

EDITED KSAPC LISTING

CLASSIFICATION: SENIOR ARCHITECT

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of architecture, architectural practice, building codes, details of planning and designing of a variety of building types and groups of buildings needed in order to perform the functions of planning, design and production of construction documents.
K2.	Comprehensive knowledge of building materials and methods of construction to accurately produce contracts, working drawings and specifications.
K3.	Comprehensive knowledge of construction costs in order to design a project within the budget.
K4.	Comprehensive knowledge of structural, electrical and mechanical engineering as related to buildings to properly coordinate all the elements required for a complete building design.
K5.	Comprehensive knowledge of the methods of organization for proper production and compilation of construction documents.
K6.	Comprehensive knowledge of personnel management in order to direct and manage all aspects of the design team.
K7.	Basic knowledge of the principles of budgeting to effectively use design methods and materials for construction projects to remain within budgetary constraints.
K8.	Basic knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives to ensure compliance with departmental policies.
K9.	Basic knowledge of a supervisor's role in the EEO program to meet EEO objectives to promote and make hiring and employment decisions at a professional level to meet the goals of the department.
K10.	Basic knowledge of contracts to effectively provide construction administration and ensure compliance with codes, plans and specifications.
K11.	Comprehensive knowledge of personal computers and software to effectively prepare various construction documents (e.g., reports, correspondence, plans and spreadsheets, etc.).
K12.	Basic knowledge of energy conservation and sustainable design, including Leadership in Energy and Environmental Design (LEED) rating systems and certifications.
K13.	Comprehensive knowledge of application and interpretation of laws, regulations and practices as applied to public sector design and construction to ensure that projects are executed in compliance with State and Federal requirements.
K14.	Basic knowledge of structure and content of the English language, including the meaning and spelling of words, rules of composition, grammar and the principles of effective oral and written communications in a technical design and governmental setting to effectively communicate.

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Knowledge of:	
K15.	Comprehensive knowledge of computer software applicable to design, construction and review (e.g., AutoCAD, Revit, Microsoft Office, Internet Explorer, Project Scheduler, review and editing software, etc.) in order to be proficient in performing and assigning duties.
K16.	Comprehensive knowledge of plan review and back check procedures for review and annotation of construction documents, identifying discrepancies, identification of hardship issues, analysis and coordination of technical information in order to perform an effective plan review process.
K17.	Basic knowledge of review process for Submittals, Request for Information process, Change Order process, revisions and deferred approvals, payment request, punch list process and close-out procedures, etc. in order to manage the construction administration phase.
K18.	Comprehensive knowledge for plan review of construction documents for applicable codes and regulations in order to inform the clients of compliance with California Building Code (CBC) including State and Federal accessibility regulations.
K19.	Comprehensive knowledge of State and Federal regulations and standards (e.g., Americans with Disabilities Act [ADA], CBC, Historical Building Code, California Environmental Quality Act [CEQA] and other pertinent laws, etc.) in order to perform functions essential to the practice of architecture.

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KSAPC Statements	
Ability to:	
A1.	Create comprehensive architectural designs and produce construction documents that meet the needs of the program in compliance with CBC, ADA and Design Criteria Guidelines (DCG).
A2.	Analyze the architectural program in order to develop a design that meets the needs of the clients.
A3.	Effectively communicate pictorially, orally and in writing to provide clear and concise information/ideas to a variety of audiences.
A4.	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.
A5.	Direct the work of engineers and consultants to ensure consistency throughout statewide projects in the areas of compliance with codes, construction documents and quality.
A6.	Effectively contribute to the EEO objectives to create and maintain a fair and equitable work environment.
A7.	Direct the work of an architectural/engineering design team to ensure accurate interdisciplinary coordination of plans and specifications.
A8.	Prioritize multiple projects to effectively meet scheduling needs for the fiscal year.
A9.	Problem solve in a productive and cooperative manner.
A10.	Function effectively as an active team member using collaborative and cooperative efforts in order to meet the team goals in a professional and ethical manner.
A11.	Multitask and handle multiple projects while exercising flexibility, using coordinative and time management methods to resolve project related issues.
A12.	Apply governmental policies, procedures and regulations in order to review and approve construction documents.
A13.	Utilize professional judgment and assume responsibility for actions taken.
A14.	Establish and maintain cooperative working relationships with those contacted in the course of work.
A15.	Respectfully and professionally handle stressful situations when working with others to promote a positive work environment.
A16.	Use tact and diplomacy, in a professional and ethical manner while working with public officials, architects, engineers, contractors and others.
A17.	Effectively function as a proactive team leader using collaborative and cooperative efforts in order to provide direction, establish and meet team goals in a professional and ethical manner.
A18.	Conduct work for an extended period in a variety of environments.
A19.	Interpret State and Federal regulations and standards (e.g., ADA, CBC, Historical Building Code, CEQA and other pertinent laws, etc.) in order to perform functions essential to the practice of architecture.

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KSAPC Statements	
Ability to:	
A20.	Support and contribute to the California Department of Corrections and Rehabilitation (CDCR) mission.

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KSAPC Statements	
<i>Special Personal Characteristics:</i>	
SPC1.	Demonstrate creative ability in order to produce quality building designs.
SPC2.	Demonstrate punctuality.