MEMORANDUM

TO: Senior Vice President Eugene Imai

FROM: Rodney Sakaguchi

SUBJECT: COPY OF APPROVED REORGANIZATION FOR THE OFFICES OF THE SENIOR VICE PRESIDENT FOR LEGAL AFFAIRS AND UNIVERSITY GENERAL COUNSEL (SVPLAUGC) AND SENIOR VICE PRESIDENT FOR ADMINISTRATION (SVPA)

Enclosed for your files is a copy of the reorganization approved by the Board of Regents on July 16, 1999 for the offices of the SVPLAUGC and the SVPA. The Office of Human Resources will distribute copies of this approved reorganization to the agencies specified in Administrative Procedure A3.101, University of Hawaii Organizational and Functional Changes.

Attachment

c: Senior Vice President/Univ. Gen. Counsel Walter Kirimitsu (w/attachment)
   Director Peggy Hong (w/attachment)
   Director Claire Nakamura (w/attachment)
Reorganization of the Offices of the Senior Vice President for Legal Affairs and University General Counsel and Senior Vice President for Administration

Associate Vice President Ah San requested that the offices of the Senior Vice President for Administration and the Senior Vice President for Legal Affairs and University General Counsel be reorganized to more effectively and efficiently provide legal and administrative services to the University of Hawai'i.

Presently, the Office of Human and Material Resources (OHMR) in the Office of the Senior Vice President for Administration (SVPA) serves as liaison with the State Department of the Attorney General and coordinates legal services for the University community. When the University acquired the responsibility over its legal affairs the Board approved the establishment of the Office of the Senior Vice President for Legal Affairs and University General Counsel (SVPLA & UGC), charged with providing legal services for the University and became the liaison to the Attorney General. In addition, the informal legal advisory services provided by in-house administrative staff will no longer be required with the entire legal coordination and services transferred to the SVPLA.

Consistency of functional responsibilities will be enhanced by the transferring of existing in-house attorneys to the Office of the SVPLA & UGC. It is imperative that all legal functions be consolidated and coordinated under one organizational unit to ensure for legal services that will best serve the interests of the University. As such, the Director of Human and Material Resources and the Director of Faculty Human Resources and Legal Affairs would be transferred to the Office of the SVPLA & UGC. At the same time, the University will realign the organizational structure and reporting relationships of offices within the Office of the Senior Vice President for Administration. The proposed realignment of the Offices of Human Resources; Procurement, Property and Risk Management; Auxiliary Enterprises; and Faculty Housing Development and Assistance Services will more effectively reflect the scope of their functional responsibilities.

Under the proposed reorganization, the Office of Human and Material Resources will be eliminated and, as indicated, the Director of Human and Material Resources, and the Director of Faculty Human Resources and Legal Affairs would be transferred from the Office of Human and Material Resources to the Office of SVPLA & UGC. A Secretary III position would be transferred from the Office of Human and Material Resources to the Office of Human Resources and a UH Administrative Officer position would be transferred from the Office of Human and Material Resources to the Office of the Director of System Administrative Affairs.

The Office of Procurement, Property and Risk Management (OPPRM), presently part of the Office of Human and Material Resources, will be reorganized and retitled to the Office of Procurement, Real Property and Risk Management (OPPRPRMM) under the supervision of the Director of Financial Management and
Controller. This restructure of the Office of the Senior Vice President for Administration is appropriate given the functional relationship between the acquisition of goods and services with the payment and accounting for such acquisitions.

In addition, the Collegiate Licensing Section and its specialist position would be transferred from the Office of Procurement, Property and Risk Management to the Office of Auxiliary Enterprises, as this function directly relates to the merchandising and sale of University logo items under the Business Development unit of Auxiliary Enterprises. Similarly, the Office of Faculty Housing Development and Assistance Services will be reorganized to function within the Real Property unit of OPRPRM. The UH Faculty Housing Officer will be reassigned in the process to the Real Property unit. The duties of the UH Faculty Housing Officer position will include marketing the present for-sale housing units and developing plans, procedures and processes to effectively manage and develop the real property assets of the University. A Secretary II position would be reassigned to the Property and Fund Management Office. The remaining vacant positions including the Director of Faculty Housing Development and Assistance Services and a UH Administrative Officer I would be reassigned to the Faculty Housing section of Faculty Housing and Food Service, Auxiliary Services, Office of Auxiliary Enterprises, which will focus on rental units and temporary faculty housing.

Regent Kodani moved to reorganize of the offices of the Senior Vice President for Legal Affairs and University General Counsel and the Senior Vice President for Administration, with the understanding that implementation details would be subject to University policies, as presented in President's Memorandum No. 70 (Agenda), Item A-5, dated July 16, 1999. Regent McElrath seconded the motion which was unanimously carried.

**Introductions**

Chairperson Kim introduced and welcomed newly appointed Regents Allan K. Ikawa, Sat Khalsa, and Sharon R. Weiner.

**Gifts, Grants, and Contracts**

Senior Vice President Teramura recommended the acceptance of research and training grants representing 112 awards for a total value of $12 million for the period May 16 to June 15, 1999. He reported that total funding increased from a record $160 million last year to $164 million at the end of this fiscal year. Research funding increased from $91.8 million to $92.7 million. This is the third year in a row that research funding has increased. Over the last three years, research grants have increased 21%. Non-research funding increased 4%, rising from $68 million to $71 million. According to The Chronicle of Higher Education, the University of Hawai'i ranked 64th during FY97 in terms of expenditures of moneys from federally-
REORGANIZATION OF THE OFFICES OF THE SENIOR VICE PRESIDENT FOR LEGAL AFFAIRS AND UNIVERSITY GENERAL COUNSEL AND SENIOR VICE PRESIDENT FOR ADMINISTRATION

The Senior Vice President for Administration and the Senior Vice President for Legal Affairs and University General Counsel jointly request approval of a proposed reorganization affecting both units. The reorganization proposes to more effectively and efficiently provide legal and administrative services to the University of Hawai'i.

Presently, the Office of Human and Material Resources (OHMR) in the Office of the Senior Vice President for Administration (SVPA) serves as liaison with the State Department of the Attorney General and coordinates legal services for the University community. When the University acquired the responsibility over its legal affairs the Board approved the establishment of the Office of the Senior Vice President for Legal Affairs and University General Counsel (SVPLA & UGC), charged with providing legal services for the University and became the liaison to the Attorney General. In addition, the informal legal advisory services provided by in-house administrative staff will no longer be required with the entire legal coordination and services transferred to the SVPLA.

Consistency of functional responsibilities will be enhanced by the transferring of existing in-house attorneys to the Office of the SVPLA & UGC. It is imperative that all legal functions be consolidated and coordinated under one organizational unit to ensure for legal services that will best serve the interests of the University. As such, the Director of Human and Material Resources and the Director of Faculty Human Resources and Legal Affairs would be transferred to the Office of the SVPLA & UGC. At the same time, the University will realign the organizational structure and reporting relationships of offices within the Office of the Senior Vice President for Administration. The proposed realignment of the Offices of Human Resources; Procurement, Property and Risk Management; Auxiliary Enterprises; and Faculty Housing Development and Assistance Services will more effectively reflect the scope of their functional responsibilities.

Under the proposed reorganization, the Office of Human and Material Resources will be eliminated and, as indicated, the Director of Human and Material Resources, and the Director of Faculty Human Resources and Legal Affairs would be transferred from the Office of Human and Material Resources to the Office of SVPLA & UGC. A Secretary III position would be transferred from the Office of Human and Material Resources to the Office of Human Resources and a UH Administrative Officer position would be transferred from the Office of Human and Material Resources to the Office of the Director of System Administrative Affairs.

The Office of Procurement, Property and Risk Management (OPPRM), presently part of the Office of Human and Material Resources, will be reorganized and retitled to the Office of Procurement, Real Property and Risk Management (OPRPRM) under the supervision of the Director of Financial Management and Controller.
This restructure of the Office of the Senior Vice President for Administration is appropriate given the functional relationship between the acquisition of goods and services with the payment and accounting for such acquisitions.

In addition, the Collegiate Licensing Section and its specialist position would be transferred from the Office of Procurement, Property and Risk Management to the Office of Auxiliary Enterprises, as this function directly relates to the merchandising and sale of University logo items under the Business Development unit of Auxiliary Enterprises. Similarly, the Office of Faculty Housing Development and Assistance Services will be reorganized to function within the Real Property unit of OPRPRM. The UH Faculty Housing Officer will be reassigned in the process to the Real Property unit. The duties of the UH Faculty Housing Officer position will include marketing the present for-sale housing units and developing plans, procedures and processes to effectively manage and develop the real property assets of the University. A Secretary II position would be reassigned to the Property and Fund Management Office. The remaining vacant positions including the Director of Faculty Housing Development and Assistance Services and a UH Administrative Officer I would be reassigned to the Faculty Housing section of Faculty Housing and Food Service, Auxiliary Services, Office of Auxiliary Enterprises, which will focus on rental units and temporary faculty housing.

**RECOMMENDATION:** That the Board approve the proposed reorganization of the offices of the Senior Vice President for Legal Affairs and University General Counsel and the Senior Vice President for Administration, as presented and reflected in the attached organizational charts, with the understanding that implementation details would be subject to University policies.
MEMORANDUM

TO: Mr. Donald C. W. Kim
   Chairperson, Board of Regents

VIA: Kenneth P. Mortimer
     President, University of Hawai‘i and
     Chancellor, University of Hawai‘i at Mānoa

FROM: Eugene S. Imai
      Senior Vice President for Administration

SUBJECT: PROPOSED REORGANIZATION OF THE OFFICES OF THE SENIOR VICE PRESIDENT FOR LEGAL AFFAIRS AND UNIVERSITY GENERAL COUNSEL AND SENIOR VICE PRESIDENT FOR ADMINISTRATION

SPECIFIC ACTION REQUESTED:
   The Board of Regents (BOR) is requested to approve the reorganization of the Offices of the Senior Vice President for Legal Affairs and University General Counsel (SVPLA & UGC) and the Senior Vice President for Administration (SVPA).

RECOMMENDED EFFECTIVE DATE:
   Upon Board of Regents approval.

BACKGROUND/NATURE OF PROPOSAL:
   The reorganization proposes to more effectively and efficiently provide legal and administrative services to the University of Hawai‘i. Presently, the Office of Human and Material Resources (OHMR) in the Office of the Senior Vice President for Administration serves as liaison with the State Department of the Attorney General and coordinates legal services for the University community.

   With the establishment of the Office of Senior Vice President for Legal Affairs and University General Counsel, the provision of legal services and coordination with the Department of the Attorney General by OHMR will no longer be required as the Office of the SVPLA & UGC will provide the necessary services. In addition, the informal legal advisory services provided by in-house administrative staff will no longer be required. With the entire legal coordination and services transferred to this office,
Chairperson Donald Kim
May 21, 1999
Page 2

consistency of functional responsibilities will be enhanced by the transition of existing
in-house attorneys to the Office of the SVPLA & UGC.

It is imperative that all legal functions be consolidated and coordinated under
one organizational unit to ensure a consistent and uniform approach to legal services
that will best serve the interests of the University. As such, the Director of Human and
Material Resources, M09-M, #89217, and the Director of Faculty Human Resources
and Legal Affairs, M07-M, #89303, positions will be appropriately transferred to the
Office of the SVPLA & UGC.

At the same time, the University will realign the organizational structure and
reporting relationships of other offices within the Office of the Senior Vice President for
Administration. The proposed realignment of the Offices of Human Resources;
Procurement, Property and Risk Management; Auxiliary Enterprises; and Faculty
Housing Development and Assistance Services will more effectively reflect the scope of
the respective functional responsibilities.

Attached are the Executive Summary, Narrative Proposal, Present
Organizational Charts and Functional Statements, and Proposed Organizational Charts
and Functional Statements.

IMPACT ON STAFFING AND RESOURCES:
The costs resulting from the reorganization (e.g., reclassification, additional
equipment, etc.) will be nominal and will essentially be provided within the current
service budget.

CONSULTATION WITH EXCLUSIVE COLLECTIVE BARGAINING
REPRESENTATIVE:
The University has responded to the preliminary questions and concerns
identified by the exclusive collective bargaining representative. If further questions
arise, the University will be similarly responsive.

RECOMMENDED ACTION:
It is requested that the Board of Regents approve the reorganization of the
Offices of the Senior Vice President for Legal Affairs and University General Counsel
and Senior Vice President for Administration.

Attachments
c: Secretary of the Board Iha (w/ attachments)
   Director Rodney Sakaguchi (w/ attachments)
   Senior Vice President Kirimitsu (w/ attachments)
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
REORGANIZATIONAL PROPOSAL
EXECUTIVE SUMMARY

The reorganization proposes to more effectively and efficiently provide legal and administrative services to the University of Hawai'i. Presently, the Office of Human and Material Resources (OHMR) in the Office of the Senior Vice President for Administration (SVPA) serves as liaison with the State Department of the Attorney General and coordinates legal services for the University community.

With the establishment of the Office of Senior Vice President for Legal Affairs and University General Counsel (SVPLA & UGC), the provision of legal services and coordination with the Department of the Attorney General by OHMR will no longer be required as the Office of the SVPLA & UGC will provide the necessary services. In addition, the informal legal advisory services provided by in-house administrative staff will no longer be required. With the entire legal coordination and services transferred to this office, consistency of functional responsibilities will be enhanced by the transition of existing in-house attorneys to the Office of the SVPLA & UGC. It is imperative that all legal functions be consolidated and coordinated under one organizational unit to ensure a consistent and uniform approach to legal services that will best serve the interests of the University. As such, the Director of Human and Material Resources, M09-M, #89217, and the Director of Faculty Human Resources and Legal Affairs, M07-M, #89303, positions would be appropriately transferred to the Office of the SVPLA & UGC.

At the same time, the University will realign the organizational structure and reporting relationships of other offices within the Office of the Senior Vice President for Administration. The proposed realignment of the Offices of Human Resources; Procurement, Property and Risk Management; Auxiliary Enterprises; and Faculty Housing Development and Assistance Services will more effectively reflect the scope of their functional responsibilities. With this restructuring, the Office of Human and Material Resources will be eliminated and the following positions will be transferred: 1) Director of Human and Material Resources, M09-M, #89217, from the Office of Human and Material Resources to the Office of SVPLA & UGC; 2) Director of Faculty Human Resources and Legal Affairs, M07-M, #89303, from the Office of Human and Material Resources to the Office of SVPLA & UGC; 3) Secretary III, SR-16, #15286, from the Office of Human and Material Resources to the Office of Human Resources; and 4) UH Administrative Officer I, P03, #80423, from the Office of Human and Material Resources to the Office of the Director of System Administrative Affairs.
Executive Summary

Page 2

The Office of Procurement, Property and Risk Management (OPPRM), presently part of the Office of Human and Material Resources, will be reorganized and retitled to the Office of Procurement, Real Property and Risk Management (OPRPRM) under the Financial Management Office and the supervision of the Director of Financial Management and Controller, M09-M, #89212. This structure is appropriate given the functional relationship between the acquisition of goods, services and construction, that is part of the OPPRM's functions, and the payment, recording and accounting for such acquisitions, which are part of the Financial Management Office's functions.

In addition, the Collegiate Licensing Section of the existing Office of Procurement, Property and Risk Management will be organizationally relocated to the Office of Auxiliary Enterprises, as this function directly relates to the merchandising and sale of University logo items under the Business Development unit of Auxiliary Enterprises. The UH Procurement and Property Management Specialist IV, P09, #81285, will be reassigned from OPPRM to Auxiliary Enterprises to carry out the licensing responsibilities.

Similarly, the Office of Faculty Housing Development and Assistance Services will be reorganized to function within the Real Property unit of the retilted OPRPRM. The UH Faculty Housing Officer, P13, #81242 (W), will be reassigned to the Real Property unit. The duties of the UH Faculty Housing Officer position will include marketing the present for-sale housing units and developing plans, procedures and processes to effectively manage and develop the real property assets of the University. The Secretary II, SR-14, #46247 (W), will be reassigned to the Property and Fund Management Office reporting to the UH Property and Fund Manager, P15, #80143. The remaining vacant positions: 1) Director of Faculty Housing Development and Assistance Services, M06-M, #89322 (W); and 2) UH Administrative Officer I, P03, #80429 (W), will be reassigned to the Faculty Housing section of Faculty Housing and Food Service, Auxiliary Services, Office of Auxiliary Enterprises, which will focus on rental units and temporary faculty housing. The Clerk III, SR-08; #49177 (W), was abolished in 1995.

The Office of Human Resources will be reorganized to directly report to the Senior Vice President for Administration.
STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
PROPOSED REORGANIZATION OF THE OFFICES OF THE
SENIOR VICE PRESIDENT FOR ADMINISTRATION
AND
SENIOR VICE PRESIDENT FOR LEGAL AFFAIRS AND
UNIVERSITY GENERAL COUNSEL

The reorganization of the Offices of the Senior Vice President for Administration and the Senior Vice President for Legal Affairs and University General Counsel proposes to provide more effective and efficient legal and administrative services to the University of Hawai‘i.

I. Present Organization

A. Office of the University General Counsel

Act 115, SLH 1998, authorized the Board of Regents to appoint or contract its own attorneys independent of the Department of the Attorney General. On September 11, 1998, the Board of Regents approved the establishment of the Office of the University General Counsel to report to the Board of Regents and the President of the University. This Office is responsible for providing legal advice and services to the President, Board of Regents, and the University, covering the wide breadth and depth of subject matters necessary to ensure that the University operates within its legal and regulatory requirements.

B. Office of the Senior Vice President for Administration (SVPA)

The Office of the Senior Vice President for Administration provides executive leadership in planning, organizing, directing, evaluating and coordinating the administrative operations of the University of Hawai‘i System as well as the Mānoa campus administrative and support functions, through the following offices:

- Long-Range Physical Development
- Internal Audit
- Financial Management:
  - General Accounting and Loan Collection; Bursar; Disbursing and Payroll;
  - Property and Fund Management; and Fiscal Services
- Human and Material Resources:
  - Human Resources; Procurement, Property and Risk Management;
  - Faculty Human Resources and Legal Affairs
- Information Technology Services:
  - Management Information Systems; Telecommunications; Distance
Reorganization
Page 2

Learning and Instructional Technology; System Services; Information Services
Auxiliary Enterprises:
  Auxiliary Services; Bookstore System; Business Development
University Budget Office:
  Mānoa Budget Services; Technical/Coordinating Services; Data Control/Management Services
Facilities, Grounds, and Safety:
  Facilities Planning and Management; Campus Security; Building & Grounds Management; Environmental Health and Safety
Faculty Housing Development and Assistance Services

II. Proposed Organization:

A. Office of the Senior Vice President for Legal Affairs and University General Counsel (SVPLA & UGC)

This office has been retitled from the Office of the University General Counsel to the Office of the Senior Vice President for Legal Affairs and University General Counsel. The retitling of the office reflects the retitling of the University’s chief legal affairs officer position to Senior Vice President for Legal Affairs and University General Counsel, as approved by the Board of Regents.

