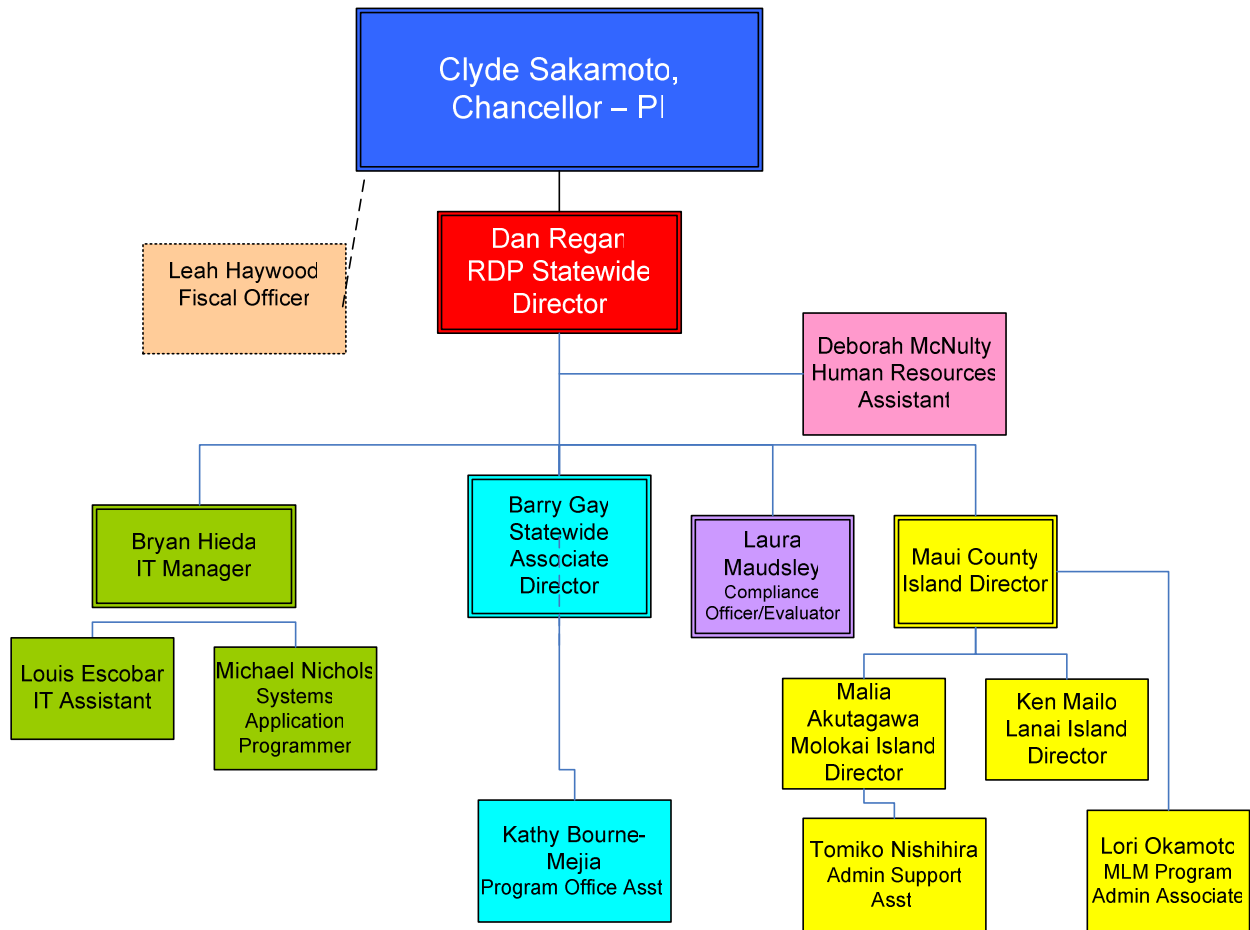


<b>RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES</b>	<b>Issued by:</b> RDP Statewide Director Daniel Regan	<b>Policy No.:</b> <b>OPR 008</b>
		<b>Effective Date:</b> 7/1/2009
<i>Organizational Chart, Roles, And Responsibilities</i>	<b>Approved by:</b> RDP Statewide Director Daniel Regan	<b>Revision No.: 1</b> 10/2/2009
		<b>Supersedes Policy:</b>

## I. ORGANIZATIONAL CHART



As of 10/01/09

## II. STAFF ROLES AND RESPONSIBILITIES

### A. PRINCIPAL INVESTIGATOR

- Provides overall direction and guidance to the Rural Development Project

**B. STATEWIDE DIRECTOR**

- Defines statewide projects
- Oversees all programs approved and managed in the state of Hawai'i through offices on Maui, Oahu, Molokai, Kauai, Lanai and the island of Hawaii (Big Island)
- Writes grants and ensures that reports are timely made.
- Reviews and approves all purchase orders for Maui, Moloka'i and Lana'i (Maui County) takes place in this office.
- Provides detailed program progress reports to Principal Investigator, Dr. Clyde Sakamoto, for projects in Maui County
- Consults periodically with Principal Investigators on Kua'i and the island of Hawai'i to ensure statewide grant compliance
- Responds to formal audit questions for US DOL and the A-133 Auditors
- Conducts annual review of employee performance for all RDP staff
- Maintains active involvement with local WIBs
- Responsible for ensuring EEO Compliance in all aspects of the RDP administration

**C. STATEWIDE ASSOCIATE DIRECTOR**

- Responsible for reporting requirements for all grants
- Assists the Statewide Director as needed
- Supervises the Statewide Program Support Associate and the RDP Support Assistant
- Tracks administrative costs for all personnel with statewide administrative duties to ensure that admin costs are properly reported
- Reports admin costs to ORS and DOL quarterly
- Prepares quarterly reports for DOL submission
- Responsible for writing and submitting all grant modifications
- Has signing authority in the absence of the Statewide Director

- Ensures that program budgets match actual expenditures
- Interfaces regularly with DOL personnel to ensure RDP compliance with grant requirements

**D. IT MANAGER**

- Responsible for assuring that information technology systems used to track participant data and performance are kept current and capable of generating accurate and timely data
- Provides overall direction and support for the implementation of new information technology that improves operations and programmatic data
- Supervises IT Group which includes IT Assistant and IT Systems Application Programmer

**E. IT ASSISTANT**

- Responsible for the computer systems that support the Rural Development Project's day-to-day operations
- Updates programs, trouble-shoots problems, installs project specific information technology, and maintains the email system used by the Rural Development Project.
- Performs specific support for the comprehensive inventory management system

**F. IT SYSTEMS APPLICATION PROGRAMMER**

- Provides direct support to on-going program upgrades for Hui-Net, the participant data reporting system
- Develops new and improved systems needed to make RDP a more efficient and effective operation

**G. HUMAN RESOURCES ASSISTANT**

- Drafts contracts and Memoranda of Agreement (MOA's) as required for statewide projects and oversees procurement and operational goals for these projects
- Develops contract templates that maintain alignment with RDP goals and negotiates and implements contract details
- Assists with recruitment and termination of employees

- Trains and manages special short-term hires on statewide projects
- Works closely with fiscal authorities to assure compliance with RCUH and Federal purchasing procedures
- Provides support and coordination of activities associated with government and non-profit agencies, private businesses, University officials, faculty and staff, island residents and other concerned/affected individuals
- Manages payroll/labor distribution

#### **H. COMPLIANCE OFFICER/EVALUATOR**

- Conducts the evaluation of the RDP programs across the state of Hawaii
- Provides evaluation input during program development
- Measures project outcomes for all RDP projects
- Writes final reports
- Provides necessary assistance to project directors in their collection of data
- Analyzes and compiles measurement criteria for reporting purposes
- Makes recommendations for on-going program improvement to Statewide Director and project directors

#### **I. STATEWIDE PROGRAM SUPPORT ASSOCIATE**

- Provides assistance to the Associate Statewide Director in preparing modifications to existing grants and coordinating information needed in the preparation of quarterly reports
- Is responsible for tracking and reporting on the equipment purchases for all of RDP
- Serves as backup for payroll and procurement on an as needed basis
- Serves as a liaison with statewide programs taking place on the campus of Maui Community College
- Provides support to the IT Group as needed

