

INTERNAL
COMMUNICATION FORM
DEPARTMENT OF HUMAN SERVICES

Suspense: APS115
08/03/15 Neighbor Islands
08/19/15 Oahu

Subject: ADMINISTRATIVE PROCEDURES FOR SUPERVISORS COURSE

Originator: W. Ikemori @ 6-4971

To: SOs/DAs

From: PERS

Date: 07/02/15 **Memo No.** 1

PERS is pleased to announce the next series of the "Administrative Procedures For Supervisors" course. In this (4) four-day class, staff officers and their designated team members will describe their administrative functions in conjunction with the various associated policies, procedures, and processes. They will also clarify the roles and responsibilities of DHS supervisors in achieving these objectives.

FOR: Administrators, Managers, and Supervisors.

OBJECTIVE: To provide managerial personnel with the latest information about frequently used departmental policies and procedures. Upon completion of this course, participants will know the functions of each staff office and understand the various administrative procedures (budget, purchasing, personnel, etc.) that impact their daily operations.

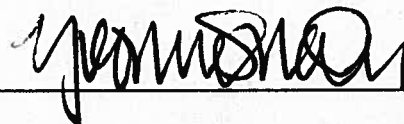
SCHEDULE: Date: APS 115 Thursdays – September 3, 10, 17, and 24, 2015
Time: 8:00 am to 4:30 pm
Place: Queen Liliuokalani Building
Conference Rooms 1 & 2

REGISTRATION: Please submit a prioritized list of nominees on the attached DHS 104 form by **suspense dates** listed above.

COST: None.

PARKING: Participants should arrange parking through their respective Branch/Division Administration.

Requests for accommodations (e.g., sign or other language interpreter, large print materials, van accessible parking) must be received by PERS-TS **no later than 10 working days** prior to this event. Please contact Pauline Chun at 586-4970, 586-4959 (TTY) if you have questions regarding registration procedures or accommodations. **Although each DHS office will try to fill your request, resources are limited. If a resource is not available, an alternative method will be used to meet your need.**



PERS

cc: DIR