

## STATE OF CALIFORNIA

Judicial Branch  
Judicial Council of California

Class Code:3838/3840/3853  
December 2007

### **DESIGN AND CONSTRUCTION PROJECT MANAGER I/II/III**

#### **DEFINITION**

Under direction, performs project planning and management of facility design and construction projects for the judicial branch; performs related work as assigned.

#### **CLASS CHARACTERISTICS**

In general, the incumbent performs the same broad range of duties at each level in this series. Differences between classes are essentially differences in the complexity, scope, and risk of the assigned projects and the degree of independent judgment required.

*Design and Construction Project Manager I* is the entry-level class in the Project Manager series. Incumbents in this class are assigned projects of limited scope and responsibility. As experience is gained, incumbents exercise greater judgment and independence and are able to handle more complex projects. Assignments at this level include tenant improvements and facility modifications. Incumbents support specific components of complex projects, receiving lead project direction from senior-level staff.

*Design and Construction Project Manager II* is the journey level class in this series. Incumbents at this level work with greater independence and are involved in projects and assignments of greater scope and risk, - financial, legal, and other - than that typically present at the entry level. Assignments include, but are not limited to small capital projects, major planning and tenant improvement projects, and responsibility of specific components of mid-size capital projects. Incumbents may also be responsible for providing lead direction to project management support positions.

*Design and Construction Project Manager III* is the advanced-journey level class in this series. Incumbents exercise independent judgment with the planning, design and construction of multiple new capital and renovation projects of all scopes and sizes. Incumbents at this level are also responsible for providing lead direction to incumbents at the I and II levels of this series on specific project activities such as budget and schedule tracking, design management, and/or construction administration.

### **EXAMPLES OF DUTIES (illustrative only)**

- Coordinates architectural design work, including developing programs requirements, procurement of consulting architects and engineers, preparation of functional and space programs for building projects, production of plan layouts, schematic, preliminary plans, working drawings, specifications, and cost estimates, and associated project approvals within and outside the judicial branch.
- Participates in the preparation of feasibility studies and reports.
- Conducts field investigations to obtain data, measurements and information needed to draft or design details for alteration or new construction projects.
- Provides information or instructions regarding unique features of particular projects, code requirements, or architectural standards.
- Prepares reports, project status schedules, and architectural design cost estimates for budget purposes.
- Reviews plans and specifications prepared by contract architects to determine compliance with program requirements and architectural standards.
- Prepares and oversees the preparation of sketches and preliminary drawings for new facilities and alterations to existing facilities.
- Prepares and maintains architectural standards and specifications to assure conformance to building codes and safety requirements and to improve the quality and economy of construction, maintenance, and operation.
- Conducts research and makes reports on architectural systems, equipment, and installation methods and their costs.
- Prepares project documentation and ensures all required project approvals are obtained.

### **WORKING CONDITIONS**

- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.
- May be required to travel out-of-state on a very limited basis.

### **QUALIFICATIONS**

Knowledge of:

- Principles and standard practices of building design and construction.
- Principles and standard practices of project management.
- State and local codes pertaining to judicial branch facilities.
- Relationship of architectural design to the other engineering features of buildings, including cost and operation comparisons.

Ability to:

- Provide technical review and advice tactfully and effectively.
- Provide sustained attention to complex plans and specifications and edit the work of others.
- Write clear, concise reports and technical descriptions.
- Plan, manage, and deliver multiple projects.
- Organize own work, set priorities, and meet critical deadlines.
- Establish and maintain effective working relationships, and evaluate the work of consultants, contractors, and others.
- Employ computer applications to collect, analyze and communicate information.
- Use tact and discretion in dealing with those contacted in the course of the work.

## **LICENSES AND CERTIFICATES**

Licensing in the State of California as an architect, engineer, certification as a construction manager or other applicable certifications are preferred.

## **EDUCATION AND EXPERIENCE**

### *Design and Construction Project Manager I*

Graduation with Bachelor's degree from an accredited college with a degree in architecture, engineering, or other appropriate discipline. Three years of professional experience as a project manager in charge of planning, design, and construction. OR four years as a Staff Analyst with the judicial branch working in support of project management or related facilities work.

### *Design and Construction Project Manager II*

Graduation with Bachelor's degree from an accredited college with a degree in architecture, engineering, or other appropriate discipline. Five years of professional experience as a project manager in charge of planning, design and construction. OR two years as a Design and Construction Project Manager I with the judicial branch.

### *Design and Construction Project Manager III*

Graduation with Bachelor's degree from an accredited college with a degree in architecture, engineering, or other appropriate discipline. Seven years of professional experience as a project manager in charge of planning, design, and construction. The required experience needs to include the successful completion of at least one significant building assignment. OR two years as a Design and Construction Project Manager II with the judicial branch.