MEMORANDUM

TO: Rodney Sakaguchi
    Director, University Budget Office

FROM: Ralph Horii
    Vice President for Finance and Operations

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, UNIVERSITY OF HAWAII ENVIRONMENTAL HEALTH AND SAFETY OFFICE

January 29, 1990

Attached for your information is a copy of the Environmental Health and Safety Office's reorganization which was approved by the University. It reflects the new operational and supervisory relationships in the Health and Safety section and redscriptions of affected positions.

Please call Roy Takekawa at extension 8660 by February 15, 1990 if there are any questions regarding this matter.

Attachment
MEMORANDUM

TO: Ralph T. Hori, Jr.
    Vice President for Finance and Operations

FROM: Allan Ah San
      Director of Campus Operations

SUBJECT: Proposed Minor Reorganization of the Environmental Health and Safety Office (EHSO)

January 12, 1990

In accordance with Administrative Procedure A9.040, UH Organizational and Functional Changes, following is a proposed minor reorganization of the EHSO, involving new operational and supervisory relationships in the Health and Safety section and redescriptions of affected positions. The reorganization will show operational and supervisory relationships.

Present Organization of the EHSO:

The EHSO is currently comprised of five major sections: Radiation Safety, Diving Safety, Biological Safety, Fire Safety, and Health and Safety. Within the Health and Safety section, the UH Environmental Safety Specialist (ESS) IV, Position No. 80795, supervises three lower rank specialists, two (ESS III and ESS I) with responsibilities in Hazardous Materials (including hazardous waste management) and the other (ESS I) responsible for Occupational Health and Safety activities (including laboratory safety).

In May 1989, the ESS III became pregnant. To prevent undue exposure to her and her baby, she was placed on "protective reassignment", and her duties and responsibilities were switched with the ESS I in the occupational health and safety area. This exchange has proven to be beneficial to both program areas; consequently, we intend to make these changes permanent by redescribing and reclassifying their positions.
Proposed Minor Reorganization:

The change in organization involves only the Health and Safety section, which shall be renamed the "Industrial Hygiene" section to more accurately reflect its activities in workplace hazard identification, evaluation, and control. The two major program areas will be divided to show proper lines of supervision and reporting.

The reorganization involves the following personnel changes:

- Redescription of the UH ESS III, Position No. 81701, to reflect the current duties and responsibilities in Laboratory Safety, Farm Safety, and Occupational Health and Safety.

- Redescription/reallocation of the UH ESS I, Position No. 81104, to a UH ESS III to reflect current duties in the Hazardous Waste Management Program (HWMP).

- Redescription of the UH ESS I, Position No. 81665, to accurately reflect the current functional relationship.

Principal Assumptions and Reasons for the Proposal for Reorganization:

The EHSO is responsible for providing a healthy and safe campus environment and for ensuring compliance with applicable Federal, State, and County regulations relating to environmental and occupational health and safety. The EHSO is currently staffed with 11 AFTs and one clerical personnel.

The Health and Safety section is composed of four persons, three of whom report to a single supervisor. Two of the subordinate positions work in the Hazardous Materials area and should have a specialist-to-technician relationship. The present organization is unable to meet our needs because all subordinate positions report to a single supervisor.

Explanation and Effect of the Reorganization on Staffing:

The proposed reorganization will not require additional positions; the redistribution of duties and responsibilities will result in more efficient and effective utilization of personnel and resources.
Major Functions

1. Administer a campuswide program that monitors department compliance with the State of Hawaii, Department of Labor and Industrial Relations, Division of Occupational Safety and Health (DOSH), Occupational Safety and Health Standards.

2. Administer the Radiological Safety program as required by the Nuclear Regulatory Commission (NRC) and the University's Radiation Safety Manual.

3. Administer a campuswide program to control the use, storage, and disposal of hazardous materials to meet applicable Department of Transportation and Environmental Protection Agency regulations.

4. Administer a campuswide Fire Safety program to ensure compliance with applicable fire regulations. Coordinate fire extinguisher inspection and maintenance program.

5. Administer the Diving Safety program to ensure compliance with DOSH requirements and the University's Standards for Scientific Diving and Operation of Scientific Diving programs.

6. Administer a Biological Safety program to ensure compliance with DOSH requirements and the National Institutes of Health's guidelines for Research Involving Recombinant DNA Molecules.

7. Review plans for all new construction and renovation projects for compliance with applicable health and safety standards.
MEMORANDUM TO: Dr. Kenneth Kato  
Chairman, Board of Regents  

FROM: Albert Simon  

SUBJECT: PROPOSED REORGANIZATION OF THE UNIVERSITY OF HAWAII BOOKSTORE  

September 8, 1989  

1. Specific Action Requested  

The Board of Regents is asked to review and approve a proposal to reorganize the University of Hawaii Bookstore. See Attachment A.  

2. Recommended Effective Date  

As soon as possible -- upon Board approval.  

3. Purpose/Background  

The University of Hawaii Bookstore system is a self-supporting entity which serves the academic community through the sale of books, classroom and office supplies and convenience items. Its eight stores -- at Manoa, each of the six Community Colleges and UH Hilo -- generate annual revenues in excess of $17 million and employ 61 full-time and over 120 part-time student assistants. To enable the Bookstore to meet the growing demands of academic departments and maintain a high level of service, the 1989 Legislature appropriated 13 APT positions and increased the Bookstore's revolving fund appropriation ceiling by $261,612. In order to achieve maximum benefit from the new positions, the Bookstore is proposing an administrative restructuring that involves the creation of two major sub-units under the Bookstore Director's Office. The purpose of the reorganization is to consolidate staff support, strengthen and expand the Manoa store operations and support long-term growth. Four of the thirteen appropriated positions will be established upon approval of this reorganization.
4. **Current Organization**

Currently, the Bookstore Director develops programs for the bookstore system, oversees the operations of each of the Community College and Hilo bookstores and is directly responsible for the daily operations of the Manoa campus bookstore. Staff support is provided to the director by the Computer Support, Fiscal Support and Administrative Support Units. Manoa bookstore departments reporting to the director include the Operations, Textbook, Tradebook, and Supplies Departments.

5. **Proposed Reorganization**

To reduce the director's span of control to a more manageable level and allow the individual to address the needs of the branch stores and the system as a whole, the Bookstore proposes (1) to consolidate all of its administrative functions, including a new Advertising section, under an Administrative Services Unit and (2) to create a separate unit for the UH Manoa operations -- which is to be expanded to include a Computer Sales Department -- and assign direct supervision of those operations to a new Bookstore Manager position (#90514).

A. **Administrative Services** - Responsible for fiscal operations, personnel management, electronic data processing and advertising.

Advertising is a new function which is being added to enable the Bookstore to promote merchandise and special events on a regular basis. These responsibilities will be assigned to a new Graphic Artist position (#90523F). Though organizationally consolidated under one Administrative Services Unit, the Fiscal, Personnel, Data Processing and Advertising sections will continue to report directly to the University Bookstore Director.

B. **UH Manoa Bookstore** - Responsible for the operations of the Manoa Campus Bookstore, including the Operations, Textbook, Tradebook, Supplies, and Computer Sales Departments.

In Fiscal Year 1988-89, the Manoa Bookstore generated $14 million or 82% of the total UH Bookstore revenues with computer sales accounting for $5 million of
revenues. Begun in 1984 and assigned to the Tradebook Department with initial assistance from the Director of the University Computing Center, the Computer Resale Program has grown too large for the Tradebook Department to operate effectively. To better serve the University community, a Computer Sales Department is to be established and staffed through the creation of two new positions -- a Bookstore Department Manager ($90513F) and an Administrative and Fiscal Support Specialist ($90520F) -- and the transfer of two existing positions -- an Administrative and Fiscal Support Specialist ($80427) from the Tradebook Department and a Clerk V (#17357) from the Supplies Department.

6. **Impact on Staffing and Resources**

Staffing changes directly related to the proposed reorganization include the establishment of four of the thirteen positions appropriated by the 1989 Legislature -- the UH Bookstore Manager, Graphic Artist, Bookstore Department Manager and Administrative and Fiscal Support Specialist -- and the transfer of two existing positions. The reorganization will not impact the classifications of any existing bookstore positions. Upon approval of the reorganization, the four new positions will be established at an annual cost of $94,596. Staff will be housed in existing facilities.

7. **Impact on Students**

The Bookstore reorganization is intended to facilitate internal communication and provide direct supervision of the Manoa Bookstore by a line manager. The reorganization will allow the director to address the growing needs of the branch stores and the Bookstore system thereby enabling the Bookstore to develop new programs and expand existing programs to the benefit of the University community.

