STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current ☑ Proposed

RPA NUMBER RPA 31236 & 31237	DGS DIVISION / OFFICE or CLIENT AGENCY Real Estate Services Division	
UNIT NAME Project Management & Development Branch	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, 4th Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Project Director I	POSITION NUMBER 719-407-4019-xxx	CBID R09
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday, 8-5	TENURE 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 close supervision of the Project Director III, the Project Director I in the Project Management & Development Branch is responsible for management of less complex capital outlay, minor capital outlay, and special repair support projects 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 utilizing all available resources, including but not limited to, State of California/DGS policies and procedures, program/project management software, Microsoft Office tools, State of California/DGS forms and templates, and other miscellaneous software/tools.

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
30%	Oversees the execution of the construction of minor capital outlay projects, and special repair agency support projects by managing design, construction, and related contracts throughout all project phases undertaking the appropriate course of actions during project development in order to obtain all required statutory, administrative, and regulatory approvals to ensure compliance with project scope, budget language, and all applicable law, rules and regulations, etc. including closing out the construction contract and processing final payment to the contractor at the direction of the Legislature, client agency, the Department of Finance (DOF), and other State entities having purview over the program/project.

PERCENTAGE	DESCRIPTION
25%	Oversees development of working drawings phase by managing the preparation of construction documents, specifications, and cost estimates, preparing front-end specifications, and facilitating working drawing phase approval in order to obtain approval of working drawings and authorization to proceed to bid by DOF, to ensure a project proceeds to bid in accordance with the scope, schedule, and established budget language.
15%	Oversees development of preliminary plans phase for less complex projects by managing the development of project needs, managing the preparation of preliminary plans, specifications, cost estimates, and carrying out successful completion of California Environmental Quality Act (CEQA) documentation, and due diligence analysis in order to obtain State Public Works Board approval and ensure the project is in compliance with the established project scope, budget language, and in adherence with the project schedule.
10%	Maintains and manages costs for the less complex projects by requesting the transfer of funds as appropriated for a project to the Architectural Revolving Fund (ARF) by establishing and monitoring the budget for all project expenses, reconciling the expenditures of a project throughout the project and close-out period, and reviewing consultant and/or contractor proposed billing in order to approve all project-related invoices for payment to ensure funding availability utilizing PeopleSoft and related project management tools.
5%	Maintains project history and produces accurate required legislative reports and project status reports by regularly updating project information, communicating project status to the client agency, establishing all project files and documentation, and submitting reports in order to document and report project history to ensure stakeholders that the project is within scope, schedule, and budget utilizing PeopleSoft and related project management tools.
5%	Oversees the consultant selection, hiring, fee negotiation/contracting, and management of consultants in accordance with the scope and budget language for the projects by preparing a Request for Qualifications (RFQ), assessing the needs of the department and/or project for consulting services through analysis and research of consultants and resources, in order to select, negotiate and contract with appropriate consultants to ensure the consultant needs of the department and project are effectively met.
5%	Prepares a Project Management Plan (PMP) for every project by creating the PMP utilizing standard format template in order to focus detailed attention to the proper resources, establishing scheduling variables and creating a clear path in which all stakeholders are aware of the project parameters to ensure a successful project execution and completion.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Conducts studies to establish scope, schedule and budget of future projects by preparing the RFQ, overseeing consultants' work to prepare study, and preparing final study/budget package for submittal to DOF and/or client agency to ensure it meets the needs of the client agency in order to establish scope and budget of future project.

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

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