Class Specifications
for the:

HOMESTEAD DISTRICT SUPERVISOR SERIES

Series Definition:

This series includes all positions the duties of which primarily concern the supervision and management of activities of homestead districts operated by the Department of Hawaiian Home Lands on the islands of Oahu, Hawaii, Molokai, Maui and Kauai.

The homestead leasing program is administered by the Department of Hawaiian Home Lands (DHHL) under the provisions of the Hawaiian Homes Commission Act, 1920, as amended. Under this program the Hawaiian Homes Commission awards homestead leases on Hawaiian Home Lands to native Hawaiians, provides financial assistance to homesteaders and technical assistance to farmers and ranchers.

Positions in this series supervise the operations of DHHL homestead districts. Activities include representing the DHHL in the district; providing information and assistance to homestead applicants, homestead lessees, and the general public; servicing loans; supervising field activities to ensure proper maintenance of homestead areas; supervising the receipt of payments due for loans, land use, and various fees and services; supervising district staff; and performing other related duties as assigned.

Three levels are identified in this series. Although the nature and variety of work among the districts are basically similar, characteristics of the districts are different. Classes in this series are distinguished on the basis of a variety of classification factors including: 1) nature and variety of work, 2) nature of available guidelines, 3) nature of supervision received, 4) purpose and nature of interpersonal relationships required, 5) supervisory responsibilities, and 6) knowledge and abilities required. The above factors combine with the nature and scope of responsibility and the level of operational activity and complexity of the districts to determine levels in this series.

This is the first class specification for the new classes HOMESTEAD DISTRICT SUPERVISOR I, II, and III.

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/s/ Alfred C. Lardizabal
ALFRED C. LARDIZABAL
Director of Personnel Services

HOMESTEAD DISTRICT SUPERVISOR I 3.720
(HOMESTEAD DISTRICT SUPVR I)

Duties Summary:

Conducts the activities of a moderately active and complex Hawaiian Home Lands Homestead District; represents the department in the District; provides information and assistance to homestead applicants, homestead lessees, and the general public; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for conducting the operations and activities of a Hawaiian Home Lands Homestead District where the level of operational activity is moderately active and complex. Such a district is characterized by a combination of such factors as a small number of homestead lessees, general lessees, permittees and licensees, and a small, clerical support staff.

Examples of Duties:

Represents the Department of Hawaiian Home Lands in a moderately active and complex district; supervises and participates in providing applicants with information and assistance in interpreting provisions of law and of rules on application procedures, types of homestead waiting lists maintained by DHHL, lot selection process, and other information pertinent to award of leases; supervises and participates in explaining laws and rules applicable to lease transactions and in processing transactions requested by lessees; counsels lessees regarding alternatives available to lessees; coordinates with the Honolulu office to expedite processing of requested transactions; provides information on financial assistance available and loan application procedure; supervises and participates in receiving and reviewing applications to ensure that they are complete; obtains and reviews information on applicants' financial condition and credit information and recommends approval or disapproval of loans; plans, organizes, and carries out efforts to service outstanding loans; supervises and participates in receiving payments for leases, licenses, permits, rights-of-entry, and other dispositions of real property; supervises accounting for and depositing of payments received; plans, organizes, and carries out efforts to identify and collect delinquent loans, counsel borrowers, recommend revisions to loan payment schedules, recommend citation hearings prior to cancellation of leases; makes periodic field visits to homestead areas to inspect common areas, utilities, roads, and DHHL facilities; inspects home repairs, new home construction, and infra-structure improvements to ascertain

progress of work with architect or engineering personnel; provides information to members of the public inquiring about leasing, renting, or temporary use of Hawaiian home lands and properties; provides information on how to apply for use of land or property; conducts periodic inspections of DHHL income properties to ensure compliance with terms and conditions of leases, licenses, permits, rights-of-entry, and other dispositions; meets with violators to obtain compliance with terms and conditions of dispositions; supervises the operations of the district office; develops and submits budget estimates and expenditure plans to provide for operation of the district office; supervises the work of a small district office staff; and performs other related duties as assigned.

Knowledge and Abilities Required:

Knowledge of: Legal instruments, terminology, and documentation requirements for lease transactions; local County zoning ordinances and subdivision rules; methods of obtaining and analyzing financial and credit information; loan collection principles and practices; principles and practices of personal money management; office management; budget preparation procedures and practices; principles and practices of supervision.

Ability to: Learn and apply statutes governing the homesteading program and Hawaiian Home Lands administrative rules and policies; learn State and County organizations and functions as they relate to land use, planning, development, zoning, housing, water, health and public safety; obtain, analyze, evaluate and make sound recommendations based on facts; interpret, apply and enforce rules and lease agreements; understand and analyze financial records and determine applicant's ability to repay loans; establish and maintain effective working relationships with others; communicate effectively orally and in writing.

HOMESTEAD DISTRICT SUPERVISOR II 3.721
(HOMESTEAD DISTRICT SUPVR II)

Duties Summary:

Supervises and participates in the activities of a significantly active and complex Hawaiian Home Lands Homestead District; represents the department in the District; provides information and assistance to homestead applicants, homestead lessees, and the general public; manages the District Office; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for supervising and participating in the operation and activities of a Hawaiian Home Lands Homestead District where the level of operational activity is significantly active and complex. Such a district is characterized by a combination of such factors as a large number of lessees, commercial leases, large acreage, roads to maintain, and/or an independent water system to operate and maintain, and supervision of a moderate sized staff consisting of clerical support and various other workers engaged in maintenance and field activities.

Examples of Duties:

Represents the Department of Hawaiian Home Lands in a significantly active and complex district; supervises and participates in providing applicants with information and assistance in interpreting provisions of law and of rules on application procedures, types of homestead waiting lists maintained by DHHL, lot selection process, and other information pertinent to award of leases; supervises and participates in explaining laws and rules applicable to lease transactions and in processing transactions requested by lessees; counsels lessees regarding alternatives available to lessees; coordinates with the Honolulu office to expedite processing of requested transactions; provides information on financial assistance available and loan application procedure; supervises and participates in receiving and reviewing loan applications to ensure that they are complete; obtains and reviews information on applicants' financial condition and credit information and recommends approval or disapproval of loans; plans, organizes, and carries out efforts to service outstanding loans; supervises and participates in receiving payments for leases, licenses, permits, rights-of-entry, and other dispositions of real property; supervises accounting for and depositing of payments received; plans, organizes, and carries out efforts to identify and collect delinquent loans, counsel borrowers, recommend revisions to loan payment schedules, recommend citation hearings prior to cancellation of leases; plans, organizes, and schedules field activities, including supervision of the district staff to inspect and ensure the proper operation and maintenance of roads, utilities, drainage systems, cemeteries, public facilities, water systems, and common areas; inspects home repairs, new home construction, and infra-structure improvements to ascertain progress of work with architect or engineering personnel; provides information to members of the public inquiring about leasing, renting, or temporary use of Hawaiian home lands and properties; provides information on how to apply for use of land or property; conducts periodic inspections of DHHL income properties to ensure compliance with terms and

conditions of leases, licenses, permits, rights-of-entry, and other dispositions; meets with violators to obtain compliance with terms and conditions of dispositions; supervises the operations of the district office; develops and submits budget estimates and expenditure plans to provide for operation of the district office; supervises the work of a moderate sized district staff which includes clerical and blue collar workers; and performs other related duties as assigned.

Knowledge and Abilities Required:

Knowledge of: Legal instruments, terminology, and documentation requirements for lease transactions; local County zoning ordinances and subdivision rules; methods of obtaining and analyzing financial and credit information; loan collection principles and practices; principles and practices of personal money management; office management; budget preparation procedures and practices; principles and practices of supervision.

Ability to: Learn and apply statutes governing homesteading programs and Hawaiian Home Lands administrative rules and policies; learn State and County organizations and functions as they relate to land use, planning, development, zoning, housing, water, health and public safety; obtain, analyze, evaluate and make sound recommendations based on facts; interpret, apply and enforce rules and lease agreements; understand and analyze financial records and determine applicant's ability to repay loans; establish and maintain effective working relationships with others; communicate effectively orally and in writing; plan, schedule, and carry out maintenance and field operations in homestead areas.

HOMESTEAD DISTRICT SUPERVISOR III 3.722
(HOMESTEAD DISTRICT SUPVR III)

Duties Summary:

Supervises and conducts the activities of the Oahu Homestead District; assists in managing the statewide homestead district operations program; supervises the review and completion of all requests for homestead lease transactions submitted directly by lessees or via Neighbor Island Districts; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for supervising and participating in the operation and activities of

the Oahu Homestead District. In addition, the one position in this class assists the branch chief in managing the homestead district operations on a statewide basis by performing such duties as conducting studies and investigations of specific problems occurring in the districts, reviewing and evaluating data on operations and workload trends and providing the branch chief with oral and written reports of findings, conclusions and recommendations. The one position in this class also plans, organizes, and coordinates work activities involved in completing lease transactions requested by homestead lessees and in lease closing following the award of new homestead leases in all districts.

Examples of Duties:

Supervises, directs and/or conducts all activities and operations of the Oahu Homestead District, including homestead areas in Waianae, Nanakuli, Lualualei, Papakolea-Kewalo, and Waimanalo; supervises and participates in explaining laws and rules applicable to homestead lease transactions and in processing transactions requested by lessees; supervises and participates in counseling lessees on alternatives available and in completing or recommending approval of requested transactions; assists in administering the statewide homestead district operations program; visits Neighbor Island districts to gather information and data, investigate and recommend appropriate action on specific problems as well as on the need for major budget items such as equipment, contractual services, or capital improvement projects; evaluates Neighbor Islands' workload data and trends to make recommendations for appropriate action to cope with workload requirements; assists in supervising the documentation of new lease awards; prepares drafts of special provisions of lease agreements; supervises and participates in the execution of lease documents; develops and submits budget estimates and expenditure plans for the Oahu District Office; supervises the operation of the Oahu District Office; plans, organizes, and coordinates the work of a small Oahu District staff which includes both blue collar and white collar workers; and performs other related duties as assigned.

Knowledge and Abilities Required:

Knowledge of: Legal instruments, terminology, and documentation requirements for lease transactions; local County zoning ordinances and subdivision rules; methods of obtaining and analyzing financial and credit information; loan collection principles and practices; principles and practices of personal money management; office management; budget preparation procedures and practices; principles and practices of supervision.

Ability to: Learn and apply statutes governing the

homesteading program and Hawaiian Home Lands administrative rules and policies; learn State and County organizations and functions as they relate to land use, planning, development, zoning, housing, water, health and public safety; obtain, analyze, evaluate and make sound recommendations based on facts; interpret, apply and enforce rules and lease agreements; understand and analyze financial records and determine applicant’s ability to repay loans; establish and maintain effective working relationships with others; communicate effectively orally and in writing.