

DEPARTMENT OF EDUCATION
STATE OF HAWAII
CIVIL SERVICE

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Class Specifications for the:

LAND AGENT SERIES

This series includes all classes of positions that perform, supervise, and/or administer the full lifecycle of public land management for educational facilities. This work involves the acquisition, disposition, development and management of land necessary for school construction or expansion. Key responsibilities include: negotiating property purchases; managing land titles; ensuring compliance with zoning regulations; and coordinating with legal, surveying, and other professional teams to facilitate smooth land transactions.

The basic functions of positions in this series include: 1) researching potential land acquisition sites for new schools, expansions, or disposition, considering factors such as location, size, zoning, and environmental impact; 2) engaging with landowners to negotiate fair market prices and terms, including securing necessary easements and rights of way; 3) conducting thorough property due diligence, including title searches, boundary surveys, environmental assessments, and zoning verification; 4) drafting and reviewing purchase agreements, deeds, and other legal documents related to land acquisition; 5) coordinating with local planning departments and other regulatory agencies to obtain necessary entitlements for land development; 6) overseeing the management of acquired land, ensuring proper maintenance and compliance with environmental and zoning regulations; 7) working closely with school officials, design professionals and related consultants, construction teams, and legal counsel to ensure successful land acquisition projects.

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.

LAND AGENT I

8B.780

Duties Summary:

Serves in a trainee capacity, receiving orientation and training in the activities, 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 introduce the objectives, scope and responsibilities of the Department's public 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 inspections. 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: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Attends orientation and training sessions, and studies the objectives, internal organization, rules and regulations, and procedures of the program and Department; accompanies higher level agents on field trips to verify and secure data and other information and in inspection of lands; searches land and tax records and obtains designated information; prepares correspondence requesting standard information; reviews appraisal reports rendered by the appraisers for familiarization and to learn

basic appraisal principles, methods and techniques.

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, and others.

LAND AGENT II

8B.781

Duties Summary:

Receives advanced formal and on-the-job training; assists in the preparation of routine transactions, in making inspections of lands and understanding and application 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 progressing toward 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 inspection 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: *(Statements noted in lowest level also apply.)*

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 files and records for use by higher level agents; prepares correspondence requesting routine information; assists higher level agents in preparing State Land Board and County Planning submittals for familiarization as to contents as well as format to be used; 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; and

reviews simple appraisals of land and other real property.

Knowledge and Abilities Required: In addition to those required at the lower levels:

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

8B.782

Duties Summary:

Independently performs selected assignments in transaction preparation of land acquisitions and dispositions, and routine land inspection; 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, and inspection 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 and inspections, under close supervision for training purposes.

Examples of Duties: *(Statements noted in lowest level also apply.)*

Independently gathers information for the preparation of leases, licenses, revocable permits and fee sales which are non-complex and non-controversial; reviews simple appraisals; reviews property valuation from appraisal reports; assists higher level agents in the acquisition, disposition and management of the more complex types of land actions; independently inspects properties and prepares reports for submission to supervisor; performs follow-up inspections; prepares submittals to the State Land Board and County Planning agencies.

Knowledge and Abilities Required: In addition to those 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 finding including conclusions and recommendations; prepare agreements, licenses, permits and other documents to consummate transactions.

LAND AGENT IV

8B.783

Duties Summary:

Performs the full range of work in the acquisition and disposition of all public lands of the Department; 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 Department's lands or for the acquisition of lands for Department use. Transactions include leases, easements, revocable permits, executive orders, land exchanges, licenses and acquisition through condemnations and negotiated purchases. The Land Agent IV is fully competent in performing all land acquisition, disposition, and inspection under general supervision.

Examples of Duties: *(Statements noted in lowest level also apply.)*

Studies requests for use of State or County 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 Department of the Attorney General in preparing legal documents of proposed land transactions; prepares State Land Board and County Planning submittals; may assist in the procurement of leases, easements and negotiated 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 Superintendent's approval, and recommends acceptance or rejection of proposals; prepares formal offer of purchase to landowners with the Superintendent's approval; assists the Department of the Attorney General in condemnation proceedings; presents cases for or against land transactions before the State Land Board or County Planning agencies as required; 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 and

County 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 submittals to the Superintendent 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 required at the lower levels:

Knowledge of: Acquisition, disposition, and inspection 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.

LAND AGENT V

8B.784

Duties Summary:

Performs complex land transaction assignments on a continuous basis; or serves as a staff specialist in developing and monitoring program plans, budgets and procedures, special reports and proposed legislation affecting public lands; may supervise lower level land agents; and performs other duties as required.

Distinguishing Characteristics:

Two general types of positions are included at this level:

1. An agent performing complex and difficult assignments in land transactions. Work typically involves a combination of problems including intergovernmental ownership, multi-ownership, relocation, urgency of use, inadequate funding, etc., for acquisition and disposition of lands for schools, offices, etc.
2. A staff specialist performing a multitude of work in the several areas of program development and evaluation, development of new and revised procedures, recommending proposals for legislation or conducting studies on effects of proposed legislation, divisional budget preparation and other staff work.

Examples of Duties: *(Statements noted in lowest level also apply.)*

Performs complex land transaction assignments characterized by a combination of problems involving multi-ownership, inter-jurisdictional ownership, relocation of tenants, interim management of parcels of land, urgency in completion of transactions,

lack of adequate funding, etc.; negotiates for the acquisition of parcels, easements, rights of entry, etc., and prepares reports of negotiation; drafts correspondence to various stakeholders; reviews appraisal reports of contract appraisers and staff appraisers; assists legal counsel in preparation of condemnation cases and testifies as an expert witness; recommends rental and upset prices when managing acquired property; prepares State Land Board and County Planning submittals and participates in presenting cases before the State Land Board and County Planning agencies; assists in preparation and justification of land management program plans, program changes and budget recommendations; prepares and/or supervises preparation of annual, quarterly and special reports; conducts studies and reports on legislative proposals affecting land management; drafts proposals for legislation for the supervisor's consideration; studies and recommends development of public lands; meets with stakeholders to furnish information on activities of the program.

Knowledge and Abilities Required: In addition to those required at the lower levels:

Knowledge of: Functions and activities of the land management program and its relationship to the needs of individuals, groups and the community.

Ability to: Analyze, evaluate and draw sound conclusions and recommendations from available factual data; and the ability to meet and deal effectively with individuals, groups and representatives of other agencies.

LAND AGENT VI

8B.785

Duties Summary:

Supervises the professional and non-professional personnel of a program engaged in the acquisition, negotiation, disposition, easements, agreements, leases, and use of facilities for the Department; participates in highly complex or controversial acquisitions and negotiations; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for coordinating and directing land agents and other personnel engaged in the acquisition, negotiation and disposition of public school lands. A Land Agent at this level works under very general administrative direction; assignments are typically received in terms of broad, general objectives and the incumbent is responsible for determining methods, procedures, scheduling of work activities and assignment of personnel to accomplish the work most effectively. The supervisor is consulted on unusual or controversial situations and on administrative and budgetary matters. Completed work is reviewed for adequacy in terms of broad objectives and for conformance with policy but is seldom subject to technical review.

Examples of Duties: *(Statements noted in lowest level also apply.)*

Plans, assigns and reviews the work of subordinate professional and non-professional personnel; formulates procedures and work priorities and makes broad work assignments, develops new criteria, techniques or approaches to guide subordinates in overcoming problems which cannot be solved by application of conventional techniques or procedures; performs highly complex or controversial acquisitions and negotiations; analyzes and reviews work of subordinates in terms of technical results and for conformance with policies and regulations and with legal requirements; coordinates activities of a program with other sections or branches, other government agencies, private industry and the public; assists in the development of broad work programs and policies and prepares and justifies budgets; recommends organizational and operational changes; prepares contracts, technical and administrative reports and correspondence.

