

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.

SUPERSEDED 3/18/74

REORG.

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

Superseded 3/18/94

Major Functions

REORG.

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
- . 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 Section

- . 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

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
OFFICE OF SENIOR VICE PRESIDENT FOR ADMINISTRATION**

**MAJOR FUNCTIONS**

- o Provides executive leadership, plans, organizes, directs, evaluates, and exercises general control and coordination over all aspects of:
  - o UH Systemwide administrative and support functions including accounting, assets management, bond system operations, contracts and grants management, disbursing and payroll, treasury and cashiering, internal and external auditing, procurement, real property, risk management, personnel and labor relations, physical planning and capital improvements, information technology, bookstore operations, budgeting, and faculty housing and assistance programs.
  - o UH Manoa administrative and support functions including facilities planning and management, buildings and grounds management, auxiliary enterprises, campus security, and environmental health and safety.
- o Serves as the University representative to the State Department of Attorney General on all legal matters relating to University Administration programs, activities, and employees.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
OFFICE OF COLLECTIVE BARGAINING**

**INTRODUCTION**

The Office of Collective Bargaining functions as the University's representative on collective bargaining matters. The Chief Negotiator serves as liaison to the State Office of Collective Bargaining on collective bargaining issues that affect Board of Regents employees and union contracts of Units 07 and 08.

**MAJOR FUNCTIONS**

- o Plans, develops, directs, and coordinates the formulation of management's philosophy and strategies for public collective bargaining.
- o Plans and formulates management's objectives, criteria to measure accomplishment of objectives, and programs through which objectives can be achieved.
- o Coordinates the gathering of data such as position counts, funding, classification and pay, prevailing community job rates, ascension pay rates, employee turnover rates, and fringe benefit costs for use in negotiation, fact-finding, and arbitration.
- o Prepares and coordinates the preparation of the University's contract change proposals and data to support employer's proposal.
- o Conducts negotiations with exclusive employee organizations within the guidelines and parameters established by the State Office of Collective Bargaining.
- o Receives, analyzes, and assesses the cost impact of union proposals to the University.
- o Conducts and coordinates management caucuses.
- o In the event of impasse, prepares and coordinates the employer's efforts in data gathering, preparation of briefs, rebuttal briefs, and arbitration briefs.
- o Prepares and submits testimonies as needed and testifies before appropriate legislative committees as required.
- o Prepares and submits reports as may be requested by the President/ Chancellor or Board of Regents.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
OFFICE OF INTERNAL AUDIT**

**MAJOR FUNCTIONS**

- o Plans, supervises, and coordinates the University's audit function.
- o Provides advice and assistance to the Board of Regents, President, and Senior Vice President for Administration on auditing, internal control, and related matters.
- o Plans, supervises, and coordinates teams of internal auditors in performing cyclical audits of selected University examinees.
- o Develops and administers comprehensive Systemwide internal auditing to report on the quality of examinee's system of internal control and quality of performance in carrying out assigned responsibilities, adequacy of safeguards of assets, detection of variations or deficiencies for early corrective action, and extent of compliance with internal and external audit recommendations accepted by the University.
- o Provides advice and assistance to various University offices in evaluating and reporting on the economy and efficiency in the use of resources, accomplishment of established objectives and goals for operations and programs, detection of unmet needs, as well as extent of compliance with policies, procedures, statutes, rules, and regulations.
- o Develops and administers comprehensive Systemwide procurement and coordination of external auditing and consulting services to report on the reliability of financial statements of examinees, quality of examinee's system of internal control and quality of performance in carrying out assigned responsibilities, and extent of reliability of the University's administrative system, organization, accounting, and reporting system.
- o Serves as the University's representative to external auditors and audit agencies.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT**

**MAJOR FUNCTIONS**

- o Plans, directs, and controls the Systemwide review, approval, execution, financial management, accounting, and reporting of all extramurally financed contracts, grants, and nonfinancial agreements entered into by the University of Hawaii.
- o Plans, directs, and controls Systemwide disbursing and payroll activities.
- o Plans, directs, and controls Systemwide accounting and loan collection activities.
- o Plans, directs, and controls Systemwide treasury and support operations.
- o Plans, directs, and controls Systemwide fiscal services activities.
- o Plans, directs, and controls University Bond System activities.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
BOND SYSTEM**

**INTRODUCTION**

The University Revenue-Undertakings Fund or University Bond System (UBS) is a revolving fund established pursuant to Chapter 306-10, Hawaii Revised Statutes. UBS comprises the following projects:

- o UH Manoa Student Housing
- o UH Hilo Student Housing
- o UH Manoa Faculty Housing
- o UH Manoa Campus Center
- o University Bookstore System
- o UH Manoa Parking Operations
- o Mauna Kea Power Line
- o Maui Community College Student Housing
- o Telecommunications System
- o Onizuka Center for International Astronomy

**MAJOR FUNCTIONS**

- o Provides leadership to UBS projects in (1) budget preparation, (2) generation and accounting of revenues, (3) expenditure control, and (4) development and implementation of investment strategies to ensure maximum yield.
- o Provides guidance to project directors in resolving management issues and problems.
- o Develops and implements policies, rules, and procedures to ensure the self-financing nature of the projects.
- o Prepares prospectus and financing models; compiles and analyzes financial data relating to the sale of revenue bonds.

MAR 18 1994



(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
CENTRAL ACCOUNTING OFFICE**

**MAJOR FUNCTIONS**

- o Oversees accounting of all University funds.
- o Prepares the University's financial statements.
- o Provides accounting liaison with the State Department of Accounting and General Services.
- o Advises fiscal administrators on accounting matters.
- o Assists internal and external auditors.
- o Prepares special reports for management, the State, and outside users.
- o Distributes interest income from the pool and interest-bearing accounts.
- o Assists in the recordkeeping, collection, and write-off of accounts receivable.
- o Monitors and accounts for endowment funds.
- o Performs recordkeeping, collection, and related activities in the management of student notes receivable and other receivables.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
CONTRACTS AND GRANTS MANAGEMENT OFFICE**

**INTRODUCTION**

The Contracts and Grants Management Office is responsible for ensuring that all business and financial management activities relating to extramural awards are performed in accordance with Federal, State, University, and granting agency regulations.

**MAJOR FUNCTIONS**

- o Performs technical and legal reviews and executes all extramural contracts and grants.
- o Develops and coordinates Systemwide policies and procedures for extramural awards management.
- o Coordinates external auditor activities and resolution of all findings.
- o Performs internal compliance audits of UH programs receiving Federal funds.
- o Prepares Systemwide billings, cost reconciliations, and financial reports to sponsors for all extramural awards.
- o Prepares the annual UH Indirect Cost Study and negotiates indirect cost rates with the Federal government.
- o Controls and manages Federal cost sharing and extramurally financed vacation and sick leave reserves.
- o Serves as the UH central depository for all extramural award documents.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
DISBURSING AND PAYROLL OFFICE**

**MAJOR FUNCTIONS**

- o Coordinates the timely and accurate payment, reimbursement, or transfer of all University obligations from State of Hawaii appropriations or funds assigned to the University of Hawaii.
- o Develops policies and procedures for processing encumbrance and payment documents in accordance with Federal, State, and University regulations.
- o Performs final pre-audit function with respect to legality, propriety, and authority for all proposed encumbrances and payments before processing payments (excepting payroll checks which are issued through the State payroll system).
- o Develops policies and procedures for the establishment and control of petty cash funds and imprest checking accounts.
- o Pre-audits payroll source documents and processes information into both the State and University payroll systems, including priority payroll, lump sum vacation payments, workers' compensation payments, and temporary disability payments.
- o Coordinates the distribution of all payroll checks.
- o Coordinates and maintains the Student, Casual and Overload Payroll Information System (SCOPIS) for processing payroll payments to nonregular employees.
- o Coordinates the preparation and distribution of Federal and State income tax Forms W-2 and 1099-MISC.
- o Develops policies and procedures for processing and reporting of taxability of employee business expenses; pre-audits and posts taxable amounts for proper withholding and reporting through the State payroll system.
- o Coordinates quarterly wage reporting as required by the State Department of Labor and Industrial Relations; coordinates processing of unemployment claims relating to University contract and claim transactions.
- o Coordinates processing of legal requests for information and garnishment orders including child support, court judgments, Federal levy, and IRS audits.
- o Researches, analyzes, and responds to vendor or employee inquiries and complaints with respect to payments.
- o Prepares Summary Warrant Vouchers for reimbursement, and bond repayments for submission to the State Department of Accounting and General Services (DAGS).
- o Records and reconciles all contract and claim encumbrances with DAGS at fiscal yearend.
- o Edits and monitors reports on encumbrance extensions, insufficient funds, and accounts payable.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
FISCAL SERVICES OFFICE**

**MAJOR FUNCTIONS**

- o Plans, coordinates and controls the financial accounting and reporting activities for the University System.
- o Plans and directs the analysis, design, development, implementation, and revision of the University's Systemwide accounting and reporting system.
- o Represents the University in Statewide accounting and reporting projects.
- o Organizes and coordinates the fiscal yearend closing for the University.
- o Writes or directs the writing and issuance of the UH Administrative Procedures setting forth Systemwide accounting policies and procedures.
- o Oversees University compliance with laws, rules, and administrative procedures pertaining to financial accounting, disbursing and payroll, and contracts and grants activities.
- o Plans and implements the identification and documentation of needs for a new financial management information system. Responsible for ensuring the successful replacement of the University's current system with an online system that meets all identified requirements.

