



UNIVERSITY  
of HAWAII  
WEST O'AHU

UNIV. OF HAWAII  
UH BUDGET OFFICE

'15 APR 24 P3:02

April 16, 2015

TO: UH System Budget Office  
UH System Human Resources Office  
Hawai'i Government Employees' Association

FROM: Kathy Wong-Nakamura *Kathy Wong-Nakamura*  
Interim Vice Chancellor for Administration

SUBJECT: Approved Reorganization – University of Hawai'i – West O'ahu

Please find attached the updated organizational charts for the University of Hawai'i – West O'ahu, Office of the Chancellor and Office of the Vice Chancellor for Administration that was approved on April 15, 2015.

The reorganization involved the movement of an Admin and Fiscal Support position, #78701 from the Office of the Chancellor to the Office of the Vice Chancellor for Administration.

Please contact Nancy Nakasone at 689-2521 if you have any questions, or email [nancynak@hawaii.edu](mailto:nancynak@hawaii.edu).

Attachments



UNIVERSITY  
of HAWAII®  
WEST O'AHU

April 10, 2015

MEMORANDUM

TO: Rockne Freitas  
Chancellor

FROM: Kathy Wong-Nakamura *Kathy Wong-Nakamura*  
Interim Vice Chancellor for Administration

SUBJECT: Reorganization Proposal to Transfer the Institutional Support (Admin and Fiscal Support Specialist), PBA, #79667 from the Office of the Chancellor to the Vice Chancellor for Administration

SPECIFIC ACTION REQUESTED:

Your approval is requested to transfer the Institutional Support (Admin and Fiscal Support Specialist), PBA, #79667 from the Office of the Chancellor to the Office of the Vice Chancellor for Administration.

RECOMMENDED EFFECTIVE DATE:

This reorganization will be effective upon your approval.

ADDITIONAL COST:

There are no additional costs associated with this proposal.

PURPOSE:

The purpose of this reorganization is to transfer an Admin and Fiscal Support Specialist, position number 79667, from the Office of the Chancellor to the Office of the Vice Chancellor for Administration and to create a new supervisory level. This transfer will provide the needed staff support for the Government Relations Coordinator, position number 78701.

BACKGROUND:

Pursuant to Administrative Procedure A3.101, University of Hawai'i Organizational and Functional Changes dated March 2008, reorganizations that: a) do not have an impact on BOR policy and/or laws; b) do not create, eliminate, or significantly change responsibilities of programs reporting directly to the Board or President; c) do not incur significant additional expenses; or d) do not have significant programmatic impact on the University may be approved under delegated authority by the Chancellor for reorganizations that are two (2) supervisory levels below.

This reorganization proposal has been reviewed and discussed with the appropriate staff members. The Hawai'i Government Employees' Association has been consulted and reviewed the proposal. The details of the reorganization are outlined in the attached proposal.

ACTION RECOMMENDED:

It is recommended that the attached reorganization proposal be approved.

APPROVED/DISAPPROVED:

*Rockne Freitas*  
\_\_\_\_\_  
Rockne Freitas  
Chancellor

4/15/15

\_\_\_\_\_  
Date

Attachments: Reorganizational Proposal  
Updated Organizational Charts

University of Hawai'i – West O'ahu  
Administration and Chancellor's Office  
Reorganization Proposal February 2015

I. Purpose and Summary

The purpose of this reorganizational plan is to transfer an Admin and Fiscal Support Specialist, position number 79667, from the Office of the Chancellor to the Office of the Vice Chancellor for Administration and to create a new supervisory level.

The transfer will provide the Government Relations, Records Management, and Policies and Procedures Coordinator, position number 78701, the needed staff support to track bills, provide testimony and position statements, assist with the timely update of administrative policies and procedures and the campus strategic plan, inventory and maintain all agreements entered into by University of Hawai'i – West O'ahu (UHWO), assist in the management and maintenance of campus records, including gathering and producing documents in response to Freedom of Information Act (FOIA) and Uniform Information Practices Act (UIPA) requests, and other related duties as required. This position will be critical to the success and operational efficiency of the government relations and records management functions by providing the administrative and fiscal support to ensure that UHWO's legislative activities, policies and procedures, and records management tasks are appropriately monitored and maintained.

II. Present Organization

Both the Admin and Fiscal Support and the Government Relations positions are relatively new positions established in July 2014. At that time, the Admin and Fiscal Support position was needed to provide the Office of the Chancellor with additional staff support in promoting business partnerships and establishing networking links within the community, as well as assisting the Chancellor with the preparation of legislative testimony, policies and procedures, and requests for information.

The Government Relations position was established under the Vice Chancellor for Administration to serve as the government and legislative liaison, to build community support and partnerships, to update campus policies and procedures and the strategic plan, to ensure compliance with FOIA and UIPA requirements, and to maintain a comprehensive records management system.

III. Proposed Organization

The proposed organization will provide the Government Relations position with staff support. The Admin and Fiscal Support position currently in the Office of the Chancellor will be reorganized to the Office of the Vice Chancellor for Administration reporting to the Government Relations position.

IV. Background and Reason for Reorganization

The government relations, records management, and policies and procedures functions and responsibilities were previously administered within the Office of the Chancellor. With the tremendous growth and expansion of UHWO and the accompanying increase in the volume and complexity of legislative, outreach, and compliance efforts, it was necessary and appropriate to reassign these duties to the Office of the Vice Chancellor for Administration to provide the continuity, consistency, and oversight necessary for these essential functions. With the establishment of the Government Relations position

within the Office of the Vice Chancellor for Administration, many activities and responsibilities previously performed within the Office of the Chancellor have transferred. The Government Relations incumbent is fully engaged in developing and managing legislative strategies, in alignment with the University's vision and goals, and maintaining strong relationships with legislators and other government officials. In order to sustain government relations as a priority, while also addressing the records management and policies and procedures duties, it is necessary for the Government Relations position to be provided with support and assistance. The existing Admin and Fiscal Support position in the Office of the Chancellor was identified as the appropriate position to reorganize and fulfill this key need since the current incumbent has been performing many of the associated duties and the reorganization will have minimal impact.

V. Impact on Staffing and Resources

The proposed reorganization will not result in any impact on staffing and resources. The Admin and Fiscal Support incumbent will be reorganized to the Office of the Vice Chancellor for Administration reporting to the Government Relations position.

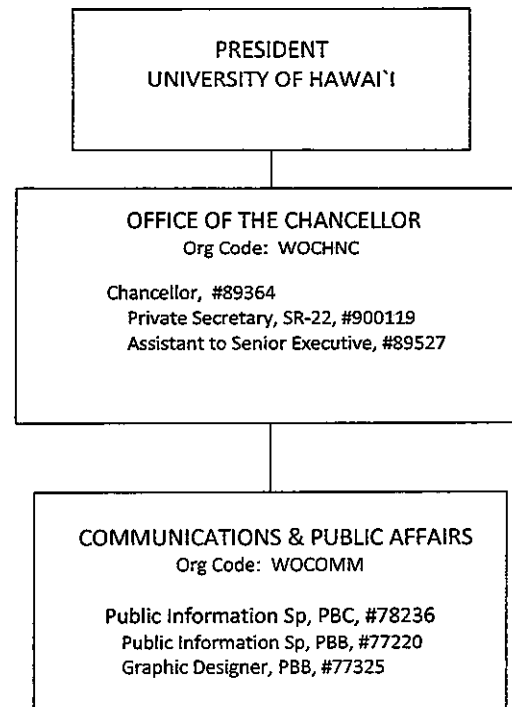
VI. Consultation

Copies of the proposed reorganization were sent to the affected individuals. In addition, since the employees involved in the proposed reorganization are part of the Hawai'i Government Employees' Association (HGEA), a copy of the reorganization will be sent to the union for consultation. Comments and recommendations of the HGEA will be taken into consideration and incorporated as appropriate.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII – WEST O'AHU  
OFFICE OF THE CHANCELLOR

POSITION ORGANIZATION CHART  
CHART II

General Funds 6.00



Approved by: *Rockne Freitas* APR 15 2015  
Chancellor Rockne Freitas Date

OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION  
Org Code: WOVCAD

Vice Chancellor, #89142  
Admin & Fiscal Supp Sp, PBA, #95810F  
Government Relations, PBB, #78701  
Admin & Fiscal Supp Sp, PBA, #79667

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII – WEST O'AHU  
OFFICE OF THE VICE CHANCELLOR FOR  
ADMINISTRATION

POSITION ORGANIZATION CHART  
CHART V

General Funds 27.00  
\*\*General Funds 1.00 (BT)

BUSINESS OFFICE  
Org Code: WOBOARD  
Fiscal Manager, PBC, #78106  
Fiscal Specialist, PBB, #79488,  
#80111, #80933, #95809F,  
#95811F  
Fiscal Specialist, PBB, #78829  
Fiscal Specialist, PBA, #79678  
Admin & Fiscal Supp Sp, PBA,  
#80382, #77031T\*\*

HUMAN RESOURCES  
Org Code: WOHRAD  
Human Resources Manager, PBC,  
#95813F  
Sr Human Resources Sp, PBB, #78463  
Human Resources Sp, PBB, #78859  
Human Resources Sp, PBA, #78541

INFORMATION TECHNOLOGY  
Org Code: WOITAD  
IT Manager, PBC, #77548  
Sr IT Specialist, PBB, #78858  
IT Specialist, PBB, #77368  
IT Specialist, PBA, #80673  
Media Specialist, PBB, #77524  
Sr IT Specialist, PBB, #81573  
IT Specialist, PBB, #78495  
IT Specialist, PBB, #77822  
Sr IT Specialist, PBB, #77168  
IT Specialist, PBB, #77508

\*\*Budgeted temporary position

Approved by:   
Chancellior Rockne Freitas

APR 15 2015

Date