

Classification and Qualification



STANDARDS

The California State University System

Drafting Series

INTRODUCTION

BACKGROUND:

These classification and qualification standards are to be used in evaluating all positions performing drafting work in the State University and Colleges.

Class Title	Class Code
Drafting Technician II	3024
Drafting Technician I	3023
Drafting Aid	3022

Several factors influencing the level of duties performed by personnel in CSUC drafting positions were observed:

- A. In The California State University and Colleges, there is an ongoing requirement for the modification of existing structures to accommodate fluctuating student and faculty needs. Much of the design work for these modifications is performed by CSUC employees. The subsequent design and construction drawings are also prepared by campus personnel.
- B. The major portion of the drafting associated with this type of work is architectural in nature. However, there are also requirements for mechanical, civil and electrical drafting. Therefore, campus draftspersons must possess a working knowledge of the drafting methods, techniques and symbols found in each of these specialty fields and in that sense are generalists.
- C. Additional technical skills, such as surveying, not typically associated with drafting positions are sometimes required.

Classification Criteria:

The distinction among the levels of positions covered by these standards is based on differences in the level of complexity and responsibility of the work performed and in the qualifications required to perform the work. The proper application of these standards requires that the following criteria be considered in determining the appropriate classification:

- A. scope and level of difficulty of drafting assignments and the level of knowledges and skills required;
- B. the range of duties assigned;
- C. the nature and degree of supervision received and exercised;
- D. the nature and purpose of personal contacts;
- E. the kind and degree of initiative and judgment required.

General Class Characteristics:

The general descriptive characteristics for each of the classes in this series are as follows:

Drafting Aid

Drafting Aid is the entry level for this class series. The work performed is of a routine and repetitive nature and provides an opportunity to gain the skill and to utilize the terminology, processes and equipment beyond that learned in school.

Assignments are made on the basis of specific instruction and the work is closely supervised during progress and finished work is checked for accuracy, adequacy and quality of work. Incumbents of positions in this class are normally expected to develop the necessary skills and qualifications for, and be promoted to, the next higher class within about two years. However, some positions, due to the routine and repetitive nature of the drafting work performed, will continue to be allocated to this class.

Drafting Technician I

Incumbents of positions in this class possess full journey level drafting skills, knowledges and abilities. At this level, instructions received vary depending upon whether the assignment is of a recurring nature or one having features not previously encountered. Recurring assignments are generally defined in terms of the results expected and incumbents are expected to utilize relevant procedures and guidelines in accomplishing them. There is little requirement for design at this level.

Drafting Technician II

Incumbents of positions in this class perform a wide range of complex and responsible independent drafting assignments that include a requirement to perform complex and responsible design work. While the design work performed does not require the level of professional skills, knowledges and abilities typically associated with graduate architects or engineers, the incumbents, through extensive work experience, will have acquired the ability to exercise judgment in the selection of alternatives in the design function of conceiving, planning or proportioning structures or devices to satisfy performance, cost, safety, size, strength, durability, productibility and other requirements. Such work assignments require that Drafting Technicians II make extensive use of standardized tables, manuals, etc., and in addition, search out and compute special purpose data as needed. As a matter of course, the emphasis of such work assignments shifts from being one of primarily graphic portrayal to one which includes graphic portrayal to communicate design originated by the draftsman.

In addition, incumbents typically supervise one or more draftspersons and/or Student Assistants who perform drafting duties.