



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 3/1/2022

**= Mandatory, information must be provided*

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

Classification and Compensation Matters - New Job Classifications

***Introduction/Background:**

Two new job classifications were requested by the Facilities Management Department. These new job classifications were requested to provide both an unregistered Architect position, and a senior level/highly experienced Architect position job classification for Facilities Management to create a career ladder for Architects within Pima County. With the creation of these new job classifications the current 2371/Architect and 2376/Architectural Manager job classifications were revised to in order to create the career ladder requested by the Department.

***Discussion:**

The addition of the new Architectural Designer job classification will provide the Department with increased ability to attract recent Architectural graduates pursuing their professional Architect Registration. This registration requires significant work experience in areas related to the various facets in the field of architecture and must be under the direct supervision of a licensed architect. The addition of the new Architect-Seni or job classification will provide the Department with increased ability to attract qualified individuals with significant professional Architect experience as well as providing promotional opportunities for current Architect employees who may not be interested in pursuing a management role, thus contributing to employee retention

***Conclusion:**

This proposed new Architectural Designer and Architect-Senior job classifications will provide a more accurate description of work assigned to the positions within the office and the requisite qualifications necessary to be successful in those positions.

***Recommendation:**

The Architectural Series of Job Classifications is as follows and it is recommended that the job classifications identified as NEW be approved for use within the County's Classification System:

Class Code: 2374, Architectural Designer (NEW)

Salary Grade A 1, Salary Range: \$45,074 - \$63,128, EEO Code 2 (Professional), FLSA Exempt (not paid overtime)

Class Code: 2371, Architect (Currently existing classification)

Salary Grade A2, Salary Range: \$64,064 - \$89,690, EEO Code 2 (Professional), FLSA Exempt (not paid overtime)

Class Code: 2376, Architect-Senior (NEW)

Salary Grade A3, Salary Range: \$71,926 - \$100,714, EEO Code 2 (Professional), FLSA Exempt (not paid overtime)

Class Code: 2372 , Architectural Manager (Currently existing classification)

Salary Grade A4, Salary Range:\$82,202 - \$115,086, EEO Code 2 (Professional) , FLSA Exempt (not paid overtime)

***Fiscal Impact:**

The creation of these new job classifications has no immediate cost impact to the County as any additional costs incurred in hiring positions allocated to these job classifications will be borne by the department from

within its current budget. Cost impact in future budget years will be planned for by the department through the County's normal budget process.

***Board of Supervisor District:**

1 2 3 4 5 All

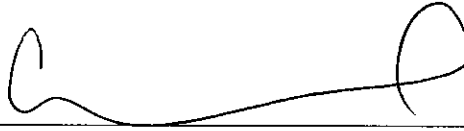
Department: Human Resources

Telephone: 520-724-8028

Contact: Dustin Green

Telephone: 520-724-8111

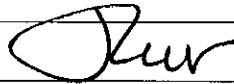
Department Director Signature: _____



Date: _____

7/14/2022

Deputy County Administrator Signature: _____



Date: _____

County Administrator Signature: _____

Date: _____

2/15/2022

Code: 2374

Title: ARCHITECTURAL DESIGNER

SUMMARY: Performs pre-registration architectural work in the design and development of public works and related projects. This is an entry level architectural position prior to professional licensure performing architectural work with supervision from a registered architect.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Designs and completes small to medium sized architectural projects - provides scopes of work, creates project budgets, provides plans and specifications and construction administration;
Investigates and evaluates requests for small to medium sized departmental remodeling and reviews such requests with department personnel;
Makes technical and physical surveys and compiles data for use in developing new projects;
Prepares scope of work and manages contracts for outside professionals as project requires;
Makes final inspection of completed projects and authorizes their acceptance;
Uses Computer-Aided Drafting/Design equipment, and related software for documentation, drafting plans, graphic and design work;
Participates with licensed professionals in design work, cost estimates, design information requirements, writing of project specifications and required revisions, construction administration and site monitoring for large projects;
Establishes and maintains project files and documentation using manual and automated systems;
Reviews plans submitted by product manufacturers for clarity, completeness and technical accuracy for furniture, sign or equipment replacement;
Acts as a liaison for assigned projects between the department and staff, consultants, utilities, federal, state, and county agencies as required;
Develops cost estimates for multiple trades and vendors based on scope of work providing alternative cost options when appropriate;
Researches building and safety codes, resource manuals, and technical standards for technical design information and applies same to projects;
Prepares and maintains logs, notes, sketches, layouts, cross-sections, drawings, designs, plans, estimates, records, reports, revisions, change orders and/or the as-built plans;
Provides oversight and project management for small to medium sized construction and interior remodel projects;
Reviews and verifies project invoices for payment and monitors project budget for client verification.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of architecture design;
- techniques of design, construction and maintenance of architectural projects;
- interpreting and applying required standards and codes;
- principles and techniques of developing cost estimates;
- survey, investigation and inspection techniques and procedures.

Skill in:

- designing, developing and supervising small to medium sized architectural projects;
- maintaining effective working relationships with others;
- preparing and interpreting plans, maps and/or drawings;

- organizing, documenting, and completing project requirements;
- prioritizing and organizing small to medium sized architectural projects;
- effective communication techniques.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university with a major in architecture or other related discipline as defined by the Appointing Authority at the time of recruitment.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Code: 2371

Title: ARCHITECT

SUMMARY: Performs professional architectural work in the design and development of public works and related projects. Leads large architectural projects through all phases of design and construction.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Manages the design and development of construction documents for large architectural projects including coordination of full building systems and site utilities;

Develops project budgets for assigned projects including multi-year budget forecasting and project cost tracking;

Assists in contract development for professional services;

Develops all phases of architectural systems, making final determinations as to structural requirements, type, capacity, location of equipment and permissible substitutions in project plans and specifications;

Investigates and evaluates requests for large-scale departmental remodeling and reviews such requests with department personnel;

Makes technical and physical surveys and compiles data for use in developing new projects;

Coordinates with other departmental staff also involved in assigned projects;

Describes manner in which work is to be performed, processes to be followed, precautions to be taken and any other special conditions peculiar to the project;

Estimates the total hours necessary for the completion of each phase of construction;

Determines quantity, types and costs of materials and equipment;

Conducts periodic inspections of work in process;

Makes final inspection of completed projects and authorizes their acceptance;

Prepares reports;

Oversees/leads and reviews the work of drafting/designer staff;

Prepares construction documents in house for small to medium sized tenant improvements or small additions;

Manages the pre-construction phase contracts for Construction Manager at Risk (CMAR) or Design/Build Contractor.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of architecture design;
- techniques of design, construction and maintenance of architectural projects;
- principles of supervision and training;
- project management including budget forecasting and project cost tracking;
- procurement codes and other administrative policies related to project delivery;
- survey, investigation and inspection techniques and procedures.

Skill in:

- designing, developing and supervising major architectural projects;
- supervising and evaluating the work of others;
- developing and administering project budgets;
- maintaining effective working relationships with others;
- effective communication techniques;
- prioritizing and managing multiple large architectural projects.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in architecture or other related discipline as defined by the appointing authority at the time of recruitment

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require current registration as a professional Architect in the United States of America with registration as a professional Architect in the State of Arizona at the time of appointment. Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required registration/licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Code: 2376

Title: ARCHITECT - SENIOR

SUMMARY: Performs professional architectural work in the design and development of large and complex public works and related projects. Leads large and complex architectural projects through all phases of design and construction.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Manages the design and development of construction documents for large and complex architectural projects including phased, multi-story, high performance building systems projects with multiple site utilities;

Reviews plans and specifications for large and complex architectural projects;

Manages the design, permit approvals and the construction procurement process for large and complex architectural projects;

Evaluates construction bids and makes award recommendations;

Utilizes Pima County's financial software to monitor and update project budgets and financial projections for large and complex architectural projects;

