

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-

11844-DSA

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Division of the State Architect	POSITION NUMBER (Agency - Unit - Class - Serial) 718-581-3952-925
UNIT NAME AND CITY LOCATED HQ's Codes and Standards – Sacramento	CLASS TITLE Principal Architect
WORKING DAYS AND WORKING HOURS Monday through Friday a.m. to p.m.	SPECIFIC LOCATION ASSIGNED TO 1102 "Q" Street, Suite 5100, Sacramento
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 Policy Deputy (CEA III) the Principal Architect oversees the Architecture Code and Building Systems Development Section responsible for directing the Division of the State Architect's (DSA) rulemaking process related to architecture. The incumbent develops and administers procedures and practices that integrate code and regulation activities related to building standards and administrative regulations with a subordinate staff.

% 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 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.

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.

All duties are performed in accordance with the California Education Code, the administrative requirements of Title 24 of the California Code of Regulations (CCR), Part 1 California Administrative Code (CAC), and Part 2 California Building Code (CBC), policies, procedures, interpretations and other reference material.

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.

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

SUPERVISOR'S NAME (Print) Luther (Bo) Nishimura	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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35%	<p>In order to independently carry out the day-to-day operations of the Architecture Code and Building Systems Development Section using principles of effective office administration and organization in accordance with applicable statutes, regulations, policies and procedures:</p> <ul style="list-style-type: none"> • Plan, organize and direct the building and administrative rulemaking activities for the codes and regulations applicable to the Access Compliance Program, which includes preparing new and amended codes and regulations for the Triennial and Intervening Title 24 code adoption cycles at 18 month intervals. • Plan, organize and oversee State Historical Safety Board activities, which includes reviewing appeals, requests for review, rulings or consultations filed with the Board by researching the technical aspects and recommend a course of action or position in line with established rules, utilizing historical building codes and a working knowledge of the processes, • Plan, organize and oversee the Fire, Life, and Safety Program; Certified Access Specialist Program; the Access Advisory Task Force; and technical working groups and task forces studying specific building code topics. • Interpret Access policies, codes, regulations, and statutes for statewide application of plan review including the resolution of day-to-day interpretation requests and appeals processing using the established DSA Appeals Process. • Plan, organize and oversee education and outreach activities to implement DSA's strategic plan goal to "Increase collaboration and outreach with the disability access community and other stakeholders." • Oversee and authorize budget expenditures. • Identify staffing needs and coordinate resources through division headquarters.
25%	<p>Utilizing knowledge of the Access Compliance, the Fire Life and Safety and the Certified Access Specialist Programs:</p> <ul style="list-style-type: none"> • Evaluate and analyze the proposed building regulations involving architecture principles/concepts and related proposed code changes in order to ensure consistency with DSA procedures. • Assist in the preparation of the rulemaking materials to submit to the Building Standards Commission by evaluating and analyzing notices of proposed code changes, initial statements of reason and express terms prepared by subordinate staff for compliance with the California Administrative Procedures Act in order to ensure accuracy and completeness.
20%	<p>In order to ensure that new codes and regulations are included in staff development and training programs for regional staff and part of the quality assurance evaluations of plan review; oversee the development of the administrative procedures and practices as they relate to the division's codes and regulation rulemaking process</p>
5%	<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 CalHR 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"> • Grant or deny subordinate staff request for time off or requests to work overtime. • Ensure subordinate staff has sufficient leave credits available for the requested leave. • Oversee 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.

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	<ul style="list-style-type: none"> • Approve 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. • Approve or disapprove 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>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"> • Identify performance expectations utilizing probationary reports and/or Individual Development plans and convey expectations to the employee via written and verbal communication/direction. • Monitor 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. • Provide feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions. • Sustain employee performance using the departmental constructive intervention and progressive discipline principles and processes.
5%	<p>In order to maintain adequate staffing levels in accordance with Section 14699 through 14973 of the Government Code;:</p> <ul style="list-style-type: none"> • Follow the division Request for Personnel Action (RPA) process for recruitment of vacant or new positions. • Review the duty statement and organizational chart provided by the Personnel Liaison for accuracy on the specific position being recruited. • Conduct hiring interviews after verifying eligibility with the division Office of Human Resources (OHR). • Advise all appropriate personnel of candidate selection/proposed hire securing departmental approvals, ensuring pre-hiring requirements (documents) are completed and cleared by OHR, and proposed start date has been communicated to OHR through telephone or email.
5%	<p>MARGINAL FUNCTIONS: Acts as liaison to state and local officials as well as state regulatory bodies (i.e. Office of Statewide Health Planning and Development, Building Standards Commission, State Fire Marshal) and various special interest groups to coordinate joint code and regulation activities as directed by the Deputy for Policy.</p> <p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> 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; and methods of organization and personnel management; principles of budgeting; the department's Equal Employment Opportunity objectives; a manager's role in the Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity.</p>

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	<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 Equal Employment Opportunity.</p> <p>SPECIAL PERSONAL REQUIREMENTS Well-developed expertise in field observation of construction work; effective consultative skills with engineers, contractors, and various public authorities on State safety requirements related to the structural design and construction of public structures; and demonstrated administrative ability and tact.</p> <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Dress appropriate for professional office environment. • Daily use of a personal computer, related software applications, and peripherals. • Some overnight travel for visits to construction sites or laboratories. • Drive to sites using personal, State or rented vehicle. • Ability to communicate confidently and courteously with people of different backgrounds, ethnic origins, and personality types and at various levels of responsibility within state government. • Ability to prepare and present formal presentations. • Office environment, business dress, according to current policy. • Requires ability to effectively handle stress and deadlines. • Ability to interact with high level management.