DUTY STATEMENT

Employee Name: Vacant  
Position Number: 580-045-1139-909
Classification: Office Technician (Typing)  
Tenure/Time Base: Limited Term/Full-Time
Working Title: Administrative Technician  
Work Location: 1615 Capitol Avenue, MS 0513, Sacramento, CA 95814
Collective Bargaining Unit: R04  
Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Professional Development & Engagement  
Branch/Section/Unit: Organizational Support Services Section/Project Management Unit

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 Resources’ Job Descriptions webpage.

Job Summary

This position supports CDPH’s mission and strategic plan to advance the health and well-being of California’s diverse people and communities by maintaining a proactive culture of continuous quality improvement, engaging staff at all levels, and leveraging data and technology to enhance services.

The Office Technician (Typing) [OT (T)] serves as the Administrative Technician and performs a variety of advanced journey level office functions requiring a high degree of initiative and independence in the Office of Professional Development & Engagement (OPDE), Organizational Support Services Section (OSSS), Project Management Unit (PMU). The OT (T) is responsible for providing administrative and emergency response support to the PMU. Duties include, but are not limited to, reviewing and
preparing documents, ensuring adherence to Department guidelines; distributing and responding to emails received in the general OPDE email box; and scheduling and posting appointments, trainings, meetings, and conference calls. The OT (T) also prepares agendas and presentations via Microsoft Word, online tools and software, PowerPoint, and other CDPH approved programs, and assists team members during presentations and trainings.

The OT (T) works under the general direction of the Staff Services Manager II, OSSS Manager.

**Special Requirements**

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ✗ Travel: Up to 20%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ✗ License/Certification: A valid typing certificate of not less than 40 words per minute.
- ☐ Other:

**Essential Functions (including percentage of time)**

- 40% Provides administrative support, including scheduling management and travel arrangements. Creates and formats documents in a professional, accurate manner, and checks documents for completeness, accuracy, and compliance with Departmental, legal, and other requirements. Proofreads, edits, and finalizes correspondence, Departmental memos, documents, reports, and emails. Proofreads and edits outgoing correspondence, documents, and reports to ensure correct spelling grammar and punctuation, and consistency with the OPDE Communication Guide and Departmental standards.

- 35% Assists with presentations, workshops, workgroups, and training classes for CDPH employees in person and using online Microsoft Teams and Zoom platforms. Prepares agendas and presentations via Microsoft Word, online tools and software, PowerPoint, and other CDPH approved programs. Assists with the preparation, promotion, meeting coordination, registration tracking, and delivery of services for OPDE programs and services. Travels to the East End Complex as needed to perform various functions onsite including, but not limited to, fulfilling equipment/supply requests; conducting inventory; checking mail; shipping supplies; and mailing out certificates. Occasionally travels to other CDPH campuses to provide technical and administrative support to the OPDE team for events and trainings.

- 15% Maintains a variety of online program files which includes presentations, surveys, memorandums, reports, and a wide variety of subject area files.

**Marginal Functions (including percentage of time)**

- 5% Develops, implements, and maintains internal policy and procedural guidelines and written desk procedures. Evaluates policies and procedures to evaluate effectiveness and applies Lean techniques to continually improve processes.
5% Keeps supervisor updated on workload and any potential issues and problems that may arise. Develops work plans, issues papers, and assists on special projects. Continuously seeks opportunities for growth and development through training courses and individual research. Performs other OT (T) work-related duties as required.

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<tr>
<th>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.</th>
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<tr>
<td>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.)</td>
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<th>Supervisor’s Name: Vacant</th>
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HRD Use Only: Approved By: Alyssa Ballesteros-Agulo Date 9/28/2022