

EDITED TASK LISTING

CLASSIFICATION: PRINCIPAL ARCHITECT

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

Task Statements	
1.	Plan and coordinate the work of a design staff in the creation of plans, specifications and instruments of service related to activities for all California Department of Corrections and Rehabilitation (CDCR) buildings and structures using various resources (e.g., design criteria guidelines, codes, regulations, manuals, knowledge, computer applications etc.) to provide safe and cost effective building solutions for correctional settings as required.
2.	Manage the work of design staff and consultants to ensure fiscally responsible design and construction solutions using various resources (e.g., design criteria guidelines, codes, regulations, manuals, knowledge, computer applications etc.) as required.
3.	Represent CDCR as liaison with State Client Agencies in all matters relating to the practice of architecture to ensure conformance with the department design and construction standards using various resources (e.g., design criteria guidelines, codes, regulations, manuals, knowledge, etc.) as required.
4.	Act as a liaison with private organizations and other public entities in all matters relating to the practice of architecture to ensure conformance with the department design and construction standards using various resources (e.g., design criteria guidelines, codes, regulations, manuals, knowledge, etc.) as required.
5.	Oversee the in-house design program which consists of the derivation, planning, development of architectural plans for major and minor capital outlay, Section 6.00 and special repair projects to ensure code compliance and project requirements are met using the appropriate resources (e.g., design criteria guidelines, building codes, regulations, manuals, policies, etc.) as directed by the Associate Director.
6.	Coordinate the in-house construction support activity and processes (e.g., Request for Information, change orders, construction bulletins, submittal review and approvals) during the construction phases of a wide variety of projects to ensure buildings are being constructed according to the plans and specifications utilizing various resources (e.g., plans, specifications, knowledge of construction, etc.) as needed.
7.	Establish the in-house quality control standards and processes for all in-house architectural and engineering products to produce complete and accurate documents and/or correspondence utilizing various resources (e.g., design criteria guidelines, codes, regulations, manuals, knowledge, industry standard techniques, etc.) as necessary.
8.	Develop policies, procedures and effective design standards, etc. using codes, regulations, manuals, knowledge, interpersonal skills, emerging industry technologies, etc. to provide safe and cost effective building solutions for correctional settings as needed.

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9.	Direct staff on their roles and responsibilities relating to interactions with CDCR staff, consultants and outside contractors to provide professional services and information, maintain design standards, etc. using codes, regulations, manuals, knowledge, interpersonal skills, and industry standard techniques, etc. as needed.
10.	Coordinate the participation of staff in the review of institutional requested projects, design service requests and other assignments to provide recommendations and information to appropriate parties using various resources (e.g., design criteria guidelines, codes, site investigations, knowledge, etc.) as requested.
11.	Plan the review of construction documents of capital outlay and special repair projects prepared through other design entities to ensure conformity with departmental design and construction standards using various resources (e.g., design criteria guidelines, codes, regulations, manuals, site investigations, knowledge, etc.) as required.
12.	Ensure effective written correspondence for management, institution personnel, and others to provide analysis, direction, and/or information using various resources (e.g., software, hardware, reference manuals, plans, specifications, etc.) as necessary.
13.	Communicate in a professional and effective manner with others utilizing tact and interpersonal skills to provide accurate information and establish and maintain effective working relationships in all situations as necessary.
14.	Perform on-site construction observations to ensure conformance with codes, specifications, departmental standards, and the Testing and Inspection Program utilizing visual observation, various engineering equipment, reporting procedures, etc. as required by each project specifics, as necessary.
15.	Direct the work on design projects as they relate to architectural and engineering requirements using various resources (e.g., design criteria guidelines, codes, regulations, manuals, knowledge, principles of architecture and engineering, computer applications etc.) to provide safe and cost effective building solutions for correctional settings as required.
16.	Act as the Architect of Record (AOR) in the preparation of plans, specifications and instruments of service by signing and sealing the documents to demonstrate responsible control using your knowledge, expertise and professional license to the appropriate control agencies.
17.	Confer with planning, design and operational teams in the resolution of problems to create architectural engineering solutions, designs, plans and specifications using various resources (e.g., design criteria guidelines, codes, regulations, manuals, knowledge, principles of architecture and engineering, computer applications etc.) as required.

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18.	Perform supervisory/managerial responsibilities in the work place in regards to department wide mandates concerning Equal Employment Opportunities (EEO), Americans with Disabilities Act (ADA), and other personnel practices to ensure compliance with regulatory agencies and established guidelines/policies as needed.
19.	Provide training opportunities for staff to maintain and improve their skills and knowledge using various methods (e.g., classroom, on the job training, mentoring etc.) as required for the performance of the job.
20.	Establish priorities and provide guidance to staff on work assignments to ensure proper and efficient use of resources using various tools, equipment, aids and/or processes as needed and/or upon request.
21.	Evaluate employee performance to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by departmental policy and the State Personnel Board (SPB) on an on-going basis.
22.	Facilitate the hiring process in accordance with the SPB rules and regulations, by conducting interviews, evaluating and selecting qualified candidates to fill identified vacant positions.
23.	Participate in the Progressive Disciplinary process to correct/improve employee performance/behavior or address issues of substandard performance in accordance with SPB rules and regulations and departmental policy, as needed.
24.	Ensure the development and management of the design schedule for projects assigned to the Design Services Section in order to effectively manage professional resources, and provide timely production of plans and specifications using various resources (e.g., knowledge, principles of architecture and engineering, computer applications, priority setting skills, etc.) as required.
25.	Report schedule status to management and stakeholders to advise them of project schedules as they relate to the requirements of the projects using various resources (e.g., graphic and verbal communication skills, knowledge, computer applications, etc.) as required.
26.	Oversee the review and evaluation of consultant proposals utilizing knowledge of architectural and engineering principles to rank firms according to statement of qualifications, interviews and reference checks as necessary.
27.	Participate in the development of the scope of work, schedule and estimate of fees for projects to establish parameters for negotiation with qualified firms using various resources (e.g., design criteria guidelines, codes, regulations, manuals, knowledge, computer applications, etc.) as required.
28.	Participate in the negotiation of the scope of services and fees to establish the final contract parameters using various resources (e.g., design criteria guidelines, codes, regulations, manuals, knowledge, computer applications, etc.) as required.

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

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29.	Oversee the administration of contracts to hold consultants accountable for performing the scope of services within the established fee and provisions of the contracts using various resources (e.g., design criteria guidelines, codes, regulations, manuals, knowledge, computer applications, etc.) as required.

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