STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

# DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

| | | |
|---|---|---|
| RPA NUMBER<br>RPA 30948 | DGS DIVISION / OFFICE or CLIENT AGENCY<br>Real Estate Services Division | |
| UNIT NAME<br>Project Management & Development Branch | HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)<br>707 3rd Street, West Sacramento, CA 95605 | |
| CIVIL SERVICE CLASSIFICATION<br>Senior Civil Engineer | POSITION NUMBER<br>719-404-3120-003 | CBID<br>E48 |
| POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No | PROBATIONARY PERIOD<br>☐ 6 Months ☑ 12 Months ☐ N/A | WORK WEEK GROUP<br>E |
| WORK SCHEDULE (DAYS / HOURS)<br>Monday - Friday 08:00 am - 05:00 pm | TENURE<br>Permanent | |
| WORKING TITLE<br>Licensed Civil Engineer | TIMEBASE<br>Full time | |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No | BILINGUAL POSITION: ☐ Yes ☑ No<br>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 Civil Engineer, the position plans, performs, and directs a wide variety of difficult civil engineering work including but not limited to design, specifications and computations. The position is responsible for the production of programming and design documents, coordination with other project disciplines, and management of the construction phase of difficult projects as requested by Project Management & Development Branch (PMDB) clients in accordance with PMDB policies and procedures, California Building Standards Code, and Public Contract Code. The Senior Civil Engineer acts as a lead to lower level civil engineering staff.

**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)

Medical Clearance
This position requires medical evaluation clearance.

Telework
The employee must reside in California.

Certificate

This position requires a certificate in: Civil Engineer

**ESSENTIAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION |
|---|---|
| 35% | Prepares more difficult schematic, preliminary and working drawings phase plans for civil |

| PERCENTAGE | DESCRIPTION |
|---|---|
| | engineering projects; performs analysis and writes complex technical specifications by using product information and guide specifications; develops project documentation, project fees, and schedules; obtains document approvals from applicable authorities; coordinates bidding and construction contract processing, in order to produce working design and construction contract documents that meet Project Management and Development Branch (PMDB) clients' needs and budget constraints utilizing PMDB-approved computer aided design and drafting (CADD) software, electronic equipment, and other applicable tools to ensure compliance with State laws (including California Building Standards Code) and departmental procedures. |
| 20% | Directs projects and makes major design decisions; negotiates with the selected consultants/ retainers and directs their design effort; approves consultant's monthly progress payments to ensure submittal of invoices to Office of Fiscal Services; checks, consults and coordinates civil engineering product specifications and drawings with contractors, applicable authorities, and other project disciplines (architectural, landscape, structural, electrical, mechanical and estimating), in order to manage projects coordination, compatibility and workability of the overall project by attending project meetings and utilizing communication skills, CADD and other approved software. |
| 15% | Independently conducts detailed on-site inspections and assists the Construction Inspection and Management Branch (CIMB) staff in order to clarify existing conditions before or during design; observes the progress of construction to ensure compliance with State and industry standards and client needs by utilizing professional knowledge, standard measuring devices, total station, cameras, tools, and other equipment. |
| 15% | Performs more difficult engineering computations such as head losses, demand calculations, water and septic systems design, slope stability analysis, pavement design, in order to provide a system that fulfills the client's need by utilizing handwritten or computer aided calculations to ensure compliance with the California Building Standards Code, other applicable codes, and current industry standards. |
| 10% | Meets with clients to evaluate their needs and makes recommendations to initiate a project; investigates site conditions by reviewing the plans and written records, in order to prepare fee analysis, appropriate funding and to ensure accurate reports, studies and budget packages utilizing the project scope, historical data, PMDB fee structure, communication skills and approved software. |

**MARGINAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION |
|---|---|
| 5% | Serves as a committee member by conducting interviews and attending meetings in order to select private consultants/retainers to conduct state work to ensure compliance with DGS policies and procedures utilizing experience in civil and geotechnical engineering, land surveying, and project management. Provides functional guidance using reference manuals to train and develop PMDB staff to ensure agreement with established PMDB polices and procedures utilizing one-on-one discussions and PMDB-approved CADD software. Solves issues and/or develops new procedures by participating in teams or small workgroups on special projects to improve customer service utilizing effective communication to ensure compliance with teamwork principles and RESD policies. |

**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.

☐ Current
☑ Proposed

- 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 |
|---|---|
| | |