

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title: Planner V
Position Number: 124883
Department: Law Enforcement
Division: Deputy Director for Administration
Branch: Special Programs Office
Geographic Location: Downtown

II. INTRODUCTION

Function of this organizational unit:

Under the general supervision of the Deputy Director for Administration, the Special Program Office (SPO) assists in long- and short-range planning activities and special projects and coordinates the implementation of actions to accomplish the policy direction of the Department; provides policy development support and grant-seeking activities; monitors the effectiveness of the Department's efforts to meet its stated mission, goals and objectives; assists in budget preparation, justification and execution, including procurement, process and performs research and statistics.

Purpose of the position:

Support the functions and actions of the SPO; engage in and support special project identification, establishment, and operations. Formulate plans, goals, and objectives, recommend alternatives for action and plans that affect the State goals for the Department. The statewide planning involves collecting, analyzing, and evaluating a wide range of physical, social, economic, and environmental data which contains a comprehensive perspective of conditionals and public concerns for which the plans are being prepared. This position will also manage department projects.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Technical Planning and Administrative Duties

45%

1. Plans, develops, reviews, and recommends statewide strategies and programs to accomplish the goals and mission of the Department involving the analysis and evaluation of law enforcement problems and issues, application of unique, innovative, and complex research and planning techniques, and remaining abreast of developments in the field of law enforcement planning and current administrative policies and regulations.[1][2][3]

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2. Coordinates, plans, and communicates with department administrators, key officials in various federal, state and county agencies on plans and parameters for plan development including communication with technical staffs from the Department of Accounting and General Services (DAGS), and senior managers from other state and county agencies to develop and maintain a network for continuing, cooperative and coordinated development of law enforcement plans. [1][2][3]
3. Plans, directs, and oversees the development of law enforcement facilities using population projections and forecasts, evaluation of various trends and patterns for their application to law enforcement planning and programming. Forecasts involve development of new and innovative techniques and/or modification of existing procedures to meet special needs and requires remaining current on planning-related technological advances and regulatory and policy requirements. [1][2][3]
4. Plans, directs, and oversees the review of plans and proposals for law enforcement programs to mitigate adverse impacts on staff and custodies. Involves extensive coordination with DAGS – Public Works, Counties, Department of Land and Natural Resources, and other state and federal agencies, including the presentation of technical statements of findings and recommendations both orally and in writing. [1][2][3]
5. Maintains thorough familiarity with applicable federal and state policies and regulations to ensure consistency and compliance in developing statewide law enforcement facility plans and meeting the objectives of the Department. [1][2][3]
6. Provides information orally and in writing on current law enforcement programs and plans in response to inquiries from the public, departmental administration and divisions, and other State and Federal agencies. [1][2][3]
7. Provides technical advice and assistance to ensure that the department can work within departmental plans and forecasts including providing information and training. [1][2][3]
8. Develops long-range plans and provides framework and a method to determine the essential concepts for the Department's statewide resources and capabilities toward achieving their goals with: 1) strategies; 2) implementation plans; 3) initial objectives and 4) tactical plans. [1][2][3]

B. Project Management

40%

1. Reviews scope of projects against appropriation acts to ensure intent and purpose of appropriation is fulfilled. [1][2][3]

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2. Manages projects through coordination with consultants, DAGS, contractors, landowners, lessees, and a range of professionals in other fields. Communicates the Department's needs and ensures timely meetings of deadlines, goals and objectives. [1][2][3]
3. Negotiates agreements with Federal, State, or county agencies, private landowners, vendors, contractors, and consultants to facilitate the development process. [1][2][3]
4. Coordinate the process of obtaining the necessary planning permits in compliance with government requirements. [1][2][3]
5. Responsible for monitoring and maintain up-to-date progress on projects to include funds appropriated allotments, expenditures, slippages of completion schedules, cost overrun, etc. Identifies additional appropriation needs to complete projects with insufficient funds. [1][2][3]
6. Audits and reviews implementation status of appropriated projects. [1][2][3]
7. Ensures projects close out actions are completed in timely manner. [1][2][3]

C. Other Duties as Assigned

15%

1. Facilitates accurate and timely recordation of projects. [1][2]
2. Budget formulation analysis and review including supporting schedules, tables, charts showing allotments, encumbrances, and expenditures. [1][2][3]
3. Maintain complete and accurate project records including copies of appropriate allotment requests, change orders, funds transfers, correspondence, progress reports and other applicable documentation.[1][2]
4. Support procurement of special projects and budget expenditures as needed. [1][2]
5. Performs other duties as assigned. [1]

Factors in Determining Essential Functions

1. The performance of this function is the reason that the job exists.
2. The number of other employees available to perform this function is limited.
3. The function is highly specialized, and the employees is hired for special expertise or ability to perform the function.

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IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No. 124507

Class Title: Deputy Director for Administration

B. Nature of Supervisory Control Exercised Over the Work:

Instructions Provided

Instructions are limited to general guidance and direction to specification of priorities and the results expected. The incumbent is required to plan and carry out decisions and recommendations for necessary work activities independently.

Assistance Provided

The incumbent works independently with minimal supervision and may seek assistance from the supervisor when issues or problems are beyond the incumbent's control such as matters which conflict with procedures, rules, regulations.

Review of Work

Supervisor reviews the incumbent's work to ensure that all objectives and goals are met.

C. Nature of Available Guidelines Controlling the Work:

1. Policy and Procedural Guides Available

Hawaii Revised Statutes
Hawaii Administrative Rules
Department Policies and Procedures
Applicable Federal and State Laws

2. Use of Guidelines

Procedural guidelines above, cover technical aspects of the work. The incumbent is expected to know and apply all guidelines that are pertinent to the duties of the position.

V. MINIMUM QUALIFICATIONS

A. Knowledge of:

State and county government purpose, responsibilities, structure and legislative process; non-governmental organizations and their roles; sources of Hawaii-specific data and information socio-economic information, land zoning, and population distribution, etc.; general research and statistical methods and

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techniques; report writing; department participation and input process; research, analysis, and problem solving methods; and report writing.

B. Skills/Abilities:

Understand and interpret complex written material, including laws, rules, regulations and policies; use correct English grammar, punctuation and spelling; communicate information in a succinct and organized manner; produce written information that is appropriate for the intended audience; express information to individuals or groups effectively, taking into account the audience and nature of the information; identify and analyze problems and make sound, well-informed and objective decisions; develop new insights into situations and apply innovative solutions to problems; design new methods where established methods and procedures are inapplicable or unavailable; deal effectively with others.

C. Education:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

D. Experience:

Specialized Experience: Three and one-half (3 ½) years of progressively responsible professional planning experience which included the collection and evaluation of an extensive variety of physical, social, economic and environmental data, determination of public opinion and general community objectives and policies to obtain a comprehensive prospective of conditions and identify problems and opportunities in law enforcement.

The experience must show, in addition to the aforementioned experience, actual involvement in and responsibility for: (1) the integration of such information including the consideration of relationships among resources, facilities, services, needs and values for the development of policy options, alternatives for action, programs and priorities to meet goals and objectives for a given geographic area of concern; (2) advising and assisting agencies and administrators on planning concepts and methods, providing technical information and analyses for the formation of plans and programming of plans; and (3) formulation and presentation of plans and policy recommendations including alternatives and consequences of alternative actions to decision makers and at public hearings.

E. Required Licenses, Certificates, etc.:

VI. TOOLS, EQUIPMENT & MACHINES

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Personal computer and peripheral equipment/software, calculator, copying machine, fax machine, and other office machines, equipment, and tools.

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