

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30906	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect (DSA)	
UNIT NAME Codes and Standards	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1102 Q Street, Ste. 5100, Sacramento, CA 95811	
CIVIL SERVICE CLASSIFICATION Construction Supervisor II	POSITION NUMBER 718-580-4030-001	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 - Friday / 40 hours	TENURE Permanent	
WORKING TITLE DSA HQ Construction Supervisor II	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 in the Division of the State Architect's (DSA) Headquarters Codes and Standards Unit, the incumbent is responsible for enforcement of code, policies, procedures, and code interpretations under the jurisdiction of the DSA in accordance with Title 24 of the California Code of Regulations (CCR) and to promote innovative solutions to meet customer needs throughout the State of California. Customers include school districts, community college districts, essential services agencies, design professionals, contractors, building and product manufacturers, project and special inspectors, material testing laboratories, state agencies, public constituents, staff and department management.

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)

Medical Clearance

This position requires medical evaluation clearance.

Telework

The employee must reside in California.

Driver's License and Class

This position requires a Driver's License Class: C

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
40%	Conduct testing laboratory evaluations (via both site visits and in-office work) to verify compliance

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PERCENTAGE	DESCRIPTION
	with applicable requirements of the CCR and Lab Evaluation and Acceptance (LEA) program. Monitor laboratory and special inspector performance during construction utilizing established DSA LEA Program performance and compliance mechanisms to ensure all requirements of the CCR are met. Educate engineering managers and supervisory personnel regarding current CCR requirements, DSA policies, procedures and guideline documents. Provide written notification of nonconformities requiring corrective action. Provide reports to Headquarters and regional office management pertaining to testing laboratory and special inspector practices and reports throughout the construction of projects as requested or necessary.
15%	Act as a subject matter expert for inspection, special inspection and material testing topics as related to DSA construction oversight in order to participate in and prepare materials for the DSA Statewide Teams and DSA staff through coordination meetings and other communications with DSA management, supervisors, and other stakeholders to achieve resolution of complex issues and to promote consistent enforcement of the code, policies and procedures within all four DSA regional offices in accordance with CCR, DSA policies, procedures, and other governing statutes and regulations.
15%	Act as a subject matter expert and work with DSA Certification and Education unit to develop and maintain examination, certification, and acceptance content or criteria, and develop, maintain and present training for project inspectors, special inspectors, LEA Program engineering managers, and laboratory technicians to ensure compliance with requirements for observation and inspection of construction in accordance with CCR and other governing statutes and regulations.
5%	Act as a subject matter expert for inspection, special inspection and material testing topics in order to develop and maintain DSA policies, procedures, interpretation of regulations and other documents addressing construction oversight requirements and responsibilities for contractors, design professionals, inspectors, laboratories, and special inspectors in accordance with the CCR, DSA policies, procedures and other governing statutes and regulations.
5%	Act as a subject matter expert, and assist in development and maintenance of code regulations necessary for the construction, quality assurance, testing and inspection, and certification of public school, community college and essential services buildings throughout the state of California by adherence to the rulemaking process including coordinating with state agencies, engaging stakeholder groups, participating in public meetings, developing the rulemaking package, and presenting proposed regulations to the California Building Standards Commission and Code Advisory Committees in accordance with applicable California statutes, regulations, and DSA policies and procedures.
5%	Assist Regional Office DSEs in evaluating project files for completeness and accuracy by reviewing for accurate building code interpretation and application to provide recommendation(s) to project inspectors, LEA Program engineering managers, laboratory technicians and design professionals, utilizing the CBC, applicable IRs and expertise to resolve outstanding construction issues and ensure proper certification of construction projects in accordance with the CCR and DSA policy.
5%	Assist Regional Office DSEs in providing field oversight to DSA Certified Project Inspectors by evaluating performance, reviewing project documents to determine accuracy and compliance, preparing various reports, and mentoring and training the DSA Certified Project Inspectors using established DSA inspector performance and compliance mechanisms in order to maintain a standard inspection performance on active construction projects to ensure compliance with the CCR in accordance with DSA policy. Provide reports to Headquarters and regional office

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	management pertaining to project inspector performance and requested or necessary.
5%	Assist Regional Office DSEs in conducting site visits to construction sites and fabrication sites to review the work of contractors, inspectors and testing laboratories in order to determine and report upon whether site conditions, materials used and workmanship comply with the duly approved drawings and specifications and to ensure that the construction is consistent with standards required to achieve a level of safety intended by the CCR in accordance with DSA policies, procedures and other governing statutes and regulations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Prepares and reviews regular and special reports concerning field procedures, investigations and problems. Represents the division at meetings and/or conferences as directed using knowledge of the DSA mission, program and operations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 30 % of the time to various locations and may include overnight travel by various methods of transportation.

- Must be able to work number of hours according to the time base at time of hire and during core business hours.
- Ability to navigate construction sites and material testing facilities safely.
- Be supervised or directed by assigned manager or supervisor.

DESIRABLE QUALIFICATIONS

- Certified DSA or OSHPD Inspector
- Certification by ICC, AWS or ACI
- Strong background in special inspection and material testing and/or project inspection.
- Firm knowledge of DSA processes and program features.
- Knowledge of materials, methods and processes used in the construction of various types of buildings.
- Proficient in use of cloud-based platforms and Microsoft programs.
- Good customer service-oriented behavior and attitude.
- Strong and effective oral and written communication skills.
- Demonstrates the ability to work and contribute effectively in a team environment or independently in a manner consistent with organizational goals and objectives.
- Demonstrate tact and diplomacy in working with internal and external customers.
- Record of taking initiative, assuming responsibility, and exercising good judgment.
- Maintain regular and reliable attendance, be punctual, and complete the workday and workweek in accordance with the position requirements.
- 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.

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

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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POSITION CONCEPT

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SPECIAL REQUIREMENTS ☒ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
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Medical Clearance

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Telework

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Driver's License and Class

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ESSENTIAL FUNCTIONS

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40%	Coordinate with the Lab Evaluation and Acceptance (LEA) lead to conduct testing laboratory evaluations (via both site visits and in-office work) to verify compliance with applicable requirements of the CCR and LEA program. Monitor laboratory and special inspector performance during construction utilizing established DSA LEA Program performance and compliance mechanisms to ensure all requirements of the CCR are met. Educate engineering managers and supervisory personnel regarding current CCR requirements, DSA policies, procedures and guideline documents. Provide written notification of nonconformities requiring corrective action. Provide reports to Headquarters and regional office management pertaining to testing laboratory and special inspector practices and reports throughout the construction of projects as requested or necessary.
10%	Provide assistance with and insight on inspection, special inspection and material testing topics as related to DSA construction oversight in order to participate in and prepare materials for the DSA Statewide Teams and DSA staff through coordination meetings and other communications with DSA management, supervisors, and other stakeholders to achieve resolution of complex issues and to promote consistent enforcement of the code, policies and procedures within all four DSA regional offices in accordance with CCR, DSA policies, procedures, and other governing statutes and regulations.
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10%	Assist in development and maintenance of code regulations necessary for the construction, quality assurance, testing and inspection, and certification of public school, community college and essential services buildings throughout the state of California by adherence to the rulemaking process including coordinating with state agencies, engaging stakeholder groups, participating in public meetings, developing the rulemaking package, and presenting proposed regulations to the California Building Standards Commission and Code Advisory Committees in accordance with applicable California statutes, regulations, and DSA policies and procedures.
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information.

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

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