8. **Recommended Action**

It is requested that the Board place the University Bookstore's reorganization proposal on the agenda for its September meeting. The reorganization will facilitate good management practices and provide for the effective, efficient management of University resources. Approval is therefore recommended.

Attachment

cc: Board Secretary Shiramizu
    Vice President Horii
    Director Sakaguchi
MEMORANDUM

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

FROM: Wayne Fujishige

SUBJECT: Proposed Reorganization of Bookstore System

In accordance with President Simone's memorandum of May 2, 1986 regarding the delegation of authority for organizational and functional changes and Administrative Procedures A9.040, we submit this proposal to reorganize the University of Hawaii Bookstore system.

EXISTING FUNCTIONS

The University of Hawaii Bookstore system is a self-supporting unit responsible for an annual budget of over $17 million, and 61 full-time and over 120 part-time student assistant positions. The present Bookstore organizational structure places seven (7) departments of the Manoa Campus Bookstore, six (6) Community College Bookstores, and the University of Hawaii at Hilo Bookstore under the Director of University Bookstore System.

PROPOSED REORGANIZATION

This proposal is a request to restructure the Bookstore system by creating a Computer Sales Department and reassigning a filled position to it, by redescribing and reassigning an existing vacant position, and by establishing nine positions for various sections. The proposed reorganization involves the following:

1) Establishing an UH Bookstore Manager position to oversee the Operations, Textbook, Tradebook, and Supplies Departments, and the newly created Computer Sales Department of the Manoa Campus Bookstore.

2) Creating a Computer Sales Department and establishing an UH Bookstore Department Manager and an UH Admin & Fiscal Support Specialist positions within it.
3) Consolidating the Administrative Support - Data Processing, Fiscal Support, and Administrative Support - Personnel sections into one unit titled Administrative Services. The functions will remain the same.

4) Establishing an UH Graphic Artist position in the newly consolidated Administrative Services Section to promote the Bookstore system-wide.

5) Establishing an UH Computer Specialist position in the newly consolidated Administrative Services Section.

6) Establishing an UH Procurement and Property Management Specialist position for the Tradebook Department.

7) Establishing two Clerk positions in the Cashiering Section.

8) Reassigning and redescribing an appropriated but not yet established Account Clerk II position in the newly consolidated Administrative Services Section, to the Maui Community College Bookstore.

Personnel will be redistributed in the following manner:

1) The UH Admin and Fiscal Support Specialist position, position number 80427, will be reassigned from the Tradebook Department to the newly created Computer Sales Department.

2) The Clerk IV position, position number 24637, will be redescribed and reassigned from the Supplies Department to the newly created Computer Sales Department.

PRINCIPLE ASSUMPTIONS

This proposal is being submitted with the following assumptions:

1) The organization will serve the University's needs in a more timely and efficient manner.

2) The organization will facilitate good management practices.

3) The organization will allow us to develop new programs and expand on the present programs with the increase in resources.

REASONS FOR THE PROPOSAL

The reasons for the reorganization are:

1) To reduce the Director of University Bookstore System's span of control to a more reasonable work level. With a more manageable work level, the Director will be able to focus his energies on other areas in the system.
2) To enable the Bookstore to expand its line of merchandise and to increase the number of services being offered for the benefit of the University community.

3) To enable the Bookstore to promote merchandise and special events for the University community on a regular basis.

4) To provide customer service that will make shopping at the Bookstore more enjoyable and time-efficient.

5) To distribute the additional workload resulting from the expanded line of tradebooks and the increase in special order requests.

The Director of University Bookstore System is responsible for the Manoa Campus Bookstore, the Hilo Campus Bookstore, and the six Community College Bookstores. At present, 15 individuals directly report to him. Given the responsibility for daily operating the Manoa Campus Bookstore, the Director is not able to visit the branch stores on a frequent basis. Programs being developed for the branch stores cannot be accomplished in a timely manner under the present organization. The workload is too heavy for one person to handle effectively.

Since the Computer Resale Program began in 1984, computer sales have increased each year. This past fiscal year, computer sales exceeded $5 million. The Tradebook Department initially took on the program with assistance from the Director of University Computing Center. Today, the Bookstore independently operates the program. The program has gotten too large for the Tradebook Department to operate effectively. A separate department with additional staff members needs to be established in order for the program to accomplish its goals.

Bookstore promotions and special events are currently being handled by a staff of part-time student assistants. With the present student labor shortage and the lack of continuity with part-time help, management cannot satisfactorily accomplish its goals under the present organization. A full-time Graphic Artist position needs to be established.

The Tradebook Department currently carries over 30,000 titles. The anticipated program expansion cannot be satisfactorily accomplished under the present organization.

The lack of over 15 part-time student assistants for the Cashiering Section is affecting the section’s ability to service customers and to watch the sales floor. The responsibilities for the Cashiering Section can not be carried out under the present organization.

The Maui Community College Bookstore is in a remote location and functions independently. The College is also going through a period of rapid growth in its out-reach programs. Due to the present student labor shortage on the Maui Campus, the Maui Bookstore is unable to accomplish all of its goals under the present organization.
EVALUATION OF THE PROPOSED REORGANIZATION

The proposed reorganization will free the Director of University Bookstore System from the daily operations of the Manoa Campus Bookstore and allow him more time to concentrate on the branch stores. The newly created UH Bookstore Manager for the Manoa Campus will be responsible for the daily operations. By creating a level between the Director and the Manoa Campus Bookstore Department Managers, communication, as well as understanding, will improve between departments.

The creation of the Computer Sales Department will foster growth in the Bookstore. The Computer Sales Department, with a full-time staff of four (UH Bookstore Department Manager, two UH Admin and Fiscal Support Specialists, and a Clerk) will focus on customer service and enhancing the lines of computer hardware, software and peripherals.

The UH Graphic Artist will promote special events and activities that will benefit the University community.

The additional resources placed in various sections of the Bookstore will only help our mission.

The anticipated annual expense for the proposed organization is $135,588.

EFFECT ON STAFFING

The newly established UH Bookstore Manager (pseudo number 90514F) will supervise the UH Operations Manager (position number 80136), three UH Bookstore Department Managers (position numbers 80125, 80126, and 80127), and the newly established UH Bookstore Department Manager for the newly created Computer Sales Department (pseudo number 90513F). The Operations Manager and the three UH Bookstore Department Managers currently report to the Director of University Bookstore System (position number 89251).

The newly established UH Bookstore Department Manager for the Computer Sales Department (pseudo number 90513F) will supervise the UH Admin and Fiscal Support Specialist (position number 80427), the newly established UH Admin and Fiscal Support Specialist (pseudo number 90520F), and the Clerk (position number 24637).

The newly established UH Graphic Artist (pseudo number 90523F) will report to the Director of University Bookstore System (position number 89251).

The newly established UH Computer Specialist (position number 90522F) will report to the UH Computer Specialist III (position number 81378).
The UH Bookstore Department Manager for the Tradebook Department (position number 80126) will supervise the newly established UH Procurement and Property Management Specialist (pseudo number 90521F). The UH Admin and Fiscal Support Specialist (position number 80427) who is presently reporting to the Tradebook Department Manager, will be reassigned to the Computer Sales Department and will report to the newly established UH Bookstore Department Manager (pseudo number 90513F).

The two newly established Clerk positions (psuedo numbers 99033F and 99035F) in the Cashiering Section will report to the Clerical Supervisor III (position number 17356).

The Account Clerk II position (pseudo number 98038F) that was appropriated for the newly consolidated Administrative Services Section will be reassigned and redescribed for a Clerk position at the Maui Community College Bookstore. Management has re-evaluated the situation and feels that the present work load in the Administrative Services Section does not justify establishing an Account Clerk II position. A Clerk position in Maui is more essential to the Bookstore system at this time. The Clerk will be reporting to the UH Bookstore Manager I (position number 80129).

The vacant Clerk IV position in the Supplies Department (position number 24637) will be redescribed and reassigned to the newly created Computer Sales Department. The Clerk will report to the newly established UH Bookstore Department Manager (pseudo number 90513F). The Clerk IV position was originally assigned to the Campus Center Convenience Store before it was contracted out.

**ALTERNATIVE COURSE OF ACTION**

Retaining the existing organization is not a viable alternative. The planned expansion for the bookstore system would be too large for the present organization to effectively administer. The best alternative would be to create a Computer Sales Department for the Manoa Campus Bookstore and to establish nine positions for the various departments.

The following alternatives were considered:

1) Organization remains unchanged. We find this unacceptable. The Bookstore system has expanded its line of books, supplies, and computers, and would like to continue offering a variety of merchandise to the University Community. Should the organization remain unchanged, the Bookstore will have difficulty servicing its customers at a satisfactory level.

2) Accept the proposed reorganization. This alternative best meets the objectives desired. The University community will be effectively served.

