

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER RPA 28575	DGS OFFICE or CLIENT AGENCY Real Estate Services Division	
UNIT NAME Project Management & Development Branch	REPORTING LOCATION 707 3rd Street, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday - Friday 08:00am - 05:00pm	POSITION NUMBER 719-321-4713-004	CBID S01
CLASS TITLE Senior Environmental Planner	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 the general direction of a Supervising Environmental Planner in the Environmental Services Unit, the Senior Environmental Planner will act as an in-house consultant performing difficult and complex environmental services for the Real Estate Services Division which have statewide magnitude.

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.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Independently prepares or manages environmental document preparations and oversees permit applications for capital outlay/essential services projects on a statewide basis through completion of EIRs and other special studies according to state and federal policies and procedures. Directs multidisciplinary teams, applies responsibility for direction and oversight of environmental documents, planning studies, and site investigations by reviewing and approving consultant and team work for overall quality, accuracy, completeness, technical quality, and adherence to all applicable rules, regulations, policies, and procedures.
20%	Serves as a team member on capital outlay projects and to act as an in-house consultant by providing expertise to project directors/team leader, staff, clients and consultants; completing complex work assignments concerning environmental review and the permitting process; and participating in team/staff meetings according to high quality standards and procedures.
20%	Administers work assignments and contracts for environmental services according to State and Federal standards, policies and procedures. Provides day-to-day contract management by writing clear scopes of work and preparing estimates of the value of contracted services to ensure adherence to contract scope. Provides strong functional guidance to consultants by maintaining well-organized records and files for all contractor deliverables and related correspondence and coordinating with the department's legal staff as needed.

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PERCENTAGE	DESCRIPTION
15%	Represents the department in the selection, hiring, fee negotiation, and management of consultants, determines consulting services needs on a project-specific basis, advertising, selection, contract negotiation, and usage of consultants by assessing the needs of the department and/or projects through analysis and research of consultants and resources according to policies and procedures.
10%	Manages project budgets for environmental services, including staff and contractor budgets, continually monitors progress on projects to ensure quality and timeliness of work within budget by preparing and managing detailed contracts, budgets and schedules; and reviewing/approving documents such as invoices according to policies and procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Assists the manager and carries out necessary managerial tasks by maintaining responsibility for time reporting, billing, account establishment, and other administrative duties as required and takes appropriate action to meet the workload requirements as needed in order to provide continuity of management. May act for the supervisor in their absence as required by attending meetings, representing the unit, making some decisions, and reporting urgent matters to the Section and Branch chiefs and also upon supervisor return, briefing the manager.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Appropriate attire for professional office environment.

Frequent use of a personal computer and related application software at a workstation.

Bend, stoop, stand, and walk over a variety of different terrains in the on-site observation of properties.

Ability to lift office supplies, books and manuals weighing up to 10 pounds.

Travel independently and with others (by vehicle, train or airplane) to sites in remote locations throughout the State.

Work extended hours.

Carry and use a cell phone.

Ability to wear required safety gear while at construction site, including but not limited to, hard hat, safety glasses, boots, gloves, mask, ear protection.

May involve entering jobsite within a no-hostage zone or secured areas such as State prisons, youth authority institutions and mental hospitals.

Ability to perform outdoor and indoor construction site observations, climb ladders, access mechanical rooms, maintenance rooms and flat roof areas.

Ability to visually observe on-site performance in loud, dirty, uneven, and fragrant conditions.

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 Current Proposed

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