

# UNIVERSITY OF HAWAII AT HILO

UH Hilo Administration  
Human Resources

December 4, 2003

## MEMORANDUM

TO: The Honorable James R. Aiona, Jr.  
Lt. Governor, State of Hawai'i

FROM: Kerwin Iwamoto  
Human Resources

SUBJECT: **Notification of Change in Organization - University of Hawai'i at Hilo,  
Human and Environmental Resources Management Division in  
Administrative Affairs, University of Hawai'i at Hilo (UHH)**

Enclosed for your information and files are copies of the organizational charts and functional statements of the above-mentioned reorganization that was approved by the Chancellor on December 1, 2003. The reorganization separated this division to create two divisions, Environmental Health and Safety Division and the Human Resources Division.

Please replace the respective organization charts and functional statements on file with the new material.

If you have any questions regarding this matter, please call me at (808) 974-7449.

Enclosures

cc: ✓ UH Budget Office w/o encs.  
UH System Office of Human Resources w/o encs.

## EXECUTIVE SUMMARY

In 1996, the Environmental Health and Safety and the Human Resources Divisions were combined to form the Human and Environmental Resources Division. The Allied Health and Safety position (Environmental Safety Specialist), position number 81703 and a 50% FTE temporary Clerk Typist II, position number 42592, reported to the Institutional Support (Personnel Officer), position number 80461.

Under the organizational change, these two divisions will be separated as they were prior to the reorganization in 1996. The Allied Health and Safety position (Environmental Safety Specialist), position number 81703 and a 50% FTE temporary Clerk Typist II, position number 42592 will report directly to the Vice Chancellor for Administrative Affairs, position number 89098 and have responsibility for the administration of the Environmental Health and Safety Division. The Institutional Support (Personnel Officer), position number 80461 will have responsibility for the administration of the Human Resources Division. This reorganization will allow the Vice Chancellor for Administrative Affairs to have direct supervision of environmental health and safety matters.

There will not be any adverse actions to services provided in the areas of environmental health and safety or human resources. There will be no additional funds or positions required to implement this reorganization. Classifications of positions involved will remain the same as there were no changes in classifications due to the reorganization in 1996.

**University of Hawai'i at Hilo**  
**Reorganization of Administrative Affairs**  
**Environmental Health & Safety and Human Resources**

I. Proposed Change(s).

A. Existing functions

As it exists at present, there are five (5) divisions under the Vice Chancellor for Administrative Affairs, position number 89098, (Human and Environmental Resources, Auxiliary Services, Facilities Planning, Business, and Theater). The Human and Environmental Resources Management Division is responsible for the administration and management of all areas of human resources and environmental health and safety administration and management. These include, but are not limited to, recruitment, labor relations, employee benefits, workers' compensation, DOSH compliance, safety training programs, hazardous waste handling and disposal, chemical safety, etc. Auxiliary Services Division administers the repair and maintenance of the campus buildings and grounds, campus security, communication, inventory and parking; the Facilities Planning Division administers the CIP and deferred maintenance programs; the Business Division administers and audits financial and budget transactions; and the Theater Division administers and directs the theater program. Each division head reports directly to the Vice Chancellor for Administrative Affairs.

In the Environmental Health & Safety Office (EHSO) there is an Allied Health and Safety position (Environmental Safety Specialist), position number 81703 and a 50% FTE temporary Clerk Typist II, position number 42592.

The Human Resources Office consists of an Institutional Support (Personnel Officer), position number 80461, a Personnel Clerk V, position number 11633, a Personnel Clerk IV, position number 41015, and a Personnel Clerk IV, position number 44262.

B. Proposed functions

Under the proposed organizational change, the Environmental Health & Safety Office will be separated from the Human Resources Office. There will be a Human Resources Division and an Environmental Health and Safety Division. The Allied Health and Safety position (Environmental Safety Specialist), position number 81703 and a 50% FTE temporary Clerk Typist II will no longer report to the Institutional Support (Personnel Officer), position number 80461. This will increase the number of divisions reporting to the Vice Chancellor for Administrative Affairs to six (6).

