

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 29088	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Sustainability	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 355 S. Grand Ave, Ste 2100, Los Angeles, CA 90071	
CIVIL SERVICE CLASSIFICATION Senior Architect	POSITION NUMBER 718-585-3961-003	CBID R09
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 Regional Sustainability 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 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 general direction of the Supervising Architect for the Sustainability Unit in Headquarters, the position is responsible to assist school districts in with California Energy Code and Green Building Standards Code (CALGreen) compliance, and for the development and implementation of the Headquarters Architectural Codes and Policies, Sustainable Schools Program, for K-12 public schools and community colleges including rulemaking and plan review to advance school facility sustainability.

☐ 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)			

SPECIAL REQUIREMENTS**Telework**

The employee must reside in California.

Professional License

This position requires a valid license in: Architect in the CA State Board of Architectural Examiners

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	In conjunction with regional office staff, attends pre-application meetings and responds to school district and design team questions regarding project compliance, DSA policies, procedures, forms and other publications pertinent to the Sustainable Schools program and related topics, to assure California Energy Code and CALGreen Code compliance of K-12 and Community College projects. Conducts California Energy and CALGreen Code portions of intake review to confirm all required design professional certifications and documentation are submitted to validate compliance.
20%	Implements the DSA HQ Sustainable Schools Program as the regional liaison to local school districts

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PERCENTAGE	DESCRIPTION
	to assist in implementation of district sustainability goals and to maximize cost effective sustainability efforts at California schools, promoting resource conservation, resiliency and energy efficiency. Interfaces with the school board and district personnel, the Department of Education and Office of Public School Construction related to the development and implementation of district master plans to secure state funding for energy efficiency measures related to air quality, resource conservation, resilience and student health.
15%	Develops and maintains interpretations of regulations (IRs), policies, procedures and informational bulletins related to the application of CALGreen and Energy Code compliance for K-12 public schools and community colleges through research of regulatory and rulemaking documents, technical standards, and interpretive manuals . Engages with DSA technical plan review staff, project inspectors, design professionals, school districts, and state agencies to inform of DSA policies and procedures related to compliance of of all parts of the California Building Standards Code and related requirements.
10%	Interfaces, collaborates with and responds to inquiries verbally and in writing to K-12 school and community college districts, design professionals, state agency representatives and other organizations to promote and address sustainable school construction in accordance with all parts of Title 24 California Building Standards Code, and statutes, regulations and statewide programs associated with the design and construction of safe, healthy, efficient, sustainable schools to achieve California's climate action goals.
10%	Performs plan review for pre-checked (PC) permanent modular and relocatable buildings for CALGreen and Energy Code compliance using DSA approved software for plan review, project tracking and scheduling to ensure conformance to the California Building Standards Code Parts 1, 2, 6, and 11. Provides list of deficiencies, and corresponds with design professionals and other DSA plan review staff to address necessary corrections to ensure compliance of Title 24 California Building Standards Code and all other related requirements. Develops standardized plan review procedures, checklists, and notes for use in the plan review of PC applications. Coordinates with contracted plan review consultants in the review of PCs and conducts quality assurance checks of consultant plan reviews.
10%	Leads, administers and assists with special projects as assigned by the Supervising Architect in support of all disciplines related to the Architectural Codes and Policies Unit.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Conduct research and attend training courses and related special committee meetings as needed to stay current on green building, energy efficiency, and site sustainability knowledge.
	Represent DSA by attending and presenting at meetings and conferences to provide information to stakeholder groups.

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.

May travel within the state on occasion.

DESIRABLE QUALIFICATIONS
- LEED AP BD+C or LEED Green Associate Credential

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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