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 Mānoa 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 the 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 HAWAII
UNIVERSITY OF HAWAII
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; interfacing with the State Department of Accounting and General Services (DAGS); 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 receivable; monitoring and accounting for the endowment funds; performing the collection related activities for short and long term notes and other receivable.

SPECIFIC FUNCTIONS

A. Current Unrestricted, Plant and Loan Funds

1. Current Unrestricted and Plant Funds

a. Oversees accounting for all funds

1) Maintains the accounting classification structure. Monitors the establishment of accounts and related attributes such as fund groups, funds, appropriations, and subcodes.

2) Reconciles bank account, subsidiary and general ledger reports, and DAGS balances.

3) Keeps abreast of changes in college and university accounting, governmental accounting, state and federal laws and University policies; and proroguates administrative procedures, modify programs, and procedures as necessary.

b. Prepares financial statements

1) Insures the complete and accurate recordation of accounting data.

2) Prepares trial balances, adjusting entries and financial reports.

3) Assists in the required and discretionary audits of the University.

4) Submits draft financial report and schedules to the State by August 31.

5) Finalizes and publishes summary and detail financial reports.

c. Records and reports accounting data with the State

1) Reimburses semi-monthly payroll costs to DAGS.

2) Reports quarterly funds held out of the State treasury.

3) Reports annually on the special, revolving and trust funds to the Legislature.

4) Requests new appropriations and subcodes.
6) Coordinates State Journal Vouchers.
d. Advises administrators on accounting matters such as:
   1) Preparation of journal entries for the proper recordation of data, accruals
      and adjusting entries.
   2) Proper classification of accounting data.
   3) Preparation of trial balances.
e. Assist auditors
   1) Schedules audits.
   2) Prepares trial balances and schedules.
   3) Briefs auditors on internal procedures and University transactions.
   4) Reviews adjusting entries.
   5) Publishes audited financial reports with footnotes.
f. Prepares special reports as follows:
   1) Management reports.
   2) Financial reports to the Federal Department of Education.
   3) Endowment reports to the Board of Regents.
   4) Endowment survey to NACUBO.
g. Distributes interest income of the pool investments and interest bearing
   checking account based on weekly average cash balances.

2. Student Loan Fund
   a. In addition to the above duties, interfaces and reconciles data to a billing
      agency and collection agencies.
   b. Assists financial aid administrators in the monitoring of cash, recording of
      collection charges and reporting to State and Federal agencies.

B. Current Restricted, Endowment, Agency Funds and Account Receivable

1. Endowment Fund
   a. Records transactions applicable to endowment activities.
   b. Distributes income in accordance with donors' wishes or Board policy.
   c. Reconciles records to investment custodians.

2. Agency Fund - Review transactions in the agency fund for proper recordation and
   classification of data such as deposits and investment transactions.
3. Account Receivable
   a. Assist in the forwarding of bad debts to collection agency, to DAGS for the tax set-off, or to the Attorney General for write-off.

C. Loan Collection
   1. Collect on long-term note receivables and certain other receivables.
   2. Activate out of school accounts with the billing agency.
   3. Coordinate accounts with billing, collection, address search and credit bureau agencies.
   4. Perform in-house collection: calls delinquent borrowers, writes repayment agreements, performs address search, assigns accounts to collection agency, assigns to federal government or requests write-off through the Attorney General's Office.
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 UHGA bank statements and follows up on unrecorded deposits for all campuses. Also follows up on wire transfers and UHGA debit and credit memos.

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

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

5. Writes receipts for funds credited to the UHGA 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 UHGA 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, UHQA check production, check distribution, 1099MISC/10428 withholding/reporting, etc.)

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 process fringe payroll payments, which includes overtime, night differential, meals compensation, etc.

Calculates and prepare net overpayment worksheets and process payroll adjustments (employer and employee) to DAGS.

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 1099-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.
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. Follow up 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 non-employee 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 on-line 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 on-line viewing by field and central personnel, creating and paying vouchers on-line, and aiding vendors on payment status.

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

- UN Manoa Student Housing
- UN Hilo Student Housing
- UN Manoa Faculty Housing
- UN Manoa Campus Center
- UN 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.
MAJOR FUNCTIONS

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

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

Represents the University in Statewide accounting and reporting projects.

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

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

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

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

- Provides administrative support to the Senior Vice President for Administration by planning, coordinating and directing the University’s procurement, human resources, 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 systemwide support by providing legal expertise and advice in human resources, procurement, property and risk management matters.

- Provides administrative support to the President by serving as designee in grievance hearings and other matters.

SUPERSEDED
Date JUL 16 1999
MAJOR FUNCTIONS

The Office of Human Resources has systemwide responsibility for human resources relating to Civil Service, Administrative/Professional/Technical (APT) and Executive/Managerial (E/M) employee concerns of the University of Hawaii, 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

SUPERSEDED
Date: JUL 16 1999
• Conducts pricing and salary 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; Part-Time, Temporay and Seasonal/Casual Employees Deferred Compensation Retirement Plan program; 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 offices, Community Colleges and University of Hawai‘i-West O‘ahu; 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 Hawaiʻi agencies on technological issues

SUPERSEDED
Date 16 1999
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, services, and construction, in all transactions involving the acquisition or conveyance of interests in real property, in the development and administration of the University's risk management, records management, and collegiate licensing programs, in the planning, development and implementation of fiscal officer training programs and the auditing of fiscal officer transactions, and in the development of legislation involving procurement and property management issues.

Associate Director

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

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

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

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

- Oversees the University's small business utilization program as required by Federal Law; develops policies and procedures, contract clauses and reports concerning small business utilization; advises small businesses on how to do business with the University.

- Oversees the University's Records Management Program and provides guidance to University personnel on records management issues.

SUPERSEDED
Date JUL 16 1999
• Assists the Department of Accounting and General Services with respect to tort claims involving University operations by conducting investigations and preparing reports to assist in the resolution of such claims.

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

PROCUREMENT SECTION

• Evaluates departmental requirements for acquisition of goods, services, and construction.

• Prepares formal invitations for bids and requests for proposals consisting of technical specifications, general provisions and special provisions for the acquisition of goods, services and construction in accordance with applicable laws and University Administrative Procedures.

• Advertises formal competitive solicitations in accordance with State law, grant or contract terms and University Administrative Procedures.

• Awards contracts pursuant to advertised competitive solicitations.

• Effects contracts for professional, consultant, and other specialized services in accordance with University Administrative Procedures.

• Processes sole source procurements in accordance with State law and University Administrative Procedures.

• Processes emergency procurements in accordance with State law and University Administrative Procedures.

• Processes small purchases and other purchases exempt from formal advertised solicitation requirements which exceed delegated purchasing authority of fiscal officers in accordance with State law and University Administrative Procedures.

• Develops contract terms and provisions.

• Provides contract administration services.

• Processes financial management accounting forms relating to procurement actions.

• Monitors decentralized procurement activities administered by fiscal officers at the campus and departmental level.

SUPERSEDED

Date

Jul 16
• Provides advice and assistance to departments in the administration of purchase orders and contracts issued by fiscal officers.

• Administers training to fiscal officers.

• Prepares purchasing forms for use by fiscal officers.

• Provides vendor information.

• Develops University administrative procedures relating to the procurement of goods, services and construction.

REAL PROPERTY SECTION

• Advises and participates in the acquisition, disposition and exchange of interests in real property necessary to the physical development and operations of University campuses, research centers and other programs.

• Assists in the preparation of land use and zoning studies, appraisal reports, and research and evaluation studies relating to the acquisition and disposition of real property.

• Assists in maintaining an inventory of University interests in real property for planning purposes.

• Assists in the preparation of environmental assessments and impact statements for new campuses, master plans and all University projects; assists in the development of University environmental policy and all documents in compliance with applicable law, rules, and regulations.

• Coordinates the representation of the University in dealing with private and public agencies on matters relating to University lands and other interests in real property.

• 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 real property transactions.

• Processes conveyance documents for execution by parties.

• Records/registers conveyance documents, as necessary.

• Maintains official files for all University interests in real property.

SUPERSEDED

Date JUL 16 1999
• 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.

• Processes financial management accounting forms for payments relating to University interests in real property.

COLLEGIATE LICENSING SECTION

• Assists in developing, interpreting, and evaluating policies and procedures for the licensing of University trademarks and other indicia.

• Reviews licensing agreements for legality, completeness and accuracy; reviews licensing agreements for renewal/cancellation and other amendments.

• Maintains a file of royalties received/not received, conducts field audits of licensees’ records to assure compliance with the terms of the licensing agreements, and takes appropriate action for non-compliance as directed.

• Investigates possible violations of licensing agreements, gathers facts and documents and takes appropriate action as directed. Conducts field investigations (swap meets, sidewalk vendors, gift shops, etc.) for possible 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.

• Advises University personnel on licensing policies/procedures.

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

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

• Reviews latest trends, materials, etc., in the field of licensing and recommends appropriate changes to University policies and procedures as necessary.

RISK/RECORDS MANAGEMENT SECTION

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

• Serves as the University liaison with the Department of Accounting and General Services, Risk Management Division.

SUPERSEDED
Date JUL 16 1999
- Provides guidance and advice in all matters relating to insurance.
- Develops release, hold harmless and other risk management forms for use by University programs.
- Reviews liability, insurance, and indemnification clauses in University agreements to insure compliance with State law and University Administrative Procedures.
- Provides training and advice to University departments concerning risk management.
- Submits claims on behalf of the University for property losses covered by insurance and/or the State Risk Management Program.
- Administers University records management procedures to insure compliance with State law and procedural requirements pertaining to public records.
- Acts as the University liaison with the Department of Accounting and General Services for all records management matters.
- Processes all requests from University departments and programs relating to the disposal, storage, transfer, microfilming, and reporting of University records.

SUPERSEDED
Date JUL 16 1999
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 UH-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 UH 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 in 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 UH 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 Auxiliary 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 auxiliary 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.

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.

SUPERSEDED

Date 11/11/99
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 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.

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.

SUPERSEDED
Date JUL 16 1999
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. Purchases and promotes emblematic merchandise for various stores in a timely manner.

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

**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.

**AUXILIARY FISCAL SERVICES**

Responsible for Auxiliary Services programs 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.

SUPERSEDED

Date JUL 16 1999
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 Distursing 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.

**PARKING & TRANSPORTATION**

Responsible for the daily operations of the Parking & Transportation sections.

1. Establishes goals and objectives, and directs the daily operations of the Parking & Transportation sections.

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

3. Responsible for the maintenance and safety of the Parking & Transportation sections.

4. Provides support to other Auxiliary Services programs as needed.

**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 scrip, 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 & FOOD SERVICE

Responsible for the daily operations of the Faculty Housing & Food Service sections.

1. Establishes goals and objectives, and directs the daily operations of the Faculty Housing & Food Service sections.

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

3. Responsible for the maintenance and safety of the Faculty Housing & Food Service sections.

4. Provides support to other Auxiliary Services programs as needed.

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 conducts 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.

DUPICATING & CAMPUS MAIL

Responsible for the daily operations of the Duplicating & Campus Mail sections.

1. Establishes goals and objectives, and directs the daily operations of the Duplicating & Campus Mail sections.

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

3. Responsible for the maintenance and safety of the Duplicating & Campus Mail sections.

4. Provides support to other Auxiliary Services programs as needed.

DUPICATING

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.

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

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 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 "troubleshooter" 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 HAWAII 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 Hawaii at Manoa, including the Outreach College, 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 displays 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**

Offers 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. Orientes 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. Stocks 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.

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. Sells 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 sales 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 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 records 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 fits 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, using centralized purchasing power of the Manoa store whenever feasible.

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.

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

22. Processes 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 Mānoa 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 follow up 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 Mānoa, the Community Colleges, UH Hilo, and UH West O'ahu, taking into consideration legislative additions, legislative reductions, executive restrictions, and University policies.
- Develops and recommends for approval by Vice Presidents with UH Mānoa operational responsibilities, expenditure allocations for UH Mānoa operating units.
- Monitors expenditures at the school, college, and institute levels for UH Mānoa 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 Mānoa programs.

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


MAJOR FUNCTIONS

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

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

**Customer and Logistic Services**

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

Provides procurement and warehouse services to FP 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.
MAJOR FUNCTIONS

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

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

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

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

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

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

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

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

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

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

MAJOR FUNCTIONS

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

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

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

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

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

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

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

8. Provides coordination with the Office of Planning, Housing and Community Development Corp. of Hawaii, the Hawai‘i Community Development Authority, and other agencies as required for joint participation in the development of housing projects.

SUPERSEDED

Date JUL 16 1999