

EDITED KSAPC LISTING

CLASSIFICATION: Associate Architect

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

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of architecture, architectural practice, building codes, details of planning and designing to perform the functions of planning, design and production of construction documents.
K2.	Basic knowledge of building materials and methods of construction to accurately produce working drawings and specifications.
K3.	Basic knowledge of construction costs in order to design a project within the budget.
K4.	Basic knowledge of structural, electrical and mechanical engineering to properly coordinate all the elements required for a complete building design.
K5.	Basic knowledge of the methods of organization for proper production and compilation of construction documents.
K6.	Basic knowledge of contracts to effectively provide construction administration and ensure compliance with codes, plans and specifications.
K7.	Basic knowledge of computers and software (e.g., AutoCAD, Revit, etc.) to effectively prepare various construction documents, reports, correspondence, spreadsheets, etc.
K8.	Basic knowledge of Federal, State, and Local regulations and standards in order to perform functions essential to the practice of architecture at the professional level.
K9.	Basic knowledge of methods and techniques used to identify existing conditions of the project site in order to develop a record of site information at the professional level.

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KSAPC Statements	
Ability to:	
A1.	Create and analyze comprehensive architectural designs to produce construction documents that meet the needs of the program, departmental design criteria and building codes.
A2.	Effectively communicate pictorially, orally and in writing to provide clear and concise information/ideas.
A3.	Analyze logically and creatively to identify issues, draw valid conclusions, develop effective solutions, alternatives and/or make recommendations to various entities regarding planning, design, and/or construction situations.
A4.	Direct the work of an architectural/engineering design team to ensure accurate interdisciplinary coordination of plans and specifications.
A5.	Prioritize multiple projects to effectively meet scheduling needs for the fiscal year.
A6.	Work independently to collect data, analyze and resolve project related issues.
A7.	Effectively function as a proactive team member using collaborative and cooperative efforts in order to meet team goals.
A8.	Utilize electronic equipment such as cameras, computers, cell phones, levels and other electronic media to gather architectural data.
A9.	Utilize mechanical drafting equipment such as scales, levels, triangles, templates, compass, various pens and pencils, etc., to perform assigned architectural tasks accurately.
A10.	Handle stressful situations respectfully and professionally when working with others to promote a positive work environment.
A11.	Operate a motor vehicle in a safe manner in order to conduct State business.
A12.	Effectively function as a proactive team leader using collaborative and cooperative efforts in order to provide direction, establish and meet team goals.
A13.	Effectively support and contribute to the mission, goals and objectives of the Department of Corrections and Rehabilitation (CDCR).

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Demonstrate creative and artistic ability.
PC2.	Exercise professional judgment and assume responsibility for actions taken, decisions made and resulting outcomes.
PC3.	Establish and maintain cooperative working relationships with those contacted in the course of work in order to foster on-going communications and effective project management in a professional manner.