

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division Administration Services Division		
Position No / Agency-Unit-Class-Serial 461-232-3964-003	Unit Facilities Planning, Construction and Management (FPCM)		
Class Title Associate Architect	Location		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R09	Work Week Group: 2	Pay Differential
Other			
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under general supervision of the Senior Architect with Facilities Planning, Construction and Management Section (FPCM), the Associate Architect provides consultation and technical advice and is responsible for the development and oversight of planning, design, and construction of current and future Capital Outlay, public works, sustainability, and special repair/deferred maintenance projects.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).		
40%	Reviews, analyzes, prepares, the development of all phases of FPCM projects including feasibility studies, preliminary plans, architectural/engineering (A/E) design proposals, working drawings, specifications, cost estimates, technical reports, and other supporting documents, including coordination with external agencies and consultants. Utilizes and updates the Infrastructure Master Plan (IMP) to ensure alignment with and clarify the intent of Capital Outlay Budget Change Proposals, budget packages, DSH priorities, and patient care and hospital program requirements. Provides consultation and analysis to comply with statutes, codes, and regulations, including but not limited to building and fire codes, Americans with Disabilities Act, historical preservation guidelines, sustainability and energy efficiency goals, Leadership in Energy and Environmental Design (LEED) certification, CalOSHA, State Contracting and Administrative Manuals, and executive orders. Develops and submits Alternate Means of Compliance to meet authority having jurisdiction regulatory requirements, as needed.		
25%	Assists, consults, and helps direct hospital and executive leadership with proposed major, minor, deferred maintenance, and special repair projects. Develops administrative reports and briefings for management on specific issues relating to capital outlay and other public works projects, space requirements, and future hospital expansion. Reviews and analyzes proposed and chaptered legislation to advise management on the potential impacts to DSH programs. Analyzes and monitors FPCM program processes to ensure accurate reporting, comprehensive documentation, and to advise on process		

	efficiency improvements and potential software solutions. Reviews and comments on departmental and FPCM policy directives, operational procedures, and task outlines.
20%	Attends design, construction, technical, and administrative meetings, as needed. Conducts observations and reports on conditions of existing, newly constructed, and/or renovated facilities, including punch lists and inspections prior to acceptance by DSH. Maintains and organizes comprehensive facility building and infrastructure as-built/record drawings and associated documents. Updates site plans, building information lists, licensing categories, project archives, and reference materials.
10%	Aids with the development of scopes of work, specialized contracts, initiatives, and program/administrative directives such as A/E services, materials testing and special inspections, construction management services, emergency work, hazardous material abatement/remediation, enterprise-wide and singular projects, design criteria guidelines, building information modeling (BIM), policy/procedure, and public works contract front-end documents.
5%	Other duties and special projects within the class specification as assigned.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>This position report to the Metropolitan State Hospital in Los Angeles County or Patton State Hospital in San Bernardino County. A hybrid telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. This position shall require weekly travel to both the Metropolitan State Hospital and Patton State Hospital.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>A certificate of registration as an Architect issued by the California State Board of Architectural Examiners is required and a valid Class "C" California Driver's License is required. This position requires periodic travel to State Hospital locations statewide.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p>

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	Employee's Signature	Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.	
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	Supervisor's Signature	Date