

**BOARD OF PROFESSIONAL ENGINEERS, ARCHITECTS,  
SURVEYORS AND LANDSCAPE ARCHITECTS**  
Professional and Vocational Licensing Division  
Department of Commerce and Consumer Affairs  
State of Hawaii

**AGENDA**

**DATE:** Thursday, October 10, 2024

**TIME:** 10:00 a.m.

**IN-PERSON MEETING LOCATION:** King Kalakaua Conference Room  
King Kalakaua Building, 1st Floor  
335 Merchant Street  
Honolulu, Hawaii 96813

**VIRTUAL:** <https://dcca-hawaii-gov.zoom.us/j/82856279143?pwd=mdYCcFKHJ8FB6AGEdESDnd1RfWnNUb.1>

**ZOOM PHONE NUMBER:** (669) 900 6833

**MEETING ID:** 890 0237 5214

**PASSCODE:** 331237

**AGENDA:** Posted on the State electronic calendar as required by HRS section 92-7(b).

If you wish to submit written testimony on any agenda item, please email your testimony to [easla@dcca.hawaii.gov](mailto:easla@dcca.hawaii.gov) or by hard-copy mail to Attn: Board of Professional Engineers, Architects, Surveyors, and Landscape Architects, P.O. Box 3469, Honolulu, HI 96801. We request submission of testimony at least 24 hours prior to the meeting to ensure that it can be distributed to the Board members.

**INTERNET ACCESS:**

To view the meeting and provide live oral testimony, please use the link at the top of the agenda. You will be asked to enter your name. The Board requests that you enter your full name, but you may use a pseudonym or other identifier if you wish to remain anonymous. You will also be asked for an email address. You may fill in this field with any entry in an email format, e.g., \*\*\*\*\*@\*\*\*mail.com.

Your microphone will be automatically muted. When the Chairperson asks for public testimony, you may click the Raise Hand button found on your Zoom screen to indicate that you wish to testify about that agenda item. The Chairperson will individually enable each testifier to unmute their microphone. When recognized by the Chairperson, please unmute your microphone before speaking and mute your microphone after you finish speaking.

Upon request, your Zoom video or similar on-camera option will be enabled to allow you to be visible to the Board members and other meeting participants while presenting oral testimony. Please turn off your camera after you conclude your testimony. It is the individual testifier's responsibility to ensure they have the video and internet capabilities to successfully stream or remotely testify. The Board maintains the authority to remove and block individuals who willfully disrupt or compromise the conduct of the meeting.

#### **PHONE ACCESS:**

If you cannot get internet access, you may get audio-only access by calling the phone number listed at the top on the agenda.

Upon dialing the number, you will be prompted to enter the Meeting ID which is also listed at the top of the agenda. After entering the Meeting ID, you will be asked to either enter your panelist number or wait to be admitted into the meeting. You will not have a panelist number. So, please wait until you are admitted into the meeting.

When the Chairperson asks for public testimony, you may indicate you want to testify by entering "\*" and then "9" on your phone's keypad. After entering "\*" and then "9", a voice prompt will let you know that the host of the meeting has been notified. When recognized by the Chairperson, you may unmute yourself by pressing "\*" and then "6" on your phone. A voice prompt will let you know that you are unmuted. Once you are finished speaking, please enter "\*" and then "6" again to mute yourself.

For both internet and phone access, when testifying, you will be asked to identify yourself and the organization, if any, that you represent. Each testifier will be limited to five minutes of testimony per agenda item. If connection to the meeting is lost for more than 30 minutes, the meeting will be continued on a specified date and time. This information will be provided on the Board's website at

<https://cca.hawaii.gov/pvl/boards/dentist/board-meeting-schedule/>.

Instructions to attend State of Hawaii virtual board meetings may be found online at <https://cca.hawaii.gov/pvl/files/2020/08/State-of-Hawaii-Virtual-Board-Attendee-Instructions.pdf>.

1. Establish Quorum, Public Notice, Call to Order, HRS §92-3 Open Meetings and HAR §16-115-11 Oral testimony
2. Chair's Announcements
  - a. Welcome to new Board member, John Takitani, Public Member, Maui County
3. Approval of the Minutes of the August 8, 2024 meeting
4. New Business

- a. Board discussion and decision-making regarding the Engineering Experience Permitted Interaction Group (“PIG”) Report

*A “Permitted Interaction Group” or “PIG” is authorized by Hawaii Revised Statutes (“HRS”) §92-2.5(b). PIGs may be formed by State boards to investigate specified issues outside of regularly scheduled board meetings under certain conditions.*

*At this third and final meeting, the Board will receive public testimony and discuss and vote, as applicable, on the report given orally by the Engineering Experience PIG at the Board’s August 8, 2024 meeting.*

- b. National Council of Examiners for Engineering and Surveying (“NCEES”) 2024 Annual Meeting Report from Board Attendees

*Board members Kevin Katayama, Howard Lau, and Tony Lau, along with Executive Officer Sheena Choy, represented the Board at NCEES’ 2024 Annual Meeting in Chicago, IL from August 13-17, 2024.*

- c. Council of Landscape Architectural Registration Boards (“CLARB”) 2024 Annual Meeting Report from Board Attendees

*Board member Joel Kurokawa, along with Executive Officer Sheena Choy, represented the Board at CLARB’s 2024 Annual Meeting in Buffalo, NY from September 19-21.*

- d. Consideration of formation of Permitted Interaction Group (“PIG”) to investigate the proposed NCEES Mapping Science exam

*A “Permitted Interaction Group” or “PIG” is authorized by Hawaii Revised Statutes (“HRS”) §92-2.5(b). PIGs may be formed by State boards to investigate specified issues outside of regularly scheduled board meetings under certain conditions.*

*If formed, this PIG would investigate matters involving a proposed new Mapping Science exam related to professional surveyor licensure.*

## 5. Scope of Practice

- a. Email inquiry from Regeana Hill regarding the signing and sealing of work by professional engineers (“PEs”) and the transferring of Engineer of Record (“EOR”) designation
- b. Email inquiry from Kyllie Hisashima regarding clarification of lawful functions for licensed Hawaii Architects and Engineers

## 6. Applications

*The Board may move into Executive Session in accordance with HRS §92-4 and §92-5(a)(1) and (4) “To consider and evaluate personal information relating to individuals applying for licensure;” and “To consult with the Board’s attorney on questions and issues*

*pertaining to the Board's powers, duties, privileges, immunities, and liabilities," (Board will vote in Open Meeting).*

- a. Ratification Lists (attached to the agenda)
- b. Recommendations from the following Application Review Committees (attached to the agenda):
  - 1) Professional Engineer Committee
  - 2) Professional Architect Committee
  - 3) Professional Surveyor Committee
  - 4) Professional Landscape Architect Committee
- c. Engineers
  - 1) James Begley
  - 2) Joel Cameron
  - 3) Travis Kim
  - 4) Thomas Raveney
  - 5) Michael Schweitzer

7. Executive Officer's Report

- a. National Council of Architectural Registration Boards' ("NCARB") updated Mutual Recognition Agreement ("MRA") with Australia and New Zealand to go into effect on November 6, 2024

*Reporting an update only. Individuals are advised that while Hawaii is a member board of NCARB, Hawaii has not signed the MRA with Australia and New Zealand and the MRA therefore has no effect on Hawaii licensure requirements.*

8. Next Meeting:      Date:            December 12, 2024  
                                 Time:            10:00 a.m.  
                                 Location:       King Kalakaua Conference Room  
                                                    King Kalakaua Building, 1st Floor  
                                                    335 Merchant Street  
                                                    Honolulu, Hawaii 96813

9. Adjournment

10/4/24

*If you need an auxiliary aid/service or other accommodation due to a disability, contact Sheena Choy at (808) 586-2702, Monday through Friday from 7:45 a.m. to 4:30 p.m., or email [easla@dcca.hawaii.gov](mailto: easla@dcca.hawaii.gov) as soon as possible, preferably by October 8, 2024. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.*

## **RAT List for October 10, 2024 EASLA Meeting**

| <b>License Number</b> | <b>Licensee</b>             | <b>Classification</b>    |
|-----------------------|-----------------------------|--------------------------|
| PE-21071-0            | Julia A Kimoto              | Civil Engineer           |
| PE-21072-0            | Joseph Michael Lowrance     | Structural Engineer      |
| PE-21073-0            | Daniel Gonzalez             | Civil Engineer           |
| PE-21075-0            | David Michael Moore         | Mechanical Engineer      |
| PE-21076-0            | William Palmer Coon         | Structural Engineer      |
| PE-21077-0            | Jesse Jerome Light          | Structural Engineer      |
| PE-21078-0            | Morgan Hespe                | Electrical Engineer      |
| PE-21083-0            | John Luke Maier             | Civil Engineer           |
| PE-21084-0            | Brenton Jeffrey Pimley      | Electrical Engineer      |
| PE-21085-0            | Robert Masashi Morikawa     | Mechanical Engineer      |
| PE-21088-0            | Cassandra Lynn Tomerlin     | Fire Protection Engineer |
| PE-21090-0            | Malia Ann Hines             | Civil Engineer           |
| PE-21091-0            | Khashayar Amini             | Civil Engineer           |
| PE-21092-0            | Stephen Charles Chizek      | Civil Engineer           |
| PE-21093-0            | Warren Trebb Dondoy Rubin   | Electrical Engineer      |
| PE-21094-0            | Ryan John Lindahl           | Electrical Engineer      |
| PE-21095-0            | Ryan Roger Vaughn           | Mechanical Engineer      |
| PE-21096-0            | Trevor Lee Gilbertson       | Mechanical Engineer      |
| PE-21097-0            | Stephen Christopher Lindsay | Civil Engineer           |
| PE-21100-0            | JIAN YU                     | Civil Engineer           |
| PE-21101-0            | Chao Yan                    | Mechanical Engineer      |
| PE-21102-0            | Cedric James                | Civil Engineer           |
| PE-21103-0            | Nicholas Lozanoff           | Mechanical Engineer      |
| PE-21104-0            | Jody McKenzie               | Electrical Engineer      |
| PE-21105-0            | Adrienne Venus Miller       | Civil Engineer           |
| PE-21106-0            | Thornchaya Wejrungsikul     | Civil Engineer           |
| PE-21107-0            | Nicholas Sladek Palewicz    | Civil Engineer           |
| PE-21110-0            | WUN-SHEN KARMA-WISDOM CHEN  | Civil Engineer           |
| PE-21111-0            | Eric CLARK Tarver           | Electrical Engineer      |
| PE-21113-0            | Robert Szu-Yeuan Shieh      | Fire Protection Engineer |
| PE-21114-0            | John William Poole III      | Fire Protection Engineer |
| PE-21115-0            | Trent Cayetano              | Civil Engineer           |
| PE-21118-0            | James Robert Givens         | Electrical Engineer      |
| PE-21119-0            | Michael Pustov              | Civil Engineer           |
| PE-21122-0            | Wade Williams               | Mechanical Engineer      |
| PE-21124-0            | Richard M Ross              | Civil Engineer           |
| PE-21127-0            | Nicole S Kapasakis          | Civil Engineer           |

|            |                                |                          |
|------------|--------------------------------|--------------------------|
| PE-21128-0 | Alejandro Juarez               | Electrical Engineer      |
| PE-21130-0 | Christopher Calby Lyles        | Mechanical Engineer      |
| PE-21131-0 | Damian Matty Esquivel          | Civil Engineer           |
| PE-21134-0 | Jordan Ernest Furnans          | Environmental Engineer   |
| PE-21135-0 | Shaun Alan O'Connor            | Civil Engineer           |
| PE-21136-0 | Michel Soto Chalhoub           | Civil Engineer           |
| PE-21137-0 | Kelvin Lai                     | Electrical Engineer      |
| PE-21138-0 | Berani Antoine Halley          | Mechanical Engineer      |
| PE-21139-0 | Emily Kaye Smith               | Electrical Engineer      |
| PE-21140-0 | Alexander Charles Vincent      | Electrical Engineer      |
| PE-21141-0 | Osvaldo Paiva Magalhaes Vitali | Civil Engineer           |
| PE-21142-0 | Enrique Amir Chahin            | Electrical Engineer      |
| PE-21143-0 | Brandon Taylor Makua Tomota    | Electrical Engineer      |
| PE-21144-0 | Kathleen Campbell              | Environmental Engineer   |
| PE-21145-0 | Maureen C Edmisten             | Electrical Engineer      |
| PE-21153-0 | William Blake                  | Electrical Engineer      |
| PE-21156-0 | Spencer Reed                   | Civil Engineer           |
| PE-21157-0 | Francisco Hernandez III        | Civil Engineer           |
| PE-21158-0 | Megan Spencer Seaman           | Civil Engineer           |
| PE-21159-0 | Mauricio A Real                | Electrical Engineer      |
| PE-21161-0 | Sydney Nicole Doidge           | Civil Engineer           |
| PE-21162-0 | James B. Goveia                | Mechanical Engineer      |
| PE-21163-0 | Kristofer Scott Eccles         | Mechanical Engineer      |
| PE-21166-0 | Matthew Steven Butkus          | Mechanical Engineer      |
| PE-21168-0 | Timothy John Worline           | Structural Engineer      |
| PE-21169-0 | Pedro Ian Tolosa Tomassini     | Fire Protection Engineer |
| PE-21170-0 | Thomas Patrick Hogan           | Electrical Engineer      |
| PE-21171-0 | John Richard Godak             | Mechanical Engineer      |
| PE-21172-0 | Michael D. Stewart             | Mechanical Engineer      |
| PE-21173-0 | Liv Bleifuss Haugen            | Civil Engineer           |
| PE-21176-0 | Kody K Panui                   | Mechanical Engineer      |
| PE-21179-0 | Sanya Phatcharakitti           | Mechanical Engineer      |
| PE-21181-0 | Mark D Francis                 | Electrical Engineer      |
| PE-21183-0 | Ruben Mendoza                  | Civil Engineer           |
| PE-21184-0 | Scott Thomas King              | Environmental Engineer   |
| PE-21185-0 | Saman Sabzehzar                | Civil Engineer           |
| PE-21186-0 | Beverly Malika Diaz            | Mechanical Engineer      |
| PE-21188-0 | Scott Vedvei                   | Structural Engineer      |
| PE-21189-0 | Gregory S Dunn                 | Structural Engineer      |

|            |                      |                     |
|------------|----------------------|---------------------|
| PE-21190-0 | Michael S Fox        | Mechanical Engineer |
| PE-21191-0 | Ethan Jungwook Shin  | Mechanical Engineer |
| PE-21192-0 | James David Holloway | Civil Engineer      |
| PE-21193-0 | Hadyn Drexel Ellis   | Civil Engineer      |

|            |                             |
|------------|-----------------------------|
| AR-21074-0 | KEITH ALAN WISMER           |
| AR-21079-0 | Adam Joseph Kreher          |
| AR-21080-0 | Bethany Grace Jackson       |
| AR-21081-0 | Carl Dong Gil Lam           |
| AR-21082-0 | Eric Ball                   |
| AR-21086-0 | Shawn Charles Basler        |
| AR-21087-0 | Amy Nicole Beckman          |
| AR-21089-0 | Cathleen Kay Guthery        |
| AR-21098-0 | Casey McKenna               |
| AR-21099-0 | Paul Pellicani              |
| AR-21108-0 | Patrick Ray Andersen        |
| AR-21109-0 | David William Campbell      |
| AR-21112-0 | Kimberly N Montague         |
| AR-21117-0 | Patrick Wiley Conover       |
| AR-21120-0 | David Edward Senft          |
| AR-21121-0 | Josue Israel Alvarez Perez  |
| AR-21123-0 | Daniel Elliott Sowell       |
| AR-21126-0 | David Ricardo Contreras     |
| AR-21129-0 | Michael Kenneth Sheeley     |
| AR-21132-0 | Lydia Chrsitine Fulton      |
| AR-21146-0 | Peter Hillermann            |
| AR-21147-0 | Jeremy David Bastow         |
| AR-21148-0 | Patrick Chung Lai           |
| AR-21149-0 | Christopher Alan Rutledge   |
| AR-21150-0 | Matthew Chad Taylor-Rennert |
| AR-21151-0 | Daniel Levy                 |
| AR-21152-0 | Randall C. Haverfield       |
| AR-21154-0 | Jeffrey Arnold Murphy       |
| AR-21155-0 | Annette Rivera              |
| AR-21160-0 | Stephen Coby Sims           |
| AR-21164-0 | Jeffrey De Mure             |
| AR-21165-0 | Phillip Lane Pryor          |
| AR-21167-0 | David Bruce McLean          |
| AR-21174-0 | Peggy P Hsu                 |
| AR-21175-0 | Micah Kaleo Goshi           |

|            |                         |
|------------|-------------------------|
| AR-21177-0 | Stayton A. Wood         |
| AR-21178-0 | John Paul DeFrank       |
| AR-21187-0 | Thao Do                 |
| AR-21194-0 | John Bowman Pierson     |
| AR-21195-0 | Richard Dana Van Diepen |
|            |                         |
| LA-21133-0 | Gayna Nakajo Buranelli  |
| LA-21182-0 | Paul Haden              |
|            |                         |
| LS-21180-0 | Byron David Howell      |

## **EASLA Applications Review Committee Recommendations – October 10, 2024 Meeting**

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### **Engineer – Endorsement/Exam**

| <b>Name</b>                       | <b>Discipline and License Pathway</b> |
|-----------------------------------|---------------------------------------|
| AMINI, Khashayar                  | CE Endorsement                        |
| BROWNING, Joseph S.               | CE Endorsement                        |
| DELVES, Ryan T.                   | CE Endorsement                        |
| DOIDGE, Sydney N.                 | CE Endorsement                        |
| ELLIS, Hadyn D.                   | CE Endorsement                        |
| ESQUIVEL, Damian M.               | CE Endorsement                        |
| HAUGEN, Liv B.                    | CE Endorsement                        |
| HERNANDEZ, Francisco              | CE Endorsement                        |
| HOLLOWAY, James D.                | CE Endorsement                        |
| JAMES, Cedric L.                  | CE Endorsement                        |
| KAPASAKIS, Nicole                 | CE Endorsement                        |
| McCARTY, Kyle O.                  | CE Endorsement                        |
| MENDOZA, Ruben                    | CE Endorsement                        |
| MILLER, Adrienne V.               | CE Endorsement                        |
| OCONNOR, Shaun A.                 | CE Endorsement                        |
| PALEWICZ, Nicholas S.             | CE Endorsement                        |
| PANNONE, Steven R.                | CE Endorsement                        |
| PUSTOV, Michael                   | CE Endorsement                        |
| REED, Spencer T.                  | CE Endorsement                        |
| ROSS, Richard M.                  | CE Endorsement                        |
| SEAMAN, Megan S.                  | CE Endorsement                        |
| STEWART, Michael                  | CE Endorsement                        |
| SWENSON, Eric J.                  | CE Endorsement                        |
| TANAKA, Holly M.                  | CE Endorsement                        |
| TIZARD, Geoffrey A.               | CE Endorsement                        |
| VOSS, Canaan M.                   | CE Endorsement                        |
| WEJRUNGSIKUL, Thornchaya          | CE Endorsement                        |
|                                   |                                       |
|                                   |                                       |
| AGAWA, Shayne R.                  | CE Exam                               |
| BURKE, Harrison P.                | CE Exam                               |
| CONSTANTINO, Frances Geraldine B. | CE Exam                               |
| FERNANDEZ, Micho A.               | CE Exam                               |
| FONG, Dylan T.A.                  | CE Exam                               |
| HINES, Malia A.                   | CE Exam                               |
| MAKABE, Tyler T.                  | CE Exam                               |
| PHILLIPS, Benjamin D.R.           | CE Exam                               |
| SHEU, Cindy Y.                    | CE Exam                               |
| YOUNG, Sabrina C.M.               | CE Exam                               |

**EASLA Applications Review Committee Recommendations – October 10, 2024 Meeting**

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|                            |                |
|----------------------------|----------------|
| GOVEIA, James B.           | ME Endorsement |
| ECCLES, Kristofer S.       | ME Endorsement |
| FOX, Michael S.            | ME Endorsement |
| LOZANOFF, Nicholas         | ME Endorsement |
| LYLES, Christopher C.      | ME Endorsement |
| PANUI, Kody K.K.M.         | ME Endorsement |
| PHATCHARAKITTI, Sanya      | ME Endorsement |
| SHIN, Ethan J.             | ME Endorsement |
| WILLIAMS, Wade A.          | ME Endorsement |
|                            |                |
|                            |                |
| DIAZ, Beverly              | ME Exam        |
|                            |                |
|                            |                |
| BLAKE, William             | EE Endorsement |
| CHAHIN, Enrique A.         | EE Endorsement |
| EARLY, Christopher L.      | EE Endorsement |
| EDMISTEN, Maureen C.       | EE Endorsement |
| FITZGERALD, Davis A.       | EE Endorsement |
| FRANCIS, Mark              | EE Endorsement |
| HOGAN, Thomas P.           | EE Endorsement |
| McKENZIE, Jody             | EE Endorsement |
| REAL, Mauricio A.          | EE Endorsement |
| RIETH, Michael T.          | EE Endorsement |
| TARVER, Eric C.            | EE Endorsement |
| TRYGSTAD, Craig W.         | EE Endorsement |
| VINCENT, Alexander C.      | EE Endorsement |
|                            |                |
|                            |                |
| JAUCIAN, Jerrieme          | EE Exam        |
| UEMOTO, Ivan H.            | EE Exam        |
|                            |                |
|                            |                |
| FURNANS, Jordan E.         | EN Endorsement |
| HUMPHREY, Trenton S.       | EN Endorsement |
| KING, Scott T.             | EN Endorsement |
|                            |                |
|                            |                |
| BECKER, Aaron R.           | FP Endorsement |
| GRENIER, Andrew T.         | FP Endorsement |
| TOLOSA TOMASSINI, Pedro I. | FP Endorsement |
|                            |                |

## **EASLA Applications Review Committee Recommendations – October 10, 2024 Meeting**

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|                     |                |
|---------------------|----------------|
| ALVES, Paul         | SE Endorsement |
| BISHOP, Cliff D.    | SE Endorsement |
| DUNN, Gregory S.    | SE Endorsement |
| FRIIS, Ryan W.      | SE Endorsement |
| VEDVEI, Scott       | SE Endorsement |
| WORLINE, Timothy J. | SE Endorsement |
|                     |                |
|                     |                |
| CEZAR, Brandon R.   | SE Exam        |
| TRONO, William D.   | SE Exam        |

### **Architect – Endorsement/Exam**

| Name                     | License Pathway |
|--------------------------|-----------------|
| GOSHI, Micah K.T.        | ARE Exam        |
| PIERSON, John B.         | ARE Exam        |
|                          |                 |
|                          |                 |
| ALAVAREZ PEREZ, Josue I. | Endorsement     |
| ANDERSEN, Patrick R.     | Endorsement     |
| BASTOW, Jeremy D.        | Endorsement     |
| CAMPBELL, David          | Endorsement     |
| CLICK, Matthew C.        | Endorsement     |
| CONOVER, Patrick W.      | Endorsement     |
| CONTRERAS, David R.      | Endorsement     |
| DeFRANK, John P.         | Endorsement     |
| DeGREEF, Kristen M.      | Endorsement     |
| DO, Thao                 | Endorsement     |
| FRAME, Jeffery L.        | Endorsement     |
| FULTON, Lydia C.         | Endorsement     |
| GESLICKI, Gregory        | Endorsement     |
| HAVERFIELD, Randall C.   | Endorsement     |
| HILLERMANN, Peter        | Endorsement     |
| HSU, Peggy P.            | Endorsement     |
| LAI, Patrick             | Endorsement     |
| LEVY, Daniel M.          | Endorsement     |
| MASI, Paul K.            | Endorsement     |
| McLEAN, David B.         | Endorsement     |
| MURPHY, Jeffrey A.       | Endorsement     |
| PYOR, Phillip L.         | Endorsement     |
| RIVERA, Annette D.       | Endorsement     |

## **EASLA Applications Review Committee Recommendations – October 10, 2024 Meeting**

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|                            |             |
|----------------------------|-------------|
| ROBERTS, Eric M.           | Endorsement |
| RUTLEDGE, Christopher A.   | Endorsement |
| SENFT, David E.            | Endorsement |
| SHEELEY, Michael K.        | Endorsement |
| SOWELL, Daniel E.          | Endorsement |
| TAYLOR-RENNERT, Matthew C. | Endorsement |
| VAN DIEPEN, Richard D.     | Endorsement |
| WOOD, Stayton A.           | Endorsement |

**BOARD OF PROFESSIONAL ENGINEERS, ARCHITECTS,  
SURVEYORS AND LANDSCAPE ARCHITECTS**

Professional and Vocational Licensing Division  
Department of Commerce and Consumer Affairs  
State of Hawaii

MINUTES OF MEETING

The agenda for this meeting was posted to the State electronic calendar as required by Hawaii Revised Statutes ("HRS") section 92-7(b).

Date: Thursday, August 8, 2024

Time: 10:00 a.m.

In-Person Meeting Location: King Kalakaua Conference Room  
King Kalakaua Building, 1st Floor  
335 Merchant Street  
Honolulu, Hawaii 96813

Present: Janet Primiano, Public Member, Chair  
Kevin Katayama, Mechanical Engineer Member, Vice Chair  
Nancy Cassandro, Landscape Architect Member  
Brian Fujiwara, Architect Member  
Dan Hirota, Land Surveyor Member  
Alan Inaba, Land Surveyor Member  
Jay Ishibashi, Public Member  
Howard Lau, Structural Engineer Member  
Tony Lau, Civil Engineer Member  
Jonathan Lucas, Architect Member  
Clayton Pang, Electrical Engineer Member

Members Excused: Joel Kurokawa, Landscape Architect Member  
Roberto Yumol, Architect Member

Staff: Sheena Choy, Executive Officer ("EO Choy")  
Ahlani Quioque, PVL Licensing Administrator  
Christopher Leong, Esq., Deputy Attorney General ("DAG")  
Cortnie Tanaka, Secretary

Call to Order: The Chair took roll call of the Board members and excused Mr. Kurokawa and Mr. Yumol.

There being a quorum, the Chair called the meeting to order at 10:01 a.m.

Chair's Announcements: **Welcome to New Board Members: Nancy Cassandro, Landscape Architect and Alan Inaba, Surveyor Member, Hawaii County**

The Chair announced that two new Board members have been appointed and confirmed to the Board – Nancy Cassandro, landscape architect from

O'ahu, and Alan Inaba, surveyor from Hawaii County.

The Chair welcomed the new members and invited them to share a few words of introduction.

Approval of  
Minutes:

**Approval of the Open and Executive Session Minutes of the June 6, 2024 meeting**

The Chair asked if there were any corrections to or discussion of the open session or executive session minutes for the June 6, 2024 meeting.

There was none.

Upon a motion by Mr. Howard Lau, seconded by Mr. Pang, it was voted upon and carried to approve the open and executive session minutes of the June 6, 2024 meeting with Mr. Fujiwara, Mr. Hirota, Mr. Inaba, Mr. Ishibashi, the Vice Chair, Mr. Howard Lau, Mr. Tony Lau, Mr. Lucas, Mr. Pang, and the Chair voting to approve, and Ms. Cassandro abstaining.

Chapter 91,  
Adjudicatory Matters:

**In the Matter of the Architect License of William W. Wong ENG 2022-10-L; Hearing Officer's Findings of Fact, Conclusions of Law, and Recommended Order; Stipulations to Modify Hearing Officer's Findings of Fact, Conclusions of Law, and Recommended Order; Board's Final Order**

Mr. Howard Lau stated that he will recuse himself from all discussion, deliberation, and voting on this agenda item.

*Mr. Howard Lau left the meeting room at 10:06 a.m.*

The Chair stated that the Board will recess into Adjudicatory Session at 10:06 a.m. in accordance with Chapter 91, Hawaii Revised Statutes to discuss and deliberate on the adjudicatory matter below.

William W. Wong ENG 2022-10-L; Hearing Officer's Findings of Fact, Conclusions of Law, and Recommended Order; Stipulations to Modify Hearing Officer's Findings of Fact, Conclusions of Law, and Recommended Order; Board's Final Order

The Chair stated that the Board now reconvenes to its Chapter 92, HRS meeting at 10:25 a.m. In Adjudicatory Session, after due consideration of the information received, the Board accepted the Recommended Order as the Board's Final Order in the matter of the architect license of William W. Wong ENG 2022-10-L.

*Mr. Howard Lau re-entered the meeting in-person at 10:25 a.m.*

*Licensing Administrator Ahlani Quioque left the meeting at 10:25 a.m.*

New Business:

**National Council of Architectural Registration Boards (“NCARB”) 2024 Annual Business Meeting Report from Board Attendees**

The Chair stated that Board members Brian Fujiwara, Jonathan Lucas, and Roberto Yumol represented the Board along with EO Choy at NCARB’s 2024 Annual Business Meeting in Chicago, Illinois from June 13 to 15, 2024. The Chair invited the representatives to share a brief report.

Mr. Fujiwara stated that this year, NCARB introduced two new “Director-at-Large” positions on the NCARB Board of Directors. The NCARB members voted on seven proposed measures. The measure proposing regional re-alignment was particularly contentious and did not pass.

Mr. Lucas stated that this was his first NCARB Annual Meeting. He had the opportunity to learn more about NCARB as an organization and to hear the perspectives of architect in other jurisdictions. He found the session on the implications of AI in the profession helpful with regards to the future of regulation.

EO Choy stated that Mr. Yumol is excused from this meeting but emailed his report. In 2022 NCARB Board of Directors created a task force to study and develop a Competency Standard for architects that will define the knowledge, skills, and behaviors required for entry to the practice of architecture.

The status of the task force’s development was presented at the Annual Meeting, and membership was solicited for additional comments and questions.

The Standard is currently divided into three categorical domains:

1. Design and Documentation Domain
2. Construction Administration Domain
3. Practice and Project Management

EO Choy reported that, as Mr. Lucas mentioned, one of the notable sessions discussed the impacts of AI on the architecture regulatory system.

The immediately apparent impacts of AI are in automated compliance check and on the understanding of “responsible charge.” Currently, regulation assumes the responsibility and oversight for architecture projects resides

with an individual. However, AI is already being utilized to auto-check plans for compliance, accelerate the project lifecycle, and has the potential to increase levels of design accuracy. However, the current debate centers around whether AI code-checking will require full human oversight and considering dataset limitations and copyright issues.

Additional questions discussed in breakout groups included – if companies should have to certify their use of AI (post-licensure regulation); what aspects of AI use should be regulated, and what should be left to free markets; if AI will change the competencies needed for safe practice (licensure experience and exam requirements); if ethical use of AI should be industry or regulatory-driven.

EO Choy also attended a legislative session for member board executives and legal counsel. The session provided expert guidance on navigating changing laws, rules, and legislative priorities.

The presenters shared data and supporting anecdotes from their experiences as Member Board Executives (MBEs) during the 2024 legislative session. NCARB's advocacy team assisted 40 member boards with navigating 240 bills this past session. The trends towards deregulation and weakening licensure continued; though NCARB supported member boards with defending the importance of licensure, especially for the professions. The presenters highlighted the legislative tools available to MBEs to support state Boards throughout the legislative session.

### **Report from the Engineering Experience Permitted Interaction Group ("PIG")**

The Chair stated that EO Choy will provide general information on Permitted Interaction Groups ("PIGs") and Mr. Tony Lau will present the Engineering Experience PIG report as this PIG Chair.

EO Choy stated that a "Permitted Interaction Group" or "PIG" is authorized by Hawaii Revised Statutes, §92-2.5(b). PIGs may be formed by State boards to investigate specified issues outside of regularly scheduled board meetings under certain conditions.

The PIG process involves three board meetings:

1. At the first meeting, the Board votes to establish the PIG, PIG members (less than quorum), and the scope of investigation;

2. At the second meeting, the PIG presents its report, public testimony may be received, but the Board cannot discuss or vote on the PIG findings and recommendations at this time;
3. At the third and final meeting, public testimony is again open, and the Board can discuss and vote on the PIG findings and recommendations.

The Board voted to establish the Engineering Experience PIG at its June 22, 2023 meeting (Meeting #1). The current agenda item is for the PIG report at Meeting #2.

Mr. Tony Lau reported that the PIG members are Mr. Hirota (surveyor and civil engineer), the Vice Chair (mechanical engineer), Mr. Howard Lau (structural engineer), Mr. Pang (electrical engineer), and himself (civil engineer) as PIG Chair. At its June 22, 2023 meeting, the Board tasked the PIG with the following investigation:

1. Research other state regulations to verify whether they recognize only one type of experience to qualify for PE licensure;
2. Research other state regulations to verify whether they issue a conditional license for government employees;
3. Have further discussion with counties and other applicable government departments regarding their qualifications for “plan reviewers;” and
4. Provide recommendations to the Board and other stakeholders regarding the experience requirements for licensure and applicants submitting only government experience or one type of experience to qualify for licensure.

The PIG report opens with a summary of organization and history of the PIG. Mr. Tony Lau reminded the Board that it initiated the PIG in response to bills in the 2023 and 2024 legislative sessions, particularly H.B. 1758 in 2024, that proposed amending the EASLA statute. The Board opposed H.B. 1758 and related bills for health, safety, and welfare reasons, noting that the human resource challenges mentioned by the bills’ proponents should not be solved by lowering licensure standards at the expense of consumer safety. Ultimately, H.B. 1758 did not move out of Conference, and the Conference Committee requested the PIG conclude its investigation and present a report to the legislature prior to the 2025 legislative session.

The PIG began its research by investigating the national context of engineering licensure standards (PIG objectives #1 & #2). The PIG reached out to individual states' engineering licensure boards, researched the experience requirements in other jurisdictions' laws and administrative rules, and consulted with the National Council of Examiners for Engineering and Surveying ("NCEES").

After establishing a broader, national context for experience requirements for PE licensure, and taking feedback from discussion during the 2024 Legislative Session, the PIG invited public and private stakeholders to serve as consultants for the PIG investigation. The following organizations participated as PIG consultants:

1. City & County of Honolulu, Department of Planning & Permitting ("DPP")
2. County of Hawaii, Planning Department ("Hawaii County")
3. County of Kauai, Public Works Department ("Kauai County")
4. County of Maui, Department of Public Works ("Maui County")
5. Hawaii Department of Transportation ("HDOT")
6. Honolulu Board of Water Supply ("BWS")
7. University of Hawaii at Manoa, Engineering Department ("UH Manoa")
8. American Public Works Association, Hawaii Chapter ("APWA")
9. American Society of Civil Engineers, Hawaii Section ("ASCE")
10. American Society of Mechanical Engineers, Hawaii Section ("ASME")
11. American Council of Engineering Companies of Hawaii ("ACECH")
12. Structural Engineers Association of Hawaii ("SEAOH")
13. Institute of Electrical & Electronic Engineers, Hawaii Section ("IEEE")
14. Society of Fire Protection Engineers, Hawaii Chapter ("SFPE")
15. American Institute of Architects, Hawaii ("AIA")

The PIG met virtually with PIG consultants at monthly meetings from June to September 2024. Consultants were invited for the PIG to get a broad sampling of feedback on current engineering experience requirements and concerns, with equal representation from both the public and private sector (PIG objectives #3 & #4).

Since the concerns raised during the 2023 and 2024 legislative sessions were initiated by county agencies, the PIG also requested individual meetings with each of the county consultants represented. The PIG extends a warm mahalo to all the PIG consultants who participated in this process.

Two guiding questions were asked for national research of state board laws/rules:

1. Does the jurisdiction allow for 100% plan review to count as the total qualifying experience required for PE licensure?
2. Does the jurisdiction issue any type of conditional PE license for government employees?

Requests for response were sent to all 55 NCEES engineer licensure boards, which includes all 50 states, the District of Columbia, Guam, Northern Mariana Islands, Puerto Rico, and the US Virgin Islands.

Additionally, the PIG members researched the state laws and administrative rules for each jurisdiction with regards to PE licensure experience requirements.

Upon review of the results of individual jurisdiction responses and review of each jurisdiction's laws and rules, the PIG reports the following:

1. The majority of states do not consider 100% plan review to qualify for the total experience requirements for PE licensure. These results are based on the clear "no" answers/findings.
2. Notably, Alaska, California, Oregon, Washington, Nevada, and Guam do not consider 100% plan review as qualifying for PE licensure. Based on similarities in licensure concerns, these Western Zone jurisdictions typically share similar licensure requirements with Hawaii.
3. Where there was no direct response from a state board, but the jurisdiction's laws/rules indicate that "progressive experience" is required, the PIG considered it likely that 100% plan review would not qualify. This assumption is based on the NCEES Model Law and Rules, particularly Model Rules Appendix A, which evaluates qualifying progressive experience against many different categories requiring application of engineering principles and calculations with increasing responsibility and complexity. Code compliance review falls under only one of the many categories of evaluation.
4. Where no response was received and research unclear on the allowance of a conditional PE license for government employees, the PIG notes that NCEES responded that they are unaware of any jurisdictions that offer conditional licenses of this nature. In responses and research, the PIG notes that there is an important distinction between plan review that offers solutions through calculations and application of other engineering

principles (design and constructability review), and municipal plan review that solely checks for code compliance.

5. In responses and research, the PIG notes that there is an important distinction between plan review that offers solutions through calculations and application of other engineering principles (design and constructability review), and municipal plan review that solely checks for code compliance.

