

EDITED TASK LISTING

CLASSIFICATION: Associate Architect

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

Task Statements	
1.	Assist clients in the program derivation, planning and development of architectural plans and elevations (e.g., materials, colors, etc.) for capital outlay projects to ensure code compliance and project requirements are met utilizing design criteria guidelines, building codes and policies, as scheduled.
2.	Manage in-house design projects that are architectural in nature with emphasis on the coordination of architectural features with various engineering disciplines during the development stage to ensure conceptual design conforms to the requirements of the Capital Outlay Budget Change Proposal as scheduled by the fiscal year budget.
3.	Solve architectural and engineering issues (e.g., Request for Information, change orders, construction bulletins, submittal review and approvals) during the construction phases of the less complex projects in order to ensure buildings are being constructed accurately utilizing plans, specifications, knowledge of construction, as scheduled.
4.	Coordinate the work of engineering, security and planning teams in order to produce complete and accurate documents and/or correspondence utilizing various resources (e.g., codes, manuals, professional knowledge, interpersonal skills, industry standard techniques, etc.) as necessary.
5.	Interact with personnel (e.g. Capital Outlay Unit, procurement staff, Institutions Division, Health Care Services Division, etc.) in order to provide information and maintain design standards, utilizing California Standards, manuals, professional knowledge and interpersonal skills, as needed.
6.	Produce the less complex design and construction documents in order to accurately define the building construction parameters and quality, utilizing various resources (e.g., computer drafting, standard design documents and specifications, etc.) as required.
7.	Review Control Section 6.00 of the Budget Act funding requests, service requests and branch assignments in order to provide recommendations and information to the Capital Outlay Unit, institutions and branch Chiefs utilizing various resources (e.g., codes, site investigations, professional knowledge, design criteria guidelines, etc.) as requested.
8.	Review construction documents of major capital outlay projects prepared through the Department of General Services in order to ensure conformity with departmental construction standards, utilizing various resources (e.g., codes, site investigations, professional knowledge, design criteria guidelines, etc.) as required.
9.	Prepare effective written correspondence for management, institution personnel and others in order to provide analysis, direction and/or information, utilizing various resources (e.g., software, hardware, reference manuals, plans, specifications, etc.) as necessary.
10.	Communicate in a professional and effective manner with others in order to provide accurate information and establish and maintain effective working relationships in all situations utilizing tact and interpersonal skills, on a daily basis.
11.	Perform on-site construction observations in order to ensure conformance with codes, specifications and the Testing and Inspection Program utilizing visual observation, various equipment, reporting procedures, etc., as required.

Tasks highlighted in bold text are not currently on the SPB classification specification

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Task Statements	
12.	Develop project design and construction documents (e.g., site plans, floor plans, elevations, sections, furnishing layouts, details, etc.) by utilizing AutoCAD and Revit software, measuring scales, standard hand drafting equipment, camera, professional knowledge/experience, CA Building Code standards, CA Code of Regulations and the Public Contract Code in order to construct a project, as directed.
13.	Develop project fees, estimates and schedules for each phase of project development in order to produce or review designs, construction documents, perform construction administration and project close-out utilizing departmental standard forms and procedures, professional knowledge and experience, project scheduling software, etc., as directed.
14.	Conduct code research in order to ensure project design intent conforms to the California Building Code, utilizing departmental standards and procedures and construction codes to deliver design and/or review services, as needed.
15.	Conduct on-site surveys/observations of existing facilities in order to establish existing or as-built conditions, utilizing various architectural tools (e.g., measuring tapes and scales, standard hand drafting equipment and cameras, etc.) as needed.
16.	Research codes, regulations, technical books and product literature in order to verify construction associated building materials and methods related to accessibility are in compliance with State standards utilizing the California Code of Regulations, Title 24, Part II and related regulations, as directed.
17.	Prepare project status reports in order to provide information to clients and team members on the progress of the project, utilizing departmental database software, departmental policies and procedures, on a weekly basis.
18.	Respond to contractors' requests in order to provide information, review construction change orders and prepare as-built documents utilizing professional knowledge and experience, AutoCAD and word-processing software, departmental policies and procedures, as requested.
19.	Perform project coordination among engineering disciplines in order to produce coordinated designs and construction documents utilizing various resources (e.g., project meetings, organizational/quality assurance/plan-check skills, spreadsheets, AutoCAD software, etc.) as needed.
20.	Coordinate document reviews and approvals by applicable jurisdictional authorities (e.g., State Fire Marshal, State Historical Society, etc.) in order to produce approved designs and construction documents utilizing back-check meetings, departmental policies and procedures, as needed.
21.	Provide guidance to the less experienced staff in order to improve professional knowledge and ability, increase efficiency and reduce errors, utilizing reference manuals, one-on-one discussions, CAD software and departmental policies and procedures, as needed.
22.	Perform "back check" reviews of construction documents by meeting with outside consultants in order to verify previously identified noncompliance issues have been corrected utilizing CA Building Code Standards, accessibility standards, code reference documents, departmental policies and procedures, etc., as needed.
23.	Participate in training and professional development in order to improve project leadership/management skills, morale, design and technical knowledge utilizing State funded training, departmental training, etc., as mandated.

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24.	Interact with manufacturing/industry representatives in order to obtain technical product information utilizing telephone/computer equipment and personal contact in accordance with departmental policies and procedures, as needed.

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