

## STATE OF HAWAI‘I POSITION DESCRIPTION

### I. IDENTIFYING INFORMATION

Class Title: Climate and Sustainability Land Use Planner  
Position Number: 125910  
Department: Business, Economic Development & Tourism  
Division/Agency: Office of Planning and Sustainable Development  
Branch (Office): Statewide Sustainability Branch  
Section: N/A  
Unit: N/A  
Geographic Location: Honolulu

### II. INTRODUCTION

The Office of Planning and Sustainable Development (OPSD) is responsible for maintaining an overall framework to guide the State’s development through a continuous process of comprehensive, long-range, and strategic planning and coordination to meet the physical, economic, and social needs of Hawai‘i’s people. OPSD gathers, analyzes, and provides information to support the formulation of State policies and strategies, ensuring central direction and cohesion in the allocation of resources. OPSD’s responsibilities include state comprehensive planning and program coordination; strategic planning; planning coordination and cooperation; land use planning and regulation; smart growth and transit-oriented development; coastal and ocean policy management; sea level rise adaptation coordination; statewide sustainability and climate adaptation; and environmental quality review. OPSD also manages the State’s Geographic Information System (GIS).

The Statewide Sustainability Branch is responsible for the statewide administration, coordination, development, organization, and promotion of the Hawai‘i’s numerous sustainability and climate policies, goals, priority guidelines, and principles under §§ 225M-2 (b) (9), 225M-8, 225M-9, 226-65, 226-108, 226-109, and Chapter 225P, Hawai‘i Revised Statutes. This work includes identifying, evaluating, and making recommendations on proposed legislation, regulatory changes, or policy modifications to the Governor, Legislature, government agencies, private entities, and other bodies to encourage activities that sustain, protect, and enhance the quality of Hawai‘i’s environment, economy, and community for present and future generations.

The primary purpose of this position is to provide advanced planning, coordination, and policy support to carry out the objectives of the Statewide Sustainability Branch, including leading the planning, coordination, and implementation of the Integrated Land Use Study mandated by Act 187, Session Laws of Hawai‘i 2025. This includes ensuring the Study’s integration with statewide sustainability and climate policies, statutory targets, and other State planning frameworks.

### III. MAJOR DUTIES & RESPONSIBILITIES

**A. Overall Planning Activities** **60%**

1. Design, execute, review, and update major studies and planning projects to guide the State’s long-term growth and development in alignment with the State’s climate and sustainability strategic action plan — the Hawai‘i 2050 Sustainability Plan, and statutory climate and sustainability targets.

In accordance with Act 187, SLH 2025, plan, coordinate, and manage all tasks required to implement the Integrated Land Use Study. This includes designing and executing data collection and analysis on competing land uses; identifying current land use challenges; researching best practices and models from other states; collaborating with state, county, and community partners to integrate findings into planning frameworks; and delivering interim and final reports to the Legislature and Land Use Commission by statutory deadlines. [1,2,3]

2. Perform complex statewide planning, research, and policy analysis to advance Hawai'i's statutory climate, sustainability, energy, water, land use, food production, and housing goals—coordinating interagency efforts, developing policy recommendations, and integrating sustainable and climate-resilient considerations into planning deliverables. [1,2,3]
3. Coordinate and engage stakeholders, including state and county agencies, utilities, and diverse stakeholder groups, to collect and verify background information and ensure diverse perspectives are incorporated into planning recommendations. Facilitate participation through public outreach, online engagement platforms, and informational meetings. [1,2]
4. Develop and manage planning data tools including Geographic Information System (GIS) mapping and analysis, online dashboards, and a State website to track statutory climate and sustainability targets and decennial Hawai'i 2050 Sustainability Plan recommendations. Use digital design tools to produce visually compelling reports, infographics, and presentations; and apply marketing, social media, and public communications strategies to broaden awareness and engagement. [1,2,3]
5. Collect and integrate multi-sector data—physical, social, economic, environmental, sustainability, climate, and geospatial—using GIS and other analytical tools to identify trends, resolve conflicts between goals or policies, and prepare studies on issues of statewide significance. [1,2,3]
6. Formulate and evaluate alternative courses of action including identifying consequences, risks, uncertainties, and cost-benefit considerations. [1,3]
7. Conduct and participate in working groups and task forces to address emerging statewide issues, develop strategic responses, and propose alternative courses of action. [1,2,3]
8. Prepare planning-related testimony, office communications, reports, and legislative proposals in support of long-range strategic objectives. [1,2]

