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.
MAJOR FUNCTIONS

Provides system wide leadership, direction and control over the planning, development, implementation, and integration of long range physical development plans along with the development of an associated capital improvement program (CIP) funding requirements in accordance with the University’s long range strategic plans and priorities.
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.
MAJOR FUNCTIONS

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 HAWAI‘I
UNIVERSITY OF HAWAI‘I
SENIOR VICE PRESIDENT FOR ADMINISTRATION
FINANCIAL MANAGEMENT
GENERAL ACCOUNTING AND LOAN COLLECTION OFFICE

MAJOR FUNCTIONS

The responsibilities of the General Accounting and Loan Collection Office include overseeing accounting of all University funds; preparing the University’s financial statements; liaison with the State Department of Accounting and General Service; advising fiscal administrators on accounting matters; assisting internal and external auditors; preparing special reports for management, the State, and external 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 and other related receivables.

The specific functions are:

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:
         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 proved 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 1; publishes the summary Financial Report.

b. Provides accounting liaison with the 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 up-to-date to the State Accounting Manual for accounting matters.
   5) Computes and pays Act 134 Assessment charges.
   6) Interfaces with the State, all journal voucher entries for general, special, and bond funds.
   7) Provides audited financial reports and schedules for inclusion in the State of Hawai’i Financial Report.

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 records.

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 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 Loans
   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 UHFA bank statements and follows up on unrecorded deposits for all campuses. Also follows up on wire transfers and UHFA debit and credit memos.

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

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

5. Writes receipts for funds credited to the UHFA 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. Administrates 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 UHFA 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.
1. Receives all departmental collections. Pre-audits deposits and transships 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.

6. 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.

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

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

9. Operates Imprest Checking Account to issue tuition and fees refund checks only.
The Disbursing and Payroll Office is a University systemwide operation that is responsible for the final review/pre-audit of all contracts, claims and payroll payments and the execution of all required payment processing activities and other accounts payable activities (e.g. vendor maintenance, UHIA check production, check distribution, 1099MISC/1042S withholding/reporting, etc.)

PAYROLL SECTION

The Payroll Section processes employee payroll payments:

- Coordinates and is responsible for the processing of accurate and timely payroll payments.
- Develops policies/procedures for processing payroll documents in accordance with Federal, State and University regulations. Develops payroll policies/procedures for the University's Administrative Procedures Manual.
- Performs final pre-audit function activities with respect to legality, propriety and proper authorization on all payroll and fringe payment documents. Pre-audits and verifies payroll and fringe payment documents for compliance with statutes, policies, rules and regulations, and contractual obligations before processing payments on State payroll change schedules for payroll checks issued by the State Payroll System.
- 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 Personnel Officers on payroll related policies/procedures.
- Coordinates the distribution of Federal and State income tax information on the Form W-2.
- Coordinates employee repayment plans for salary overpayments.
- Compiles and posts taxable amounts for proper withholding and reporting of employee business expenses through the State payroll system (e.g. travel, mileage, uniform allowance, etc.).
- Coordinates processing of legal requests for information and garnishment orders (e.g., child support, court judgment, Federal and State levy, and IRS audits, etc.)
- Conducts research/analysis and responds to employee inquiries and complaints with respect to payroll payments.
- Pre-audits and processes fringe payroll payments, which includes overtime, night differential, meals compensation, etc.
- Calculates and prepares net overpayment worksheets and process payroll adjustments (employer and employee) to FAA.
- Calculates and process workers compensation payments for input on workers compensation register and payroll change schedule.
- Implement the University's Administrative Procedures Manual pertaining to payroll procedures.

ACCOUNTS PAYABLE SECTION

The Accounts Payable Section processes encumbrances and payments for goods and services:

- 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. Develops accounts payable policies/procedures for the University's Administrative Procedures Manual.
- 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 UHGA checks (except for payroll checks issued by the State Payroll System).
- Post-audits UHGA checks for completeness, affixes authorized signature; sorts and distributes UHGA checks to individuals, vendors, departments and campuses.
- Instructs and trains fiscal officers, assistant fiscal officers and petty cash/imprest check custodians on the policies/procedures for establishment and control of petty cash funds and imprest checking accounts.
- Develops, coordinates, and maintains policies/procedures for the establishment and control of petty cash funds and imprest checking accounts.
- Coordinates the preparation, withholding and distribution of Federal and State income tax information on the Forms 1042S and 1095-MISC to payees, Internal Revenue Service (IRS), and the State of Hawaii.
- Develops policies/procedures for processing and reporting of taxability of employee business expenses. Pre-audits reportable and taxable amounts for proper withholding and reporting through the University's Payroll to the State payroll system.

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- 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 claims transactions.

- 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 claims encumbrances with DAGS yearly at fiscal year end.

- Controls, edits, and monitors reports on encumbrances, extensions, insufficient funds, and accounts payable.

- Maintains and reconciles employee travel advances file for future accounting of travel expenses for each travel advance. Followup with traveler and deans and directors all outstanding advances. Identifies all travel expenses that are reportable and taxable to IRS through the State payroll system for employees.

- Maintains and reconciles nonemployee reportable travel transactions for processing to IRS under Form 1099MISC and Form 1042 regulations.

- Maintains and coordinates a vendor master file for approximately 37,000 vendors for online access for field and central use. Assigns vendor code for all payment documents for timely and accurate payment processing.

- Monitors and maintains a Financial Management Information System (FMIS) Accounts Payable system. Knowledgeable in maintaining electronically a large vendor master file for online viewing by field and central personnel, creating and paying vouchers online, and aiding vendors on payment status.

- Coordinates and initiates online corrective actions of rejected transactions. Knowledgeable of accounts payable and financial accounting FMIS procedures to take corrective actions.

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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 UN 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, legal affairs, risk management, records management, collegiate licensing and real property activities.

- Provides guidance to the Director of Faculty Human Resources and Legal Affairs, 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 statewide 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.
MAJOR FUNCTIONS

The Office of Human Resources has a system-wide responsibility for human resources relating to Civil Service, Administrative/Professional/Technical (APT) and Executive/Managerial (E/M) employee concerns of the University of Hawai‘i with respect to policy and procedure development, maintenance, and implementation; advisory services to units and staff services for executive decision-making. The System Director of Human Resources advises the Director of Human and Material Resources on those human resources management matters.

The Director's Office has responsibility for planning, organizing and managing the University's human resources operations as it relates to Civil Service, APT, E/M and employee benefits and related programs. This responsibility includes the development, implementation and maintenance of personnel policies and procedures to ensure compliance with Board of Regents' Bylaws and Policies, Executive policies, State Statutes, federal laws and regulations, and applicable collective bargaining agreements; the administration of the University's classification and compensation system for APT and E/M personnel; and the State's civil service classification and compensation plans for civil service employees; directing special projects and studies; providing leadership and advice to senior level executives on matters relating to relevant human resources issues; conducting hearings and rendering decisions on applicable grievances; and administering the University employee benefits, workers' compensation and staff development and training programs.

Civil Service Employee Relations Section

- Directs, administers, and coordinates the labor relations program for civil service employees
- Provides interpretation on State personnel rules, regulations, policies, and collective bargaining agreements relative to the management and direction of civil service employees
- Directs and administers on a systemwide basis, the civil service recruitment, examination, and personnel transaction programs
- Takes final classification actions on civil service positions, represents the University before appellate boards and commissions
- Reviews and recommends the compensation, pricing, and repricing of classes of positions
- Directs, administers, and coordinates the job performance evaluation program
- Directs, administers, and coordinates the State return to work priority program
- Custodian of official personnel files for all civil service employees

Employee Benefits and Board of Regents Employee Relations Section

- Directs, administers, and coordinates the labor relations program for APT and E/M employees
- Develops and issues interpretive guidelines
- Provides advisory services relative to rules, regulations, policies and collective bargaining agreements relating to the management and direction of APT and E/M employees
- Provides support services such as reviewing and finalizing the agenda for Board of Regents' action; serves as the personnel manager for selected system offices; reviews proposed actions on behalf of the Senior Vice President for Administration
- Reviews requests for classification action on APT and E/M positions and takes final action; represents the University before appellate boards and commissions regarding the classification of APT positions and advises the Senior Vice President on appeals of E/M classification actions

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• Conducts pricing and jury studies of APT and E/M classes. Assigns and reassigns classes to appropriate salary ranges
• Provides staff support on E/M classification and appointment issues, and personnel transaction processing
• Coordinates the State of Hawai‘i’s Health Fund program for University employees on a systemwide basis. Maintains health fund records for civil service employees and all employees in selective system offices
• Oversees the University’s leave accounting system, including providing guidance and interpretive services on statutory provisions, State rules and regulations, and collective bargaining agreements; administers the leave sharing and family leave programs
• Coordinates the 403(b) Tax Deferred Annuity (TDA) and Deferred Compensation programs; U.S. Savings Bonds program, temporary disability benefits program; service incentive and awards programs; Drug-Free Workplace Program; and other employee benefit programs
• Plans, develops, coordinates, and implements staff development and training programs; serves as liaison with the State of Hawai‘i Department of Human Resources Development Employee Assistance Branch relative to employee assistance programs available to University employees
• Serves as liaison with the State of Hawai‘i Employees’ Retirement System relative to retirement plan membership by University employees

Workers’ Compensation Section

• Develops and maintains the workers’ compensation program for the University of Hawai‘i at Mānoa, systemwide office, and Community Colleges; administers all facets of the State of Hawai‘i workers’ compensation law, Chapter 386, HRS, including case management, claims adjustment and payment, adjudication, settlement, appeals, complaints, vocational rehabilitation, return to work, etc.
• Develops and implements the University’s return to work program; investigates claims; determines liability
• Communicates with attorneys, medical practitioners, claimants, University supervisors and executives
• Represents the University at DCD hearings and assists in preparation and presentation of cases before the Labor Appeals Board

System Support and Analysis 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 conducts studies and analyses to provide management data for program development which reflect personnel trends, practices, costs, etc.
• Manages and coordinates the implementation of Human Resources Information Systems
• Takes leadership in analyzing, developing and implementing functional components of new electronic human resource systems
• Assists in systemwide technological direction for personnel officers
• Central source of all systemwide University human resources information
• Supports internal OHR computer requirements
• Provides procedural direction to University personnel officers for processing personnel transactions
• Serves as liaison between OHR and State of Hawai‘i agencies on technological issues

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STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR ADMINISTRATION
HUMAN AND MATERIAL RESOURCES

OFFICE OF PROCUREMENT, PROPERTY AND RISK MANAGEMENT

MAJOR FUNCTIONS

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.

Assistant 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.
- 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 101D 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 acquisitions, 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 UH indicia, etc.

- Reviews proposed products for appropriateness, quality and accuracy in the use of UH 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 ensure 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

Information Technology Services has responsibility and authority for University of Hawaii information technologies including telecommunications, academic computing and administrative information systems. It has operational responsibility for UN-Manoa 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 UN Manoa, 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 is the effective use of information technologies, and consultation and support in the planning and use of information technologies to meet specific functional statements.

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 Systemwide access to and external liaison with state, national and international networks and information technology services.

Provides instructional technologies to facilitate Statewide access to high-quality higher education; coordinates Systemwide use of shared telecommunications and distance education technologies; and operates UN Manoa-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 Statewide, national and international communities.
INTRODUCTION

Provides leadership and coordination in planning, developing, and directing activities relating to Systemwide Support Services, Business Development, UH Manoa Parking & Transportation, Faculty Housing & Food Services, Duplicating & Campus Mail Services, and the UH Bookstore System.

MAJOR FUNCTIONS

DIRECTOR OF AUXILIARY ENTERPRISES

Plans, organizes, and directs UH Auxiliary Enterprises programs which include:

Systemwide support services and business development opportunities, Manoa campus parking and transportation services, duplicating and campus mail services, faculty housing and food services, systemwide bookstores on eight campuses, the UH Manoa campus Post Office, and other store facilities throughout the UH system.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.

2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic goals and objectives.

3. Establishes financial goals and objectives with subordinate managers; reviews and evaluates fiscal performance; and conducts periodic reviews of user fees and other income-generating requirements.

4. Prepares budgetary testimony, coordinates preparation of responses to legislative requests, and attends legislative committee hearings as necessary.

5. Maintains liaison with students, faculty, University administrators, community groups, and other interested parties on Auxiliary Enterprises matters.

SUPPORT SERVICES

COMMUTER PROGRAM

Responsible for coordinating UH Civil Defense activities, and commuter program development.

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

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

3. Promotes the University's involvement and willingness to help reduce traffic congestion by participating in public functions, hearings and neighborhood board meetings.

03/01/97 (Approved May 1697)
4. Works closely with the University’s student organizations to encourage their participation in ridesharing and to get their input and problem areas regarding commuting to school.

PERSONNEL

Administers personnel for delegated units under the Office of Senior Vice President for Administration. Responsible for all matters related to personnel recruitment, selection, benefits, classification, employee records, training, employee relations, and management support.

1. Conducts all personnel recruitment in accordance with University policies and procedures, State and Federal laws.

2. Conducts investigations and prepares the necessary claims for all workers’ compensation and temporary disability claims.

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

4. Coordinates and conducts training and development programs.

5. Handles all classification and maintains position inventory control.

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

7. Attends to the usual duties related to an administrative position, including supervision of staff, correspondence, processing inquiries, telephone communication, writing internal memorandum, initiating and reviewing policy and procedural proposals.

DATA PROCESSING

Responsible for the system development and maintenance, operations, technical support and management support in all areas of electronic data processing for Auxiliary Enterprises.

1. Areas of responsibility include the following: Bookstore Point of Sales, Inventory, Bar Coding, General Ledger, Accounts Payable Systems, and all Auxiliary Enterprises Office Automation and Electronic Mail Systems.

2. Performs systems analysis, design, tests, installations and maintenance for all Auxiliary Enterprises units.

3. Develops and controls production schedules for computer relations for all Auxiliary Enterprises units operations and projects.

4. Provides technical assistance and conducts periodic training to all users in Auxiliary Enterprises.

5. Provides management and administrative support for all Auxiliary Enterprises data processing related activities.

ADVERTISING

Conducts the advertising and public relations efforts for Auxiliary Enterprises through various media and coordinates promotional activities.

03/01/97 (Approved May 1997)
1. Conducts a program of advertising and public relations for Auxiliary Enterprises units through the use of displays, campus newspaper advertisements, posters, flyers, catalogs, correspondence, special events and other means as appropriate.

2. Coordinates with various company representatives when promoting Auxiliary Enterprises products and services.

3. Monitors and make recommendations for the use of cooperative advertising funds for Auxiliary Enterprises programs.

**BUSINESS DEVELOPMENT**

Researches feasibility of new retail business ventures and implements viable business opportunities. Maintains existing operations and develops plans to improve existing retail functions.

1. Meets with various company representatives and establishes plans for new business ventures.

2. Plans and orders merchandise for various stores in a timely manner.

3. Maintains an extensive line of merchandise that promote the support of University of Hawaii athletic programs.

**AUXILIARY FISCAL SERVICES**

Responsible for Auxiliary Enterprises programs (excluding Bookstore) fiscal controls, financial operations and reporting, procurement and budgeting.

1. Prepares long range, biennial and annual budgets for parking, transportation, faculty housing, food service, duplicating, and campus mailroom programs.

2. Establishes and enforces fiscal controls and procedures.

3. Maintains fiscal records and files.

4. Prepares periodic profit and loss statement, balance sheets and budget reports.

5. Monitors procurement of materials and services, and administers maintenance and lease rental contracts.

6. Processes all payments to be made via the University’s Disbursing Office and operates imprest fund account.

7. Controls the collection, banking, and accounting of revenues from auxiliary program funds.

8. Invests available cash.

9. Coordinates all audit activities of auxiliary programs.
AUXILIARY ENTERPRISES

PARKING

Responsible for orderly parking and traffic flow on the Manoa campus in accordance with the applicable parking regulations as approved by the Board of Regents.

1. Develops policies and procedures to manage the allocation of available campus parking spaces to various users on an equitable basis.

2. Repairs and maintains parking areas, controls access into the campus, and controls vehicular traffic on the campus.

3. Provides for the sale of various parking permits and scripts, collection of fines, and maintenance of permit and citation records.

4. Assists Facilities Management in the long-range planning of additions and improvements to existing parking areas on campus.

5. Develops and enforces parking regulations for all types of vehicles entering campus.

6. Supervises the daily operations of contracted parking officers who patrol the various parking areas on campus.

7. Provides and manages an appeals process for people contesting parking citations for violating parking regulations on campus.

8. Provides parking-related services for special events held on campus such as sporting events, charity functions, concerts, etc.

TRANSPORTATION

Provides a vehicle fleet management program and other related transportation activities for the Manoa campus. This unit is responsible for the purchasing/leasing, preventive maintenance, and repair of University vehicles.

1. Administers services related to the operation of a central motor pool and garage on campus.

2. Prepares specifications and bid proposals for the purchase of motor vehicles based on users’ requirements and vehicle replacement program.

3. Ensures that all vehicles are properly licensed, insured, and safety inspected prior to being assigned to a department.


5. Purchases and installs various replacement parts for vehicles.

FACULTY HOUSING

Provides self-sustaining faculty housing program to assist new faculty members with low-cost, temporary housing during their period of adjustment to local economic conditions.

1. Manages rental agreements for all faculty housing apartments. Operates and maintains the apartment unit rentals.
2. Provides for the acceptance, evaluation, and processing of requests for housing; reviews and approves assignments of leases in accordance with University policies.

3. Conducts preventive maintenance programs, major renovations, and replacement of furniture and equipment, and custodial and grounds maintenance to improve the physical quality of faculty housing, and provides security of the apartments in order to make the faculty housing complex safe and livable.

4. Conducts survey and evaluation of new faculty's needs to determine future development of additional faculty housing units, and develops long-range plans for capital improvement projects. Provides faculty housing assistance programs to assist the faculty in acquiring alternative accommodations.

FOOD SERVICE

Responsible for satisfying the nutritional needs of the University community by providing choices of products at the lowest possible cost that are high in quality, and with the best possible services.

1. Administers the food service contract for the Manoa campus. Develops contract specifications focusing on the quality of menus, the manner of service, the economy of prices, and merchandising that provides the customer with options that are attractive, enjoyable, interesting, and nutritious.

2. Monitors the food service contractor to insure the timely delivery of service; the quality and quantity of food, food products, hours of operations, maintenance and replacement of equipment; the management of personnel, safety, and sanitation; and improvements to the University facilities in compliance with the provisions of the contract and applicable codes and ordinances.

3. Conducts evaluations on the use of the food service facilities and customer traffic on campus and develops alternative food service locations. Insures that the contractor conduct a food survey at least once a year to evaluate customer satisfaction in all aspects of the food service program. Initiates new programs, including food preparation, new formats, menu variations, decor, and ambiance to enhance the overall food service operation. Plans and constructs new food service facilities.

DUPRICATION SERVICES

Responsible for providing efficient, low-cost reprographic services and capabilities through its central facility and satellite copy machine sites.

1. Provides duplicating services to campus users.

2. Provides a centralized service for copy machine maintenance and supply acquisition.

3. Maintains sufficient inventory of reprographic supplies to guarantee continuous operation of the central printshop and satellite sites.

4. Monitors and maintains preventive maintenance contracts for all reprographic equipment.

5. Evaluates departmental requirements for copy machines to ensure cost-effective placements and purchases.

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Maintains and controls issuance of auditrion keys to departments.

Evaluates future requirements for replacement or acquisition of equipment in order to maintain/improve level of services provided.

Issues, evaluates, and controls departmental allocations for reprographic services.

Keeps records of services rendered to campus departments/programs.

Keeps abreast of technological advances.

Develops short- and long-range strategic plans.

CAMPUS MAIL

Provides daily mail pickup and delivery services to Manoa campus departments on a timely, cost-efficient basis.

1. Picks up, sorts, and delivers intra-campus, incoming, outgoing, and state messenger mail.

2. Weighs, meters, and processes outgoing mail.

3. Administers third-class bulk mail, first-class permit, postage due, and express trust accounts.

4. Provides endorsements for incoming accountable mail.

5. Delivers messages received on facsimile machine to appropriate departments.

6. Collects campus mail volume data.

7. Keeps abreast of United States postal service rules and regulations concerning non-profit mailers.

8. Keeps abreast of technological advances.

9. Develops and maintains delivery point barcode (Zip + 4) database for Manoa campus departments.

10. Issues, evaluates, and controls departmental allocations for mail services.

11. Keeps records of services rendered to campus departments/programs.

12. Develops short- and long-range strategic plans.

UNIVERSITY BOOKSTORE SYSTEM

Responsible for the operations of all University of Hawaii Bookstores and for the planning and direction for future developments and improvements.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.

2. Provides management services to branch bookstores, including financial accounting, training, and technical support.
3. Reviews the adequacy of methods used in market analysis, procurement, storage, pricing, inventory control, security, cash handling and merchandising. Takes corrective action as appropriate.

4. Maintains liaison with the various Vice Presidents, Chancellors, Provosts, Deans, Directors, Department Chairpersons, Faculty Members and Staff Officers to anticipate needs and provide effective and efficient services.

5. Prepares budgetary testimony, coordinates preparation of responses to legislative requests, and attends legislative committee hearings as necessary.

BOOKSTORE FISCAL SERVICES

Responsible for fiscal controls, financial operations and reporting, procurement and budgeting for the Bookstore System.

1. Maintains a double entry accounting system for all Bookstores, based on the retail method of inventory and integrates with the University’s accounting system.

2. Prepares long range, biennial and annual budgets for the system.

3. Establishes and enforces fiscal controls and procedures for cash and inventory.

4. Monitors departmental and branch purchases for resale merchandise.

5. Processes all payments to be made via the University’s Disbursing Office and operates imprest fund account.

6. Maintains fiscal records and files.

7. Prepares periodic profit and loss statement, balance sheets and budget reports.

8. Conducts spot cash audits of registers and change fund cash and in general serve as a “trouble shooter” for the Bookstore system.

9. Monitors factors critical to retail operations such as margins, markups, markdowns, overhead costs, etc.

10. Invests available cash.

11. Coordinates all audit activities of the Bookstore system.

UNIVERSITY OF HAWAI’I AT MANOA BOOKSTORE

Responsible for the daily operations of the Manoa campus Bookstore.

1. Directs the daily operations of four retail departments (Textbooks, Tradebooks, Supplies and Computer Sales) as well as Cashiering, Receiving, Custodial Services, and the Manoa campus Post Office.

2. Establishes goals and objectives for the Manoa campus retail operations.

3. Participates in personnel management processes.
4. Analyzes composite statements of financial condition and income and expense summaries, and directs the implementation of cost control procedures.

5. Responsible for the maintenance and safety of the Manca Bookstore sales and back office areas.

6. Provides support to the University Bookstores Systems as needed.

**TEXTBOOKS**

Provides for the timely purchase and sale of text materials prescribed by faculty.

1. Plans, orders, merchandises all required and optional textbooks (except medical textbooks) for the University of Hawaii at Manoa, including the College of Continuing Education and Summer Session in accordance with academic schedules.

2. Obtains requirement information from faculty, compares with inventory on hand and estimates quantities to be ordered.

3. Maintains liaison with faculty to facilitate planning and problem solving.

4. Prepares book lists in various sequences for internal use and for use by students.

5. Verifies accuracy of orders filling, book prices, and display them in a manner conducive to easy shopping by customers.

