

**DUTY STATEMENT**

GS 907T (REV. 08/01)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

**10609-PMDB**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Real Estate Services Division		<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 719-509-4715-030	
<b>UNIT NAME AND CITY LOCATED</b> Project Management and Development Branch - RELPS – West Sacramento		<b>CLASS TITLE</b> Associate Space Planner	
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.		<b>SPECIFIC LOCATION ASSIGNED TO</b> 707 3 <sup>rd</sup> Street, West Sacramento	
<b>PROPOSED INCUMBENT (if known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 719-509-4715-030	
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.			
<b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b> Under the general supervision of the State Facilities Manager I, the Associate Space Planner performs complex assignments and project management for offices, labs, warehouses and other types of facilities to be leased for state occupancy by performing the following duties:			
<b>% of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
30%	<p>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.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to analyze and determine the appropriate space requirements for state agencies in accordance with the State Administrative Manual (SAM), Real Estate Services Division's (RESD) policies and procedures, the program budget, and various federal, state and local codes and regulations:</p> <ul style="list-style-type: none"> <li>Evaluates customer's space requests for program requirements, lease terms, budget, time constraints and justifications for the space action requested, by reviewing data provided by the customer's space action request forms, including: program data, plans, specifications, written justification, budget information and anticipated schedule for occupancy.</li> </ul>		
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>			
<b>SUPERVISOR'S NAME (Print)</b>		<b>SUPERVISOR'S SIGNATURE</b>	
		<b>DATE</b>	
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.			
<b>EMPLOYEE'S NAME (Print)</b>		<b>EMPLOYEE'S SIGNATURE</b>	
		<b>DATE</b>	

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	<ul style="list-style-type: none"> <li>• Performs economic feasibility studies by applying technical knowledge and experience, and researching current market construction costs and technical reference manuals.</li> <li>• Evaluates pending legislation that may affect the state's facility needs and leasing operations by applying the proposed legislative language, analyzing its impact and making recommendations for improvements to the planning and leasing policies and practices in order to further provide service to customers and to protect the state's interest.</li> <li>• Evaluates available data regarding potential facilities to assess their suitability for customer's needs by personally reviewing available plans, inspecting potential facilities and determining if they meet the state's requirements.</li> </ul>
20%	<p>In order to develop project exhibits including plans and specification in accordance with federal, state and local codes and regulation, SAM, planning policies and procedures and the customers program requirements:</p> <ul style="list-style-type: none"> <li>• Prepares narrative programs and/or drawings utilizing the Computer Aided Drafting and Design system (CADD) and freehand scale sketches of space requirements.</li> <li>• Prepares specifications, reports, design and construction estimates utilizing various software including MS Word, Excel and Projects.</li> <li>• Coordinates with the Delineator in the finalization of exhibit drawings by providing input regarding the customer's space requirements utilizing preliminary sketches and/or CADD drawings.</li> <li>• May create standardized CADD formats for agency projects, utilizing knowledge and proficiency regarding the CADD system.</li> </ul>
20%	<p>Meets with building owners, contractors, developers and other real estate industry professionals to explain the state's facility requirements and specific customer needs using the state's standard planning and leasing policies and documents and the customer's program data in accordance with the Planning Manual, federal, state and local codes and regulations. Coordinates, inspects and manages all phases of construction to insure satisfactory workmanship, project schedule and compliance through site inspection and various documentation i.e., change orders and invoices in accordance with the state's lease documents, including plans and specifications.</p>
10%	<p>Meets and consults with customers in order to assess their programs' needs and analyze space requirements relating to office, lab, warehouse and other types of facilities to be leased for state occupancy and compare their needs with approved regional plans utilizing various types of communication including telephone, e-mail, and meeting at appropriate locations in accordance with SAM, and established office policies and procedures.</p>
10%	<p>Prepares status reports on projects and meets with customer agencies to provide updates regarding progress of projects and resolve problems; using PC software such as, Word, Excel and Access Database, in accordance with RESD's customer service principles and project management policies.</p>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Provides advice, assistance and training to other space planners and delineators, and assists in preparation and delivery of specific training programs on planning policies and procedures to in-house staff and to customers in order to improve RESD's services and staff performance, using PC software such as Word and PowerPoint and using effective communication and presentation skills in accordance with the office goals and objectives of improving performance.</p>
5%	<p>Participates in Matrix teams or small work groups in order to resolve procedural problems related to planning and leasing by developing, proposing and implementing new office-wide procedures which actively contribute to effective communication and cooperation in accordance RESD's policies for matrix teams.</p>

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	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Principles and practices of architecture, office planning and design, and development of facilities planning programs; building code requirements and other regulations affecting building design; architectural and building materials; project management; structural, mechanical and electrical engineering as related to buildings.</p> <p><b>Ability to:</b> Do designing, rendering, planning and drawing; lay out, inspect, and check the work of others; review and utilize existing facilities and make recommendations for more efficient, economical and functional utilization of space; analyze situations accurately, make recommendations, and take effective action; establish and maintain cooperative relationships with those contacted in the work; communicate effectively, coordinate and manage projects to completion; promote and be accountable for customer satisfaction and quality service; initiate or recommend changes that promote innovative solutions to meet customer needs.</p> <p><b>SPECIAL PERSONAL REQUIREMENTS</b> Demonstrated creative and artistic ability, tact, and willingness to travel throughout the State.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Understand and apply skill related to planning, layout, designing, drawing rendering, inspecting, checking the work of others.</li> <li>• Review existing facilities and make recommendations for effective and functional utilization of space.</li> <li>• Analyze situations accurately, make recommendations, and take effective action.</li> <li>• Establish and maintain cooperative relationships with those in the work place.</li> <li>• Communicate effectively</li> <li>• Coordinate and manage projects from initiation to completion.</li> <li>• Promote and be accounted for customer satisfaction and quality service.</li> <li>• Initiate or recommend changes that promote innovative solutions to meet customer needs.</li> <li>• Understand and apply the federal, state and local laws, policies, rules and regulations as it relates to Planning and Leasing of real property for public use purposes.</li> <li>• Willingness to travel throughout the State.</li> <li>• Set priorities, organize, and work independently with high level agency officials, and with building owners.</li> <li>• Communicate effectively and display professional conduct.</li> <li>• Effective use of a computer using CADD, Word, Excel, Access, Scheduling software, Outlook and PowerPoint.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Professional office environment and appropriate dress.</li> <li>• Effectively handle a heavy workload, managing multiple priorities with critical deadlines.</li> <li>• Communicate effectively both orally and in writing</li> <li>• Travel throughout the State by vehicle or airplane to visually evaluate the interior and exterior of buildings.</li> <li>• Access construction zones &amp; building maintenance areas and by climbing ladders &amp; stairs to roofs, equipment areas and mechanical rooms.</li> <li>• When working at a construction zone, may be required to wear safety equipment at the construction site which includes hard hat, safety glasses and boots</li> <li>• Work extended hours.</li> </ul>