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	
31287	Real Estate Services Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Asset Enhancement and Surplus Sales	707 Third Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Senior Real Estate Officer (Specialist)	719-102-9602-XXX	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP WWG E
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday 8:00 am - 5:00 pm	Permanent	
WORKING TITLE	TIMEBASE	
Senior Real Estate Officer (Specialist)	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 Supervising Real Estate Officer in the Asset Enhancement and Surplus Sales Unit, this position performs the independent leasing of excess state-owned real property for development of affordable housing pursuant to EO N-06-19. By utilizing the Statewide Property Inventory (SPI) the position assists departments with the identification of real property that is excess to programmatic needs. This position also performs the independent disposition of surplus and excess state-owned real property by sale, exchange, transfer, or lease to local governmental agencies, affordable housing sponsors, and private entities and individuals.

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%	Manages the leasing of excess state real property to affordable housing developers through final lease execution by using approved templates, preparing Lease Option Agreements, Rights of Entry and Development Ground Leases in order to provide site control and access to developers to ensure timely development of affordable housing, consults with the Department of General Services (DGS) Office of Legal Services (OLS) to negotiate lease terms that are in the best interest of the state to ensure compliance with Government Code Section 14671.2.
30%	Reviews proposals from affordable housing developers by employing uniform scoring criteria and providing technical assistance in the developer selection process to ensure that the most qualified developers are selected for interviews, drafts Requests for Qualifications (RFQ) and Requests for

PERCENTAGE	DESCRIPTION
	Proposals (RFP) using approved document templates in order to determine developer qualifications and to select proposals that are in compliance with the affordable housing goals stated in the Executive Order N-06-19.
20%	Researches the State Archives, County Assessor records, and preliminary title reports by reviewing all original vesting documents, property profiles, title exceptions, and appraisals, orders Phase One Environmental Site Assessments and conducts on-site investigations to review zoning and general plan land use and neighboring uses in order to determine availability of utility services and to ensure that all property due diligence investigations are complete.
10%	Responsible for meeting construction deadlines in cooperation with the selected developer by facilitating project plan check and inspections in order to secure local development entitlements and to ensure that the project close out meets all financial obligations on the part of the developer.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Researches cost effective solutions in regards to energy and green products for leased projects to ensure the requirements of the lease are met by the lessor.

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 and 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.
- Work extended hours, and travel throughout the State.
- 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

☐ 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