Presently, the Office of Human and Material Resources (OHMR) is responsible for planning, directing and coordinating the systemwide human resources programs and procurement, property and risk management programs for the University of Hawai‘i. In addition, the OHMR currently serves as the liaison with the Department of the Attorney General to coordinate legal services for the University of Hawai‘i. With the establishment of the Office of the SVPLA & UGC and the termination of services by the Department of the Attorney General, this coordination by the OHMR is no longer required. With all legal functions consolidated under the Office of SVPLA & UGC, the transfer of in-house administrative legal staff to this office would ensure consistency of legal services and coordination.

The following positions, which are occupied by attorneys, will be transferred from OHMR to the Office of the SVPLA & UGC as part of the reorganization: 1) Director of Human and Material Resources, M09-M, #89217; and 2) Director of Faculty Human Resources and Legal Affairs, M07-M, #89303.

Further, to coordinate the activities of the office and to assist the Senior Vice
President for Legal Affairs, a supervisory level position will be established. Position No. 89217, Director of Human and Material Resources, M09-M, will be assigned that role and responsibility.

A vacant Secretary II, SR-14, #12681, has been transferred from the Office of Human Resources (OHR) to the Office of SVPLA & UGC to provide additional legal support services to the attorneys in the office. This position will report to the Director of Human and Material Resources, M09-M, #89217, and will work with the Legal Clerk, SR-14, #51346, to ensure that internal support services are effectively and efficiently provided to the attorneys.

B. Office of the Senior Vice President for Administration

1. The OHMR will be eliminated as an office; thus, the organization will be flattened with the removal of a supervisory layer. The present supervisor, Director of Human and Material Resources, M09-M, #89217, along with the Director of Faculty Human Resources and Legal Affairs, M07-M, #89303, will be transferred to the Office of SVPLA & UGC. The Secretary III, SR-16, #15286, will be reassigned to the OHR and serve as the secretary to the System Director of Human Resources, M07-M, #89053. The UH Administrative Officer I, P03, #80423, will be transferred to the Office of the Director of System Administrative Affairs, reporting to the Director of System Administrative Affairs, M06-M, #89310, to assist in the budgetary and financial management functions assigned to this system office.

2. With the elimination of the OHMR, the OHR will report directly to the Office of the SVPA. This structure is consistent with most organizational entities which reflects the human resources program reporting to a senior administrator.

In addition, the System Director of Human Resources, M07-M, #89053, has functioned without the services of a secretary position for the last two years. Heavy workload and lack of staff resources in the OHR prompted the reassignment of the Secretary II, SR-14, #45681, to the Workers’ Compensation Section of the OHR to provide needed additional staff support. This position will now be officially transferred to the Workers’ Compensation Section to reflect this reassignment. The reassigned Secretary III, SR-16, #15286, from the OHMR, will serve as secretary to the System Director of Human Resources, M07-M, #89053.

3. The Office of Procurement, Property and Risk Management (OPPRM) will
be reorganized and retitled to the Office of Procurement, Real Property and Risk Management (OPRPRM), under the Financial Management Office and the supervision of the Director of Financial Management and Controller, M09-M, #89212. This structure is appropriate given the close functional relationship between the acquisition of goods, services and construction, that is part of the OPPRM’s functions, and the payment, recording, and accounting for such acquisitions, which are part of the Financial Management Office’s functions. The retitling of this office to include “Real Property” in the title is more descriptive of the nature and type of property managed.

As the OPPRM is managed by an Executive/Managerial position (#89056) which requires technical knowledge and expertise, the addition of this unit to the Financial Management Office will not create an unduly burdensome span of control for the Director of Financial Management and Controller, #89212, M09-M.

The Collegiate Licensing Section of the existing OPPRM will be organizationally transferred to the Office of Auxiliary Enterprises. The Collegiate Licensing unit develops, interprets and evaluates the licensing of the University trademark which directly impacts the merchandising and sale of University logo items under the Business Development unit of the Office of Auxiliary Enterprises. The UH Procurement and Property Management Specialist IV, P09, #81285, will be transferred from OPPRM to the Office of Auxiliary Enterprises to carry out the licensing responsibilities.

4. The Office of Faculty Housing Development and Assistance Services is presently responsible for the overall direction and leadership in the development of faculty housing projects and housing assistance programs as it relates to the lease, exchange or sale of the property sites or the purchase of property for housing construction. This office will be streamlined and transferred to report directly to the Director of Procurement, Property and Risk Management, M06-M, # 89056.

