

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 30251	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Sustainability	
UNIT NAME Clean Transportation Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Project Director I	POSITION NUMBER 306-633-4019-906	CBID R09
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input checked="" type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) 8:00 AM - 5:00 PM / Monday - Friday	TENURE Limited Term	
WORKING TITLE Project Director 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 close supervision of the Clean Transportation Unit's Manager/Chief, Office of Sustainability, the Project Director I is responsible for providing oversight and management of the less complex capital outlay projects, generally overseeing the development and installation of Zero Emission Vehicle (ZEV) charging infrastructure projects at state facilities, utilizing excel, the Transportation Unit's project management tracking database and the Office of Sustainability's Dashboard, in accordance with the State Administrative Manual Section 6800, California Government Code Section 14957 and 4525 et seq., Public Contract Code, Public Resource Code, California Code of Regulations, Title 14, Chapter 3, Section 15000, Titles 19, 21, 22 and 24.

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)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Manages the entire construction bid process, issuance and oversight of contracts for all ZEV capital outlay project phases including project initiation, monthly project progress reviews, project close out, coordinating and facilitating bid-walks, pre-construction project initiation meetings, and making regular site-visits to construction sites, in order to guarantee timely contractor compliance with project scope, schedule and to verify work performed, to ensure the efficient and cost effective installation of ZEV charging infrastructure at state facilities.
30%	Provides direct oversight and review of all working drawings, specifications, cost estimates, construction documents and plans, including electrical drawings, preparing projects' front-end and

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	Division I specifications and other documentation for State Fire Marshal and Division of the State Architect's review, in order to provide project accuracy and compliance with all legal and program requirements, to ensure successful installation of Electric Vehicle (EV) charging infrastructure at state facilities; utilizing Architectural and Engineering (A&E) firms' engineering expertise.
20%	Maintains and manages overall budget and costs for less complex ZEV infrastructure projects by requesting the transfer of funds as appropriated for a project to the Architectural Revolving Fund, establishing and monitoring the budget for all project expenses, reconciling the expenditures of a project throughout the project and close-out period, reviewing consultant and/or contractor invoices and approving for payment after certifying funding availability and accuracy, in order to provide proper budgeting, funding and outgoing payments for all projects, to ensure the cost effective installation of EV charging infrastructure at state facilities; utilizing PeopleSoft and the Financial Information System for California (FI\$Cal).
10%	Conducts preliminary site assessments with A&E firms and state departments by traveling to potential host sites and assessing the inventory and analysis of existing and future electrical capacity and load, potential compliance with the Americans with Disabilities Act, conducting connector runs and existing ZEV infrastructure at the potential host site, in order to determine if a project is viable and cost effective, to ensure the efficient and cost effective installation of ZEV infrastructure at state facilities; utilizing A&E firms' engineering expertise.
10%	Maintains current ZEV project status by producing and communicating accurate project funding and project status reports to the Transportation Unit and client agencies, in order to provide up-to-date information and project timelines, to ensure accurate and timely information is provided to management and clients; utilizing Fi\$cal, the Transportation Unit's project tracking database and the Office of Sustainability's Dashboard.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS Travel (Specify the percentage in the travel box below)Travel 70 % of the time to various locations and may include overnight travel by various methods of transportation.

- Valid Real ID driver's license.
- Travel statewide may be required weekly by automobile or airplane and may involve overtime.
- Work outdoors in all weather conditions, including rain, heat, or cold.
- Work may involve moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and loud noises.
- May involve entering secured job sites such as state prisons, youth institutions, and mental hospitals.
- Travel may involve various transportation modes, including airplanes, taxis, and cars.
- Use hand carts or hand trucks to transport documents and equipment (e.g., laptop, files, reference manuals, solicitation documents).
- Standing, walking, or sitting for extended periods.

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DESIRABLE QUALIFICATIONS

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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C & P APPROVED BY	DATE SIGNED
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