

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
ADMINISTRATIVE SERVICES OFFICE
FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the Deputy Director for Administration, manages departmental planning, programming, and operating and capital improvements program budgeting functions; program evaluation; organizational analysis; research and statistics; information technology services; procurement and contracting of goods and services; property and space management; records and forms management; and centralized office services.

1. Plans, organizes, directs, and coordinates subordinate staff services to assist departmental components in meeting operational requirements through program planning, analysis of operating and capital project needs, coordination of budget preparation and execution/control.
2. Directs departmental compliance with state central services agencies and legislative directives through memoranda and transmittals, briefings and workshops, review and follow-up, and other means.
3. Informs top management of the status of budget requests and capital projects, and advises on action necessary to accomplish departmental objectives.
4. Maintains liaison with central services and other agencies and legislative committees for purposes of coordination and general work scheduling relative to ongoing activities and special projects.
5. Initiates staff studies to assigned functions and recommends changes in policies and procedures, organization, staffing, equipment, space allocation, and other management elements; prepares budget justifications and operational expenditure plans.
6. Evaluates and oversees development and recommends administrative rules, regulations, policies and procedures.

PLANNING AND RESEARCH UNIT

Under the general supervision of the head of the Administrative Services Office, assists in long and short range planning activities and coordinates the implementation of actions to accomplish the policy direction of the Department; provides policy development support and grant-seeking activities; coordinates and processes legislative materials and administrative rule activities affecting the Department; monitors the effectiveness of the Department's efforts to meet its stated mission, goals, and objectives; conducts the departmental capital improvements program of construction, repairs and maintenance, budget preparation, justification, and execution process; organizational analysis; perform research and statistics; maintain records and forms management.

1. Develop, coordinate and conduct planning projects and prepares reports on departmental plans, including long and short range plans and special studies to the Director, the Legislature, other public and private agencies, and the general public.
2. Provide technical advice and assistance to program managers on program based planning activities.

3. Develop, coordinate, and provide technical assistance on grant proposals and other funding mechanisms which enhance program activities.
4. Conduct and assist in the development of the annual legislative package, introduce policy for Legislation implications, support departmental programs, manages legislative communications, requests and processes, and assist the Director's Office in legislative matters by coordinating and processing departmental testimony during the Legislative sessions.
5. Assist and facilitate the process for programs in the development of departmental Hawaii Administrative Rules (HARs).
6. Monitor and coordinate departmental compliance with central agency directive and legal requirements regarding organization, records management, and forms management.
7. Collaborate and coordinate with departmental staff on requirements related to general liability insurance and motor vehicle insurance.
8. Conduct capital budget preparation through dissemination and interpretation of budget instructions, review and compilation of requests, and summarization of significant aspects and justifications for departmental management consideration; prepares budget documents in proper form.
9. Assist departmental management in presenting capital improvements needs and justifications through the executive budget and legislative review process; coordinates requests for data, and assists in liaison with the Department of Accounting and General Services and various legislative committees.
10. Coordinate with the preparation of the annual capital improvements construction, repairs and maintenance programs, reviews project schedules, and prepares requests for release of funding allotments.
11. Maintain oversight of the capital improvements budget through the review of project progress reports, proposed contract change orders, fund status, equipment needs and systems, maintenance and repairs.
12. Recommend equipment specifications, operations, policies and procedures governing use and safekeeping of equipment, repair and replacement schedules, space, physical plant requirements, alternative approaches, costs and benefits.
13. Plan and coordinate all major repair and preventive maintenance projects relative to facilities and environment; monitor and inspect operations to ensure the optimum use of equipment, and compliance with standards and regulations; and recommends changes and improvements to systems; coordinate activities with environmental health and safety organizational segments of the Department; maintains liaison with various Federal, State, and county government agencies.
14. Conduct and develop means, methods, and procedures for the collection, retrieval, compilation, analysis, and reporting of operational, inmate demographics, and other data pertinent to understanding departmental programs and operations, and other external factors impacting programs and operations; and prepares reports of findings.
15. Provide research and statistical support for program planning and evaluation, resource allocation, and other departmental purposes, and prepares special statistical reports as required.
16. Advise and inform organizational components on statistical data reporting procedures to ensure completeness and accuracy of data received, and serves as central depository for departmental statistical information.
17. Conduct research studies through the application of research and statistical methods.

