

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30377	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME HQ, Sustainability	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 308-100-4770-006	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 Sustainability Assistant Branch Chief is responsible for leading all sustainability efforts within the Facilities Management Division (FMD). The position develops and drives FMD's sustainability vision, ensures compliance with statewide environmental legislation, and integrates sustainable practices into daily operations across all facilities. The Sustainability ABC manages the operation of the Central Plant, providing the focused leadership and resources needed to support reliability, efficiency, and long-term asset stewardship. The incumbent serves as FMD's primary point of contact with the Office of Sustainability and is responsible for sustainability reporting, waste and recycling programs, water efficiency and conservation efforts, decarbonization activities, participation in demand-response programs, and implementation of monitoring-based commissioning. Through this work, the Sustainability ABC ensures that statewide sustainability requirements are met and that environmental initiatives are consistently applied throughout FMD's portfolio.

☐ 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 sustainability program to ensure consistent and effective processes and procedures statewide operations. Develops and leads FMD's sustainability vision and ensures compliance with statewide environmental and sustainability legislation. Ensures programs are

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PERCENTAGE	DESCRIPTION
	appropriately staffed, operate within budget, and meet all compliance requirements including mandatory training and probationary reporting. Addresses and resolves escalated sustainability issues involving contracting, tenant concerns, and project coordination. Monitors resource needs, oversees schedules, and escalates matters to the ADD as appropriate. Ensures service-level agreements are established, monitored, and met, and identifies sustainability 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 implementation of sustainability legislation, water-conservation and decarbonization requirements, and related environmental initiatives across all regions. Oversees sustainability-related programs and activities, including waste reduction, recycling, water-efficiency efforts, and other operational sustainability practices. Provides oversight and accountability for regional sustainability processes and ensures that all activities are carried out in alignment with FMD policies and procedures. Ensures compliance with departmental and divisional requirements, and supports statewide preparedness by overseeing the development, revision, and testing of Disaster Recovery, Emergency Response, and Business Continuity plans to strengthen 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 Asset Management Branch 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), regarding sustainability efforts, at meetings or work groups 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
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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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