

STATE OF HAWAII
UNIVERSITY OF HAWAII

SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR FINANCE AND OPERATIONS

Major Functions

Provides leadership and exercises general control and coordination over all aspects of the University's administrative and support functions, including fiscal, finance, physical planning and management, and auxiliary services.

- o Directs and coordinates Universitywide financial operations, including accounting, treasury, cashiering, and disbursing services.
- o Directs and coordinates Universitywide contracting, procurement, and property management activities.
- o Directs and coordinates Universitywide physical planning and construction activities.
- o Directs and coordinates the facilities planning and management, auxiliary enterprises, buildings and grounds management, and environmental health and safety activities for the Manoa Campus.
- o Directs and coordinates the Universitywide bookstore operations.
- o Directs and coordinates the functions and activities of the Universitywide Bond Fund projects.
- o Directs and coordinates all University auditing activities.
- o Directs and coordinates the Universitywide development of faculty housing projects and housing assistance programs.

JAN 17 1992

FUNCTIONAL STATEMENT

The University Revenue Undertakings Fund or University Bond System (UBS) is a special fund created in the Treasury of the State of Hawaii pursuant to Chapter 306-10, HRS.

UBS objectives are consistent with the instructional, research and public service mission of the University of Hawaii. These objectives encompass a broad spectrum--generation of revenue, marketing, sales, quality of service, employee relations and social responsibility.

UBS is comprised of the following projects:

- | | |
|-----------------------------|-------------------------|
| 1. Manoa Student Housing | 2. Hilo Student Housing |
| 3. Faculty Housing | 4. Manoa Campus Center |
| 5. University Bookstores | 6. Parking Operations |
| 7. Mauna Kea Mid-Level Fac. | 8. Mauna Kea Power Line |
| 9. Maui CC Student Housing | |

COMPTROLLER

- . Provides executive leadership to the projects in (1) budget preparation, (2) generation and accounting of revenues, (3) expenditure control and (4) develops and implements an investment strategy to ensure maximum yield.
- . Provides guidance to project directors in resolving major management issues and problems.
- . Develops and implements policies, rules and procedures to ensure the self-financing concept of the projects.
- . Prepares prospectus, financing models, compiles and analyzes financial data in connection with the sale of revenue bonds.

STATE OF HAWAII
UNIVERSITY OF HAWAII

VICE-PRESIDENT FOR FINANCE AND OPERATIONS
FISCAL SERVICES OFFICE

FUNCTIONAL STATEMENT

Plans, coordinates and controls the financial accounting and reporting activities for the University system.

Supervises and directs the systemwide accounting, disbursing and contracts & grants activities.

Plans and directs the analysis, design, development, implementation and revision of the University systemwide accounting and reporting system.

Represents the University in Statewide accounting and reporting projects conducted by the State.

Organizes and coordinates the fiscal year-end closing for the University.

Writes or directs the writing and issuance of the Administrative Procedures Manual instructions setting forth systemwide accounting policies and procedures.

Exercises oversight of University compliance with laws, rules and administrative procedures pertaining to financial accounting, disbursing and contracts and grants activities.

**STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
FISCAL SERVICES OFFICE**

CONTRACTS AND GRANTS MANAGEMENT OFFICE

MAJOR FUNCTIONS

General

The Contracts and Grants Management Office (CGMO) is responsible for the systemwide review, approval, execution, financial management, accounting and reporting, of all extramurally financed contracts, grants, and non-financial agreements entered into by the University of Hawaii.

CGMO's responsibilities include the administrative review and approval of all proposal applications and offers to extramural sponsors and the execution of grants, contracts, subcontracts, cooperative agreements, and other non-financial or affiliation agreements; the negotiation of contract and grant terms and conditions, and the resolution of disputes and other related issues with sponsoring agencies; the development and dissemination of systemwide administrative and financial management directives and procedures including the formulation of administrative and financial policies relating to extramurally financed programs and activities; the review of departmental, campus-wide, and systemwide office operating procedures, internal controls, and records to insure compliance with applicable federal, state, and University policies, procedures, regulations, and directives; the coordination and resolution of audits and cost disallowances with sponsoring agencies; the provision of counsel and guidance to campus administrators, chancellors, deans, directors, principal investigators, and departmental administrative staff on financial and administrative matters relating to extramural programs including the interpretation of contract and grant terms and conditions; the issuance of financial reports, billings, and vouchers to sponsors; the preparation of various cost studies including indirect overhead and the negotiation of overhead rates with the cognizant federal agency; the development of the necessary accounting systems to insure compliance with federal cost principles and financial management standards and to meet the administrative and managerial needs of the University; and the overall coordination of extramurally financed activities with federal, state, and other sponsoring agencies. CGMO also serves as the University's central recorder and depository of contracts, grants, and cooperative agreements. CGMO's organizational structure is divided into three (3) functional sections:

1. Contracts and Grants Administration
2. Federal Compliance and Audit Coordination
3. Accounting, Reporting, and Cash Management

1. **Contracts and Grants Administration**

Responsible for the overall administration and management of all extramurally financed contracts, grants, and cooperative agreements through the various pre-award, post-award, and close-out phases. Responsibilities also include the development, implementation, and maintenance of system controls for the administrative management of extramurally financed agreements; the issuance and updating of systemwide administrative procedures relating to contracts and grants management;

and the presentation of periodic workshops and information sessions to familiarize appropriate University personnel on procedural changes and to discuss and resolve problem areas.

Pre-award Phase

Provide guidance and assistance in the review, processing, and submission of proposals, offers, and non-financial or affiliation agreements for faculty members including the preparation of necessary certifications and assurances required by sponsoring agencies.

Review, negotiate, and recommend acceptance of contracts and grants, and cooperative agreements; and insure the timely processing and execution of new contract and grant awards, renewals, and extensions from sponsoring agencies.

Post-award Phase

Review, evaluate, and make recommendations for the establishment of temporary accounts and advance funding requests, and for action on sponsors prior approval systems (OPAS and IPAS) and indirect cost adjustments.

Provide counsel and guidance to P.I.'s and F.O.'s on program administrative matters including the interpretation of contract and grant terms and conditions relating to the reprogramming of project funds, allowability of costs, and the transfer or subcontracting of project scope to another College or University.

Close-out Phase

Monitor and coordinate the administrative close-out process of extramurally financed research and training contracts and grants and insure timely submission of required management reports, patent or copyright reports, property inventory reports, scientific and technical reports, and other special reports that may be required by sponsoring agencies.

Cost Studies

Conduct and coordinate analytical studies relating to the computation of federal indirect cost rates, user charges for specialized service facilities, vacation reserve fund requirements, and other special studies as required.

Indirect Cost Study

As necessary, develop, improve, and revise cost accounting systems, management information systems, allocation methods, and compilation techniques used in the development of indirect cost rate for federally sponsored agreements.

Compile and allocate pool costs to various major functions of the University and insure data compilation, allocation techniques, and methodologies fully comply with Federal government laws and regulations.

Prepare annual indirect cost rate proposal to cognizant federal agency; coordinate the audit review process by Defense Contract Audit Agency (DCAA) and the Office of Naval Research (ONR) and assist in the negotiations of rates.

Analyze user charge rate for specialized service facilities and other recharge centers.

Apply cost accounting techniques in the review and analysis of proposed user charges.

Assure rate development process is appropriate, equitable, and in compliance with applicable federal regulations and directives.

Review, analyze, and coordinate the submission of annual financial reports and proposed rate schedules to cognizant federal agency for review and approval; and coordinate the audit review process by DCAA.

Review and analyze vacation reserve requirements for collective bargaining personnel under federally sponsored agreements and compute annual vacation accumulation fringe benefit rate.

2. Federal Compliance and Audit Coordination

Review personnel, procurement and property management, insurance and risk management, accounting and financial reporting, research administration, patents and copyrights, EEO, and other related University business systems. Ascertain the adequacy of the University's financial management systems, internal controls and procedures, and insure strict compliance with federally imposed standards and requirements.

Review departmental and systemwide office records to insure policies and procedures are adequate to provide reasonable and reliable internal controls of assets, liabilities, revenues, and expenses. Identify deficiencies, if any, and the corrective measures necessary to improve effectiveness and efficiency.

Coordinate all functional reviews and audit examinations of federally sponsored programs conducted by DCAA and independent public accounting firms. Review and evaluate audit findings, coordinate the implementation of necessary corrective actions by appropriate campuses and departments, recommend improvements to established systems and procedures and coordinate the preparation and submission of audit responses.

Coordinate with the University's internal auditor to insure external audit requirements imposed by the federal government are met.

Review and monitor Research and Training Budget Status Reports and insure expenditure compliance within funding limitations; review and approve cost transfers and adjustments.

Follows-up on late accounts receivable and also reviews journal entries for all extramurally financed programs.

3. Financial Accounting, Reporting, and Cash Management

Coordinate the financial reporting, accounting, record maintenance, and cash management requirements of extramurally financed contracts and grants and cooperative agreements.

Financial Accounting, Reporting and Record Maintenance

Develop necessary accounting systems to accommodate financial reporting requirements imposed by the Federal government and to provide meaningful financial data for the review and evaluation of the financial status of federally sponsored programs; responsible for the maintenance of account master files and insure proper coding and deletion of inactive and terminated accounts; and review and approve requests for establishment of accounts and provide assistance to fiscal officers in setting up accounting systems and fiscal controls.

Prepare and process financial reports, billings and vouchers in accordance with contract and grant provisions specified by sponsoring agency.

Review and calculate final indirect cost charges for contracts and grants; initiate adjusting and closing entries and prepare final closing documents.

Maintain contracts, grants, and cooperative agreement files including original award agreement, correspondences and related documents.

Cash Management

Review, analyze, and project cash requirements for all extramurally financed research and training contracts and grants and determine necessary cash drawdown requirements for letter of credit and advance funding agreements.

Coordinate and process monthly cash advance requests and reimbursements for RCUH service ordered projects including the reconciliation of cash advances with actual expenditures.

Coordinate specific investments with UH Treasury Office and insure interest earnings are properly credited to appropriate accounts.

Review and monitor overhead income accounts and initiate periodic payments to State Department of Budget and Finance, and UH Research and Training Revolving Fund account.

Maintain and reconcile accounts receivables and advances from sponsors, and prepare fiscal year-end closing and adjusting entries.

**STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
FISCAL SERVICES OFFICE
DISBURSING AND PAYROLL OFFICE**

FUNCTIONAL STATEMENTS

Coordinates and is responsible for the prompt and accurate payment, reimbursement or transfer of all University obligations from either State of Hawaii appropriations or funds assigned directly to the University of Hawaii.

Develops policies/procedures for the processing of encumbrance and payment documents in consideration of State, Federal, Board of Regents, and University statutes, policies, rules and regulations. Communicates policies/procedures through the Administrative Procedures Manual, Business Affairs Circular, and general memoranda.

Performs final pre-audit function activities with respect to the legality, proprietary, and proper authority on all encumbrances and payments. Pre-audits and verifies encumbrance and payment documents for compliance with statutes, policies, rules and regulations, and contractual obligations before processing payments on UHGA checks (except for payroll checks issued by the State Payroll System).

Post audits UHGA checks for completeness, affixes authorized signature; sorts and distributes UHGA checks to individuals, vendors, departments and campuses.

Pre-audits payroll source documents and processes information into both the University and State system; includes priority payroll, lump sum vacation, worker's compensation, temporary disability payments, etc.

Coordinates the distribution of all payroll checks.

Coordinates and maintains the Student, Casual and Overload Payroll Information System (SCOPIIS) for the processing of payroll payments to University non-regular employees.

Instructs and trains Fiscal Officers, Assistant Fiscal Officers and petty cash/imprest check custodians on the policies/procedures for the use and control of their funds.

Develops, coordinates, and maintains policies/procedures for the establishment and control of petty cash funds and imprest checking accounts.

Coordinates the preparation and distribution of Federal and State income tax information on the Form W-2 and the Form 1099-MISC.

Develops policies/procedures for the processing and reporting of taxability on employee business expenses. Pre-audits and posts taxable amounts for proper withholding and reporting through the State Payroll System.

Coordinates quarterly wage reporting as required by the State Unemployment Insurance Division of the Department of Labor and Industrial Relations (DLIR). Coordinates the processing of unemployment claim documents related to University contract and claim transactions.

Coordinates the processing of legal requests for information and garnishment orders (e.g. child support cases, court judgements, federal levy, IRS audits, etc.).

Conducts research/analysis and responds to State and University vendor or employee inquiries and complaints with respect to vendor or employee payments.

Prepares Summary Warrant Vouchers for reimbursement, and bond payments with supporting documentation for submission to the State Department of Accounting and General Services (DAGS).

Records and reconciles all contract and claim encumbrances with DAGS yearly at fiscal year end.

Controls, edits, and monitors reports on encumbrance extensions, insufficient funds and accounts payables.

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
FISCAL SERVICES OFFICE
CENTRAL ACCOUNTING OFFICE

CURRENT
STATEMENT OF FUNCTIONS

CENTRAL ACCOUNTING OFFICE

General responsibilities of the office are as follows:

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

STATEMENT OF FUNCTIONS - CENTRAL ACCOUNTING OFFICE (2)

I. Accounting and Reporting

Performs all of the major functions with the exception of item 11., collection related activities.

A. Current Unrestricted, Plant and Loans

1. Current Unrestricted and Plant.

- a. Oversees accounting system and financial reporting of all funds of the University.
 - 1) Designs, monitors and updates the accounting classification structure as follows:
 - a) Monitors the establishment of account codes and the related assignment of fund groups, funds, appropriations, major organizations and fund subdesignation codes.
 - b) Monitors accounting entries by controlling updates to the matrix index table and other programs which provide computerized controls over all accounting entries.
 - 2) Performs monthly reconciliations as follows:
 - a) Reconciles the University's bank account.
 - b) Reconciles the subsidiary reports to each other, and to the general ledger.
 - c) Reconciles the University's records to those of the State.
 - 3) Keeps abreast of changes in college and University accounting, governmental accounting, State/Federal Laws and University policies; and promulgates administrative procedures, modifies programs and procedures as necessary.
- b. Prepares the University's financial statements.
 - 1) Coordinates the capturing of all accounting data on the accrual basis.
 - 2) Prepares the University's trial balances.
 - 3) Records adjusting entries as necessary.
 - 4) Assists in the general and special audits of the University.
 - 5) Provides the State with a copy of the Financial Report by August 31; publishes the summary Financial Report.
 - 6) Publishes the Detailed Financial Report.

STATEMENT OF FUNCTIONS - CENTRAL ACCOUNTING OFFICE (3)

- c. Provides accounting liaison with the State Department of Accounting and General Services.
 - 1) Reimburses the State semi-monthly for payroll cost from funds held at the University.
 - 2) Reports cash receipts, disbursements and balances:
 - a) quarterly - funds held at the University.
 - b) annually - special and revolving funds.
 - 3) Requests, as necessary, new appropriation codes and source/object codes.
 - 4) Maintains update to the State Accounting Manual for accounting matters.
 - 5) Computes and pays Act 34 Assessment charges.
 - 6) Interfaces with the State all journal voucher entries for general, special and bond funds.
 - 7) Provides audited financial reports and schedules for inclusion in the State of Hawaii Financial Report.
- d. Advises fiscal administrators on accounting matters.
 - 1) Preparation of journal vouchers to record accounting entries on a cash basis, accrual data and adjustments as necessary.
 - 2) Proper usage of classification codes.
 - 3) Preparation of departmental trial balances.
 - 4) Reconciliation of central records with departmental records.
- e. Assists internal and external auditors.
 - 1) Prepares trial balances, schedules and related worksheets.
 - 2) Schedules the audit function to meet deadlines.
 - 3) Briefs auditors on accounting and fiscal systems procedures and organizational structure, and responds to inquiries on audit findings.
 - 4) Evaluates adjusting entries if any and records them as necessary.
 - 5) Coordinates the review of financial statements and footnotes and makes changes as necessary before finalizing the report for publication.

STATEMENT OF FUNCTIONS - CENTRAL ACCOUNTING OFFICE (4)

- f. Prepares special reports for management, the State and outside users:
 - 1) General fund results of the total encumbrance and expenditures over the allocation.
 - 2) Default rates of the student notes receivables programs, financial report to the Federal Department of Education.
 - 3) Usage of the quasi-unrestricted endowment monies.
 - 4) Ten-year projections of the quasi-endowment funds and distribution requirements.
 - 5) Annual NACUBO endowment surveys.
 - 6) Other special studies as requested.
- g. Distributes interest income of interest-bearing accounts.
 - 1) Determines average cash balances of programs participating in the pooled interest income.
 - 2) Determines 'float' of the general, special and federal funds.
 - 3) Allocates interest income accordingly by journal voucher.

2. Student Loans

- a. Records accounting transactions and advises University administrators on proper input and classification of accounting data.
- b. Prepares financial and statistical reports for University, Federal and State agencies; assists auditors; monitors cash balances and allocate charges.
- c. Reconciles billing agency bank balances and subsidiary to general ledgers.

