

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

**11446-DSA**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Division of the State Architect	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 178-581-4009-XXX
<b>UNIT NAME AND CITY LOCATED</b> Code & Standards, Architecture Code & Building Systems Development Section, Sacramento	<b>CLASS TITLE</b> Architectural Associate
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8 a.m. to 5 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 1102 Q Street, Suite 5100
<b>PROPOSED INCUMBENT (if known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 718-599-4800-003

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.

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

Under the direction of the Principal Architect, the Architectural Associate assists in the development of policies and regulations for the Access Compliance Program and provides technical and professional expertise for access compliance for all areas of the Division of the State Architect (DSA) responsibility.

% of time performing duties | 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)

**ESSENTIAL FUNCTIONS**

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.**

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

The following duties will be accomplished in accordance with the Department of General Services (DGS) and Division of the State Architect (DSA) policies, procedures and guidelines.

25% Participates in the development of proposals for new regulations and/or corrections to existing regulations by researching issues and drafting proposed language in order to fulfill the division's rulemaking obligation as defined in California Government Code, the Administrative Procedures Act and following the California Building Standards Commission guidelines.

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

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**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 balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

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**RPA 11446 DSA**

% of time performing duties	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>
25%	Develops verbal and written responses to code compliance inquiries received from building officials, architects, engineers, state agencies, school districts, colleges, universities, others in the construction industry and the general public regarding the requirements for accessibility to buildings and facilities for persons with disabilities in accordance with the California Building Standards Codes (CBSC).
20%	Assists with the review and preparation of policy statements and interpretations related to building and facility accessibility for individuals with disabilities in order to provide guidance and clarification for compliance with pertinent California building codes, state laws, regulations and legal opinions. Recommends changes and clarifications based on research of sources that include, but are not limited to, the Americans with Disabilities Act (ADA), the ADA Access Guidelines (ADAAG), the California Code of Regulations, Title 24, and the California Building Standards Administrative Code.
10%	Assists Certified Access Specialist Program manager with the development of closed book examination questions, open book examination architectural plans, plan reading questions and reference materials. Also assists with examination scoring and question review.
5%	In order to develop and maintain expertise on state and federal laws and regulations that require buildings and facilities to be accessible to and usable by persons with disabilities researches available federal, state and private information sources such as the Americans with Disabilities Act, the Americans with Disabilities Act Guidelines, model codes and standards, using printed, electronic and internet resources and following direction from lead staff in collaboration with colleagues.
5%	Develops PowerPoint presentations, announcements and training materials in order to support the Access Compliance Program's educational and outreach activities.
5%	Attends and participates in departmental task force meetings, advisory committee meetings and administrative hearings in order to solicit public input and to provide detailed information on issues related to accessibility for persons with disabilities.
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Assists with the review of DSA-certified design documents in order to verify quality and consistency of the completed plan review according to pertinent state laws, codes, regulations, and other policy. These include, but are not limited to, Title 24 of the California Code of Regulations and the California Administrative Code. Based on quality assurance review, identifies areas of inconsistency in order to identify future training needed to improve the plan check reviews at the DSA Regional Offices.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Various materials and systems used in building construction and their commercial units; architectural and construction details and architectural practices in making designs and working drawings for building construction purposes; 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 architectural planning and details for building construction and materials; methods of directing and scheduling the work of others and other lead person responsibilities.</p>

**Ability to:** Communicate effectively at a level required for successful job performance; read and interpret plans and specifications; make neat and accurate architectural drawings and tracings; prepare lists of materials from architectural plans; detect errors and discrepancies in plans and specifications; organize data and prepare reports and specifications in clear and concise form; use state-of-the-art technology, i.e., CADD and personal computers; do architectural design and drafting; 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; communicate effectively; do architectural design and drafting for large and difficult projects; perform architectural computation.

## **DESIRABLE QUALIFICATIONS**

### ***Additional Qualifications***

- Ability to apply advanced written and verbal communication techniques and tools to edit and develop clear and concise policy.
- Experience with building code application and related research in a local/state jurisdiction.
- Knowledge of the federal Americans with Disabilities Act and related regulations.
- Knowledge of state accessibility laws, regulations and related regulations.
- Knowledge of Certified Access Specialist program regulations and statutes.
- Operational knowledge of computer including electronic mail, data base operations, word processing, spreadsheets and internet.

### ***Interpersonal Skills***

- Ability to communicate and problem solve in a productive, rational, and non-emotional manner using language and tone of voice that promotes interpersonal relationships.
- Ability to work independently and as an effective team member.
- Foster and maintain effective working relationships with division clients, peers, and colleagues in other jurisdictions and the general public in using telephone, email, and meetings.

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

- Ability to read, analyze and interpret technical procedures and governmental regulations.
- Ability to write business correspondence.
- Ability to effectively present information and respond to questions/inquiries from clients, other regulatory agencies and the general public.
- Ability to exercise administrative judgment and assume responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service.
- Ability to effectively contribute to the division's goals and objectives.
- Ability to communicate confidently and courteously with people of different backgrounds and at various levels of responsibility within state government
- Professional office environment, appropriate business dress
- Ability to effectively handle stress and deadlines
- Ability to interact with high level management
- On occasion, travel by vehicle or airplane to events throughout the State