MEMORANDUM

September 24, 1990

TO: Rodney T. Sakaguchi, Director
    UHM Budget Office

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, UNIVERSITY OF HAWAII,
    HONOLULU COMMUNITY COLLEGE, OFFICE OF ADMINISTRATIVE SERVICES,
    HUMAN RESOURCES OFFICE

Enclosed for your file is a copy of the reorganization approved on
September 18, 1990, for Honolulu Community College, Office of Administrative
Services, Human Resources Office.

Please replace the organization chart and functional statements on
file with the new material.

If you have any questions, please call Peggy S. Hong, Director of
Personnel and EEO/AA, at 956-3874.

Joyce S. Tsunoda
Chancellor for Community Colleges

PSH/bj
Attachments

cc: Provost Peter Kessinger
OLD

ORGANIZATIONAL CHART

and

FUNCTIONAL STATEMENTS
OFFICE OF THE DIRECTOR OF BUSINESS AFFAIRS

It is the function of the Director of Business Affairs to coordinate, administer and supervise:

- All financial activities of the College which include budgeting (operations and CIP), purchasing, disbursing, financial reporting and controlling all types of funds.
- Preparation, processing and recording all personnel and payroll actions. Serves as Personnel Officer and EEO Coordinator.
- Operations and maintenance of all physical facilities and properties of the College, including janitorial, maintenance, groundskeeping, security, inventory and safety (serves as Occupational Safety and Health Officer).
- Auxiliary Services including parking lot service; food service; vending machines; communication, mail and messenger service; motor pool; and bookstore service.
- Director of Business Affairs will concentrate on long-range policy planning, supervision and program evaluation. Day to day operations will be administered by the University of Hawaii Administrative Officer, General Maintenance Service Supervisor and Personnel Clerk.

The Business Affairs activity of this College is organized functionally as follows:

BUSINESS OFFICE

- Within the budget limitations, this office controls all expenditures of all projects: general funds, special funds, federal and extramural funds, by certifying as to their availability and compliance to fiscal policies.
OPERATIONS AND MAINTENANCE

This office is responsible for maintenance of all grounds and facilities on campus.

- Responsible for cleaning the grounds, buildings, and facilities.
- Responsible for minor repairs and upkeep of grounds.
- Assists in the maintaining of health, safety and sanitation standards.
- Responsible for security on campus.
- Responsible for the development and maintenance of a preventative maintenance program for the College facilities and equipment.
NEW

ORGANIZATIONAL CHART

and

FUNCTIONAL STATEMENTS
Operations & Maintenance

General Maint. & Services Supv. I, SR18, #26940
Building Maintenance Worker I, WB09, #27128
Building Maint. Helper, WB05, #03315
Janitor Supervisor I, F102, #06715
Janitor III, WFO2, #14430
Janitor II, WB02, #14429, 21322, 24867, 24868, 24869, 27124, 21323, 23510, 27123, 28619, 29587, 29588, 29589, 37447, 40095
Groundskeeper II, WFO2, #13862
Groundskeeper I, WB02, #23511
Security Officer II, SR15, #26001
Security Officer I, SR13, #25998, 30525, 35420

Business Office

UH Administrative Officer IV, PO9, #80174
Account Clerk IV, SR13, #06623
Clerk-Typist III, SR10, #15504, 22369
Clerk-Typist II, SR08, #14212
Clerk III, SR08, #26664
Clerk Steno II, SR09, #27070
Cashier I, SR10, #26322
UH Admin and Fiscal Support Specialist, PO1, #81601

Human Resources

*UH Personnel Officer IV, #91653F
Personnel Clerk V, SR 13, #24811
Personnel Clerk II, SR07, #41153

*New position to be established

Approved By: [Signature]
Title: Chancellor
Date: Sept. 18, 1990
OFFICE OF THE DIRECTOR OF ADMINISTRATIVE SERVICES

It is the function of the Director of Administrative Services to coordinate, administer and supervise:

- All financial activities of the College which includes budgeting (operations and CIP), purchasing, disbursing, financial reporting and controlling all types of funds.
- Preparation, processing and recording all personnel and payroll actions.
- Operations and maintenance of all physical facilities and properties of the College, including janitorial, maintenance, groundskeeping, security, inventory and safety (serves as Occupational Safety and Health Officer).
- Auxiliary Services including parking lot service; food service; vending machines; communication, mail and messenger service; motor pool; and bookstore service.
- Director of Administrative Affairs will concentrate on long-range policy planning, supervision and program evaluation. Day to day operations will be administered by the UH Administrative Officer, Personnel Officer and General Maintenance Service Supervisor.

The Business Affairs activity of the College is organized functionally as follows:

BUSINESS OFFICE

- Within the budget limitations, this office controls all expenditures of all projects: general funds, special funds, federal and extramural funds, by certifying as to their availability and compliance to fiscal policies.
- Assists and screens all federal proposals for compliance with federal guidelines and UH policies.
- Responsible for purchasing all supplies, equipment and services for the
entire college.

- Processes and handles all payroll for the College including discrepancies, changes, hires.
- Responsible for the accounting procedures for the entire College.
- Responsible for the orderly delivery of mail, as well as the processing of all outgoing mail.
- Responsible for all financial reports and statements for federal projects.
- Responsible for all disbursing functions.
- Establishes and maintains account numbers for entire College; federal, special, general and agency funds.
- Responsible for screening all travel requests and completion for compliance with UH policies.
- Responsible for seeing that the College's supply room is adequately stocked.
- Responsible for the orderly operations of the Administrative Word Processing Center.

**HUMAN RESOURCES**

This office is responsible for the administration of the following personnel matters:

- Responsible for training and staff development.
- Responsible for the personnel recordkeeping and transactions.
- Maintains information on working conditions, salaries and fringe benefits, and employee benefits.
- Responsible for classification, pay administration and contract interpretations.
- Responsible for Worker's Compensation claims.
OPERATIONS AND MAINTENANCE

This office is responsible for maintenance of all grounds and facilities on campus.

- Responsible for cleaning the grounds, buildings, and facilities.
- Responsible for minor repairs and upkeep of grounds.
- Assists in the maintaining of health, safety and sanitation standards.
- Responsible for security on campus.
- Responsible for the development and maintenance of a preventative maintenance program for the college facilities and equipment.