



HPW POLICY HIRING ENGINEERS

HPW POLICY 3-49
EFFECTIVE DATE: UPON APPROVAL

1. PURPOSE

- 1.1. To rename HPW Policy 3-49 from “Graduate Engineer” to “Hiring Engineers” and to add the classifications of Engineer-in-Training (EIT) to the Engineer job family as well as define the process for hiring and reclassifying Engineers.

2. SCOPE

- 2.1. This revised policy (now known as “Hiring Engineers”) applies to all Houston Public Works employees and supersedes the Graduate Engineer Departmental Policy 3-49 dated June 05, 2016, and any former Departmental policy, procedure or directive dealing with the subject matter contained herein. The use of the term Engineers in this policy is applicable to Managing Engineer, Supervising Engineer, Engineer, and any future classification that requires a Professional Engineer (P.E.) license.

3. LICENSE REQUIREMENTS

3.1. Graduate Engineer and EIT Classifications

- 3.1.1. *Graduate Engineer.* Employees classified as Graduate Engineers prior to the effective date of this policy will continue to be classified as Graduate Engineers until they meet the State of Texas requirements to be reclassified to Engineer.
- 3.1.2. *Graduate Engineer and Engineer-in-Training (EIT).* All EIT and Graduate Engineer candidates hired on or after the effective date of this policy will be required to obtain a Professional Engineer license in the State of Texas within seven (7) years from their hire date as an EIT or Graduate Engineer.

3.2. EITs and Graduate Engineers who attain the necessary requirements to become licensed Professional Engineers (within the required period), will be eligible for reclassification to Engineers without posting upon meeting the following conditions:

- 3.2.1. Employee can provide official documentation of being registered as a Professional Engineer in the State of Texas by furnishing a valid Texas Professional Engineer license bearing the employee's name; and
- 3.2.2. Graduate Engineers and EITs reclassified to Engineers shall have their pay adjusted accordingly within 60 days of employee submitting required documentation and Human Resources verification of the required documentation. Provided that the Department has sufficient funds budgeted for such adjustments.
- 3.2.3. Graduate Engineer or Engineer-in-Training that do not obtain the required Professional Engineer credentials from the State of Texas within the timeframes as outlined in Section 3 shall be reclassified or separated from employment at the discretion of the Director or their designee.

APPROVED:

DocuSigned by:

Carol Haddock
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DATE APPROVED:

5/24/2023

4. POSTING REQUIREMENTS

4.1. Professional Engineer

4.1.1. All Professional Engineer job postings for Houston Public Works shall contain the following or similar language (in addition to the existing requirements) under the certificate/ License section of the posting:

- 4.1.1.1. Requires registration as a Professional Engineer in the State of Texas; or Be a Licensed Professional Engineer (P.E.) from another state or an equivalent license from another country with the ability to obtain a P.E. license in the State of Texas within six (6) months of employment.
- 4.1.1.2. Engineers hired under section 4.1.1.1 will receive a contingent job offer and hired as Conditional Employees, as further described herein. These engineers must work under direct supervision of a licensed P.E.

4.2. Engineer-in-Training

4.2.1. All Professional Engineer job postings for Houston Public Works shall contain the following or similar language (in addition to the existing requirements) under the certificate/ license section of the posting:


- 4.2.1.1. Requires possession of an active Engineer-in-Training certificate OR Proof of passing results on the Fundamentals of Engineering (FE) exam offered by the National Council of Examiners for Engineering and Surveying (NCEES) with the ability to obtain an Engineer-in-Training certificate within six (6) months of employment.

4.3. Graduate Engineer and Engineer-in-Training

4.3.1. Beginning with the effective date of this policy, all Graduate Engineer and Engineer-in-Training job postings for Houston Public Works shall contain the following or similar language (in addition to the existing requirements):

- 4.3.1.1. Must obtain a Professional Engineer license in the State of Texas within seven (7) years from their hire date as a Graduate Engineer or Engineer- in-Training, whichever is applicable.

Initials:

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May 23, 2023

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5. CONDITIONAL EMPLOYMENT

- 5.1. Professional Engineers and Engineer-in-Training candidates who would otherwise qualify for their respective positions except for not possessing the required State of Texas license or certification (Conditional Employees), may be offered employment with the understanding that continuous employment with the City or in the position hired is contingent upon their acquiring the required credentials from the State of Texas within the time limits specified in Section 4. Starting pay for Conditional Employees shall be commensurate with the candidate's qualifications.
- 5.2. All job offers to Conditional Employees shall be supported by the appropriate Human Resources forms, documents, and process for this type of new hire employment and shall include other supporting information as agreed upon with the Human Resources Department.
- 5.3. A Conditional Employee who does not obtain the required credentials from the State of Texas within the timeframes as outlined in Section 4 shall be reclassified or separated from employment at the discretion of the Director or their designee.

6. RESPONSIBILITIES

- 6.1. Deputy Directors are responsible for ensuring there is adequate budget to accommodate reclassifications from EIT or Graduate Engineer to Engineer that may occur during the fiscal year.
- 6.2. Conditional Employees who have attained their State of Texas Professional Engineering license or State of Texas EIT certificate, whichever is applicable, are responsible for providing their managers with the documentation showing successful acquisition of the required credentials.
- 6.3. All employees in the Engineer job family are required to maintain good standing with the Texas Board of Professional Engineers and Land Surveyors.
- 6.4. Human Resources staff will verify licensure on the Texas Board of Professional Engineers and Land Surveyors website before processing reclassifications and pay adjustments.