OFFICE OF THE DIRECTOR
(EP COUNT = 6)

(P-0001)  P-26420  DIRECTOR  NC-00
(P-0007)  P-26439  DEPUTY DIRECTOR  NC-00

ADMINISTRATION

- Administers the Department in accordance with the County Charter and county and state laws.
- Develops and implements planning policy, procedures, methods, and public relations.
- Oversees and manages the budget, personnel, property, and organizational structure.
- Administers grant programs and conducts special projects.
**CURRENT PLANNING DIVISION**  
(EP COUNT = 25)  
(PC-0017) P-26457 Planning Program Administrator EM-07

**CLERICAL SECTION**
- Performs a wide variety of clerical work including processing correspondence, maintaining files and records, and inputting data.
- Provides information to the public and conducts special projects.

**SECRETARIES TO BOARDS AND COMMISSIONS**
- Assists and advises the Planning Commissions, Cultural Resources Commission, Urban Design Review Board and Hana Advisory Committee including preparation of meeting minutes.
- Provides information to the public and conducts special projects.

**LAND USE PLANNING SECTION**
- Administers state and county land use and permit application processes and project master planning.
- Prepares and processes changes of zoning, community plan amendments, state land use district boundary amendments and related permits.
- Prepares and updates design guidelines and processes applications for historic district permits.
- Assists and advises the Planning Commissions, Urban Design Review Board, and Hana Advisory Committee.
- Coordinates project master planning and regional planning, reviews proposed State Land Use Commission applications and maintains a data base on land use and development permit applications.
- Provides information to the public and conducts special projects.

**ENVIRONMENTAL PLANNING SECTION**
- Prepares and processes special management area permits and Shoreline Setback applications.
- Provides assistance to the Coastal Zone Management Program.
- Processes and comments on environmental documents.
- Assists and advises the Planning Commissions, Urban Design Review Board and Hana Advisory Committee.
- Coordinates project master planning and regional planning, reviews proposed State Land Use Commission applications and maintains a data base on land use and development permit applications.
- Provides information to the public and conducts special projects.
ZONING ADMINISTRATION AND ENFORCEMENT DIVISION
(EP COUNT = 27)

(PC-0037) P-26517 Planning Program Administrator EM-07

ZONING ENFORCEMENT SECTION
- Responds to public complaints relating to land use violations.
- Conducts investigations.
- Issues Notices of Warning and Violation.
- Provides information to the public and conducts special projects.

PLANNING SECTION
- Administers state and county land use laws, rules, codes, regulations, and the general and community plans.
- Serves as primary departmental advisory and information branch regarding the interpretation and application of codes, ordinances, decision and orders, and other matters of enforcement.
- Prepares and processes variance and appeal applications and advises the Board of Variances and Appeals.
- Administers federal, state and county flood hazard regulations.
- Provides information to the public and conducts special projects.
- Assists with Coastal Zone Management Program and land use applications and permits review.
- Processes landscape planting plans and sign permits.

PLANS REVIEW SECTION
- Reviews proposed building permits for land use compliance.
- Assists with sign applications, Coastal Zone Management Program, and land use applications and permits review.
- Provides information to the public and conducts special projects.
- Confirms zoning, community plan, state land use district and other special designations.
- Coordinates and prepares revisions to county zoning ordinances and regulations, and reviews state land use legislation and regulations.
LONG RANGE PLANNING DIVISION
(EP COUNT = 12.5)

(PC-0043)    P-26538    Planning Program Administrator    EM-07

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SECTION

- Administers, updates and implements the Department's digital land information, spatial analysis and other GIS programs.
- Develops and maintains a digital land use database and other GIS data.
- Prepares and updates official department maps.
- Conducts research and develops applications to digitize the planning process.
- Provides GIS assistance and related technical support and training to the Department in all planning functions.
- Provides information to the public and conducts special projects.

COMPREHENSIVE PLANNING SECTION

- Administers and updates the county's general and community plans and other long range plans.
- Manages the Department's cultural management program; assists and advises the Cultural Resources Commission.
- Updates and analyzes technical studies relating to population, land use, socio-economic, public facilities, infrastructure and capital improvements.
- Provides comments on land use applications and permit applications regarding consistency with the general and community plans and other long range plans.
- Provides information to the public and conducts special projects.
PLAN IMPLEMENTATION DIVISION
(EP COUNT = 4)

(PC-0063) P-28567  Planning Program Manager  EM-05

- Implements and tracks the Maui Island Plan and Community Plans
- Prepares reports for County Council
- Coordinates with other divisions and other county agencies on plan implementation, CIP forecasting and project development
- Drafts ordinances and processes them through adoption
- Reviews and tracks state land use legislation
- Administers, updates and implements the Department’s digital zoning map, digital database and other GIS data
CURRENT PLANNING DIVISION
(PC-0017) P-26457 Planning Program Administrator EM-07

CLERICAL SECTION
(PC-0075) P-29294 Secretary I SR-14 (1)
(PC-0026) P-26490 Land Use Permit Clerk (Molokai) SR-12
(PC-0028) P-26492 Land Use Permit Clerk (CZM) SR-12
(PC-0054) P-26558 Land Use Permit Clerk SR-12
(PC-0044) P-26539 Land Use Permit Clerk SR-12

SECRETARIES TO BOARDS AND COMMISSIONS
(PC-0005) P-26438 Secretary to Boards/Commissions II SR-18
(PC-0023) P-26474 Secretary to Boards/Commissions II SR-18
(PC-0033) P-26513 Secretary to Boards/Commissions II SR-18

LAND USE PLANNING SECTION
(PC-0018) P-26458 Planner VI SR-26
(PC-0069) P-28747 Planner V SR-24 (2)
(PC-0021) P-26472 Planner III SR-20
(PC-0011) P-26440 Planner IV SR-22 (3)
(Expansion) P-31549 Planner I SR-16 (4)

ENVIRONMENTAL PLANNING SECTION
(PC-0076) P-29285 Planner VI SR-26
(PC-0030) P-26494 Planner V (CZM) SR-24
(PC-0068) P-28742 Planner IV (Molokai) SR-22
(PC-0047) P-26542 Planner IV (CZM) SR-22 (5)
(PC-0031) P-26511 Planner V (CZM) SR-24
(PC-0059) P-28537 Planner V SR-24

CZM = Coastal Zone Management Program (Grant Funded) 106801 FY20 Cost Center

(1) P-29294 Budgeted reallocation from Secretary I (SR14) to Secretary II (SR16)
(2) P-28747 Budgeted reallocated from Planner IV (SR 22) to Planner V (SR 24) NDA Attached
(3) P-26440 Budgeted reallocation from Planner III (SR 20) to Planner IV (SR 22) NDA Attached
(4) P-31549 Budgeted expansion Funded Planner I NDA Attached – Planner I (SR16) Expansion position was created as Planner I, ( SR 16), and not at the budgeted Planner II, (SR 18)
(5) P-26542 Budgeted reallocation from Planner V (SR 24) to Planner IV (SR 22) NDA Attached
ZONING ADMINISTRATION AND ENFORCEMENT DIVISION

(PC-0037) P-26517 Planning Program Administrator EM-07

(PC-0070) P-28877 Secretary I SR-14 (1)

(PC-0082) P-29728 Office Operations Assistant II SR-10

(PC-0041) P-26536 Sec to Boards/Commissions II SR-18

ZONING ENFORCEMENT SECTION

(0072) P-29252 Supervising Zoning Inspector SR-23

(PC-00010) P-29897 Office Ops Asst II SR-10

(PC-0077) P-29284 Zoning Inspector II SR-19 (3)

(PC-0074) P-29223 Zoning Inspector II SR-19

(PC-0040) P-26535 Zoning Inspector II SR-19

(PC-0039) P-26534 Zoning Inspector II SR-19

(PC-0048) P-26543 Zoning Inspector II SR-19 (4)

(PC-0012) P-29899 Zoning Inspector I SR-16 (5)

(PC-0011) P-29888 Zoning Insp Trainee SR-14

PLANS REVIEW SECTION

(0025) P-26476 Administrative Planning Officer EM-03 (2)

(PC-0057) P-28535 Senior LU&B Plans Examiner SR-21 (2)

(PC-0052) P-26556 LU & Bldg Plans Examiner SR-19

(PC-0078) P-29279 Land Use Permit Clerk SR-12

(PC-0079) P-29400 Land Use Permit Clerk SR-12

(PC-0038) P-26533 LU & Bldg Plans Tech SR-15 (9)

(PC-0056) P-26532 LU & Bldg Plans Tech SR-15

(PC-0081) P-29727 LU & Bldg Plans Tech SR-15

PLANNING SECTION

(0042) P-26537 Planner VI SR-26

(PC-0022) P-26473 Planner V SR-24

(PC-0027) P-26491 Planner V SR-24 (6)

(PC-0055) P-28533 Planner V SR-24 (7)

(Expansion) P-39846 Planner V SR-24

(PC-0046) P-26541 Planner III SR-20 (8)

(1) (PC-0070) P-28877 Budgeted reallocation from Secretary I (SR 14) to Secretary II (SR 16)
(2) (PC-0057) P-28535 Senior LU&B Examiner is a working supervisor supervising P-26556, P-29279, P-29400, P-26533, P-28532 and P-29727 operationally with P-26476 APO which works effectively for this section. This actual reporting structure has been in place from previous years since 2016, however, it is not reflected in the subject positions PD's as it should be. Reorganizations requirements of ZAED, including corrections to the PD's will be completed by June 30, 2021 to formalize the reporting hierarchy in place in accordance with County policy.
(3) (PC-0077) P-29284 Zoning Inspector II SR 19 is pending reallocation review and approval by DPS to the budgeted position of Supervising Zoning Inspector SR 23.
(4) (PC-0048) P-26543 Budgeted reallocation from Zoning Inspector I (SR16) to Zoning Inspector II (SR19) NDA Attached
(5) (PCT-0012) P-28999 Budgeted reallocation from Zoning Inspector Trainee (SR14) to Zoning Inspector I (SR16) – NDA Attached
(6) (PC-0027) P-26491 Budgeted reallocation from Planner IV (SR22) to Planner V (SR24) – NDA Attached
(7) (PC-0055) P-28533 Budgeted reallocation from Planner IV (SR22) to Planner V (SR24) – NDA Attached
(8) (PC-0046) P-26541 Budgeted reallocation from Planner IV (SR22) to Planner III (SR20) - NDA Attached
(9) (PC-0038) P-26533 Budgeted reallocation from LU&B Examiner (SR 19) to LU&B Technician (SR 15) NDA Attached
LONG RANGE PLANNING DIVISION

(PC-0043) P-26538 Planning Program Administrator EM-07

(GEOGRAPHIC INFORMATION SYSTEMS (GIS) SECTION)

(Expansion) P-30881 Planner V5 Ep SR-24

(P-28554) P-26554 GIS Analyst V SR-24

(P-28558) P-26558 GIS Analyst V SR-24

(1) P-26459 GIS Analyst IV SR-22 (1)

(2) P-28726 Budgeted reallocation from Planner V (SR 24) to Planner III (SR 20) NDA Attached.

(3) P-28727 Budgeted reallocation from Planner IV (SR 22) to Planner V (SR 24) NDA Attached

Page 4 of 5
PLAN IMPLEMENTATION DIVISION

(Expansion) P-30959 Planner II SR-18

(1) Budgeted reallocation of Administrative Planning Officer (EM 03) to Planning Program Manager (EM 05) – NDA attached