

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31129	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Plan Review and Field Support Oversight Support	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1515 Clay St, Ste 1201, Oakland, CA 94612	
CIVIL SERVICE CLASSIFICATION Office Technician (Typing)	POSITION NUMBER 718-195-1139-005	CBID R04
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	TENURE Permanent	
WORKING TITLE Electronic Plan Review Technician	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 Supervisor I of the Plan Review and Field Oversight Support Unit (PRFOS), the Office Technician General (OT-T) serves as the Electronic Plan Review (EPR) Technician for the Oakland Regional Office. The position is responsible for various clerical duties which includes but not limited to creating and maintaining electronic files and templates for construction document submissions and approvals, scanning hard-copy documents to an electronic format, providing quality control of received electronic and hard-copy documents ensuring documents are readable, typing documents and data entry using various software including Microsoft, in accordance with established DSA office guidelines, DGS Core Values, and DSA Employee Expectations in order to ensure the compliance with DSA's policies and procedures in conjunction with Title 24, California Building Code (CBC).

☐ Medical Clearance ☐ Background Clearance ☒ Typing ☐ DMV Pull Notice ☐ Drug Testing

SPECIAL REQUIREMENTS ☐ 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)

Typing

A valid Typing Certificate of Proficiency of not less than 40 words per minute.

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Prepares and types a variety of documents from rough draft to final form, editing, and correctly formatting correspondence for mailing, makes copies, and files soft and hard copy documents in order to provide clerical and administrative support to the PRFOS to ensure and maintain effective

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PERCENTAGE	DESCRIPTION
	business operations for the office utilizing a personal computer, alpha-numeric filing system, Microsoft Office software, the DGS Correspondence Manual and general office equipment and procedures in accordance with DSA Policy.
25%	Assists in processing EPR post-approval and submission documents by creating and maintaining document folder templates, reviewing documents for correct formatting and DSA document stamping requirements, in order to maintain accurate, and updated EPR Dashboard (project database) for staff and clients to accurately retrieve, view, and share project information to ensure compliance with established EPR Guidelines utilizing DSA document submittal procedures, Microsoft applications, and editing software.
20%	Provides quality control and completeness of received project document such as but not limited to post approval documents by logging, indexing, and reviewing each document for accuracy and completeness in order to resolve any readability and/or document submittal compliance issues to ensure documents submitted by clients have followed DSA's required plan review procedures utilizing editing software and procedures.
10%	Provide back-up or assist other programs with clerical duties and support the office by greeting in-person visitors, answering, screening and directing incoming main and shared phone system, processing incoming and outgoing mail, performing routing copying, filing and faxing of documents and independently responding to questions and requests from DSA customers in order to provide high level of customer service to all staff, visitors and clients to ensure first point of contact for the office using personal computer, multi-phone and various office equipment in accordance with DSA Policy and Mission Statement.
10%	Independently provides general administrative support for staff and clients assists with special projects and other clerical assignments by retrieving, gathering information and providing functional guidance of office software, equipment and application of procedures, corresponding with clients to provide status information and as directed by the Supervisor I and/or Regional Manager, in order to continually provide adequate office coverage and support using computer, various software and general office equipment to ensure exceptional customer service and optimal business operations in accordance with DSA Policy.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Converts, indexes, and stores DSA project plan documentation for the regional office by scanning various hard-copy project related documents to an electronic format, saving to DSA project management database, and verifying project data is accurate and complete in order to produce and maintain a final record set of electronic project plans to ensure timely scanning services and to continually reduce retention of hard-copy project documents utilizing personal computer, scanning equipment and related software.

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

Professional office environment.

Daily use of personal computer and a variety of software applications including Microsoft Outlook and Teams.

Frequent use of office equipment such as copiers, scanners, and telephone.

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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