OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION, FINANCE, AND OPERATIONS

OFFICE OF HUMAN RESOURCES
Org Code: MAHRMA

Human Resources Manager, PBD, #77834 1.00
Secretary II, SR-14, #900370 1.00

GENERAL FUND FTE: 7.00

EMPLOYEE RELATIONS & BENEFITS
Org Code: MARBHR
Human Resources Specialist, PBA, #81666 1.00

CLASSIFICATION & COMPENSATION
Org Code: MACCHR
Human Resources Specialist, PBB, #78386 1.00
Human Resources Specialist, PBA, #80952 1.00

LABOR RELATIONS & STAFF DEVELOPMENT
Org Code: MALSHR
Human Resources Specialist, PBB #78543, #80179 2.00
OFFICE OF HUMAN RESOURCES – Org Code: MAHRMA

The Office of Human Resources is assigned campus-wide functional responsibility for human resources management, except for academic personnel matters. The office develops policies and procedures for the campus necessary to effectively implement Board of Regents (BOR) and Executive policies as they pertain to non-faculty employees of the Mānoa campus.

In addition to the development of effective policies and procedures for the Mānoa campus, the major functional responsibilities of the office include the consistent and effective compliance of these policies and procedures as they pertain to:

**Employee Relations & Benefits – Org Code: MARBHR**
- Serves as Human Resources Officer for members of the Office of the Chancellor and selected Vice Chancellor Offices.
- Serves as contact and liaison with the State Offices related to retirement system, health benefits, social security, etc., to support the day-to-day efforts of the UHM schools/colleges.
- Provides leadership in testing new on-line human resources systems and provides human resources reports to support the management efforts in budget, staffing, and fiscal accountability.
- Reviews and analyzes all appointments/reappointments and other actions relating to Executive employees.

**Classification & Compensation – Org Code: MACCHR**
- Reviews, analyzes, and takes appropriate action on classification and compensation requests related to Executive and Administrative/Professional/Technical (APT) positions.
- Conducts analysis and takes appropriate action relative to hiring above the designated new hire rates, special compensation awards to include in-grade adjustments, re-banding, etc., as delegated by the Chancellor, UHM.
- Ensures that the implementation of classification and compensation plans for Executives and APTs are in compliance with State and Federal laws and University policies and procedures.

**Labor Relations & Staff Development – Org Code: MALSHR**
- Manages human resources administration related to collective bargaining (i.e., civil service, APT, and Executive, as appropriate) interpretations, implementation, and negotiations.
- Conducts internal investigations (to include faculty cases, as needed) on cases of allegations related to employee misconduct such as theft, workplace violence, substance abuse, tardiness, etc.
- Serves as Hearings Officers for grievances filed.
- Advises schools/colleges on human resources management to include addressing issues and concerns relating to employee misconduct or substandard performance, recommending courses of actions, etc.
- Provides staff development and training in areas such as human resources leadership, management, mentoring and support (e.g., care giver classes, social security, health fund programs, etc.) via training and workshops.