

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Office Technician (Typing)

POSITION NUMBER:

800-355-1139-500

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Child Care &amp; Development Division

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Child Care Policy &amp; Development Bureau

SUPERVISOR'S NAME:

Rachel Skewes

SUPERVISOR'S CLASS:

Staff Services Manager III

SPECIAL REQUIREMENTS OF POSITION (*CHECK ALL THAT APPLY*):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (*Explain below*)
- X  None
- Other (*Explain below*)

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** (*Check one*):

- X  None                       Supervisor                       Lead Person                       Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Child Care and Development Division (CCDD) is to build, strengthen, and maintain an equitable, comprehensive, quality, and affordable child care and development system for the children and families in our state; to integrate child care with other CDSS programs and services that serve the whole child and the whole family; to address social determinants of health and adverse childhood experiences which significantly impact long-term outcomes for children; and to provide vital supports to the child care and development workforce and programs for children to have access to equitable and stable child care and development opportunities. The CCDD provides planning, policy direction, and oversight of the majority of state-supported child care and development programs and services in California. These include programs that provide a variety of state-subsidized child care services, quality improvement plan activities, local child care and developmental planning councils, and child care resource and referral programs. The CCDD seeks to implement data-informed programs and policies, while providing robust technical assistance and support to counties, contractors, and stakeholders.

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**CONCEPT OF POSITION:**

Under the direct supervision of the Staff Services Manager III (SSM III) in the Child Care Policy & Development Bureau, the Office Technician (Typing) will independently provide clerical expertise, assistance, and support in administrative functions related to reporting and keeping accurate attendance records, purchasing and tracking of supplies, and providing general clerical services in support of certain administrative functions of the unit.

**A. RESPONSIBILITIES OF POSITION:**

50% - Division Attendance Clerk: Staff will work with the Human Resource Services Branch (HRSB) to report accurate attendance records for the division by collecting timesheets, tracking timesheets, and notifying staff when timesheets are due. Staff will review timesheets for accuracy and thoroughness and notify staff of discrepancies to assist in resolving errors before submitting timesheets to the HRSB. Staff will generate monthly overtime and dock reports for managers, supervisors, and the HRSB to ensure accurate reporting for the Leave Activity and Balances (LAB) report. Staff will receive and review monthly LAB reports and notify managers and supervisors if an employee has insufficient leave. Staff will notify HRSB of dock reported by CCDD staff on the master payroll cut-off date each pay period or of late dock immediately as it occurs for accurate payroll processing. Staff will maintain official employee attendance records and ensure all information related to staff personnel, timesheets, and attendance is used and maintained in a confidential manner and all documents are stored in a secure place. This position will act as the Subject Matter Expert in all matters of division attendance.

25% - Supply Orders: Staff will purchase and track the CCDD office supplies, DASO non-IT Ergonomic items, all DASO special order items not included in CCDD office supplies. Staff will perform communication on this topic in all manners including in person, through email, or by written request. Staff will work with the Purchasing Office to procure supplies on a regular basis. Staff will put orders out to bid by emailing supplies needed to suppliers, fill out bid request forms with information provided by suppliers, and route materials for signature from managers and the division director. Staff will retrieve supplies received by the California Department of Social Services and submit stock received reports in FI\$Cal. Staff will track supply orders to show when an order was submitted, received, and stocked.

20% - Administrative Support: Staff will provide back-up support for mailroom and fax functions. Staff will provide support, as requested, to the division's Human Resources liaison including but not limited to: coordinating interview rooms and times with hiring managers, printing packets for interview binders, and greeting interviewees and escorting them to interviews. Staff will also provide support, as requested, to the division's Facilities liaison including, but not limited to: repair and move requests, information gathering, and general communication.

5% - Perform other duties as required.

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B. SUPERVISION RECEIVED:

The Office Technician (Typing) works in the CCDD Child Care Policy & Development Bureau under the direct supervision of the Staff Services Manager III.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The OT (T) will have daily contact with all levels of departmental employees as well as representatives from other state agencies.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling sensitive and confidential material and in imparting information to callers could result in information being released to unauthorized persons in violation of the Government Code and/or not in the interest of harmonious employee-employer relations. This can cause risk to the Department and delays in the processing of branch documents.

F. OTHER INFORMATION:

The OT(T) must have excellent interpersonal communication skills and organizational skills; must be flexible and work well under pressure and must be dependable and maintain regular attendance. The work schedule for this position is Monday through Friday, 8:00 a.m. to 5:00 p.m.