

APPLICATION FOR DIRECTOR OF LIQUOR CONTROL

Liquor Control Commission  
Department of Liquor Control  
County of Maui  
An Equal Opportunity Employer

PLEASE TYPE OR PRINT LEGIBLY IN INK.

1. PERSONAL DATA

\_\_\_\_\_  
(Last Name)

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Middle Name)

\_\_\_\_\_  
(Nicknames, aliases, other names used, maiden name)

\_\_\_\_\_  
(Resident address; number, street, apt. no.) (City) (State) (Zip code)

\_\_\_\_\_  
(Home phone)

\_\_\_\_\_  
(Business phone)

\_\_\_\_\_  
(Mailing address if different from above)

2. EDUCATION AND TRAINING

List all high schools attended and any accredited college or university education received. Attach copies of official transcripts or diplomas. On attached sheets of plain paper, list any law enforcement (seminars, conferences, workshops, etc.) and other training completed. Include courses or subjects and dates of training. Attach copies of any certificates received. All information is subject to verification.

High school, college, or university	Credit Hrs Completed	Major Course of Study	Graduated (Yes or No)	Degree

3. EMPLOYMENT

List all employments beginning with the current or most recent employment. Also, give dates and explain unemployed periods. On additional sheets of plain paper, you are encouraged to expand and describe in greater detail your law enforcement and management/administrative work experience. All information is subject to verification.

1) Employer: \_\_\_\_\_ From: mon. \_\_\_\_\_ yr. \_\_\_\_\_ to mon. \_\_\_\_\_, yr. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name, title of immediate supervisor: \_\_\_\_\_

May we contact this supervisor? YES \_\_\_\_\_ NO \_\_\_\_\_

Your title: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) Employer: \_\_\_\_\_ From: mon. \_\_\_\_\_ yr. \_\_\_\_\_ to mon. \_\_\_\_\_, yr. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name, title of immediate supervisor: \_\_\_\_\_

May we contact this supervisor? YES \_\_\_\_\_ NO \_\_\_\_\_

Your title: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) Employer: \_\_\_\_\_ From: mon. \_\_\_\_\_ yr. \_\_\_\_\_ to mon. \_\_\_\_\_, yr. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name, title of immediate supervisor: \_\_\_\_\_

May we contact this supervisor? YES \_\_\_\_\_ NO \_\_\_\_\_

Your title: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) Employer: \_\_\_\_\_ From: mon. \_\_\_\_\_ yr. \_\_\_\_\_ to mon. \_\_\_\_\_, yr. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name, title of immediate supervisor: \_\_\_\_\_

May we contact this supervisor? YES \_\_\_\_\_ NO \_\_\_\_\_

Your title: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5) Employer: \_\_\_\_\_ From: mon. \_\_\_\_\_ yr. \_\_\_\_\_ to mon. \_\_\_\_\_, yr. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name, title of immediate supervisor: \_\_\_\_\_

May we contact this supervisor? YES \_\_\_\_\_ NO \_\_\_\_\_

Your title: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. REFERENCES

List three persons who are willing to provide professional references, and three persons who are willing to provide non-professional references. Persons providing professional references should be familiar with applicant's professional/work qualities; persons providing non-professional references should have knowledge of applicant through other than work or professional activities. Letters of reference may be submitted directly by each reference listed to the Liquor Control Commission at 2145 Kaohu Street, Room 105, Wailuku, HI 96793, to be received on or before 4:30 pm (HST), August 31, 2020. If no letters of reference are received, the Liquor Control Commission may directly contact these persons to request letters.

Professional References:

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Name	Address	Home/Business Phone
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Name	Address	Home/Business Phone
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Name	Address	Home/Business Phone
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Non-Professional References:

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Name	Address	Home/Business Phone
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Name	Address	Home/Business Phone
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Name	Address	Home/Business Phone
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5. MILITARY SERVICE

Dates of Active Duty

From: \_\_\_\_\_ To: \_\_\_\_\_ Branch of Service: \_\_\_\_\_

Member of Reserve Unit

From: \_\_\_\_\_ To: \_\_\_\_\_ Branch of Service: \_\_\_\_\_

(Attach copy of DD Form 214, as pertinent)

