

EXECUTIVE SUMMARY

KAUAI COMMUNITY COLLEGE OFFICE OF ADMINISTRATIVE SERVICES

Enclosed for your information is the approved reorganization of the Kauai Community College, Office of Administrative Services. The reorganization reflects the addition of a new UH Personnel Officer, Pos. No. XXXXX, expansion of programmatic responsibilities, and redesignation of the Personnel Section to Human Resources Section.

A new UH Personnel Officer position was authorized for the Kauai Community College by the 1990 Legislature. The new position will be responsible for the complete range of professional level duties and responsibilities in the human resources program. With the addition of the new position, the functions of the section will expand from the current personnel technical and recordkeeping functions and will also include staff development, and workers' compensation activities.

Further, in keeping with the reorganization, the Personnel Section will be redesignated to the Human Resources Section to reflect the professional level support which will be provided to the college.

The Human Resources Section will consist of one existing Personnel Clerk and one UH Personnel Officer position. Other than the addition of the new position, no other impact on staffing, students or financial resources (additional costs) is anticipated.