MAR 1 8 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
TREASURY AND SUPPORT SERVICES**

**MAJOR FUNCTIONS**

- o Plans, organizes, directs, and controls the Systemwide cash collection and short-term cash management activities of the University.
- o Receives, pre-audits, and records all cash collection data of the University System; reconciles cash collection with bank statement.
- o Directs, manages, and oversees University change funds; controls temporary cash advances for registration purposes.
- o Administers the University's short-term investment program.
- o Distributes financial aid and tuition refund checks to students.
- o Controls and coordinates the registration collection module in the Integrated Student Information System (ISIS).
- o Develops policies and procedures governing cash collections and short-term cash management activities.
- o Administers delegated workers' compensation claims for the Office of Senior Vice President for Administration.
- o Administers controls for issuance of updates to UH Administrative Procedures and Executive Policies.
- o Performs functions of Civil Defense Coordinator for the University System.
- o Plans, organizes, and implements programs to address transportation and traffic congestion problems relating to commuters throughout the University System.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
HUMAN AND MATERIAL RESOURCES**

**INTRODUCTION**

Provides leadership and exercises general control and coordination over the University's personnel, procurement, and property functions.

**MAJOR FUNCTIONS**

- o Directs and coordinates Universitywide personnel management and administration functions.
- o Directs and coordinates Universitywide contracting and procurement activities.
- o Directs and coordinates all transactions involving University real property.
- o Directs and coordinates Universitywide accounting of personal property assets.
- o Directs and coordinates Universitywide risk management program.
- o Directs and coordinates Universitywide records management program.
- o Directs and coordinates Universitywide licensing program.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
HUMAN AND MATERIAL RESOURCES  
PERSONNEL MANAGEMENT OFFICE**

**INTRODUCTION**

Provides overall direction and leadership in the Systemwide development of personnel policies and procedures. Provides personnel management services to the University System.

**MAJOR FUNCTIONS**

- o Provides overall leadership and direction in the development of personnel policies and procedures for the University System.
- o Conducts hearings on grievances and issues decisions.
- o Serves as liaison to the Hawaii Labor Relations Board and other external agencies relative to personnel matters.
- o Provides Systemwide guidance on immigration matters, including liaison with the US Immigration and Naturalization Service.
- o Provides overall leadership and coordination in the implementation of the University's Human Resources Information System (HRIS).
- o Provides leadership and coordination in the development and administration of the State's Civil Service recruitment, examination, and appointment program for the University System.
- o Provides leadership in the administration of the classification and compensation plans for Civil Service, APT, and E/M positions.
- o Provides leadership in the administration of the State of Hawaii's Health Fund.
- o Provides leadership in the administration of the employee benefits program, including tax sheltered annuities, US savings bonds, etc.
- o Provides leadership in the planning, development, and implementation of employee training and service award programs.
- o Provides leadership in the development and maintenance of a workers' compensation management system.

MAR 1 8 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
HUMAN AND MATERIAL RESOURCES DIVISION  
PROCUREMENT AND PROPERTY MANAGEMENT OFFICE**

**INTRODUCTION**

Provides overall direction and leadership in the Systemwide development of procurement and property management policies and procedures. Plans, organizes, directs, and controls procurement, property, risk, and records management activities for the University System.

**MAJOR FUNCTIONS**

- o Provides overall leadership and direction for the acquisition of goods and services through the University's centralized-decentralized procurement system.
- o Provides overall leadership and coordination in transactions involving University real property.
- o Provides leadership and coordination in the development and administration of the University's risk management program.
- o Provides leadership in the development and administration of the University's collegiate licensing program.
- o Provides leadership and coordination in accounting for all personal property assets of the UH System in accordance with Federal, State, University, and granting agency regulations.
- o Provides warehousing facilities for storage, transfer, and disposal of personal property.
- o Provides leadership in the auditing of fiscal officer transactions.
- o Provides leadership in the planning, development, and implementation of fiscal officer training programs.
- o Provides leadership in the development of legislation involving procurement and property management issues.

**MAR 1 8 1994**



(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
INFORMATION TECHNOLOGY**

**INTRODUCTION**

The Division of Information Technology has responsibility and authority for University of Hawaii information technologies including telecommunications, computing, and administrative information systems. It has operational responsibility for UH Manoa campuswide facilities and services, and Systemwide responsibility for planning, policy, coordination, external relations, and operational activities cutting across campuses.

**MAJOR FUNCTIONS**

- o Provides a broad range of information technology facilities to meet the instruction, research, public service, and administrative needs of the University community, including appropriate centralized computing facilities for the System, campuswide computer lab facilities for UH Manoa, and libraries of software.
- o Provides a broad range of information technology services to meet the instruction, research, public service, and administrative needs of the University community, including dissemination of information relating to the use of information technology in higher education; provision of informal classes, seminars, training, and documentation in the effective use of information technologies; and consultation and support in the planning and use of information technologies to meet specific functional requirements.
- o Provides effective and secure administrative information systems (fiscal, student, human resources, budget, etc.) and assists users in accessing these systems for transaction processing, updating information, and retrieving relevant data and reports.
- o Provides effective and economical telecommunications networks that supply voice, data, and video services to meet Systemwide needs relating to instruction, research, public service, and administration, including the provision of access to and external liaison with state, national, and international networks and information technology services.
- o Provides instructional technologies to facilitate Statewide access to high-quality higher education; coordinates Systemwide use of shared telecommunications and distance education technologies; and operates UH Manoa-based distance education technologies and systems.
- o Develops strategic plans, programs, and policies pertaining to all aspects of information technology; provides consultation to University executive offices relating to information technology; promotes and represents the University's information technology activities, programs, and plans within the University and to relevant Statewide, national, and international communities.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
BOOKSTORES AND AUXILIARY SERVICES**

**INTRODUCTION**

Provides leadership and coordination in planning, developing, and directing activities relating to UH Manoa Auxiliary Services and the UH Bookstore System.

**MAJOR FUNCTIONS**

- o Plans, organizes, and directs UH Manoa Auxiliary Services programs which include Parking, Transportation Services, Central Duplicating Services, Campus Mail Services, Waahila Faculty Housing, Food Services, Telecommunications, and Campus Security.
- o Plans, organizes, and directs operations of eight campus bookstores, the UH Manoa Campus Post Office, and other bookstore facilities throughout the UH System.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
BOOKSTORES AND AUXILIARY SERVICES  
AUXILIARY SERVICES**

**MAJOR FUNCTIONS**

- o Develops parking and traffic regulations to provide for the equitable allocation of available campus parking spaces, and for the orderly flow of traffic on the UH Manoa campus.
- o Coordinates a vehicle fleet management program which includes the purchase or lease, preventive maintenance, and repair of University vehicles.
- o Provides a central facility for reprographic services and satellite copier machines for the UH Manoa campus.
- o Performs mail services to provide for the daily pickup, sorting, and delivery of mail from/to UH Manoa units, including intra-campus, incoming, outgoing, and State messenger mail.
- o Controls operations of the self-supporting Waahila Faculty Housing facility to assist new faculty members with low-cost, temporary housing.
- o Develops and administers the food service contract for UH Manoa.
- o Develops and administers voice telecommunications system for UH Manoa, including student dormitory and Waahila Faculty Housing facilities, and emergency call boxes linked to the Campus Security Office.
- o Provides security for personnel and property on the Manoa campus at all times.

**MAR 18 1994**

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
BOOKSTORES AND AUXILIARY SERVICES  
BOOKSTORE SYSTEM**

**MAJOR FUNCTIONS**

- o Provides Bookstore services to each campus of the UH System.
- o Coordinates the timely purchase and sale of text materials prescribed by the faculty.
- o Provides a variety of tradebooks and magazines for technical, supplementary, and recreational reading.
- o Provides for the sale of classroom, office, art, and laboratory supplies; in addition to souvenirs and items for personal convenience.
- o Offers a variety of computer hardware, software, and peripherals to meet academic needs, and supports the computer literacy program throughout the UH System.
- o Provides for the timely purchase and sale of text and reference materials for various outreach programs.
- o Receives, prices, and stores merchandise pending display or sale.
- o Provides a variety of postal services for resale at each campus of the UH System.

