

**DEPARTMENT OF BUSINESS,
ECONOMIC DEVELOPMENT & TOURISM**

NEIL ABERCROMBIE
GOVERNOR

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**Report to the Twenty-Sixth Legislature
Regular Session 2012**

**“Reorganization and Reduction in Force Actions
within the Department of Business, Economic
Development & Tourism”**

**In Response to Section 122 of Act 164
Session Laws of Hawaii 2011**

**Impact Statement Prepared By:
Business, Economic Development & Tourism**

BACKGROUND

Section 122, Act 164, SLH 2011 called for a report on the department's past and current reorganization efforts, information on Reduction in Force (RIF) past actions and general impact statements.

SECTION 1 – A chronology of all reorganizations implemented for the prior six years

Date	Program
8/2/06	CID
12/5/06	SMSD/HSDC
2/16/07	NELHA
7/9/07	HCDA
7/9/07	HTDC
5/27/08	ASO

SECTION 2 - The impact of all reduction in force actions and identification of all impacted positions by program ID

See Exhibit 1.

SECTION 3 - Department-wide and agency specific goals of current reorganization efforts

See Exhibit 2.

SECTION 4 - Impacted position titles and numbers by program ID

See Exhibit 2 – Revised List of Positions Affected by the Proposed Reorganization.

SECTION 5 - Impact statements from each affected division's administrator

BED 100 – Strategic Marketing & Support Division: The RIF resulted in significant downsizing of SMSD, from 11 professionals to 5. As a result, SMSD's priority was to ensure that statutorily mandated small business programs were continued and maintained. The re-organization will help the Division to operate more efficiently with its limited human resources.

BED 103 – Land Use Commission: Abolishment of the Secretary position has caused delay of statistical reports, disruption to normal operation of the division; and the morale of the employees. There was no significant impact of the RIF action to move one employee into the staff planner position.

BED 105 – Creative Industries Division: RIF IMPACTS -- BED 105 RIF's resulted in the abolishment of six (6) FTE positions; three (3) secretarial staff to retirement and the RIF of three (3) professional staff, reducing the Creative Industries Division (CID) and its Film and Arts and Culture Development Branches from thirteen (13) staff to six (6). This had a significant impact to the program's core functions, general operations, and increased significantly the daily workload on remaining staff and division head. Elimination of all three (3) secretarial positions required the remaining professional staff to handle all support functions until the department was able to temporarily assign a secretary II to assist.

The division re-prioritized duties, continued to manage the statutory obligations of film permitting, tax incentive and studio management, and maintained the consistency and level of service without interruption. Capacity of staff and the division administrator was stretched as increased production demands from a \$400 million year became the priority. The division's additional core programs in the arts, culture, music, digital media and literary sectors were impacted due to staff capacity as well as the reduction of 50% of the division's program funding. It is important to note that \$600 million in economic impact was generated by film production activity in 2010. The thirteen creative sectors collectively generate an estimated \$4.0 billion of Hawaii's GDP annually and are comprised of 44,000 artisans, entrepreneurs and small businesses statewide.

REORG IMPACTS -- In the 2011 legislative session, the administration requested and the legislature established two (2) positions in BED 105 for the film program; a business and industry development branch manager and an economic development specialist VI. The legislature also provided restored basic funding for film and arts and culture programs and studio operations.

The proposed DBEDT reorganization restores capacity/staffing for the Film Branch and the Arts and Culture Development Branch, providing them the ability to perform their core functions and revitalize the programs which support development of Hawaii's creative sectors, including local film and digital media industry initiatives. The transfer of three (3) positions; an economic development specialist V for Film Branch, an economic development VI for the Arts and Culture Development Branch and a secretary III for the division/branches, will allow the division to re-establish key

initiatives, provide neighbor island programs which are critical to the development of Hawaii's creative economy.

BED 120 – Strategic Industries Division: SID was not impacted by the RIF, due to its refocus on solely energy functions. The positions by those affected by the RIF were later absorbed into existing business development programs within the Department. However, this resulting re-organization provides for no current capabilities in ocean resources and life sciences within SID. Consequently, ocean and life sciences related assignments need to be referred to the Office of Planning or other appropriate agencies.

BED 128 – Office of Aerospace Development: The recent RIF at DBEDT had no impact on the staffing or operation of this office. The Office of Aerospace Development moved from BED 120 to BED 128. This move established a dedicated line item for aerospace in the State budget, thereby enabling both the Administration and Legislature to directly monitor the expenditure and impact of State funds specifically appropriated for aerospace development. This also will enhance the visibility and underscore the importance of aerospace as a strategic growth industry for the State, differentiating "aerospace" initiatives from "energy" programs (which are currently funded through BED 120). Finally, it will expedite the receipt and expenditure of extramural funding (e.g., federal grants; corporate donations) specifically targeted for aerospace activities.

BED 130 – Research and Economic Analysis Division: Reduction in Force (RIF) in 2009 resulted in the loss of four (4) positions in the division: the division's secretary (Secretary III), the Librarian V, a Research Statistician V, and an Office Assistant III.

The impact of the RIF includes: (1) the closure of the DBEDT Library which was open to the public for over 20 years; (2) temporary assignment of a Secretary from another division to keep the normal operation of the division; (3) the delay of statistical reports; and (4) the morale of the employees.

Reorganization -- In order for the division to perform its normal functions and improve efficiency, reorganization is necessary. The reorganization would transfer a secretary to the division from another division so that the professional staff would have adequate office support. The reorganization would combine a branch that has no branch manager since 2008 with another branch. The reorganization will also officially eliminate the Tourism Research Branch which has been allocated to Hawaii Tourism Authority since 2009. During the reorganization, one position will be reallocated from Information Specialist III to Information Specialist IV at no cost due to the bumping in the 2009 RIF.

The reorganization will enable READ to perform normal research functions, and improve employee morale; thus, improving productivity.

BED 142 – Administrative Services Office: The RIF resulted in the reduction of seven (7) positions in ASO, two (2) of the seven (7) were clerical support positions.

The Secretary position was restored through Act 180, SLH 2010 and was filled in May 2011. Four (4) positions were from the Fiscal Staff. This severe staff reduction required internal programs to re-prioritize duties and to cross train staff. The Personnel unit was reduced with the RIF and subsequent abolishment of a Personnel Clerk V.

Along with the RIF of the above positions, the Administrative Services Offices lost positions that were vacant and ultimately abolished. This included a Personnel Management Specialist, Contracts Specialist and Contracts Assistant. The reduction in the Personnel staffing increased the waiting time to process routine personnel transactions, dramatically affecting employees' hiring and compensation throughout the department and its Attached Agencies. The loss of the two contract positions resulted in prolonging the processing time of the contracts.

The Director's office also had to adjust to the elimination of the Information Director, Information Specialist IV, Special Assistant and 2 clerical positions. The Deputy and Private Secretary were also briefly eliminated, but later restored.

BED 144 – Office of Planning: Former Governor Linda Lingle's reduction in force (RIF) policy in 2009 cut the Office of Planning's (OP) general fund budget by \$497,288 or by 32 percent. Six positions and funding were lost, a 37 percent cut. In addition to the direct loss of program wide productivity, the total reduction of general funds and positions has reduced OP's ability to match existing federal funds, including annual Coastal Zone Management Program grants that fund approximately half of OP's staff and federal planning grants that would benefit statewide planning.

In recent legislative sessions, the legislature restored two Land Use Division planner positions; however, OP is in dire need of the following RIF positions.

Land Use Division (LUD) Secretary II: The RIF of the LUD Secretary II position has meant a loss and reduction in public services related to the preparation and organization of position papers, pleadings, testimonies and other legal documents necessary to represent the State's position before the quasi-judicial State Land Use Commission (LUC). Specifically, the filing of official documents may not be up to date or complete, and the organization and filing of land use docket records in the Division's electronic tracking system is backlogged. These backlogs impair the ability of the Division to timely file and organize records that may be needed upon judicial appeal and to more thoroughly address proposed project cumulative impacts cause by proposed regional developments. OP's ability legally serve parties has been impaired, which can jeopardize the State's interest in the LUC's proceedings. Without the Secretary II position, the quality and timeliness of legal submittals to the LUC will continued to be significantly impaired.

In addition to the direct impacts caused by the loss of this position, OP's current secretary has to cover the duties of two secretaries, which include tracking and logging documents, arranging Neighbor Island travel to hearings, and providing office wide clerical support. In addition to these added tasks, OP's current secretary is also covering the duties, roles, and responsibilities that were previously covered by the OP Director Secretary (2008 RIF), Clerk Steno II (2009 RIF), and Account Clerk (2009 RIF).

OP Administrative Support: The Clerk Steno II and Account Clerk were cut during the 2009 RIF. OP relies heavily on federal grants to continue its work on economic development planning, coastal zone management, and ocean resource planning. The loss of these positions has meant delays in processing invoices and drawdowns for federal funds resulting in an increase in interest payments for the late payment of invoices. The loss of these positions also has the cumulative effect of taking productive time away from professional planning staff and managers who must inefficiently use their time to work on clerk steno and account clerk tasks.

Planner #14957: The loss of this general funded position has meant a loss in OP's ability to carry out statewide planning tasks mandated in HRS Chapter 225M and HRS Chapter 226. Administering the Hawaii State Plan and the implementation of statewide planning is a core function of OP.

BED 160 – Hawaii Housing Finance & Development Corporation: HHFDC was negatively impacted by the RIF. It lost an employee with specific knowledge and experience in accounting and reporting for tax-exempt revenue bonds. It also gained 6 employees which were placed in positions, the majority of which were not slotted to be filled. As such, HHFDC has increased personnel costs and some personnel without the specialized knowledge and experience needed for the job.

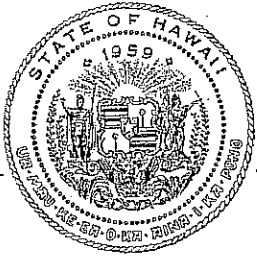
Department of Business, Economic Development and Tourism
Reduction in Force (RIF) Actions

RIF Code	Prog ID/Org	RIF Action	Position #	Position Title	MO	FTE	Current Comp Rate	Position Salary Decrease	Position Salary Increase	Comp Freq (Mo/H)	SR Level	BU	Permt/Temp	Placement Action	Reason
007A	BED100SM	Initial RIF	026982	Economic Dev Spclt VI	A	1.00	6,844.00	(6,944.00)	-	M	SR26M	13	Permanent	None	Retirement
008A	BED100SM	Initial RIF	015522	Business Loan Officer II	A	1.00	6,330.00	(6,330.00)	-	M	SR26K	13	Permanent	Fill Vacancy	
014A	BED100SM	Initial RIF	049142	Economic Dev Spclt VI	A	1.00	6,330.00	(6,330.00)	-	M	SR26K	13	Permanent	Bump	Return to former position no. 111614, Economist VI
018A	BED100SM	Initial RIF	043036	Economic Dev Spclt VI	A	1.00	5,410.00	(5,410.00)	-	M	SR26G	13	Permanent	None	
019A	BED100SM	Initial RIF	026981	Economic Dev Spclt VI	A	1.00	6,582.00	(6,582.00)	-	M	SR26L	13	Permanent	Bump	
021A	BED100SM	Initial RIF	049144	Economic Dev Spclt IV	A	1.00	4,625.00	(4,625.00)	-	M	SR22H	13	Permanent	None	JWV placement-out
011B	BED103DA	Placement of incumbent	045497	Planner V	A	1.00	4,276.00	(4,276.00)	5,624.00	M	SR24J	13	Permanent	None	<24 retention points
029A	BED105CI	Initial RIF	014738	Secretary III	A	1.00	4,501.00	(4,501.00)	-	M	SR16L	63	Permanent	None	Retirement
006A	BED113FI	Initial RIF	015735	Secretary II	A	1.00	4,161.00	(4,161.00)	-	M	SR14L	03	Permanent	None	Retirement
022A	BED113FI	Initial RIF	118991	Film Industry Dev Spclt IV	A	1.00	3,798.00	(3,798.00)	-	M	SR22C	13	Permanent	None	<24 retention points
023A	BED113FI	Initial RIF	119293	Professional Worker III	A	1.00	3,511.00	(3,511.00)	-	M	SR20C	13	Permanent	None	On initial probation
026A	BED113FI	Initial RIF	024597	Film Industry Dev Mgr	A	1.00	7,066.00	(7,066.00)	-	M	EM05	35	Permanent	None	JWV placement-out
014B	BED120SI	Placement of incumbent	032403	Economic Dev Spclt V	A	1.00	4,276.00	(4,276.00)	6,330.00	M	SR24M	13	Permanent	None	JWV placement-out
019B	BED120SI	Placement of incumbent	044791	Economic Dev Spclt V	A	1.00	4,276.00	(4,276.00)	6,582.00	M	SR24W*	13	Permanent	None	JWV placement-out
003C	BED130FA	Placement of incumbent	017805	Office Assistant III	A	1.00	2,225.00	(2,225.00)	2,702.00	M	SR08G	03	Permanent	None	<24 retention points
004A	BED130FA	Initial RIF	022100	Office Assistant III	A	1.00	2,313.00	(2,313.00)	-	M	SR08C	03	Permanent	Bump	
009A	BED130FA	Initial RIF	018676	Librarian V	A	1.00	5,882.00	(5,882.00)	-	M	SR24K	23	Permanent	None	Declined placement
015B	BED130FA	Placement of incumbent	010066	Information Spclt III	A	1.00	5,511.00	(5,511.00)	4,446.00	M	SR20I	13	Permanent	None	<24 retention points
024A	BED130FA	Initial RIF	047749	Research Statistician V	A	1.00	5,202.00	(5,202.00)	-	M	SR24H	13	Permanent	None	Retirement
028A	BED130FA	Initial RIF	046083	Secretary III	A	1.00	4,501.00	(4,501.00)	-	M	SR16L	63	Permanent	None	Retirement
002A	BED142AA	Initial RIF	039255	Office Assistant III	A	1.00	2,503.00	(2,503.00)	-	M	SR16L	63	Permanent	None	Retirement
003A	BED142AA	Initial RIF	044669	Account Clerk III	A	1.00	3,798.00	(3,798.00)	-	M	SR11D	03	Permanent	Bump	
012A	BED142AA	Initial RIF	042609	Accountant III	A	1.00	3,798.00	(3,798.00)	-	M	SR20E	13	Permanent	Bump	
015A	BED142AA	Initial RIF	012695	Information Spclt IV	A	1.00	4,446.00	(4,446.00)	-	M	SR22G	13	Permanent	Bump	JWV placement-out
016A	BED142AA	Initial RIF	044554	Program Budget Analyst IV	A	1.00	4,446.00	(4,446.00)	-	M	SR20F	13	Permanent	None	JWV placement-out
020A	BED142AA	Initial RIF	033960	Accountant III	A	1.00	3,652.00	(3,652.00)	-	M	SR20D	13	Permanent	None	JWV placement-out
027A	BED142AA	Initial RIF	044841	Personnel Clerk V	A	1.00	3,164.00	(3,164.00)	-	M	SR13F	63	Permanent	Bump	
001A	BED144PL	Initial RIF	011243	Clerk Steno III	A	1.00	3,701.00	(3,701.00)	-	M	SR11L	03	Permanent	None	Retirement
005A	BED144PL	Initial RIF	026359	Secretary II	A	1.00	2,813.00	(2,813.00)	-	M	SR26J	13	Permanent	Bump	<24 retention points
010A	BED144PL	Initial RIF	014957	Planner VI	A	1.00	6,087.00	(6,087.00)	-	M	SR26J	13	Permanent	Bump	
010B	BED144PL	Placement of incumbent	026356	Planner VI	A	1.00	6,087.00	(6,087.00)	6,087.00	M	SR24J	13	Permanent	Bump	
011A	BED144PL	Initial RIF	016865	Planner V	A	1.00	5,624.00	(5,624.00)	-	M	SR24J	13	Permanent	Bump	
017A	BED144PL	Initial RIF	022408	Planner V	A	1.00	5,002.00	(5,002.00)	-	M	SR24L	13	Permanent	Bump	<24 retention points
010C	BED144PZ	Placement of incumbent	026238	Planner V	N	1.00	4,276.00	(4,276.00)	6,087.00	M	SR24L	13	Permanent	Bump	<24 retention points
017B	BED144PZ	Placement of incumbent	030094	Planner V	N	1.00	4,624.00	(4,624.00)	5,002.00	M	SR24G	13	Permanent	None	<24 retention points
002B	BED160HA	Placement of incumbent	031527	Office Assistant II	W	1.00	1,974.00	(1,974.00)	2,503.00	M	SR06G	03	Permanent	Fill Vacancy	
003B	BED160HA	Placement of incumbent	014769	Account Clerk III	W	1.00	2,702.00	(2,702.00)	3,798.00	M	SR11D	03	Permanent	Bump	JWV placement-out
012B	BED160HA	Placement of incumbent	042098	Accountant III	W	1.00	4,446.00	(4,446.00)	3,798.00	M	SR20E	13	Permanent	None	JWV placement-out
027B	BED160HF	Placement of incumbent	042092	Office Assistant III	W	1.00	2,503.00	(2,503.00)	3,164.00	M	SR08K	63	Permanent	None	JWV placement-out
004B	BED160HF	Placement of incumbent	021568	Office Assistant III	W	1.00	2,139.00	(2,139.00)	2,313.00	M	SR08C	03	Permanent	None	<24 retention points
008B	BED160HF	Initial RIF	026650	Housing Loan Svcs Officer	W	1.00	4,276.00	(4,276.00)	6,330.00	M	SR24M	23	Permanent	Fill Vacancy	

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October 28, 2011

To: Kalbert K. Young, Director of Finance
Department of Budget and Finance

From: Richard C. Lim 

Subject: Proposed Reorganization of the Department of Business, Economic
Development and Tourism (DBEDT)

In accordance with A.D. 90-01, dated January 25, 1990 Policy and Procedures for Effecting Changes in Organization, as amended by A.D. 95-06, Interim Policy and Procedures for Effectuating Changes in Organization, we respectfully submit for your consideration and approval a reorganization plan for the Department of Business, Economic Development and Tourism (DBEDT).

INTRODUCTION

There has been a need to reorganize the department since 2009 when the State experienced a fiscal crisis and the department experienced abolishment of vacant positions and a Reduction-In-Force (RIF).

The purpose of this proposal is to make changes to the department's organizational structure, which will allow DBEDT to carry out its statutory mission. The affected programs are:

1. Office of Tourism Liaison;
2. Office of the Director;
3. Administrative Services Office (ASO);
4. Aloha Tower Development Corporation (ATDC);
5. Strategic Marketing & Support Division (SMSD);
6. Creative Industries Division (CID);
7. Research & Economic Analysis Division (READ);
8. Strategic Industries Division (SID);
9. Office of Aerospace Development.

All transfers/re-descriptions of required positions will be accomplished within the same methods of financing and, when necessary, additional payroll costs will be funded internally via tradeoff/transfers within the programs.

A. MISSION AND PURPOSE OF THE DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM

DBEDT's mission is to achieve an economy that embraces innovation and is globally competitive, dynamic and productive, providing opportunities for all of Hawaii's citizens to prosper. To accomplish this, the department will serve as an advocate for business and energy development, a resource for analytic data, and a facilitator for export business. DBEDT will also foster planned, sustainable community development, create affordable workforce housing units in high-quality living environments, and work with the private sector to promote innovation sector job growth.

The vision for DBEDT is to align the department with the Governor's *New Day in Hawaii* plan, with a focus on energy; knowledge-based and creative industries; and small business while supporting affordable housing and tourism. The department plans to focus on key emerging growth areas where we have strong core competencies, such as energy, knowledge-intensive industries and creative industries, and support small business through promotion and developmental initiatives.

B. DESCRIPTION OF PROGRAMS

1. Office of Tourism Liaison (elimination)

The department proposes to eliminate the Office of Tourism Liaison from its organizational chart. The positions under this program were transferred to the Office of the Governor or abolished through Act 162, SLH 2009. The functions of this office have been undertaken by the Hawaii Tourism Authority, which is attached to DBEDT for administrative purposes.

- a. Tourism Liaison, Position No. 101868, SRNA – position was transferred to the Office of the Governor (Gov 100).
- b. Administrative Assistant to the Tourism Liaison, Position No. 117045, SRNA – position was originally a Film Industry/CIP Coordinator from the Creative Industries Division and was redescribed to an Administrative Assistant position, which was subsequently abolished on 6/30/09, through Act 162, SLH 2009.

2. Office of the Director (BED 142)

The Office of the Director, under the general direction of the Governor, plans, organizes, directs, coordinates, and reports on the various activities of the department within the scope of laws and establishes policies and regulations.

Duties and responsibilities that were performed by these positions were absorbed through various programs of the department.

- a. Special Assistant for International Affairs, Position No. 103233E, SRNA – position was abolished on 6/30/09, through Act 162, SLH 2009.
- b. Secretary III, Position No. 41975, SR16 – position was abolished on 6/30/09 through Act 162, SLH 2009.
- c. Deputy Director, Position No. 101265E, SRNA – position was abolished through Act 162, SLH 2009. Position restored through Act 164, SLH 2011 (position number remained the same).
- d. Private Secretary II, Position No. 100062E, SR22 – position was abolished through Act 180, SLH 2010. Position restored through Act 164, SLH 2011 (position number remained the same).
- e. DBEDT Information Director, Position No. 100134E, SRNA – position was abolished through Act 180, SLH 2010.
- f. Information Specialist IV, Position No. 12695, SR22 – position was part of the RIF, abolished through Act 180, SLH 2010.
- g. Secretary II, Position No. 12889, SR14 – position was abolished through Act 180, SLH 2010.
- h. Economic Development Specialist V, Position No. 44791, SR24 – proposed to be transferred from Strategic Industries Division, Science & Technology Branch, to the Office of the Director to staff the Small Business Regulatory Review Board and propose to be reallocated to Economic Development Specialist VI, SR26 (see #8.1.d.).

The Economic Development Specialist V would staff the Small Business Regulatory Review Board (SBRRB). The board reviews proposed Hawaii Administrative Rules (HAR) and advises government agencies on the impact on small businesses prior to adoption by the Governor. The board also reviews proposed rules, regulations and legislation for economic impact on small businesses, and proposes rules or statutory changes that would improve the regulated climate for small businesses.

The Hawaii Government Employees Association (HGEA) had no objections to the transfer of the Economic Development Specialist V pending submittal of formal reorganization.

3. Administrative Services Office (BED 142)

The Administrative Services Office is responsible for internal management, fiscal, budgetary, contractual, legislative, personnel, and information technology services in support of departmental programs and activities; provides advice and assistance to Director and staff in administrative matters.

Changes were made to the following positions.

- a. Secretary II, Position No. 14413, SR14 – position was vacated due to retirement and subsequently the position was abolished on 6/30/09 through Act 162, SLH 2009. The position was restored through Act 180, SLH 2010.
- b. Office Assistant III, Position No. 39255, SR08 – position eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.
- c. Account Clerk III, Position No. 44669, SR11 – position was eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.
- d. Accountant III, Position No. 33960, SR20 – position was eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.
- e. Accountant III, Position No. 42609, SR20 – position was eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.
- f. Program Budget Analyst IV, Position No. 44554, SR22 – position was eliminated due to RIF and abolished on 1/31/10, through Act 180, SLH 2010.
- g. Personnel Clerk V, Position No. 44841, SR13 – position was eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.
- h. Contracts Assistant I, Position No. 15643, SR13 – position was vacant and subsequently abolished on 7/15/09 through Act 162, SLH 2009.
- i. Departmental Contracts Specialist, Position No. 49254, SR22 – position was abolished on 6/30/09 through Act 162, SLH 2009.
- j. Personnel Management Specialist IV, Position No. 19539, SR22 – position was abolished on 6/30/09 through Act 162, SLH 2009.
- k. Management Analyst, Position No. 49491, SR22 - position was vacated due to retirement and abolished on 1/31/10 through Act 180, SLH 2010.

ASO lost eleven (11) positions out of 27 positions, a 40% reduction. DBEDT is still trying to recover from the reductions and has been successful in restoring one (1) position to ASO, the Secretary II position.

4. Aloha Tower Development Corporation (ATDC) (BED 151) (elimination)

ATDC was transferred to the Department of Transportation through Act 152, SLH 2011. We propose to eliminate ATDC as an attached agency to DBEDT on our organization chart.

Positions affected:

- a. Executive Officer, Position No. 101288E, SRNA
- b. ATDC Secretary, Position No. 116882E, SRNA
- c. Development Director/Special Assistant, Position No. 102707E, SRNA

- d. ATDC Property Manager, Position No. 117411E, SRNA
- e. ATDC Property Manager, Position No. 117412E, SRNA
- f. ATDC Development Manager Special Assistant, Position No. 116965, SRNA
- g. ATDC/HMG Chief, Position No. 119298, SRNA
- h. ATDC/HMG, Position No. 119299, SRNA

Harbors Modernization Group

- a. HMG Development Director, Position No. 99011, SRNA
- b. HMG Secretary, Position No. 99026, SRNA
- c. HMG Administrative Assistant, Position No. 99027, SRNA
- d. HMG Administrative Assistant, Position No. 99028, SRNA
- e. ATDC HMG Senior Project Manager, Position No. 119261, SRNA
- f. HMG Development Manager, Position No. 119300, SRNA
- g. HMG Assistant Development Manager, Position No. 99024, SRNA
- h. ATDC HMG Senior Project Manager, Position No. 119262, SRNA
- i. HMG Development Manager, Position No. 119301, SRNA
- j. ATDC HMG Senior Project Manager, Position No. 119263, SRNA
- k. HMG Development Manager, Position No. 119302, SRNA
- l. ATDC HMG Senior Project Manager, Position No. 119264, SRNA
- m. HMG Development Manager, Position No. 119303, SRNA
- n. ATDC HMG Senior Project Manager, Position No. 119265, SRNA
- o. HMG Development Manager, Position No. 119304, SRNA
- p. HMG Assistant, Position No. 99025, SRNA

5. Strategic Marketing and Support Division: Propose to Rename to Business Development and Support Division (BED 100)

Propose to rename the division from Strategic Marketing and Support Division (SMSD) to Business Development and Support Division (BDSB) to better reflect the division's current scope of services.

The division promotes industry development and economic diversification by supporting existing and emerging industries through the attraction of new business, investment, and support services; promoting the increase of exports of Hawaii professional services; expansion of Hawaii's participation in global trade and commerce; and assistance to new entrepreneurs and community based economic organizations. The division works collaboratively with a network of public and private sector partners.

5.1 Service Trade Branch Rename to Business Development Branch

Propose to rename the branch from Service Trade Branch (STB) to Business Development Branch (BDB).

The branch plans, implements and supports marketing initiatives to expand existing markets and open new markets for Hawaii's professional services and products; promotes Hawaii to overseas markets as a location for business and investment; increases international linkages for Hawaii's government agencies, business and educational institutions; expands international educational programs and exchanges to broaden the opportunities for Hawaii's students and teachers to have international experiences; oversees and develops sister state relationships and activities; handles international related protocol matters; develops and produces events and activities that promotes goodwill and relationships with international markets.

- a. Secretary II, Position No. 25304, SR14 – position proposed to be transferred to the Research and Economic Analysis Division (READ) and proposed to be reallocated to Secretary III, SR16 (see READ # 7.1.b.).
- b. Business Loan Officer II, Position No. 15522, SR26 – position was eliminated due to RIF and abolished on 1/31/10, through Act 180, SLH 2010.
- c. Economic Development Specialist VI, Position No. 43036, SR26 – position was eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.
- d. Office Assistant III, Position No. 49143, SR8 – position proposed to be transferred from the proposed Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch (see # 5.3.c.).

HGEA agreed on 8/2/11, via email from Brandon Lee, to the temporary assignment of the Secretary II position to READ and the Office Assistant III transfer from BCAB pending submittal of formal reorganization.

5.2 Investment & Business Analysis Branch (elimination)

Propose to eliminate the Investment & Business Analysis Branch (IBAB) and incorporate the functions of this branch into the proposed Business Development Branch (BDB).

- a. Business Development Program Manager, Position No. 49499, EM05 – position was vacant and subsequently abolished on 7/15/09 through Act 180, SLH 2010.
- b. Secretary II, Position No. 26633, SR14 – position proposed to be transferred to Creative Industries Division (CID) and proposed to be reallocated to Secretary III, SR16 (see CID # 6.b.).
- c. Economic Development Specialist VI, Position No. 27489, SR26 – position was vacant and subsequently abolished on 7/15/09 through Act 162, SLH 2009.
- d. Economic Development Specialist VI, Position No. 26982, SR26 – position eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.
- e. Economic Development Specialist V, Position No. 44000, SR24 – position proposed to be transferred to Creative Industries Division (CID) (see # 6.1.g.).

HGEA agreed on 8/2/11, via email from Brandon Lee, to the temporary assignment of the Secretary II and Economic Development Specialist V positions to the Creative Industries Division pending submittal of formal reorganization.

5.3 Business & Community Assistance Branch (BCAB) rename to Business Support Branch (BSB)

Propose to rename the branch from Business & Community Analysis Branch (BCAB) to Business Support Branch (BSB).

The branch coordinates and facilitates community economic development technical and financial assistance programs, administers economic development initiatives to rural and economically distressed areas of the State, and administers the State Enterprise Zones and Disaster Loan Programs.

- a. Business Development Program Manager, Position No. 35621, EM05 – position was vacant and abolished on 7/15/09 through Act 162, SLH 2009.
- b. Business Development Program Manager, Position No. 912022, EM05 newly created position through Act 164, SLH 2011.
- c. Office Assistant III, Position No. 49143, SR08 – position proposed to be transferred to the proposed Business Development Branch (aka Service Trade Branch) (see # 5.1.d.).
- d. Economic Development Specialist VI, Position No. 26981, SR26 – position was eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.

- e. Economic Development Specialist VI, Position No. 912023 SR26 – newly created position through Act 164, SLH 2011.
- f. Economic Development Specialist VI, Position No. 49142, SR26 – position was eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.
- g. Economic Development Specialist IV, Position No. 49144, SR22 – position was eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.
- h. Economic Development Specialist V, Position No. 32403, SR24 – position proposed to be transferred from Strategic Industries Division, Science & Technology Branch and proposed to be reallocated to Economic Development Specialist VI, SR26 (see # 8.1.e.).

HGEA agreed on 8/2/11, via email from Brandon Lee, to the temporary assignment of the Office Assistant III pending submittal of formal reorganization.

6. Creative Industries Division (BED 105)

The Creative Industries Division (CID) develops business opportunities; promotes, advocates and develops initiatives which accelerate the growth of Hawaii's creative industries through implementation of program activities resulting in a vibrant, internationally-recognized self-sustaining creative economic sector of Hawaii's economy.

- a. Secretary III, Position No. 14768, SR16 – position was vacated due to retirement and abolished 7/31/09 through Act 180, SLH 2010.
- b. Secretary II, Position No. 26633, SR-14 – position proposed to be transferred from Business Development & Support Division, Investment & Business Analysis Branch (aka Strategic Marketing & Support Division, IBAB) to Creative Industries Division and proposed to be reallocated to a Secretary III, SR16 (see # 5.2.b).

HGEA agreed on 8/2/11, via email from Brandon Lee, to the temporary assignment of the Secretary II pending submittal of formal reorganization.

6.1 Film Industry Branch

The Film Industry Branch (FIB) (aka Hawaii Film Office) is the first point of contact for the majority of film productions in the State. The office serves as a one-stop film-permitting center for filming on public lands and works closely with all four county film offices to support filming activity that falls under the respective county jurisdiction. It also manages the Hawaii Film

Studio. FIB also manages the motion picture, television, film and digital media tax credit program (HRS 235-17), in conjunction with the Department of Taxation.

- a. Film Industry Development Manager, Position No. 24597, EM05 – position eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.
- b. Business Development Manager, Position No. 120355, EM05 - New position created through Act 164, SLH 2011- currently going through the recruitment process.
- c. Secretary II, Position No. 15735, SR14 – position vacated due to retirement and abolished on 7/31/09 through Act 180, SLH 2010.
- d. Film Industry Development Specialist IV, Position No. 118991, SR22 – position eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.
- e. Professional Worker III, Position No. 119293, SR20 – position eliminated due to RIF and abolished on 1/31/10 through Act 180, SLH 2010.
- f. Economic Development Specialist V, Position No. 35259, SR24 – position was abolished on 7/15/09 through Act 162, SLH 2009.
- g. Economic Development Specialist V, Position No. 44000, SR24 – position proposed to be transferred from the proposed Business Development & Support Division, Investment & Business Analysis Branch (aka Strategic Marketing & Support Division) to Creative Industries, Film Industry Branch (see # 5.2.e.).
- h. Economic Development Specialist VI, Position No. 912005, SR26 – new position added through Act 164, SLH 2011.

HGEA agreed on 8/2/11, via email from Brandon Lee, to the temporary assignment of the Economic Development Specialist V pending submittal of formal reorganization.

The Film Industry Branch was reduced to two positions to facilitate film permits and manage the Film Studio. The Legislature created the positions for an Economic Development Specialist and a Business Development Manager to oversee the film office through Act 164, SLH 2011.

6.2 Arts & Culture Development Branch

The Arts & Culture Development Branch (ACDB) directs the formulation and implementation of a statewide program to assist Hawaii businesses in developing and expanding domestic and foreign markets for Hawaii's arts and cultural products and services and other Hawaii-made products. The

ACDB acts as a statewide liaison and business advocate identifying and supporting economic development opportunities for arts and culture sectors and organizations.

- a. Secretary II, Position No. 44666, SR14 – position vacated due to retirement and abolished on 7/15/09 through Act 162, SLH 2009.
- b. Ocean Resources Development Manager, Position No. 35798, EM05 – position is vacant due to incumbent's retirement. Position to be transferred from Strategic Industries Division and reallocated to an Economic Development Specialist VI, SR26 (see # 8.1.a.).

7. Research and Economic Analysis Division (BED 130)

The mission of the Research and Economic Analysis Division (READ) is to enable sound public and private decisions by providing timely data, information and analysis on economic, demographic, and related issues affecting Hawaii's people, consistent with statewide program objectives. The division:

- Collects, compiles, interprets, and publishes information and statistical data on all aspects of the economy.
- Uses economic models, other analytical tools, and economic principles to provide insight, direction and policy recommendations regarding the impact of economic forces and potential policy changes on the economy, as well as to make economic and population growth forecasts and projections.
- Maintains a statewide economic, business and tourism statistics reporting system.

7.1 Office Service Unit

The Office Services Unit provides administrative support to the division; coordinates with the Director's Office on the division's publications; prepares presentation materials for the Director and Division Administrator; answers inquiries from media, other government agencies, and the general public on data products.

- a. Secretary III, Position No. 46083, SR16 – position was vacated due to incumbent's retirement and abolished on 1/31/10, Act 180, SLH 2010.
- b. Secretary II, Position No. 25304, SR14 – position proposed to be transferred from the proposed Business Development & Support Division, Business Development Branch (aka Strategic Marketing &

- c. Support Division, Services Trade Branch) and proposed to be reallocated to Secretary III, SR16 (see # 5.1.a.).
- c. Office Assistant III, Position No. 22100, SR08 – position was eliminated due to RIF and abolished on 1/31/10, Act 180, SLH 2010.
- d. Information Specialist III, Position No. 10066, SR20 – position proposed to be transferred from READ's Economic Information Staff to READ's Office Services and proposed to be reallocated to Information Specialist IV, SR22 (see # 7.3.d.).

HGEA agreed on 8/2/11, via email from Brandon Lee, to the temporary assignment of the Secretary II and Information Specialist III positions pending submittal of formal reorganization.

7.2 Economic Research Branch

The Economic Research Branch researches, measures, analyzes, and publishes reports on Hawaii's established and emerging regional and sub-regional economic growth sectors; assists the department in assessing the effectiveness of its economic development efforts; and develops and utilizes economic models and other analytic tools to examine the impact of economic changes on Hawaii.

- a. Economist VII, Position No. 29283, SR28 – position abolished on 6/30/09 through Act 162, SLH 2009.
- b. Economics Research Program Manager, Position No. 22407, EM05 – position proposed to be transferred from Economic Information Staff to Economic Research Branch and serve as the Branch Manager (see #7.3.a.).
- c. Economist V, Position No. 39449, SR24 – position proposed to be transferred from Economic Information Staff to Economic Research Branch (see # 7.3.c.).
- d. Economist V, Position No. 118822, SR-24 – position proposed to be transferred from Economic Information Staff to Economic Research Branch (see #7.3.d.).

7.3 Economic Information Staff (elimination)

DBEDT proposes to eliminate the Economic Information Staff and incorporate the functions of the Information Products Section into the Economic Research Branch. Functions of the Library Section have been eliminated and the library collection is in the process of being dismantled.

- a. Economic Research Program Manager, Position No. 22407, EM05 – position proposed to be transferred to READ, Economic Research Branch and serve as the Branch Manager (see # 7.2.b.).
- b. Librarian V, Position No. 18676, SR24 – position eliminated due to RIF and abolished on 1/31/10, Act 180, SLH 2010.
- c. Economist V, Position No. 39449, SR24 – position proposed to be transferred to READ, Economic Research Branch (see # 7.2.c.).
- d. Economist V, Position No. 118822, SR24 – position proposed to be transferred to READ, Economic Research Branch (see #7.2.d.).
- e. Information Specialist III, Position No. 10066, SR20 – position proposed to be transferred to READ, Office Services Unit (see # 7.1.d.).

7.4 Statistics and Data Support Branch

Develops, evaluates, interprets, and disseminates data and reports on economic and business statistics such as income and population characteristics, military personnel and dependents, housing, land use, education, and government finance and employment, for use by the Department, other government agencies, the business community, and the public.

- a. Research Statistician V, Position No. 47749, SR24 – position was vacated due to retirement and abolished through Act 180, SLH 2010.

7.5 Tourism Research Branch (elimination)

Propose to eliminate the Tourism Research Branch from the Research and Economic Analysis Division. Act 5, Special Session of 2009, transferred the tourism research and data responsibility to the Hawaii Tourism Authority. In January 2010, the Tourism Research Branch was physically relocated to the Hawaii Convention Center to join the staff of the Hawaii Tourism Authority.

- a. Research & Statistics Officer, Position No. 111599, EM05 – position transferred to the Hawaii Tourism Authority.
- b. Tourism Specialist VI, Position No. 46249, SR26 – position transferred to the Hawaii Tourism Authority.
- c. Economist VI, Position No. 111614, SR26 – position transferred to the Hawaii Tourism Authority.
- d. Research Statistician IV, Position No. 111615, SR22 – position transferred to the Hawaii Tourism Authority.

These four staff transfers have already been recognized in the Hawaii Tourism Authority's reorganization that was approved on June 28, 2011.

8. Strategic Industries Division (BED 120)

A permanent Energy Program Administrator, who heads the Strategic Industries Division, was recently hired on October 16, 2011. Since the division plays a critical role in reducing Hawaii's dependence on imported fuels and transforming Hawaii to a clean energy economy, we would like to give the Program Administrator the opportunity to reorganize this division to better focus and coordinate the various functional areas with his vision. Thus, DBEDT will submit a reorganization of the Strategic Industries Division at a later time.

The proposed changes listed below reflect changes to positions that affect the other divisions in the department.

8.1 Science and Technology Branch (elimination)

Propose to eliminate the Science and Technology Branch (STB). Functions of the STB have been absorbed through other programs or agencies such as the High Technology Development Corporation, Office of Aerospace Development, Hawaii Strategic Development Corporation, and the University of Hawaii, Office of Technology Transfer and Economic Development.

The affected positions are:

- a. Ocean Research Development Manager, Position No. 35798, EM05 – position proposed to be transferred to Creative Industries Division, Arts & Culture Development Branch and reallocated to an Economic Development Specialist VI, SR26. Incumbent retired and the position is temporarily vacant pending reorganization submittal (see # 6.2.b.).
- b. Secretary II, Position No. 32770, SR14 – position abolished through Act 162, SLH 2009.
- c. Research & Development Coordinator, Position No. 49497, SR26 – position proposed to be transferred to Office of Aerospace Development (see # 9.a.).
- d. Economic Development Specialist V, Position No. 44791, SR24 – position proposed to be transferred to the Office of the Director to staff the Small Business Regulatory Review Board and propose to be reallocated to an Economic Development Specialist VI, SR26 (see # 2.h.).

- e. Economic Development Specialist V, Position No. 32403, SR24 – position proposed to be transferred to Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch) and reallocated to an Economic Development Specialist VI, SR26 (see # 5.3.h.).

9. Office of Aerospace Development (BED 128)

The Hawaii Office of Aerospace Development (OAD) provides a point of contact within State government to facilitate dialogue and coordination among Hawaii's government, private and academic sectors, and between State-based entities and overseas organizations, both public and private, to promote the growth and diversification of Hawaii's aerospace industry.

- a. Research & Development Coordinator, Position No. 49497, SR26 – position proposed to be transferred from Strategic Industries Division, Science & Technology Branch (see # 8.1.c.).

The Office of Aerospace Development was created through Act 149, SLH 2007.

C. PURPOSE OF REORGANIZATION

Since the 2009 Reduction-in-Force and abolishment of positions in DBEDT, the department has struggled to fill voids and make changes to effectively carry out the functions of the department's mission. Thus, the purpose of this proposal is to formalize the organizational structure which the department feels will make the best use of remaining staff and positions to carry out our statutory duties and responsibilities.

D. Description of Proposed Changes

The department's position count has substantially reduced since the last organizational chart was approved. Changes involve consolidation of responsibilities to fewer positions as positions were eliminated.

DBEDT needs an organizational structure that optimizes the current staff's skills and abilities.

In order to do that, DBEDT proposes the following changes:

1. Redistribute clerical/secretarial resources between READ, CID, and SMSD to gain greater program efficiencies by freeing professional and managerial staff from clerical duties.

In 2009, senior secretarial positions in the Creative Industries Division and Research and Economic Analysis Division were vacated due to retirements. The vacated positions were used to fulfill the department's Reduction-in-Force requirements in order to avoid eliminating filled positions. It was recognized after the RIF process, some reallocation of clerical positions was necessary to balance the clerical resources among the programs. Due to increased duties and responsibilities, the Secretary II positions are proposed to be reallocated to Secretary III positions.

2. Eliminate the Office of the Tourism Liaison, Aloha Tower Development Corporation, and the Tourism Research Branch of READ as these program's staff have already been transferred to different programs or eliminated due to abolishment of positions.
3. Rename the Strategic Marketing and Support Division to the Business Development and Support Division; the Service Trade Branch to Business Development Branch; and Business & Community Assistance Branch to Business Support Branch to better reflect their current functions.
4. Eliminate the Investment & Business Analysis Branch of the Strategic Marketing and Support Division and incorporate the functions of this branch into the proposed Business Development Branch.
5. Eliminate the Economic Information Staff and incorporate the functions of the Information Products Section into the Economic Research Branch and eliminate the functions of the Library Section.
6. Eliminate the Science & Technology Branch within the Strategic Industries Division and redeploy staff to support current departmental priorities in the Creative Industries Division, Business Development & Support Division (aka Strategic Marketing and Support Division), Small Business Regulatory Review Board, and Office of Aerospace Development.
7. Remove positions that were abolished through legislative action or Reduction-in-Force within certain programs from the organizational charts.
8. Add new positions that were created through legislative action.

9. Transfer positions between programs in order to effectively carry out the mission of the department and programs.

Details of the proposals were listed above in Section B - Description of Programs and the attached spreadsheet on the "Summary of Positions Affected by the Proposed Reorganization."

If there are any questions, please call Mr. Ken Kitamura, Administrative Services Officer, at 586-2433.

APPROVED DISAPPROVED

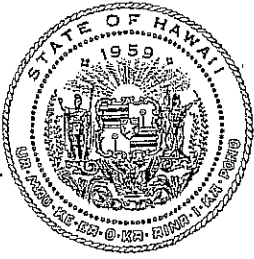
KALBERT K. YOUNG
Director of Finance

Date

c: Barbara Krieg, Interim Director, Department of Human Resources Development
Randall Perreira, Hawaii Government Employees Association

Attachments:

Summary of Positions Affected by the Proposed Reorganization
Present and Proposed Organization Charts for DBEDT, Office of the Director, Office of the Tourism Liaison, ATDC, BDSD (aka SMSD), CID, READ, SID, and OAD
Proposed Functional Statements for Office of the Director, BDSD (aka SMSD), CID, READ, SID, and OAD



**DEPARTMENT OF BUSINESS,
ECONOMIC DEVELOPMENT & TOURISM**

NEIL ABERCROMBIE
GOVERNOR

RICHARD C. LIM
DIRECTOR

MARY ALICE EVANS
DEPUTY DIRECTOR

No. 1 Capitol District Building, 250 South Hotel Street, 5th Floor, Honolulu, Hawaii 96813
Mailing Address: P.O. Box 2359, Honolulu, Hawaii 96804
Web site: www.hawaii.gov/dbedt

Telephone: (808) 586-2355
Fax: (808) 586-2377

October 28, 2011

Mr. Randall Perreira
Executive Director
Hawaii Government Employees Association (HGEA)
888 Mililani Street, Suite 601
Honolulu, Hawaii 96813

Dear Mr. Perreira:

In accordance with Article 4, Personnel Policy Changes, of the Contract Agreements for Bargaining Unit 13, we are submitting for consultation purposes, copies of our reorganization proposal for the Department of Business, Economic Development and Tourism.

Enclosed are the reorganization proposal, organizational charts, and functional statements which have been sent to the Department of Budget & Finance in accordance with Administrative Directive No. 95-06, dated July 28, 1995, Interim Policy and Procedures for Effecting Changes in Organization.

We look forward to discussing our reorganization proposal with you or your staff if there are any concerns. Please respond by C.O.B. November 11, 2011, if you have any comments or concerns. Our contact person is Mr. Ken Kitamura, Administrative Services Officer, at phone 586-2432. Thank you for your attention to this matter.

Sincerely,

Richard C. Lim

Attachments

NEIL ABERCROMBIE
GOVERNOR



KALBERT K. YOUNG
DIRECTOR

LUIS P. SALAVERIA
DEPUTY DIRECTOR


STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
P.O. BOX 150
HONOLULU, HAWAII 96810-0150

EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER
PUBLIC UTILITIES COMMISSION

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION
OFFICE OF ECONOMIC RECOVERY
AND REINVESTMENT (ARRA)

December 14, 2011

TO: The Honorable Richard C. Lim, Director
Department of Business, Economic Development and Tourism

FROM: Kalbert K. Young 
Director of Finance

SUBJECT: Organization Proposal for the Department of Business, Economic
Development and Tourism

Your organization proposal for the Department of Business, Economic Development and Tourism is acknowledged. Attached for your records are the final acknowledged organizational charts.

Attachment

REVISED LIST OF POSITIONS AFFECTED BY THE PROPOSED REORGANIZATION					Department of Business Economic Development & Tourism								
date: 12/9/2011													
Pos. No.	Current (Last Approved/Acknowledged Org Chart)				Proposed Reorganization				Comments				
	Perm	Temp	Exempt	MOF	Position Title as reflected on the latest approved/acknowledged org chart	Pgm ID (Act 41/04)	Organization Section (based on last approved/acknowledged Org chart)	Supervisory Assignment (based on last approved/acknowledged org chart)		Position Title	Pgm ID	Organization Section	Supervisory Assignment
101868		x	x	A	Tourism Liaison	BED 142AA	Office of Tourism Liaison	117045			Office of the Governor		Transferred to Office of the Governor. Act 162, SLH 2009
117045		x	x	A	Administrative Assistant to the Tourism Liaison	BED142AA	Office of Tourism Liaison						Abolished on 6/30/09 thru Act 162, SLH 2009.
103233E		x	x	A	Special Assistant for International Affairs	BED 142AA	Office of the Director	41975					Abolished 6/30/09, Act 162, SLH 2009
41975		x		A	Secretary III	BED 142AA	Office of the Director						Abolished 6/30/09, Act 162, SLH 2009
101265E	x		x	A	Deputy Director	BED 142AA	Office of the Director	100062E	Deputy Director	BED 142AA	Office of the Director	100062E, 44791	Abolished thru Act 162, SLH 2009. Restored thru Act 164, SLH 2011. Position number remains same.
100062E	x		x	A	Private Secretary II	BED 142AA	Office of the Director		Private Secretary II	BED 142AA	Office of the Director		Abolished thru Act 180, SLH 2010. Restored thru Act 164, SLH 2011. Position number remains same.
100134E	x		x	A	DBEDT Information Director	BED 142AA	Office of the Director	12695, 12889					Abolished thru Act 180, SLH 2010.
12695	x			A	Information Specialist IV	BED 142AA	Office of the Director						RIF, abolished thru Act 180, SLH 2010.
12889	x			A	Secretary II	BED 142AA	Office of the Director						Abolished thru Act 180, SLH 2010.
44791	x			A	Economic Development Specialist V	BED 120	Strategic Industries Division, Science & Technology Branch		Economic Development Specialist VI	BED 142	Office of the Director		Propose to transfer from Strategic Industries, Science & Technology Branch to the Office of the Director, and propose to reallocate to Economic Development Specialist VI
14413	x			A	Secretary II	BED 142AA	Administrative Services Office	39255	Secretary II	BED 142	Administrative Services Office		Abolished on 6/30/09 thru Act 162, SLH 2009. Position restored thru Act 180, SLH 2010. Position number remains same.
39255	x			A	Office Assistant III	BED 142AA	Administrative Services Office						RIF, abolished 1/31/10 thru Act 180, SLH 2010.
44669	x			A	Account Clerk III	BED 142AA	Administrative Services Office						RIF, abolished 1/31/10, thru Act 180, SLH 2010.
33960	x			A	Accountant III	BED 142AA	Administrative Services Office						RIF, abolished 1/31/10, thru Act 180, SLH 2010.
42609	x			A	Accountant III	BED 142AA	Administrative Services Office						RIF, abolished 1/31/10, thru Act 180, SLH 2010.

REVISED LIST OF POSITIONS AFFECTED BY THE PROPOSED REORGANIZATION					Department of Business Economic Development & Tourism								
date: 12/9/2011													
Pos. No.	Current (Last Approved/Acknowledged Org Chart)				Proposed Reorganization				Comments				
	Perm	Temp	Exempt	MOF	Position Title as reflected on the latest approved/acknowledged org chart	Pgm ID (Act 41/04)	Organization Section (based on last approved/acknowledged Org chart)	Supervisory Assignment (based on last approved/acknowledged org chart)		Position Title	Pgm ID	Organization Section	Supervisory Assignment
44554	x			A	Program Budget Analyst IV	BED 142AA	Administrative Services Office					RIF, abolished 1/31/10 thru Act 180, SLH 2010.	
44841	x			A	Personnel Clerk V	BED 142AA	Administrative Services Office					RIF, abolished 1/31/10, thru Act 180, SLH 2010.	
15643	x			A	Contracts Assistant I	BED 142AA	Administrative Services Office					Abolished 7/15/09 thru Act 162, SLH 2009.	
49254	x			A	Departmental Contracts Specialist	BED 142AA	Administrative Services Office					Abolished 6/30/09 thru Act 162, SLH 2009.	
19539	x			A	Personnel Management Specialist IV	BED 142AA	Administrative Services Office					Abolished 6/30/09 thru Act 162, SLH 2009.	
49491	x			A	Management Analyst	BED 142AA	Administrative Services Office					Abolished 1/31/10, thru Act 180, SLH 2010.	
101288E		x	x	B	Executive Officer	BED 151	Aloha Tower Development Corporation	116882E, 102707E, 116965E, 99011, 119298					ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
116882E		x	x	B	ATDC Secretary	BED 151	Aloha Tower Development Corporation						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
102707E		x	x	B	Development Director/ Special Assistant	BED 151	Aloha Tower Development Corporation	117411E, 117412E					ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
117411E		x	x	B	ATDC Property Manager	BED 151	Aloha Tower Development Corporation						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
117412E		x	x	B	ATDC Property Manager	BED 151	Aloha Tower Development Corporation						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
116965E		x	x	B	ATDC Development Manager Special Assistant	BED 151	Aloha Tower Development Corporation						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
119298		x	x	B	ATDC/HMG Chief	BED 151	Aloha Tower Development Corporation	119299					ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
119299		x	x	B	ATDC/HMG	BED 151	Aloha Tower Development Corporation						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
99011		x	x	B	HMG Development Director	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group	99026, 119261, 119262, 119263, 119264, 119265					ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
99026		x	x	B	HMG Secretary	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group	99027, 99028					ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011

REVISED LIST OF POSITIONS AFFECTED BY THE PROPOSED REORGANIZATION					Department of Business Economic Development & Tourism								
date: 12/9/2011													
Pos. No.	Current (Last Approved/Acknowledged Org Chart)				Proposed Reorganization								
	Perm	Temp	Exempt	MOF	Position Title as reflected on the latest approved/acknowledged org chart	Pgm ID (Act 41/04)	Organization Section (based on last approved/acknowledged Org chart)	Supervisory Assignment (based on last approved/acknowledged org chart)	Position Title	Pgm ID	Organization Section	Supervisory Assignment	Comments
99027		x	x	B	HMG Administrative Assistant	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
99028		x	x	B	HMG Administrative Assistant	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
119261		x	x	B	ATDC HMG Senior Project Manager	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group	119300					ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
119300		x	x	B	HMG Development Manager	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
99024		x	x	B	HMG Assistant Development Manager	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
119262		x	x	B	ATDC HMG Senior Project Manager	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group	119301					ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
119301		x	x	B	HMG Development Manager	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
119263		x	x	B	ATDC HMG Senior Project Manager	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group	119302					ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
119302		x	x	B	HMG Development Manager	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
119264		x	x	B	ATDC HMG Senior Project Manager	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group	119303					ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
119303		x	x	B	HMG Development Manager	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011

REVISED LIST OF POSITIONS AFFECTED BY THE PROPOSED REORGANIZATION					Department of Business Economic Development & Tourism								
date: 12/9/2011													
Pos. No.	Current (Last Approved/Acknowledged Org Chart)				Proposed Reorganization								
	Perm	Temp	Exempt	MOF	Position Title as reflected on the latest approved/acknowledged org chart	Pgm ID (Act 41/04)	Organization Section (based on last approved/acknowledged Org chart)	Supervisory Assignment (based on last approved/acknowledged org chart)	Position Title	Pgm ID	Organization Section	Supervisory Assignment	Comments
119265		x	x	B	ATDC HMG Senior Project Manager	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group	119304					ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
119304		x	x	B	HMG Development Manager	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
99025		x	x	B	HMG Assistant	BED 151	Aloha Tower Development Corporation, Harbors Modernization Group						ATDC transferred to the Dept of Transportation thru Act 152, SLH 2011
25304	x			A	Secretary II	BED 100	Business Development & Support Division, Business Development Branch (aka Strategic Marketing & Support Division, Services Trade Branch)		Secretary III	BED 130	Research & Economic Analysis Division	17805	Propose to transfer from proposed Business Development & Support Division, Business Development Branch (aka SMSD, Services Trade Branch) and propose to reallocate to Secretary III
15522	x			A	Business Loan Officer II	BED 100	Business Development & Support Division, Business Development Branch (aka Strategic Marketing & Support Division, Services Trade Branch)						RIF, abolished 1/31/10, Act 180, SLH 2010.
43036	x			A	Economic Development Specialist VI	BED 100	Business Development & Support Division, Business Development Branch (aka Strategic Marketing & Support Division, Services Trade Branch)						RIF, abolished 1/31/10, Act 180, SLH 2010.

REVISED LIST OF POSITIONS AFFECTED BY THE PROPOSED REORGANIZATION					Department of Business Economic Development & Tourism								
date: 12/9/2011													
Pos. No.	Current (Last Approved/Acknowledged Org Chart)				Proposed Reorganization				Comments				
	Perm	Temp	Exempt	MOF	Position Title as reflected on the latest approved/acknowledged org chart	Pgm ID (Act 41/04)	Organization Section (based on last approved/acknowledged Org chart)	Supervisory Assignment (based on last approved/acknowledged org chart)		Position Title	Pgm ID	Organization Section	Supervisory Assignment
49143	x			A	Office Assistant III	BED 100	Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch)		Office Assistant III	BED 100	Business Development & Support Division, Business Development Branch (aka Strategic Marketing & Support Division, Services Trade Branch)		Propose to transfer from the proposed Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Business Development Division) Business & Community Economic Development), to Business Development & Support Division, Business Development Branch
49499	x			A	Business Development Program Manager	BED 100	Strategic Marketing & Support Division, Investment & Business Analysis Branch	26633, 26982, 27489, 44000					Abolished 7/15/09, Act 180, SLH 2010
26633	x			A	Secretary II	BED 100	Business Development & Support Division, (aka Strategic Marketing & Support Division), Investment & Business Analysis Branch		Secretary III	BED 105	Creative Industries Division		Propose to transfer from the proposed Business Development & Support Division, Investment & Business Analysis Branch (aka Strategic Marketing & Support Division, IBAB) to Creative Industries Division and propose to reallocate to Secretary III
27489	x			A	Economic Development Specialist VI	BED 100	Business Development & Support Division, (aka Strategic Marketing & Support Division), Investment & Business Analysis Branch						Abolished 7/15/09, Act 162, SLH 2009
26982	x			A	Economic Development Specialist VI	BED 100	Business Development & Support Division, (aka Strategic Marketing & Support Division), Investment & Business Analysis Branch						RIF, abolished 1/31/10, Act 180, SLH 2010.

REVISED LIST OF POSITIONS AFFECTED BY THE PROPOSED REORGANIZATION					Department of Business Economic Development & Tourism								
date: 12/9/2011													
Pos. No.	Current (Last Approved/Acknowledged Org Chart)				Proposed Reorganization								
	Perm	Temp	Exempt	MOF	Position Title as reflected on the latest approved/acknowledged org chart	Pgm ID (Act 41/04)	Organization Section (based on last approved/acknowledged Org chart)	Supervisory Assignment (based on last approved/acknowledged org chart)	Position Title	Pgm ID	Organization Section	Supervisory Assignment	Comments
44000	x			A	Economic Development Specialist V	BED 100	Business Development & Support Division, (aka Strategic Marketing & Support Division), Investment & Business Analysis Branch		Economic Development Specialist V	BED 105	Creative Industries Division, Film Industry Branch		Propose to transferred from Business Development & Support Division (aka Strategic Marketing & Support Division) Investment & Business Analysis Branch to Creative Industries Division, Film Industry Branch.
35621	x			A	Business Development Program Manager	BED 100	Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch)						Abolished 7/15/09, Act 162, SLH 2009
912022	x			A					Business Development Program Manager	BED 100	Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch)	18398, 32403, 912023	Newly created position thru Act 164, SLH 2011.
49143	x			A	Office Assistant III	BED 100	Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch)		Office Assistant III	BED 100	Business Development & Support Division, Business Development Branch (aka Strategic Marketing & Support Division, Services Trade Branch)		Propose to transfer from Business Development & Support Division, Business Support Division (aka SMSD, BCAB) to Business Development & Support Division, Business Development Branch (aka SMSD, STB)
26981	x			A	Economic Development Specialist VI	BED 100	Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch)						RIF, abolished 1/31/10, Act 180, SLH 2010.

REVISED LIST OF POSITIONS AFFECTED BY THE PROPOSED REORGANIZATION					Department of Business Economic Development & Tourism								
date: 12/9/2011													
Pos. No.	Current (Last Approved/Acknowledged Org Chart)				Proposed Reorganization				Comments				
	Perm	Temp	Exempt	MOF	Position Title as reflected on the latest approved/acknowledged org chart	Pgm ID (Act 41/04)	Organization Section (based on last approved/acknowledged Org chart)	Supervisory Assignment (based on last approved/acknowledged org chart)		Position Title	Pgm ID	Organization Section	Supervisory Assignment
912023	x			A					Economic Development Specialist VI	BED 100	Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch)		Newly created position thru Act 164, SLH 2011.
49142	x			A	Economic Development Specialist VI	BED 100	Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch)						RIF, abolished 1/31/10, Act 180, SLH 2010.
49144	x			A	Economic Development Specialist IV	BED 100	Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch)						RIF, abolished 1/31/10, Act 180, SLH 2010.
32403	x			A	Economic Development Specialist V	BED 120	Strategic Industries Division, Science & Technology Branch		Economic Development Specialist VI	BED 100	Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch)		Propose to transfer from Strategic Industries Division, Science & Technology Branch to Business Development & Support Division, Business Support Branch (aka SMSD, BCAB) and propose to reallocate to Economic Development Specialist VI
14768	x			A	Secretary III	BED 105	Creative Industries Division						Abolished 7/31/09, Act 180, SLH 2010


REVISED LIST OF POSITIONS AFFECTED BY THE PROPOSED REORGANIZATION					Department of Business Economic Development & Tourism								
date: 12/9/2011													
Pos. No.	Current (Last Approved/Acknowledged Org Chart)				Proposed Reorganization				Comments				
	Perm	Temp	Exempt	MOF	Position Title as reflected on the latest approved/acknowledged org chart	Pgm ID (Act 41/04)	Organization Section (based on last approved/acknowledged Org chart)	Supervisory Assignment (based on last approved/acknowledged org chart)		Position Title	Pgm ID	Organization Section	Supervisory Assignment
26633	x			A	Secretary II	BED 100	Business Development & Support Division, (aka Strategic Marketing & Support Division), Investment & Business Analysis Branch		Secretary III	BED 105	Creative Industries Division		Propose to transfer from the proposed Business Development & Support Division, Investment & Business Analysis Branch (aka Strategic Marketing & Support Division, IBAB) to Creative Industries Division and propose to reallocate to Secretary III
24597	x			A	Film Industry Development Manager	BED 105	Creative Industries Division, Film Industry Branch						RIF, abolished 1/31/10, Act 180, SLH 2010.
120355	x			A					Film Industry Development Manager	BED 105	Creative Industries Division, Film Industry Branch	35260, 912005, 49490, 44000	Position created through Act 164, SLH 2011.
15735	x			A	Secretary II	BED 105	Creative Industries Division, Film Industry Branch						Abolished 7/31/09, Act 180, SLH 2010
118991	x			A	Film Industry Development Specialist IV	BED 105	Creative Industries Division, Film Industry Branch						RIF, abolished 1/31/10, Act 180, SLH 2010.
119293	x			A	Professional Worker III	BED 105	Creative Industries Division, Film Industry Branch						RIF, abolished 2/2/10, Act 180, SLH 2010.
35259	x			A	Economic Development Specialist V	BED 105	Creative Industries Division, Film Industry Branch						Position was redescribed from Film Industry Development Specialist IV, SR22, effective 12/29/05. Position was then redescribed to Energy Emergency Planner and transferred to Strategic Industries on 7/1/09, Act 162, SLH 2009. Position abolished 7/15/09, Act 162, SLH 2009

REVISED LIST OF POSITIONS AFFECTED BY THE PROPOSED REORGANIZATION					Department of Business Economic Development & Tourism								
date: 12/9/2011													
Pos. No.	Current (Last Approved/Acknowledged Org Chart)				Proposed Reorganization				Comments				
	Perm	Temp	Exempt	MOF	Position Title as reflected on the latest approved/acknowledged org chart	Pgm ID (Act 41/04)	Organization Section (based on last approved/acknowledged Org chart)	Supervisory Assignment (based on last approved/acknowledged org chart)		Position Title	Pgm ID	Organization Section	Supervisory Assignment
44000	x			A	Economic Development Specialist V	BED 100	Business Development & Support Division, (aka Strategic Marketing & Support Division), Investment & Business Analysis Branch		Economic Development Specialist V	BED 105	Creative Industries Division, Film Industry Branch		Propose to transfer from Business Development & Support Division (aka Strategic Marketing & Support Division) Investment & Business Analysis Branch to Creative Industries Division, Film Industry Branch.
912005	x			A					Economic Development Specialist VI	BED 105	Creative Industries Division, Film Industry Branch		New Position created through Act 164, SLH 2011
44666	x			A	Secretary II	BED 105	Creative Industries Division, Arts & Culture Development Branch						Abolished 7/15/09, Act 162, SLH 2009
35798	x			A	Ocean Resources Development Manager	BED 120	Strategic Industries Division, Science & Technology Branch	32770, 49497T, 44791, 32403	Economic Development Specialist VI	BED 105	Creative Industries Division, Arts & Culture Development Branch		Propose to transfer from Strategic Industries Division, Science & Technology Branch to Creative Industries Division, Arts & Culture Development Branch and propose to reallocate to an Economic Development Specialist VI
46083	x			A	Secretary III	BED 130	Research & Economic Analysis Division, Office Services						Abolished 1/31/10, Act 180, SLH 2010
25304	x			A	Secretary II	BED 100	Business Development & Support Division, Business Development Branch (aka Strategic Marketing & Support Division, Services Trade Branch)		Secretary III	BED 130	Research & Economic Analysis Division	17805	Propose to transfer from proposed Business Development & Support Division, Business Development Branch (aka SMSD, Services Trade Branch) to READ and propose to reallocate to Secretary III
22100	x			A	Office Assistant III	BED 130	Research & Economic Analysis Division, Office Services						RIF, abolished 1/31/10, Act 180, SLH 2010.

REVISED LIST OF POSITIONS AFFECTED BY THE PROPOSED REORGANIZATION					Department of Business Economic Development & Tourism								
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10066	x			A	Information Specialist III	BED 130	Research & Economic Analysis Division, Economic Information Staff		Information Specialist IV	BED 130	Research & Economic Analysis Division, Office Services		Propose to transfer from READ, Economic Information Staff to Office Services and propose to reallocate to Information Specialist IV
29283	x			A	Economist VII	BED 130	Research & Economic Analysis Division, Economic Research Branch						Abolished 6/30/09 thru Act 162, SLH 2009
22407	x			A	Economics Research Program Manager	BED 130	Research & Economic Analysis Division, Economic Information Staff		Economics Research Program Manager	BED 130	Research & Economic Analysis Division, Economic Research Branch	11299, 14884, 39449, 118822	Propose to transfer from READ, Economic Information Staff to Economic Research Branch and serve as branch manager
39449	x			A	Economist V	BED 130	Research & Economic Analysis Division, Economic Information Staff	10066	Economist V	BED 130	Research & Economic Analysis Division, Economic Research Branch		Propose to transfer from READ, Economic Information Staff to Economic Research Branch.
118822	x			A	Economist V	BED 130	Research & Economic Analysis Division, Economic Information Staff		Economist V	BED 130	Research & Economic Analysis Division, Economic Research Branch		Propose to transfer from READ, Economic Information Staff to Economic Research Branch.
22407	x			A	Economics Research Program Manager	BED 130	Research & Economic Analysis Division, Economic Information Staff		Economics Research Program Manager	BED 130	Research & Economic Analysis Division, Economic Research Branch	11299, 14884, 39449, 118822	Propose to transfer from READ, Economic Information Staff to Economic Research Branch and serve as branch manager
18676	x			A	Librarian V	BED 130	Research & Economic Analysis Division, Economic Information Staff						RIF, abolished 1/31/10, Act 180, SLH 2010.
39449	x			A	Economist V	BED 130	Research & Economic Analysis Division, Economic Information Staff	10066	Economist V	BED 130	Research & Economic Analysis Division, Economic Research Branch		Propose to transfer from READ, Economic Information Staff to Economic Research Branch.
118822	x			A	Economist V	BED 130	Research & Economic Analysis Division, Economic Information Staff	10066	Economist V	BED 130	Research & Economic Analysis Division, Economic Research Branch		Propose to transfer from READ, Economic Information Staff to Economic Research Branch.

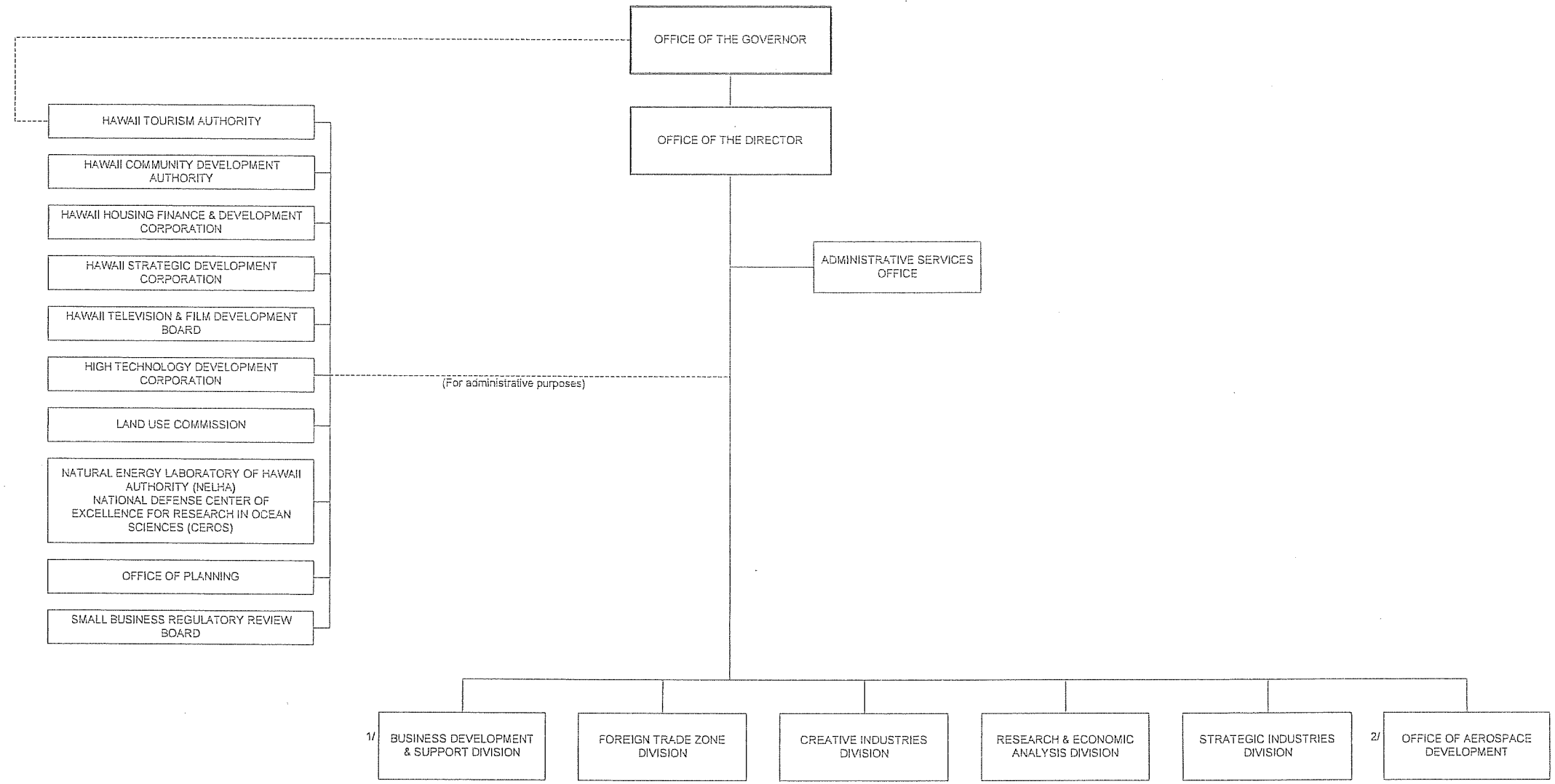
REVISED LIST OF POSITIONS AFFECTED BY THE PROPOSED REORGANIZATION					Department of Business Economic Development & Tourism								
date: 12/9/2011													
Pos. No.	Current (Last Approved/Acknowledged Org Chart)				Proposed Reorganization								Comments
	Perm	Temp	Exempt	MOF	Position Title as reflected on the latest approved/acknowledged org chart	Pgm ID (Act 41/04)	Organization Section (based on last approved/acknowledged Org chart)	Supervisory Assignment (based on last approved/acknowledged org chart)	Position Title	Pgm ID	Organization Section	Supervisory Assignment	
10066	x			A	Information Specialist III	BED 130	Research & Economic Analysis Division, Economic Information Staff		Information Specialist IV	BED 130	Research & Economic Analysis Division, Office Services		Propose to transfer from READ, Economic Information Staff to Office Services and propose to reallocate to Information Specialist IV
47749	x			A	Research Statistician V	BED 130	Research & Economic Analysis Division, Statistics and Data Support Branch						Abolished thru Act 180, SLH 2010.
111599	x			U	Research & Statistics Officer	BED 130	Research & Economic Analysis Division, Tourism Research Branch				Hawaii Tourism Authority		Tourism Research Branch was transferred to HTA, Act 5, Special, 2009 SLH. Recognized on HTA reorg.
46249	x			U	Tourism Specialist VI	BED 130	Research & Economic Analysis Division, Tourism Research Branch				Hawaii Tourism Authority		Tourism Research Branch was transferred to HTA, Act 5, Special, 2009 SLH. Recognized on HTA reorg.
111614	x			U	Economist VI	BED 130	Research & Economic Analysis Division, Tourism Research Branch				Hawaii Tourism Authority		Tourism Research Branch was transferred to HTA, Act 5, Special, 2009 SLH. Recognized on HTA reorg.
111615	x			U	Research Statistician IV	BED 130	Research & Economic Analysis Division, Tourism Research Branch				Hawaii Tourism Authority		Tourism Research Branch was transferred to HTA, Act 5, Special, 2009 SLH. Recognized on HTA reorg.
35798	x			A	Ocean Resources Development Manager	BED 120	Strategic Industries Division, Science & Technology Branch	32770, 49497T, 44791, 32403	Economic Development Specialist VI	BED 105	Creative Industries Division, Arts & Culture Development Branch		Propose to transfer from Strategic Industries Division, Science & Technology Branch to Creative Industries Division, Arts & Culture Development Branch and propose to reallocate to an Economic Development Specialist VI
32770	x			A	Secretary II	BED 120	Strategic Industries Division, Science & Technology Branch						Abolished thru Act 162, SLH 2009.

