



NAVIGATION


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 ADMINISTRATIVE AFFAIRS |
 OFFICE OF THE VICE PRESIDENT OF COMMUNITY COLLEGES
 THE UNIVERSITY OF HAWAII | STAFF & FACULTY WEBSITE

Administrative, Professional, and Technical (APT) Employees

Administrative, professional, and technical (APT) employees are professional-level, non-faculty support positions that normally require a bachelor's degree or higher. Types of APT jobs include fiscal officers, educational specialists, information technology specialists, engineers and architects, student services specialists and other professional support positions. (BOR Reference Guide, May 2011)

The APT Broadband System, implemented on April 22, 2002, consolidated 240 existing classes of work into 12 APT career groups and correlated 17 existing pay ranges into 4 bands. This system currently provides opportunities for in-grade adjustments (increase to base salary) to recognize professional growth, performance awards (lump sum bonus) to reward work performance that exceeds performance expectations and the hiring above the designated new hire rate. (OHR Presentation at CUPA-HR National Conference and Expo, 2003)

[Administrative Procedure A9.210, Classification and Compensation Plan for Administrative, Professional and Technical \(APT\) Personnel](#) , delineates the conditions under which classification requests should be submitted and provides procedures to follow when submitting classification and compensation requests.




[Administrative Procedure A9.170, Performance Evaluation of Administrative, Professional and Technical \(APT\) Personnel](#) , allows both the supervisor and employee the opportunity to collaboratively establish performance expectations and to actively participate in the performance evaluation process. The performance evaluation is a continuous process which benefits both the employee and the University.

APT Broadband On-Line Systems (Secured OHR website for Current UH Employees)


https://www.pers.hawaii.edu/hrin/pdg/ 	Position Description Generator
https://www.pers.hawaii.edu/hrin/pes/ 	Performance Evaluation System
https://www.pers.hawaii.edu/hrin/dnhr/ 	Request for Hire above the Designated New Hire Rate (DNHR)
https://www.pers.hawaii.edu/hrin/sca/ 	Special Compensation System

Information Technology


The Information Technology Demonstration Project initiated a unique classification and compensation approach for the University's IT professionals on November 1, 2000. The project provides flexibility in salary determination and recognition for professional growth and exceptional performance. While the Project merged with the APT Broadband System in 2006, IT positions continue to maintain an independent salary placement process.

https://www.pers.hawaii.edu/forms/Compensation/IT-SM/ITSalaryMatrix.pdf 	Information Technology Salary Matrix Form (form-fillable)
https://drive.google.com/file/d/0B76bPJILd2OnUzRBNdrLURNcXM/view 	IT Qualitative Assessment of Relevant Experience (Benchmarks)
https://www.hawaii.edu/ohr/documents/2553/ 	Point Conversion Worksheet

How to apply for APT positions?

If you are interested in APT and Information Technology positions, we welcome you to view current vacancies [here](#) .

The University of Hawaii is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran.

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawaii may be viewed at: <http://ope.ed.gov/security/> , or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

In accordance with Article 10A of the unit 08 collective bargaining agreement, bargaining unit members receive priority consideration for APT job vacancies. As a result, external or non BU 08 applicants may not be considered for some APT vacancies. BU 08 members with re-employment rights or priority status are responsible for informing the hiring unit of their status.

HUMAN RESOURCES

- » Welcome!
- » Policies and Procedures
- » Employment Opportunities
- » Employee Benefits
- » Faculty and Staff Digital Resources
- » Forms and Documents

▸ Executive/Managerial

▸ Faculty

Administrative, Professional and Technical


▸ Civil Service

▸ Contact Us

CONTACT US

If you require an alternate format, please contact us.

 **Phone: 808-956-4650 v/t**

 **Email: maryperr@hawaii.edu**

CONNECT WITH US

We're on Social Networks. Follow us & get in touch.



QUICK LINKS

- News & Media
- About us
- Giving
- Job Vacancies

EMERGENCY INFORMATION

Campus Emergency Contacts

- Hawai'i CC - (808) 854-1420
- Honolulu CC - (808) 284-1270
- Kapi'olani CC - (808) 734-9900
- Kaua'i CC - (808) 212-2679
- Leeward CC - (808) 455-0611
- UH Maui - (808) 984-3255
- Windward CC - (808) 235-7355