

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31234	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Fire & Life Safety Plan Review Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1515 Clay St, Ste 1201, Oakland, CA 94612	
CIVIL SERVICE CLASSIFICATION Supervising Architect	POSITION NUMBER 718-115-3958-002	CBID S09
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday through Friday/40 hours per week	TENURE Permanent	
WORKING TITLE Supervising Architect	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 general direction of the Principal Structural Engineer, the Supervising Architect supervises the work of architectural and fire and life safety staff performing plan review of submitted construction documents for public schools, community colleges, essential services buildings, and state-owned and/or leased buildings and the work of staff performing field supervision of projects under construction in order to ensure compliance with Division of State Architect (DSA) procedures, the California Building Code (CBC) and other governing regulatory requirements.

☐ 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)**Telework**

The employee must reside in California.

Certificate

This position requires a certificate in: Architect issued by the State of CA

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Facilitates and delegates workload of architectural and fire/life safety staff by coordinating and assigning construction plans and specification documents for review to ensure compliance with DSA procedures, the CBC and other governing regulatory requirements.
20%	Provides guidance, mentoring and technical support to architectural and fire/life safety staff during

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	the plan review and back-check processes by continually monitoring volume of work and assessing expertise of staff in order to ensure consistent application of codes and regulations are utilized in accordance with DSA procedures, the CBC and other governing regulatory requirements.
10%	Oversees consultants by monitoring assigned workload and reviewing completed assignment for quality and uniformity to ensure compliance with DSA procedures, the CBC and other governing regulatory requirements.
10%	Provides project plan review and back-check training to consultants to ensure uniformity in the application of code and procedures.
10%	Responds to inquiries from division management, school district personnel, architects, engineers, inspectors, contractors and stakeholders regarding provisions of relevant architectural, accessibility and fire/life safety statutes and regulations such as Education Code (Field Act), Government Code 4450, Title 24 and CBC advising them on the interpretation and application of the laws and regulations governing the construction.
10%	Meets with and advises project architects, engineers, school district and state officials, and the public to discuss code and other design issues related to the construction projects under the DSA jurisdiction.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Acquires knowledge on updated and/or new accessibility and fire/life safety, statutory and/or regulatory programming advancements for persons with disabilities by attending periodic internal/external training(s) in order to maintain the expertise of state and federal building accessibility laws and regulations. Acts for the Principal Structural Engineer in their absence and represents the division at meetings and/or conferences as directed using knowledge of the DSA mission, program and operations to ensure the continuity of services by providing information, direction and/or solutions.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

Professional office environment

Occasional travel to attend meetings and training which may include areas impacted by disaster

Frequent use of Microsoft Office programs, eTracker, and electronic plan review programs.

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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