DUTY STATEMENT

Employee Name:

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Position Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Technician (Typing)</td>
<td>530-300-1139-xxx</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Working Title:</th>
<th>Work Location:</th>
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<tbody>
<tr>
<td>Center Office Support</td>
<td>1616 Capitol Avenue, Sacramento, CA 95814</td>
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<thead>
<tr>
<th>Collective Bargaining Unit:</th>
<th>Tenure/Time Base:</th>
</tr>
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<tbody>
<tr>
<td>MO1</td>
<td>Permanent Fulltime</td>
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<table>
<thead>
<tr>
<th>Center/Office/Division:</th>
<th>Branch/Section/Unit:</th>
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<tbody>
<tr>
<td>Center for Healthy Communities</td>
<td>Center Operations</td>
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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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department’s mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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 enhancing services through agile operations, ensuring that core business operations are efficient, transparent and customer-focused.

The incumbent works under the general direction of the Staff Services Manager II (SSM II), Center Operations Section Chief, within the Center for Healthy Communities (CHC). The Office Technician (OT) Typing (T) is responsible for administrative, clerical, and technical support services including maintaining Center leadership calendars, scheduling meetings and appointments, tracking assignments, and establishing standard clerical procedures such as creating and maintaining center distribution lists, meetings agendas, and ordering of supplies. The OT acts as assistant to Center leadership and provides direct administrative support to all Center Office staff. The OT (T)
assists in facilitating meetings, note taking, develops meeting content and documents, and provides meeting briefings to Center leadership. The OT (T) serves as the Center Office attendance coordinator, travel and training coordinator and Public Records Act Coordinator. 5% in-state travel with occasional overnight stays may be required.

### Special Requirements

- [ ] Conflict of Interest (COI)
- [ ] Background Check and/or Fingerprinting Clearance
- [ ] Medical Clearance
- [x] Travel: 5% in-state travel, with possible overnight stays
- [ ] Bilingual: Pass a State written and/or verbal proficiency exam in
- [ ] License/Certification:
- [ ] Other:

### Essential Functions (including percentage of time)

#### 30%
Serves as the Center Office main point of contact for internal and external communications and directs inquiries to the appropriate staff member, Branch or Office. Greets visitors and new staff upon arrival and ensures appropriate security clearance. In collaboration with the Information Technology Services Division, develops and maintains CHC Outlook and contact distribution lists, adds new staff to the Outlook Global address book. Provides administrative and logistical support for CHC Leadership and Branch Chief meetings, including developing agendas, attending meetings, and acting as assistant to Center Leadership, taking notes, distributing meeting minutes and tracking action items tracking assignments and providing meeting briefings. Schedules Outlook appointments and meetings for CHC Leadership, assists in making room reservations, sets up and tests Audio Visual/Virtual platforms/equipment in advance of meetings. Prepares written correspondence for response to inquiries, and documents as directed by CHC Leadership. Prepares and edits letters, memorandums, and proofreads documents prior to finalization and submittal for signatures.

#### 15%
Distributes mail to Center Office staff and coordinates mail pick-up and deliveries. Monitors the CHC email for the Center Operations Section and forwards requests to the appropriate staff, develops responses to e-mail requests, such as inquires for program, requests for program contact information, follow up of job opportunities, etc., and tracks requests to ensure timely response, alerts supervisor of any challenges or delays. Processes and tracks outgoing/incoming priority shipping to ensure prompt delivery.

#### 15%
Prepares and submits purchase/service orders for office supplies, association or professional memberships, conference registrations, and distributes supplies in the Department purchasing system. Receives, processes, tracks, and submits invoices to the CDPH Accounting Office for payment and maintains invoice-tracking logs. Maintains inventory control for Center Office equipment, processes IT equipment requests for new staff, submits security badge requests, assist with facilities requests such as coordination of office workstation moves, hoteling space reservation and health and safety request. Reports and troubleshoots mechanical issues with the copiers, printers, and telecommunication
devices. Coordinates the removal process of documents for confidential destruction and archived material in accordance with the Center Office records retention schedule.

10% Serves as the Attendance Coordinator for the Center Office, coordinates, distributes, processes, and tracks attendance documents. Provides guidance to staff regarding submission of timesheets into the Tempo system and works with the Human Resources Division to resolve attendance issues. Serves as Center Office designee to pick-up checks from accounting office and distribute.

10% Serves as the Center Office Travel and Training Coordinator. Enters training certificates into the Public Health Employee Training and Tracking System, files training certificates and documentation and ensures managers and supervisors are notified of mandatory training for staff. Assists Center Office staff in obtaining approval to attend training and requests any registration fees from the Program Support Branch. Assists Center Office staff in securing travel reservations, completes out-of-state travel and individual trip requests, provides travel documentation, and submits travel expanse claims.

10% Provides Center Office administrative support to the Personnel Liaison, including updating organizational charts, contacting potential job candidates, scheduling and coordinating interviews, and tracking required documents for interview packages.

5% Serves as the Center Office Public Records Act (PRA) Request Coordinator. Acts as liaison with the Office of Legal Services, tracks PRA requests, coordinates with Center Branch and Offices to respond to requests, ensures process for Center leadership review and approval.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

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.

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.)

Supervisor’s Name: ___________________________ Date ___________________________

Employee’s Name: ___________________________ Date ___________________________

Supervisor’s Signature: ___________________________ Date ___________________________

Employee’s Signature: ___________________________ Date ___________________________

HRD Use Only: Approved By: MD Date 8/31/22