

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Sustainability	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, California	
CIVIL SERVICE CLASSIFICATION Career Executive Assignment (CEA) Level A	POSITION NUMBER 306-630-7500-003	CBID M01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☐ 12 Months ☒ N/A	WORK WEEK GROUP WWG E – FLSA Exempt
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 am - 5:00 pm	TENURE Non-Tenured	
WORKING TITLE Sustainability Outreach, Comm., and Innov. Officer	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 direction of the Deputy Director, the Sustainability Outreach, Communication, and Innovation Officer (Sustainability Officer) is responsible for expanding the use of Office of Sustainability (OS) programs by State agencies. The Sustainability Officer develops new policies and launches new programs to advance and institutionalize sustainable practices among state agencies. The position facilitates compliance with new and existing sustainability policy by managing and leading outreach efforts, ensuring that state agencies are aware of and actively engaged with the office's programs.

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%	Develop, interpret, and implement new strategic, innovative energy and sustainability policies that have a broad reach across state agencies. Keep OS policies current and aligned with Administration priorities as priorities and best practices change. Recommend changes and revise existing state policies when needed. Represent DGS and input to policy developed by other agencies, such as updates to the ZEV Action Plan, Extreme Heat Action Plan, California Climate Adaptation Strategy.
30%	Create and implement a marketing plan that improves agency awareness and adoption of OS services. Develop outreach strategies and programs that improve awareness of OS services among state agencies. Launch outreach programs that improve agency understanding of state

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	sustainability policies and overcome hesitancy to adopt policy requirements. Measure and track agency sustainability efforts and launch programs that put sustainability innovations into practice and encourage agencies to meet state sustainability goals. Be the internal expert on relevant industry regulation, legislative initiatives, and high-level policy requirements for the sustainability field. Create launch plans for new services and implement plans with OS unit assistance. Collaborate with OS units on the production of outreach materials and deliverables. Monitor new OS service adoption and advise on service improvements needed to meet OS goals. Develop standards and metrics for measuring OS service program success.
15%	Work closely with OS units to evaluate existing services against State sustainability mandates as technology, policies, and priorities evolve. Collaborate with OS unit directors to encourage use of best practices and innovation. Look for ways to integrate program delivery as well as improve efficiencies and collaboration across OS units. Help OS units incorporate new initiatives and approaches into their service offerings. Develop performance metrics that quantify and qualify state agency opportunities. Conduct primary research, evaluating OS services and agency needs.
20%	Leads the development of new sustainability programs and service offerings. Work closely with the Deputy Director and key leaders from other agencies including the Government Operations Agency to identify program offerings that support the advancement of the State's sustainability goals for state agencies.
10%	Develop key communication approaches to ensure transparent and effective communications to all stakeholders, including the DGS Director and OS Deputy Director, other client agencies, the Governor's office, the Government Operations Agency and key sustainability working groups such as the Sustainable Buildings Working Group and Sustainability Steering Committee and other working groups. Represent the Deputy Director and Department at meetings and activities throughout the state in the area of clean transportation. Prepares written reports, including making executive level recommendations. Track progress towards goals, communicate progress through informational, educational and marketing material and website updates.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

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

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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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