Knowledge and Abilities Required: In addition to those required at the lower levels:

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.

Minimum Qualification Requirements:

Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under Specialized Experience or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to

write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements: Applicants must have progressively responsible work experience of the kind, quality and quantity described.

Class Title	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Land Agent I	0	0	0
Land Agent II	½	0	½
Land Agent III	1-1/2	0	1-1/2
Land Agent IV	2-1/2	0	2-1/2
Land Agent V	3-1/2	*	3-1/2
Land Agent VI	3-1/2	1	4-1/2

Specialized Experience: Progressively responsible professional experience which demonstrated knowledge of Hawaii Land Laws, real estate laws and terminology, the real property appraisal process, various types of land title and legal instruments affecting land transactions; and the ability to gather and analyze land transaction data; prepare reports of findings, including conclusions and recommendations and meet and deal effectively with others.

Examples of Qualifying Experiences:

1. Progressively responsible work experience in land management, including activities such as preparing transactions for acquisition and disposition of land; inspecting public lands for violations of contractual agreements, statutes, and land laws, rules, and regulations; and enforcing non-compliance of these agreements and laws and regulations.
2. Progressively responsible work experience in property management, including the efficient utilization and maintenance of real property which involved such activities as the acquisition or disposition of real property, property evaluation, preparation and solicitation of bids, establishment of rental rates, selection of tenants, and the protection and maintenance of property.
3. Progressively responsible experience in the appraisal of real property, including the estimation of property values based on consideration of all factors that influence or affect the value of the property, such as location and environment of the property, zoning, methodology, the analysis of the highest and best uses for which the property is suitable or capable of being adapted, age, physical or functional condition of improvements, potentialities for future

development, availability of adequate utilities probabilities of community growth or decline, and resultant value increase or decrease because of changing economic trends and conditions.

4. Progressively responsible work experience in developing and maintaining real property classification and valuation systems, including such activities as developing construction and depreciation indexes, valuation tables, methods for gauging the values of different classes of real property, and procedures for the uniform and equitable appraisal of real property.

For Land Agent IV, V, and VI levels, at least one year (1) of the required specialized experience must have been comparable to the next lower level in State service.

Non-Qualifying Experience:

1. Experience as an escrow officer, title officer, title searcher, real estate salesperson, abstractor, etc., which did not include appraising real property and applying the knowledge and abilities specified above.
2. Experience limited to responsibility for the day-to-day operation and management of properties such as residential housing including an apartment building, restaurant, hotel or other property which does not demonstrate possession of the knowledge and abilities described in the Specialized Experience section above.

Supervisory Experience: Professional experience which included (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problems; (4) training and developing subordinates; and (5) evaluating their performance.

*Supervisory Aptitude: For the Land Agent V, supervisory aptitude is required. Supervisory aptitude is demonstrated potential for performing supervisory duties through the successful completion of regular or special assignments involving some aspects of supervision (e.g., by serving as a group or team leader or in similar work demonstrating supervisory capabilities); completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or favorable appraisals by a supervisor indicating supervisory potential.

Substitutions Allowed:

A master's degree from an accredited college or university in real estate, real estate finance, business finance, property management, appraising, land management, urban planning, or a law degree with land acquisition and development specialization, or a closely related major, may be substituted for one (1) year of the Specialized Experience.

Quality of Experience:

Possession of the required years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that the applicant can perform the duties of the position for which they are being considered.

License Requirement:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. For such positions, selective certification requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is the first specification for the new classes, LAND AGENT I, II, III, IV, V, and VI.

DATE SIGNED: 11/19/2025


Sean Bacon (Nov 19, 2025 08:43:15 HST)

EFFECTIVE DATE: 11/1/2025

Sean Bacon
Assistant Superintendent
Office of Talent Management