

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ADMINISTRATION

MAJOR FUNCTIONS

Exercises general direction, control and coordination over the University's personnel management, collective bargaining, and internal audit functions.

- . Directs and coordinates all personnel matters, including employee safety, benefits, training, classification, visa, and other employee services.
- . Oversees negotiation and administration of the collective bargaining contracts; consults with the respective employee representatives on major or significant matters affecting employee relations; resolves conflicts through informal meetings, grievance and arbitration procedures and as necessary through the Hawaii Labor Relations Board and the courts.
- . Acts as liaison with the Office of the Attorney General on legal matters.

STATE OF HAWAII
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PERSONNEL MANAGEMENT OFFICE

Major Functions

The Personnel Management Office is responsible for all personnel management concerns of the University with respect to policy development, development and issuance of implementation guidelines, advisory services to all units, staff services for executive level management decision-making, and all collective bargaining affairs. As such, the Director of Personnel serves as the chief advisor to the Vice President for Administration on personnel management affairs.

System Review and Development

- . Analyze personnel administration problems and issues of concern on a systemwide basis
- . Develop and recommend new or revised personnel policies, procedures and systems
- . Manage special projects and conduct special studies which may cut across organizational levels and functional areas
- . Develop and maintain an effective and responsive on-line faculty/staff information system
- . Develop and initiate studies and analyses to provide management data for program development which depicts personnel trends, practices, costs, etc.
- . Review and coordinate the implementation of computer technology in the processing of personnel transactions and in the analysis of data for personnel system development and management decision-making
- . Maintain surveillance of the effectiveness of the personnel policies, procedures and systems and recommend changes to improve the overall University personnel system
- . Respond to major national surveys

Technical Services

- . Develop and administers on a systemwide basis the civil service recruitment, examination and appointment program

- . Direct the administration of the classification and compensation plans for civil service, APT and E/M positions
- . Defend classification actions before an appellate body
- . Review and recommend pricing and repricing of classes
- . Provide systemwide guidance on immigration matters, including liaison with INS.

Employee Welfare

- . Provide support in all collective bargaining negotiations
- . Provide advisory services relative to contract administration and interpretation
- . Maintain, interpret and disseminate collective bargaining information
- . Conduct hearings on grievances and issue decisions
- . Plan, develop and implement employee development programs
- . Review and determine compensability on selected workers' compensation benefit claims
- . Liaison to HPERB, OCB, and other external agencies relative to collective bargaining matters.

Assistant to the Director

- . Provide advice in the legal and regulatory aspects of personnel management and administration
- . Develop, monitor and analyze legislative matters affecting the University personnel management program, including testifying before legislative committees
- . Review all proposed and existing personnel policies and procedures for legal implications
- . Conduct hearings on selected grievances and render decisions
- . Serve as administrative liaison with the Attorney General's staff.