STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
RPA 31279	Real Estate Services Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Project Management & Development Branch	707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Senior Estimator of Building Construction	719-407-4063-001	R11
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☑ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday 08:00am - 05:00pm	Permanent	
WORKING TITLE	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 direction of the Supervising Estimator of Building Construction, the Senior Estimator of Building Construction is responsible for performing a variety of analytical, scope development, estimating, specification development, and quality control duties. The Senior Estimator of Building Construction provides professional level support as directed by the Project Management & Development Branch (PMDB) and in accordance with the State Administrative Manual Section 6800, California Government Code Section 14957 and 4525 et seq., Public Contract Code, Public Resource Code, California Code of Regulations, Title 14, Chapter 3, Section 15000, Titles 19, 21, 22, and 24.

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
35%	Performs the most difficult cost estimates for RESD by preparing detailed estimates from conceptual through final working drawings, reviewing and analyzing project plans and specifications to determine the labor, materials, and quantities to be included in an estimate, developing specifications and determining any special requirements, conditions, and scope of work for a project in order create accurate cost estimates and to ensure compliance with PMDB's policies and procedures, utilizing standard estimating practices, cost data books, historical costs and applicable laws, rules and regulations.
30%	Independently directs all phases of the work on large projects involving major structures by

PERCENTAGE	DESCRIPTION
	preparing project estimates reflecting both hard and soft costs, performing value engineering (VE) analyses of plans and specifications, reviewing detailed estimates for accuracy, and maintaining a dialogue with architects, engineers, suppliers, fabricators, and contractors in order to prepare large projects in compliance with requirements, and to keep current on pricing and methodology, utilizing the RESD estimating database, historical information, standard VE practices, and industry standards and historical costs.
30%	Provides support to project managers on project budget concerns by reviewing and negotiating change orders for accuracy and appropriate pricing, reconcile discrepancies between the state's estimate and the contractor's low bid, tracking expenditures and project cost variances, maintaining budgeted parameters on projects, and providing quality assurance on plans and specifications to ensure budget issues are adequately resolved for client agencies, Department of Finance and budget hearings in accordance with PMDB's policies and procedures and utilizing standard estimating practices, VE, and historical information.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Archives completed estimating documents in order to provide historical backup for future reference, using established office filing procedures.

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.

- Work overtime as needed and travel statewide.
- Work outdoors in all weather conditions including rain heat or cold.
- Work may involve moderate exposure to unusual elements such as extreme temperature, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- May involve entering job site in secured areas such as state prisons, youth institutions and mental hospitals.

DESIRABLE QUALIFICATIONS

☐ Current
☑ Proposed

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

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

C & P APPROVED BY	DATE SIGNED