

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

Provides executive leadership in planning, organizing, directing, evaluating, and coordinating all aspects of:

UH Systemwide administrative and support functions including accounting, assets management, bond system operations, disbursing and payroll, treasury and cashiering, internal and external auditing, procurement, real property, risk management, human resources administration, physical planning and capital improvements, information technology, bookstore operations, budgeting, and faculty housing development and assistance programs.

UH Mānoa administrative and support functions including facilities planning and management, buildings and grounds management, auxiliary enterprises, campus security, and environmental health and safety.

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION  
OFFICE OF LONG-RANGE PHYSICAL DEVELOPMENT  
FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

Provides system wide leadership, direction and control over the planning, development, implementation, and integration of long range physical development plans along with the development of associated capital improvements program (CIP) funding requirements in accordance with the University's long range strategic plans and priorities.

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

**MAJOR FUNCTIONS**

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

Provides advice and assistance to the Board of Regents, President, and Senior Vice President for Administration on auditing, internal control, and related 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 with 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, as well as extent of compliance with 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, and extent of reliability of the University's administrative system, organization, accounting, and reporting system.

Serves as the University's representative to external auditors and audit agencies.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

Plans, directs, and controls Systemwide accounting and loan collection activities.

Plans, directs, and controls Systemwide disbursing, and payroll activities.

Plans, directs, and controls Systemwide treasury and cashiering activities.

Plans, directs, and controls Systemwide fiscal services activities.

Plans, directs, and controls the University Bond System, Systemwide inventory management, Systemwide surplus property, and Systemwide tax management activities.

Plans, directs and controls the procurement, real property, and risk management activities.

Plans, directs, and controls the fiscal officer's functions for Financial Management operations.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
GENERAL ACCOUNTING AND LOAN COLLECTION OFFICE  
FUNCTIONAL STATEMENT**

MAJOR FUNCTIONS

The responsibilities of the General Accounting and Loan Collection (GALC) Office include overseeing accounting of all University funds; preparing the University's financial statements; interfacing with the State Department of Accounting and General Services (DAGS); advising fiscal administrators on accounting matters; assisting internal and external auditors; preparing special reports for management, the State, and external users; distributing interest income of the pool and interest-bearing accounts; assisting in the recordkeeping, collection and write-off of accounts receivable; monitoring and accounting for the endowment funds; performing the collection related activities for short and long term notes and other receivable.

SPECIFIC FUNCTIONS

A. Current Unrestricted, Plant and Loans

1. Current Unrestricted and Plant Funds

a. Oversees accounting for all funds

- 1) Maintains the accounting classification structure. Monitors the establishment of accounts and related attributes such as fund groups, funds, appropriations, subcodes.
- 2) Reconciles bank account, subsidiary and general ledger reports, and DAGS balances.
- 3) Keeps abreast of changes in college and University accounting, governmental accounting, state and federal laws and University policies; and promulgates administrative procedures, modify programs and procedures as necessary.

b. Prepares financial statements

- 1) Insures the complete and accurate recordation of accounting data.
- 2) Prepares trial balances, adjusting entries and financial reports.
- 3) Assists in the required and discretionary audits of the University.
- 4) Submits draft financial report and schedules to the State by August 31.
- 5) Finalizes and publishes summary and detail financial report.

c. Records and reports accounting data with the State

- 1) Reimburses semi-monthly payroll costs to DAGS.
- 2) Reports quarterly funds held out of the State treasury.

- 3) Reports annually on the special, revolving and trust funds to the Legislature.
  - 4) Requests new appropriations and subcodes.
  - 5) Maintains State Accounting Manual.
  - 6) Coordinates State Journal Vouchers.
  - 7) Coordinates the payment of Act 34 assessment charges.
- d. Advises administrators on accounting matters such as:
- 1) Preparation of journal entries for the proper recordation of data, accruals and adjusting entries.
  - 2) Proper classification of accounting data.
  - 3) Preparation of trial balances.
- e. Assists auditors
- 1) Schedules audits.
  - 2) Prepares trial balances and schedules.
  - 3) Briefs auditors on internal procedures and University transactions.
  - 4) Reviews adjusting entries.
  - 5) Publishes audited financial reports with footnotes.
- f. Prepares special reports as follows:
- 1) Management reports.
  - 2) Financial report to the Federal Department of Education.
  - 3) Endowment reports to the Board of Regents.
  - 4) Endowment survey to NACUBO.
- g. Distributes interest income of the pool investments and interest bearing-checking account based on weekly average cash balances.

2. Student Loan Fund

- a. In addition to the above duties, interfaces and reconciles data to a billing agency and collection agencies.
- b. Assists financial aid administrators in the monitoring of cash, recording of collection charges and reporting to state and federal agencies.

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

1. Endowment Fund

- a. Records transaction applicable to endowment activities.
- b. Distributes income in accordance with donors' wishes or Board policy.
- c. Reconciles records to investment custodians.

2. Agency Fund

Review transactions in the agency fund for proper recordation and classification of data such as deposits and investment transactions.

3. Accounts Receivable

- a. Assists in the forwarding of bad debts to collection agency, to DAGS for the tax set-off, or to the Attorney General for write-off.
- b. Reports quarterly to the Attorney General's Office on status of outstanding receivable.

C. Loan Collection

1. Collects on long-term note receivable and certain other receivables.
2. Activates out-of-school accounts with the billing agency.
3. Coordinates accounts with billing, collection, address search and credit bureau agencies.
4. Performs in-house collection: calls delinquent borrowers, writes repayment agreements, performs address search, assign accounts to collection agency, assigns to federal government or requests write-off through the Attorney General's Office.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
BURSAR  
FUNCTIONAL STATEMENT**

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.
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 Hawai'i Treasury Deposit Receipt forms for state collections and transmit funds to State via UHGA checks.
4. Deposits State of Hawai'i reimbursements to the University of Hawai'i 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 requests which include establishment, decrease/close, permanent/temporary increases, 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 Hawai'i by monitoring current market conditions and the University's cash flow and invests funds determined to be in excess of current obligations. Monitors collateral assigned to the University by financial institutions for the security of UH funds.
10. Works closely with fiscal officers and the State of Hawai'i Treasury in the investment of Special Funds of the University.
11. Responsible for the charge card program of the University of Hawai'i. 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. Record on line departmental deposits to FMIS.

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 Mānoa Campus. Disburses all checks, warrants and refund checks to students.



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 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.
6. 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.
7. Disburses all Financial Aid Checks, warrants and other cash awards to financial aid recipients.
8. Pre-audits all tuition and fee refunds, and issues check after checking for financial obligation clearance.
9. Operates Imprest Checking Account to issue tuition and fees refund checks only.

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

**MAJOR FUNCTIONS**

The Disbursing and Payroll Office is a University systemwide operation that is responsible for the final review/pre-audit of all contracts, claims and payroll payments and the execution of all required payment processing activities and other accounts payable activities (e.g. vendor maintenance, UHGA check production, check distribution, 1099MISC/1042S withholding/reporting, etc.)

**PAYROLL SECTION**

The Payroll Section processes employee payroll payments:

- Coordinates and is responsible for the processing of accurate and timely payroll payments.
- Develops policies/procedures for processing payroll documents in accordance with Federal, State, and University regulations.  
Develops payroll policies/procedures for the University's Administrative Procedures Manual.
- Performs final pre-audit function activities with respect to the legality, propriety, and proper authorization on all payroll and fringe payment documents. Pre-audits and verifies payroll and fringe payment documents for compliance with statutes, policies, rules and regulations, and contractual obligations before processing payments on State payroll change schedules for payroll checks issued by the State Payroll System.
- Pre-audits payroll source documents and processes information into both the University and State systems, including priority payroll, lump sum vacation, workers' compensation, and temporary disability payments, etc.
- Coordinates the distribution of all payroll checks.
- Coordinates and maintains the Student, Casual and Overload Payroll Information System (SCOPIS) for processing payroll payments to University non-regular employees.
- Instructs and trains Fiscal Officers, Assistant Fiscal Officers and Personnel Officers on payroll related policies/procedures.
- Coordinates the distribution of Federal and State income tax information on the Form W-2.
- Coordinates employee repayment plans for salary overpayments.
- Compiles and posts taxable amounts for proper withholding and reporting of employee business expenses through the State payroll system (e.g. travel, mileage, uniform allowance, etc.).
- Coordinates processing of legal requests for information and garnishment orders (e.g., child support, court judgment, Federal and State levy, and IRS audits, etc.).

Disbursing and Payroll Office  
Page 2

- Conducts research/analysis and responds to employee inquiries and complaints with respect to payroll payments.
- Pre-audits and process fringe payroll payments, which include overtime, night differential, meals compensation, etc.
- Calculates and prepares net overpayment worksheets and process payroll adjustments (employer and employee) to DAGS.
- Calculates and process workers' compensation payments for input on workers' compensation register and payroll change schedule.
- Implement the University's Administrative Procedures Manual pertaining to payroll procedures.

ACCOUNTS PAYABLE SECTION

The Accounts Payable Section processes encumbrances and payments for goods and services:

- Coordinates and is responsible for the prompt and accurate payment, reimbursement, or transfer of all University obligations from State of Hawai'i appropriations or funds assigned to the University of Hawai'i.
- Develops policies/procedures for processing encumbrances and payment documents in accordance with Federal, State, and University regulations. Develops accounts payable policies/procedures for the University's Administrative Procedures Manual.
- Performs final pre-audit function activities with respect to the legality, propriety, 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 individual, vendors, departments and campuses.
- Instructs and trains fiscal officers, assistant fiscal officers and petty cash/imprest check custodians on the policies/procedures for establishment and control of petty cash funds and imprest checking accounts.
- Develops coordinates, and maintains policies/procedures for the establishment and control of petty cash funds and imprest checking accounts.
- Actively participates in the design, development, testing and implementation of the Departmental Checking System. Responsible for the maintenance of the system. Analyzes problems and develops solutions at various stages of the check writing system, both procedurally and systematically. Instructs and trains fiscal officers, assistant fiscal officers and Departmental Checking System custodians on data entry, policies, and procedures for establishment, processing, and control of DCS accounts. Develops, coordinates, and maintains policies/procedures for the establishment and control of petty cash funds and Departmental Checking Accounts. Performs DCS (Departmental Checking System) site visitations to review/post audit payment transactions, DCS process, and physical set up.

Disbursing and Payroll Office  
Page 3

- Coordinates the preparation, withholding and distribution of Federal and State income tax information on the Forms 1042S and 1099-MISC to payees, Internal Revenue Service (IRS), and the State of Hawai'i.
- Develops policies/procedures for processing and reporting of taxability of employee business expenses. Pre-audits reportable and taxable amounts for proper withholding and reporting through the University's Payroll to the State payroll system.
- Coordinates quarterly wage reporting as required by the State Department of Labor and Industrial Relations (DLIR). Coordinates processing of unemployment claims relating to University contract and claims transactions.
- 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 claims encumbrances with DAGS yearly at fiscal year end.
- Controls, edits, and monitors reports on encumbrances extensions, insufficient funds, and accounts payable.
- Maintains and reconciles employee travel advances file for future accounting of travel expenses for each travel advance. Follow up with traveler and deans and directors all outstanding advances. Identifies all travel expenses that are reportable and taxable to IRS through the State payroll system for employees.
- Maintains and reconciles non-employee reportable travel transactions for processing to IRS under Form 1099MISC and Form 1042 regulations.
- Maintains and coordinates an on-line vendor table (data file) for approximately 50,000 vendors for field and central use. Assigns vendor codes for all payment documents for timely and accurate payment processing.
- Monitors and maintains a Financial Management Information System (FMIS) Accounts Payroll system. Knowledgeable in maintaining electronically a large vendor master file for on-line viewing by field and central personnel, creating and paying vouchers on-line, and aiding vendors on payment status.
- Coordinates and initiates on-line corrective actions of rejected transactions. Knowledgeable of accounts payable and financial accounting FMIS procedures to take corrective actions.
- Actively participate in the development, testing and implementation of the electronic Purchasing Module of FMIS. Instructs and trains fiscal officers, assistant fiscal officers and their staff on data entry, policies, and procedures for electronic purchase order payment processing and encumbrance liquidation. Serves as help line, takes department calls, analyzes problems and develops solutions at various stages of the payment process, both procedurally and systematically. Knowledgeable of the purchasing system, accounts payable system, and financial accounting system; and their corresponding effects on each other.
- Designs hard copy and electronic encumbrance liquidation and payment forms for departmental use and submittal to Accounts Payable.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
PROPERTY AND FUND MANAGEMENT OFFICE  
FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

Directs, manages, and oversees University Bond System (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. Develops and implements policies, rules, and procedures to ensure the self-financing nature of bond projects. Prepares prospectus and financing models; compiles and analyzes financial data relating to the sale of revenue bonds. UBS covers the following projects:

- UH Mānoa Student Housing
- UH Hilo Student Housing
- UH Mānoa Faculty Housing
- UH Mānoa Campus Center
- UH Mānoa Parking Operations
- University Bookstore System
- Maui Community College Student Housing
- Telecommunication System

Directs, manages, and oversees the Systemwide management, inventorying, and accounting for all fixed assets of the University System property in accordance with Federal, State, University, and granting agency regulations.

Maintains a computerized personal property accounting system as required by law and grant or contract provision.

Prepare reports on property as required by law, contract, grant or as requested.

Prepare regulatory policies and procedures on inventory of personal property and real property.

Trains fiscal officers in property administration.

Establishes, directs, manages, and oversees the University's tax compliance program.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
FISCAL SERVICES  
FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

Plans, coordinates, and controls the financial accounting and reporting activities for the University of Hawai'i System.

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

Represents the University in Statewide accounting and reporting projects.

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

Writes or directs the writing and issuance of the UH Administrative Procedures setting forth Systemwide accounting policies and procedures.

Oversees University compliance with laws, rules, and administrative procedures pertaining to financial management information system.

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 on-line system that meets all identified requirements.

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
PROCUREMENT, REAL PROPERTY AND RISK MANAGEMENT  
FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

The Office of Procurement, Real Property and Risk Management provides overall direction and leadership in the systemwide development of procurement and real property management policies and procedures. It plans, organizes, directs and controls procurement, real property, risk, and records management activities for the University system.

The Director of Procurement, Real Property and Risk Management provides overall leadership and direction in the acquisition of goods, services, and construction, in all transactions involving the acquisition or conveyance of interests in real property, in the development and administration of the University's risk management, and records management, in the planning, development and implementation of fiscal officer training programs and the auditing of fiscal officer transactions, and in the development of legislation involving procurement and real property management issues.

Associate Director

- Assists the Director in planning, organizing, directing, and controlling the University's Office of Procurement, Real Property and Risk Management.
- Acts as the Director and signs contractual and property documents, as authorized, during the absence of the Director.
- Assists the Director in the resolution of unique procurement problems, contract disputes, and in making complex procurement decisions.
- Prepares studies on subjects pertaining to procurement and property management for the University and assists in presenting testimony before boards, committees, etc.
- Oversees the University's small business utilization program as required by Federal Law; develops policies and procedures, contract clauses and reports concerning small business

utilization; advises small businesses on how to do business with the University.

- Oversees the University's Records Management Program and provides guidance to University personnel on records management issues.
- Assists the Department of Accounting and General Services with respect to tort claims involving University operations by conducting investigations and preparing reports to assist in the resolution of such claims.
- Performs special tasks in complex acquisitions and performs contract administration duties as assigned.

#### PROCUREMENT SECTION

- Evaluates departmental requirements for acquisition of good, services, and construction.
- Prepares formal invitations for bids and requests for proposals consisting of technical specifications, general provisions and special provisions for the acquisition of goods, services and construction in accordance with applicable laws and University Administrative Procedures.
- Advertises formal competitive solicitations in accordance with State law, grant or contract terms and University Administrative Procedures.
- Awards contracts pursuant to advertised competitive solicitations.
- Effects contracts for professional, consultant, and other specialized services in accordance with University Administrative Procedures.
- Processes sole source procurements in accordance with State law and University Administrative Procedures.
- Processes emergency procurements in accordance with State law and University Administrative Procedures.
- Processes small purchases and other purchases exempt from formal advertised solicitation requirements which exceed delegated purchasing authority of fiscal officers in accordance with State law and University Administrative Procedures.



- Develops contract terms and provisions.
- Provides contract administration services.
- Processes financial management accounting forms relating to procurement actions.
- Monitors decentralized procurement activities administered by fiscal officers at the campus and departmental level.
- Provides advice and assistance to departments in the administration of purchase orders and contracts issued by fiscal officers.
- Administers training to fiscal officers.
- Prepares purchasing forms for use by fiscal officers.
- Provides vendor information.
- Develops University administrative procedures relating to the procurement of goods, services and construction.

#### REAL PROPERTY SECTION

- Advises and participates in the acquisition, disposition and exchange of interest in real property necessary to the physical development and operations of University campuses, research centers and other programs.
- Assists in the preparation of land use and zoning studies, appraisal reports, and research and evaluation studies relating to the acquisition and disposition of real property.
- Assists in maintaining an inventory of University interests in real property for planning purposes.
- Assists in the preparation of environmental assessments and impact statements for new campuses, master plans and all University projects; assists in the development of University environmental policy and all documents in compliance with applicable law, rules, and regulations.
- Coordinates the representation of the University in dealing with private and public agencies on matters relating to University lands and other interests in real property.

- 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 real property transactions.
- Processes conveyance documents for execution by parties.
- Records/registers conveyance documents, as necessary.
- 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.
- Processes financial management accounting forms for payments relating to University interests in real property.

#### RISK/RECORDS MANAGEMENT SECTION

- Investigates and gathers information for tort claims involving University real property.
- Serves as the University liaison with the Department of Accounting and General Services, Risk Management Division.
- Provides guidance and advice in all matters relating to insurance.
- Develops release, hold harmless and other risk management forms for use by University programs.
- Reviews liability, insurance, and indemnification clauses in University agreements to insure compliance with State law and University Administrative Procedures.
- Provides training and advice to University departments concerning risk management.
- Submits claims on behalf of the University for property losses covered by insurance and/or the State Risk Management Program.
- Administers University records management procedures to insure compliance with State law and procedural requirements pertaining to public records.

**STATE of HAWAI'I  
UNIVERSITY of HAWAI'I  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
OFFICE OF HUMAN RESOURCES**

**MAJOR FUNCTIONS**

The Office of Human Resources has systemwide responsibility for human resources relating to Board of Regents and Civil Service employees of the University of Hawai'i with respect to policy and procedure development, maintenance, and implementation; advisory services to units and staff services for executive decision-making. The System Director of Human Resources advises the Senior Vice President for Administration on human resources management matters, including faculty affairs.

