

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Office Technician (Typing)	Working Title Administrative Support Technician
Employee Name Vacant	Position Number 791-753-1139-001
Project/Division Name Child Welfare Digital Services	Supervisor's Name Erica Porter
Unit Administrative Services Unit	Supervisor's Classification Staff Services Manager II
Physical Work Location 2870 Gateway Oaks Drive, Sacramento 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date 9/11/2020	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>Position requires incumbent to transfer up to 35 lbs. on a regular basis.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the general supervision of the Administrative Services' Staff Services Manager II, the incumbent is responsible for providing clerical and administrative support to the Child Welfare Digital Services (CWDS) project staff, and to work as a team member as appropriate on general office work.</p>	
Percentage of Duties	Essential Functions
25%	Act as CWDS project Attendance Coordinator with OSI HR Personnel Specialist. These duties include obtaining timesheets from all OSI State project members, auditing timesheets to ensure leave credits and categories are accurate, receiving and referring questions to the OSI Personnel Specialist, and distributing paychecks and remittance advices. Ensure all live paychecks and remittance advices are secure. Maintain confidential paper files.
20%	Coordinate with hiring managers to calendar interviews for recruitments. Use scheduling software in tandem with hiring panel members, schedule interviews with candidates, collate interview material packets for candidates, and facilitate interviews by escorting candidates and timing interview exercises. Maintain confidential hiring files in electronic and physical format.
15%	Coordinate building facilities-related service requests by monitoring the requests received by the unit. Respond to requests in person, on the phone, and via messaging software.

15%	<p>Serve as liaison by submitting facilities requests to OSI Business Services Office using the Service Now software. Send requests to Building Management to notify them of on-site emergencies. Coordinate service calls, including but not limited to, movers, locksmiths, shredding service, printer/copier service, and recycling service. Work with OSI BSO to assist in maintaining and verifying the project floorplan and seating chart. Provide information to hiring managers regarding cubicles or office availability as part of the on-boarding process. Maintain printers with paper.</p> <p>Act as the primary travel coordinator for State staff and County stakeholder participants in CWDS project related activities. Use internet and state travel websites to facilitate travel accommodations. Complete all travel arrangements according to State of California and OSI travel policies and procedures. Maintain a state credit card used for the purchase of travel and reconcile credit card balances each month. Maintain spreadsheet detailing travel transactions.</p>
10%	<p>Maintain office equipment and supply inventory. Process procurement requests of non-IT goods such as office supplies and business equipment using the guidelines set forth by OSI and State policies and procedures. Prepare appropriate documentation, reconcile receipt of goods, validate invoices and track purchases and costs through completion with the CWDS Procurement and Contract Management Unit. Maintain the supply inventory, stockroom and staff general supplies shelf. Deliver items to staff upon receipt if necessary. Coordinate surplus disposal of damaged furniture and equipment.</p>

Percentage of Duties	Marginal Functions
5%	Distribute daily mail, process mass mailings and shipments. Edit correspondence, forms, charts and reports from draft to final form in accordance with the Office of Systems Integration (OSI) Format and Style Guidelines. Prepare correspondence for management's signature.
5%	Serve as back-up to the Training Liaison. Maintain staff emergency contact information in digital and paper files. Make copies of reports, forms, collate training packets. Perform various clerical tasks associated with processing new or departing staff, including submitting Service Now requests to OSI BSO and OSI ITSD.
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Intermittent (34-50%)	Sitting: Intermittent (34-50%)
Walking: Repetitive (26-33%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 26-50% of the time
Lifting: 26-50% of the time	Bending/Stooping: 26-50%
Other: Position requires incumbent to transfer up to 35 lbs. on a regular basis.	
Type of Environment: a. Cubicle b. High Rise	
Interaction with Public: a. Required to assist customers on the phone and in person. b. Select c. Select.	

5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)

None.

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Erica Porter

Supervisor's Signature

Date

7. HRD USE ONLY

Human Resources Division Approval

Duties meet class specification and allocation guidelines.

Exceptional allocation, 625 on file.

HR Analyst initials

Date approved

NM

10/8/2020

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

Click here to enter text.

** AFTER SIGNATURES ARE OBTAINED:

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE