STATE OF CALIFORNIA – DEPARTMENT OF FINANCIAL PROTECTION AND INNOVATION
POSITION DUTY STATEMENT
DBO HRO 203 (Rev. 01-21)

EMPLOYEE	CLASS TITLE: Office Technician (Typing)	WORKING TITLE: Remediation Technician	
DIVISION OR UNIT: Legal: Securities & Regulations	POSITION NUMBER: 410-103-1139-xxx	COLLECTIVE BARGAINING: R04	MCR:
EFFECTIVE DATE:	CONFLICT OF INTEREST CATEGORY:	PROBATION: Limited Term	
SALARY: $3,287-4,114	RANGE: A	IMMEDIATE SUPERVISOR (Print)	

WORK SCHEDULE:					DAILY HOURS:	
Mon ☒	Tues ☒	Wed. ☒	Thurs. ☒	Fri. ☒	Start:	a.m.
					Finish:	p.m.

1. Supervision Received:
Under the direct supervision of the Remediation Supervisor, and the guidance of the Staff Services Manager I, the Remediation Technician is responsible for remediating departmental documents in accordance with ADA WCAG standards 2.0 and PDF/UA to meet compliance with AB434 legislation. Typical duties include, but are not limited to:

2. Supervision Exercised: None

3. Physical Demands:
     The position will be primarily a telework position. The incumbent will be expected to sit for long periods of time in a home office setting, with the predominance of work completed via computer (See pages 2-4).

4. Job Description: (Percentage of time performing each function)

Percent of Time	ESSENTIAL FUNCTIONS
40 %	The incumbent will use Adobe Acrobat software and techniques learned in Department provided training to remediate documents in accordance with ADA WCAG standards 2.0 and PDF/UA to meet compliance with AB434 legislation. This includes, but is not limited to, organizing pages and logical reading order within a document, creating and/or editing tags, bookmarks, headers alternative text, editing and/or correcting formatting issues within documents and entering appropriate metadata for each document. This process will include conducting accessibility and regression testing to validate compliance.
35%	The incumbent will access the DocQNet database to retrieve non-compliant documents, and replace them their remediated work product. During this process incumbent will enter appropriate document information and ensure appropriate permissions (public/internal), are set for each document in the DocQNet and SharePoint systems.
15%	The incumbent will update and maintain a master tracking log of their work daily.
5%	The incumbent will provide weekly status reports to management related to their assignments. Attends applicable ADA document remediation trainings as required.
Percent of Time	NON-ESSENTIAL FUNCTIONS
5%	Performs other job-related duties as required.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.					X
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.					X
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.			X		
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.				X	
SITTING: At a computer terminal or desk; conferring with employees.					X
STANDING:		X			
BALANCING:	X				
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.					X
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.					X
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.					X
LIFTING UP TO 10 LBS. OCCASIONALLY:		X			

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:		**X**			
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	**X**				
FINGERING: Pushing buttons on telephone; typing; copying.				X	
REACHING: Answering phones.			X		
CARRYING: Distributing mail; reports; stocking supplies.		X			
CLIMBING: stairs	**X**				
BENDING AT WAIST:	**X**				
KNEELING:	**X**				
PUSHING OR PULLING:	**X**				
HANDLING:	**X**				
DRIVING:		**X**			
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.					**X**
WORKING INDOORS:					**X**
WORKING OUTDOORS:	**X**				
WORKING IN CONFINED SPACE: Enclosed office environment.					**X**

SIGNATURES

Certification of Applicant/Employee

*Note – **Do not** sign certification if you have any concerns regarding your ability to perform the essential functions of this position. Contact the DFPI Human Resources Office for additional information.*

I certify that I possess essential personal certifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor.

_____   _____

Employee's Signature   *Date*

_____

Civil Service Title

I certify that the above accurately represents the duties of the position:

_____   _____

Supervisor's Signature   *Date*

_____

Civil Service Title

Position classification approved:

_____   _____

Personnel Analyst's Signature   *Date*