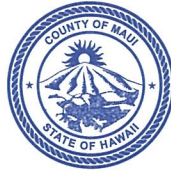


ALAN M. ARAKAWA
Mayor

WILLIAM R. SPENCE
Director

MICHELE CHOUTEAU McLEAN
Deputy Director



COUNTY OF MAUI
DEPARTMENT OF PLANNING

April 7, 2017

OFFICE OF THE
COUNTY COUNCIL

2017 APR - 7 PM 1:33

RECEIVED

W
Ms. Lynn A.S. Araki-Regan
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Alan Arakawa 4/7/17
Mayor Date

Honorable Alan M. Arakawa
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Honorable G. Riki Hokama
Chair, Budget and Finance Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Hokama:

SUBJECT: FISCAL YEAR ("FY") 2018 BUDGET (PL-3) (BF-1)

We are in receipt of your April 3, 2017 letter, requesting information about the Department of Planning's (Department's) enforcement of transient vacation rentals and short-term rental home permits. Your questions, and our responses, are noted below.

1. Identify each position, by position number and title, in your department relating to enforcement of transient vacation rentals (TVRs) and short-term rental home (STRH) permits.

Position number	Title
PC-0072	Supervising Zoning Inspector
PC-0039	Zoning Inspector II
PC-0074	Zoning Inspector II
PC-0077	Zoning Inspector II
PC-0040	Zoning Inspector Trainee
PC-0048	Zoning Inspector Trainee
PC-0029	Planner IV

2. Provide the function and job description of each position identified in question 1.

Position number	Title	Function
PC-0072	Supervising Zoning Inspector	Supervises and assigns work to inspectors; resolves issues regarding interpretation of rules
PC-0039	Zoning Inspector II	Investigates complaints and issues notices of warning and notices of violations
PC-0074	Zoning Inspector II	Investigates complaints and issues notices of warning and notices of violations
PC-0077	Zoning Inspector II	Investigates complaints and issues notices of warning and notices of violations
PC-0040	Zoning Inspector Trainee	Investigates complaints and issues notices of warning and notices of violations
PC-0048	Zoning Inspector Trainee	Investigates complaints and issues notices of warning and notices of violations
PC-0029	Planner IV	Updates quarterly lists of permitted STRH, bed and breakfast home (B&B) and TVR permit holders; also provides annual list of permitted operators to RPT and State Tax Office as required by Code.

As noted above, we have six zoning inspectors who are directly involved with enforcement, and one planner who also has duties that could be considered enforcement. Their position descriptions are enclosed. In addition, the six zoning inspectors are assisted by clerical staff in processing their enforcement actions, and by planners in determining whether a violation exists. Additionally, we have several planners who are involved in the administration (not enforcement) of TVRs and STRH permits.

3. Explain whether these positions work in conjunction with enforcement personnel in the Department of Finance, Real Property Tax Assessment Division, as it relates to transient vacation rentals and short-term rental home permits.

The inspectors research and confirm illegal STRH operators and their properties, and forward this information to the Real Property Tax Assessment Division (RPT) for review. Permitted STRH or TVR operators who violate conditions of their permit are not sent to RPT because they were previously screened for payments of the appropriate taxes when their permits were issued.

The Planner IV updates the lists of permitted STRH, B&B and TVR operators on a quarterly basis. The lists are posted on the county website. The

Ms. Lynn Araki-Regan
Honorable Alan M. Arakawa, Mayor
For Transmittal to:
Honorable G. Riki Hokama
April 5, 2017
Page 3


Planner IV also provides the lists of permitted STRH, B&B and TVR operators to RPT and the State Department of Taxation by January 15 of each calendar year as required by Chapter 19.65, Maui County Code. RPT can then tax the permit holders at the proper tax rate.

With the recent amendments to Chapter 19.65 that allowed a “grace period” for unpermitted operators to apply for permits, our planners and inspectors worked directly with RPT to determine whether potential applicants were eligible to apply, *i.e.*, that they paid in full any real property taxes at the applicable rate and did not claim a homeowner’s exemption during STRH operation.

We hope that this letter satisfactorily answers your questions. If you have any additional questions or require further information, please feel free to contact me.