In the monthly meetings with PIG consultants, the main topics of discussion included the following:

1. **Decoupling:** The PIG consultants discussed the possibility of decoupling for the PE license, which would make PE exam registration a separate process from PE licensure. Currently, individuals who wish to sit for the PE exam must submit an application to the Board for approval to test and provide requisite years of lawful experience. If the Board moved to decouple, individuals with an accredited degree who have passed the FE (fundamentals) exam, could register directly with NCEES to test. Decoupling would allow individuals to simultaneously test and accumulate the requisite years of experience needed for licensure. Upon successfully passing the PE exam and accumulating the requisite years of lawful experience needed for licensure, the candidate would then apply for licensure.

Overall, the PIG consultants appeared to support decoupling over any other option.

2. **Differentiating different types of “plan review”:** There was limited discussion on types of plan review being performed in different contexts. For example, the Board of Water Supply noted that its non-licensed engineers do perform plan review; however, they also have other duties in addition to plan review, including solving problems during construction, and providing technical assistance. Board of Water Supply plan review also includes design work, not just reviewing for code compliance.

Additionally, some concern was raised about acceptance of plan review from other jurisdictions outside of Hawaii. While the Board may be aware of the level of plan review performed by in-State applicants, county-level plan review alone differs across jurisdictions.

3. **Addressing hiring and retention challenges:** There was a general consensus that hiring and retention challenges are faced by both the public and private sectors. DPP reiterated its opinions from the legislative discussion of H.B. 1758 that changing PE licensure standards would allow its plan reviewers to qualify to sit for the exam and for PE licensure. It was expressed that having a pathway to PE licensure was crucial for hiring and retaining workers at DPP, because it would allow entry level engineers the ability to make career advancements to supervisory positions that currently require a PE license.

There were mixed responses from the other county representatives regarding changing licensure standards to address HR concerns. For example, Maui County stated that while they also face personnel shortages, they do not think that changes to the licensure requirements is the solution; they are exploring other options to tackle this challenge. Hawaii County noted that the experience requirements are important, but that they would like to provide their employees a pathway to licensure through plan review, if possible.

4. **Clarity requested on pathways to licensure:** Based on discussion, the PIG noted that there was some confusion about the different pathways to PE licensure, including the exam registration process and the definition of lawful experience.

Each of the PIG consultants were requested to conduct a poll of their members/employees regarding the issues discussed during the first PIG consultant meeting. The PIG suggested the following questions; however, PIG consultants were welcome to adjust in any way they felt appropriate:

1. Yes or No: 100% of code compliance review of plans for construction as a municipal employee should qualify an individual for PE licensure
2. Yes or No: I support decoupling (i.e. allowing an individual with an accredited degree who has passed the FE to test while still accumulating experience required for licensure)
3. Yes or No: Passing the PE exam alone is sufficient to determine if an individual is qualified for licensure (i.e. experience is not needed to determine readiness for licensure).
4. Yes or No: One type of experience alone would be sufficient for someone to practice as a PE.
5. Open-ended: Questions I have about PE licensure in Hawaii.

In averaging the responses received from the PIG consultants' organizations, the overall opinion was:

1. Lack of consensus on the issue of 100% plan review meeting the experience requirements for PE licensure;
2. In favor of decoupling;
3. Against the PE exam alone qualifying an individual for PE licensure;
4. Lack of consensus on whether one type of experience alone would qualify an individual for licensure.

The PIG recognizes that recent legislative action to amend PE licensure requirements was initiated at the county-level. Therefore, in addition to inviting the counties to participate as PIG consultants, the PIG also requested individual meetings with each of the counties to address county-level concerns.

To date, Kauai County and Maui County PIG consultants responded to the invitation for an individual meeting. Responses from the City and County of Honolulu and Hawaii County are still pending.

Based on the individual meetings with Kauai and Maui counties, and from the PIG consultant meetings, it appears there are differences in responsibilities and minimum qualifications for the "plans reviewer" level positions across state and county agencies. To better understand these differences, the PIG requested position descriptions for "plans reviewer" positions (or equivalent) from state and county agencies represented amongst the PIG consultants.

Upon examination of the position descriptions made available, the PIG notes the following:

- 1) Kauai County: A PE license is not required for the supervisor level of plans examiners. Instead, the county requires that an in-house exam on codes, etc. is passed to qualify for supervisor.
- 2) Kauai County: The county is working on in-house promotions to fill more technical positions. There is an option for existing employees interested in more engineering-related positions to receive the requisite training in-house.
- 3) Maui County: The county is considering rotating non-licensed engineers through different areas of the department to gain the necessary experience to qualify for PE licensure. Although they are experiencing

workforce shortages, they do not believe the solution is to amend the PE licensure requirements.

- 4) Maui County: A PE license is not required for the Chief Building Plans Reviewer supervisor position.
- 5) Honolulu Board of Water Supply: Plan review is a percentage of a broad range of other activities - including site visits, design, and consultation - performed by non-licensed engineers.

Based on the information from research and PIG consultant feedback, the PIG proposes the following recommendations:

### **1) Decoupling**

The PIG recommends the Board support an administrative rules revision of HAR 16-115 to allow for decoupling of the PE exam.

Decoupling would separate the exam approval process from the licensure process. This would allow individuals with an accredited engineering degree who have passed the Fundamentals of Engineering ("FE") exam to register directly with NCEES to sit for the PE exam without first going through the Board. Decoupling has become a commonly accepted policy in other jurisdictions nationwide and is recommended by NCEES in its Model Law.

Decoupling would still require all individuals to apply to the Board for PE licensure. Applicants must still meet the applicable experience, education, and exam requirements to qualify for licensure; decoupling does not change these core requirements. Therefore, decoupling will allow more flexibility for individuals who wish to sit for the exam, and because licensure requirements would remain the same, it does not appear to pose any health, safety, or welfare concerns for the public.

The PIG also notes a strong consensus amongst the PIG consultants regarding decoupling for the PE exam.

### **2) Observations regarding Hawaii government agencies**

In comparing the position descriptions received from different State of Hawaii and county agencies, the PIG notes significant differences in the responsibilities and qualifications of employees who perform plan review.

The PIG suggests the Board encourage State and county agencies whose employees are interested in pursuing a path to PE licensure to reach out to the Board to confirm that their current experience will qualify as lawful experience towards licensure.

For those positions which do not currently provide qualifying lawful experience, the PIG sees the following as creative options for consideration:

- Establishing a “rotation” across departmental divisions or departments that will allow for cross-training of non-licensed engineers who seek PE licensure. The PIG notes that Maui County already indicated that they may be pursuing this training idea. The PIG further notes that a training program used to be in place in the City and County of Honolulu in the 1980s. Allowing cross-division or cross-departmental training will expose non-licensed engineers to valuable engineering practices such as construction observation, design, consultation, etc. which will better equip them with the necessary skills to be a professional engineer in responsible charge of projects once licensed.
- Eliminating the PE licensure requirement for supervisory-level positions. The PIG notes that the supervisor level positions for the building code enforcement sections of Kauai and Maui counties do not require a PE. To ensure technical competency, the PIG highlights Kauai County’s in-house exam, which tests for competency in areas of daily concern in the plans examining process. The PIG further comments that it is the individual counties, not the Board, which have the authority to adjust position descriptions or salaries.
- Making ICC certification, instead of PE licensure, the aim of plan examiners whose routine duties do not include the execution of engineering principles and practices. International Code Council (“ICC”) Credentialing provides nationally recognized credentials that demonstrate a confirmed commitment to protecting public health, safety, and welfare. The PIG notes that the ICC certification seems to be the more appropriate credentialing for many county-level plans examiner positions based on position descriptions.

The PIG encourages the counties to consider offering incentives based on ICC certification versus PE licensure.

ICC is, “the leading global source of model codes and standards and building safety solutions that include product evaluation, accreditation, technology, training, and certification. The Code Council's codes, standards, and solutions are used to ensure safe, affordable, and sustainable communities and buildings worldwide.”

### **3) Outreach**

The PIG recommends the Board conduct ongoing outreach to the public regarding general PE licensure requirements.

The PIG noted confusion regarding exam and experience requirements throughout the PIG consultant discussion. Presentations to student, professional, and government organizations will help further disseminate the information already available on the Board's website. In addition, the Board can refresh information available online for greater clarity.

The organizations represented by the PIG consultants span the entirety of the licensure pipeline from engineering students to non-licensed engineers in training, to licensed professionals at various stages in their careers. The discussions regarding this particular PIG will serve as a good launch pad for future outreach.

### **4) Legislation**

Where concerns about qualifying lawful experience for PE licensure cannot be sufficiently addressed through decoupling, informal clarification with the Board, internal training adjustments, or changes to position descriptions or incentives, the PIG makes the following legislative recommendations:

#### **- Comments on H.B. 1758**

After careful consideration of its national research and local-level input from the public and private sector PIG consultants, the PIG recommends that the Board maintain its position in opposition to H.B. 1758 for health, safety, and welfare concerns. This is based on the fact that the current wording of H.B. 1758 would require the Board to accept 100% code compliance review of plans for construction as the total qualifying experience for PE licensure.

The PIG reminds the Board that all PE licensure applications are evaluated to determine if an individual is minimally competent to perform the engineering actions outlined in chapter 464-1, HRS as a professional engineer in responsible charge of engineering work.

Specifically, the PIG highlights the following findings from its investigation:

- The majority of jurisdictions nationwide do not consider 100% plan review as qualifying experience for PE licensure. Amending the PE licensure requirements to allow for 100% plan review as qualifying experience would place Hawaii out of step with the regulatory practices of the majority of the US, including the west coast jurisdictions who typically share similar licensing concerns.
- There are differing levels of plan review throughout the public and private sector. Some plan review (e.g. Board of Water Supply) involves the application of other engineering principles in addition to checking for code compliance (design and constructability review). At the county level, plan review primarily, or in most cases solely, involves checking for code compliance. The PIG notes that the codes are only one of many aspects that factor into public health, safety, and welfare. This is why the Board currently will credit some, but not 100%, of plan review as qualifying lawful experience for licensure.
- Based on the practices shared from the different county and state agencies participating as PIG consultants, there seem to be several options that can serve as a model for tackling hiring and retention challenges that do not involve changes to current licensure requirements.

Such strategies include: the rotation model previously maintained by the City and County of Honolulu and proposed by Maui County, changes to position requirements that allow for upward mobility that do not require PE licensure, and taking advantage of shortage differentials or other budgetary measures that can address salary incentives.

- Specifically, in discussion with DPP during the PIG consultant meetings, it seemed that one of DPP's primary concerns was providing a pathway for their employees to sit for the engineering exams. While it was clarified that individuals who do not meet Hawaii's requirements to test can currently get test approval from another jurisdiction and sit for that exam in a Hawaii testing location, the PIG believes its decoupling recommendation might more immediately address the concerns raised, particularly as it is non-controversial and widely supported by the industry.

- **HAR revisions of lawful experience for code review: white paper/FAQs and provision for plan review**

In PIG consultant discussions, clarification was requested regarding what qualifies as "lawful experience." The PIG understands that applicants want to ensure that they have qualifying experience before applying for licensure. Therefore, the PIG recommends the Board consider issuing a white paper or FAQs clarifying the experience evaluation portion of the licensure process.

The PIG also comments that lawful experience is already defined in the Board's administrative rules ("rules"), Hawaii Administrative Rules §16-115-39. The PIG considered including specific experience requirements in the rules but reports that no other jurisdiction requires specific percentages for experience categories, as it would be prohibitively onerous for applicants to further breakdown each experience record in their application, thereby causing unnecessary and impractical restrictions for determining qualification for licensure since each individual's experience record is so unique. The PIG notes that nationwide, all engineer licensing boards' laws and rules afford discretion to the professional expertise of appointed board members in determining an applicant's qualifications for licensure and place the onus on the applicant to demonstrate to the board that they are appropriately qualified for licensure.

However, because there appears to be confusion regarding "plan review" qualifying as "lawful experience," and recognizing that Board members do rotate on and off the Board, the PIG also recommends that the Board consider the following Rules revision to HAR 16-115-

39, to clarify its current practice of accepting some, but not 100%, of plan review as qualifying experience, subject to the discretion of the Board:

§16-115-39 Lawful experience. (a) The following may be acceptable lawful experience subject to the evaluation and approval of the board:

(1) Field, including construction, and office training or experience in engineering; under the supervision of licensed professional engineers who are in the same branch in which the person seeks licensure;

(2) Compliance review of plans for construction may be acceptable lawful experience for some of the required minimum years of lawful experience, subject to the evaluation and approval of the board;

~~[(2)]~~ (3) For structural engineering applicants from a jurisdiction in which structural engineering is considered a part of civil engineering, field and office training in structural engineering under the supervision of a licensed professional civil engineer in that jurisdiction; or

~~[(3)]~~ (4) Teaching in an accredited institution, school, or college of engineering. Maximum experience credit for teaching shall be one year of teaching third, fourth, or fifth year courses. One year of teaching shall be considered to be a total teaching load of twenty semester credit hours or thirty quarter credit hours. The teaching credit can be applied only where minimum full-time lawful experience requirements are more than two years...

- **Proposed language for limited & temporary license type**

If all above recommendations are rejected and no further options exist for addressing legislative proposals like H.B. 1758 which seek to amend the Board's HRS to allow for 100% plan review to qualify an individual for PE licensure, the PIG recommends the Board consider the creation of a limited and temporary PE license. Suggested language is included in the Report Appendix J.

A few highlights of the proposed language:

- The scope of work authorized shall be limited to code compliance review of construction plans only;

- Individuals who hold this license type shall not affix their limited, temporary license number to documents of any kind, nor shall they create a seal or stamp;
- The limited, temporary license shall only be available to county-level employees and shall only be valid while employed by the Hawaii municipal agency.

There were no public comments.

Old Business:

**Consideration of “decoupling” the experience requirement to sit for the Principles and Practice of Engineering (“PE”) exam, Principles and Practice of Surveying (“PS”) exam, and Landscape Architect Registration Exam (“LARE”)**

The Chair stated that the Board discussed the decoupling matter at its June 6, 2024 meeting. General information was provided by EO Choy, as well as input from representatives from NCEES and CLARB.

EO Choy stated that under current Hawaii Administrative Rules (“HAR”) §16-115, applicants who wish to sit for the PE, PS, or LARE exams must submit an application to the Board and provide verification of meeting the respective experience requirements in order to test. If an applicant is approved for any of these exams and “passes,” their same application for exam qualifies them for licensure through the Board’s “via exam” pathway.

EO Choy stated that the nationwide trend for all four EASLA professions is towards “decoupling” the exam and experience requirement. Decoupling would allow individuals with an appropriately accredited degree to register directly with the testing administrators (National Council of Examiners for Engineering and Surveying “NCEES” and Council of Landscape Architectural Registration Boards “CLARB”) to sit for the exams without submitting an application with the Board for exam approval. Essentially, decoupling separates the exam approval and licensure approval process.

Individuals would still have to meet the lawful experience and other requirements for licensure. However, decoupling would all individuals to test while also gaining the requisite experience for licensure.

EO Choy stated that the ARE exam for architects is already decoupled pursuant to HAR §16-115-54(b)(3); individuals with a NAAB-accredited degree can register for the ARE exam directly with the National Council of Architectural Registration Boards (“NCARB”). She suggests that the Board consider aligning with the growing trend towards decoupling for the PE, PS, and LARE exams as well.

A summary of the history of decoupling for the PE exam has been provided

in the Board's packet. Arizona was the first state to decouple in 2005, allowing graduates to take the PE at any time once they passed the FE exam. There were several early proposals to amend the NCEES Model Law towards decoupling, but they met significant opposition. After several studies were commissioned and data from the Arizona Board post-decoupling became available, the attitude towards decoupling shifted and the NCEES Model Law was amended to decouple with broad support at the 2013 Annual Meeting.

CLARB has also provided data that shows the vast majority of CLARB jurisdictions allow for direct registration in the last few years. Hawaii is one of only seven remaining jurisdictions that require pre-approval to sit for the LARE exam.

EO Choy stated that if the Board were inclined to support decoupling at today's meeting, it would not mean that decoupling takes effect immediately. An administrative rules change would have to be initiated, along with outreach to the public and other administrative changes, all which would take time. However, a vote in support would green light the start of this process.

EO Choy reminded the Board that as they discuss, they should keep in mind that their duty is to protect the health, safety and welfare of the public. Therefore, the discussion should include whether decoupling affects health, safety, and welfare, and if so, how.

Mr. Hirota asked if the Board is also discussing decoupling the State Exam for surveyors.

EO Choy clarified that the State Exams for surveyors (Hawaii Description Writing Exam) and for landscape architects (Hawaii Plant Materials) would remain a requirement for LS and LA licensure and the processes for applying for approval to sit for the State exams would remain the same; they would not be "decoupled." An applicant for the State Exams would have to submit an application with the Board, verify the requisite experience, education, exam, and other requirements, and be approved by the Board before they can register for and take the State Exams.

Ms. Cassandro asked for data on A.R.E. decoupling in Hawaii and for when candidates typically start taking the A.R.E. exam for architect licensure.

EO Choy stated that she can research and get back to Ms. Cassandro with that information.

Mr. Hirota asked how decoupling would work for the "no degree" pathways to licensure.

EO Choy stated that decoupling would only affect applicants with an accredited degree. For those applying with a non-accredited degree, such as the “no degree” pathway, those individuals would still have to follow the current process of submitting an application for approval by the Board to sit for the exams.

Ms. Cassandro expressed concerns over the fairness of differing experience requirements for licensure based on access to education.

EO Choy stated that experience requirements for licensure are dictated by the Board’s statutes, HRS 464. Therefore, any changes to the experience requirements would require legislative action, initiated by an independent party. The Board can only propose changes to its administrative rules, HAR 16-115. The process for approval to sit for the exam is authorized by the Board’s administrative rules, which is why the Board can consider decoupling independent of legislative action. Unless the statute is changed, decoupling would only apply to applicants with accredited degrees.

Upon a motion by Mr. Tony Lau, seconded by Mr. Howard Lau, it was voted upon and unanimously carried to support decoupling or direct registration of the PE, PS, and LARE exams for individuals who hold an accredited degree. Additionally, for the PE and PS exams, individuals must also have already passed the FE and FS exams.

Applications:

**Ratification Lists**

Upon a motion by Mr. Howard Lau, seconded by Mr. Pang, it was voted on and unanimously carried to approve the attached ratification list.

**Recommendations from Application Review Committees**

Upon a motion by Mr. Howard Lau, seconded by Mr. Pang, it was voted on and unanimously carried to approve the recommendations from the following Application Review Committees, with the amendment that applicant Gary Tobola was recommended by the Professional Engineer Committee for approval via endorsement for PE-electrical licensure:

- 1) Professional Engineer Committee
- 2) Professional Architect Committee
- 3) Professional Surveyor Committee
- 4) Professional Landscape Architect Committee

Executive Officer’s  
Report:

**2024 EASLA License Renewal Audit**

The EASLA renewal deadline for the last licensing biennium was April 30,

2024. Pursuant to HRS §464-9(d), all architect licensees must also meet the Board's continuing education requirements for renewal.

The Board is now conducting a random audit of architect licensees in accordance with HAR §16-115-61(b) – “The Board may audit and shall require any licensee to submit copies of the original documents or evidence of attendance (e.g., certificate of attendance, transcripts, proof of registration, etc.) demonstrating compliance with the CE requirements. The Board may require additional evidence demonstrating the licensee's compliance with the CE requirements.”

Architect licensees randomly selected for audit have received written notification with instructions on how to comply. Individuals may contact the Board at [EASLA@dcca.hawaii.gov](mailto:EASLA@dcca.hawaii.gov) with any questions.

EO Choy stated she will report to the Board at the December meeting after the audit has concluded.

### **Governor's 14<sup>th</sup> Emergency Proclamation Relating to Wildfires**

EO Choy recognized the one-year anniversary of the Maui Wildfires and, with the permission of the Chair, invited the Board to take a moment of silence.

The Board offered a moment of silence for those that lost their lives in the Maui wildfires, and for family, friends, communities, and all others affected.

EO Choy stated that the State is currently operating under Governor Green's 14<sup>th</sup> Emergency Proclamation Relating to Wildfires (“Proclamation”) through September 10, 2024. The exact text of the Proclamation is available at: <https://governor.hawaii.gov/emergency-proclamations/>.

All individuals are advised that, as with previous Proclamations, the 14<sup>th</sup> Proclamation does not exempt any provision for licensure in HRS Chapter 464 or HAR Chapter 115. Anyone who wishes to practice professional engineering, architecture, surveying, or landscape architecture in the State of Hawaii must hold a current and active license that is in good standing.

The Proclamation only suspends HRS §464-4, regarding public works required to be supervised by professional engineers, architects, surveyors, or landscape architects, to the extent necessary to respond to the emergency.

**§464-4 Public works.** (a) Notwithstanding any other provision to the contrary, public works projects involving:

(1) Alteration or new construction shall be required to have:

(A) Plans or specifications prepared by or under the supervision of an

appropriately licensed professional engineer, architect, or landscape architect. The licensed professional engineer, architect, or landscape architect, as the case may be, shall stamp the plans or specifications, and indicate that the licensee has prepared or supervised the preparation of the plans or specifications; and

(B) A licensed professional engineer, architect, or landscape architect designated by the State, county, or political subdivision that is undertaking the public works project to observe the alteration or new construction. For the observation of construction of these types of public works projects, the licensed professional engineer, architect, or landscape architect, as the case may be, shall not be required to stamp the plans or specifications.

(2) Maintenance work shall:

(A) Not be required to have plans or specifications prepared by or under the supervision of an appropriately licensed professional engineer, architect, or landscape architect; and

(B) Be required to have a licensed professional engineer, architect, or landscape architect designated by the State, county, or political subdivision that is undertaking the public works project to observe the maintenance work. For the observation of construction of this type of public works project, the licensed professional engineer, architect, or landscape architect, as the case may be, shall not be required to stamp the plans or specifications.

(b) All land surveys involving property boundaries for public purposes or plans thereof shall be made or supervised by a licensed surveyor. The licensed land surveyor shall stamp the land surveys or plans, and indicate that the licensee has prepared or supervised the preparation of the land surveys or plans.

(c) For purposes of this section:

"Maintenance" means minor repairs or replacement work which do not affect or involve the structural integrity of the public works project.

"Public works projects" means projects undertaken by the State, counties, or any political subdivisions thereof.

All individuals and employers are reminded that pursuant to HRS §464-2 and §464-12 practice without a license is strictly prohibited. Further, HRS §464-10 provides the Board with the authority to suspend, revoke, and/or fine licensees and/or otherwise impose administrative penalties for unauthorized activities.

Election of Officers.  
HRS §464-9:

EO Choy stated that new Board terms started as of July 1, 2024. Therefore, the Board will vote to elect a Chair and Vice-Chair, pursuant to HRS §436B-6(a), "Immediately upon the qualification and appointment of the original members, and annually thereafter, the board shall elect one member as chair and one member as vice-chair. In the absence of both the chair and the vice-chair to preside at a meeting, the members present shall select a

chair pro tem.”

Upon a motion by Mr. Tony Lau, seconded by Mr. Howard Lau, it was voted upon and unanimously carried to elect Mr. Katayama as the new Chair.

Upon a motion by Mr. Katayama, seconded by Ms. Cassandro, it was voted upon and unanimously carried to elect Mr. Tony Lau as the new Vice Chair.

Next Meeting:      Date:            October 10, 2024  
                         Time:            10:00 a.m.  
                         Location:       King Kalakaua Conference Room  
                                            King Kalakaua Building, 1<sup>st</sup> Floor  
                                            335 Merchant Street  
                                            Honolulu, Hawaii 96813

Adjournment:      There being no further business, the Chair adjourned the meeting at  
                                 11:33 a.m.

Reviewed and approved by:

Taken and recorded by:

\_\_\_\_\_  
Sheena Choy, Executive Officer

\_\_\_\_\_  
Cortnie Tanaka, Secretary

10/1/24

[    ] Minutes approved as is.

[    ] Minutes approved with changes; see minutes \_\_\_\_\_.

# **Board of Professional Engineers, Architects, Surveyors, & Landscape Architects *Engineering Experience Permitted Interaction Group (“PIG”) Report***

## **Report Outline:**

1. [Organization and History](#)
    - a. [What is a Permitted Interaction Group \(“PIG”\)?](#)
    - b. [Formation of the EASLA Engineering Experience PIG](#)
    - c. [Legislative History](#)
    - d. [Methods of Investigation](#)
  2. [Investigative Findings](#)
    - a. [National Research of State Board Laws/Rules](#)
    - b. [Discussion with PIG consultants](#)
    - c. [PIG Consultant Poll Results](#)
    - d. [County & State Agencies: Additional Information and Discussion](#)
  3. [PIG Recommendations to Board](#)
    - a. [Decoupling](#)
    - b. [Observations Regarding Hawaii Government Agencies](#)
    - c. [Outreach](#)
    - d. [Legislation](#)
  4. [Appendix](#)
    - a. Results of Nationwide Jurisdictional Research on Laws and Rules RE: Plan Review and Conditional Licenses
    - b. NCEES Model Rules: Suggested Guidelines for Evaluating Progressive Engineering Experience
    - c. PIG Consultant Meetings: Minutes
    - d. PIG Consultant Poll Results
    - e. Position Descriptions from State and County Agencies
    - f. Statement from Honolulu Board of Water Supply RE: Plan Review
    - g. Decoupling Map
    - h. Jurisdictional Comparison of Plan Reviewers
    - i. ICC Scope Descriptions
    - j. Draft Bill Language for Limited, Temporary License Type
    - k. H.B. 1758 S.D. 1 and CPN Testimony
-

## 1. Organization and History of the Permitted Interaction Group (“PIG”)

### a. What is a Permitted Interaction Group?

A “Permitted Interaction Group” or “PIG” is authorized by Hawaii Revised Statutes (HRS) §92-2.5(b)<sup>1</sup>. PIGs may be formed by Hawaii State boards to investigate specific issues outside of regularly scheduled board meetings, so long as the PIG follows certain guidance for formation and reporting, and there is less than a quorum of board members on the PIG.

PIGs may also consult with external stakeholders or subject matter experts as a part of their investigation.

### b. Formation of the EASLA Engineering Experience PIG

The EASLA Board (“Board”) voted to form the Engineering Experience PIG (hereafter referred to in this Report as “PIG”), at its June 22, 2023, board meeting.

The Board appointed the following Board members to serve on the PIG:

1. Dan Hirota, L.S., P.E., land surveyor (also licensed civil engineer)
2. Kevin Katayama, P.E., mechanical engineer
3. Howard Lau, P.E., structural engineer
4. Tony Lau, P.E., civil engineer
5. Clayton Pang, P.E., electrical engineer

These five PIG members were tasked with the following investigation:

1. Research other state regulations to verify whether they recognize only one type of experience to qualify for PE licensure;
2. Research other state regulations to verify whether they issue a conditional license for government employees;

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<sup>1</sup> HRS §92-2.5 Permitted interactions of members. (b) Two or more members of a board, but less than the number of members that would constitute a quorum for the board, may be assigned to:

(1) Investigate a matter relating to board business; provided that:

(A) The scope of the investigation and the scope of each member's authority are defined at a meeting of the board;

(B) All resulting findings and recommendations are presented to the board at a meeting of the board; and

(C) Deliberation and decisionmaking on the matter investigated, if any, occurs only at a duly noticed meeting of the board held subsequent to the meeting at which the findings and recommendations of the investigation were presented to the board...

3. Have further discussion with counties and other applicable government departments regarding their qualifications for “plan reviewers,”<sup>2</sup> and
4. Provide recommendations to the Board and other stakeholders regarding the experience requirements for licensure and applicants submitting only government experience or one type of experience to qualify for licensure.

c. Legislative History

The PIG was formed, in part, to respond to proposals<sup>3</sup> during the 2023 Hawaii State Legislative Session to amend the professional engineer (“PE”) licensure requirements in HRS §464-8(a).

The issue carried over into the 2024 Legislative Session, most notably through H.B. 1758.<sup>4</sup> There was much discussion throughout the 2024 Session as H.B. 1758 moved through the House Committee on Consumer Protection and Commerce (“CPC”) and the Senate Committee on Commerce and Consumer Protection (“CPN”).

Supporters of H.B. 1758, and of related bills during the 2023 legislative session, primarily argued that amending the PE licensure requirements as proposed would alleviate hiring and retention challenges for county agencies. The Board opposed H.B. 1758 for health, safety, and welfare reasons, noting that human resource (“HR”) challenges should not be solved by lowering licensure standards at the expense of consumer safety. *See Report Appendix K for Board testimony in opposition to H.B. 1758.*

The bill did not move out of Conference, with members of the Conference Committee requesting that the PIG conclude its investigation and present a report to the legislature prior to the 2025 legislative session.

d. Methods of Investigation

The PIG began its research by investigating the national context of engineering licensure standards (PIG objectives #1 & #2). The PIG reached out to individual states’ engineering licensure boards, researched the experience requirements in other jurisdictions’ laws and administrative rules, and consulted with the National Council of Examiners for Engineering and Surveying (“NCEES”). The PIG’s findings are detailed in subsequent sections of this report.

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<sup>2</sup> In this Report, the terms/titles of “plan review,” “plan reviewer,” “code checking,” “plan checker,” “plans examiner,” etc. are used interchangeably to reference the “code compliance review of plans for construction” language used in H.B. 1758. Where there is a notable distinction between this type of review and other plan review, clarification is provided in the Report.

<sup>3</sup> H.B. 102, S.B. 212, and S.B. 847

<sup>4</sup> [https://www.capitol.hawaii.gov/session/measure\\_indiv.aspx?billtype=HB&billnumber=1758&year=2024](https://www.capitol.hawaii.gov/session/measure_indiv.aspx?billtype=HB&billnumber=1758&year=2024)

After establishing a broader, national context for experience requirements for PE licensure, and taking feedback from discussion during the 2024 Legislative Session, the PIG invited public and private stakeholders to serve as consultants for the PIG investigation. The following organizations participated as PIG consultants:

1. City & County of Honolulu, Department of Planning & Permitting (“DPP”)
2. County of Hawaii, Planning Department (“Hawaii County”)
3. County of Kauai, Public Works Department (“Kauai County”)
4. County of Maui, Department of Public Works (“Maui County”)
5. Hawaii Department of Transportation (“HDOT”)
6. Honolulu Board of Water Supply (“BWS”)
7. University of Hawaii at Manoa, Engineering Department (“UH Manoa”)
8. American Public Works Association, Hawaii Chapter (“APWA”)
9. American Society of Civil Engineers, Hawaii Section (“ASCE”)
10. American Society of Mechanical Engineers, Hawaii Section (“ASME”)
11. American Council of Engineering Companies of Hawaii (“ACECH”)
12. Structural Engineers Association of Hawaii (“SEAOH”)
13. Institute of Electrical & Electronic Engineers, Hawaii Section (“IEEE”)
14. Society of Fire Protection Engineers, Hawaii Chapter (“SFPE”)
15. American Institute of Architects, Hawaii (“AIA”)

The PIG met virtually with PIG consultants at monthly meetings from June to September 2024. Consultants were invited for the PIG to get a broad sampling of feedback on current engineering experience requirements and concerns, with equal representation from both the public and private sector (PIG objectives #3 & #4).

Since the concerns raised during the 2023 and 2024 legislative sessions were initiated by county agencies, the PIG also requested individual meetings with each of the county consultants represented.<sup>5</sup>

Feedback from the PIG consultant meetings, individual meetings with county agencies, and survey results from polls conducted of consultant organizations’ members are included in the body of this report and Report Appendix C and D.

The PIG extends a warm mahalo to all the PIG consultants who participated in this process.

## 2. Investigative Findings

### a. National research of state board laws/rules

Two guiding questions were asked for national research of state board laws/rules:

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<sup>5</sup> Maui County & Kauai County met individually with the PIG; responses were not received from the City & County of Honolulu and Hawaii County.

1. Does the jurisdiction allow for 100% plan review to count as the total qualifying experience required for PE licensure?
2. Does the jurisdiction issue any type of conditional PE license for government employees?

Requests for response were sent to all 55 NCEES engineer licensure boards, which includes all 50 states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the US Virgin Islands. Additionally, the PIG members researched the state laws and administrative rules for each jurisdiction with regards to PE licensure experience requirements. The results are included in Report Appendix A and are an aggregate summary based on direct board responses and laws and rules research.

Upon review of the results of individual jurisdiction responses and review of each jurisdiction's laws and rules, the PIG reports the following:

1. The majority of states do not consider 100% plan review to qualify for the total experience requirements for PE licensure. These results are based on the clear "no" answers/findings.
2. Notably, Alaska, California, Oregon, Washington, Nevada, and Guam do not consider 100% plan review as qualifying for PE licensure. Based on similarities in licensure concerns, these Western Zone jurisdictions typically share similar licensure requirements with Hawaii.
3. Where there was no direct response from a state board, but the jurisdiction's laws/rules indicate that "progressive experience" is required, the PIG considered it likely that 100% plan review would not qualify. This assumption is based on the NCEES Model Law and Rules, particularly NCEES Model Rules Appendix A<sup>6</sup>, which evaluates qualifying progressive experience against many different categories requiring application of engineering principles and calculations with increasing responsibility and complexity. Code compliance review falls under only one of the many categories of evaluation.
4. Where no response was received and research unclear on the allowance of a conditional PE license for government employees, the PIG notes that NCEES responded that they are unaware of any jurisdictions that offer conditional licenses of this nature.
5. In responses and research, the PIG notes that there is an important distinction between plan review that offers solutions through calculations and application of other engineering principles (design and constructability review), and municipal plan review that solely checks for code compliance.

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<sup>6</sup> NCEES Model Rules Appendix A: [Suggested Guidelines for Evaluating Progressive Experience](#).

b. Discussion with PIG Consultants

*Minutes for the PIG Consultant meetings are included in the Report Appendix C.*

The main topics of discussion included the following:

1. **Decoupling<sup>7</sup>:** The PIG consultants discussed the possibility of decoupling for the PE license, which would make PE exam registration a separate process from PE licensure. Currently, individuals who wish to sit for the PE exam must submit an application to the Board for approval to test and provide requisite years of lawful experience. If the Board moved to decouple, individuals with an accredited degree who have passed the FE (fundamentals) exam, could register directly with NCEES to test for the PE exam. Decoupling would allow individuals to simultaneously test and accumulate the requisite years of experience needed for licensure. Upon successfully passing the PE exam and accumulating the requisite years of lawful experience needed for licensure, the candidate would then apply for licensure.

Overall, the PIG consultants appeared to support decoupling over any other option.

2. **Differentiating different types of “plan review”:** There was limited discussion on types of plan review being performed in different contexts. For example, the Board of Water Supply noted that its non-licensed engineers do perform plan review; however, they also have other duties in addition to plan review, including solving problems during construction, and providing technical assistance. Board of Water Supply plan review also includes design work, not just reviewing for code compliance.

Additionally, some concern was raised about acceptance of plan review from other jurisdictions outside of Hawaii. While the Board may be aware of the level of plan review performed by in-State applicants, county-level plan review alone differs across jurisdictions.

3. **Addressing hiring and retention challenges:** There was a general consensus that hiring and retention challenges are faced by both the public and private sectors. DPP reiterated its opinions from the legislative discussion of H.B. 1758 that changing PE licensure standards would allow its plan reviewers to qualify to sit for the exam and for PE licensure. It was expressed that having a pathway to PE licensure was crucial for hiring and retaining workers at DPP, because it

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<sup>7</sup> At the Board’s August 8, 2024 meeting, the Board voted to support a policy of decoupling for the PE, PS, and LARE exams for engineers, surveyors, and landscape architects (the architect ARE exam is already decoupled). Consideration of decoupling these three exams was ongoing “old business” for the Board. The Board will next undertake the rules revision process to officially allow for decoupling for the aforementioned exams.

would allow entry-level engineers the ability to make career advancements to supervisory positions that currently require a PE license.

There were mixed responses from the other county representatives regarding changing licensure standards to address HR concerns. For example, Maui County stated that while they also face personnel shortages, they do not think that changes to the licensure requirements is the solution; they are exploring other options to tackle this challenge. Hawaii County noted that the experience requirements are important, but that they would like to provide their employees a pathway to licensure through plan review, if possible.

4. **Clarity requested on pathways to licensure:** Based on discussion, the PIG noted that there was some confusion about the different pathways to PE licensure, including the exam registration process and the definition of lawful experience.

c. Poll Results

Each of the PIG consultants were requested to conduct a poll of their members/ employees regarding the issues discussed during the first PIG consultant meeting. The PIG suggested the following questions; however, PIG consultants were welcome to adjust in any way they felt appropriate:

1. Yes or No: 100% of code compliance review of plans for construction as a municipal employee should qualify an individual for PE licensure.
2. Yes or No: I support decoupling (i.e. allowing an individual with an accredited degree who has passed the FE to test while still accumulating experience required for licensure).
3. Yes or No: Passing the PE exam alone is sufficient to determine if an individual is qualified for licensure (i.e. experience is not needed to determine readiness for licensure).
4. Yes or No: One type of experience alone would be sufficient for someone to practice as a PE.
5. Open-ended: Questions I have about PE licensure in Hawaii.

*The full poll results from PIG consultants who submitted responses are included in the Report Appendix D.*

In averaging the responses<sup>8</sup> received from the PIG consultants' organizations, the overall opinion was:

1. Lack of consensus on the issue of 100% plan review meeting the experience requirements for PE licensure;

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<sup>8</sup> Since the number of responses for each poll varied, each PIG consultant organization was counted as one "vote" for these averages, instead of using the total number responses across all organizations.

2. In favor of decoupling;
3. Against the PE exam alone qualifying an individual for PE licensure;
4. Lack of consensus on whether one type of experience alone would qualify an individual for licensure.

The Board noted the following comments submitted to PIG consultants in response to the polling:

*ALA highlighted the following comments:*

- *“Code compliance, review, comments, opinions, and interpretations is a very narrow aspect of a professional architect or engineer’s qualifications and experience. There is very little, if any, exposure in other key aspects (design, professional practice, communication skills, time management and judgment, materials and methods, systems, various engineering disciplines outside of the immediate area of interest and practice).”*
- *“Buildings are complicated. I think there would be a gap in knowledge if someone did not experience designing and calculating the engineering and instead only observed and reviewed designs.”*
- *“I believe there are better ways to recruit or retain municipal employees than weakening the requirements for PE licensing (and thereby the associated consumer protection afforded by maintaining the current rigorous experience requirements).”*

*Maui County noted that their non-licensed engineering falls into certain categories of work. The county is considering rotating non-licensed engineers into other departments to gain experience to meet the minimum licensure requirements.*

*Honolulu Board of Water Supply requested the PIG consider: “Can there be additional language for the plans review work that BWS does. I know BWS engineers are usually ok on qualifications, but it would make recommendations much easier if it was identified in the bill.”<sup>9</sup>*

d. County & State Agencies: Additional information and discussion

The PIG recognizes that recent legislative action to amend PE licensure requirements was initiated at the county-level. Therefore, in addition to inviting the counties to participate as PIG consultants, the PIG also requested individual meetings with each of the counties to address county-level concerns.

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<sup>9</sup> Honolulu Board of Water Supply provided a more extensive breakdown of BWS plan review that is included in the Report Appendix F. In summary, BWS notes: “The difference between DPP plans review and BWS plans review is that BWS staff provides input to design consultants on their design.”

Kauai County and Maui County PIG consultants responded to the invitation for an individual meeting. The City and County of Honolulu and Hawaii County did not respond.

Based on the individual meetings with Kauai and Maui counties, and from the PIG consultant meetings, it appears there are differences in responsibilities and minimum qualifications for the “plans reviewer” level positions across state and county agencies. To better understand these differences, the PIG requested position descriptions for “plans reviewer” positions (or equivalent) from state and county agencies represented amongst the PIG consultants. *Position descriptions are included in the Report Appendix E.*

Upon examination of the position descriptions made available, the PIG notes the following:

1. Kauai County: A PE license is not required for the supervisor level of plans examiners. Instead, the county requires that an in-house exam on codes, etc. is passed to qualify for the supervisor position.
2. Kauai County: The county is working on in-house promotions to fill more technical positions. There is an option for existing employees interested in more engineering-related positions to receive the requisite training in-house.
3. Maui County: The county is considering rotating non-licensed engineers through different areas of the department to gain the necessary experience to qualify for PE licensure. Although they are experiencing workforce shortages, they do not believe the solution is to amend the PE licensure requirements.
4. Maui County: A PE license is not required for the Chief Building Plans Reviewer supervisor position.
5. Honolulu Board of Water Supply: Plan review is a percentage of a broad range of other activities – including site visits, design, and consultation – performed by non-licensed engineers.

### 3. PIG Recommendations

#### a. Decoupling

**The PIG recommends the Board support an administrative rules revision of HAR 16-115 to allow for decoupling of the PE exam.<sup>10</sup>**

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<sup>10</sup> At the Board's August 8, 2024 meeting, the Board voted to support a policy of decoupling for the PE, PS, and LARE exams for engineers, surveyors, and landscape architects (the architect ARE exam is already decoupled). Consideration of decoupling these three exams was ongoing “old business” for the Board. The Board will next undertake the rules revision process to officially allow for decoupling for the aforementioned exams.

Decoupling would separate the exam approval process from the licensure process. This would allow individuals with an accredited engineering degree who have passed the Fundamentals of Engineering (“FE”) exam to register directly with NCEES to sit for the PE exam without first going through the Board. Decoupling has become a commonly accepted policy in other jurisdictions nationwide,<sup>11</sup> and is recommended by NCEES in its Model Law.

Decoupling would still require all individuals to apply to the Board for PE licensure. Applicants must still meet the applicable experience, education, and exam requirements to qualify for licensure; decoupling does not change these core requirements. Decoupling will allow more flexibility for individuals who wish to sit for the exam, and because licensure requirements would remain the same, it does not appear to pose any health, safety, or welfare concerns for the public.

The PIG also notes a strong consensus amongst the PIG consultants regarding decoupling for the PE exam.

b. Observations regarding Hawaii government agencies

In comparing the position descriptions received from different State of Hawaii and Hawaii county agencies, the PIG notes significant differences in the responsibilities and qualifications of employees who perform plan review.

The PIG suggests the Board encourage State and county agencies whose employees are interested in pursuing a path to PE licensure to reach out to the Board to confirm that the experience gained pursuant to position descriptions will qualify as lawful experience towards licensure.

For those positions which do not currently provide qualifying lawful experience, the PIG sees the following as creative options for consideration:

**1. Establishing a “rotation” across departmental divisions or departments that will allow for cross-training of non-licensed engineers who seek PE licensure.**

The PIG notes that Maui County already indicated that they may be pursuing this training idea. The PIG further notes that a training program used to be in place in the City and County of Honolulu in the 1980s. Allowing cross-division or cross-departmental training will expose non-licensed engineers to valuable engineering practices such as construction observation, design, consultation, etc. which will better equip them with the necessary skills to be a professional engineer in responsible charge of projects once licensed.

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<sup>11</sup> See Report Appendix G for jurisdictional decoupling map

**2. Eliminating the PE licensure requirement for supervisory-level positions.**

The PIG notes that the supervisor level positions for the building code enforcement sections of Kauai and Maui counties do not require a PE. To ensure technical competency, the PIG highlights Kauai County's in-house exam, which tests for competency in areas of daily concern in the plans examining process. The PIG further comments that it is the individual counties, not the Board, which have the authority to adjust position descriptions or salaries.

**3. Making ICC certification, instead of PE licensure, the aim of plan examiners whose routine duties do not include the execution of engineering principles and practices.**

International Code Council ("ICC") Credentialing provides nationally recognized credentials that demonstrate a confirmed commitment to protecting public health, safety, and welfare. The PIG notes that the ICC certification seems to be the more appropriate credentialing for many county-level plans examiner positions based on position descriptions.

The PIG encourages the counties to consider offering incentives based on ICC certification versus PE licensure.

ICC is, "the leading global source of model codes and standards and building safety solutions that include product evaluation, accreditation, technology, training, and certification. The Code Council's codes, standards, and solutions are used to ensure safe, affordable, and sustainable communities and buildings worldwide."<sup>12</sup>

Based on the 2020 DDP Audit Report,<sup>13</sup> the "Plan Reviewer Jurisdiction Comparison" chart comparing five west coast counties with the City and County of Honolulu at the level 1 or level 2 positions for plan reviewers in the City of Portland, OR; Pierce County, WA; City of Roseville, CA; San Jose, CA; and Clark County, NV, all require ICC Residential or Building Plans Examiner Certification<sup>14</sup> or local equivalent. Hawaii counties do not currently require ICC credentialing for plans review positions. *See Report Appendix H for this Jurisdictional Comparison of Plan Reviewers.*

*The scope for ICC Residential and Building Plans Examiner Certifications are listed in the Report Appendix I.*

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<sup>12</sup> <https://www.iccsafe.org/about/who-we-are/>

<sup>13</sup> [https://www.honolulu.gov/rep/site/oca/oca\\_docs/DPP\\_Permit\\_Processing\\_Final\\_Report.pdf](https://www.honolulu.gov/rep/site/oca/oca_docs/DPP_Permit_Processing_Final_Report.pdf)

<sup>14</sup> <https://www.iccsafe.org/certification-exam-catalog/>

c. Outreach

**The PIG recommends the Board conduct ongoing outreach to the public regarding general PE licensure requirements.**

The PIG noted confusion regarding exam and experience requirements throughout the PIG consultant discussion. Presentations to student, professional, and government organizations will help further disseminate the information already available on the Board's website. In addition, the Board can refresh information available online for greater clarity.

The organizations represented by the PIG consultants span the entirety of the licensure pipeline from engineering students to non-licensed engineers in training, to licensed professionals at various stages in their careers. The discussions regarding this particular PIG will serve as a good launch pad for future outreach.

d. Legislation

Where concerns about qualifying lawful experience for PE licensure cannot be sufficiently addressed through decoupling, informal clarification with the Board, internal training adjustments, or changes to position descriptions or incentives, the PIG makes the following legislative recommendations:

**1. Comments on H.B. 1758**

After careful consideration of its national research and local-level input from the public and private sector PIG consultants, the PIG recommends that the Board maintain its position in opposition to H.B. 1758 for health, safety, and welfare concerns. This is based on the fact that the current wording of H.B. 1758 would require the Board to accept 100% code compliance review of plans for construction as the total qualifying experience for PE licensure.

The PIG reminds the Board that all PE licensure applications are evaluated to determine if an individual is minimally competent to perform the engineering actions outlined in chapter 464-1, HRS<sup>15</sup> as a professional engineer in responsible charge of engineering work.

Specifically, the PIG highlights the following findings from its investigation:

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<sup>15</sup> **HRS 464-1 Definitions.** "Professional engineer" means a person who holds oneself out as able to perform, or who does perform, any professional service such as consultation, investigation, evaluation, planning, design, or observation of construction or operation, in connection with any public or private utilities, structures, buildings, machines, equipment, processes, works, or projects, wherein the safeguarding of life, health, or property is concerned or involved, when such professional service requires the application of engineering principles and data.

1. The majority of jurisdictions nationwide do not consider 100% plan review as qualifying experience for PE licensure. Amending the PE licensure requirements to allow for 100% plan review as qualifying experience would place Hawaii out of step with the regulatory practices of the majority of the US, including the west coast jurisdictions who typically share similar licensing concerns.
2. There are differing levels of plan review throughout the public and private sector. Some plan review (e.g. Board of Water Supply) involves the application of other engineering principles in addition to checking for code compliance (design and constructability review). At the county level, plan review primarily, or in most cases solely, involves checking for code compliance. The PIG notes that the codes are only one of many aspects that factor into public health, safety, and welfare. This is why the Board currently will credit some, but not 100%, of plan review as qualifying lawful experience for licensure.
3. Based on the practices shared from the different county and state agencies participating as PIG consultants, there seem to be several options that can serve as a model for addressing hiring and retention challenges that do not involve changes to current licensure requirements.

Such strategies include: the rotation model previously maintained by the City and County of Honolulu and proposed by Maui County, changes to position requirements that allow for upward mobility that do not require PE licensure, and taking advantage of shortage differentials or other budgetary measures that can address salary incentives.<sup>16</sup>

4. Specifically, in discussion with DPP during the PIG consultant meetings, it seemed that one of DPP's primary concerns was providing a pathway for their employees to sit for the engineering exams. While it was clarified that individuals who do not meet Hawaii's requirements to test can currently get test approval from another jurisdiction and sit for that exam in a Hawaii testing location,<sup>17</sup> the PIG believes its decoupling recommendation might more immediately address the concerns raised, particularly as it is non-controversial and widely supported by the industry.

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<sup>16</sup> The PIG notes that the State recently approved salary increases for State engineers: [https://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/salary-schedules/https-dhrd-hawaii-gov-page\\_id11395/bu-13-engineer/](https://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/salary-schedules/https-dhrd-hawaii-gov-page_id11395/bu-13-engineer/)

<sup>17</sup> All NCEES exams are now computer-based-testing, so if an individual in Hawaii is approved by another state for an exam, they do not need to travel out of state and can remotely sit for the exam in a Hawaii testing location.

## 2. HAR revisions of lawful experience for code review: white paper/FAQs and provision for plan review

In PIG consultant discussions, clarification was requested regarding what qualifies as “lawful experience.” The PIG understands that applicants want to ensure that they have qualifying experience before applying for licensure. Therefore, the PIG recommends the Board consider issuing a white paper or FAQs clarifying the experience evaluation portion of the licensure process.

The PIG also comments that lawful experience is already defined in the Board’s administrative rules (“rules”), Hawaii Administrative Rules §16-115-39. The PIG considered including specific experience requirements in the rules, but reports that no other jurisdiction requires specific percentages for experience categories as it would be prohibitively onerous for applicants to further breakdown each experience record in their application, thereby causing unnecessary and impractical restrictions for determining qualification for licensure since each individual’s experience record is so unique. The PIG notes that nationwide, all engineer licensing boards’ laws and rules afford discretion to the professional expertise of appointed board members in determining an applicant’s qualifications for licensure, and place the onus on the applicant to demonstrate to the board that they are appropriately qualified for licensure.

However, because there appears to be confusion regarding “plan review” qualifying as “lawful experience,” and recognizing that Board members do rotate on and off the Board, **the PIG also recommends that the Board consider the following Rules revision to HAR 16-115-39, to clarify its current practice of accepting some, but not 100%, of plan review as qualifying experience, subject to the discretion of the Board:**

§16-115-39 Lawful experience. (a) The following may be acceptable lawful experience subject to the evaluation and approval of the board:

(1) Field, including construction, and office training or experience in engineering; under the supervision of licensed professional engineers who are in the same branch in which the person seeks licensure;

(2) Compliance review of plans for construction may be acceptable lawful experience for some of the required minimum years of lawful experience, subject to the evaluation and approval of the board;

~~[(2)]~~ (3) For structural engineering applicants from a jurisdiction in which structural engineering is considered a part of civil engineering, field and office training in structural engineering under the supervision of a licensed professional civil engineer in that jurisdiction; or

~~[(3)]~~ (4) Teaching in an accredited institution, school, or college of engineering. Maximum experience credit for teaching shall be one year of teaching third, fourth, or fifth year courses. One year of teaching shall be considered to be a total teaching load of twenty semester credit hours or thirty quarter credit hours. The teaching credit can be applied only where minimum full-time lawful experience requirements are more than two years...

### 3. Proposed language for limited & temporary license type

If all above recommendations are rejected and no further options exist for addressing legislative proposals like H.B. 1758 which seek to amend the Board's HRS to allow for 100% plan review to qualify an individual for PE licensure, the PIG recommends the Board consider the creation of a limited and temporary PE license. *Suggested language is included in the Report Appendix J.*

A few highlights of the proposed language:

- The scope of work authorized shall be limited to code compliance review of construction plans only;
  - Individuals who hold this license type shall not affix their limited, temporary license number to documents of any kind, nor shall they create a seal or stamp;
  - The limited, temporary license shall only be available to county-level employees and shall only be valid while employed by the Hawaii municipal agency.
-

# APPENDIX A

| <b>Jurisdiction</b> | <b>Allows 100% plan review to qualify for PE licensure</b>                         | <b>Issues a conditional PE license for government employees?</b> |
|---------------------|--|--|
| Alabama             | No   |  |
| Alaska              | No   | No   |
| Arizona             | Based on the determination of the Board, but likely no                             |  |
| Arkansas            | Based on the determination of the Board  | No   |
| California          | No   |  |
| Colorado            | No   |  |
| Connecticut         | Based on the determination of the Board  |  |
| Delaware            | Based on the determination of the Board  | No   |
| Florida             | No response; laws/rules indicate likely no <sup>1</sup>                            | No   |
| Georgia             | Dependent on whether plan review was under the direct supervision of a licensed PE | No   |
| Hawaii              | No   | No   |
| Idaho               | No response; laws/rules indicate likely no   |  |
| Illinois            | No   |  |
| Indiana             | No response; laws/rules indicate likely no   | No   |
| Iowa                | No response; laws/rules indicate based on the determination of the Board           |  |
| Kansas              | No response; laws/rules indicate based on the determination of the Board           | No   |
| Kentucky            | No   | No   |

<sup>1</sup> Where a board's laws/rules indicate "progressive experience" is required, the Board interpreted as "likely no" because the generally accepted application of progressive experience per NCEES is unlikely to consider 100% plan review of construction plans for code compliance as qualifying experience for licensure.

## EASLA Engineering Experience PIG Report

|                |  |    |
|----------------|--|----|
| Louisiana      | No   |    |
| Maine          | No   | No |
| Maryland       | Based on the determination of the Board    |    |
| Massachusetts  | Based on the determination of the Board    |    |
| Michigan       | No   |    |
| Minnesota      | No   |    |
| Mississippi    | No response; based on laws/rules likely no |    |
| Missouri       | No   | No |
| Montana        | No response; laws/rules unclear            | No |
| Nebraska       | Based on the determination of the Board    |    |
| Nevada         | No   | No |
| New Hampshire  | Based on the determination of the Board    |    |
| New Jersey     | No   |    |
| New Mexico     | No   |    |
| New York       | No   |    |
| North Dakota   | Based on the determination of the Board    | No |
| North Carolina | No   | No |
| Ohio           | No   | No |
| Oklahoma       | Based on the determination of the Board    | No |
| Oregon         | No   | No |
| Pennsylvania   | No   |    |
| Rhode Island   | Based on the determination of the Board    |    |
| South Carolina | No   | No |
| South Dakota   | No response; laws/rules unclear            | No |

## EASLA Engineering Experience PIG Report

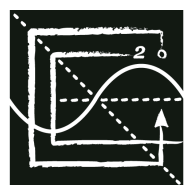
|                |   |    |
|----------------|---|----|
| Tennessee      | No response; based on laws/rules likely no                                |    |
| Texas          | No  | No |
| Utah           | No response; based on laws/rules likely no                                |    |
| Vermont        | No  |    |
| Virginia       | No response; laws/rules indicated based on the determination of the Board |    |
| Washington     | No  | No |
| West Virginia  | No  | No |
| Wisconsin      | No response; based on laws/rules likely no                                |    |
| Wyoming        | No  | No |
| DC             | No response; laws/rules indicated based on the determination of the Board |    |
| Guam           | No  | No |
| Puerto Rico    | No response; laws/rules unclear   |    |
| NMI            | No response; based on laws/rules likely no                                |    |
| Virgin Islands | No response   |    |

# APPENDIX B

# MODEL RULES

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August 2022



**NCEES**

**Vision**

The vision of NCEES is to provide leadership in professional licensure of engineers and surveyors through excellence in uniform laws, licensing standards, and professional ethics in order to safeguard the health, safety, and welfare of the public and to shape the future of professional licensure.

**Mission**

The mission of NCEES is to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public.

This mission is supported through its member boards, board of directors, staff, board administrators, and volunteers by:

- Providing outstanding nationally normed examinations for engineers and surveyors
- Providing uniform model laws and model rules for adoption by the member boards
- Promoting professional ethics among all engineers and surveyors
- Coordinating with domestic and international organizations to advance licensure of all engineers and surveyors



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National Council of Examiners for Engineering and Surveying®

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## PREFACE

### **Purpose of the NCEES *Model Law* and *Model Rules***

The vision of the National Council of Examiners for Engineering and Surveying (NCEES) is to provide leadership in professional licensure of engineers and surveyors through excellence in uniform laws, licensing standards, and professional ethics in order to safeguard the health, safety, and welfare of the public and to shape the future of professional licensure. The mission of NCEES is to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public.

NCEES serves as an organization through which its members—the engineering and surveying licensure boards in all U.S. states and territories—can counsel and act together to better discharge their duties as individual, autonomous regulatory agencies. One of the primary ways NCEES fulfills its vision and supports its mission is by providing the *Model Laws* and *Model Rules* for adoption by its member boards.

The NCEES *Model Law* sets forth broad ideas about the regulation of engineering and surveying licensure. It is an enabling document that defines the board's powers and duties. It is designed to assist legislative counsels, legislators, and NCEES members in preparing new or amendatory legislation. Each line in the sections is numbered to facilitate use of this document as a working model.

The *Model Rules* complements the *Model Law* by providing model rules and regulations for the ways member boards can carry out the general concepts introduced and set forth in the law. While it is designed to explain broad provisions stated in the *Model Law* by offering the details from an administrative perspective, the *Model Rules*, just like a board's regulations or rulemaking process, functions only within the authority granted by the *Model Law*. The *Model Rules* is designed to assist NCEES member board members, board counsel, and board administrators in preparing and updating board rules.

The bracketed and italicized language throughout the *Model Law* and *Model Rules* indicates areas where language may need to be customized for a jurisdiction.

By vote, the majority of NCEES member boards have agreed that the language in the *Model Law* and *Model Rules* represents the gold standard for engineering and surveying licensure requirements in the United States. Revisions to the *Model Law* and *Model Rules* are decided at the NCEES annual business meeting, and any motion to amend the *Model Law* or the *Model Rules* presented at an annual business meeting by an entity other than the Committee on Uniform Procedures and Legislative Guidelines (UPLG) shall be referred to the UPLG Committee for review and revision of the language for inclusion before it is presented for Council vote at the next scheduled annual meeting.

The intent of NCEES in preparing these uniform model documents is to present its member boards with a high-level benchmark—and yet a sound and realistic guide—that will provide greater uniformity of qualifications for licensure, raise these qualifications to a higher level of accomplishment, and simplify the interstate licensure of engineers and surveyors.

## 230.20 Experience

### A. As a Professional Engineer<sup>1</sup>

In evaluating experience that indicates to the board that the applicant may be competent to practice engineering, the following will be considered:

1. Experience must be progressive on engineering projects and must demonstrate an increasing quality and responsibility. Experience must be obtained in accordance with *Model Law 130.10*.
2. Only work of an engineering nature that follows graduation from a program that meets the criteria set forth in *Model Law 130.10 B.2.a(1)* is acceptable.
3. A graduate degree that is used to satisfy education requirements cannot be applied for experience credit toward licensure. To be eligible for experience credit, graduate degrees shall be relevant to the applicant's area of professional practice. Experience credit for a graduate degree cannot be earned concurrently with work experience credit.
4. Experience must be obtained in compliance with the licensure act.
5. Experience gained in the armed services must be of a character equivalent to that which would have been gained in the civilian sector doing similar work.
6. Experience should be gained under the supervision of a licensed professional engineer; if it is not, an explanation must be made showing why the experience should be considered acceptable. Experience gained under the technical supervision of an unlicensed individual may be considered if the appropriate credentials of the unlicensed supervisor are submitted to the board.
7. Sales experience must demonstrate that engineering principles were required and used in gaining the experience.
8. Teaching experience must be in engineering or engineering-related courses at a junior-, senior-, or graduate-level in a college or university offering an engineering program of four years or more that is approved by the board.
9. Experience may be gained in engineering research and design projects by members of an engineering faculty where the program is approved by the board.
10. Experience may be gained in engineering research by industry or government employees.
11. Experience must have been gained by the time of the application.
12. Experience in construction must demonstrate the application of engineering principles.
13. Experience must include demonstration of a knowledge of engineering mathematics, physical and applied science, properties of materials, and the fundamental principles of engineering design.
14. Experience must include demonstration of the application of engineering principles in the practical solution of engineering problems.
15. The board may deem professional experience acquired by applicants outside the United States to be equivalent to the minimum board requirements established by regulations for professional experience in that jurisdiction.

### B. As a Professional Surveyor<sup>2</sup>

In evaluating experience that indicates to the board that the applicant may be competent to practice surveying, the following will be considered:

1. Experience must be progressive on surveying projects and must demonstrate an increasing quality and responsibility. Experience must be obtained in accordance with *Model Law 130.10*.
2. Experience must be obtained in compliance with the licensure act.

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<sup>1</sup> Experience may be summarized as shown in Appendix A, Suggested Guidelines for Evaluating Progressive Engineering Experience. Appendix A is for reference only, and the language should not be adopted into the board rules.

<sup>2</sup> Experience may be summarized as shown in Appendix B, Suggested Guidelines for Evaluating Progressive Surveying Experience. Appendix B is for reference only, and the language should not be adopted into the board rules.

## APPENDIX A

### Suggested Guidelines for Evaluating Progressive Engineering Experience

The following is a partial list of work experiences that may be useful in guiding, mentoring, and verifying acceptable experience of engineer interns and/or intern applicants. There are no correct answers to the following questions. The profile of each applicant will provide the board a basis for more specific questions.

#### Practical Application of Theory

1. Analysis: Of operating conditions; performance assessment; feasibility studies; constructability; value engineering; safety; environmental issues; economic issues; risk assessment; reliability; other *[list]*:  

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2. Design: Construction plan or specification preparation; product specifications; component selection; maintenance and social implications of final product; other *[list]*:  

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3. Testing: Developing or specifying testing procedures; verifying functional specifications; implementing quality control and assurance; maintenance and replacement evaluation; other *[list]*:  

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4. Implementation: Of engineering principles in design, construction, or research; performance of engineering cost studies; process flow and time studies; implementation of quality control and assurance; safety issues; and environmental issues; other *[list]*:  

---

---
5. Systems Application: Evaluation of components of a larger system; evaluation of the reliability of system parts; design and evaluation of equipment control systems while considering ergonomics, utility, manufacturing tolerances, and operating and maintenance concerns; the engineering required to establish programs and procedures for the maintenance and management of buildings, bridges, and other types of structures where failure or improper operation would endanger the health, safety, or welfare of the public; other *[list]*:  

---

---
6. Time in the Engineering Process: Difficulties of workflow; scheduling; equipment life; corrosion rates and replacement scheduling; other *[list]*:  

---

---
7. Knowledge and Understanding: Codes, standards, regulations and laws that govern applicable activities; other *[list]*:  

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**Management**

Management in engineering works includes supervising staff, managing engineering projects, and managing and administering technology as it is applied in the field or in construction. It may involve:

1. Planning: Developing concepts, evaluating alternative methods \_\_\_\_\_
2. Scheduling: Preparing task breakdowns and schedules \_\_\_\_\_
3. Budgeting and Contracting: Cost estimating and control, contract development \_\_\_\_\_
4. Supervising: Organizing human resources, motivating teams, directing and coordinating project resources \_\_\_\_\_
5. Project Control: Complete or partial project control \_\_\_\_\_
6. Risk Assessment: Assessment of risk associated with the progression of the project \_\_\_\_\_

**Communication Skills**

1. Accumulates project knowledge through interpersonal communication with supervisors, clients, subordinates, or team interaction \_\_\_\_\_
2. Transmits project knowledge in verbal or written methods to clients, supervisors, subordinates, general public, or team members. Examples would be via meetings, written reports, public hearings and reporting of findings and suggestions, other written correspondence and/or verbal briefings. \_\_\_\_\_

**Social Implications**

1. Promotes and safeguards the health, safety, and welfare of the public as demonstrated in daily work activities \_\_\_\_\_
2. Demonstrates an awareness of the consequences the work performed may incur and a desire to mitigate or eliminate any potential negative impact \_\_\_\_\_
3. Follows a code of ethics that promotes a high degree of integrity in the practice of professional engineering \_\_\_\_\_

# APPENDIX C

## Notes from the June 17, 2024 Teams Meeting

### EASLA Engineering Experience P.I.G.

Start: 11:00 a.m. / End: 11:58 a.m.

#### **Present:**

- Tony Lau (EASLA Board)
- Howard Lau (EASLA Board)
- Clayton Pang (EASLA Board)
- Sheena Choy (EASLA Board staff)
- Dawn Takeuchi-Apuna (City & County of Honolulu, Dept. of Planning & Permitting)
- Norren Kato (County of Hawaii Planning Dept.)
- Troy Tanigawa (County of Kauai Public Works)
- Robin Shishido (Hawaii Dept. of Transportation)
- Patrick Chun (Honolulu Board of Water Supply)
- Dayna Nemoto-Shima (ASCE Hawaii)
- Abel Siu (ASME Hawaii)
- Timothy Goshi (SEAOH)
- Charles Jury (ACEC Hawaii)
- John Lamer (APWA)
- Ryan Wubbens (IEEE Hawaii)
- Chris Pruitt (SFPE Hawaii)
- Dr. Philip Ooi (UH Manoa Engineering Dept.)

#### **Excused:**

- Kevin Katayama (EASLA Board)
- Dan Hirota (EASLA Board)
- John Smith (County of Maui, Dept. of Public Works)
- Richard Furst (AIA Hawaii)

---

#### 1. Introductions

#### 2. Welcome & Agenda

##### a. What is a P.I.G.?

A “Permitted Interaction Group” or “PIG” is authorized by Hawaii Revised Statutes (HRS) §92-2.5(b). PIGs may be formed by State boards to investigate specified issues outside of regularly scheduled board meetings, so long as the PIG follows certain guidance for formation and reporting, and there is less than a quorum of board members on the PIG.

PIGs may also consult with external stakeholders or subject matter experts as a part of their investigation.

The process for PIG formation and reporting requires three Board meetings: (1) At the first meeting, the PIG members and scope of investigation are established; (2) At a second meeting, the PIG shares its report to the Board, public testimony is welcomed, but the Board may not discuss at this time; (3) At the third and final meeting, the Board can discuss the PIG report, again receive public testimony, and take action on the report, as needed.

b. Role of Participants

Sheena stated that the PIG is currently composed of five (5) EASLA Board members – Dan Hirota, Kevin Katayama, Howard Lau, Tony Lau, and Clayton Pang. Due to guidance from the Office of Information Practices (“OIP”), she clarified that the PIG cannot add new members after it is established. Therefore, the external stakeholders joining the call are participating in the PIG’s investigative process as PIG consultants.

As consultants, the representatives from the various organizations can meet with PIG members, provide subject matter expert input, and provide feedback on the PIG report. However, it is the responsibility of the PIG members to draft and present the report.

c. Context for the Engineering Experience P.I.G.

Sheena reported that the Engineering Experience PIG was formed at the Board’s June 22, 2023 meeting in response to bills introduced during the 2023 legislative session. Since then, the PIG has been researching other state regulations to understand the trends and practices for engineering licensure nationwide.

During the 2024 legislative session, H.B. 1758 was introduced as a similar measure to bills in 2023. In its most recent draft, it proposed to amend the EASLA statute, HRS §464-8, to allow for 100% plan review by employees of municipalities to meet the experience qualifications for Professional Engineering (“PE”) licensure.

The Board opposed the bill for health, safety, and welfare concerns, since it does not currently consider 100% of any one type of experience as meeting the qualifications for licensure; the Board evaluates the entirety of an applicant’s record to determine if they have the minimum breadth and depth of experience to safely practice as a PE as defined by HRS §464-1. Proponents advocated that the bill would assist government agencies in hiring and retaining employees.

H.B. 1758 ultimately died in Conference. However, the House Committee on Consumer Protection & Commerce (CPC) and the Senate Committee on Commerce & Consumer Protection (CPN) requested the PIG report its findings back to the legislature in October 2024.

Due to the reporting requirements of the PIG, the draft PIG report will be shared at the Board’s August 8, 2024 meeting, the final board will be discussed at the October 10, 2024 meeting, and the PIG will report to the legislature at the end of October.

d. Summary of Research

Tony Lau, Chair of the Engineering Experience PIG, stated that organization that administer the licensure exams for engineers and surveyors is called the National Council of Examiners for Engineering and Surveying (“NCEES”). He reported that the PIG has researched the PE licensure requirements for all the NCEES member boards, which includes all 50 states, D.C., and the U.S. territories. The PIG has looked over NCEES member boards’ laws and rules on PE licensure and reached out to their board contact for additional information regarding lawful experience for licensure.

Tony reported that the vast majority of jurisdictions require a diverse amount of experience for PE licensure.

The PIG also found that some states are like Hawaii in requiring experience requirements to be met prior to taking the licensure exams. However, the national trend is moving towards separating the exam approval and licensure processes, also referred to as “decoupling.” For states that are decoupled, individuals do not have to submit an application with their state board in order to sit for the Principles and Practice of Engineering (“PE”) exam and can register directly with NCEES, provided they hold an ABET-accredited degree and have passed the Fundamentals of Engineering (“FE”) Exam. However, all individuals must still submit an application for licensure, meeting all education, experience, and exam requirements upon the time of licensure application.

Further, many states have adopted the NCEES “Model Law,” which requires that an applicant demonstrate progressive experience to qualify for licensure.

Sheena added that in addition to the laws and rules research that the PIG conducted, they have also been investigating other issues related to engineering experience requirements including:

- An administrative rules change to Hawaii Administrative Rules (“HAR”) 16-115 to allow for decoupling;
- Alternatives to PE licensure that still recognize related aspects in the engineering profession (e.g. ICC Credentialing);
- Working with counties and other agencies to amend their position descriptions to better align employees’ responsibilities with pathways to licensure;
- Educational outreach to clarify the exam and licensure processes in schools and elsewhere

Tony noted that for the Western states and the island jurisdictions (Guam, Northern Mariana Islands) do require diverse experience in order to meet the experience requirements for PE licensure.

3. Discussion

Robin (HDOT) stated that it would be good for candidates to be able to sit for the exam prior to meeting the experience requirements for licensure. Since the average candidate

must accumulate four (4) years of experience to qualify for the exam, they must wait for a long time. He stated that he used to live in Arizona, which required four (4) years of experience to qualify; however, California only required two (2) years. Many people drove from Arizona to California to sit for the exam earlier. Eventually, Arizona changed its laws and rules to allow for candidates to sit for the exam while still accumulating the necessary years of experience for licensure. He tells the younger engineers in Hawaii to take the exam earlier in California to get the PE exam out of the way before you forget what you learned in college.

Dawn (DPP) stated that DPP introduced H.B. 1758 this legislative session and introduced similar measures in 2022 and 2023. The reason DPP introduced the bill was to be able to plan examining engineers to add capacity and to let their employees know that four years of experience at DPP would qualify them to sit for the PE exam. She stated that DPP's ability to hire affects plan review time. She noted that there were arguments against the bill for health, safety, and welfare concerns which DPP does not understand because DPP checks building codes.

Phillip (UH Manoa) stated that the Accreditation Board for Engineering and Technology ("ABET") is requiring that all engineering design classes be taught by licensed professionals by its 2027 re-evaluation. They are currently in a hiring phase and have hired many new professors who are not currently licensed, and UH hopes they can be licensed quickly so they are in ABET compliance. Only five (5) out of 21 faculty are licensed. He also advises their students to test early in California.

Sheena asked for clarification regarding any issues encountered along the licensure pathway for UH professors.

Phillip clarified that with a Master's, or in the faculty's case Ph.D., faculty need three years of work experience to be eligible to take the P.E. exam. Since ABET is coming in 2027 and since UH is hiring now, there isn't much time for them to attain licensure. So, any measure by the Board to speed things up that would allow UH faculty to take the P.E. exam earlier would be helpful.

Clayton (EASLA Board) clarified that all the exams have transitioned to computer-based testing, and most are now offered year-round, which allows individuals greater flexibility in their exam timelines.

Sheena stated that the EASLA Board has started discussion regarding whether to decouple at its June 6, 2024 meeting. They will continue the discussion at subsequent Board meetings and will likely reach a position before the end of the year.

Charles (ACEC Hawaii) stated that they sent out a poll to their membership regarding H.B. 1758. ACECH members include structural, civil, electrical, landscape architects, surveyors. The poll will officially close on 6/18, but to-date they have received responses from 40 members, spanning 25 companies. Of the 40, 39 are licensed; ACECH felt that it mattered to know whether a respondent was licensed when asking a question about licensure. The poll took the language from H.B. 1758 and asked, "Yes or No: For

employees of municipalities, lawful experience in engineering work includes compliance review of plans applicable to the specific engineering field.” They also provided the definitions of “professional engineer” in HRS §464-1 and HAR §16-115-39 which defines “lawful experience.” Preliminarily 38% responded “yes,” and 62% responded “no.”

Charles further reported that ACECH remained silent on this issue during the 2024 legislative session because there was no clear consensus around the issue from their membership.

Charles asked if DPP plans examiners have historically been allowed to be licensed; is this a new issue.

Dawn replied that DDP’s issue is that some plans examiners in the past have been approved to take the exam with four (4) years of experience. They would like clarity as to whether government plans review experience alone would qualify someone to sit for the exam.

Sheena stated that each application is reviewed on an individual basis, so past applicants may have applied with other experience in addition to government plans review, that allowed them to qualify for licensure or to sit for the exam. Additionally, during hearings for H.B. 1758, there appeared to be some confusion as to whether the Board accepted any plans review as qualifying lawful experience. The Board clarified during in testimony that it does accept some plan review, just not 100% plan review as meeting the experience qualifications for licensure. In evaluating experience, the Board references the definition of “professional engineering” in HRS §464-1:

“Professional engineer” means a person who holds oneself out as able to perform, or who does perform, any professional service such as consultation, investigation, evaluation, planning, design, or observation of construction or operation, in connection with any public or private utilities, structures, buildings, machines, equipment, processes, works, or projects, wherein the safeguarding of life, health, or property is concerned or involved, when such professional service requires the application of engineering principles and data.

This definition outlines the scope of work that PEs are authorized to perform. Therefore, the Board evaluates experience to determine whether an individual is minimally competent to perform the responsibilities authorized with a license, and that a PE assumes liability for in the work.

Dawn asked if the Board is allowed to decouple, how does that work with allowing someone to sit for the exam with qualifying experience.

Sheena replied that since Hawaii is currently not decoupled, there are currently two pathways to licensure. One of the pathways is the “exam” pathway – an applicant applying “via exam” submits an application for approval to sit for the exam. If they pass the exam, that same application qualifies them for PE licensure. If the Board moves to decouple, qualified applications can sit for the exam without needing to submit an application with the Board. Decoupling would allow them to take the PE exam before or

while compiling the requisite experience for licensure. They would still need to apply and meet the education, exam, and experience qualifications for licensure.

Tony added that if decoupling is approved, review of the experience would take place after an individual has passed the exams.

Tim (SEAOH) stated that they polled their association and got similar responses as ACECH – 2:1 opposed. He stated that one of the comments was notable – that their structural engineer members rarely get comments back on their drawings. So, the individual wondered about the depth and breadth of the actual code compliance review. Members who responded in favor of the measure noted that the structural exam is especially grueling, so if you pass, to some degree, you have some level of minimum competency to do the work.

Sheena asked if Tim could describe the minimum competency they would expect an Engineer in Training (“EIT”) to have versus a licensed PE.

Tim replied that if an individual can pass the structural engineering exam, they should have progressed to working on systems, and not so much design. Having taken the exam himself, it is grueling for a reason.

Dayna (ASCE Hawaii) shared input from some of their members; their poll will close at the end of the day. Preliminarily, they received similar responses to ACECH. The poll question used the language of H.B. 1758, “Agree or disagree: For employees of municipalities, lawful experience in engineering work includes code compliance review of plans for construction applicable to the specific engineering field.” 53% responded “no/disagree,” 38% responded “yes/agree,” and 7% had no opinion.

ASCEH also polled a follow up question, “If a person’s experience included only code compliance review of plans for construction, should that person qualify for PE license?” 46% said “yes,” 54% felt it should include other work experience.

Dayna asked if the bill were to go through as it is currently worded, would it allow individuals to sit for the exam directly, while also allowing for those people to automatically qualify for licensure.

Sheena replied that since the Board is currently coupled, the latest language of H.B. 1758 would allow employees of municipalities with 100% plan review experience to both qualify to sit for the exam and to qualify for PE licensure. She added that the Board receives applications from individuals nationwide as well as overseas, not just from Hawaii. This allowance would cover such individuals as well.

Dayna stated that she feels there is a big difference between being allowed to sit for the exam and being qualified for PE licensure. She stated that ASCEH would likely be more in favor of decoupling but would be concerned about changing the requirements of HRS §464-8.

Ryan (IEEE) stated that many of their younger members do take the test with other jurisdictions that are decoupled. So their membership would be in favor of decoupling to allow individuals the flexibility to test when they feel they are ready.

Ryan also commented on the information that H.B. 1758 would allow for experience in plan review to count from other jurisdictions as well. He stated that they would have to poll their members, but he imagines there would be concern about reviewers from other jurisdictions having much lower quality plan review than Hawaii. He stated that certain states perform very minimal reviews.

Howard (EASLA Board) stated that the majority of the country has decoupled and based on the discussion by the Board at its June 6, 2024 meeting, the Board seems favorable to decoupling. For licensure, experience review would still be required.

Norren (County of Hawaii Planning Dept.) stated that he is a planner. He understands that licensed professional engineers need the requisite experience. However, if he were an engineer, he would like to have a clear pathway to PE licensure. He asked if the Board could discuss with the counties what other experience is needed for licensure in addition to plan review. If the experience is currently unavailable to county employees, he suggested that the counties may need to find a way to incorporate that experience into their positions.

Dawn stated that there is uncertainty at DDP as to whether plans examiners need to leave DPP in order to take the exam. It would be helpful to have clearer requirements for licensure.

Patrick (BOW) stated that the Board of Water Supply also does plan review. However, they have had no issues with getting their engineers licensed. Their employees have other duties, in addition to just plan review, including: solving problems during construction, providing technical assistance, and their plan review work also includes design, which is more than just reviewing for code. BOW employees also give their input in design decisions.

#### 4. Timeline & Next Steps

##### Reporting Timeline:

- July: 2<sup>nd</sup> PIG meeting week of July 15
- Aug: PIG report presented to the Board, with public testimony only
- Sept: Additional input from PIG consultants
- Oct: PIG report discussed by Board, with public testimony
  - End of Oct: PIG presents report to legislature

Link to scheduling for 2<sup>nd</sup> PIG meeting; replies requested by EOD 6/24:

<https://www.when2meet.com/?25346230-XeGLY>

Requesting that by the next meeting, members/employees are polled on the issues discussed at this meeting, including input on H.B. 1758.

## Notes from the July 19, 2024 Teams Meeting

### EASLA Engineering Experience P.I.G.

Start: 9 a.m. / End: 10:05 a.m.

#### **Present:**

- Tony Lau (EASLA Board)
- Howard Lau (EASLA Board)
- Clayton Pang (EASLA Board)
- Sheena Choy (EASLA Board staff)
- Dawn Takeuchi-Apuna (City & County of Honolulu, Dept. of Planning & Permitting)
- Bryan Gallagher (City & County of Honolulu, Dept. of Planning & Permitting)
- Troy Tanigawa (County of Kauai Public Works)
- John Smith (County of Maui, Dept. of Public Works)
- Robin Shishido (Hawaii Dept. of Transportation)
- Dayna Nemoto-Shima (ASCE Hawaii)
- Abel Siu (ASME Hawaii)
- Grant Okunaga (SEAOH)
- Nimr Tamimi (ACEC Hawaii)
- Dr. Philip Ooi (UH Manoa Engineering Dept.)
- Richard Furst (AIA Hawaii)

#### **Excused:**

- Kevin Katayama (EASLA Board)
- Norren Kato (County of Hawaii Planning Dept.)
- Patrick Chun (Honolulu Board of Water Supply)
- Ryan Wubbens (IEEE Hawaii)
- Chris Pruitt (SFPE Hawaii)
- John Lamer (APWA)

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#### 1. Roll Call

#### 2. Recap of June 17, 2024 Meeting

##### a. What is a P.I.G.?

A “Permitted Interaction Group” or “PIG” is authorized by Hawaii Revised Statutes (HRS) §92-2.5(b). PIGs may be formed by State boards to investigate specified issues outside of regularly scheduled board meetings, so long as the PIG follows certain guidance for formation and reporting, and there is less than a quorum of board members on the PIG.

PIGs may also consult with external stakeholders or subject matter experts as a part of their investigation. All those on the call are participating as PIG consultants.

As consultants, the representatives from the various organizations can meet with PIG members, provide subject matter expert input, and provide feedback on the PIG report. However, it is the responsibility of the PIG members to draft and present the report.

b. Context for the Engineering Experience P.I.G.

Sheena recapped that the Engineering Experience PIG was formed at the Board's June 22, 2023 meeting in response to bills introduced during the 2023 legislative session proposing amendments to PE experience requirements for licensure. Since then, the PIG has been researching other state regulations to understand the trends and practices for engineering licensure nationwide.

During the 2024 legislative session, H.B. 1758 was introduced as a similar measure to bills in 2023. In its most recent draft, it proposed to amend the EASLA statute, HRS §464-8, with the purpose: "Clarifies that code compliance review of plans for construction applicable to the specific engineering field is considered lawful experience in engineering work for employees of municipalities."

H.B. 1758 died in Conference. However, it would have created a specific allowance for applicants with solely county-level plan review experience to meet the experience qualifications for licensure.

Proponents advocated that the bill would assist government agencies in hiring and retaining employees and would also allow their employees to sit for the PE exam.

The Board understands hiring challenges, but opposed the bill for health, safety, and welfare concerns, since it does not currently consider 100% of any one type of experience as meeting the qualifications for licensure; the Board evaluates the entirety of an applicant's record to determine if they have the minimum breadth and depth of experience to safely practice as a PE in responsible charge as defined by HRS §464-1.

c. Decoupling

There was also discussion at the June 17, 2024 PIG consultant meeting about the Board "decoupling" the experience and exam requirements. Currently, applicants must meet the experience requirements to sit for the PE exam.

If the Board moves to decouple, there would be a separate approval process for exam and licensure. Graduates with an ABET-accredited degree could register directly with NCEES to test and would not have to submit an application with the board for approval (i.e. they could test while still accumulating required years of experience.) However, they would still need to meet the experience requirements for licensure.

The Board has already begun decoupling conversations and will hopefully reach a position at its upcoming August 8, 2024 meeting.

d. Clarification of Exam Logistics

Sheena stated that the PIG noted some confusion around exam-taking logistics after the June meeting. She clarified that all NCEES FE and PE exams are now computer-based testing (CBT), and most are available year-round. Additionally, if an individual is approved to test by another state, they can still take the exam physically in Hawaii (e.g. an individual could get approval to sit for the PE exam by California, but they could take the test in Hawaii without physically flying to California).

3. Sharing of Poll Results

PIG consultants were asked to poll their respective organizations regarding engineering experience licensure requirements. The PIG provided several suggested questions:

1. Yes or No: 100% of code compliance review of plans for construction as a municipal employee should qualify an individual for PE licensure
2. Yes or No: I support decoupling (i.e. allowing an individual with an accredited degree who has passed the FE to test while still accumulating experience required for licensure)
3. Yes or No: Passing the PE exam alone is sufficient to determine if an individual is qualified for licensure (i.e. experience is not needed to determine readiness for licensure)
4. Yes or No: One type of experience alone would be sufficient for someone to practice as a PE
5. Open-ended: Questions I have about PE licensure in Hawaii

Dayna (ASCE Hawaii) shared that they do not have any new information to share since the first meeting as their poll results have remained relatively the same. She recapped that the poll question used the language of HB 1758 and asked, "Agree or disagree: For employees of municipalities, lawful experience in engineering work includes code compliance review of plans for construction applicable to the specific engineering field."

About 1/3 said "yes," 2/3 "no" with about 7% having no opinion. Of those that agreed, respondents were split as to agreeing that only code compliance review should qualify for PE licensure.

Abel (ASME Hawaii) reported that their poll of nine members resulted in the following:

1. 100% of code compliance review of plans for construction as a municipal employee should qualify an individual for PE licensure. – 5 yes, 4 no
2. I support decoupling (i.e. allowing an individual with an accredited degree who has passed the FE to test while still accumulating experience required for licensure) – 5 yes, 4 no

3. Passing the PE exam alone is sufficient to determine if an individual is qualified for licensure (i.e. experience is not needed to determine readiness for licensure) – 1 yes, 8 no
4. One type of experience alone would be sufficient for someone to practice as a PE – 7 yes, 2 no

Grant (SEAOH) reported the following:

1. 100% of code compliance review of plans for construction as a municipal employee should qualify an individual for PE licensure – members voted “no”
2. I support decoupling (i.e. allowing an individual with an accredited degree who has passed the FE to test while still accumulating experience required for licensure) – members voted “no”
3. Passing the PE exam alone is sufficient to determine if an individual is qualified for licensure (i.e. experience is not needed to determine readiness for licensure) – members voted “no”
4. One type of experience alone would be sufficient for someone to practice as a PE – members voted “no”

Phillip (UH Manoa) reported that he didn't circulate the survey because it's summer and their employees are nine-month employees. However, they maintain the same comments they shared in the June meeting that the Accreditation Board for Engineering and Technology (“ABET”) is requiring that all engineering design classes be taught by licensed professionals by its 2027 re-evaluation. They are currently in a hiring phase and have hired many new professors who are not currently licensed, and UH hopes they can be licensed quickly so they are in ABET compliance. They would support decoupling as many professors do not yet have the requisite experience for approval to sit for the exams.

Richard (AIA Hawaii) reported that the survey was sent to the AIA Hawaii and AIA Honolulu Boards, which distributed it in the AIA state-wide newsletter. The survey respondents included licensees practicing on multiple islands and working within all firm sizes on varied building types. They received 24 responses. Respondents ranged from 9 to 37 years of experience, with an average of 23 years. All responses came from Hawaii licensed architects. Eight of the responses came from architects who are additionally licensed in other jurisdictions. AIA Hawaii also asked:

1. 100% of code compliance review of plans for construction as a municipal employee should qualify an individual for PE licensure – 22 no, 2 no opinion
2. I support decoupling (i.e. allowing an individual with an accredited degree who has passed the FE to test while still accumulating experience required for licensure) – 12 yes, 9 no, 3 no opinion
3. Passing the PE exam alone is sufficient to determine if an individual is qualified for licensure (i.e. experience is not needed to determine readiness for licensure) – 1 yes, 23 no
4. One type of experience alone would be sufficient for someone to practice as a PE – 2 yes, 21 no, 1 no opinion
5. Do agree with the following statement? As an Architect-of-Record, I would engage a licensed PE as my consultant for a project if that person's entire

pre-licensure experience consisted of code compliance review of plans for construction as a municipal employee. – 1 yes, 23 no, 0 no opinion

Richard highlighted the following comments from respondents:

- “I believe there are better ways to recruit or retain municipal employees than weakening the requirements for PE licensing (and thereby the associated consumer protection afforded by maintaining the current rigorous experience requirements).”
- “Formal education and experience should be considered in professional licensure.”
- “Code compliance, review, comments, opinions, and interpretations is a very narrow aspect of a professional architect or engineer’s qualifications and experience. There is very little, if any, exposure in other key aspects (design, professional practice, communication skills, time management and judgment, materials and methods, systems, various engineering disciplines outside of the immediate area of interest and practice).”
- “Buildings are complicated. I think there would be a gap in knowledge if someone did not experience designing and calculating the engineering and instead only observed and reviewed designs.”

Therefore, based on the survey results, AIA would recommend to the PIG to oppose HB 1758 as written. There was no clear consensus around decoupling; however, they note that decoupling for the PE roughly parallels Hawaii’s licensing requirements for architects, where graduates of NAAB-accredited programs may sit for their exams while still completing experience internship hours.

Dawn (C&C Honolulu) stated that while polling provides some perspective, she questions if this is the purpose of the PIG – should the PIG be basing its decisions on a just opinion. She stated that there are entities that are not necessarily friendly towards DPP’s review so she could see how private sector would be against helping DPP. She asked if this was the only information that the PIG will be considering when deciding whether to accept county-level plan review as qualifying experience for PE licensure.

Sheena replied that the purpose of the polling is to get a general feel from stakeholders in both the public and private sectors. The poll results would be one of the many resources considered by the PIG in its final recommendations to the Board. Since the Board is a state board, the changes proposed in the bill have implications for the entire State of Hawaii.

Dawn stated that if DPP was polled, 100% of their employees would be in favor of considering 100% plan review as qualifying for PE licensure.

Richard stated on behalf of AIA, he believes that everyone in AIA and the private engineering and architecture sector would love to see more individuals recruited and retained at DPP. It is in all design professionals’ best interests to have the permitting process go as smoothly as possible so that everyone can have their projects move forward expeditiously. There are no feelings of animosity from AIA members and they are very much in favor of anything that can be done to support DPP. However, their foremost responsibility as design professionals is protection of public welfare and AIA is

concerned that when the qualifications for engineering licensure are compromised, this may degrade the public protection currently provided by licensure requirements.

Dawn stated that code compliance helps ensure public health, safety, and welfare, so it is unclear why the work would not qualify for PE licensure.

Nimr (ACEC Hawaii) stated that they did poll their members, but due to the global computer glitch he does not have the exact data today. Generally, with regards to the consideration of plan review as lawful experience, about 2/3 of membership did not agree. They felt an individual should have additional experience, like design, to qualify for licensure. They will share the full data once their computers are working again.

John (Maui County) reported that he had a meeting with all the engineering managers from Public Works, Water Supply, etc. and Maui county has a similar problem as all government agencies in terms of hiring and retaining engineers. They did not do a formal poll, but generally they agreed that they do not want to compromise the experience component of PE licensure. They believe engineers need a broad range of experience before licensure. Maui County is looking at ways to rotate non-licensed engineers within the county to gain the requisite experience to qualify for licensure. They did not get into a discussion about decoupling, but the engineering managers did not feel strongly either way. They are focused on rebuilding Lahaina, but they don't think that changes to the licensure requirements is the solution for Maui County's hiring and retention challenges.

Sheena asked if John could elaborate on what he mentioned regarding rotating engineers for additional experience.

John replied that in Maui County, non-licensed engineers (mostly civil) fall into certain categories of work. They are considering rotating the non-licensed engineers into other departments to gain experience to meet the minimum licensure requirements. They are going to start exploring this strategy if need be, and anticipate the rotations being fairly easy. They are looking at all different ways, aside from licensure, to recruit and retain.

Troy (Kauai County) reported that he circulated the questions to Public Works and Water Department. Only licensed PEs were polled.

1. 100% of code compliance review of plans for construction as a municipal employee should qualify an individual for PE licensure – 4 yes, 2 no
2. I support decoupling (i.e. allowing an individual with an accredited degree who has passed the FE to test while still accumulating experience required for licensure) – 2 yes, 4 no
3. Passing the PE exam alone is sufficient to determine if an individual is qualified for licensure (i.e. experience is not needed to determine readiness for licensure) – 6 no
4. One type of experience alone would be sufficient for someone to practice as a PE – 4 yes, 2 no

Robin (HDOT) stated they have both licensed and unlicensed engineers who perform plan review; he's sure that they would like that experience to be credited towards licensure. He has spoken to a few employees about decoupling and they are in support

of decoupling. He hopes to have the final results of a formal poll to the PIG soon. Regarding retaining engineers, it would be great if there could be clear pathways to licensure. Recently, the City and County of Honolulu and the State increased the pay for engineers. He believes the licensed engineers will see a significant pay raise.

Sheena shared the results from BOW on behalf of Patrick. There were 13 respondents:

1. Do you support HB 1758 (100% of code compliance review of plans for construction as a municipal employee should qualify an individual for PE licensure)? [yes or no] 69% said yes, 31 % said no
2. Do you support Decoupling (allowing an individual with an accredited degree who has passed the FE to test while still accumulating experience required for licensure)? [yes or no] 54% said yes, 46% said no
3. Passing the PE exam alone is sufficient to determine if an individual is qualified for licensure (experience is not needed to determine readiness for licensure)? [yes or no] 100% said no
4. One type of experience alone would be sufficient for someone to practice as a PE? [yes or no] 77% said yes, 23% said no

Noted question: "Can there be additional language for the plans review work that BWS does. I know BWS engineers are usually ok on qualifications, but it would make recommendations much easier if it was identified in the bill."

Sheena shared the results from IEEE on behalf of Ryan:

1. Yes or No: 100% of code compliance review of plans for construction as a municipal employee should qualify an individual for PE licensure? – 3 yes, 3 no
2. Yes or No: I support decoupling (i.e. allowing an individual with an accredited degree who has passed the FE to test while still accumulating experience required for licensure) – 4 yes, 2 no
3. Yes or No: Passing the PE exam alone is sufficient to determine if an individual is qualified for licensure (i.e. experience is not needed to determine readiness for licensure) – 0 yes, 2 no
4. Yes or No: One type of experience alone would be sufficient for someone to practice as a PE – 1 yes, 1 no
5. Yes or No: Are you currently a licensed PE with the State of Hawaii – 1 yes, 5 no

Bryan (C&C Honolulu) asked what the benefits are to the overall design professional community to not allow plan reviewers to sit for the PE exam.

Tony replied that currently there are three "legs" for PE licensure – education, experience, and exam. The Board's laws/rules require that for an individual to sit for the PE exam through Hawaii, they would need to meet the lawful experience requirement for licensure, since the exam and experience are "coupled." The Board is currently considering "decoupling," which would allow individuals to register directly with NCEES, the testing

organization, without submitting an application to the Board. Once they pass the exams and meet the experience requirements, then they can apply with the Board for PE licensure.

Additionally, if approved for the PE exam by another state, an individual located in Hawaii could sit remotely for the exam in Hawaii, since the NCEES exams are now all CBT.

Bryan asked for clarification if the concern is that plan reviewers only have experience in plan review and not design.

Tony replied that the Board's concern is that having just one type of experience would not be sufficient to ensure that you can safely be in responsible charge of engineering work as a fully licensed PE.

Sheena added that the Board currently accepts some plan review experience as qualifying lawful experience, just not 100% of only plan review. The Board's position during the past legislative session was that an individual needed a broader range of engineering experience to ensure the health, safety, and welfare of the public. It is not the intention of the Board to block anyone unnecessarily from licensure, but public welfare is the Board's foremost concern. With regards to the exam, decoupling, if adopted, would potentially allow individuals to test while still accumulating experience. This would make exam approval and licensure separate processes.

Dawn asked if the Board is not considering plan review as qualifying experience for licensure; is the Board now only looking at decoupling.

Tony replied that the purpose of the PIG consulting with the public and private stakeholders is to solicit comments regarding the current engineering licensure experience requirements. They are looking at all the lawful experience requirements.

Howard (EASLA) stated that one of the concerns of the Board is regarding structural review. An individual reviewing structural plans may be able to check on certain aspects of a PE's plans, but if they don't have the experience to run the plan calculations, they won't be able to confirm if there is sufficient reinforcement.

Bryan noted that their plan reviewers do find errors in plans submitted. Additionally, there will be major repercussions on hiring and retention in the City if plan review is not considered for licensure. He questioned how an individual with only plan review is able to pass the same exam as someone with more diverse experience. He does think that Howard brings up a good point about structural plans, which he agrees requires a higher level of experience. He appreciates the perspectives of all the stakeholders but doesn't see the harm in DPP's plans reviewers being licensed.

Dayna asked if the PIG will be providing recommendations to the Board on all engineering experience requirements, or just on HB 1758; will there be recommendations to define "lawful experience."

Tony stated that the PIG is taking in all comments and all the research on engineering experience requirements and will make recommendations accordingly.

Sheena noted that the purpose of the PIG is not to evaluate HB 1758 specifically or the issue of code compliance, but rather to evaluate the entirety of the engineering experience

requirements. The PIG has received comments requesting further clarification of lawful experience beyond what is already defined in the laws/rules.

The PIG is working on their draft report to the Board for its August 8<sup>th</sup> meeting, and they will continue to solicit feedback from the PIG consultants in between the final discussion of the PIG report at the October 10<sup>th</sup> meeting.

Clayton (EASLA) addressed DPP's previous question regarding the difference between code review and design. He stated that while plan reviewers can check for the minimum requirements in code, someone with more experience in applying the code will understand the different interpretation of code for practical application.

Dawn stated that she thinks there is a fear that if DPP plan reviewers are licensed, they will go out of the City and perform other types of engineering work. However, she stated that they are trying to create a pathway in DPP to stay in the department so their engineers wouldn't leave DPP once they are licensed. Having their license will allow them to qualify for supervisory-level positions at DPP, which is important to plan review. If they can't recruit and retain, then the City may be forced to move towards self-certification.

Bryan stated that Clayton brought up a good point about the value of varied experience. He said that DPP's plan reviewers talk to inspectors, do site visits and construction observation, etc. He stated that maybe they haven't clearly communicated the scope of work performed by plan reviewers.

Sheena stated that the PIG had reached out to all the county representatives requesting position descriptions of plan reviewers to clarify their work experience.

Bryan stated that they will reach out to HR to see what they can do.

Tony encouraged everyone to share any additional comments post-meeting via email and said that Sheena would follow up with next steps.

#### 4. Timeline & Next Steps

##### Reporting Timeline:

- Aug: PIG draft report presented to the Board, with public testimony only
- Sept: Additional input from PIG consultants
- Oct: PIG report discussed by Board, with public testimony
  - End of Oct: PIG presents report to legislature

Link to scheduling for 3<sup>rd</sup> PIG meeting; replies requested by EOD 7/31:

<https://www.when2meet.com/?25689172-MI1MZ>

- This is a general scheduling poll, we will use people's weekly availability for the 3<sup>rd</sup> P.I.G. consultant meeting the last week of August, and for any subsequent meetings

Requesting that by the next meeting, PIG consultants provide feedback on the 1<sup>st</sup> draft of the PIG report.

*Notes taken by Sheena Choy, Executive Officer, EASLA Board*

## **Notes from the August 23, 2024 Teams Meeting**

### **EASLA Engineering Experience P.I.G.**

Start: 10 a.m. / End: 10:30 a.m.

#### **Present:**

- Tony Lau (EASLA Board)
- Kevin Katayama (EASLA Board)
- Clayton Pang (EASLA Board)
- Dan Hirota (EASLA Board)
- Sheena Choy (EASLA Board staff)
- Dawn Takeuchi-Apuna (City & County of Honolulu, Dept. of Planning & Permitting)
- Curtis Lum (City & County of Honolulu, Dept. of Planning & Permitting)
- Norren Kato (County of Hawaii Planning Dept.)
- Chris Pruitt (SFPE Hawaii)
- Patrick Chun (Honolulu Board of Water Supply)
- Troy Tanigawa (County of Kauai Public Works)
- Dayna Nemoto-Shima (ASCE Hawaii)
- Abel Siu (ASME Hawaii)
- Tim Goshi (SEAOH)
- Nimr Tamimi (ACEC Hawaii)
- Richard Furst (AIA Hawaii)

#### **Excused:**

- Howard Lau (EASLA Board)
- John Smith (County of Maui, Dept. of Public Works)
- Robin Shishido (Hawaii Dept. of Transportation)
- Dr. Philip Ooi (UH Manoa Engineering Dept.)
- Ryan Wubbens (IEEE Hawaii)
- John Lamer (APWA)

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#### **1. Roll Call**

#### **2. Updates**

Sheena (EASLA Board) stated that the purpose of today's meeting is for the PIG to provide the PIG consultants with an oral report of PIG recommendations based on its research and the feedback from PIG consultants. An oral report was also provided to the EASLA Board earlier this month at the Board's August 8, 2024 meeting.

Sheena reminded the PIG consultants that the PIG's report at the August 8, 2024 meeting was the 2<sup>nd</sup> meeting required for PIGs, where the PIG could present a report, the public could provide testimony, but the Board could not discuss. At the 3<sup>rd</sup> and final meeting on October 10, 2024, the Board will be able to discuss the PIG report, receive public testimony, and vote on a formal Board position(s).

Tony will be sharing the oral report on behalf of the PIG. Sheena reminded the PIG consultants that the PIG appreciates their input and feedback, but ultimately it is the PIG members who will make recommendations to the Board.

A full written report with the Board's compiled research, findings, and recommendations will be made available to the PIG consultants before the September 27<sup>th</sup> meeting. The PIG consultants are welcome to submit testimony on behalf of their organizations for the Board's October 10, 2024 meeting, where they will vote on a formal Board position.

### **3. PIG Oral Report**

Tony (EASLA Board) recapped that this PIG was formed at the Board's June 22, 2023 meeting in response to bills introduced during the 2023 legislative session proposing amendments to PE experience requirements for licensure in chapter 464, HRS.

As part of its process, the PIG researched of all the engineering licensure boards' experience requirements nationwide (US and US territories), considered feedback and survey results from PIG consultants' organizations, and scheduled specific meetings with county agencies.

Based on all these findings, the PIG makes the following recommendations:

#### **a. Decoupling**

The PIG recommends that the Board consider an administrative rules revision of chapter 16-115, HAR to allow for decoupling of the PE exam.

Decoupling would create a separate approval process for exam and licensure. Graduates with an ABET-accredited degree could register directly with NCEES to test and would not have to submit an application with the board for approval (i.e. they could test while still accumulating required years of experience.) However, they would still need to meet the experience requirements for licensure.

The Board has been considering a wider discussion of decoupling across all the professions represented by the Board. Because this was concurrent "old business," Tony reported that at its August 8, 2024 meeting, the Board voted to support decoupling for the professional engineer, surveyor, and landscape architect exams (the architect exam is already decoupled), and to begin the administrative rules and other processes to officially decouple.

#### **b. Observations based on county-level findings**

For county agencies that do not already have these processes established, the Board notes that it may be helpful – based on conversations with stakeholders and research – for the consideration of the following: 1) Establishing a "rotation" across departmental divisions or departments that will allow for cross-training of non-licensed engineers who seek PE licensure; 2) Eliminating the PE licensure

requirement for supervisory-level positions; and 3) Making ICC certification, instead of PE licensure, the aim of plan examiners whose routine duties do not include the regular execution of engineering principles and practices.

c. Maintain position of opposition to HB 1758

After careful consideration of the national standards for engineering experience qualifications as well as the input from PIG consultants, the PIG recommends the Board maintain opposition to the current language of HB 1758 for health, safety, and welfare concerns.

d. HAR revisions of lawful experience for code review

Since there appears to be confusion regarding “plan review” qualifying as “lawful experience,” and recognizing that Board members do rotate on and off the Board, the PIG also recommends that the Board consider the following Rules revision to HAR 16-115-39, to clarify its current practice of accepting some, but not 100%, of plan review as qualifying experience, subject to the discretion of the Board:

(2) Compliance review of plans for construction may be acceptable lawful experience for some of the required minimum years of lawful experience, subject to the evaluation and approval of the board;

e. Public outreach regarding general PE licensure requirements

The PIG noted confusion regarding exam and experience requirements throughout the PIG consultant discussion. Presentations to student, professional, and government organizations will help further disseminate the information already available on the Board’s website. The Board can additionally refresh the information available online for greater clarity.

f. Limited, temporary license

If all above recommendations are exhausted and no further options exist for addressing legislative proposals like H.B. 1758 to amend the Board’s HRS to allow for 100% plan review to qualify an individual for PE licensure, the PIG recommends consideration of creating a limited, temporary license

#### **4. Discussion**

Tim (SEAOH) asked if the recommendations will be made available in written format. Tony confirmed that the full written report will be provided to the PIG consultants ahead of the scheduled September meeting.

It was asked if the written report, when provided, could be disseminated to PIG consultants’ organizations for wider feedback. Sheena confirmed that the report is not confidential and can be distributed. However, she noted that it should be made clear that the report is not a representation of any position of the Board; the Board cannot take a position on the PIG report until its October 10, 2024 meeting.

Nimr (ACEC) asked where PIG consultants should direct clarifying questions regarding the PIG report. Sheena replied that any questions can be sent to her directly, and she will disseminate to the PIG members.

Richard (AIA) requested that any definitions added or recommended be made as clear as possible. However, he recognized that it is hard to capture the breadth of all the work experience that would be submitted for consideration for licensure.

Dayna (ASCE) asked if the PIG consultants provide feedback at the September meeting, would it change the PIG recommendations. Sheena stated that PIG feedback at that point would be presented to the Board alongside of the report as testimony.

Dan (EASLA Board) clarified that although the Board voted to support decoupling at its August 8, 2024 meeting, it does require an administrative rules change, which will take time. In the interim, he noted that because all NCEES exams are now offered as computer-based-testing, applicants can still gain approval to test through another state, but physically sit for the exam in Hawaii.

## **5. Timeline & Next Steps**

Remaining Timeline:

- September 27: Final PIG consultant meeting – written PIG report will be provided before this meeting
- October 10: PIG report discussed by Board, with public testimony
- Post October 10: PIG presents report to legislature (has not yet been scheduled)

*Notes taken by Sheena Choy, Executive Officer, EASLA Board*

## **Notes from the September 27, 2024 Teams Meeting**

### **EASLA Engineering Experience P.I.G.**

Start: 10 a.m. / End: 10:15 a.m.

#### **Present:**

- Tony Lau (EASLA Board)
- Clayton Pang (EASLA Board)
- Dan Hirota (EASLA Board)
- Howard Lau (EASLA Board)
- Sheena Choy (EASLA Board staff)
- Dawn Takeuchi-Apuna (City & County of Honolulu, Dept. of Planning & Permitting)
- Norren Kato (County of Hawaii Planning Dept.)
- Patrick Chun (Honolulu Board of Water Supply)
- Dayna Nemoto-Shima (ASCE Hawaii)
- Abel Siu (ASME Hawaii)
- Richard Furst (AIA Hawaii)

#### **Excused:**

- Kevin Katayama (EASLA Board)
- John Smith (County of Maui, Dept. of Public Works)
- Troy Tanigawa (County of Kauai Public Works)
- Tim Goshi (SEAOH)
- Nimr Tamimi (ACEC Hawaii)
- John Lamer (APWA)
- Ryan Wubbens (IEEE Hawaii)
- Chris Pruitt (SFPE Hawaii)
- Robin Shishido (Hawaii Dept. of Transportation)
- Dr. Philip Ooi (UH Manoa Engineering Dept.)

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#### **1. Roll Call**

#### **2. Updates**

Tony (EASLA Board) thanked the PIG consultants for their time and contribution throughout the process.

He recapped the PIG process of national and local research, including soliciting feedback from stakeholders. The draft PIG report was distributed via email to the PIG consultants a few weeks prior to today's meeting for their review and comment.

The PIG report will be presented to the full EASLA Board at their October 10, 2024 meeting for Board review and action.

#### **3. PIG Consultant Feedback**

Richard (AIA) reported that he distributed the PIG report to the AIA board, but has not received any feedback to-date. Upon reviewing the PIG recommendations, they seem relatively aligned with the feedback AIA received from their member survey. AIA will save any further feedback for the public comments period at the EASLA Board's 10/10 meeting.

Dayna (ASCE) reported that ASCE reviewed the draft report and sent it out to members. Majority support the first PIG recommendation of decoupling. For the observations regarding Hawaii government agencies, respondents supported most of the options, but noted that the departmental rotations for cross training would likely not be feasible.

Additionally, most respondents did not agree with the recommendation to remove the requirement that county planning/permitting department supervisors be licensed PEs. Respondents noted that there are often disputes regarding code interpretation between the plan checkers and the designer engineer. These disputes are usually resolved at the supervisory level, since most supervisors are licensed PEs. ASCE respondents felt that design engineers should maintain the option to present their arguments to a licensed professional engineer.

Majority of respondents agreed with the PIG recommendation to make ICC certification instead of PE licensure the aim for plan examiners. Most also agreed with the PIG recommendation for additional PIG outreach through in-person events and other electronic means such as white papers and FAQs posted on the Board's website. All respondents agreed with the PIG recommendation regarding the EASLA Board's position on H.B. 1758.

Finally, ASCE comments that the proposed amendment to HAR 16-115-39 will likely result in requests for continued clarification of acceptable lawful experience.

Dawn (DPP) stated that DPP has several objections to the report recommendations, but will save their feedback for the public comment period at the EASLA Board meeting.

#### **4. Timeline & Next Steps**

Remaining Timeline:

- October 10: PIG report discussion and action taken by Board, with public testimony

Sheena (EASLA Board) reported that the 10/10 meeting will be hybrid, so there will be a virtual attendance option via Zoom. Link will be available on the Board's website as the meeting date approaches:

<https://cca.hawaii.gov/pvl/boards/engineer/board-meeting-schedule/>

PIG consultants are welcome to continue to submit feedback and questions prior to the meeting. For those unable to attend the 10/10 Board meeting, but wishing to submit testimony, written comments are requested as soon as possible, but may be received up to the day of the meeting.

- Post October 10: PIG presents report to legislature (has not yet been scheduled)

# APPENDIX D

**PIG Consultant Poll Results:**

For those that used the exact language of the PIG's suggested questions, poll results are reflected in the chart below by poll numbers only, referencing the poll questions below:

- 1) Yes or No: 100% of code compliance review of plans for construction as a municipal employee should qualify an individual for PE licensure
- 2) Yes or No: I support decoupling (i.e. allowing an individual with an accredited degree who has passed the FE to test while still accumulating experience required for licensure)
- 3) Yes or No: Passing the PE exam alone is sufficient to determine if an individual is qualified for licensure (i.e. experience is not needed to determine readiness for licensure)
- 4) Yes or No: One type of experience alone would be sufficient for someone to practice as a PE

|  |  |
|--|--|
| City & County of Honolulu,<br>Dept. of Planning & Permitting | No survey results received. Verbally stated in 7/19/2024 meeting that if a survey was to be conducted, all employees would agree that 100% of their plan review experience should qualify them for PE licensure.   |
| County of Kauai, Public Works Dept.                          | Survey sent to the Public Works and Water Departments. Only licensed PEs were polled:<br><br><ol style="list-style-type: none"> <li>1. Plan review: 4 yes, 2 no</li> <li>2. Decoupling: 2 yes, 4 no</li> <li>3. PE exam alone: 6 no</li> <li>4. One type of experience alone: 4 yes, 2 no</li> </ol>                             |
| County of Hawaii, Public Works Dept.                         | No survey results received.  |
| County of Maui, Dept. of Public Works                        | No survey results received. Verbally stated in 7/19/2024 that engineering managers from all the major department areas were informally queried and generally agreed that they do not want to compromise the experience component of PE licensure. They believe that engineers need a broad range of experience before licensure. |
| Hawaii Dept. of Transportation                               | 73 respondents:<br><br><ol style="list-style-type: none"> <li>1. Plan review: 42 yes, 31 no</li> <li>2. Decoupling: 56 yes, 17 no</li> <li>3. PE exam alone: 9 yes, 64 no</li> <li>4. One type of experience alone: 51 yes, 22 no</li> </ol>   |
| Honolulu Board of Water Supply                               | 13 respondents (licensed and non-licensed):  |

## EASLA Engineering Experience PIG Report

|                             |  |
|-----------------------------|--|
|                             | <p>1. Do you support HB 1758 (100% of code compliance review of plans for construction as a municipal employee should qualify an individual for PE licensure)? [yes or no] 9 yes, 4 no</p> <p>2. Do you support Decoupling (allowing an individual with an accredited degree who has passed the FE to test while still accumulating experience required for licensure)? [yes or no] 7 yes, 6 no</p> <p>3. Passing the PE exam alone is sufficient to determine if an individual is qualified for licensure (experience is not needed to determine readiness for licensure)? [yes or no] 0 yes, 13 no</p> <p>4. One type of experience alone would be sufficient for someone to practice as a PE? [yes or no] 10 yes, 3 no</p>  |
| UH Manoa, Engineering Dept. | <p>12 responses (faculty in Dept. of Civil, Environmental, and Construction Engineering)</p> <p>1. Plan review: 2 yes, 10 no</p> <p>2. Decoupling: 10 yes, 2 no</p> <p>3. PE exam alone: 5 yes, 7 no</p> <p>4. One type of experience alone: 6 yes, 6 no</p>   |
| APWA                        | No survey results received.  |
| ASCEH                       | <p>17 responses (16 are licensed PEs in Hawaii):</p> <p>1. Yes or No: Experience consisting of 100% code compliance of review of plans for construction as a municipal employee should qualify an individual for PE license. Yes: 2; No: 15</p> <p>2. Yes or No: Do you support decoupling (i.e. allowing an individual with an engineering degree from an accredited university who has passed the FE exam to sit for the PE exam while still accumulating experience required for licensure)? Yes: 9; No: 8</p> <p>3. Yes or No: Passing the PE exam alone is sufficient to determine if an individual is qualified for licensure (i.e. experience is not needed to determine readiness for licensure). Yes: 0; No: 17</p> <p>4. Yes or No: One type of experience alone would be sufficient for someone to practice as a PE. Yes: 5; No: 12</p> |
| ASME                        | 9 members polled:  |

# EASLA Engineering Experience PIG Report

|       |  |
|-------|--|
|       | <ul style="list-style-type: none"> <li>5. Plan review: 5 yes, 4 no</li> <li>6. Decoupling: 5 yes, 4 no</li> <li>7. PE exam alone: 1 yes, 8 no</li> <li>8. One type of experience alone: 7 yes, 2 no</li> </ul>   |
| ACECH | <p>52 respondents, spanning 25 companies, including structural, civil, electrical engineers, landscape architects, and surveyors. Of the 40, 39 are licensed. ACECH also provided the definitions of “professional engineer” in HRS §464-1 and HAR §16-115-39 which defines “lawful experience.”</p> <p>“Yes or No: For employees of municipalities, lawful experience in engineering work includes compliance review of plans applicable to the specific engineering field.”</p> <p>31 against, 21 in support</p>   |
| SEAOH | <p>45 respondents</p> <ul style="list-style-type: none"> <li>1. Plan review: 9 yes, 36 no</li> <li>2. Decoupling: 15 yes, 30 no</li> <li>3. PE exam alone: 3 yes, 42 no</li> <li>4. One type of experience alone: 18 yes, 27 no</li> </ul>   |
| IEEE  | <ul style="list-style-type: none"> <li>1. Plan review: 3 yes, 3 no</li> <li>2. Decoupling: 4 yes, 2 no</li> <li>3. PE exam alone: 0 yes, 2 no</li> <li>4. One type of experience alone: 1 yes, 1 no</li> <li>5. Are you currently a licensed PE with the State of Hawaii? 1 yes, 5 no</li> </ul>   |
| SFPE  | <p>10 respondents (out of 30 total members)</p> <p>100% in favor of counting plan review as engineering experience (provided that the employee is supervised by a licensed engineering)</p> <p>100% in favor of decoupling for the PE exam</p>   |
| AIA   | <p>24 responses; respondents ranged from 9 to 37 years of experience, with an average of 23 years. All responses came from Hawaii licensed architects. Eight of the responses came from architects who are additionally licensed in other jurisdictions.</p> <ul style="list-style-type: none"> <li>1. Plan review: 22 no, 2 no opinion</li> <li>2. Decoupling: 12 yes, 9 no, 3 no opinion</li> <li>3. PE exam alone: 1 yes, 23 no</li> <li>4. One type of experience alone: 2 yes, 21 no, 1 no</li> <li>5. Do you agree with the following statement? As an Architect-of-Record, I would engage a licensed PE as</li> </ul> |

|  |  |
|--|--|
|  | <p>my consultant for a project if that person's entire pre-licensure experience consisted of code compliance review of plans for construction as a municipal employee: 1 yes, 23 no, 0 no opinion</p> <p>In a formal letter to the PIG, AIA offered the following conclusion: "As licensed design professionals, our top priority is protection of the public interest, and we believe that the results of our survey align with this goal. As such, we recommend that the EASLA Board oppose the proposed changes to P.E. licensing qualification for municipal code compliance plan review to be the sole experience to qualify candidates for professional licensure. Based on the survey results, we are unable to offer any recommendations on decoupling exam qualification from licensure."</p> |
|--|--|

# APPENDIX E



## Office of the City Auditor



City and County of  
Honolulu  
State of Hawai'i

Report to the Mayor  
and the  
City Council of Honolulu

# Audit of the Department of Planning and Permitting's Processes for Reviewing Building Permit Applications, Resolution 18-284, CD1, FD1

Report No. 20-01  
January 2020

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# Appendix D

## DPP's Proposed New Class Specifications

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DEPARTMENT OF HUMAN RESOURCES  
**CITY AND COUNTY OF HONOLULU**  
850 SOUTH KING STREET 10<sup>TH</sup> FLOOR • HONOLULU, HAWAII 96813  
TELEPHONE: (808) 768-8500 • FAX: (808) 768-5563 • INTERNET: [www.honolulu.gov/hr](http://www.honolulu.gov/hr)

KIRK CALDWELL  
MAYOR



CAROLEE C. KUBO  
DIRECTOR

NOEL T. ONO  
ASSISTANT DIRECTOR

September 17, 2019

### MEMORANDUM

TO: Kathy K. Sokugawa, Acting Director  
Department of Planning and Permitting

FROM:  Carolee C. Kubo, Director  
Department of Human Resources

SUBJECT: Proposed New Class Specification

This is to inform you that as result of classification review, we are proposing to establish a new class series:

- Building Plans Examiner I
- Building Plans Examiner II
- Building Plans Examiner III
- Building Plans Examiner IV
- Building Plans Examiner V
- Building Plans Examiner VI
- Chief Building Plans Examiner

Attached for your perusal is a copy of our proposed specification for the new classes.

If you have any comments regarding this specification, we shall appreciate receiving them by September 27, 2019. If we do not hear from you by that date, we shall assume that the specification meets with your approval.

Attachment

DEPARTMENT OF HUMAN RESOURCES  
CITY AND COUNTY OF HONOLULU

XXXXXX

BUILDING PLANS EXAMINER I  
XX XX, BU 03

Duties Summary:

Receives training in the methods and resources used in reviewing building plans and specifications for conformance to the Building Code, Housing Code, Zoning Code, and related ordinances; assists in the review and approval of building plans for residential buildings and structures of limited size and scope; provides counter service to the public in the intake, review, processing, and routing of building permit applications; approves and issues building permits; performs other related duties as required.

Distinguishing Characteristics:

This class is the entry level into the Building Plans Examiner series and is distinguished by its responsibility for serving as trainees who receive training in the methods and resources used in reviewing building plans and specifications for conformance with provisions to the Building Code, Housing Code, Zoning Code, and other related ordinances and assist higher level building plan examiners in the review and approval of building plans for residential buildings and structures of limited size and scope. Positions allocated to this class also spend more time providing counter service to the public in receiving, processing, routing, and issuing of building and related permits. Work is performed from specific instructions and under close guidance.

Illustrative Examples of Work:

*(The following examples of work are generally stated and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position and consistent with the class concept.)*

- Receives training in the methods and resources used in reviewing building plans for compliance with provisions to the Building Code, Housing Code, Zoning Code, and other related ordinances.
- Assists higher level building plan examiners in the review and approval of building plans for residential buildings and structures of limited size and scope.
- Receives building permit applications and plans over the counter and makes preliminary review of plans for adequacy of information.

## BUILDING PLANS EXAMINER I

-2-

050850

- Approves, processes, and issues building and related permits.
- Assists in coordinating the review and routing of plans between all applicable government agencies.
- Computes fees against standard fee schedules and receives payments.
- Assists the public with information and questions relating to the code and other building requirements and regulations.
- Assists in preparing monthly statistical reports such as the number and kind of permits issues, fees collected, etc.

Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and two years of general work experience which shall have included the operation of a personal computer, and including or supplemented by one year of public contact work which required, as a regular assignment, providing information, answering questions and inquiries, and explaining processes and procedures in person or by telephone.

License Requirement: None.

Knowledge of: general provisions of the Building, Housing, and Zoning Codes and ordinances of the City and County of Honolulu; procedures involved in processing building permit applications; building construction and construction terminology; office practices and procedures.

Ability to: learn, understand, interpret, and apply provisions of the Building, Housing, and Zoning codes and ordinances; learn to read and interpret building plans and specifications; make accurate arithmetic computations; operate a personal computer and use applicable software; deal courteously and effectively with the public.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

#####

BUILDING PLANS EXAMINER I

- 3 -

050850

This is the first specification approved for the new  
class, BUILDING PLANS EXAMINER I, effective .

APPROVED:

CAROLEE C. KUBO  
Director of Human Resources

DEPARTMENT OF HUMAN RESOURCES  
CITY AND COUNTY OF HONOLULU

XXXXXX

BUILDING PLANS EXAMINER II  
XX XX, BU 03

Duties Summary:

Reviews and approves simple building plans and specifications for residential buildings and structures for conformance to the Building Code, Housing Code, Zoning Code, and related ordinances; approves and issues building and related permits; provides counter service to the public in the intake, review, processing, and routing of building permit applications; performs other related duties as required.

Distinguishing Characteristics:

This class reflects the advanced trainee level in the Building Plans Examiner series and is distinguished by its responsibility for reviewing and approving simple building plans and specifications for residential buildings and structures, such as small residential buildings, accessory structures, fences, signs, and other minor construction, for conformance with the Building code, Housing Code, Zoning Code, and related ordinances. Positions allocated to this class also spend more time providing counter service to the public in receiving, reviewing, processing, and routing of building permit applications, including commercial and industrial buildings, and approves and issues building permits. Work is performed under close to general supervision on a progressively responsible basis.

Illustrative Examples of Work:

*(The following examples of work are generally stated and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position and consistent with the class concept.)*

- Reviews and approves simple building plans and specifications for residential buildings and structures for compliance with provisions of the Building Code, Housing Code, Zoning Code, and related ordinances.
- Receives building permit applications and plans over the counter and makes preliminary review of plans for adequacy of information.
- Assists in coordinating the review and routing of plans between all applicable government agencies.
- Approves, processes, and issues building and related permits.

BUILDING PLANS EXAMINER II

-2-

050852

- Computes fees against standard fee schedules and receives payments.
- Assists the public with information and questions relating to the code and other building requirements and regulations.
- Assists in preparing monthly statistical reports such as the number and kind of permits issues and fees collected.

Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and one year of experience in reviewing building plans and specifications, or inspecting building construction, for conformance with the provisions of laws, codes, and related ordinances.

License Requirement: None.

Knowledge of: general provisions of the Building, Housing, and Zoning codes and ordinances of the City and County of Honolulu; procedures involved in processing building permit applications; building construction and construction terminology; office practices and procedures.

Ability to: interpret and apply provisions of the Building, Housing, and Zoning Codes and ordinances; read and interpret building plans and specifications; explain laws, rules, regulations, and procedures involved in processing building permit applications; make accurate arithmetic computations; operate a personal computer and use applicable software; deal courteously and effectively with the public.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

#####

This is the first specification approved for the new class, BUILDING PLANS EXAMINER II, effective .

APPROVED:

CAROLEE C. KUBO  
Director of Human Resources



City and County of Honolulu

## PLANS EXAMINING ENGINEER IV (EN-24) [2 vacancies]

|                     |                                     |                     |            |
|---------------------|-------------------------------------|---------------------|------------|
| <b>SALARY</b>       | \$7,172.00 - \$10,210.00 Monthly    | <b>LOCATION</b>     | Oahu, HI   |
| <b>JOB TYPE</b>     | Full-Time Permanent                 | <b>JOB NUMBER</b>   | 011245     |
| <b>DEPARTMENT</b>   | Department of Planning & Permitting | <b>DIVISION</b>     | Building   |
| <b>OPENING DATE</b> | 07/01/2024                          | <b>CLOSING DATE</b> | Continuous |

### Position Information



Are you looking for a rewarding career that makes a difference in your community? Do you want to work in a dynamic and diverse environment that offers opportunities for growth and development? If so, you might be interested in joining our team at the **Department of Planning and Permitting (DPP)** at the City and County of Honolulu.

The **Department of Planning and Permitting**, Building Division is currently seeking two Plans Examining Engineer IVs. Positions are located in Honolulu and are responsible for independently reviewing and analyzing plans and specification involving major buildings, structures, and alteration work for structural adequacy and compliance with accepted engineering practices, the Building Code, and other pertinent ordinances.

If you qualify for the position, your name will be placed on an eligible list. This list may be used to fill current and future vacancies in this department.

### Additional Job Information

Applications must be submitted online at <https://www.governmentjobs.com/careers/honolulu> to be accepted.

**\*\*Actual salary commensurate with applicable experience, pending approval\*\***

Some notifications may be sent via e-mail. You are responsible for monitoring instructions and correspondence from this office by checking your email account in a timely manner. To ensure proper delivery, please make sure you:

- use a valid e-mail account;
- verify your e-mail address is entered correctly on your GovernmentJobs account;
- are subscribed to email notices;

- check your spam folders; and
- add [infoneogov@honolulu.gov](mailto:infoneogov@honolulu.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your contact list.

Notifications may also be sent via text message if opted into the service. Data and text messaging fees apply.

## Minimum Qualification Requirements

*At time of application, you must be a citizen, national or permanent resident alien of the United States or a non-citizen eligible under federal law for unrestricted employment.*

### **EDUCATION REQUIREMENT:**

Equivalent to graduation from a regionally-accredited four-year college or university with a bachelor's degree in an engineering specialty.

Education obtained outside of the United States must be comparable to a degree earned at a regionally-accredited college/university in the United States. In order to receive credit for the education, a foreign credential evaluation (FCE) must be provided. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

Verification Requirement: You may submit evidence of your education. **Please attach an electronic copy of your diploma and/or official transcript which shows the embossed seal or applicable FCE to your application.** Or mail a photocopy of your documents to the following address: Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813. Unofficial transcripts will not be accepted. Copies will not be returned. All information on your documentation must be legible and complete in order to be given credit.

### **EXPERIENCE REQUIREMENT:**

Three years of non-registered professional Civil or Structural Engineering experience.

### **LICENSE REQUIREMENT:**

1. Current State of Hawaii registration as a professional engineer in Civil or Structural Engineering.
2. Applicants with an out-of-state license in Civil or Structural Engineering must obtain their Hawaii license prior to appointment.

You may submit a copy of your professional license (Hawaii or out-of-state). **Please attach an electronic copy of your professional Civil or Structural Engineer license to your application;** or mail a photocopy of your license to the following address: *Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813.*

3. Valid Hawaii State driver's license (Type 3), as required.

## Examination Process

### **EDUCATION AND EXPERIENCE EVALUATION:**

In addition to meeting the above minimum qualifications, your application will be further evaluated. Your score will be based on the quality and quantity of your education, experience and/or other related job requirements and competencies applicable to the position. Failure to provide sufficient information may result in your application being rejected or your receiving a lower score.

EXAMINATION WEIGHT:

Education and Experience Evaluation . . . . . 100%

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**Agency**

City and County of Honolulu

**Address**

650 South King Street, 10th Floor

Honolulu, Hawaii, 96813

**Phone**

808-768-8536

**Website**

<http://www.honolulu.gov/hr/>

**PLANS EXAMINING ENGINEER IV (EN-24) [2 vacancies] Supplemental Questionnaire**

**\*QUESTION 1**

When applying for this position, please thoroughly complete the *Education, Work Experience, and Supplemental Question* sections of your application. The information provided in these sections, particularly the job-specific Supplemental Questions, will be used to determine whether you meet the qualification requirements for the job and your final score. Failure to provide detailed and complete information may result in your application being rejected or you receiving a lower score. If you have no experience in a particular area, indicate "none." Please do not submit resumes in place of completing any of these sections.

☐ I certify that I have read and understand the above statements.

**\*QUESTION 2**

**EDUCATION REQUIREMENT:** Equivalent to graduation from a regionally-accredited four-year college or university with a bachelor's degree in an engineering specialty.

Education obtained outside of the United States must be comparable to a degree earned at a regionally-accredited college/university in the United States. In order to receive credit for the education, a foreign credential evaluation (FCE) must be provided. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

**Verification Requirement:** You may submit evidence of your education. Please attach an electronic copy of your diploma and/or official transcript which shows the embossed seal or applicable FCE to your application. Or mail a photocopy of your documents to the following address: Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813. Unofficial transcripts will not be accepted. Copies will not be returned. All information on your documentation must be legible and complete in order to be given credit.

**From the following statements, select the statement that applies to your education:**

- ☐ I have a bachelor's degree in Civil/Structural Engineering.
- ☐ I have a bachelor's degree in Electrical Engineering.
- ☐ I have a bachelor's degree in Mechanical Engineering.
- ☐ I do not have a bachelor's degree at this time.

**\*QUESTION 3**

**EXPERIENCE REQUIREMENT:** Do you meet the minimum three years of non-registered professional Civil or Structural engineering experience for this position?

☐ Yes

☐ No

**\*QUESTION 4**

For each position you listed in the Work Experience section of your application that qualifies you for this position, give two examples of the Civil or Structural Engineering programs or projects you are or were responsible for. Include type and description of the programs or projects, cost, time spent and the number of workers you supervised and their job titles.

For example:

1) Engineering Company A Example 1.... Example 2....

2) Engineering Company B Example 1.... Example 2....

**\*QUESTION 5**

In which state(s) do you possess a professional registered engineer license? Please list the state, your PE license number, and when you first obtained your license.

\* Required Question



City and County of Honolulu

## PLANS EXAMINING ENGINEER V (EN-26) [2 vacancies]

|                     |                                     |                     |            |
|---------------------|-------------------------------------|---------------------|------------|
| <b>SALARY</b>       | \$7,746.00 - \$11,027.00 Monthly    | <b>LOCATION</b>     | Oahu, HI   |
| <b>JOB TYPE</b>     | Full-Time Permanent                 | <b>JOB NUMBER</b>   | 012245     |
| <b>DEPARTMENT</b>   | Department of Planning & Permitting | <b>DIVISION</b>     | Building   |
| <b>OPENING DATE</b> | 07/01/2024                          | <b>CLOSING DATE</b> | Continuous |

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### Position Information

There are two (2) vacancies with the **Department of Planning and Permitting**, Building Division, Plans Examining Section. Positions are located in Honolulu and are responsible for independent professional engineering work in reviewing and analyzing plans and specification involving the most difficult and complex buildings and structures for compliance with accepted engineering practices, the Building Code, and other pertinent ordinances.

If you qualify for the position, your name will be placed on an eligible list. This list may be used to fill current and future vacancies in this department.

### Additional Job Information

Applications must be submitted online at <https://www.governmentjobs.com/careers/honolulu> to be accepted.

#### **\*\*Actual salary commensurate with applicable experience, pending approval\*\***

Some notifications may be sent via e-mail. You are responsible for monitoring instructions and correspondence from this office by checking your email account in a timely manner. To ensure proper delivery, please make sure you:

- use a valid e-mail account;
- verify your e-mail address is entered correctly on your GovernmentJobs account;
- are subscribed to email notices;
- check your spam folders; and
- add [infoneogov@honolulu.gov](mailto:infoneogov@honolulu.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your contact list.

Notifications may also be sent via text message if opted into the service. Data and text messaging fees apply.

### Minimum Qualification Requirements

At time of application, you must be a citizen, national or permanent resident alien of the United States or a non-citizen eligible under federal law for unrestricted employment.

**EDUCATION REQUIREMENT:**

Equivalent to graduation from an accredited four-year college or university with a bachelor's degree in an engineering specialty.

Education obtained outside of the United States must be comparable to a degree earned at a regionally-accredited college/university in the United States. In order to receive credit for the education, a foreign credential evaluation (FCE) must be provided. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

Verification Requirement: You may submit evidence of your education. **Please attach an electronic copy of your diploma and/or official transcript which shows the embossed seal or applicable FCE to your application.** Or mail a photocopy of your documents to the following address: Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813. Unofficial transcripts will not be accepted. Copies will not be returned. All information on your documentation must be legible and complete in order to be given credit.

**EXPERIENCE REQUIREMENT:**

One year of registered professional **Civil** or **Structural** engineering experience, which shall have been representative of the next lower level (i.e., Plans Examining Engineer IV level). Such work experience must have involved performing difficult professional engineering work in the review, analysis, and approval of building plans and specifications for compliance with accepted engineering practices and provisions of the Building and Housing codes, and other pertinent ordinances.

**LICENSE REQUIREMENT:**

1. Current State of Hawaii registration as a professional engineer in Civil or Structural Engineering.
2. Applicants with an out-of-state license in Civil or Structural Engineering must obtain their Hawaii license prior to appointment.

You may submit a copy of your professional license (Hawaii or out-of-state). **Please attach an electronic copy of your professional Civil or Structural Engineer license to your application;** or mail a photocopy of your license to the following address: *Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813.*

3. Valid Hawaii State driver's license (Type 3), prior to appointment.

**Examination Process**

EDUCATION AND EXPERIENCE EVALUATION: In addition to meeting the above minimum qualifications, your application will be further evaluated. Your score will be based on the quality and quantity of your education, experience and/or other related job requirements and competencies applicable to the position. Failure to provide sufficient information may result in your application being rejected or your receiving a lower score.

**EXAMINATION WEIGHT:**

Education and Experience Evaluation . . . . . 100%

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**Agency**

City and County of Honolulu

**Address**

650 South King Street, 10th Floor

Honolulu, Hawaii, 96813

**PLANS EXAMINING ENGINEER V (EN-26) [2 vacancies] Supplemental Questionnaire****\*QUESTION 1**

When applying for this position, please thoroughly complete the *Education, Work Experience, and Supplemental Question* sections of your application. The information provided in these sections, particularly the job-specific Supplemental Questions, will be used to determine whether you meet the qualification requirements for the job and your final score. Failure to provide **detailed and complete** information may result in your application being rejected or you receiving a lower score. If you have no experience in a particular area, indicate "none." Please do not submit resumes in place of completing any of these sections.

☐ I certify that I have read and understand the above statements.

**\*QUESTION 2**

**EDUCATION REQUIREMENT:** The Plans Examining Engineer V position requires that applicants have an equivalent to graduation from an accredited four-year college or university with a bachelor's degree in an engineering specialty.

Education obtained outside of the United States must be comparable to a degree earned at a regionally-accredited college/university in the United States. In order to receive credit for the education, a foreign credential evaluation (FCE) must be provided. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

**Verification Requirement:** You may submit evidence of your education. Please attach an electronic copy of your diploma and/or official transcript which shows the embossed seal or applicable FCE to your application. Or mail or drop off a photocopy of your documents to the following address: *Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813*. Copies will not be returned. Unofficial transcripts will not be accepted. All information on your diploma and/or transcript must be legible to receive credit.

**From the following statements, select the statement that applies to your education.**

- ☐ I have a bachelor's degree in Civil/Structural Engineering.
- ☐ I have a bachelor's degree in Mechanical Engineering.
- ☐ I have a bachelor's degree in Electrical Engineering.
- ☐ I do not have a bachelor's degree at this time.

**\*QUESTION 3**

**EXPERIENCE REQUIREMENT:** This position requires one year of registered professional Civil or Structural Engineering experience, which shall have been representative of the next lower level (i.e., Plans Examining Engineer IV level). Such work experience must have involved performing difficult professional engineering work in the review, analysis, and approval of building plans and specifications for compliance with accepted engineering practices and provisions of the Building and Housing codes, and other pertinent ordinances.

**Do you meet this experience requirement?**

☐ Yes

☐ No

**\*QUESTION 4**

For each position you listed in the Work Experience section of your application that qualifies you for this position, give two examples of the Civil or Structural Engineering programs or projects you are or were responsible for that involved the review, analysis and approval of buildings plans and specifications for compliance with engineering practices and provisions of the Building and Housing codes, and other pertinent ordinances.

Include the type and description of the programs or projects, cost, time spent, and the number of workers you supervised and their job titles.

For example:

1) Engineering Company A Example 1... Example 2...

2) Engineering Company B Example 1... Example 2...

**\*QUESTION 5**

In which state(s) do you possess a professional registered engineer license? Please list the state, your PE license number, and when you first obtained your license.

\* Required Question



City and County of Honolulu

## MECHANICAL ENGINEER V (EN-26) [2 vacancies]

|                     |                                     |                     |            |
|---------------------|-------------------------------------|---------------------|------------|
| <b>SALARY</b>       | \$7,746.00 - \$11,027.00 Monthly    | <b>LOCATION</b>     | Oahu, HI   |
| <b>JOB TYPE</b>     | Full-Time Permanent                 | <b>JOB NUMBER</b>   | 010245     |
| <b>DEPARTMENT</b>   | Department of Planning & Permitting | <b>OPENING DATE</b> | 07/01/2024 |
| <b>CLOSING DATE</b> | Continuous                          |                     |            |

---

### Position Information

Performs difficult professional engineering work in supervising and participating in the design, installation, operation and maintenance of mechanical equipment and systems, and/or in the review and analysis of plans and specifications for mechanical engineering features and compliance with code requirements; and performs other related duties as required.

There are multiple vacancies in various departments in the City and County of Honolulu:

- There are two vacancies in the **Department of Planning and Permitting**, Building Division. Performs professional mechanical engineering work in reviewing and approving plans, specifications and calculations of major buildings and structures for compliance with the Plumbing code and/or other pertinent codes or regulations, pertaining to air conditioning, ventilation, fire sprinklers and other mechanical systems.

If you qualify for the position, your name will be established to an eligible list. This list may be used to fill current and/or future vacancies in this and/or other departments.

### Additional Job Information

Applications must be submitted online at <https://www.governmentjobs.com/careers/honolulu> to be accepted.

**\*\*Actual salary commensurate with applicable experience, pending approval\*\***

Some notifications will be sent via e-mail. You are responsible for monitoring instructions and correspondence from this office by checking your email account in a timely manner. To ensure proper delivery, please make sure you:

- use a valid e-mail account;
- verify your e-mail address is entered correctly on your GovernmentJobs account;
- are subscribed to email notices;
- check your spam folders; and
- add [info@hawaii.gov](mailto:info@hawaii.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your contact list.

Notifications may also be sent via text message if opted into the service. Data and text messaging fees apply.

## Minimum Qualification Requirements

*At time of application, you must be a citizen, national or permanent resident alien of the United States or a non-citizen eligible under federal law for unrestricted employment.*

### **EDUCATION REQUIREMENT:**

Equivalent to graduation from a regionally-accredited four year college or university with a bachelor's degree in an engineering specialty.

Education obtained outside of the United States must be comparable to a degree earned at a regionally-accredited college/university in the United States. In order to receive credit for the education, a foreign credential evaluation (FCE) must be provided. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

Verification Requirement: You may submit evidence of your education. **Please attach an electronic copy of your diploma and/or official transcript which shows the embossed seal or applicable FCE to your application.** Or mail a photocopy of your documents to the following address: Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813. Copies will not be returned. Unofficial transcripts will not be accepted. All information on your documentation must be legible and complete in order to be given credit.

### **EXPERIENCE REQUIREMENT:**

One year of **registered** professional mechanical engineering experience.

### **LICENSE REQUIREMENT:**

1. Possession of a **valid license as a professional mechanical engineer in the State of Hawaii.**

Applicants with a current out-of-state professional mechanical engineer license must obtain their Hawaii license prior to appointment.

Verification Requirement: You may submit a copy of your professional mechanical engineer license (Hawaii or out-of-state). **Please attach an electronic copy of your professional mechanical engineer license to your application.** Or mail a photocopy of your engineer license to: *Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813*. Copies will not be returned.

2. Possession of an appropriate valid driver's license, as required.

## Examination Process

EDUCATION AND EXPERIENCE EVALUATION: In addition to meeting the above minimum qualifications, your application will be further evaluated. Your score will be based on the quality and quantity of your education, experience and/or other related job requirements and competencies applicable to the position. Failure to provide sufficient information may result in your application being rejected or your receiving a lower score.

### **EXAMINATION WEIGHT:**

Education and Experience Evaluation . . . . . 100%

**Agency**

City and County of Honolulu

**Address**

650 South King Street, 10th Floor

Honolulu, Hawaii, 96813

**Phone**

808-768-8536

**Website**

<http://www.honolulu.gov/hr/>

**MECHANICAL ENGINEER V (EN-26) [2 vacancies] Supplemental Questionnaire****\*QUESTION 1**

When applying for this position, please thoroughly complete the **Education**, **Work Experience**, and **Supplemental Question** sections of your application. The information provided in these sections, particularly the job-specific Supplemental Questions, will be used to determine whether you meet the qualification requirements for the job and your final score. Failure to provide detailed and complete information or submit any required documentation may result in your application being rejected or you receiving a lower score. If you have no experience in a particular area, indicate "none." Please do not submit resumes in place of completing any of these sections.

☐ I certify that I have read and understand the above statements.

**\*QUESTION 2**

**EDUCATION REQUIREMENT:** The Mechanical Engineer V position requires that applicants have equivalent to graduation from a regionally-accredited four year college or university with a bachelor's degree in an engineering specialty.

Education obtained outside of the United States must be comparable to a degree earned at a regionally-accredited college/university in the United States. In order to receive credit for the education, a foreign credential evaluation (FCE) must be provided. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

**Verification Requirement:** You may submit evidence of your education. Please attach an electronic copy of your diploma and/or official transcript which shows the embossed seal or applicable FCE to your application. Or mail or drop off a photocopy of your diploma and/or official transcript to the following address: *Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813*. Copies will not be returned. Unofficial transcripts will not be accepted. All information on your diploma and/or transcript must be legible in order to receive credit.

**From the following statements, select the statement that applies to your education. I have a bachelor's degree in:**

- ☐ Mechanical Engineering
- ☐ Civil Engineering
- ☐ Electrical Engineering
- ☐ Other Engineering Specialty
- ☐ None of the above. I do not have a bachelor's degree in an engineering specialty.

**\*QUESTION 3**

**LICENSE REQUIREMENT:** The Mechanical Engineer V position requires that applicants possess a valid license as a professional mechanical engineer in the State of Hawaii. Applicants with a current out-of-state professional mechanical engineer license must obtain their Hawaii license prior to appointment.

**Verification Requirement:** You may submit a copy of your professional mechanical engineer license (Hawaii or out-of-state). Please attach an electronic copy of your professional mechanical engineer license to your application. Or mail or drop off a photocopy of your engineer license to the following address: *Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813*. Copies will not be returned.

In the space below, indicate the state(s) in which you are registered as a professional mechanical engineer. Include your license number(s), the expiration date(s), and the date(s) you were first licensed.

#### QUESTION 4

For each position listed in the ***Work Experience*** section of your application where you performed professional mechanical engineering work, describe your major duties and responsibilities, and indicate the percentage of time spent on each. Also describe any major projects you worked on in each position.

\* Required Question

|  |  |  |           |
|--|--|--|-----------|
| DEPARTMENT OF PERSONNEL SERVICES<br><br><b>County of Maui</b><br><br><b>POSITION DESCRIPTION</b>   |  | Dept: <u>PUBLIC WORKS</u><br>Div: <u>HIGHWAYS</u><br>Section: <u>ADMINISTRATION</u> Physical Location: <u>WAILUKU BASEYARD</u> |           |
| 1. Pos. No. <u>P-29443 (PW-0662)</u><br>Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/><br>Full-time <input checked="" type="checkbox"/> Pt-time <input type="checkbox"/>   | 2. PRESENT CLASS <u>ENGINEERING TECHNICIAN I</u> SR: <u>15</u><br>3. Incumbent's Name: <u>VACANT</u> |  |           |
| 4. Action Requested:    Initial Allocation ( <input type="radio"/> )    Reallocation ( <input checked="" type="radio"/> )    Description Only ( <input type="radio"/> )    Redescription-Review ( <input type="radio"/> )<br>Recommended Allocation: CLASS: <u>CIVIL ENGINEER III</u> SR: <u>22</u>  |  |  |           |
| 5. Authorized by:      (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):   |  |  |           |
| 6. Duties of the Position:      List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form. |  |  |           |
| SEE ATTACHED:<br><br>POSITION DESCRIPTION<br>P-29443, CIVIL ENGINEER III<br>DPW – HIGHWAYS DIVISION – COUNTYWIDE SERVICES<br>UPDATED OCTOBER 15, 2021  |  |  | % of Time |
| FOR CIVIL SERVICE USE ONLY   |  |  |           |
| ACTION TAKEN:    Initial Alloc ( <input type="checkbox"/> )    Realloc ( <input checked="" type="checkbox"/> )    No Change ( <input type="checkbox"/> )    Other:   |  |  |           |
| CLASS: <u>Civil Engineer III (4A.015)</u>  |  | SR: <u>22</u>  |           |
| See Audit Rpt No. <u>2022-142</u>  |  | Study By: <u>SSPY</u> Alloc Notice No.   |           |
| Non-Comp Exam Req: Date Admn:  |  | Pass ( <input type="checkbox"/> ) Fail ( <input type="checkbox"/> ) Score:   |           |
| EFFECTIVE DATE: <u>12/01/2021</u>  |  | APPROVED: <u>76 Cynthia Razo-Porter</u> DATE: <u>02/02/22</u>  |           |

7. **Supervision Received** (Give name and title of immediate supervisor):

Name: P-27096

Title: CHIEF OF FIELD OPERATIONS & MAINTENANCE

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

| <u>Name</u> | <u>Title</u> | <u>Nature of Supervision</u> |
|-------------|--------------|------------------------------|
| None        |              |                              |

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

10. **Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

None

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in civil engineering and two (2) years of professional civil engineering experience.

d. License and/or Certificates Required:

Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3).

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

11/15/21

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

11/15/21

13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head:

Date:

NOV 17 2021

Under the direct supervision of P-27096, Chief of Field Operations & Maintenance, this position is responsible for performing a variety of professional technical work in general support of professional engineering activities in the management of projects and programs for the Highways Division; and performs other related duties as required in the following categories:

- |   |     |
|---|-----|
| 1. Oversees the construction and inspections of multiple moderately difficult projects for the Highways Division to monitor progress and ensure conformance with design plans and specifications. Prepares specifications for contracts for bidding. Review bid proposals and make recommendation for award, and contract management. Assists with the evaluation of operational and capital projects for constructability, ease of maintenance, and value-engineering cost savings. (a) (b)    | 40% |
| 2. Prepares planning and design maps, bid documents and details including construction cost and quantity estimates for review by Chief of Field Operations & Maintenance. Utilizes Microsoft Word, Excel and complex programs such as, geographical information systems (GIS) and Computer Aided Design (CAD) mapping programs to support such work. (a) (b)  | 30% |
| 3. Reviews all applicable Federal, State and County laws, rules and regulations pertinent to Highways Division compliance enforcement and engineering project requirements. (a) (b)   | 15% |
| 4. Supports the Chief of Field Operations and Maintenance, Highways Districts and Sections by providing detailed and moderately difficult data gathering, compiling of statistics and making cost computations in relations to Highways work including but not limited to fleet and garage services, roadway and drainage maintenance, pavement preservation, traffic signs and striping, traffic signals, and pot hole repair to be used in planning projects and engineering studies. (a) (b) | ↓   |
| 5. Prepares technical reports, presentations with maps and correspondence, including the gathering of roadway, fleet and drainage data for the Chief of Field Operations and Maintenance and to support requests from the Public Works Administration, Office of the Mayor and County Council. (a) (b)  | 10% |
| 6. Conducts field inspections and district visits as directed and in coordination with consultants and regulators to analyze the feasibility and development of facility improvement projects and execution of project operational needs. (a) (b)   | ↓   |
| 7. Coordinates assistance with the electronic data management for Highways and with other agencies and divisions including data maintenance programs.   | 5%  |
| 8. Performs all other related duties as required. (a)   |     |

KEY:

- (a) The performance of this function is the reason that the job exists.
- (b) The number of other employees available to perform this function is limited.
- (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function

**KNOWLEDGE OF:**

Civil engineering principles and practices; engineering mathematics; engineering mechanics and the mechanics of materials; hydraulic, hydrologic, structural, mechanical, electrical and sanitary engineering principles to the extent that these apply to the general field of civil engineering.

**ABILITY TO:**

Perform civil engineering design work or supervise construction and inspection activities; analyze stresses and determine the required foundations and structural features; supervise a small group of subordinate professional or sub professional employees; prepare engineering and inspection reports.

**LICENSE AND/OR CERTIFICATE(S):**

Possession of a valid Hawaii State Driver's License (Type 3).

DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI  
200 South High Street  
Wailuku, HI 96793

RECEIVED

2018 OCT 18 AM 9:21  
Date: October 16, 2018

TO: DAVID GOODE, DIRECTOR OF PUBLIC WORKS

SUBJECT: NOTICE OF DIRECTOR'S ACTION

COUNTY OF MAUI  
PUBLIC WORKS

1. IDENTIFICATION:a. Position No. & Incumbent: **PW-0675, Vacant** (Req No. 02825)b. Class Title & SR: **Civil Engineer IV, SR-24**

DIRECTOR'S ACTION: This is to notify you that the Director has taken the following action following a review of the position identified above:

( ) Initial Allocation to the class:

Pay Range: B. U.: Effective Date:

( ) No change in classification:

( X ) Reallocate: ( X ) Up ( ) Down ( ) Other

To the class: **4A.030 Civil Engineer VI**

Pay Range: **SR-28** B.U.: **13** Effective Date: **October 16, 2018**

3. APPEAL: (a) An incumbent may appeal the Director's classification action or the Director's initial pricing action of a new class to the Civil Service Commission within twenty days of the date of this Notice of Director's Action as provided by Section 11-102-37, Chapter 102 of the Rules of Practice & Procedure of the Civil Service Commission. The last day to file an appeal is **November 5, 2018**. Pursuant to HRS Section 76-14 and Section 11-102-3 of the Rules of the Civil Service Commission, classification/reclassification and initial pricing appeals are limited to affected employees.

4. DEPARTMENT:


*(Reminder: In accordance with § 7 of the Budget Ordinance "Funds shall not be disbursed for reallocations and reclassifications which involve a change in supervisory duties and responsibilities until the Council receives written notice setting forth (1) an explanation of the reasons for the change, and (2) organizational charts showing the existing organization and the proposed organization of the department with the positions involved.)*

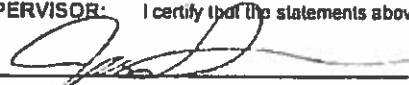
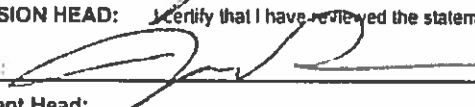

5. REMARKS: Enclosed are your copies of the position description for the above position to which all applicable classification and compensation actions have been certified.



DAVID J. UNDERWOOD  
Director of Personnel Services

xc: Agnes Hayashi

|   |  |   |           |
|---|--|---|-----------|
| DEPARTMENT OF PERSONNEL SERVICES<br><br>County of Maui<br><br>POSITION DESCRIPTION  |  | Dept: <u>PUBLIC WORKS</u><br>Div: <u>HIGHWAYS</u><br>Section: <u>COUNTYWIDE SERVICES</u> Physical Location: <u>WAILUKU BASEYARD</u> |           |
| 1. Pos. No. <u>PW-0675</u><br>Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/><br>Full-time <input checked="" type="checkbox"/> Pt-time <input type="checkbox"/>  |  | 2. PRESENT CLASS <u>CIVIL ENGINEER IV</u> SR: <u>24</u><br>3. Incumbent's Name: <u>VACANT</u>                                       |           |
| 4. Action Requested:    Initial Allocation ( <input type="radio"/> )    Reallocation ( <input checked="" type="radio"/> )    Description Only ( <input type="radio"/> )    Redescription-Review ( <input type="radio"/> )<br>Recommended Allocation CLASS: <u>CIVIL ENGINEER VI</u> SR: <u>28</u>   |  |   |           |
| 5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved)<br><u>RUC # 02825</u>  |  |   |           |
| 6. Duties of the Position: List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form. |  |   |           |
| SEE ATTACHED:<br><br>POSITION DESCRIPTION<br>PW-0675, CIVIL ENGINEER VI<br>DPW – HIGHWAYS – ADMINISTRATION<br>UPDATED AUGUST 8, 2018<br>PAGE 1 of 2   |  |   | % of Time |
| FOR CIVIL SERVICE USE ONLY  |  |   |           |
| ACTION TAKEN    Initial Alloc ( <input type="radio"/> )    Realloc ( <input checked="" type="radio"/> )    No Change ( <input type="radio"/> )    Other: _____<br>CLASS <u>4A.030</u> <u>Civil Engineer VI</u> SR: <u>28</u>  |  |   |           |
| See Audit Rpt No <u>2019-067</u> Study By <u>SM</u> Alloc Notice No _____<br>Non-Comp Exam Req    Date Admn _____    Pass ( <input type="radio"/> )    Fail ( <input type="radio"/> )    Score _____  |  |   |           |
| EFFECTIVE DATE: <u>10/16/18</u> APPROVED:  DATE: <u>10/16/18</u>  |  |   |           |

|  |  |
|--|--|
| <b>7. Supervision Received</b> (Give name and title of immediate supervisor):  |  |
| Name: <b>JOHN R. SMITH</b>   | Title: <b>CH FIELD OPS MNT (PW-0103)</b> |
| <b>8. Responsibilities of the Position:</b>  |  |
| a. Supervisory Responsibilities (List names, titles and nature of supervision given)   |  |
| <u>Name</u>  | <u>Title</u>                             |
| PW-0075 Traffic Signs and Mark ings Supervisor II  | Direct                                   |
| PW-0819 Electronic Technician II   | Direct                                   |
| PW-_____ Arboriculturist   | Direct                                   |
| PW-_____ Engineering Support Technician II   | Direct                                   |
| b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):  |  |
| c. Tools and Equipment (List tools and equipment used or operated):  |  |
| d. Hazards, Hardship, etc (List and describe any unusual working conditions):  |  |
| e. List Licenses or Certificates Held  |  |
| <b>9. CERTIFICATE OF EMPLOYEE:</b> I certify that the statements above are accurate and complete.  |  |
| Signature of Employee  | Date:                                    |
| <b>10. Statement of Immediate Supervisor</b>   |  |
| a. Comment on the statements made by employee (Indicate exceptions or additions):  |  |
| b. Describe the nature and extent of supervision you exercise over this position:  |  |
| c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):<br>A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in civil engineering and two (2) years of civil engineering work experience as a registered professional engineer which shall have included responsibility for supervising civil engineering projects. |  |
| d. License and/or Certificates Required:<br><b>Professional Engineer, Registered in the State of Hawaii and a Type 3 Hawaii Driver's License.</b>  |  |
| <b>11. CERTIFICATE OF IMMEDIATE SUPERVISOR:</b> I certify that the statements above are accurate and complete.   |  |
| Signature of Immediate Supervisor:    | Date: <b>8/6/18</b>                      |
| <b>12. CERTIFICATE OF DIVISION HEAD:</b> I certify that I have reviewed the statements above and that they are accurate and complete.  |  |
| Signature of Division Head:   | Date: <b>8/9/18</b>                      |
| <b>13. Statement of Department Head:</b>   |  |
| a. Indicate and comment on any inaccuracies or disagreements:  |  |
| b. Comment on qualifications indicated by Immediate Supervisor in 10-c above   |  |
| <b>14. CERTIFICATE OF DEPARTMENT HEAD:</b> I certify that the statements above are accurate and complete.  |  |
| Signature of Department Head:   | Date: <b>8-9-18</b>                      |

**POSITION DESCRIPTION**  
**PW-0675, CIVIL ENGINEER VI**  
**DPW – HIGHWAYS – COUNTYWIDE SERVICES**  
**UPDATED AUGUST 8, 2018**  
**PAGE 1 of 2**

This position is supervised by the Chief of Field Operations and Maintenance, PW-0103. The person assigned to this position is responsible for the administrative and technical direction of all activities related to storm water management, traffic management operations and beautification operation and maintenance activities for the Highways Division of the Department of Public Works. This position supervises the preparation and/or review of plans, designs, specifications, estimates and reports of engineering projects as well as other related duties as required in the following categories:

1. Administration and management of the County's Municipal Separate Storm Sewer System (MS4) Program. Duties include, preparation of reports, implementing monitoring plans, managing consultants and consulting contracts as well as facilitating regular coordination with DPW Divisions and other Departments which have specific roles as defined by the MS4 program. (a) (b) 60%
2. Reviews and comments on public improvement and private development project plans and reports as they relate to Highways Division operations and maintenance plans and needs including, but not limited to, the storm water management program, traffic management and beautification programs. (a) ↓
3. Oversees the Highways Division's collaboration with the Engineering Division in the development of various improvement projects, facility plans, grant projects, watershed plans and drainage master plans. (a)
4. Coordinates facilities maintenance and repair projects with Engineers and Regulators at dams, levees and drainage structures under the purview of DPW. (a) (b) ↓
5. Reviews and implements spill prevention and site specific best management practices at County baseyard facilities. (a) (b)
6. Coordinates and reviews reporting and enforcement actions in conformance with County ordinances and standards related to illicit discharge activities into the County's MS4. Conducts and oversees investigations as needed. (a) (b)
7. Supervises staff, formulates work plans and as needed, participates in field inspections, surveys, assessments, and addresses complaints and requests assigned to the Highways Division through the County's Request for Services (RFS) Systems. (a) ↓
8. Facilitates and participates as needed in the County's coordination with outside community groups and other governmental agencies on a variety of storm water, traffic or street tree programs and projects. (a) (b)
9. Provides limited technical assistance to other County Departments and DPW Divisions or sections as it pertains to operations and maintenance activities associated with storm water management, traffic management, and beautification. (a) 25%
10. Directs assistance to other Departments as needed, with technical or operational support to resolve maintenance issues related to storm water management facilities, traffic signs and signals, or street trees. Oversees preparation of and reviews maintenance work orders to implement corrective actions and addresses hazardous or subpar conditions. (a) (b) ↓

POSITION DESCRIPTION  
PW-0675, CIVIL ENGINEER VI  
DPW – HIGHWAYS – COUNTYWIDE SERVICES  
UPDATED AUGUST 8, 2018  
PAGE 2 of 2

11. Directs and manages responsibility for all activities associated with the Highways Division's Traffic Management Program. (a)
12. Directs and manages responsibility for all activities associated with the County's beautification fund. (a) 10%
13. Participates in reviewing revisions to the County Code related to operations and maintenance, as needed. (a) ↓
14. Performs other related duties as required. (a) (b) 5%

KEY:

- (a) The performance of this function is the reason that the job exists.
- (b) The number of other employees available to perform this function is limited.
- (c) This function is highly specialized, and the employee is hired for special expertise or ability to perform this function.

SUPERVISORY RESPONSIBILITIES:

| <u>Position Number and Title</u>                 | <u>Nature of Supervision</u> |
|--|------------------------------|
| PW-0075 Traffic Signs and Markings Supervisor II | Direct                       |
| PW-0619 Electronic Technician II                 | Direct                       |
| PW-_____ Arboriculturist                         | Direct                       |
| PW-_____ Engineering Support Technician II       | Direct                       |

KNOWLEDGE OF:

Civil engineering principles and practices; modern methods and practices used in the preparation of plans, specifications, estimates and reports; the sources of engineering information; surveying and construction practices; public works programs and financing; land conveyancing and the preparation of contracts; principles and practices of administration.

ABILITY TO:

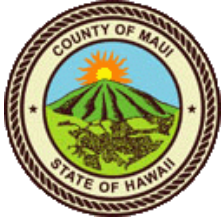
Plan, organize, and direct the work of a large number of engineering and technical employees; develop major engineering work programs; prepare and justify budget requests; prepare administrative as well as engineering reports and correspondence. Use initiative in organizing and completing work; follow oral and written instructions; work harmoniously with others.

Understand and interpret laws, code, ordinances and rules, summarize and brief material; use initiative in organizing and completing work; follow oral and written instructions; deal tactfully and effectively with consultants, employees and the public; gather, verify and evaluate facts and evidence; prepare clear and concise reports; and work harmoniously with others.

This is a light physical effort grouping which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical Demand requirements are in excess of those for Sedentary Work.

LICENSE AND/OR CERTIFICATE(S):

Professional Engineer, Registered in the State of Hawaii and a Type 3 Hawaii Driver's License.



## County Of Maui

# CHIEF BUILDING PLANS EXAMINER

|                        |                                 |                         |                    |
|------------------------|---------------------------------|-------------------------|--------------------|
| <b>CLASS CODE</b>      | 2E.100                          | <b>SALARY</b>           | \$6,512.00 Monthly |
| <b>BARGAINING UNIT</b> | White Collar Supervisors (HGEA) | <b>ESTABLISHED DATE</b> | July 01, 2023      |
| <b>REVISION DATE</b>   | October 26, 2023                |                         |                    |

### Duties Summary

Plans, directs, and coordinates a program involving the issuance of building permits and the review and approval of building plans and specifications of residential and commercial buildings and structures for conformance with the Building Code, Housing Code, Zoning Code, and other related ordinances; and performs other related duties as required.

### Examples of Duties

This class is the top level in the Building Plans Examiner series and is distinguished by its responsibility for overseeing and directing all operational activities related to the issuance of building permits and review and approval of building plans and specifications of residential and commercial buildings and structures for compliance with provisions of the Building Code, Housing Code, Zoning Code, and other related ordinances. This class also has the responsibility for developing and implementing new policies and procedures to improve the permit process and developing training programs to ensure the uniform interpretation of codes and ordinances.

#### Examples of Duties:

The following are examples of duties are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Plans, directs, and coordinates all operational activities related to the review and approval of building plans and specifications buildings and structures for compliance with the Building Code, Housing Code, Zoning Code, and related ordinances, and the processing and issuance of building and related permits;
- Reviews program to determine efficiency of organization, work processes, relevance of current codes and ordinances, standard operating procedures, uniform interpretation of codes and ordinances, and staffing and training needs;
- Determines priorities of work to be performed and makes assignments accordingly;
- Develops training programs to keep staff informed of all aspects of the plan review process including customer servicing, building industry standards and innovations, and code changes and interpretations;
- Develops and implements policies and procedures for improvement of the building plan review and permit issuance programs;
- Advises developers, contractors, architects, and engineers of the Building Codes, Zoning Codes, and other related ordinances and regulations and their application;

- Resolves disputes between contractors and staff in the interpretation and application of the Building Code and related ordinances;
- Develops and recommends adoption of the amendments to provisions of the Building Code and/or other related ordinances;
- Oversees and coordinates the review and routing of plans between all applicable government agencies;
- Attends meetings or conferences with organizations as it relates to the architectural review of the building inspection programs;
- Provides information to the public relating to the code and other building requirements and regulations;
- Oversees the maintenance of records and inspections relating to building plans and permits and the preparation of correspondence and other reports;
- Performs other related duties as assigned.

This is the first class specification approved for the new class, CHIEF BUILDING PLANS EXAMINER, effective July 1, 2023, amended October 26, 2023.

APPROVED: 10/26/2023

### **Minimum Qualification Requirements**

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from high school and seven (7) years of progressively responsible experience in reviewing building plans and specifications, or inspecting building construction, for conformance with the provisions of laws, codes, and related ordinances, five (5) of which shall have involved interpreting, applying, and/or enforcing the Building Code and related ordinances. Such experience must also include, or be supplemented by, work experience demonstrating aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**License Requirement:** Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii, Type 3).

**Knowledge of:** Principles and practices of supervision; the Building, Housing, and Zoning Code and ordinances of the County of Maui; procedures involved in processing building permit applications; basic principles of building design; construction and engineering terminology as they apply to reviewing building plans and specifications.

**Ability to:** Plan, assign, and coordinate the work of subordinates; interpret and apply provisions of the building of the Building, Housing, and Zoning Codes and ordinances; develop and implement operational procedures to assure maximum efficiency of operations; read and interpret building plans and specifications; explain laws, rules, regulations, and procedures involved in processing building permit applications; render decisions in the proper interpretation of provisions of the Building, Housing, and Zoning Codes and ordinances and advise others; determine need for and recommend amendments to specific wording or provisions of the subordinates in the interpretation of the Building Code; deal effectively with subordinates, engineers, architects, contractors, and the general public; maintain records and prepare reports; give clear and concise oral and written instructions.

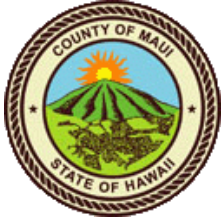
**Health and Physical Condition:** Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions to the position with

or without reasonable accommodations.

Physical Effort Grouping: Light

This is the first minimum qualification specification approved for the new class, CHIEF BUILDING PLANS EXAMINER, effective July 1, 2023, amended October 26, 2023.

APPROVED: 10/26/2023



## County Of Maui

**SPECIALTY PLANS EXAMINER III (Electrical or Plumbing)**

|                        |   |                         |                    |
|------------------------|---|-------------------------|--------------------|
| <b>CLASS CODE</b>      | 5J.060                                      | <b>SALARY</b>           | \$4,766.00 Monthly |
| <b>BARGAINING UNIT</b> | Non-Supervisory White Collar Workers (HGEA) | <b>ESTABLISHED DATE</b> | March 12, 1987     |
| <b>REVISION DATE</b>   | February 12, 2016                           |                         |                    |

**Duties Summary**

Reviews and processes complex plans and specifications for buildings and other structures and installations for compliance with provisions of the applicable electrical or plumbing codes and ordinances; approves applications for permits; and performs other related duties as required.

**Distinguishing Characteristics:**

This class differs from the Specialty Plans Examiner II (Electrical or Plumbing) class in that the Specialty Plans Examiner III (Electrical or Plumbing) primarily reviews and processes complex plans and specifications which may involve commercial buildings more than 3 stories and construction costs of more than \$500,000 for compliance with electrical or plumbing codes and ordinances; whereas the Specialty Plans Examiner II (Electrical or Plumbing) independently reviews plans and specifications for moderately complex residential and commercial structures such as single-family dwellings and commercial buildings up to 3 stories and construction cost of under \$500,000 for adherence to electrical or plumbing codes and ordinances.

**Examples of Duties**

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Reviews and processes complex plans and specifications prepared by private architects, engineers and contractors for compliance with the electrical or plumbing codes and ordinances; confers with architects, engineers, contractors, and others on interpretations of code requirements, procedures, and application submittals.
- Approves or disapproves permit applications.
- Keeps records of all plans checked and prepares correspondence and periodic reports.
- May testify before boards, commissions, courts of law, or other governmental agencies.
- May perform field inspections to assure compliance.
- May advise inspectors on interpretations of the code relative to approved plans and specifications.
- May input electrical or plumbing permit and inspection information into County-wide land management computer data base.

This is an amendment to the specification for the class SPECIALTY PLANS EXAMINER (Electrical or Plumbing), approved on March 12, 1987 and amended and retitled SPECIALTY PLANS EXAMINER III (Electrical or Plumbing).



April 1, 1995, effective August 1, 2005.

APPROVED: July 27, 2005

**Minimum Qualification Requirements**

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and four (4) years of experience reviewing building plans and specifications for compliance with applicable (electrical or plumbing) provisions of laws, codes and ordinances; or, two (2) year as a journey licensed electrician or plumber, as applicable; or, six (6) years of experience as an electrical or plumbing inspector, as applicable.

License Requirement: Possession of a valid Hawaii State driver's license (Type 3).

Knowledge of: pertinent codes and ordinances; standard practices, methods, materials and tools of the trade; accepted safety and health standards; the principles of electricity or hydraulics as applicable.

Ability to: read and interpret blueprints and schematics, and determine conformity with pertinent codes, ordinances and health and safety standards; interpret and apply applicable codes and ordinances; maintain records and prepare reports; give and follow oral and written instructions; deal tactfully and effectively with others.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Light

This is an amendment to the minimum qualification specification for the class SPECIALTY PLANS EXAMINER (Electrical or Plumbing), approved on March 12, 1987, amended August 16, 1994, to be amended and retitled SPECIALTY PLANS EXAMINER III (Electrical or Plumbing), effective April 1, 1995.

APPROVED: July 26, 1995

# City & County of Honolulu

## Position Description

Position No: BW118

- For specific information on preparing position descriptions, please review the Department of Human Resources (DHR) Personnel Manual Chapter IV-2, Preparing and Processing Position Descriptions.
- [General Instructions](#) on completing this form are located on the City's intranet website (cityfyi).
- This form is a basic Word Table. To navigate around the form, use the TAB key to move forward, and SHIFT-TAB to move backward, or use your mouse to move to a specific field.
- Complete every item; if not applicable, so indicate. Press F1 for Help with each item.
- Be accurate. This is an official document upon which classification determinations will be based. In addition, it may be utilized for other personnel related processes, including performance evaluations.
- To complete processing, submit the completed position description via eforms through appropriate channels. Incomplete forms may be returned for completion.
- By submitting this position description, the Appointing Authority certifies that the information provided herein is accurately described and the duties and responsibilities are consistent with the approved organization chart.
- This position description is not considered official until action is taken by the Director of Human Resources.***

Department of Human Resources Use Only

Allocation:

Title Code:

Pay Grade: **SR 18**

Effective:

BU: **13 Included**FLSA: **Non-Exempt**Other: **S**

Org Code:

PPD:

Reference:

Appointing  
Authority:

Classification

Approved:

Date:

|  |   |  |                                  |  |  |
|--|---|--|----------------------------------|--|--|
| Present Title  | Electrical Engineer I   | Department   | Board of Water Supply            |  |  |
| Present Pay Grade  | SR-18   | Division   | Capital Projects Division        |  |  |
| Present Title Code   |   | Branch   | Mechanical and Electrical Branch |  |  |
| Position Status  | Permanent<br>F/T <input checked="" type="checkbox"/> P/T <input type="checkbox"/> # Hrs | Section/Unit                                       |                                  |  |  |
|  |   | Work Location                                      | Beretania Engineering Building   |  |  |
| Immediate Supervisor   | Position No.<br>BW396   | Title and Pay Grade<br>Electrical Engineer V, SR26 |                                  |  |  |
| Subordinates   | Position No.  | Title and Pay Grade                                |                                  |  |  |
| Licenses or Certificates required to perform the essential functions of this position                      | Valid State of Hawaii Driver's License, Type 3  |  |                                  |  |  |
| Equipment or tools regularly operated or used.<br>(For trucks, provide GVW, TARE weight & license number.) | Computer equipment, safety equipment, and testing equipment.                            |  |                                  |  |  |
| Special Work Requirements  |   |  |                                  |  |  |

**DESCRIPTION OF THE MAJOR DUTIES AND RESPONSIBILITIES ASSIGNED OR DELEGATED TO THIS POSITION.**

List only those duties that are part of the regular work of this position throughout the year. List the duties in order of importance or frequency and combine related details. Environmental and physical demands, hazards, and/or unusual isolation involved in the performance of the work must be identified for each duty or group of duties. Opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work. Percentages of time for all duties and responsibilities must total 100%. Enter in the last column, the appropriate ADA indicator(s) as shown below:

- (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) This function is highly specialized, and employee is hired for special expertise or ability to perform this function.

| #  | Description of Duties and Responsibilities  | % of Time | ADA Indicator (s) |
|--|---|-----------|-------------------|
| <b>General Summary:</b> (Describe the overall purpose and objective of this position)<br>As a Electrical Engineer in the Mechanical and Electrical Branch of the Capital Projects Division, this position performs routine but progressively responsible engineering work in the design, installation, operation, and maintenance of electrical equipment and systems, and assists in the review and analysis of plans and specifications for electrical engineering features and compliance with Department requirements. Specific work assignments are as follows: |   |           |                   |
| 1.   | Under direction of supervisor, assisting in preparing plans, specifications, proposals, cost estimates, etc. for routine projects involving electrical equipment repair and replacement.  | 25%       | [1]               |
| 2.   | Under direction of supervisor, assists in making office and field studies of proposed projects to determine the design, type and location of electrical equipment to be installed, including:<br>a. Inspecting existing electrical equipment to determine if it is operating properly or needs replacement.<br>b. Works with Construction Branch to resolve construction problems and questions for any new installation. | 25%       | [1]               |
| 3.   | Under direction of supervisor, assists in preparing in-house pump replacement plans and specifications. Compiles pumping and other data.  | 25%       | [1][2]            |
| 4.   | Under direction of supervisor, assists in checking plans and specifications of electrical equipment and appurtenances, including construction submittals and RFIs, for compliance with Water System Standards.  | 15%       | [1]               |
| 5.   | Under direction of supervisor, assists in conducting periodic tests on pumping units to determine any change in efficiency and recommends corrective action.  | 5%        | [1][2]            |
| 6.   | Under direction of supervisor, assisting in preparing engineering reports for field inspection and equipment acceptance test.   | 5%        | [1][2]            |

# City & County of Honolulu

## Position Description

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- This position description is not considered official until action is taken by the Director of Human Resources.*

Department of Human Resources Use Only

Allocation: **Electrical Engineer III**Title Code: **050260**Pay Grade: **SR 22**Effective: **01/01/2024**BU: **13 Included**FLSA: **Exempt**Other: **L**Org Code: **5582**PPD: **12/16/2021**Reference: **Per Classification Delegation Agreement dtd 8/18/2016**Appointing Authority: **Ernest Y. W. Lau**

Classification

Approved:

Board of Water Supply Manager &amp; Chief Engineer

Date: **12/19/2023**

|  |  |  |               |                                       |
|--|--|--|---------------|---------------------------------------|
| Present Title  | Electrical Engineer I  |  | Department    | Board of Water Supply                 |
| Present Pay Grade  | SR-18  |  | Division      | Capital Projects                      |
| Present Title Code   | 050258   |  | Branch        | Mechanical and Electrical Engineering |
| Position Status  | Permanent  |  | Section/Unit  |                                       |
|  | F/T <input checked="" type="checkbox"/> P/T <input type="checkbox"/> # Hrs   |  | Work Location | Engineering Building                  |
| Immediate Supervisor   | Position No.<br>BW396  | Title and Pay Grade<br>Electrical Engineer V, SR26 |               |                                       |
| Subordinates   | Position No.   | Title and Pay Grade                                |               |                                       |
| Licenses or Certificates required to perform the essential functions of this position                      |  |  |               |                                       |
| Equipment or tools regularly operated or used.<br>(For trucks, provide GVW, TARE weight & license number.) | Personal computer, calculator, small hand tools. Personal protective equipment. Testing equipment such as receptacle testers, electrical proximity tester, equipment mounted power monitors, and portable power analyzers. |  |               |                                       |
| Special Work Requirements  | Entry to confined spaces such as manholes and vaults may be required.  |  |               |                                       |

**DESCRIPTION OF THE MAJOR DUTIES AND RESPONSIBILITIES ASSIGNED OR DELEGATED TO THIS POSITION.**

List only those duties that are part of the regular work of this position throughout the year. List the duties in order of importance or frequency and combine related details. Environmental and physical demands, hazards, and/or unusual isolation involved in the performance of the work must be identified for each duty or group of duties. Opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work. Percentages of time for all duties and responsibilities must total 100%. Enter in the last column, the appropriate ADA indicator(s) as shown below:

- (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) This function is highly specialized, and employee is hired for special expertise or ability to perform this function.

| #   | Description of Duties and Responsibilities  | % of Time | ADA Indicator (s) |
|---|---|-----------|-------------------|
| <b>General Summary:</b> (Describe the overall purpose and objective of this position)<br>This position performs moderately difficult professional engineering in the review and analysis of electrical designs, plans and specifications for compliance with provisions of the electrical code and departmental standards; and performs other related duties including, evaluating the operation of electrical equipment at the Board of Water Supply's facilities; work in conjunction with the Water System Operations Division in conducting field testing of electrical systems; assist in integrating or utilizing new equipment, technology or processes into plant operations; assist in preparing design plans and specifications for equipment procurement and installation; |   |           |                   |
| 1   | Independently designs and/or analyzes moderately complicated electrical layout and systems; reviews, and recommends or rejects, a variety of electrical designs, plans, and specifications for adequacy of design and for compliance with National Electrical code and departmental requirements. Reviews plans for compatibility with existing water system infrastructure and for efficient operation and maintenance; analyze the design changes required to address changing field conditions and modifications to reduce the stand-by time/delays of the construction projects.  | 10%       | 1,2               |
| 2   | Consults with consultants/engineers to ensure the design plans and specifications meet departmental needs and assess the impact on the department in terms of operation, maintenance, repair and performance testing of equipment/systems.  | 30%       | 1,2               |
| 3   | Exercises a substantial degree of engineering judgment to assists senior level engineers in providing electrical engineering field expertise to direct and conduct the installation and testing of new electrical systems in our facilities; ensure all performance testing on BWS assets is in accordance with acceptable industry practices and BWS Water System Standards. Monitors anomalies in pump operations by water system operators to determine the source and make recommendations for improvement. Ensures proper measures are implemented to assess pertinent efficiency factors. Assists in conducting preliminary and final testing of electrical equipment and systems. Serves as consultant to department personnel engaged in inspecting electrical construction work. | 20%       | 1,2               |
| 4   | Assists senior level engineers in providing electrical engineering expertise to implement computer assisted system operations and system performance data collections, providing formal recommendations on electrical systems to be implemented, establishing criteria for new systems to be installed, preparing design plans and specifications for equipment procurement and installation, reviewing and developing implementation of new systems, recording and benchmarking operation of new systems, providing critical feedback on performance of newly installed systems.   | 20%       | 1,2               |
| 5   | Prepares written documentation for inclusion and/or modifications to BWS water system standards, initiating inquiries and analyzing reports on establishing new standards and policies, and updating existing ones relating to departmental operating procedures to improve work flow and efficiencies. Initiates inquiries and analyzes reports on characteristics and uses of new or alternate materials and devices and determines their   | 10%       | 1,2               |

|   |   |     |     |
|---|---|-----|-----|
|   | acceptability.  |     |     |
| 6 | Plans, coordinates, and conducts meetings to implement new technologies; Performs other duties as assigned. | 10% | 1,2 |




## City & County of Honolulu

### Position Description

Position No: BW473

- For specific information on preparing position descriptions, please review the Department of Human Resources (DHR) Personnel Manual Chapter IV-2, Preparing and Processing Position Descriptions.
- [General Instructions](#) on completing this form are located on the City's intranet website (cityfyi).
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- Be accurate. This is an official document upon which classification determinations will be based. In addition, it may be utilized for other personnel related processes, including performance evaluations.
- To complete processing, submit the completed position description via eforms through appropriate channels. Incomplete forms may be returned for completion.
- By submitting this position description, the Appointing Authority certifies that the information provided herein is accurately described and the duties and responsibilities are consistent with the approved organization chart.
- This position description is not considered official until action is taken by the Director of Human Resources.**

|  |  |                               |  |
|--|--|-------------------------------|--|
| Department of Human Resources Use Only | Allocation:  | <b>Electrical Engineer IV</b> |  |
|  | Title Code:  | <b>050265</b>                 |  |
|  | Pay Grade:   | <b>SR 24</b>                  |  |
|  | Effective:   | <b>12/28/2017</b>             |  |
|  | BU:  | <b>13 Included</b>            |  |
|  | FLSA:  | <b>Exempt</b>                 |  |
|  | Other:   | <b>L</b>                      |  |
|  | Org Code:  | <b>5582</b>                   |  |
|  | PPD:   |                               |  |
|  | Reference:   |                               |  |
| Appointing Authority:                  | <b>Michele L. Thomas for</b>   | <b>11/08/2017</b>             |  |
| Classification Approved:               | <br>Director of Human Resources |                               |  |
| Date:                                  | <b>12/28/2017</b>  |                               |  |

|  |  |  |               |                                   |
|--|--|--|---------------|-----------------------------------|
| Present Title  |  |  | Department    | Board of Water Supply             |
| Present Pay Grade  |  |  | Division      | Capital Projects                  |
| Present Title Code   |  |  | Branch        | Mechanical/Electrical Engineering |
| Position Status  | Permanent  |  | Section/Unit  |                                   |
|  | F/T <input checked="" type="checkbox"/>  | P/T <input type="checkbox"/> # Hrs           | Work Location | Engineering Building              |
| Immediate Supervisor   | Position No.<br>BW396  | Title and Pay Grade<br>Electrical Engineer V |               |                                   |
| Subordinates   | Position No.   | Title and Pay Grade                          |               |                                   |
| Licenses or Certificates required to perform the essential functions of this position                      | Registered Professional Electrical Engineer's License; A valid driver's license (Type 3) |  |               |                                   |
| Equipment or tools regularly operated or used.<br>(For trucks, provide GVW, TARE weight & license number.) | Personal computer, calculator, small hand tools.   |  |               |                                   |
| Special Work Requirements  |  |  |               |                                   |

**DESCRIPTION OF THE MAJOR DUTIES AND RESPONSIBILITIES ASSIGNED OR DELEGATED TO THIS POSITION.**

List only those duties that are part of the regular work of this position throughout the year. List the duties in order of importance or frequency and combine related details. Environmental and physical demands, hazards, and/or unusual isolation involved in the performance of the work must be identified for each duty or group of duties. Opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work. Percentages of time for all duties and responsibilities must total 100%.

Enter in the last column, the appropriate ADA indicator(s) as shown below:

- (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) This function is highly specialized, and employee is hired for special expertise or ability to perform this function.

| #  | Description of Duties and Responsibilities   | % of Time | ADA Indicator (s) |
|--|--|-----------|-------------------|
| <b>General Summary:</b> (Describe the overall purpose and objective of this position)<br>This Position performs difficult professional engineering work in analyzing and evaluating the operation of electrical equipment at the Board of Water Supply's facilities; works in conjunction with the Water System Operations Division in conducting field testing of electrical systems and making recommendations for improvement of operating procedures and overall plant performance; integrating or utilizing new equipment, technology or processes into complex plant operations; preparing design plans and specifications for equipment procurement and installation; directing the work of various trades and technical personnel to complete the installation, testing, and implementation; reviewing plans and specifications for adequacy and compliance with provisions of BWS standards. Operate a motor vehicle to visit various work sites. |  |           |                   |
| 1  | Designs, prepares and reviews complicated electrical layout and systems; prepares plans and specifications for adequacy of design and for compliance with code and departmental requirements. Consults with consultants/engineers to ensure the design plans and specifications meet departmental needs and assess the impact on the department in terms of operation, maintenance, repair and performance testing of equipment. Reviews and approves the design plans for deep-well stations, booster stations, control valves, altitude valves and other appurtenant structures; analyze the design changes required to address changing field conditions and modifications to reduce the stand-by time/delays of the construction projects.   | 40%       | 1,2               |
| 2  | Provides electrical engineering field expertise to direct and conduct the installation and testing of electrical equipment and systems in our facilities. Ensures all performance testing of BWS assets is in accordance with acceptable industry practices and BWS Water System Standards. Monitors anomalies in pump operations by water system operators to determine the source and make recommendations for improvement. Ensures proper measures are implemented to assess pertinent efficiency factors. Conducts preliminary and final testing of electrical equipment and systems.  | 30%       | 1,2               |
| 3  | Provides formal recommendations on new electrical equipment to be installed; establishes criteria for new electrical systems to be installed; provides electrical engineering expertise to implement computer assisted system operations and system performance data collections; reviews and develops implementation of new systems; records and benchmarks operation of new systems, and provides critical feedback on performance of new electrical equipment and systems. Ensures processes and procedures are implemented to assess pertinent efficiency factors. Prepares written documentation for inclusion and/or modifications to BWS water system standards. Initiates inquiries and analyzes reports on establishing new standards and policies, and updating existing ones relating to departmental operating procedures to improve work flow and efficiencies. | 30%       | 1,2               |
|  | Performs other duties as assigned.   |           |                   |

DEPARTMENT OF HUMAN RESOURCES  
COUNTY OF HAWAII

**CIVIL ENGINEER I**  
SR 18; BU 13

Duties Summary:

Performs routine professional engineering work in the design, construction, maintenance, and operation of civil engineering projects; assists in preparing designs, plans, specifications, estimates, and reports; and performs other related duties as required.

Distinguishing Characteristics:

This is the entry-level class in the professional Civil Engineering series. This class differs from that of Civil Engineer II in that it receives specific instructions and follows well-established engineering practices; whereas Civil Engineer II exercises some degree of judgment based on experience.

This class differs from that of the several drafting classes in that it may receive limited assignments in designing. This class differs from that of the land surveying series in that the Civil Engineer I normally is concerned with the design, construction, or inspection of engineering projects and topographical surveying is incidental to the aforementioned duties and responsibilities.

Examples of Duties: *(The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duty statements does not preclude the assignment of such duties if they are a logical assignment for the position and are consistent with the class concept.)*

- Assists in making preliminary and final surveys.
- Reduces and plots survey notes.
- Computes vertical and horizontal curves and earthwork quantities.
- Prepares mass diagrams.
- Assists in the design of retaining walls, bridges, culverts, pipelines, sewers, sidewalks, highways, and other concrete, steel, and timber structures; develops details, checks computations, and prepares final working drawings, reinforcing steel details, and material schedules.
- Assists in the preparation of specifications and cost estimates.
- Conducts field engineering inspections.

- Checks and interprets plans and specifications.
- Tests construction materials.
- Computes lot closures and areas.
- Conducts land use studies.
- Computes extensions and adjustments to a triangulation system.
- Compiles data and prepares maps.
- Operates a vehicle to perform work-related duties.
- Performs other related duties.

Minimum Qualification Requirements:

Training and Experience:

- A combination of education and experience substantially equivalent to graduation from an accredited college or university with a baccalaureate degree in engineering.

License/Certificate Requirement:

- Possession of a valid State of Hawai'i Driver License (Class 3) or any other valid comparable driver license.

Knowledge of:

- the principles and practices of general civil engineering,
- engineering mathematics,
- engineering mechanics and the mechanics of materials,
- the principles and practices of topographic surveying, and
- structural, mechanical, electrical, hydraulic, and sanitary engineering principles to the extent that these apply general engineering principles common to all recognized fields.

Ability to:

- perform engineering drafting and design work,
- interpret plans, specifications, and land descriptions,
- plot survey notes, and
- prepare maps, plans, profiles, and cross-sections.

Physical Requirements:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

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This is an amendment to the specification for the class CIVIL ENGINEER that was approved on March 24, 1958; and amended and retitled CIVIL ENGINEER I on September 5, 1961; amended on April 2, 2003; and March 23, 2022.

APPROVED: June 26, 2024  
Date

/s/ Sommer J. Tokihiro  
Director of Human Resources

DEPARTMENT OF HUMAN RESOURCES  
COUNTY OF HAWAII

**CIVIL ENGINEER V**  
SR 26; BU 13

Duties Summary:

Performs difficult professional engineering work in supervising the design, construction, maintenance, and operation of civil engineering projects; prepares and supervises the preparation of designs, plans, specifications, estimates, and reports; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from that of Civil Engineer IV in that it is responsible for a number of complex and major engineering projects operating simultaneously where the problems of supervision and coordination are pronounced, whereas the Civil Engineer IV has responsibility for a complex and major engineering project or several less complex projects.

This class differs from that of Civil Engineer VI in that it has responsibility for supervising the design, construction, and maintenance of a number of complex engineering projects; whereas the Civil Engineer VI not only does the most difficult professional engineering problems but has substantial administrative responsibility or acts as an assistant to the head of a major division or bureau.

Examples of Duties: *(The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duty statements does not preclude the assignment of such duties if they are a logical assignment for the position and are consistent with the class concept.)*

- Supervises preliminary and final surveys.
- Designs and supervises the design of bridges, reservoirs, culverts, retaining walls, tunnels, highways, pipelines, sewers, sidewalks, playgrounds, school grounds, drainage channels, and other concrete, steel, and timber structures.
- Prepares and supervises the preparation of specifications and estimates.
- Assigns project engineers and inspectors to construction projects.
- Prepares or supervises others in preparing construction plans.
- Supervises construction and inspection; approves changes during construction.
- Makes special investigations and engineering economic studies.

- Prepares reports.
- Supervises the collection and analysis of statistical data.
- Assists in preparing work schedules and budget estimates.
- Reviews and approves construction plans for subdivision roads submitted by private persons.
- Supervises the preparation and maintenance of maps and records.
- Operates a vehicle to perform work-related duties.
- Performs other related duties.

#### Minimum Qualification Requirements:

##### Training and Experience:

- A combination of education and experience substantially equivalent to graduation from an accredited college or university with a baccalaureate degree in engineering, and
- four (4) years of professional civil engineering work experience.

##### License/Certificate Requirement:

- Possession of a valid State of Hawai'i Driver License (Class 3) or any other valid comparable driver license,
- possession of a valid license as a professional engineer in the United States at time of filing, and
- prior to completion of probation, possession of a valid license as a professional engineer in the State of Hawai'i.

##### Knowledge of:

- civil and hydraulic engineering principles and practices,
- engineering mechanics and the mechanics of materials,
- a sufficient knowledge of surveying and of construction principles and practices to be able to relate engineering designs to these functions, and
- structural, mechanical, electrical, and sanitary engineering principles.

##### Ability to:

- perform or supervise civil engineering design, construction, or inspection activities,
- analyze stresses and determine the required foundations and structural features,
- plan and supervise the work of engineering and technical employees, and
- conduct engineering studies and prepare technical reports.

Physical Requirements:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

---

This is an amendment to the specification for the class CIVIL ENGINEER V which was approved on September 1, 1961; and amended on March 25, 1963; January 25, 1996; December 10, 1999; and March 23, 2022.

APPROVED: June 26, 2024  
Date

/s/ Sommer J. Tokihiro  
Director of Human Resources

DEPARTMENT OF HUMAN RESOURCES  
COUNTY OF HAWAII

**CIVIL ENGINEER VII**  
EM 07

Duties Summary:

Provides administrative and technical direction over all activities of a major and complex engineering division and/or acts as a consultant on complex and technical engineering projects in a department; and performs other related duties as required.

Distinguishing Characteristics:

This is the top level class in the professional Civil Engineering series. This class differs from that of Civil Engineer VI in that it directs the activities of a major and complex engineering division, or it provides consultative services in technical research and long-range planning of public works and waterworks projects; whereas the Civil Engineer VI serves as principal assistant in administering and directing the activities of a major and complex engineering division, or serves as head of a division in charge of a major engineering program.

Examples of Duties: *(The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duty statements does not preclude the assignment of such duties if they are a logical assignment for the position and are consistent with the class concept.)*

- Plans and directs administrative and technical activities of the division.
- Formulates and recommends policies and develops work programs.
- Directs the preparation of budget estimates and cost control procedures.
- Plans and directs the maintenance and operation of public works and water works projects.
- Reviews and analyzes work progress and cost reports.
- Establishes overall priorities for the various activities supervised.
- Directs and approves the preparation of designs, plans, specifications, and contracts for the construction of highway, wastewater, flood control, waterworks, and other public works and waterworks structures and facilities.
- Inspects work in progress, confers with design engineers and contractors on construction problems, and makes final inspections of completed work.

- Acts as a consultant on complex and technical engineering problems concerning all major engineering projects.
- Anticipates the need for and initiates recommendations for long-range projects.
- Conducts special research and engineering planning studies.
- Interprets and analyzes test results and makes appropriate recommendations.
- Recommends changes in organizational and functional structure and staffing requirements.
- Participates in conferences and meetings with key management and technical officials.
- Provides consultative assistance on engineering problems and coordinates work efforts between divisions, departments, other governmental agencies, and contractors. Represents the department before governmental and civic organizations.
- Directs investigation of complaints involving the division.
- Directs a safety program.
- Prepares and directs the preparation of technical and administrative reports and correspondence.
- As assigned, may act for the Department Head or Deputy in their absence.
- Operates a vehicle to perform work-related duties.
- Performs other related duties.

#### Minimum Qualification Requirements:

##### Training and Experience:

- A combination of education and experience substantially equivalent to graduation from an accredited college or university with a baccalaureate degree in engineering, and
- six (6) years of professional civil engineering work experience, and
- two (2) years of which shall have included administrative experience.

##### License/Certificate Requirement:

- Possession of a valid State of Hawai'i Driver License (Class 3) or any other valid comparable driver license,

- possession of a valid license as a professional engineer in the United States at time of filing, and
- prior to completion of probation, possession of a valid license as a professional engineer in the State of Hawai'i.

Knowledge of:

- The principles and practices of civil engineering involved in planning and directing the design, construction, maintenance, and operation of large public works and waterworks projects,
- modern methods, techniques, and practices used in the preparation of plans, specifications, estimates, and reports,
- the sources of engineering information,
- public works programs and financing, and
- principles and practices of administration and public relations.

Ability to:

- Plan, organize, and direct the work of a large number of engineering and technical employees,
- develop major engineering work programs,
- review, analyze, and review plans and specifications relating to a variety of engineering projects,
- evaluate work progress and visualize future program needs,
- work harmoniously with other governmental units and the general public,
- conduct research and prepare or review administrative and technical reports, and
- address public meetings or other groups.

Physical Requirements:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

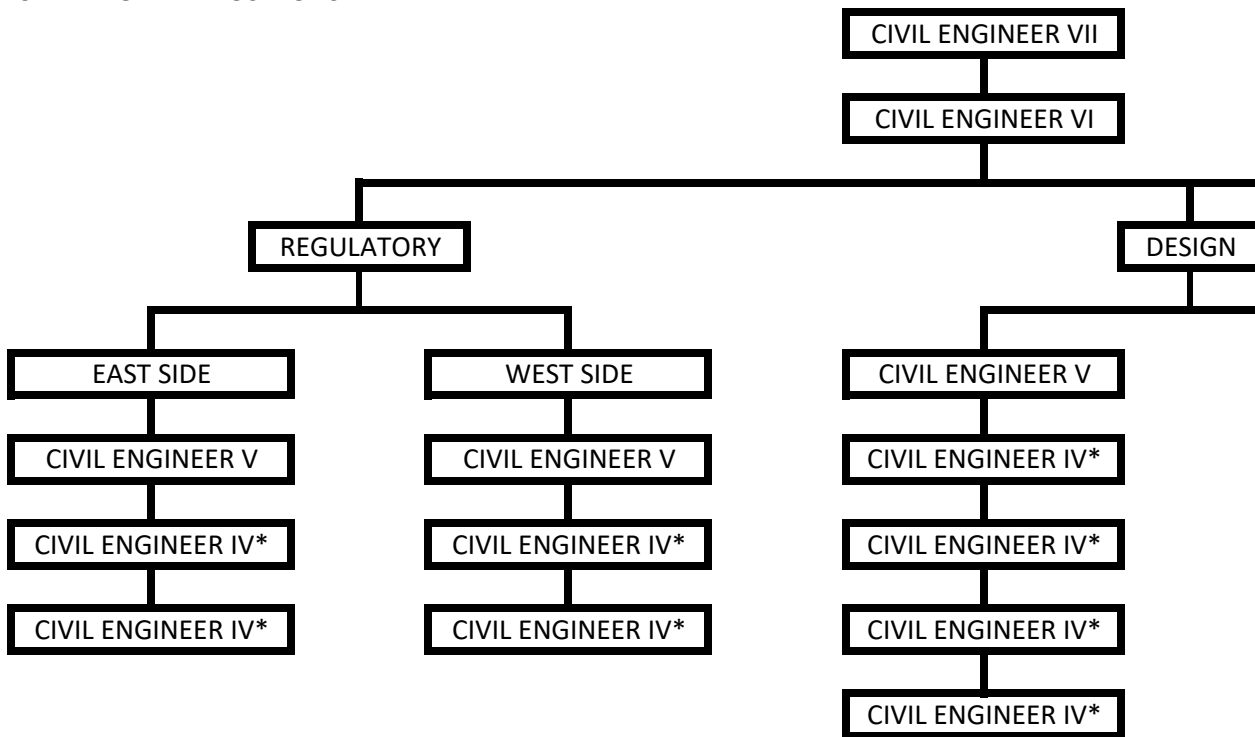
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This is an amendment for the specification of the class Civil Engineer VII which was approved on February 21, 1973; and amended on March 16, 1995; and March 23, 2022.

APPROVED: June 26, 2024  
Date

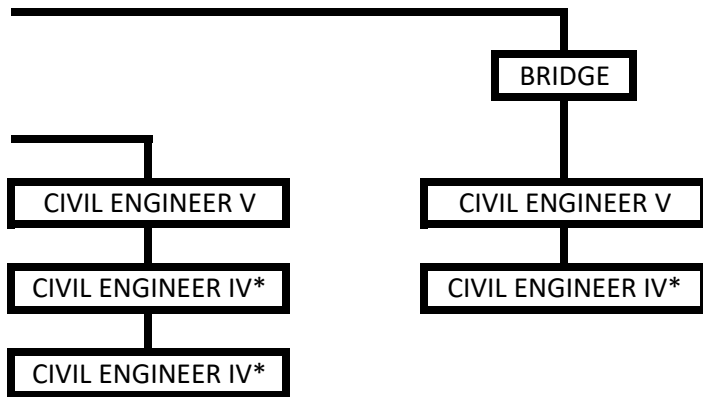
/s/ Sommer J. Tokihiro  
Director of Human Resources

COUNTY OF HAWAII  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
CIVIL ENGINEER POSITIONS



CIVIL ENGINEER IV, V, VI, VII - REQUIRES A PROFESSIONAL LICENSE IN HAWAII

\* THESE POSITIONS CAN BE DOWNGRADED TO CIVIL ENGINEER III, II, OR I



# APPENDIX F

Statement submitted from the Honolulu Board of Water Supply:

“The difference between DPP plans review and BWS plans review is that BWS staff provides input to design consultants on their design.

**We advise our architectural, civil, structural, mechanical, electrical, environmental, and archaeological consultants on their designs, including the following:**

1. What to include in the plans, specs, cost proposals.
2. What to show in drawing details, diagrams, and tables, including correcting errors or missing components.
3. Providing consultants with suggestions/directions on electrical and mechanical equipment and building layouts to accomplish project goals
4. Providing consultants with requirements on architectural and structural details, when appropriate.
5. Review of product submittals to ensure compliance with plans and specs.

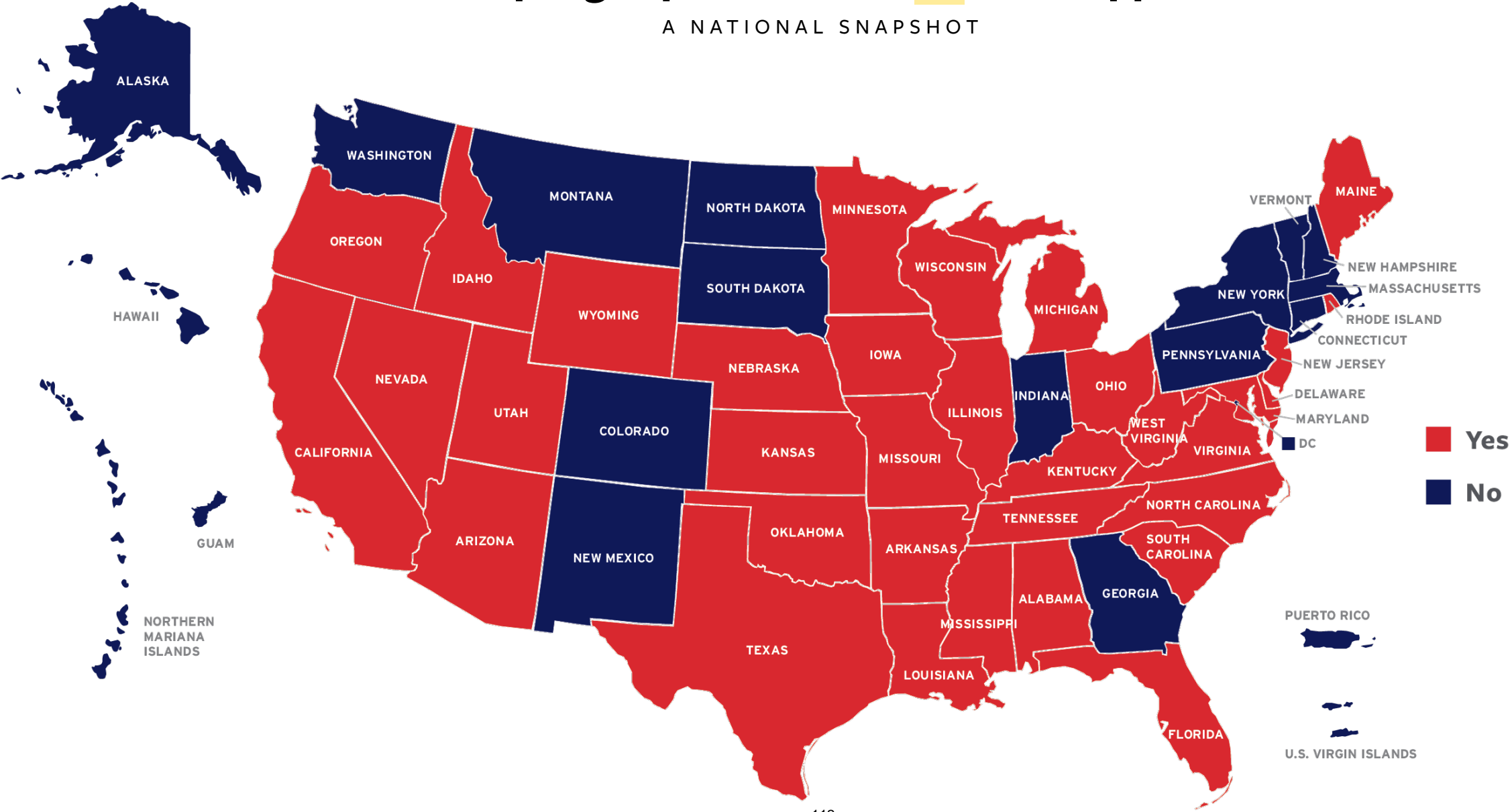
**Other duties performed by BWS Engineers in the Capital Projects Division:**

1. Review construction Requests for Information with consultant recommendations, and provide recommendations to our Construction Branch.
2. Review construction change order cost proposals with consultant recommendations, and provide recommendations to our Construction Branch.
3. Provide input during resolution of construction problems, when requested.
4. Provide technical input to other BWS Divisions, when requested.
5. Research new products for incorporation into BWS design standards.”

# APPENDIX G

# Decoupling experience and PE exam approval

A NATIONAL SNAPSHOT



Yes  
No

# APPENDIX H



## Office of the City Auditor



City and County of  
Honolulu  
State of Hawai'i

Report to the Mayor  
and the  
City Council of Honolulu

# Audit of the Department of Planning and Permitting's Processes for Reviewing Building Permit Applications, Resolution 18-284, CD1, FD1

Report No. 20-01  
January 2020

***Compared to other jurisdictions, DPP Plan Reviewers are less skilled and receive lower compensation***

As part of our audit, we reviewed other jurisdictions and compared applicable position job descriptions, requirements, training, licensing and pay scales. See Appendix E. We found that of the five jurisdictions reviewed, the City and County of Honolulu is the only jurisdiction that did not require plan reviewer licensing or plan examiner certifications. Honolulu also provided the lowest pay ranges in comparison to other jurisdictions and the positions that provided comparable services. We concluded that DPP should consider licensing or certification requirements for its plan reviewers to ensure the recruitment of qualified plan review staff. Additionally, if DPP implemented licensing or certification requirements they would be able to justify higher pay ranges that would be more comparable to other jurisdictions reviewed.

***DPP is unable to keep up with workload demands due to low staffing levels and insufficient training***

Although DPP has addressed and identified proper staffing levels necessary to provide improved application processing services, the department still finds itself, 15 years later, struggling to develop an appropriate training program to ensure that staff have sufficient skills to perform their job duties. According to DPP, staff training opportunities are limited due to the fast pace nature of their work and the volume of permits that need to be reviewed during intake. In the department's view, there is no time for formal training. Currently there is only Informal on-the-job training provided by senior staff who must manage their current responsibilities in addition to new hire training. As a result, new staff hires are unable to immediately help alleviate the heavy workload on existing intake clerks and plan reviewers. Furthermore, due to the limitations of time and training resources, DPP has not been able to successfully transition more reviewers to *ePlan* review. Currently there are only two plan reviewers who are experienced and knowledgeable with electronic plan review. This contributes to increased work load on more experienced reviewers and a disproportionately lighter workload distribution for new, less experienced reviewers. Exhibit 4.1 shows the number of permit applications created and the number of permits issued over the last six years.

# Appendix E

## Plan Reviewer Jurisdiction Comparison

|  | City of Portland, OR  | Peirce County, WA  | City of Roseville, CA  | San Jose, CA  | Clark County, NV   | City and County of Honolulu, HI  |
|--|---|--|--|---|--|--|
| <b>Novice</b>                                  | <b>Building Plans Examiner I</b>  |  | <b>Building Plans Examiner I</b>   | <b>Plan Checker I</b>   |  | <b>Building Inspector</b>  |
| Title  | Examines 1 & 2 Family Dwelling building plans and plans for related accessory structure for compliance with the State of Oregon Residential Specialty Code, assists the general public in obtaining permits and compliance with the requirements of the Oregon Residential Specialty Code and local ordinances  |  | Entry Level Class: Reviewing and approving building construction plans ensuring compliance with pertinent codes and ordinances; and to provide assistance to the public with respect to permit process, code application, and code interpretation.   | Review construction plans for code compliance.  |  | Independently reviews and approves plans and specifications for a wide variety of residential buildings and accessory structures, including the more difficult plans and specifications such as those involving new buildings, two story additions, multi-storied residential buildings, and projects located in slide and flood areas for which building permit applications have been submitted. |
| Job Description                                |   |  |  |   |  |  |
| Pay Range                                      | \$45,323.20 - \$60,736.00 Annually  |  | \$55,243.08 - \$77,733.12 Annually   | \$83,990.40 - \$107,203.20 Annually   |  | \$46,476 Annually  |
| Education Requirements Experience and Training | One (1) year construction trade experience; OR<br>One (1) year of building code related course work; OR<br>One (1) year building inspection or plan review experience in the specialty codes;   | No Information Available   | Completion of thirty units from an accredited college or university with major course work in engineering, architecture or a related field.  | Graduation from high school or tested equivalent and two years of building plan review, design, or combination building inspection experience; OR<br>An Associate's degree or 60 semester units or 90 quarter units from an accredited college or university with major coursework in engineering, architecture, or a related field; AND one year of experience of building plan review, design, or combination building inspection experience. | No Information Available   | A combination of education and experience substantially equivalent to graduation from high school and four years of experience in inspecting or supervising building construction work, two of which shall have been in building code enforcement work.  |
| Licensing or Certification                     | Residential Plans Examiner Certification; or an International Code Council Residential Plans Examiner Certification and obtain an Oregon Residential Plans Examiner Certification within six (6) months.<br>Oregon Inspector Certification; or an Authorization to Perform Work from the Oregon Buildings Code Division within 30 days and obtain a valid Oregon Inspector Certification within six (6) months.   |  | I.C.C. certificate as a Building Plans Examiner is required within one year of appointment to the position   | ICC Residential Plans Examiner OR<br>ICC Building Plans Examiner OR<br>Certification as a licensed architect, licensed structural or civil engineer with the State of California at the time of application and ICC Residential Plans Examiner or ICC Building Plans Examiner within the first six months of hire date.   |  | No Certification Requirements  |
| <b>Complex</b>                                 | <b>Commercial Plans Examiner</b>  | <b>Plans Examiner II</b>   | <b>Building Plans Examiner II</b>  |   | <b>Building Plans Examiner Specialist</b>  | <b>Senior Building Inspector</b>   |
| Title  | Reviews plans of all building types, including residential, for compliance with State building codes and other applicable city and state regulations. Duties include advising design professionals, owners, and builders of minimum code requirements during all phases of design, identifying possible solutions, working with city inter-agency partners, and helping guide applicants through the building permit process as smoothly as possible towards their goals. | Examine commercial and residential building plans electronically for the Building and Code Enforcement Division of Planning and Public Works Department. | Journey Level Class: Reviewing and approving building construction plans ensuring compliance with pertinent codes and ordinances; and to provide assistance to the public with respect to permit process, code application, and code interpretation.   |   | Examines complex building and development plans for compliance with building, electrical, mechanical, plumbing and zoning codes and regulations; plans, directs and reviews the work of a team of plans examiners. | Independently reviews plans and specifications for all types of buildings (particularly those involving major and complex projects) for conformance to the Building Code, Housing Code, Comprehensive Zoning Code, and other pertinent ordinances administered by the Building Department (structural phase excluded).   |
| Job Description                                |   |  |  |   |  |  |
| Pay Range                                      | \$79,476.80 - \$97,635.20   | \$69,180.80 - \$87,963.20 Annually   | \$58,921.80 - \$82,908.72 Annually   | No Information Available  | \$64,001.60 - \$99,236.80 Annually   | \$50,304 Annually  |
| Education Requirements Experience and Training | Experience reading, interpreting and applying Oregon Specialty Codes. Experience reading and interpreting site, architectural and structural plans.   | Associate of Arts degree in Building Technology, Engineering, Architecture, or related field.  | Completion of thirty units from an accredited college or university with major course work in engineering, architecture or a related field. Two years of increasingly responsible building plan examination experience similar to that of a Building Plans Examiner I with the City of Roseville, which includes at least one (1) year as an I.C.C. certified Building Plans Examiner. |   | Bachelor's Degree in Engineering or Architecture   | A combination of education and experience substantially equivalent to graduation from high school and five years of experience in inspecting or supervising building construction work, three of which shall have been in building code enforcement work.  |
| Licensing or Certification                     | Oregon Inspector Certification (OIC)<br>Structural Plans Examiner - A-level (PEA) Certification<br>Oregon Residential Plans Examiner (CAX) Certification<br>Oregon Fire and Life Safety Plans Examiner (PEF) Certification  | ICC Plans Examiner certification   | I.C.C. certificate as a Building Plans Examiner  |   | I.C.C. Plans Examiner certificate, or I.C.C. Building, Electrical, Plumbing, or Mechanical Inspector certificate, or IAEI Electrical Plan Review certificate or Master Electrician certificate                     | No Certification Requirements  |

# APPENDIX I

**The scope of the ICC Residential Plans Examiner Certification is as follows:** “A Residential Plans Examiner reviews plans and construction documents for one-and-two family dwellings and their accessory structures for compliance with the local codes and standards as adopted by their jurisdiction. Evidence of the plan review is documented indicating deficiencies that must be corrected, or that the plan is available to be issued. Should plan changes need to be made, the residential plans examiner verifies that the submitted documentation is complete and clearly illustrates the work proposed, prior to permit issuance.”

**The scope of the ICC Building Plans Examiner is as follows:** “A Building Plans Examiner will be responsible for reviewing submitted plans to determine if they meet the requirements of the various Building Codes and Standards that have been adopted by their jurisdiction. At this level of certification, the Examiner shall be able to review plans for any size of structure in any occupancy classification.”

# APPENDIX J

---

# A BILL FOR AN ACT

RELATING TO PROFESSIONAL ENGINEERS.

**BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:**

1       SECTION 1.       Section 464-8, Hawaii Revised Statutes, is  
2 amended by amending subsection (a) to read as follows:

3       "(a) No person shall be eligible for licensure as a  
4 professional engineer unless:

5       (1) The person is the holder of an unexpired license  
6           issued to the person by any jurisdiction, domestic or  
7           foreign, in which the requirements for licensure at  
8           the time the person was first licensed are of a  
9           standard satisfactory to the board; provided that if  
10          the board is in doubt as to whether the standards are  
11          satisfactory, or as to whether the holder was required  
12          to fully comply with them, it shall require that the  
13          holder successfully pass a written examination,  
14          prescribed by the board and designed to test the  
15          holder's knowledge, skill, and competency in the  
16          profession of engineering;

17       (2) The person [~~is the~~]:  
18

1       (A) Is the holder of a master's degree in engineering  
2               from an institution of higher education approved  
3               by the board; [~~is~~]

4       (B) Is a graduate of a school or college approved by  
5               the board as of satisfactory standing and has  
6               completed an engineering curriculum of four years  
7               or more; [~~has~~]

8       (C) Has had three years of full-time lawful experience  
9               in engineering work of a character satisfactory to  
10              the board, or part-time experience [~~which~~] that  
11              the board finds to be the equivalent thereof; and  
12              [~~has~~]

13      (D) Has successfully passed a written examination,  
14              prescribed by the board and designed to test the  
15              person's knowledge, skill, and competency in the  
16              profession of engineering;

17      (3) The person [~~is the~~]:

18      (A) Is the holder of a master's degree in engineering  
19              from an institution of higher education approved  
20              by the board; [~~has~~]

21      (B) Has had four years of full-time lawful experience  
22              in engineering work of a character satisfactory to

1           the board, or part-time experience [~~which~~] that the  
2           board finds to be the equivalent thereof; and [~~has~~]  
3        (C) Has successfully passed a written examination,  
4           prescribed by the board and designed to test the  
5           person's knowledge, skill, and competency in the  
6           profession of engineering;

7       (4) The person [~~is-a~~]:

8           (A) Is a graduate of a school or college approved by  
9           the board as of satisfactory standing, and has  
10          completed an engineering curriculum of four years  
11          or more; [~~has~~]

12        (B) Has had four years of full-time lawful experience  
13          in engineering work of a character satisfactory to  
14          the board, or part-time experience [~~which~~] that the  
15          board finds to be the equivalent thereof; and [~~has~~]

16        (C) Has successfully passed a written examination,  
17          prescribed by the board and designed to test the  
18          person's knowledge, skill, and competency in the  
19          profession of engineering;

20       (5) The person [~~is-a~~]:

21        (A) Is a graduate of a school or college approved by

1 the board as of satisfactory standing, and has  
2 completed an engineering technology or arts and  
3 science curriculum of four years or more; [~~has~~]

4 (B) Has had eight years of full-time lawful experience  
5 in engineering work of a character satisfactory  
6 to the board, or part-time experience [~~which~~]  
7 that the board finds to be the equivalent  
8 thereof; and [~~has~~]

9 (C) Has successfully passed a written examination,  
10 prescribed by the board and designed to test the  
11 person's knowledge, skill, and competency in the  
12 profession of engineering; or

13 (6) The person has [~~had~~]:

14 (A) Had twelve years of full-time lawful experience  
15 in engineering work of a character satisfactory to  
16 the board, or part-time experience [~~which~~] that  
17 the board finds to be the equivalent thereof; and  
18 [~~has successfully~~]

19 (B) Successfully passed a written examination,  
20 prescribed by the board and designed to test the  
21 person's knowledge, skill, and competency in the  
22 profession of engineering.

1        SECTION 2. Chapter 464, Hawaii Revised Statutes, is amended  
2 by adding a new section to be appropriately designated and to  
3 read as follows:

4        **464- Limited and Temporary Licenses.**    (a) The board shall  
5 issue a limited and temporary license to an applicant who has  
6 not met the requirements as required by section 464-8(a), and  
7 against whom no disciplinary proceedings are pending in any  
8 state or territory, upon determination that the applicant is  
9 employed by a municipal agency and under the following  
10 provisions:

11        (1) The scope of engineering work authorized by the  
12 limited and temporary license shall be restricted to  
13 code compliance review of plans for construction only.  
14 Section 464-11 shall not apply under this section.  
15 Holders of this limited and temporary license shall  
16 not affix their limited and temporary license number  
17 to any plans, specifications, maps, reports, surveys,  
18 descriptions, or sheet in a set of design drawings;  
19 and

20        (2) The limited and temporary license shall only be valid  
21 while the applicant is employed by the municipal  
22 agency. The license may be renewed in accordance with

1       section 464-9. Should the applicant leave the  
2       employment of the municipal agency with which  
3       application was originally sought, the limited and  
4       temporary license shall be terminated immediately, and  
5       the applicant shall be required to notify the board in  
6       writing within ten business days of leaving the  
7       employment.

8       For purposes of this section, municipal agencies mean the county  
9       agency in the State that reviews construction plans for code  
10      compliance.

11       (b) Applicants who do not meet the requirements of  
12      subsection (a) shall be required to fulfill the requirements of  
13      section 464-8(a) to qualify for professional engineering  
14      licensure.

15       SECTION 3. Statutory material to be repealed is bracketed  
16      and stricken. New statutory material is underscored.

17       SECTION 4. This Act shall take effect on \_\_\_\_\_,  
18      provided that section 2 of this bill shall repeal on  
19      \_\_\_\_\_.

# APPENDIX K

**Testimony of the Board of Professional Engineers, Architects, Surveyors, and  
Landscape Architects**

**Before the  
Senate Committee on Commerce & Consumer Protection  
Thursday, March 28, 2024  
9:30 a.m.  
Conference Room 229 and Videoconference**

**On the following measure:  
H.B. 1758, H.D. 1, RELATING TO PROFESSIONAL ENGINEERS**

Chair Keohokalole and Members of the Committee:

My name is Tony Lau, and I am a civil engineering member on the Board of Professional Engineers, Architects, Surveyors, and Landscape Architects (Board). The Board **STRONGLY OPPOSES** this bill.

The purpose of this bill is to clarify that code compliance review of plans for construction applicable to the specific engineering field is considered lawful experience in engineering work.

The Board strongly opposes this bill because accepting 100% plan review only as qualifying experience would allow someone with insufficient experience to qualify for a professional engineer license, thereby jeopardizing the health, safety, and welfare of consumers. A person who reviews plans and calculations may be aware of building codes, but they are not performing integrated design or other standard engineering practices. The Board notes that it already accepts some plan review as qualifying lawful experience, but not 100% plan review as this bill proposes.

It is imperative that applicants have the full depth and breadth of experience required as, once licensed, section 464-1, Hawaii Revised Statutes allows professional engineers to provide the full range of engineering services including: “consultation, investigation, evaluation, planning, design, or observation of construction or operation, in connection with any public or private utilities, structures, buildings, machines, equipment, processes, works or projects, wherein the safeguarding of life, health or property is concerned or involved.”

While the Board understands concerns about a shortage of engineers, the Board suggests other solutions to this issue be pursued which do not result in adjusting

licensure standards in a manner which jeopardizes public safety. The Board currently has a permitted interaction group in the process of researching the appropriateness and ramifications of the actions proposed by this measure. The group will report its findings to the Board once complete, at which time the findings can also be provided to this Committee. For now, the Board would like to note that most states do not allow 100% “plan review” for code compliance to qualify as meeting the total experience requirement for an engineering license.

The Board respectfully requests that this measure be held in Committee to allow it the opportunity to discuss this matter with the counties, professional organizations, and other stakeholders, and complete the research begun by its permitted interaction group.

Thank you for the opportunity to testify on this bill.

**DEPARTMENT OF HUMAN RESOURCES  
KA 'OIHANA HO'OMOHALA LIMAHANA  
CITY AND COUNTY OF HONOLULU**

650 SOUTH KING STREET, 10TH FLOOR • HONOLULU, HAWAII 96813  
PHONE: (808) 768-8500 • FAX: (808) 768-5563 • WEBSITE: honolulu.gov/hr

RICK BLANGIARDI  
MAYOR  
MEIA



NOLA N. MIYASAKI  
DIRECTOR  
PO'O  
FLORENCIO C. BAGUIO, JR.  
ASSISTANT DIRECTOR  
KOKUA PO'O

March 25, 2024

The Honorable Jarrett Keohokalole, Chair  
The Honorable Carol Fukunaga, Vice Chair  
and Members of the Committee on Commerce and Consumer Protection  
The Senate, Room 229  
State Capitol  
415 South Beretania Street  
Honolulu, Hawaii 96813

Dear Chair Keohokalole, Vice Chair Fukunaga, and Members of the Committee:

SUBJECT: House Bill No. 1758, H.D. 1, Relating to Professional Engineers

The Department of Human Resources (DHR) supports House Bill No. 1758, H.D. 1, which clarifies that code compliance review of plans for construction applicable to the specific engineering field is considered "lawful experience in engineering work."

By expanding the definition of "lawful experience in engineering work" to include code compliance review as creditable experience, this bill will increase the pool of candidates eligible to take the required written exam to obtain licensure as a professional engineer in the State of Hawaii. In addition, this bill enables current plans examining engineers in the City who gain relevant and valuable experience from reviewing electrical, plumbing, and building plans, to count their City work hours towards the prerequisites for the written licensing examination; without this legislation, there would be no opportunity for these engineers to become licensed nor to have the opportunity to advance in their careers. This bill provides a clear path to promotion through licensure for this class of engineer employees, the lack of which penalizes them unfairly.

An important aspect of this bill is that it will assist the City to train its engineers to become licensed, addressing the shortage of licensed plans examining engineers who serve a critical role in the City's plans review process. It is anticipated that this will ultimately facilitate more timely issuance of permits, to the benefit of our community.

Thank you for this opportunity to testify.

Sincerely,

A handwritten signature in cursive script that reads "Nola N. Miyasaki".

Nola N. Miyasaki  
Director

**DEPARTMENT OF PLANNING AND PERMITTING**  
**KA 'OIHANA HO'OLĀLĀ A ME NĀ PALAPALA 'AE**  
**CITY AND COUNTY OF HONOLULU**

650 SOUTH KING STREET, 7TH FLOOR • HONOLULU, HAWAII 96813  
PHONE: (808) 768-8000 • FAX: (808) 768-6041 • WEBSITE: [honolulu.gov/dpp](http://honolulu.gov/dpp)

RICK BLANGIARDI  
MAYOR  
MEIA



DAWN TAKEUCHI APUNA  
DIRECTOR  
PO'O

JIRO A. SUMADA  
DEPUTY DIRECTOR  
HOPE PO'O

March 28, 2024

The Honorable Jarrett Keohokalole, Chair  
and Members of the Committee on Commerce  
and Consumer Protection  
Hawai'i State Senate  
Hawai'i State Capitol  
415 South Beretania Street  
Honolulu, Hawai'i 96813

Dear Chair Keohokalole and Committee Members:

**Subject: House Bill No. 1758, HD 1**  
**Relating to Professional Engineers**

The Department of Planning and Permitting (DPP) **strongly supports** House Bill No. 1758, which clarifies that code compliance review of plans for construction applicable to the specific engineering field is considered lawful experience in engineering work, for purposes of qualification for engineering licensure.

DPP believes that professional level government plan review experience should qualify engineers for sitting for the engineer licensing exam because it entails a suitable and comprehensive standard of competency in engineering through the required review and approval of engineering projects under pertinent codes, ordinances and laws. Again, this Bill will only allow a government engineer to sit for a licensure exam. This person must still pass the exam to be licensed.

DPP plans examining engineers play a critical role in safeguarding the health and safety of our community. As local government agencies struggle to compete for engineers with the private sector and federal agencies, it is imperative that we provide a clear career path for advancement of our engineers. For example, DPP requires professional engineer licensure in order to be promoted to a supervisory engineer. A newly graduated engineering student would more likely choose working for the DPP knowing that they could qualify for licensure as they progressed in their experience with the department, rather than be uncertain if they'd qualify or have to leave the public sector for additional or different experience. This Bill would thereby provide greater equity to local government agencies and incentivize engineers to choose a career in public service.

The Honorable Jarrett Keahokalole, Chair  
and Members of the Committee on Commerce  
and Consumer Protection  
Hawai'i State Senate  
House Bill No. 1758, HD 1  
March 28, 2024  
Page 2

Opponents of this Bill argue that the measure will allow someone with "insufficient experience" to qualify for a professional engineer license, thereby, "jeopardizing the health, safety and welfare of the consumer." The irony is our plan reviewers are tasked with reviewing plans submitted by licensed engineers to ensure the health and safety of the general public, and often find errors in these draft plans. We need to recognize the value of government plan reviewers and provide them validation, parity, and incentive to envision and continue their careers with the City.

Finally, this Bill has a defective effective date. Time is of the essence as we continue to lose engineers or are lesser considered as a career option. We are making concurrent efforts to raise salaries, provide training and other incentives, but know that this Bill is key.

Thank you for this opportunity to testify.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Dawn', with a long horizontal flourish extending to the right.

Dawn Takeuchi Apuna  
Director

OFFICE OF HOUSING  
*KE KE'ENA HO'OLĀLĀ KŪKULA HALE*  
CITY AND COUNTY OF HONOLULU

530 SOUTH KING STREET, ROOM 306 • HONOLULU, HAWAII 96813  
PHONE: (808) 768-4675 • FAX: (808) 768-4242 • WEBSITE: [www.honolulu.gov/housing](http://www.honolulu.gov/housing)

RICK BLANGIARDI  
MAYOR  
MEIA



DENISE ISERI-MATSUBARA  
EXECUTIVE DIRECTOR  
PO'O HO'OKO

KEVIN AUGER  
DEPUTY DIRECTOR  
HOPE PO'O

March 25, 2024

2024-HOU-020

The Honorable Jarrett Keohokalole, Chair  
The Honorable Carol Fukunaga, Vice Chair  
and Members of the Senate Committee on Commerce and Consumer Protection  
Hawaii'i State Capitol  
415 South Beretania Street  
Honolulu, Hawaii'i 96813

Dear Chair Keohokalole, Vice Chair Fukunaga, and Committee Members:

SUBJECT: Testimony in Support of HB1758, HD1 – Relating to Professional  
Engineers

Hearing: Thurs., March 28, 2024, 9:30 a.m. at the State Capitol, Rm. 229

The Office of Housing **strongly supports HB1758, HD1**, which recognizes professional-level government employment as a qualifying experience for licensure as a professional engineer.

