FUNCTIONAL STATEMENT

OFFICE OF THE STATE DIRECTOR FOR VOCATIONAL EDUCATION

The Office of the State Director for Vocational Education shall provide leadership, direction, and coordination for all vocational education in the State and cooperate with other institutions or agencies engaged in vocational education. Some of the specific duties are:

1. Prepare and revise as necessary the State Plan for Vocational Education.

2. Direct and evaluate programs in accordance with the provisions of the approved State Plan, including the preparation of the Annual Accountability Report.

3. Oversee the allocations of federal funds to various State agencies and prepare and submit budgets and reports to State and Federal authorities for the continuance, promotion, and advancement of vocational education programs.

4. Establish objectives and priorities consistent with State Board policies.

5. Make recommendations and assist in the development of policies and procedures for the administration of vocational education in the State.

6. Plan, develop, and administer statewide vocational education research and projects which relate to vocational education in the State.

7. Provide direction and coordination of statewide personnel development activities in vocational education.

8. Coordinate the collection of local vocational education data.

9. Promote and ensure civil rights compliance and sex equity activities with regard to federal and state requirements.
10. Provide career/vocational education resources and services to vocational educators in the State.

11. Coordinate and submit project proposals to obtain additional federal funds for specific purposes.

12. Assist in the improvement of articulation between high schools and community colleges and between community colleges and four-year institutions.

Approved by: [Signature]

Title: Director, Office of the State Director for Vocational Education

Date: October 16, 1987
ORGANIZATIONAL AND FUNCTIONAL CHANGES
OF THE
OFFICE OF THE STATE DIRECTOR FOR VOCATIONAL EDUCATION

1. A brief description of the existing functions and organizations.

The Office of the State Director for Vocational Education administered the State Motor Vehicle Mechanics Certification Program. As mandated by Act 143, S.L.H. 1975, the Department of Commerce and Consumer Affairs annually contracted with the Office of the State Director for Vocational Education to perform this function.

2. A brief description or summary of the proposed functions and organization and the specific action(s) proposed.

The function of administering the State Motor Vehicle Mechanics Certification Program will be transferred to the University of Hawaii Community College Systems Office. This transfer of function was necessitated by an amendment to Act 143 which directed the Department of Commerce and Consumer Affairs to contract with the Community College Systems Office to administer the certification program.

3. Principal assumptions.

It was assumed by all parties concerned that the transfer will benefit the State Motor Vehicle Mechanics Certification Program because the University of Hawaii Community College Systems Office will be better able to administer the program due to the resources available. They will also be able to offer more examinations to neighbor island mechanics due to availability of resources and facilities.

4. Reasons for the proposal including:

a. The conditions or factors prompting the change(s) in organization.

An amendment to Act 143 which was enacted by the 1987 Legislature, directed the Department of
Commerce and Consumer Affairs to contract with the University of Hawaii Community College Systems Office rather than the Office of the State Director for Vocational Education.

b. Why and how the present organization is inadequate to meet the new requirements and program demands.

Not applicable - change was mandated by law.

5. An explanation of the nature of the proposed reorganization including the division, and/or redistribution of functions; benefits to be realized in terms of effectiveness and efficiency; clarification of operational relationships between various groups affected; the estimated cost of the proposal; etc.

The proposed reorganization will transfer the function of the State Motor Vehicle Mechanics Certification Program to the University of Hawaii Community College Systems Office in its entirety. No cost will be involved in the transfer of functions, facilities, and personnel.

6. The estimated effect on the classification or status of positions that are transferred reassigned.

No changes in classification or status of the positions.

7. Listing of other alternative courses of action if appropriate with major positive and negative consequences for each and why these alternatives are not as appropriate as the one being proposed.

Transfer was directed by legislation.

Approved by [Signature]

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