

POSITION STATEMENT

1. POSITION INFORMATION									
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:								
Office Technician (Typing)	<i>Attendance Clerk</i>								
NAME OF INCUMBENT:	POSITION NUMBER:								
<i>Click here to enter text.</i>	280-706-1139-xxx								
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:								
Central Operations Technical Services Section Legislation & Attendance Group	David Hudson								
DIVISION:	SUPERVISOR'S CLASSIFICATION:								
Field Audit and Compliance	Tax Administrator I, EDD								
BRANCH:	REVISION DATE:								
Tax	10/31/2023								
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours									
2. REQUIREMENTS OF POSITION									
<p>Check all that apply:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Conflict of Interest Filing (Form 700) Required</td> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Call Center/Counter Environment</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> May be Required to Work in Multiple Locations</td> <td style="padding: 2px;"><input checked="" type="checkbox"/> Requires Fingerprinting & Background Check</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Requires DMV Pull Notice</td> <td style="padding: 2px;"><input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Travel May be Required</td> <td style="padding: 2px;"><input type="checkbox"/> Other (<i>specify below in Description</i>)</td> </tr> </table>		<input type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input type="checkbox"/> Call Center/Counter Environment	<input type="checkbox"/> May be Required to Work in Multiple Locations	<input checked="" type="checkbox"/> Requires Fingerprinting & Background Check	<input type="checkbox"/> Requires DMV Pull Notice	<input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)	<input type="checkbox"/> Travel May be Required	<input type="checkbox"/> Other (<i>specify below in Description</i>)
<input type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input type="checkbox"/> Call Center/Counter Environment								
<input type="checkbox"/> May be Required to Work in Multiple Locations	<input checked="" type="checkbox"/> Requires Fingerprinting & Background Check								
<input type="checkbox"/> Requires DMV Pull Notice	<input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)								
<input type="checkbox"/> Travel May be Required	<input type="checkbox"/> Other (<i>specify below in Description</i>)								
<p>Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)</p> <p><i>Click here to enter text.</i></p>									
3. DUTIES AND RESPONSIBILITIES OF POSITION									
<p>Summary Statement: (Briefly describe the position's organizational setting and major functions)</p>									
<p>Under the general direction of the Tax Administrator I, the Office Technician (Typing) performs Attendance Clerk duties. The incumbent is responsible for maintaining attendance and overtime records; preparing and processing appointment and separation documents; submitting required forms for employee benefit options; and acting as a liaison between the attendance reporting units and the Human Resource Services Division.</p> <p>Timeliness and accuracy are imperative as the records involved represent the basis on which employees are paid and adequate staffing levels are maintained. The incumbent applies knowledge of general office practices and is involved in sensitive and confidential staff contact situations.</p>									

Civil Service Classification
Office Technician (Typing)

Position Number
280-706-1139-xxx

Percentage of Duties	Essential Functions
40%	Maintains division employees attendance records, prepares appointment and separation documents, and reconciles time reports. Maintains attendance related tracking spreadsheets, reconciles leave balances and corrections.
25%	Utilizes various manuals such as the Employment Development Department's Attendance Clerk Handbook and the Personnel Management Handbook to research personnel transactions and perform attendance functions. Compiles and posts leave information on the STD 672 (Time and Attendance Report Form) employee payroll information within allotted timeframes, reconciles attendance/time reports, enters monthly time code information on the Field Information System database. Interprets and applies laws, rules, and policies of the State Personnel Board, State Controller's Office, and the Public Employees' Retirement System.
20%	Compiles benefit and personnel forms for Division staff. Prepares Staff Action Request forms, compiles STD 603 (Dock Report Form), STD 671 (Miscellaneous Payroll/Leave Actions Form), and DE 2795 for attendance corrections. Completes Non-Industrial Disability Insurance forms, Flex-Elect forms, health and dental forms, and compressed workweek and v-time documents. Answers phone calls and walk-in questions regarding leave balances and general state employee-governed policies to internal customers within the Field Audit and Compliance Division. Communicates sensitive or critical issues to management.
10%	Assists and/or backs up other Attendance clerks and other support activities in the Central Operations Program.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	
Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other: <i>Click here to enter text.</i>	
5. SUPERVISION EXERCISED: (List total per each classification of staff)	
None	
6. SIGNATURES	
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	

Civil Service Classification
Office Technician (Typing)

Position Number
280-706-1139-xxx

Employee's Name: <i>Click here to enter text.</i>		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name: <i>Click here to enter text.</i>		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	10/24/2018
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i>		
List any Reasonable Accommodations made: <i>Click here to enter text.</i>		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file