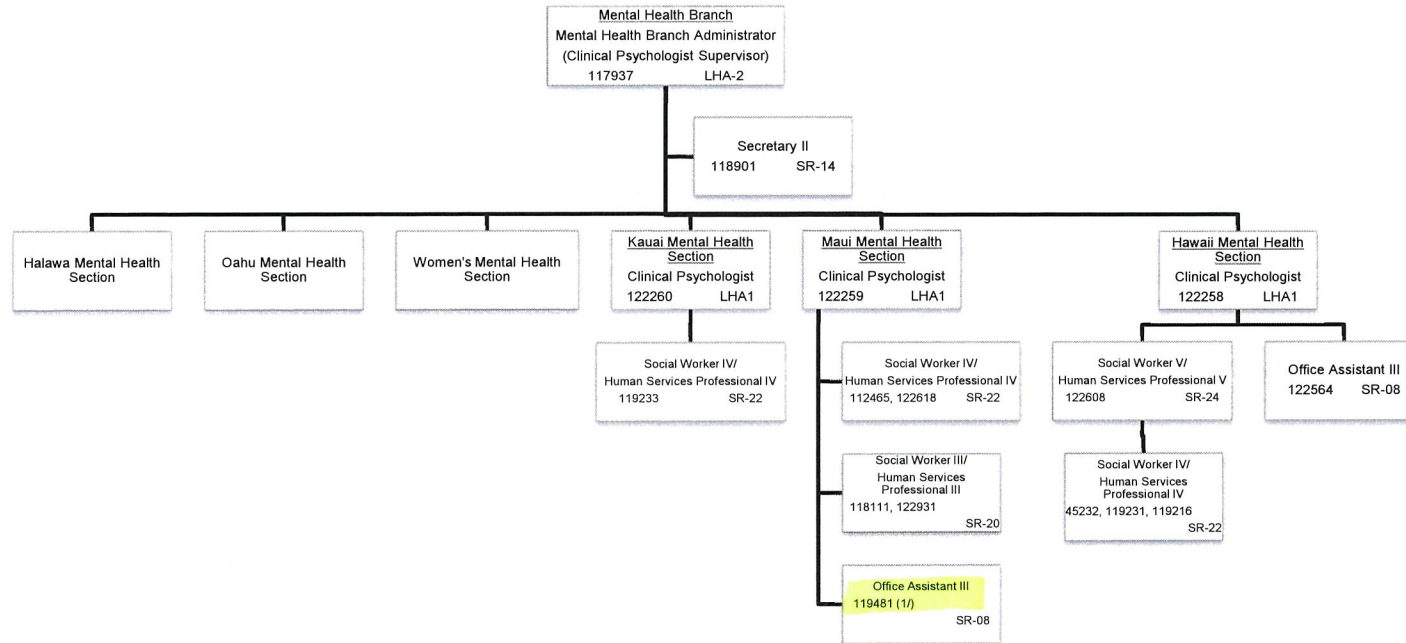
7/1/2021

DATE

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH

POSITION ORGANIZATION CHART

PROPOSED

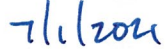


1/ Position 119481, Office Assistant III, SR-08, relocated from Oahu Mental Health Section to Maui Mental Health Section.

APPROVED/DISAPPROVED

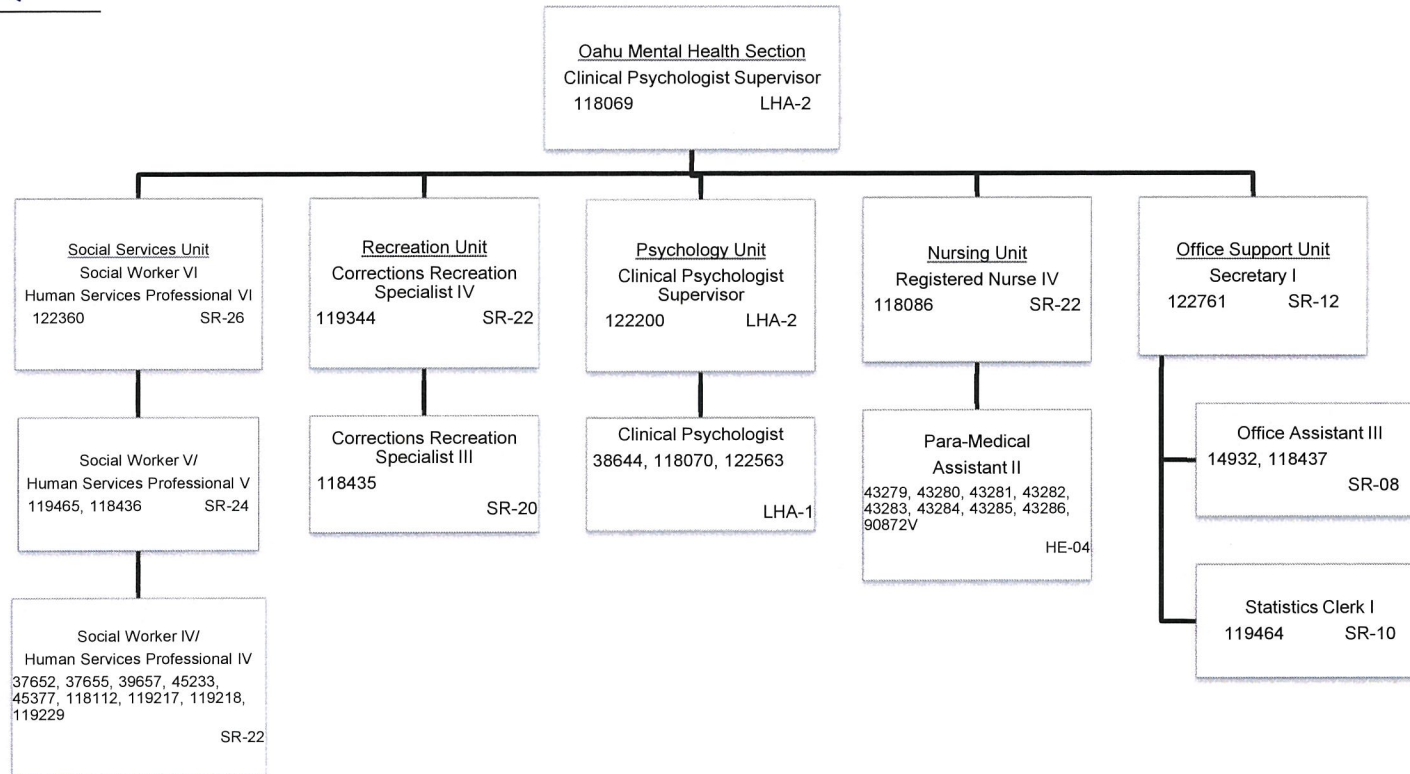


Max N. Otani, DIRECTOR
DEPARTMENT OF PUBLIC SAFETY



DATE

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
OAHU MENTAL HEALTH SECTION
POSITION ORGANIZATION CHART
PROPOSED



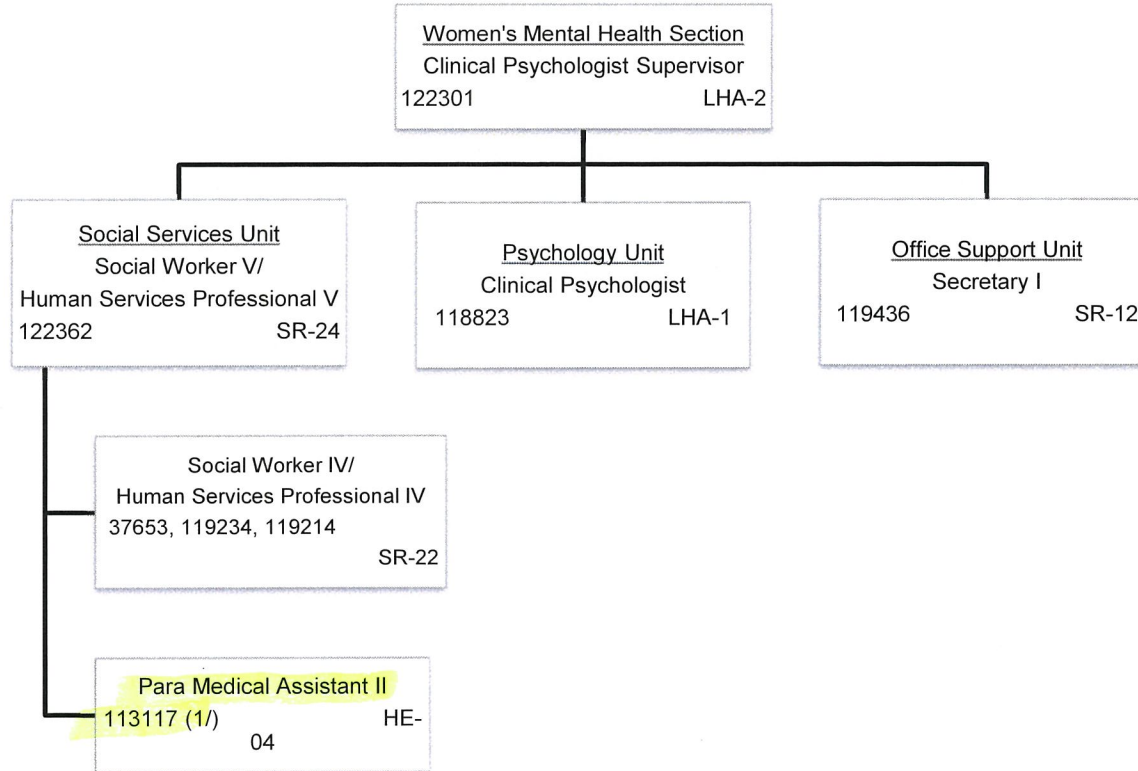
APPROVED/DISAPPROVED



Max N. Otani, DIRECTOR
DEPARTMENT OF PUBLIC SAFETY

7/1/2021
DATE

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
WOMEN'S MENTAL HEALTH SECTION
POSITION ORGANIZATION CHART
PROPOSED



1/ Position 113117, Para Medical Assistant II, HE-04, relocated from Nursing Services Unit of the Halawa Clinical Services Section to Social Services Unit of the Women's Mental Health

DEPT OF PUBLIC SAFETY

LOG NO. 2021 - 1507

CORRESPONDENCE CONTROL

GOV. Referral No.: _____

DIR Suspense: _____

SUBJECT:

REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE - *HCD ; OA, PMA, MRT*

TO: DIR

THRU: BMO *[initials]* DEP-C *[initials]*

FROM: DR. GAVIN TAKENAKA, CHCA *[initials]*

DATE: 5/6/2021

- 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.:

REMARKS:

5/11/21 - TO OPERATING BUDGET FOR REVIEW. ^{MA} WILL ADD ORG CHARTS FOR FISCAL.

5/12/21 - Please see my attachment (PW)

5/18/21 - No comment. ^{By}

5/20/21 - To BMO. ^{MA}

6/1/21 - Return to HCD. ^{MA}

FILE DESIGNATION: _____

DATE RETURNED: _____ DATE MAILED OUT: _____

PSD 1008 (11/04/1998)

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LOG NO. 2021 - 1507

**Inter-Office
MEMORANDUM**



DEPARTMENT OF PUBLIC SAFETY


No. 2021-1507

Suspense: _____

May 6, 2021

TO: Max N. Otani, Director

THROUGH: Tommy Johnson, Deputy Director of Corrections 
Teresita V. Fernandez, Business Management Officer 

FROM: Gavin Takenaka, CHCA 

SUBJECT: REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE

Purpose:

The objective of the proposed organizational change to the Health Care Division is to align current positions in a manner that improves the efficiency and effectiveness of health care service delivery. The proposed changes include:

- a. Relocation of the vacant Office Assistant III position within the Oahu Mental Health Section to the Maui Mental Health Section.
- b. Relocation of the vacant Office Assistant III position within the Health Information Unit of the Oahu Clinical Services Section to the Oahu Clinical Services Section.
- c. Relocation of the vacant Para-Medical Assistant II position within the Nursing Unit of the Halawa Clinical Services Section to the Social Services Unit of the Women's Mental Health Section.
- d. Relocation of the Medical Records Technician V position at the Waiawa Clinical Services Section to the Women's Clinical Services Section.

Reference(s):

In accordance with requirements outlined in the State of Hawaii *Administrative Directive 19-02* and PSD ADM.01.03, *Effecting Organizational and Functional Statement Change*, this is to request **initial approval** of change to the organization and function of the Health Care Division for the Office of the Deputy Director of Corrections.

Brief Program Rationale and Justification:

The proposed changes are as follows:

Position #119481, Office Assistant III, SR-08, BU 03, at the Oahu Mental Health Section to be relocated to the Maui Mental Health Section. There is currently no office support staff assigned to the Maui Mental Health Section. The Oahu Mental Health Section

previously provided off-site and off-island office support for the neighbor island mental health sections. Over the last two years, HCD experienced significantly improved operations at HCCC after relocating an Office Assistant III position from the Oahu Mental Health Section to the Hawaii Mental Health Section. The change allowed the clinical staff of the Hawaii Mental Health Section to increase limited resources to patient care, rather than clerical duties. HCD anticipates a similar outcome of improved operations at the Maui Mental Health Section with the proposed change.