6. CRIMINAL AND TRAFFIC RECORD

Have you ever been convicted of any criminal offense or traffic violations (excluding parking violations): Yes: \_\_\_ No: \_\_\_ If yes, list all convictions, including date, place, charge, and final disposition:

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7. FORMER ADDRESSES

List all former addresses for the past ten years. Include number, street, city, state, zip code, and dates resided at the address:

	Dates	
	From (mo/yr)	(mo/yr)
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

8. HONORS

List all academic, professional, and employment honors or recognition received:

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9. LIQUOR CONTROL COMMISSION PRE-EMPLOYMENT REQUIREMENTS

The Liquor Control Commission is recruiting applicants for the position of Director of Liquor Control, and by Maui County Charter, is responsible for selecting the person to fill the position. The Commission will require as part of the application/selection process that if you receive a conditional offer of employment for this position, you may be subject to the following:

- Physical examination (at your cost and expense) and drug test;
- Criminal history/background check, including being fingerprinted;
- Credit history/report check.

Will you agree to the above requirements?

YES \_\_\_\_\_ NO \_\_\_\_\_

10. ADDITIONAL REFERENCE MATERIALS/DOCUMENTS

Attached for your review and reference, find copies of:

- Internal department description of the Director’s duties and responsibilities; and
- Latest approved Table of Organization for the Department of Liquor Control

11. CONSENT TO DISCLOSURE

Pursuant to Section 92F-14(b)(4), Hawaii Revised Statutes, this completed application form as well as the “Additional Background Data” form to be submitted are the property of the County of Maui, and will not returned. The forms and information contained therein shall remain confidential and for use solely by the Liquor Control Commission in its selection process for the position of Director of Liquor Control, as these forms contain significant privacy interest information.

However, due to significance, importance, and relative profile of the position of Director of Liquor Control, do you CONSENT to the public disclosure of your identity, only?

YES \_\_\_\_\_ NO \_\_\_\_\_

CERTIFICATION

I hereby certify that the information I have given is complete, true and correct to the best of my knowledge and belief. I understand that any misrepresentation or false information provided in this application may disqualify this application, and subsequently, may be cause for my termination in the event I am employed in this position.

I further certify that executed originals of the "Fair Credit Reporting Act Disclosure and Authorization" form, and the "Additional Background Data" form must be submitted with this application.

Lastly, I certify that I acknowledge and understand that this application together with the required forms must be submitted and received by the LIQUOR CONTROL COMMISSION on or before 4:30 pm (HST). August 31, 2020.

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Date

Signature in Full

## **DIRECTOR**

Department of Personnel Services states there is no class specification nor job description for any of the directors or their deputies within the County of Maui.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Plans, directs, administers and is responsible for all matters relating to organization and management, budget administration, auditing, personnel management, education, legislative, legal services, enforcement, prosecution, and the overall administration of the department.

1. Plans, directs, and administers the licensing, enforcement, auditing and administrative services activities and plans, develops, continually reviews, analyzes, revises and administers the operating policies, practices and procedures in accordance with liquor laws of Hawaii and the Rules of the Liquor Commission to ensure the effectiveness and efficiency of the department and related programs.

- (a) Reviews and analyzes legal decisions, opinions, and rulings of the courts, the corporation counsel, prosecutor, and/or attorney general, and any new or pending legislation that may affect the department or the liquor industry.
- (b) Maintains liaison with top level representatives of government, liquor industries, licensees, legal counsels, representatives of labor organizations, and the public to discuss and resolve concerns, issues, and problems that are complex and may be confidential in nature, provides technical guidance, and interpretations of administration of programs, policies, procedures and practices, discusses and resolves problems and monitors compliance with regulations and programs.
- (c) Directs operations relating to the issuance of liquor licenses and permits, registration of their employees, the auditing of records of licensees, maintenance of files, records and official documents, the investigation of violations of liquor laws and regulatory rules, and the development of work programs, schedules, priorities, deadlines, and proper execution and application of the administrative services and enforcement division.
- (d) Prepares, issues, reviews, and updates Departmental Orders, and the Operations, Policies, and Procedures Manual of the Department.
- (e) Prepares and submits amendments to the Rules of the Liquor Commission for the Liquor Commission's review, schedules and attends public hearings on said amendments, and prepares legal documents on approved amendments for the Mayor and County Council's approval.
- (f) Reviews correspondence, materials, reports, and other communication and



makes recommendations for their disposition, dictates correspondence and memoranda and reviews outgoing communications for consistency with the objectives, policies and procedures of the department.

- (g) Reviews agendas for and attends liquor commission and liquor adjudication board meetings and hearings, prepares a wide variety of data, special staff studies, documents, reports, comments and recommendations for the consideration of the commission or board, sets dates for hearings, ensures necessary staff are provided, and procedural requirements are complied with.
  - (h) Formulates short and long range plans and goals for the department; conducts complex special studies and research and prepares reports making sound recommendations, reviews internal procedures and practices and recommends revisions.
  - (i) Confers with county, state, and national liquor control administrators and legal counsels relative to legislation, legal issues, and general administrative programs.
  - (j) Prepares, submits, and tracks legislation, meets with State and County legislators, and testifies before State legislative committees and the county council.
  - (k) Reviews violation reports and recommendations of the prosecuting attorney, issues oral or written reprimands, or issues Complaint & Accusations to licensees for prosecution before the liquor adjudication board; issues subpoenas; and prosecutes violators before the Board.
  - (l) Reviews minutes of the commission and board to insure the minutes and decisions are accurate and complete, and prepares findings of fact, conclusions of law, decision and order for the office of Corporation Counsel.
  - (m) Prepares and submits documents that are requested or subpoenaed by the courts relating to appeals of decisions by the liquor commission or liquor control adjudication board, civil litigations, or other matters, and testifies in depositions and court hearings.
2. Prepares, reviews, and submits the department's fiscal operating budget, ad hoc reports and special reports, internal and external audits; prepares business plans, strategies, special projects and capital programs; controls, manages, and executes the annual operating budget and capital programs; conducts a systematic and continual review of the finances, organizations and methods of each section to achieve the most effective expenditure of funds and to determine that such expenditures are in accordance with the budget laws and controls in force.
3. Plans, develops, analyzes, and reviews educational programs to provide skilled

training and competency development for targeted positions by curriculum development and provides education programs for the liquor commission and liquor control adjudication board members, licensees and employees.

4. Plans, coordinates, administers policies, procedures, and directives on A.D.A., loss control and risk management, and administers the Records Reports System and local area network.
5. Directs and conducts internal administrative investigations of the department's personnel for violations of standards of conduct, administrative directives or any other administrative matters and selects the hiring of, promotes and disciplines employees.
6. Performs other related duties as required.

**Minimum Qualification Requirements;**

**Training and Experience:** The director of liquor control shall have had a minimum of five years of experience in law enforcement, at least three of which shall have been in an administrative capacity. **(Please note that this is the exact same requirements placed on the Chief of Police pursuant to the Charter, County of Maui.)**

**Knowledge of:** Principles and practices of public administration including personnel management, budget administration, organization and management analysis and public relations; laws, rules and regulations governing the manufacture, importation, and sale of liquor and court decisions as well as other pertinent rules, state and federal laws, policies and procedures relating to administrative functions; research methods and techniques; report writing; rules of legal evidence and laws of arrest; court procedures; functions and jurisdiction of other enforcement agencies; principles and practices, and techniques in investigation; etc.

**Ability to:** Understand and interpret laws, codes, ordinances, rules and regulations; summarize and brief material; use initiative in organizing and completing work; compose correspondence; issue clear and concise oral and written instructions; deal tactfully and effectively with employees and the public; lead and direct the staff.

**Working Conditions:** The Department is a law enforcement agency. Section 281-79 and Section 281-80 of the Hawaii Revised Statutes provides the Department's personnel with police powers, powers of arrest, authorizes search without warrant, and authorization to break into any premises in any manner when not admitted by the licensee or the person in charge of the premises. Personnel must be able to conduct inspection of all proposed or existing licensed premises, which include entering construction sites, inspections of transient, and tour or cruise vessels, conduct covert investigations, noise complaints, etc. The Director and Deputy Director conduct and participate in the department's investigations, covert or sting investigations, and participates in the department's joint operations with the police department, as well as conduct inspections of the proposed and existing licensed premises.

Prepared By:

  
Department Head

7/24/19  
Date

DEPARTMENT OF LIQUOR CONTROL  
County of Maui  
September 30, 2018

  
Commission, Chairperson

JUL 24 2019  
Date

FY 2019 Functional Chart

Approved By:

  
Managing Director

8/15/19  
Date

LIQUOR COMMISSION

The Liquor Commission shall consist of nine members appointed by the Mayor with the approval of the Council. The Liquor Commission has the sole jurisdiction, power, authority and discretion to grant, renew or refuse applications for licenses for the manufacture, importation, and sale of liquor in the county under applicable laws and rules; adopt rules having the force and effect of law for the administration of liquor control in the county and to carry out provisions of the liquor control laws of the state; and prepare and submit a request for an annual appropriation for the operation of the department; and have such powers and duties as may be provided by law not in conflict with the provisions of Chapter 13 of the Charter of the County of Maui. [HRS Chapters 91, 92, and 281; Title MC-08, Chapters 101 & 102, Rules of the Liquor Commission, County of Maui; Section 8-13.2, Charter, County of Maui]

LIQUOR CONTROL ADJUDICATION BOARD

The Liquor Control Adjudication Board shall consist of nine members appointed by the Mayor with the approval of the Council. The Liquor Control Adjudication Board shall hear and determine administrative complaints of the Director of the Department of Liquor Control regarding violation of the liquor control laws of the State or of the Rules of the Liquor Commission, County of Maui, and impose penalties for violations thereof as may be provided by law. [HRS Chapters 91, 92, and 281; Title MC-08, Chapters 101 and 102, Rules of the Liquor Commission, County of Maui; Section 8-13.3, Charter, County of Maui]

DEPARTMENT OF LIQUOR CONTROL  
County of Maui  
September 30, 2018

FY 2019 Functional Chart

Prepared By: [Signature]  
Department Head

1/24/19  
Date

[Signature]  
Commission, Chairperson

JUL 24 2019  
Date

Approved By: [Signature]  
Managing Director

6/15/19  
Date

OFFICE OF THE DIRECTOR

Serves as the Administrative Head of the Department of Liquor Control, County of Maui; provides the necessary staff and administrative services to the Liquor Commission and Liquor Control Adjudication Board to carry out their functions; investigates applications for permits and liquor licenses; investigates complaints regarding violations of state liquor laws and rules established by the Liquor Commission, issues administrative complaints, and performs other duties as required by law. [Chapter 281, Hawaii Revised Statutes; Chapter 13, Charter, County of Maui; Chapter 102, Rules of the Liquor Commission, County of Maui]

ENFORCEMENT DIVISION

The Enforcement Division performs investigation tasks relative to the enforcement of the Rules of the Liquor Commission and laws governing the manufacture, importation, and sale of intoxicating liquor within the County of Maui, and maintains surveillance of the liquor industry by conducting inspections of licensed premises to insure compliance with the Rules of the Liquor Commission, and the Hawaii Revised Statutes, to insure the health, safety and welfare of the public. [Chapter 281, Hawaii Revised Statutes; Chapter 13, Charter, County of Maui; Operations, Policies, and Procedure Manual, Department of Liquor Control; Departmental Orders, Department of Liquor Control]

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division provides the necessary staff to service the Office of the Director, Liquor Commission, and Liquor Control Adjudication Board to carry out their functions and responsibilities. The Administrative Services Division provides licensing, permits, audits, financial, secretarial, and fingerprinting services, as well as liquor education programs, and registration and certification of licensees' employees. [Chapter 281, Hawaii Revised Statutes; Chapter 13, Charter, County of Maui; Operations, Policies, and Procedure Manual, Department of Liquor Control; Departmental Orders, Department of Liquor Control]

Prepared By:

