

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

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|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| RPA NUMBER<br><b>RPA 30952</b>                                                                                          | DGS DIVISION / OFFICE or CLIENT AGENCY<br><b>Real Estate Services Division</b>                                                                                                                              |                             |
| UNIT NAME<br><b>Project Management &amp; Development Branch</b>                                                         | HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)<br><b>707 3rd Street, West Sacramento, CA 95605</b>                                                                                |                             |
| CIVIL SERVICE CLASSIFICATION<br><b>Capital Outlay Program Manager</b>                                                   | POSITION NUMBER<br><b>719-407-4024-003</b>                                                                                                                                                                  | CBID<br><b>M09</b>          |
| POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                     | PROBATIONARY PERIOD<br><input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A                                                                         | WORK WEEK GROUP<br><b>E</b> |
| WORK SCHEDULE (DAYS / HOURS)<br><b>M-F, 8-5</b>                                                                         | TENURE<br><b>Permanent</b>                                                                                                                                                                                  |                             |
| WORKING TITLE                                                                                                           | TIMEBASE<br><b>Full time</b>                                                                                                                                                                                |                             |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> 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 Career Executive Assignment (CEA) in the Project Management & Development Branch, the position provides project management services to DGS and its clients. All work is to be accomplished in accordance with the State Administrative Manual Section 6800, California Government Code Sections 14957 and 4525 et seq., Public Contract Code, Public Resource Code, California Code of Regulations, Title 14, Chapter 3, Section 15000, Titles 19, 21, 22 and 24.

**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                                                                                                                                                                                                                                                                                                                                                                          |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25%        | Serves as the construction project management expert by overseeing projects within an assigned client's program(s) utilizing the departments Major Capital Outlay Quarterly Report, Project Monthly Status Report, and project schedules in order to provide recommendations to subordinate supervisors and staff to ensure the projects are delivered timely and on budget.         |
| 25%        | Directs the workload of staff by making project assignments utilizing the branch's workload tracker report to ensure the timely execution of projects in order to manage the project's design management, contracting processes, execution, and post construction activities are completed efficiently to ensure the projects are delivered to meet the client's programmatic needs. |

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| PERCENTAGE | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20%        | Administers, directs, and guides subordinate staff by monitoring and reviewing their work, establishing performance expectations, and communicating program goals utilizing monthly program meetings with the client, internal progress meetings, and various status and costs reports including project schedules, in order produce properly trained project managers to ensure they develop into highly qualified project managers and have advancement opportunities. |
| 10%        | Develops, recommends, and implements statewide policies and procedures by evaluating active and proposed legislation utilizing the Bill Tracking List report and communication from the Office of Legislative Affairs in order to improve the project delivery process, maintain the viability of the program, and administer the program's legal authority to execute public works projects to ensure the state's best interest is protected.                           |
| 10%        | Assists in the development of strategic plans by determining and establishing metrics and objectives utilizing the cost and attribute data available in PeopleSoft Financials in order to be better informed of a project's financial health and various data elements to ensure the management and supervisory staff are well informed of the performance of a project within their program oversight.                                                                  |
| 5%         | Maintains project history by producing status reports and project related documents utilizing PeopleSoft Financials, Microsoft Office, and the branch's file folder structure in order to maintain, update, and record the project information, communicate the project status to the client agency and stakeholders, and establish project files and documentation to ensure project history is accurately recorded and archived per the branch policy.                 |

**MARGINAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                       |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5%         | Conducts on-site observation of various projects and attend client, contractor, or consultant meetings by traveling to the various locations to meet with the project stakeholders utilizing cost effective travel means in order to be better informed of the project conditions and make educated decisions to ensure the state's best interests are protected. |

**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.

- 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](mailto: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 |
|-------------------|-------------|