**MAR 18 1994**

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
BUDGET OFFICE**

**INTRODUCTION**

- o Provides overall leadership and direction in the preparation and execution of the University's operating budget.
- o Serves as budget staff to those Vice Presidents assigned UH Manoa operational responsibilities, assisting in such matters as evaluation of budget requests, development of expenditure plans, and preparation of variance reports.

**MAJOR FUNCTIONS**

Functions of the office are grouped generally into budget preparation and budget execution categories.

**Budget Preparation**

- o Works with planning staff in preparing UH Biennium Budget Policy Paper. Prepares similar objectives for preparation of the supplemental budget as appropriate.
- o Develops biennial and supplemental budget preparation policies and instructions.
- o Administers a system for the evaluation of campus operating budgets by appropriate academic administrators.
- o Coordinates the formal documentation of the BOR approved budget request.
- o Coordinates the presentation and justification for the BOR approved budget request and budget ceilings before the Governor and State Department of Budget and Finance.
- o Prepares legislative testimony in support of the University's budget request as approved by the Governor; monitors the progress of the budget through the Legislature and recommends followup action as appropriate.
- o Works with campus fiscal personnel in preparing and updating budgetary details in support of the budget request and the budget as approved by the Legislature.
- o Coordinates the preparation of the University's variance report.

**Budget Execution**

- o Develops policies and instructions for the allocation and expenditure of appropriated funds.
- o Defends University allotment ceilings before the Governor and State Department of Budget and Finance.
- o Develops recommended expenditure allocations for UH Manoa, the Community Colleges, UH Hilo, and UH West Oahu, taking into consideration legislative additions, legislative reductions, executive restrictions, and University policies.

MAR 18 1994

- o Develops and recommends for approval by Vice Presidents with UH Manoa operational responsibilities, expenditure allocations for UH Manoa operating units.
- o Monitors expenditures at the school, college, and institute levels for UH Manoa and at the appropriation level for the remainder of the University, on a quarterly basis for compliance with statutory requirements, legislative intent, and executive, University policies.
- o Coordinates the preparation and submittal of all University quarterly allotment requests in accordance with law; prepares quarterly allotment requests for UH Manoa programs.
- o Reviews proposals for reorganization; recommends organizational changes as appropriate.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FACILITIES AND GROUNDS MANAGEMENT**

**INTRODUCTION**

Plans, organizes, and directs activities relating to Facilities Planning and Management, Buildings and Grounds Management, and Environmental Health and Safety operations for UH Manoa.

**MAJOR FUNCTIONS**

- o Provides leadership and direction in the planning, design, construction, maintenance, and operation of physical facilities and grounds for UH Manoa, creating a safe environment conducive to learning and research.
- o Develops long-range physical plans for the UH Manoa campus.
- o Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting physical plant requirements for UH Manoa.
- o Prepares and recommends the multi-year and biennial Capital Improvements Program budget and annual expenditure plans, including the preparation of cost estimates, determination of priorities, and phasing and scheduling of projects to ensure the timely execution of campus master plans.
- o Develops and administers programs to provide for a safe campus environment and to ensure compliance with applicable Federal, State, and County regulations relating to environmental and occupational health and safety.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FACILITIES AND GROUNDS MANAGEMENT  
BUILDINGS AND GROUNDS MANAGEMENT**

**MAJOR FUNCTIONS**

- o Provides custodial services for UH Manoa buildings including classrooms, laboratories, auditoriums, offices, restrooms, corridors, and other public or general-use areas.
- o Provides groundskeeping and landscaping maintenance for UH Manoa, including lawns, trees, roads, and parking lots/structures.
- o Provides refuse collection for UH Manoa instructional and administrative buildings, as well as special and bulk disposal services.
- o Administers and coordinates recycling operations for UH Manoa.
- o Administers registration class applications for entry-level janitors and groundskeepers for the UH System.

MAR 18 1994



(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FACILITIES AND GROUNDS MANAGEMENT  
ENVIRONMENTAL HEALTH AND SAFETY**

**MAJOR FUNCTIONS**

- o Develops and administers programs to ensure a healthy and safe environment, and to ensure compliance with applicable Federal, State, and County regulations relating to environmental and occupational health and safety. These programs encompass radiological safety; diving safety for research operations; laboratory safety; use, storage, and disposal of hazardous materials; farm safety; biological safety for research involving recombinant DNA molecules; and fire safety.
- o Administers an accident investigation program to document circumstances relating to campus accidents and to institute corrective and/or preventive measures.
- o Reviews plans for all new construction and renovation projects for compliance with applicable health and safety standards.

