

DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-4870-901			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
SECTION Business Services Office		CLASSIFICATION TITLE Student Assistant				
PROGRAM (If applicable)		WORKING TITLE BSO Student Assistant				
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID E	TENURE NT	TIME BASE INT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Choose an item.	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)		N/A				

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include Enterprise Operations, State Planning and Policy Development, and Strategic Growth Council. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs and a positive attitude. LCI fosters a commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

The student assistant serves as lead support for a variety of analytical and administrative support duties under close supervision of the Assistant Deputy Director of Administrative Services. This student assistant will report to the Business Services Office (BSO). Incumbent will schedule, prepare materials for, participate in, and prepare summaries of various BSO programs and projects which includes, but not limited to: facility management, mailroom services, records retention, procurement, contracts, and asset management.

The student assistant must also adhere to department policies, rules, and procedures, including maintaining regular attendance, with reasonable flexibility of working hours as determined by management.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
100%	ESSENTIAL FUNCTIONS
30%	Facility and Mailroom Services <ul style="list-style-type: none"> • Process all outgoing United States Postal Service (USPS) and parcel mail – stamping letters and envelopes, packaging and labeling FedEx shipments, and logging each shipment • Process all special mail requests – return labels for parcels, logging each shipment • Process and deliver all incoming USPS and parcel mail – date-stamping, sorting, scanning,

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	<ul style="list-style-type: none"> • logging and delivering • Perform weekly courier runs to O Street building to deliver personnel mail and pick up LCI and Governor's Office mail • Maintain and organize office supply room • Inventory supply room and put together order requests to maintain supply par levels • Maintain inventory of all toners for copiers and printers • Submit meter counts for copiers and printers as needed • Receive and log incoming orders/supplies, distribute to correct contact/location • Send proof of receipt documents for all orders received to procurement and accounting • Other facilities duties as needed - moving and building related projects, clean-up, signage creation, monitoring doors and parking area, etc.
25%	<p>Procurement and Contracts</p> <ul style="list-style-type: none"> • Serve as a departmental buyer for LCI by preparing purchase orders to acquire non-IT goods from vendors • Meet with LCI staff to identify desirable product specifications for non-IT commodities • Ensures that the method chosen to procure the commodity is in compliance with regulations, policies, and procedures of DGS and LCI. • Work with suppliers to obtain quotes for BSO services and goods and submit to LCI buyers purchase request • Draft updates to procurement and contract policies and procedures • Answer procurement and contract questions, send materials to program staff • Order business cards for staff • Perform receipt functions in Fi\$Cal for goods and services • Enter Payee Data into Fi\$Cal
15%	<p>Automate Business Flows</p> <ul style="list-style-type: none"> • Create business services flows via Microsoft Forms, Automate and SharePoint • Link the different Microsoft apps and troubleshoot to ensure flows are working • Track errors and resolve with requesters • Generate reports from the flows as requested by management
15%	<p>Records Retention</p> <ul style="list-style-type: none"> • Assist with records management activities • Monitor records disposition schedules • box and label boxes for state records center • Prepare records transfer lists
10%	<p>Asset Management</p> <ul style="list-style-type: none"> • Assist with inventory and tracking of IT and non-IT • Use FI\$Cal to track inventory • Coordinate with program staff asset pickup or drop off
	MARGINAL FUNCTIONS
5%	Perform other BSO job-related duties as required.

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KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

DESIRABLE QUALIFICATIONS:

- Effectively operate a computer using the following software programs: Microsoft Word, Excel, Outlook, and SharePoint.
- Ability to apply and interpret policies, regulations, and laws.
- Ability to take and follow verbal or written direction from supervisors/managers.
- Experience with mailroom operations
- Experience with State Records Management
- Familiarity with State Contracting Manual

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move objects weighing up to 40 lbs with or without reasonable accommodation. Involves sitting most of the time and may involve walking or standing for brief periods of time.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.***

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: ***I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).***

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE