



**DEPARTMENT OF BUSINESS,  
ECONOMIC DEVELOPMENT & TOURISM**

**DEPT. COMM. NO. 480**

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June 12, 2020

The Honorable Ronald D. Kouchi  
President and Members of the  
Senate  
Thirtieth State Legislature  
State Capitol, Room 409  
Honolulu, Hawaii 96813

The Honorable Scott Saiki  
Speaker and Members of the  
House of Representatives  
Thirtieth State Legislature  
State Capitol, Room 431  
Honolulu, Hawaii 96813

Dear President Kouchi, Speaker Saiki, and Members of the Legislature:

Pursuant to Act 5, SLH 2019, Section 42, the Department of Business, Economic Development and Tourism (DBEDT) respectfully submits the following information on a position for the Hawaii Technology Development Corporation (HTDC).

Position Title:	MEP Project Engineer
Statutory Authorization:	§206M-3 (a)(6)
Date Position Established:	June 1, 2020
Projected Date Position Filled:	July 1, 2020
Est. Amount Expended in 2019-2020:	\$0.00
Est. Amount Expended in 2020-2021:	\$65,000
Source of Funds:	US Dept of Commerce Award 70NANB17H012

Functions of the Position:

The MEP Project Engineer position is responsible for program support for HTDC's Manufacturing Extension Partnership activities. The position description is attached for your information.

Should you have any questions, please contact Len Higashi, Acting Executive Director of the Hawaii Technology Development Corporation, at 808-539-3814 or via email at [Len.higashi@hawaii.gov](mailto:Len.higashi@hawaii.gov).

With Aloha,

Mike McCartney

Attachment

**HTDC-MANUFACTURING EXTENSION PARTNERSHIP (MEP)**  
**HTDC-MEP PROJECT ENGINEER**  
Position Description

**I. IDENTIFYING INFORMATION**

Position Number: xxxxxx  
Current Class Title: MEP Project Manager  
Recommended Class Title: MEP Project Engineer  
Department: Business, Economic Development & Tourism (DBEDT)  
Division/Agency: Hawaii Technology Development Corporation (HTDC)  
Branch:  
Section:  
Unit:  
Geographic Location: Honolulu, Oahu

**II. INTRODUCTION**

The Hawaii Technology Development Corporation (HTDC) is an agency of the State of Hawaii established in 1983 in accordance with Section 206M, HRS, and is attached to the Department of Business, Economic Development and Tourism (DBEDT) for administrative purposes. As a lead State agency in high technology research, development, demonstration, and management of incubation facilities, HTDC provides a broad array of technology industry programs and services to facilitate the growth and development of a commercial high technology industry in Hawaii.

Manufacturing Extension Partnership Program, referred to as INNOVATE Hawaii provides expertise and services tailored to Hawaii manufacturers and other small businesses with value-added products. INNOVATE Hawaii provides consulting services ranging from engineering, process improvements, worker training and business practices to marketing, finance and the application of information technologies. Affordable solutions are offered through a combination of direct assistance from INNOVATE Hawaii staff and assistance from outside consultants.

This position is primarily responsible for providing engineering and technical support to MEP program staff whom consult with small- and medium-sized manufacturers, and value-added businesses, including tech-based pre-manufacturing companies.

**III. MAJOR DUTIES & RESPONSIBILITIES**

- A. Engineering and Technical support 50%
  - 1. Work with MEP program staff to provide various engineering and technical support for manufacturers and tech-based / Small Business Innovation Research (SBIR) companies with assessing, researching, evaluating, and implementing innovative technical improvements.

2.	Work with MEP program staff to assist with managing and directing consultants and sub-contractors to complete required project scope of work.	
B.	MEP Program Marketing and Promotion	20%
1.	Assist MEP Program staff with selling MEP services to manufacturing and technology businesses; and	
2.	Develops markets by networking with other non-profit agencies, private consultants, trade organizations, and associations.	
C.	Assist with Training and Seminars	10%
1.	Assist MEP program staff with organizing, promoting and conducting seminars and workshops for manufacturing and tech-based companies.	
D.	Administrative Duties	5%
1.	Maintains records and produces reports relative to program activities, goals and objectives;	
2.	Collects data for the measurable/estimated impact of project work, and assists with National Institute of Standards and Technology (NIST) survey process.	
E.	Professional Development	10%
	Stays informed of current developments and trends in the fields of engineering, manufacturing and related technologies.	
F.	Other duties	5%
	Performs other duties as assigned.	
		===== 100%

#### IV. CONTROLS EXERCISED OVER THE WORK

- A. Supervisor:  
Position No.: 116613                      Class Title: HTDC-MEP Center Director
- B. Nature of Supervisory Control Exercised Over the Work

1. Instructions Provided

The Project Engineer receives direct supervision from the MEP Center Director. Instructions will vary from very specific, to limited general guidance depending on the project and situation.

Initially upon hire, close supervision will be provided until the employee is trained and familiarized to the program. The employee then plans and carries out work activities independently and report progress to MEP Senior Project Manager or MEP Center Director.

2. Assistance Provided

Once the employee is trained, supervision received is nominal, consultative and limited. Under broad and extensive guidelines, the position exercises wide discretion and judgment in carrying-out the activities and functions of the INNOVATE Hawaii program. The employee takes care of all aspects of the work independently, but informs the supervisor when unforeseen events or circumstances require significant changes, such as changing priorities, policies, etc.

3. Review of Work

The supervisor regularly reviews

C. Nature of Available Guidelines Controlling the Work

1. Policy and Procedural Guides Available

Guidelines include a broad range of legal standards and requirements, statewide government policies, procedures, and objectives. Also included are federal NIST laws, rules, regulations, policies, and procedures; other State/Federal laws, rules, regulations; and State Executive and DBEDT policies and procedures.

2. Use of Guidelines

Procedural guidelines may cover certain technical aspects of the work. The employee must know and apply such guidelines.

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

None

## **VI. RECOMMENDED QUALIFICATIONS**

### **A. Knowledge:**

DBEDT and HTDC rules, regulations, policies, procedures, or other relative guidelines. Supervisory principles and practices.

### **B. Skills/Abilities:**

Implements the functions and responsibilities of the INNOVATE Hawaii program; reads and comprehend laws, rules, and regulations; analyzes facts and issues; recommends solutions to complex and sensitive problems/situations; and

Possesses broad-based knowledge and experience in LEAN manufacturing operations and technology, or other industry as outlined in section above. Must have strong oral and written communication, planning, organizational, and business management skills; able to communicate and deal effectively with, and represent the INNOVATE Hawaii program to the business community and to other partners.

Able to work in and around manufacturing and engineering operations of a variety in nature, to assess, develop and implement operational improvements. Must pass medical exams and drug-free workplace screenings as needed.

### **C. Education:**

### **D. Experience:**

1. Industry experience in engineering technology and/or manufacturing is highly preferred. Experience in business development, strategic planning, project management, industrial marketing, information systems, human resources, financial planning, customer service, professional sales, organizational structure, and problem solving, are also desirable.

2. Must have two (2) years of supervisory or staff experience in conducting studies and recommending to management the development or revision of business consulting standards, policies, procedures, and techniques.

The HTDC Executive Director determines the substitutions that are allowed.

## **VII. TOOLS, EQUIPMENT, & MACHINES**

Personal computers and peripheral equipment/software, calculator, copying machine, fax machine, and other related office machines, equipment, and tools.