



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 4715 Associate Space Planner
Branch: Facilities Operations Branch	Working Title: Associate Space Planner
Unit: Facilities Management	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 044-4715-003	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Effective Date: 03/30/2026

Direction Statement and General Description of Duties: Under the general supervision of the Supervisor I in the Facilities Operations Branch, the Associate Space Planner is responsible for design, project development, and construction management for facility modifications, tenant improvement projects, renovations, and construction projects involving modular systems and component furniture and the more complex, technical, and analytical activities pertaining to planning, budgeting, design, space use, construction, and staff relocation.

Provides professional level technical support and direction in the field of space planning including planning and project development, design, and construction coordination. Provides project management with a focus on interior space programming and design.



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Percentage and Essential/Marginal Functions:	
40%	(E) Acts as the Project Coordinator, managing larger, more complex, modular systems furniture (MSF) alteration and relocation projects, performing the following tasks: develops project scope with management, monitors, and manages projects to ensure on schedule completion within budget, while conforming to applicable codes and program requirements. Creates interior space design and MSF layouts to support new and reconfigured workstations and office layouts in DMV locations statewide, using AutoCAD software. Reviews and evaluates interior space planning needs, creates program workflow, and space analyses documentation to successfully design new and reconfigured MSF workstations, utilizing departmental long-range planning goals, program data, and space standards, while meeting Americans with Disabilities Act (ADA) and the State Fire Marshall requirements. Develops designs, gains approvals from programs and management, determines budgetary estimates, and acts as lead to support the installation of MSF, managing projects to completion. Acts as a DMV project lead to coordinate internal teams and external vendors during minor facility renovations, relocations, and temporary building closures due to minor construction work, including facilitating meetings, creating project schedules, and coordinating with all stakeholders. Coordinates the ordering, delivery, storage, cleaning, installation, and acceptance of MSF, including procuring parts and submitting contracts or requests for services and repairs. Conducts on-site preliminary job walks with California Correctional Training and Rehabilitation Authority (CALCTRA) or their MSF vendors, Telecommunications staff, general contractor, cabling and electrical vendors and departmental stakeholders. Identifies potential problems and solutions to ensure projects run smoothly and on schedule. Performs on-site verifications of MSF installation and construction to ensure compliance with building codes. Conducts final MSF and construction "punch" walk-through, develops a thorough "punch list", and coordinates problem resolutions with vendors and other DMV stakeholders. Represents the department and acts as a liaison between building managers, lessors, contractors, vendors, architects, engineers, CALCTRA staff, Department of General services (DGS) space planners, real estate officers, and designated DMV staff in project coordination and implementation.
25%	(E) Conducts field verifications and performs site measurements to substantiate and update accuracy of CAD master building plans. Researches program requests, meets and confers with department headquarters and field office supervisors, managers, and Divisional Facilities Coordinators (DFCs). Assists with long range space planning, analyses of short- and long-term programmatic office space needs and makes recommendations to other



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	project team members and management. Recommends solutions to solve problems related to: ADA access compliance, lighting, adjacencies, space utilization, ventilation, employee and customer circulation, work surface heights, ergonomics, sound levels, equipment location/usage, and approved reasonable accommodations. Schedules appointments and meets with the State Fire Marshal to review design drawings and for on-site inspections. Responds to facilities and safety issues and consults with the Department's Health and Safety Officer, etc., when facility-related health and safety issues have been identified, and/or when concerns have been expressed. Resolves occupational health and safety issues involved or related to workstation and/or space use.
20%	(E) Tracks, analyzes, resolves, and closes out trouble tickets pertaining to issues under the purview of the Space Planning Unit. Designs, coordinates, and oversees employee, furniture and equipment moves. Gathers information from DFCs, management, and other stakeholders and analyzes the requests. Makes recommendations for improvements that will better utilize departmental space and meet the requirements of ADA and State Fire Marshall. Develops and provides additional alternatives whenever requested changes cannot be accommodated or are not in the best interest of the department and/or its employees. Leads in conducting and attends various project oversight meetings, including preliminary on-site scope meetings to ensure project scope is identified. Schedules work for contract moves and acts as a lead over the vendors who assist in the above functions. Performs post move site visits to verify work was completed satisfactorily, and space is acceptable to Facilities. Arranges for temporary storage space and transportation for secondary moves, if needed.
10%	(E) Completes project reports with updates on assignments. Participates in the analysis of material selections. Designs typicals and provides recommendations to management for approvals. Acts as back-up to the unit's Divisional Facility Coordinator including, reviewing, analyzing, coordinating, and scheduling daily work requests and warehouse organization for the HQ MSF and moving vendors. Acts as a back-up to the unit's AutoCAD Administrator, including sending/receiving and logging electronic file transmittals between the department and its business partners, setting up user project files, fulfilling requests for building plots and PDF files, maintaining project management files, and analyzing received files for accuracy and compliance with ADA and State Fire Marshal Codes. Updates CAD archive (master) files accordingly.
5%	(M)



DEPARTMENT OF MOTOR VEHICLES
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	Backs up other Space Planners in the unit. Assists with Facilities special projects as needed. Performs other job-related duties as assigned.
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Supervision Received: The incumbent reports directly to the Supervisor I. May receive assignments from other divisional management.
Supervision Exercised and Staff Numbers: None.
Physical Requirements: Primarily sedentary for extended periods of time. Operates a computer terminal with repetitive use of hands. Occasional reaching above shoulder level and occasional bending/stooping.
Special Requirements: Must pass background and fingerprint clearances prior to hire.
Personal Contacts: Will interact with departmental staff at all levels, contracted vendors, private industry vendors, and other state agencies by phone, e- mail, and in person, as needed. Interactions may be general, confidential, sensitive, and informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement



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MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE