NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: June 4, 2015

Re: Notice of Proposed Classification Actions – Final Notice No. 40 FY 14/15 (copy attached).

Pursuant to completion of discussion with IFPTE, Local 21 regarding this classification action, the classification action contained in the above referenced notice became effective June 4, 2015.

Micki Callahan
Human Resources Director

by: Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY THE HUMAN RESOURCES DIRECTOR

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

Posting No: 40
Fiscal Year: 2014/2015
Posted Date: 02/05/2015
Reposted Date: 05/27/2015

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

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<th>Item #</th>
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<tr>
<td>1</td>
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<td>Architectural Assistant I</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
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    Theresa Kao, Controller/ Budget Division
    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
Title: Architectural Assistant I  
Job Code: 5260

INTRODUCTION
Under supervision, performs entry level architectural work in the office and field in connection with comprehensive architectural services for city construction projects.

DISTINGUISHING FEATURES
The 5260 Architectural Assistant I is the entry level class in the architectural series. Positions in class 5260 Architectural Assistant I are distinguished from those in class 5261 Architectural Assistant II in that the latter class performs more complex and responsible duties under general supervision and may exercise limited work direction over Class 5260 Architectural Assistant I.

SUPERVISION EXERCISED
None

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. Prepares preliminary architectural drawings of structures and component parts of structures, alterations and additions to existing structures, buildings and construction projects.

2. Conducts preliminary studies of proposed projects by checking site conditions to obtain planning data and information; takes field measurements and documents existing site conditions.

3. Assists in the preparation of contract specifications and cost estimates for the construction or conversion of buildings and similar projects.

4. Assists in preparation of bid documents, construction project management, funding submittals, and construction coordination.

5. Makes routine field observations of projects under construction to assure conformance with plans and specifications.

6. Maintains records, plans and files on assigned work.

7. Prepares written reports, summaries and correspondence related to architectural activities.

8. Coordinates work with other office staff, consultants, end users, and administrators.

9. Performs other related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of: architectural theory and design practices; basic construction processes and procedures; building codes, regulations and ordinances; drafting practices and techniques; mathematics and its...
Title: Architectural Assistant I
Job Code: 5260

application to architectural design and drafting problems; and processes and procedures for preparation of architectural drawings, specifications and final contract documents.

Skill and Ability to: apply architectural principles to the solution of architectural design problems; make field observations to insure conformance with standard construction industry practices and contract documents; make architectural computations and cost estimates; use spreadsheet and word processing software; and write reports and correspondence; use electronic architectural drafting and/or 3D modeling software for building information modeling (BIM).

MINIMUM QUALIFICATIONS
These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:
Possession of a baccalaureate degree in Architecture or an architecture related field such as Environmental Design or Interior Architecture, or a professional degree in Architecture (Bachelor of Architecture or Master of Architecture) from an accredited college or university

Experience:

License and Certification:
Possession of a valid California driver’s license.

PROMOTIVE LINES
TO: 5261 Architectural Assistant II
FROM:

ORIGINATION DATE: 1/5/1976
AMENDED DATE: 1/11/2000; 6/04/2015
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, SFMTA, SFUSD, SFCCD
Title: Architectural Assistant II  
Job Code: 5261

INTRODUCTION

Under general supervision, performs a variety of architectural duties of average difficulty in the office and field in connection with architectural design and the preparation of comprehensive architectural services for city construction projects.

DISTINGUISHING FEATURES

Positions in class 5261 Architectural Assistant II are distinguished from those in Class 5260 Architectural Assistant I in that the latter is the entry level class in the architectural series. Class 5261 Architectural Assistant II performs more complex and responsible duties under general supervision and may exercise limited work direction over Class 5260 Architectural Assistant I.

SUPERVISION EXERCISED

None

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. Prepares and designs preliminary drawings, plans, elevations and sections for a variety of building, construction and maintenance projects which shall include calculating dimensions, developing component parts, plans, elevations and sections utilizing established architectural practices, symbols and drafting techniques.

2. Visits project sites and makes routine field observations to verify that conditions conform to contract documents and shop drawings; takes field measurements and documents existing conditions.

3. Assists in the preparation of contract specifications, documents and preliminary cost estimates for the construction or conversion of buildings and similar projects.

4. Assists in the coordination and review of architectural, structural, electrical and mechanical drawings in order to assure that drawing components of a project meet with design, programming, and legal requirements.

5. Participates in meetings with design professionals, consultant engineers, contractors and agencies to discuss and resolve issues relative to projects.

6. Prepares written reports, summaries and correspondence related to architectural activities.

7. Performs other related duties as assigned.
Title: Architectural Assistant II  
Job Code: 5261

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: architectural theory, design practices and techniques; basic construction processes and procedures; laws, regulations and ordinances applicable to design and building construction; drafting practices and techniques; mathematics and its application to architectural design and drafting problems; and processes and procedures for preparation of architectural drawings, specifications and final contract documents.

Skill and Ability to: prepare accurate and complete architectural drawings, specifications and designs; apply architectural techniques and methods to the solution of practical design and field construction problems; make field observations to insure conformance with standard construction industry practices and contract documents; make architectural and mathematical computations and assist in the review and coordination of cost estimates; exercise limited direction over Class 5260 Architectural Assistant I and clerical classifications engaged in such work; use spreadsheet and word processing software; and write architectural reports, summaries and correspondence; use electronic architectural drafting and/or 3D modeling software for building information modeling (BIM).

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession of a baccalaureate degree in Architecture or an architecture related field such as Environmental Design or Interior Architecture, or a professional degree in Architecture (Bachelor of Architecture or Master of Architecture) from an accredited college or university.

Experience:

Two (2) years of progressively responsible experience in the architectural field including architectural design, architectural detailing, construction documents, programming, preliminary cost budgeting, specification coordination and review, and construction administration, all under the direction of a licensed architect. (Experience as a 5260 Architectural Assistant I is considered qualifying.)

License and Certification:

Possession of a valid California driver’s license.
Title: Architectural Assistant II
Job Code: 5261

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 5265 Architectural Associate I
From: 5260 Architectural Assistant I

ORIGINATION DATE: 1/5/1976

AMENDED DATE: 1/11/2000; 6/04/2015

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, SFMTA, SFUSD
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Architectural Associate I
Job Code: 5265

INTRODUCTION
Under direction, performs a variety of difficult and responsible architectural duties in connection with the investigation of building sites, preparation and coordination of preliminary and final working designs and drawings, and the preparation of related specifications for a variety of building renovations and construction maintenance and conversion projects; may plan and assign work to subordinate architectural drafting personnel; and performs related duties as required.

DISTINGUISHING FEATURES
Positions in class 5265 Architectural Associate I are distinguished from those in class 5266 Architectural Associate II in that the latter class has broader administrative responsibilities, including consultation and coordination with other agencies and departments, and responsibility for major projects. Class 5265 Architectural Associate I usually functions as a job captain and provides work direction to Architectural Assistants. Positions in class 5265 are distinguished from those in class 5261 Architectural Assistant II in that the latter assists this class on projects and performs less difficult architectural duties.

SUPERVISION EXERCISED
Serves as a project lead and provides direction to subordinate architectural personnel.

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. Prepares and supervises the preparation of preliminary plans and detailed drawings for a wide variety of complex construction, conversion and repair projects.

2. Develops finished designs of ordinary projects and portions of designs for highly complex projects.

3. Analyzes and interprets data, sketches and designs and provides technical assistance to subordinate architectural drafting personnel engaged in such work.

4. Prepares and reviews contract specifications for various projects; coordinates design activities with those responsible for the structural, mechanical and electrical design phases of such projects; participates in meetings and discussions with representatives of City departments and outside organizations relative to design, specifications, and functional use problems.

5. Makes field observations of projects under construction to ensure compliance with contract documents; takes field measurements, documents existing conditions and incorporates data provided by other professionals, such as surveyors and geotechnical engineers.
Title: Architectural Associate I  
Job Code: 5265  

6. Makes, coordinates, and reviews quantity and cost estimates; checks construction submittals to determine if contract specifications are complied with.  

7. May be required to perform duties in connection with the architectural phases of interior design and construction management; when appropriate applies critical path method techniques to such work.  

8. Assists in the development and advancement of subordinate personnel.  

9. Performs other related duties as assigned.  

IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES  

Requires comprehensive knowledge of: architectural terms, symbols, theory, details, and designing practices; considerable knowledge of architectural site development; graphic arts and the techniques of illustration.  

Requires considerable ability to: Initiate, prepare and review architectural plans, specifications and estimates; apply architectural design principles and techniques in the solution of complex architectural problems and preparation of contract documents.  

Requires skill in the application of architectural theory to practical design and construction problems; and considerable skill in the preparation of drawings and the use of electronic architectural drafting and/or 3D modeling software for building information modeling (BIM).  

MINIMUM QUALIFICATIONS  

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.  

Education:  
Possession of a baccalaureate degree in Architecture or an architecture related field such as Environmental Design or Interior Architecture, or a professional degree in Architecture (Bachelor of Architecture or Master of Architecture) from an accredited college or university.
Title: Architectural Associate I  
Job Code: 5265

Experience:

Four (4) years of progressively responsible experience in the architectural field including architectural design, architectural detailing, construction documents, programming, preliminary cost budgeting, specification coordination and review, construction administration, and field observation of architectural construction projects, all under the direction of a licensed architect. One (1) year must have been served as a job captain, project lead, or in some role of increased responsibility and supervision on a project. (Experience in a lower-level class (i.e., 5260 or 5261) is considered qualifying.)

License and Certification:

Possession of a valid California driver’s license.

PROMOTIVE LINES

TO: 5266 Architectural Associate II

FROM: 5261 Architectural Assistant II

ORIGINATION DATE:

AMENDED DATE: 12/1/1975; 6/04/2015

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, SFMTA, SFCCD, SFUSD
Title: Architectural Associate II  
Job Code: 5266

INTRODUCTION
Under general direction, performs comprehensive architectural duties in connection with the design and preparation of preliminary and final working designs and drawings, cost estimates, the preparation and coordination of related building specifications, programming and the construction, or alteration, repair and maintenance of various building projects; may plan and supervise the work of subordinate architectural personnel; and performs related duties as required.

DISTINGUISHING FEATURES
Positions in class 5266 Architectural Associate II are distinguished from those in class 5268 Architect in that incumbents in the latter class must possess the State license. Positions in this class do not have the same broad responsibility as a licensed Architect but do require a greater degree of latitude for initiative and independent judgment than lower level classes in the Architectural series. Positions in class 5266 Architectural Associate II are distinguished from those in class 5265 Architectural Associate I in that the former class has broader administrative responsibilities, including consultation and coordination with other agencies and departments, and responsibility for complex projects.

SUPERVISION EXERCISED
Serves a project lead and provides direction and technical oversight to subordinate architectural personnel.

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. Prepares difficult design details and specifications and supervises the preparation of preliminary plans and detailed drawings for highly complex building projects.

2. Reviews and coordinates the progress of the design work of consultant architects, engineers and other architectural personnel to insure the drawings and specifications are properly coordinated.

3. Prepares complex and difficult programming and planning documents and final architectural contract documents for a wide variety of projects,

4. Checks and reviews drawings and specifications prepared by consulting architects and engineers for conformance with prescribed standards, codes, and project goals and requirements.
Title: Architectural Associate II  
Job Code: 5266  

5. Prepares quantity take offs and construction budgets; prepares preliminary and final construction costs opinions and assists in establishing the size and scope of projects to meet budget parameters.

6. May be required to perform important duties in connection with the architectural phases of interior design and construction management.

7. Performs field observations of construction, renovation, alteration, maintenance, and repair projects; analyzes problems that arise, evaluates alternative solutions; determines and recommends optimum solutions.

8. Participates in the development and advancement of subordinate personnel.

9. Takes field measurements and documents existing conditions on complex projects; coordinates the incorporation of data provided by other professionals, such as surveyors and geotechnical engineers.

10. Performs other related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Requires comprehensive knowledge of: architectural theory, practice and procedures; construction methods and materials and their application to architectural and designing phases of construction projects; the building codes, laws, ordinances and regulations applicable to construction projects.

Requires ability to: initiate, prepare and review architectural plans, specifications and cost estimates; apply architectural design principles and techniques in the solution of complex architectural problems and the preparation of contract documents; prepare technical and professional reports; work effectively with professional engineers, architects, contractors and other professional groups; requires analytical ability and professional judgment

Requires skill in: the application of architectural design and theory to practical architectural problems and the preparation of complex architectural contract documents; the use of electronic architectural drafting and/or 3D modeling software for building information modeling (BIM).
Title: Architectural Associate II
Job Code: 5266

MINIMUM QUALIFICATIONS

Education:
Possession of a baccalaureate degree in Architecture or an architecture related field such as Environmental Design or Interior Architecture, or a professional degree in Architecture (Bachelor of Architecture or Master of Architecture) from an accredited college or university.

Experience:
Six (6) years of progressively responsible experience in the architectural field, including architectural design, architectural detailing, structural analysis, cost analysis, specification preparation, coordination and review, construction administration, and field observation of architectural construction projects, all under the direction of a licensed architect. Two (2) years must have been served as a job captain, project lead, or in a role of increased responsibility on a project. (Experience in a lower-level class (i.e., 5260, 5261, or 5265) is considered qualifying.)

License and Certification:
Possession of a valid California driver’s license.

PROMOTIVE LINES
TO: 5268 Architect
FROM: 5265 Architectural Associate I

ORIGINATION DATE:

AMENDED DATE: 12/1/1975; 6/04/2015

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, SFMTA, SFCCD, SFUSD
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 is normally responsible for one major project or a moderate size group of subordinates.

SUPERVISION EXERCISED

Supervises the work of subordinate staff.

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.
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: ARCHITECT
Job Code: 5268

3. Participates in the preparation of Proposals for Services and agreements with clients and consulting architects and engineers. 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 estimates. 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.

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, project managers, and code officials; conducts field observation of work in progress to assure contract compliance.

12. Performs other related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Requires considerable knowledge of: architectural theory, practice and procedures; construction methods and materials and their application to architectural and designing phases.
Title: ARCHITECT  
Job Code: 5268

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; the use of electronic architectural drafting and/or 3D modeling software for building information modeling (BIM).

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.

Education:

Experience:

Eight (8) years of progressively responsible experience in the architectural field, including architectural design, architectural detailing, construction documents, programming, preliminary cost budgeting, specification coordination and review, and construction administration. This experience must include four (4) years serving as a job captain or project leader, and two (2) years of verifiable experience as a licensed architect in the State of California. (Experience in lower-level classes (i.e., 5260, 5261, 5265, or 5266) is considered qualifying.)

License and Certification:

Possession of a license to practice architecture in the State of California issued by the California State Board of Architectural Examiners

Possession of a valid California driver’s license.
Title: ARCHITECT  
Job Code: 5268

PROMOTIVE LINES

TO: 5211 Engineering/Architect/Landscape Architect - Senior

FROM: 5266 Architectural Associate II

ORIGINATION DATE: 3/1/1976

AMENDED DATE: 1/8/2010; 6/04/2015

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, SFMTA, SFCCD, SFUSD