

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 26126	DGS OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Access Plan Review Unit	REPORTING LOCATION Oakland Regional Office	
SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	POSITION NUMBER 718-115-3958-001	CBID S09
CLASS TITLE Supervising Architect	WORKING TITLE Supervising Architect - Telework Option	
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 Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the general direction of the Principal Architect, the Supervising Architect in the Access Plan Review Unit supervises the work of architectural and fire and life safety staff performing plan review of submitted construction documents for public schools, community colleges, essential services buildings, and state-owned and/or leased buildings and the work of staff performing field supervision of projects under construction in order to ensure compliance with Division of State Architect (DSA) procedures, the California Building Code (CBC) and other governing regulatory requirements. Essential functions include the requirement to work in the office for a minimum of three (3) days per week up to a maximum of five (5) 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%	Facilitates and delegates workload of architectural and fire/life safety staff by coordinating and assigning construction plans and specification documents for review to ensure compliance with DSA procedures, the CBC and other governing regulatory requirements.
20%	Provides guidance, mentoring and technical support to architectural and fire/life safety staff during the plan review and back-check processes by continually monitoring volume of work and assessing expertise of staff in order to ensure consistent application of codes and regulations are utilized in accordance with DSA procedures, the CBC and other governing regulatory requirements.
10%	Oversees consultants by monitoring assigned workload and reviewing completed assignment for quality and uniformity to ensure compliance with DSA procedures, the CBC and other governing regulatory requirements.
10%	Provides project plan review and back-check training to consultants to ensure uniformity in the application of code and procedures.

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 Current Proposed

PERCENTAGE	DESCRIPTION
10%	Responds to inquiries from division management, school district personnel, architects, engineers, inspectors, contractors and stakeholders regarding provisions of relevant architectural, accessibility and fire/life safety statutes and regulations such as Education Code (Field Act), Government Code 4450, Title 24 and CBC advising them on the interpretation and application of the laws and regulations governing the construction.
10%	Meets with and advises project architects, engineers, school district and state officials, and the public to discuss code and other design issues related to the construction projects under the DSA jurisdiction.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Acquires knowledge on updated and/or new accessibility and fire/life safety, statutory and/or regulatory programming advancements for persons with disabilities by attending periodic internal/external training(s) in order to maintain the expertise of state and federal building accessibility laws and regulations. Acts for the Principal Architect in their absence and represents the division at meetings and/or conferences as directed using knowledge of the DSA mission, program and operations to ensure the continuity of services by providing information, direction and/or solutions.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Professional office environment.

Occasional travel to attend meetings and training which may include areas impacted by disaster.

Frequent use of Microsoft Office programs, eTracker, and electronic plan review programs.

Essential functions include the requirement to work in the office for a minimum of three (3) days per week up to a maximum of five (5) 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