

## EDITED KSAPC LISTING

**CLASSIFICATION:** Capital Outlay Program Manager

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Advanced knowledge of all phases of the State's capital outlay process to ensure that the project cost estimates are complete and consistent with the project design.
K2.	Advanced knowledge of architectural theory and practices, (e.g., California building codes, standards and regulations, etc.) in order to plan and direct the functions of planning, design and production of construction documents and providing construction.
K3.	Advanced knowledge of details in planning, designing and construction of public buildings in order to plan and direct the production of construction and related design documents.
K4.	Comprehensive knowledge of architectural building materials to effectively produce project planning and construction documents.
K5.	Advanced knowledge of cost, codes and construction methods to ensure that the estimates are complete and consistent with the project design.
K6.	Comprehensive knowledge of structural, electrical and mechanical engineering as related to buildings and project design to properly develop and coordinate all the elements required for a complete design.
K7.	Comprehensive knowledge of use and application of computers and related software in capital outlay project monitoring.
K8.	Advanced knowledge of methods of organization and personnel management practices and principles in order to recruit, develop and retain qualified professional staff necessary to produce project construction documents and other design products.
K9.	Comprehensive knowledge of principles of budgeting as related to capital improvement projects as well as organizational support budget.
K10.	Comprehensive knowledge of the Departments Equal Employment Opportunity Program (EEO) objectives as it relates to the supervision/management of staff.
K11.	Comprehensive knowledge of a manager's role in the EEO program and the processes available to meet those objectives and maintain a work environment free of discrimination and harassment.
K12.	<b>Comprehensive knowledge of departmental design and construction standards and operating procedures to produce project construction documents and other design products.</b>

## EDITED KSAPC LISTING

CLASSIFICATION: Capital Outlay Program Manager

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

<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Develop comprehensive architectural/engineering designs to ensure compliance with programmatic and regulatory requirements.
A2.	Analyze comprehensive architectural/engineering designs to ensure compliance with programmatic and regulatory requirements.
A3.	Present information clearly and effectively in pictorial, written and other forms necessary to communicate effectively with internal/external stakeholders.
A4.	Analyze complex situations accurately and plan an effective course of action in order to ensure compliance with programmatic and regulatory requirements.
A5.	Direct and supervise the work of a group of Project Directors in in order to ensure compliance with programmatic, statutory and regulatory requirements.
A6.	Effectively administer the Department's EEO objectives to ensure a discrimination free work environment.
A7.	<b>Establish and maintain professional relationships with staff, consultants, contractors and representatives of governmental agencies, facility personnel and others to ensure a successful project.</b>