The Director's Office has responsibility for planning, organizing, and managing the University's human resources program as it relates to Board of Regents and Civil Service employees, employee benefits, and other related programs. This responsibility includes the development, implementation, and maintenance of personnel policies and procedures to ensure compliance with Board of Regents' Bylaws and Policies, Executive policies, State statutes, Federal laws and regulations, administrative procedures, and applicable collective bargaining agreements; the administration of the University's classification and compensation system for APT and E/M personnel, and the State's civil service classification and compensation plans for civil service employees; directing special projects and studies; providing leadership and advice to senior level executives on matters relating to relevant human resources issues; conducting hearings and rendering decisions on applicable grievances; and administering the University's employee benefits, workers' compensation and staff development and training programs.

**Civil Service Employee Relations Section**

- Directs, administers, and coordinates the labor relations program for civil service employees
- Provides interpretation on State personnel rules, regulations, policies, and collective bargaining agreements relative to the management and direction of civil service employees
- Directs and administers on a systemwide basis, the civil service recruitment, examination, and personnel transaction programs
- Takes final classification actions on civil service positions, represents the University before appellate boards and commissions
- Reviews and recommends the compensation, pricing, and repricing of classes of positions
- Directs, administers, and coordinates the job performance evaluation program
- Directs, administers, and coordinates the State return to work priority program
- Custodian of official personnel files for all civil service employees

**Employee Benefits and Board of Regents Employee Relations Section**

- Directs, administers, and coordinates the labor relations program for APT and E/M employees, including serving as the President's designee as hearings officer for APT grievances
- Develops and issues interpretive guidelines, policies, and procedures, including Administrative Procedures
- Provides advisory services relative to rules, regulations, policies, and collective bargaining agreements relating to the management and direction of APT and E/M employees
- Provides support services such as reviewing and finalizing the agenda for Board of Regents' action; serves as the personnel manager for selected system offices; reviews proposed actions on behalf of the Senior Vice President for Administration
- Reviews requests for classification action on APT and E/M positions and takes final action; represents the University before appellate boards and commissions regarding the classification of APT positions and advises the Senior Vice President on appeals of E/M classification actions
- Conducts pricing and salary studies of APT and E/M classes. Assigns and reassigns classes to appropriate salary ranges
- Provides staff support on E/M classification and appointment issues, and personnel transaction processing
- Coordinates the State's benefit programs (Health Fund, Retirement System, Part-Time, Seasonal Deferred Compensation, etc.) for University employees on a systemwide basis. Serves as liaison with other State agencies

- Oversees the University leave accounting system, including providing guidance and interpretive services on statutory provisions, State rules and regulations, and collective bargaining agreements; administers the leave sharing and family leave programs
- Coordinates the 403(b) Tax Deferred Annuity (TDA), 457 Deferred Compensation, and Flexible Spending Accounts programs; U.S. Savings Bonds program, temporary disability benefits program; service incentive and awards programs; Drug-Free Workplace Program; and other employee benefit programs
- Plans, develops, coordinates, and implements staff development and training programs; serves as liaison with the State of Hawai'i Department of Human Resources Development Employee Assistance Branch relative to employee assistance programs available to University employees

#### Workers' Compensation Section

- Develops and maintains the workers' compensation program for the University of Hawai'i at Mānoa, systemwide offices, Community Colleges, and University of Hawai'i-West O'ahu
- Oversees all facets of the State of Hawai'i workers' compensation law, Chapter 386, HRS, including case management, claims adjustment and payment, adjudication, settlement, appeals, complaints, vocational rehabilitation, return to work, etc.
- Monitors authorized third party administrators

#### System Support and Analysis 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 conducts studies and analyses to provide management data for program development which reflect personnel trends, practices, costs, etc.
- Manages and coordinates the implementation of Human Resources Information Systems
- Takes leadership in analyzing, developing, and implementing functional components of new electronic human resource systems
- Assists in systemwide technological direction for personnel officers
- Central source of all systemwide University human resources information
- Supports internal OHR computer requirements
- Provides procedural direction to University personnel officers for processing personnel transactions
- Serves as liaison between OHR and State of Hawai'i agencies on technological issues

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

**FUNCTIONAL STATEMENT**

**Introduction**

Information Technology Services has responsibility and authority for University of Hawaii information technologies including telecommunications, academic 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**

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.

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 statements.

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.

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 Systemwide access to and external liaison with state, national and international networks and information technology services.

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,

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.

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
AUXILIARY ENTERPRISES**

**INTRODUCTION**

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

**MAJOR FUNCTIONS**

**DIRECTOR OF AUXILIARY ENTERPRISES**

Plans, organizes, directs, and controls UH Auxiliary Enterprises programs which include: Systemwide business development and commercial enterprise opportunities, systemwide administrative and support services, Manoa campus auxiliary services, systemwide bookstores on eight campuses, and other retail facilities or concessions, both on and off campus.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Enterprises matters.

**SUPPORT SERVICES**

Responsible for coordinating UH Civil Defense activities, and commuter program development.

1. Performs functions of Civil Defense Coordinator for the University System.
2. Plans, organizes, and implements programs to address transportation and traffic congestion problems relating to commuters throughout the University System.

**AUXILIARY SERVICES**

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

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Services matters.

**AUG 21 2000**

## DUPLICATING & MAIL SERVICES

Responsible for the daily operations of the Duplicating & Campus Mail sections.

1. Establishes goals and objectives, and directs the daily operations of the Duplicating & Campus Mail programs.
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to other Auxiliary Services programs as needed..

### DUPLICATING

Responsible for providing 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 acquisition.
3. Issues, evaluates, and controls departmental allocations for reprographic services.
4. Researches technological advances and implements feasible changes.

### MAIL SERVICES

Provides daily mail pickup and delivery services to Manoa campus departments on a timely, cost-efficient basis. Provides postal services, mailbox rentals, and postal supplies.

1. Picks up, sorts, and delivers intra-campus, incoming, outgoing, and state messenger mail.
2. Issues, evaluates, and controls departmental allocations for mail services.
3. Develops and maintains delivery point barcode (Zip + 4) database for Manoa campus departments.
4. Keeps abreast of United States postal service rules and regulations concerning non-profit mailers.
5. Offers a variety of methods to ship mail and parcels.
6. Provides mailbox rental services.
7. Sells a full line of postal services and a variety of mailing supplies, including, stamps, envelopes, boxes, etc.