Sincerely,



 WILLIAM SPENCE
Planning Director

Enclosures (7)

xc: Michele McLean, Deputy Director (pdf w/o encl.)
Jacky Takakaura, Administrative Officer (pdf w/o encl.)
John S. Rapacz, Planning Program Administrator (pdf w/o encl.)
Clayton Yoshida, Planning Program Administrator (pdf w/o encl.)
Scott Teruya, RPT Administrator (pdf w/o encl.)

WS:MCM:JCT:atw

S:\ALL\Michele\FY18 budget\BFresponse3strh.docx

ATTACHMENT 1
Position No. PC-0072
Supervising Zoning Inspector

% of
Time

2. Oversees the zoning enforcement program to handle public complaints about illegal land use activity, including but not limited to coordination with other supervisors on investigations, reviewing and approving violation warning letters and correspondence relating to violations, reviewing Notices of Warning and Notices of Violation, and monitoring payment of civil fines and abatement of violations. Diplomatically and professionally handles disputes, often with upset or irate members of the public, including violators, and complainants who are demanding that action be taken. Explains state and county land use regulations to subordinate personnel, violators, and complainants in a way that can be easily understood. (A)(B)(C)

30%

3. Prepares correspondence and reports pertaining to land use, assists in revising Title 19 of the Maui County Code as directed, and assists in maintenance of records of plans, permits, inspection results and other related documents. (A)(B)(C)

10%

4. Supervises inspections for permit applications, complaints and requests for service; reviews plans and specifications for compliance with state and county land use regulations; interacts with planners, consultants, and members of the public including complainants and violators on questions relating to compliance with state and county land use regulations; conducts office and/or field investigations to resolve issues between Zoning Inspectors and affected parties regarding permit requirements and inspections in cases of dispute, conflict or disagreement. (A)(B)(C)

10%

5. Interprets, and enforces state and county land use regulations; researches and analyzes reports; and interacts with planners, clerical staff, consultants, and the public including complainants and violators on questions relating to compliance with requirements. Must keep current on all regulations, and be the first to interpret new provisions. Must also understand when several regulations apply simultaneously, and the different criteria, standards, enforcement procedures, penalties and terminology involved in each one. (A)(B)(C)

10%

6. Represents the county in legal matters and before boards, commissions, courts of law, county council, and other government bodies. (B)(C)

5%

7. Performs other related duties as required including but not limited to reviewing plans for compliance with state and county land use regulations. May participate in inspections for permit applications in the event of difficult situations or staff shortage.

5%

Key: (A) The performance of this function is the reason that the job exists.
 (B) The number of other employees available to perform this function is limited.
 (C) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES COUNTY OF MAUI POSITION DESCRIPTION	Dept.: <u>PLANNING</u> Div.: <u>ZONING ADMINISTRATION & ENFORCEMENT</u> Section: _____ Physical Location: <u>Kalana Pakui Bldg.</u>
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1. Pos. No. <u>PC- 0077</u> Perm <u>XX</u> Temp _____ Full-time <u>XX</u> Pt-time _____	2. PRESENT CLASS _____ SR: _____ 3. Incumbent's Name: <u>VACANT</u>
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4. Action Requested: Initial Allocation (XX) Reallocation () Description Only () Redescription-Review ()

Recommended Allocation: CLASS: ZONING INSPECTOR II SR: 19

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

DM NO. 142

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and follow by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2 x 11) and list the duties thereon and attach to this Form.

Functioning under the general supervision of the Planning Program Administrator of the Zoning Administration and Enforcement Division, this position has immediate responsibility for enforcement activities in implementing the County's general and community plans and land use laws, Coastal Zone Management program, Flood Hazard Areas Ordinance, and Outdoor Sign Ordinance for the Planning Department.	% of Time
1. Inspects developments, sites, buildings and structures for compliance to the community plans and zoning laws, Flood Hazard Area and Sign Ordinances and other land use laws, rules, regulations, and policies, as well as, compliance to the Conditions of Approval imposed by permits administered under the Coastal Zone Management program. (a)(b)	30%
2. Investigates complaints and alleged violations to Chapter 205A, Hawaii Revised Statutes, and proper codes as well as Conditions of Approval imposed by the permits administered under the Coastal Zone Management law. Reviews plans, specifications and compiles data to ascertain whether violations exist and to determine the nature and extent of violations. Follow-up on cases until the violation has been resolved.	25%