The UH Faculty Housing Officer, P13, #81242 (W), will be transferred to the existing Real Property Section in the proposed OPRPRM. This will ensure the consistency of the work in the administration, management, marketing and sale of the Faculty Housing project currently available for sale. The duties of the UH Faculty Housing Officer position will include marketing the present for-sale housing units and developing plans, procedures and processes to effectively manage and develop the real
property assets of the University.

The existing Secretary II, SR-14, #46247 (W), will be transferred to the Property and Fund Management Office, Office of Financial Management, under the supervision of the UH Property and Fund Manager, P15, #80143. There are no changes to the program or functions.

The remaining vacant positions: Director of Faculty Housing Development and Assistance Services, M06-M, #89322 (W), and UH Administrative Officer I, P03, #80429 (W), will be transferred to the Faculty Housing Section of Auxiliary Services, Office of Auxiliary Enterprises, which will focus on the rental and temporary faculty housing activities. The Clerk III, SR-06, #49177 (W), was abolished in 1995. There are no changes to the program or functions of Auxiliary Services.

III. Background/Reasons for the Proposed Reorganization

With the establishment of the Office of SVPLA & UGC and the separation of legal services from the Department of the Attorney General resulting from Act 115, SLH 1998, the need for coordinative and liaison services with the Attorney General’s Office is no longer required. Further, the legal advisory services provided by in-house attorneys within the existing OHMR should be shifted to the Office of SVPLA & UGC for consistency of functional responsibilities. It is imperative that all legal functions be consolidated and coordinated under one organizational unit, the Office of the SVPLA & UGC, to ensure a consistent and uniform approach to legal services that will best serve the interests of the University.

It is, therefore, an opportune time to realign the organizational structure and reporting relationships of other offices within the Office of the Senior Vice President for Administration. The realignment of the Offices of Human Resources; Procurement, Property and Risk Management; Auxiliary Enterprises; and Faculty Housing Development and Assistance Services will streamline and more effectively reflect their functional responsibilities.

The transfer of the positions and program realignments will require the submission of updated position descriptions to reflect the assigned duties and responsibilities and proper reporting relationships. There is no adverse impact in the provision of existing services to the University. No new positions will be required. Existing space and offices will be utilized to implement this reorganization.
Reorganization
Page 6

Costs resulting from the reorganization (e.g., reclassification, additional equipment, filling of vacant positions, etc.) will be nominal. The transfer of three (3) positions (Director of Human and Material Resources, M09-M, #89217; Director of Faculty Human Resources and Legal Affairs, M07-M, #89303; and Secretary II, #45681, SR-14) from the Office of the Senior Vice President for Administration to the Senior Vice President for Legal Affairs and University General Counsel will enhance the provision of legal services, essentially within the current service budget.

Upon approval of the reorganization, position descriptions for the following positions which were organizationally transferred should be submitted reflecting the assigned duties and responsibilities, consistent with the new supervisory relationships:
1. Director of Human and Material Resources, M09-M, #89217
2. Director of Faculty Human Resources and Legal Affairs, M07-M, #89303
3. Director, Language Telecommunication Center (UHM), M07-M, # 89276
4. Director of Procurement, Property and Risk Management, M06-M, #89056
5. Director, Faculty Housing Development and Assistance, M06-M, #89322 (W)
6. UH Faculty Housing Officer, P13, #81242 (W)
7. UH Procurement and Property Management Specialist IV, P09, #81285
8. UH Administrative Officer I, P03, #80429 (W)
9. UH Administrative Officer I, P03, #80423
10. Secretary III, SR-16, #1528
11. Secretary II, SR-14, #46247 (W)
12. Secretary II, SR-14, #45681

IV. Alternatives Considered

The proposed reorganization more precisely reflects the programmatic and organizational structure of the SVPA offices, with commonality of functions organized and grouped together. The alternative is to preserve the status quo, which is not as effective an organization as is the proposed structure. The current organizational structure would impede the provision of consistent and uniform legal services and systemwide and Mānoa support services.
PRESENT

ORGANIZATIONAL
CHARTS
AND
FUNCTIONAL STATEMENTS
STATE OF HAWAII
UNIVERSITY OF HAWAII ADMINISTRATION
OFFICE OF THE SENIOR VICE PRESIDENT FOR LEGAL AFFAIRS AND UNIVERSITY GENERAL COUNSEL

POSITION ORGANIZATION CHART

BOARD OF REGENTS

OFFICE OF THE SENIOR VICE PRESIDENT FOR LEGAL AFFAIRS AND UNIVERSITY GENERAL COUNSEL

Senior Vice President for Legal Affairs and
University General Counsel M14-E XXXXX
** University Associate Counsel M09-M XXXXX
** University Associate Counsel M09-M XXXXX
** Legal Secretary SR-18 XXXXX
** Legal Clerk SR-14 XXXXX
Legal Clerk SR-14 12681
** (proposed position classifications)

OFFICE OF THE PRESIDENT,
UNIVERSITY OF HAWAII SYSTEM
AND CHANCELLOR, UH MANOA

President, University of Hawaii
and Chancellor, UH Manoa 89058

99073F Assoc. Dir. Tech. Trfr. & Econ. Dev., M06M (Senior Vp. for Legal Affairs and University General Counsel)*
89162 Support Svcs. Coordinator, M04M (University Associate Counsel)*
89335 Sp. Asst. to the VP Univ. Rel., M04M (University Associate Counsel)*
89074 Associate Dean, M06M (Legal Secretary)*
89188 Asst. Dir. HITAHIR, M05M (Legal Clerk)*

*Positions above to be redescibed

Chart Updated January 22, 1999
STATE OF HAWAII
UNIVERSITY OF HAWAII
SERNOR VICE PRESIDENT FOR ADMINISTRATION
HUMAN AND MATERIAL RESOURCES
OFFICE OF HUMAN RESOURCES
CHART III-A

HUMAN & MATERIAL RESOURCES
OFFICE OF HUMAN RESOURCES
System Director of Human Resources M07M #99013

Secretary II SR-14 #45681

Associate Director of Human Resources M06M #89362

SYSTEM SUPPORT AND ANALYSIS
UH Personnel Officer V P13 #80094
UH Personnel Officer IV P09 #81323
UH Personnel Officer IV P09 #80538
UH Computer Specialist III P07 #80394
Personnel Clerk V SR-13 #47332

CIVIL SERVICE EMPLOYEE RELATIONS
UH Personnel Officer VI P13 #80093

Personnel Tech VI SR-15 #03959
Personnel Clerk V SR-13 #12094
Personnel Clerk V SR-13 #43098
Personnel Clerk V SR-13 #42423
Personnel Clerk V SR-11 #45682
UH Personnel Officer IV P09 #80540
Personnel Clerk V SR-13 #30488

EMPLOYEE BENEFITS AND BOARD OF
REGENTS EMPLOYEE RELATIONS
UH Personnel Officer VI P13 #80510
Secretary II SR-16 #12260
UH Personnel Officer IV P09 #81834
UH Personnel Officer IV P09 #81866
UH Personnel Officer IV P09 #80093
UH Personnel Officer IV P09 #81255
UH Personnel Officer IV P09 #81419
UH Personnel Officer III P07 #80179

WORKERS' COMPENSATION
UH Personnel Officer IV P09 #81327
UH Personnel Officer I P01 #80493
UH Admin & Fin Supp Spec P01 #80446
UH Admin & Fin Supp Spec P01 #81642
Secretary II SR-14 #17634

[Signature: JUL. 1 1998]

To be redescribed.
STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR ADMINISTRATION
FACULTY HOUSING DEVELOPMENT AND ASSISTANCE SERVICES

POSITION ORGANIZATION CHART

CHART VIII

SENIOR VICE PRESIDENT FOR ADMINISTRATION

FACULTY HOUSING DEVELOPMENT & ASSISTANCE SERVICES
Director, M06-M
#89322 (W)

Secretary II
SR-14, #46247 (W)

UH Faculty Housing Officer
P-13, #81242 (W)

UH Administrative Officer I
P-03, #80429 (W)

Clerk III
SR-08, #49177 (W)

(W) Revolving Funds 5.00
PROPOSED

ORGANIZATIONAL
CHARTS
AND
FUNCTIONAL STATEMENTS
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SENIOR VICE PRESIDENT FOR ADMINISTRATION
FINANCIAL MANAGEMENT
CHART H-D

PROPOSED

Director of Financial Management & Controller

PROPERTY AND FUND MANAGEMENT

* UH Prop & Fund Mgr
   P15 #80143

* Secretary II
  SR-14 #46247 (W)
  Secretary II
  SR-14 #06786

UNIVERSITY BOND SYSTEM PROJECT DIRECTORS

BOND FUND OPERATIONS

UH Fiscal Accptg Sp II P05 #81268 (W)
UH Adm & Fiscal Supp Sp P01 #81989 (W)

TAX MANAGEMENT

UH Fiscal Accptg Sp VI P13 #81532
UH Fiscal Accptg Sp V P11 #81258

INVENTORY MANAGEMENT

UH Proc & Prop Mgt Sp III P07 #81768
UH Proc & Prop Mgt Sp II P05 #81084
UH Proc & Prop Mgt Sp I P03 #80459
UH Adm & Fiscal Supp Sp P01 #80508
Clerk IV SR-10 #00488
Clerk IV SR-10 #15238

APPROVED BY THE UNIVERSITY BOARD OF REGENTS
JUL. 1-6 1999

Date

General Funds 10:00, Revolving Funds 3:00
* Positions to be redescribed.
<table>
<thead>
<tr>
<th>System Support and Analysis</th>
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<tbody>
<tr>
<td>UH Personnel Officer VI</td>
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<td>UH Personnel Officer IV</td>
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<td>UH Personnel Officer IV</td>
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<td>UH Computer Specialist III</td>
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<td>Personnel Clerk V</td>
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<th>Civil Service Employee Relations</th>
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<tr>
<td>UH Personnel Officer VI</td>
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<td>Personnel Clerk V</td>
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<td>UH Personnel Officer IV</td>
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<td>Personnel Clerk V</td>
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<th>Employee Benefits and Board of Regents Employee Relations</th>
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<td>UH Personnel Officer VI</td>
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<th>Workers' Compensation</th>
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<td>UH Personnel Officer IV</td>
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<td>UH Admin &amp; Fisc Suppt Spec</td>
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<td>UH Admin &amp; Fisc Suppt Spec</td>
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<td>Secretary II</td>
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Approved by the University
Board of Regents
JUL 16 1999

Date

* Positions to be redescribed.

General Funds: 30.00
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SENIOR VICE PRESIDENT FOR ADMINISTRATION
AUXILIARY ENTERPRISES
CHART V

PROPOSED

SUPPORT SERVICES
Comm Prog Dev Coord M02-M #89293
UH Personnel Officer III P07 #80204(W)
UH Comp Sp III P07 #81378(W)
UH Comp Sp I P03 #81672(W)
UH Comp Sp I P03 #80560(W)
UH Adm & Fiscal Supp Sp P01 #80683(W)
UH Graph Art II P05 #81850(W)

BUSINESS DEVELOPMENT
UH Bix Dept Mgr II P07 #81034(W)
UH Adm & Fin Supp Sp P01 #80781(W)
UH Adm & Fiscal Supp Sp P01 #80683(W)
UH Proc & Prop Mgt Sp IV P09 #81285

AUXILIARY SERVICES
CHART V-A

BOOKSTORE SYSTEM
CHART V-B

APPROVED BY THE UNIVERSITY BOARD OF REGENTS
JUL 16 1999

Date

General Funds 3.00, Revolving Funds (W) 10.00
Status pending: #89030
* Positions to be redescibed.
INTRODUCTION

The Office of the Senior Vice President for Legal Affairs and University General Counsel provides legal services to the Board of Regents, the President, administrators, and staff of the University of Hawai‘i.

MAJOR FUNCTIONS

Represents the University in federal and State court, administrative hearings, arbitrations, and contract negotiations.

Provides advice and counsel to senior level executives and administrators on all legal matters and issues relating to faculty human resources.

Represents the University in all administrative proceedings and all courts in litigation matters, including torts and employment matters.

Reviews and approves as to legality and form contractual documents relating to the acquisition or transfer of interest in land.

Furnishes legal opinions as requested by the Board of Regents and senior level executives, including legal memoranda.

Makes settlement recommendations to the University administration.

Performs legal research.

Prepares and reviews legal documents.

Provides assistance in drafting rules and policies.

Meets regularly with clients to prepare for cases and keeps the University administration apprised of major cases.

Provides training on legal issues to University administrators and staff.
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, disbursing and payroll, treasury and cashiering, internal and external auditing, procurement, real property, risk management, human resources administration, 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.
MAJOR FUNCTIONS

Plans, directs, and controls Systemwide accounting and loan collection activities.

Plans, directs, and controls Systemwide disbursement 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 procurement, real property, and risk management activities.

Plans, directs, and controls the fiscal officer's functions for Financial Management operations.
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION
FINANCIAL MANAGEMENT
PROCUREMENT, REAL PROPERTY AND RISK MANAGEMENT
FUNCTIONAL STATEMENT

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

The Director of Procurement, Real 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, and records management, 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 real property management issues.

Associate Director
- Assists the Director in planning, organizing, directing, and controlling the University's Office of Procurement, Real 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.
- 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.

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, including the marketing and sale of faculty housing units.

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.

• 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.

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.

• 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.
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 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 Senior Vice President for Administration on those human resources management matters, including faculty affairs.

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 the civil service recruitment, examination, and personnel transaction programs on a systemwide basis.
- 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.
- Serves as 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.

- 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; 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, and 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 and 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.
- Serves as the 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.
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION
AUXILIARY ENTERPRISES
FUNCTIONAL STATEMENT

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.

PERSONNEL
Administers personnel matters for designated units under the Office of Senior Vice President for Administration, including 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.

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.

4. Assists in developing, interpreting, and evaluating policies and procedures for the licensing of University trademarks and other indicia, which include reviewing licensing agreements for legality, completeness and accuracy, renewal/cancellation and other amendments; investigating possible licensing violations; maintaining royalty files; reviewing proposed products for appropriateness, quality and accuracy in the use of UH indicia, etc.

**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.

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