

EDITED KSAPC LISTING

CLASSIFICATION: ASSOCIATE CONSTRUCTION ANALYST

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of principles of construction planning major public buildings and groups of buildings to develop solutions to program needs/deficiencies, capital outlay budget analysis, capital improvement plan analysis, and Five Year Infrastructure Plan development.
K2.	Basic knowledge of principles of designing major public buildings and groups of buildings to develop solutions to program needs/deficiencies, capital outlay budget analysis, capital improvement plan analysis, and Five Year Infrastructure Plan development.
K3.	Basic knowledge of project management and scheduling to administer public works contracts and change orders.
K4.	Basic knowledge of architectural and building costs and materials to develop solutions to program needs/deficiencies, change order analysis, capital outlay budget analysis, capital improvement plan analysis, contract management, and Five Year Infrastructure Plan development.
K5.	Basic knowledge of building codes to ensure appropriate design features are included in project planning, development, design and construction.
K6.	Basic knowledge of state capital outlay procedures and budgeting to ensure projects are complete and properly formatted for budget presentation to departmental management and control agencies, adequately and appropriately funded, all necessary approvals are properly obtained, and compliance with departmental and legislative scope and intent.
K7.	Basic knowledge of purposes and functions of State agencies to ensure design and construction delivery alternatives are considered and selected based on cost effectiveness and efficiency.
K8.	Basic knowledge of State agencies construction program functions and authority to ensure appropriate resources are considered to optimize project delivery efficiency.
K9.	Basic knowledge of civil, structural, electrical, and mechanical engineering as related to buildings to ensure all alternatives related to these disciplines are considered in project scope, cost and design.
K10.	Basic knowledge of public works contracts, consulting services, contract and procurement procedures, policies and laws to ensure proper acquisition of construction related services and commodities.
K11.	Comprehensive knowledge of personal computers and related software programs (e.g., Microsoft Office Suites, etc.) to effectively produce design/construction schedules, reports, graphs, charts and correspondence.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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KSAPC Statements	
Ability to:	
A1.	Analyze construction project documents and make appropriate recommendations to ensure appropriate scope, funding and priority are obtained for proposed projects.
A2.	Gather and analyze data and draw sound conclusions in the development and modification of construction design to ensure cost effective alternatives are consistent with the departmental standards.
A3.	Provide technical assistance and information to staff and other stakeholders to establish and maintain effective working relationships in all situations on a consistent basis.
A4.	Prepare written documents to provide clear and concise information to different audiences.
A5.	Read and interpret plans and specifications to accurately complete job assignments.
A6.	Understand and follow verbal instructions to accurately carry out assignments.
A7.	Communicate effectively, provide direction and training and conduct performance reviews to inmates/youthful offenders, as required.
A8.	Analyze project plans and specifications, and make appropriate recommendations to ensure public works construction and consulting service contracts include appropriate scope, schedule, funding and general contract conditions.
A9.	Operate a personal computer in order to access, enter, update and retrieve information.
A10.	Analyze situations accurately in order to make sound and independent recommendations.
A11.	Act independently to complete workload in a timely and effective manner.
A12.	Perform inspections at project sites to identify problems, evaluate Contractor performance/progress, gather data and assess alternatives.