

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☒ Current☐ Proposed

RPA NUMBER 29469	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Plan Review and Field Oversight Support	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 355 S. Grand Avenue, Suite 2100, Los Angeles, CA 90071	
CIVIL SERVICE CLASSIFICATION Staff Services Analyst	POSITION NUMBER 718-395-5157-XXXX	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 40 hours per week	TENURE Permanent	
WORKING TITLE Registration Analyst - 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 the supervision of the Staff Services Manager I (SSM I) of the Plan Review and Field Oversight Support Unit (PRFOS), the Staff Services Analyst (SSA) serves as the Registration Analyst; the position is responsible for the administration of construction project scheduling and program maintenance and development and updating of policies, procedures, and internal/external user manuals related to the Los Angeles Regional Office Project Submittal Registration Program (Registration Program) in accordance with established DSA office guidelines, DGS Core Values, and DSA Employee Expectations in order to ensure the compliance with DSA's policies and procedures in conjunction with Title 24, California Building Code (CBC).

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%	Support in managing the registration and coordination of construction project plan review requests (DSA-1) by conducting basic analysis of proposed scope to identify key elements, evaluate and suggest timelines for timelines for plan reviews, catalog various DSA-1 documents received from clients according to Registration Program procedures, use Box (cloud-based database), eTracker, and Microsoft Excel for tracking and organizing data, support the scheduling of plan review for DSA technical staff to ensure timely compliance with the California Building Code (CBC) and DSA policies and help ensure all processes align with compliance requirements.
30%	Helps organize and maintain performance metrics data for the DSA Los Angeles Regional Office by researching, gathering and analyzing qualitative, quantitative, and technical data and collaborating

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	with internal and external stakeholders. Utilizes data-analysis techniques in order to advise management on the impact of high volume of registrations, assist in identifying operational efficiencies and update and implement Registration Program policies and procedures to ensure statistical and data quality are optimized and all work processes are efficient and effective division-wide.
25%	Oversees the Over-The-Counter (OTC) submittals for the Los Angeles Regional Office by conducting initial review and analysis of each submittal for requirements and establishes the electronic plan review environment to ensure accuracy and completeness of the pdf preparation of submitted plans and specifications using DSA databases and pdf editing software. Consults with technical staff in reviewing documents for correct formatting and DSA document stamping requirements to ensure code compliance and understanding of OTC Program usage requirements in accordance with DSA Policies and Procedures.
10%	Participates in special projects and assignments related to all administrative functions in the office by conducting research and analysis, gathering data, completing assigned tasks, reporting on statuses, and drafting summaries in order to provide recommendations and various reports to management utilizing completed staff work principles, to ensure continuous business operations, organizational effectiveness and program and process improvements in alignment with strategic goals and objectives.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	As directed by the SSMI, and/or RM, collaborates with other analysts in other units and offices and provides analytical support to other technical staff by attending meetings, events and participating in focus groups as needed in order to share and convey information related to DSA processes and requirements to DSA Management and staff to ensure division-wide transparency and awareness using effective communication methods; may also attend meetings on behalf of the SSMI and/or RM and provides back-up administrative support to the office as needed.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Professional office environment.

Daily use of personal computer and a variety of software applications including Microsoft Outlook and Teams.

Frequent use of office equipment such as copiers, scanners, and telephone.

DESIRABLE QUALIFICATIONS

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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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