



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services Division	Management Services Technician	549-066-5278-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Personnel Services Section	MST	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Transactions Unit	715 P St Sacramento, Ca 95814	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		Staff Services Manager I
POSITION DESCRIPTION		
Under the supervision of the Staff Services Manager I, and with thorough understanding of the Personnel Services Section, other administrative units and field offices, the Management Services Technician performs a full range of complex personnel services for the Personnel Services Section. Acts as lead to front desk staff, which includes seasonal staff. Performs timekeeper responsibilities, handles time sensitive confidential documents, and manages all purchase order documents for completion and submission to Business Management Services staff.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Personnel timekeeper for Personnel Services Section which includes reviewing, auditing and accounting for all incoming DPR 921 s for accuracy and completeness. Maintains the supply inventory; independently reviews and analyzes purchase orders for office equipment maintenance and/or supplies. Reviews and analyzes CalCard/US Bank invoices, reconciles expenditures and encumbrances, and also manages State Contract and Procurement Registration System (SCPRS) and Vendor processor. Utilizes DGS procurement BidSync database systems; analyzes and reconciles expenditures and encumbrances. Follows departmental policies to ensure that SCPRS is attached to all PAPO's. Ensures correct Terms and Conditions and Procurement Methods are indicated on purchase documents. • Provides that all DPR 970s include quotes and bidder instructions, and that general provision versions are inserted with other various required documents. Purges inactive vendors, and provides STD 204/DPR 88 to initiate previously purged vendors.	
35%	Tracks State Controller's Office Payroll Irregularity Notice (Ding Notice) via tracking log and updates log for incoming and corrected notices. Gathers information for unit directory (excel spreadsheet), keeping current for new staff or separated employees. Tracks all incoming accounts receivables in excel tracking log for type, pay period, method of collection and satisfied date.	
10%	Acts as lead for front desk staff and provides back up support to seasonal staff. Answers, screens and transfers calls to appropriate staff person. Provides coverage when needed assisting employees and the public, opening, stamping and distributing incoming confidential mail to the appropriate personnel staff. Maintains, manages and keeps current Headquarters employee official personnel files. Updates staff roster listing, relevant tracking logs for State Controller reporting, and ensures filing is maintained for all transaction documents processed. Tracks Official Personnel Files to be filed or mailed to other state agencies via excel spreadsheet. Handles the most complex and sensitive front desk contact and phone inquiries.	
10%	Researches and gathers evidence of property to determine the need to properly dispose of. Utilize property stickers and submits property survey report DPR 152. Enters information into Maximo for state property tracking; researches and investigates missing or stolen property and reports it to Business Management Services (BMS).	



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MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
SPECIAL REQUIREMENTS:		
None		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE