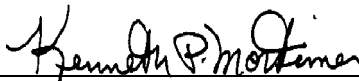


## SYSTEM DIRECTOR OF HUMAN RESOURCES

This is the highest advanced level of administrative managerial work in planning, organizing, directing, and controlling the Systemwide personnel program. A position in this class is responsible for providing leadership and advice to senior-level executives and administrators on matters relating to personnel administration. Work involves the overall responsibility for human resources management; ensuring the propriety of personnel transactions affecting administrative, professional and technical (APT) employees, civil service and executive/managerial (E/M) personnel; directing and administering the fringe benefit programs; directing and coordinating the recruitment, screening and appointment of BOR and civil service personnel on a systemwide basis; ensuring the security of confidential personnel records and related personnel documents; directing the development and maintenance of various classification and pricing systems unique to the University; administering the development and maintenance of Systemwide personnel data, reports, etc. including surveys and studies with universities and colleges on a nationwide basis; developing personnel policies and procedures; and directing the labor relations program, workers' compensation, and training programs. Work entails the resolution of labor related issues; advising senior-level executives and administrators on matters relating to personnel management and union contract interpretation, application, and enforcement; representing the President on personnel matters before state and federal agencies including legislative committees, student organizations, faculty, and community organizations; and serving on University committees. Work includes extensive contact with administrators of the University, consultants, independent auditors, BOR committee members, legislative committees, and official representatives of state, federal, and union agencies. Work requires extensive knowledge of the principles, practices, and techniques of personnel management; personnel processes in public personnel administration; principles and practices of labor relations; general practices of sound organization and management principles; and ability to work with various administrators, faculty, students, staff, and union representatives. Supervision is exercised over a staff of senior-level professional personnel. Work is performed with the widest latitude allowed for the exercise of independent judgement and initiative in the accomplishment of program objectives.

Work is reviewed by the Director of Human and Material Resources.

The amendment and retitling of the class, Director of Personnel to System Director of Human Resource is approved.



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President, University of Hawaii and  
Chancellor, University of Hawaii at Manoa

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April 20, 1994

Date