

Compliance Architect

JOB FAMILY DEFINITION

This classification falls within the Facilities Architectural and Engineering Job Family, encompassing a range of work in which incumbents are responsible for providing architectural and engineering oversight of judicial branch facilities and equipment, including design review, establishment of standards, quality assurance inspections, code compliance, safety compliance, and fire and life safety compliance. This class specification represents the type and level of work performed, recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for performing architectural design reviews, code and standards reviews, and options analysis in the areas of architectural systems for judicial branch facilities. Incumbents will assist facility management staff with complex facility compliance activities, including accessibility reviews, guidance on accessible design, occupancy change analysis, egress plan development, and other related technical support. This position provides technical review and evaluates the activities and deliverables of design and planning teams performing highly technical and complex functions related to the design, construction, operation, and maintenance of projects and systems. Additionally, the Compliance Architect will ensure compliance with applicable codes, rules, and regulations; provide technical expertise in the assigned area; and serve as a point of contact for both internal clients and external regulatory agencies.

DISTINGUISHING CHARACTERISTICS

The Compliance Architect class is distinguished from other Judicial Council classes in that incumbents are responsible for providing review of architectural plans, designs, codes, and standards to ensure technical effectiveness and code compliance for new construction and modification projects. Incumbents work directly with regulatory agencies and exercise independent judgment in implementing policies, procedures, and standards.

The work of the Compliance Architect requires the consistent exercise of discretion and judgment, using advanced knowledge to analyze and interpret information and make recommendations.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Performs architectural design reviews, code and standards reviews, and options analysis in the areas of architectural systems for judicial branch facilities; reviews the work of professional staff on capital and facility modification projects to ensure compliance with codes and standards, as well as design and technical effectiveness.

- Works directly with regulatory agencies, such as the Office of the State Fire Marshal, the Division of the State Architect, and the Board of State and Community Corrections, to communicate the Judicial Council’s approach to code compliance in designs for new capital projects, facility modification projects, and code violation corrections in existing court facilities.
- Assists project teams to resolve problems of major scope and complexity.
- Evaluates project successes and targets areas for improvement; creates a database of insights gained for new courthouse projects and facilities modifications.
- Manages the Post Occupancy Evaluation Program.
- Assists in managing the Leadership in Energy and Environmental Design (LEED) certifications of ongoing capital projects.
- Manages contract deliverables for peer reviewers.
- Assists facility management staff with accessibility reviews and guidance for accessible design.
- Contributes to the development of the Judicial Council’s California Trial Court Facilities Standards.
- Conducts site visits to verify work performed by contractors is in accordance with codes, standards, and contracts.
- Develops and conducts trainings for Facilities Services staff.
- Prepares and presents complex reports and presentations.
- Develops and prepares meeting content; organizes and facilitates meetings.
- Provides training to internal and/or external clients in the assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree in architecture, architectural engineering, or a directly related field, and five (5) years of professional architectural experience. *An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

LICENSING AND CERTIFICATIONS

- Valid professional architect license issued by the state of California.
- Valid LEED Green Associate accreditation.
- Valid driver’s license as assigned.

KNOWLEDGE OF:

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Principles, practices, and methods of architecture and construction management; architectural plans, engineering diagrams, and reports; structural and physical calculations;
- Building systems including electrical, mechanical, plumbing, heating, ventilation, and air conditioning, fire and life safety, and security;
- Quality assurance practices and methods;
- Principles, practices, and methods of LEED;
- Contract administration and service evaluation;
- Principles and practices of conflict resolution and negotiation;

- Organizing, prioritizing, and evaluating multiple work activities to meet critical deadlines;
- Mathematical concepts;
- Principles of and techniques for preparing and delivering effective written and oral presentations; and
- Safe work practices and methods.

SKILL IN:

- Interpreting and applying relevant laws, codes, regulations, and standards;
- Reading, interpreting, and advising others regarding architectural plans, terminology, and specifications;
- Conducting quality assurance activities for construction projects;
- Developing contract language and conditions; estimating project costs and time requirements;
- Coordinating deadlines and prioritizing competing demands;
- Representing the Judicial Council and the branch to the wider professional community;
- Implementing goals, objectives, policies, procedures, and work standards;
- Performing mathematical calculations;
- Writing clear and concise reports and technical descriptions; preparing and delivering effective oral presentations;
- Maintaining effective working relationships with colleagues, customers, and the public; and
- Applying safe work practices.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, walking, reaching, climbing stairs, standing, fine motor coordination, wrist/arm motion, grasping/holding, use of all fingers and both hands, repetitive manual tasks, bending, kneeling, crouching, crawling, stooping, seeing, hearing, and talking.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work, and the worker sits most of the time, the job is rated for light work.

Incumbents generally work in a typical office environment and may work in field environments with possible exposure to extreme temperatures, loud noises, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary. Some positions may require frequent travel, including overnight travel.

Please note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties, and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*

As a government body charged with improving the statewide administration of justice, the Judicial Council has multiple offices with diverse responsibilities relating to court policy and operations. As employees of the council, every member of staff should view and approach their work as one Judicial Council with a public service mission that is greater than the sum of its parts.