MAJOR FUNCTIONS

Provides executive leadership in planning, organizing, directing, evaluating, and coordinating all aspects of:

- UH Systemwide administrative and support functions including accounting, assets management, bond system operations, contracts and grants management, disbursing and payroll, treasury and cashiering, internal and external auditing, procurement, real property, risk management, personnel and labor relations, physical planning and capital improvements, information technology, bookstore operations, budgeting, and faculty housing development and assistance programs.

- UH Manoa administrative and support functions including facilities planning and management, buildings and grounds management, auxiliary enterprises, campus security, and environmental health and safety.

Serves as the University representative to the State Department of Attorney General on all legal matters relating to University Administration programs, activities, and employees.
STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR ADMINISTRATION
OFFICE OF INTERNAL AUDIT

MAJOR FUNCTIONS

- Plans, supervises, and coordinates the University’s audit function.
- Provides advice and assistance to the Board of Regents, President, and Senior Vice President for Administration on auditing, internal control, and related matters.
- Plans, supervises, and coordinates teams of internal auditors in performing cyclical audits of selected University examinees.
- Develops and administers comprehensive Systemwide internal auditing to report on the quality of examinee’s system of internal control and quality of performance in carrying out assigned responsibilities, adequacy of safeguards of assets, detection of variations or deficiencies for early corrective action, and extent of compliance with internal and external audit recommendations accepted by the University.
- Provides advice and assistance to various University offices in evaluating and reporting on the economy and efficiency in the use of resources, accomplishment of established objectives and goals for operations and programs, detection of unmet needs, as well as extent of compliance with policies, procedures, statutes, rules, and regulations.
- Develops and administers comprehensive Systemwide procurement and coordination of external auditing and consulting services to report on the reliability of financial statements of examinees, quality of examinee’s system of internal control and quality of performance in carrying out assigned responsibilities, and extent of reliability of the University’s administrative system, organization, accounting, and reporting system.
- Serves as the University’s representative to external auditors and audit agencies.
STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  

MAJOR FUNCTIONS  

Plans, directs, and controls the Systemwide review, approval, execution, financial management, accounting, and reporting of all extramurally financed contracts, grants, and non-financial agreements entered into by the University of Hawaii. Plans, directs, and controls Systemwide accounting and loan collection activities.  

Plans, directs, and controls Systemwide disbursing, and payroll activities.  

Plans, directs, and controls Systemwide treasury and cashiering activities.  

Plans, directs, and controls Systemwide fiscal services activities.  

Plans, directs, and controls the University Bond System, Systemwide inventory management, Systemwide surplus property, and Systemwide tax management activities.  

Plans, directs, and controls the fiscal officer's function for Financial Management operations.
STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR ADMINISTRATION
FINANCIAL MANAGEMENT
GOVERNMENTAL ACCOUNTING AND COST STUDIES OFFICE

MAJOR FUNCTIONS

General

The Governmental Accounting and Cost Studies (GACS) is responsible for the systemwide review, approval, execution, financial management, accounting and reporting, of all extramurally financed contracts, grants, and non-financial agreements entered into by the University of Hawaii as well as performing the financial accounting for all funds maintained by the University.

GACS's responsibilities include the administrative review and approval of all proposal applications and offers to extramural sponsors and the execution of grants, contracts, subcontracts, cooperative agreements, and other non-financial or affiliation agreements; the negotiation of contract and grant terms and conditions, and the resolution of disputes and other related issues with sponsoring agencies; the development and dissemination of systemwide administrative and financial management directives and procedures including the formulation of administrative and financial policies relating to extramurally financed programs and activities; the review of departmental, campus-wide, and systemwide office operating procedures, internal controls, and records to insure compliance with applicable federal, state, and University policies, procedures, regulations, and directives; the coordination and resolution of audits and cost disallowances with sponsoring agencies; the provision of counsel and guidance to campus administrators, chancellors, deans, directors, principal investigators, and departmental administrative staff on financial and administrative matters relating to extramural programs including the interpretation of contract and grant terms and conditions; the issuance of financial reports, billings, and vouchers to sponsors; the preparation of various cost studies including indirect overhead and the negotiation of overhead rates with the cognizant federal agency; the development of the necessary accounting systems to insure compliance with federal cost principles and financial management standards and to meet the administrative and managerial needs of the University; and the overall coordination of extramurally financed activities with federal, state, and other sponsoring agencies. GACS also serves as the University's central recorder and depository of contracts, grants, and cooperative agreements.

GACS duties and responsibilities include overseeing accounting of all University funds; preparing the University's financial statements; providing accounting liaison with the State Department of Accounting and General Services; advising fiscal administrators on accounting matters; assisting internal and external auditors; preparing special reports for management, the State and outside users; distributing interest income of the pool and interest-bearing accounts; assisting in the recordkeeping, collection and write-off of accounts receivables; monitoring and accounting for the endowment funds; performing the collection related activities for short and long-term notes receivable and other related receivables.

GACS's organizational structure is divided into five (5) functional sections:

1. Contracts Administration
2. Cost and Rate Analysis
3. Compliance

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4. Sponsored Project Accounting
5. General Accounting and Loan Collection

1. Contracts Administration

Responsible for the overall administration and management of all extramurally financed contracts, grants, and cooperative agreements through the various pre-award, post-award, and close-out phases. Responsibilities also include the development, implementation, and maintenance of system controls for the administrative management of extramurally financed agreements; the issuance and updating of systemwide administrative procedures relating to contracts and grants management; and the presentation of periodic workshops and information sessions to familiarize appropriate University personnel on procedural changes and to discuss and resolve problem areas.

Pre-award Phase

Provide guidance and assistance in the review, processing, and submission of proposals, offers, and non-financial or affiliation agreements for faculty members including the preparation of necessary certifications and assurances required by sponsoring agencies.

Review, negotiate, and recommend acceptance of contracts and grants, and cooperative agreements; and insure the timely processing and execution of new contract and grant awards, renewals, and extensions from sponsoring agencies.

Post-award Phase

Review, evaluate, and make recommendations for the establishment of temporary accounts and advance funding requests, and for action on sponsors prior approval systems (OPAS and IRAS) and indirect cost adjustments.

Provide counsel and guidance to P.I.'s and P.O.'s on program administrative matters including the interpretation of contract and grant terms and conditions relating to the reprogramming of project funds, allowability of costs, and the transfer or subcontracting of project scope to another College or University.

Close-out Phase

Monitor and coordinate the administrative close-out process of extramurally financed research and training contracts and grants and insure timely submission of required management reports, patent or copyright reports, property inventory reports, scientific and technical reports, and other special reports that may be required by sponsoring agencies.

2. Cost and Rate Analysis

Conduct and coordinate analytical studies relating to the computation of federal indirect cost rates, user charges for specialized service facilities, vacation reserve fund requirements, and other special studies as required.

Indirect Cost Study

As necessary, develop, improve, and revise cost accounting systems, management information systems, allocation methods, and compilation techniques used in the development of indirect cost rate for federally sponsored agreements.
Compile and allocate pool costs to various major functions of
the University and insure data compilation, allocation
 techniques, and methodologies fully comply with Federal
government laws and regulations.

Prepare annual indirect cost rate proposal to cognizant
federal agency; coordinate the audit review process by Defense
Contract Audit Agency (DCAA) and the Office of Naval Research
(ONR) and assist in the negotiations of rates.

Analyze user charge rate for specialized service facilities
and other recharge centers.

Apply cost accounting techniques in the review and analysis of
proposed user charges.

Assure rate development process is appropriate, equitable, and
in compliance with applicable federal regulations and
directives.

Review, analyze, and coordinate the submission of annual
financial reports and proposed rate schedules to cognizant
federal agency for review and approval; and coordinate the
audit review process by DCAA.

Review and analyze vacation reserve requirements for
collective bargaining personnel under federally sponsored
agreements and compute annual vacation accumulation fringe
benefit rate.

3. Compliance

Review personnel, procurement and property management,
insurance and risk management, accounting and financial
reporting, research administration, patents and copyrights,
ERS, and other related University business systems. Ascertain
the adequacy of the University's financial management systems,
internal controls and procedures, and insure strict compliance
with federally imposed standards and requirements.

Review departmental and systemwide office records to insure
policies and procedures are adequate to provide reasonable and
reliable internal controls of assets, liabilities, revenues,
and expenses. Identify deficiencies, if any, and the
corrective measures necessary to improve effectiveness and
efficiency.

Coordinate all functional reviews and audit examinations of
federally sponsored programs conducted by DCAA and independent
public accounting firms. Review and evaluate audit findings,
coordinate the implementation of necessary corrective actions
by appropriate campuses and departments, recommend
improvements to established systems and procedures and
coordinate the preparation and submission of audit responses.

Coordinate with the University's internal auditor to insure
external audit requirements imposed by the federal government
are met.

Review and monitor Research and Training Budget Status Reports
and insure expenditure compliance within funding limitations;
review and approve cost transfers and adjustments.

Follows-up on late accounts receivable and also reviews
journal entries for all extramurally financed programs.
4. **Sponsored Project Accounting**

Coordinate the financial reporting, accounting, record maintenance, and cash management requirements of extramurally financed contracts and grants and cooperative agreements.

**Financial Accounting, Reporting and Record Maintenance**

Develop necessary accounting systems to accommodate financial reporting requirements imposed by the Federal government and to provide meaningful financial data for the review and evaluation of the financial status of federally sponsored programs; responsible for the maintenance of account master files and insure proper coding and deletion of inactive and terminated accounts; and review and approve requests for establishment of accounts and provide assistance to fiscal officers in setting up accounting systems and fiscal controls.

Prepare and process financial reports, billings and vouchers in accordance with contract and grant provisions specified by sponsoring agency.

Review and calculate final indirect cost charges for contracts and grants; initiate adjusting and closing entries and prepare final closing documents.

Maintain contracts, grants, and cooperative agreement files including original award agreement, correspondences and related documents.

**Cash Management**

Review, analyze, and project cash requirements for all extramurally financed research and training contracts and grants and determine necessary cash drawdown requirements for letter of credit and advance funding agreements.

Coordinate and process monthly cash advance requests and reimbursements for KUH service ordered projects including the reconciliation of cash advances with actual expenditures.

Coordinate specific investments with UH Treasury Office and insure interest earnings are properly credited to appropriate accounts.

Review and monitor overhead income accounts and initiate periodic payments to State Department of Budget and Finance, and UH Research and Training Revolving Fund account.

Maintain and reconcile accounts receivables and advances from sponsors, and prepare fiscal year-end closing and adjusting entries.

5. **General Accounting and Loan Collection**

A. **Current unrestricted, Plant and Loans**

1. **Current Unrestricted and Plant**

   a. Oversees accounting system and financial reporting of all funds of the University.

   1) Designs, monitors and updates the accounting classification structure as follows:
Governmental Accounting and Cost Studies Office
Page 5

a) Monitors the establishment of account codes and the related assignment of fund groups, funds, appropriations, major organizations and fund subdesignation codes.

b) Monitors accounting entries by controlling updates to the matrix index table and other programs which provide computerized controls over all accounting entries.

2) Performs monthly reconciliation as follows:

a) Reconciles the University's bank account.

b) Reconciles the subsidiary reports to each other, and to the general ledger.

c) Reconciles the University's records to those of the State.

3) Keeps abreast of changes in college and University accounting, governmental accounting, State/Federal Laws and University policies; and promulgates administrative procedures, modifies programs and procedures as necessary.

b. Prepares the University's financial statements.

1) Coordinates the capturing of all accounting data on the accrual basis.

2) Prepares the University's trial balances.

3) Records adjusting entries as necessary.

4) Assist in the general and special audits of the University.

5) Provides the State with a copy of the Financial Report by August 31; publishes the summary Financial Report.


c. Provides accounting liaison with the State Department of Accounting and General Services.

1) Reimburses the State semi-monthly for payroll cost from funds held at the University.

2) Reports cash receipts, disbursements and balances:

a) quarterly - funds held at the University.

b) annually - special and revolving funds.

3) Requests, as necessary, new appropriation codes and source/object codes.
4) Maintains update to the State Accounting Manual for accounting matters.

5) Computes and pays Act 34 Assessment charges.

6) Interfaces with the State, all journal voucher entries for general, special and bond funds.


d. Advises fiscal administrators on accounting matters.

1) Preparation of journal vouchers to record accounting entries on a cash basis, accrual data and adjustments as necessary.

2) Proper usage of classification codes.

3) Preparation of departmental trial balances.

4) Reconciliation of central records with departmental record.

e. Assist internal and external auditors.

1) Prepares trial balances, schedules and related worksheets.

2) Schedules the audit function to meet deadlines.

3) Briefs auditor on accounting and fiscal systems procedures and organizational structure, and responds to inquiries on audit findings.

4) Evaluates adjusting entries if any and records them as necessary.

5) Coordinates the review of financial statements and footnotes and makes changes as necessary before finalizing the report for publication.

f. Prepares special reports for management, the State and outside users:

1) General fund results of the total encumbrance and expenditures over the allocation.

2) Default rates of the student notes receivables programs, financial report to the Federal Department of Education.

3) Usage of the quasi-unrestricted endowment monies.

4) Ten-year projections of the quasi-endowment funds and distribution requirements.
5) Annual NACUBO endowment surveys.
6) Other special studies as requested.

g. Distributes interest income of interest bearing accounts.
1) Determines average cash balances of programs participating in the pooled interest income.
2) Determines 'float' of the general, special and federal funds.
3) Allocates interest income accordingly by journal voucher.

2. Student Loan
   a. Records accounting transactions and advises University administrators on proper input and classification of accounting data.
   b. Prepares financial and statistical reports for University, Federal and State agencies; assists auditors; monitors cash balances and allocate charges.
   c. Reconciles billing agency bank balances and subsidiary to general ledgers.

B. Current Restricted, Endowment, Agency, and Accounts Receivable

1. Monitors and accounts for the endowment funds
   a. Receipts and records all monies applicable to the endowment fund group.
   b. Computes and distributes monies in accordance with donors' wills and University policy.
   c. Monitors all purchases and sales transactions of the endowment fund.
   d. Reconciles monthly statements of investment managers and custodians with University records.

2. Assists in the accounting and reporting functions of the Agency Fund.

3. Assists in the recordkeeping, collection and write-off of accounts receivable.
   a. Performs recordkeeping for the smaller departments.
   b. Recommends follow up procedures on outstanding debts by departments.
   c. Coordinates the use of collection agencies on bad debts.
   d. Requests write-off by the State Attorney General's Office.
C. Loan Collection

1. Performs the collection related activities for short and long-term notes receivable and other related receivables.

2. Activates out of school accounts with billing agency.

3. Accounts for and reconciles account statuses with external agencies including billing, collection, address search and credit bureau agencies.

4. Reviews invoice billing from external agencies and process payments.

5. Contacts and advises delinquent borrowers.

6. Documents borrowers entitlements or repayment agreements.

7. Performs address search.

8. Determines proper collection action on delinquent accounts.

9. Resolves collection disputes.

10. Write off or assign accounts.
Treasury Office

1. Receives, pre-audits, and records all cash collection data of the University System and coordinates the quarter and year-end closing to ensure proper recording of cash receipts.

2. Reconciles cash collections with deposits appearing in daily UHEA bank statements and follows up on unrecorded deposits for all campuses. Also follows up on wire transfers and UHEA debit and credit memos.

3. Prepares State of Hawaii Treasury Deposit Receipt forms for state collections and transmit funds to State via UHEA checks.

4. Deposits State of Hawaii reimbursements to the University of Hawaii into the UHEA to assure immediate interest earnings.

5. Writes receipts for funds credited to the UHEA from federal agencies.

6. Develops and disseminates internal policies/procedures on collections and deposits.

7. Responsible for the approval/disapproval of requests which include establishment, decrease/close, permanent/temporary increases, change in custodian and or alternate custodian of change funds. Reviews and authorizes all action requests and reviews all incidents of change fund overages and shortages.

8. Administers and controls all temporary cash advances for registration purposes.

9. Manages the short-term investment program of the University of Hawaii by monitoring current market conditions and the University's cash flow and invests funds determined to be in excess of current obligations. Monitors collateral assigned to the University by financial institutions for the security of UH funds.

10. Works closely with fiscal officers and the State of Hawaii Treasury in the investment of Special Funds of the University.

11. Responsible for the charge card program of the University of Hawaii. Includes the review and change, if necessary, of technical specifications of new contract for charge card and lockbox transactions.

12. Inputs UHEA returned checks into the University system.

Cashier's Office

Collects, receives, and receipts all departmental collections for deposit, all tuition and fees collections, and records all collections into the Central Accounting System for the Manoa Campus. Disburses all checks, warrants and refund checks to students.
Receiving Section

1. Receives all departmental collections. Pre-audits deposits and transfers collection via armored car to bank. Controls departmental receipt data input to Central Accounting System.

2. Coordinates daily campus security and armored car pick-up and deliveries with various departments and organizations. Coordinates all special pick-ups at the Registration Cashier's site or any department requesting special armored car service.