C. Principle assumptions

It is assumed that there will be continued need for both environmental health and safety and human resources administration at the University of Hawai'i at Hilo. Due to numerous government regulations in these areas, continued administration and management are needed.

D. Reasons for the proposal

a) Conditions prompting change

In 1996, reorganization was approved to combine the environmental health and safety functions with the human resources functions because it was believed that combining the two offices under one division would streamline responsibilities and administration of environmental health and safety and human resources.

b) Why and how present organization inadequate

When a new Vice Chancellor for Administrative Affairs was hired in 1998, he determined that the reorganization in 1996 did not streamline responsibilities and administration of environmental health and safety and human resources. The reorganization added another supervision layer between the Vice Chancellor and the Environmental Health and Safety Office. Due to the critical and sometimes immediate response nature of the operations in environmental health and safety, executive-level administrative decisions are needed. First-line supervision of the Environmental Health and Safety Office by the Vice Chancellor of Administrative Affairs will provide quicker executive-level decisions as it relates to environmental health and safety.

E. Nature of proposed reorganization

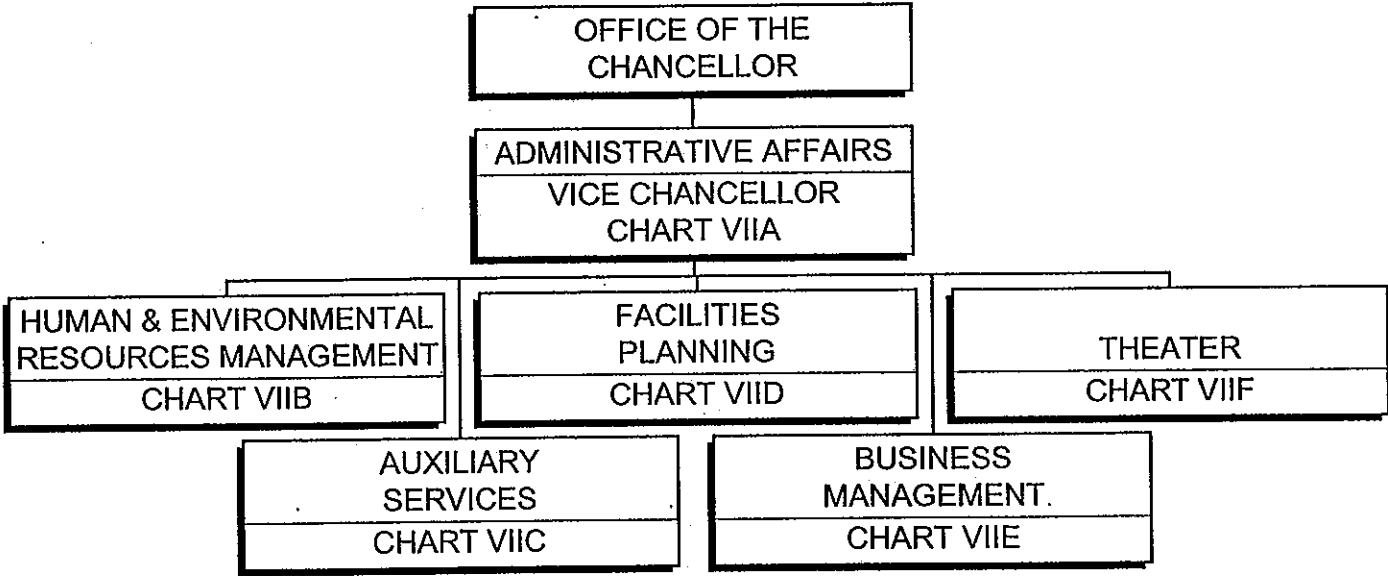
The proposed reorganization will separate the Human and Environmental Resources Division into the Human Resources Division and the Environmental Health and Safety Division. The Allied Health and Safety position (Environmental Safety Specialist), position number 81703 and a 50% FTE temporary Clerk Typist II will no longer report to the Institutional Support (Personnel Officer), position number 80461. There will not be any adverse actions to the services provided by the human resources and environmental health and safety functions.

F. Effect on classifications of positions

There will be no changes in the classifications of positions. This is because there were no changes to classifications when the two divisions were combined in 1996. There will be no additional funds, positions, or equipment required to implement this reorganization.

G. Other alternatives

The alternative to reorganizing and reclassifying is to leave it as is. Unfortunately, this may hamper the operations of the Environmental Health and Safety Office to receive timely executive-level administrative direction and decisions for environmental health and safety issues.



### OFFICE OF ADMINISTRATIVE AFFAIRS

As part of the Chancellor's Office, provides the business and managerial leadership required to support the administrative needs of the University of Hawai'i at Hilo.

### OFFICE OF THE VICE CHANCELLOR

Serves as the principal assistant to the Chancellor in all non-academic matters.

Plans, organizes, directs, coordinates and evaluates all of the business, budgeting, personnel, financial, administrative and CIP activities, including management systems and analytical studies requirements of the campus and the system wide office.

### HUMAN AND ENVIRONMENTAL RESOURCES MANAGEMENT

Administers and manages all areas of personnel administration and management; e.g., recruitment, labor relations, employee benefits, etc. Administers and manages all areas of environmental health and safety concerns; e.g., DOSH compliance, safety training programs, hazardous waste, chemical safety, etc.

### AUXILIARY SERVICES

Administers the repair and maintenance of the campus buildings and grounds, campus security, campus communication, food service, inventory, and parking.

### FACILITIES PLANNING AND CONSTRUCTION

Administers the CIP program (planning, design, construction) repairs and maintenance projects, facilities use program, space utilization programs and facilities inventory management.

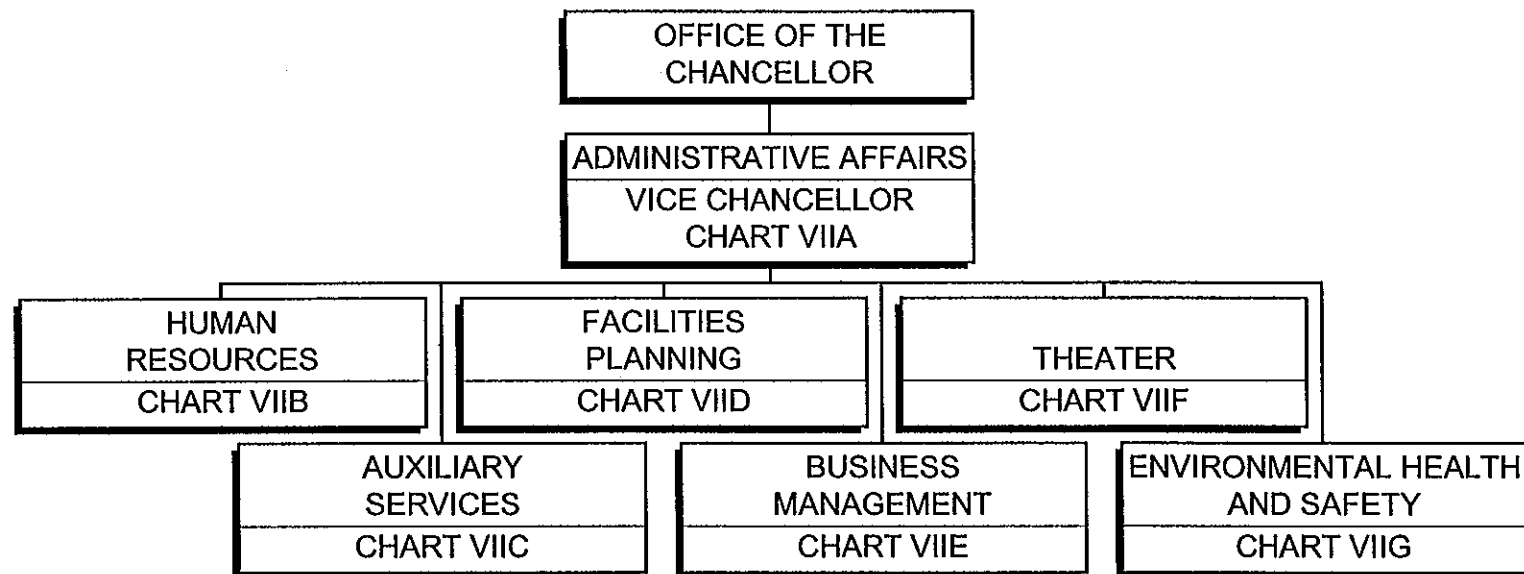
### BUSINESS MANAGEMENT

Prepares, administers, and audits budget and financial transactions of the UHH, including maintenance of position controls. Procures all goods and services, receipts and disburses all University of Hawai'i at Hilo funds, and maintains accounting and financial records.

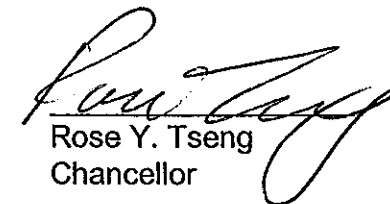
### THEATER

Administers and directs the theater program (productions, promotions, financial and facilities), with responsibility for the coordination of the activities of the Theater with faculty, students, University community and other public and private agencies.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT HILO  
ADMINISTRATIVE AFFAIRS  
POSITION ORGANIZATION CHART  
CHART VII

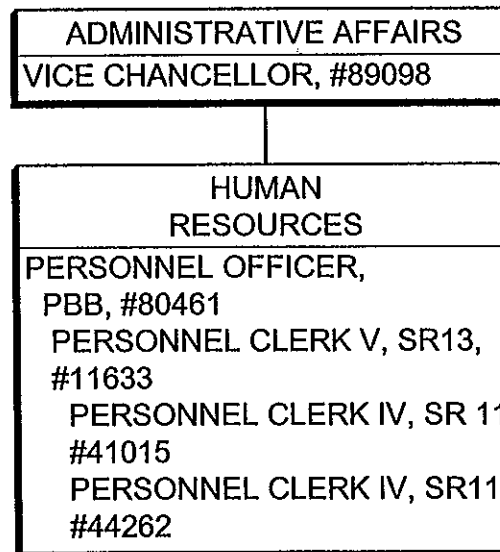


APPROVED:


  
Rose Y. Tseng  
Chancellor

DEC 01 2003  
Date

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT HILO  
ADMINISTRATIVE AFFAIRS  
HUMAN RESOURCES  
POSITION ORGANIZATION CHART  
CHART VIIB



APPROVED:

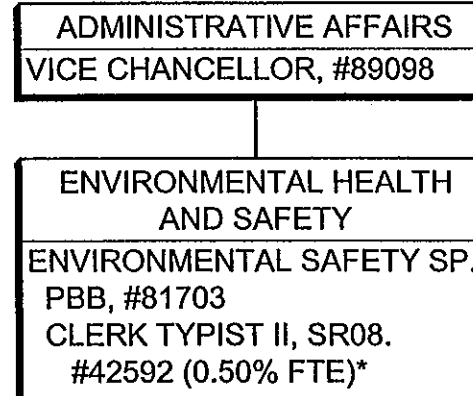
  
Rose Y. Tseng  
Chancellor

DEC 01 2003  
Date

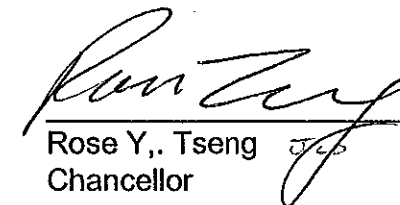
POSITIONS

GENERAL FUND - 4.00

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT HILO  
ADMINISTRATIVE AFFAIRS  
ENVIRONMENTAL HEALTH  
AND SAFETY  
POSITION ORGANIZATION CHART  
CHART VIIG



APPROVED:

  
Rose Y. Tseng  
Chancellor

DEC 01 2003  
Date

POSITIONS

GENERAL FUND - 1.00  
TEMPORARY GENERAL FUND - 0.50\*

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