MEMORANDUM

TO: Board Secretary Pepper Shiramizu

FROM: Rodney Sakaguchi

SUBJECT: NOTIFICATION OF REORGANIZATION - COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES

Attached for the information of the Board of Regents is a copy of a reorganization approved on May 23, 1991, for the Pearl City Facility and Department of Entomology in the College of Tropical Agriculture and Human Resources. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Dean Noel Kefford at 956-8234.

Attachment

cc: President/Chancellor Simone
     Dean Noel Kefford
     Ruddy Wong
EXECUTIVE SUMMARY

COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
PEARL CITY FACILITY AND THE
DEPARTMENT OF ENTOMOLOGY

Enclosed is a reorganization proposal for the Pearl City Facility and the Department of Entomology. The reorganization reflects the transfer of the vacant farm manager position at the Pearl City Facility to the Department of Entomology. The position will then be reclassified to a clerk typist position to be located in the Department of Entomology’s central administrative office.

The farm manager position is the only state funded position at the Pearl City Facility. With a shift in emphasis away from undergraduate instruction at the Pearl City Facility, it was determined that the farm manager position could be better utilized in another instructional unit. The Department of Entomology is a leading instructional department within the College of Tropical Agriculture and Human Resources. However, there are only two secretarial/clerical positions to service forty-five employees.

The transfer of the farm manager position from the Pearl City Facility to the Department of Entomology will help to alleviate the tremendous workload of the two existing secretarial/clerical positions. This transfer would have an immediate impact in the Department of Entomology with an anticipated savings in salary costs due to a lower classification. No other impact on staffing is anticipated.
MINOR REORGANIZATION OF THE PEARL CITY
FACILITY AND THE DEPARTMENT OF ENTOMOLOGY,
COLLEGE OF TROPICAL AGRICULTURE & HUMAN RESOURCES

Background

The main objective of this reorganization is to transfer and reclassify a farm manager position from the Pearl City Facility to a clerk-typist position in the Department of Entomology. The reorganization was necessitated by the need for support services in the Department of Entomology and the identification of an underutilized farm manager position at the Pearl City Facility.

Description of Present Organizations and Functions

The Pearl City Facility (PCF) functions as a field practice laboratory course for students in the College of Tropical Agriculture and Human Resources (CTAHR). Its mission is to foster student and community concern for agriculture, to provide students with practical opportunities in food production, agricultural services and environmental improvement, to motivate student responsibility and interest in local agricultural leadership, and to see the relevance of their college courses and the need to relate them toward their professional and job objectives. The personnel at PCF consists of one civil service farm manager which is presently vacant and is administered by the Office of Academic Affairs, CTAHR.

The Department of Entomology, CTAHR, teaches undergraduate and graduate courses in entomology, conducts basic and applied scientific research in the field of entomology, and prepares and disseminates results of the research. Degree programs lead to the Bachelor of Science, the Master of Science, and the Doctor of Philosophy. Basic research seeks to develop scientific data on classification, evaluation, morphology, physiology and ecology of insects and related organisms. Applied research seeks to develop chemical cultural, biological and other types of control measures, as well as integrated control programs, for the solution of insect pest problems. There are eighteen (18) full-time state authorized positions and twenty-seven (27) extramurally funded positions in the Department of Entomology who are serviced by one secretary and one clerk-stenographer.
Summary of Proposed Organizations and Functions

The proposed reorganization would increase the number of clerical support in the Department of Entomology and more fully utilize a civil service support position. Since there is no present need for a farm manager at the PCF, the Farm Manager (Position No. 16026) will be transferred to the Department of Entomology and reclassified to a clerk-typist position.

Reasons for the Proposed Reorganization

The PCF no longer requires a civil service technician to maintain the facility since students do not require the facility for their experiments. The basic agriculture course which used the PCF extensively has been discontinued. Classes now utilize experimental plots located nearer to the University campus or at the Waimanalo Experiment Station.

In addition, a major shift in program emphasis is now being undertaken to transform the PCF to accommodate major federal funded extension horticultural education programs. Agents and other staff professionals will be hired to operate the facility. Therefore, the decision was made to transfer the vacant civil service farm manager position to another instructional department within CTAHR.

The Department of Entomology has only one secretary and one clerk-stenographer for its staff of forty-five employees. The workload is overwhelming for the two secretaries. This condition has existed for a number of years and there is no indication that the volume of work will diminish in the future. The hiring of student helpers and the taking of overtime are only temporary measures which have not solved the problem. Work continues to pile up and some faculty have begun to do their own typing of letters and reports. This is a poor use of valuable faculty time.

Nature of Proposed Reorganization

This reorganization will transfer a vacant farm manager position from PCF to the Department of Entomology. The position will be reclassified to a clerk-typist position and filled permanently in the Department of Entomology.

There will be no adverse effect on the instructional program at the PCF because students no longer attend classes
there. The current position of farm manager is vacant so there will be no effect on efficiency.

An additional clerical position in the Department of Entomology will greatly help to reduce the backlog of work. The effectiveness of the support staff will increase and the assistance given the faculty will be evident in the number of reports completed and the number of deadlines met. The support staff should be better able to handle emergencies and the morale of all department staff should increase.

The reclassification and filling of this position will be at the current budget level of a Clerk-Typist II. This classification will be lower in salary and rank than the farm manager. There are no additional costs anticipated with this reorganization.

Effects on Position Transferred

A position variance will be requested to change the farm manager position (Unit 2) to a clerical position (Unit 3). A position classification request will be made at the rank of Clerk-Typist II, however, the actual classification will be determined by the Department of Personnel Services. The rank will depend upon the duties and responsibilities to be assumed, the classification of personnel in the office and responsibilities of the office.

Since the Farm Manager (Position No. 16026) is currently vacant, there will be no personnel adversely affected by this transfer.
FORMER ORGANIZATION CHARTS
AND
FUNCTIONAL STATEMENTS
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
PEARL CITY FACILITY

FUNCTIONAL STATEMENT

The Pearl City Facility functions as a field practice laboratory course for students of the University of Hawaii, College of Tropical Agriculture and Human Resources.

-To foster student and community concern for food production, small scale gardening, organic farming, protection of the environment, recycling of wastes and enhancement of natural beauty, recreation and therapeutics.

-To provide students with practical opportunities to relate their experiences and university courses to their future community and job activities in food production, agricultural services and environmental improvement.

-To motivate student responsibility and interest in local agricultural leadership.

-To see the relevance of their college courses and the need to relate them toward their professional and job objectives.
FUNCTIONAL STATEMENT

Conducts undergraduate and graduate instruction in entomology. Degree programs leading to Bachelor of Science at baccalaureate level, and to the Master of Science and the Doctor of Philosophy degrees at the post-graduate level are offered (see UH Manoa general catalog for details of course offering, etc.).

Conducts basic and applied scientific research in the field of entomology in order to:

1. Develop basic scientific data on classification, evaluation, morphology, physiology and ecology of insects and related organisms.

2. Develop chemical, cultural, biological and other types of control, measures, as well as integrated control programs, for the solution of insect pest problems.

Prepares and disseminates to both scientific and lay public written and verbal reports on results of research conducted, recommendations for control of insect pest problems, and any other information concerning insect and related organisms which may be needed.
OFFICE OF THE DEAN

OFFICE OF THE ASSOCIATE DEAN, ACADEMIC AFFAIRS

Farm Manager II, F-3-3, #16026