STATEMENT OF FUNCTIONS - CENTRAL ACCOUNTING OFFICE (5)

B. Current Restricted, Endowment,
Agency, and Accounts Receivable

1. Monitors and accounts for the endowment funds
 - a. Receipts and records all monies applicable to the endowment fund group
 - b. Computes and distributes monies in accordance with donors' wills and University policy
 - c. Monitors all purchases and sales transactions of the endowment fund
 - d. Reconciles monthly statements of investment managers and custodians with University records
2. Assists in the accounting and reporting functions of the Agency Fund
3. Assists in the recordkeeping, collection and write-off of accounts receivables
 - a. Performs recordkeeping for the smaller departments
 - b. Recommends follow up procedures on outstanding debts by departments
 - c. Coordinates the use of collection agencies on bad debts
 - d. Requests write-off by the State Attorney General's Office

II. Collections

Performs the collection related activities for short and long-term notes receivable and other related receivables.

1. Activates out of school accounts with billing agency
2. Accounts for and reconciles account statuses with external agencies including billing, collection, address search and credit bureau agencies
3. Reviews invoice billing from external agencies and processes payments
4. Contacts and advises delinquent borrowers
5. Documents borrowers entitlements or repayment agreements
6. Performs address searches
7. Determines proper collection action on delinquent accounts
8. Resolves collection disputes
9. Write off or assigns accounts

UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
TREASURY AND SUPPORT SERVICES

FUNCTIONAL STATEMENT

Director

Responsible for directing the activities of the Treasury Office, including cash management, the Cashier's Office, and Support Services.

Treasury Office

1. Receives, pre-audits and records all cash collection data of the University system and coordinates the quarter and year-end closing to ensure proper recording of cash receipts data.
2. Reconciles cash collections with deposits appearing in daily UHGA bank statements and follows up on unrecorded deposits for all campuses. Also follows up on wire transfers and UHGA debit and credit memos.
3. Prepares State of Hawaii Treasury Deposit Receipt forms for state collections and transmits funds to State via UHGA checks.
4. Deposits State of Hawaii reimbursements to the University of Hawaii into the UHGA to assure immediate interest earnings.
5. Writes receipts for funds credited to the UHGA from federal agencies.
6. Develops and disseminates internal policies/procedures on collections and deposits.
7. Responsible for the approval/disapproval of request which includes establishment, decrease/close, permanent/temporary increase, change in custodian and or alternate custodian of change funds. Reviews and authorizes all action requests and reviews all incidents of change fund overages and shortages.
8. Administrates and controls all temporary cash advances for registration purposes.
9. Manages the short-term investment program of the University of Hawaii by monitoring current market conditions and the University's cash flow and invests funds determined to be in excess of current obligations. Monitors collaterals assigned to the University by financial institutions for the security of UH funds.
10. Works closely with fiscal officers and the State of Hawaii Treasury in the investment of Special Funds of the University.
11. Responsible for the charge card program of the University of Hawaii. Includes the review and change, if necessary, of technical specifications of new contract for charge card and lockbox transactions.
12. Inputs UHGA returned checks into the University system.
13. Maintains inventory control over supply of UHGA and Imprest checks.

14. Maintains and controls the "Treasury Office Suspense Account."

Cashier's Office

Collects, receives, and receipts all departmental collections for deposit, all tuition and fees collections, and records all collections into the Central Accounting System for the Manoa Campus. Disburses all checks, warrants and refund checks to students.

Receiving Section

1. Receives all departmental collections. Pre-audits deposits and transships collection via armored car to bank. Controls departmental receipt data input to Central Accounting System.
2. Coordinates daily campus security and armored car pick-up and deliveries with various departments and organizations. Coordinates all special pick-ups at the Registration Cashier's site or any department requesting special armored car service.
3. Assists all departments and organizations on cash collections and charge card program. Disseminates internal policies and procedures on collections, deposits, refunds and reimbursements.
4. Responsible for issuing and deleting security codes to department(s) to access the financial obligation file. Controls all input and deletions to the central financial obligations file under the ISIS Program to ensure that there is a "Hold" as necessary on all:
 - a. Registrants.
 - b. Application for transcript.
 - c. Application for short-term loans.
 - d. Financial aid awards.
 - e. Tuition and all other refunds.
5. Responsible for the operation, accounting and annual reporting of the Cashier's Office Suspense Accounts:
 - a. Suspense account for temporary deposits.
 - b. Suspense account for returned items for all returned tuition and fee payment checks.

Registration Section

1. Responsible for the control and coordination with other departments, the fiscal aspects of the "Integrated Student Information System," ISIS, registration process. Controls the processing of:
 - a. The fiscal portion of all registration material.
 - b. Receipts all tuition and fees collection via the ISIS fee collection module.
 - c. Maintains an accounts receivable file for all third party tuition and fee billing.
 - d. Issues official receipts to disburse all tuition and fee collections to the proper funds and departments.
2. Disburses all Financial Aid checks, warrants and other cash awards to financial aid recipients.
3. Pre-audits all tuition and fee refunds, and issues check after checking for financial obligation clearance.

4. Operates Imprest Checking Account to issue tuition and fees refund checks only.

Support Services

1. Serves as the principal staff officer for administering and implementing the non-faculty personnel affairs for the Vice President for Finance and Operations, including the Workers' Compensation cases.
2. Attends to the usual duties related to an administrative position, including supervision of staff, correspondence, processing inquiries, telephone communication, writing internal memorandum, initiating and reviewing policy and procedural proposals.
3. Responsible for the maintenance and custody of the Administrative Procedures Manual and Executive Policies.
4. Serves as the Civil Defense Coordinator for the University System.
5. Plans and develops a commuter plan for the University system to resolve transportation and traffic congestion problems created by its large number of commuters on a daily basis.
6. Plans, organizes, promotes and coordinates a Ridesharing program or department for the University systems' faculty, staff and students.
7. Serves as the designated representative of the University to meet with State, City and private agencies to address and alleviate increasing traffic problems created during the work week.
8. Promotes the University's involvement and willingness to help reduce traffic congestion by participating in public functions, hearings and neighborhood board meetings.
9. Works closely with the University's student organizations to encourage their participation in Ridesharing and to get their input and problem areas regarding commuting to school.

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
PROCUREMENT AND PROPERTY MANAGEMENT OFFICE

FUNCTIONAL STATEMENTS

DIRECTOR

- . Plans, organizes, directs, and controls procurement and property management activities for the University system.
- . Responsible for the acquisition of goods and services through the University's centralized-decentralized procurement system, concession contracting, effecting agreements, and the administration of real and personal property assets.
- . Formulates University procurement and property management policy and procedure based on applicable State statutes, Federal laws and regulations, Board of Regents Bylaws and State policy and monitors effectiveness and compliance through records review and staff visits.
- . Executes contractual and real property documents in accordance with delegated authority.
- . Acts as University contact for Federal agencies in the areas of subcontracting and property administration under Federal prime contracts and grants.
- . Provides a public relations program to optimize relations with the commercial public and civic organizations.
- . Performs as the University central project officer on large and complex procurement projects that require extensive coordination, attention to detail and follow-up actions.
- . Assists the State Attorney General in legal actions involving University contractual matters.
- . Plans and supervises the University fiscal officer training program and provides specialized training in procurement and property administration.
- . Provides advice and guidance to University personnel on the ethics of public procurement.
- . Establishes internal operating policies and procedures for the Procurement and Property Management Office.

- . Approves sole source purchase utilizing federal funds.
- . Prepares legislation relating to competitive bidding and other procurement and property management matters, and either testifies or assists in testimony on the same before the Legislature.
- . Administration of patents and copyrights

ASSISTANT DIRECTOR

- . Reviews and processes all documents relating to the acquisition or conveyance of real property or any interest therein, including leases, revocable permits, licenses, easements, rights-of-entry, and deeds. Maintains repository for land documents.
- . Provides risk management services, including guidance on liability and the acquisition of insurance for the University and Board of Regents.
- . Prepares briefs and studies on subjects pertaining to procurement and risk management for the University administration and either testifies or assists in testimony on same before boards, committees, departments, investigators, etc.
- . Serves as University small business specialist as required by Public Law 95-507. Develops policies and procedures, contract clauses, and reports concerning small business utilization. Advises small businesses on how to do business with the University.
- . Serves as University Records Officer and provides guidance to University personnel on records management.
- . Assists the State Attorney General in tort cases involving University real property by conducting investigations and preparing reports to support legal actions.
- . Assists the Director in planning, organizing, directing, and controlling the University's Procurement and Property Management Office.
- . Acts as Director, signs contractual and property documents as authorized during absence of Director.
- . Assists Director in resolution of unique procurement problems, contract disputes, and in making complex procurement decisions.
- . Performs special tasks in complex acquisitions and provides contract administration as assigned.

ADMINISTRATIVE SUPPORT

- . Provides centralized administrative support to the two operating sections, support to the Director and Assistant Director and policy and procedure dissemination to departments and fiscal officers.
- . Types and compiles bid packages consisting of specifications, general conditions and special provisions and advertisements for tenders in accordance with established procedures.
- . Types purchase orders for issuance.
- . Maintains register of contract status and insures that proper and timely actions are taken.
- . Types contracts, and forwards contract to vendor for signatures, bonds, approvals, etc., and distributes contract documents.
- . Releases bid results to vendors, commercial associations and other agencies, when requested.
- . Encumbers contracts at Department of Accounting and General Services.
- . Compiles periodic lists and descriptions of contracts in accordance with Article V of the University bylaws for review by the Board of Regents.
- . Formulates routine correspondence.
- . Maintains general files and contract files (ten years) and records disposition program.
- . Receives and distributes mail and maintains an action suspense system.
- . Types reports required by the University, State agencies and Federal agencies.
- . Administers the student help program.
- . Receives visitors and arranges appointments for them.
- . Maintains supply of forms for use throughout the University system.

PROPERTY MANAGEMENT SECTION

- . Maintains a computerized personal property accounting system as required by law and grant or contract provisions.
- . Prepares reports on property as required by law, contract, grant or as requested.
- . Provides warehousing facilities for storage, transfer and disposal of personal property.
- . Prepares regulatory policies and procedures on inventory of personal property and real property.
- . Trains fiscal officers in property administration.
- . Accounts for all personal property and real property for the University of Hawaii system.
- . Advises and participates in the acquisition, disposition and exchange of lands necessary to the physical development of University campuses, research centers and other components.
- . Advises and participates in the preparation of land use and zoning studies, appraisal reports, research and evaluation studies on site selections.
- . Assists in maintaining an inventory of University lands for planning purposes.
- . Advises, prepares and reviews environmental assessments and impact statements for new campuses, master plans and all University projects, responsible for University environmental policy and all documents in compliance with rules and regulations of the Environmental Quality Commission.
- . Maintains liaison and represents the University dealing with private and public agencies on matters relating to University lands and environmental concerns.
- . Drafts conveyance documents, e.g., deeds, leases, easements, rights of way and licenses, relating to University interests in real property.
- . Coordinates with University departments involved in or affected by a particular conveyance.
- . Processes conveyance documents for execution by parties.
- . Records/registers conveyance documents, as necessary, with the Bureau of Conveyances or Land Courts.

- . Maintains official files for all University interests in real property.
- . Monitors official files to process necessary changes to terms and conditions of the conveyance documents, e.g., extensions of lease, adjustments to rent, insurance renewals, etc.
- . Processes short term lease requests (30 days or less/under \$4,000).
- . Processes fiscal services accounting forms for payments relating to conveyance documents.
- . Investigates and gathers information for tort claims involving University real property.
- . Assists in developing, interpreting, and evaluating policies and procedures in the highly specialized area of licensing.
- . Reviews licensing agreements for legality, completeness and accuracy, review for renewal/cancellation, and periodically review, evaluate and amend licensing agreements.
- . Maintains a file of royalties received and prepare quarterly reports of royalties received/not received, conduct field audits of licensee's records to assure compliance with the licensing agreement. Take appropriate action for non-compliance as directed.
- . Investigates possible violations of licensing agreements, gathers facts and documents and take appropriate action as directed. If necessary, work with Attorney General's Office to curb violations and recover damages. Conduct field investigation (swap meets, sidewalk vendors, gift shops, etc.) for violation of licensing agreements or misuse of UH indicia, etc.
- . Meets with potential licensors, explain University's licensing program qualifications, procedures for securing an agreement, provide information to retailers concerning licensed vendors, investigate potential licensing ventures.
- . Reviews proposed products for appropriateness, quality and accuracy in the use of UH indicia, etc. Prepare report recommending approval/disapproval, changes/improvements, etc.
- . Reviews and evaluates University's agreement with International Collegiate Enterprises (ICE) for compliance, etc.
- . Advises University personnel on licensing policies/procedures, etc.
- . Serves as University liaison with licensing agents and negotiate agreements with licensing agents.

- . Serves as University liaison with the private sector on and licensing matter to encourage University-industry interaction.
- . Keeps up-to-date on the latest trends, materials, etc., in the field of licensing recommending appropriate changes in University policies and/or procedures as necessary.

PROCUREMENT SECTION

- . Effects formal contracts (over \$4,000), specialized informal contracts and consultant and services contracts.
- . Evaluates departmental requirements for acquisition and writes bid specifications.
- . Advertises for bid in accordance with State law, grant or contract terms and Board of Regents policy.
- . Justifies sole source procurement in accordance with law.
- . Evolves contract terms and provisions.
- . Awards contracts.
- . Administers open-end contracts.
- . Provides contract administration services over and beyond routine actions.
- . Prepares bid packages consisting of specifications, general provisions and special provisions and advertisement for tenders in accordance with Section 103-22 and Chapter 102, H.R.S., in the name of the Board of Regents.
- . Prepares and awards contracts.
- . Controls or performs the University purchasing function, mostly \$4,000 and under, by the purchase order and informal contract methods; acquires insurance, provides customs clearance, provides freight specialist services, foreign purchase assistance, handling of licenses, damage claims, and hazardous materials and alcohol acquisitions.
- . Obtains necessary quotations.
- . Awards high dollar purchase orders.
- . Monitors decentralized procurement activities (other campuses and departments).
- . Provides advice and assistance to using agencies.
- . Effects informal contracts.
- . Trains fiscal officers and assistants.
- . Handles sales of excess property.
- . Develops regulatory policies and procedures.

- . Provides purchasing forms to departments.
- . Provides vendor information.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT

OFFICE OF THE DIRECTOR OF CAMPUS OPERATIONS

- . Provides administrative support to the Vice President of Finance and Operations by planning, developing, and directing the activities related to Auxiliary Services, Facilities Planning and Management, Buildings and Grounds Management, and Environmental Health and Safety operations.
- . Provides guidance to the respective directors in strategic program, facility, operational, and budget planning. Develops and effectuates major policies, rules, regulations, and procedures. Identifies issues and develops courses of action.
- . Monitors and evaluates effectiveness and efficiency of programs relating to Campus Operations.
- . Approves budgets, operational and financial plans, personnel requirements, and actions relating to Campus Operations.
- . Plans and effectuates personnel development activities relating to Campus Operations.
- . Directs the development of long-range physical plans for the University of Hawaii Manoa campus.
- . Conducts analyses of institutional plans, agendas, and policies for future directions.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
DEPARTMENT OF ADMINISTRATIVE SERVICES

MAJOR FUNCTIONS

Plans, organizes and administers delivery of human resources services, budget development allocation and administration; accounts for resources, procurement and property management and other logistical support services for Facilities Planning and Management, Auxiliary Services, Buildings and Grounds Management, and Environmental Health and Safety.

HUMAN RESOURCES MANAGEMENT

Directs and coordinates the implementation of the divisions' personnel functions, including organizational development reviews, personnel analysis, recordkeeping, classification, recruitment, selection and appointment, termination, workers' compensation, safety and training, leave requests, benefits, and employee relations.

Provides technical assistance to the divisions and staff on matters relating to personnel administration, grievance procedures, personnel issues, disciplinary actions, and EEO/AA matters; interprets and ensures compliance with civil service personnel rules and regulations, University personnel policies and procedures, and collective bargaining agreements.

Provides assistance to the divisions in the formulation, development, installation, and implementation of computerized systems.

BUDGET, FISCAL, PROCUREMENT, AND INVESTMENT MANAGEMENT

Directs the development of financial plans, budget allocation and execution, financial and cost accounting, and financial reporting.

Provides analysis of expenditure transactions, certifies availability of funds, monitors job order reimbursement system, maintains cost accounting information systems, and other related fiscal responsibilities.

Directs the procurement of specialized supplies, equipment, motor vehicles, and other services for minor repair activities.

Provides technical assistance for the divisions in the preparation of specifications as well as for volume purchasing of day-to-day supplies and specialty items.

