

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: VACANT	Current Date: 6/17/2025
Classification: Office Technician (Typing)	Position #: 673-610-1139-801
Division/Office: Mobile Source Control Division	CBID: R04
Section: Transportation and Clean Technology Branch	
Supervisor Name: Tony Brasil	Supervisor Classification: Air Resources Supervisor II

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

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

Total number of positions in Section/Branch/Office for which this position is responsible: 0

**FOR LEADPERSONS OR TEAM LEADERS ONLY:**

Indicate the number of positions by classification that this position **LEADS**: 0

**MISSION OF SECTION:** The Transportation and Clean Technology Branch develops and implements regulations primarily affecting medium- and heavy-duty vehicles to reduce emissions to equitably reduce emissions from transportation, freight movement, and everywhere vehicles are used in California to improve the well-being and quality of life for all Californians. We use social, environmental, and economic justice as the guiding principles for our clean transportation policy.

**CONCEPT OF POSITION:** Under the general direction of the Branch Chief, the Office Technician (OT) (Typing) performs administrative and clerical support for the Branch in implementation of its programs. Specific tasks include proofing, tracking and transmitting all Branch assignments, correspondence, travel, grant administrative assignments and tasks, organizing and ordering office supplies and equipment, maintaining branch files, directing calls and emails to appropriate staff, and assisting with coordination of calendar events for branch.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
25% - E	Provide administrative support to the Branch. Routinely receive, handle and screen incoming telephone calls and emails exercising considerable judgment in providing factual information in response to inquiries. Review and prioritize incoming correspondence and assignments to determine disposition. Independently compose correspondence as directed by the Branch Chief or Section Managers (e.g., meeting notifications and agendas, standard informational replies, training forms, and other administrative forms). Assist with calendar events by scheduling with outside parties, reserving meeting space or online meeting platforms, coordinate schedules of attendees.
25% - E	Log, track, and organize assignments/tasks, orders, and reimbursements. Prepare monthly travel expense report. Follow-up on daily and weekly due dates with appropriate staff; identify tasks not completed expeditiously and work with the Branch Chief and Section Managers to ensure timely completion.
20% - E	Stay current on office procedures and guidelines. Maintain confidential and administrative files. Review and edit staff work for proper format, organization, grammar usage, completeness of content and conformance to

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	Administrative Service Division and Executive Office/Board procedural standards, including correspondence guide.
10% - E	Assist with clerical functions like scanning, shredding, gathering information, printing and other duties as required and assigned. Post materials on the California Air Resources Board website as assigned.
10% - E	Ensure the branch is supplied with appropriate office supplies and equipment by organizing supplies, ordering supplies as needed and making special orders for specific equipment as requested.
10% - M	Perform other related OT (Typing) duties as required including assistance to staff on the use of administrative procedures, including updates at monthly branch meetings.