

INTERNAL  
COMMUNICATION FORM  
DEPARTMENT OF HUMAN SERVICES

Suspense:  
03/01/18 Neighbor Islands  
03/15/18 Oahu

Subject: ADMINISTRATIVE PROCEDURES FOR CLERICALS TRAINING

Originator: R. Honjo/PERS-TS  
x-4972

To: SOs, DAs, EDIRs

From: PERS

Date: 2/05/18

Memo No. 1

PERS is pleased to announce the next series of the "Administrative Procedures For Clericals" course. In this three-day class, 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) that impact their respective clerical operations.

**SCHEDULE:** Session: APC0418  
Date: Thursdays – April 12, 19, and 26, 2018  
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. Although each DHS office will try to fill your request, resources are subject to availability. If a resource is not available, an alternative method will be used to meet your need(s). Please contact Pauline Chun at 586-4970, 586-4959 (TTY) if you have questions regarding registration procedures or accommodations.



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Attachment  
cc: DIR