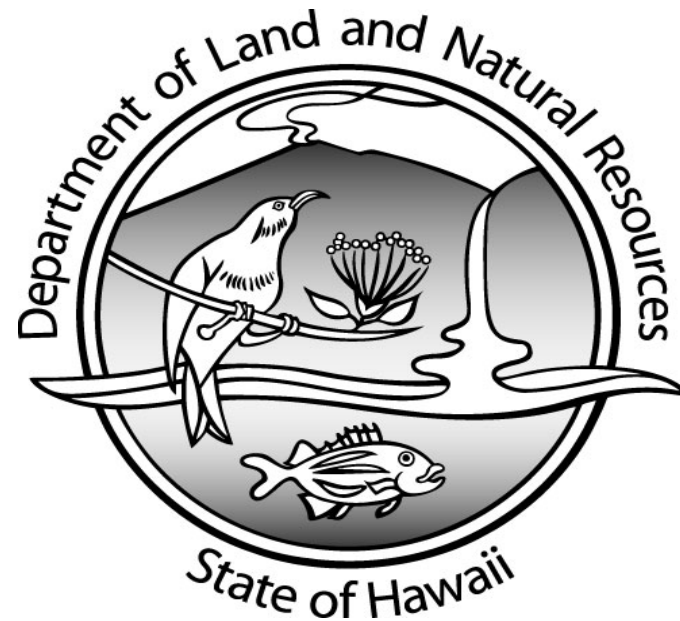


# DEPARTMENT OF LAND AND NATURAL RESOURCES



2020

**ORGANIZATION CHARTS**

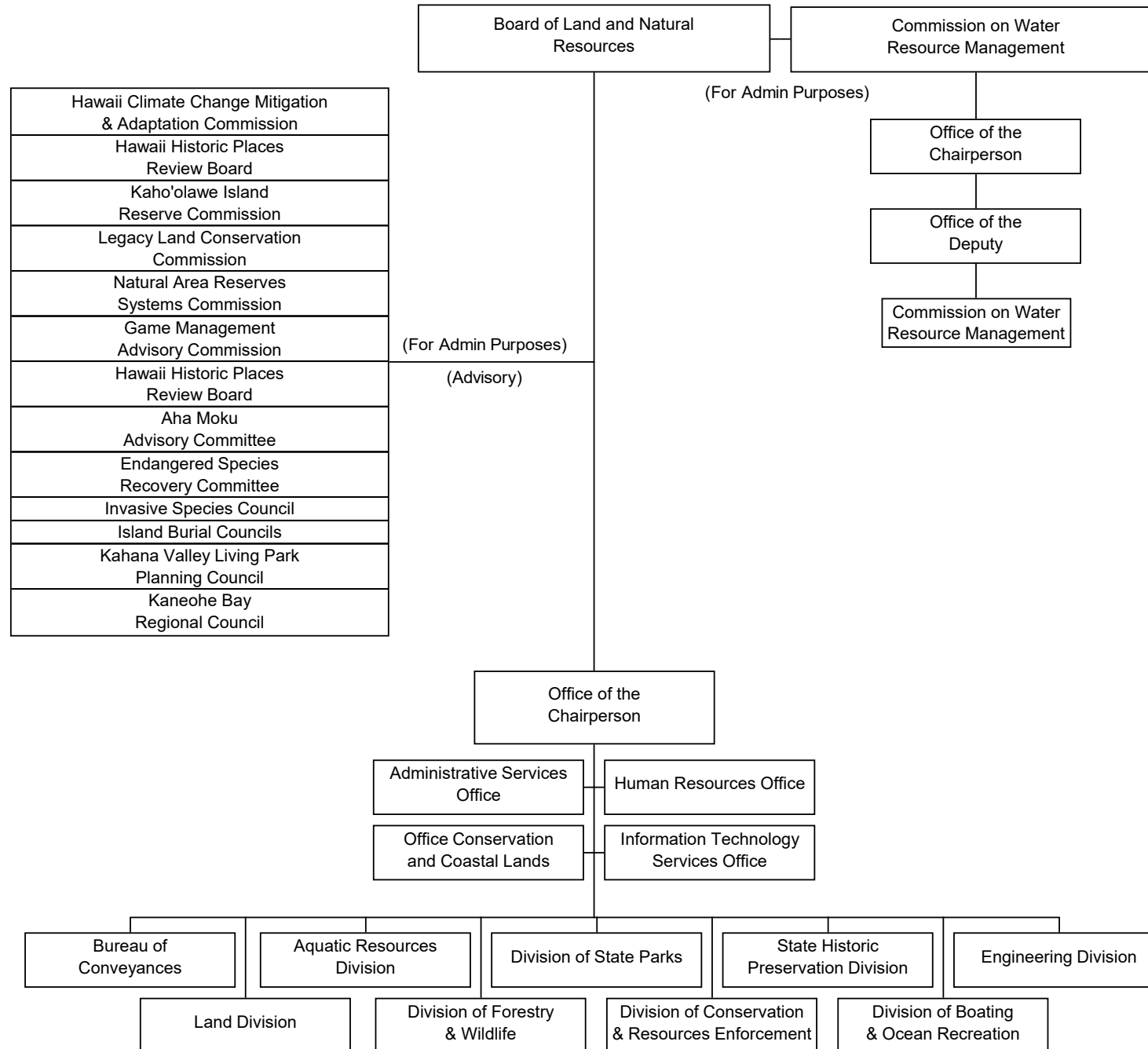
**POSITION ORGANIZATION CHARTS**

**DEPARTMENT OF LAND AND NATURAL RESOURCES**  
**2020 ORGANIZATIONAL CHARTS**

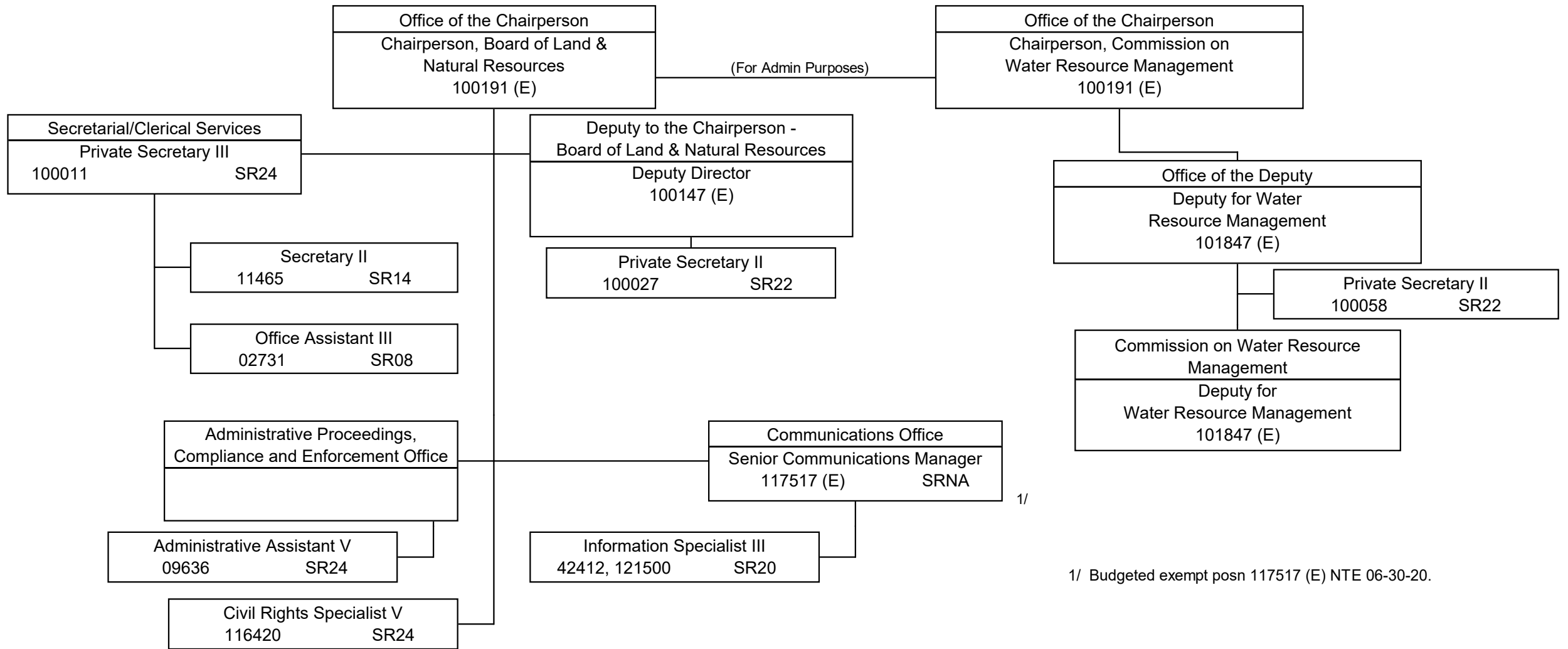
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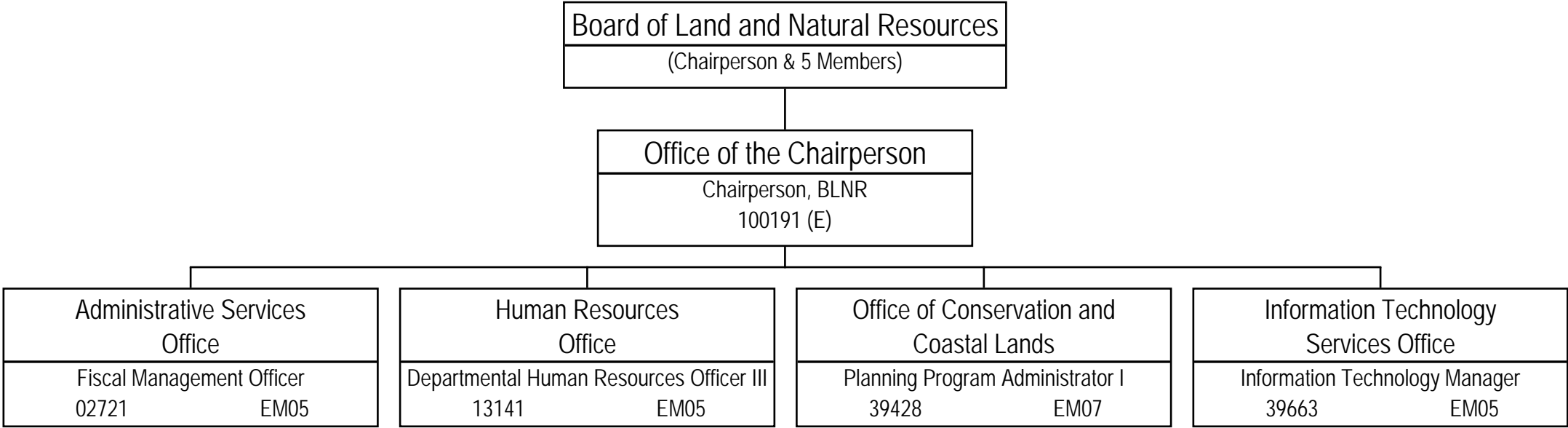


State of Hawaii  
 Department of Land and Natural Resources  
 Office of the Chairperson  
 Position Organization Chart



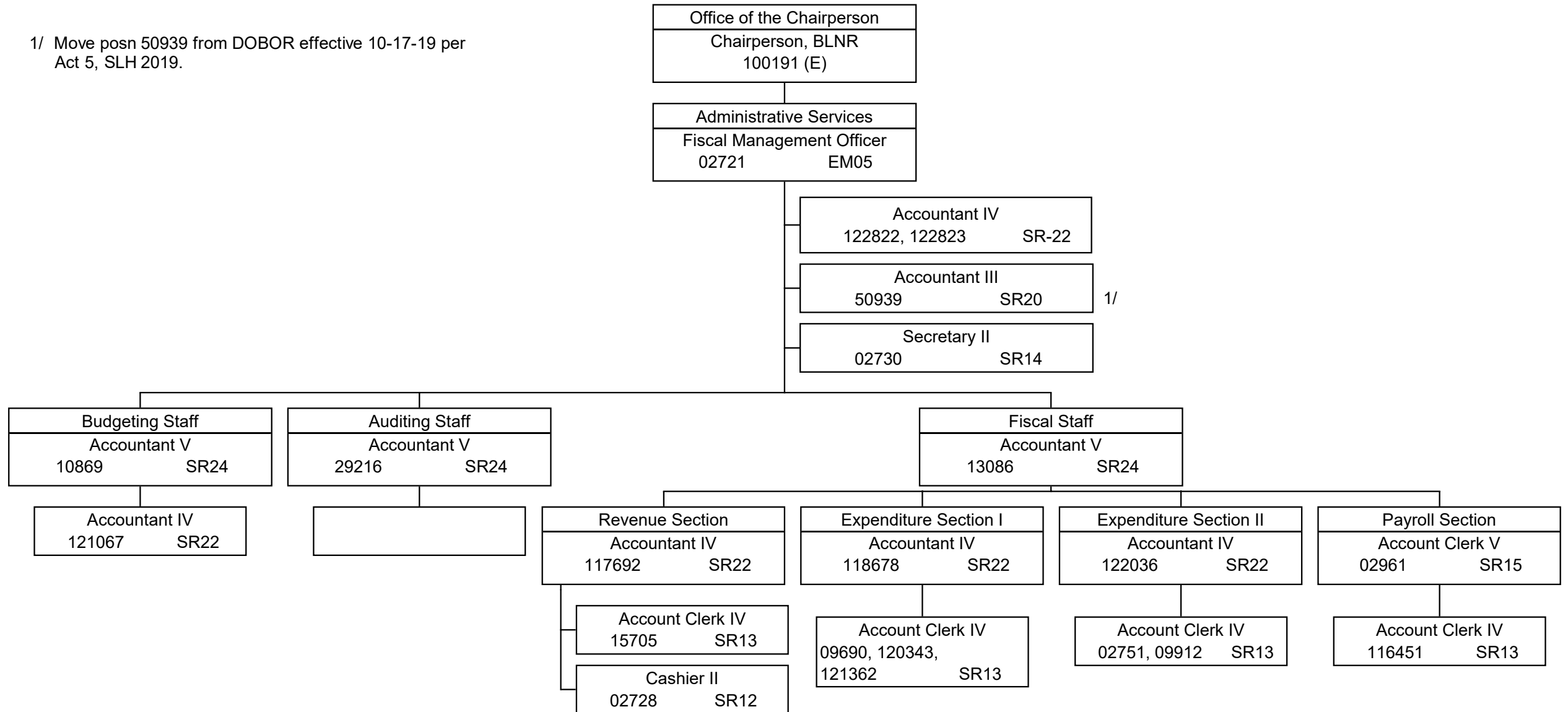
1/ Budgeted exempt posn 117517 (E) NTE 06-30-20.

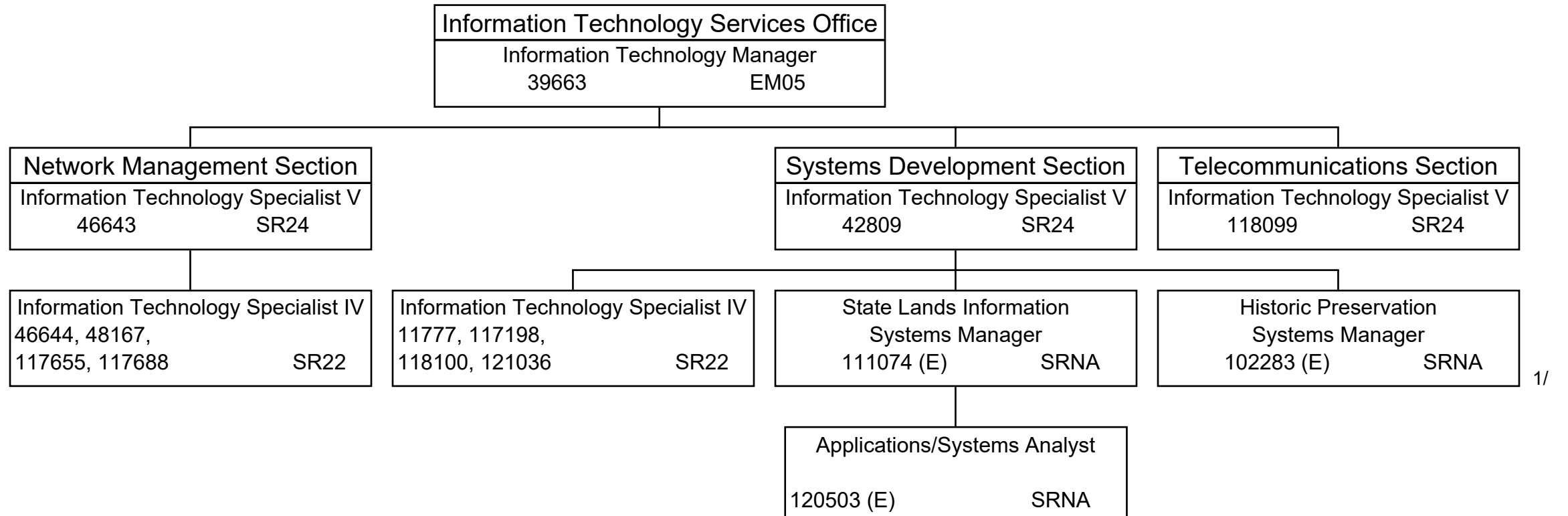
State of Hawaii  
 Department of Land and Natural Resources  
 Departmental Staff Offices  
 Position Organization Chart



State of Hawaii  
 Department of Land and Natural Resources  
 Administrative Services Office  
 Position Organization Chart

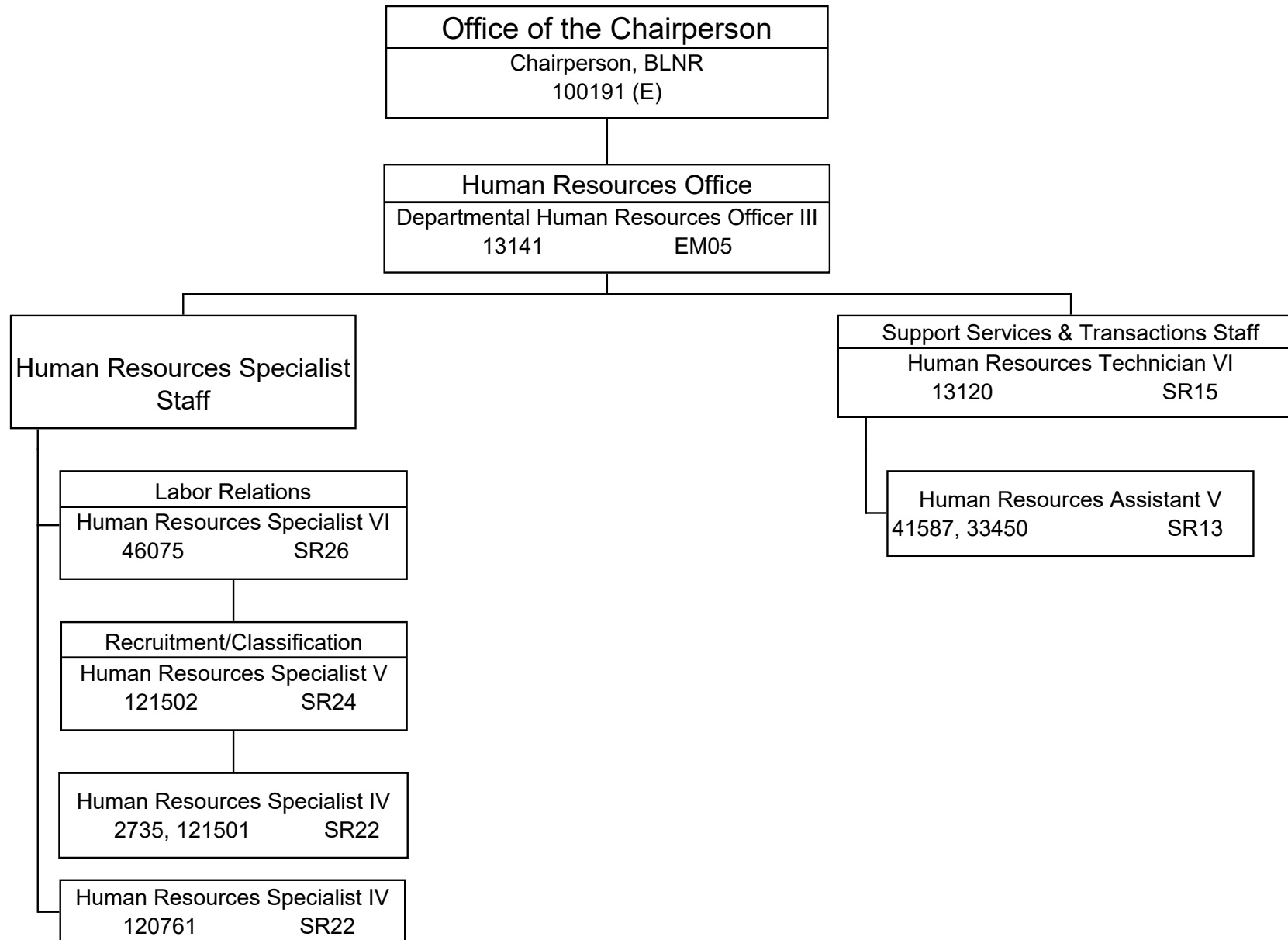
1/ Move posn 50939 from DOBOR effective 10-17-19 per Act 5, SLH 2019.



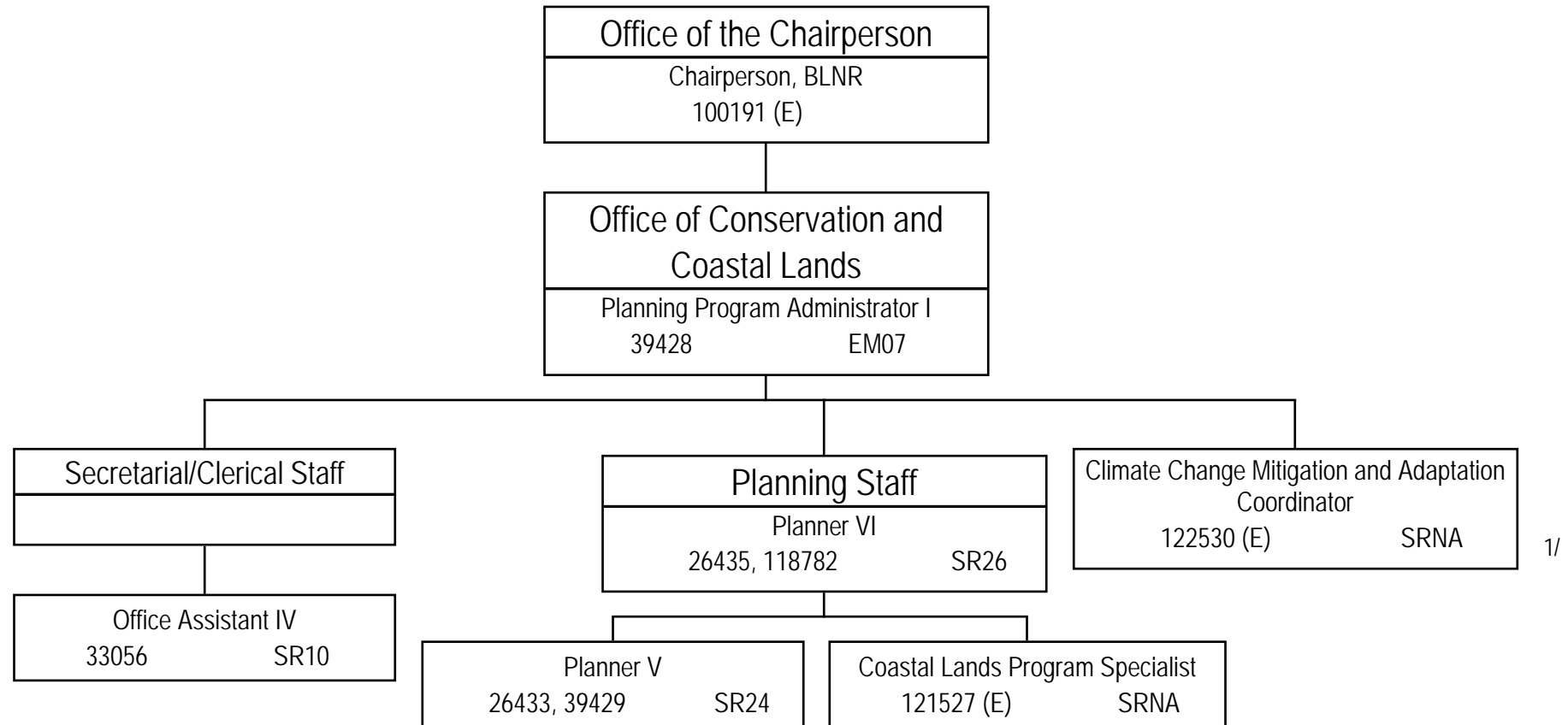


1/ Budgeted exempt posn 102283 (E) NTE 06-30-20.

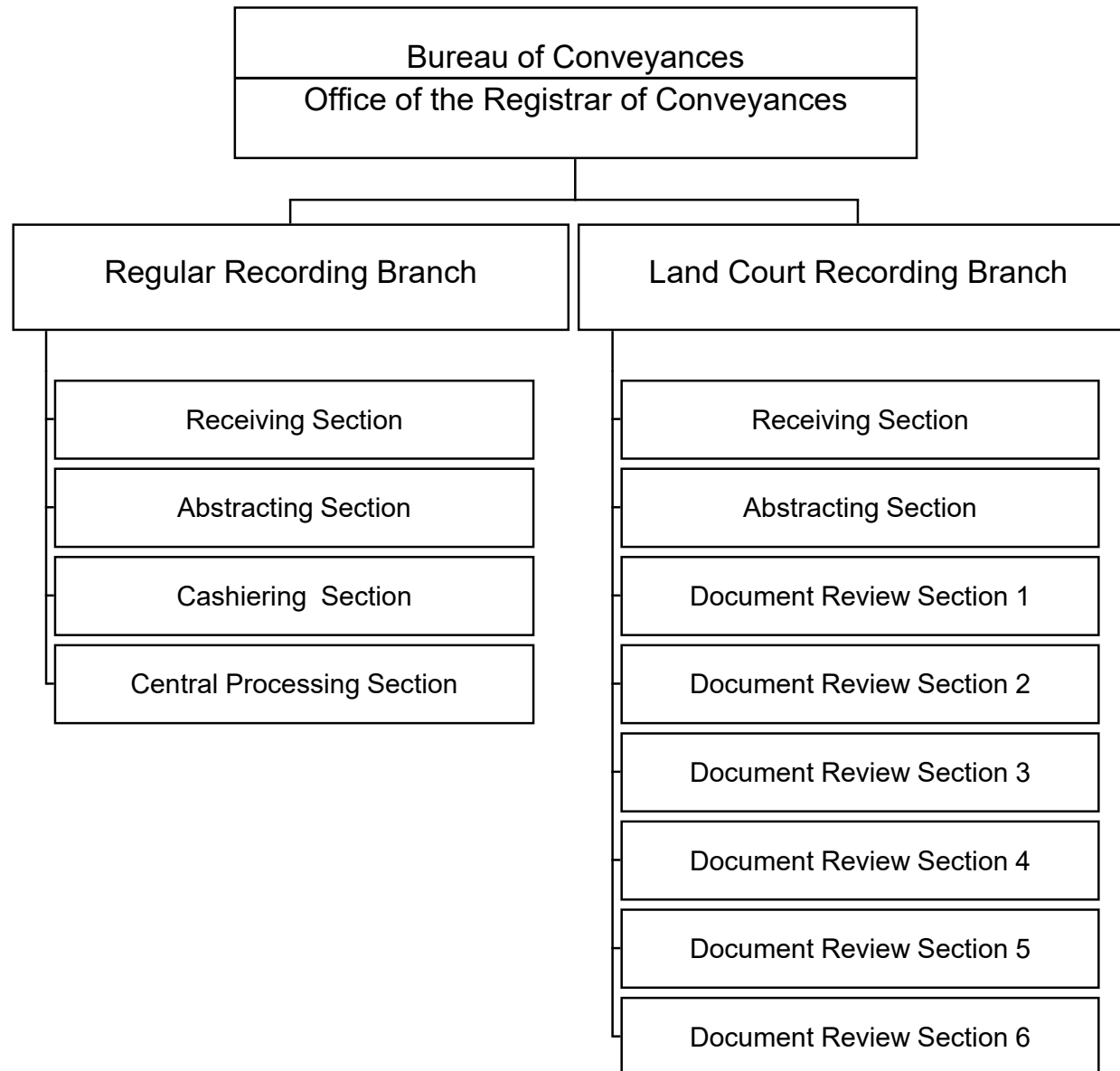




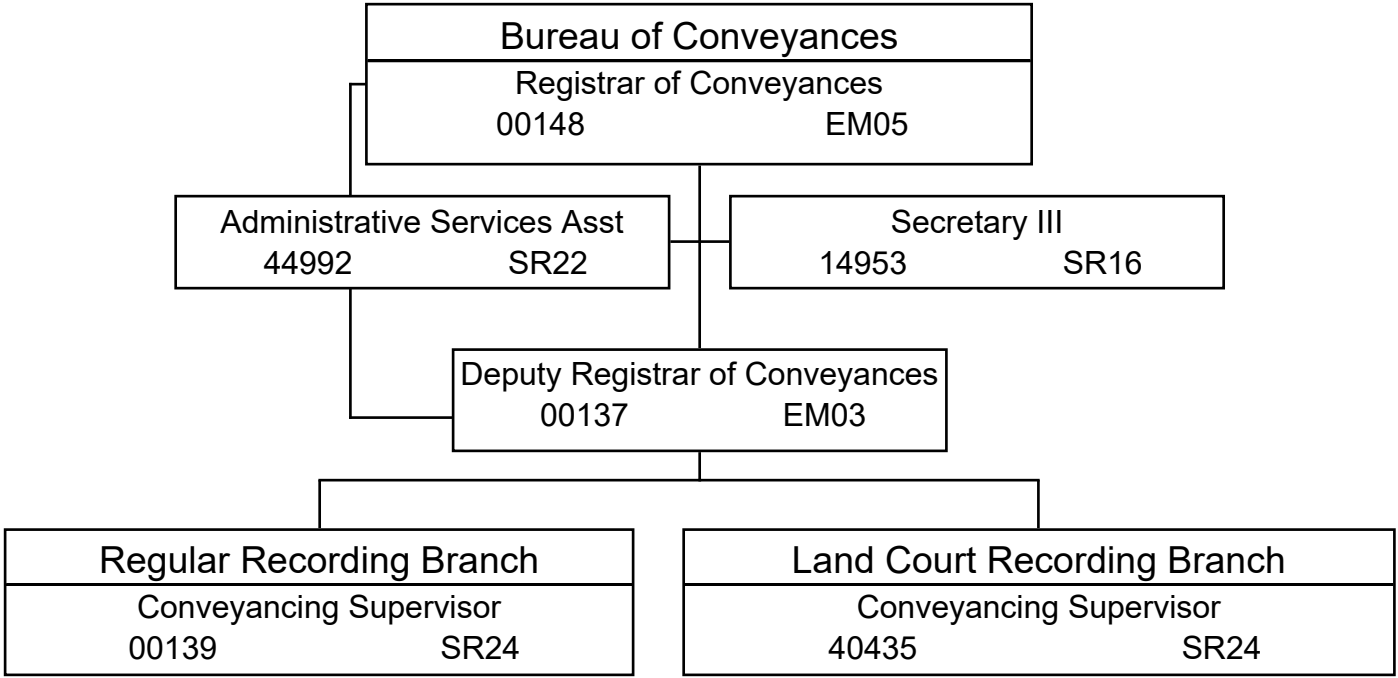
State of Hawaii  
 Department of Land and Natural Resources  
 Office of Conservation and Coastal Lands  
 Position Organization Chart

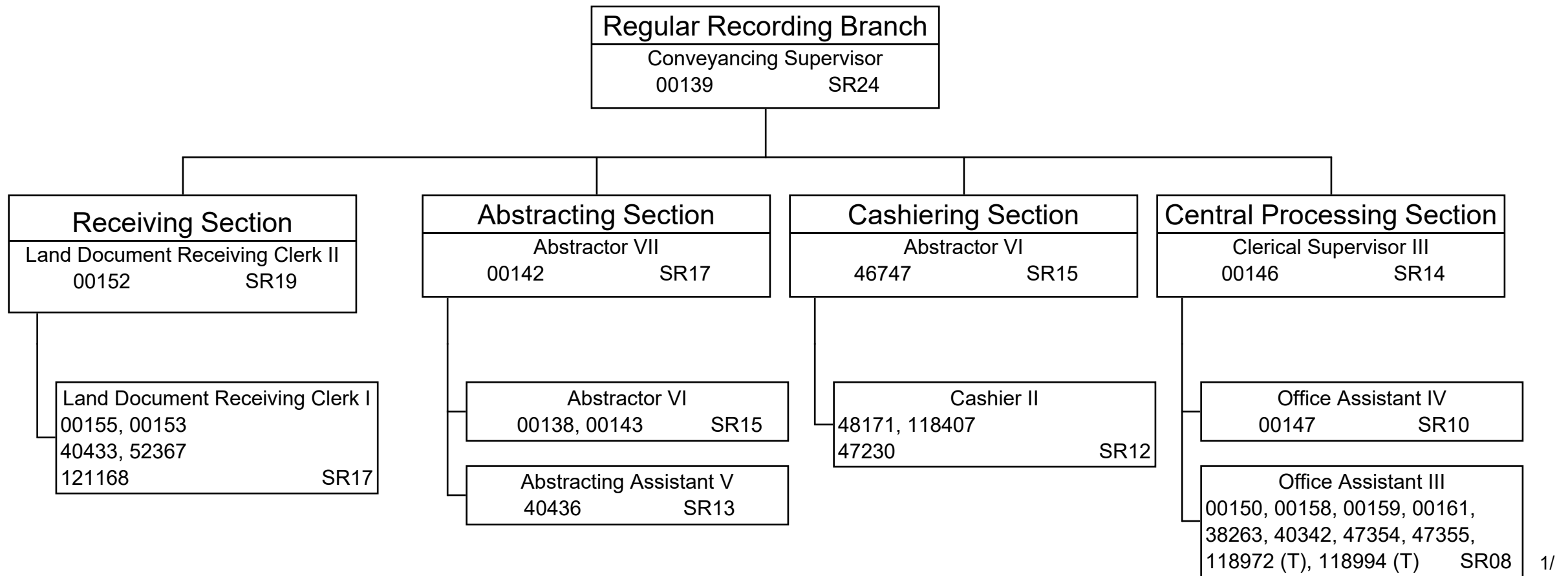


1/ Budgeted exempt posn 122530 (E) NTE 06-30-20.



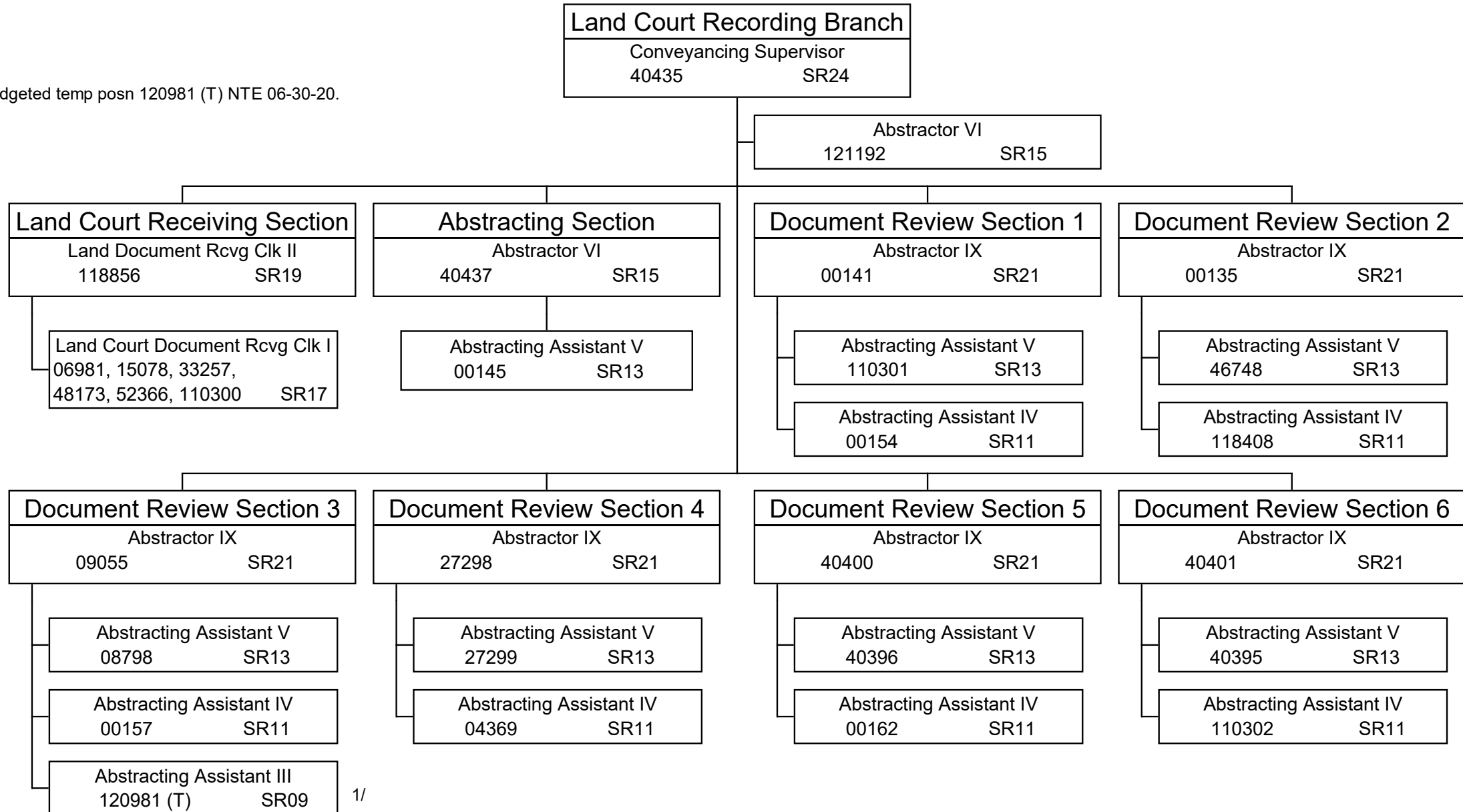
State of Hawaii  
Department of Land and Natural Resources  
Bureau of Conveyances  
Position Organization Chart



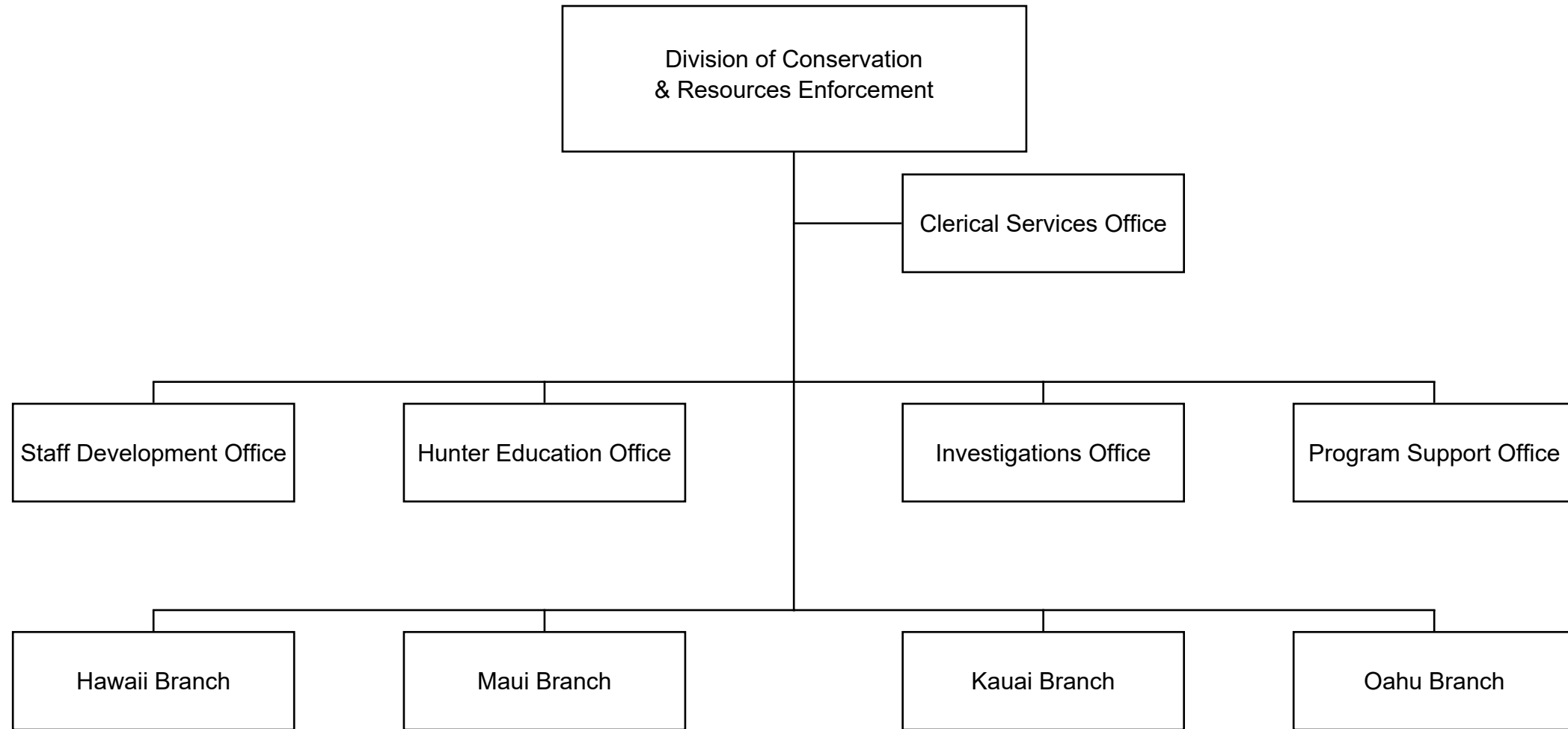


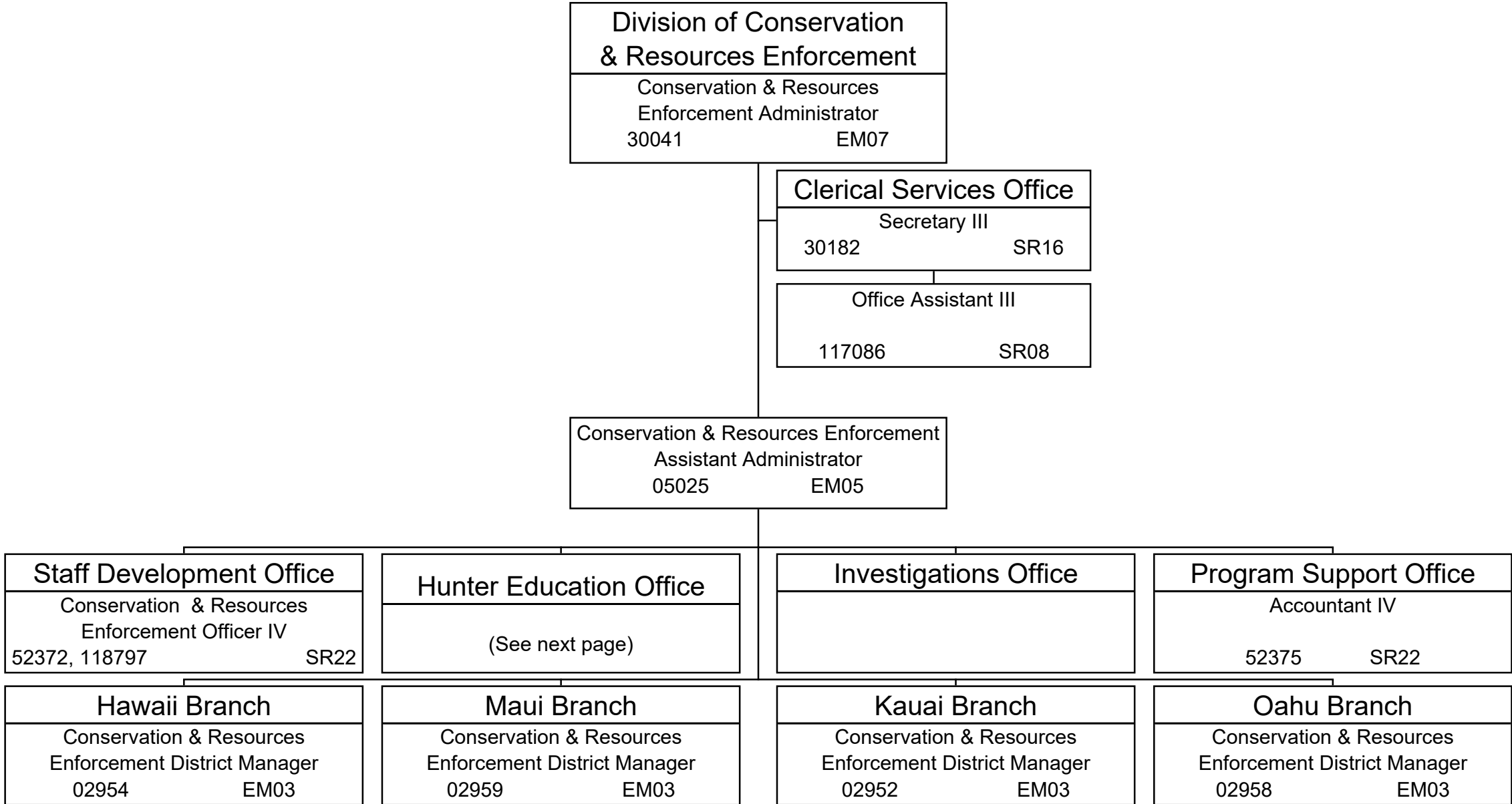
1/ Budgeted temp posns 118972 (T), 118994 (T) NTE 06-30-20.

1/ Budgeted temp posn 120981 (T) NTE 06-30-20.



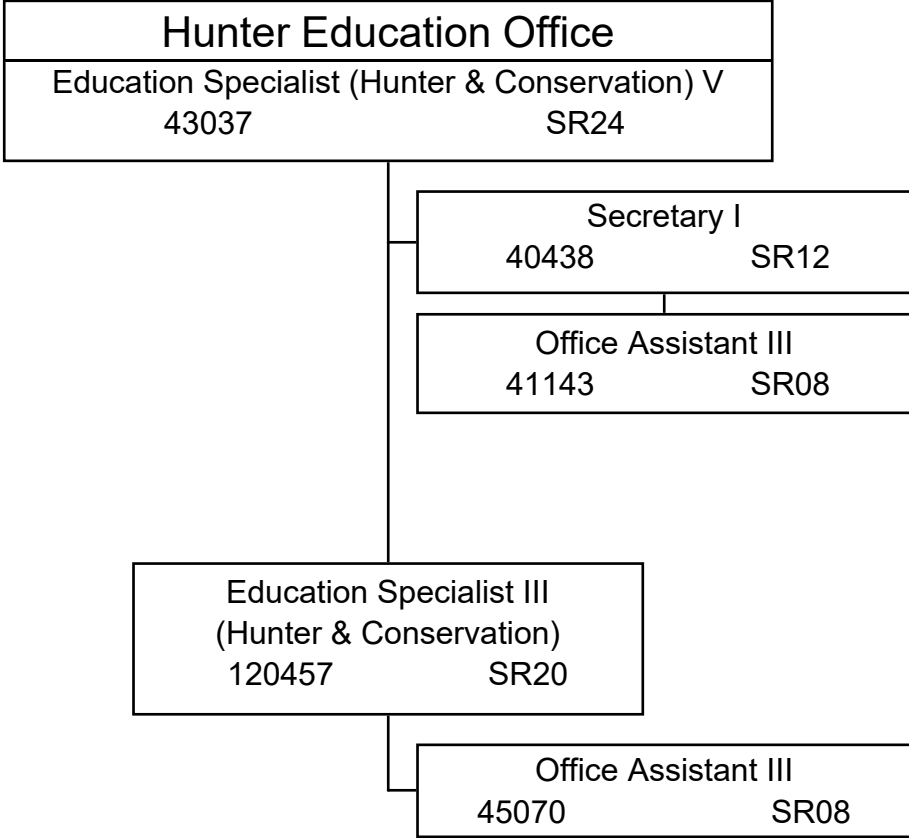
State of Hawaii  
Department of Land and Natural Resources  
Division of Conservation and Resources Enforcement  
Position Organization Chart





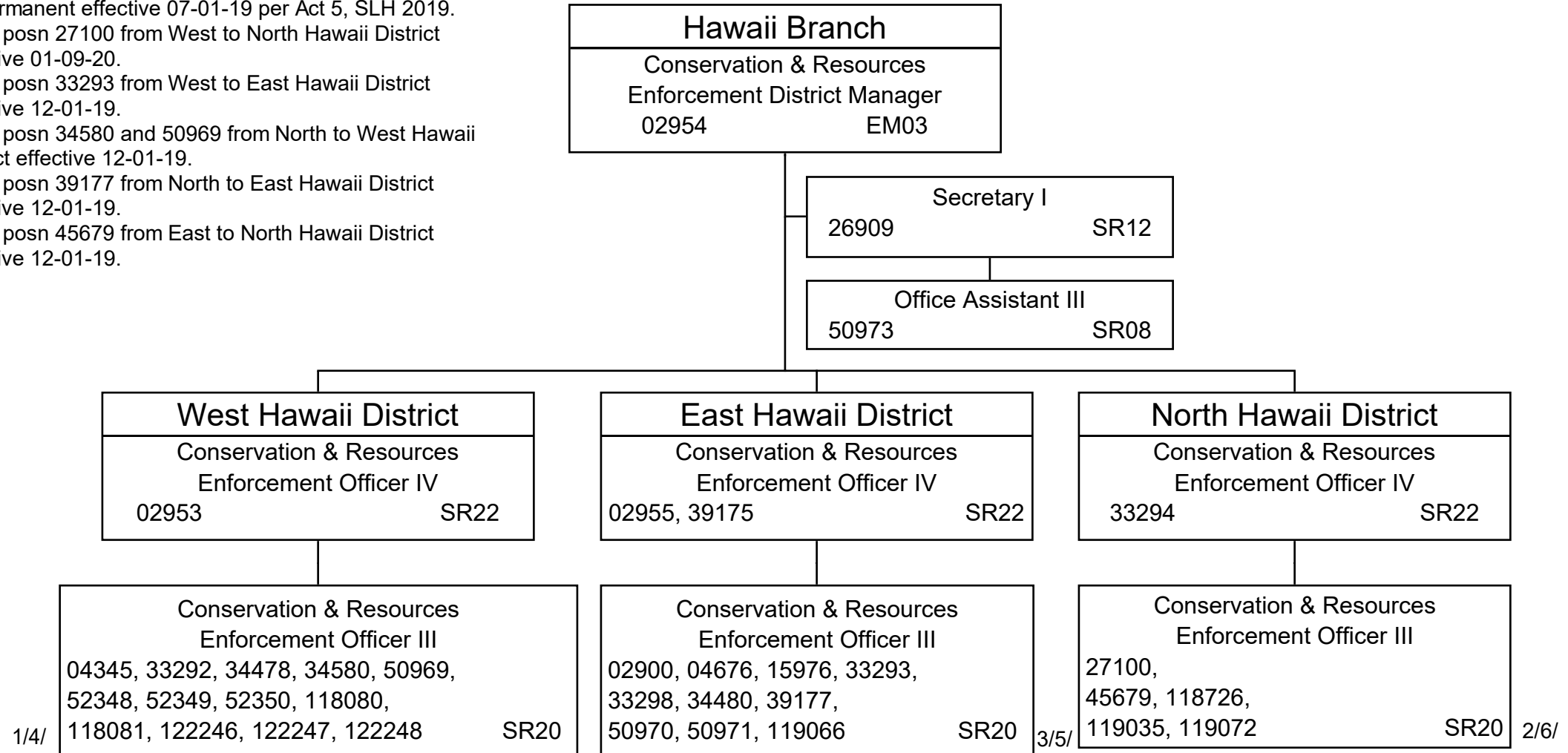


State of Hawaii  
Department of Land and Natural Resources  
Division of Conservation and Resources Enforcement  
Hunter Education Office  
Position Organization Chart

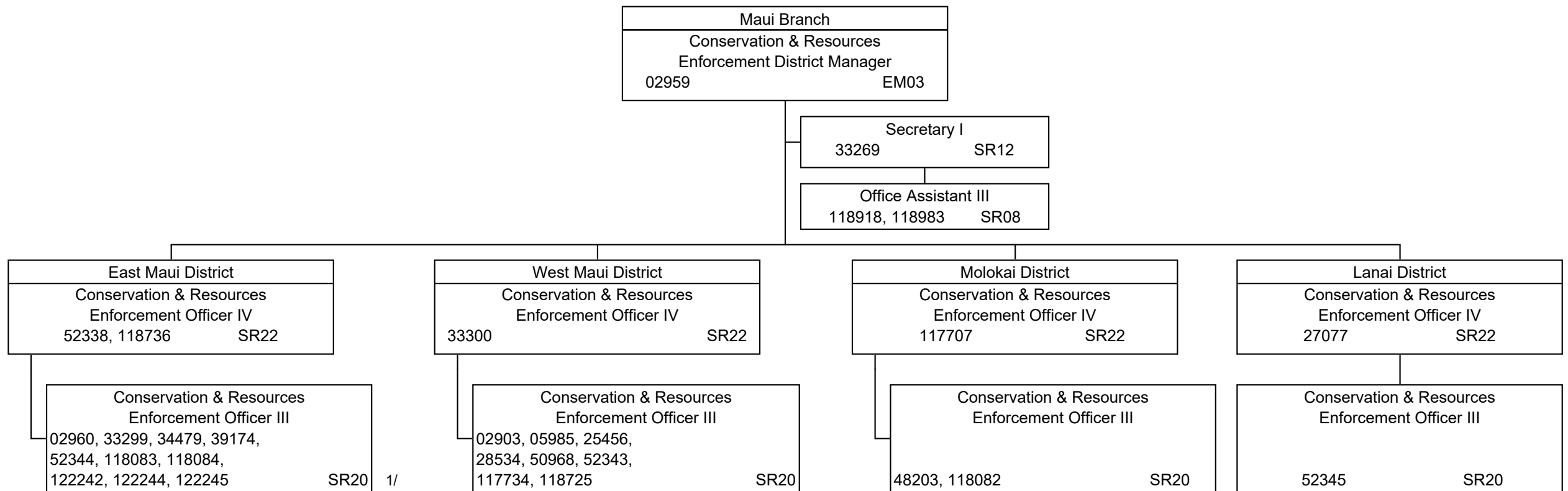


State of Hawaii  
 Department of Land and Natural Resources  
 Division of Conservation and Resources Enforcement  
 Hawaii Branch  
 Position Organization Chart

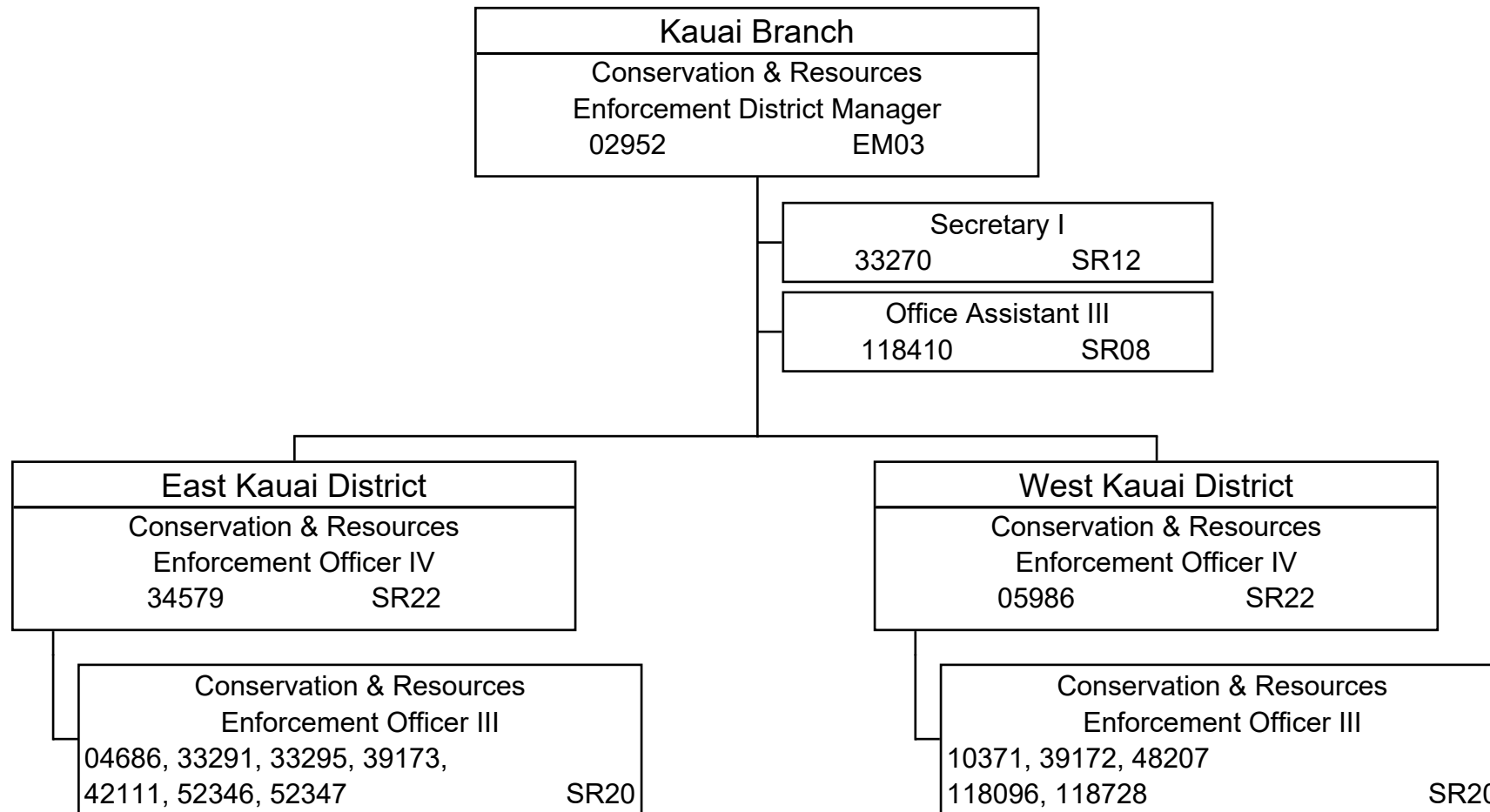
- 1/ Convert posns 122246, 122247, 122248 from temporary to permanent effective 07-01-19 per Act 5, SLH 2019.
- 2/ Move posn 27100 from West to North Hawaii District effective 01-09-20.
- 3/ Move posn 33293 from West to East Hawaii District effective 12-01-19.
- 4/ Move posn 34580 and 50969 from North to West Hawaii District effective 12-01-19.
- 5/ Move posn 39177 from North to East Hawaii District effective 12-01-19.
- 6/ Move posn 45679 from East to North Hawaii District effective 12-01-19.



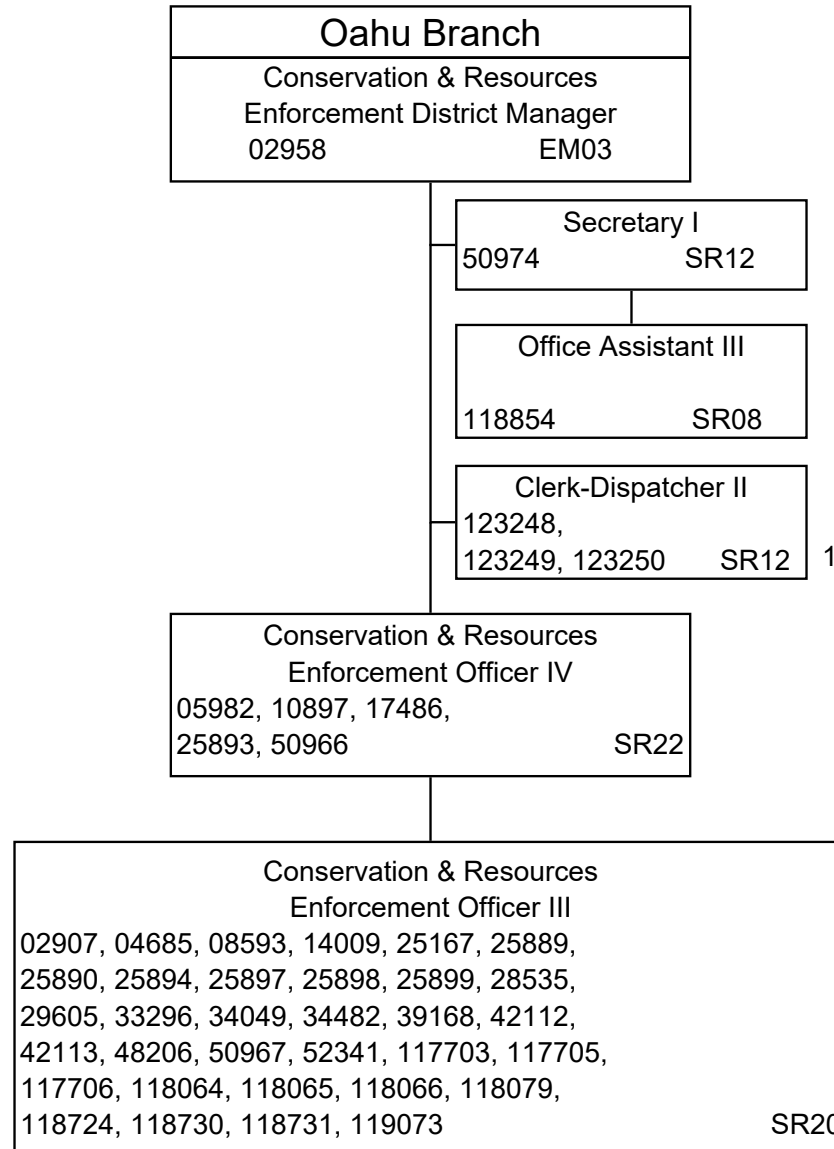
1/ Convert posns 122242, 122244, 122245 from temporary to permanent effective 07-01-19 per Act 5, SLH 2019.



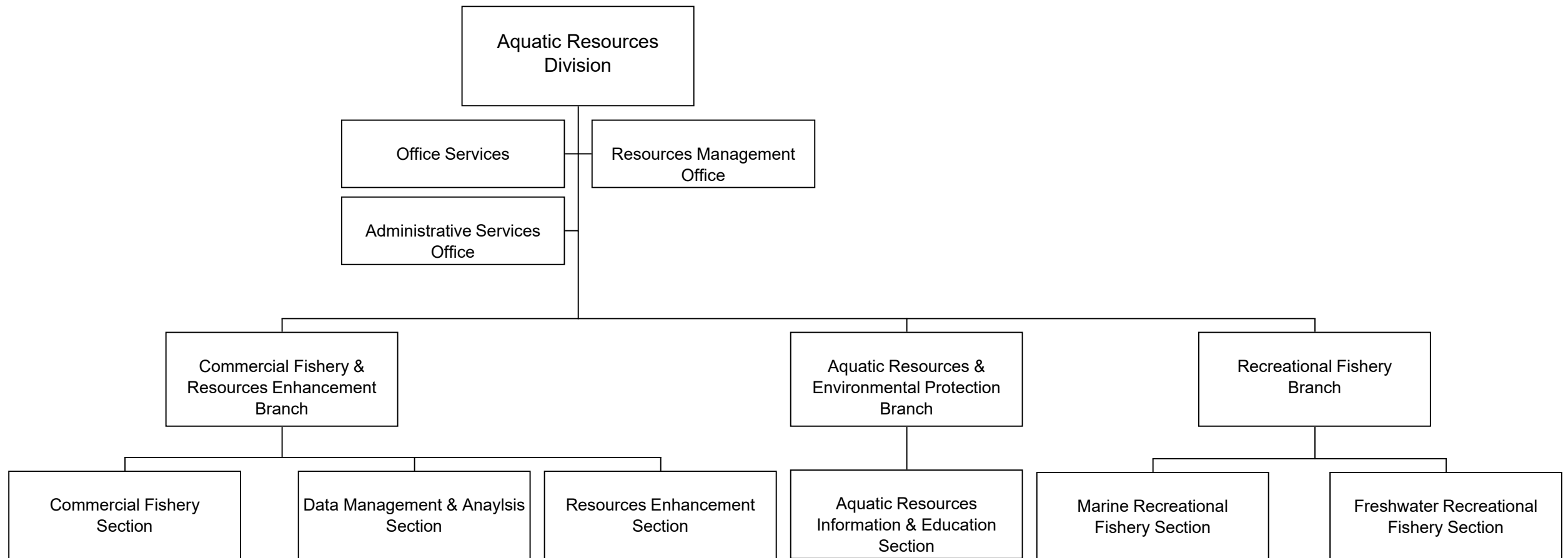
State of Hawaii  
 Department of Land and Natural Resources  
 Division of Conservation and Resources Enforcement  
 Kauai Branch  
 Position Organization Chart



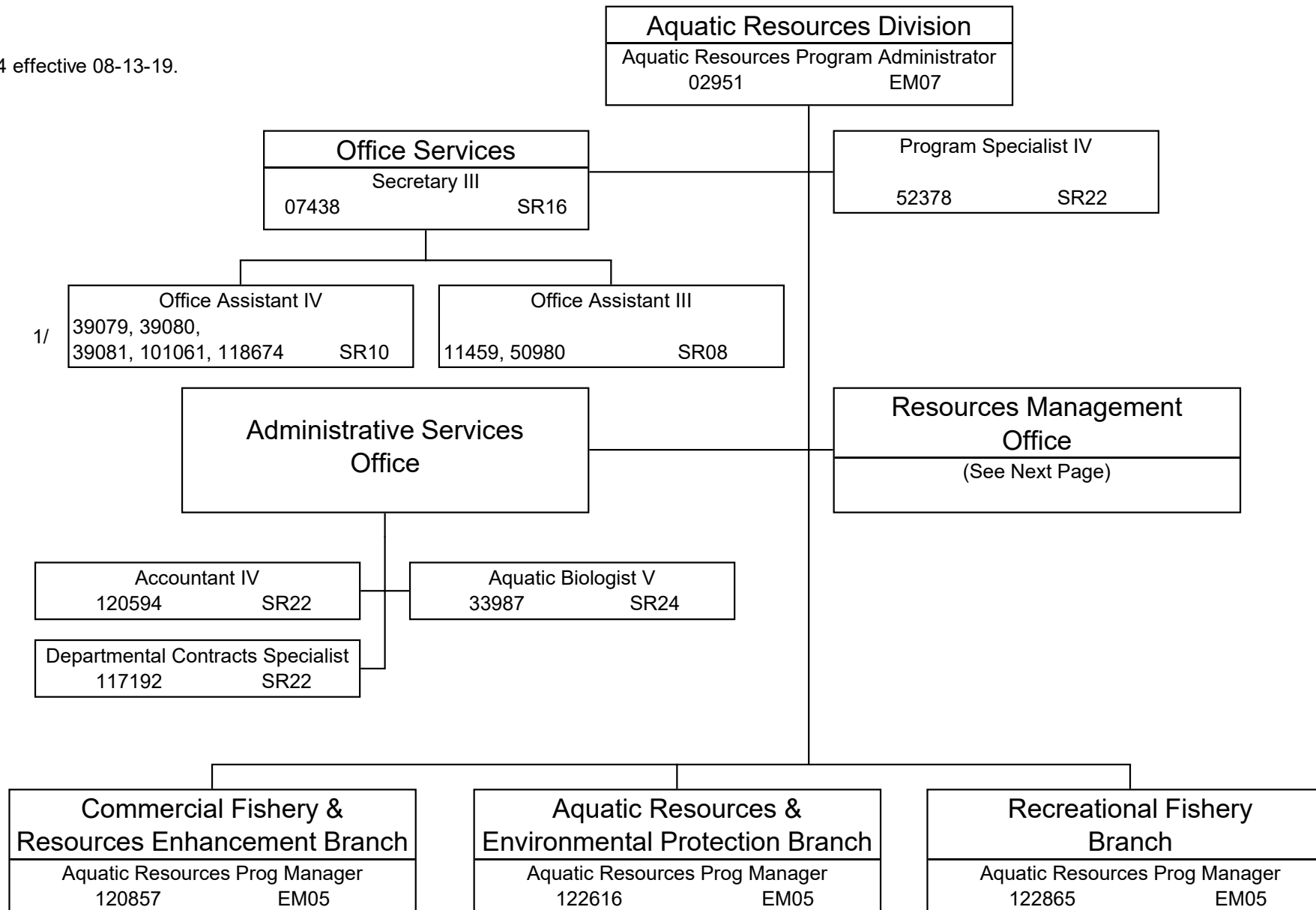
State of Hawaii  
 Department of Land and Natural Resources  
 Division of Conservation and Resources Enforcement  
 Oahu Branch  
 Position Organization Chart

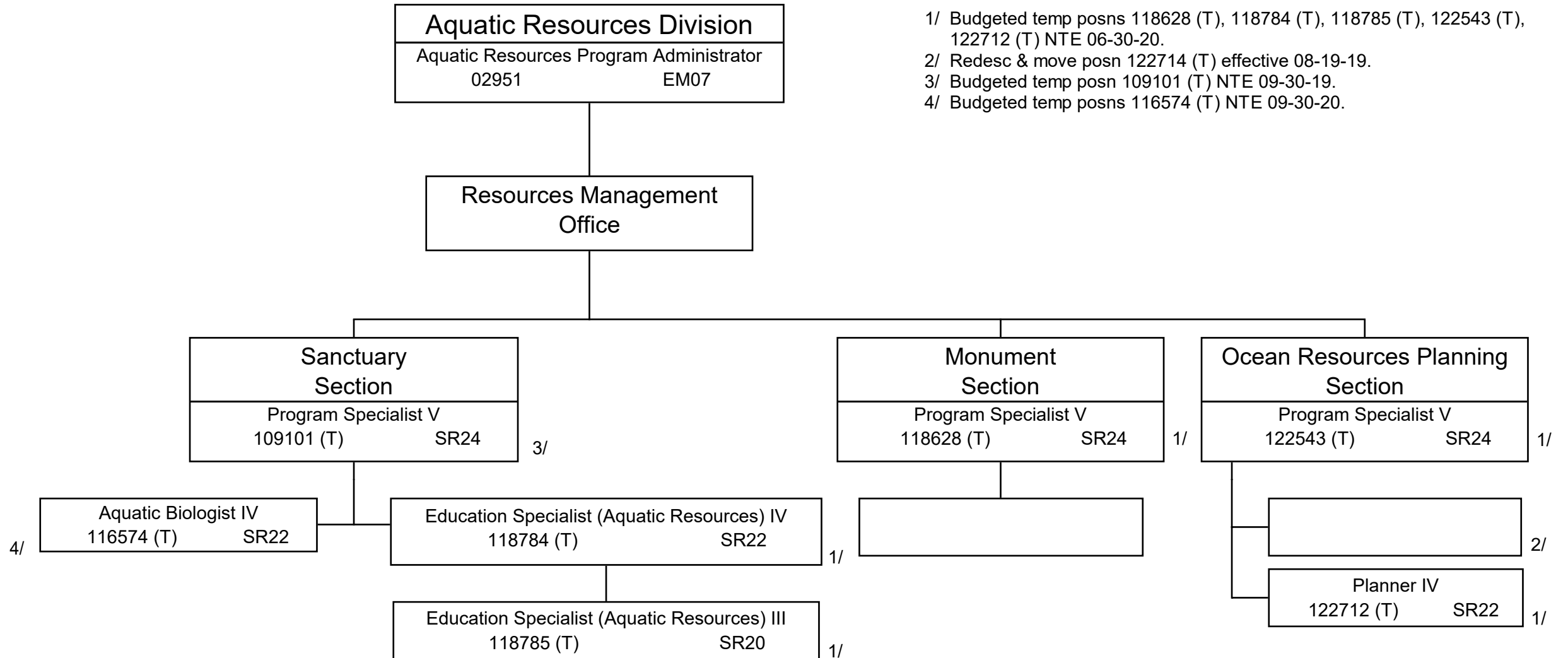


1/ Estab posns 123248, 123249, 123250 effective 03-02-20 per Act 53, SLH 2018.



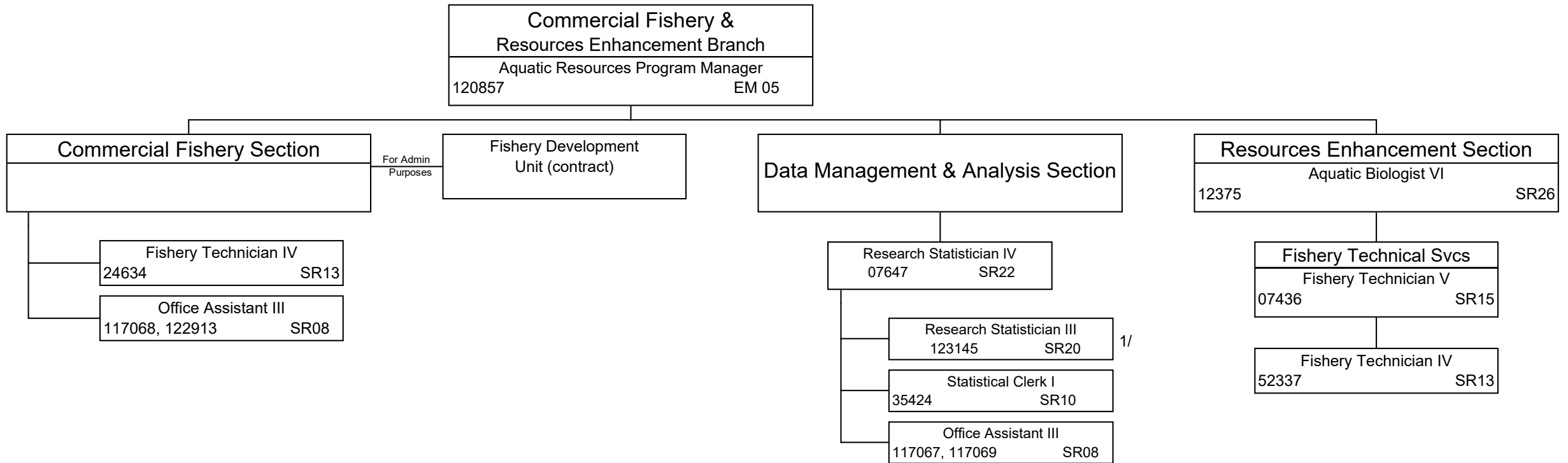
1/ Redesc posn 118674 effective 08-13-19.



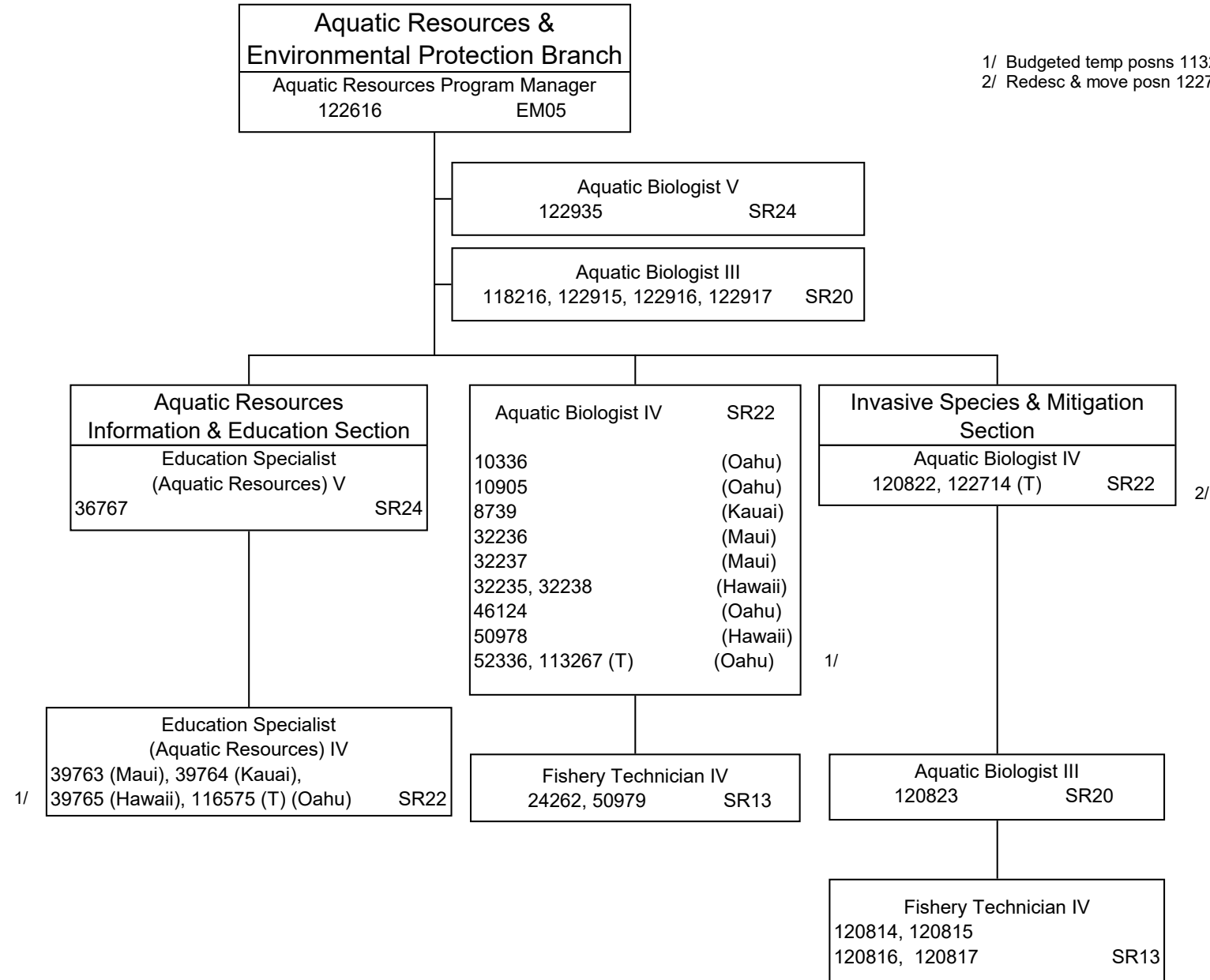


- 1/ Budgeted temp posns 118628 (T), 118784 (T), 118785 (T), 122543 (T), 122712 (T) NTE 06-30-20.
- 2/ Redesc & move posn 122714 (T) effective 08-19-19.
- 3/ Budgeted temp posn 109101 (T) NTE 09-30-19.
- 4/ Budgeted temp posns 116574 (T) NTE 09-30-20.

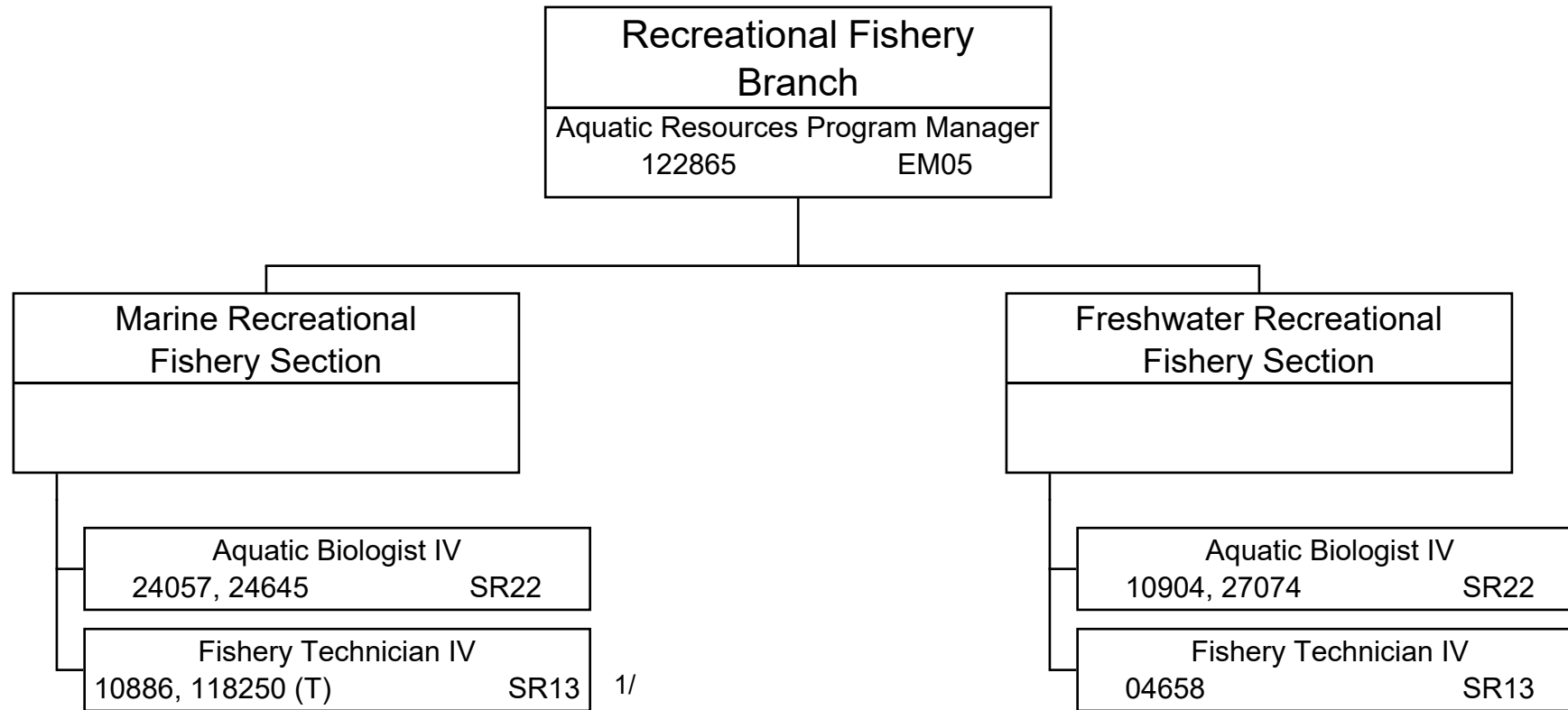




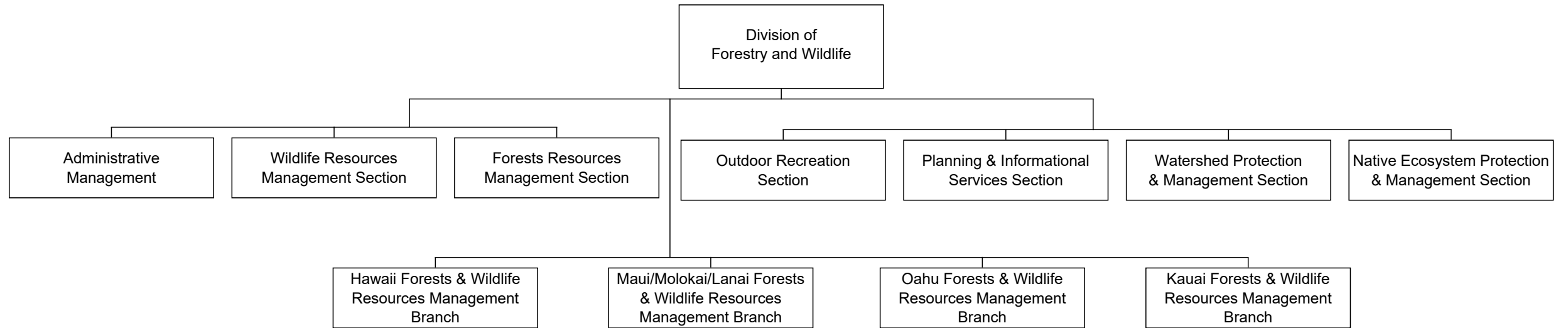
1/ Estab posn 123145 effective 10/23/19 per Act 53, SLH 2018.

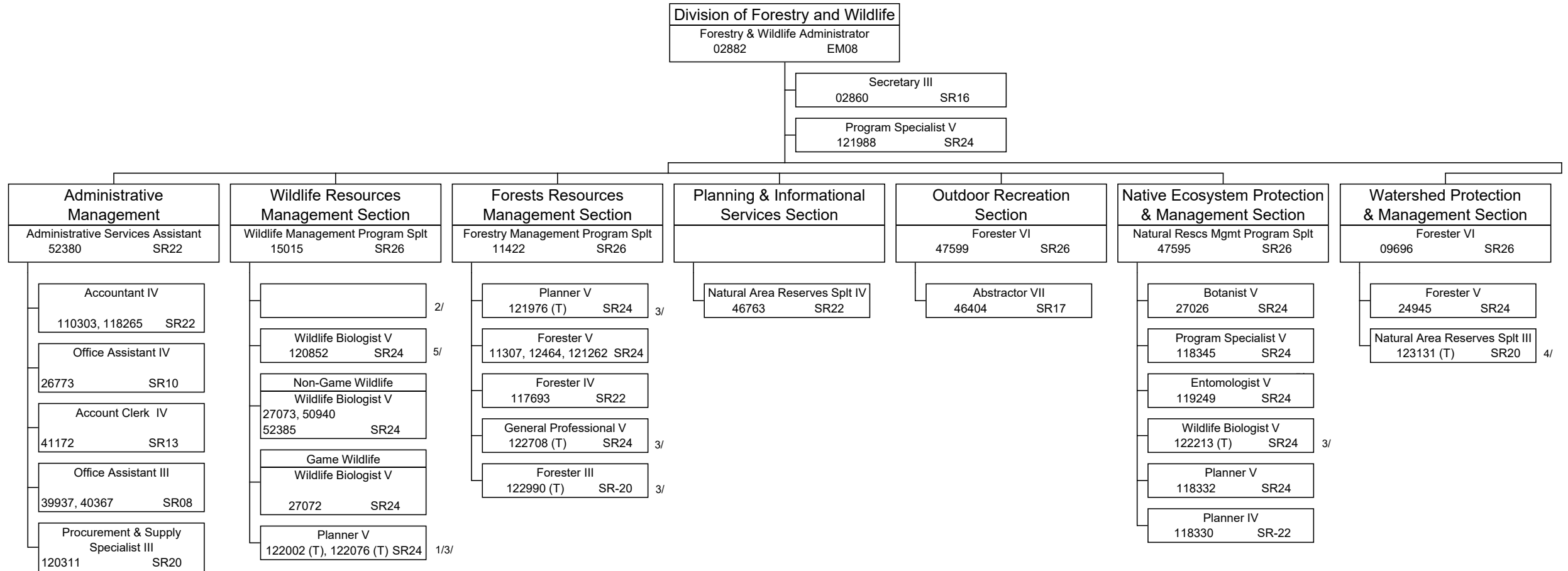


1/ Budgeted temp posns 113267 (T), 116575 (T) NTE 06-30-20.  
 2/ Redesc & move posn 122714 (T) effective 08-19-19 NTE 06-30-20.

