

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31191	DGS DIVISION / OFFICE or CLIENT AGENCY Real Estate Services Division	
UNIT NAME Real Estate Leasing & Planning Section	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 Third Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Associate Space Planner	POSITION NUMBER 719-509-4715-017	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP WWG 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday 8:00 am - 5:00 pm	TENURE Permanent	
WORKING TITLE Associate Space Planner	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 supervision of the State Facilities Manager I (SFMI) in the Real Estate Leasing & Planning Section, the Associate Space Planner performs complex and difficult assignments and project management for various types of facilities to be leased for state occupancy by developing project exhibits and specifications for lease documents, utilizing sophisticated planning analysis and applying expert planning skills in accordance with the state's program purpose and budget, the state administrative manual (SAM), the state and department policies and procedures, the Space Planning Policy and Procedure Manual, various federal, state and local codes and regulations and best industry practices.

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%	Evaluates and reviews the more complex customer's space requests for program requirements, lease terms, budget, time constraints and justifications for the space action requested, by reviewing data provided by the customer's space action request forms, including: program data, plans, specifications, written justification, budget information and anticipated schedule for occupancy in order to analyze and determine the appropriate space requirements for state agencies in accordance with the State Administrative Manual (SAM), Real Estate Services Division's (RESD) policies and procedures, the program budget, and various federal, state and local codes and regulations to ensure the leased and occupancy of a suitable facilities that meet State's requirement

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PERCENTAGE	DESCRIPTION
	and customer's needs.
20%	Designs, develops and prepares the more complex lease exhibit drawings, interior elevations, cabinet elevations, facilities design narrative, modular systems furniture (MSF) layouts, technical, security and communications specifications by utilizing Computer Aided Drafting and Design system (CADD), free hand scale sketches and other software as needed in order to develop project exhibits including plans and specifications in accordance with federal, state and local codes and regulation to ensure the client agency's requirements and the scope of work is delivered.
20%	Analyzes and evaluates the more complex seismic reports, accessibility compliance reports, existing building systems, exiting requirements and available leased space in order to determine the suitability of potential facilities for the customer's needs by applying technical knowledge, and experience, and utilizing technical reference manuals, and current market construction costs research to ensure the State leases the most appropriate and cost effective facilities.
10%	Coordinates, inspects and manages all phases of construction by communicating with the State Fire Marshal, lessors, architects, and contractors in order to facilitate State's requirements and customer needs in accordance to the state's standard planning and leasing policies to verify satisfactory workmanship, project schedule, and budget requirements to ensure compliance with the lease exhibit documents as well as change orders and requests.
10%	Meets and consults with clients regularly in order to communicate project status in relation to scope, schedule and budget to ensure the clients needs are met by utilizing various types of communication including telephone, email and on site meetings as needed.
10%	Meets with the State Facilities Manager I regularly in order to provide updates and to resolve problems to ensure management is informed of project status on both an individual project level and a departmental level for all client departments by utilizing Vision database, project notes, project schedules, in person project reviews and other forms of communication.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides assistance to Staff Space Planners by collaborating with upper level staff to ensure the best quality, space plans, office details, MSF layouts, and standardized formats are developed for agencies by utilizing AutoCAD software.

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.

- Daily use of personal computer with related applicable software at a work station.
- Bend, stoop or stand for an extended period of time.
- Walk and move about over rough and uneven terrain.
- Drive to remote locations and travel throughout the State by vehicle or airplane.
- Visually evaluate the interior and exterior of buildings.
- Navigate construction zones & building maintenance areas which may be done by climbing ladders & stairs to roofs, equipment areas and mechanical rooms.

- When working at a construction zone, may be required to wear safety equipment at the construction site which includes hard hat, safety glasses and boots.
- May be required to work extended hours.
- Indoor work is common, although outdoor work may be required working in all weather conditions.
- May involve entering job site that is a secured area, such as law enforcement complexes, prisons, evidence storage, and secured files.

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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