

DUTY STATEMENT

1. Institution/Division/Office: Central Office/Administration/Human Resources		2. Unit/Industry/Enterprise: Return to Work	
3. Classification Title: Office Technician (Typing)		4. Proposed Incumbent (if known): VACANT (LT)	
5. Current Position Number (Agency-Unit-Class-Serial): 063-043-1139-003		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direct supervision of the Return-to-Work Manager (Staff Services Manager I), Human Resources, the Office Technician (OT) performs a variety of administrative and clerical support tasks for the Human Resources Return-to-Work Unit. Position may be allowed limited telework opportunity.			
8. Work Schedule: Monday - Friday 8:00 a.m. - 5:00 p.m.			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
		ESSENTIAL FUNCTIONS	
25%	Process incoming mail; open, sort, date stamp, scan, and route mail for the Return-to-Work (RTW) Unit. Serves as the contract manager for the Micro Niche, Carbon Health, Department of Justice (DOJ), and Capital Live Scan contracts. Receives and processes monthly invoices from the managed contracts and State Compensation Insurance Fund (SCIF), and may provide backup for other invoice processing in Human Resources (HR). Tracks monthly tasks and follows up with the RTW Coordinators to ensure that time frames are met. Responsible for redacting and disseminating the monthly End of Month (EOM) reports from SCIF to the Accounting Dept and providing statistical reports, charts, graphs, and other confidential and sensitive documents to CALPIA Executives. Reviews outgoing correspondence prepared for the signature of the Chief, Human Resources, for technical accuracy, correct format, spelling, grammar, and punctuation.		
25%	Performs duties with a high degree of confidential access and clearance with the DOJ to serve as the CALPIA Live Scan and Prison Rape Elimination Act (PREA) Coordinator. Receives and processes all incoming Live Scan Background Check and PREA results for all potential hires and existing staff. Audits the Applicant Agency Justice Connection (AAJC) portal and sends the DOJ a No Longer Interested (NLI) notification for separated staff per (Pen. Code § 11105.2). Communicates results with the Employee Relations Officer (ERO) and ensures Supplemental Applications are included in the hiring package. Responsible for coordinating PREA clearances and Tuberculin (TB) Skin Test requirements for all appointments. Responsible for daily review and approval of Salesforce hiring packages. Processes all Live Scan invoices for payment and ensures the proper agency codes are utilized.		
25%	Create a profile and digital claim folders for both staff and incarcerated worker injuries in MicroNiche and SharePoint. Assist the RTW Coordinators with the initial claims process, case assignment, and case management. Maintain electronic filing system for closed claims and reconcile with the End of Month (EOM) reports. Input the EOM reports into Microsoft PowerBI for monthly statistical tracking.		
10%	Processes the monthly SCIF billing review, approval for payment, statistic tracking, and providing final product to the RTW Manager and Chief, Human Resources. Responsible for receiving and uploading the SCIF monthly legal calendar into the RTW Coordinators Outlook Calendar, ensuring accurate tracking of all Mandatory Settlement Conferences (MSC's) and timely settlement authority.		
10%	Acts as the CALPIA Coordinator for the Annual TB Skin Test tracking and compliance for all CALPIA employees, including announcement memo preparation, coordinating testing dates statewide with all correctional institutions, preparing correspondence to non-compliant employees, sending reminders, and preparing final reports for review by the Chief, Human Resources.		
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