

DUTY STATEMENT

GS 907T (REV. 05/03)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

-11014-BSC

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY California Building Standards Commission	POSITION NUMBER (Agency - Unit - Class - Serial) 306-200-3964-003
2. UNIT NAME AND CITY LOCATED Sacramento	3. CLASS TITLE Associate Architect
4. WORKING HOURS/SCHEDULE TO BE WORKED 8 a.m. to 5 p.m.	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known) i	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-200-3964-003

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general supervision of the Deputy Executive Director, this position functions at the full professional level and is responsible for performing reviews of proposed building standards from State agencies for their technical merit, codifying approved standards, coordinating and managing technical committee meetings, and responding to inquiries from other State agencies and the public with regard to building standards. Prepare design and construction documents.

Specifically, the duties are as follows:

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
40%	<p>ESSENTIAL FUNCTIONS</p> <p>Performs reviews of proposed building standards, submitted by any State agency, for their technical merit using incumbent's architectural knowledge and background; analyzes proposed building standards and accompanying justifications for those standards for compliance with the Government Code and State Building Standards Law using the requirements adopting regulations stated in the Administrative Procedure Act in the Government Code and the State Building Standards Law to check submittals against; prepares written reports concerning these standards, discussing any findings in the analyses and making recommendations for commission action at commission meetings to approve, return with suggested amendments, or disapprove proposed building standards.</p>
20%	<p>In order to produce and coordinate publication of each new edition of the California Building Standards Code and all of its supplements for the public, the incumbent performs the following:</p> <ul style="list-style-type: none"> At the direction of the Deputy Executive Director, negotiates and writes publishing contracts with publishing organizations with each new edition of the Code in order to ensure that the Code is published in the manner and time that

11. **SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Mike Nearman	SUPERVISOR'S SIGNATURE	DATE
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12. **EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p>the commission requires, and that the publishing organizations' services are what the commission requires, using contracting procedures developed by the Department of General Services and SAM;</p> <ul style="list-style-type: none"> • At the direction of the Deputy Executive Director, incorporates approved building standards into the Code for their publication, using national model building code formats, such as the Uniform Mechanical Code, Uniform Plumbing Code or National Electrical Code formats, as appropriate; • Manages the proofing of typeset material from publishing organizations, with a coordinating responsibility over staff from other State agencies who developed the building standards and are performing the proofing; resolves any irregularities in the proofs found by staff from other State agencies, through research into approved building standards material and through a technical understanding of the standards in the Code and of its format; monitors progress of the proofing, using a timeline developed by the incumbent that meets deadlines established by the Deputy Executive Director; and • Monitors the status of material to be published that has been submitted to the publisher using a timeline developed by the incumbent, which meets deadlines established in the publication contracts; discusses publication issues with the Deputy Executive Director as they occur to obtain accurate publications, meeting deadlines established by the Deputy Executive Director.
10%	<p>Coordinates and manages technical committee meetings by formulating procedures, using Robert's Rules of Order as a resource, for the way in which each meeting will be conducted by the members and provides oral instruction to committee members on those procedures; makes an oral presentation at each meeting, describing the focus and direction of the meeting for the benefit of the members and the audience; monitors discussions during the meetings and works with the chair of each meeting to guide the chair in appropriate conduct of a meeting, using Robert's Rules of Order; composes written reports for the full commission summarizing the results of the meetings.</p>
10%	<p>Compiles building standards for commission adoption required under authority of the State Building Standards Law, using national model building codes, such as the National Electrical Code, Uniform Mechanical Code and Uniform Plumbing Code as resources; at the direction of the Deputy Executive Director, participates in code development processes of national model building code organizations, such as the International Association of Plumbing and Mechanical Officials, and the National Fire Protection Association, by representing the commission in discussions regarding changes to these national codes with the goal of making these model codes more usable by California state agencies in future editions of the national codes.</p>

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05%	Ability to produce design and construction documents in accordance to CA Building Standards, and the CA Code of Regulations. Develop and review plot plans, floor plans, elevations, section, and details using AutoCAD drafting software, measuring tapes and scales, standard hand drafting equipment and a photographic camera.
05%	With regard to building standards and related statutes, responds to oral and written inquiries from State agencies, architects, engineers, building officials, contractors, construction associations, and the general public, either by providing answers to their questions or referring inquirers to other State agencies with program responsibilities in the subject matter areas of the questions.
05%	<p>MARGINAL FUNCTIONS</p> <p>Helps conduct State code change process training workshops for State agencies developing building standards; uses Power Point software to develop presentations and makes portions of the oral presentations using Power Point; assists in orally providing technical information and clarification of building standards to commission staff without a technical background.</p>
05%	At the direction of the Deputy Executive Director, writes proposals and issues having to do with building standards and regulatory adoption processes for the Commissioners, Executive Director, and Deputy Executive Director; gives oral reports concerning current projects and make other oral reports, using Power Point software, to the full commission.
	<p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p><i>Knowledge of:</i></p> <ul style="list-style-type: none"> • Architecture, architectural practice, details of planning and designing of public buildings, and groups of buildings; • Architectural and building materials; • Costs, codes, and construction methods; and • Structural, electrical, and mechanical engineering as related to buildings. <p><i>Ability to:</i></p> <ul style="list-style-type: none"> • Make and analyze comprehensive architectural designs; • Present information clearly and effectively in pictorial and written forms; and • Analyze situations accurately, and adopt an effective course of action.

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	<p>SPECIAL PERSONAL CHARACTERISTICS The applicant must exhibit:</p> <ul style="list-style-type: none"> • Excellent organizational skills; • A demonstrated interest in assuming increasing responsibility; and • Mature judgment, loyalty, poise, tact and discretion. <p>ADDITIONAL QUALIFICATIONS Possession of a valid certificate of registration as an architect issued by the California State Board of Architectural Examiners is required.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Extensive use and knowledge of AutoCAD, • Ability to work with multiple groups of architectural designers, engineers or project architects; • Ability to adapt to changes; • Ability to exercise a high degree of diplomacy, initiative, independence, and originality; • Ability to effectively and efficiently communicate verbally and in writing with staff, stakeholders, state Agencies, Commissioners and Code Advisory Committee members. <p>INTERPERSONAL SKILLS <i>The Applicant must be able to:</i></p> <ul style="list-style-type: none"> • Establish and maintain cooperative working relationships; • Capable of interacting with architectural and engineering personnel; • Interact successfully in a team environment; • Communicate effectively both written and orally with persons from varied perspectives and backgrounds; and • Ability to solve problems effectively and efficiently <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES <i>The applicant must:</i></p> <ul style="list-style-type: none"> • Have a professional working manner, including the ability to deal tactfully and effectively in a busy office environment; and • Use resources and working tools effectively. • Ability to quickly analyze customer needs and provide timely responses; • Effectively handle stress and deadlines in a fast-paced environment; • Use fax, copiers, and general office equipment; • Proficient with personal computer and software applications, such as Microsoft Office; • Willingness and ability to travel by airplane and vehicle for training events held throughout the State; • Driving to different locations is required (A valid California Driver's License is required); and

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	<ul style="list-style-type: none">• Ability to set-up for a training and Education and Outreach events:<ul style="list-style-type: none">• Set-up and operate audiovisual equipment and laptop computers• Move objects, such as furniture and equipment,• Standing, bending, squatting, climbing, kneeling, crawling and twisting are required,• Grasping, pushing/pulling, reaching above, at and below shoulder are required,• Ability to lift (20 pounds or less)