

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER RPA 30924	DGS DIVISION / OFFICE or CLIENT AGENCY Real Estate Services Division	
UNIT NAME Project Management & Development Branch	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Supervising Environmental Planner	POSITION NUMBER 719-321-4719-001	CBID M01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday - Friday 08:00am - 05:00pm	TENURE Permanent	
WORKING TITLE	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 Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the general direction of the Capital Outlay Program Manager, the Supervising Environmental Planner is responsible for managing the Environmental Services Section (ESS) which provides statewide environmental planning services in accordance with guidelines of the DGS, Real Estate Services Division (RESA)/Project Management and Development Branch (PMDA) policy and procedures, RESA strategic plans, State Administrative Manual, and California Government 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)**Telework**

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Oversees the ESS staff by managing the preparation of environmental documents and the permit process on capital outlay/essential services projects on a statewide basis by ensuring completion of Environmental Impact Reports (EIRs) and other special studies as mandated by Federal and State laws and regulations, in order to identify the environmental impacts of projects and formulate measures to mitigate those impacts.

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PERCENTAGE	DESCRIPTION
20%	Provides oversight of the environmental analysis of proposed projects and design alternatives by coordinating and directing the workload of staff conducting environmental assessments of property acquired by the state, including visual inspections of property to be acquired, and preparing Preliminary Site Assessments Phase I Reports, in order to ensure projects are in compliance.
20%	Administers, monitors, and reviews the work of subordinate staff by communicating program goals and objectives, establishing clear performance expectations, providing training and advancement opportunities, managing staff requests for time off and maintaining adequate staffing levels of environmental planners to assist Department of General Services with general provisions of the governmental code.
10%	Evaluates current and proposed legislation to determine the impact on the program and provide recommendations, assesses current operational needs and program enhancements to develop and recommend legislative proposals, and provides expert testimony regarding environmental policies and procedures to the Department of Finance and members of the Public Works Board in order to maintain viability of real estate projects and protect the State's interest relative to pending and proposed legislation.
5%	Provides oversight of the selection, hiring, fee negotiation, and management of consultants by assessing the needs of the department and/or project for consulting services through analysis and research of consultants and resources, and participating in the advertising, selection, contract negotiation, and usage of consultants, in order to ensure the needs of the department are met, in accordance with RESD/ESS policies and procedures.
5%	Serves as the environmental expert in order to provide advice and recommendations on policy and procedure issues to the Capitol Outlay Program Manager, customers, and other entities, in accordance with state and federal laws and regulations.
5%	Negotiates funding for environmental services on new project concepts with internal and external clients and promotes the services that DGS' ESS provides to other state agencies in order to secure outside unit funding sources.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	May act on behalf of the Capitol Outlay Program Manager in his/her absence as required by attending meetings, representing the Branch, making decisions, and signing documents as assigned.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

- Work overtime as needed and travel statewide.
- Work outdoors in all weather conditions including rain heat or cold.
- Work may involve moderate exposure to unusual elements such as extreme temperature, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- May involve entering job site in secured areas such as state prisons, youth institutions and mental hospitals.

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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