



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services Division	Office Assistant (Typing)	681-600-1379-901
BRANCH (if applicable)	WORKING TITLE	CBID
N/A	Business Operations Assistant	R04
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
Business Services Section/Business Operations Unit	715 P Street, Sacramento, CA 95821	Vacant
IMMEDIATE SUPERVISOR		
Business Operations Supervisor (Staff Services Manager I)		
MISSION STATEMENT		
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.		
POSITION DESCRIPTION		
Under the general supervision of the Business Operations Supervisor (Staff Services Manager I) the incumbent will function as a Business Operations Assistant and will be primarily responsible for performing varied general assignments including mail and document handling, typing, data input, document preparation for Board meetings, and general office-related tasks for facilities management, records management, asset management, fleet management, and maintaining logs and files.		
In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborating with underserved communities and tribal governments, and work toward improving outcomes for all Californians.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Utilize the Employee Services Portal to receive, review and respond to assigned tasks. Use software and techniques learned in provided training to remediate documents in accordance with ADA WCAG standards 2.0 and PDF/UA to meet compliance by organizing pages and logical reading order within a document, creating and/or editing tags, bookmarks, headers alternative text, editing and/or correcting formatting issues within documents and entering appropriate meta data for each document in order to conduct accessibility and regression testing to validate compliance to ensure ADA requirements and standards are met by utilizing learned methods and available training. Assist with the printing of documents and packets, printing of large quantity of documents, and reprographics requests. Assist with organizing and providing support during department in-person events, including creating name tags, printing event flyers, pamphlets and handouts, manning the event reception desk to distribute event materials and provide directions and answer general information questions.	
25%	Assists with receiving and distributing mail and delivering outbound mail to the mail room, entering package and address information into specified carrier's shipping system to generate shipping label and take packages to mail room by ensuring business objectives and requirements are met on time to complete requests to ensure service level agreements are upheld by utilizing best practices in work organization and communication with customers. This will also include verifying outgoing label information is complete and accurate; calculating cost(s) associated with delivery.	



Duty Statement

15%	Act as the primary back-up for the Office Technician (Typing) position in the Business Operations Unit when the position is vacant, employee is on leave or is in training. This will include screening and directing correspondence, answering telephone calls from the main phone line, responding to general emails received via the website, and directing visitors to appropriate contacts and providing information as requested. Receive and distribute mail from the mailroom, deliver outbound mail to the mailroom, and enter package and address information into specified carrier's shipping system to generate shipping label and take packages to mailroom. Assist with folding and inserting requests submitted by staff and management by operating, refilling, and maintaining mailing machine; and submitting and coordinating repairs for the mailing machine as necessary.
10%	Assists with maintaining emergency preparedness documents, including emergency contact information, coordinator lists, and evacuation plans; analyze and evaluate current regulations to ensure materials align with best practices and support emergency response efforts; ensure compliance with applicable local, states, and federal statutes. Assist in planning and organizing annual emergency drills in coordination with stakeholders, document participation outcomes support on compliance tracking and continuous improvement of emergency response procedures. Monitor and evaluate emergency supply inventory to ensure accessibility, expiration compliance, and overall readiness.
10%	Assists with ordering and distribution of office supplies for all office locations (headquarters and field offices). Receive and inventory office supplies at the headquarters location in the supply room; ensure supply room is organized and adequately stocked. When requested, assist with movement of fleet vehicles and replenishing of equipment and supplies for Energy Safety fleet.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equality, and inclusion.

TYPICAL WORKING CONDITIONS

Work Schedule:

Intermittent schedule for Monday through Friday, based on operational need.

TRAVEL REQUIREMENTS:

This position may travel up to 15% of the work year throughout the State of California to the department's statewide offices, vendor locations, and other locations as necessary.

DRIVING REQUIREMENTS: YES, Possession of valid driver's license is required for this position.

If driving is required, it will be performed up to 10% of the time.

TELEWORK DESIGNATION:

Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office. This position is designated as office centered and works on-site 100% of the time.

CONFLICT OF INTEREST: ☐ YES ☒ NO

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

SPECIAL REQUIREMENTS:



Duty Statement

Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

PHYSICAL AND ENVIRONMENTAL DESIGNATION: Office

Definitions:

- **Office Based:** Work in a climate-controlled, high-rise building, open office environment, under artificial lighting; exposure to computer screens and other basic office equipment; work in a professional environment, under deadlines. There will be occasional fluctuations in temperature. The employee will work in a cubicle and will periodically attend meetings and/or training outside of his/her assigned office.
- **Field Based:** Possession of a valid driver's license is required to operate a State owned or leased vehicle. Incumbent may be required to travel to work sites and work outdoors in various types of terrain. May be exposed to loud noise, dirt, dust, uneven surfaces, hazardous materials, various temperatures, or extreme weather. Utilize safety equipment and safety protocols effectively.

ESSENTIAL PHYSICAL CHARACTERISTICS

Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodations.

Activity	Frequency	Distance/Height
Sitting	Constantly (Over 6 Hours)	
Standing	Frequently (3-6 Hours)	
Running	Never	
Walking	Occasionally (Up to 3 Hours)	
Crawling	Occasionally (Up to 3 Hours)	
Kneeling	Occasionally (Up to 3 Hours)	
Climbing	Never	
Squatting	Occasionally (Up to 3 Hours)	
Bending (neck)	Occasionally (Up to 3 Hours)	
Bending (waist)	Occasionally (Up to 3 Hours)	
Twisting (neck)	Occasionally (Up to 3 Hours)	
Twisting (waist)	Occasionally (Up to 3 Hours)	
Reaching (above shoulder)	Occasionally (Up to 3 Hours)	
Reaching (below shoulder)	Occasionally (Up to 3 Hours)	
Pushing & Pulling	Occasionally (Up to 3 Hours)	

Fine Manipulation	Occasionally (Up to 3 Hours)	
Power Grasping	Occasionally (Up to 3 Hours)	
Simple Grasping	Occasionally (Up to 3 Hours)	



Duty Statement

Repetitive use of hand(s)	Occasionally (Up to 3 Hours)	
Keyboard Use	Constantly (Over 6 Hours)	
Mouse Use	Constantly (Over 6 Hours)	
Walking on uneven ground	Occasionally (Up to 3 Hours)	
Driving	Occasionally (Up to 3 Hours)	
Lifting/Carrying	Occasionally (Up to 3 Hours)	
0 – 10 lbs.	Occasionally (Up to 3 Hours)	
11 – 25 lbs.	Occasionally (Up to 3 Hours)	
26 – 50 lbs.	Occasionally (Up to 3 Hours)	
51 – 75 lbs.	Never	
76 – 100 lbs.	Never	
100 + lbs.	Never	

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (TYPE)	EMPLOYEE SIGNATURE	DATE