

City and County of San Francisco



Department of Human Resources

Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: July 31, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 03 FY 17/18 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective July 31, 2017.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

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

Steve Ponder  
Classification and Compensation Director  
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 Operations  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Christopher Colandene, SFERS  
Theresa Kao, 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:** 03  
**Fiscal Year:** 2017/2018  
**Posted Date:** 07/21/2017  
**Reposted Date:** N/A

**RETITLE AND AMEND THE FOLLOWING JOB CODE(S):**  
*(Job specification(s) attached)*

Item #	Job Code	Former Title	New Title
1	5260	Architectural Assistant I	Architectural/Landscape Architectural Assistant I
2	5261	Architectural Assistant II	Architectural/Landscape Architectural Assistant II

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

Item #	Job Code	Title
1	5262	Landscape Architectural Associate I
2	5272	Landscape Architectural Associate II
3	5274	Landscape Architect

**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](mailto: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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at [Stephen.Fu@sfgov.org](mailto:Stephen.Fu@sfgov.org).

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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

**Title: ARCHITECTURAL/LANDSCAPE ARCHITECTURAL ASSISTANT I  
Job Code: 5260**

**DEFINITION**

Under immediate 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/Landscape Architectural Assistant I is the entry level class in the architectural/landscape architectural series. Positions in class 5260 Architectural/Landscape Architectural Assistant I are distinguished from those in class 5261 Architectural/Landscape 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/Landscape Architectural Assistant I.

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF 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/landscape drawings of structures, landscapes, and component parts of structures, alterations and additions to existing structures, landscapes 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/or landscape architectural 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/landscape architectural activities.
8. Coordinates work with other office staff, consultants, end users, and administrators.

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

**Title: ARCHITECTURAL/LANDSCAPE ARCHITECTURAL ASSISTANT I  
Job Code: 5260**

**IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

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

Ability and Skill to: Apply architectural/landscape architectural principles to the solution of architectural/landscape architectural design problems; make field observations to insure conformance with standard construction industry practices and contract documents; make architectural/landscape architectural computations and cost estimates; use spreadsheet and word processing software; and write reports and correspondence; use electronic architectural/landscape 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(s) which may be required for employment in the class. 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/Landscape Architecture or an architecture/landscape architecture related field (such as Environmental Design or Interior Architecture) from an accredited college or university.

Experience:

License and Certification:

Possession of a valid California driver's license.

Substitution

A professional degree in Architecture/Landscape Architecture (Bachelor of Architecture/Landscape Architecture or Master of Architecture/Landscape Architecture) from an accredited college or university may substitute for the required education.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES:**

To: 5261 Architectural/Landscape Architectural Assistant II

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

**Title: ARCHITECTURAL/LANDSCAPE ARCHITECTURAL ASSISTANT I  
Job Code: 5260**

From:

**ORIGINATION DATE:** 1/5/1976

**AMENDED DATE:** 1/11/2000; 6/04/2015; 07/31/2017 (Amended & Retitled)

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN, SFMTA, SFUSD, SFCCD

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

**Title: ARCHITECTURAL/LANDSCAPE ARCHITECTURAL ASSISTANT II  
Job Code: 5261**

**DEFINITION**

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

**DISTINGUISHING FEATURES**

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

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF 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 architectural/landscape architectural drawings, plans, elevations and sections for a variety of building, landscapes, construction and maintenance projects which shall include calculating dimensions, developing component parts, plans, elevations and sections utilizing established architectural/landscape 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/or landscape architectural projects.
4. Assists in the coordination and review of architectural/landscape 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/landscape architectural activities.

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

**Title: ARCHITECTURAL/LANDSCAPE ARCHITECTURAL ASSISTANT II  
Job Code: 5261**

**IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

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

Ability and Skill to: Prepare accurate and complete architectural/landscape architectural drawings, specifications and designs; apply architectural/landscape 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/landscape architectural and mathematical computations and assist in the review and coordination of cost estimates;; use spreadsheet and word processing software; and write architectural/landscape architectural reports, summaries and correspondence; use electronic architectural/landscape 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(s) which may be required for employment in the class. 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/Landscape Architecture or an architecture/landscape architecture related field (such as Environmental Design or Interior Architecture) from an accredited college or university.

