

# Resume

**Edmund K.B. Hyun**

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**Nickname: Fred**

**Professional Qualities:**

- Assessing and Evaluating programs/situations and development of action plans.
- Aware and Sensitive to populace, organization, group cultures
- Action oriented – working under stressful conditions.
- Facilitator – capable of assimilating and integrating special interest groups.
- Strong sense of fairness.
- Professional Integrity
- Committed to high ethical standards
- Community Advocate
- Adheres to protocol and chain of command.

**Professional Capabilities:**

- Organizing and/or Re-Organizing program operations
- Budget – Creating, developing & modifying working budgets
- Rendering decisions –objectively hearing arguments and rendering a fair decision.
- Office efficiencies – creating and/or developing policy & procedures appropriate to current needs and requirements
- Conducting administrative investigations and recommending disciplinary action in accordance with the progressive discipline model.
- Reviewing and Addressing Complaints and Grievances.
- Liaison for interagency inter/intra departmental relations
- Auditing and Compliance for agency mission, operations, contracts, grants.
- Presentations to small and large groups.
- Managing and evaluation of grant funded programs.
- Addressing collective bargaining issues.

**Employment:**

July 2012 – Present

**City and County of Honolulu, Honolulu Liquor Commission**

711 Kapiolani Blvd. Ste 600

Honolulu, Hi. 96813

Administrator Franklin Pacarro (since July 2014)

Assistant Administrator: Anna Hirai

Title: Special Projects Coordinator

Summary of Duties: Creates, develops and oversees Agency Reorganization, Computer Database (LCIS), Program Expansion of services to Staff & Licensees, Administrative Support.

May 2009 – June 2012  
(Contract)

**City and County of Honolulu, Honolulu Liquor Commission**

711 Kapiolani Blvd. Ste 600

Honolulu, Hi. 96813

Administrator Greg Nishioka

Assistant Administrator: Anna Hirai

Title: Administrative Services Officer

Summary of Duties: Provides Administrative Support services as well as supervision over the Licensing, Hearings and Registration operations. The position also oversees the fiscal, human resources, compliance, property management, auditing, contracts and labor functions of the Agency.

Aug 1st to Oct 31, 2008  
(Contract)

**Akal Security-Pacific Region**

6650 Hawaii Kai Drive Ste 250

Honolulu, Hi. 96825

Regional Director: Lee D. Donohue

Title: Contractor – Transition – Resource

Summary of Duties: *Serve as resource & consultant to the Regional Director, Office and Operations Managers for downsizing transition. Address transition issues with Corporate Offices in New Mexico.*

**Employment Continued:**

Feb 2007- July 31, 2008

**Akal Security-Pacific Region**  
6650 Hawaii Kai Drive Ste 250  
Honolulu, Hi. 96825  
Regional Director: Lee D. Donohue  
Title: Office/Administration Manager  
Summary of Duties: *Manages the Administrative, Fiscal, Human Resources, Personnel, Procurement, Budget & Property Management aspects of the Pacific Region. In addition, the position addresses any internal or outside labor & contract compliance issues, serving as the point of contact in litigation matters.*

May 2004 – Jan 2007

**AKAL Security – Pacific Region**  
6650 Hawaii Kai Drive Ste 250  
Honolulu, Hi. 96825  
Regional Director: Robert T. Chee (May 04 – Oct 06)  
Lee D. Donohue (Nov 06-Feb 07)  
Title: Executive Officer  
Summary of Duties: *Oversees the administrative, personnel & fiscal operations of the Branch, assists in researching and implementation of new accounts as well as compliance with Federal and State regulations. The position also serves as a resource to the Regional Director in the areas of project planning, budget, & account expansion and contract/bid preparation.*

February-April 2004

**AKAL Security – Hawaii Branch**  
6700 Kalaniana'ole Highway  
Honolulu, Hi. 96825  
Regional Director: Robert T. Chee  
Compliance Officer  
Summary of Duties: *Assesses Commercial and Government accounts to ensure compliance with Federal, State and City regulations. Provides assistance to Contract Managers to ensure compliance.*

**Employment continued:**

Oct. 2001 – Dec.2003  
(Retired)

**State of Hawaii, Department of Public Safety  
Hawaii Intake Service Center-Big Island**

1240 Kilauea Ave #10

Hilo, Hi. 96720

Division Manager: Wendell T. Murakawa

Title: Branch Manager

Summary of Duties: *The position manages the Administrative and Operations staff for Pre-Trial Services in the Third Circuit, Island of Hawaii. The office provides Pre-Trial Investigation recommendations to presiding Judges, Supervision of pre-trial Releasees, Drug Testing and Community Service (restitution). The Manager works integrally with Criminal Justice agencies and Community groups. The administrative duties also consist of annual budget preparation/adjustments, procurement, impact statements, investigations and disciplinary action, inter agency member and community relations.*

