

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 30225	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Field Review Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 10920 Via Frontera, San Diego, CA 92127	
CIVIL SERVICE CLASSIFICATION District Structural Engineer	POSITION NUMBER 718-435-3332-xxx	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 District Structural Engineer (Specialist)	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 the general direction of the Principal Structural Engineer, the position acts as the subject matter expert by managing the development and implementation of the modernization of DSA's project and program management software system (eTracker) used for public schools, community colleges, and essential services building projects submitted to the DSA and used to manage databases for statutory programs. This position will promote and maintain state-wide efforts to expedite the plan review and ensure plan review consistency amongst the four Regional Offices to ensure compliance with applicable laws, rules and California Code Regulations related to policies and procedures, directives and guidelines established by the California Building Code.

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.

Certificate

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

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Manages the eTracker modernization project by understanding DSA processes, procedures and

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	policies, collaborating with members from all teams at DSA, such that state-wide eTracker system meets DSA's policies, procedures, and statutory requirements, in conjunction with collaborating with the DGS Enterprise Technology Solutions (ETS) division to develop criteria for programmers to implement the eTracker modernization, deployment, and maintenance.
20%	Reviews all DSA policies, procedures, processes, and programs including but not limited to business services, plan review, construction oversight, certification, accounting, project inspector program, laboratory evaluation and acceptance program, and certified access specialist program, utilizing knowledge of applicable statutes and regulations and school construction principles in order to ensure the eTracker modernization project meets the needs of these programs.
20%	Manages eTracker training for staff, stakeholders and clients by developing and delivering webinar and classroom curriculum and as needed, assisting staff and stakeholders in the understanding of the deployed eTracker updates.
15%	Leads the performance testing of newly deployed eTracker updates and collaborates with others to ensure effectiveness of eTracker. Evaluates and adjusts eTracker processes to ensure effective and timely delivery of services. Recommends and implements solutions to issues discovered during evaluations and testing of new updates.
15%	Oversees mandated building code compliance by visiting construction sites, observing and evaluating the construction and structural engineering issues utilizing accurately prepared and completed Reporting of Findings and Conclusion (Field Report) to ensure applicable building codes and regulation compliance and are in accordance with the CCR and DSA Policy. Mitigates and/or resolve code violations and determine if Fire and Life Safety and/or Access compliance plan review are necessary by evaluating and approving Construction Change Documents. Provides field oversight to DSA certified project inspectors by evaluating performance. Pre-approves assignment of workload of DSA Certified project inspectors for new construction projects by evaluating qualifications. Evaluates project files for completeness and accuracy to ensure proper certification and closeout of construction projects in accordance with the CCR and DSA Policy.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Acts for the Principal Structural Engineer in their absence and represents the division at meetings and/or conferences as directed using knowledge of the DSA mission, program and operations to ensure the continuity of services by providing information, direction and/or solutions.

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.

May require overnight travel. Travel to various parts of the state.

May be exposed to excessive noise or chaotic environments.

Sit and stand frequently.

Walk occasionally to frequently on a wide range of surfaces for varying distances, indoors or outdoors, in various weather conditions, which may become slippery due to the weather or spillage of liquids or which may be uneven or rough.

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Lift and carry occasionally to frequently, in the medium (up to 50 pound maximum) range.

Push, pull, and grip occasionally to frequently.

Stoop, bend, kneel, reach, squat, climb, twist and stretch, occasionally to frequently, to sufficiently observe, manipulate, and move objects 360 degrees horizontally, from floor through overhead levels.

May be exposed to various lighting conditions, including dim or bright light.

Travel to areas impacted by disaster (i.e. earthquake, flood, fire, etc.).

DESIRABLE QUALIFICATIONS

Leadership skills that demonstrate ability to work with a team of skilled people in a highly technical project that requires collaboration with accountants, engineers, architects, software engineers, and managers to deliver solutions and results in a timely manner while working within budget.

Manage time effectively to accomplish multiple tasks within scheduled restraints.

Interpret and apply appropriate laws, rules, regulations, policies, etc. in order to gather and provide information and respond to inquiries from within and outside the Department to ensure compliance.

Communicate effectively, intelligibly, and professionally, by way of verbal, written, or electronic communication, disseminate information, respond to inquiries, provide direction and training, and document appropriate information.

Accurately maintain records and reports to provide information to comply with departmental policies and regulations.

Analyze situations accurately and thoroughly, in order to determine and implement effective and appropriate courses of action.

Follow verbal and written instructions.

Maintain all licenses.

Possess a valid driver's license to operate a motor vehicle.

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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