

City & County of Honolulu Position Description

Position No: DF750
(Exempt)

- For specific information on preparing position descriptions, please review the Department of Human Resources (DHR) Personnel Manual Chapter IV-2, Preparing and Processing Position Descriptions.
- [General Instructions](#) on completing this form are located on the City's intranet website (cityfyi).
- This form is a basic Word Table. To navigate around the form, use the TAB key to move forward, and SHIFT-TAB to move backward, or use your mouse to move to a specific field.
- Complete every item; if not applicable, so indicate. Press F1 for Help with each item.
- Be accurate. This is an official document upon which classification determinations will be based. In addition, it may be utilized for other personnel related processes, including performance evaluations.
- To complete processing, submit the completed position description via eforms through appropriate channels. Incomplete forms may be returned for completion.
- By submitting this position description, the Appointing Authority certifies that the information provided herein is accurately described and the duties and responsibilities are consistent with the approved organization chart.
- This position description is not considered official until action is taken by the Director of Human Resources.**

Department of Human Resources Use Only	Allocation:	Liquor Control Administrator
	Title Code:	152382
	Pay Grade:	EM 08
	Effective:	
	BU:	13 Excluded
	FLSA:	Exempt
	Other:	E
	Org Code:	0390
	PPD:	05/10/2011
	Reference:	
Appointing Authority:	Tammie U. Uyechi for 10/14/2022	
Classification Approved:	 <small>Director of Human Resources</small>	
Date:	10/21/2022	

Present Title	Liquor Control Administrator	Department	Budget and Fiscal Services
Present Pay Grade	EM 08	Division	Liquor Commission
Present Title Code	152382	Branch	
Position Status	Permanent	Section/Unit	
	F/T <input checked="" type="checkbox"/> P/T <input type="checkbox"/> # Hrs	Work Location	711 Kapiolani Blvd., Ste 600, Honolulu, HI 96813
Immediate Supervisor	Position No.	Title and Pay Grade Chair of the Liquor Commission (1) and the Commissioners (4)	
Subordinates	Position No. DF749, DF669, DF346, DF281	Title and Pay Grade DF749 - Assistant Liquor Control Administrator; DF669 - Secretary III; DF346 - Administrative Services Officer II; DF281 - Chief Liquor Control Investigator	
Licenses or Certificates required to perform the essential functions of this position			
Equipment or tools regularly operated or used. (For trucks, provide GVW, TARE weight & license number.)	Computer, Copier, Facsimile Machine		
Special Work Requirements			

DESCRIPTION OF THE MAJOR DUTIES AND RESPONSIBILITIES ASSIGNED OR DELEGATED TO THIS POSITION.

List only those duties that are part of the regular work of this position throughout the year. List the duties in order of importance or frequency and combine related details. Environmental and physical demands, hazards, and/or unusual isolation involved in the performance of the work must be identified for each duty or group of duties. Opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work. Percentages of time for all duties and responsibilities must total 100%. Enter in the last column, the appropriate ADA indicator(s) as shown below:

- (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) This function is highly specialized, and employee is hired for special expertise or ability to perform this function.

#	Description of Duties and Responsibilities	% of Time	ADA Indicator (s)
<p>General Summary: (Describe the overall purpose and objective of this position) Under the general supervision of the Chairperson of the Liquor Commission and other Commissioners who are appointed by the Mayor and confirmed by the City Council, this position is responsible for the administration of the office of the Liquor Commission of the City and County of Honolulu. The Commission's jurisdiction, function, and powers are prescribed in Section 281-17, Hawaii Revised Statutes. This position is under the administrative management of the Director of Budget and Fiscal Services.</p>			
1.	<p><u>ADMINISTRATION:</u></p> <ul style="list-style-type: none"> a. Exercises responsibility over all liquor commission activities. Promulgates and administers the liquor laws established by the Hawaii Revised Statutes, Chapter 281, and the Rules of the Liquor Commission. b. Plans, develops, and administers laws, rules, and policies relating to the application and issuance of liquor licenses to business establishments and registration of their employees. c. Plans, develops, and administers laws, rules, and policies relating to the prohibition of the sale, service, or consumption of liquor by minors. Establishes procedures relating to minors' employment in liquor establishments. d. Plans, develops, and administers laws, rules, and policies relating to the collection and receipt of monies due to the City, from licensees, applicants, and individuals for the payment of liquor license fees, renewal fees, gross liquor sales fees, miscellaneous fees, permits, and fines. e. Plans, develops, and administers appropriate accounting controls to insure proper fiscal management. Authorizes the transfer of funds from the General Trust to the Liquor Commission Fund and the General Fund of the City. Maintains accurate statistical records for budgetary and personnel requirements. f. Plans, develops, and administers laws, rules, and policies relating to the enforcement and regulation of state liquor laws and rules of the commission. g. Reviews, analyzes, and revises, on a continuing basis, existing policies and procedures to provide more effective and efficient licensing, enforcement, and administrative services programs. h. Drafts and recommends changes and revisions to the Liquor Laws of Hawaii. Prepares position papers; and renders written and oral testimony for or against legislative proposals before the Legislature. i. Represents the Liquor Commission at meetings and public hearings before the City Council on matters affecting or pertaining to the Liquor Commission's activities and operations. 	55	1,2

	<ul style="list-style-type: none"> j. Maintains a working relationship with Federal, State, and City agencies (i.e. Internal Revenue Service; Department of Homeland Security; Bureau of Alcohol, Tobacco, Firearms and Explosives; Department of Taxation, State of HI; Honolulu Police Department; Honolulu Fire Department; etc.) on matters of mutual concern. k. Works in partnership with representatives of the various liquor classes (wholesale, manufacture, retail, restaurant, hotels, etc.) to discuss and solve mutual problems in the overall furnishing of alcoholic beverages to the public. l. Confers with all county liquor officials within the State of Hawaii regarding statutory changes relating to liquor licensing laws affecting operations. Provides materials and guidelines for implementing such changes with the aim of establishing consistency and uniformity in enforcing and regulating laws on a state-wide basis. m. Administers work programs and schedules. Determines priorities and deadlines. Determines proper execution and application of liquor laws and rules for licensing, enforcement, and administrative activities. Signs all vouchers, payroll reports, correspondence and other reports for the Liquor Commission. n. Receives and reviews all incoming letters, reports, applications and other matters directed to the Commission. When necessary, assigns to proper staff members for processing and/or to the Commission for action. o. Prepares and issues letters and notices to licensees. p. Advises licensees, license applicants, other Department of Liquor Control agencies in the State of Hawaii, and the general public on Commission actions, policies, and rules. When necessary, arranges for press releases. q. Submits a Strategic Plan for approval by the Commissioners. Assures the goals and activities of the Commission are in accordance with the Plan. 		
2.	<p><u>SUPERVISION:</u></p> <ul style="list-style-type: none"> a. Supervises, plans, and coordinates the operation and activities of the following branches of the Liquor Commission: <ul style="list-style-type: none"> i. Administrative Services Branch ii. Field Services Branch b. Counsels and disciplines employees; develops and maintains morale; directs subordinate supervisors. Approves personnel appointments, promotions, demotions, and disciplinary actions. c. Reviews recommendations and renders decisions for approval, disapproval, or concurrence of any matter concerning the Liquor Commission. d. Reviews and analyzes all investigative reports submitted to the Commission by investigators and auditors. 	20	1,2
3.	<p><u>LIQUOR COMMISSION MEETINGS:</u></p> <ul style="list-style-type: none"> a. Prepares a detailed agenda for each Commission meeting. Reads all material received from staff members, licensees, and the general public for the Commission's consideration. Prepares comments and recommendations as necessary or desirable for the Commission's guidance. b. Attends all meetings of the Commission. Advises Commissioners on points of law, rules, and policies. Ensures records of such meetings are complete and accurate. Reviews and corrects minutes of each meeting prepared by the hearings reporter. 	15	1,2

	<p>Ensures entries of the Commission's actions into the proper files are accurate.</p> <p>c. Sets dates for preliminary and public hearings on license applications. Ensures adequate notice of such hearings is given to the public, applicant and/or licensees concerned, as required by law.</p> <p>d. Ensures compliance with all procedural requirements. Signs all licenses and permits authorized for issuance by the Commission.</p> <p>e. Makes personal inspections of proposed licensed premises, as well as existing licensed premises, in order to advise Commissioners regarding conditions of the premises.</p>		
4.	<p><u>OTHER MATTERS:</u></p> <p>a. Prepares quarterly reports listing accomplishments for the quarter and activities to be accomplished within the next quarter.</p> <p>b. Prepares the annual report of the Commission for submission to the City.</p> <p>c. Reviews, approves, and presents the fiscal year operational budget for the Liquor Commission.</p> <p>d. Develops a knowledge of the liquor industry, as well as trade problems and practices, through contact with the licensees, restaurant/hotel/visitor industry members, regulation/enforcement agencies, etc.</p> <p>e. Performs other duties as assigned.</p>	10	1,2