

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 28592	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect (DSA)	
UNIT NAME Codes and Standards	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1102 Q St., Ste 5100, Sacramento, CA 95811	
CIVIL SERVICE CLASSIFICATION Construction Supervisor II	POSITION NUMBER 718-580-4030-001	CBID R09
POSITION ELIGIBLE FOR TELEWORK: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday/40 hours	TENURE Permanent	
WORKING TITLE Construction Supervisor II	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 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 Supervising Structural Engineer in Division of the State Architect's Headquarters Codes and Standards Unit, the incumbent is responsible for enforcement of code, policies, procedures and code interpretations under the jurisdiction of the Division of the State Architect (DSA) in accordance with Title 24 of the California Code of Regulations (CCR) and to promote innovative solutions to meet customer needs throughout the State of California. 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.

☒ 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.

Driver's License and Class

This position requires a Driver's License Class: C

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
20%	Assist the Laboratory Evaluation and Acceptance (LEA) Program Administrator by conducting testing laboratory evaluations (via both site visits and in-office work) and monitoring laboratory and special inspector performance during construction utilizing established DSA LEA Program performance and compliance mechanisms to ensure all requirements of the CCR are met in

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
	accordance with DSA policies and procedures. Provide reports to Headquarters and regional office management pertaining to testing laboratory and special inspector practices and reports throughout the construction of projects as requested or necessary.
20%	Acts as a liaison between the Supervising Structural Engineer and disciplines other than structural related to DSA's construction oversight in order to participate in and prepare materials for the DSA Statewide Teams and DSA staff through coordination meetings and other communications with DSA management, supervisors, and other stakeholders to achieve resolution of complex issues and to promote consistent enforcement of the code, policies and procedures within all four DSA regional offices in accordance with CCR, DSA policies, procedures, and other governing statutes and regulations.
10%	Act as a subject matter expert in meetings and other communications with DSA management, supervisors, and other stakeholders, and work with DSA Certification and Education Unit to develop and maintain examination, certification, and acceptance content or criteria for project inspectors, special inspectors, LEA Program engineering managers, and laboratory technicians to ensure compliance with requirements for observation and inspection of construction in accordance with CCR and other governing statutes and regulations.
10%	Act as a subject matter expert in meetings and other communications with DSA management, supervisors, and other stakeholders, and work with DSA Certification and Education Unit to develop, maintain and present training for project inspectors, special inspectors, LEA Program engineering managers, laboratory technicians, and DSA staff to ensure compliance with requirements for observation and inspection of construction in accordance with CCR and other governing statutes and regulations.
10%	Assist Regional Office District Structural Engineers (DSE)s in providing field oversight to DSA certified Project Inspectors by evaluating performance, continually reviewing project documents to determine accuracy and compliance, preparing various reports, and mentoring and training the DSA Certified inspectors utilizing established DSA inspector performance and compliance criteria and processes in order to maintain a standard inspection performance on active construction projects to ensure compliance with CCR, DSA policies, procedures, and other governing statutes and regulations. Provide reports to Headquarters and regional office management pertaining to project inspector performance as requested or necessary.
10%	Perform independent audits and assist Regional Office DSEs in evaluating project files for completeness and accuracy by reviewing for accurate building code interpretation and application to provide recommendation(s) to project inspectors, LEA Program engineering managers, laboratory technicians and design professionals, utilizing the CCR, applicable IRs and expertise to resolve outstanding construction issues and ensure proper certification of construction projects in accordance with DSA policies, procedures, and other governing statutes and regulations.
5%	Assist Regional Office DSEs in ensuring understanding and application of code compliance and/or construction certification requirements during construction phase of projects by providing on-demand and when necessary, on-going expert technical assistance to project design professionals, contractors, and inspectors utilizing various communication methods in order to advise upon requirements and methods of achieving appropriate standards of safety to resolve issues and ensure compliance with CCR, DSA policies, procedures, and other governing statutes and

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
	regulations.
5%	Assist Regional Office DSEs in conducting site visits to construction sites and fabrication sites to review the work of contractors, inspectors and testing laboratories in order to determine and report upon whether soil conditions, materials used and workmanship comply with the duly approved drawings and specifications and to ensure that the construction is consistent with standards required to achieve a level of safety intended by the CCR in accordance with DSA policies, procedures and other governing statutes and regulations.
5%	Act as subject matter expert, and assist in development and maintenance of code regulations necessary for the construction, quality assurance, testing and inspection, and certification of public school, community college and essential services buildings throughout the state of California by adherence to the rulemaking process including coordinating with state agencies, engaging stakeholder groups, participating in public meetings, developing the rulemaking package, and presenting proposed regulations to the California Building Standards Commission and Code Advisory Committees in accordance with applicable California statutes, regulations, and DSA policies and procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Prepares and reviews regular and special reports concerning field 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 20 % 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.

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.

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

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

Follow verbal and written instructions.

May require overnight travel. Travel to various parts of the state.

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.

