MEMORANDUM TO: Mrs. Gladys Brandt  
Chairman, Board of Regents  

FROM: Kenji Sumida  

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, ADMINISTRATIVE SERVICES DIVISION AT LEeward COMMUNITY COLLEGE  

April 17, 1986  

Attached for the Board's information is a copy of the above-mentioned reorganization proposal which was approved by the President on April 11, 1986. It reflects the Personnel Section reporting directly to the Director of Administrative Services. 

Feel free to call on me or Stan Taba at 948-8510 if there are any questions regarding this matter.  

Attachment
MEMORANDUM TO: President Albert Simone  
FROM: Kenji Sumida  
SUBJECT: PROPOSED REORGANIZATION OF LEEWARD COMMUNITY COLLEGE'S PERSONNEL SECTION WITHIN THE ADMINISTRATIVE SERVICES OFFICE

April 8, 1986

Please find attached a proposed reorganization plan described in the above-mentioned subject for your approval. Chancellor Tsunoda has indicated that this reorganization would be in line with the other community colleges' handling of the personnel function, which is, having the personnel section report directly to the Director of Administrative Services.

The reorganization also proposes to reclassify the existing Personnel Clerk V, SR-13 to a UH Personnel I, PO-3. The Personnel Office has no objections to this reclassification. The budgetary impact of this reclassification is minimal. The Hawaii Government Employees Association has been notified of this proposal and has no objections.

It is therefore recommended that this proposal be approved.

Attachment

APPROVED/DISAPPROVED

Albert J. Simone  
President  
APR 11 1986  
Date
MEMORANDUM TO: Chancellor Joyce Tsunoda
FROM: Kenji Sumida
SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, ADMINISTRATIVE SERVICES DIVISION AT LEEWARD COMMUNITY COLLEGE

April 17, 1986

Please find attached a copy of the above-mentioned reorganization proposal which was approved by the President on April 11, 1986. The documents for the reclassification of the Personnel Clerk V (position #21993) have been forwarded to the Personnel Office for their action.

Feel free to call me or Stan Taba at 948-8510 if there are any questions regarding this matter.

Attachment
MEMORANDUM

February 21, 1986

TO: President Albert J. Simons

SUBJECT: Leeward Community College - Reorganization

Leeward Community College requests a reorganization of the Personnel Section within the Administrative Services Office. The reorganization would be in line with the other community colleges' handling of the personnel function, that is, a reporting relationship with the Director of Administrative Services rather than the UH Administrative Officer.

Please note that in accordance with the delegation of authority, I have approved the position variance of Position No. 21993, Personnel Clerk V, SR-13 to UH Personnel Officer I, PO-3. The reclassification of the subject position will be in line with the reorganizational proposal.

Your appropriate attention would be appreciated.

Joyce S. Tsunoda
Chancellor for Community Colleges

Encls.

cc: Provost Sakaguchi
    Peggy S. Hong
MEMO TO: Chancellor Joyce Tsunoda
FROM: Melvyn K. Sakaguchi, provost
SUBJECT: Request for Approval of Proposed Organizational Changes to the Administrative Services Division, Leeward Community College

I am forwarding for your consideration a proposal for reorganization within the Administrative Services Division. The change provides for the establishment of a Personnel Office reporting directly to the Director of Administrative Services.

The reorganization required to provide more complex personnel services to meet the changing workload demands due to the decentralization of the personnel functions at the University. The sensitivity of this area and the confidentiality of personnel information, transactions, documents, and records make it imperative for this functional areas to report directly to the Director of Administrative Services rather be located within the Business Office.

The proposed organizational change has the advantage of bringing Leeward Community College the personnel structure maintained by all of the other community colleges in the University system. No additional position or resources will be required to implement the proposed change as this reflects a simple redelegation of authority and responsibilities.

In anticipation of the proposed reorganization approval we are also requesting a reclassification of a Personnel Clerk V, position No. 21993, SR-13 to a UH Personnel Officer I, PO-3. The duties and responsibilities would be in line with the currently established UH Personnel Officer series. The reclassification of this position would enable management to better perform the planning, organizing, directing functions and other administrative support services required by the College.

If you have any questions, please contact Michael T. Unebasami at 455-0213.

Enclosures

cc Mike Unebasami
State of Hawaii
University of Hawaii
Leeward Community College
Administrative Services

Proposed
Position Organization Chart

Chart IV
1/26/86

Administrative Services
Director, MO5-NM, #89083

Secretary II
SR-12, #21992

Personnel Office

APT
UH Personnel Officer I
P3, New*

Civil Service
Personnel Clerk III
SR-09, #27190

Business Office

APT
Administrative Officer IV
P9, #80188

Operations & Maintenance
Chart IV-A

Accounting

APT
UH Fiscal Acctng I
P3, #80255

Purchasing

Civil Service
Clerk V
SR-12, #19601
Clerk-Typist II
SR-08, #21532
Cashier I
SR-10, #27189
Receptionist
SR-07, #21278

Disbursing

Duplicating

Civil Service
Offset Press Operator III
WB-09, #21995

*Formerly Personnel Clerk V, SR-13, #21993

Approved
President, University of Hawaii
APR 11, 1986
Administrative Services
Director, M05-NM, #89083

Secretary II
SR-12, #21992

Business Office
Administrative Officer IV
P9, #80188

Operations & Maintenance
Chart VII-A

Personnel
Civil Service
Personnel Clerk V
SR-13, #21993
Personnel Clerk III
SR-09, #27190

Accounting
Civil Service
Accountant II
SR-12, #15348

Purchasing
Civil Service
Disbursing
Clerk V
SR-12, #19601
Clerk-Typist II
SR-08, #21532
Cashier I
SR-10, #27189
Receptionist
SR-07, #21278

Duplicating
Civil Service
Offset Press Operator III
WB-09, #21995

Chart Updated
DATE JUL 1985
PROPOSED ORGANIZATIONAL CHANGES TO THE
ADMINISTRATIVE SERVICES DIVISION AT LEEWARD COMMUNITY COLLEGE

PRESENT ORGANIZATION

Under the present organizational structure, the Administrative Services Division consists of the following major functional areas:

Office of the Director of Administrative Services

Responsible for the planning, organizing, and directing of all administrative support services required by the College. These services include, but are not limited to, overall management processes, budgetary and financial management, personnel management, procurement and property management, facilities maintenance, security, physical facilities planning of both repair and maintenance and capital improvements projects.

Business Office

Responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, etc.

Responsible for the College's personnel functions including the processing of personnel transactions, payroll activities, insuring adherence to established policies, regulations, collective bargaining contracts, etc.

Operations and Maintenance

Responsible for the College's maintenance program including building and grounds maintenance and minor repair and maintenance projects.

Responsible for the College's security program.

PROPOSED ORGANIZATION

Under the proposed organizational plan, the following changes would be made to the organization and function of the Administrative Services Division:

1. Establish a Personnel Office as a separate functional unit under the Director of Administrative Services to handle all of the College's personnel requirements.

PRINCIPAL ASSUMPTION

The principal assumption, related to the proposed reorganization plan, is the need to provide management with current and accurate information relating to personnel management. The personnel area is a complex and sensitive area which requires a high level of confidentiality when dealing with new appointments, renewal and non-renewal of appointments, performance evaluations, disciplinary actions, etc. This office also deals with very sensitive information in advising management of proper personnel actions which may be taken under collective bargaining agreements.

REASONS FOR THE PROPOSAL

1. A change in the organization is required to meet the growing demands in personnel management. Decentralization of the personnel functions at the University will mean greater responsibility at the campus level resulting in increased workload in sensitive personnel matters. The confidentiality of personnel information and transactions make it imperative for this functional area to report directly to management.

2. It is necessary to remove the personnel functions from the Business Office to clearly separate the personnel and payroll functions.

3. This change is consistent with the organizational setup at the other community colleges as it relates to personnel management. Leeward Community College is the only campus where the Personnel Office is presently located within the Business Office.

IMPACT ON STAFFING

As part of this reorganization proposal, the College is requesting a reclassification of a civil service Personnel Clerk V, SR-13, position to an AFT UH Personnel Officer I, PC3, position. This will enable management to assign and delegate duties and responsibilities at a much higher and complex level of professional personnel matters.

ALTERNATIVES

Maintain the organizational structure as it currently exists with the Personnel Office within the Business Office. However, maintaining the organization structure as it currently exists would not be feasible as there is a conflict of confidentiality of having activities be under the direction of an included staff, namely, the Administrative Officer IV, BUC 08. Furthermore, with decentralization and delegation of the personnel functions, the College would be much better served with a separate Personnel Office reporting directly to the Director of Administrative Services. The proposed organizational structure also more accurately reflects how the Administrative Services Division currently functions.

It is, therefore, felt that after assessing the functional and organizational requirements, the proposed reorganization is viewed as the most viable and practical structure.
Leeward Community College
University of Hawaii

ADMINISTRATIVE SERVICES DIVISION

OFFICE OF THE DIRECTOR OF ADMINISTRATIVE SERVICES

Responsible for the planning, organizing, and directing of all administrative support services required by the College. These services include, but are not limited to, overall management processes, budgetary and financial management, personnel administration, procurement and property management, facilities maintenance, security, and physical facilities planning of both repair and maintenance and capital improvements projects.

BUSINESS OFFICE

Responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, payroll, etc.

PERSONNEL OFFICE

Responsible for the College's personnel functions including the processing of personnel transactions, insuring adherence to established policies, regulations, collective bargaining contracts, etc.

OPERATIONS AND MAINTENANCE

Responsible for the College's maintenance program including building and grounds maintenance, and minor repair and maintenance projects.

Responsible for the College's security program.