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**STATE OF HAWAII
INCENTIVE & SERVICE
AWARDS PROGRAM**

NOMINATION FORM

- ☐ Sustained Superior Performance
☐ Special Act/Service
☐ Distinguished State Service
☒ Manager of the Year
☐ Other

Fiscal Year 2004

Name Ken N. Kitamura			Position Administrative Services Officer	Position No. 17666
Department Bus., Econ. Dev. and Tourism			Division Director's Office	Branch or Office Admin. Svcs Office
Nominee's Phone 586-2433	Island Oahu	No of Yrs. with State Government 15+	Nominator's Name/Title Ellen Y. Arakawa	Nominator's Phone No. 586-2437

WORK UNIT OBJECTIVES:

The Administrative Services Office provides internal management, fiscal, budgetary, contractual, electronic information/data management and personnel services in support of departmental programs, attached agencies and activities. The office provides advice and assistance to Director and staff in administrative matters and works with other government agencies, the Legislature and public to facilitate DBEDT's efforts in accomplishing its mission.

GENERAL FUNCTIONS OF THE POSITION:

The Administrative Services Officer (ASO) directs, coordinates, and controls all internal management, expenditure and budget review/preparation, accounting/fiscal, contract services/procurement, electronic data/information systems management, organization structure/functions, and human resources programs and functions for DBEDT. It provides management advisory services to high level DBEDT policy makers and managers.

REASONS FOR NOMINATION:

It isn't anyone who is promoted into a new job, and because of quirks in the State's personnel system, suddenly finds himself required to do more for a lower salary. Another individual may have just returned to his old position because of return rights. But, Ken Kitamura just isn't that type of person. He honored his commitment to do the best he could, in the new position. In fact, Ken's exemplary performance as ASO over the past two years would not lead anyone to even learn of this situation.

(See Attachment)