

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30618	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Access Plan Review Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1102 Q Street, Suite 5200, Sacramento, CA 95811	
CIVIL SERVICE CLASSIFICATION Associate Architect	POSITION NUMBER 718-225-3964-xxx	CBID R09
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	TENURE Permanent	
WORKING TITLE Associate Architect - Telework Option	TIMEBASE Full-Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ 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 general supervision of the Supervising Architect, the position reviews and approves the less complex construction project plans including the post approval documents to ensure compliance with the California Building Code (CBC), California Code of Regulations (CCR), Accessibility and Fire and Life Safety requirements, applicable regulations and standards for public schools, community colleges, and state-owned and state-leased 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)

Telework

The employee must reside in California.

Certificate

This position requires a certificate in: Architect issued by the California Architects Board

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Reviews the less complex construction project plans, construction change documents (CCDs), addenda and other submittals by identifying plans and specifications needing correction, using 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 CCR, CBC, Accessibility and Fire and Life Safety requirements, and applicable regulations and standards for public schools, community colleges and state-owned and state-leased essential service buildings.

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PERCENTAGE	DESCRIPTION
25%	Verifies the less complex non-compliant building code and regulation issues on project documents which have been corrected by consultation with the assigned project architect, by reviewing addenda, CCDs, deferred submittals, and mark-up of corrected items, using applicable mark-up tools on electronic or paper project drawings, and records the signature of the DSA Stamp of Approval, in order to confirm that requested corrections have been made (Back-Check), to ensure compliance with DSA procedures and all applicable codes and requirements.
25%	Verifies that construction methods for building accessibility are being interpreted correctly and materials are utilized appropriately, by performing technical research, utilizing building codes, regulations, statutes, technical books/manuals and applicable project literature for construction project approval, in order to determine that the materials being used are in compliance with applicable codes and requirements to ensure required accessibility and safety measures.
10%	Acquires knowledge on new and/or updated building and facility accessibility programming advancements for persons with disabilities by researching and attending monthly internal/external training(s) in order to maintain thorough expertise of state and federal building accessibility laws and regulations to ensure required accessibility and safety measures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participates in preliminary construction design meetings with clients, in order to advise and provide information to project architects, engineers, contractors, public school owners on State code regulations, building access requirements, and methods to achieve the required standards for accessibility, and makes recommendations to coordinate project documents utilizing knowledge of the CCR in accordance with DSA procedures.

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

Occasional travel to attend meetings and trainings

DESIRABLE QUALIFICATIONS

- Ability to read, analyze and interpret scientific and technical documents
- Effectively communicate information to management, clients and the public both verbally and in writing
- Proficient in use of Microsoft Office programs and electronic plan review programs
- Good customer service-oriented attitude
- Ability to act independently and to work and contribute effectively in a team environment with all personnel
- Demonstrated tact and diplomacy in dealing with internal and external customers
- Willingness to take direction from lead personnel
- Be dependable, reliable, adaptable and punctual

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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