[Signature]  
Department Head  
[Signature]  
Commission Chairperson

8/26/19  
Date

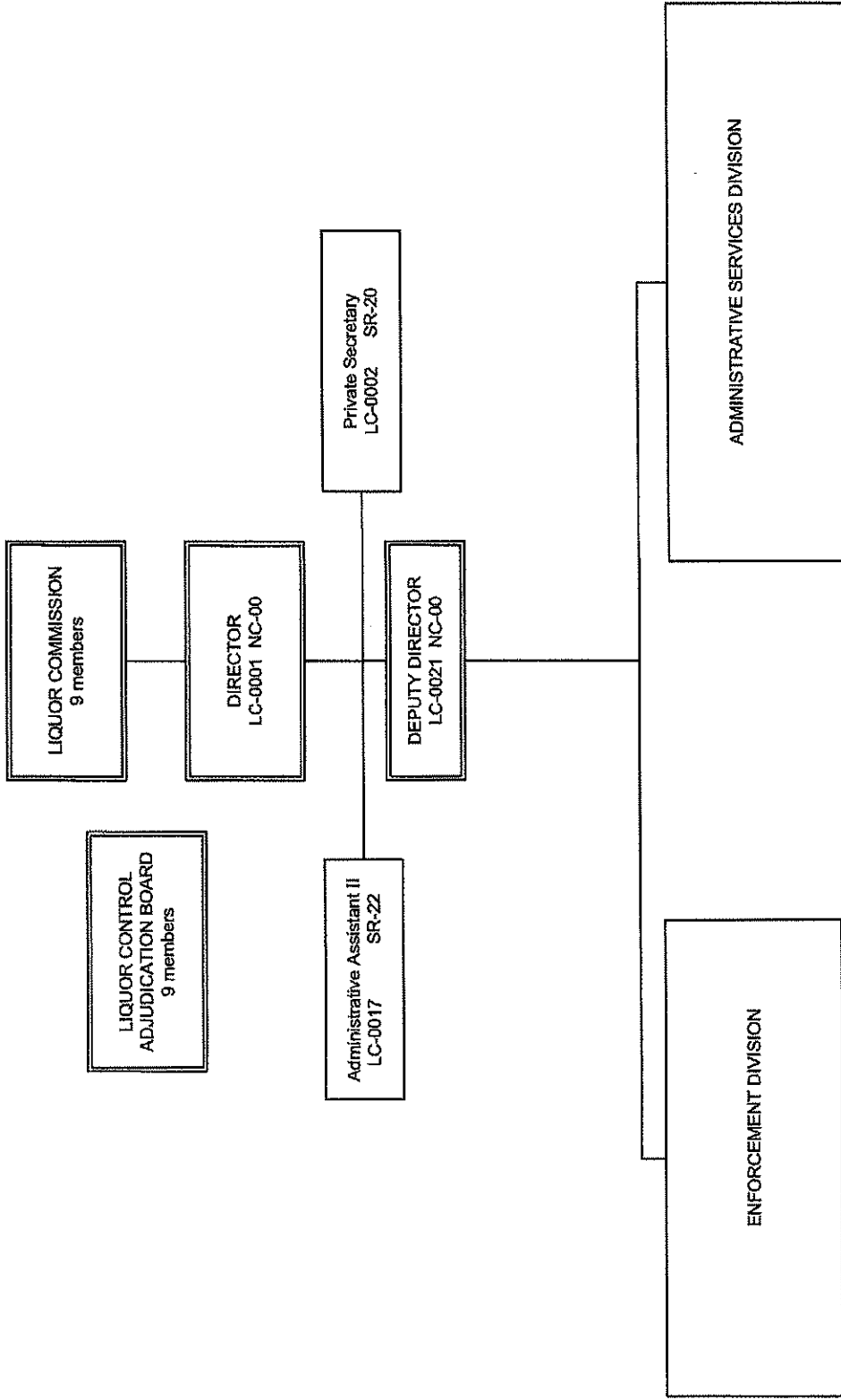
9/4/19  
Date

Approved By:

[Signature]  
Managing Director

9/16/19  
Date

DEPARTMENT OF LIQUOR CONTROL  
County of Maui  
September 30, 2018  
FY 2019 Organizational Chart



