STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

# DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

| | | |
|---|---|---|
| RPA NUMBER<br>30359, 31411, 31412 | DGS DIVISION / OFFICE or CLIENT AGENCY<br>Facilities Management Division (FMD) | |
| UNIT NAME<br>Bay Region Elihu Harris | HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)<br>1515 Clay Street, Suite 113, Oakland, CA 94612 | |
| CIVIL SERVICE CLASSIFICATION<br>Custodian I | POSITION NUMBER<br>308 603 2011 019/028/029 | CBID<br>R15 |
| POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☑ No | PROBATIONARY PERIOD<br>☑ 6 Months ☐ 12 Months ☐ N/A | WORK WEEK GROUP<br>2 |
| WORK SCHEDULE (DAYS / HOURS)<br>Mondays - Friday / 3pm to 11:30pm | TENURE<br>P | |
| WORKING TITLE<br>Custodian I | TIMEBASE<br>FT | |
| 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 supervision of the Custodian Supervisor I, the Custodian I in the Facilities Management Division (FMD), Elihu Harris is responsible for the daily cleaning of assigned building, office and/or common areas by applying sustainable work practices in the operation and maintenance of all building systems and equipment in accordance with Department of General Services (DGS) and FMD policies, procedures, and guidelines and the Excellence in Public Buildings initiative.

**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.

Background Clearance
This position and/or location requires background investigation clearance.

**ESSENTIAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION |
|---|---|
| 35% | Cleans building, office and/ or common areas daily by sweeping, vacuuming, mopping floors, emptying trash receptacles, removing dust and polishing all office surfaces, and removing stains from carpets, area rugs, or other floors utilizing appropriate tools in order to maintain a clean and safe building and ensure cleaning standards are met in accordance with the FMD standards outlined in the Cleaning Manual and applicable rules, and guidelines. |
| 35% | Cleans restrooms daily by utilizing common industry tools and cleaning products to disinfect and cleanse floors, fixtures, walls, toilets, counter-tops, and showers, restock all paper products, and refill |

| PERCENTAGE | DESCRIPTION |
|---|---|
| | liquid soaps in order to maintain clean and functional restrooms and to ensure cleaning standards are met in accordance with the FMD Cleaning Manual and applicable policies, procedures, and guidelines. |
| 15% | Inventories and prepares a list of supplies, products, tools, and equipment to be ordered or reordered to maintain adequate levels of supplies, products, tools, and equipment to ensure a clean and safe building in accordance with FMD standards and guidelines and the inventory program overseen by the supervisor(s). |
| 10% | Assesses and completes appropriate documentation in Maximo to report building repairs to supervisor(s) such as broken restroom dispensers or fixtures, burned out lighting, door(s) sticking or not latching, broken locks, and elevator malfunctions in order to maintain a clean and safe building and ensure the delivery of quality service. |

**MARGINAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION |
|---|---|
| 5% | Replaces light tubes or bulbs as necessary by climbing a ladder. Rotates to cover staffing shortages for other custodial positions as determined by supervisor(s). |

**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 in low-rise to high-rise office buildings.
Wear unaltered FMD supplied uniforms according to current uniform requirements.
Work involves exposure to unusual elements, such as extreme temperatures, dust, fumes, unpleasant odors, and loud noises.
Work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions.
Work requires heavy physical work; heavy lifting and moving required of objects up to 50 pounds.
Work environment includes exterior of building, outdoor common areas, and parking lots.
Work in inclement weather including rain, heat, and cold.
May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.
May require working in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.
May require driving supplies and/or equipment from one job site to another.
May require the ability to work overtime or at other FMD locations.

**DESIRABLE QUALIFICATIONS**

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**DUTY STATEMENT**

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

STATE OF CALIFORNIA

# POST AND BID REQUEST

DGS OHR 56 (Rev. 1/2022)

DEPARTMENT OF GENERAL SERVICES

Office of Human Resources

Instructions:
This form shall be completed only by **current DGS employees** who are in the same classification as being advertised.
This form must be submitted to the contact person/address in Section 3 **NO LATER** than the final filing date.

## SECTION 1. EMPLOYEE CURRENT JOB INFORMATION

| LAST NAME | FIRST NAME | MI | CLASSIFICATION |
|---|---|---|---|
| | | | |

| DIVISION | OFFICE | REGION (if applicable) |
|---|---|---|
| | | |

| WORK STREET ADDRESS | CITY | STATE | ZIP CODE |
|---|---|---|---|
| | | | |

| WORK SCHEDULE DAYS (i.e., Monday-Friday) | WORK SHIFT | WORK HOURS (start-end) |
|---|---|---|
| | | |

| SUPERVISOR FULL NAME (Last, First M.I.) | SUPERVISOR WORK PHONE NUMBER |
|---|---|
| | |

EMPLOYEE STATEMENT

Pursuant to the MOU Article listed in section 2, I hereby request that I be considered for the vacant position as referenced below. I certify that I am currently a full-time permanent employee having successfully passed my probationary period in the classification above with the Department of General Services. I understand that the bidder with the most continuous permanent full-time statewide seniority in the class (regardless of department) will be offered the position. If I am the most senior bidder and am offered the position, I have a maximum of three (3) work days to accept or reject the job offer unless a longer period is agreed to by the hiring supervisor.

| EMPLOYEE SIGNATURE | BEST CONTACT PHONE NUMBER | DATE |
|---|---|---|
| | | |

## SECTION 2. POSITION IN WHICH EMPLOYEE WISHES TO POST AND BID

| RPA NUMBER | BARGAINING UNIT | POSITION NUMBER | CLASSIFICATION |
|---|---|---|---|
| 30359 31411 31412 | 15 | 308-603-2011-019/028/029 | Custodian I |

| CITY LOCATION | STATE | ZIP CODE | REGION (if applicable) |
|---|---|---|---|
| Oakland | CA | 94612 | Bay |

| WORK SCHEDULE DAYS (i.e., Monday-Friday) | WORK SHIFT | WORK HOURS (start-end) |
|---|---|---|
| Monday-Friday | Night | 3:00PM-11:30PM |

| MEMORANDUM OF UNDERSTANDING EFFECTIVE DATES | ARTICLE NUMBER |
|---|---|
| 7/1/23-6/3/26 | 20 |

| POST & BID TYPE | FINAL FILING DATE (form must be submitted **NO LATER** than this date) |
|---|---|
| Statewide | 11/27/2026 |

## SECTION 3. ADDRESS TO SEND POST AND BID FORM (EMPLOYEE RESOURCE LIAISON)

| CONTACT PERSON NAME | EMAIL ADDRESS |
|---|---|
| Gloria Toscano 916 443-9819 | FMDERL@dgs.ca.gov |

| STREET ADDRESS | CITY | STATE | ZIP CODE |
|---|---|---|---|
| 707 3rd Street, 3rd Street | West Sacramento | CA | 95605 |

## SECTION 4. OFFICE OF HUMAN RESOURCES USE ONLY

| ABMS NUMBER | TENURE | TIME BASE | DATE P&B FORM RECEIVED BY HIRING OFFICE |
|---|---|---|---|
| | | | Field reserved for date stamp by Hiring Office upon receipt from bidder. |

| APPOINTMENT DATE | SENIORITY (months) | DATE VERIFIED |
|---|---|---|
| | | |

| SENIORITY VERIFIED BY C&P ANALYST (NAME) | COMMENTS |
|---|---|
| | |