

**DUTY STATEMENT**

Employee Name:	Position Number: 580-230-1139-014
Classification: Office Technician (Typing)	Tenure/Time Base: Permanent/Full-Time
Working Title: Office Support Technician	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R04	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response	Branch/Section/Unit: Business Operations Branch/ Fiscal Response, Operations, & Grants Section/ Administrative Unit

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 significant 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 providing administrative support for emergency preparedness and response efforts to the Center for Preparedness and Response (CPR), including support for recruitment and hiring, document review and tracking, and training coordination.

The incumbent works under the direction of the Staff Services Manager I (SSM I) in the Administrative Unit (AU) within the CPR. The Office Technician (OT) [Typing (T)] provides administrative support to AU and the CPR by reviewing and processing the more complex clerical duties. These duties include, but are not limited to reception, mail, filing, sensitive, confidential and/or

correspondence. The incumbent reviews invoices, prepares letters or memos, receives and screens correspondence and telephone calls from internal and external inquiries. The OT (T) provides direct support to staff, maintains supply inventories, and processes daily mail. The incumbent is responsible for scheduling interviews and meeting rooms.

In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, 5% travel, and transport up to 25 lbs.

### Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: A valid typing certificate
- ☐ Other:

### Essential Functions (including percentage of time)

- 30% Provides administrative support to the AU. Maintains schedules and Outlook calendars, as necessary, by scheduling and posting interviews, appointments, trainings, meetings, and conference calls. Manages and monitors the CPR-OT inbox. Coordinates the calendars for the CPR Division Chiefs and staff. Briefs appropriate staff on changes and adjustments to calendars on a daily basis. Forwards meeting requests, drills, and other pertinent emails to appropriate staff. In coordination with the Training Coordinator, may arrange travel, including itineraries and reservations, for the CPR management and other staff. Maintains a tracking system for correspondence or other documents that have been forwarded for signature or approval within the division. Greets and escorts visitors of the CPR.
- Assists the CPR Personnel Liaison with recruitments, by scheduling interviews and preparing interview packets along with other pertinent documents. Ensures that workstations are prepared and stocked for new staff. Serves as badge coordinator for the CPR, processing requests for new badges, modifications, or deactivations of existing badges. Assists with onboarding new hires, including the request of CDPH accounts, IT assets, and badge requests.
- 25% Independently types a variety of public, sensitive and/or confidential correspondence, i.e., e-mails, letters, memorandums, charts, reports, spreadsheets, file and address labels, table tents, and other required documents prepared by Division staff. Reviews and edits documents for formatting, punctuation, grammar, and packaging and verifies completion dates. Prepares and assembles materials to maintain the CPR procedure memos and desk manuals. Determines priority processing; duplicates and organizes documents prior to submission for approval and ensures adherence to Departmental formatting and style requirements. Maintains the CPR's electronic files, including correspondence, logs, reports, and charts. Responsible for filing various administrative materials (personnel, training, budgets, etc.) both digital and physical files.

- 25% Provides telephone coverage for the CPR's main office line, routing calls to appropriate staff or other agencies as necessary. Receives, opens, date stamps, reviews, and processes all incoming mail and assignments for the CPR management and distributes appropriately. Assists the CPR staff, with electronic, US Postal Services, FedEx, and other mailings. Responsible for the CPR daily mail run which includes delivery and retrieval of interagency, incoming, and outgoing mail and packages. Operates and maintains various office machines i.e., copier, confidential shred machine, fax machine, printers, scanners, etc. Calls vendors for repairs or service needs. Serves as the point of contact for all office machine maintenance, ensuring shared machines are stocked and properly functioning, and submits facility and telecom maintenance requests as needed. Coordinates with the Information Technology Services Desk (ITSD) to manage CPR's IT assets via DocuSign.
- 15% Independently orders, stores, and monitors office supplies for all CPR staff. Ensures compliance of purchasing activities with state purchasing and contracting policies as outlined by CDPH. Ensures fiscal integrity by working with fiscal analysts on the CPR's supply line-item budget. Completes, reviews, and processes invoices through the available invoice entry portal and appropriate application and verifies warrant dates appropriately. Receives and logs all shipments, stores, and maintains inventory, processes all necessary paperwork to the appropriate CDPH office. Works with accounting staff to ensure timely payment of invoices and assists in resolving discrepancies. Verify payment status and issuance of revolving funds for training classes and travel advances.

Travel required to attend meetings and participating in workgroups on behalf of the CPR as needed.

#### **Marginal Functions (including percentage of time)**

- 5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers. The incumbent is required to participate on an Incident Response Team (IRT).

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
<b>HRD Use Only:</b> T. Moya	Date 5/23/24		