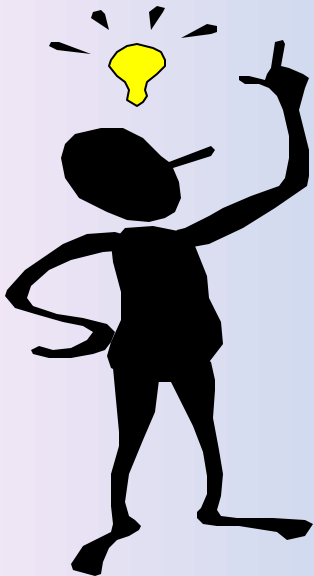


University of Hawai'i
Civil Service Modernization Project
for White Collar Positions and
Blue Collar Supervisory Positions

Initial Project Orientation



September 2002

Background

- Authorized by Governor
- Limited to the University of Hawai'i Civil Service positions



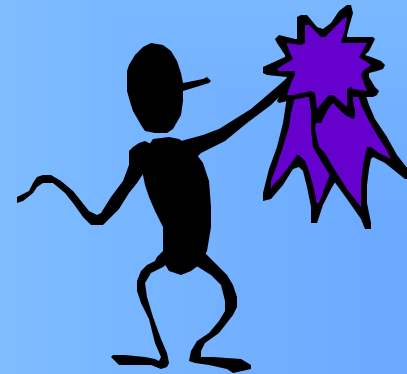
What is the UH Civil Service Modernization Project?

- To develop for UH Civil Service positions a new civil service classification and compensation system
- To develop for UH Civil Service employees a web-based performance evaluation system

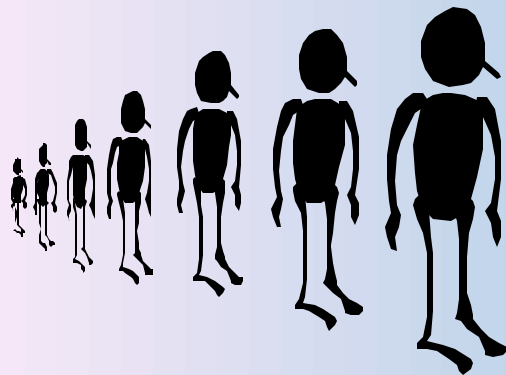


Project Goals

- Be responsive to the operational needs of UH
- Facilitate and expedite classification process of civil service positions
- Performance Evaluation - promote and support on-going communication between employees and supervisors and recognition for performance
- Create new electronic documentation systems



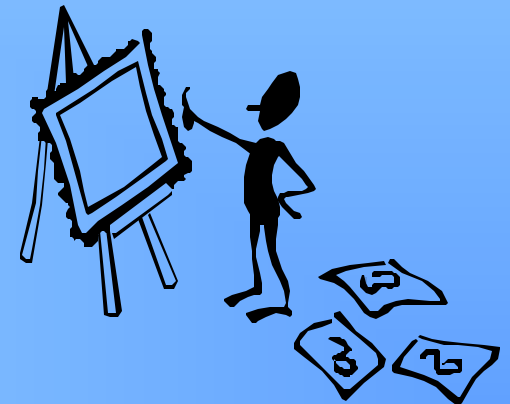
How many White Collar positions and Blue Collar supervisory positions are there?



BU	Positions
2	20
3	1184
63	88
4	37
9	8
Total	1337

Guiding Principles for Project

- Budget neutral conversion
- Maximize use of electronic systems for documentation, creation, tracking and processing
- Preserve, with appropriate adaptation to new system, employee's rights and benefits (e.g., movement from UH to another governmental agency)

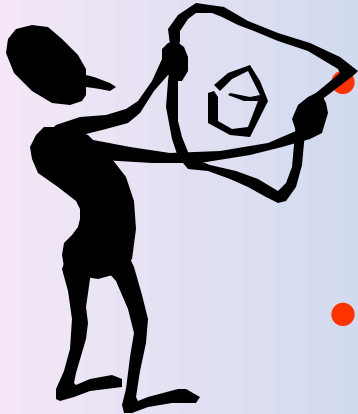


Guiding Principles (Cont.)

- Keep it simple
- Easier to understand
- Designed to attract and retain quality personnel
- Encourages employee development
- Create mechanisms for special compensation
- Other principles as identified



Project Outcomes



- White collar and blue collar supervisory positions – broad band system
- Blue collar non-supervisory positions - modified classification system
- Electronic position descriptions
- Electronic performance evaluations
- Special compensation - for growth in job and/or exceptional performance

Impact

- Applies to all civil service personnel (included/excluded)
- Target Project Implementation Date: February 2004



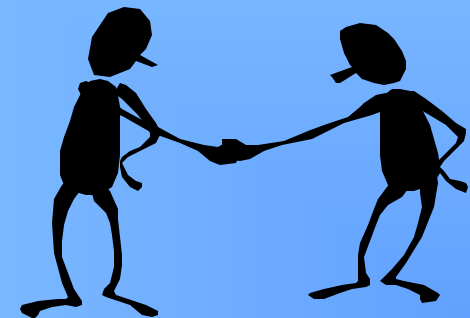
Proposed Time Line

(Subject to change)

- Jun 2002 Project development initiated
- Dec 2002 Develop framework of new system
- Feb 2003 Test new system; conduct informational briefings
- Mar 2003 Review & update pds, as necessary, under current system
- Jul 2003 Conduct training on pd generator
- Aug 2003 Initiate on-line pds
- Oct 2003 Conduct training on web-based performance evaluation system
- Feb 2004 Implementation of new systems

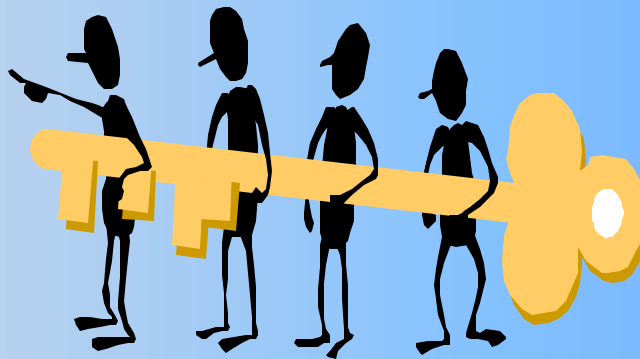
Development Process

- Working with the Unions and the State Department of Human Resources Development to develop new systems
- Established Technical Advisory Committee and Development Work Group



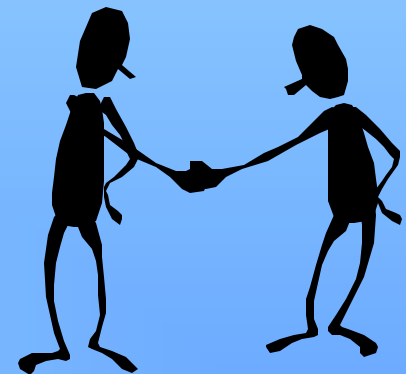
Technical Advisory Committee

- Ensures systems are responsive to the needs of University users
- Makes recommendations to the System Director of Human Resources



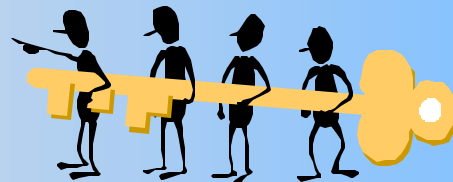
Technical Advisory Committee - Cont.

- TAC is comprised of 15 representatives of a broad spectrum of stakeholders:
 - UH Program managers and administrators
 - UH Civil Service employees
 - Hawai'i Government Employees Association
 - State Department of Human Resources Development



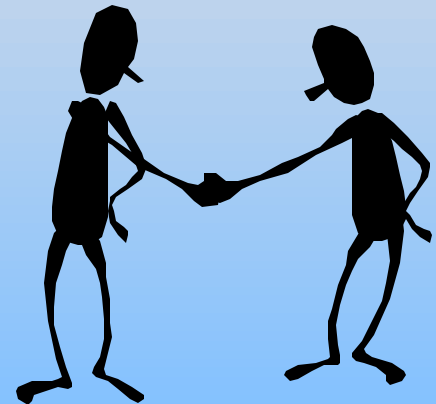
Technical Advisory Committee Members

- Annette Chang
- Judy Chow
- Sanford Chun
- Kathleen Cutshaw
- Sharlene Hara
- Leimomi Kawakami
- Russell Miyake
- Avis Morigawara
- Kevin Nakata
- Rodney Sakaguchi
- Harold Tadaki
- Sharen Tokura
- Michael Unebasami
- John Whittaker
- Michael Yano



Development Work Group (DWG)

- Drafts recommendations for presentation to the TAC
- Meets twice a month
- Comprised of 18 members:
 - Civil Service employees
 - Personnel Representatives
 - HGEA staff
 - State Department of Human Resources Development staff
 - Office of Human Resources staff



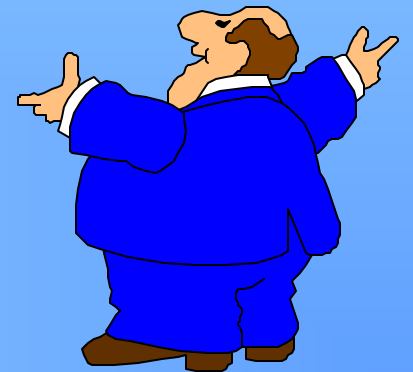
Development Work Group

- Judy Chow
- Diane Ho
- Joy Inouye
- Kerwin Iwamoto
- Jack Katahira
- Leimomi Kawakami
- Betsy Kikuchi
- Avis Morigawara
- Nancy Nakasone
- Kevin Nakata
- James Nishimoto
- Noel Ono
- Pat Silva
- Harold Tadaki
- Sharen Tokura
- Leilani Tsukahara
- Sandra Uyeno
- Dawn Young



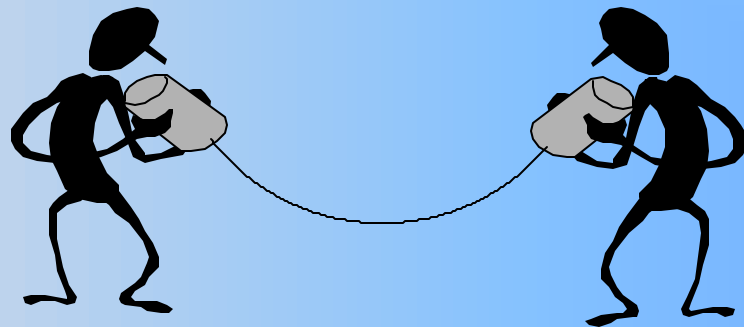
Summary

- Project involves all civil service positions (included/excluded)
- Target date: February 2004
- Conversion to be budget neutral
- New systems to be highly automated
- Employee's rights and benefits preserved



Project Information

- Website address:
 - <http://www.hawaii.edu/ohr/>
- Project information posted at website.



Any questions?



E-mail: csproject@mail.pers.hawaii.edu



On behalf of the
Office of Human Resources,

Thank you!

