



# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>10404-DSA</b>
ANALYST'S INITIALS	<b>der</b>
DATE	<b>8/27/15</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

CLASS TITLE <b>Senior Architect</b>	POSITION NUMBER <b>718-225-3961-002</b>	TENURE <b>Permanent</b>	TIME BASE <b>Fulltime</b>	CBID <b>R09</b>
OFFICE OF <b>Division of the State Architect</b>	LOCATION OF POSITION (CITY or COUNTY) <b>SACRAMENTO</b>		MONTHLY SALARY <b>Range:</b> <b>\$8930</b> <b>to</b> <b>10,501</b>	
SEND APPLICATION TO:  <b>Division of the State Architect Headquarters 1102 Q Street, Suite 5100 Sacramento, CA 95814 Attention: Salina Hernandez Personnel Liaison (PL)</b>	REPORTING LOCATION OF POSITION <b>1102 Q Street, Suite 5200</b>			
	SHIFT AND WORKING HOURS <b>DAYS - 8:00am to 5:00 pm (flexible)</b>			
	WORKING DAYS, SCHEDULED DAYS OFF <b>MONDAY through FRIDAY, DAYS OFF: SAT/SUN</b>			
	PUBLIC PHONE NUMBER <b>(510) 622-3107</b>	PL PHONE NUMBER <b>(916) 341-6999</b>	POST & BID FILE BY:	
	SUPERVISED BY AND CLASS TITLE <b>Timothy Powell, Supervising Architect</b>		FILE BY <b>9/7/15</b>	

**Please indicate RPA number 10404 on your state application**

The Department of General Services' (DGS) Core Values and Employee Expectations are keys to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.**

**SELECTION CRITERIA - -**

- Please submit a completed State Application (STD 678).
- SROA/Surplus employees are encouraged to apply and will be considered prior to other recruitment methods. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants who are on a DGS employment list or on another department's employment list. Transfer of list eligibility must meet the criteria to transfer the eligibility from the other department's employment list to DGS' employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.
- Possession of a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners is required.

**DUTIES**

Under general direction of the Supervising Architect, the Senior Architect reviews the most complex projects for accessibility (ADA issues). Works with staff in plan review of construction documents submitted to the division for approval and performs plan review.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."

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**ESSENTIAL FUNCTIONS**

The incumbent shall promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

All duties are performed in accordance with Department of General Services (DGS) and Division of the State Architect policies, procedures and guidelines and Title 24 of the California Building Standards Administration Code, the Americans with Disabilities Act, and other pertinent laws and regulations associated with Access Compliance.

In order to ensure compliance with applicable access codes, regulations and standards as contained in the California Code of Regulations, upon acceptance of submittals by the Senior Architect (Project Intake Specialist):

- Independently reviews plans and specifications of public schools, community colleges, and essential service buildings, and other projects to assure compliance with applicable access codes, regulations and standards as contained in the California Building Code. Buildings represent a full range of types of construction and occupancies involving a wide variety of codes and standards.
- Reviews change orders, addenda, and other submittal for approvals for access code compliance in accordance to the DSA formal plan review process.

In order to resolve and enforce access code issues and requirements during back reviews and preliminary meetings held during conceptual phase of the project, maximize use of plan review hours and reduce construction errors, using knowledge of Title 24 requirements and the DSA plan review process:

- Interacts with the design professionals to resolve and enforce access safety code issues and requirements during back check reviews, and preliminary meetings held during conceptual phase of the project. Responds to questions verbally or in writing from the design professionals.
- Provides consultation and technical assistance to DSA plan review and field inspection staff on access building standards. Tracks, prioritizes, and manages access inventory of project submittals.

In order to ensure compliance with access codes and regulations for structures which fall under the DSA jurisdiction, upon direction from the Supervising Architect, performs site inspection work of average difficulty and prepares construction reports which identify progress and problems as they relate to access building standards; makes formal inspections of completed construction work and advises project participants on construction methods, techniques, materials and access codes and regulations including the California Code of Regulations.

In order to keep current on trends and requirements in access compliance, attends meetings, trainings and conferences held periodically throughout the year and at various locations as recommended by the DSA Supervising Architect or Regional Manager.

Acts as the Subject Matter Expert (SME) for pre-design meetings required as part of the collaborative process implementation and access coded development. Coordinate the Rapid Interpretation Process (RIP) and DSA policy and procedures as related to Access.

Assists the Supervising Architect in the following; post review, workload planning, distribution and evaluation of access consultant work and facilitate electronic plan review process. Acts on the behalf of the Supervising Architect in their absence.

**MARGINAL FUNCTIONS**

Provides back-up services to the intake Senior Architect in the Project Services section as needed.

Participates in policy and code development for division by functioning as the liaison with other DSA Regional Offices and participating in statewide team meetings to ensure consistency of division procedures.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Architecture, architectural practice, details of planning and designing of public buildings, and groups of buildings; architectural and building materials; costs, codes, and construction methods; structural, electrical, and mechanical engineering as related to buildings. and methods of organization and personnel management; principles of budgeting; the department's Equal Employment Opportunity objectives; a manager's role in the Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives.

**Ability to:** Make and analyze comprehensive architectural designs; present information clearly and effectively in pictorial and written forms; analyze situations accurately, and adopt an effective course of action and direct the work of a group of architectural designers or project architects; effectively contribute to the Equal Employment Opportunity.

## **DESIRABLE QUALIFICATIONS**

### *SPECIAL PERSONAL CHARACTERISTICS*

Demonstrated artistic and creative ability.

### *ADDITIONAL QUALIFICATIONS*

Knowledge and understanding of requirements and guidelines of California governmental agencies, such as the CA Department of Education and the Office of Public School Construction.

Ability to use Microsoft Office programs, E-Tracker and electronic plan review programs.

### *INTERPERSONAL SKILLS*

Ability to work in a team environment with multiple disciplines.

## **• WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

- Appropriate attire for professional office environment.
- Ability to move project plans and specifications.
- Ability to travel within the state on occasion.