

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ADMINISTRATIVE SERVICES OFFICE

FUNCTIONAL STATEMENT

**Overall Responsibilities:**

The Administrative Services Office (ASO) has primary responsibility for the following functions:

Administering all Departmental aspects of the statewide program, planning, and budgeting, including evaluating the effectiveness and efficiency of DOH operating programs and offering recommendations for their improvement.

Preparation, coordination, collection, consolidation, and submission of all Departmental budget requests, including justification of these before the Department of Budget and Finance and the various legislative committees.

Administering the Budget Execution Policies for the Department (including determination of policies and procedures) within the statewide framework established by the Governor.

Providing complete accounting services to the Department of all funds made available to the Department (including Federal and State).

Providing the fiscal functions of the Department, including payroll processing, vendor payments, inventory control, record keeping, preparing financial reports, and other related functions.

Administering the business management program throughout the Department within the framework established by law and Executive Directive. This includes the management of business affairs, the purchasing of supplies and equipment and the letting of contracts for goods and services.

Developing and coordinating the long-range capital improvements program of the Department and administering implementation of the approved CIP program.

Providing consultative services on all the foregoing to the Director and various Departmental staffs.

**Secretary/Clerical Services:**

Provide ASO with secretarial/clerical services, processing of leave records for ASO administration, follow-up and tracking of documents submitted and dispersed within the Department and to other State agencies/outside entities, and provide mailing activities for ASO and the Department.

**Budget and Management Support Services:**

Serves as a focal point within the Department of Health (DOH) on all matters pertaining to the State's planning, programming, and budgeting systems such as e-Buddy, e-CIP, e-Variance, e-Revenue, and other budget related systems. Supervises and controls the submission of all Departmental budget documents to assure accuracy, completeness, timeliness, and conformance to applicable directives, guidelines, and procedures.

Prepares and coordinates the budget request for the Multi-Year Program and Financial Plan, Executive Budget, Variance Reports, and other pertinent reports.

Develops worksheets, guidelines, and procedures to assist the Departmental program managers in developing their program plans.

Reviews, coordinates, and develops the budget for submittal to the Department of Budget and Finance.

Interprets and recommends policy and procedure directives on a wide range of administrative matters received by the Department.

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Issues implementing instructions within the Department.

Provides technical guidance and assistance to the Director of Health and to the administrators of health programs.

Compiles and coordinates Departmental budgetary and financial summaries and consolidations.

Coordinates, develops and maintains effective working relationships with legislative staff and related personnel in regards to the Department's programs and budget. Provides support staff services which includes a variety of presentations and conferences.

Establishes liaison with other public and non-public agencies as it relates to budgetary and managerial activities and issues.

Budget and Evaluation Services Section:

Reviews budget requests for the Executive Budget and related documents including the Multi-Year Program Financial Plan and Variance Reports.

Reviews operating requests including manpower, travel, contractual equipment, and motor vehicles in accordance with current budget execution policies and available resources.

Conducts program analysis and evaluation and recommends funding levels for all Departmental programs.

Provides supportive services and program analysis and evaluation to establish program objectives, costs, measures of effectiveness, program size indicators, and target groups.

Conducts or participates in research studies dealing with the Department's program structure and program budgets.

Participates, coordinates, and review new programs and services, resource allocations to facilitate program development, and performs other special program analysis to evaluate the ongoing programs of the Department.

Maintains effective working relationships with Departmental programs to encourage and assist in assuring cost-effective operations.

Management Services Section:

Provides support services in developing the organizational structure for all Departmental operations.

Develops and recommends improvements in managerial organization and operation for increased efficiency and effectiveness.

Reviews, analyzes, and makes recommendations on organizational structure and reorganization proposals.

Provides management support services to improve the effectiveness of programs.

Reviews, analyzes, and evaluates managerial operating policies, practices, methods and procedures.

Maintains effective working relationships with the Departmental programs to encourage continuous management improvements.

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Provides staff assistance for the Department's programs to develop improvements in work distribution, assignment of functions and responsibilities, work method and procedures, records management, and management control systems.

Participates with DOH and other departmental and agency staffs in developing long- and short-term plans for efficient space and equipment utilization and similar aspects of management in an effort to accomplish the organization's objectives in the most cost-effective manner.

Conducts special management studies to systematically review organizational and operational functions of the Department's program to include organization patterns and standardizing procedures and operations. Makes recommendations based on analytical studies and monitors implementation and progress.

Develops plans and procedures for interagency actions to assure coordinated efforts and effective results.

Interprets and recommends policies and procedures based on sound principles of management analysis.

Provides staff assistance for practical solutions to a wide variety of managerial problems such as increasing staff capabilities, decreasing operational costs, and improving administrative policies, procedures, practices, and controls.

Conducts other special studies, makes recommendations, and prepares reports as required.

**Fiscal and Support Services:**

Determines policies and procedures within statewide guidelines on Departmental accounting and operates those fiscal systems for the Department.

Exercises control of Departmental funds, including maintaining accounting records and submitting required fiscal reports.

Provides support services, technical guidance and assistance to program administrators on fiscal matters.

Directs, coordinates, and develops reports for other State and Federal agencies on a routine basis as well as special requests.

Participates in accounting system studies and their subsequent development.

Collects and deposits monies for the Department.

Processes invoices and vouchers for payment.

Supervises the operation of the Department's equipment control system.

Responsible for the review/pre-audit of all contracts, claims and payroll payments and the execution of all required payment processing activities and other accounts payable activities.

Responsible for the review/pre-audit of all contracts, claims and payroll payments and payment processing activities associated with payroll and accounts payable.

**Accounting Section:**

Collects, compiles, classifies, and evaluates fiscal data.

Prepares financial statements and reports for State and Federal funds.

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Establishes forms, procedures, and policies governing the accounting functions of the Department.

Assists management officials by interpreting accounting data, trends, statements, etc., and explains the program implications of accounting data.

Provides staff assistance in conducting studies and estimates of Departmental revenues and operating costs and in working out the allocation of funds to various programs and activities.

Provides the programs within the Department the accounting records and documents necessary to assist them in preparing their budgets and reports. The records also assist the program to verify their current allotment balances.

Provides technical assistance on matters relating to special informational requests of other departments, the Legislature, and agencies outside the State government.

Monitors cash and allotment balances.

Encumbers purchase orders submitted by the programs.

Coordinates the preparation and distribution of Federal and State income tax information on the 1099-MISC and 1099-INT to payees.

Assist auditors in the validation and/or preparation of financial schedules for various financial audits (e.g., CAFR, A-133).

Coordinate and provide assistance in obtaining access for Department employees to the State's financial system and applicable reporting tools.

Accounts Payable /Payroll Sections I and II:

Responsible for the prompt and accurate payment, reimbursement, or transfer of all Department obligations from State of Hawaii appropriations.

Develops policies/procedures for processing payment documents in accordance with Federal and State regulations. Develops accounts payable policies/procedures for internal Department processing.

Performs pre-audit function activities with respect to legality, property, and proper authority on all payments. Pre-audits and verifies payment documents for compliance with applicable policies, statutes, rules and regulations, and contractual obligations before processing payments.

Instructs and trains Department employees on policies/procedures on accounts payable transactions.

Prepares Summary Warrant Vouchers for reimbursement with supporting documentation for submission to the Department of Accounting and General Services (DAGS).

Records and reconciles all General Fund contract and claims encumbrances with DAGS as required.

Maintains and reconciles employee travel advances for future accounting of travel expenses for each travel advance. Follow up with departments on all outstanding advances. Identifies all travel expenses that are reportable and taxable to IRS through the State payroll system for employees.

Maintains and coordinates an on-line vendor table for Department use. Assigns vendor codes for all payment documents for timely and accurate payment processing. Knowledgeable in maintaining electronic vendor master file for on-line viewing by Department.

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Prepares payment requests and credit memos for all purchase orders and contracts.  
Processes monthly food coupon and annual barge shipment purchases for Kalaupapa.

Responsible for the processing of accurate and timely payroll payments.

Develops internal policies/procedures for processing payroll documents in accordance with Federal and State regulations.

Performs final pre-audit function activities with respect to legality, propriety, and proper authorization on all payroll and fringe payment documents. Pre-audits and verifies payroll and fringe payment documents for compliance with statutes, policies, rules and regulations, and contractual obligations before processing payments on State payroll change schedules for payroll checks issues by the State payroll system.

Pre-audits payroll source documents and processes information into the State system, including but not limited to, priority payroll, lump sum vacation, workers' compensation, and temporary disability payments.

Coordinates the distribution of payroll statements and checks.

Provides training to Department on payroll-related policies/procedures.

Coordinates distribution of Federal and State tax information (Form W-2).

Calculates and prepares net overpayment worksheets and process payroll adjustments (employer and employee) to DAGS. Coordinates employee repayment plans for salary overpayments.

