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 Facilities Management Divison (FMD)	
UNIT NAME FMD Headqueaters Executive	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, Ca. 95605	
CIVIL SERVICE CLASSIFICATION Career Executive Assignment (CEA) Level B	POSITION NUMBER 308-100-7500-002	CBID M01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☐ 12 Months ☑ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday - Friday, 8:00 AM - 5:00 PM	TENURE Non-Tenured	
WORKING TITLE Assistant Deputy Director	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 the general direction of the Deputy Director, Facilities Management Division (FMD), the Assistant Deputy Director (ADD) for the Facilities Services Branch (FSB) serves as the Department's executive authority on statewide facility asset lifecycle policy. The incumbent provides strategic leadership and direction to optimize the condition, reliability, and longevity of DGS managed facilities- including 74 state owned buildings such as the State Capitol, the Legislative Office Building, and the Legislative Office Building Annex.

The ADD exercises independent executive judgment to establish statewide capital replacement priorities, long range investment strategies, and enterprise asset management standards. The incumbent maintains and governs a comprehensive statewide asset register that forecasts total cost of ownership, replacement needs, and lifecycle risks on an annual basis. This information drives statewide prioritization of the Special Repair Fund and drives the development and submission of facility equipment related Budget Change Proposals.

The Facilities Services Branch provides project design, project management, construction, and maintenance services, functioning as FMD's primary interface with the Project Management and Development Branch (PMDB) and the Real Estate Services Division (RESD). The ADD establishes policies that ensure the timely and efficient repair, modernization, and maintenance of DGS' building portfolio.

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%	Statewide Asset Lifecycle Policy & Executive Direction. Provides executive leadership and statewide policy direction for repair, replace, and lifecycle management of California's assets and facilities some of which are historic. Develops and implements repair, remodel and replacement procedures, operational schedules, and valuation protocols for real estate assets. Leads ADA compliance and urgent repairs for aging structures, including the State Capitol and legislative buildings. Exercises full decision-making authority in politically sensitive environments, ensuring secure project management and stakeholder collaboration. Advises executive leadership and control agencies on statutory and regulatory changes and applies advanced knowledge of building codes and preservation requirements to establish statewide standards for asset maintenance and repair.
30%	Capital Investment Strategy, Predictive Maintenance & Statewide Analytics. Establishes statewide capital investment strategies and long-range (5-, 10-, and 20-year) asset replacement plans. Uses advanced data analytics and enterprise-level data governance practices to monitor asset condition, forecast failures, and determine optimal replacement windows based on lifecycle analysis. Leads the development and management of a comprehensive predictive maintenance program, applying deep knowledge of lifecycle forecasting, mechanical and structural system behavior, and maintenance-data interpretation. Works with maintenance teams to implement long-term monitoring protocols within Maximo, ensuring scheduled tracking of end-of-life assets and alignment with statewide lifecycle strategies. Provides executive direction on statewide asset management software platforms, diagnostic systems, and technologies that improve forecasting accuracy, extend equipment life, and reduce long-term operating costs. Applies advanced analytical reasoning to maintenance data to identify systemic issues and drive statewide improvements in asset performance and capital risk mitigation. Oversees development and management of FMD's annual finance project list, ensuring all capital maintenance and replacement priorities are evaluated and documented in accordance with DGS fiscal standards. Provides executive stewardship of the Special Repair Fund to ensure transparent and strategic allocation of statewide capital resources.
30%	Executive Oversight of Major Projects & Statewide Infrastructure Modernization. Ensures availability of high-quality architectural, engineering, design, and construction-management services necessary to support statewide FMD operations. Forecasts multi year workload and uses asset condition data, historical maintenance trends, and planned capital investments to determine the number and type of architectural and engineering (A&E) and construction management contracts required to meet statewide service demands. Provides executive oversight for high-risk, politically sensitive, or time-critical capital projects affecting statewide operations and high-profile facilities. Establishes enterprise performance expectations and statewide accountability metrics that strengthen modernization efforts andlong-term asset reliability.

PERCENTAGE	DESCRIPTION
	Collaborates with the Office of Sustainability to advance statewide sustainability, energy-efficiency, and carbon-reduction initiatives. Uses specialized knowledge of project delivery methods-including ESCO contracting-to determine appropriate approaches for major capital projects. Directs resources to the highest-priority capital initiatives to support statewide modernization, infrastructure resilience, and building-system reliability. Ensures compliance with statewide labor regulations and project-delivery requirements, including correct assignment, oversight, and utilization of Permanent Intermittent (PI) employees and casual labor. Applies expert understanding of regulatory frameworks to ensure all facility and project delivery activities conform to statewide rules, codes, and standards.
10%	Enterprise Representation, Statewide Coordination & Regulatory Compliance. Represents FMD on enterprise steering committees, statewide infrastructure workgroups, and interagency task forces focused on high-impact facility issues. Drives FMD-wide strategic initiatives that enhance statewide infrastructure resilience, operational reliability, and long-term modernization across state-owned facilities. Performs high-level administrative, strategic, and organizational tasks necessary to support FMD operations, including reviewing statewide reports, preparing executive briefings, and contributing to leadership-level planning discussions. Provides occasional subject-matter expertise on emergent facility concerns, infrastructure issues, or legislative inquiries. Represents FMD at external conferences, workshops, and professional forums to share best practices and maintain awareness of evolving industry standards, regulatory changes, and facility-management technologies. Assists DGS executive leadership with special projects or urgent facility matters requiring rapid assessment or executive involvement. Performs other executive duties necessary to ensure continuity of operations and alignment with statewide priorities.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

Professional office environment including modular workstations with telephones, computers, copy machines, mail/filing room, and several private offices.
Work in low-rise to high-rise public office building environment.
Work requires daily use of computer, office equipment and a variety of office software applications.
May be required to work in the regional location and work hours necessary to mitigate a building emergency,meet deadlines, or complete tasks.

Some travel may be required, including travel to other regional buildings in order to conduct site visits and inspect the work performance of staff when needed.
Fast-paced work environment with competing priorities and multiple deadlines.
Occasional exposure to noisy work areas, equipment and/or machinery located in open and confined spaces.
Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling or squatting while performing duties.
FMD will provide a cell phone and messages shall be returned promptly.

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