In conclusion, the proposed reorganization attempts to improve management of the Bookstore system and provide a career ladder for employees.
ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS

Attachment I: Current Organization Chart
Attachment II: Proposed Organization Chart
Attachment III: Current Functional Statement
Attachment IV: Proposed Functional Statement

Approved/Disapproved

Ralph T. Hori, Jr. ___________________________ / ____________ Date
Vice President for Finance and Operations
CURRENT

Organizational Charts

and Functional Statements
STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE
AND OPERATIONS
UNIVERSITY BOOKSTORE

CHART VI-A

Director of Univ Bookstores

Kilo College
- UH Bkstr Mgr II
  - POS 480135
- Acct Clk III
  - SR11 423807
- Cashier-Clk
  - SR08 435138

Leeward CC
- UH Bkstr Mgr II
  - POS 480132
- Acct Clk III
  - SR11 419064
- Clerk III
  - SR08 426727

Kapiolani CC
- UH Bkstr Mgr II
  - POS 480133
- Cashier-Clk
  - SR08 423809

Honolulu CC
- UH Bkstr Mgr II
  - POS 480134
- Clerk IV
  - SR10 423808

Maui CC
- UH Bkstr Mgr I
  - POS 480139

Windward CC
- UH Bkstr Mgr I
  - POS 480131

Kauai CC
- UH Bkstr Mgr I
  - POS 480130

APPROVED BY

TITLE Vice Pres. for Finance & Operations
DATE 9/20/88
STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE & OPERATIONS
UNIVERSITY OF HAWAII BOOKSTORE

MAJOR FUNCTIONS

Support the academic community throughout the University system by operating a store on each campus to sell books, other classroom necessities, and convenience items. Stores located to serve the Hilo College and community college campuses are branches of the Manoa campus store. Management, accounting, and some procurement are centralized in the interest of economy and efficiency. The system of bookstores is self-supporting. Specific functions, as appropriate to each of the campuses, are:

. To have the right textbooks available at the right time in the right quantity.

. To offer general books and magazines for enrichment, technical, supplementary, recreational, and escape reading.

. To make a wide variety of classroom, laboratory, studio, and office supplies available.

. To carry health and comfort items, sundries and souvenirs, greeting cards, sports clothing, cameras, electronic items, etc.

. To perform services such as film developing, special orders, and sale of gift certificates.

Textbook Department

Provides for the timely sale of text materials prescribed by faculty,

. Plans ordering and sales cycle in accordance with academic schedules.

. Obtains requirement data from faculty, compares with stock on hand and estimated quantities to be bought back from students, searches used book sources, and orders remainder of requirement from publishers or distributors.

. Maintains liaison with faculty to facilitate planning and problem-solving.
Publishes book list in various sequences and furnishes it to branch stores.

Verifies accuracy of order-filling, prices books, and displays them in a manner conducive to easy shopping by customers.

Provides special-order service or reorders in quantity in "sold-out" situations.

Returns overstock to sources when possible, except when there will be a demand in immediate future.

Sells books for off-campus programs in a similar manner, arranging also for delivery or on-site sale.

Tradebook Department

Offers for sale University catalogs and a variety of trade (general interest) books and magazines for technical, supplementary, and recreational reading.

- Keeps abreast of market information on tradebooks.
- Develops sources of information on local reading interests.
- Provides a special order service.
- Follows merchandising principles to promote sales and maintain appropriate level of turnover.
- Orient stock to the academic community by carrying technical, issue-oriented, and enrichment books and journals.
- Maintains a strong Hawaii-Pacific section in recognition of our location.
- Carries best-sellers, mass-market paperbacks, magazines, and other literature for sale as escape reading.
- Stocks a variety of study aids and review materials.

Supplies Department

Makes classroom, office, art, and laboratory supplies available for sale, in addition to sundry/souvenir items, novelties, and personal conveniences.

- Responds to faculty requests for availability of specific classroom, laboratory, and studio supplies.
Maintains a representative stock of supplementary materials such as notebooks and pencils.

Carries merchandise in response to customer demand.

Carries health, comfort, and convenience items to obviate need for leaving campus on personal errands.

Promotes sale of items with sufficient markup to ensure store's self-sufficiency.

Offers services, such as film development.

Controls inventory to achieve appropriate turnover rate and prevent unnecessarily tying up cash.

Uses appropriate marketing and merchandising techniques to accomplish the foregoing.

**Operations Department**

Supports merchandising and administrative operations and provides general services.

- Provides for receiving, verifying, and pricing of incoming merchandise.

- Stores merchandise in warehouse and peripheral areas pending display or sale.

- Performs miscellaneous services such as cap and gown rental, arrangements for used-book buy-back, delivery of merchandise to University departments and branch stores, etc.

- Operates check out stations for merchandise, verifies and cashes checks, makes refunds, balances cash, provides security for cash, and makes deposits.

- Maintains cleanliness and good appearance of store, makes minor repairs, and arranges floor plans.

- Maintains security against theft through a program of training, security procedures, entry/exit regulations, surveillance of sales floor and of entries and exits, and mechanical or electronic devices as appropriate.

- Provides planning, supervision, and logistical support for off campus selling operations.

- Conducts a program of advertising and public relations through the use of show windows, ads in *Ka Leo*, posters, flyers, catalogs, correspondence, visits, special events, and such other means as may be appropriate.
Branch Stores

Provide textbooks, tradebooks, and supplies on Hilo and Community College campuses in a manner similar to that of the Manoa store, but adapted to the size and special characteristics of the individual campuses.

- Perform marketing and merchandising functions, and respond to academic community needs and desires, in a manner similar to that described for the Manoa store.
- Obtain technical assistance from Manoa department managers.
- Take advantage of centralized purchasing power of Manoa store wherever possible.
- Submit fiscal data to Manoa store on a timely basis.
- Process payments, as well as store supply, equipment and service procurement, through Manoa store.

Secretarial Staff

Provides administrative, secretarial, and clerical support to the Bookstores.

- Advises store personnel on State and University personnel policies and procedures.
- Arranges meetings, transportation, and travel for managers.
- Makes all routine purchases of supplies and equipment for main store.
- Processes and distributes mail.
- Takes dictation, types outgoing correspondence.
- Types reports (including statistical and financial reports), newsletters, brochures, and similar documents; arranges for reproduction and distribution. Verifies calculations in financial reports prior to typing and reproduction.
- Originates routine correspondence.
- Manages internal routing of correspondence.
- Performs normal secretarial duties.
- Maintains filing system.
Administrative Services

Fiscal Operations

Responsible for fiscal controls, financial operations/reporting, procurement and budgeting.

- Prepares long-range, biennial, and annual budget for all stores.
- Supervises all bookkeeping and accounting operations in Bookstores system.
- Procures all non-routine supplies, equipment, and services.
- Establishes and enforces security controls and procedures for cash.
- Monitors departmental and branch purchases of resale merchandise.
- Operates imprest fund accounts and processes all payments to be made via the University's Disbursing Office.
- Articulates stores accounting on the retail method with University and State accounting systems.
- Maintains fiscal records and files.
- Makes periodic profit-and-loss reports, balance sheets, and fiscal analyses.
- Monitors factors critical to retail operations such as margins, markups, markdowns, overhead costs, etc.
- Invests available cash.
- Coordinates audit activities within the Bookstores system.

Personnel Management

Responsible for all matters related to personnel recruitment, processing of documentation, grievance, record keeping, training, classification, and management support.

- Conduct all personnel recruitment in accordance with University policies and procedures and State and Federal laws.
Conducts investigations and prepares the necessary claims for all workers' compensation and temporary disability claims.

Handles all grievance matters with University departments, unions and State agencies.

Maintains personnel records and transactions.

Coordinates and conducts training and development programs.

Handles all classification and maintains position inventory control.

Maintains updated Policies and Procedures Manuals.

Provides management support in all areas of personnel management, organizational structure, staffing analysis, and changes in staffing requirements.

Electronic Data Processing

Responsible for the system development and maintenance, operations, technical support and management support in all areas of electronic data processing for the Bookstore system. Areas of responsibility include the following: Point of Sales, Inventory Systems, General Ledger, Accounts Payable, Bar Coding Systems, Office Automation, Electronic Mail, and Automated Cash Register Systems.

- Performs systems analysis, design, tests, installation, and maintenance.

- Develops and controls all production schedules for all computer related operations.

- Provides technical assistance and conducts periodic training to all users in the Bookstore system.

- Provides management and administrative support for all data processing related activities.
PROPOSED

Organizational Charts

and Functional Statements
STATE OF HAWAII - UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE & OPERATIONS
UNIVERSITY BOOKSTORE
CHART VI-A

TO BE ESTABLISHED

APPROVED BY:
TITLE: President
DATE: 11/7/94