**J. FISCAL SUPPORT**

- Is Fiscal Officer for extramural funds the RDP receives
- Assists the RDP in funds management and procurement
- Reviews and analyzes budgets to ensure compliance with University, State, and Federal policies and procedures.
- Reviews requisitions of extramural funds for availability of funds and compliance with applicable funding agency regulations
- Administers and directs disbursement of funds in payment of all obligations and assures that expenditures are proper and reasonable and appropriate supporting documents are available.
- Verifies the availability of funds to support such purchases and assists in the internal review of programs to ensure that accounting systems and procedures are followed

**K. MAUI COUNTY ISLAND DIRECTOR**

- Provides mentoring support and assistance to Statewide staff and other Island Directors
- Develops Standard Operating Procedures for use by all RDP Programs
- Negotiates and administers contracts and Memoranda of Agreement to achieve grant goals
- Ensures compliance with all applicable rules and regulations
- Maintain active involvement with local WIBs
- Researches and identifies opportunities for new funding
- Writes grant proposals, quarterly reports, participant reports and final reports
- Develops and maintains RDP Website
- Reviews RDP's staffs compliance with Personal Activities Reporting

**L. MLM (MAUI COUNTY) PROGRAM ASSOCIATE**

- Coordinate procurement and other functions for Maui, Lanai and Molokai RDP projects.

- Audits and reconciles account files for Maui, Molokai and Lanai projects
- Assists the Maui County Island Director in the preparation, management and analysis of budget projections
- Provides technical and knowledge based support to program personnel and participants
- Maintains program tracking and participant data for Maui, Molokai, and Lanai grant programs
- Conducts follow-up reviews with program participants 6 months to 2 years after completion of program

**M. LANAI ISLAND DIRECTOR**

- Directs the Rural Development Project for the island of Lanai
- Maintains active involvement with local WIBs
- Coordinates and supervises the development and implementation of workforce training and economic development programs on the island
- Ensures that program outcomes meet established goals and objectives
- Follows-up with program participants
- Supervises Program Support Associate
- Provides timely quarterly and final reports on all island projects

**N. MOLOKAI ISLAND DIRECTOR**

- Directs the Rural Development Project for the island of Molokai
- Maintains active involvement with local WIBs
- Coordinates and supervises the development and implementation of workforce training and economic development programs on the island
- Ensures that program outcomes meet established goals and objectives
- Follows-up with program participants
- Supervises Program Support Associate

- Provides timely quarterly and final reports on all island projects

**O. MOLOKAI PROGRAM SUPPORT ASSOCIATE**

- Provides program support to the Molokai Rural Development Project Director
- Maintains Huinet data records
- Assists the Island Director with writing grant proposals, reports, contracts, service agreements, and budgets
- Provides case management support and follows-up with participants
- Handles procurement as necessary for Island projects

**P. KAUAI ISLAND DIRECTOR**

- Directs the Rural Development Project for the island of Kauai
- Reports to Co-PI, Chancellor of Kauai Community College
- Maintains active involvement with local WIBs
- Coordinates and supervises the development and implementation of workforce training and economic development programs on the island
- Ensures that program outcomes meet established goals and objectives
- Follows-up with program participants
- Supervises staff of three (3): Program Assistant, Program Coordinator and Agriculture and Maintenance Assistant
- Provides timely quarterly and final reports on all island projects

**Q. KAUAI PROGRAM ASSISTANT**

- Maintains participant files
- Prepares correspondence
- Assists with procurement: prepares purchase orders and requisitions
- Enters participant data into Huinet for all Kauai projects

**R. KAUAI PROGRAM COORDINATOR**

- Coordinates activities for all projects with Kauai Community College (“KCC”) department heads, contract instructors, students, and PMRF vendors
- Functions as instructor for the Kauai Police Assistance Program in English and test taking skills
- Ensures compliance with KCC, RDP, and DOL regulations

**S. KAUAI AGRICULTURAL AND MAINTENANCE ASSISTANT**

- Assists with the Community Service component of Police Assistance program and transports computers to PMRF for classes
- Provides tools and direction to explorers on projects undertaken by the Explorer Post as part of their Community Service expectations and ensures safety of Explorers at project site
- Maintains RDP facility, equipment, tools, and grounds and assists KCC Maintenance staff as needed.