

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
OFFICE OF THE SENIOR VICE PRESIDENT FOR
LEGAL AFFAIRS AND UNIVERSITY GENERAL COUNSEL**

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of the Senior Vice President for Legal Affairs and University General Counsel provides legal services to the Board of Regents, the President, administrators, and staff of the University of Hawai'i.

MAJOR FUNCTIONS

- Represents the University in federal and State court, administrative hearings, arbitrations, and contract negotiations.
- Provides advice and counsel to senior level executives and administrators on all legal matters and issues relating to faculty human resources.
- Represents the University in all administrative proceedings and all courts in litigation matters, including torts and employment matters.
- Reviews and approves as to legality and form contractual documents relating to the acquisition or transfer of interest in land.
- Furnishes legal opinions as requested by the Board of Regents and senior level executives, including legal memoranda.
- Makes settlement recommendations to the University administration.
- Performs legal research.
- Prepares and reviews legal documents.
- Provides assistance in drafting rules and policies.
- Meets regularly with clients to prepare for cases and keeps the University administration apprised of major cases.
- Provides training on legal issues to University administrators and staff.

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY
& AFFIRMATIVE ACTION (MANOA)

FUNCTIONAL STATEMENT

The EEO/AA Office promotes a climate in which students and employees can expect equal opportunity and unprejudiced treatment. The Office is primarily responsible for overseeing equal opportunity and affirmative action programs as they relate to employment practices of the Manoa Campus and Systems Offices. Its major functions are as follows:

- Establishing and/or monitoring methods of administration that promote equity in employment practices such as recruitment, hiring, promotion, tenure, compensation, employee training, reasonable accommodation, benefits, leave policies, transfers, and layoffs.
- Developing, updating, publicizing, and reaffirming the University's EEO/AA policies and procedures; advising supervisors and administrators of these policies and of changes in EEO laws and their implementation.
- Providing educational workshops and informational materials to employees and students to prevent discrimination and promote affirmative action.
- Developing and updating the institution's affirmative action plan. The plan includes annual goals and timetables and action-oriented programs to achieve goals.
- Assessing the institution's affirmative action efforts and advising the President of both progress and problem areas; performing annual workforce and utilization analyses, developing internal audit procedures, conducting studies of personnel actions and compensation, and assessing managers' affirmative action efforts and results.
- Serving as an accessible campus level resource for addressing discriminatory practices by developing and implementing complaint procedures that comply with the principles of due process, publicizing the availability of these procedures, resolving informal complaints, and investigating formal charges.
- Performing community outreach and participating in projects with community and state agencies to inform the public about the University's EEO/AA program and encourage a more diverse pool of applicants.

The Office of EEO/AA performs systemwide duties which typically involve coordination among the campuses. The Office performs the following systemwide functions:

- Developing and disseminating systemwide EEO/AA policies and procedures.
- Preparing the affirmative action reports for Systems Offices.
- Providing technical assistance to other campuses and sharing EEO/AA resources.
- Providing administrative support for the systemwide UH Commission on the Status of Women and other committees and task forces.
- Serving as systemwide liaison to state and federal agencies with regard to joint education programs, federal liaison group activities, and state commission representation.
- Coordinating the University's response to class complaints, filed with state and federal agencies, involving the UH System.
- Coordinating with Information Technology Services on the development and production of systemwide federal reports.