## FACULTY HOUSING & FOOD SERVICE

Advises and participates in the development, sale, and mortgage loan assistance of faculty housing properties. Responsible for the daily operations of the Faculty Housing & Food Service sections.

1. Establishes goals and objectives, and directs the daily operations of the Faculty Housing & Food Service sections.
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.

3. Provides support to other Auxiliary Services programs as needed.

#### FACULTY HOUSING

Provides self-sustaining faculty housing program to assist new faculty members with low-cost, temporary housing during their period of adjustment to local economic conditions. Provides faculty housing units for sale to faculty members.

1. Manages rental agreements for all faculty housing apartments. Operates and maintains the apartment unit rentals.
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. Provides mortgage loan assistance to eligible faculty members interested in purchasing faculty housing units through the University.

#### FOOD SERVICE

Responsible for satisfying 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 optimal customer satisfaction.
2. Monitors the food service contractor to insure adequate delivery of service, in compliance with the provisions of the contract and applicable codes and ordinances.
3. Serves as liaison with the University community, and ensures customer satisfaction in all aspects of the food service program.

#### PARKING & TRANSPORTATION

Responsible for the daily operations of the Parking & Transportation sections.

1. Establishes goals and objectives, and directs the daily operations of the Parking & Transportation sections.
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to other Auxiliary Services programs as needed.

#### PARKING

Responsible for orderly parking and traffic flow on the Manoa campus in accordance with the applicable parking regulations as approved by the Board of Regents.

1. Provides for the allocation and sale of available campus parking spaces to various users on an equitable basis.

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2. Repairs and maintains parking areas, participates in the planning of additions and improvements to existing parking areas on campus.
3. Develops and enforces parking regulations and controls vehicular traffic on campus.
4. Provides and manages an appeals process for people contesting parking citations for violating parking regulations on campus.
5. Provides parking-related services for special events held on campus such as sporting events, charity functions, concerts, etc.

#### TRANSPORTATION

Provides for the rental, 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. Conducts preventive maintenance and repairs on vehicles.

#### BOOKSTORE SYSTEM

Plans, organizes, directs, and controls University of Hawaii Bookstores located at various campuses throughout the University of Hawaii system.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Bookstore matters.

#### UNIVERSITY OF HAWAII AT MANOA BOOKSTORE

Responsible for the daily operations of the University of Hawaii at Manoa Bookstore.

1. Establishes goals and objectives, and directs the daily operations of the Manoa Bookstore, in accordance with the diverse needs of various colleges, schools, and departments of the Manoa campus
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to branch bookstores as needed.

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#### COMPUTER SALES

Responsible for the purchase and sale of a variety of computer hardware, software and peripherals to meet the academic needs of the University community. Provides for the repair, maintenance, and servicing of computers purchased through the Bookstore.

1. Plans, orders, merchandises computer hardware, software, and peripherals.
2. Controls inventory to achieve appropriate turnover rate. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.

3. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds. Provides services for off-campus and outreach programs.
4. Stocks and displays merchandise, and maintains cleanliness of sales floor. Provides general clerical support for the entire store.
5. Provides services for repair, maintenance, and servicing of computer hardware sold through the Bookstore.

#### ELECTRONIC COMMERCE

Responsible for managing all business conducted through internet websites, including timely order fulfillment in the electronic sale of books and merchandise, and providing customer service, via the internet.

1. Provides for the timely fulfillment of orders generated via Bookstore related websites.
2. Obtains adequate supply of inventory or arranges for timely transportation of inventory from appropriate sources.
3. Responds to inquiries and concerns initiated by customers via electronic mail.
4. Coordinates marketing efforts to improve and expand electronic commerce.

#### OPERATIONS

Receiving, Warehousing, Shipping, Custodial Services, and Cashiering.

Responsible for receiving, shipping, and storage of merchandise. Provides general operational support services. Supports and processes all sales, charges, and refund transactions for the entire Manoa campus store.

1. Provides receiving, verifying and tagging of incoming merchandise.
2. Stores merchandise in warehouse facilities or peripheral areas pending display or sale.
3. Provides for pickup, delivery or shipment of Bookstore items, both on and off campus.
4. Maintains cleanliness and good appearance of store and makes minor repairs.
5. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds. Provides services for off-campus and outreach programs.
6. Makes arrangements for additional change fund, staffing, and supplies needed during peak periods.
7. Coordinates counting and depositing of all collections (i.e., cash, scholarship charges, departmental requisitions) with the Fiscal Office.
8. Plans, orders, and merchandises graduation announcements, caps and gowns.

#### SUPPLIES

Responsible for the timely purchase and sale of classroom, office, art and laboratory supplies. Provides souvenirs and gift items, and items for personal convenience.

1. Plans, orders, merchandises required classroom supplies, various forms of stationery, convenience items and services.
2. Sells emblematic souvenirs and sports clothing to promote school spirit and promote the University in general.
3. Controls inventory to achieve appropriate turnover rate. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
4. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds. Provides services for off-campus and outreach programs.
5. Stocks and displays merchandise, and maintains cleanliness of sales floor. Provides general clerical support for the entire store.

#### TEXTBOOKS

Responsible 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 Outreach College, in accordance with academic schedules.
2. Arranges for used book buy-back, where students can sell books back at the end of each semester and the beginning of the Fall and Spring terms.
3. Controls inventory to achieve appropriate turnover rate. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
4. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds. Provides services for off-campus and outreach programs.
5. Stocks and displays merchandise, and maintains cleanliness of sales floor. Provides general clerical support for the entire store.

#### TRADEBOOKS

Responsible for the purchase and sale a variety of tradebooks and other merchandise for technical, supplementary, and recreational reading. Responsible 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, merchandises a full line of study aids, reference materials, and various forms of recreational reading.
2. Plans, orders, merchandises all medical textbooks, reference books and related materials as required.
3. Controls inventory to achieve appropriate turnover rate. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
4. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds. Provides services for off-campus and outreach programs.

5. Stocks and displays merchandise, and maintains cleanliness of sales floor. Provides general clerical support for the entire store.

#### BRANCH STORES

Provide books and general merchandise 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.

1. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds.
2. Counts and deposits all collections, including cash, scholarship charges, and departmental requisitions.
3. Purchases and provides for sale of all required textbooks in accordance with academic schedules for each campus.
4. 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.
5. Orients stock to the campus community, purchases and provides for sale of technical books, journals, periodicals, and literature for leisure reading.
6. Purchases and provides for sale of required classroom supplies and a representative stock of supplementary materials, such as notebooks, pencils, binders, etc.
7. Purchases and provides for sale of health and comfort items, for the convenience of the campus community.
8. Provides for sale of computer hardware, software, and peripherals to support customer needs.
9. Stocks and displays merchandise, and maintains cleanliness of the store.
10. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
11. Makes arrangements for additional change fund, staffing, and supplies needed during peak periods.
12. Provides for receiving, shipping, and storage of merchandise.
13. Responsible for return of unsold books, and other inventory control procedures.
14. Prepares and processes various administrative and fiscal data (i.e., payables, receivables, overtime requests, student payroll, etc.) through administrative office.

#### ADMINISTRATIVE SERVICES

Plans, organizes, directs, and controls administrative functions of Auxiliary Enterprises, including Advertising, Fiscal Services, Management Information Services, and Personnel.

#### FISCAL SERVICES

Responsible for Auxiliary Enterprises fiscal controls, financial reporting, non-retail procurement and budgeting.

1. Maintains an accounting system for all Auxiliary Enterprises units, based on and integrated with the University's accounting system.
2. Prepares and analyzes financial and budget reports for all programs.
3. Establishes and enforces fiscal controls and procedures for cash and inventory.
4. Coordinates all audit activities with internal and external audits.
5. Coordinates physical inventory and monitors inventory control.
6. Coordinates investment of available cash.
7. Maintains fiscal records and files.
8. Processes all payments and operates imprest fund account.
9. Monitors non-retail procurement of materials and services, prepares all bid specifications, and administers all contracts for maintenance, lease rental, goods and services.
10. Processes all accounts receivables, reconciles statements and reports, and monitors credit memos.
11. Count and/or deposit all collections including, cash, scholarship charges, and departmental requisitions.

#### MANAGEMENT INFORMATION SERVICES

Responsible for the system development and maintenance, operations, technical support and management support in all areas of computerized management information systems.

1. Performs systems analysis, design, tests, installations and maintenance for all Auxiliary Enterprises units.
2. Designs, maintains and coordinates Auxiliary Enterprises websites.
3. Develops and controls production schedules for computerized functions for all Auxiliary Enterprises operations and projects.
4. Provides technical assistance, user training, and provides support for all Auxiliary Enterprises information system activities.

#### PERSONNEL

Administers personnel for designated units under the Office of Senior Vice President for Administration. Responsible for all matters related to recruitment, selection, benefits, classification, compensation, employee records, training, employee relations, and organization management.

1. Provides assistance in staffing analysis, and ensures that the recruitment and selection process is in accordance with personnel laws and procedures.
2. Administers benefits, leave accounting, and training for designated units. Provides technical advice on position classification matters, and processes classification and compensation transactions.

3. Maintains employee records, and handles all employee relations and grievance matters.
4. Provides technical advice and support in evaluation of organizational structure, and processing organizational changes.

#### BUSINESS DEVELOPMENT

Plans, organizes, directs, and controls business development functions of Auxiliary Enterprises. Researches feasibility of new retail business ventures and implements viable business opportunities. Conducts the advertising and public relations efforts for Auxiliary Enterprises through various media and coordinates promotional activities. Analyzes existing operations and develops plans to improve existing functions. Responsible for collegiate licensing activities.

1. Meets with various company representatives and establishes plans for new business ventures.
2. Oversees management of various business ventures under the purview of the Business Development section.
3. Conducts a program of advertising, promotions, and public relations for Auxiliary Enterprises units through the use of various types of media.
4. Purchases and promotes emblematic merchandise that supports various University of Hawaii programs.
5. Provides for proper collection of royalties, and ensures that existing and proposed licensing agreements are in accordance with appropriate legal and policy requirements.

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

- Provides overall leadership and direction in the preparation and execution of the University's operating budget and assists in its administration.
- Analyzes budget policy and budget policy options including the identification of trends and consequences.
- Suggests management initiatives. Recommends policies, programs, issues, problems, procedures, organization, and management practices for evaluation and appropriate action. Participates in the analyses of policies, programs, issues, management practices, procedures, organization, and problems.
- Provides strategic and technical support for budget decision-making.
- Provides assistance and advice to the Board of Regents, University executives and program personnel in clarifying the philosophy, design, policies, and procedures of the revenue/budget/resource allocation system. Advises and assists programs with University policy conformance, budgeting, expenditure control, and related budgetary management matters.
- Develops, implements and maintains a monitoring system to provide for the systematic review and evaluation of the resource allocation program, budgetary program plans, revenues, and expenditures.
- Reviews proposals for reorganization; recommends organizational changes as appropriate.

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

**INTRODUCTION**

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

**MAJOR FUNCTIONS**

- Provides leadership, direction, and guidance to subordinate directors in the planning, design, construction, maintenance, and operation of physical facilities and grounds for UH Manoa, in creating a safe environment conducive to learning and research.
- Develops long-range physical plans for the UH Manoa campus.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting physical plant requirements for UH Manoa.
- Reviews and approves the preparation and execution of divisional program plans and operating budgets, including the determination of program priorities.
- Reviews and recommends the multi-year and biennial Capital Improvements Program budget and annual expenditure plans, including the determination of priorities and scheduling of projects to ensure the timely execution of campus master plans.
- 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 and campus security.



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

**MAJOR FUNCTIONS**

Conducts and coordinates the planning, budgeting, construction, repair, and maintenance of physical facilities for the UH Manoa and emerging UH West Oahu campuses in accordance with approved long-range development plans and applicable federal, state, and county building codes and standards.

**Design and Project Management**

- Prepares architectural plans and specifications 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.
- Develops and schedules preventive maintenance programs for building exteriors, interiors, and roofs.
- Provides construction and renovation design assistance to departments, including determination of service or maintenance requirements, alternative approaches, and time and cost estimates.
- Reviews departmental service work requests, preparing cost estimates as well as labor and materials requirements for work to be performed by the shops.
- Develops space standards and maintains inventory of campus buildings with regard to construction and occupancy, space assignments, keying systems, and utility distribution systems.
- Schedules and coordinates support services for special events.
- Maintains facilities information database.

**Planning and Capital Improvements**

- 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 and maintains facilities planning, architectural, engineering, and aesthetic standards.
- 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.
- Develops and coordinates individual capital projects from preparation of architectural programs through design, construction, and equipping of physical facilities.

- Prepares proposals to federal and private agencies for loans and grants for construction of facilities.
- Conducts and reports on institutional studies as required for the UH Manoa and UH West Oahu campuses.
- Develops and maintains physical planning standards, policies, and procedures for use by architects, engineers, space planners and programmers, and other campus personnel.
- Establishes and maintains a facilities inventory, including historical and environmental contexts, existing component systems, and current space utilization.
- Conducts qualitative analyses and facility audits to identify deficiencies in the physical condition and quality of assigned space.

#### Information Systems

- Establishes, installs, and maintains FPMO and BGM local area network, database, and information reporting systems.
- Provides hardware/software for technical and user training and services.

#### Customer and Logistical Services

- Maintains a Customer Services Center which communicates customer requests from the University community and needs to appropriate FPMO units
- Provides procurement and warehouse services to FPMO and BGM; provides for storage, transfer, and disposal of personal property; and maintains surplus inventory for the campus community.
- Provides trucking, moving, and disposal services to the campus community.

#### Engineering and Technical Services

- Prepares or directs the preparation of mechanical/electrical engineering designs and specifications for UHM projects.
- Maintains facilities equipment audit and inventory; manages preventive maintenance programs for mechanical and electrical systems; develops equipment and systems replacement programs in accordance with established industry criteria.
- Administers campuswide utilities and energy conservation program.
- Develops and maintains a comprehensive building audit program.

#### Shop Operations

- Repairs and maintains campus structures, building hardware, equipment and utility distribution systems.
- Operates air-conditioning, maintenance mechanic, carpentry, electrical, plumbing, and paint shops. Implements preventive maintenance programs.
- Performs minor alteration/renovation projects.

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FACILITIES, GROUNDS, AND SAFETY  
CAMPUS SECURITY**

**MAJOR FUNCTIONS**

- Provides for the protection and security of personnel and property on the Manoa campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.
- Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.
- Provides cash pickup/delivery and night escort services; controls crowds at special events.
- Provides crime prevention and other training/education to the campus community.

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

**MAJOR FUNCTIONS**

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

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

**MAJOR FUNCTIONS**

- Develops, administers, and evaluates 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 scientific research operations; laboratory safety; environmental compliance, including use, storage, and disposal of hazardous materials; industrial hygiene; farm safety; biological safety for research involving recombinant DNA molecules; and fire safety.
- Administers an accident investigation program to document circumstances relating to campus accidents and to institute corrective and/or preventive measures.
- Reviews plans for all new construction and renovation projects for compliance with applicable health and safety standards.
- Provides educational and training activities for the Radiation, Diving, Environmental Compliance, Industrial Hygiene, and Fire Safety programs.

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SENIOR VICE PRESIDENT FOR ADMINISTRATION  
AUXILIARY ENTERPRISES**

**INTRODUCTION**

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

**MAJOR FUNCTIONS**

**DIRECTOR OF AUXILIARY ENTERPRISES**

Plans, organizes, directs, and controls UH Auxiliary Enterprises programs which include: Systemwide business development and commercial enterprise opportunities, systemwide administrative and support services, Manoa campus auxiliary services, systemwide bookstores on eight campuses, and other retail facilities or concessions, both on and off campus.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Enterprises matters.

**SUPPORT SERVICES**

Responsible for coordinating UH Civil Defense activities, and commuter program development.

1. Performs functions of Civil Defense Coordinator for the University System.
2. Plans, organizes, and implements programs to address transportation and traffic congestion problems relating to commuters throughout the University System.

**AUXILIARY SERVICES**

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

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Services matters.

**SUPERSEDED**  
**Date** AUG 21 2000

## DUPLICATING & MAIL SERVICES

Responsible for the daily operations of the Duplicating & Campus Mail sections.

1. Establishes goals and objectives, and directs the daily operations of the Duplicating & Campus Mail programs.
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to other Auxiliary Services programs as needed.

### DUPLICATING

Responsible for providing 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 acquisition.
3. Issues, evaluates, and controls departmental allocations for reprographic services.
4. Researches technological advances and implements feasible changes.

### MAIL SERVICES

Provides daily mail pickup and delivery services to Manoa campus departments on a timely, cost-efficient basis. Provides postal services, mailbox rentals, and postal supplies.

1. Picks up, sorts, and delivers intra-campus, incoming, outgoing, and state messenger mail.
2. Issues, evaluates, and controls departmental allocations for mail services.
3. Develops and maintains delivery point barcode (Zip + 4) database for Manoa campus departments.
4. Keeps abreast of United States postal service rules and regulations concerning non-profit mailers.
5. Offers a variety of methods to ship mail and parcels.
6. Provides mailbox rental services.
7. Sells a full line of postal services and a variety of mailing supplies, including, stamps, envelopes, boxes, etc.

## FACULTY HOUSING & FOOD SERVICE

Responsible for the daily operations of the Faculty Housing & Food Service sections.

1. Establishes goals and objectives, and directs the daily operations of the Faculty Housing & Food Service sections.
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to other Auxiliary Services programs as needed.

**SUPERSEDED**  
**Date** AUG 21 2000

## **FACULTY HOUSING**

Provides 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. Manages rental agreements for all faculty housing apartments. Operates and maintains the apartment unit rentals.
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.

## **FOOD SERVICE**

Responsible for satisfying 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 optimal customer satisfaction.
2. Monitors the food service contractor to insure adequate delivery of service, in compliance with the provisions of the contract and applicable codes and ordinances.
3. Serves as liaison with the University community, and ensures customer satisfaction in all aspects of the food service program.

## **PARKING & TRANSPORTATION**

Responsible for the daily operations of the Parking & Transportation sections.

1. Establishes goals and objectives, and directs the daily operations of the Parking & Transportation sections.
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to other Auxiliary Services programs as needed.

## **PARKING**

Responsible for orderly parking and traffic flow on the Manoa campus in accordance with the applicable parking regulations as approved by the Board of Regents.

