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Class Specifications  
for the Classes:ENGINEERING PROGRAM MANAGER  
ENGINEERING PROGRAM ADMINISTRATORENGINEERING PROGRAM MANAGER

8L.780

Duties Summary:

Manages a major engineering branch or district office and performs other duties as required.

Distinguishing Characteristics:

A position in this class works under general administrative direction with regard to policy matters and to insure appropriate coordination with other related program areas, but exercises broad authority for unreviewed action and decision with respect to technical aspects of work under his control, and for the planning and conduct of the program in his assigned area of responsibility.

An engineer at this level typically exercises technical and administrative control, through subordinate professional supervisors, over major engineering programs involving large monetary expenditures or he may direct several small groups of engineers engaged in extremely complex projects. The work directed is characterized by unique and complex problems and a departure from accepted standards or guides; consequently, an engineer at this level is guided essentially by general overall directives, his own analysis and interpretation of broad policies and regulations of higher authority, his knowledge of technological advances, and a broad technical background and experience in an area or areas of specialization. An engineer at this level is responsible for developing and establishing guidelines for others to follow.

A high degree of originality and judgment is required at this level in the direction of major programs and projects characterized by the presence of unique and extremely complex problems having no precedents.

The scope of the program area directed and the effect of the high-level decisions made by an incumbent of this class necessitate extensive contacts with other top engineering and administrative personnel, other scientific personnel, and technical experts. These contacts are both internal and external and are frequently made in conferences held to exchange technical information and negotiate mutually satisfactory solutions to important issues.

Examples of Duties:

The following managerial duties are characteristic of all positions in this class irrespective of the area of specialization: directs and administers, through subordinate

supervisors, extensive engineering activities in which several major projects are generally being performed concurrently; organizes the broader phases of work, such as establishing internal policies and procedures and determining priorities; participates in conferences and meetings with key management and technical officials to discuss and reach agreement on important technical proposals, provide consultative assistance on engineering problems and coordinate work efforts; holds periodic meetings with subordinate supervisors to keep them informed on current and future projects and policy and procedural matters, render decisions on problem situations and review engineering work submitted; anticipates the need for and initiates recommendations for long-range projects; develops and defends budgetary requirements; serves as the technical expert on committees considering important engineering matters; directs program planning and evaluation activities; recommends changes to organizational and functional structure and staffing to assure maximum efficiency in the use of allotted funds, manpower and equipment; prepares and directs the preparation of technical and administrative reports and correspondence.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of engineering, including engineering theory and precedent application both in general and in the area of specialization; other branches of engineering as they affect and relate to the area of specialization; laws, rules, regulations, policies and procedures applicable to the area of specialization; principles and practices of supervision and management.

Ability to: Manage a major engineering branch or district office; correlate an extensive technical background of experience in engineering theories and practices with an expert knowledge of policy and procedural considerations; formulate policies and procedures; participate in high-level conferences and discussions with other specialists and executives to plan programs, policies and standards, and reach agreement on major issues; deal effectively with committees and representatives of community groups, other governmental agencies and industry and address meetings of public or other groups; prepare an operating budget.

ENGINEERING PROGRAM ADMINISTRATOR  
(ENGINEERING PROGRAM ADMR)

8L.781

Duties Summary:

Administers a major engineering division with full administrative responsibility for extensive and complex engineering programs and performs other duties as required.

Distinguishing Characteristics:

A position in this class typically directs large, complex and diverse engineering programs on a statewide basis, involving top echelon coordination, consultation, review and technical functions. Such programs are more extensive and complex in scope than those at the next lower level. An engineer at this level is under very general administrative direction only, since he is recognized as the top technical authority in the program area administered. Supervisory control is consultative only and is limited to evaluation of the fulfillment of broad objectives. Within a general framework of legal requirements and agency policy, an engineer at this level is permitted a free and flexible approach to new methods and techniques in accomplishing the executive role. Guides for major activities are often lacking, and the incumbent initiates and establishes procedures and regulations and makes decisions which become the guides to be followed by others. An incumbent of this class has high-level contacts with other key officials in the State and with top engineering, scientific and administrative personnel in other governmental agencies, educational institutions, and industry in order to plan and coordinate the broad engineering programs characteristic of this level, and to make decisions that will permit their effective accomplishment. Decisions and commitments are binding, and have a far-reaching effect, in view of the broad scope and major significance of the engineering programs administered. Recommendations are considered as authoritative and are not reviewed for technical adequacy.

Examples of Duties:

The following administrative duties are characteristic of all positions in this class irrespective of the area of specialization: plans, organizes, directs and coordinates, through subordinate managerial personnel statewide engineering programs in a major engineering division. Organizes the broader phases of programs, such as establishing policies and general objectives and determining priorities; participates in conferences with top-echelon government, management and technical officials to discuss and reach agreement on important technical proposals. Serves as the top technical consultant or ranking authority in the program area administered and has authority to represent the agency and speak for it on current and proposed programs at top-echelon conferences. Reviews and makes recommendations on proposed legislation; conducts staff meetings with subordinate managerial and supervisory personnel to discuss current and future projects and changes affecting the policies, procedures and goals of the department as they relate to the work of the division; develops and defends budgetary requirements and determines organizational and staffing requirements for the division; evaluates the practicability and promise of new ideas, plans and developments, and reviews administrative decisions of subordinates for attainment of overall objectives; provides advice or direction as needed on policy, administrative or technical matters; prepares and directs the preparation of correspondence and technical and administrative reports.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required for the class Engineering Program Manager, an incumbent of this class must have a thorough knowledge of the policies and long-range objectives of the department and agency; knowledge of technological advances in the program area and of developments in allied fields. Demonstrated ability to correlate the above knowledge with own broad experience to effectively plan and coordinate a large and complex statewide engineering program;

evaluate trends in scientific fields as they affect program objectives; make top-level decisions on courses of action having far-reaching implications; function as a top-echelon technical consultant and provide advice on difficult and important engineering matters; represent the agency at top-echelon conferences and discussions involving leaders of government, industry, educational institutions and the public; act with authority on current and proposed programs and maintain cooperative relationships; and administer programs of the scope indicated.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes ENGINEERING PROGRAM MANAGER, 8L.780 and ENGINEERING PROGRAM ADMINISTRATOR, 8L.781 by the Department of Education Civil Service system.

DATE APPROVED: SEP 28 2006

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for Gerald Okamoto  
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Office of Human Resources