Directs the investment of special, revolving, agency and federal funds.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
FACILITIES PLANNING AND MANAGEMENT

MAJOR FUNCTIONS

Directs the activities and personnel in the Facilities Planning and Management Division. The major function of the division is to utilize available resources to create, maintain and operate a safe and healthy physical environment conducive to learning and research; and the planning, budgeting and construction program of physical facilities for UH Manoa and West Oahu campuses, in compliance with the approved Long Range Development Plans and appropriate State, Federal and City Building Standards including UFAS and ADA. In pursuit of this function, the division is divided into the following major branches: Facilities Design, Facilities Planning, Physical Plant and Utilities.

FACILITIES DESIGN

Provides design and technical support for the division, including

the preparation of bid documents for contract maintenance and/or repairs and all alteration renovation projects of a non-CIP nature to meet the space and modernization requirements of campus facilities. This branch also maintains an inventory of the physical facilities of the campus and assists appropriate senior level university administrators to allocate facilities for department use. In addition, the Facilities Design Branch provides architectural design capabilities and project management, and provides periodic inspections of the physical plant.

Major Functions

1. Prepares architectural designs and coordinates mechanical, electrical and utility distribution system designs for alteration and renovation projects performed by the Physical Plant Branch and private contractors; prepares specifications and bidding requirements for projects to be performed by private contractors; coordinates and manages construction projects until completion.
2. Develops and schedules preventive maintenance programs for campus building exteriors and interiors and roofs. Conducts periodic inspection of the campus facilities to ensure that the proper repair and maintenance is performed; recommends timely upgrading and renovation of facilities to meet program needs.

3. Maintains liaison with departments to identify areas that require maintenance attention.
4. Provides construction and renovation design assistance to departments; determines type of service or maintenance attention required, estimated time to complete project, alternative approaches and estimated cost of project.
5. Reviews service work request; confers with departments regarding request; prepares cost estimate of required work; prepares labor and material requirements; assigns request to Physical Plant Branch.
6. Maintains campus building and utility distribution system campus master files; updates files as required.
7. Establishes and maintains campus keying system; distributes and maintains control of keys and replacement of locks.
8. Maintains the facilities inventory for the campus as to the type of construction and occupancy.
9. Analyzes and develops space standards and advises in space assignment.
10. Schedules and coordinates support services for special events.

FACILITIES PLANNING

Provides program planning, including assessing space utilization and contract design and construction services to build or renovate and equip physical facilities for the University of Hawaii--Manoa and West Oahu campuses.

Major Functions

1. Prepares and maintains long-range physical development plans for the University of Hawaii--Manoa and West Oahu campuses by translating academic program requirements into buildings and structures needs; develops and evaluates land use and area requirements; develops architectural and aesthetic standards.
2. Prepares and recommends the multi-year and biennial Capital Improvements Program (CIP) and the annual expenditure plans, including the preparation of cost estimates, determination of priorities, and phasing and scheduling of projects to effectuate the timely execution of master plans.
3. Develops individual projects and coordinates all phases of work from preparation of architectural programs, through design, construction and equipping of physical facilities.
4. Prepares applications to Federal and private agencies for loans and grants for construction of facilities.

5. Conducts studies and prepares reports as requested in connection with the University of Hawaii--Manoa and West Oahu campuses CIP.
6. Coordinates the planning and construction of physical facilities authorized by the Legislature and the Governor; maintains liaison with various government agencies and private groups to expedite planning and construction.
7. Develops and maintains physical planning standards for use by architects, engineers, space planners and programmers, and campuses.
8. Analyzes studies on space utilizations, enrollments and cross-over trends to determine project priorities.
9. Coordinates the preparation of proposals for capital improvements funds from Federal and other extramural sources.
10. Establishes and maintains a facilities inventory system containing selected information regarding the historical and environmental context of the facility, existing component systems and current space utilization.
11. Develops and maintains institutional studies; prepares offices, classroom and laboratory utilization reports.

12. Develops and maintains policies and procedures, standards and allowances to facilitate the allocation and use of space.
13. Conducts qualitative analysis with department project coordinators and planning division to identify deficiencies in the physical condition of the space and identify deficiencies in the quality of space.

PHYSICAL PLANT

Performs repair and maintenance programs and minor alterations to the buildings, facilities, equipment and utility distribution system. To fulfill this function, the branch is divided into four sections: Facilities Engineering, Facilities Maintenance, Work Management, and Materials Management.

Major Functions

1. Performs the preventive maintenance programs and renovations to campus structures, air conditioning, electrical and plumbing systems in accordance with the project design and specifications.
2. Performs emergency and corrective work as the need arises; reports any deficiencies identified that requires immediate attention not covered in the work order.

3. Performs minor alteration/renovation projects when maintenance workload permits.
4. Performs routine repairs and maintenance to campus structures, building hardware, equipment and utility distribution systems.
5. Assists project coordinators in the inspection of maintenance work performed by private contractors.
6. Prepares mechanical engineering designs for alteration and renovations projects, including the preparation of plans and specifications.
7. Provides periodic inspections of the physical plant; recommends timely upgrading and replacement of equipment.
8. Reviews service work requests; confers with departments regarding request; prepares cost estimate of required work; prepares labor and material requirements; assigns request to appropriate unit.
9. Procures and stores material needs of the division; follows appropriate fiscal guidelines and recognized industry practices to insure materials are procured and received in a timely manner; maintains adequate inventory to support daily operations of the division.

10. Provides support services for special department events.

UTILITIES

Plans, programs, designs and maintains the campus utility systems, including electrical, communication, water and sewer. In addition, develops and monitors energy conservation policies, procedures and measures for campus-wide utility systems.

Major Functions

1. Develops and schedules preventive maintenance programs for campus mechanical and electrical utility systems, including substations, machine and transformer rooms, etc.; conducts periodic inspections to insure proper repair and maintenance is performed; recommends timely renovation and upgrading of systems as required.
2. Maintains liaison with campus departments to identify areas that require attention.
3. Provides electrical and mechanical engineering design services for alteration and renovation projects.
4. Administer campus-wide energy conservation program.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
AUXILIARY SERVICES

MAJOR FUNCTIONS

Plans, organizes, directs, and controls the activities of the following Auxiliary Services programs -- Parking, Transportation Services, Telecommunications, Campus Security, Central Duplicating Services, Campus Mail Services, Faculty Housing, and Food Services in accordance with established policies.

1. Serves as chief executive officer of the department and provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic goals and objectives.
2. Coordinates development and implementation of policies and procedures for Auxiliary Services units.
3. Provides overall administrative direction and coordination in fiscal planning, the development, implementation, and control of budgets; and financial reporting.
4. Establishes financial goals and objectives with subordinate managers; reviews and evaluates fiscal performance of auxiliary units; and conducts periodic reviews of user fees and other income-generating requirements.
5. Prepares budgetary testimony, coordinates preparation of

responses to legislative requests, and attends legislative committee hearings as necessary.

6. Makes presentations and/or meets with students, faculty, University administrators, community groups, and other interested parties on Auxiliary Services matters.
7. Serves on various campus committees as the principal representative for Auxiliary Services.
8. Acts on behalf of the Director of Campus Operations when so designated.

PARKING

The function of the unit is to provide orderly parking and traffic flow on the campus in accordance with the applicable parking regulations as approved by the Board of Regents.

1. Develops policies and procedures to manage the allocation of available campus parking spaces to various users on an equitable basis.
2. Repairs and maintains parking areas, controls access into the campus, and controls vehicular traffic on the campus.
3. Provides for the sale of various parking permits and scripts, accounting of daily entry fees, collection of fines, and maintenance of permit and citation records.
4. Assists Facilities Management in the long-range planning of additions and improvements to existing parking areas on campus.

5. Develops and enforces parking regulations for all types of vehicles entering campus.
6. Supervises the daily operations of contracted parking officers who patrol the various parking areas on campus.
7. Provides and manages an appeals process for people contesting parking citations for violating parking regulations on campus.
8. Provides parking-related services for special events held on campus such as sporting events, charity functions, concerts, etc.

TRANSPORTATION

The function of this unit is to provide a vehicle fleet management program and other related transportation activities for the University. This unit is responsible for the purchasing/leasing, preventive maintenance, and repair of University vehicles.

1. Administers services related to the operation of a central motor pool and garage on campus.
2. Prepares specifications and bid proposals for the purchase of motor vehicles based on users' requirements and vehicle replacement program.
3. Ensures that all vehicles are properly licensed, insured, and safety inspected prior to being assigned to a department.
4. Conducts preventive maintenance and repairs on vehicles.
5. Purchases and installs various replacement parts for vehicles.

6. Administers billing procedure for all services incurred by various departments.
7. Maintains historical records including maintenance and billing records of all vehicles.
8. Administers a vehicle rental program based on daily, weekly, or monthly usage.
9. Provides servicing of heavy equipment vehicles such as refuse truck, buses, trucks with lifts, etc.
10. Administers and awards contracts for major vehicle repair work to appropriate private vendors.

