

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-
BSC-11466

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY California Building Standards Commission	POSITION NUMBER (Agency - Unit - Class - Serial) 306-201-4009-001
2. UNIT NAME AND CITY LOCATED Sacramento	3. CLASS TITLE Architectural Associate
4. WORKING HOURS/SCHEDULE TO BE WORKED 8 a.m. to 5 p.m.	5. SPECIFIC LOCATION ASSIGNED TO
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) - - -

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 direction of the Deputy Executive Director and direction lead of the Associate Architect, 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. 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. *(Use additional sheet if necessary)*

35%

ESSENTIAL FUNCTIONS

Performs reviews of proposed building standards, submitted by State agencies, 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.

15%

Compiles building standards for commission adoption required under authority of the California Building Standards Law, 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, architects and engineers for future editions of the national codes.

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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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>
15%	<p>In order to produce and coordinate the publication of the California Building Standards Code (13 Parts) and all of its supplements for the public, including architects and engineers the incumbent performs the following:</p> <p>At the direction of the Associate Architect, incorporates approved building standards into the Code for their publication, using national model building code formats, as appropriate;</p> <ul style="list-style-type: none"> • Coordinates 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, through research into approved building standards material and through a technical understanding of the standards and of its format in the Code; monitors progress of the proofing, using a timeline established by the Deputy Executive Director; and • Monitors materials to be published that has been submitted to the publisher using a timeline established in the publication contracts; discusses publication issues with the Deputy Executive Director as they occur to obtain accurate publications.
10%	<p>Reviews design and construction documents in accordance with the CA Building Standards, and the CA Code of Regulations. Develop and review plot plans, floor plans, elevations, sections and details using Auto CAD drafting software, measuring tapes and scales, standard hand drawing drafting equipment and a photographic camera.</p>
10%	<p>Assist the Associate Architect with the coordination and management of the technical committee meetings; representing the public, architects, building design professionals, the building and construction industry, local government building officials, and fire officials. Using Robert's Rules of Order as a resource, for the way in which each meeting will be conducted by the members, the incumbent may provide oral presentations at each meeting, describing the focus and direction of the meeting for the benefit of the members and the audience; using the Bagley-Keene Open Meeting Act and Robert's Rules of Order; composes written reports for the full commission summarizing the technical results of the meetings.</p>
5%	<p>Responds to oral and written technical inquiries from State agencies, architects, engineers, building officials, contractors, construction associations, and the general public, either by providing technical answers to their questions or referring inquirers to other State agencies with program responsibilities in the subject matter areas of the questions.</p>
5%	<p>Writes architectural proposals in relationship to building codes having to do with building standards and regulatory adoption processes for the Commissioners, may present reports concerning current projects and make other oral reports, using Power Point software, to the full commission.</p>

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05%	<p>MARGINAL FUNCTIONS</p> <p>Assists the Associate Architect in conducting 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> <p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • Architectural planning and details for building construction and materials; architectural practices in making designs and working drawings for building construction purposes; • Various materials and systems used in building construction and their commercial units; • Detailing and building components; • Applicable building codes and ordinances; • Architectural drafting procedures and equipment; state-of-the-art technology, i.e., CADD and personal computers, used in the preparation of architectural drawings; architectural history and design encompassing environmental, energy and user needs; • Basic safe work practices to protect safety and health and methods of directing and scheduling the work of others and other leadperson responsibilities. <p>Ability to:</p> <ul style="list-style-type: none"> • Communicate effectively at a level required for successful job performance; • Read and interpret plans and specifications and make neat and accurate architectural drawings and tracings; • Prepare lists of materials from architectural plans; • Detect errors and discrepancies in plans and specifications; • use state-of-the-art technology, i.e., CADD and personal computers; • Do architectural design and drafting for large and difficult projects; • Perform architectural computation; • Select appropriate finish materials and colors; • Analyze situations accurately and adopt an effective course of action; • Research and interpret applicable building and safety codes; • Organize data and prepare reports and specifications in clear and concise form; • Direct and coordinate the work of others and act as a group leader on less difficult projects.

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	<p>DESIRABLE QUALIFICATIONS <i>Knowledge of:</i></p> <ul style="list-style-type: none"> • Organize data and prepare reports and specifications in clear and concise form; • Use state-of-the-art technology, i.e., to complete architectural design and drafting using AutoCAD and personal computers; • Select appropriate finish materials and colors; • Direct and coordinate the work of others; • Act as a group leader on less difficult projects; • Analyze situations accurately and adopt an effective course of action; • Research and interpret applicable building and safety codes; and • Perform architectural computation. <p>SPECIAL PERSONAL CHARACTERISTICS <i>The incumbent must exhibit:</i></p> <ul style="list-style-type: none"> • Excellent organizational skills; • A demonstrated interest in assuming increasing responsibility; • Mature judgment, loyalty, poise, tact and discretion; and • Excellent Customer Service Skills <p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • A valid California Driver's License <p>INTERPERSONAL SKILLS <i>The incumbent must be able to:</i></p> <ul style="list-style-type: none"> • Establish and maintain cooperative working relationships; • Acquire and maintain the confidence of others; • Interact successfully in a team environment; • Communicate effectively both written and orally with persons from varied experiences, perspectives and backgrounds; and • Ability to solve problems effectively and efficiently <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES <i>The incumbent 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; • 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
- Ability to set-up for a training and Education and Outreach events:
 - 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)