



EXECUTIVE CHAMBERS
KE KE'ENA O KE KIA'ĀINA

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA

April 26, 2024

ADMINISTRATIVE DIRECTIVE NO. 24-02

TO: All Department Heads

SUBJECT: Extension of Administrative Directive No. 19-02, Policy and Procedures for Effecting Organizational and Functional Statement Changes

This Administrative Directive (A.D.) supersedes A.D. No. 23-01, *Extension of Administrative Directive No. 19-02, Policy and Procedures for Effecting Organizational and Functional Statement Changes*, and extends the following: 1) the policy and procedures by which changes in organization and function may be made in the State Executive Branch issued under A.D. No. 19-02, Policy and Procedures for Effecting Organizational and Functional Statement Changes, dated on November 20, 2019; and 2) the delegation of authority to approve organizational and functional changes to the respective department director under A.D. No. 19-02 to June 30, 2025.

As a reminder, organizational and functional changes may be implemented subject to the approval of the respective department director under the following conditions:

- Any functional and/or organizational changes must comply with the applicable statutes and policies and procedures set forth in A.D. No. 19-02.
- Any changes in classification shall be consistent with statewide classification policies and procedures established by the Department of Human Resources Development (DHRD).
- All costs associated with any organizational and/or functional changes shall be cost-neutral at the Program ID level and shall be the responsibility of the department from its existing budgeted funds. Cost-neutral changes should be sustainable

through current and future biennium. Budget requests reflecting necessary tradeoffs and transfers shall be included in the department's subsequent budget request.

- For organizational and/or functional changes that are not cost-neutral at the Program ID level or would create, abolish, or change the organizational structure of a division, the director shall first obtain approval to proceed from the Governor via the Department of Budget and Finance (B&F).

In addition, A.D. No. 19-02 also requires that departmental organizational information be updated annually as of June 30th of each fiscal year. Departments shall distribute electronic copies of the annual update to the Office of the Governor, Office of the Lieutenant Governor, B&F, DHRD, the Hawai'i Government Employees Association and the United Public Workers by August 1st of the following fiscal year.

For your reference, A.D. No. 19-02 may be found on the B&F website at:
<https://budget.hawaii.gov/wp-content/uploads/2019/11/BUF-AMENDED-AD-19-02-Policy-and-Proc-for-Effecting-Org-and-Funct-Stmnt-Changes.pdf>.

Compliance with the provisions of A.D. No. 19-02 is critical for the State to maintain current and appropriate organizational records. As such, your continued cooperation and adherence to these policies and procedures are expected.

Mahalo,

/s/

Josh Green, M.D.
Governor, State of Hawai'i