

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31073	DGS DIVISION / OFFICE or CLIENT AGENCY ISD/Office of Fleet and Asset Management (OFAM)	
UNIT NAME Parking Administration Unit - Capitol Garage	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) Capitol Annex Swing Space (1021 O St. Sac. CA 95814)	
CIVIL SERVICE CLASSIFICATION Automotive Pool Attendant II (APA II)	POSITION NUMBER 306-120-6897-001	CBID R12
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Mon - Fri / 2:00pm-10:00pm / 24 hour on call response	TENURE Permanent	
WORKING TITLE Capitol Garage Shift Lead Attendant-In Office	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 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 general direction of the Automotive Pool Attendant III (APA III), this position serves as the working lead APA by moving and parking vehicles that support Capitol Garage customers (Governor, State Legislature, Senate/ Assembly staff) and performing a variety of routine garage related services.

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)

Medical Clearance

This position requires medical evaluation clearance.

Background Clearance

This position and/or location requires background investigation clearance.

DMV Pull Notice

This position requires participation in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Drug Testing

This position requires drug screening clearance.

Driver's License and Class

This position requires a Driver's License Class: C

ESSENTIAL FUNCTIONS

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PERCENTAGE	DESCRIPTION
35%	Assists the APA III by reviewing, identifying solutions utilizing OFAM policies and procedures and to comply with garage customer's requests, maintaining adequate staffing, overseeing parking and staging of vehicles, training new staff and scheduling existing staff for mandated and job related training, and assisting the California Highway Patrol (CHP) Officer on duty with opening and closing of the Capitol Garage to ensure all lights are turned on/off and all doors are opened/closed in order to maintain a secure work area and support the daily operations of the Capitol Garage
25%	Provides valet/parking services to State Capitol Garage customers by receiving, parking and retrieving approximately 150 vehicles per day and identifying and documenting deficiencies in equipment and performance utilizing visual inspection and checklist, safe driving practices and OFAM policies and procedures to ensure safe and timely assigned parking in order to immediately report vehicle issues to Senate/Assembly maintenance and drive and shuttle customers to and from their work destination as needed.
15%	Provides customer service by retrieving and parking of vehicles in their designated spaces/areas utilizing OFAM policies and procedures, Capitol Garage Operations Guide, the California Vehicle Code, and safe driving practices to ensure prompt response to verbal and telephone requests from Senate and Assembly Members and in order to maximize Capitol Garage site capacity, vehicle organization and provide quality customer service.
10%	Promotes a safe and clean facility by sweeping applicable areas, disposing of debris and accumulated residue, removing and cleaning of oil spots, and disposing of oil contaminated solvent utilizing brooms, mops and cleaning supplies ensuring adherence to Occupational Safety and Health Administration, Environmental Protection Agency, standard automotive repair industry policies and practices and OFAM policies and procedures in order to maintain clean, safe working environments and facilities.
10%	Maintains security and safety by screening, observing and redirecting pedestrians and staff to the appropriate and authorized section of the garage or office area in coordination with on-site CHP Officers utilizing security regulations, operational processes and procedures, visual alertness, courteous and customer service oriented manner and computer generated daily schedule to ensure pedestrian and staff safety in order to sustain an efficient and secure Capitol Garage operation.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides courier service for the Capitol Garage by transporting paperwork, supplies and materials between two work locations using a state vehicle, OFAM policies and procedures, the California Vehicle Code, and safe driving practices to ensure appropriate document handling in order to deliver and receive materials in a timely manner.

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

Highly sensitive setting interacting with Assembly, Senate and Executive Branch staff and CHP. Indoor parking garage/lot setting. Proximity to moving vehicles, equipment, and mechanical parts. Natural and artificial light. Exposure to hazardous chemicals, exhaust, and fumes and/or unusual elements such as extreme temperature, dust, unpleasant odors, and loud noises, or physical risks. Inclement weather including rain, heat and cold. Ability to stand, walk, stoop, bend, reach, and enter, exit and safely drive vehicles for extended periods of time. Work requires heavy physical and manual labor in safely handling, lifting, or carrying objects weighing up to 15 pounds

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and the use of stairs or elevator. Communication skills, both oral and written. Ability to follow all safety rules and procedures, keep work area organized and clean and immediately notify co-workers and supervisor of safety hazards. Use of a personal computer and/or tablet, cell phone, etc. Requires 24 hour on call response for parking support outside of established shifts with the ability to work overtime when needed. Required to possess and maintain a valid California Driver's License (CDL), Class C and will be included in the Department of Motor Vehicle (DMV) Employer Pull Notice (EPN) Program.

DESIRABLE QUALIFICATIONS

Experience in valet, garage operations, service station or parking operations.

Experience in direct, face to face customer service operations

Experience in valet, garage operations, service station or parking operations in a supervisory capacity.

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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