

# Architect Series

## California State Personnel Board Specification

Series established April 19, 1972

### Scope

This series specification describes classes in the architectural field with responsibility for the creation of plans and designs, preliminary drawings, presentation drawings, and project management for major buildings and groups of buildings. Specialized classes performing related activities are not included.

Positions are responsible for client assistance in the program derivation, planning, development of architectural plans and elevations, materials, colors, and finishes; management of projects that are architectural in nature with emphasis on the coordination of architectural features with the various engineering disciplines during the development stage; the coordination of architectural and engineering features during the construction phases, working with the contractor, and related personnel.

Entry into the series typically will be from outside State service at the Architectural Designer level.

Schem Code	Class Code	Class
IK63	3886	Architectural Designer
IK60	3964	Associate Architect
IK50	3961	Senior Architect
IK40	3958	Supervising Architect
IK30	3952	Principal Architect

Architect Series Specification - Class Titles and Codes

### Factors Affecting Position Allocations

Level, variety, complexity of work, independence of action and decision, supervision received, and in the higher classes, degree of supervisory responsibilities.

### Definition of Levels

#### Architectural Designer

This is the recruiting, developmental, and first working level. Initially, under supervision, in a learner capacity, incumbents do the less responsible and complex architectural work.

As knowledge and skills are developed, incumbents perform work on design projects of average complexity and assist in the development of contract documents as they relate to architectural and engineering requirements.

#### Associate Architect

This is the full professional level. Incumbents, under general supervision, are assigned either to architectural design projects or full management responsibility for projects.

#### Senior Architect

Incumbents, under general direction, create architectural plans and designs for buildings and groups of buildings which have difficult architectural problems; direct the work of design and planning teams.

## **Supervising Architect**

Incumbents, under general direction, supervise an architectural design group in the creation of plans and designs for major buildings and groups of buildings; may serve in some cases as a design specialist to create plans for complex and specialized projects; may serve in capacity of project manager.

## **Principal Architect**

Incumbents, under general direction, plan and coordinate the work of a design staff in the creation of plans and designs, and related activities for all State buildings and structures; provide top management liaison with State Client Agencies in all matters relating to the practice of architecture.

## **Minimum Qualifications**

### **Associate Architect**

### **Senior Architect**

### **Supervising Architect**

### **Principal Architect**

Possession of a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners is required. (Applicants who are eligible to apply for registration will be admitted into the examination but must possess a valid certificate of registration to be eligible for appointment.)

## **Architectural Designer**

Education: Equivalent to graduation from college with major work in architecture. (Registration as a senior in an accredited school of architecture will admit an applicant to the examination for Junior Architectural Designer, but he/she must present evidence of graduation before he/she can be considered eligible for appointment.)

### **Associate Architect**

#### **EITHER I**

Two years of experience in California state service performing the duties of an Architectural Designer, Range B, or Architectural Assistant.

#### **OR II**

Experience: Four years of architectural experience in an architectural office which is engaged in the planning and designing of a wide variety of buildings. and

Education: Equivalent to graduation from college with major work in architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **Senior Architect**

#### **EITHER I**

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Two years of experience in California state service performing the duties of an Associate Architect or Architectural Project Production Analyst.

## **OR II**

Experience: Five years of experience in an architectural office, at least three years of which shall have involved responsible planning and designing of major buildings. and

Education: Equivalent to graduation from college with major work in architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **Supervising Architect**

### **EITHER I**

Two years of experience in California state service performing the duties of a Senior Architect.

### **OR II**

Experience: Five years of responsible experience in architectural planning and design of major buildings. and

Education: Equivalent to graduation from college with major work in architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **Principal Architect**

### **EITHER I**

Two years of experience in California state service performing the duties of a Supervising Architect.

### **OR II**

Experience: Broad and extensive experience (more than five years) in architectural planning and design of major buildings, at least two years of which shall have involved the supervision of subordinates in major architectural design projects. and

Education: Equivalent to graduation from college with major work in architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **Knowledge and Abilities**

### **All Levels**

Knowledge of: Architecture, architectural practice, details of planning and designing of public buildings, and groups of buildings; architectural and building materials; costs, codes, and construction methods; structural, electrical, and mechanical engineering as related to buildings.

Ability to: Make and analyze comprehensive architectural designs; present information clearly and effectively in pictorial and written forms; analyze situations accurately, and adopt an effective course of action.

## Senior Architect

## Supervising Architect

## Principal Architect

Knowledge of: All of the above, and methods of organization and personnel management; principles of budgeting; the department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: All of the above, and direct the work of a group of architectural designers or project architects; effectively contribute to the affirmative action objectives.

## Special Personal Characteristics

### All Levels:

Demonstrated creative and artistic ability.

## Class History

Class	Date Established	Date Revised	Title Changed
Architectural Designer	08/30/1983	--	--
Associate Architect	01/13/1932	08/30/1983	--
Senior Architect	1931	06/20/1979	10/08/1954
Supervising Architect	1931	06/20/1979	10/08/1954
Principal Architect	02/27/1948	06/20/1979	10/08/1954

Architect Series History - Dates Established, Revised, and Title Changed

Updated 6/3/2012