

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 29902	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Code & Policy	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1515 Clay St, Ste 1201, Oakland, CA 94612	
CIVIL SERVICE CLASSIFICATION District Structural Engineer	POSITION NUMBER 718-580-3332-005	CBID E48
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input 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 through Friday/ 40 hours per week	TENURE Permanent	
WORKING TITLE HQ District Structural Engineer -Telework Option	TIMEBASE Fulltime	
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 (SupSE) in Codes & Policy unit, this position provides support to both the Structural Safety Design Review (plan review) and Construction Oversight (field) operations, the position is responsible for creating, interpreting and enforcing code in order to resolve complex issues and promote consistent, innovative solutions to align with the DSA's oversight of project structural safety and engineering in accordance with DSA policies and procedures, Title 24 of the California Code of Regulations (Title 24), and other governing regulatory requirements.

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.

**Vehicle Home Storage Permit**

A Vehicle Home Storage Permit is required for any employee who stores a state vehicle at or in the vicinity of his/her home on a frequent basis as defined by CCR, Title 2, Section 599.808 (d).

**Driver's License and Class**

This position requires a Driver's License Class: C

**Certificate**

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This position requires a certificate in: Structural Engineer in the State of California

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
20%	Develop and maintain code regulations necessary for the design, 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, conducting 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.
20%	Develop and maintain statewide policies, operating procedures, code interpretations and enforcement by meeting with internal and external stakeholders and working with the Communications Unit to disseminate information to ensure consistent application by the four DSA regional offices related to the requirements for the design, construction, quality assurance, testing and inspection, and certification of public schools, community colleges, state-owned, and state-leased essential services buildings.
15%	Prepare technical rationale and communications utilizing various communication methods and expertise in order to maintain and disseminate new and/or updated information to ensure DSA staff, inspectors, testing laboratories, school districts, design professionals and other stakeholders are provided with current information and guidance in accordance with DSA policies and procedures, Title 24, and other governing regulatory requirements.
10%	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 DSA policies and procedures.
10%	Meet with and provide guidance, assistance and/or subject matter expertise during the design and construction of buildings and structures to DSA plan review and field engineers, project architects, engineers, inspectors, testing laboratory staff, contractors, owners of public schools and essential services buildings, and other state agencies in order to advise upon requirements in State regulations and methods of achieving appropriate standards of safety to resolve issues and ensure compliance with DSA procedures, Title 24, and other governing regulatory requirements.
10%	Act as a subject matter expert in meetings and other communications with DSA management, supervisors, and other stakeholders to develop and maintain training, examination, certification, and acceptance content or criteria for DSA staff and external stakeholders to support program needs to ensure effective oversight of design and construction through consistency in interpretation of Title 24 and other governing regulations.
5%	Conduct construction site visits and visits to DSA accepted laboratories to review the work of the project design professionals, 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 of building and foundation is consistent with standards required to achieve a level of safety intended by Title 24.
5%	Conduct analyses of new or existing structures, building components, and alternate systems in

PERCENTAGE	DESCRIPTION
	order to determine their adequacy to withstand forces of gravity, wind and earthquake by reviewing construction documents and engineering reports using knowledge of structural engineering principles, Title 24 and referenced standards. Prepare reports of such analyses in order to advise DSA staff, design professionals and owners of action required to ensure conformance with Title 24 and DSA policies and procedures.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	<p>Act for the Supervising Structural Engineers or Principal Structural Engineer in their absence by assisting with inquiries from division management, architects, engineers, inspectors, testing laboratory staff, contractors, school district personnel, clients and/or stakeholders in order to maintain the continuity of services, provide information, direction and/or solutions utilizing various communication methods and expertise to ensure DSA meets its mandate to provide design and construction oversight for K-12 schools, community colleges, and various other state-owned and leased facilities in accordance with the DSA Mission Statement, Strategic Plan and Policy.</p> <p>Perform other tasks as directed by the SupSE.</p>

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Travel (Specify the percentage in the travel box below)

Travel 10 % of the time to various locations and may include overnight travel by various methods of transportation.

- Occasional travel by vehicle or airplane to attend outreach events, meetings, examinations, and trainings.

**DESIRABLE QUALIFICATIONS**

- Excellent organization skills.
- Strong and effective oral and written communication skills.
- Ability to communicate confidently and courteously with people of different backgrounds and at various levels of responsibility within state government and external clients.
- Demonstrates the ability to act independently with flexibility and awareness of organizational goals or objectives.
- Demonstrates excellent listening skills and has good time management.
- The ability to work collaboratively in a team setting.
- Record of taking initiative, assuming responsibility, and exercising good judgment.

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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

*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