

**DUTY STATEMENT
STATE TREASURER'S OFFICE
CPCFA**

PART A	
Position No: 345-002-1139-010	Date:
Classification: Office Technician (Typing)	Name:
<p>Under the general direction of the Treasury Program Manager II, and the immediate supervision of the Staff Services Manager I unit managers, the Office Technician (Typing) ("OT"), as a member of the Administrative Support Team, performs a variety of clerical and administrative duties in support of the California Pollution Control Financing Authority's ("CPCFA") overall missions, goals, and objectives. The OT performing the duties necessary to provide better delivery of program services. Duties require independence of action, initiative, knowledge of departmental policies, and a thorough knowledge of complex office/administrative practices.</p>	
Percentage of time performing duties	ESSENTIAL FUNCTIONS
50%	Data Entry: Input and update applications, statistical reports, tables, and databases. Maintain an assignment log.
15%	Administrative Support: Screen and direct telephone calls to appropriate staff person. Distribute mail, email, and fax correspondence to appropriate staff person. Answer inquiries of a politically sensitive nature that require a knowledge of the CPCFA programs and initiatives. Independently compose correspondence, general reports, meeting agendas, and other types of office communications of a politically sensitive nature for the Executive Director, Deputy Executive Director, and Managers. Type and edit for grammatical content and accuracy, correspondence and reports for CPCFA staff. Assist with office supply purchasing. Provide backup and assistance to the Executive Assistant when needed. Serves as a member of the administrative support team resources to enhance CPCFA work efficiencies and staff.
15%	Board Meetings: Assists and provides backup to the Executive Assistant with board meetings, including preparation, day of, and post meeting management. Prepare, assemble, coordinate the reproduction, and distribution of reports, resolutions, correspondence, meeting minutes, staff summaries, and any items needed to complete the board meeting agenda items. Works independently or with minimal supervision to ensure all required materials for board meetings are completed on time. Day of board meeting management including preparation of the room, audio, and visual equipment needed to deliver a successful board meeting.
10%	File Maintenance: Maintain administrative and confidential digital CPCFA files; update various manuals; organize and maintain an efficient filing system; and working with staff to ensure conversion of analogue files to digital.
5%	Personnel Administration: Assists and provides backup to Attendance Coordinator, acting as a liaison between the State Treasurer's Office Human Resources ("STO-HR") and employees for a variety of personnel matters including: Prepare, process, and assist others in following departmental procedures for reporting monthly attendance; develop and maintain all spreadsheets relating to timekeeping and other personnel-related requests; consult with supervisors and employees to resolve discrepancies regarding attendance reported; receives and consults with supervisors and employees on personnel-related requests from the STO-HR relative to hiring,

	attendance issues, personnel-related documents, and training; research and respond in a timely manner, to inquiries from staff, the STO-HR, managers, and supervisors regarding attendance issues and requests for personnel-related documentation; independently process a wide variety of personnel forms/documents for CPCFA such as Leave Request Forms, Training Request Forms, timesheets, Leave Balance Reports (LAB), and other personnel-related requests; and digitally file and maintain personnel and other confidential documents including probation reports, timesheets, and training records.
Percentage of time performing duties	NON-ESSENTIAL FUNCTIONS
5%	Other duties as required in support of CPCFA's mission, goals, and objectives.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% - 49%	50% - 74%	75% or more
Vision: Review printed and handwritten material, reading computer screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing: Answer inquiries, and provide verbal information to agencies, communities, and public and private sector.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking: Answer inquiries and provide verbal information to other employees, agencies, public and private sector.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking: Distribution of information and site monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting: Sitting at desk for long periods of time, meetings, and travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing: Meetings, site monitoring, and travel.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concentrating: Gathering financial/statistical information, preparing analytical reports and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehension: Understanding financial and statistical information gathered from various sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working Independently: Must be able to work independently and under supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting up to 10 LBS occasionally: Obtain files and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting up to 20 LBS occasionally and/or 10 LBS frequently:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up 20-50 LBS occasionally and/or 25-50 frequently:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fingering: Use a computer to enter data gathered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching: Answering a telephone, reaching for supplies and paperwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carrying: Carry laptops, documents, and files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing: Site evaluations may require climbing depending on site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending at waist:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing or pulling:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling: Sort and file paperwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving: Traveling to perform site monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating equipment: Office equipment: Computer, telephone, copier, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working indoors: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working outdoors: Performing site monitoring.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working in confined space: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**PART B
PROSPECTIVE EMPLOYEE RESPONSE**

Position No: 345-002-1139-010	Date:
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Classification: Office Technician (Typing)	Name:
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Do you have any physical or mental condition or limitation that will prevent you from performing the essential functions of the position as described above?

- | | |
|--------------------------|---|
| <input type="checkbox"/> | No. I have no physical or mental condition or impairment that would prevent or otherwise impair me from performing the essential functions of the job, as set forth in the job description above. |
| <input type="checkbox"/> | No. I do have a physical or mental condition or limitation that will require reasonable accommodation in order for me to be able to perform one or more of the essential functions of the job, as set forth in the job description above. |
| <input type="checkbox"/> | Yes. I have a mental or physical condition or limitation that will prevent me from performing one or more of the essential functions of the job, as set forth in the above job description even with reasonable accommodation. |
| <input type="checkbox"/> | I am not sure if I have any physical or mental condition or impairment that might prevent or otherwise impair me from performing one or more of the essential functions of the job, as set forth in the above job description. |

Note: If you have checked this box, please indicate in the space below the following information:

1. the essential function in question, and
2. the specific functional limitations you have that you believe may prevent or otherwise impair you from performing that essential function.

You may attach additional pages if necessary. A Personnel Office representative will contact you in order to discuss the matter with you in greater detail. If during this conversation it is determined that a reasonable accommodation may be necessary in order for you to perform the essential function(s) of the job, the representative will discuss that option with you.

CERTIFICATION: I certify that I have provided true and complete information concerning my ability to perform the essential functions as it pertains to above job description. (Any misrepresentation or material omission may be cause for dismissal.)

Applicant's Signature	Date Signed
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