

PART I	DEPARTMENT OF PERSONNEL SERVICES	2.796
	STATE OF HAWAII	2.797
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	Class Specifications	2.800
	for the:	2.801

LAND AGENT SERIES

This series includes all classes of positions the duties of which are to perform and/or supervise or administer work in the acquisition of lands for public purposes, in the disposition of public lands for approved public and private purposes, and in the inspection and enforcement of terms and conditions of land dispositions and provisions of public land laws. Duties are performed in support of the Board of Land and Natural Resources' intent to meet the approved social and economic demands of both the public and private sectors of the State of Hawaii for conservation, development and utilization of the land resources of the State and of other natural resources based on the land.

The basic functions of positions in this series include:
 1) the collection of a variety of detailed technical data as well as other information relating to proposed land transactions;
 2) analyzing and evaluating such information as proposed use, valuation of property involved, zoning and other regulations, current use, etc.; 3) recommending approval or disapproval of applications for land use; 4) preparing documents supporting transactions; 5) negotiating terms and agreements of transactions with the Chairman's approval; and 6) the inspection of lands and enforcement of terms and conditions, statutes, rules and regulations affecting such lands; etc.

Levels in this series are determined by the nature and scope of responsibilities and the complexity of duties assigned based on an evaluation of the following classification factors:

1. Nature and Variety of Work.
2. Nature of Supervisory Control Exercised Over the Work.
3. Nature of Available Guidelines for Performance of Work.
4. Originality Required.
5. Purpose and Nature of Person-to-person Work Relationships.
6. Nature and Scope of Recommendations, Decisions, Commitments and Conclusions.

7. Nature and Extent of Supervisory Control Over the Work of Other Employees.
8. Knowledge and Abilities Required.

This is the first specification for the new LAND AGENT SERIES (I, II, III, IV, V); amends the class Supervising Land Agent, which was approved on August 14, 1962, and changes the code number from 2.802 to 2,801; and amends the class Land Management Program Administrator, which was approved on August 14, 1962, changes the class title to Land Management Administrator, and changes the code number from 2.797 to 2.802; and replaces the classes Land Agent II, 2.800, and State Ranger, 2.788.

DATE APPROVED: 12/12/1974 /s/ Donald Botelho
DONALD BOTELHO
Director of Personnel Services

Note: The class Land Management Administrator, 2.802, was deleted.

LAND AGENT I 2.796

Duties Summary:

Serves in a trainee capacity, receiving orientation and training in the activities, work processes and procedures, statutes, rules and regulations pertaining to the transaction and management of public lands; and performs other duties as required.

Distinguishing Characteristics:

This is the entry level trainee class designed to provide an introduction to the objectives, scope and responsibilities of the State's land management program, Introduction is also provided on the location and use of records and other sources of information, documents and governing laws, rules and regulations used in land transaction processes and land inspection and enforcement

procedures. Work assignments are made concurrently with orientation and training and are clear-cut, routine and designed to provide experience in various aspects of land management.

The trainee works under close supervision, receiving detailed instructions as to the tasks to be performed and procedures to be followed. Work is frequently checked during progress and completed work is reviewed for accuracy, adequacy of information and adherence to instructions and procedures.

Examples of Duties:

Attends orientation and training sessions, and studies the objectives, internal organization, rules and regulations, and procedures of the Division and Department; accompanies higher level agents on field trips to verify and secure data and other information; searches land and tax records and obtains designated information; prepares correspondence requesting standard information; reviews routine land use applications for sufficiency of required information; performs the clerical processing of transaction documents to gain familiarity with procedures; reviews appraisal reports rendered by the appraisers for familiarization and to learn basic appraisal principles, methods and techniques; accompanies higher level agents in inspection of lands to recognize violations of agreements and land laws.

Knowledge and Abilities Required:

Knowledge of: Arithmetic; report writing.

Ability to: Learn the principles, relevant history, sources of information, methods and techniques pertaining to land management; learn appraisal principles, methods and techniques; write clear and concise reports; learn and apply laws, rules and regulations applicable to land transactions; meet and deal effectively with other staff, employees of other agencies, lessees and others.

LAND AGENT II

2.797

Duties Summary:

Receives advanced formal and on-the-job training; assists in the preparation of routine transactions, in making inspections of lands and in enforcement of terms, conditions, statutes, rules

and regulations pertaining to the administration and management of State and public lands; and performs other duties as required.

Distinguishing Characteristics:

This class reflects an advanced trainee level through which the trainee advances as part of his progression to performance as an independent worker. Additional training is received in the procedures, techniques and the use of resources in the application to work assignments within the various areas of land management.

Work assignments at this level involve the preparation of transactions and the writing of inspectional and enforcement reports on actions which are simple and repetitive. Specific and detailed instruction is given with each work assignment along with close and continuing supervision. Supervision is relaxed as the trainee becomes familiar with and knowledgeable of procedures and work requirements. As new and more difficult assignments characteristic of the higher levels of Land Agents are made for training purposes, supervisory review becomes close and immediate.

Examples of Duties:

Attends training sessions; accompanies higher level agents on information gathering visits to title companies, conveyance division, tax department, etc., searches and assembles routine information from division files and records for use by higher level agents; prepares correspondence requesting routine information; assists higher level agents in preparing Land Board submittals for familiarization as to contents as well as format to be used; reviews simple and routine land use requests for conformance to land laws, rules and regulations; performs fact-finding and thorough analyses and prepares recommendations for simple and repetitive land transaction requests; accompanies higher level agents in inspection of lands and prepares reports of minor violations; reviews simple appraisals of land and other real property, and interviews applicants.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the next lower level:

Knowledge of: Possess working knowledge of Hawaii land laws and other real estate laws; real estate terminology; land titles

of Hawaii; sources of information, and information gathering techniques; basic real property appraisal process.

Ability to: Read tax maps and survey maps; identify properties and locate tax keys; apply routine methods and techniques of land management, disposition and acquisition.

LAND AGENT III

2.798

Duties Summary:

Independently performs selected assignments in transaction preparation of land acquisitions and dispositions, and routine land inspection and enforcement activities; and performs other duties as required.

Distinguishing Characteristics:

This class reflects the first level of independent worker responsible for the performance of land acquisition, disposition, inspection and enforcement work of average difficulty as represented by the non-controversial nature of actions, the availability and ready access to required information, and the lack of urgency in the completion of actions. Incumbents of positions in this class also assist higher level agents by performing certain aspects of complex and/or controversial transactions, inspections and enforcement work, under close supervision for training purposes.

Examples of Duties:

Independently gathers information for the preparation of such transactions as leases, licenses, revocable permits and fee sales which are non-complex and non-controversial; interviews applicants; reviews simple appraisals used in negotiating rents, leases, licenses, fee sales, etc.; reviews fair market rental rates from appraisal reports; reviews applications and evaluates request for conformance to land laws, for compatibility with proposed and existing use of surrounding land area and for existing encumbrances on the land; prepares rental agreements; assists higher level agents in the acquisition, disposition and management of the more complex types of land actions; independently inspects properties and prepares reports of violations of agreements and laws and recommends action necessary to correct violations; reports major violations to supervisor;

performs follow-up inspections; prepare Land Board submittals.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower levels:

Knowledge of: Various types of land titles; processes of zoning changes; title search procedures; sources of appraisal data; legal instruments affecting land transactions and management.

Ability to: Perform real property acquisition, disposition and management work of average difficulty; interpret terms and conditions of legal and other documents; gather and analyze data and information on land transactions; prepare reports of findings including conclusions and recommendations; prepare agreements, licenses, permits and other documents to consummate transactions.

LAND AGENT IV

2.799

Duties Summary:

Performs the full range of work in the acquisition and disposition of all public lands of the State including complex and difficult assignments; conducts land management activities; and performs other duties as required.

Distinguishing Characteristics:

This class is characterized by the independent conduct of studies of all land transactions for preparation of recommendations on requests for use of State lands or for the acquisition of lands for State use. Transactions include leases, easements, fee sales, revocable permits, executive orders, land exchanges, negotiated sales, licenses and acquisition through condemnations and negotiated purchases.

Positions in this class perform transactions work in a central office involving all acquisition and disposition of lands of the State or may perform the transactions preparation as well as inspection and enforcement activities for a county district under a district land agent. The Land Agent IV is fully competent in performing all land acquisition, disposition, inspection and enforcement activities under general supervision.

Examples of Duties:

Studies requests for use of State lands; prepares reports and recommendations as to disposition of applications; obtains staff or private appraisals of parcels of land; requests survey of metes and bounds involving the Department of Accounting and General Services; searches for and compiles data and other information on tax maps, descriptions, encumbrances, etc.; obtains assistance from the Attorney General's Office in preparing legal documents of proposed land transactions; prepares Board submittals; may assist in the conduct of public auctions and drawings of application for leases, easements and fee sales of public lands; prepares letters informing applicants of actions taken; prepares documents to consummate transactions; prepares and publishes notices of sales; records transactions at the Bureau of Conveyances; negotiates terms of land exchanges, purchases and dispositions with the Chairman's approval, and recommends acceptance or rejection of proposals; prepares formal offer of purchase to landowners with the Chairman's and Board's approval; assists the Attorney General's Office in condemnation proceedings; presents cases for or against land transactions before the Board; makes field visits to inspect the land involved; recommends rental and upset prices; prepares notification of issuance of Executive Orders to the State Legislature; and prepares petitions to the Land Court for transfer of land.

Inspects premises of tenants and lessees of State lands and purchases of land under special sale agreements for compliance with provisions of public land laws and contractual agreements; notifies tenants of violations, requests corrective actions and conducts follow-up inspections; drafts submittal to the Board requesting authorization to serve notice of default and effect forfeiture of lease or license, or to cancel permits.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower levels:

Knowledge of: Acquisition, disposition, inspection and enforcement practices of all categories of transactions of State and public lands of Hawaii; Federal laws concerning acquisition and relocation for federally funded activities.

Ability to: Make sound recommendations as to the acquisition, disposition and management of all categories of land transactions; meet and deal effectively with representatives of other agencies, property owners and the general public; present cases before the Board of Land and Natural Resources.

LAND AGENT V 2.800

see amended class specification, approved on July 29, 1976.

SUPERVISING LAND AGENT 2.801

Duties Summary:

Plans, directs and coordinates the activities of a branch engaged in the acquisition, negotiation and disposition of all State and public lands; participates in complex acquisitions and negotiations; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for coordinating and directing a branch consisting of land agents engaged in the negotiation and acquisition of lands to be used by the State and the disposition of all State and public lands for approved public and private use including parks, schools, libraries, businesses, industries, house lots, roadways, water rights, utility lines, concessions, etc.

Examples of Duties:

Plans, assigns and reviews the work of a staff of land agents; establishes priorities of work assignments; assists in formulating recommendations to the Board of Land and Natural Resources; with the Chairman's approval, represents the State in negotiating exchanges or purchases of privately owned lands for public purposes; negotiates for the disposition of State lands through sale, lease, rent or exchange; reviews public land transactions to determine their legality; reviews leases, licenses, special sale agreements, homestead leases, exchange deeds and other legal documents to ascertain compliance to proposed transactions; confers with parties interested in utilizing public lands; coordinates activities with other

governmental and private agencies on land matters; conducts field inspections; conducts appraisal studies of State lands for leasing and revocable permit purposes; participates in public land use studies; prepares reports; analyzes and interprets data pertinent to land acquisition, management and disposal; attends Board meetings to present, discuss and substantiate submittals; with Chairman's approval, appears before various committees of the State Legislature to testify on land management matters; provides training and orientation to new employees; reviews and rates performance of subordinates; participates in budget preparation for the land management program.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; report writing techniques; principles and practices of real property management; theory of land appraising; legal instruments affecting transfer, sale, exchange and lease of real property; State laws pertaining to land management and real estate; methods of negotiating for the acquisition and disposition of real property.

Ability to: Plan, organize, direct and coordinate the work of others; make sound recommendations by analyzing factual data; meet and deal effectively with representatives of other agencies, property owners and the general public; investigate and appraise real property; represent the government and negotiate for the acquisition and disposition of real property; prepare clear and concise written and oral reports.