University of Hawaii at Manoa

Office of Research Administration
Spalding Hall 255 • 2540 Maile Way • Honolulu, Hawaii 96822
Cable Address: UNIHAW

December 18, 1990

MEMORANDUM TO: The Honorable Benjamin J. Cayetano
Lt. Governor, State of Hawaii

FROM: Moheb Ghali
Director of Research
University of Hawaii

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, UNIVERSITY OF HAWAII WATER RESOURCES RESEARCH CENTER

Enclosed for your file is a copy of the reorganization approved by the University for the Water Resources Research Center.

Please replace the organization charts and functional statement on file with the new material.

If you have any questions, please call me at 956-8612.

Enclosure
MEMORANDUM TO: Mr. Kenneth N. Kato  
Chairman, Board of Regents

FROM:  Mohab Ghalil  
Director of Research

SUBJECT:  NOTIFICATION OF CHANGE IN ORGANIZATION, UNIVERSITY OF HAWAII  
WATER RESOURCES RESEARCH CENTER

Attached for the Board's information is a copy of the Water Resources Research Center's minor reorganization which was approved by the University. It reflects a reorganization to remove the Water Resources Research Center's support staff from the Director's Office and designate a specific support staff office. Also to redescribe the position #80102 and place it in charge of the Information and Technology Transfer Office. The appropriate employees representatives and the University's Budget and the Personnel Management Offices have been consulted. There were no objections.

Feel free to call me at 956-8612 if there are any questions regarding this matter.

Enclosure

cc:  Vice President David Yount  
UH Personnel Management Office  
UH Budget Office
STATE OF HAWAII
UNIVERSITY OF HAWAII

UNIVERSITY OF HAWAII, MANOA
WATER RESOURCES RESEARCH CENTER

FUNCTIONAL STATEMENT
FOR ORGANIZATIONAL CHART XI

RESPONSIBILITY OF THE WATER RESOURCES RESEARCH CENTER

The Water Resources Research Center (WRRC) was established by
the Board of Regents as a University of Hawaii organized research
unit in 1964, to carry out the Federal mandates of the Water
Resources Research Act of 1964 (PL 88-379). Over the years, the
Water Resources Research Act of 1964 has been periodically amended.
The most recent amendment took place on September 28, 1990 when the
Water Resources Research Act of 1984 was extended and authorized
Under its current mandates, it is the responsibility of the WRRC,
(the only one of its kind in Hawaii), to plan and conduct "water"
research together with and in coordination with various other
related agencies throughout Hawaii. To provide classroom, field
instructions and training for water scientists and engineers,
through research, and interpret, disseminate and transfer research
information for the solution to the continually changing water
problems of the State of Hawaii. Assistance to the Pacific Island
nations' water management problems through research is also
encouraged and performed.

The WRRC identifies the water problems in Hawaii and conducts
research to successfully manage these problems.

The WRRC is the water research center of Hawaii and serves as the
State's principal agency on all matters with the Federal agencies
administering PL 101-397. As such, WRRC coordinates and promotes
water related research between the University, the State and
Counties, and the private agencies in the State of Hawaii.

The WRRC assists in University instructional and service programs
through research and joint faculty appointments with instructional
departments.

The WRRC trains undergraduate and graduate students in water
related research to encourage them to become the water scientists
required to address the water problems of the future.
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND GRADUATE EDUCATION, MANOA

WATER RESOURCES RESEARCH CENTER

DIRECTOR
15 83352 (0.50)

SUPPORT STAFF OFFICE
- UH Research Assoc. IV
  P 09 80411 (1.00)
- UH Research Assoc. IV
  P 09 80524 (0.50)
- UH Research Assoc. IV
  P 07 81689 (1.00)
- Secretary II
  SR 12 14164 (1.00)
- Clerk-Seno II
  SR 9 21649 (1.00)

INFORMATION & TECHNOLOGY TRANSFER OFFICE
- UH Editor III
  P 07 80102 (1.00)*
- Specialist Position
  86247 (1.00)

HYDROLOGY DIVISION
- Faculty Positions
  83912 (0.50)
  86251 (0.50)
- Research Position
  82595 (0.50)

ENGINEERING DIVISION
- Faculty Positions
  82647 (0.50)
  84672 (0.50)
  82328 (0.50)

ECOLOGY DIVISION
- Faculty Positions
  82388 (0.25)
  82694 (0.50)

SOCIOECONOMIC DIVISION
- Faculty Positions
  83650 (0.50)
  86627 (0.50)

ENVIRONMENTAL CENTER
- Environmental Coordinator
  R 03 82448 (1.00)
- Associate Specialist
  S 04 83617M (1.00)
- Secretary II
  SR 12 22223 (1.00)

*To be redescribed.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA

WATER RESOURCES RESEARCH CENTER

ORGANIZATION CHART
Chart XI

Approved by: Moheb Ghali
Title: Director of Research
Date: December 18, 1990
November 28, 1990

TO: Dr. Moheb Ghali
    Director of Research

FROM: Roger Fujioka
      Acting Director
      Water Resources Research Center

SUBJECT: Proposal For A Minor Reorganization

Enclosed for your approval is our request for a proposed minor reorganization of the Water Resources Research Center, (WRRC). The proposed change will not result in any additional general fund costs, nor an increase in our 13.75 FTE position count.

1. Brief description of existing (current) functions and organization.

The WRRC director plans, directs and executes the research and related programs formulated to achieve the objectives of the Center. The Center is a university-wide organized research unit related to water resources and is designated as the "State Water Institute" for the State of Hawaii to carry out the federal-state cooperative water research and training programs as authorized by the Water Resources Research Act of 1990 (PL 101-397). It is the duty of the Center, the only one of this nature in Hawaii, to plan and conduct research in coordination with water agencies in the State, provide for training of water scientists and engineers through research, and interpret, disseminate and transfer research information for the solution to the continually changing state water problems. Assistance to the Pacific island nations water management through research and related programs is also encouraged.

The Center's basic approach is multidisciplinary and the research projects under its administration can be grouped into five divisions; Hydrology (1.50 FTE), Engineering (1.00), Ecology (0.75), Socio-Economics (1.00), jointly coordinated with a Information and Technology Transfer division (1.50) and the Environmental Center (3.00). All the divisions are served by faculty and support staff. The support staff includes; publications, secretary, fiscal and specialists (4.50). The total number of positions is 13.25 FTE, plus the Director's position of (0.50). The Center operates a number of research facilities including laboratories and field stations.
2. A brief description or summary of the proposed functions and organization and the specific actions proposed.

We propose to remove the WRRC support staff (3.50 FTE) from the Director's office and designate a specific support staff office consisting of the research associates IV (1.50 FTE, position numbers #80411 and #80524), the secretary II (1.00 #14164) and clerk-steno II (1.00 #21649).

The position of Editor III, pay range 7, (1.00 #80102) will be redescribed. This position will also be removed from the Director's Office and put in charge of the Information and Technology Transfer Office, while continuing to retain full responsibility and custody of all the editing and publication functions of WRRC. Recognizing that the responsibilities and qualifications will be much broader and more demanding than an "Editor", the position will be redescribed to properly reflect new duties and responsibilities assigned (and will propose it be reclassified to an Educational Specialist or other appropriate title). The detailed position description and related documents for this position will be submitted to the University's Personnel Office for review and approval, through your office, upon completion of consultation with HGEA and UHPA, and official approval of the Minor Reorganization.

The Information and Technology Transfer Office's faculty position (0.50 #82328), vacant at this time, will be transferred to the Engineering Division of WRRC.

3. Principal assumptions.

A more clearly defined role, direction and responsibilities of the support staff within WRRC will result in less duplication of effort and greater productivity.

4. Reasons for the proposal including -

   a. The conditions or factors prompting the changes.

   Recent events have occurred in WRRC to warrant a minor reorganization at this time.
   First, is the increased responsibilities, and workload over the past ten years, and the recent establishment of the Information and Technology Transfer Office.
   Second, recent vacancies: the retirement of the Editor III on June 30, 1990, and the resignation of the Information and Technology Transfer Office's Specialist (Faculty 1.00 #86247) on August 31, 1990.
   Exit interviews and recommendations from these two former employees support our plans for merging the two staff functions under one office in WRRC. The current vacancies in these two positions and that of the faculty position (0.50 #82328) have created an ideal opportunity at this time to make effective minor reorganization changes with the least personnel and organizational problems.
b. Why and how the present organization is inadequate to meet the new requirements and program demands.

Under the present organizational structure, the physical facilities of the publication (Editor) office, including equipment, are totally separated physically and functionally from the Information and Technology Transfer Office. The separation of these two offices resulted from the long operational history of the publication office within WRRC, whereas the full and effective operation of the Information and Technology Transfer Office is recent. However, since both offices use the same database, equipment, related skills, and serve the same "clients", these two offices would be more effective if combined. The merger into one office will result in more efficient use of the staff and facilities. Moreover, other staff members of WRRC as well as people outside of WRRC can be better served by this one office as opposed to two separate offices. Another advantage of this minor reorganization move is that the faculty member (#82380 0.50) assigned to the Information and Technology Transfer Office will no longer be required in this office. His/her skills are more effective as an engineer to WRRC, and therefore he/she will be moved to conduct research in the Engineering division of WRRC.

5. Estimated cost of proposed minor reorganization.

The proposal should result in no additional cost (it may in fact have a slight cost savings) to the University pending review and approval of the positions by the University's Personnel Office.

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

As discussed and stated above.

7. Other alternative courses of action if appropriate.

Due to the recent vacancies in WRRC, it would be to WRRC's advantage to make these minor modifications in the organizational structure and staff functions now.

The alternative is to continue with our current existing function and organization, which does not utilize the resources efficiently.

8. Proposed organization charts.

See attached chart labeled "Proposed" on upper right hand corner. Position to be reclassified is (*) and footnoted.

See attached functional statement labeled "Proposed" on upper right hand corner. The proposed statement has been updated and abridged to reflect a summary functional statement of WRRC as a whole, rather than a detailed staff position type of format.


See attached organizational chart and functional statement labeled "current" on upper right hand corner.

Your early response and approval to our request will be appreciated. If there are any questions please call me.
STATE OF HAWAII
UNIVERSITY OF HAWAII, MANOA
WATER RESOURCES RESEARCH CENTER

MAJOR FUNCTIONS

Director

The WRRC director plans, directs, and executes the research and related programs formulated to achieve the objectives of the Center (attached WRRC objective statement). Briefly, the Center is established as a university-wide organized research unit related to water resources and designated as the "State Water Institute" for the State of Hawaii to carry out the federal-state cooperative water research and training programs as authorized by the Water Resources Research Act of 1984 (PL 98-242). It is the duty of the Center, the only one of this nature in Hawaii, to plan and conduct research in coordination with water agencies in the state, provide for training of water scientists and engineers through research, and interpret, disseminate and transfer research information for the solution to the continually changing state water problems. Assistance to the Pacific island nations water management through research and related program is also encouraged.

The Center's basic approach is multidisciplinary and the research projects under its administration can be grouped into 5 divisions, hydrology, engineering, ecology, socio-economic jointly coordinated with a technology transfer division and the Environmental Center. All the divisions are served by faculty and supporting staff including publications, secretary, fiscal and specialists. The Center operates a number of research facilities including laboratories and field stations.