DEPARTMENT OF LIQUOR CONTROL  
 County of Maui  
 September 30, 2018

FY 2019 Organizational Chart

Prepared By: *[Signature]*  
 Department Head

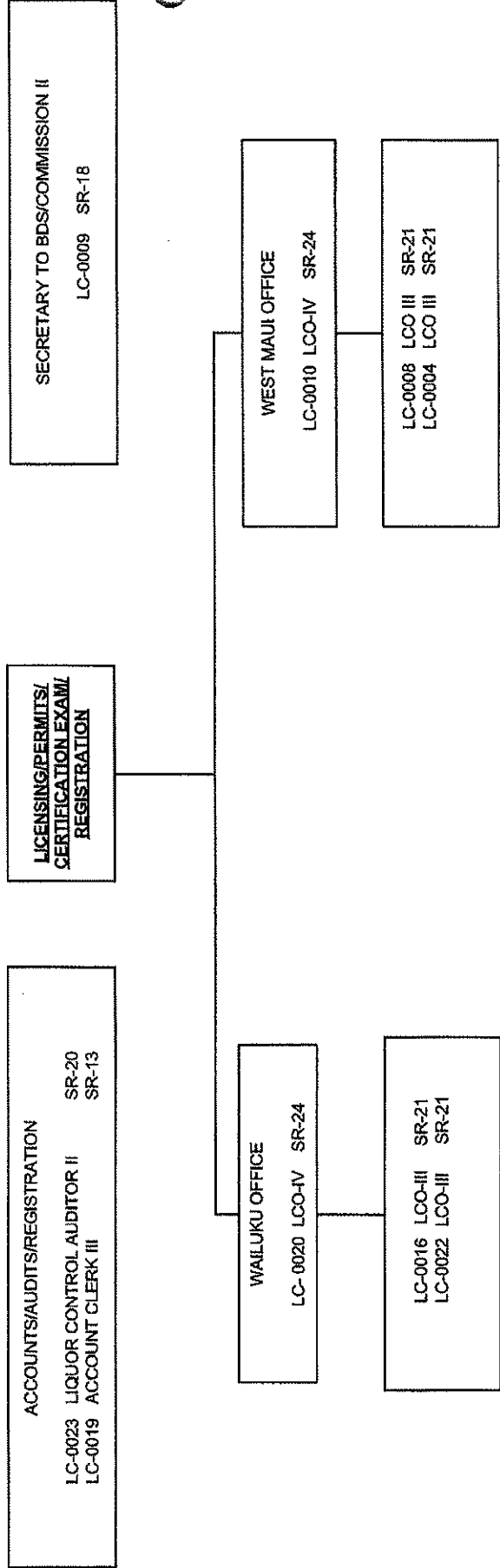
7/24/19  
 Date  
 JUL 24 2019

Approved By: *[Signature]*  
 Commission, Chairperson  
 Managing Director

8/15/19  
 Date

ADMINISTRATIVE SERVICES DIVISION

(1)



(1) E/P and salary for Position No. LC-0003, Chief Liquor Control Officer, EIM-03, was deleted by Council in FY18.

Prepared By: [Signature]  
 Department Head

7/24/19  
 Date

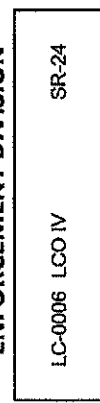
[Signature]  
 Commission, Chairperson

JUL 24 2019  
 Date

Approved By: [Signature]  
 Managing Director

8/15/19  
 Date

**ENFORCEMENT DIVISION**



(1)	LC-0007	LCO III	SR-21
(1)	LC-0024	LCO III	SR-21
(1)	LC-0028	LCO III	SR-21
(1) Position No. LC-0007, LC-0024, LC-0028 are working supervisors, during an assigned shift, on a rotating basis.			

(2)	LC-0011	LCO II	SR-18
(2)	LC-0015	LCO II	SR-18
(2)	LC-0018	LCO II	SR-18
(2)(3)	LC-0005	LCO I	SR-16
(2)(4)	LC-0014	LCO I	SR-16
(2)	LC-0025	LCO I	SR-16
(2)	LC-0026	LCO I	SR-16
(2)(5)	LC-0027	LCO I	SR-16
(2) LCO Trainee, LCO I, LCO II always supervised by an LCO III or LCO IV.			
(3) Position No. LC-0005, LCO Trainee, SR-14, was subsequently approved for reallocation to LCO I, SR-16, effective March 16, 2018, pursuant to DPS Notice of Director's Action dated March 20, 2018, and purposefully budgeted at an LCO II, SR-18, because department anticipated reallocation from an LCO I, SR-16, after one year of satisfactory performance.			
(4) Position No. LC-0014, LCO II, SR-18, was subsequently approved for reallocation to LCO I, SR-16, effective April 16, 2018, pursuant to DPS Notice of Director's Action dated April 13, 2018, and purposefully budgeted at an LCO II, SR-18, because department anticipated reallocation from an LCO I, SR-16, after one year of satisfactory performance.			
(5) Position No. LC-0027 was purposefully budgeted at an LCO II, SR-18, because department anticipated reallocation from an LCO I, SR-16, after one year of satisfactory performance.			