Advises the Architectural Manager on capital improvement projects and assists in developing long-range capital improvement plans;

Develops space allocation programs and analyzes County departmental space needs to project growth patterns and long range space needs;

Investigates and evaluates requests for departmental remodeling and reviews such requests with department personnel;

Makes technical and physical surveys and compiles data for use in developing new large and complex architectural projects;

Develops cost estimates for all phases of projects;

Conducts periodic inspections of work in process;

Makes final inspection of completed large and complex architectural projects and authorizes their acceptance;

Prepares reports;

Organizes, coordinates and updates project stakeholder groups, including internal/external and other governmental agencies as project progresses, including attending and participating in required public meetings;

Coordinates procurement, design and installation of public art for capital improvements projects;

Assists in developing capital improvement projects and preliminary project budgets for other Pima County departments for use in preparing their annual department budgets.

Supervises, reviews and trains architectural staff;

Prepares construction documents in house for small to medium size tenant improvements or small additions;

Manages the pre-construction phase contracts for Construction Manager at Risk (CMAR) or Design/Build contractor.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of architectural design;
- principals of supervision and training;
- principles, practices and techniques of project management and review;

- practices and techniques of contract development and administration;
- practices and techniques of space needs assessment (programming);
- principles and practices of building cost estimating, both conceptual and detailed.

Skill in:

- designing, developing and supervising major architectural projects;
- supervising and evaluating the work of others;
- maintaining effective working relationships with others;
- effective communication techniques;
- prioritizing and managing multiple architectural projects.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university with a major in architecture or other related discipline as defined by the Appointing Authority at the time of recruitment, and four years of post-registration professional architectural experience.

(Additional relevant education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require current registration as a professional Architect in the United States of America with registration as a professional Architect in the State of Arizona at the time of appointment. Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required registration/licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Code: 2372

Title: ARCHITECTURAL MANAGER

SUMMARY: Manages either the development of construction designs and coordination of contract construction work for new and existing County facilities or manages the development of space plans and needs for County facilities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and manages architectural, space and capital planning and related activities for the Facilities Management Department;
Reviews drafting project plans and approves complex architectural specifications;
Establishes, reviews and schedules work priorities for assigned staff;
Monitors preparation of contracts for professional services and for construction projects;
Reviews contractor project funds and change orders and prepares projections;
Plans, assigns, supervises and evaluates the work of professional and paraprofessional staff;
Establishes needs for and conducts or arranges for training of professional and paraprofessional staff;
Advises the Director on capital improvement projects and assists in developing long-range capital improvement plans;
Participates in the development of project budgets for capital improvement projects for other County departments for use in preparing their annual department budgets;
Develops space allocation programs and analyzes County departmental space needs to project growth patterns and long range space needs;
Oversees and participates in the development of facility construction drawings and specifications for buildings;
Evaluates construction and material bids and makes award recommendations;
Certifies construction and planning documents prepared by self or professional staff by affixing registered architect seal;
Participates in the development of departmental procedures and standards;
Prepares the division budget and identifies priority projects.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of architectural design;
- techniques of design, construction and maintenance of architectural projects;
- principles, practices and techniques of project management and review;
- practices of effective supervision and management;
- practices and techniques of contract development and administration;
- practices and techniques of space needs assessment (programming);
- principles and practices of building cost estimating, both conceptual and detailed.

Skill in:

- designing and managing complex architectural projects;
- analyzing, developing and implementing facility improvements;
- evaluating architectural problems and preparing reports;
- prioritizing and managing multiple architectural projects;
- defining roles and responsibilities for in-house design and production;
- supervising, planning and evaluating the work of others;
- maintaining effective working relationships with others;
- effective communication techniques

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in architecture, or closely related discipline as defined by the Appointing Authority at the time of recruitment and six years of professional architectural experience.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require registration as a licensed Architect in the United States of America with registration as a professional Architect in the State of Arizona at the time of appointment. Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required registration/licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.