

POSTING IS REQUIRED

Classification Notice No. 1327

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: August 2, 2010
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title of Staff Architect to Staff Architectural Associate.

It is recommended that the title of the Staff Architect class be changed to Staff Architectural Associate. The Colorado State Board of Registration for Architects does not allow anyone to be called an architect unless the person possesses a professional architect license. CSA contacted the Colorado State Board of Registration to obtain this information. The city is allowed to use architectural in a title but not the word architect to pertain to anyone who does not have a license.

REVISED CLASS SPECIFICATION INCLUDING TITLE CHANGE

<u>Job Code</u>	<u>Present Classification Title</u>	<u>Proposed Classification Title</u>	<u>Pay Grade & Range</u>
CE0436	Staff Architect	Staff Architectural Associate	810-E (\$52,031 - \$83,022)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday August 19, 2010 at 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Monday, August 16, 2010**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, August 17, 2010**.



Career Service Authority
Staff Architectural Associate

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GENERAL STATEMENT OF CLASS DUTIES

Performs entry level professional architectural work under close supervision while learning and assisting in design and project management processes in accordance with standard architectural practices.

DISTINGUISHING CHARACTERISTICS

This class performs entry level professional architectural work. This class is distinguished from the Architect class that performs intermediate level professional architectural work by administering and monitoring less complex projects involving the renovation of buildings and facilities and reviews design and construction documents for adherence to regulatory compliance. The Staff Architectural Associate class is also distinguished from the Senior Architect that performs full performance professional architectural work by preparing and managing complex, multifaceted projects involving the construction and renovation of buildings and facilities and reviews design and construction documents for adherence to regulatory compliance.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Performs professional entry-level architectural work on small routine projects or parts of large projects under the direction of a licensed architect.

Learns the processes, practices, and applications of design and project management and the standards, requirements, and guidelines for plans review.

Prepares in-house design plans for less complex projects by preparing designs, graphics, drawing, and outline specifications.

Trains and assists in the preparation of pre-bid materials defining scope of work and related information necessary for Request for Proposal (RFP), provides background information to design and/or engineering consultants and construction contractors, and responds to questions concerning the project.

Trains and becomes proficient in reviewing specifications for small projects or parts of large projects and monitoring projects of limited scope for compliance with design guidelines, requirements, and standards.

Reviews plans for new construction, alterations, and repair for compliance on code conformance with city codes, requirements, ordinances, and national standards.

Meets with contract personnel, citizen/neighborhood groups, and other city staff to resolve problems and concerns and answer questions on non controversial issues/projects.

Assists with field inspections of projects for conformance to approved plans.

Trains in the formulation of budgets for projects including planning, design, regulatory, and construction phases.

Performs increasingly more responsible work as the employee gains experience and independently performs engineering duties.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Architecture – Knowledge of the concepts, principles, theories, and practices used in the planning, design, construction, and maintenance of buildings or other structures taking into consideration aesthetic and functional concerns.

Design – Knowledge of conceptualizing, developing, producing, understanding, and using plans, models, blueprints, and maps including the use of tools and instruments to produce precision technical drawings, working prototypes, components, and systems.

Building and Construction – Knowledge of the materials, methods, systems, and the tools used to construct objects, structures, and buildings.

Project Management – Applies principles, methods, or tools for developing, scheduling, coordinating, monitoring, evaluating, and managing projects and resources including technical performance.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements, determines short- or long-term goals and strategies to achieve them, coordinates with other organizations or parts of the organization to accomplish goals, and monitors progress and evaluates outcomes.

Interpersonal Relationship and Service Orientation – Demonstrated competency in working with a wide range of government departments with diverse business needs, interests, expectations, and requirements.

Oral Communication - Clearly communicates and explains organizational and program policies and work assignments to staff and communicates information about the program area's activities to peers, higher-level managers, administrative staff of other organizations, and internal and external customers.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner appropriate for context, time, and place. Written materials are of a routine nature and affect the immediate program area(s).

Interpersonal Skills - Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff from other organizations, internal and external customers, and local stakeholder groups to accomplish a program's mission. Adapts approach to different people and situations.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Conflict Management – Manages and resolves conflicts, grievance, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Walking: moving about on foot.
Sitting: remaining in the normal seated position.
Lifting: raising or lowering an object from one level to another.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Climbing: ascending or descending objects usually with hands/feet.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distances and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to varying and unpredictable situations.

Education Requirement:

Bachelor's Degree.

Experience Requirement:

None.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 9/16/1995

REVISED DATE: xx/xx/2010

REVISED BY: Patricia Anderson

CLASS HISTORY This class specification was revised and updated as part of the Engineer/Architect Study (2009).