

City of Sacramento
Civil Service Board Report
915 I Street Sacramento, CA 95814
www.cityofsacramento.org

File ID: 2022-01993

1/30/2023

Discussion Item 5.

Appeal of the Disqualification of Igor Malygin from the Assistant Architect Recruitment

File ID: 2022-01993

Location: Public Works Department

Recommendation: Pass a **Motion:** 1) waiving formal rules for conducting the hearing pursuant to Civil Service Board Rule 4(11)(c)(7), and 2) affirming the Director's disqualification in the appeal of Igor Malygin for the Assistant Architect Recruitment pursuant to Civil Service Board Rule 4.10.

Contact: Ben Wilson, Personnel Analyst, (916) 808-1971, bwilson@cityofsacramento.org, Human Resources Department

Presenter: Ben Wilson, Personnel Analyst, (916) 808-1971, bwilson@cityofsacramento.org, Human Resources Department

Attachments:

- 1-Description/Analysis
- 2-Job Announcement
- 3-Applicant's Application
- 4-Notice of Disqualification
- 5-Appeal from Applicant

Additional Description/Analysis

Issue Detail:

BACKGROUND

A job announcement for Assistant Architect posted on August 20, 2022 (Attachment 2). On September 06, 2022, Igor Malygin, submitted a timely application (Attachment 3) for the posting. On October 4, 2022, Appellant Malygin received a notice of disqualification (Attachment 4) stating that they were not successful in the examination process.

ISSUE RAISED BY APPELLANT

On October 5, 2022, Appellant Malygin submitted an appeal response (Attachment 5) to the disqualification, citing Civil Service Board (CSB) Rule 4.10(c)(1): Erroneous interpretation or application of the qualification standards prescribed for the classification. Appellant Malygin's appeal states in part:

"I do not agree that I have not pass the examination per (1) Erroneous interpretation of application of qualification standards prescribed for classification. The questions are tricky, unclear and my selections were wrong due to that."

CITY'S RESPONSE TO APPEAL

The City contends the qualification and evaluation standards prescribed for the classification were correctly applied to Appellant Malygin in alignment with the standards stated in the job posting and in the administration of the examination. The City responds as follows:

1. For clarification, given the issue raised by Appellant Malygin, the rule cited in their appeal should be CSB Rule 4.10 (c)(2): Improper procedure in the administration of the test, not CSB Rule 4.10 (c)(1): Erroneous interpretation or application of the qualification standards prescribed for the classification. Consistent with CSB Rules and examination administration protocols, Human Resources worked closely with subject matter experts who are familiar with the requirements and responsibilities of the classification to develop the examination. The examination was a training and experience examination, inquiring about and evaluating for training and experience relevant to the knowledge and abilities for the classification as identified in the classification specification. The published job announcement (Attachment 2) stated the qualifications standards and examination procedures required for successful completion of the recruitment process.
2. The questions on the examination and the corresponding response options were written in a manner free from technical jargon and intended for a general audience to read and understand and accessible to all applicants. The question format is the standard language use for all training and experience examinations.
3. Pursuant to CSB Rule 5.3(e), due to Appellant Malygin's failure to meet the qualifications established for the examination, the City was unable to certify Appellant Malygin for placement on the eligibility list:

"Open lists. These lists consist of eligibles who have **successfully** competed in an examination open to any person." (Bolded for emphasis.) However, appellant Malygin will have the ability to re-test when this classification is recruited for again. Recruitments are conducted on an as-needed basis based on department operational needs.

4. The same evaluation standards prescribed for the examination were applied to all applicants.

Policy Considerations: Civil Service Board Rule 4.3 Disqualification (a) Failure to meet any of the requirements or qualifications established forth examination, as published in the announcement. Appeals for disqualification shall be heard by the Board unless the Board requests and receives permission from the City Council to utilize the services of a hearing officer. (Civil Service Board Rule 4.11).

Economic Impacts: None.

Environmental Considerations: Not applicable.

Sustainability: Not applicable.

Commission/Committee Action: None.

Rationale for Recommendation: The City strives to ensure the qualification and evaluation standards prescribed for recruitment processes and practices are correctly and consistently applied to all applicants. Based on the information provided with Appellant Malygin's application, Appellant Malygin did not meet the qualification standards as stated in the job announcement for this position.

Financial Considerations: Not applicable.

Local Business Enterprise (LBE): Not applicable.



CITY OF SACRAMENTO
Department of Human Resources
915 I Street, Historic City Hall
Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:
Assistant Architect**

An Equal Opportunity Employer

SALARY

\$34.83 - \$49.00 Hourly \$2,786.02 - \$3,920.21 Biweekly

ISSUE DATE: 08/20/22

FINAL FILING DATE: 10/03/22

THE POSITION

The City of Sacramento requires all newly appointed employees to be fully vaccinated against COVID-19 as a condition of employment. Candidates seeking an accommodation from this requirement will be considered on a case-by-case basis.

With supervisor approval, incumbents may be eligible for intermittent remote work; however, they must physically reside within the State of California with the ability to report to Sacramento-based physical worksites daily if required.

IDEAL CANDIDATE STATEMENT

The City of Sacramento is seeking an Assistant Architect to support the Architectural and Engineering (A&E) section of Public Works. This position does not require an architectural license. The A&E section provides support for the maintenance and renovation of existing City facilities and the construction of new buildings. The position includes design and project management for a variety of building types, including police facilities, fire stations, community centers, libraries and commercial office buildings. Additional duties include collaboration with consultants and contractors, building code analysis and technical writing. The City offers a comprehensive incentive package including a very competitive salary base and excellent benefits.

ASSISTANT ARCHITECT / ASSOCIATE ARCHITECT

To perform professional architectural or interior design work in the creation of designs of City buildings and related projects and the review of public or private building designs.

DISTINGUISHING CHARACTERISTICS

Assistant Architect

This is the journey level in the professional architectural series not requiring registration. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Junior Architect. Incumbents of this class perform moderately difficult professional architectural work. As Assistant Architects are assigned responsibilities and their breadth of knowledge increases with experience, and registration is received, they may reasonably expect their position to be reassigned to the next higher class of Associate Architect.

Associate Architect

This is the full journey level in the architectural series requiring registration. Positions in the class are flexibly staffed and are normally filled by advancement from the lower class of Assistant

Architect or, when filled from the outside, require prior advanced technical or professional architectural work experience. An Associate Architect works under general supervision and is expected to complete complex architectural assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting general policies, and determining work assignments. Work in this class is distinguished from that of the Assistant Architect class by the greater complexity of the assignments received, by the greater independence with which an incumbent is expected to operate, and by registration as a Professional Architect with the State of California.

SUPERVISION RECEIVED AND EXERCISED: Direction is provided by a higher level professional architect or engineer. Responsibilities of an Associate Architect may include the technical or functional supervision of lower level professional architects and technical personnel. Responsibilities of an Assistant Architect may include the technical or functional supervision of technical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Receive and process requests for alterations, repairs and improvements to City buildings, structures, and new facilities including preliminary designs, cost estimates, and recommendations.
- Perform architectural design, specification writing, and construction cost estimating for alterations and new building construction.
- Architecturally review building projects for conformance to applicable standards and regulations, and prepare standard specifications and procedures.
- Analyze field data, prepare technical reports and establish construction program requirements for City buildings.
- Check private building plans for compliance with City building codes and ordinances.
- Suggest design changes or improvements as necessary.
- Inspect projects during construction and at final acceptance for conformance with design.
- Maintain a variety of records, reports, plans, and files on assigned work and prepare special and technical status reports.
- Prepare sketches, preliminary drawings, schematic designs, and construction documents.
- Other related duties may also be performed; not all duties listed may necessarily be performed by each individual holding this classification.

QUALIFICATIONS

Assistant Architect

Knowledge of:

- Principles and practices of architecture and interior design as applied to municipal and private buildings.
- Methods, materials, and techniques used in the construction of municipal and private buildings and structures.

- Modern developments, current literature and sources of information regarding architecture and interior design.

Ability to:

- Prepare architectural and interior designs and specifications and review and check the preparation of architectural plans and studies.
- Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience as a Junior Architect with the city of Sacramento.

-OR-

One year of experience in professional architectural or interior design work under the direct supervision of a licensed architect.

Education:

A Bachelor's degree from an accredited college or university with major work in architecture or interior design or closely related field.

PROOF OF EDUCATION

Should education be used to qualify for this position, then proof of education such as, but not limited to, university/college transcripts and degrees should be submitted with your application and **will be required at the time of appointment**. Unofficial documents and/or copies are acceptable.

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. **Evaluation of education records will be due at time of appointment.**

Associate Architect

In addition to the qualifications for Assistant Architect:

Knowledge of:

- City architectural policies and principles.
- Principles of supervision and training.

Ability to:

- Prepare complex architectural designs and construction specifications with a minimum of supervision.
- Establish and maintain effective relationships with those contacted in the course of work.
- Supervise and train subordinates. EXPERIENCE AND EDUCATION
- Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in professional or interior design architectural work under the direct supervision of a licensed architect.

Education:

A Bachelor's degree from an accredited college or university with major in architecture or interior design or closely related field.

-OR-

Two years as an Assistant Architect with the City of Sacramento.

License or Certificate:

Possession of a Certificate of Registration as a professional Architect in the State of California.

PROBATIONARY PERIOD

Employees must successfully complete twelve (12) months of probation at a satisfactory performance level prior to gaining permanent.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the [governmentjobs.com](https://agency.governmentjobs.com/sacccity/job_bulletin.cfm?JobID=3687110) applicant inbox.

1. Application: (Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application by the final filing deadline;

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
 - If applicants do not list current and/or past job-related experience in the duties area of the "Work Experience" section. **Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).**
 - If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Proof of education such as, but not limited to, university/college transcripts and degrees should be submitted online with your application. Proof of education **will be required at time of appointment**.
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- If you're requesting Veteran's credit, a copy of your DD214 must be submitted online with your application, delivered in person, or sent to the Employment Office by email/fax or mailed by the final filing deadline. Information regarding the use of Veteran's credit can be found in the Civil Service Board rules under rule 4.9C.
- Applicants are responsible for attaching a copy of their DD214 to each position for which they apply.

2. Training and Experience Exam: (Weighted 100%) – The questions located at the end of the application are the Training and Experience (T&E) Exam. Responses to the T&E questions will be rated and scored. This exam will evaluate the relevance, level, and progression of a candidate's

education, training and experience. The exam score will determine your ranking on the eligible list for this job. When completing the T&E questions, please note:

- Responses to the T&E questions must be submitted online; paper questionnaires will not be accepted.
- A resume will not substitute for the information required in the T&E questions.

3. Eligibility: Candidates who pass the Training and Experience Test will be placed on the eligible list. The hiring department may contact candidates for interview at any time during the life of the one-year list. Candidate's eligibility expires one year from the date of notification of a passing score for the Assistant Architect examination.

4. Screening Committee: (Pass/Fail)— All candidates that pass the examination and are in one of the top three ranks will have their application forwarded to the hiring department for review. The hiring department will select the most competitive applications for further consideration. Human Resources will only evaluate employment applications for the minimum qualifications, as stated on the job announcement, for applications selected by the hiring department.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass LiveScan/fingerprinting; and provide proof of receiving a complete COVID-19 vaccination. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Applicant Support at (855) 524-5627.
- Visit the City of Sacramento Human Resources Department website at <http://www.cityofsacramento.org/HR/Career-Opportunities>;
- Send an email to employment@cityofsacramento.org; or
- Call the Human Resources Department at (916) 808-5726

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall
Sacramento, CA 95814-2604

EXAM #011014-22-PW
ASSISTANT ARCHITECT
TH

Assistant Architect Supplemental Questionnaire

- * 1. **APPLICATION:** I understand my application must meet the minimum qualifications for consideration of employment with the City of Sacramento. The experience I list in the duties area of the "Work Experience" section of the employment application along with supplemental questions will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions requiring a narrative response, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).** Please refer to the City of Sacramento's Applicant Resources Page for Screening Instructions:
<http://www.cityofsacramento.org/HR/Divisions/Talent-Acquisition-and-Workforce-Development/Applicant-Resources>

☐ Yes

- * 2. **PROOF OF EDUCATION:** To qualify for this classification you may use any combination of education and/or experience as listed to provide required knowledge and abilities. I understand proof of education such as, but not limited to, university/college transcripts and degrees should be submitted with my application and **will be required at the time of appointment** if I am using education to qualify for this position. Please refer to the City of Sacramento's Proof of Education Requirements (<https://www.cityofsacramento.org/HR/Divisions/Talent-Acquisition-and-Workforce-Development/Applicant-Resources>) for information on accepted documentation.]
☐ Yes
- * 3. **EDUCATION CONFIRMATION:** If I am using education to qualify for this position, I attest I possess or will possess the following level of education by time of appointment if I am selected for this position.
 - ☐ No units from an accredited college or university
 - ☐ Less than 30 semester or 45 quarter units from an accredited college or university
 - ☐ 30 semester or 45 quarter units from an accredited college or university
 - ☐ 60 semester or 90 quarter units from an accredited college or university
 - ☐ Associates Degree
 - ☐ 90 semester or 135 quarter units from an accredited college or university
 - ☐ Bachelors Degree
 - ☐ Masters Degree
 - ☐ Doctorate
- * 4. **SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be reviewed by the hiring department along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization. A resume will not be accepted in lieu of completing this Supplemental Questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation may negatively affect the hiring department's review of your Supplemental Questionnaire. **I understand and agree to the above instructions.**
☐ Yes
- * 5. Describe your experience in architectural design and project management.
- * 6. Describe your experience in construction administration and project management, including your experience with bidding, reviewing submittals, responding to RFI's and reviewing change orders.
- * 7. Describe your experience using computer-aided design (CAD) software programs (i.e. AutoCAD), 3D programs and construction scheduling software.
- * 8. **TRAINING AND EXPERIENCE EXAMINATION:** The following questions are the Training and Experience (T&E) Examination. In addition to the City of Sacramento employment application, applicants must complete and submit online responses to the T&E questions. Only the applicants who meet the minimum qualifications by the final filing deadline will become candidates and their supplemental questionnaire will be rated and scored. This exam will evaluate the relevance, level, and progression of a candidate's education, training and experience. Therefore, your responses to the supplemental questionnaire should be thorough and complete because the exam score will determine your ranking on the eligible list for this job. In accordance with the City of Sacramento's Racial and Gender Equity Action Plan (RGEAP), this examination contains non-binary names and pronouns. For additional information regarding the City's RGEAP, please copy and paste the following link into a web browser:

<http://www.cityofsacramento.org/-/media/Corporate/Files/CMO/City-of-Sacramento-RGEAP-v810012020.pdf?la=en> **I understand and agree to the above instructions.**

☐ Yes

- * 9. Select the one option that best describes your experience completing complex architectural project(s) for civic, school, commercial or large tenant improvements.
- ☐ Two years or more
 - ☐ At least eighteen months, but less than two years
 - ☐ At least one year but less than eighteen months
 - ☐ At least six months but less than one year
 - ☐ Less than six months
- * 10. Select the one option that best describes your experience using computer-aided design (CAD) software programs, 3D programs and construction scheduling software (i.e., AutoCAD, Revit, Sketch up, Photo Shop, or related programs).
- ☐ Two years or more
 - ☐ At least eighteen months, but less than two years
 - ☐ At least one year but less than eighteen months
 - ☐ At least six months but less than one year
 - ☐ Less than six months
- * 11. Select the one option that best describes your experience administering and managing construction projects which included, but not limited to: preparing construction documents, bidding, reviewing submittals, responding to RFIs and change orders.
- ☐ Two years or more
 - ☐ At least eighteen months, but less than two years
 - ☐ At least one year but less than eighteen months
 - ☐ At least six months but less than one year
 - ☐ Less than six months
- * 12. Select all the boxes that best describes your experience performing architectural fieldwork.
- ☐ Site investigations
 - ☐ Facilitating site meetings
 - ☐ Providing assessment reports
 - ☐ Attending project meetings
 - ☐ Conducting final punch list walks/completion procedures
 - ☐ Interacting with Contractors
 - ☐ Interacting with Clients
 - ☐ Interacting with Inspectors
 - ☐ None of the above
- * 13. Select all the boxes that best describes the mandatory requirements of the California Green Buildings Standards Code (CALGreen) you have experience implementing for commercial and/or government building projects.
- ☐ Energy Efficiency
 - ☐ Water Efficiency and Conservation
 - ☐ Material Conservation and Resource Efficiency
 - ☐ Environmental Quality
 - ☐ Planning and Design
 - ☐ None of the above

* Required Question

011014-22-PW - Assistant Architect

Contact Information -- Person ID: 278840

Name: Igor A Malygin Address: [REDACTED]

Home Phone: [REDACTED] Alternate Phone: [REDACTED]

Text Messaging Mobile No: [REDACTED] Email: [REDACTED]

Notification Preference: Email Former Last Name: [REDACTED]

Month and Day of Birth: 06/26

Personal Information

Driver's License: Yes, California, [REDACTED]

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Associate's Degree

Preferences

Types of positions you will accept: Regular

Types of work you will accept: Full Time

Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

Education**College/University**

ITT Technical Institute
12/2003 - 12/2005
Rancho Cordova, California

Did you graduate: Yes
Major/Minor: Computer Drafting and Design
Degree Received: Associate's

High School

Rio Americano
8/1997 - 6/2001
Sacramento, California

Did you graduate: Yes
Highest Level Completed: Other
Did you receive a GED?
Degree Received: High School Diploma

Work Experience**Architectural Technician III**

10/2003 - Present

City of Sacramento/Dept of Public Works
[REDACTED]

Hours worked per week: 40
Name of Supervisor: Mark C. Brown - Supervising Engineer
May we contact this employer? Yes

Duties

- Assisted licensed architects for over 15 Years: Mike George, Mike Swinney, Jeff Blanton, Yadi Kavakebi, and Kirk Thompson.
- Taking on the role of a building designer and a Project Manager.
- To include all proper methods, materials, and techniques used in the construction of municipal and leased privately owned buildings.
- Fully develop all project documents for submission to the building department
- Preparing cost estimates, specifications related to building projects.
- Participated in walkthroughs for tenant leasing exhibits.
- Coordinated with contractors through visits to construction sites and monitoring project progress.
- Prioritized assignments in times of associated deadlines.
- Maintain O&M Library records to file, retrieve drawings, check private building plans for compliance with City building codes and ordinances.
- Utilize AutoCAD to draft sketches, preliminary drawings and schematic designs of floor and site

plans, analyze furniture layout and mechanical, plumbing, and electrical projects.

- Use of Photoshop to create posters and illustrations.

Remodeling Specialist

11/2003 - 1/2004

Devlin Co
Carmichael, California

Hours worked per week: 40

Name of Supervisor: Tom Devlin -
Contractor

May we contact this employer? Yes

Duties

- Installed high impact wall-corner-door Protection / crash rails / door
- Refits / Entrance Mats & Wall Covering
- Operated Mechanical tools and heavy industrial equipment
- Maintained clear communication between customers and company officials

Material Handler

8/2000 - 12/2003

Collins Electrical Co
Sacramento, California

Hours worked per week: 40

Name of Supervisor: Charlie March

May we contact this employer? Yes

Duties

- Transported materials from warehouse to the job site
- Loaded and unloaded materials
- Managed the organization of materials in the warehouse

Reason for Leaving

Laid off

Certificates and Licenses

Type: ClaCasp Academy

Number:

Issued by: CalCasp

Date Issued: 2 /2018 Date Expires:

Type: CASp Certificate

Number:

Issued by: City of Sacramento

Date Issued: 4 /2010 Date Expires:

Skills

Office Skills

Typing:

Data Entry:

Other Skills

AutoCAD Expert - 19 years and 10 months

SketchUP Intermediate - 10 years and 0 months

Microsoft Office Exel, Word, Power Point. Intermediate
- 19 years and 10 months

AGI32 Illumination Software Intermediate - 6 years
and 0 months

Photoshop Intermediate - 10 years and 0 months

Languages

Russian - Speak, Read, Write

Additional Information

Honors & Awards

International Honoring Professional Fraternity in Industrial Education.
Certificate of Merit in the field of Sculpture
Outstanding Achievement in Industrial Education through Craftsmanship, Citizenship and Leadership.

Honors & Awards

ITT Technical Institute
Certificate if Recognition
Honors

References

Professional
Agha, Obi
Program Specialist
5730 24th Street
Sacramento , California 95822

Professional
Deleon Munoz, Maryann
Building Services Manager
915 I St
sacramento, California 95814

Professional
Tran, Nguyen
Associate Mechanical Engineer
5730 24th Street
Sacramento, California 96822

Professional
Love, Kevin
Program Manager
5730 24th Street
Sacramento, California 95822

Professional
Kavakebi, Yadi
Senior Architect
5730 24th st
Sacramento, California 95822

Professional
Thompson, Kirk
Senior Architect
5730 24th st

Sacramento, California 95822

**Resume****Text Resume****Attachments**

Attachment	File Name	File Type	Created By
Cover Letter.pdf	Cover Letter.pdf	Cover Letter	Job Seeker
Igor Malygin Resume.pdf	Igor Malygin Resume.pdf	Resume	Job Seeker
Associate of Sciencer Degree ITT.pdf	Associate of Sciencer Degree ITT.pdf	Education Verification	Job Seeker
Certificate Honors ITT.pdf	Certificate Honors ITT.pdf	Certificate	Job Seeker
Certificate of Merit.pdf	Certificate of Merit.pdf	Certificate	Job Seeker
ClaCasp Academy.pdf	ClaCasp Academy.pdf	Certificate	Job Seeker
Mark Lourenzi Pro Ref.pdf	Mark Lourenzi Pro Ref.pdf	References	Job Seeker
Mike George pro ref.pdf	Mike George pro ref.pdf	References	Job Seeker
CASp Certificate.pdf	CASp Certificate.pdf	Certificate	Job Seeker

Agency-Wide Questions

- 1.** Q: Are you currently employed by the City of Sacramento? (Please Note: City employees are still required to indicate job-related experience, including their city job-related experience in the "Work Experience" section of this application.)

A: Yes

- 2.** Q: If 'No' to Question #1, have you ever been employed by the City of Sacramento?

A: Yes

- 3.** Q: If 'Yes' to Question #2, state which department(s) and date(s) you left. If 'No' or you are currently employed with the City, please enter N/A.

A: Utilities Operations / October 2006
Department of Public Works / Present

- 4.** Q: Do you have a high school diploma or equivalent?

A: Yes

- 5.** Q: Are you requesting Veteran's preference?

A: No

- 6.** Q: To qualify for Veteran's Preference, a copy of your DD214 must be submitted with this application, by the final filing date. There are several criteria you must meet before qualifying for this preference. (For information on Veteran's Preference, please refer to the official City of Sacramento website or contact our office at (916) 808-5726.) I understand that if I answered 'Yes' to question #6, I am required to send a copy of my DD-214 to the City Employment Office by sending an email to Employment@cityofsacramento.org.

A: No

- 7.** Q: Please tell us how you heard about this job opening:

A: GovernmentJobs.com

8. Q: If you selected "other," please specify how you heard about this job. This can include community organization, event, professional organization, social media or website, or any option not listed in the question above. Be specific. If you did not select "other," write N/A.
- A: N/A
-
9. Q: I understand that if the position for which I am applying **requires** proof of Education, Certification, and/or License I must provide documented proof at the time of appointment.
- A: Yes
-
10. Q: I understand that I **must list** current and/or past job-related experience in the **duties area of the "Work Experience"** section of the employment application. The experience I list will be used to determine if I meet the minimum qualifications as stated on the job announcement. Applications that do not list current and/or past job-related experience will be considered incomplete and will be rejected; omitted information cannot be considered or assumed. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments **will not substitute** for the information required in the "Work Experience" section of the employment application. Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week). Internships and/or volunteer experience, whether paid or unpaid, will be counted as qualifying experience, but must be listed in the Work Experience section of the employment application.
- A: Yes
-
11. Q: I certify that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of materials facts herein will cause forfeiture on my part of all rights to employment by the City of Sacramento. I understand that if I do not meet the announced requirements, I will be eliminated from the examination. I hereby authorize the City to verify the accuracy of the information I have provided on this application.
- A: Yes
-
12. Q: I authorize any duly accredited representative of the City of Sacramento to obtain copies of all records relating to my driver's license from the California Department of Motor Vehicles and from any other state in which I have been licensed to drive.
- A: Yes
-
13. Q: I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers and others. This information may include, but not be limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request to the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.
- A: Yes
-
14. Q: I understand my application must be submitted in English in order to be considered for employment.
- A: Yes
-
15. Q: I understand the City of Sacramento may use text messaging as a method of communication with applicants and I must opt in to receive text message communication through my governmentjobs.com account. Furthermore, I understand if

I opt out of receiving text messaging through my governmentjobs.com account, I may forfeit my ability to receive pertinent information regarding the application process. ***Message and Data rates may apply.

A: Yes

- 16. Q:** I understand if I opted in to receiving text messages via my governmentjobs.com account, the City of Sacramento will contact me via text messaging on the number(s) provided in my application regarding employment opportunities, the examination process, and/or the on-boarding process. ***Message and Data rates may apply.

A: Yes

- 17. Q:** I attest the name(s) listed on the attached document(s) and/or Educational/Certification/Licensure documentation I am required to provide at the time of appointment the are the same person as listed on this application.

A: Yes

- 18. Q:** I understand the City of Sacramento requires all newly appointed employees to be fully vaccinated against COVID-19 as a condition of employment. Candidates seeking an accommodation from this requirement will be considered on a case-by-case basis.

A: Yes

- 19. Q:** Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)

A: No

- 20. Q:** Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)

A: N/A

Supplemental Questions

- 1. Q: APPLICATION:** I understand my application must meet the minimum qualifications for consideration of employment with the City of Sacramento. The experience I list in the duties area of the "Work Experience" section of the employment application along with supplemental questions will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions requiring a narrative response, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).** Please refer to the City of Sacramento's Applicant Resources Page for Screening Instructions: <http://www.cityofsacramento.org/HR/Divisions/Talent-Acquisition-and-Workforce-Development/Applicant-Resources>

A: Yes

- 2. Q: PROOF OF EDUCATION:** To qualify for this classification you may use any combination of education and/or experience as listed to provide required knowledge and abilities. I understand proof of education such as, but not limited to, university/college transcripts and degrees should be submitted with my application and **will be required at the time of appointment** if I am using education to qualify for this position. Please refer to the City of Sacramento's Proof of Education Requirements

(<https://www.cityofsacramento.org/HR/Divisions/Talent-Acquisition-and-Workforce-Development/Applicant-Resources>) for information on accepted documentation.]

A: Yes

- 3. Q: EDUCATION CONFIRMATION:** If I am using education to qualify for this position, I attest I possess or will possess the following level of education by time of appointment if I am selected for this position.

A: Associates Degree

- 4. Q: SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be reviewed by the hiring department along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization. A resume will not be accepted in lieu of completing this Supplemental Questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation may negatively affect the hiring department's review of your Supplemental Questionnaire. **I understand and agree to the above instructions.**

A: Yes

- 5. Q:** Describe your experience in architectural design and project management.

A: Working over 16 years under licensed Architects, I have Principles and practices of architecture and interior design as applied to municipal and private buildings. I had many projects that I took a role as a building designer and a project manager, a few of my recent project, for example, are:

- Adult Day Care Facility
- City Hall Furniture reconfigure
- South Corporation Yard NAPA Enclosure
- Meadowview and W/X Navigation Center

My role was to meet with a client, discuss the full scope of work start to finish, fully developed all project documents for submission to the building department: thoroughly review and list materials and equipment. Plan and create a space design that will be as convenient and comfortable as possible for the customer in everyday work and comply with a designed budget. My task is to include all the methods, materials, and techniques used in the construction of municipal and private buildings and structures to create projects so that they always and correspond entirely to 2019 building codes, (ADA) Americans with Disabilities Act and Cal green compliance.

- Adult Day Care Facility:

The first project that I'm going to write about is Adult Day Care Facility it follows into the commercial buildings. Scope of work was for this project is to, test the site for asbestos, inspect existing walls/utilities, as-built/design/complete drawings for a permit, demo existing interior walls and start with a new tenant Improvements, which includes constructing seven unisex ADA restrooms and construct new walls to create a conference room/offices. This project was supposed to be completely updated and modern, so working with it, I applied modern developments, I used current literature and sources of information regarding architecture and interior design. This project was estimated at \$130,000, with approximately 4,000 square feet of interior tenant improvements. Throughout the construction phase, we had stumbled on a few technical problems. The first one was that we didn't have any mechanical as built, so we had to climb on the roof and above the ceiling to verify mechanical equipment to locate when our new and efficient air vent goes accurately. Another technical difficulty was that we did not have any documentation or drawings for the sewer network. My team and I applied a snake camera to write the entire sewerage scheme on paper, and I begin to develop a properly technically planned project. I transferred the entire sewage network in to AutoCAD, which next time it should help designers save time and money on planning new changes.

- City Hall Furniture reconfigure:

City Hall Furniture reconfigures project it's an ongoing project in which I meet and communicate with a client to discuss the scope of work. Our communication is always clear and concisely, orally, and in writing. Then I prepare architectural and interior

designs, specifications, review, estimate, check the preparation of architectural plans and studies. Project costs may vary due to the complexity and amount of work is needed. In this project, I had to communicate and solve problems of different difficulty levels with customers and later with furniture suppliers. I tried on a whole range of communication skills, and as a result, despite the difficulties, the project does not go beyond time and money and is thriving. A few of the technical problems that came up during the furniture panels installation was a few stains on existing furniture, what I did at that time is I contacted the furniture vendor, so they came and steamed clean the product. Another time I had a technical problem is when furniture came in a little later than expected, in this situation, I had to reschedule the time with other trades to finish the project.

- South Corporation Yard NAPA Enclosure :

The project that I would like to tell you about is a NAPA Enclosure at South Corporation Yard. Some of my duties were to meet with a client to see what they are trying to accomplish, then I had to do the as-built of the site and came up with a few designs options, after that, I prepared a cost estimate which involves contracting with vendors and collect all of the hard costs and combine them all. This project is approximately \$70,000 and roughly 1,600 square feet. One of the technical issues I had so far is that I had to get a structural involved due to the size of the shelving we are using, and the fence is more extensive than usual.

- Meadowview and W/X Navigation Center:

One of my favorite and exciting project that I would like to talk about is Meadowview and W/X Navigation Center. In this project I had played multiple roles as a designer, planner, researcher, and project manager. Some of my achievements are listed down below, written by my supervisor:

Igor Malygin did an outstanding job assisting with the redesign/cost-cutting effort. He worked very hard to help rearrange the site to cut costs. Also, instead of hiring a consultant to assist with specifying all the FFE, Igor worked tirelessly to design, research and ultimately order all of the beds, partitions, tables, chairs, and all of kitchen equipment. It turned out wonderful, everyone is happy with it. He also procured and had the administration trailers and guard shacks installed. Igor significantly improved his project management skills during this project.

-
- 6. Q:** Describe your experience in construction administration and project management, including your experience with bidding, reviewing submittals, responding to RFI's and reviewing change orders.

