

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 28258	DGS OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Business Services Unit	REPORTING LOCATION 1102 Q St., Ste 5200, Sacramento, CA 95811	
SCHEDULE (DAYS / HOURS) Monday through Friday/40 hours per week	POSITION NUMBER 718-295-4800-002	CBID S01
CLASS TITLE Staff Services Manager I (Supervisory)	WORKING TITLE Staff Services Manager I - 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 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 Regional Manager (Principal Architect), the Staff Services Manager I (SSM I) manages the Business Services Unit in to provide administrative, technical and program support to the professional staff of the regional office. The position also provides the day-to-day support to external clients and stakeholders (or collaborators).

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

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

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Oversees all case management activities by evaluating, revising and implementing recommendations based on research, and processing projects from initial construction through certification, utilizing the DSA administrative requirements, in order to have field engineers receive appropriate and optimum support to ensure that 80-100% of cases are brought to certification in accordance with the California Building Code (CBC).
20%	Oversees and directs the business section staff performing administrative functions by communicating program goals and objectives, utilizing shared information through staff meetings, reviewing and approving DSA form letters prepared by staff, and overseeing the scanning, receiving and archiving of project related documents pertaining to storage and retrieval for future needs and/or current review in order to follow DSA policies and procedures and SAM guidelines and ensure efficient support to the regional office is maintained
20%	Manages the regional office accounting process for receiving by reviewing and verifying calculations for daily bank deposits entering, invoicing, depositing and refunding payments submitted for plan review and construction change documents of projects utilizing the Report of Collections generated by the Fee Application Technician, in order to follow Title 24 guidelines and

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

PERCENTAGE	DESCRIPTION
	State Controller requirements to ensure compliance of State Treasury Office guidelines, policies and procedures.
20%	Supervises, directs and develops staff by establishing performance expectations and evaluations, providing training, promoting upward mobility, managing attendance, resolving various personnel issues, collaborating with DSA Employee Resource Liaisons on recruitments and duty statement development, utilizing knowledge of Project Accounting and Leave (PAL), the Personnel Operations Manual (POM), applicable bargaining unit contract provisions, DGS policies and guidelines, and State Personnel Board in order to perform all supervisory and administrative functions to maintain an effective unit and ensure compliancy with the Department of Human Resources laws, rules and regulations.
10%	Communicates with staff by providing training and external project collaborators on DSA-Box utilizing and creating training materials in order to have proper use of DSA-Box for electronic file transfer processes to ensure following DSA guideline and procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participates in the development of statewide policies and procedures by attending statewide meetings and conferring with counterparts in other offices utilizing knowledge of the division operations in order to achieve statewide consistency in the operations of the Business Support and Document Services Section to ensure employees are provided with resource and training tools in the performance of duties assigned in accordance with the DSA Strategic Plan.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Professional work environment.

Essential functions include the requirement to work in the office for a minimum of three days per week up to a maximum of five 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