REVISED LIST OF POSITIONS AFFECTED BY THE PROPOSED REORGANIZATION					Department of Business Economic Development & Tourism								
date: 12/9/2011													
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49497	x			A	Research and Development Coordinator	BED 120	Strategic Industries Division, Science & Technology Branch		Research & Development Coordinator	BED 128	Office of Aerospace Development		Propose to transfer from Strategic Industries Division, Science & Technology Branch to Office of Aerospace Development.
44791	x			A	Economic Development Specialist V	BED 120	Strategic Industries Division, Science & Technology Branch		Economic Development Specialist VI	BED 142	Small Business Regulatory Review Board		Propose to transfer from Strategic Industries Division, Science & Technology Branch to Office of the Director, and proposed to reallocate to Economic Development Specialist VI
32403	x			A	Economic Development Specialist V	BED 120	Strategic Industries Division, Science & Technology Branch		Economic Development Specialist VI	BED 100	Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch)		Propose to transfer from Strategic Industries Division, Science & Technology Branch to Business Development & Support Division, Business Support Branch (aka SMSD, BCAB) and propose to reallocate to Economic Development Specialist VI
49497	x			A	Research and Development Coordinator	BED 120	Strategic Industries Division, Science & Technology Branch		Research & Development Coordinator	BED 128	Office of Aerospace Development		Propose to transfer from Strategic Industries Division, Science & Technology Branch to Office of Aerospace Development.

PROPOSED

 Kalbert K. Young, Director of Finance

DEC 14 2010
 Date

STATE OF HAWAII
 DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
 ORGANIZATION CHART
 PROPOSED



1/ Strategic Marketing & Support Division proposed to be renamed to Business Development & Support Division
 2/ Office Aerospace Development established - Act 149, SLH 2007.
 * Office of Tourism Liaison abolished - Act 162, SLH 2009.
 ** Aloha Tower Development Corporation abolished - Act 152, SLH 2011.

ACKNOWLEDGED

ORGANIZATION CHART

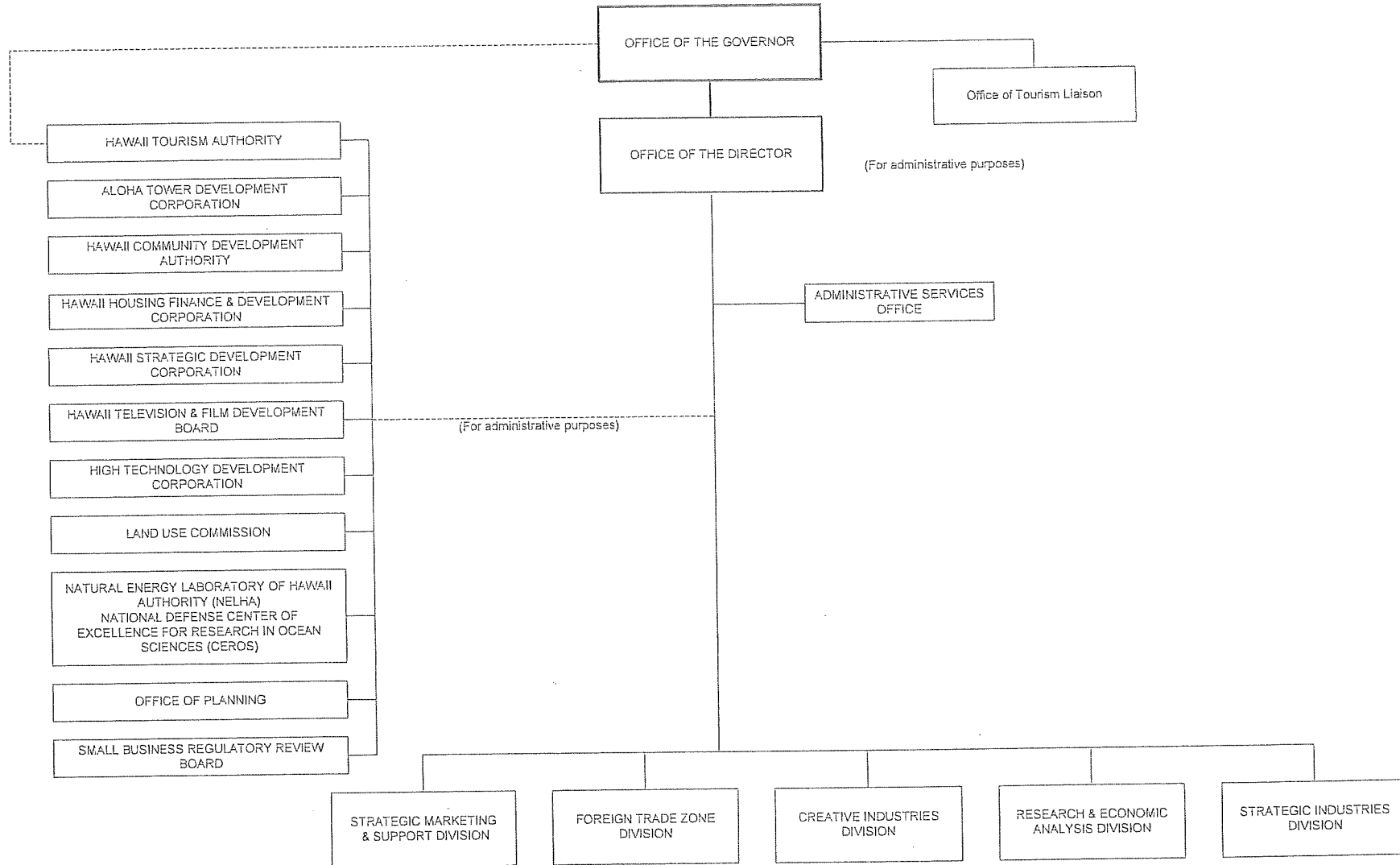
PRESENT

Acknowledged

04/28/09

Georgina K. Kawamura, Director of Finance

Date



January 18, 2007

PROPOSED

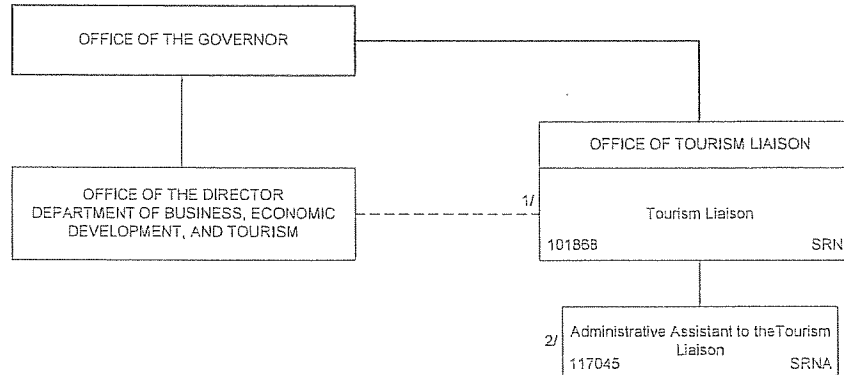
Kelbart K. Young
Kelbart K. Young, Director of Finance

DEC 14 2011

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
OFFICE OF TOURISM LIAISON

POSITION ORGANIZATION CHART



**Office of Tourism Liaison
Abolished Act 162, SLH 2009**

1/ Position 101868 transferred to Office of the Governor, Act 162, SLH 2009.
2/ Position 117045 abolished 6/30/09, Act 162, SLH 2009.

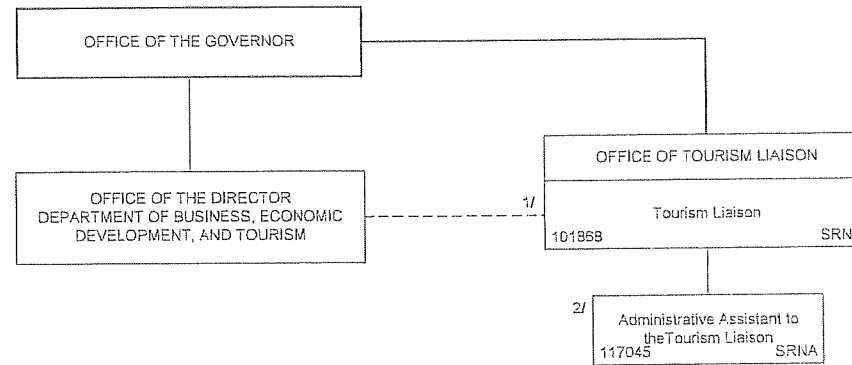
ACKNOWLEDGED

Acknowledged
Georgina K. Kawamura, Director of Finance

4/2/2004
Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
OFFICE OF TOURISM LIAISON

POSITION ORGANIZATION CHART
PRESENT



1/ Temporary NTE 12/31/10
2/ Re-described from Film Industry/CIP Coordinator, CID and transferred to OTL; NTE 12/30/2009
* Position No. 116584 abolished 05/30/05 Act 178-05 SLH

July 03, 2007

PROPOSED

Kalbert K. Young
Kalbert K. Young, Director of Finance

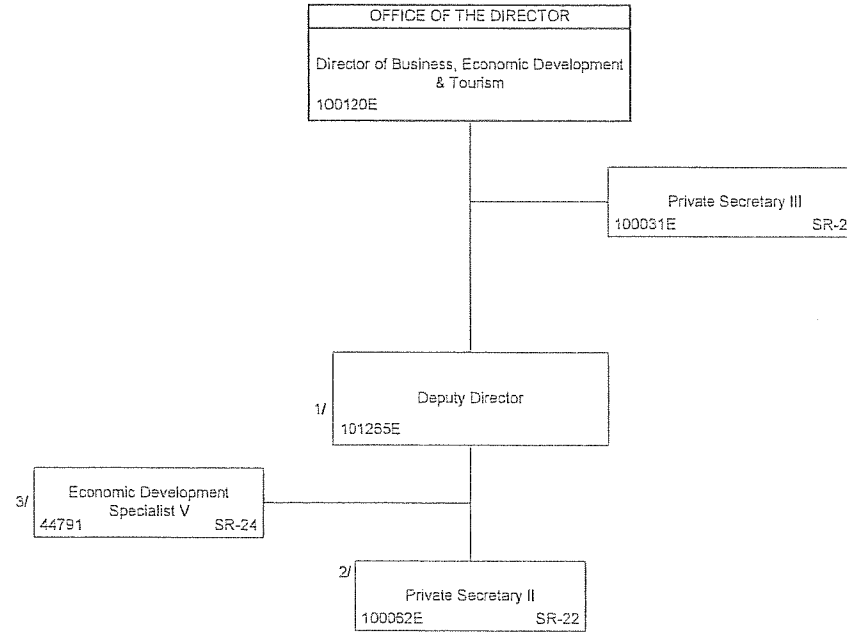
DEC 14 2011

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
OFFICE OF THE DIRECTOR

POSITION ORGANIZATION CHART

PROPOSED



E = Exempt

1/ Position #101265E, abolished Act 162, SLH 2009. Restored thru Act 164, SLH 2011. Position # is same.

2/ Position #100062E, abolished Act 180, SLH 2010. Restored thru Act 164, SLH 2011. Position # is same.

3/ Position #44791, Economic Development Specialist V, SR-24 proposed to be transferred from Strategic Industries Division, Science & Technology Branch to the Director's Office and proposed to be reallocated to Economic Development Specialist VI, SR-26.

The following positions have been abolished:

Position #103233E, Special Assistant for International Affairs abolished 6/30/09 - Act 162, SLH 2009.

Position #41975, Secretary III abolished 6/30/09 - Act 162, SLH 2009

Position #100134E, DBEDT Information Director abolished - Act 180, SLH 2010.

Position #12695, Information Specialist IV, RIF, abolished - Act 180, SLH 2010.

Position #12889, Secretary II, abolished - Act 180, SLH 2010.

ACKNOWLEDGED

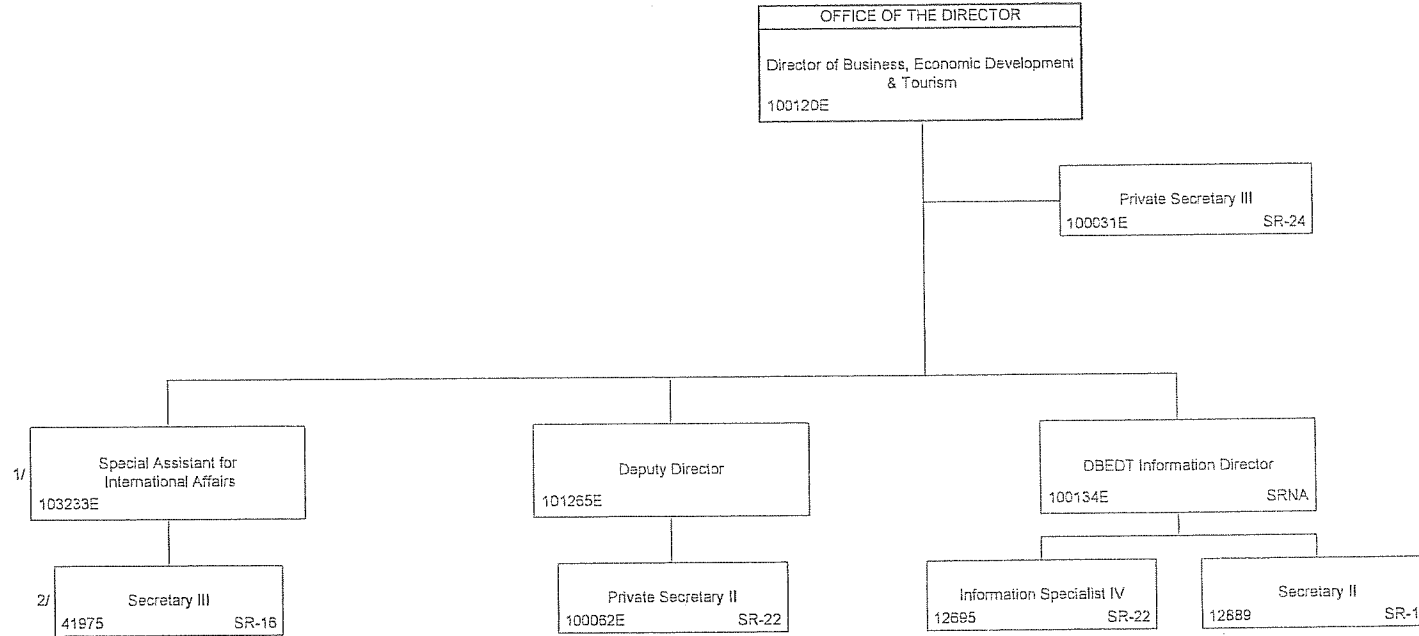
Acknowledged
Georgina K. Kawamura, Director of Finance

4/2/2004
Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
OFFICE OF THE DIRECTOR

POSITION ORGANIZATION CHART

PRESENT



E = Exempt
1/ Re-described to Special Assistant for International Affairs - 05/25/07; NTE 06/30/09
2/ NTE - 06/30/09
Position No. 117452, DBEDT Projects Coordinator - Established 07/01/05-abolished 06/30/06

July 3, 2007

PROPOSED

Kalbert K. Young
Kalbert K. Young, Director of Finance

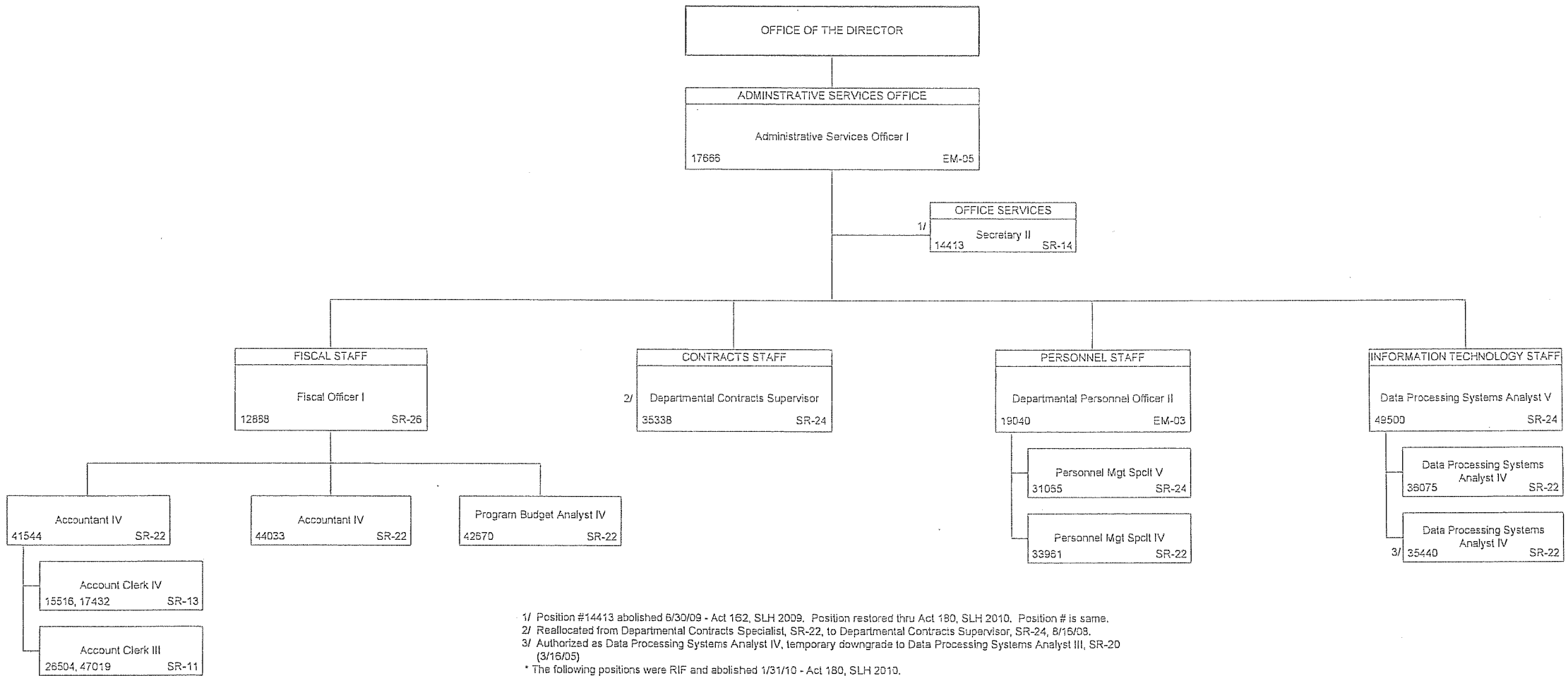
DEC 14 2011

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
ADMINISTRATIVE SERVICES OFFICE

POSITION ORGANIZATION CHART

PROPOSED



- 1/ Position #14413 abolished 6/30/09 - Act 162, SLH 2009. Position restored thru Act 180, SLH 2010. Position # is same.
- 2/ Reallocated from Departmental Contracts Specialist, SR-22, to Departmental Contracts Supervisor, SR-24, 8/15/08.
- 3/ Authorized as Data Processing Systems Analyst IV, temporary downgrade to Data Processing Systems Analyst III, SR-22 (3/16/05)
- * The following positions were RIF and abolished 1/31/10 - Act 180, SLH 2010.
 Position #39255, Office Assistant III (reclassified effective 7/1/08), SR-08.
 Position #44669, Account Clerk III, SR-11
 Position #33950, Accountant III, SR-20
 Position #42609, Accountant III, SR-20
 Position #44554, Program Budget Analyst IV, SR-22
 Position #44641, Personnel Clerk V, SR-13
- ** The following positions were abolished 6/30/09 - Act 162, SLH 2009.
 Position #15543, Contracts Assistant I, SR-13
 Position #48254, Departmental Contracts Specialist, SR-22
 Position #19539, Personnel Management Specialist IV, SR-22
- *** Position #49491, Management Analyst IV, SR-22, abolished 1/31/10 - Act 180, SLH 2010.

ACKNOWLEDGED

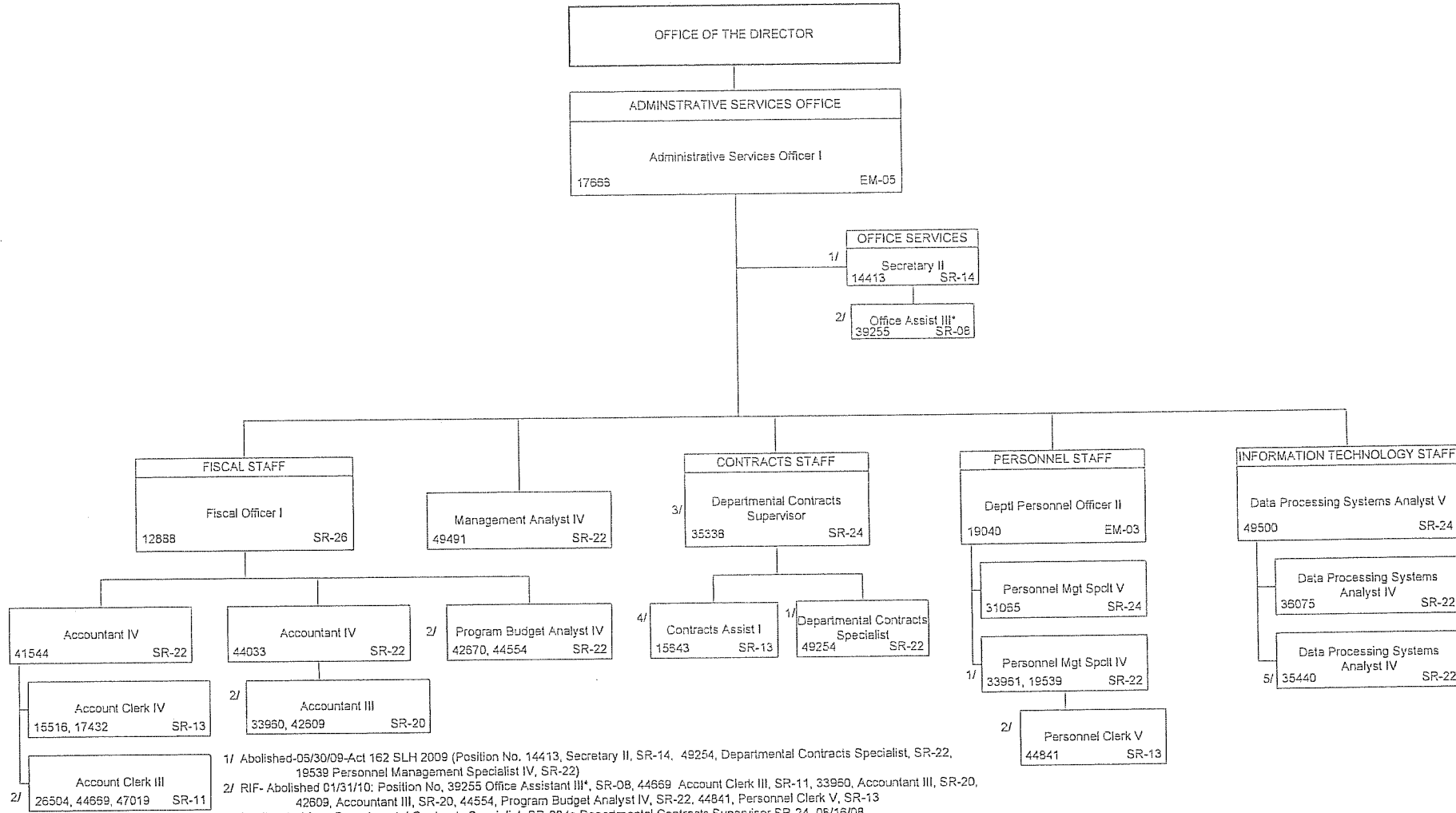
Theodore E. Liu
Theodore E. Liu, Director, DBEDT

August 07, 2008
Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
ADMINISTRATIVE SERVICES OFFICE

POSITION ORGANIZATION CHART

PRESENT



1/ Abolished-05/30/09-Act 162 SLH 2009 (Position No. 14413, Secretary II, SR-14, 49254, Departmental Contracts Specialist, SR-22, 19539 Personnel Management Specialist IV, SR-22)
 2/ RIF- Abolished 01/31/10; Position No. 39255 Office Assistant III*, SR-08, 44659 Account Clerk III, SR-11, 33950, Accountant III, SR-20, 42609, Accountant III, SR-20, 44554, Program Budget Analyst IV, SR-22, 44841, Personnel Clerk V, SR-13
 3/ Reallocated from Departmental Contracts Specialist, SR-22 to Departmental Contracts Supervisor SR-24, 05/16/08
 4/ Abolished 07/15/09
 5/ Authorized as DPSA IV, temporary downgrade to DPSA III, SR-20 (3/16/05)
 * Position Reclassified effective 07/01/08

January 28, 2010

PROPOSED

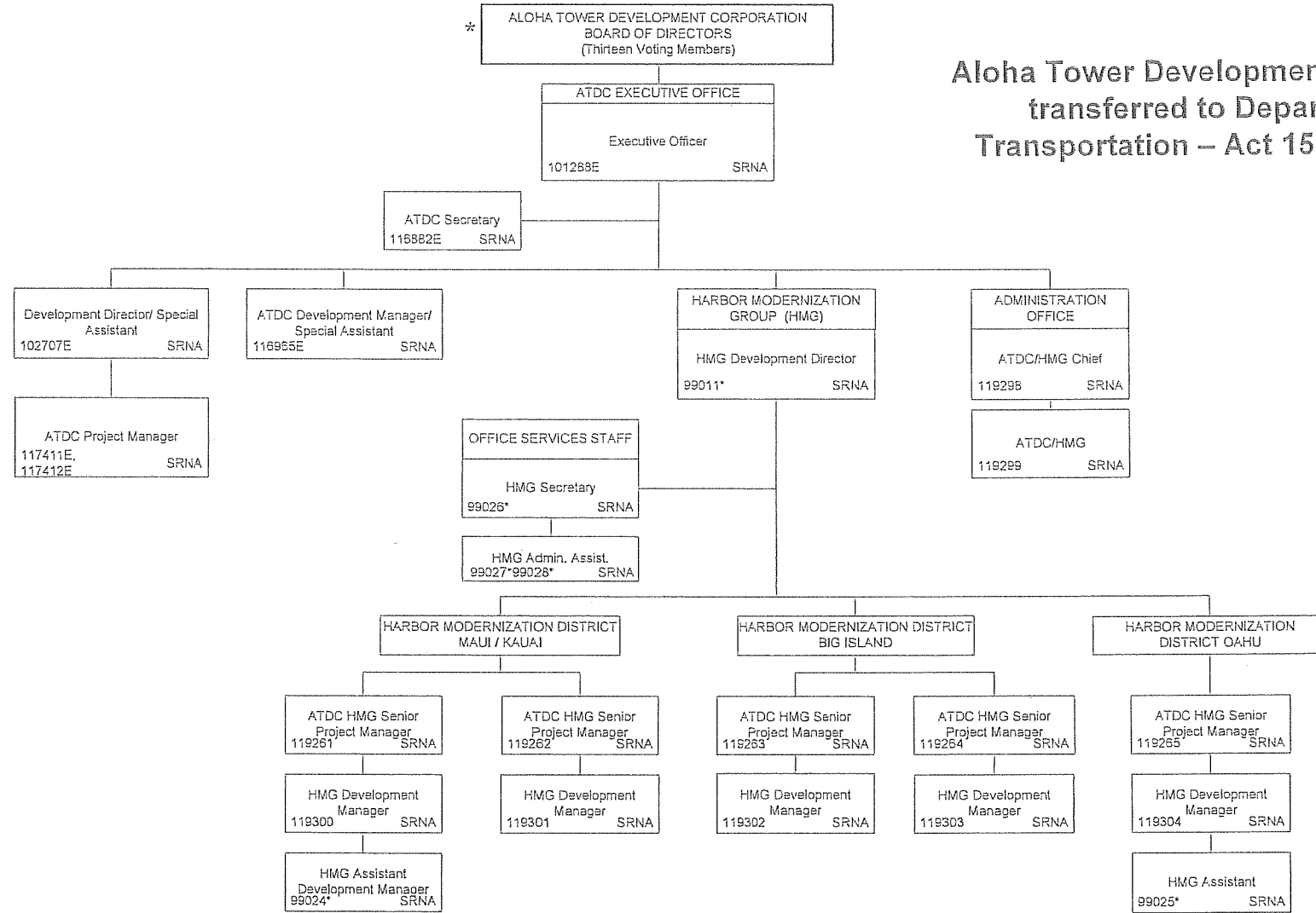
Kalbert K. Young
Kalbert K. Young, Director of Finance

DEC 14 2011

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
ALOHA TOWER DEVELOPMENT CORPORATION

POSITION ORGANIZATION CHART



**Aloha Tower Development Corporation
transferred to Department of
Transportation – Act 152, SLH 2011.**

* Eliminate attached agency, transferred to Department of Transportation, Act 152, SLH 2011

ACKNOWLEDGED

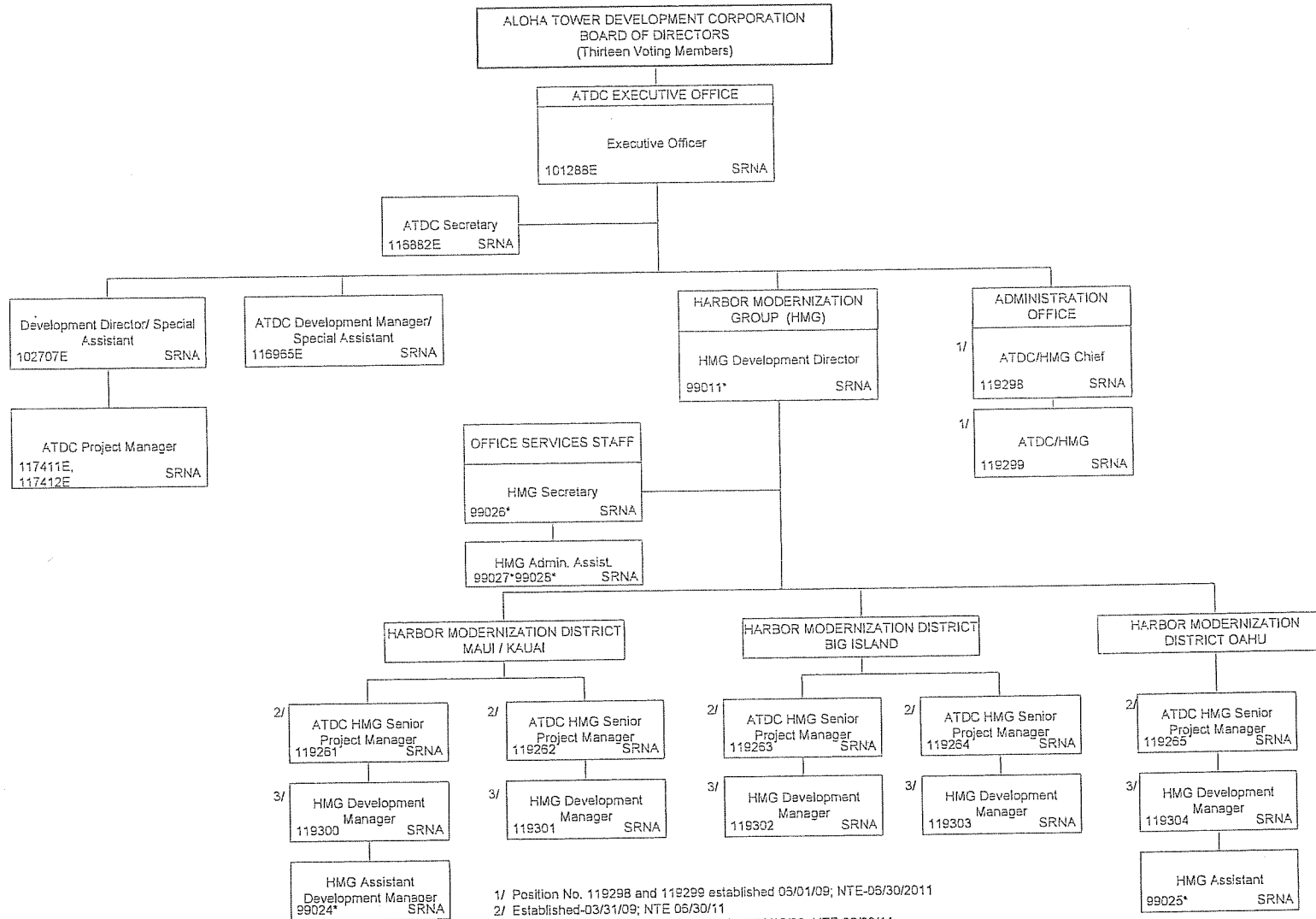
Robert Piper

Georgina K. Kawamura, Director of Finance

September 24, 2008

Date

STATE OF HAWAII
 DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT &
 TOURISM
 ALOHA TOWER DEVELOPMENT CORPORATION
 POSITION ORGANIZATION CHART
 PRESENT



1/ Position No. 119298 and 119299 established 05/01/09; NTE-05/30/2011
 2/ Established-03/31/09; NTE 05/30/11
 3/ Position No. 119300-119304 established 05/12/09; NTE 05/30/11
 * Position No. 99011, 99024-99028 to be established-Act 200-08 SLH
 E = NTE 05/30/09

October 02, 2009

PROPOSED

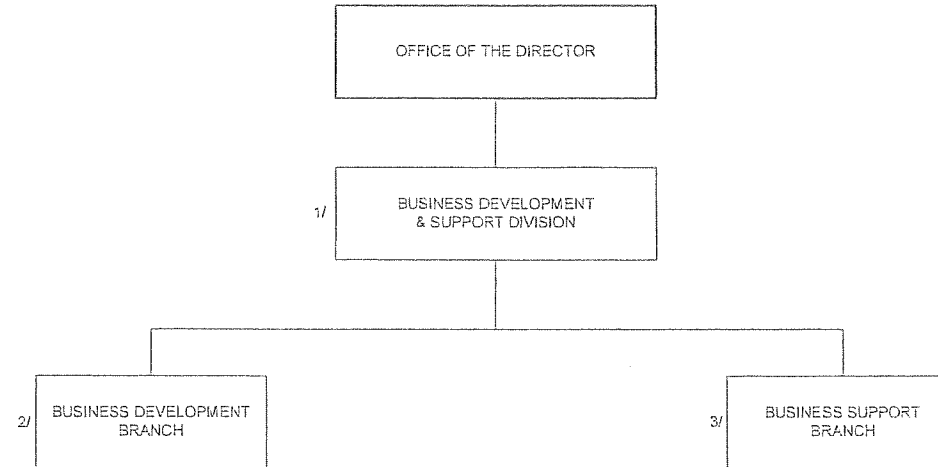

Albert K. Young, Director of Finance

DEC 14 2011
Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
BUSINESS DEVELOPMENT & SUPPORT DIVISION

ORGANIZATION CHART

PROPOSED



- 1/ Strategic Marketing & Support Division proposes to be renamed to Business Development & Support Division
- 2/ Services Trade Branch proposes to be renamed to Business Development Branch.
- 3/ Business & Community Assistance Branch proposes to be renamed to Business Support Branch.
- * Investment & Business Analysis Branch proposes to be eliminated.

ACKNOWLEDGED

ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

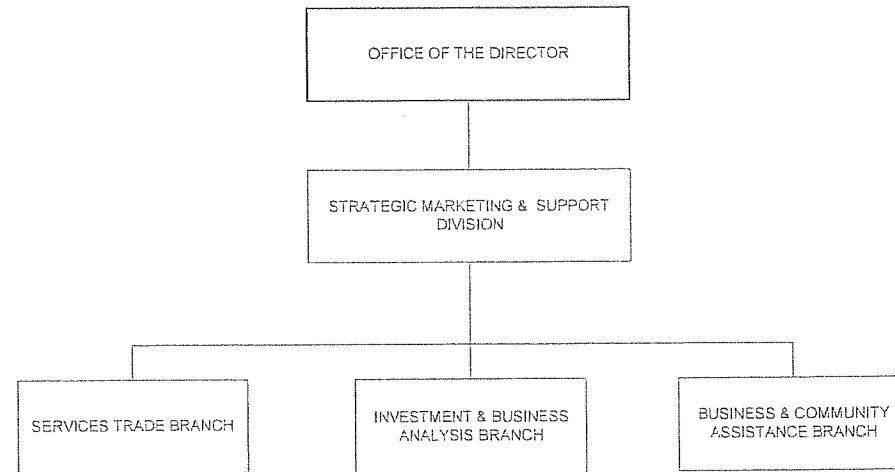
08/03/07

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
STRATEGIC MARKETING & SUPPORT DIVISION

ORGANIZATION CHART

PRESENT



December 1, 2003

PROPOSED

Albert K. Young
Albert K. Young, Director of Finance

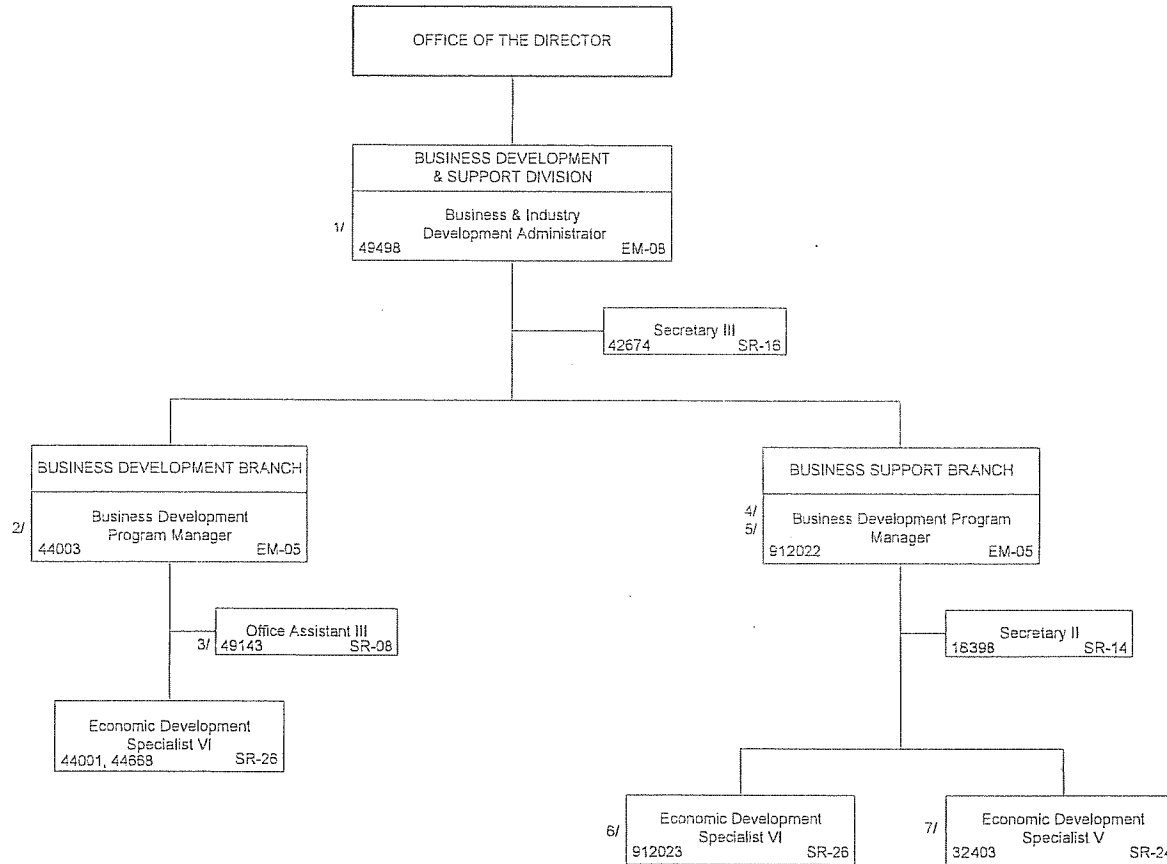
DEC 14 2011

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
BUSINESS DEVELOPMENT & SUPPORT DIVISION
BUSINESS DEVELOPMENT BRANCH
BUSINESS SUPPORT BRANCH

POSITION ORGANIZATION CHART

PROPOSED



1/ Strategic Marketing & Support Division proposes to be renamed Business Development & Support Branch

2/ Services Trade Branch proposes to be renamed Business Development Branch

3/ Position #49143 Office Assistant III, SR-08 (position reclassified effective 7/01/08) proposes to be transferred from the proposed Business Support Branch (aka Business & Community Assistance Branch) to the proposed Business Development Branch (aka Services Trade Branch).

4/ Business & Community Assistance Branch proposes to be renamed Business Support Branch

5/ Position #912022 Business Development Program Manager, EM-05, newly created position - Act 164, SLH 2011

6/ Position #912023 Economic Development Specialist VI, SR-26, newly created position - Act 164, SLH 2011

7/ Position #32403 Economic Development Specialist V, SR-24, proposes to be transferred from Strategic Industries Division, Science & Technology Branch to the proposed Business Support Branch (aka Business & Community Assistance Branch) and proposes to be reallocated to Economic Development Specialist VI, SR-26.

* The following positions were RIF, abolished 1/31/10 - Act 180, SLH 2010

Position #15522 Business Loan Officer II, SR-25

Position #43035 Economic Development Specialist VI, SR-26

Position #26981 Economic Development Specialist VI, SR-26

Position #49142 Economic Development Specialist VI, SR-25

Position #49144 Economic Development Specialist IV, SR-22

** The following positions were abolished Act 162, SLH 2009

Position #35521 Business Development Program Manager, EM-05 abolished 7/15/09.

*** Position #25304 Secretary II, SR-14, proposes to be transferred from the proposed Business Development Branch (aka Services Trade Branch) to Research & Economic Analysis Division and proposes to be reallocated to Secretary III, SR-16.

**** Investment & Business Analysis Branch proposes to be eliminated

Position #49499 Business Development Program Manager, EM-05 abolished 7/15/09 - Act 180, SLH 2010

Position #26533 Secretary II, SR-14, proposes to be transferred from Investment & Business Analysis Branch to Creative Industries Division and proposes to be reallocated to Secretary III, SR-16.

Position #26982 Economic Development Specialist VI, SR-26 RIF, abolished 1/31/10 - Act 180, SLH 2010

Position #27489 Economic Development Specialist VI, SR-26 abolished 7/15/09, Act 162, SLH 2009

Position #44000 Economic Development Specialist V, SR-24 proposes to be transferred from Investment & Business Analysis Branch to Creative Industries, Division, Film Industry Branch

ACKNOWLEDGED

ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

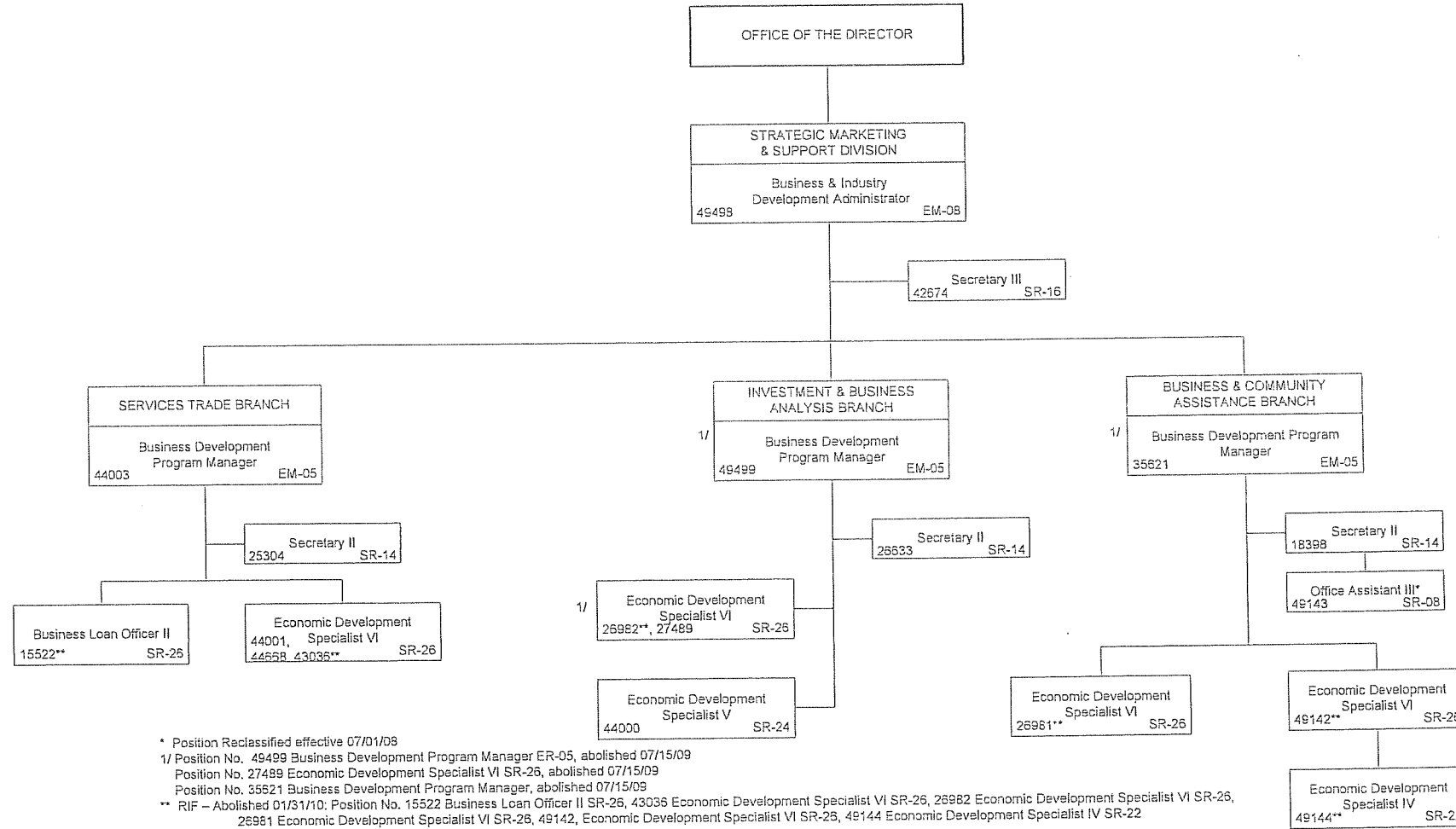
08/03/07

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
STRATEGIC MARKETING & SUPPORT DIVISION
SERVICES TRADE BRANCH AND
INVESTMENT & BUSINESS ANALYSIS BRANCH
BUSINESS & COMMUNITY ASSISTANCE BRANCH

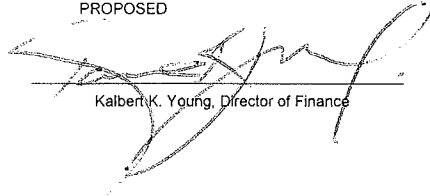
POSITION ORGANIZATION CHART

PRESENT



January 28, 2010

PROPOSED



Kalbert K. Young, Director of Finance

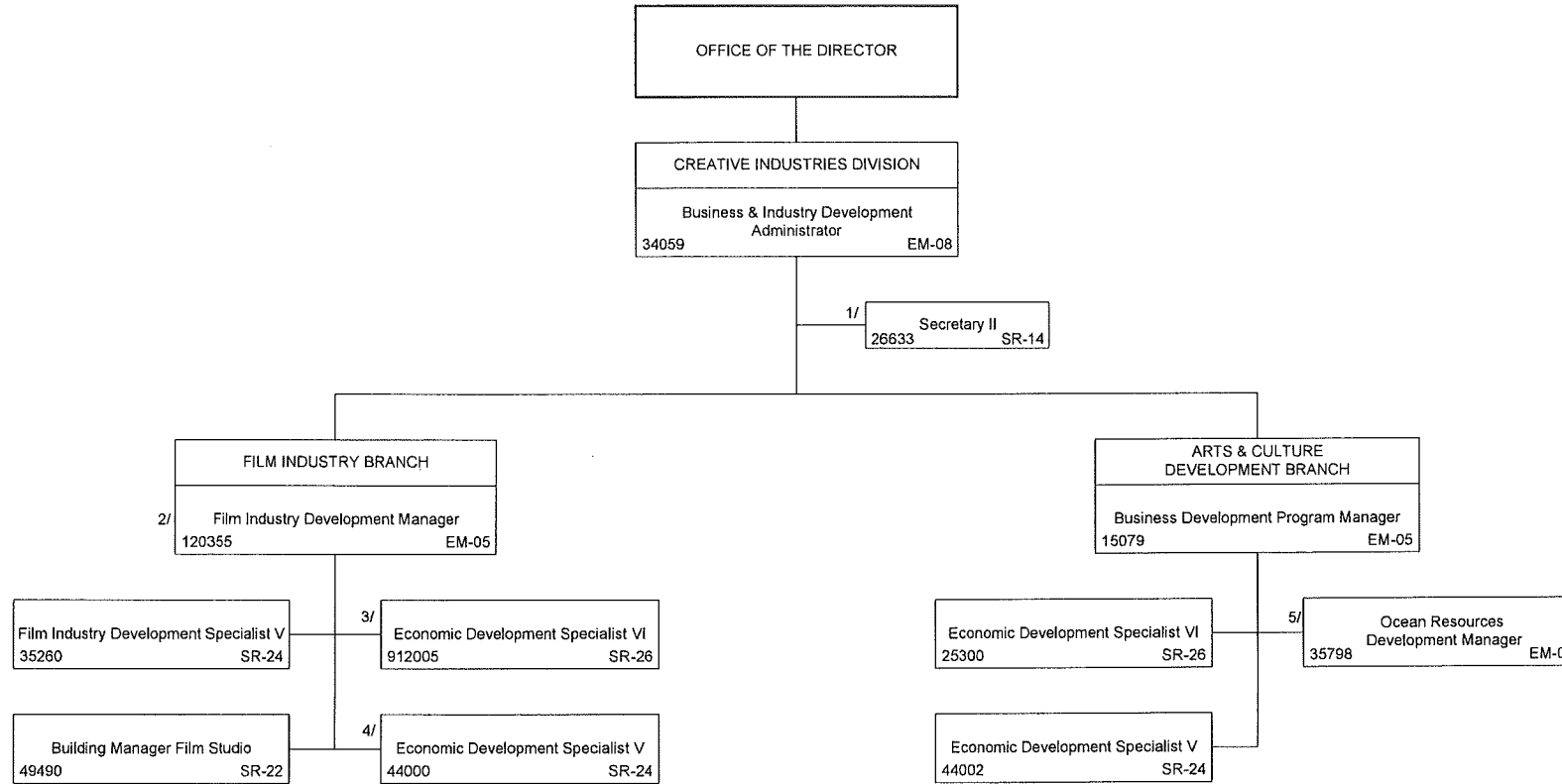
DEC 22 2011

Date

STATE OF HAWAII
 DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
 CREATIVE INDUSTRIES DIVISION
 FILM INDUSTRY BRANCH
 ARTS & CULTURE DEVELOPMENT BRANCH

POSITION ORGANIZATION CHART

PROPOSED



- 1/ Position #26633, Secretary II, SR14, proposes to be transferred from the proposed Business Development & Support Division (aka Strategic Marketing & Support Division), Investment & Business Analysis Branch and proposes to be reallocated to Secretary III, SR16.
- 2/ Position #120355, Film Industry Development Manager, EM05, newly created position - Act 164, SLH 2011.
- 3/ Position #912005 Economic Development Specialist VI, SR26, newly created position - Act 164, SLH 2011.
- 4/ Position #44000 Economic Development Specialist V, SR24, proposes to be transferred from the proposed Business Development & Support Division (aka Strategic Marketing & Support Division), Investment & Business Analysis Branch to the Creative Industries Division, Film Industry Branch.
- 5/ Position #35798 Ocean Resources Development Manager, EM05, proposes to be transferred from the Strategic Industries Division, Science & Technology Branch to Creative Industries Division, Arts & Culture Development Branch and proposes to be reallocated to Economic Development Specialist VI, SR26.

* The following positions were RIF, abolished 1/31/10 - Act 180, SLH 2010:
 Position # 24597 Film Industry Development Manager, EM05
 Position # 118991 Film Industry Development Specialist IV (established 7/1/08 - Act 213, SLH 2007)
 Position # 119293 Film Industry Development Specialist IV (established 5/1/09 - Act 213, SLH 2007)

** The following positions were abolished 7/15/09 - Act 162, SLH 2009
 Position #35259 Economic Development Specialist V, SR24 (redescribed from Film Industry Development Specialist IV, SR22, effective 12/29/05, and redescribed to Energy Emergency Planner to SID on 7/1/09, Act 162, SLH 2009).
 Position #44666 Secretary II, SR14

*** The following positions were abolished 7/31/09 - Act 180, SLH 2010
 Position #14768 Secretary III, SR 16
 Position #15735 Secretary II, SR-14

ACKNOWLEDGED

ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

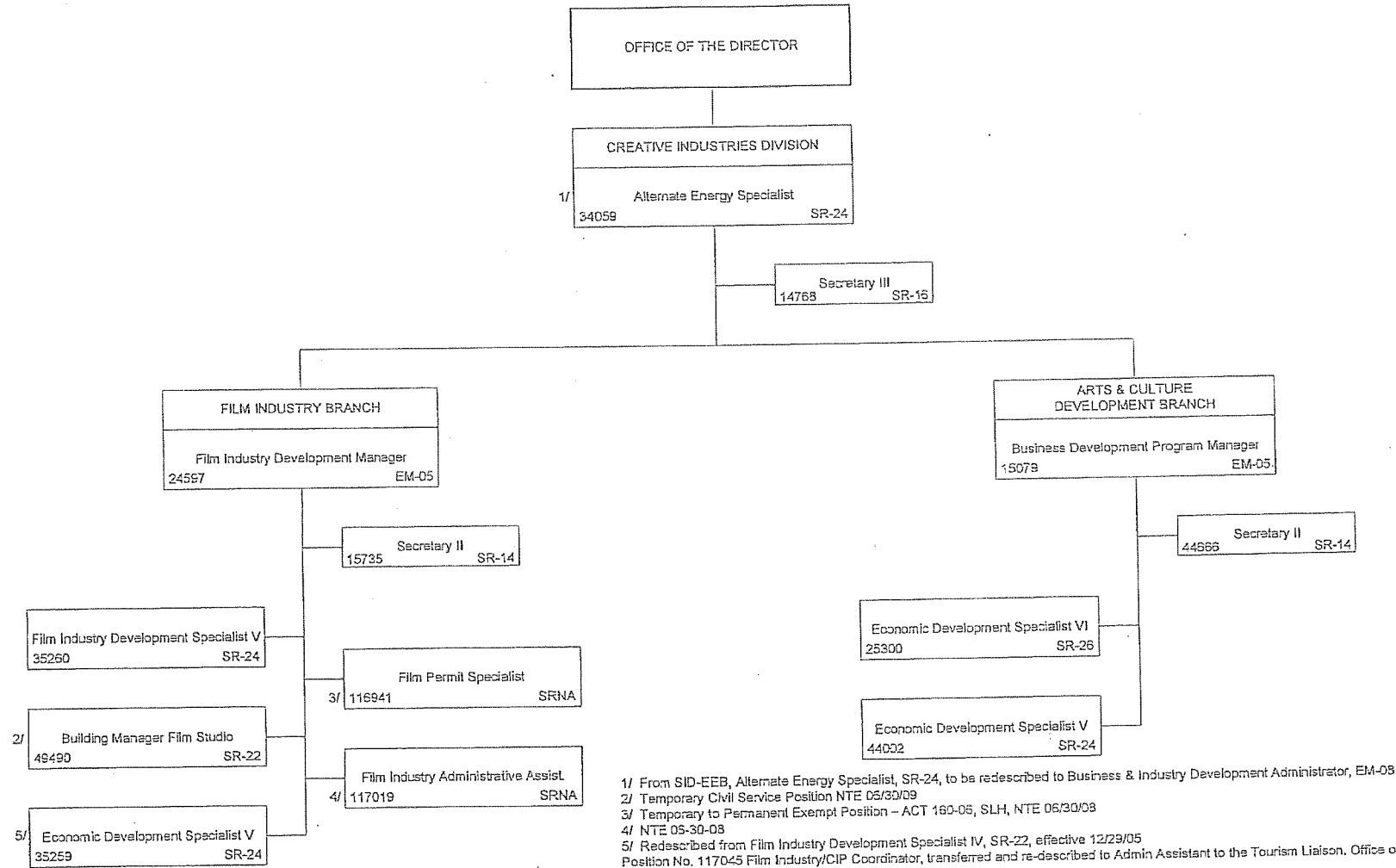
7/21/2008

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
CREATIVE INDUSTRIES DIVISION
FILM INDUSTRY BRANCH
ARTS & CULTURE DEVELOPMENT BRANCH


POSITION ORGANIZATION CHART

PRESENT



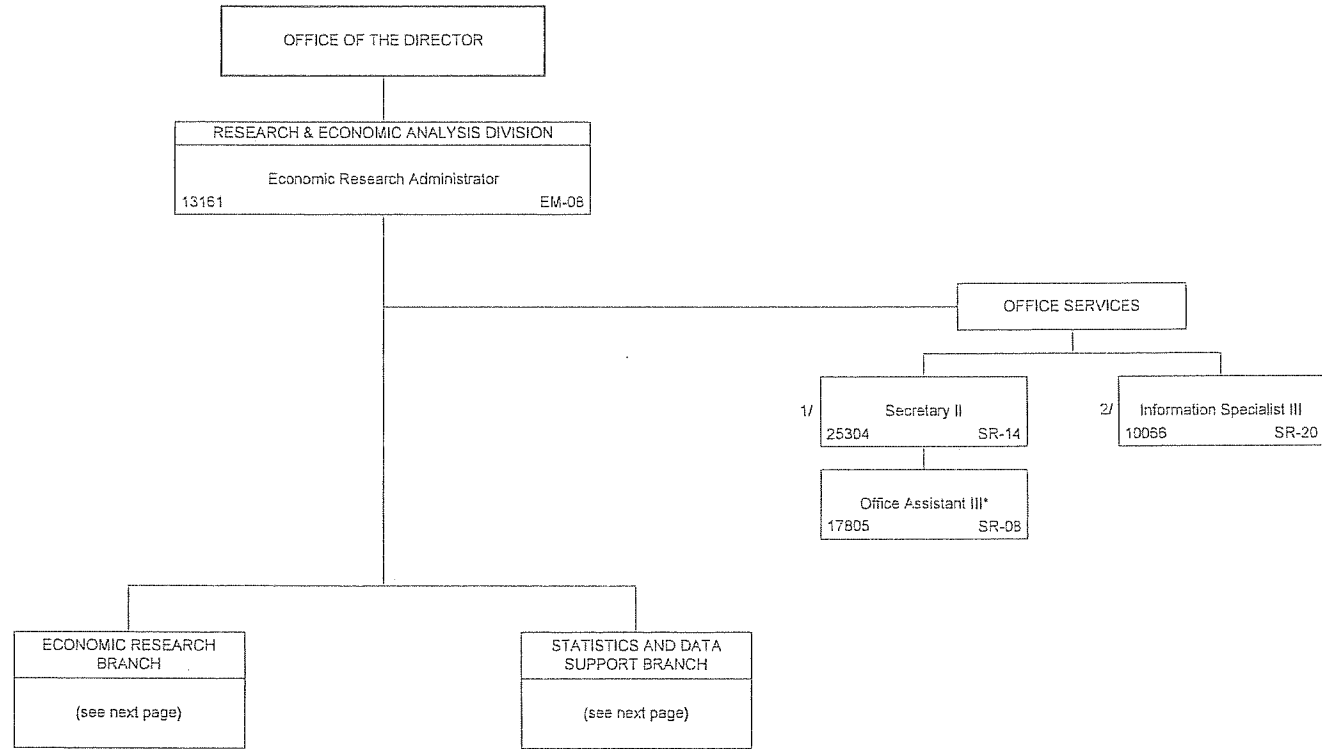
1/ From SID-EEB, Alternate Energy Specialist, SR-24, to be re-described to Business & Industry Development Administrator, EM-08
 2/ Temporary Civil Service Position NTE 03/30/09
 3/ Temporary to Permanent Exempt Position - ACT 160-05, SLH, NTE 06/30/08
 4/ NTE 05-30-08
 5/ Red-described from Film Industry Development Specialist IV, SR-22, effective 12/29/05
 Position No. 117045 Film Industry/CIP Coordinator, transferred and re-described to Admin Assistant to the Tourism Liaison, Office of the Director, NTE 12/30/09

July 03, 2007

PROPOSED

 Kalbert K. Young, Director of Finance

DEC 14 2011
 Date

STATE OF HAWAII
 DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
 RESEARCH & ECONOMIC ANALYSIS DIVISION
 ORGANIZATION CHART
 PROPOSED



1/ Positions #25304 Secretary II, SR 14 proposes to be transferred from the proposed Business Development & Support Division, Business Development Branch (aka Strategic Marketing & Support Division, Services Trade Branch) and proposes to be reallocated to Secretary III, SR16.
 2/ Position #10066 Information Specialist III, SR20 proposes to be transferred from Research & Economic Analysis Division, Economic Information Staff and proposes to be reallocated to Information Specialist IV, SR22.
 * Position reclassified effective 7/01/08.
 ** Position # 22100, RIF, abolished 1/31/10 - Act 180, SLH 2010
 *** Economic Information Staff proposes to be eliminated.

ACKNOWLEDGED

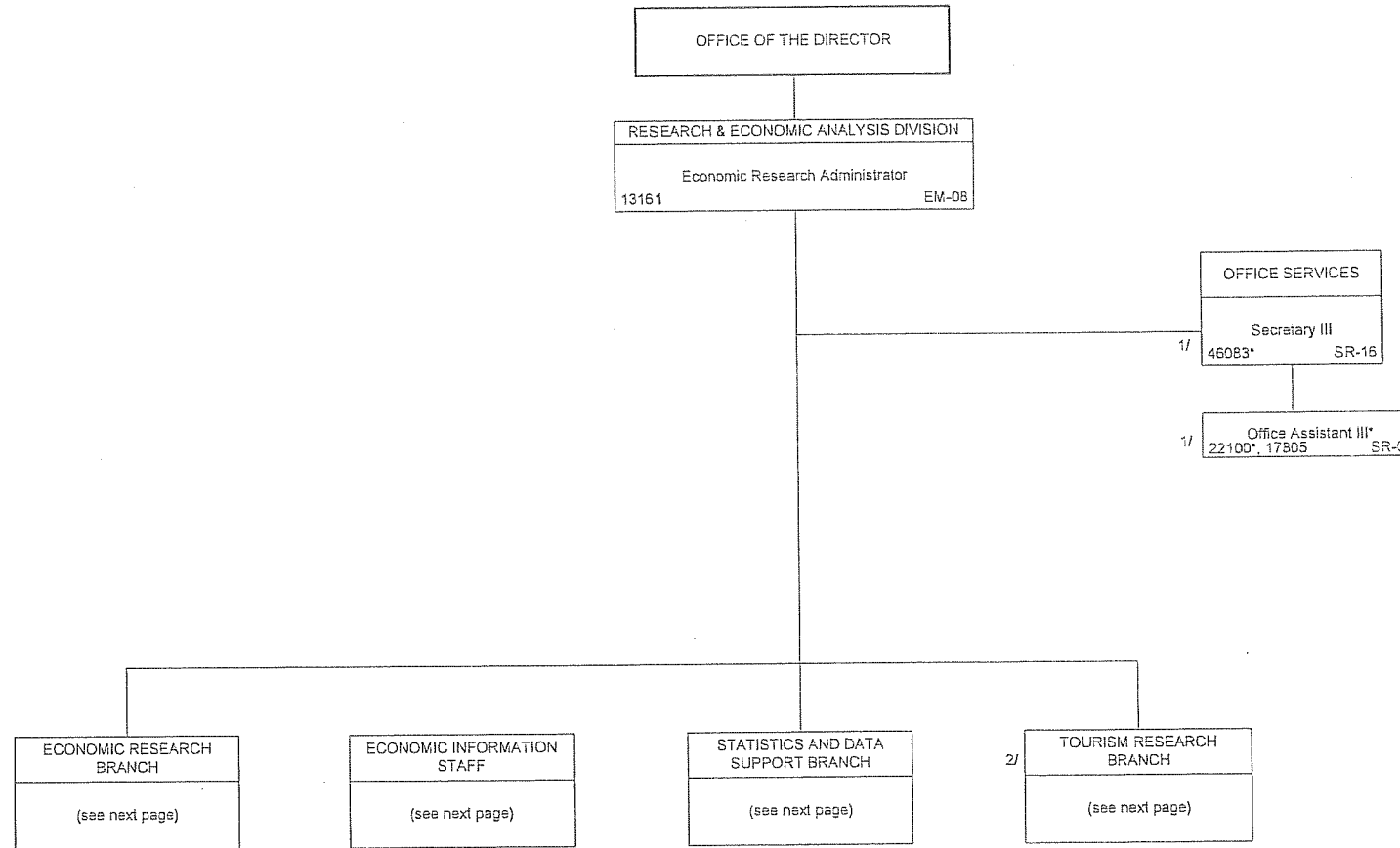
ACKNOWLEDGED-Theodore E. Liu
Georgina K. Kawamura, Director of Finance

06/29/2007
Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
RESEARCH & ECONOMIC ANALYSIS DIVISION

POSITION ORGANIZATION CHART

PRESENT



* Position Reclassified effective 07/01/08

1/ RIF - Abolished 01/31/10: Position No. 46083-Secretary III, SR-16, 22100-Office Assistant III, SR-08

2/ Tourism Research Branch: Effective 7/1/09-Transferred to DBEDT-HTA, ACT 162 SLH 2009 and ACT 5 SP-SLH 2009

January 26, 2010

PROPOSED

Kalbert K. Young
Kalbert K. Young, Director of Finance

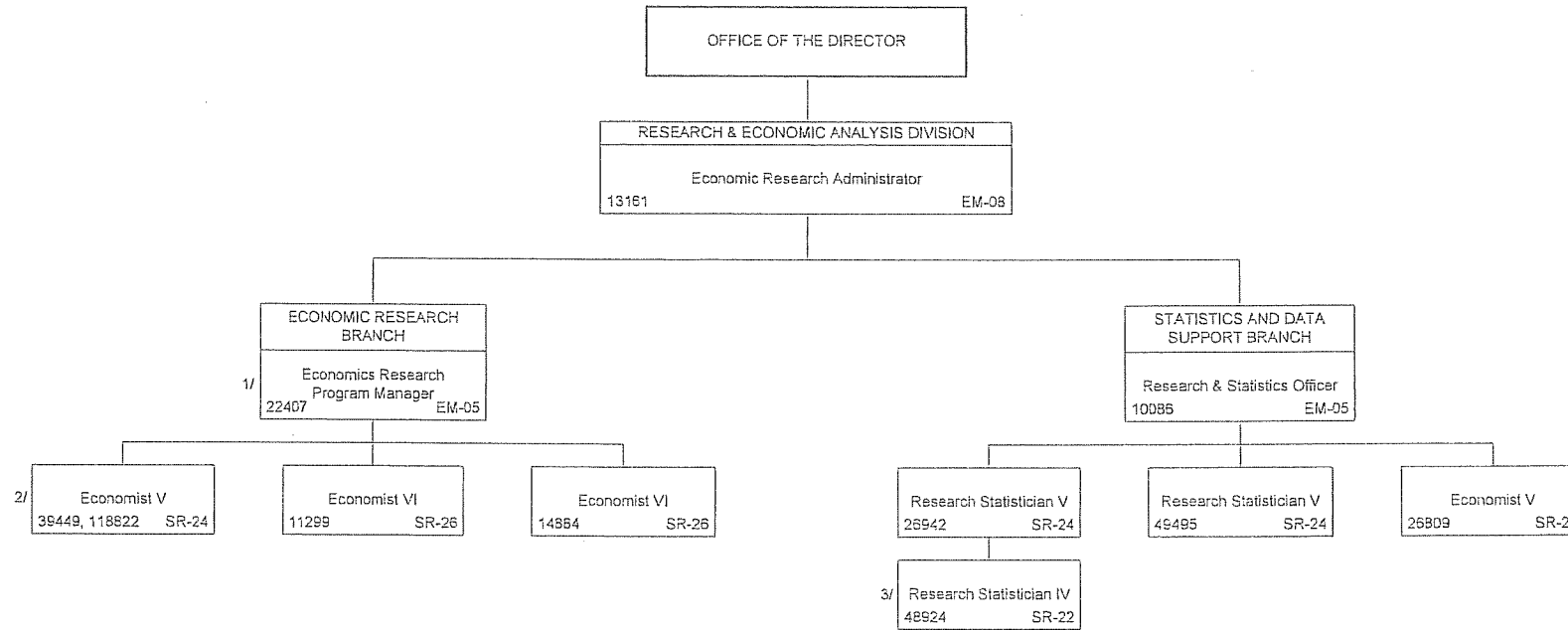
DEC 14 2011

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
RESEARCH & ECONOMIC ANALYSIS DIVISION
ECONOMIC RESEARCH, STATISTICS AND DATA SUPPORT
AND TOURISM RESEARCH BRANCHES

POSITION ORGANIZATION CHART

PROPOSED



- 1/ Position #22407 Economic Research Program Manager, EM-05, proposes to be transferred from Research & Economic Analysis Division, Economic Information Staff to Research & Economic Analysis Division, Economic Research Branch to serve as manager.
- 2/ Position #39449 Economist V, SR-24, proposes to be transferred from Research & Economic Analysis Division, Economic Information Staff, Information Products Section to Research & Economic Analysis Division, Economic Research Branch. Position #118622 Economist V, SR-24 established Act 162, SLH 2009, proposes to be transferred from Research & Economic Analysis Division, Economic Information Staff, Information Products Section to Research & Economic Analysis Division, Economic Research Branch.
- 3/ Position #48924 Research Statistician IV, SR-22 temporary downgrade to Research Statistician III, SR-20, 7/16/07. Restored to Research Statistician IV, SR-22 on 4/16/08.
 - * Position #29283 Economist VII, SR28 abolished 6/30/09, Act 162, SLH 2009.
 - ** Economic Information Staff, Library Section and Information Products Section proposes to be eliminated
 - Position #18676 Librarian V, SR24, RIF, abolished 1/31/10 - Act 180, SLH 2010
 - Position #10066 Information Specialist III, SR 20, proposes to be transferred from the Research & Economic Analysis Division, Economic Information Staff, Information Products Section to Research & Economic Analysis Division, Office Services and proposes to be reallocated to Information Specialist IV, SR-22.
 - *** Position #47749 Research Statistician V, SR24 abolished 7/31/09 - Act 180, SLH 2010
 - **** Tourism Research Branch transferred to DBEDT-Hawaii Tourism Authority effective 7/1/09 - Act 162, SLH 2009 and Act 5, Special SLH 2009.
 - Position #111599 Research & Statistics Officer, EM05
 - Position #111614 Economist VI, SR26
 - Position #46249 Tourism Specialist VI, SR26
 - Position #111615 Research Statistician IV, SR22

ACKNOWLEDGED

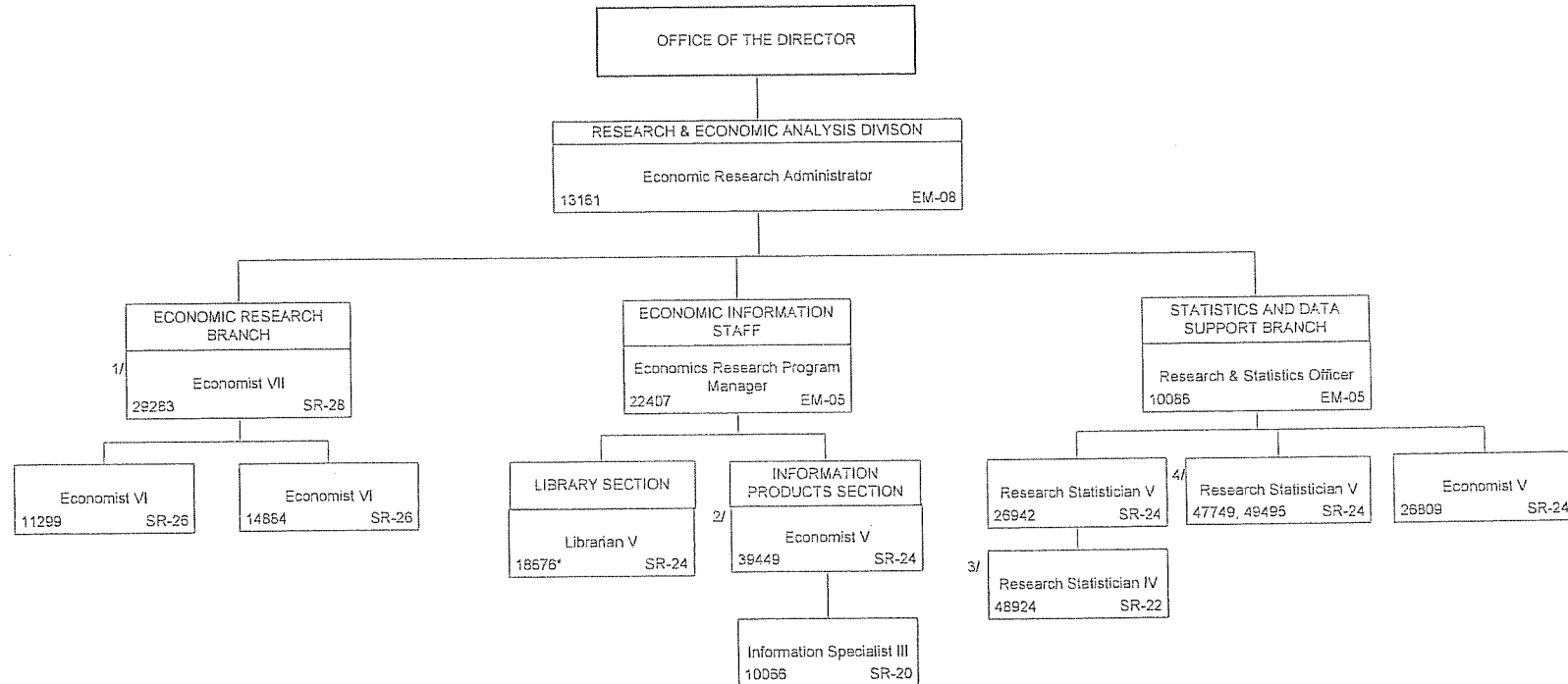
ACKNOWLEDGED-Theodore E. Liu
Georgina K. Kawamura, Director of Finance

05/29/2007
Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
RESEARCH & ECONOMIC ANALYSIS DIVISION
ECONOMIC RESEARCH, STATISTICS AND DATA SUPPORT,
AND TOURISM RESEARCH BRANCHES

POSITION ORGANIZATION CHART

PRESENT



1/ Position No. 29283 Economist VII, SR-28, abolished 06/30/09 SLH 2009

2/ Re-described as Economist V, SR-24, from Librarian IV, SR-22, 12/28/07 (Temporary downgrade to Economist IV, until 11/15/08); Return to Economist V, SR-24-11/16/08

3/ Temporary downgrade to Research Statistician III, SR-20, 07/16/07

4/ Position No. 47749, abolished 07/31/09

Tourism Research Branch: Effective 7/1/09-Transferred to DBEDT-HTA, ACT 162 SLH 2009 and ACT 5 SP-SLH 2009:

Position No. 111599, Research & Statistics Officer, EM-05

Position No. 111614, Economist VI, SR-26

Position No. 46249, Tourism Specialist VI, SR-26

Position No. 111615, Research Statistician IV, SR-22

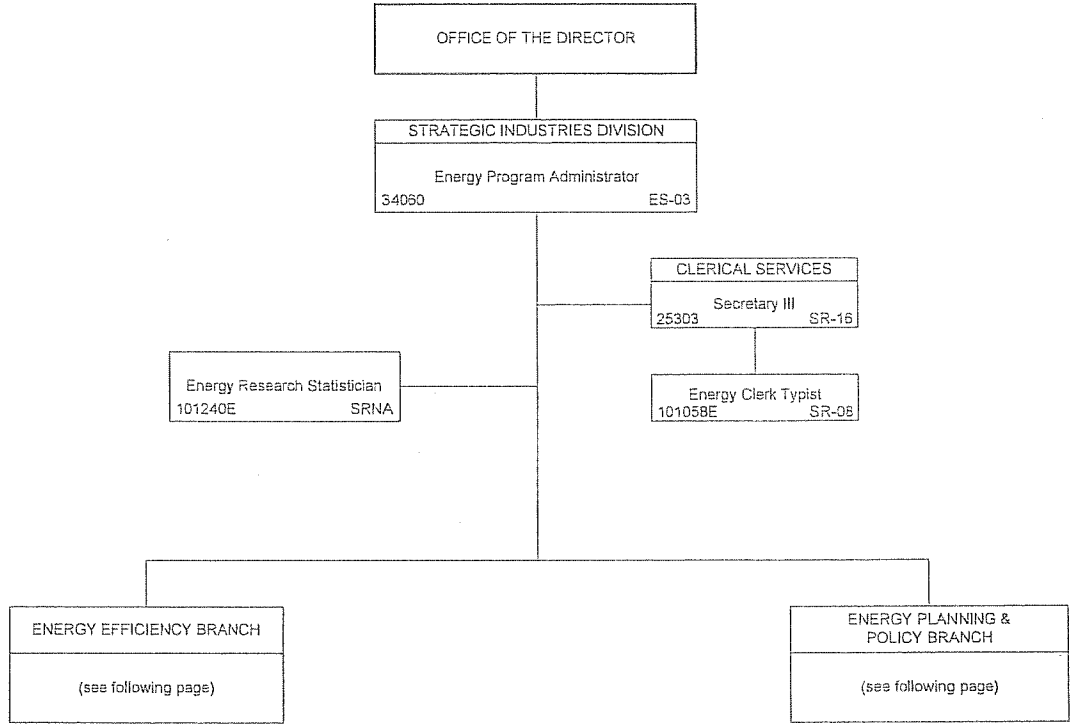
*RIF- Abolished 01/31/10: Position No. 18676 Librarian V, SR-24

January 28, 2010

PROPOSED
Kalbert K. Young
Kalbert K. Young, Director of Finance

DEC 14 2011
Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
STRATEGIC INDUSTRIES DIVISION
ORGANIZATION CHART
PROPOSED



1/ Propose to eliminate Science & Technology Branch

ACKNOWLEDGED

ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

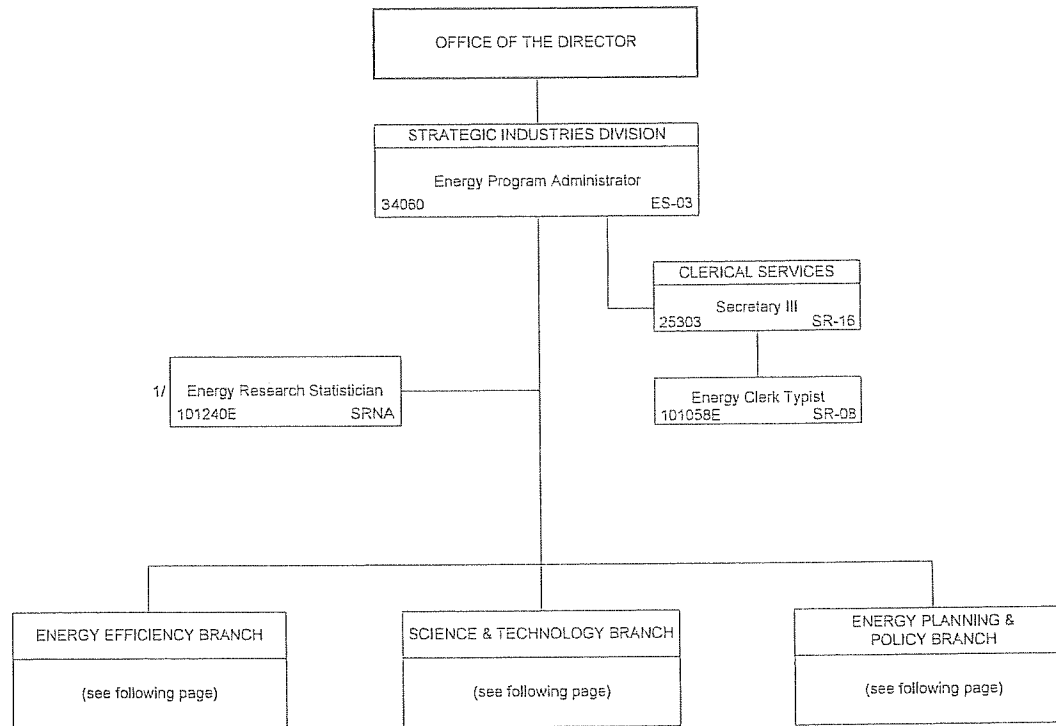
2/3/2006

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
STRATEGIC INDUSTRIES DIVISION

POSITION ORGANIZATION CHART

PRESENT



1/ To be redescribed as Federal Contracts & Grants Specialist
E - Temporary exempt position, NTE 05/30/08

July 03, 2007

PROPOSED

Kalbert K. Young
Kalbert K. Young, Director of Finance

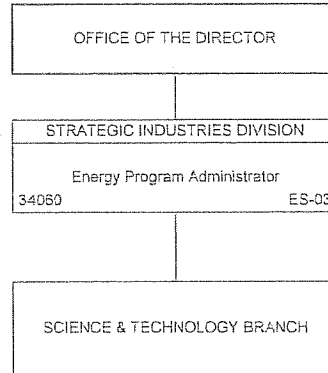
DEC 14 2011

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
STRATEGIC INDUSTRIES DIVISION
SCIENCE & TECHNOLOGY BRANCH

POSITION ORGANIZATION CHART

PROPOSED



**Eliminate Science &
Technology Branch**

- * Proposes to eliminate Science & Technology Branch
- ** Position #35798 Ocean Resources Development Manager, EM-05, proposes to be transferred from Strategic Industries Division, Science & Technology Branch to Creative Industries Division, Arts & Culture Development Branch and proposes to be reallocated to Economic Development Specialist VI, SR-25.
- *** Position # 22770 Secretary II, SR14 abolished 5/30/09 - Act 162, SLH 2009
- **** Position #49497T Research & Development Coordinator, SRNA proposes to be transferred from Strategic Industries Division, Science & Technology Branch to Office of Aerospace Development (established Act 149, SLH 2007)
- ***** Position #44791 Economic Development Specialist V, SR-24, proposes to be transferred from Strategic Industries Division, Science & Technology Branch to Office of the Director and proposes to be reallocated to Economic Development Specialist VI, SR-25.
- ***** Position #32403 Economic Development Specialist V, SR-24, proposes to be transferred from Strategic Industries Division, Science & Technology Branch to the proposed Business Development & Support Division, Business Support Branch (aka Strategic Marketing & Support Division, Business & Community Assistance Branch) and proposes to be reallocated to Economic Development Specialist VI, SR-26.

ACKNOWLEDGED

ACKNOWLEDGED

Georgina K. Kawamura, Director of Finance

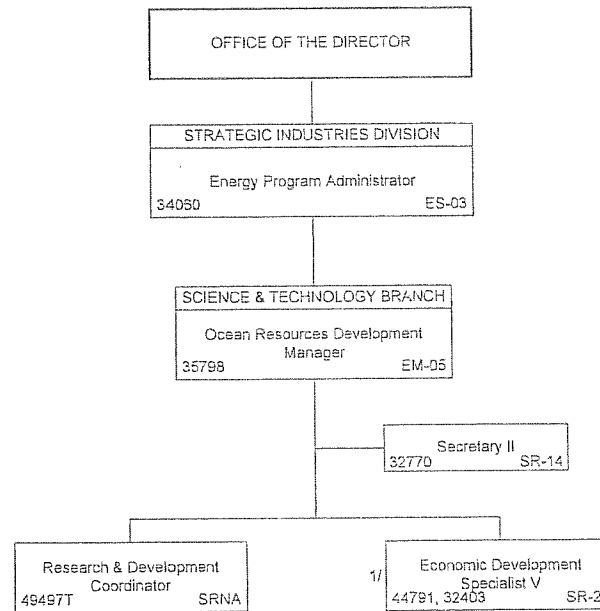
2/3/2008

Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
STRATEGIC INDUSTRIES DIVISION
SCIENCE & TECHNOLOGY BRANCH


POSITION ORGANIZATION CHART

PRESENT



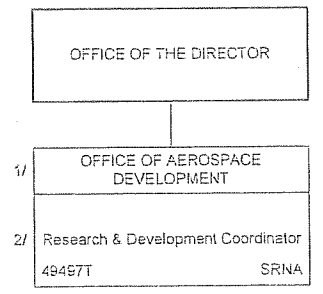
1/ Marine Programs Specialist, SR-24, re-described to Economic Development Specialist V, SR-24 (Position No. 44791-01/16/07; Position No. 32403-03/01/07)
T = Temporary civil service position, NTE, 05/30/09

July 05, 2007

PROPOSED

Kalbert K. Young, Director of Finance

DEC 14 2011
Date

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
OFFICE OF AEROSPACE DEVELOPMENT
ORGANIZATION CHART
PROPOSED



1/ Establish Office of Aerospace Development, Act 149, SLH 2007.
2/ Position #49497T Research & Development Coordinator, SRNA, proposed to be transferred from Strategic Industries Division, Science & Technology Branch to Office of Aerospace Development.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND
TOURISM

OFFICE OF THE DIRECTOR
PRESENT FUNCTIONAL STATEMENT

Under the General direction of the Governor of the State of Hawaii, plans, organizes, directs, coordinates, and reports on the various activities of the department within the scope of laws and established policies and regulations. The work of the department includes statewide economic development; energy development and management; and research, economic analysis, artistic, entertainment and film industry liaison and other support activities.

To the extent that the State seeks to market itself as a business location and in business development initiatives, the department will create and initiate business attraction programs and proactively seek to promote the State of Hawaii in venues both foreign and domestic.

1. Recommends policies, programs, organizations, and directs their implementation after approval is obtained.
2. Promulgates administrative rules, regulations, and procedures governing the conduct of departmental activities.
3. Directs and maintains program and financial planning, evaluation activities and management improvement services.
4. Develops and directs the State's primary economic development and business marketing program to external constituencies.
5. Provides interface with the visitor industry, Hawaii Tourism Authority and inter-governmental agencies on tourism related issues.
6. Provides the State's interface with the Art, Film and Entertainment communities, with the intent of supporting Hawaii's cultural activities as a viable business sector.
7. Directs the preparation of program budgets, submits and justifies budgets before reviewing and approving authorities, and exercises control and expenditure of funds made available to the department.
8. Serves as a major liaison with the news media, the public and business sectors, particularly in conveying DBEDT initiatives and priorities aimed at developing and attracting business, capital investment and supporting statewide planning activities.
9. Represents the department before the legislature and community and public groups.
10. Maintains effective working relationships between the department and the Governor, legislature, other government officials and the general public.
11. Conceptualizes and administers a wide-ranging information and advertising program which targets current economic activities in Hawaii and pursues new sources of employment and revenue.
12. Exercises leadership, guidance and control of the efforts of employees toward the achievement of department objectives; directs personnel management of the department and serves as the department appointing authority.

13. Serves on committees, boards, and commissions established by the Governor from time to time or as provided by legislation.
14. Serves as Science Advisor to the Governor; provides advice on developing science and technology matters of interest to economic development and quality of life of Hawaii.
15. Conducts periodic staff meetings of program manager; establishes procedures for communication between the office of the director and subordinate units.
16. Directs a department public information program that includes preparing and distributing promotional and informational news releases, newsletters, reports, brochures, web-based materials and other media on business and economic issues to individuals and organizations throughout the State, the mainland and abroad; and assisting with DBEDT-sponsored events.
17. Serves as State Energy Resource Coordinator and carries out functions assigned by Chapter 196, HRS.
18. Pursuant to Section 26-35, HRS, and implementing executive policies, provides for the supervision of boards and commissions assigned by statutes to the department for administrative purposes.

SMALL BUSINESS REGULATORY REVIEW BOARD

The Small Business Regulatory Review Board is comprised of 11 members who are appointed by the Governor pursuant to section 26-34. The board provides support to businesses in dealing with the regulatory environment and in their interactions with government. The board reviews and monitors proposed rules, regulations and legislation for economic impact on the business sector, and proposes rule or statutory changes that would improve the business climate.

1. Provides administrative and research support to the Small Business Regulatory Review Board which acts as direct representatives of the small business community.
2. Reviews existing state and county Administrative Rules and provides comments on new and modified Administrative Rules to rule-making agencies.
3. Acts as a facilitator between the private sector and agencies; recommends streamlining of government practices; reviews existing and proposed administrative rules or laws to determine the impact of business and the economy; recommends legislation in support of economic growth and business stability and to remove government barriers to business formation and expansion.
4. Submits an annual report to the legislature detailing any requests from small business owners for review of any rule adopted by a state agency, and any recommendations made by the board to an agency or the legislature regarding the need for a rule change or legislation. The report should also contain a summary of the comments made by the board to agencies regarding its review of proposed new or amended rules.
5. Provides to the head of each agency a list of any rules adopted by the agency that affect small business and have generated complaints or concerns, including any rules that the board determines may duplicate, overlap, or conflict with other rules, or exceed statutory authority.
6. Submits an evaluation report to the legislature which includes an assessment as to whether the public interest significantly outweighs a rule's effect on small business and any legislative proposal to eliminate or reduce the effect on small business.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

ADMINISTRATIVE SERVICES OFFICE PRESENT FUNCTIONAL STATEMENT

Provides internal management, fiscal, budgetary, contractual, legislative, personnel, and information technology services in support of departmental programs and activities; provides advice and assistance to Director and staff in administrative matters.

- Provides general internal management assistance to the administering programs and activities of the department.
- Examines goals, objectives, policies, procedures, and operations of the department and programs and recommends changes.
- Coordinates the preparation and submittal of program and financial plans, budgets, fiscal, variance, personnel, and other reports to the Department of Budget and Finance (B&F), the Department of Accounting and General Services (DAGS), the Department of Human Resources Development (DHRD), and other government agencies.
- Advises and assists department staff in developing, drafting, processing, and monitoring contracts; maintains a tracking system for contracts going through the approval and execution process; coordinates contract approvals with the Office of the Governor, B&F, the Department of the Attorney General, DAGS, and other government agencies.
- Coordinates the formulation, preparation, compilation, and submittal of bills, resolutions, testimony, reports, and requested information to the Legislature, its members, committees, and staff. This includes the development and maintenance of a system of reviewing, analyzing, and monitoring legislative measures affecting the department.
- Coordinates the preparation and submittal of the departmental organization.
- Coordinates and supports information technology activities of the department.
- Provides divisions and programs with advice and assistance in obtaining other administrative support services.

FISCAL STAFF

1. Establishes and maintains an accounting system for the department's budget consisting of General, Special, Federal, Revolving, Trust, and Bond funds, in conformity with applicable State and Federal rules and regulations and governmental accounting standards. Reviews and implements revisions to the accounting systems required for compliance with regulations and the maintenance of proper internal control over accounting ledgers and records.
2. Performs purchasing activities in conformity with applicable policies and requirements; maintains departmental property and equipment records and prepares quarterly and annual inventory reports.
3. Processes the departmental payroll; reports expense data to comply with federal requirements, distributes payroll checks/statements, and maintains payroll records.
4. Administers the expenditure and receipt of departmental funds in accordance with Federal/State statutes, rules and regulations, budget execution and other administrative policies, and generally accepted accounting practices and procedures.
5. Prepares various financial reports as required or requested for the department,

Department of Accounting and General Services, Department of Budget and Finance, Federal agencies, and legislative committees.

6. Prepares audit schedules and prepares or coordinates responses for information requested for operational and financial audits of the department including the annual single audit of federal grants and audits conducted by State, Federal, Legislative, or other agency. Consolidates program comments and prepares the departmental response to audit findings and implements revisions to accounting procedures as required.
7. Provides technical advice on accounting policies and procedures to management and departmental programs. Develops and implements recommendations for compliance to changes in financial management policies and procedures.
8. Coordinates the budget development, formulation, presentation, submittal, and execution. Advises and assists departmental personnel in interpreting budget directives, instructions, policies and procedures.
9. Reviews/compiles budget requests and assists programs in preparation of financial and budget testimony for support of the department's budget request. Prepares or coordinates the preparation of responses to requests from the legislature for financial and other information regarding biennium and supplemental budget requests. Reviews proposed legislation and provides analysis relating to the impact on the department's budget.
10. Implements budget execution policies and procedures. Coordinates and reviews operational expenditure plans and prepares allotment request and amendments in accordance with policies and procedures. Develops and maintains budgetary controls over appropriations and allotments. Reviews status of appropriations, allotments, fund balances, variances, and recommends fund transfers as required.
11. Prepares and coordinates the department's Capital Improvement Program (CIP) expenditure plan. Reviews requests for allotment of CIP funds for conformance to administrative policies and approved expenditure plan.
12. Prepares various budgetary reports on operating and CIP appropriations, allotments, actual revenues and expenditures, fund balances and variances for the department or other agencies as required. Prepares reports on revenue projections on a quarterly basis as requested by the Department of Budget and Finance.
13. Provides technical advice to management and programs on all aspects of budget development, formulation, and execution.

PERSONNEL STAFF

Administers DBEDT human resources (HR)/personnel program and provides advice and assistance in HR/personnel management subject areas, including, but not limited to labor relations; classification and compensation; recruitment, selection, and placement; personnel transactions; training, employee development, and benefits; employee services; records management; workers compensation; occupational health and safety; and equal employment opportunity/affirmative action.

1. Advises top management and others on labor relations (LR) personnel policies, rules, regulations, procedures, etc. Investigates employee/management problems. Advises supervisors and higher management on discipline concepts and principles. Advises and works with program staff to address all types of grievances and adherence to Bargaining Unit (BU) Contract provisions. Drafts and negotiates Settlement Agreements. Proposes, amends, and develops LR policies, procedures, rules, regulations, and other guidelines.
2. Reviews and analyzes classification and compensation (CC) requests. Conducts on-site reviews with program staff. Prepares classifier's reports. Advises program staff on creation or amendment of position descriptions. Works with the central State HR

agency to amend existing or develop new classes. Addresses administrative reviews and CC appeals. Prepares and processes selective certification requests. Analyzes and coordinates re-pricing requests and appeals before the Public Employees' Compensation Appeals Board (PECAB). Oversees other CC requests, e.g., establish new positions, abolish positions, personal contracts, BU determinations, etc. Participates in CC special projects, surveys, etc.

3. Advises program staff on recruitment, selection and job placement (RSJP) requirements, BU Contract provisions, Americans w/Disabilities Act (ADA) provisions/requirements, civil service rules and regulations, etc. Explains to applicable parties, minimum qualifications (MQ), appropriate salary ranges (SR), job standards, hiring practices, fringe benefits, etc. Prepares Internal Vacancy Announcements (IVA). Coordinates recruitment efforts and activities at the IVA level and above. Works on hiring-above-the-minimum requests and shortage category requests. Oversees recruitment in concert with employment service companies, universities, and other non-civil service entities. Screens job applicant's qualifications against MQs or other criteria such as those for exempt positions. Works with Division/Office/Attached Agency staff on preparation of interview standards and selection criteria. Ensures appointment recommendations are in line with appropriate laws, rules, and regulations. Coordinates Reduction-In-Force (RIF) activities within DBEDT and with external entities.
4. Oversees personnel transactions (PT) processing for appointments, promotions, transfers, relocations, leaves without pay, terminations, etc. and generates pertinent reports. Coordinates PT with Fiscal Staff to ensure completion of proper payroll adjustments, e.g., workers' compensation, leave without pay, and retroactive classification actions. Coordinates and carries out activities for mass pay adjustments from negotiated collective bargaining pay increases, change to new salary schedules, and lump sum retroactive payments. Processes newly hired employees, including tending to related paperwork. Processes performance evaluation forms and maintains related records. Provides services to employees re: benefits such as, retirement, health plans, etc. Maintains record-keeping for employee leaves and related activities.
5. Coordinates processing of DBEDT training requests. Reviews training requests then recommends or takes action. Identifies DBEDT training needs and works with appropriate parties to setup training programs. Oversees various employee benefit programs, e.g., health fund, retirement, union membership, premium conversion plan, etc. Reviews and distributes training announcements to proper parties. Screens training requests for compatibility with employees' position requirements. Maintains training records. Keeps track of pending training requests and takes appropriate follow-up actions.
6. Coordinates and oversees a workers' compensation (WC) program for the department. Reviews WC forms. Calculates disability payments. Provides data requested by appropriate agencies. Calculates employees' WC leaves. Maintains WC records and files.
7. Oversees activities to comply with Equal Employment Opportunity (EEO)/Affirmative Action (AA) requirements. Investigates EEO discrimination charges and prepares response. Periodically analyzes DBEDT workforce for identification of protected employee groups.
8. Promotes safety and health awareness throughout DBEDT and carries-out related activities. Attends meetings regarding safety and health subjects or to address specific concerns or problems. Coordinates seminars, classes, workshops, other training opportunities on safety and health for employees. Participates in investigation of accidents on the job. Determines probable causes and recommends corrective actions to prevent accidents. Works with staff involved in safety and health programs.

CONTRACTS STAFF

1. Advises and assists department staff in developing, drafting, processing, and monitoring

contracts.

2. Maintains a tracking system for contracts going through the approval and execution process.
3. Coordinates contract approvals with the Office of the Governor, B&F, the Department of the Attorney General, DAGS, and other government agencies.

INFORMATION TECHNOLOGY STAFF

1. Maintain the integrity of the communications links within the department's local area network (LAN) and wide area network (WAN).
2. Maintain and upkeep the numerous department servers:
 - a. File and print servers
 - b. Lotus Domino / Notes R6 servers
 - c. Internet / Intranet servers (WWW, DNS, SMTP)
 - d. Database servers (FileMaker and SQL)
3. Maintain the many security systems of the network.
 - a. Firewalls (on-site and off-site)
 - b. Anti-virus software (desktop and server)
 - c. Anti-spam filtering software
 - d. Security log analyzer
4. Coordinate the updating of the web pages on the department's Internet and Intranet websites.
5. Develop and produce multimedia based CD-ROMs for the various offices within the department. The CD-ROMs are then distributed or sold to the public at trade shows, conventions or other venues.
6. Install and repair the desktop computers and printers used by the department staff.
7. Assist in the configuration and ordering of new technology related hardware and software.
8. Assist the department staff with technology related issues.

OFFICE SERVICES

Provides clerical, scheduling, correspondence, and other administrative support services to staff of the Administrative Services Office.

1. Provides receptionist, stenographic, typing, photocopying, mailing, faxing and other clerical functions to facilitate the work of the office.
2. Maintains files of the office and retrieves filed materials, as needed by office staff.
3. Makes arrangements for purchase of services, supplies, and equipment for the office.
4. Coordinates State parking assignments for department staff.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND
TOURISM

BUSINESS DEVELOPMENT AND SUPPORT DIVISION
(formerly the STRATEGIC MARKETING & SUPPORT DIVISION)
PROPOSED FUNCTIONAL STATEMENT

The Business Development and Support Division (BDSD), formerly the Strategic Marketing & Support Division (SMSD), promotes industry development and economic diversification by increasing the exports of Hawaii products and professional services; expanding Hawaii's participation in global trade and commerce; linking Hawaii firms and organizations to overseas markets to increase opportunities in the global marketplace; serving as the point of contact for international markets to engage in business, government, education and protocol relationships with the State; increasing local awareness of the opportunities of international trade and relationships; supporting existing and emerging industries through the attraction of new business, investment, and support services; assisting community based economic organizations to develop entrepreneurial activities; and managing the Enterprise Zones and Disaster Loans programs. Working collaboratively with a network of public and private sector partners, BDSD plans and implements programs to:

- Encourage the growth of existing and emerging industries by opening and developing domestic and international markets for Hawaii firms;
- Attract new business and investment, particularly knowledge-based and environmentally compatible industries to grow and diversify Hawaii's economy;
- Market Hawaii as a serious place to do business, and as an international center for the exchange of people, products and ideas;
- Create new jobs, particularly those that require high-skills to support knowledge-based industries;
- Increase sales and exports of Hawaii products and professional services;
- Administer and promote Hawaii's sister-state relationships to facilitate economic development objectives;
- Collaborate with the counties and private business and economic development organizations to support the state's economic development objectives;
- Represents the department on various government and private task forces, resource committees, and other policy development and implementation bodies that deal with growth and diversification of Hawaii's economy, international initiatives, workforce and economic development initiatives;
- Supports community based business operations through grants, loans and technical assistance. Loan assistance is also provided to business and personal setbacks caused by a state-declared natural disaster;
- Operate out-of-state representative offices to provide stable linkages with selected regions to generate and follow-up on business opportunities;
- Administers and coordinates the activities of division branches.

BUSINESS DEVELOPMENT BRANCH (FORMERLY SERVICES TRADE BRANCH)

The Business Development Branch (BDB) includes the branch plans, implements and supports marketing initiatives to expand existing markets and open new markets for Hawaii's professional services and products; promotes Hawaii to overseas markets as a location for business and

investment; increase international linkages for Hawaii's government agencies, business and educational institutions; expand international educational programs and exchanges to broaden the opportunities for Hawaii's students and teachers to have international experiences; oversee and develop sister state relationship and activities; handle international related protocol matters; develop and produce events and activities that promotes goodwill and relationships with international markets. BDB works closely with industry and professional associations to increase sales, build capacity and serve as a communication link for domestic and international trade opportunities; plans and implements initiatives to increase the export and growth of Hawaii's professional services in targeted industries such as education-related services including edu-tourism, infrastructure-related services including resort development, architectural, engineering, planning, and environmental services; and technology-related services such as bio-tech and environmental services.

The branch also seeks out and facilitates overseas investments directly into Hawaii or through partnerships and alliances with Hawaii service firms to expand market reach growth potential, and is the lead coordinator on matters related to international protocol and sister state relationships.

1. Raise the level of awareness, assist, and provide relevant information for companies interested in exporting;
2. Organize and support firms to gain new customers, increase sales and access new markets;
3. Work with industry to build capacity, encourage cohesiveness, and plan marketing efforts to strengthen the industry.
4. Promote Hawaii as a center of excellence for selected professional services;
5. Increase trade and investment attraction services to Hawaii companies by developing international networks;
6. Promote Hawaii as a good place to do business in partnership with the private sector;
7. Collaborate with the counties and private business and economic development organizations to support the state's economic development objectives.
8. Promote Hawaii as an attractive location for international conferences, meetings and seminars;
9. Facilitate education attraction and student recruitment initiatives with Hawaii schools;
10. Supports and works closely with potential investors to increase the capital flow into the state from out-of-state sources.

BUSINESS SUPPORT BRANCH (FORMERLY THE BUSINESS AND COMMUNITY ASSISTANCE BRANCH)

The Business Support Branch formerly the Business and Community Assistance Branch coordinates and facilitates community economic development technical and financial assistance programs, administers economic development initiatives to rural and economically distressed areas of the state, and administers the State Enterprise Zones and Disaster Loan Programs.

1. Coordinates community and rural economic development activities of the State and counties.
2. Prepares grant applications and administers various federal, state and private grants for economic development projects that target distressed communities.
3. Formulates specific economic development plans for distressed rural areas, including those transitioning from an economy based on agriculture.

4. Facilitates overall job creation strategies in rural areas.
5. Administers the Community-Based Economic Development (CBED) Program and provides administrative and research support to the CBED Advisory Council.
6. Prepares and administers CBED grant contracts.
7. Provides technical assistance to CBED grant recipients relating to organizational development, business activities and determination of financial assistance.
8. Administers the Enterprise Zones (EZ) Partnership in coordination with county councils and mayors to identify areas qualifying for zone designation.
9. Markets, administers and facilitates business participation for the EZ Partnership in conjunction with county governments and other economic development organizations.
10. Underwriting and servicing loans for the Commercial/Personal Disaster Loan Program.
11. Conducts research on Hawaii's comparative rankings in business industry, investment, incentives and other economic factors.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT,
AND TOURISM

CREATIVE INDUSTRIES DIVISION
(FORMERLY ARTS, ENTERTAINMENT AND FILM DIVISION)

PROPOSED FUNCTIONAL STATEMENT

Creative Industries Division (CID) promotes, advocates and develops initiatives which accelerate the growth of Hawaii's creative industries through implementation of programs activities resulting in a vibrant, internationally recognized, self-sustaining creative economic sector of Hawaii's economy.

CID administers and coordinates the activities of the division branches; Film Industry Branch (aka Hawaii Film Office) and Arts and Culture Development Branch. This includes the statutory responsibilities of film permitting, tax incentive management and studio facilities operations and management. The division leverages strategic partnerships locally and globally in the arts, culture, music, film, television, digital media and animation sectors to support development and export of creative content originated in Hawaii.

CID works in partnership with various government agencies, private industry and other policy development and implementation bodies that deal with growth and diversification of Hawaii's economy.

FILM INDUSTRY BRANCH

1. Develops programs to support business attraction for location based filming activity statewide, as well as programs which support local content creation in film, television, new media and animation.
2. Manages Motion Picture, television, film and digital media tax credit program (HRS 235-17), in conjunction with the Department of Taxation.
3. Responsible for data collection and reporting on estimated production expenditures, workforce growth and economic impacts related to film production on an annual basis to the administration, legislature and the public.
4. In coordination with county film offices, develops and administers a statewide program to encourage motion picture and television production companies and studios to use Hawaii as a production site for feature films, television films and programs, television commercials, and other filming activities.
5. Develops and maintains contacts with key decision makers in the film, television and digital media industries-at-large to market Hawaii as a filming destination, including resources available to support filmmaking activities.
6. Provides assistance to producers in obtaining film locations, equipment, facilities, permits and clearances, and other requirements for production of films.
7. Provides administrative, logistical and research support to the Hawaii Television and Film Development Board.
8. Conducts or arranges for research regarding the film industry; develops data to identify people, firms, and other resources available to support production; disseminates research findings and information.
9. Prepares and administers state contracts for the development and promotion of the film industry.

10. Identifies and analyzes major public problems and issues involving the film industry; recommends appropriate State actions through the development of legislative proposals and policies.
11. Works closely with committees, task forces, community groups, and industry representatives in addressing problems and issues involving the film industry and in addressing development and promotion of the film industry in Hawaii.
12. Markets, administers and manages the Hawaii Film Studio, a multi-soundstage facility for the production of television series, motion pictures and commercials. Oversees the design, construction and operation of the facility, as well as develops materials to promote the facility.

ARTS AND CULTURE DEVELOPMENT BRANCH

1. Directs the formulation and implementation of a statewide program to assist Hawaii businesses in developing and expanding domestic and foreign markets for Hawaii's arts and cultural products and services and other Hawaii-made products.
2. Assumes the role of facilitator for export- and visitor-related components of Hawaii's arts and culture industry.
3. Acts as a statewide liaison and business advocate to identify and support economic development opportunities for arts and culture sectors and organizations.
4. Attracts national, regional and international arts and culture events with the potential for positive net export and visitor-related benefits.
5. Develops strategic partnerships with tourism and arts and culture industry sectors to leverage destination marketing activities.
6. Arranges and conducts research regarding baseline data on the local arts and culture industry and its relation to export-earning sectors.
7. Prepares and administers state contracts for the development and promotion of Hawaii's arts and culture industry.
8. Identifies and analyzes major challenges and issues involving the arts and culture industry; works closely with industry representatives and recommends appropriate State actions through the development of legislative proposals and policies.
9. Responsible for data collection and reporting on sector growth on an annual basis to the administration, legislature and the public.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

RESEARCH AND ECONOMIC ANALYSIS DIVISION PROPOSED FUNCTIONAL STATEMENT

The mission of the Research and Economic Analysis Division is to enable sound public and private decisions by providing timely data, information and analysis on economic, demographic and related issues affecting Hawaii's people, consistent with statewide program objectives under BED 130. The division:

- Collects, compiles, interprets, and publishes information and statistical data on all aspects of the economy.
- Conducts research into the Hawaii regional economy and sub regions and with a focus on development (especially emerging growth and innovation-oriented sectors) and the performance of economic programs and initiatives;
- Uses economic models, other analytical tools and economic principles to provide insight, direction and policy recommendations regarding the impact of economic forces and potential policy changes on the economy, as well as to make economic and population growth forecasts and projections.
- Maintains a statewide economic, business, energy, and tourism statistics reporting system.

OFFICE SERVICE UNIT

Provides fiscal, personnel, clerical and other support to the division's staff. Coordinates with Governor's Communication's Office and the Director's Office on division's publications; prepare presentation materials for the Director and the Division Administrator; answers inquiries from media, other government agencies, and the general public on data products.

1. Provides receptionist, mail and other clerical functions to facilitate the work of the division.
2. Maintains files of the division and obtains materials from files needed by staff members.
3. Prepares purchase orders and other fiscal and personnel documents, maintains an inventory of equipment and supplies, and prepares and maintains a database of expenditures and balance of funds.
4. Monitors correspondence and information requests.
5. Assists in the production of statistical, economic, and administrative reports of the division.
6. Assists in the processing of contracts, letters of agreement, quotations for goods and services, and the maintenance of related files.
7. Maintains mailing lists and distributes reports, press releases and announcements in the appropriate manner to staff and various target groups.
8. Assists in the processing, monitoring and filing of legislative matters referred to the division for comment or action.
9. Prepare presentation materials for the Department Director and Division Administrator.

10. Provides legislative coordination, information management and editing services to the division.
11. Supervises, reviews and improves presentation of the division's internet website content;
12. Assists the development, editing and publication of division reports. Vehicles for the distribution of information may range from published reports, to internet website, electronic mail, pamphlet/brochure distributions, and where appropriate, records of seminars, workshops and conferences.

ECONOMIC RESEARCH BRANCH

Researches, measures, analyzes and publishes reports on Hawaii's established and emerging regional and sub regional economic growth sectors, assists the department in assessing the effectiveness of its economic development efforts, and develops and utilizes economic models and other analytic tools to examine the impact of economic changes on Hawaii:

1. Maintains the Hawaii Input/Output Model, the Hawaii Population and Economic Projection and Simulation Model, and the Short-Run Econometric Forecasting Model.
2. Provides quarterly forecasts of economic growth.
3. Conducts, studies, analyzes and prepares annual benchmark data related to the development of existing and potential growth sectors of the economy such as, but not limited to, energy, ocean science and technology, biotechnology/life science, astronomy, technology/information services, film/creative media, diversified agriculture, aquaculture, specialty tourism, and support industries/resources helpful for the development of growth activities; Analyzes developments in major economic sectors for Hawaii (such as the creative, energy, and technology sectors), and other issues and events that may require actions by government or industry.
4. Develops and publishes information annually on such economic development topics as trends in economic diversification, income/income distribution, technology and technology change, the technology based workforce, innovation enterprise, research and development activity, global connections, and venture capital.
5. Through the use of economic models and other tools examines the impact of national and international economic developments on Hawaii's economy.
6. Applies quantitative economic methods to special projects such as the impact of tax changes or regulations on the state's economy, benefit-cost analysis of economic activities and development programs, and institutional and programmatic changes that will improve economic development efforts.
7. Uses such quantitative economic tools as the Hawaii Input/Output Model to analyze the impact of changes occurring in various sectors of Hawaii's economy, such as agriculture, tourism, defense and communications, among others.

STATISTICS AND DATA SUPPORT BRANCH

Develops, evaluates, interprets, and disseminates data and reports on economic and business statistics such as income and population characteristics, military personnel and dependents, housing, land use, education, and government finance and employment, for use by the Department, other government agencies, the business community, and the public.

1. Prepares the annual *State of Hawaii Data Book*, a statistical abstract for Hawaii, the *Quarterly Statistical and Economic Report*, the monthly Selected Economic Activities report and other statistical reports.

2. Develops and maintains a statewide economic and business statistical database on the Internet.
3. Provides statistical services to DBEDT staff and other agencies of government and the community.
4. Provides data to support the various economic models and accounts maintained by Division staff and other public and private agencies.
5. Helps prepare, evaluate, and disseminate population estimates and forecasts for the State and sub-State areas.
6. Provides liaison with the U.S. Census Bureau in the development of data for current population estimates and other census reports through the Federal-State Cooperative Program for Population Estimates (FSCPE).
7. Operates a State Data Center under a cooperative agreement with the U.S. Census Bureau to make census products and other Federal statistics accessible to government agencies and the public.
8. Provides workshops and training on the use and access to Census and other information.
9. Maintain a database for the Energy Industry Information Reporting Program (EIIRP).

**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND
TOURISM
STRATEGIC INDUSTRIES DIVISION**

PROPOSED FUNCTIONAL STATEMENT

The Strategic Industries Division supports statewide economic development, efficiency, productivity, and diversification by promoting, attracting, and facilitating the sustainable development of Hawaii's energy, environmental, and science & technology-based industries and resources.

The Division directs the activities of its three branches -- the Energy Efficiency Branch, Energy Policy and Planning Branch, and Science & Technology Branch. The Administrator plans, organizes, coordinates, evaluates, and reports on Division activities and participation in State and Federal programs conducted by the branches. The Division provides staff support to the Director of the Department of Business, Economic Development, and Tourism in the Director's statutory role of Energy Resources Coordinator.

Division programs are coordinated with activities at the University of Hawaii, the State's High Technology Development Corporation (HTDC), Pacific International Center for High Technology Research (PICHTR), Natural Energy Laboratory of Hawaii Authority (NELHA), the U.S. Departments of Energy and Commerce, and the U.S. Environmental Protection Agency. In addition, the Division works closely with other State agencies, especially the Public Utilities Commission, the Consumer Advocate, State Civil Defense, the Departments of Land and Natural Resources, Agriculture, and Health, and other relevant public and private organizations. It also collaborates with County economic development agencies and local economic development boards.

Division activities are funded by State and Federal funds that are often leveraged by additional non-state funding in the form of competitively awarded grants and public-private partnerships.

ENERGY EFFICIENCY BRANCH

The Energy Efficiency Branch plans, develops, implements, and evaluates programs, projects, and activities contributing to the State's statutory energy self-sufficiency and efficiency objectives, which also enhance economic efficiency and productivity. The branch ensures that its energy efficiency, conservation, and renewable energy programs comport with State energy policy objectives and are consistent with objectives of the State Energy Program funded, supported, and directed by the U.S. Department of Energy.

In coordination with the Science & Technology Branch, and the Energy Planning & Policy Branch, and in relevant functional areas of the branch, supports strategic partnerships and innovative programs that bring industry, government and research institutions together to collaborate and leverage state funds and partners' resources to develop, diversify and grow Hawaii's economy. Seeks opportunities and prepares proposals for federally- and industry-funded programs and projects in relevant functional areas of the branch; leveraging of state funds to be sought as a priority. Provides technical assistance in the branch's functional areas to support the Division's participation in relevant policy proceedings.

Branch program areas include, but are not limited to: energy efficiency codes and standards; energy efficiency, conservation, and renewable energy in State and other government buildings; facilities, and procurement; energy efficiency, conservation, and renewable energy in private and non-profit sector buildings, facilities and energy-consuming processes/activities; sustainable building design, planning, and construction; environmentally preferable product promotion; and recycling and remanufacturing of used materials. Key activities include the following:

Renewable Energy Functions. In coordination with the Energy Planning and Policy Branch, proposes, plans, conducts, and reports on results of activities to increase the use of indigenous, sustainable renewable and alternate energy, including the following:

1. Participates in renewable and sustainable energy evaluation and demonstration projects, outreach, and other activities to promote technically, economically, and environmentally feasible projects.
2. Supports State and County transportation planning efforts through recommendations for cost-effective energy efficiency transportation system management measures and alternative transportation fuels and modes.
3. Administers the State's alternate fuels program, encouraging cost-effective use of indigenous fuel feedstocks (e.g., ethanol and biodiesel), pursuant to State laws and regulations (e.g., Chapter 486J-10, HRS), and monitors and reports compliance with requirements established therein.

Energy Efficiency and Conservation Functions. Proposes, plans, conducts, and reports on results of energy efficiency and conservation programs. Provides advice and assistance to the general public, private and non-profit sectors, and to public agencies on energy efficiency and conservation, demand-side management (DSM), and renewable energy projects. These energy efficiency and conservation activities include the following functions:

1. Works with design professionals, the building industry, and county officials to update and implement the Model Energy Code for commercial buildings and residential dwellings and to install energy efficient technologies.
2. Promotes the adoption of energy efficiency practices and technologies in governmental agencies and the private sector.
3. Provides professional and technical advice and assistance to public building management in developing and implementing energy efficiency programs and practices.
4. Monitors, evaluates and reports on the effectiveness of utility DSM programs.
5. Develops partnerships and networks with the public and private sectors and community organizations to provide information and education on energy efficiency.

Recycling Functions. Provides advice and assistance on use and procurement of environmentally preferable and recycled and recycled-content products and materials, develops and expands markets for recycled content products.

Clerical Services Function. Provides clerical, stenographic, typing and other administrative support services to the Branch's staff and other authorized programs.

ENERGY PLANNING & POLICY BRANCH

The Energy Planning & Policy Branch creates, develops, implements, and evaluates comprehensive integrated energy development plans; energy data collection, analyses, and forecasting; and contingency plans to protect critical energy systems and effectively deal with energy crises. Advocates diversification of the State's energy resource portfolio, market-based development of cost-competitive indigenous energy sources and advanced energy technologies. Coordinates programs and projects to ensure they comport with State energy policy objectives and are consistent with objectives of the State Energy Program funded, supported, and directed by the U.S. Department of Energy.

Coordinates policy analysis and development activities of the Division. Provides technical assistance to support the Division's participation in relevant policy proceedings. Provides statistical research and technical reference services to Division. Integrates legislative coordination for the Division.

In coordination with the Science & Technology Branch, and Energy Efficiency Branch, other public and private energy organizations, supports strategic partnerships and innovative programs to collaborate and leverage State funds and partners' resources to develop, diversify and grow Hawaii's economy in relevant functional areas of the branch; e.g., conventional energy supply-side resource options and advanced energy system technologies with emphasis on those with the most promise to commercially capitalize on the sustainable development of indigenous energy resources of Hawaii, and the most sustainable use of fossil fuels on the market; promotes Hawaii as the best location to conduct energy related sustainable economic development activities and enterprises; and develops proposals for appropriate incentives for sustainable energy development in Hawaii.

Conducts assessments of economic, social, and environmental impacts of strategic targeted energy supply programs and objectives; conducts analyses and long-range assessments of conventional and advanced energy resources to ensure sustainable resource development. Conducts analyses of existing and proposed alternate and conventional energy supply-side resource programs and projects; evaluates analyses done by others; makes recommendations on programs which represent the most effective allocation of research and development, operating, and CIP funds.

Energy Planning and Policy Functions. Provides professional staff services in support of the DBEDT Director's statutory role and responsibilities as State Energy Resources Coordinator, for statewide energy management and development, and the State Energy Program (SEP) objectives, and to achieve the State's sustainable statewide economic diversification and development objectives. Activities include the following:

1. In accordance with Chapter 196D and Chapter 226, HRS, prepares comprehensive energy plans, including the Hawaii Energy Strategy program activities, and forecasts of energy supply and demand using advanced computer models of the state's energy systems and economy.
2. Promotes and facilitates commercial development of distributed energy resources (DER) and other advanced sustainable energy technologies.
3. Assesses impacts of changes in energy supply and demand on global, national, and State levels, and recommends appropriate State and private sector actions.

Advanced Energy Technology and Resources Functions. Develops plans and programs for the sustainable development and use of Hawaii's energy supply-side resources; assesses, develops, and makes recommendations for cost-effective, sustainable development of Hawaii's indigenous renewable energy resources.

1. Administers programs such as the Pacific Regional Biomass Energy Partnership and GeoPowering the West, and hydrogen projects to promote the use of renewable energy resources with focus on technology innovation.
2. Identifies appropriate Hawaii renewable energy resources and relevant application technologies through assessments and analyses to facilitate project demonstration and commercial development.
3. Coordinates education and outreach activities with counties, private sector, research, and other government agencies to establish and maintain cooperation on projects of shared interest.
4. Identifies, plans and manages technical assistance projects to support the development of innovative renewable energy projects by government and the private sector.

Emergency Energy Preparedness and Homeland Security Functions. In accordance with Chapter 125C, HRS and in coordination with other government and private agencies and organizations, develops, maintains, exercises, and in the event of an actual energy emergency implements, with augmentation by additional staff as may be required, the State's statutory energy emergency preparedness plans. Formulates and recommends plans, policies and procedures for fuel allocation and distribution to be implemented in the event of a declared energy emergency, and conducts daily operations of the State Emergency Fuel Set-Aside Office.

1. Supports State Civil Defense (SCD), pursuant to Chapter 128, HRS, in the event of an emergency or a Homeland Security threat. Conducts State-level Emergency Support Function #12 - Energy, and under direction of SCD, compiles and analyzes data and information for preparation of emergency situation reports relating to energy, fuels and critical energy infrastructure facilities.
2. Maintains up-to-date information on procedures for Hawaii's emergency access to national and international petroleum stockpiles during fuel market disruptions; provides staff assistance to obtain fuel from the U.S. Strategic Petroleum Reserve, and proposes other mechanisms meet Hawaii's emergency fuel needs.
3. Supports efforts to establish an industry based on strategic advantages for homeland security within the Asia Pacific region.

Energy Data Monitoring Function. Provides staff services in support of the DBEDT Director's statutory role and responsibilities as State Energy Resources Coordinator, and the Division's programs, projects, and activities by compiling, evaluating, and disseminating data and information on fuel supplies, energy savings, energy demand and supply. In accordance with relevant laws, rules and regulations, gathers, analyzes, and reports petroleum and fuel supply, production, demand, storage, transport, and price data.

Clerical Services Function. Provides clerical, stenographic, typing and other administrative support services to the Branch's staff and other authorized programs.

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND
TOURISM

OFFICE OF AEROSPACE DEVELOPMENT
PROPOSED FUNCTIONAL STATEMENT

The Hawaii Office of Aerospace Development (OAD) provides a focal point within State government to facilitate dialogue and coordination among Hawaii's government, private and academic sectors, and between State-based entities and overseas organizations, both public and private, to promote the growth and diversification of Hawaii's aerospace industry.

Statutorily created within the State Department of Business, Economic Development and Tourism, OAD's primary functions are to:

1. Identify and promote opportunities for expanding and diversifying aerospace-related industries in Hawaii, including but not limited to applied optics, astronomy and astrophysics, aviation, space-based applications of dual-use technologies, environmental monitoring and remote sensing, satellite communications, robotic and human space exploration, and commercial space launch.
2. Catalyze partnerships among local universities and businesses to (1) improve the relevance and quality of university training to support the growth and diversification of Hawaii's aerospace industry; (2) identify entrepreneurial opportunities for commercializing innovative spinoffs from basic research; and (3) facilitate technology transfer from universities to the private sector.
3. Assist local universities, companies, research institutions, and other interested organizations in establishing partnerships with corporate, government, and educational entities overseas that can promote and enhance Hawaii's aerospace industry.
4. Promote innovative education and workforce development programs that will enhance public awareness of Hawaii's aerospace potential and enable local citizens to pursue employment in the State's aerospace industry.
5. Leverage aerospace and related technological capabilities in Hawaii's government, academic and private sectors to enhance the State's ability to procure both federal and private research and development grants to increase the State's competitiveness in national and global aerospace markets.
6. Establish alliances with NASA and other federal and state space agencies and institutions that can support both Hawaii-based aerospace development and the United States space program, and enable international dialogue and exchange toward the design, development and implementation of multinational space initiatives that can enhance and expand both opportunities and benefits for space exploration and development.
7. Monitor national and global trends in the aerospace industry and recommend programs and policies that can support aerospace industry development statewide.
8. Facilitate the development and distribution of publications, exhibits and other marketing materials that highlight the current capabilities and future potential of Hawaii's aerospace industry.
9. Serve as a central point of contact for State government that can respond to both local and out-of-state inquiries concerning Hawaii's aerospace-related interests and activities.