

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER <b>28702</b>	DGS DIVISION / OFFICE or CLIENT AGENCY <b>Division of the State Architect</b>	
UNIT NAME <b>Codes and Standards</b>	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>1102 Q St., Ste 5100, Sacramento, CA 95811</b>	
CIVIL SERVICE CLASSIFICATION <b>Construction Supervisor II</b>	POSITION NUMBER <b>718-582-4030-001</b>	CBID <b>R09</b>
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP <b>4C</b>
WORK SCHEDULE (DAYS / HOURS) <b>Monday through Friday / 40 hours per week</b>	TENURE <b>Permanent</b>	
WORKING TITLE <b>LEA Program Administrator - Telework Option</b>	TIMEBASE <b>Fulltime</b>	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
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 supervision of the Supervising Structural Engineer in Division of the State Architect's Headquarters (DSA HQ) Structural Codes and Standards Unit, the incumbent is responsible for review and acceptance of independent construction material testing laboratories as the administrator for the Division of the State Architect (DSA) Laboratory Evaluation and Acceptance (LEA) program in accordance with Title 24 of the California Code of Regulations (CCR) and DSA policies and procedures. The incumbent shall promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs. Customers include school districts, community college districts, essential services agencies, design professionals, contractors, building and product manufacturers, project and special inspectors, material testing laboratories, state agencies, public constituents, staff and department management.

<input checked="" type="checkbox"/> Medical Clearance	<input type="checkbox"/> Background Clearance	<input type="checkbox"/> Typing	<input type="checkbox"/> DMV Pull Notice	<input type="checkbox"/> Drug Testing
<input type="checkbox"/> Vehicle Home Storage Permit	<input type="checkbox"/> Driver's License and Class (specify below in Description)	<input type="checkbox"/> Certificate (specify below in Description)		
<input type="checkbox"/> Professional License (specify below in Description)	<input type="checkbox"/> Other (specify below in Description)			

**SPECIAL REQUIREMENTS****Medical Clearance**

This position requires medical evaluation clearance.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
45%	Conduct general administration of all aspects of the DSA's LEA program. Provide guidance to program participants, monitor preliminary applications and review of laboratory qualification submittals to ensure compliance with applicable requirements of the CCR and LEA program. Coordinate with nationally recognized accreditation bodies and monitor laboratory assessments and required accreditation. Review on-site assessment and evaluation reports. Verify that

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PERCENTAGE	DESCRIPTION
	participating laboratories possess adequate supervision, facilities, personnel expertise, equipment and technical references to permit the material testing and special inspection scope. Provide written communication in the case of discrepancies, nonconformities and status of DSA acceptance. Maintain DSA's LEA program records and public-facing database.
20%	Conduct on-site evaluations of laboratories to verify compliance with applicable requirements of the CCR and LEA program. Verify supervisory personnel, the Quality Management System (QMS), test and inspection personnel, and technical references align with the application and requested material testing and special inspection scope. Review the laboratory's equipment inventory to confirm sufficient calibrated equipment to support laboratory and field-testing activities. Educate engineering managers and supervisory personnel regarding current CCR requirements, DSA policies, procedures and guideline documents. Provide written notification of nonconformities requiring corrective action.
10%	Serve as a resource to District Structural Engineers (DSEs) statewide for laboratory, material testing and special inspection issues. Conduct audits of laboratory generated documentation to verify compliance with the requirements of the CCR and LEA program. Direct laboratories regarding required actions to resolve any known project deficiencies relating to performance or reporting.
10%	Act as a subject matter expert in meetings and other communications with DSA management, supervisors, and other stakeholders. Coordinate the examination development and maintenance for DSA's special inspector examinations for Masonry, Shotcrete and Prefabricated Wood Structural Elements and Assemblies. Act as a subject matter expert during examination development committee meetings and work with the DSA Certification and Education Unit on any required document and special inspection program updates.
5%	Conduct disciplinary procedures for laboratories failing to adhere to program requirements. Updates laboratory written qualification evaluation checklists. Creates disciplinary correspondence while following due process procedures for disciplinary actions in accordance with the CCR.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Prepare and review regular and special reports concerning the LEA program, DSA policies and procedures, investigations and problems. Represents the division at meetings and/or conferences as directed using knowledge of the DSA mission, program and operations.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**☒ Travel (Specify the percentage in the travel box below)Travel 10 % of the time to various locations and may include overnight travel by various methods of transportation.

Must be able to work number of hours according to the time base at time of hire and during core business hours.

Maintain regular and reliable attendance, be punctual, and complete the workday and workweek in accordance with the position requirements.

Be supervised or directed by assigned manager or supervisor.

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Manage time effectively to accomplish multiple tasks within scheduled restraints.

Interpret and apply appropriate laws, rules, regulations, policies, etc. in order to gather and provide information and respond to inquiries from within and outside the Department to ensure compliance.

Communicate effectively, intelligibly, and professionally, by way of verbal, written, or electronic communication, disseminate information, respond to inquiries, provide direction and training, and document appropriate information.

Accurately maintain records and reports to provide information to comply with departmental policies and regulations.

Analyze situations accurately and thoroughly, in order to determine and implement effective and appropriate courses of action.

Follow verbal and written instructions.

Possess a valid driver's license to operate a motor vehicle.

Tolerate exposure to excessive noise or chaotic environments.

Sit and stand frequently.

Walk occasionally to frequently on a wide range of surfaces for varying distances, indoors or outdoors, in various weather conditions, which may become slippery due to the weather or spillage of liquids or which may be uneven or rough.

Lift and carry occasionally to frequently, in the medium (up to 50 pound maximum) range.

Push, pull, and grip occasionally to frequently.

Stoop, bend, kneel, reach, squat, climb, twist and stretch, occasionally to frequently, to sufficiently observe, manipulate, and move objects 360 degrees horizontally, from floor through overhead levels.

Perform required tasks in various lighting conditions, including dim or bright light.

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**DESIRABLE QUALIFICATIONS**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Knowledge of testing laboratory practices; materials testing standards; special inspection practices and standards
  - Knowledge of Quality Management Systems
  - Experience working on DSA or OSHPD projects.
  - Familiarity with nationally recognized accreditation bodies (e.g., AASHTO, CCRL).
  - Familiarity with CCR and adopted reference standards.
  - Current or past certification by nationally recognized certification bodies (e.g., ACI, ASNT, AWS, or ICC).
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- Be dependable, trustworthy, reliable, adaptable and punctual.
- Excellent organization and time management skills.
- Strong and effective oral and written communication skills.
- Proficient in use of cloud-based platforms and Microsoft programs.
- Good customer service-oriented behavior and attitude.
- Demonstrates the ability to work and contribute effectively in a team environment or independently in a manner consistent with organizational goals and objectives.
- Demonstrate tact and diplomacy in working with internal and external customers.
- Record of taking initiative, assuming responsibility, and exercising good judgment.

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 these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED