



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

July 31, 2018

FINANCE MEMORANDUM

MEMO NO. 18-15

TO: All Department Heads

FROM: Laurel A. Johnston  
Director of Finance

SUBJECT: Annual Review and Update of Departmental Organization and  
Position Organization Charts and Functional Statements

As a reminder, the annual review and update of your department's organization in conjunction with Administrative Directive No. 17-01 is due on August 1, 2018. If you have not yet already done so, please submit the annual organization information.

Electronic copies in PDF format of all current updated organization and position organization charts and functional statements should be submitted to the Office of the Governor, Office of the Lieutenant Governor, Department of Budget and Finance (B&F), Department of Human Resources Development, the Hawai'i Government Employees Association and the United Public Workers. All delegated and non-delegated organizational changes authorized **as of June 30, 2018**, must be included in the update.

Annual updates of organization and position charts and functional statements shall include:

1. Current organization and position charts and functional statements, which have been updated to reflect any of the following actions that were approved since the last annual update:
  - a. Approved organizational and functional changes.
  - b. Establishment of new positions.
  - c. Reclassification of positions.
  - d. Abolishment of positions.
  - e. Approved changes in organizational titles.
  - f. Minor corrections or adjustments to functional statements that do not constitute an organizational change as defined in this policy.
  - g. Positions appropriated, but not established at the time of submittal of the annual update, listed by pseudo number and authorized position title, and footnoted as "Pending Establishment."

2. The organizational charts should include all budgeted permanent and temporary positions. The total number of full-time equivalent positions reflected on position organizational charts should not exceed the program's authorized position ceilings for permanent and temporary positions.
3. Position organizational charts should only reflect positions that belong to the program shown on the charts. Positions belonging to other units, that may work with the program, should be shown only on the position organizational chart of the organization where they formally reside.
4. The annual update shall not be used as a substitute for making organizational changes that are subject to the reorganization procedures described in Administrative Directive No. 17-01.
5. The submitting director is responsible for the accuracy of these annual updates.

Questions or requests for copies of specific instructions may be directed to the B&F analyst assigned to your department.