Aug.2003-Oct.2003

**State of Hawaii, Department of Human Services  
Office of Youth Services-Part-time Consultant on  
loan from Department of Public Safety-Intake Service  
Center**

820 Mililani Street Ste 817

Honolulu, Hi. 96813

Executive Director: Sharon Agnew

Title: Consultant

Summary of Duties: *Works with the Executive Director to identify problem areas at the Hawaii Youth Correctional Facility and assist in developing the Statewide Youth Vision Plan for incarcerated juveniles.*

Employment continued:

July 1980- Sept. 2001

**State of Hawaii – Dept of Public Safety  
Intake Services –Oahu Branch**

2199 Kamehameha Hwy (OCCC)  
Honolulu, Hi. 96819

Branch Manager: Frank Lopez

Title: Court Unit Supervisor

Summary of Duties: *Initially to establish operations addressing jail overcrowding. Integrate operations with the Honolulu Police Department, Honolulu District Court and Oahu Community Correctional Center as well as other elements of the Criminal Justice System. Initialize intervention programs in the areas of mental health, suicide, drug and alcohol. Supervises 3 caseworkers providing services to the Police, Courts and Intake for Public Safety (OCCC).*

July 1976-June 1977

**State of Hawaii Dept of Social Services/  
Corrections Division**

Superintendent: Vernon Chang

Title: Acting State Juvenile Parole Administrator

Summary of Duties: *The position is responsible for overseeing the program and 2 parole officers in the release, integration and supervision of incarcerated youths into the community. The duties include program planning, budget and testifying in court or in legislature as required.*

July 1975- June 1980

**State of Hawaii (Federal/State funds)  
Dept. of Social Services/Corrections Division**

Superintendent: Vernon Chang

Title: Acting Boys Group Home Administrator

Summary of Duties: *The position administers a federally funded transitional living residence for released juveniles from the Hawaii Youth Correctional Facility. The program provides for a venue for school or work and daily living in a structured residential setting. The position is responsible for submitting annual grant evaluations, budget requirements and projections, hiring, testifying in court and the state legislature. The Administrator also serves as the liaison between the community and the department administration.*

**Employment continued:**

July 1972- June 1975

**State of Hawaii**

Dept. of Human Services/Corrections Division

Hawaii Youth Correctional Facility

Supervisor: Charles Yee Hoy

Title: Youth Correctional Officer III

Summary of Duties: *The position is responsible for managing incarcerated youths committed to the Hawaii Youth Correctional Facility.*

Jan.- 1972 – Mar. 1993

*(Retired)*

**Hawaii Air National Guard**

201 Combat Communications Group

Director Of Operations: Jiro Arakaki, Lt Col.

Staff NCO – Tactical Communications

Unit Career Advisor (UCA)

Summary of Duties: *The position planned and oversaw training for all subordinate units under the 201<sup>st</sup> Group statewide that included site visits and inspections to outlying units. The position also required travel to the Far East as part of training exercises with regular armed forces. The additional duty as the UCA provided guidance and counseling for enlistees in the 201<sup>st</sup> Combat Communications Group. The program focused on current career field or movement to other specialties.*

**Education:**



**National Disaster Preparedness Training Center/Lyon Associates**  
Instructor Certificates for Coastal Community Resilience and National Disaster Awareness for Community Leaders



**University of Hawaii**  
2600 Campus Rd #1  
Honolulu, Hi. 96822  
Certificate: Real Estate Class & License



**United States Air Force**  
McGhee Tyson Airport  
2055 Alcoa Hwy  
Knoxville, Tn 37701  
(NCO) Academy  
Certificate: Unit Career Advisor



**United States Air Force**  
Non-Commission Officers Academy  
(Correspondence)



**University of Hawaii**  
Hawaii Hall  
Honolulu, Hi. 96822  
Degree: Master's Social Work



**University of Hawaii**  
Degree: Bachelors in Psychology  
Minor ~ Sociology

**Experience:**

**Youth: – Elementary & Juveniles**

- Kalihi YMCA – Elementary and High School
- Hawaii Youth Correctional Facility –Incarcerated Youths
- Field Placement with Family Court – Juvenile & Family
- High School Special Motivation Class in Psychology at McKinley High School
- Volleyball Coach experience with Varsity & Junior Varsity Teams
- Juvenile Waiver Committee Member
- Consultant to Director Office of Youth Service

- Board Member for KickStart Karate a 501(c)(3) Non Profit.
- Advisory Board Musical Youth of Hawaii Non Profit
- Administration, Budget, Planning, Procurement, Staff Development, Interagency Liaison, Federal Grant.

