


UNIVERSITY OF HAWAI'I

Office of Human Resources

MEMORANDUM

February 27, 2006

TO: Vice Presidents
Chancellors

FROM:  Edward Yuen
System Director of Human Resources

SUBJECT: Merging the Information Technology (IT) Demonstration Project with the Administrative, Professional and Technical (APT) Broad Band System

In November 2000, the University of Hawai'i implemented the Information Technology (IT) Demonstration Project which initiated a new classification and compensation system for IT professionals. The new classification and compensation approach departed from the traditional position classification and pricing methodology. A new career group was established, Information Technology, with four broad pay bands (A, B, C and D). In addition, the new approach included a compensation program to recognize pertinent individual credentials in determining salary placement and enabled the University to recognize professional growth and exceptional performance.

The University is in the process of merging the IT Demonstration Project with the APT Broad Band system. Supervisors of IT Specialists will soon be able to utilize the Position Description Generator to create and redescribe Information Technology positions and to utilize the Performance Evaluation System to create performance expectations and complete performance evaluations on-line. Utilization of the Exception to the Designated New Hire Rate system will be initiated at a later date. Supervisors will continue to use the existing salary matrix process for initial placement of new IT Specialists and for determining new salaries for employee initiated movements. With the merger of the IT Demonstration Project and the APT Broad Band system, all APT employees will utilize the same administrative procedures. In addition, similar to non-IT Specialist positions, the approving authority for classification of positions in the Information Technology career group will be the Chancellor for positions assigned to Bands A and B, and the OHR, with advisory services from the IT Technical Advisory Committee, for positions assigned to Bands C and D. March 31, 2006 is the targeted effective date on which the APT Broad Band system will be operational for the Information Technology career group and the termination of the IT Demonstration Project.

To facilitate transition to the APT Broad Band system, a moratorium on classification requests for encumbered IT Specialist positions will begin March 13, 2006 and continue through March 31, 2006. During the moratorium, only operationally critical requests should be submitted, e.g., establishment of new positions and update of vacant positions. To transition the IT Specialists to the APT Broad Band system, IT professionals will be required to enter their duties and responsibilities in the Position Description Generator and supervisors/personnel representatives will enter the position description (PD) for vacant positions. OHR will be holding informational sessions in the latter part of March to facilitate the process of creating electronic PDs. OHR will also be providing each IT Specialist with an informational letter and a copy of their official PD.

Your assistance is requested to ensure that all IT Specialists and their supervisors within your purview attend one of the scheduled informational sessions. The informational sessions will cover the Position Description Generator and Performance Evaluation systems. In addition, information will be provided on the process to request in-grade adjustments and rebanding of positions. Personnel representatives are welcomed and encouraged to attend.

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<u>Date</u>	<u>Campus</u>	<u>Location</u>	<u>Time</u>
03/21/06 (Tues)	UH Manoa	Kuykendall Auditorium	8:30 am (sups/personnel reps) 1:30 pm (IT Specialists)
03/22/06* (Wed)	UH Manoa Honolulu CC Leeward CC Kaua'i CC UH Hilo	Kuykendall Hall, Rm 201 Bldg. 7, Rm 420 Library Bldg, Rm 116 Learning Res Ctr, Rm 122 Media Services, Rm 344	1:30 pm (sups/pers reps & IT Sp)
03/23/06* (Thurs)	UH Manoa Honolulu CC Kaua'i CC Kapi'olani CC Leeward CC Maui CC UH Hilo Univ Ctr West HI Windward CC	Kuykendall Hall, Rm 201 Bldg. 7, Rm 420 Learning Res Ctr, Rm 122 Naio Bldg., Rm 206 Library Bldg, Rm 116 Kaaie Bldg, Rm 105A Media Services, Rm 344 Bldg 4, Rm 3 Akoakoa Bldg, Rm 113	10:00 am (sups/pers reps & IT Sp)
03/24/06 (Fri)	UH Manoa	Kuykendall Auditorium	8:30 am (IT Specialists) 1:30 pm (sups/personnel reps)

* Indicates broadcast via University HITS network. Broadcast to be initiated from first site listed.

Until such time that electronic PDs have been approved on-line, the provisions of Administrative Procedure A9.210 relating to the rebanding of positions and in-grade adjustments shall not be applicable to positions in the Information Technology career group.

Beginning on the date that the system is fully operational, Chancellors and the OHR will only accept electronic PDs for all classification actions, e.g., establishing a new position, redescribing an existing position, etc. Additionally, the approving authority may only authorize the filling of a vacant Information Technology position if an electronic PD has been submitted and classification action has been approved. The electronic PD serves as the basis for the on-line Performance Evaluation system, rebanding of positions, in-grade adjustments, and for meeting federal requirements for codifying essential functions and bona fide occupational qualifications.

Your cooperation and support of this undertaking to merge the IT Demonstration Project with the APT Broad Band system are very much appreciated. Once the conversion process has been completed, the Broad Band system will be more responsive to and supportive of the operational needs of the University.

If you have any questions, please contact my staff at 956-8643 or via email at uh-broadband-l@hawaii.edu. Thank you.

c: Interim President McClain
Executive Administrator and Secretary of the Board Iha
Deans and Directors (via OHR website)
Personnel and Administrative Officers (via OHR website)
Hawai'i Government Employees Association