

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 29353	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Fire & Life Safety Plan Review Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 355 S Grand Ave, Ste 2100, Los Angeles, CA 90071	
CIVIL SERVICE CLASSIFICATION Fire & Life Safety Officer II	POSITION NUMBER 718-315-4351-008	CBID R09
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday-Friday / 8:00am-5:00pm	TENURE Permanent	
WORKING TITLE Fire & Life Safety Officer II	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, the position reviews and approves the more complex construction project plans including the post approval documents to ensure compliance with the California Building Code (CBC), California Code of Regulations (CCR), Accessibility and Fire and Life Safety requirements, applicable regulations and standards for public schools, community colleges, and state-owned and state-leased essential services buildings. The incumbent also provides technical lead direction to the Fire & Life Safety Officer I staff.

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)

Medical Clearance

This position requires medical evaluation clearance.

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Performs the more complex review of construction project plans, fire alarm and sprinkler shop drawings, Construction Change Documents (CCDs), addenda and other submittals by identifying plans and specifications needing correction utilizing mark-up tools on electronic or paper project drawings in order to provide consultative services to DSA clients, to ensure compliance with fire and life safety codes, regulations and standards in Titles 19 and 24 of the California Code of Regulations.
35%	Interacts with design professionals in person and/or virtually by meeting before and during plan

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PERCENTAGE	DESCRIPTION
	review, consultation and technical assistance, responding to questions, tracking, prioritizing, and managing the fire and life safety inventory of project submittal utilizing applicable mark-up tools on electronic or paper project drawings in order to resolve and enforce the most difficult fire and life safety code issues and requirements in order to reduce construction errors using knowledge of Title 19 and 24 requirements and DSA plan review process to ensure compliance with DSA regulations.
15%	Acquires knowledge on new and/or updated building and facility accessibility programming advancements for persons with disabilities by researching and attending monthly internal/external training(s) utilizing knowledge of the CCR in accordance with DSA in order to maintain thorough expertise of state and federal building accessibility laws and regulations to ensure required accessibility and safety measures.
10%	As directed, may perform the more complex site construction observation by preparing construction reports, and advises project participants to identify progress and problems as they relate to fire and life safety building standards utilizing building codes , regulations, statutes, technical books/manuals and applicable project literature for construction project approval in order to determine that materials being used are in compliance with applicable codes and requirements to ensure compliance with fire and life safety codes and regulations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participates in the development of statewide policies and procedures to achieve statewide consistency, attend staff meetings and statewide team meetings.

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

Professional office environment.

May travel within the state if directed.

Effectively handle stress, meet deadlines, and communicate with clients and staff.

Read, apply, and interpret technical documents, construction documents, laws, codes, standards, and guidelines.

DESIRABLE QUALIFICATIONS

- Demonstrate tact and diplomacy
- Be dependable, trustworthy, reliable, adaptable, and punctual
- Ability to act independently and to work and contribute effectively

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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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POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday-Friday / 8:00am-5:00pm	TENURE Permanent	
WORKING TITLE Fire & Life Safety Officer I	TIMEBASE Full-Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
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POSITION CONCEPT

Under the general supervision of the Supervising Architect and lead direction of the Fire and Life Safety Officer II in Access and Fire & Life Safety Plan Review Unit, the position performs entry level fire and life safety plan checking, reviewing and collaborating with the FLSO II on larger more complex construction project plans, verifying non-compliant issues are corrected for approval (Back-Check) and reviewing construction change documents for approval in order to determine and ensure compliance of the California Building Code (CBC), applicable regulations and standards for public schools, community colleges, and state-owned essential services buildings.

☒ 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%	Performs the less complex review of construction project plans, Construction Change Documents (CCDs), addenda and other submittals by identifying plans and specifications needing correction, utilizing applicable mark-up tools on electronic or paper project drawings, in order to provide consultative services to DSA clients, to ensure compliance with DSA procedures, the California Code of Regulations, California Building Codes, and Fire and Life Safety requirements, and applicable regulations and standards for public schools, community colleges and state-owned and state-leased

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PERCENTAGE	DESCRIPTION
	essential service buildings.
35%	Tracks and monitors inventory of assigned project submittals by providing consultation and technical assistance before and during plan review, utilizing meetings with design professionals and responding to questions, in order to manage and resolve the most difficult issues, to ensure fire and life safety code requirements in accordance with Title 19 and 24 are enforced and construction errors are reduced.
20%	Performs the less complex site construction observation, by preparing construction reports, and advises project participants to identify progress and problems as they relate to fire and life safety building standards to ensure compliance with fire and life safety codes and regulations.
10%	Acquires knowledge on new and/or updated fire and life safety, statutory and/or regulatory programming advancements by researching and attending periodic internal/external training(s) utilizing new and updated resources in order to maintain thorough expertise of state and federal building laws and regulations to ensure required safety measures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
	N/A - All functions associated with this position has been deemed essential

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

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