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

FROM: Albert J. Simone
President

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION;
OFFICE OF VICE PRESIDENT FOR FINANCE AND
OPERATIONS

Attached for the Board's information is a copy of a proposal for the minor reorganization of the Office of Vice President for Finance and Operations, which has been approved by Vice President Horii. The reorganization reflects the transfer of a vacant position from the Procurement and Property Management Office to the Central Administration Fiscal Office.

Please let me know if there are any questions on this matter.

Attachment

cc: Board Secretary Shiramizu
Vice President Horii
Director Sakaguchi
MINOR REORGANIZATION OF THE
OFFICE OF VICE PRESIDENT FOR FINANCE AND OPERATIONS

Executive Summary

April 28, 1988

On April 26, 1988, the Vice President for Finance and Operations approved a minor reorganization of his office. The reorganization involved the transfer of a vacant position from the Procurement and Property Management Office (PPMO) to the Central Administration Fiscal Office.

The Fiscal Office is responsible for budget and program planning, budget preparation, resource allocation, fiscal reviews and controls, position control actions and other administrative staff support functions for the Vice President for Finance and Operations and all other systemwide executive offices, the Systemwide Student Services program, the State Postsecondary Education Commission, and each of their immediate subordinate offices.

There is currently a workload problem in that the Fiscal Office is staffed by only one professional and one clerical position to manage and execute the broad scope and variety of functions encompassing approximately 80 different programs and activities, and 259 positions.

The transfer of the vacant position from PPMO to the Fiscal Office was approved in order to alleviate the workload situation in the Fiscal Office. The transfer of this position is essential to ensure the effective and efficient performance of all the fiscal, budgetary, and program planning responsibilities of the Fiscal Office in order to properly service the Central Administration offices, and to provide timely responses to requests from the Legislature and other agencies.

There should be no adverse impact on the Procurement and Property Management Office, since the duties which had been assigned to the vacant position have been formally incorporated into the job description of another position in that office.
PROPOSAL FOR THE
MINOR REORGANIZATION OF THE UNIVERSITY OF HAWAII,
OFFICE OF THE VICE PRESIDENT FOR FINANCE AND OPERATIONS

March 14, 1988

INTRODUCTION

A minor reorganization is proposed for the Office of the Vice President for Finance and Operations. The reorganization involves the transfer of a position from the Procurement and Property Management Office (PPMO) under the Vice President, to the Central Administration Fiscal Office which also reports to the Vice President. The position affected is currently vacant and is classified as an Inventory Management Specialist in the Civil Service system.

EXISTING FUNCTIONS AND ORGANIZATION

1. Procurement and Property Management Office. PPMO is a systemwide office responsible for organizing, directing, and controlling procurement and property management activities including the acquisition of goods and services, contractual and real property documents, legal actions involving contractual matters, records management, and patents, copyrights, and licensing administration. Organizationally, Position No. 11891, Inventory Management Specialist, is reflected in the Inventory Unit of the Property Management Section at PPMO. This position has been vacant since December 31, 1985, and was inadvertently omitted from the organization chart which was updated in October 1987 (see Attachment A). The responsibilities which were assigned to this position are currently assigned to APT Position No. 80508, UH Procurement and Property Management Specialist II, and have been formally incorporated into the job description for Position No. 80508.

2. Fiscal Office. The Central Administration Fiscal Office is organized under the Office of Vice President for Finance and Operations (see Attachment B). The Fiscal Office is responsible for budget and program planning, budget preparation, resource allocation, fiscal reviews and controls, position control actions and other administrative staff support functions for the Vice President for Finance and Operations and all other systemwide executive offices, the Systemwide Student Services program, the State Postsecondary Education Commission, and each of their immediate subordinate offices.

There is currently a workload problem in that the Fiscal Office is staffed by only two positions—a UH Administrative Officer VI and a Clerk-Steno III—to manage and execute the broad scope and variety of functions encompassing approximately 80 different programs and activities, and 259 positions.
PROPOSED ACTION

It is proposed that Position No. 11891, Inventory Management Specialist, be transferred from the Procurement and Property Management Office to the Central Administration Fiscal Office in order to alleviate the workload situation in the Fiscal Office. The transfer of this position is essential to ensure the effective and efficient performance of all the fiscal, budgetary, and program planning responsibilities of the Fiscal Office in order to properly service the Central Administration offices, and to provide timely responses to requests from the Legislature and other agencies.

The proposed organization chart for the Fiscal Office is appended as Attachment C.

EFFECTS ON STAFFING

The only position to be affected by the proposed transfer is Position No. 11891, Inventory Management Specialist, BU 13, SR-21, which is vacant. This position will be transferred from PPMO to the Fiscal Office and will report directly to APT Position No. 80173, UH Administrative Officer VI. Essentially, the position will be responsible for assisting in the fiscal accounting operations of the office. Upon approval of the reorganization, the affected position will be redescibed to reflect the new duties and responsibilities and a request will be submitted to the Personnel Management Office for appropriate classification action.

Approved: 
Ralph T. Horii, Jr.
Vice President for Finance and Operations

Date: 4/26/88
STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
PROCUREMENT AND PROPERTY MANAGEMENT OFFICE

FUNCTIONAL STATEMENTS

DIRECTOR

- Plans, organizes, directs, and controls procurement and property management activities for the University system.

- Responsible for the acquisition of goods and services through the University's centralized-decentralized procurement system, concession contracting, effecting agreements, and the administration of real and personal property assets.

- Formulates University procurement and property management policy and procedure based on applicable State statutes, Federal laws and regulations, Board of Regents Bylaws and State policy and monitors effectiveness and compliance through records review and staff visits.

- Executes contractual and real property documents in accordance with delegated authority.

- Acts as University contact for Federal agencies in the areas of subcontracting and property administration under Federal prime contracts and grants.

- Provides a public relations program to optimize relations with the commercial public and civic organizations.

- Performs as the University central project officer on large and complex procurement projects that require extensive coordination, attention to detail and follow-up actions.

- Assists the State Attorney General in legal actions involving University contractual matters.

- Plans and supervises the University fiscal officer training program and provides specialized training in procurement and property administration.

- Provides advice and guidance to University personnel on the ethics of public procurement.

- Establishes internal operating policies and procedures for the Procurement and Property Management Office.
- Approves sole source purchase utilizing federal funds.
- Prepares legislation relating to competitive bidding and other procurement and property management matters, and either testifies or assists in testimony on the same before the Legislature.
- Administration of patents and copyrights
- Administration of licensing agreements
ASSISTANT DIRECTOR

- Reviews and processes all documents relating to the acquisition or conveyance of real property or any interest therein, including leases, revocable permits, licenses, easements, rights-of-entry, and deeds. Maintains repository for land documents.

- Provides risk management services, including guidance on liability and the acquisition of insurance for the University and Board of Regents.

- Prepares briefs and studies on subjects pertaining to procurement and risk management for the University administration and either testifies or assists in testimony on same before boards, committees, departments, investigators, etc.

- Serves as University small business specialist as required by Public Law 95-507. Develops policies and procedures, contract clauses, and reports concerning small business utilization. Advises small businesses on how to do business with the University.

- Serves as University Records Officer and provides guidance to University personnel on records management.

- Assists the State Attorney General in tort cases involving University real property by conducting investigations and preparing reports to support legal actions.

- Assists the Director in planning, organizing, directing, and controlling the University's Procurement and Property Management Office.

- Acts as Director, signs contractual and property documents as authorized during absence of Director.

- Assists Director in resolution of unique procurement problems, contract disputes, and in making complex procurement decisions.

- Performs special tasks in complex acquisitions and provides contract administration as assigned.
ADMINISTRATIVE SUPPORT

- Provides centralized administrative support to the two operating sections, support to the Director and Assistant Director and policy and procedure dissemination to departments and fiscal officers.

- Types and compiles bid packages consisting of specifications, general conditions and special provisions and advertisements for tenders in accordance with established procedures.

- Types purchase orders for issuance.

- Maintains register of contract status and insures that proper and timely actions are taken.

- Types contracts, and forwards contract to vendor for signatures, bonds, approvals, etc., and distributes contract documents.

- Releases bid results to vendors, commercial associations and other agencies, when requested.

- Encumbers contracts at Department of Accounting and General Services.

- Compiles periodic lists and descriptions of contracts in accordance with Article V of the University bylaws for review by the Board of Regents.

- Formulates routine correspondence.

- Maintains general files and contract files (ten years) and records disposition program.

- Receives and distributes mail and maintains an action suspense system.

- Types reports required by the University, State agencies and Federal agencies.

- Administers the student help program.

- Receives visitors and arranges appointments for them.

- Maintains supply of forms for use throughout the University system.
REAL PROPERTY AND INVENTORY

- Maintains a computerized personal property accounting system as required by law and grant or contract provisions.

- Prepares reports on property as required by law, contract, grant or as requested.

- Provides warehousing facilities for storage, transfer and disposal of personal property.

- Prepares regulatory policies and procedures on inventory of personal property and real property.

- Trains fiscal officers in property administration.

- Accounts for all personal property and real property for the University of Hawaii system.

- Advises and participates in the acquisition, disposition and exchange of lands necessary to the physical development of University campuses, research centers and other components.

- Advises and participates in the preparation of land use and zoning studies, appraisal reports, research and evaluation studies on site selections.

- Assists in maintaining an inventory of University lands for planning purposes.

- Advises, prepares and reviews environmental assessments and impact statements for new campuses, master plans and all University projects, responsible for University environmental policy and all documents in compliance with rules and regulations of the Environmental Quality Commission.

- Maintains liaison and represents the University dealing with private and public agencies on matters relating to University lands and environmental concerns.

- Drafts conveyance documents, e.g., deeds, leases, easements, rights of way and licenses, relating to University interests in real property.

- Coordinates with University departments involved in or affected by a particular conveyance.

- Processes conveyance documents for execution by parties.

- Records/registers conveyance documents, as necessary, with the Bureau of Conveyances or Land Courts.

- Maintains official files for all University interests in real property.
- Monitors official files to process necessary changes to terms and conditions of the conveyance documents, e.g., extensions of lease, adjustments to rent, insurance renewals, etc.

- Processes short term lease requests (30 days or less/under $4,000).

- Processes fiscal services accounting forms for payments relating to conveyance documents.

- Investigates and gathers information for tort claims involving University real property.
PROCUREMENT SECTION

- Effects formal contracts (over $4,000), specialized informal contracts and consultant and services contracts.

- Evaluates departmental requirements for acquisition and writes bid specifications.

- Advertises for bid in accordance with State law, grant or contract terms and Board of Regents policy.

- Justifies sole source procurement in accordance with law.

- Evolves contract terms and provisions.

- Awards contracts.

- Administers open-end contracts.

- Provides contract administration services over and beyond routine actions.

- Prepares bid packages consisting of specifications, general provisions and special provisions and advertisement for tenders in accordance with Section 103-22 and Chapter 102, H.R.S., in the name of the Board of Regents.

- Prepares and awards contracts.

- Controls or performs the University purchasing function, mostly $4,000 and under, by the purchase order and informal contract methods; acquires insurance, provides customs clearance, provides freight specialist services, foreign purchase assistance, handling of licenses, damage claims, and hazardous materials and alcohol acquisitions.

- Obtains necessary quotations.

- Awards high dollar purchase orders.

- Monitors decentralized procurement activities (other campuses and departments).

- Provides advice and assistance to using agencies.

- Effects informal contracts.

- Trains fiscal officers and assistants.

- Handles sales of excess property.

- Develops regulatory policies and procedures.
. Provides purchasing forms to departments.
. Provides vendor information.
STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE-PRESIDENT FOR FINANCE AND OPERATIONS

Major Functions

Exercises general control and coordination over all aspects of the University's administrative and support functions, including fiscal, finance, physical planning and management, and auxiliary services.

- Directs and coordinates the fiscal services of the University, including accounting, treasury, cashiering, and disbursing services.
- Directs and coordinates all University contracting, procurement and property management activities.
- Directs and coordinates the planning and construction activities for the University.
- Directs and coordinates the maintenance activities for the Manoa Campus.
- Directs the food services and bookstore operations of the University.
- Directs and coordinates the functions and activities of the University of Hawaii Bond Fund projects.
State of Hawaii
University of Hawaii
Systemwide Administration
Vice President for Finance and Operations

Office of the
Vice-President for Finance and Operations

Vice President for Finance and Operations
ML3-NE, #89094
Private Secretary I, SR18, #16966

Bond System Operations
1/ UH Program Budget Sp III
   P11, #80154

Fiscal Office
   UH Admin Officer VI,
   P13, #80173
   Clerk Steno III
   SR11, #22222
   Inventory Mgmt Spec*
   SR21, #11891

Fiscal Services
Chart II

Treasury and Logistical Operations
Chart III

Procurement and Property Management
Chart IV

Campus Operations
Chart V

Bookstores
Chart VI

*To be reclassified

Approved:
Ralph T. Horii, Jr.
Vice President for Finance & Operations

Date: April 26, 1988