

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 29704	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Structural Plan Review Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 355 S. Grand Ave, Ste 2100, Los Angeles, CA 90071	
CIVIL SERVICE CLASSIFICATION Senior Structural Engineer	POSITION NUMBER 718-305-3336-007	CBID R09
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP
WORK SCHEDULE (DAYS / HOURS) Monday through Friday/40 hours per week	TENURE Permanent	
WORKING TITLE Senior Structural Engineer - 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 the direction of the Supervising Structural Engineer, the position reviews and approves the more difficult and complex structural drawings and specifications related to design and structure for public schools, community colleges, and essential services building projects to ensure compliance with the California Building Code (CBC), California Code of Regulations (CCR), and all applicable other governing regulatory requirements.

☐ 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: **Structural Engineer in the State of CA**

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Reviews the more difficult and complex construction project documents, including designs, plans, specifications, reference material, calculations, geotechnical reports, geologic hazards reports, project applications, test and material identification requirements, revisions, addenda, deferred submittals, and construction change documents by evaluating all submitted construction documents utilizing knowledge of applicable building codes and structural engineering principles and various structural engineering computer applications in order to identify errors and omissions to DSA clients, to ensure compliance with the CBC, DSA procedures, and other governing regulatory

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PERCENTAGE	DESCRIPTION
	requirements.
35%	Informs the project Design professionals of non-compliance by notating correction comments on project documents utilizing computer pdf markup tools in order to convey and confirm that required corrections are understood and have been incorporated to ensure construction documents are compliant with the CBC, DSA procedures, and other governing regulatory requirements.
10%	Confers with field engineers by communicating and collaborating during the construction phase on proposed corrections to errors and omissions on the approved construction documents and/or in the work of construction utilizing knowledge of applicable building codes and structural engineering principles in order to identify errors in the proposed corrective work to ensure compliance with the CBC DSA procedures, and other governing regulatory requirements.
10%	Provides consulting assistance to project architects, engineers, contractors and owners of public schools and essential services buildings by communicating and collaborating through various means utilizing knowledge of applicable building codes, structural engineering principles and DSA procedures in order to advise of requirements in State regulations and methods of achieving appropriate standards of safety to ensure project submittals are complete and in compliance with the CBC, DSA procedures and other governing regulatory requirements.
5%	Conducts periodic analyses of existing structures in order to determine their adequacy to withstand forces of gravity, wind and earthquake by reviewing construction plans, making site visits and reviewing engineering reports using knowledge of structural engineering principles and the CBC in order to prepare reports of such analyses to advise the owners of action required to correct any unsafe conditions discovered in the examination to ensure accordance with DSA procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Conducts construction sites visits by verifying construction materials used to comply with the duly approved drawings and specifications in order to review the work of the project inspectors, utilizing knowledge of applicable building codes, structural engineering principles, testing and inspection requirements and construction best practices to ensure that the construction work meets the standards required to achieve a level of safety intended by Title 24, California Code of Regulations.

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

Daily use of personal computer and a variety of office software applications

May acquire support devices to transport tools and/or any other items in connection with duties (i.e. large drawing and specification construction documents)

DESIRABLE QUALIFICATIONS

- Knowledge and experience in interpreting requirements of Title 24 Building Standards Code as adopted by the Division of the State Architect
- Knowledge and experience in structural design and construction materials and methods in school construction
- Knowledge and experience in rehabilitation of existing structures using the California Building Codes, including ASCE 41 Seismic Evaluation and Retrofit of Existing Buildings

- Experience performing structural engineering plan review
- Experience working with Division of the State Architect or HCAI/OSHDPD
- Demonstrate a commitment to performing duties in a service-oriented manner
- Communicate well with others and handle sensitive issues with tact and diplomacy
- Good writing and oral communication skills, and excellent interpersonal skills
- Proficient in use of Bluebeam and various industry standard structural engineering programs
- Be dependable, reliable and punctual. Be able to take directions regarding work responsibilities.

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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CIVIL SERVICE CLASSIFICATION Structural Engineering Associate	POSITION NUMBER 718-305-3345-xxx	CBID R09
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP
WORK SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	TENURE Permanent	
WORKING TITLE Structural Engineering Associate - 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: _____	
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POSITION CONCEPT

Under the direction of the Supervising Structural Engineer, the position reviews the less difficult and less complex structural drawings and specifications related to design and structure for public schools, community colleges, and essential services building projects to ensure compliance with the California Building Code (CBC), California Code of Regulations (CCR), and all applicable other governing regulatory requirements.

☐ 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: civil engineer issued by the CA State Board of Registration for Professional Engineers

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
40%	Reviews the less difficult and less complex construction project documents, including designs, plans, specifications, reference material, calculations, geotechnical reports, geologic hazards reports, project applications, test and material identification requirements, revisions, addenda, deferred submittals, and construction change documents by evaluating all submitted construction documents utilizing knowledge of applicable building codes and structural engineering principles and various structural engineering computer applications in order to identify errors and omissions to DSA clients, to ensure compliance with the CBC, DSA procedures, and other governing regulatory

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	requirements.
35%	Under direct supervision of the Supervising Structural Engineer, informs the project design professionals of non-compliance by notating correction comments on project documents utilizing computer pdf markup tools in order to convey and confirm that required corrections are understood and have been incorporated to ensure construction documents are compliant with the CBC, DSA procedures, and other governing regulatory requirements.
10%	Assists senior staff in coordinating with field engineers to review proposed construction corrections, helping to verify that minor adjustments align with CBC and DSA standards under direct supervision during the construction phase on proposed corrections to errors and omissions on the approved construction documents and/or in the work of construction utilizing knowledge of applicable building codes and structural engineering principles in order to identify errors in the proposed corrective work to ensure compliance with the CBC DSA procedures, and other governing regulatory requirements.
5%	Under close supervision by the Supervising Structural Engineer, provides consulting assistance to project architects, engineers, contractors and owners of public schools and essential services buildings by communicating and collaborating through various means utilizing knowledge of applicable building codes, structural engineering principles and DSA procedures in order to advise of requirements in State regulations and methods of achieving appropriate standards of safety to ensure project submittals are complete and in compliance with the CBC, DSA procedures and other governing regulatory requirements.
5%	Assists in conducting periodic analyses of existing structures in order to determine their adequacy to withstand forces of gravity, wind and earthquake by reviewing construction plans, making site visits and reviewing engineering reports using knowledge of structural engineering principles and the CBC in order to prepare reports of such analyses to advise the owners of action required to correct any unsafe conditions discovered in the examination to ensure accordance with DSA procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Perform construction site visits in order to review the work of the project inspectors. Review construction in regard to approved drawings and specifications utilizing knowledge of applicable building codes, structural engineering principles, testing, and inspection requirements and construction best practices to ensure that the construction work meets the standards required by Title 24, California Code of Regulations.

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.

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