(Continued - Attachment 1)

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc (XX) Realloc () No Change () Other: _____ SR: 19

CLASS: 51.010 Zoning Inspector II

See Audit Rpt. No. 2008-065 Study By CR Alloc Notice No. _____

Non-Comp Exam Req: Date Admin: _____ Pass () Fail () Score: _____

EFFECTIVE DATE: 10/1/07 APPROVED: [Signature] Date: 10/9/07

ATTACHMENT 1
Position No. PC-
ZONING INSPECTOR II

Corresponds and meets with violators to explain remedial action required, possible penalties under the law, appeal rights, and procedures and policies in applying for appropriate corrective actions. (a)(b)

- | | | |
|----|--|-----|
| 3. | Prepares reports and recommendations based on findings. Prepares illustrative charts, maps, diagrams and photographs. Discusses findings and recommendations with superiors. Initiates action to force compliance with the law, testifies at hearings and in court, maintains files and records of complaints, investigations and violations. May assist the Corporation Counsel, Prosecuting Attorney and other governmental agencies by providing pertinent information concerning cases. (a)(b) | 20% |
| 4. | Monitors coastal related activities of concern to the department and reports back to superiors. Also, investigates complaints and alleged violations of laws relating to the jurisdiction of the department and performs the necessary follow-up. (a)(b) | 10% |
| 5. | Participates in processing coastal and zoning related permits for compliance to various department laws and policies. Keeps abreast of coastal and zoning laws, rules and regulations. Participates in disseminating such information to the public. (a)(b) | 10% |
| 6. | Performs other related duties as required such as participation in special departmental projects as may be required. May attend Maui, Molokai and Lanai Planning Commission meetings, as well as Council meetings and meetings with other government agencies and community groups. (b) | 5% |

- KEY:
- (a) The performance of this function is the reason that the job exists.
 - (b) The number of other employees available to perform this function is limited.
 - (c) There are others in the department who perform this task. Employee assists in this task.
 - (d) This function is highly specialized, and the employee is hired for special expertise or ability to perform this function.

<p>DEPARTMENT OF CIVIL SERVICE COUNTY OF MAUI POSITION DESCRIPTION</p>	<p>Dept.: <u>PLANNING</u></p> <p>Div.: <u>ZONING ADMINISTRATION AND ENFORCEMENT</u></p> <p>Section: _____ Physical Location: <u>WAILUKU</u></p>
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97 FEB 26 PM 1:17

<p>1. Pos. No. <u>PC-00 39</u></p> <p>Perm <u>XX</u> Temp _____</p> <p>Full-time <u>XX</u> Pt-time _____</p>	<p>2. PRESENT CLASS <u>ZONING INSPECTOR II</u> SR: <u>19</u></p> <p>3. Incumbent's Name: <u>RONALD SANDATE</u></p>
--	--

4. Action Requested: Initial Allocation () Reallocation () Description Only () Redescription-Review (XX)

Recommended Allocation: CLASS: _____ SR: _____

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

DM NO. 214

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2 x 11) and list the duties thereon and attach to this Form.

	% of Time
Under the general supervision of the Zoning Administrator and Enforcement Officer, the incumbent performs a full range of enforcement activities for compliance with the Outdoor Sign Ordinance and zoning and land use ordinances, laws, rules, and regulations.	
1. Conducts field inspections for compliance with applicable sign, zoning and land use ordinances, laws, rules, and regulations. (a)(b)	40%
Investigates complaints and alleged violations to ensure compliance with the Sign ordinance and zoning laws and the general and community plans of the County of Maui. (a)(b)	
Gathers information through site inspections, personal interviews, researching files and records, and prepares reports on investigations and makes recommendations for correction and prevention of code infractions. (a)(b)	
Issues notices of violations for infractions of the Maui County Outdoor Sign Ordinance and various State and County zoning laws, ordinances, rules, and regulations. (a)(b)	
2. Speaks to and confers with designers, contractors, and the general public on problems concerning the interpretation and application of codes, ordinances, decisions and orders or other matters under the Department's jurisdiction. (b)(c)	15%

(Continued - Attachment 1)

FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN:	Initial Alloc (<u>XX</u>)	Realloc ()	No Change () Other: _____
CLASS:	<u>SI.010 Zoning Inspector II</u>	SR:	<u>19</u>
See Audit Rpt No.:	<u>97-31</u>	Study By:	<u>DJU</u> Alloc Notice No. _____
Non-Comp Exam Req: Date Admn:	_____	Pass () Fail ()	Score: _____
EFFECTIVE DATE:	<u>2/16/97</u>	APPROVED:	<u>[Signature]</u> Date: <u>2/25/97</u>

ATTACHMENT 1
Position No. PC-0039
ZONING INSPECTOR II

- | | | |
|----|---|-----|
| 3. | Maintains appropriate records and files and prepares correspondence and periodic reports. (b)(c) | 10% |
| 4. | May review plans, specifications and reports filed before the Maui County Board of Variances and Appeals and prepares staff reports and recommendations for presentation before the Board. (b)(c) | 10% |
| 5. | May review and approve development plans for compliance with applicable zoning and land use ordinances, laws, rules, and regulations and the general and community plans for the County of Maui. (b)(c) | 5% |
| 6. | May review and approve plans and permit applications for compliance with the County's Outdoor Sign Ordinance. (b)(c) | 5% |
| 7. | Participates in hearings before boards, commissions, courts of law or other governmental bodies. (b)(c) | 5% |
| 8. | Represents the Zoning Administrator and Enforcement Officer at public meetings and meetings of boards, commissions, individuals, and community groups as required. (b)(c) | 5% |
| 9. | Performs other related duties as required. (b)(c) | 5% |

- KEY: (a) The performance of this function is the reason that the job exists.
(b) The number of other employees available to perform this function is limited.
(c) There are others in the department who perform this task. Employee assists in this task.

DEPARTMENT OF PERSONNEL SERVICES COUNTY OF MAUI POSITION DESCRIPTION	Dept.: <u>PLANNING</u> Div.: <u>ZONING ADMIN & ENFORCEMENT DIVISION</u> Section: Zoning Enforcement Section Physical Location: Wailuku
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1. Pos. No. <u>PC-0074</u> Perm <u>XX</u> Temp Full-time <u>XX</u> Pt-time	2. PRESENT CLASS <u>Zoning Inspector I</u> SR: 16 3. Incumbent's Name: <u>Gail Davis</u>	
--	---	--

4. Action Requested: Initial Allocation () Reallocation (XXX) Description Only () Redescription-Review ()

Recommended Allocation: CLASS: Zoning Inspector II SR: 19

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

REQ NO. 00759

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and follow by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2 x 11) and list the duties thereon and attach to this Form.

Functioning under the general supervision of the Supervising Zoning Inspector (PC-0072), this position has immediate responsibility for enforcement activities in implementing a wide variety of regulations, including state laws and administrative rules, and county codes, administrative rules and administrative policies.	% of Time
1. Inspects developments, sites, buildings and structures for compliance with state and county regulations. State regulations include but are not limited to HRS 205: state land use law; Title 15 Land Use Commission administrative rules regarding HRS 205; HRS 205A: Special Management Area (SMA) and Shoreline Area; and HRS 46: state law regarding county zoning and enforcement procedures. County regulations include but are not limited to zoning code; parking code; flood code; sign code; enforcement code; general and community plans of the County of Maui; administrative rules for enforcement, agriculture, SMA, shoreline area; conditions on zoning changes, SMA permits, shoreline approvals and variances, zoning variances, conditional permits, bed and breakfast and short term rental homes, and state and county special use permits. Verifies Conditions of Approval imposed by permits administered under the Coastal Zone Management program. Must learn and keep current on all regulations. Must also recognize and enforce when several regulations apply simultaneously, with different criteria, standards, enforcement procedures, penalties and terminology involved in each one. (A)(B)	30%
(Continued on Attachment 1)	

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc () Realloc (X) No Change () Other:

CLASS: 51.010 Zoning Inspector II SR: 19

See Audit Rpt. No. 2017-117 Study By sm Alloc Notice No.

Non-Comp Exam Req: Date Admin: _____ Pass () Fail () Score:

EFFECTIVE DATE: 12/16/16 APPROVED: [Signature] Date: 12/16/16

ATTACHMENT 1
Position No. PC-0074
Zoning Inspector II

2. Investigates inquiries, complaints and alleged violations to ensure compliance with state and county regulations as described above, as well as Conditions of Approval imposed by the permits administered under the Coastal Zone Management law. Reviews plans, specifications and compiles data to ascertain whether violations exist and to determine the nature and extent of violations. Follows up on cases until the violation has been resolved.