**Adults: - Public Safety – Corrections, Criminal Justice System (1980 – 2003)**

- 2 years Branch Manager for Public Safety, Intake Service Center-Hawaii County (Hilo & Kona Offices).
- 21 years with adult pretrial population and the Honolulu District Court.
- Liaison with the following agencies:
  - i. Honolulu Police Department
  - ii. Judiciary – District and Circuit Court
  - iii. Office of the Public Defender
  - iv. Office of the Prosecutor
  - v. Hawaii Criminal Justice Center (Attorney General’s Office)
  - vi. Sheriff’s Department
  - vii. Dept of Health - Mental Health Diversion Team
- Member- Mental Health Advisory Council – Big Island & Oahu
- Administration, Program Planning, & Development, budget, testifying (Court & Legislative), Disciplinary action, classification, impact statements.

*Note: Currently a member with the Puuhonua Committee exploring cultural program alternatives to incarceration and the successful transition into the community after release.*

**Labor – Union (1983 – 2002)**

- Delegate – Hawaii Government Employees Association – Professional Unit
  - Member Bylaw & Resolution Committee
  - Union Negotiating Team
  - Travel Committee
- Steward – Hawaii Government Employees Association -Unit 13

**Military - Hawaii Air National Guard (1972 – 1993)**

- Group Command Staff
  - i. Radio Operations Staff NCO
  - ii. Staff Assistance Visits (Training, Inspection, Evaluations)
- Deployments/Missions: Far East, Pacific Rim & CONUS
- Tactical Communications
- Electronic Countermeasures
- Career Advisor



**Experience continued:**

**Corporate – Enterprise**

- Akal Security –in charge of Office/Administrative functions
  - fiscal, budget, payroll, accounts payable/receivable, procurement
  - Human Resource, Hiring, Personnel files, Incident reports, Disciplinary action, Compliance.
  - Contracts – Accounts
  - Property Management
  - Point of Contact for litigation matters

**Guest Lecturer/Speaker:**

- University of Hawaii MSW Classes (Graduate/Undergraduate)
- University of Hawaii – Hilo Sociology Class (Undergraduate)
- Field Placement Instructor (Practicum)
- University of Hawaii MSW Students- Brigham Young Hawaii BSW students
- Chaminade University - Criminal Justice Classes
- HGEA Steward's Training
- Honolulu Police Department Recruit Classes
- Sheriff's Department Recruit Classes
- Court testimony – Adult and Juvenile cases
- Certified Instructor for Disaster Preparedness

**Credit/Awards/Distinguished Service:**

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|------|--|
| 2003 | Retired [REDACTED] Department of Public Safety   |
| 2001 | Assisted in development of Hawaii County Mental Health Jail Diversion Project – Federal grant monies |

- 1999 KSSK Coach of the Week – McKinley High School Girls Volleyball
- 1999 CORRECTIONS DIGEST – named Best in the Business (article) June Issue
- 1996 Candidate for Department of Public Safety Employee of the Year
- 1993 Retired- Hawaii Air National Guard [REDACTED]
- 1992 Mental Health Association – Community Service Award
- 1983 Candidate for State of Hawaii Employee of the Year
- 1981 Developed and introduced Public Defender Services for initial arraignment at the Honolulu District Court for Defendants in custody with mental health problems.
- Introduced Crisis Team into OISC Court Unit Operations for post-arraignment diversion, mental health, suicide & drug concerns.
- Assisted in the development of the MH Diversion Team (previously under DOH/Adult Mental Health Division – presently administered by Helping Hands of Hawaii)
- 1980 Implemented the Misdemeanor Jail Overcrowding Project (later named Court Unit) with Federal Funds at the Honolulu Police Department, Honolulu District Court and the Oahu Community Correctional Center. The program became a fully funded program in 1984 under the Hawaii Intake Service Center (Department of Public Safety).
- 1976 Contract - Labor Negotiations - Coursework
- 1975- 1980 Administrator for the only Group Home (half-way house) for committed juveniles (Hawaii Youth Correctional Facility). Under Federal/State matching funds.

*Letters of Reference submitted upon request.*