3. Assists all departments and organizations on cash collections and charge card program. Disseminates internal policies and procedures on collections, deposits, refunds and reimbursements.

4. Responsible for issuing and deleting security codes to department(s) to access the financial obligation file. Controls all input and deletions to the central financial obligations file under the ISIS Program to ensure that there is a "Hold" as necessary on all:
   a. Registrants
   b. Application for transcript
   c. Application short-term loans
   d. Financial aid awards
   e. Tuition and all other refunds

5. Responsible for the operation, accounting and annual reporting of the Cashier's Office Suspense Accounts:
   a. Suspense account for temporary deposits.
   b. Suspense account for returned items for all returned tuition and fee payment checks.

Registration Section

1. Responsible for the control and coordination with other departments, the fiscal aspects of the "Integrated Student Information System" (ISIS), registration process. Controls the processing of:
   a. The fiscal portion of all registration material.
   b. Receipts all tuition and fees collection via the ISIS fee collection module.
   c. Maintains an accounts receivable file for all third party tuition and fee billing.
   d. Issues official receipts to disburse all tuition and fee collections to the proper funds and departments.

2. Disburses all Financial Aid Checks, warrants and other cash awards to financial aid recipients.

3. Pre-audits all tuition and fee refunds, and issues check after checking for financial obligation clearance.

4. Operates Imprest Checking Account to issue tuition and fees refund checks only.
STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR ADMINISTRATION
FINANCIAL MANAGEMENT
DISBURSING AND PAYROLL OFFICE

MAJOR FUNCTIONS

Coordinates and is responsible for the prompt and accurate payment, reimbursement, or transfer of all University obligations from State of Hawaii appropriations or funds assigned to the University of Hawaii.

Develops policies/procedures for processing encumbrances and payment documents in accordance with Federal, State, and University regulations.

Performs final pre-audit function activities with respect to the legality, propriety, and proper authority on all encumbrances and payments. Pre-audits and verifies encumbrance and payment documents for compliance with statutes, policies, rules and regulations and contractual obligations before processing payments on UHSA checks (except for payroll checks issued by the State Payroll System).

Post audits UHSA checks for completeness, affixes authorized signature; sorts and distributes UHSA checks to individuals, vendors, departments and campuses.

Pre-audits payroll source documents and processes information into both the University and State systems, including priority payroll, lump sum vacation, workers' compensation, and temporary disability payments, etc.

Coordinates the distribution of all payroll checks.

Coordinates and maintains the Student, Casual and Overload Payroll Information System (SCOPIS) for processing payroll payments to University non-regular employees.

Instructs and trains Fiscal Officers, Assistant Fiscal Officers and petty cash/impress check custodians on the policies/procedures for the use and control of their funds.

Develops, coordinates, and maintains policies/procedures for the establishment and control of petty cash funds and impress checking accounts.

Coordinates the preparation and distribution of Federal and State income tax information on the Forms W-2 and 1099-MISC.

Develops policies/procedures for processing and reporting of taxability of employee business expenses. Pre-audits and posts taxable amounts for proper withholding and reporting through the State payroll system.

Coordinates quarterly wage reporting as required by the State Department of Labor and Industrial Relations (DLIR). Coordinates processing of unemployment claims relating to University contract and claim transactions.

Coordinates processing of legal requests for information and garnishment orders (e.g., child support, court judgment, Federal levy, and IRS audits, etc.).

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Conducts research/analysis and responds to State and University vendor or employee inquiries and complaints with respect to payments.

Prepares Summary Warrant Vouchers for reimbursement, and bond payments with supporting documentation for submission to the State Department of Accounting and General Services (DAGS).

Records and reconciles all contract and claim encumbrances with DAGS yearly at fiscal year end.

Controls, edits, and monitors reports on encumbrance extensions, insufficient funds, and accounts payable.
MAJOR FUNCTIONS

Directs, manages, and oversees University Bond System (UBS) projects in (1) budget preparation, (2) generation and accounting of revenues, (3) expenditure control, and (4) development and implementation of investment strategies to ensure maximum yield. Develops and implements policies, rules, and procedures to ensure the self-financing nature of bond projects. Prepares prospectus and financing models; compiles and analyzes financial data relating to the sale of revenue bonds. UBS covers the following projects:

- UH Manoa Student Housing
- UH Hilo Student Housing
- UH Manoa Faculty Housing
- UH Manoa Campus Center
- UH Manoa Parking Operations
- University Bookstore System
- Mauna Kea Powerline
- Maui Community College Student Housing
- Telecommunication System
- Onizuka Center for International Astronomy

Directs, manages, and oversees the Systemwide management, inventorying, and accounting for all fixed assets of the University System property in accordance with Federal, State, University, and granting agency regulations.

Maintains a computerized personal property accounting system as required by law and grant or contract provision.

Prepare reports on property as required by law, contract, grant or as requested.

Prepare regulatory policies and procedures on inventory of personal property and real property.

Trains fiscal officers in property administration.

Establishes, directs, manages, and oversees the University's tax compliance program.
STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR ADMINISTRATION
FINANCIAL MANAGEMENT
FISCAL SERVICES

MAJOR FUNCTIONS

Plans, coordinates, and controls the financial accounting and reporting activities for the University of Hawaii System.

Plans and directs the analysis, design, development, implementation, and revision of the University's Systemwide accounting and reporting system.

Represents the University in Statewide accounting and reporting projects.

Organizes and coordinates the fiscal year end closing for the University.

Writes or directs the writing and issuance of the UH Administrative Procedures setting forth Systemwide accounting policies and procedures.

Oversees University compliance with laws, rules, and administrative procedures pertaining to financial management information system.

Plans and implements the identification and documentation of needs for a new financial management information system. Responsible for ensuring the successful replacement of the University's current system with an on-line system that meets all identified requirements.
MAJOR FUNCTIONS

- Provides administrative support to the Senior Vice President for Administration by planning, coordinating and directing the University's procurement, human resources, risk management, records management, collegiate licensing and real property activities.

- Provides guidance to the Director of Human Resources and the Director of Procurement, Property and Risk Management in program planning and development.

- Develops and effectuates major policies and procedures relating to human resources and procurement and property management.

- Monitors the effectiveness and efficiency of human resources and procurement and property management activities.

- Manages the budget for the Office of Human and Material Resources and its subordinate units.

- Exercises oversight over the University's human resources and procurement, property and risk management activities to insure compliance with applicable laws and administrative rules.

- Drafts proposed legislation and supporting documentation when necessary to advance the interests of the University in matters relating to human resources and procurement and property management.

- Represents the University in Statewide human resources and procurement, property and management matters.

- Provides systemwide support by providing legal expertise and advice in human resources, procurement, property and risk management matters.

- Provides administrative support to the President by serving as designee in grievance hearings and other matters.
STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE-PRESIDENT FOR ADMINISTRATION
HUMAN AND MATERIAL RESOURCES

OFFICE OF HUMAN RESOURCES

MAJOR FUNCTIONS

The Office of Human Resources is responsible for all personnel management concerns of the University of Hawaii with respect to policy development, development and issuance of implementation guidelines, advisory services to all units and staff services for executive level management decision-making. As such, the Director of Human Resources serves as the chief advisor to the Director of Human and Material Resources on personnel management affairs.

The Director's Office has responsibility for planning, organizing and managing the University's human resources operations. This responsibility includes the development, implementation and maintenance of personnel policies and procedures to ensure compliance with federal and State laws, Board of Regents' policies and applicable collective bargaining agreements; overseeing the administration of the University's classification and pricing systems for Administrative, Professional and Technical personnel, as well as Executive and Managerial personnel; directing special projects and studies; providing leadership and advice to senior level executives on matters relating to human resources administration; conducting hearings and rendering decisions on grievances; and providing guidance on immigration matters.

Human Resources Information Section

- Develops and recommends new or revised personnel policies, procedures and systems
- Manages special projects and conducts special studies which may cut across organizational levels and functional areas
- Develops and initiates studies and analyses to provide management data for program development which depicts personnel trends, practices, costs, etc.
- Reviews and coordinates the implementation of Human Resources Information Systems
- Responds to major national surveys

Civil Service Employee Relations

- Directs, administers and coordinates the labor relations program for Civil Service employees
- Provides interpretations of rules, regulations, policies and collective bargaining contracts relating to the management and direction of civil service employees
• Directs and administers on a systemwide basis the civil service recruitment, examination and appointment program

• Takes final classification actions on civil service positions. Represents the University before appellate boards and commissions regarding the classification of positions

• Reviews and recommends the compensation, pricing and repricing of classes of positions

Board of Regents Employee Relations

• Directs, administers and coordinates the labor relations program for administrative/professional/technical and executive/managerial employees

• Provides interpretations of rules, regulations, policies and collective bargaining contracts relating to the management and direction of APT and E/M employees

• Provides human resource support services, such as preparing the Board of Regents' agenda, providing human resource services for selected systems offices, and reviewing actions on behalf of the Senior Vice President for Administration

• Takes final classification actions on APT positions. Represents the University before appellate boards and commissions regarding the classification of positions

• Provides staff support on E/M classification issues, personnel transaction processing and recruitment

• Reviews and recommends the compensation, pricing and repricing of E/M and APT classes

Employee Development and Benefits

• Coordinates the State of Hawaii's Health Fund System for eligible department employees. Maintains employee health fund records for civil service and undelegated employees

• Coordinates the University of Hawaii's leave accounting system

• Coordinates employee benefit programs relating to tax sheltered annuities (TSA's), U.S. savings bonds, temporary disability benefits, etc.

• Plans, develops, coordinates and implements employee training and safety/health programs, to include service and incentive award programs,

• Develops and maintains workers' compensation management system
STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR ADMINISTRATION
HUMAN AND MATERIAL RESOURCES

FUNCTIONAL STATEMENT

OFFICE OF PROCUREMENT, PROPERTY AND RISK MANAGEMENT

The Office of Procurement, Property and Risk Management provides overall direction and leadership in the systemwide development of procurement and property management policies and procedures. It plans, organizes, directs and controls procurement, property, risk, and records management activities for the University system.

The Director of Procurement, Property and Risk Management provides overall leadership and direction in the acquisition of goods and services through the University’s centralized-decentralized procurement system; all transactions involving University real property; the development and administration of the University’s risk management program; the development and administration of the University’s collegiate licensing program; in the auditing of fiscal officer transactions; in the planning, development and implementation of fiscal officer training programs; and in the development of legislation involving procurement and property management issues.

Associate Director

- Prepares studies on subjects pertaining to procurement and property management for the University and assists in presenting testimony before boards, committees, etc.

- Serves as University small business specialist as required by Public Law 95-507. Develops policies and procedures, contract clauses and reports concerning small business utilization. Advises small businesses on how to do business with the University.

- Serves as the University’s Records Officer and provides guidance to University personnel on records management.

- Assists the State Attorney General in tort cases involving University real property by conducting investigations and preparing reports to support legal actions.

- Assists the Director in planning, organizing, directing, and controlling the University’s Procurement and Property Management Office.

- Acts as Director, signs contractual and property documents as authorized during absence of Director.

- Assists Director in resolution of unique procurement problems, contract disputes, and in making complex procurement decisions.

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• Performs special tasks in complex acquisitions and provides contract administration as assigned.

PROCUREMENT SECTION

• Effects formal contracts (over $10,000), specialized informal contracts and consultant and service contracts.

• Evaluates departmental requirements for acquisition and writes bid specifications.

• Advertises for bid in accordance with State law, grant or contract terms and Board of Regents policy.

• Justifies sole source procurement in accordance with law.

• Develops contract terms and provisions.

• Awards contracts.

• Administers open-end contracts.

• Provides contract administration services over and beyond routine actions.

• Prepares bid packages consisting of specifications, general provisions and special provisions and advertisement for tenders in accordance with Chapters 102 and 103D H.R.S., in the name of the Board of Regents.

• Prepares and awards contracts.

• Controls or performs the University purchasing function, by the purchase order and informal contract methods; acquires insurance, provides customs clearance, provides freight specialist services, foreign purchase assistance, handling of licenses, damage claims, and hazardous materials and alcohol acquisitions.

• Obtains necessary quotations.

• Awards high dollar purchase orders.

• Monitors decentralized procurement activities (other campuses and departments).

• Provides advice and assistance to departments.

• Effects informal contracts.

• Trains fiscal officers and assistants.

• Handles sales of excess property.
• Develops regulatory policies and procedures.
• Provides purchasing forms to departments.
• Provides vendor information.

REAL PROPERTY SECTION
• Advises and participates in the acquisition, disposition and exchange of lands necessary to the physical development of University campuses, research centers and other components.
• Advises and participates in the preparation of land use and zoning studies, appraisal reports, research and evaluation studies on site selections.
• Assists in maintaining an inventory of University lands for planning purposes.
• Advises, prepares and reviews environmental assessments and impact statements for new campuses, master plans and all University projects, responsible for University environmental policy and all documents in compliance with rules and regulations of the Environmental Quality Commission.
• Maintains liaison and represents the University dealing with private and public agencies on matters relating to University lands and environmental concerns.
• Drafts conveyance documents, e.g., deeds, leases, easements, rights of way and licenses, relating to University interests in real property.
• Coordinates with University departments involved in or affected by a particular conveyance.
• Processes conveyance documents for execution by parties.
• Records/registers conveyance documents, as necessary, with the Bureau of Conveyances or Land Courts.
• Maintains official files for all University interests in real property.
• Monitors official files to process necessary changes to terms and conditions of the conveyance documents, e.g., extensions of lease, adjustments to rent, insurance renewals, etc.
• Processes short term lease requests (30 day or less/under $4,000).
• Processes fiscal services accounting forms for payments relating to conveyance documents.
COLLEGIATE LICENSING SECTION

• Assists in developing, interpreting, and evaluating policies and procedures in the highly specialized area of licensing.

• Reviews licensing agreements for legality, completeness and accuracy, review for renewal/cancellation, and periodically review, evaluate and amend licensing agreements.

• Maintains a file of royalties received/not received, conduct field audits of licensee’s records to assure compliance with the licensing agreement. Take appropriate action for non-compliance as directed.

• Investigates possible violations of licensing agreements, gathers facts and documents and take appropriate action as directed. If necessary, work with Attorney General’s Office to curb violations and recover damages. Conduct field investigation (swap meets, sidewalk vendors, gift shops, etc.) for violation of licensing agreements or misuse of UIH indicia, etc.

• Reviews proposed products for appropriateness, quality and accuracy in the use of UIH indicia, etc. Prepare report recommending approval/disapproval, changes/improvements, etc.

• Advises University personnel on licensing policies/procedures, etc.

• Serves as University liaison with licensing agents and negotiates agreements with licensing agents.

• Serves as University liaison with the private sector on and licensing matter to encourage University-industry interaction.

• Keeps up-to-date on the latest trends, materials, etc., in the field of licensing and recommending appropriate changes in University policies and/or procedures as necessary.

RISK/RECORDS MANAGEMENT SECTION

• Investigates and gathers information for tort claims involving University real property.

• Serves as the University liaison with State Risk Manager.

• Provides guidance and advice in all matters relating to insurance.

• Develops release and hold harmless forms for use by University programs.

• Reviews indemnification clauses to insure compliance with State laws prior to execution by University programs.

• Provides training and advice to departments concerning risk management.
• Submits claims on behalf of the University for property losses covered by insurance and/or the State Risk Management Program.

• Administers University records management procedures to insure compliance with State law and procedural requirements pertaining to public records.

• Acts as the University liaison with the Department of Accounting and General Services for all records management matters.

• Processes all requests from University departments and programs relating to the disposal, storage, transfer, microfilming, and reporting of University records.
Introduction

The Division of Information Technology has responsibility and authority for University of Hawaii information technologies including telecommunications, computing, and administrative information systems. It has operational responsibility for UH Mānoa campuswide facilities and services, and Systemwide responsibility for planning, policy, coordination, external relations, and operational activities cutting across campuses.

Major Functions

- Provides a broad range of information technology facilities to meet the instruction, research, public service, and administrative needs of the University community, including appropriate centralized computing facilities for the System, campuswide computer lab facilities for UH Mānoa, and libraries of software.

- Provides a broad range of information technology services to meet the instruction, research, public service, and administrative needs of the University community, including dissemination of information relating to the use of information technology in higher education; provision of informal classes, seminars, training, and documentation in the effective use of information technologies; and consultation and support in the planning and use of information technologies to meet specific functional requirements.

- Provides effective and secure administrative information systems (fiscal, student, human resources, budget, etc.) and assists users in accessing these systems for transaction processing, updating information, and retrieving relevant data and reports.

- Provides effective and economical telecommunications networks that supply voice, data, and video services to meet Systemwide needs relating to instruction, research, public service, and administration, including the provision of access to and external liaison with state, national, and international networks and information technology services.

- Provides instructional technologies to facilitate Systemwide access to high-quality higher education; coordinates Systemwide use of shared telecommunications and distance education technologies; and operates UH Mānoa-based distance education technologies and systems.

- Develops strategic plans, programs, and policies pertaining to all aspects of information technology; provides consultation to University executive offices relating to information technology; promotes and represents the University's information technology activities, programs, and plans within the University and to relevant Systemwide, national, and international communities.
INTRODUCTION

Provides leadership and coordination in planning, developing, and directing activities relating to Systemwide Support Services, UH Manoa Auxiliary Services, and the UH Bookstore System.

MAJOR FUNCTIONS

Director of Auxiliary Enterprises

- Plans, organizes, and directs UH Manoa Auxiliary Services programs which include Parking, Transportation Services, Central Duplicating Services, Campus Mail Services, Waahila Faculty Housing, and Food Services.

- Plans, organizes, and directs operations of eight campus bookstores, the UH Manoa Campus Post Office, and other bookstore facilities throughout the UH System.

- Plans, organizes, and directs Systemwide support services.

Support Services

- Administers delegated worker's compensation claims for the Office of Senior Vice President for Administration.

- Performs functions of Civil Defense Coordinator for the University System.

- Plans, organizes, and implements programs to address transportation and traffic congestion problems relating to commuters throughout the University System.

- Administers personnel for delegated units under the Office of Senior Vice President for Administration.

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Auxiliary Services

• Develops parking and traffic regulations to provide for the equitable allocation of available campus parking spaces, and for the orderly flow of traffic on the UH Manoa campus.

• Coordinates a vehicle fleet management program which includes the purchase or lease, preventive maintenance and repair of University vehicles.

• Provides a central facility for reprographic services and satellite copier machines for the UH Manoa campus.

• Performs mail services to provide for the daily pickup, sorting, and delivery of mail from/to UH Manoa units, including intra-campus, incoming, outgoing, and State messenger mail.

• Controls operation of the self-supporting Waahila Faculty Housing facility to assist new faculty members with low-cost, temporary housing.

• Develops and administers the food service contract for UH Manoa.

Bookstore System

• Provides Bookstore services to each campus of the UH System.

• Coordinates the timely purchase and sale of text materials prescribed by the faculty.

• Provides a variety of tradebooks, medical books, and magazines for technical, supplementary, and recreational reading.

• Provides for the sale of classroom, office, art, and laboratory supplies; in addition to souvenirs and items for personal convenience.

• Offers a variety of computer hardware, software, and peripherals to meet academic needs, and supports the computer literacy program throughout the UH System.

• Provides for the timely purchase and sale of text and reference materials for various outreach programs.

• Receives, prices, and stores merchandise pending display or sale.

• Provides a variety of postal services for resale at each campus of the UH System.

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INTRODUCTION

- Provides overall leadership and direction in the preparation and execution of the University's operating budget.

- Serves as budget staff to those Vice Presidents assigned UH Manoa operational responsibilities, assisting in such matters as evaluation of budget requests, development of expenditure plans, and preparation of variance reports.

MAJOR FUNCTIONS

Functions of the office are grouped generally into budget preparation and budget execution categories.

Budget Preparation

- Prepares UH biennium budget policy paper. Prepares similar objectives for preparation of the supplemental budget as appropriate.

- Develops biennial and supplemental budget preparation policies and instructions.

- Administers a system for the evaluation of campus operating budgets by appropriate academic administrators.

- Coordinates the formal documentation of the BOR approved budget request.

- Coordinates the presentation and justification for the BOR approved budget request and budget ceilings before the Governor and State Department of Budget and Finance.

- Prepares legislative testimony in support of the University's budget request as approved by the Governor; monitors the progress of the budget through the Legislature and recommends followup action as appropriate.

- Works with campus fiscal personnel in preparing and updating budgetary details in support of the budget request and the budget as approved by the Legislature.

- Coordinates the preparation of the University's variance report.

Budget Execution

- Develops policies and instructions for the allocation and expenditure of appropriated funds.

- Defends University allotment ceilings before the Governor and State Department of Budget and Finance.

- Develops recommended expenditure allocations for UH Manoa, the Community Colleges, UH Hilo, and UH West Oahu, taking into consideration legislative add-ons, legislative reductions, executive restrictions, and University policies.

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• Develops and recommends for approval by Vice Presidents with UH Manoa operational responsibilities, expenditure allocations for UH Manoa operating units.

• Monitors expenditures at the school, college, and institute levels for UH Manoa and at the appropriation level for the remainder of the University, on a quarterly basis for compliance with statutory requirements, legislative intent, and executive, and University policies.

• Coordinates the preparation and submittal of all University quarterly allotment requests in accordance with law; prepares quarterly allotment requests for UH Manoa programs.

• Reviews proposals for reorganization; recommends organizational changes as appropriate.
INTRODUCTION


MAJOR FUNCTIONS

- Provides leadership, direction, and guidance to subordinate directors in the planning, design, construction, maintenance, and operation of physical facilities and grounds for UH Manoa, in creating a safe environment conducive to learning and research.
- Develops long-range physical plans for the UH Manoa campus.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting physical plant requirements for UH Manoa.
- Reviews and approves the preparation and execution of divisional program plans and operating budgets, including the determination of program priorities.
- Reviews and recommends the multi-year and biennial Capital Improvements Program budget and annual expenditure plans, including the determination of priorities and scheduling of projects to ensure the timely execution of campus master plans.
- Develops and administers programs to provide for a safe campus environment and to ensure compliance with applicable federal, state, and county regulations relating to environmental and occupational health and safety and campus security.

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MAJOR FUNCTIONS

Conducts and coordinates the planning, budgeting, construction, repair, and maintenance of physical facilities for the UH Manoa and emerging UH West Oahu campuses in accordance with approved long-range development plans and applicable federal, state, and county building codes and standards.

Design and Project Management

- Prepares architectural plans and specifications and coordinates the preparation of mechanical, electrical, and utility distribution system designs for renovation projects performed either internally or by private contractors; prepares specifications and bidding requirements for projects to be performed by private contractors; manages construction projects through completion.
- Develops and schedules preventive maintenance programs for building exteriors, interiors, and roofs.
- Provides construction and renovation design assistance to departments, including determination of service or maintenance requirements, alternative approaches, and time and cost estimates.
- Reviews departmental service work requests, preparing cost estimates as well as labor and materials requirements for work to be performed by the shops.
- Develops space standards and maintains inventory of campus buildings with regard to construction and occupancy, space assignments, keying systems, and utility distribution systems.
- Schedules and coordinates support services for special events.
- Maintains facilities information database.

Planning and Capital Improvements

- Prepares and maintains long-range physical development plans for UH Manoa and UH West Oahu by translating academic program requirements into building and structural needs; develops and evaluates land use and area requirements; develops and maintains facilities planning, architectural, engineering, and aesthetic standards.
- Prepares and recommends the multi-year and biennial Capital Improvements Program (CIP) and related annual expenditure plans, including development of cost estimates, determination of priorities, and phasing and scheduling of projects to ensure the timely execution of master plans.
- Develops and coordinates individual capital projects from preparation of architectural programs through design, construction, and equipping of physical facilities.

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Prepares proposals to federal and private agencies for loans and grants for construction of facilities.

Conducts and reports on institutional studies as required for the UH Manoa and UH West Oahu campuses.

Develops and maintains physical planning standards, policies, and procedures for use by architects, engineers, space planners and programmers, and other campus personnel.

Establishes and maintains a facilities inventory, including historical and environmental contexts, existing component systems, and current space utilization.

Conducts qualitative analyses and facility audits to identify deficiencies in the physical condition and quality of assigned space.

Information Systems

Establishes, installs, and maintains FPMO and BGM local area network, database, and information reporting systems.

Provides hardware/software for technical and user training and services.

Customer and Logistical Services

Maintains a Customer Services Center which communicates customer requests from the University community and needs to appropriate FPMO units.

Provides procurement and warehouse services to FPMO and BGM; provides for storage, transfer, and disposal of personal property; and maintains surplus inventory for the campus community.

Provides trucking, moving, and disposal services to the campus community.

Engineering and Technical Services

Prepares or directs the preparation of mechanical/electrical engineering designs and specifications for UHM projects.

Maintains facilities equipment audit and inventory; manages preventive maintenance programs for mechanical and electrical systems; develops equipment and systems replacement programs in accordance with established industry criteria.

Administers campuswide utilities and energy conservation program.

Develops and maintains a comprehensive building audit program.

Shop Operations

Repairs and maintains campus structures, building hardware, equipment and utility distribution systems.

Operates air-conditioning, maintenance mechanic, carpentry, electrical, plumbing, and paint shops. Implements preventive maintenance programs.

Performs minor alteration/renovation projects.

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MAJOR FUNCTIONS

- Provides for the protection and security of personnel and property on the Manoa campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.

- Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.

- Provides cash pickup/delivery and night escort services; controls crowds at special events.

- Provides crime prevention and other training/education to the campus community.
MAJOR FUNCTIONS

- Provides custodial services for UH Manoa buildings, including classrooms, laboratories, auditoriums, offices, restrooms, corridors, and other public or general-use areas.
- Provides carpet cleaning and floor polishing services to on-campus facilities.
- Provides groundskeeping and landscaping maintenance for UH Manoa, including lawns, trees, roads, and parking lots/structures.
- Provides refuse collection as well as special and bulk disposal services for UH Manoa instructional and administrative buildings.
- Administers and coordinates recycling operations for UH Manoa.
- Administers registration class applications for entry-level janitors and groundskeepers for the UH System.
MAJOR FUNCTIONS

- Develops, administers, and evaluates programs to ensure a healthy and safe environment and to ensure compliance with applicable federal, state, and county regulations relating to environmental and occupational health and safety. These programs encompass radiological safety; diving safety for scientific research operations; laboratory safety; environmental compliance, including use, storage, and disposal of hazardous materials; industrial hygiene; farm safety; biological safety for research involving recombinant DNA molecules; and fire safety.

- Administers an accident investigation program to document circumstances relating to campus accidents and to institute corrective and/or preventive measures.

- Reviews plans for all new construction and renovation projects for compliance with applicable health and safety standards.

- Provides educational and training activities for the Radiation, Diving, Environmental Compliance, Industrial Hygiene, and Fire Safety programs.
INTRODUCTION

Provides overall direction and leadership in the Systemwide development of faculty housing projects and housing assistance programs to address faculty recruitment and retention requirements of the University.

MAJOR FUNCTIONS

1. Provides overall leadership and direction on the lease, exchange, or sale of property sites; projects to purchase property for housing construction; and projects to purchase and/or lease existing buildings for housing.

2. Provides overall leadership in the development of long (and short) term goals, strategies and timetables for the implementation of the Faculty Housing Assistance Master Plan adopted by the Board of Regents in January 1991.

3. Provides leadership, direction, and management of a faculty housing assistance program, including mortgage guarantee, mortgage loan, and down payment assistance, in accordance with the UH Housing Assistance Program Policy adopted by the Board of Regents in July 1993.

4. Provides staff support in financial planning and analysis of housing development projects and financial assistance programs.

5. Assists the University administration in the development and implementation of eligibility requirements, priority consideration, and allocation of resources for housing units and financial assistance programs.

6. Provides leadership and direction in seeking and obtaining Federal, State, and private funding for the implementation of housing assistance programs.

7. Provides leadership in the development of policies and procedures for Systemwide dissemination of information, counseling services, and other resources covering housing services to faculty.

8. Provides coordination with the Office of State Planning, Housing Finance and Development Corporation, the Hawaii Community Development Authority, and other agencies as required for joint participation in the development of housing projects.