

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES

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Program ID/Title: AGS-901/General Administrative Services

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I. Goal

The goal of the General Administrative Services program is to provide efficient and effective executive management of the department, internal management and fiscal services, human resources management services, and to streamline and reengineer work processes through computerization, networking and greater utilization of Internet technology.

II. Objectives and Policies

The major objectives of the General Administrative Services program are to enhance program effectiveness and efficiency by formulating policies, allocating resources, administering operations and personnel, and providing DAGS employees with immediate access to information to support their job functions by supplying e-mail, Internet, departmental knowledge database and computer application systems to enhance their work experience and customer service.

III. Action Plan with Timetable

The General Administrative Services program's action plan is to continue to provide executive, administrative, personnel and information technology services as required to meet the goals and objectives of the department.

A. Past Year Accomplishment

1. Administrative Services Office

- a. Continuously processed encumbrances and payments on a timely basis to ensure the employees are paid on time and that vendors are paid promptly.
- b. Maintained the system of accounts in accordance with the State Accounting System.
- c. Coordinated, prepared, and submitted annual reports to the legislature.

- d. Compiled and submitted required departmental budget documents for the fiscal biennium 2015-17.
 - e. Administered the purchasing card (pCard) program which includes all eligible divisions, staff offices, district offices, and attached agencies. For FY 15, average monthly pCard purchase transactions represented 50% (or approximately 1,100 purchase transactions) of total purchase transactions.
 - f. Coordinated and maintained the State of Hawaii eProcurement System (HIePRO) during the year for the department's procurements of \$15,000 to less than \$100,000.
 - g. Trained the three new employees in the Pre-Audit Clerk I positions, hired in October and November 2014 capably and efficiently. These new hires represents 75% of the Pre-Audit Clerk I staff.
 - h. Prepared a professional services procurement solicitation to engage the services of a Certified Public Accounting firm to perform an internal control and procurement compliance audit on various DAGS' programs for the fiscal year 2015.
2. Personnel Office
- a. Continuously processed personnel transactions on a timely basis to ensure that employees properly and promptly received compensation, benefits and other employment services; and to ensure that the human resources needs of all of the department's programs were met.
 - b. Completed 144 recruitment actions. Completed 156 position classification actions.
 - c. Advised programs on grievances, contract interpretations, consultations with unions, investigations of employee incidents, disciplinary actions, substandard performance, safety issues, recruitment and selection, personal services contracts and family leave.
 - d. Coordinated compensation adjustment effective July 1, 2015, for employees in BU-02, 03, 04 and their excluded counterparts. Coordinated step movement adjustments for employees in BU-13 and other pay adjustments for Appointed Officials. Coordinated compensation adjustment effective April 1, 2015

for BU-01 employees, and October 1, 2015 adjustments for BU-01 and BU-02 employees.

- e. Expedited the establishment and filling of multiple key positions for the Office of Information and Management Technology (OIMT).
 - f. Developed and implemented fillable online employment forms for new employees to include electronic signatures.
 - g. Collected and compiled Quarterly Staffing Reports to the Department of Budget & Finance; quarterly Grievance Reports to the Department of Human Resources Development (DHRD); Annual Vacation and Sick Leave Accruals to DAGS – Accounting Division; and annual Occupational Safety and Health Administration (OSHA) Report to the Department of Labor and Industrial Relations.
3. Systems and Procedures Office
- a. Migrated the State Foundation on Culture and the Arts to the Information and Communication Services Division's General Private Cloud and decommissioned their physical servers.
 - b. Migrated the State Procurement Office to the Information and Communication Services Division's General Private Cloud and decommissioned their physical server.

B. Year 1

- 1. Administrative Services Office - Provide continuous administrative support to the department by:
 - a. The timely processing of encumbrances and payments to ensure the employees are paid on time and that vendors are paid promptly to avoid any late vendor payment interest charges. Maintenance of a system of accounts in accordance with the prescribed State Accounting System.
 - b. The coordination, preparation, and submission of annual reports to the Legislature.
 - c. The preparation and coordination of departmental budgets for the Department of Budget and Finance and the Legislature.
 - d. The administration of the pCard program for the department.

- e. The coordination of the internal control and procurement compliance audit.
 - f. Updating the remaining two modules of the Procurement and Payment Handbook/Website for DAGS staff.
 - g. Initiate a comprehensive study of the DAGS-Administrative Services Office operations to improve the efficiency of the office. Evaluate, discuss, and plan for the possible changes.
2. Personnel Office
- a. Continue to process personnel transactions on a timely basis to meet the needs of employees and programs.
 - b. Ensure that the Department continues to comply with all State and Federal employment laws, rules, and regulations; and collective bargaining agreements in the most efficient and effective manner.
 - c. Continue to participate in the statewide program and policy development efforts to ensure that the department's human resource needs, concerns, and wants are addressed.
 - d. Continue to develop new policies, programs, guidelines and training that meet the needs of departmental managers and employees, and help improve relationships and operations both within and outside of the Department.
3. Systems and Procedures Office
- a. Migrate all of the department to the Information and Communication Services Division's Statewide Active Directory.
 - b. Migrate all of the department from IBM Lotus Notes to Microsoft Outlook email system.
- C. Year 2
1. Administrative Services Office
- a. Continuation of items a to e in Year 1.

out the payroll costs to maintain the Kalanimoku Building on an ongoing basis.

IV. Performance Measures

- A. Customer Satisfaction Measure – If there are suggestions and/or complaints, an annual written survey/evaluation for agencies affected by each office will be developed and distributed. The results will then be evaluated and any area of concern identified by the users will be addressed.

- B. Program Standard Measure
 - 1. Administrative Services Office – Monitor the number of days to internally process vendor payments to achieve the performance standard of seven working days, number and amount of instances of interest paid for late vendor payments as compared to other state departments, and timeliness and accuracy of budget submissions to the Department of Budget and Finance.

 - 2. Personnel Office – Number of Request for Personnel Actions received and processed within a reasonable time period. Number and type of policies, programs, guidelines and training developed, implemented, and/or provided.

 - 3. Systems and Procedures Office – Number of user requests completed by the desired completion date. Number of man-hours saved due to implementation or enhancement of computer system. Number of DAGS' users with e-mail and Internet access. Number of hits per month to the departmental intranet site.

- C. Cost Effectiveness Measure
 - 1. Administrative Services Office – Reduction of interest on late vendor payments. Continue to monitor funding requirements of DAGS' programs to ensure compliance with appropriation limits. Office expenditures not exceeding budget amount.

 - 2. Personnel Office – Provide programs and services with little or no additional cost. Office expenditures not exceeding budget amount.

 - 3. Systems and Procedures Office – Job assignments completed within projections. Greater utilization of electronic routing and filing of documents. Office expenditures not exceeding budget amount.