

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 28932	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) 1102 Q St, Ste 5200, Sacramento, CA 95811	
CIVIL SERVICE CLASSIFICATION Fire & Life Safety Officer I	POSITION NUMBER 718-215-4348-xxx	CBID R09
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-Friday / 8:00am-5:00pm	TENURE Permanent	
WORKING TITLE Fire & Life Safety Officer I	TIMEBASE Full-Time	
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 lead direction 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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	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 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 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

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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

C & P APPROVED BY	DATE SIGNED