



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: January 8, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 20 FY 2009/2010 (copy attached)**

Pursuant to completion of discussion with the Local 21 regarding this classification action, the classification action contained in the above referenced notice became effective January 8, 2010.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to read "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Cathy Abela DHR
Carmela Villasica, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
John Leon, DHR
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Tinhha Luong, CON
Ron Bladow, MTA
Johnny Zabala, CON
RAS Team Leader(s)
DHR Support Services
File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 20
Fiscal Year: 2009/2010
Posted Date: December 02, 2009

***AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Final job specification attached.)***

Item #	DEPT/ DIVISION	Class/Title
1	DPW	5268 Architect

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at Cathy.Abela@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://www.sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Clare Leung, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Architect
Job Code: 5268**

INTRODUCTION

Under general administrative direction, performs difficult and responsible professional architectural work in connection with the design, construction, maintenance and conversion of public buildings; plans, assigns and directs the activities of assigned personnel engaged in such work; and performs related duties as required. In conjunction with managing and performing the technical aspects of projects summarized above, the 5268 Architect provides comprehensive project planning and coordination services, including maintaining client relationships, support of contract negotiation and administration, public and user group presentations, and maintenance of budgets and schedules for the assigned projects. The Architect also participates in the professional development of subordinate staff.

DISTINGUISHING FEATURES

Positions in class 5268 Architect are distinguished from those in class 5211 Senior Architect in that the latter class may have major responsibility over a large group of subordinates or several projects, whereas employees in class 5268 Architect are normally responsible for one major project or a moderate size group of subordinates.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Supervises and participates in the preparation of complex and difficult conceptual, schematic and detailed design, through final architectural contract documents, bidding and supplemental documents, preliminary and final construction cost estimates, project schedules and budgets for a wide variety of construction and maintenance projects.
2. Prepares and facilitates communication between engineering disciplines, clients, agencies, consultants and contractors. Prepares and conducts presentations to clients, public interest groups and Commissions.
3. Participates in the preparation of Proposals for Services and agreements with clients. Supervises the expenditure of the project budget.
4. Participates in the leadership of the Department, Bureau and section (or workgroup where assigned) and in the supervision, training and mentoring of subordinate staff and establishing goals for annual work plans and professional development.
5. Supervises and participates in the preparation of project programming, and summaries of the size and scope of projects and contracts, including cost estimate.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Architect
Job Code: 5268**

Researches, analyzes and interprets regulatory requirements; facilitates project approvals and permits from regulatory agencies.

6. Coordinates the preparation of environmental impact statements feasibility studies and reports for architectural projects.

7. Researches and analyzes project data; selects and specifies building systems, materials and finishes. Supervises and participates in the LEED Certification process.

8. Plans, distributes and coordinates work by staff; coordinates the work of multiple design and engineering disciplines, checks drawings and specifications prepared by staff, consulting Architects and Engineers for conformance with prescribed federal and state standards, project design criteria and codes.

9. Examines, analyzes and makes recommendations on submitted construction bids and consultant qualifications and proposals; reviews and analyzes contract modifications and makes recommendations accordingly.

10. Reviews and checks contractors' correspondence, reports, change order requests, payment requests and submittals including shop drawings, material samples and substitutions to insure contract compliance and conformity with the design intent.

11. Coordinates with contractors, Construction Managers, Inspectors and Code Officials; conducts field observation of work in progress to assure contract compliance.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires considerable knowledge of: architectural theory, practice and procedures; construction methods and materials and their application to architectural and designing phases of construction projects; the laws, ordinances and regulations applicable to construction projects.

Requires considerable ability to: plan, organize and supervise the work of subordinate personnel; prepare technical and professional reports; communicate, coordinate and work effectively with client representatives for City departments, Public Commissions, public interest groups or other project stakeholders, regulatory agencies, professional engineers, architects, contractors and other professional groups; requires a high degree of analytical ability and professional judgment.

Requires considerable skill in: the application of architectural theory; including current practice, and production techniques to practical architectural problems and the preparation of complete architectural plans, specifications and presentations.

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DEPARTMENT OF HUMAN RESOURCES**

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MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Training and Experience: Possession of a license to practice architecture in the State of California issued by the California State Board of Architectural Examiners.

Requires two (2) years of verifiable experience as a license architect in architectural design, construction, maintenance and alteration of buildings including at least one (1) year directing staff in the preparation of plans and specifications.

LICENSE AND CERTIFICATION

Requires registration as a licensed architect in the state of California and California Drivers License.

PROMOTIVE LINES

TO: 5211 Senior Architect
FROM: 5266 Architectural Associate II
5120 Architectural Administrator

ORIGINATION DATE: 3/1/76,

AMENDED DATE: 1/8/10

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN