

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 7/2015)

Classification Title Office Technician (Typing)	Board/Bureau/Division Bureau Of Automotive Repair
Working Title	Office/Unit/Section/Geographic Location Administration Branch/Personnel Unit/Rancho Cordova
Position Number 646-100-1139-907	Name and Effective Date

General Statement: Under the general direction of the Staff Services Manager I, the Office Technician (Typing) [OT (T)] is assigned a broad range of advanced journey level administrative support activities. Duties include, but are not limited to, the following:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

55% (E) Reception/Clerical Support

Serves as the primary contact for the Personnel Unit by responding to public inquiries and drafting correspondences that may be detailed, case sensitive and extensive with regards to administrative activities and personnel issues. Acts as a liaison between the Department of Consumer Affairs (DCA) Personnel Office and Bureau of Automotive Repair (BAR) employees to perform general liaison activities and ensure efficiency during the hiring and separation processes. (30%)

Interacts with staff to resolve the less complex recruitment, appointment, benefit, and pay issues. Coordinates the completion, collection and transmittal of STD. 634 Timesheets for all BAR employees. Assists employees with resolution of leave balance discrepancies. (10%)

Provides guidance to BAR attendance coordinators, supervisors, and managers to ensure compliance with various laws, rules, bargaining unit contract provisions and procedures in response to inquiries on the less complex personnel-related matters. (15%)

15% (E) Reports

Review, maintain and type routine management status reports on BAR position vacancies, recruitment efforts, personnel actions, and other pertinent information. Maintains and updates BAR organizational charts. (10%)

Work on special analytical projects related to BAR administrative functions. (5%)

15% (E) Correspondence

Respond by telephone and/or in writing to specific personnel and BAR management inquiries from managers, supervisors, employees, or the general public.

10% (M) Unit support

Performs other miscellaneous personnel related activities; i.e. coordinates and tracks alternate range changes, merit salary adjustments, and probationary reports/ IDP's for employees, distributes month leave activity balance reports, etc. Using a computer, type various personnel forms, letters, memos. Update automated logs for payroll, Merit Salary Adjustments, Notice of Personnel Actions, and Individual Development Plans. Open, sort, date-stamp, and distribute incoming personnel mail. Order supplies in support of the Personnel Unit as needed.

5% (E) New and Transfer Employee Publications

Using a personal computer; update, maintain, and edit electronic publications for new and transfer employees. Update hyperlinks to policies, documents, and forms as they are updated and/or replaced.

B. Supervision Received

The OT (T) reports directly to the SSMI and receives the majority of assignments from the SSMI; however, direction and assignments may also come from other staff as directed by the SSMI.

C. Supervision Exercised

NONE

D. Administrative Responsibility

NONE

E. Personal Contacts

Incumbents in this OT (T) position have frequent contact with BAR employees, BAR management, DCA Personnel staff, DCA Administrative Division, and other state agencies.

F. Actions and Consequences

Errors can negatively impact employees by not providing accurate and appropriate personnel information and may impact their pay and benefits. Failure to effectively perform the duties of this position may create delays in recruitment and filling of positions resulting in the ability to effectively hire staff to ensure that BAR workload does not become delayed.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The position requires bending and stooping; ability to use a laptop, fax, copier, and other office equipment; walking, sometimes outdoors in inclement weather; occasional lifting, up to 25 lbs.

H. Other Information

This position requires confidentiality and discretion due to the sensitivity of the documents handled. The OT (T) must be able to work independently; work cooperatively with staff at all levels within the organization; be dependable with regular and constant attendance; be proficient in using a personal computer, including various software packages such as Word, Excel and Visio; meet deadlines while handling multiple tasks with varying timeframes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Approved by OHR (DR): 12/2015