

**SAM—REAL ESTATE SERVICES DIVISION**

**ORGANIZATIONAL STRUCTURE**

**1301**

(Revised 06/05)

The organizational structure for the RESD is composed of the Deputy Director, Assistant Deputy Director and seven Branches:

Customer Account Management (CAMB)	<i>SAM Section 1305</i>
Asset Planning and Enhancement (APEB)	<i>SAM Section 1310</i>
Project Management (PMB)	<i>SAM Section 1315</i>
Professional Services (PSB)	<i>SAM Section 1320</i>
Construction Services Branch (CSB)	<i>SAM Section 1328</i>
Building and Property Management Branch (BPMB)	<i>SAM Section 1330</i>
Business Operations, Policy and Planning Branch (B).	<i>SAM Section 1335</i>

(Continued)

**RESD Branches and their Functions**

<p><b>Customer Account Management Branch (CAMB)</b></p>	<p>CAMB is the initial point of contact with the customer and is the single point of entry for requesting any new services. The CAMB is the primary interface between customers and RESD. Customer Account Managers are assigned to one specific customer or group of customers. They represent the needs of that customer to the Division, and the full services of the Division to the customer, throughout the real estate process.</p>
<p><b>Asset Planning and Enhancement Branch (APEB)</b></p>	<p>APEB has overall responsibility for managing the performance and maximizing the value of the state’s real estate assets. APEB also provides regional and facility planning services which present strategies for most effectively meeting the state’s office space needs.</p>
<p><b>Project Management Branch (PMB)</b></p>	<p>The PMB delivers capital projects and major leasing projects within the scope, budget, and schedule that meet the facilities requirements of clients. Project Directors will manage certain projects. Each Project Director has overall responsibility for all project activities once a project is defined. They are responsible for seeing a project through from beginning to end, regardless of project size or type. The Project Directors assemble resources for their projects from the RESD Professional Services Branch and/or from outside consultants.</p>
<p><b>Professional Services Branch (PSB)</b></p>	<p>PSB includes all of the architectural and engineering services, space planning and interior design, leasing, lease management, real estate sales and acquisitions, environmental services, and other related competencies such as seismic retrofits, toxic site investigation and remediation.</p>
<p><b>Construction Services Branch (CSB)</b></p>	<p>The CSB is responsible for quality assurance, construction management, and inspection of construction to assure compliance with applicable codes and regulations. Other services include direct design and contracting services for projects meeting specific criteria.</p>
<p><b>Building and Property Management Branch (BPMB)</b></p>	<p>The BPMB is responsible for the day-to-day, onsite management, maintenance, and operation of DGS-controlled buildings. The BPMB also provides services to properties of other state agencies where geographic location allows economic and effective operations. The BPMB provides for building administration, operations, maintenance, cleaning services, grounds keeping, and repair activities necessary to support customer needs for buildings and grounds.</p>
<p><b>Business Operations, Policy and Planning Branch (BOPPB)</b></p>	<p>The BOPPB provides common functional support to the RESD’s line activities for services not effectively provided at the department level. The focus is on service to the line organizations. Services include human resources, business services, contract administration, financial management and budgeting, customer billing, information systems, performance monitoring and reporting, continuous improvement and other general support.</p>