STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE

Organization Chart Chart I PRESIDENT, UNIVERSITY OF HAWAII SYSTEM OFFICE OF THE CHANCELLOR Chart II EMPLOYMENT TRAINING CENTER STUDENT SERVICES ADMINISTRATIVE SERVICES INSTRUCTION AND CONTINUING AND COMMUNITY EDUCATION Chart III Chart IV Chart V Chart VI

CHART UPDATED

DATE <u>JUL - 1 2003</u>

General Fund
(B) Special Funds

Perm Temp 118.50 8.00 8.00 0.00 ,

# **Proposed Organizational Chart**

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE
OFFICE OF THE CHANCELLOR

Position Organization Chart

Chart II

OFFICE OF THE CHANCELLOR

Chancellor, #89044

Private Secretary II, SR22, #900114

Admin Asst, #89329T\*
Marketing Officer, PBB, #77248+

APPROVED BY THE UNIVERSITY BOARD OF REGENTS

NOV 21 2003

Date

\* Temporary Position

+ Position to be redescribed

General Fund  $\frac{\text{Perm}}{3.00}$   $\frac{\text{Temp}}{1.00}$ 

STATE OF HAWAII UNIVERSITY OF HAWAII COMMUNITY COLLEGES WINDWARD COMMUNITY COLLEGE INSTRUCTION

OFFICE OF THE CHANCELLOR

Position Organization Chart

Chart III

INSTRUCTION

Dean of Instruction, #89079

Secretary II, SR14, #23570 Clerk Stenographer III, SR11, #14064

Educational Specialist, PBB, #81122

Division I

Educational Support Spec, PBA, #81744

Faculty (26.50)

General Education:

#82022, #82433, #82519, #82723, #82804, #82863,

#83063, #83185, #83237,

#83263, #83440, #83659,

#83794, #84251, #84395,

#84417, #86125, #86612,

#86813, #87036, #87037,

#87039, #87040, #87042,

#87048, #87368, #86672(.50)

Educational Specialist, PBA, #80553 Faculty (16.00)

Assistant Dean, #89136

General Education:

Secretary I, SR12, #26555

#82511, #82523, #82688, #83024, #83169, #83487,

#83710, #84245, #84311,

#84977, #85321,

#86348 (.50), #87027 (.50)

Vocational Educ.:

#83198, #84535, #84975,

#87161

Library

Faculty (Librarian, 3.00), #83873, #84553, #86614 Library Technician V, SR11, #23569, #25657

Library Assistant IV, SR09, #32989

Media Production Center

Division II

Faculty, #87035

Electronic Technician, PBB, #81833

Clerk-Typist III, SR10, #26606

CHART UPDATED

DATE JUL - 1 2003

Perm General Fund 59.50

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE
STUDENT SERVICES

Position Organization Chart

Chart IV

OFFICE OF THE CHANCELLOR

STUDENT SERVICES

Dean of Student Services, #89191

Secretary II, SR14, #32861 Clerk-Typist II, SR08, #47309

Admissions and Records	Guidance and Counseling	Financial Aid	Special Student Services
Student Services Specialist, PBB, #81332 Clerk-Typist III, SR10, #24010 Clerk-Typist II, SR08, #42648	#83118, #83683, <b>#84531</b> , #86665,	Student Services Specialist, PBB, #81540 Clerk-Typist III, SR10, #32201	

**CHART UPDATED** 

DATE JUL - 1 2003

General Fund  $\overline{13.00}$ 

)

#### PROPOSED ORGANIZATIONAL CHART

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES

## Position Organization Chart

Chart V

OFFICE OF THE CHANCELLOR

ADMINISTRATIVE SERVICES

Director of Administrative Services, #89048

Secretary II, SR14, #26602

Business Office

Administrative Officer, PBB, #80177 Clerk IV, SR10, #19017(B)+ Account Clerk IV, SR13, #23883+ Clerk III, SR08, #24394+ Clerk V, SR12, #26598 Cashier I, SR10, #43310

#### Human Resources

Personnel Officer, PBB, #80479
Personnel Clerk IV, SR-11 #39272+

Computing & Data Processing

IT Specialist, PBB, #80979

Operations & Maintenance

General Maintenance & Services
Supervisor I, SR18, #49225
Building Maintenance Worker I,
BC09, #32315
General Laborer II, BC03, #49184
Groundskeeper I, BC02, #51350, #900018, 93201F++
Janitor III, WS02, #31275
Janitor II, BC02, (8.00), #24427, #24428, #27388,
#36454, #49157, #900044, #900045, #900101

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS
NOV 2 1 2003

**Date** 

General Fund

Perm 25.00 1.00

<sup>(</sup>B) Special Funds

<sup>+</sup> Position description to be redescribed ++Positions pending establishment

# STATE OF HAWAII UNIVERSITY OF HAWAII COMMUNITY COLLEGES WINDWARD COMMUNITY COLLEGE

### POSITION ORGANIZATION CHART

CHART VI

OFFICE OF THE CHANCELLOR

EMPLOYMENT TRAINING CENTER AND CONTINUING AND COMMUNITY EDUCATION

Director of Vocational & Community Education, #89177

Secretary II, SR14, #14872+

Director of Continuing Education and Training, #89207+

Secretary II, SR14, #31480+

CHART UPDATED

DATE JUL - 1 2003

Employment Training Center - Instructional Services

Program Coordinators\*\*

Clerk Stenographer II, SR09, #14065\*\*\*
Clerk Typist II, SR08, #51323(B)\*\*\*

Educational Assistant I, SR06, #112395\*

Faculty (17.00)

#82397, #83581, #84619, #84639, #86759,

#86760, #87394, #87395, #87397, #84744(B),

#84745(B), #84746(B), #84747(B), #84757(B),

#86894T\*, #86898T\*, #86900T\*

Employment Training Center - Student Services

Coordinator\*\*

Clerk Typist II, SR08, #35418(B)

Faculty (6.00)

#83817, #87011, #87013, #87396, #86895T\*, 86897T\*

Student Services Specialist, PBB, #80460

Clerk Typist II, SR08, #44423\*

Continuing and Community Education

Faculty, #84609

General Fund 20.00 7.00(B) Special Funds 7.00

\* Temporary

\*\* Coordinators appointed from faculty positions within the unit.

\*\*\* Clerical staff report to specific Pgm Coords as reflected in position descriptions.

+ Positions to be redescribed

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE
OFFICE OF THE CHANCELLOR

Position Organization Chart

Chart II

Chancellor, #89044

Private Secretary II, SR22, #90114

Administrative Assistant, #89329T\*

OFFICE OF THE CHANCELLOR

CHART UPDATED

DATE JUL - 1 2003

SUPERSEDED
Date NOV 2 1 2003

\*Temporary Position

 $\begin{array}{ccc} & & \underline{\text{Perm}} & \underline{\text{Temp}} \\ \text{General Fund} & & \underline{2.00} & \underline{1.00} \end{array}$ 

STATE OF HAWAII UNIVERSITY OF HAWAII COMMUNITY COLLEGES WINDWARD COMMUNITY COLLEGE ADMINISTRATIVE SERVICES

Position Organization Chart

Chart V

OFFICE OF THE CHANCELLOR

ADMINISTRATIVE SERVICES

Director of Administrative Services, #89048

Secretary II, SR14, #26602

Business Office

Administrative Officer, PBB, #80177 Clerk IV, SR10, #19017(B) Account Clerk IV, SR13, #23883+ Clerk III, SR08, #24394+ Clerk V, SR12, #26598 Cashier I, SR10, #43310

Human Resources

Personnel Officer, PBB, #80479

Computing & Data Processing

IT Specialist, PBB, #80979

Operations & Maintenance

General Maintenance & Services Supervisor I, SR18, #49225 Building Maintenance Worker I, BC09, #32315 General Laborer II, BC03, #49184 Groundskeeper I, BC02, (3.00), #51350, #900018, 93201F++ Janitor III, WS02, #31275 Janitor II, BC02, (8.00), #24427, #24428, #36454, #49157, #900044, #900045, #900101, #27388 (.50), #900104 (.50)

- + Position description to be redescribed.
- ++Positions pending establishment.

SUPERSEDED Jate NOV 21 2003

**CHART UPDATED** 

Perm General Fund 24.00

(B) Special Funds 1.00

JUL - 1 2003