The City and County of Honolulu's Department of Planning and Permitting (DPP) plays a critical role that affects the construction industry and the production of housing on O'ahu. Prolonged review times due to capacity constraints is often cited as a top issue facing the department. One of the biggest challenges for DPP, and for government in general, is recruitment and retention, especially given the pay differential between the government and private sector.

This bill can serve to help address this issue by supporting DPP in its efforts to attract and promote qualified staff while also providing our homegrown university graduates with access to a pathway to a professional career in the City and County of Honolulu.

The Honorable Jarrett Keohokalole, Chair  
The Honorable Carol Fukunaga, Vice Chair  
and Members of the Senate Committee on Commerce and Consumer Protection  
March 25, 2024  
Page 2


Thank you for the opportunity to testify.

Sincerely,

A handwritten signature in black ink, appearing to read 'Denise Iseri-Matsubara', with a long horizontal flourish extending to the right.

Denise Iseri-Matsubara  
Executive Director  
Office of Housing

APPROVED:

A handwritten signature in black ink, appearing to read 'Michael D. Formby', with a long horizontal flourish extending to the right.

Michael D. Formby  
Managing Director

Testimony of  
Pacific Resource Partnership

Senate Committee On Commerce And Consumer Protection  
Senator Jarrett Keohokalole, Chair  
Senator Carol Fukunaga, Vice Chair

HB 1758 HD1—Relating To Professional Engineers  
Thursday, March 28, 2024  
9:30 A.M.

Aloha Chair Nakashima, Vice Chair Sayama, and Members of the Committee:

Pacific Resource Partnership (PRP) is a nonprofit organization that represents the Hawai'i Regional Council of Carpenters, the largest construction union in the state with approximately 6,000 members, in addition to more than 250 diverse contractors ranging from mom-and-pop owned businesses to national companies.

PRP writes in **support** of HB 1758 HD1, which clarifies that plan review of electrical, plumbing, and building plans, is considered lawful experience in engineering work.

We support the clarifying language of HB 1758 HD1 to allow professional level plan review experience to qualify engineers to take the engineer licensing exam, which they must pass to obtain a license. The Department of Planning and Permitting (DPP) requires professional engineer licensure to be promoted to a supervisory engineer. A newly graduated engineering student would more likely choose to work for the DPP knowing that they could qualify for licensure as they progress in their experience with the department. This bill helps DPP to hire and retain engineers with valuable institutional knowledge within the department, which is essential in improving the efficiency of the department and safeguarding the health and safety of our community.

As such, we respectfully request your favorable decision on this measure. Thank you for this opportunity to submit written testimony.



+ Testimony of EAH Housing | Hawai'i Region  
RELATING TO HB1758 HD1

March 28, 2024 at 9:30 AM  
Written Testimony Only

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**Senate Committee on Commerce and Consumer Protection**

Chair Jarrett Keohokalole, Vice Chair Carol Fukunaga,  
Members Angus McKelvey, Herbert "Tim" Richards III, and Brenton Awa

**STRONG SUPPORT**

We are delighted to express our enthusiastic support for HB 1758. At EAH Housing, we believe in fostering a supportive environment for professional growth and development.

HB 1758 proposes a positive step forward by explicitly recognizing professional-level government employment as a qualifying experience for licensure as a professional engineer. We appreciate and endorse this approach, as it acknowledges the significant value that government engineering experience brings to the table.

In our view, professional-level government engineering experience is inherently rich in the requisite competency for licensure. The intricate process of reviewing and approving engineering projects under the guidance of applicable codes, ordinances, and laws ensures a thorough understanding and application of engineering principles.

Moreover, we understand the challenges faced by government agencies in recruiting and retaining skilled professionals, especially in roles as critical as engineers. The pay differentials between public and private sectors can be substantial, making it crucial for local governments to establish a clear career path for their engineering professionals.

This bill not only enhances the career prospects of engineering professionals in local government but also serves as a beacon for new graduates from University of Hawaii entering the workforce. The assurance that they can progress in their licensure journey while gaining valuable experience in the public sector makes a career in local government more attractive and accessible.

Thank you for considering our endorsement of this significant initiative.



Karen Seddon  
Regional Vice President  
EAH Housing

March 28, 2024

TO: HONORABLE JARRETT KEOHOKALOLE, CHAIR, HONORABLE CAROL FUKUNAGA, VICE CHAIR, COMMITTEE ON COMMERCE AND CONSUMER PROTECTION

SUBJECT: **SUPPORT OF H.B. 1758 HD1, RELATING TO PROFESSIONAL ENGINEERS.** Clarifies that code compliance review of plans for construction applicable to the specific engineering field is considered lawful experience in engineering work.

HEARING

DATE: Thursday, March 28, 2024  
TIME: 9:30 a.m.  
PLACE: Capitol Room 229

Dear Chair Keohokalole, Vice Chair Fukunaga and Members of the Committee,

The General Contractors Association of Hawaii (GCA) is an organization comprised of approximately five hundred (500) general contractors, subcontractors, and construction related firms. The GCA was established in 1932 and is the largest construction association in the State of Hawaii. Our mission is to elevate Hawaii's construction industry and strengthen the foundation of our community.

GCA supports H.B. 1758 HD1, which clarifies that code compliance review of plans for construction applicable to the specific engineering field is considered lawful experience in engineering work.

We support the measure to allow existing city plans examining engineers to obtain an engineering license without having to leave city employment. This will encourage prospective applicants and retain city employees.

Thank you for the opportunity to provide testimony in support of this measure.

▪ March 27, 2024

The Honorable Jarett Keohokalole, Chair  
The Honorable Carol Fukunaga, Vice Chair  
and Members of the House Committee on Commerce and Consumer Protection

Re: Testimony – HB 1758, HD1 Relating to Professional Engineers  
Hearing: March 28, 2024 at 9:30 AM  
Conference Room 229 & Videoconference

Dear Chair Keohokalole, Vice Chair Fukunaga, and Committee Members:

Stanford Carr Development submits testimony in **support** of House Bill 1758, which proposes to clarify that plan review of electrical, plumbing, and building plans, is considered lawful experience in engineering work.

Hawaii Administrative Rule §16-115-39(a)(1) defines lawful experience to include, "...office training or experience in engineering under the supervision of licensed professional engineers who are in the same branch in which the person seeks licensure."

A professional engineer as defined in Hawaii Revised Statute §464-1 includes performing work that plan reviewers engage in daily, such as consultation, investigation, and evaluation, specifically consultation with submitting engineers regarding code compliance and safeguarding of life, health, or property through the application of engineering principles and data.

We support the clarifying language of HB 1758 to allow existing City and County of Honolulu (City) Plans Examining Engineers to obtain an engineering license based on the plan review experience qualifying as lawful experience. The clarification will encourage upward mobility within the plans review division, as entry level staff will be able to obtain licensure without leaving the City. Additionally, the retention of institutional knowledge will improve efficiency for the public as well.

Thank you for the opportunity to offer testimony on this measure.

Respectfully,



Stanford S. Carr

---

# A BILL FOR AN ACT

RELATING TO PROFESSIONAL ENGINEERS.

**BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:**

1       SECTION 1. Section 464-8, Hawaii Revised Statutes, is  
2 amended by amending subsection (a) to read as follows:

3       "(a) No person shall be eligible for licensure as a  
4 professional engineer unless:

5       (1) The person is the holder of an unexpired license  
6 issued to the person by any jurisdiction, domestic or  
7 foreign, in which the requirements for licensure at  
8 the time the person was first licensed are of a  
9 standard satisfactory to the board; provided that if  
10 the board is in doubt as to whether the standards are  
11 satisfactory, or as to whether the holder was required  
12 to fully comply with them, it shall require that the  
13 holder successfully pass a written examination,  
14 prescribed by the board and designed to test the  
15 holder's knowledge, skill, and competency in the  
16 profession of engineering;

17       (2) The person ~~[is the]~~ :



1           (A)   Is the holder of a master's degree in engineering  
2                           from an institution of higher education approved  
3                           by the board; [~~is~~]

4           (B)   Is a graduate of a school or college approved by  
5                           the board as of satisfactory standing and has  
6                           completed an engineering curriculum of four years  
7                           or more; [~~has~~]

8           (C)   Has had three years of full-time lawful  
9                           experience in engineering work of a character  
10                          satisfactory to the board, or part-time  
11                          experience [~~which~~] that the board finds to be the  
12                          equivalent thereof; and [~~has~~]

13          (D)   Has successfully passed a written examination,  
14                          prescribed by the board and designed to test the  
15                          person's knowledge, skill, and competency in the  
16                          profession of engineering;

17          (3)   The person [~~is the~~]:

18          (A)   Is the holder of a master's degree in engineering  
19                           from an institution of higher education approved  
20                           by the board; [~~has~~]



1           (B) Has had four years of full-time lawful experience  
2                   in engineering work of a character satisfactory  
3                   to the board, or part-time experience [~~which~~]  
4                   that the board finds to be the equivalent  
5                   thereof; and [~~has~~]

6           (C) Has successfully passed a written examination,  
7                   prescribed by the board and designed to test the  
8                   person's knowledge, skill, and competency in the  
9                   profession of engineering;

10       (4) The person [~~is a~~]:

11           (A) Is a graduate of a school or college approved by  
12                   the board as of satisfactory standing, and has  
13                   completed an engineering curriculum of four years  
14                   or more; [~~has~~]

15           (B) Has had four years of full-time lawful experience  
16                   in engineering work of a character satisfactory  
17                   to the board, or part-time experience [~~which~~]  
18                   that the board finds to be the equivalent  
19                   thereof; and [~~has~~]

20           (C) Has successfully passed a written examination,  
21                   prescribed by the board and designed to test the



1 person's knowledge, skill, and competency in the  
2 profession of engineering;

3 (5) The person ~~[is a]~~:

4 (A) Is a graduate of a school or college approved by  
5 the board as of satisfactory standing, and has  
6 completed an engineering technology or arts and  
7 science curriculum of four years or more; ~~[has]~~

8 (B) Has had eight years of full-time lawful  
9 experience in engineering work of a character  
10 satisfactory to the board, or part-time  
11 experience ~~[which]~~ that the board finds to be the  
12 equivalent thereof; and ~~[has]~~

13 (C) Has successfully passed a written examination,  
14 prescribed by the board and designed to test the  
15 person's knowledge, skill, and competency in the  
16 profession of engineering; or

17 (6) The person has ~~[had]~~:

18 (A) Had twelve years of full-time lawful experience  
19 in engineering work of a character satisfactory  
20 to the board, or part-time experience ~~[which]~~



1           that the board finds to be the equivalent

2           thereof; and [~~has successfully~~]

3           (B) Successfully passed a written examination,

4           prescribed by the board and designed to test the

5           person's knowledge, skill, and competency in the

6           profession of engineering.

7           For purposes of this subsection, for employees of

8 municipalities, "lawful experience in engineering work" includes

9 code compliance review of plans for construction applicable to

10 the specific engineering field."

11           SECTION 2. Statutory material to be repealed is bracketed

12 and stricken. New statutory material is underscored.

13           SECTION 3. This Act shall take effect on July 1, 3000.



**Report Title:**

Professional Engineers; Licensure; Qualifications; Lawful  
Experience in Engineering Work; Code Compliance Review of Plans;  
Municipality Employees

**Description:**

Clarifies that code compliance review of plans for construction  
applicable to the specific engineering field is considered  
lawful experience in engineering work for employees of  
municipalities. Effective 7/1/3000. (SD1)

*The summary description of legislation appearing on this page is for informational purposes only and is  
not legislation or evidence of legislative intent.*



**§92-2.5 Permitted interactions of members.**

(a) Two members of a board may discuss between themselves matters relating to board business to enable them to perform their duties faithfully, as long as no commitment to vote is made or sought and the two members do not constitute a quorum of their board.

(b) Two or more members of a board, but less than the number of members that would constitute a quorum for the board, may be assigned to:

(1) Investigate a matter relating to board business; provided that:

(A) The scope of the investigation and the scope of each member's authority are defined at a meeting of the board;

(B) All resulting findings and recommendations are presented to the board at a meeting of the board; and

(C) Deliberation and decisionmaking on the matter investigated, if any, occurs only at a duly noticed meeting of the board held subsequent to the meeting at which the findings and recommendations of the investigation were presented to the board; or

(2) Present, discuss, or negotiate any position that the board has adopted at a meeting of the board; provided that the assignment is made and the scope of each member's authority is defined at a meeting of the board before the presentation, discussion, or negotiation.

(c) Discussions between two or more members of a board, but less than the number of members that would constitute a quorum for the board, concerning the selection of the board's officers may be conducted in private without limitation or subsequent reporting.

(d) Board members present at a meeting that must be canceled for lack of quorum or terminated pursuant to section 92-3.5(c) may nonetheless receive testimony and presentations on items on the agenda and question the testifiers or presenters; provided that:

(1) Deliberation or decisionmaking on any item, for which testimony or presentations are received, occurs only at a duly noticed meeting of the board held subsequent to the meeting at which the testimony and presentations were received;

(2) The members present shall create a record of the oral testimony or presentations in the same manner as would be required by section 92-9 for testimony or presentations heard during a meeting of the board; and

(3) Before its deliberation or decisionmaking at a subsequent meeting, the board shall:

(A) Provide copies of the testimony and presentations received at the canceled meeting to all members of the board; and

(B) Receive a report by the members who were present at the canceled or terminated meeting about the testimony and presentations received.

(e) Two or more members of a board, but less than the number of members that would constitute a quorum for the board, may attend an informational meeting or presentation on matters relating to board business, including a meeting of another entity, legislative hearing, convention, seminar, or community meeting; provided that the meeting or presentation is not specifically and exclusively organized for or directed toward members of the board. The board members in attendance may participate in discussions, including discussions among themselves; provided that the discussions occur during and as part of the informational meeting or presentation; provided further that no commitment relating to a vote on the matter is made or sought.

At the next duly noticed meeting of the board, the board members shall report their attendance and the matters presented and discussed that related to board business at the informational meeting or presentation.

(f) Discussions between the governor and one or more members of a board may be conducted in private without limitation or subsequent reporting; provided that the discussion does not relate to a matter over which a board is exercising its adjudicatory function.

(g) Discussions between two or more members of a board and the head of a department to which the board is administratively assigned may be conducted in private without limitation; provided that the discussion is limited to matters specified in section 26-35.

(h) Where notice of the deadline to submit testimony to the legislature is less than the notice requirements in this section, a board may circulate for approval a statement regarding a position previously adopted by the board; provided that the position previously adopted by the board, the statement to be submitted as testimony, and communications among board members about the statement, including drafts, shall be in writing and accessible to the public, within forty-eight hours of the statement's circulation to the board, on the board's website, or, if the board does not have a website, on an appropriate state or county website.

(i) Communications, interactions, discussions, investigations, and presentations described in this section are not meetings for purposes of this part. [L 1996, c 267, §2; am L 2005, c 84, §1; am L 2012, c 177, §1; am L 2022, c 264, §3]

### Law Journals and Reviews

Hawai'i's Sunshine Law Compliance Criteria. 26 UH L. Rev. 21.

### Case Notes

Even assuming that written memoranda circulated by council members, in which the council members presented proposed actions, included justifications for the proposals, and sought "favorable consideration" of the proposals constituted a permitted interaction under subsection (a), the memoranda violated the mandate under subsection (b) that no permitted interaction be used to circumvent the spirit or requirements of the sunshine law to make a decision or to deliberate toward a decision upon board business. The "express premise" of the sunshine law is that opening up the government process to public scrutiny is the only viable and reasonable way to protect the public. 130 H. 228, 307 P.3d 1174 (2013).

Written memoranda circulated by council members, in which the council members presented proposed actions, included justifications for the proposals, and sought "favorable consideration" of the proposals did not fall within the permitted interaction described in subsection (a) because the memoranda: (1) were distributed among all of the members of the Maui county council rather than among only two members of the board; and (2) sought a commitment to vote by asking for "favorable consideration" of the proposals contained within them and thus, violated the sunshine law. 130 H. 228, 307 P.3d 1174 (2013).

Although subsection (a) does not expressly preclude city counsel members from engaging in serial one-on-one conversations, when council members engaged in a series of one-on-one conversations relating to a particular item of council business, under §92-5(b), the spirit of the open meeting requirement was circumvented and the strong policy of having public bodies deliberate and decide its business in view of the public was thwarted and frustrated. 117 H. 1 (App.), 175 P.3d 111.

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[Next](#)

**Sheena R. Choy**

---

**From:** Regeana Hill <[REDACTED]>  
**Sent:** Thursday, August 1, 2024 9:26 AM  
**To:** DCCA EASLA  
**Cc:** File  
**Subject:** [EXTERNAL] Questions

**CAUTION:** This email originated from outside of Hawaii State Gov't / DCCA. Do not click links or open attachments unless you recognize the sender and are expecting the link or attachment.

To who it may concern;

I have been trying to locate the answer to a couple questions and am not finding anything definitive in the Administrative Rules Title 16 Chapter 115 to answer one and finding nothing to answer the other.

The questions are:

1. Can a professional engineer sign and seal the work of another professional engineer?

I am inclined to say the answer is no as it does specifically say that the work must be completed or directly supervised by the PE and in the above situation, the work would not have been. But, I need a definitive answer.

2. Can the EOR (Engineer of Record) be transferred to another Hawaii PE?

I have found nothing about this at all.

I would prefer to have the documentation supporting the answers to these questions, but if there isn't any documentation, then a typed answer will suffice.

Thank you in advance.

If you have any questions, please let me know.

Sincerely,



**Regeana Hill**  
 Administrative Assistant

**Schnackel Engineers, Inc.**  
 3035 South 72nd Street Omaha, NE 68124

New York • Miami • Omaha • Los Angeles • Seattle • Honolulu

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<<SEI:Project #PELIC, PE Licensing>>

## 5.a. Laws/Rules References

### **1. Can a professional engineer sign and seal the work of another professional engineer?**

#### **§464-11 Contents of certificates; use of seal mandatory when.**

...Every licensee may use a seal or rubber stamp of the design authorized by the board bearing the licensee's name and the words "licensed professional engineer", "licensed architect", "licensed land surveyor", or "licensed landscape architect", or otherwise as may be authorized by the board.

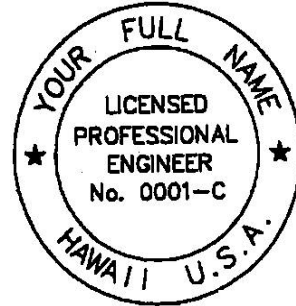
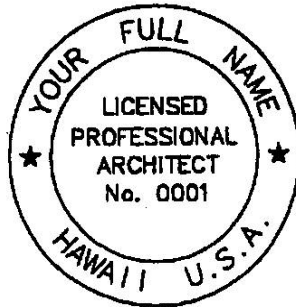
All plans, specifications, maps, and reports prepared by or under the supervision of a licensed engineer, architect, surveyor, or landscape architect shall be stamped with such seal or stamp when filed with public officials. It shall be unlawful for anyone to seal or stamp any document with such seal or stamp after the license has expired or has been revoked or suspended unless such license has been renewed or reissued.

No official of the State nor of any political subdivision thereof, charged with the enforcement of laws or ordinances relating to the construction or alteration of buildings or structures, shall accept or approve any plans or specifications that are not stamped with the seal of a licensed architect or with the seal of a licensed engineer who has qualified in the structural engineering branch, unless the building or structure, for which the plans or specifications are submitted is exempted from this chapter, and no map or survey shall be filed in the land court unless stamped with the seal of a licensed land surveyor.

**§16-115-8 Seal or stamp.** (a) The licensee shall use a seal or stamp that is legible and reproducible of the following design:

- (1) Two circles - a smaller one, 1-1/8" in diameter, within a larger one, 1-1/2" in diameter. The name of the licensee and the words "Hawaii, U.S.A." shall be in the outer or annular space. The words "Licensed Professional Engineer", "Licensed Professional Architect", "Licensed Professional Land Surveyor", or "Licensed Professional Landscape Architect", together with the licensee's license number, shall be inserted in the center space;
- (2) The engineer shall also insert in the center space and after the license number, the abbreviation of the engineering branch in which the engineer has especially qualified; and
- (3) The engineering branch abbreviations shall be:
  - (A) "Ag." - Agricultural;
  - (B) "Ch." - Chemical;
  - (C) "C." - Civil;
  - (D) "E." - Electrical;
  - (E) "En." - Environmental;
  - (F) "FP." - Fire Protection;
  - (G) "I." - Industrial;
  - (H) "M." - Mechanical; and
  - (I) "S." - Structural.

- (4) An example of an acceptable seal or stamp is as follows:



- (b) An engineer who is licensed in more than one branch shall have a seal or rubber stamp for each branch.

All plans, specifications, maps, reports, surveys, and descriptions prepared by or under the supervision of a licensed professional engineer, architect, land surveyor, or landscape architect submitted to public officials for approval shall be stamped with the authorized seal or stamp and authenticated as provided in section 16-115-9.

**§16-115-9 Authentication: preparation or supervision of design and observation of construction.** (a) All plans, specifications, maps, reports, surveys, descriptions, and every sheet in a set of design drawings prepared by or under the supervision of a licensed professional engineer, architect, land surveyor, or landscape architect shall be stamped with the authorized seal or stamp when filed with public officials. Below the seal or stamp, the authentication shall state "This work was prepared by me or under my supervision", be signed by the licensee, and state the expiration date of the license, as follows:

THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION.

---

Signature

Expiration Date of the License

Provided that where applicable, the form of authentication shall be as determined by the rules of the land court, the statute relating to file plans, or other legal authorities relating to maps, surveys, descriptions, etc.

(b) In addition to the requirements of subsection (a), when applications are made for building or construction permits involving public safety or health, all plans and specifications in connection therewith shall bear the authorized seal or stamp of the duly licensed professional engineer, architect, or landscape architect charged with observation of construction pursuant to sections 464-4 and 464-5, HRS. Below the seal or stamp, the authentication shall state "Construction of this project will be under my observation", be signed by the licensee, and state the expiration date of the license, as follows:

CONSTRUCTION OF THIS PROJECT WILL BE UNDER MY OBSERVATION.

---

Signature

Expiration Date of the License

(c) Where the licensed professional engineer, architect, or landscape architect has responsibility for design and observation of construction, the authentication shall state "This work was prepared by me or under my supervision and construction of this project will be under my observation", be signed by the licensee, and state the expiration date of the license, as follows:

THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION AND CONSTRUCTION OF THIS PROJECT  
WILL BE UNDER MY OBSERVATION.

---

Signature

Expiration Date of the License

(d) In the event the licensed professional engineer, architect, or landscape architect whose seal or stamp and signature appear in connection with the statement in subsection (b) or (c) concerning observation of construction has been removed, replaced, or is otherwise unable to discharge the licensee's duties, the licensed professional engineer, architect, or landscape architect shall so notify the appropriate public official(s) in writing within fifteen days. The notification shall include the name, if known, of the licensed professional engineer, architect, or landscape architect charged with continuing the construction observation.

(e) All signatures required under this section shall be original. The use of rubber signature stamps, or computer-generated or other facsimile signatures is prohibited.

**§464-14 Unlicensed activity; penalties.** (a) Any person who practices, offers to practice, or holds oneself out as authorized and qualified to practice professional engineering, architecture, land surveying, or landscape architecture in the State, except as provided in sections 464-3 and 464-5; or who uses the title "engineer", "architect", "land surveyor" or "landscape architect", or any title, sign, card, or device to indicate that such person is practicing professional engineering, architecture, land surveying, or landscape architecture, or is a professional engineer, architect, land surveyor, or landscape architect, without having first acquired a license in accordance with this chapter and without having a valid unexpired license; or who uses or attempts to use as the person's own the seal, certificate or license of another, or who falsely impersonates any duly licensed practitioner hereunder, or who uses or attempts to use an expired, suspended, or revoked license shall be fined not more than \$500 or imprisoned not more than one year, or both.

**§16-115-10 Misconduct in the practice.** Misconduct in the practice of the profession of engineering, architecture, land surveying, or landscape architecture means without limitation the following:

- (1) Acting for licensee's client, or employer, in matters otherwise than as a faithful agent or trustee, or accepting any remuneration other than the licensee's stated recompense for services rendered;
- (2) To knowingly injure or attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects, or practice of another engineer, architect, land surveyor, or landscape architect;
- (3) Advertising in a false, misleading, or deceptive manner;
- (4) "Plan stamping"; i.e. sealing, stamping, or certifying any document which was not prepared by or supervised by the licensee; and
- (5) Misrepresentation, deceit, fraud, gross negligence, and other offenses relating to misconduct of the licensee's practice.

## **2. Can the Engineer of Record ("EOR") be transferred to another Hawaii PE?**

**§16-115-9 Authentication: preparation or supervision of design and observation of construction** (d) In the event the licensed professional engineer, architect, or landscape architect whose seal or stamp and signature appear in connection with the statement in subsection (b) or (c) concerning observation of construction has been removed, replaced, or is otherwise unable to discharge the licensee's duties, the licensed professional engineer, architect, or landscape architect shall so notify the appropriate public official(s) in writing within fifteen days. The notification shall include the name, if known, of the licensed professional engineer, architect, or landscape architect charged with continuing the construction observation.

**§464-12 Corporations and partnerships.** A corporation or copartnership may engage in the practice of professional engineering, architecture, surveying, or landscape architecture in the State if the person or persons connected with the corporation or copartnership directly in charge of the professional work is duly licensed.

**§16-115-4 Business entities.** Pursuant to chapters 428 and 464, HRS, a corporation, partnership, or limited liability company may engage in the practice of professional engineering, architecture, land surveying, or landscape architecture in the State provided the person or persons connected with the business entity directly in charge of the professional work is or are duly licensed under chapter 464, HRS. The person or persons in direct charge shall be full-time employee(s), principal(s), officer(s), partner(s), member(s), or manager(s) of the business entity, and shall have been delegated the legal authority to bind the business entity in all matters relating to the professional work.

**Sheena R. Choy**

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**From:** Hisashima, Kyllie F  
**Sent:** Friday, August 9, 2024 1:03 PM  
**To:** DCCA EASLA  
**Subject:** RE: Professional Engineer License Inquiry

Hi Sheena,

In some State departments, such as the Department of Accounting and General Services, we have both Architects and Engineers performing the same type of work in observing contractors who actually stamp the plans and specifications. Because it seems that in statute, there are distinct differences between the two, we would like to seek clarification as to what those differences are in terms of what functions they can lawfully perform. We just want to ensure that if there is a difference between what Architect and Engineers are lawfully about to do, then both groups do not perform the same such work.

Please feel free to call or email me if further clarification is needed. Thank you so much in advance!

Thank you,

*Kyllie Hisashima  
State of Hawai'i  
Department of Human Resources Development  
Classification Branch*

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**From:** DCCA EASLA <easla@dcca.hawaii.gov>  
**Sent:** Friday, August 9, 2024 12:34 PM  
**To:** Hisashima, Kyllie F <[REDACTED]>  
**Subject:** RE: Professional Engineer License Inquiry

Aloha Kyllie,

Confirming receipt of your email. Can you please clarify what the purpose of the inquiry is for so we can best assist?

Mahalo,  
Sheena

**Sheena Choy**  
Executive Officer  
Department of Commerce and Consumer Affairs  
Professional and Vocational Licensing Division  
P.O. Box 3469  
Honolulu, HI 96801

Fax: (808) 586-2874

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**From:** Hisashima, Kyllie F [REDACTED]  
**Sent:** Monday, July 29, 2024 9:21 AM  
**To:** DCCA EASLA <[easla@dcca.hawaii.gov](mailto: easla@dcca.hawaii.gov)>  
**Subject:** RE: Professional Engineer License Inquiry

Good morning Sheena,

Thank you so much for the explanation. My apologies but I have a follow up question regarding the different limitations between engineers and architects when it comes to the type of work they can lawfully perform.

Our Public Works Division in the Department of Accounting and General Services oversees contracts for planning, design, and construction projects including new construction, renovation, repairs, and alterations to existing structures. Currently, our Public Works Division has both Architects and Engineers who observe construction and maintenance projects, as defined by HRS chapter 464-4.

In review of HRS chapter 464-1, my understanding is that an Architect is more concerned with the aesthetic and structural design of building and structures whereas a Professional Engineer is concerned with the technical engineering principles needed to design and construct a building or structure. The statute also states that Architects apply principles of mathematics, aesthetics, and physical sciences whereas Engineers apply engineering principles and data.

Considering that Architects and Engineers are defined differently in statute, but that both types of employees observe the work of contractors who actually stamp the plans and specifications per HRS chapter 464-4, we are wondering if the limitations on what a State Architect can do versus what a State Professional Engineer can do are different.

In the context of HRS chapter 464-4(1)(B) and (2)(B), is there any difference between what a licensed Architect versus licensed Engineer is lawfully able to do in the observation of a licensed Engineer/contractor? If there is a difference in what Architects versus Engineers are limited to in the State's Public Works Division, could you explain in terms of both occupations (i.e. an Architect may not lawfully perform X task, while an Engineer may perform X task)?

Or, is there no difference between what a licensed Architect versus licensed Engineer is able to lawfully do in the observation of a licensed Engineer who stamps the specifications for projects pertaining to new construction, renovation, repairs, and alterations to existing structures?

My apologies if this email is confusing. Please let me know if additional clarification is needed.

Thank you,

*Kyllie Hisashima*  
*State of Hawai'i*  
*Department of Human Resources Development*  
*Classification Branch*  
[REDACTED]

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## 5.b. Laws/Rules References

### **1. In the context of HRS chapter 464-4(1)(B) and (2)(B) [sic], is there any difference between what a licensed Architect versus licensed Engineer is lawfully able to do in the observation of a licensed Engineer/contractor?**

**§464-1 Definitions.** As used in this chapter:

"Architect" means a person who holds oneself out as able to perform, or who does perform, any professional service such as consultation, investigation, evaluation, planning, design, including aesthetic and structural design, or observation of construction, in connection with any private or public buildings, structures, or projects or the equipment or utilities thereof, or the accessories thereto, wherein the safeguarding of life, health, or property is concerned or involved, when the professional service requires the application of the art and science of construction based upon the principles of mathematics, aesthetics, and the physical sciences...

... "Professional engineer" means a person who holds oneself out as able to perform, or who does perform, any professional service such as consultation, investigation, evaluation, planning, design, or observation of construction or operation, in connection with any public or private utilities, structures, buildings, machines, equipment, processes, works, or projects, wherein the safeguarding of life, health, or property is concerned or involved, when such professional service requires the application of engineering principles and data...

**§464-4 Public works.** (a) Notwithstanding any other provision to the contrary, public works projects involving:

(1) Alteration or new construction shall be required to have:

(A) Plans or specifications prepared by or under the supervision of an appropriately licensed professional engineer, architect, or landscape architect. The licensed professional engineer, architect, or landscape architect, as the case may be, shall stamp the plans or specifications, and indicate that the licensee has prepared or supervised the preparation of the plans or specifications; and

(B) A licensed professional engineer, architect, or landscape architect designated by the State, county, or political subdivision that is undertaking the public works project to observe the alteration or new construction. For the observation of construction of these types of public works projects, the licensed professional engineer, architect, or landscape architect, as the case may be, shall not be required to stamp the plans or specifications.

(2) Maintenance work shall:

(A) Not be required to have plans or specifications prepared by or under the supervision of an appropriately licensed professional engineer, architect, or landscape architect; and

(B) Be required to have a licensed professional engineer, architect, or landscape architect designated by the State, county, or political subdivision that is undertaking the public works project to observe the maintenance work. For the observation of construction of this type of public works project,

the licensed professional engineer, architect, or landscape architect, as the case may be, shall not be required to stamp the plans or specifications.

(b) All land surveys involving property boundaries for public purposes or plans thereof shall be made or supervised by a licensed surveyor. The licensed land surveyor shall stamp the land surveys or plans, and indicate that the licensee has prepared or supervised the preparation of the land surveys or plans.

(c) For purposes of this section:

"Maintenance" means minor repairs or replacement work which do not affect or involve the structural integrity of the public works project.

"Public works projects" means projects undertaken by the State, counties, or any political subdivisions thereof.

**2. If there is a difference in what Architects versus Engineers are limited to in the State's Public Works Division, could you explain in terms of both occupations?**

*For Board discussion & reference above.*

**3. If there is no difference between what a licensed Architect versus licensed Engineer is able to lawfully do in the observation of a licensed Engineer who stamps the specifications for projects pertaining to new construction, renovation, repairs, and alterations to existing structures?**

**§464-4 Public works.** (a) Notwithstanding any other provision to the contrary, public works projects involving:

(1) Alteration or new construction shall be required to have:

(A) Plans or specifications prepared by or under the supervision of an appropriately licensed professional engineer, architect, or landscape architect. The licensed professional engineer, architect, or landscape architect, as the case may be, shall stamp the plans or specifications, and indicate that the licensee has prepared or supervised the preparation of the plans or specifications; and

(B) A licensed professional engineer, architect, or landscape architect designated by the State, county, or political subdivision that is undertaking the public works project to observe the alteration or new construction. For the observation of construction of these types of public works projects, the

licensed professional engineer, architect, or landscape architect, as the case may be, shall not be required to stamp the plans or specifications.

**(2) Maintenance work shall:**

**(A) Not be required to have plans or specifications prepared by or under the supervision of an appropriately licensed professional engineer, architect, or landscape architect; and**

(B) Be required to have a licensed professional engineer, architect, or landscape architect designated by the State, county, or political subdivision that is undertaking the public works project to observe the maintenance work. For the observation of construction of this type of public works project, the licensed professional engineer, architect, or landscape architect, as the case may be, shall not be required to stamp the plans or specifications.

(b) All land surveys involving property boundaries for public purposes or plans thereof shall be made or supervised by a licensed surveyor. The licensed land surveyor shall stamp the land surveys or plans, and indicate that the licensee has prepared or supervised the preparation of the land surveys or plans.

(c) For purposes of this section:

"Maintenance" means minor repairs or replacement work which do not affect or involve the structural integrity of the public works project.

"Public works projects" means projects undertaken by the State, counties, or any political subdivisions thereof.

**§464-11 Contents of certificates; use of seal mandatory when.**

...Every licensee may use a seal or rubber stamp of the design authorized by the board bearing the licensee's name and the words "licensed professional engineer", "licensed architect", "licensed land surveyor", or "licensed landscape architect", or otherwise as may be authorized by the board.

All plans, specifications, maps, and reports prepared by or under the supervision of a licensed engineer, architect, surveyor, or landscape architect shall be stamped with such seal or stamp when filed with public officials. It shall be unlawful for anyone to seal or stamp any document with such seal or stamp after the license has expired or has been revoked or suspended unless such license has been renewed or reissued.

No official of the State nor of any political subdivision thereof, charged with the enforcement of laws or ordinances relating to the construction or alteration of buildings or structures, shall accept or approve any plans or specifications that are not stamped with the seal of a licensed architect or with the seal of a licensed engineer who has qualified in the structural engineering branch, unless the building or structure, for which the plans or specifications are submitted is exempted from this chapter, and no map or survey shall be filed in the land court unless stamped with the seal of a licensed land surveyor.

**§16-115-8 Seal or stamp.** (b) An engineer who is licensed in more than one branch shall have a seal or rubber stamp for each branch.

All plans, specifications, maps, reports, surveys, and descriptions prepared by or under the supervision of a licensed professional engineer, architect, land surveyor, or landscape architect submitted to public officials for approval shall be stamped with the authorized seal or stamp and authenticated as provided in section 16-115-9.

**§16-115-9 Authentication: preparation or supervision of design and observation of construction.** (a) All plans, specifications, maps, reports, surveys, descriptions, and every sheet in a set of design drawings prepared by or under the supervision of a licensed professional engineer, architect, land surveyor, or landscape architect shall be stamped with the authorized seal or stamp when filed with public officials. Below the seal or stamp, the authentication shall state "This work was prepared by me or under my supervision", be signed by the licensee, and state the expiration date of the license, as follows:

THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION.

---

Signature

Expiration Date of the License

Provided that where applicable, the form of authentication shall be as determined by the rules of the land court, the statute relating to file plans, or other legal authorities relating to maps, surveys, descriptions, etc.

(b) In addition to the requirements of subsection (a), when applications are made for building or construction permits involving public safety or health, all plans and specifications in connection therewith shall bear the authorized seal or stamp of the duly licensed professional engineer, architect, or landscape architect charged with observation of construction pursuant to sections 464-4 and 464-5, HRS. Below the seal or stamp, the authentication shall state "Construction of this project will be under my observation", be signed by the licensee, and state the expiration date of the license, as follows:

CONSTRUCTION OF THIS PROJECT WILL BE UNDER MY OBSERVATION.

---

Signature

Expiration Date of the License

(c) Where the licensed professional engineer, architect, or landscape architect has responsibility for design and observation of construction, the authentication shall state "This work was prepared by me or under my supervision and construction of this project will be under my observation", be signed by the licensee, and state the expiration date of the license, as follows:

THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION AND CONSTRUCTION OF THIS PROJECT  
WILL BE UNDER MY OBSERVATION.

---

Signature

Expiration Date of the License

(d) In the event the licensed professional engineer, architect, or landscape architect whose seal or stamp and signature appear in connection with the statement in subsection (b) or (c) concerning observation of construction has been removed, replaced, or is otherwise unable to discharge the licensee's duties, the licensed professional engineer, architect, or landscape architect shall so notify the appropriate public official(s) in writing within fifteen days. The notification shall include the name, if known, of the licensed professional engineer, architect, or landscape architect charged with continuing the construction observation.

(e) All signatures required under this section shall be original. The use of rubber signature stamps, or computer-generated or other facsimile signatures is prohibited.