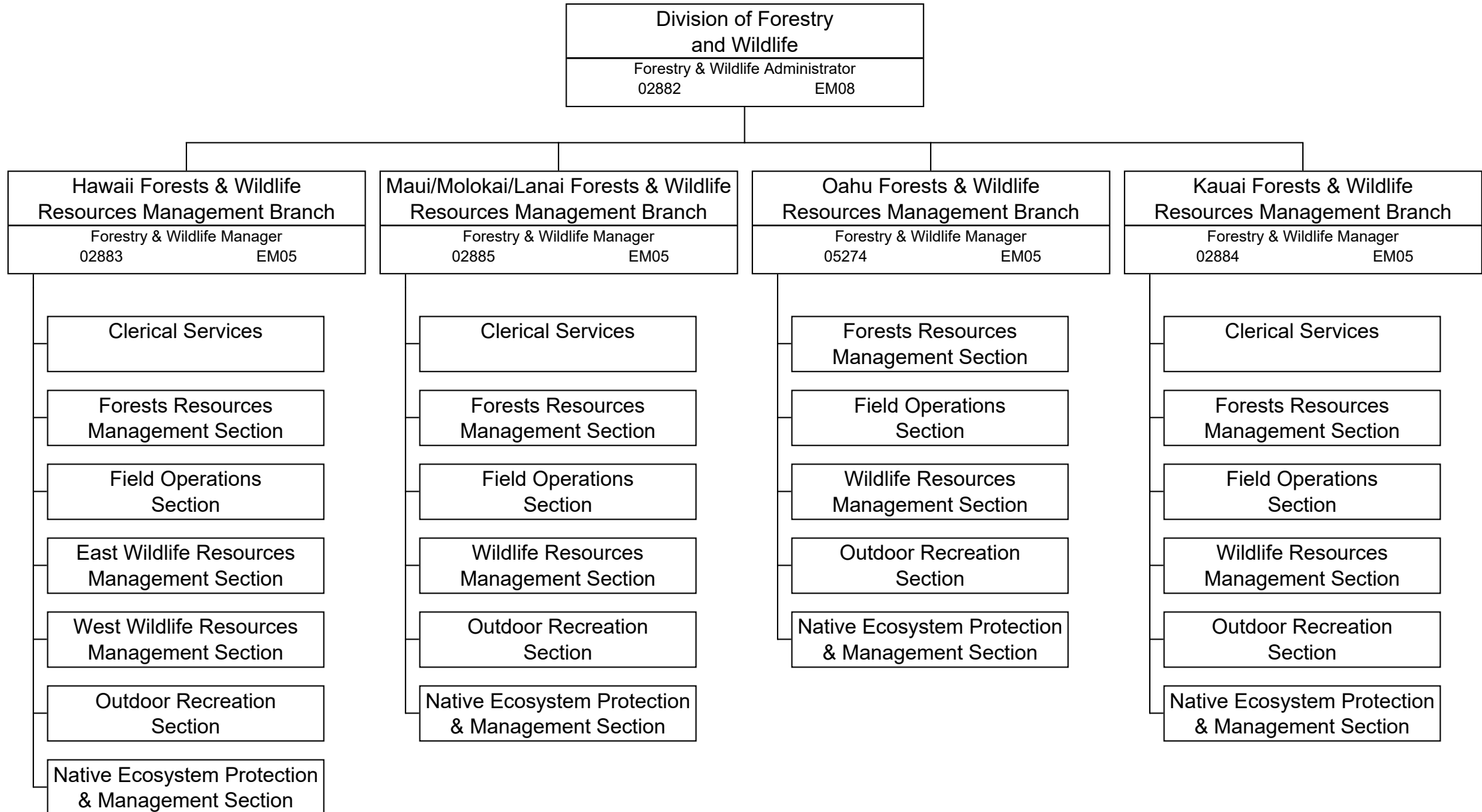


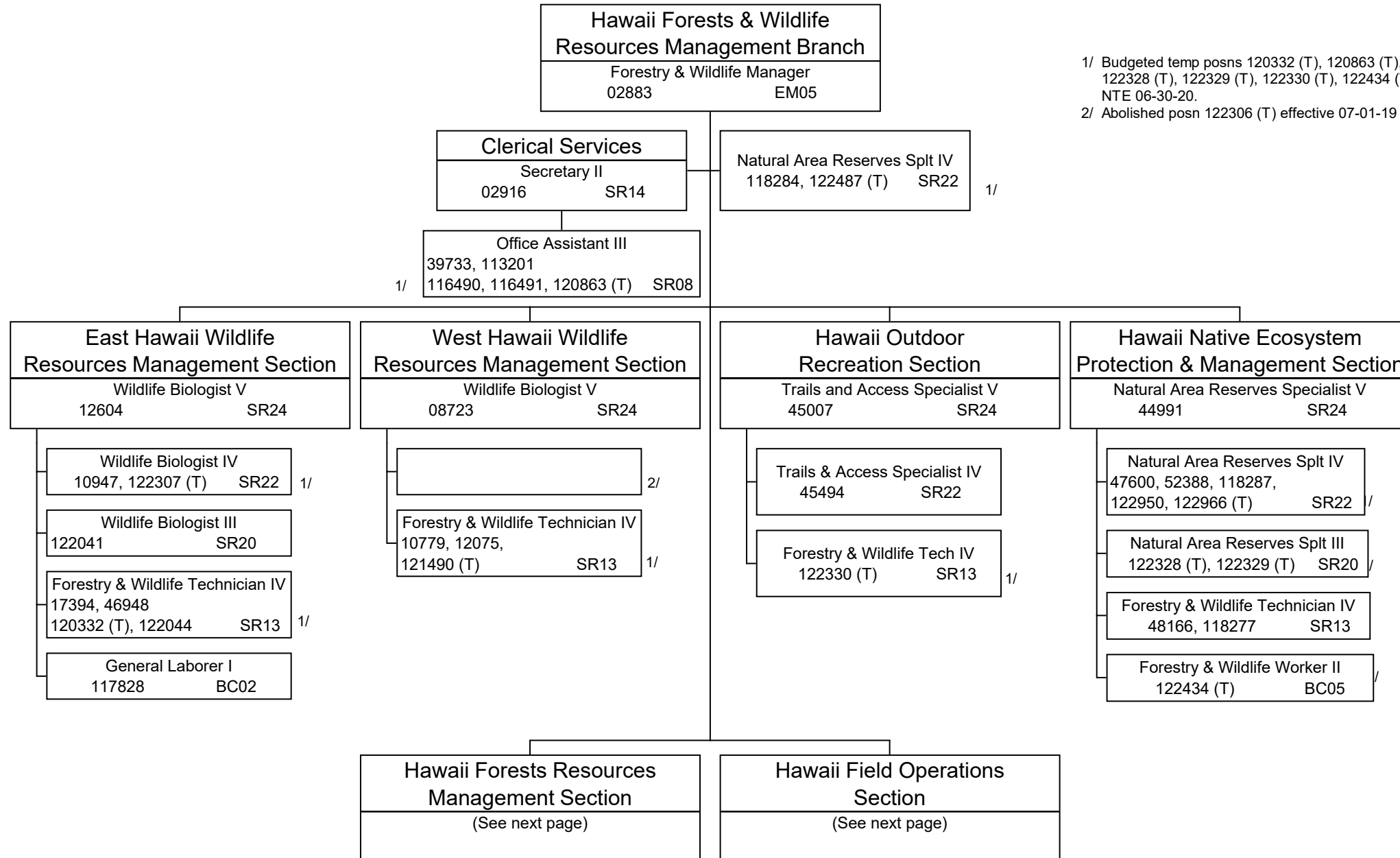
1/ Budgeted temp posn 118250 (T) NTE 06-30-20.





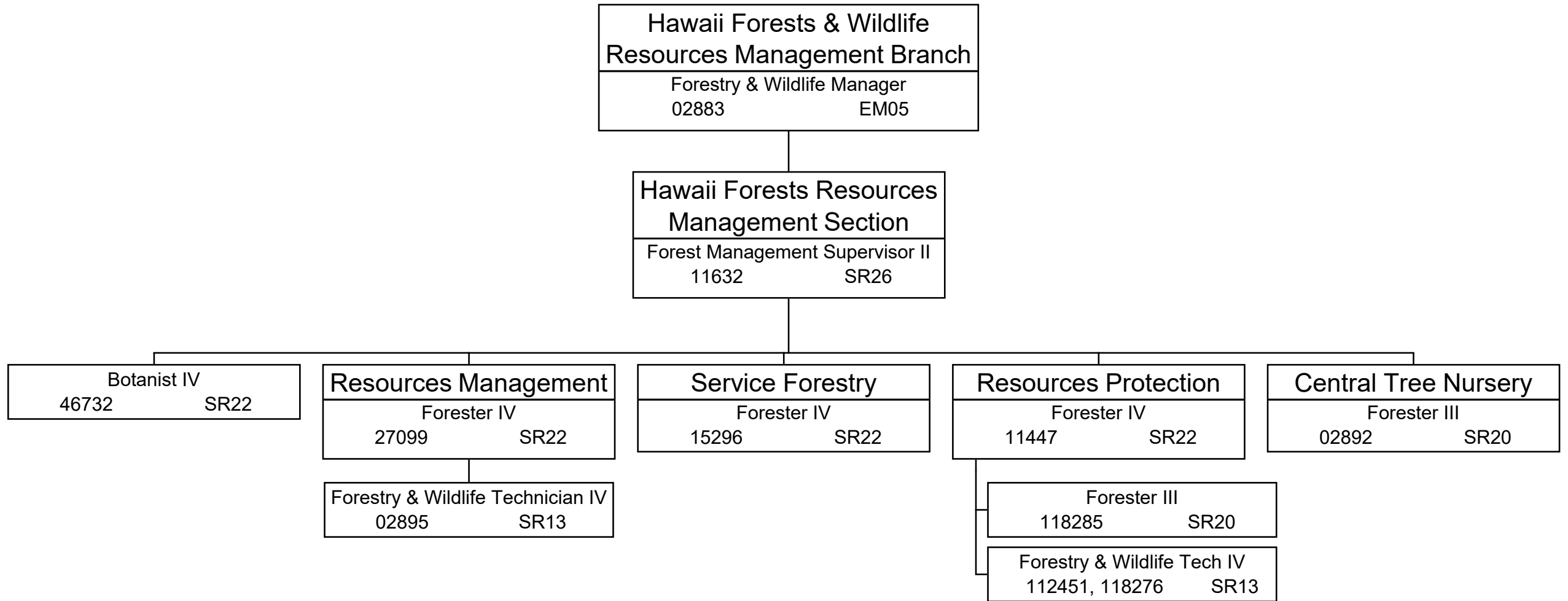
1/ Budgeted temp posn 122002 (T) NTE 06-30-16.  
 2/ Abolished posn 122264 (T) effective 07-01-19 per Act 5, SLH 2019.  
 3/ Budgeted temp posns 121976 (T), 122076 (T), 122213 (T), 122708 (T), 122990 (T) NTE 06-30-20.  
 4/ Estab budgeted temp posn 123131 (T) effective 10-07-19, NTE 06-30-20 per Act 53, SLH 2018.  
 5/ Redesc posn 120852 effective 01-01-20.



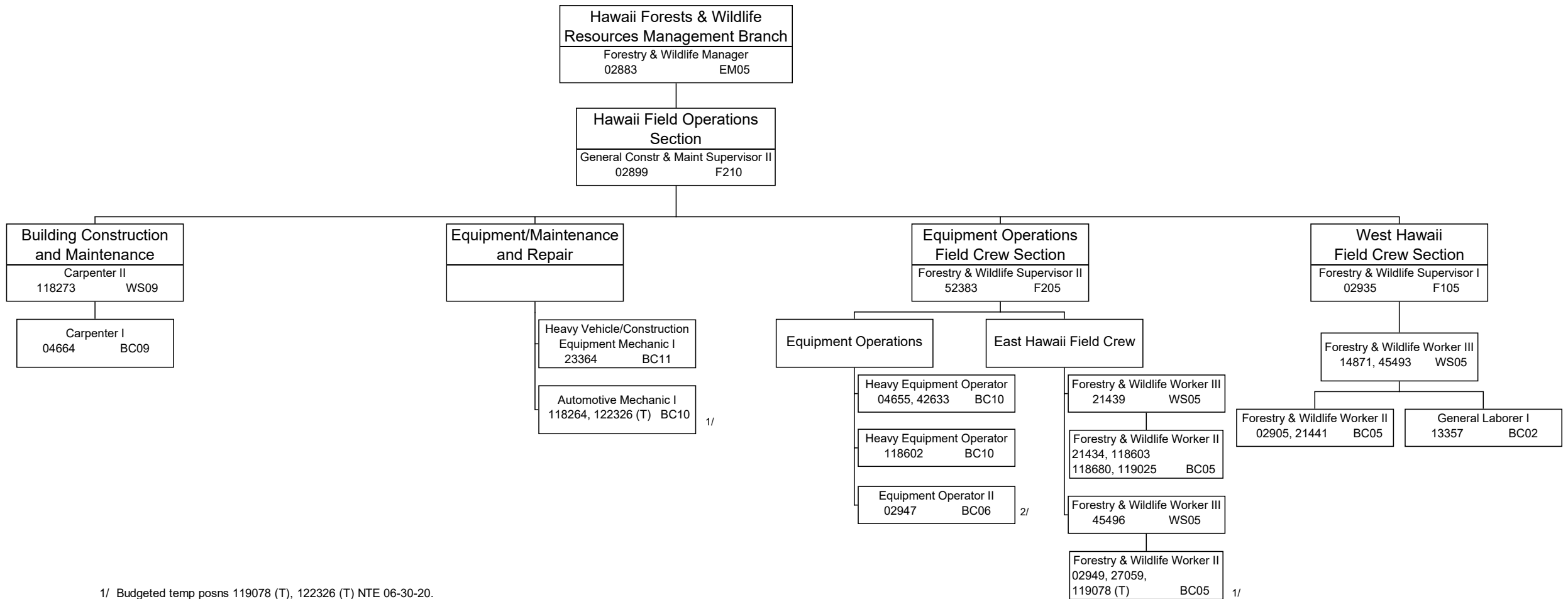


1/ Budgeted temp posns 120332 (T), 120863 (T), 121490 (T), 122307 (T), 122328 (T), 122329 (T), 122330 (T), 122434 (T), 122487 (T), 122966 (T) NTE 06-30-20.  
 2/ Abolished posn 122306 (T) effective 07-01-19 per Act 5, SLH 2019.

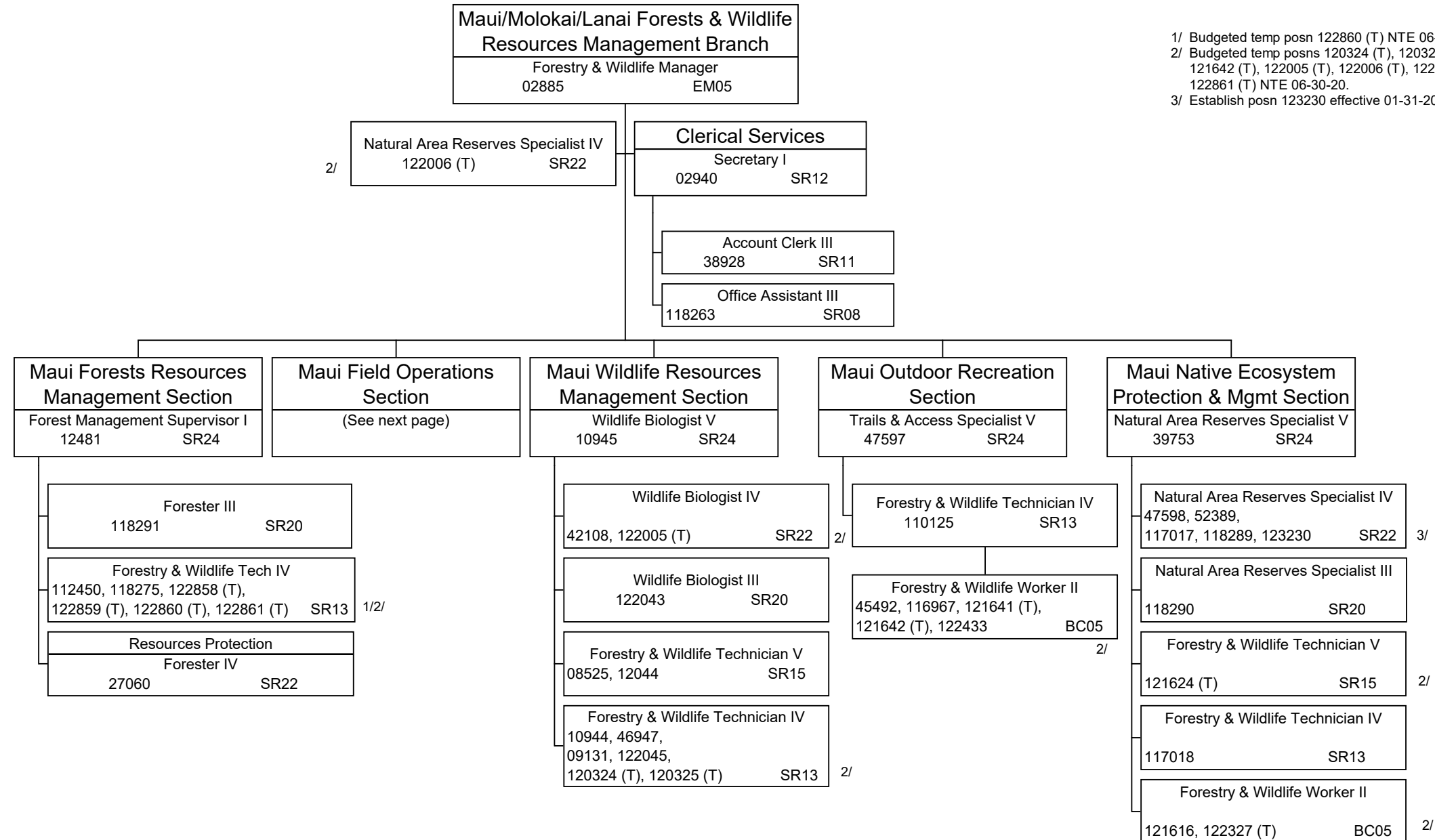
State of Hawaii  
 Department of Land and Natural Resources  
 Division of Forestry and Wildlife  
 Hawaii Forests & Wildlife Resources Management Branch  
 Hawaii Forests Resources Management Section  
 Position Organization Chart





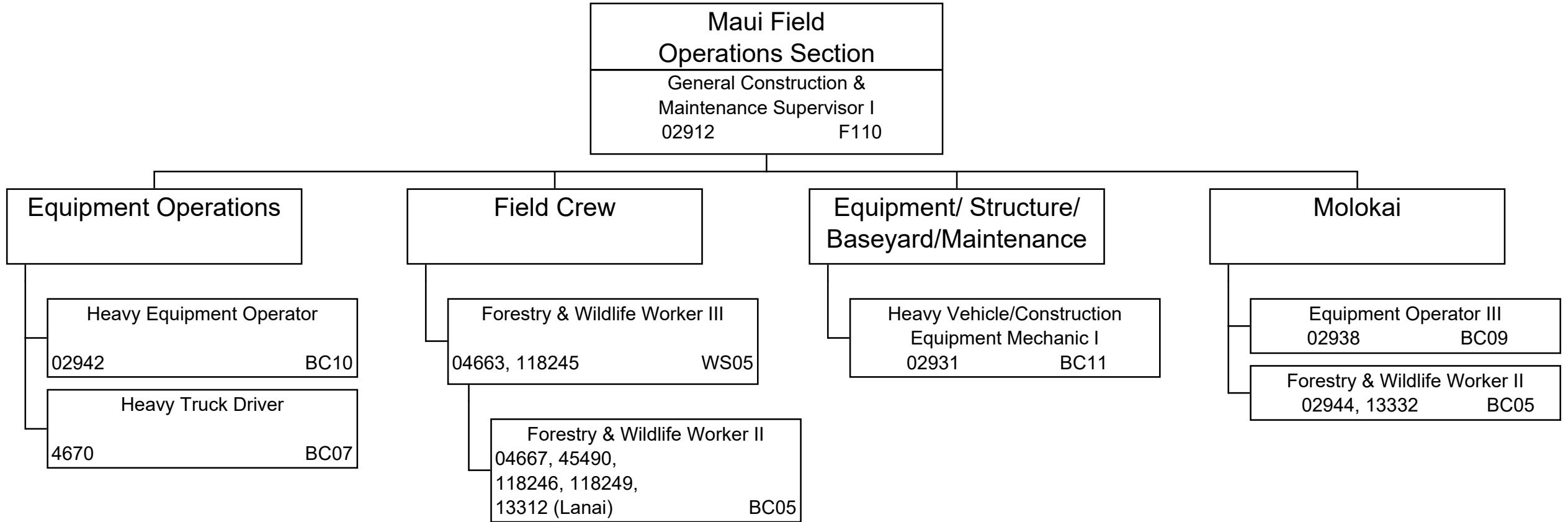


1/ Budgeted temp posns 119078 (T), 122326 (T) NTE 06-30-20.  
 2/ Redesc posn 02947 effective 08-30-19.

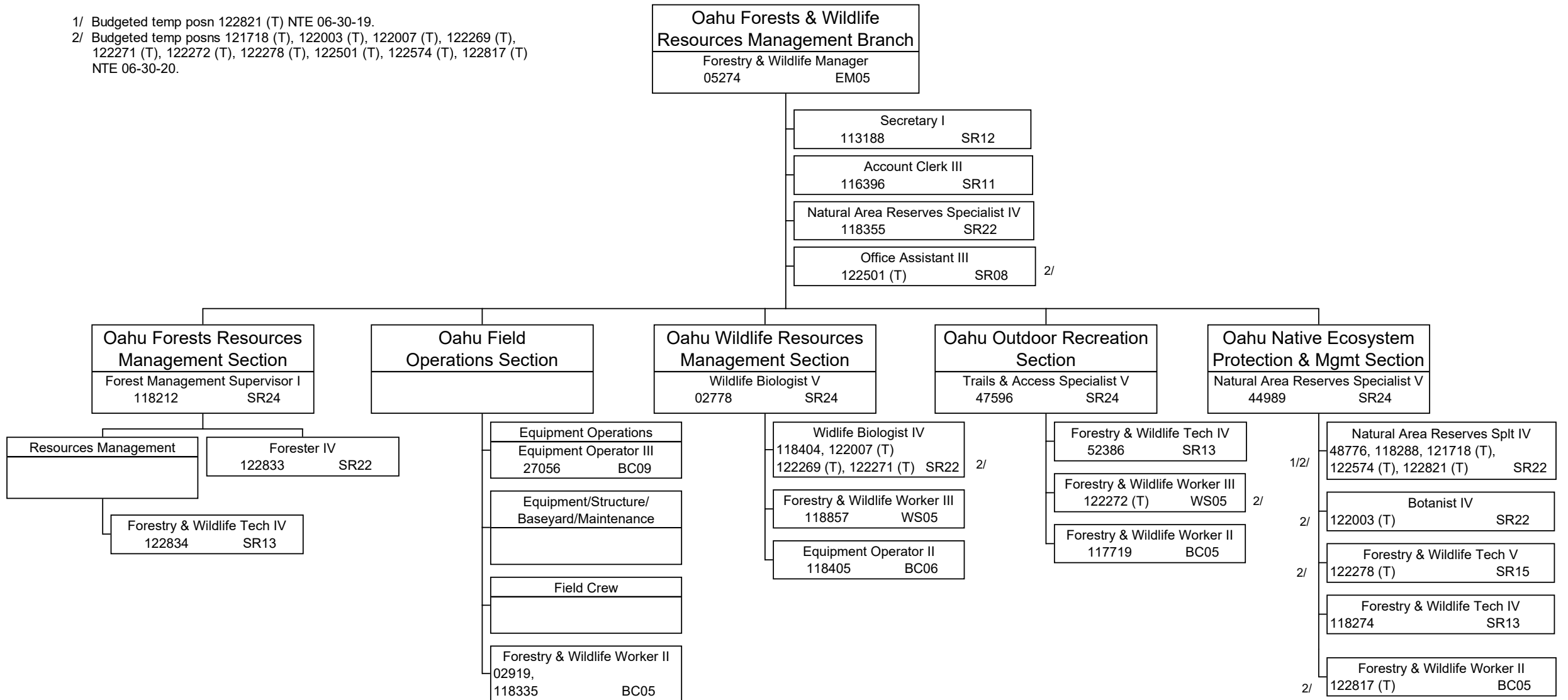


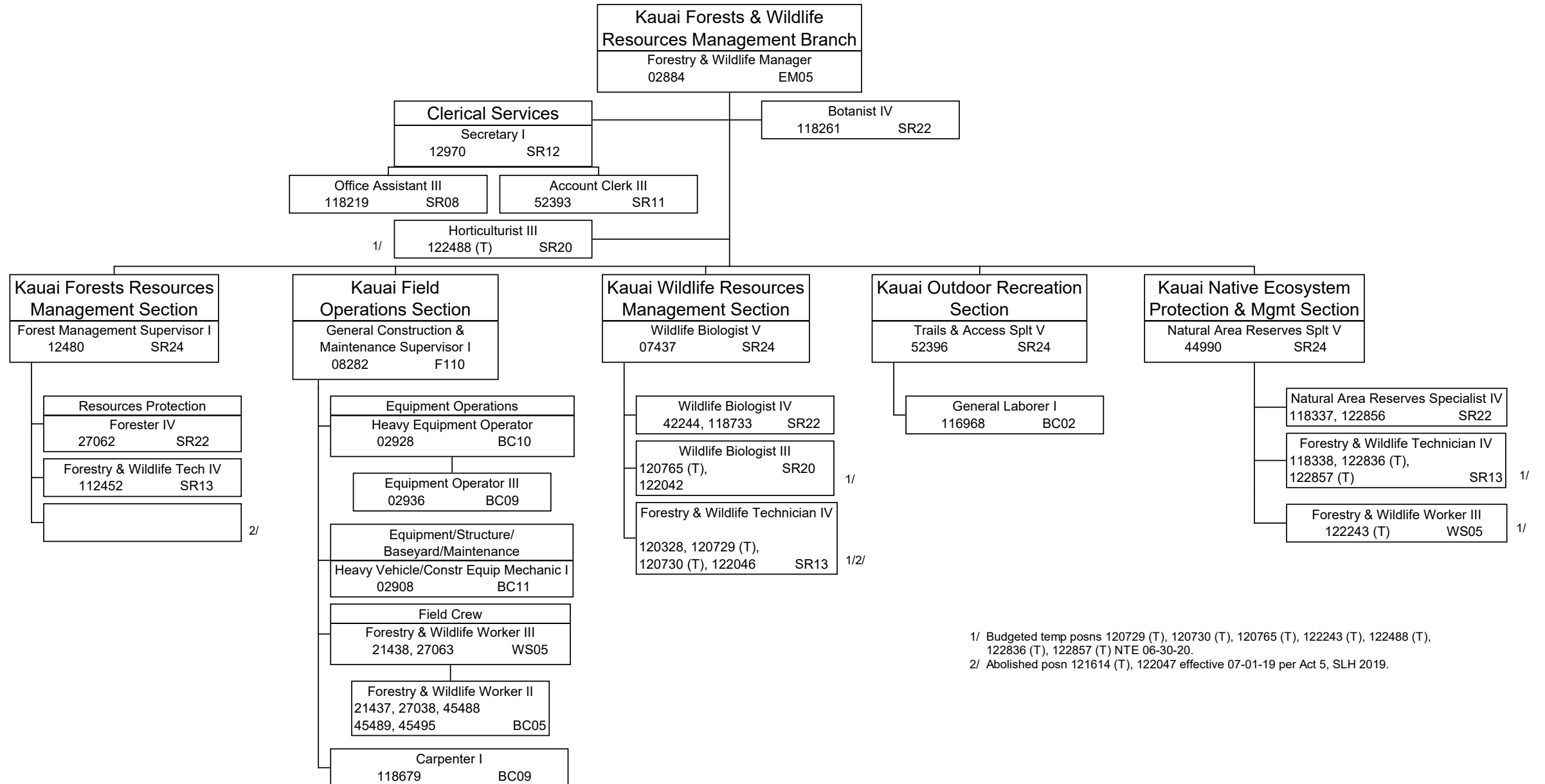
1/ Budgeted temp posn 122860 (T) NTE 06-30-19.  
 2/ Budgeted temp posns 120324 (T), 120325 (T), 121624 (T), 121641(T),  
 121642 (T), 122005 (T), 122006 (T), 122327 (T), 122858 (T), 122859 (T),  
 122861 (T) NTE 06-30-20.  
 3/ Establish posn 123230 effective 01-31-20 per Act 53, SLH 2020.

State of Hawaii  
 Department of Land and Natural Resources  
 Division of Forestry and Wildlife  
 Maui/Molokai/Lanai Forests & Wildlife Resources Management Branch  
 Maui Field Operations Section  
 Position Organization Chart

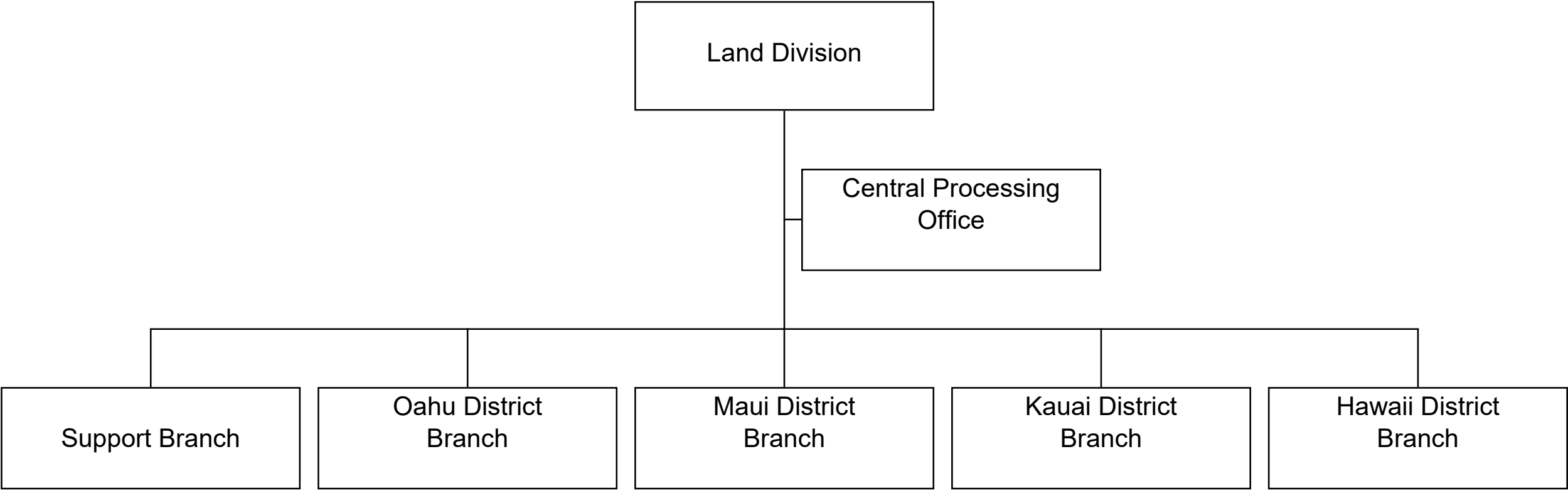


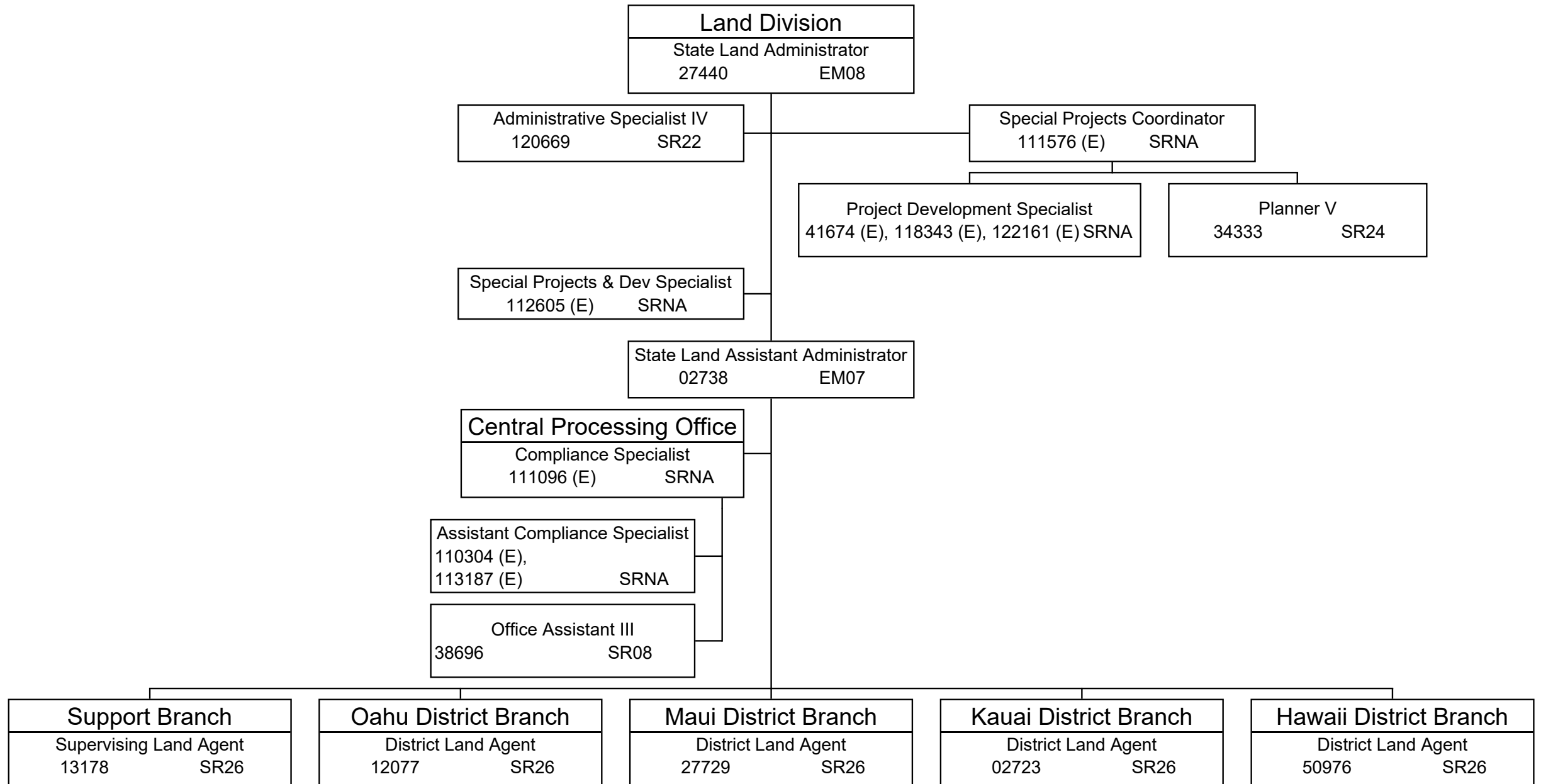
1/ Budgeted temp posn 122821 (T) NTE 06-30-19.  
 2/ Budgeted temp posns 121718 (T), 122003 (T), 122007 (T), 122269 (T), 122271 (T), 122272 (T), 122278 (T), 122501 (T), 122574 (T), 122817 (T) NTE 06-30-20.



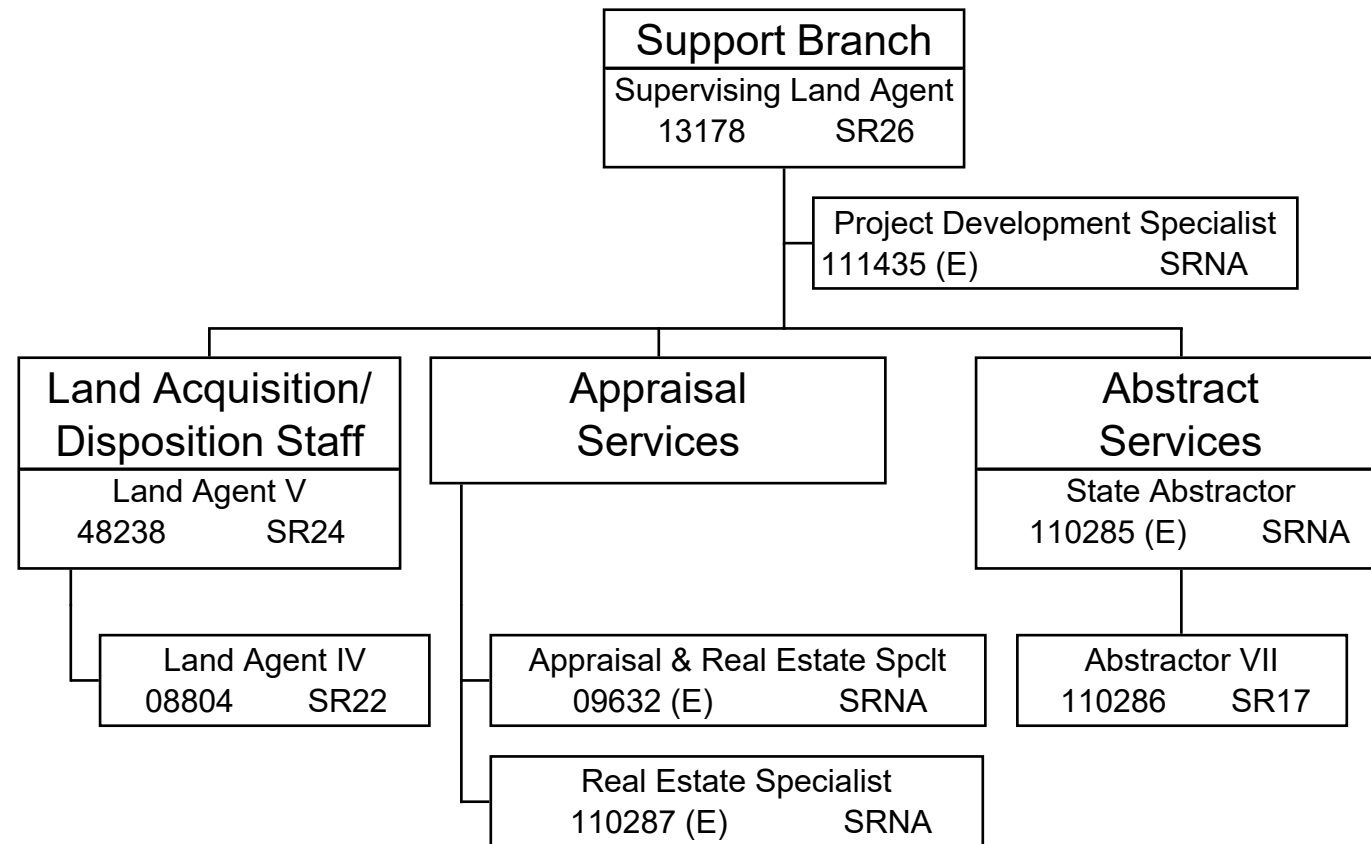


1/ Budgeted temp posns 120729 (T), 120730 (T), 120765 (T), 122243 (T), 122488 (T), 122836 (T), 122857 (T) NTE 06-30-20.  
 2/ Abolished posn 121614 (T), 122047 effective 07-01-19 per Act 5, SLH 2019.



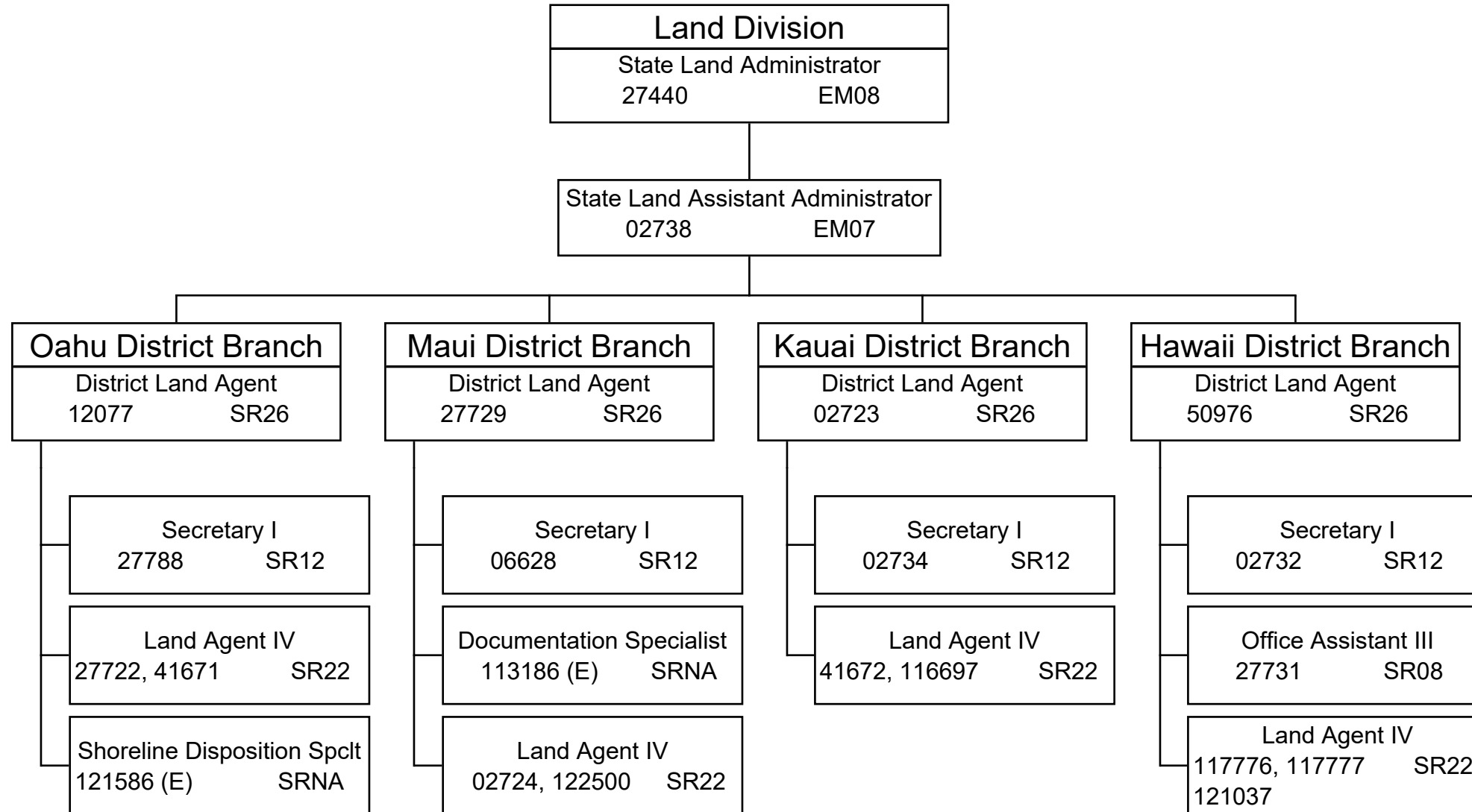


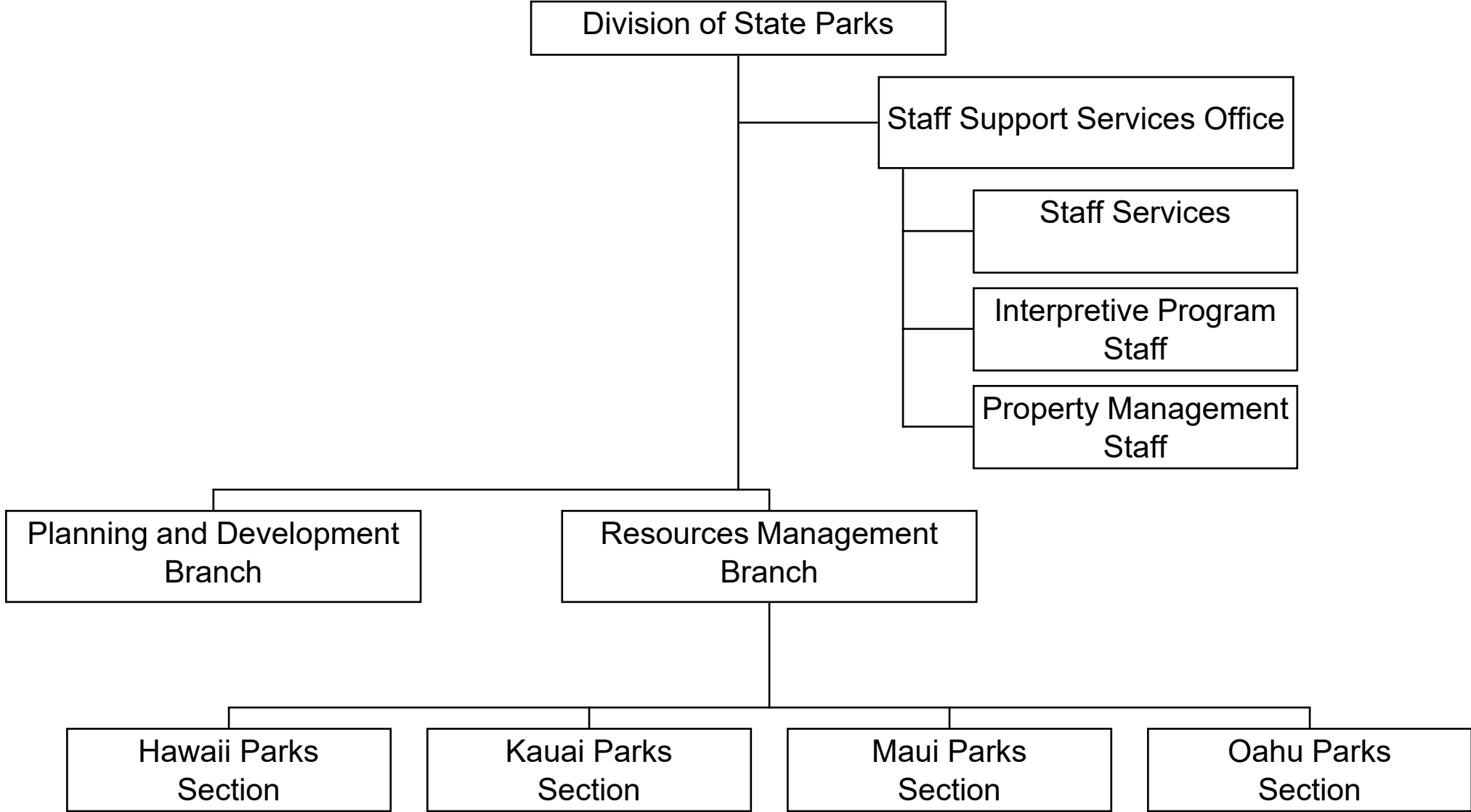
State of Hawaii  
Department of Land and Natural Resources  
Land Division  
Support Branch  
Position Organization Chart

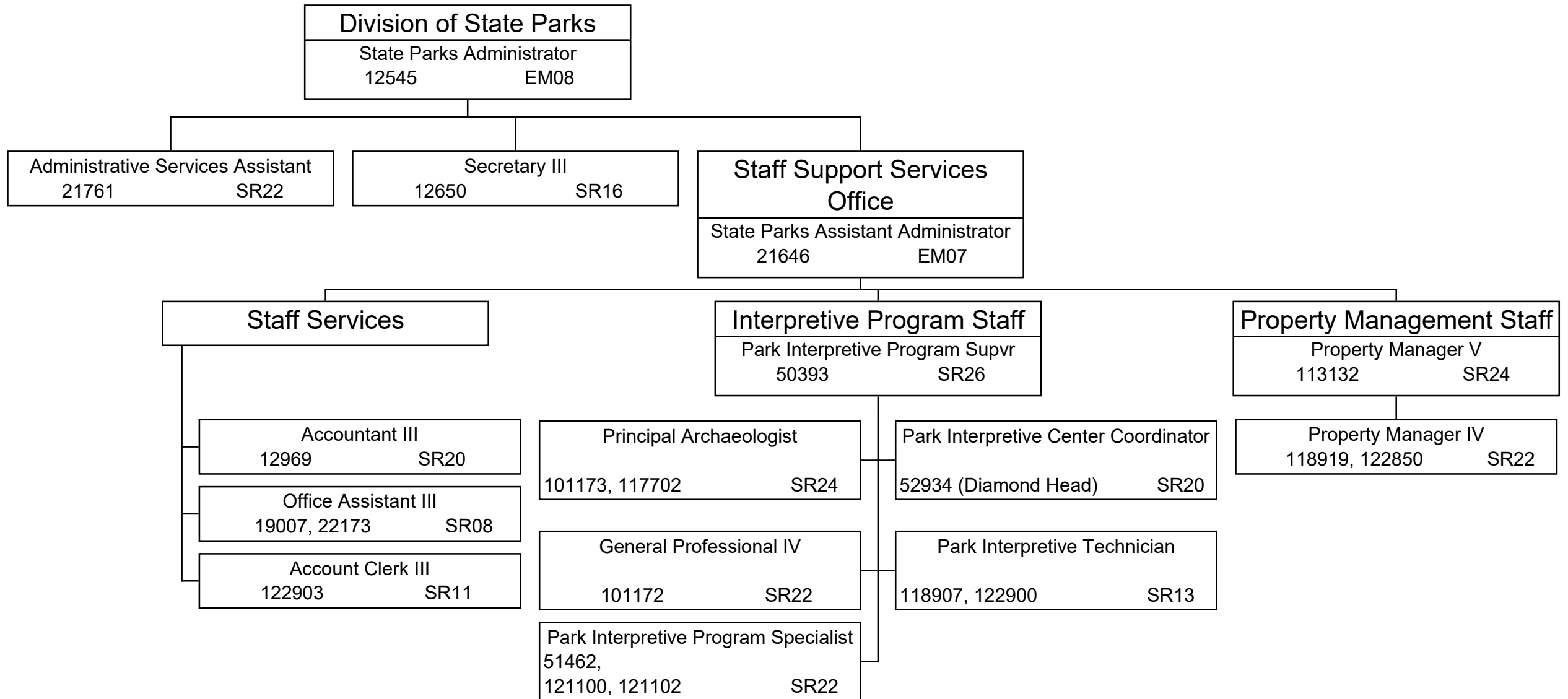


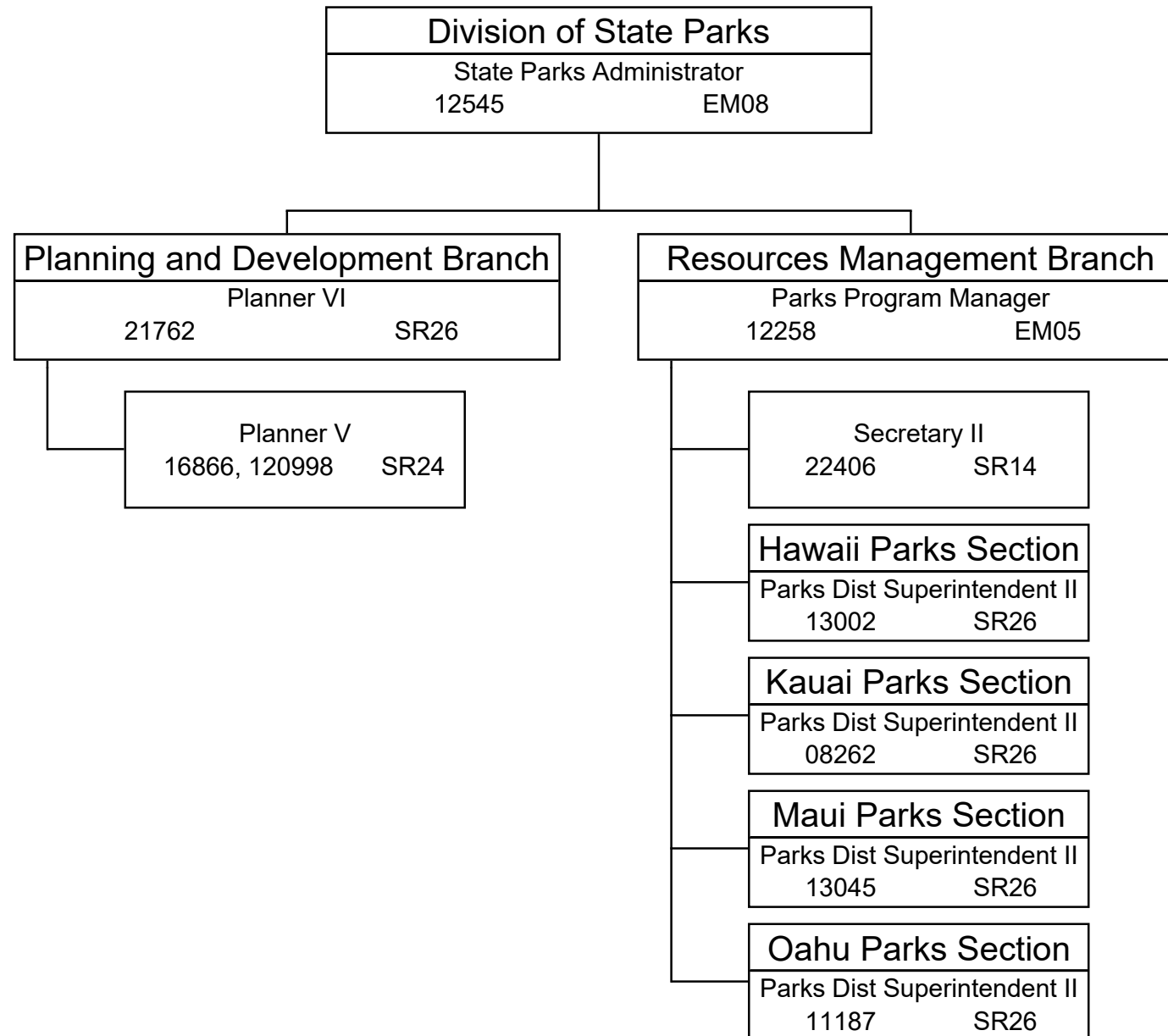


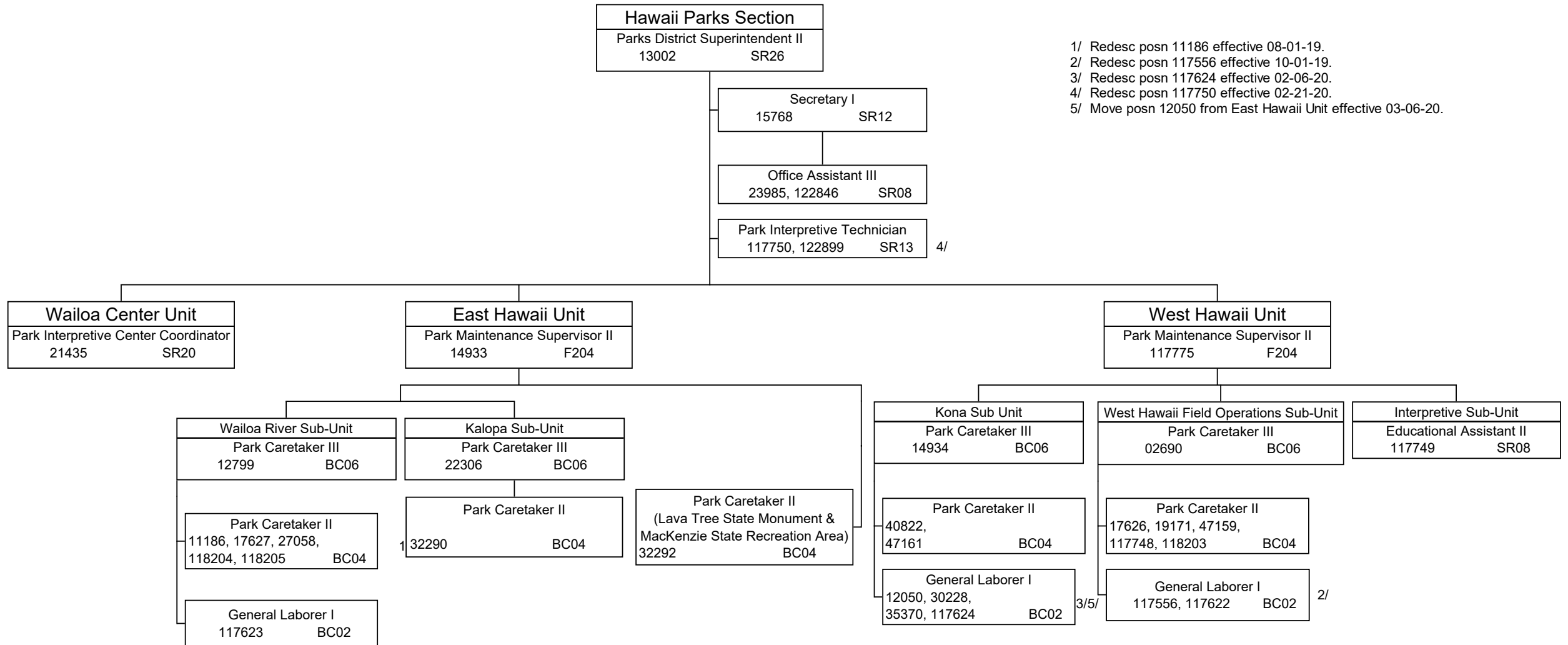
State of Hawaii  
 Department of Land and Natural Resources  
 Land Division  
 Land Division District Branches  
 Position Organization Chart





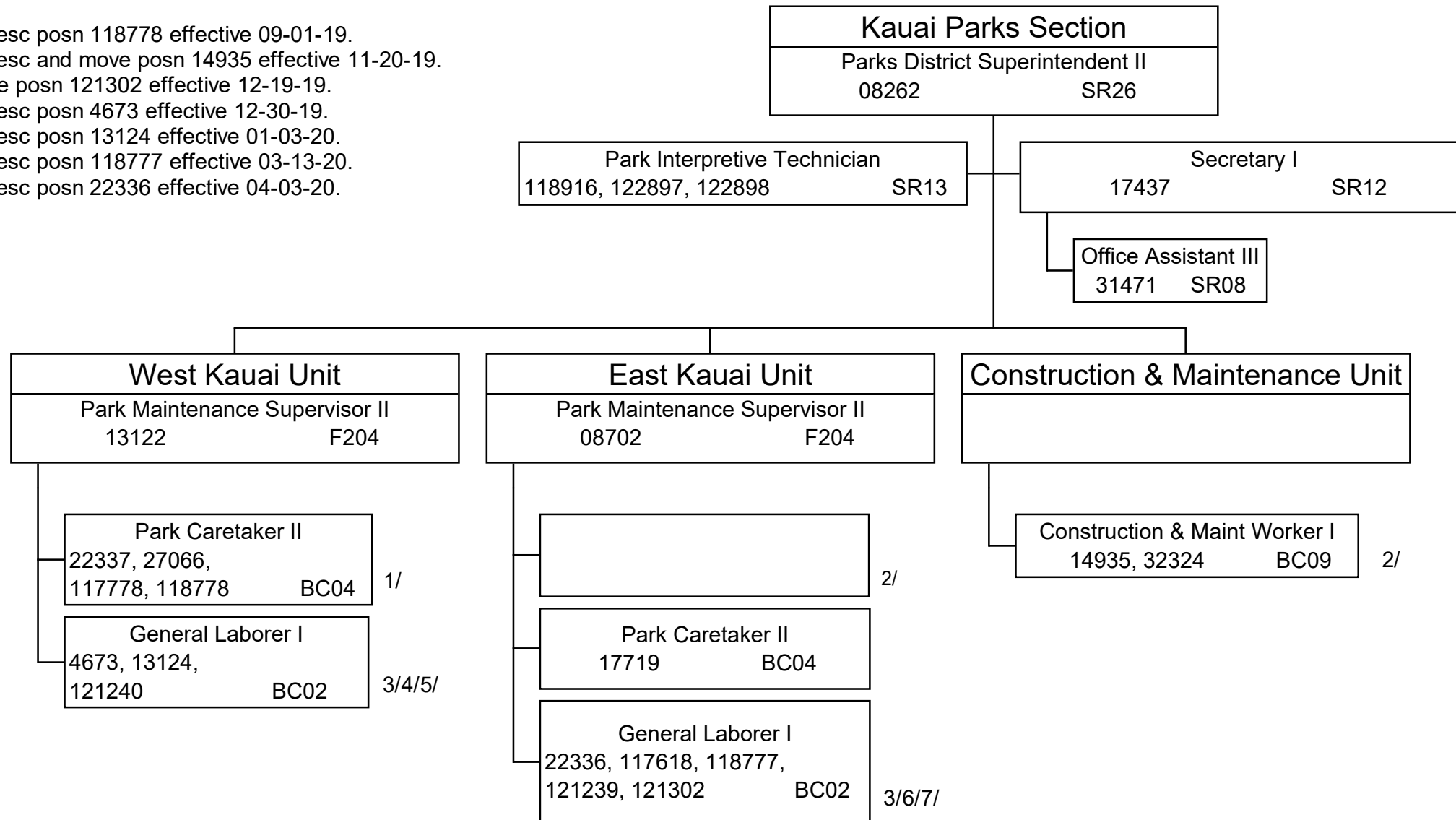




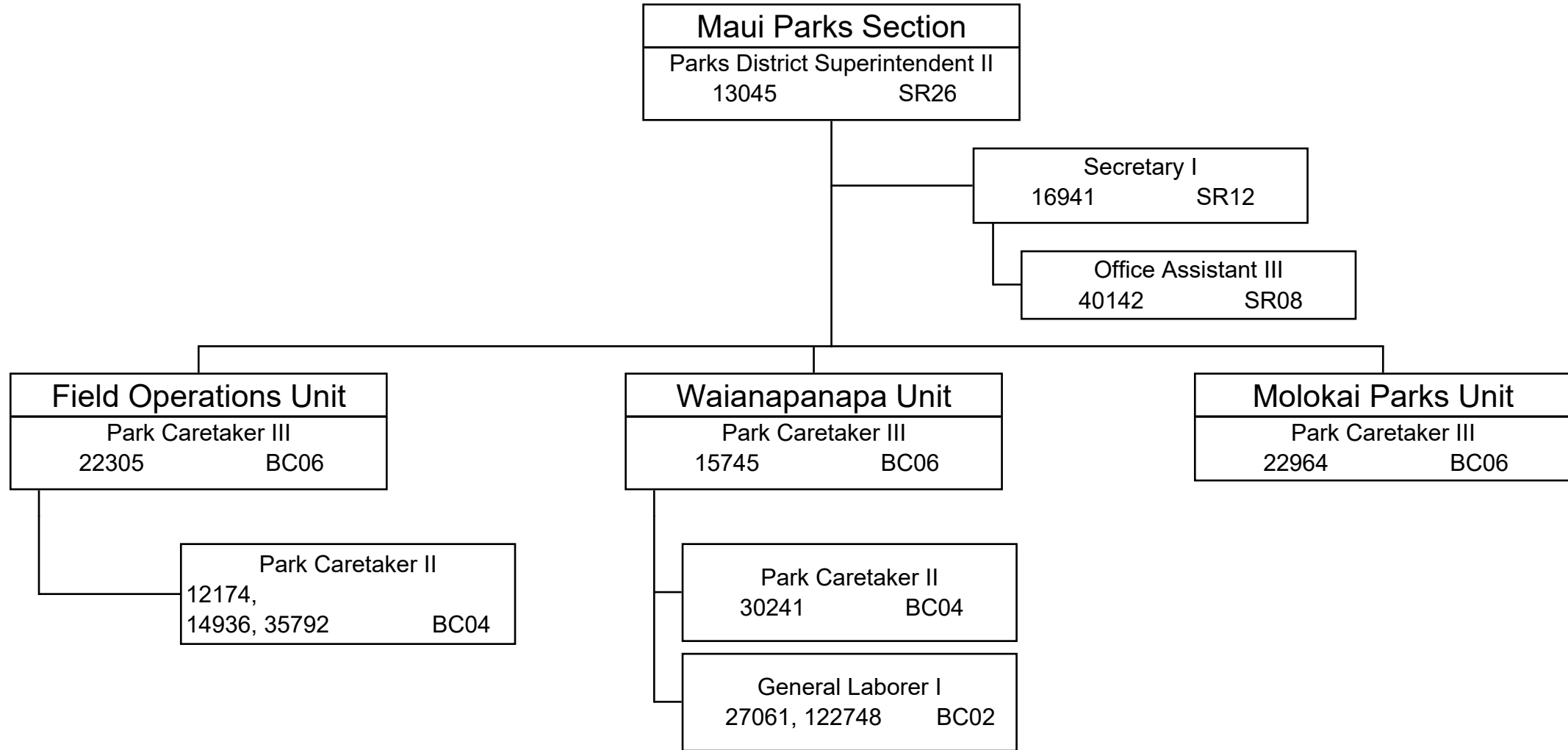


- 1/ Redesc posn 11186 effective 08-01-19.
- 2/ Redesc posn 117556 effective 10-01-19.
- 3/ Redesc posn 117624 effective 02-06-20.
- 4/ Redesc posn 117750 effective 02-21-20.
- 5/ Move posn 12050 from East Hawaii Unit effective 03-06-20.

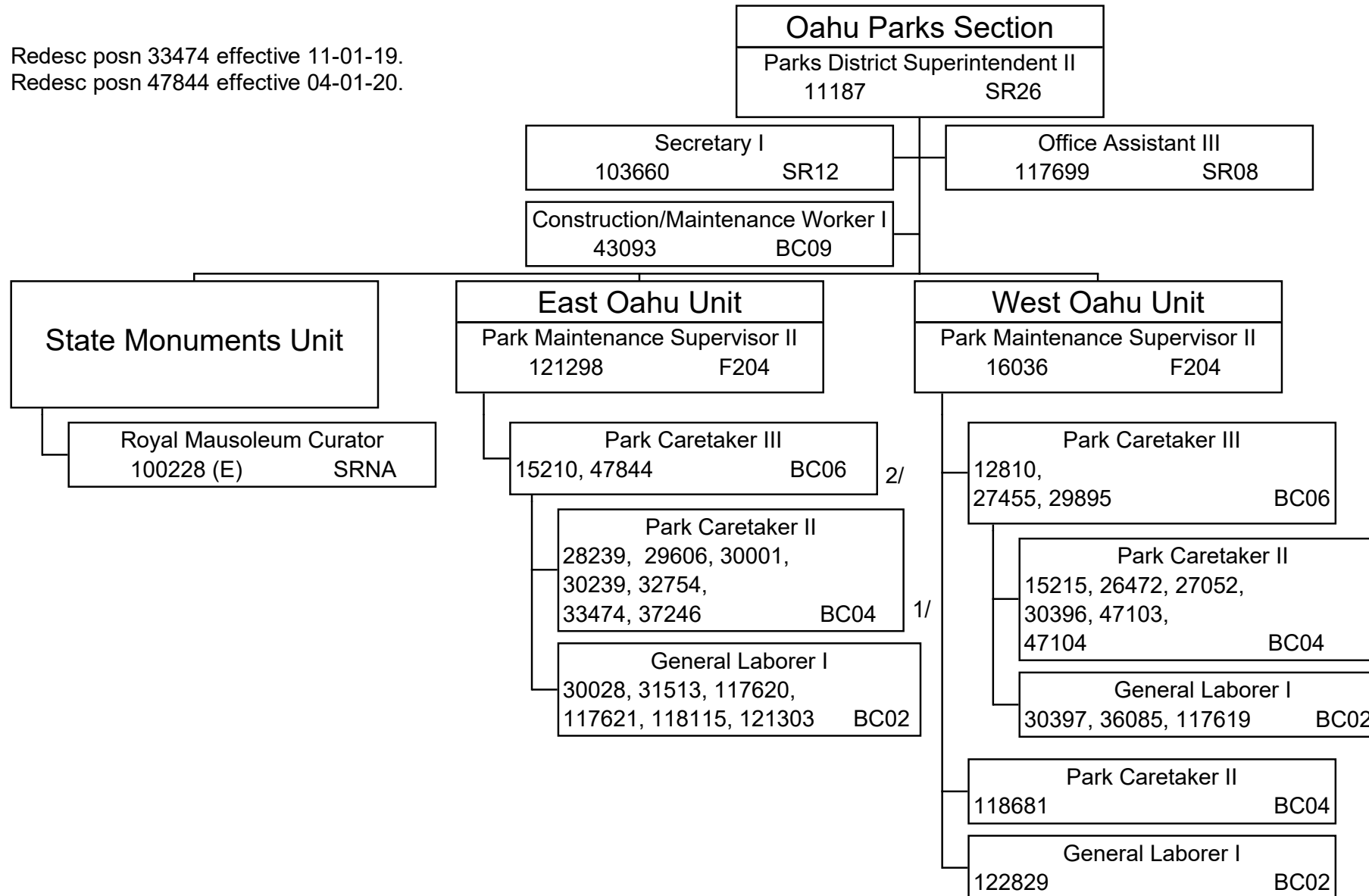
- 1/ Redesc posn 118778 effective 09-01-19.
- 2/ Redesc and move posn 14935 effective 11-20-19.
- 3/ Move posn 121302 effective 12-19-19.
- 4/ Redesc posn 4673 effective 12-30-19.
- 5/ Redesc posn 13124 effective 01-03-20.
- 6/ Redesc posn 118777 effective 03-13-20.
- 7/ Redesc posn 22336 effective 04-03-20.



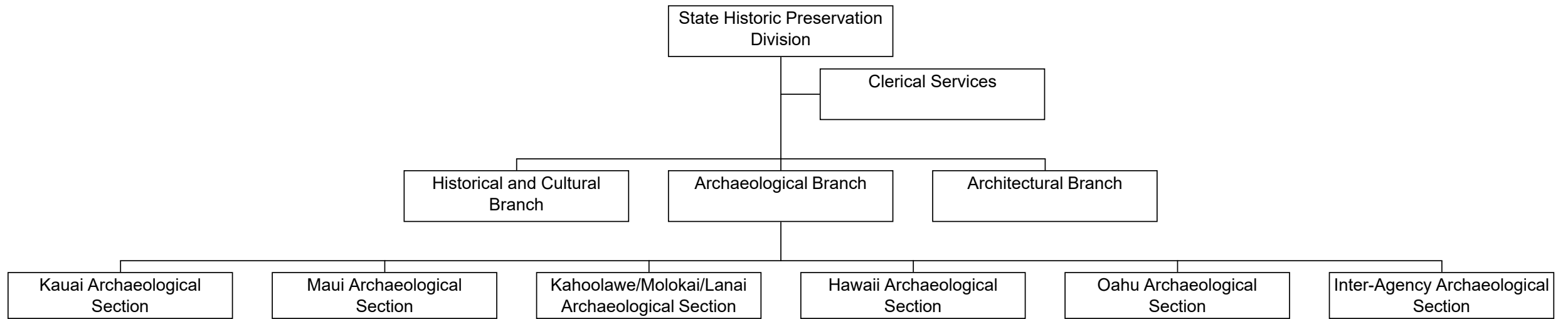
State of Hawaii  
 Department of Land and Natural Resources  
 Division of State Parks  
 Resources Management Branch  
 Maui Parks Section  
 Position Organization Chart

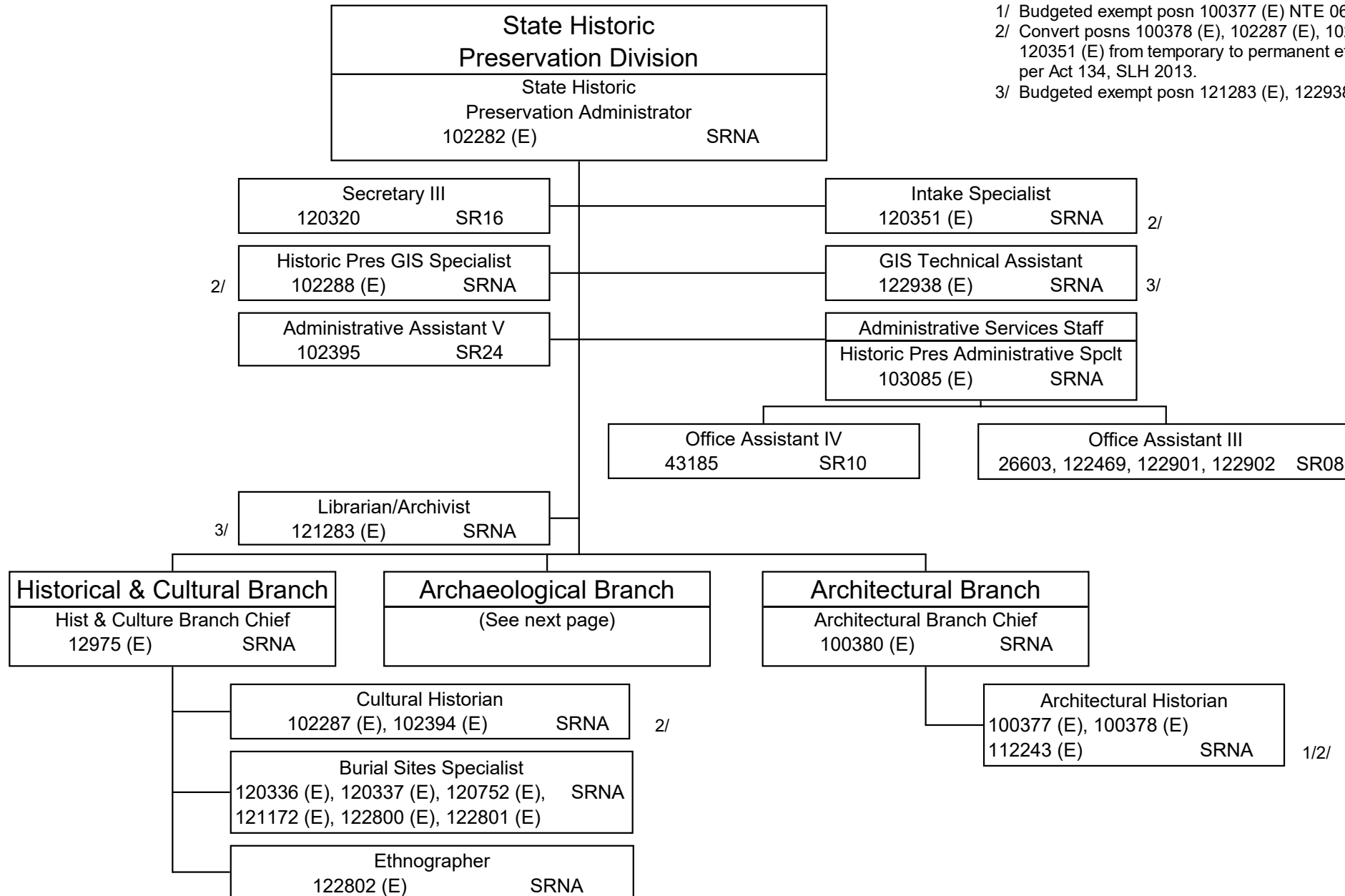


1/ Redesc posn 33474 effective 11-01-19.  
 2/ Redesc posn 47844 effective 04-01-20.

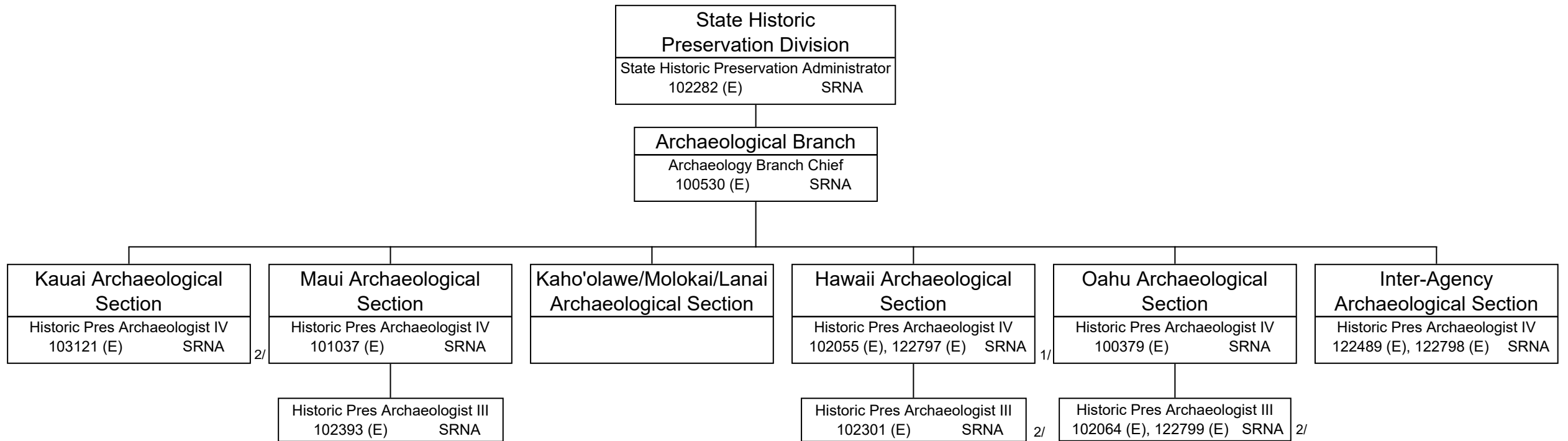






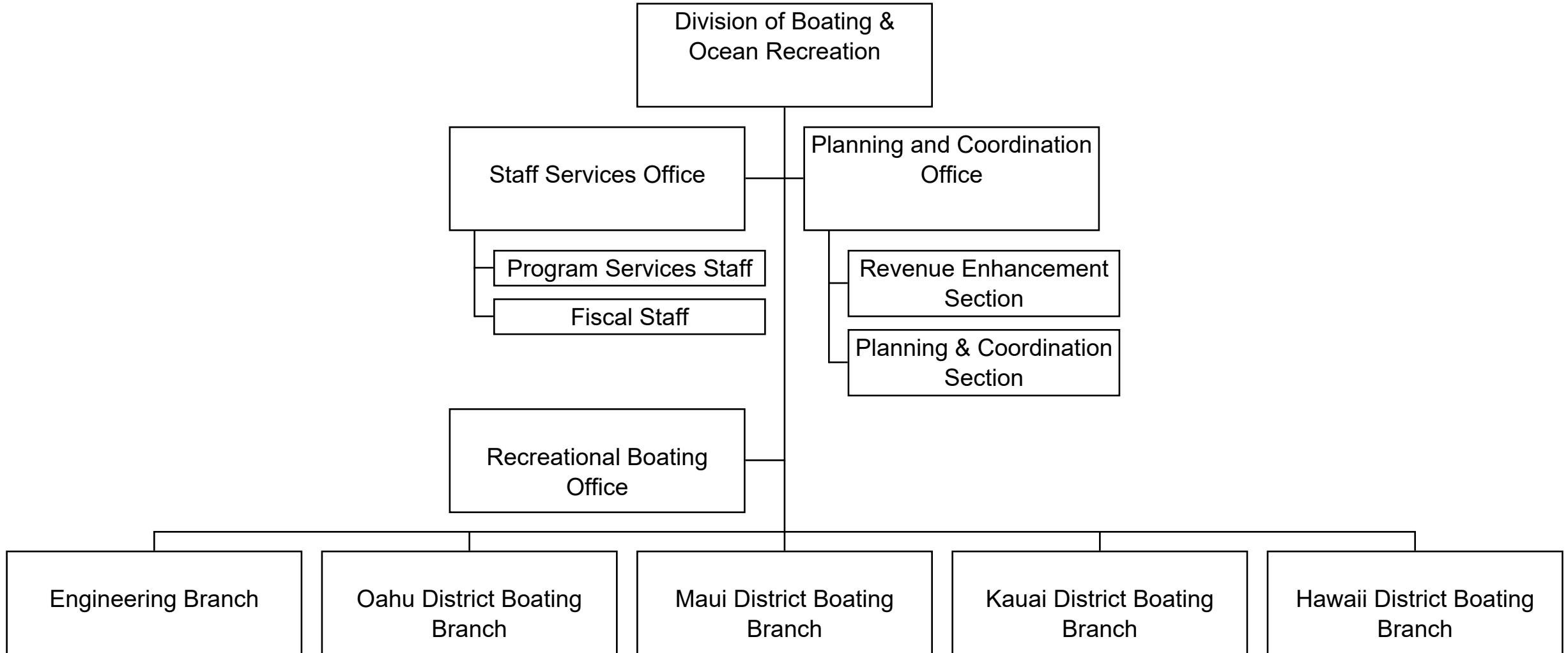


- 1/ Budgeted exempt posn 100377 (E) NTE 06-30-19.
- 2/ Convert posns 100378 (E), 102287 (E), 102288 (E), 112243 (E), 120351 (E) from temporary to permanent effective 07-01-19 per Act 134, SLH 2013.
- 3/ Budgeted exempt posn 121283 (E), 122938 (E) NTE 06-30-20.

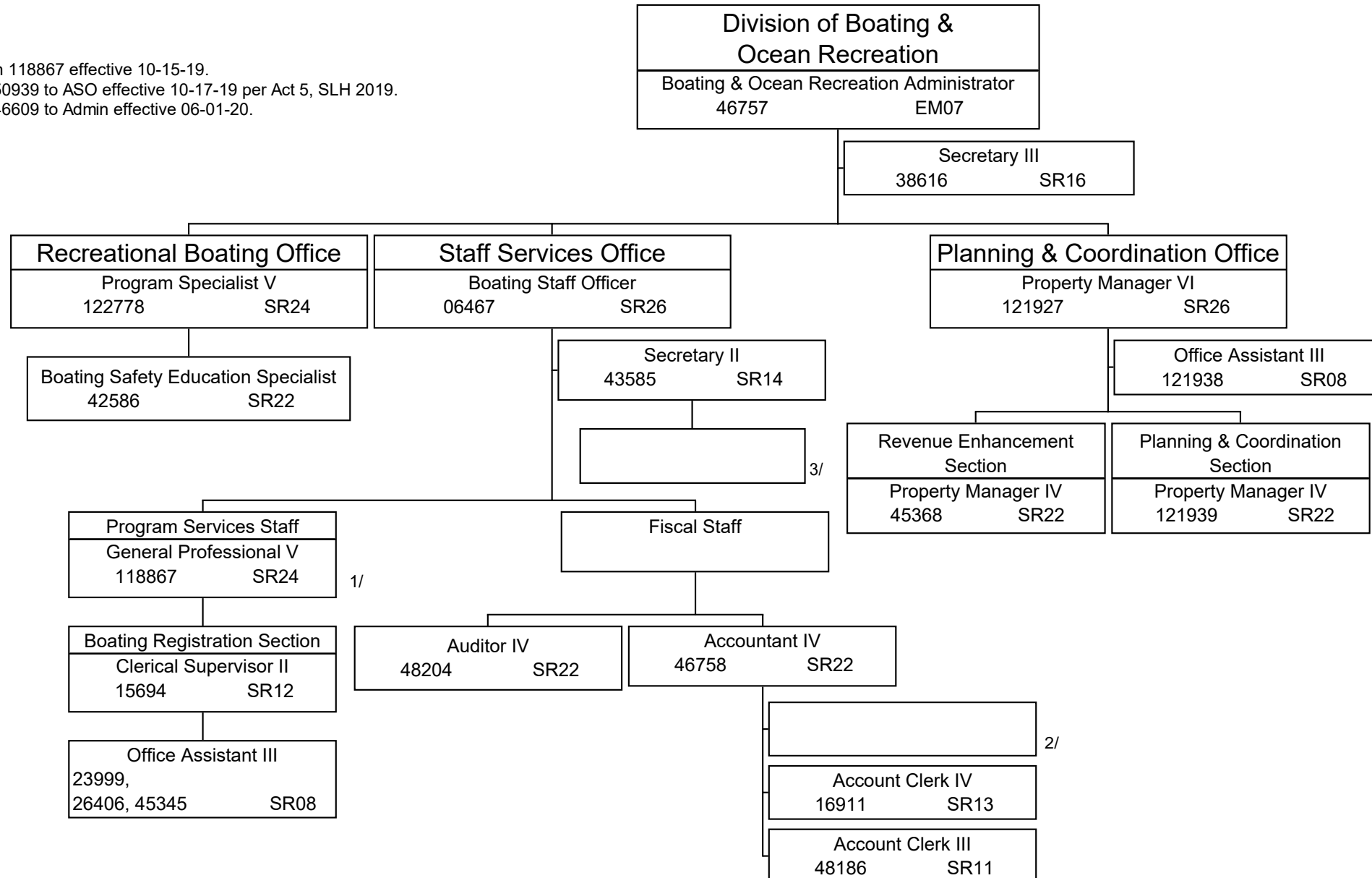


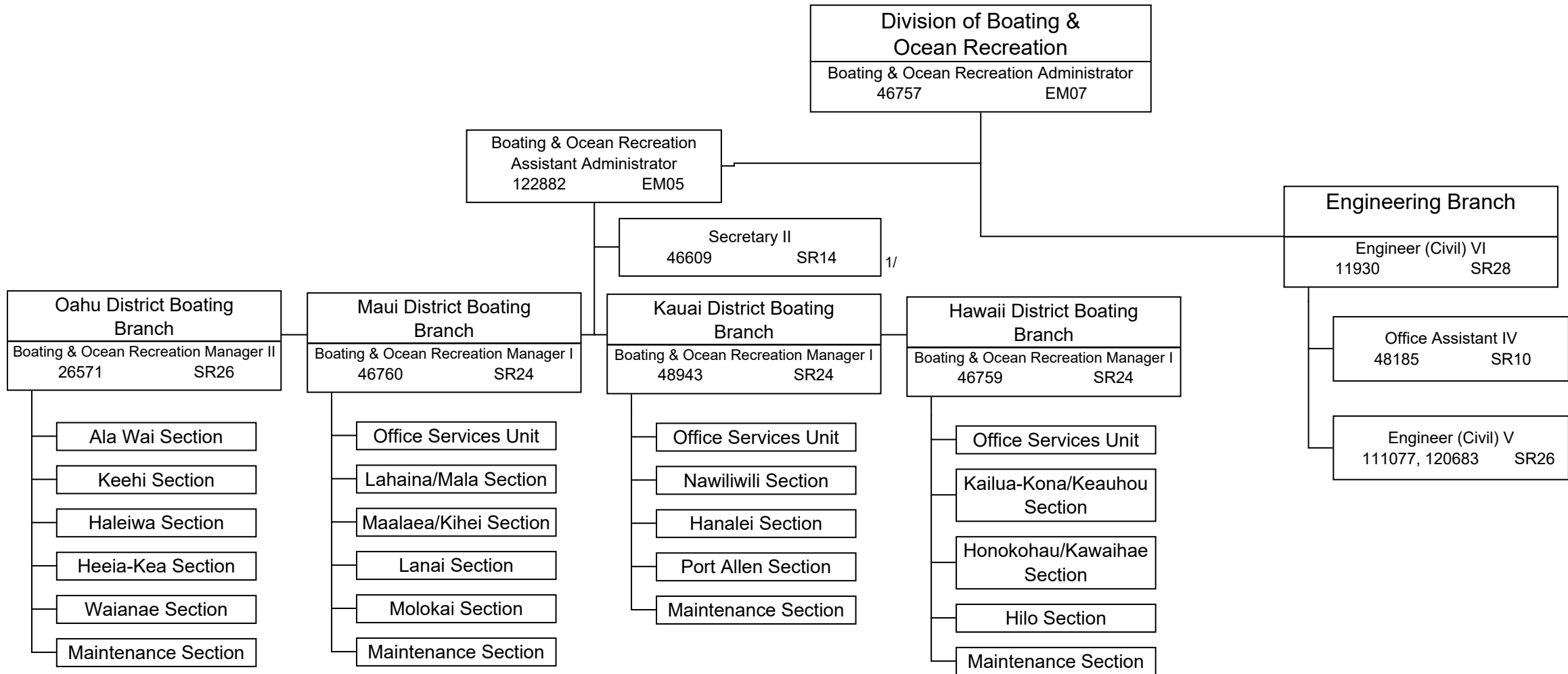
1/ Budgeted exempt posn 102055 (E) NTE 06-30-19.

2/ Convert posns 102064 (E), 102301 (E), 103121 (E) from temporary to permanent effective 07-01-19 per Act 134, SLH 2013.

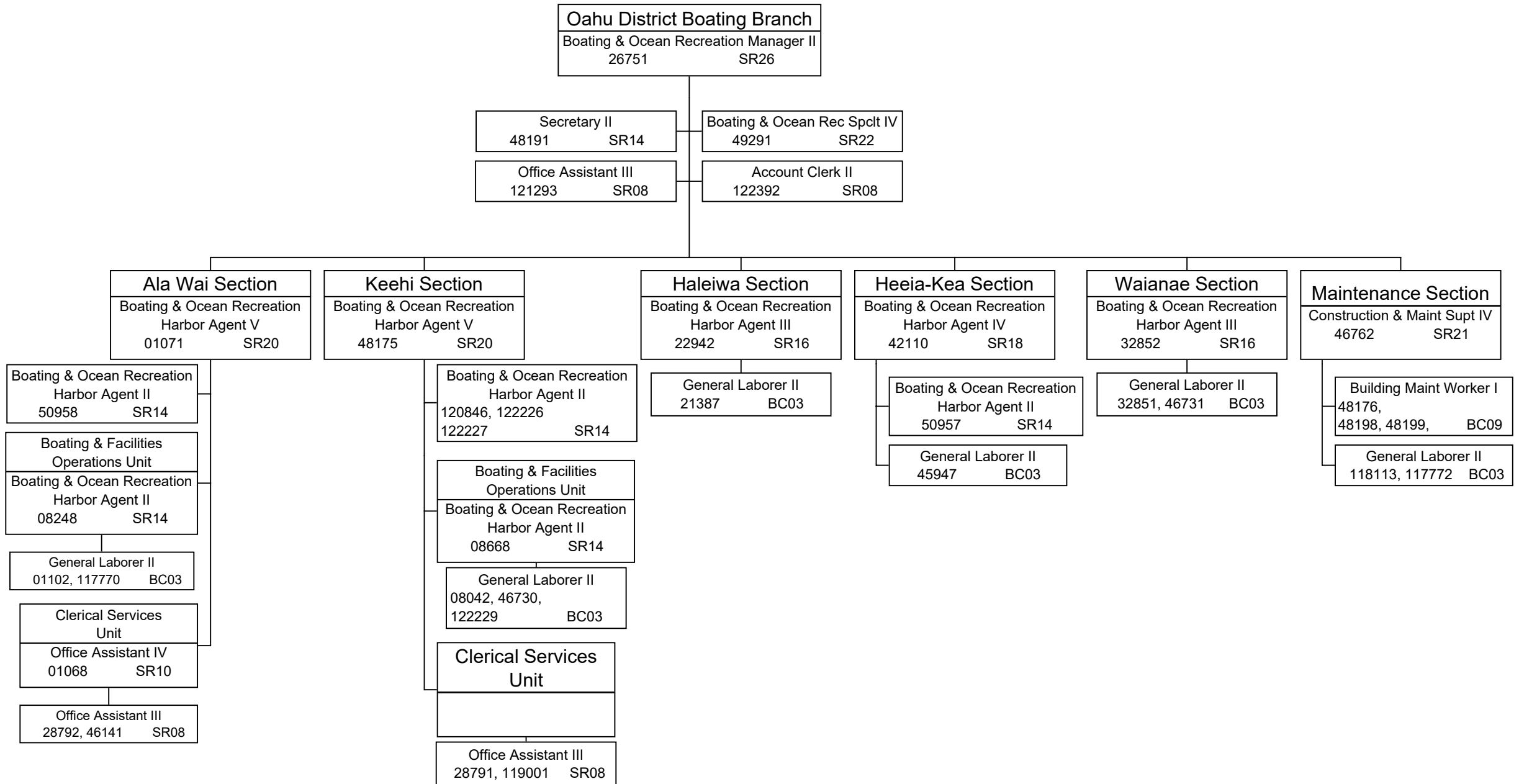


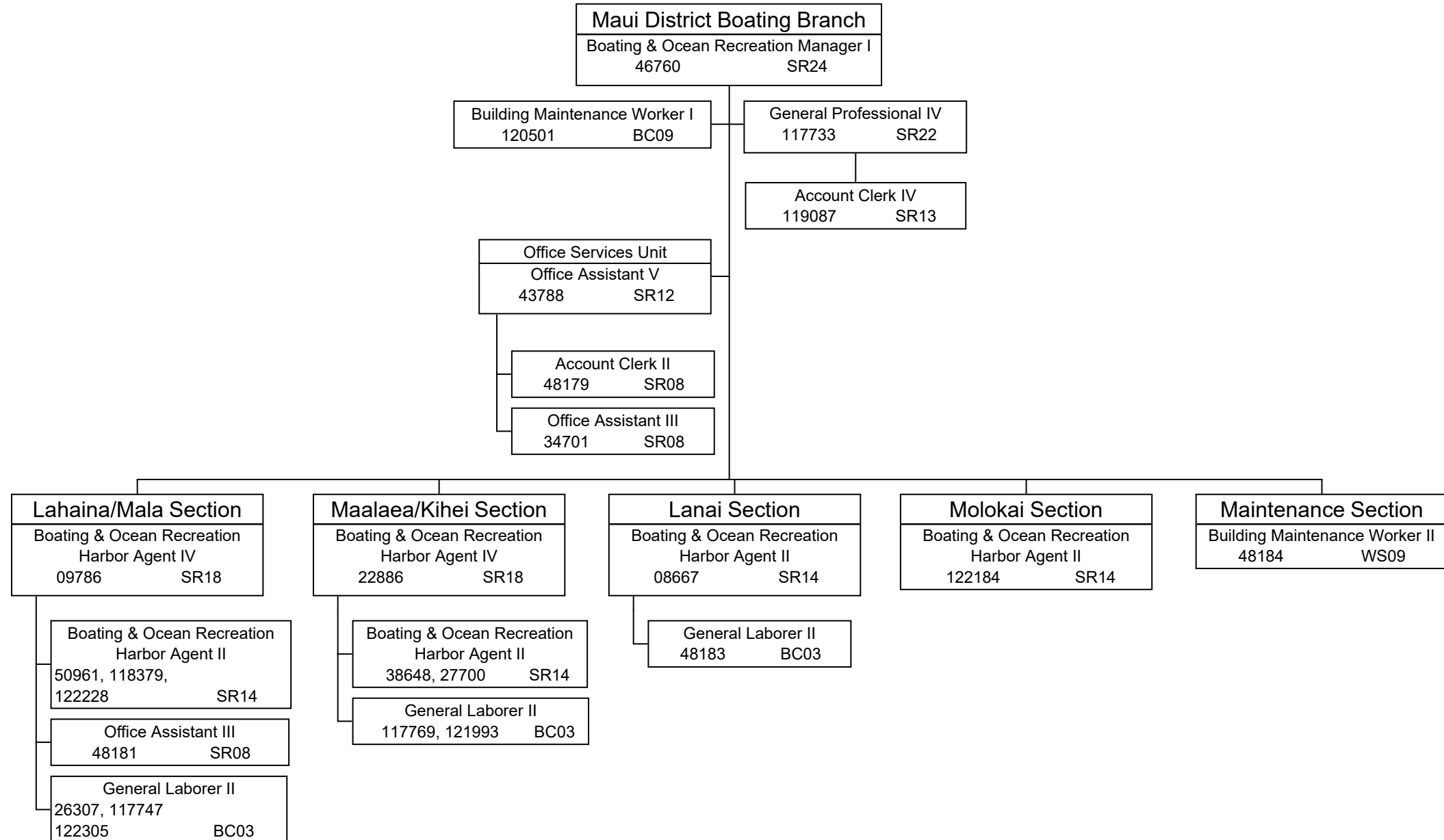
- 1/ Redesc posn 118867 effective 10-15-19.
- 2/ Move posn 50939 to ASO effective 10-17-19 per Act 5, SLH 2019.
- 3/ Move posn 46609 to Admin effective 06-01-20.



