

DUTY STATEMENT

Employee Name:	Position Number: 580-221-1139-701
Classification: Office Technician (Typing)	Tenure/Time Base: Permanent/Full-Time
Working Title: Section Secretary	Work Location: 3701 N Freeway Blvd, Sacramento, CA 95834
Collective Bargaining Unit: R04	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Health Statistics and Informatics	Branch/Section/Unit: Vital Records Issuance Branch Issuance Section

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 Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing a wide variety of the most difficult administrative and secretarial duties on behalf of the Chief of the Issuance Section, Vital Records Issuance Branch (VRIB).

The Office Technician (Typing) (OT) assists the public, appropriately responds to general or vital records related inquiries, refers inquiries to the appropriate contact, processes requests for correspondence, and finalizes technical reports or other CDPH required documents. The OT maintains and orders general office supplies and leads coordination of Section meetings. The OT serves as VRIB Attendance Coordinator, Training Coordinator, and Travel Coordinator. Up to 5% travel may be required.

The incumbent works under the general supervision of the Staff Services Manager II, Chief of the Issuance Section.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% travel may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Perform a variety of duties for the Issuance Section, such as typing, editing, and formatting written documents, including memos, letters, reports, travel claims, purchase requests, desk manuals, and day-to-day office procedures. Independently prepare correspondence. Prepare requests for IT support. Maintain an inventory of supplies, which includes ordering supplies, distribution, and accounting for ordered supplies. Prepare and edit complex technical charts, graphs, and other material. Coordinate with other Center staff to ensure office coverage during normal business hours. Act as lead support within the Section. Develop and revise administrative office procedures. Duplicate materials, and perform other clerical duties as required. Order supplies or equipment for ergonomic evaluations as needed.
- 20% Review, prioritize, and assign incoming correspondence, documents, and requests to appropriate staff for follow up and reply; track and monitor assignments to ensure that deadlines are met; review, prioritize, and arrange correspondence for the Section Chief's reply or signature. Review outgoing correspondence for format and grammatical construction consistent with departmental policy. Independently compose correspondence, gather information and data related to health statistics, and inform the public on vital statistics processes and procedures.
- 15% Receive and screen incoming telephone calls and make appropriate referrals; respond to complex and sensitive information requests and provide information on policies and procedures, includes contacts of a sensitive nature, calls from legislators and the media.
- 15% Attendance Coordinator – CHSI VRIB: 580-221.
Approximate Staff Size: 70-80 employees.

Act as Attendance Coordinator for the Vital Records Issuance Branch; use the Human Resources Division (HRD) Timekeeping System (Tempo) to enter data into the automated attendance system to record absences, special schedules, alternative work week hours, and overtime, following CDPH guidelines. Act as liaison between HRD and the Branch Office for all attendance reporting issues. Assist employees with resolving Tempo timesheet errors. Research and take appropriate actions to correct and resolve attendance reporting discrepancies; work with management to resolve conflicts and missing time reports. Track temporary staff hours and renewal dates. Report dock and AWOL to the HRD at monthly cutoff and report late dock

thereafter, report additions and separations of employees in reporting unit. Report to HRD if any employees are on leave of absence or have returned from a leave of absence (i.e., medical, educational, military, or other types of leave of absence); and reconcile employee leave balances with monthly LAB Reports and immediately report any discrepancies to the HRD. Maintain time and attendance files. Perform New Employee Orientations utilizing HRD checklists and resources, provide CDPH employees with onboarding and benefit resources, submit completed new employee paperwork to HRD. Process employee security key card access requests. Prepare appropriate forms, obtain signatures, and submit to program branch for processing. Track and submit staff probationary and annual appraisal forms to HRD.

- 15% Commit to meetings and appointments for the Section Chief and subordinate supervisors or managers and determine what meeting materials and agenda items are prepared for and ready. Prepare travel itineraries, make travel arrangements and reservations; calculate, prepare, and submit travel expense claims. Independently organize Section sponsored functions and meetings, reserve rooms, prepare agendas; compile and assemble materials; coordinate travel arrangements for participants; ensure all details are completed, etc. Act as VRIB training coordinator and attend meetings for training coordination. Maintain completed training records for each staff member and assist with scheduling internal and external training.
- 5% Provide on-site support during state emergencies. The nature and extent of these duties may require travel, including overnight stays.

Marginal Functions (including percentage of time)

- 5% Perform other work-related duties as required.

☐ 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.

☐ 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.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: HH

Date: 9/5/24