

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 28404	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect, Oakland Regional Office	
UNIT NAME Structural Plan Review Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1515 Clay Street, Oakland, CA 94612	
CIVIL SERVICE CLASSIFICATION Supervising Structural Engineer	POSITION NUMBER 718-105-3331-xxx	CBID S09
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 E
WORK SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	TENURE Permanent	
WORKING TITLE Supervising Structural Engineer	TIMEBASE Full-Time	
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 Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the general direction of the Principal Structural Engineer, the position supervises Senior Structural Engineer (SSE) staffs performing plan review of projects under construction for public schools, essential services buildings, community colleges, and state-owned and/or leased buildings in order to ensure compliance with Division of State Architect (DSA) procedures, the California Building Code (CBC) and other governing regulatory requirements.

☒ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing

SPECIAL REQUIREMENTS ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)

☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Medical Clearance

This position requires medical evaluation clearance.

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Directs SSE staff by assessing and assigning work based on workload volume, reviewing completed assignments for quality assurance and accuracy, evaluating and assisting with issues, using knowledge of effective planning and organizing and following DSA procedures, the CBC and other laws and regulations governing the construction.
15%	Supervises, develops and evaluates SSE staff by monitoring and establishing performance expectations and requirements, completing timely performance evaluations, providing training

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	opportunities, hiring and maintaining adequate staff, managing staff requests for time off, and approving or denying Project Accounting and Leave (PAL) entries for attendance purposes in order to ensure supervisory and administrative functions are performed in accordance with all applicable DGS and DSA policies, rules and regulations.
15%	Provides technical support and guidance to SSE staff during plan review using knowledge of interpretation and application of the laws and regulations governing the construction, to ensure consistent application of the applicable codes and regulations governing the construction.
15%	Responds to inquiries, verbally and/or in writing, and meets with school district personnel, architects, engineers, inspectors, contractors, owners and others in regards to provisions of the Education Code (Field Act), Essential Services Building Act, other applicable statutes and regulations, design and other issues related to the construction projects under the DSA jurisdiction, in order to ensure the client is correctly informed/advised, using knowledge of the laws governing the construction and principles of structural engineering, following the applicable California codes, regulations and statutes.
10%	Provides technical assistance and guidance to the Project Intake Specialist (Senior Architect) and Supervising Architect on construction documents and Project Certifications, to ensure consistent application and understanding of the applicable codes and regulations governing the construction, using knowledge of the laws governing the construction and principles of structural engineering, applicable California codes, regulations and statutes, following the DSA Project Submittal Guidelines.
5%	Oversees contracted plan review workload by reviewing contractor's plan review work for accuracy and completeness to ensure compliance with the CBC and DSA processes and procedures; Prepares and submits contract amendments using DGS and DSA contracting procedures in order to ensure DSA's requirement to expedite the review and approval of school construction plans in accordance with California Education Code Section 17303.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Reviews and prepares comments on regular and special reports concerning structural engineering procedures, investigations and problems; reviews buildings to determine their ability to withstand earthquakes, fire, or wind and to carry safely the loads imposed and reports on the level of safety which they exhibit; reviews geological hazard and geotechnical reports for proposed construction sites to determine the type of foundation systems and their effect on proposed structural systems; interprets design criteria and investigates new design methods for safety and acceptability for use in public schools, state-owned or leased buildings, and essential services building projects, using knowledge of structural engineering principles and interpretation and application of the governing laws and regulations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

Professional work environment.

Daily use of personal computer and a variety of office software applications including Microsoft.

Moving large drawing and specification construction documents by grasping, pushing/pulling, reaching above, at and/or below shoulder level; may require use of handcart or other means of transportation.

DESIRABLE QUALIFICATIONS

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)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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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
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