

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-

11470-DSA

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Division of the State Architect	POSITION NUMBER (Agency - Unit - Class - Serial) 718-195-3953-xxx
UNIT NAME AND CITY LOCATED Oakland Regional Office, Oakland	CLASS TITLE Principal Architect
WORKING DAYS AND WORKING HOURS Monday through Friday a.m. to p.m.	SPECIFIC LOCATION ASSIGNED TO 1515 Clay Street, Suite 1201
PROPOSED INCUMBENT (If known)	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.

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

Under the general direction of the Operations Deputy (CEA), the Regional Manager (Principal Architect) manages the daily operations of the Division of the State Architect (DSA) Regional Office for the Oakland area. The Regional Office is responsible for ensuring compliance with the CA Education, Government and Health and Safety Codes through plan and field review of construction projects for public schools (K-12) and community colleges.

% 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)
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30%	<p>The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.</p> <p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the marketing of, governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment and annually thereafter. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>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.</p> <p>The following duties will be accomplished in accordance with California Building Standards Administrative Code (Title 24) and DSA Jurisdiction.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to independently carry out the day-to-day operations of the Regional Office using principles of effective office administration and organization in accordance with applicable statutes, regulations, policies and procedures:</p> <ul style="list-style-type: none"> Plans, organizes and directs the plan and field review activities and the business services support for the office through subordinate supervisors. Oversees and authorizes budget expenditures.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Gayle Pitt	SUPERVISOR'S SIGNATURE	DATE
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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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25%	<ul style="list-style-type: none"> • Manages consultant contracts by negotiating fees and schedules, and authorizing amendments to contracts. • Identifies staffing needs and coordinates resources through division headquarters. <p>In order to assist in the development and establishment of operational policies and procedures and to ensure uniform and consistent interpretation and application of the applicable statutes, regulations, policies and procedures, consults with Headquarters and other Regional Office staff as issues arise and participating in weekly and monthly management meetings.</p>
20%	<p>In order to advise on the interpretation and application of the laws and regulations governing construction projects; responds to inquiries, verbally and in writing from school district personnel, architects, structural engineers, inspectors, contractors, owners, and others regarding provisions of the Education Code (Field Act), Essential Services Building Act and other applicable statutes and regulations. Meets with and advises project architects, engineers, state officials, and the public to discuss design and other issues related to the construction projects under the DSA jurisdiction.</p>
5%	<p>Administrative and Supervisory Responsibilities Employee Leave Accounting</p> <p>In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants of subordinate staff's time or accurate reporting to the Office of Fiscal Services (OFS) for the billing of services for clients through the use of the Project Accounting & Leave (PAL) system in accordance with DGS policies and guidelines, MOU provision and State Personnel Board or Department of Personnel Administration laws and rules, and effectively manages and directs subordinate staff in accordance with established Equal Employment Opportunity and personnel policies, rules and regulations:</p> <ul style="list-style-type: none"> • Grants or denies subordinate staff request for time off or requests to work overtime. • Ensures subordinate staff has sufficient leave credits available for the requested leave. • Oversees supervisors who enter subordinate's time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock or NDI), Absence without Leave (AWOL), etc. • Approves PAL entries for subordinate staff on dock or AWOL on or before the designated semi-monthly or monthly payroll cut-off date in order to ensure issuance of a SCO warrant for pay day. • Approves or disapproves PAL entries for subordinate staff within three (3) working days after the completion of the pay period. This is to ensure the correct issuance of a SCO warrant that is returned to SCO for late dock, issuance of correct overtime pay due to an employee and proper billing to clients for services rendered.
5%	<p>Employee Performance</p> <p>In order to effectively manage, coach, and direct subordinate staff in accordance with DGS constructive intervention process, Office of Legal Services direction, and established personnel, equal employment opportunity, and MOU provisions, policies, rules, and regulations:</p> <ul style="list-style-type: none"> • Identifies performance expectations utilizing probationary reports and/or Individual Development plans and convey expectations to the employee via written and verbal communication/direction. • Monitors performance through various production documents, supervisor's daily reports, personal observations, and by following-up with employee to ensure that performance expectations are being met. • Provides feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions. • Sustains employee performance using the departmental constructive intervention and progressive discipline principles and processes.
5%	<p>Staffing Level Responsibilities</p> <p>In order to maintain adequate staffing levels for maintenance, grounds or custodial operations in accordance with Section 14699 through 14973 of the Government Code and the Excellence in Public Building Initiative:</p> <ul style="list-style-type: none"> • Follows the division Request for Personnel Action (RPA) process for recruitment of vacant or new positions. • Reviews the duty statement and organizational chart provided by the Personnel Liaison for accuracy on the specific position being recruited.

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10%	<ul style="list-style-type: none"> • Conducts hiring interviews after verifying eligibility with the division Human Resources Section (HRS) staff. • Advises all appropriate personnel of candidate selection/proposed hire securing departmental approvals, ensuring pre-hiring requirements (documents) are completed and cleared by HRS, and proposed start date has been communicated to HRS through telephone or email. <p>MARGINAL FUNCTIONS</p> <p>Assigns inspection teams to investigate existing buildings and other structures for structural integrity and lateral load resisting ability, access compliance, and fire and life safety code compliance; evaluates the reports resulting from these investigations and makes recommendations concerning the safety of these structures and suggests necessary corrective measures. In the event of a statewide emergency (i.e. earthquake or other), coordinates inspection teams to investigate buildings for safety reviews in cooperation with the California Office of Emergency Services in accordance with the statewide emergency response plan.</p> <p>Maintains supervisory continuing education requirements by attending DGS sponsored (or other) training for supervisors in accordance with Government Code Section 19995.4.</p> <p>Represents the division by attending meetings and conferences as delegated by the Operations Deputy or State Architect in order to provide updates and information to stakeholder groups.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>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; methods of organization and personnel management; principles of budgeting; Department's Equal Employment Opportunity (EEO) Program objectives; a manager's role in the EEO Program and the processes available to meet EEO action objectives.</p> <p>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; direct the work of a group of architectural designers or project architects; effectively contribute to the Department's EEO action objectives.</p> <p>HIGHLY DESIRABLE CHARACTERISTICS</p> <ul style="list-style-type: none"> • Well-developed expertise in field observation of construction work and good communication skills. • Effective consultative skills with engineers, contractors, and various public authorities on State safety requirements related to the structural design and construction of public structures. • Demonstrated administrative ability and tact. • Basic understanding of principles of accessibility, Fire and Life Safety, structural engineering. • Development of metrics and use of metrics to facilitate management decisions. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Possession of a valid certificate of licensure as an "Architect" as issued by the California State Board of Architectural Examiners. • Requires valid California Driver's license. • Overnight travel may be required to attend statewide meetings. • Dress appropriate for business office environment.