

State Council on Developmental Disabilities

DUTY STATEMENT

CURRENT  PROPOSED

|  |  |
| --- | --- |
| **Classification Title**  Office Technician (Typing) | **Division**  Regional Office Operations |
| **Working Title**  Administrative Support | **Office/Unit**  Central Coast Regional Office |
| **Position Number**  792-107-1139-002 | **Effective Date** |
| Name | **COI Classification**  **YES**  **NO**  1 No |

This position requires the employee to maintain predictable consistent and regular attendance; communicate effectively (both orally and in writing) with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methods, materials, tools, and equipment; complete assignments efficiently; perform professionally and with sound judgment, and adhere to departmental policies and procedures regarding attendance, leave, and conduct. The employee must follow secure protocol for maintenance of confidential and sensitive information obtained through the course of work and for filing of documents.

**SCDD MISSION AND VISION:**

The State Council on Developmental Disabilities (SCDD) is an independent state agency mandated by Federal and State law to pursue systemic change, capacity-building, and advocacy, to promote a person-centered consumer and family-based system of services and supports for individuals with intellectual/developmental disabilities (I/DD) and/or cross-disabilities. The goal of the federal law is to enable individuals with I/DD (self-advocates) to maximize their self-determination, independence, productivity, and community integration and inclusion. The State Council (Council) consists of 31 individual, family, and agency voting members, appointed by the Governor*.* The incumbent, as part of SCDD’s Headquarters (HQ) Team, helps the Council fulfill its specific statutory mandates under the federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC §15001, *et seq.)* and the Lanterman Developmental Disabilities Services Act (Welfare and Institutions Code §4500, *et. seq.).*

**GENERAL STATEMENT:** Under the general supervision of the Central Coast Regional Manager, the Office Technician (Typing) provides support to the Regional Office and regularly performs a varied of clerical work of substantial difficulty; consistently exercises a high degree of initiative, independence, and originality in performing assigned tasks; uses good judgment in responding to numerous inquiries and requests for assistance.

**Supervision Received:** The OT (T) is supervised by the SCDD Central Coast Regional Manager.

**Supervision Exercised:** None

**JOB FUNCTIONS:**

**Essential Functions**

40%: Functions as initial personnel contact for regional office staff, maintain attendance records and confidential employee files. Prepare, review and edit a wide variety of documents using a personal computer, including extensive data entry for accounts payable and receivable, letters to legislators, mail merge letters, technical reports, agendas, testimony, meeting minutes and charts from handwritten documents, satisfaction surveys & follow-ups, financial reports and attendance records. Update agency distribution lists and internet social media postings. Process accounts payable and receivable, arrange travel and prepare travel claims for Regional Advisory Committee members and staff, track agency purchases; verify that travel claims and purchases follow state guidelines. Maintain accurate agency accounting records and reconcile expenditures within the agency’s accounting system. Maintains a system for record retention and disposal per policy.

30%: Provide clerical support to staff by assisting in scheduling, conferences and events; maintain registration for events sponsored by the regional office; prepare materials and packets for distribution during trainings at resource fairs in the community, track survey information for reporting requirements. Responsible for all furniture and equipment inventory. Process requisitions for new equipment and prepare obsolete items for storage, surplus and disposal. Maintain all office supplies and monitor service agreements, lease and other contract agreements. Provide first line response technical computer support to staff. Answer and screen telephone calls for referral to the appropriate staff, including calls from the public sector and other State agencies. Furnish appropriate information to callers and if necessary, document contacts and make referrals to other staff members or other appropriate governmental entities. Receive visitors in the reception area; maintain comfortable, appropriate atmosphere and accommodation. Screen incoming correspondence; refer to appropriate staff member for reply, and follow up to ensure that deadlines are met, review outgoing correspondence prepared for consistency with administrative policy. Local travel may be required for staffing resource tables at community events.

15%: Staff the Regional Advisory Committee (RAC) by performing duties including but not limited to scheduling, make travel arrangements, book conference rooms, and send notifications, prepare and distribute RAC packets in accordance with open meeting laws, provide clerical support during the RAC meeting, record and type meeting minutes and distribute. Update RAC Binders and maintain RAC member files insuring that all required documents are current.

10%: The OT exercises sound judgment in making decisions affecting sensitive projects and programs of the SCDD. The ability to maintain confidentiality is required. Poor judgment and decisions can adversely impact the SCDD, its employees and members of the public

5%: Other duties as required

**PERSONAL CONTACTS:** The OT (T) serves as initial public contact to the Central Coast Regional Office of the SCDD, and must interact in an appropriate and professional manner with a broad and diverse population including: clients and family members, representatives of various Federal and State agencies, the Governor’s office, private organizations, Council and committee members, staff, as well as the public

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 Personnel Analyst):

|  |  |  |
| --- | --- | --- |
| Employee Signature | Employee Printed Name | Date |

Duties of this position are subject to change and may be revised as needed or required. 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 | Supervisor Printed Name | Date |