TELECOMMUNICATIONS

The primary function of this unit is to provide an efficient and economical telecommunications system that supports the University community in the pursuit of its objective in teaching, research, and public services.

1. Provides an efficient and cost-effective telecommunications system for the Manoa campus, including the student dormitory and faculty housing facilities.
2. Maintains integrity of the current and new/additional installations to the telecommunications system for the user community.
3. Evaluates future requirements for the telecommunications systems and develops long-range plans for system enhancements, cost control, and capital improvement projects.

4. Controls, manages, and monitors use of the outside and inside distribution facilities, including the telecommunications management system.
5. Maintains inventory of the telephone system and related equipment, including cable plant facilities.
6. Provides review, design, and planning/coordination functions for new and renovated buildings on campus. Incorporates and insures construction and installation of conduits, raceways, cabling, and equipment to provide required services for tenants of the area/building. Prepares system design specifications for cost allowance proposals.
7. Monitors repair and maintenance programs to maintain an efficient telecommunications system.
8. Evaluates the quality control measures and trouble reports in order to implement corrective actions to guarantee the satisfaction of the users.
9. Provides emergency functions (call boxes) linked directly to the Campus Security Office.
10. Conducts and prepares cost analysis of the telecommunications system, including pricing structures for all services provided.
11. Initiates chargeback systems and processes monthly billing documents to appropriate users for line/equipment, long-distance, and move/add/change charges.
12. Maintains constant contact with related industries to keep abreast of the most efficient and effective technologies for the campus.

13. Coordinates and assists users with all telecommunications requirements to meet their needs.
14. Provides ongoing training for the user community on telset usage, coordinator review, etc.
15. Provides operator services and assistance to the campus. Maintains the campus directory system information.
16. Administers contracts for the telecommunications system, related facilities/services management, and long-distance services.
17. Provides day-to-day technical support for the user community in establishing a system to meet their specific requirements.
18. Provides campus long-distance services to faculty, staff, student dormitories, and faculty housing tenants.
19. Monitors and maintain accurate and up-to-date information in the telecommunications management system, directory, and billing programs.
20. Coordinates distribution of the Oahu, neighbor island, and Hawaii State Government directories to the campus community.
21. Generates chargeback billing documents, which includes seven (7) billing cycles and over 900 invoices monthly. Manages and maintains account receivables for all invoices generated.
22. Coordinates and monitors daily schedules of work to be performed for services, maintenance, and trouble calls on the telecommunications systems.

23. Prepares notices, newsletters, training manuals, etc. to keep user community abreast of current Telecom Office information, policies, system features, and updates.

CAMPUS SECURITY

The function of the unit is to provide protection and security of personnel and property on the Manoa campus 24-hours a day throughout the year.

1. Maintains law and order consistent with the enforcement of University policies, rules, and regulations.
2. Provides foot and mobile patrols throughout the main, lower, and mauka campuses including Faculty Housing, College Hill, and the University High school, focusing on the prevention of theft, violence, property damage and trespassers, fires, and any other potential safety hazards or irregularities.
3. Conducts and documents on-beat or reported investigations of criminal and non-criminal incidents when necessary; conducts follow-up reports to these incidents when needed to determine the responsible party and/or to serve as preventive measures to avoid a repeat of the incident.
4. Monitors security of buildings and its contents; assists in room opening and closing; activates night lights; conducts evacuation and search of buildings and grounds in the event of a bomb threat; reports health and safety hazards to appropriate departments.
5. Assists in the application of C.P.R. and first aid to sick and injured parties and provides transportation of the parties to the Student Health Services when necessary.

6. Provides 24-hour radio communication with an operator and monitors the Emergency Call Boxes provides throughout campus.
7. Responds to all alarms such as fire, elevator, and other emergency alarms/calls.
8. Maintains and provides after-hour emergency telephone numbers.
9. Provides an escort service during the hours of darkness; provides money bag pick-ups and deliveries.
10. Assists in traffic control; enforces parking rules and regulations and issues citations.
11. Maintains crowd control for special events, demonstrations, etc.
12. Provides crime prevention programs to the University community.
13. Maintains a records division.
14. Maintains constant contact with outside law enforcement agencies and assists them as requested.

CENTRAL DUPLICATING SERVICES

The primary function of this unit is to provide efficient, low-cost reprographic services and capabilities through its central facility and satellite copy machine sites.

1. Provides duplicating services to campus users.

2. Provides a centralized service for copy machine maintenance and supply acquisition.
3. Maintains sufficient inventory of reprographic supplies to guarantee continuous operation of the central printshop and satellite sites.
4. Monitors and maintains preventive maintenance contracts for all reprographic equipment.
5. Evaluates departmental requirements for copy machines to ensure cost-effective placements and purchases.
6. Maintains and controls issuance of auditron keys to departments.
7. Evaluates future requirements for replacement or acquisition of equipment in order to maintain/improve level of services provided.
8. Issues, evaluates, and controls departmental allocations for reprographic services.
9. Develops and administers billing procedures for services rendered to campus departments/programs.
10. Keeps abreast of technological advances.
11. Develops short- and long-range strategic plans.

CAMPUS MAIL

The primary function of this unit is to provide daily mail pickup and delivery services to Manoa campus departments on a timely, cost-efficient basis.

1. Picks up, sorts, and delivers intra-campus, incoming, outgoing, and state messenger mail.
2. Weighs, meters, and processes outgoing mail.
3. Administers third-class bulkmail, first-class permit, postage due, and express trust accounts.
4. Provides endorsements for incoming accountable mail.
5. Delivers telex messages received on facsimile machine to appropriate departments.
6. Collects campus mail volume data.
7. Keeps abreast of United States postal service rules and regulations concerning non-profit mailers.
8. Keeps abreast of technological advances.
9. Develops and maintains delivery point barcode (Zip + 6) database for Manoa campus departments.
10. Issues, evaluates, and controls departmental allocations for mail services.
11. Develops and administers billing procedures for services rendered to campus departments/programs.
12. Develops short- and long-range strategic plans.

FACULTY HOUSING

The function of this unit is to provide a self-sustaining faculty housing program to assist new faculty members with low-cost, temporary housing during their period of adjustment to local economic conditions.

1. Operates and maintains the Waahila Faculty Housing which includes sixty-seven (67) apartment units.
2. Provides for the acceptance, evaluation, and processing of requests for housing; reviews and approves assignments of leases in accordance with University policies.
3. Conducts preventive maintenance programs, major renovations, and replacement of furniture and equipment, and custodial and grounds maintenance to improve the physical quality of faculty housing, and provides security of the apartments in order to make the faculty housing complex safe and livable.
4. Conducts survey and evaluation of new faculty's needs to determine future development of additional faculty housing units, and develops long-range plans for capital improvement projects. Provides faculty housing assistance programs to assist the faculty in acquiring alternative accommodations.

FOOD SERVICE

The function of this unit is to satisfy the nutritional needs of the University community by providing choices of products at the lowest possible cost that are high in quality, and with the best possible services.

1. Administers the food service contract for the Manoa campus. Develops contract specifications focusing on the quality of menus, the manner of service, the economy of prices, and merchandising that provides the customer with options that are attractive, enjoyable, interesting, and nutritious.
2. Monitors the food service contractor to insure the timely delivery of service; the quality and quantity of food, food products, hours of operations, maintenance and replacement of equipment; the management of personnel, safety, and sanitation; and improvements to the University facilities in compliance with the provisions of the contract and applicable codes and ordinances.
3. Conducts evaluations on the use of the food service facilities and customer traffic on campus and develops alternative food service locations. Insures that the contractor conduct a food survey at least once a year to evaluate customer satisfaction in all aspects of the food service program. Initiates new programs, including food preparation, new formats, menu variations, decor, and ambiance to enhance the overall food service operation. Plans and constructs new food service facilities to replace Hamilton Snack Bar.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
BUILDINGS AND GROUNDS MANAGEMENT

MAJOR FUNCTIONS

Directs the activities and personnel in the Buildings and Grounds Management Department. The major function of this division is to contribute to the educational process by maintaining the cleanliness of the campus buildings and grounds; contributing to the aesthetic qualities of the campus; providing improvements to the grounds and facilities which would enhance the academic environment and insuring the health and safety and morale of the campus community. In addition, this division:

1. Administers the registration class applications for the University of Hawaii System. Recruits qualified applicants, conducts interviews, maintains applicant pools and provides the University departments with lists of applicants for registration class positions.
2. Administers job training courses to increase efficiency and effectiveness of personnel.
3. Administers and coordinates the recycling efforts for the Manoa Campus. Promotes, advocates and encourages efforts to reduce, reuse and recycle.
4. Ensures that health and safety standards are maintained.

