STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31050	Real Estate Services Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Transaction Reviews/ Due Diligence	707 Third Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Real Estate Officer	719-505-9594-700	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP WWG 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday 8:00 am - 5:00 pm	Permanent	
WORKING TITLE	TIMEBASE	
Real Estate Officer	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 close supervision of the Supervisory Real Estate Officer of the Real Property Services Section, the Real Estate Officer performs analysis, analyzes property values for acquisitions and sales, performs real estate due diligence, acquires, sells and leases real property for the Department of General Services and other state agencies, in accordance with the Real Estate Services Section Policy and Procedures Manual, State Administrative Manual, and various state and federal codes and regulations as guidelines. The work is initiated by both external and internal requests such as those from the Department of Finance, client agencies, local agencies, private sector, and special legislation.

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)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
20%	Negotiates less complex acquisition contracts with various parties by analyzing market trends, rates, comparable transactions, due diligence studies, and evaluating alternatives while ensuring that the scope, schedule, and budget of projects are met in order to acquire state real property and to ensure project execution and completion.
20%	Prepares or reviews less complex acquisition packages for proposed site submittals by analyzing the deeds, contracts, summaries, etc. Recommends and supports site selection, and determines probable purchase price in order to acquire state real property and to ensure the state acquires

PERCENTAGE	DESCRIPTION
	property under appropriate terms and conditions in accordance with state law and policy.
20%	Resolves less complex sales, leasing, licensing and permitting issues and activities unique to the property by meeting with state and local agency representatives, negotiating and coordinating with the prospective purchaser and their professional staff, representing the state in city council and board of supervisors meetings, and maintaining liaison with the client agency in order to accomplish the sale, exchange, transfer, lease, licensing or permitting of the property to ensure project execution and completion.
20%	Analyzes less complex acquisitions, sales, exchanges, leasing packages by reviewing the contracts, title reports, environmental documents, hazardous materials studies, appraisals, and appraisal reviews and makes recommendations to management whether to approve, require changes, or outright reject the transaction, provides status and communicates any issues of interest to the agency, and works with the agency to adjust the transactions to acceptable standards in order to approve other state agencies real property transactions to ensure projects are in adherence to all state and legal requirements.
10%	Develops creative and less complex language with the assistance of legal counsel and senior level Real Estate Officer's (REO's) by interpreting various code, statute, and regulation references and by interpreting various manuals such as the Real Estate Policy and Procedure Manual and the State Administrative Manual for use in documents such as sales and purchase agreements or Memos of Understanding (MOUs) between state agencies in order to accomplish the goals of DGS, the customer agency, the purchaser or property owner, and the local jurisdiction to ensure adherence to all legal requirements.
5%	Recommends changes to statewide real property policies, procedures and law as they pertain to acquisitions, sale, or leasing of state owned real property to Real Estate Services Division (RESD) management by performing analysis of financial mechanisms, customer interface, and market/ economic forecasts in order to streamline and improve processes and business practices to ensure Real Property Services Section (RPSS) stays current with industry standards.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Keeps projects on task by attending management and project meetings to ensure customers and management are kept informed and provided good customer service; conducts research and makes recommendations to upper management and control agencies regarding the acquisition, sale, and leasing of state owned real property; and, effectively lead and direct the work of other Real Estate Officers in order to improve the efficiency of the organization.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ Travel (Specify the percentage in the travel box below)

Travel 10 % of the time to various locations and may include overnight travel by various methods of transportation.

- Daily use of personal computer with related applicable software at a work station.
- Work extended hours as needed. Drive to remote locations and travel throughout the State by vehicle or airplane.
- Visit work sites in all weather conditions including rain, heat, or cold.

☐ Current
☑ Proposed

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

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

C & P APPROVED BY	DATE SIGNED