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	
RPA 31361	Real Estate Services Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Project Management & Development Branch	707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Supervising Architect	719-404-3958-003	S09
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday 08:00am - 05:00pm	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 Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under general direction of the Principal Architect, the Supervising Architect is responsible for overseeing staff in the preparation of programming, design and construction documents and management of construction projects as requested by Project Management & Development Branch (PMDB) customers in accordance with Real Estate Services Division (RESD)/PMDB policies and procedures, California Building Code standards, California Code of Regulations (CCR), and the Public Contract Code (PCC).

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.

Professional License

This position requires a valid license in: Architecture

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Oversees staff production on essential service, school and other state building projects by reviewing work and technical project data within all phases of design and construction including acquisitions, schematics, preliminary plans, working drawings, regulatory reviews, construction administration and project closeouts utilizing electronic equipment such as Revit and other types of software and applicable tools; observes the process of construction work by traveling and touring project sites utilizing knowledge and expertise to determine actual conditions and ensure project productivity,

PERCENTAGE	DESCRIPTION
	all in accordance with Project Management and Development Branch (PMDB) policies and procedures, in order to verify that the work produced is in compliance with California Building Code Standards, Californian Code of Regulations (CCR) and Public Contract Code (PCC) for the safety and welfare of the building occupants.
25%	Oversees the updates and formulations of code interpretations and participates in generation and disseminating PMDB policies and procedures by performing assessments and knowledge transfer utilizing California Building Codes, CCR, and PCC in order to produce a PMDB work product, and ensure compliance with codes and industry standards.
25%	Oversees, manages and maintains the establishment of project priorities, to include funding, consultant contracting, project schedules, deadlines and close-outs by reviewing the work prepared by subordinate staff utilizing PMDB developed policies and procedures in order to meet all project requirements and to ensure the overall accuracy of final product.
20%	Supervises, directs, develops, and reviews the work of subordinate staff by communicating unit goals and objectives, establishing performance expectations, inputting, reviewing and approving/ denying timesheets, managing staff requests for time off, maintaining adequate staffing, providing direction and information on OHR processes, and developing timely performance evaluations and training plans, in order to provide opportunities for training, promote upward mobility, provide guidance on personnel performance issues, to ensure equal employment opportunities and a harassment and discrimination-free work environment, utilizing Project Accounting and Leave, applicable bargaining unit contract provisions, the Personnel Operations Manual, DGS policies, procedures and guidelines, State Personnel Board and California Department Human Resources' laws, rules and regulationsAdministers and manages subordinate staff by directing, guiding, assigning, monitoring, reviewing, supporting time off requests, intervening constructively and communicating program goals and objectives, while utilizing established and clear performance expectations, and offering training in order to assist in each one's success and advancement to ensure satisfaction of employment of staff members.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Acts on behalf of the Principal Architect by filling in as required and during his/her absences utilizing all policies and procedures to ensure continuity in regular meeting attendance, decision making, document control, and to ensure continuous managing operations of PMDB.

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.

- May require travel statewide as needed using various modes of transportation.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work outdoors in all weather conditions including rain, heat, and cold.

• May require standing or moving on uneven and slippery surfaces.
• Required to wear safety gear while at construction site, including but not limited to, hard hat, safety glasses, boots, gloves, mask, and ear protection.

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