To accomplish these functions, the department is composed of two major branches, Building Services and Grounds.

BUILDING SERVICES

Building Services consists of two shifts, subdivided into groups of five to twelve employees, who are assigned to work areas by geographic locations, type of facility, or nature of work. Each group is led by a working supervisor.

1. Conducts regular custodial maintenance to classrooms, laboratories, auditoriums, offices, restrooms, corridors, and other public and general-use areas. The activities include but are not limited to sweeping, mopping, stripping and waxing, shampooing rugs and carpets, window cleaning, and minor repairs.
2. Opens and secures classroom buildings during the weekdays.
4. Conducts inspections and reports damages and incidents such as vandalism, accidents, and other situations which require the University's attention.

GROUND

This branch consists of three sections: grounds maintenance, landscaping, and refuse.

Grounds Maintenance: Provides routine grounds maintenance to the Manoa Campus. This unit includes lawn mowing personnel; day-and-night irrigation staff; a roving crew which works throughout the campus on a rotational basis; and groundskeeping personnel assigned to specific geographic

areas. The rotational (roving) crew works a Friday-through-Tuesday schedule.

Maintains roads and parking lot/structures including routine sweeping and minor repairs.

Landscaping: Performs tree trimming duties; hedge trimming and special maintenance; pesticide and fertilizer applications; and operate heavy equipment.

Preserves, maintains, and enhances existing landscape; conducts regularly scheduled grounds maintenance such as mowing, hedge and tree trimming, herbicidal treatment, aerating, fertilizing, and watering.

Maintains a campus beautification program of planting trees, shrubs, grass, and various other floral and ground cover material; makes improvements to the campus grounds, including repair and installation of irrigation systems, sidewalks, planter areas and recreational areas.

Refuse: Provides refuse collection for the Manoa campus' instructional and administrative buildings. Special and bulk disposal are also provided by this unit. Operates refuse trucks and insures pickup and maintenance of campus roll-away refuse containers.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
ENVIRONMENTAL HEALTH AND SAFETY OFFICE

Major Functions

1. Develop programs to ensure a healthy and safe campus environment and to ensure compliance with applicable Federal, State, and County rules and regulations relating to environmental and occupational health and safety.
2. Administer the Radiological Safety program as required by the U.S. Nuclear Regulatory Commission and the University's Radiation Safety Manual.
3. Administer the Diving Safety program to ensure compliance with the University's Standards for Scientific Diving and Operation of Scientific Diving Programs and applicable State of Hawaii, Occupational Safety and Health Standards (HOSHS).
4. Administer a program that monitors departmental compliance with the State of Hawaii, Occupational Safety and Health Standards (HOSHS). This area includes:
 - A Laboratory Safety program to monitor conditions within campus laboratories and ensure healthy and safe working conditions.
 - A program to control the use, storage, and disposal of hazardous materials to meet applicable U.S. Environmental Protection Agency (EPA) and U.S. Department of Transportation regulations.
 - A Farm Safety program to ensure compliance with EPA and State of Hawaii, Department of Agriculture requirements.
5. Administer a Biological Safety program to ensure compliance with HOSHS and the National Institutes of Health's Guidelines for Research Involving Recombinant DNA Molecules.
6. Administer a campuswide Fire Safety program to ensure compliance with applicable fire regulations. Coordinate inspection and maintenance programs for campus fire suppression equipment, such as fire extinguishers and sprinkler systems.
7. Administer an Accident Investigation program to document circumstances related to campus accidents and to institute corrective and/or preventive measures.
8. Review plans for all new construction and renovation projects for compliance with applicable health and safety standards.

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE & OPERATIONS

UNIVERSITY OF HAWAII BOOKSTORE

FUNCTIONAL STATEMENT

The Bookstores services all campuses of the University of Hawaii System. The Director of University Bookstores reports to the Vice President for Finance and Operations.

University Bookstores

Responsible for the operation of all University of Hawaii Bookstores and for the planning and direction for future developments and improvements.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides management services to branch bookstores, including financial accounting, training, and technical support.
3. Reviews the adequacy of methods used in market analysis, procurement, storage, pricing, inventory control, security, cash handling and merchandising. Takes corrective action as appropriate.
4. Maintains liaison with the various Vice Presidents, Chancellors, Provosts, Deans, Directors, Department Chairpersons, Faculty Members and Staff, Officers to anticipate needs and provide effective and efficient services.

Administrative Services

Fiscal Operations

Responsible for fiscal controls, financial operations and reporting, procurement and budgeting.

1. Maintains a double entry accounting system based on the retail method of inventory and integrates with the University's accounting system.
2. Prepares long range, biennial and annual budgets for the system.
3. Establishes and enforces fiscal controls and procedures for cash and inventory.
4. Monitors departmental and branch purchases for resale merchandise.
5. Operates imprest fund accounts and processes all payments to be made via the University's Disbursing Office.
6. Maintains fiscal records and files.

7. Prepares periodic profit and loss statement, balance sheets and budget reports.
8. Conducts spot cash audits of registers and change fund cash and in general serve as a "trouble shooter" for the Bookstore system.
9. Monitors factors critical to retail operations such as margins, markups, markdowns, overhead costs, etc.
10. Invests available cash.
11. Coordinates all audit activities of the Bookstore system.

Personnel Management

Responsible for all matters related to personnel recruitment, processing of documentation, grievance, record keeping, training, classification and management support.

1. Conduct all personnel recruitment in accordance with University policies and procedures, State and Federal laws.
2. Conducts investigations and prepares the necessary claims for all workers' compensation and temporary disability claims.
3. Handles all grievance matters with University departments, unions and state agencies.
4. Coordinates and conducts training and development programs.
5. Handles all classification and maintains position inventory control.
6. Maintains updated Policies and Procedures Manuals.
7. Provides management support in all areas of personnel management, organizational structure, staffing analysis and changes in staffing requirements.

Data Processing

Responsible for the system development and maintenance, operations, technical support and management support in all areas of electronic data processing for the Bookstore system.

1. Areas of responsibility include the following: Point of Sales, Inventory Systems, General Ledger, Accounts Payable, Bar Coding System, Office Automation and Electronic Mail System.
2. Performs systems analysis, design, tests, installations and maintenance.
3. Develops and controls all production schedules for all computer relations operations and projects.
4. Provides technical assistance and conducts periodic training to all users in the Bookstore system.
5. Provides management and administrative support for all data processing related activities.

Advertising

Conducts the advertising and public relations efforts of the Bookstore through various media and coordinates promotional activities.

1. Conducts a program of advertising and public relations through the use of show windows, ad in campus newspapers, posters, flyers, catalogs, correspondence, special events and other means as may be appropriate.
2. Coordinates with various company representatives when promoting products.
3. Monitors and make recommendations for the use of cooperative advertising funds.

Secretarial Staff

Provides administrative, secretarial and clerical support to the Bookstores.

1. Arranges meeting, transportation and travel for managers.
2. Makes all routine purchases of supplies and equipment for the Manoa campus store.
3. Originates routine correspondence.
4. Manages internal routing of correspondence, processes and distributes mail.
5. Performs normal secretarial duties.
6. Maintains filing systems.

University of Hawaii Bookstore at Manoa

Responsible for the daily operations of the Manoa Campus Bookstore

1. Directs the daily operations of four retail departments (Textbooks, Tradebooks, Supplies and Computer Sales) as well as Cashiering, Receiving, Warehousing, and Custodial Services, Medical School Bookstore and the Manoa Campus Post Office.
2. Establishes goals and objectives for the Manoa Campus retail operations.
3. Participates in personnel management processes.
4. Analyzes composite statements of financial condition and income and expense summaries, and directs the implementation of cost control procedures.
5. Responsible for the maintenance and safety of the Manoa Bookstore sales and back office areas.
6. Provides support to the University Bookstores Systems as needed.

Textbook Department

Provides for the timely purchase and sale of text materials prescribed by faculty.

1. Plans, orders, merchandises all required and optional textbooks (except medical textbooks) for the University of Hawaii at Manoa, including the

College of Continuing Education and Summer Session in accordance with academic schedules.

2. Obtains requirement information from faculty, compares with inventory on hand and estimates quantities to be ordered.
3. Maintains liaison with faculty to facilitate planning and problem solving.
4. Prepares book lists in various sequences for internal use and for use by students.
5. Verifies accuracy of orders filling, book prices, and display them in a manner conducive to easy shopping by customers.
6. Provides special order service or reorder in quantities in sold-out situations.
7. Responsible for return of all unsold textbooks, required and optional as allowed by publishers or wholesalers, except when there will be a demand in the immediate future.
8. Provides services for off-campus and outreach programs.
9. Arranges for used book buy-back , where students can sell book back at the end of each semester and the beginning of the Fall and Spring terms.

