



UNIVERSITY
of HAWAI'I®
HILO

April 29, 2014

MEMO TO: Office of the Lt. Governor
UH System Budget Office
UH System Human Resources
Hawaii Government Employees Association
United Public Workers

FROM:

Kalei Rapoza
UH Hilo Human Resources

A handwritten signature in blue ink, appearing to read "K. Rapoza", with a checkmark at the end.

SUBJECT: Reorganization – Administrative Affairs, Auxiliary Service

Please find attached the updated organizational chart for UH Hilo, Office of Administrative Affairs, Auxiliary Services (Chart VIIC), as well as the functional chart for the UH Hilo, Office of Administrative Affairs, for which there was no change.

This reorganization involves the downward allocation position #12071, from Building Maintenance Worker II, salary range WS-09, to Building Maintenance Worker I, salary range BC-09.

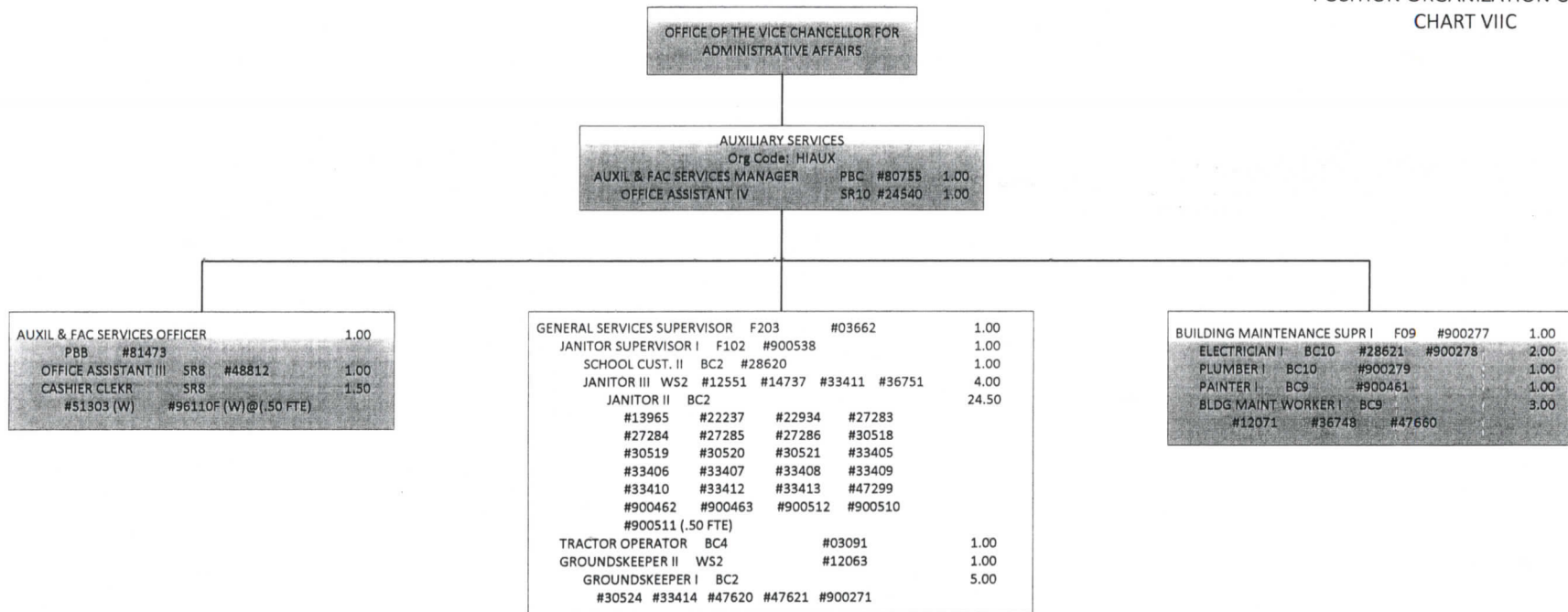
The HGEA and UPW were consulted on this matter. Consultation began on November 8, 2013. The HGEA did not submit an objection to this reorganization. UPW did not agree with the downward allocation of the Building Maintenance Worker II. After review of the UPW's concerns, Administrative Affairs is pursuing the reorganization as planned.

If you have any questions, please contact me at 974-7449 or kaleihii@hawaii.edu.

Attachments

CHART UPDATED
DATE: _____

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ADMINISTRATIVE AFFAIRS
AUXILIARY SERVICES
POSITION ORGANIZATION CHART
CHART VIIC



@ Pending Establishment

General Funds - 50.50
Revolving Funds (W) - 1.50

Auxiliary Services

APPROVED BY:

Donald D. Stanley
CHANCELLOR
DATE

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO**

FUNCTIONAL STATEMENT

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 offices.

HUMAN RESOURCES

Administers and manages all areas of personnel administration and management; e.g., recruitment, labor relations, employee benefits, etc.

Advises executive leadership and management on human resources-related issues, strategic direction, and emerging trends and directions.

AUXILIARY SERVICES

Administers the repair and maintenance of the campus buildings and grounds, campus communication, inventory, motor vehicle licensing, motor pool, building keys and locks, 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, finances, and facilities), with responsibility for the coordination of the activities of the Theater with faculty, students, University community, and other public and private agencies.

ENVIRONMENTAL HEALTH AND SAFETY

Administers and manages all areas of environmental health and safety concerns; e.g., DOSH compliance, safety training programs, workers' compensation, hazardous waste, chemical safety, etc.