STATE OF CALIFORNIA

DUTY STATEMENT
CEC-004 (Revised 2/2022)

Classification: Office Technician (Typing)
Working Title: Office Technician
Position Number: 535-820-1139-802
Division/Branch: Energy Assessments/Data Analysis - Administration
Collective Bargaining Identifier (CBID): R04
Work Week Group (WWG): 2
Effective Date: August 15, 2022
Conflict of Interest (COI): ☒ Yes ☐ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

The Office Technician (Typing) is under the general supervision of the Energy Resources Specialist III (Managerial) (ERS III) of the Demand Analysis Branch (DAB) within the Energy Assessments Division (EAD). The Office Technician independently performs the most complex clerical and technical support duties for the ERS III and branch staff for both DAB and the Advanced Electrification Analysis Branch (AEAB). The incumbent interacts with a variety of staff within EAD and the California Energy Commission (CEC), either while providing support to or representing DAB and AEAB or working collaboratively and cooperatively with other EAD or CEC staff on various work activities. The incumbent also interfaces with individuals and entities external to the CEC.

The Office Technician performs a full range of clerical and technical support duties for the ERS III and branch staff, and is required to exercise initiative, independence, and sound judgment in successfully completing assignments and managing daily support workload. The incumbent is responsible for maintaining and updating administrative and document tracking systems; ensuring the office’s administrative and clerical office policies and procedures are consistent with EAD and CEC guidelines; and must demonstrate a high degree of independence, initiative, and originality in performing office administrative functions as well as general technical and clerical tasks in support of DAB and AEAB projects and workload needs.

Essential Duties

35% Provides technically advanced clerical support for DAB and AEAB staff. Duties include typing highly technical and administrative reports, including reviewing, editing, typing, and preparing tables and charts for inclusion in the reports. Reviews documents for correct grammar,
spelling, formatting, and accessibility. Independently composes correspondence by gathering and compiling data from technical and administrative staff. Coordinates with other EAD clerical staff to assure consistency in style, format, and accessibility, and that all CEC guidelines, policies, and procedures are being followed. Understands and follows document accessibility guidelines to ensure all documents produced by DAB and AEAB staff and posted to the CEC website adhere to standards.

30% Provides clerical support by creating, maintaining, organizing, and sharing an efficient electronic filing system for correspondence, reports, and administrative documents, using a variety of Microsoft Office tools, including SharePoint and OneDrive. Is responsible for being able to support DAB and AEAB staff with all parts of creating documents, from preparing an initial draft, routing for approvals, and posting final versions on the CEC website. Collaborates and communicates professionally with DAB and AEAB staff to provide helpful guidance on how to prepare documents in accordance with CEC style guidelines, including proper formatting and document accessibility. Prepares, verifies accuracy, and e-routes documents ensuring internal review and approval processes are followed. Submits approved documents to post on the CEC website. Establishes and manages a tracking system to ensure documents are routed and posted within deadlines.

20% Provides general technical and clerical support for the managers and branch staff, including preparing attendance reports and acts as the office’s timekeeper, working with Personnel staff to report and track staff time and leave balances, using a variety of Microsoft Office tools, including Outlook and Excel. Uses Microsoft SharePoint and OneDrive to establish, maintain, and organize confidential and administrative files for the managers. Creates and follows office administration procedures and effectively communicates processes to DAB and AEAB staff. Makes training and travel arrangements for DIPO staff, preparing and submitting all necessary documents, justifications, and expense reports within established state guidelines.

10% Provides general clerical support to DAB and AEAB staff working on a variety of administrative and technical projects, such as inputting data using Excel spreadsheets, scheduling meetings using Outlook, or assisting the managers to prepare staff announcements, reports, and team activities. Deals effectively, professionally, and tactfully via email, in remote and in-person meetings, on the phone, or in person with a variety of CEC staff and external contacts. Provides answers to general questions regarding specific office programs. Refers contacts to appropriate DAB and AEAB staff for technical information. Maintains good public relations by establishing a tracking system to assure responses are provided in a timely basis.

Marginal Duties

5% Performs other duties as required, consistent with the specifications of the classification.

Working Conditions

The California Energy Commission offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Limited-in person attendance and occasional travel may be required based on the needs of the division. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. Regular and consistent attendance - whether office-based or remote-centric - is essential to the successful performance in this position. This position is remote centered which means the
incumbent works 50 percent or more of their time monthly from an alternate work location (i.e., teleworking).

**Diversity and Inclusion Statement**

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays an active and meaningful role in creating an environment that enables each employee to thrive.

**Employee’s Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee’s Name (Print): ______________________

Employee’s Signature: ________________________  Date: __________

**Supervisor’s Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor’s Name (Print): Heidi Javanbakht

Supervisor’s Signature: ________________________  Date: __________