

I. IDENTIFYING INFORMATION

Class Title: Engineering Program Administrator
Position Number: 111748
Department: Land and Natural Resources
Division: Engineering
Branch: N/A
Geographic Location: Honolulu, Oahu

II. INTRODUCTION

Function of this organizational unit:

The Engineering Division administers statewide programs for the development of water resources; regulation of mineral resources; flood control; regulation of dams and reservoirs; implementation of departmental operating and Capital Improvements Projects (CIP); and provides services or support to other departmental programs.

Purpose of the position:

This position serves as the administrator of the Engineering Division, under broad direction of the Chairperson.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Administration and Management

45%

Plans, organizes and administers the programs and functions of the Division [1][2][3].

Develops program goals, plans and strategies for the administration and delivery of accurate, efficient and timely operations and services [1][2][3].

Formulates and establishes policies and procedures for carrying out the goals and objectives of the division and department, determines program direction and emphasis, and establishes program priorities [1][2][3].

Exercises administrative leadership to assure all laws, rules, regulations, policies and procedures are followed; interprets, explains, and enforces the provisions of governing laws and regulations [1][2][3].

Directs the preparation of the Division's operating and CIP budgetary requests; establishes budget requirements and formulates annual budget; establishes work plans for executing budgeted appropriations; participates in budget discussions and hearings before the Board of Land and Natural Resources, Department of Budget and Finance, Governor's

Office and Legislature; ensures timeliness in requested fiscal and management reports [1][2][3].

Directs a budgeting and control process to insure effective use of funds [1][2][3].

Directs personnel management activities within the Engineering Division, including interview selection process; initiates studies of organization, staffing and internal management; provides for staff training and development; reviews, investigates and resolves personnel problems; takes disciplinary actions [1][2][3].

Establishes work performance standards and evaluates performance; ensures work performance evaluations for subordinates and their employees are processed in a timely manner [1][2][3].

Consults initially with the IT office for all IT project plans; ensures IT Hardware/Software request forms and Telecom Request forms are prepared and processed; establishes IT positions under the IT office including but not limited to network administrators and database administrators [1][2].

Advises the Chairperson and Board of Land and Natural Resources on all matters under the direction of the Engineering Division; presents to the Board background information, staff findings, conclusions and recommendations [1][2][3].

B. Program Administration

20%

Formulates policies or rules and regulations affecting the Engineering Division and makes recommendations to the Board for adoption [1][2][3]. Administers or interprets policies and laws for the execution of work programs for water resource development, flood control, mineral resources, regulation of dams and reservoirs, implementation of CIP and operating projects; and ensures compliance with all applicable laws [1][2][3].

Initiates and participates in the preparation of legislation and testimonies affecting Division activities; provides recommendations on proposed and new legislation; and testifies before legislative committees [1][2][3].

Acts as the State's representative to national meetings or conferences on water resources, flood control or mineral resource matters [1][2][3].

C. Project Control

10%

Administers the Project Control Branch in programming, budgeting, procurement, and financial tracking for the Department's CIP Program

and the Division's Operating Program projects and programs; serving as legislative coordinator for the Division; managing various Division programs, including Soil and Water Conservation Districts per Hawaii Revised Statutes (HRS) Chapter 180; developing contract management SOPs; coordinating federal grant reporting, grant-in-aid contracts, environmental compliance (HRS Chapter 343) and Uniform Information Practices Act requests (HRS Chapter 92F); managing personnel actions; and serving as procurement specialist and Department coordinator for natural disaster emergency assistance [1][2][3].

D. Project Management and Mineral Resources

10%

Administers the Project Management and Mineral Resources Branch in preparation of project proposals for the protection and enhancement of specific state resources within established plans; management of the CIP program by formulating financial plans for land acquisition, design and construction; coordination of the procurement activities of the Division; development of an asset management system to assist the Department to manage its facilities more effectively; addressing statutory, regulatory and resource management responsibilities related to the State's geothermal resources and mineral rights [1][2][3].

Directs feasibility and/or environmental studies or master plans and development of detailed project designs for water of land development, ecosystem restoration, flood control or mineral resources; or general planning such as the development of long-range plans [1][2][3].

E. Construction Inspection and Flood Risk Management

10%

Administers the Construction and Flood Risk Management Branch in inspection and management of project construction; and management of flood control and dam safety programs, including the preparation and update of the statewide flood control plan and regulation of dams and reservoirs [1][2][3].

F. Other Related Duties as Assigned.

5%

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for expertise and ability to perform this function.

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to

perform the function; the nature of the work operations based on organizational structure.

Supervises Position(s) No.	Title
122633	Engineering Program Manager
9630	Engineering Program Manager
113219	Engineering Program Manager
9689	Secretary III

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: Position No. 100191 Class Title Chairperson, Board of Land and Natural Resources.

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions provided - Instructions are limited to very broad administrative direction. The employee is required to direct the methods or procedures to accomplish the work most effectively.
2. Assistance provided - Employee handles all aspects of the work independently. Supervisory control is consultive only; employee is recognized as the top technical authority in the program areas administered.
3. Review of work - Is limited to evaluation of fulfillment of broad objectives.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available - Hawaii Revised Statutes, Hawaii Administrative Rules; administrative practices and policies; land use and zoning codes; building codes; drainage standards; water system standards; ASTM standards; other engineering codes, standards and practices.
2. Use of Guidelines - Employee is expected to know, apply or direct use of pertinent codes, standards, policies, procedures and statutes regarding engineering practice.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Hawaii State registration as a Professional Engineer, valid Hawaii Driver's License

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge: Refer to the Class Specifications for the Engineering Program Administrator.

B. Skills/Abilities: Refer to the Class Specifications for the Engineering Program Administrator.

- C. Education:** Refer to the Minimum Qualification Specifications for the Engineering Program Administrator.
- D. Experience:** Refer to the Minimum Qualification Specifications for the Engineering Program Administrator.

VII. TOOLS, EQUIPMENT & MACHINES

Computer, calculator, camera