

DUTY STATEMENT

Employee Name:

Classification: Office Technician (Typing)	Position Number: 580-131-1139-706
Working Title: Administrative Support Assistant	Work Location: 850 Marina Parkway Richmond, CA 94804
Collective Bargaining Unit: R04	Tenure/Time Base: Permanent/Full Time
Center/Office/Division: Administration	Branch/Section/Unit: Program Support Branch/Facilities Management Section/Administrative Support Unit/Contracts & Facilities

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by supporting the Facilities Management Section (FMS) and the Richmond Campus (RC) in several areas including forms and database management, RC/FMS intranet site management, RC employee ID badging, and FMS records management. This is the advanced journey level and regularly performs a variety of the most difficult clerical duties. The incumbent exercises a high degree of initiative, independence, customer service, and originality in performing assigned tasks.

The incumbent works under the direction of the Staff Services Manager (SSM) I in the Contract and Facilities team.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance

- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Typing Certificate
- Other:

Essential Functions (including percentage of time)

30% RC ID badging:

Process ID badge applications for RC employees. Enter information into access control systems, schedule and take photos, issue badges, receive employee exit information and deactivate badges for separated employees. Maintain ID badge application files for all RC employees, temporary employees, and trainees.

RC legal postings:

Ensure all legally required postings are current. Review approximately 10 campus-wide posting sites on a regular basis for necessary updates and post documents as required (i.e. annual Occupational Safety and Health Administration (OSHA) 300A logs, payday notices, State and Federal minimum wage, Equal Employment Opportunity Commission, OSHA, workplace discrimination, Department of Fair Employment and Housing notices, State Fund Medical Provider Network and Family Medical Leave Act posters, Whistle Blower posters, etc.).

FMS administrative and clerical support:

Manage customer counter, answer employee and visitor questions. Schedule copier repair services under contract, complete and submit monthly copier reports, replace copier and fax machine toner. Provide backup support for the mailroom during absences and/or during heavy periods. May sort and distribute mail, meter mail, scan and distribute accountable mail. Manage RC vending machines. Act as liaison with the Department of Rehabilitation and vending machine company, call for repairs, receive refunds from the vendor and distributes at customer counter as required. Prepare monthly reports on RC visitors and badges issued. File security Daily Activity Reports and ensure each security station receives a monthly updated copy of the RC telephone directory.

20% Assist in recruitment activities for FMS:

Work with the FMS Management and Personnel Liaison, schedules interviews with potential candidates to fill the FMS vacancies, prepare the interview packets for the panel members, gather, and complete all post interview documentation to provide to the Personnel Liaison for the official files and retention. Prepares and sends pre-employment health questionnaire documentation to candidates for positions requiring the health questionnaire based on position requirements.

15% Document and spreadsheet formatting for FMS:

Type, edit, format and copy documents including manuals, special assignments, contract documents, excel contract balance sheets (including formulas), and newsletters. Insert and format tables of contents. Check hyperlinks on documents to ensure they work and repair if required. Update various lists as new information is received from responsible parties. Maintain the FMS vendor database, ensure that vendor information is current, obtain vendor information from new vendors and upload to the database. Develop spreadsheets and PowerPoint presentations as needed by FMS staff.

Form’s coordinator:

Maintain FMS’ forms (CDPH forms and FMS internal forms). Work with the responsible contact person for updates and with the Forms Management Unit to approve and post forms to the California Department of Public Health (CDPH) forms page.

15% FMS and RC inventory:

Maintain FMS stock including general office supplies (i.e., pens, pencils, paper, etc.), all toner and other cartridges for office equipment, batteries for maintenance staff, and equipment. Process purchase orders, Office of State printer orders, and service orders for: RC supplies, indoor and outdoor State and Federal flags, envelope stock, visitor stickers for both security offices, ID badge supplies (i.e., badge covers, lanyards, badges, badge holders, etc.). Complete FMS office supply purchase orders for office supply needs. Place, receive and distribute orders. Maintain the FMS storage room ensuring that like items are placed together, shelves are labeled, and obsolete items are removed.

15% FMS records and file management coordinator:

Create and obtain approvals for the FMS records retention schedule. Develop and maintain a file list and files for general admin files, contracts, ID badge files, security files (i.e., daily activity reports, visitor sign-in sheets), and map files. Determine the retention requirements for files and records including purchasing, personnel, and attendance documents. Complete annual records retention reports. Complete all required paperwork to transfer records to the State Records Center or purge and dispose of records as indicated on schedule, including confidential shredding. With assistance from the Chief of Plant Operations III and Facilities Manager II, organize two map file areas to ensure that building plans are properly labeled and filed for all three phases of Richmond Campus construction, new construction projects, and modular reconfiguration projects.

Marginal Functions (including percentage of time)

5% Perform Emergency Floor Warden Responsibilities in accordance with the Building Emergency Plan. Maintain current Emergency Personnel Assignments for Richmond Campus. Update assignment roster as positions become vacant, maintain current distribution list for emergency personnel, and perform regular radio checks for all emergency personnel. Perform other work-related duties as assigned.

<p>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.</p>	<p>I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)</p>
---	---

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only: Approved By: Annie Vang	Date 2/2/2022
---	------------------