

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 29382	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Project Services Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1515 Clay Street, Suite 1201, Oakland, CA 94612	
CIVIL SERVICE CLASSIFICATION Supervising Architect	POSITION NUMBER 718-195-3958-001	CBID S09
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday through Friday/40 hours per week	TENURE Permanent	
WORKING TITLE Supervising Architect - Telework Option	TIMEBASE Full-Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ 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 Regional Manager, the Supervising Architect in the Project Services Unit supervises the work of architectural, engineering and project closing staff performing intake plan review and certifications for submitted construction project documents for public schools, community colleges, essential services buildings, and state-owned and/or leased buildings; coordinates the work of staff performing field supervision of projects under construction 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
☐ 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)			

Telework

The employee must reside in California.

Certificate

This position requires a certificate in: Architect issued by the California State Board of Architectural Examiners

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Ensures construction plans are evaluated for minimum specification requirements by facilitating and delegating workload to architectural and engineering staff in order to coordinate the intake of construction plans and specification documents for review to ensure uniformity and compliance with DSA procedures, the CBC and other governing regulatory requirements.

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
20%	Provides guidance, mentoring and technical support to architectural and project certification staff utilizing them during the intake and certification phases by continually monitoring volume of work and assessing expertise of staff in order that plans are evaluated for consistent application of codes and regulations to ensue being in accordance with DSA procedures, the CBC and other governing regulatory requirements.
15%	Ensures constructions projects are certified in timely a manner utilizing Project Certification staff by providing guidance, reviewing and monitoring workload/project database to ensure completed work for consistency, accuracy and completeness using the Project Certification process in order to be in accordance with DSA procedures.
15%	Responds to inquiries from division management, school district personnel, architects, engineers, inspectors, contractors and stakeholders by provisions of relevant architectural, accessibility and fire/life safety statutes utilizing regulations such as Education Code (Field Act), Government Code 4450, Title 24 and CBC in order to advise them on the interpretation and application of the laws and regulations governing the construction to ensure being in accordance with DSA procedures.
10%	Advises project architects, engineers, school district and state officials, and the public by meeting with them to discuss code utilizing other design issues related to the construction projects in order to be under the DSA jurisdiction to ensure being in accordance with DSA procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Acquire knowledge on updated and/or new accessibility and fire/life safety, statutory and/or regulatory programming advancements for persons with disabilities by attending periodic internal/external training(s) by utilizing knowledge of the DSA mission, program, and operations in order to maintain the expertise of state and federal building accessibility laws and regulations to ensure that DSA is following laws and procedures.

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.

Dress appropriate for professional office environment.

Occasional travel to attend meetings and training; may include areas impacted by disaster (i.e. earthquake, flood, fire, etc.).

Ability to use Microsoft Office programs, eTracker, and electronic plan review programs.

DESIRABLE QUALIFICATIONS

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