

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 and collective bargaining 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.

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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.

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STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE-PRESIDENT FOR ADMINISTRATION
PERSONNEL MANAGEMENT OFFICE

Major Functions

The Personnel Management Office is responsible for all personnel management concerns of the University of Hawaii 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.

The Director's Office provides support in all collective bargaining negotiations; provides advisory services relative to contract administration and interpretation; maintains, interprets and disseminates collective bargaining information; conducts hearings on grievances and issues decisions; and serves as liaison to the Hawaii Labor Relations Board, Office of Collective Bargaining, and other external agencies relative to collective bargaining matters. The Director's Office provides systemwide guidance on immigration matters, including liaison with Immigration and Naturalization Service

Associate Director

- . Provides advice in the legal and regulatory aspects of personnel management and administration
- . Develops, monitors and analyzes legislative matters affecting the University personnel management program, including drafting testimony for the Director for legislative committees
- DEC 29 1992 . Reviews all proposed and existing personnel policies and procedures for legal implications
- . May conduct hearings on selected grievances for the Director
- . Serves as administrative liaison in personnel matters with the Attorney General's staff

Human Resources Information System

- . Develops and recommends new or revised personnel policies, procedures and systems
- . Manages special projects and conducts special studies which may cut across organizational levels and functional areas
- . Develops and initiates studies and analyses to provide management data for program development which depicts personnel trends, practices, costs, etc.
- . Reviews and coordinates the implementation of Human Resources Information Systems
- . Responds to major national surveys

Technical Services

- . Develops and administers on a systemwide basis the civil service recruitment, examination and appointment program
- . Directs the administration of the classification and compensation plans for civil service, APT and E/M positions
- . Defends classification actions before an appellate body
- . Reviews and recommends pricing and repricing of classes

Employee Benefits and Training

- . Coordinates the State of Hawaii's Health Fund System for eligible department employees. Maintain employee health fund records for civil service and undelegated employees
- . Coordinates the University of Hawaii's leave accounting system
- . Coordinates employee benefit programs relating to tax sheltered annuities (TSA's), U.S. savings bonds, temporary disability benefits, etc.
- . Plans, develops, coordinates and implements employee training and safety/health programs, to include service and incentive award programs,
- . Develops, maintains and updates an effective workers' compensation management system

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**STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE-PRESIDENT FOR ADMINISTRATION
PERSONNEL MANAGEMENT OFFICE**

Major Functions

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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

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- . 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.

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