**MAR 18 1994**

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FACILITIES AND GROUNDS MANAGEMENT  
FACILITIES PLANNING AND MANAGEMENT**

**MAJOR FUNCTIONS**

Conducts and coordinates the planning, budgeting, and construction of physical facilities for UH Manoa and the emerging UH West Oahu campus in accordance with approved long-range development plans and applicable Federal, State, and County building standards.

**Facilities Design**

- o Prepares architectural designs and coordinates the preparation of mechanical, electrical, and utility distribution system designs for renovation projects performed either internally or by private contractors; prepares specifications and bidding requirements for projects to be performed by private contractors; manages construction projects through completion.
- o Develops and schedules preventive maintenance programs for building exteriors, interiors, and roofs.
- o Provides construction and renovation design assistance to departments, including determination of service or maintenance requirements, alternative approaches, and time and cost estimates.
- o Reviews departmental service work requests, preparing cost estimates as well as labor and materials requirements for work to be performed by Physical Plant section.
- o Develops space standards and maintains inventory of campus buildings with regard to construction and occupancy, space assignments, keying systems, and utility distribution systems.
- o Schedules and coordinates support services for special events.

**Facilities Planning**

- o Prepares and maintains long-range physical development plans for UH Manoa and UH West Oahu by translating academic program requirements into building and structural needs; develops and evaluates land use and area requirements; develops architectural and aesthetic standards.
- o Prepares and recommends the multi-year and biennial Capital Improvements Program (CIP) and related annual expenditure plans, including development of cost estimates, determination of priorities, and phasing and scheduling of projects to ensure the timely execution of master plans.
- o Develops and coordinates individual capital projects from preparation of architectural programs through design, construction, and equipping of physical facilities.

MAR 18 1994

- o Prepares proposals to Federal and private agencies for loans and grants for construction of facilities.
- o Conducts and reports on institutional studies as required for the UH Manoa and UH West Oahu campuses.
- o Develops and maintains physical planning standards for use by architects, engineers, space planners and programmers, and other campus personnel.
- o Establishes and maintains a facilities inventory including historical and environmental contexts, existing component systems, and current space utilization.

#### Physical Plant

- o Performs preventive maintenance and renovations to UH Manoa campus structures, including air conditioning, electrical, and plumbing systems in accordance with project specifications.
- o Performs emergency and corrective work as well as minor renovations as needed.
- o Performs routine repairs and maintenance for campus structures, building hardware, equipment, and utility distribution systems.
- o Prepares mechanical engineering designs, plans, and specifications for renovation projects.
- o Provides support services for special departmental events.

#### Utilities

- o Develops and schedules preventive maintenance programs for campus mechanical and electrical utility systems, including substations, machine and transformer rooms, etc.; conducts periodic inspections to ensure proper repair and maintenance; recommends renovation and upgrade of systems as required.
- o Prepares electrical and mechanical engineering design for renovation projects.
- o Administers UH Manoa campuswide energy conservation program.

MAR 18 1994

(Proposed)

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FACULTY HOUSING AND ASSISTANCE SERVICES**

**INTRODUCTION**

Provides overall direction and leadership in the Systemwide development of faculty housing projects and housing assistance programs to address faculty recruitment and retention requirements of the University.

**MAJOR FUNCTIONS**

- o Provides overall leadership and direction on the lease, exchange, or sale of property sites; projects to purchase property for housing construction; and projects to purchase and/or lease existing buildings for housing.
- o Provides overall leadership in the development of long- and short-term goals, strategies and timetables for the implementation of the Faculty Housing Assistance Master Plan adopted by the Board of Regents in January 1991.
- o Provides leadership, direction, and management of a faculty housing assistance program, including mortgage guarantee, mortgage loan, and down payment assistance, in accordance with the UH Faculty Housing Assistance Policy adopted by the Board of Regents in July 1993.
- o Provides leadership and direction in seeking and obtaining Federal, State, and private funding for the implementation of housing assistance programs.
- o Provides leadership in the development of policies and procedures for Systemwide dissemination of information, counseling services, and other resources covering housing services to faculty.
- o Provides coordination with the Office of State Planning, Housing Finance and Development Corporation, the Hawaii Community Development Authority, and other agencies as required for joint participation in the development of housing projects.
- o Provides staff support in financial planning and analysis of housing development projects and financial assistance programs and in the development of eligibility requirements, priority considerations, and allocation of resources for financial assistance programs and housing units.

MAR 18 1994