Compiles and posts taxable amounts for proper withholding and reporting of employee business expenses through the State payroll system.

Coordinates processing of legal requests for information and garnishment orders.

Conducts research/analysis and responds to employee inquiries and complaints in regards to payroll payments.

Processes any changes/corrections to employee information and ensure accuracy in reporting to external agencies.

Ensure accuracy of statutory dues assessment for employees in the respective unions.

**Contracts and Procurement Services:**

Responsible for ensuring that all procurement and contracting activities are in accordance with applicable procurement rules and regulations.

Evaluates departmental requirements for acquisition of goods, services, and construction.

Effects contracts for professional and other specialized services in accordance with applicable procurement rules and regulations.

Processes sole source procurements in accordance with applicable rules and regulations.

Processes emergency procurements in accordance with applicable rules and regulations.

Processes small purchases and purchases exempt from competitive solicitation and/or standard procurement requirements.

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Assists in the development of contract terms and provisions.

Provides contract administration assistance.

Monitors de-centralized procurement activities at the program level.

Provides advice and assistance to departments in the administration of purchase orders and contracts issued by programs.

Provide assistance to vendors regarding State procurement operations and procedures.

Administers and monitors the purchasing card program for the purchase of goods and services.

Assists and provides consultations and training to programs and develops internal procurement policies and procedures.

Develops equipment inventory control procedures and system used within the Department and gives staff assistance to all programs for implementation.

Maintains inventory and supply listings for the Department.

Maintain vehicle fleet listings for the Department and provide assistance in the acquisition, disposal and insurance for vehicles.

**Random Moments Services:**

Performs review of DOH cost allocation system of administrative cost claiming under Title XIX to ensure compliance with DHS Cost Allocation Plan.

Manages Random Moment Study to ensure that allowable Title XIX administrative costs are properly claimed by DOH.

Maximizes Title XIX reimbursements under State's interagency federal revenue maximization contract.

Provide training and assistance to DOH programs involved in cost allocation calculations under Title XIX.

**Facilities and Support Services:**

Provides assistance in the planning, development, implementation and integration of Department CIP projects, long-range physical development plans, and associated CIP budget requirements.

Provides technical advice and assistance to health facility administrators on land use planning and management, short and long-range development plan of facilities; capital improvement projects, building and zoning codes, and repair and maintenance programs.

Provides facilities support services including but not limited to fiscal, accounting, procurement, contract award and administration, capital budget preparation, legislative participation, budget implementation, information/data systems, management reporting, asset management, and warrants.

Administers implementation of approval capital improvements and repairs and maintenance programs to include coordinating with health facilities administrators, DAGS, the architectural, construction and other contractors. This includes (1) assisting in site selection and obtaining necessary land for capital improvement projects, (2) coordination with DAGS on award of bids for contracts relating to CIP, review and provide comments and recommendations on schematic,

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preliminary, pre-final and final plans of approved CIP, and (3) coordinate with DAGS and appropriate contractors on these plans.

Obtains Departmental approval of the capital improvements and repair and maintenance programs.

Prepares and coordinates the capital improvements and repair and maintenance programs for the Multi-Year Program and Financial Plan and biennium budget request for DOH.

Process change order requests and approved plans.

Prepares and assists on preparation or arranges preparation of Certificate of Need application and Environmental Impact Statement for projects requiring these items.

Represents Department in project management during design, construction, inspection, acceptance, and occupancy states of CIP.

Conducts special studies, makes recommendations and submits reports regarding CIP and facilities-related issues to Director, as required.

Provides assistance and support services in the acquisition of private lease space for Department. Reviews and edits required documents to ensure conformance with lease directives and procedures on requests to Governor processed through DAGS leasing services branch.

Provides assistance and support services in reviewing and coordinating all Departmental request for revocable permits and other land use permits approved by the DLNR Board.

**Business Process and Efficiency Development Services:**

Reviews and analyzes existing business processes in the DOH and provide recommendations on improving information and document flow within DOH.

Identifies electronic systems for business processes to increase efficiency in terms of tracking and reducing processing times. Develops specifications and changes to procedures and movement of documents through the electronic systems.

Works with DOH and other intra- and inter-departmental agencies in developing integrative systems that would enhance and move documents through an electronic workflow process similar to the hard copy, manual process.

Manages and facilitates implementation of electronic document process systems and develops training modules for those systems. Analyzes system for future modifications and updates to existing business processes.