

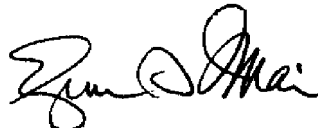
## ASSOCIATE DIRECTOR OF HUMAN RESOURCES

Definition

This position assists the System Director of Human Resources in planning, organizing, directing, and coordinating the systemwide human resource programs. A position in this class is responsible for serving as the full deputy to the director. In addition, may oversee such programs as workers' compensation, labor relations, and special projects. Work involves the responsibility for managing and coordinating the workers' compensation program; developing, recommending, and implementing new personnel policies and amending existing policies and procedures; reviewing and preparing the University's position before appellate boards for adjudication; interpreting applicable federal and state laws, rules, regulations, and University BOR policies and procedures; providing advice and assistance to administrators on various personnel issues; developing appropriate Administrative Procedures to implement BOR and Executive policies; developing, implementing, and revising faculty immigration policies and procedures; serving as the University's liaison on personnel matters involving the Attorney General's Office, Hawaii Labor Relations Board, State Labor Disability Compensation Division and Appeals Board, and U.S. Department of Labor, etc.

Work entails considerable contact with campus and system administrators, union representatives, employees, and state and federal agencies. Work requires considerable knowledge of the human resources areas assigned; personnel practices, procedures, and processes pertinent to higher education institutions and public personnel administration; ability to work effectively with various administrators, faculty, staff and union representatives; ability to interpret applicable laws, regulations, policies, etc.; and ability to communicate effectively orally and in writing. Work is reviewed by the System Director of Human Resources for results obtained.

The amendment and retitling of the class Associate Director of Personnel to Associate Director of Human Resources is approved.



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Eugene S. Imai  
Senior Vice President for Administration

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March 7, 1996

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