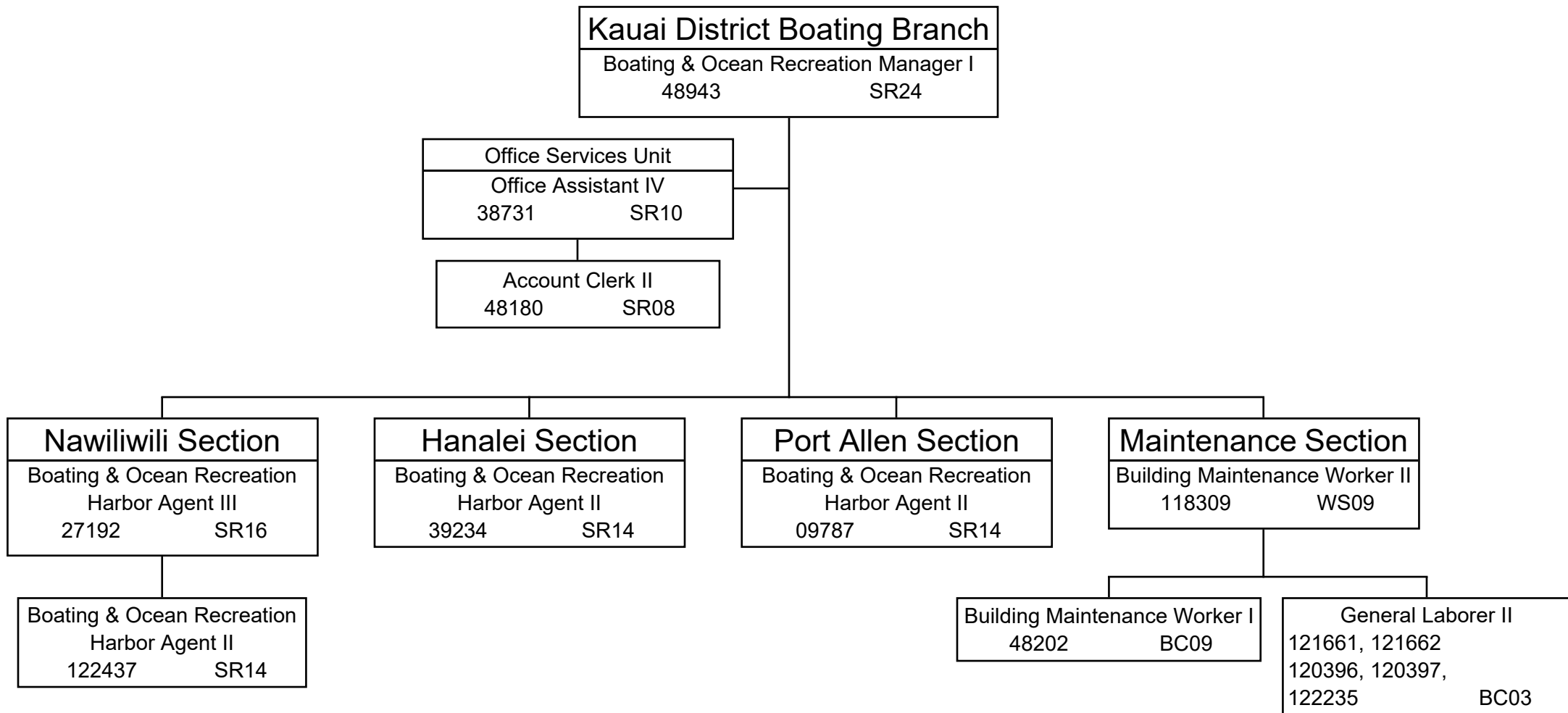


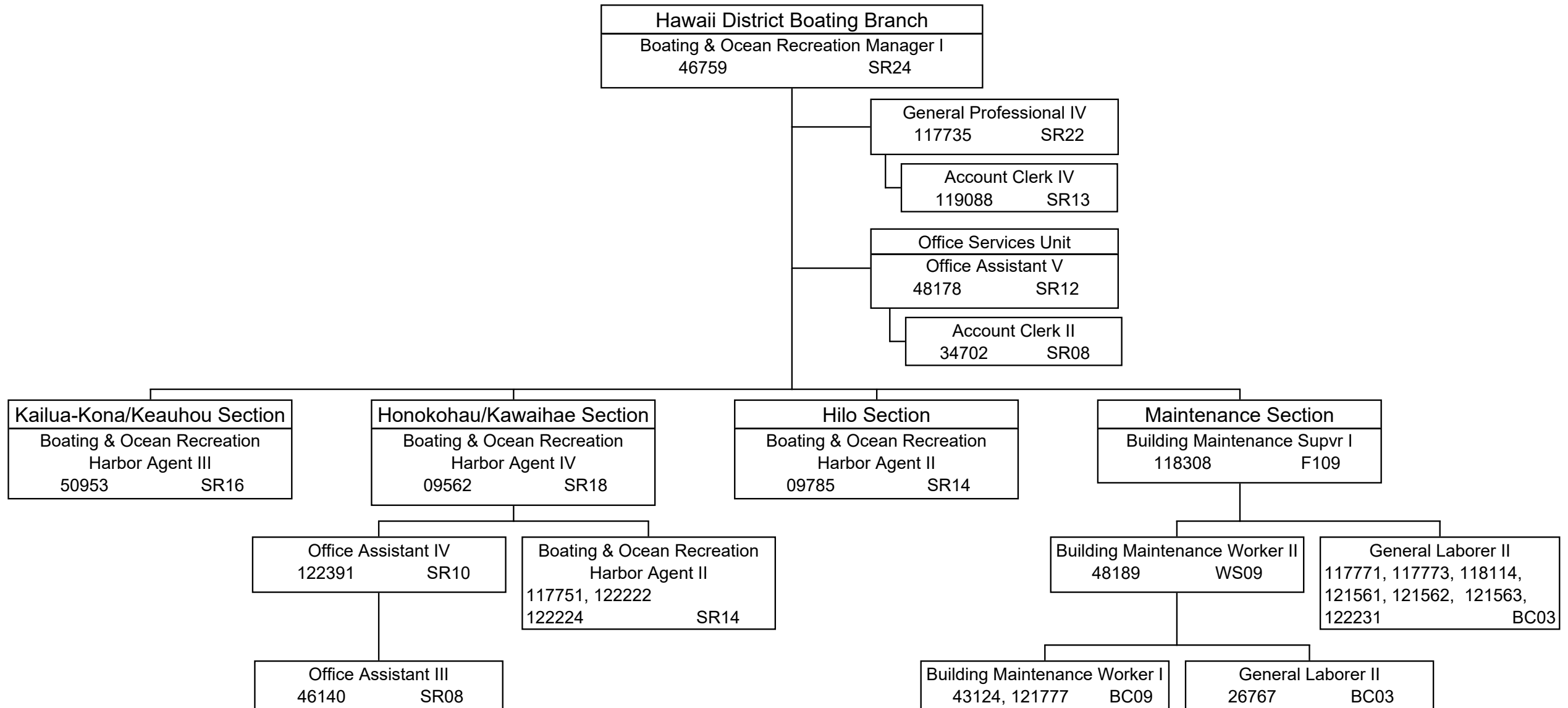
1/ Redesc & move posn 46609 from Staff Services Office effective 06-01-20.

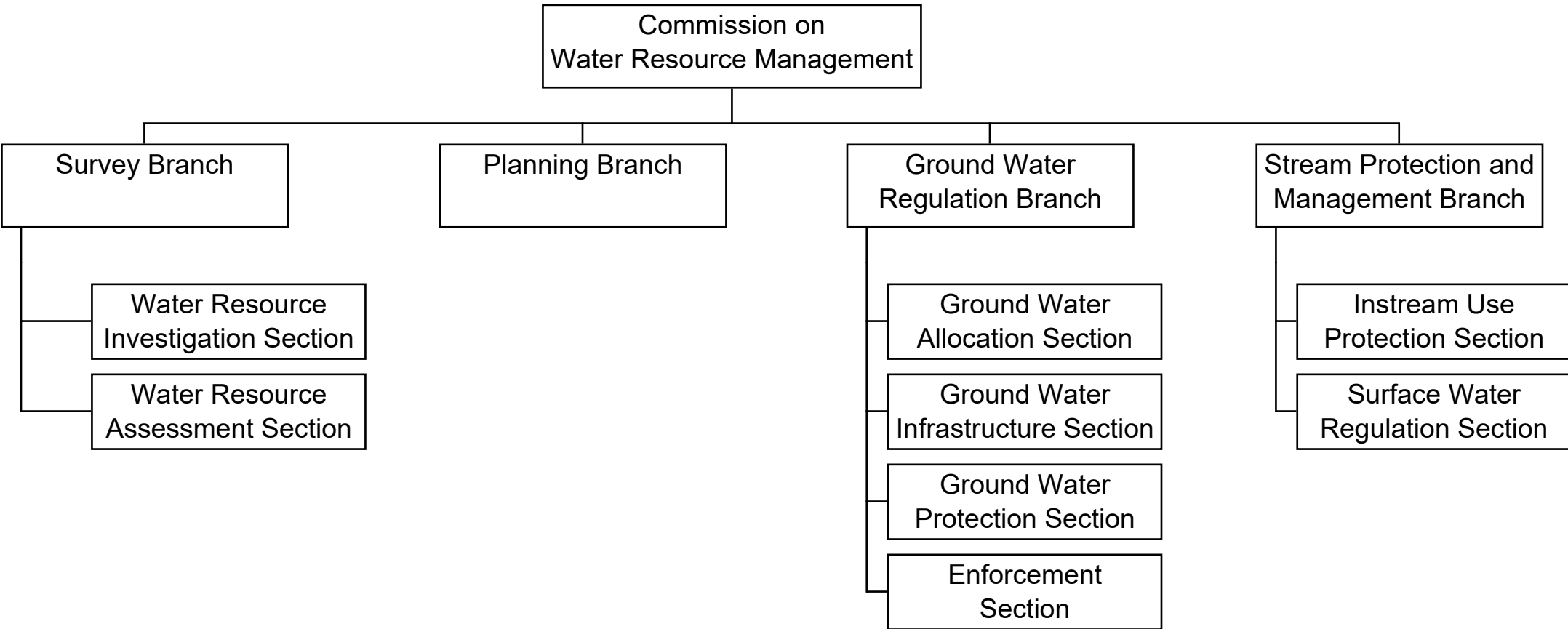


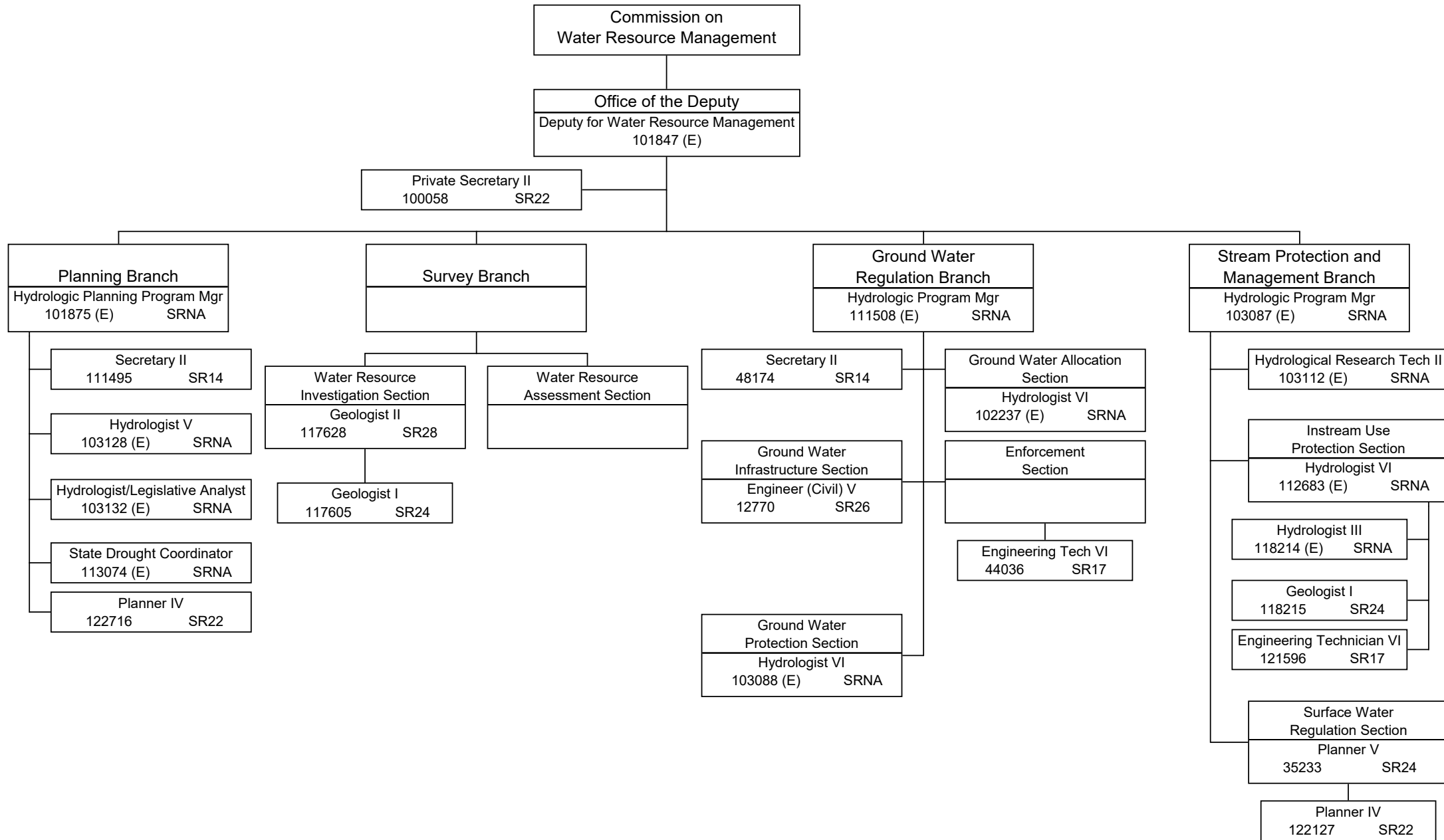


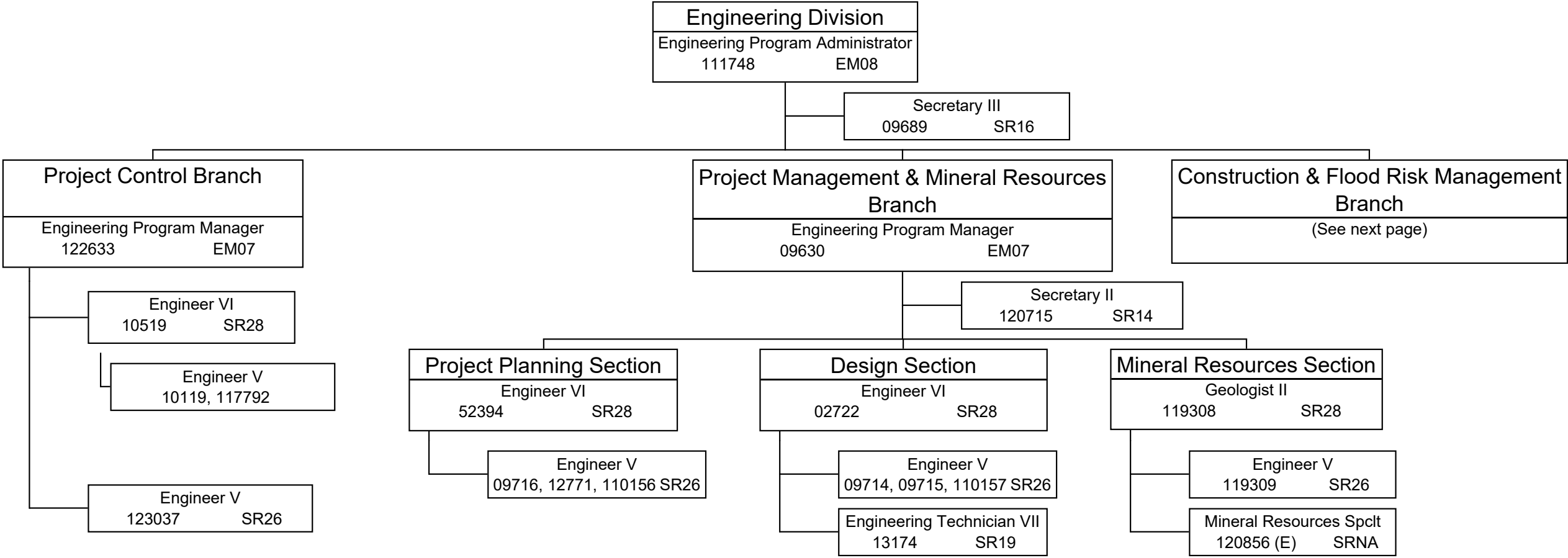


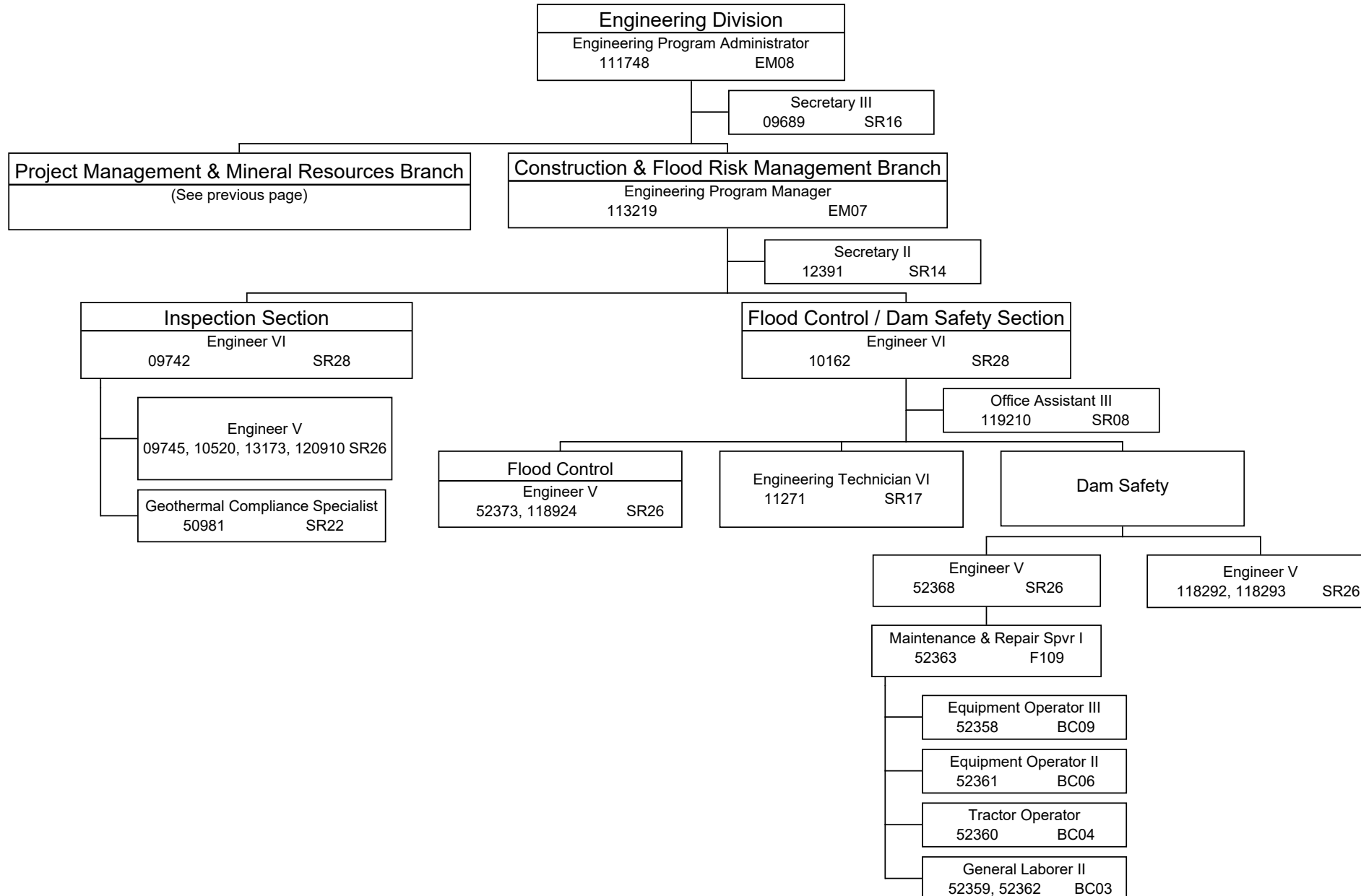












**DEPARTMENT OF LAND AND NATURAL RESOURCES**  
**2020 FUNCTIONAL STATEMENTS**

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State of Hawaii  
Department of Land and Natural Resources  
Major Functions

Plans, directs and provides services to manage and administer the public lands of the state, and the water resources and minerals thereon; to manage and administer the forest, fish and game resources of the state; and to manage the forest reserve and state parks, including historic sites. The Department of Land and Natural Resources (DLNR) also provides a central repository of all instruments of conveyances.

Board of Land and Natural Resources

Serves as head of the department in carrying out responsibilities, functions and programs assigned to the DLNR, except on matters relating to water resources.

Establishes administrative procedures.

Establishes policies, rules and regulations pertaining to the department's programs.

Authorizes activities and projects in programs of the department.

Approves plans and establishes priority of projects for the development of natural resources.

Authorizes and controls the disposition of state and public lands.

Administers the Conservation Districts.

Administers the Natural Area Reserves System.

Approves and establishes plans for organization; serves as the department's appointing authority; authorizes the expenditures of funds; establishes department's budget requests; reports on department's activities.

Attached for Administrative Purposes

Commission on Water Resource Management

The Commission on Water Resource Management (Commission) serves as the primary steward of the water resources public trust and exercises exclusive jurisdiction and final authority in all matters relating to implementation and administration of the State Water Code (Hawaii Revised Statutes Chapter 174C).

Establishes administrative rules, policies, procedures, standards and guidelines governing the protection and management of the State's water resources.

Investigates complaints and conducts dispute resolution proceedings on matters related to water resources.

Holds regular meetings or special proceedings to act on petitions, water permit applications, and water-related complaints.

Enforces its rules and orders and imposes fines to recover administrative costs or payment for damages resulting from violations of the Water Code, its administrative rules, or permit conditions.

Enters into cooperative agreements and approves contracts for consultant services and the expenditure of funds.

Approves the Chairperson's nomination for Commission's Deputy.

Adopts water shortage plans and determines the existence of water shortage or emergency situations.

Adopts interim and permanent instream flow standards to protect beneficial instream uses of waters statewide.

Determines sustainable yields for ground water hydrologic units statewide.

Permits the exercise of eminent domain or condemnation in cases where water resources may be materially affected.

Acquires real property and easements by purchase, gift, devise, lease, or eminent domain to further the appropriate management and conservation of water resources.

Conducts site visits and field investigations to inform decision-making and fact finding.

Authorizes delegation of authority and appoints and removes agents, including hearing officers and consultants.

Determines whether water resources of an area are being threatened and designates water management areas accordingly.

Approves modification of water management area boundaries or the rescinding of existing water management areas.

Approves or disapproves federal plans or projects that affect State water resources.

Adopts Hawaii Water Plan and updates or modifications to its constituent parts.

Determines appurtenant water rights.

Reserves water for purposes consistent with the public interest and for the foreseeable future needs of Hawaiian home lands.

Protects water rights, including traditional and customary rights.

## Hawaii Climate Change Mitigation and Adaptation Commission

The Hawaii Climate Change Mitigation and Adaptation Commission was established under section 225P-3, HRS, Pursuant to Act 32, SLH 2017, sections 6 and 10, chapter 225P, HRS, will be repealed July 1, 2022.

Provides policy direction, facilitation, coordination, and planning among state and county agencies, federal agencies, and other partners as appropriate.

Establishes climate change mitigation and adaptation strategies and goals to help guide planning and implementation statewide using the latest scientific analysis and risk assessment to monitor and forecast climate change related impacts at the regional, state, and local levels.

## Kaho'olawe Island Reserve Commission

The Kaho'olawe Island Reserve Commission established under section 6K-5, HRS,

manages and oversees restoration of the Kaho‘olawe Island Reserve – including waters extending seaward two nautical miles from the shoreline – until such time as it may be transferred to a Native Hawaiian entity, recognized by the state and federal governments.

Under section 6K-3, HRS, the Kaho‘olawe Island Reserve must be used solely and exclusively for:

preservation and practice of all rights customarily and traditionally exercised by Native Hawaiians for cultural, spiritual, and subsistence purposes;

preservation and protection of its archaeological, historical, and environmental resources; rehabilitation, revegetation, habitat restoration, and preservation; and

education.

Commercial uses are strictly prohibited.

### Legacy Land Conservation Commission

The Legacy Land Conservation Commission was created by Act 254, SLH 2006 to advise the Board of Land and natural Resources on implementation of the Legacy Land Conservation Program. The commission makes recommendations on requests for grants from the Land Conservation Fund to a qualifying State agency, County agency or nonprofit land conservation organization for the preservation and acquisition of lands having value as a resource to the State.

### Natural Area Reserves System Commission

The Natural Area Reserves System Commission was established under section 195-6, HRS.

Establishes criteria to be used in determining whether an area is suitable for inclusion within the reserves system; conducts studies of areas for possible inclusion; recommends to the Governor and the DLNR areas suitable for inclusion.

Establishes policies and criteria for the management, protection and permitted uses of the reserves system.

Advises the Governor and the DLNR on any matter relating to the preservation of Hawaii’s unique natural resources.

Develops ways and means of extending and strengthening presently established preserves, sanctuaries and refuges within the State.

### Game Management Advisory Commission

The Game Management Advisory Commission was established under section 183D-4.5, HRS.

Recommends policies and criteria regarding the management, protection, and promotion of public hunting in Hawaii.

Recommends amendments to existing department policies and procedures relating to hunting, particularly regarding chapter 183D and chapters 122, 123, and 124 of Title 13, Hawaii Administrative Rules.

## Hawaii Historic Places Review Board

The Hawaii Historic Places Review Board was established under section 6E-5.5, HRS, as a review board for the Hawaii Register of Historic Places and the national Register of Historic Places.

Orders historic properties entered into the Hawaii Register of Historic Places on the basis of their value to Hawaii's heritage.

Evaluates and recommends the nomination of historic properties to the National Register of Historic Places.

Reviews the state survey of historic properties and the state historic preservation plan.

Maintains the Hawaii Register of Historic Places, including all those listed on the National Register of Historic Places, and a program of notification and publication regarding properties on the registers.

Develops policies on signage in historic districts.

## Aha Moku Advisory Committee

The Aha Moku Advisory Committee was established under section 171-4.5, HRS.

The Committee advises the Chairperson of the Board of Land and Natural Resources on:

integrating indigenous resource management practices with western management practices in each moku;

identifying a comprehensive set of indigenous practices for natural resource management;

fostering the understanding and practical use of native Hawaiian resource knowledge, methodology, and expertise;

sustaining the State's marine, land cultural, agricultural, and natural resources;

providing community education and fostering cultural awareness on the benefits of the Aha Moku system;

fostering protection and conservation of the State's natural resources;

developing an administrative structure that oversees the Aha Moku system.

## Endangered Species Recovery Committee

The Endangered Species Recovery Committee was established under section 195D-25, HRS.

Reviews and recommends to the Board of Land and Natural Resources actions to take on all applications and proposals for habitat conservation plans, safe harbor agreements, and incidental take licenses then reviews all habitat conservation plans, safe harbor agreements, and incidental take licenses on an annual basis to ensure compliance with agree-to activities.

Considers and recommends appropriate incentives to encourage landowners' involvement in endangered species restoration efforts.

Consults with persons possessing expertise in endangered species matters as the Committee may deem appropriate and necessary.

Conducts annual site visits to properties covered under plans and agreements  
Performs other duties as needed.

### Invasive Species Council

The Invasive Species Council was established under section 194-2, HRS.

Provides policy level direction, coordination, and planning among state departments, federal agencies, and international and local initiatives for the control and eradication of harmful invasive species infestations throughout the State and for preventing the introduction of other invasive species that may be potentially harmful.

Identifies agency resource shortfalls with respect to invasive species.

Coordinates and promotes the State's position with respect to invasive species.

Advises the Governor and the Legislature on budgetary and other issues regarding invasive species.

Advises and coordinates relevant efforts between departments.

Administers an interagency budget each year to support interagency projects that fill gaps between agency programs or expand its knowledge through research and technology development.

### Island Burial Councils

Five Island Burial Councils, one each for Hawaii, Maui/Lanai, Molokai, Oahu, and Kauai/Niihau, were established under section 6E-43.5, HRS, to implement section 6E-43, HRS (prehistoric and historic burial sites).

Determine the preservation or relocation of previously identified Native Hawaiian burial sites.

Assist the Department in the inventory and identification of Native Hawaiian burial sites.

Recommend appropriate management, treatment, and protection of native Hawaiian burial sites.

Maintain a list of appropriate Hawaiian organizations, agencies, and offices to notify regarding the discovery of remains.

### Kahana Valley Living Park Planning Council

Act 15, SLH 2009, Spec., Sess. (Act 15), sections 1 and 3, set forth conditions for Kahana Valley State Park as a living park. Act 15, section 4, requires a Living Park Planning Council for each state living park. Pursuant to Act 15, section 5, the development of a master plan for a state living park rests with the Council.

In developing the master plan, the Council's duties include:

establishing goals and objectives to ensure the living park reaches its full potential;

seeking out and consulting with all residents of the living park, kupuna, community groups adjacent to the living park, and organizations with knowledge that may benefit the living park;

establishing criteria, policies, and controls governing the management of the living park leases.

### Kaneohe Bay Regional Council

The Kaneohe Bay Regional Council was established under section 200D-2, HRS.

Implements, reviews, and amends the master plan, developed pursuant to Act 208, SLH 1990, as it relates to ocean use activities.

Serves as a central coordinative clearinghouse of public and private activities in Kaneohe Bay, advising and making recommendations to the State and the county on matters regarding the use of Kaneohe Bay by the general public, marine research programs, and commercial ocean use activities, including legislative matters.

Serves as the public advocate for Kaneohe Bay.

Establishes a Kaneohe Bay fishing panel to monitor fishing activities in the Bay, as recommended in the master plan.

Department of Land and Natural Resources  
Office of the Chairperson  
Functional Statement

Under the general direction of the Governor of the State of Hawaii and through the Board, plans, directs and coordinates the various activities of the department within the scope of laws and established policies and regulations.

Recommends departmental policies and organization for the approval of the Governor and the Board; and after approval directs their implementation, except for matters relating to water resources.

Recommends administrative rules, regulations and procedures governing the conduct of the department's activities.

Directs and maintains program planning, evaluation activities and management improvement services, except for matters relating to water resources.

Directs the preparation of department and program budgets; submits and justifies budgets before review by approving authorities, and exercises control of funds made available for the department, except for matters relating to water resources.

Secretarial/Clerical Services

Provides secretarial, typing, filing and other clerical services to personnel within the Office of the Chairperson, to include attending to the organization and coordination of matters to the personal attention of the Chairperson and Deputy Directors.

Office of the Chairperson  
Administrative Services Office  
Functional Statement

Provides administrative support services on a department-wide basis to the Chairperson and Members of the Board, and to the ten operating divisions and four departmental staff offices. Serves as the Chairperson's key advisory staff and resource in the internal management of departmental programs relative to assigned functional areas, which include: program planning and budgeting, fiscal management, auditing, federal aid, records management, risk management, and office services. Provides specialized liaison services with the Department of Accounting and General Services, the Department of Budget and Finance, the Legislature, and Federal agencies.

Budgeting Staff

Coordinates the submission of the department's multi-million dollar and multi-funded operating and capital improvement project (CIP) budgets; formulates and analyzes annual operating and CIP budgets in collaboration with operating sections; summarizes budgets with appropriate recommendations for presentation purposes; participates in presentation of budgets to the Chairperson, the Board, the Department of Budget and Finance, the Governor, and the Legislature.

Prepares or coordinates preparation of responses to various budgetary requests for information from the Legislature, other agencies, and our Chairperson, Board, or Commission.

Coordinates the implementation of the budget execution with the divisions; coordinates the preparation of the departmental CIP expenditure plan; maintains close surveillance of operating and CIP activities for the department and reports to the Chairperson significant deviations from planned expenditure schedules.

Coordinates Program Planning and Budgeting (PPB) activities in the department; reviews and analyzes the adequacy of the measures of effectiveness utilized in determining each program's performance; analyzes each program's performance to determine whether benefits commensurate with costs and whether new alternatives should be adapted.

Is responsible for the preparation and submittal of the annual Variance Report through the Department of Budget and Finance to the Legislature.

Assists the Fiscal Management Officer with the department's multi-million dollar investment portfolio.

Assists the Fiscal Management Officer with the review and approval of departmental organizational change proposals.

Coordinates the statewide records management program for the department.

Auditing Staff

Coordinates and participates in departmental audits by State, Federal and Legislative Auditors.

Conducts review of fiscal procedures and accounting systems to insure that the internal control system is functioning as designed; recommends new procedures and systems to meet operating needs as necessary.

Monitors federal aid activities of the department and its sub-grantees to insure compliance with guidelines established for the respective Federal programs.



Maintains a centralized system for monitoring Federal grants and preparing and submitting reimbursement claims on a timely basis.

#### Fiscal Staff

Maintains a comprehensive accounting and financial information system for the department's multi-million dollar finances consisting of operating, Federal, and CIP programs financed by bond, general, federal, special, trust, revolving and donated private funds. Implements statewide and corresponding internal revisions to accounting procedures and systems.

Ensures the accuracy and timeliness of all Departmental financial data; establishes financial management policies and procedures; monitors financial management systems, and ensures the Department's compliance with applicable laws and regulations.

#### Revenue Section

Manages the complex State Lands Inventory Management System (SLIMS) to maintain the accounts receivable and to account for revenues derived from the activities of the department. Bills tenants, lessees and purchasers of public lands; bills other individuals and organizations deriving use from resources and property under the management of the department; receives and accounts for collections; prepares and provides aging analyses of receivables to the agency responsible for the accounts.

Centrally deposits all revenues and other collections into the State Treasury; reconciles transactions between our SLIMS system and DAGS' FAMIS system; provides reports to divisions and outside agencies that receive a portion of our revenues; and transfers revenue collections to the Office of Hawaiian Affairs (OHA), the Department of Hawaiian Home Lands, and the Department of Agriculture for their share of revenues collected.

Maintains subsidiary temporary deposit ledgers to account for collateral and performance bond deposits, film permits, appraisal fees, grants, donations, etc. and prepares status reports for divisions.

Maintains inventory of non-cash securities held for safekeeping by the Director of Finance.

Maintains a delinquent accounts collection system; follows-up with departmental personnel, private collection agencies and the Attorney General's Office for the collection and resolution of delinquent accounts.

#### Expenditure Sections I and II

Establishes and maintains fund control ledgers and subsidiary appropriation records for the accounting of all operating and CIP transactions of the departments, and develops and provides financial status reports to the Chairperson and operating sections, as well as special financial reports to the Legislature, the public, and other agencies. Reconciles accounts with the Department of Accounting and General Services (DAGS).

Reviews and processes requests for purchase of materials and supplies, repairs and maintenance, services, equipment, and motor vehicles, and for formal contracts of planning, design, construction, equipment, management, research, etc. Pre-audits and processes departmental expenditures, and maintains petty cash accounts for the department. Performs purchasing activities in coordination with the State's Central Purchasing Division. Coordinates the departmental operating the CIP encumbrance submission to DAGS.

Maintains an internal coding structure to ascertain proper charges for federal aid reimbursements, budget preparation, and special requests from the divisions, the

Department of Budget and Finance, and the Legislature.

Coordinates departmental structures and equipment inventory activities with DAGS; maintains registration of the department's motor vehicles.

Coordinates the statewide risk management activities of the department.

Coordinates the statewide records management program for the department.

#### Payroll Section

Processes the departmental payroll schedules semi-monthly to DAGS; calculates payroll adjustments for overtime pay, reallocations, temporary assignments, hazard pay, workers' compensation, vacation credit payments, employer's share of contribution, overpayment, employees' deductions and requests for priority payment.

Distributes payroll warrants and statements semi-monthly and W-2 forms annually.

Assists employees with the replacement of lost payroll checks; verifying employment submitted by loan, governmental and other institutions; and processing back assignments to ensure accurate and timely transfer of salaries paid to the proper account.

Responsible for the recovery of salary or wage overpayments.

## Office of the Chairperson Information Technology Services Office Functional Statement

Plans, coordinates, organizes, directs, and administers the department's information processing and telecommunications services for program functions. Develops and operates departmental automation technologies including local and wide area networks (LAN/WAN), applications development, personal computer automated systems, Geographic Information System (GIS), telecommunications functions, and computer facilities management for program objectives.

Provides systems development and maintenance services for WAN applications and provides secure connectivity to other government agencies.

Provides planning and assistance in the efficient use of the department's telecommunications services for voice, radio communications, video, and data networking; information processing and telecommunications procedures, standards and methodologies; to ensure effective and compatible utilization of computer resources.

Represents the department as the GIS Coordinator in establishing a comprehensive departmental GIS to help improve and streamline agency planning, resource management, and other decision-making processes which use geospatial data. Provides guidance, assistance, and other technical support services for GIS to facilitate information gathering and information sharing among divisions, government agencies, and the public. Coordinates the preparation of specifications for software and equipment to be acquired, acquisitioned, and implemented for departmental GIS connectivity.

Develops and maintains the department's long range information technology plans, strategies, computerization policies and procedures to provide guidelines on the use of the department's data and equipment so that it is appropriately protected and procedures are in compliance with established statewide standards.

Reviews, researches, and recommends action on requests for computer hardware and software; telecommunications, GIS, LAN, Web, and other agency application logins.

Prepares computer budgets for review by approving authorities, controls expenditure of funds, and procures department wide licenses and maintenance for network services.

Coordinates and obtains necessary approvals from the Department of Accounting and General Services' Information and Communication Services Division for the implementation and maintenance of the department's electronic data processing and office automation systems.

### Network Management Section

Provides systems analysis, planning, implementation and maintenance for the department's Local and Wide Area Networks (LAN/WAN); and interconnectivity among State and County computing platforms.

Provides system administration for the operation of the LAN/WAN to ensure services are available. Provides technical support to identify, isolate, track and resolve LAN problems. Identifies hardware, software or operator causes and devises immediate and long-term solution(s) to the problem. Identifies user problems due to educational deficiencies and recommends courses of study for computer users.

Serves as a member of technical project teams requiring a knowledgeable specialist in LAN planning and implementation requirements and assists project teams in problem determination and resolution.

Develops LAN policies, procedures, standards, security and guidelines for the design and installation of LANs.

Develops and maintains the procedures for the back-up and recovery of networked data, including disaster recovery planning and maintenance.

#### Systems Development Section

Provides systems analysis, design, development, enhancement, and maintenance for WAN-based application systems that are accessible statewide. Develops an information systems strategic plan, assesses the current system and workflows, defines system requirements, identifies alternatives, defines the system design, conducts requests for proposals, oversees consultants to ensure successful system development and implementation, provides reports for management, and provides client training, user manuals, and assistance in developing analytical and technical capabilities that enable them to utilize application functions for reporting purposes.

Provides planning, development, guidance, assistance, and other technical support services for operational services such as the Intranet, Internet and GIS to facilitate information gathering and information sharing among divisions and the public.

Maintains the Internet and Intranet websites, including monitoring, updating, and enhancing information and links to ensure the information is updated on a timely basis.

Assists in the development of policies, procedures, standards and guidelines in the use of applications for deployment to the LAN, the Internet and Intranet, in accordance with State standards.

Provides technical support and contract evaluation for applications including e-commerce applications and represents the department as the technical liaison for contracted vendors such as the State's portal vendor.

Reviews bid specifications, requests for proposals, and contracts for projects related to applications processing as requested.

Serves as a member of technical project teams requiring a knowledgeable specialist in systems development planning and implementation requirements and assists project teams in problem determination and resolution.

#### Telecommunications Section

Provides planning, design, management, maintenance, and technical support to implement mobile communications systems and network integration.

Coordinates, maintains and supports the Federal Communications Commission (FCC) radio frequency licensing program.

Prepares divisional budget, expenditure plans, and project justifications. Represents the department as the telecommunications coordinator. Provides project planning and prepares telecommunication requests for voice and data installations to connect remote offices and allow for mobile access to network services. Assists in coordinating cooperative efforts with other government agencies to discuss and evaluate plans and proposals for sharing information.

Coordinates the standardization of network hardware and software to optimize maintenance costs and system compatibility; develops bid specifications for network hardware and software.

Serves as a member of technical project teams requiring a knowledgeable specialist in telecommunications development planning and implementation requirements and assists project teams in problem determination and resolution.

Office of the Chairperson  
Human Resources Office  
Functional Statement

Provides comprehensive human resources services to the Chairperson, the Board of Land and Natural Resources, and to heads of divisions and staff offices of the department. Major services include guidance and technical assistance in such specialized fields as employee and labor relations; position classification; organization and management; employee training and development; employee safety; recruitment; selection and placement; affirmative action; employee benefits; and personnel transactions and records maintenance.

Human Resources Specialist Staff

Evaluates, develops and recommends personnel policies and procedures within the department.

Conducts studies of the department's organization, management methods and procedures.

Reviews and recommends position classification actions for the department.

Develops and maintains a departmental labor relations program.

Implements departmental recruitment, selection and placement program.

Coordinates the departmental training and safety program.

Maintains the departmental affirmative action plan.

Support Services and Transactions Staff

Maintains a centralized system for processing, recording, reporting, and filing of personnel transactions, employee records, and related personnel files.

Assists departmental personnel in the interpretation and implementation of personnel rules and regulations, contract articles and employee benefits.

Office of the Chairperson  
Office of Conservation and Coastal Lands  
Functional Statement

Provides for the regulation and enforcement of land use laws in the State Land Use Conservation District, pursuant to Chapter 183C, Hawaii Revised Statutes. Administers the Department's Coastal Lands Program.

Administers, under the direction and supervision of the Chairperson, all Conservation District land use activities, including stewardship.

Provides technical advice and support to the Board of Land and Natural Resources and the State Land Use Commission.

Implements the State Coastal Lands Program in conducting beach and dune restoration projects and activities, and provides scientific, policy, and program coordination support on issues regarding coastal geomorphic processes, coastal erosion, beach and dune conservation and restoration, appropriate coastal land use and environmental document and regulatory permit review. Such activities are provided with particular focus on identifying and evaluating potential impacts to beaches and other coastal environments and improving community resilience to coastal hazards.

Designs, coordinates, and manages state-led beach conservation and restoration projects with other state, federal and county agencies, and communities.

Develops and presents policies to the Board of Land and Natural Resources for adoption when appropriate, including development and revision of legislation, rules, policies, and practices to improve community hazard resilience and protect and enhance coastal resources by incorporating the best available scientific information and practices.

Supports the implementation of the Hawaii Sea Level Rise Vulnerability and Adaptation Report and related projects, initiatives, and policy development.

Develops and coordinates departmental policy for the use of the state's resources with the operating and staff units, federal, state, and county agencies, public and private organizations as well as the general public.

Initiates and coordinates departmental positions on the environmental effects of proposed actions by federal, state and county projects as well as the private sector on Conservation and Coastal Lands.

Initiates and coordinates departmental position on Environmental Affairs relating to land and coastal resources.

Initiates and coordinates departmental position on State Land Use Commission's positions.

Secretarial/Clerical Staff

Provides secretarial, stenographic, typing, filing and other clerical services to personnel of the Office of Conservation and Coastal Lands.

Planning Staff

Performs comprehensive Conservation and Environmental Affairs services for the department in close collaboration with its operating divisions, the Department of the Attorney General, the Department of Accounting and General Services, and the various counties of the state. Maintains constant awareness of environmental factors affecting the resources of the state, and ongoing proposed activities on public and private lands zoned Conservation, and, coordinates the Department's responsibilities in relation to

these factors.

Receives, reviews, analyzes and processes requests for land uses in the Conservation District.

Provides enforcement of Conservation District regulations and conditions of approved Conservation District Use Permits; processes conservation district violations.

Administers contested case hearings on Conservation District Use Applications, shoreline certifications, and other departmental matters.

Provides special project planning services, such as developing a statewide telecommunications cable landing policy.

Develops and drafts administrative rules and/or legislation affecting the Conservation District and/or Coastal Lands.

Develops statewide plans and policies for the management of beach erosion and coastal flooding issues and coordinates with the Coastal Zone Management staff.

Obtains federal, State, county or private funding for and implements beach and dune restoration projects.

Conducts field investigations to assess erosion problems and solutions; gathers technical information on coastal erosion and sea level rise related coastal flood management; provides input and education on coastal flooding, coastal erosion, and restoration matters; coordinates efforts with other governmental agencies and private landowners.

Administers the Beach Restoration Special Fund.

Evaluates departmental policy for the use of the state's resources with the operating and staff units, federal, state and county agencies, public and private organization as well as the general public.

Evaluates departmental positions on the environmental effects of proposed actions by federal, state, and county projects as well as the private sector on Conservation lands.

Evaluates departmental position on Environmental Affairs relating to land and coastal resources.

Responds to inquiries from the general public regarding the rules and regulations of the Conservation District and coastal lands issues.



# Department of Land and Natural Resources

## Bureau of Conveyances

### Functional Statement

The land recording program is mandated and guided by specific statutes to protect the rights of individuals and organizations in land ownership. Comprehensive records of documents affecting land titles, including, but not limited to, deeds, mortgages, maps and land court documents are maintained. The Bureau of Conveyances also records documents under the provisions of the Uniform Commercial Code as a means of perfecting security interests in personal property.

The Bureau of Conveyances is the sole agency of the State of Hawaii authorized to carry out this function; therefore, it is the only office that can provide information concerning recordation and registration methods and procedures.

As a service to the Department of Taxation and the public, the Bureau of Conveyances collects conveyance taxes due on transfer of real property ownership for deposit to the general fund and to the Department of Accounting and General Services, Archives Division, the Bureau of Conveyances collects \$1.00 per recording as a State Archives preservation fee.

#### Office of the Registrar of Conveyances

Provides overall planning, program development, evaluation and research activities for all programs administered by the Bureau of Conveyances (“Bureau”); submits to the Department a biennial budget; issues written guidelines; reviews and approves program schedules, specifies training levels and forecasts program needs.

Establishes policies and procedures to guide coordination with internal/external groups; uses direct personal contact to guide subordinate units; delegates decision-making authority to operational and staff units as needed.

Disseminates information to the public and the title industry on the Bureau’s programs and practices.

Formulates and implements long and short range plans to meet the Bureau’s objectives.

Provides research support activities for other Departments.

Ensures Bureau’s compliance with State and Federal safety regulations.

Maintains employee records, provides personnel actions and employee development, coaching and counseling.

Works with labor union representatives concerning Bureau policy changes in accordance with State guidelines.

Recruits, interviews, selects and trains personnel with assistance of Department of Human Resources Development and the Department of Land and Natural Resources Personnel Office.

Keeps employees informed on all policies and procedures affecting their employment, advises and supports line managers on resolving personnel problems.

Administers, interprets and generally oversees the problems/questions that arise from, but not limited to, Hawaii Revised Statutes (HRS) Chapters 247, 490, 501, 502, 504, 505, 506, 514-A, B and E, 636, and 636-C, Administrative Rules and Land Court Rules.

Develops policies, rules and regulations and procedures for approval and promulgation by the Bureau and Land Court on matters relating to recording. Assures that Administrative

Rules are consistent with Hawaii Revised Statutes.

Provides central procurement, inventory control services for Bureau's programs in accordance with State requirements.

Registrar or Deputy Registrar represents the State of Hawaii as expert witness as needed in any cases dealing with the Bureau of Conveyances or Office of the Assistant Registrar recordings in any court proceedings.

### Regular Recording Branch

Administers Chapters 247, 490, 502, 504, 505, 506, 514-A, B and E, 636 and 636-C of the Hawaii Revised Statutes and Administrative Rules, receives and reviews documents and maps (file plans of subdivisions) to determine if documents and maps comply with statute. Maintains all records of the Bureau of Conveyances. Provides assistance to the public inquiring about records and recordings.

### Regular Receiving Section

Receives, reviews and records documents and verifies fees covering unregistered property.

### Abstracting Section

Abstracts information from original documents recorded in the Regular System to compile a digest of essential data into indexes.

Prepares reports of Regular Systems documents recorded.

Compiles and maintains information for current and decennial master indexes of Regular System documents.

Abstracts information from original documents on UCC filings.

### Cashiering Section

Accounts for and collects all recording fees.

Completes Treasury Deposit Receipt forms and provides records and reports of all revenues received from the recordation of documents covering registered and unregistered property.

Provides certified copies of UCC documents recorded in the Regular Recording Branch, as requested by UCC form 11.

### Central Processing Section

Provides clerical, scanning, filing, typing, and duplication services.

Provides guidance to the public in accessing documents recorded in the Bureau.

Does record search for title, liens and encumbrances on registered and unregistered real property.

Digitally scans all legal and land title documents recorded by the Bureau of Conveyances.

Generates from digital scans, microfilm and grantor/grantee indices certified copies of all legal and land title documents, bound and unbound material, maps, plans and drawings.

Provides the office with clerical services and disseminates processed documents.

Maintains records, maps, and tracings.

Generates certified copies of Certificate of Title and all legal and land title documents upon request.

Maintains reference materials and reproduction equipment to assist general public in researching and abstracting specific information from recorded documents.

### Land Court Recording Branch

Administers Chapter 247, 501, 502, 504, 505, 506, 514-A, B and E, 636 and 636-C of the Hawaii Revised Statutes Rules of the Land Court, and Administrative Rules; receives and reviews documents and maps (Land Court Applications and Consolidation Subdivisions) to determine that documents and maps comply with statutes.

#### Land Court Receiving Section

Receives, reviews and records documents and verifies fees covering registered Land Court property.

#### Abstracting Section

Abstracts information from original documents recorded in the Land Court System to compile a digest of essential data into indexes.

Prepares reports of Land Court documents recorded.

Compiles and maintains information for current and decennial master indexes of Land Court documents.

#### Document Review Sections

Researches and abstracts information from original documents.

Certifies ownership to fee simple parcels of land within the State of Hawaii.

Provides certified copies of recorded Land Court documents.

Department of Land and Natural Resources  
Division of Conservation and Resources Enforcement  
Functional Statement

Provides for the protection and conservation of Hawaii's lands and natural resources through the enforcement of laws, rules and regulations, and through public education.

Act 171, Session Laws of Hawaii 1978:

With respect to all state lands, including public lands, state parks, forest reserves, forests, aquatic life and wildlife areas, and any other lands and waters subject to the jurisdiction of the department of land and natural resources.

- Enforces Title 12 and rules adopted there under.
- Investigates complaints, gathers evidence, conducts investigations and conducts such field observations and inspections as required or assigned.
- Cooperates with enforcement authorities of the State, counties and federal government in development of programs and mutual agreements for conservation resources enforcement activities within the State.
- Cooperates with established search and rescue agencies of the counties and the federal government in developing plans and programs, and mutual aid agreements for search and rescue activities within the State.
- Checks and verifies all leases, permits and licenses issued by the Department of Land and Natural Resources.
- Carries out such other duties and responsibilities as the Board of Land and Natural Resources may from time to time direct.

Act 226, Session Laws of Hawaii 1981:

- Expands the authority of the Division, by providing conservation and resources enforcement officers with all of the powers and authority of a police officer, including the power of arrest, enforce all state laws and rules, and county ordinances within all state lands, state shore waters and shores, and county parks.

Act 85, Session Laws of Hawaii 1981:

- Expands authority to enforce the laws relating to firearms, ammunition and dangerous weapons contained in Chapter 134, Hawaii Revised Statutes.

Act 296, Session Laws of Hawaii 1996:

- Expands authority to enforce the rules in the areas of boating safety, conservation, and search and rescue relative to the control and management of boating facilities owned or controlled by the State, ocean waters, and navigable streams and any activities thereon or therein, and beaches encumbered with easements in favor of the public, and the rules regulating vessels and their use in the waters of the State.

Act 17, Session Laws of Hawaii 1997:

- Expands authority to enforce Title 12, Chapters 6E and 6K (Kaho'olawe island reserve) and rules adopted thereunder.

Act 189, Session Laws of Hawaii 2000:

- Expands authority to enforce the laws in Chapter 291E relating to operating a vessel on or in the waters of the State while using intoxicants.

Act 142, Session Laws of Hawaii 2004:

- Amends enforcement authority within the Kaho'olawe island reserve and for cave protection and expands enforcement authority to all state lands and waters.

DOCARE is also responsible for creating and preparing information on natural resources for dissemination to the public through public and private school systems, community and other organizations, and through other information media.

### Clerical Services Office

Provides administrative support and stenographic and clerical services to all units of the Division.

Maintains and updates fiscal and personnel records.

Provides typing, duplicating and reproduction services.

Compile statistical and other data.

Maintains correspondence and other files.

Receives, controls, and distributes Departmental and other communications to units of the Division.

Purchase supplies, materials and equipment.  
Assist with preparation and management of budgets.

Maintains inventories of supplies and equipment.

Provides information to the public on conservation and resources laws, rules and regulations, and programs.

Issues licenses and permits; and collects, deposits, and accounts for monies collected for licenses and permits.

Performs other related duties and responsibilities as required.

### Staff Development Office

Develops, coordinates, conducts and maintains education and training program of conservation and resources enforcement officers in regards to educating the public in resource conservation.

Develops, coordinates, conducts and maintains education and training program of conservation and resources enforcement officers in regards to new, revisions of and applicability of enforcement laws, rules, regulations and procedures.

### Hunter Education Office

Plans, develops and implements a program of public education and certification to inform and instruct the State's residents in wildlife resource conservation, outdoor ethics and hunting safety.

Develops and conducts advanced certification courses in subjects such as bow hunting, muzzle loading, first aid and survival, and orienting.

Develops and maintains a statewide marketing program to recruit student/instructors and to enhance program visibility.

Recruit, train, certify and maintain a statewide pool of certified volunteer Hunter Education Instructors.

Plans, designs, implements and coordinates program support services provided to various public and private organizations on all islands.

Establishes, maintains and coordinates communication between public and private organizations/agencies to promote program objectives.

Plans and coordinates the development of public shooting facilities throughout the State.

Coordinates and maintains liaison between public and private organizations for statewide target range development and Capital Improvement program (CIP) funding.

Maintains liaison with other divisions and other state and federal agencies on program-related and/or legislative matters.

Revises, analyzes, and evaluates program data for periodic program evaluation and reporting requirements.

Develops, plans and coordinates legislative responses and initiatives.

Certifies Conservation and Resources Enforcement Officers (CREO's), Division of Forestry and Wildlife personnel, and U.S. Department of Agriculture ADC officers in basic and/or advanced Hunter Education courses in accordance with each agency's policy requirements.

Prepares and coordinates annual, periodic and special reports, as required.

### Investigations Office

Plans, conducts, and coordinates special investigations of violations of established laws, rules and regulations relating to conservation and natural resources.

Conducts complete investigations of reported violations of the Conservation District Use Regulations and suspected illegal activity under the jurisdiction of the Board of Land and Natural Resources.

Conducts complete internal investigations of reported violations committed by Conservation Resources Enforcement Officers.

Revises, analyzes, and evaluates data, and appears in court and testifies for the prosecution of offenders.

Assists in training of and advises Conservation Resources Enforcement Officers in the performance of investigative tasks.

### Program Support Office

Under the direction of the division director, initiates and formulates fiscal budgetary needs of the division.

Prepares quarterly activity and budgetary reports.

Allocates and accounts for the proper expenditure of funds; review invoices for payments.

Processes all personnel matters such as establishment of positions, filling of vacancies, and re-description of positions.

Prepares annual fiscal report.

Responsible for the proper care and maintenance of all division property and equipment assigned.

Plans, maintains and coordinates systems for collection and analysis of data on enforcement problems and activities.

Assist in training and the design of performance standards for operational staff.

### Hawaii/Maui/Kauai/Oahu Branches

The Hawaii, Maui, Kauai and Oahu Branches of the Division of Conservation and Resources Enforcement (DOCARE) engage in a variety of services related to the protection, conservation and utilization of the State's land and natural resources.

Keeps abreast with current changes in laws, rules, regulations and county ordinances governing conservation and resources, threatened and endangered species, and state lands, state shore waters and shores, and county parks.

Consults with the County Prosecution on interpretation and implementation of laws and procedures.

Enforces laws, rules, regulations and county ordinances governing conservation and resources within the State of Hawaii, threatened and endangered species, and state lands, state shore waters and shores, and county parks as provided by Act 226, Session Laws of Hawaii, 1981.

Effectuates inter-divisional written operational agreements to assure the level, type, and scope of enforcement and related services to be provided.

Conducts inspections, land and water area patrols, and surveillance of land and natural resources areas.

Detects, surveys, investigates and apprehends suspected or reported violators of laws, rules, regulations and county ordinances governing conservation and resources, threatened and endangered species, and state lands, state shore waters and shores, and county parks.

Detects, surveys, investigates and apprehends suspected or reported violators of laws, rules, regulations and county ordinances governing the possession of illegal contraband.

Issues, processes and maintains records of summons or citations in accordance with procedures established by the Director of the Traffic Violations Bureau.

Collects, secures, preserves, and presents evidence of violations of laws, rules, regulations and county ordinances governing conservation and resources, threatened and endangered species, and state lands, state shore waters and shores, and county parks.

Prepares for and testifies in court cases for the prosecution of offenders of laws, rules, regulations and county ordinances governing conservation and resources, threatened and endangered species, and state lands, state shore waters and shores and county parks.

Disseminates information on conservation, and on land and natural resources; and interprets laws, rules and regulations governing conservation and resources for the public.

Assists in research programs and in data collection as required.

Assists in joint federal-state-county search and rescue programs.

Cooperates and coordinates efforts of enforcement with other government agencies and private sectors.

Assists and participates in the hunter-education program by disseminating information, giving talks, and serving as instructors to promote and assure hunter safety.

Assists and participates in training/education/research activities, processes data on enforcement problems and activities, and completes training and efficiency evaluations.

Assists and participates in investigations by gathering data through interviews and personal observations, and testifying in court for the prosecution of offenders.

Submits daily, monthly and other reports on enforcement and related activities on forms provided and in accordance with prescribed procedures.

## Districts

The following Branches of DOCARE are segmented into Districts that perform the enforcement activities outlined above delineating DOCARE's service requirements, within each respective district:

Hawaii Branch: West Hawaii District  
East Hawaii District  
North Hawaii District

Maui Branch: East Maui District  
West Maui District  
Molokai District  
Lanai District

Kauai Branch: East Kauai District  
West Kauai District



Department of Land and Natural Resources  
Aquatic Resources Division  
Functional Statement

Selects projects and conducts activities to conserve and manage aquatic resources for the sustainable benefit of all the State's citizens, propose and promulgate rules for the management of aquatic resources, propose changes to aquatic environmental management that would maintain and improve optimum values in regard to preservation of native biodiversity.

Conserves and enhances native and other indigenous aquatic species and their habitats through active management programs and other measures, including invasive species control.

Supports the State's economic foundation by ensuring sustainable resources use and the viability of Hawaii's fishing industries.

Enhances leisure time opportunities and facilities for people of all ages to develop skill and participate in non-organized outdoor aquatic recreation activities, such as saltwater and freshwater fishing, underwater photography, snorkeling and diving, and nature studies of aquatic organisms and their habitats.

Promotes public understanding of the importance of Hawaii's aquatic resources by encouraging conservation and ethical use of these resources.

Negotiates and recommends cooperative work agreements with federal, state, local, and non-governmental agencies.

Serves as representative to, and participates in co-management of shared aquatic resources with organizations and agencies such as the Western Pacific Regional Fishery Management Council, Heeia National Estuarine Research Reserve Advisory Board, Kaneohe Bay Regional Council, the Hawaiian Humpback Whale National Marine Sanctuary, the Papahānaumokuākea Marine National Monument, the U. S. Coral Reef Task Force, the Hawaii Invasive Species Council, U. S. Fish and Wildlife Service, National Marine Fisheries Service Pacific Islands Regional Office and Fisheries Science Center, and others as needed.

Administrative Services Office

Provides fiscal and administrative services for Division management needs.

Coordinates preparation of Division budget documents, maintains communication of program budget status with branches, oversees screening of purchase requests, monitors division budget balances over the fiscal year, and makes recommendations on legislative appropriation proposals to other Branches.

Provides accounting and specialized procurement functions for the Division.

Develops contracts, grants and project proposals; assists with budgetary oversight, submits reports and ensures compliances.

Reviews, coordinates and updates cooperative agreements, etc. with reference to Department and Divisional policies and goals.

Identifies and provides personnel needs; develops position descriptions and supports recruitment efforts.

Performs other administratively related duties and activities.

### Office Services

Provides clerical, typing and other office management services to Personnel of the Division.

Maintains accounts of projects involving state and federal funds, accounts for time and material costs, electronic ledgers of accounts receivable and project expenditures, and prepares federal-claim vouchers.

Provides basic information on aquatic resources programs, rules, and regulations to the public, and directs technical questions to appropriate staff.

Processes forms for travel, completed travel, per diem payments, etc.

Processes authorized purchases of supplies and equipment, maintain equipment inventory database, and prepares requests for disposal of equipment.

Maintains personnel files, including timesheets, paid leave, overtime, etc.

Compiles data and reports on workload, budget, staffing and other division management matters.

Receives and disseminates executive, departmental communications, and maintains division files.

Provides word processing, copying, and scanning services.

### Resources Management Office

Assesses, recommends and develops strategic plans, goals, objectives and special projects for DAR priority needs and/or concerns relevant to the management of State natural resources, e.g. fisheries, nearshore habitats, coral reef ecosystems, managed and protected areas and species.

Develops action plans, management proposals, and specialized projects to promote protection, restoration and/or sustainable use of aquatic resources, community-based subsistence fishing areas, managed areas, and protected species.

Drafts project proposals and grants; provides associated grant oversight, budget monitoring, procurement services and expenditure tracking.

Supports special projects involving resource issues of concern, e.g. coral disease, coral bleaching, threats to coral reefs; managed areas, protected species, fisheries, invasive species.

Assists the rule-making process including planning, developing and writing draft rules to support DAR funded/unfunded mandates; conducts studies, analyses and provides legal support for all DAR programs and projects.

Participates in partnerships with Federal agencies to support State actions required for the Papahānaumokuākea Marine National Monument, Hawaiian Islands Humpback Whale National Marine Sanctuary, U.S. Coral reef Task Force, and False Killer Whale Take Reduction Team.

### Sanctuary Section

In collaboration with federal partners, provides State co-management services for the Hawaiian Islands Humpback Whale National Marine Sanctuary.

Facilitates implementation of the Sanctuary Management Plan, conducts Management Plan Reviews, prepares State agreements for Sanctuary co-management in terms of the marine Resources Protection, management approach, Sanctuary boundaries, new or revised state and federal regulations, staffing needs, etc.

Identifies and evaluates other marine wildlife resources for possible inclusion in the Sanctuary, and Develops programs to protect these resources should they be included in the Sanctuary.

Provides Hawaiian Monk Seal Recovery support, both technical and logistical, as well as implement Activities to raise public awareness relating to monk seals and reduce harmful interactions with ocean users.

Conducts research and outreach related to marine protected species.

### Monument Section

Fulfills the State's management responsibilities pertaining to the resources of the Papahānaumokuākea Marine National Monument as a C-Trustee of the region in close coordination with the U.S. Department of Interior and the U.S. Department of Commerce and the Office of Hawaiian Affairs.

Serves as the lead on all the State-related Monument actions, including the implementation of the Monument Management Plan and related step-down plans.

Plans, organizes and evaluates the State's Monument management role, responsibilities; establish priorities; determine State policies, goals and objectives for the Program in consideration of archipelagic-wide management priorities. Sets short and long term goals in concert with the recently developed State Monument Core Team.

Represents State interests at Monument related meetings, conferences as well as other professional functions (including those of international scope). Works collaboratively and effectively within political, legal and administrative systems of government.

Establishes and maintains cooperative, consultative and coordinated relationships with various state, federal and county agencies, the Board of Land and Natural Resources (BLNR), other international large scale MPAs (especially those with 'sister-site agreements' in place with the Monument and/or 'Big Ocean' member sites), various committees, elected officials, research institutions, community groups, and non-government organizations related to the management of resources and uses occurring in the Monument. Relationships are often fostered at the local as well as regional and national levels.

Issues State Monument permits, including the facilitation of the review, processing, and compliance associated with proposed actions in the Monument. Conducts and proposes research and management that supports the conservation and management of State resources while upholding state authorities in the region.

### Ocean Resources Planning Section

Supports DAR programmatic needs and implementation of DAR's management priority goals as Defined in the Hawaii Ocean Resources Management Plan.

Coordinates planning of community-level, placed-based, ocean management projects; provides liaison between organizations, communities, DAR, and other relevant DLNR agencies for development and review of pre-proposals, management plans, rule packages and implementation of co-management activities.

Provides legal support as needed for implementation of DAR plans for marine managed areas, protected species, ridge to reef management plans, and improved aquatic invasive species regulations.

Develops marine debris strategic actions; evaluates environmental damages from marine debris to the coastal environment; provides recommendations for mitigation efforts, methods, and measures of effectiveness.

Provides coordination for ballast water and hull fouling response actions; develops interagency agreements; provides management with proposed actions, policy direction and/or rules to minimize aquatic invasive species introductions.

Coordinates with government and private agencies, public groups, organizations, and ocean users for collaboration on and support of DAR resources management and mitigation needs.

### Commercial Fishery and Resources Enhancement Branch

Supports the State's economic base by promoting sustainable resource use and ensuring the viability of Hawaii's fishing industries.

Conducts research on and enhancement of aquatic species to augment natural populations without genetically or ecologically impacting and risking health and viability of native populations.

Conducts biological investigations on and analysis of commercially important fish and shellfish species.

Participates in co-management of fishery resources with federal agencies through participation in the activities of the Western Pacific Regional Fisheries Management Council and the National Marine Fisheries Service.

Formulates, recommends, reviews and/or proposes changes to commercial fishing regulations.

Informs the public about aquatic resource conservation and availability, particularly as they relate to commercial fishing.

Operates and maintains the Anuenue Fisheries Research Center.

Prepares documents and reports to fulfill federal aid (commercial fisheries research and development, Inter-jurisdictional Fisheries Act, etc.) project requirements. Prepares budgetary documents and monitors expenditures.

### Commercial Fishery Section

Provides for commercial fisheries management, and research and co-management projects.

Implements fishery projects to aid in the sustainability of the Hawaiian commercial fishing industry by conducting fishing surveys and fisheries assessment activities, determining fishery information needs, and assesses efficacy of the fish aggregating devices.

Conducts management-oriented biological investigations and analyses of commercially exploited fish and shellfish species.

Participates in activities of the Western Pacific Regional Fisheries Management Council by providing Division representatives to ecosystem plan teams, analysis and evaluation of data and reports, and by providing summaries of

current and proposed State administrative rules, statutes, and legislation, etc.

Formulate, recommend, review and/or propose changes to regulations on commercial fishing, aquaculture operations, seafood markets, commercial fishing licenses, and permits.

Prepare comments and recommendations on proposed State and federal legislation, federal rulemaking, and for projects of other fisheries-related organizations that may affect the Hawaii's fishing dependent economies.

Informs the public about the status and availability of commercial fisheries resources, and the conservation of such resources.

Prepares project documents, including progress and final reports, to fulfill Federal grant and other project requirements to the Commercial Fishery program; disseminates such reports to interested agencies and the public.

Prepares budget documents and monitors expenditures for commercial fisheries projects and related activities.

Performs other related duties and activities, including assisting other programs, as required.

Reviews, interprets, and issues licenses, permits, and registrations relating to fishing, fishing gears, markets, imports, and culturing, that support the commercial fishing industry.

Supports, develops, and maintains website applications for issuance of licenses, permits, and registrations.

#### Data Management and Analysis Section

Centralizes fisheries data, reporting and analysis for fisheries management needs.

Centralizes commercial fisheries dependent data collection, commercial marine licenses; commercial fish reports and dealer reports.

Maintains statistics on commercial fish landings, and other fisheries survey and inventory data, and assists other Branches by providing data summaries, basic analyses used in evaluating such data for fisheries management.

Supports Departmental Civil Resource Violations System to ensure commercial fish report submission and data accuracy requirements.

Reviews, coordinates and submits applications for federal grant funds to subsidize efforts to develop and maintain current web portal licensing and reporting services to the commercial fishing community and data services to management agencies.

Collaborates with federal fishery management agencies and local universities by providing data for use in developing stock assessment, population trends, and fisheries monitoring recommendations.

#### Resource Enhancement Section

Supports research on native aquatic fishes, crustaceans, corals, seaweeds, etc., for resource restoration purposes.

Operates and maintains the Anuenue Fisheries Research Center.

Supports use, maintenance and construction of aquatic holding systems for related research projects, and for projects to enhance public fishing experiences.

Prepares budget documents and evaluates requirements for animal culture, resources enhancement projects, and related activities.

Performs other related duties and activities, including assisting the other programs, as required.

### Aquatic Resources and Environmental Protection Branch

Engages in activities that preserve, enhance and restore the State's native aquatic biodiversity and their associated habitats by promoting responsible and sustainable resource use, and ensuring the long-term viability of Hawaii's aquatic ecosystems thru protective measures and restorative activities.

Reviews environmental protection plans and recommends provisions necessary for the preservation of Hawaii's aquatic habitats and their associated native species.

Conducts research restorative activities involving native aquatic species to enhance native populations and their habitat.

Receives recommendations, evaluates and conducts surveys to collect baseline and temporal data for the establishment of Marine Life Conservation Districts, Shoreline Fisheries Management Areas, and other protected areas and/or sanctuaries to conserve, enhance and protect aquatic resources.

Conducts assessments, including field investigations and site surveys, and prepares recommendations and comments on various permit applications for proposed construction projects, development projects and activities, exotic aquatic species importations and scientific collecting; legislative proposals and federal rulemaking; and environmental assessments and impact statements that may affect the aquatic environment.

Assists the Department of Health in the investigation of fish kills and water pollution incidents and serves as the Department of Land and Natural Resources' representative in the State of Hawaii and U. S. Coast Guard Oil Spill and Hazardous Chemical Response Teams to respond to environmental emergencies (i.e. vessel groundings).

Participates on recovery teams and other activities related to the recovery of threatened or endangered species of aquatic organisms such as Hawaiian monk seals, sea turtles, dolphins, whales, and other protected marine mammals.

Supports the response to and management and control of alien invasive species by developing regulations to manage and control the introduction and establishment of alien invasive species that may be introduced through vessel ballast water and hull fouling. Also supports efforts to respond to and monitor conditions of new potential and existing threats by invasive species to native ecosystems and participates in the restoring of native habitats.

Assists governmental and private agencies, public groups and organizations, and individuals in mitigating adverse impact in aquatic environments.

Participates in the activities of established Aquatic Life and Wildlife Advisory Committees by providing analysis and evaluation of data and reports, general information on Division programs, and information on fishing and conservation.

Supports the Commission on Water Resource Management in developing instream flow standards to ensure healthy stream ecosystem integrity, viability and long-term

conservation of native stream and estuarine biota and their habitat. Operates and maintains the Wailoa Fisheries Research Station.

Recommends aquatic resource and environmental protection controls and regulations.

Prepares budget documents and monitors expenditures for aquatic resource and environmental protection projects and related activities.

#### Aquatic Resources Information and Education Section

Provides the public with information about aquatic resource and environmental protection, management, conservation, restorative programs and encourage sustainable practices.

Develops and coordinates an Aquatic Resources Education Program to promote conservation ethics among all fishermen and other aquatic resource users.

Conducts fishing education classes for citizens of all ages emphasizing safe and ethical fishing practices; recruits and trains volunteer instructors for fishing education activities.

Develops aquatic education curriculum materials for use in schools at all grade levels, and provides teacher training in their use; gives presentations on aquatic resource management and conservation topics to school classes and other groups.

Conducts public outreach through fairs, public presentations, and media to enhance public understanding of the aquatic environment and encourage wise use of the resource; produces education materials to support various fisheries management projects.

Prepares project documents, including progress and final reports, to fulfill Federal Aid and other project requirements in the Aquatic Resource and Environment Protection program; disseminates such reports to concerned agencies and the public.

#### Recreational Fishery Branch

Supports projects and operations that provide for leisure time opportunities and facilities for people of all ages to develop skills and participate in non-organized outdoor aquatic recreation activities such as saltwater and freshwater fishing, underwater photography, snorkeling, and nature study involving native aquatic organisms and their habitats.

Develop and implement fishery management strategies to conserve and provide for recreational fishing for the State.

Conducts surveys, inventories, and monitoring of marine, estuarine, and freshwater fish species and populations, to conserve resources and to enhance sustainable fishing opportunities.

Performs development, maintenance, and management activities at selected Shoreline Fisheries Management Areas, artificial reefs, fish aggregating devices, public fishing areas, etc.

Recommends controls, and regulations for recreational fishing.

Informs the public about aquatic resources conservation and encourages sustainable practices.

Conducts fisher interviews and creel census activities.

Prepares documents and reports to fulfill Federal aid (sport fish restoration, etc.) project requirements.

Prepares budgetary documents and monitors expenditures for projects and program operations.

### Marine Recreational Fishery Section

Provides for marine and estuarine recreational fisheries management and monitoring programs.

Develop and implement marine and estuarine fishery projects to enhance recreational fishing opportunities by establishing artificial reefs, rearing and stocking desirable game fishes in coastal waters, when so authorized, deploying fish aggregating devices, and engaging in activities related to enhancement of recreational fishing opportunities.

Conducts management-related biological investigations and evaluations of recreationally important marine and estuarine fish and non-fish species.

Conducts field surveys and inventories using cast-net and underwater survey techniques and analyzes the data to determine marine and estuarine fish species composition and abundance.

Conducts saltwater and estuarine fisher creel census interviews to gauge fishing effort, success, and the range of fish species taken.

Performs development, maintenance, and management activities at selected Shoreline Fisheries Management Areas, artificial reefs, fish aggregating devices, public fishing areas, etc. by maintaining signs, improving facilities, etc.

Recommends regulations for recreational marine and estuarine fishing.

Informs the public about marine and estuarine fishes, conservation and encourages sustainable practices.

Prepares comments and recommendations on proposed State and federal legislation, federal rulemaking, and projects of other fisheries-related organizations that may affect recreational marine and estuarine fishing activities in Hawaii.

Prepares project documents, including progress and annual reports, to fulfill Federal Aid and other project requirements of the Marine Recreational Fishery section and disseminates these reports to interested agencies and the public.

Prepares budget documents and monitors expenditures for recreational marine and estuarine fisheries projects and other program activities.

Performs other related duties and activities, including assisting the other programs, as required.

### Freshwater Recreational Fishery Section

Provides for freshwater recreational fisheries development, management and maintenance programs.

Develops and implements freshwater fishery projects to enhance recreational fishing opportunities, stocking desirable game fishes in public fishing areas when so authorized, managing public fishing access, and engaging in activities that enhance recreational fishing opportunities.

Conducts management-related biological investigations and evaluations of recreationally important freshwater game fish species.

Conducts freshwater fisher creel census interviews at established public fishing areas



to assess fishing effort, success and the range of fish species taken.

Performs maintenance, and management activities at established public fishing areas by posting informational signs, controlling vegetation (particularly invasive floating weeds), improving facilities, etc.

Recommends regulations for recreational freshwater fishing.

Informs the public about freshwater fishes, conservation and encourages sustainable practices.

Prepares comments and recommendations on proposed State and federal legislation, federal rulemaking, and projects of other fisheries-related organizations that may affect freshwater recreational fishing activities in Hawaii.

Prepares project documents, including progress and annual reports, to fulfill Federal Aid and other project requirements of the Freshwater Recreational Fishery section; disseminates such reports to interested agencies and the public.

Prepares budget documents and monitors expenditures for recreational freshwater fisheries projects and other program activities.

Performs other related duties and activities, including assisting the other programs, as needed.

Department of Land and Natural Resources  
Division of Forestry and Wildlife  
Functional Statement

Plans, coordinates, and reports on the programs of the division under the general direction of the Board of Land and Natural Resources and operating within the parameters of the Title XII of the Hawaii Revised Statutes. The activities of the division include statewide programs of protection, management, development, maintenance, research, and propagation of forests, wildlife and plant resources; the development and management of forest reserves, wildlife sanctuaries, natural area reserves, public hunting areas, trail and access systems; administration and management of the Forest Reserve System, Hawaii Invasive Species Council programs, Land Legacy Conservation Program and provides Administrative service for the Natural Area Reserves System Commission, Endangered Species Recovery Committee, Hawaii Invasive Species Council, Forest Stewardship Advisory Committee, Legacy Land Conservation Commission, and the Game Management Advisory Committee.

Specific tasks include:

Develops policies, programs and projects. Coordinates their implementation after approval is obtained.

Promulgates administrative rules and procedures governing the conduct of divisional activities.

Directs and maintains program and fiscal planning, evaluation activities and management improvement services.

Represents the division before legislature and community and public groups.

Manages and stewards the public lands and natural resources designated to the division, and provides guidance and support for the management of all of Hawaii's natural resources and the public benefits they provide.

Exercises leadership, guidance, and control of the efforts of employees toward the achievement of division objectives.

Conducts periodic staff meetings of program managers for updating of program status and dissemination of new information and instruction.

Administrative Management

Provides administrative support services for the division; coordinates the division's fiscal, budgetary, personnel and contracts administration requirements; provides clerical support services to the program management staff.

Specific tasks include:

Executes Executive Operating Budget and monitors the Division's expenditures, Capital Improvements Project (CIP) allocations, and financial plans.

Handles division accounting, budgetary, fiscal, inventory, and petty cash management.

Coordinates with departmental Fiscal Office for accounting, and to produce biennium and supplemental budget requests to the Department of Budget and Finance; compiles data for legislative committees; collaborates with Fiscal Office to produce vacancy savings, special fund revenue, variance, and other reports.

Reviews status of personnel action requests, maintains pertinent data on permanent

and temporary employees and serves as division liaison with the Personnel Office for all personnel matters.

Institutes, oversees, and enforces policies and procedures for internal controls for the accounting of the division's federal funds and provides technical oversight for and coordinates the administration of the division's contracts and cooperative agreements.

Provides accounting services in support of federal grant management for accountability of federal funds.

Makes documentation available for auditing purposes; maintains all records for this purpose.

Provides general office and programmatic clerical service support including data entry, word processing, filing, typing, and copy services, and other administrative services related to procurement of equipment, supplies, contract services, maintenance services, and coordination of staff travel.

Issues hunting licenses, camping and hiking permits, collects monies from public users from sale of revenue-producing material.

May conduct special studies of operational and administrative problems; prepares reorganization proposals as required.

Maintains master position list and timesheet file of division; locates material from these files when necessary or as directed.

Updates and maintains division's personnel records.

Receives and disseminates departmental and other communications to the division's branches.

**Lead Agency Contacts:** Accounting and General Services, Human Resources Development, Budget and Finance.

**Project Lead:** Personnel management, fiscal management, customer service, and permits.

**Core Group:** Administrative Services

### Forests Resources Management Section

Provides internal leadership, management, technical, fiscal, and personnel services in support of the state forest reserve system and the forest resources management program activities that broaden the state's economic base by producing, improving, and assisting in the production of high quality forest products to support a sustainable forest industry that creates and maintains jobs, generating revenue for the State of Hawaii; provides leadership, guidance and assistance to help encourage conservation and stewardship of private forest lands and reforestation and restoration of degraded agricultural-use lands; provides advice and assistance to the Administrator and branches in policy, technical and administrative matters.

Specific tasks include:

Coordinates in the formulation of statewide forested watershed protection and management programs with goals, staffing, and funding requirements.

In coordination with the Watershed Protection and Management Section, and the Native Ecosystem Protection and Management Section, conducts watershed planning, management and protection activities, and ensures the production and distribution of appropriate tree seedlings for timber, windbreaks, soil erosion control and watershed enhancement projects.

Reviews plans, project proposals, permit requests, and environmental impact documents for effects on forest resources, and recommends decision, action, or mitigating measures.

Plans and coordinates program of forest product development and utilization.

Plans and coordinates sales of forest products.

Develops rules, policies, and procedures regarding the protection and enhancement of forest resources.

Plans and coordinates private landowner assistance programs including Forest Stewardship, Forest Legacy, Urban and Community Forestry and Conservation Reserve Enhancement Programs.

Provides technical assistance to State and Federal agencies, educational institutions, and private organizations concerned with forest resources.

Prepares annual federal assistance and other appropriate grant requests.

Reviews and replies to legislative inquiries regarding forestry program budgets, bills, acts, and resolutions.

Prepares testimonies for program and budget hearings.

Reviews and monitors national and other state legislation, regulations and policies on forestry and watershed issues.

Identifies and advocates for regulatory policies that encourage responsible stewardship of private forest lands.

Coordinates in the formulation of statewide planning and information management programs with goals, personnel, and funding requirements.

Develops the Statewide Assessment of Forest Conditions and Statewide Resource Strategy, also known as the Hawaii Forest Action Plan, in partnership with the U.S. Forest Service and Natural Resources Conservation Service programs.

Serves as a primary liaison between the division and USDA Forest Service Institute of Pacific Islands Forestry.

Coordinates the Forest Inventory and Analysis program of the USDA Forest Service as implemented in Hawaii.

Conducts studies on tree growth and practices for managing timber.

Ensures establishment and maintenance of programs to control feral animals on a scale necessary to protect forests and provide for healthy watershed function; and prevents the introduction and establishment of new animal pests.

Implements and complies with cooperative agreements with private, military, and government agencies for information management, remote sensing, and radio systems.

Prepares annual federal assistance and other grant requests based upon project proposals.

Reviews and replies to legislative inquiries regarding planning and information management program budgets, bills, acts, and resolutions.

Serves as the central division repository of archived resource information: maps, aerial photographs, research data, records, and compilations.

**Lead Agency Contact:** U.S. Forest Service, Farm Services Agency, Natural Resource Conservation Service, Hawaii Forest Industry Association, Society of American Foresters, National Association of State Foresters, Western Forestry Leadership Coalition/Council of Western State Foresters, University of Hawaii, Hawaii Association of Conservation Districts.

**Project Lead:** Forest Stewardship Program, Urban and Community Forestry, Tree Farms, Conservation Reserve Enhancement Program, Forest Legacy, State and Private Forestry.

**Core Group:** Forestry Managers

### Wildlife Resources Management Section

Provides internal leadership in planning, management, technical, fiscal, and personnel services in support of the regulation, management, enhancement, and restoration of the wildlife resources within the state; coordinates internally for statewide consistency; coordinates externally with partners and landowners to enhance effectiveness of program goals and objectives; provides advice and assistance to the Administrator in policy, technical and administrative matters.

Specific tasks include:

- Develop and implement plans to protect, restore, enhance and manage wildlife species and habitat.

- Establish and maintain wildlife sanctuaries and public hunting areas.

- Administers programs for the prevention, early detection, control, and eradication of invasive species.

- Investigates nuisance wildlife complaints and issues wildlife control permits to alleviate public health, safety, environmental and economic impacts caused by introduced wildlife.

- Assists with wildfire prevention and suppression to protect wildlife habitat areas.

- Coordinates with cooperators to develop and implement plans for recovery of threatened and endangered wildlife, including captive propagation and reintroduction programs.

- Administers the issuance of permits for research and management of listed species.

- Participates on endangered species recovery teams appointed by the U.S. Fish and Wildlife Service.

- Provides technical assistance to the U.S. Fish and Wildlife Service on threatened and endangered species assessments, reviews and listing decisions.

- Prepares and reviews plans for the acquisition of new wildlife habitat areas.

- Develops and manages cooperative agreements, easements and leases with private organizations and government agencies for habitat protection, restoration and management projects.

- Reviews plans, project proposals, permit requests, and environmental impact documents for effects on wildlife resources, and recommends avoidance and minimization actions, or mitigating measures.

Develops, reviews, coordinates and monitors compliance with the state endangered species law, including the issuance of incidental take licenses, habitat conservation plans, and safe harbor agreements.

Provides planning, coordination and support activities for the Endangered Species Recovery Committee.

Reviews and monitors state and national legislation, regulation and policies on wildlife and endangered species issues.

Replies to legislative inquiries and drafts testimony for the department regarding state legislation and resolutions that potentially impact the state's wildlife resources, policies, programs or budgets.

Develops rules, policies, and procedures regarding the protection and management of wildlife resources, identifying goals, manpower, and funding requirements.

Identifies and develops external funding sources and grant opportunities, prepares annual grant compliance documents, and provides fiscal management and accounting for external grants.

Provides information and technical guidance to individuals, groups, and agencies on enhancing habitats for wildlife, and control of invasive species.

Identify, develop and implement research projects statewide.

Coordinates survey and monitoring of the state's wildlife resources.

Administers the issuance and reporting of scientific collecting permits.

Provides planning, coordination and support activities for the Game Management Advisory Commission.

Develop outreach materials and media information.

Coordinates volunteer and educational activities and programs.

**Lead Agency Contacts:** U.S. Fish & Wildlife Service, Hawaii Invasive Species Council, Island Invasive Species Committees, University of Hawaii, U.S. Geological Survey, Environmental Protection Agency, Natural Resources Conservation Service, Hawaii Department of Agriculture, Zoological Society of San Diego, The Wildlife Society, Army Corps of Engineers, Association of Fish and Wildlife Agencies, and Western Association of Fish and Wildlife Agencies.

**Project Lead:** Cooperative Endangered Species Conservation Fund/Section 6 Grants, Pittman-Robertson Federal Aid in Wildlife Restoration Act, State Wildlife Grant Programs, Landowner Incentive Programs, invasive species committees, Farm Bill conservation programs.

**Core Group:** Wildlife Managers

### Watershed Protection and Management Section

Provides internal leadership, management, technical, training, fiscal, and personnel services for statewide protection and management of Hawaii's forested watersheds specific to the threats of fire, insects, diseases, and invasive plants; advises and assists the Administrator in policy, technical and administrative matters.

Specific tasks include:

Works with Forest Resources Management (FRM) and other partners to implement survey and monitoring protocols related to fire and forest health. Documents changes to watersheds caused by fire, disease, and invasive pests.

Coordinates in the formulation of statewide watershed protection and management programs with goals, planning, staff, technical, training and funding resources.

Plans for the recovery, management, and rehabilitation of state watersheds affected by fire and pests for watershed value and other acceptable conservation management purposes.

Plans for and implements strategies for protection of existing high value watersheds by coordinating with intra/inter-agency and private conservation programs.

In coordination with FRM, ensures the production and distribution of appropriate tree seedlings for forest restoration, timber, windbreaks, soil erosion control, and watershed enhancement. Works with partners to develop tree breeding projects for pest resistance and other desirable traits.

Supports operations for prevention and suppression of wildland fires on DOFAW managed lands including forest reserves, wildlife sanctuaries, natural area reserves, and other designated conservation areas.

Provides training and leadership for DOFAW staff on fire and emergency response, as well as division safety protocols.

Cooperates with fire response agencies, communities and other land management agencies for the protection of forests not within departmental protection areas to the extent needed to provide for public safety and health, and natural and cultural resource protection.

Designs and implements a forest health program based on integrated pest management on an appropriate scale for invasive plants, insects, and disease in all forests that includes survey and monitoring, treatment, and restoration.

Works with state and federal biosecurity agencies to prevent the introduction and establishment of new alien pests, such as new weedy species, insects and disease. Develops early detection/rapid response programs for priority pests.

Develops rules, policies, and procedures regarding the protection of Hawaii's forested watersheds from wildland fire, invasive pests and diseases.

Cooperates with and supports other government agencies with biological control programs for long term control of invasive plants and insects affecting Hawaii's forests and natural areas.

Provides technical assistance to state and federal agencies, educational institutions, and private organizations concerned with watershed resources and threats from wildland fire and invasive pests.

Prepares annual federal assistance and other appropriate grant requests.

Reviews and replies to legislative inquiries regarding forest protection program budgets, bills, acts, and resolutions.

Prepares testimonies for program and budget hearings.

**Lead Agency Contact:** U.S. Geological Survey, National Park Service, U.S. Fish and Wildlife Service, County Fire Departments, U.S. Forest Service, Hawaii Department of Agriculture, Hawaii Emergency Management Agency, Coordinating Group on Alien Pest Species, Hawaii Invasive Species Council, University of Hawaii

**Project Lead:** Forest Health, invasive species, biological control, fire and emergency response, safety policies.

**Core Group:** Protection foresters

## Planning and Informational Services Section

Provides internal leadership, management, and technical services in support of state-wide planning (in cooperation with program and branch managers and other staff); advises, plans and implements information technology, including geographic information system and technical support services for the division and our cooperators; facilitates outreach and education opportunities for the public; provides information to media and the public in the form of printed materials, public service announcements, division web site maintenance and multimedia products; provides advice and assistance to the Administrator in policy regarding research, technical, educational and administrative matters.

Specific tasks include:

Coordinates internal and external communications in coordination with the Department communications office.

Develops curriculum materials and hosts workshops in coordination with our cooperators, including the Department of Education.

Serves as the state coordinator for the Project Learning Tree program, a program of the American Forest Foundation.

Administers U.S. Forest Service State and Private Forestry funds awarded for communications and education projects.

Implementation of teacher workshops and the development of a statewide comprehensive web-based toolbox of resources and conservation education plans.

Maintains the division's web site including public announcements, educational content, legal notices and administrative rules.

Maintains a program for the dissemination of relevant natural resource information and education for utilization in broad management and specific project planning activities.

Provides information and technical guidance to individuals, groups, and agencies on planning, and manages a geographic information system (GIS) for the division.

Develops a computerized system for tracking forestry and wildlife personnel allocations, salary cost, and accomplishments.

Provides overall maintenance and inventory of the division's radio caches and transmission systems.

Represents the division's interests in telecommunications, remote sensing, radio, and other technical issues.

Reviews and coordinates review by appropriate division staff of (1) Conservation District Use Applications, Environmental Assessments, Environmental Impact Statements and other use permits referred from the Office of Environmental Quality Control, and the Office of Conservation of Coastal Lands; (2) draft planning documents; and (3) permits and applications, as requested by the counties and other divisions.

**Lead Agency Contact:** DLNR Communications Office, DLNR Information Technology Office, U.S. Forest Service.

**Project Lead:** GIS; radio and computer technology; communications; data collection and storage systems.



**Core Groups:** GIS, communications and education, computer/radio, Forest Managers.

### Native Ecosystem Protection and Management Section

Provides internal leadership, management, technical, fiscal, and personnel services to protect, restore, and enhance Hawaii's forested watersheds, native ecosystems, natural areas, unique native plant and animal species, and cultural and geological features; provides advice and assistance to the Administrator in related policy, technical and administrative matters.

Specific tasks include:

Manages the Natural Area Reserves System.

Coordinates the formulation of statewide native ecosystem conservation programs with goals, personnel, and funding requirements.

Administers statewide issuance of Natural Area Reserve System (NARS) special-use-permits and endangered species permits for plants and invertebrates.

Reviews plans, project proposals, permit requests, and environmental impact documents for effects on native ecosystems, and recommends decisions, actions, or mitigating measures.

Develops rules, policies, and procedures regarding the protection and management of natural area reserves and other native ecosystem areas.

Conducts surveys, inventories, and research on native ecosystems, watersheds and endangered species to provide information for management programs.

Provides information and technical guidance to individuals, groups, and agencies on protecting and managing native ecosystems; creates materials and assists in information dissemination.

Participates in endangered species recovery teams.

Conducts programs for protection, propagation, reintroduction and restoration of threatened and endangered species.

Reviews and monitors federal and other state legislation, regulation and policies on native ecosystems and endangered species issues.

Reviews and replies to legislative inquiries regarding native ecosystem program budgets, bills, acts, and resolutions.

Prepares correspondence and testimony concerning the Section programs.

Identifies and advocates for regulatory policies that encourage responsible stewardship of native ecosystems.

Protects native ecosystems from feral ungulate damage and nonnative plant invasion through various management strategies.

Plans and implements programs and projects for management of high-value watersheds, including coordination with agency and private conservation programs.

Directs the planning, coordination and implementation of all support activities and functions required by the Natural Area Reserves System and Legacy Land Conservation Commissions.

Supports partnership activities and functions of the Hawaii Association of Watershed

Partnerships, Hawaii Conservation Alliance, Pacific Islands Climate Change Cooperative and Hawaii Rare Plant Recovery Group.

Develops strategic and management plans for natural area reserves, watersheds, native ecosystems areas, and section conservation programs. May assist other division programs with native ecosystem protection and management planning and implementation.

Administers the Natural Area Partnership Program (NAPP), which provides matching state funds to ensure preservation of natural areas found in private ownership.

Supports projects within watershed partnership areas throughout the state with funding and technical support.

Administers the statewide Legacy Land Conservation Program for acquisition of conservation lands for the benefit of Hawaii.

Administers contracts and coordinates funding for the Youth Conservation Corps and AmeriCorps programs.

Administers the writing and approval process for all contracts deemed necessary to the fulfillment of native ecosystem program mandates. Monitors contract compliance.

Prepares annual assistance and other grant requests based on project proposals.

Attends meetings with representatives of other divisions, departments and agencies in order to promote coordination and cooperation necessary for program accomplishments.

Assists in the establishment and maintenance of division training in the native ecosystems functional area.

Administers and funds a statewide program to protect and enhance habitat for endangered invertebrates.

Prepares and reviews plans for the development and maintenance of plant sanctuaries on State land.

Develops volunteer programs that allow meaningful and productive community involvement in the stewardship of native ecosystems.

Monitors threats to watersheds and endangered species in natural area reserves, forest reserves, wildlife sanctuaries, and other cooperating land designations.

Supports research and environmental education by issuing permits and providing access and interpretation.

**Lead Agency Contact:** International Union for Conservation of Nature, Natural Areas Association, Hawaii Conservation Alliance, Hawaii Association of Watershed Partnerships, Hawaii Rare Plant Recovery Group, The Nature Conservancy, AmeriCorps, natural area working groups, land acquisition entities.

**Project Lead:** NAPP, NARS, Youth Conservation Corps, AmeriCorps, Legacy Land Conservation Program, Plant Extinction Prevention Program, Watershed Partnership Program, Native Invertebrate Program.

**Core Group:** Native Ecosystem Protection and Management.

## Outdoor Recreation Section

Provides internal leadership, management, technical, fiscal, and personnel services to administer an outdoor recreation program and manage authorized recreational trail and access road activities on state-owned and private lands utilizing principles relating to multiple-use, public safety, and sustained yield, in a manner that will sustain environmental and cultural resources. Provides advice and assistance to the Administrator in policy, technical and administrative matters.

Specific tasks:

Administers the Statewide Na Ala Hele (NAH) Trail and Access Program.

Develops standards, policies, administrative rules, plans and budgets for trail and access evaluation, development, regulation, maintenance, cooperative management, and acquisition.

Facilitates outdoor and commercial recreation by assisting the Branches in providing opportunities and facilities such as multiple-use trails, access roads, camping sites and picnic grounds.

Conducts research, collects field data, and prepares abstracts of title for the identification, evaluation, preservation, and protection of ancient and historic trails, and other public rights-of-way.

Coordinates with cultural representatives, private landowners, counties and federal agencies in the identification, management and use of ancient and historic trails.

Maintains a comprehensive statewide trail inventory.

Explains and promotes outdoor recreation and the NAH Trail and Access Program to other government agencies, private sector and professional groups, private landowners, trail and access user groups, educational and social service institutions.

Assists in the evaluation and selection of trails and accesses that qualify under the jurisdiction and management of the NAH program.

Coordinates with the Game Management Program under the Wildlife Resources Management Section on matters pertaining to budget and access issues for state hunting program management.

Develops, coordinates and provides technical assistance for the approval, production and placement of signs warning of hazardous condition along public trails.

Develops cooperative agreements with private landowners and government agencies when there is a shared responsibility and mutual interest in trail and access development and management or a negotiated method to provide public access.

Manages and coordinates a statewide program for authorized commercial activity of NAH trails and access roads; collects and distributes commercial revenue.

Prepares correspondence and testimony on legislative proposals concerning outdoor recreation, recreational liability, public access and the NAH Trail and Access Program and may represent the Division and Department before the State Legislature and/or the Governor.

Supports Branch staff in the selection and development of off-highway vehicle trails and riding areas on suitable public and private land.

Administers the writing and approval process for a variety of documents such as cooperative agreements, Board of Land and Natural Resources submittals,

Environmental Assessments, cultural mitigation plans, access easements, and other documents deemed necessary for implementation of section mandates.

Prepares annual federal grant and other budget requests based upon administration and grant project proposals.

Collects and provides information and writes annual reports and other documents.

Provides planning, coordination and implementation for the annual Statewide Na Ala Hele Advisory Council meeting.

Supports the branches in the solicitation and management of volunteer and information programs for trail and access stewardship and productive community involvement in the maintenance of trails and natural and cultural resources on public and private lands.

Provides comments for the division on development plans that may affect trails or public access.

**Lead Agency Contacts:** National Park Service, Federal Highways Administration, Department of Transportation, Hawaii Tourism Authority–Natural Resource Working Group, Counties, Historic Preservation Division, Land Division, Office of Conservation and Coastal Lands, Division of State Parks, Hawaii Information Consortium, island and statewide Na Ala Hele Advisory Councils, National Association of State Trail Administrators, and public and private trail and recreation organizations.

**Project Lead:** Trail and access programs, projects and issues; Na Ala Hele Recreational Trails Program; Ancient and Historic Trail Inventory; commercial trail tour activity regulation and management; recreational liability; Act 86 SLH14 warning signs; tourism; transportation.

**Core Group:** Na Ala Hele/Trails and Access; Forestry Managers.

#### Forest and Wildlife Resources Management Branches: Hawaii, Maui/Molokai/Lanai, Oahu, and Kauai

Implements the field operations for statewide programs of management, development, maintenance, research and propagation of forests, wildlife and plant resources; and the development and management of forest reserves, wildlife sanctuaries, natural area reserves, public hunting areas, trail and access systems, endangered species conservation programs, and invasive species control programs on the respective branches within the State.

#### Field Operations/Baseyard Section

This section provides personnel and crew in support of the various programs within the district. The baseyard houses heavy and light equipment used in field work, vehicles for transport of personnel and program/project materials, fire suppression apparatus', equipment, PPE and personal gear, and may include a complete fleet maintenance / repair shop. All field personnel report daily to the baseyard for preparing and dispatching.

Specific tasks include:

Construction and maintenance of forest access roads and trails for resource protection and management work, public hiking and recreational hunting access.

Construction and maintenance of animal exclusion fencing along state forestland, wildlife sanctuary and natural area reserves boundaries.

Control of noxious plant species in forest reserves, wildlife sanctuaries, natural area reserves, game management areas and cooperative lands.

Control of introduced mammalian predators through trapping, shooting and the use of registered toxicants.

Erosion control through planting of vegetation, placement of berms and water-bars, and other site-specific erosion control measures.

Develop and maintain arboreta and plant sanctuaries.

Development and maintenance of forest recreation facilities such as hiking trails, trail shelters, camp and picnic grounds and view-points.

Placement, inventory and maintenance of informational, directional and safety signage.

Improvement of wildlife habitat by planting desirable vegetation, and control of weeds by mechanical and manual means for habitat enhancement.

Construction and maintenance of wildlife facilities including catchment and on-line gamebird water units, predator-proof sanctuary fences, release sites for threatened and endangered species reintroduction, and hunter check stations.

Suppression of forest and wildland range fires.

Restoration of fire damaged landscape through plantings and weed control.

Maintenance and repair of DOFAW equipment and facilities.

**Lead Agency Contact:** County planning agencies, parks departments, county civil defense, county fire and police departments, federal natural resource agencies and military installations in each county.

**Project Lead:** Field operations, public safety, emergency response.

**Core Group:** Branch Managers; Baseyard Operations.

Department of Land and Natural Resources  
Land Division  
Functional Statement

Provides for the planning, development, leasing and management of public lands and water resources under the management jurisdiction of the division and the Department.

Plans for effective use, management, protection and development of natural resources including public lands and property under the jurisdiction of the State to meet stated public, social and economic objectives.

Develops or provides for the development, lease and use of public lands in conformance with accepted plans.

Acquires lands and facilities for the Department when they have been determined necessary for public purposes.

Disposes<sup>1</sup> of public lands for approved public and private purposes.

Serves as custodian of all official transactions relating to “public lands” as defined in HRS 171-2.

Oahu, Maui, Kauai, and Hawaii District Branches

Manages public lands in geographic areas. Processes land disposition requests in the county for both public and private purposes. Maintains encumbered and unencumbered public lands under the management jurisdiction of the Board of Land and Natural Resources (BLNR) and enforces compliance. Serves the public by providing information, assisting on matters relating to public lands under the management of the BLNR and investigating complaints.

Plans for the classification and designation of land uses for the disposition of State lands. Identifies lands for various uses (commercial, industrial, resort, agricultural and pastoral, recreational, preservation, etc.). Researches possible alternative uses for land and obtains all necessary permits/clearances for sale or lease of public lands.

Inspects lands and analyzes land use and land value relationships.

Receives, reviews, analyzes, and processes requests for dispositions of public lands.

Conducts negotiations relating to land dispositions and prepares recommendations to the Chairperson and the Board.

Coordinates, administers and conducts public auctions.

Assists in the land use planning process by identifying the various suitable and economically feasible uses for land parcels.

Coordinates the reclamation and disposition of submerged or reclaimed public lands.

Conducts inspections as necessary to ascertain condition of lands and possible land maintenance needs such as tree trimming, removal of abandoned cars and clearing.

Prepares and issues rights-of-entry for the interim use of State Lands; manages and enforces the terms and conditions of leases, permits, Executive Orders and other encumbrances.

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<sup>1</sup> Dispositions include without limitation, public and private leases, Governor’s Executive Orders, easements, etc.

Investigates complaints, conducts evictions of tenants and unauthorized users when required.

Maintains channels, streambeds, stream banks, drainage ways and stream mouths, whether natural or artificial, on public lands under the jurisdiction of the Division.

Serves as a land liaison between the public and the Department and provides public information and assistance as required.

Represents the Department's land interest in matters with the various counties and agencies when requested by the Chairperson.

Provides services to the Chairperson and members of the Board, and to the staff of the Division and Department.

Prepares reports, recommendations, and correspondence relating to the status, use, development and management of public lands and lands.

Coordinates the planning, development, leasing and management of industrial park tenants under the jurisdiction of the Division.

## Support Branch

Provides abstract and appraisal services and assists the Division with land acquisitions and dispositions.

### Appraisal Services

Procures and reviews appraisals for the use of State lands by way of leases, permits, easements, acquisitions, etc.

Compiles and updates statewide list of qualified independent appraisers based on criteria established for the selection of independent contract appraisals.

As a member of the review committee, recommends selection of contract appraisers, reviews the reports submitted by appraisers for adequacy and completeness in terms of departmental policies and objectives.

Procures and reviews appraisal reports of highly complex property valuations of commercial, industrial, hotel, apartment, residential, agricultural, and conservation (including submerged) lands.

Monitors lease rental reopening dates and contracts with appraisal firms to conduct reopening appraisals.

### Abstract Services

Researches and ascertains the State's interests in real property for all types of lands, including streams, ditches, fisheries and fish ponds, schools, shoreline boundaries, submerged, eroded and accreted lands, roadways, easements, trails, lands set aside to government agencies and private lands.

Researches records maintained by various agencies for original land titles, deeds, mortgages, agreements, grants, leases, decree of change of name, financing statements, liens, judgments, lis pendens, etc.

Reviews and verifies private abstract titles on private lands to be acquired for public purposes.

Reviews, verifies or conducts title searches of ownership claims filed in court with respect to State claims, mineral rights, water rights and native rights, etc.

Currently, able to translate documents and records from Hawaiian to English for Department of the Attorney General and the Department.

## Other Division Services

### Land Acquisition

Reviews and analyzes land acquisition proposals from private and public sectors including private lands which have value as a resource to the State, the purpose of which is to protect and preserve lands having significant natural and environmental value to the State which may cross private lands or the return of ceded land from the Federal government. Real property can be conveyed to the State via gift, donation, or exchange.

Obtains, verifies, and analyzes appraisals.

Participates in negotiations and prepares recommendations to the Chairperson and the Board.

Reviews and if necessary, drafts applicable acquisition documents.

Reviews and verifies legal description (map and description), title reports, environmental site assessment reports, etc., of private lands to be acquired for public purposes.

Hires contractors to conduct field surveys, survey maps, title reports, environmental site assessment reports, etc.

Works with and assists the Department of the Attorney General when condemnation proceedings are initiated.

Works with Division of Forestry & Wildlife in the acquisition of lands, conservation easements, and other interests in land, in support of the Legacy Lands Program.

### Land Disposition

Reviews, facilitates and if necessary, processes dispositions of proposed projects covering: renewable energy, mariculture, geothermal, wind, solar, ocean wave, thermal conversion, biomass, biofuels, seawater air conditioning, hydrogen cell, etc.

Processes special projects mandated by the Legislature, the Board or the Chairperson, such as the direct negotiation of leases to a certain groups of people, land transfers to DHHL, DOA, etc.

Assists with other land disposition activities needed to support the District Branches.

### Information Technology

Develops, manages and maintains the land inventory of public lands (under the management jurisdiction of the BLNR) in the State Land Information Management System (SLIMS).

Develops, manages, and maintains the Public Land Trust Information System, which includes a comprehensive inventory of State and County owned lands.

Develops information technology strategic plan for Division and coordinates technology training for staff as needed.



Acts as Department's GIS coordinator by administering GIS tools and technologies, and providing maps and other spatial data as requested.

Develops, maintains and supports Division's network, servers, desktops and internal/external applications.

Responds to ad hoc data and report requests from the Department and other agencies.

Works with other agencies to provide access to SLIMS, to obtain access to their data resources.

Installs and maintains appropriate technology for the Division.

Manages information technology related projects for the Division.

Maintains security, reliability, and recoverability of Division's information technology systems.

#### Shoreline Matters

Receives and processes applications for the certification of shorelines statewide for both private and government coastal properties.

Works with Department of Accounting and General Services, Survey Division, and the Office of Conservation & Coastal Lands.

Processes appeals of proposed shoreline certifications or rejections.

Conducts site inspections.

Processes administrative rule changes, as necessary.

#### Natural Hazard Matters

Coordinates rock fall and other natural hazards issues, including comments to proposed development activity and proposed immunity and/or disclosure legislation.

Coordinates hazardous material/waste management, contaminated property response (mitigation and remediation) and the EPA Brownfields Program.

Reviews property acquisition and environmental site assessment reports (Phase I & II).

Participates in emergency preparedness and responses at disaster response meetings.

Participates in dam/reservoir management to include repairs and if necessary, mitigation.

Participates in stream maintenance and flood control issues.

#### Legislative Matters

Assists in drafting new legislation, resolutions, CIP requests, etc.

Assists in drafting testimonies during Legislative session.

Attends legislative committee hearings.

Oversees renewable energy sites catalogue and renewable energy legislation.

Prepares monthly, annual and/or special reports to the Legislature.

#### Miscellaneous

Processes and monitors Land Divisions' contested cases.

Participates in the development of civil resource violations system, including administrative rules and penalty changes.

Reviews and comments on Commission on Water Resource Management permit applications.

Reviews, circulates and consolidates comments from the Department on environmental reports submitted by other governmental agencies, private consulting firms, etc.

Coordinates the Division's fiscal and budgetary requirements.

Trains and educates other Department staff on various LD subjects; assist and support staff on SPO procurement rules and procedures.

Processes administrative rule changes, as necessary.

### Central Processing Office

Provides centralized data and file management services for the Land Division. Maintains data for the State Land Information Management System (SLIMS). Serves as the custodian of all official transactions relating to public lands.

Data collection and data entry into SLIMS.

Receives and logs incoming mail to the Division.

Provides clerical support services to the division by receiving, tracking and entering data regarding land dispositions request, executed land records including general leases, contracts, records, documents logs, appraisal reports in SLIMS.

Prepares Land Division's Land Board agenda and after completion of Land Board meeting processes decisions of the Board, including entering data into SLIMS.

Receives finalized legal documents from the Department of the Attorney General and processes documents by obtaining Chairperson signature, affixing department seal, creating master file, collecting data, entering data into SLIMS, and other related duties.

Files incoming correspondences, reports, notices, etc. into records maintained in the vault.

Receives and enters insurance, bonds, plans and reports and other lease compliance data into SLIMS.

Issues and tracks notice of default when tenants are not in compliance with the terms and conditions of their contractual agreements.

Provides administrative support to internal department sections in processing paperwork.

Processes fiscal memos and public notices.

Manages workflow process for staff travel requests, vacation/sick leave records, training, seminar and conference requests.

Purchases office supplies/equipment and maintains office equipment.

Audits and if necessary, redacts public records to comply with personal information laws.

Scans land documents.

Assists the public requesting review of public records maintained by the Division.

Department of Land and Natural Resources  
Division of State Parks  
Functional Statement

**The Division is responsible for providing the public with a program for:**

Managing, developing, sustaining and planning for outdoor recreation areas and experiences.

Management of parks comprised of historical and archaeological sites, and recreational, scenic and natural resources.

Operation, restoration, maintenance, interpretation of parks under the jurisdiction of the Division.

**To carry out this program, the Division:**

Organizes and directs a program for coordination, control and new park acquisition within policies, procedures, and priorities approved by the Chairperson and the Board of Land and Natural Resources (Board) for the establishment, management, operation and maintenance of State parks, outdoor recreation, and historic sites.

Evaluates new land that may qualify for inclusion into the State Park system based on both the natural and cultural resource values and operational budgets and staffing to insure the quality of the resources and public health and safety.

Plans, develop, implement and support the renovations, repairs, improvements, and construction of existing and new facilities, structures and areas within the State Parks system including general outdoor recreation areas and historic and cultural resource sites.

Directs and reviews, recommends and approves the planning, development, improvement, restoration and construction of state parks, general outdoor recreation and historic sites facilities, structures, etc.

Develops divisional policies, rules, regulations, standards and procedures, subject to the approval of the Chairperson and the Board, governing public and commercial use of parks, outdoor recreation and historic sites and other resources under the Division's jurisdiction, directly or through concessions agreements, general leases, and permits.

Directs investigations and reviews, evaluates and recommends areas for recreational potentials and historical importance; determines standards and priorities for park, outdoor recreation and historic site development projects; directs the planning and conducting of studies to determine trends in park, outdoor recreation and historic site use and public and commercial demand; presents submittals and recommendations to the Board for approval of policy and regulatory practices.

Establishes and maintains cooperative relationships with Federal, County, State and community organizations, with approval or upon instruction of the Chairperson; represents the department in meeting with civic organizations, government agencies and the general public on matters involving existing or potential state parks, outdoor recreation and historic sites.

Determines staffing requirements within broad instruction established by the Chairperson; prepares, submits, and presents divisional budget and capital improvement requirements as a part of the Department's budget.

Evaluates park locations and other methods to determine appropriate actions to generate new sources of income and funding to enhance park user experience and develop sustainable park operations.

Manages a wide variety of permits and land use dispositions and compliance of existing permittees and lessees in partnership for the goal of adding recreational and cultural value and generating new sources of income for the Division's operating and personnel costs.

Develops methods to reduce repair and replacement costs of park infrastructure and facilities through park and asset management strategies.

Directs the divisional activities related to the conservation of scenic, recreational, and other natural resources; protection and preservation of historical and archaeological areas under the jurisdiction of the Division.

Coordinates activities during legislative sessions relative to preparation of bills and testimonies, legislative reports, and attendance at committee hearings.

**Conducts appraisals and as warranted reports on:**

The effectiveness of management progress in the development of parks, outdoor recreation, and restoration of historical sites.

The adequacy of plans and program objectives.

The Division's parks, outdoor recreation areas and historic sites; directs, encourages and promotes the proper and sustainable use of facilities; directs the implementation of federal cooperative programs, attends appurtenant meetings and conferences.

Evaluates potential natural hazards and determines the degree of exposure to the public and as warranted the quantity, placement and condition of hazard warning signs and other informational signs for coastal and terrestrial park areas under the jurisdiction of the Division.

Monitors and evaluates trends in recreational behavior and creates adaptive policies to respond and manage potential new elements of public recreation i.e., Drones, Pokeman Go and Social Media.

**Staff Support Services Office**

Provides secretarial and clerical support, as well as specialized professional/technical expertise and project coordination and control capabilities for the Division.

**Staff Services**

Provides secretarial, and related clerical services to the division.

Conducts support duties such as fiscal accounting, personnel operations, purchasing, and supply and office equipment inventory.

Assists in advising the public on park rules, availability and amenities, issuing park use, camping and lodging permits and associated refund requests

Receives and disseminates departmental and other communications.

Develops and maintains document files; retrieve material from files.

Provides non-technical information on Division related activities, laws, rules and regulations, and directs technical questions to appropriate staff.

Attends to daily operational requirements of electronic data processing equipment and manage EDP files.

Provides word processing, data entry, typing, copying, filing and other clerical

services, including handling travel arrangement

### **Interpretive Program Staff**

Provides services to manage and interpret for increasing the public's knowledge of natural and cultural resources within the jurisdiction of the Division.

Inventories and monitors the overall quality of specific state park features subject to interpretation.

Conducts field and library research and provides technical information for interpretive plans, displays, brochures, and other public information projects.

Provides technical assistance to the Resource Management Branch for managing features for resource protection and visitor satisfaction.

Provides technical advice to other branches during the planning and development of parks.

#### **Provides interpretive services:**

Establishes and maintains a statewide interpretive plan which determines interpretive project priorities and selects parks of high interpretive value and determines what the interpretive deployment methods are.

Develops interpretive information programs for various parks and/or park features.

Manages, maintains and improves upon the State Parks Internet site and contributes as warranted to the Departments' social media sites.

Provides professional expertise in state park interpretive programs provided by the interpreters, including nonprofit organizations and volunteers, and monitors these programs for their accuracy.

Provides information about specific parks to the public.

Coordinates and oversees the construction and maintenance of interpretive facilities and devices.

Administers contracts for park resource studies and interpretive projects.

Encourages and collaborates with community/interest groups and organizations to assist in park management and interpretation.

Develops and maintains a library of information and visual aids related to state parks.

Provides in-house capability to research, salvage, and monitor historic sites and features that are included within the operational jurisdiction of the Division.

Conducts long-term archaeological research and fieldwork related to specific park development projects.

Conducts archaeological salvage operations prior to development and monitors construction activities.

Administers contracts for CIP projects in collaboration with the Division's Development Branch.

Provides technical assistance and advice to other branches of the Division during planning, development and management of parks and park resources.

Administers and coordinates the federal Land and Water Conservation Fund (L&WCF) grant program, Public Law 88-578, on outdoor recreation and natural heritage, for funding the acquisition and development of both state and county outdoor recreation projects throughout the State of Hawai'i.

Coordinates the five-year renewal of the Statewide Outdoor Recreation Planning Program (SCORP). The development of a comprehensive SCORP Program is for conformance with the federal Land and Water Conservation Fund Act, with agencies having responsibilities for recreation functions and programs, land use management at all levels of government, and with the private sector and the general public.

Maintains direct liaison with the federal funding agency, the National Park Service, U.S. Department of Interior, in regard to requirements for receipt and disbursement of federal funds; the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973 with respect to qualified individuals with disabilities; parkland conversions; procedures for acquisition of federal surplus property for recreation use; and related matters.

### **Property Management Staff**

Manages properties, facilities, and sources of revenue for the State Parks Special Fund including concessions, leases, agreements, contracts, easements, fee sales, and revocable permits.

Identifies, establishes and manages new sources of revenue for the Special Fund.

### **Management of properties:**

Identifies properties, facilities, and visitor services in State Parks that can best be handled by concession agreements. Solicits and screens prospective concessionaires through such processes as Request for Proposals (RFP) and Invitation for Bids (IFB). Manages the concession agreement through the term of the Agreement.

Manages leases in the parks, including overseeing leases, identifying and developing new lease options for park properties, and handling the disposition of leases through preparation of public notices and conducting the sale of leases.

Develops and implements agreements and management leases with non-profit entities to provide public services for park visitors, such as interpretive services, the operation of visitor facilities, and gift shops or other sales opportunities in the parks

Develops agreements and establishes fee structures for ecotourism and commercial entities to be able to conduct tours and other activities in the parks on a fee basis.

Conducts research and studies to prepare reports with data and factual information pertaining to park land, facilities, and services. Evaluates and recommends the best possible use of property and facilities to the State Parks Administrator and Assistant Administrator. Secures market data and makes preliminary estimates of fair market rental rates for the property or facility to be leased, rented, or permitted.

Prepares and processes legal documents for the disposition of properties, including the drafting of terms, covenants and conditions governing leases and concessions, agreements, easements, or permits that will comply with existing laws and be compatible with State Parks plans and objectives; secures maps, descriptions, and exhibits for inclusion with the legal document; prepares submittals to the Board of Land and Natural Resources for the disposition of properties; acquires required signatures; and assures that required deposits, insurance policies and other conditions have been complied with when finalizing the legal agreement.

Coordinates with other divisions and agencies where there is a joint use of properties.

Drafts correspondence as necessary for the performance of the various duties and responsibilities.

Monitors all agreements and rental rates to insure timely lease renegotiations and revision of rental rates.

Maintains a file for each concession, lease, and agreement that includes an inventory of security deposits, insurance policies, and other required documents.

Provides technical service and information to the public and various State agencies.

**Revenue for State Parks Special Fund:**

Oversees the timely collection of rentals, fees, and other revenue sources and the deposit of these monies into the State Parks Special Fund.

Identifies, establishes, and manages new sources of revenue to allow for the expansion of programs funded by the State Parks Special Fund.

Provides Fiscal Office with the necessary information and computations for the billing of leases and rentals.

**Repair and maintenance of property:**

Identifies property repair and maintenance needs as they affect leases, agreements, and permits. Conducts an assessment to determine if this repair of property and facilities should be done prior to leasing or renting or if the repair should be included as a condition of the lease or rental agreement.

Investigates complaints of tenants or the public regarding facilities and the use thereof.

Inspects appurtenant properties as needed to insure tenant compliance with related terms of the specific agreement.

**Planning and Development Branch**

Manages the administration of consultant contracts to produce park master plans and reports, evaluate environmental impacts, and process regulatory permits required for proposed park improvements.

Establish and administers, as warranted, community groups or advisory councils for the identification of pertinent issues and coordinate the development of management actions necessary to address those issues and conducts outreach and planning efforts to government, non-government and community organizations in the improvement and development of facilities and areas in the State Parks system.

Reviews, comments and coordinates with staff and contracted consultants on Master Plans for specific parks that have not been subjected to a formal planning.

Provides short-term and long-range strategic planning to the Division to improve viability and management of the State Parks System in response to trends management of public use and available park resources and staffing and initiates planning and development of construction and/or improvements of Division's, parks, outdoor recreation areas, and historic sites, etc.

Reviews and comments on plans of other organizations, agencies and consultants as to their impacts to state parks, outdoor recreation areas and attendant resources.

Maintains inventory of parks to assure accuracy in acreage and provision of information to other States



Prepares budgets for CIP appropriations and funding for park improvements for the Division.

Manages project development through prioritizing CIP projects, monitoring appropriation balances and expenditures, advising on project expenditures and requesting allotment of funds and assists the Districts in the State Parks system through consultation and funding of repairs, renovations and improvements.

Coordinates and collaborates with the Department's Engineering Division on CIP project development and implementation that include bids submitted for construction of park, outdoor recreation and historic site improvements; recommends award of contract.

Maintains the State Parks reference library containing park plans and appurtenant reports, and other informational documents.

### **Resources Management Branch**

Responsible for the maintenance, operation, conservation and protection of the Division's parks, outdoor recreation areas and historic sites statewide.

Provides liaison with the other government agencies and the visiting public on matters of visitor satisfaction and parks, outdoor recreation and historic site management.

Responsible for providing management actions and the installation and maintenance of ancillary warning signage to improve park user safety.

Issues park use permits.

Responsible for planning and direction of program designed to achieve maximum utilization of park, outdoor recreation and historic site facilities and services, to preserve their natural resources and to reduce hazards to both public and staff.

Counsels personnel on proper handling of interpretation, conservation and supervisory and management matters.

Reviews, analyzes, coordinates and prepares the operating budget.

Assists in the preparation of the CIP improvement and ancillary budget requests.

Conducts analysis of staffing and performance standard requirements at the District level to determine and provide adequate staffing for stewardship at outdoor recreation and historic site levels.

Provides for in-house construction and maintenance functions.

### **Hawai'i/Kaua'i/Maui/O'ahu Parks Sections**

The Hawai'i, Kaua'i, Maui, and O'ahu Sections of the Division of State Parks engage in a variety of services related to the operation and maintenance of State Parks resources.

Provide opportunities for public enjoyment and enrichment by preserving, protecting and developing the natural and cultural features at State Parks located throughout the State.

Disseminates information on State Parks areas.

Coordinates and collaborates with State and County enforcement agencies to insure compliance with State Parks rules and regulations and enhancement of user safety.

Issue camping, lodging, picnicking and special uses permits.

Plan, implement and evaluate special repair and maintenance projects of buildings,

structures, signs and grounds.

Contracts with the respective Counties to provide lifeguard services at selected beach parks.

Recruits, trains, evaluates and maintains records of employees.

Maintains liaison and communication with State Parks Administrative Office, other DLNR offices on each island, County offices, and other public and private agencies.

Prepares annual, periodic and special reports as required.

Compiles program data for program evaluation and reporting requirements.

### **Units on Hawai‘i/Kaua‘i/Maui/O‘ahu**

The following units maintain State Parks improved lands, signage and facilities to provide opportunities for picnicking, camping, lodging, ocean and beach activities fishing, sightseeing, hiking, pleasure walking, backpacking, solitude, cultural experiences and nature appreciation.

<b>Hawai‘i Section:</b>	Wailoa Center Unit East Hawai‘i Unit Wailoa River Sub-Unit Kalopa Sub-Unit West Hawai‘i Unit Kona Sub-Unit West Hawaii Field Operations Sub-Unit Interpretive Sub-Unit
<b>Kaua‘i Section:</b>	Construction and Maintenance Unit West Kaua‘i Unit East Kaua‘i Unit
<b>Maui Section:</b>	Field Operations Unit Wai‘ānapanapa Unit Moloka‘i Parks Unit
<b>O‘ahu Section:</b>	State Monuments Unit East Oahu Unit West Oahu Unit

Department of Land and Natural Resources  
State Historic Preservation Division  
Functional Statement

Develops and maintains a comprehensive program of historic preservation to promote the use and conservation of historic properties for the education, inspiration, pleasure and enrichment of the citizen of Hawaii.

Plans, organizes and directs an ongoing program of historical, architectural, and archaeological research and development, including surveys, excavations, scientific recording, interpretation, and publications on the State's historical and cultural resources.

Oversees the acquisition of historic or cultural properties, real or personal, in fee or in any lesser interest, by gift, purchase, condemnation, devise, or bequest; preservation, restoration, administration, or transference of such property; and the charging of reasonable admissions to such property.

Plans, organizes and directs a statewide survey to identify and document historic properties, including those owned by the State and its political subdivisions.  
Plans, organizes, and prepares information for the Hawaii Register of Historic Places and for listing in the National Register of Historic Places.

Prepares, reviews and revises the State historic preservation plan, including budget requirements and land use recommendations.

Applies for and receives gifts, grants, technical assistance, and other funding from public and private sources.

Provides technical and financial assistance to the political subdivisions of the State and public and private agencies involved in historic preservation activities.

Coordinates the activities of the political subdivisions for the State with regards to the State historic preservation plan.

Plans, organizes, and prepares activities to stimulate public interest in historic preservation, including the development of interpretive programs for historic properties.

Coordinates the evaluation and management of burial sites.

Submits an annual report to the governor and legislature detailing the accomplishments of the years and recommendations for changes in the State plan of future programs relating to historic preservation.

Regulates archaeological activities throughout the State.

Reviews and provides written concurrence for any project undertaken by an agency of officer of the State or its political subdivision which may have an effect upon a historic property.

Reviews and provides recommendations for any leases, permits, licenses, certificates, land use changes or other entitlement which may have an effect upon a historic property.

Reviews and provides recommendations for any construction, alteration, disposition, or improvement of any nature which will affect a privately owned historic property listed on the Hawaii Register of Historic Places.

### Clerical Services

Provides secretarial, stenographic and related clerical services for the division.

Conducts support duties such as project control, fiscal accounting, personnel operations, purchasing, supply and equipment inventory, etc.

Compiles statistical data on workload, budgets, staffing, and other division management matters.

Assists with the preparation and tracking of budget information.

Receives and disseminates departmental and other communications.

Develops and maintains document files, locates materials from the files.

Provides non-technical information on historic preservation related activities, laws, rules and regulations, and directs technical questions to appropriate staff.

Attends to daily operational requirements of electronic data processing equipment and manages EDP files.

Provides work processing, data entry, typing, xeroxing and other clerical services, including handling travel arrangements.

Plans and organizes Hawaii Historic Places Review Board meetings.

Carries out all necessary activities for the documentation and dissemination of Hawaii Historic Places Review Board decisions and orders; prepares and maintains the Review Board's official records of meetings, hearings, and other related activities.

Ensures that all legal requirements of the Hawaii Historic Places Review Board are met.

### Historical and Cultural Branch

Provides professional expertise for activities involving properties with historical or cultural significance and for Departmental decisions and policies relating to such activities.

Conducts historical and cultural research programs for the identification, documentation, evaluation, and registration of historic properties.

Develops and maintains the statewide inventory of properties of historical or cultural significance, which includes with specific files, maps and a report library.

Prepares reports and Hawaii and National Register of Historic Places nominations from the inventory information.

Reviews development proposals which may affect historic properties. Evaluates and makes recommendations on inventory reports, significance assessments and mitigation/preservation plans. Prepares scopes of work, monitors and evaluates implementation. Represents the State in meetings and negotiations with developers and/or landowners.

Coordinates with other governmental agencies at the Federal, State and County levels, including the President's Advisory Council on Historic Preservation, to assure compliance with State and Federal historic preservation laws.

Prepares and implements comprehensive plans, at the statewide, regional and site specific levels, for the identification, registration, preservation and interpretation of historic properties, and sets priorities for these activities.

Provides the public and other governmental agencies with technical information and advice relating to the historic preservation program and the history and culture of Hawaii.

Plans, designs, implements and coordinates educational programs on historic preservation and the history and culture of Hawaii.

Coordinates historic preservation program activities at the County level with those at the State level.

Prepares progress, final, annual, and special reports, as well as other documents, to fulfill federal grants-in-aid and other project requirements.

Prepares budgetary documents.

Makes policy recommendations with regards to the treatment and preservation of historic properties.

Evaluates and ranks historic preservation grants requests; processes, administers, monitors and evaluates, historic preservation grants awarded to private individuals and corporations, and governmental agencies.

Prepares comments and recommendations on proposed legislation and federal rulemaking which may affect historic preservation efforts in Hawaii.

Participates in activities of the Hawaii Historic Places Review Board, Hawaii Board on Geographic Names, and other committees and boards within and outside the Department.

### Archaeological Branch

Provides professional expertise for activities involving properties with archaeological significance and for Departmental decisions and policies relating to such activities.

Provides the public and other governmental agencies with technical information and advice relating to the historic preservation program and archaeology.

Plans, designs, implements and coordinates educational programs on historic preservation and archaeology.

Prepares progress, final, annual, and special reports, as well as other documents, to fulfill federal grants-in-aid and other project requirements.

Prepares budgetary documents.

Makes policy recommendations with regards to the treatment and preservation of historic properties.

Evaluates and coordinates the management of burial sites provides scientific and planning expertise upon the discovery of burial sites in coordination with the Medical Examiner of Coroner.

Evaluates and ranks historic preservation grants requests; processes, administers, monitors and evaluates, historic preservation grants awarded to private individuals and corporations, and governmental agencies.

Prepares comments and recommendations on proposed legislation and federal rulemaking which may affect historic preservation efforts in Hawaii.

Participates in activities of the Hawaii Historic Places Review Board other committees

and boards within and outside the Department.

Prepares scopes of work for archaeological projects for other state agencies.

Provides the Division and other agencies with such archaeological services as archaeological surveys, data recovery projects, and archaeological monitoring, and prepares scientific reports on such activities.

Coordinates historic preservation program activities at the County level with those at the State level.

Regulates archaeological activities throughout the State, including research activities by institutions and development review archaeology.

Develops and enforces standards and guidelines for archaeological work in Hawaii.

#### Kauai, Maui, Kaho'olawe/Molokai/Lanai, Hawaii & Oahu Sections

Within their respective jurisdictions, provide professional, scientific expertise for activities involving archaeological properties and for Departmental decisions and policies relating to such activities.

Conducts archaeological research programs for the identification, documentation, evaluation, and registration of historic properties.

Develops and maintains the countywide inventory of properties of archaeological significance, which includes site specific files, maps and a report library.

Prepares reports and Hawaii and National Register of Historic Places nominations from the inventory information.

Reviews development proposals which may affect historic properties. Evaluates and makes recommendations on inventory reports, significance assessments and mitigation/preservation plans. Prepares scopes of work, monitors and evaluates implementation. Represents the State in meetings and negotiations with developers and/or landowners.

Coordinates with other governmental agencies at the Federal, State and County levels, including the President's Advisory Council on Historic Preservation, to assure compliance with State and Federal historic preservation laws.

Prepares and implements comprehensive plans, at the regional and site specific levels, for the identification, registration, preservation and interpretation of historic properties, and sets priorities for these activities.

Provides the public and other governmental agencies with technical information and advice relating to the historic preservation program and archaeology.

Plans, designs, implements and coordinates educational programs on historic preservation and archaeology.

Prepares progress, final, annual, and special reports, as well as other documents, to fulfill federal grants-in-aid and other project requirements.

Prepares budgetary documents.

Makes policy recommendations with regards to the treatment and preservation of historic preservation.

Evaluates and coordinates the management of burial sites.

Evaluates and ranks historic preservation grants requests; processes, administer, monitors and evaluates, historic preservation grants awarded to private individuals and corporations, and governmental agencies.

Prepares comments and recommendations on proposed legislation and federal rulemaking which may affect historic preservation efforts in Hawaii.

Participates in activities of the Hawaii Historic Places Review Board other committees and boards within and outside the Department.

Prepares scopes of work for archaeological projects for other state agencies.

Coordinates historic preservation program activities at the County level with those at the State level.

Regulates archaeological activities within their area of jurisdiction.

#### Interagency Archaeology Section

Provides other governmental agencies with professional archaeological services on a contractual basis.

Oversees, coordinates and negotiates archaeological scopes of work and contracts for services with other governmental agencies.

Provides other agencies with such archaeological services as archaeological surveys, data recovery projects, and archaeological monitoring, and prepares scientific reports on such activities.

Conducts archaeological research programs for the identification, documentation, evaluation, and registration of historic properties, and presents this information to the Hawaii Historic Places Review Board.

Prepares reports and Hawaii and National Register of Historic Places nominations from inventory information.

Prepares and implements comprehensive plans, at the statewide, regional and site specific levels, which will guide governmental agencies to meet their historic preservation responsibilities.

Provides the public and other governmental agencies with technical information and advice relating to the historic preservation program and archaeology.

Plans, design, implements and coordinates educational programs on historic preservation and archaeology.

Prepares progress, final, annual, and special reports, as well as other documents, on the projects covered by their intergovernmental services.

Prepares budgetary documents.

Makes policy recommendations on the treatment and preservation of significant historic properties within the area covered by their services, including the management of burial sites.

Evaluates and ranks historic preservation grants requests; processes, administers, monitors and evaluates, historic preservation grants awarded to governmental agencies.

Prepares comments and recommendations on proposed legislation and federal

rulemaking which may affect historic preservation efforts in Hawaii.

### Architectural Branch

Provides professional expertise for activities involving properties with architectural significance and for Departmental decisions and policies relating to such activities.

Conducts architectural research programs for the identification, documentation, evaluation, and registration of historic properties.

Develops and maintains the statewide inventory of properties of architectural significance, which includes site specific files, maps and a report library.

Prepares reports and Hawaii and National Register of Historic Places nominations from the inventory information.

Reviews development proposals which may affect historic properties. Evaluates and makes recommendations on architectural drawings, inventory reports, significance assessments and mitigation/preservation plans. Prepares scopes of work, monitors and evaluates implementation. Represents the State in meetings and negotiations with developers and/or landowners.

Coordinates with other governmental agencies at the Federal, State and County levels, including the President's Advisory Council on Historic Preservation, to assure compliance with State and Federal historic preservation laws.

Prepares and implements comprehensive plans, at the statewide, regional and site specific levels, for the identification, registration, preservation and interpretation of historic properties, and sets priorities for these activities.



## Department of Land and Natural Resources Division of Boating and Ocean Recreation Functional Statement

Under the general direction of the Board of Land and Natural Resources and its Chairperson, manages and administers the statewide ocean recreation and coastal areas programs pertaining to the ocean waters and navigable streams of the State (exclusive of commercial harbors), small boat harbors, and beaches encumbered with easements in favor of the public in accordance with the provisions of Chapter 200, Ocean Recreation and Coastal Areas, Hawaii Revised Statutes, and in conformance with other laws, rules and regulations (federal and State), departmental policies and standards, and other requirements.

Directs the development of goals, objectives, policies, procedures and budgets for the conduct of divisional programs, operations and activities, and the coordination of such programs, operations and activities with affected groups and individuals, other segments of the department, and other governmental agencies concerned with ocean waters, navigable streams, small boat harbors and beaches.

Maintains liaison with the Harbors Division of the Department of Transportation, user groups and individuals, commercial operators, other departmental segments, and other agencies to assure cooperative and coordinated efforts to achieve divisional goals and objectives.

Drafts and proposes changes in laws, rules, regulations, fee schedules and other administrative matters with justifications; conducts applicable public hearings, and participates in legislative hearings as departmental representative.

Conducts meetings with the head of central and district offices and other personnel to provide direction, coordinate efforts and assist in resolving administrative and other problems; inspects small boat harbors, navigable streams and other facilities on a regular basis, and on an as needed basis due to emergencies to evaluate needs.

Establishes and maintains a system of operational reporting in order to oversee divisional programs, operations and activities; prepares operational reports, and keeps top management informed of divisional operations, problems and significant situations and circumstances.

Plans, develops, operates, administers, and maintains small boat harbors, launching ramps, other boating facilities, and associated aids to navigation throughout the State.

Develops and administers an ocean recreation management plan.

Administers and operates a boating registration system for the State.

Regulates the commercial and recreational use of boating facilities.

Regulates boat regattas and other organized ocean water events.

Administers a marine casualty and investigation program.

Assists in water pollution.

Conducts public education in boating safety.

Administers the boating special fund.

Repairs seawalls and other existing coastal protective structures under the jurisdiction of the State.

Removes unnatural obstructions and public safety hazards from the shoreline, navigable streams, harbors, channels and coastal areas of the State.

Promotes opportunities and oversees public service community events.

Implements, administers, and monitors uniform statewide practices, such as boating safety program, boating registration program, boating safety education program, rules and regulations; and legislation to enhance the programs.

Monitors all facets of the State's boating and beaches program, compiling statistics (such as the number of boating accidents and the number of registered boats).

Monitors statewide boating safety education programs.

Develops and implements programs for the abatement of air, water and noise pollution.

Maintains liaison with community groups, boating clubs and similar organizations, the U.S. Coast Guard, and other federal, State and county agencies to obtain appropriate and current input to the program and participates in public hearings and/or meetings for setting rates, making rules, and/or developing programs and projects.

Promotes public awareness and involvement in boating issues, activities and programs through publications, public meetings, workshops, public hearings, and news media.

Assists in the development and maintenance of the State's small boat harbor system in order to meet the needs of recreational and commercial users in ways that ensure significant environmental and social impacts will be mitigated.

Oversees the implementation of the master plans for each small boat harbor in cooperation with each harbor's advisory committee.

Cooperates with other agencies such as Office of State Planning, Department of Business, Economic Development and Tourism, Department of Budget and Finance, and other appropriate governmental agencies regarding the overall development and planning for small boat harbors and facilities.

Assists with special requirements pertaining to fishermen, trailer boaters and other facility users, Statewide.

## Planning and Coordination Office

### Revenue Enhancement Section

Develops plans for underutilized peripheral land to enhance the boating facilities and provide maximum returns.

Negotiates with private companies to secure partnership in developing projects to increase revenue to the state.

Gains cooperation of the commercial boating industry and the general public for support and partnership in developing the small boat harbors and surrounding lands.

Reviews the use of the Division's properties and facilities to determine if facilities are underutilized.

Provides support and assists in the negotiating and technical services necessary for the implementation and maintenance of contracts for these properties.

## Planning & Coordination Section

Works closely with the Revenue Enhancement section in identifying, developing, and implementing new means of generating revenue to the State through maximizing the use of the State's small boat harbors and peripheral lands.

Finds new sources of funding the projects through legislature or private companies. Studies and considers privatization of services.

## Recreational Boating Office

The Recreational Boating Office provides programs and services in support of the Division's boating and water safety programs as well as programs that protect the ocean water resources of our State. This includes, but not limited to: overseeing the Recreational Boating Safety Program; developing and disseminating materials and methodologies that expand and improve boating safety programs in the State; ensuring compliance with Federal Boating safety requirements; developing, overseeing, and expanding the State Day-Use Mooring Program; working with the Division's senior management to improved oversight of waterways, devise techniques to improve compliance with existing rules, and partner with government and non-government entities to increase dialog and discussion on improving ocean safety and resources protection; expanding outreach to gather public comment on the best uses for the ocean waters and developing a program; and working closely with the DOBOR staff to craft new rules that support new programs that follow the Department's mandate of caring for the resources by maximizing public use and providing for commercial uses.

## Staff Services Office

In a manner consistent with departmental policies, standards, operations, guidelines and procedures, manages administrative staff services in fiscal management including accounts recordkeeping and auditing, billing and collections, and vouchering for purchases of goods and services; in procurement and supply including centralized purchasing, inventory controls and reporting, and disposal; in personnel management including personnel transactions, and advice and assistance in technical personnel and labor relations functions, and in data processing including systems design, implementation and maintenance.

Plans, organizes, directs and coordinates staff services in order to meet operating needs of the division and to comply with departmental, State central agencies, and legislative directives.

Initiates staff studies pertinent to assigned functions and recommends changes in policies and procedures, organization, staffing, equipment, space allocation and other management elements; prepares administrative office budget justifications and expenditure plans.

Oversees compliance by all divisional components of approved administrative management policies and procedures; and institutes instructional and informational materials, workshops and other means to ensure such compliance.

Maintains liaison with departmental staff offices and central staff agencies for purposes of coordination and general work planning relative to on-going activities and special projects, and to obtain specialized assistance.

## Program Services Staff

Plans, directs, evaluates and coordinates operational and management functions of the Division to include: the development of appropriate boating and beaches safety rules and regulations; administering the State's boating registration system; the development of rules and regulations to permit effective administration, operation and

control of small boat harbors and other boating and beach facilities under the jurisdiction of the State; monitoring the administration and operation of boating facilities and the boating and beaches regulations to insure their continued effectiveness; assist in developing and monitoring effective enforcement and inspection programs; liaison with federal, county and other State agencies on matters relating to application and enforcement of state boating laws, rules and regulations.

Gathers, compiles and analyzes boating accident reports and other data to determine improvements needed in water safety zoning, application of waterway marker systems and other identification of safety hazards.

Develops legislation as necessary to enhance boating and beach safety as well as the administration and management of boating facilities.

#### Boating Registration Section

Provides clerical and recordkeeping support in the administration of the State's boating registration system and maintains liaison with all offices within the Division of Boating and Ocean Recreation as well as other concerned governmental agencies regarding boating registration.

#### Fiscal Staff

Plans, directs and coordinates the fiscal activities of the Divisional Administrative Program to meet program objectives.

Conducts divisional fiscal management, procurement and supply management, vouchering of expenditures and payroll processing.

Establishes and maintains books of accounts, reconciles accounts, and prepares regular and special reports on the status of accounts.

Reviews and processes requests for purchases, and pre-audits and processes resultant requests for payment.

Conducts physical inventory and maintains inventory control.

Cooperates with independent public accountants, financial consultants, and engineering consultants in preparation of financial and other operating reports as may be required in accordance with the fiscal needs of the division.

Provides internal management control assistance, audits and related services.

Provides division management with fiscal advisory service, and discusses, explains and assists division managers to implement improvement methods recommended.

Plans, directs and coordinates the fiscal activities of federal funds administered by the Departmental Administrative Staff but allotted for the operations of the division.

Coordinates and integrates any new financial accounting systems and procedures among the division offices and staff.

Supports division offices and staff in developing their financial management information systems.

Analyzes and evaluates the adequacy and effectiveness of all segments of the division, and all other State, county, and private organizations in which as auditable interest exists, (their plans and policies, use and control of financial, human and physical resources); and all coordinate methods and procedures to ensure that financial and all other operations are properly conducted; financial and statistical reports are presented fairly; operations are in compliance with applicable laws and regulations; resources

are managed and used in an economical and efficient manner; and desired results and objectives are being achieved in an effective manner.

Makes revenue projections.

## Engineering Branch

Prepares plans and specifications, and provides engineering architectural drafting services in support of the division's activities.

Prepares plans, maps, and charts for inclusion in reports, studies, permit applications, displays, and other planning and engineering activities.

Prepares engineering designs and supervises construction of projects.

Administers the bid opening procedures for projects.

Administers and manages construction contracts.

Provides inspection services for projects.

Performs field surveys, subsurface investigations, and related technical analysis required for the design of facilities and in support of the division activities.

Administers consultant services agreements in preparing designs and plans and in conducting field surveys, subsurface investigations, and other related activities.

Prepares and processes implementing agreements, including the pre-qualification of bidders, bid advertising, bid opening and evaluation, and award of the contract.

Provides general supervision and inspection for project construction implementation.

Prepares execution plans and timetables for construction operations.

Conducts preliminary meetings with contractors.

Inspects work for compliance with plans and specifications.

Monitors and enforces contract provisions.

Reviews and processes contract changes and extra work orders.

Reviews and processes progress payments to contractors.

Performs final inspection and processes final payment.

Prepares weekly, monthly and final construction reports.

Maintains liaison with public and private organizations concerning engineering activities in support of the division.

Continually analyzes State small boat harbor system, including launching ramps, as to area's needs and carrying capacity and the economic efficiency of same.

## Oahu District Boating Branch

Manages, operates and maintains the harbors, facilities and ocean waters within the Oahu District Boating Branch which includes the Ala Wai Section, Keehi Section, Haleiwa Section, Heeia-Kea Section, and Waianae Section, in accordance with departmental policies and procedures.

Oversees the activities on the near shore water of Oahu.

Oversees and coordinates planning for the Maintenance Section.

Administers the boating, beaches, and coastal programs.

Provides for the issuance of permits.

Plans, directs, controls and coordinates boating activities and special events.

Maintains liaison with other State and Federal enforcement agencies; and coordinates enforcement of boating rules and regulations and the security of all boating facilities with DLNR Conservation and Resources Enforcement Branch.

Provides data for budgeting and accounting for boating funds as appropriate.

Plans for the most effective use of available boat and beach properties within the Oahu Branch in order to further the branches boating and beaches program.

Plans for the most effective use of available boat and beach properties to promote and further possible opportunities for the use of the properties for revenue enhancement.

Oversees waste management control programs.

Assists in planning and overseeing all maintenance and construction projects within the Oahu District Boating Branch.

Coordinates enforcement of boating rules and regulations and the security of all boating facilities with DLNR Conservation and Resources Enforcement Branch.

Issues permits for public events; regulates boat regattas and other ocean water events and assists with news media requests.

#### Maintenance Section

Plans and provides general and specialized maintenance including construction alterations and repairs of all harbor facilities and installations, building, utilities, grounds and landscape areas within the Oahu jurisdiction within an approved maintenance program and budget.

Provides liaison and organizational assistance with other divisional maintenance offices, statewide.

Prepares specifications for the purchase of materials and equipment service contracts.

Prepares and executes a preventive maintenance program.

Provides trouble call and emergency services.

Provides services for procurement of supplies and equipment, and storekeeping.

#### Ala Wai Section

Provides for the administration, operation and maintenance of the Ala Wai Section facilities which also include Maunalua Bay Launching Ramp.

Administers the harbors, boating and coastal programs.

Plans, directs, and coordinates the activities of the Ala Wai Section in the functions of community events, management, operations, and maintenance.

Coordinates the activities of the Ala Wai Section in the functions of security and enforcement management with state, county, and federal enforcement agencies.

Maintains liaison with Ala Wai advisory committee and with public and private organizations concerned with boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Ala Wai Section.

Consults with other State and federal agencies to develop operational practices and procedures to meet safety and security requirements.

Provides assistance with waste management control programs.

Provides for the issuance of permits.

Provides input regarding opportunities for revenue enhancement.

#### Boating and Facilities Operations Unit

Undertakes purchasing of supplies and equipment.

Provides boating inspections.

Maintains liaison with governmental agencies providing emergency services.

Plans and provides general and specialized maintenance, including construction alterations and repairs, and maintenance of grounds and landscaped areas.

Mitigates user conflicts in the section.

#### Clerical Services Unit

Provides clerical, bookkeeping and other related services required.

Manages correspondence, telephone messages, etc.

Maintains inventory, personnel, program planning, control, and other records of the Section.

Accounts for receipts and expenditures of funds.

Manages records regarding the purchasing of supplies and equipment.

Accomplishes required calculations for various accounts of the Ala Wai Section.

Submits required information for consolidation into the divisional budgets.

Provides requirements to enable timely billing.

Assists with electronic data processing input.

#### Keehi Section

Provides for the administration, operation and maintenance of the Keehi Section facilities (includes the Keehi Small Boat Harbor, Keehi Lagoon Offshore Mooring area, and Sand Island Boat Launch Ramp).

Administers the harbors, boating and coastal programs.

Coordinates the activities of the Section in the functions of security, community

events, and enforcement management with State, county, and federal enforcement services.

Maintains liaison with Keehi advisory committee and with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Consults with other State and federal agencies to develop operational practices and procedures to meet safety and security requirements.

Provides assistance with waste management control programs.

Provides for the issuance of permits.

Provides input regarding opportunities for revenue enhancement.

#### Boating and Facilities Operations Unit

Undertakes purchasing of supplies and equipment.

Provides boating inspections.

Maintains liaison with governmental agencies providing emergency services.

Plans and provides general and specialized maintenance, including construction alterations and repairs, and maintenance of grounds and landscaped areas.

Mitigates user conflicts in the section.

#### Clerical Services Unit

Provides clerical, bookkeeping and other related services required.

Manages correspondence, telephone messages, etc.

Maintains inventory, personnel, program planning, control, and other records of the Section.

Accounts for receipts and expenditures of funds.

Manages records regarding the purchasing of supplies and equipment.

Accomplishes required calculations for various accounts of the Ala Wai Section.

Submits required information for consolidation into the divisional budgets.

Provides requirements to enable timely billing.

Assists with electronic data processing input.

#### Haleiwa Section

Provides for the administration, operation and maintenance of the Haleiwa Section facilities.

Administers the harbors, boating and coastal programs.

Coordinates the activities of the Section in the functions of security, community events, and enforcement management with State, county, and federal enforcement services.



Maintains liaison with advisory committee and with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Maintains liaison with other State and federal agencies to develop operational practices and procedures to meet safety and security requirements; and with governmental agencies providing emergency services.

Provides for waste management control.

Provides for the issuance of permits.

Provides input for possible revenue enhancement opportunities.

Provides clerical support as handled by harbor agent.

Provides general maintenance and groundskeeping support.

Mitigates user conflicts in the section.

#### Heeia-Kea Section

Provides for the administration, operation and maintenance of the Heeia-Kea Section facilities which also include Kahana Bay Launching Ramp.

Administers the harbors, boating and coastal programs.

Coordinates the activities of the Section regarding security and enforcement management with State, county, and federal enforcement agencies.

Maintains liaison with advisory committee and with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Maintains liaison with other State and federal agencies to develop operational practices and procedures to meet safety and security requirements; and with governmental agencies providing emergency services.

Provides for waste management control.

Provides for the issuance of permits.

Provides input for possible revenue enhancement opportunities.

Provides clerical support as handled by harbor agent.

Provides general maintenance and groundskeeping support.

Mitigates user conflicts in the section.

#### Waianae Section

Provides for the administration, operation and maintenance of the Waianae Section facilities which also include Pokai Bay.

Administers the harbors, boating and coastal programs.

Coordinates the activities of the Section regarding security and enforcement

management with State, county, and federal enforcement agencies.

Maintains liaison with advisory committee and with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Maintains liaison with other State and federal agencies to develop operational practices and procedures to meet safety and security requirements; and with governmental agencies providing emergency services.

Provides for waste management control.

Provides for the issuance of permits.

Provides input for possible revenue enhancement opportunities.

Provides clerical support as handled by harbor agent.

Provides general maintenance and groundskeeping support.

Mitigates user conflicts in the section.

### Maui District Boating Branch

Manages, operates and maintains the harbors, facilities and ocean waters within the Maui District Boating Branch which include the Lahaina/Mala Section, Maalaea/Kihei Section, Lanai Section and the Molokai Section in accordance with departmental policies and procedures.

Oversees and coordinates planning for the Maintenance Section.

Oversees the activities on the near shore waters of Maui County.

Administers the boating and beaches programs.

Provides for the issuance of permits.

Plans, directs, controls and coordinates boating activities and special events.

Maintains liaison with news media, public and private organizations, advisory committees, and others, concerned with the boating and beaches program; and attends hearings regarding same.

Maintains liaison with other State and federal enforcement agencies.

Provides data for budgeting and accounting for boating funds as appropriate.

Plans for the most effective use of available boat and beach properties within the Maui Branch in order to further the Division's boating and beaches program.

Plans for the most effective use of available boat and beach properties to promote and further possible opportunities for the use of the properties for revenue enhancement.

Oversees waste management control programs.

Coordinates enforcement of boating rules and regulations and the security of all boating facilities with DLNR Conservation and Resources Enforcement Branch.

Issues permits for public events; regulates boat regattas and other ocean water events

and assists with news media requests.

#### Office Services Unit

Provides clerical, bookkeeping and other related services required.

Manages correspondence, telephone messages, etc.

Maintains inventory, property management, personnel, program planning, control and other records of the Section.

Accounts for receipts and expenditures of funds.

Manages records regarding the purchasing of supplies and equipment.

Accomplishes required calculations for various accounts of the Maui Branch.

Submits required information for consolidation into the divisional budgets.

Provides requirements to enable timely billing.

Maintains program planning, control and other appropriate records.

Oversees the communication networking among the Maui Sections, the Branch Central Office, and the Division Headquarters.

Assists with electronic data processing input.

#### Maintenance Section

Provides general and specialized maintenance including construction alterations and repairs of all harbor facilities and installations, buildings, utilities, grounds and landscape areas within the Maui Branch within an approved maintenance program and budget.

Maintains liaison with outside contractors.

Prepares specifications for the purchase of materials and equipment service contracts.

Prepares and executes a preventive maintenance program.

Provides trouble call and emergency services.

Provides services for procurement of supplies and equipment, and storekeeping.

#### Lahaina/Mala Section

Provides for the administration, operation and maintenance of the Lahaina/Mala Section, which includes the Lahaina Small Boat Harbor and the Mala Launching Ramp.

Administers the harbors, boating and coastal programs.

Maintains liaison with advisory committee and with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Maintains liaison with other State and federal agencies to develop operational practices and procedures to meet safety and security requirements; and with governmental agencies providing emergency services.

Provides for waste management control.

Provides for the issuance of permits.

Provides input for possible revenue enhancement opportunities.

Provides clerical support.

Provides general maintenance and groundskeeping support.

Mitigates user conflicts in the section.

#### Maalaea/Kihei Section

Provides for the administration, operation and maintenance of the Maalaea/Kihei Section which includes the Maalaea Small Boat Harbor, the Kihei Launching Ramp, Keanae Launching Ramp, Kahului Launching Ramp, Maliko Launching Ramp, and the Hana Harbor facility.

Administers the harbors, boating and coastal programs.

Coordinates the activities of the Section regarding security and enforcement management with State, county, and federal enforcement agencies.

Maintains liaison with advisory committee and with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Maintains liaison with other State and federal agencies to develop operational practices and procedures to meet safety and security requirements; and with governmental agencies providing emergency services.

Provides for waste management control.

Provides for the issuance of permits.

Provides input for possible revenue enhancement opportunities.

Provides clerical support.

Provides general maintenance and groundskeeping support.

Mitigates user conflicts in the section.

#### Lanai Section

Provides for the administration, operation and maintenance of the Manele Small Boat Harbor located in Lanai.

Administers the harbors, boating and coastal programs.

Coordinates the activities of the Section in the functions of security, community events, and enforcement management with State, county, and federal enforcement agencies.

Maintains liaison with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Maintains liaison with other State and federal agencies to develop operational practices and procedures to meet safety and security requirements; and with governmental agencies providing emergency services.

Provides for waste management control.

Provides for the issuance of permits.

Provides input for possible revenue enhancement opportunities.

Provides clerical support as handled by harbor agent.

Provides general maintenance and groundskeeping support.

Mitigates user conflicts in the section.

#### Molokai Section

No functions allocated to Boating/DLNR at this time. Functions which provide for the operation and maintenance of the Kaunakakai Harbor/Molokai Section, which also includes Hale O Lono Small Boat Harbor, are performed, under Contract, with services rendered from Maui District Commercial Harbors/DOT.

### Kauai District Boating Branch

Manages, operates and maintains the harbors, facilities and ocean waters within the Kauai District Boating Branch which include the Nawiliwili Section, Hanalei Section, and Port Allen Section in accordance with departmental policies and procedures.

Oversees the activities on the near shore waters of Kauai County.

Oversees and coordinates planning for the Maintenance Section.

Administers the boating and beaches programs.

Provides for the issuance of permits.

Plans, directs, controls and coordinates boating activities and special events. Maintains liaison with news media, public and private organizations, advisory committees, and others, concerned with the boating and beaches program; and attends hearings regarding same.

Maintains liaison with other State and Federal enforcement agencies; and coordinates enforcement of boating rules and regulations and the security of all boating facilities with DLNR Conservation and Resources Enforcement Branch.

Provides data for budgeting and accounting for boating funds as appropriate.

Plans for the most effective use of available boat and beach properties within the Kauai Branch in order to further the branches boating and beaches program.

Plans for the most effective use of available boat and beach properties to promote and further possible opportunities for the use of the properties for revenue enhancement.

Oversees waste management control programs.

Coordinates enforcement of boating rules and regulations and the security of all boating facilities with DLNR Conservation and Resources Enforcement Branch.

Issues permits for public events; regulates boat regattas and other ocean water events and assists with news media requests.

#### Office Services Unit

Provides clerical, bookkeeping and other related services required.

Manages correspondence, telephone messages, etc.

Maintains inventory, property management, personnel, program planning, control and other records of the Section.

Accounts for receipts and expenditures of funds.

Manages records regarding the purchasing of supplies and equipment.

Accomplishes required calculations for various accounts of the Kauai Branch.

Submits required information for consolidation into the divisional budgets.

Provides requirements to enable timely billing.

Oversees the communication networking between the Kauai Sections, the District Office, and the Division's Administrative Offices.

Assists with electronic data processing input.

#### Nawiliwili Section

Provides for the administration, operation and maintenance of the Nawiliwili Section facilities which also include Waikaea Launching Ramp.

Administers the harbors, boating and coastal programs.

Coordinates the activities of the Section regarding security and enforcement management with State, county, and federal enforcement agencies.

Maintains liaison with advisory committee and with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Maintains liaison with other State and federal agencies to develop operational practices and procedures to meet safety and security requirements; and with governmental agencies providing emergency services.

Provides for waste management control.

Provides for the issuance of permits.

Provides input for possible revenue enhancement opportunities.

Provides clerical support as handled by Harbor Agent.

Provides general maintenance and support as handled by Harbor Agent.

Mitigates user conflicts in the section.

#### Hanalei Section

Provides for the administration, operation and maintenance of the Hanalei Section

facilities.

Administers the harbors, boating and coastal programs.

Coordinates the activities of the Section regarding security and enforcement management with State, county, and federal enforcement agencies.

Maintains liaison with advisory committee and with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Maintains liaison with other State and Federal agencies to develop operational practices and procedures to meet safety and security requirements; and with governmental agencies providing emergency services.

Provides for waste management control.

Provides for the issuance of permits.

Provides input for possible revenue enhancement opportunities.

Provides clerical support as handled by Harbor Agent.

Provides general maintenance and groundskeeping support as handled by Harbor Agent.

Mitigates user conflicts in the section.

#### Port Allen Section

Provides for the administration, operation and maintenance of the Port Allen Section facilities which also include Kikiaola Launching Ramp and Kukuila Launching Ramp.

Administers the harbors, boating and coastal programs.

Coordinates the activities of the Section regarding security and enforcement management with State, county, and federal enforcement agencies.

Maintains liaison with advisory committee and with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Maintains liaison with other State and Federal agencies to develop operational practices and procedures to meet safety and security requirements; and with governmental agencies providing emergency services.

Provides for waste management control.

Provides for the issuance of permits.

Provides input for possible revenue enhancement opportunities.

Provides clerical support as handled by Harbor Agent.

Provides general maintenance and support as handled by Harbor Agent.

Mitigates user conflicts in the section, installing/retrieving navigational buoys.

### Maintenance Section

Provides general and specialized maintenance including construction alterations and repairs of all harbor facilities and installations, buildings, utilities, grounds and landscape areas within the Kauai Branch within an approved maintenance program and budget.

Provides liaison with outside contractors.

Prepares specifications for the purchase of materials and equipment service contracts.

Prepares and executes a preventive maintenance program.

Provides trouble call and emergency services.

Provides services for procurement of supplies and equipment, and storekeeping.

### Hawaii District Boating Branch

Manages, operates and maintains the harbors and facilities within the Hawaii District Boating Branch which include the Kailua-Kona/Keauhou Section, Honokohau/Kawaihae Section, and Hilo Section, in accordance with departmental policies and procedures.

Oversees the activities on the near shore waters of Hawaii County.

Oversees and coordinates planning for the Maintenance Section.

Administers the boating and beaches programs.

Provides for the issuance of permits.

Plans, directs, controls and coordinates boating activities and special events. Maintains liaison with news media, governmental agencies which provide emergency services as appropriate, public and private organizations, and advisory committees concerned with boating and beaches program.

Maintains liaison with other State and Federal enforcement agencies.

Assists with budgeting and accounting for boating funds as appropriate.

Plans for the most effective use of available boat and beach properties in order to further the branches boating and beaches program and provide the most effective use of properties for revenue enhancement.

Coordinates enforcement of boating rules and regulations and the security of all boating facilities with the DLNR Conservation and Resources Enforcement Branch.

Issues permits for public events; regulates boat regattas and other ocean water events and assists with news media requests.

### Office Services Unit

Provides clerical, bookkeeping and other related services required.

Manages correspondence, telephone messages, etc.

Maintains inventory, property management, personnel, program planning, control, and other records of the Branch.



Accounts for receipts and expenditures of funds.

Manages records regarding the purchasing of supplies and equipment.

Accomplishes required calculations for various accounts of the Hawaii Branch.

Submits required information for consolidation into the divisional budgets.

Provides requirements to enable timely billing.

Oversees the communication networking between the Hawaii Sections, the Branch Central Office, and the Division Headquarters.

Assists with electronic data processing input.

#### Kailua-Kona/Keauhou Section

Provides for the administration, operation and maintenance of the Kailua-Kona/Keauhou Section facilities.

Administers the harbors, boating and coastal programs.

Coordinates the activities of the Section regarding security and enforcement management with State, county, and federal enforcement agencies.

Maintains liaison with advisory committee and with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Maintains liaison with other State and Federal agencies to develop operational practices and procedures to meet safety and security requirements; and with governmental agencies providing emergency services.

Provides for waste management control.

Provides for the issuance of permits.

Provides input for possible revenue enhancement opportunities.

Provides clerical support as handled by harbor agent.

Provides general maintenance and groundskeeping support as directed by harbor agent.

Mitigates user conflicts in the section.

#### Honokohau/Kawaihae Section

Provides for the administration, operation and maintenance of the Honokohau/Kawaihae Section facilities.

Administers the harbors, boating and coastal programs.

Coordinates the activities of the Section regarding security and enforcement management with State, county, and federal enforcement agencies.

Maintains liaison with advisory committee and with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Maintains liaison with other State and federal agencies to develop operational practices and procedures to meet safety and security requirements; and with governmental agencies providing emergency services.

Provides for waste management control.

Provides for the issuance of permits.

Provides input for possible revenue enhancement opportunities.

Provides clerical support.

Provides general maintenance and groundskeeping support.

Mitigates user conflicts in the section.

#### Hilo Section

Provides for the administration, operation and maintenance of the Hilo Section facilities.

Administers the harbors, boating and coastal programs.

Coordinates the activities of the Section regarding security and enforcement management with State, county, and federal enforcement agencies.

Maintains liaison with advisory committee and with public and private organizations concerned with the boating and beaches program.

Surveys and analyzes the needs of tenants and other users of the Section.

Maintains liaison with other State and federal agencies to develop operational practices and procedures to meet safety and security requirements; and with governmental agencies providing emergency services.

Provides for waste management control.

Provides for the issuance of permits.

Provides input for possible revenue enhancement opportunities.

Provides clerical support as handled by harbor agent.

Provides general maintenance and groundskeeping support as handled by harbor agent.

Mitigates user conflicts in the section.

#### Maintenance Section

Provides general and specialized maintenance including construction alternations and repairs of all harbor facilities and installations, buildings, utilities, grounds and landscape areas within the Hawaii Branch within an approved maintenance program and budget.

Provides liaison with outside contractors.

Prepares specifications for the purchase of materials and equipment service contracts.

Prepares and executes a preventive maintenance program.

Provides trouble call and emergency services.

Provides services for procurement of supplies and equipment, and storekeeping.

Office of the Chairperson  
Commission on Water Resource Management  
Functional Statement

The Commission on Water Resource Management (Commission) implements and administers the State Water Code (Hawaii Revised Statutes Chapter 174C,) through a comprehensive program consisting of long-range planning, hydrologic data collection and analysis, resource monitoring, and regulatory controls and enforcement within established rules, regulations, and guidelines adopted by the Commission.

Planning Branch

Administers and coordinates the development of the Hawaii Water Plan, a comprehensive, long-range plan that includes five (5) sub-parts:

- a) Water Resource Protection Plan (prepared by the State Commission on Water Resource Management).
- b) Water Quality Plan (prepared by the State Department of Health).
- c) State Water Projects Plan (prepared by the State Department of Land and Natural Resources).
- d) Agricultural Water Use and Development Plan (prepared by the State Department of Agriculture).
- e) County Water Use and Development Plans (prepared by each of the four counties).

Assists in the coordination and development of plans, studies, and scientific investigations involving assessments of water rights, water supply and demand, instream uses of water (including economical, biological, ecological, aesthetic, recreational and hydrological aspects of Hawaiian stream systems), ground water sustainable yields (including recharge, draft, analytical and numerical modeling, and monitor well data), and other water resource planning and research activities involving federal, state, and county agencies, and the private sector. Identifies additional studies, programs, and policies needed to further the development, utility, and implementation of the Hawaii Water Plan.

Coordinates planning activities necessary to insure the protection of native Hawaiian and other legally protected water rights.

Ensures the compilation and integration of all relevant water resource information, protection programs and policies into the Water Resource Protection Plan.

Provides guidance and assistance in the development and integration of planning information, technical data, and other program resources for the preparation and updating of the Water Quality Plan, State Water Projects Plan, Agricultural Water Use and Development Plan, and County Water Use and Development Plans.

Participates in water-related planning activities with professionals of other disciplines in the development of basic policies, and action plans for the effective utilization and management of water resources and water supply facilities.

Reviews and analyzes statewide data on water demand projections and water consumption by municipal, agricultural, industrial, commercial, domestic, and instream uses to assess/evaluate long-range water resource management strategies and their impact on water resources.

Coordinates and directs the preparation of studies and investigations relating to resource augmentation, water conservation planning, and water shortage planning, including preparation of statewide and regional programs and plans in coordination with Commission directives and other agency programs.

Coordinates water resource risk/vulnerability studies and contingency plans in relation to natural and man-made hazards and in coordination with State Civil Defense, county water departments, and other committees or entities established by the Commission.

Formulates drought management plans to prepare for periods of prolonged dry weather. Provides administrative support and coordinates the activities of the Hawaii Drought Council and County Drought Committees. Develops and implements specific projects and programs as directed by the Hawaii Drought Council and in accordance with the provisions of the Hawaii Drought Plan.

Coordinates funding opportunities and grants for drought emergency response actions and mitigation proposals for administration and implementation by affected agencies.

Conducts and/or directs collection, interpretation, and analyses of drought-related data, including current and forecasted climate conditions, the status of surface and ground water resources, and analyses of hydrology, stream flow, and water use information for dissemination to the public, governmental agencies, and private organizations.

Prepares Commission biennium program budget and administers Commission personnel actions.

Coordinates all legislative matters related to the Commission.

Participates in watershed partnerships across the State and is the Commission liaison for appropriate watershed protection and restoration projects.

Establishes and maintains interagency coordination between federal, state, and county governments and the private sector; and provides planning-related oversight in the processing of permits and the setting of instream flow standards to protect beneficial instream uses of water as provided by law.

Prepares and maintains compilation of Commission program information for public dissemination and distribution via the Internet, including administration and maintenance of the Hawaii Drought Website. Informational and educational materials on program activities include data on water supply and demand, water planning, and conservation program activities.

## Survey Branch

### Water Resource Investigation Section

Collects, analyzes, and/or verifies hydrologic data, water resource information, and water taken by all wells and stream diversions; catalogs and maintains an inventory of water sources and reported water uses in the State; establishes baseline monitoring network for ground water data collection programs that measure water levels, temperature and chloride contents to monitor changes in salinity in the State aquifer areas.

Conducts topographic and hydrogeologic surveys, research, and investigations into all aspects of water occurrence and water use.

Provides technical services in support of Commission programs administered by the Planning, Ground Water Regulation, and Stream Protection and Management Branches.

Administers cooperative agreements for basic data collection and resource investigations with the United States Geological Survey and other federal, state, and county agencies, and private entities.

Performs or reviews well completion reports for geological logging of wells to assess geologic formations and aquifer types encountered and other water characteristics such as static water-level, temperature, and salinity in coordination with the Ground Water Regulation Branch.

Performs, reviews, and analyzes well completion report pumping tests to ascertain: 1) well capacity and efficiency, 2) aquifer characteristics, including hydrogeological boundaries to determine whether there is ground water/surface water interaction, 3) appropriate pumping rates and pump settings. Also undertakes other activities essential for the operation and maintenance of wells in coordination with the Ground Water Regulation Branch.

#### Water Resource Assessment Section

Conducts water availability and sustainable yield analyses for aquifers and watersheds including numerical and analytical ground water models to determine the occurrence and availability of water supplies statewide.

Establishes hydrologic criteria for use by the Commission to determine the existence of water shortages and provides analysis to the Commission in deciding on proposed water management area designations.

Recommends criteria and siting for drilling deep monitor wells, and a monitoring system and the monitoring parameters applied to these wells.

Identifies areas where fresh-water resources are threatened by saltwater intrusion, suggests appropriate response and/or action, including the siting of deep monitor wells, shallow observation wells and reports findings to the corresponding county mayor and the appropriate agencies.

Creates data summaries and information products from water use database and the pumpage and well information

Prepares and administers contracts for survey-related consultant services.

Maintains contact and collaborates with public and private research organizations, and government agencies to initiate, conduct, and report on applied water resources research.

### Ground Water Regulation Branch

Implements Commission policies, procedures, and rules on ground water development and usage established in conformance with the State Water Code.

Establishes, maintains, and implements minimum standards for the construction of wells and the installation of their pumps and pumping equipment.

Administers the designation and regulation of ground water management areas; processes applications for ground water use permits in designated ground water management areas.

Administers ground water allocations in ground water management areas through

ground water use permits.

Administers permit applications statewide for the construction of wells, and installations of pumps and pumping equipment.

Administers statewide registration of declared water sources and water uses in connection with the issuance of ground water use certificates.

Administers, investigates and enforces permit terms, citizen complaints and resolution of ground water related disputes.

Coordinates contested case hearings on ground water regulatory permits and other ground water related disputes.

Prepares, administers, and contracts for consultant services.

Manages the Commission's information technology (IT) needs.

#### Ground Water Allocation Section

For existing and proposed ground water management areas, describes and inventories all water resources and systems, all current water uses, the quantity of sustainable yield water not presently used, and current and potential threats to the resource.

Administers and processes proposed ground water management areas through the designation process defined in the State Water Code.

Prepares procedures and guidelines for processing and considering applications for ground water use permits.

In ground water management areas, processes and reviews applications for existing and new ground water uses or modifications uses, and issues necessary permits.

Publishes notices of applications for ground water use in newspapers of general circulation and prepares monthly bulletins of pending applications.

Maintains inventory of all ground water use permits.

Conducts periodic reviews of permits to determine compliance with permit conditions.

Coordinates necessary enforcement actions with federal, state, county agencies, and the Commission's Enforcement Section.

Processes petitions for water reservations and declaratory rulings, analyzes the merits and makes recommendations to the Commission for final disposition.

#### Ground Water Infrastructure Section

Establishes and maintains minimum standards for the construction of wells and the installation of pumps and pumping equipment.

Processes well construction permits and pump installation permit applications to ensure procedural compliance with the specifications contained in the well construction and pump installation standards.

Prepares procedures, rules, and guidelines for processing and considering applications for well construction and pump installation.

Reviews well completion reports to determine compliance with permit conditions.

### Ground Water Protection Section

Administers a statewide ground-water-protection program in cooperation with federal, state, and county agencies.

Reviews well construction and pump installation applications completion reports, makes recommendations and takes appropriate actions to ensure the protection of the ground water resources.

Coordinates necessary ground water related enforcement actions with federal, state, county agencies, and the Commission's Enforcement Section.

Notifies permittees of changes in the conditions of permits, suspensions, revocations, or other restrictions placed thereon.

Collect and conducts analyses of hydrologic data upon the completion and pump testing of wells and reports of pumpage and aquifer monitoring status in coordination with the Survey Branch.

### Ground Water Enforcement Section

Maintains and updates a registry of existing ground water sources.

Maintains and updates declarations of existing uses of ground water.

Coordinates field investigations or administers contracts to verify existing water sources and water uses.

Conducts investigations in response to citizen complaints regarding alleged ground water violations of the State Water Code provisions or permit conditions or both and prepares detailed reports of findings and recommendations.

Conducts research and investigations in response to resolution of ground water related complaints or disputes between parties and prepares detailed reports of findings and recommendations.

Provides permit enforcement and inspectional services and prepares detailed reports of findings and recommendations.

Conducts investigations required by the Commission.

Prepares and updates enforcement and penalty policies of the Commission.

### Stream Protection and Management Branch

Implements Commission policies, procedures, and rules on stream protection and management, instream flow standards, surface water regulation and usage established in conformance with the State Water Code.

Administers a permit system for the alteration of stream channels.

Administers a permit system for the construction, modification, and removal of stream diversion works.

Administers a statewide instream use protection program, including the establishment and amendment of instream flow standards.

Administers the designation of surface water management areas and the processing of applications for surface water use permits.



Conducts investigations and enforcement actions necessary for permit conformance, in response to citizen complaints and in the resolution of water related disputes.

Reviews and makes recommendations to the Commission on appurtenant rights claims.

Investigates and makes recommendations to the Commission on surface water complaints.

Coordinates contested case hearings on surface water regulatory permits and other surface water related disputes.

Prepares and administers contracts for consultant services.

#### Instream Use Protection Section

Administers a statewide instream use protection program in accordance with provisions of the State Water Code, and in cooperation with federal, state, and county agencies.

Conducts surface water resource assessments including historical and present flow measurement and stream characteristics.

Inventories stream systems, assesses their resource values, and recommends stream protection policies.

Develops and manages a surface water data management system for department and public use.

Inventories surface water irrigation systems, assesses their efficiency, and recommends system monitoring plans.

Manages and maintains updates to the National Hydrography Dataset.

Researches and recommends permanent and interim instream flow standards in accordance with the State Water Code.

Develops and implements procedures and guidelines for adopting permanent and interim instream flow standards.

Monitors and enforces instream flow standards to protect instream water uses.

Develops and implements procedures and guidelines for processing applications for amending permanent and interim instream flow standards.

Works with other agencies and community groups to protect watersheds, streams, and wetlands from further degradation through the implementation of this program.

Prepares a stream restoration program to enhance and reestablish beneficial instream uses of water.

Coordinates necessary enforcement actions with federal, state, county agencies, and the Commission's Surface Water Regulation Section.

#### Surface Water Regulation Section

Administers a statewide surface water regulation program in cooperation with federal, state, and county agencies.

Prepares procedures and guidelines for processing applications for stream channel alterations.

Prepares procedures and guidelines for processing applications for stream diversion works.

Administers the designation of surface water management areas and the processing of applications for surface water use permits, including processing the filing of objections to such applications.

Conducts surface water resource assessments including historical and present flow measurement and stream characteristics.

Coordinates necessary surface water related enforcement actions with federal, state, county agencies.

Notifies permittees of changes in the conditions of surface water related permits, suspensions, or restrictions placed thereon.

Coordinates with the Instream Use Protection Section to collect and conduct analyses of hydrologic data on streams and other surface waters.

Maintains and updates a statewide registration of declared water sources and water uses.

Administers investigation and enforcement actions necessary for permit conformance, citizen complaints and in the resolution of surface water related disputes.

Department of Land and Natural Resources  
Engineering Division  
Functional Statement

Provides engineering services for the implementation and administration of the provisions of Chapters 174, 179, 179D, 180, 182 and 196D, HRS.

**Project Control Branch**

Develops, administers, and manages the water and land development and flood control Capital Improvement Projects (CIP) Programs by formulating project financial plans for land acquisition, planning, design, and construction.

Directs and manages the engineering assistance services to other departments upon request and to staff offices and divisions of the department.

Prepares, coordinates, and administers the division's operating budget and CIP funds.

Provides administrative support for the Soil and Water Conservation District program.

**Project Management and Mineral Resources Branch**

Prepares project proposals or administers programs for the protection and enhancement of state resources, and

Develops and administers the Capital Improvement Projects (CIP) program for the Division.

**Project Planning Section**

Prepares project proposals for the protection and enhancement of specific state resources within established plans.

Conducts feasibility studies of identified projects for the development of water resources, including the following:

- a) Appraisals of water and related land resources through field work, research, and office studies.
- b) Analysis of project alternatives.
- c) Definition of project features and operations.
- d) Development of recommendations for project implementation.

Prepares and disseminates reports on studies of proposed projects.

Prepares environmental assessments and impact statements, technical plans for various Departmental programs.

Administers consultant services agreements for various Departmental planning projects.

Coordinates the participation of public and private agencies affected by projects.

Obtains appropriate permits and approvals for project implementation.

Directs the exploratory well drilling program.

Administers consultant services agreements for hydrologic and geologic investigations and studies for the development of water and land resources.

#### Design Section

Provides detailed designs and conservation and development projects and supervises related activities to execute authorized projects.

Performs field surveys, subsurface investigations, and related technical analyses required for the design of facilities.

Administers consultant services agreements in preparing designs and plans and in conducting field surveys, subsurface investigations, and other related activities for projects.

Prepares and processes implementing agreements, including the prequalification of bidders, bid advertising, bid opening and evaluation, and award of the contract.

Provides engineering and architectural drafting services in support of the branch's activities.

Prepares plans, maps, and charts for inclusion in reports, studies, permit applications, displays, and other planning and engineering activities.

#### Mineral Resources Section

Administers, monitors and enforces regulations concerning geothermal resources management and development activities.

Coordinates or conducts mineral resource studies and field surveys which may include geothermal resource assessments.

Reviews, manages, interprets and evaluates mineral resource data to make scientific or technical recommendations for development and/or management.

Conducts or requisitions field assessments of DLNR lands regarding slope or rockfall hazards to make recommendations for mitigation.

Oversees and administers existing and future mining/quarrying leases on State lands.

### Construction and Flood Risk Management Branch

Provides detailed designs, inspection of project construction and administers the Flood Control/Dam Safety programs.

#### Inspection Section

Provides general supervision and inspection for project construction implementation.

Conducts inspections for the drilling of geothermal development, injection and observation wells for compliance with plans, specifications, and standards.

Prepares execution plans and timetables for construction operations.

Conducts preliminary meetings with contractors.

Inspects work for compliance with plans and specifications.

Monitors and enforces contract provisions.

Reviews and processes contract changes and extra work orders.

Reviews and processes progress payments to contractors.

Performs final inspection and processes final payment.

Prepares weekly, monthly, and final construction reports.

Provides geothermal activity monitoring and inspections.

#### Flood Control/Dam Safety Section

Administers the State's Flood Control and Floodplain Management Programs in coordination with federal, state, and county agencies.

Participates in emergency preparedness measures before, during, and after natural disasters.

Develops State flood control projects and coordinates the State's flood control activities.

Coordinates the federally-sponsored national flood insurance program.

Coordinates stream maintenance activities involving State lands and serves as intervener in stream disputes.

Participates in post-flood assessments in cooperation with Civil Defense.

Prepares post-flood reports.

Administers the state's dam safety program in cooperation with federal and county agencies, including private organizations.

Promulgates and enforces dam safety standards.

Conducts periodic inspections of all dams statewide for engineering stability and proper maintenance. Prepares reports of inspections and cost estimates and maintains and updates inventory of all dams.

Participates in emergency preparedness measures before, during, and after dams/reservoirs incidents and disasters.