Position #46175, Office Assistant III, SR-08, BU 03, at the Health Information Unit of the Oahu Clinical Services Section to be relocated to the Oahu Clinical Services Section. The Office Assistant will be able to provide office support services to the Oahu Clinical Services Section, rather than only the Health Information Unit of the Oahu Clinical Services Section.

Position #113117, Para-Medical Assistant II, HE-04, BU 10, at the Halawa Clinical Services Section to be relocated to the Social Services Unit of the Women’s Mental Health Section. The Women’s Mental Health Section requires immediate staff support for the implementation of the restricted housing diversion program for inmates with severe and persistent mental illnesses. The program requires three hours of out-of-cell time daily for designated inmates and the Para-Medical Assistant would be necessary for providing required therapeutic activities.

Position #53358, Medical Records Technician V, SR-11, BU 03, at the Waiawa Clinical Services Section to be relocated to the Women’s Clinical Services Section. In comparison to the Waiawa Clinical Services Section, which employs 4.5 FTE Registered Nurses and as needed mental health and physician services, the operational need for medical records assistance at the Women’s Community Correctional Center is significantly greater. The Women’s Community Correctional Center employs 10.0 FTE Registered Nurses, 7.0 FTE Mental Health and 1.0 FTE Providers.

Position(s) Affected:

<u>Position Number</u>	<u>Current Classification</u>	<u>Salary Range</u>	<u>BU</u>	<u>FTE</u>	<u>Vacant/Filled</u>
119481	Office Assistant III	SR-08	03	1.0	Vacant
46175	Office Assistant III	SR-08	03	1.0	Vacant
113117	Para-Medical Assistant II	HE-04	10	1.0	Vacant
53358	Medical Records Tech V	SR-11	03	1.0	Vacant

Major Program Segment(s) and Functions Affected: [Division, Branch, Section/Unit]

- Health Care, Clinical Services, Halawa Clinical Services
- Health Care, Clinical Services, Oahu Clinical Services
- Health Care, Clinical Services, Women’s Clinical Services
- Health Care, Clinical Services, Waiawa Clinical Services

Health Care, Mental Health, Oahu Mental Health
Health Care, Mental Health, Women's Mental Health
Health Care, Mental Health, Maui Mental Health

Point of Contact:

Dr. Gavin Takenaka at (808) 587-1252.

RECOMMEND:

APPROVAL DISAPPROVAL



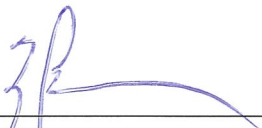
Teresita V. Fernandez
Business Management Officer

5/21/21 *see recommendation / review attached*

Date

RECOMMEND:

APPROVAL DISAPPROVAL




Tommy Johnson
Deputy Director for Corrections

5/24/21

Date

APPROVED DISAPPROVED



Max N. Otani
Director

5/28/2021

Date

Suspense: _____

May 20, 2021

TO: Tessie Fernandez, Business Management Officer

FROM: Matthew Sutton, Management Analyst *MS*

SUBJECT: HEALTHCARE DIVISION; REQUEST TO INITIATE
ORGANIZATIONAL AND FUNCTIONAL CHANGE TO STAFF
SERVICES OFFICE POSITION VARIANCE

1. This request for organizational change complies with Department Administration Policy and Procedures, ADM.01.03, *Effecting Organizational and Functional Statement Changes*.
2. Forwarded recommending approval. The relocation of the vacant positions within the program is designed to increase organizational efficiency.
3. Upon approval/disapproval of this Request to Initiate, the Healthcare Division will prepare a Request for Final Approval. The final approval process will include a more detailed analysis consisting of a Cost Neutrality Assessment (CNA), Classification, and a review by Labor Relations, which may lead to union consultation.
4. Point of contact is Matthew Sutton at 587-3476, or email: matthew.e.sutton@hawaii.gov

cmur
5/21

AN

5.12.2021
2021-1507

Budget Office Reorg Recommendation

Initiate Request for Organizational and Functional Statement Change:

- Based on my review PSD 421 plans to make not budget changes to the affected positions.
- Please note that the only position that is funded is position #53358 Medical Records Tech V (position #11948; 46175; 113117 are unfunded).

OKS/21