

University of Hawai'i Civil Service Modernization Project  
Frequently Asked Questions #1

**Question: What is the Civil Service Modernization Project?**

Answer: The Civil Service Modernization Project is an effort by the University to develop new classification and compensation systems for University civil service personnel. The Civil Service Project is initiated on the heels of the newly implemented classification and compensation systems for University Administrative, Professional and Technical (APT) personnel, which included broadbanding, special compensation adjustments, and on-line position description creation and performance evaluation. In recognition of the differences between civil service and APT personnel, it is anticipated that the developed system will be an adaptation of the APT broadband system. Development will be accomplished with existing resources and the initial conversion will be on a budget neutral basis, as was the case with the APT broadband system.

**Question: Why are new classification and compensation systems being developed for civil service personnel?**

Answer: New systems are being developed for civil service personnel to meet the changing human resources needs of the University and to create new systems that facilitate employee growth and development while providing new compensation mechanisms. The systems are being designed for ease of understanding, flexibility and responsiveness, attraction and retention of quality personnel, and promotion of employee development.

**Question: What are the guiding principles of the new systems?**

Answer: Among the guiding principles for the new system are:

- Maximize use of electronic systems for documentation, creation, tracking and processing.
- Develop systems which balance requirements of the State civil service rules, procedures, guidelines and statutes, while striving to maximize the University's flexibility in the use of its civil service human resources consistent with operating parameters.
- Permit employees moving from the University to another executive branch agency to transition from the University's civil service system to the State's system.

**Question: How will the new systems be developed?**

Answer: A Civil Service Technical Advisory Committee (TAC) and a Development Work Group have been established to ensure the collaborative development between managers and employees in the creation of new civil service classification and performance evaluation systems that are responsive to the needs of University users and the concerns of employees. Members of the TAC and the Development Work Group will consider a broad range of concepts and issues in the systems development process, e.g., the APT Broadbanding System and other Federal, State and higher education classification, compensation and job evaluation systems.

**Question: Who are the members of the Civil Service Technical Advisory Committee (TAC)?**

Answer: The TAC is comprised of 15 members who represent a broad spectrum of stakeholders, including University program managers and administrators, civil service employees, and representatives of the Unions and the State Department of Human Resources Development. The following are members of the TAC:

- Annette Chang                      College of Social Sciences
- Judy Chow                              School and College Services
- Sanford Chun                         Hawai'i Government Employees Association
- Kathleen Cutshaw                      School of Ocean and Earth Science and Technology
  
- Sharlene Hara                         State Human Resources Development
- Leimomi Kawakami                    Arts and Sciences Honors Program
- Russell Miyake                         Financial Management Office
- Avis Morigawara                       Mānoa Chancellor's Office
- Kevin Nakata                         Hawai'i Government Employees Association
- Rodney Sakaguchi                      Mānoa Chancellor's Office
- Harold Tadaki                         State Human Resources Development
- Sharen Tokura                         Office of Human Resources
- Michael Unebasami                      Community Colleges
- John Whittaker                         UH Hilo
- Michael Yano                            UH West O'ahu

**Question: Who are the members of the Development Work Group?**

Answer: The Development Work Group is comprised of civil service employees, personnel officers, and representatives of the Unions and the State Human Resources Development. Members review drafted materials and provide feedback and input. The following are members of the Development Work Group for the white collar positions:

- Judy Chow School and College Services
- Diane Ho Office of Human Resources
- Joy Inouye State Human Resources Development
- Kerwin Iwamoto UH Hilo
- Jack Katahira Mānoa Chancellor's Office
- Leimomi Kawakami Arts and Sciences Honors Program
- Betsy Kikuchi Leeward Community College
- Avis Morigawara Mānoa Chancellor's Office
- Nancy Nakasone UH West O'ahu
- Kevin Nakata Hawai'i Government Employees Association
- James Nishimoto Office of Human Resources
- Noel Ono Hawai'i Government Employees Association
- Pat Silva Hawai'i Government Employees Association
- Harold Tadaki State Human Resources Development
- Sharen Tokura Office of Human Resources
- Leilani Tsukahara Community Colleges
- Sandra Uyeno Community Colleges
- Dawn Young State Human Resources Development

The Development Work Group for the blue collar positions will be determined later.

**Question: Who is affected by the Experimental Modernization Project?**

Answer: The new system will apply to all civil service personnel (included/excluded).

**Question: What is the proposed time line?**

Answer: The target date for completion and implementation of the project is February 2004.