

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-

12206-DSA

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Division of the State Architect	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED DSA Headquarters - Sacramento	CLASS TITLE Senior Architect
WORKING DAYS AND WORKING HOURS Monday through Friday a.m. to p.m.	SPECIFIC LOCATION ASSIGNED TO 1102 Q Street, Suite 5100
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 718-640-3961-001

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 direction of the Principal Architect of Building Systems Development Section, the incumbent provides technical assistance to the Certified Access Specialist program, recommendations on the most difficult access code compliance issues and established policy; supports the statewide access team lead with the regional offices to ensure consistency in the application and implementation of access policies.

% 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

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.

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

35%

In order to increase the number of private and public Certified Access Specialists available to assist building owners, tenants, designers and building officials understanding of and compliance with construction related accessibility requirements:

- Provides technical oversight of the Certified Access Specialist program (CASP), including administrative rulemaking, and development and maintenance of program materials including but not limited to website materials, the Examination, Certification, and Practice Standards Handbook and Best Practices Manual.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**SUPERVISOR'S NAME (Print)**

Ida Clair

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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35%	<ul style="list-style-type: none"> • Provides technical oversight to testing consultants and outside subject matter experts for the development and maintenance of the Certified Access Specialist (CAS) examination, question and plan review database. • Participates in meetings with and presentations to business groups, stakeholder organizations, the disabled community and the general public on accessibility issues. • Provides technical assistance to the Testing and Certification Unit for its recertification process and establishes criteria for assessing continuing education units. • Provides audit and disciplinary functions, including development of guidelines and procedures, and researching technical aspects of complaints. <p>In order to fulfill the DSA statutory mandates for the development, adoption and application of state building codes and accessibility regulations:</p> <ul style="list-style-type: none"> • Develops state building codes and accessibility regulations in alignment with the American Disabilities Act (ADA), the ADA Access Guidelines (ADAAG), the California Code of Regulations, Title 24 and the California Building Standards Administrative Code. • Develops corresponding policies and procedures to ensure consistent and accurate implementation in the four DSA regional offices. • Provides assistance in the development of clear, concise, and efficient standards related to access compliance issues. • Provides technical assistance with day-to-day affairs in addition to special projects as needed. • Proposes access compliance recommendations, including regulatory changes to upper management and the DSA Advisory Board.
20%	<p>In order to ensure internal staff and external stakeholders have the most up to date information regarding accessibility laws, regulations and issues:</p> <ul style="list-style-type: none"> • Acts as the subject matter expert in the provisions of quality control of access review and code compliance for all existing and new state-owned/leased buildings and offices within the State Building Program and public schools. • Ensures the quality assurance of standard procedures, policy interpretations, and regulatory language to maintain consistency and completeness of state regulations (California Building Code) with the Americans with Disabilities Act (ADA). • Reviews and approves written material on accessibility as it relates to all aspects of DSA policy. • Provides quality assurance to DSA Regional Offices, client agencies, general public, architects, building departments and consultants with regards to state and federal access compliance issues. • Coordinates and presents agenda items for the Advisory Board quarterly meetings in conjunction with the Program Support and Training Units.
10%	<p>MARGINAL FUNCTIONS</p> <p>Drafts memos, circulars, internal reviews, and policy documents that result from access program issues using best practices, the Advisory Board recommendations, and other sources as required.</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.</p> <p>Ability to: Make and analyze comprehensive architectural designs; present information clearly and</p>

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	<p>effectively in pictorial and written forms; analyze situations accurately, and adopt an effective course of action.</p> <p>DESIRED QUALIFICATIONS</p> <ul style="list-style-type: none"> • Status as a Certified Access Specialist from the California Division of the State Architect. <p>SPECIAL PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none"> • Strong and effective oral and written communication skills. • Demonstrate a service oriented, customer relations-sensitive attitude. • Ability to communicate confidently and courteously with people of different backgrounds and at various levels of responsibility within state government. <p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none"> • Efficient, conscientious, and professional. <p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to organize, set priorities, and work independently with minimal supervision. • Demonstrate leadership ability. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Professional office environment, appropriate business dress. • Ability to prepare and present formal presentations. • 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. <p>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.</p>