

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 27702	DGS OFFICE or CLIENT AGENCY Division of the State Architect (DSA)	
UNIT NAME Accessibility Unit	REPORTING LOCATION Oakland Regional Office (Alameda County)	
SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	POSITION NUMBER 718-125-3964-XXX	CBID R09
CLASS TITLE Associate Architect	WORKING TITLE	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations 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 employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under general supervision of the Supervising Architect, the position reviews and approves the less complex construction project plans including the post approval documents to ensure compliance with the California Building Code (CBC), California Code of Regulations (CCR), Accessibility and Fire and Life Safety requirements, applicable regulations and standards for public schools, community colleges, and state-owned and state-leased essential services buildings.

Essential functions include the requirement to work in the office for a minimum of three days per week up to a maximum of five days per week depending on operational needs.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

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.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Reviews the less complex construction project plans, construction change documents (CCDs), addenda and other submittals by identifying plans and specifications needing correction, using applicable mark-up tools on electronic or paper project drawings, in order to provide consultative services to DSA clients, to ensure compliance with DSA procedures, the CCR, CBC, Accessibility and Fire and Life Safety requirements, and applicable regulations and standards for public schools, community colleges and state-owned and state-leased essential service buildings.
25%	Verifies the less complex non-compliant building code and regulation issues on project documents which have been corrected by consultation with the assigned project architect, by reviewing addenda, CCDs, deferred submittals, and mark-up of corrected items, using applicable mark-up tools on electronic or paper project drawings, and records the signature of the DSA Stamp of Approval, in order to confirm that requested corrections have been made (Back-Check), to ensure compliance with DSA procedures and all applicable codes and requirements.
25%	Verifies that construction methods for building accessibility are being interpreted correctly and materials are utilized appropriately, by performing technical research, utilizing building codes, regulations, statutes, technical books/manuals and applicable project literature for construction

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PERCENTAGE	DESCRIPTION
	project approval, in order to determine that the materials being used are in compliance with applicable codes and requirements to ensure required accessibility and safety measures.
10%	Acquires knowledge on new and/or updated building and facility accessibility programming advancements for persons with disabilities by researching and attending monthly internal/external training(s) in order to maintain thorough expertise of state and federal building accessibility laws and regulations to ensure required accessibility and safety measures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participates in preliminary construction design meetings with clients, in order to advise and provide information to project architects, engineers, contractors, public school owners on State code regulations, building access requirements, and methods to achieve the required standards for accessibility, and makes recommendations to coordinate project documents utilizing knowledge of the CCR in accordance with DSA procedures.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Professional office environment

Occasional travel to attend meetings and trainings

Essential functions include the requirement to work in the office for a minimum of three days per week up to a maximum of five days per week depending on operational needs.

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.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

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UNIT NAME Accessibility Unit	REPORTING LOCATION Oakland Regional Office (Alameda County)	
SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	POSITION NUMBER 718-125-3961-006	CBID R09
CLASS TITLE Senior Architect	WORKING TITLE	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

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POSITION CONCEPT

Under general direction of the Supervising Architect, the position reviews and approves the more complex construction project plans including the Post Approval Documents to ensure compliance with the California Building Code (CBC), California Code of Regulations (CCR), Accessibility and Fire and Life Safety requirements, applicable regulations and standards for public schools, community colleges, and state-owned and state-leased essential services buildings.

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ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
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25%	Verifies the more complex non-compliant building code and regulation issues on project documents which have been corrected by consultation with the assigned project architect, by reviewing addenda, CCDs, deferred submittals, and mark-up of corrected items, using applicable mark-up tools on electronic or paper project drawings, and records the signature of the DSA Stamp of Approval, in order to confirm that requested corrections have been made (Back-Check), to ensure compliance with DSA procedures and all applicable codes and requirements.
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