Experience:

Two (2) years of progressively responsible experience in the architectural/landscape architectural field including architectural/landscape architectural design, architectural/landscape architectural detailing, construction documents, programming, preliminary cost budgeting, specification coordination and review, and construction administration, all under the direction of a licensed architect/landscape architect.

License and Certification:

Possession of a valid California driver's license.

Substitution:

A professional degree in Architecture/Landscape Architecture (Bachelor of Architecture/Landscape Architecture or Master of Architecture/Landscape Architecture from an accredited college or university may substitute for the required education.

**SUPPLEMENTAL INFORMATION**



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

**Title: ARCHITECTURAL/LANDSCAPE ARCHITECTURAL ASSISTANT II  
Job Code: 5261**

**PROMOTIVE LINES:**

To: 5265 Architectural Associate I/5262 Landscape Architectural Associate I  
From: 5260 Architectural/Landscape Architectural Assistant I

**ORIGINATION DATE:** 1/5/1976

**AMENDED DATE:** 1/11/2000; 6/04/2015; 07/31/2017 (Amended & Retitled)

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN, SFMTA, SFUSD

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

**Title: LANDSCAPE ARCHITECTURAL ASSOCIATE I  
Job Code: 5262**

**DEFINITION**

Under general supervision, performs a variety of landscape architectural duties in connection with the investigation of various landscape improvement projects for City parks and recreational areas, urban public spaces, parkways, boulevards and other roadways.

**DISTINGUISHING FEATURES**

Positions in the 5262 Landscape Architectural Associate I class are distinguished from those in the 5272 Landscape Architectural Associate II class in that the latter class must possess a license to practice landscape architecture and has full supervisory responsibility and responsibility for more complex projects. The Landscape Associate I class is usually responsible for preparing preliminary through working documents for medium complexity projects or assisting higher level classes in the preparation of complex projects.

**SUPERVISION EXERCISED**

The Landscape Architectural Associate I may serve as a project lead over subordinate staff.

**EXAMPLES OF 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, supervises or assists in the preparation of drawings and tracings for a variety of landscape architectural projects, including conceptual plan studies, presentation graphics, freehand sketches, base map preparation, construction details, and construction documents.
2. Conducts field investigations by visiting project sites to evaluate existing conditions. Field investigations may include: inventories of existing landscaping and improvements; some field measurements; identifying constraints and opportunities for development.
3. Visits sites during construction to evaluate or assists in the evaluation of construction compliance to design.
4. Prepares, supervises, or assists in calculations and computations necessary for the preparation of conceptual, preliminary, and final construction drawings and specifications.
5. Assists higher level personnel to perform all tasks normally required in the Landscape Architecture Section, including but not limited to: the preparation of written reports, meeting minutes, memoranda, and correspondence; coordination of departmental and agency conferences; development of subordinates through training and supervision; and making public presentations.
6. Performs inspection of landscape projects under construction to ensure quality and conformance to plans and specifications.

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

**Title: LANDSCAPE ARCHITECTURAL ASSOCIATE I  
Job Code: 5262**

7. Drives a vehicle to sites to perform inspections and field investigations.

**IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: Principles and practices of landscape architecture; drafting procedures and practices; planting and construction materials and appropriate usage in the design and implementation of landscape projects.

Ability and Skill to: Draft by hand and with CAD (Computer Aided Drafting); compute quantities and use mathematical calculations to prepare construction documents; prepare freehand sketches and/or color renderings for presentations; communicate effectively both orally and in writing; coordinate and work effectively with staff, clients, other departments and agencies, and the public; drive a vehicle.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which may be required for employment in the class. 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 Landscape Architecture from an accredited college or university.

Experience:

Four (4) years of progressively responsible experience in the landscape architectural field including landscape architectural design, landscape architectural detailing, construction documents, programming, preliminary cost budgeting, specification coordination and review, construction administration, and field observation of landscape architectural construction projects, all under the direction of a licensed landscape architect.

License and Certification:

Possession of a valid California driver license.

Substitution:

A professional degree in Architecture/Landscape Architecture (Bachelor of Architecture/Landscape Architecture or Master of Architecture/Landscape Architecture) from an accredited college or university may substitute for the required education.

**SUPPLEMENTAL INFORMATION**

Special Requirements: Proficiency in computer-aided drafting (CAD).

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

**Title: LANDSCAPE ARCHITECTURAL ASSOCIATE I  
Job Code: 5262**

**PROMOTIVE LINES:**

To: 5272 Landscape Architectural Associate II  
From: 5261 Architectural/Landscape Architectural Assistant II

**ORIGINATION DATE:** 07/08/1985

**AMENDED DATE:** 10/29/1998 (Amended & Retitled); 07/31/17

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN, SFMTA

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

**Title: LANDSCAPE ARCHITECTURAL ASSOCIATE II  
Job Code: 5272**

**DEFINITION**

Under general supervision, the Landscape Architectural Associate II performs landscape architectural duties related to the planning and development of landscape improvement projects for City parks, recreational areas, urban public spaces, parkways, public rights of way and other lands on City-owned facilities.;

**DISTINGUISHING FEATURES**

The 5272 Landscape Architectural Associate differs from the 5262 Landscape Architectural Associate I in that this class performs landscape architectural work without close supervision and is expected to use independent initiative and judgment to complete assignments ranging from medium complexity to high complexity and also performs a full range of supervisory duties. Positions in class 5272 Landscape Architect are distinguished from those in class 5262 Landscape Architect in that the former class must possess a state license to practice Landscape Architecture. The 5272 Landscape Architectural Associate II are distinguished from those in class 5274 Landscape Architect in that the latter class normally is responsible for a moderate group of subordinates and several large projects whereas employees in class 5272 Landscape Architect are normally responsible for a few subordinates and several smaller projects.

**SUPERVISION EXERCISED**

The Landscape Architectural Associate II is the first line supervisor in the Landscape Architectural series.

**EXAMPLES OF 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/or supervises the planning and design of landscape architectural projects.
2. Prepares and/or supervises the preparation of presentation materials for landscape architectural projects.
3. Determines scope of work, and establishes schedules and estimated costs of projects.
4. Writes and edits construction specifications; prepares reports, memoranda, and all correspondence related to landscape architectural work.
5. Coordinates and reviews contract documents with other City and consulting staff including architects, engineers, and maintenance and crafts personnel.
6. Performs site review or inspections of landscape projects under construction to ensure quality and conformance to plans and specifications.

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

**Title: LANDSCAPE ARCHITECTURAL ASSOCIATE II  
Job Code: 5272**

7. Reviews, coordinates, and comments on work prepared by consultants for conformance with project requirements.
8. Provides technical assistance and direction to subordinate landscape architectural and other supervised staff.
9. Coordinates, facilitates, and/or presents projects to clients, commissions, agencies, departments, communities, and other interested groups.
10. Supervises subordinate personnel by planning, assigning, monitoring, and evaluating work; is responsible for development of subordinates through training and disciplinary processes.
11. 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.

**IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: The principles, practices, and all relevant regulations and codes relevant to landscape architecture; drafting procedures and practices; and planting and construction materials and appropriate usage in the design and implementation of landscape projects.

Ability and Skill to: Supervise staff by planning, assigning, monitoring, and evaluating work of employees; prepare illustrative, conceptual, planning, drafting, and design work; draft conceptual and technical plans by hand and/or using CAD (Computer Aided Drafting) and/or 3D modeling software and graphic design software; communicate effectively orally and in writing; coordinate and work effectively with staff, clients, other departments and agencies, and the public; make independent sound decisions to complete assignments; and prepare reliable cost estimates based on variable market and project conditions.

**MINIMUM QUALIFICATIONS**

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

Education:

Experience:

Six (6) years of progressively responsible experience in the landscape architectural field, including design; preparation of preliminary and final working drawings, cost analyses, specification preparation, construction administration, and observation of landscape architectural construction projects of which two (2) years must have been served as a job captain, project lead, or in a role of increased responsibility on a project.