**B. Statewide Sustainability Branch Implementation**

**25%**

1. Conduct research and analysis to inform Branch-wide priorities for sustainable and climate-resilient land uses, proposed developments, and project deployments. Areas of focus include sustainable building practices; affordable and climate-resilient retrofits; blue and green infrastructure; carbon sequestration; clean transportation; clean energy; net-zero measurement; greenhouse gas footprint reduction; regenerative agriculture and local food systems; water security and reclamation; wastewater and waste management emissions capture; circular economic growth; and emerging zero-emission technologies. [1,2,3]
2. Coordinate and implement statewide climate adaptation and resilience planning with state agencies; assess financial risks from climate change; identify vulnerable land uses and communities; support cross-agency efforts

to evaluate resilience options; and track progress in integrating adaptation strategies into future plans, programs, capital improvement projects, and infrastructure decisions. [1,2,3]

- 3. Assist state agencies' activities and projects to improve the administrative, substantive, and legal framework for sustainability and climate resilience, and to implement HRS Sections 225M-2(b)(6) and (9), 225M-8, 225M-9, 226-65, 226-108, 226-109, Chapter 225P, the Hawai'i 2050 Sustainability Plan, the State's climate and sustainability statutory targets, and other State climate planning documents. [1,2]
- 4. Execute and manage contracts to achieve Statewide Sustainability Branch objectives, monitoring progress for timely completion and compliance with federal and State requirements. [1,2]
- 5. Review and prepare reports on State Functional Plans, County General Plans, Sustainable Community Development Plans, Master Plans, and other regional, sub-regional, and statewide land use planning documents to ensure consistency with the Hawai'i 2050 Sustainability Plan and statutory sustainability and climate targets. [1,2,3]
- 6. Conduct research and develop recommendations for sustainable and climate-adaptive land uses through periodic state land use district boundary reviews and other integrated land use planning processes. [1,2,3]
- 7. Prepare position statements, findings of fact, and supporting documentation for matters before the Land Use Commission, Public Utilities Commission, and Commission on Water Resources Management, including land use district boundary amendments, special permits, and declaratory rulings, in alignment with the Hawai'i 2050 Sustainability Plan and statutory sustainability and climate targets, as necessary. [1,2,3]
- 8. Conduct analysis and prepare recommendations on environmental impact statements, environmental assessments, special permits, conservation district use applications, development plan amendments, land leases, dockets, and other proposed regulatory land use changes to ensure consistency with the Hawai'i 2050 Sustainability Plan and statutory sustainability and climate targets. [1,2,3]
- 9. Review and comment on documents submitted by other parties, including technical analyses, plans, and environmental documentation. [1,2,3]
- 10. Participate in pre-hearings, hearings, and related meetings before the Land Use Commission, Public Utilities Commission, and Commission on Water Resources Management, presenting findings and recommendations as needed. [1,2,3]
- 11. Prepare testimony, legislative proposals, and official communications that advance Hawai'i's sustainability and climate resilience priorities and support implementation of the Branch. [1,2]
- 12. Provide public education, outreach, and technical assistance to agencies, decision-makers, and communities on sustainability and climate resilience topics. [1,2]
- 13. Prepare performance and status reports for the Legislature and other entities; coordinate stakeholder meetings; and compile and present relevant information to support decision-making. [1,2]

**C. Policy Formulation** 10%

Climate and Sustainability Land Use Planner  
Position No. 125910

1. Conduct policy-level work on sustainable and climate-resilient land use, planning, and climate-adaptive and sustainable infrastructure development, financing, and related subjects. [1,2,3]
2. Research and analyze policy issues affecting sustainable and climate-resilient land use, planning, and related disciplines to identify trends, challenges, and opportunities. [1,2,3]
3. Prepare policy reports that define and explain issues, evaluate potential solutions, and recommend preferred strategies for advancing sustainable and climate-resilient development. [1,2,3]
4. Evaluate policy options by assessing costs, benefits, risks, and trade-offs to balance Hawai'i's economic, social, cultural, and environmental priorities in support of sustainable and climate-resilient land use and development. [1,3]
5. Draft legislation and prepare testimony to advance policy objectives. [1,2,3]
6. Coordinate and consult with affected governmental agencies to ensure alignment and effective policy implementation. [1,2]

**D. Performs other duties as assigned.** 5%

---

100%

**Essential Functions**

Reasons:

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

Evidence Used in Determining Essential Functions Considered:

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

**IV. CONTROLS EXERCISED OVER THE WORK**

**A. Supervisor:**

Position No.: 122346      Class Title: State Sustainability Coordinator

**B. Nature of Supervisory Control Exercised Over the Work.**

**1. Instructions Provided.**

The incumbent of this position receives general supervision from the State Sustainability Coordinator. Instructions are limited to general guidance, direction, and results expected. The employee plans and carries out work activities independently.

**2. Assistance Provided.**

Supervision received is nominal, consultative, and limited. Under broad and extensive guidelines, the position exercises wide discretion and judgment in carrying out the position's duties and responsibilities. The employee takes care of all aspects of the work independently, but informs the supervisor when unforeseen events or circumstances require significant changes, such as changing priorities, policies, etc.

The State Sustainability Coordinator's assistance or guidance may be required or requested for complex or difficult problems and issues.

**3. Review of Work.**

Completed work is reviewed for applicability to administrative decisions and not normally for technical soundness or completeness.

**C. Nature of Available Guidelines Controlling the Work.**

**1. Policy and Procedural Guides Available.**

Guidelines include a broad range of legal standards and requirements, statewide government policies, procedures, and objectives. Also included are rules, regulations, policies, and procedures; other State/Federal laws, rules, regulations; and State Executive and DBEDT policies and procedures.

**2. Use of Guidelines.**

Laws are fully conformed to and complied with. State and departmental policies and procedures are routinely followed in the course of everyday work and use and consulted when unusual or ambiguous situations arise.

**V. MINIMUM QUALIFICATIONS**

**A. Knowledge:**

General research sources and specialized sources of information on socio-economic conditions, housing, land use, water resources, environmental systems, energy, food production, sustainability, hazard mitigation, disaster management, and climate adaptation and resilience. Knowledge of research and statistical methods and techniques used in public planning; report writing; governmental organization, programs, and functions; Geographic Information System (GIS) mapping and analysis; the purposes, practices, methods, and techniques of public planning; the planning process; and principles and practices of public outreach and public relations.

**B. Skills/Abilities:**

Plan, organize, and conduct comprehensive planning projects; read and comprehend a broad range of subjects; data and website management; Geographic Information System (GIS) mapping and analysis; collect, correlate, evaluate and analyze facts

Climate and Sustainability Land Use Planner  
Position No. 125910

and develop sound conclusions therefrom; speak and write effectively; public speaking, education, and outreach; develop and maintain effective working relationships with others.

**C. Education:**

Graduation from an accredited 4-year university with a bachelor's degree. A master's degree in urban or regional planning or a closely related planning major from an accredited college or university is preferred.

**D. Experience:**

Three and one-half (3 ½) years of progressively responsible work experience in a related field.

Specialized experience means progressively responsible professional planning experience which included the collection and evaluation of an extensive variety of physical, social, economic and environmental data, determination of public opinion and general community objectives and policies to obtain a comprehensive perspective of conditions and identify problems and opportunities in areas of concern.

**E. Required Licenses, Certificates, etc.:**

N/A

**F. Substitutions Allowed:**

Other combinations of education and/or experience may be allowed, subject to review and acceptance by the Director and/or designee.

**VI. DESIRABLE QUALIFICATIONS**

Refer to Minimum Qualifications.

**VII. TOOLS, EQUIPMENT & MACHINES**

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

---

Pursuant to Hawai'i Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.