

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 28890	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME DSA Academy and Certification Program	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1102 Q Street, Suite 5100, Sacramento, CA 95811	
CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst	POSITION NUMBER 718-580-5393-001	CBID R01
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday/40 hours per week	TENURE Permanent	
WORKING TITLE AGPA- Telework Option	TIMEBASE Fulltime	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" 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 direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) is responsible for supporting the Division of the State Architect's (DSA) training and regulatory programs, with a focus on AB 247 training and CALGreen code development and implementation. The incumbent develops and maintains online training modules, supports the delivery of training through the DSA Academy learning management system (LMS), coordinates interagency reporting, and creates outreach materials to support consistent communication of program requirements and code updates. In addition, the AGPA plays a key role in DSA's rulemaking process by researching and drafting regulatory language, preparing rulemaking packages, tracking public comment timelines, and coordinating submissions to the Office of Administrative Law (OAL) and California Building Standards Commission (CBSC). The incumbent ensures compliance with statutory requirements under the Administrative Procedure Act (APA) and California Building Standards Law, and contributes to the development, revision, and consistent application of DSA regulations across the state.

SPECIAL REQUIREMENTS

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

☐ 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)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Researches and drafts updates to the California Code of Regulations (CCR), Title 24, Parts 6 and 11 (Energy Code and CALGreen), in collaboration with DSA technical subject matter experts. Prepares rulemaking text, supporting documents, and revision logs to support regulatory packages in compliance with California Building Standards Law and the Administrative Procedure Act (APA). Coordinates regulatory timelines, public comment periods, and rulemaking submissions with DSA

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PERCENTAGE	DESCRIPTION
	legal staff, the California Building Standards Commission (CBSC), and other stakeholders. Maintains rulemaking trackers and ensures compliance with statutory deadlines and formatting requirements. Administers and coordinates required trainings related to CALGreen and sustainability initiatives, and supports internal and external audiences by preparing training content, presentation materials, and supplemental resources to promote consistent understanding of new and revised code requirements.
25%	Develops and maintains training content required under AB 247, with a focus on DSA project submittal requirements and approval procedures. Administers and updates modules within the DSA Academy learning management system (LMS) to ensure content remains accurate, current, and accessible to private consultants and other external users. Supports the delivery of AB 247 training by managing course availability and user access within the LMS. Assists users with registration and access issues, monitors training completions, issues certificates of completion, and ensures training is available to consultants seeking certification through the California Department of Education (CDE).
15%	Reports training completion data to the California Department of Education (CDE) for use in determining eligibility for consultant certification under AB 247. Coordinates with CDE and other partners to ensure alignment of reporting timelines and data accuracy. Responds to internal and external inquiries related to training and certification processes in accordance with established guidelines.
10%	Prepares public-facing outreach materials, updates web content, and assists in the development of instructional resources to support program understanding and participation. Supports other DSA Academy efforts by assisting with course builds and training content development for related programs, such as structural safety, access, and sustainability.
10%	Assist in drafting and coordinating regulatory packages beyond CALGreen and the Energy Code, which may include updates to Title 21 or other parts of Title 24. Support the preparation of rulemaking documents for submission to the Office of Administrative Law (OAL), including formatting, public notice tracking, and response to comments. Facilitate and document stakeholder meetings related to these efforts, ensuring consistency with DSA procedures and regulatory standards.
5%	Maintains organized records and archives of training documentation, certificates, and updates to ensure compliance and accessibility; participates in team meetings and provides administrative support as needed to enhance training and outreach efforts in support of the DSA Academy.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other tasks as directed by the SSM I by analyzing and resolving operational issues by utilizing using best practices and other sources as required; develops attendee surveys and analyzes feedback in order to make recommendations for improvements to trainings and examinations.

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 office environment.

Ability to perform efficiently and effectively under deadlines and pressure. Select, access, and use necessary information, data, and communications-related technologies such as computer applications, telecommunications equipment, Internet, voice mail, etc.

Willingness to accept challenges, handle multiple projects simultaneously.

DESIRABLE QUALIFICATIONS

- Regulatory Compliance & Document Review: Experience reviewing legal documents, policies, and/or regulations for compliance with ADA, CBC, and other relevant regulatory standards.
 - Project Management: Proven ability to manage projects, meet deadlines, ensure compliance, and incorporate stakeholder feedback.
 - Accessibility Standards Expertise: Knowledge of ADA, Section 508; experience ensuring digital documents (PDFs, Word) are accessible and compliant.
 - Analytical Skills: Proven ability to analyze data and projects, identify trends and issues, and develop actionable solutions to drive informed decision-making.
- Microsoft Suite Proficiency: Experience using Microsoft Word, Excel, and PowerPoint to create, manage, and analyze documents and presentations efficiently.

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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