

PART II

DEPARTMENT OF EDUCATION
STATE OF HAWAII

8G.405
8G.410
8G.415
8G.420
8G.424
8G.429

Minimum Qualification Specifications for the Classes:

- ARCHITECT I
- ARCHITECT II
- ARCHITECT III
- ARCHITECT IV
- ARCHITECT V
- ARCHITECT VI

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the following table:

| Class Title | Architectural Experience | Supervisory Experience | Administrative Experience | Total Exper |
|---------------|--------------------------|------------------------|---------------------------|-------------|
| Architect I | 0 | 0 | 0 | 0 |
| Architect II | 1 | 0 | 0 | 1 |
| Architect III | 2 | 0 | 0 | 2 |
| Architect IV | 3 | 0 | 0 | 3 |
| Architect V | 4 | * | 0 | 4 |
| Architect VI | 4 | 1 | ** | 5 |

*For the Architect V level, supervisory potential rather than actual supervisory experience may be accepted. Supervisory potential or the ability to perform supervisory duties will be considered to have been met when there is strong evidence of the necessary supervisory aptitudes as demonstrated by outstanding performance on special assignments of understudy supervisory activities, self-development programs such as further education or training in supervision or affirmative appraisals by supervisors as to leadership qualities.

Administrative Experience:

**Applicants for the Architect VI level must demonstrate possession of administrative aptitude. This requirement will be considered to have been met when there is strong affirmative evidence of the necessary administrative abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training

courses in the area of management accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Education Requirement:

Graduation from an accredited school or college of architecture or engineering, with a degree in architecture or architectural engineering.

Four years of successful and progressive experience in architecture which will enable the applicant to perform successfully at the professional level may be substituted for graduation from college provided this experience demonstrates a thorough knowledge of the fundamental principles and theories of professional architecture and an understanding of the field of architecture comparable to that which would be acquired through successful completion of a full four-year course leading to a bachelor's degree in an accredited college or university with a major study in architecture.

Architectural Experience: Professional architectural work experience in developing and preparing complete designs, drawings, specifications, estimates of buildings, structure, and installations.

Professional experience is comprised of the performance of the recognized architectural functions based on and requiring a thorough knowledge and application of the basic physical, mathematical and architectural sciences to the solution of theoretical or practical architectural problems.

Non-qualifying Architectural Experience: The following kinds of experience are not acceptable as professional architectural experience:

1. Routine drafting or development of plans where no original investigations or designs are involved;
2. Artistic, scientific or technical illustrating activities in the drawing, inking, lettering or coloring of maps, charts, posters, etc., for purposes of publication, exhibition or scientific record;
3. Landscape architectural work consisting mainly of the layout, design, construction or maintenance of land areas and landscape features, including ground and water forms, vegetation, roads, walks, incidental structures, and other landscape features;

4. Experience in city or community planning work that relates to the broad social and economic growth and development of such community services and facilities as industry, commerce, transportation, streets, utilities, and parks;
5. Structural engineering experience per se; i.e. stress analyses, and design of foundations and structural framing of concrete, timber, steel and masonry structures;
6. Experience in inspection and field supervision of construction of engineering projects;
7. Experience in design, fabrication, testing, operation, installation or maintenance of electrical, mechanical, communication, heating, ventilation or related equipment;
8. Experience in the repair of ship hulls or superstructures; and
9. Engineering experience limited to the preparation of contract specifications; estimating of construction materials and costs.

Quality of Experience:

The required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's record of experience and education must show that applicant has the ability to perform efficiently the duties of the position.

For the Architect V and VI levels, at least one year of the required Architectural Experience must have been experience comparable to the Architect IV level in the State service; viz., licensed professional architectural experience.

Supervisory Experience:

Professional architectural experience which included coordinating and assigning workloads, evaluating performance, assisting in difficult and problem areas, training subordinates, and maintaining high standards of work and timely accomplishment of work objectives.

Substitutions Allowed:

Substitution of a master's degree in Architecture or Architectural Engineering for Architectural Experience: A master's degree in Architecture or Architectural Engineering from an accredited school or college may be substituted for one (1) year of architectural experience.

Substitution of Supervisory Experience for Architectural Experience: Excess supervisory experience of the type and quality described above may be substituted for Architectural Experience on a year-for-year basis.

Licenses Required:

Professional License Requirement: For the Architect IV and higher levels, applicant must possess a Hawaii State Certificate of Registration as professional architect.

Driver's License: For some positions, applicants may be required to have a valid Hawaii State driver's license.

Tests:

Applicants who do not possess a bachelor's degree in architecture or architectural engineering, but qualified through substitution of progressively responsible architectural experience, as provided for in the Education Requirement section above, may be required to take and qualify on a written test designed to measure the applicant's knowledge and understanding of the architectural sciences and techniques and their application to architectural problems.

Applicants for the supervisory levels must qualify on the Supervisory Judgment Test. Applicants for the administrative level must qualify on the Administrative Judgment Test. These tests, however, may be waived for non-competitive actions if the incumbent had previously qualified on these tests.

Physical Requirements:

Standard 3 g. Applicants must be physically able to perform efficiently the duties of the position, which are described elsewhere in this specification. Good vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of an arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Any physical condition which would cause the applicant to be a hazard to himself or to others will disqualify him for appointment. In addition, applicants must possess emotional and mental stability.

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 and minimum qualification specifications for the

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adoption of the class specifications and minimum qualification specifications for the Executive Branch Civil Service classes ARCHITECT I, II, III, IV, V & VI by the Department of Education Civil Service system.

DATE APPROVED: DEC 15 2005

EFFECTIVE DATE: JUL - 1 2005



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