

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

|   |  |                             |
|---|--|-----------------------------|
| RPA NUMBER<br>29439   | DGS DIVISION / OFFICE or CLIENT AGENCY<br><b>Enterprise Technology Solutions</b>   |                             |
| UNIT NAME<br><b>Administrative Office</b>   | HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)<br><b>707 3rd Street, Third Floor, West Sacramento, CA 95605</b>      |                             |
| CIVIL SERVICE CLASSIFICATION<br><b>Office Technician (Typing)</b>   | POSITION NUMBER<br><b>306-072-1139-008</b>   | CBID<br><b>R04</b>          |
| POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                     | PROBATIONARY PERIOD<br><input checked="" type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A | WORK WEEK GROUP<br><b>2</b> |
| WORK SCHEDULE (DAYS / HOURS)<br><b>Monday - Friday, 8:00 AM - 5:00 PM</b>   | TENURE<br><b>Permanent</b>   |                             |
| WORKING TITLE<br><b>Attendance Clerk</b>  | TIMEBASE<br><b>Full Time</b>   |                             |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |                             |
| PROPOSED INCUMBENT (IF KNOWN)   | LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____                               |                             |

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under the direction of the Staff Services Manager I (SSMI), this position serves as Attendance Clerk (AC) in the Department of General Services for Enterprise Technology Solutions (ETS), assistant to the Chief Information Officer, and completes other administrative and clerical functions to support the Administration Office and ETS Staff in compliance with applicable laws, rules and regulations, policies and procedures, directives, and guidelines of the Department of General Services (DGS) and CalHR.

Medical Clearance  Background Clearance  Typing  DMV Pull Notice  Drug Testing

**SPECIAL REQUIREMENTS**  Vehicle Home Storage Permit  Driver's License and Class (specify below in Description)  Certificate (specify below in Description)  
 Professional License (specify below in Description)  Other (specify below in Description)

**Typing**

A valid Typing Certificate of Proficiency of not less than 40 words per minute.

**Telework**

The employee must reside in California.

**ESSENTIAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION   |
|------------|---|
| 35%        | <p><b>Attendance Clerk</b></p> <p>Serves as the Attendance Clerk for Enterprise Technology Solutions (ETS), in coordination with the Office of Human Resources (OHR) by assisting staff with the completion and submission of timesheets, Statement of Economic Interests (Form 700), benefit enrollment and changes pertaining to appointments, separations, transfers and retirements, entering personnel related information into the Activity Based Management System, resolving timesheet issues, and distributing pay warrants, utilizing in the Project Accounting &amp; Leave system, the DGS Attendance Clerk Manual, applicable</p> |

**DUTY STATEMENT**

| PERCENTAGE | DESCRIPTION   |
|------------|---|
|            | Bargaining Unit Agreements, and in accordance with California Department of Human Resources and State Personnel Board rules and regulations, in order to report accurate time accounting and submit correct benefit packages to OHR, to ensure accurate and timely submittal of payroll and benefit information is conveyed to the Personnel Specialist in OHR in compliance with state requirements.   |
| 30%        | Executive Support<br>Provides executive support to the Chief Information Officer (CIO) and ETS Management by preparing, composing, reviewing and distributing various correspondence to internal and external entities on behalf of the CIO, scheduling meetings, reserving rooms, and managing calendars, in order to process sensitive and confidential documents for ETS to ensure excellent and responsive customer service in accordance with established departmental guidelines, policies and procedures.  |
| 15%        | Office Technician (Typing)<br>Independently provides a variety of the most difficult clerical support duties for ETS by scheduling interviews for management, typing, reviewing, and distributing difficult and sensitive documents, letters and various correspondence, distributing confidential documents, and maintaining database spreadsheets in order to provide timely and accurate customer service, to ensure office needs are met, in compliance with established policies, procedures, and departmental and office guidelines, utilizing Microsoft Office Suite and other appropriate software.   |
| 5%         | Mail Distribution (no more than 15%)<br>Independently processes and prioritizes incoming mail and documents for ETS by distributing and routing to appropriate staff, tracking and responding to mail inquiries, reviewing and sending outgoing mail, and verifying complete addresses, postage, and appropriate delivery method such as, but not limited to, US Post Office, inter-agency mail, and overnight delivery services, utilizing Microsoft Outlook, inter-office mail, messenger services and personal delivery, in order to provide mail and document handling support to ensure timely delivery.   |
| 5%         | Travel Coordinator<br>Acts as the ETS Division Travel Coordinator, in collaboration with the Office of Fiscal Services, to inform and educate ETS travelers on travel policies and initiatives, disseminate travel policy updates and best practices, attend quarterly travel coordinator meetings, review and obtain approval for monthly travel charges, and other related duties utilizing DGS travel resources in order to act as intermediary between the Statewide Travel Program (STP) and ETS travelers in accordance with the requirements of the California Department of Human Resources, bargaining unit contracts, State Contracting Manual, State Controller's Office, and DGS policies and procedures. |
| 5%         | Health and Safety within the Zig<br>Serves as the Safety Coordinator for ETS, in collaboration with DGS' Office of Risk and Insurance Management by developing and maintaining the Ziggurat Emergency Response Team (ZERT) listing, drafting correspondence to ZERT team members, distributing safety information to staff, maintaining and ordering supplies for the First Aid kits, and attending meetings with the ZERT team in order to provide members with information on departmental emergency procedures and designated safety roles, to ensure a safe and secure workplace.   |

**DUTY STATEMENT****MARGINAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION   |
|------------|---|
| 5%         | May perform back-up assistance for other administrative staff when they are absent or on assignment by attending team meetings and addressing impromptu customer requests, utilizing ServiceNow, Outlook, MS Teams, and other collaborative tools in order to foster a supportive team atmosphere and to ensure continued customer service. |

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Travel (Specify the percentage in the travel box below)

**DESIRABLE QUALIFICATIONS**

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)*

|               |                    |             |
|---------------|--------------------|-------------|
| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE SIGNED |
|---------------|--------------------|-------------|

*I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

|                 |                      |             |
|-----------------|----------------------|-------------|
| SUPERVISOR NAME | SUPERVISOR SIGNATURE | DATE SIGNED |
|-----------------|----------------------|-------------|