DESIRABLE QUALIFICATIONS

- 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)

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
-----------------	----------------------	-------------

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 28592	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect (DSA)	
UNIT NAME Codes and Standards	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1102 Q St., Ste 5100, Sacramento, CA 95811	
CIVIL SERVICE CLASSIFICATION Construction Supervisor I	POSITION NUMBER 718-580-4031-XXX	CBID R09
POSITION ELIGIBLE FOR TELEWORK: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday/40 hours	TENURE Permanent	
WORKING TITLE Construction Supervisor	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 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 direction of the Supervising Structural Engineer in Division of the State Architect's Headquarters Codes and Standards Unit, the incumbent assists in enforcement of code, policies, procedures and code interpretations under the jurisdiction of the Division of the State Architect (DSA) in accordance with Title 24 of the California Code of Regulations (CCR) and to promote innovative solutions to meet customer needs throughout the State of California. 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 checked="" 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.

Driver's License and Class

This position requires a Driver's License Class: C

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
20%	Assist the Laboratory Evaluation and Acceptance (LEA) Program Administrator by conducting testing laboratory evaluations (via both site visits and in-office work) and monitoring laboratory and special inspector performance during construction utilizing established DSA LEA Program performance and compliance mechanisms to ensure all requirements of the CCR are met in

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
	accordance with DSA policies and procedures. Provide reports to Headquarters and regional office management pertaining to testing laboratory and special inspector practices and reports throughout the construction of projects as requested or necessary.
20%	Assist the Supervising Structural Engineer (SSE) by collaborating with disciplines other than structural related to DSA's construction oversight in order to participate in and prepare materials for the DSA Statewide Teams and DSA staff through coordination meetings and other communications with DSA management, supervisors, and other stakeholders to achieve resolution of complex issues and to promote consistent enforcement of the code, policies and procedures within all four DSA regional offices in accordance with CCR, DSA policies, procedures, and other governing statutes and regulations.
10%	Act as a subject matter expert in meetings and other communications with DSA management, supervisors, and other stakeholders, and work with DSA Certification and Education Unit to develop and maintain examination, certification, and acceptance content or criteria for project inspectors, special inspectors, LEA Program engineering managers, and laboratory technicians to ensure compliance with requirements for observation and inspection of construction in accordance with CCR and other governing statutes and regulations.
10%	Act as a subject matter expert in meetings and other communications with DSA management, supervisors, and other stakeholders, and work with DSA Certification and Education Unit to develop, maintain and present training for project inspectors, special inspectors, LEA Program engineering managers, laboratory technicians, and DSA staff to ensure compliance with requirements for observation and inspection of construction in accordance with CCR and other governing statutes and regulations.
10%	Assist Regional Office District Structural Engineers (DSE)s in providing field oversight to DSA certified Project Inspectors by evaluating performance, continually reviewing project documents to determine accuracy and compliance, preparing various reports, and mentoring and training the DSA Certified inspectors utilizing established DSA inspector performance and compliance criteria and processes in order to maintain a standard inspection performance on active construction projects to ensure compliance with CCR, DSA policies, procedures, and other governing statutes and regulations. Provide reports to Headquarters and regional office management pertaining to project inspector performance as requested or necessary.
10%	Perform audits under supervision of the SSE and assist Regional Office DSEs in evaluating project files for completeness and accuracy by reviewing for accurate building code interpretation and application to provide recommendation(s) to project inspectors, LEA Program engineering managers, laboratory technicians and design professionals, utilizing the CCR, applicable IRs and expertise to resolve outstanding construction issues and ensure proper certification of construction projects in accordance with DSA policies, procedures, and other governing statutes and regulations.
10%	Assist Regional Office DSEs in ensuring understanding and application of code compliance and/or construction certification requirements during construction phase of projects by providing on-demand and when necessary, on-going expert technical assistance to project design professionals, contractors, and inspectors utilizing various communication methods in order to advise upon requirements and methods of achieving appropriate standards of safety to resolve issues and ensure compliance with CCR, DSA policies, procedures, and other governing statutes and

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
	regulations.
5%	Assist Regional Office DSEs in conducting site visits to construction sites and fabrication sites to review the work of contractors, inspectors and testing laboratories in order to determine and report upon whether soil conditions, materials used and workmanship comply with the duly approved drawings and specifications and to ensure that the construction is consistent with standards required to achieve a level of safety intended by the CCR in accordance with DSA policies, procedures and other governing statutes and regulations.
5%	Act as subject matter expert, and assist in development and maintenance of code regulations necessary for the construction, quality assurance, testing and inspection, and certification of public school, community college and essential services buildings throughout the state of California by adherence to the rulemaking process including coordinating with state agencies, engaging stakeholder groups, participating in public meetings, developing the rulemaking package, and presenting proposed regulations to the California Building Standards Commission and Code Advisory Committees in accordance with applicable California statutes, regulations, and DSA policies and procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Prepares and reviews regular and special reports concerning field 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 20 % 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.

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.

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

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

Follow verbal and written instructions.

May require overnight travel. Travel to various parts of the state.

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.

DESIRABLE QUALIFICATIONS

- 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.
-

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ 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 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
---------------	--------------------	-------------

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
-----------------	----------------------	-------------