

**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-

**11848-PMDB**

EFFECTIVE DATE:

**07/15/16**

<b>DGS OFFICE OR CLIENT AGENCY</b> Real Estate Services Division, PMDB	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 719-404-4023-XXX
<b>UNIT NAME AND CITY LOCATED</b> Section 7 – Capitol Unit- West Sacramento	<b>CLASS TITLE</b> Project Director III
<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, CA
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> - - -

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.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

The Project Director III, reports to the Principal Architect, and is responsible for supervising Project Directors and/or managing the most complex and sensitive Capital Outlay projects, multi-project programs and large special repair projects from the planning phase through the design and construction phases.

<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>
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35%	<p>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.</p> <p>All work to be accomplished in accordance with the State Administrative Manual Section 6800, California Government Code Section 14957 and 4525 et seq., Public Contract Code, Public Resource Code, California Code of Regulations, Title 14, Chapter 3, Section 15000, Titles 19, 21, 22 and 24.</p> <p><b>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 a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</b></p> <p><b>ESSENTIAL FUNCTIONS</b> <b><u>Supervisory, Administrative, and Policy-Related Responsibilities</u></b></p> <p>Supervises and directs Project Directors concerning their involvement in managing capital outlay projects, multi-project programs, and large special repair projects in order to fulfill the lead role in developing and implementing solutions to difficult issues and problems associated with these projects, oversees the preparation of budget packages for proposed capital outlay projects and proposals for multi-project program and large special repair projects. Reviews quarterly ABMS reports and attends meetings with staff to review progress and project issues in accordance with the above guidelines and at the direction of the Legislature, client agency or Department of Finance.</p>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

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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20%	<p>In order to provide ongoing client support, manages and coordinates all work for a particular client agency or client program by assuring consistency between individual projects and updating the client agency on a mutually agreed upon basis through meetings and/or monthly reports.</p> <p>In order to provide ongoing client agency support, assists with all aspects of budgeting for future fiscal years activities through meetings and utilizing pertinent reports and Microsoft Office applications. Prepares and/or directs the preparation of policy recommendations to top management regarding the most sensitive issues related to the State's capital outlay process or on particularly complex individual projects or programs in order to communicate effective solutions by independently conducting required research or through delegation to staff.</p> <p>Monitors and adjusts staff workload in order to ensure completion of projects in a timely manner in accordance to branch policies and procedures using ABMS, workload reports and Microsoft Project.</p> <p>Develops with each employee an Individual Development Plan (IDP) setting forth performance expectations utilizing DGS on-line systems.</p> <ul style="list-style-type: none"> <li>• Monitors performance by following up with employees to ensure they are meeting the IDP expectations.</li> <li>• Assists and mentors employees to ensure they obtain appropriate training and expertise to achieve the goals as set forth in IDP.</li> </ul> <p>Assure that staff conforms to all established office guidelines, policies and procedures and when necessary documents breaches in conduct with appropriate corrective measures that are required.</p> <p>Reviews and approves all delegated documentation prepared by staff including but not limited to, Project Management Plans, project budgets and schedules, Travel Expense Claims (TEC), Proposed Change Orders and Request for Contract Services (RFCS).</p> <p>In order to maintain an accurate reporting to both the State Controller's Office (SCO), for issuance of correct payroll warrants, and to the Office of Fiscal Services (OFS) for the billing of services to clients through the use of the Project Accounting &amp; Leave (PAL) system in accordance with DGS policies and guidelines reviews and approves staff time entries. Effectively manages and directs staff in accordance with all State established personnel policies, rules and regulations:</p> <ul style="list-style-type: none"> <li>• Grants or denies staff request for time off or requests to work overtime.</li> <li>• Ensures staff has sufficient leave credits available for the requested leave.</li> <li>• Approves PAL entries for staff on dock or AWOL on or before the designated SCO's semi-monthly or monthly payroll cut-off date in order to ensure issuance of a SCO warrant for pay day.</li> <li>• Approves or disapproves PAL entries for staff within three (3) working days after the completion of the pay period. This is to ensure that staff hours are within approved budgets, and includes issuance of correct overtime pay due to an employee and proper billing to clients for services rendered.</li> </ul> <p><b><u>Construction Phase</u></b> The incumbent manages and/or leads a team of Project Directors and other professional staff regarding projects of the most complex and sensitive capital outlay projects, multi-project programs and large special repair projects as follows.</p> <p>In order to award and manage the construction for the most complex and sensitive capital outlay projects or large special repair projects in accordance with the above guidelines, scope and budget language, at the direction of the Legislature or client agency and the DOF:</p> <ul style="list-style-type: none"> <li>• Prepares or oversees the preparation of funding approval package using Microsoft office applications or through delegation to subordinate staff.</li> <li>• Assures that all appropriate documents have been received from the contractor by meeting with the project managers and/or contract staff and in reviewing the documents.</li> <li>• Oversees that the contract(s) are signed and awarded to the contractor within the required timeframe by communicating with the project managers, Contract Analyst and the contractor.</li> <li>• Responds, or coordinates response to questions, Requests for Information (RFI) and/or submittals from the General Contractor, Construction Manager, Architect/Engineer, State Inspectors and Testing/inspecting consultants via written and verbal communication.</li> </ul>

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<p>15%</p>	<ul style="list-style-type: none"> <li>• Facilitates or delegates project progress meetings to be conducted at the construction site, using telephone, e-mail and Microsoft Outlook, and attends meetings using vehicle or airplane.</li> <li>• Reviews subordinates' work and work in progress at the construction site to determine course of action regarding discrepancies by visual site inspection and verbal communication.</li> <li>• Obtains change order cost estimate from contractor and negotiates final costs and change orders by meeting with the contractor.</li> <li>• Monitors, on a weekly basis, the contractor's schedule by reviewing it and visual inspection of the construction site.</li> <li>• Approves contractor's monthly progress payments and submits to accounting so that the payment can be issued.</li> <li>• Participates in claims management through careful review of bid documents, timely responses to questions, submittals, and change orders.</li> <li>• Involves, as needed, DGS management and Office of Legal Services for dispute resolution via meetings, written and verbal communication.</li> </ul> <p>In order to close out the construction contract and process final payment to the contractor on the most difficult and complex projects in accordance with the scope and budget language, at the direction of Legislature or client agency and the DOF, performs the following or ensures that subordinate staff:</p> <ul style="list-style-type: none"> <li>• Gathers all warranty, guarantee and project-related documents.</li> <li>• Forwards warranties and operating and maintenance manual to client agency via personal delivery or mail service.</li> <li>• Delivers final as-built drawings to the division vault utilizing office support staff.</li> <li>• Compiles close out documents for submittal to the Contract Unit via interagency mail or personal delivery.</li> </ul> <p><b><u>Working Drawing Phase</u></b></p> <p>In order to assure the construction documents and plans are accurate and in compliance with required codes, regulations and program requirements so that the project can proceed to bid in accordance with the scope and budget language:</p> <ul style="list-style-type: none"> <li>• Oversees preparation of working drawings, specifications, and cost estimates using written and verbal communication.</li> <li>• Prepares or oversees preparation of front-end and Division I specifications, which contain the bidding requirements and general conditions of the contract using Microsoft Office applications or delegation skills.</li> <li>• Reviews Peer Review documents prepared by the consultant.</li> <li>• Coordinates or ensures coordination with the State Fire Marshal review and approval of the project plans by scheduling and attending meetings as required with the State Fire Marshal and design staff.</li> <li>• Coordinates or ensures the coordination with the Access Compliance Unit (ACU, DSA), Division of State Architect review and approval of ADA compliance by scheduling and attending required meetings with consultant and aforementioned agencies.</li> <li>• Coordinates or ensures the coordination, if necessary, the review and approval of project plans by the Structural Safety Section of the DSA.</li> <li>• Facilitates or delegates working drawing phase progress meetings with consultant and client agency and attends meetings using vehicle or airplane.</li> </ul> <p>In order to obtain working drawing phase approval and authorization to proceed to bid by the DOF, coordinates or ensures the coordination with consultants and client and compiles the final working drawing phase documents for submittal via written communication utilizing mail service or personal delivery.</p> <ul style="list-style-type: none"> <li>• Prepares or oversees the preparation of funding approval package using Microsoft office applications or through delegation to subordinate staff.</li> <li>• Assures that all appropriate documents have been received by the contract staff from the contractor by meeting with the Project Directors and/or Contract Analyst and reviewing the documents.</li> </ul>

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10%	<p>In order to manage the bid process (as part of the working drawing phase) at the direction of the Legislature or client agency and DOF, in accordance with the scope and budget language on the most complex and difficult projects:</p> <ul style="list-style-type: none"> <li>• Coordinates or ensures the advertising of bid with contract staff via meetings.</li> <li>• Facilitates or delegates pre-bid conference by scheduling the conference and conducting pre-bid walk at <ul style="list-style-type: none"> <li>• the construction site.</li> </ul> </li> <li>• Responds and/or ensures response to questions by bidders utilizing bid addenda via written communication.</li> <li>• Coordinates or ensures the coordination with contract staff the receipt and opening of bids at public meetings.</li> <li>• Oversees that the contract is signed and awarded to the contractor within the required timeframe by communicating with the Project Directors and/or Contract Analyst and the contractor.</li> </ul> <p><b><u>Preliminary Plan Phase</u></b></p> <p>In order to develop the preliminary plans for the building design within scope and budget language on the most complex and difficult projects or programs at the direction of the Legislature or client agency and the DOF:</p> <ul style="list-style-type: none"> <li>• Coordinates or ensures coordination and reviews completion of CEQA documents for environmental impacts using written and verbal communication.</li> <li>• Oversees the development of project needs such as square footage of building required or utility replacements, and the preparation and review of preliminary plans, specifications and cost estimates utilizing meetings with consultants and written communication with subordinate staff, consultants and client agency.</li> <li>• Facilitates or delegates preliminary plan phase progress meetings with consultant, subordinate staff, and client agency and attends meeting using vehicle or airplane.</li> </ul>
5%	<p>In order to obtain working drawing phase funding from the State Public Works Board (SPWB), prepares or oversees preparation of preliminary plan approval package, which includes the specifications, cost estimate, evidence of completion of environmental reporting requirements) and submits to SPWB utilizing personal delivery or mail service.</p> <p><b><u>Funding and Payments</u></b></p> <p>In order to maintain and manage costs within the scope and budget language of the most complex and difficult projects in conjunction with the client agency and DOF:</p> <ul style="list-style-type: none"> <li>• Requests or delegates request the transfer of funds as appropriated for a project to the Architectural Revolving Fund (ARF) using Microsoft Office applications.</li> <li>• Establishes and monitors the budget for all project expenses utilizing Microsoft Excel and ABMS.</li> <li>• Reconciles the expenditures of a project throughout the project and close-out using project records and ABMS.</li> <li>• Reviews consultant and/or contractor proposed billing and approve all project-related invoices for payment after ensuring funding availability using ABMS.</li> </ul>
5%	<p><b><u>Project Reports and Files</u></b></p> <p>In order to maintain project history and produce accurate required legislative reports and project status reports:</p> <ul style="list-style-type: none"> <li>• Updates project information into ABMS.</li> <li>• Communicates project status to the client agency via written mechanisms.</li> <li>• Establishes all project files and documentation utilizing office support staff.</li> <li>• Submit reports to appropriate agency via mail service or personal delivery.</li> </ul>

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5%	<p><b><u>Request for Qualification/Contract</u></b></p> <p>In order to select the most qualified consultant and execute a contract in accordance with the scope and budget language of the most complex and difficult projects at the direction of the Legislature or client agency and the DOF:</p> <ul style="list-style-type: none"> <li>• Prepares or ensures preparation of advertisement and request for qualifications utilizing boilerplate language in Microsoft Word.</li> <li>• Reviews or delegates the review and scoring of the consultant's submittal using criteria set forth in the Request for Qualification (RFQ).</li> <li>• Interviews or delegates the interview and selection of the consultant based on score and selection criteria in the RFQ.</li> <li>• Develops or oversees the development of the project's scope of services and Estimate of Value of Service (EVS) for the architect/engineer and other consultants using Microsoft Office applications.</li> <li>• Negotiates or delegates the negotiation of consultant fees based on project scope and EVS by meeting with the consultant.</li> <li>• Prepares or oversees the preparation of contract in draft form using Microsoft Word and submits to the Contract Unit for final preparation through personal delivery.</li> <li>• Reviews final contract for accuracy and completeness.</li> </ul> <p><b><u>Development of Project Management Plan (PMP)</u></b></p> <ul style="list-style-type: none"> <li>• Prepares a PMP for every project or program utilizing standard format.</li> <li>• Causes to be developed attachment(s) to PMP as required such as detailed schedule, construction management plan, etc.</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p><b><u>Study Phase</u></b></p> <p>Conducts study or assigns subordinate staff to conduct study in order to establish scope and budget of future project at the direction of the Legislature or client agency and DOF by:</p> <ul style="list-style-type: none"> <li>• Preparing RFQ following the duties as outlined in the above section titled "Request for Qualification/Contract."</li> <li>• Overseeing consultants work to prepare study via meetings.</li> <li>• Prepares final study/budget package for submittal to DOF or client agency.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> All phases of the State's capital outlay process; architecture; details of planning, designing and constructing public buildings; architectural building materials; costs, codes and construction methods; structural, electrical and mechanical engineering as related to buildings; principles of budgeting as related to the capital outlay process; use and application of computers in capital outlay project monitoring.</p> <p><b>Ability to:</b> Analyze comprehensive architectural designs; present information clearly and effectively in pictorial and written forms; analyze situations accurately and adopt an effective course of action.</p> <p><b>Desirable Qualifications</b></p> <p>Possession of a valid certificate of registration as an architect issued by the California Board of Architectural Examiners or a valid certificate of registration as Civil, Structural, Mechanical or Electrical Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors.</p> <p><b>Special Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>• Good attendance</li> <li>• Dedicated to job responsibilities</li> </ul>

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	<p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to be a good team leader for a team of DGS employees and private consultants/contractors working together toward successful completion of a project</li> <li>• Ability to be a good team player</li> <li>• Willing to adapt to changes</li> <li>• Skilled in security sensitive issues</li> <li>• Willingness to supervise staff from different professional backgrounds and varying levels of ability</li> </ul> <p><b>Additional Desirable Qualifications</b></p> <ul style="list-style-type: none"> <li>• LEED-AP and/or knowledge of the LEED rating system</li> <li>• Knowledge of sustainable building practices</li> <li>• Ability to use computer software applications, MS Word, MS Excel, and MS Project</li> <li>• Ability to learn and understand all phases of the State's capital outlay process</li> <li>• Ability to learn the principles of budgeting as related to the capital outlay process</li> <li>• Knowledge of the following: <ul style="list-style-type: none"> <li>• Construction management process</li> <li>• Design process for commercial, institutional, industrial, and multi-building construction</li> <li>• Design/Build experience</li> <li>• Project scheduling</li> <li>• Details of planning, designing and constructing public buildings</li> <li>• Public Contract Codes</li> <li>• Architectural building materials</li> <li>• Knowledge of Hazardous materials investigation and remediation.</li> <li>• Knowledge of alterations and additions, building materials; costs, codes and construction methods; site and building systems</li> <li>• Structural, electrical and mechanical engineering as related to buildings</li> <li>• Consultant fee structures</li> <li>• Construction bid process</li> <li>• Project cost accounting</li> <li>• CEQA and its regulatory processes</li> </ul> </li> </ul> <p><b>Work Environment, Physical or Mental Abilities (Required)</b></p> <ul style="list-style-type: none"> <li>• Office environment, business dress</li> <li>• Present self professionally</li> <li>• Travel by airplane and vehicle</li> <li>• Effectively handle stress and deadlines</li> <li>• May be required to work over eight hours per day</li> <li>• May be required to work weekends</li> <li>• Required to wear safety equipment at the construction site which includes hard hat, safety glasses, and boots</li> <li>• Work may involve exposure to extreme temperatures, dirt, dust and loud noises</li> <li>• Work outdoors in inclement weather including, rain, heat and cold</li> <li>• May require a valid California Driver's License</li> <li>• Understand written and verbal communication and communicate effectively at a level appropriate to the classification</li> <li>• May involve frequent and prolonged periods of standing and walking</li> <li>• Willingness to work at construction site around loud equipment and noises, uneven ground or slippery surfaces</li> <li>• May involve entering jobsite within a no-hostage zone or secured areas such as State prisons, youth authority institutions and mental hospitals</li> </ul>