

EDITED TASK LISTING

CLASSIFICATION: SENIOR ARCHITECT

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

Task Statements	
1.	Assist clients in the program derivation, planning, development of architectural plans elevations, materials, colors, finishes for minor/major capital outlay and Special Repair projects to ensure code compliance and project requirements are met using various resources (e.g., Design Criteria Guidelines (DCG), California Building Code (CBC), policies, Department of Operation Manual (DOM), etc.) as scheduled on a statewide prioritized list.
2.	Manage in-house and consultant design projects that are architectural in nature with emphasis on the coordination of architectural features with various engineering disciplines during the development stage to ensure conceptual design conforms to the requirements of the Capital Outlay Budget Change Proposal (COBCP) and Project Workbook utilizing weekly scheduled meetings and Project Scheduler on an as needed basis.
3.	Coordinate architectural and engineering disciplines during the design and construction phases of projects of various complexity and those having statewide implications to ensure buildings are being designed and constructed according to the plans and specifications utilizing various resources (e.g., plans, specifications, knowledge of construction, etc.) as needed.
4.	Create architectural plans and designs for buildings and groups of buildings for a variety of clients which have difficult architectural problems utilizing Computer Aided Drafting and Design (AutoCAD), Revit, Adobe Pro, etc.) on a daily basis.
5.	Direct the work of engineering, security and planning teams to produce complete and accurate documents and/or correspondence utilizing various resources (e.g., CBC, manuals, interpersonal skills, industry standard techniques, etc.) as necessary.
6.	Interact with personnel (e.g., Capital Planning and Project Services Branch [CPPSB], Facilities Asset Management Branch [FAMB], procurement staff, Institutions Division, Health Care Services Division, etc.) to provide information, maintain design standards using CBC, manuals, knowledge, interpersonal skills, industry standard techniques as needed.
7.	Interact with Construction Services Branch (CSB), state construction supervisors, institution staff and capital outlay staff to provide information, resolve construction issues, ensure construction quality, maintain design standards using CBC, manuals, knowledge, interpersonal skills, industry standard techniques, etc. within specified timeframes on a daily basis.
8.	Train staff to improve their knowledge and skills utilizing various resources (e.g., classroom, on-the-job, mentoring, etc.) as required for their job performance.
9.	Produce design and construction documents of varying complexity to accurately define the building construction parameters and quality, using various resources (e.g., AutoCAD, Standard Design Documents [SDD] and specifications, etc.) as required for each project.

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

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10.	Participate in the development of procedures and office standards relating to various functions of the Architectural Unit to ensure consistency, compliance and conformity with departmental and branch policies using Microsoft Word documents, Adobe Pro as required.
11.	Review Section 6.00 of the Budget Act, Service Requests and Branch Assignments to provide recommendations and information to the CPPSB, Institutions and Branch Chiefs using various resources (e.g., CBC, site investigations, knowledge, DCG, etc.) as requested.
12.	Respond to emergency request to resolve various safety or security design issues using site investigations, laboratory testing, knowledge, CBC, etc. as needed.
13.	Review and approve in-house designs for accessible requirements to ensure compliance with Americans with Disabilities Act (ADA) and Title 24, California Code of Regulations (CCR) utilizing Certified Access Specialist (CASp) as mandated.
14.	Act in the absence of the Supervising Architect to ensure the continued efficient operation of the Architectural Unit using various resources (e.g., personal experience, knowledge, etc.) as needed.
15.	Prepare effective written correspondence for management and institution personnel in order to provide analysis, direction and/or information using various resources (e.g., software, hardware, reference manuals, plans, specifications, etc.) as necessary.
16.	Communicate in a professional and effective manner with others utilizing tact and interpersonal skills to provide accurate information and to establish and maintain effective working relationships in all situations.
17.	Perform on-site construction observation to ensure conformance with codes, specifications and the Testing and Inspection Program utilizing visual observation, reporting procedures, etc. as required.
18.	Evaluate all construction packages (plans, specifications, required forms, etc.) submitted by consultants for completeness to ensure uniformity, consistency and compliance with CBC and ADA using a personal computer on a weekly basis.
19.	Assist FAMB, Project Management Branch (PMB) and their design professionals in developing comprehensive submittal packages by utilizing knowledge of the various codes, consulting with clients as requested to ensure that submittal packages (e.g., plans, specifications, required forms, etc.) are complete to be in accordance with the CBC on an on-going basis.
20.	Assist client with various project documents and reports that can be used to establish scopes, budgets and schedules as required to support the client's funding request with the Department of Finance (DOF) in accordance with applicable regulations, legislative mandates and client requirements on a quarterly basis.

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21.	Assist with the initial planning and development of future projects by doing site assessments as requested by the clients in order to manage and produce documents for projects in accordance with applicable regulations, legislative mandates and client requirements on an on-going basis.
22.	Coordinate with staff and CSB to initiate, negotiate and issue Change Orders on projects using CDCR policies and procedures under the direction of the Supervising Architect on a bi-weekly basis.
23.	Act as lead technical advisor to clients on issues regarding accessibility/access compliance in the preliminary and plan review process using the knowledge of design and construction, plan review process and applicable code requirements to ensure conformance with CBC and ADA on a daily basis.
24.	Monitor the work of the architectural staff to ensure quality and compliance with applicable code requirements utilizing the CDCR policies and procedures on a daily basis.
25.	Enter corrections and deficiencies of the submitted construction document into the Project Information Management System (PIMS) for the consultant architect to make the necessary corrections to comply with the applicable energy and building codes, regulations, following CDCR policies and procedures on an as needed basis.
26.	Assist project staff with Addenda, Change Orders and Deferred Approvals on the projects to ensure compliance with energy and building codes and regulations following CDCR policies and procedures on an as needed.
27.	Review the invoices for payment to accurately compensate consultants by signing the invoices after determining if the payment is the appropriate amount for the accepted percentage of completed design work per CDCR policies and procedures on as needed basis.
28.	Train staff to develop individual knowledge of laws and regulations related to accessibility and usability of building and facilities by researching information sources such as State and Federal code resources, professional and industrial publications and/or disability community associations on an on-going basis.
29.	Develop project drawings including but not limited to plot plans, floor plans, elevations and sections for projects using AutoCAD or Revit software in accordance with CDCR policies and procedures and generally accepted industry practice on a daily basis.
30.	Coordinate all conflicts in the contract documents in a timely fashion through effective communication methods (e.g., phone, e-mail, meetings, etc.) to assure project remains within the approved budget and schedule utilizing CDCR policies and procedures on an on-going basis.
31.	Provide expert assistance to institutional staff on projects that include historical or politically sensitive buildings and/or structures by applying personal experience and knowledge utilizing CDCR policies and procedures on a periodically basis.

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32.	Provide support and update of project documentation by identifying information necessary to maintain an accurate and complete historical record in the project folder utilizing CDCR policies and procedures on an as needed basis.

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