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

**Title: LANDSCAPE ARCHITECTURAL ASSOCIATE II  
Job Code: 5272**

License and Certification:

Possession of a California License to practice as a Landscape Architect  
Possession of a valid California driver license.

Substitution:

**SUPPLEMENTAL INFORMATION**

Special Requirements: Proficiency in computer-aided drafting (CAD).

**PROMOTIVE LINES:**

To: 5274 Landscape Architect

From: 5262 Landscape Architectural Associate I

**ORIGINATION DATE:** 06/27/1963

**AMENDED DATE:** 06/27/1969; 06/15/1969; 10/29/1998 (Amended & Retitled);  
05/25/01; 07/31/17

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities,  
and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN, SFMTA

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

**Title: LANDSCAPE ARCHITECT  
Job Code: 5274**

**DEFINITION**

Under general administrative direction, leads and facilitates professional landscape architectural work in connection with the design, construction, maintenance and conversion of public landscapes.

In conjunction with managing and performing the technical aspects of projects summarized above, the 5274 Landscape 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 Landscape Architect also participates in the professional development of support personnel.

**DISTINGUISHING FEATURES**

Positions in class 5274 Landscape Architect are distinguished from those in class 5211 Senior Landscape Architect in that the latter class has major responsibility over a large group of support personnel and/or multiple projects of advanced complexity, whereas positions in class 5274 Landscape Architect are normally responsible for moderately complex projects, and/or a moderately sized group of support personnel.

**SUPERVISION EXERCISED**

Supervises subordinate staff.

**EXAMPLES OF 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 landscape 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 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 and consulting architects and engineers. Supervises the expenditure of the project budget.
4. Participates in the leadership of the department, division and section (or workgroup where assigned) and in the supervision, training and mentoring of support personnel and establishing goals for annual work plans and professional development.



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

**Title: LANDSCAPE ARCHITECT  
Job Code: 5274**

5. Participates and supervises the preparation of project programming, cost estimates and summaries of the size and scope of projects and contracts. Researches, analyzes and interprets regulatory requirements; facilitates project approvals and permits from regulatory agencies.
6. Coordinates the preparation of environmental impact statements and feasibility studies and reports for landscape architectural projects.
7. Researches and analyzes project data; selects and specifies landscape furnishings, 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, state, city and county standards, including 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 and ensure 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 ensure contract compliance.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: Landscape architectural theory, practice and procedures; construction methods and materials and their application to landscape architectural and design phases of construction projects; the laws, ordinances and regulations applicable to construction projects.

Ability and Skill to: Initiate, plan, organize and supervise the work of support personnel; prepare technical and professional reports, communicate, coordinate and work effectively with client representatives for City departments, 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; prepare complete landscape architectural plans, specifications and presentations; use electronic architectural drafting and/or 3D modeling and/or graphic design software.

**MINIMUM QUALIFICATIONS**

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

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

**Title: LANDSCAPE ARCHITECT  
Job Code: 5274**

Education:

Experience:

Eight (8) years of progressively responsible experience in the landscape architectural field, including landscape architectural design, landscape architectural detailing, construction documents, programming, cost budgeting, specification coordination and review, and construction administration. This experience must include two (2) years serving as a project lead/job captain, 2 years serving as a supervisor, and two (2) years of experience as a licensed landscape architect in the State of California.

License and Certification:

Possession of a valid license to practice landscape architecture in the State of California issued by the California Architects Board, Landscape Architects Technical Committee.

Possession of a valid California driver license.

Substitution:

**SUPPLEMENTAL INFORMATION**

Special Requirements: Proficiency in computer-aided drafting (CAD).

**PROMOTIVE LINES:**

To: 5211 Senior Landscape Architect  
From: 5272 Landscape Architectural Associate II

**ORIGINATION DATE:** 1/12/1961

**AMENDED DATE:** 12/15/1969; 07/31/2017

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN, SFMTA