A: Throughout my carrier as an Architectural Technician, I had been assisting licensed architects in numerous small projects in which Construction Administration was a new and exciting line of work that I'm still learning. But since I am a person, who always strives to know his work well and to understand his issues thoroughly, I can say with confidence that I know what these forms and procedures are. I have had to deal with them more than once. I know how they are filled out; I know what indicators and forms are considered there, I know how and under what conditions the filling out of these forms is required. Therefore, I can confidently say that for me, these forms are not new, and I can work with them. I had a situation on one of my projects where I had a contractor submit a very high proposal, so I had to request for information (RFI) an how he came up with that number, and by doing this in the future, it may help you do not have to go through the change order. Another time I had a vendor submit a proposal that had specified one thing, but on the drawing, it showed a different layout, so I had requested additional information, and in the end, I had solved the problem that could hinder the completion of a project on time and budget.

-
- 7. Q:** Describe your experience using computer-aided design (CAD) software programs (i.e. AutoCAD), 3D programs and construction scheduling software.

A: My experience and knowledge in utilizing computer modeling/computer-aided design are over 16 years. I do not just use all these programs every day for my full and high-quality work. I continuously improve my skills and knowledge in this area. I plan, draw, calculate, render a visualization of my projects. I had graduated with an associate of science in computer drafting/design and in presence am working for the City of Sacramento as an Architectural Technician. I had completed many sets of construction documents, 3d, and illustrated renderings by idealizing the latest software AutoCAD,

SketchUp, Photoshop, Revit, and AIG32. I prepare my construction document for permit submittal and renderings so I can illustrate to the client what it would look like before it's going to get built.

- 8. Q: TRAINING AND EXPERIENCE EXAMINATION:** The following questions are the Training and Experience (T&E) Examination. In addition to the City of Sacramento employment application, applicants must complete and submit online responses to the T&E questions. Only the applicants who meet the minimum qualifications by the final filing deadline will become candidates and their supplemental questionnaire will be rated and scored. This exam will evaluate the relevance, level, and progression of a candidate's education, training and experience. Therefore, your responses to the supplemental questionnaire should be thorough and complete because the exam score will determine your ranking on the eligible list for this job. In accordance with the City of Sacramento's Racial and Gender Equity Action Plan (RGEAP), this examination contains non-binary names and pronouns. For additional information regarding the City's RGEAP, please copy and paste the following link into a web browser: <http://www.cityofsacramento.org/-/media/Corporate/Files/CMO/City-of-Sacramento-RGEAP-v810012020.pdf?la=en> **I understand and agree to the above instructions.**

A: Yes

- 9. Q:** Select the one option that best describes your experience completing complex architectural project(s) for civic, school, commercial or large tenant improvements.

A: Less than six months

- 10. Q:** Select the one option that best describes your experience using computer-aided design (CAD) software programs, 3D programs and construction scheduling software (i.e., AutoCAD, Revit, Sketch up, Photo Shop, or related programs).

A: Less than six months

- 11. Q:** Select the one option that best describes your experience administering and managing construction projects which included, but not limited to: preparing construction documents, bidding, reviewing submittals, responding to RFIs and change orders.

A: Less than six months

- 12. Q:** Select all the boxes that best describes your experience performing architectural fieldwork.

A: Site investigations
Facilitating site meetings
Providing assessment reports
Attending project meetings
Conducting final punch list walks/completion procedures
Interacting with Contractors
Interacting with Clients
Interacting with Inspectors

- 13. Q:** Select all the boxes that best describes the mandatory requirements of the California Green Buildings Standards Code (CALGreen) you have experience implementing for commercial and/or government building projects.

A: Energy Efficiency
Water Efficiency and Conservation
Material Conservation and Resource Efficiency
Environmental Quality
Planning and Design

Igor Malygin

Architectural Technician III



[Redacted]



[Redacted]



[Redacted]

[Redacted]

SOFT SKILLS

10/10

Leadership

9/10

Collaboration

9/10

Time Management

HARD SKILLS

10/10

Auto CAD & 3D Modeling

7/10

AGI32 Illumination Software

9 / 10

Photoshop/Inventor 8/Sketch Up/Revit

9/10

Mechanical/Electrical/Civil/Architectural Drawings

9/10

Manual Drawings/Ability to read & Create CD's

EDUCATION

Rio Americano High School

June of 2001

A.S. Computer Drafting & Design

ITT Technical Institute

November of 2005

LICENSE & CERTIFICATION

Certified Access Specialist (CASp)

California Certified Accessibility Specialists (CalcCasp)

Fluent in Russian Language

CAREER OBJECTIVE

- Energetic Architectural Technician with 16+ years of experience performing architectural design work under licensed Architects for the City of Sacramento.
- Vast knowledge of computer aided drafting, methods design and project planning with application of architectural principles and practices as applied to municipal and private buildings.
- Aiming to leverage my skills to successfully fill the Assistant Architect role with the City of Sacramento.

EXPERIENCE

Architectural Technician III

City of Sacramento, Sacramento, CA 10/2006 – present

Assist architects and engineers with requests for alterations, repairs and improvements to City buildings, structures and new facilities by

- Preparing cost estimates, specifications related to building projects.
- Maintain O&M Library records to file, retrieve drawings, check private building plans for compliance with City building codes and ordinances.
- Utilize AutoCAD to draft sketches, preliminary drawings and schematic designs of floor and site plans, analyze furniture layout and mechanical, plumbing and electrical plans.
- Use of Photoshop to create posters and illustrations.
- Prepare spreadsheets, architectural plans and specifications to communicate needed changes to contractors and monitor project process.
- Prioritized assignments in times of associated deadlines.
- Participated in walkthroughs for tenant leasing exhibits.
- Coordinated with contractors through visits to construction sites, and monitoring project progress.

Student Intern

City of Sacramento, The Community College Foundation 09/2004 – 10/2006

- Utilize AutoCAD to draw construction drawings
- Worked with Architects, helped on multi tasks
- Verified dimensions while visiting job sites

Igor Malygin

Personal Info



9/6/2022
City of Sacramento

Dear HR,

As an Architectural Technician III with a passion for architecture and interior design, I was thrilled to come across a job opening for the Assistant Architect position. Being employed with the City of Sacramento for over Sixteen years and work under licensed Architects, I believe, I would be a great fit for this position. I have a vast amount of experience and knowledge in performing architectural design drafting, specification writing, construction cost estimation for alterations and new building construction. I am familiar with the City's building codes and ordinance. I have worked on variety of projects including Meadowview Navigation Center, Broadway/X St, Navigation Center, Sacramento Valley Depot Retrofit, Fire Station 43 and South Hills Shopping Center TI I'd be happy to discuss with you my experience and qualifications for the Assistant Architect position. I believe that my project management skills and passion for research can further enhance your team. My resume provides further details of my background and accomplishments. I would appreciate the opportunity to meet with you.

Sincerely,

Igor Malygin

ITT TECHNICAL INSTITUTE

Certifies that

IGOR MALYGIN

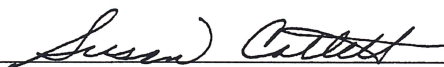
has successfully completed the prescribed program of

COMPUTER DRAFTING AND DESIGN

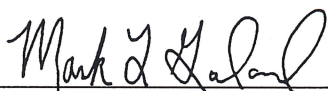
and, based on the recommendation of the faculty, is awarded this

ASSOCIATE OF SCIENCE DEGREE

Given at Rancho Cordova, California, this 27th day of November, 2005.


Dean




Director

computer drafting and design



Introduction to Design and Drafting

- Graphic communications and design
- Tools of engineering design
- Sketching/visualization
- Technical drawings in 2 and 3 dimensions
- Pictorial technical drawings
- Dimensioning
- Drafting/CAD laboratory

Architectural Drafting

- Architectural drafting conventions
- Residential architectural design
- Working drawings
 - Floor plan
 - Roof plan
 - Elevations
- Presentation drawings
- Introduction to Architectural Desktop
- Framing methods
- Structural components
- Unit foundations
- Wall sections and details

Rapid Visualization

- Basic representation techniques
- The box method
- Basic Forms
- Structure of objects and space
- Advanced techniques

Engineering Graphics

- Geometric Dimensioning and Tolerancing basics (GDT)
- Working drawings
- Fastening devices and methods
- Welding drawings
- Intersections and developments
- 3D modeling in AutoCAD
- Introduction to Mechanical Desktop and 3D Modeling
- Creating parametric solids from profiles
- Machines and mechanisms – gears
- Mechanical Desktop planes and machines and mechanisms – cams
- Creating features and machines and mechanisms – linkages and bearings
- Assemblies and production – molds and dies
- Drawing views and production – jigs and fixtures

Materials & Processes

- Classification of processes
- Classification of materials
- Working with plastics
- Working with wood
- Working with metals
- Working with glass, ceramic, cement
- Working with fabric, leather, paper
- Working with multiple materials

Descriptive Geometry

- Viewing an object
- Points and lines
- Auxiliary views
- Planes
- Revolutions
- Developments
- Vector geometry

Digital Information Management

- Digital information overview
- Working with text
- Working with graphics
- Working with audio
- Working with animations and videos
- Legal issues involved in using digital information
- Working with AutoCAD

Civil Drafting and Introduction to GIS

- Introduction to Civil Drafting
- Legal descriptions and plot plans
- Introduction to GIS and AutoCAD map
- Spatial data/modeling and working with object data and editing maps
- Data management and analysis, and working with multiple maps and external databases
- Analytical modeling and map output, and working with maps and coordinate systems
- Working with maps and coordinate systems
- Work sessions, drawing sets, queries, and object data
- Working with raster images

Basic Design Theory and Methods

- Introduction to Basic Design
- Adobe Illustrator
- Line
- Shapes and space
- Scale and proportion
- Drawing techniques
- Texture
- Color
- Typography
- Design principles used in a composition
- Design process: an overview
- Fundamentals of design methods

The ITT Technical Institutes offer a variety of technology-focused curricula. This sheet describes some of the current technical courses within the **Computer Drafting and Design** program and the major components of those courses for employers interested in graduates in this field.

Physical and Computer-Aided 3D Modeling

- Fundamentals of physical modeling
- Advanced physical modeling concepts
- Modeling for product design
- Introduction to 3D modeling with computers
- 3D modeling fundamentals
- Advanced 3D modeling – rendering, materials, lights, and cameras
- 3D model presentation

Design and Drafting Capstone Project

- Systematic approach
- Conception phase
- Study phase
- Design phase
- Implementation phase
- Project management
- Project plan
- Specifications and reports
- Modeling and system design

Other courses include:

- Drafting/CAD Methods
- Composition
- College Mathematics
- Physics
- Economic Problems
- Problem Solving
- Strategies for the Technical Professional
- Introduction to Personal Computers
- Professional Procedures and Portfolio Development

www.itt-tech.edu

ITT Technical Institute **ITT**



*Certificate of Training
in Certified Access Specialist (CASp)*

Presented to

IGOR MALYGIN

*for completion of 16 hours of in-class training on April 13-14, 2010 at the
City of Sacramento's Meadowview Training Center.*

Gilda Puente-Peters
Universal Design Specialist & CASp
Gilda Puente-Peters Architects

Geri Hamby
Director of Human Resources
City of Sacramento

ITT TECHNICAL INSTITUTE

CERTIFICATE OF RECOGNITION

IGOR MALYGIN

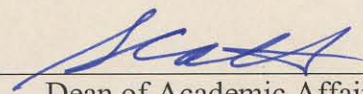
HAS BEEN AWARDED THIS CERTIFICATE
FOR ACHIEVING

HONORS

SPRING 2005

AUGUST 06, 2005

Date



Dean of Academic Affairs

Epsilon Pi Tau

Lambda - Field Chapter

INTERNATIONAL HONORARY PROFESSIONAL FRATERNITY IN
INDUSTRIAL EDUCATION

Amador, El Dorado, Nevada, Placer, Sacramento, San Joaquin,
Solano, Stanislaus, Sutter, Yolo and Yuba Counties

AWARDS

Igor Malygin
of

Rio Americano High School

This

CERTIFICATE OF MERIT

In the Field of

Sculpture

for

*Outstanding Achievement in Industrial Education
through Craftsmanship, Citizenship and Leadership*

Epsilon Pi Tau

May 20, 1999

Jeff Shelton
CHAPTER PRESIDENT

Tim Truitt
CO-TRUSTEE

Dennis Turner
CO-TRUSTEE

California Certified Accessibility Specialists

Having completed thirty-two hours of continuing education units

Igor Malygin

is awarded a certificate of completion from the

CalCasp Academy

February 5th - 8th 2018

Crowne Plaza Hotel, Sacramento, CA



Paul Klein, CBO, C.A.Sp
Principal
CalCasp, Inc.



