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	
30845	Office of Sustainability	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Energy Efficiency Retrofits	707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Project Director II	306-631-4020-001	R09
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS)	TENURE	
8:00 AM - 5:00 PM / Monday - Friday	Permanent	
WORKING TITLE	TIMEBASE	
Project Director II	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 limited supervision of the Project Director III, the Project Director II is responsible for providing oversight and management of major capital outlay projects (with an emphasis on energy efficiency or renewable energy generation/storage) from the planning phase through the design and construction phases. The Project Director II manages the more complex and sensitive projects, from the planning phase through the design and construction phases, applicable codes including Government Code 4217 et seq, PUC 388, Title 24, utilizing all available resources, including but not limited to, State of California applicable policies and procedures, program/project management software, Microsoft Office tools, forms and templates, and other miscellaneous software/tools. This position requires passing background checks necessary to enter into various secure state facilities and a Real ID to enter into or upon Federal properties.

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%	Oversees the execution of the construction of the more complex energy efficiency, renewable energy or energy storage 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 payments to/from

PERCENTAGE	DESCRIPTION
	the contractor at the direction of the Legislature, client agency, the Department of Finance (DOF), or other State entities having purview over the program/project.
25%	Oversees planning and development of working drawings by managing the preparation of construction documents, specifications, and cost estimates, preparing front-end specifications, and facilitating working drawing phase approval of more complex projects to ensure a project proceeds in accordance with the authorized scope, schedule, and established budget language.
15%	Collaborates with stakeholders and state client agencies to develop projects. Conducts outreach regarding energy efficiency, renewable energy and energy storage. Review energy data and reports. Work with DOF and State Public Works Board (PWB) as applicable. Maintains project schedule.
10%	Maintains and manages costs for the more complex projects by securing funding from loans or requesting the transfer of funds as appropriated for a project to the Architectural Revolving Fund (ARF) or other account 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 funding and project management tools.
5%	Maintains project history and produces accurate required 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 required software 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 Requests for Proposals/Qualifications (RFPs/RFQs), 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.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Conducts studies to establish scope, schedule and budget of future projects by preparing RFPs/ RFQs, overseeing consultant 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 35 % of the time to various locations and may include overnight travel by various methods of transportation.

- Valid Real ID driver's license.
- Ability to obtain security clearances to state facilities, federal facilities, military facilities, and airports.
- Will require entrance to secure facilities that require background checks.
- Will involve entering job sites in secured areas such as state prisons, youth institutions, and state hospitals.
- Will require working in facilities that do not negotiate in hostage situations.
- Work overtime as needed and travel statewide.

• Work outdoors in all weather conditions including rain, heat or cold.
• Work on construction sites may involve exposure to outdoor elements such as extreme temperature, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
• Work on uneven walking or climbing surfaces typical of construction sites. Could involve climbing ladders, ramps, scaffolding, and stairs.
• Daily and overnight travel is required for this position that may require the use of various transportation modes, i.e. airplanes, taxi, car, etc.
• Use of hand cart and hand truck to transport documents and/or equipment; i.e. laptop computer, files, reference manuals, solicitation documents, etc.
• Standing, walking, or sitting for extended periods of time.

DESIRABLE QUALIFICATIONS

• Experience with Energy Savings Performance Contracts or energy projects
• Experience with building energy assessments, audits and M&V
• Experience with managing projects involving electrical, HVAC, lighting systems, building systems and/or controls, renewable energy including solar PV and batteries.
• Technical understanding of interaction between the various energy systems in a building and how they impact its overall energy consumption.
• Experience with reviewing technical reports and solutions presented by the design team or the subcontractors.
• Experience or knowledge of customer outreach or marketing
• Demonstrated ability to provide excellent customer service
• Experience with generating reports and presenting technical data to a non-technical or executive audience
• Mechanical or electrical engineering-related experience or degree

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