


# UNIVERSITY OF HAWAI'I

Office of Human Resources

## MEMORANDUM

April 9, 2002

TO: Senior Vice President/U General Counsel/Chief of Staff Walter Kirimitsu  
Interim Chancellor Deane Neubauer  
Senior Vice President/Chancellor Joyce Tsunoda  
Senior Vice President/Chancellor Rose Tseng  
Vice President for Administration/Chief Financial Officer James Sloane  
Chancellor William Pearman  
Vice President Paul Costello  
Vice President Colleen Sathre

FROM: Peggy S. Hong   
System Director of Human Resources

SUBJECT: **New Target Effective Date of Administrative, Professional and Technical (APT)  
Broad Band Classification System**

In recognition of the negative impact of inputting 1700 position descriptions into the system at the same time, the Office of Human Resources (OHR) had staggered the access on the on-line Position Description Generator (PDG) in groups of approximately 300. Memoranda notifying each group of Administrative, Professional and Technical (APT) position incumbents and supervisors of vacant positions of the respective scheduled access periods were distributed beginning December 29, 2001.

Unfortunately, many employees did not access the PDG until this month, so much so that the system's response time has slowed considerably and PD input has become a frustrating and time consuming task. Those who access the system early in the morning, in the evening and on weekends enjoy the normal speedy processing time. It is unfortunate that the delay in implementation prevents APT personnel and their programs from enjoying the full benefits provided by the new system.

In order to continue to facilitate the implementation process, OHR will be pushing back the target implementation date to April 22, 2002. This will allow APT personnel, supervisors and approving authorities more time to access, review and take appropriate action on classification requests submitted via the on-line PDG. Further, Information Technology Services will be attempting another upgrade of the server on April 9, 2002 from 10:00 p.m. through 6:00 a.m. in hopes of improving the performance of the system.

Please be mindful that without electronic PDs, it will not be possible for programs to initiate the evaluation process that serves as the basis for special compensation adjustments (in-grade adjustments and performance awards). Additionally, effective April 22, 2002, position actions, e.g., requests for rebanding and the filling of vacant positions will not be allowed to proceed until such time that appropriate classification action is taken on an electronic PD.

Thank you for your continued cooperation and support in this massive undertaking. As of April 8th there were approximately 855 APT PDs in the "pipeline" for review and appropriate action. As you can see, we are "half-way home" and need your support so that the system can be declared fully operational.

c: President Dobelle  
Secretary of the Board Iha  
Designated Personnel Representatives  
Hawaii Government Employees Association