

**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-

**11808-DSA**

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Division of the State Architect	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Access and Fire and Life Safety Plan Review, Oakland	CLASS TITLE Associate Architect
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.	SPECIFIC LOCATION ASSIGNED TO 1515 Clay Street, Suite 1201
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 718-125-3964-001

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 supervision of the Supervising Architect, the incumbent reviews drawings and specifications for public schools, community colleges, and essential services building projects submitted to the DSA for approval in order to determine compliance with applicable building codes and regulations prior to the construction of the building project.

% 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)

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.

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.

**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.**

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

SUPERVISOR'S NAME (Print) Adrian (Barry) Ryan	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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	<p><b>ESSENTIAL FUNCTIONS</b></p> <p><b><i>Project Plan Review &amp; Approval</i></b>            In order to determine compliance with State standards for building accessibility according to the California Code of Regulations, Title 24, Part II and related standards and regulations; upon acceptance of submittals by the Project Intake Specialist:</p> <ul style="list-style-type: none"> <li>• Reviews construction plans prepared by project architects for compliance with the above regulations.</li> <li>• Identifies construction plan items needing correction using ink/pencil on project drawings or using computer aided markup tools on project electronic drawings where proposed construction does not comply with the applicable regulations which informs the project architect of noncompliance following division procedures.</li> </ul> <p><b><i>Back-Check and Approval</i></b>            In order to verify that the previously identified noncompliance issues have been corrected and comply with applicable codes and regulations, upon receipt of the corrected documents:</p> <ul style="list-style-type: none"> <li>• Performs “back check” reviews of construction documents by meeting with the project architect. Marks each correction originally noted in ink/pencil to denote that corrections have been made to comply with the CA Building Code prior to the construction phase of the project.</li> <li>• Records signature in the DSA stamp of approval on the project documents using ink pen to confirm for permanent record that the projects documents are in compliance with the CA Building Code following division procedures.</li> <li>• Reviews addenda, change orders, revisions and deferred approvals submitted by project architect for previously approved projects in order to verify continued compliance with codes and regulations following DSA procedures.</li> </ul> <p><b><i>Project Specification Review &amp; Approval</i></b>            In order to determine compliance with State standards for building accessibility according to the California Code of Regulations, Title 24, Part II and related standards and regulations; upon acceptance of submittals by the Project Intake Specialist:</p> <ul style="list-style-type: none"> <li>• Reviews construction specifications prepared by project architects for compliance with the above regulations</li> <li>• Identifies construction specification items needing correction using ink/pencil on project specifications or using computer aided markup tools on project electronic specifications where proposed construction does not comply with the applicable regulations which informs the project architect of noncompliance following division procedures.</li> </ul> <p><b><i>Project Construction Change Document Review and Approval</i></b>            In order to determine compliance with State standards for building accessibility according to the California Code of Regulations, Title 24, Part II and related standards and regulations; upon the acceptance of Change Documents (CCD's) submittals by the Project Architect</p> <ul style="list-style-type: none"> <li>• Reviews construction change documents prepared by project architects for compliance with the above regulations.</li> <li>• Identifies construction change document items needing correction using ink/pencil on project construction change documents or using computer aided markup tools on project electronic construction change documents where proposed construction does not comply with the applicable regulations which informs the project architect of noncompliance following division procedures.</li> </ul>
35%	
25%	
15%	
10%	

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5%	<p><b>Project Technical Research &amp; Approval</b></p> <p>In order to determine compliance with State standards for building accessibility according to the California Code of Regulations, Title 24, Part II and related standards and regulations; upon acceptance of submittals by the Project Intake Specialist:</p> <ul style="list-style-type: none"> <li>• Researches codes, regulations, technical books, and product literature to verify that construction associated building materials and methods related to accessibility are in compliance with the above regulations.</li> </ul>
5%	<p><b>Training</b></p> <p>Participates in in-house training in order to learn new and programming advances that ensure buildings and facilities are accessible to and usable by persons with disabilities at the direction of the lead Senior Architect. Works to become thoroughly knowledgeable of laws and regulations related to accessibility by researching available federal, state and private information sources using resources such as the Internet following direction from lead staff and collaboration with colleagues.</p>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Participates in preliminary design meetings scheduled at the client's request in order to advise project architects, engineers, contractors and owners of public schools and essential services buildings of accessibility requirements in State regulations, provide methods to achieve required standards for accessibility and make recommendations to coordinate documents utilizing knowledge of building accessibility codes, regulations and DSA procedures.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> 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.</p> <p><b>Ability to:</b> 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.</p>
	<p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>Special Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>• Willingness to accept increasing level of responsibility.</li> </ul> <p><b>Additional Qualifications</b></p> <ul style="list-style-type: none"> <li>• Intermediate personal computer skills including electronic mail, routine data base activity, word processing, spreadsheet, etc.</li> <li>• Plan review experience in a jurisdiction.</li> <li>• Experience in code enforcement.</li> <li>• In depth experience with code application and research.</li> <li>• Knowledge of the federal Americans with Disabilities Act and related regulations.</li> </ul> <p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate and problem solve in a productive, rational, and non-emotional manner using language and tone of voice that promotes interpersonal relationships.</li> <li>• Ability to work independently and as an effective team member.</li> </ul>

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	<p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"><li>• Dress appropriate for professional office environment.</li><li>• Ability to read, analyze and interpret technical procedures, governmental regulations.</li><li>• Ability to write business correspondence.</li><li>• Ability to effectively present information and respond to questions/inquiries from clients, other regulatory agencies and the general public.</li><li>• Ability to exercise administrative judgment and assumes responsibilities for decisions, consequences, and results having an impact on people, costs, and/or quality of service.</li><li>• Ability to effectively contribute to the division's goals and objectives.</li></ul>