18. Advise and guide the Department in establishing measures of effectiveness which shall represent operational achievements of the program objectives.
19. Plan and conduct organization studies for better and efficient utilization of staffing and time. Review and make recommendation on proposed changes to the functional statements and organization charts to determine compliance with Department's established requirements.
20. Assist and guide departmental activities in the development of program performance measures and establishing program goals and objectives.
21. Review and monitor updates to the Administrative Division's policies and procedures.
22. Monitor compliance based on directives and legal requirements for records and forms management.
23. Serve as the risk management coordinator between the Department and Department of Accounting and General Services - Risk Management Office relating to self-insurance program of departmental vehicles and insurance coverage of the Department's real property and business property.

OPERATING BUDGET UNIT

Under the general supervision of the head of the Administrative Services Office, conducts the departmental operating budget preparation, justification, and execution process.

1. Conducts operating budget preparation through dissemination and interpretation of budget instructions, review and compilation of requests, and summarization of significant aspects and justifications for departmental management consideration; prepares budget documents in proper form.
2. Assists departmental management in presenting budgetary needs and justifications through the executive budget and legislative review process; coordinates requests for data, and assists in liaison with the Department of Budget and Finance and various legislative committees.
3. Coordinates the preparation of the departmental expenditure plan and reviews all requests for operating budget allotments.
4. Maintains oversight of the budget through the review of financial reports, analysis of the budget impact of program changes, and control of the transfer of funds between accounts.
5. Provides consultative and advisory services to assist in improving the Department's administrative and management systems, and to make more efficient use of authorized resources in achieving the Department's goals and objectives.

PROCUREMENT AND CONTRACTS UNIT

Under the general supervision of the head of the Administrative Services Office, develops and coordinates departmental procedures for procurement contracting, and leasing of real property.

1. Advises operational personnel on the procurement of equipment, supplies, materials, and services with regard to methods, procedures, sources, substitutions, and so forth.
2. Prepares specifications and coordinates or conducts formal bid process.
3. Performs office space leasing functions, including inspecting premises, evaluating proposed lessor terms, and preparation of documents, subject to higher-level approval.
4. Advises operating units on relevant standards and maintains working relationships with central services agencies, vendors, and others to assist operating units in achieving effective operations.

MANAGEMENT INFORMATION SYSTEMS UNIT

Under the general supervision of the head of the Administrative Services Office, designs, develops, and maintains all information systems and information technology in support of departmental programs and operations.

1. Designs and develops information systems and information technology.
2. Maintains state-of-the-art information technology systems, networks, and central agencies and vendors for technical and administrative telecommunications systems; maintains liaison with departmental staff.
3. Develops and maintains automated data security systems; coordinates automated data shared systems.
4. Conducts studies of department programs, operations, and management information needs involving defining and documenting the character and scope of the assigned functional area and elements thereof, and identifying design alternatives.
5. Develops detailed design of information systems which integrate automated and manual processing and provides technical design details for system construction, including such aspects as system security, data history and archiving, audit trails and data validation, networking, personnel resource requirements, and so forth.
6. Carries out functions in system construction including programming, testing, implementation, user training, and related functions, and conducts system review and modification as necessary.

OFFICE SERVICES UNIT

Under the general supervision of the head of the Administrative Services Office, administers the development and maintenance of the Department's central records, forms, information disclosure and administration operations.

1. Conducts the budget preparation process for the Office Services operations, and compiles and consolidates budget details for review; conducts expenditure plan preparation and allotment control; and conducts fiscal record keeping and reporting.
2. Conducts purchasing and monitors expenditures, and conducts physical inventory and record keeping.
3. Oversees the development, maintenance, and monitoring of the Department's central files of codified internal/external systems of administrative policies and procedures.
4. Provides technical assistance or consultative services to Department personnel where required or requested in office management and operations.
5. Coordinates and monitors the activities of the Clerical Support Services and Fiscal Support Sections; maintains liaison with appropriate Department-level offices relative to delivery of office services and operations.

CLERICAL SUPPORT SERVICES SUB-UNIT

Under the supervision of the head of the Office Service Unit, provides various office services in support of Department office operations.

1. Operates and maintains the Department's mailroom; maintains a system for the control and disposition of all incoming and outgoing correspondence.
2. Operates and maintains a directive system and administrative policies and procedures.

3. Operates and maintains the Department's messenger service.
4. Operates and maintains the Department's communication routing system.
5. Provides other clerical and housekeeping services to the Department Administration and Department-level offices, including typing and duplicating services, as requested.