Tradebook Department

Offer for sale a variety of tradebooks and magazines for technical, supplementary and recreational reading.

1. Develops sources of information on local reading interests.
2. Orients stock to the academic community by carrying technical, issues oriented, and enrichment books, journals and periodicals.
3. Provides a special order service.
4. Keeps abreast of market information on books of general interest.
5. Maintains a strong Hawaii - Pacific section in recognition of our location.
6. Stock best-sellers, mass-market paperbacks, magazines and other literature for sale as escape or leisure reading.
7. Stocks a full line of study aids, review books, cassettes and computer aided materials.
8. Maintains an extensive line of computer related books and reference guides, oriented for the educational market.

Supplies

Makes classroom, office, art and laboratory supplies available for sale, in addition to souvenirs, and items for personal conveniences.

1. Responds to needs of students in providing specific classroom, laboratory, studio and art supplies.
2. Maintains a representative stock of supplementary materials such as notebooks, pencils, binders, etc.

3. Stocks health, comfort and convenience items to alleviate the need for leaving campus on personal errands.
4. Promotes the sale of emblematic souvenirs and sports clothing to promote school spirit and promote the University in general.
5. Offers services such as film processing and laminating service.
6. Controls inventory to achieve appropriate turnover rate and prevent unnecessarily tying up of cash.

Computer Sales

Offers a variety of computer hardware, software and peripherals to meet the academic needs and supports the computer literacy program throughout the University of Hawaii System.

1. Conducts computer hardware sale programs with companies such as IBM, Apple, Zenith and Hewlett Packard.
2. Carries specific lines of software that supports the computer literacy efforts of the university such as Microsoft products, Perfect products, Aldus, Lotus and more.
3. Plans and conducts special events such as computer fairs and sale promotions throughout the university system.
4. Provides special staff training to answer technical questions.
5. Maintains an inventory of products to meet demands.

Medical School Bookstore

Provides for the timely purchase and sale of text materials and reference material for the students of the John A. Burns School of Medicine.

1. Plans, orders, merchandise all textbooks, reference books and related materials as required.
2. Provides a special order service.
3. Maintains an extensive line of reference books and materials focus in the area of medical care and related topics.

Post Office

Serves as the only location on campus for a variety of postal services.

1. Sells a full line of postal services, including, stamps, envelopes, boxes, money orders, international coupons and a variety of mailing supplies.
2. Provides mail box rental services.
3. Offers a variety of methods to ship parcels, which includes but not limited to the U.S. Postal Service and Federal Express.

Operations Department

Receiving, Warehousing, Shipping, and Custodial Services

Supports merchandising and administrative operations and provide general services support.

- 1. Provides receiving, verifying and tagging of incoming merchandise.**
- 2. Stores merchandise in an off campus and on campus warehouse facilities, peripheral areas pending display or sale.**
- 3. Responsible for the operation of delivery fleet for departmental pickups and deliveries, errands to customers and off campus sales.**
- 4. Delivers and/or ships inter-store merchandise to branch stores.**
- 5. Maintains cleanliness and good appearance of store and makes minor repairs.**

Cashiering

Supports and processes all sales, charges, and refund transactions for the entire Manoa campus store.

- 1. Operates all cash registers to record sales, refund, etc..**
- 2. Approves checks, make change, and follow up bad checks.**
- 3. Count and/or deposit all collections including, cash, scholarship charges, and departmental requisitions.**
- 4. Records and fills all departmental requisitions and arranges for on campus deliveries with the receiving department.**
- 5. Enforces refund policy and issue all refunds for all departments.**

Branch Stores

Provide textbooks, tradebooks and supplies at the University of Hawaii at Hilo and Community College campuses in a manner similar to the Manoa store, but adapted to the size and special characteristics of the individual campuses. Each campus bookstore is responsible for maintaining a close working relationship with various campus administrators, and appropriate campus officials in providing services to each respective campus.

- 1. Performs marketing and merchandising functions, and responds to the academic community's needs and desires.**
- 2. Determines requirements and orders required and optional textbooks.**
- 3. Selects, orders, prices and merchandises tradebooks and supplies.**
- 4. Places special orders, follows up on vendor response and notifies customer of arrival.**
- 5. Prepares book lists for ordering purposes, registration, etc.**

6. Directly supervises the receiving and warehousing operations, floor operations, cashiering, used book buy, cap and gown rental, and maintenance of facilities including security.
7. Responsible for all returns of textbooks.
8. Prepares book lists for book buys and coordinates date of buy back at the end of each school term with used book wholesalers.
9. Prepares monthly purchases journals, maintains payable and receivable accounts.
10. Takes physical inventory as necessary and when directed.
11. Processes overtime requests, student payroll.
12. Responsible for the operation and maintenance of the postage meter machine.
13. Operates cash registers to record sales, refunds, etc.
14. Approves checks, makes changes, and follows up on bad checks.
15. Counts and/or deposits all collections including cash scholarship charges, and departmental requisitions for hand-carried items.
16. Makes arrangements for additional casual cashiers, money changes and other help as necessary.
17. Makes refunds for supplies, texts, and tradebooks in accordance with policy.
18. Fills departmental requisitions.
19. Responsible for cleanliness including dusting of books and shelves, carting away rubbish, emptying wastebaskets, scrubbing, waxing and mopping floors, sweeping around building, etc.
20. Packs and ships local and mainland orders to Post Office.
21. Obtains technical assistance from Manoa campus bookstore.
22. Takes advantage of centralized purchasing power of the Manoa store whenever possible.
23. Submits fiscal data to Manoa on a timely basis for the preparation of financial reports.
24. Process payments, requisition for store supplies, equipment and service procurement and, personnel transaction forms through the administrative office.

State of Hawaii
University of Hawaii
Systemwide Administration
Vice President for Finance & Operations

Internal Auditor

MAJOR FUNCTIONS

Plans, supervises, and coordinates all aspects of the University's audit function.

Provides advice and assistance to the President and Vice-President for Finance & Operations on auditing, internal control, and other financial management matters.

Plans, supervises and coordinates teams of internal auditors in performing cyclical audits of selected University examinees.

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 to internal and external audit recommendations accepted by the University.

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, extent of compliance to policies, procedures, statutes, rules, and regulations.

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, extent of reliability of the University's administrative system, organization, accounting and reporting system.

Represents the University in dealing with external auditors and audit agencies.

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS

OFFICE OF FACULTY HOUSING AND ASSISTANCE SERVICES

MAJOR FUNCTIONS

Provide 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.

1. Provide overall leadership and direction on a) projects for lease, exchange or sale of property sites; b) projects to purchase property for housing construction; c) projects to purchase and/or lease existing buildings for housing.
2. Provide leadership in the development of long and short term goals, strategies and timetable for the implementation of the Faculty Housing Assistance Master Plan adopted by the Board of Regents in January 1991.
3. Provide leadership, direction and management of a faculty housing assistance program, including mortgage guarantee, mortgage loan, down payment assistance and other forms of financial assistance.
4. Provide leadership and direction in seeking and obtaining federal, state and private funding for the implementation of the housing assistance programs.
5. Provide leadership in the development of policies and procedures for system-wide dissemination of information, counseling services, and other resources covering housing services to faculty.
6. Provide coordination with the Office of State Planning, Housing Finance and Development (HFDC), the Hawaii Community Development Authority (HCDA) and other agencies as required for joint participation agreements to develop housing projects.
7. Consult internally with the Board of Regents, President, Chancellors, Vice Presidents, Deans and Directors, and externally with employee union representatives and neighborhood boards.
8. Provide testimony to Board of Regents, neighborhood boards, Legislature, county councils, and public groups on faculty housing development and assistance. Attends meetings and consults with such groups.

JAN 17 1992

9. Provide staff support in financial planning and analysis of housing development projects and financial assistance programs.
10. Provide staff support in developing eligibility requirements, priority considerations, and allocation of resources for financial assistance programs and housing units.
11. Provide staff support in keeping abreast of laws, directives, regulations, administrative procedures and policy decisions as they affect housing development and services to ensure proper adherence to state, city and county, and federal rules and regulations governing housing development and services.
12. Provide staff support in the preparation of reports relating to faculty/staff housing and services and submission of reports to University administrators, Board of Regents, executive and legislative branches of government on a regular basis.

JAN 17 1992