

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: April 2024
Classification: Office Technician	Position #: 673-930-1139-802
Division/Office: Mobile Source Laboratory Division	CBID: R04
Section: Administrative Section	
Supervisor Name: Margo Liner	Supervisor Classification: Staff Services Manager I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

DUTY STATEMENT

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The Administrative Section provides administrative and clerical support to the Mobile Source Laboratory Division (MSLD). MSLD responsibilities include developing and utilizing CARB’s rigorous screening and testing capabilities to validate emerging technologies, hold manufacturers accountable, and support collaborative partnerships with academia and industry and testing on and off-road sources such as passenger cars, motorcycles, trucks, buses, heavy duty construction equipment, recreational vehicles, marine vessels, lawn and garden equipment, and small utility engines.

CONCEPT OF POSITION: Under the supervision of the Staff Services Manager I, the Office Technician (OT) works at the journey level providing clerical support for the Administrative Section, Light Duty Testing Branch (LDTB), and the Laboratory Data Support Branch (LDSB). The OT is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. The OT will ensure that all office administrative matters are orderly and accurately routed. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies, and procedures. Good judgment and the ability to communicate effectively is of primary importance at this level.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Provide secretarial support to the Staff Services Manager I (SSM I) and the Branch Chiefs to include but not limited to, schedule meetings and maintain the Branch Chief’s appointment calendars; review and edit correspondence and documents; compose correspondence as directed by the SSM I and Branch Chiefs; route documents for various levels of approval; make travel arrangements; establish office procedures and periodically update as needed and maintain confidential and administrative files.
25% - E	Provide clerical support to Section Managers and staff in LDTB and LDSB; review and edit staff work for organization, grammar usage and conformance to the Executive Office/Board procedural standards; track assignments to ensure deadlines are met; coordinate travel and meeting arrangements; review standard documents and travel claims for accuracy and completeness; order supplies; coordinate preparation, processing, tracking, and routing of administrative paperwork.
20% - E	Work close with Branch Chiefs and Division Liaisons on preparing Branch budget documents for the fiscal year, such as contracts, equipment, training, and out-of-state travel requests. Attend Admin meetings; keep OT routing/procedural manuals up to date; research informational resources to provide protocol and guidance received from Liaisons to keep staff abreast

DUTY STATEMENT

	of any changes.
10% - E	Assist in production of technical documents such as reports, manuals, Board items, statistical charts, tables, and/or graphs.
10% - M	Other duties such as, maintain supplies and keep service records for office equipment; participate in safety meetings and take action to comply with safety codes; serve as back-up receptionist to Division Chief; and provide clerical assistance to the other Branches in the Division as needed.