1. Provides for the allocation and sale of available campus parking spaces to various users on an equitable basis.
2. Repairs and maintains parking areas, participates in the planning of additions and improvements to existing parking areas on campus.
3. Develops and enforces parking regulations and controls vehicular traffic on campus.



4. Provides and manages an appeals process for people contesting parking citations for violating parking regulations on campus.
5. Provides parking-related services for special events held on campus such as sporting events, charity functions, concerts, etc.

#### TRANSPORTATION

Provides for the rental, 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. Conducts preventive maintenance and repairs on vehicles.

#### BOOKSTORE SYSTEM

Plans, organizes, directs, and controls University of Hawaii Bookstores located at various campuses throughout the University of Hawaii system.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Bookstore matters.

#### UNIVERSITY OF HAWAII AT MANOA BOOKSTORE

Responsible for the daily operations of the University of Hawaii at Manoa Bookstore.

1. Establishes goals and objectives, and directs the daily operations of the Manoa Bookstore, in accordance with the diverse needs of various colleges, schools, and departments of the Manoa campus
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to branch bookstores as needed.

#### COMPUTER SALES

Responsible for the purchase and sale of a variety of computer hardware, software and peripherals to meet the academic needs of the University community. Provides for the repair, maintenance, and servicing of computers purchased through the Bookstore.

1. Plans, orders, merchandises computer hardware, software, and peripherals.
2. Controls inventory to achieve appropriate turnover rate. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.

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Date AUG 21 2000

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION  
FINANCIAL MANAGEMENT  
PROCUREMENT, REAL PROPERTY AND RISK MANAGEMENT  
FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

The Office of Procurement, Real Property and Risk Management provides overall direction and leadership in the systemwide development of procurement and real property management policies and procedures. It plans, organizes, directs and controls procurement, real property, risk, and records management activities for the University system.

The Director of Procurement, Real Property and Risk Management provides overall leadership and direction in the acquisition of goods, services, and construction, in all transactions involving the acquisition or conveyance of interests in real property, in the development and administration of the University's risk management, and records management, in the planning, development and implementation of fiscal officer training programs and the auditing of fiscal officer transactions, and in the development of legislation involving procurement and real property management issues.

Associate Director

- Assists the Director in planning, organizing, directing, and controlling the University's Office of Procurement, Real Property and Risk Management.
- Acts as the Director and signs contractual and property documents, as authorized, during the absence of the Director.
- Assists the Director in the resolution of unique procurement problems, contract disputes, and in making complex procurement decisions.
- Prepares studies on subjects pertaining to procurement and property management for the University and assists in presenting testimony before boards, committees, etc.
- Oversees the University's small business utilization program as required by Federal Law; develops policies and procedures, contract clauses and reports concerning small business

**SUPERSEDED**  
**Date** AUG 21 2000

utilization; advises small businesses on how to do business with the University.

- Oversees the University's Records Management Program and provides guidance to University personnel on records management issues.
- Assists the Department of Accounting and General Services with respect to tort claims involving University operations by conducting investigations and preparing reports to assist in the resolution of such claims.
- Performs special tasks in complex acquisitions and performs contract administration duties as assigned.

#### PROCUREMENT SECTION

- Evaluates departmental requirements for acquisition of good, services, and construction.
- Prepares formal invitations for bids and requests for proposals consisting of technical specifications, general provisions and special provisions for the acquisition of goods, services and construction in accordance with applicable laws and University Administrative Procedures.
- Advertises formal competitive solicitations in accordance with State law, grant or contract terms and University Administrative Procedures.
- Awards contracts pursuant to advertised competitive solicitations.
- Effects contracts for professional, consultant, and other specialized services in accordance with University Administrative Procedures.
- Processes sole source procurements in accordance with State law and University Administrative Procedures.
- Processes emergency procurements in accordance with State law and University Administrative Procedures.
- Processes small purchases and other purchases exempt from formal advertised solicitation requirements which exceed delegated purchasing authority of fiscal officers in accordance with State law and University Administrative Procedures.

- Develops contract terms and provisions.
- Provides contract administration services.
- Processes financial management accounting forms relating to procurement actions.
- Monitors decentralized procurement activities administered by fiscal officers at the campus and departmental level.
- Provides advice and assistance to departments in the administration of purchase orders and contracts issued by fiscal officers.
- Administers training to fiscal officers.
- Prepares purchasing forms for use by fiscal officers.
- Provides vendor information.
- Develops University administrative procedures relating to the procurement of goods, services and construction.

#### REAL PROPERTY SECTION

- Advises and participates in the acquisition, disposition and exchange of interest in real property necessary to the physical development and operations of University campuses, research centers and other programs, including the marketing and sale of faculty housing units.
- Assists in the preparation of land use and zoning studies, appraisal reports, and research and evaluation studies relating to the acquisition and disposition of real property.
- Assists in maintaining an inventory of University interests in real property for planning purposes.
- Assists in the preparation of environmental assessments and impact statements for new campuses, master plans and all University projects; assists in the development of University environmental policy and all documents in compliance with applicable law, rules, and regulations.
- Coordinates the representation of the University in dealing with private and public agencies on matters relating to University lands and other interests in real property.

**SUPERSEDED**  
**Date** AUG 21 2000

- 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 real property transactions.
- Processes conveyance documents for execution by parties.
- Records/registers conveyance documents, as necessary.
- 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.
- Processes financial management accounting forms for payments relating to University interests in real property.
- Assists in the investigation and resolution of disputes and complaints involving owners of for-sale faculty housing units.
- Develops and administers policies and procedures for the University housing assistance program, including eligibility requirements and financial assistance relating to down payments and mortgage loans.

#### RISK/RECORDS MANAGEMENT SECTION

- Investigates and gathers information for tort claims involving University real property.
- Serves as the University liaison with the Department of Accounting and General Services, Risk Management Division.
- Provides guidance and advice in all matters relating to insurance.
- Develops release, hold harmless and other risk management forms for use by University programs.

- Reviews liability, insurance, and indemnification clauses in University agreements to insure compliance with State law and University Administrative Procedures.
- Provides training and advice to University departments concerning risk management.
- Submits claims on behalf of the University for property losses covered by insurance and/or the State Risk Management Program.
- Administers University records management procedures to insure compliance with State law and procedural requirements pertaining to public records.