6. Provides special order service or reorder in quantities in sold-out situations.

7. Responsible for return of all unsold textbooks, required and optional as allowed by publishers or wholesalers, except when there will be a demand in the immediate future.

8. Provides services for off-campus and outreach programs.

9. Arranges for used book buy-back, where students can sell book back at the end of each semester and the beginning of the Fall and Spring terms.

**TRADEBOOKS**

Offer for sale a variety of tradebooks and magazines for technical, supplementary and recreational reading. Provides for the timely purchase and sale of text materials and reference material for the students of the John A. Burns School of Medicine.

1. Develops sources of information on local reading interests.

2. Orients stock to the academic community by carrying technical, issues oriented, and enrichment books, journal and periodicals.

3. Provides a special order service.

4. Keeps abreast of market information on books of general interest.

5. Maintains a strong Hawaii-Pacific section in recognition of our location.

6. Stock best-sellers, mass-market paperbacks, magazines and other literature for sale as escape or leisure reading.

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7. Stocks a full line of study aids, review books, cassettes and computer aided materials.

8. Maintains an extensive line of computer related books and reference guides, oriented for the educational market.

9. Plans, orders, merchandises all medical textbooks, reference books and related materials as required.

10. Maintains an extensive line of reference books and materials focus in the area of medical care and related topics.

**SUPPLIES**

Makes classroom, office, art and laboratory supplies available for sale, in addition to souvenirs, and items for personal conveniences.

1. Responds to needs of students in providing specific classroom, laboratory, studio and art supplies.

2. Maintains a representative stock of supplementary materials such as notebooks, pencils, binders, etc.

3. Stocks health, comfort and convenience items to alleviate the need for leaving campus on personal errands.

4. Promotes the sale of emblematic souvenirs and sports clothing to promote school spirit and promote the University in general.

5. Offers services such as film processing and laminating service.

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

**COMPUTER SALES**

Offers a variety of computer hardware, software and peripherals to meet the academic needs and supports the computer literacy program throughout the University of Hawaii System. Provides for the repair, maintenance, and servicing of computers purchased through the Bookstore.

1. Conducts computer hardware sale programs with companies such as IBM, Apple, and Hewlett Packard.

2. Carries specific lines of software that supports the computer literacy efforts of the university such as Microsoft products, Word Perfect products, Aldus, Lotus and more.

3. Plans and conducts special events such as computer fairs and sale promotions throughout the university system.

4. Provides special staff training to answer technical questions.

5. Maintains an inventory of products to meet demands.

6. Provides services for repair, maintenance, and servicing of computer hardware sold through the Bookstore.

**POST OFFICE**

03/01/97 (Approved May 1997)
Serves as the only location on campus for a variety of postal services.

1. Sells a full line of postal services, including, stamps, envelopes, boxes, money orders, international coupons and a variety of mailing supplies.

2. Provides mailbox rental services.

3. Offers a variety of methods to ship parcels, which includes but not limited to the U.S. Postal Service and Federal Express.

OPERATIONS

Receiving, Warehousing, Shipping, Custodial Services, and Cashiering.

Supports merchandising and administrative operations and provide general services support. Supports and processes all sales, charges, and refund transactions for the entire Manoa campus store.

1. Provides receiving, verifying and tagging of incoming merchandise.

2. Stores merchandise in an off campus and on campus warehouse facilities, peripheral areas pending display or sale.

3. Responsible for the operation of delivery of fleet for departmental pickups and deliveries, errands to customers and off campus sales.

4. Delivers and/or ships inter-store merchandise to branch stores.

5. Maintains cleanliness and good appearance of store and makes minor repairs.

6. Operates all cash registers to record sales, refund, etc.

7. Approves checks, make change, and follow up bad checks.

8. Count and/or deposit all collections including, cash, scholarship charges, and departmental requisitions.

9. Records and fills all departmental requisition and arranges for on campus deliveries with the receiving department.

10. Enforces refund policy and issue all refunds for all departments.

BRANCH STORES

Provide textbooks, tradebooks and supplies at the University of Hawai‘i at Hilo and Community College campuses in a manner similar to the Manoa store, but adapted to the size and special characteristics of the individual campuses. Each campus bookstore is responsible for maintaining a close working relationship with various campus administrators, and appropriate campus officials in providing services to each respective campus.

1. Performs marketing and merchandising functions, and responds to the academic community’s needs and desires.

2. Determines requirements and orders required and optional textbooks.

3. Selects, orders, prices and merchandises tradebooks and supplies, using centralized purchasing power of the Manoa store whenever feasible.

03/01/97 (approved May 1997)
4. Places special orders, follows up on vendor response and notifies customer of arrival.

5. Prepares book lists for ordering purposes, registration, etc.

6. Directly supervises the receiving and warehousing operations, floor operations, cashiering, used book buy, cap and gown rental, and maintenance of facilities including security.

7. Responsible for all returns of textbooks.

8. Prepares book lists for book buys and coordinates date of buy back at the end of each school term with used book wholesalers.

9. Prepares monthly purchases journals, maintains payable and receivable accounts.

10. Takes physical inventory as necessary and when directed.

11. Processes overtime requests, student payroll.

12. Responsible for the operation and maintenance of the postage meter machine.

13. Operates cash registers to record sales, refunds, etc.

14. Approves checks, makes changes, and follows up on bad checks.

15. Counts and/or deposits all collections including cash scholarship charges, and departmental requisitions for hand-carried items.

16. Makes arrangements for additional temporary hires during peak periods, money charges and other help as necessary.

17. Makes refunds for supplies, texts, and tradebooks in accordance with policy.

18. Fills departmental requisitions.

19. Responsible for cleanliness including dusting of books and shelves, carting away rubbish, emptying wastebaskets, scrubbing, waxing and mopping floors, sweeping around building, etc.

20. Packs and ships local and mainland orders to Post Office.

21. Submits fiscal data to Manoa on a timely basis for the preparation of financial reports.

22. Process payments, requisition for store supplies, equipment and service procurement and, personnel transaction forms through the administrative office.
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.
• 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.
STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR ADMINISTRATION
FACILITIES, GROUNDS, AND SAFETY

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.

06/30/96
STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR ADMINISTRATION
FACILITIES, GROUNDS, AND SAFETY
FACILITIES PLANNING AND MANAGEMENT

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.

06/30/96
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.

06/30/96
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

0 Provides custodial services for UH Manoa buildings, including classrooms, laboratories, auditoriums, offices, restrooms, corridors, and other public or general-use areas.

0 Provides carpet cleaning and floor polishing services to on-campus facilities.

0 Provides groundskeeping and landscaping maintenance for UH Manoa, including lawns, trees, roads, and parking lots/structures.

0 Provides refuse collection as well as special and bulk disposal services for UH Manoa instructional and administrative buildings.

0 Administers and coordinates recycling operations for UH Manoa.

0 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.
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

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

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

3. Plans, organizes, and directs Systemwide support services.

SUPPORT SERVICES

1. Administers personnel for delegated units under the Office of Senior Vice President for Administration. Responsible for all matters related to personnel recruitment, selection, benefits, classification, employee records, training, employee relations, and management support.

2. Conducts all personnel recruitment in accordance with University policies and procedures, State and Federal laws.

3. Conducts investigations and prepares the necessary claims for all workers’ compensation and temporary disability claims.

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

5. Coordinates and conducts training and development programs.

6. Handles all classification and maintains position inventory control.

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

8. Attends to the usual duties related to an administrative position, including supervision of staff, correspondence, processing inquiries, telephone communication, writing internal memorandums, initiating and reviewing policy and procedural proposals.


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

11. Promotes the University's involvement and willingness to help reduce traffic congestion by participating in public functions, hearings and neighborhood board meetings.

12. Works closely with the University's student organizations to encourage their participation in Ridesharing and to get their input and problem areas regarding commuting to school.

AUXILIARY SERVICES

Plans, organizes, directs, and controls the activities of the following Auxiliary Services programs -- Parking, Transportation Services, Duplicating Services, Campus Mail Services, Faculty Housing, and Food Services in accordance with established policies.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.

2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic goals and objectives.

3. Establishes financial goals and objectives with subordinate managers; reviews and evaluates fiscal performance of auxiliary units; and conducts periodic reviews of user fees and other income-generating requirements.

4. Prepares budgetary testimony, coordinates preparation of responses to legislative requests, and attends legislative committee hearings as necessary.

5. Maintains liaison with students, faculty, University administrators, community groups, and other interested parties on Auxiliary Services matters.

PARKING

Provides orderly parking and traffic flow on the campus in accordance with the applicable parking regulations as approved by the Board of Regents.

1. Develops policies and procedures to manage the allocation of available campus parking spaces to various users on an equitable basis.

2. Repairs and maintains parking areas, controls access into the campus, and controls vehicular traffic on the campus.

3. Provides for the sale of various parking permits and scripts, accounting of daily entry fees, collection of fines, and maintenance of permit and citation records.

4. Assists Facilities Management in the long-range planning of additions and improvements to existing parking areas on campus.

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5. Develops and enforces parking regulations for all types of vehicles entering campus.

6. Supervises the daily operations of contracted parking officers who patrol the various parking areas on campus.

7. Provides and manages an appeals process for people contesting parking citations for violating parking regulations on campus.

8. Provides parking-related services for special events held on campus such as sporting events, charity functions, concerts, etc.

TRANSPORTATION

Provides a vehicle fleet management program and other related transportation activities for the University. This unit is responsible for the purchasing/leasing, preventive maintenance, and repair of University vehicles.

1. Administers services related to the operation of a central motor pool and garage on campus.

2. Prepares specifications and bid proposals for the purchase of motor vehicles based on users’ requirements and vehicle replacement program.

3. Ensures that all vehicles are properly licensed, insured, and safety inspected prior to being assigned to a department.


5. Purchases and installs various replacement parts for vehicles.

FACULTY HOUSING

Provides self-sustaining faculty housing program to assist new faculty members with low-cost, temporary housing during their period of adjustment to local economic conditions.

1. Operates and maintains the Waahila Faculty Housing which includes sixty-seven (67) apartment units.

2. Provides for the acceptance, evaluation, and processing of requests for housing; reviews and approves assignments of leases in accordance with University policies.

3. Conducts preventive maintenance programs, major renovations, and replacement of furniture and equipment, and custodial and grounds maintenance to improve the physical quality of faculty housing, and provides security of the apartments in order to make the faculty housing complex safe and livable.

4. Conducts survey and evaluation of new faculty’s needs to determine future development of additional faculty housing units, and develops long-range plans for capital improvement projects. Provides faculty housing assistance programs to assist the faculty in acquiring alternative accommodations.

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FOOD SERVICE

Provides for the nutritional needs of the University community by offering a variety of products at the lowest possible cost that are high in quality, and with the best possible services.

1. Administers the food service contract for the Manoa campus. Develops contract specifications focusing on the quality of menus, the manner of service, the economy of prices, and merchandising that provides the customer with options that are attractive, enjoyable, interesting, and nutritious.

2. Monitors the food service contractor to insure the timely delivery of service; the quality and quantity of food, food products, hours of operations, maintenance and replacement of equipment; the management of personnel, safety, and sanitation; and improvements to the University facilities in compliance with the provisions of the contract and applicable codes and ordinances.

3. Conducts evaluations on the use of the food service facilities and customer traffic on campus and develops alternative food service locations. Insures that the contractor conduct a food survey at least once a year to evaluate customer satisfaction in all aspects of the food service program. Initiates new programs, including food preparation, new formats, menu variations, decor, and ambiance to enhance the overall food service operation. Plans and constructs new food service facilities to replace Hamilton Snack Bar.

DUPINGATING SERVICES

Provides efficient, low-cost reprographic services and capabilities through its central facility and satellite copy machine sites.

1. Provides duplicating services to campus users.

2. Provides a centralized service for copy machine maintenance and supply acquisition.

3. Maintains sufficient inventory of reprographic supplies to guarantee continuous operation of the central printshop and satellite sites.

4. Monitors and maintains preventive maintenance contracts for all reprographic equipment.

5. Evaluates departmental requirements for copy machines to ensure cost-effective placements and purchases.

6. Maintains and controls issuance of auditrion keys to departments.

7. Evaluates future requirements for replacement or acquisition of equipment in order to maintain/improve level of services provided.

8. Issues, evaluates, and controls departmental allocations for reprographic services.

9. Develops and administers billing procedures for services rendered to campus departments/programs.

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10. Keeps abreast of technological advances.

11. Develops short- and long-range strategic plans.

CAMPUS MAIL

Provides daily mail pickup and delivery services to Manoa campus departments on a timely, cost-efficient basis.

1. Picks up, sorts, and delivers intra-campus, incoming, outgoing, and state messenger mail.

2. Weighs, meters, and processes outgoing mail.

3. Administers third-class bulk mail, first-class permit, postage due, and express trust accounts.

4. Provides endorsements for incoming accountable mail.

5. Delivers telex messages received on facsimile machine to appropriate departments.

6. Collects campus mail volume data.

7. Keeps abreast of United States postal service rules and regulations concerning non-profit mailers.

8. Keeps abreast of technological advances.

9. Develops and maintains delivery point barcode (Zip + 6) database for Manoa campus departments.

10. Issues, evaluates, and controls departmental allocations for mail services.

11. Develops and administers billing procedures for services rendered to campus departments/programs.

12. Develops short- and long-range strategic plans.

UNIVERSITY BOOKSTORE SYSTEM

Responsible for the operations of all University of Hawaii Bookstores and for the planning and direction for future developments and improvements.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.

2. Provides management services to branch bookstores, including financial accounting, training, and technical support.

3. Reviews the adequacy of methods used in market analysis, procurement, storage, pricing, inventory control, security, cash handling and merchandising. Takes corrective action as appropriate.

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4. Maintains liaison with the various Vice Presidents, Chancellors, Provosts, Deans, Directors, Department Chairpersons, Faculty Members and Staff Officers to anticipate needs and provide effective and efficient services.

5. Prepares budgetary testimony, coordinates preparation of responses to legislative requests, and attends legislative committee hearings as necessary.

ADMINISTRATIVE SERVICES

FISCAL OPERATIONS

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

1. Maintains a double entry accounting system based on the retail method of inventory and integrates with the University’s accounting system.

2. Prepares long range, biennial and annual budgets for the system.

3. Establishes and enforces fiscal controls and procedures for cash and inventory.

4. Monitors departmental and branch purchases for resale merchandise.

5. Operates imprest fund accounts and processes all payments to be made via the University’s Disbursing Office.

6. Maintains fiscal records and files.

7. Prepares periodic profit and loss statement, balance sheets and budget reports.

8. Conducts spot cash audits of registers and change fund cash and in general serve as a "trouble shooter" for the Bookstore system.

9. Monitors factors critical to retail operations such as margins, markups, markdowns, overhead costs, etc.

10. Invests available cash.

11. Coordinates all audit activities of the Bookstore system.

DATA PROCESSING

Responsible for the system development and maintenance, operations, technical support and management support in all areas of electronic data processing for the Bookstore system.

1. Areas of responsibility include the following: Point of Sales, Inventory Systems, General Ledger, Accounts Payable, Bar Coding System, Office Automation and Electronic Mail System.

2. Performs systems analysis, design, tests, installations and maintenance.

3. Develops and controls all production schedules for all computer relations operations and projects.

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

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

ADVERTISING

Conducts the advertising and public relations efforts of the Bookstore through various media and coordinates promotional activities.

1. Conducts a program of advertising and public relations through the use of show windows, ad in campus newspapers, posters, flyers, catalogs, correspondence, special events and other means as may be appropriate.

2. Coordinates with various company representatives when promoting products.

3. Monitors and make recommendations for the use of cooperative advertising funds.

UNIVERSITY OF HAWAI’I AT MANOA BOOKSTORE

Responsible for the daily operations of the Manoa Campus Bookstore.

1. Directs the daily operations of four retail departments (Textbooks, Tradebooks, Supplies and Computer Sales) as well as Cashiering, Receiving, Custodial Services, and the Manoa Campus Post Office.

2. Establishes goals and objectives for the Manoa Campus retail operations.

3. Participates in personnel management processes.

4. Analyzes composite statements of financial condition and income and expense summaries, and directs the implementation of cost control procedures.

5. Responsible for the maintenance and safety of the Manoa Bookstore sales and back office areas.

6. Provides support to the University Bookstores Systems as needed.

TEXTBOOKS

Provides for the timely purchase and sale of text materials prescribed by faculty.

1. Plans, orders, merchandises all required and optional textbooks (except medical textbooks) for the University of Hawai‘i at Manoa, including the College of Continuing Education and Summer Session in accordance with academic schedules.

2. Obtains requirement information from faculty, compares with inventory on hand and estimates quantities to be ordered.

3. Maintains liaison with faculty to facilitate planning and problem solving.

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4. Prepares book lists in various sequences for internal use and for use by students.

5. Verifies accuracy of orders filling, book prices, and display them in a manner conducive to easy shopping by customers.

6. Provides special order service or reorder in quantities in sold-out situations.

7. Responsible for return of all unsold textbooks, required and optional as allowed by publishers or wholesalers, except when there will be a demand in the immediate future.

8. Provides services for off-campus and outreach programs.

9. Arranges for used book buy-back, where students can sell book back at the end of each semester and the beginning of the Fall and Spring terms.

TRADEBOOKS

Offer for sale a variety of tradebooks and magazines for technical, supplementary and recreational reading. Provides for the timely purchase and sale of text materials and reference material for the students of the John A. Burns School of Medicine.

1. Develops sources of information on local reading interests.

2. Orient stock to the academic community by carrying technical, issues oriented, and enrichment books, journal and periodicals.

3. Provides a special order service.

4. Keeps abreast of market information on books of general interest.

5. Maintains a strong Hawaii-Pacific section in recognition of our location.

6. Stock best-sellers, mass-market paperbacks, magazines and other literature for sale as escape or leisure reading.

7. Stocks a full line of study aids, review books, cassettes and computer aided materials.

8. Maintains an extensive line of computer related books and reference guides, oriented for the educational market.

9. Plans, orders, merchandises all medical textbooks, reference books and related materials as required.

10. Maintains an extensive line of reference books and materials focus in the area of medical care and related topics.

SUPPLIES

Makes classroom, office, art and laboratory supplies available for sale, in addition to souvenirs, and items for personal conveniences. Provides for the timely purchase and sale of University merchandise in the Special Events Arena Store.

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1. Responds to needs of students in providing specific classroom, laboratory, studio and art supplies.

2. Maintains a representative stock of supplementary materials such as notebooks, pencils, binders, etc.

3. Stocks health, comfort and convenience items to alleviate the need for leaving campus on personal errands.

4. Promotes the sale of emblematic souvenirs and sports clothing to promote school spirit and promote the University in general.

5. Offers services such as film processing and laminating service.

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

7. Plans, orders, merchandises for the special events arena store in a timely manner, to coincide with events at the arena.

8. Maintains an extensive line of merchandise that promote the support of University of Hawaii athletic programs.

**COMPUTER SALES**

Offers a variety of computer hardware, software and peripherals to meet the academic needs and supports the computer literacy program throughout the University of Hawaii System. Provides for the repair, maintenance, and servicing of computers purchased through the Bookstore.

1. Conducts computer hardware sale programs with companies such as IBM, Apple, and Hewlett Packard.

2. Carries specific lines of software that supports the computer literacy efforts of the university such as Microsoft products, Word Perfect products, Aldus, Lotus and more.

3. Plans and conducts special events such as computer fairs and sale promotions throughout the university system.

4. Provides special staff training to answer technical questions.

5. Maintains an inventory of products to meet demands.

6. Provides services for repair, maintenance, and servicing of computer hardware sold through the Bookstore.

**POST OFFICE**

Serves as the only location on campus for a variety of postal services.

1. Sells a full line of postal services, including, stamps, envelopes, boxes, money orders, international coupons and a variety of mailing supplies.

2. Provides mail box rental services.

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3. Offers a variety of methods to ship parcels, which includes but not limited to the U.S. Postal Service and Federal Express.

OPERATIONS
Receiving, Warehousing, Shipping, Custodial Services, and Cashiering.

Supports merchandising and administrative operations and provide general services support. Supports and processes all sales, charges, and refund transactions for the entire Manoa campus store.

1. Provides receiving, verifying and tagging of incoming merchandise.
2. Stores merchandise in an off campus and on campus warehouse facilities, peripheral areas pending display or sale.
3. Responsible for the operation of delivery of fleet for departmental pickups and deliveries, errands to customers and off campus sales.
4. Delivers and/or ships inter-store merchandise to branch stores.
5. Maintains cleanliness and good appearance of store and makes minor repairs.
6. Operates all cash registers to record sales, refund, etc.
7. Approves checks, make change, and follow up bad checks.
8. Count and/or deposit all collections including, cash, scholarship charges, and departmental requisitions.
9. Records and fills all departmental requisition and arranges for on campus deliveries with the receiving department.
10. Enforces refund policy and issue all refunds for all departments.

BRANCH STORES
Provide textbooks, tradebooks and supplies at the University of Hawaii at Hilo and Community College campuses in a manner similar to the Manoa store, but adapted to the size and special characteristics of the individual campuses. Each campus bookstore is responsible for maintaining a close working relationship with various campus administrators, and appropriate campus officials in providing services to each respective campus.

1. Performs marketing and merchandising functions, and responds to the academic community’s needs and desires.
2. Determines requirements and orders required and optional textbooks.
3. Selects, orders, prices and merchandises tradebooks and supplies.
4. Places special orders, follows up on vendor response and notifies customer of arrival.
5. Prepares book lists for ordering purposes, registration, etc.

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6. Directly supervises the receiving and warehousing operations, floor operations, cashing, used book buy, cap and gown rental, and maintenance of facilities including security.

7. Responsible for all returns of textbooks.

8. Prepares book lists for book buys and coordinates date of buy back at the end of each school term with used book wholesalers.

9. Prepares monthly purchase journals, maintains payable and receivable accounts.

10. Takes physical inventory as necessary and when directed.

11. Processes overtime requests, student payroll.

12. Responsible for the operation and maintenance of the postage meter machine.

13. Operates cash registers to record sales, refunds, etc.

14. Approves checks, makes changes, and follows up on bad checks.

15. Counts and/or deposits all collections including cash scholarship charges, and departmental requisitions for hand-carried items.

16. Makes arrangements for additional temporary hires during peak periods, money changes and other help as necessary.

17. Makes refunds for supplies, texts, and tradebooks in accordance with policy.

18. Fills departmental requisitions.

19. Responsible for cleanliness including dusting of books and shelves, carting away rubbish, emptying wastebaskets, scrubbing, waxing and mopping floors, sweeping around building, etc.

20. Packs and ships local and mainland orders to Post Office.

21. Obtains technical assistance from Manoa campus bookstore.

22. Takes advantage of centralized purchasing power of the Manoa store whenever possible.

23. Submits fiscal data to Manoa on a timely basis for the preparation of financial reports.

24. Process payments, requisition for store supplies, equipment and service procurement and, personnel transaction forms through the administrative office.

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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 UHGA checks (except for payroll checks issued by the State Payroll System).

Post audits UHGA checks for completeness, affixes authorized signature; sorts and distributes UHGA 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/imprest 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 imprest checking accounts.

Coordinates the preparation and distribution of Federal and State income tax information on the Forms W-2, 1042S, and 1099-MISC.

Develops policies/procedures for processing and reporting of taxability of employee business expenses. Pre-audits and post 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.).
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.

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STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE-PRESIDENT FOR ADMINISTRATION
HUMAN AND MATERIAL RESOURCES

SUPERSEDED
Date: JAN 31 1997

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.

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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.