

STATE OF HAWAII
DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH ADMINISTRATION
ENVIRONMENTAL PLANNING OFFICE

FUNCTIONAL STATEMENT

The function of the Environmental Planning Office is to provide risk-based strategic planning services for pollution prevention and control programs under the direction of the Deputy Director for Environmental Health of the Environmental Health Administration (EHA). Strategic planning functions include developing and coordinating both short term and long term environmental program strategies, and ensuring that they are compatible with federal and state environmental laws, regulations, and policies; writing and managing grants and contracts needed to implement strategies and ensure adequate funding from federal sources; developing program goals and program performance indicators; coordinating programs with county, federal, and other state agencies; setting standards for baseline evaluations of environmental quality; providing liaison services for legislative activities; and providing environmental mapping and database management services needed to facilitate decision-making by program managers.

Clerical Support:

Provides stenographic, clerical, and typing services for all segments of the organization.

EPO Staff Support Two Primary Functions within EHA:

Strategic Planning and Policy Staff

- . Coordinates strategic planning and policy discussions; drafts and reviews documents needed by EHA and federal agencies, especially the U.S. Environmental Protection Agency (EPA); and uses environmental indicators and program performance measures to track implementation of EHA strategic plans.
- . Coordinates, compiles, and distributes comments on all land use planning documents received in EHA; compiles coordinated replies to correspondence on environmental management issues received in the office of the Director of Health.
- . Requests feedback from DOH stakeholders regarding EHA environmental management policies; improves communication with agencies that play an important role in State environmental management; and reviews and comments on technical peer reviews of scientific policies and documents.
- . Liaises with other EHA programs to assure timely and coordinated legislative document review and submission to the legislature.
- . Reviews and submits annual federal work plans prepared within EHA, including review for consistency with program strategic plans.

Environmental Data Management and Standards Development Staff:

- . Provides information management and technical support for Geographic Information Systems and related databases, and develops administrative rules for database standards for environmental quality.