

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-

12219-DSA

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Division of the State Architect (DSA)	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Regional Office - Sacramento	CLASS TITLE Supervising Architect – Project Services
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 1102 Q Street, Suite 5200
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 716-295-3958-001

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 Structural Engineer (Regional Manager), supervises architectural, engineering, staff services analysts and project closing staff performing intake plan review, management of project schedules and status from preliminary design through field review stages, management of consultant contract services, certification of projects after completion of construction and administrative support.

% 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)

25%	<p>The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key 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>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.</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 need.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to achieve a timely and consistent process for plan review, supervises and coordinates the activities performed by the intake architect and structural engineer:</p> <ul style="list-style-type: none"> Oversee the architectural project intake specialist for access compliance and fire life safety by ensuring uniformity and consistency and compliance with Title 24 California Code of Regulations, Administrative Code and Building Code, and the DSA Project Submittal Guidelines. Ensure that plans are evaluated for minimum specifications prior to being accepted and/or assigned.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Dan Levernier	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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20%	<ul style="list-style-type: none"> • Oversee the structural project intake specialist for structural code, geo-hazards such as seismic, geotechnical and geological requirements by ensuring uniformity and consistency and compliance with Title 24 California Code of Regulations, Administrative Code and Building Code, and the DSA Project Submittal Guidelines. Ensure that projects utilizing computer modeling or structural analysis programs are evaluated for acceptance for review and completeness of data information and analysis. • Coordinate and communicate in a team-like manner with the other supervisors and staff within the office to promote project timeliness and consistency of work by planning, organizing and determining the assignment of plan review to staff and/or contract consultants based on workload volume and knowledge of available resources, and effective planning and organizing. <p>In order to provide project information to school district personnel, architects, structural engineers, project inspectors, contractors, owners, state officials, and other members of the public:</p> <ul style="list-style-type: none"> • Ensure that project tracking system is updated. • Monitor the project schedules by reviewing the project tracking system. • Field phone calls and meet with applicants on project process and progress. • Respond to inquiry and support other supervisors to address administrative and technical issues. • Respond to inquiries, verbally and in writing, regarding provisions of the Education Code, Essential Services Building Act, and other applicable statutes and regulations in order to advise them on the interpretation of the laws and regulations governing the administrative functions of the Division. • Meet with clients to discuss and advise on issues related to achieving certification of the construction projects under the jurisdiction of DSA.
20%	<p>To ensure that projects are closed with certification in a timely manner and in accordance with DSA jurisdiction, policy and procedures:</p> <ul style="list-style-type: none"> • Supervise the project closing staff by providing guidance, answering questions and assisting with follow-up to clients when staff have problems obtaining documents required for certification. • Review work periodically for consistency, accuracy and completeness throughout the project construction. • Determine readiness for closure of projects with or without certification after Field Engineer approval or request by Client for closure by reviewing project files for appropriate documents. • Train new and current staff by providing updated manuals and other resources (expert closing staff, new laws and regulations, improved procedures, etc.) that are necessary for staff to learn and keep current on the closing process. • Monitor workload production by observing staff performance and reviewing project tracking database. Utilize this information to determine work assignments that will achieve the most efficient operation.
10%	<p>To assist the Regional Manager on the management of contract services following the Division Contract Services Guidelines and oversee the work of the Contract Specialist:</p> <ul style="list-style-type: none"> • Determine the workload of projects in the office and relieve project backlog that cannot be addressed with in-house staff by utilizing consultant contracts. • Determine consultant ability and capability for plan review work in access, fire life safety and structural review and assign work to contract consultants as appropriate.

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5%	<ul style="list-style-type: none"> • Authorize amendments to contracts and monitor project status through approval of amendments. • Provide direction, guidance and advice in the negotiation of fees and schedules, preparation of contract documents, and compliance with all laws, rules, regulations, and guidelines of the Department and DSA. <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 using 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 the entry 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. as needed. • Approves PAL entries for subordinate staff on dock or AWOL on or before the designated SCO's 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>Guide and direct the Administrative Analyst in various analytical support activities for the office in roles such as, human resources liaison, program management activities; facilities, records and equipment services coordinator; and safety coordinator in order to provide administrative support and ensure that all DSA policies and procedures are met. Assign projects as needed that require research, evaluating reports, and compiling information in order to improve processes and provide efficient operations in the Regional Office.</p>
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"> • 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, 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>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"> • Follows the division Request for Personnel Action (RPA) process for recruitment of vacant or new positions.

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5%	<ul style="list-style-type: none"> • Reviews the duty statement provided by the DSA HR Analyst for accuracy on the specific position being recruited. • Conducts hiring interviews after verifying eligibility with the DSA HR staff. • Advises all appropriate personnel of candidate selection/proposed hire securing departmental approvals, ensuring pre-hiring requirements (documents) are completed and cleared by HR, and proposed start date has been communicated to HR through telephone or email communication. <p>MARGINAL FUNCTIONS</p> <p>Works closely with counterparts in each of the DSA Regional and Headquarters Offices to evaluate and continually improve processes for enhancement of the business goals of the Division.</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; the department's Equal Employment Opportunity (EEO) Program objectives; a manager's role in the EEO Program and the processes available to meet EEO 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 EEO objectives.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>Knowledge of DSA plan review process, field review process, fire prevention, universal design, pre-check process, product approvals, inspection and testing requirements, designing of public buildings, and groups of buildings; building materials; costs, codes, and construction methods; structural as related to buildings, towers, poles, miscellaneous structures ; under the California Administrative and Building Codes of Title 24.</p> <p>Ability to supervise professional and business staff of different disciplines. Direct, coordinate and evaluate the work of others, analyze situations and adopt an effective course of action.</p> <p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Experience in management of large size projects or project teams. • Experience dealing with various stakeholders of the school construction process including structural engineers, architects, school district personnel, fire prevention specialists, contractors, project inspectors, and school related organizations such as Coalition for Affordable School Housing, etc. • Knowledge of computer uses for structural analysis programs, Microsoft Office programs, ABMS/PAL program, eTracker program and computer uses for electronic plan review. • Knowledge and understanding of requirements and duties of California governmental agencies, such as California Geological Survey, the California Department of Education, the Office of Public School Construction, and the California Community College Chancellor's Office.

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	<p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none"> • Demonstrate tact and ability to delegate and advice. • Demonstrate ability to motivate staff. • Demonstrate ability to work as a team member. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Possession of a valid certificate of registration as an Architect. • Possession of a valid California Driver's License. • Ability to move project plans and specifications. • Overnight travel within the state on occasion. <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>