

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30376	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME HQ, Operations	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Assistant Chief, Office of Real Estate and Design	POSITION NUMBER 308-100-4770-001	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 / 8am-5pm	TENURE P	
WORKING TITLE	TIMEBASE FT	
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 direction of the Assistant Deputy Director (ADD), the Assistant Branch Chief provides broad operational leadership for the Facilities Management Division (FMD) Headquarters Operations. The incumbent coordinates, plans, organizes, and directs major branch programs to ensure consistent, efficient, and compliant statewide building operations. This includes providing oversight and guidance to Regional Managers, establishing operational procedures, developing program goals and objectives, and monitoring regional performance for alignment with FMD policies, service-level standards, and statewide expectations. The position ensures uniformity of operations, effective daily building management, and consistent application of departmental policy across all regions.

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
35%	Oversees and directs the Regional Operations Team to ensure consistent and effective building operations statewide. Develops and implements operational policies, procedures, performance goals, metrics, and standards for all regions. Ensures regions are appropriately staffed, operate within budget, and meet all compliance requirements including mandatory training and probationary reporting. Addresses and resolves escalated operational issues involving contracting, tenant concerns, and project coordination. Monitors resource needs, oversees schedules, and

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
	escalates matters to the ADD as appropriate. Ensures service-level agreements are established, monitored, and met, and identifies opportunities for operational improvement. Conducts regular site visits to assess compliance, operational consistency, and service delivery. Provides building portfolio input to the Operations Strategic Plan and manages internal/external communications to ensure alignment and consistency.
30%	Ensures consistent and compliant statewide operation of maintenance, custodial, and grounds programs in accordance with FMD policies and procedures. Provides oversight and accountability for all regional operational processes, including hiring, training, staff development, employee performance management, budgeting, accounting, contracting, repairs, environmental health and safety, human resources, and labor relations. Ensures regions maintain compliance with all departmental and divisional policies and procedures. Oversees the development, revisions and testing of Disaster Recovery, Emergency Response, and Business Continuity plans to ensure statewide preparedness and operational resilience
30%	Evaluate data analytics of statewide portfolio performance, identifying strengths and deficiencies to guide continuous improvement. Develops and implements corrective action plans and holds regional managers accountable for results. Collaborates with AMB and DGS leadership on statewide property acquisitions and dispositions. Engages with the Legislature and elected officials to resolve building service issues. Partners with the Facilities Services Branch and executive leadership to identify, prioritize, and develop funding strategies for statewide facility projects. Ensures timely resolution of audit findings, and implementation of processes that prevent recurrence. Ensures all contracts are in place and executed without service lapses and maintains compliance with CalOSHA and local environmental health and safety regulations. Responds to building emergencies as needed to ensure appropriate and compliant incident management.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Represents the Assistant Deputy Director (ADD), Operations, at meetings or workgroups as needed to convey departmental priorities, ensure continuity of operations, and support executive decision-making. Updates and maintains the State Administrative Manual (SAM) sections related to facilities operations to ensure policies remain current and aligned with statewide standards. Ensures building lists, organizational charts, and related operational reference documents remain accurate, updated, and available for internal and external stakeholders

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.**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
-------------------	-------------