Corresponds and meets with violators to explain remedial action required, possible penalties under the law, appeal rights, and procedures and policies in applying for appropriate corrective actions. (A)(B) 25%

3. Gathers information through site inspections; personal interviews; researching files and records; pictometry, internet, social media and other technology. Prepares reports and recommendations based on findings. Prepares illustrative charts, maps, diagrams, and photographs. Discusses findings with superiors. Initiates action to force compliance with the law, testifies at hearings and in court, maintains files and records of complaints, investigations and violations. May assist Corporation Counsel, Prosecuting Attorney and other government agencies by providing pertinent information concerning cases. (A)(B) 20%

4. Monitors coastal-related activities of concern to the department and reports back to superiors. Also investigates complaints and alleged violations of laws relating to the jurisdiction of the department and performs necessary follow-up. (A)(B) 10%

5. Participates in processing coastal and zoning related permits for compliance to various department laws and policies. Keeps abreast of coastal and zoning laws, rules and regulations. Participates in disseminating such information to the public. (A)(B) 10%

6. Performs other related duties as assigned, such as participation in special departmental projects as required. May participate in Maui, Molokai, and Lanai Planning Commission meetings, as well as County Council meetings and meetings with other government agencies and community groups. Assists in training lower level staff. (B) 5%

Key: (A) The performance of this function is the reason that the job exists.
(B) The number of other employees available to perform this function is limited.
(C) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES COUNTY OF MAUI POSITION DESCRIPTION	Dept.: <u>PLANNING</u>
	Div.: <u>ZONING ADMINISTRATION & ENFORCEMENT</u>
	Section: _____ Physical Location: <u>KALANA PAKUI</u>

1. Pos. No. <u>PC-0040</u>	2. PRESENT CLASS <u>ZONING INSPECTOR II</u>	SR: 19
Perm <u>XX</u> Temp _____	3. Incumbent's Name: <u>VACANT</u>	
Ful-time <u>XX</u> Pt-time _____		

4. Action Requested: Initial Allocation () Reallocation (X) Description Only () Redescription-Review ()

Recommended Allocation: CLASS: ZONING INSPECTOR TRAINEE SR: 14

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

DM NO. 247

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and follow by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2 x 11) and list the duties thereon and attach to this Form.

	% of Time
Under supervision of the Zoning Inspector III of the Zoning Administration and Enforcement Division, the incumbent receives training and assists in the enforcement activities of the Department for compliance with the Flood Hazard Area Ordinance, Outdoor Sign Ordinance and zoning and land use ordinances, laws, rules, and regulations. Under close supervision and following specific instructions: Conducts field inspections for compliance with applicable flood, sign, zoning and land use ordinances, laws, rules, and regulations. (a)(b) Investigates complaints and alleged violations to ensure compliance with the flood and sign ordinances and zoning laws and the general and community plans of the County of Maui. (a)(b) Gathers information through site inspections, personal interviews, researching files and records, and prepares reports on investigations and makes recommendations for correction and prevention of code infractions. (a)(b) Issues notices and warnings of violations for infractions of the Maui County Flood Hazards Area Ordinance, Outdoor Sign Ordinance and various State and County zoning and land use laws, ordinances, rules, and regulations. (a)(b)	50%

Continued - Attachment 1

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc () Realloc (XX) No Change () Other: _____

CLASS: 5I.003 Zoning Inspector Trainee SR: 14

See Audit Rpt. No. 2013-117 Study By KN Alloc Notice No. _____

Non-Comp Exam Req: Date Admin: _____ Pass () Fail () Score: _____

EFFECTIVE DATE: 10/1/12 APPROVED: Tance T. Aunio Date: 11/19/12

COPY

(See Reverse Side)

ATTACHMENT 1

% of Time

Speaks to and confers with designers, contractors, and the general public on problems concerning the interpretation and application of codes, ordinances, decisions and orders, or other matters under the Department's jurisdiction. (b)(c)

20%

Maintains appropriate records and files and prepares correspondence and periodic reports. (b)(c)

10%

May assist in reviewing and approving development plans for compliance with applicable zoning and land use ordinances, laws, rules, and regulations and the general and community plans for the County of Maui. (b)(c)

5%

May assist in reviewing and approving plans and permit applications for compliance with the County's Flood Hazard Areas and Outdoor Sign Ordinances. (b)(c)

May assist in reviewing plans, specifications, and reports filed before the Maui County Board of Variances and Appeals and assists in the preparation of staff reports and recommendations for presentation to the Board. (b)(c)

5%

May assist in progressively difficult variances and appeals and may handle less complex variances and appeals independently. (b)(c)

May participate in meetings and hearings before boards, commissions, individuals, and community groups as required. (b)(c)

5%

Performs other related duties as assigned. (b)(c)

5%

KEY: (a) The performance of this function is the reason that the job exists.

(b) The number of other employees available to perform this function is limited.

(c) There are others in the department who perform this task. Employee assists in this task.

DEPARTMENT OF PERSONNEL SERVICES COUNTY OF MAUI POSITION DESCRIPTION	Dept.: <u>PLANNING</u>
	Div.: <u>ZONING ADMINISTRATION & ENFORCEMENT</u>
	Section: _____ Physical Location: <u>KALANA PAKUI</u>

1. Pos. No. <u>PC-0048</u>	2. PRESENT CLASS <u>ZONING INSPECTOR II</u> SR: 19
Perm <u>XX</u> Temp _____	
Ful-time <u>XX</u> Pt-time _____	
3. Incumbent's Name: <u>VACANT</u>	

4. Action Requested: Initial Allocation () Reallocation () Description Only () Redescription-Review ()

Recommended Allocation: CLASS: ZONING INSPECTOR TRAINEE SR: 14

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

DM NO. 461

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and follow by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2 x 11) and list the duties thereon and attach to this Form.

	% of Time
Under supervision of the Zoning Inspector III of the Zoning Administration and Enforcement Division, the incumbent receives training and assists in the enforcement activities of the Department for compliance with the Flood Hazard Area Ordinance, Outdoor Sign Ordinance and zoning and land use ordinances, laws, rules, and regulations.	50%
Under close supervision and following specific instructions:	
Conducts field inspections for compliance with applicable flood, sign, zoning and land use ordinances, laws, rules, and regulations. (a)(b)	
Investigates complaints and alleged violations to ensure compliance with the flood and sign ordinances and zoning laws and the general and community plans of the County of Maui. (a)(b)	
Gathers information through site inspections, personal interviews, researching files and records, and prepares reports on investigations and makes recommendations for correction and prevention of code infractions. (a)(b)	
Issues notices and warnings of violations for infractions of the Maui County Flood Hazards Area Ordinance, Outdoor Sign Ordinance and various State and County zoning and land use laws, ordinances, rules, and regulations. (a)(b)	
Continued - Attachment 1	

FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc (<input type="checkbox"/>) Realloc (<input checked="" type="checkbox"/>) No Change (<input type="checkbox"/>) Other:			
CLASS: <u>5I.003 Zoning Inspector Trainee</u>			SR: <u>14</u>
See Audit Rpt. No. <u>2012-139</u>	Study By <u>SM</u>	Alloc Notice No. _____	
Non-Comp Exam Req: Date Admin: _____	Pass (<input type="checkbox"/>) Fail (<input type="checkbox"/>)		Score: _____
EFFECTIVE DATE: <u>3/1/12</u>	APPROVED: <u><i>James T. Auonaka</i></u>	Date: <u>4/23/12</u>	

DEPARTMENT OF PERSONNEL SERVICES COUNTY OF MAUI POSITION DESCRIPTION	Dept.: <u>PLANNING</u> Div.: <u>CURRENT PLANNING DIVISION</u> Section: <u>Environmental Planning</u> Physical Location: <u>Wailuku</u>
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1. Pos. No. <u>PC-0029</u> Perm <u>XX</u> Temp _____ Full-time <u>XX</u> Pt-time _____	2. PRESENT CLASS <u>PLANNER IV</u> SR: <u>22</u> 3. Incumbent's Name: <u>Tara FURUKAWA</u>
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4. Action Requested: Initial Allocation () Reallocation () Description Only (XX) Redescription-Review ()

Recommended Allocation: CLASS: Planner IV SR: 22

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

DM NO. 750

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and follow by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2 x 11) and list the duties thereon and attach to this Form.

The Planner IV is a mid-level position within the Current Planning Division under the supervision of the Planner VI - Environmental Planning Section and the Planning Program Administrator. The Planner IV conducts fact-finding, analyses, and assists as the liaison with the divisions and other agencies as it relates to data collection, analysis of data, preparation of special reports, and evaluation of technical support needs of the Current Division.

1. The position is responsible for the permit processing and tracking system for the division and acts as the division's liaison with the other divisions of the Planning Department, ITS, and other agencies. Under the direction of the division's Planner VI - Environmental Section and the Planning Program Administrator, the position helps to develop the procedures, protocols, database functions, application forms, and supporting documents - both paper and digital based - required to implement the permit processing and tracking system for work handled by the division in accordance with the data collection, analytical, and reporting needs of the division and department. Provides training to the staff in the division and information to the other divisions in the Planning Department in the use of the permit processing and tracking system as may be necessary. (a) (b)

2. Processes minor administrative approvals such as Bed and Breakfast permit extensions, Requests for Comment, and SMA Assessments. (a) (b)

% of Time 40%
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 COUNTY OF MAUI

Continued - Attachment 1

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc (<input type="checkbox"/>) Realloc (<input type="checkbox"/>) No Change (<u>X</u>) Other: _____			
CLASS: <u>2D.020 Planner IV</u>	SR: <u>22</u>		
See Audit Rpt. No. <u>2015-181</u>	Study By <u>SM</u>	Alloc Notice No. _____	
Non-Comp Exam Req: Date Admin: _____	Pass (<input type="checkbox"/>) Fail (<input type="checkbox"/>) Score: _____		
EFFECTIVE DATE: <u>5/16/15</u>	APPROVED: <u>Alice T. Anonick</u>	Date: <u>7/6/15</u>	

ATTACHMENT 1
Position No. PC-0029
Planner IV

	% of Time
3. Under the direction of the division supervisors, conducts data collection and analyses from the permit processing and tracking system to develop special reports in response to divisional, departmental, agency, and public requests. (a) (b)	15%
4. Under the direction of the division supervisors, the position ensures that all necessary information such as board/commission rules, meeting agendas, meeting packets, application forms handled by the division, coastal erosion rate maps, proposed legislation, and other pertinent information are current and updated on the department's website. The position serves as the division's liaison on technical issues regarding the website with the department and ITS. The position investigates ways to streamline the application process and the disbursement of information through the website and other suitable means for consideration by divisional management. (a) (b)	15%
5. Under the direction of the division managers, the Planner analyzes the technical needs of the division, including the investigation of new software programs and equipment that may be applicable to improve efficiency within the division and the department and makes recommendations to management staff. (a) (b)	5%
6. Performs all other duties as assigned by the Director of Planning, Deputy Director of Planning, Current Planning Program Administrator, and Planner VI. (a) (b)	5%

- Key: (a) The performance of this function is the reason that the job exists.
(b) The number of other employees available to perform this function is limited.
(c) There are others in the department who perform this tasks. Employee assists in this task.
(d) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

ATTACHMENT 1

% of Time

Speaks to and confers with designers, contractors, and the general public on problems concerning the interpretation and application of codes, ordinances, decisions and orders, or other matters under the Department's jurisdiction. (b)(c)

20%

Maintains appropriate records and files and prepares correspondence and periodic reports. (b)(c)

10%

May assist in reviewing and approving development plans for compliance with applicable zoning and land use ordinances, laws, rules, and regulations and the general and community plans for the County of Maui. (b)(c)

5%

May assist in reviewing and approving plans and permit applications for compliance with the County's Flood Hazard Areas and Outdoor Sign Ordinances. (b)(c)

May assist in reviewing plans, specifications, and reports filed before the Maui County Board of Variances and Appeals and assists in the preparation of staff reports and recommendations for presentation to the Board. (b)(c)

5%

May assist in progressively difficult variances and appeals and may handle less complex variances and appeals independently. (b)(c)

May participate in meetings and hearings before boards, commissions, individuals, and community groups as required. (b)(c)

5%

Performs other related duties as assigned. (b)(c)

5%

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