I. INTRODUCTION

A. Overview of the Office: The Office of the Vice Chancellor for Administration, Finance, and Operations (VCAFO) provides leadership and executive management over administrative functions and services, as well as campus operations, for The University of Hawai‘i at Mānoa. In addition, the following units report to the Vice Chancellor: Office of Financial and Physical Resource Management; Office of Human Resources Administration; Campus Services; Office of Safety and Security; Office of Information and Educational Technology Services; and, Office of Community Relations.

B. Authority: The office has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the University of Hawai‘i at Mānoa as they pertain to campus financial management, physical planning and development, human resources, information technology services, auxiliary services, facilities management, and community, alumni and public relations. The establishment of new standing policies are prepared by the VCAFO and approved by the Chancellor.

C. Interaction with Others: The Office of the VCAFO consults with other vice chancellors, faculty, staff, students, deans, and directors as appropriate in developing and implementing campus policies and procedures. In addition, the office coordinates with the offices of the Vice President for Administration, Chief Financial Officer, Vice President for Research and Vice President for Academic Affairs on administrative and financial matters as appropriate.

II. MAJOR FUNCTIONS OF THE OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION, FINANCE, AND OPERATIONS

Through the various organizational sub-units, the VCAFO provides leadership and executive management over the following:

- Financial management for the campus including long range financial planning, financial analysis, financial reporting, budget preparation and budget implementation.
- Human resource administration.
- In cooperation with the system office of Information Technology Services, identification of needs and coordination of planning and implementation of campus information technology services.
- Campus physical planning and management of space resources.
- Facilities and grounds maintenance.
- Environmental health and safety.
- Community Relations.
- Campus security and civil defense.
- Auxiliary enterprises including parking, food services, transportation services, faculty housing, and bookstore operations.
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MA'ANO
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF FINANCIAL AND PHYSICAL
RESOURCES MANAGEMENT

FUNCTIONAL STATEMENT

The Office of Financial and Physical Resources Management (OFPRM) is under the administration of the Mānoa Vice Chancellor for Administration, Finance, and Operations. The office has campus-wide responsibility for planning and management of campus finances, the operating and CIP budgets and long term planning for the physical development of the campus and other land and buildings supporting campus programs.

Functional responsibilities are assigned to sub-units as follows: Mānoa Budget Office; Office of Physical, Environmental and Capital Planning; Office of Finance and Accounting; and Research and Technical Support Services. Major functions of the OFPRM are:

Mānoa Budget Office
- Administers the campus biennial and supplemental budget process including preparation of campus budget instructions, preparation of budget testimonies to the legislature, and analysis of various versions of the budgets.
- Implements the annual campus operating budget including the allocation of appropriated funds; preparation of budget execution and instruction; and the review of unfunded budget proposals.

Office of Finance and Accounting
- Prepares and analyzes periodic operating statements in support of the Mānoa Chancellor's overall management of the campus.
- Prepares intermediate and long term financial projections in support of operating and CIP budgets and the University and campus strategic plans.
- Keeps abreast of University accounting policies and procedures and manages compliance with these among campus fiscal officers.

Office of Physical, Environmental, and Capital Planning
- Maintains design standards for land and facilities supporting Mānoa programs which incorporate principles of sustainability and environmental responsibility.
- Administers long range physical development plans for the campus as well as lands external to the campus supporting Mānoa programs.
- Administers the preparation and implementation of the campus CIP budgets.
- Manages the allocation and reallocation of space on campus to operating units.

Research and Technical Support
- Maintains a database of institutional information supporting the financial, budgetary, and physical planning functions of the campus.
- Provides data analysis in support of the financial, budgetary, and physical planning functions of the campus, using modern software applications.
The Office of Human Resources Management is assigned campus-wide functional responsibility for human resources management, except for academic personnel matters. The Office develops policies and procedures for the campus necessary to effectively implement BOR and Executive policies as they pertain to employees of the campus.

Major functional responsibilities of the Office include the development of effective policies and procedures and the consistent and effective compliance with these policies and procedures as they pertain to:

- Recruitment and appointment of employees
- Implementation classification and pricing of executive managerial and APT positions.
- Implementation compensation packages including new hire rates, merit adjustments and other in-grade adjustments.
- Operation of employee relations and benefits programs.
- Maintaining employee records management.
- Implementing contract implementation including grievances.
- Providing in-service training.