

INTERNAL  
COMMUNICATION FORM  
DEPARTMENT OF HUMAN SERVICES

Suspense:  
08/03/16 Neighbor Islands  
08/17/16 Oahu

Subject: ADMINISTRATIVE PROCEDURES FOR SUPERVISORS  
COURSE

Originator: W. Ikemori 6-4971

To: SOs/DAs    From: PERS    Date: 06/28/16    Memo No. 1

PERS is pleased to announce the next series of the "Administrative Procedures For Supervisors" course. In this 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.

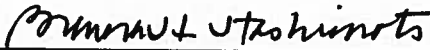
SCHEDULE:                          Date:        APS 116 Thursdays – September 1, 8, 15, and 22, 2016  
    Time:        8:00 am to 4:30 pm  
    Place:        Queen Liliuokalani Building, Conference Rooms 1 & 2

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