

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 830-480-3961-001	Date:
Class: Senior Architect	Name:
Under general direction from the Assistant Deputy Secretary of Facilities & Business Services, the primary responsibilities of the position are to monitor construction and design activities related to capital outlay projects for current and future homes.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Coordinates the Department's efforts in determining the programmatic and design needs of all new capital outlay projects that require architectural expertise. Coordinates and ensures that USDVA Construction Program requirements are included in all CDVA federally funded capital outlay projects.
30%	Represent the Department, and provide direction on issues related to the design and construction of any new CDVA Capital Outlay construction projects, with other state agencies such as DGS, DOF, DSA, etc., and with the consultant A/E firms, and the construction contractor.
20%	Develop COBCP's related to the Capital Outlay process that meet both state and USVA Construction Grant Program requirements. Provide assistance to established veteran's homes with architectural and design services. Provide the homes with drawings, schematics, plans and /or provide consultation and direction on maintenance and special repair projects.
10%	Analyze information such as new regulations, code requirements, etc. relevant to the construction, design, energy, seismic, and property related issues that affect CDVA and the California Veterans Home systems. Recommend necessary changes or direction to those established policies.
NON-ESSENTIAL FUNCTIONS	

Position No: 830-480-3961-001		Date:			
Class: Senior Architect		Name:			
PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms, proofreading documents; receiving visitors					X
HEARING: Answering telephone; receiving and announcing visitors; answering inquiries and providing verbal information.			X		
SPEAKING: Answering telephone; receiving and announcing visitors; answering inquiries and providing verbal information	X				
WALKING: Distributing mail; distributing information; copying	X				
SITTING: Sitting at desk answering telephone; sorting mail; performing other clerical typing duties	X				
STANDING: Copying documents; distributing mail.	X				
BALANCING:	X				
CONCENTRATING: Answering multiple telephone lines; determining needs of callers and providing information; logging mail and determining appropriate recipient; preparing various forms and documents.	X				
COMPREHENSION: Understanding needs of callers; understanding policies and procedures.			X		
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times.				X	
LIFTING UP TO 10 LBS OCCASSIONALLY:		X			
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:		X			
LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:		X			
FINGERING: Pushing telephone buttons; personal computer; copier				X	
REACHING: Answering telephone; distributing mail	X				
CARRYING: Distributing mail; documents		X			
CLIMBING:	X				
BENDING AT WAIST:	X				
KNEELING:	X				
PUSHING OR PULLING: Mail cart or deliveries	X				
HANDLING: Sorting and distributing mail; typing				X	
DRIVING:		X			
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax; inserter machine; postage machine				X	
WORKING INDOORS: Enclosed office environment					X
WORKING OUTDOORS:		X			
WORKING IN CONFINED SPACE: Enclosed office environment		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____

Date _____

Supervisor signature _____

Date _____

HR signature _____

Date _____