Director's Office

The director's office headed by the director, performs the following principal functions for the Center:

1. Generates and administers program and budget plans for the Center and sets policies,

2. Serves as principal agency on all matters with the U.S. agency administering PL 98-242,

3. Plans research projects, assists in seeking funding and other support, monitors project progress, provides administrative, fiscal, clerical and facility support,

4. Coordinates and promotes water resources research and related efforts among various units of the university,

5. Represents the university on water resources research and related matters with extramural water and related agencies,

6. Assists in university instructional and service programs through research and joint faculty appointment with instructional departments,
7. Identifies Hawaii water problems in need of research and studies,

8. Publishes and disseminates by other means research information and transfer technology,

9. Administers personnel matters, research projects and support facilities of the Center, and

10. Secures space and facilities and assigns use priority.

Staff Offices

The staff offices consist of publications, fiscal, secretarial and specialists. They provide supporting services to the director's office, the research divisions, and the information and technology transfer division.

Publications

1. Sets publications style manual,

2. Reviews all manuscripts intended for journal, report, and book publications,

3. Prepares manuscripts ready for printing (typing, graphics, etc.),

4. Prints and distributes publications and provides custody of publication stocks,

5. Maintains publication personnel and related facilities, and

6. Performs special assignments made by the Director.

Fiscal Staff

1. Prepares budgets, expenditure plans, fiscal reports,

2. Advises on administrative fiscal procedure,

3. Facilitates authorized expenditures by opening and closing business accounts, and executes business transactions, and

4. Performs special assignments made by the director.

Secretarial-Clerical Staff

1. Maintains a functional office providing services in reception, communications (phone, mail, etc.), and other related matters,

2. Maintains a reading-conference room and collections of publications,
3. Assists in water resources seminars and special activities,
4. Maintains staff personnel and business equipment and related facilities, and
5. Performs special assignments made by the director.

**Specialist Staff**

1. Maintains laboratories (water quality, hydrology, soils, hydraulics, etc.) and special facilities (photo, boat, etc.),
2. Provides technical counseling and services to research projects,
3. Serves as research project staff,
4. Performs public services including matters related to environmental impact statements, and
5. Performs special assignments made by the Director.

**Research Divisions**

The research divisions consist of hydrology, engineering, ecology and socio-economics. All divisions have the following identical major functions:

1. Plans and develops research and related program pertinent to the division,
2. Advises and counsels the director and other divisions,
3. Assists planning research and technology transfer programs and projects in cooperation with other divisions,
4. Serves as P.I.'s and in other capacity in research projects,
5. Provides instruction through instructional departments,
6. Provides academic assignments made by the director.

**Information and Technology Transfer Division**

This division serves both the director's office and all divisions by performing the following principal functions:

1. Publishes research findings by traditional publications,
2. Informs users of research findings of practical application,
3. Arranges and administers practical and effective means of technical transfer such as workshop, special seminars, short courses, manuals, handbooks, etc.,

4. Maintains a public information service, and

5. Performs special assignments made by the director.

**Environmental Center**

This division directs activities to stimulate, expand, and coordinate service, research, and education efforts to the University related to ecological relationships, natural resources, and environmental quality, with special relationship to human needs and social institutions, particularly with regard to the State. The staff of the Center provides research and clerical support in the Center's three major areas of effort.

1. Coordination of environmental services provided by the University, including reviews of environmental impact statements, legislation, regulations, and major variances; preparation of state-of-knowledge reports; assistance to administrators, units, and committees concerned with environmental research; and advice to public and officials on access to environmental competence in the University.

2. Coordination of environmental research in the University, including identification and compilation of environmental research proposals and projects; performance or management of selected environmental research projects and contribution to the performance or management of others; and assistance to administrators, units, and committees, concerned with environmental research.

Coordination of the Environmental Studies Major Equivalent and Certificate programs for the Liberal Studies Program of the University. Designated advisor to Liberal Studies students seeking a Major Equivalent or Certificate in Environmental Studies. Coordinator of Environmental Studies internships.
Note: The Office of Environmental Quality Control, Environmental Council, and the Environmental Center maintain a cooperative working relationship.