ALAN M. ARAKAWA Mayor

WILLIAM R. SPENCE Director

MICHELE CHOUTEAU McLEAN Deputy Director



# COUNTY OF MAUL DEPARTMENT OF PLANNING

April 7, 2017

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

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

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Ms. Lynn Araki-Regan Honorable Alan M. Arakawa, Mayor For Transmittal to: Honorable G. Riki Hokama April 5, 2017 Page 2

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.

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

3.

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,

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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.)

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For CSC-PI 1-63 Submit in Triplicate. Person	nel Service: Copy -	white. Copies - yellow	
	in the second	Dept.: PLANNING	
DEPARTMENT OF PERSONNEL	SERVICES	Div.: ZONING ADMINISTRATION AND ENFOR	CEMENT
COUNTY OF MAU		DIVISION	
	N	Section: Zoning Enforcement Physical Location: One Main	Plaza, Wailuku
1. Pos. No. <u>PC-0072</u>		Ass Zoning Inspector III	
Perm XX Temp	2. PRESENT OL	Ass Zoning Inspector III	sr: 21
Ful-time XX Pt-time	3. Incumbent's	Name: Jay ARAKAWA	
4. Action Requested: Initial Allocation	n()	Reallocation (XX) Description Only () Redescription-F	leview ( )
Recommended Allocation: CLASS:	Supervisi	ng Zoning Inspector	SR: 23
<ol> <li>Authorized by: (Indicate Committee</li> </ol>	Rpt. No. or Meet	ing and Date Action adopted or approved):	
lan an a		DM NO. 349	
<ol> <li>Duties of the Position: List each duty hose performed occasionally. Give an est 8 1/2 x 11) and list the duties thereon and</li> </ol>	inate of the aver	rmed by the position in logical order; beginning with those performed most frequage amount of time spent in performing the duties listed. If more space is needed m.	ently and follow by ed, use a blank sheet
Inder the general supervisio	on of the Pl	anning Program Administrator of the Zoning Administ	% of
nd Enforcement Division (Z	AED), this	position exercises direct control over the Zoning	
Enforcement Section of ZAE	D by trainir	g and supervising that section's inspection staff: resu	olves
ny issues regarding the inter-	protation of a protection of a	of and compliance with a wide variety of regulations, rules, and county codes, administrative rules and	
idministrative policies; estab	olishes code	inspection requirements and procedures; and hand	es
natters involving land use as	s needed to	fulfill the functions and responsibilities of the division	n.
. Supervises Zoning Ins	spectors to	ensure land use is in compliance with state and cour	+v
egulations. State regulation	s include b	ut are not limited to HRS 205; state land use law; Titl	e 15 30%
and Use Commission admin	nistrative ru	les regarding HRS 205; HRS 205A; Special Manage	ment
rea (SMA) and Shoreline A	rea; and HF	RS 46: state law regarding county zoning and enforce but are not limited to zoning code; parking code; floo	ment
ode; sign code; enforcemen	it code; adn	ninistrative rules for enforcement, agriculture, SMA,	
horeline area; conditions on	zoning cha	inges, SMA permits, shoreline approvals and variance	es,
oning variances, conditional	permits, ar	nd state and county special use permits. Provides	
rection on interpretation of	regulations.	Also oversees the interview and selection process	ior 🚊
prrective measures as appro	personner opriate: eva	matters and makes recommendations for discipline a luates employee work performance; manages and	ind/or
chedules work load and ass	ignments; a	pproves time cards and leave requests; submits rep	orts
r the Zoning Enforcement S	Section; par	ticipates in regular division meetings as the head of t	he
oning Enforcement Section.		(A)(E	3)(C)
		ntinued - Attachment 1	
		FOR CIVIL SERVICE USE ONLY	
		No Change ( ) Other:	
See Audit Rpt. No. 2016-99		tudy By <u>aw</u> Alloc Notice No.	
Non-Comp Exam Req: Date Admin:		Pass ( ) Fall ( ) Score:	
EFFECTIVE DATE: 12/1/15		APPROVED: Jane, T. Anometo Date: 2/10/16	
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ATTACHMENT 1 Position No. PC-0072	% of Time
Supervising Zoning Inspector	
2. Oversees the zoning enforcement program to handle public complaints about illegal use activity, including but not limited to coordination with other supervisors on investigation reviewing and approving violation warning letters and correspondence relating to violations reviewing Notices of Warning and Notices of Violation, and monitoring payment of civil fine abatement of violations. Diplomatically and professionally handles disputes, often with upper irate members of the pubic, including violators, and complainants who are demanding that be taken. Explains state and county land use regulations to subordinate personnel, violation complainants in a way that can be easily understood. (A)(	is, 30% s, es and set or
3. Prepares correspondence and reports pertaining to land use, assists in revising Title the Maui County Code as directed, and assists in maintenance of records of plans, permits inspection results and other related documents. (A)(I	e 19 of , 3)(C) <sup>10%</sup>
4. Supervises inspections for permit applications, complaints and requests for service; plans and specifications for compliance with state and county land use regulations; interact 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 disagreemen (A)(B)(C)	s with 10%
5. Interprets, and enforces state and county land use regulations; researches and analy reports; and interacts with planners, clerical staff, consultants, and the public including complainants and violators on questions relating to compliance with requirements. Must ke current on all regulations, and be the first to interpret new provisions. Must also understand several regulations apply simultaneously, and the different criteria, standards, enforcement procedures, penalties and terminology involved in each one. (A)(B)(	ep I when <sup>10%</sup>
6. Represents the county in legal matters and before boards, commissions, courts of la county council, and other government bodies. (B)(	1 1
7. Performs other related duties as required including but not limited to reviewing plans compliance with state and county land use regulations. May participate in inspections for performing applications in the event of difficult situations or staff shortage.	for 5%
<ul> <li>Key: (A) The performance of this function is the reason that the job exists.</li> <li>(B) The number of other employees available to perform this function is limited.</li> <li>(C) This function is highly specialized and the employee is hired for special expertise ability to perform this function.</li> </ul>	or

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m CSC-PD 1-63-Submit in Triplicate. Personnel Services Copy		·
COUNTY OF MAUI POSITION DESCRIPTION	Div.: ZONING ADMINISTRATION & ENFORCEMENT	
T	Section: Physical Location: Kalana Pakui E	Bldg.
. Pos. No. <u>PC-</u> 0077		
Perm XX Temp 2. PRESENT		
Ful-time XX Pt-time 3. Incumbent	s Name: VACANT	
Action Requested: Initial Allocation (XX)	Reallocation ( ) Description Only ( ) Redescription-Review	v()
Recommended Allocation: CLASS: ZON	ING INSPECTOR II SR:	19
Authorized by: (Indicate Committee Rpt. No. or N	Meeting and Date Action adopted or approved):	14.14 <sup>4</sup>
A destruction of the DM NC	D. 19 4 Question of the state of the state of the state of the	
	performed by the position in logical order; beginning with those performed most frequently an	
y those performed occasionally. Give an estimate of the neet (8 1/2 x 11) and list the duties thereon and attach	to this Form.	e a blank
unctioning under the general super	vision of the Planning Program Administrator of the Zoning	% of Time
	ion, this position has immediate responsibility for enforcement	
	general and community plans and land use laws, Coastal Zone Areas Ordinance, and Outdoor Sign Ordinance for the Planning	
epartment.	treas cramance, and caldoor orgin cramanocion men anning	
Increate developmente sites h	wildings and structures for compliance to the community plane	200/
AND	buildings and structures for compliance to the community plans d Area and Sign Ordinances and other land use laws, rules,	30%
	ell as, compliance to the Conditions of Approval imposed by	is .
permits administered under the	e Coastal Zone Management program. (a)(b)	
2. Investigates complaints and all	eged violations to Chapter 205A, Hawaii Revised Statutes, and	25%
proper codes as well as Condi	tions of Approval imposed by the permits administered under	
	nt law. Reviews plans, specifications and compiles data to st and to determine the nature and extent of violations. Follow-	Р. — <sub>24</sub>
up on cases until the violation	· · · · · · · · · · · · · · · · · · ·	nd Mil Kotkasu pastu
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## 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)

- 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)
- 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)
- 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)
- 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)
- 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:\Position Descriptions\ZAED-Zoning Inspector II- Expansion Position FY08.wpd

	ERVICE PLANNING	
COUNTY OF MAU	en an	
POSITION DESCRIPTION	ON Div.: ZONING ADMINISTRATION AND ENFORCEMENT	
	Section: <u>97 FEB 26 P1 1</u>	KU
Pos. No PC-00 39		
Perm XX Temp	2. PRESENT CLASS ZONING INSPECTOR UF FLAMMIN SR:	19
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	ervision of the Zoning Administrator and Enforcement Officer, the	
incumbent performs a ful	I range of enforcement activities for compliance with the Outdoor Sign	
Ordinance and zoning an	nd land use ordinances, laws, rules, and regulations.	
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	pections for compliance with applicable sign, zoning and land use rules, and regulations. (a)(b)	4
Investigates comp	plaints and alleged violations to ensure compliance with the Sign	
ordinance and zon	ing laws and the general and community plans of the County of Maui.	
ordinance and zon (a)(b)	ning laws and the general and community plans of the County of Maui.	
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#### ATTACHMENT 1 Position No. PC-00<u>39</u> ZONING INSPECTOR II

- Maintains appropriate records and files and prepares correspondence and periodic reports. 10% (b)(c)
- May review plans, specifications and reports filed before the Maui County Board of 10% Variances and Appeals and prepares staff reports and recommendations for presentation before the Board. (b)(c)
- 5. May review and approve development plans for compliance with applicable zoning and 5% land use ordinances, laws, rules, and regulations and the general and community plans for the County of Maui. (b)(c)
- 6. May review and approve plans and permit applications for compliance with the County's 5% Outdoor Sign Ordinance. (b)(c)
- 7. Participates in hearings before boards, commissions, courts of law or other governmental 5% bodies. (b)(c)

5%

- 8. Represents the Zoning Administrator and Enforcement Officer at public meetings and 5% meetings of boards, commissions, individuals, and community groups as required. (b)(c)
- 9. Performs other related duties as required. (b)(c)
- 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.

Form CSC-PD 1-63 Submit in Triplicate. Personnel Services Copy - white. Copies - yellow

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	Dept.:PLANNING	
DEPARTMENT OF PERSONNEL SERVI COUNTY OF MAUI	ES Div.: ZONING ADMIN & ENFORCEMENT DIVISION	
POSITION DESCRIPTION	Section: Zoning Enforcement Section Physical Location: Wailuku	
1. Pos. No. <u>PC-0074</u> 2. PRE: Perm <u>XX</u> Temp	ENT CLASS Zoning Inspector I SR: 16	
	bent's Name: Gail Davis	
4. Action Requested: Initial Allocation ( )	Reallocation (XXX) Description Only () Redescription-Review ()	1
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 those performed occasionally. Give an estimate of sheet (8 1/2 x 11) and list the duties thereon and at	or performed by the position in logical order; beginning with those performed most frequently and fo the average amount of time spent in performing the duties listed. If more space is needed, use a bla is to this Form.	llow by ank
position has immediate responsibility	ty for enforcement activities in implementing a wide variety of	% of Time
regulations, including state laws and administrative policies.	d administrative rules, and county codes, administrative rules	
regulations. State regulations inclu Land Use Commission administrat Area (SMA) and Shoreline Area; a procedures. County regulations ir code; sign code; enforcement code administrative rules for enforcement changes, SMA permits, shoreline a bed and breakfast and short term r Verifies Conditions of Approval im Management program. Must learn enforce when several regulations a	s, buildings and structures for compliance with state and county de but are not limited to HRS 205: state land use law; Title 15 ve rules regarding HRS 205; HRS 205A: Special Management d HRS 46: state law regarding county zoning and enforcement clude but are not limited to zoning code; parking code; flood general and community plans of the County of Maui; t, agriculture, SMA, shoreline area; conditions on zoning oprovals and variances, zoning variances, conditional permits, ental homes, and state and county special use permits. bosed by permits administered under the Coastal Zone and keep current on all regulations. Must also recognize and oply simultaneously, with different criteria, standards, and terminology involved in each one. (A)(B)	30%
ACTION TAKEN: Initial Alloc (), Realloc (	FOR CIVIL SERVICE USE ONLY X) No Change ( ) Other:	
CLASS: 51.010 Zohing Ins	01. 17	
See Audit Rpt. No. <u>2017-117</u> Non-Comp Exam Req: Date Admin:	Study By Alloc Notice No.	
EFFECTIVE DATE: 12/16/16	Pass ( ) Fail ( ) Score: APPROVED:	
COPY	APPROVED: Date: 12/16/16 (See Reverse Side)	

#### 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%

 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.

Form CSC-PD 1-6	3 Submit in Triplicate. Perso	nnel Services Copy -	- white. Copies - yellow	
		$\mathcal{C}$	Dept.: PLANNING	
DEPARTM	ENT OF PERSONNE COUNTY OF MAUL		Div.:ZONING ADMINISTRATION & ENFORCEMENT	
P	OSITION DESCRIPT			
and and a second system of the local day of			Section: Physical Location: KALANA PAKU	1
1. Pos. No	PC-0040		· · · · · · · · · · · · · · · · · · ·	
Perm	XX Temp	2. PRESENT C		
Ful-time	XX Pt-time	3. Incumbent's	s Name: VACANT	
4. Action Re	guested: Initial Allocat	tion ( )	Reallocation (X) Description Only () Redescription-Review	<u>( )</u>
Recommen	ded Allocation: CLASS	ZONING INS	SPECTOR TRAINEE	ţ
5. Authorized	d by: (Indicate Commit	tee Rpt. No. or Me	eeting and Date Action adopted or approved):	
			DM NO. 247	
I by those perfor	he Position: List each du med occasionally. Give a 11) and list the duties ther	an estimate of the	erformed by the position in logical order; beginning with those performed most frequently an a average amount of time spent in performing the duties listed. If more space is needed, us this Form.	d follow e a blank
				% of
Division, ti Departme	he incumbent rec nt for compliance	eives trainin with the Flo	ctor III of the Zoning Administration and Enforcement ng and assists in the enforcement activities of the bod Hazard Area Ordinance, Outdoor Sign Ordinance and	Time
zoning and	d land use ordina	nces, laws,	rules, and regulations.	
Under clos	se supervision an	d following s	specific instructions:	
Conduc ordinan	cts field inspection ices, laws, rules,	ns for compl and regulati	liance with applicable flood, sign, zoning and land use ions. (a)(b)	50%
Investiç ordinan (a)(b)	ates complaints ices and zoning la	and alleged aws and the	violations to ensure compliance with the flood and sign general and community plans of the County of Maui.	
records	s information thro , and prepares re vention of code ii	ports on inv	pections, personal interviews, researching files and /estigations and makes recommendations for correction a)(b)	
Area Or	notices and warni dinance, Outdoo dinances, rules, a	r Sign Ordin	tions for infractions of the Maui County Flood Hazards nance and various State and County zoning and land use ons. (a)(b)	÷.
		Cor	ntinued - Attachment 1	
			FOR CIVIL SERVICE USE ONLY	affiting the second succession.
ACTION TAKEN CLASS:	: Initial Alloc ( ) 51.003 Zoning	Realloc ( xx) Inspector	No Change ( ) Other: SR: 14	
See Audit Rpt	t. No. 2013-117	7	Study By KN Alloc Notice No.	
Non-Comp Ex	am Req: Date Admin:		Pass ( _) Fail ( ) Score:	
EFFECTIVE L	DATE: 10/1/12		APPROVED: Mance T. August Date: 11/19/12 (See Reverse Side)	

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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, conther matters under the Department's jurisdiction. (b)(c)	
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%
<ul> <li>(A) The performance of this function is the reason that the job exists.</li> <li>(b) The number of other employees available to perform this function is limited.</li> <li>(c) There are others in the department who perform this task. Employee assists in this task.</li> </ul>	
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	\ 	Dept.: PLANN	ling	(		
DEPARTMENT OF PERSONNEL COUNTY OF MAUI	SERVICES	Div.: ZONIN	IG ADMINIS	TRATION 8	ENFORCEM	ENT
POSITION DESCRIPTION						
		Section:		Physical Loci	ation: KALANA I	PAKUI
1. Pos. No. <u>PC-0048</u>				-		
Perm XX Temp	2. PRESENT CI	LASS ZONING IN	SPECTOR II			SR: 19
Ful-time XX Pt-time	Name: VACA	NT				
4. Action Requested: Initial Allocation	n()	Reallocation (X)	Descripti	ion Only ()	Redescription-F	Review ( )
Recommended Allocation: CLASS:	ZONING INSF	ECTOR TRAINEE			SR	: 14
5. Authorized by: (Indicate Committee	e Rpt. No. or Mee	eting and Date Action add	opted or approved):			
		dm no. 4	61			
Duties of the Position: List arch duty	assigned as as f	NNN (Shalaan aa aha tira tara tara tara tara tara tara tar		· · · · · · · · · ·		
Duties of the Position: List each duty nose performed occasionally. Give an est heat (2, 1/2): (1) and list the duties thereas	timate of the ave	race amount of time spe	logical order; begin nt in performing the	ning with those p duties listed. If i	performed most freque more space is needed	ently and follow by d, use a blank
heet (8 1/2 x 11) and list the duties thereo	on and attach to t	nis form.				
Jnder supervision of the Zor	aing Inchor	tor III of the Zoni	na Administr	otion and E		% of Time
Division, the incumbent rece	ives trainin	and assists in t	the enforcem	auon anu E	norcement	
)enartment for compliance :	··· ·· ·· ···	g and dooloto in i		ioni aouvitio	S OF LIE	1
voparament for compliance v	with the Flo	od Hazard Area	Ordinance, C	Dutdoor Sig	n Ordinance a	nd
oning and land use ordinan	vith the Flo	od Hazard Area ules, and regula	Ordinance, C tions.	Dutdoor Sig	n Ordinance a	nd
oning and land use ordinan	ces, laws, r	ules, and regula	tions.	Dutdoor Sig	n Ordinance a	nđ
coning and land use ordinan	ces, laws, r	ules, and regula	tions.	Dutdoor Sig	n Ordinance a	nd
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coning and land use ordinan	ces, laws, r following s s for compli	ules, and regula pecific instructio	tions. ns:			nd 50%
Coning and land use ordinan Inder close supervision and Conducts field inspections ordinances, laws, rules, a	ces, laws, r following s s for compli nd regulatio	ules, and regula pecific instructio ance with applic ons. (a)(b)	tions. ns: able flood, si	gn, zoning a	and land use	50%
oning and land use ordinan Inder close supervision and Conducts field inspections	ces, laws, r following s s for compli nd regulation	ules, and regula pecific instructio ance with applic ons. (a)(b) violations to ensi	tions. ns: able flood, si ure complian	gn, zoning a ce with the	and land use flood and sign	50%
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DEPARTMENT OF PERSONNEL	SERVICES	Dept.:	PLANNING				
COUNTY OF MAU		Div.:	CURRENT PL	ANNING	<b>G DIVISION</b>		
POSITION DESCRIPTIC	DN	Section:	Environmental F	Planning	Physical Location	n: Wailuku	
1, Pos. No. <u>PC-0029</u>							
Perm XX Temp	2. PRESENT C	LASS PL	ANNER IV			SR: 22	
Ful-time XX Pt-time	3. Incumbent's	Name:	Tara FUR	JKAWA			
4. Action Requested: Initial Allocatio	n ( )	Realloca	tion (	Description	Only (XX)	Redescription-Revie	ew ( )
Recommended Allocation: CLASS:	Planner	IV				sr: 22	
5. Authorized by: (Indicate Committee	e Rpt. No. or Me	eting and Dat	e Action adopted or	approved):			
		DM	NO. 750				
6. Duties of the Position: List each duty by those performed occasionally. Give an sheet (8 1/2 x 11) and list the duties thereo	estimate of the a	average amor	e position in logical o unt of time spent in p	rder; beginni performing th	ing with those perf le duties listed. If	ormed most frequently and more space is needed, us	d follow e a blani
The Planner IV is a mid-level p	osition within	n the Curr	ent Planning D	ivision ur	nder the supe	rvision of the	% of Time
Planner VI - Environmental Pla conducts fact-finding, analyses to data collection, analysis of d needs of the Current Division. 1. The position is responsible f the division's liaison with the ot the direction of the division's Pla the position helps to develop the supporting documents - both ap	, and assists ata, prepara or the permi ner divisions anner VI - E e procedure	s as the lia tion of spe it process of the Pla nvironments, protoco	aison with the c ecial reports, an ing and tracking anning Departn ntal Section an ols, database fu	livisions and evaluation g system nent, ITS d the Plan inctions.	and other age ation of techn for the divisio , and other ag nning Program application fo	ncies as it relates ical support on and acts as gencies. Under m Administrator, rms. and	
tracking system for work handle	d by the div			promotion	and permit pre	cessing and	
reporting needs of the division a information to the other division tracking system as may be need	and departm s in the Plar	rision in ac ient. Prov ining Dep	ccordance with vides training to	the data the staff	in the divisio	n and	40%
reporting needs of the division a information to the other division	and departm s in the Plar essary. (a) ( rative appr	rision in ac ient. Prov nning Dep (b) ovals suc	ccordance with vides training to artment in the u ch as Bed and	the data the staff use of the	in the divisio permit proce	n and essing and tensions, 705 чү ц	COSNECE
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ATTACHMENT 1 Position No. PC-0029	% of Time
Planner IV	
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%
<ul> <li>Key: (a) The performance of this function is the reason that the job exists.</li> <li>(b) The number of other employees available to perform this function is limited.</li> <li>(c) There are others in the department who perform this tasks. Employee assists in this task.</li> <li>(d) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.</li> </ul>	
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ŗ	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)	
C KEY:	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%
	<ul> <li>(a) The performance of this function is the reason that the job exists.</li> <li>(b) The number of other employees available to perform this function is limited.</li> <li>(c) There are others in the department who perform this task. Employee assists in this task.</li> </ul>	