Training and Experience Evaluation

Senior Architect

Department of General Services

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.
How much knowledge, experience or training do you have in the following areas?

1. Architecture, architectural practice, details of planning and designing of public buildings, and group of buildings in order to design and review building projects.

2. Architectural and building materials in order to plan, design and review building projects.

3. Project budgeting and construction cost estimating at the conceptual, construction documents and construction phases.


5. Investigation, mitigation and remediation of hazardous materials encountered during the design and construction of building modernization and renovation projects.

6. Structural, electrical, and mechanical engineering as related to buildings, specifically the California Administrative and Building Codes of Title 24, the Americans with Disability Act, and other pertinent laws and regulations associated with Access Compliance.

7. Principles and practices of energy efficiency, conservation and sustainable design, including Leadership in Energy and Environmental Design (LEED) rating systems and certifications.

8. Mathematical calculations, including arithmetic, algebra, geometry, trigonometry, calculus, statistics, and architectural/engineering applications to design, review and evaluate architectural and engineering calculations and designs.

9. Computer assisted drafting and design “CADD” software, applicable to design, presentations and construction documentation of buildings, sites and their components including but not limited to AutoCAD, 3D Viz, and similar applications.

10. Methods and techniques of design document quality assurance including but not limited to plan review and back check procedures, constructability review, analysis and coordination of technical information.

11. Methods and techniques of the Submittal Review process, Request for Information process (RFI), Change Order process, revisions and deferred approvals, payment request, punch list process, close-out procedures, etc., to manage the construction administration phase.

12. Manual or electronic review and comment of construction documents for compliance with the applicable codes and regulations.

13. Federal, State, and Local regulations and standards including but not limited to the Americans with Disabilities Act, California Building Code, Title 24, State Historical Building Code, California Environmental Quality Act and other pertinent laws, regulations and standards, to perform functions essential to the practice of architecture.
14. Methods of architectural and engineering organization and personnel management for the design and construction of building projects.

15. Structure and content of the English language, including the meaning and spelling of words, rules of composition, grammar and the principles of effective oral and written communications in a technical design setting to effectively communicate.

16. Computer software applicable to general office operations and project administrative functions including but not limited to Microsoft Office, Internet Explorer, Project Scheduler, review and editing software, etc.

17. Methods and techniques of managing the bidding process including but not limited to, Request for Information (RFI), addenda/clarification and evaluation of bids, etc., to complete the bidding phase of a project.

18. Methods and techniques of managing a multidisciplinary project design team, including but not limited to meeting facilitation, dispute resolution, Critical Path Method (CPM) scheduling, consultant and construction contract administration, quality assurance and inspection, building commission and project closeout.

19. Developing and analyzing comprehensive architectural designs and technical data in accordance with professional standards, responding to project scope and code requirements according to client/customer needs.

20. Analyzing situations accurately to identify an effective course of action needed to deliver completed work, services, and or deliverables.

21. Using mechanical drafting equipment such as scales, levels, triangles, templates, compass, various pens and pencils, etc., as needed to perform assigned tasks in a competent and professional manner.

22. Conducting work for an extended period in a variety of environments including but not limited to professional offices, existing buildings and construction sites, to complete assigned tasks within the defined scope, schedule and or budget.

23. Interpreting Federal, State, and Local regulations, standards, policies and procedures including but not limited to the Americans with Disabilities Act, California Building Standards Code, Title 24, State Historical Building Code, California Environmental Quality Act and other pertinent laws, regulations, standards and procedures, to perform functions essential to the practice of architecture.

24. Reviewing, analyzing, interpreting and applying policies, procedures and regulations used to identify and record noncompliant code issues related to the accurate review and approval of construction documents.

25. Presenting information in response to questions/inquiries from client/customers, other regulatory agencies and the general public in graphic, oral and or written formats to effectively communicate project information.

26. Solving problems in a productive, collaborative, rational and non-emotional manner using language and tone of voice that promotes respectful interpersonal relationships.
27. Handling multiple projects and tasks, exercising flexibility, coordination and time management methods to resolve project related issues.

28. Exercising professional judgment and assuming responsibility for actions taken, decisions made and resulting outcomes to ensure effective project administration.

29. Establishing and maintaining cooperative relations with those contacted in the course of work in order to foster ongoing communications and effective project management in a professional manner.

30. Respectfully and professionally handle stressful situations when working with others to promote a positive work environment.

31. Using tact and diplomacy to gain the confidence and respect of public officials, architects, engineers, contractors, and others in connection with the planning, design and construction of facilities and buildings.

32. Effectively function as a proactive team leader using collaborative and cooperative efforts in order to provide direction, establish and meet team goals in a professional manner.

33. Directing the work of a group of architectural designers or project architects in order to facilitate the completion of the project.

How much, experience and or training do you have in the following areas?

34. Evaluating construction packages (plans, specifications, required forms, fees, etc.) for varied structural, access, and fire and life safety issues for completeness prior to formal plan review to ensure uniformity, consistency, and compliance with applicable codes and regulations.

35. Performing initial project planning through research, site assessments, feasibility studies and conceptual designs to produce documents for difficult and complex multi-building projects.

36. Preparing final as-built drawings on the most difficult projects for accuracy and completeness utilizing the contractor’s marked up drawings and plans.

37. Continuing education and training on new advances in design methods, technological advances and building code requirements.

38. Developing project drawings including but not limited to plot plans, floor plans, elevations and sections for the most difficult projects using AutoCad drafting software in accordance with generally accepted industry standards.

39. Providing expert assistance on projects that include historical or politically sensitive buildings and/or structures by applying personal experience and knowledge.

40. Resolving conflicts in the contract documents in a timely fashion utilizing the most effective communication methods (i.e., phone, e-mail, meetings, etc.) to assure project remains within the approved budget and schedule.

41. Conducting periodic on-site observations during the construction phase to assure project construction is consistent with the contract documents, within budget and on
schedule through review of monthly payment requests, inspection reports, plans and specifications.

42. Developing successful, comprehensive project submittal packages by utilizing knowledge of the plan review process and consulting with clients in person or via telephone as requested to ensure that submittal packages (plans, specifications, required forms, fees, etc.) are complete.

43. Coordinating the contracting process in order to obtain a successful bid by issuing bid documents, responding to request for information and issuing addenda, maintaining logs, performing pre-bid site inspections, and attending bid openings using organizational/ quality assurance/ plan-check skills, spreadsheet, word-processing, scheduling, and AutoCAD software.

44. Preparing written project correspondence on construction document deficiencies during the plan review phase for the architect, client, and others and identifying corrections necessary to comply with the applicable energy and building codes and regulations.

45. Selecting, managing and reviewing the work product of consultants by reviewing their proposals, conducting interviews, preparing contract requests, coordinating their work and processing pay request using personal knowledge/experience, spreadsheet, word-processing, scheduling, and or CAD software.

46. Developing project management plans to assist the project team and client in understanding and controlling the projects scope, schedule and budget.

47. Approving invoices and applications for payment for the most difficult projects to accurately compensate consultants and contractors.

48. Coordinating with staff and contractors to initiate, negotiate and issue change orders on the difficult and complex multi-building projects.

49. Acting as team leader for the architectural and engineering staff by coordinating and monitoring project activities based on complexity of projects and level of experience, to ensure timely completion of design documentation and deliverables.

50. Reviewing and assisting project staff with addenda, change orders and deferred approvals on the most difficult projects to ensure compliance with energy, building codes and regulations.

51. Negotiating professional service agreements and other types of project agreements for difficult and complex projects.