

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER 19308	DGS OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME High Performance Section & Access Compliance	REPORTING LOCATION Sacramento Headquarters Office	
SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	POSITION NUMBER 718-581-3961-002	CBID R09
CLASS TITLE Senior Architect	WORKING TITLE	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under general direction of the Supervising Architect, the position is responsible for the development and administration of the Zero Net Energy (ZNE) and Outreach Programs for K-12 public schools and community colleges in order to promote facility sustainability and faculty wellness in accordance with the California Building Code (CBC), Federal Executive Order 13514 and all other substantiated technical resources.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
20%	Administers the ZNE and Outreach programs by creating and utilizing various curriculums, conducting training and communicating regulation interpretations and the technical requirements to regional office managers, plan review staff, school construction design professionals and project inspectors in order to support the Building and Site Sustainability program and ensure compliance of the CBC and all other related requirements.
20%	Develops and maintains a database of interpretation of regulations (IRs) of policies and procedures related to the application of CALGreen and Energy Code compliance for K-12 public schools and community colleges by utilizing and sending out various interpretive communications to technical staff, design professionals and project inspectors in accordance with DSA policies and procedures to ensure compliance of the CBC and all other related requirements.
15%	Performs school project construction plan review for CALGreen and Energy Code compliance using BlueBeam and DSABox software for conformance to the California Building Standards Code Parts 2, 6, and 11 for pre-checked (PC) permanent modular and relocatable buildings, provides list of deficiencies, and corresponds with design professionals in order to address necessary corrections to ensure compliance of the CBC and all other related requirements.

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PERCENTAGE	DESCRIPTION
15%	Responds to inquiries verbally and in writing, from school district personnel, design professionals, and others regarding provisions of relevant architectural, energy efficiency, and green building regulations using various communication methods in order to advise on interpretation and application of building code to ensure compliance of the CBC and all other related requirements.
10%	Interfaces with school and community college districts and design personnel utilizing various correspondence methods and printed materials in order to promote high performance, energy efficient and sustainable design in accordance with the CBC and all other related requirements.
10%	Collaborates and meets with multiple organizations and various State agency representatives using various communication methods in order to address Field Act building standards related to accessibility, green building principles and other statewide programs associated with the design of sustainable schools to ensure compliance of the CBC and all other related requirements.
5%	Oversees the Earthquake Shutoff Valve Excess Flow Shutoff Valve Programs as regulated under Title 21 of the California Code of Regulations in order to ensure compliance of the CBC.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Attend training courses as needed to stay current on green building, energy efficiency, and site sustainability knowledge. Represent DSA by attending meetings and conferences to provide information to stakeholder groups.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Professional office environment

May travel within the state on occasion

May acquire support devices to transport tools and/or any other items in connection with duties (i.e. large drawing and specification construction documents)

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED