

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 25434	DGS OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Project Services Unit	REPORTING LOCATION Sacramento Regional Office	
SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	POSITION NUMBER 718-255-9928-002	CBID R04
CLASS TITLE Program Technician II	WORKING TITLE Program Technician II - Telework Option	
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 supervision of the Supervising Architect in the Project Services Unit, the position is responsible for reviewing, verifying, maintaining, and processing construction project files for closing with or without certification following the Division of State Architect (DSA) Project Submittal guidelines and Title 24 guidelines. Essential functions include the requirement to work in the office for a minimum of three (3) days per week up to a maximum of five (5) days per week depending on operational needs.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Verifies and enters information into eTracker database, files project-related documents, responds to client inquiries, by using eTracker Database System and Reference Manual, Telephone, fax, U.S. Mail, and personal computer in order to maintain project files and comply with requirements for Project Certification.
20%	Reviews project files, verifies receipt of all required documentation, and obtains authorization from the District Structural Engineer to ensure completeness to close projects with or without certification by using the Documents Required List for Project Certification.
15%	Compares contract(s) amount and application and forwards project file to the Cashier, if fees are incorrect, to request invoice for further fees due or a refund due to the client in order to ensure proper payment for services provided by DSA.
10%	Prepares and reviews correspondence in response to routine correspondence and non-technical inquiries in order to ensure correct grammatical construction is used, documents are complete, and are free from clerical errors following DGS guidelines for all correspondence in order to ensure correspondence is in correct format.
10%	Provides DSA program information and/or direction to the public and clients using knowledge of

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	DSA program and following Title 24 regulation in order to respond to client inquiries.
5%	Provides a monthly status report of pre-Tracker projects to the Supervising Architect using Excel, in order to track progress of pre-Tracker project closeouts in accordance to DSA guidelines.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Assists in the coverage of the Front Reception area of the office by answering the telephone, taking messages, greeting and directing visitors, referring inquiries to the appropriate staff in order to provide constant coverage at the public counter and main telephone line according to office policy.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Professional office environment, business-casual dress.

Read and interpret documents such as state regulations, statutes, and procedure manuals.

Effectively communicate information both verbally and in writing.

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio and percent.

Interpret a variety of instructions furnished in written or oral form.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

May move heavy objects, such as large project drawings and files.

Essential functions include the requirement to work in the office for a minimum of three (3) days per week up to a maximum of five (5) days per week depending on operational needs.

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 with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED