

INTERNAL

**COMMUNICATION FORM
DEPARTMENT OF HUMAN SERVICES**

Suspense: APC0416
03/14/16 – Neighbor Islands
03/21/16 – Oahu

Subject: ADMINISTRATIVE PROCEDURES FOR
CLERICALS COURSE

Originator: W. Ikemori @ 6-4971

To: SOs/DAs/EDIRs

From: PERS

Date: 02/11/16 **Memo No.** 1

PERS is pleased to announce the next series of the "Administrative Procedures for Clericals" course. In this three-day course, staff officers and their designated team members will give participants the latest information concerning clerical responsibilities, departmental policies and procedures, and forms completion.

FOR: DHS secretaries, office assistants and clerical staff. Priority will be given to employees whose supervisors have attended the Administrative Procedures for Supervisors course.

OBJECTIVE: To provide clericals with updated information concerning frequently used departmental policies and procedures, which particularly relate to forms. Upon completion of this course, participants will know the functions of each staff office and understand the various administrative procedures (budget, purchasing, personnel, and others) which impact their respective clerical operations.

SCHEDULE: Date: Thursdays – April 14, 21, 28, 2016
Time: 8:00 am to 4:30 pm
Place: Queen Liliuokalani Building
Conference Rooms 1 & 2 (2nd Floor)

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

COST: None.

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

ACCOMMODATION: Requests for accommodation (e.g. sign or other language interpreter, large print materials, van accessible parking) must be received by PERS TS no later than **ten (10) working days** prior to this training event. If you have questions regarding registration procedures, please contact Pauline Chun at 586-4970/586-4959 (TTY). **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.**

W. Ikemori

PERS

cc: DIR