Mark Wood, CBO, C.A.Sp
Principal
CalCasp, Inc.



DEPARTMENT OF
UTILITIES

PLANT SERVICES

CITY OF SACRAMENTO
CALIFORNIA

1391 - 35TH AVENUE
SACRAMENTO, CA
95822-2911

PH 916-808-5583
FAX 916-808-7955

December 21, 2007

Mr. Igor Malygin
Engineering Technician
Dept. Of Utilities, Engineering
1395 35th Avenue
Sacramento, CA 95822

Dear Mr. Malygin,

This letter of appreciation is presented to Mr. Igor Malygin for his assistance on the recent Department of Utilities, Plant Services' Warehouse Improvement Proposal. Mr. Malygin worked alongside Plant Services employees to create detailed drawings of both existing and newly proposed site plans that are to be presented to the Department of Utilities Director.

Mr. Malygin used his experience and insight to help take the Plant Services' conceptual design and to make it a reality. Confronted with numerous design changes and a short deadline for completion, Mr. Malygin showed great professional work ethics. His "Sure, I can do that" attitude epitomizes the City of Sacramento's ideals of "Working together to get the job done."

Plant Services is very thankful and proud of Mr. Igor Malygin's work and efforts on the Warehouse Improvement Proposal.

Sincerely,

Mark Laurenzi
Water & Sewer Superintendent
Dept. Of Utilities, Plant Services Division



DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

921 10TH Street, 7th Floor
Sacramento, CA 95814

FACILITY AND REAL PROPERTY
MANAGEMENT/FACILITY DEVELOPMENT

Phone: 916-808-8433
Fax: 916-808-8337

April 14, 2006

To Whom It May Concern:

The purpose of this letter is to recommend Igor Malygin for employment as an architectural design assistant, CAD draftsman or related job.

I am a licensed Architect, and have worked as a Project Director for the City of Sacramento for 19 years. I have worked for Architects and Engineers in the private sector and taught Architectural classes at Yosemite Junior College in the past.

I have found Igor to be one of the most competent, eager and focused individuals I have had the pleasure to deal with. He has gained the confidence and trust of others in the office, and has continually impressed us with his fast, accurate work. It is typical for Igor to provide his work ahead of schedule. He never says no to often unreasonable deadlines, and manages to assist several of us Project Directors simultaneously. He manages a large workload with surprising ease.

I have been told that "Igor is totally focused on the project. He is really good to work with." We are not an easily satisfied group, but Igor has managed to accomplish that.

Igor started here a little over a year ago as a Student Intern, and has impressed us with the how quickly he learns about this profession, his eagerness to expand his knowledge level, while making observations and recommendations that have been incorporated into the projects he has worked on.

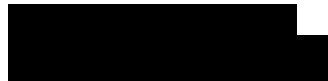
I would like to retain his employment at the City, however, if events and conditions make it necessary for him to relocate his employment, I couldn't recommend anyone more highly. He has been a great asset to this organization, and I am confident he will provide the same level of satisfaction to another organization.

Sincerely,

Mike George, Architect
Project Director
City of Sacramento
Phone: [REDACTED]



October 4, 2022



Dear Igor Malygin,

We are sorry to inform you that you were not successful in the examination process for Assistant Architect, Exam No. 011014-22-PW.

Thank you for your interest in employment with the City of Sacramento. We hope you will continue to apply for other positions for which you may be qualified. Please be sure to log onto the City of Sacramento website at <http://www.cityofsacramento.org/HR/Career-Opportunities> for current job openings.

APPEAL PROCESS FOR CIVIL SERVICE EXAMINATIONS

Pursuant to Civil Service Board (CSB) Rule 4.10 (c), candidates who fail any part of the application or examination process may appeal in writing to the CSB within fifteen (15) calendar days after the date of this notice. The following are the grounds for appeal:

- (1) Erroneous interpretation of application of qualification standards prescribed for classification: or
- (2) Improper procedure in the administration of the test: or
- (3) Discrimination based on race, color, religion, national origin, political beliefs, sex, physical handicap, marital status, pregnancy, age, or sexual orientation.

A written appeal must state the grounds for appeal, the supporting facts, and the remedy requested. Appeals must be submitted to employment@cityofsacramento.org within fifteen (15) calendar days after the date of this notice.

Sincerely,

Tameka Harris
Human Resources Department
Sacramento, CA 95814-2604



From: Igor Malygin
Sent: Wednesday, October 05, 2022 11:27 AM
To: Employment <Employment@cityofsacramento.org>
Subject: Assistant Architect / APPEAL PROCESS

Dear Tameka Harris

I do not agree that I have not pass the examination per (1) Erroneous interpretation of application of qualification standards prescribed for classification. The questions are tricky, unclear and my selections were wrong due to that. Please see below my answers to the first 3 questions.

Select the one option that best describes your experience completing complex architectural project(s) for civic, school, commercial or large tenant improvements.

At least six months but less than one year (I have more than 10 years of experience in this field)

Select the one option that best describes your experience using computer-aided design (CAD) software programs, 3D programs and construction scheduling software (i.e., AutoCAD, Revit, Sketch up, Photo Shop, or related programs).

Less than six months (I have more than 20 years of experience in this field)

Select the one option that best describes your experience administering and managing construction projects which included, but not limited to: preparing construction documents, bidding, reviewing submittals, responding to RFIs and change orders.

Less than six months (I have more than 10 years of experience in this field)

Select all the boxes that best describes your experience performing architectural fieldwork.

Site investigations, Facilitating site meetings, Providing assessment reports, Attending project meetings, Conducting final punch list walks/completion procedures, Interacting with Contractors, Interacting with Clients, Interacting with Inspectors

Select all the boxes that best describes the mandatory requirements of the California Green Buildings Standards Code (CALGreen) you have experience implementing for commercial and/or government building projects.

Energy Efficiency, Water Efficiency and Conservation, Material Conservation and Resource Efficiency, Environmental Quality, Planning and Design

I would appreciate having this relooked, reevaluated and if you have any questions please contact me at 1 [REDACTED].

Thank you!

Architectural Tech III

City of Sacramento | Department of Public Works
Facilities and Real Property Management
5730 24th Street, Building 4

